

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott

Governor

John H. Armstrong, MD, FACS

State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

LEGISLATIVE BUDGET REQUEST
Letter of Transmittal

Department of Health

Tallahassee, Florida

October 15, 2013

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

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

Mike Hansen, Staff Director
Senate Appropriations 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 2014-15 Fiscal Year. This submission has been approved by John H. Armstrong, MD, FACS, FCCP, State Surgeon General.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed McEachron".

Ed McEachron, Director
Division of Administration

EM/ac
Enclosures



Temporary Special Duty - General

Pay Additives Implementation Plan for Fiscal Year 2014-2015

Temporary Special Duty Additives - General may be authorized in situations where employees are assuming the acting roles of vacant positions within the agency. This additive may be used while the agency is involved in the recruiting process, and until the incumbent has been hired and/or successfully trained. The additive may be implemented on the effective date of the vacancy, and must be discontinued on or before the 90th day of implementation, unless prior approval has been received. The additive may range between 5-10% of the acting employees base rate of pay, the amount will be determined based upon the assigned duties and responsibilities of the acting role. The total value of Temporary Special Duty Additives - General implemented during fiscal year 2013-2014 was \$33,311.63 for a total of 45 employees. It is estimated that the agency will implement a similar number of Temporary Duty Additives - General in the 2014-2015 fiscal year. Pay Additives will impact employees in the following collective bargaining units:

AFSCME
FNA
FPD
SEAG



DEPARTMENT LEVEL EXHIBITS AND SCHEDULES

Schedule VII: Agency Litigation Inventory

Agency:	HEALTH		
Contact Person:	Jennifer Tschetter, General Counsel	Phone Number:	850-245-4005
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	A.R., et al v. Elizabeth Dudek in her official capacity as agency head for the Agency for Healthcare Administration, Harry Frank Farmer, M.D., in his official capacity as Florida's Surgeon General and agency head for the Florida Department of Health, et al.		
Court with Jurisdiction:	United States District Court for the Southern District of Florida/Ft. Lauderdale		
Case Number:	12-cv-60460-RSR		
Summary of the Complaint:	Plaintiffs seek a permanent injunction requiring the Defendants to provide services to medically fragile and medically complex children in the most integrated community setting.		
Amount of the Claim:	\$ See AHCA		
Specific Statutes or Laws (including GAA) Challenged:	Title II of the Americans with Disabilities Act of 1973, 42 USC §§12131-12165, Section 504 of the Rehabilitation Act of 1973, 29 USC §794, Medicaid Act 42 USC §§1396-1396v, the Nursing Home Reform Amendments to Medicaid Act, 42 USC §§1396r and Early and Periodic Screening Diagnostic and Treatment Services 42 USC §1396d(r) and 42 USC §1983		
Status of the Case:	Class certification denied without prejudice. Discovery ongoing related to the issue of class certification		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Class certification denied without prejudice on September 25, 2013. Law Offices of Matthew W. Dietz FSU College of Law Public Interest Law Center The North Florida Center for Equal Justice, Inc.		

Schedule VII: Agency Litigation Inventory

Agency:	HEALTH		
Contact Person:	Jennifer Tschetter, General Counsel	Phone Number:	850-245-4005
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	United States v. State of Florida		
Court with Jurisdiction:	United States District Court for the Southern District of Florida/Ft. Lauderdale		
Case Number:	13-cv-61576-WPD		
Summary of the Complaint:	United States seeks injunctive relief and damages for alleged violations of the Americans with Disabilities Act related to the State's provision of services to medically fragile and medically complex children.		
Amount of the Claim:	\$ See AHCA		
Specific Statutes or Laws (including GAA) Challenged:	Title II of the Americans with Disabilities Act of 1973, 42 USC §§12131-12165, Section 504 of the Rehabilitation Act of 1973, 29 USC §794, Medicaid Act 42 USC §§1396-1396v, the Nursing Home Reform Amendments to Medicaid Act, 42 USC §§1396r and Early and Periodic Screening Diagnostic and Treatment Services 42 USC §1396d(r) and 42 USC §1983		
Status of the Case:	Lawsuit filed on July 22, 2013. Discovery is underway.		
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
	X	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	United States Department of Justice		

Schedule VII: Agency Litigation Inventory

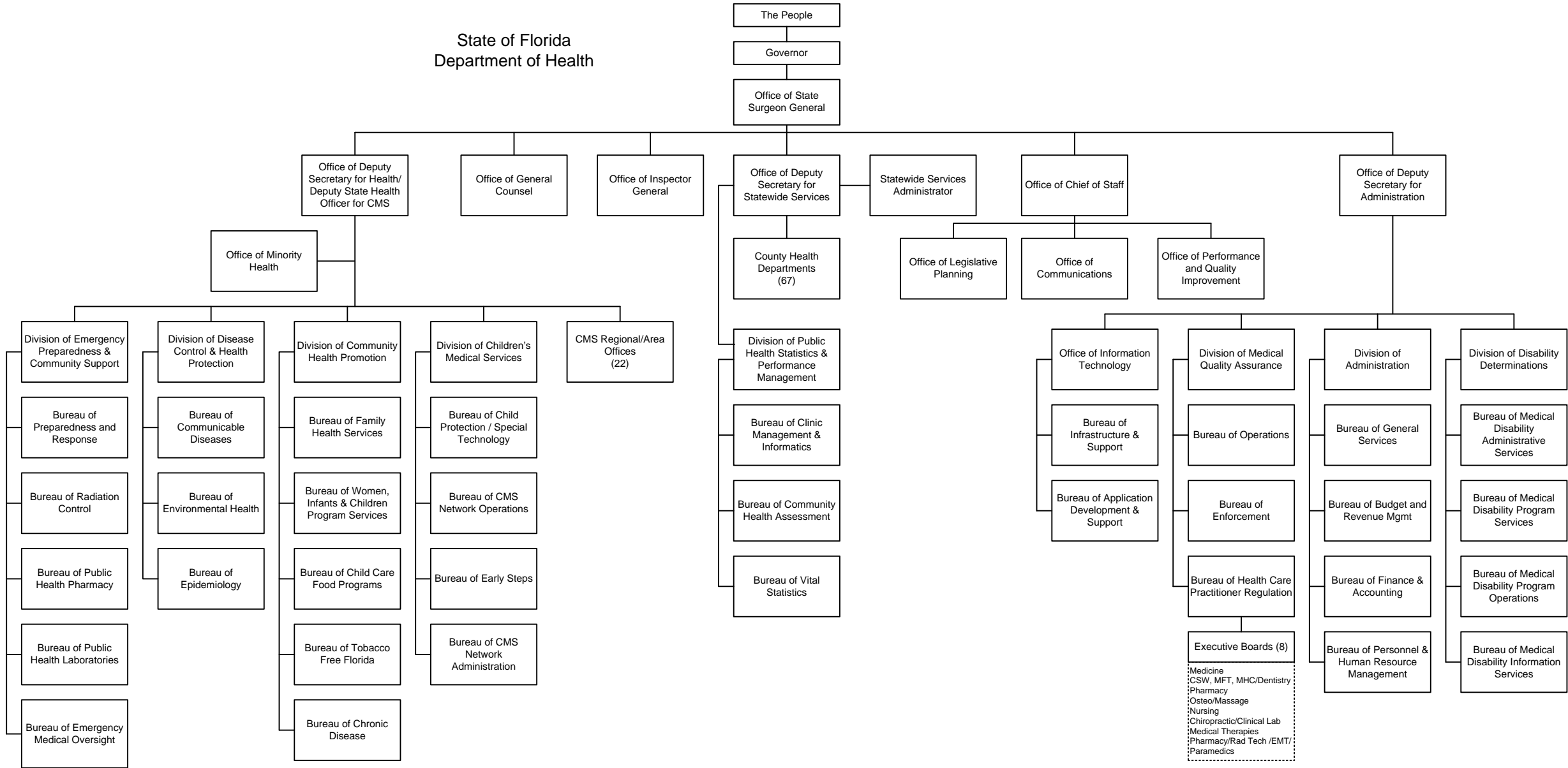
For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

Agency:	HEALTH		
Contact Person:	Jennifer Tschetter, FDOH General Counsel & Stephanie Daniels , Special Counsel, Office of Attorney General	Phone Number:	850-245-4005
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Florida Pediatric Society, the Florida Chapter of the American Academy of Pediatrics, et al v. Elizabeth Dudek, in her official capacity as Secretary of the Agency for Health Care Administration, John Armstrong, M.D., in his official capacity as Florida’s Surgeon General and agency head for the Florida Department of Health, et al.		
Court with Jurisdiction:	U.S. District Court for Southern District of Florida		
Case Number:	1:05-cv-23037-AJ		
Summary of the Complaint:	This case broadly challenges the administration of the Florida Medicaid Program as it relates to children under the age of 21. Plaintiffs challenge the adequacy of reimbursement rates paid to physician and dental providers who furnish Medicaid services to children. They also challenge the adequacy and timeliness of access to physician and dental services, including physician and dental specialty care as well as access to services provided by managed care plans, including prepaid mental health plans and prepaid dental plans.		
Amount of the Claim:	\$ See Agency for Healthcare Administration		
Specific Statutes or Laws (including GAA) Challenged:	Title XIX of the Social Security Act, 42 United States Code § 1396		
Status of the Case:	Awaiting a final opinion from the court on the liability phase of this case. If liability is found, then the case will continue to the remedy phase.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Boies, Schiller & Flexner – Ft. Lauderdale, Florida Miller, Keffer & Bullocks – Tulsa, Oklahoma Public Interest Law Center of Philadelphia – Philadelphia, Pennsylvania
--	---

Office of Policy and Budget – July 2013

State of Florida
Department of Health



HEALTH, DEPARTMENT OF		FISCAL YEAR 2012-13			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		2,770,317,552		22,834,765	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		-6,077,822		-250,000	
FINAL BUDGET FOR AGENCY		2,764,239,730		22,584,765	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					18,584,765
Anti-tobacco Marketing Activities * Number of anti-tobacco impressions.		1,584,258,165	0.01	21,408,551	
Community Based Anti-tobacco Activities * Number of community based tobacco intervention projects funded.		66	165,309.45	10,910,424	
Provide Quitline Services * Number of calls to the Florida Quit-for-Life Line.		81,556	144.04	11,747,028	
State And Community Interventions - Area Health Education Centers (ahec) * Total number of health care practitioners trained in tobacco dependence, patient referrals and systems change.		10,104	1,240.56	12,534,581	
Provide School Health Services * Number of school health services provided		18,816,788	3.07	57,860,958	
Provide Dental Health Services * Number of adults and children receiving county health department professional dental care.		229,320	304.64	69,860,124	
Provide Healthy Start Services * Number of Healthy Start clients provided by direct service providers.		236,765	640.98	151,761,646	
Provide Women, Infants And Children (wic) Nutrition Services * Number of monthly participants		487,319	780.31	380,259,670	
Child Care Food Nutrition * Number of child care meals served monthly		10,411,479	18.09	188,356,719	
Provide Family Planning Services * Number of family planning clients.		219,410	247.08	54,210,913	
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.		253,411	502.44	127,324,390	
Provide Chronic Disease Screening And Education Services * Number of persons receiving chronic disease community services from county health departments.		211,985	165.77	35,141,374	
Recruit Volunteers * Number of volunteers participating		35,793	12.13	434,065	
Provide Immunization Services * Number of immunization services provided		1,457,967	24.64	35,925,517	
Provide Sexually Transmitted Disease Services * Number of sexually transmitted disease clients.		99,743	395.13	39,411,038	
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		45,624	3,433.31	156,641,148	
Provide Tuberculosis Services * Number of tuberculosis medical, screening, tests, test read services.		289,052	181.26	52,392,448	
Provide Infectious Disease Surveillance * Number of epidemiological interview / follow-up services.		141,966	105.93	15,038,494	
Monitor And Regulate Facilities * Number of facility inspections.		190,483	152.49	29,046,492	
Monitor And Regulate Onsite Sewage Disposal (osds) Systems * Number of onsite sewage disposal systems inspected.		407,668	84.18	34,317,099	
Control Radiation Threats *		78,148	90.15	7,044,930	
Racial And Ethnic Disparity Grant * Number of projects		28	87,568.00	2,451,904	
Provide Community Hygiene Services * Nubmer of Community Hygiene Health Services		126,026	62.66	7,897,194	
Monitor Water System/Groundwater Quality * Water system / storage tank inspections / plans reviewed.		258,974	27.61	7,151,124	
Record Vital Events - Chd * Number of vital events recorded.		406,083	28.25	11,470,851	
Process Vital Records * Number of birth, death, fetal death, marriage and divorce records processed.		653,447	14.39	9,400,381	
Provide Public Health Pharmacy Services * Number of drug packets, bottles, and scripts distributed/dispensed.		1,609,210	86.90	139,847,327	
Provide Public Health Laboratory Services * Number of relative workload units performed annually.		5,066,204	6.04	30,598,699	
Public Health Preparedness And Response To Bioterrorism * Number of services (vary considerably in scope)		62,906	872.10	54,860,212	
Statewide Research * Number of grants awarded annually		40	862,057.58	34,482,303	
Prescription Drug Monitoring * Number of queries to the Prescription Drug Monitoring Database		4,591,676	0.23	1,076,057	
Early Intervention Services * Number enrolled in early intervention program.		42,873	1,276.68	54,734,966	
Medical Services To Abused / Neglected Children * Number of Child Protection Team assessments		76,877	234.86	18,055,602	
Poison Control Centers * Number of telephone consultations.		154,965	10.27	1,591,693	
Children's Medical Services Network * Number of children enrolled		64,740	3,682.48	238,403,739	
Issue Licenses And Renewals * Health care practitioner licenses issued		500,000	71.50	35,752,495	
Investigate Unlicensed Activity * Number of unlicensed cases investigated.		700	1,548.08	1,083,653	
Profile Practitioners * Number of visits to practitioner profile website.		2,000,000	0.16	323,563	
Recruit Providers To Underserved Areas * Providers recruited to serve in underserved areas.		400	694.83	277,930	
Support Local Health Planning Councils * Number of Local Health Councils Supported.		11	91,505.91	1,006,565	
Support Rural Health Networks * Rural Health Networks supported.		9	154,153.56	1,387,382	
Rehabilitate Brain And Spinal Cord Injury Victims * Number of brain and spinal cord injured individuals served.		2,985	4,506.15	13,450,871	
Dispense Grant Funds To Local Providers * Number of disbursements.		103	77,423.63	7,974,634	
Trauma Services * Number of Verified Trauma Centers		25	518,338.04	12,958,451	
Provide Eligibility Determination For Benefits * Number of claims completed with accurate determinations		332,333	370.35	123,080,534	
Investigative Services * Number of practitioner cases investigated.		35,706	260.74	9,309,835	
Practitioner Regulation Legal Services * Number of practitioner cases resolved.		4,927	1,508.70	7,433,362	
Consumer Services * Number of complaints resolved.		19,733	109.60	2,162,738	
TOTAL				2,319,851,674	18,584,765
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER				195,501,160	
REVERSIONS				248,655,439	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				2,764,008,273	18,584,765

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

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

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Health

Contact: Terry Walters

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 2013 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 2013-2014 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 2014-2015 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Tobacco Settlement/Tobacco Constitutional Amendment	B	0.9	N/A
b	Medicaid Waivers	B	2.7	N/A
c	Biomedical/Cancer Research	B	10.1	N/A
d	Early Steps/DEI Part C	B	2.5	0
e	Restore Temp Ass't for Needy Families (TANF) related services	B	5.5	5.5
f	Capital Improvement/Repair and Maintenance	B	0.7	63.7
g	Information Systems-Medical Quality Assurance (MQA) System	B	4.5	4.2

- 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 Settlement (consumer price index change), medicaid waivers and Biomedical Research are typically not requested by the department. The appropriations are given to the department during the legislative session. The department analyzed the Early Steps Program and determined the ability to meet mission and statutory mandates utilizing existing resources. The Repair and Maintenance issue consists of centrally managed projects. The Information System consists of upgrades to the Medical Quality Assurance licensing system.

* R/B = Revenue or Budget Driver



ADMINISTRATIVE SUPPORT EXHIBITS AND SCHEDULES

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2014 - 2015

Department: HEALTH

Chief Internal Auditor: Michael J. Bennett

Budget Entity: 64100200

Phone Number: 850-245-4444 x 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-1112DOH-019	June 30, 2013	Division of Administration	<p><i>Department of Health (DOH) did not have a complete and formal process that assists relevant parties in making well-informed decisions related to the performance of contracted providers. The Division of Administration should develop a formal, coordinated process so that all DOH personnel involved in contract monitoring efforts have the ability to effectively communicate and share information regarding contracted providers.</i></p>	<p>Completed. The Division of Administration has developed a Provider Performance Dashboard (PPD) Intranet website and a formal process that will allow Department contracting personnel, and Contract Managers to share information, results and feedback related to findings of the Inspector General’s substantiated reports, administrative and programmatic monitoring, and client satisfaction surveys concerning the performance of contract providers. The process provides a conduit for contract managers and internal contract stakeholders to effectively communicate and share information about providers who did not comply with the terms and conditions of the agency contract. Additionally, the PPD provides useful information on provider performance history and allows programs and county health departments to make informed decisions relative to selecting providers for services.</p>	

A-1112DOH-019	June 30, 2013	Division of Administration	<p><i>DOH Policies governing purchasing and contractual services failed to mention or reference Rule 60A-1.006, F.A.C., leading to inconsistent application of the Rule's provisions.</i></p> <p>1. The Division of Administration should revise policies and correspondence with contracted providers to include references to Rule 0A-1.006, F.A.C.</p> <p>2. The Division of Administration should be more assertive in any published reports or correspondence regarding deficiencies in contracted provider performance by referencing and consistently enforcing the provisions of Rule 60A-1.006, F.A.C., especially the provisions regarding timely provider response and rendering the provider "in default" once those timeframes have not been met.</p>	<p>Completed.</p> <p>1. The Division of Administration provided updates that are intended to be included in the next publication of the Contracting policy and Programmatic Monitoring Guidelines and the Purchasing Policy. See Pg. 38 of Purchasing policy 250-9-12 and Pg. 30 of Contracting policy 250-14-12 (G. Section 7 a. 2)</p> <p>2. The Division of Administration provided updates that are intended to be included in the next publication of the Contracting policy and Programmatic Monitoring Guidelines. Also provided was a draft template cover letter intended to be used for future Administrative Monitoring Review and an example of a recent Administrative Monitoring Report that cited Rule 60A-1.006, FAC to the provider.</p>	
A-1112DOH-019	June 30, 2013	Division of Administration	<p><i>DOH executed or renewed contracts with providers that previously failed to respond to requests for corrective actions in Contract Administrative Monitoring unit reports.</i></p> <p>The Division of Administration should develop a control to identify contracted providers/vendors who have not timely responded to monitoring reports published by the CAM unit. Subsequent contracts should not be executed until the contracted provider appropriately responds to the issues cited in the Administrative Monitoring Report.</p>	<p>Completed.</p> <p>The Division of Administration has developed a Provider Performance Dashboard (PPD) Intranet website and a formal process that will allow Department contracting personnel, and Contract Managers to share information, results and feedback related to findings of the Inspector General's substantiated reports, administrative and programmatic monitoring, and client satisfaction surveys concerning the performance of contract providers. The process provides a conduit for contract managers and internal contract stakeholders to effectively communicate and share information about providers who did not comply with the terms and conditions of the agency contract. Additionally, the PPD provides useful information on provider performance history and allows programs and county health departments to make informed decisions relative to</p>	

A-1112DOH-019	June 30, 2013	Division of Administration	<p><i>DOH executed or renewed contracts with providers that were previously terminated from another DOH contract.</i></p> <p>Finding will be addressed by fulfillment of Recommendation 1.</p>	<p>Completed.</p> <p>The Division of Administration has developed a Provider Performance Dashboard (PPD) Intranet website and a formal process that will allow Department contracting personnel, and Contract Managers to share information, results and feedback related to findings of the Inspector General’s substantiated reports, administrative and programmatic monitoring, and client satisfaction surveys concerning the performance of contract providers. The process provides a conduit for contract managers and internal contract stakeholders to effectively communicate and share information about providers who did not comply with the terms and conditions of the agency contract. Additionally, the PPD provides useful information on provider performance history and allows programs and county health departments to make informed decisions relative to selecting providers for services.</p>	
A-1112DOH-019	June 30, 2013	Division of Administration	<p><i>Previous Division of Administration management did not completely appropriately handle concerns related to a CAM Unit Contract Administrative Monitoring of a contracted provider.</i></p> <p>1. The Division of Administration should take steps to ensure all allegations or appearances of financial irregularities, such as misappropriation of assets, fraud, or other illegal acts identified by CAM Unit Administrative Monitoring reviews, are reported timely to the Office of Inspector General.</p> <p>2. The Bureau of Finance & Accounting should take steps finalize and publish DOHP 250-15-11, Awarding Financial Assistance, as soon as possible.</p>	<p>Completed.</p> <p>1. The Division of Administration took appropriate steps by reassessing its current process to ensure that the Office of Inspector General is timely informed of financial irregularities. It reviewed its current process and procedures to ensure that issues and concerns related to financial irregularities are reported to the Office of Inspector General and other related parties. Additionally, CAM included a notification process in their procedures to notify the Contract Administrator, the Office of General Counsel, and the Office of Inspector General.</p> <p>2. Chapter 287 and Section 215.97, Florida Statutes, have been amended effective July 1, 2013, to align the requirement that several provisions be included in both 1) contracts for services and 2) grants containing financial assistance. This includes requiring grants, like contracts for services, to specify the financial consequences that apply if the recipient or subrecipient fails to perform the minimum level of service required in the agreement. Personnel that work on grants containing financial assistance have been organizationally moved from the Bureau of Finance & Accounting to the Bureau of General Services. The policy would now be under</p>	

A-1112DOH-019	June 30, 2013	Division of Administration	<p><i>Written procedures were not in place to advise contract managers how to handle instances of allegations or appearances of financial irregularities, such as misappropriation of assets, fraud, or other illegal acts perpetrated by contracted providers.</i></p> <p>The Office of Contract Administration should update DOHP 250-14-11, Contractual Services Policies & Procedures, and its Programmatic Monitoring Guidelines to advise that contract managers should timely report all allegations or appearances of financial irregularities, such as misappropriation of assets, fraud, or other illegal acts identified during contract monitoring efforts, to the Office of Inspector General.</p>	<p>Completed.</p> <p>The Office of Contract Administration has developed a uniform process for contract managers to timely report allegations of financial irregularities. This process will be incorporated into the DOHP 250-14-11, Contractual Services Policies & Procedures, and Programmatic Monitoring Guidelines. The Office of Contract Administration will incorporate a “Problem Situation Process” flowchart and procedures into DOHP 250-14-11. On May 10th, 2012, a contract news alert was issued to all contract managers and contracting personnel providing guidance on reporting contract irregularities.</p>	
A-1112DOH-019	June 30, 2013	Division of Administration	<p><i>The Bureau of Finance & Accounting has not applied interest to questioned costs after 40 days following formal notification to contracted providers that have outstanding balances, as stipulated in DOH’s Standard Contract.</i></p> <p>1. The Bureau of Finance & Accounting should enforce the provisions of the DOH standard contract and apply interest to contracted providers for any outstanding balance of questioned costs not returned within 40 days of notification.</p> <p>2. The CAM unit should remind contracted providers in formal communications that interest will be applied on any outstanding balance of questioned costs not returned within 40 days of notification.</p>	<p>Completed.</p> <p>1. The Bureau of Finance & Accounting will enforce the provision of the Standard Contract regarding the application of interest to Questioned Costs. The Office of Contract Administration developed a letter to notify contracted providers of failure to meet certain obligations of the DOH’s Standard Contract. This letter will be sent to Disbursements to advise that office of the necessity to recoup interest from the provider.</p> <p>2. The CAM unit updated its process to include the application of interest upon formal notice to providers that have outstanding balances. All future correspondence to contract providers will include a provision for the application interest to questioned costs.</p>	

A-1112DOH-019	June 30, 2013	Division of Administration	<p><i>Administrative Monitoring Reports were not being published on a timely basis.</i></p> <p>The Division of Administration should maintain the integrity of its CAM unit by ensuring the timely publication of all reports based on Administrative Monitoring reviews. These reports should include all material issues identified during the course of the respective administrative monitoring.</p>	<p>Completed.</p> <p>The Office of Contract Administration has drafted written procedures for its Administrative Monitoring process. The Office of Contract Administration also improved its Review Log of those providers scheduled to receive an Administrative Monitoring Review to better monitor the timeliness of all events of each Administrative Monitoring project, including the timely publication of reports.</p>	
A-1112DOH-019	June 30, 2013	Division of Administration	<p><i>The Bureau of Finance & Accounting did not employ consistent efforts to collect questioned costs identified during Contract Administrative Monitoring projects.</i></p> <p>The Bureau of Finance & Accounting should implement a control to track and monitor responses to Administrative Monitoring Reports, especially those with requests for a return of questioned costs, to ensure timely action is taken for those providers who fail to respond.</p>	<p>Completed.</p> <p>The CAM unit has updated its process to include the application of interest upon formal notice to providers that have outstanding balances. All future correspondence to contract providers will include a provision for the application interest to questioned costs. The Office of Contract Administration developed a letter to notify contracted providers of failure to meet certain obligations of the DOH's Standard Contract. This letter will be sent to Disbursements to advise that office of the necessity to recoup interest from the provider. The Office of Contract Administration has drafted written procedures for its Administrative Monitoring process. The Office of Contract Administration also improved its Review Log of those providers scheduled to receive an Administrative Monitoring Review to better monitor the timeliness of all events of each Administrative Monitoring project, including the timely publication of reports and contracted providers response to such reports.</p>	

2013-161	3/28/2013	Division of Administration	<p><i>The FDOH did not follow procedures for procedures for preparation and review of the Schedule of Expenditures of Federal Awards (SEFA) data form. As a result, amounts reported on the SEFA were materially misstated before adjustment.</i></p> <p>We recommend that the FDOH ensure that amounts reported on the SEFA are accurate and complete by following Florida Department of Financial Services (FDFS) instructions and FDOH procedures for the preparation and review of the SEFA.</p>	Completed. FDOH has updated the procedures for preparing and reporting the SEFA.	
----------	-----------	----------------------------	--	--	--

Office of Policy and Budget - July 2013



ADMINISTRATIVE SUPPORT SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	64100200
	2021

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	8,098,484.58	(A)		8,098,484.58
ADD: Other Cash (See Instructions)	229.57	(B)		229.57
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	10,679,789.01	(D)		10,679,789.01
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	18,778,503.16	(F)	0.00	18,778,503.16
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(2,834,055.46)	(H)		(2,834,055.46)
Approved "B" Certified Forwards	(250,304.15)	(H)		(250,304.15)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(8,000,240.81)	(I)		(8,000,240.81)
LESS: BE TNFR to Multiple 2021 BEs	(545,798.04)	(J)		(545,798.04)
Unreserved Fund Balance, 07/01/13	7,148,104.70	(K)	0.00	7,148,104.70 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Administrative Trust Fund
LAS/PBS Fund Number:	2021/64100200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	8,780,909.78	(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	(250,304.15)	(D)
---	--------------	-----

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

A/P not C/F-Operating Categories	(836,702.89)	(D)
----------------------------------	--------------	-----

BE TNFR to Multipl BEs	(545,798.04)	(D)
------------------------	--------------	-----

		(D)
--	--	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:

	7,148,104.70	(E)
--	---------------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	7,148,104.70	(F)
--	---------------------	-----

DIFFERENCE:

	0.00	(G)*
--	-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	64100200
	2122

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	13,325,318.46	(A)		13,325,318.46
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: BE TNFR from 64200800 and 64200100	698,409.50	(E)		698,409.50
Total Cash plus Accounts Receivable	14,023,727.96	(F)	0.00	14,023,727.96
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(13,932,310.79)	(H)		(13,932,310.79)
Approved "B" Certified Forwards	(91,417.17)	(H)		(91,417.17)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	2122/64100200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(667,441.62)	(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	(91,417.17)	(D)
---	--------------------	-----

Approved "C" Carry Forward Total (FCO) per LAS/PBS	0.00	(D)
--	-------------	-----

A/P not C/F-Operating Categories	60,449.29	(D)
----------------------------------	------------------	-----

BE TNFR from 2122 64200800	256,977.29	(D)
----------------------------	-------------------	-----

BE TNFR from 2122 64200100	441,432.21	(D)
----------------------------	-------------------	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:

	0.00	(E)
--	-------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	0.00	(F)
--	-------------	-----

DIFFERENCE:

	0.00	(G)*
--	-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grant Trust Fund
LAS/PBS Fund Number:	64100200
	2261

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(738,428.87)	(A)		(738,428.87)
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	31,959.37	(D)		31,959.37
ADD: BE TNFR from 2261 64200800	787,955.49	(E)		787,955.49
Total Cash plus Accounts Receivable	81,485.99	(F)	0.00	81,485.99
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(31,959.37)	(H)		(31,959.37)
Approved "B" Certified Forwards	(49,526.62)	(H)		(49,526.62)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)		0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Federal Grant Trust Fund
LAS/PBS Fund Number:	2261/64100200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(709,299.05) (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment	
SWFS Adjustment	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(49,526.62) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	(29,129.82) (D)
BE TNFR from 2261 64200800	787,955.49 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	0.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**



INFORMATION TECHNOLOGY EXHIBITS AND SCHEDULES



INFORMATION TECHNOLOGY SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	64100400
	2021

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(240,780.62)	(A)		(240,780.62)
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: BE TNFR from 64100200	240,780.62	(D)		240,780.62
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00	0.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Administrative Trust Fund
LAS/PBS Fund Number:	2021/64100400

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(139,014.97) (A)
--	-------------------------

Subtract Nonspendable Fund Balance (GLC 56XXX)

	[] (B)
--	---------

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment	[] (C)
-----------------	---------

SWFS Adjustment	[] (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	(101,765.65) (D)
----------------------------------	-------------------------

BE TNFR from 64100200	240,780.62 (D)
-----------------------	-----------------------

	[] (D)
--	---------

	[] (D)
--	---------

ADJUSTED BEGINNING TRIAL BALANCE:

	0.00 (E)
--	-----------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	0.00 (F)
--	-----------------

DIFFERENCE:

	0.00 (G)*
--	------------------

***SHOULD EQUAL ZERO.**



COMMUNITY HEALTH PROMOTION EXHIBITS AND SCHEDULES



COMMUNITY HEALTH PROMOTION SCHEDULE I SERIES

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 64 Health **Budget Period:** 2014 - 2015
Program: 64200100 Community Health Promotion
Fund: 2089 Rape Crisis Program Trust Fund

Specific Authority: s. 794.055 & s. 794.056, F.S.
Purpose of Fees Collected: Funds are allocated to rape crisis centers to provide sexual battery recovery services to victims of sexual battery and their families.

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2012 - 2013	FY 2013 - 2014	FY 2015 - 2015
Receipts:			
Surcharges assessed to offenders	1,426,393	1,426,393	1,426,393

Total Fee Collection to Line (A) - Section III	1,426,393	1,426,393	1,426,393

<u>SECTION II - FULL COSTS</u>			
Direct Costs:			
Salaries and Benefits	33,000	34,000	36,000
Other Personal Services			
Expenses	11,379	33,952	33,952
Operating Capital Outlay			
<u>Contractual Services</u>	1,338,298	1,291,085	1,291,085
<u>Trust Fund Surcharge paid in FY 12-13</u>	112,432	112,432	112,432
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	1,495,109	1,471,469	1,473,469

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	1,426,393	1,426,393
TOTAL SECTION II	(B)	1,495,109	1,473,469
TOTAL - Surplus/Deficit	(C)	(68,716)	(47,076)

EXPLANATION of LINE C:
 Cash is available for negative balance. Revenues have been estimated based on history of previous deposits.
 Contract award will be reduced as needed, based on cash balance annually.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Dept of Health / Bureau of Chronic Disease **Budget Period:** 2014 - 2015
Program: Epilepsy Services Program
Fund: 2197
Specific Authority: 318.21(6)
Purpose of Fees Collected: Epilepsy Services Program - Prevention and Education

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

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

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2012 - 2013	FY 2013 - 2014	FY 2015 - 2015
<u>Receipts:</u>			
Deposit total	1,138,309	1,690,000	1,690,000
FY 11-12 balance brought forward	739,909		
Total Fee Collection to Line (A) - Section III	1,878,218	1,690,000	1,690,000

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	55,279	55,279	55,279
Other Personal Services			
Expenses	1,732	1,732	1,732
Operating Capital Outlay			
Contractual Services 050082	1,400,000	1,400,000	1,400,000
Indirect Costs Charged to Trust Fund	150,778	150,778	150,778
Total Full Costs to Line (B) - Section III	1,607,789	1,607,789	1,607,789

June 2013 Trust Fund Cash Analysis -

Basis Used: Full cost plus 5%

SECTION III - SUMMARY

TOTAL SECTION I	(A)	1,878,218	1,690,000	1,690,000
TOTAL SECTION II	(B)	1,607,789	1,607,789	1,607,789
TOTAL - Surplus/Deficit	(C)	270,429	82,211	82,211

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	64200100
	2021

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	5.21	(A)		5.21
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: BE TNFR from 64100200	1,642.79	(E)		1,642.79
Total Cash plus Accounts Receivable	1,648.00	(F)	0.00	1,648.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(1,648.00)	(I)		(1,648.00)
LESS:		(J)		0.00
LESS:		(J)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2013 - 2014	
Department Title:	Department of Health
Trust Fund Title:	Administrative Trust Fund
LAS/PBS Fund Number:	2021/64200100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(1,642.79)"/> (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)
----------------------------------	----------------------	-----

BE TNFR from 64100200	<input type="text" value="1,642.79"/>	(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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Rape Crisis Trust Fund
LAS/PBS Fund Number:	64200100
	2089

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	174,648.70	(A)		174,648.70
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: BE TNFR from 64200300	154,890.82	(E)		154,890.82
Total Cash plus Accounts Receivable	329,539.52	(F)	0.00	329,539.52
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(112,349.88)	(H)		(112,349.88)
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(32,656.46)	(I)		(32,656.46)
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	184,533.18	(K)	0.00	184,533.18 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Rape Crisis Trust Fund
LAS/PBS Fund Number:	2089/64200100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	29,642.36	(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)
----------------------------------	--	-----

BE TNFR from 64200300	154,890.82	(D)
-----------------------	------------	-----

		(D)
--	--	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:

	184,533.18	(E)
--	-------------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	184,533.18	(F)
--	-------------------	-----

DIFFERENCE:

	0.00	(G)*
--	-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	64200100
	2122

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	3,755,546.00	(D)		3,755,546.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	3,755,546.00	(F)	0.00	3,755,546.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 64100200/64200700/64300100	(2,500,811.63)	(J)		(2,500,811.63)
Unreserved Fund Balance, 07/01/13	1,254,734.37	(K)	0.00	1,254,734.37 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	2122/64200100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	3,753,436.52	(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	0.00	(D)
---	------	-----

Approved "C" Carry Forward Total (FCO) per LAS/PBS	0.00	(D)
--	------	-----

A/P not C/F-Operating Categories	2,109.48	(D)
----------------------------------	----------	-----

BE TNFR to 2122 64100200	(441,432.21)	(D)
--------------------------	--------------	-----

BE TNFR to 2122 64200700	(592,742.01)	(D)
--------------------------	--------------	-----

BE TNFR to 2122 64300100	(1,466,637.41)	(D)
--------------------------	----------------	-----

ADJUSTED BEGINNING TRIAL BALANCE:	1,254,734.37	(E)
--	---------------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	1,254,734.37	(F)
--	---------------------	-----

DIFFERENCE:	0.00	(G)*
--------------------	-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015 Department of Health
Trust Fund Title:	Epilepsy Trust Fund
Budget Entity:	64200100
LAS/PBS Fund Number:	2197

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(1,699,003.18)	(A)			(1,699,003.18)
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: BE TNFR from 2197 64200300	1,978,250.00	(E)			1,978,250.00
Total Cash plus Accounts Receivable	279,246.82	(F)	0.00		279,246.82
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	(11,256.68)	(H)			(11,256.68)
Approved "B" Certified Forwards		(H)			0.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)	(25,195.00)	(I)			(25,195.00)
LESS: _____		(J)			0.00
Unreserved Fund Balance, 07/01/13	242,795.14	(K)	0.00		242,795.14 **

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: 2014 - 2015
Department Title: Department of Health
Trust Fund Title: Epilepsy Trust Fund
LAS/PBS Fund Number: 2197/64200100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; (1,735,454.86) (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)

BE TNFR from 2197 64200300 1,978,250.00 (D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

242,795.14 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

242,795.14 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015 Department of Health
Trust Fund Title:	Biomedical Research Trust Fund
Budget Entity:	64200100
LAS/PBS Fund Number:	2245

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: BE TNFR from 64200800	5,158,745.69	(E)		5,158,745.69
Total Cash plus Accounts Receivable	5,158,745.69	(F)	0.00	5,158,745.69
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved Carry Forward		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	5,158,745.69	(K)	0.00	5,158,745.69 **

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: 2014 - 2015

Department Title: Department of Health
Trust Fund Title: Biomedical Research Trust Fund
LAS/PBS Fund Number: 2245/64200100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; (1,563.55) (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 Carry Forward (D)

A/P not C/F-Operating Categories 1,563.55 (D)

BE TNFR from 64200800 5,158,745.69 (D)

 (D)

 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 5,158,745.69 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) 0.00 (F)

DIFFERENCE: 5,158,745.69 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grant Trust Fund
LAS/PBS Fund Number:	64200100
	2261

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	42,490,829.70	(A)		42,490,829.70
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments	901.05	(C)		901.05
ADD: Outstanding Accounts Receivable	34,300,706.90	(D)	(1,563.50)	34,299,143.40
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	76,792,437.65	(F)	(1,563.50)	76,790,874.15
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(40,961,095.50)	(H)		(40,961,095.50)
Approved "B" Certified Forwards	(3,637,462.28)	(H)		(3,637,462.28)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 2261 64200300	(31,636,244.71)	(J)		(31,636,244.71)
Unreserved Fund Balance, 07/01/13	557,635.16	(K)	(1,563.50)	556,071.66 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Federal Grant Trust Fund
LAS/PBS Fund Number:	2261/64200100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	35,498,627.06	(A)
--	----------------------	-----

Subtract Nonspendable Fund Balance (GLC 56XXX)

		(B)
--	--	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B6400020	(1,563.50)	(C)
----------------------------	------------	-----

SWFS Adjustment		(C)
-----------------	--	-----

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(3,637,462.28)	(D)
---	----------------	-----

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

A/P not C/F-Operating Categories	332,715.09	(D)
----------------------------------	------------	-----

BE TNFR to 2261 64200300	(31,636,244.71)	(D)
--------------------------	-----------------	-----

		(D)
--	--	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:

	556,071.66	(E)
--	-------------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	556,071.66	(F)
--	-------------------	-----

DIFFERENCE:

	0.00	(G)*
--	-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	64200100
	2339

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00	0.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	2339/64200100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds;	
GLC 539XX for proprietary and fiduciary funds	<input type="text" value="0.00"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjustment	<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" value="0.00"/> (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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Welfare Transition Trust Fund
LAS/PBS Fund Number:	64200100
	2401

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	916,124.49	(A)		916,124.49
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	612,879.79	(D)		612,879.79
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	1,529,004.28	(F)	0.00	1,529,004.28
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(1,054,004.28)	(H)		(1,054,004.28)
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	475,000.00	(K)	0.00	475,000.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Welfare Transition Trust Fund
LAS/PBS Fund Number:	2401/64200100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="475,000.00"/> (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"/> (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)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="475,000.00"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="475,000.00"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Maternal & Children Health Block Grant Trust Fund
LAS/PBS Fund Number:	64200100
	2475

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,851,296.38	(A)		1,851,296.38
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	1,847,392.76	(D)		1,847,392.76
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	3,698,689.14	(F)	0.00	3,698,689.14
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(861,362.28)	(H)		(861,362.28)
Approved "B" Certified Forwards	(82,287.62)	(H)		(82,287.62)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)		0.00
LESS: BE TNFR to 64200300 & 64300100	(2,057,749.17)	(J)		(2,057,749.17)
Unreserved Fund Balance, 07/01/13	697,290.07	(K)	0.00	697,290.07 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Maternal & Children Health Block Grant Trust Fund
LAS/PBS Fund Number:	2475 / 64200100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	2,825,004.65 (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	(82,287.62) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	12,322.21 (D)
BE TNFR to 64200300 and 64300100	(2,057,749.17) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	697,290.07 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	697,290.07 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Preventative Health Services Block Grant Trust Fund
LAS/PBS Fund Number:	64200100
	2539

	Balance as of 6/30/2013	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(71,081.96) (A)		(71,081.96)
ADD: Other Cash (See Instructions)			0.00
ADD: Investments			0.00
ADD: Outstanding Accounts Receivable			0.00
ADD: BE TNFR from 2539 64200300	416,974.64 (E)		416,974.64
Total Cash plus Accounts Receivable	345,892.68 (F)	0.00	345,892.68
LESS Allowances for Uncollectibles			0.00
LESS Approved "A" Certified Forwards	(127,567.39) (H)		(127,567.39)
Approved "B" Certified Forwards	(188.70) (H)		(188.70)
Approved "FCO" Certified Forwards			0.00
LESS: Other Accounts Payable (Nonoperating)			0.00
LESS: _____			0.00
Unreserved Fund Balance, 07/01/13	218,136.59 (K)	0.00	218,136.59 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Preventative Health Services Block Grant Trust Fund
LAS/PBS Fund Number:	2539/64200100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds;	(198,721.86) (A)
GLC 539XX for proprietary and fiduciary funds	
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	(188.70) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	72.51 (D)
BE TNFR From 2539 64200300	416,974.64 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	218,136.59 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	218,136.59 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**



DISEASE CONTROL AND HEALTH PROTECTION EXHIBITS AND SCHEDULES

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2014 - 2015

Department: Health

Chief Internal Auditor: Michael J. Bennett

Budget Entity: 64200200

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) ISSUE CODE
2013-161	3/28/2013	HIV/AIDS	<p><i>Eligibility determination procedures were not sufficient to ensure that only eligible individuals received AIDS Drug Assistance Program (ADAP) Benefits.</i></p> <p>We recommend that the FDOH conduct periodic matches to better ensure that Medicaid eligible persons are not provided ADAP benefits.</p>	<p>Completed. The Memorandum of Agreement (MOA) between FDOH and Florida Agency for Health Care Administration (FAHCA) was completed and signed by AHCA as of June 2013. However, at that time AHCA found that they were not technologically able to comply with the MOA. They are making the necessary changes to their systems to allow them to comply with the MOA and expect to have them completed by July 12, 2013. Due to this, the completion date was pushed back to August.</p>	
2013-161	3/28/2013	HIV/AIDS	<p><i>The FDOH did not ensure that effective access security controls had been established for the AIDS Information Management System (AIMS).</i></p> <p>We recommend that the FDOH proceed with its actions to enhance AIMS access security controls.</p>	<p>Completed. The new version of AIMS is in full use. The old system will continue to be used to monitor and report on old contracts thru December 31, 2013. At that time the old system will be retired and disabled. Starting January 1, 2014 only the new version of AIMS will be used for contract monitoring and reporting. All findings are corrected with use of the new version of AIMS.</p>	

Office of Policy and Budget - July 2013



DISEASE CONTROL AND HEALTH PROTECTION SCHEDULE I SERIES

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Health **Budget Period:** 2014-2015
Program: Bureau of Environmental Health
Fund: Grants and Donations TF-339060

Specific Authority: 489.557
Purpose of Fees Collected: Septic Tank Contractor License fees-to ensure that contractors are licensed to perform septic work in Florida

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

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

SECTION I - FEE COLLECTION **ACTUAL** **ESTIMATED** **REQUEST**
 FY 2012-2013 **FY 2013-2014** **FY 2014-2015**

Receipts:

Contractor Registration	184,165	81,000	184,200

Total Fee Collection to Line (A) - Section III	184,165	81,000	184,200

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	95,899	114,464	114,464
Other Personal Services			
Expenses	292	2,500	2,500
Operating Capital Outlay			
<u>Refunds</u>	250	250	250
<u>General Revenue Surcharge-8%</u>	10,642	6,480	14,736
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	107,083	123,694	131,950

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	184,165	81,000	184,200
TOTAL SECTION II	(B)	107,083	123,694	131,950
TOTAL - Surplus/Deficit	(C)	77,082	(42,694)	52,250

EXPLANATION of LINE C:
Company registration is a bi-ennial program. The surplus revenue in the trust fund will offset the cash deficit in FY 13-14.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	64200200
	2021

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,122,126.67	(A)		2,122,126.67
ADD: Other Cash (See Instructions)	103.10	(B)		103.10
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	4,545.20	(D)		4,545.20
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	2,126,774.97	(F)	0.00	2,126,774.97
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(65,615.30)	(H)		(65,615.30)
Approved "B" Certified Forwards	(208.42)	(H)		(208.42)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(665.27)	(I)		(665.27)
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	2,060,285.98	(K)	0.00	2,060,285.98 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Administrative Trust Fund
LAS/PBS Fund Number:	2021/64200200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	2,060,069.59	(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	(208.42)	(D)
---	----------	-----

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

A/P not C/F-Operating Categories	424.81	(D)
----------------------------------	--------	-----

		(D)
--	--	-----

		(D)
--	--	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:

	2,060,285.98	(E)
--	---------------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	2,060,285.98	(F)
--	---------------------	-----

DIFFERENCE:

	0.00	(G)*
--	-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grant Trust Fund
LAS/PBS Fund Number:	64200200
	2261

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,077,113.42	(A)			2,077,113.42
ADD: Other Cash (See Instructions)	14.42	(B)			14.42
ADD: Investments	0.21	(C)			0.21
ADD: Outstanding Accounts Receivable	6,769,181.15	(D)			6,769,181.15
ADD: _____		(E)			0.00
Total Cash plus Accounts Receivable	8,846,309.20	(F)	0.00		8,846,309.20
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	(6,501,073.30)	(H)			(6,501,073.30)
Approved "B" Certified Forwards	(1,075,092.13)	(H)			(1,075,092.13)
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)			0.00
LESS: BE TNFR to 2261 64200600	(292,150.34)	(J)			(292,150.34)
LESS: BE TNFR to 2261 64200400	(977,993.43)	(J)			(977,993.43)
Unreserved Fund Balance, 07/01/13	0.00	(K)			0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Federal Grant Trust Fund
LAS/PBS Fund Number:	2261/64200200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	2,331,078.27 (A)
--	-------------------------

Subtract Nonspendable Fund Balance (GLC 56XXX)

	[] (B)
--	---------

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment	[] (C)
-----------------	---------

SWFS Adjustment	[] (C)
-----------------	---------

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,075,092.13) (D)
---	---------------------------

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

A/P not C/F-Operating Categories	14,157.63 (D)
----------------------------------	----------------------

BE TNFR to 2261 64200600	(292,150.34) (D)
--------------------------	-------------------------

BE TNFR to 2261 64200400	(977,993.43) (D)
--------------------------	-------------------------

	[] (D)
--	---------

ADJUSTED BEGINNING TRIAL BALANCE:

	0.00 (E)
--	-----------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	0.00 (F)
--	-----------------

DIFFERENCE:

	0.00 (G)*
--	------------------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	64200200
	2339

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,478,758.23	(A)		1,478,758.23
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	462,816.24	(D)		462,816.24
ADD: BE TNFR from 2339 64200600	1,560,911.06	(E)		1,560,911.06
Total Cash plus Accounts Receivable	3,502,485.53	(F)	0.00	3,502,485.53
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(122,010.44)	(H)		(122,010.44)
Approved "B" Certified Forwards	(1,207.50)	(H)		(1,207.50)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(4,543.49)	(I)		(4,543.49)
LESS: BE TNFR to 2339 64200400	(989,390.15)	(J)		(989,390.15)
Unreserved Fund Balance, 07/01/13	2,385,333.95	(K)	0.00	2,385,333.95 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	2339/64200200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,811,551.03 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,207.50) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	3,469.51 (D)
BE TNFR to 2339 64200400	(989,390.15) (D)
BE TNFR from 2339 64200600	1,560,911.06 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	2,385,333.95 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	2,385,333.95 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Operations & Maintenance Trust Fund
LAS/PBS Fund Number:	64200200
	2516

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	856,013.15	(A)		856,013.15
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: BE TNFR from 64200400	4,218,207.71	(E)		4,218,207.71
Total Cash plus Accounts Receivable	5,074,220.86	(F)	0.00	5,074,220.86
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(221.14)	(H)		(221.14)
Approved "B" Certified Forwards	(124,883.44)	(H)		(124,883.44)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	4,949,116.28	(K)	0.00	4,949,116.28 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Operations & Maintenance Trust Fund
LAS/PBS Fund Number:	2516/64200200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	629,431.11 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(124,883.44) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	226,360.90 (D)
BE TNFR from 64200400	4,218,207.71 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	4,949,116.28 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	4,949,116.28 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015 Department of Health
Trust Fund Title:	Radiation Protection Trust Fund
Budget Entity:	64200200
LAS/PBS Fund Number:	2569

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	79,869.55	(A)		79,869.55
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	79,869.55	(F)	0.00	79,869.55
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(7,646.29)	(H)		(7,646.29)
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(2,554.00)	(I)		(2,554.00)
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	69,669.26	(K)	0.00	69,669.26 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Radiation Protection Trust Fund
LAS/PBS Fund Number:	2569/64200200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	69,507.08 (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	162.18 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	69,669.26 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	69,669.26 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**



FAMILY HEALTH SERVICES EXHIBITS AND SCHEDULES



FAMILY HEALTH SERVICES SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	64200300
	2021

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00	0.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Administrative Trust Fund
LAS/PBS Fund Number:	2021/64200300

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds;	
GLC 539XX for proprietary and fiduciary funds	0.00 (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:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	0.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015 Department of Health
Trust Fund Title:	Rape Crisis Trust Fund
Budget Entity:	64200300
LAS/PBS Fund Number:	2089

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	154,890.82	(A)		154,890.82
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	154,890.82	(F)	0.00	154,890.82
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 64200100	(154,890.82)	(J)		(154,890.82)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Rape Crisis Trust Fund
LAS/PBS Fund Number:	2089/64200300

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; 154,890.82 (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)

BE TNFR to 64200100 (154,890.82) (D)

 (D)

 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 0.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) 0.00 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	64200300
	2122

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	57,281.42	(A)		57,281.42
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: BE TNFR from 2122 64200700		(E)		0.00
Total Cash plus Accounts Receivable	57,281.42	(F)	0.00	57,281.42
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 64200700	(57,281.42)	(J)		(57,281.42)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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:	<u>Budget Period: 2014 - 2015</u> <u>Department of Health</u>
Trust Fund Title:	<u>Tobacco Settlement Trust Fund</u>
LAS/PBS Fund Number:	<u>2122/64200300</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="57,281.42"/> (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)
BE TNFR from 2122 64200700	<input type="text" value="(57,281.42)"/> (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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Epilepsy Trust Fund
LAS/PBS Fund Number:	64200300
	2197

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,978,250.86	(A)		1,978,250.86
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	1,978,250.86	(F)	0.00	1,978,250.86
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 2197 64200100	(1,978,250.86)	(J)		(1,978,250.86)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Epilepsy Trust Fund
LAS/PBS Fund Number:	2197/64200300

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,978,250.86	(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)
----------------------------------	--	-----

BE TNFR to 2197 64200100	(1,978,250.86)	(D)
--------------------------	-----------------------	-----

		(D)
--	--	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:

	0.00	(E)
--	-------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	0.00	(F)
--	-------------	-----

DIFFERENCE:

	0.00	(G)*
--	-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grant Trust Fund
LAS/PBS Fund Number:	64200300
	2261

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(31,636,244.71)	(A)		(31,636,244.71)
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: BE TNFR from 2261 64200100	31,636,244.71	(E)		31,636,244.71
Total Cash plus Accounts Receivable	0.00	(F)	0.00	0.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)		0.00 **

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: 2014 - 2015
Department Title: Department of Health
Trust Fund Title: Federal Grant Trust Fund
LAS/PBS Fund Number: 2261/64200300

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(31,666,416.12) (A)
--	----------------------------

Subtract Nonspendable Fund Balance (GLC 56XXX)

[]	(B)
-----	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment	[]	(C)
-----------------	-----	-----

SWFS Adjustment	[]	(C)
-----------------	-----	-----

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	[]	(D)
--	-----	-----

A/P not C/F-Operating Categories	30,171.41	(D)
----------------------------------	-----------	-----

BE TNFR from 2261 64200100	31,636,244.71	(D)
----------------------------	---------------	-----

[]	(D)
-----	-----

[]	(D)
-----	-----

ADJUSTED BEGINNING TRIAL BALANCE:

0.00	(E)
-------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

0.00	(F)
-------------	-----

DIFFERENCE:

0.00	(G)*
-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	64200300
	2339

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,448.33	(A)			1,448.33
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: _____		(E)			0.00
Total Cash plus Accounts Receivable	1,448.33	(F)	0.00		1,448.33
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards		(H)			0.00
Approved "B" Certified Forwards		(H)			0.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS: BE TNFR to 2339 64200800	(1,448.33)	(J)			(1,448.33)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00		0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	2339/64200300

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="1,448.33"/> (A)
--	---

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment	<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)
----------------------------------	--------------------------

BE TNFR to 2339 64200800	<input type="text" value="(1,448.33)"/> (D)
--------------------------	---

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

(F)

DIFFERENCE:

(G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Welfare Transition Trust Fund
LAS/PBS Fund Number:	64200300
	2401

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00	(A)	0.00		0.00
ADD: Other Cash (See Instructions)	0.00	(B)	0.00		0.00
ADD: Investments	0.00	(C)	0.00		0.00
ADD: Outstanding Accounts Receivable	0.00	(D)	0.00		0.00
ADD: _____	0.00	(E)	0.00		0.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00		0.00
LESS Allowances for Uncollectibles	0.00	(G)	0.00		0.00
LESS Approved "A" Certified Forwards	0.00	(H)	0.00		0.00
Approved "B" Certified Forwards	0.00	(H)	0.00		0.00
Approved "FCO" Certified Forwards	0.00	(H)	0.00		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)	0.00		0.00
LESS: _____	0.00	(J)	0.00		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00		0.00 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Welfare Transition Trust Fund
LAS/PBS Fund Number:	2401/64200300

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

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: (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Maternal & Children Health Block Grant Trust Fund
LAS/PBS Fund Number:	64200300
	2475

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(1,733,088.06)	(A)			(1,733,088.06)
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: BE TNFR From 64200100	1,733,088.06	(E)			1,733,088.06
Total Cash plus Accounts Receivable	0.00	(F)	0.00		0.00
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards		(H)			0.00
Approved "B" Certified Forwards		(H)			0.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)			0.00
LESS: _____		(J)			0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00		0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Maternal & Children Health Block Grant Trust Fund
LAS/PBS Fund Number:	2475 / 64200300

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds;	<input type="text" value="(1,733,088.06)"/> (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"/> (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)
BE TNFR to 64200100	<input type="text" value="1,733,088.06"/> (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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Preventative Health Services Block Grant Trust Fund
LAS/PBS Fund Number:	64200300
	2539

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	416,974.64	(A)			416,974.64
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: _____		(E)			0.00
Total Cash plus Accounts Receivable	416,974.64	(F)	0.00		416,974.64
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards		(H)			0.00
Approved "B" Certified Forwards		(H)			0.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS: BE TNFR to 2539 64200100	(416,974.64)	(J)			(416,974.64)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00		0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Preventative Health Services Block Grant Trust Fund
LAS/PBS Fund Number:	2539/64200300

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	416,974.64 (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	
BE TNFR to 2539 64200100	(416,974.64) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	0.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**



INFECTIOUS DISEASE CONTROL EXHIBITS AND SCHEDULES



INFECTIOUS DISEASE CONTROL SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2014 - 2015

Department Title:	Department of Health
Trust Fund Title:	Federal Grant Trust Fund
Budget Entity:	64200400
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(1,906,338.48)	(A)		(1,906,338.48)
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: BE TNFR from 2261 64200200	977,993.43	(E)		977,993.43
ADD: BE TNFR from 2261 64200800	928,345.05	(E)		928,345.05
Total Cash plus Accounts Receivable	0.00	(F)	0.00	0.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: _____		(I)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)		0.00

Notes:

*SWFS = Statewide Financial Statement
year and Line A for the following year.

Office of Policy and Budget - July 2013

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Federal Grant Trust Fund
LAS/PBS Fund Number:	2261/64200400

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(1,906,338.48)	(A)
--	-----------------------	-----

Subtract Nonspendable Fund Balance (GLC 56XXX)

		(B)
--	--	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment		(C)
-----------------	--	-----

SWFS Adjustment		(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)
----------------------------------	--	-----

BE TNFR from 2261 64200200	977,993.43	(D)
----------------------------	------------	-----

BE TNFR from 2261 64200800	928,345.05	(D)
----------------------------	------------	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:

	0.00	(E)
--	-------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	0.00	(F)
--	-------------	-----

DIFFERENCE:

	0.00	(G)*
--	-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	64200400
	2339

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(989,390.15)	(A)			(989,390.15)
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable	0.00	(D)			0.00
ADD: BE TNFR from 2339 64200200	989,390.15	(E)			989,390.15
Total Cash plus Accounts Receivable	0.00	(F)	0.00		0.00
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	0.00	(H)			0.00
Approved "B" Certified Forwards	0.00	(H)			0.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS: _____		(J)			0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00		0.00 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	2339/64200400

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; **(989,390.15)** (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) _____ (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment _____ (C)

SWFS Adjustment # and Description _____ (C)

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 _____ (D)

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

BE TNFR from 2339 64200200 **989,390.15** (D)

_____ (D)

_____ (D)

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

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) **0.00** (F)

DIFFERENCE: **0.00** (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Operations & Maintenance Trust Fund
LAS/PBS Fund Number:	64200400
	2516

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,218,207.71	(A)		4,218,207.71
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	4,218,207.71	(F)	0.00	4,218,207.71
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 64200200	(4,218,207.71)	(J)		(4,218,207.71)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Operations & Maintenance Trust Fund
LAS/PBS Fund Number:	2516/64200400

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	4,218,207.71 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment	
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	
BE TNFR to 64200200	(4,218,207.71) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	0.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**



ENVIRONMENTAL HEALTH EXHIBITS AND SCHEDULES



ENVIRONMENTAL HEALTH SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	64200600
	2021

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	(7,135.52)	(D)		(7,135.52)
ADD: BE TNFR from 64100200	7,135.52	(E)		7,135.52
Total Cash plus Accounts Receivable	0.00	(F)	0.00	0.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Administrative Trust Fund
LAS/PBS Fund Number:	2021/64200600

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(7,135.52)"/> (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)
BE TNFR from 64100200	<input type="text" value="7,135.52"/> (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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grant Trust Fund
LAS/PBS Fund Number:	64200600
	2261

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(292,150.34)	(A)			(292,150.34)
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: BE TNFR from 2261 64200200	292,150.34	(E)			292,150.34
Total Cash plus Accounts Receivable	0.00	(F)	0.00		0.00
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards		(H)			0.00
Approved "B" Certified Forwards		(H)			0.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS: _____		(J)			0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)			0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Federal Grant Trust Fund
LAS/PBS Fund Number:	2261/64200600

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(292,150.34)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment	<input type="text"/> (C)
SWFS Adjustment	<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)
BE TNFR from 2261 64200200	<input type="text" value="292,150.34"/> (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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	64200600
	2339

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,560,911.06	(A)		1,560,911.06
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	1,560,911.06	(F)	0.00	1,560,911.06
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 2339 64200200	(1,560,911.06)	(J)		(1,560,911.06)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	2339/64200600

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,560,911.06 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment	
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	
BE TNFR to 2339 64200200	(1,560,911.06) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	0.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Radiation Protection Trust Fund
LAS/PBS Fund Number:	64200600
	2569

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	982,235.91	(A)		982,235.91
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	982,235.91	(F)	0.00	982,235.91
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 64200800	(982,235.91)	(J)		(982,235.91)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Radiation Protection Trust Fund
LAS/PBS Fund Number:	2569/64200600

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	982,174.71 (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	61.20 (D)
BE TNFR to 64200800	(982,235.91) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	0.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**



COUNTY HEALTH DEPARTMENT LOCAL HEALTH NEEDS EXHIBITS AND SCHEDULES

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2014 - 2015

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
2013-161	3/28/2013	Refugee and Entrant Assistance Program	<p><i>The FDOH did not always maintain appropriate documentation to support salary and benefits charged to Refugee and Entrant Assistance (REAP).</i></p> <p>We recommend that the FDOH ensure that appropriate records properly support salary and benefit costs charged to REAP.</p>	<p>Completed. All activities have been completed and ongoing tasks will continue as indicated.</p> <p>The Refugee Health Program has modified its process for identifying and documenting employee salaries and benefits charged to REAP. Effective July 1, 2013, the Refugee Health Program added Program Component 18 to the DOH Health Management System Personal Health Coding Pamphlet in order to accurately allocate salary costs for staff working on the REAP grant. Notifications are also sent out bi-annually in an effort to remind management and administrators to ensure that staff working on the REAP grant are correctly allocating time in the Employee Activity Record System (EARS). Requirements were added to the Refugee Health Quality Improvement (QI) tool to maintain accurate EARS coding effective as of January 24, 2013. The QI tool was revised for the July 1, 2013 update of Program Component 18. The statewide adoption of Program Component 18 also allows the Bureau of Budget and Revenue Management to more easily track CHD staff time and salary allocations, and address errors or inconsistencies</p>	



COUNTY HEALTH DEPARTMENT LOCAL HEALTH NEEDS SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	64200700
	2122

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(3,479.55)	(A)			(3,479.55)
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: BE TNFR from 64200300/64200100	650,023.43	(E)			650,023.43
Total Cash plus Accounts Receivable	646,543.88	(F)	0.00		646,543.88
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards		(H)			0.00
Approved "B" Certified Forwards		(H)			0.00
Approved "FCO" Certified Forwards	(646,543.88)	(H)			(646,543.88)
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS:		(J)			0.00
LESS:		(J)			0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00		0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	2122/64200700

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds;	<input type="text" value="(3,479.55)"/>	(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"/>	(D)
---	----------------------	-----

Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text" value="(646,543.88)"/>	(D)
--	---	-----

A/P not C/F-Operating Categories	<input type="text"/>	(D)
----------------------------------	----------------------	-----

BE TNFR to 2122 64200300	<input type="text" value="57,281.42"/>	(D)
--------------------------	--	-----

BE TNFR to 2122 64200100	<input type="text" value="592,742.01"/>	(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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	County Health Department Trust Fund
LAS/PBS Fund Number:	2141/64200700

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	54,737,248.33	(A)			54,737,248.33
ADD: Other Cash (See Instructions)	2,088,287.52	(B)	(12,668.84)		2,075,618.68
ADD: Investments	83,826,211.00	(C)			83,826,211.00
ADD: Outstanding Accounts Receivable	56,212,413.82	(D)	9,630.02		56,222,043.84
ADD: Interest Recivable Adjustments	(41,909.00)	(E)			(41,909.00)
Total Cash plus Accounts Receivable	196,822,251.67	(F)	(3,038.82)		196,819,212.85
LESS Allowances for Uncollectibles	(13,071,181.86)	(G)			(13,071,181.86)
LESS Approved "A" Certified Forwards	(26,002,619.00)	(H)			(26,002,619.00)
Approved "B" Certified Forwards	(7,736,547.07)	(H)			(7,736,547.07)
Approved "FCO" Certified Forwards	(44,918,789.96)	(H)			(44,918,789.96)
LESS: Other Accounts Payable (Nonoperating)	(1,608.95)	(I)			(1,608.95)
LESS: _____		(J)			0.00
Unreserved Fund Balance, 07/01/13	105,091,504.83	(K)	(3,038.82)		105,088,466.01 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	County Health Department Trust Fund
LAS/PBS Fund Number:	2141/64200700

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	160,282,561.30 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(8,946,876.86) (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B64000XX Increase Due From (16300/6XXXX)	22,401.19 (C)
SWFS Adjustment #B6400001/B6400008 Adjusts Transfers Categories (0015XX)	(12,771.17) (C)
SWFS Adjustment #B6400024 decrease Other Non-Revenue Receipts	(12,668.84) (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(7,736,547.07) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(44,918,789.96) (D)
A/P not C/F-Operating Categories	6,423,798.14 (D)
A/P not C/F-FCO Categories	107,616.44 (D)
Difference between LASPBS and DOH Trial Balance	(78,348.16) (D)
Interest Receivable duplicated in Trial Balance	(41,909.00) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	105,088,466.01 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	105,088,466.01 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**



STATEWIDE PUBLIC HEALTH SUPPORT SERVICES EXHIBITS AND SCHEDULES

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2014 - 2015

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	ISSUE CODE
2013-161	3/28/2013	Bureau of Preparedness and Response	<i>The FDOH did not maintain records to support salary costs claimed for matching purposes.</i> We recommend that the FDOH ensure that salary costs claimed for matching for the Public Health Emergency Preparedness (PHEP) grant are supported by appropriate time and effort documentation in accordance with Federal regulations.	Completed. The Bureau of Preparedness and Response's Grant Management Unit modified, in 2012, its internal process for identifying headquarters employees funded from the grants who must either complete 100% timekeeping records bi-weekly or certify their time by completing the Single Federal Award Certifications forms bi-annually. This would also apply to those positions used as match towards the PHEP grant. PHEP funded County Health Department (CHD) staff report and certify their time in EARS so the Bureau no longer requires submission of a Single Federal Award Certification or a 100% timekeeping timesheet. PHEP funded CHD staff will be randomly sampled throughout the fiscal year.	

Office of Policy and Budget - July 2013



STATEWIDE PUBLIC HEALTH SUPPORT SERVICES SCHEDULE I SERIES

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 64 Health **Budget Period: 2014-2015**
Program: 64200800 Statewide Public Health Support
Fund: 192002 Emergency Medical Services
Specific Authority: F.S. 401.34, 401.465(3)
Purpose of Fees Collected: To improve and expand prehospital emergency medical services in the state.

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2012-2013	FY 2013-2014	FY 2014-2015
<u>Receipts:</u>			
<u>EMDSP-Emergency Dispatcher Certification</u>	478,276	250,000	450,000
<u>IL000-Licensure & Certification Fees</u>	2,945,983	300,000	300,000

Total Fee Collection to Line (A) - Section III	3,424,259	550,000	750,000

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	116,169	198,000	198,000
Other Personal Services	35,447	71,620	72,000
Expenses	86,377	232,275	107,000
Operating Capital Outlay	-	-	-
Contractual	184,604	254,442	180,000
Payment to MQA	1,687,817	0	0
Refunds	650	150	-
8% Service Charge	229,170	44,000	60,000
Total Full Costs to Line (B) - Section III	2,340,234	756,487	557,000

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	3,424,259	550,000
TOTAL SECTION II	(B)	2,340,234	756,487
TOTAL - Surplus/Deficit	(C)	1,084,025	(206,487)

EXPLANATION of LINE C:
Revenue in OCA IL000 based on fees for applications and permits that are based on a 2 year cycle.
Revenue for EMT and Paramedic certifications is deposited into the MQA trust fund as of 07/01/2013.
Revenue in OCA EMDSP based on fees for certifications that are based on a 2 year cycle.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 64 Health **Budget Period: 2014-2015**
Program: 64200800 Statewide Public Health Support
Fund: 192002 Emergency Medical Services
Specific Authority: F.S. 320.0801, 318.14(5), 318.18(15)(a)1, 318.18(3)(h), 318.18(5)(c),
 318.18(20), 938.07, 318.21, 316.061, 316.0083(1)(b)3.b
Purpose of Fees Collected: To improve and expand prehospital emergency medical services
 in the state.

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

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

SECTION I - FEE COLLECTION	ACTUAL FY 2012-2013	ESTIMATED FY 2013-2014	REQUEST FY 2014-2015
Receipts:			
HD000-Motor Vehicle Registration Surtax	1,956,974	1,976,544	1,996,309
HD001-Civil Penalty	184,259	186,102	187,963
HD002-Red Light Running Fine	2,057,400	2,036,826.00	2,016,457.74
HD004-Traffic Violation Fine	1,772	1,790	1,808
HD005-Traffic Violation Fine	158,205	159,787	161,385
HD006-Traffic Violation Fine	541,802	547,220	552,692
N2000-Traffic Violation Fines	6,079,321	6,140,114	6,201,515
N2000-Interest Income	95	150	175
RLCTK-Red Light Ticket Revenue	9,256,229	10,800,000	11,400,000
Total Fee Collection to Line (A) - Section I	20,236,057	21,848,532.33	22,518,304.63

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits	1,654,580	1,662,858	1,665,000
Other Personal Services	37,162	232,917	235,000
Expenses	131,555	341,649	345,000
Operating Capital Outlay	1,747	10,000	10,000
Contractual	347,465	822,723	825,000
County Grants	2,902,002	2,696,000	2,696,000
Matching Grants	2,495,936	2,500,000	2,500,000
Payout to Trauma Centers	11,174,690	13,731,724	14,320,305
Trauma Special Category	91,504	93,747	93,747
8% Service Charge	1,395,555	1,747,883	1,801,464
Total Full Costs to Line (B) - Section II	20,232,196	23,839,501	24,491,516

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	20,236,057	21,848,532	22,518,305
TOTAL SECTION II	(B)	20,232,196	23,839,501	24,491,516
TOTAL - Surplus/Deficit	(C)	3,861	(1,990,968)	(1,973,212)

EXPLANATION of LINE C:

Payouts to trauma centers from revenue collected from red light cameras will continue to increase as counties add new cameras each year. Expenditures for the Trauma office and EMS data unit will increase due to the upgrade of the Trauma data registry and the EMSTARS project.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Health **Budget Period:** 2014 - 2015
Program: Brain and Spinal Cord Injury Program (BSCIP)
Fund: _____
Specific Authority: 318.21, 938.07, 327.35
Purpose of Fees Collected: Fees collected are used to support BSCIP and brain and spinal cord injury clients

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2012-2013	FY 2013-2014	FY 2014 - 2015
<u>Receipts:</u>			
<u>Traffic Civil Penalties 021015</u>	6,155,458	5,663,021	5,663,021
<u>Traffic Violation Fines 012XXX</u>	1,359,415	1,223,474	1,223,474
<u>Red Light Camera Traffic Infractions</u>	2,857,951	3,572,439	3,572,439
<u>Temporary License Tag</u>	1,231,147	1,305,016	1,305,016
<u>Motorcycle Specialty Tags</u>	59,647	65,612	65,612
Total Fee Collection to Line (A) - Section III	11,663,618	11,829,561	11,829,561

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	2,382,969	2,382,969	2,382,969
Other Personal Services		702,000	702,000
Expenses	653,610	650,000	650,000
Operating Capital Outlay	3,924	5,000	5,000
<u>Contractual (100777/100778)</u>	1,803,410	1,101,410	1,101,410
<u>All Other Expenses (Includes Red Light Running)</u>	8,989,634	9,146,441	9,146,441
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	13,833,547	13,987,820	13,987,820

Basis Used: Perdict an increase in revenue in the Red Light Camera Revenue. Statutorily madated that 8% goes to the GR fund, with remaining revenue transferred to the Miami Project to Cure Paralysis.

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	11,663,618	11,829,561	11,829,561
TOTAL SECTION II	13,833,547	13,987,820	13,987,820
TOTAL - Surplus/Deficit	(2,169,929)	(2,158,259)	(2,158,259)

EXPLANATION of LINE C:
Revenue has been steadily declining in the trust fund over the last four fiscal year. For this fiscal year, the trust fund should have surplus cash to cover the projected deficit. In FY 14-15, we do anticpate a negative cash balance.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Health **Budget Period: 2014 - 2015**
Program: 64200800 Statewide Health Support Services
Fund: 2531 Planning & Eval TF
Specific Authority: FS 383.14
Purpose of Fees Collected: Provide Laboratory Screening for metabolic disorders, other hereditary and congenital disorders for newborns. Q1000/Q1TAH

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

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

SECTION I - FEE COLLECTION	ACTUAL FY 2012 - 2013	ESTIMATED FY 2013 - 2014	REQUEST FY 2014 - 2015
<u>Receipts:</u>			
Fee for live births - hospitals/birth centers	3,132,318	3,176,160	3,202,500
Medicaid - Federal	6,645,693	7,653,749	9,048,980
Medicaid - State Match (Q1TAH)	4,896,800	5,404,471	6,301,934
Other Third Party (includes Medicare)	3,047,035	3,368,756	3736908
Total Fee Collection to Line (A) - Section III	17,721,846	19,603,136	22,290,322

SECTION II - FULL COSTS			
<u>Direct Costs:</u>			
Salaries and Benefits	1,273,856	1,347,598	1,366,920
Other Personal Services			
Expenses	5,778,006	6,130,519	7,941,680
Operating Capital Outlay			
Contractual	2,858,117	3,867,699	3,546,890
Lease	2,926	2,252	2,400
CMS Transfer	1,414,004	1,658,385	1,754,499
AHCA Transfer	4,984,082	5,636,331	6,301,934
HR Outsource	10,964	11,328	11,328
Service Charge GR	252,919	263,621	265,808
Indirect Costs Charged to Trust Fund	333,694	348,000	357,000
Total Full Costs to Line (B) - Section III	16,908,568	19,265,733	21,548,459

Basis Used: Administrative indirect costs allocated by FTE and operating costs by square footage

SECTION III - SUMMARY			
TOTAL SECTION I	(A)	17,721,846	19,603,136
TOTAL SECTION II	(B)	16,908,568	19,265,733
TOTAL - Surplus/Deficit	(C)	813,278	337,403

EXPLANATION of LINE C:
 surplus to cover deficit in other account; \$268,547 owed to AHCA for June collections; \$171,657 due CMS for June expenditures

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Health **Budget Period: 2014 - 2015**
Program: 64200800 Statewide Health Support Services
Fund: 2531 Planning & Eval TF
Specific Authority: FS 381.0202 (3)
Purpose of Fees Collected: Support laboratory services provided
 J5A00/9VA00

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

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

<u>SECTION I - FEE COLLECTION</u>	<u>ACTUAL</u>	<u>ESTIMATED</u>	<u>REQUEST</u>
	<u>FY 2012 - 2013</u>	<u>FY 2013 - 2014</u>	<u>FY 2014 - 2015</u>
<u>Receipts:</u>			
Contract, CHDs, & Lab billings	4,068,252	3,799,165	3,913,140
Medicaid, Medicare & 3rd Party	2,789,523	3,068,475	3,221,899
Other Grants	300,000	150,000	200,000
Miscellaneous	134,973	145,000	150,000
Total Fee Collection to Line (A) - Section III	7,292,748	7,162,640	7,485,039

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	2,218,890	2,798,631	2,826,617
Other Personal Services	64,814	66,986	68,000
Expenses	4,816,956	5,160,898	5,192,507
Operating Capital Outlay	101,901	114,143	120,000
Contractual Services	969,902	870,212	887,616
Lease	14,760	35,404	36,000
Other - includes Risk Mgt	128,778	100,000	102,500
Indirect Costs Charged to Trust Fund	(230,104)	(240,000)	(250,000)
Total Full Costs to Line (B) - Section III	8,085,896	8,906,274	8,983,240

Basis Used: Indirect costs transferred to Q1000 and LJWCP; administrative salaries based on FTE and operating costs based on square footage

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	7,292,748	7,162,640	7,485,039
TOTAL SECTION II	(B)	8,085,896	8,906,274	8,983,240
TOTAL - Surplus/Deficit	(C)	(793,148)	(1,743,634)	(1,498,201)

EXPLANATION of LINE C:
deficit will be offset by surplus in other accounts and existing cash reserves

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Health 64 **Budget Period:** 2014-2015
Program: Statewide Health Support Services 64200800
Fund: Planning and Evaluation Trust Fund-2531

Specific Authority: Chapter 382, Florida Statutes
Purpose of Fees Collected: _____

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL FY 2012-13	ESTIMATED FY 2013-14	REQUEST FY 2014-15
<u>Receipts:</u>			
_____	8,700,563	7,432,700	7,499,522
_____	656,257	664,460	672,765
_____	402,164	407,191	412,280
_____	-	-	-
Total Fee Collection to Line (A) - Section III	9,758,984	8,504,351	8,584,567

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	5,426,662	5,616,593	5,673,542
Other Personal Services	496,718	501,684	508,905
Expenses	1,510,238	1,570,446	1,641,115
Operating Capital Outlay	11,999	28,300	28,300
Service Charge to General Revenue	501,627	513,692	526,049
Transfers to DMS	946,879	-	-
Refund State Revenues	-	-	-
Indirect Costs Charged to Trust Fund	-	-	-
Total Full Costs to Line (B) - Section III	8,894,123	8,230,715	8,377,911

Basis Used: Revenue Object Code Report and Schedule of Allotment Balances
as of June 30, 2013

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	9,758,984	8,504,351	8,584,567
TOTAL SECTION II	(B)	8,894,123	8,230,715	8,377,911
TOTAL - Surplus/Deficit	(C)	864,861	273,636	206,656

EXPLANATION of LINE C:

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Health **Budget Period: 2014 - 2015**
Program: 64200800 Statewide Health Support Services
Fund: 2531 Planning & Eval TF

Specific Authority: FS 403.0625, FS 403.863 & FS 403.8635
Purpose of Fees Collected: Certification of Labs that perform either analyses of environmental samples or water samples (Florida Safe Drinking Water Act) LJWCP

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015
<u>Receipts:</u>			
License renewals, applications, and certifications	1,040,425	635,000	600,000
Other	3		
Total Fee Collection to Line (A) - Section III	1,040,428	635,000	600,000

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	574,003	488,839	483,909
Other Personal Services			
Expenses	66,944	69,113	45,000
Operating Capital Outlay	5,370		
Contractual Services	4,026	4,500	4,750
Lease	1,233	2,113	2,113
HR	2,568	3,186	3,186
Indirect Costs Charged to Trust Fund	98,284	65,000	60,000
Total Full Costs to Line (B) - Section III	752,428	632,751	598,958

Basis Used: Administrative overhead allocated by FTE
Operating costs allocated by square footage

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	1,040,428	600,000
TOTAL SECTION II	(B)	752,428	598,958
TOTAL - Surplus/Deficit	(C)	288,000	1,042

EXPLANATION of LINE C:

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Health **Budget Period: 2014 - 2015**
Program: 64200800 Emergency Preparedness & Community Support
Fund: 2569 Radiation Protection TF

Specific Authority: Chapter 404, F.S.
Purpose of Fees Collected: Prevention of, or collection and disposal of abandoned radioactive material. JH000

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015
<u>Receipts:</u>			
<u>5% Surcharge</u>	157,287	162,006	166,866

Total Fee Collection to Line (A) - Section III	157,287	162,006	166,866

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits			
Other Personal Services			
Expenses & Contracted Services		25,000	25,000
Operating Capital Outlay			
<u>Service Charge to GR</u>	11,528	12,960	13,349

Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	11,528	37,960	38,349

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	157,287	166,866
TOTAL SECTION II	(B)	11,528	38,349
TOTAL - Surplus/Deficit	(C)	145,759	128,517

EXPLANATION of LINE C:
Surplus is intended to be available in the event of a radiological emergency or for collection of abandoned radioactive material.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Health **Budget Period: 2014 - 2015**
Program: 64200800 Emergency Preparedness & Community Support
Fund: 2569 Radiation Protection TF

Specific Authority: Chapter 404, F.S.
Purpose of Fees Collected: Transportation of Low-Level Radioactive Waste
 Low-Level Radioactive Waste Ki000

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

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

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015
<u>Receipts:</u>			
Inspection Fees	356,357	367,048	378,059

Total Fee Collection to Line (A) - Section III	356,357	367,048	378,059

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	72,647	74,827	77,071
Other Personal Services			
Expenses & Contracted Services	10,085	10,387	10,699
Operating Capital Outlay			
Service Charge to GR	17,213	29,364	30,245
Transfer to DMS/HR	480	480	480
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	100,426	115,058	118,495

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	356,357	367,048	378,059
TOTAL SECTION II	(B)	100,426	115,058	118,495
TOTAL - Surplus/Deficit	(C)	255,932	251,990	259,564

EXPLANATION of LINE C:

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Health **Budget Period:** 2014 - 2015
Program: 64200800 Emergency Preparedness & Community Support
Fund: 2569 Radiation Protection TF

Specific Authority: Chapter 404, F.S.
Purpose of Fees Collected: X-Ray Technologist Certification
JT000

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015
<u>Receipts:</u>			
<u>Certification Fees</u>	926,737	954,539	983,175
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Fee Collection to Line (A) - Section III	926,737	954,539	983,175

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	453,910	467,527	481,553
Other Personal Services	_____	_____	_____
Expenses & Contracted Services	70,162	72,266	74,434
Operating Capital Outlay	_____	_____	_____
<u>Service Charge to GR</u>	57,032	76,363	78,654
<u>Transfer to Medical Quality Assurance</u>	601,049	613,070	625,331
<u>Transfer to DMS/HR</u>	2,644	2,644	2,644
<u>State Refunds</u>	1,465	1,509	1,554
Indirect Costs Charged to Trust Fund	_____	_____	_____
Total Full Costs to Line (B) - Section III	1,186,261	1,233,380	1,264,171

Basis Used: _____

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	926,737	954,539	983,175
TOTAL SECTION II	(B)	1,186,261	1,233,380	1,264,171
TOTAL - Surplus/Deficit	(C)	(259,525)	(278,841)	(280,996)

EXPLANATION of LINE C:
Previous rule revision to increase fees was not approved within the department.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Health **Budget Period:** 2014 - 2015
Program: 64200800 Emergency Preparedness & Community Support
Fund: 2569 Radiation Protection TF
Specific Authority: Chapter 404, F.S.
Purpose of Fees Collected: Radiological Analysis of Drinking Water
JS000

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

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

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015
<u>Receipts:</u>			
Testing Fees	872	800	800
Total Fee Collection to Line (A) - Section III	872	800	800

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits			
Other Personal Services			
Expenses & Contracted Services	1,057	500	500
Operating Capital Outlay			
Service Charge to GR	18,442	64	64
<u>Indirect Costs Charged to Trust Fund</u>			
Total Full Costs to Line (B) - Section III	19,499	564	564

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	872	800	800
TOTAL SECTION II	(B)	19,499	564	564
TOTAL - Surplus/Deficit	(C)	(18,627)	236	236

EXPLANATION of LINE C:

Prior year cash from the Radiation Protection Trust Fund will be used to cover deficit. Certification of SDWA laboratories is no longer being performed by this program, therefore revenue is decreasing.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Health **Budget Period: 2014 - 2015**
Program: 64200800 Emergency Preparedness & Community Support
Fund: 2569 Radiation Protection TF

Specific Authority: Chapter 404, F.S.
Purpose of Fees Collected: X-Ray Machines Registration and Inspection
 JPA00

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015
<u>Receipts:</u>			
Registration and inspection fees	2,615,101	2,693,554	2,774,360

Total Fee Collection to Line (A) - Section III	2,615,101	2,693,554	2,774,360

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	1,621,548	1,670,195	1,720,301
Other Personal Services	23,363	33,000	33,000
Expenses & Contracted Services	380,594	392,012	403,772
Operating Capital Outlay			
Service Charge to GR	206,982	215,484	221,949
Risk Management Insurance	14,575	14,575	14,575
Transfer to CHDs	253,046	260,637	268,456
Transfer to DMS/HR	11,044	11,044	11,044
State Refunds	714	735	757
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	2,511,865	2,597,682	2,673,854

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	2,615,101	2,774,360
TOTAL SECTION II	(B)	2,511,865	2,673,854
TOTAL - Surplus/Deficit	(C)	103,235	100,506

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	64200800
	2021

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(257,580.88)	(A)		(257,580.88)
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	7,135.52	(D)		7,135.52
ADD: BE TNFR from 64100200	296,239.11	(E)		296,239.11
Total Cash plus Accounts Receivable	45,793.75	(F)	0.00	45,793.75
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(28,864.84)	(H)		(28,864.84)
Approved "B" Certified Forwards	(16,928.91)	(H)		(16,928.91)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	(0.00)	(K)	0.00	(0.00) **

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: 2014 - 2015
Department Title: Department of Health
Trust Fund Title: Administrative Trust Fund
LAS/PBS Fund Number: 2021/64200800

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; **(279,355.16)** (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 **(16,928.91)** (D)

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

A/P not C/F-Operating Categories 44.96 (D)

BE TNFR from 64100200 296,239.11 (D)

_____ (D)

_____ (D)

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

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) **0.00** (F)

DIFFERENCE: **0.00** (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	64200800
	2122

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	256,977.29	(A)		256,977.29
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	256,977.29	(F)	0.00	256,977.29
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 64100200	(256,977.29)	(J)		(256,977.29)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	2122/64200800

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	256,977.29 (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	
BE TNFR to 2122 64100200	(256,977.29) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	0.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Drugs Devices & Cosmetics Trust Fund
LAS/PBS Fund Number:	2173

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<input type="text"/>	(A)	<input type="text"/>	<input type="text"/>
ADD: Other Cash (See Instructions)	<input type="text"/>	(B)	<input type="text"/>	<input type="text"/>
ADD: Investments	<input type="text"/>	(C)	<input type="text"/>	<input type="text"/>
ADD: Outstanding Accounts Receivable	<input type="text"/>	(D)	<input type="text"/>	<input type="text"/>
ADD: _____	<input type="text"/>	(E)	<input type="text"/>	<input type="text"/>
Total Cash plus Accounts Receivable	<input type="text"/>	(F)	<input type="text"/>	<input type="text"/>
LESS Allowances for Uncollectibles	<input type="text"/>	(G)	<input type="text"/>	<input type="text"/>
LESS Approved "A" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>	<input type="text"/>
Approved "B" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>	<input type="text"/>
Approved "FCO" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>	<input type="text"/>
LESS: Other Accounts Payable (Nonoperating)	<input type="text"/>	(I)	<input type="text"/>	<input type="text"/>
LESS: _____	<input type="text"/>	(J)	<input type="text"/>	<input type="text"/>
Unreserved Fund Balance, 07/01/13	<input type="text"/>	(K)	<input type="text"/>	<input type="text"/> **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Drugs Devices & Cosmetics Trust Fund
LAS/PBS Fund Number:	2173

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

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

Department Title:	Budget Period: 2014 - 2015 Department of Health
Trust Fund Title:	Emergency Medical Services Trust Fund
Budget Entity:	64200800
LAS/PBS Fund Number:	2192

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	10,147,999.05	(A)		10,147,999.05
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	65,027.05	(D)		65,027.05
ADD: BE TNFR from 2192 64400200	4,687,930.73	(E)		4,687,930.73
Total Cash plus Accounts Receivable	14,900,956.83	(F)	0.00	14,900,956.83
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(2,950,252.86)	(H)		(2,950,252.86)
Approved "B" Certified Forwards	(137,634.86)	(H)		(137,634.86)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(395,436.03)	(I)		(395,436.03)
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	11,417,633.08	(K)	0.00	11,417,633.08 **

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 2013

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Emergency Medical Services Trust Funds
LAS/PBS Fund Number:	2192/64200800

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	6,864,612.42 (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	(137,634.86) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	2,724.79 (D)
BE TNFR from 2192 64400200	4,687,930.73 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	11,417,633.08 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	11,417,633.08 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Biomedical Research Trust Fund
LAS/PBS Fund Number:	64200800
	2245

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,175,540.88	(A)		4,175,540.88
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments	20,890,358.89	(C)		20,890,358.89
ADD: Outstanding Accounts Receivable	10,428,357.05	(D)		10,428,357.05
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	35,494,256.82	(F)	0.00	35,494,256.82
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(2,905,109.13)	(H)		(2,905,109.13)
Approved "B" Certified Forwards	(4,887,240.63)	(H)		(4,887,240.63)
Approved Carry Forward	(22,543,161.37)	(H)		(22,543,161.37)
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 64200100	(5,158,745.69)	(J)		(5,158,745.69)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Biomedical Research Trust Fund
LAS/PBS Fund Number:	2245/64200800

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	34,427,684.68	(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	(4,887,240.63)	(D)
---	----------------	-----

Approved Carry Forward	(22,543,161.37)	(D)
------------------------	-----------------	-----

A/P not C/F-Operating Categories	33,620.01	(D)
----------------------------------	-----------	-----

Adjusted CF LASBPS Balance	(1,872,157.00)	(D)
----------------------------	----------------	-----

BE TNFR to 64200100	(5,158,745.69)	(D)
---------------------	----------------	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:

	0.00	(E)
--	-------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	0.00	(F)
--	-------------	-----

DIFFERENCE:

	0.00	(G)*
--	-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grant Trust Fund
LAS/PBS Fund Number:	64200800
	2261

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	8,798,602.25	(A)		8,798,602.25
ADD: Other Cash (See Instructions)	122.71	(B)		122.71
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	7,127,428.77	(D)		7,127,428.77
ADD: <u>Transfer from 2261 64200400</u>		(E)		0.00
ADD: <u>Transfer from 2261 64400200</u>		(E)		0.00
Total Cash plus Accounts Receivable	15,926,153.73	(F)	0.00	15,926,153.73
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(7,956,861.78)	(H)		(7,956,861.78)
Approved "B" Certified Forwards	(2,054,460.07)	(H)		(2,054,460.07)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 2261 64200400	(928,345.05)	(J)		(928,345.05)
LESS: BE TNFR to 2261 64400200	(541,167.19)	(J)		(541,167.19)
LESS: BE TNFR to 2261 64100200	(787,955.49)	(J)		(787,955.49)
Unreserved Fund Balance, 07/01/13	3,657,364.15	(K)	0.00	3,657,364.15 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Federal Grant Trust Fund
LAS/PBS Fund Number:	2261/64200800

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	33,506,723.84 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(25,601,448.92) (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B6400019 Delete Due to Other Department (353XX)	_____ (C)
SWFS Adjustment	_____ (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(2,054,460.07) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	_____ (D)
A/P not C/F-Operating Categories	64,017.03 (D)
	_____ (D)
BE TNFR to 2261 64200400	(928,345.05) (D)
BE TNFR to 2261 64400200	(541,167.19) (D)
BE TNFR to 2261 64100200	(787,955.49) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	3,657,364.15 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	3,657,364.15 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	64200800
	2339

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,310,087.64	(A)		2,310,087.64
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	4,853,879.22	(D)		4,853,879.22
ADD: BE TNFR from 2339 64200300/6440020	874,173.03	(E)		874,173.03
Total Cash plus Accounts Receivable	8,038,139.89	(F)	0.00	8,038,139.89
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(1,236,198.98)	(H)		(1,236,198.98)
Approved "B" Certified Forwards	(659,651.81)	(H)		(659,651.81)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(22,265.61)	(I)		(22,265.61)
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	6,120,023.49	(K)	0.00	6,120,023.49 **

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 2013

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	2339/64200800

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	5,866,882.34	(A)
--	---------------------	-----

Subtract Nonspendable Fund Balance (GLC 56XXX)

		(B)
--	--	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B64000002 delete receivable (61300)		(C)
--	--	-----

SWFS Adjustment # and Description		(C)
-----------------------------------	--	-----

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(659,651.81)	(D)
---	---------------------	-----

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

A/P not C/F-Operating Categories	38,619.93	(D)
----------------------------------	------------------	-----

BE TNFR from 2339 64200300/64400200	874,173.03	(D)
-------------------------------------	-------------------	-----

		(D)
--	--	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:

	6,120,023.49	(E)
--	---------------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	6,120,023.49	(F)
--	---------------------	-----

DIFFERENCE:

	0.00	(G)*
--	-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Brain & Spinal Cord Injury Program Trust Fund
LAS/PBS Fund Number:	64200800
	2390

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	10,588,835.73	(A)			10,588,835.73
ADD: Other Cash (See Instructions)	3.13	(B)			3.13
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable	65,359.95	(D)			65,359.95
ADD: _____		(E)			0.00
Total Cash plus Accounts Receivable	10,654,198.81	(F)	0.00		10,654,198.81
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	(1,324,184.52)	(H)			(1,324,184.52)
Approved "B" Certified Forwards	(41,838.01)	(H)			(41,838.01)
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)	(251,737.23)	(I)			(251,737.23)
LESS: Transfer to BE 64400200	(5,481,772.33)	(J)			(5,481,772.33)
Unreserved Fund Balance, 07/01/13	3,554,666.72	(K)	0.00		3,554,666.72 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Brain & Spinal Cord Injury Program Trust Fund
LAS/PBS Fund Number:	2390/64200800

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	6,863,431.52 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B6400009 increase "Due To" (353XX/759XX)	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(41,838.01) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	3,168,983.17 (D)
Difference between LASPBS CF and DOH Trial Balance	(954,137.63) (D)
Transfer to BE 64400200	(5,481,772.33) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	3,554,666.72 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	3,554,666.72 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Nursing Student Loan Forgiveness Trust Fund
LAS/PBS Fund Number:	64200800
	2505

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00	0.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Nursing Student Loan Forgiveness Trust Fund
LAS/PBS Fund Number:	2505/64200800

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds;	<input type="text" value="0.00"/> (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"/> (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)
	<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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Planning & Evaluation Trust Fund
LAS/PBS Fund Number:	64200800
	2531

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	7,684,525.76	(A)		7,684,525.76
ADD: Other Cash (See Instructions)	1,341.87	(B)		1,341.87
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	511,340.50	(D)		511,340.50
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	8,197,208.13	(F)	0.00	8,197,208.13
LESS Allowances for Uncollectibles	(11,597.50)	(G)		(11,597.50)
LESS Approved "A" Certified Forwards	(662,263.97)	(H)		(662,263.97)
Approved "B" Certified Forwards	(543,966.07)	(H)		(543,966.07)
Approved "FCO" Certified Forwards	(3,421,805.42)	(H)		(3,421,805.42)
LESS: Other Accounts Payable (Nonoperating)	(486,507.35)	(I)		(486,507.35)
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	3,071,067.82	(K)	0.00	3,071,067.82 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Planning & Evaluation Trust Fund
LAS/PBS Fund Number:	2531/64200800

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	7,078,255.26 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(102,218.16) (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B64000010 Record Accounts Payable	(C)
SWFS Adjustment #B64000010 Record Accounts Receivable	(C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(543,966.07) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(3,421,805.42) (D)
A/P not C/F-Operating Categories	60,802.21 (D)
	(D)
	(D)
	(D)
ADJUSTED BEGINNING TRIAL BALANCE:	3,071,067.82 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	3,071,067.82 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Radiation Protection Trust Fund
LAS/PBS Fund Number:	64200800
	2569

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,787,056.03	(A)		2,787,056.03
ADD: Other Cash (See Instructions)	10,115.00	(B)		10,115.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	273,760.34	(D)		273,760.34
ADD: BE TNFR from 64200600	982,235.91	(E)		982,235.91
Total Cash plus Accounts Receivable	4,053,167.28	(F)	0.00	4,053,167.28
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(146,336.02)	(H)		(146,336.02)
Approved "B" Certified Forwards	(60,047.88)	(H)		(60,047.88)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(156,267.39)	(I)		(156,267.39)
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	3,690,515.99	(K)	0.00	3,690,515.99 **

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 2013

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Radiation Protection Trust Fund
LAS/PBS Fund Number:	2569/64200800

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	2,742,088.57 (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	(60,047.88) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	26,239.39 (D)
BE TNFR from 64200600	982,235.91 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	3,690,515.99 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	3,690,515.99 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**



CHILDREN'S MEDICAL SERVICES EXHIBITS AND SCHEDULES

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2014 - 2015

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) ISSUE CODE
2013-161	3/28/2013	Children's Medical Services	<i>The Florida Department of Health (FDOH) had not implemented certain data modification controls for the Case Management Data System(CMDS).</i> We recommend that the Florida Department of Health (FDOH) Children's Medical Services (CMS) Headquarters ensure that, after updates for the CMDS are sent to CMS Area Offices, the CMS Area Offices confirm that the updates have been timely installed.	N/A - CMS received an email from Sidney Stanton, funding specialist with the Centers for Medicare and Medicaid, on February 1, 2013, stating that he was going to close this finding based on information provided	
2013-161	3/28/2013	Children's Medical Services	<i>FDOH procedures for monitoring the reasonableness of Children's Health Insurance Prgoram (CHIP) capitation rates were not sufficient to prevent the accumulation of a significant cash balance.</i> We continue to recommend that the FDOH monitor capitation rates to determine whether reductions are needed to prevent the accumulation of excess CHIP funds.	CMS continues to monitor its balance to ensure that it does not accrue excessive funds. The cash balance on June 30, 2013 was \$21,765,753. This balance includes a 10% reserve (\$10.6 million) and the payables/certifieds set up at year end to cover Fiscal Year 2012-13 expenditures (\$11.2 million).	
2013-161	3/28/2013	Children's Medical Services	<i>FACHA and FDOH did not report applicable CHIP subaward data in the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS) pursuant to Federal regulations.</i> We recommend that the FAHCA and the FDOH ensure that all key data elements are timely reported	Completed. Filed for Fiscal Year 2012-13.	



CHILDREN'S MEDICAL SERVICES SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	64300100
	2122

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	147,118.00	(A)			147,118.00
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: BE TNFR from 64400200/64200100	1,547,693.67	(E)			1,547,693.67
Total Cash plus Accounts Receivable	1,694,811.67	(F)	0.00		1,694,811.67
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	(1,590,278.82)	(H)			(1,590,278.82)
Approved "B" Certified Forwards	(104,532.85)	(H)			(104,532.85)
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS:		(J)			0.00
Unreserved Fund Balance, 07/01/13	(0.00)	(K)	0.00		(0.00)**

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: 2014 - 2015
Trust Fund Title:	Department of Health
LAS/PBS Fund Number:	Tobacco Settlement Trust Fund
	2122/64300100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; (1,445,396.02) (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 (104,532.85) (D)

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

A/P not C/F-Operating Categories 2,235.20 (D)

BE TNFR from 2122 64400200 81,056.26 (D)

BE TNFR from 2122 64200100 1,466,637.41 (D)

(D)

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

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) **0.00** (F)

DIFFERENCE: **0.00** (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Donations Trust Fund
LAS/PBS Fund Number:	64300100
	2168

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	12,930,302.94	(A)		12,930,302.94
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)	731,955.50	731,955.50
ADD: Outstanding Accounts Receivable	5,365,165.37	(D)		5,365,165.37
ADD: Anticipated Receivable Title XXI	9,895,737.00	(E)		9,895,737.00
Total Cash plus Accounts Receivable	28,191,205.31	(F)	731,955.50	28,923,160.81
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(18,253,801.67)	(H)		(18,253,801.67)
Approved "B" Certified Forwards	(594,823.01)	(H)		(594,823.01)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(108.00)	(I)		(108.00)
LESS: Post A/P CF LASPBS Adjustment		(J)		0.00
Unreserved Fund Balance, 07/01/13	9,342,472.63	(K)	731,955.50	10,074,428.13 **

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 2013

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Donations Trust Fund
LAS/PBS Fund Number:	2168/64300100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(211.07)	(A)
--	-----------------	-----

Subtract Nonspendable Fund Balance (GLC 56XXX)

		(B)
--	--	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B6400025 Special Investments	731,955.50	(C)
---	------------	-----

SWFS Adjustment # and Description		(C)
-----------------------------------	--	-----

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(594,823.01)	(D)
---	--------------	-----

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

A/P not C/F-Operating Categories	41,769.71	(D)
----------------------------------	-----------	-----

Anticipated Receivable Title XXI	9,895,737.00	(D)
----------------------------------	--------------	-----

		(D)
--	--	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:

	10,074,428.13	(E)
--	----------------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

	10,074,428.13	(F)
--	----------------------	-----

DIFFERENCE:

	0.00	(G)*
--	-------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grant Trust Fund
LAS/PBS Fund Number:	64300100
	2261

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	767,684.74	(A)		767,684.74
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	3,997,564.52	(D)		3,997,564.52
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	4,765,249.26	(F)	0.00	4,765,249.26
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(2,189,617.79)	(H)		(2,189,617.79)
Approved "B" Certified Forwards	(45,302.25)	(H)		(45,302.25)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	2,530,329.22	(K)		2,530,329.22 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Federal Grant Trust Fund
LAS/PBS Fund Number:	2261/64300100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	2,464,305.51 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment	
SWFS Adjustment	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(45,302.25) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	111,325.96 (D)
A/P Encumbrance/Payable Adjustment	
ADJUSTED BEGINNING TRIAL BALANCE:	2,530,329.22 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	2,530,329.22 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	64300100
	2339

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<input type="text"/>	(A)	<input type="text"/>		0.00
ADD: Other Cash (See Instructions)	<input type="text"/>	(B)	<input type="text"/>		0.00
ADD: Investments	<input type="text"/>	(C)	<input type="text"/>		0.00
ADD: Outstanding Accounts Receivable	<input type="text"/>	(D)	<input type="text"/>		0.00
ADD: _____	<input type="text"/>	(E)	<input type="text"/>		0.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00		0.00
LESS Allowances for Uncollectibles	<input type="text"/>	(G)	<input type="text"/>		0.00
LESS Approved "A" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
Approved "B" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
Approved "FCO" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
LESS: Other Accounts Payable (Nonoperating)	<input type="text"/>	(I)	<input type="text"/>		0.00
LESS: _____	<input type="text"/>	(J)	<input type="text"/>		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00		0.00 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	2339/64300100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="0.00"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjustment	<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)
	<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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2014 - 2015

Department Title:	Department of Health
Trust Fund Title:	Welfare Transition Trust Fund
Budget Entity:	64300100
LAS/PBS Fund Number:	2401

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00	0.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Welfare Transition Trust Fund
LAS/PBS Fund Number:	2401/64300100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

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: (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Maternal & Children Health Block Grant Trust Fund
LAS/PBS Fund Number:	64300100
	2475

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	711,112.45	(A)		711,112.45
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: BE TRNF from 64200100	324,661.11	(E)		324,661.11
Total Cash plus Accounts Receivable	1,035,773.56	(F)	0.00	1,035,773.56
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(1,000,717.54)	(H)		(1,000,717.54)
Approved "B" Certified Forwards	(35,056.02)	(H)		(35,056.02)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: TNFR to 2475 64300100		(J)		0.00
Unreserved Fund Balance, 07/01/13	(0.00)	(K)	0.00	(0.00)**

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Maternal & Children Health Block Grant Trust Fund
LAS/PBS Fund Number:	2475/64300100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(289,610.08) (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	(35,056.02) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	4.99 (D)
BE TNFR from 64200100	324,661.11 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	0.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Social Services Block Grant Trust Fund
LAS/PBS Fund Number:	64300100
	2639

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,395,287.50	(A)		1,395,287.50
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	1,395,287.50	(F)	0.00	1,395,287.50
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(997,864.87)	(H)		(997,864.87)
Approved "B" Certified Forwards	(3,955.27)	(H)		(3,955.27)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	393,467.36	(K)	0.00	393,467.36 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Social Services Block Grant Trust Fund
LAS/PBS Fund Number:	2639/64300100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	397,422.63 (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	(3,955.27) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	
ADJUSTED BEGINNING TRIAL BALANCE:	393,467.36 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	393,467.36 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**



MEDICAL QUALITY ASSURANCE EXHIBITS AND SCHEDULES

DEPARTMENT OF HEALTH

SCHEDULE IV-B

FOR

MQA TRANSFORMATION PROJECT

FOR

UPDATED FOR FISCAL YEAR 2014-15



State of Florida

The Florida Legislature
Governor's Office of Policy and Budget

Updated October 15, 2013

DOCUMENT CONTROL

Change Record

Date	Author	Version	Change Reference
10/6/12	Lola Pouncey	1.0	Initial Version
3/12/13	Lola Pouncey	1.1	Amended project costs
10/1/2013	Lola Pouncey	2.0	Update Schedule IV-B

Contributors List

Name	Affiliation
Allison Stachnik	MQA PM
Angela Harrison	IT
Candy Tyre	MQA PM
Daniela Lee	MQA PM
Bob Dillenschneider	DOH/IT – Chief Information Officer
Dennis Caldwell	IT - Sr. DBA/Consultant
Diane Dennin	MQA Finance
Tony Powell	SSRC Executive Director
Kim Dillenschneider	MQA
Lola Pouncey	MQA Planning Officer
Melinda Simmons	Sr. Health Budget Analyst

Table of Contents

List of Tables	5
List of Figures.....	6
1. Cover Sheet and Executive Summary	7
1.1. Cover Sheet	7
1.2. Executive Summary	9
2. Schedule IV-B Business Case.....	14
2.1. Background and Strategic Needs Assessment.....	14
2.2. Baseline Analysis	19
2.3. Proposed Business Process Requirements.....	28
3. Schedule IV-B Cost Benefit Analysis	31
3.1. Benefits Realization Table	31
3.2. MQA Transformation Benefits Realization Strategy.....	34
3.3. Cost Benefit Analysis (CBA) Forms	35
3.4. CBA Analysis and Results	41
4. Major Project Risk Assessment Component.....	42
4.1. Risk Assessment Tool.....	42
4.2. Risk Assessment Summary	42
5. Technology Planning Component.....	44
5.1. Current Information Technology Environment.....	44
5.2. Proposed Solution Description	71
5.3. Capacity Planning.....	72
5.4. Analysis of Alternatives	73
6. Project Management Planning Component	87
6.1. Project Charter	87
6.2. Work Breakdown Structure.....	105
6.3. Resource Loaded Project Schedule	107
6.4. Project Budget	108
6.5. Project Organization	110
6.6. Project Quality Control	116
6.7. External Project Oversight.....	117
6.8. Risk Management.....	117
6.9. Organizational Change Management	124
6.10. Project Communication	124
6.11. Special Authorization Requirements.....	125
7. Appendices	126
A. Preliminary MQA Transformation Project Schedule	126
B. Cloud Hosting and Oracle License Estimates.....	127
C. CBA Forms	127

D. Risk Analysis Tool.....127
E. Templates - This includes the project workbook, project communication plan, scope change request, change control request and status report templates..127
F. LicenseEase (COMPAS) Enhancement List.....128

List of Tables

Table 1-1 – Annual Recurring Tangible Benefits	11
Table 2-2 – Mission Critical Infrastructure and Software at End of Life.....	16
Table 2-3 – Transformation Project Stakeholders	18
Table 2-4 – Alignment of LRPP and Transformation Project.....	19
Table 3-1 – Benefit Realization Table	32
Table 3-2 – Investment Value Summary	41
Table 5-1 – Support Status of Software	45
Table 5-2 – Internal Interfaces	47
Table 5-3 – External Interfaces.....	48
Table 5-4 – Server Data Retention Schedule.....	54
Table 5-5 – Current System Resource Requirements	61
Table 5-6 – Alternative 1 Hardware / Software Impacts.....	74
Table 5-7 – Alternative 1 Advantages & Disadvantages	75
Table 5-8 – Alternative 2 Hardware / Software Impacts.....	75
Table 5-9 – Alternative 2 Advantages & Disadvantages	76
Table 5-10 – Alternative 3 Hardware / Software Impacts	77
Table 5-11 – Alternative 3 Advantages & Disadvantages	78
Table 5-12 – Alternative 4 Hardware / Software Impacts	79
Table 5-13 – Alternative 4 Advantages & Disadvantages	80
Table 5-14 – Alternative Evaluation Criteria.....	81
Table 5-15 – Alternative Weighing Factors.....	81
Table 5-16 – Alternative Scoring Criteria	82
Table 5-17 – Alternative 1 Scoring Rationale	83
Table 5-18 – Alternative 2 Scoring Rationale	84
Table 5-19 – Alternative 3 Scoring Rationale	84
Table 5-20 – Alternative 4 Scoring Rationale	85
Table 6-1 – <i>Preliminary</i> List of Project Deliverables.....	100
Table 6-2 – Stakeholders Affected by the MQA Transformation Project.....	101
Table 6-3 – Preliminary Project Milestones.....	103
Table 6-4 – Project Organization Members - Roles & Descriptions	116
Table 6-5 – MQA Quality Standards by Project Area	116
Table 6-6 – Risk Management High-Level Workflow	121
Table 6-7 – Risks and Mitigation Strategies.....	123
Table A-1 – Preliminary MQA Transformation Project Schedule	126

List of Figures

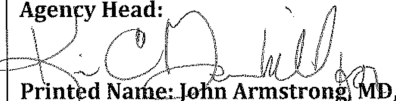
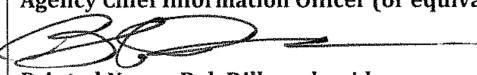

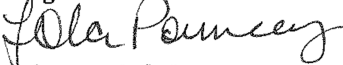
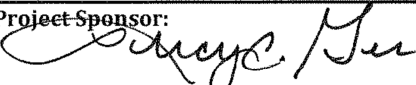
Figure 2-1 - High-Level MQA Functions.....	22
Figure 2-2 - Current Process for Examinations	22
Figure 2-3 - Current Process for Inspections	23
Figure 2-4 - Current Process for Applications and Licensures	24
Figure 2-5 - Current Process for Renewals.....	25
Figure 2-6 - Current Process for Enforcement and Compliance.....	26
Figure 2-7 - Current Process for Reporting.....	27
Figure 3-1 - Benefits Realization Process.....	34
Figure 3-2 - Net Tangible Benefits	36
Figure 3-3 - Project Cost Analysis	39
Figure 3-4 - Project Investment Summary	39
Figure 4-1 - Risk Assessment Summary.....	42
Figure 4-2 - Project Risk Area Breakdown	43
Figure 5-1 - Current Production Infrastructure	49
Figure 5-2 - Current Test Infrastructure.....	50
Figure 5-3 - Current Development Infrastructure	51
Figure 5-4 - Current Disaster Recovery Infrastructure.....	52
Figure 5-5 - Batch Process Flow.....	55
Figure 5-6 - Batch Processing Diagram	56
Figure 5-7 - Proposed System Architecture	72
Figure 5-8 - Historical Transaction Volumes	73
Figure 5-9 - Historical Licensees per FTE	73
Figure 5-10 - Market Scan of Licensure Systems	77
Figure 5-11 - Alternative Scoring Results	82
Figure 6-1 - MQA Key Business Processes	87
Figure 6-2 - Proposed Change Control Process.....	104
Figure 6-3 - MQA High-Level Project Timeline	107
Figure 6-4 - CBA Form 2 - Project Cost Analysis.....	109
Figure 6-5 - Proposed Project Organization.....	111
Figure 6-6 - Risk Management Workflow Steps and Descriptions.....	120

1. Cover Sheet and Executive Summary
1.1. Cover Sheet

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

1. Cover Sheet and Executive Summary

1.1. CoverSheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Health	Original Schedule IV-B Submission Date: 10/15/2012 Amended IV-B Submission Date: 03/12/2013 Updated Version for Fiscal Year 2014-15 Submission Date: 10/15/2013
Project Name: MQA Transformation Project	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2013-14 LBR Issue Code:	FY 2013-14 LBR Issue Title: Versa Regulation Upgrade
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Lola Pouncey, 850-245-4064, Lola_Pouncey@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: John Armstrong, MD, FACS	Date: 10/14/13
Agency Chief Information Officer (or equivalent):  Printed Name: Bob Dillenschneider	Date: 14 October 2013
Budget Officer:  Printed Name: Terry Walters	Date: 10/14/13
Planning Officer:  Printed Name: Lola Pouncey	Date: 10/14/13
Project Sponsor:  Printed Name: Lucy C. Gee	Date: 10/14/13
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Lola Pouncey
Cost Benefit Analysis:	Daniela Lee, Allison Stachnik, Candy Tyre, Scott Adkins
Risk Analysis:	Lola Pouncey
Technology Planning:	Bob Dillenschneider, Angela Harrison
Project Planning:	Daniela Lee, Allison Stachnik, Candy Tyre, Scott Adkins

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Health	<ul style="list-style-type: none"> • Original Schedule IV-B Submission Date: 10/15/2012 Amended IV-B Submission Date: 03/12/2013 Updated Version for Fiscal Year 2014-15 Submission Date: 10/15/2013
Project Name: MQA Transformation Project	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2013-14 LBR Issue Code:	FY 2013-14 LBR Issue Title: Versa Regulation Upgrade
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Lola Pouncey, 850-245-4064, Lola_Pouncey@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: John Armstrong, MD, FACS	Date:
Agency Chief Information Officer (or equivalent): Printed Name: Bob Dillenschneider	Date:
Budget Officer: Printed Name: Terry Walters	Date:
Planning Officer: Printed Name: Lola Pouncey	Date:
Project Sponsor: Printed Name: Lucy C. Gee	Date:
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Lola Pouncey
Cost Benefit Analysis:	Daniela Lee, Allison Stachnik, Candy Tyre
Risk Analysis:	Lola Pouncey
Technology Planning:	Bob Dillenschneider, Angela Harrison
Project Planning:	Daniela Lee, Allison Stachnik, Candy Tyre,

1.2. Executive Summary

1.2.1. Introduction and Proposed Project

The Florida Department of Health, through its Division of Medical Quality Assurance (MQA), determines if health care practitioners meet minimum licensure requirements. At the end of FY 2011-12, MQA licensed, registered, or certified 1,083,767 health care practitioners, 23,809 facilities and establishments, and 48,330 continuing education providers. 100,958 initial license applications were received and 94,761 new licenses were issued. At the end of last fiscal year, MQA licensed, registered, or certified 1,091,306 healthcare practitioners, 25,286 facilities and establishments, and 5,949 continuing education providers. 102,860 initial license applications were received and 87,554 new licenses were issued. 89.11% of the 420,618 licenses renewed were renewed using the online renewal system.

MQA, in conjunction with 22 boards and 6 councils, is responsible for regulatory activities of 200-plus license types in more than 41 health care professions and 8 types of facilities. MQA's three key business processes are licensure, enforcement and information.

The division performs its licensure and enforcement business functions using a system called the Customer Oriented Medical Practitioner Administration System (COMPAS). This system is based on a 2003 upgrade of PRAES system that was originally purchased in 1998 when the division was formed.

The Department has performed an analysis of best practices from within the division and other state agencies with similar functions, a consultation with its regulatory boards, an exploration of technology and other business solutions that have resulted in an efficiency improvement plan. From this analysis the division has determined a transformational effort is required to increase productivity and provide stability including the following:

- Implement a licensing system, like Versa:Regulation, that will provide the functionality, flexibility and sustainability needed by the MQA program.
- Update current processes to attain efficiencies through the use of workflow and other enabling technologies.
- Establish an infrastructure that is completely supported and stable.

The primary drivers for this effort are:

- The need for timelier licensure of practitioners, facilities and providers.
- The need to increase automation in order to meet increasing demand with current staff levels.
- Mission critical system reaching the end of renewable licensing and support.
- Supports the following Governor's priorities:
 - Improve the efficiency and effectiveness of government agencies at all levels.
 - Ensure state, regional and local agencies provide collaborative, seamless, consistent and timely customer service to businesses and workers.

In today's economy, States around the nation are looking to gain a competitive edge by attracting the most skilled members of the workforce. If Florida is to remain competitive it must focus on making the State one that is easy to conduct business in and reducing if not eliminating barriers to entry for professionals, this includes reducing delays in the time it takes to get licensed as a healthcare practitioner, facility or provider. If the division is to be able to reduce the average length of time for a qualified applicant to receive initial and renewal licensure certification or registration, it must modernize the MQA licensing system (COMPAS) implemented in 2003.

The current system limits the business and technical improvements the Department can make due to

the lack of workflow and real-time processing. Unlike the system currently employed by the Department of Business and Professional Regulation (DBPR), which allows for same day issuance of licenses, the COMPAS system requires the use of batch processing to complete the licensing process. These limitations result in multi-day delays in the time it takes to renew a license and issue a new license, resulting in significant foregone wages and increasing the time it takes for the applicants to gain employment. The shortcomings of the current processes and system ultimately results in a negative impact on Florida's economic engine estimated at \$16,009,349 annually.

Even if the COMPAS system provided the functionality needed to meet the demands of the current environment, which it does not, much of the software and backend infrastructure is reaching (or has already reached) the end of its life. Most significantly, the LicenseEase software that COMPAS is based on is rapidly approaching the end of its software life as it will no longer be supported after December 31, 2013. In addition, the Sun servers used to run the software will not be supported after June 2013 and the Dell tablets being used by inspectors for mobile inspections are already unsupported. Moreover, much of the backend software (J-Initiator, Windows XP, Oracle DB and Oracle Application Server) is either unsupported or will be within the next year or two.

Within the next 12 months the system's risk of failure will grow exponentially as it is compounded by the lack of options to handle any system failures. Due to the critical licensure business supported by the COMPAS system, it is simply not a viable option to allow the system to age into such an unsupported state.

The technology maximization effort allows for several other benefits to be realized as well:

- Functionality and support for staff to conduct remote inspections via mobile devices like tablets, increasing the efficiency, speed and effectiveness of inspections and reducing the amount of time it takes to complete paperwork.
- Consistency and alignment with other state agencies who have either implemented or upgraded to Versa:Regulation (this also opens the possibility of a common back-office across state agencies for these systems).
- Increasing competition by removing the reliance on a single database vendor.

1.2.2. Costs and Benefits

The MQA Transformation Project is estimated to deliver annually recurring tangible benefits of \$16 million.

The enhancements included with the transformation project will include self-service functionality allowing users to obtain answers to many questions online that currently require interaction with the MQA call center. It also provides workflow functionality that represents the single biggest functional improvement offered in the upgrade and has the potential of dramatically improving operational efficiencies at MQA. It will assign applications or cases to MQA staff and allow managers to set assignment rules, create and manage work queues, monitor deadlines, set work alerts and more. Functionality will also be implemented to modernize inspections, allowing all inspections to be completed utilizing electronic forms and routing. These enhanced features will be supported by a new high availability IT infrastructure that will provide the foundation for real time processing of applicant and licensee financial transactions.

Improved automation and efficiencies throughout these areas will deliver positive, measureable impacts to the Florida economy by allowing qualified applicants to be licensed faster – getting Floridians to work, a critical initiative to rebuild Florida's economy. The MQA transformation is estimated to deliver the following annual recurring tangible benefits:

Estimated Annual Benefit	Description of Benefit
\$16,009,349	Reducing time to process an initial application by five days – conservatively estimated at accelerating revenue into the State of Florida economy at \$16,009,349 annually.
\$16,009,349	Total Estimated Annual Benefit

Table 1-1 – Annual Recurring Tangible Benefits

The estimated total cost of implementing the MQA Transformation Project is \$ \$10,984,018 over a two year period as follows:

FY 13-14	FY 14-15
\$5,414,613	\$ 5,569,404

1.2.3. Recommendation

The Feasibility Study process has concluded that it is in the best interest of MQA to proceed with the upgrade of LicenseEase (COMPAS) version 4 to Versa:Regulation 2.5. This option addresses the mandate for reducing time to license healthcare professionals, addresses the aging and largely unsupported software and infrastructure, and leverages existing data structure and business processes and from a cost perspective, makes the most sense. Other alternatives were considered including:

1. Status Quo with Windows 7 Workaround
2. Upgrade Backend Infrastructure Only
3. Procure New Licensing Software and Upgrade Infrastructure
4. Upgrade LicenseEase (COMPAS) to Versa:Regulation and Upgrade Infrastructure

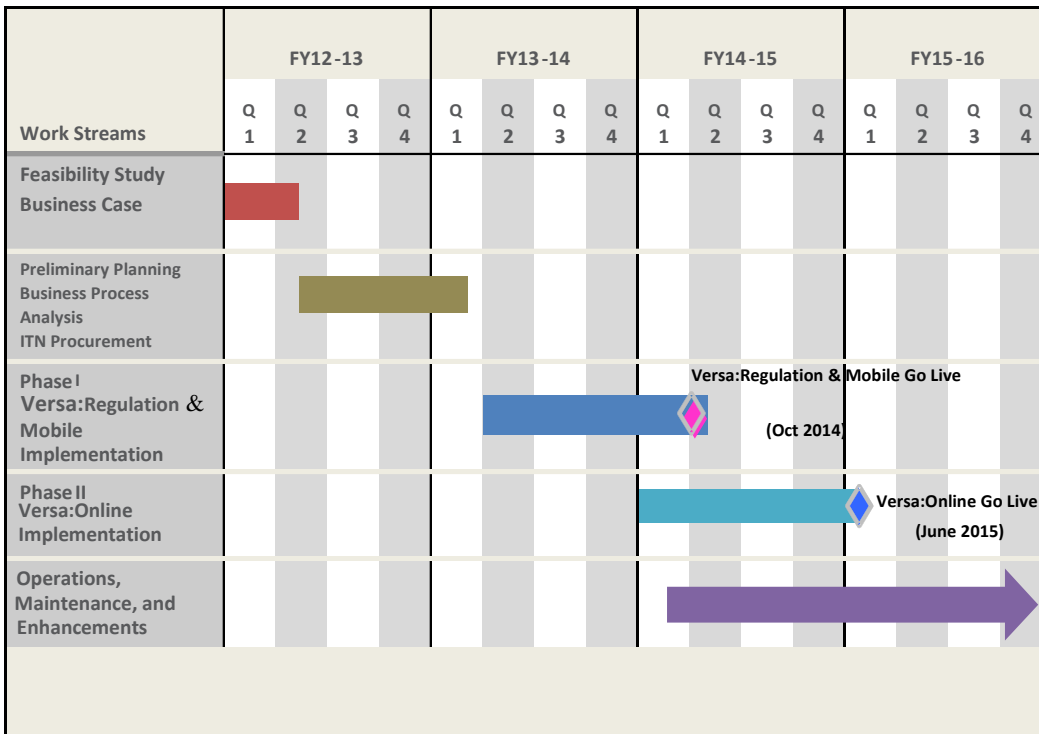
Alternatives 1-4 are discussed in more detail in the Alternatives Analysis section of this document. The Department also considered the addition of staff as an alternative to meet its objectives. The analysis indicated that Alternative 4 was the clear choice and that all other alternatives should be ruled out as they either do not sufficiently address the critical issues MQA is facing or would significantly increase the cost and risk. This alternative will allow MQA to achieve its goal of reducing the time for a qualified applicant to receive initial and renewal licensure certification or registration. In fact without this transformational effort the current system’s performance will continue to degrade further elongating the time it takes to license healthcare professionals. In addition, the estimated recurring tangible benefits of implementing the solution outweigh the estimated costs to implement the upgrade.

Additional advantages of upgrading from LicenseEase (COMPAS) to Versa:Regulation include:

- Real-time system. Includes real-time connection to online payments through interface for Florida ePay interface (payment service provider.) Issue with licenses not being approved until funds have physically been deposited would be corrected
- Automated workflow. Includes auto-assignment and dashboard management, integration with the existing MQA Imaging system, and improved correspondence functionality and ability to email. It is believed this could be the single biggest improvement associated with the upgrade and will be a key contributor to reaching MQA’s goals to improve the time it takes to license healthcare professionals
- Ability to pull images from database as system integrates the imaging solution into one where images are available real-time

- Database schema is 90% the same as LicenseEase (COMPAS) which will greatly reduce any data conversion effort required
- Technology alignment with other state licensing agencies including the potential for a common back-office for these agencies

This study recommends that the MQA Transformation project be conducted according to best practices in a phased plan to transition to a solution that meets the business process requirements and user needs. A preliminary, high-level project timeline is shown in the following figure.



[A1]

1.2.4. Project Risks

As with any project, there are a number of project risks that need to be recognized and appropriately mitigated. The Project Management section of this document details the risks associated with the project, but most probable risks associated with this project include the following:

- Internal technical staff will not have sufficient experience with the proposed technology in the production environment
- Moderate changes to business processes impacting 650+ MQA employees directly, a new online component will be required as part of the move toward greater self-sufficiency and away from manual processes; some productivity may initially be impacted as users are trained in and become adept in the new system's business processes
- The Division does not have the necessary knowledge, skills and abilities to staff the project team with in-house resources
- Delays in contracting with appropriate vendors

Several strategies to mitigate these risks have been identified and include the following:

- Include architectural consulting services in the scope of work for the project to assess the current environment against the proposed production environment(s) to identify gaps in technology infrastructure.
- Internal technical staff will work closely with the vendor technical resources to provide knowledge transfer and increase understanding of production environment(s).
 - Internal technical staff will take part in technical systems training to be included within the scope of work for the awarded vendor.
- A clear vision of project objectives will be defined and maintained by executive leadership throughout the life of the project in order to minimize the real or perceived impact of process changes on key stakeholders
- The Organizational Change Management Plan will address mitigation strategies associated with expected changes as they are identified
- Organizational Change Management activities must be given top priority throughout the project in order to facilitate the transition of the Department from its current mode of operation toward the efficiencies of a modern business system
 - Plan for and provide adequate training for user community
 - The Division will use the state's competitive procurement process to engage qualified and reputable vendors who are able to provide the necessary knowledge, skills and abilities

1.2.5.Conclusion

The functions performed by MQA are critical to Florida and the current software and infrastructure will not allow for efficient issuance and enforcement of licenses. The division is currently functioning in an environment of older technology using batch processing systems with software and infrastructure that is either currently unsupported or will be unsupported in the near future. Without the technology modernization project, the time to issue licenses will be much longer than MQA, the Legislature, and the public would desire and MQA will continue to operate in an environment filled with the risk of an unrecoverable catastrophic failure. The project has experienced contractual delays pushing the project start date into the second quarter of fiscal year 2013-14. The delays may require possible re-appropriation of funds.

2. Schedule IV-B Business Case

Business Case Section	\$1-1.99M	\$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
Cost Benefit Analysis		X	X	X

2.1. Background and Strategic Needs Assessment

2.1.1. Agency Background

The Division of Medical Quality Assurance (MQA) was established under section 20.43(3)(g), Florida Statutes, to regulate health care practitioners for the preservation of the health, safety, and welfare of the public through licensing health care professionals as well as enforcement of state laws and guidelines that pertain to licensed health care professionals. The following boards, councils and department-regulated professions are established to carry out this charge.

BOARDS

Acupuncture	Medicine	Pharmacy
Athletic Training	Nursing	Physical Therapy Practice
Chiropractic Medicine	Nursing Home Administrators	Podiatric Medicine
Clinical Laboratory Personnel	Occupational Therapy	Psychology
Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling	Opticianry	Respiratory Care
Dentistry	Optometry	Speech-Language Pathology and Audiology
Hearing Aid Specialists	Orthotists and Prosthetists	
Massage Therapy	Osteopathic Medicine	

COUNCILS

Certified Nursing Assistants	Electrolysis	Medical Physicists
Dietetics and Nutrition Practice	Licensed Midwifery	Physician Assistants

DEPARTMENT REGULATED PROFESSIONS

Emergency Medical Technicians	Radiologic Technicians
Paramedics	School Psychologists

At the end of FY 2011-12, MQA licensed, registered, or certified 1,083,767 healthcare practitioners, 23,809 facilities and establishments, and 48,330 continuing education providers. 100,958 initial license applications were received and 94,761 new licenses were issued. 91.42% of the 400,393 licenses renewed were renewed using the online renewal system. At the end of last fiscal year, MQA licensed, registered, or certified 1,091,306 healthcare practitioners, 25,286 facilities and establishments, and 5,949 continuing education providers. 102,860 initial license applications were received and 87,554 new licenses were issued. 89.11% of the 420,618 licenses renewed were renewed using the online renewal system.

To support the regulation of health care practitioners, MQA performs the following functions:

- **Examinations** – Monitoring all national examination and vendor contracts, as well as planning, coordinating and directing the development, scheduling, scoring, score reporting, post-examination reviews, defense, and security of all examinations administered by the department
- **Inspections** – Conducting on-site inspections of pharmacies, dispensing practitioners, dental laboratories, electrolysis and massage establishments with field staff located in twelve offices throughout the state
- **Application & Licensure:** Evaluating credentials of applicants for initial licensure to determine if statutorily-established minimum standards are met
- **Renewals:** Evaluating credentials of practitioners and establishments for license renewal to determine if statutorily-established minimum standards are met
- **Enforcement & Compliance** – Analyzing and investigating complaints, inspecting facilities, assisting in prosecuting violations of Florida’s regulatory statues and administrative rules, monitoring compliance of licensees with disciplinary final orders, and combating unlicensed activity

2.1.2. Statement of Need

A conservative study was performed by MQA and found the estimated statewide daily salary impact to medical professionals not being able to obtain a license is more than \$5 million. MQA needs to modernize the software and infrastructure supporting the licensure and related processes to ensure licenses are issues as quickly and efficiently as possible.

In addition, modernization of MQA would allow for all related software and infrastructure to be supported with an effective disaster recovery strategy and process. Without the modernization effort, the division runs the risk of an unrecoverable catastrophic failure costing the healthcare industry millions of dollars on a daily basis.

MQA currently uses a system called the Customer Oriented Medical Practitioner Administration System (COMPAS) that supports the licensing of healthcare professions regulated under MQA. COMPAS is a software product entitled LicenseEase (version 4) COMPAS was implemented over a 22-month period from July 2003 to May 2005 and replaced the Department’s legacy system known as PRAES, operating in an Informix environment.

The purpose of the project would be to modernize MQA to timely collect, store, track, and deliver accurate licensure information to MQA, healthcare professionals, and the public through the following activities:

- Replacing the current COMPAS system via a migration of an end-of-life product to Versa:

Regulation 2.5

- Implementing Versa: Online and Versa: Mobile (using existing equipment)
- Implementing workflow functionality to improve automation and reduce licensing time (available as part of Versa: Regulation) for each licensed profession
- Replacing database and other backend infrastructure

The enhancements associated with the upgrade will utilize new database and application system technologies. Automated workflow is also one of the primary enhancements associated with this upgrade and will dramatically change the way people do their jobs at MQA. To ensure full realization of this enhancement, extensive analysis of current process flows, work queues, and work assignment will be reviewed to ensure maximum efficiency is realized relating to automated workflow. Moreover, the solution will also provide for greater self-service as enhancements to the upgraded system would be through end-user configuration instead of custom IT development.

2.1.3.Mission Critical Application at End of Life

The LicenseEase software that COMPAS is based on will no longer be supported as of December 31, 2013. In addition, multiple components of the hardware and backend infrastructure of COMPAS are either unsupported or quickly aging to the point where they will soon be unsupported as well. (More information on the technological issues can be found in the Technology Planning section of this document.)

The following components of the system are either currently or nearly unsupported:

Technology	Description	Support Status
LicenseEase (COMPAS)	Software providing the functionality needed for MQA to perform its business functions and meet its statutory obligations	Expires December 2013
Sun Servers	Servers used to run LicenseEase (COMPAS), Oracle DB, Oracle App Server, and J-Initiator	Expires June 2013
Dell XT Tablets	Tablets used for inspections	Expired
Oracle Database (10.2.0.5 10gR2)	Database platform used for LicenseEase (COMPAS)	Expires July 2013
Oracle App Server (10.1.2)	Backend application server used for LicenseEase (COMPAS)	Current, but likely to expire in the next couple of years
J-Initiator	Backend application used render the UI	Expired
Windows XP	Desktop operating system used by users of LicenseEase (COMPAS)	Expires April 2014

Table 2-2 – Mission Critical Infrastructure and Software at End of Life

The organization has reached a critical point where the system must be updated to new technology platforms or face the real risk of having a mission critical application that will not be supported in the event of any system failure. Failure would result in significant delays in licenses being issued, renewed, and monitored. As previously mentioned, a very conservative study was performed by MQA and found the estimated daily salary impact to medical professionals not being able to obtain a license is more than \$5 million.

2.1.4.Stakeholders

The Project Management Institute defines a stakeholder as “anyone who may be positively or negatively impacted by the project.” The below table lists the project’s stakeholders identified-to-date and how each will be affected by, or will participate in, the system transformation project.

Stakeholder	How affected and/or how they participate
MQA Board Office Staff	Key internal users of target system. Involvement includes participants in JAD sessions, and reviewers and approvers of requirements and functional design specifications
MQA Enforcement Unit (including Consumer Services, Investigation Services, Prosecution Services, and Compliance Monitoring)	Key internal users of target system. Involvement includes participants in JAD sessions, and reviewers and approvers of requirements and functional design specifications
MQA Call Center	Key internal users of target system. Involvement includes participants in JAD sessions, and reviewers and approvers of requirements and functional design specifications
MQA Clerk’s Office	Key internal users of target system. Involvement includes participants in JAD sessions, and reviewers and approvers of requirements and functional design specifications
MQA Practitioner Reporting and Exam Services	Key internal users of target system. Involvement includes participants in JAD sessions, and reviewers and approvers of requirements and functional design specifications
MQA License Services Unit	Key internal users of target system. Involvement includes participants in JAD sessions, and reviewers and approvers of requirements and functional design specifications
MQA Systems Support Services	Key internal users and system administrators of target system. Involvement includes participants in JAD sessions, and reviewers and approvers of requirements and functional design specifications
Department of Health/Division of Information Technology	Target system must ultimately integrate with DIT technical architecture. Project must follow PMO standards. Selected DIT staff will provide information pertaining to current systems, participate in JAD sessions and approve technical requirements

Consumers	Key external users of the target system. External users will be required to register in the new system to create an online account to conduct business electronically with MQA. Examples include: online applications for licensure, online renewals, and checking status of application online
Image API	Vendor that provides application and hosting services for the MQA Imaging System, which interfaces with the existing LicenseEase (COMPAS) system

Table 2-3 – Transformation Project Stakeholders

2.1.5. Program Objectives

The Department of Health (DOH) has documented its goals and strategic objectives in a Long-Range Program Plan (LRPP). Specific business objectives and outcomes were defined and aligned with the goals for public assistance services. The Goals are depicted below:

1. Prevent and Treat Diseases of Public Health Interest
2. Provide Access to Care for Children with Special Health Care Needs
3. Ensure Florida’s Health and Medical System Achieves and Maintains National Preparedness Capabilities
4. Improve Access to Basic Family Health Care Services
5. Prevent Diseases of Environmental Origin
6. Prevent and Reduce Tobacco Use
7. Ensure Health Care Practitioners meet Relevant Standards of Knowledge and Care
8. Enhance and Improve Emergency Medical Systems
9. Process Medical Disability Determinations

As part of this plan, the division of Medical Quality Assurance has identified 5 operational goals to assist with goal #7 from above (Ensure Health Care Practitioners meet Relevant Standards of Knowledge and Care). The following identifies those goals and how MQA transformation will help achieve these goals:

#	Operational Goals from LRPP	Key Elements of MQA Transformation to assist with Goal
1	License expeditiously all health care practitioners who meet statutorily mandated minimum standards of competency	<ul style="list-style-type: none"> • Move from batch to real-time processing will reduce the length of time for a qualified applicant to receive initial and renewal licensure certification or registration. • Automated workflow (includes auto-assignment and dashboard management) • Integration with existing MQA imaging system • Improved correspondence methods

#	Operational Goals from LRPP	Key Elements of MQA Transformation to assist with Goal
2	Enforce health care standards through education, remediation, and timely discipline of health care practitioners found in violation of the law	Reduction in time to process cases resulting from: <ul style="list-style-type: none"> • Integration with imaging system for case related information • Workflow functionality to assist with management of workload, case assignments, elevation and notification of high priority cases, and e-mail notifications to enforcement staff As a result of all inspectors and investigators having a mobile solution, modernization will allow for real-time updates in the licensing system, reduced data entry errors (thus greater data integrity), and the ability to sort workload on-demand
3	Inform stakeholders by providing accessible, timely, and accurate information to assist them in making health care, business, and policy decisions	Solution is browser based providing for easier access by remote field offices or field workers
4	Motivate the workforce to achieve excellence	Ability to attract and retain talented employees due to exposure to newer, more efficient applications and systems
5	Minimize licensure costs, while maintaining a sufficient cash balance, through cost effective operations to ensure that all fees are reasonable, fair, and do not serve as a barrier to licensure	Many of the benefits identified have resulted in cost avoidance contributing to the effort to minimize licensure costs. Examples of these benefits include reduced time for incoming calls to the call center (not having to increase staff to reduce response times), reduced postage and handling costs, etc.

Table 2-4 – Alignment of LRPP and Transformation Project

2.2. Baseline Analysis

Purpose: To establish a basis for understanding the business processes, stakeholder groups, and current technologies that will be affected by the project and the level of business transformation that will be required for the project to be successful.

2.2.1. Current Business Process Requirements

Currently, business process requirements for MQA are primarily met through LicenseEase (COMPAS) along with other custom developed solutions. The project team worked to identify and elaborate requirements for the new system. During this stage the project team members worked to analyze current business processes and systems, identify requirements for the new system, specify the technical architecture considering architectural and security standards and constraints, analyze requirements for interfaces and reports to elicit requirements for the system.

The benefits delivered to MQA during this stage

- Business process improvement recommendations

- Identification of key requirements and early resolution of issues
- Change control established before design and development
- Detailed and stable information for user interface, system interface, and report requirements
- Business process requirements that are tightly integrated with the system requirements
- Project activities that are clearly defined and maintained through design activities

Key outcomes

- Business processes identification and mapping
- Requirements identification, documentation, and approval
- Change readiness assessment

Discovery Process

The team started by reviewing the existing environment. This process included compiling the background information needed to develop the process and technology requirements. Key activities in this step included:

1. Review of existing organization structure
2. Compiling documents and data for relevant background information
3. Review of existing technology systems
4. Review of existing legal and regulatory policies (e.g., records retention)
5. Identification and review of existing business metrics (volumes, staffing, performance measures, etc.)
6. Development of the system context diagram

2.2.2. Issues with Current Process and Technology

- Not able to meet mandate and goal to improve time it takes to license health care professionals with the current processes, hardware and infrastructure. [A2]
- Risk of unrecoverable catastrophic system failure due to various components of the software and hardware infrastructure either not being supported or near end of support. Technical and manual process alternatives are being utilized in some cases to keep systems functioning in an unsupported environment
- Current disaster recovery process would likely yield extended business outage and inability for licenses to be issued during the outage period
- Not all inspectors have tablets resulting in a lag between inspections performed and updates made in the system
- Current environment requires regular downtime due to the current software/hardware infrastructure

More detail can be found in the technology section of this document

2.2.3. Business Process Improvement Recommendations

During the course of the MQA Transformation feasibility project, process improvement opportunities were identified. A couple of the key improvement opportunities identified as part of the MQA Transformation included:

- Move from batch to real-time processing environment
- Update software and infrastructure to current and supported technology

Inherent to the technologies proposed as part of the MQA Transformation are numerous efficiencies

gained by implementing this system. For example, by leveraging workflow and document management technologies in the proposed system, current manual processes and tracking of paper documents becomes streamlined. While these efficiencies are fairly significant, there are other opportunities for process improvement that have not been identified. Through a structured Business Process Reengineering (BPR) exercise these efficiencies could be identified and incorporated into the new system.

2.2.4. Business Process Descriptions and Benefits

The following section describes the various functions of MQA and the perceived benefit of modernizing MQA.

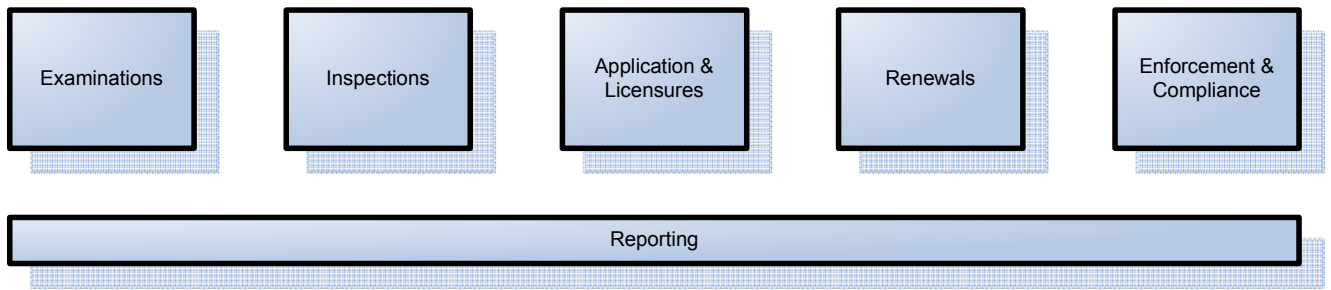


Figure 2-1 - High-Level MQA Functions

2.2.4.1. Examinations

Practitioner Reporting & Examination Services (PRES)

- Monitors all national examination and vendor contracts
- Plans, coordinates and directs the development, scheduling, scoring, score reporting, post-examination reviews, defense, and security of all examinations administered by the department
- Conducts background screenings of profiled professions at renewal, interfacing with data from FDLE and NPDB and entering this data into the licensing system
- Reports disciplinary adverse actions taken against all licensees by the licensing Boards to the Healthcare Integrity & Protection Data Bank (HIPDB)
- interfaces with the MQA Imaging system

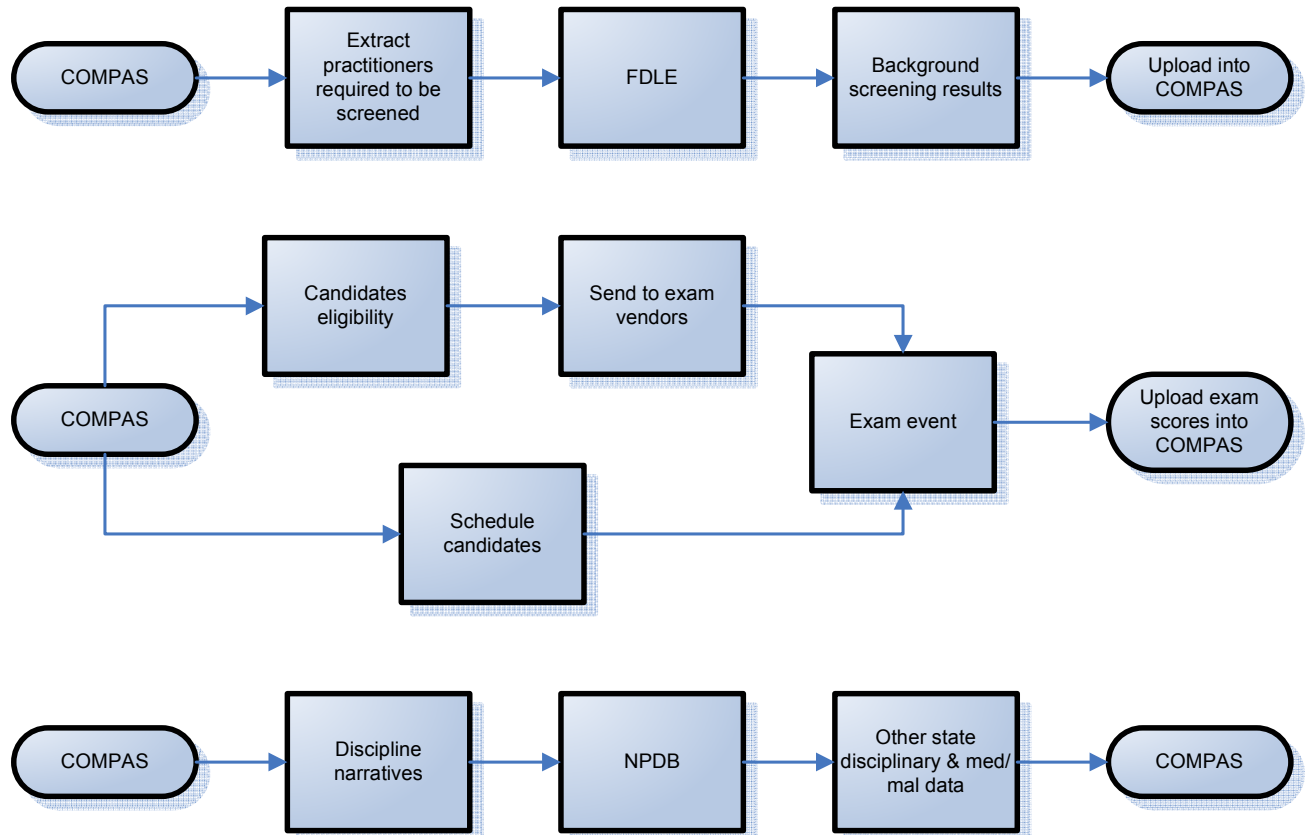


Figure 2-2 - Current Process for Examinations

As a result of the analysis of this process, the following anticipated benefits of the MQA Transformation project include:

- Reduced processing time by providing additional functionality such as workflow, which includes auto-assignment and dashboard management, integration with the existing MQA Imaging system, and improved correspondence functionality and ability to email
- Streamlined menu navigation with fewer clicks to perform current tasks, breadcrumb navigation, and improved notes functionality

2.2.4.2. Inspections

MQA conducts on-site inspections of pharmacies, dispensing practitioners, dental laboratories, electrolysis and massage establishments with field staff located in twelve offices throughout the state. The staff completed 24,169 inspections in FY11-12. Inspections enter the licensing system through manual entry of inspection forms or upload of electronic inspections through the LicenseEase (COMPAS) Mobile Inspection Partner (CMIP) which utilizes tablet technology. Inspections are assigned through the licensing system and managed through reporting. Inspectors also interface with the MQA imaging system.

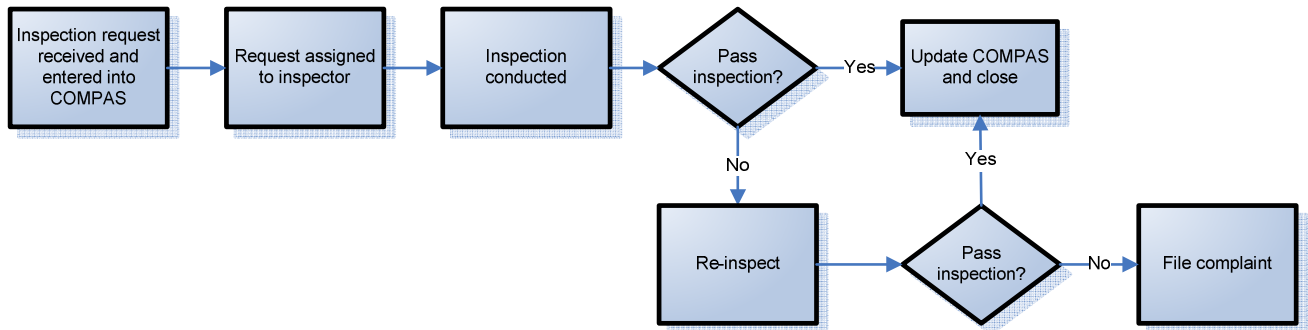


Figure 2-3 – Current Process for Inspections

As a result of the analysis of this process, the following anticipated benefits of the MQA Transformation project include:

- Streamlined inspection process through the workflow functionality
- More inspections to be done electronically by both investigative and inspection staff using Versa: Mobile and tablets. This also provides for a lower cost alternative to the current tablet
- Real-time data in the licensing system and to inspectors in the field (via the mobile solution)
- Reduced data entry errors and greater data integrity (due to all inspectors and investigators having mobile devices)
- Ability to sort the inspection workload on demand due to mobile devices and real-time processing

2.2.4.3. Application & Licensures

MQA evaluates the credentials of applicants for initial licensure to determine if statutorily-established minimum standards are met. More than 100,000 initial applications are processed annually, and over 94,700 initial licenses were issued in FY11-12. Applications are received both on paper via mail and electronically through MQA’s Initial Application website. Upon receipt of an application, money is receipted into the system and an initial file is created for the applicant. Application processors review the file information and primary source verify credentials prior to issuing a license. Processing staff interface with both the LicenseEase (COMPAS) system and MQA Imaging system to process the files. For professions that require background screening,

the staff accesses the FDLE system to verify screening results. Primary source verification may require interfaces with other national systems such as Nursys, NPDB, Certification/Exam Providers, and other state license verifications.

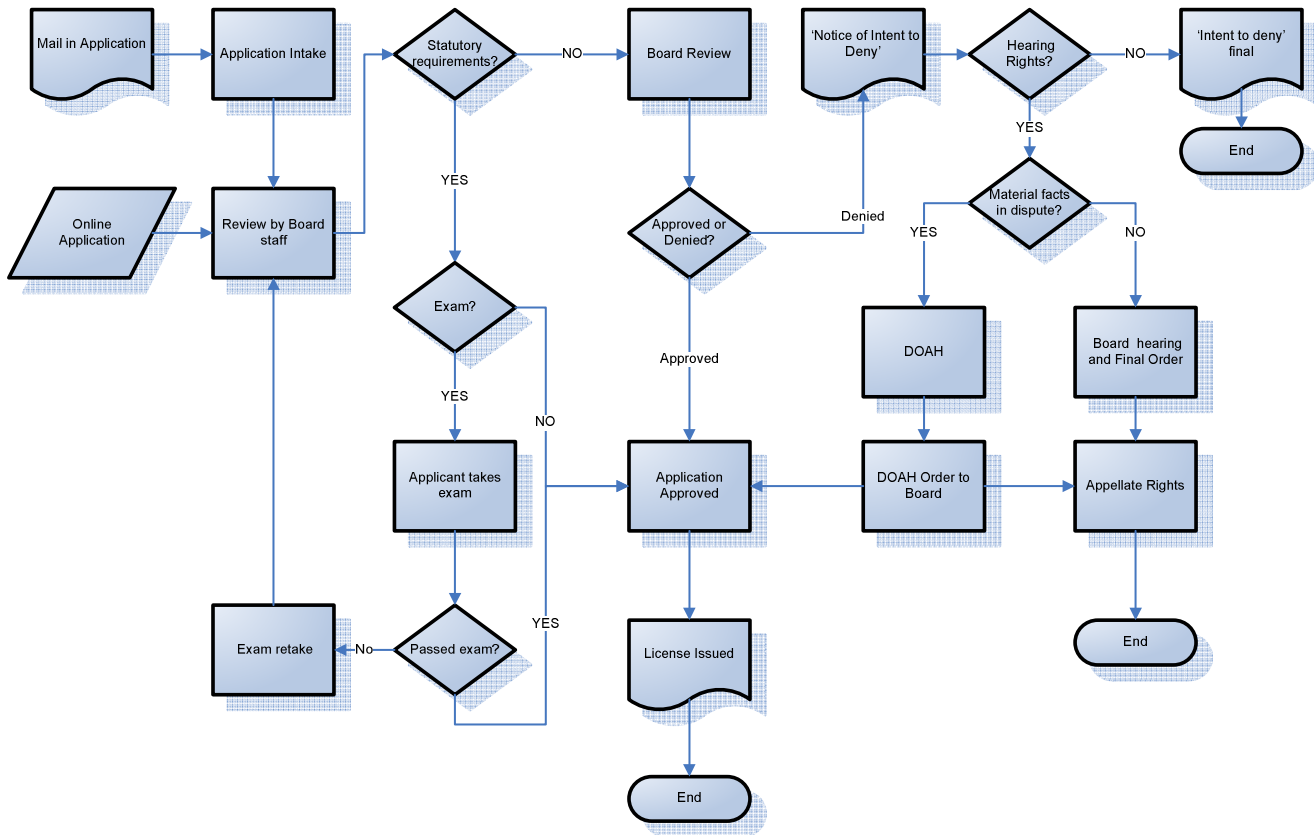


Figure 2-4 - Current Process for Applications and Licensures

As a result of the analysis of this process, the following anticipated benefits of the MQA Transformation project include:

- Reduced processing time through additional functionality such as workflow, which includes auto-assignment and dashboard management
- Integration with the existing MQA Imaging system
- Improved correspondence functionality and ability to email directly from the solution
- Streamlined menu navigation with fewer clicks to perform current tasks, breadcrumb navigation, and improved notes functionality

2.2.4.4. Renewals

MQA evaluates the credentials of practitioners and establishments for license renewal to determine if statutorily-established minimum standards are met. More than 400,000 renewal applications are processed annually. In FY11-12, 91.42% of these renewals were completed online.

Currently, 120 days prior to renewal, practitioners receive a postcard in the mail with renewal instructions - 78% of licensed practitioners renew this way. Practitioners log onto MQA Systems and either renews online or prints and mails the renewal form with payment. All practitioners have the opportunity to update their address, answer mandatory questions about convictions and Medicare fraud, and affirm their continuing education requirements have been met. Some professions have additional renewal requirements including updating their practitioner profile, statutorily required workforce surveys, and emergency treatment plans. For renewals completed

online, practitioners print out a credit card receipt and a confirmation of license that indicates they have renewed their license. Once credit card fees are deposited in FLAIR and in the licensing system, the renewal is approved and the practitioner receives an official license in the mail. Renewals received through the mail are processed by a vendor and the money is receipted into LicenseEase (COMPAS). Any renewals that require further processing are sent to MQA. Once the money for the renewal is deposited, a nightly process is run to approve the renewal and the practitioner receives an official license in the mail. Renewing establishments and some practitioners (22%) are sent their renewal form in the mail but have the option to renew online.

The MQA Services renewal system, back-end programs and processing staff interface with the following systems: LicenseEase (COMPAS), MQA Datamart, MQA Imaging system, FLAIR, Bank of America, SERVFL (the State of Florida's online system for managing public health and medical disaster responders), and MQA's continuing education electronic tracking system. Post renewal, the processing staff interfaces with other systems, depending on the profession including: the FDLE review system, the National Practitioner Data Bank (NPDB) and the HHS List of Excluded Individuals and Entities (LEIE).

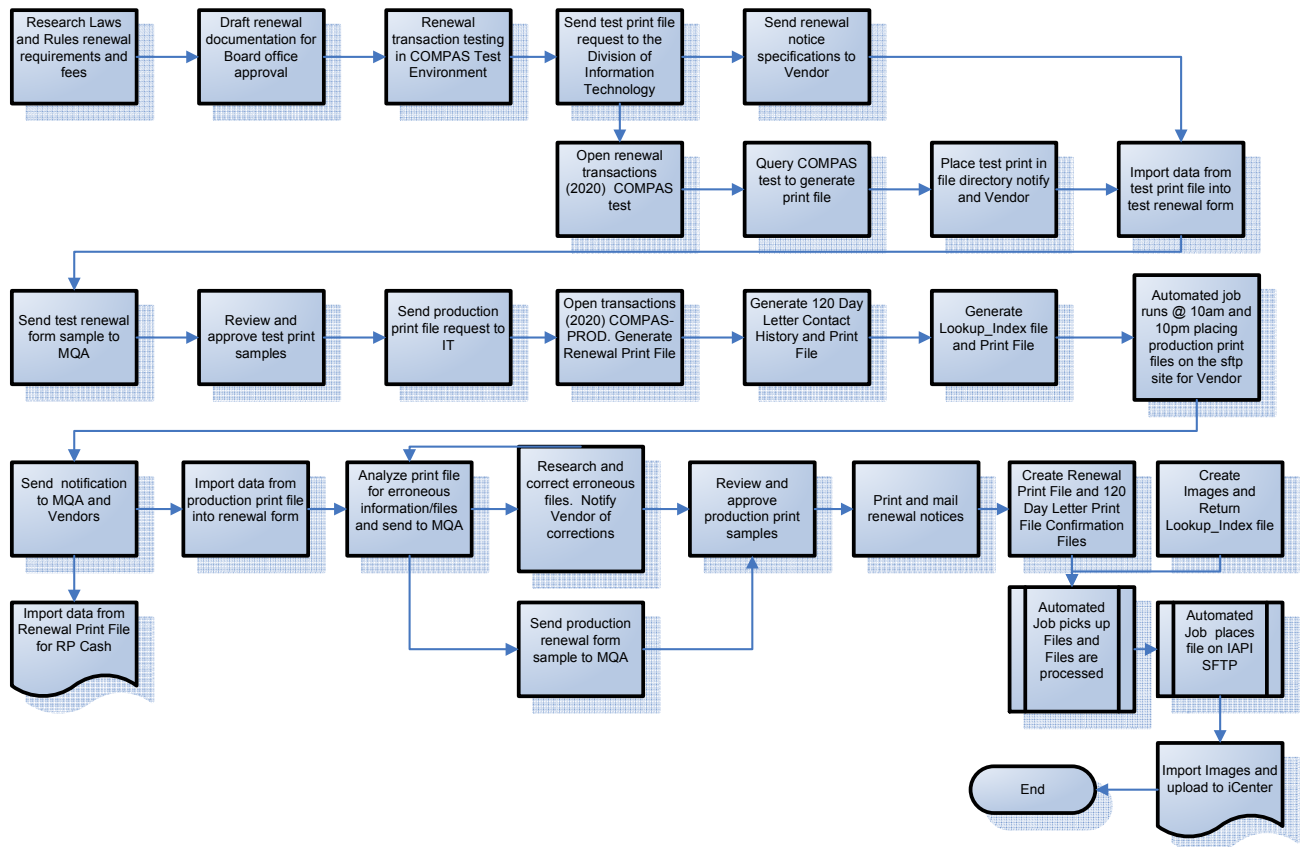


Figure 2-5 - Current Process for Renewals

As a result of the analysis of this process, the following anticipated benefits of the MQA Transformation project include:

- Reduced processing time by completing the online transaction in real time
- Other benefits including multi-language capability, forgotten password retrieval, E-mail transaction confirmation and configurable expert rules-based design

2.2.4.5. Enforcement & Compliance

MQA analyzes and investigates complaints, inspects facilities, assists in prosecuting violations of Florida regulatory statutes and administrative rules, monitors compliance of licensees with disciplinary final orders, and combats unlicensed activity. In FY 2011-12, MQA received 21,035 complaints, completed 28,167 inspections, issued 1,542 citations, and resolved 2,325 cases through final orders. Eight hundred and seventy-one unlicensed activity cases were investigated, and 395 were referred to law enforcement for criminal prosecution. Last fiscal year, MQA received 15,019 complaints, completed 5,407 inspections, issued 106 citations, and resolved 1,978 cases through final orders. Five hundred and forty-two unlicensed activity cases were investigated, and 233 were referred to law enforcement for criminal prosecution.

MQA Consumer Services staff reviews every complaint received by the Department to determine if there is legal sufficiency. Each complaint is entered into the LicenseEase (COMPAS) system. Activities, allegations, violations and findings that occur on the case are tracked in the LicenseEase (COMPAS) system. MQA is moving to an electronic case management system and paper case files will no longer be used. Case related information will be scanned and stored in the MQA Imaging system.

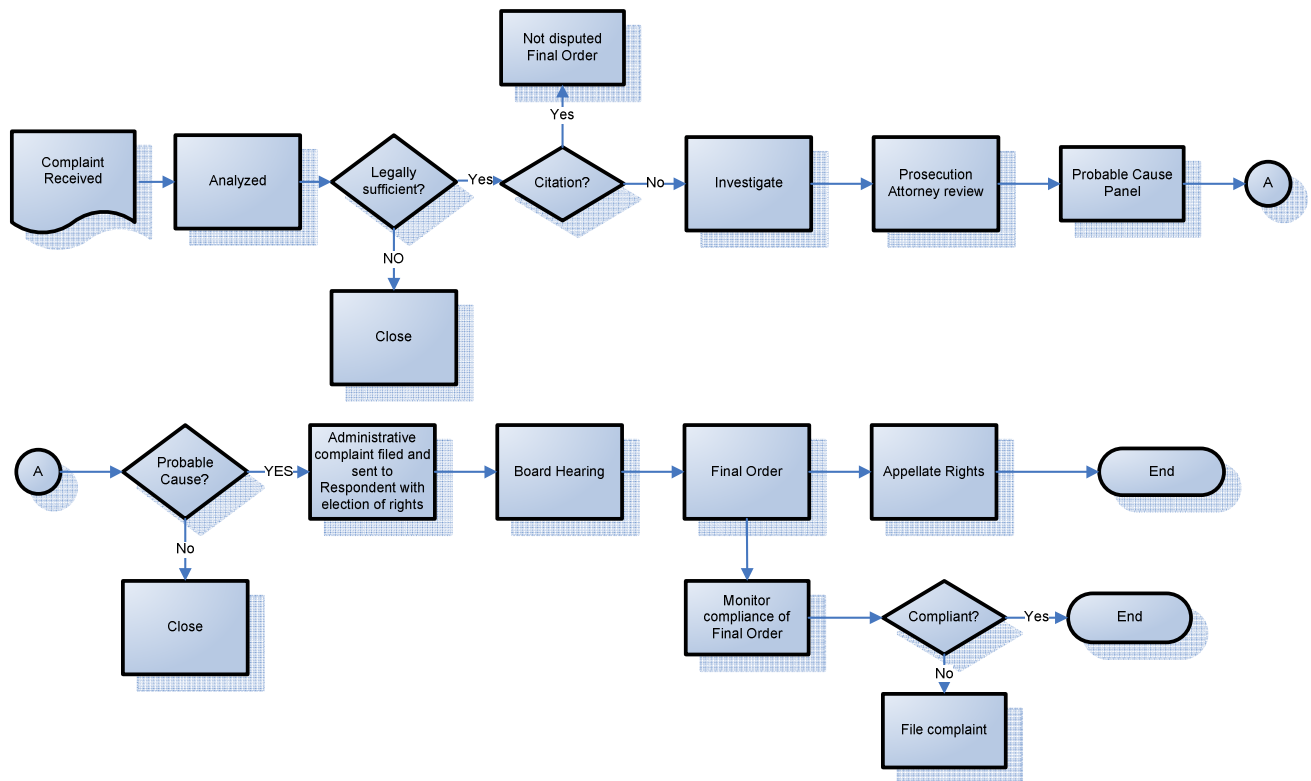


Figure 2-6 – Current Process for Enforcement and Compliance

As a result of the analysis of this process, the following anticipated benefits of the MQA Transformation project include:

- Reduction in time to process case using automated workflow functionality that assists with management of workload, case assignments, elevation and notification of high priority cases, and email notifications to enforcement staff

2.2.4.6. Reporting

To facilitate reporting, data from LicenseEase (COMPAS) is loaded into a reporting database. Users of MQA access this data to view various reports around applications, licenses, renewals, enforcement, and inspections. This data is used to manage workload and measure performance of the division. Crystal Reports (Business Objects) is primarily used for reporting today and would continue to be used in the upgraded environment. The Division of Information Technology has created a workgroup to explore alternative reporting solutions. At this time no recommendations have been made and MQA is continuing to use Crystal Reports (Business Objects).

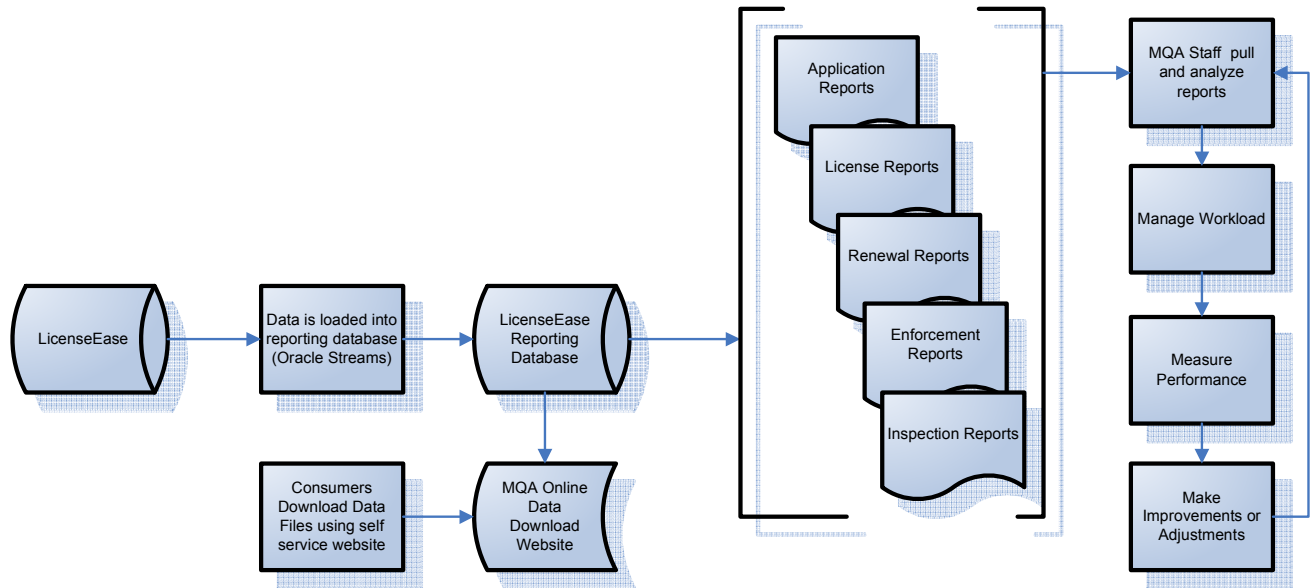


Figure 2-7 – Current Process for Reporting

2.2.5. Assumptions and Constraints

2.2.5.1. Assumptions

- Timely availability of project funding
- Multi-year, multi-phase project
- Roles, responsibilities, and level of effort defined in project charter with commitment from participants
- The upgraded system must be able to interface with state, local, and federal systems using industry standard technology (web services, XML, secure FTP, etc.)
- Enhancements to existing systems will be managed through a rigid change control process
- Data mart migration must be performed
- Versa:Regulation upgrade project (including mobile inspection upgrade) completed in 12 month period and will start in FY 2013-14 and end in the second quarter of FY 2014-15
- Versa:Online will be implemented in year two of the project
- Additional resources identified and included in this proposal will be engaged to support MQA and DOH IT who have limited capacity

2.2.5.2. Constraints

- Availability of funds
- General system development and implementation risk
- Time for source selection and contracting impacts benefit realization
- The software tools supporting desired capabilities will be determined based on the solution proposed by the selected implementation vendor.

- Cost-benefit tradeoffs for gaps between requirements and component-based features/functions

2.3. Proposed Business Process Requirements

Purpose: To establish a basis for understanding the business processes requirements the proposed solution must meet and outline criteria the project will use in selecting an appropriate solution.

In order to meet the ever increasing needs of medical professionals, the MQA program requires a modern and integrated licensure system that provides more efficient transaction processing, greater consistency and improved data integrity with supported and stable platforms. During the project, detailed “To-Be” business process flows incorporating many proposed process and automated workflow improvements will be designed. These improved process flows, as well as the high-level requirements documented in this section, will be used as a starting point for the more detailed requirements gathering process.

The following high-level business requirements were gathered from a preliminary business analysis. These high-level requirements will certainly be updated as the project approaches initiation. The business solution alternatives and recommended business solution can be found in Section 5.5.

2.3.1. Overall

The following high-level business requirements should be met by all modules of the proposed system:

- System should utilize automated workflow to reduce processing time through auto-assignment, dashboard management, and integration with the existing MQA imaging system
- System should provide for improved correspondence functionality and ability to e-mail
- System should provide for breadcrumb navigation and improved notes functionality
- System should have ability to cashier funds
- System should have the ability to send information to an IVR (to support possible future need)
- System should maintain cash deposit history
- System should provide for online password retrieval and resets
- System should provide accurate performance reporting to stakeholders
- System should allow legislative changes to be quickly implemented
- System should have detailed timekeeping functionality to record internal and external effort applied to specific licensing and enforcement activity
- System should not require additional work-around for functionality and stability
- System should have advanced business process configuration functionality and not require core programming
- System should provide ability to store and retrieve historical transaction detail for all MQA elements
- System should be able to calculate all relevant fees
- System should protect data and information to MQA and DOH standards
- System should have built-in audit ability

2.3.2. Examinations

The existing processes for this function supports the planning, coordinating, scheduling, scoring, reporting, reviews, and security of all examinations administered by the department. The following high-level business requirements necessary to support these functions in the new system are:

- System should have ability to track all examination activities
- System should have the ability to set up and schedule an examination

- System should track should be able to update examination results
- System should provide functionality to support the planning, coordinating, scheduling, scoring, and reporting around examinations administered by the department

2.3.3. Inspections

The existing processes for this function include conducting on-site inspections of pharmacies, dispensing practitioners, dental laboratories, electrolysis facilities, and massage establishments. The following high-level business requirements necessary to support these functions in the new system are:

- System should provide the ability for all inspections to be performed electronically through a mobile device
- System should update real-time from the mobile devices from the field
- System should provide basic data validation input filters on the mobile device to provide for greater data integrity and reduced data entry errors
- System should provide the ability to sort the inspection workload on demand through mobile devices and real-time processing
- System should have the ability to track all inspection activities and record inspection findings
- System should provide automated “ticklers” to follow-up on inspections and other outstanding items

2.3.4. Applications & Licensure

The existing processes for this function include evaluating the credentials of applicants for initial licensure to determine if statutorily-established minimum standards are met. The following high-level business requirements necessary to support these functions in the new system are:

- System should be directly integrated with the existing MQA imaging system
- System should track all application and licensure activities
- System should centrally locate and protect licensee personal data
- System should provide ability for licensees to be able to submit an information update and have it automatically applied to all related licenses
- System should provide the ability for a licensee to pay an application fee online and update the system in real time (thus eliminating the current delay between online payments, funds receipt, and posting in the system)
- System should provide the ability for online users to sign under penalty of perjury
- System should provide the ability to process applications and assist with the qualification of applicants
- System should be able to issue license documents
- System should maintain history of license information
- System should have the ability to produce data in response to requests for public information
- System should allow users to submit applications
- System should provide ability to track requirements met/not met for licensees
- System should provide ability for users to view license information
- System should be able to maintain history of pending applications
- System should have the ability to send renewal notices and delinquency notices via e-mail or regular mail

2.3.5. Renewals

The existing processes for this function include evaluating the credentials of applicants for license renewal to determine if statutorily-established minimum standards are met. The following high-level business requirements necessary to support these functions in the new system are:

- System should be directly integrated with the existing MQA imaging system
- System should track all renewal activities
- System should centrally locate and protect licensee personal data
- System should provide ability for licensees to be able to submit an information update and have it automatically applied to all related licenses
- System should provide the ability for a licensee to pay an application fee online and update the system in real time (thus eliminating the current delay between online payments, funds receipt, and posting in the system)
- System should provide the ability for online users to sign under penalty of perjury
- System should be able to issue license documents
- System should maintain history of license information
- System should have the ability to produce data in response to requests for public information
- System should allow users to apply for renewal
- System should provide ability to track requirements met/not met for licensees
- System should provide ability for users to view license information
- System should be able to maintain history of pending renewals
- System should have the ability to provide to users the required continuing education programs completed
- System should have the ability to send renewal notices and delinquency notices via e-mail or regular mail
- System should have the ability to generate renewed license

2.3.6. Enforcement & Compliance

The existing processes for this function include analyzing and investigating complaints, inspecting facilities, assisting in prosecuting violations of Florida regulatory statutes and administrative rules, monitoring compliance of licensees, and combating unlicensed activity. The following high-level business requirements necessary to support these functions in the new system are:

- System should provide reports identifying costs associated with enforcement
- System should allow consumers to access a licensee's professional standards violations
- System should have ability to record complaints and assist with conducting investigations
- System should monitor compliance and voluntary/disciplinary actions
- System should have ability to provide the ability to trend complaints
- System should provide ability to record compliant information, monitor enforcement and disciplinary cases, and initiate disciplinary action
- System should provide the ability to process petitions and appeals
- System should provide ability to enforce citation and penalty / probations
- System should maintain investigation information
- System should provide enforcement reports
- System should provide the ability to create enforcement letters
- System should provide ability to review enforcement information

3. Schedule IV-B Cost Benefit Analysis

Purpose: To calculate and document the expected return on investment for the proposed IT project.

The MQA Transformation Project is the foundation for enhancing the applications and IT infrastructure supporting DOH's licensing and inspection operations. These enhancements include self-service functionality that will allow users to obtain answers to many questions online that currently require interaction with the MQA call center. It also provides workflow functionality that represents the single biggest functional improvement offered in the upgrade and has the potential of dramatically improving operational efficiencies at MQA. It is a rules-based software product that is integrated with Versa:Regulation. It will assign applications or cases to MQA staff and allow managers to set assignment rules, create and manage work queues, monitor deadlines, set work alerts and more. Functionality will also be implemented to modernize inspections, allowing all inspections to be completed utilizing electronic forms and routing. These enhanced features will be supported by a new high availability IT infrastructure that will provide the foundation for real time processing of applicant and licensee financial transactions.

Improved automation and efficiencies throughout these areas will deliver positive, measureable impacts to the Florida economy by allowing qualified applicants to be licensed faster – getting Floridians to work, a critical initiative to rebuild Florida's economy.

(space left blank)

3.1. Benefits Realization Table

The following table provides a breakdown and explanation of the benefits expected to be realized through the MQA Transformation Project:

Benefits Realization Table						
#	Description of Benefit	Tangible or Intangible	Who receives benefit?	How is benefit realized?	How will the realization of the benefit be assessed / measured?	Realization Date (MM/YY)
1	Reducing time to process an initial application by five days – conservatively estimated at accelerating revenue into the State of Florida economy at \$16009349annually.		Applicants Employers Florida Economy	Accelerate business revenue	Reducing the average number of days to process an initial application	10/15
2						
3	Reducing call center volume by providing online password reset – allowing for reduction in call wait times and improved customer service	Intangible	Applicants Licensees Citizens	Upgrading online services	Reducing call wait times and dropped calls	07/15

Table 3-1 – Benefit Realization Table

3.1.1. Reducing time to process an initial application by five days

This benefit is calculated by targeting the highest profile professions regulated by MQA:

1. Medical Doctor
2. Registered Nurse
3. Dentist
4. Pharmacist
5. Physical Therapist, and
6. Massage Therapist

These practitioners have an average starting salary of \$69,850 – with an average daily earning potential of \$269. If the MQA processing time is reduced by five days and assuming that 50% of the new initial licensees from these professions (representing a portion of the 200 license types administered by MQA) could start earning salary when licensed, results in a \$16,009,349acceleration of input to the Florida economy. Recent studies support a much higher percentage of health professionals that have awaiting jobs. The research also shows a multiplier effect of economic impact resulting from other positions and expenses that support the primary licensed professional. These studies would support a more aggressive and larger economic impact; however, a more conservative estimate is included for purposes of establishing this MQA Transformation Project benefit.

3.1.2. Reducing call center volume

Currently, 40% of incoming calls are related to user login and password reset requests. These calls contribute significantly to an unacceptable level of dropped calls. By implementing enhanced self-service features anticipated in the MQA Transformation Project, current staffing levels can support the current call volume and eliminate dropped calls, thus improving overall customer satisfaction.

3.2. MQA Transformation Benefits Realization Strategy

MQA has developed a strategy for realizing the estimated benefits expected from modernizing its licensing system to improve business processes and their outcomes. The following figure summarizes how DOH will track and manage the MQA Transformation Project benefits realization:

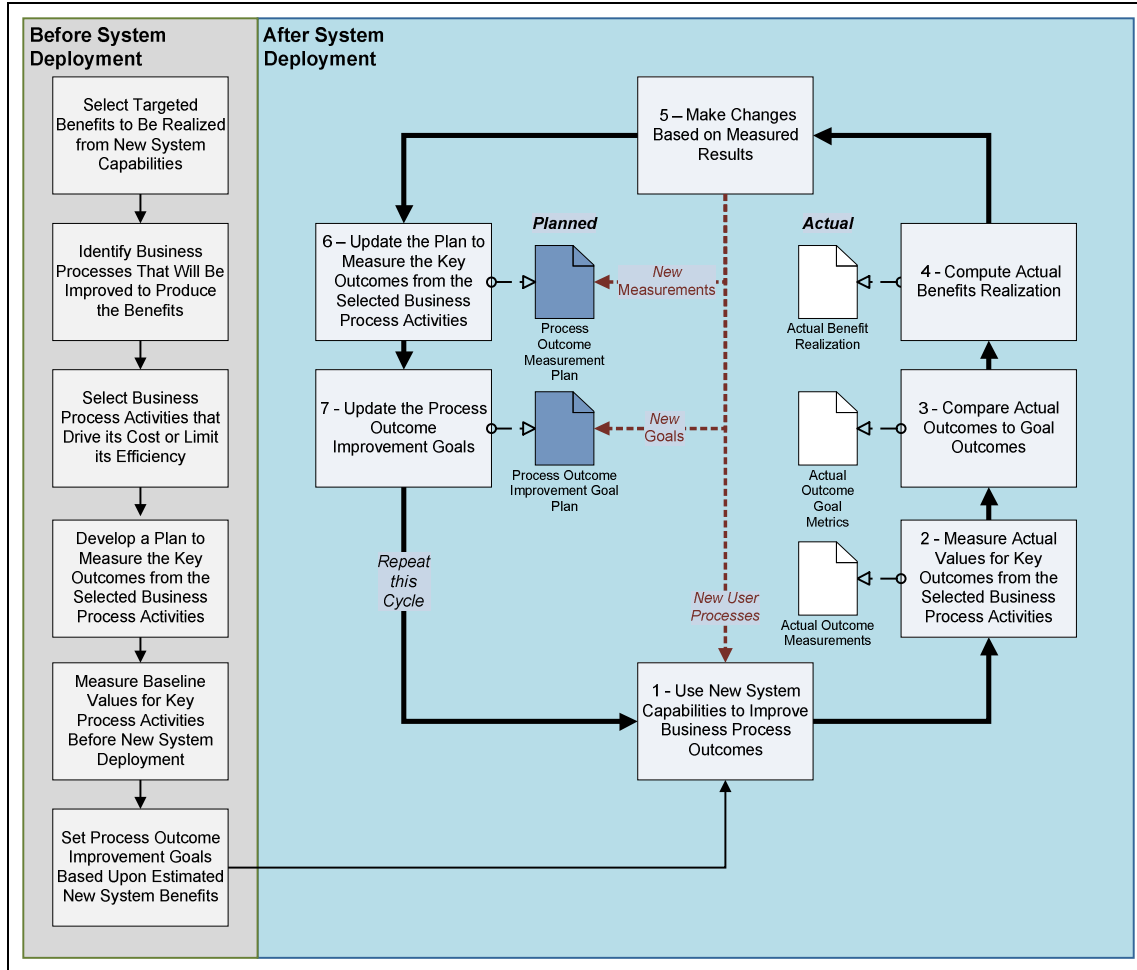


Figure 3-1 - Benefits Realization Process

The thoughtful and intentional realization of benefits cannot begin until a process is in place – with strong leadership, broad understanding and support from all stakeholders – to regularly obtain meaningful measurements of business process outcomes. The following paragraphs explain the benefits realization management activities. The management of MQA Transformation benefits realization begins by taking a number of preparatory steps before the new system deploys.

These steps will only be performed once and include:

Select the targeted benefits to be realized from the new system capabilities. This step has been started with the benefits identified in this feasibility study.

Identify the processes that will be improved to produce the benefits. The business processes related to the target benefits will be analyzed and validated in conjunction with key MQA program staff.

Select key activities from each business process that may serve as indicators of process improvement. The relevant business processes will be broken into smaller sub-processes and activities in

order to facilitate discussions and analysis of current costs and opportunities for improvement using the new system's capabilities. Estimated cost elements for each sub-process will be assembled into an MQA Transformation Project Benefits Realization Workbook. This will produce a large number of cost elements, which will be impractical to routinely track. Therefore, the values for a few key activities will be chosen as meaningful measurements of process improvement and cost reduction.

Develop a plan to measure these key activities (e.g. labor, duration, resources, quantity, quality, etc.). The plan should include what is to be measured and by whom and should fully describe the method for taking the measurements so that different individuals would obtain the same results.

Measure baseline values for key process activities before the MQA Transformation Project is deployed. The measurement plan should be carried out until it is understood by all participants. Then baseline measurements should be taken before system deployment occurs so that before-and-after comparisons may be made.

Set process outcome improvement goals based upon the estimated system benefits. The cost reduction benefits from using the new system have been conservatively estimated. Once the estimated benefits are being realized, outcome improvement goals may be revised to obtain even greater benefits. The benefits realization management cycle can be employed as part of on-going continuous process improvement activities.

After implementation of the MQA Transformation Project, benefits realization management will consist of recurring cycles of the following actions:

1. Use the new system's capabilities to improve business process outcomes (e.g. lower cost, higher output, improved quality, etc.)
2. Measure the actual process outcomes
3. Compare the actual outcomes to the goal outcomes
4. Compute actual benefits realization
5. Make changes to system user processes or procedures, to the measurement plan, or to the process outcome goals – based upon the actual measurement results
6. Review and update the key process outcomes measurement plan, as required
7. Review and update process outcomes improvement goals, as required

3.3. Cost Benefit Analysis (CBA) Forms

This section contains an explanation of the Trust Funds that DOH plans to use for this project and includes the required CBA forms from the Schedule IV-B Feasibility Study Guidelines.

Figure 3-2 - Net Tangible Benefits

CBAForm 1 - Net Tangible Benefits

Agency	Department of Health	Project	MQA Transformation
--------	----------------------	---------	--------------------

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 2014-15			FY 2015-16			FY 2016-17			FY 2017-18			FY 2018-19		
	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a)+(b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel -- Total FTE Costs (Salaries & Benefits)	\$31,711,153	\$0	\$31,711,153	\$31,850,107	\$0	\$31,850,107	\$31,989,756	\$0	\$31,989,756	\$32,130,103	\$0	\$32,130,103	\$32,271,152	\$0	\$32,271,152
A.b Total FTE	880.00	0.00	880.00	880.00	0.00	880.00	880.00	0.00	880.00	880.00	0.00	880.00	880.00	0.00	880.00
A-1.a. State FTEs (Salaries & Benefits)	\$27,790,824	\$0	\$27,790,824	\$27,929,778	\$0	\$27,929,778	\$28,069,427	\$0	\$28,069,427	\$28,209,774	\$0	\$28,209,774	\$28,350,823	\$0	\$28,350,823
A-1.b. State FTEs (# FTEs)	597.00	0.00	597.00	597.00	0.00	597.00	597.00	0.00	597.00	597.00	0.00	597.00	597.00	0.00	597.00
A-2.a. OPS FTEs (Salaries)	\$1,832,653	\$0	\$1,832,653	\$1,832,653	\$0	\$1,832,653	\$1,832,653	\$0	\$1,832,653	\$1,832,653	\$0	\$1,832,653	\$1,832,653	\$0	\$1,832,653
A-2.b. OPS FTEs (# FTEs)	269.00	0.00	269.00	269.00	0.00	269.00	269.00	0.00	269.00	269.00	0.00	269.00	269.00	0.00	269.00
A-3.a. Staff Augmentation (Contract Cost)	\$2,087,676	\$0	\$2,087,676	\$2,087,676	\$0	\$2,087,676	\$2,087,676	\$0	\$2,087,676	\$2,087,676	\$0	\$2,087,676	\$2,087,676	\$0	\$2,087,676
A-3.b. Staff Augmentation (# of Contract FTEs)	14.00	0.00	14.00	14.00	0.00	14.00	14.00	0.00	14.00	14.00	0.00	14.00	14.00	0.00	14.00
B. Data Processing -- Costs	\$33,452	\$0	\$33,452	\$33,452	\$0	\$33,452	\$33,452	\$0	\$33,452	\$33,452	\$0	\$33,452	\$33,452	\$0	\$33,452
B-1. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Software	\$33,452	\$0	\$33,452	\$33,452	\$0	\$33,452	\$33,452	\$0	\$33,452	\$33,452	\$0	\$33,452	\$33,452	\$0	\$33,452
B-3. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. External Service Provider -- Costs	\$1,030,013	\$168,478	\$1,198,491	\$1,030,013	\$258,478	\$1,288,491	\$1,030,013	\$258,478	\$1,288,491	\$1,030,013	\$258,478	\$1,288,491	\$1,030,013	\$258,478	\$1,288,491
C-1. Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Maintenance & Support Services	\$118,000	\$62,000	\$180,000	\$118,000	\$152,000	\$270,000	\$118,000	\$152,000	\$270,000	\$118,000	\$152,000	\$270,000	\$118,000	\$152,000	\$270,000
C-3. Network / Hosting Services	\$473,172	\$106,478	\$579,650	\$473,172	\$106,478	\$579,650	\$473,172	\$106,478	\$579,650	\$473,172	\$106,478	\$579,650	\$473,172	\$106,478	\$579,650
C-4. Data Communications Services	\$438,841	\$0	\$438,841	\$438,841	\$0	\$438,841	\$438,841	\$0	\$438,841	\$438,841	\$0	\$438,841	\$438,841	\$0	\$438,841
C-5. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility -- Costs (including FDC services)	\$1,780,982	\$0	\$1,780,982	\$1,780,982	\$0	\$1,780,982	\$1,780,982	\$0	\$1,780,982	\$1,780,982	\$0	\$1,780,982	\$1,780,982	\$0	\$1,780,982
E. Others -- Costs	\$37,159,423	\$0	\$37,159,423	\$37,159,423	\$0	\$37,159,423	\$37,159,423	\$0	\$37,159,423	\$37,159,423	\$0	\$37,159,423	\$37,159,423	\$0	\$37,159,423
E-1. Training	\$136,525	\$0	\$136,525	\$136,525	\$0	\$136,525	\$136,525	\$0	\$136,525	\$136,525	\$0	\$136,525	\$136,525	\$0	\$136,525
E-2. Travel	\$868,403	\$0	\$868,403	\$868,403	\$0	\$868,403	\$868,403	\$0	\$868,403	\$868,403	\$0	\$868,403	\$868,403	\$0	\$868,403
E-3. Other Specify	\$36,154,495	\$0	\$36,154,495	\$36,154,495	\$0	\$36,154,495	\$36,154,495	\$0	\$36,154,495	\$36,154,495	\$0	\$36,154,495	\$36,154,495	\$0	\$36,154,495
Total of Operational Costs (Rows A through E)	\$71,715,023	\$168,478	\$71,883,501	\$71,853,977	\$258,478	\$72,112,455	\$71,993,626	\$258,478	\$72,252,104	\$72,133,973	\$258,478	\$72,392,451	\$72,275,022	\$258,478	\$72,533,500
F. Additional Tangible Benefits:		\$0			\$16,009,349			\$16,009,349			\$16,009,349			\$16,009,349	
F-1. Reduced License Time		\$0			\$16,009,349			\$16,009,349			\$16,009,349			\$16,009,349	
F-2. Specify		\$0			\$0			\$0			\$0			\$0	
F-3. Specify		\$0			\$0			\$0			\$0			\$0	
Total Net Tangible Benefits:		(\$168,478)			\$15,750,871			\$15,750,871			\$15,750,871			\$15,750,871	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous <input type="checkbox"/>	Confidence Level	
Order of Magnitude <input checked="" type="checkbox"/>	Confidence Level	15%
Placeholder <input type="checkbox"/>	Confidence Level	

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Department of Health		MQA Transformation		CBA Form 2A Baseline Project Budget															
<small>Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.</small>				FY2014-15			FY2015-16			FY2016-17			FY2017-18			FY2018-19			TOTAL
				\$ 4,979,964	\$ 4,809,754	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,789,717		
Item Description <small>(remove guidelines and annotate entries here)</small>	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related Cost	FY2014-15			FY2015-16			FY2016-17			FY2017-18			FY2018-19			TOTAL
				YR 1 #	YR 1 LBR	YR 1 Base Budget	YR 2 #	YR 2 LBR	YR 2 Base Budget	YR 3 #	YR 3 LBR	YR 3 Base Budget	YR 4 #	YR 4 LBR	YR 4 Base Budget	YR 5 #	YR 5 LBR	YR 5 Base Budget	
Costs for all state employees working on the project.	FTE	S&B	\$ 182,678	14.00	\$ 243,571	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 426,249
Costs for all OPS employees working on the project.	OPS	OPS	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -
Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ 1,340,000	6.00	\$ 1,110,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 2,450,000
Project management personnel and related deliverables.	Project Management	Contracted Services	\$ 159,908	1.00	\$ 213,210	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 373,118
Project oversight (IV&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ 168,000		\$ 210,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 378,000
Staffing costs for all professional services not included in other categories.	Consultants/Contractors	Contracted Services	\$ 223,755	0.00	\$ 361,723	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 585,478
Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services	\$ -	0.00	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Hardware purchases not included in Primary Data Center services.	Hardware	OCO	\$ -	0.00	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ 2,686,575		\$ 2,583,750	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 5,270,325
All first-time training costs associated with the project.	Training	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Include the quote received from the PDC for project equipment and services. Only include one-time project costs in this row. Recurring, project-related PDC costs are included in CBA Form 1A.	Data Center Services - One Time Costs	PDC Category	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Other project expenses not included in other categories.	Other Services	Contracted Services	\$ -	0.00	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Include costs for non-PDC equipment required by the project and the proposed solution (detail)	Equipment	Expense	\$ -	0.00	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -	0.00	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -
Other project expenses not included in other categories.	Other Expenses	Expense	\$ 219,047		\$ 87,500	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 306,547
Total			\$ 4,979,964	21.00	\$ 4,809,754	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 9,789,717

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

CBAForm 2 - Project Cost Analysis

Agency

Department of Health

Project

MQA Transformation

PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	
TOTAL PROJECT COSTS (*)	\$4,809,754	\$0	\$0	\$0	\$0	\$9,789,717
CUMULATIVE PROJECT COSTS <i>(includes Current & Previous Years' Project-Related)</i>	\$9,789,717	\$9,789,717	\$9,789,717	\$9,789,717	\$9,789,717	

Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	
General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Trust Fund	\$4,809,754	\$849,650	\$849,650	\$849,650	\$849,650	\$8,208,354
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT	\$4,809,754	\$849,650	\$849,650	\$849,650	\$849,650	\$8,208,354
CUMULATIVE INVESTMENT	\$4,809,754	\$5,659,404	\$6,509,054	\$7,358,704	\$8,208,354	

Characterization of Project Cost Estimate - CBAForm 2C			
Choose Type		Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	<input checked="" type="checkbox"/>	Confidence Level	10%
Order of Magnitude	<input type="checkbox"/>	Confidence Level	
Placeholder	<input type="checkbox"/>	Confidence Level	

Figure 3-3 - Project Cost Analysis
 CBAForm 3 - Project Investment Summary Agency Department of Health Project MQA Transformation

<i>COST BENEFIT ANALYSIS -- CBAForm 3A</i>						
	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	TOTAL FOR ALL YEARS
Project Cost	\$4,809,754	\$0	\$0	\$0	\$0	\$9,789,717
Net Tangible Benefits	(\$168,478)	\$15,750,871	\$15,750,871	\$15,750,871	\$15,750,871	\$62,835,006
Return on Investment	(\$9,958,195)	\$15,750,871	\$15,750,871	\$15,750,871	\$15,750,871	\$53,045,289
Year to Year Change in Program Staffing	0	0	0	0	0	

<i>RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B</i>		
Payback Period (years)	1 5/8	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	2015-16	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	\$45,417,994	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	154.39%	IRR is the project's rate of return.

<i>Investment Interest Earning Yield -- CBAForm 3C</i>					
Fiscal Year	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
Cost of Capital	1.94%	2.07%	3.18%	4.32%	4.85%

Figure 3-4 - Project Investment Summary

3.4. CBA Analysis and Results

The benefits that will be realized by the MQA Transformation Project are sizeable and make an extremely compelling business case to support the investment from the related Trust funds. The MQA Transformation Project is estimated to deliver the following annually recurring tangible benefits of \$15,750,871 when fully implemented.

3.4.1. Project Costs

The estimated **total** cost of implementing the MQA Transformation Project is \$10,984,018 over a two year period as follows:

FY 13-14	FY 14-15
\$5,414,613	\$5,569,404

DOH has computed the following summary values for the MQA Transformation Project:

Investment Term	Computed Value
Total Cost	\$10.98 M distributed over two fiscal years
Net Tangible Benefits	\$62.8 M benefits over five years
Return on Investment	• \$53.0 M over five years
Breakeven Fiscal Year	FY 15-16
Net Present Value	\$45.4 M
Internal Rate of Return	154%

Table 3-2 - Investment Value Summary

DOH recommends that this proposed MQA Transformation Project be approved and authorized as vital to meeting the required operational requirements of Section 20.43, F. S.

4. Major Project Risk Assessment Component

The Major Project Risk Assessment Component identifies the risks faced by the project so the Department can enact appropriate mitigation strategies for managing those risks. **This Feasibility Study Component is required for all IT projects.**

4.1. Risk Assessment Tool

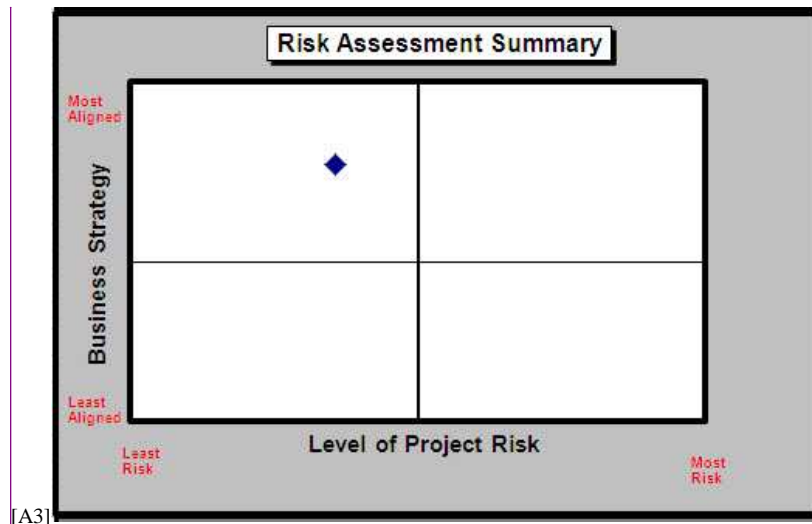
Purpose: *To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight to improve the likelihood of project success.*

An in-depth risk assessment of the MQA Transformation project was performed using the risk assessment tool provided by the Technology Review Workgroup. The tool involves answering 86 questions about the project being considered, divided into eight assessment categories. The results of the assessment are summarized below. The actual file for the risk assessment containing the figures below can be found in Appendix D of this document.

4.2. Risk Assessment Summary

Purpose: *To identify the overall level of risk associated with the project and provide an assessment of the project's alignment with business objectives.*

Figure 4-1 is a graphical representation of the results computed by the risk assessment tool. It shows the MQA Transformation project is on its way to achieving solid business strategy alignment with a manageable amount of risk; The results of this risk assessment are discussed in detail in Section 6 along with the Department's plan to continually identify, assess, and mitigate risk throughout the life of the project.



[A3]

Figure 4-1 – Risk Assessment Summary

Figure 4-2 illustrates the risk assessment areas that were evaluated and the breakdown of the risk exposure assessed in each area. The results of this risk assessment are discussed in detail in Section 6 along with the Department’s plan to continually identify, assess, and mitigate risk throughout the life of the project.

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

[A4]

Figure 4-2 – Project Risk Area Breakdown

5. Technology Planning Component

Technology Planning Section	\$1-1.99M	\$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

5.1. Current Information Technology Environment

5.1.1. Current System

5.1.1.1. Description of current system

MQA currently uses a system called the Customer Oriented Medical Practitioner Administration System (COMPAS) that supports the licensing of health care professions regulated under MQA. COMPAS is the business name for the product entitled LicenseEase (COMPAS). This system was implemented over a 22-month period from July 2003 to May 2005 and replaced the Department's legacy system known as PRAES, operating in an Informix environment. There are several factors driving the need for the MQA Modernization from a technology perspective.

1. **Hardware Nearing End-of-Life** – The Sun servers which LicenseEase (COMPAS) currently runs on will be out of support on June 30, 2013. After that date the servers may be impossible to repair based upon availability of replacement parts. In addition, the ~30 to 35 Dell XT Tablets running Windows XP, used by some (not all) of the inspectors, will no longer be supported after April 2014; however, Versa:Mobile will enable the use of existing iPads to mitigate this risk.

2. **Front-End Software is or is Nearly Unsupported** – LicenseEase (COMPAS) was implemented in 2003 is built on technology platforms, standards, and development tools used in the 1990s. Much of the software supporting this application is or is nearly unsupported as depicted in the following chart:

Software	Status
LicenseEase (COMPAS) Version 4	Will be unsupported after December 31, 2013. Vendor is no longer making enhancements
J-Initiator	No longer supported. Backend software used to generate letters in LicenseEase (COMPAS)
Windows XP	Will be out of support in April 2014. The team is exploring “work-arounds” to move towards Windows 7 but it still involves using J-Initiator which, as previously mentioned, is an unsupported platform as well.
Oracle Database 10.2.0.5 10gR2	Was originally released in July 2005. Premier support lasted through July 2010 and extended support ends in July 2013. It will not be supported beyond this date
Oracle App Server 10.1.2	Premier support expired December 2011. It is believed support for this will end in the next year or so.

Table 5-1 – Support Status of Software

4. **Other Process Issues Related to Technology** - There are a several other serious issues related to technology that have been identified as additional reasons the MQA Transformation effort is required including:
- *Current environment requires regular downtime* – When changes are necessary in the current LicenseEase (COMPAS) environment, modifications are performed through custom development of Oracle Forms. Because the current infrastructure is not “high availability” and does not include clustering, the environment has to be brought down when changes are made to Oracle forms. Although not always utilized, downtime is scheduled to take place on Tuesdays from 6:15p – 10p (EST). This maintenance window can have a negative impact to those operating on CST.
 - *Disaster Recovery*– The DOH disaster recovery site in Tampa is not in synch with Tallahassee with respect to MQA business functions and is an incomplete solution. The Oracle database and Oracle application server are the only system components at the disaster site. No datamart or Windows IIS or DB servers exist. All complimentary Windows servers would need to be configured and setup in order to fully restore MQA services. During the restoration period, which could be extensive, LicenseEase (COMPAS) would likely only be available in a “view only” mode until services could be restored. More detail can be found in the Backup and Disaster Recovery section of this document.
 - *“Work-arounds” being utilized to keep systems functioning in Unsupported Environment* – LicenseEase (COMPAS) relies on software from Sun called J-Initiator that allows a web-enabled Oracle Forms client application to be run inside a web browser. Windows 7 desktop clients are certified only with the native Sun Java Runtime Engine (JRE). Oracle J-Initiator was built on top of Java 1.3. Java 1.3 is no longer supported by Sun and not compatible with Windows 7. Sun has no plans to certify Oracle J-Initiator with Windows 7. The workaround to address this issue involves replacing a file in J-Initiator with an updated version, which will then allow LicenseEase (COMPAS) to work on Windows 7.

This workaround is not supported by Sun.

- *MQA Locked into single database platform* – LicenseEase (COMPAS) locks MQA into using Oracle as its database platform. Generally speaking, MS SQL Server is the DB platform standard for the Department. If MQA were to upgrade to Versa:Regulation, MQA would likely stay with Oracle database from an ease of migration standpoint. This said, by migrating to Versa:Regulation, MQA would have the option to migrate to MS SQL Server and eliminate the need for very costly infrastructure to support Oracle.
- *No path for upgraded technology* – MQA currently owns a copy of the code contained within LicenseEase (COMPAS.) As a result, they are responsible for all customization and upgrades. That said, the vendor is no longer providing any upgrades or enhancements to the existing software.
- *System updates require customization* – When enhancements are made to the current environment, the backend code (Oracle forms) is modified if there is not a configurable solution. MQA is able to modify the Oracle forms because they own a copy of the LicenseEase code. If MQA upgraded to Versa:Regulation, these customizations would be addressed as part of the gap between the two systems. In addition, any further modifications after system implementation that cannot be addressed through configuration will utilize Iron Data's PCR (enhancement) process.

5.1.1.2. Current LicenseEase (COMPAS) Software

Customer Oriented Medical Practitioner Administration System (COMPAS) that supports the licensing of health care professions regulated under MQA. COMPAS is the business name for the product entitled LicenseEase. This system was implemented over a 22-month period from July 2003 to May 2005 and replaced the Department's legacy system known as PRAES, operating in an Informix environment. The system supports the following MQA functions:

- Licensing
- Application
- Revenue Receipt
- Enforcement
- Compliance
- Reporting
- Exams

The current system utilizes batch processing and the following technologies:

- Oracle forms and reports based GUI for internal users
- Object oriented platform for custom portal .net framework for web GUI
- Procedural language for batch processing and interfaces

There are 650 licensed LicenseEase (COMPAS) users, about 350 MQA reports, and more than 12,500 web visitors per day (based on current usage pattern.) At its peak (December 2011), there were over 64,000 e-commerce transactions in a month including initial online applications, renewals, license certifications, other payer invoices, and delinquent renewals, and other transaction types. There are 3 types of users including administrative users (system support services who is front line between customers and IT), board office processors and enforcement staff (power users), and data entry IAPI (vendor who handles document storage.)

5.1.1.3. Internal and External Interfaces

There are number of major internal and external interfaces that support the MQA related to the LicenseEase (COMPAS) system.

Internal Interfaces for LicenseEase (COMPAS) extracts and imports

Interface	Description (if needed)
MQA Services Reporting	Web-based intranet application for reporting and managing the e-Renewal and Profiling Updates applications. Pulls data from LicenseEase (COMPAS) and MSSQL, through SQL Server
LicenseEase (COMPAS) Datamart	Summarization, aggregation, and denormalization of data
License Verification(License Lookup)	Extract for web users to provide public-accessible view of all basic license information contained in LicenseEase (COMPAS.) Pulls data from LicenseEase (COMPAS), through SQL Server
Practitioner Profile Application	Extract for web users to provide public-accessible view of physician profiling information contained in LicenseEase (COMPAS.) Pulls data from LicenseEase (COMPAS), through SQL Server
Hospital Discipline Reporting	Extract for web users to provide hospital discipline information (available only to hospitals.) Data maintained through intranet application
Online Exam Test Scores	Extract for web users for license candidates to view exam information. Pulls data from LicenseEase (COMPAS), through SQL Server
Final Order Look-up	Extract for web users to provide public-accessible image of final orders issued by the Dept. of Health against licensees. Pulls data from LicenseEase (COMPAS), through SQL Server
License Certification	Extract for web users to purchase license certification letters from MQA Compliance unit of licensee's practicing status with MQA. Batch processes to feed data into LicenseEase (COMPAS)
COOP	Extract for web users for extracting Continuous Operations information. Pulls data from Datamart
Image API	Exchange of information with Image API to facilitate printing of licenses

Table 5-2 – Internal Interfaces

External Interfaces for LicenseEase (COMPAS) extracts and imports

Interface	Description (if needed)
Datamart Data Download	Web-based intranet application for downloading license data. Pulls data from Datamart
Data Download (DBPR)	Intra-agency application for downloading license data for pharmacy. Pulls data from Datamart
Daily release file for ImageAPI	Internal application for extracting PDFs to load into iCenter. Pulls data from MSSQL. Performed at 6:00a and 4:30p
Daily extract for NURSYS	Internal application for extract for NURSYS. Pulls data from Datamart
CE Broker	Application for downloading and loading continuing education data. Pulls data from ISF
CE Broker License Status extract	Application for extracting license status file loading continuing education data. Pulls data from ISF
Datamart extract	Nightly process to extract and transform LicenseEase (COMPAS) data for reporting schema. Pulls data from LicenseEase (COMPAS)
DOR	Application for downloading child support and enforcement. Creates data file for DOR
DFS – FLAIR	Application for downloading financial data to DOR. Creates data file for DOR
AHCA	Application for extracting Medicaid data for AHCA. Pulls data from datamart
FDLE	Application for importing FDLE results. FDLE files
American Registry of Radiologic Technologists	Application for extracting RADTECH data for AART. Pulls data from LicenseEase (COMPAS)
Veridoc	Application for extracting data for vendor Veridoc. Pulls data from datamart
HCCE	Application for extracting data for Health Care Clinic Establishment. Pulls data from datamart
FCN	Application for extracting survey data for FCN. Pulls data from datamart
FSMB	Application for extract data for FSMB. Pulls data from datamart
LEIE	Application for importing Medicaid data. Inserts data to datamart
MLI	Application for renewal vendor. Creates extract file for MLI
Remittance Processing (RP)	Application for applying money to licenses to LicenseEase (COMPAS)
Renewal Generation 1, 2 & 3	Application for applying money to licenses to LicenseEase (COMPAS)
Image API	Exchange of information with Image API to facilitate printing of licenses
National Practitioner Data Bank	Receipt of medical practitioner federal mandated disciplinary and medical malpractice data

Table 5-3 – External Interfaces

5.1.1.4. Current Hardware Infrastructure

The following diagram depicts the high level architecture of the **Production** LicenseEase (COMPAS) system:

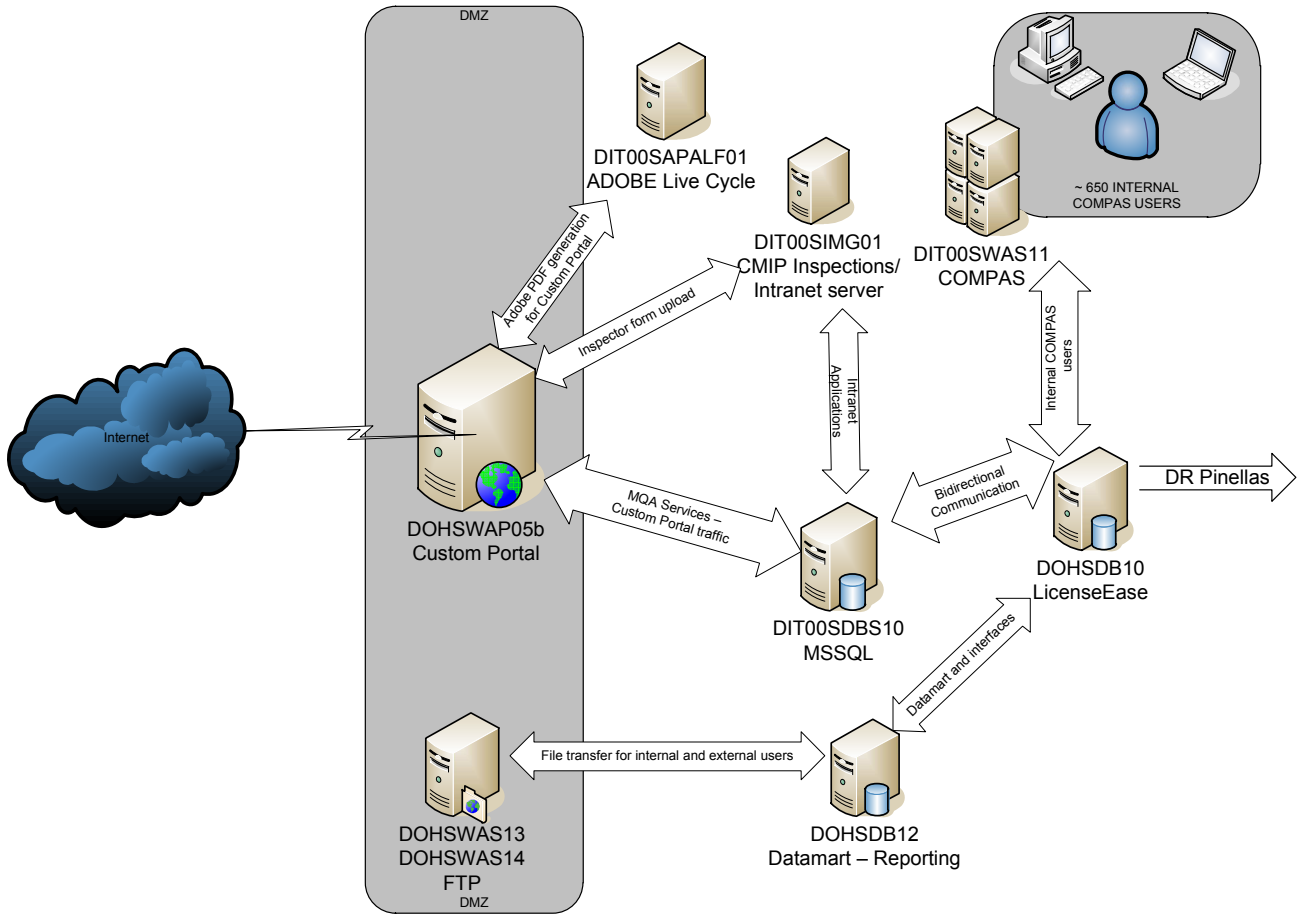


Figure 5-1 - Current Production Infrastructure

The following diagram depicts the high level architecture of the **Test** environment:

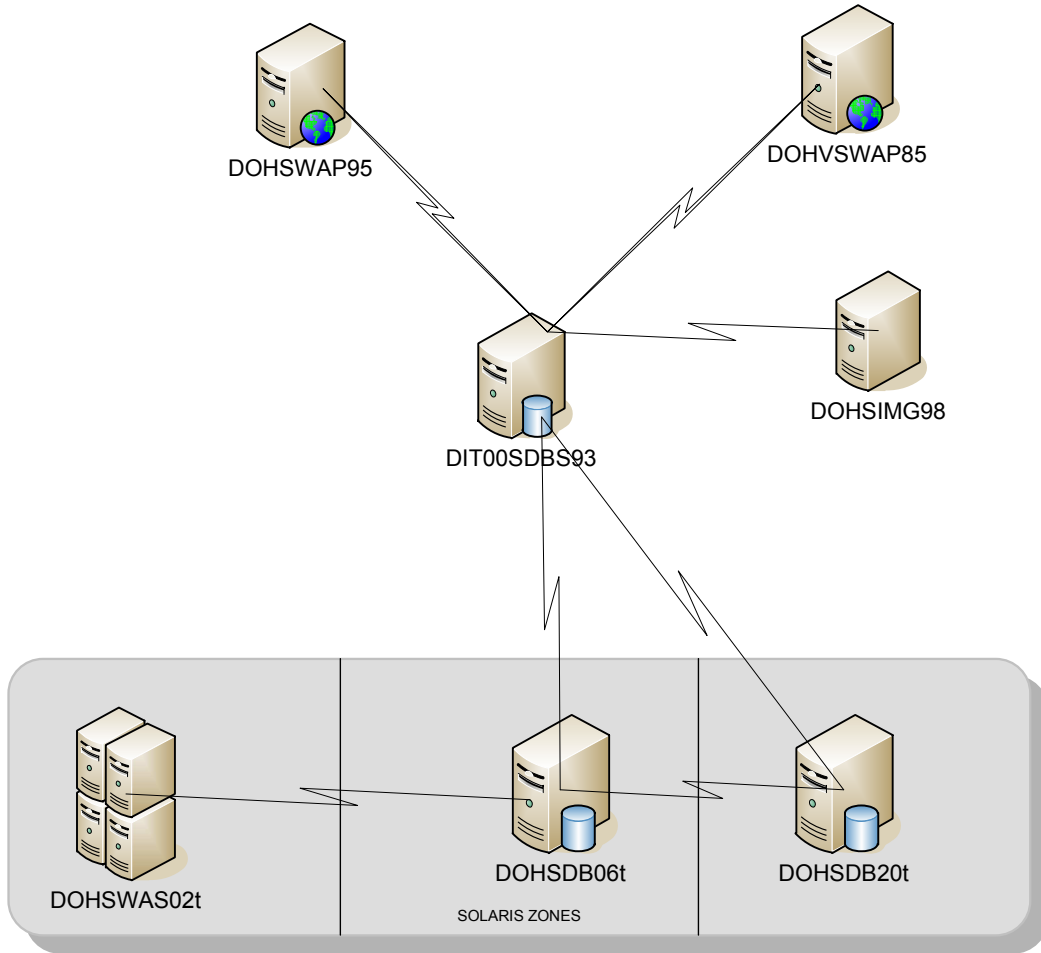


Figure 5-2 - Current Test Infrastructure

The following diagram depicts the high level architecture of the **Development** environment:

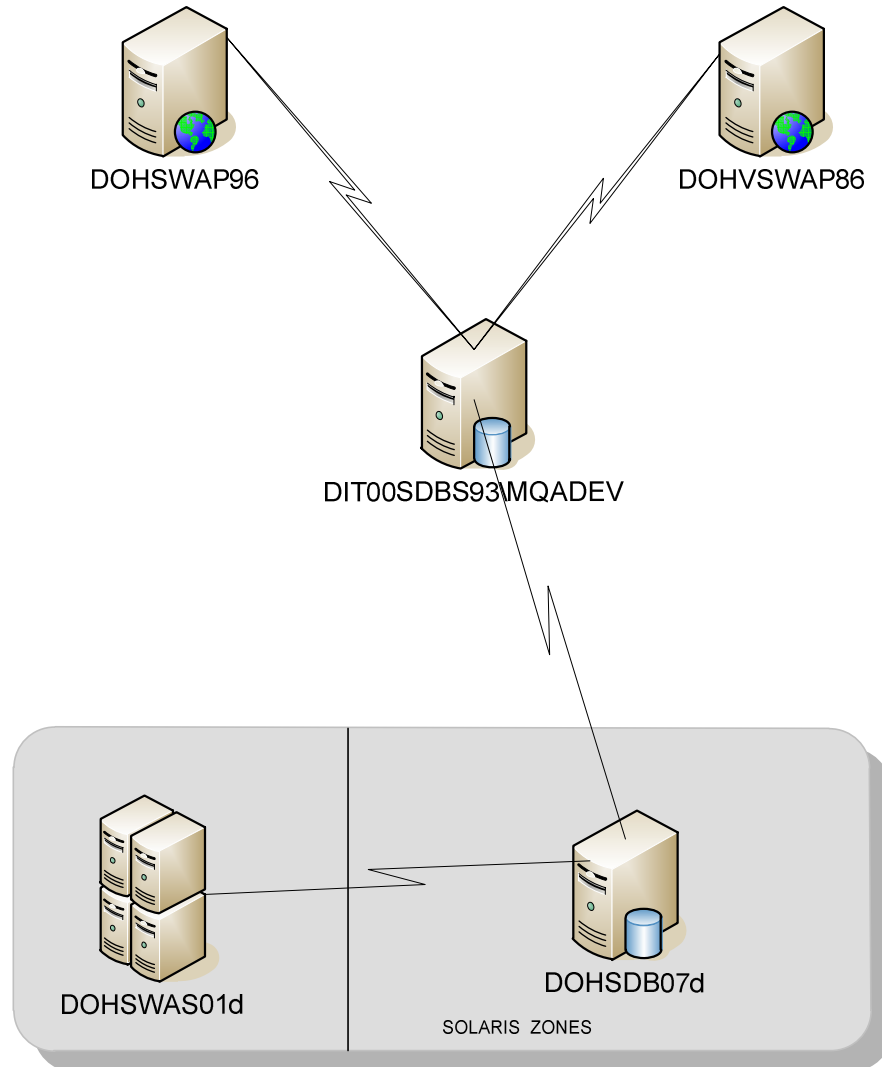


Figure 5-3 – Current Development Infrastructure

The following diagram depicts the high level architecture of the **Disaster Recovery** environment:

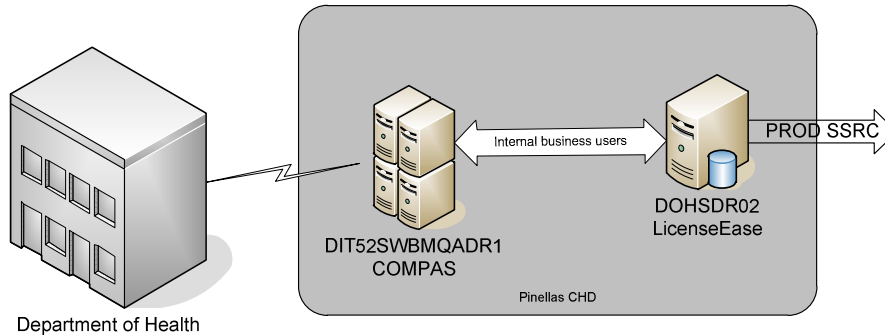


Figure 5-4 – Current Disaster Recovery Infrastructure

Some of the hardware characteristics of the existing infrastructure includes:

- Domain host – DMS,
- Servers – web, application, database
 - Webserver – Windows 2003, Virtual machine, 2 CPU, 4GB ram
 - Database server – Solaris 10, Sun V480, 8 CPU, 32GB ram
 - Application server – Solaris 10, Sun,
 -
- Network – Gig e, fabric VLAN switching, firewalls
- Storage: SAN storage for database server
- Archival – media server

5.1.1.5. Scheduled Software/Hardware Maintenance

Servers have very good availability. In a recent report, all related servers had average 24x7 availability of 99.7%. As previously mentioned, though, a weekly maintenance is scheduled on Tuesdays from 6:15p to 10p (although not always utilized.) This downtime is not included in availability percentages as it is scheduled downtime. When changes are necessary in the current LicenseEase (COMPAS) environment, modifications are performed through custom development of Oracle Forms. Because the current infrastructure is not “high availability” and does not support clustering, the environment has to be brought down when changes are made to Oracle forms. This can negatively impact those operating on Central Standard Time. Activities that may take place during this scheduled downtime may include:

- ASP promotion to the public facing web server - (UI)
- MSSQL db object promotion (stored procedure, triggers, views etc) - backend
- MSSQL data patch script - backend
- Oracle db object promotion (stored procedure, triggers, views, packages, functions etc) - backend
- Oracle forms and report objects (application server pages for LicenseEase (COMPAS) UI) - internal
- Oracle data patch script - backend
- Unix shell script for interfaces - backend
- Crystal Report objects - internal
- Create new scheduled jobs (Window Scheduler/cron)
- Any other Clear Quest activities

In addition to the weekly scheduled downtime, the first Tuesday of the month is reserved for code promotion, followed by OS level patching performed by the SSRC. This window is managed by the

SSRC. The SSRC begins posting maintenance messages on the public facing Initial Application and MQA Services websites @ 6:00 pm and lets the connections drain over 20 - 30 minutes while MQA monitors the database sessions. This allows applicants to complete payments in process. The remaining systems are shut down and the SSRC completes the system maintenance.

- Occasionally maintenance activities require LicenseEase (COMPAS) to be stopped @ 6:15.
- An Oracle form promotion requires a 15 minute outage. An example of a one hour outage is letter temporary table maintenance. This usually occurs every other month or as needed.
- If our vendor Bank of America has maintenance that will impact the public facing ecommerce applications, we partially take down the website to limit the impact on cash receipt process.

5.1.1.6. Backup and Disaster Recovery

The backup responsibility is performed by the SSRC. Following is a schedule provided by IT identifying the schedule of backups by server:

Server	Database	Backup type	Start time	Retention
DOHSBD10	LEPROD	Rman full	3:00	3 years
DHOSDB12	LEDMPROD	export	5:00	full export - 1 year on disk, schema export - 5 days on disk
DOHSDB07D	LEDEV	Rman full	23:30	3 years
DOHSDB06T	LEUA	Rman full	22:00	3 years
DOHSDB20T	DM_DEV	Rman offline backup	00:15 / Sunday	3 years
DIT00SWAS11	Application Server	OS full	19:00	3 years
DOHSWAS01D	Application Server	OS full	18:00	NA
DOHSWAP02T	Application Server	OS full	18:00	NA
DIT00SDBS93	MQADEV	SQLSafe full	Full Saturday Differential daily	NA
	DEFAULT (TEST)	SQLSafe full	Full Saturday Differential daily	NA
DIT00SDBS10	DEFAULT	SQLSafe full	Full daily transaction log 30 minutes	2 weeks on disk one set of tapes each month
DIT00SAPALF01	TBD	TBD	TBD	Information not available at time of study
DIT00SIMG01	TBD	TBD	TBD	Information not available at time of study

Server	Database	Backup type	Start time	Retention
DIT00SWAP05b	TBD	TBD	TBD	Information not available at time of study
DOHSWAS02t	TBD	TBD	TBD	Information not available at time of study

Table 5-4 – Server Data Retention Schedule

The failover process for disaster recovery involves making the physical standby server the master by “breaking” Oracle Data Guard and opening the database as READ/WRITE. The application server will also have to be started and any additional configuration changes to communicate with Tallahassee servers still in production. This approach has never been tested.

The Pinellas County disaster recovery site is not in synch with the production environment at the SSRC located in Tallahassee. The Oracle database and Oracle application server are the only system components at the disaster site. The disaster recovery site contains no Oracle datamart, no Windows IIS server(s), and no MSSQL DB servers. All complimentary Windows servers would need to exist and be stood up in order to restore MQA Services fully. The licensing application, LicenseEase (COMPAS), would be best used for a "view only" environment until services can be restored as the disaster site is not setup to handle batch processing or receipt money. In the event a partial recovery site is acceptable, servers in Tallahassee and those processes would need to be reconfigured to point to the Pinellas CHD site.

5.1.1.7. Batch Processes

The current environment is setup to process in batch mode. Because MQA cannot move to real-time processing in the current environment, this is a contributing factor to the current inability of MQA to reduce processing time and meet some of the specific legislative objectives. The following diagrams depict the necessary batch processes that take place in the current environment.

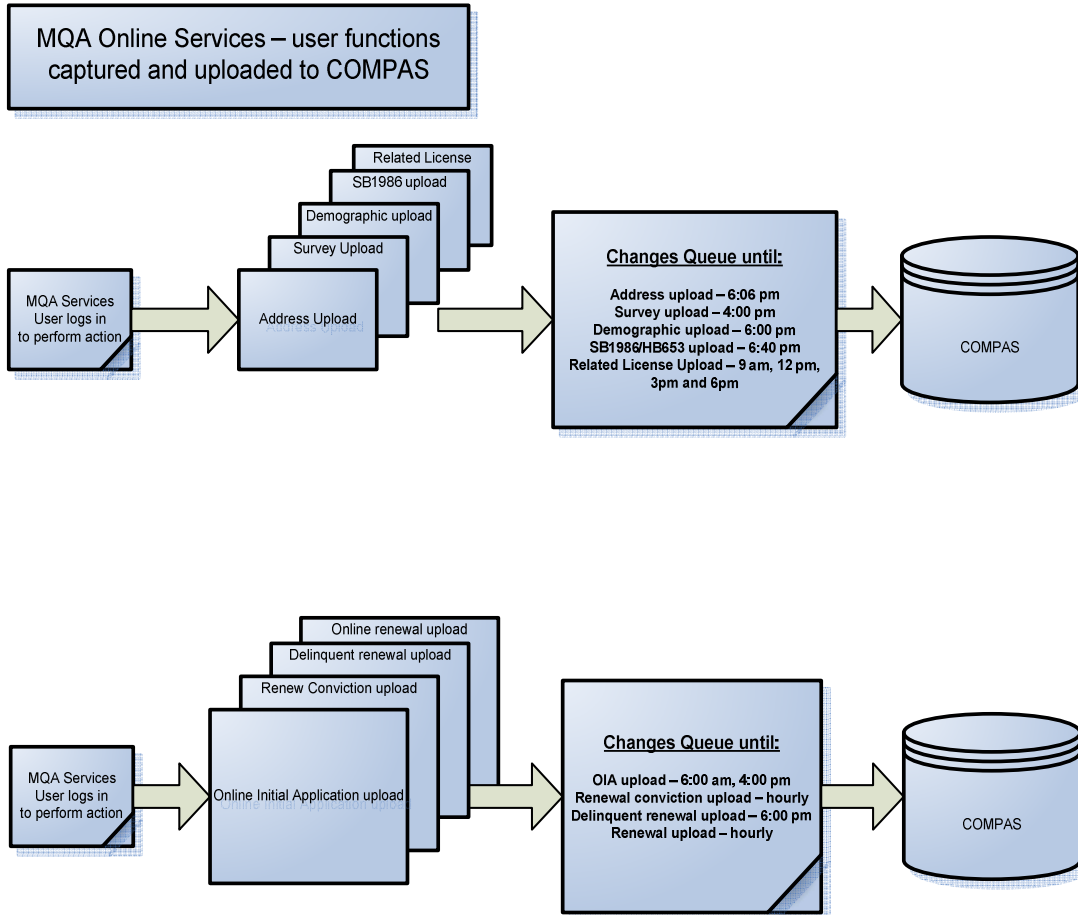


Figure 5-5 – Batch Process Flow

[A5]

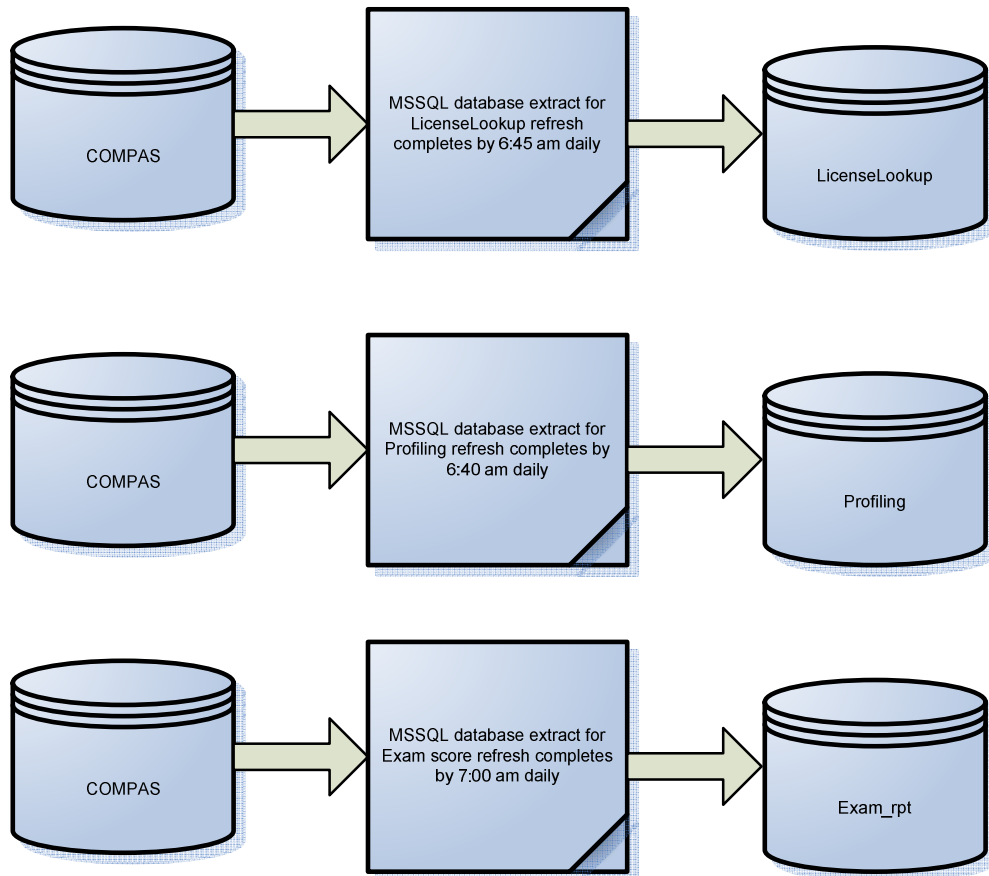


Figure 5-6 - Batch Processing Diagram

5.1.1.8. Current system resource requirements

System Name	# of users / user types	Hardware Platform	Operating System	Database Software	Access	Programming Language / Software Characteristics	Internal / External
Online Renewals	licensed practitioners (over 1.1 million)	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (classic asp & javascript) e-commerce interface (BoA) real-time payment txn batch processing of practitioner data	External
Online Initial Application	Public	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (.NET & javascript) e-commerce interface (BoA) real-time payment txn batch processing of practitioner data	External
Online Application Status Check	applicants	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (classic asp & javascript)	External
Online Address Updates	licensed practitioners (over 1.1 million)	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (classic asp & javascript) batch processing of practitioner data	External

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

System Name	# of users / user types	Hardware Platform	Operating System	Database Software	Access	Programming Language / Software Characteristics	Internal / External
Online Profiling Updates	licensed profiled practitioners (over 93,000)	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (classic asp & javascript) batch processing of practitioner data	External
Online Duplicate License	licensed practitioners (over 1.1 million)	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (classic asp & javascript) e-commerce interface (BoA) real-time payment txn batch processing of practitioner data	External
Online OneTime Fee Assessment	licensed practitioners (over 1.1 million)	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (classic asp & javascript) e-commerce interface (BoA) real-time payment txn batch processing of practitioner data	External
Other Payer Invoicing	subset of licensed practitioners	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (classic asp & javascript) e-commerce interface (BoA) real-time payment txn batch processing of practitioner data	External

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

System Name	# of users / user types	Hardware Platform	Operating System	Database Software	Access	Programming Language / Software Characteristics	Internal / External
Batch Reconciliation	F&A staff (< 5)	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (classic asp) batch processing of financial data	Internal
MQA Services Reporting	MQA staff (<50)	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (classic asp & Crystal Rpts) batch processing of financial data	Internal
Online WorkForce Survey	subset of licensed practitioners	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (classic asp & javascript) batch processing of practitioner data Survey setups (question text,etc) reside in LicenseEase (COMPAS)	Internal (setups) External
Final Order & Emergency Action	Public	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	public access	GUI interface (.NET)	External
License Verification	Public	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	public access	GUI interface (classic asp & javascript)	External

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

System Name	# of users / user types	Hardware Platform	Operating System	Database Software	Access	Programming Language / Software Characteristics	Internal / External
Practitioner Profile	Public	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	public access	GUI interface (classic asp & javascript)	External
Data Download	Public	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	public access	GUI interface (.NET)	External
License Certification	Public	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	public access	GUI interface (classic asp & javascript)	External
Time Tracking	MQA staff (approx 600)	DELL PE 2950 - 4 CPU, 4GB RAM, 1.1 TB disk storage - DIT00SIMG01	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (classic asp) real time	Internal
Online Exam Test Scores	MQA staff & licensed practitioners	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (.NET) real time	Internal & External
Prescription Pad Vendor Monthly Reporting	licensed practitioners who prescribe controlled substances	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	Secured - requires login contains confidential info	GUI interface (.NET) batch processing of data	External

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

System Name	# of users / user types	Hardware Platform	Operating System	Database Software	Access	Programming Language / Software Characteristics	Internal / External
MQA Services - NursingCompare	Public	VM - ESX host, 2CPU 2GB RAM, 40GB disk storage - DOHSWAP05b	Windows 2003 - IIS 6	SQL2008 (with linked server to Oracle 10g)	public access	GUI interface (.NET) real time	External

Table 5-5 – Current System Resource Requirements

5.1.1.9. Application Descriptions

LicenseEase 4 (COMPAS - Customer Oriented Medical Practitioner Administration System)

Oracle web based - MQA Division accessible - system for tracking Health Practitioner licensing, regulation, enforcement and profiling information.

MQA Services

Web-based entryway offering access to a wide-range of license services-oriented applications for licensee professions regulated under MQA, health care businesses, citizens and visitors to Florida.

- MQA Services portal is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS) system
- The primary interaction with LicenseEase (COMPAS) is to validate user logins

MQA Services - Online Renewal Application:

Provides the licensee the ability to renew licenses online and pay the appropriate fees.

- Online Renewals is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS). The online renewal application also contains an e-commerce component which has an interface with Bank of America
- Licensee data is retrieved from LicenseEase (COMPAS) and displayed to the end user. The user can then update their data and either pay for their renewal transaction, or enter an Other Payer Code (coupon code). Any updated licensee data is stored in SQL Server. Those updates are then batched for upload into LicenseEase (COMPAS). The financial transactional data is also stored in SQL Server, and uploaded into LicenseEase (COMPAS) once the settlement process and remittance process has been run. If an Other Payer code was entered, the Third Party Payer will be responsible for logging in to pay for the invoice (see Other Payer Invoicing)

MQA Services - Online Initial Licensure Application:

Provides the public the ability to apply online for initial licensure.

- Online Initial Application is a web-based, front end GUI interface built using ASP.NET, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS). The online initial application also contains an e-commerce component which has an interface with Bank of America
- Applicants create an account, and then provide the data required according to the license requirements for that profession. At completion of data entry, the user can either pay for their initial application transaction or enter an Other Payer Code (coupon code). The applicant data is stored in SQL Server. Those updates are then batched for upload into LicenseEase (COMPAS). The financial transactional data is also stored in SQL Server, and uploaded into LicenseEase (COMPAS) once the

settlement process and remittance process has been run. If an Other Payer code was entered, the Third Party Payer will be responsible for logging in to pay for the invoice (see Other Payer Invoicing). Upon payment, their completed application is stored as a document in iCenter, the third party tool created and housed by Image API. The user has the ability to login to the system at a later time, to print a copy of their completed application, as well as any required supporting documentation. The application documents are retrieved from iCenter. The supporting documents are created at run-time, using an application developed in-house by DOH

MQA Services - Application Status Check:

Provides the applicant the ability to check the status of license applications online.

- Application Status Check is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Application Status data is retrieved from LicenseEase (COMPAS) and displayed to the end user. The user has the ability to print a copy of their completed application. The application documents are retrieved from iCenter

MQA Services - Online Address Changes:

Provides the licensee the ability to change their addresses (Mailing & Practice Location), phone numbers and email address.

- Online Address Changes is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Licensee data is retrieved from LicenseEase (COMPAS) and displayed to the end user. The user can then update their data. Any updated licensee data is stored in SQL Server. The updates are then batched for upload into LicenseEase (COMPAS)

MQA Services - License Confirmation:

Provides the licensee the ability to print a confirmation of license executed after an on-line license renewal or delinquent renewal. This is to be used to confirm a license while the practitioner is waiting on the printed official paper license.

- License Confirmation is a web-based, front end GUI interface built using ASP.NET, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Licensee data is retrieved from LicenseEase (COMPAS) to generate the confirmation of license and displayed to the end user

MQA Services - Profiling Updates:

Provides the licensee the ability to change their Profile data online.

- Profiling Updates is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Licensee data is retrieved from LicenseEase (COMPAS) and displayed to the end user. The user can then update their data. Any updated licensee data is stored in

SQL Server. Those updates are then batched for upload into LicenseEase (COMPAS). Some of the professions require that Profiling data goes through a Board Approval process. Once the updates have been approved, the updates are uploaded into LicenseEase (COMPAS)

MQA Services - Online Request for Duplicate License:

Provides the licensee the ability to order duplicate licenses online and pay the appropriate fees.

- Online Request for Duplicate License is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS). The online duplicate license request system also contains an e-commerce component which has an interface with Bank of America
- Licensee data is retrieved from LicenseEase (COMPAS) and displayed to the end user. The user can then pay for their duplicate license transaction. The request for the license and the financial transactional data is stored in SQL Server, and uploaded into LicenseEase (COMPAS) once the settlement process and remittance process has been run

MQA Services - Online One Time Fee Assessment:

Provides the licensee the ability to pay for fees that are assessed by medical boards.

- Online One Time Fee Assessment is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS). The one-time fee assessment system also contains an e-commerce component which has an interface with Bank of America
- Licensee data is retrieved from LicenseEase (COMPAS) and displayed to the end user. The user can then pay for their one-time fee assessment transaction. The financial transactional data is stored in SQL Server, and uploaded into LicenseEase (COMPAS) once the settlement process and remittance process has been run

MQA Services - Other Payer Invoicing:

Provides a third-party payer the ability to pay for an invoice. The invoice could contain licensees that have renewed online with an Other Payer Code, or applicants that have paid for an initial application with an Other Payer Code.

- Other Payer Invoicing is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS). Also contains an e-commerce component which has an interface with Bank of America
- Invoice data is retrieved from SQL Server and displayed to the end user. The user can then pay for their invoice transaction. The financial transactional data is stored in SQL Server, and uploaded into LicenseEase (COMPAS) once the settlement process and remittance process has been run

MQA Services - Relationship Management:

Provides licensees with the ability the manage their relationships with other professions

online.

- Relationship Management is a web-based, front end GUI interface built using ASP.NET, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Relationship data is retrieved from LicenseEase (COMPAS) and displayed to the end user. The user can add/update their data. The updates are stored in SQL Server, and uploaded into LicenseEase (COMPAS)

MQA Services – Batch Reconciliation:

Provides DOH Finance & Accounting staff the ability to reconcile MQA e-commerce transactions.

- Batch Reconciliation is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS). It is an Intranet application that is a subsystem of the MQA Services Reporting System
- Financial data is retrieved from SQL Server and displayed to the end user. The user can then reconcile the batches of financial transactions, and assign batches to deposits. The data is stored in SQL Server, and uploaded into LicenseEase (COMPAS)

MQA Services Reporting System:

This Intranet system consists of four categories of functions designed for MQA business staff to control internet activity and report on internet activity from MQA Internet Services. The four functions are as follows:

1. MQA internet activity controls include: Address Change Approval, Licensee Account Look-up, Licensee Activity Look-up, Update Set-Up Flags, Profile Change Approval, iPortal Message/Alert
2. Finance and Accounting internet activity controls include: Batch Reconciliation
3. Activity reporting: a wide range of business and financial reports provided to monitor activity from MQA Internet Services.
4. Renewal Forms Setups

MQA Services Reporting System is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS).

Data is retrieved from either SQL Server or LicenseEase (COMPAS) and displayed to the end user. Updates can be made for Address Change Approval and Profiling Change Approval. These updates are batched and uploaded to LicenseEase (COMPAS). Updates to Profession Setup data are stored in SQL Server. Reports are executed against data in SQL Server

MQA Services – Work Force Survey:

Provides the licensee the ability to respond to the required Physician's Workforce Survey online.

- Online Work Force Survey is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Survey questions are stored in LicenseEase (COMPAS) RSD's. The questions are retrieved from LicenseEase (COMPAS) via SQL Server stored procedures (using linked servers), and presented to the licensee. The licensee responds to the survey questions and that data is stored in SQL Server, and then uploaded into via batch processing

MQA Services – Final Order & Emergency Action Lookup:

Provides the public with the ability to search for disciplinary action taken against practitioners licensed with the Department of Health, Division of Medical Quality Assurance. Final Order and Emergency Action documents have been imaged and stored in a repository for retrieval.

- Final Order Lookup is a web-based, front end GUI interface built using ASP.NET, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Licensee data is retrieved from LicenseEase (COMPAS) and displayed to the end user. In addition, images of the final order and emergency action documents are retrieved from iCenter

MQA Services – License Verification:

Provides the public with the ability to search for basic license information for all health care professions regulated by MQA.

- License Verification is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Key elements of data related to a licensee search are downloaded from LicenseEase (COMPAS) on a daily basis, and stored in a SQL Server database. When a search is performed, the search results are retrieved from the SQL Server database. When the end user drills down to the details of the individual licensee, the data is retrieved from LicenseEase (COMPAS) via SQL Server stored procedures (using linked servers), and presented to the end user

MQA Services – Practitioner Profiling Search:

Provides the public with the ability to search for license information for all profiled health care professions regulated by MQA.

- Practitioner Profiling Search is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Key elements of data related to a profiled licensee search are downloaded from LicenseEase (COMPAS) on a daily basis, and stored in a SQL Server database. When a search is performed, the search results are retrieved from the SQL Server database. When the end user drills down to the details of the individual licensee, the data is retrieved from LicenseEase (COMPAS) via SQL Server stored procedures (using linked servers), and presented to the end user

MQA Services – Data Download:

Provides the public with the ability to download, free of charge, board-profession data files as per Chapter 119 of the Florida Statutes. The data available for downloading are the board-profession licensure data files, profiling data files, and exam list data files.

- Data Download is a web-based, front end GUI interface built using ASP.NET, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)

MQA Services – License Certification:

Provides the public with the ability to request license certification letters from MQA Compliance unit.

- License Certification is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS). Also contains an e-commerce component which has an interface with Bank of America
- The user provides address information (where the certification letter should be mailed), and then the user can pay for their transaction. The data request is stored in SQL Server. Those updates are then batched for upload into LicenseEase (COMPAS). The financial transactional data is also stored in SQL Server, and uploaded into LicenseEase (COMPAS) once the settlement process and remittance process has been run

MQA Services - Prescription Pad Vendor Monthly Reporting:

Provides the licensees that prescribe controlled substances the ability to provide a monthly report of the number of blank, counterfeit-proof prescription blanks that are purchased from DOH approved vendors.

- Prescription Pad Monthly Reporting is a web-based, front end GUI interface built using ASP.NET, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Prescription Pad data is retrieved from LicenseEase (COMPAS) and displayed to the end user. The user can add/update their data. The updates are stored in SQL Server, and uploaded into LicenseEase (COMPAS)

MQA Services – Pain Management Clinic Quarterly Reporting:

Provides pain clinics the ability to report their data on a quarterly basis. Designated physicians log into a secure website to submit the reports for their associated pain clinics. The information submitted is available on the MQA data download. Compliance reports have been developed to support the office in administrative functions in determining which clinics have not reported.

- Pain Management Clinic Reporting is a web-based, front end GUI interface built using ASP.NET, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Pain Management Clinic data is retrieved from LicenseEase (COMPAS) and displayed to the end user. The user can add/update their data. The updates are stored in SQL Server, and uploaded into LicenseEase (COMPAS)

Time Tracking:

This Intranet system provides DOH staff with an automated means of tracking time and expenses. Primary users include Department of Health Enforcement staff, employees in the Bureau of Health Care Practitioner Regulation, Bureau of Management Services, and Bureau of Operations.

- Time Tracking is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Users charge the time spent on different activities to the appropriate board offices, professions/occupations, cases/complaints, or administrative duties. Users can also charge expenses to a particular case/complaint. This system is also used to maintain the staff information and activity codes. The data is stored in SQL Server. This system only interacts with LicenseEase (COMPAS) for validation purposes (validation of Board Codes, Profession Codes, Staff Codes, and Case/Complaint numbers). This system does not upload data to LicenseEase (COMPAS)

Online Exam Test Scores:

This 2-part application system consists of a web-based public-accessible Examination Grade Report Search Page and an intranet administration application. The public search page is used by applicants, who have taken various board exams, to search online by professional board, exam title, exam date, and their candidate identification number in order to retrieve their exam scores. The Intranet Administration application allows for selection of professions for online exam services and selection of which exams to display.

- Online Exam Test Scores is a web-based, front end GUI interface built using ASP.NET, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Exam data is retrieved from LicenseEase (COMPAS) via SQL Server stored procedures (using linked servers), and presented to the end user

Hospital Discipline Report System:

This system is a security web-based system at the Department of Health (DOH) that will be used by Hospitals and other medical facilities to report disciplinary actions to the department, and used by DOH to review, retrieve and retain those reports.

- Hospital Discipline System is a web-based, front end GUI interface built using ASP, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Discipline data is retrieved from LicenseEase (COMPAS) and displayed to the end user. The user can add/update their data. The updates are stored in SQL Server, and uploaded into LicenseEase (COMPAS)

MQA Services – Nursing Compare:

Provides the public with the ability to search and compare Nursing Schools that are registered in the State of Florida.

- Nursing Compare is a web-based, front end GUI interface built using ASP.NET, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- The data is retrieved from LicenseEase (COMPAS) via SQL Server stored procedures (using linked servers), and presented to the end user

iCenter:

Document storage and retrieval application authored and supported by Image API. Provides the public, as well as internal users, with the ability to view practitioner documents.

- iCenter is a web-based, front end GUI interface built and supported by a third party vendor, which interfaces with many of DOH's applications

Inspection Reporting System:

This Intranet system provides DOH staff with the ability to print reports designed for MQA Enforcement, Inspections. Alleviated the need for additional LicenseEase (COMPAS) licenses for users who only needed LicenseEase (COMPAS) reports.

- Inspection Reporting System is a web-based, front end GUI interface built using ASP, which interfaces with the Crystal Reports server, and the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS) datamart. The datamart is a non-transactional database designed for reporting. The data is a replica of LicenseEase (COMPAS) production and is created by way of Oracle's streaming replication technology. In normal operating circumstance, the date stamp on the datamart is only seconds in difference from the production database
- Data is retrieved from the LicenseEase (COMPAS) Datamart, and displayed to the end user in a Crystal Report

NPDB Data Review System:

This Intranet system provides DOH staff a licensure system interface to NPDB (National Practitioner Data Bank) enabling import/export of licensee data required for the NPDB screening process. A review component of the interface enables data comparison between licensure system information and violations information returned from NPDB.

- NPDB Data Review System is a web-based, front end GUI interface built using ASP.NET, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Data is retrieved from the LicenseEase (COMPAS), and displayed to the end user

FDLE Data Review System:

This Intranet system provides DOH staff a licensure system interface to FDLE (FL Dept of Law Enforcement) enabling import/export of licensee data required for the FDLE criminal background screening process. A review component of the interface enables data comparison between licensure system information and information returned from FDLE.

- FDLE Data Review System is a web-based, front end GUI interface built using ASP.NET, which interfaces with the middle-tier SQL Server database. SQL Server uses stored procedures to link with the LicenseEase (COMPAS)
- Data is retrieved from the LicenseEase (COMPAS), and displayed to the end user

MQA LicenseEase (COMPAS) - FLAIR Interface:

Manages the daily financial transaction export from LicenseEase (COMPAS) to FLAIR. Interface is manually executed by IT staff.

- LicenseEase (COMPAS) - FLAIR Interface system is a front end GUI interface VB Desktop Application

[A6]

MQA Customer Functional Directory:

This Intranet system helps MQA serve customers by providing an online index of all MQA units, basic service information, job functions, and employees responsible for each job function.

- Customer Functional Directory is a web-based, front end GUI interface built using ASP which interfaces with the SQL Server database
- Does not have an interface with LicenseEase (COMPAS); however this application provides link to other online MQA Services applications, and there could be changes involved to the links as part of the VR upgrade

Web Services:

For additional information regarding web services, please see spreadsheet of internal/external interfaces.

MQA AHCA Criminal Background Screening Web Services:

HB 943 (2012) created the Care Provider Background Screening Clearinghouse under the Agency for Health Care Administration (AHCA) which provides for specified agencies to share results of criminal history checks. This bill also created s. 456.0135 F.S., which allows DOH to retain fingerprints for professions already required to undergo a criminal history check at initial licensure (medical doctors, osteopathic physicians, chiropractic physicians, podiatrists, advanced registered nurse practitioners and certified nursing assistants). The intent of this bill is to reduce costs to the applicant associated with background screenings and to reduce duplicative background screenings amongst agencies. Data that is received through the web service is uploaded into the Licensing and Enforcement database and available for staff to review and process applications for licensure.

MQA Public Licensure Information Web Service:

The SERVFL system is a new application sponsored by the Office of Public Health Nursing. MQA coordinated with this office, the Project Management Office, and CFI (vendor of the FEHVR application) to develop a web service that allows the SERVFL system to look up licenses in the LicenseEase (COMPAS) database for verification purposes. Practitioners can

register as a volunteer using the SERVFL website and then their license is automatically verified against LicenseEase (COMPAS). The SERVFL system continues to verify each volunteer every 30 days so they can pick up changes in license status. In cases of emergency or disaster, the SERVFL system will organize teams of volunteers and do a final verification against the LicenseEase (COMPAS) database before deployment of practitioners.

Prescription Drug Monitoring Program (PDMP) Web Service:

The web service is established by the DOH for use by the PDMP to automate the license verification process. The PDMP will call the web service, passing identifying criteria for a practitioner, and the web service will return a verification code to indicate if there is a match or not. This will eliminate the manual verification workload that is being performed by staff currently.

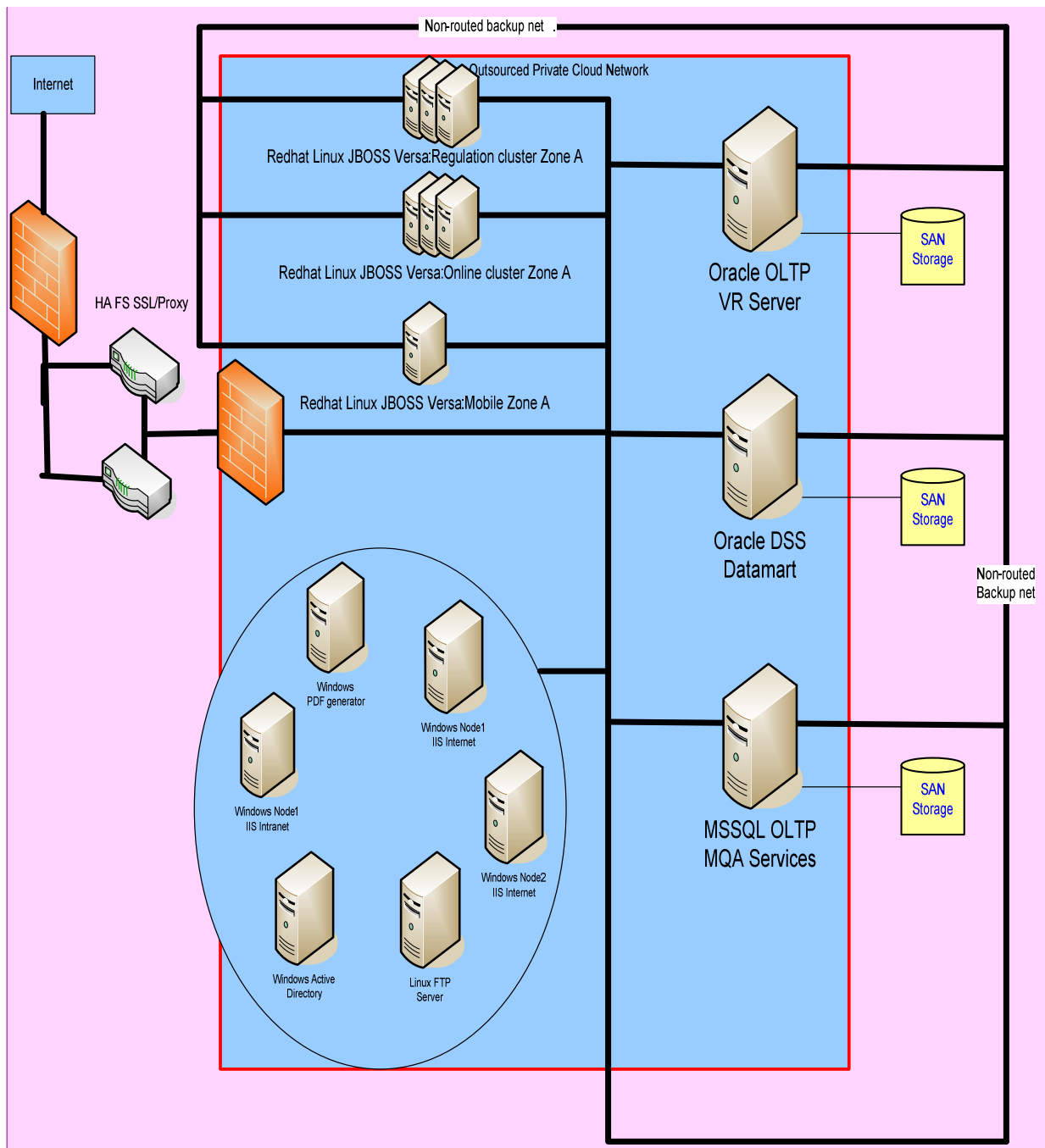
5.1.2.Strategic Information Technology Direction

The Department has identified the following as the strategic direction for Information Technology:

- Incorporate real-time renewal processing
- Implement cost effective approach in provisioning a redundant high available solution
- Incorporate cloud services where appropriate and in compliance with HIPAA and security best practices
- Follow Software Development Life Cycle including FIPS publication 199 and FIPS publication 200
- Limit manual processes
- Integrate external customer self-service through public interface
- Incorporate document and workflow change management into the business processes
- Evaluate enterprise information system integration with similar Department solutions
- Implement a flexible platform to accommodate legislative and policy changes

5.2. Proposed Solution Description

The proposed solution is to modernize MQA by upgrading from LicenseEase (COMPAS) Version 4 to Versa:Regulation 2.5 and upgrading the related infrastructure that is or is close to being unsupported. The costs of the project will include not only the upgrade to Versa:Regulation and the infrastructure cost, but will also include system integrator and PMO related costs. Part of the need for the system integrator and PMO is to support MQA who currently does not have the staff capacity to 100% dedicate to the transformation efforts. DBPR performed a similar effort, but had the ability to dedicate some of the staff and did not implement automated workflow, so their cost to upgrade was less than what is being proposed for MQA.



[A7]

Figure 5-7 – Proposed System Architecture

More information on the proposed solution can be found in the “Analysis of Alternatives” section of this document.

5.3. Capacity Planning

Capacity Planning involves planning, measuring and monitoring of system capacity in support of delivering a service. When implemented correctly, a well-maintained Capacity Plan allows an enterprise to manage system costs tightly by capitalizing on the just-in-time availability of hardware. A focus on capacity planning will ensure an appropriate use of resources and sufficient capability is available in time to meet production workload needs.

For purposes of the MQA Transformation project, the vendor (Iron Data) for the proposed solution (Versa:Regulation) in conjunction with IT and the SSRC have reviewed the current environment, issues associated with the current environment, requirements for the upgraded solution, and the following transaction volumes to extrapolate the necessary infrastructure to effectively support MQA and its needs. A copy of the estimated infrastructure needs can be found in Appendix B of this document.

Online Sales & Logins

Fiscal Year	Logins	Total Online Sales Transactions	Online Renewals	Initial Application	Other Sales transactions	Total Amount of Online Transactions	Online Renewals	Initial Application	Other Sales Transactions
FY 2007 - 2008	424,551	280,039	257,163	7,390	15,486	\$42,268,141	\$38,644,014	\$1,537,653	\$2,086,474
FY 2008 - 2009	690,992	270,913	247,244	14,617	9,052	\$35,928,232	\$32,643,635	\$3,008,620	\$275,977
FY 2009 - 2010	1,353,519	370,463	324,380	36,849	9,234	\$58,341,023	\$51,245,418	\$6,856,995	\$238,610
FY 2010 - 2011	1,363,178	374,351	326,586	37,373	10,392	\$45,332,553	\$45,332,553	\$5,965,822	\$491,233
FY 2011 - 2012	1,531,101	422,703	366,432	44,322	11,949	\$63,600,010	\$55,552,489	\$7,699,183	\$348,338
FY 2012 - 2013	1,864,871	426,990	364,817	49,418	12,755	\$49,905,798	\$39,735,626	\$9,862,952	\$307,220

Notes:
 Source - MQA Services
 Online Renewals includes regular renewals and delinquent renewals
 Other Sales transactions include duplicate licenses, license certification, CD orders of license data and one time fee assessments.
 License Certification and CD orders of license data do not require a login to MQA services

[A8]

Figure 5-8 - Historical Transaction Volumes

Historical Licensees per FTE										
	FY04-05	FY05-06	FY06-07	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	
Practitioner	889,326	1,017,772	831,131	863,975	905,237	971,265	1,016,028	1,059,958	1,091,306	
Establishment	18,849	18,543	20,116	19,813	21,371	22,031	24,359	23,809	25,286	
Total Licensees	908,175	1,036,315	851,247	883,788	926,608	993,296	1,040,387	1,083,767	1,116,592	
FTE	561.5	575.5	575.5	596.5	600.5	609.5	609.5	608.5	600	
Licensees per FTE	1,617	1,801	1,479	1,482	1,543	1,630	1,707	1,781	1,861	

[A9]

Figure 5-9 - Historical Licensees per FTE

5.4. Analysis of Alternatives

This section describes the analysis of alternative approaches considered for modernizing the MQA environment. Four options are presented: Status Quo with Windows 7 Workaround, Upgrade Backend Infrastructure Only, Procure New Licensing Software and Upgrade Infrastructure, and Upgrade LicenseEase (COMPAS) to Versa:Regulation and Upgrade Infrastructure.

To conduct the alternatives analysis the following steps were performed:
 Identified and defined a list of potential alternative system implementation methods.

- Developed high-level business and technical requirements that the new system must be capable of addressing
- Established a set of uniform evaluation criteria against which each alternative was measured
- Evaluated each of the alternatives through the application of the evaluation criteria
- Determined the best alternative for the Department

5.4.1. Alternative 1 – Status Quo with Windows 7 Workaround (Not Recommended)

For this alternative, the current processes would be utilized, using the existing LicenseEase (COMPAS) system and infrastructure and a work-around would be utilized to overcome to allow for LicenseEase (COMPAS) to be used with Windows 7. This option is essentially the option to simply “live” in the current environment.

The following depicts the changes made/not made to the software and infrastructure for this alternative:

Hardware / Software Element	Current Issue	Change Made or Not Made
LicenseEase (COMPAS) Version 4	Will be unsupported after December 31, 2013. Vendor is no longer making enhancements	Not Upgraded
Sun Servers	Will be out of support on June 30, 2013	Not Upgraded
Oracle Database 10.2.0.5 10gR2	Was originally released in July 2005. Premier support lasted through July 2010 and extended support ends in July 2013. It will not be supported beyond this date	Not Upgraded
Oracle App Server 10.1.2	Premier support expired December 2011. It is believed support for this will end in the next year or so	Not Upgraded
J-Initiator	No longer supported. Backend software used to generate letters in LicenseEase (COMPAS)	Not Upgraded
Windows XP Workstation	Will be out of support in April 2014	Upgraded to Windows 7 and configured with work around involving installation of in-house developed specific .dll allowing desktop to work with unsupported J-Initiator

Table 5-6 – Alternative 1 Hardware / Software Impacts

LicenseEase (COMPAS) relies on software from Sun called J-Initiator allowing a web-enabled Oracle Forms client application to be run inside a web browser. Windows 7 desktop clients are certified only with the native Sun Java Runtime Engine (JRE). Oracle J-Initiator was built on top of Java 1.3. Java 1.3 is no longer supported by Sun and is not compatible with Windows 7. Sun has no plans to certify Oracle J-Initiator with Windows 7. The workaround is to replace a file in J-Initiator with an updated version, which will then allow LicenseEase (COMPAS) to work on Windows 7. This workaround is not supported by Sun.

The advantages and disadvantages for this option include:

Advantages	Disadvantages
------------	---------------

Advantages	Disadvantages
<ul style="list-style-type: none"> • Will allow use of LicenseEase (COMPAS) to continue • Lowest cost and level of effort alternative 	<ul style="list-style-type: none"> • LicenseEase (COMPAS) will no longer be supported after December 31, 2013 • Does not address other unsupported elements of the software / hardware infrastructure • Uses “work-arounds” which the business would like to avoid as much as possible • Work-around itself would not be a supported feature either • Risk of an unrecoverable catastrophic failure remains with this option due to the unsupported hardware and software that would still be in place • MQA would be out of alignment with other state agencies who have installed or upgraded to Versa:Regulation

Table 5-7 – Alternative 1 Advantages & Disadvantages

5.4.2. Alternative 2 – Upgrade Backend Infrastructure Only (Not Recommended)

For this alternative, the current processes would be utilized; using the existing LicenseEase (COMPAS) system and the backend architecture would be upgraded.

The following depicts the changes made/not made to the software and infrastructure for this alternative:

Hardware / Software Element	Current Issue	Change Made or Not Made
LicenseEase (COMPAS) Version 4	Will be unsupported after December 31, 2013. Vendor is no longer making enhancements	Not Upgraded
Sun Servers	Will be out of support on June 30, 2013	Upgraded
Oracle Database 10.2.0.5 10gR2	Was originally released in July 2005. Premier support lasted through July 2010 and extended support ends in July 2013. It will not be supported beyond this date	Upgraded
Oracle App Server 10.1.2	Premier support expired December 2011. It is believed support for this will end in the next year or so	Upgraded
J-Initiator	No longer supported. Backend software used to generate letters in LicenseEase (COMPAS)	Upgraded to JRE
Windows XP Workstation	Will be out of support in April 2014	Upgraded to Windows 7 and JRE to match server

Table 5-8 – Alternative 2 Hardware / Software Impacts

The advantages and disadvantages for this option include:

Advantages	Disadvantages
------------	---------------

Advantages	Disadvantages
<ul style="list-style-type: none"> Addresses other unsupported elements of the software / hardware infrastructure 	<ul style="list-style-type: none"> LicenseEase (COMPAS) will no longer be supported after December 31, 2013 Iron Data has stated there is an issue with compatibility between JRE and LicenseEase (COMPAS) Requires installing JRE on same server as server used to compile custom development necessary to support LicenseEase (COMPAS). IT has expressed serious concerns around server being shared with JRE and possible impact to integrity and stability of the development environment Risk of an unrecoverable catastrophic failure remains with this option due to LicenseEase (COMPAS) being unsupported and possible issues with JRE and License Issues and JRE and the development server MQA would be out of alignment with other state agencies who have installed or upgraded to Versa:Regulation

Table 5-9 – Alternative 2 Advantages & Disadvantages

5.4.3. Alternative 3 – Procure New Licensing Software and Upgrade Infrastructure (Not Recommended)

This option replaces LicenseEase (COMPAS) with a new Licensing system from a new vendor. Just as with the upgrade to Versa:Regulation, this option would require upgrading the supporting infrastructure as well.

The following depicts the changes made/not made to the software and infrastructure for this alternative:

Hardware / Software Element	Current Issue	Change Made or Not Made
LicenseEase (COMPAS) Version 4	Will be unsupported after December 31, 2013. Vendor is no longer making enhancements	Retired and different and new licensing system implemented
Sun Servers	Will be out of support on June 30, 2013	Upgraded
Oracle Database 10.2.0.5 10gR2	Was originally released in July 2005. Premier support lasted through July 2010 and extended support ends in July 2013. It will not be supported beyond this date	Upgraded
Oracle App Server 10.1.2	Premier support expired December 2011. It is believed support for this will end in the next year or so	Upgraded

Hardware / Software Element	Current Issue	Change Made or Not Made
J-Initiator	No longer supported. Backend software used to generate letters in LicenseEase (COMPAS)	Upgraded to JRE or replaced
Windows XP Workstation	Will be out of support in April 2014	Upgraded to Windows 7

Table 5-10 – Alternative 3 Hardware / Software Impacts

As part of this option, MQA would need to go through an extensive selection process and would be required to redefine all requirements to ensure functionality realized in the LicenseEase (COMPAS) environment in combination with the benefits that would have been expected with an upgrade to Versa:Regulation (Alternative 4.) In addition, the solution selection would not leverage the existing database structure or processes previously developed. The cost for this option is anticipated to be the highest. The cost to upgrade the backend infrastructure is expected to be the same for alternatives 2, 3, and 4 since all of these options upgrade the infrastructure, but this option adds additional cost for the additional elements and complexity required including:

- Data migration between dissimilar structures
- More detailed requirements gathering and design
- Additional change management with transition to completely new system

As part of the analysis of alternative 4, MQA performed a market scan and found several other options that could be available. The following chart best describes the pros and cons of the other available licensing solutions:

PRODUCT	FUNCTIONALITY USED										
	License Application	Enforcement	Renewals	Online Portal	Continuing Education	License Verification	Inspections	Document Imaging	Exams	Coresponse	Related License
License2000	✓	✓	✓	✓		✓	✓			✓	
GL Suite	✓	✓	✓	✓		✓				✓	✓
CAVU	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
License2000 - My License Suite	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
License2000 and Pearson VUE PULSE			✓	✓	✓	✓	✓				
Versa:Regulation Suite	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CSDC, Inc. AMANDA	✓	✓	✓	✓		✓	✓	✓		✓	✓
ALMS - Maine	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Utah Interactive - NIC Inc.	✓		✓	✓	✓	✓					

Figure 5-10 – Market Scan of Licensure Systems

License 2000 - License 2000 is a rules-based, commercial-off-the-shelf (COTS) application with a proven track record of success. License 2000 provides regulatory agencies with an end-to-end credentialing management solution integrating application processing, licensee administration, enforcement management (complaint, compliance, and rehabilitation), examination tracking and scheduling, reporting, and automated renewal processing.

GL Suite - GL Suite is a browser-based, commercial off-the-shelf (COTS) software system that handles all aspects of government regulation and licensing. GL Suite is easy to use, configurable, and tailored to customer needs.

CAVU - (Purchased by IronData in 2010) - CAVU is a highly-secure, Web-based commercial-off-the-shelf (COTS) solution that is ideally suited for agencies that prefer cost effective Microsoft technology and a SQL Server database. It is designed to meet the diverse needs of regulatory agencies of all sizes, from single autonomous boards to multi-board agencies and large centralized departments.

License2000 - My License Suite - MyLicense Office is the next generation of the License 2000 product family re-architected as a three tier (n-tier) application. MyLicense Office is an end-to-end system for regulation management that combines all of an Department’s licensing and enforcement functions into an integrated solution.

PULSE is Pearson VUE’s Uniform Licensing Solution for E-Government—a multiboard licensing and certification management system that helps agencies streamline their processes, maximize efficiencies, and minimize cost. PULSE provides complete beginning-to-end processing that streamlines your Department’s examination, application, licensing, renewal, enforcement, and compliance operations.

AMANDA is a web-based commercial-off-the-shelf (COTS) product that enables business process automation for local, county, state and provincial government agencies. Its flexible and configurable design provides an ideal platform for configuring powerful licensing, permitting, planning, compliance, and courts justice solutions.

NIC is the nation’s leading provider of official government web sites, online services, and secure payment processing solutions. The NIC family of companies provides eGovernment solutions for more than 3,000 federal, state, and local agencies that serve 97 million people in the United States.

A recent implementation in California for a brand new system installation (as opposed to an upgrade) had a total price tag of over \$53.5 million. Although the scope varies to some degree, the cost alone provides an indicator of how much a new installation would cost compared to an upgrade of the existing solution..

The advantages and disadvantages for this option include:

Advantages	Disadvantages
<ul style="list-style-type: none"> Addresses other unsupported elements of the software / hardware infrastructure Risk of unrecoverable catastrophic failure is minimized 	<ul style="list-style-type: none"> Additional cost (over Alternative 4) would be realized because of data migration, more detailed requirements and design efforts, and additional change management MQA would be out of alignment with other state agencies who have installed or upgraded to Versa:Regulation Alternatives with the most project risk

Table 5-11 – Alternative 3 Advantages & Disadvantages

5.4.4. Alternative 4 – Upgrade LicenseEase (COMPAS) to Versa:Regulation and Upgrade Infrastructure (Recommended)

This option upgrades LicenseEase (COMPAS) version 4 to Versa:Regulation. Versa:Regulation is the upgrade to LicenseEase (COMPAS) offered by the vendor. In addition, this option would also include upgrading the supporting infrastructure as well.

The following depicts the changes made/not made to the software and infrastructure for this alternative:

Hardware / Software Element	Current Issue	Change Made or Not Made
LicenseEase (COMPAS) Version 4	Will be unsupported after December 31, 2013. Vendor is no longer making enhancements	<i>Upgraded</i> to Versa:Regulation
Sun Servers	Will be out of support on June 30, 2013	Upgraded
Oracle Database 10.2.0.5 10gR2	Was originally released in July 2005. Premier support lasted through July 2010 and extended support ends in July 2013. It will not be supported beyond this date	Upgraded
Oracle App Server 10.1.2	Premier support expired December 2011. It is believed support for this will end in the next year or so	Upgraded
J-Initiator	No longer supported. Backend software used to generate letters in LicenseEase (COMPAS)	No longer required
Windows XP Workstation	Will be out of support in April 2014	Upgraded to Windows 7

Table 5-12 – Alternative 4 Hardware / Software Impacts

As part of this option, MQA would be able to leverage the requirements and modifications made to LicenseEase (COMPAS) and the data structures are expected to be 90% the same between the current LicenseEase (COMPAS) and the Versa:Regulation systems. In addition, the upgrade offers desired additional functionality around workflow, online, and mobile inspections. The cost for this option would be less than Alternative 3 due to the following:

- Data migration is between structures 90% the same (per the vendor)
- Data migration between dissimilar structures
- More detailed requirements gathering and design
- Additional change management with transition to completely new system

The advantages and disadvantages for this option include:

Advantages	Disadvantages
------------	---------------

<ul style="list-style-type: none"> • Addresses other unsupported elements of the software / hardware infrastructure • Risk of unrecoverable catastrophic failure is minimized • Less cost option than procuring completely new and different licensure system • Data migration and business should be significantly easier than Alternative 3 • MQA would be in alignment with other state agencies who have installed or upgraded to Versa:Regulation 	<ul style="list-style-type: none"> • Still more expensive than alternatives 1 & 2 • More project risk than alternatives 1 & 2
---	---

Table 5-13 - Alternative 4 Advantages & Disadvantages

5.4.5. Assessment Process

Six evaluation criteria were used to evaluate the alternatives, based on key objectives for. The following sections outline the evaluation criteria, criteria weighting, and criteria scoring used to determine the “best business solution alternative” for the development of the MQA Transformation effort.

Evaluation Criteria	
Criteria	Factors
1. Reduction in Time for License Issuance	<ul style="list-style-type: none"> • Meets goal/legislative mandate to reduce time to issue license
2. Addresses Software / Hardware Support / End-of-Life Issues	<ul style="list-style-type: none"> • Addresses issues with front end and back end software and hardware that is or is nearly unsupported • Mitigates risk of unrecoverable catastrophic system failure
3. Ease of Implementation	<ul style="list-style-type: none"> • Difficulty in transition to new system
4. Cost	<ul style="list-style-type: none"> • Project costs • Affordability • Feasibility • Expected changes in operations and maintenance costs • Benefits, ROI and payback period

Evaluation Criteria	
Criteria	Factors
5. Project Risk	<ul style="list-style-type: none"> • Cost – potential that the project will exceed defined budgetary constraints • Schedule – potential that the project timeline will be exceeded • Resources – potential that necessary staff will not be available or may be reassigned after project initiation • Scope – potential that the baseline project requirements will be exceeded • Technology – potential that the chosen technology platform will become obsolete or unsupported prior to the solution achieving its desired results • Organizational – potential that the project will not receive internal/external support to the extent necessary to achieve a successful outcome • Goals – potential that the project will not achieve its stated purposes • Resistance – potential that the solution will be unacceptable to the end users

Table 5-14 – Alternative Evaluation Criteria

5.4.6. Evaluation Weighting Criteria

Each of the five criteria was weighted for overall strategic importance to MQA. The justification and weighting can be found in the table below.

Criteria Weighting Factors		
Criteria	Weighting	Factors
1. Reduction in Time for License Issuance	40	Extent as to how much time is reduced for issuing licenses to medical practitioners
2. Addresses Software / Hardware Support / End-of-Life Issues	20	Extent to how much the issues are addressed with software and infrastructure being at the end of their life
3. Ease of Implementation	10	Level of effort and difficult to implement the identified solution
4. Cost	20	The overall costs associated with procurement, application preparation (whether enhancement, development, or configuration), deployment, operations, and maintenance
5. Project Risk	10	The extent to which the alternative mitigates the perceived risks associated with the MQA transformation effort

Table 5-15 – Alternative Weighting Factors

5.4.7. Evaluation Scoring Criteria

A four-point scale was used to score each of the alternatives. Categorical scores for each alternative were determined by multiplying the evaluation scoring and the weighting factor to derive a total score for each criterion.

Scoring Scale	
Score	Criteria
0	The alternative does not enable or add value to MQA.
1	The alternative will provide some small value to MQA.
2	The alternative will provide significant value to MQA.
3	The alternative will provide maximum value to MQA.

Table 5-16 – Alternative Scoring Criteria

5.4.8. Scoring Results for the Four Alternatives

			Alternative 1 Windows 7 Workaround		Alternative 2 Backend Infrastructure Upgrade		Alternative 3 Implement Different Licensing System		Alternative 4 Upgrade to Versa:Regulation	
#	Categories	Weight	Score	Total	Score	Total	Score	Total	Score	Total
1	Reduction in Time for License Issuance	25	0	0	0	0	3	75	3	75
2	Addresses Software / Hardware Support / End-of-Life Issues	25	0	0	1	25	3	75	3	75
3	Ease of Implementation	20	3	60	1	20	1	20	2	40
4	Cost	20	3	60	2	40	0	0	1	20
5	Project Risk	10	3	30	2	20	1	10	2	20
				150		105		180		230

Figure 5-11 – Alternative Scoring Results

5.4.9. Scoring Results Explained

Rationale for each score is provided for each alternative below.

Alternative 1 – Windows 7 Workaround		
Criteria	Score	Rationale
1. Reduction in Time for License Issuance	0	Because this option continues to use batch processing, does not utilize automated workflow, and does not enhance provide tablets for all inspectors, this option is not anticipated to reduce the time it takes to license a medical professional.
2. Addresses Software / Hardware Support / End-of-Life Issues	0	The only software being updated in this option is Windows. The LicenseEase (COMPAS), backend systems and infrastructure are not upgraded. This alternative does not deal with the risk of a unrecoverable catastrophic failure.

Alternative 1 – Windows 7 Workaround		
Criteria	Score	Rationale
3. Ease of Implementation	3	As the patch has already been developed, implementation for this option should be easy. The option still needs to be tested, but then would just require installing the .dll on the client machines.
4. Cost	3	There is virtually no cost with this option as IT has already developed the solution. There could be some minimal costs associated with the time it takes the staff to fully test and deploy the solution.
5. Project Risk	3	Because the solution is relatively simple and low cost, there is not expected to be any material amount of risk associated with this effort.

Table 5-17 – Alternative 1 Scoring Rationale

Alternative 2 – Backend Infrastructure Upgrade		
Criteria	Score	Rationale
1. Reduction in Time for License Issuance	0	Because this option continues to use batch processing, does not utilize automated workflow, and does not enhance provide tablets for all inspectors, this option is not anticipated to reduce the time it takes to license a medical professional.
2. Addresses Software / Hardware Support / End-of-Life Issues	1	With this alternative, the backend infrastructure is upgraded, but the alternative does not upgrade LicenseEase (COMPAS) which will be out of support after December 31, 2013. This alternative does not fully deal with the risk of an unrecoverable catastrophic failure. It could actually make it worse as there are known compatibility issues with JRE and LicenseEase (COMPAS). In addition, there are concerns with JRE and it running on the development server.
3. Ease of Implementation	1	The actual upgrade of the hardware should not be a difficult undertaking, but it is very possible difficulties would arise due to the incompatibility of JRE and LicenseEase (COMPAS) as well as the possible issues with JRE and the development environment.
4. Cost	2	This cost of this option would be the same cost for the infrastructure upgrade for alternatives 3 & 4. This option is less expensive, however, as it does not require upgrading or replacing the licensing system.
5. Project Risk	2	The reasons for this score are essentially the same as “Ease of Implementation”. The actual upgrade of the hardware should not be a difficult undertaking. There is some level of project risk for this option around timeline as due to the incompatibility of JRE and LicenseEase (COMPAS) as well as the possible issues with JRE and the development environment.

Table 5-18 – Alternative 2 Scoring Rationale

Alternative 3 – Implement Different Licensing System		
Criteria	Score	Rationale
1. Reduction in Time for License Issuance	3	Option should provide for real-time processing, should utilize automated workflow, and should put tablets in the hands of all inspectors. As a result, there should be a reduction in the time for licenses to be issued to medical professionals.
2. Addresses Software / Hardware Support / End-of-Life Issues	3	This option upgrades all necessary software and hardware to a supported state. As a result, it addresses the current risk of an unrecoverable catastrophic system failure.
3. Ease of Implementation	1	This is anticipated to be the most difficult implementation of the identified alternatives. This would require a potentially difficult data mapping and migration exercise. In addition, current requirements and design could not be leveraged resulting in the need to perform full requirements and design sessions. Furthermore, this alternative provides for more difficult change management as the entire face and backend of the system would be different than the current LicenseEase (COMPAS) solution.
4. Cost	0	Because this alternative is essentially a complete replacement, it is the highest cost alternative.
5. Project Risk	1	This alternative brings in a new vendor with potentially new technology. The same project risks with any brand new solution would exist with this alternative. New implementations often bring greater risk of timeline and cost slippage due to project difficulties.

Table 5-19 – Alternative 3 Scoring Rationale

Alternative 4 – Upgrade to Versa:Regulation		
Criteria	Score	Rationale
1. Reduction in Time for License Issuance	3	Option should provide for real-time processing, should utilize automated workflow, and should put tablets in the hands of all inspectors. As a result, there should be a reduction in the time for licenses to be issued to medical professionals.
2. Addresses Software / Hardware Support / End-of-Life Issues	3	This option upgrades all necessary software and hardware to a supported state. As a result, it addresses the current risk of an unrecoverable catastrophic system failure.
3. Ease of Implementation	2	Because this is an upgrade, the backend data structure between LicenseEase (COMPAS) and Versa:Regulation is estimated be 90% the same. This simplifies the transition to the new system dramatically over alternative 3. In addition, existing functionality can be leveraged for requirements and design of the new solution. This said, this alternative is certainly going to be more difficult than alternative 1 and alternative 2 is a component of this option.
4. Cost	1	The costs associated with this option would be less than alternative 3 but would be more than the other two options due to the elements mentioned in “Ease of Implementation”.
5. Project Risk	2	This alternative leverages a known software vendor as it is the same vendor as the current solution. This brings a level of knowledge on how migration should take place that is not available with alternative 3. It does have more complexities and moving parts than alternatives 1 & 2 so there is more project risk associated with this alternative.

Table 5-20 – Alternative 4 Scoring Rationale

5.4.10. Technology Recommendation

The Feasibility Study process has concluded that it is in the best interest of MQA to proceed with the upgrade of LicenseEase (COMPAS) version 4 to Versa:Regulation 2.5. This option addresses the mandate for reducing time to license medical professionals, addresses the aging and largely unsupported software and infrastructure, and leverages existing data structure and business processes and from a cost perspective makes the most sense. The other alternatives considered either do not sufficiently address the critical issues MQA is facing or would significantly increase the cost and risk associated to get to a place where MQA needs to be.

Additional advantages of upgrading from LicenseEase (COMPAS) to Versa:Regulation include:

- Real-time system. Includes real-time connection to online payments through interface for Florida ePay interface (payment service provider.) Issue with licenses not being approved until funds have physically been deposited would be corrected
- Ability to leverage new functionality with Versa:Mobile and Versa:Online (included with Versa:Regulation upgrade)
- Automated workflow. As mentioned before this is probably the single biggest improvement associated with the upgrade and will be a key contributor to reaching the Governor's and MQA's goals for the time it takes to license medical professionals
- Not requiring Java to be installed
- Ability to expand online services through configuration (instead of custom develop as required in today's environment)
- Ability to pull images from database as system integrates who imaging solution into one. Images are available real-time
- Because MQA would no longer "own" the code, regular upgrades would be included as part of the solution
- Database schema is 90% the same as LicenseEase (COMPAS)
- Technology alignment with other state licensing agencies including the potential for a common back-office for these agencies

6. Project Management Planning Component

6.1. Project Charter

Purpose: To document the agreement between a project's customers, the project team, and key management stakeholders regarding the scope of the project and to determine when the project has been completed. It is the underlying foundation for all project related decisions.

****Note:** The following project charter is a draft. The final version will be completed after a vendor has been selected through procurement. MQA and the selected vendor will negotiate the final scope, deliverables, delivery dates, and milestones required for the MQA Transformation project.

6.1.1. Project Executive Summary

The Florida Department of Health, through its Division of Medical Quality Assurance (MQA), determines whether health care practitioners meet minimum licensure requirements. Currently, Florida has over 1,091,306 licensed health care practitioners. The division, in conjunction with 22 boards and 6 councils, is responsible for regulatory activities of 200-plus license types in more than 41 health care professions and 8 types of facilities. MQA's three key business processes are licensure, enforcement and information as depicted in Figure 6-1.

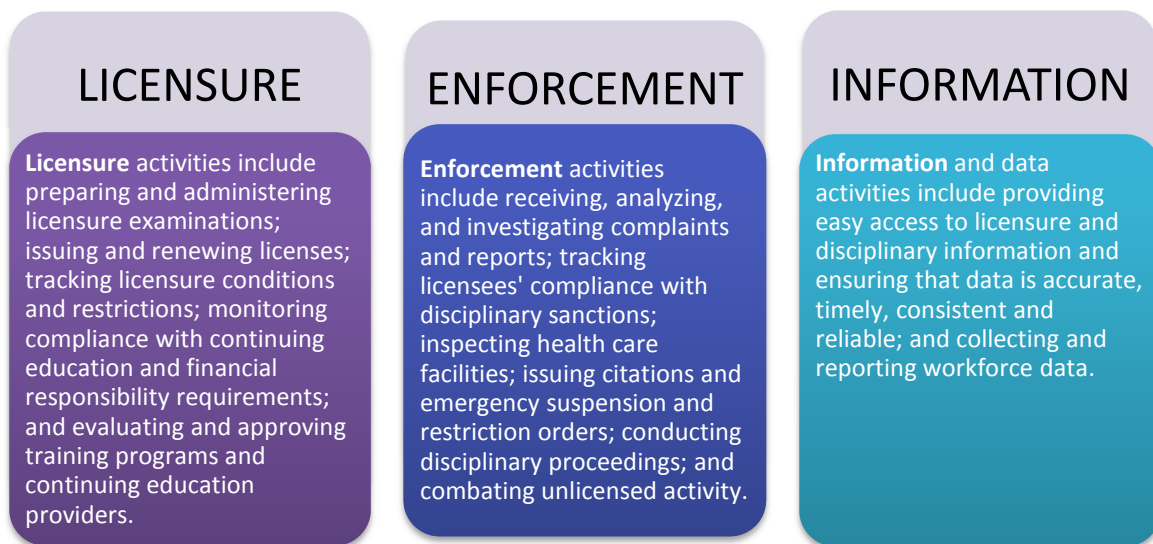


Figure 6-1 – MQA Key Business Processes

The Division of Medical Quality Assurance (MQA) is established under section 20.43(3)(g), F.S., to regulate health care practitioners for the preservation of the health, safety, and welfare of the public. The following boards and professions are established to carry out this charge:

- Board of Acupuncture
- Board of Medicine
- Board of Osteopathic Medicine
- Board of Chiropractic Medicine
- Board of Podiatric Medicine.
- Naturopathy
- Board of Optometry
- Board of Nursing
- Board of Athletic Training
- Board of Orthotists and Prosthetists
- Electrolysis Council
- Board of Massage Therapy
- Board of Clinical Laboratory Personnel
- Advisory Council of Medical Physicists

- Council on Certified Nursing Assistants
- Board of Pharmacy
- Board of Dentistry
- Council of Licensed Midwifery
- Board of Speech-Language Pathology and Audiology
- Board of Nursing Home Administrators
- Board of Occupational Therapy
- Board of Respiratory Care
- Board of Opticianry
- Board of Hearing Aid Specialists
- Board of Physical Therapy Practice
- Board of Psychology
- School Psychologists
- Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling
- Emergency Medical Services Advisory Council
- Dietetics and Nutrition Practice Council

At the end of FY 2011-12, MQA licensed, registered, or certified 1,083,767 health care practitioners, 23,809 facilities and establishments, and 48,330 continuing education providers. 100,958 initial license applications were received and 94,761 new licenses issued. Last fiscal year, MQA licensed, registered, or certified 1,091,306 healthcare practitioners, 25,286 facilities and establishments, and 5,949 continuing education providers. 102,860 initial license applications were received and 87,554 new licenses were issued. 89.11% of the 420,618 licenses renewed were renewed using the online renewal system.

MQA's current licensing system, LicenseEase (COMPAS), is rapidly approaching the end of its software life. MQA is a long time user of LicenseEase, which was implemented in 2003 as an upgrade to the original 1994 PRAES system. The design, build, and implementation of the Versa commercial off-the-shelf (COTS) product, LicenseEase, created an enterprise licensing solution for MQA and replaced 4 legacy licensing systems in use at the time. This comprehensive system supports the Division's application processing, licensing, permitting, enforcement, discipline, and compliance functionalities. MQA has invested heavily in staff training and business processes that have made the system a success.

The current version of the LicenseEase software will soon no longer be supported. As with any software solution, over the past 10 years Versa (which was purchased by Iron Data Solutions, LLC, in January 2010) has dramatically improved the software's capabilities and functionalities. The enhanced licensing and regulation product is known as Versa:Regulation. The Iron Data's Versa product suite also offers Versa:Online to support online services and Versa:Mobile to support mobile inspections on tablets.

Finally, upgrades to the technical infrastructure, which will allow real-time renewal processing and other business efficiencies, will require significant additional expenditures to MQA, if hosted at one of the State data centers. With the cloud solution, the managed services costs will be as follows:

- One-time Oracle License costs: \$219,047.40
- Recurring annual Oracle maintenance: \$ 48,190.43
- Recurring annual Cloud hosting costs: \$386,460.00
- Annual SSRC charge for loss of service \$145,000.00

MQA is now embarking on a major project to modernize the current licensing and regulatory system and enhance the capabilities to better serve the citizens of the State of Florida. To accomplish this major business modernization effort MQA will upgrade the current LicenseEase (COMPAS) system to Versa:Regulation, install Versa:Online and Versa:Mobile. MQA's intent is to upgrade to Versa:Regulation and Versa:Mobile during FY 2013-2014 with full implementation by the second quarter of FY 2014-15. Versa:Online would be fully

implemented by June 2015. Although in-house resources will be devoted to this project, a Legislative Budget Request for a special appropriation is necessary to fund the total systems integration costs associated with this much needed licensing/regulation modernization effort.

6.1.2. Project Overview and Purpose

The project outlined in this feasibility study not only sets out to deliver an enhanced licensing and regulatory system by upgrading the current LicenseEase system but also to enrich the capabilities available to the citizens of Florida by installing an enhanced online portal component and utilizing a more cost effective tablet-based mobile solution for conducting field inspections.

6.1.3. Project Objectives

The primary objectives of the MQA Transformation project are to:

- Replace the existing infrastructure that has reached its end of life and expand on the existing architecture. Currently, MQA has one database server, one application server, and one internet server to support the LicenseEase system and web based services. The current architecture is minimal and does not offer redundancy, reaches performance peaks, and requires weekly scheduled downtime in order to perform maintenance and promote system changes
- Implement workflow functionality available on the Versa:Regulation package and configure for each profession
- Implement Versa:Online and configure online applications for licensure for each profession
- Implement Versa:Mobile and configure professions to have the ability to conduct mobile inspections on tablets
- Complete the project in multiple phases reducing the risk of MQA SME resource contention and take advantage of the enhanced licensing and regulatory capabilities early on in the project
- Review backlog of change requests and enhancements pending for the current LicenseEase system and determine which requests are still needed, what functionality exists in the Versa:Regulation product, and any enhancement requests that will need to be incorporated into the Versa:Regulation upgrade
- Leverage existing Oracle database technology investment and knowledge
- Move to a product that is fully web-based and at the early stages of its product life cycle
- Take advantage of new functions and features that have been developed within the Versa licensing and regulation product suite over the past 10 years
- Benefit from future enhancements available only with current levels of Versa products
- Manage the risk of a significant upgrade with current staff resources, knowledge, and skills
- Stay with a trusted partner that knows and supports MQA 's business processes
- Preserve the major investment in MQA's existing database structures and efficient business processes
- Leverage the existing knowledge of staff resulting in minimal training necessary because the system approach and database design are upwards compatible to LicenseEase
- Provide better customer service to the citizens of Florida

6.1.4. Project Scope

Upon receipt of budget approval, a Request for Quote (RFQ) will be prepared and disseminated to elicit responses from capable providers with relevant experience in Versa licensing systems upgrades and modernizations (workflow) on systems using LicenseEase (COMPAS).

The project will re-engineer existing business processes with a focus on using the licensing COTS functionality out-of-the-box. This means that the conversion will be more of a migration that mitigates the risk and effort encountered in the last major licensing upgrade.

Tasks included in the scope of this project include:

- System architecture design
- Install and configure hardware & software systems to house the next generation of licensing and regulatory systems
- Upgrade Versa LicenseEase to latest version of Versa:Regulation
- Install and configure Versa:Online for access by the user community
- Install and configure Versa:Mobile existing stock of mobile devices
- Migration of both configuration and license data from the existing databases
- Conversion of all letter templates and reports
- Upgrade MQA's Datamart for compatibility with the Versa:Regulation schema
- Configure any new functionality as determined through the gap analysis efforts
- Integration testing to completely test all software components reliability with each other and with any external agencies
- User acceptance testing to include the development of test cases/scripts to validate all business and technical requirements are met
- Conduct performance testing to adhere to system performance requirements
- Provide workflow process re-engineering for specified business processes
- Project Management
 - The project lifecycle will include:
 - Project Initiation
 - Project Planning
 - Project Monitoring and Controlling
 - Project Execution
 - Project Closure
 - Overall Project Management responsibilities reside with the MQA Project Manager with the software and staff augmentation vendors, Iron Data and Accenture, being responsible for their respective resources and deliverables. The vendor Project Managers will communicate project status and other pertinent project information to the MQA Project Manager who in turn will report to the MQA Project Director.
 - Operations and maintenance planning
- Organizational Change Management (OCM)
 - Overall OCM responsibilities reside with MQA's Management Team with assistance from the MQA Project Manager.
 - A "Train the Trainer" training approach for each of the functional components of the system The training materials and modules will be incorporated into the MQA training curriculum
 - Provide training for 650 users of the system in their areas of responsibility
- Independent Verification and Validation (IV&V) will be provided by a third party vendor and procured via either a Request for Quote or Statement of Work.

Items considered being Out of Scope:

- Implementation of Versa:Online
- Anything not included in the Project Scope section of this document
- Items that need customization that are not part of the legacy system

6.1.5. Project Deliverables

Table 6-1 contains a list of project deliverables. The Deliverables below represent those that are associated with contract payments. These general deliverables will be coordinated and tracked utilizing the master project schedule and will be the overall responsibility of the MQA Project Manager.

Major Deliverable	Deliverable Description	Acceptance Criteria	Responsible for Deliverable
Weekly and Monthly Project Status Reports	Weekly status reports provided to the MQA Project Manager from the vendor project managers and monthly status reports to the Executive Steering Committee.	Reports must provide detailed information on overall project status, risks, issues, deliverables and milestones since last reporting period and be in the format found in Appendix E	MQA Project Manager / Iron Data Project Manager / Accenture Project Manager
Project Management	Provide management of all aspects of the project lifecycle	Provide project management skills, tools, and experience to drive the project to success	MQA Project Manager / Iron Data Project Manager / Accenture Project Manager
Project Schedule	Create baselined project schedule to manage tasks, resources, deliverables and payments	Successful and timely delivery of the project's tasks, deliverables and milestones.	MQA Project Manager / Iron Data Project Manager / Accenture Project Manager
Technical Architecture Design	Documentation outlining the overall technical design of the project.	Design must be documented and provide specifics of the design visually.	A/IT Applications Development Manager
Technical Architecture Design Consulting Quality Assurance Review	Staff augmentation vendor, Accenture, will provide evaluation and any recommendations to the Technical Architecture Design	Technical Architecture reviewed and deemed in line with project's architectural needs. Recommendations must be categorized by priority and projected costs.	Accenture Project Manager
Construction of Work Plan	Vendor construction of work plan and sub plans for documentation and quality for the Accenture pieces only	Must have detailed tasks and activities with expected completion dates	Accenture Project Manager

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Major Deliverable	Deliverable Description	Acceptance Criteria	Responsible for Deliverable
Datamart Migration Plan	Document the process the team will follow when datamart migration occurs	Plan must provide detailed tasks and activities with expected scope of migration activities	Accenture Project Manager
Reports/Letters Migration Plan	Document the process the team will follow when migrating reports and letters	Plan must provide detailed tasks and activities with expected scope of impacted reports and letters	Accenture Project Manager
Versa:Regulation - User Acceptance Test Plan	Document outlining the UAT process and methodology. Plan will include the list of modules, test cycles, schedule and identified testers. In addition, the test scripts will be included as an appendix.	Plan must provide detailed tasks, schedule, test scripts and activities with expected test scenario count. A checklist for each module and profession will be used in the evaluation process.	Accenture Project Manager
Deployment Plan	Document the process the team will follow during deployment activities	Plan must provide detailed, linear tasks and activities required for deployment It should also include go/no go decision points and identified risks in deployment	Iron Data Project Manager
Test Defect Tracking	The repository the team will utilize to track test defects identified when testing	All test defects have to be identified And a plan to categorize and rectify the defects. At a minimum, the following should be tracked for each issue: date entered, date completed, who worked on the issue and who tested the issue and who approved to have it marked complete.	Accenture Project Manager
Letters/Reports Closure Report	Report listing the Letter and Reports that have been successfully migrated	Report must provide specific detailed accomplishments and copy of each artifact to accept closure	Accenture Project Manager
User Acceptance Closure Report	Report detailing the UAT process, schedule and sign-off.	All User Acceptance items have been tested successfully and each testing module has been signed off. The report must have a signed-off artifact for each module from the testers that have tested.	Accenture Project Manager

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Major Deliverable	Deliverable Description	Acceptance Criteria	Responsible for Deliverable
Performance Closure Report	Report indicating that Performance Testing has been completed.	Report will provide accomplishments and proof of performance testing to accept closure.	Accenture Project Manager
Datamart Closure	Report indicating Datamart has been successfully migrated.	Report will provide accomplishments and proof to accept closure	Accenture Project Manager
Provide Configured and Migrated Licensure Data	Licensure data configured and migrated for new system upgrade	All configured data has been migrated successfully. Data will be compared to existing data for quality checks. The report will also provide the query and results for the number of records expected and what was actually delivered. Any differences will need to have a detailed explanation.	Iron Data Project Manager
Deliver Configuration System Set-ups for Testing	Configuration of systems to be utilized in testing	All configuration systems set-ups have been identified and delivered for testing	Iron Data Project Manager
Port Identified LicenseEase Modifications, Project Change Request and Interfaces	Any modification, interface or changes to legacy system	All identified modifications, project change request and interfaces have been successfully ported	Iron Data Project Manager
Develop Modifications and Extension in Versa:Regulation	Modification and extensions made in the Versa:Regulation system	Successful development of modifications and extensions have been approved	Iron Data Project Manager
Integrate existing internal interfaces to Versa:Regulation	Provide integration of internal interfaces from the existing to the new system.	Successful transfer and/or receipt of data with no data impacts to business users. Data users will provide sign-off artifact.	Iron Data Project Manager
Integrate existing external interfaces and web services to Versa:Regulation	Provide integration of external interfaces and web services from the existing to the new system.	Successful transfer and/or receipt of data with no data impacts to business users. Data users will provide sign-off artifact.	Iron Data Project Manager
Conduct Quality Assurance Unit and Integration Testing	Perform quality assurance unit and integration testing	All unit and integration items tested satisfactorily using an established list of clients and modules	Iron Data Project Manager

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Major Deliverable	Deliverable Description	Acceptance Criteria	Responsible for Deliverable
Conduct Onsite Train-The-Trainer Training for Versa:Regulation and Versa:Mobile	Provide material, services and other items necessary for MQA Trainers to train others	Documentation that training has been received by the trainers. Copies of training modules, to include documentation and any electronic materials,	Iron Data Project Manager
Conduct Onsite System Administration Training and Support	Provide material, services and other items necessary for System Administrators to train others	Documentation that training has been received by System Administrators. Copies of training modules, to include documentation and any electronic materials,	Iron Data Project Manager
Versa:Regulation - Provide User Acceptance Testing	Successful delivery of the testing environment to include set-ups and data.	Environment meets the specifications for testing as identified.	Iron Data Project Manager
Install Versa:Mobile Application Installation	Installation of the Versa:Mobile Application	Versa:Mobile has been successfully installed	Iron Data Project Manager
Versa:Mobile Application - Provide User Acceptance Testing	Successful delivery of the testing environment to include set-ups and data.	Environment meets the specifications for testing as identified.	Iron Data Project Manager
Deliver Converted Inspection Forms from COMPAS Mobile Inspection to Versa:Mobile	All inspection forms have to be converted from the existing system to the new system	Successful testing and approval of inspection forms	Iron Data Project Manager
Deliver Requirements Identified in the Gap Analysis for Versa:Mobile	Create document providing detailed requirements for items identified in the gap analysis	Approval and acceptance of identified gap requirements provided	Iron Data Project Manager
Provide System Support Onsite First 2 Weeks After Go-Live and Offsite First Month	Vendor system support onsite for the first two weeks after successful Go-Live	System continues to work as indicated	Iron Data Project Manager

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Major Deliverable	Deliverable Description	Acceptance Criteria	Responsible for Deliverable
Versa:Mobile - User Acceptance Test Plan	Document outlining the UAT process and methodology. Plan will include the list of modules, test cycles, schedule and identified testers. In addition, the test scripts will be included as an appendix.	Plan must provide detailed tasks, schedule, test scripts and activities with expected trackable completion dates. A checklist for each module and profession will be used in the evaluation process.	Accenture Project Manager
Versa:Mobile - User Acceptance Closure Report	Report detailing the UAT process, schedule and sign-off.	All User Acceptance items have been tested successfully and each testing module has been signed off. The report must have a signed-off artifact for each module from the testers that have tested.	Accenture Project Manager
IV&V Project Management Plan for MQA Transformation Project	IV&V Project Management Plan, to include: 1. IV&V methodology 2. Communication plan 3. Risk management plan 4. Information security plan 5. Conflict resolution plan 6. Quality management plan 7. Document management plan	Plan must provide detailed tasks and activities including all sub-parts	IV&V Project Manager
Baseline Project Schedule for MQA Transformation Project	7. IV&V project schedule based on key project deliverables and monitoring activities for all phases of the project.	Successful and timely delivery of the project's tasks, deliverables and milestones.	IV&V Project Manager
Baseline Assessment Report for MQA Transformation Project	1. Identify the scope and objectives of the project 2. Review and document key aspects of the project's procurement documents and contracts.	Successful and timely delivery of the assessment in the format described in the Appendix of the OWP	IV&V Project Manager

Major Deliverable	Deliverable Description	Acceptance Criteria	Responsible for Deliverable
	<ol style="list-style-type: none"> 3. Review the project's initial artifacts, resources, tasks, structures, processes, procedures, and management to assess the project. 4. Assess the project's initial organization and Steering, including executive sponsorship and participation. 5. Identify and analyze the initial project constraints. 6. Assess the project's initial project control processes, including: <ol style="list-style-type: none"> a. Project management b. Project budget c. Project schedule d. Performance metrics e. Software development methodology f. Project scope management 7. Use an industry-standard risk management methodology to identify the major project risks and to validate the risks already identified by the project. Assess project staffing 		

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Major Deliverable	Deliverable Description	Acceptance Criteria	Responsible for Deliverable
Monthly Assessment Reports for MQA Transformation Project	<p>approach and staffing levels.</p> <ol style="list-style-type: none"> 1. Assess the overall project status: 2. Review the project's procurement documents and contracts to validate compliance. 3. Assess any changes to the project's control processes 4. Review MQA payments to the contractors and verify that appropriate reviews and approvals were obtained for contractor's services and deliverables prior to payment by the agency. <p>Meet with MQA's Steering Committee and Executive Management Team and/or designee each month to discuss findings, deficiencies, and recommendations.</p>	<p>Reports must provide detailed information using the specified templates. The report must also include the weekly status reports, meeting minutes and documentation from the weekly status meetings in the appendix.</p>	<p>IV&V Project Manager</p>
Deliverable Review Reports	<ol style="list-style-type: none"> 1. Examine each identified project deliverable for completeness, accuracy, and quality. 5. Examine project deliverables for compliance with procurement documents and contract requirements. 	<p>Reports must provide detailed information using the specified templates.</p>	<p>IV&V Project Manager</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Major Deliverable	Deliverable Description	Acceptance Criteria	Responsible for Deliverable
Project notebook for each phase of the project	<ol style="list-style-type: none"> 1. Maintain a project log and record and document issues raised and their resolution, if any. 2. Maintain the monitoring work documents necessary to substantiate the IV&V findings, factual conclusions, and recommendations. These work papers must be available during the weekly status meetings and supplied to MQA at the conclusion of the project. 2. Record all comments and changes to draft IV&V monitoring reports agreed to during comment review meetings. 	Shall be reviewed as part of the final Monthly Assessment Report.	IV&V Project Manager

6.1.6. Affected Stakeholders and Groups

The impact of this project on other organizations or stakeholders needs to be determined to ensure that the right people and functional areas are involved and communication is directed appropriately. Table 6-2 provides a listing of the organizations and various stakeholders that will be impacted by the implementation of the MQA Transformation project.

Organizations / Stakeholders	How Are They Affected, or How Are They Participating?
MQA Board Office Staff which includes the following groups: <ul style="list-style-type: none"> • MQA Enforcement Unit (including Consumer Services, Investigation Services, and Compliance Monitoring) • MQA Call Center • MQA Clerk’s Office • MQA Practitioner Reporting and Exam Services • MQA License Services Unit • MQA Systems Support Services 	Key internal users of target licensing system. Involvement includes participants in JAD sessions, and reviewers and approvers of requirements and design specifications
Office of the General Counsel / Prosecution Services	Key internal users of target licensing system. Involvement includes participants in JAD sessions, and reviewers and approvers of requirements and design specifications.
Department of Health Office of Information Technology (OIT)	Target licensing system must ultimately integrate with the OIT technical architecture. Project must follow PMO standards. Selected OIT staff will provide information pertaining to current systems, participate in JAD sessions and approve technical requirements and design
Healthcare Practitioners / Consumers	Key external users of the target system. External users will be required to register in the new system to create an online account so they can conduct business electronically with MQA. Examples include: online applications for licensure, online renewals, and checking status of application online
Image API, Information Systems of Florida	Vendor that provides application and hosting services for the MQA Imaging System and continuing education tracking system, which will interface with the target licensing system

Table 6-2 – Stakeholders Affected by the MQA Transformation Project

6.1.7. Project Milestones

The following major milestones will be managed via the master project schedule, risk and issue management plans, and weekly project status calls with the vendors. These are listed in Table 6-3. Go/no-go checkpoints may be added to the project schedule where appropriate based on the chosen solution. Checkpoints will require Project Sponsor sign-off prior to commencing the next activity.

Major Milestone	Milestone Description
Project Kickoff	The initiation of the project to upgrade to Versa:Regulation and implementation of Versa:Mobile
Implementation of established, supported, stable infrastructure	Infrastructure that is updated, stable and supported
Define requirements from the GAP analysis	All GAPs have been reviewed, requirements gathered and estimates added to the project schedule
Establish the Development Environment	Stand up the development environment so that development activities can begin
Establish the Test Environment	Stand up the test environment so that System and user acceptance testing activities can begin
User Acceptance Testing Completed	Testing of all requirements as deemed in the User Acceptance Plan
Integration of all existing interfaces and web services	All existing interfaces and web services, both internal and external have been integrated with the migrated database.
Performance Testing Completed	Testing of all requirements as deemed in the Performance Plan
Versa:Regulation Go Live	Versa:Regulation placed into production
Versa:Mobile Go Live	Versa:Mobile placed into production
Integration of MQA Services to Versa:Regulation	MQA Services pointed to Versa:Regulation instead of Compas.
Cutover from legacy system to new system	Move to new system, including infrastructure and software
Internal staff successfully trained on new system	Training of staff to utilize new system
Project Closure	Completion of project and archiving of documentation and deliverables

		•
		•
		•
		•
		•
		•

6.1.8. Change Control Process

Projects of this magnitude should expect change as the project progresses through the design, development and implementation phases. All change requests will be formally documented and validated by the PMO and the Change Control Board (CCB), which will be comprised of key project stakeholders according to the Change Management Plan. Once validation has occurred, the appropriate stakeholders will assess the change and determine the associated time and cost implications.

Upon acceptance of the change request and its validation by the PMO, the tasks to implement the change will be incorporated into the project plan and a project change order will be initiated. A priority will be assigned and the request will be scheduled accordingly. Figure 6-2 illustrates the proposed change request process.

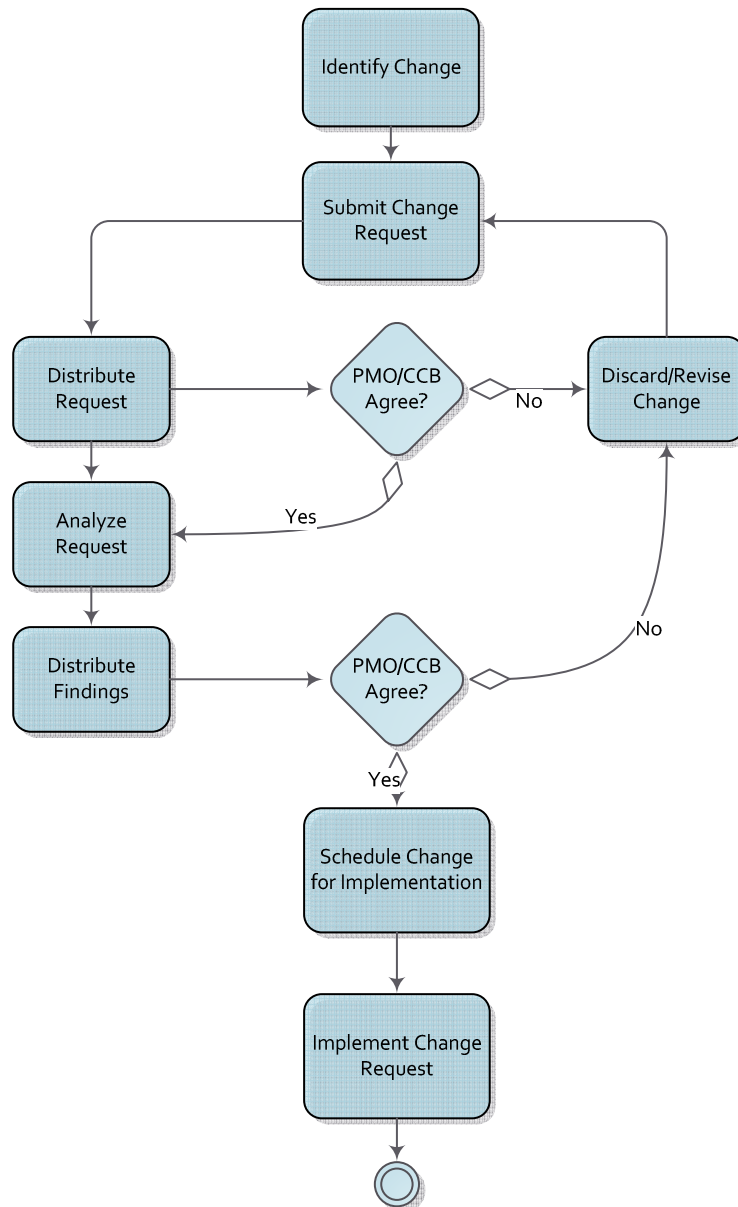


Figure 6-2 – Proposed Change Control Process

Figure 6-2 – Proposed Change Control Process

6.2. Work Breakdown Structure

Purpose: To define at a summary level all work that will take place within the project. It serves as a common framework for planning, scheduling, estimating, budgeting, configuring, monitoring, reporting on, directing, implementing and controlling the entire project.

The Work Breakdown Structure (WBS) is generated to define, at a summary level, all work that will take place within the project. It serves as a common framework for planning, scheduling, estimating, budgeting, configuring, monitoring, reporting on, directing, implementing and controlling the entire project. Additionally, the WBS is the framework for the management structure. The WBS is used to document and form the basis for:

- Project deliverables
- Effort required for creation of deliverables
- Assignment of responsibility for accomplishing and coordinating the work

According to PMI standards, a WBS is structured properly if it:

- Is representative of work as an activity, and this work has a tangible result
- Is arranged in a hierarchical structure
- Has an objective or tangible results referred to as a deliverable

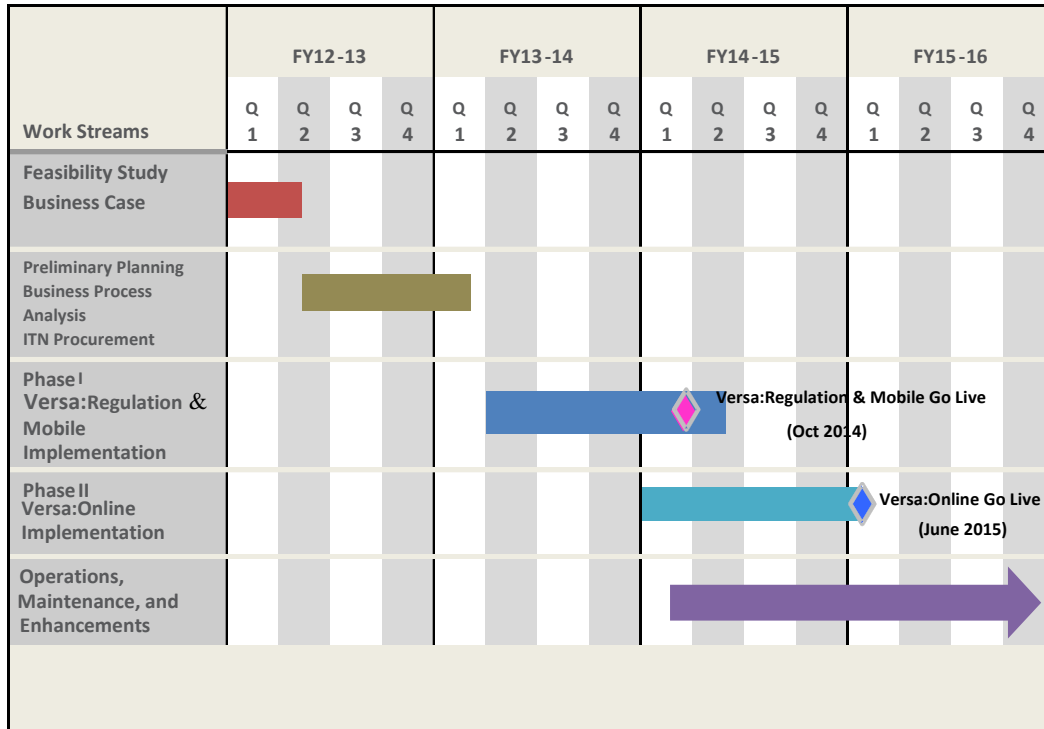
The MQA Transformation Work Breakdown Structure is provided in Appendix A.

6.3. Resource Loaded Project Schedule

Purpose: To indicate the planned timetable for all project-related work and estimate the appropriate staffing levels necessary to accomplish each task, produce each deliverable, and achieve each milestone.

Figure 6-3 presents the preliminary project high-level representation of the overall timeline for the MQA Transformation project. The preliminary schedule includes planning activities currently underway and expected to be conducted in preparation for the project start. Preparations include the Schedule IV-B Feasibility Study development, requirements analysis, and business process analysis to develop the current state and future state business processes. After obtaining authorization to move forward with the procurement, the necessary procurement documents will be created in support of the procurement.

A detailed preliminary resourced project schedule is included in Appendix A. The development of the final project schedule will be the responsibility of the MQA Project Manager and selected implementation vendor(s).



[A10]

Figure 6-3 - MQA High-Level Project Timeline

6.4. Project Budget

Purpose: To ensure that a realistic project budget has been developed.

The cost information used as the basis for a preliminary project budget is based on the analogous estimating method using costs estimates from multiple Versa Licensing system upgrades including two agencies in Tallahassee – Department of Business and Professional Regulation (DBPR) and the Office of Financial Regulation (OFR). The age of the current licensing system was taken into account when estimating the effort to bring the aging system to current hardware and software technology levels. This significant transformation of the MQA's licensing and regulation system will also require an organizational change management implementation to provide an effective rollout of the new features and capabilities of the licensing system to 650+ users throughout the State of Florida.

These numbers represent an estimate to be used for budgetary planning purposes only, with the acknowledgement that actual project costs could vary by as much as plus or minus 15%. The cost by year is based on tasks described in the Work Breakdown Structure (WBS) but may change based on the final deliverable payment schedule and contract negotiations secured during the procurement process. In addition, a project budget summary is included in Appendix C along with the CBA forms.

Additional cost was added for IV&V services, estimated at 1 contracted staff with a rate of \$125 per hour. Since the project will span multiple State fiscal budget years, the total project cost projects are shown in Figure below.

**UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT**

Department of Health		MQA Transformation		CBA Form 2A Baseline Project Budget													
Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.				FY2014-15		FY2015-16		FY2016-17		FY2017-18		FY2018-19		TOTAL			
				\$ 4,979,964		\$ -		\$ -		\$ -		\$ -		\$ 9,789,717			
Item Description <i>(remove guidelines and annotate entries here)</i>	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related Cost	FY 1 #		FY 2 #		FY 3 #		FY 4 #		FY 5 #		TOTAL			
				YR 1 LBR	YR 1 Base Budget	YR 2 LBR	YR 2 Base Budget	YR 3 LBR	YR 3 Base Budget	YR 4 LBR	YR 4 Base Budget	YR 5 LBR	YR 5 Base Budget				
Costs for all state employees working on the project.	FTE	S&B	\$ 182,678	14.00	\$ 243,571	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 426,249	
Costs for all OPS employees working on the project.	OPS	OPS	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	
Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ 1,340,000	6.00	\$ 1,110,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 2,450,000	
Project management personnel and related deliverables.	Project Management	Contracted Services	\$ 159,908	1.00	\$ 213,210	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 373,118	
Project oversight (IV&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ 168,000		\$ 210,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 378,000	
Staffing costs for all professional services not included in other categories.	Consultants/Contractors	Contracted Services	\$ 223,755	0.00	\$ 361,723	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 585,478	
Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Hardware purchases not included in Primary Data Center services.	Hardware	OCO	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ 2,686,575		\$ 2,583,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,270,325	
All first-time training costs associated with the project.	Training	Contracted Services	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Include the quote received from the PDC for project equipment and services. Only include one-time project costs in this row. Recurring, project-related PDC costs are included in CBA Form 1A.	Data Center Services - One Time Costs	PDC Category	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other project expenses not included in other categories.	Other Services	Contracted Services	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Include costs for non-PDC equipment required by the project and the proposed solution (detail)	Equipment	Expense	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other project expenses not included in other categories.	Other Expenses	Expense	\$ 219,047		\$ 87,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 306,547	
Total			\$ 4,979,964	21.00	\$ 4,809,754	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ 9,789,717	

[A11]

Figure 6-4 – CBA Form 2 – Project Cost Analysis

6.5. Project Organization

Purpose: *To determine whether an appropriate project organizational and governance structure will be in place and operational in time to support the needs of the project.*

Executive Steering Committee (ESC) members will include senior MQA and DOH management demonstrating commitment to the success of the project by their willingness to provide both oversight and advocacy for the licensing transformation effort. The ESC will be chaired by the director of the Division of Medical Quality Assurance and provide guidance and executive support to the team. One of the ESC's most important roles will be to keep the project's charter firmly in view and assist the Project Director in resisting the ever-present forces that will seek to alter the project's objectives. The executive steering committee has the overall responsibility for ensuring that the project meets its primary objectives and is specifically responsible for:

1. Providing management direction and support to the project management team.
2. Assessing the project's alignment with the strategic goals of the department for licensing and regulation of health care practitioners.
3. Reviewing and approving or disapproving any changes to the project's scope, schedule, and costs.
4. Reviewing, approving or disapproving, and determining whether to proceed with any major project deliverables.
5. Providing programmatic responsibility for successful development and implementation of the project.
6. Championing the project within the committee member's organization.
7. Recommending suspension or termination of the project to the Governor, the President of the Senate, and the Speaker of the House of Representatives if it determines that the primary objectives cannot be achieved.

The project management team shall work under the direction of the executive steering committee and shall be minimally comprised of senior managers and stakeholders from the Division of Medical Quality Assurance and the Office of Information Technology. The project management team is responsible for:

1. Providing daily planning, management, and oversight of the project.
2. Submitting an operational work plan and providing quarterly updates to that plan to the executive steering committee. The plan must specify project milestones, deliverables, and expenditures.
3. Managing project areas including scope, risk, quality and change control
4. Submitting written monthly project status reports to the executive steering committee which include:
 - a. Planned versus actual project costs;
 - b. An assessment of the status of major milestones and deliverables;
 - c. Identification of any issues requiring resolution, the proposed resolution for these issues, and information regarding the status of the resolution;
 - d. Identification of risks that must be managed; and
 - e. Identification of and recommendations regarding necessary changes in the project's scope, schedule, or costs. All recommendations must be reviewed by project stakeholders before submission to the executive steering committee in order to ensure that the recommendations meet required acceptance criteria.
5. Providing post implementation analysis for dynamic realization on the project.

The MQA Project Management Team will be headed by the Project Director and will include the Lead MQA Project Manager, Systems Administration & Configuration Manager, the Iron Data Project Manager, Accenture Project Manager, MQA Project Manager for VersaMobile & Report Conversion, a business analyst and the MQA/IT Application & Development Manager.

For a project of this size and duration, the Department will implement a Project Management Office (PMO) to create project management plans, monitor project issues and risks, and provide general support to the Project Director throughout the project. The PMO will be staffed with at least one Certified Project Management Professional. In addition, the Department shall engage a third party independent consulting firm to provide Independent Verification and Validation on the project with status reports provided to the executive steering committee.

The project business stakeholders identified in Table 6-4 include seasoned MQA staff from the program's core business areas. These key stakeholders will be instrumental in the implementation and testing of the enhanced licensing system and will assist in the review and approval of all project deliverables.

Figure 6-5 shows the proposed project organization and the relationship between its components.

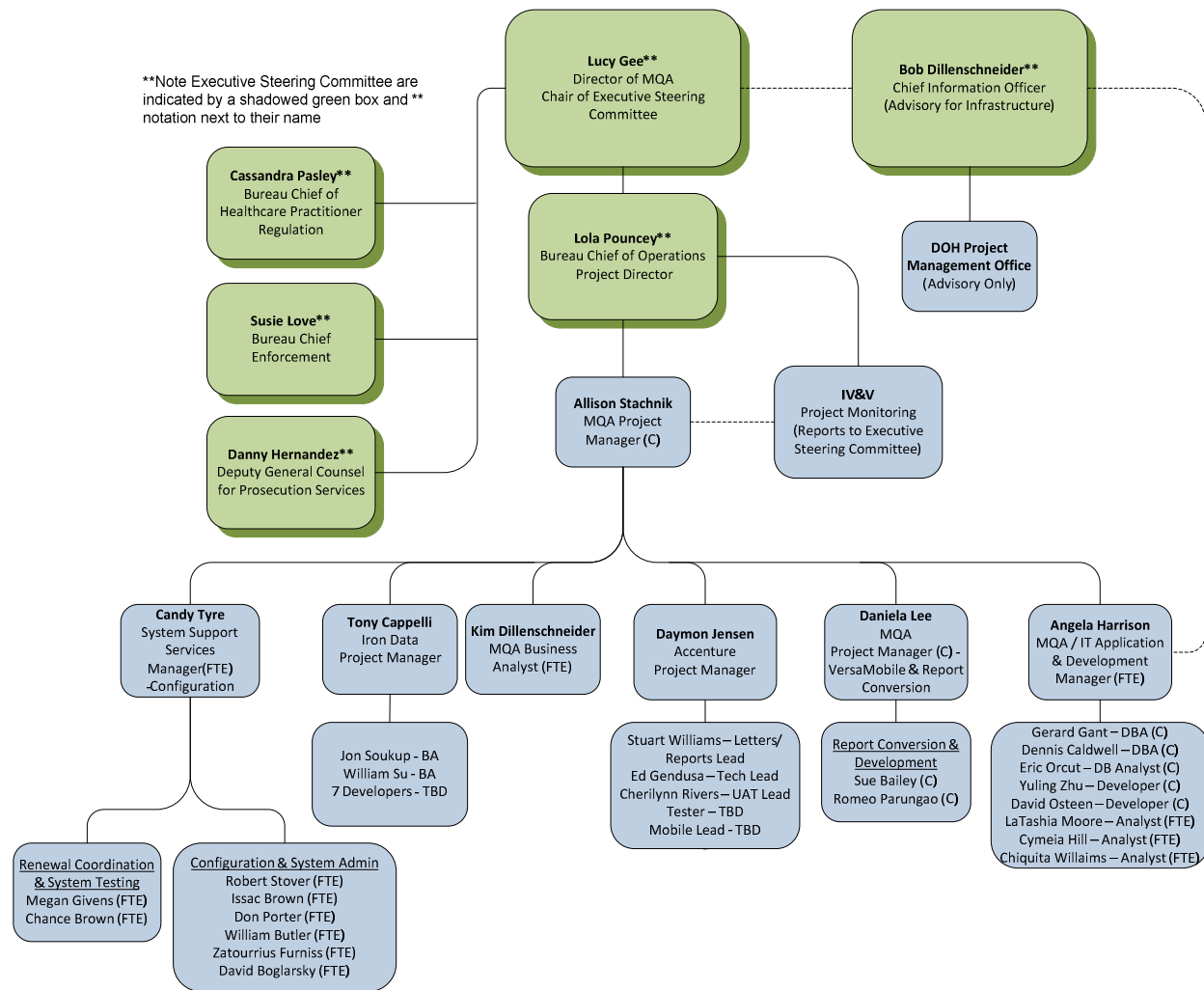


Figure 6-5 - Proposed Project Organization

The following table identifies, where known, the names of the people assigned a role in the project organization and a brief summary of their responsibilities.

Role Name	Description	Assigned To
-----------	-------------	-------------

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Role Name	Description	Assigned To
Executive Steering Committee	<ul style="list-style-type: none"> • Provide management direction and support to the project management team. • Assess the project’s alignment with the strategic goals of the department for licensing and regulation of health care practitioners. • Review and approve or disapprove any changes to the project’s scope, schedule, and costs. • Review, approve or disapprove, and determining whether to proceed with any major project deliverables. • Provide programmatic responsibility for successful development and implementation of the project. • Champion the project within the committee member’s organization. • Recommend suspension or termination of the project to the Governor, the President of the Senate, and the Speaker of the House of Representatives if it determines that the primary objectives cannot be achieved. • Establishes policies • Resolves escalated issues • • Cassandra Pasley, Susie Love, and Lola Pouncey report to Lucy Gee. Danny Hernandez, Deputy General Counsel for Prosecution Services reports to Jennifer A. Tschetter, General Counsel. 	Lucy Gee Cassandra Pasley Susie Love Lola Pouncey Danny Hernandez
Executive Steering Committee Chair	<ul style="list-style-type: none"> • Has Programmatic decision making authority • Champions the project within the customer’s organization • Provides guidance on overall strategic direction • Provides business resources for project success • Has Programmatic responsibility for successful development and implementation of the project • Reports to Deputy Secretary Martin Stubblefield 	Lucy Gee

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Role Name	Description	Assigned To
Project IT Sponsor	<ul style="list-style-type: none"> • Has IT decision making authority • Champions the project within the customer's organization • Provides guidance on overall strategic direction • Provides IT resources for project success • Has responsibility for successful development and implementation of the project • Reports to Deputy Secretary Martin Stubblefield 	Bob Dillenschneider
Project Director	<ul style="list-style-type: none"> • Has overall responsibility for the successful development and implementation of the project • Oversees the development and implementation of the project • Oversees the Project Management Office for the project • Liaison with IT Sponsor for resources • Liaison with Project Sponsor for business resources and day-to-day activities • Provides reports to the Executive Steering Committee • Reports to Lucy Gee 	Lola Pouncey
Project Management Team	<ul style="list-style-type: none"> • Provide daily planning, management, and oversight of the project. • Submit an operational work plan and provide quarterly updates to that plan to the executive steering committee. • Manage project areas including scope, risk, quality and change control • Submit written monthly project status reports to the executive steering committee. 	Allison Stachnik Tony Cappelli Daymon Jensen Candy Tyre Daniela Lee Angela Harrison Kim Dillenschneider

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Role Name	Description	Assigned To
Project Manager	<ul style="list-style-type: none"> • Responsible for day-to-day project oversight • Provides overall guidance and direction to the Systems Integrator • Coordinates with the Project Director for resources • Works with Systems Integrator Project Manager to ensure stakeholder needs are met • Has daily decision making authority • Oversees and manages project plan • Coordinates project resources, budgets and contract management • Reviews and provides feedback on project deliverables • Responsible for project management areas including scope, risk, quality and change control • Coordinates project status communications • Provides reports to the Executive Steering Committee • Liaison with external agencies as needed • Reports to Lola Pouncey 	Allison Stachnik, PMP
Staff Augmentation Project Manager	<ul style="list-style-type: none"> • Responsible for Systems Integrator project management activities • Maintain all project documentation, including detailed project plan • Obtain MQA Project Director approval of documents including charter, requirements, design, and scope change requests • Ensure adherence to the process and project management standards and guidelines in System Integrator's project management plan • Prepare formal project reports and presentations • Ensure deliverables conform to MQA standards • Facilitate project related workshops as required 	Daymon Jensen

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Role Name	Description	Assigned To
Iron Data Project Manager	<ul style="list-style-type: none"> • Steering Committee Member • Responsible for software upgrade project management activities • Maintain all project documentation, including detailed project plan • Obtain MQA Project Director approval of documents including charter, requirements, design, and scope change requests • Ensure adherence to the process and project management standards and guidelines in project management plan • Prepare formal project reports and presentations • Ensure deliverables conform to MQA standards • Facilitate project related workshops as required 	Tony Cappelli
IV&V Vendor	<ul style="list-style-type: none"> • Verifies that the system is developed in accordance with validated requirements and design specifications • Validates that the system performs its functions satisfactorily • Monitors project management processes and provides feedback on any deficiencies noted • Reviews and provides feedback on project deliverables • Presents to Executive Management team on IV&V activities 	TBD
Systems Support Services Manager	<ul style="list-style-type: none"> • Subject matter expert for legacy system and system gaps • Responsible for maintaining existing systems during the transition to Versa:Regulation. • Contract manager for the IronData, Accenture and IV&V purchases • Reports to Lola Pouncey 	Candy Tyre
Business Analyst	<ul style="list-style-type: none"> • Assists project manager in preparing and documenting meetings and presentations • Assists project manager in document control and archiving • Serves as subject matter expert for existing Online Systems • Reports to Candy Tyre 	Kim Dillenschneider
MQA Project Manager and Crystal Reports Conversion lead	<ul style="list-style-type: none"> • Responsible for reports conversion not included in the GAP analysis. These custom reports were created in Business objects. • Will take lead on the Versa:Mobile effort 	Daniela Lee

Role Name	Description	Assigned To
MQA/IT Application Development Manager	<ul style="list-style-type: none"> Manages the existing legacy systems Provides resources in a subject matter expert capacity Leads efforts by MQA/IT staff as required by the Operational Work Plan Reports to Bob Dillenschneider 	Angela Harrison

Table 6-4 – Project Organization Members - Roles & Descriptions

6.6. Project Quality Control

Purpose: To understand project quality requirements and ensure that effective quality control processes and procedures are in place and operational in time to support the needs of the project.

The project will follow the Project Management Institute’s Project Management Methodology with up-front milestones delineating timeline, budget, and quality specifications for each deliverable. Each deliverable will be assigned detailed acceptance criteria in the project contract. Quality will be monitored and controlled by the Project Management Team and deliverables will be accepted only when the acceptance criteria have been met. The PMO will provide oversight and assistance to the entire Project Team to ensure that standards are followed.

Project Area	Description
Testing Management	The vendor will follow the established standards of the MQA PMO for Testing Management. This includes unit testing, integration testing, system testing, load testing and user acceptance testing
Approval	All deliverables will require individual stakeholder approval and sign-off upon completion of the final draft
Software Configuration Management	The vendor will follow the established standards of the MQA PMO for Software Configuration Management. This includes Stakeholder sign-off, documentation, and version control
Contract Management	The MQA PMO will be involved in contract management. All contracts must pass executive and legal approval. In addition, external project oversight will be required for contract negotiation

Table 6-5 – MQA Quality Standards by Project Area

In addition to these formal areas of quality control, the following practices will be maintained during the life of the project.

- Peer reviews of artifacts
- Project team acceptance and approval
- Periodic project team meetings
- Project status meetings
- Periodic contractor, contract manager, project manager and project team meetings
- Change control management processes
- Contract manager and MQA Project Director acceptance and approval
- Maintain detailed requirements definitions under configuration management
- Defined test plan with standard levels of technical and acceptance testing, and
- Project team acceptance and approval

Additional quality controls will be built into the procurement documents and contract for the execution phase. At a minimum the selected vendor will be required to follow these quality controls:

- Periodic contractor, contract manager, project manager and project team meetings
- Change control management processes
- Risk management and mitigation response planning
- Contract manager and MQA Project Manager acceptance and approval

Quality will be monitored throughout the project by the PMO. Multiple levels of acceptance by all stakeholders will be built into the process to ensure project quality control.

6.7. External Project Oversight

Purpose: To understand any unique oversight requirements or mechanisms required by this project.

An Independent Verification and Validation (IV&V) effort will be in place throughout the life of the project. The purpose of IV&V is to provide an unbiased review and assessment of the project to help ensure it is meeting its desired goals, it adheres to internally documented or recognized industry standards and guidelines, the products or deliverables meet the requirements and are of high quality, appropriate controls are defined and utilized, and that the stakeholders in the process are effectively involved and aligned. Specific objectives of the IV&V effort for this project will include:

- Providing validation that the awarded implementation vendor:
 - Complies with the terms of the contract,
 - Performs and provides deliverables to the satisfaction of MQA,
 - Fulfills the technical and non-technical requirements of the contract,
 - Completes the project within the expected timeframe,
 - Demonstrates value and is committed to achieving the goals outlined by MQA, and,
 - Acts in the best interests of MQA and surfaces issues in a timely and comprehensive manner
- Providing an independent, forward looking perspective on the project by raising key risks, issues and concerns and making actionable recommendations to address them
- Enhancing management's understanding of the progress, risks and concerns relating to the project and providing information to support sound business
- Provide ongoing advice and direction to the Executive Steering Committee throughout each phase of the project.

6.8. Risk Management

Purpose: To ensure that the appropriate processes are in place to identify, assess, and mitigate major project risks that could prevent the successful completion of this project.

The purpose of risk management is to identify the risk factors for the project and establish a risk management plan to minimize the probability or reduce the impact that the identified risks will negatively impact the project thus reducing the risk exposure.

The project management methodology chosen for this project will include processes, templates, and procedures for documenting and mitigating risk. Risk analysis, tracking and mitigation appropriate for the project type and aligned with the framework of Project Management standards will be ongoing throughout all phases of the project. Risks are actively identified, detailed, and prioritized. Risk response strategies are determined and elaborated providing specific actions for appropriately addressing each risk. Risks are monitored, mitigated and closed throughout the lifecycle.

6.8.1. Risk Response Strategies

Risk management involves prioritizing, evaluating and implementing the appropriate risk exposure reducing activities in response to the risk assessment. Assessing each risk will allow the project management team to determine the most appropriate risk response strategy to employ for addressing the project risk.

Risk response strategies include:

- **Risk Assumption.** Accept the potential risk as unavoidable, continue the project, and implement controls to lower the risk to an acceptable level
- **Risk Avoidance.** Avoid the risk by eliminating the cause of the risk, the consequence of the risk, or both (e.g. forego certain aspects of the project that are particularly risky)
- **Risk Mitigation.** Taking steps to lessen risk by lowering the probability of a risk occurrence or reducing its impact should the risk occur
- **Risk Transference.** Transfer or share risk through options that compensate for the adverse impact, such as performance bonding and insurance

6.8.2. Risk Management Plan

All phases of the project will follow the standards defined by the Project Management Office (PMO). PMO standards include processes, templates, and procedures for documenting and mitigating risk.

A Risk Management Plan (RMP) will be developed as a component of the overall Project Management Plan and adhered to throughout all phases of the project. The RMP will include clear risk management procedures including standard checkpoints and mitigation strategies. Execution of a well-defined RMP with clear mitigation strategies for each risk is critical to the success of the MQA Transformation project. Periodic reviews of existing known risks will be conducted according to the RMP as a critical component of the project management processes used throughout the project life cycle.

Purpose of the Risk Management Plan

A risk is an event or condition that, if it occurs, could have a positive or negative effect on a project's objectives. Risk Management is the process of identifying, assessing, responding to, monitoring, and reporting risks. This Risk Management Plan defines how risks associated with the MQA Transformation project will be identified, analyzed, and managed. It outlines how risk management activities will be performed, recorded, and monitored throughout the lifecycle of the project and provides templates and practices for recording and prioritizing risks.

The Risk Management Plan is created by the MQA Project Manager in the Planning and Design Phase and is monitored and updated throughout the project. The intended audience of this document is the project team, project sponsor and management.

Risk Management Process and Procedure

The MQA Project Manager working with the project team and project sponsors will ensure that risks are actively identified, analyzed, and managed throughout the life of the project. Risks will be identified as early as possible in the project so as to minimize their impact. The steps for accomplishing this are outlined in the following sections. The MQA Project Manager will serve as the Risk Manager for this project.

Risk Identification

Risk identification will involve the project team, appropriate stakeholders, and will include an evaluation of environmental factors, organizational culture and the project management plan

including the project scope. Careful attention will be given to the project deliverables, assumptions, constraints, WBS, cost/effort estimates, resource plan, and other key project documents. A Risk Management Register will be generated and updated as needed and will be stored electronically in the project repository and is also attached in Appendix D.

Risk Analysis

All identified risks will be assessed to determine the range of possible project outcomes. Qualification will be used to determine which risks are the top risks to pursue and respond to and which risks can be ignored.

1. Qualitative / Quantitative Risk Analysis

The probability and impact of occurrence for each identified risk will be assessed by the MQA Project Manager, with input from the project team using the following approach:

Probability

- High – Greater than 70% probability of occurrence
- Medium – Between 30% and 70% probability of occurrence
- Low – Below 30% probability of occurrence

Impact

- High – Risk that has the potential to greatly impact project cost, project schedule or performance
- Medium – Risk that has the potential to slightly impact project cost, project schedule or performance
- Low – Risk that has relatively little impact on cost, schedule or performance

Risks that fall with the RED and YELLOW zones will have risk response planning which include both a risk mitigation and a risk contingency plan.

Impact	H			
	M			
	L			
		L	M	H
		Probability		

Risk Response Planning

Each major risk (those falling in the Red & Yellow zones) will be assigned to a project team member for monitoring purposes to ensure that the risk will not “fall through the cracks”. For each major risk, one of the following approaches will be selected to address it:

- Avoid – eliminate the threat by eliminating the cause
- Mitigate – Identify ways to reduce the probability or the impact of the risk
- Accept – Nothing will be done
- Transfer – Make another party responsible for the risk (buy insurance, outsourcing, etc.)

For each risk that will be mitigated, the project team will identify ways to prevent the risk from occurring or reduce its impact or probability of occurring. This may include prototyping, adding tasks to the project schedule, adding resources, etc.

For each major risk that is to be mitigated or that is accepted, a course of action will be outlined for the event that the risk does materialize in order to minimize its impact.

Risk Monitoring, Controlling and Reporting

The level of risk on a project will be tracked, monitored and reported throughout the project lifecycle.

A “Top 10 Risk List” will be maintained by the project team and will be reported as component of the project status reporting process for this project.

All project change requests will be analyzed for their possible impact to project risks. Management will be notified of important changes to risk status as a component of the monthly Executive Steering Committee meetings or sooner, if necessary.

Tools and Practices

A Risk Register will be maintained by the MQA Project Manager and will be reviewed as a standing agenda item for project team meetings.

A view of the risk management process is provided in **Figure 6-6** below.

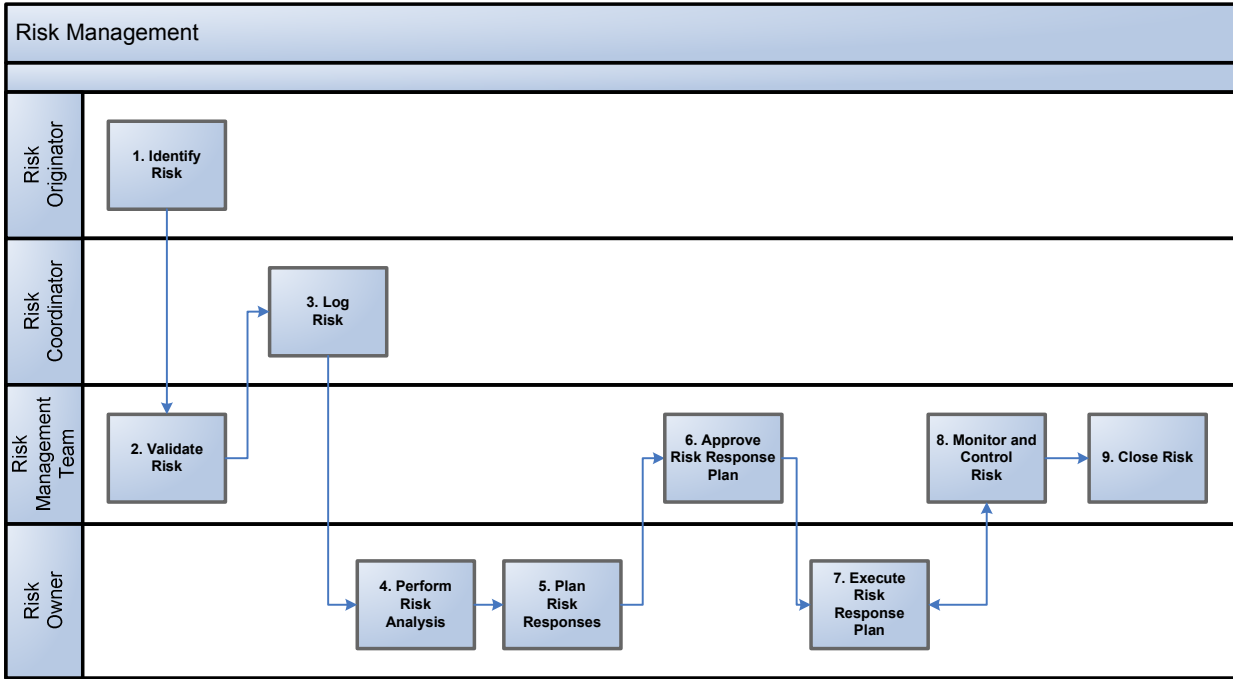


Figure 6-6 – Risk Management Workflow Steps and Descriptions

1.	
2.	
3.	
4.	

5.	
6.	
7.	
8.	
9.	

Table 6-6 - Risk Management High-Level Workflow

6.8.3. Project Risks and Mitigation

Table 6-7 provides an overview of the strategies that MQA will employ to mitigate the medium and high level risks identified by the risk assessment tool and documented in Section IV. The risk registry is attached as Appendix D. Any new risks will be added to the risk register when identified following the risk management processes as defined in the Risk Management Plan.

				•	
				•	
				•	
				•	
				•	
				•	
				•	

Table 6-7 - Risks and Mitigation Strategies

6.9. Organizational Change Management

Purpose: *To increase the understanding of the key requirements for managing the changes and transformation that the users and process owners will have to implement for the proposed project to be successful.*

Effective Organizational Change Management (OCM) will be integral to the success of this project, and will be a critical success factor for ensuring staff participation in business process workflow improvement, implementation and user acceptance. Significant organizational change is expected as a result of automating workflow for existing business processes. Throughout the MQA Transformation project, OCM will be effectively implemented through communication, awareness, and training.

MQA will adhere to the standards of the PMO for Organizational Change Management. A specific OCM methodology has not been identified at this phase, but will be identified in the Organizational Change Management Plan created in the execution phase of the project.

At a minimum, the following will be included in the Organizational Change Management Plan:

- Description of roles, responsibilities, and communication between vendor and customer
- Skill/Role gap analysis between the existing system and the proposed system
- OCM Communication Plan

The following key roles will have varying degrees of responsibility for executing the change management plan and delivering a consistent, positive message about change throughout the life of the project:

- MQA Project Manager
- Project Sponsor
- MQA Executive Management

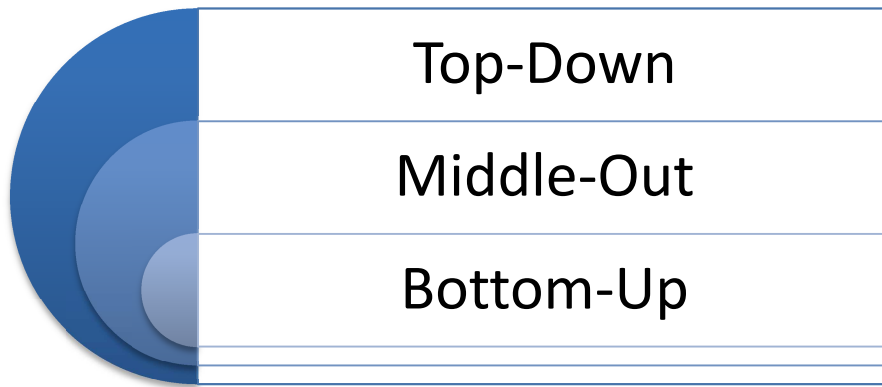
6.10. Project Communication

Purpose: *To ensure that effective communication processes are in place to disseminate information and receive feedback from users, participants, and other project stakeholders to facilitate project success.*

Communications management is a broad area comprised of the processes necessary to provide effective communications among project stakeholders. It identifies communications processes used to develop and disseminate communications, identify stakeholder information needs, define materials and frequencies of communications, and identify roles and responsibilities of communicators. Communications management is most effective when there is definition of what needs to be communicated, who is responsible for communicating with whom, when the communications need to occur, and how it will be communicated.

Disseminating knowledge among stakeholders is essential to the project's success. Project sponsors, core project team members and key stakeholders must be kept informed of the project status and how changes to the status affect them. The more people are kept informed about the progress of the project and how it will help them in the future, the more they will participate and benefit.

At this phase, the specific communication needs of project stakeholders and the methods and frequency of communication have not been established. This will be done during the project planning activities. Generally speaking, the project communication methodology will espouse the following types of information dissemination:



Each type will be utilized on the ensuing project. A brief description of each type follows.

Top-Down

It is crucial that all participants in this project sense a high degree of executive support and guidance for this effort. The executive leadership of the organization (project sponsor) needs to speak with a unified, enthusiastic voice about the project and what it holds for everyone involved. The project will require dedicated, 'hands-on' organizational change management if it is to be successful. Not only will the executives need to speak directly to all levels of the organization, they will need to listen to all levels as well. The transition from the project management practices of today to the practices envisioned for tomorrow will be driven by a sure and convinced leadership focused on a vision and guided by clearly defined, strategic, measurable goals.

Middle-Out

Full support at all levels of management is important for sustainable improvement. At this level (as with all levels), there must be an effort to find and communicate the specific benefits of the changes. People need a personal stake in the success of the project management practices.

A detailed Communication Plan will be completed. Requirements for effective communication methods will be incorporated into the project for implementing the enhanced system. These will include project kick off, regular status meetings, regular status reports, regular review and evaluation of project issues and risks, milestone reporting, periodic project evaluation, regular product demonstrations and reviews, a web-based discussion board, project website, etc.

Bottom-Up

To solidify the buy-in and confidence of the personnel involved in bringing the proposed changes to reality, it will be important to communicate the way in which the solutions were created. If the perception in the organization is that the core project team created the proposed changes in isolation, resistance is likely to occur. However, if it is understood that all participants were consulted, acceptance will be likely.

6.11. Special Authorization Requirements

Purpose: To understand any project specific authorizations that must be received for the proposed project or solution.

There are no special authorization requirements for the MQA Transformation Project.

7. Appendices

Number and include all required spreadsheets along with any other tools, diagrams, charts, etc. chosen to accompany and support the narrative data provided by the Department within the Schedule IV-B.

A. Preliminary MQA Transformation Project Schedule

**Please see the Attachments to this PDF
for the Appendix documents**



[A13]

[A14]

[A15]

[A16]

Table A-1 - Preliminary MQA Transformation Project Schedule

B. Cloud Hosting and Oracle License Estimates



Cloud Hosting -
Immex



Oracle Licenses -
Mythics



Cloud Hosting
Decision Memo

**Please see the Attachments to this PDF for
the Appendix documents**

NOTE: A final quote from the SSRC regarding these options will be provided under a separate cover. It was not available at the time of submission.

C. CBA Forms



CBA Forms for MQA
transformation projec



Project Budget
Summary

**Please see the Attachments to this PDF for the
Appendix documents**

[A17]

D. Risk Analysis Tool



Appendix D - Risk
Analysis Tool

**Please see the Attachments to this PDF for
the Appendix documents**



Transformation
Project Risk Register

[A18]

E. Templates - This includes the project workbook, project communication plan, scope change request, change control request and status report templates.



project workbook.xls



communication plan
template



scope change
request



change control
request



Status report
template

**Please see the Attachments to
this PDF for the Appendix
documents**

F. LicenseEase (COMPAS) Enhancement List

Following identifies code enhancements made to LicenseEase (COMPAS). Analysis needs to be performed to determine how many of these will be addressed with upgrade.

Reference #	Type of Change	Description
2004-011		N1 Default security level.doc
2004-013		N3 Letter button on compliance screen.doc
2004-016A		N6 Discipline Disp Tolled and Stayed.
2004-020A		N10 Confidential Work Product Notes
2004-001		A8 Changes to AAA4 - Expire Applications
2004-002		A10 Add detail records to confirmation of print file processing
2004-003		A13 Web Account and Password
2004-005 (and Gap AL27)		A12 FDLE Background Check Submission
2004-006		E2 Add exam history in EX13
2004-009		I3 Inspection List.doc
2004-018		Default Complaint Status
2004-023		N12 Enforcement- Inspection exports
2004-024		RN/ANRP Upgrade Temp License
2004-025		Additional Training LE Sys Admin
2004-020B		N10 Confidential Work Product Notes
2004-026		Ability to Change Profession code in NF12
2004-028		We need to have the ability to run the chronological reports from the NF12 screen.
2004-029		Amendments to the Chronological Report
2004-016B		N6 Discipline Disp Tolled and Stayed.
2004-031		RSD Indicator columns .doc
2004-030		Education RSD (Exam Stats Report)
2004-027		Add the responsible party code to the name
2004-032		Deposit number and date displayed on CA16 Find Cash Receipts
2004-033		Final Order Reference Number
2004-034		Validation number Automatic/Manual
2004-035		Discipline Alerts - Modifier Alerts

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
2004-036	Vendor	Provide Certificate Number History
2004-039	Vendor	Add validation number
2004-041	Vendor	Grade Report Query
2004-043	Vendor	Admission Card Formatting
2004-037	Vendor	Mass discipline update
2004-044	Vendor	Display the disciplinary status of the delinquent licensee
2004-045	Vendor	Ability to record cash batches with non-sequential validation numbers
2004-046	Vendor	Scope for web account and password
2004-051	Vendor	Make RSD Configurable in the AFP view - to resolve printing Prescriber Numbers and other data from hisotric RSDs that are not printing
2004-052	Vendor	Create Maintenance screen for Configurable RSDs - Companion PCR to PCR 2004-051
2004-053	Vendor	Add Mail Date to the Grade Report
2004-054	Vendor	Change the restriction for the requirement of a FO# to allow entry of Accesion # and/or Rec Control # within the complaint on the FO tab and on the Mass Final Order Update screen.
2004-055	Vendor	Addition of client code to the chronology report
2004-056	Vendor	Exam provider management - modify Education RSD to allow for In State, Out of State, and Foreign codes. Check with IT for schema changes as indicated in Notes.
2004-059	Vendor	Automatic Population of Repetitive Data in Fields on the Mass Final Order Update Screen (flmq03)
2004-062	Vendor	FLMQ39 Report needs to allow option to select sort order similar to parameter screen for Master Inspection Report
2004-063	Vendor	Replace county code with Country for the FTP interface and the demographics update.
2004-064	Vendor	Score report formatting and score upload.
2004-065	Vendor	ALB4 - Reset License Status
2004-066	Vendor	Alphabetize the Eligible Candidate List on the EX11 screen.
2004-067	Vendor	Modifications to FLMQ39 Write Inspections Report
2004-068 and CQ 18198	Vendor	Modify the ALC4 report to include the certificate number.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
2004-069	Vendor	Add the PRAES Document Number to LicenseEase (COMPAS) flmq16 screen.
2004-070	Vendor	Modify AL24 list screen to include the license number
2004-073	Vendor	EMS Address Clean Up Data Patch
2004-074	Vendor	EMS License Status Data Patch
2004-075	Vendor	Assign License Number to Temporary licenses for Rad Techs to maintain the same # throughout temporary and permanent license.
2005-076	Vendor	NREMT Interface file needed to upload EMT scores into LicenseEase (COMPAS).
2005-077	Vendor	Make se20 name search case insensitive
2005-078 and CQ 20710	Vendor	Exclude Military Only License Status from FDLE Batch Process Extract - flmq53
2005-084	Vendor	Compliance Monitoring Enhancement
2005-079	Vendor	Modify the programs for batch scheduling of inspections to allow fiscal year scheduling.
2005-080 and CQ 23450	Vendor	Establish default values for CE Credit Code, CE Provider Number, CE Start Date, CE End Date, CE Credit Hours, and CE Requirement fields when creating new 7611 CE courses via the 1020 transaction (board 8076)
2005-082	Vendor	Product Registration Functionality Gap
2005-083	Vendor	Modify application transactions to search for all open, pending or closed complaints/cases no matter if it is a public case. Also, need enforcement module modified to search for respondents in the license module if there is no license tied to the respondent to confirm that they did not receive a license after the case was opened.
2006-085	Vendor	Modify flmq63 to calculate the derived score for Exam Type 'L'. The formula is overall score from ARRT divided by 145 multiplied by 100.
2006-086	Vendor	Addition of both the enhanced imaging functionality and the Drugs, Devices and Cosmetics (DDC) requirements to the existing mobile inspection (CMIP) functionality.
2006-087	Vendor	Modify LicenseEase (COMPAS) inspector's admin setup include a clone feature that would clone the setup for one inspector to a newly created inspector. The purpose is to provide a quick and easy feature

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
		to copy one inspector's setup to another.
2007-089	Vendor	Password protection when accessing LicenseEase (COMPAS) from CMIP
2007-091	Vendor	CMIP-Update Schema.
2007-092 and CQ 33537	Vendor	Add a method to conduct audits on financial responsibility (similar to CE32)
2004-004	Vendor	A14 App & Cash APIs
2004-014B	Vendor	N4 Carry forward compliance data.doc
2004-058	Vendor	Experior/C.N.A Interface for exchange of testing data.
Gap AL1	Vendor	Unassociated Documents function See also AL20. Document repository screen
Gap AL2	Vendor	(Use algorithms to set expiration dates for Nursing, Medicine, and CNAs.) Renewal cycles and expiry dates RELEASE NOTES\RN060.doc RELEASE NOTES\RN061.doc 'Changeover' method in PRAES based on ALPSO values. see RAES\RAESspecs\al\alz1spec
Gap AL5	Vendor	Link county to inspection region in set-up table IRM20022.doc
Gap AL6	Vendor	In AL12 display status imposed by enforcement on license (suspension) in addition to status imposed by expiry of license (delinquency). \RELEASE NOTES\IRM20025.doc \RELEASE NOTES\IRM20038.doc
Gap AL7	Vendor	This is for CE audit select and report. Is this still needed? Include activity status in selection criteria for ALBE and ALCE \RELEASE NOTES\IRM20039.doc
Gap AL13	Vendor	AL11 - selection by certificate number. Is this still needed?

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
Gap AL17	Vendor	Micrographics Index (Conversion – RBDMDT, RBDMGI)
Gap AL19	Vendor	Required Supporting Modifiers (Conversion - RBDPSM)
Gap AL32	Vendor	The following APIs are needed to service requests from the MQA web site code. create Application apply cash to application create miscellaneous charge apply cash to miscellaneous charge
Gap AL33	Vendor	The RAES program ALB2 is used to assign new statuses to licenses after a given period of time in the current status. LicenseEase (COMPAS) does not have such a program.
Gap CA2	Vendor	“Separate cash batches for Image API” Need separate streams of batch numbers and validation numbers for Image API.
Gap CA5	Vendor	The SAMAS interface • access to the individual transactions in any summary batch through the on-line system
Gap CA6	Vendor	The SAMAS interface needs the ability to 1.) process returned checks information; 2.) process unassigned cash and report on it when it is assigned; 3.) process refund information
Gap CA9	Vendor	The SAMAS interface - a method to research a single check that paid for multiple licenses across professions
Gap CA17 and Gap CA05	Vendor	Allow miscellaneous payments to be searched by Name or SS#. Once found need to see payment amount, receipting information and source codes. RELEASE NOTES\RN039.doc
Gap CA20	Vendor	Payment by journal transfer “without recording to FLAIR”. Password needed for administrative checks. RELEASE NOTES\RN055.doc

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
Gap CA24	Vendor	New programs FEA1 & FEA2 modifications needed to display accounting transaction program to provide for name search. RELEASE NOTES\RN039.doc
Gap CA27	Vendor	Fee' Reports - Cash Report Enhancements: Bad Check Report, Unassigned Cash Report
Gap CA28	Vendor	Default Remitter: Modify Cash Entry and RP so that a remitter record is automatically created for each receipt using a default "Unknown remitter" entity. Set bad check alerts for all beneficiaries of a receipt.
Gap EX2	Vendor	Exam Sites RELEASE NOTES\RN004.doc to allow for selection of exam sites.
Gap EX3	Vendor	Exam Structure RELEASE NOTES\RN005.doc RELEASE NOTES\RN008.doc (retake frequency, retake count)
Gap EX4	Vendor	Exam Scheduling RELEASE NOTES\RN006.doc RELEASE NOTES\RN009.doc
Gap EX5	Vendor	School Categories RELEASE NOTES\RN007.doc
Gap EX6	Vendor	Multi-part grade reports and admission cards RELEASE NOTES\RN012.doc RELEASE NOTES\RN013.doc
Gap EX7	Vendor	Rosters and exports (5 Reports) RELEASE NOTES\RN015.doc RELEASE NOTES\RN016.doc RELEASE NOTES\RN017.doc RELEASE NOTES\RN018.doc
Gap EX8	Vendor	Approved Candidates list RN052.doc
Gap EX14	Vendor	Modify Exam Statistics Report RELEASE NOTES\RN010.doc

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
Gap EX16	Vendor	LicenseEase (COMPAS) does not allow addition of exam history through the maintenance form. The PRAES version of exam history maintenance does
Gap IN1	Vendor	Next Periodic Inspection rules
Gap IN2	Vendor	Change the default setting when requesting the next periodic inspection for new or change of location / ownership to always be "Routine" and then if a change needs to be made, it can be done manually RELEASE NOTES\RN048.doc
Gap IN3	Vendor	When requesting the next periodic inspection after a new or change of location / ownership inspection, the next periodic inspection defaults to be the same as the completed inspection. This causes a problem with the new or changes of location / ownership reports in that the inspection has already been done.
Gap IN4	Vendor	Inspections are based on the current PL address. IN70 only will pull inspections that are scheduled using the current (PL) address. When an address is changed, the License Address Number referenced by the Inspection no longer refers to a current address. There then is now a new License Address Number for this individual or facility, which means the requested inspection that exists, is for a historical address. When an address is changed in License Maintenance and an incomplete inspection is created for the record, a new inspection for the new address should be scheduled in order for that inspection to appear on the Master Inspection List (IN70). This situation will reoccur whenever an address is changed for a license that has a scheduled inspection. RELEASE NOTES\RN050.doc
Gap NF1	Vendor	Automatic Letters on status change or addition of activity \RELEASE NOTES\RN003.doc RELEASE NOTES\RN021.doc
Gap NF2	Vendor	Mass entry of compliance due dates \RELEASE NOTES\IRM20028.doc

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
Gap NF3	Vendor	Streamline complaint entry \RELEASE NOTES\RN003.doc
Gap NF4	Vendor	Custom sorting of complaint search. RELEASE NOTES\RN036.doc
Gap NF5	Vendor	Closed health claims (3 in 5 rule) \RELEASE NOTES\RN002.doc
Gap NF6	Vendor	Create an easy selection of one or more complaints from the MQ01-U screen to view multiple complaints without having to go to the cc50 screen to pull up each complaint individually and then return to MQ01-U screen. Include respondent's first name or initial for identification of appropriate respondent with multiple complaint/cases. Primary sort should be by last name, first name with secondary sort by complaint/case number. Complainant name should be blocked or sanitized for all public cases. SEE ALSO NF16
Gap NF8	Vendor	Prevent closure depending on disposition code. SEE ALSO NF13
Gap NF9	Vendor	Mass Final Order update. Request data entry screen similar to MQ02 and MQ03 screen for mass entry of state record control and accession numbers and microfilm roll and batch numbers assigned to closed cases.
Gap NF10	Vendor	Identify the operator responsible for changes to complaints/cases in the PRAES system.
Gap NF11	Vendor	Enforcement Measurement Statistics Report RELEASE NOTES\RN040.doc RELEASE NOTES\RN041.doc

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
Gap NF13	Vendor	Block changes to status or activities after a case has been closed excepting a certain specified list of items. These mods limited changes to complaints after a given status was reached and required that the changes be applied to the subsequent cases instead. They also limited the changes that could be done to cases after closure. RELEASE NOTES\IRM20006.doc \RELEASE NOTES\IRM2001001.doc SEE ALSO NF8
NF14 CQ52574	Vendor	After entering information on the MQ02 Mass Status Update screen, the option to print the report upon completion is presented. The report currently pulls the Respondent name into the report along with all the information that was entered. This request is to pull the Respondent Profession Code into the report as well. \RELEASE NOTES\IRM20028.doc CQ Ticket: LicenseEase (COMPAS) labels located under the Mass Status Update screen (nf17). A request to change how the labels print
Gap NF16	Vendor	MQA specific programs RELEASE NOTES\RN026.doc SEE ALSO NF6
Gap NF17	Vendor	LABELS ??? RELEASE NOTES\RN014.doc
Gap NF18	Vendor	Involved party letters. RELEASE NOTES\RN020.doc
Gap NF19	Vendor	Complaint chronology RELEASE NOTES\RN024.doc
Gap NF21	Vendor	Delete disposition changes RELEASE NOTES\RN044.doc
Gap NF24	Vendor	Appeal Decision LOV (Conversion - RBDAPD)
Gap NF25	Vendor	Enforcement Reports (3 Reports)

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
Gap IS1	Interface	Nursing interface
Gap IS4	Interface	Image API RELEASE NOTES/IRM0100146.doc RELEASE NOTES/IRM2002001.doc From Contract item 4: Print confirmation by license Batch update interface for demographics, addresses, RSDs
Gap IS5	Interface	CNA interface RELEASE NOTES\RN042.doc RELEASE NOTES\IRM2001005.doc
Gap IS7	Interface	Lockbox
Gap IS8	Interface	Validation printing RELEASE NOTES\RN035.doc
Gap IS9	Interface	AFP table (License and Renewal Print) Report for "ALB7" (License Run) currently provides very limited information. Request that the report be modified to include the following information: File Number, Rank Code, License Number, Name, Document Type, Approved Transaction (i.e., 1020, 2020, etc.), and Certificate Number
Gap IS10	Interface	The program that inserts records into the AFP table has been modified to include Account ID's and Passwords for all host document types. Additionally, the program that inserts records into AFP table has also been modified to create the account and password upon approval of a licensure transactions, host document type of 02, when an account id and password do not exist. The program that extracts information from the AFP table has also modified to include the Account Ids and Passwords in the AFP extract. This is the file sent to the vendor for license printing. IRM20022924.pdf
Gap IS11	Interface	Print Confirmation Interface
Gap IS17	Interface	FLAIR Interface
Gap IS22	Interface	Batch Control Subsystem

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ049835	Defect	Cash Record Error
CQ037235 CQ052887 CQ052896	Defect	Miscellaneous sales receipt shows paid cash receipt shows in unassigned payment; Miscellaneous sales issue with administrative fines and cost fees; Misc. Fee Calculation Error
CQ050699	Defect	Cash Error
CQ052565	Defect	Delete LicenseEase (COMPAS) Complaint #200904140
CQ053639	Defect	Add Validation to NF18 for clnt_publ_cse_rsn_id
CQ053710	Defect	Modify inspection trigger for Pharmacy inspections
	Conversion and Configuration	Move email address from RSDs (RSD10/Optional Information) to Address module. Also allow multiple current email addresses.
CQ046917	Interface	Modify upload program for Rad Tech/EMT & Paramedics (FLMQ63 and FLMQ68)
CQ047960	Screen	Sort order on Complaint History screen (nf32) and Disposition date on nf17
CQ048886	Interface	Need an automated uploaded for background screening results
CQ049562	Screen	LicenseEase (COMPAS) force a disposition code entry for status 120
CQ049855 CQ051886	Interface	Nursing Orders Transmitting to NURSYS
CQ050119 CQ050998 CQ051546 CQ052853	Interface	Automation of file uploads for national vendors. Score Automation for PT/PTA; Automation of score upload for Occupational Therapy; Dental Score Extract and Dental Hygiene; Opticianry
CQ50882	Interface	Automate approval of examination applications for EMT
CQ051608	Interface	Report modification flmq58 Exam Upload Report
CQ052334	Screen	PMC Inspection form 440 - deficiency code be assigned for violation entry in LicenseEase (COMPAS)
CQ053806	Schema/View	letter view modification ==> uv_disc_by_lic, uv_crim_by_lic, uv_disc_by_app, uv_crim_by_app <==
CQ052398	Screen	LicenseEase (COMPAS) Enforcement Disposition Closed Date Validation
CQ048478	Interface	FLMQ63 - Validate file name has not been run in update mode
CQ043685	Interface	Place individual school report from FLMQ34 into seperate module

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ053777	Screen	Changes to license denial process
CQ053017	Screen	Maintain Involved Parties Address Issue
CQ053119	Schema/ Trigger	Automatically add Matching SSN Modifier to All new files with matching SSN's
CQ050112	Schema/ Trigger	Request for Change in 1401 3010 Upgrade
CQ050224 CQ051414 CQ051416 CQ052466 CQ053613	Interface	Mobile Inspections
CQ046658	Screen	Ability to Add and Change within Compliance Module (nf21)
CQ047849	Screen	New other payer configuration screens for client 9801. (dhal01)
CQ049312	Screen	Modify flmq01 Find Public Complaint by Respondent Screen
CQ053712	Screen/ Schema	LicenseEase (COMPAS) - Compliance needs additional Fields and Logic added to NF26 Screen
CQ050592	Screen	Mass Filing Update Changes for LicenseEase (COMPAS)
CQ050791	Interface	Request for enhancement/modification to flmq58 (CNA Exam Import)
CQ049168	Screen	LicenseEase (COMPAS) validation program extension
CQ043219	Screen	Create a form in LicenseEase (COMPAS) to Update Missing License Methods in the Lic table
CQ043770	Screen	Develop screen to enter multiple violations
CQ045078	Interface	ex26 and ex27 LicenseEase (COMPAS) Report Changes
CQ050668	Report	Unassigned Cash Report- Exporting to Excel
CQ052106	Screen	flmq73 - Complaint Compliance Tracking Screen - Typographical Error
NEW	Screen	Mass Address Update - develop the ability to update all of the address for an involved party for open cases. For example: An attorney changes office locations.
NEW	Screen/Letter	PSU Closure letters - develop functionality to support generating closure letters based upon specific disposition and closure codes. Create contact history record.
NEW	Interface	Ability to generate letter and save image record in Department's

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
		image repository
NEW	Business Analysis	Analysis of enforcement processes to determine modifications to VR base package to accommodate their business processes. (ISU, PSU, CSU, CMU, ULA, and Central Records/Clerk's office)
NEW	Alerts	Add alert to enforcement screen if respondent address is not marked as confidential, but license address is marked confidential
NEW	Screen	Need ability to change involved party type without deleting the entire involved party record and re-entering the information. For example, moving/changing an attorney from the current attorney to the former attorney
CQ13767		Develop an automated process for contact history interfacing through the LicenseEase (COMPAS) application modeled on the flmq33 - Demographics Update Interface. Contact history table (cntct_hist) elements should be updated as a result of the process as well as a RSD Type: RSD1, Table: RSD12 Admin Tasks, RSD column: RSD55 Date Verified (if value is present in file).
CQ20711	Schema	Task: Exclude Military Only License Status from FDLE Batch Process Extract - flmq53 Due: 10/01/2005
CQ25224 / CQ25225	Schema	Complaint Screen (nf12) - Notify respondent address change Complaint Screen (nf12) - Error check on the address (zip code and county)
CQ25660	Report	Develop a report to support the compliance monitoring project:
CQ26456	Schema	When creating a complaint in LicenseEase (COMPAS), the user is given 2 options for saving the complaint. One is to click the "Save" button and they remain in the complaint and the other option is to click on the "OK" button and this will save the complaint and then take you out of the complaint so that another one can be created. Currently the user receives no notification that the complaint was save in the enforcement module. Task: Create a message indicating that the complaint was saved.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ27511	Schema/ Screen	Modify the alc1 screen to allow querying of a range of license numbers and file numbers.
CQ27807	Report	Create Oracle report for RSD Date Validation based on SQL in Attachments. Search parameters will be the Client Code. Sort order can be defined by user, have them choose from the fields listed in the order by statement in the SQL attachment. Report name should be "RSD Date Validity Report"
CQ27808	Report	Create DOB Data Integrity Report for Birthdates < 18 and > 100
CQ27859	Schema/ Screen	Modify LicenseEase (COMPAS) address module so that users are given a warning when they attempt to modify the PL address for certain professions (establishments only).
CQ27865	Schema/ Screen	Research the possibility of adding a supervisor to the security screens in LicenseEase (COMPAS) (maybe SE20). Determine if functionality already exists in LicenseEase (COMPAS) to capture the supervisor for each user, otherwise add a field to capture this. This will be used for Enforcement reporting purposes to provide staff productivity reports. Currently, the on-line reporting team maintains a table in the datamart that has to be manually updated when a change in staff occurs.
CQ27994	Report	Develop a report in LicenseEase (COMPAS) to display all revenue transactions approved during a time period. The parameters that should be user defined are the following: breakdown of counts by board code or by client code, date range of approved applications. The sort order can be fixed to order by the client code, this option does not need to be defined by the user. Fields required for display are client code/board code, client/board description, count of approved revenue transactions.
CQ28468	Report	Create a LicenseEase (COMPAS) report display One Time Fees paid by mail-in (do not include fees paid online). See attached email for specifications.
CQ28504	Interface	Interface crystal reports with LicenseEase (COMPAS) using URLs.
CQ28814	Schema/ Screen	Research the ability to add a field to display the licensee file number. Please see attached.
CQ28815	Report	Report: Alc4 Related License Report Issue: Not pulling relationship SU-ME Task: Investigate changes made to the report and correct.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ28823	Report	Please add a report to the Reports in LicenseEase (COMPAS) under applications that will allow users to run a report of all applications by transaction and status. The report should allow users to choose basic data (name, ssn, birthdate) to be included in the report.
CQ29505	Report	Create a report for a Data Integrity Missing Data Report for the following missing items in a pick list for the FDLE project: S...
CQ30143	Report	Create a data integrity report that identifies open manual hold transactions. Model form after AAAB (Open Application Report). A similar query can be found under AAAA (Open Application Deficiency Report). Model report after AAAB.
CQ30144	Report	Create a data integrity report that identifies any applicant or licensee that has a missing address for MA or PL. Model form and report after DI03 (PO Box Clean-Up).
CQ30145	Report	Create a report for flmq24 that captures the '06' document types when a print file is created. Model after the current flmq24 reports.
CQ30217	Report	Testing Services needs to have a custom report created either in LicenseEase (COMPAS) OR on the Datamart. This report will bring together information from 3 currently-existing LicenseEase (COMPAS) reports (flmq27, ex26, and flmq34) and add information that is currently not available from any location, but that was previously available from PRAES.
CQ30227	Schema	Modify the print file packages (flmq24.pkg, flmq24_afp_extract & vw_flmq_afp) to make the print file the correct length when extracting 06 document type.
CQ30427	Schema/ Screen	Addresses: Has been disciplined al12.fmb : Set msg and msg_sta ALIGNMENT property to ALIGNMENT_CENTER ** IMPORTANT: This ticket to be promoted in combination with CQ30425 for nf19.fmx.
CQ30432	Report	Modify CE32 report to include subtotals for the total number of licensees that have passed the audit (have 'P' in pass_status column) and the total number of licensees that have failed the audit. These totals should be displayed similar to the ALC1 'Final Report Summary'.
CQ30559	Schema/ Screen	Research the ability to modify flmq68 to allow the new file format. Please see attached.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ30594	Schema/ Screen	<p>Add the security questions asked on MQA Services Reporting System (questions staff are to ask licensee before giving ID and password) to LicenseEase (COMPAS) for the Web ID and Password RSD.</p> <p>History and Modification Description: (1/29/2007)</p> <p>Currently, MQA staff can look up licensee's web account user ID and password that is needed to login to the MQA Online Services using the MQA on-line intranet application, Licensee Account Information. There is a series of 4 questions that must be answered correctly before providing this information to a customer. This is the standard procedure followed by the Call Center when distributing this information to a licensee.</p> <p>There also exists a screen in LicenseEase (COMPAS), flmq43 Maintain Web User, that displays the web user ID and password. Some staff in the board office currently use this screen and provide the information to the licensee or caller. It can be accessed from the Work Selection menu.</p> <p>In an effort to reduce the risk of providing a web user ID and password to the incorrect person:</p> <ol style="list-style-type: none"> 1. Modify the LicenseEase (COMPAS) flmq43 screen to include the same 4 security questions that are used in the MQA Licensee Account Information Lookup Application. The Response fields will pre-populate with the licensee's account information. The 4 questions are: <ul style="list-style-type: none"> • What is the licensee's name? • What are the last four digits of the licensee's SSN? • What is the licensee's date of birth? • What is the licensee's current mailing address?
CQ30610	Interface	Modify flmq58 to check the length of the remaining fields in the file to avoid an incomplete load of applicant demographic & address information.
CQ30692	Report	Modify the flmq56 Score Report to update the mail date on the candidate record, even if a date already exists and the score is PASS. The program should be modified to update the candidate's mail date in all instance, regardless of Pass or Fail status, and regardless of if the mail date is null or populated.
CQ31000	Report	Data Integrity Report - Clean up report for Profiling records with data but no check

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
		mark
CQ31084	Report	<p>flmq26 (Exam Roster Report) does not function properly for any of the six exams that require it. The Board 8007 Board of Dentistry Dental Examination – New Format has the following issues:</p> <p>'X' printed in every box Too many columns Not enough space to enter in a booklet number Booklet heading is too narrow</p> <p>Expected Outcome:</p> <p>Boxes are only populated with an 'X' if the candidate is not scheduled for the particular part/section. This will also eliminate some of the columns that are not needed. Please see attachment '8020 - Opticianry State Board Exam.jpg' for an example of how to populate the 'X'. Please see outcome in #1 above. Box to write the booklet number needs to be widened The heading for 'Booklet' needs to be widened so that it will fit all on one line</p> <p>Additional Information:</p> <p>There are 6 different exams that use this report. The Dental exam is the next scheduled exam where this report is required (March 22 – 25, 2007). In the past this report has been coded to handle exams that have only parts and exams that have parts and sections; however all six exams have issues and none function as expected. There is some hard coding in the program because the report for this profession/exam has an 'Orientation' section that is required for the report but is not part of the exam set-up in LicenseEase (COMPAS). Please see the attached Issue Matrix and exam screen shots as examples. Need to determine if a separate program is required for each report or for each type (parts only and parts/sections).</p>
CQ31114	Schema	Optimize flmq22 to exclude I and X class xacts after 3 days.
CQ31365	Schema	Modify LicenseEase (COMPAS) login with validate to prevent the special character '#' in the password since this causes some reports not to run.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ31566	Schema	Remove characters zero, one, lower case L, and upper case O from from the password generation routine for new applicants.
CQ32024	Schema	Modify se20 to update Event Time Stamp and Event Oper Id in stff_supvr
CQ32082	Schema/ Screen	Please increase the number of characters allowed in the units field on Misc Sales screen ca13. Please see attachedment
CQ32093	Interface	Optimize FLMQ34. Users are receiving time outs. Also, correct issues stated in e-mail attachment.
CQ32270	Schema	<p>Jeane is requesting that we add functionality for SSS to configure the professions for the inspection delete functionality (when lic status goes to 46 or higher), however, I think her needs might be accommodated without a screen and new functionality. The professions that delete an inspection when the license status goes to 46 or above are hard coded (from the PCR 79 code drop). They are in trigger trg_flmq92_lic. We need to include additional professions in this trigger.</p> <p>Currently, if the profession code is 704, 1402, 2205, 2003 or 6502 and the license status > 46, then any open inspection requests are removed.</p> <p>Modify the trigger "trg_flmq92_lic" to also remove the inspection requests when the license status > 46 to include the following additional professions: 1501, 1506, 1507, 1513, 1901, 1701, 701, 2101 and 1801.</p> <p>Program Name : flmq92_lic.trg Version : 4.2 Author : jbilton and the license type is one of 704, 1402, 2205, 2003 or 6502 Create Date : Jul 23, 2006</p>
CQ32352	Schema	Please add responsible party first name and last name added to the LV_COMPLAINT view in the LE schema. This is the same info found in the LV_COMPLAINT.CO_STFF_KEY_NME column (in last name, first name), but the info is needed in 'First name Last Name' order. We would like this info in two separate columns so it can used in future letters as required. In addition, we would like this information formatted in proper case (First letter capitalized with all remaining letters in lowercase). The use of the INITCAP function should take care of this requirement.
CQ32590	Schema	Please update the time stamp and user id trigger on AA45 when exam

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
		history is deleted from ex13.
CQ32794	Report	<p>It was brought to our attention last night that MQA was sending out grade reports for client 2501 and 7601 with the wrong pass/fail status. Upon investigation, it was determined that staff was not using LicenseEase (COMPAS) to generate these grade reports. After meeting with the staff this morning, it was determined that the formats that are currently available in LicenseEase (COMPAS), does not give the user everything that they need. Below are suggestions on how we can accommodate their needs:</p> <p>Client 2501 - Clone ex27 and make a few modifications to be specific to 2501 Only print fails for 2501 Modify the grade report to exclude the minimum pass field Allow printing of grade reports by upload date range Print text from ex27 on bottom of grade report</p> <p>Client 7601 - Has its own grade notice program flmq66 Modify to only print, fails, no shows and expired grade notices Create a text box like ex27. Then print on bottom of grade report</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ33023	Report	<p>I tried the alcg report in lepard and received the following error. 'Can not display report at this time. Report not found.' I'm not sure if this report has ever functioned. Please submit a ClearQuest ticket so we can get an Oracle Reports developer to investigate this for us.</p> <p>Cindy</p> <p>*** 6/13/2007 3:27:59 PM: SWIER, CINDY - Ticket reassigned to MQA00 - SYSTEMS SUPPORT - COMPAS/PRAES</p> <p>*** 6/13/2007 3:08:49 PM: ANDRES, JESSICA X - Ticket reassigned to APPLICATION SUPPORT - MQAAPPS</p> <p>*** 6/13/2007 3:04:57 PM: OSTERHOUSE, DONALD - This ticket needs to be re-assigned; came to Data Management Reports in error. Thank you.</p> <p>*** 6/13/2007 3:04:57 PM: OSTERHOUSE, DONALD - Ticket reassigned to DOH IT CUSTOMER SERVICE CENTER</p> <p>*** 6/13/2007 2:50:52 PM: ANDRES, JESSICA X - Ticket reassigned to MQA01 - SYSTEMS SUPPORT - DATA MANAGEMENT- REPORTS</p> <p>*** 6/13/2007 2:49:36 PM: Stover, Robert - Please forward to Linda Day's group in IT. Thanks.</p> <p>Rob</p> <p>*** 6/13/2007 2:49:36 PM: Stover, Robert - Ticket reassigned to DOH IT CUSTOMER SERVICE CENTER</p> <p>*** 6/12/2007 9:26:09 AM: GALLO, CHRISTOPHER - Rob is researching this.</p> <p>*** 6/4/2007 9:39:19 AM: GALLO, CHRISTOPHER - Rob is researching this.</p> <p>*** 5/30/2007 2:51:49 PM: Stover, Robert - Rob is researching this.</p> <p>*** 5/30/2007 2:51:49 PM: Stover, Robert - Status updated to IN PROGRESS</p> <p>*** 5/30/2007 2:44:53 PM: ANDRES, JESSICA X - Ticket reassigned to MQA00 - SYSTEMS SUPPORT - COMPAS/PRAES</p> <p>*** 5/30/2007 2:43:23 PM: - I am unable to generate a report using the "Unsupported Related License Report" (alcg). I have tried it using client 8005 and client 501 with no luck.</p>
CQ33031	Report	<p>ex27 admission card grade report - For client 2001 (OPI) our psychometrician has requested that the pass/fail status be removed for the sections of the clinical exam. There should be a pass/fail status for the clinical part as a whole, for the Lens Neutralization part, and for the overall exam, but not for the individual sections of the clinical.</p>
CQ33033	Report	<p>The title in the header of the nfa2 Compliance Due/Overdue Report needs to be updated to be consistent with the report title on the menu. Currently, when you run the report, the header says ' Compliance History Report'.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ33194	Report	<p>Develop a report to support the compliance monitoring project:</p> <p>4 Referral Report Monthly Batch Report – Data Mart MQA IT</p> <p>Please see attached document for report samples/layout.</p>
CQ33358	Report	Modify the nfa2 - compliance due/overdue report to allow the option of generating the report by Board or by compliance officer.
CQ33444	Report	Research the ability to modify the Compliance Due/Overdue Report so that anything with a referral date "falls off" the report for overdue.
CQ33555	Schema	<p>A new method is being requested for conducting an audit of licensee's required to have financial responsibility.</p> <p>Currently we audit licensees for compliance with their continuing education credits through the CE32 screen in LicenseEase (COMPAS). This list is then compared to the CEBroker file and marks everyone as "passed" that is compliant in CEBroker. The rest are asked to provide proof of their continuing educations credits.</p> <p>CEBroker does not collect information on financial responsibility. A method is being requested to pull a list of names for a financial responsibility audit that will not "compare" to the CEBroker system.</p> <p>We are requesting a module similar to CE32 for financial responsibility with the modifier.</p> <p>Generate a random list of active licensees 30 - 60 days after the renewal period ends (use module similar to CE32). These licensees will be required to show proof of their financial responsibility selection they made at the time of renewal.</p> <p>Most of the professions that require financial responsibility at the time of renewal were previously being audited by the Board offices. This responsibility is now in the Practitioner Auditing Services Unit. They will have a documented process very similar to CE audits.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ33882	Screen	a new LicenseEase (COMPAS) screen to be used for Mass IP Address Updates, similar to Mass Activity Update and Mass Status Update screens
CQ34243	Schema	Modify apz3 to allow user id to be captured when running datamart reports for Workforce Survey
CQ35186	Interface	7601 BMO only The system (LicenseEase (COMPAS)) converts the raw score received from the vendor to a derived score and appears to be rounding up those scores. A raw score of 95 and above is passing. LicenseEase (COMPAS) appears to be rounding scores of 93 and 94 up to passing derived score of 65. Please fix this so we do not license anyone in error.
CQ35209	Interface	As part of the Application Status check application, the program that creates the web user Id and password will be run when the initial transaction is opened instead of just at renewal and license approval. In addition, the program will continue to run at renewal. This will also be useful as part of the online initial application project once the data is uploaded to LicenseEase (COMPAS) and the initial transaction is opened.
CQ35325	Interface	The new testing vendor is requesting a different exam eligibility format. Please see the attached e-mail. I need to know if this is a change that can be made by your office.
CQ35584	Schema	Create the form, package, etc. to move open applications to expired similar to the Cancel Application module (aa14) under the application drop-down.
CQ35607	Schema	12/4 - Update API call to check for duplicate address line 1 and 2. If Line 2 is a duplicate, then ignore it (don't use it) and proceed with creating the print file.
CQ35634	Schema/ Trigger	Modify the batch inspections trigger (trigger trg_flmq92_lic) to include the DDC professions (board 8023). Create a data patc...
CQ35692	Report	CE entered on the "flmq74" screen does not show in the chronology report or in history. Please add this to LicenseEase (COMPAS).
CQ35833	Report	dxa501 - Profession Transaction Summary Report - Selection Criteria is misspelled after running the report
CQ35886	Report	di05 - Missing PL Address Report - Its pulling files that do not have an active status.(Example Error, Delete, Expired, Withdrew

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ35887	Schema/ Screen	Please change the find screen for License RSD's data to come up in alpha order by description. Please see attachment for detail of screen.
CQ36038	Schema/ Screen	Please add a disposition date in the nf17- Mass Status update screen. Right now the disposition code is the only feature that is available in LicenseEase (COMPAS). A disposition date is needed when a disposition code is entered. Please see attached document.
CQ36298	Interface	Modify the flmq63 report/exam upload to be similar to the ex24 report where you can run the report before actually doing the upload. The user can then correct errors in the file before actually running the upload so that they will not get rejects. Also need to correct the 'page can not be displayed error' that occurs when the report is executed. An error report should be produced when running the upload to identify records that were successfully loaded and those that were not. Currently, the user has to manually go into LicenseEase (COMPAS) and check which ones loaded and which were rejected.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ36422	Schema/ Screen	<p>Add Completion Date, Action Date, and Action Reason to Application Header Screen (aa21). These are the dates used for HCPR Performance Measure Tracking of 30 and 90 Day Measures.</p> <p>The Completion Date field needs the following edit checks:</p> <ol style="list-style-type: none"> 1. Completion Date cannot be in the future 2. Completion Date cannot be prior to Application Date <p>The Action Date field needs the following edit checks:</p> <ol style="list-style-type: none"> 1. Action Date cannot be in the future 2. Action Date cannot be prior to Completion Date 3. Can not have an Action Date if Completion Date does not exist. <p>The Action Reason field needs to be a drop down LOV. These values can be found in le.appl_hcpr_act_desc.</p> <p>Once the user enters data into Completion Date, Action Date, or Action Reason fields, a row will need to be inserted into table le.appl_hcpr to populate the corresponding columns app_comp_dte, app_closed_dte, appl_hcpr_act_desc_id. le.appl_hcpr is a child table that references le.appl via applc_id. The primary key for le.appl_hcpr is applc_id, so once a record exists for the application, changes to will need to be updated instead of inserted. Table appl_hcpr will also need to have the timestamp (evnt_tme_stmp) and the stff_oper_id populated with the appropriate data with each insert or update.</p>
CQ36764	Schema/ View	<p>We need to pull the Licencee's Web User Name and Password into LicenseEase (COMPAS) into our letters. We've added the view into to LicenseEase (COMPAS) so that it appears in the pull down menu in Test, but when I ran test on it those areas didn't populate. I didn't get an error message or anything it just didn't populate. Please Help!</p> <p>This is the view that we entered into LicenseEase (COMPAS) LV_WEB_BASIC_DATA</p>
CQ36820	Schema/ Interface	<p>Review current business processes and LicenseEase (COMPAS) functionality. Identify areas where the business process may be supported by LicenseEase (COMPAS) and make modifications needed to reduce manual manipulation of data. Include review and modify LicenseEase (COMPAS) set-ups, review and modify exam upload to support the business process and modify</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
		licensure methods to support the business process.
CQ36821	Schema	Objid5036 (20070524) meant to fix Enforcement data (Create compliance type "Fine" is not generating a "Misc" sales item) instead created records where the xent_id was incorrectly changed.
CQ36944	Interface	For the Prometric (client 4401) exam interface, please map all request coming in from Prometric as a code 7- Puerto Rican, to our code in LicenseEase (COMPAS) of 6- Hispanic. This will allow MQA to create CNA applicants using the exam interface for this code.
CQ36970	Schema/ Screen	<p>Per discussions, if a SSN is entered on the xe10 screen (not PIN or FEIN type) please add the following validation. Check data against a set of data validity rules* Check for the proper 9 digit pattern: 111-11-1111 Check for special numbers which will never be valid:</p> <p>a. Currently, a valid SSN cannot have an area number above 772, the highest area number which the Social Security Administration has allocated.[2]</p> <p>There are also special numbers which will never be allocated:</p> <p>Numbers with all zeros in any digit group (000-xx-xxxx, xxx-00-xxxx, xxx-xx-0000).</p> <p>Numbers of the form 666-xx-xxxx, probably due to the potential controversy (see Number of the Beast). Though the omission of this area number is not acknowledged by the SSA, it remains unassigned.</p> <p>Numbers from 987-65-4320 to 987-65-4329 are reserved for use in advertisements.</p> <p>Finally, there is a set of numbers that have been invalidated: 078051120,042103580, 062360749, 078051120, 095073645, 128036045, 135016629, 141186941, 165167999, 165187999, 165207999, 165227999, 165247999, 189092294.</p> <p>Also, please keep in mind that the SSN is NOT a required field</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ37181	Report	The board offices would like to remove all non-valid and bad checks from the (ca37) Unassigned Payment Report. They are in the process of cleaning of cleaning up the payments, but a lot of the payments are of these types.
CQ37233	Interface	Right now when we receive new info from the (4401) vendor and the licensee has a null and void license (Status 60) the name does not update when the new file is created. It also does not populate the PL address. This causes licenses to not to automatically be issued when the scores come in. Is there any way to change this so the address and name will update when the new file is created?
CQ37238	Schema/ Screen	The CE component (flmq74) in the compliance module does not automatically flag the licensure side when a CE obligation is in default. We need the information under the CE tab (flmq74) to flag the licensure side when in default just as the information under the compliance tab (nf26) currently does.
CQ37310	Schema	This project involves cloning the existing Level 1 Interface program (used by Profiling) for CNA Level 1 requests required for Licensure applicants. Applicants in this profession don't have a file number/profession on the file coming in because they complete this step prior to applying to the Department. This ticket will build on the work in CQ Ticket 35499.
CQ37538	Report	When running the Unassigned Cash Report (ca37), I noticed as you get farther into the report that eventually the batch numbers are getting cut off of the report, usually after about page 8. Please see the attached document for the example.
CQ37637	Interface	Requesting to have the vendor download for client 4401 not change addresses in any other client besides 4401
CQ37696	Report	http://dohswas10.doh.state.fl.us:7781/batchreports/flmq68_425647_03272008152815.pdf Entire report says license already issued and all 181 rejected. Same as the 141 from 3/10/2008 Please help so we dont have to hand enter. client 2501
CQ37812	Schema/ Screen	xe15 Contact History screen does not show the Application # for the letter. For example, with client 1701, file number 363443, the application number of 1188402 is not shown for the Deficiency Letter sent on 12/28/07 (even though the appl id is in the database for this contact history record). The data is in the database when you query it, it looks like the query is just not selecting the fields back for display. Same for complaint number, inspection

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
		#, etc.
CQ37850	Schema/ Screen	The board offices would like for there to be a withdrew application module in the application drop-down at the top of the LicenseEase (COMPAS) screen. This would work exactly like the deny application module works right now in LicenseEase (COMPAS). It would set the open transaction to withdrew, and set the license status to withdrew. Please see attachment for where to find in LicenseEase (COMPAS).
CQ37890	Report	The Unassigned Cash reports in LicenseEase (COMPAS) are not working at all. Please see attached copy of the request for 7/1/07-4/1/08 for 8025 and 8076. Other offices are reporting the same. Please look at this as soon as possible. Please see attachment.
CQ38119	Schema	Licensing and Auditing Services Unit would like to request a new status added to the CE23 screen for audit status. We need a status called "LASU Hold". Please see attachment for example.
CQ38197	Report	We would like to add some fields to the Remittance Processing Payment and Application Approval Report. We would like to add a field for Transaction Type after the License #. Also we would like to add a user id from LicenseEase (COMPAS) that worked the transaction. This would come after the "status" field on the report. Let me know if you need more info from me.
CQ38252	Interface	Please change the Experior interface to uppercase the city, regardless of the case in the file we get from Experior.
CQ38532	Alerts	Enforcement is requesting that LicenseEase (COMPAS) generate an alert when a case is pulled up on the enforcement side and the MA address is different than on the licensure side. This is just for the mailing address. The alert could state "Enforc. address differs than license".
CQ38553	Schema	Create new table on dohsdb10 to track report module request statistics
CQ38273	Report	Create a report to identify stranded RP records in -3 status
CQ38849	Interface	flmq54 (FDLE Background Check Results Upload) is not uploading correctly.
CQ38971	Report	FDLE FLMQ54 report needs a column added to include the name of the unsuccessful record

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ39066	Extract	Modify the Rad Tech extract files that are sent to ARRT based on their proposed file layout. Combine 3 extracts files and only send one extract file. Work with Data Integration team to get the daily file encrypted and moved. Keep the date in the file name.
CQ39585		An PLSQL error is thrown ORA-06502: PL/SQL: numeric or value error ORA-01403: no data found on complaint 200601534 in the Mass Activity Update screen.
CQ39686	Schema	Remove the error in CA11 that the user with View only access sees if there are no Open batches.
CQ39971	Report	Please modify the ca34 (Refund Report) to include the date the refund was issued.
CQ40069	Interface	Client 4401, we are still having problems with some files where the PL address is not being created when the file is received from our vendor (Experior).
CQ40071	Interface	Gary, this is a follow-up to our meeting with the EMS board. They would like an electronic exchange with NREMT on the exams.
CQ40157	Report	Please add professions 2001 - Optician and 2203 - Consultant Pharmacist to the drop down list for report dxa505 - Generate Renewal Notice.
CQ40237	Extract	Please add the following professions to dxa505 - generate renewal notice 1501 - Medical Doctor 1515 - Anesthesiologist Assistant 6001 - Diagnostic Radiological Physicist 6002 - Therapeutic Radiological Physicist 6003 - Medical Nuclear Radiological Physicist 6004 - Medical Health Physicist
CQ40435	Trigger	Modify the trigger that deletes pending inspections (disposition 'RQST', definition 'D', and status 'O') if the status is >=46. Add 2320, 2329, 2331, 2332, and 2355 to the trigger. There are some duplicates that look like they can be removed (i.e. 2327). Please remove 2399, 2326, and 2380 from the trigger.
CQ40649	Schema	Is it possible to make the collections date field in the Compliance Module limited to "todays" date only? Please see attached screen shot.
CQ40650	Schema/ Screen	The Compliance Unit would like a referred date field added to the flmq74 LicenseEase (COMPAS) screen.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ40652	Schema/ Screen	The Compliance Unit is wanting to add a received date to the LicenseEase (COMPAS) flmq74 module. Please see the attachment.
CQ40664	Report	Please add the following clients to the dxa505 report: 5201 - Clinical Social Work, 5202 - Marriage and Family Therapist, 5203 - Mental Health Counselor, 5207 - Social Work Intern, 5208 - Marriage and Family Intern, 5209 - Mental Health Intern, 5401 - Certified Master Social Worker.
CQ40683	Report	Please add the following clients to the dxa505 report: 1801 - Optometry, 1802 - Optometry Branch, 2205 - Pharmacy, 3601 Hearing Aid Specialist, 5601 - Occupational Therapist, 5602 - Occupational Therapy Assistant.
CQ40764	Schema	<p>Modify LicenseEase (COMPAS) to match PL Address validation in MQA Online Services. (see ticket 40686)</p> <p>We have found that licensees are putting in None or N/A in the PL address field at time of renewal. Please see the attached print screens.</p> <p>from ticket 34378: Need to add a quality check to on-line address updates to NOT ALLOW the following list for the PL type Address 1, Address 2, Address 3 and City :</p> <p>Unknown, NA, N/A, N.A. Not practicing, Currently Not practicing None, Confidential (No indicator set) Not Applicable.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ40808	View	<p>Please create a new letter view so that the deficiencies from all of the checklist items can be pulled instead of just the ones in write letter. Please see James's sql below from Test:</p> <pre> SELECT NVL(DC.defcn_txt, DC.defcn_desc) as deficiency from DEFCN_HIST DF, APPL AP, LIC L, DEFCN_RSN_CDE DC, CKLST_ACTV CA , XACT_ACTV_DEFN XD where AP.applc_id = DF.applc_id and L.lic_id = AP.lic_id and DC.defcn_id = DF.defcn_id and CA.cklst_actv_id = DF.cklst_actv_id and XD.xact_actv_defn_id = CA.xact_actv_defn_id --AND XD.xact_actv_cde = 'LETTER' and df.clr_tme_stmp is null and l.clnt_cde = 2501 and l.file_nbr = 87078 </pre> <p>Signature missing from application. CPR/ACLS No Back Showing Date of Birth Insufficient money received</p>
CQ40925	Schema	<p>I want to know if the "Has Been disciplined" indicator that is generated by going to LicenseEase (COMPAS) screen flmq52 can be automatically generated any time a status of Suspension, Revocation, Probation, Obligations, Disciplinary Relinquishment, Reprimand is added to the Compliance Discipline field.</p>
CQ41071	Schema	<p>The reset program (flmq57) cannot handle null secondary statuses. This prevents many licenses from moving over to their intended statuses. Make changes to the program to allow NULL secondary statuses to be affected by the program as well.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ41283		<p>I researched this back to 2006, see the below screen shot that demonstrates the issued occurred at that time as well for a deposit in 2006 , deposit number 167198 for profession 2502. With that, I feel it is safe to say that it is not related to the missing application number issue.</p> <p>As Nicole stated, RP was not originally intended to handle bulk Remitter/Beneficiary receipts however since the functionality is being utilized, the issue is now to determine why RP is assigning the money in duplicate and verify if a program code modification will correct future use of RP for bulk renewals.</p>
CQ41337	Schema/ Screen	Add a field to the flmq16 Document Repository screen for the Team #. This should be a drop down value containing the values Team 1 - Team 10. The field should be located under the Assigned Checkbox and above the Application ID field. This will be used by boards for routing mail that is scanned prior to working the file (Paperless Project with BON - upfront scanning).
CQ41424	Schema	Client 2501 and 2502 - The board office is unable to input a PO box into the PL address. This is currently enabled for online systems however LicenseEase (COMPAS) will not allow it. Example: Client 2502 License # 235 - Unable to change PL to match MA.
CQ41458		Add unique constraint for Device Name on the device table and Display Message on lp41 screen.
CQ41579	Schema	Do not allow users to enter alpha characters in the transaction code field in the ap53 form.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ41838	Interface	<p>Gary, these are the scores that need to be changed to a zero. The following is the message from Candy:</p> <p>File number Part 17872 7 17900 7 17883 5 17323 7 17533 7 17741 7 17547 4 & 7 17769 5 & 7 17800 4 17632 7 17876 7 17921 5 & 7 17885 5 17886 5 17917 7 17923 5 17898 7</p> <p>Gary - Currently the candidates have a score of .01</p>
CQ41846		<p>Please modify the reset program to move delinquent licenses that have a manual hold on their records to null and void. Also, please modify the expiry program to move licenses that have a manual hold on their record to delinquent status.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ41869	Report	<p>"Optimize FLMQ34. Users are receiving time outs. Also, correct issues stated in e-mail attachment." I have attached your e-mail for your review.</p> <p>The notes in the ticket stated: "Report optimized and SQL separated into multiple .sql files. Report will be promoted to LicenseEase (COMPAS) Production Wednesday August 29, 2007. Individual school report will be complete as adhoc requests by Abby's group."</p> <p>I will be happy to reopen the ticket. Can you please provide examples of the reports and what the correct numbers should be. I will attach it to the ticket.</p> <p>Testing Services would like to have a date range field added to the FLMQ34 report.</p>
CQ41920	Interface	<p>As part of the Rad Tech flmq63 upload for failed candidates, (CQ38620) we are cancelling licensure transactions when a candidate fails. Due to this please add Cancelled Applications to the aa11 Advanced Search.</p>
CQ41923	Report	<p>Add date range as a required parameter and validate that the date range is not greater than 3 years. Modify report font to look like other LicenseEase (COMPAS) reports too.</p> <p>Adding this validation will prevent long running report formatting jobs. For instance, on 01/28 a user ran the report for all approved 2020's for profession 2201 with the total count of 83212. This report was long running and hung other reports preventing them from completing. The dhap01 had to be cancelled by the DBA. Although some professions like 1701 may return a large count, adding this validation will reduce the chances of small professions causing other users reporting needs to hang.</p>
CQ42053	Alerts	<p>Need an alert that will pop-up on an open case when a practitioners license status has been moved to deceased.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ42099	Report	<p>Create a summary report to generate when flmq35 is run nightly.</p> <p>It will be similar to flmq35...</p> <p>Title will be FLAIR Extract Summary Report</p> <p>It will be grouped by Deposit #, Batch #</p> <p>Ordered by Deposit #, Deposit Date, Batch #</p> <p>Columns will be Deposit #, Deposit Date, Batch #, Batch Total</p> <p>And where BI (Bookkeeping Indicator) <> 'N'.</p>
CQ42206	Schema/ Screen	As part of the PRO Project - add a new screen in LicenseEase (COMPAS) Enforcement Module that will support tracking the orders and filings for each complaint. Please see attached requirements document.
CQ42207	Schema	Heres a little problem that I found... The application date that Image API enters when they are entering our profile info must not have any safety parameters set on it. At the beginning of the new year they forgot and put January 2008 on some of our files. One slipped through unnoticed and was worked and approved- now its on a report as being over a year old when we first worked it. Can you put a restriction in LicenseEase (COMPAS) so staff cannot enter a date further than 120 days from the past.
CQ42208	Report	Testing Services would like to have a date range field added to the FLMQ34 report. Thanks.
CQ42416	Schema	Based on discussions for Pharmacy Techs, Cindy brought up the point that manual holds disappear when the 'regenerate' button is pushed on the header screen. This ticket is to make sure that this checklist item remains on the transaction until it is manually cleared.
CQ42614	Extract	Develop extract to create the file for the 120 day letters to replace the current Image API process. Mindy and Cindy will generate the file at the same time that the renewal print file is created and also update the contact history.
CQ42651	Report	Please add the license numbers to the flmq63(Radiologic Technician Exam Score flmq63) and flmq68(EMT Exam Results Import) reports.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ42768	Extract	<p>Found a BXMO on the export file that has not been approved to test- just a 9013 has been approved.</p> <p>The checklist items for the applicants 1010 were all checked off but the app wasn't set to approve. I approved the 1010 and the follow-up has been opened.</p> <p>I haven't done anything with the follow-up (add modifiers, etc...).</p> <p>User only needs this to work when they have approved applications.</p>
CQ42774	Trigger	Please modify the inspection trigger that assigns the periodic inspections so that client 2302 receives a periodic inspection every year.
CQ43197	Schema	Allow from broad assignment of codes with multiple payer codes for an entity linked to multiple transaction definitions to granular with one payer code for one transaction definition.
CQ43216	Schema	I have been meeting with the PL address workgroup and they have come up with several recommendations on how to eliminate the issue that we have with practitioners that hold an active license but are not currently practicing their profession.
CQ43227	Extract	LicenseEase (COMPAS) module flmq57 will not run successfully if scheduled for later (i.e. run through the batch scheduler). The problem is with the expiry date parameter in the procedure call. All dates should be passed in as a VARCHAR and then casted back to the date format within the procedure code. This causes an execution error and the program never runs. This same issue was found with pkg_doh09.
CQ43577	Schema/ Screen	I need for the feature that populates an automatic date in the Collection tab on the nf26 screen to be removed. When this feature is tabbed through to get to the note section it is sending this case to the collections data base. We need to have to manually enter this date.
CQ43578	Schema	On screen nf25, I need for the Ternination date to be manually entered when the length and duration information is entered.
CQ43839	Schema	Profession 502 (Chiropractic Faculty Certificate) does not have have a age limit for applicants in their laws and rules. They have an applicant right now that is 15 that needs to be put into LicenseEase (COMPAS). Please adjust the birthdate field in LicenseEase (COMPAS) for this profession.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ43899	Schema	On the flmq16 Document Repository Screen - any time you make a change or save the record, the message that the SSN of the file selected and the SSN entered on the Doc Repos screen do not match. This occurs even if no file has been selected. The message should only be displayed when a file # has been selected into the record. If one of the SSN fields is blank, then it should not attempt to match and should not display an error message.
CQ44024	View	Please create a letter view that pulls the Other Payer Code (other_payer_codes.OP_CDE), Start Date (other_payer_codes.START_DTE), End Date (other_payer_codes.END_DTE), Profession Name (clnt.clnt_long_nme) and transaction description (xact_defn.xact_desc) where the xact_other_payer_codes.CURR_IND is 'Y' .
CQ44536	Schema	Please allow P O Boxes for PL addresses for Rad Techs in LicenseEase (COMPAS) and Online Systems. This request is the same that we had done for EMT/Paramedics several months ago.
CQ44620	Schema	On flmq16, when searching on the last name D'Amico, the results do not come back with the correct names. Can this be changed so apostrophes in name fields are searchable? They also have requested to ability to keep the information in the search screen, so they can correct misspellings without having to re-enter the entire search again. Sometimes they will search from the flmq16 screen, but maybe have a misspelling in last name, so their results do not come back on the results screen. So when they return to searching, they'd like to have a way to keep the info that they had previously input.
CQ44779	View	Is there a way that we can have a view that will pull in info from the Parties Tab. Right now I'm only able to pull in the patient's information when using the FULL_NME1 => uv_patient_info and also I can use IP_FULL_NME => lv_invl_party to pull in the Patient's information as well. But I don't see a way to pull in parties such Subject Attorney's, Risk Managers, Physicians etc.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ44820	Schema/ Screen	<p>Create a data edit on the LicenseEase (COMPAS) screen(s) where name additions or changes are made to trim any leading spaces.</p> <p>Do a data patch to correct all name records with the leading space issue.</p> <p>This issue was identified by searching for ARNP9214586 on License Verification using her name. She could not be found by her last name, only by her license number. After researching in LicenseEase (COMPAS), we determined that her last name had a leading space, " Stewart", and that was why she could not be found on the website.</p>
CQ45647	Interface	Modify SB1986 upload program to accept a file from Image API, load the responses, and insert Image API into the operator ID field. Need to set up a naming convention, file layout, and FTP location.
CQ45654	Schema/ Screen	Add Deficiency Reason Codes to the Manual Hold checklist item in LicenseEase (COMPAS) for Manual Hold Types in MQA Initial Apps
CQ45892	Interface	Please modify the upload program to identify the users as Prometric instead of Experior.
CQ45893	Interface	Automatic download of the file received on the FTP site for the CNA exam candidates from the test vendor Prometric to LicenseEase (COMPAS).
CQ45894	Interface	Add Prometric's "file" number as an identifier in LicenseEase (COMPAS) during the daily download from the FTP site. This will assist the Board with identifying duplicates
CQ46121	Schema	Modify dhal01 Other Payer to validate on Board Code - please refer to ticket 43197 if needed for full screen specs.
CQ46292	Extract	The daily export to the NREMT for 2501 only is sending information that is really messing up our folks trying to test. All appli...
CQ46319	Interface	Please modify the LicenseEase (COMPAS) upload program to recognize the Under 18 modifier alert. Modifications to the Online system will be mad...
CQ46378		Please see the attached print screen. Upon our research, it was discovered the the money that is being received by credit card...
CQ46474	Extract	Would it be possible to include "expired" licensees in the FLMQ60 report. We would like to be able to dump ASRT continuing education in expired licensees.

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ46590	View	We need a LicenseEase (COMPAS) letter merge field that would pull in the applicant's completion date from the AP90 screen in LicenseEase (COMPAS).
CQ46915	Schema	It occurred to me this morning that our deficiency letter view will pick the manual hold deficiency and add it to the letter. The users that I have talked with don't want this. Is there anyway to exclude this from being returned in the letter.
CQ46919	Schema	Is there a way to use BD_RANK_CDE and BD_RANK_DESC codes on the Enforcement side of LicenseEase (COMPAS). Right now the LV_BASIC_DATA view won't work on the Enforcement side.
CQ46930		<p>Update the 21 Day Deficiency/Confirmation Job to Include Group 1 Initial Apps Professions and add adhoc report in LicenseEase (COMPAS)</p> <p>21 day DEFCN_LTR e-mail: clnt_cde = 1801 and xact_cde = 1010 clnt_cde = 1802 and xact_cde in (1010, 1015) clnt_cde = 1805 and xact_cde = 1020 clnt_cde = 4401 and xact_cde = 1021 clnt_cde in (5501,5502) and xact_cde in (1010,1021)</p> <p>Confirmation e-mail (LL1): clnt_cde = 4401 and xact_cde = 1021</p> <p>Also will include CC/From changes from CQ46765.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ46966	Report	<p>I talked with Mindy about the RP report that we monitor. We have to do quite a bit of research to determine issues with R, E, and M class transactions that don't approve. It would be helpful if we could see the validation, or at least the leading number, for each record on the report so we will know how the request was processed; online, RP Cash, or Manual. Mindy mentioned that, at a glance, there is at least one error message that takes up nearly the remainder of the page. So, she will have to see if there is space. I also don't know if other offices use this report, so I don't want to make changes that would affect others' work.</p> <p>We also talked about the possibility of a separate report instead of altering the RP report. As you know, all of the online application transactions appear on the 5:00 report that we review. Until recently, it only included online app transactions for nursing. As new online apps are rolled out, our report continues to grow. If we can't add payment information to the current report, her recommendation of a separate report would be worth exploring for both reasons. Please submit a ticket to them so that they can look into this.</p>
CQ47276	Trigger	Please research flmq73, nf12, nf19, nf23, nf17, flmq52, dhnf02 and nf25 enforcement screens to determine if any event triggers or forms logic cause the HBD indicator to be added or removed to a license. This is for the AC and Discipline workgroup and system enhancements.
CQ47490	Schema	Please increase team numbers in the document repository to include 16-20.
CQ48081	Schema	In AL24 - Maintain License Relations - add the 100 year date validation to this form for both Effective and End Dates.
CQ48123	View	Requesting a view to be modified to pull in the following information => the medical school name, date of degree, and date of action.
CQ48912	Report	Add the batch job parameters used from the screen to the report header.
CQ49314	Schema/ Screen	<p>We need a field added to the flmq16 Document Repository screen called the Date Entered. This field should be placed between the Document # field and the Received field. This will be used by the boards to enter the date the document is input into the repository. This is needed for the upfront scanning project. Contacts are Tammy Collins and Ivy Shivers. We will also need to modify the dxl533 Document Repository report to include this new field.</p> <p>per PM request at 12/13 CQ mtg: Correct the search/query functionality for</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
		organization names.
CQ49348		<p>*****IMPORTANT WHEN PROMOTING THE CA21.PL SCRIPT*****</p> <p>The file MUST be in this location: [oracle@dit00swas11]: /opt/oracle/product/10.1.2/licensease/code/prod [iasforms10> cp ca21.pl /opt/oracle/product/10.1.2/bin/</p> <p>Please correct the IAPI location number on the endorsement stamp of the validation machine from 6400168 to 6400167. This location will correspond with validations beginning with 2 and 9.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ49526	Schema	<p>Add error handling for the prep/commit job when the CyberCashMCK.socket.1 error, /renewalrpt2k/cyber_prep.asp, line 142 occurs. Per discussion with DBA, an IF statement can be added to sleep when the error is received and retry in two minutes. See below SQL solution:</p> <pre>[oracle@dohsdb10]:/opt/oracle/admin/LicenseEase/batch [leprod:> vi run_cybercash_prep.ksh</pre> <p>Add bolded code:</p> <pre>if [[\$? -ne 0]] then echo "ASP call for commit failed at `date`." >> \$log STATUS=1 cat \$html_log mail \$GLOB_MAIL_LIST cat \$html_log mail DLMQA_Finance exit \$STATUS else timeout=`grep "Timed out waiting for a response" "\$html_log"` if [[\$timeout]] then sleep 120 /opt/sfw/bin/curl \$url4commit >> \$html_log 2>>\$log fi fi</pre>
CQ49557	Trigger	<p>Need to develop a Q modifier for the board of medicine to enter on a PMC license. When the modifier is added to a license, it will automatically request a periodic routine inspection with an inspect before date of 6/30/the FY entered. When the modifier is removed, any pending open inspections will be automatically deleted. This will closely mirror the current automation for dispensing practitioners.</p>
CQ49563	View	<p>Please create a letterview that would pull in the RESPONDENT'S file number. It can be tied to the same table as the LIC_NBR field pulling from the Enforcement side.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ49564	View	<p>Requesting a letter view that will pull in the following Criminal Offense information (ap90 screen) listed below</p> <ol style="list-style-type: none"> 1. Record Name 2. Level of Offense 3. Offense Description 4. Pleading Type 5. Date Offense <p>This information can be tied to the LV_BASIC_DATA table.</p>
CQ49565	View	<p>Requesting a letter view that will pull in the following Disciplinary information (ap90 screen) listed below</p> <ol style="list-style-type: none"> 1. Record Name 2. Discription Body 3. Discription Date 4. Disc Viol Desc 5. Disc Action Des <p>This can be tied to the LV_BASIC_DATA table.</p>
CQ49655	Schema/ Screen	<p>When running a query in the document repository the team number box does not go past team number 15 for anyone in the Board of Nursing. There should be up to team 20. Teams 1-20 appear when adding, but when querying you can only get teams 1-15.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ49865		<p>SQL2008 issue....</p> <p>This survey extract is the first since upgrading to 2008 to have more than 32767 records. Starting at line 32768 in the upload file, we have roughly 20K occurrences of the following: "SQLGetDiagRec failed"</p> <p>Osql appears to limit to smallint the number of records one can process with a cursor. If true, there may be implications for other scheduled sqlserver jobs.</p> <p>Work around:</p> <p>In TSQL run, sp_print_survey_txn</p> <p>Save output to local disk. In this case file_name = survey_txn.0131.1600</p> <p>Copy file to \\dohsdb10\survey</p> <p>Run update stmt: update response set extrc_flag = 'Y', extrc_dte = getdate() where resp_id in (select resp_id from compas_survey_txn)</p>
CQ50183	Schema/ Screen	<p>We need to get a license number field, and a license name field added to the LicenseEase (COMPAS) License Relationship History (al31) screen. This will be for all professions in LicenseEase (COMPAS). I have attached a screenshot of what it looks like now.</p>
CQ50346	Schema/ Screen	<p>We need to modify the Miscellaneous Sales (ca13) screen in LicenseEase (COMPAS) to be able to search upon the Sale #. Please see attachment for screen.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ50467	Schema/ Screen	<p>This needs to be completed by 3/31/11, if possible. This is needed for both the upfront scanning of mail project and the transition of scanning to iCenter project. Modify the flmq16 Document Repository screen to add a new field, just above the Type field, called 'iCenter Doc Type'. This field will be a drop down list of values and should be populated with the codes in the attached document. Also, rename the 'Type' field label to 'Repository Doc Type'. See attached screen shot of doc repository.</p> <p>Rolling CQ50494 into this request so all changes can be moved at the same time:</p> <p>We would like to request that a field be added to the LicenseEase (COMPAS) Document Repository, (flmq16) that will allow us to capture the number of pages that are attached to a document. Please title the field "page count" and we would like to be able to type in the number of pages. Thanks.</p> <p>Also, the following needs to be added per telephone conversation btwn Linda and Daniela, 3-22-11:</p> <ul style="list-style-type: none"> - update the nightly release to iAPI for Document Repository - there will be a data patch for existing records
CQ50845	Alerts	<p>On the application header of the aa21 screen, please add field validation that will provide an alert to indicate to the processor that they have entered an action date that is more than 90 days after the completion date. The alert should give the user the option to correct the date or indicate the date entered is the correct action date and proceed with saving the changes. This will help prevent data entry errors.</p>
CQ51148	Schema/ Screen	<p>Need increase priority field on enforcement screen NF12 (Maintain Complaints) to 2 characters and change to text/numeric. For example, 1A This is a high priority request for improvement in tracking emergency actions against health care licensees.</p>
CQ51592	Interface	<p>the ARRT Exam Vendor changed the format of the file used to upload the exam scores via flmq63.</p>
CQ51691	View	<p>We need a letter field created to pull in ML_Address Routing info into LicenseEase (COMPAS) letters. Practioners have begun utilizing this field as part of their address.</p>

UPDATED FOR FY 2014-15 SCHEDULE IV-B FOR
MQA TRANSFORMATION PROJECT

Reference #	Type of Change	Description
CQ51750	Schema	<p>The SSN Administration has changed the way they issue SSN Numbers. The following is taken from the Social Security website.</p> <p>"Previously unassigned area numbers will be introduced for assignment excluding area numbers 000, 666 and 900-999. "</p>
CQ51855	Schema/ Screen	The boards would like to add a 100 to the team numbers for the LicenseEase (COMPAS) Document Repository. They will be using this as a "Not Received".
CQ52616	View	<p>Please modify the following views to include the Notes section under the ap90 screen. Sometimes text is entered into these areas that they would also need to be included into the letter.</p> <p>uv_disc_by_lic uv_crim_by_lic uv_disc_by_app uv_crim_by_app</p>
CQ52821	Schema/ Screen	Please promote the revision made in test to the Name Change Field on the renewal forms in production.

(This page intentionally left blank)



MEDICAL QUALITY ASSURANCE SCHEDULE I SERIES

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 64 Department of Health **Budget Period: 2014-15**
Program: 64400100 Regulation and Licensing
Fund: 2352 Medical Quality Assurance Trust Fund
Specific Authority: Chapter 456, F.S.
Purpose of Fees Collected: Regulate and enforce Health Care Practitioners.

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

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

<u>SECTION I - FEE COLLECTION</u>	<u>ACTUAL</u> FY 2012-13	<u>ESTIMATED</u> FY 2013-14	<u>REQUEST</u> FY 2014-15
<u>Receipts:</u>			
Fees and licensees	59,861,212	78,068,062	62,243,450
Fines, forfeitures, judgments	3,257,943	3,097,415	3,097,415
Unlicensed activity	2,234,339	2,243,637	2,075,819
Miscellaneous	69,647	83,888	84,237
Total Fee Collection to Line (A) - Section III	65,423,141	83,493,002	67,500,921

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	26,459,626	27,694,968	27,751,693
Other Personal Services	4,244,680	4,386,908	4,439,634
Expenses	6,318,365	6,581,409	6,645,450
Operating Capital Outlay	30,946	39,355	45,963
Special categories	29,824,410	39,896,037	26,740,387
	-	-	-
Indirect Costs Charged to Trust Fund	2,238,620	2,566,550	2,597,397
Total Full Costs to Line (B) - Section III	69,116,645	81,165,227	68,220,524

Basis Used: _____

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	65,423,141	83,493,002	67,500,921
TOTAL SECTION II	(B)	69,116,645	81,165,227	68,220,524
TOTAL - Surplus/Deficit	(C)	(3,693,504)	2,327,775	(719,603)

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Drugs Devices & Cosmetics Trust Fund
LAS/PBS Fund Number:	64400100
	2173

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<input type="text"/>	(A)	<input type="text"/>		0.00
ADD: Other Cash (See Instructions)	<input type="text"/>	(B)	<input type="text"/>		0.00
ADD: Investments	<input type="text"/>	(C)	<input type="text"/>		0.00
ADD: Outstanding Accounts Receivable	<input type="text"/>	(D)	<input type="text"/>		0.00
ADD: _____	<input type="text"/>	(E)	<input type="text"/>		0.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00		0.00
LESS Allowances for Uncollectibles	<input type="text"/>	(G)	<input type="text"/>		0.00
LESS Approved "A" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
Approved "B" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
Approved "FCO" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
LESS: Other Accounts Payable (Nonoperating)	<input type="text"/>	(I)	<input type="text"/>		0.00
LESS: Post Closing CF Approved "B" Adjustment	<input type="text"/>	(J)	<input type="text"/>		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00		0.00 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Drugs Devices & Cosmetics Trust Fund
LAS/PBS Fund Number:	2173/64400100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text"/> (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)
Post Closing CF Approved "B" Adjustment	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text"/> 0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text"/> 0.00 (F)
DIFFERENCE:	<input type="text"/> 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grant Trust Fund
LAS/PBS Fund Number:	64400100
	2261

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<input type="text"/>	(A)	<input type="text"/>		0.00
ADD: Other Cash (See Instructions)	<input type="text"/>	(B)	<input type="text"/>		0.00
ADD: Investments	<input type="text"/>	(C)	<input type="text"/>		0.00
ADD: Outstanding Accounts Receivable	<input type="text"/>	(D)	<input type="text"/>		0.00
ADD: _____	<input type="text"/>	(E)	<input type="text"/>		0.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00		0.00
LESS Allowances for Uncollectibles	<input type="text"/>	(G)	<input type="text"/>		0.00
LESS Approved "A" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
Approved "B" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
Approved "FCO" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
LESS: Other Accounts Payable (Nonoperating)	<input type="text"/>	(I)	<input type="text"/>		0.00
LESS: _____	<input type="text"/>	(J)	<input type="text"/>		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	<input type="text"/>		0.00 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Federal Grant Trust Fund
LAS/PBS Fund Number:	2261/64400100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

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 (C)

SWFS Adjustment (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: **0.00** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) **0.00** (F)

DIFFERENCE: **0.00** (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	64400100
	2339

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<input type="text"/>	(A)	<input type="text"/>		0.00
ADD: Other Cash (See Instructions)	<input type="text"/>	(B)	<input type="text"/>		0.00
ADD: Investments	<input type="text"/>	(C)	<input type="text"/>		0.00
ADD: Outstanding Accounts Receivable	<input type="text"/>	(D)	<input type="text"/>		0.00
ADD: _____	<input type="text"/>	(E)	<input type="text"/>		0.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00		0.00
LESS Allowances for Uncollectibles	<input type="text"/>	(G)	<input type="text"/>		0.00
LESS Approved "A" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
Approved "B" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
Approved "FCO" Certified Forwards	<input type="text"/>	(H)	<input type="text"/>		0.00
LESS: Other Accounts Payable (Nonoperating)	<input type="text"/>	(I)	<input type="text"/>		0.00
LESS: _____	<input type="text"/>	(J)	<input type="text"/>		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00		0.00 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	2339/64400100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="0.00"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjustment	<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)
	<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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Medical Quality Assurance Trust Fund
LAS/PBS Fund Number:	64400100
	2352

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	30,333,289.40	(A)		30,333,289.40
ADD: Other Cash (See Instructions)	473,333.69	(B)		473,333.69
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	6,798,722.11	(D)		6,798,722.11
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	37,605,345.20	(F)	0.00	37,605,345.20
LESS Allowances for Uncollectibles	(2,109,398.93)	(G)		(2,109,398.93)
LESS Approved "A" Certified Forwards	(2,622,607.36)	(H)		(2,622,607.36)
Approved "B" Certified Forwards	(677,962.13)	(H)		(677,962.13)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(2,977,852.48)	(I)		(2,977,852.48)
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	29,217,524.30	(K)	0.00	29,217,524.30 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Medical Quality Assurance Trust Fund
LAS/PBS Fund Number:	2352/64400100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	28,413,684.04 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B6400003 Reduce Accounts Payable	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(677,962.13) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	78,253.64 (D)
G/L 486XX - Long Term Compensated Absences Liability	1,403,548.75 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	29,217,524.30 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	29,217,524.30 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**



COMMUNITY HEALTH RESOURCES EXHIBITS AND SCHEDULES



COMMUNITY HEALTH RESOURCES SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	64400200
	2021

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: TRANSFER FROM 2021 64100200		(E)		0.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00	0.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Administrative Trust Fund
LAS/PBS Fund Number:	2021/64400200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="0.00"/>	(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"/>	(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)
----------------------------------	----------------------	-----

TRANSFER FROM 64100200 2021	<input type="text"/>	(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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Tobacco Settlement Trust Fund
LAS/PBS Fund Number:	64400200
	2122

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	81,056.26	(A)		81,056.26
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Anticipated Receivable from DFS 2123		(E)		0.00
ADD:		(E)		0.00
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	81,056.26	(F)	0.00	81,056.26
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 64300100	(81,056.26)	(J)		(81,056.26)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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:	<u>Budget Period: 2014 - 2015</u> <u>Department of Health</u>
Trust Fund Title:	<u>Tobacco Settlement Trust Fund</u>
LAS/PBS Fund Number:	<u>2122/64400200</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="81,056.26"/> (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)
Anticipated Receivable from DFS 2123	<input type="text"/> (D)
BE TNFR to 2122 64300100	<input type="text" value="(81,056.26)"/> (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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Emergency Medical Services Trust Fund
LAS/PBS Fund Number:	64400200
	2192

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,687,930.73	(A)		4,687,930.73
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	4,687,930.73	(F)	0.00	4,687,930.73
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR to 2192 64200800	(4,687,930.73)	(J)		(4,687,930.73)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00	0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Emergency Medical Services Trust Fund
LAS/PBS Fund Number:	2192/64400200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	4,687,930.73 (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	
BE TNFR to 2192 64200800	(4,687,930.73) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	0.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grant Trust Fund
LAS/PBS Fund Number:	64400200
	2261

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(541,167.19)	(A)		(541,167.19)
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: A/R BE Adjustment 64200800		(E)		0.00
Total Cash plus Accounts Receivable	(541,167.19)	(F)	0.00	(541,167.19)
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: BE TNFR from 2261 64200800	541,167.19	(J)		541,167.19
Unreserved Fund Balance, 07/01/13	0.00	(K)		0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Federal Grant Trust Fund
LAS/PBS Fund Number:	2261/64400200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(541,167.19)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment	<input type="text"/> (C)
SWFS Adjustment	<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)
BE TNFR from 2261 64200800	<input type="text" value="541,167.19"/> (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.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	64400200
	2339

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	872,725.03	(A)			872,725.03
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: _____		(E)			0.00
Total Cash plus Accounts Receivable	872,725.03	(F)	0.00		872,725.03
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards		(H)			0.00
Approved "B" Certified Forwards		(H)			0.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS: BE TNFR to 2339 64200800	(872,725.03)	(J)			(872,725.03)
Unreserved Fund Balance, 07/01/13	0.00	(K)	0.00		0.00 **

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: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	Grants & Donations Trust Fund
LAS/PBS Fund Number:	2339/64400200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	872,725.03 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment	
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	
BE TNFR to 2339 64200800	(872,725.03) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	0.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Brain & Spinal Cord Injury Program Trust Fund
LAS/PBS Fund Number:	64400200
	2390

	Balance as of 6/30/2013	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(5,481,772.33) (A)		(5,481,772.33)
ADD: Other Cash (See Instructions)			0.00
ADD: Investments			0.00
ADD: Outstanding Accounts Receivable			0.00
ADD: BE TNFR from 64200800	5,481,772.33 (E)		5,481,772.33
Total Cash plus Accounts Receivable	0.00 (F)	0.00	0.00
LESS Allowances for Uncollectibles			0.00
LESS Approved "A" Certified Forwards			0.00
Approved "B" Certified Forwards			0.00
Approved "FCO" Certified Forwards			0.00
LESS: Other Accounts Payable (Nonoperating)			0.00
LESS: _____			0.00
Unreserved Fund Balance, 07/01/13	0.00 (K)	0.00	0.00 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Brain & Spinal Cord Injury Program Trust Fund
LAS/PBS Fund Number:	2390/64400200

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(5,481,772.33)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B6400009 increase "Due To" (353XX/759XX)	<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)
BE TNFR from 64200800	<input type="text" value="5,481,772.33"/> (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.**



DISABILITY DETERMINATIONS EXHIBITS AND SCHEDULES



DISABILITY DETERMINATIONS SCHEDULE I SERIES

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	Federal Grant Trust Fund
LAS/PBS Fund Number:	64500100
	2261

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	71,949.06	(A)		71,949.06
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	30,100.49	(D)		30,100.49
ADD: Transfer from 2261 64200400		(E)		0.00
Total Cash plus Accounts Receivable	102,049.55	(F)	0.00	102,049.55
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(27,380.49)	(H)		(27,380.49)
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	74,669.06	(K)		74,669.06 **

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:	2014 - 2015
Department Title:	Department of Health
Trust Fund Title:	Federal Grant Trust Fund
LAS/PBS Fund Number:	2261/64500100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; 74,669.06 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS)Adjustments :

SWFS Adjustment (C)

SWFS Adjustment (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)

Transfer from 2261 64200400 (D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 74,669.06 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) 74,669.06 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2014 - 2015
Trust Fund Title:	Department of Health
Budget Entity:	United States Trust Fund
LAS/PBS Fund Number:	64500100
	2738

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,165,038.33	(A)		1,165,038.33
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	3,824,151.20	(D)		3,824,151.20
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	4,989,189.53	(F)	0.00	4,989,189.53
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(3,830,077.02)	(H)		(3,830,077.02)
Approved "B" Certified Forwards	(224,365.51)	(H)		(224,365.51)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(14,521.51)	(I)		(14,521.51)
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/13	920,225.49	(K)	0.00	920,225.49 **

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 2013

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2014 - 2015	
Department Title:	Department of Health
Trust Fund Title:	United States Trust Fund
LAS/PBS Fund Number:	2738/64500100

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,093,839.94 (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	(224,365.51) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	50,751.06 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	920,225.49 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	920,225.49 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Administrative Support/Information Technology

Agency Budget Officer/OPB Analyst Name: Terry Walters / Thomas Joos

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	64100400	

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, 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	Y	
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			

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	N/A	
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	N/A	
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	N/A	
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y	N/A	

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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	N/A	
---	---	-----	--

	Program or Service (Budget Entity Codes)		
Action	64100200	64100400	

AUDITS:			
3.2	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	N/A
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	N/A
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 61 of the LBR Instructions?	Y	N/A
4.2	Is the program component code and title used correct?	Y	N/A
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	N/A

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	N/A
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	N/A

		Program or Service (Budget Entity Codes)		
Action		64100200	64100400	
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	N/A	
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 2012-13 approved budget. Amounts should be positive.			
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.			
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Y	N/A	
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 31 of the LBR Instructions.)	Y	N/A	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y	N/A	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	Y	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?	Y	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.)	Y	N/A	

		Program or Service (Budget Entity Codes)		
Action		64100200	64100400	
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	N/A	
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	N/A	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	N/A	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	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 #13-003?	N/A	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	N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	
7.14	Do the amounts reflect appropriate FSI assignments?	Y	N/A	
7.15	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.	N/A	N/A	
7.16	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 28 and 88 of the LBR Instructions.)	Y	N/A	
7.17	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)?	Y	N/A	
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	

		Program or Service (Budget Entity Codes)		
Action		64100200	64100400	
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y	N/A	
AUDIT:				
7.20	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	N/A	
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	
7.24	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))	N/A	N/A	
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 66 through 70 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2013-14 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	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	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	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	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A
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	N/A
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	N/A
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A
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?	N/A	N/A
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	N/A
8.10	Are the statutory authority references correct?	Y	N/A
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	N/A
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	N/A
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	N/A
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	N/A

		Program or Service (Budget Entity Codes)		
Action		64100200	64100400	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	N/A	
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	N/A	
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	N/A	
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	N/A	
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	N/A	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	N/A	
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	N/A	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	N/A	
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	N/A	
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	N/A	
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	N/A	
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	N/A	
AUDITS:				
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	N/A	
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	N/A	

		Program or Service (Budget Entity Codes)		
Action		64100200	64100400	
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	N/A	
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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.			
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 158 of the LBR Instructions.)	Y	N/A	
10. SCHEDULE III (PSCR, SC3)				
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A	N/A	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	N/A	
11. SCHEDULE IV (EADR, SC4)				
11.1	Are the correct Information Technology (IT) issue codes used?	Y	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? Note: FCO issues can now be included in the priority listing.	Y	N/A	
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			

	Program or Service (Budget Entity Codes)		
Action	64100200	64100400	

14. SCHEDULE VIII B-2 (EADR, S8B2)			
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	N/A

15. SCHEDULE VIII C (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)			
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y	N/A
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	N/A
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	N/A
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	Y	N/A
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	N/A

AUDIT:			
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y	N/A

16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)			
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no 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	N/A
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	N/A

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:			
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	N/A
16.4	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	N/A

		Program or Service (Budget Entity Codes)		
Action		64100200	64100400	
16.5	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	N/A	
16.6	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	N/A	
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	N/A	
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
17. MANUALLY PREPARED EXHIBITS & SCHEDULES				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	N/A	
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	N/A	
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	N/A	
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.			
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)				
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A	
18.6	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	N/A	

	Program or Service (Budget Entity Codes)		
Action	64100200	64100400	
<p>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.</p>			
19. FLORIDA FISCAL PORTAL			
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH/Comm Health Promotion/Disease Control Hlth Protection/Family Health Services

Agency Budget Officer/OPB Analyst Name: Terry Walters / Thomas Joos

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.

Action	Program or Service (Budget Entity Codes)		
	64200100	64200200	64200300

1. GENERAL

1.1	Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, 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	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y

AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y
1.4	Has security been set correctly? (CSDR, CSA)	Y	Y	Y
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			

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	Y	N/A
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	N/A
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	Y	N/A
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y	Y	N/A

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	N/A
-----	---	---	---	-----

	Program or Service (Budget Entity Codes)		
Action	64200100	64200200	64200300

AUDITS:				
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	N/A
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	N/A
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 61 of the LBR Instructions?	Y	Y	N/A
4.2	Is the program component code and title used correct?	Y	Y	N/A
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			

5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	N/A

AUDITS:				
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	N/A
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	N/A

		Program or Service (Budget Entity Codes)		
Action		64200100	64200200	64200300
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	N/A
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 2012-13 approved budget. Amounts should be positive.			
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.			
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	N/A
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 31 of the LBR Instructions.)	Y	Y	N/A
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y	Y	N/A
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A	N/A	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	N/A	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.)	Y	Y	N/A

		Program or Service (Budget Entity Codes)		
Action		64200100	64200200	64200300
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	Y	N/A
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	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 #13-003?	N/A	N/A	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	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	N/A
7.15	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.	N/A	N/A	N/A
7.16	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 28 and 88 of the LBR Instructions.)	Y	Y	N/A
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A	N/A	N/A
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A

		Program or Service (Budget Entity Codes)		
Action		64200100	64200200	64200300
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y	Y	N/A
AUDIT:				
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y	Y	N/A
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	N/A
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A
7.24	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))	N/A	N/A	N/A
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 66 through 70 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2013-14 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	64200100	64200200	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	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	N/A
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	N/A
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	N/A
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?	N/A	N/A	N/A
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	Y	N/A
8.10	Are the statutory authority references correct?	Y	Y	N/A
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	N/A
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	N/A
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	N/A
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	N/A

		Program or Service (Budget Entity Codes)		
		64200100	64200200	64200300
Action				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	N/A
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	N/A
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	N/A
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	N/A
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	N/A
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	N/A
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	N/A
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	N/A
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	N/A
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y	N/A
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	N/A
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y
AUDITS:				
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	N/A
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	Y	N/A

		Program or Service (Budget Entity Codes)		
Action		64200100	64200200	64200300
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	N/A
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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.			
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 158 of the LBR Instructions.)	Y	Y	N/A
10. SCHEDULE III (PSCR, SC3)				
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A	N/A	N/A
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	N/A
11. SCHEDULE IV (EADR, SC4)				
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	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? Note: FCO issues can now be included in the priority listing.	Y	Y	N/A
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			

	Program or Service (Budget Entity Codes)		
Action	64200100	64200200	64200300

14. SCHEDULE VIII B-2 (EADR, S8B2)				
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	Y	N/A

15. SCHEDULE VIII C (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y	Y	N/A
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	Y	N/A
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	Y	N/A
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	Y	Y	N/A
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	Y	N/A

AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y	Y	N/A

16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no 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	Y	N/A
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	N/A

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	N/A
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	N/A

		Program or Service (Budget Entity Codes)		
Action		64200100	64200200	64200300
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A	N/A	N/A
16.6	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	Y	N/A
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	N/A
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
17. MANUALLY PREPARED EXHIBITS & SCHEDULES				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	N/A
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	N/A
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	N/A
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.			
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)				
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	N/A
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	N/A
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A	N/A
18.6	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	N/A	N/A

	Program or Service (Budget Entity Codes)		
Action	64200100	64200200	64200300
<p>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.</p>			
19. FLORIDA FISCAL PORTAL			
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH/Infectious Disease Control/Environmental Health/County Health Departments

Agency Budget Officer/OPB Analyst Name: Terry Walters / Thomas Joos

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.

Action	Program or Service (Budget Entity Codes)		
	64200400	64200600	64200700

1. GENERAL

1.1	Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, 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	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y

AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y
1.4	Has security been set correctly? (CSDR, CSA)	Y	Y	Y
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			

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?	N/A	N/A	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	N/A	N/A	Y
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	N/A	N/A	Y
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	N/A	N/A	Y

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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.	N/A	N/A	N/A
-----	---	-----	-----	-----

	Program or Service (Budget Entity Codes)		
Action	64200400	64200600	64200700

AUDITS:				
3.2	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")	N/A	N/A	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	N/A	N/A	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 61 of the LBR Instructions?	N/A	N/A	Y
4.2	Is the program component code and title used correct?	N/A	N/A	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	N/A	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	N/A	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	N/A	Y

		Program or Service (Budget Entity Codes)		
Action		64200400	64200600	64200700
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	N/A	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 2012-13 approved budget. Amounts should be positive.			
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.			
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	N/A	N/A	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 31 of the LBR Instructions.)	N/A	N/A	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	N/A	N/A	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A	N/A	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	N/A	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	N/A	N/A

		Program or Service (Budget Entity Codes)		
Action		64200400	64200600	64200700
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	N/A
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.	N/A	N/A	N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	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 #13-003?	N/A	N/A	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	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	N/A	N/A	Y
7.15	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.	N/A	N/A	Y
7.16	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 28 and 88 of the LBR Instructions.)	N/A	N/A	Y
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A	N/A	N/A
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A

		Program or Service (Budget Entity Codes)		
Action		64200400	64200600	64200700
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	N/A	N/A	Y
AUDIT:				
7.20	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")	N/A	N/A	Y
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	N/A
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A
7.24	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))	N/A	N/A	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 66 through 70 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2013-14 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	64200600	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	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A	N/A	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	N/A
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?	N/A	N/A	N/A
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	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A	N/A	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A	N/A	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	N/A	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A	N/A	Y

		Program or Service (Budget Entity Codes)		
		64200400	64200600	64200700
Action				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A	N/A	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	Y
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?	N/A	N/A	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?	N/A	N/A	Y
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A	N/A	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A	N/A	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	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A	N/A	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y
AUDITS:				
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? 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	Y	Y

		Program or Service (Budget Entity Codes)		
Action		64200400	64200600	64200700
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!			
TIP	Determine if the agency is scheduled for trust fund review. (See page 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.			
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 158 of the LBR Instructions.)	N/A	N/A	N/A
10. SCHEDULE III (PSCR, SC3)				
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A	N/A	N/A
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A	N/A
11. SCHEDULE IV (EADR, SC4)				
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	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? Note: FCO issues can now be included in the priority listing.	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			

		Program or Service (Budget Entity Codes)		
Action		64200400	64200600	64200700
14. SCHEDULE VIII B-2 (EADR, S8B2)				
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A	N/A	Y
15. SCHEDULE VIII C (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)				
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A	N/A	Y
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A	N/A	Y
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A	N/A	Y
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A	N/A	Y
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A	N/A	Y
AUDIT:				
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A	N/A	Y
16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no 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.)	N/A	N/A	Y
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A	N/A	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	N/A	Y
16.4	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")	N/A	N/A	N/A

		Program or Service (Budget Entity Codes)		
Action		64200400	64200600	64200700
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A	N/A	Y
16.6	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.)	N/A	N/A	Y
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A	N/A	Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
17. MANUALLY PREPARED EXHIBITS & SCHEDULES				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	N/A	N/A	Y
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A	Y
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A	N/A	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.			
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)				
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	Y
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A	Y
18.6	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	N/A	Y

	Program or Service (Budget Entity Codes)		
Action	64200400	64200600	64200700
<p>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.</p>			
19. FLORIDA FISCAL PORTAL			
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Children's Medical Services

Agency Budget Officer/OPB Analyst Name: Terry Walters / Thomas Joos

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, A23, A24, A25, A36, A93, IA1, IA5, IA6, 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 29)? 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 29) been followed?	Y		

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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.	N/A		
---	-----	--	--

	Program or Service (Budget Entity Codes)
Action	64300100

AUDITS:		
3.2	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
3.3	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 61 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

		Program or Service (Budget Entity Codes)		
Action		64300100		
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 2012-13 approved budget. Amounts should be positive.			
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.			
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted 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 31 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 67-68 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 71 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		

		Program or Service (Budget Entity Codes)		
Action		64300100		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A		
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.	N/A		
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 #13-003?	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?	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	Y		
7.15	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.	N/A		
7.16	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 28 and 88 of the LBR Instructions.)	N/A		
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A		
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A		

		Program or Service (Budget Entity Codes)		
Action		64300100		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y		
AUDIT:				
7.20	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		
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A		
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A		
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A		
7.24	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 66 through 70 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2013-14 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?	N/A	
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?	N/A	
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?	N/A	
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	

		Program or Service (Budget Entity Codes)		
Action		64300100		
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		
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?	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		

		Program or Service (Budget Entity Codes)		
Action		64300100		
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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.			
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 158 of the LBR Instructions.)	N/A		
10. SCHEDULE III (PSCR, SC3)				
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A		
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? Note: FCO issues can now be included in the priority listing.	Y		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			

	Program or Service (Budget Entity Codes)		
Action	64300100		
14. SCHEDULE VIII B-2 (EADR, S8B2)			
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	
15. SCHEDULE VIII C (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)			
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y	
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	Y	
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	
AUDIT:			
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y	
16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)			
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no 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	
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:			
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	
16.4	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	

		Program or Service (Budget Entity Codes)		
Action		64300100		
16.5	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		
16.6	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		
16.7	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.			
17. MANUALLY PREPARED EXHIBITS & SCHEDULES				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y		
17.3	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.			
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)				
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y		
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y		
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y		
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y		
18.5	Are the appropriate counties identified in the narrative?	Y		
18.6	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		

	Program or Service (Budget Entity Codes)		
Action	64300100		
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.			
19. FLORIDA FISCAL PORTAL			
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Statewide Public Health Support Services

Agency Budget Officer/OPB Analyst Name: Terry Walters / Thomas Joos

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, A23, A24, A25, A36, A93, IA1, IA5, IA6, 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 29)? 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 29) been followed?	Y		

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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		
---	---	--	--

	Program or Service (Budget Entity Codes)
Action	64200800

AUDITS:		
3.2	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
3.3	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 61 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

		Program or Service (Budget Entity Codes)		
Action		64200800		
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 2012-13 approved budget. Amounts should be positive.			
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.			
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted 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 31 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 67-68 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 71 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.)	Y		

		Program or Service (Budget Entity Codes)		
Action		64200800		
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 #13-003?	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?	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	Y		
7.15	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.	N/A		
7.16	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 28 and 88 of the LBR Instructions.)	Y		
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A		
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A		

		Program or Service (Budget Entity Codes)		
Action		64200800		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y		
AUDIT:				
7.20	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		
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A		
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A		
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A		
7.24	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 66 through 70 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2013-14 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?	N/A	
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?	N/A	
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	

		Program or Service (Budget Entity Codes)		
Action		64200800		
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		
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?	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		

		Program or Service (Budget Entity Codes)		
Action		64200800		
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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.			
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 158 of the LBR Instructions.)	Y		
10. SCHEDULE III (PSCR, SC3)				
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 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? Note: FCO issues can now be included in the priority listing.	Y		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			

	Program or Service (Budget Entity Codes)		
Action	64200800		

14. SCHEDULE VIII B-2 (EADR, S8B2)			
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	

15. SCHEDULE VIII C (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)			
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y	
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	Y	
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	

AUDIT:			
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y	

16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)			
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no 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	
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:			
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	
16.4	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	

		Program or Service (Budget Entity Codes)		
Action		64200800		
16.5	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		
16.6	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		
16.7	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.			
17. MANUALLY PREPARED EXHIBITS & SCHEDULES				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y		
17.3	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.			
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)				
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y		
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y		
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y		
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y		
18.5	Are the appropriate counties identified in the narrative?	Y		
18.6	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		

	Program or Service (Budget Entity Codes)		
Action	64200800		
<p>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.</p>			
19. FLORIDA FISCAL PORTAL			
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Medical Quality Assurance/Community Health Resources

Agency Budget Officer/OPB Analyst Name: Terry Walters / Thomas Joos

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	64400200	

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, 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	Y	
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			

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	N/A	
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	N/A	
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	N/A	
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y	N/A	

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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.	N/A	N/A	
---	-----	-----	--

	Program or Service (Budget Entity Codes)		
Action	64400100	64400200	

AUDITS:			
3.2	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	N/A
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	N/A
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 61 of the LBR Instructions?	Y	N/A
4.2	Is the program component code and title used correct?	Y	N/A
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	N/A

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	N/A
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	N/A

		Program or Service (Budget Entity Codes)		
Action		64400100	64400200	
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	N/A	
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 2012-13 approved budget. Amounts should be positive.			
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.			
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)				
6.1	Are issues appropriately aligned with appropriation categories?	Y	N/A	
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 31 of the LBR Instructions.)	Y	N/A	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y	N/A	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	Y	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?	Y	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	N/A	

		Program or Service (Budget Entity Codes)		
Action		64400100	64400200	
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	
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.	N/A	N/A	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	N/A	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	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 #13-003?	Y	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)	Y	N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	N/A	
7.14	Do the amounts reflect appropriate FSI assignments?	Y	N/A	
7.15	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	N/A	
7.16	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 28 and 88 of the LBR Instructions.)	Y	N/A	
7.17	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)?	Y	N/A	
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	

		Program or Service (Budget Entity Codes)		
Action		64400100	64400200	
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y	N/A	
AUDIT:				
7.20	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	N/A	
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	
7.24	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))	N/A	N/A	
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 66 through 70 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2013-14 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 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	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	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	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	N/A
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	N/A
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	N/A
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A
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?	N/A	N/A
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	N/A
8.10	Are the statutory authority references correct?	Y	N/A
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	N/A
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	N/A
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	N/A
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	N/A

		Program or Service (Budget Entity Codes)		
Action		64400100	64400200	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	N/A	
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	N/A	
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	N/A	
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	N/A	
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	N/A	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	N/A	
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	N/A	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	N/A	
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	N/A	
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	N/A	
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	N/A	
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	N/A	
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	N/A	
AUDITS:				
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	N/A	
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	N/A	

		Program or Service (Budget Entity Codes)		
Action		64400100	64400200	
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	N/A	
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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.			
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 158 of the LBR Instructions.)	N/A	N/A	
10. SCHEDULE III (PSCR, SC3)				
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A	N/A	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A	
11. SCHEDULE IV (EADR, SC4)				
11.1	Are the correct Information Technology (IT) issue codes used?	Y	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? Note: FCO issues can now be included in the priority listing.	Y	Y	
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			

	Program or Service (Budget Entity Codes)		
Action	64400100	64400200	

14. SCHEDULE VIII B-2 (EADR, S8B2)			
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	N/A
15. SCHEDULE VIII C (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)			
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y	N/A
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	N/A
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	N/A
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	Y	N/A
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	N/A
AUDIT:			
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y	N/A
16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)			
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no 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	N/A
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	N/A
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:			
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	N/A
16.4	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	N/A

		Program or Service (Budget Entity Codes)		
Action		64400100	64400200	
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A	N/A	
16.6	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	N/A	
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	N/A	
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
17. MANUALLY PREPARED EXHIBITS & SCHEDULES				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	N/A	
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	N/A	
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	N/A	
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.			
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)				
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A	
18.6	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	N/A	

	Program or Service (Budget Entity Codes)		
Action	64400100	64400200	
<p>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.</p>			
19. FLORIDA FISCAL PORTAL			
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Disability Determinations

Agency Budget Officer/OPB Analyst Name: Terry Walters / Thomas Joos

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, A23, A24, A25, A36, A93, IA1, IA5, IA6, 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 29)? 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 29) been followed?	Y		

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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.	N/A		
---	-----	--	--

	Program or Service (Budget Entity Codes)
Action	64500100

AUDITS:		
3.2	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
3.3	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 61 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

		Program or Service (Budget Entity Codes)		
Action		64500100		
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 2012-13 approved budget. Amounts should be positive.			
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.			
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted 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 31 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 67-68 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 71 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.)	Y		

		Program or Service (Budget Entity Codes)		
Action		64500100		
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 #13-003?	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?	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	Y		
7.15	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.	N/A		
7.16	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 28 and 88 of the LBR Instructions.)	N/A		
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A		
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A		

		Program or Service (Budget Entity Codes)		
Action		64500100		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y		
AUDIT:				
7.20	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		
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A		
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A		
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A		
7.24	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))	N/A		
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 66 through 70 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2013-14 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?	N/A	
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?	N/A	
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?	N/A	
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?	N/A	
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	

		Program or Service (Budget Entity Codes)		
Action		64500100		
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		
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?	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		

		Program or Service (Budget Entity Codes)		
Action		64500100		
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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.			
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 158 of the LBR Instructions.)	N/A		
10. SCHEDULE III (PSCR, SC3)				
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A		
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? Note: FCO issues can now be included in the priority listing.	Y		
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1	NOT REQUIRED FOR THIS YEAR			

	Program or Service (Budget Entity Codes)
Action	64500100

14. SCHEDULE VIII B-2 (EADR, S8B2)		
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	

15. SCHEDULE VIII C (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)		
15.1 Agencies are required to generate this schedule via the LAS/PBS Web.	Y	
15.2 Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	
15.3 Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	
15.4 Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	Y	
15.5 Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	

AUDIT:		
15.6 Do the issues net to zero at the department level? (GENR, LBR5)	Y	

16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)		
16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no 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	
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:		
16.3 Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	
16.4 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	

		Program or Service (Budget Entity Codes)		
Action		64500100		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A		
16.6	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		
16.7	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.			
17. MANUALLY PREPARED EXHIBITS & SCHEDULES				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y		
17.3	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.			
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)				
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A		
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A		
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A		
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A		
18.5	Are the appropriate counties identified in the narrative?	N/A		
18.6	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		

	Program or Service (Budget Entity Codes)		
Action	64500100		
<p>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.</p>			
19. FLORIDA FISCAL PORTAL			
19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y		