

**Mission:**

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



**Rick Scott**  
Governor

**Celeste Philip, MD, MPH**  
Surgeon General and Secretary

**Vision:** To be the Healthiest State in the Nation

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October 14, 2016

Cynthia Kelly, 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

Tim Sadberry, Deputy Staff Director  
Senate Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300  
Dear Name:

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Florida 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 2017-18 Fiscal Year. This submission has been approved by Celeste Philip, M.D. MPH, State Surgeon General & Secretary.

Sincerely,

Michele Tallent,  
Acting Deputy Secretary for Administration





### **Temporary Special Duty - General**

#### **Pay Additives Implementation Plan for Fiscal Year 2017-2018**

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 is generally 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 2015-2016 was \$35,020.02 for a total of 44 employees. It is estimated that the agency will implement a similar number of Temporary Duty Additives - General in the 2017-2018 fiscal year. Pay Additives will impact employees in the following collective bargaining units:

AFSCME  
FNA  
FPD  
SEAG

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**MEMORANDUM**

Date: September 19, 2016  
To: Ty Gentle, Acting Director, Office of Budget & Revenue Management  
Through: Michael J. Bennett, CIA, Director of Auditing  
From: Mark H. Boehmer, CPA, Senior Management Analyst II  
Subject: *Certification of Expenditures of Newborn Screening Program, June 30, 2016*

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Attached is the certification required by Section 383.14(3)(g)(2), *Florida Statutes*, to be made a part of the department's legislative budget request.

MHB  
enclosure



Certification of Expenditures  
of  
Newborn Screening Program

For the year ended June 30, 2016

R-1617DOH-003

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**OFFICE OF INSPECTOR GENERAL**

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FLORIDA DEPARTMENT OF HEALTH  
REVENUES AND EXPENDITURES  
OF THE  
NEWBORN SCREENING PROGRAM  
Fiscal Year ended June 30, 2016

**CERTIFIED REVENUES AND EXPENDITURES**

**Revenues and other credits**

Hospital Fees	\$	3,193,572
Third Party Reimbursement:		
Medicaid		2,824,810
Other Third Party		17,464,268
Refunds		103
Other		6,430
		<b>23,489,183</b>

**Total Revenues and other credits**

**Expenditures**

*Planning & Evaluations Trust Fund - 20-2-531003*

Salaries		1,436,858
Other Personal Services		53,282
Expenses		8,737,469
Operating Capital Outlay		15,054
Contracted Services		1,329,883
Human Resource Transfer to Department of Management Services		8,388
Lease/Purchase		4,052
Service Charge to General Revenue		301,758
		<b>11,886,744</b>

*Donations Trust Fund - 20-2-168001*

Salaries		982,702
Expenses		9,332
Grants & Aid - CMS Network		112,970
Contracted Services		7,130
Human Resource Transfer to Department of Management Services		22,023
		<b>1,134,157</b>

**Total Expenditures - CERTIFIED**

**13,020,901**

**Excess of Revenues Over (Under) Expenditures - CERTIFIED**

**10,468,282**

**EXPENDITURES CHARGED TO, BUT NOT CERTIFIED AS DIRECT  
EXPENDITURES OF THE NEWBORN SCREENING PROGRAM**

(Please read Note 4)

**Expenditures**

Grants & Aid - CMS Network		88,681
Contracted Services		999,353

**Excess Of Revenues Over (Under) Expenditures**

**\$ 9,380,248**

Amounts for revenues and expenditures were provided by the Office of Budget & Revenue Management.

FLORIDA DEPARTMENT OF HEALTH  
REVENUES AND EXPENDITURES  
OF THE  
NEWBORN SCREENING PROGRAM  
Fiscal Year ended June 30, 2016

**CERTIFIED REVENUES AND EXPENDITURES**

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FLORIDA DEPARTMENT OF HEALTH  
REVENUES AND EXPENDITURES  
OF THE  
NEWBORN SCREENING PROGRAM  
Fiscal Year ended June 30, 2016

NOTES

1. Certification by Office of Inspector General

Pursuant to Section 383.14(3)(g), *Florida Statutes*, the Office of Inspector General shall calculate the annual direct costs of the uniform testing and reporting procedures of the Newborn Screening Program (Program), including applicable administrative costs (reasonably and directly associated with the Program), and certify that such costs are related. Our procedures included analyzing amounts provided to us by Department of Health's Office of Budget & Revenue Management. We reviewed selected items on a judgmental basis to determine whether transactions charged to the Program reasonably reflect the actual costs of the Program (See Note No. 4).

2. Historical Data

Revenues and Expenditures – 6 years

	<u>June 30, 2011</u>	<u>June 30, 2012</u>	<u>June 30, 2013</u>	<u>June 30, 2014</u>	<u>June 30, 2015</u>	<u>June 30, 2016</u>
Revenues	\$12,256,454 <sup>1</sup>	\$11,903,417 <sup>1</sup>	\$12,741,090 <sup>1</sup>	\$13,204,551 <sup>1</sup>	\$11,460,173 <sup>1</sup>	\$23,489,183
Certified Expenditures	\$10,145,676 <sup>2</sup>	\$10,291,249 <sup>2</sup>	\$11,480,004 <sup>2</sup>	\$12,541,173 <sup>2</sup>	\$12,145,276 <sup>2</sup>	\$13,020,901
Excess of Revenues Over (Under) Certified Expenditures	\$2,110,778	\$1,612,168	\$1,261,086	\$663,378	(\$685,103)	\$10,468,282

The \$11,153,385 increase in the Excess of Revenues Over (Under) Certified Expenditures between fiscal years ended June 30, 2015 and 2016 was due to a \$12,029,010 increase in revenues and a \$875,625 increase in certified expenditures.

Cost per Screening Ratio – 6 years

	<u>June 30, 2011</u>	<u>June 30, 2012</u>	<u>June 30, 2013</u>	<u>June 30, 2014</u>	<u>June 30, 2015</u>	<u>June 30, 2016</u>
Total Certified Expenditures	\$10,145,676	\$10,291,249	\$11,480,004	\$12,541,173	\$12,145,276	\$13,020,901
Total Screenings	264,514	260,235	257,078	270,930	275,458	279,662
Cost per Screening <sup>3</sup>	\$38.35	\$39.54	\$44.65	\$46.29	\$44.09	\$46.56

<sup>1</sup>Total Revenues less amount transferred to AHCA for State Medicaid Match.

<sup>2</sup>Total Certified Expenditures less amount transferred to AHCA for State Medicaid Match.

<sup>3</sup>Cost per Screening is calculated using Total Certified Expenditures ÷ Screenings.

3. Medicaid Match

In years ending prior to July 1, 2015, certain amounts were transferred to the Agency for Health Care Administration (AHCA) for State Medicaid Match for reimbursement for Newborn Screening. AHCA advised the Department that effective February 1, 2015, the respective Medicaid Health Management Organization (HMO) should be billed, rather than billed to Medicaid and reimbursed to AHCA. Amounts are therefore no longer transferred to AHCA for this purpose.

4. Expenditures Not Certified by the Office of Inspector General

Section 383.14(1)(b), *Florida Statutes*, stipulates tests and screening must be performed by the State Public Health Laboratory.

The following contracts were for referrals or other services not related to the direct cost of testing, where at least a portion of expenditures were charged to the Newborn Screening Program. As these expenditures were not direct costs associated with testing and reporting procedures, we did not certify \$1,088,034 in expenditures related to these contracts:

Contract CODEA	Language Line Services, Inc.	\$ 2,729
Contract CODLM	Language Line Services, Inc.	754
Contract COQSR	University of Florida	168,000
Contract COQSV	University of Miami	266,900
Contract COQSW	University of South Florida	401,351
Contract COQTI	Arnold Palmer Hospital for Children	27,700
Contract COQUJ	Lee Memorial Health System	27,700
Contract COQUO	All Children's Hospital, Inc.	27,700
Contract COQUP	Variety Children's Hospital	26,700
Contract COQUQ	Nemours Children's Clinic - Orlando	27,700
Contract COQUR	Memorial Health Care System	27,700
Contract COQUS	Nemours Children's Clinic - Pensacola	27,700
Contract COQUT	Nemours Children's Clinic - Jacksonville	27,700
Contract COQUU	Tenet St. Mary's Inc.	27,700
<b>Total Expenditures Not Certified</b>		<b><u>\$1,088,034</u></b>





## DEPARTMENT LEVEL EXHIBITS AND SCHEDULES

## Schedule VII: Agency Litigation Inventory

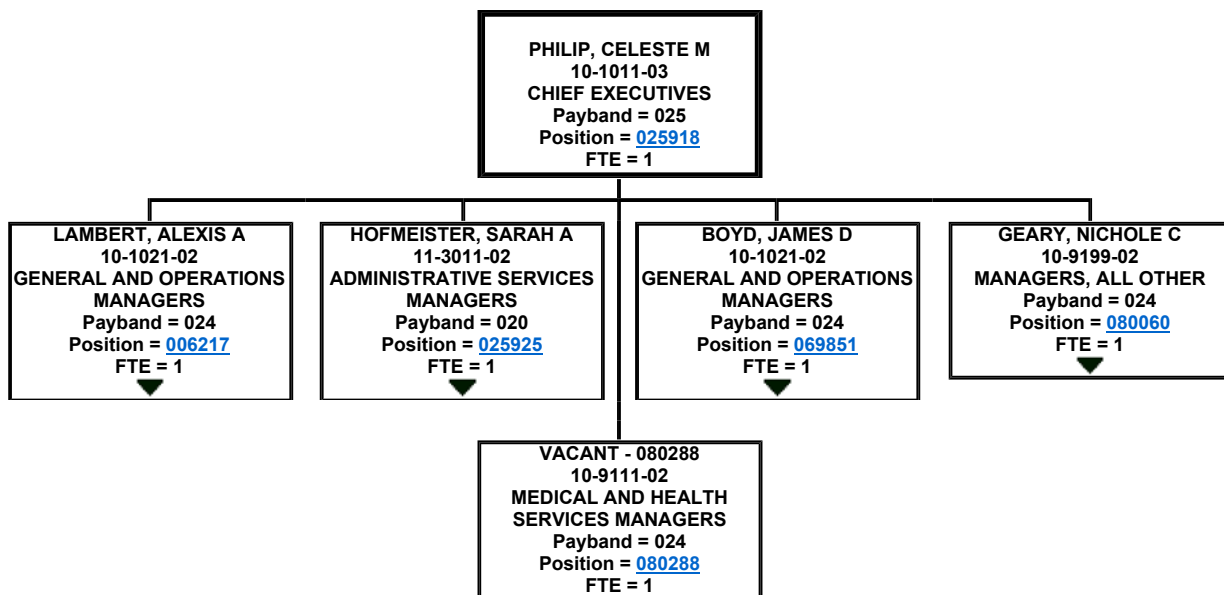
*For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.*

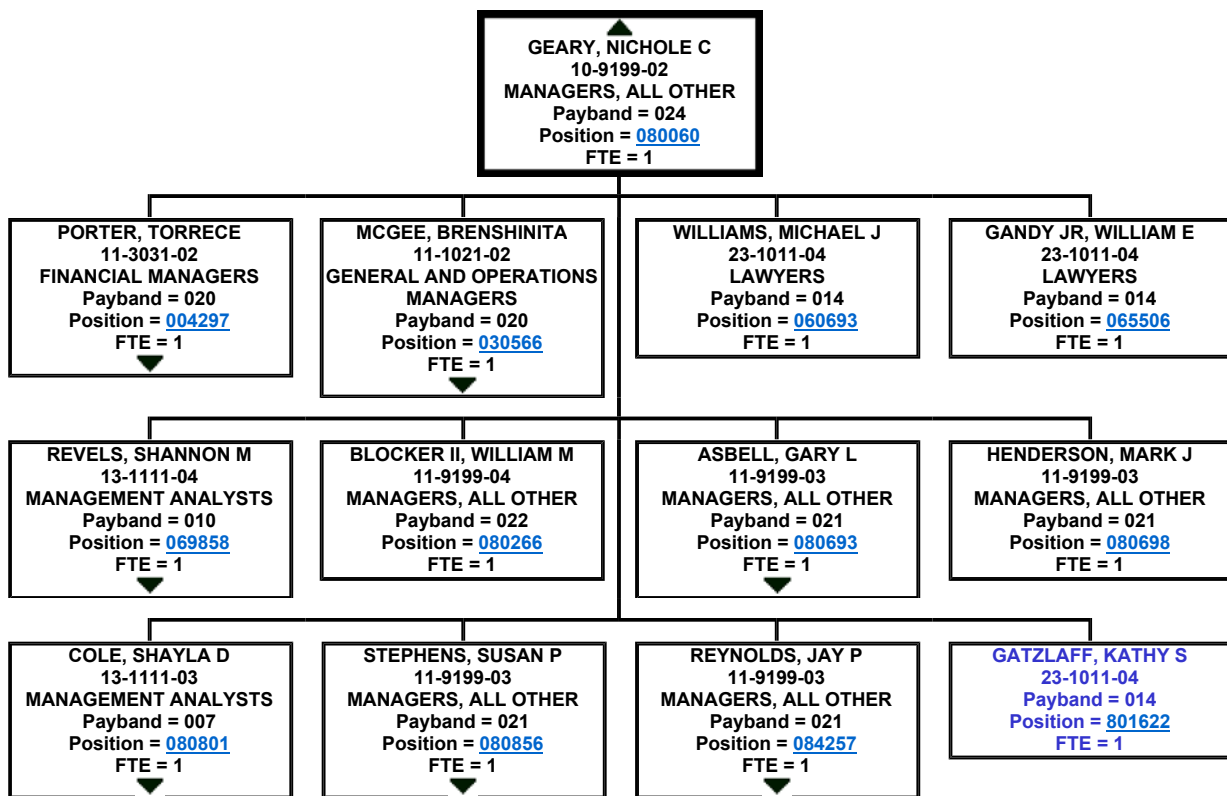
<b>Agency:</b>	<b>Health</b>		
<b>Contact Person:</b>	Nichole Geary, General Counsel	<b>Phone Number:</b>	850/245-4005
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	A.R. v. Dudek/U.S. v. Fla.		
<b>Court with Jurisdiction:</b>	U.S. 11 <sup>th</sup> Circuit Court of Appeals; U.S. District Court, Southern District of Florida		
<b>Case Number:</b>	District Ct.: 0:12-cv-60460 11th Circuit: 16-15518 (interlocutory appeal)		
<b>Summary of the Complaint:</b>	Civil Rights class action challenge regarding CMS kids residing in nursing facilities seeking injunctive relief and damages.		
<b>Amount of the Claim:</b>	\$ between one million and five million depending upon class certification.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	N/A		
<b>Status of the Case:</b>	Pending trial date.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<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	
<b>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).</b>	Paolo Annino, FSU Public Interest Law Center Matthew Dietz Ed Grunewald, Jamie Ito, and Jill Zaborske of N. Fla. Center for Equal Justice, Inc.		

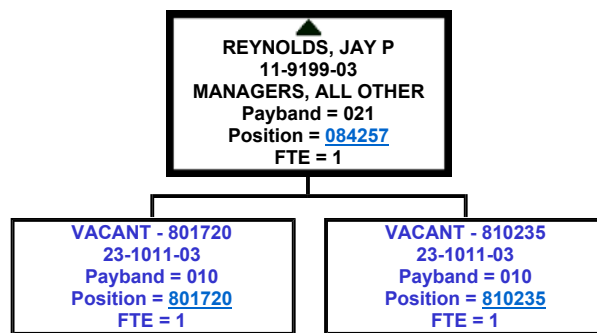
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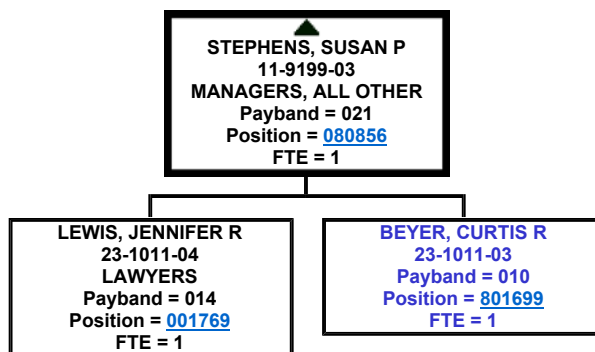
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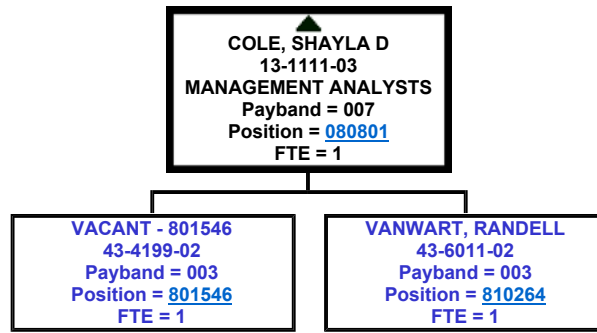
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

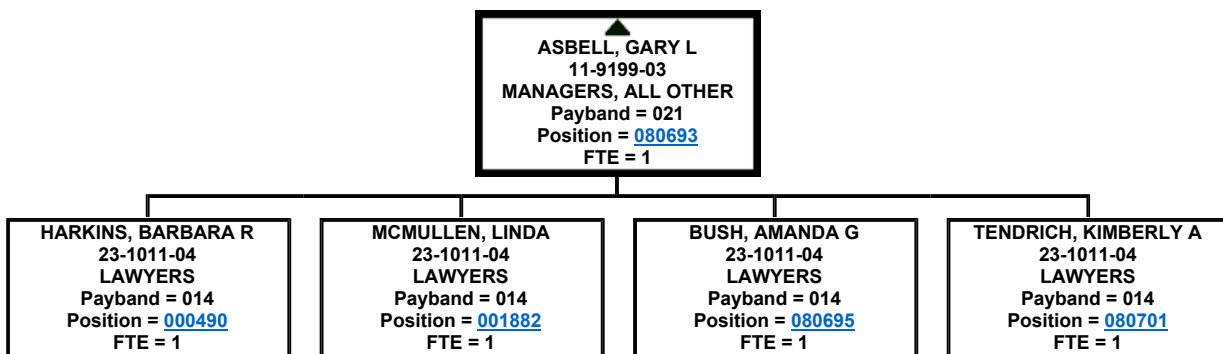




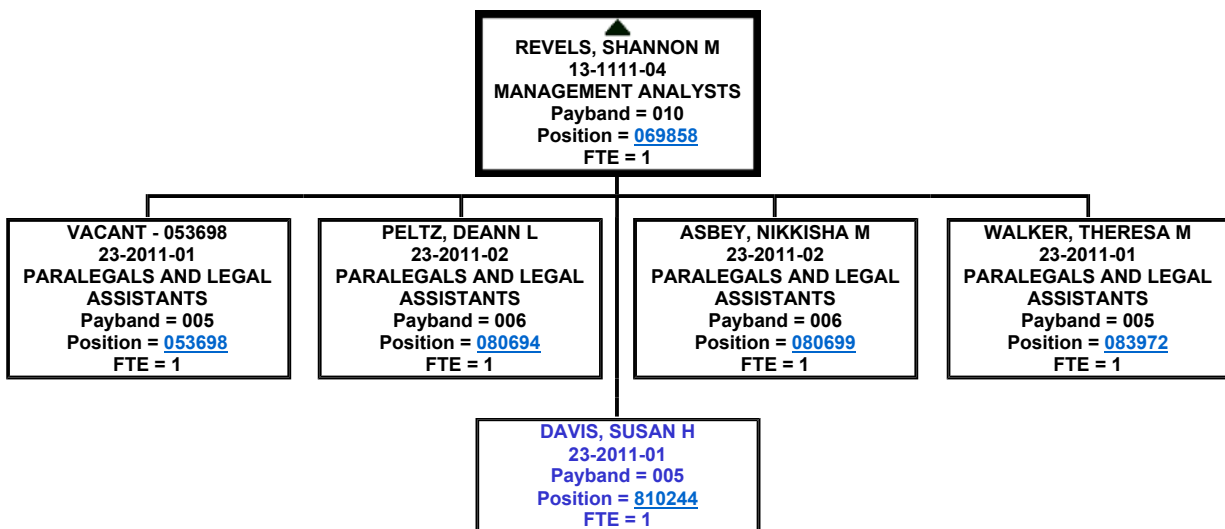


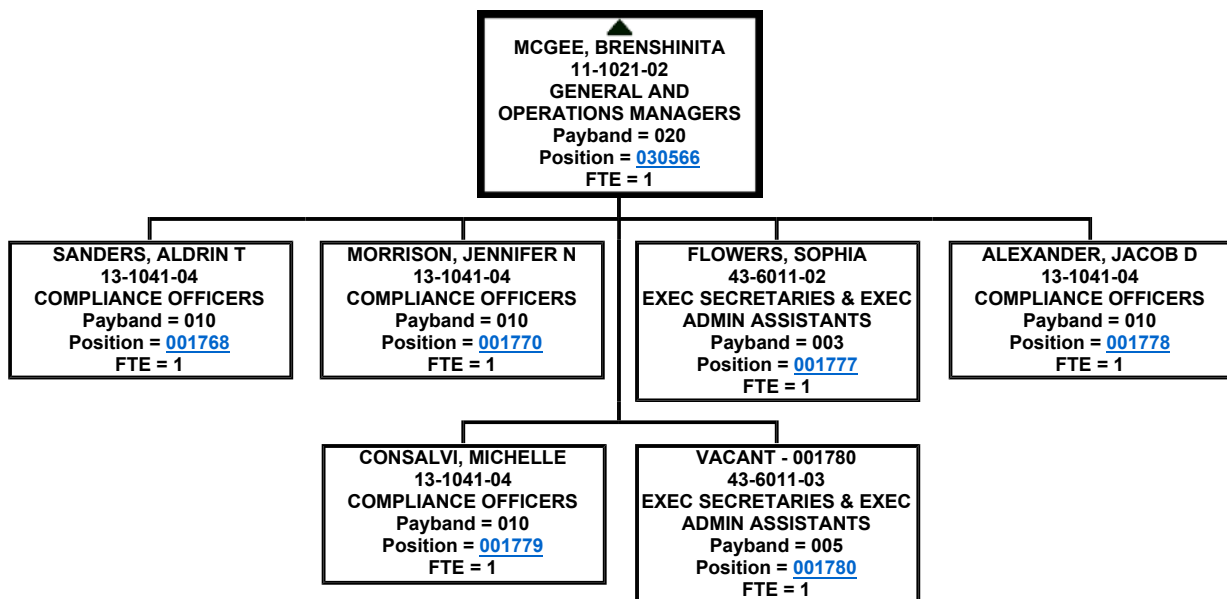


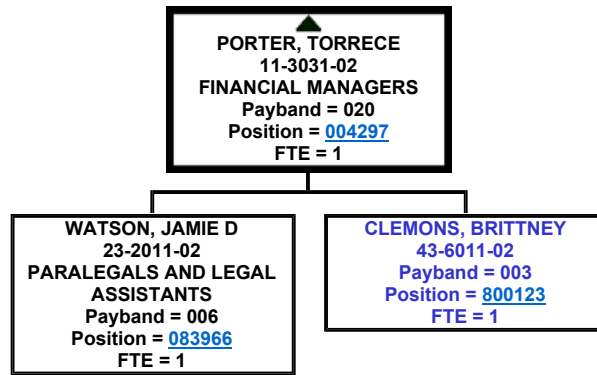


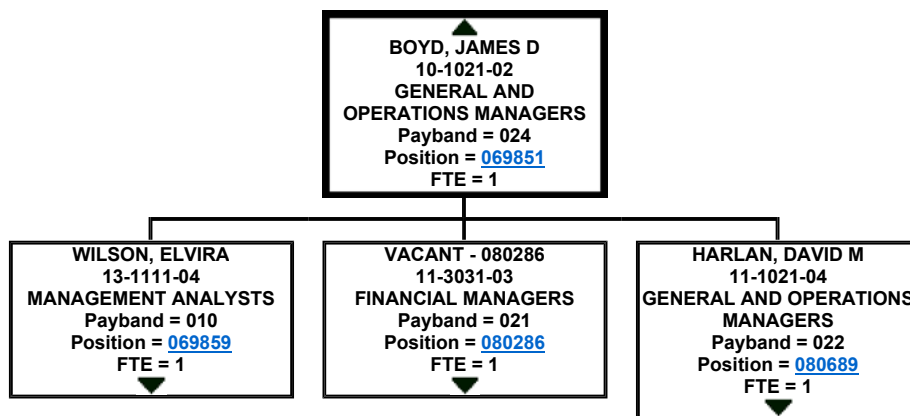


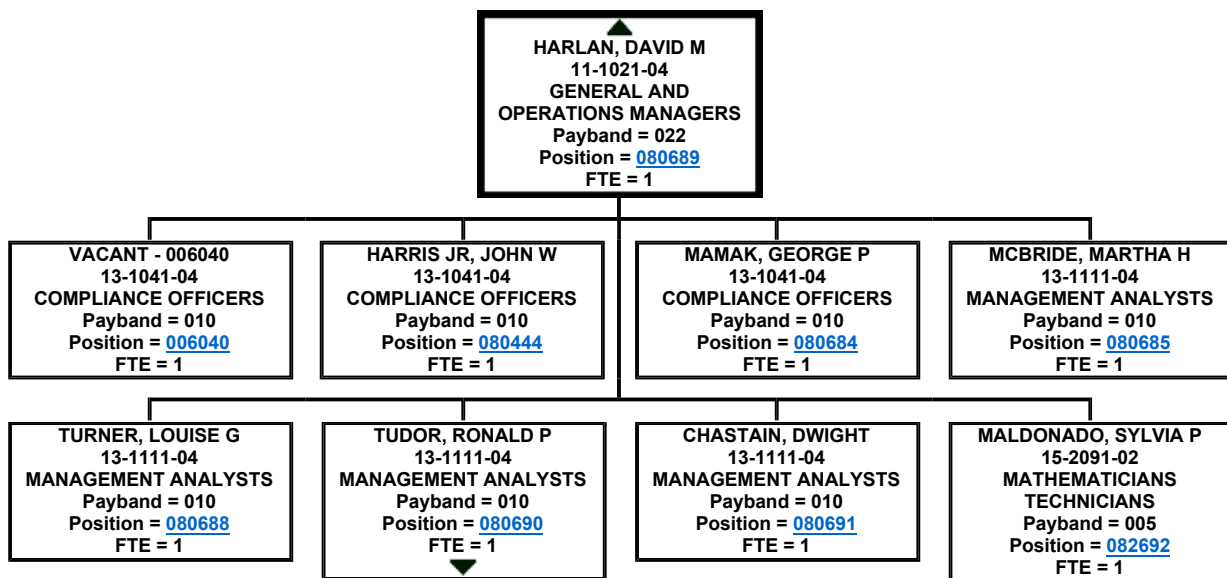








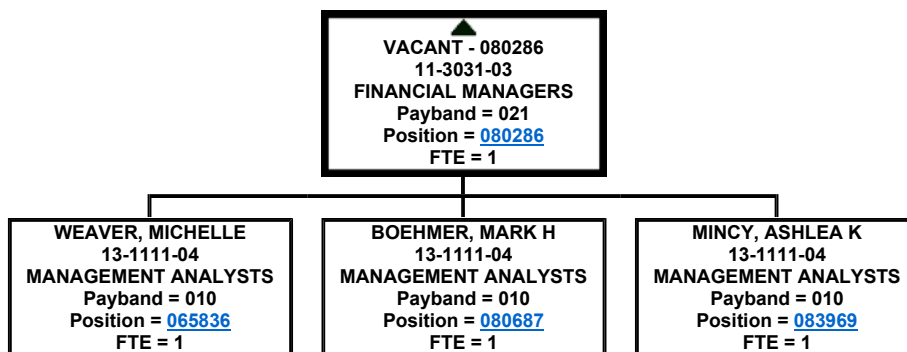


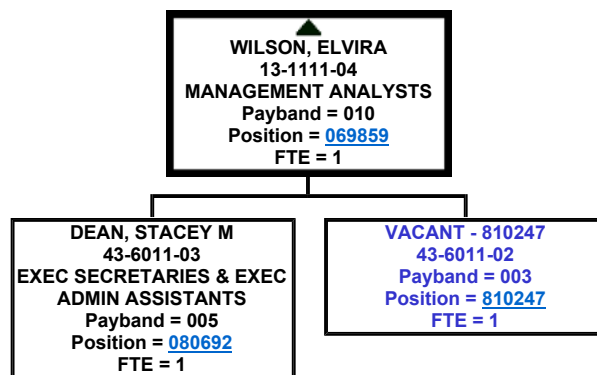


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Position = [080690](#)  
FTE = 1

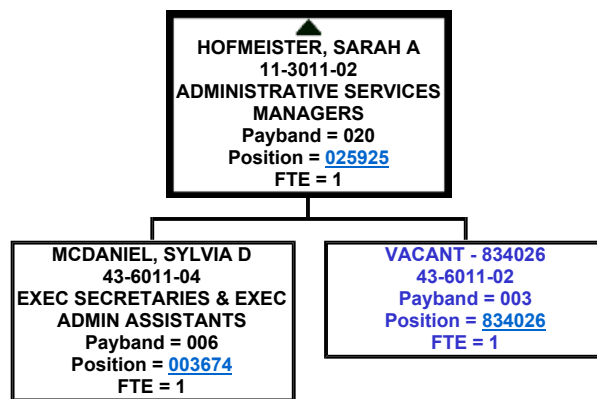
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MANAGEMENT ANALYSTS  
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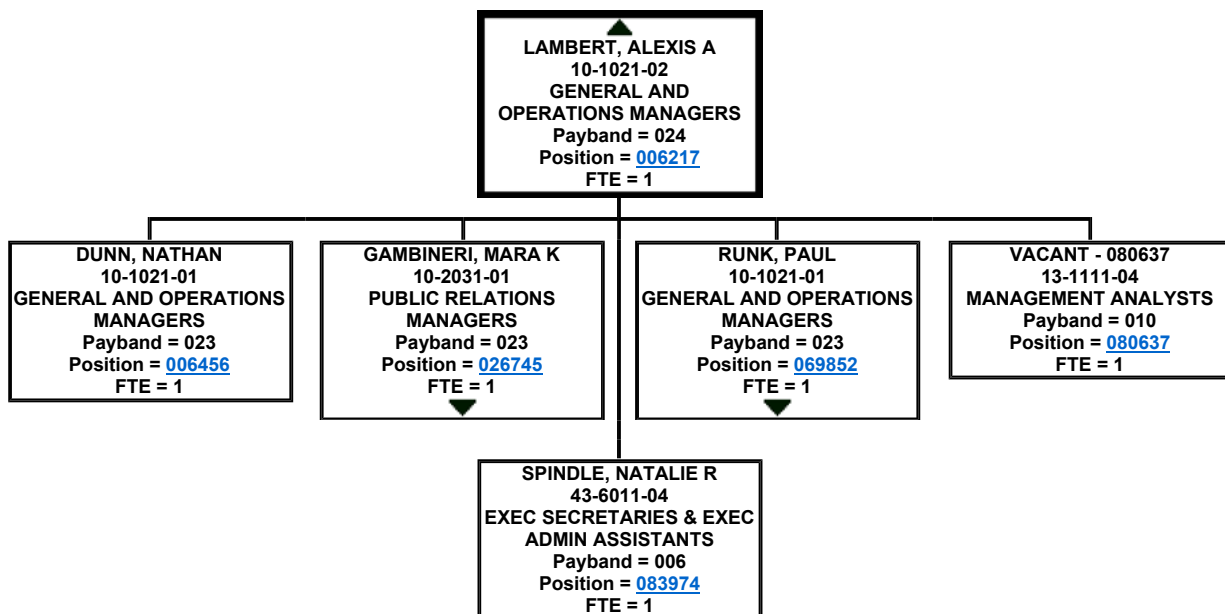
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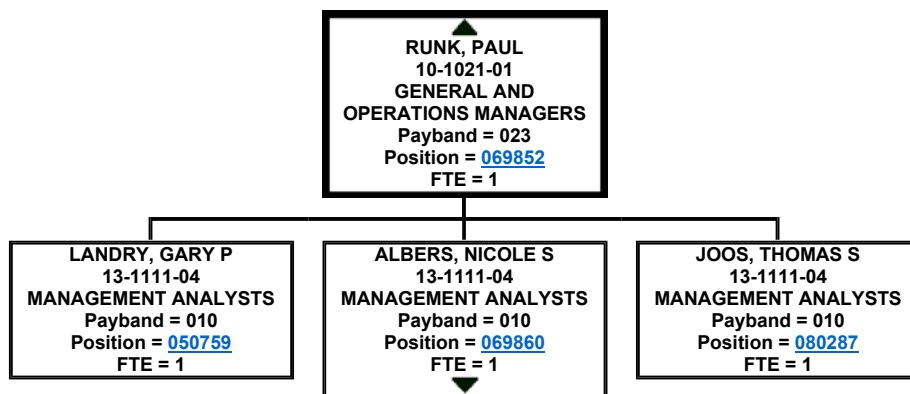


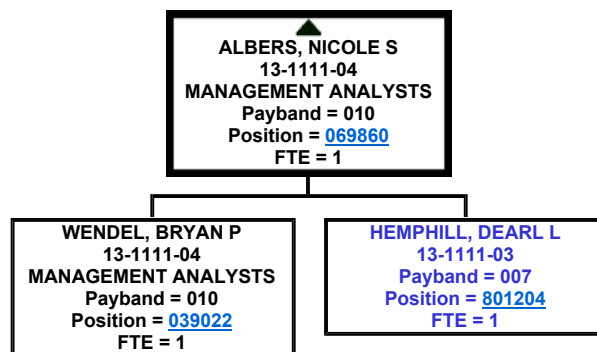


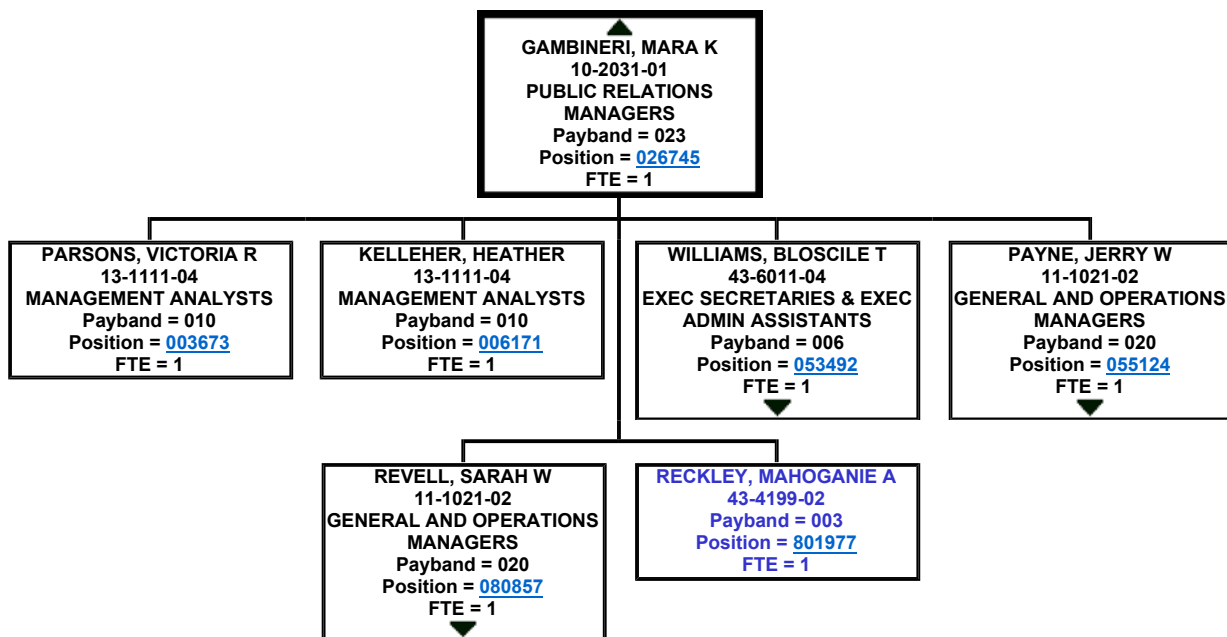


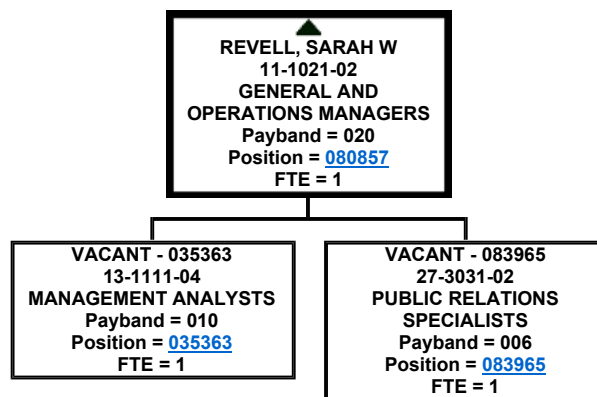


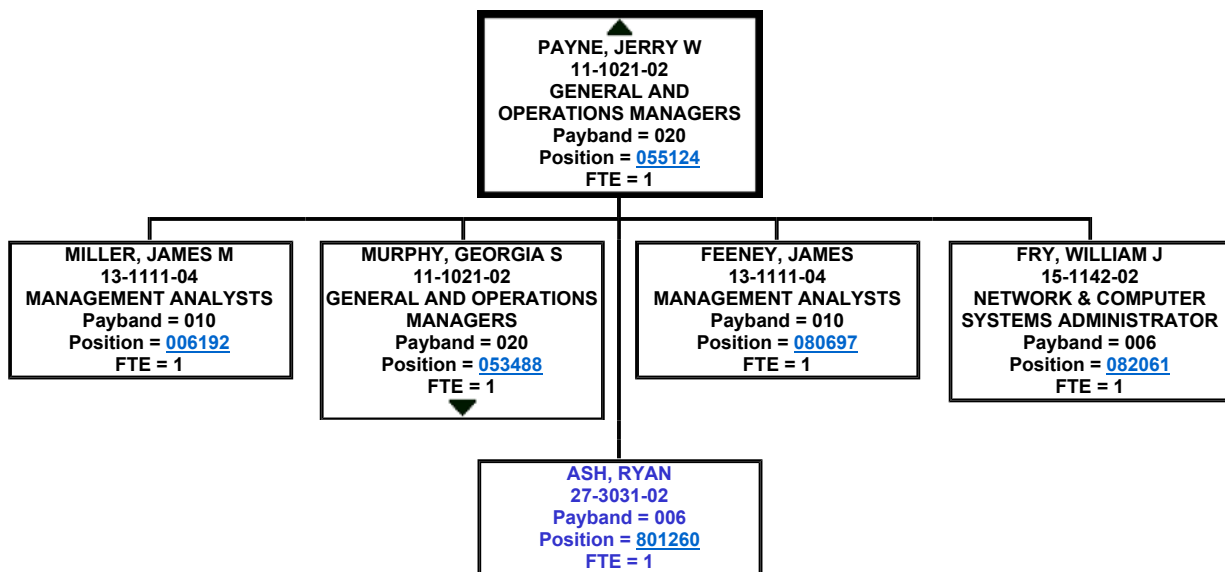


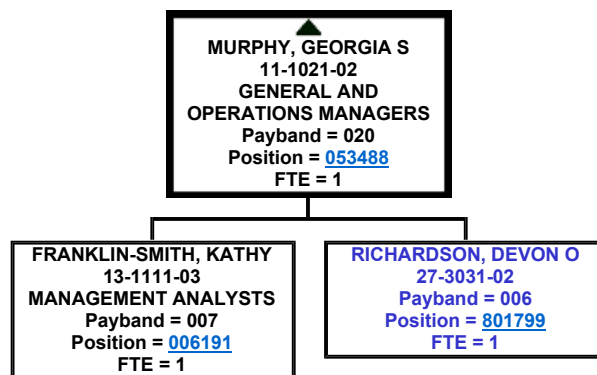




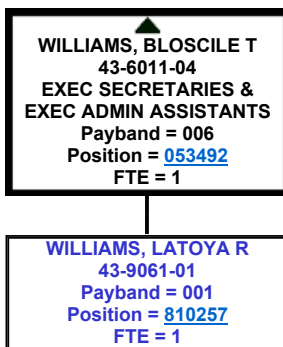








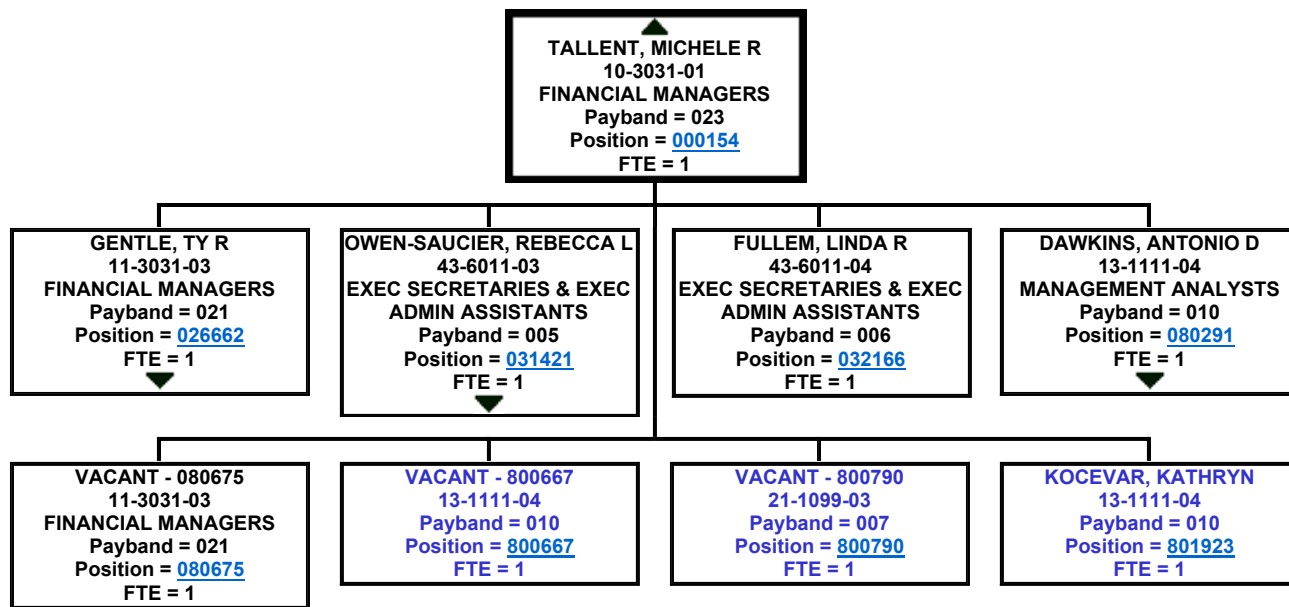


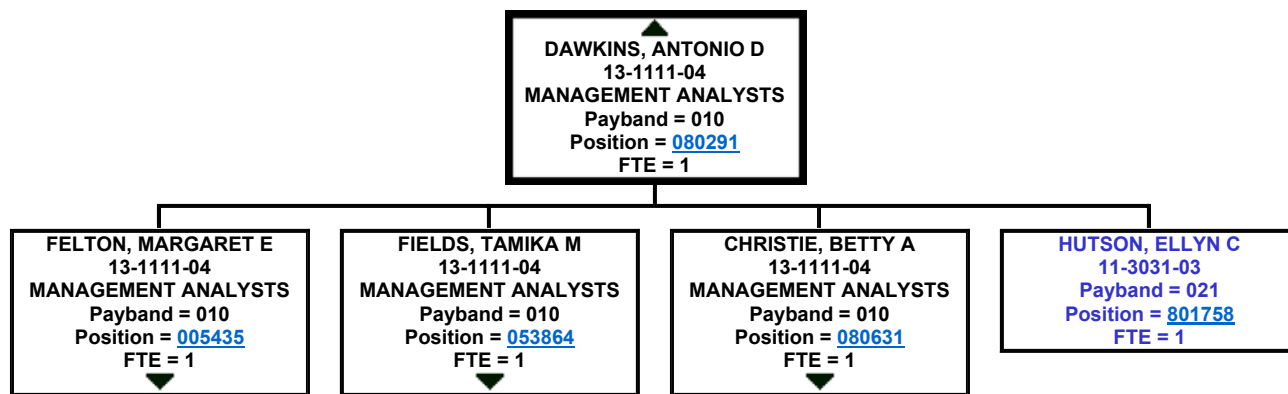


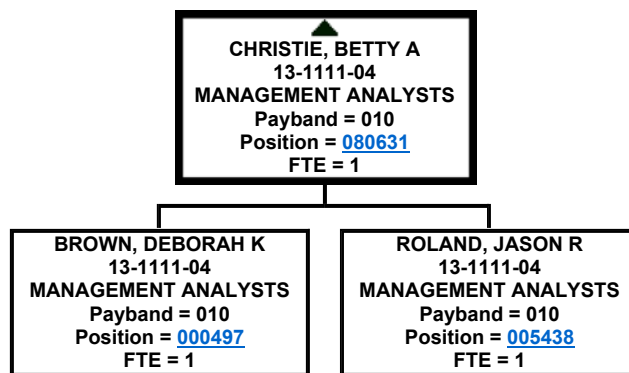
# DOH - Office of Deputy Secretary for Administration

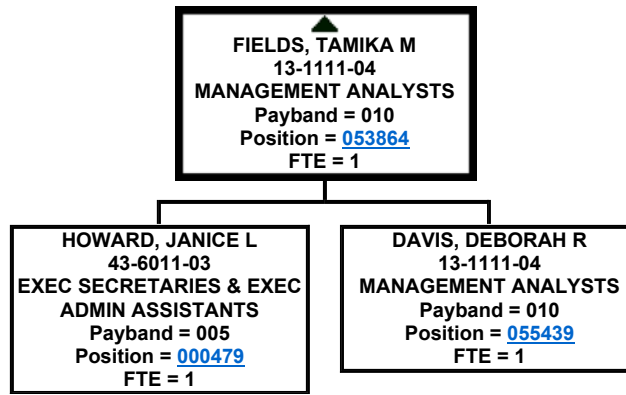
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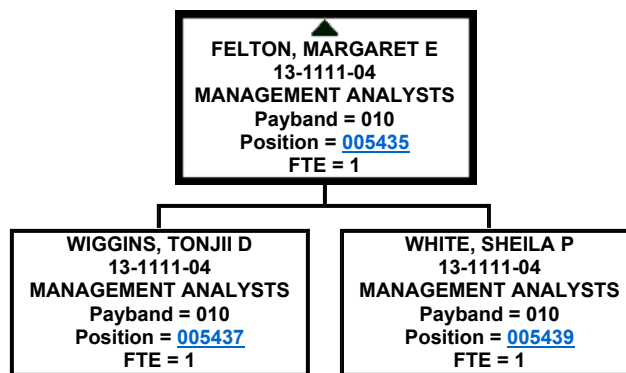
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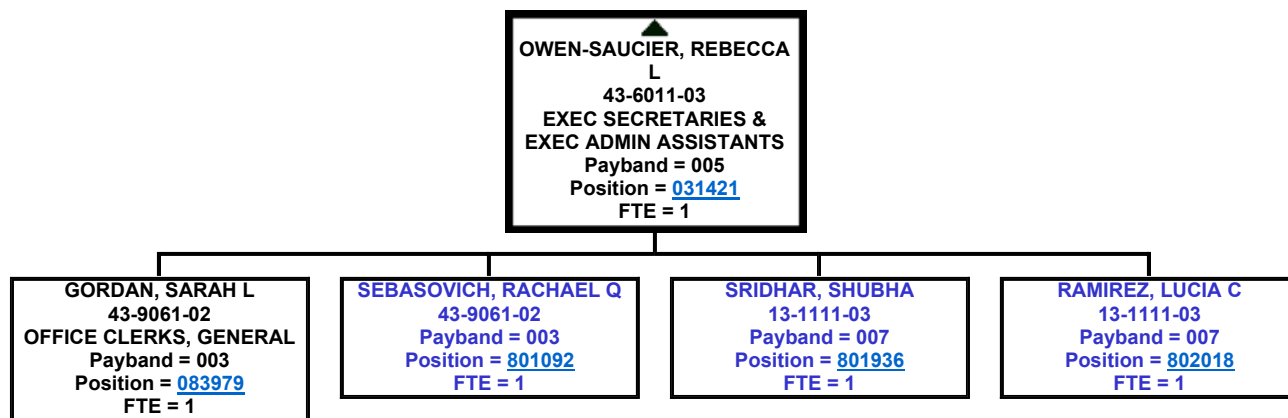


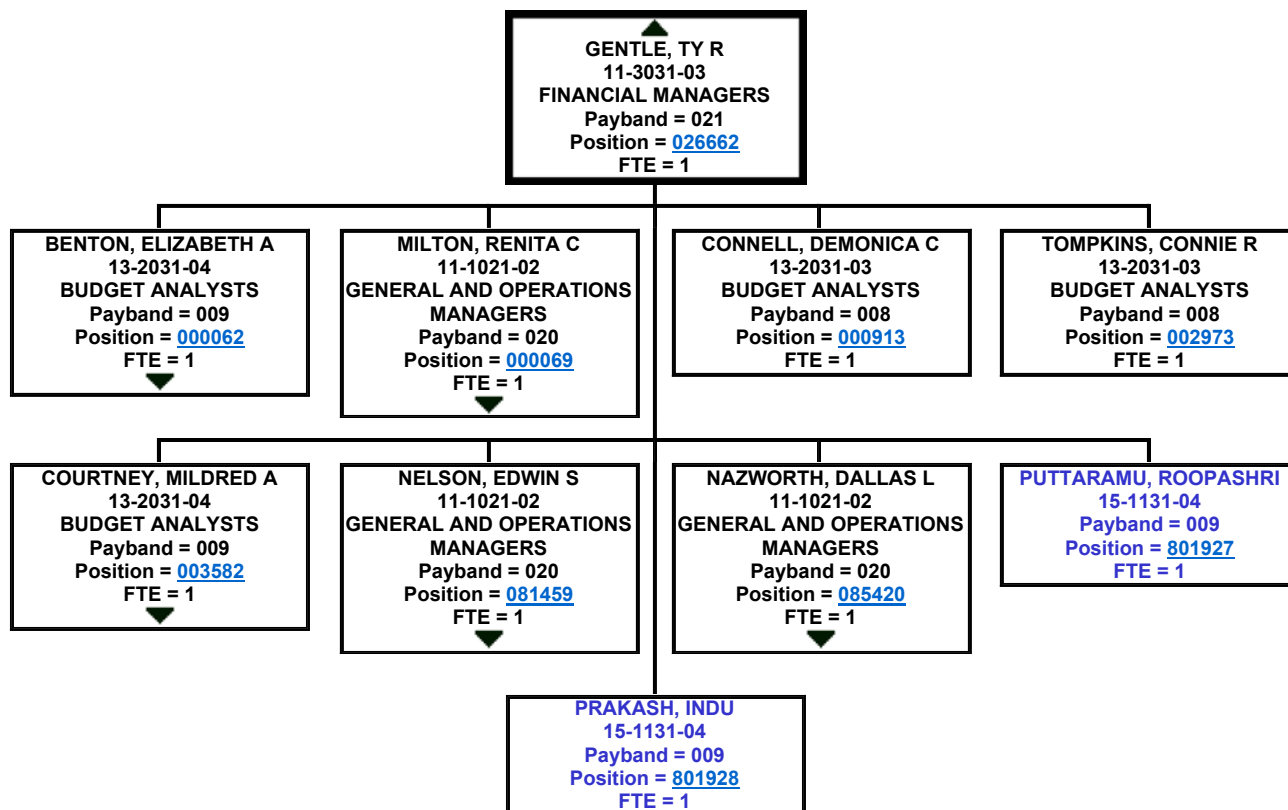




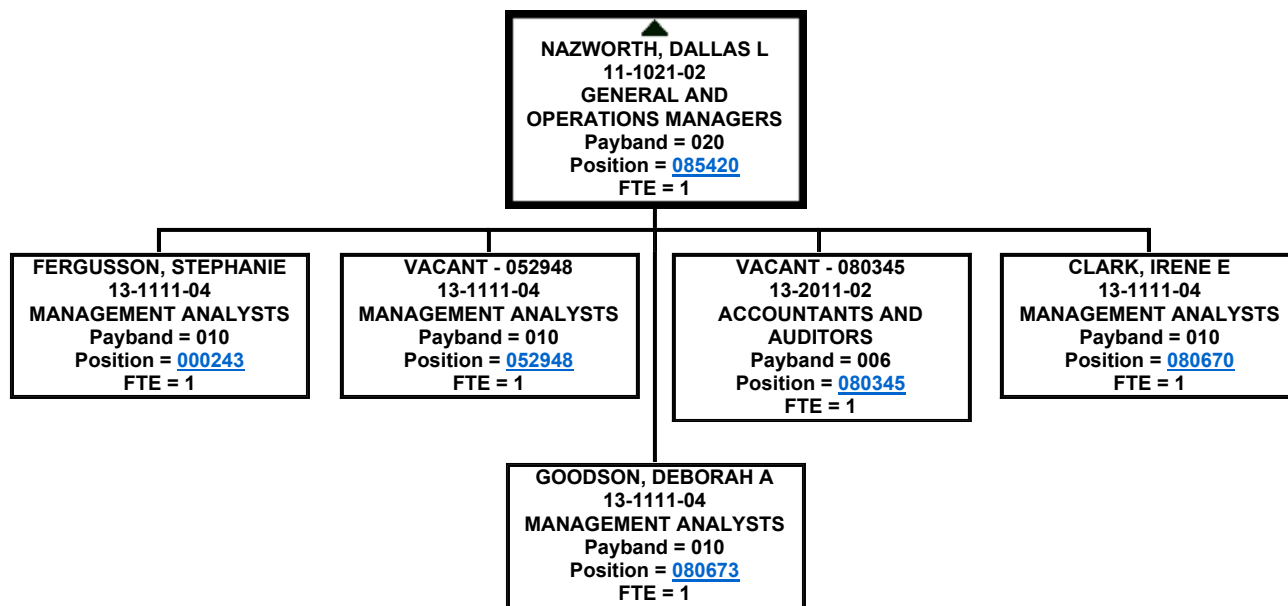


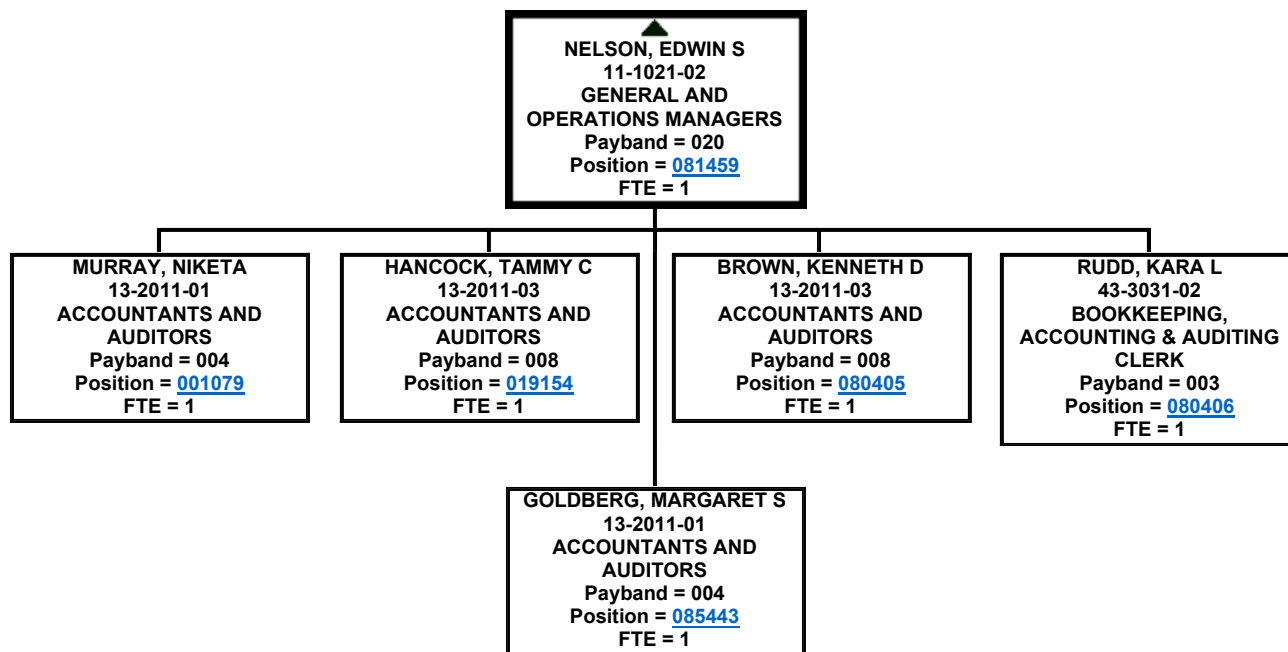


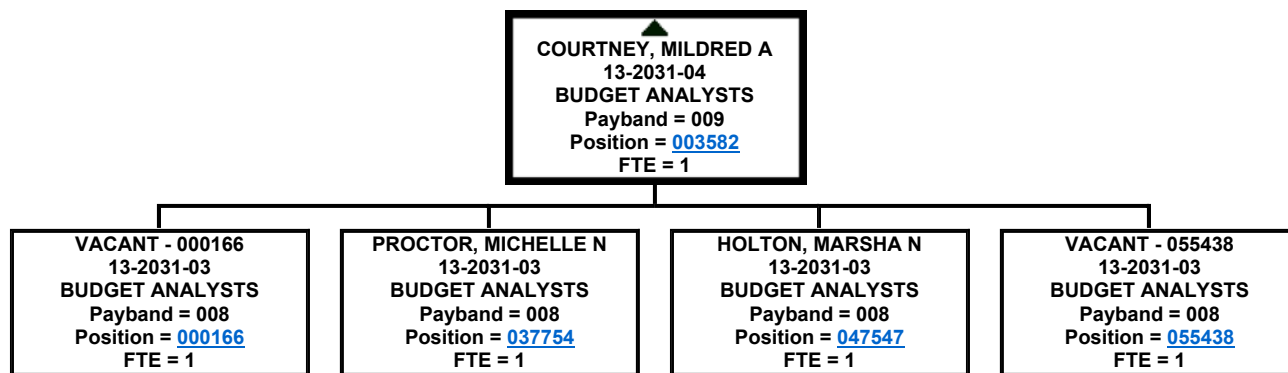


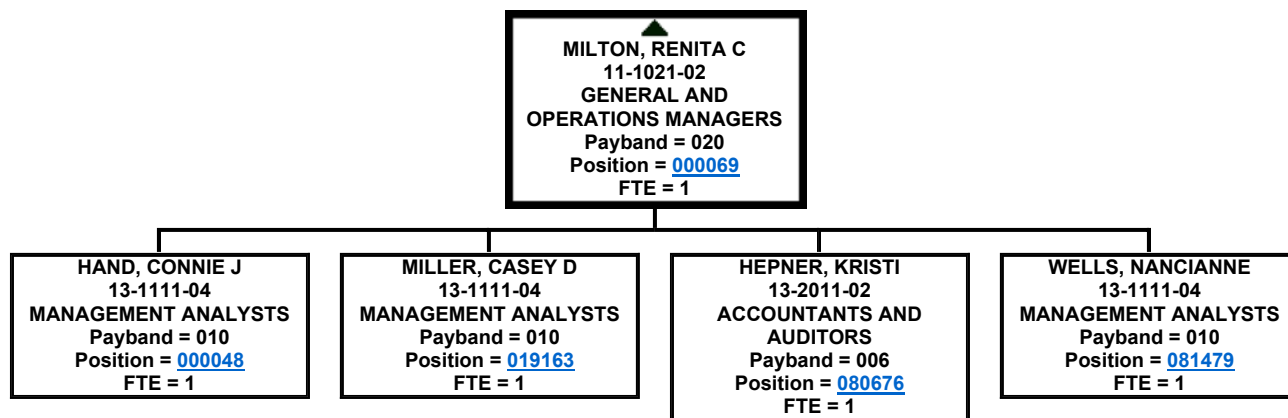


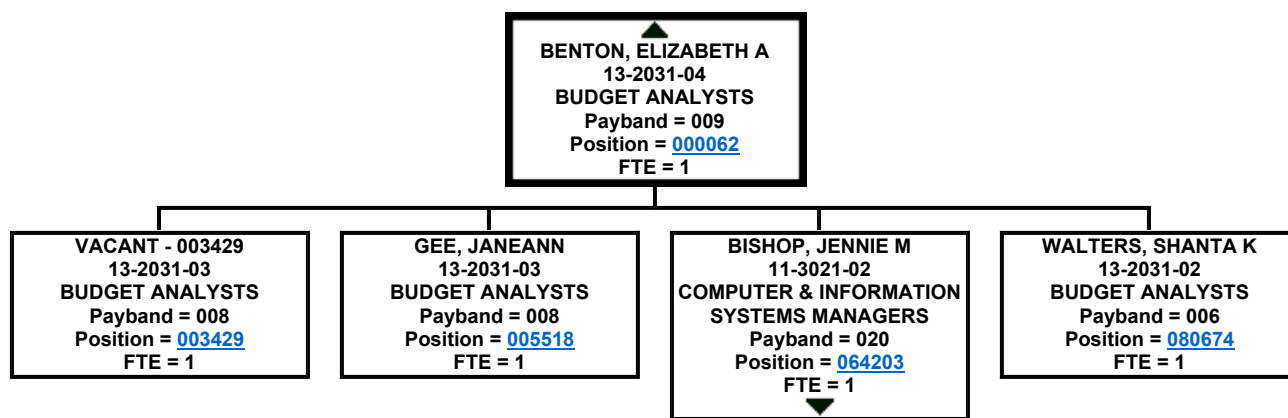


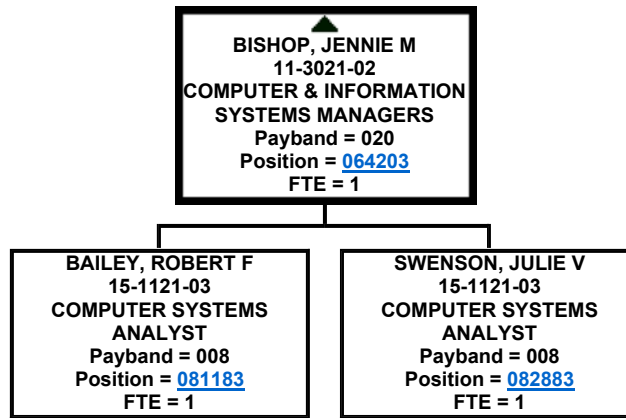








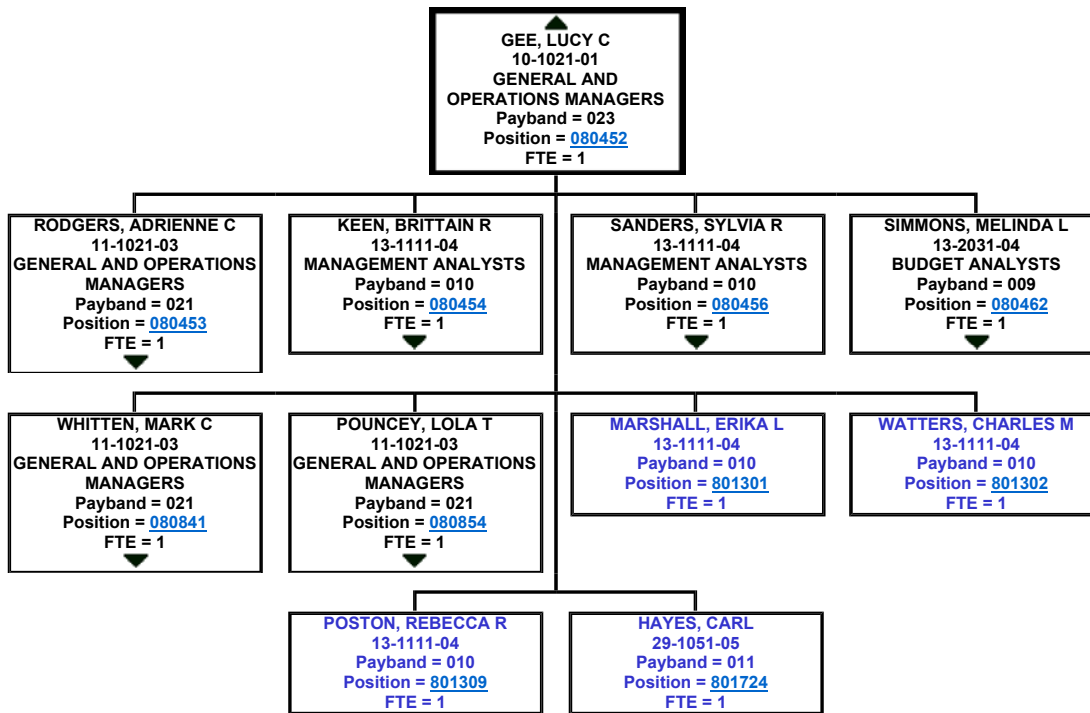


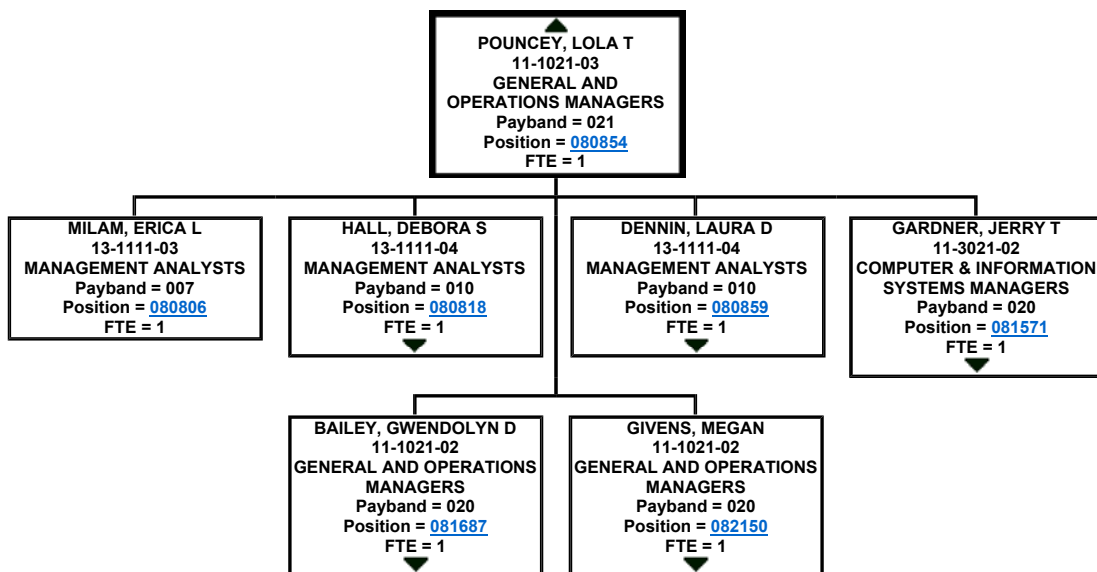


# DOH - MQA - Medical Quality Assurance

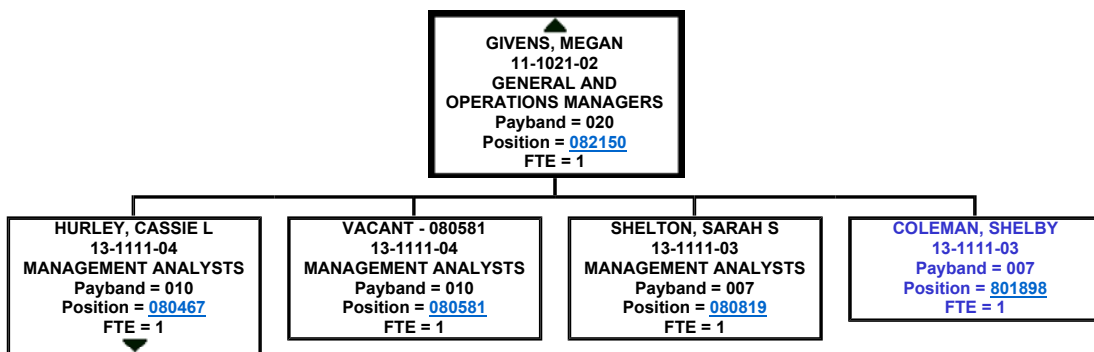
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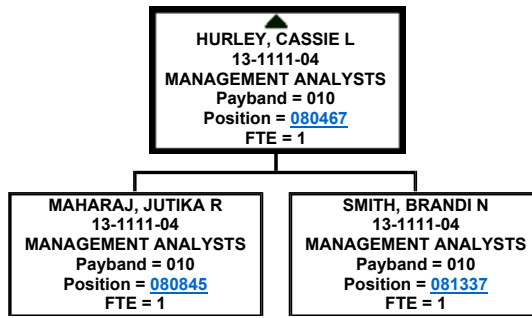
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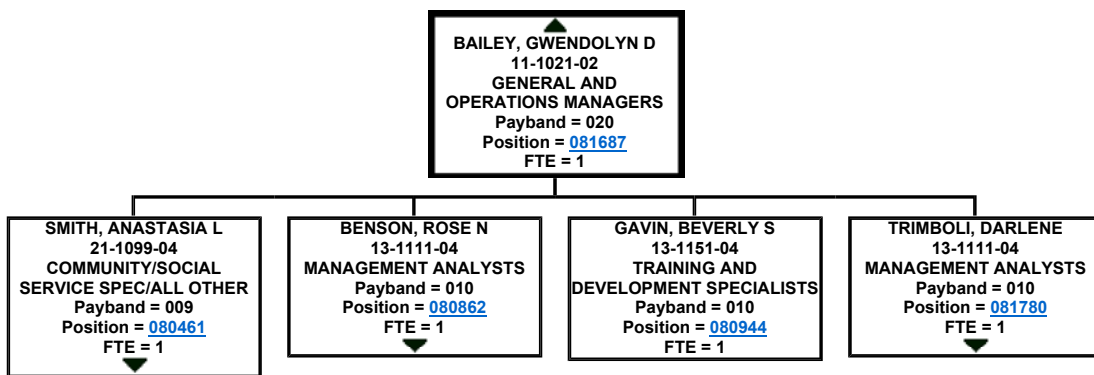


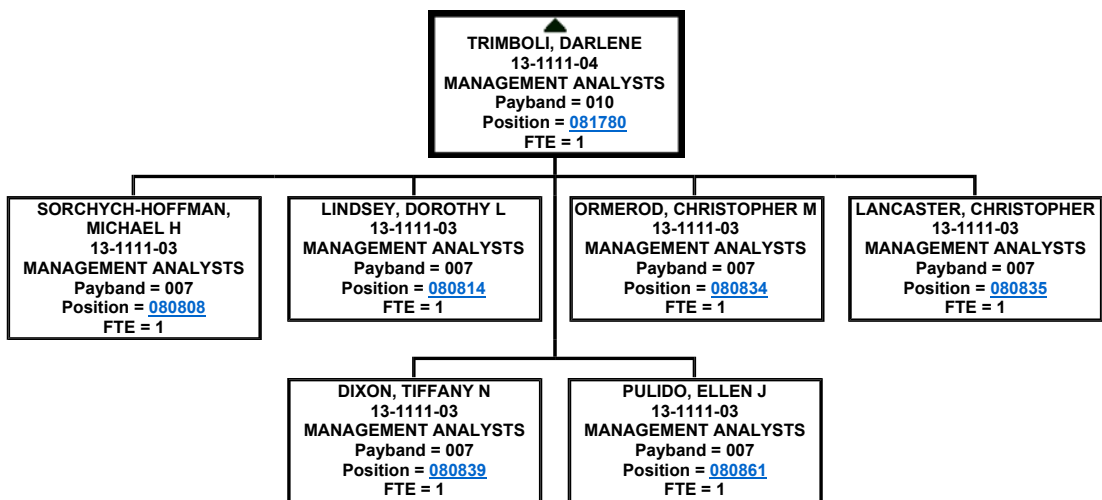


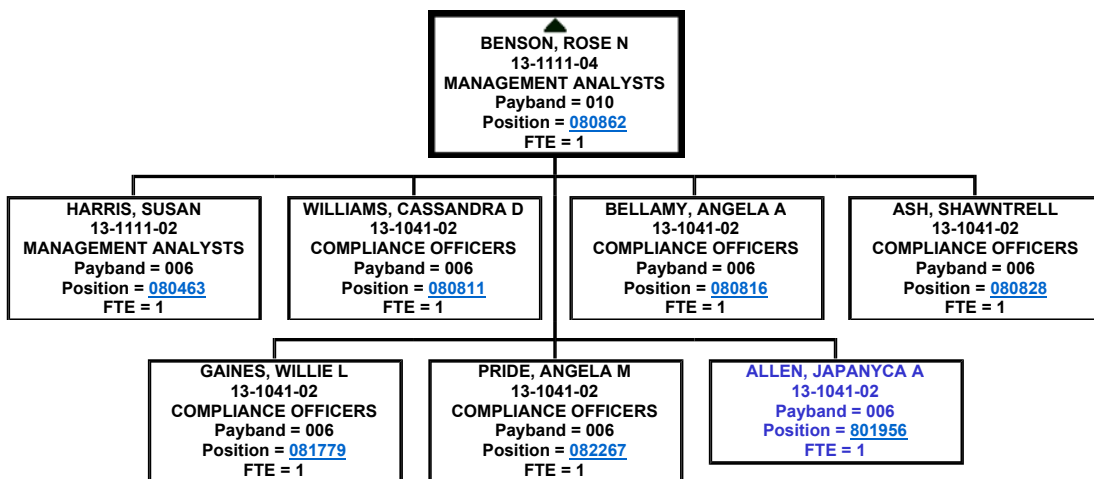


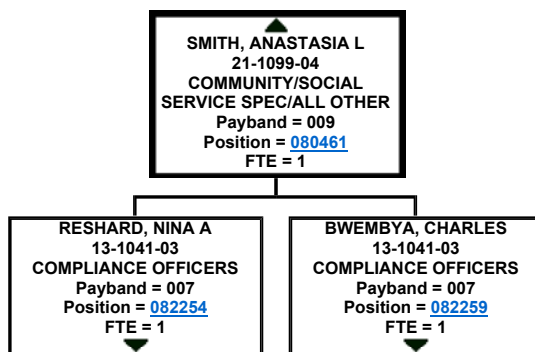


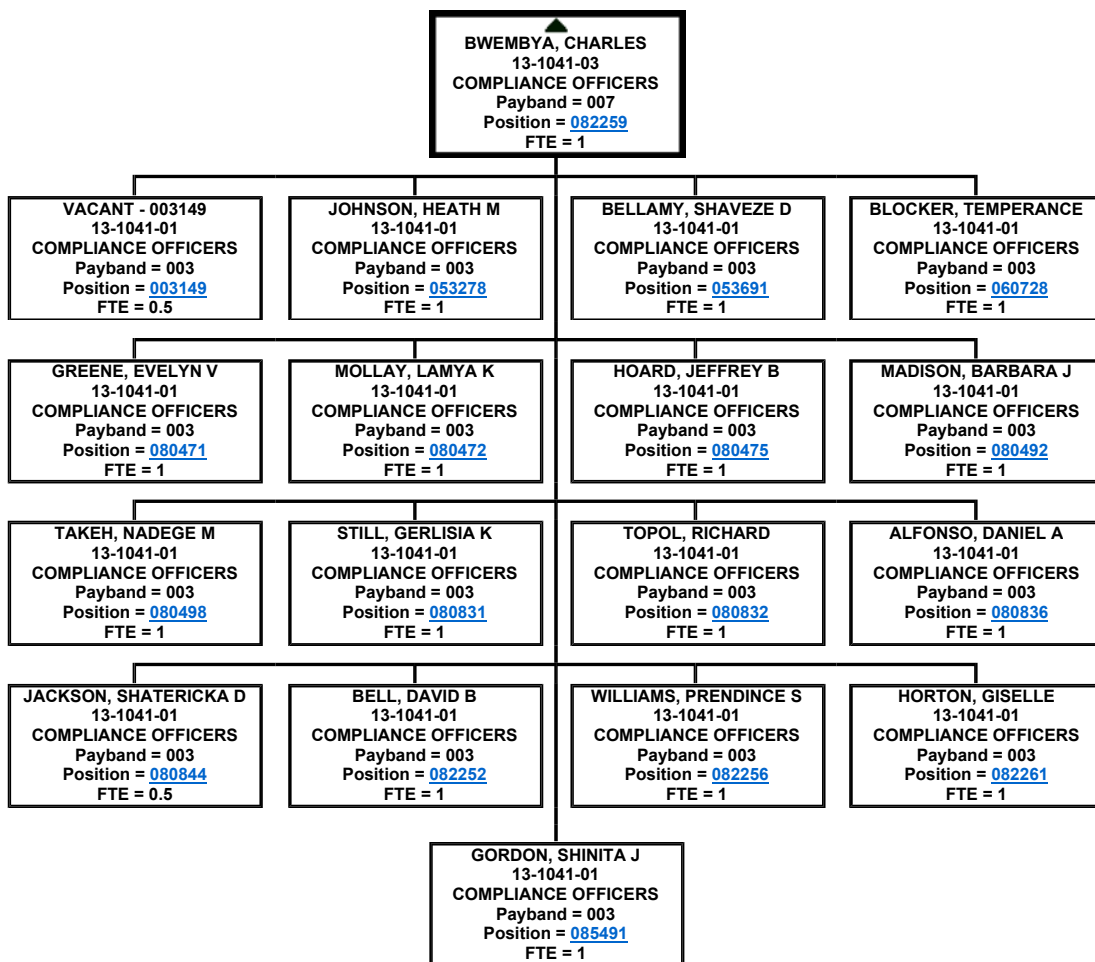


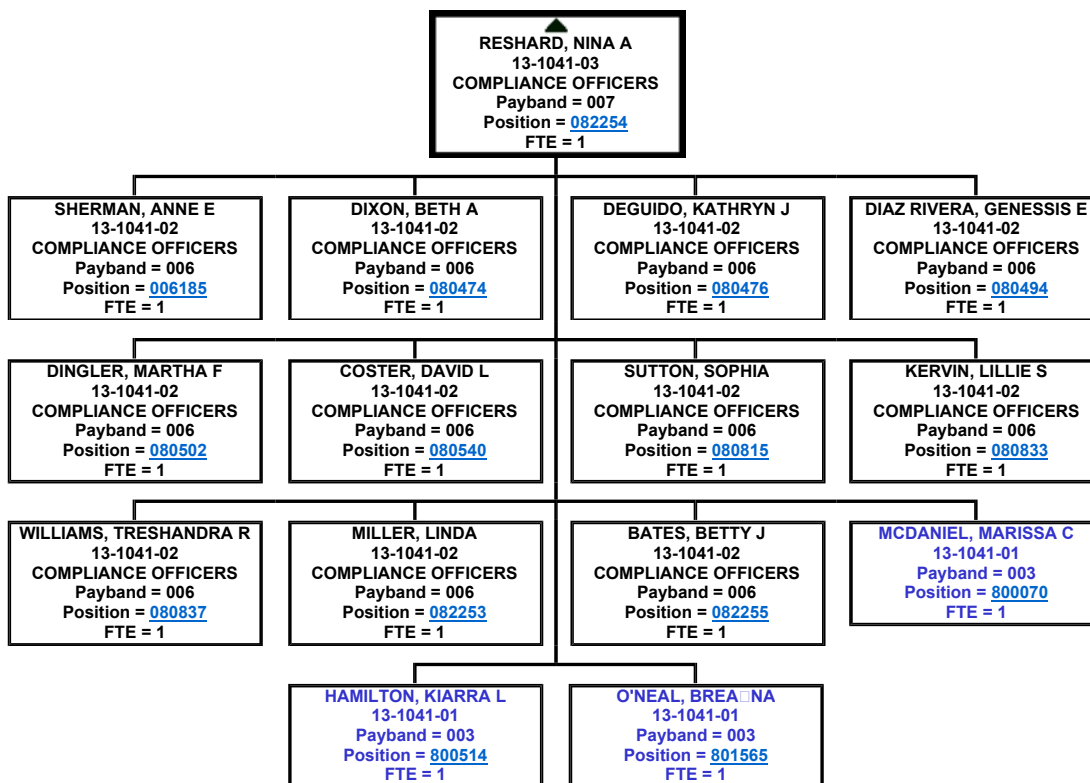




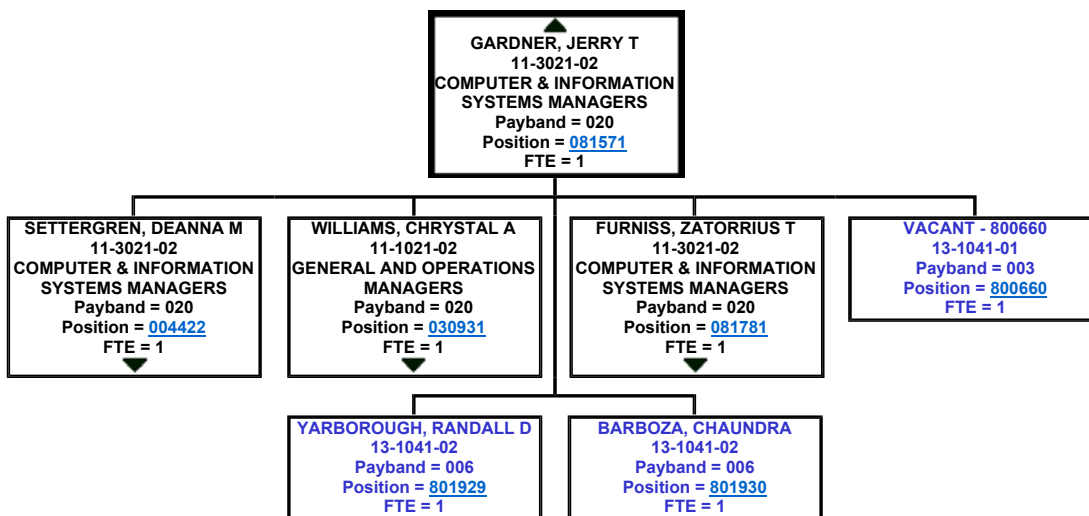


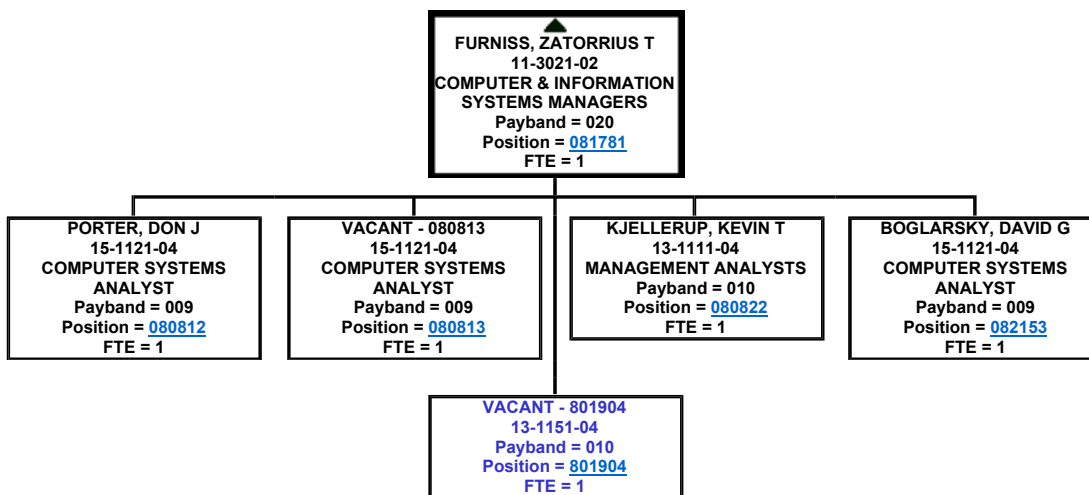


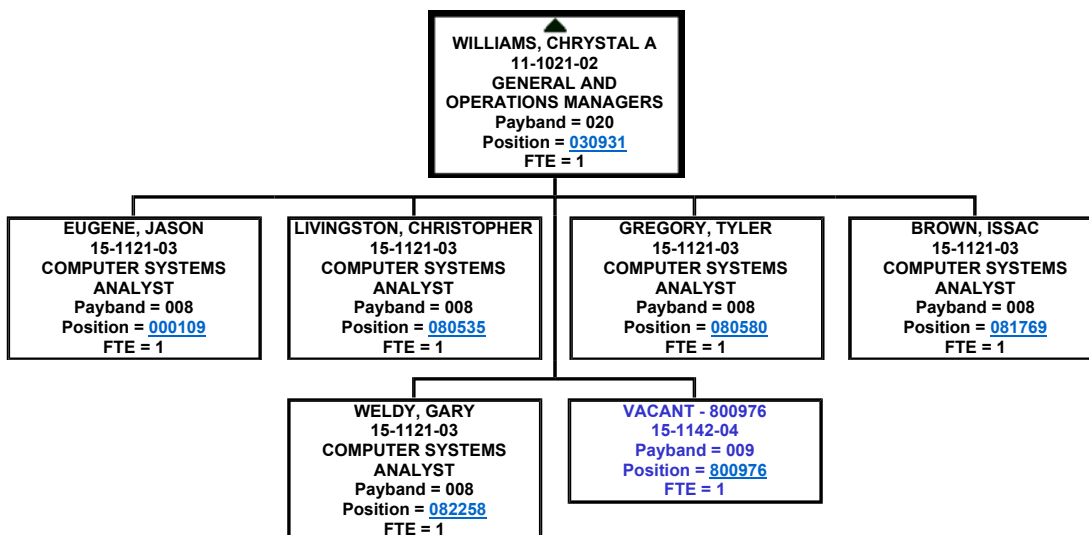


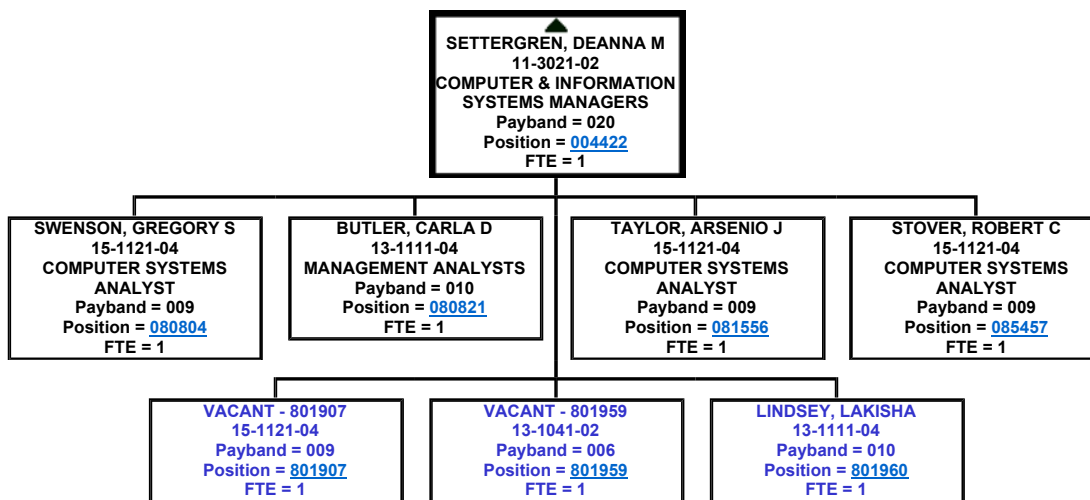


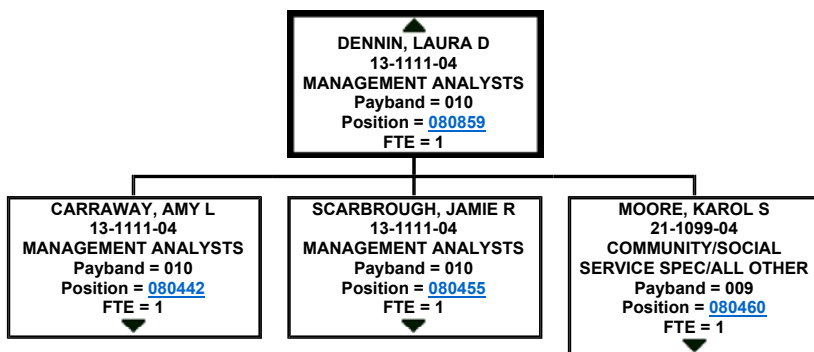


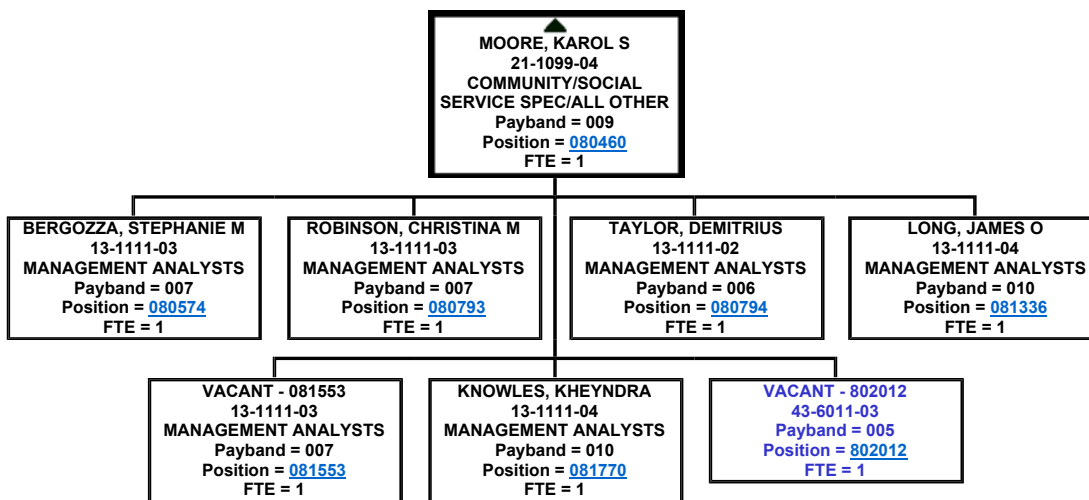


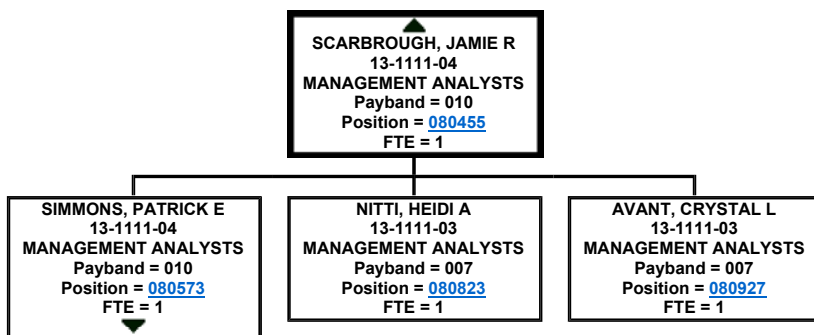


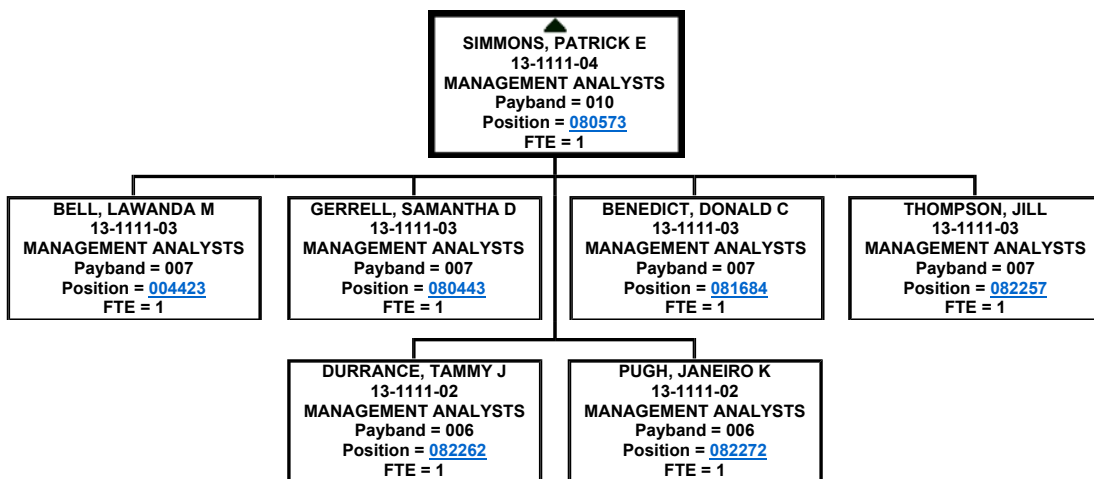




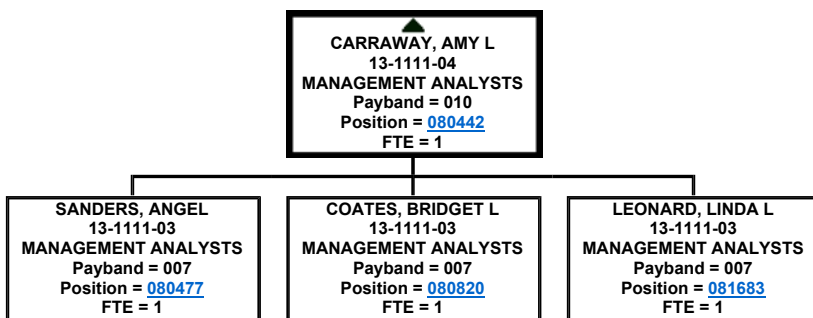


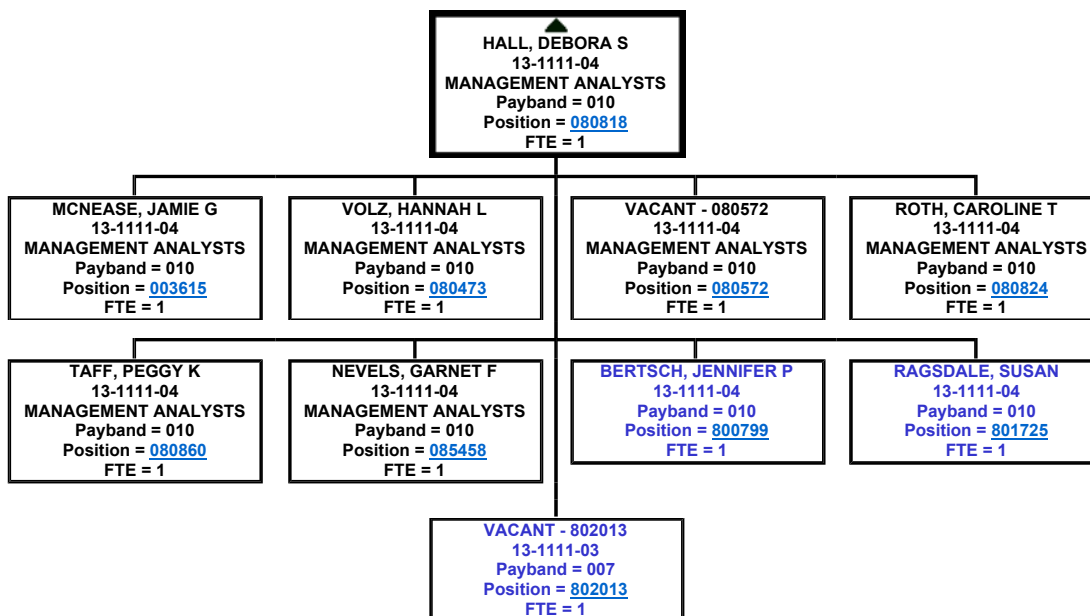


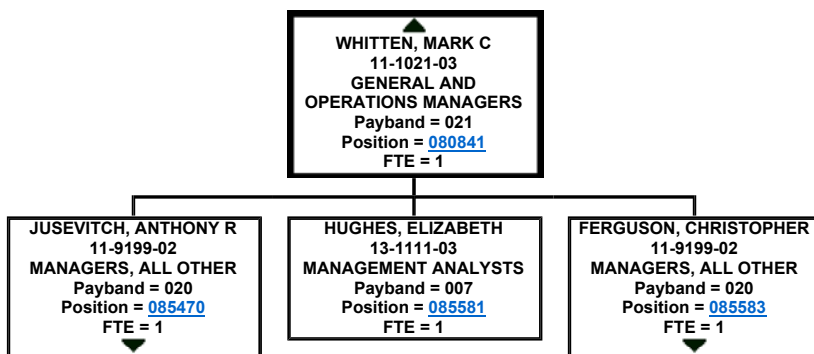


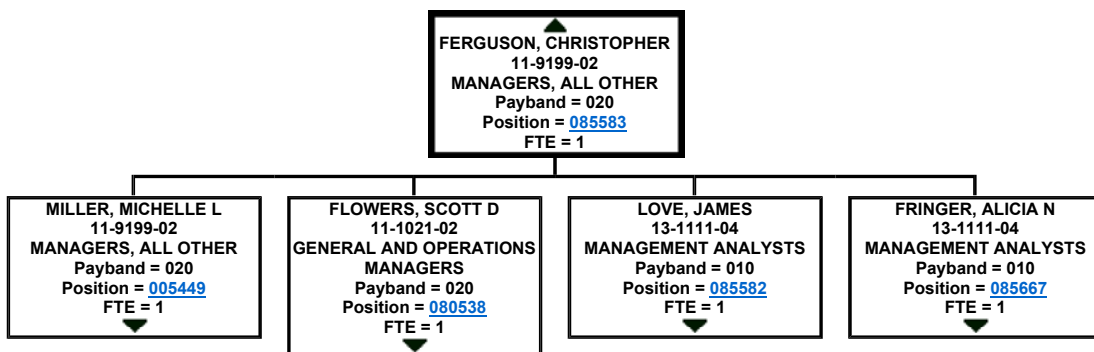


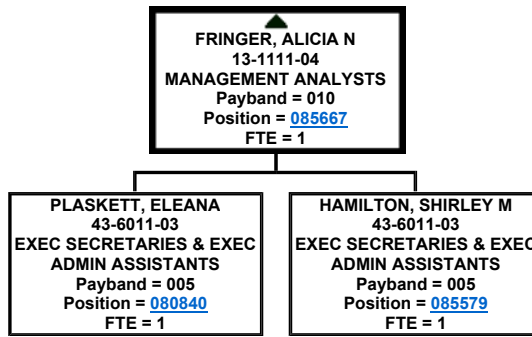


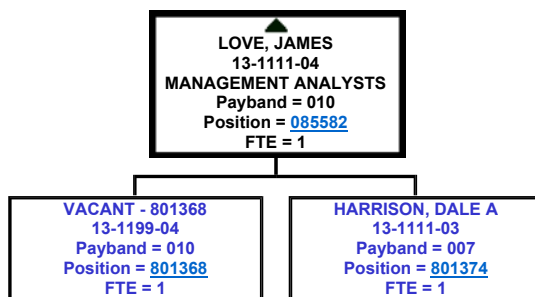


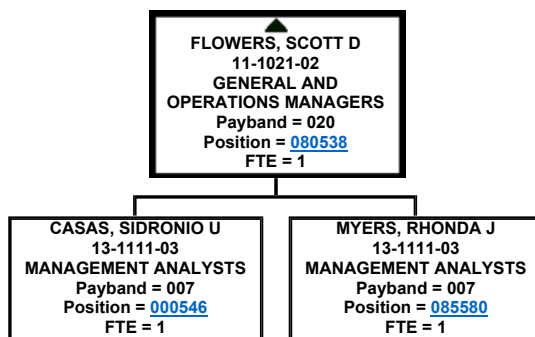


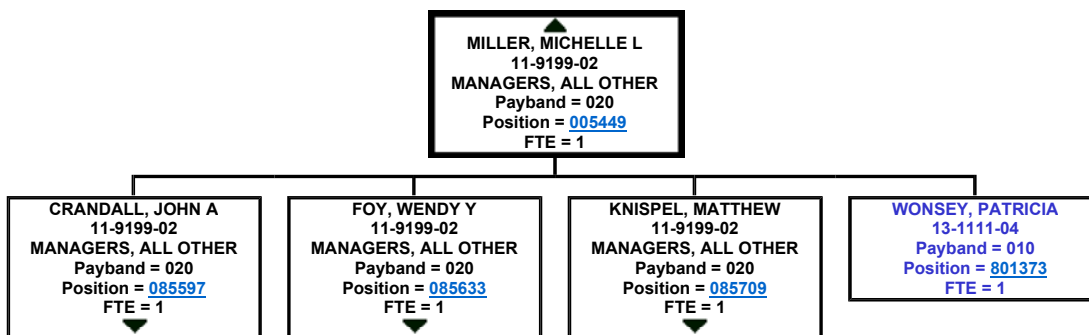




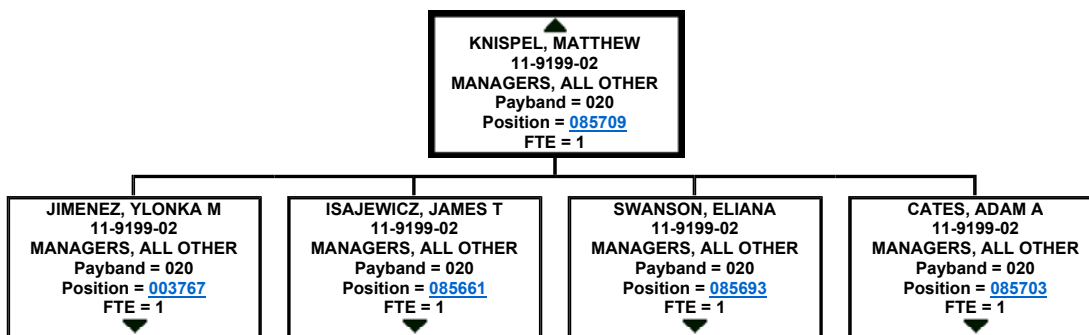


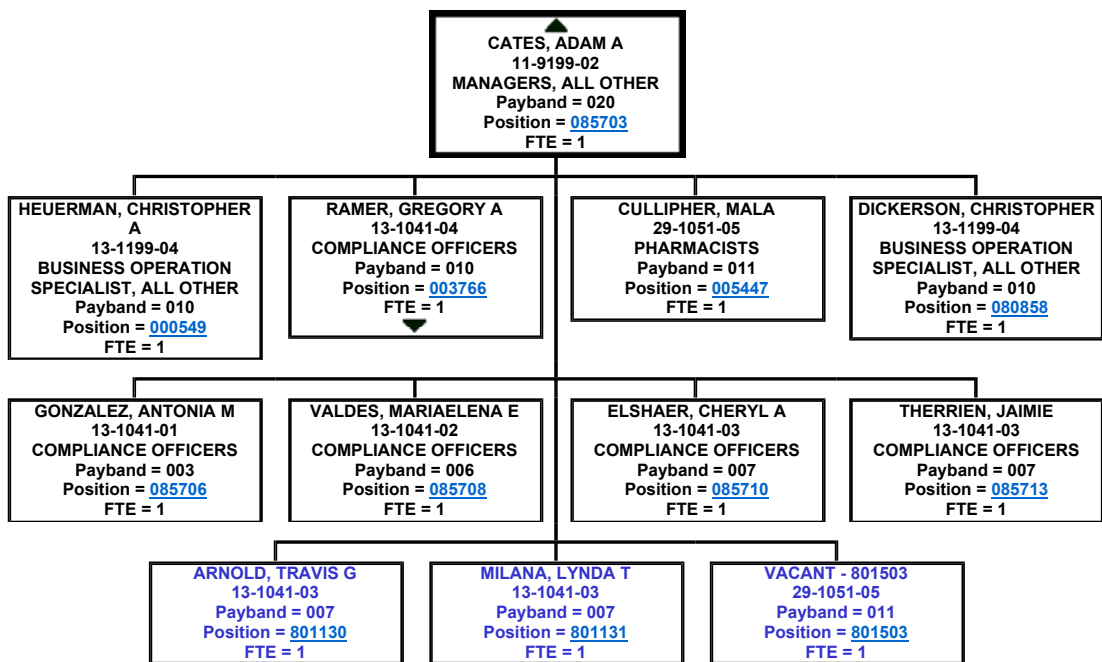


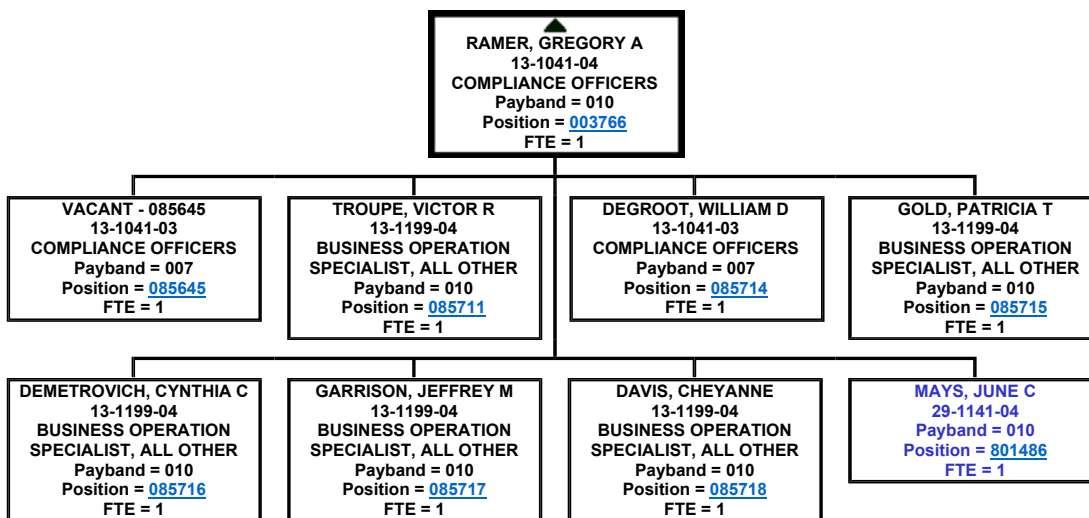


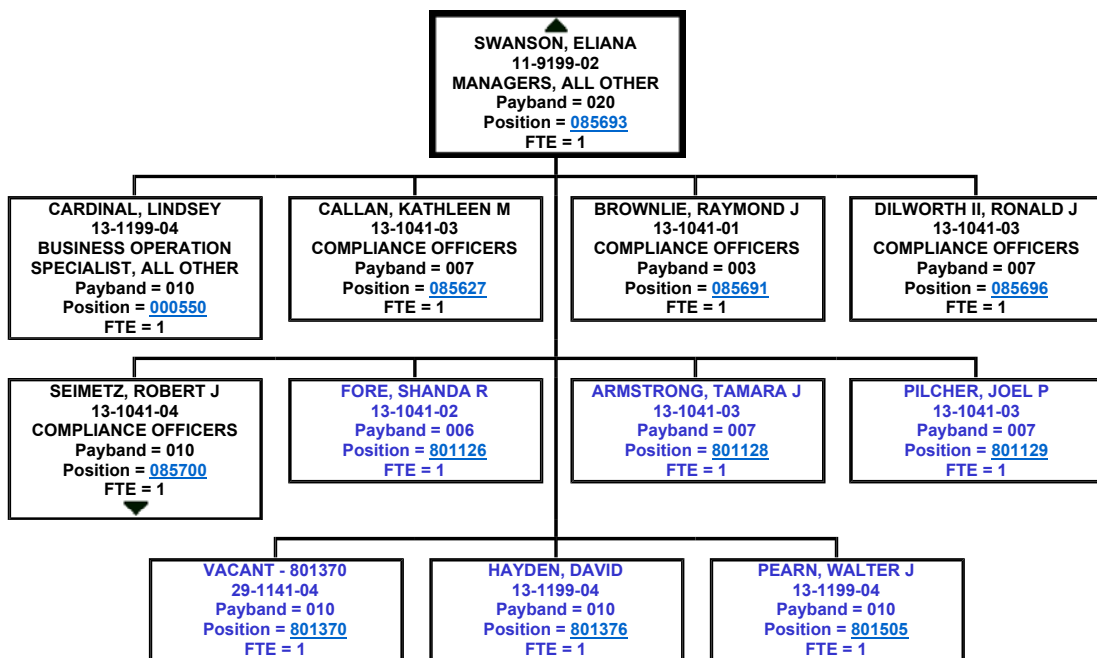


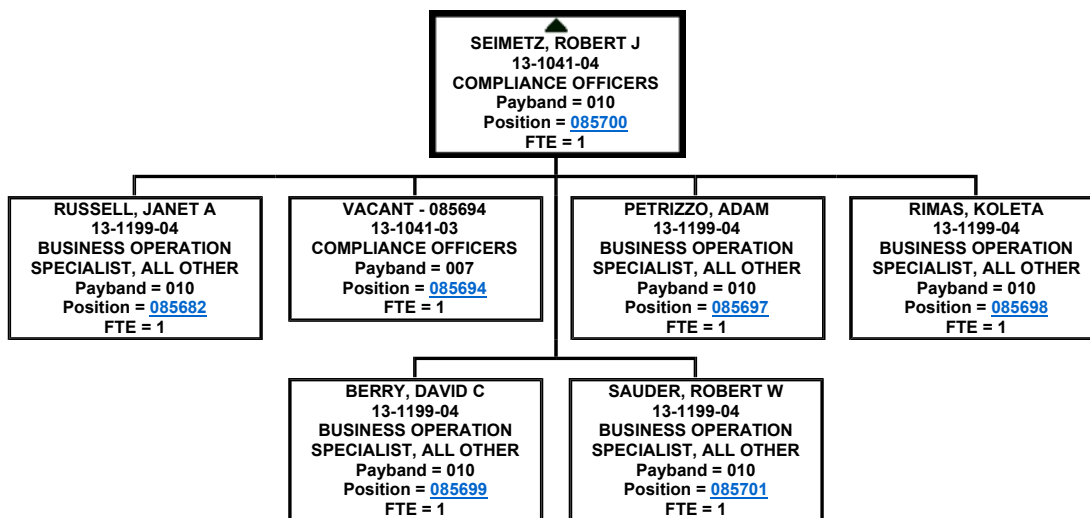


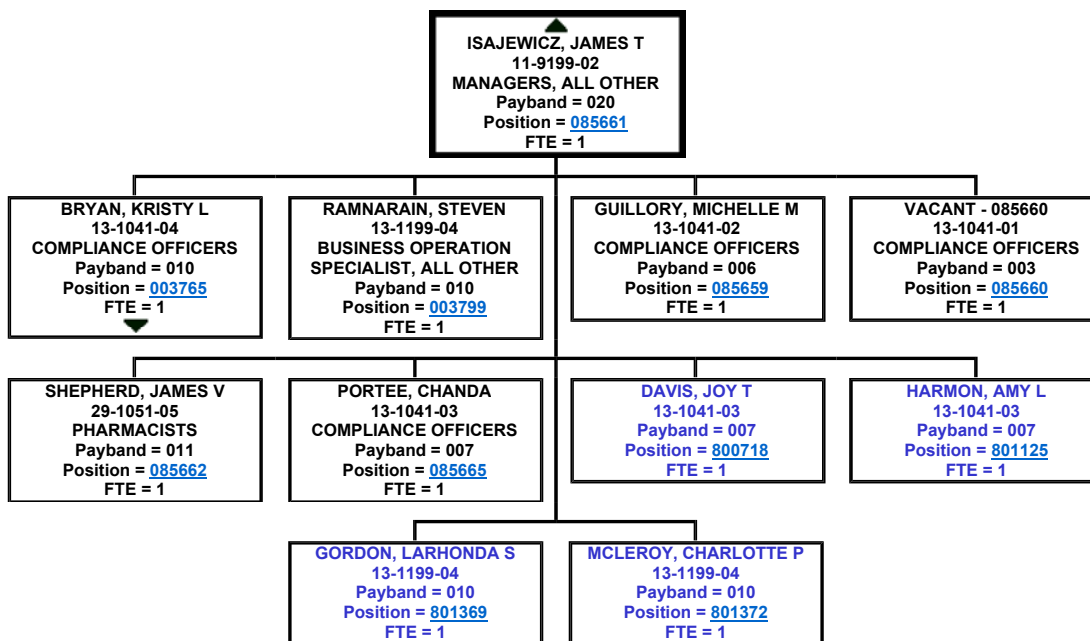


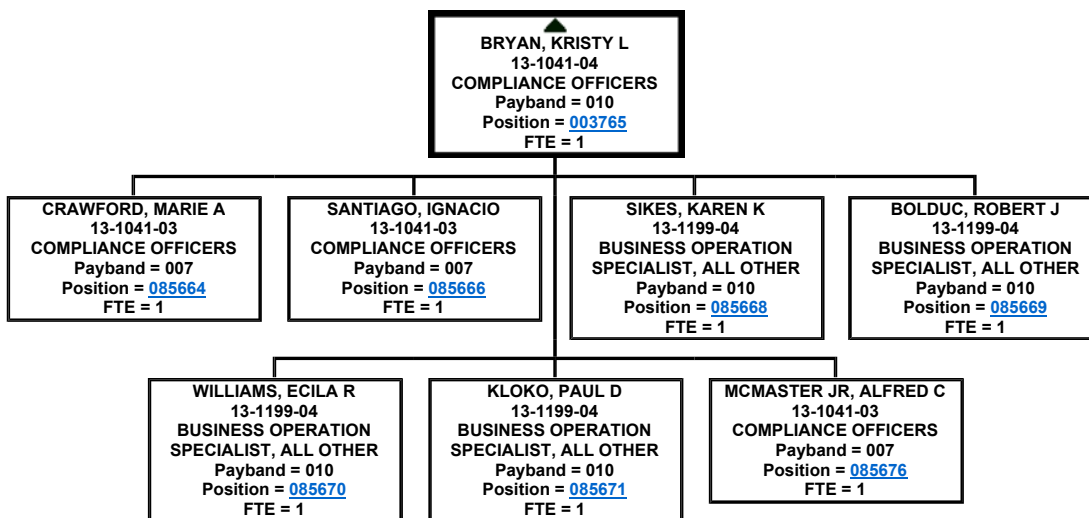


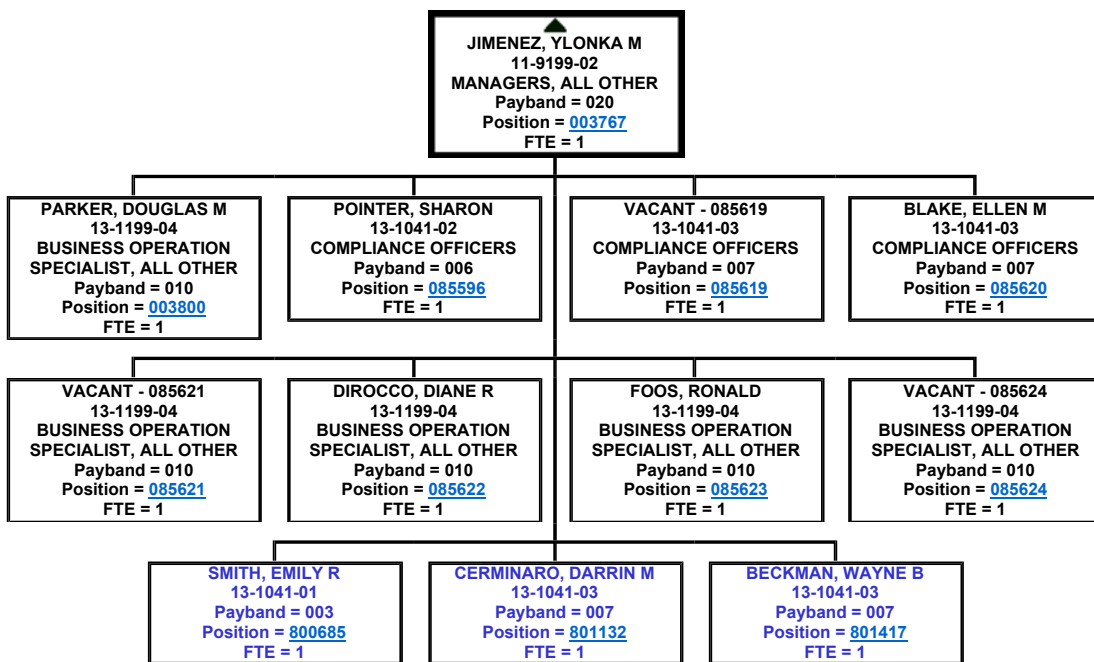




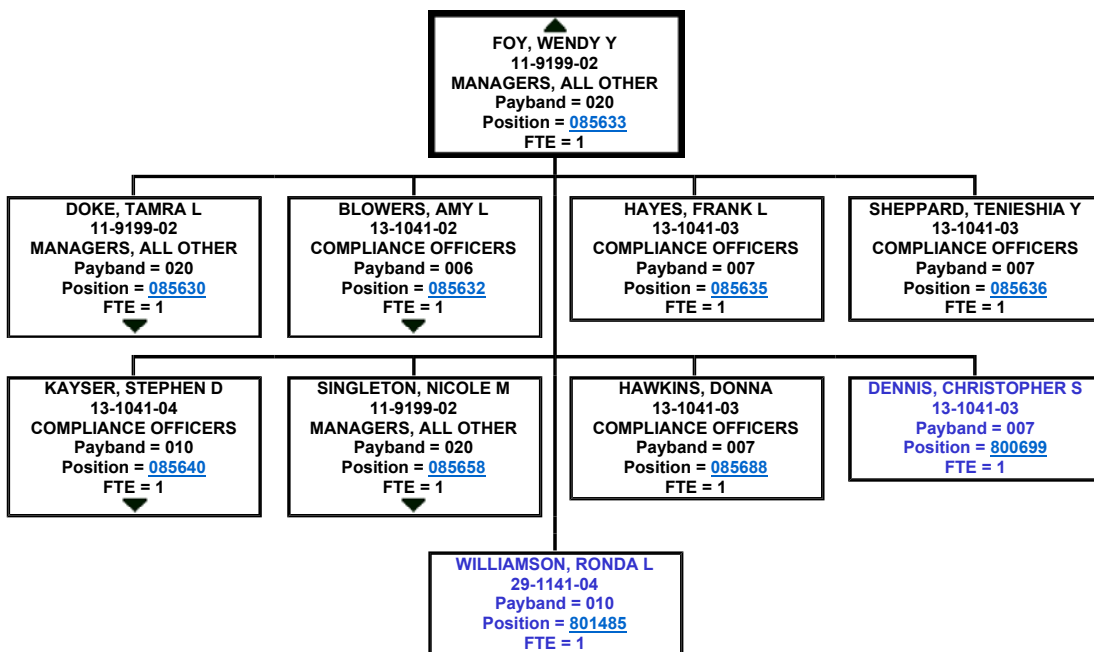


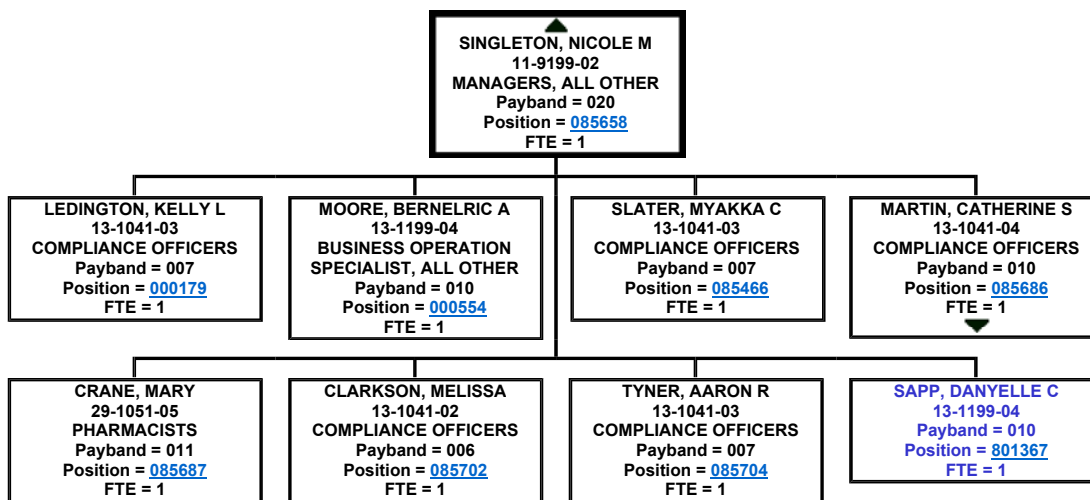


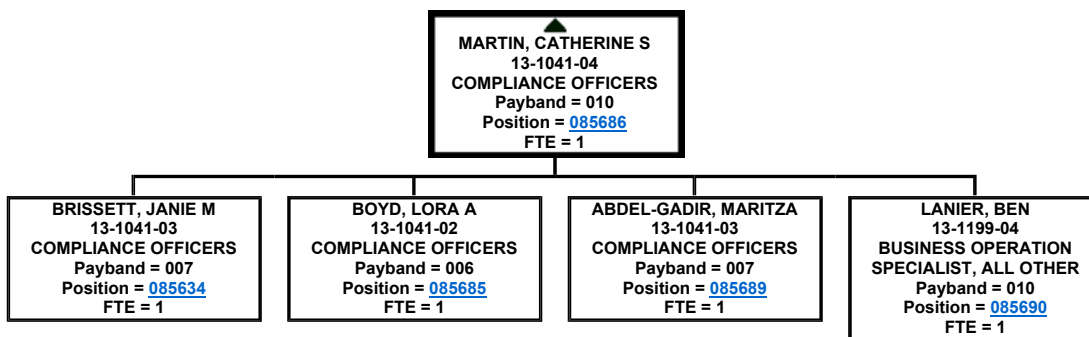


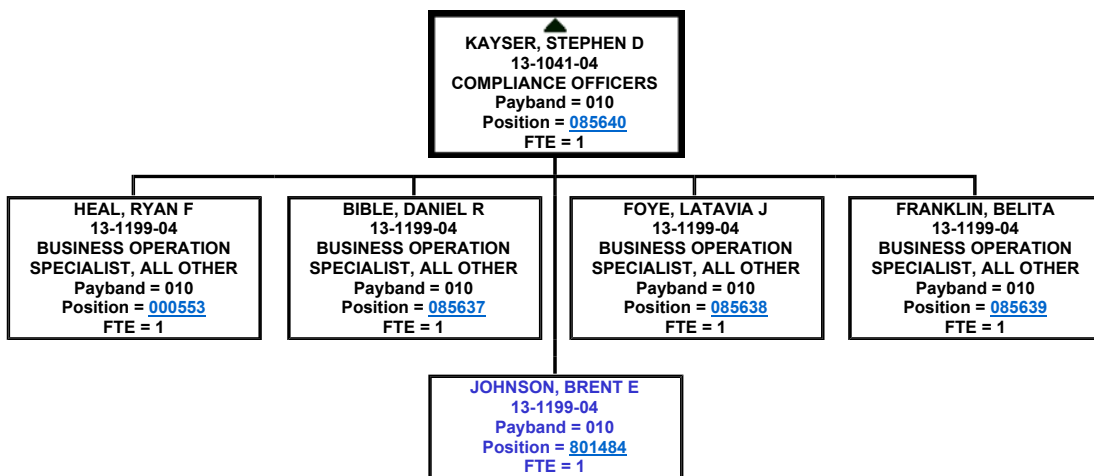


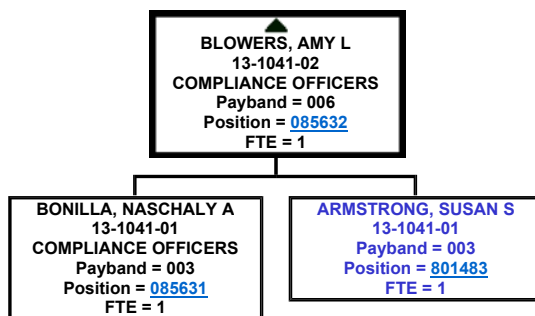


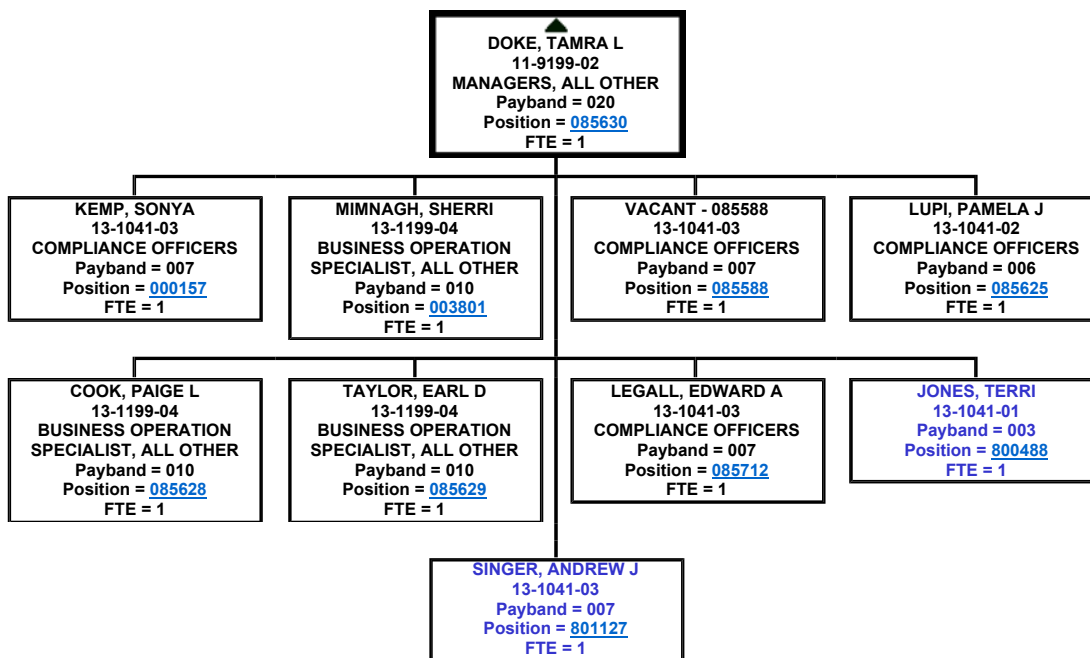


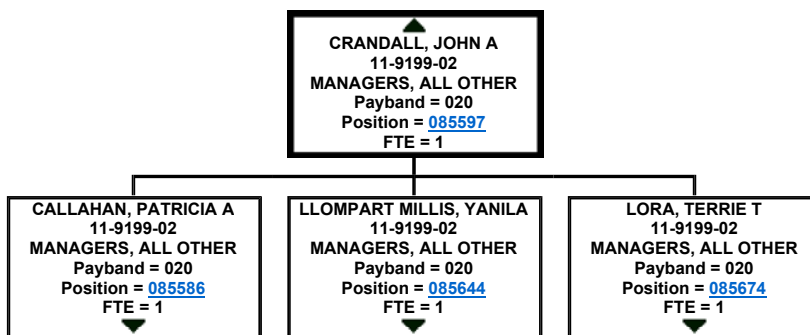


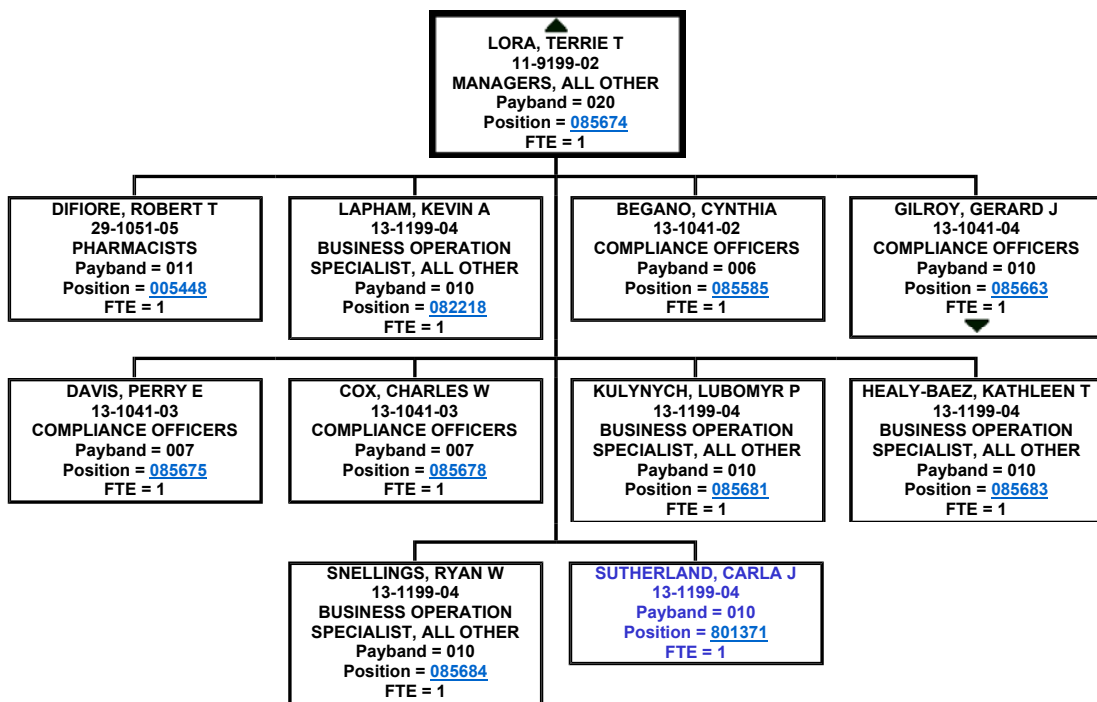




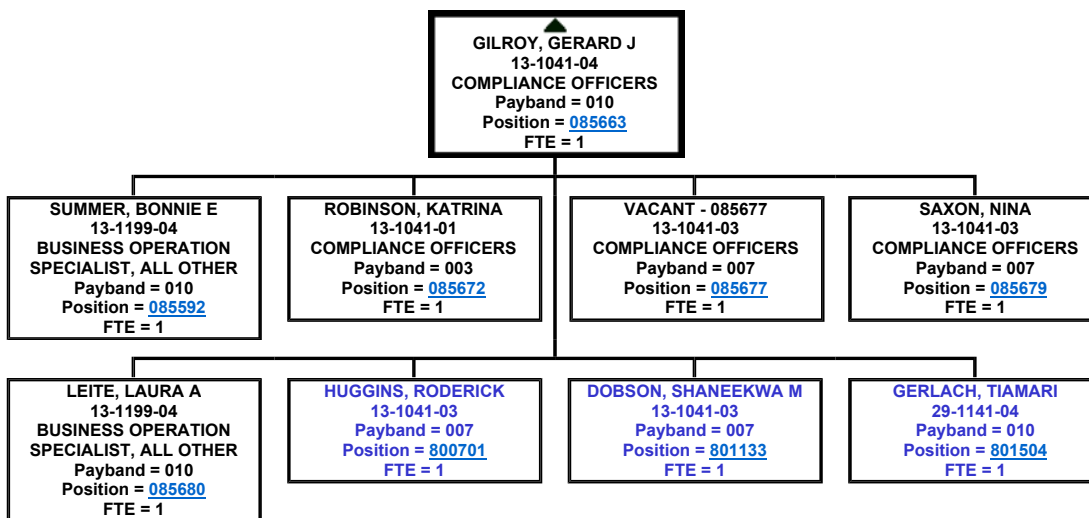


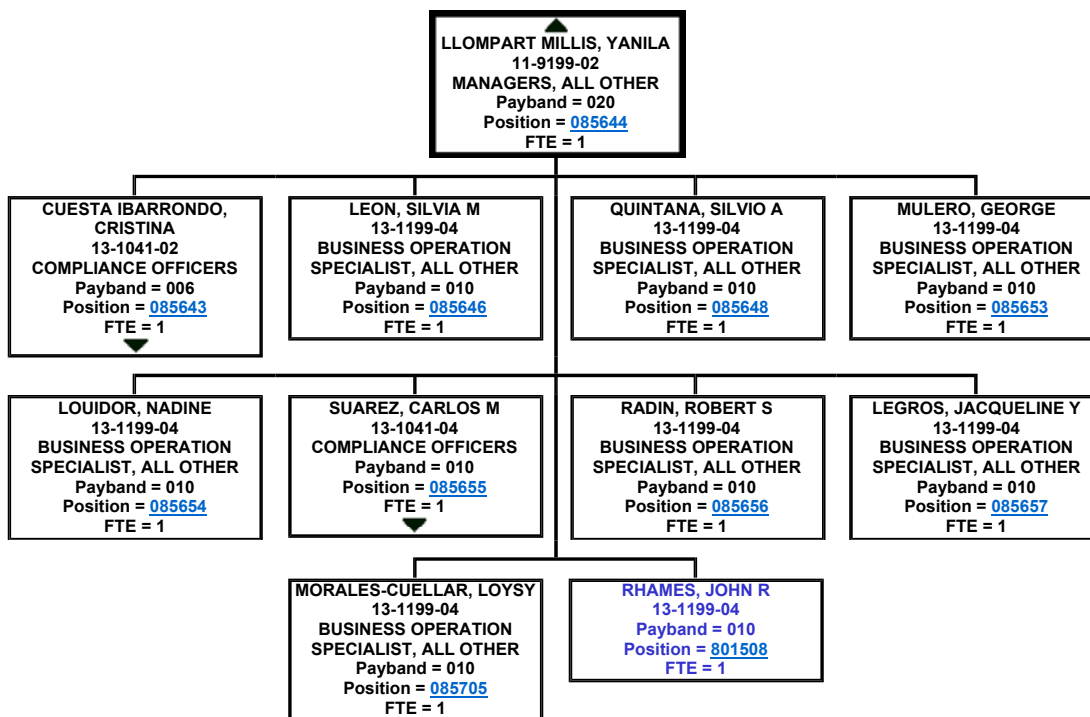


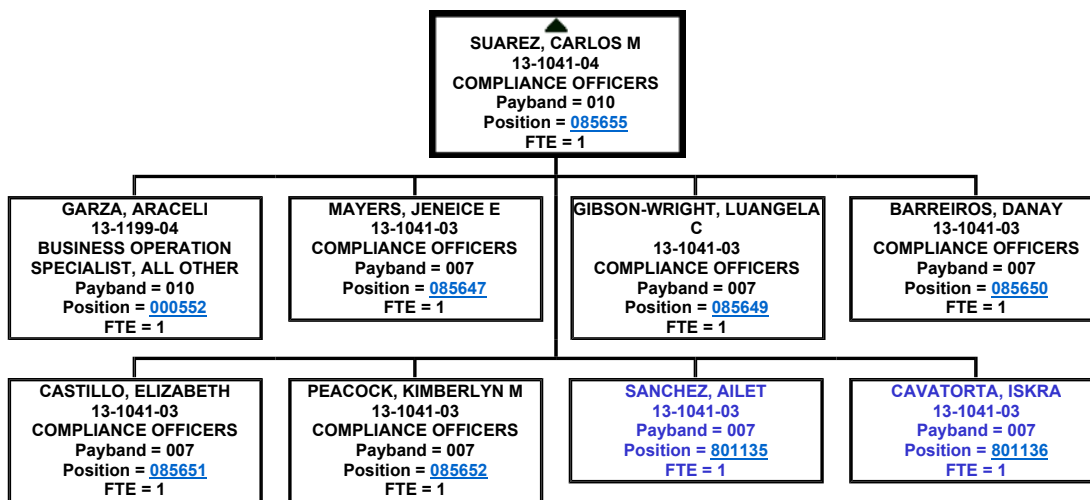


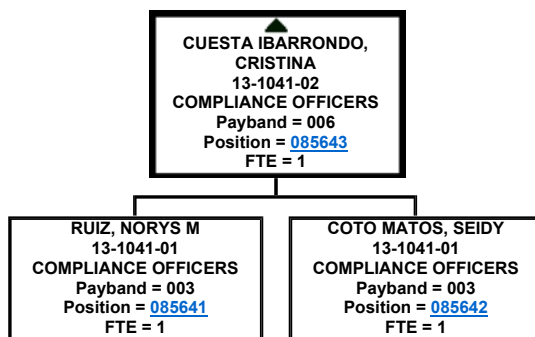


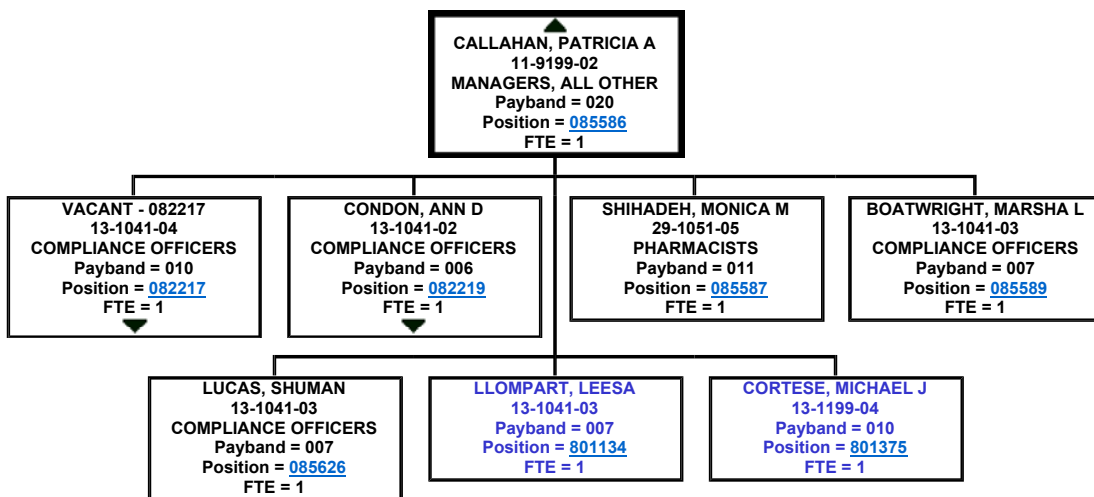


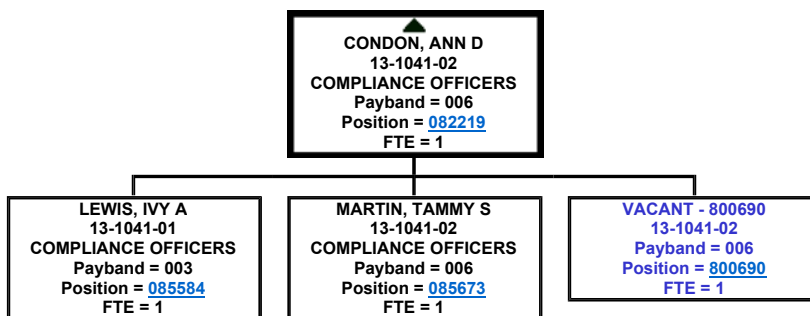


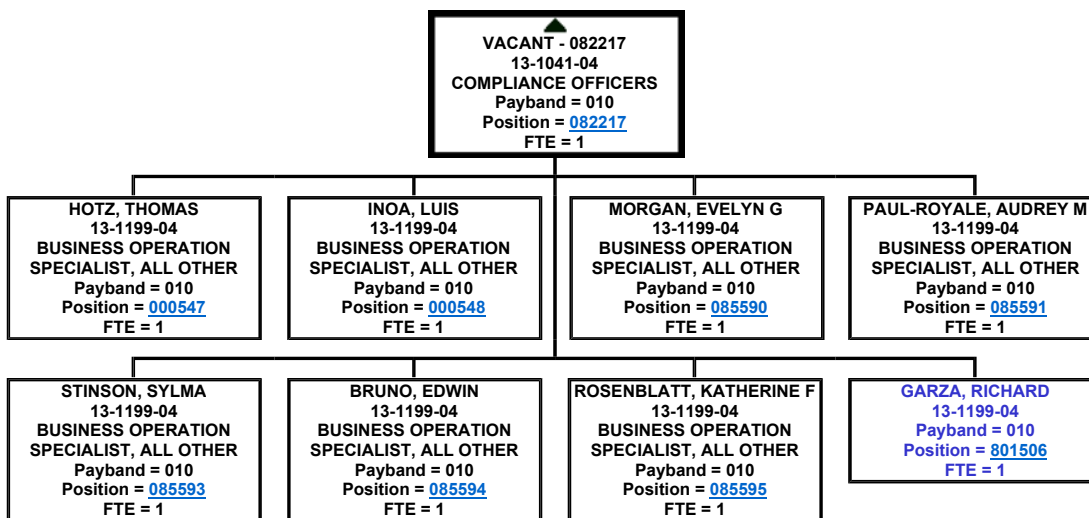


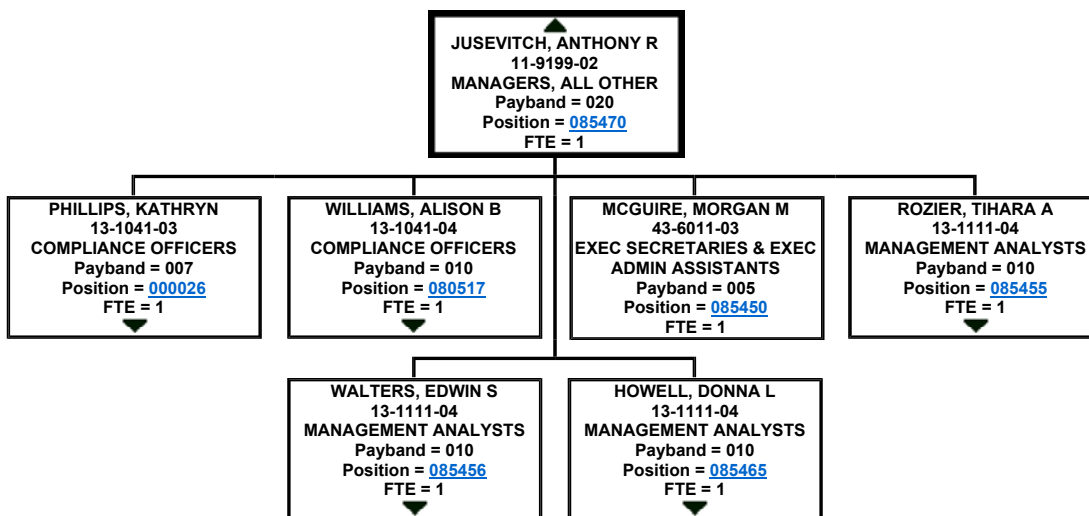




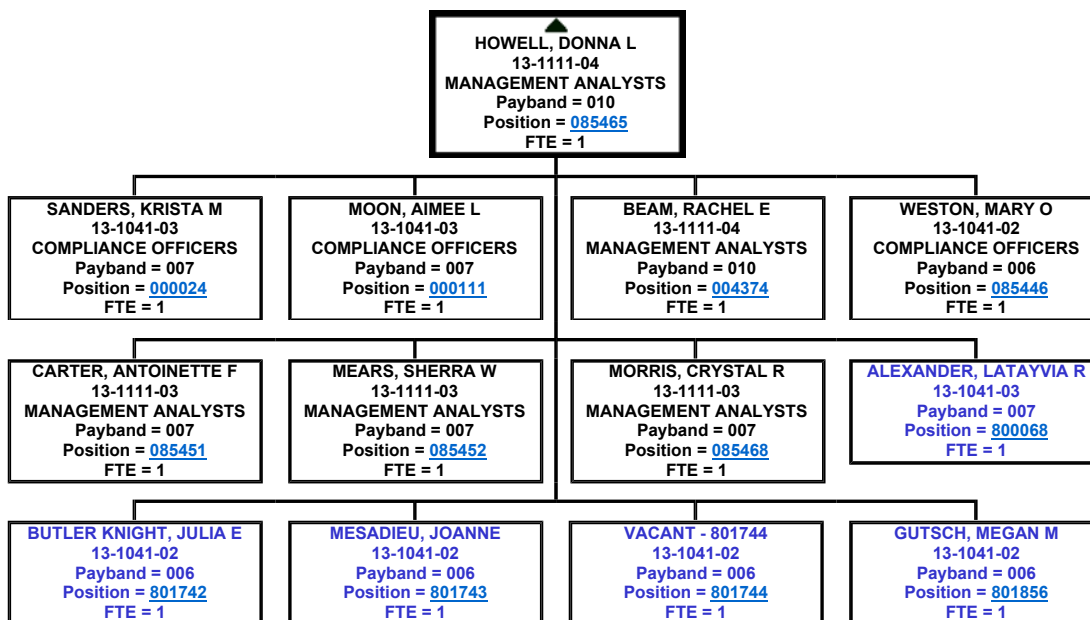


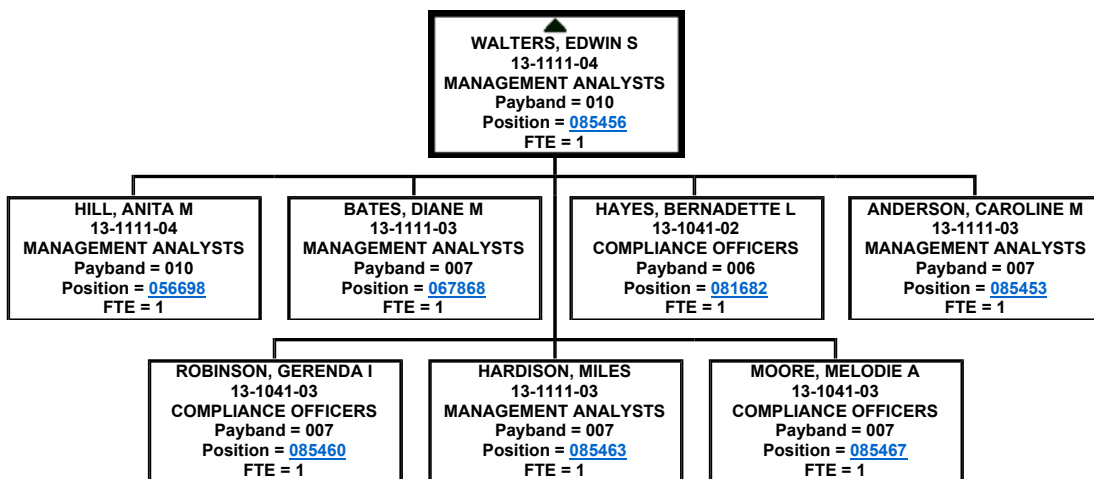


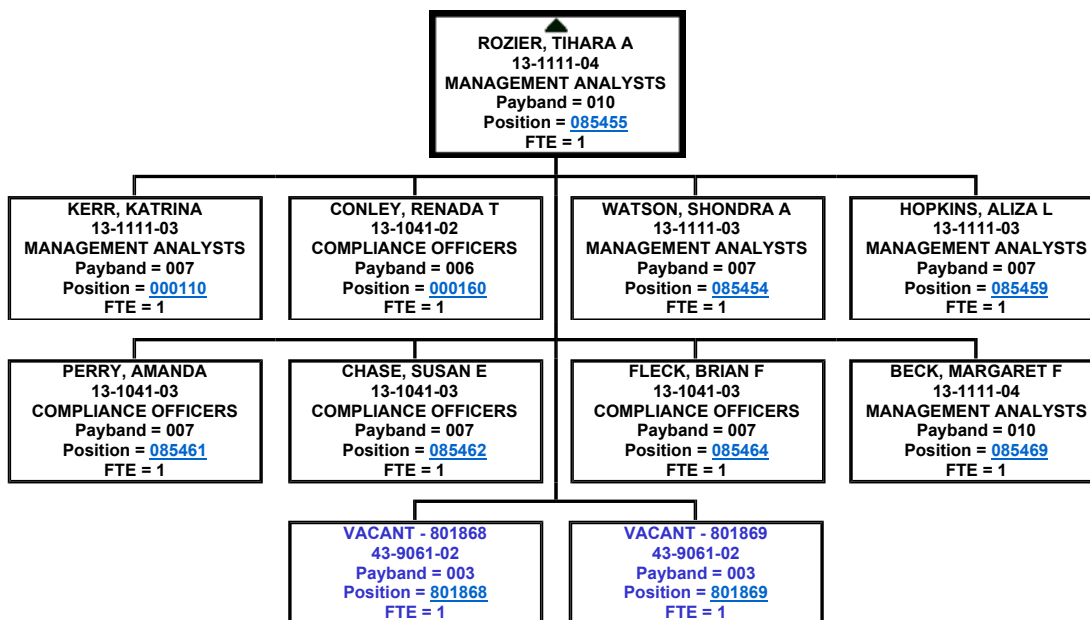


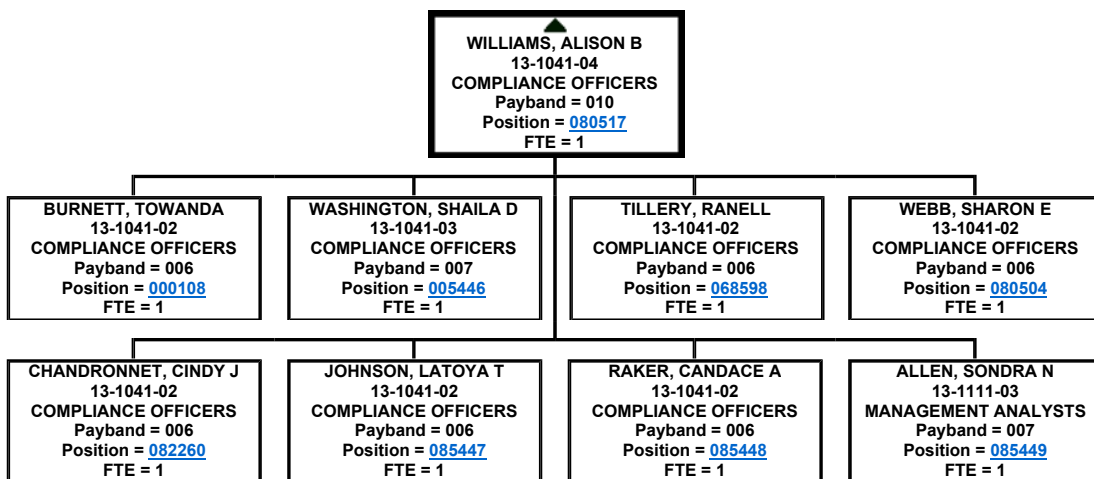


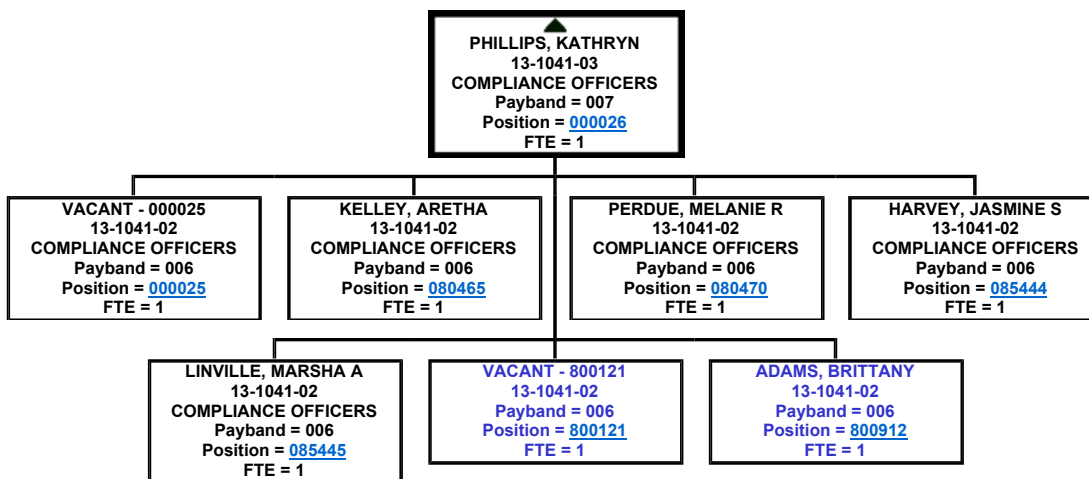


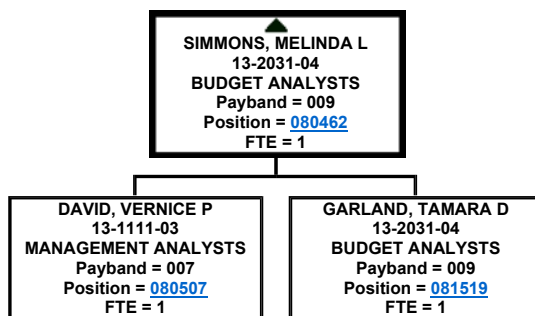


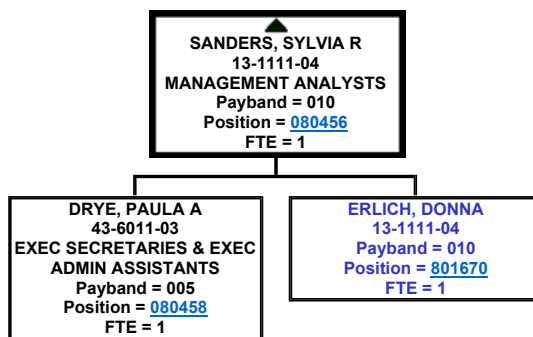


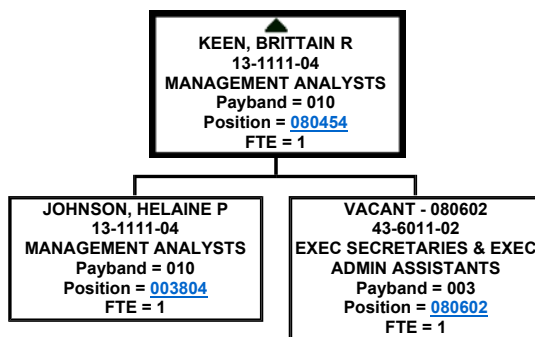




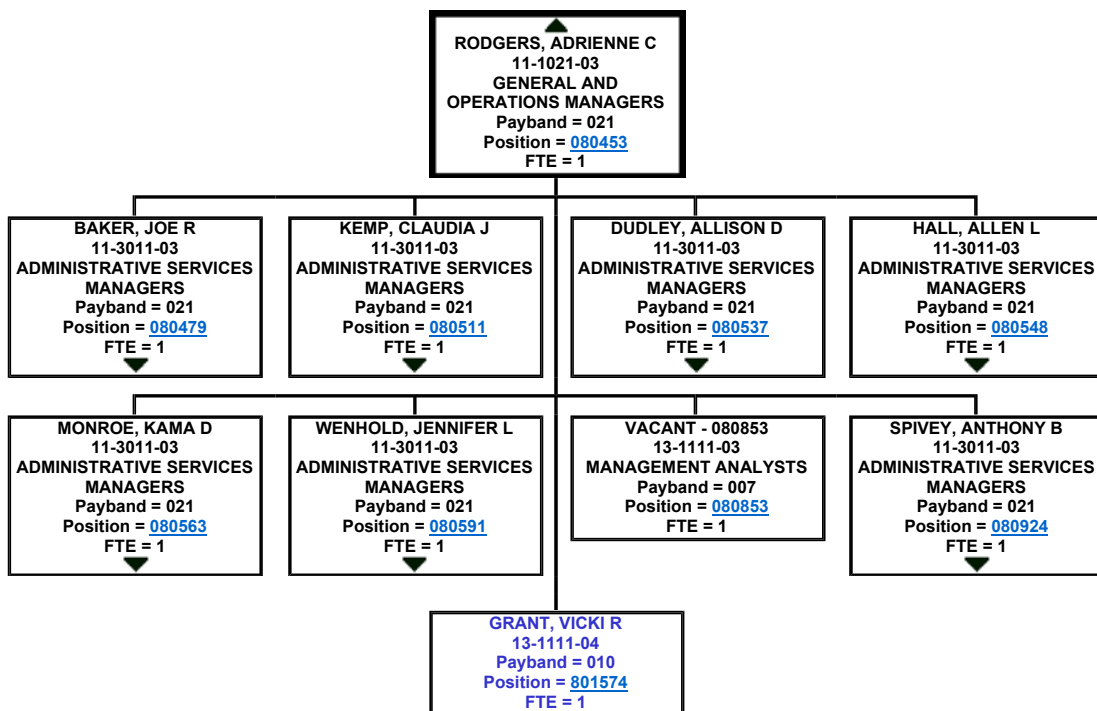


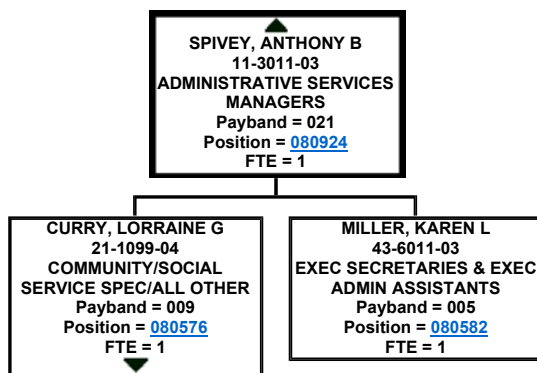


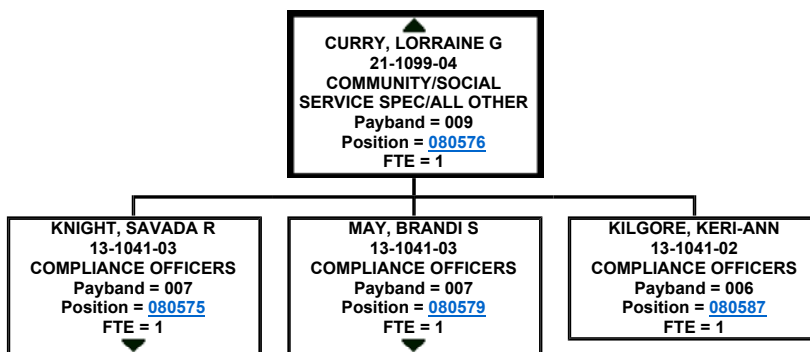


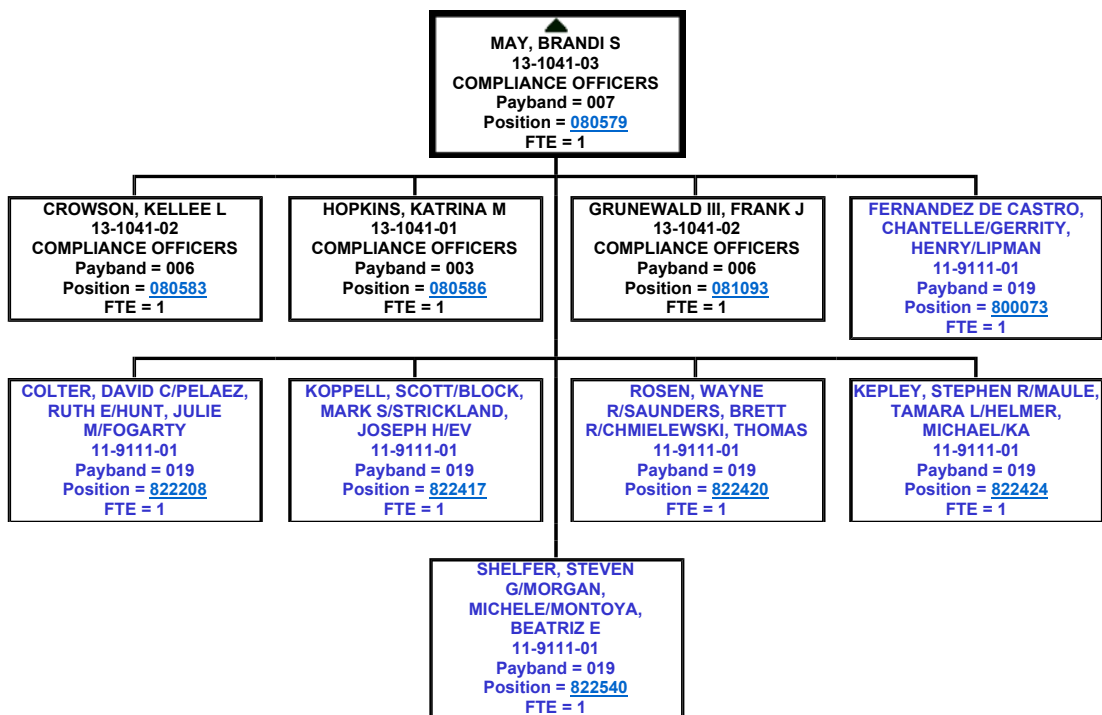


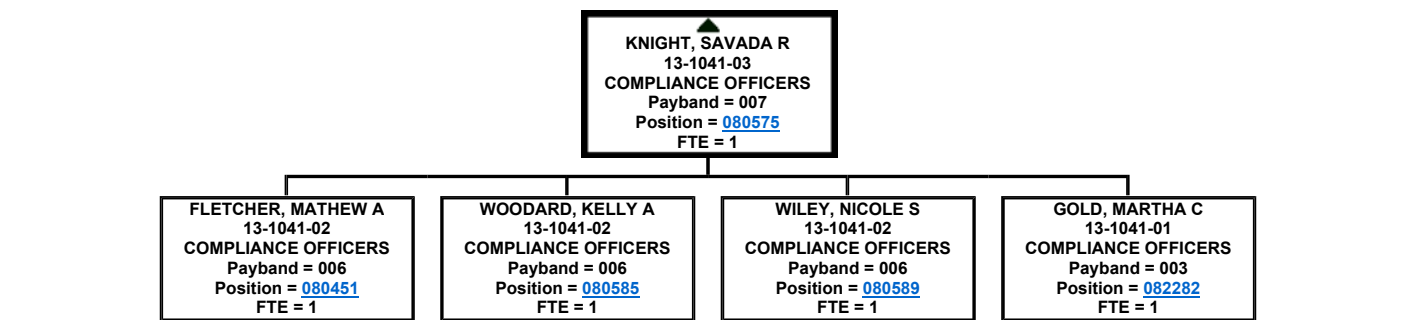


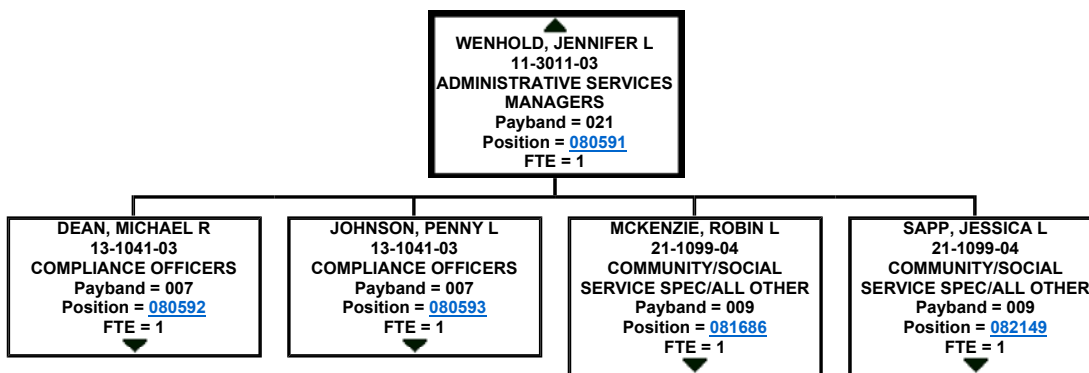


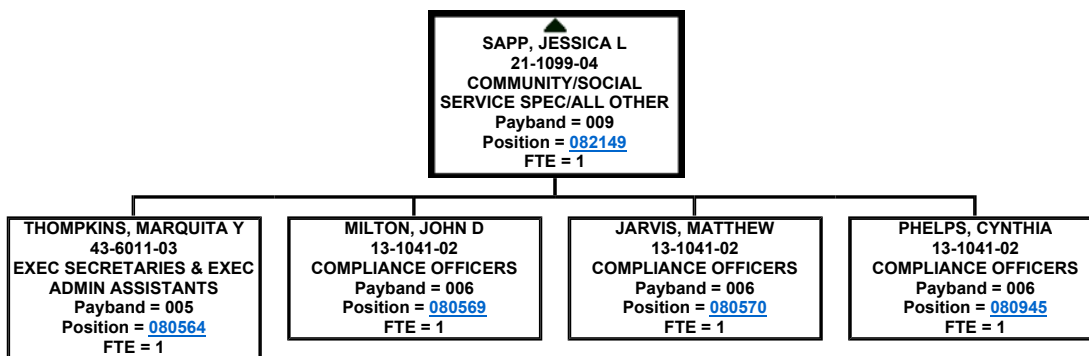


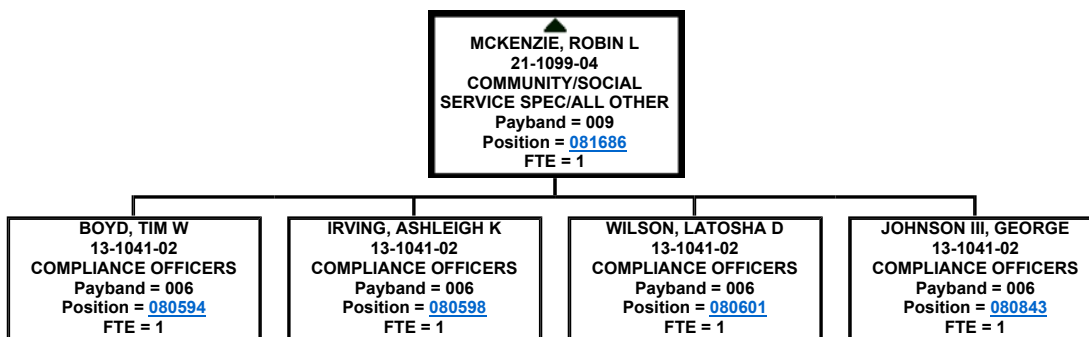




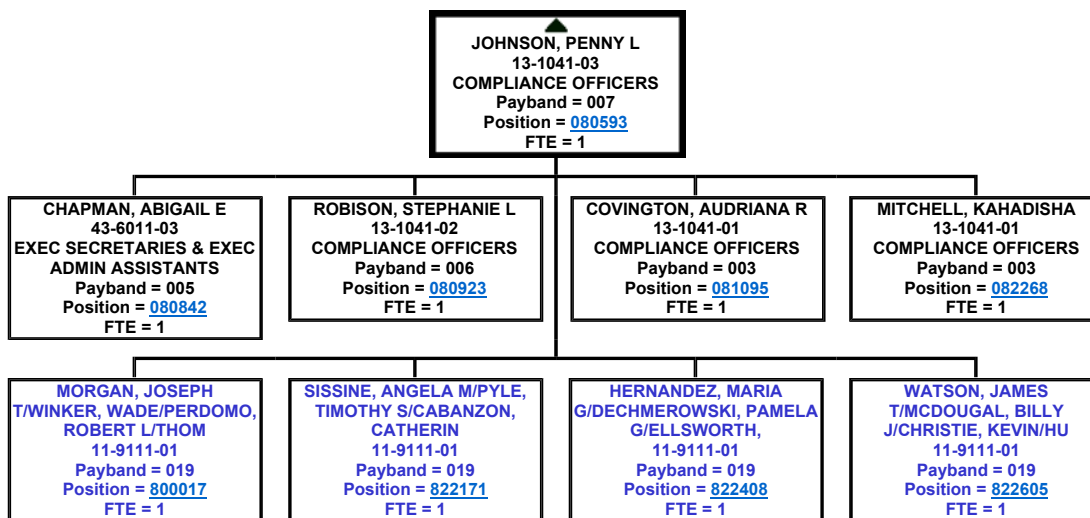


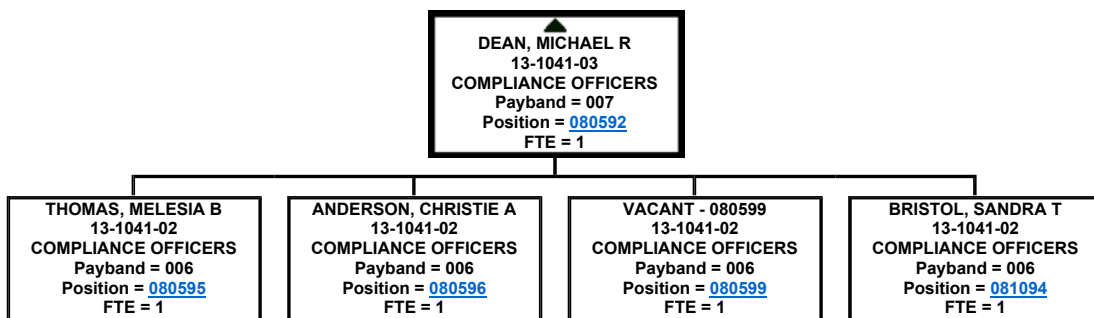


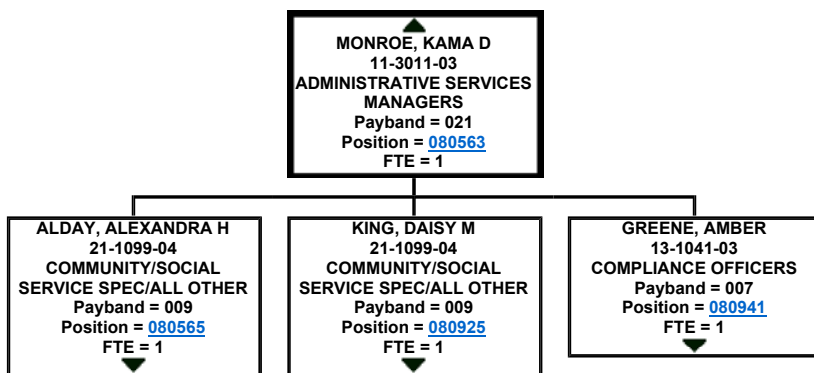


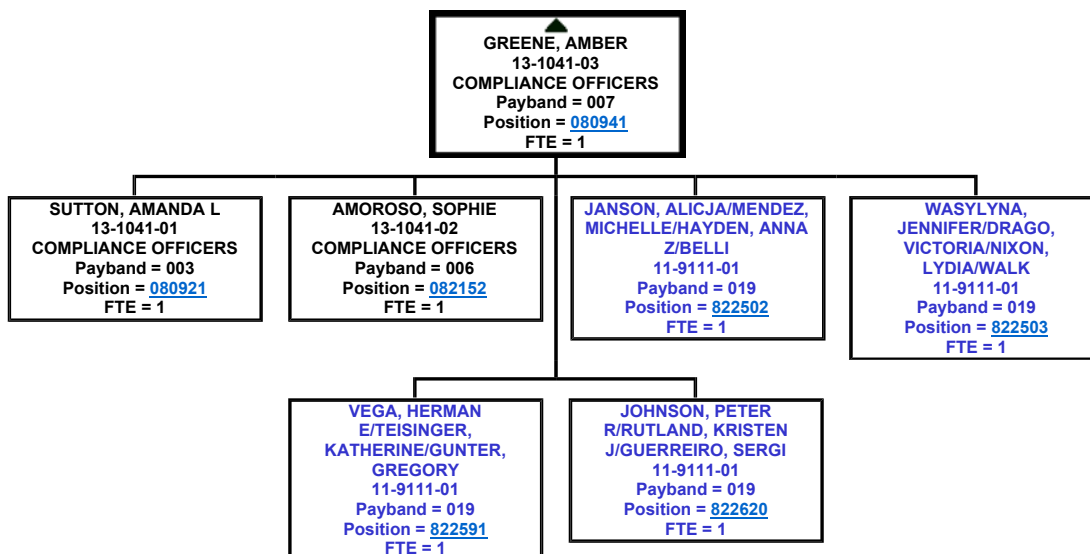


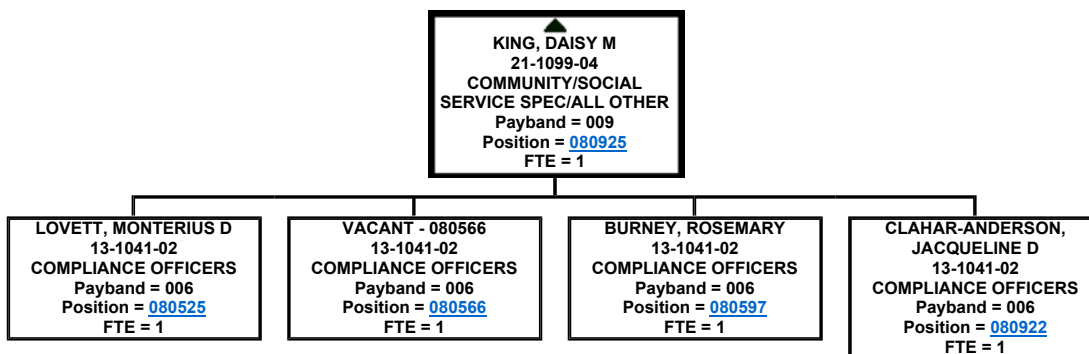


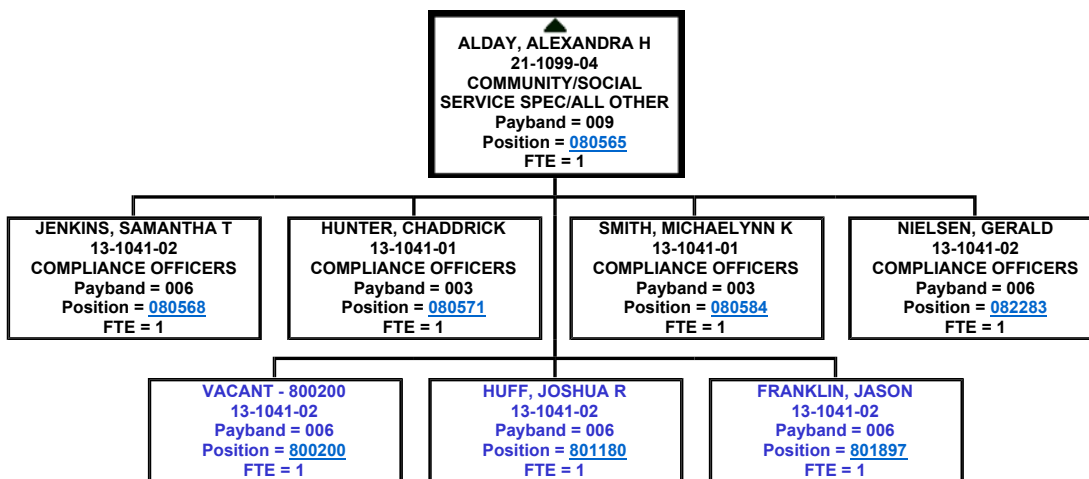


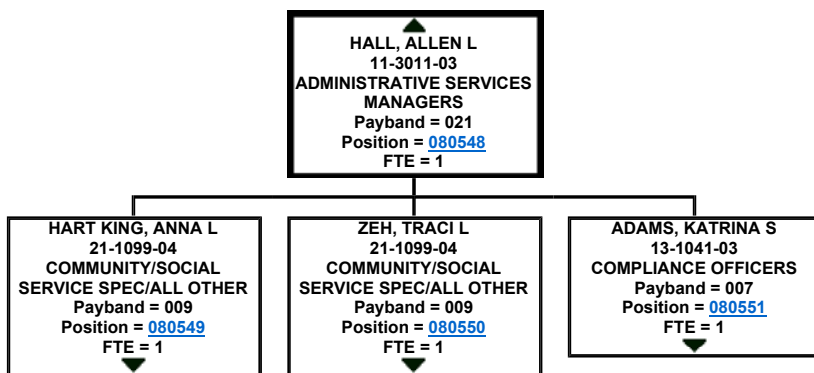


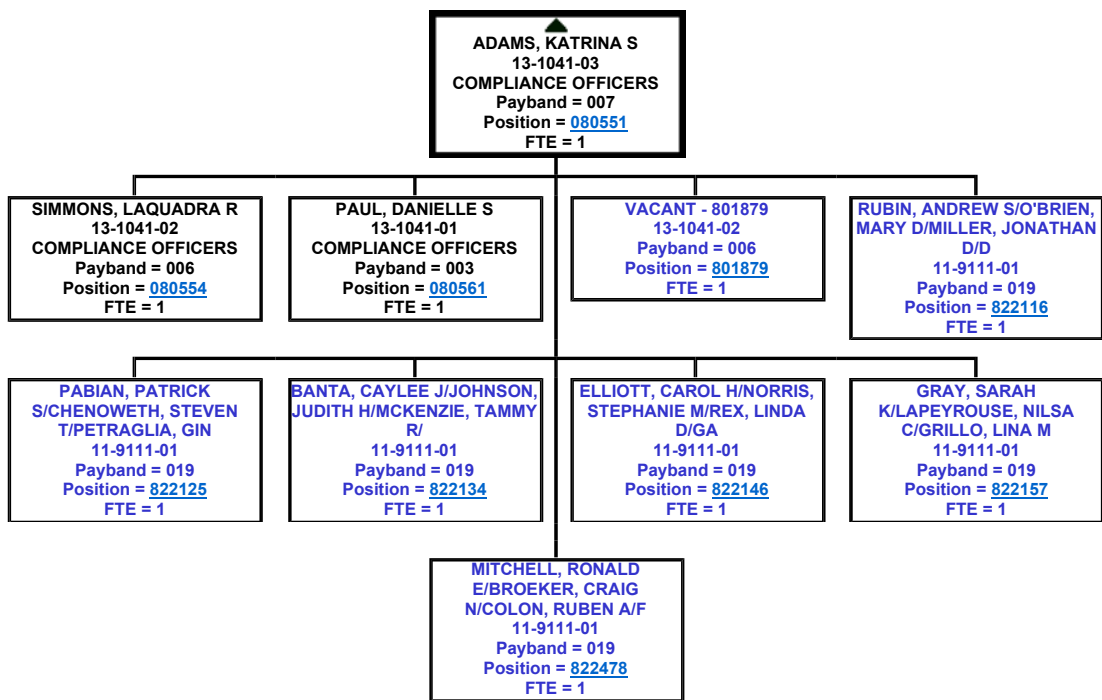




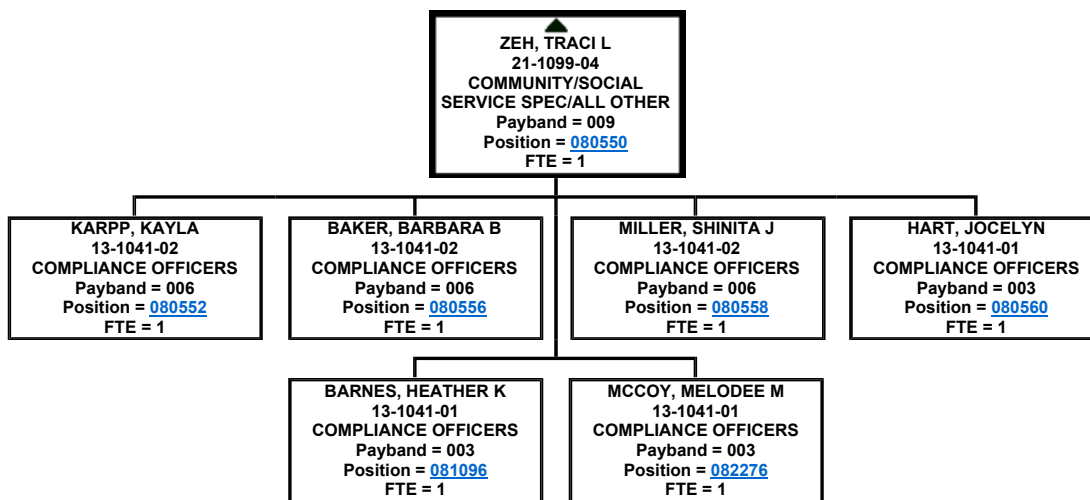


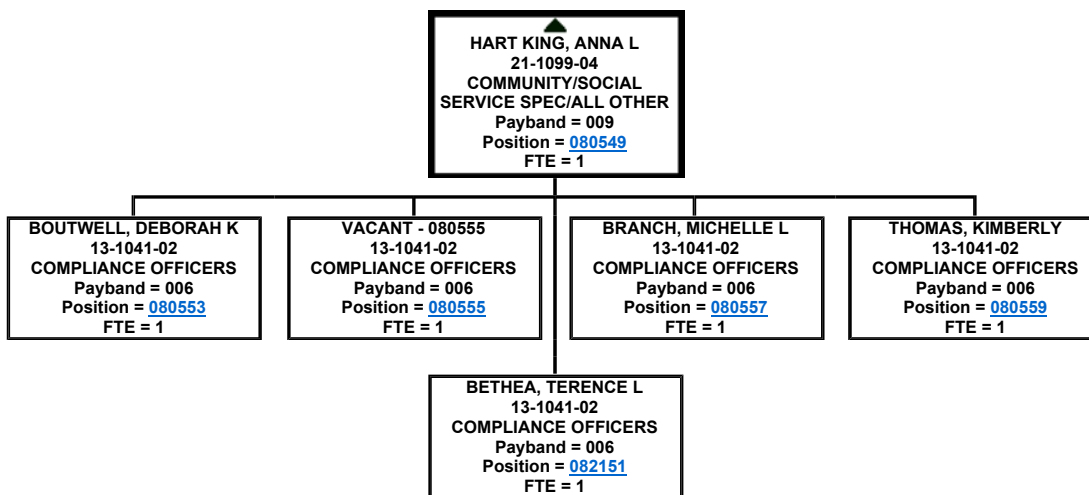


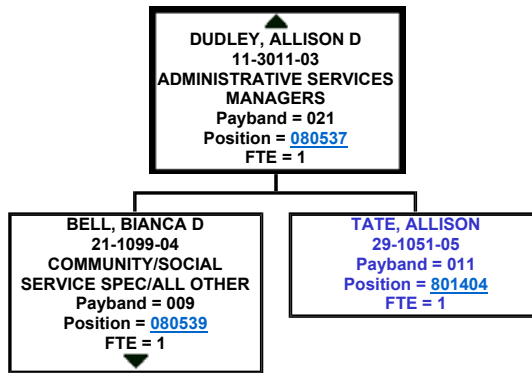


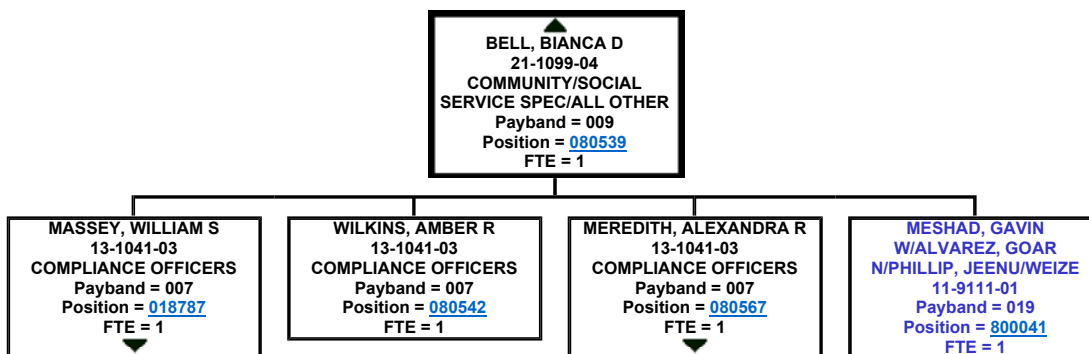


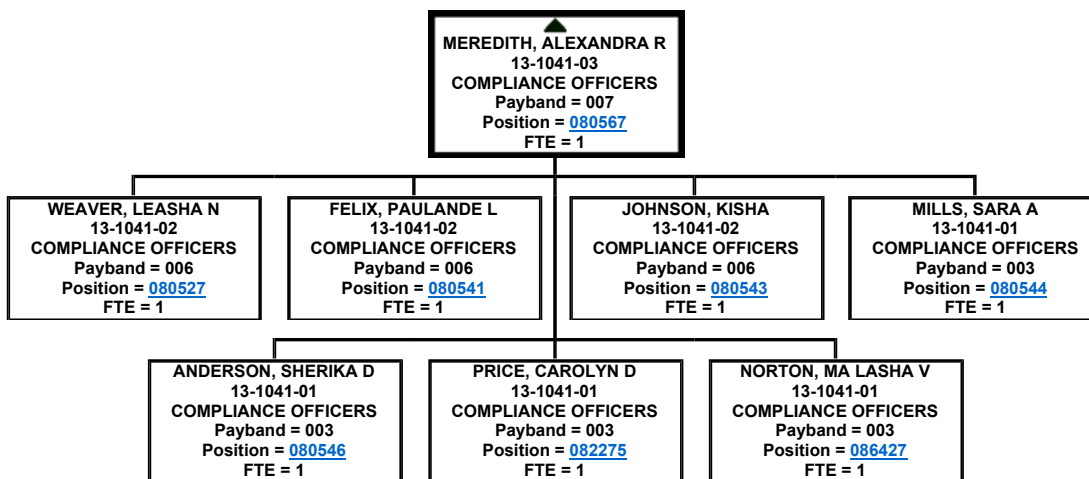


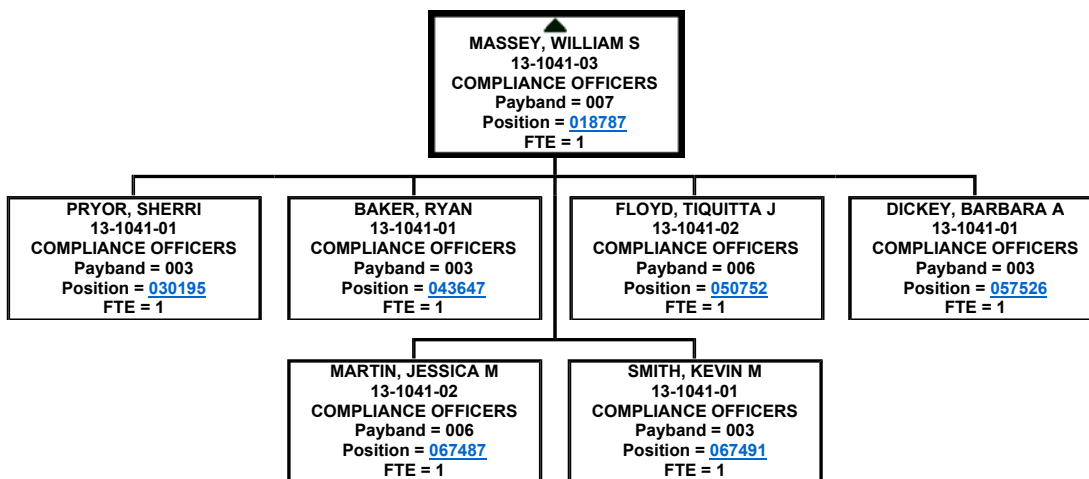


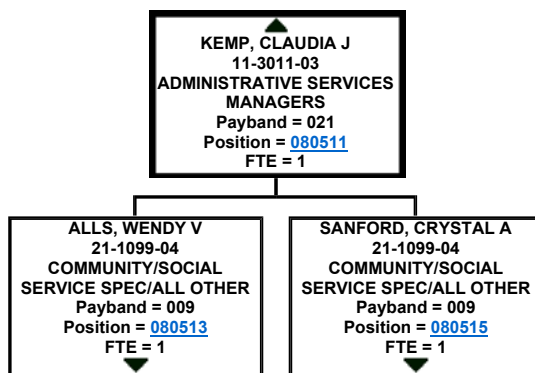


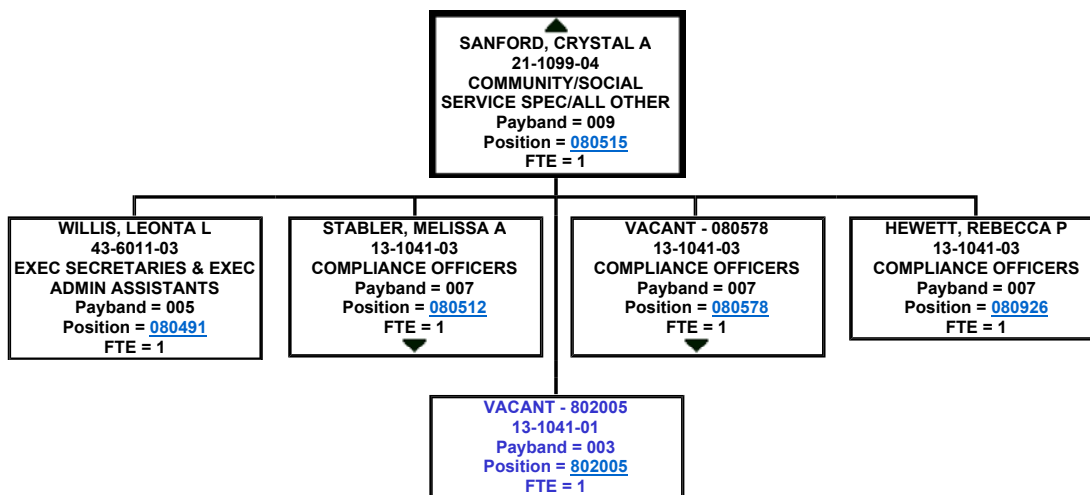




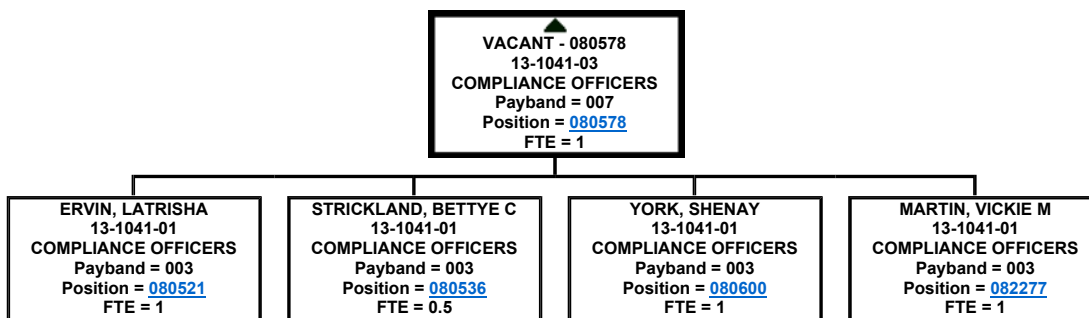


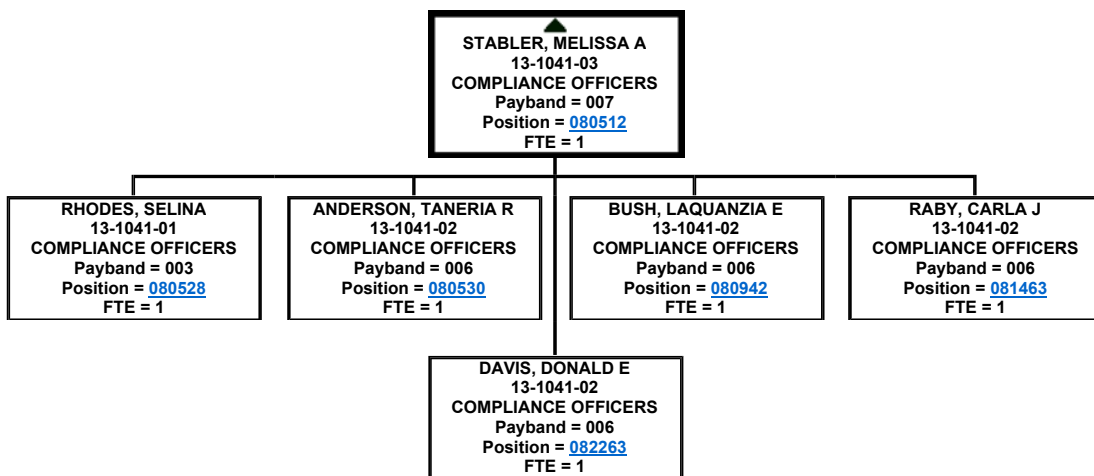


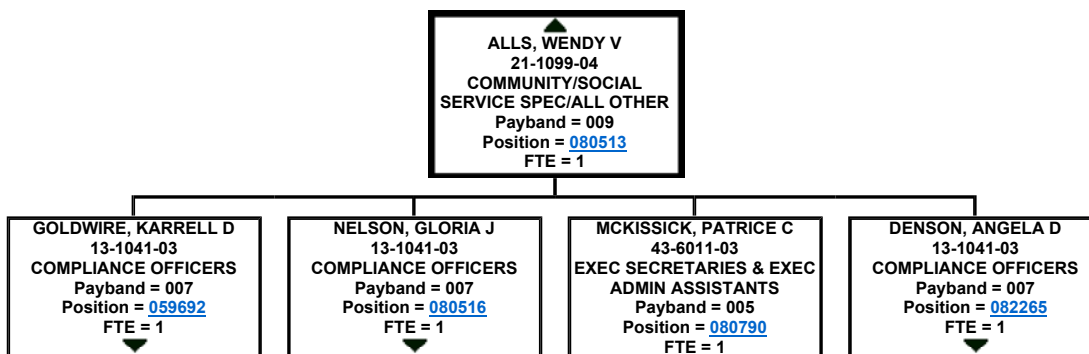


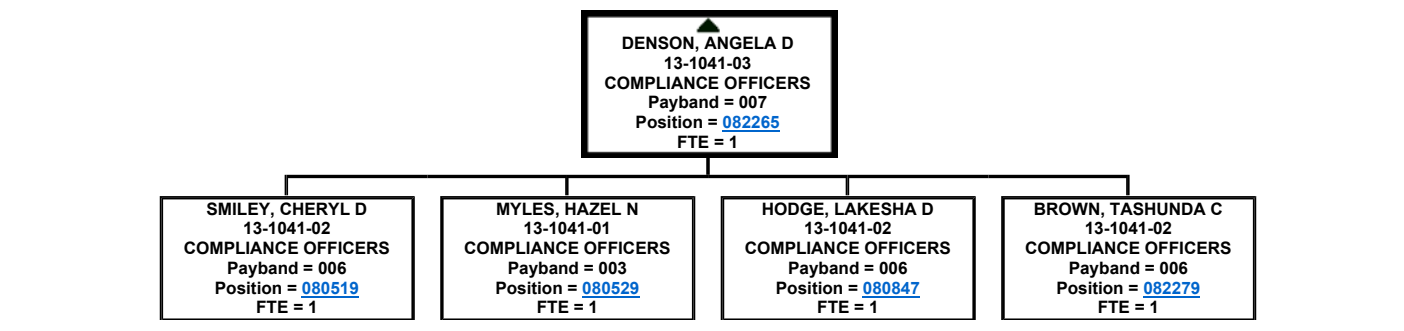


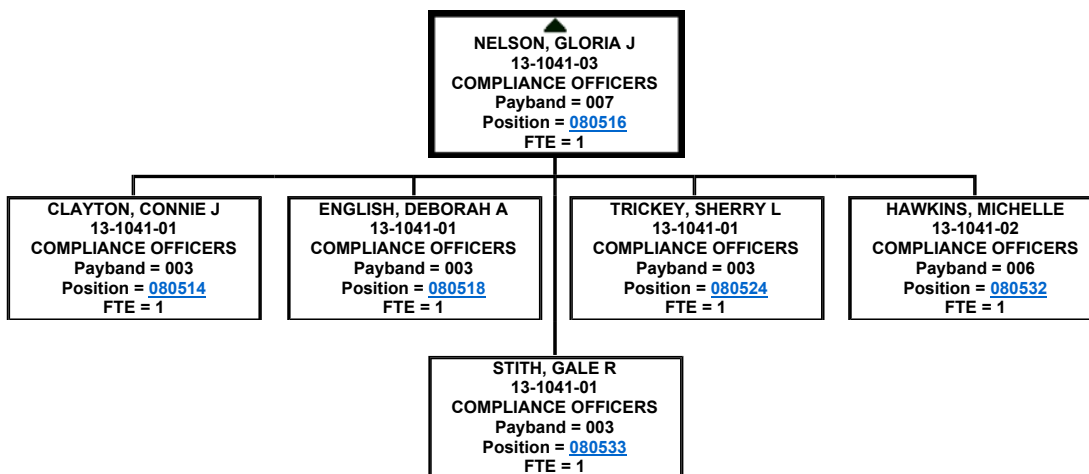


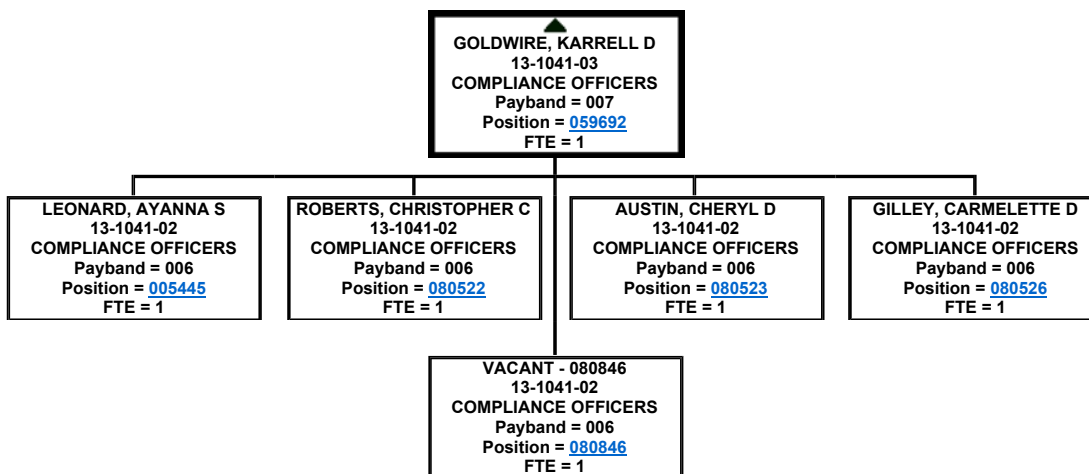


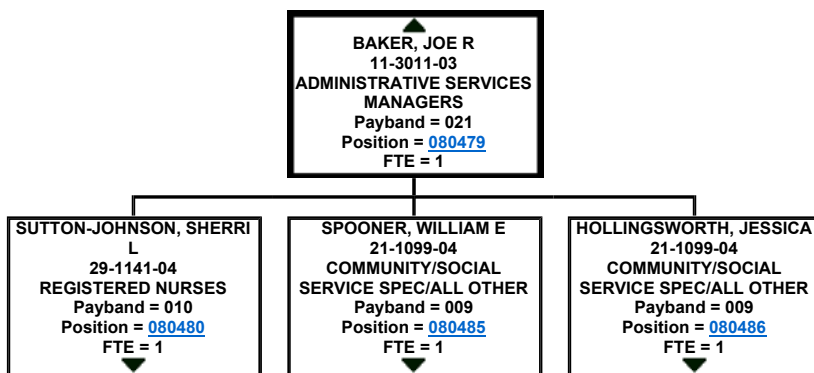


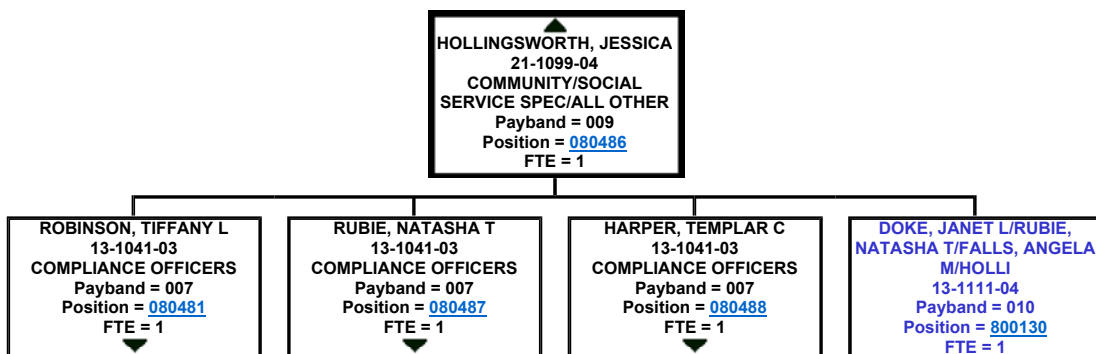




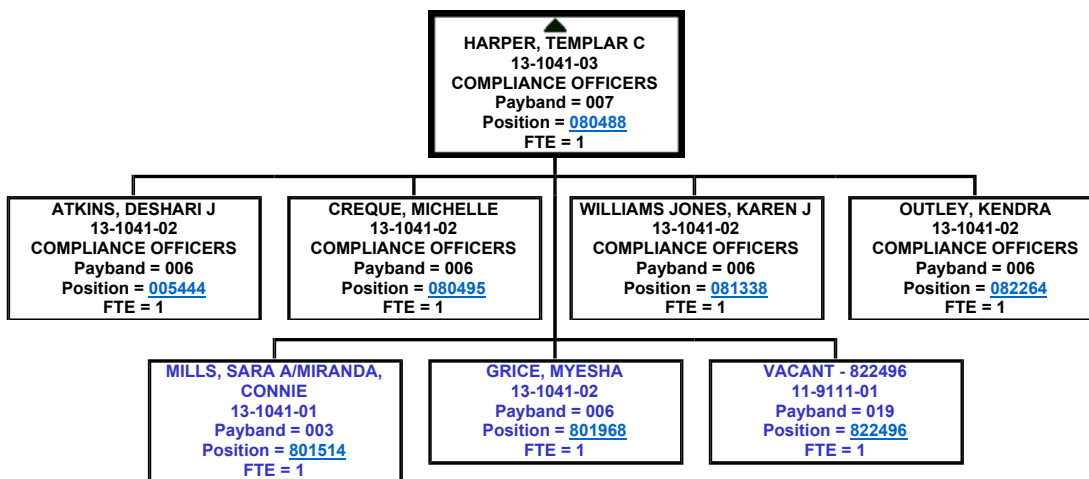


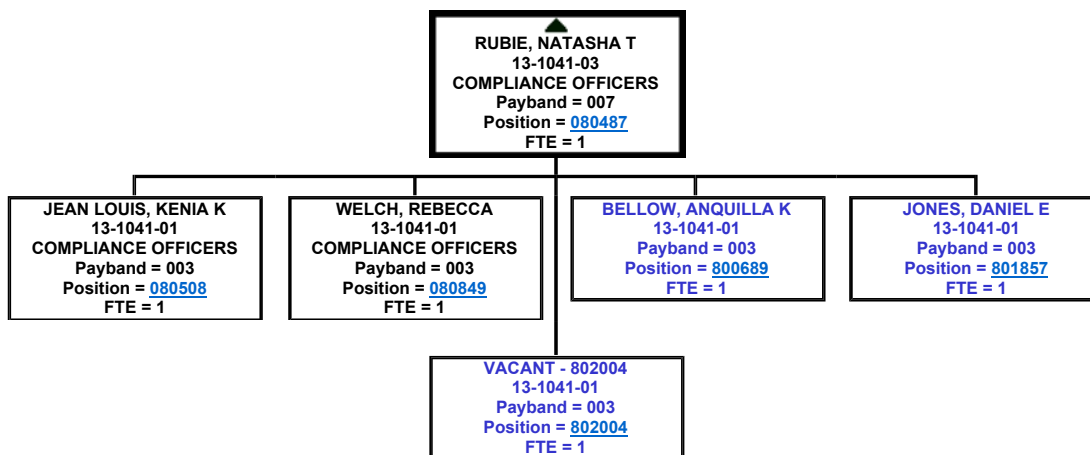


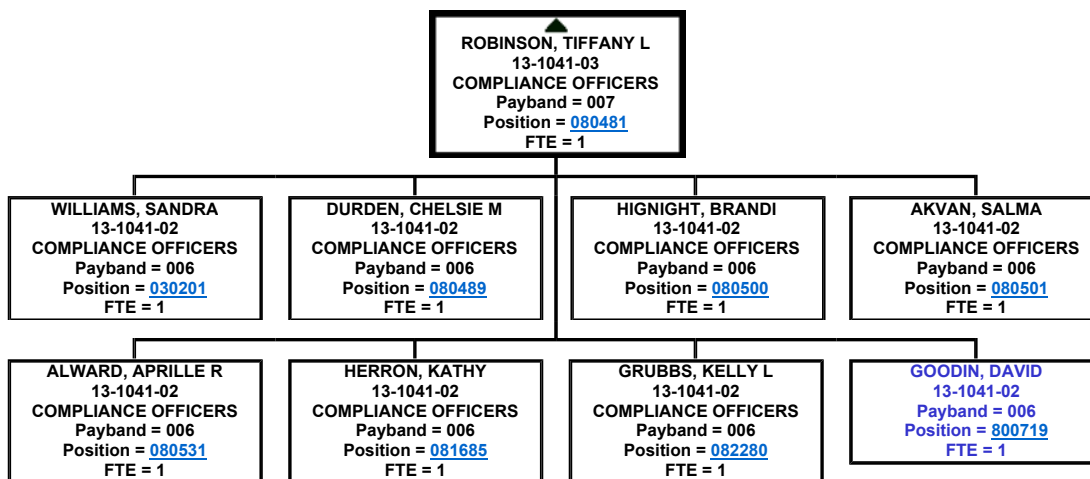


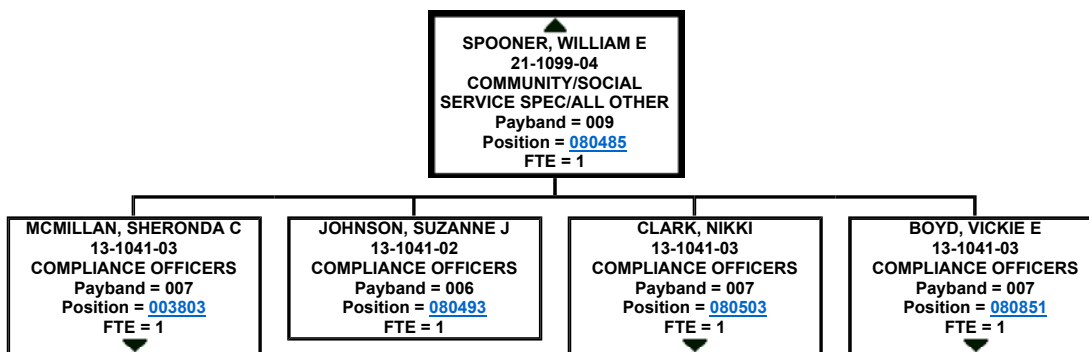


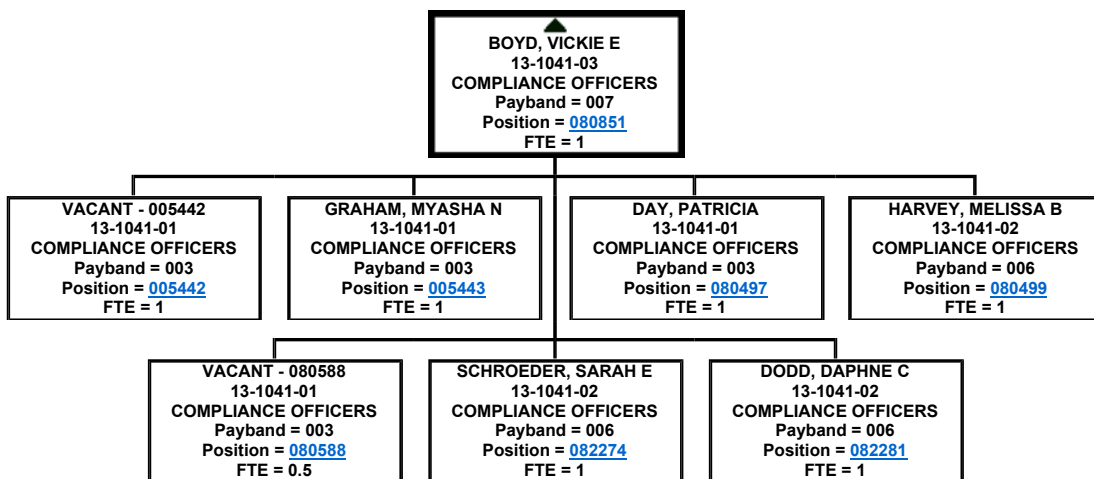


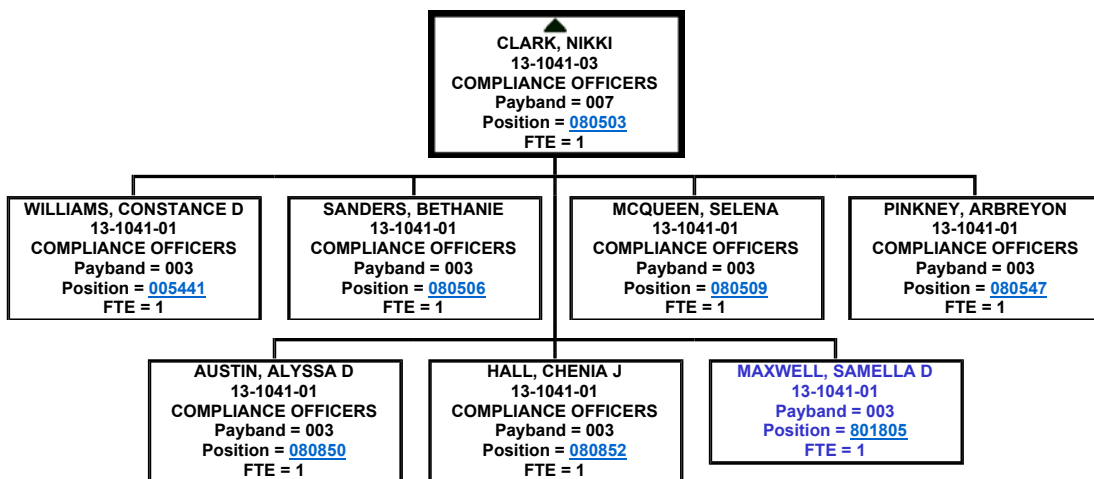


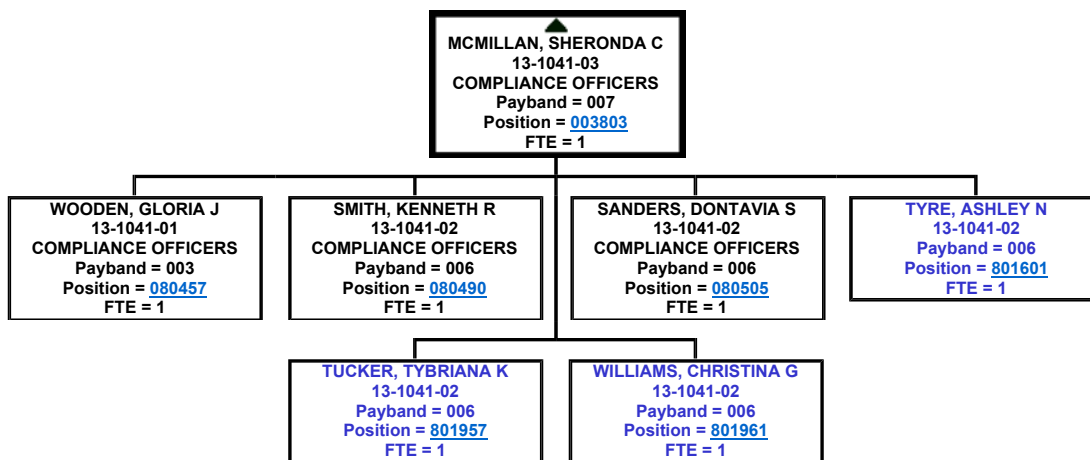


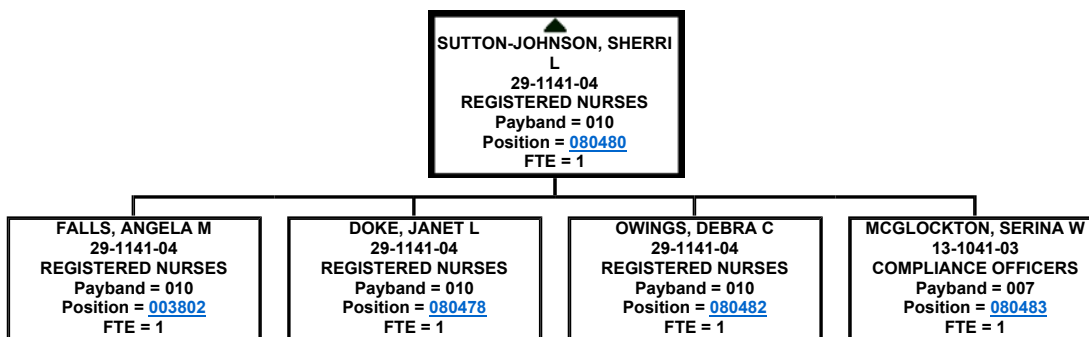










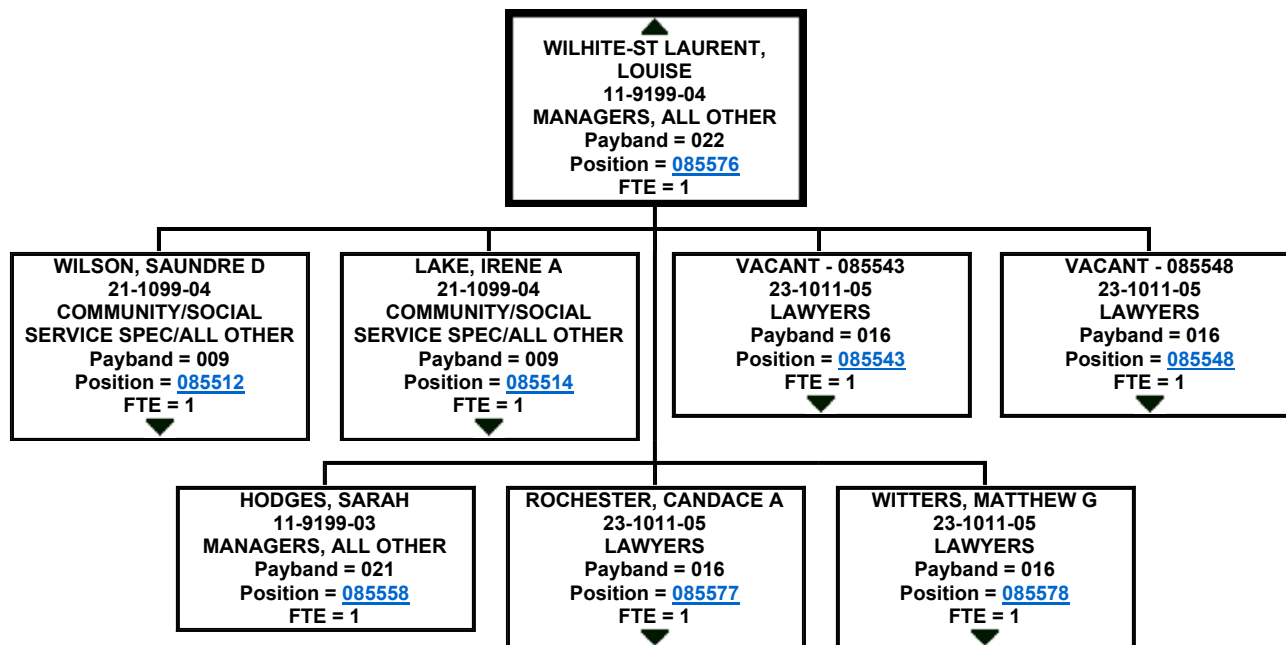


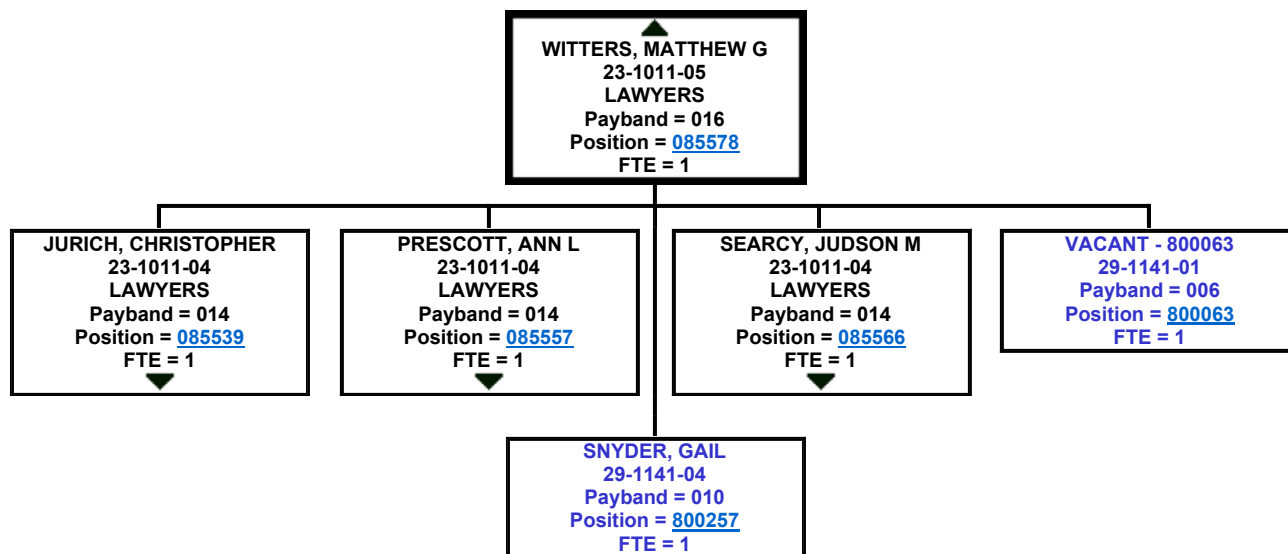


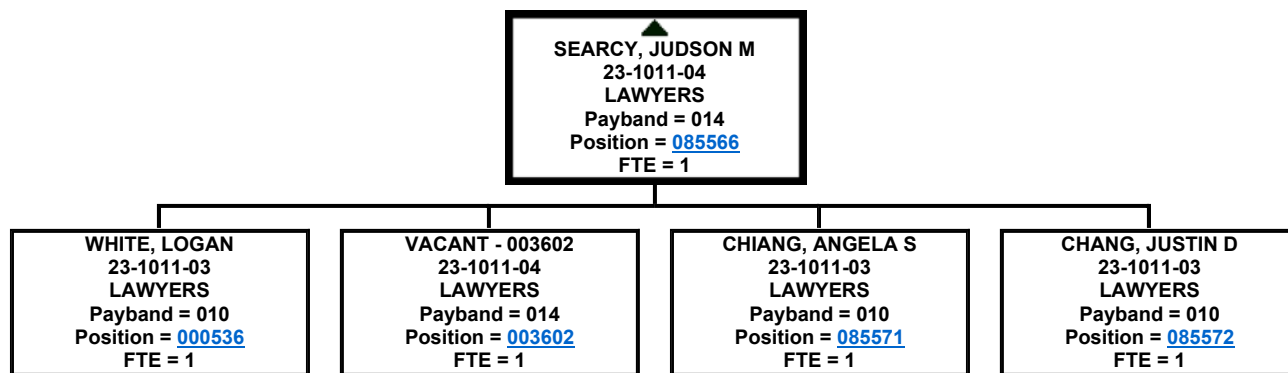
## DOH - MQA - Prosecution Services

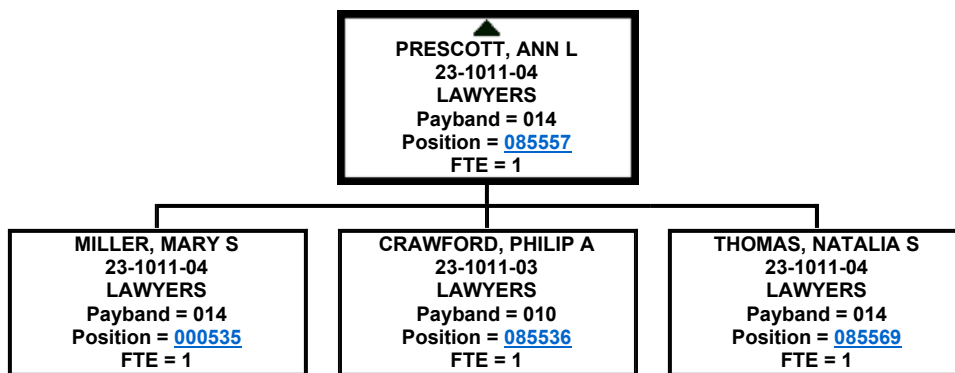
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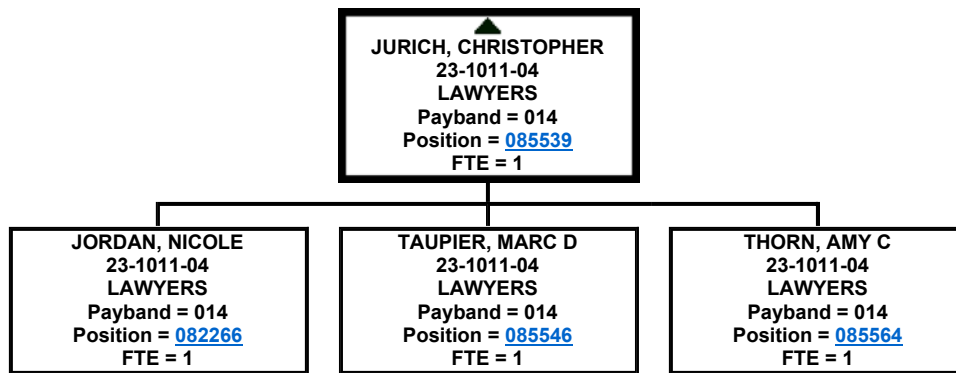
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

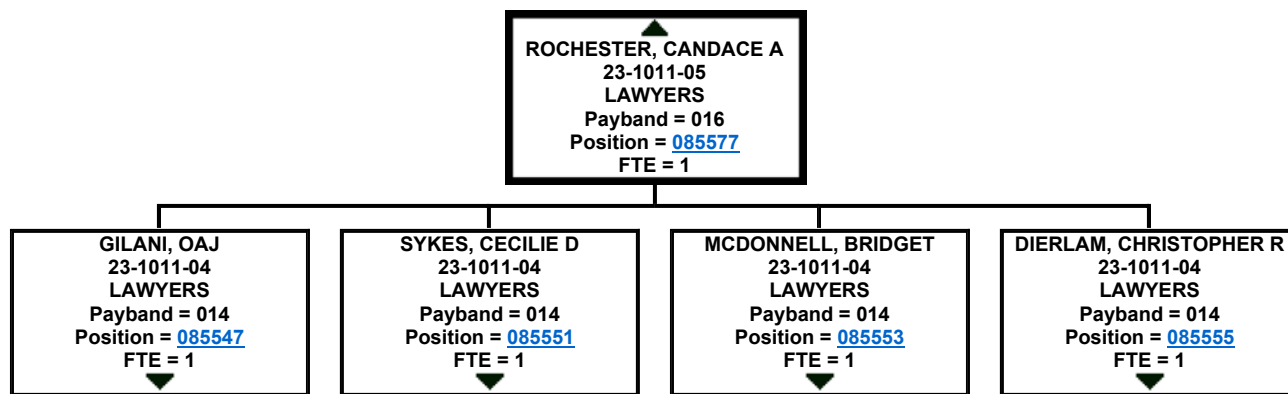


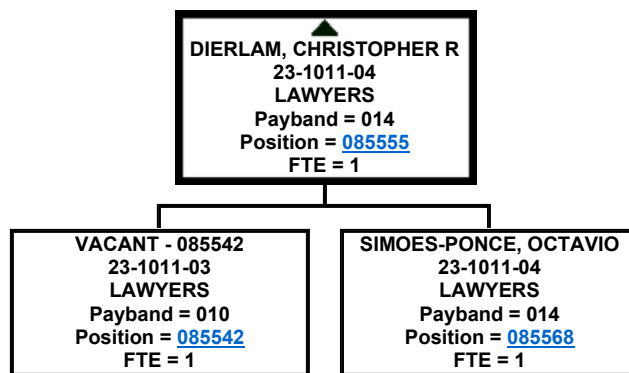


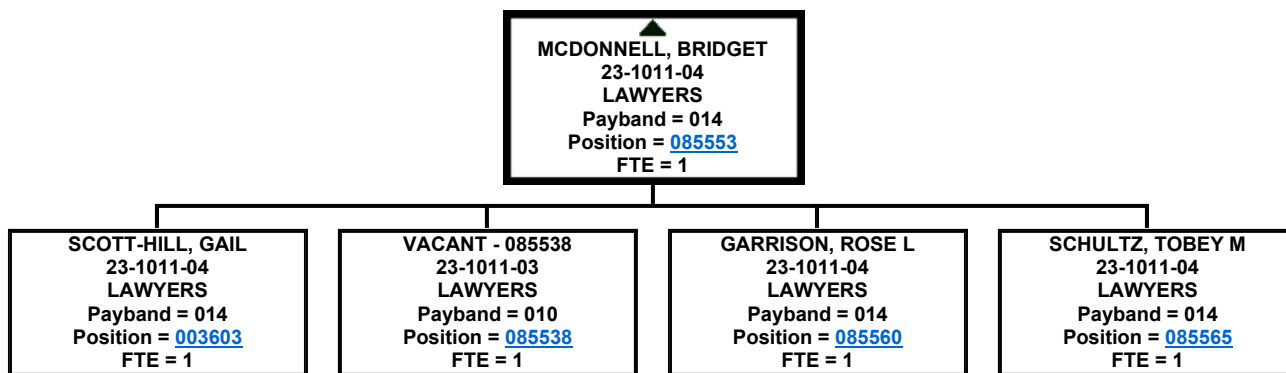




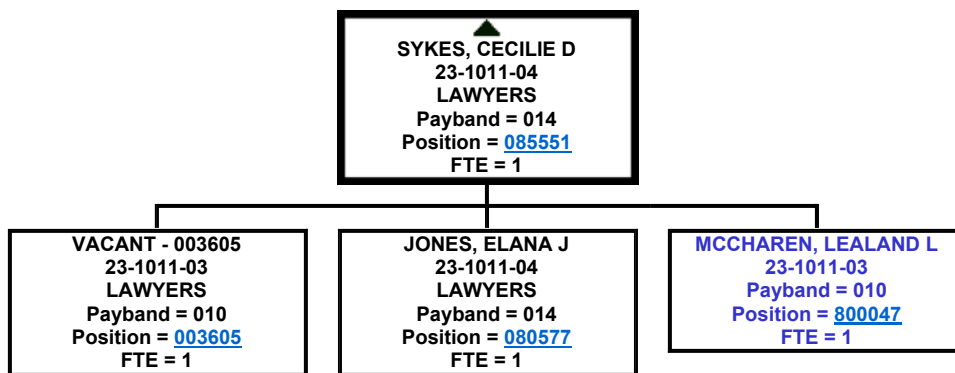


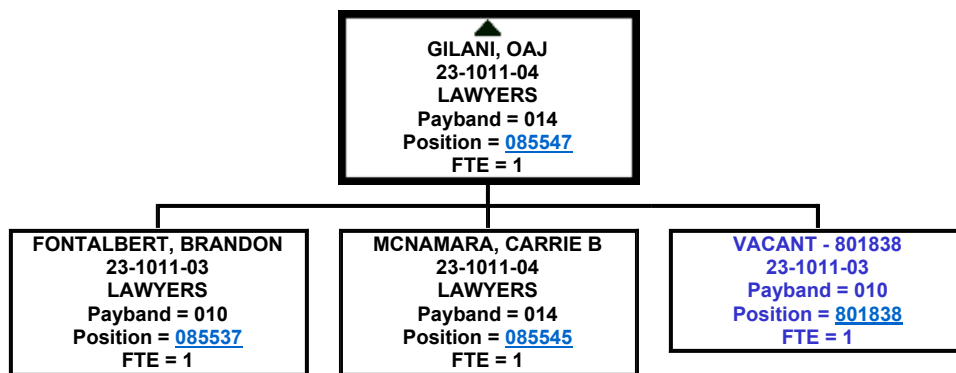


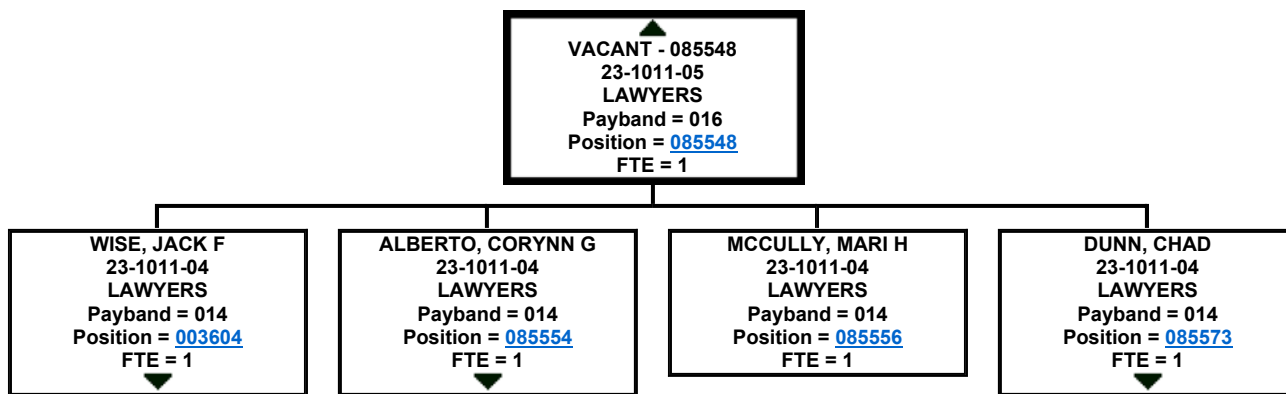


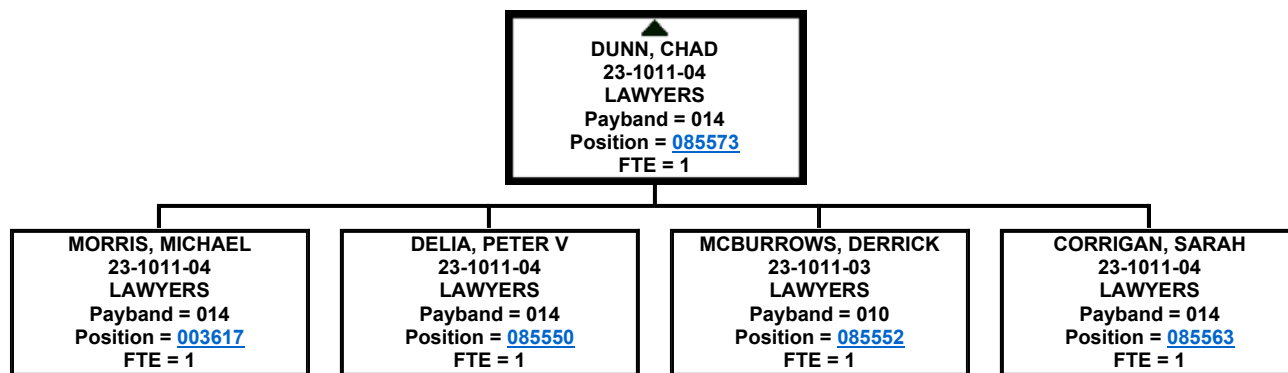


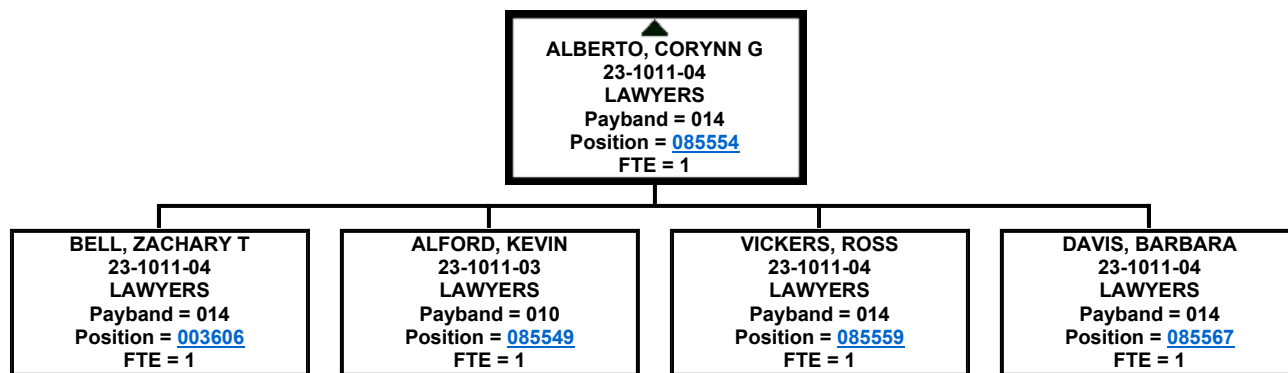


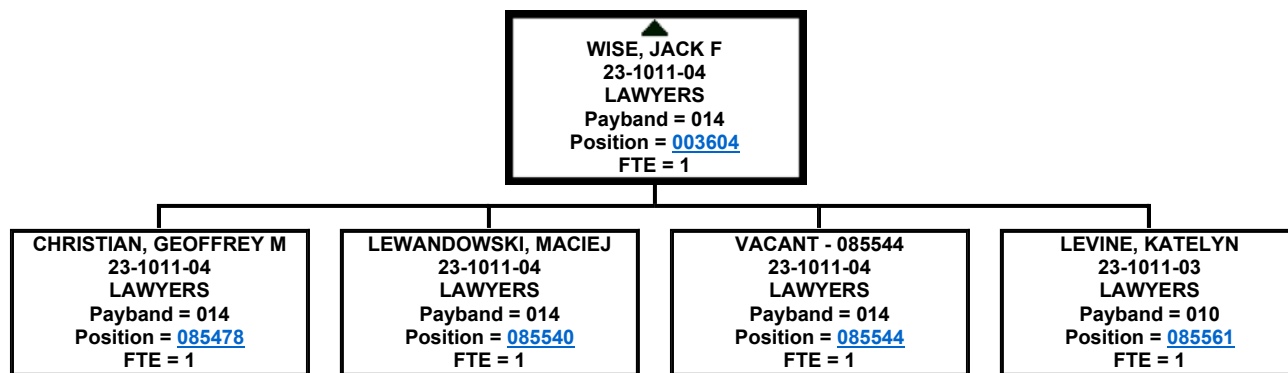


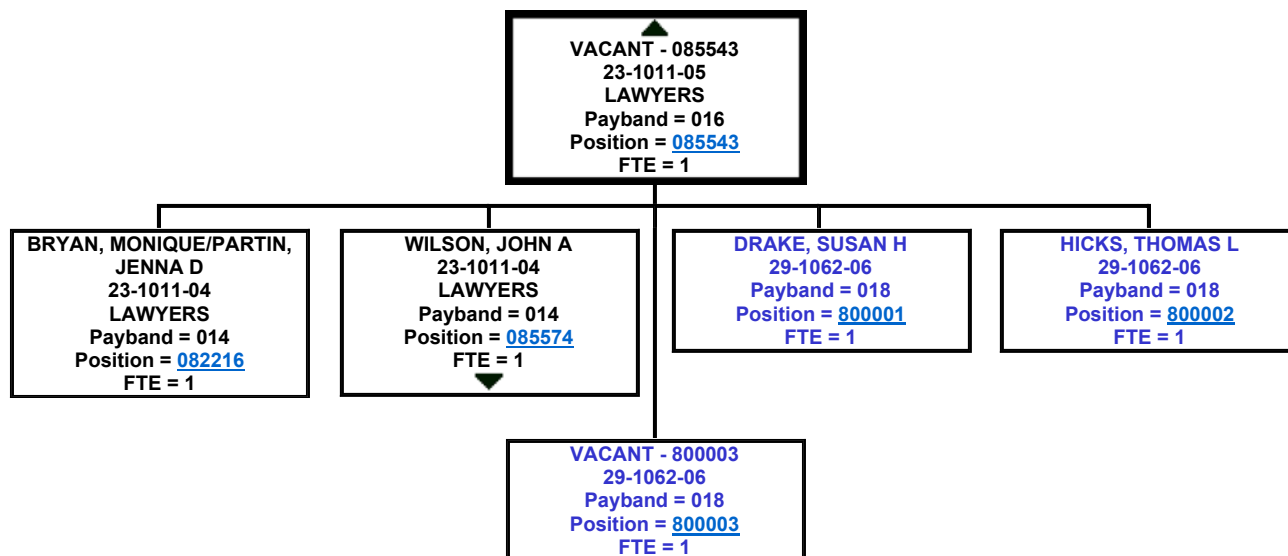


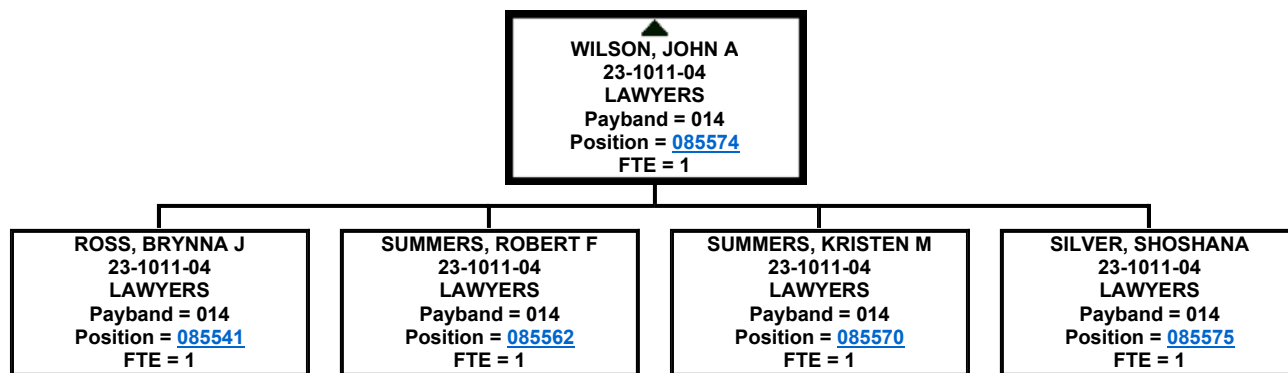




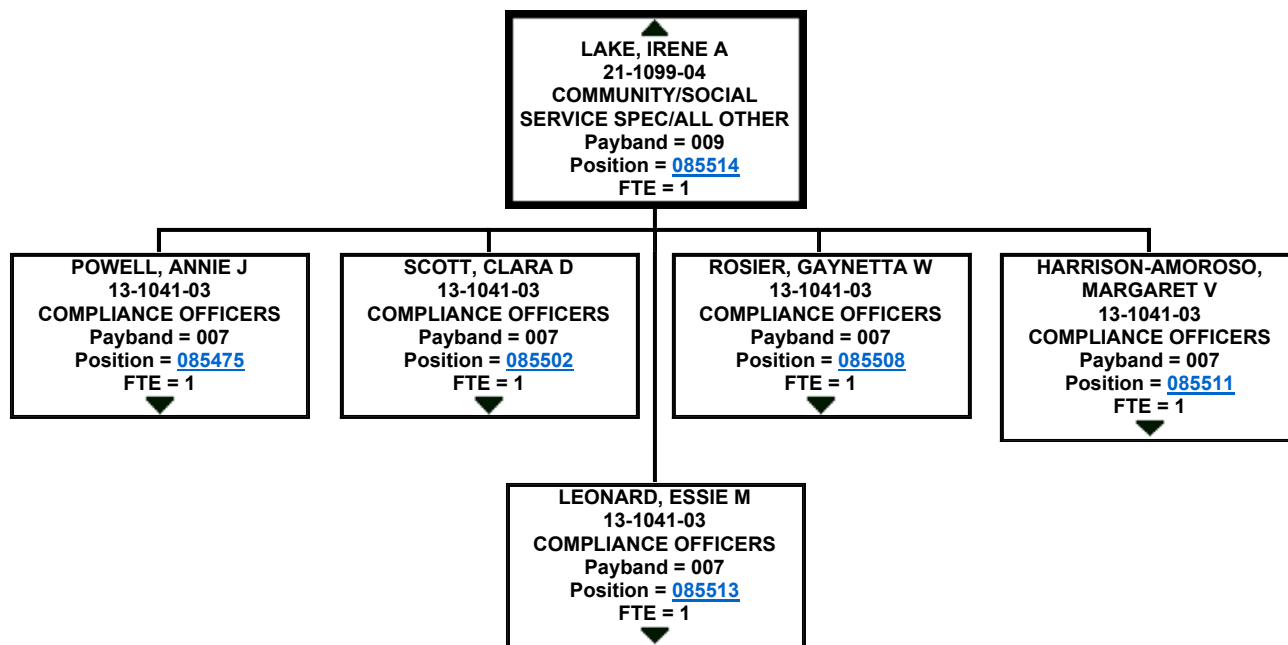


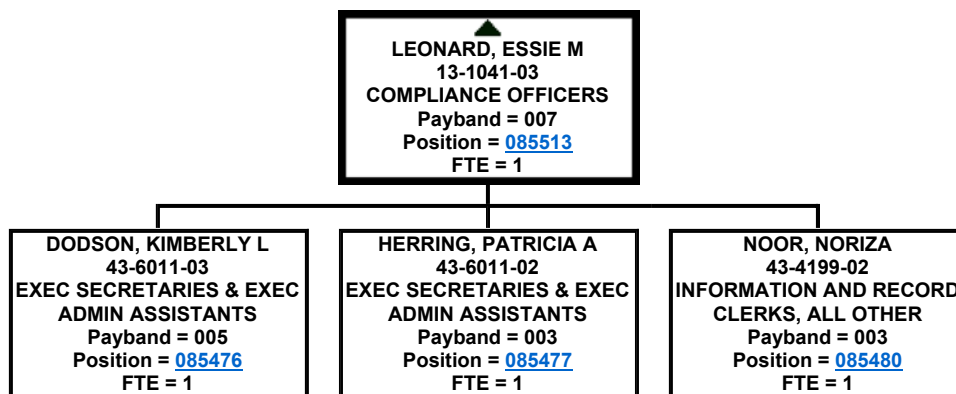


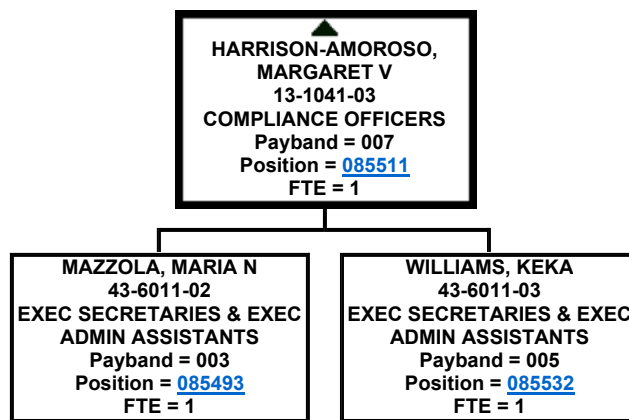


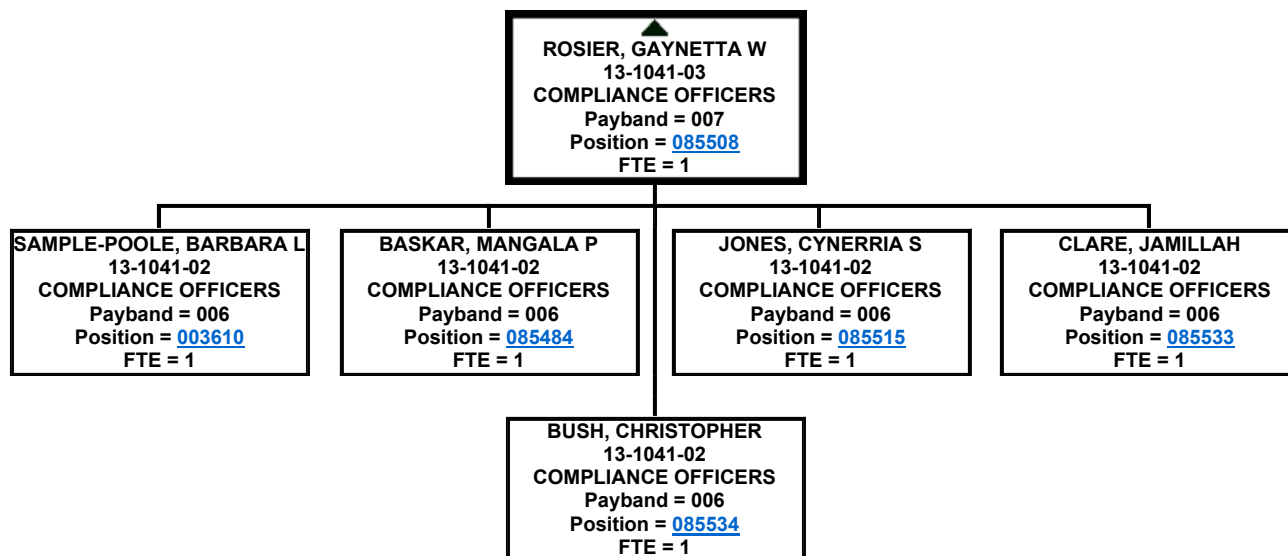


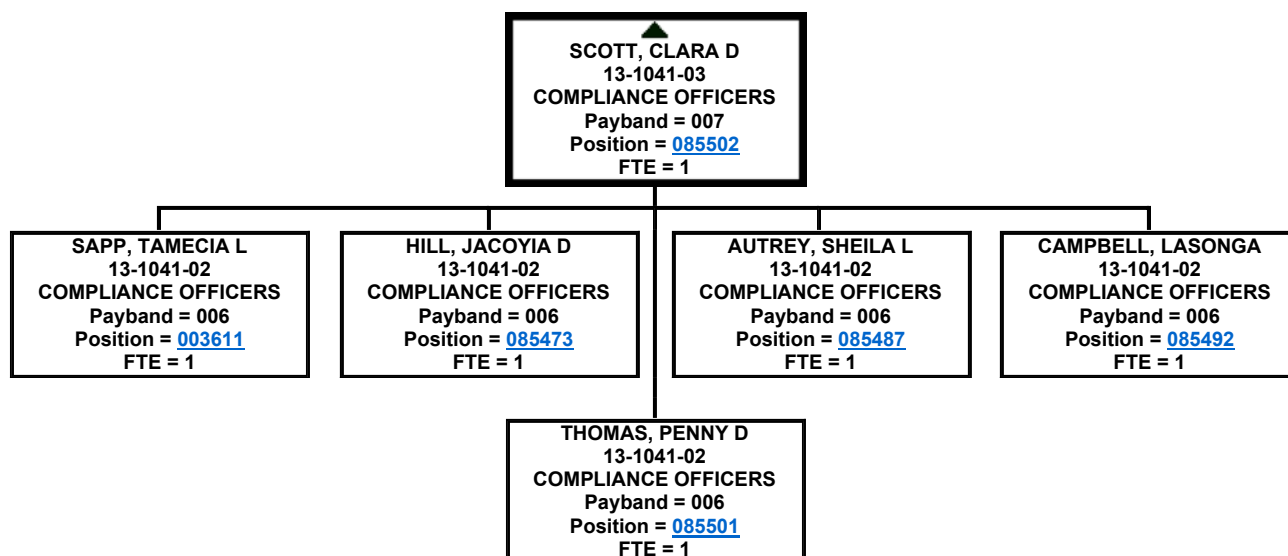


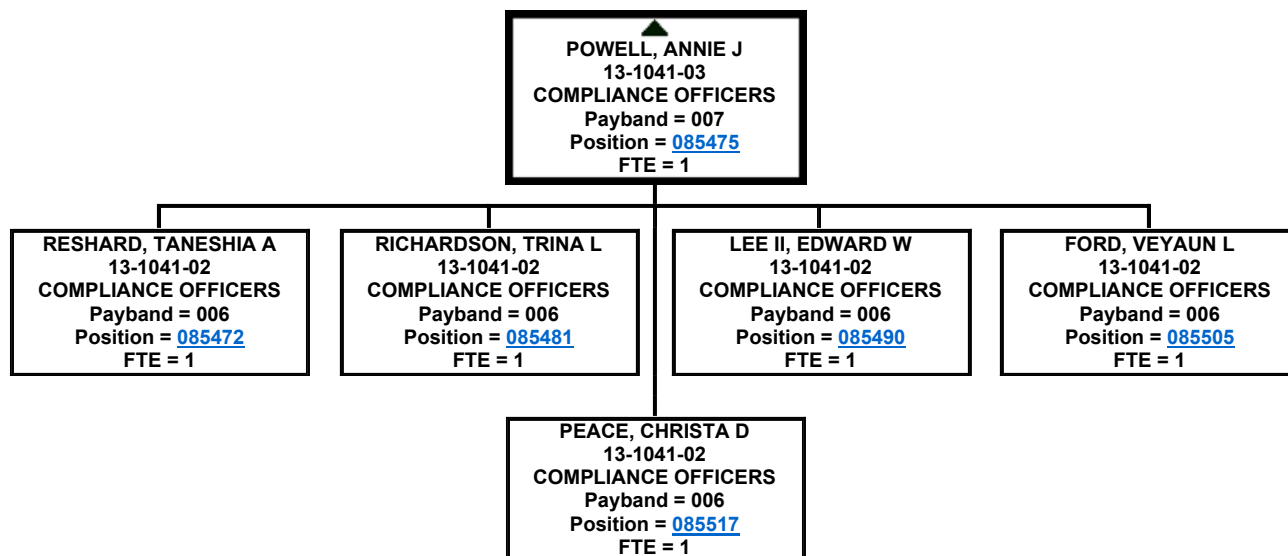


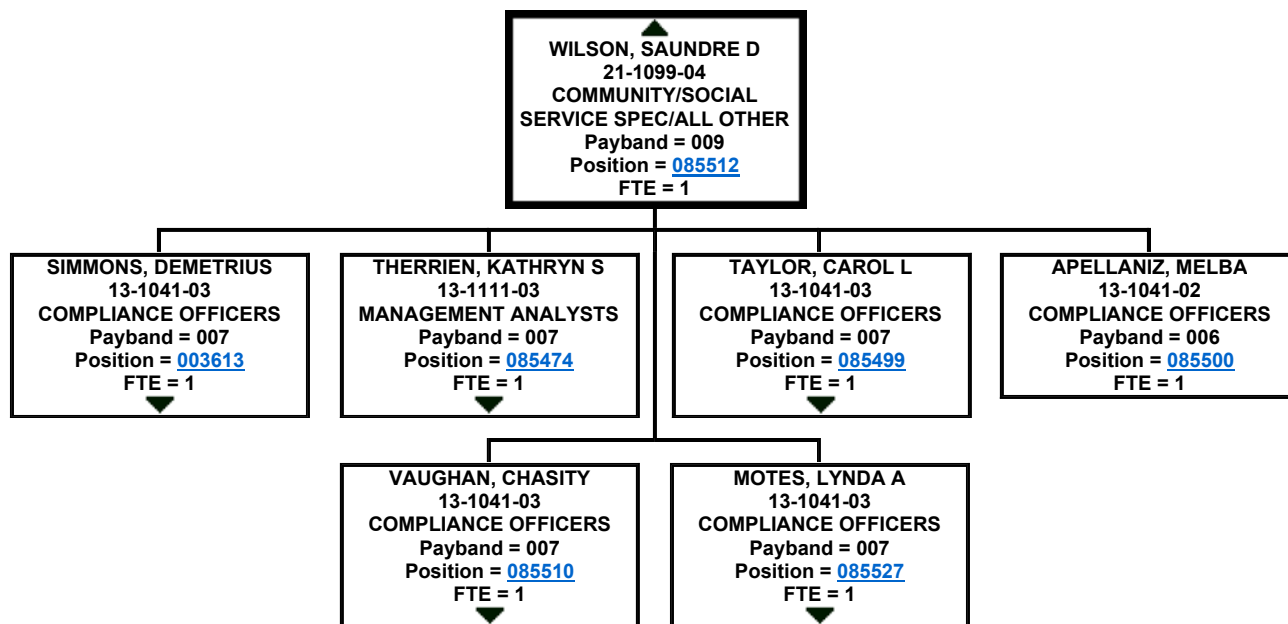


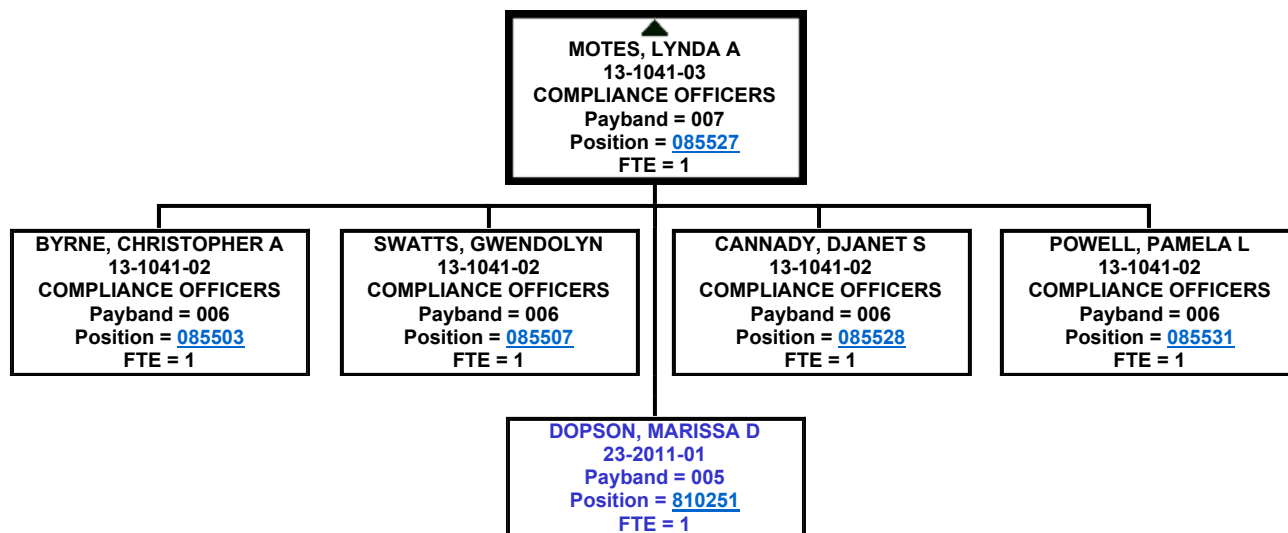




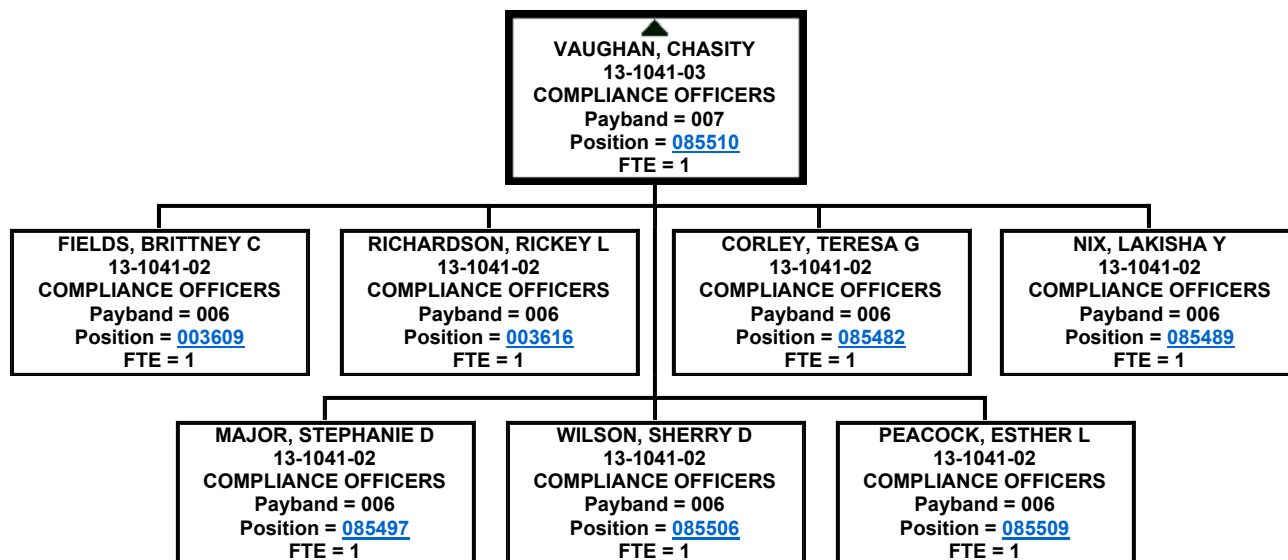


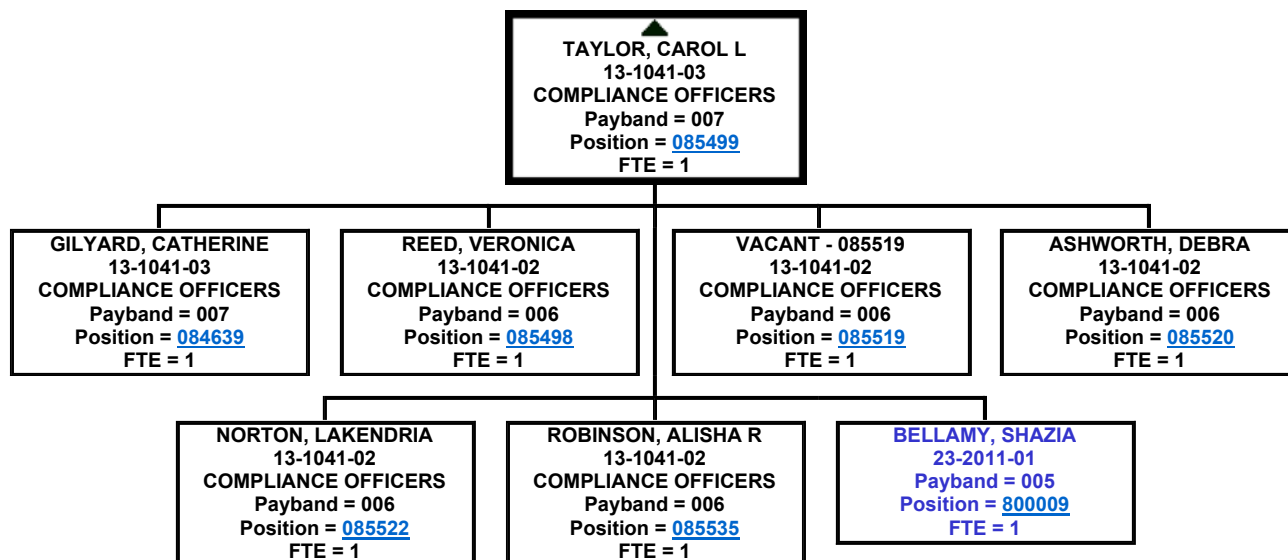


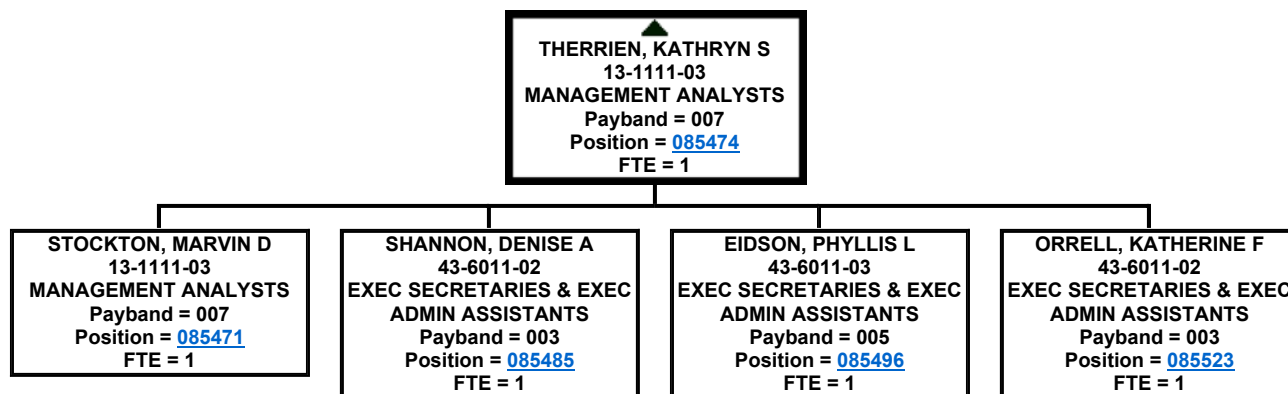


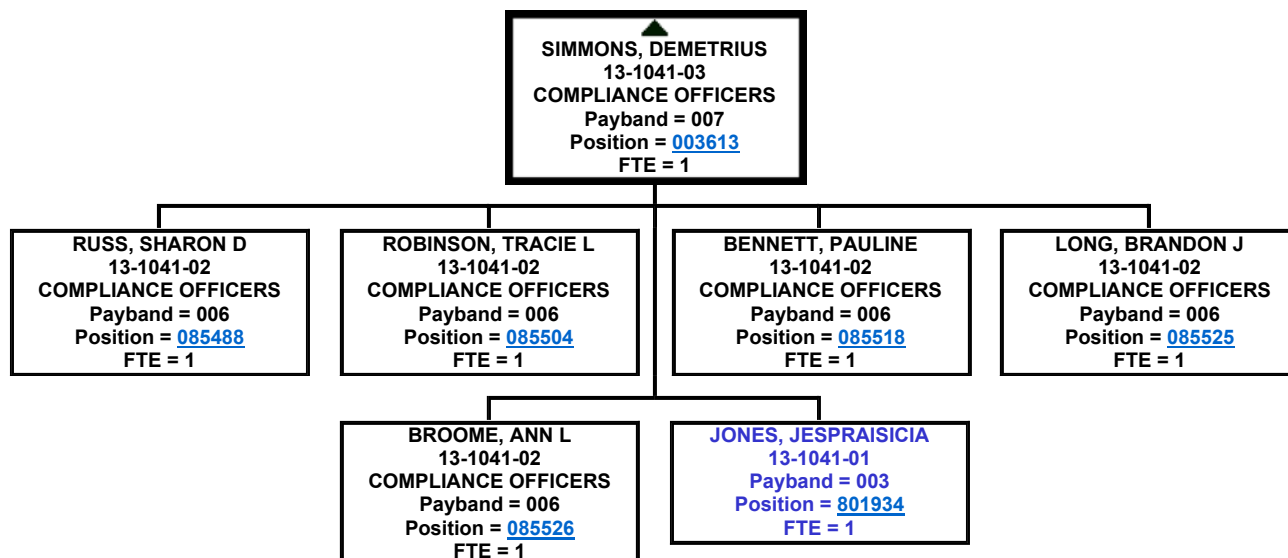








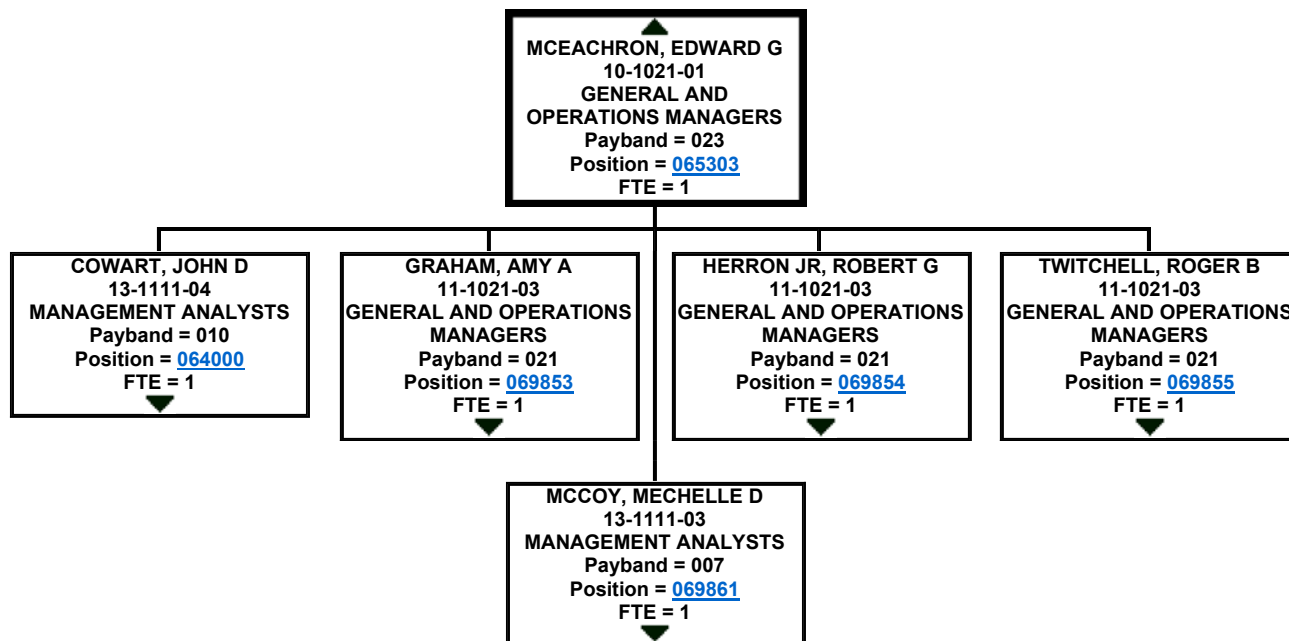


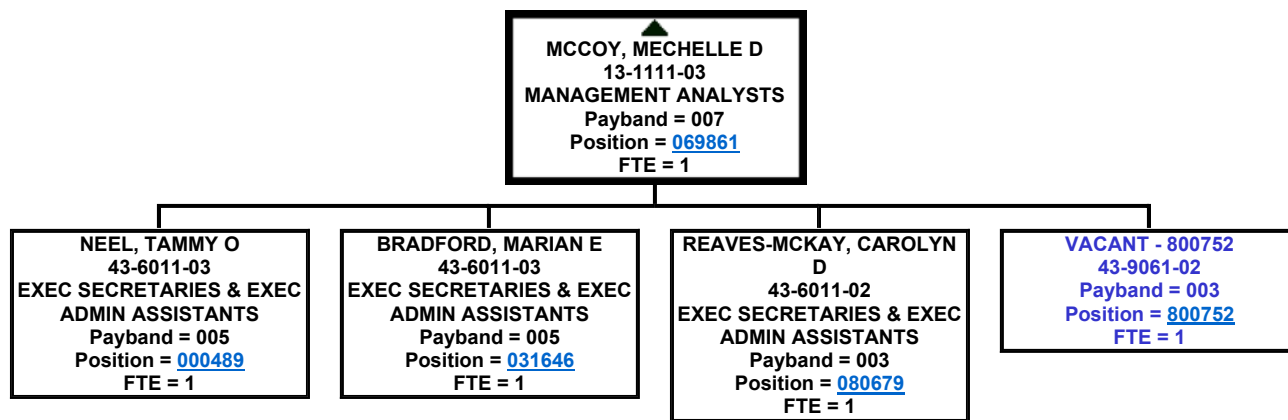


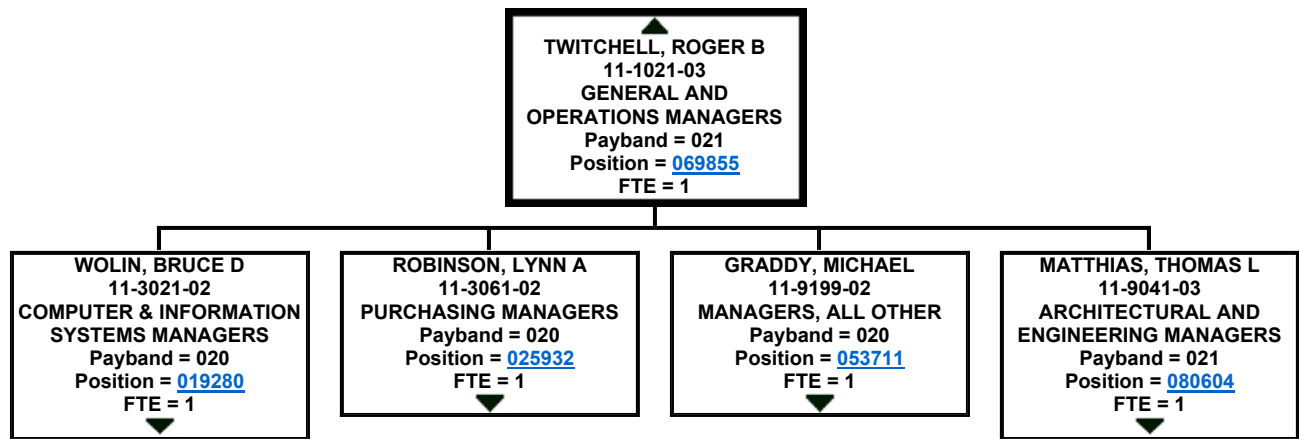
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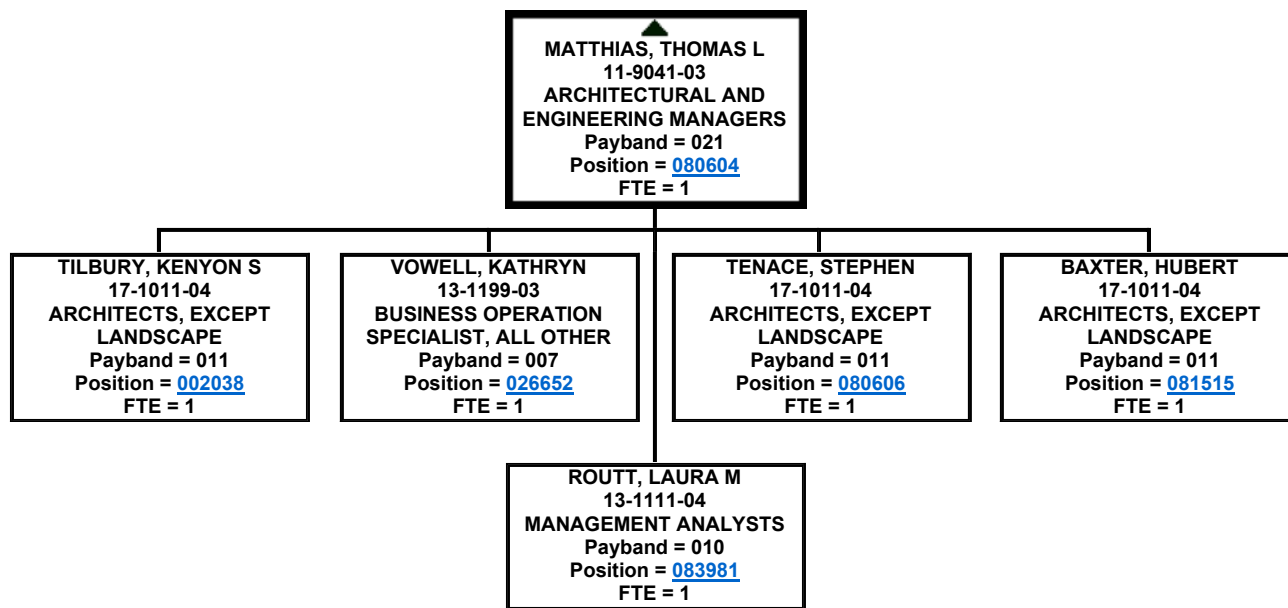
Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

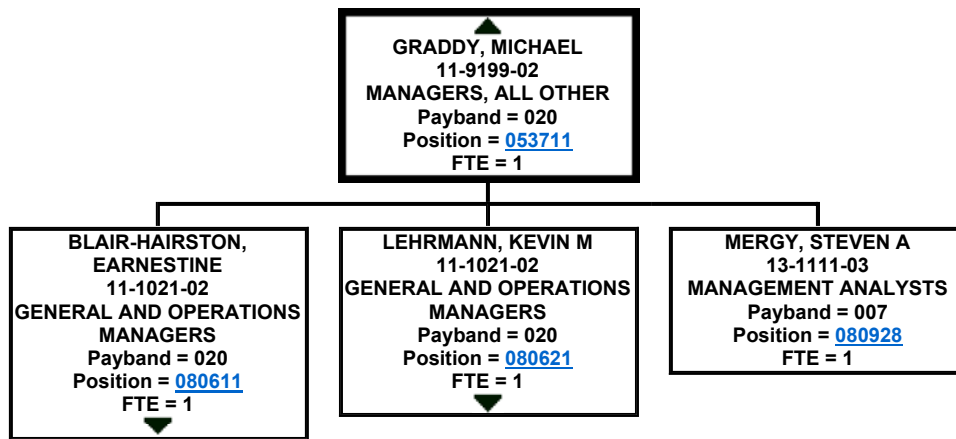


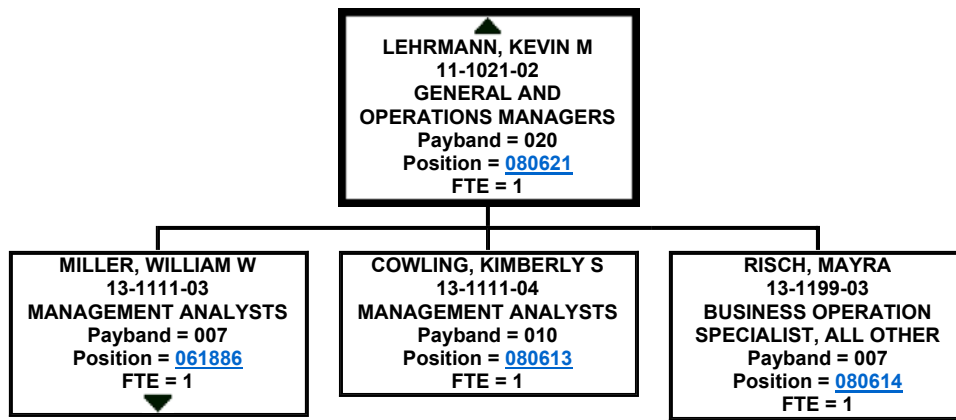


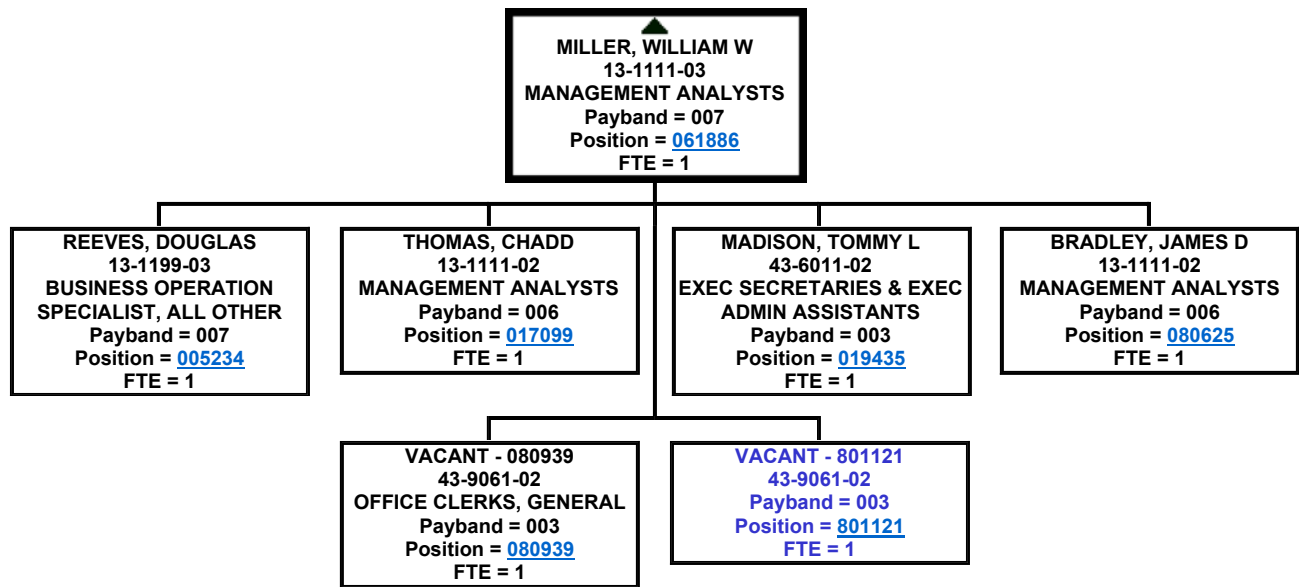


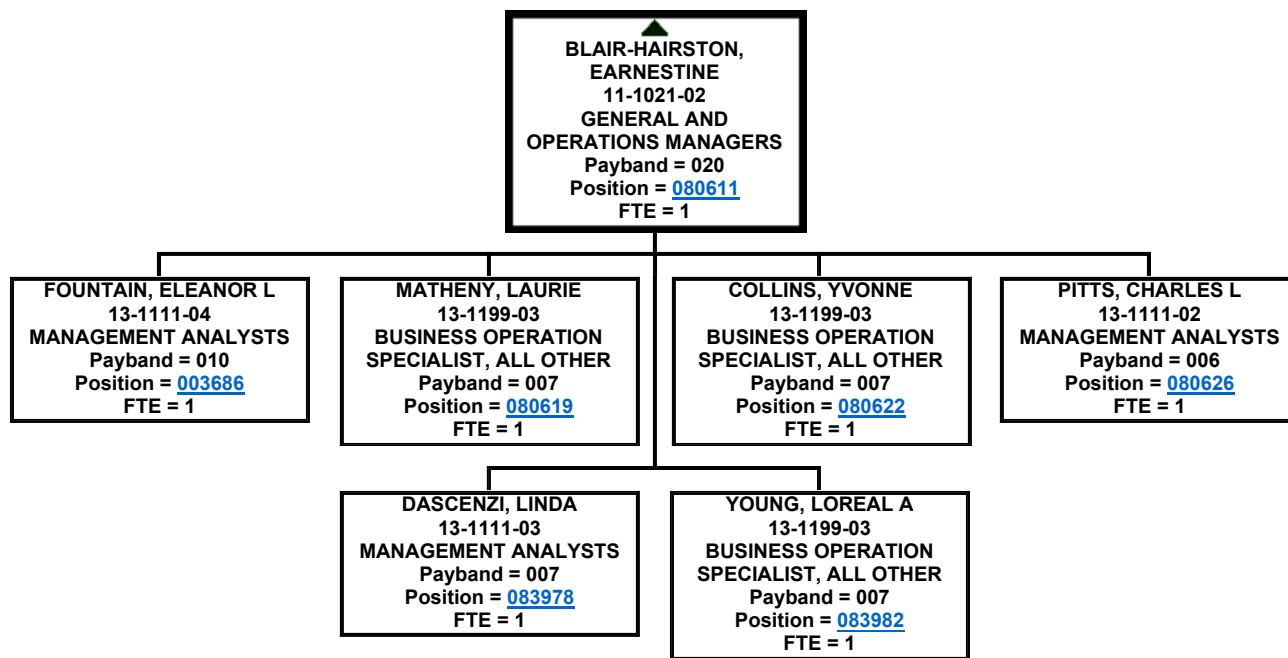


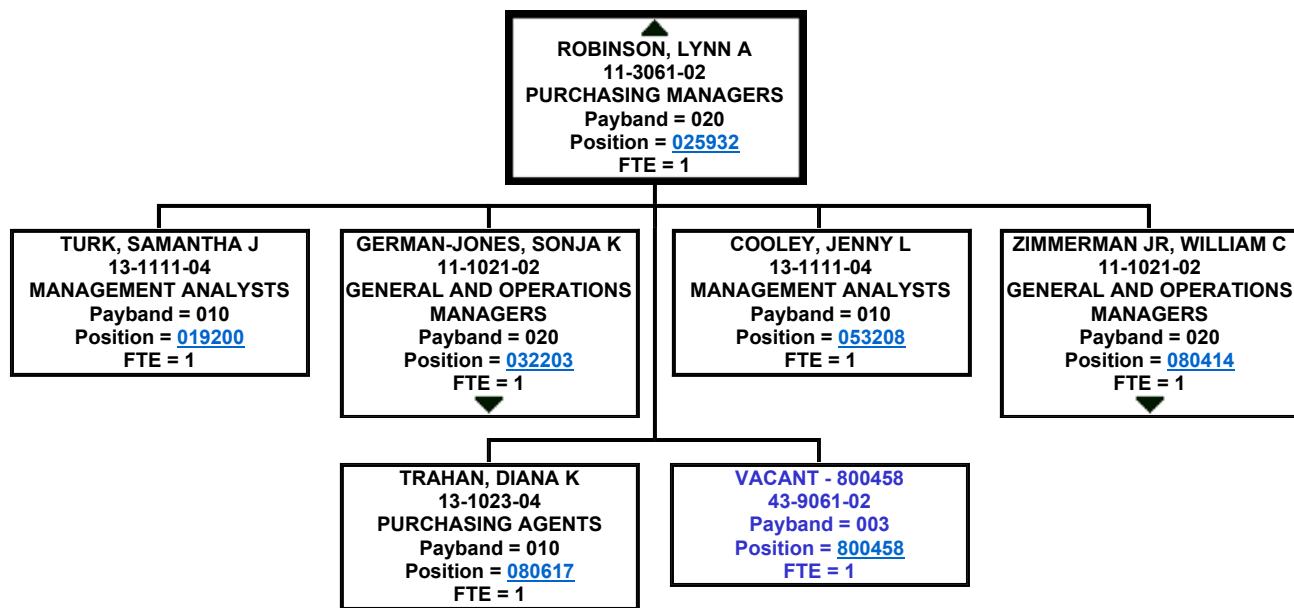


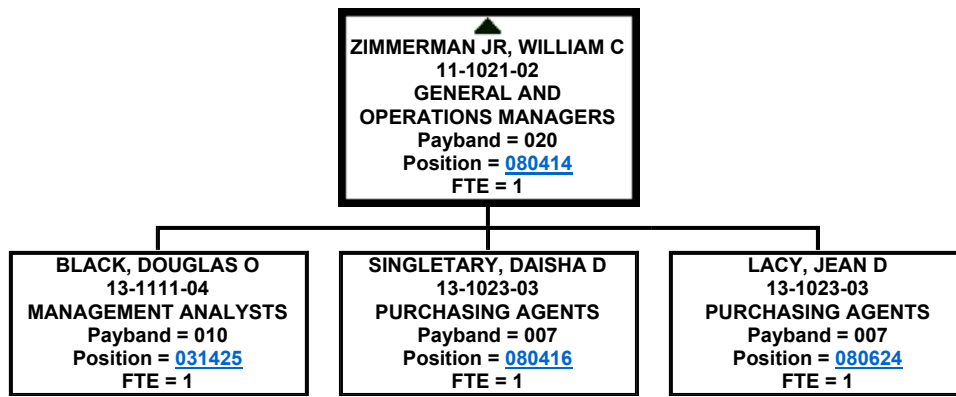


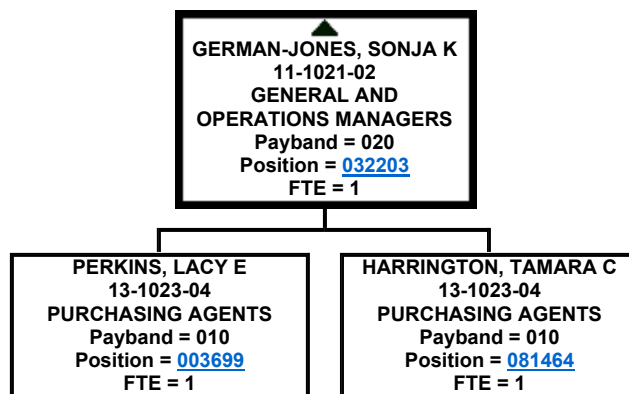


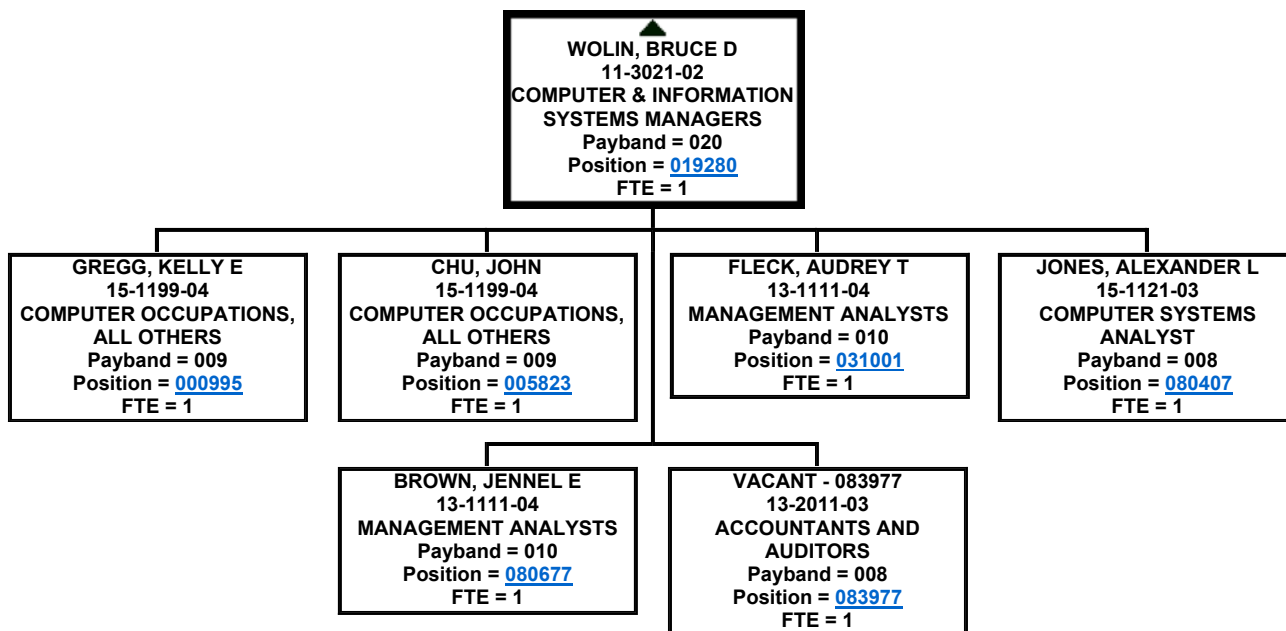




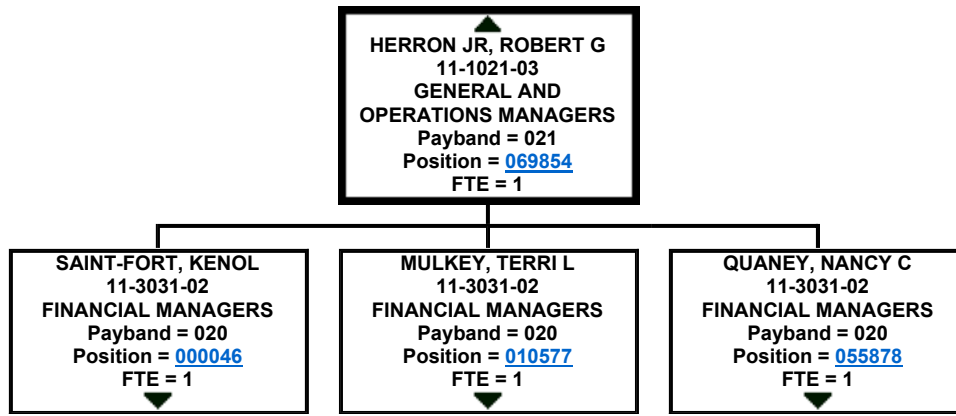


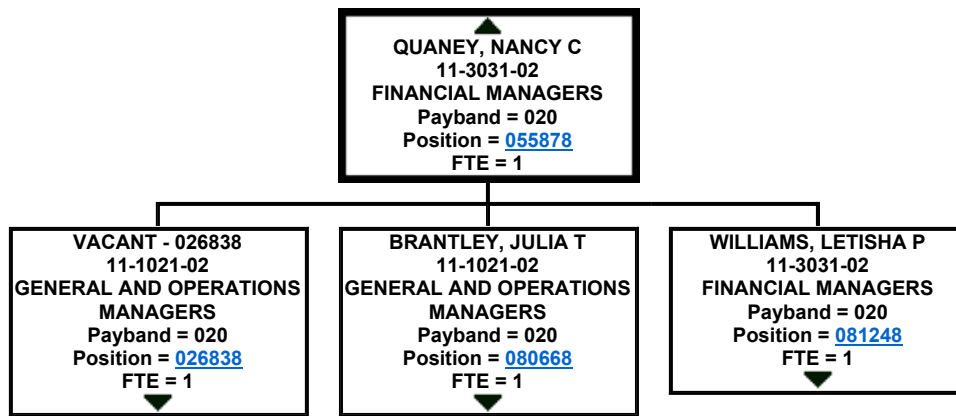


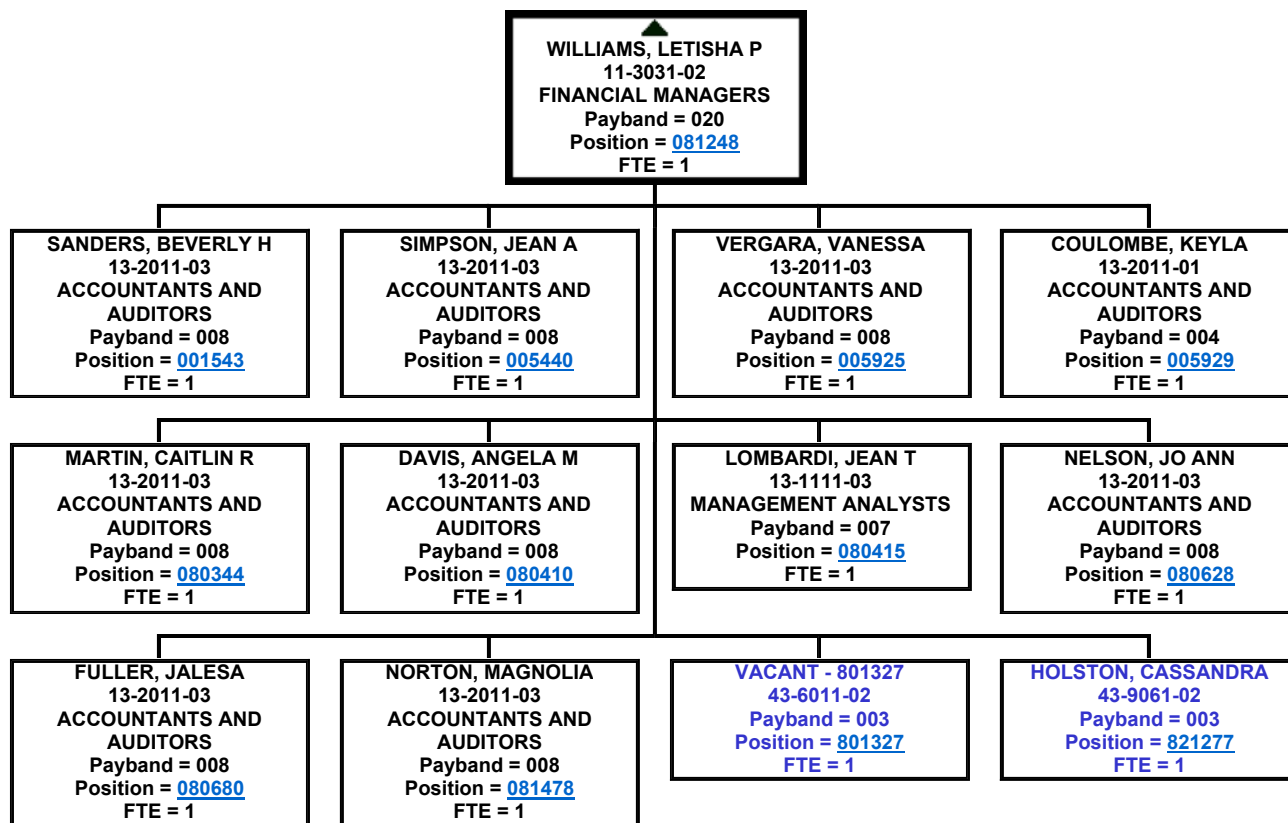


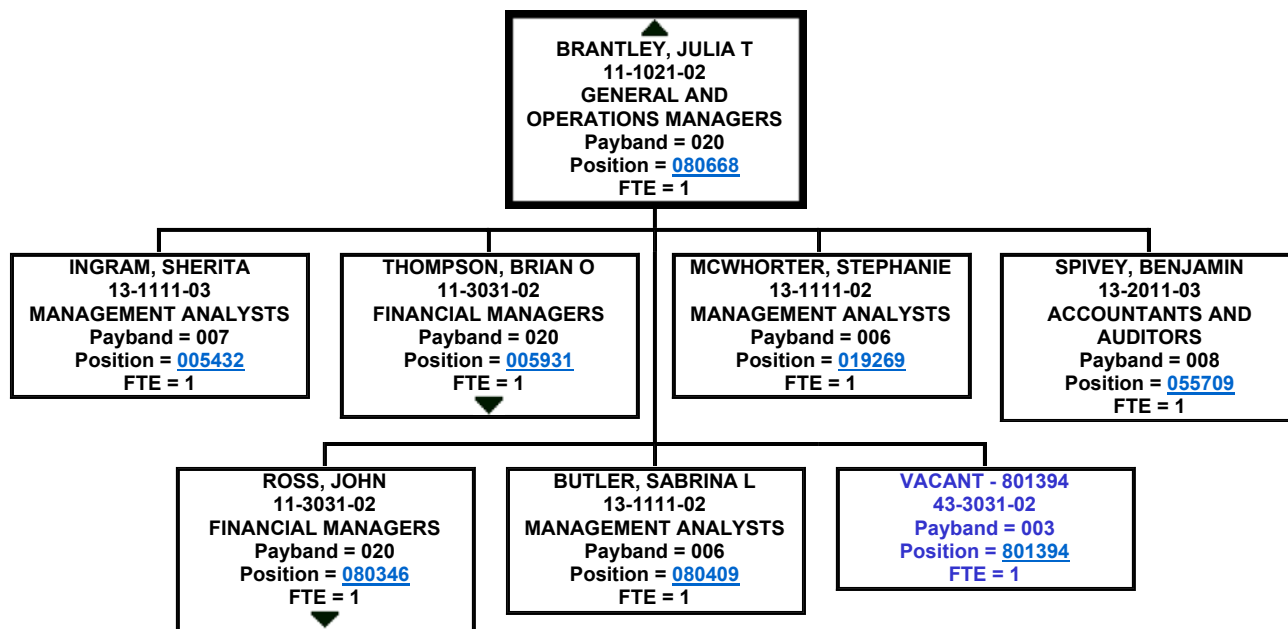


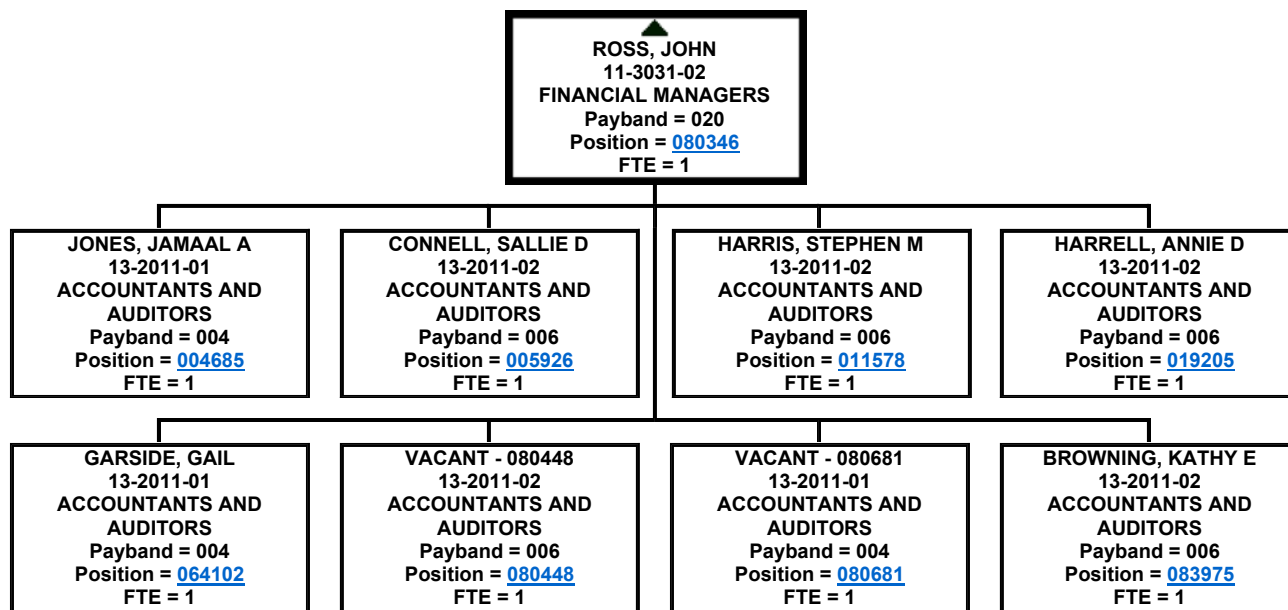


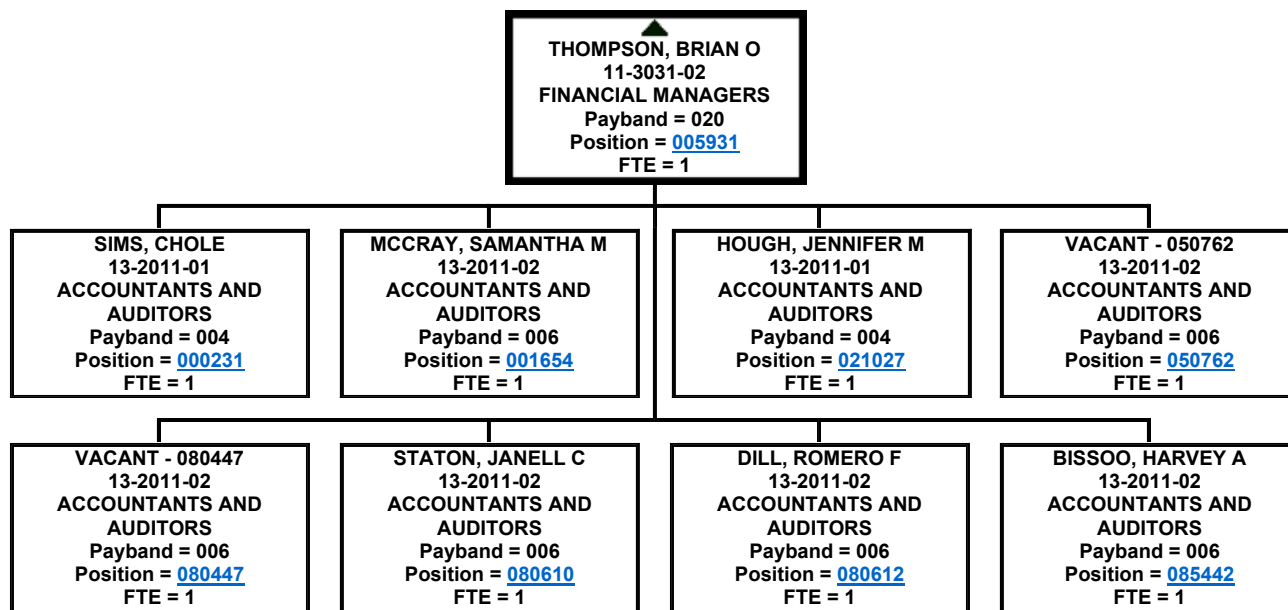


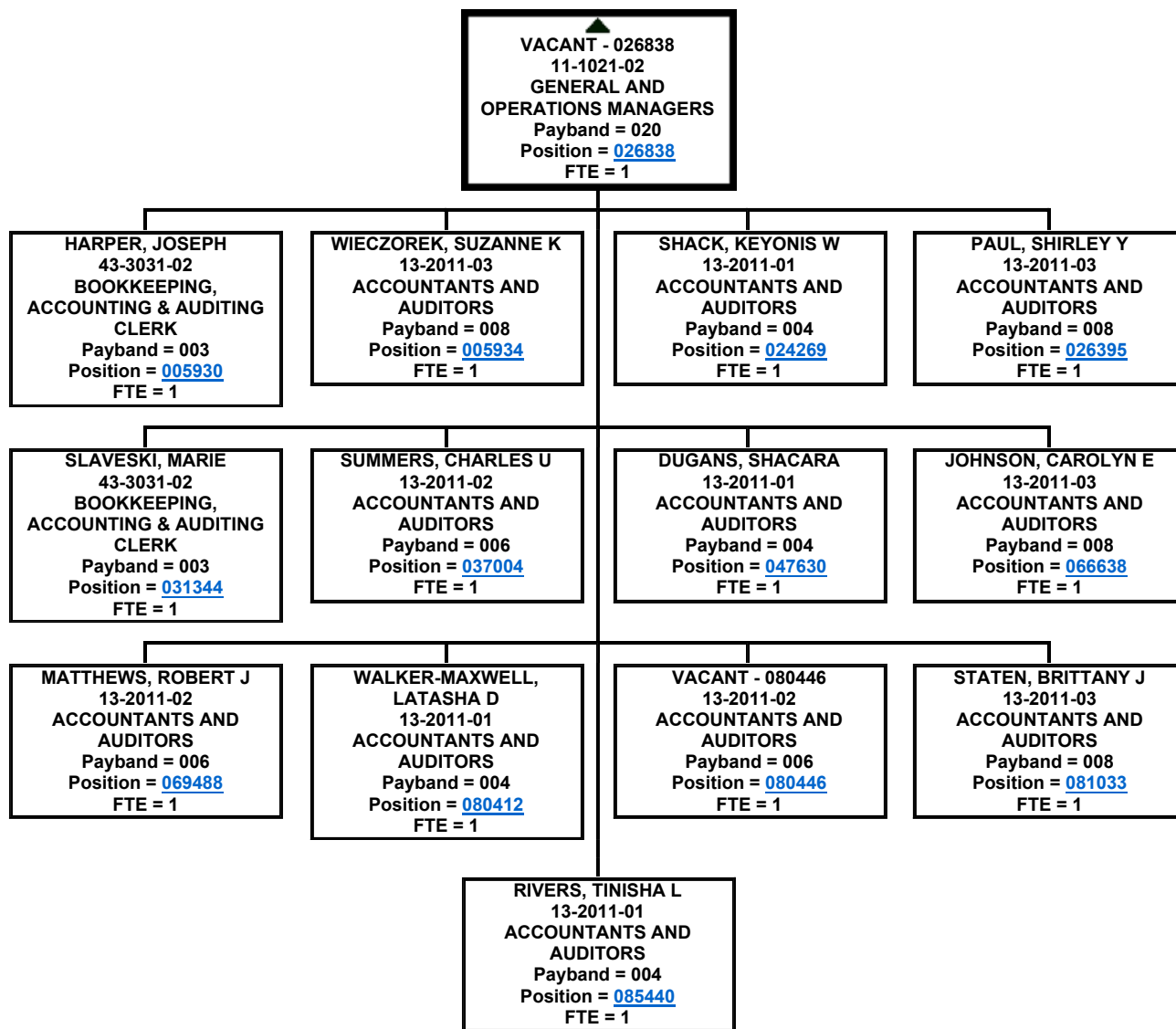


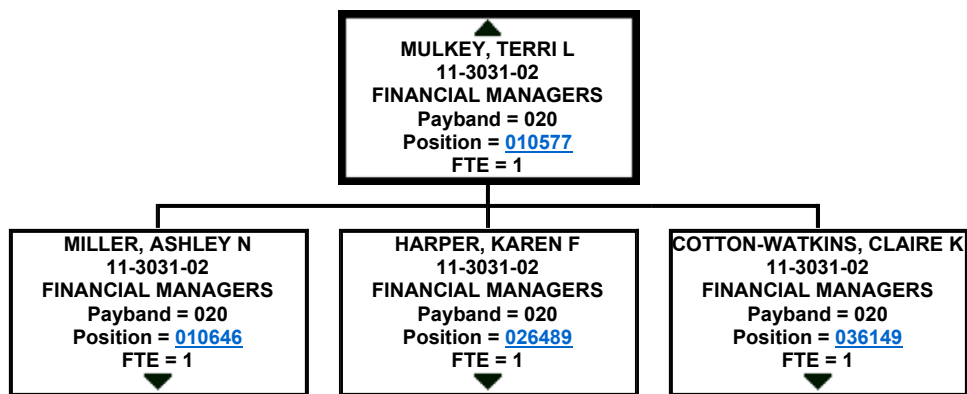




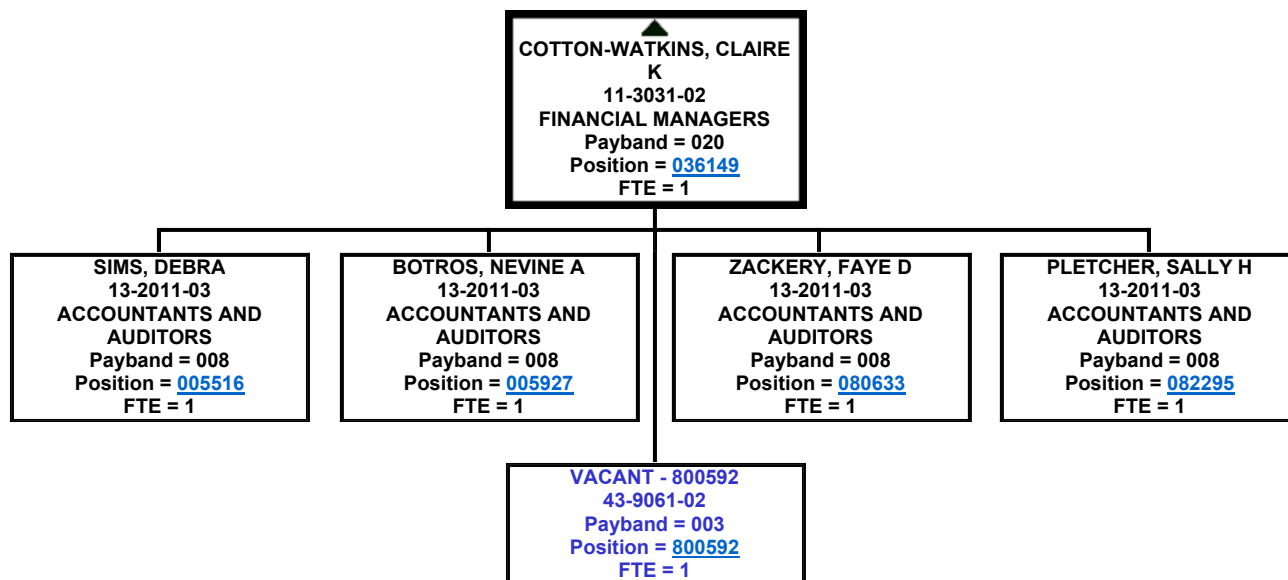


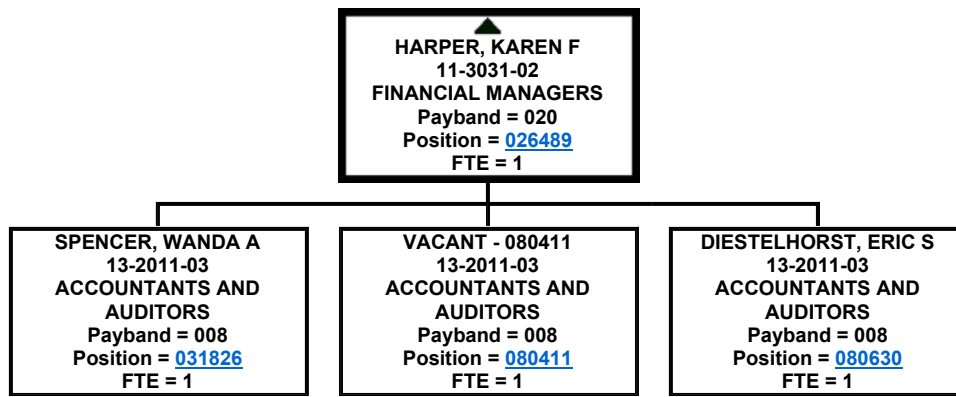


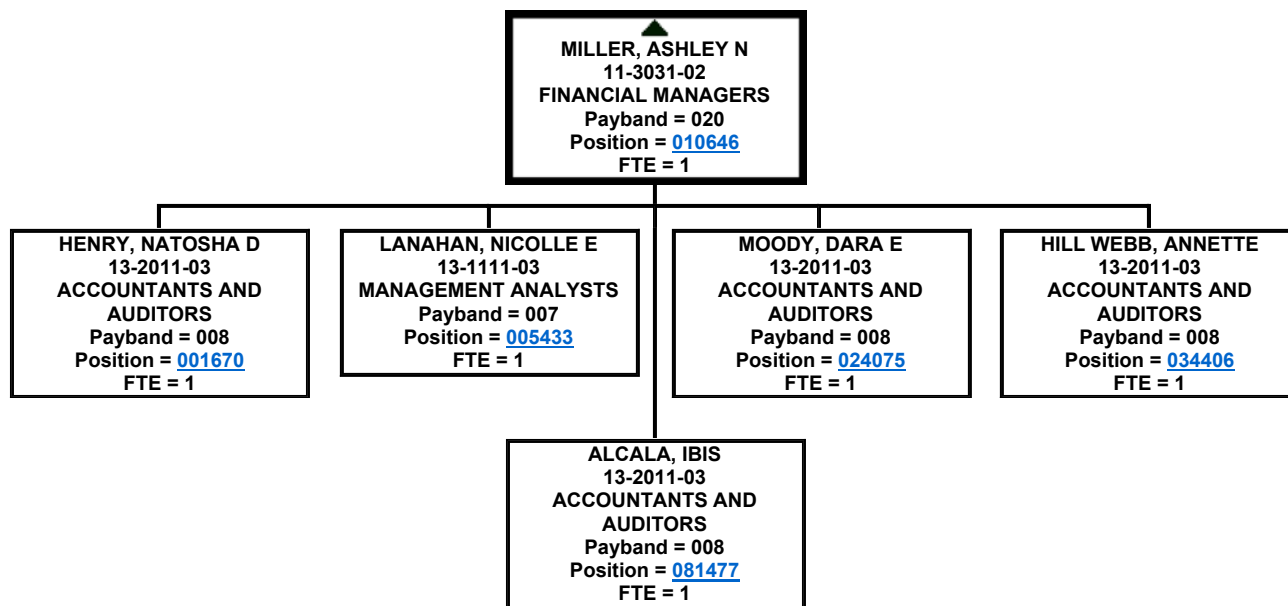


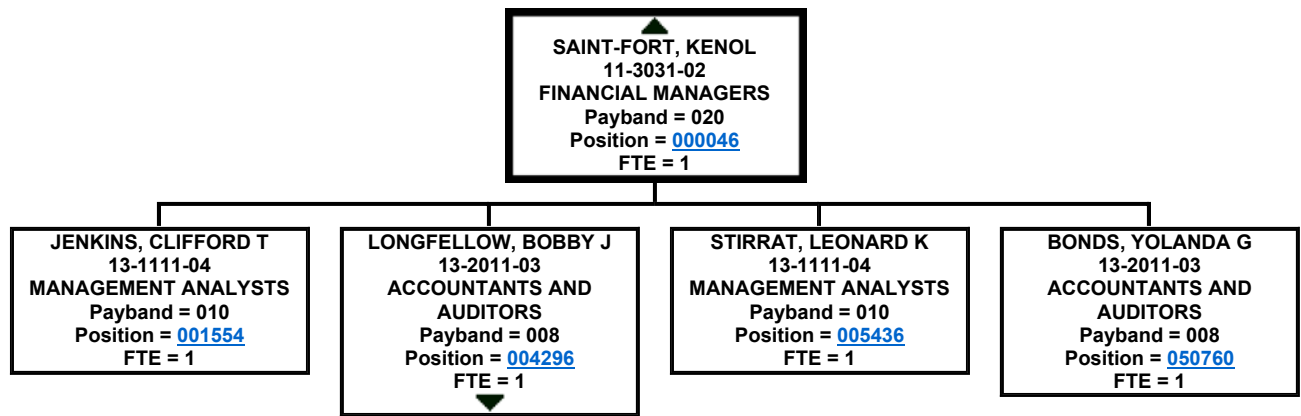


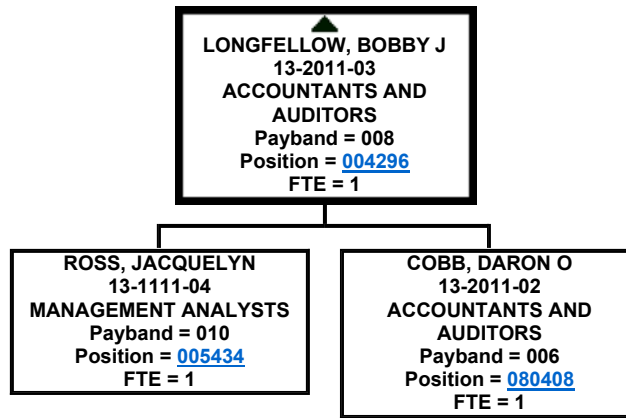


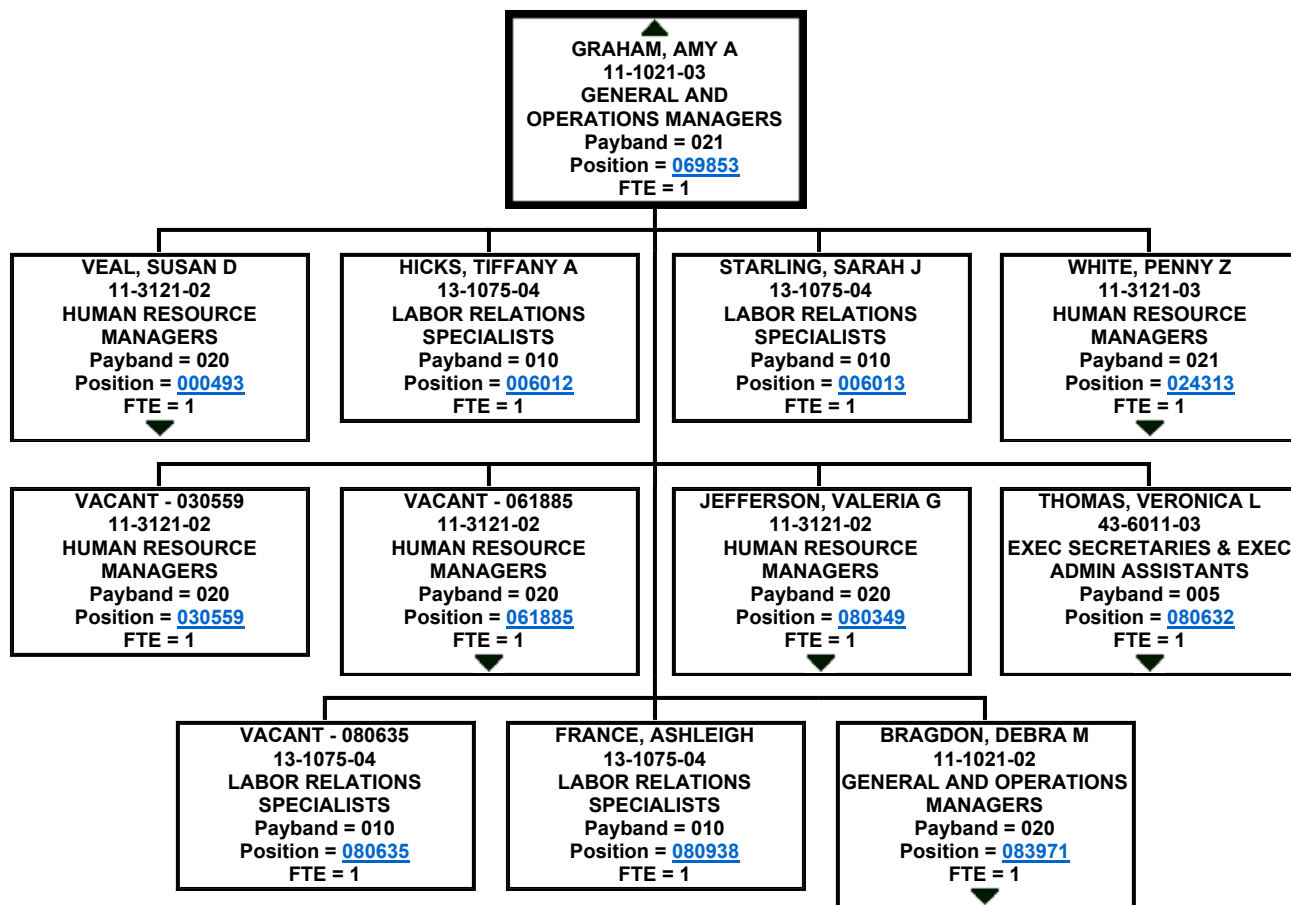








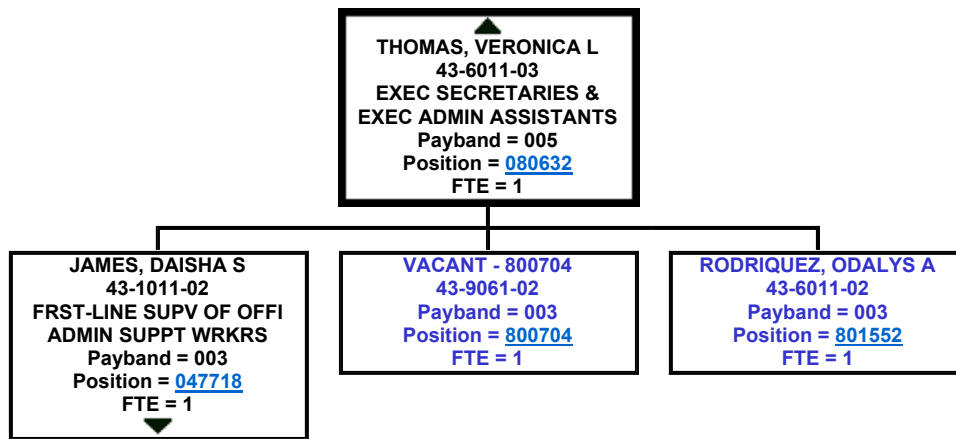




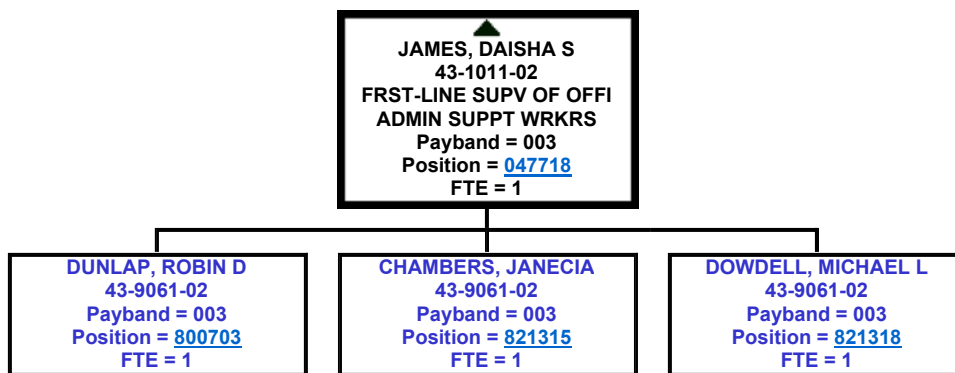
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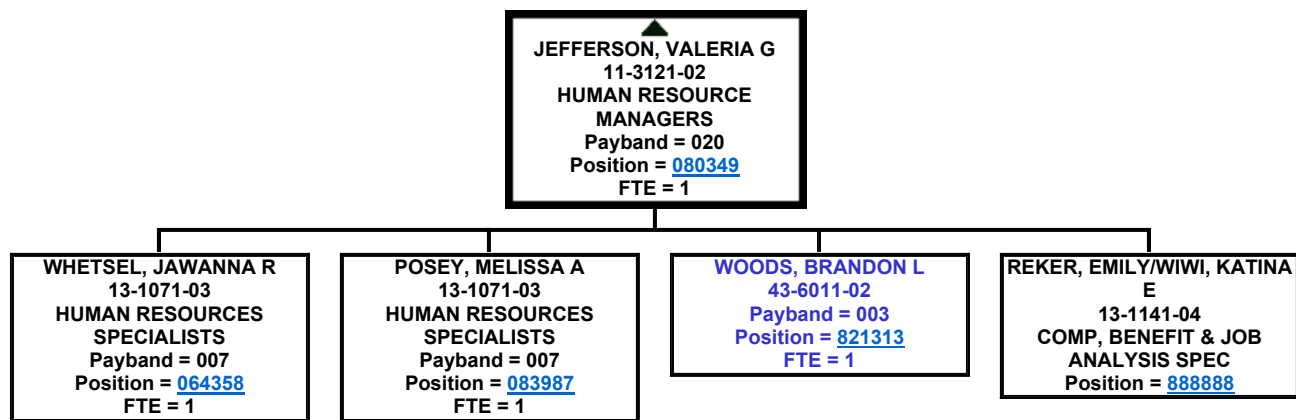
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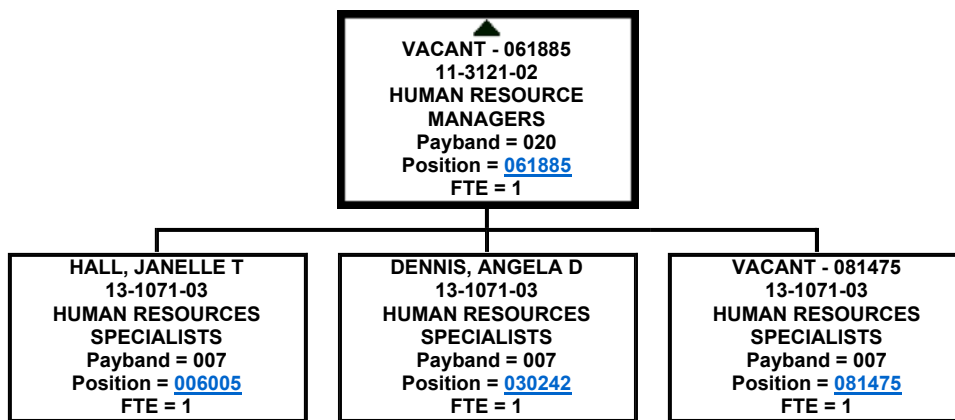
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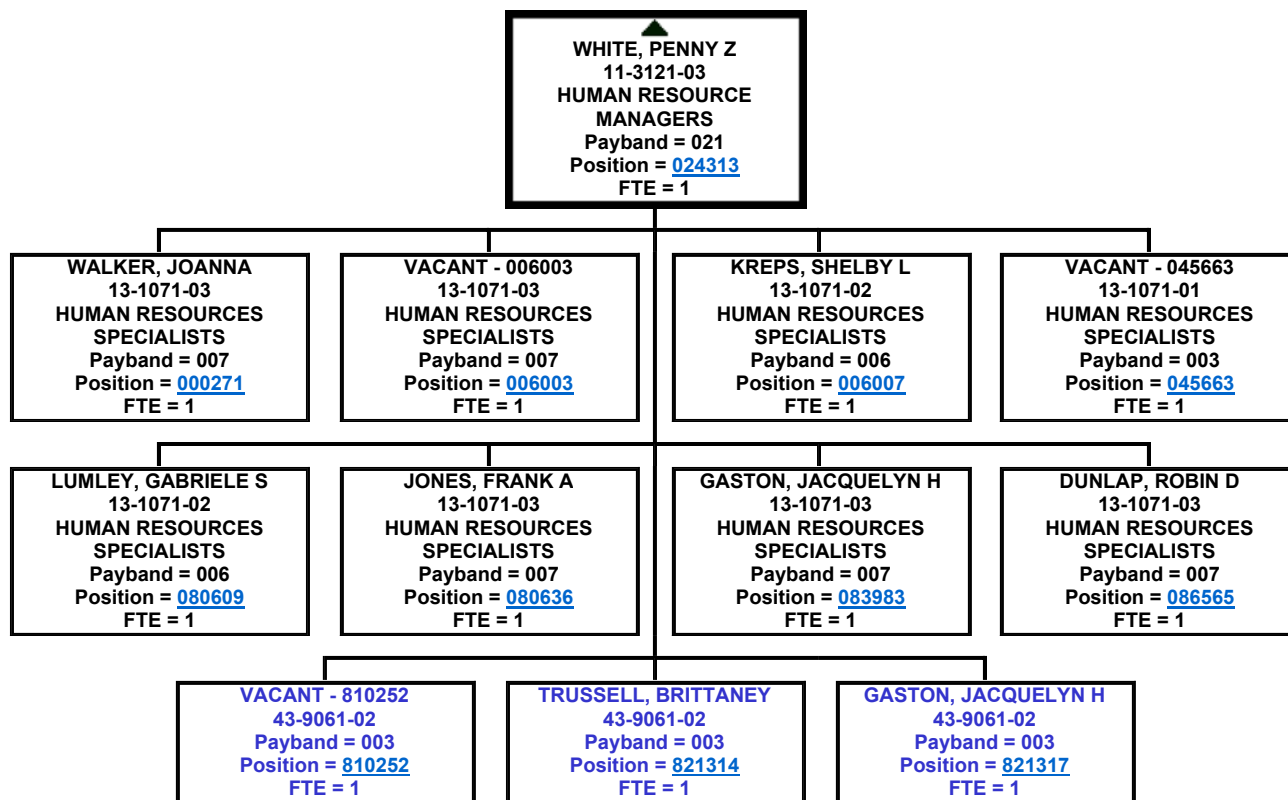


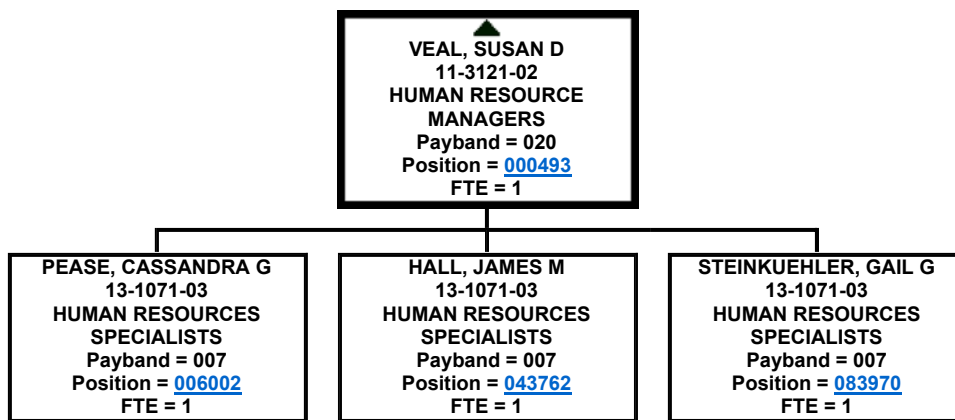


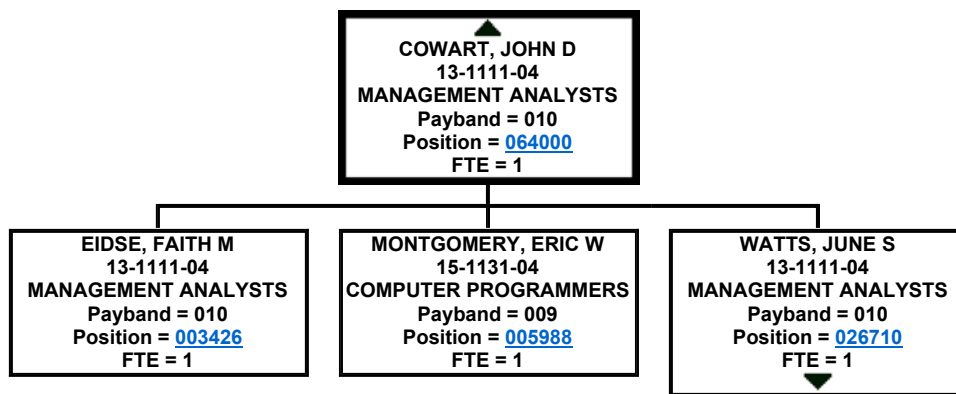


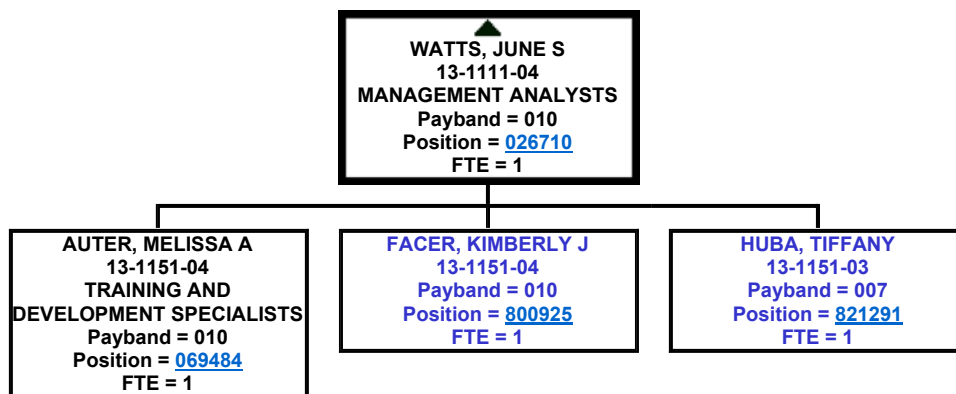








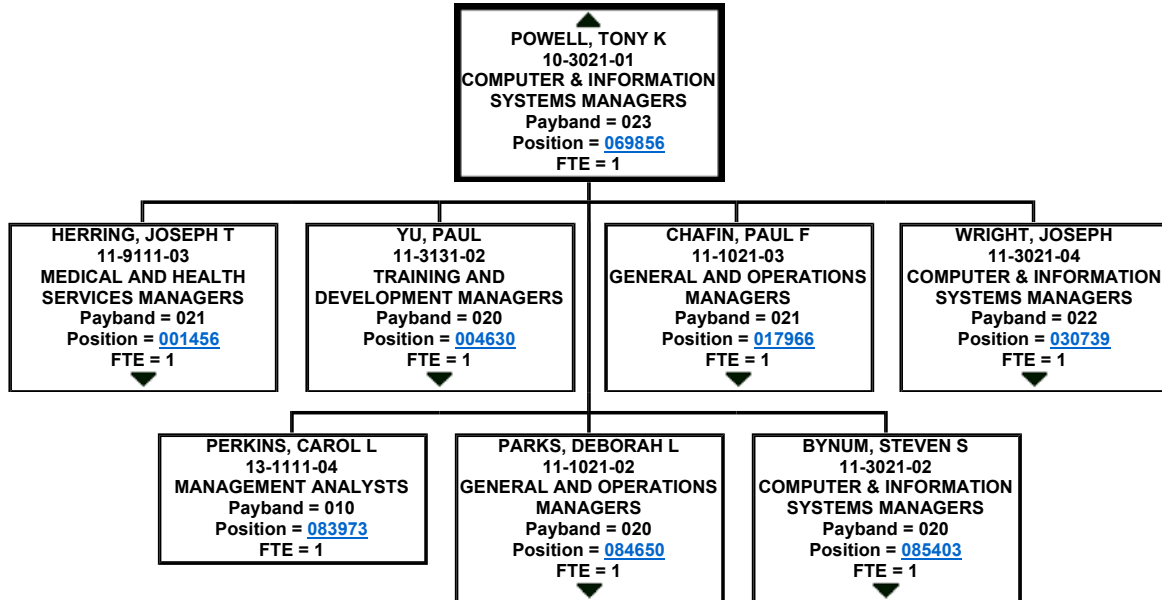




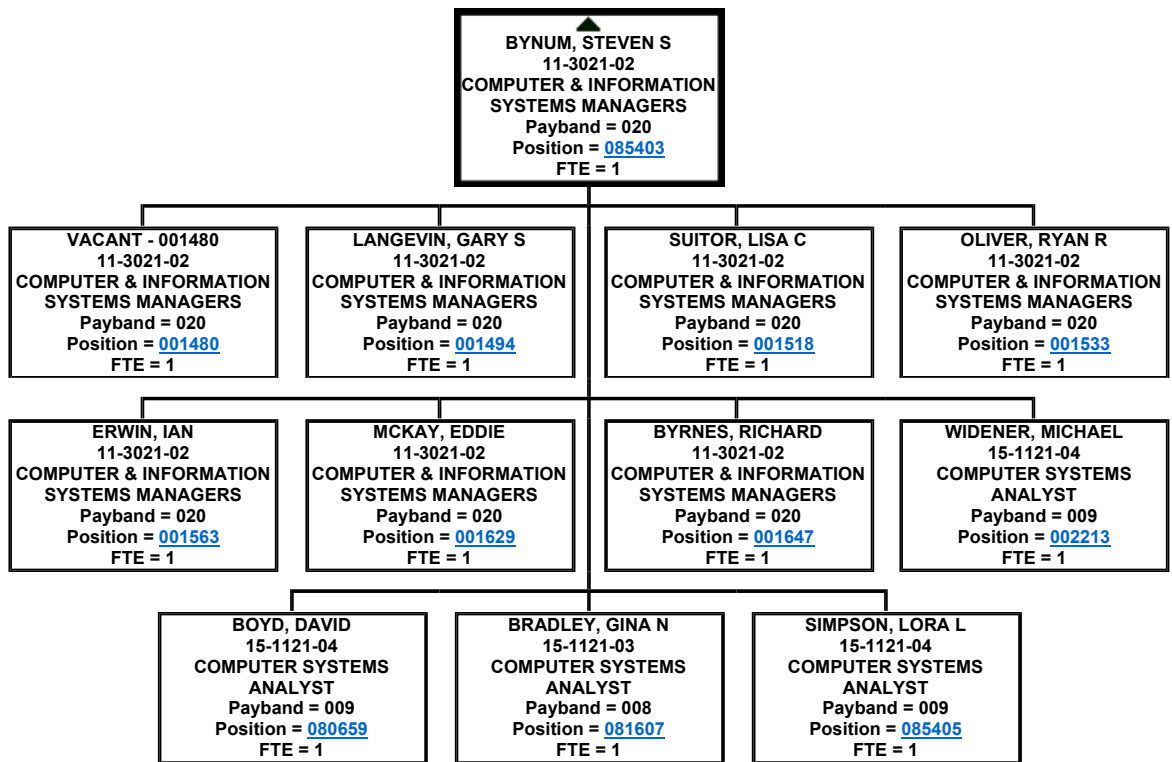
# DOH - Office of Information Technology

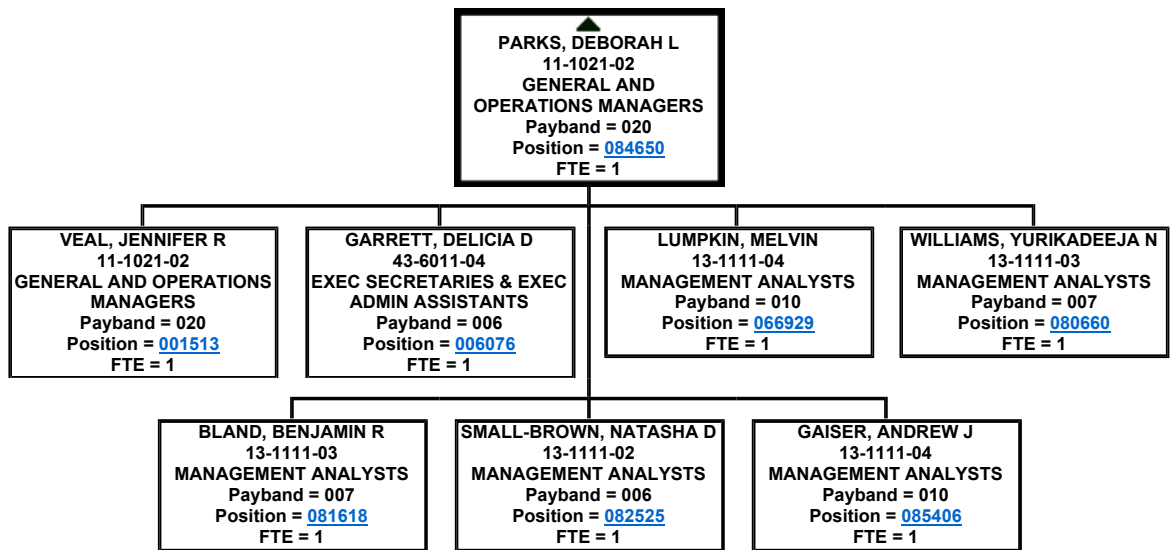
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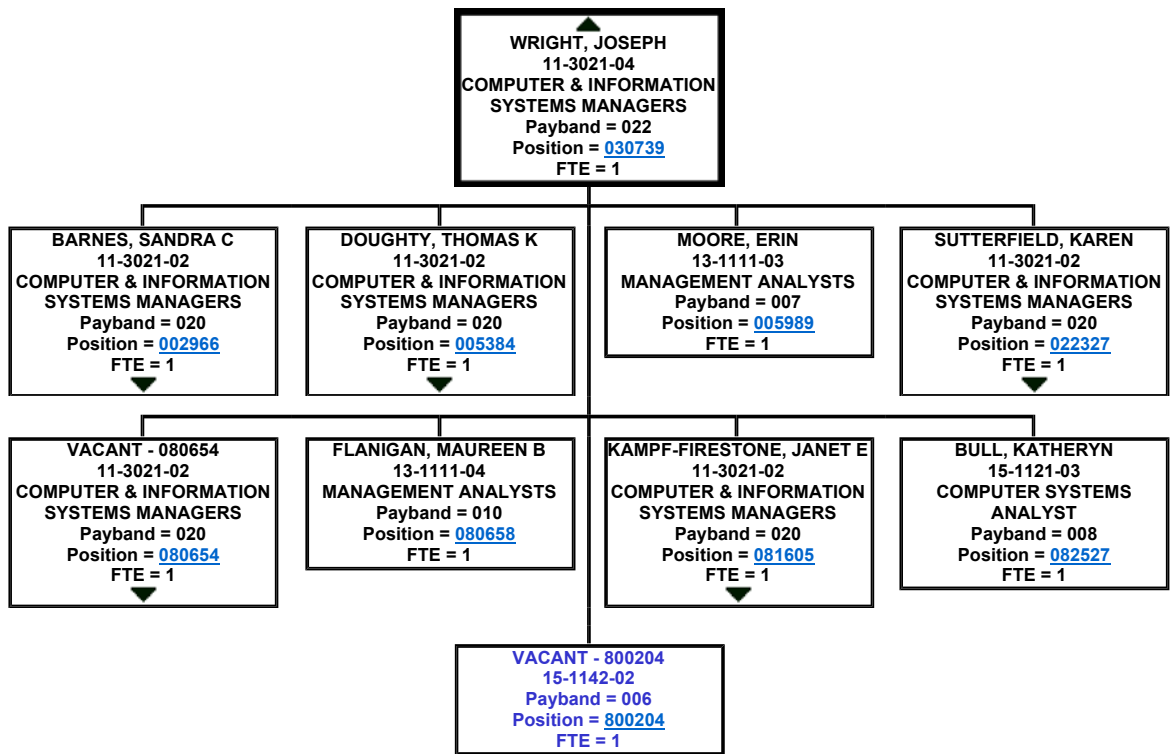
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

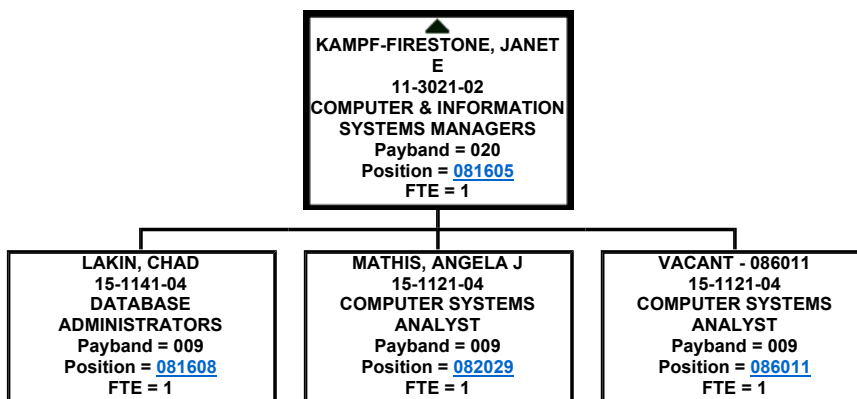


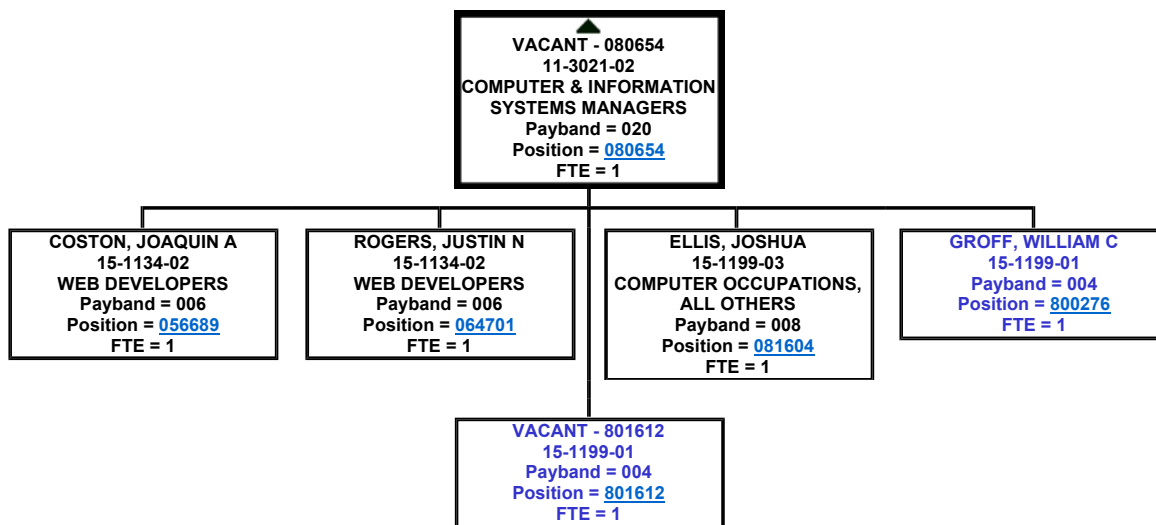


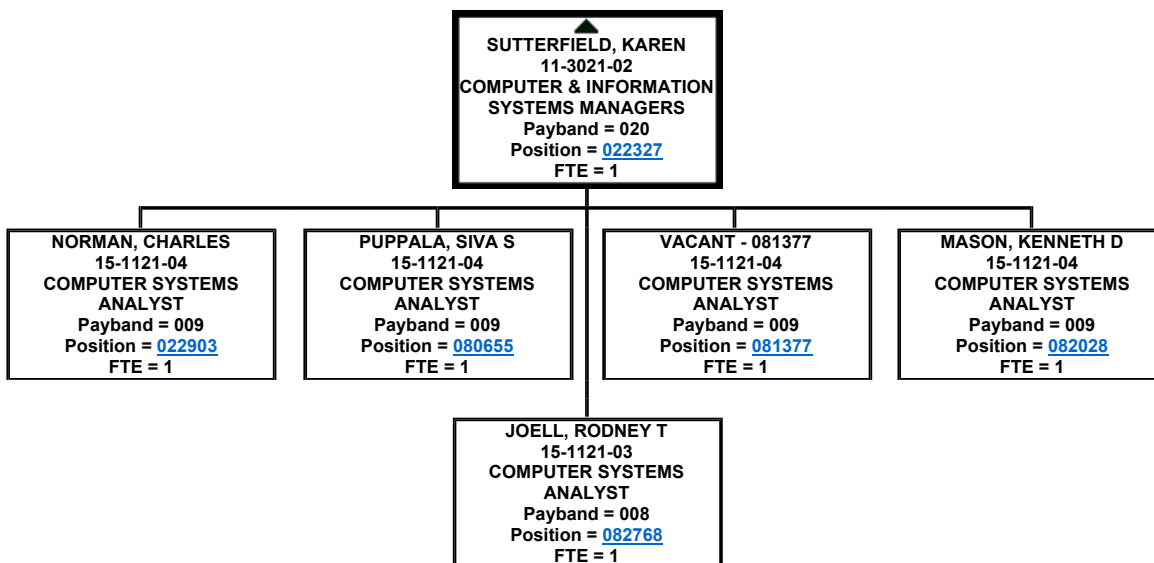


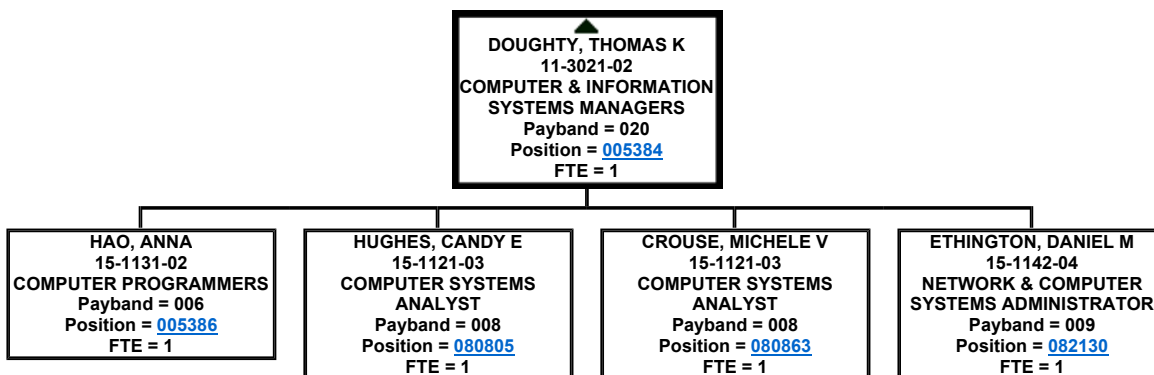


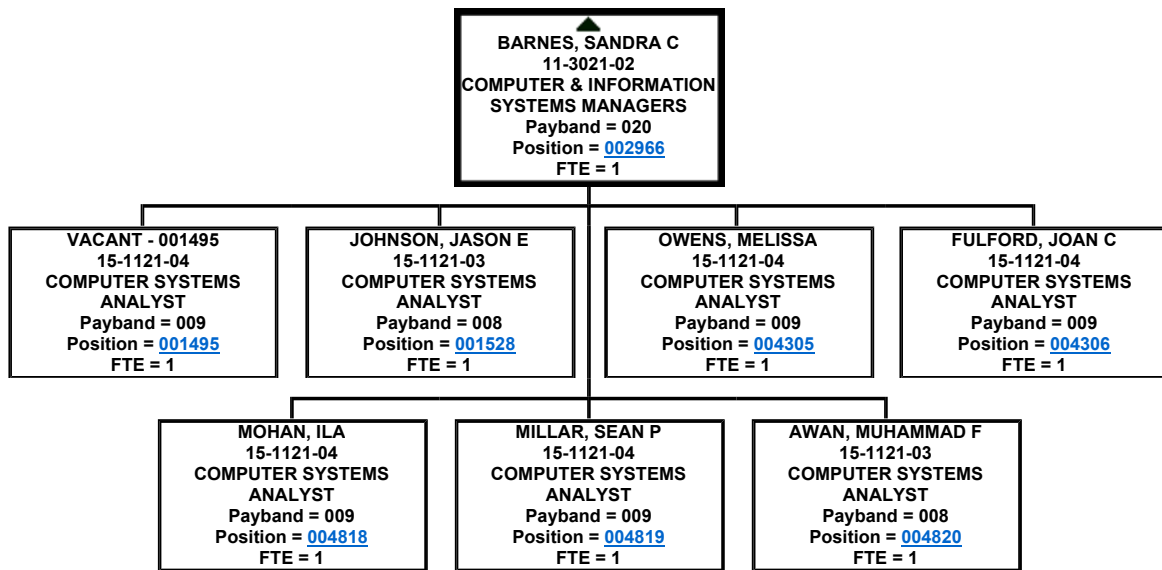




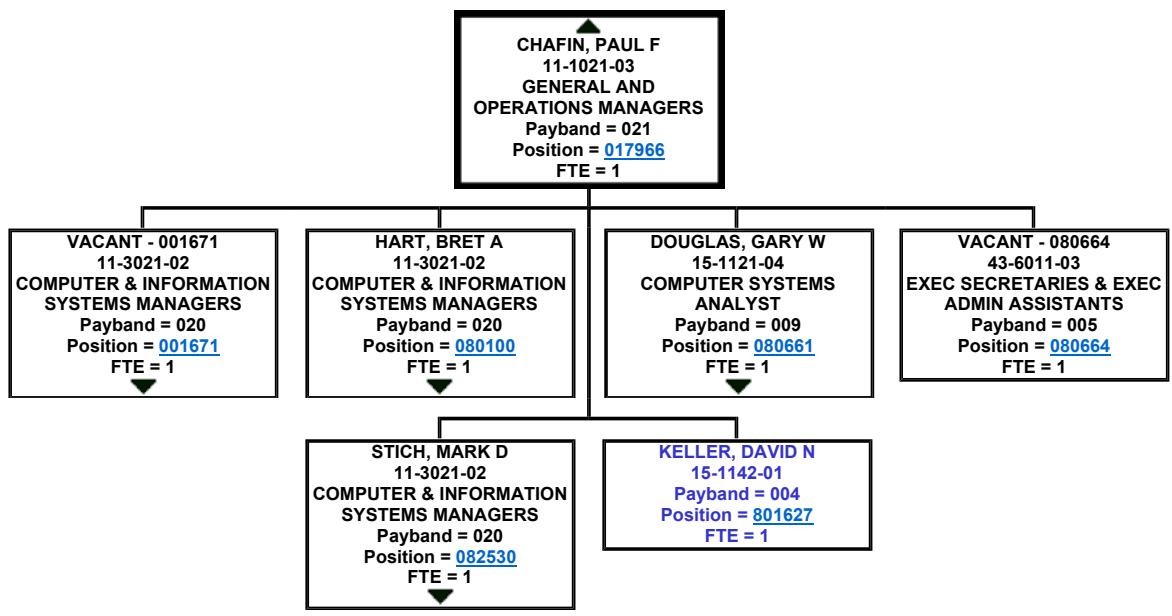


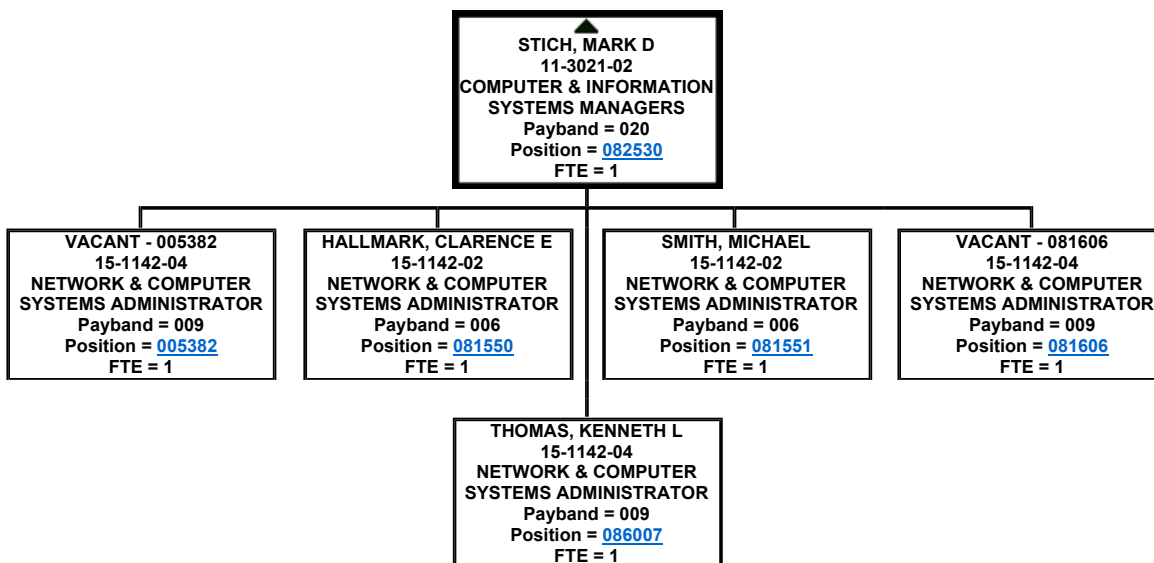


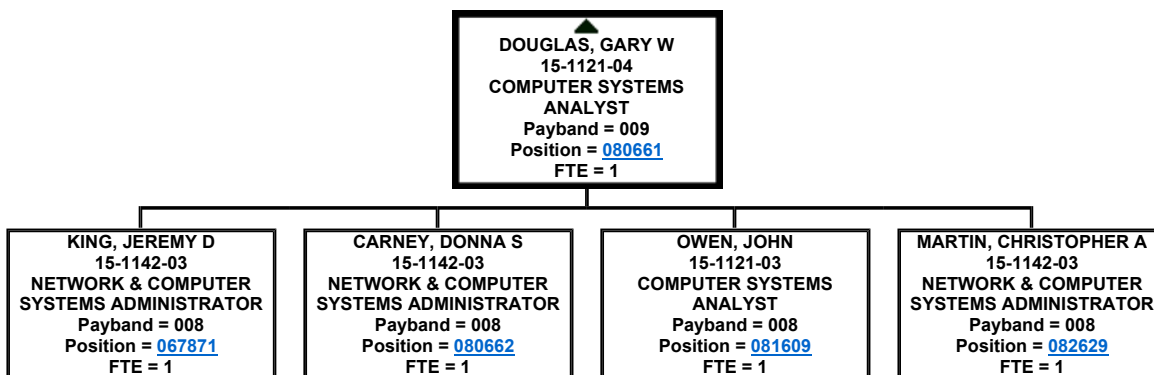


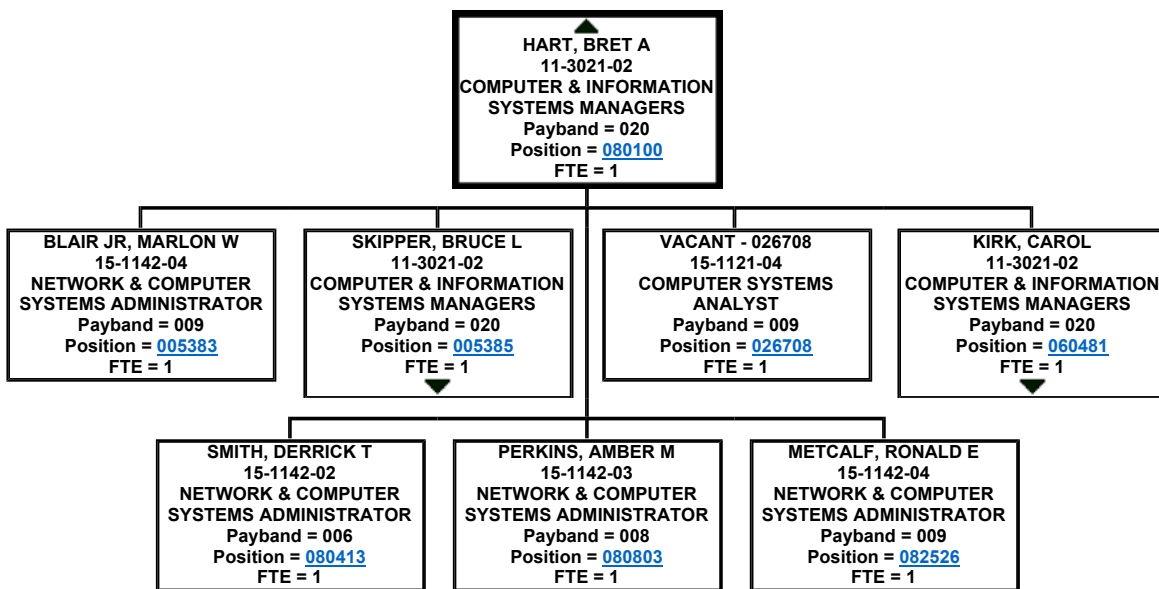


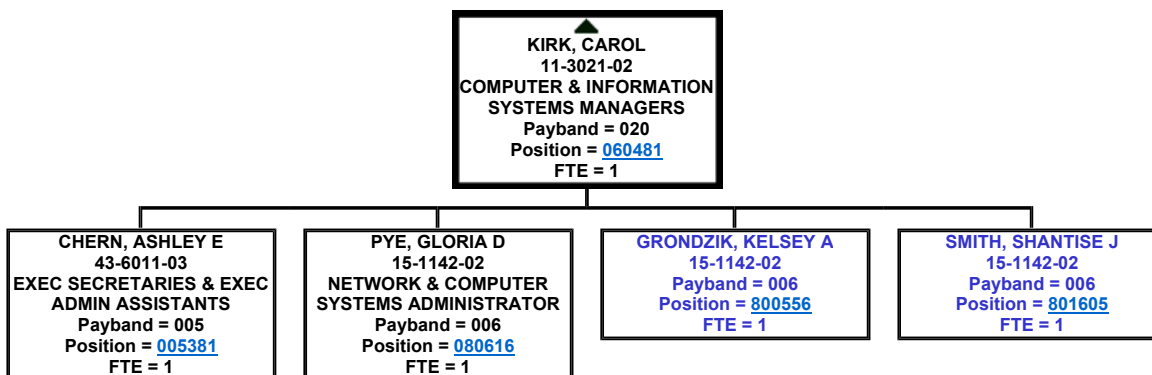


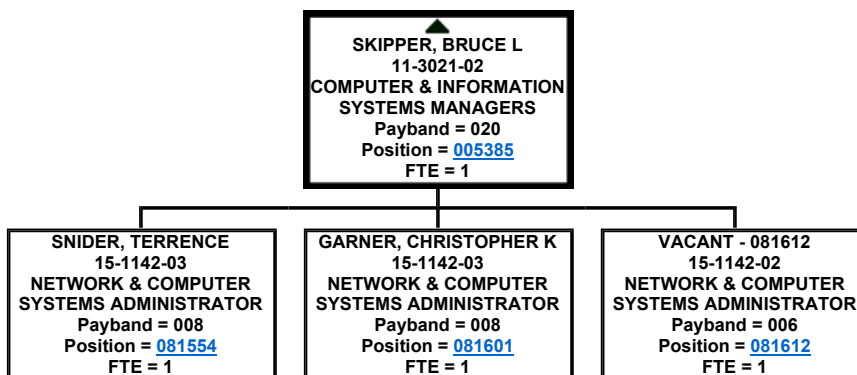


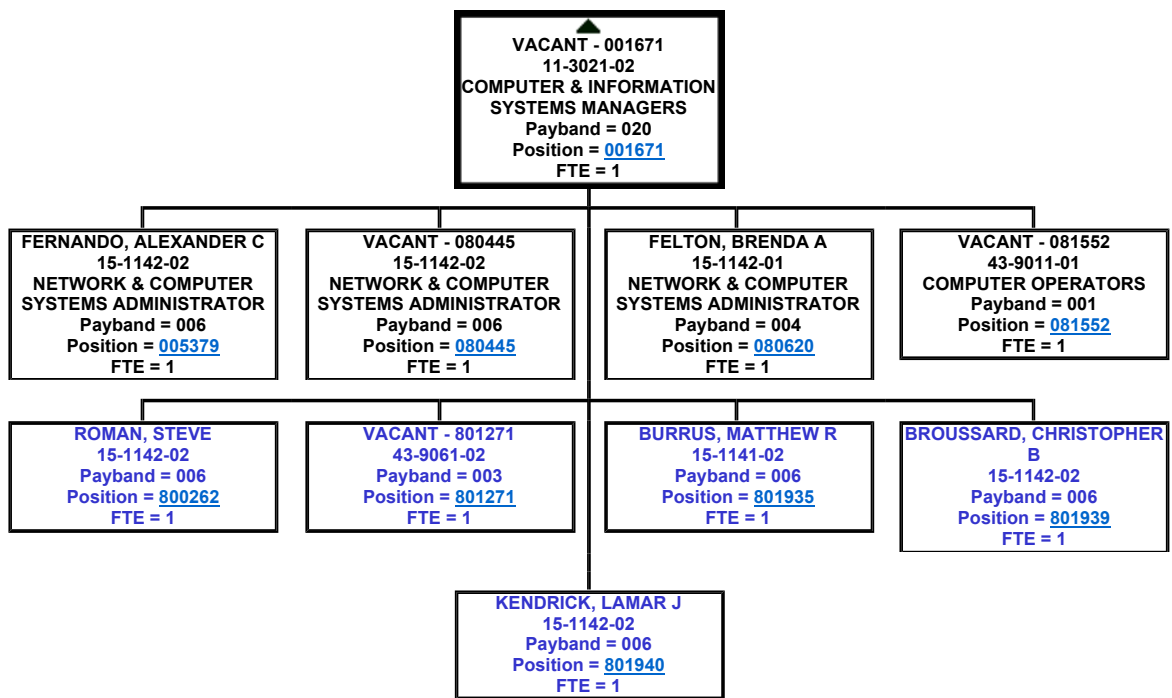


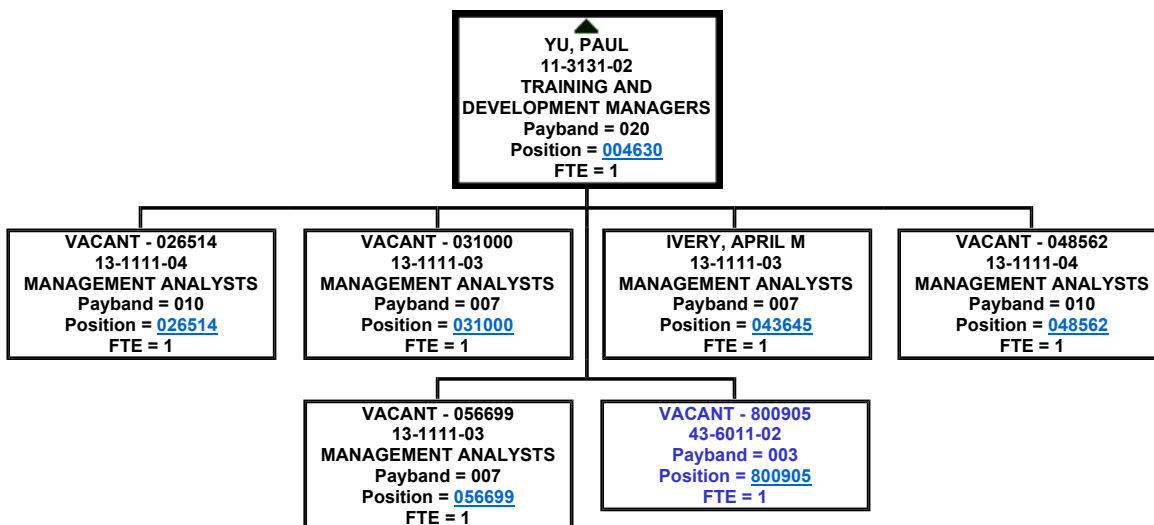




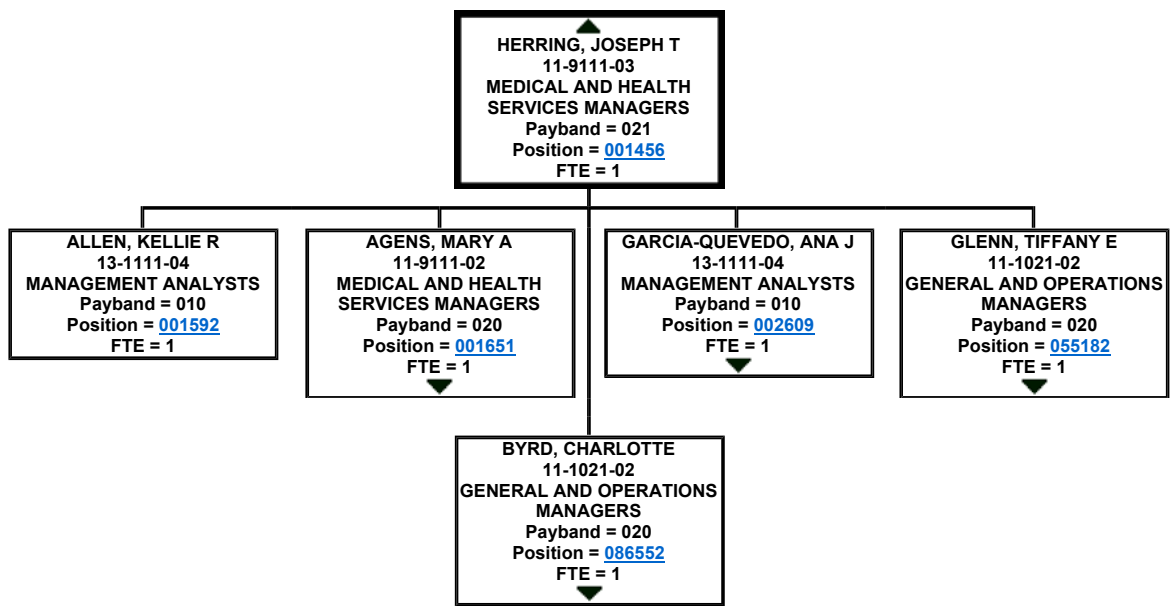


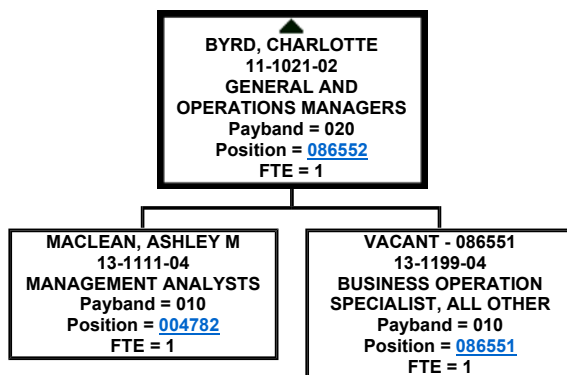


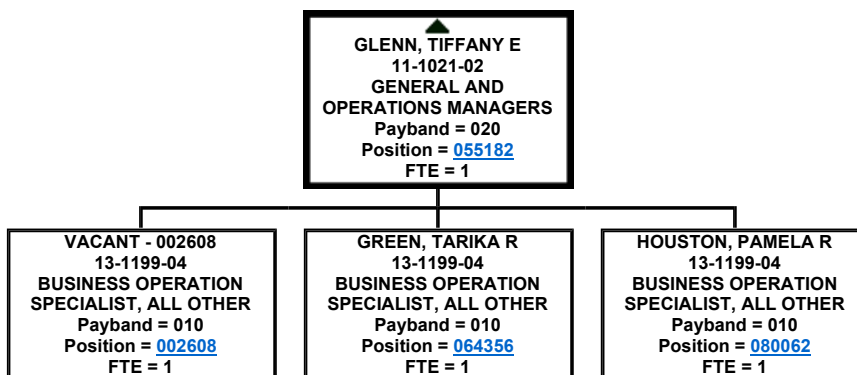


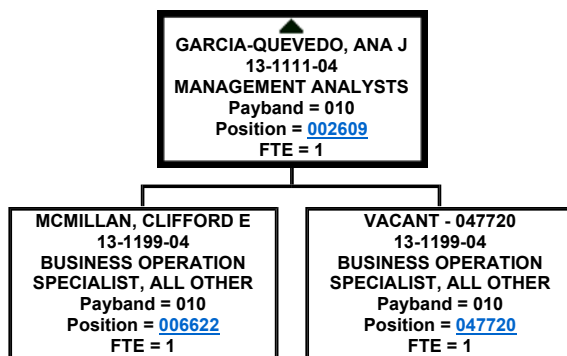


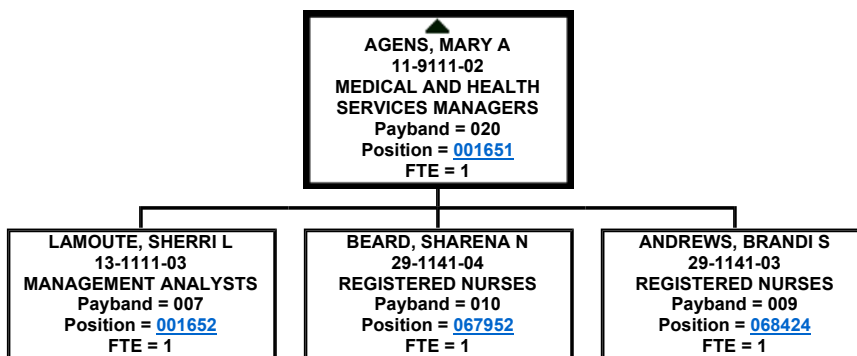








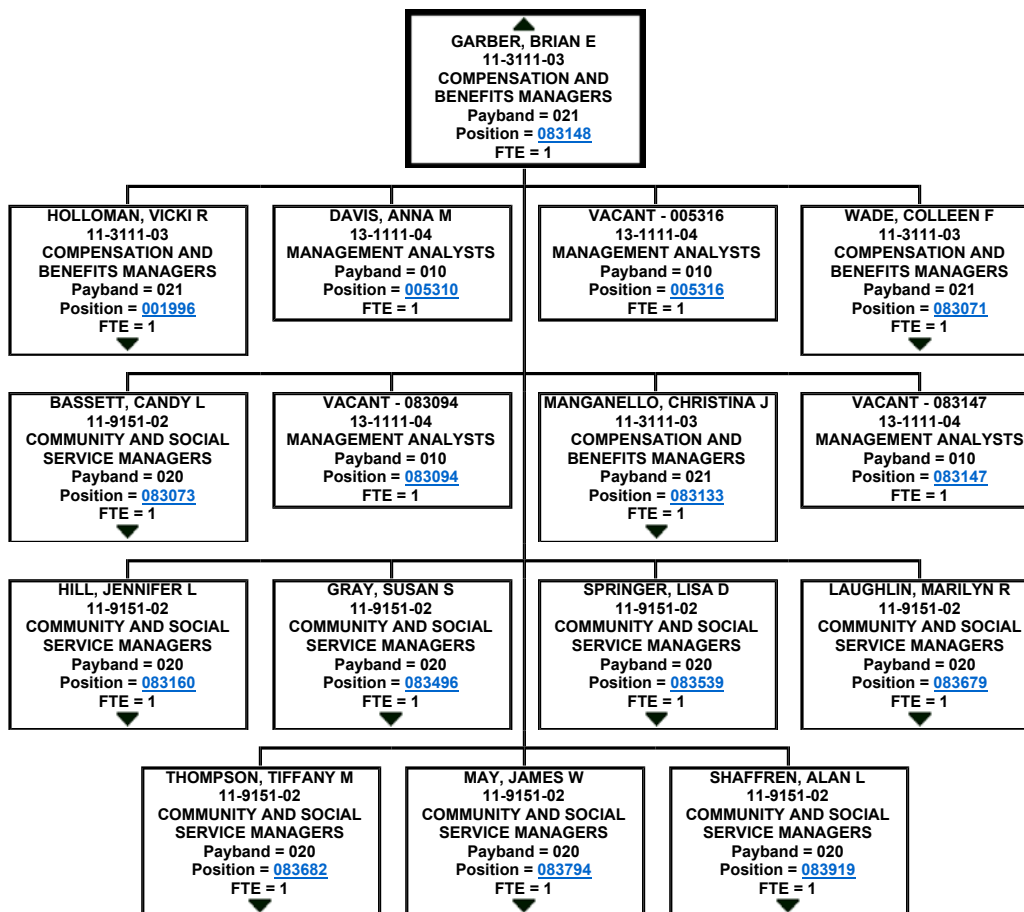


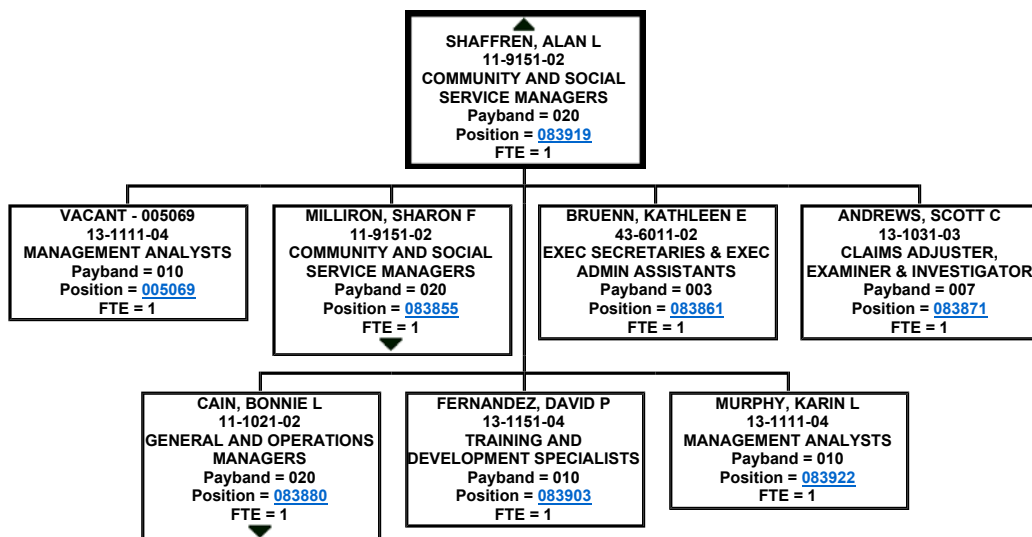


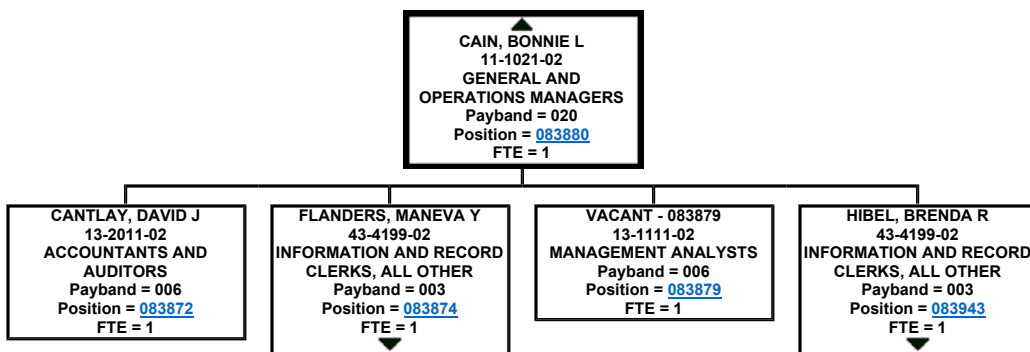
## DOH - Division of Disability Determinations

Created: 10/5/2016 10:19:00 AM

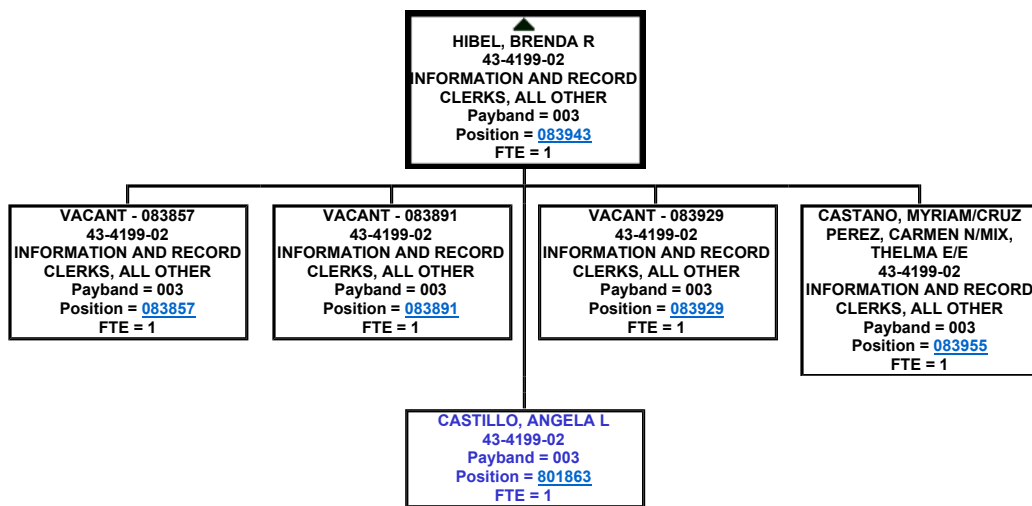
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

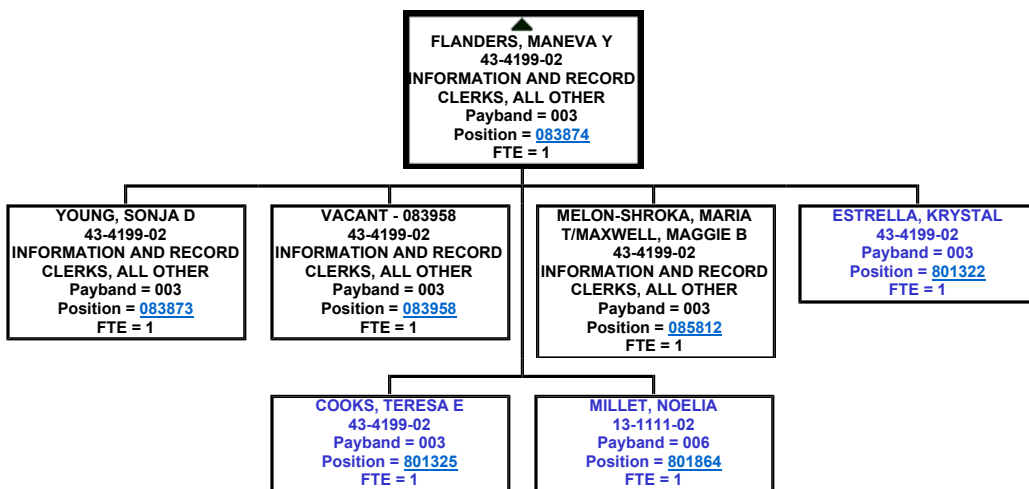


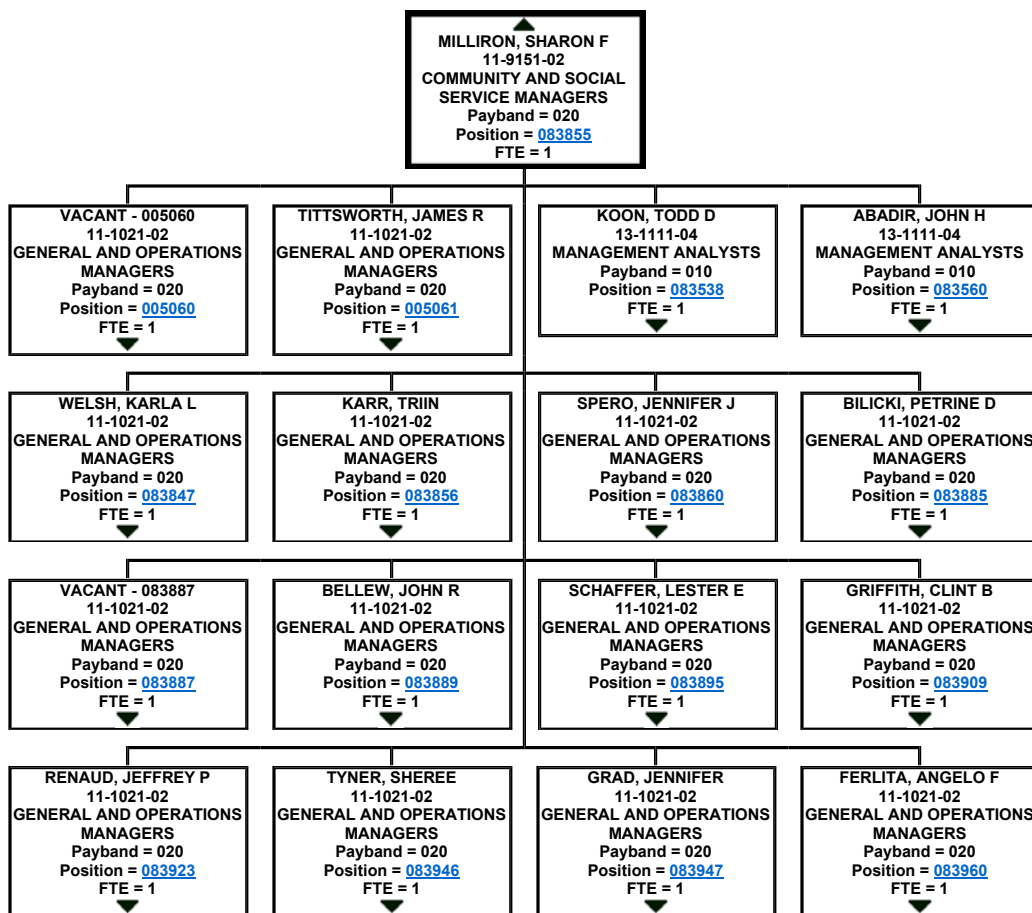


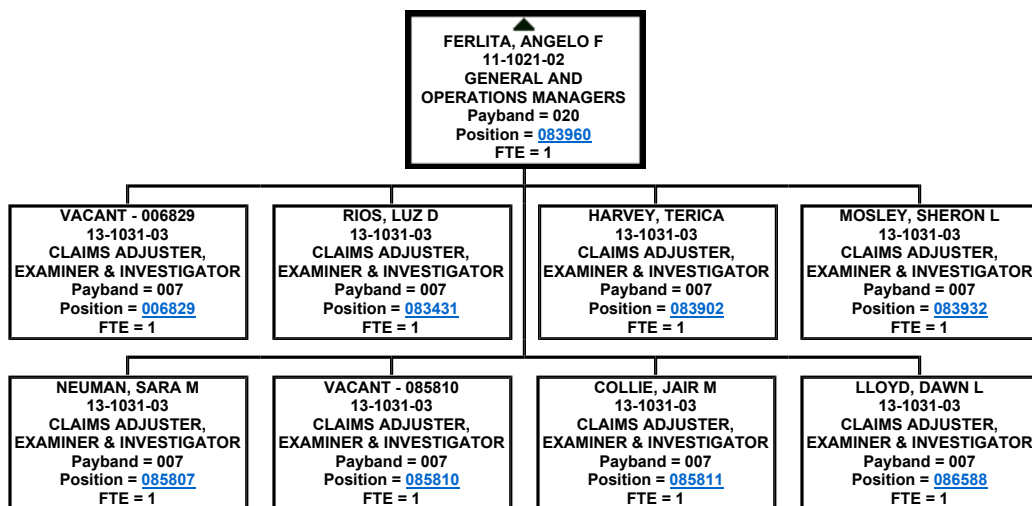


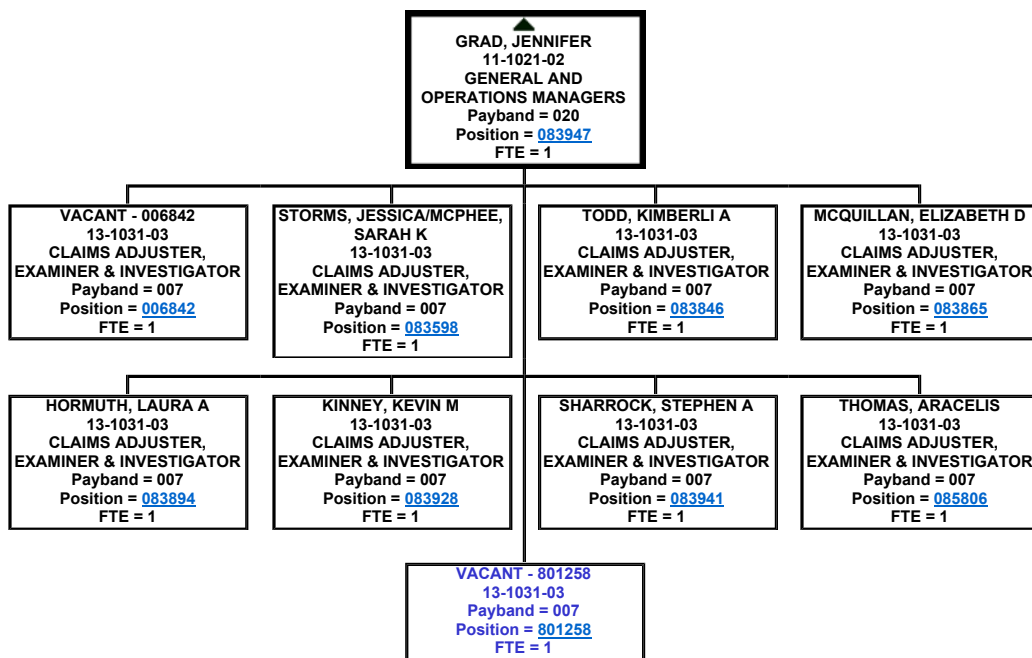


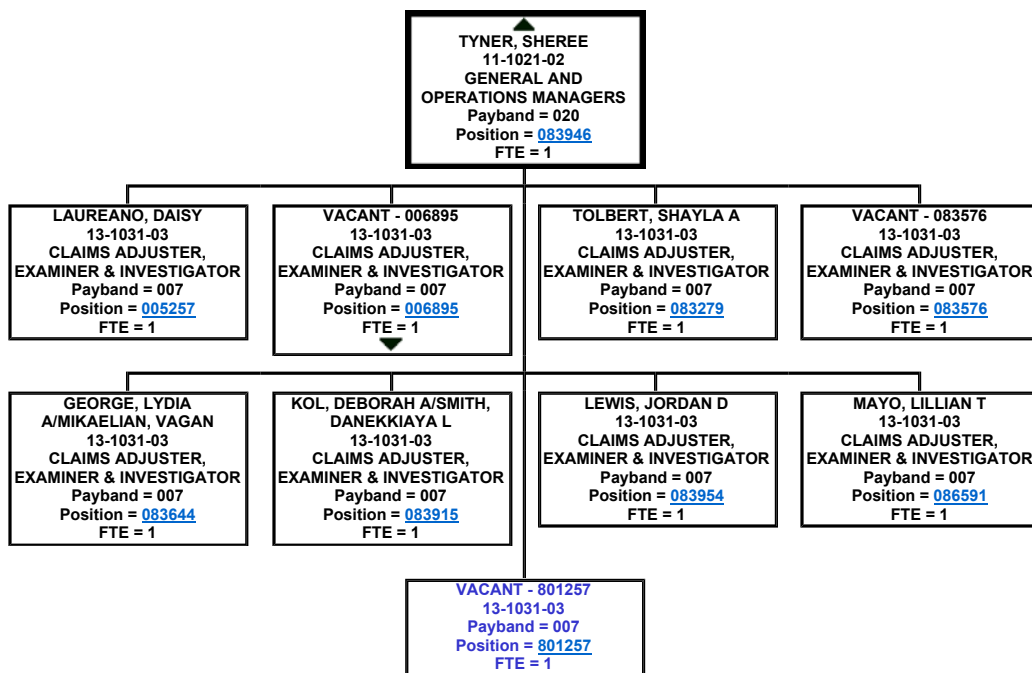


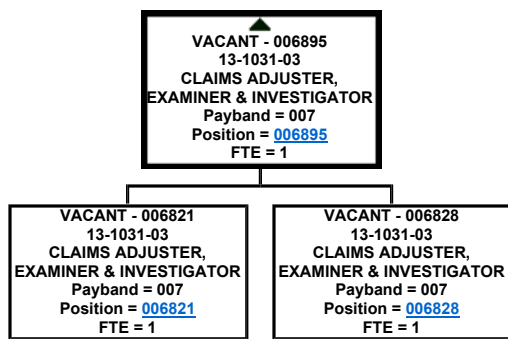


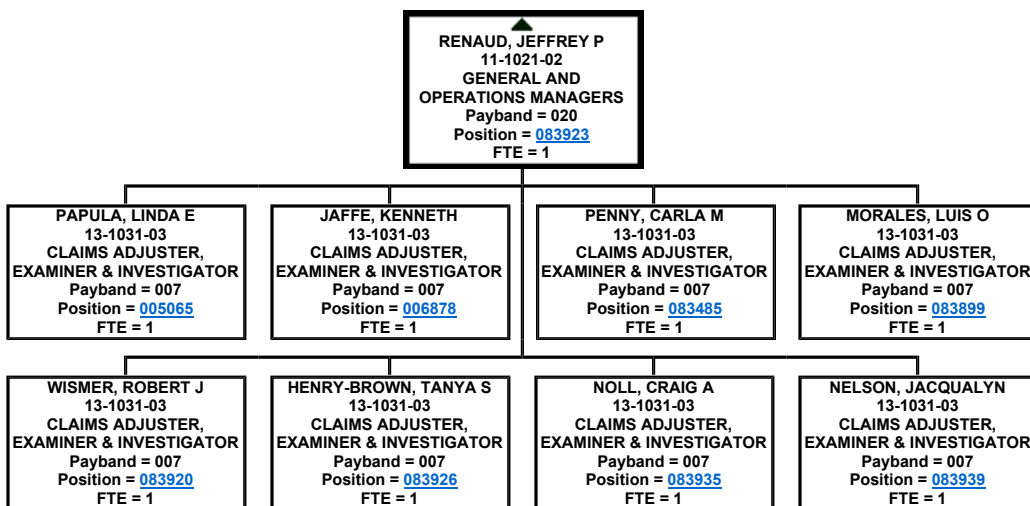




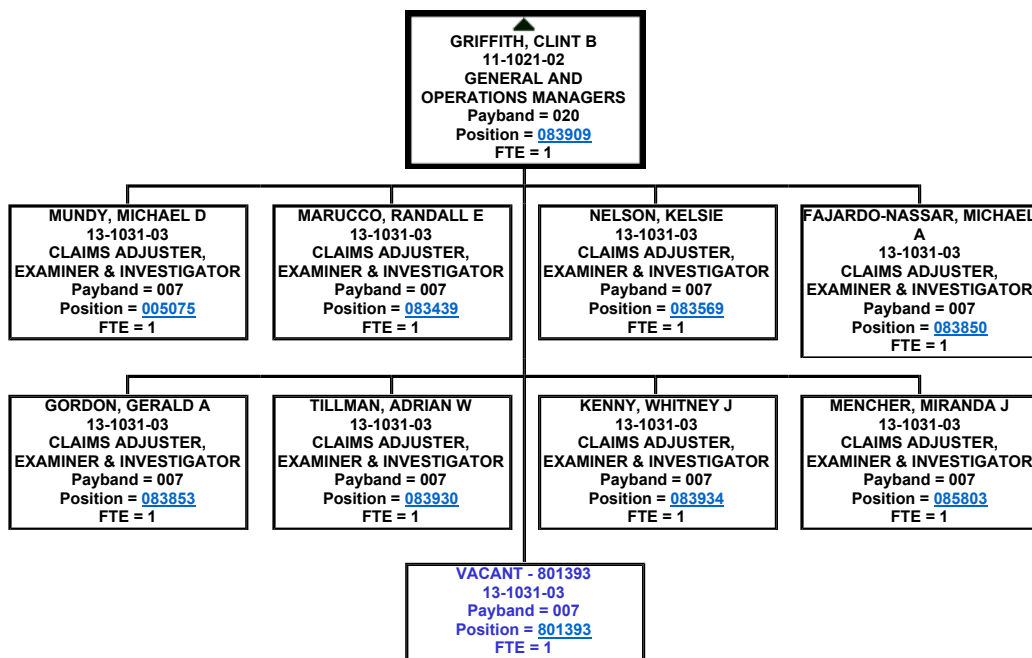


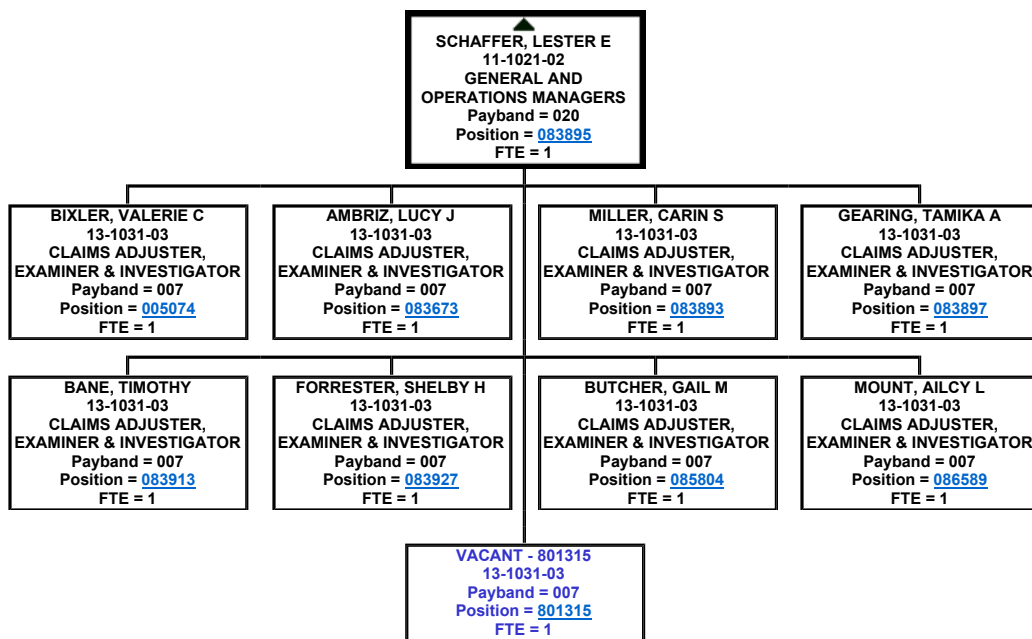


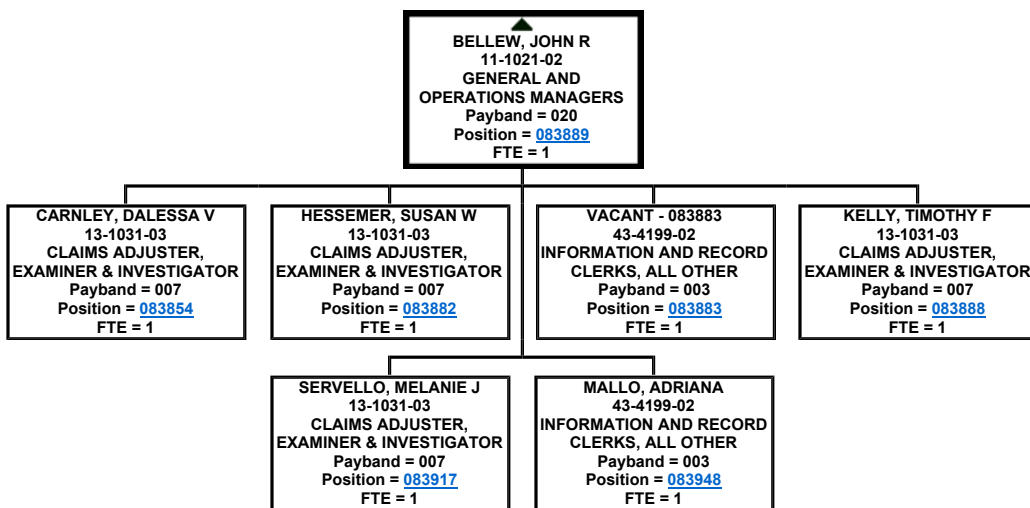


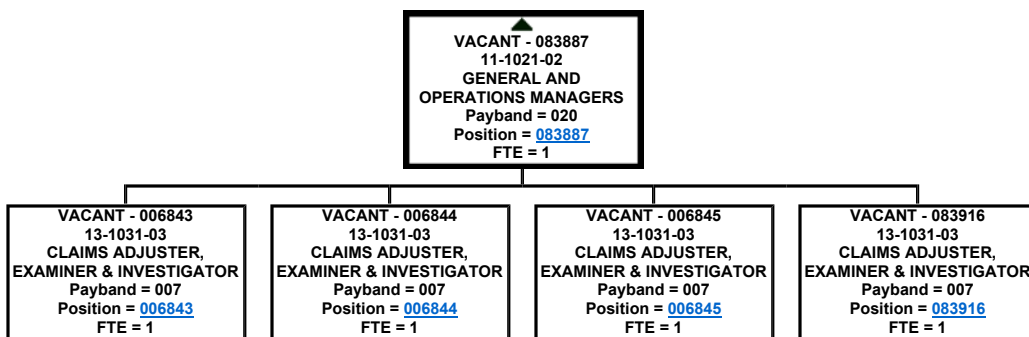


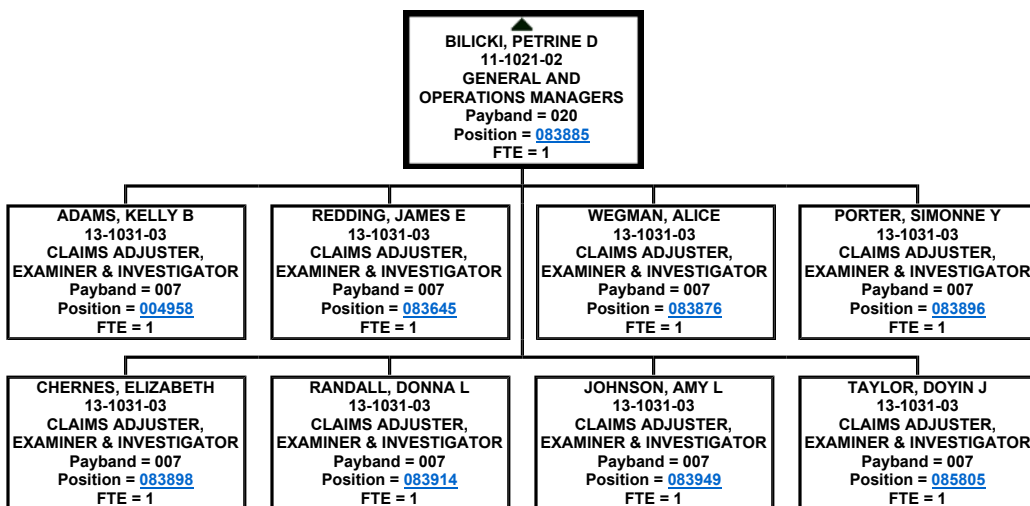


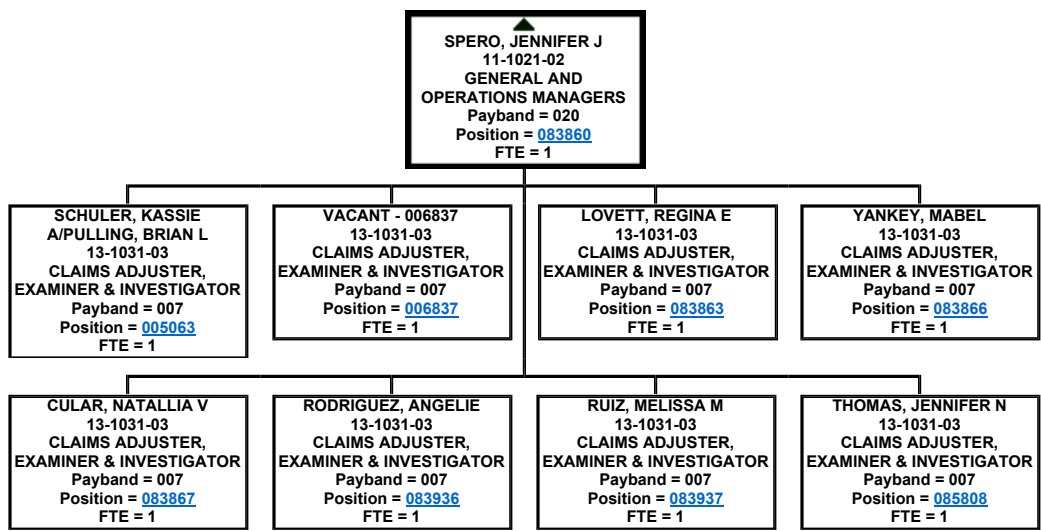


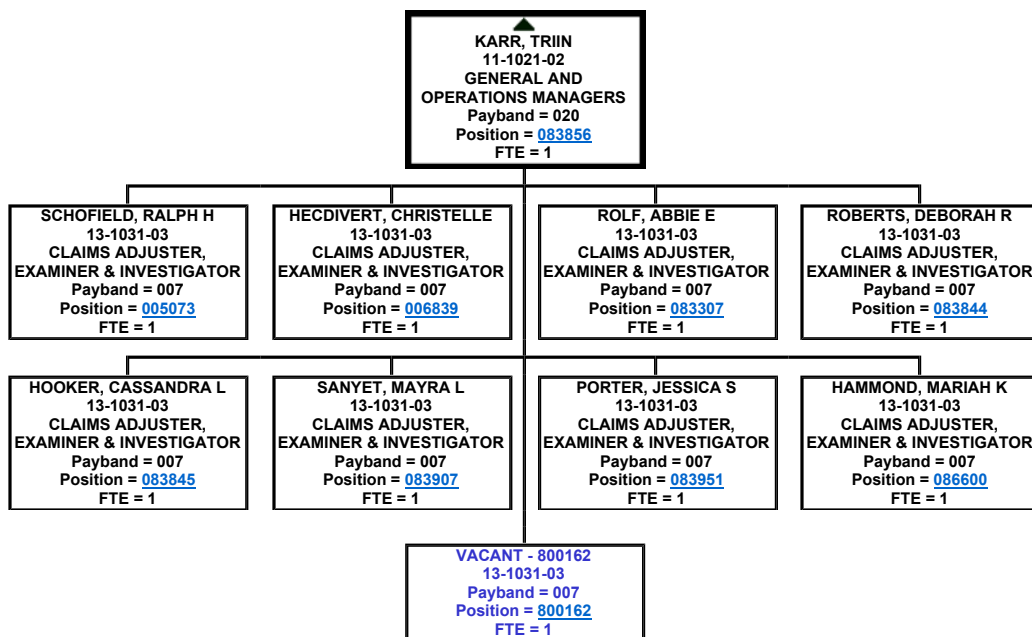


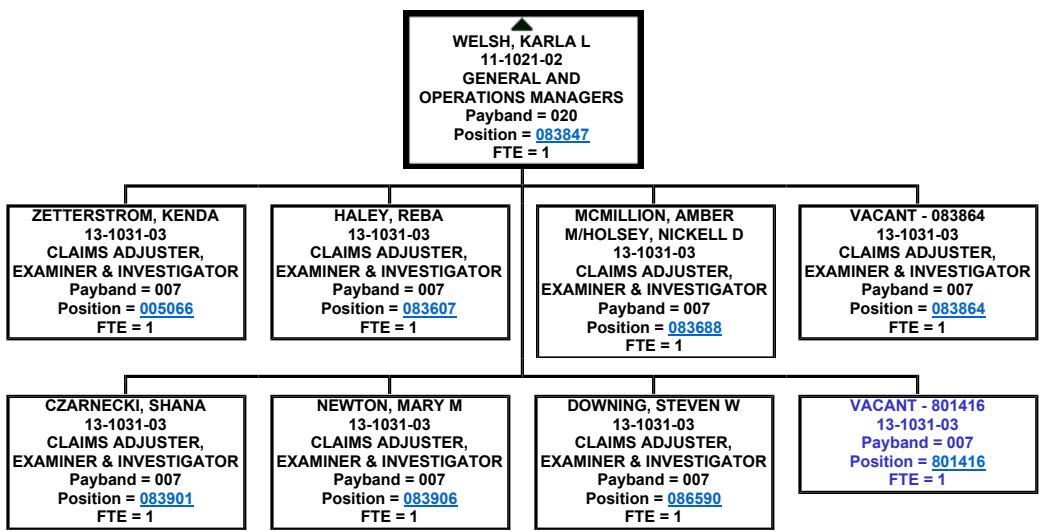




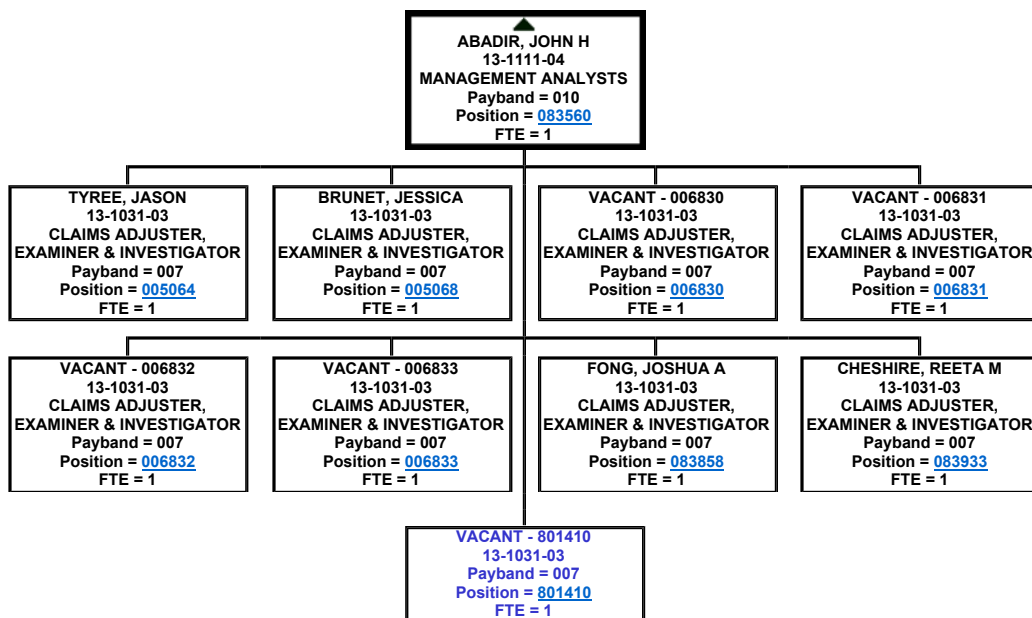


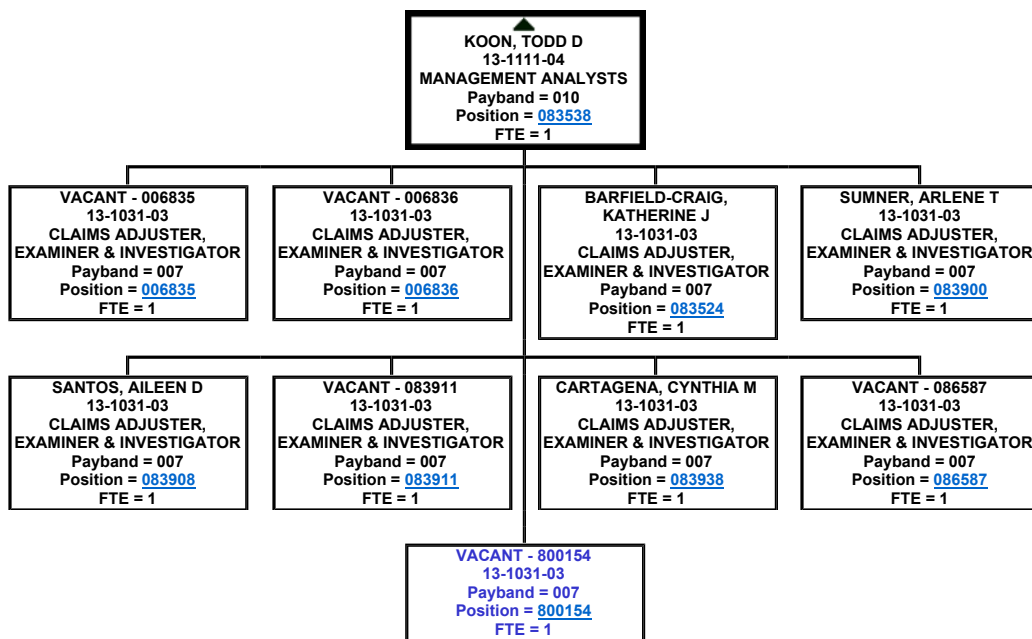


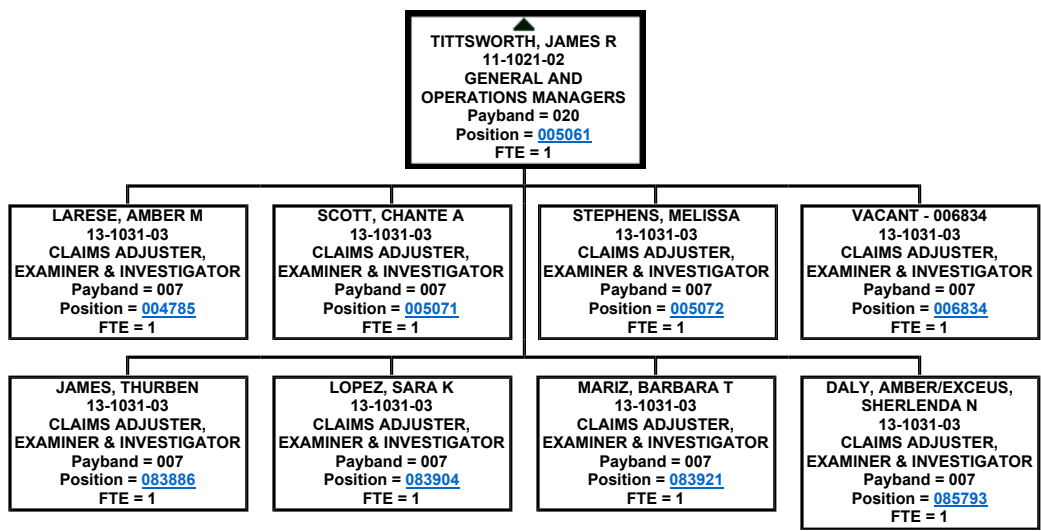


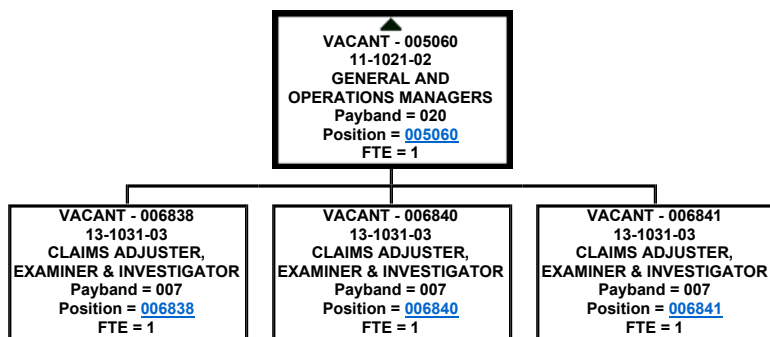


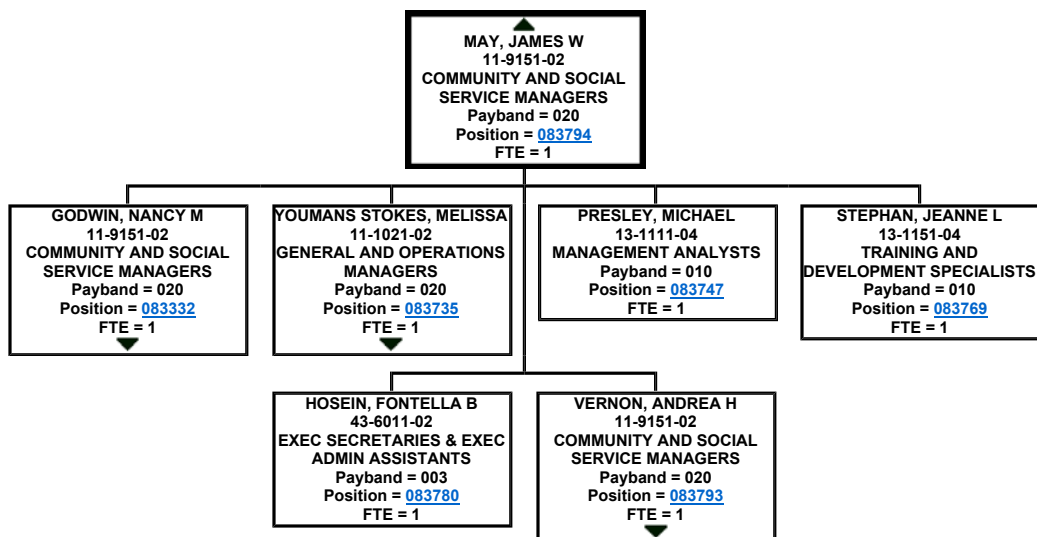


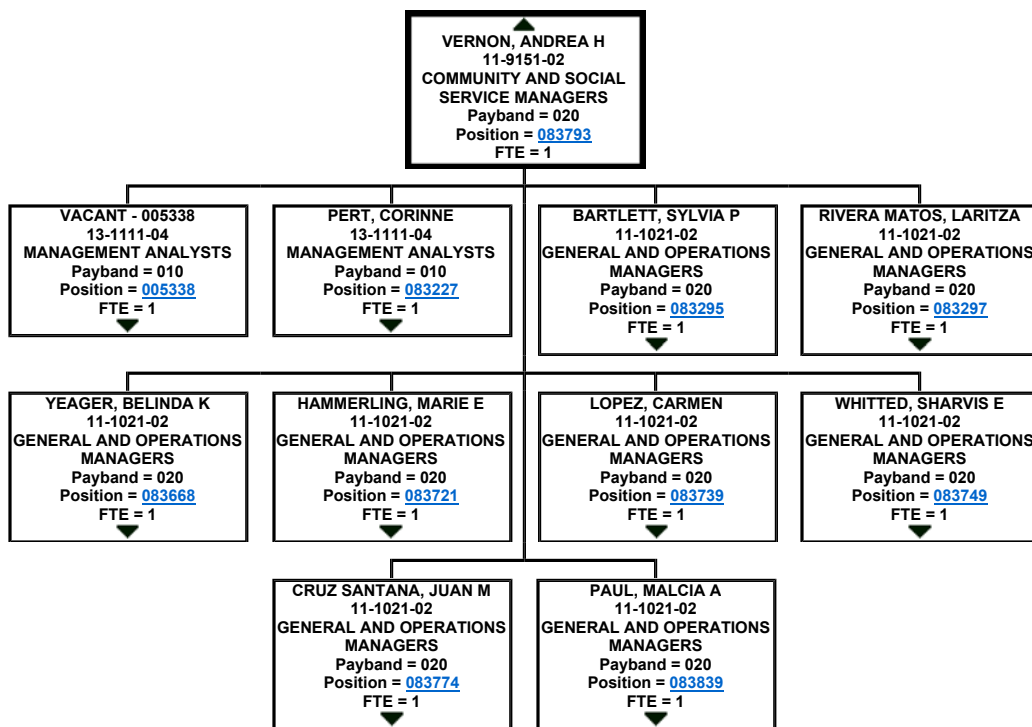


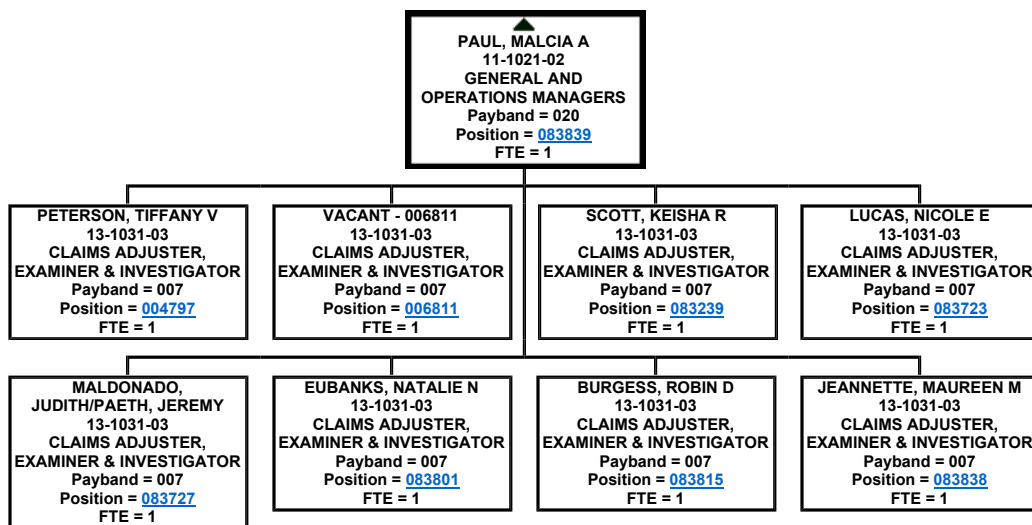


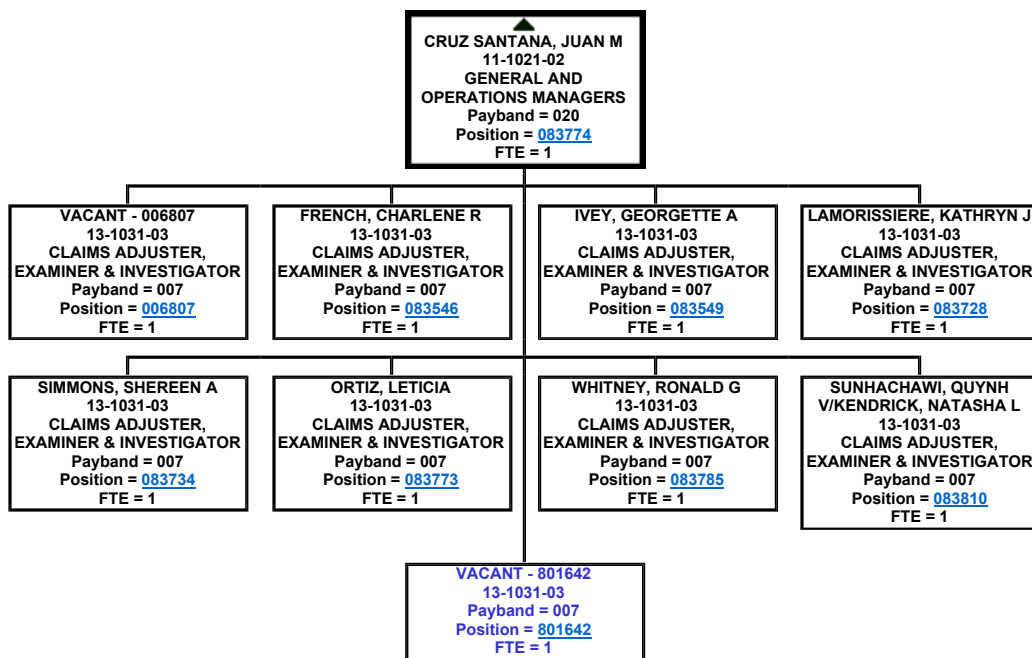




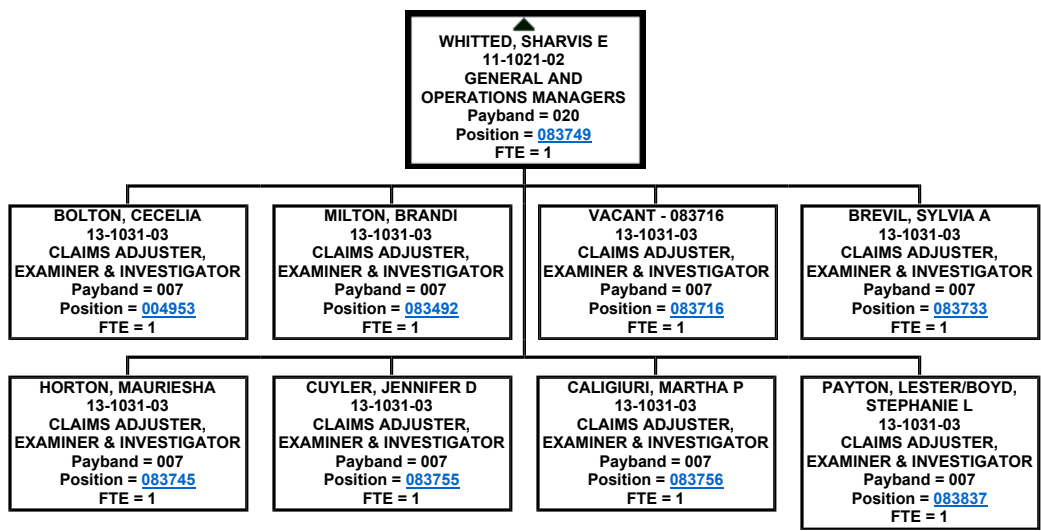


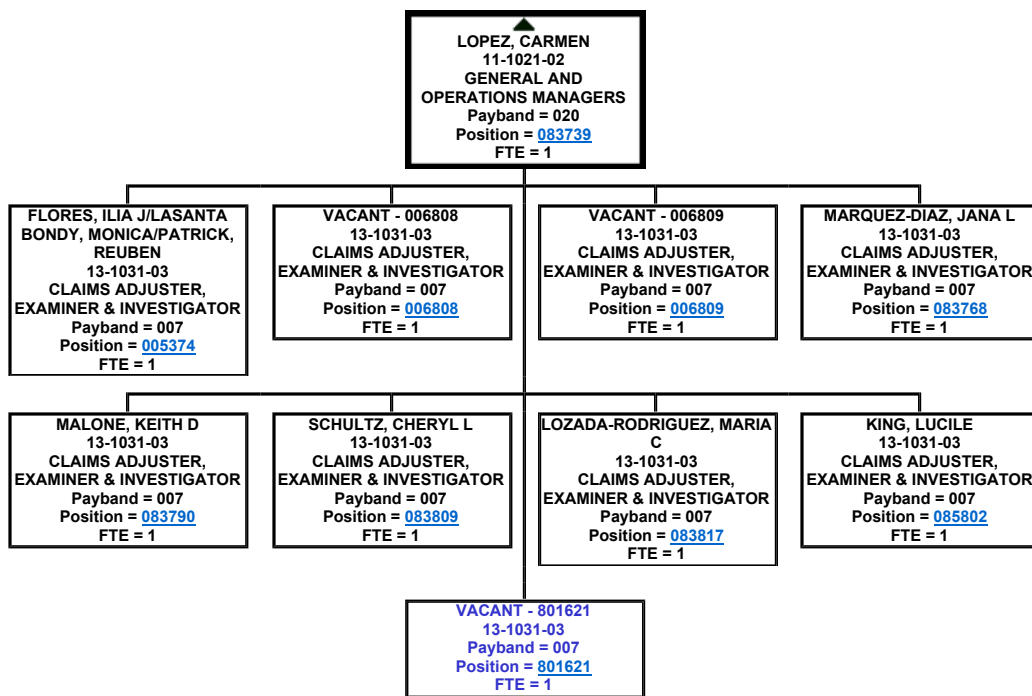


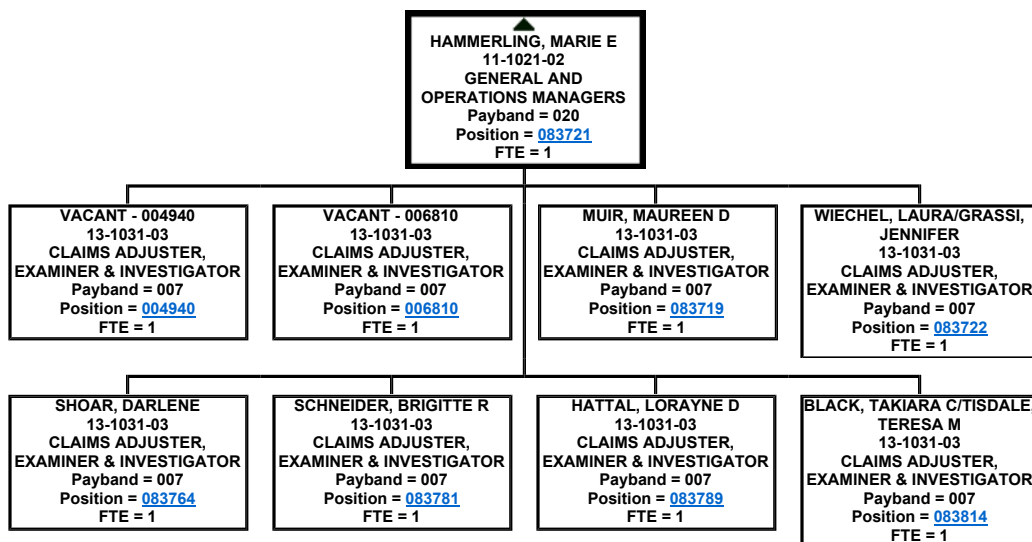


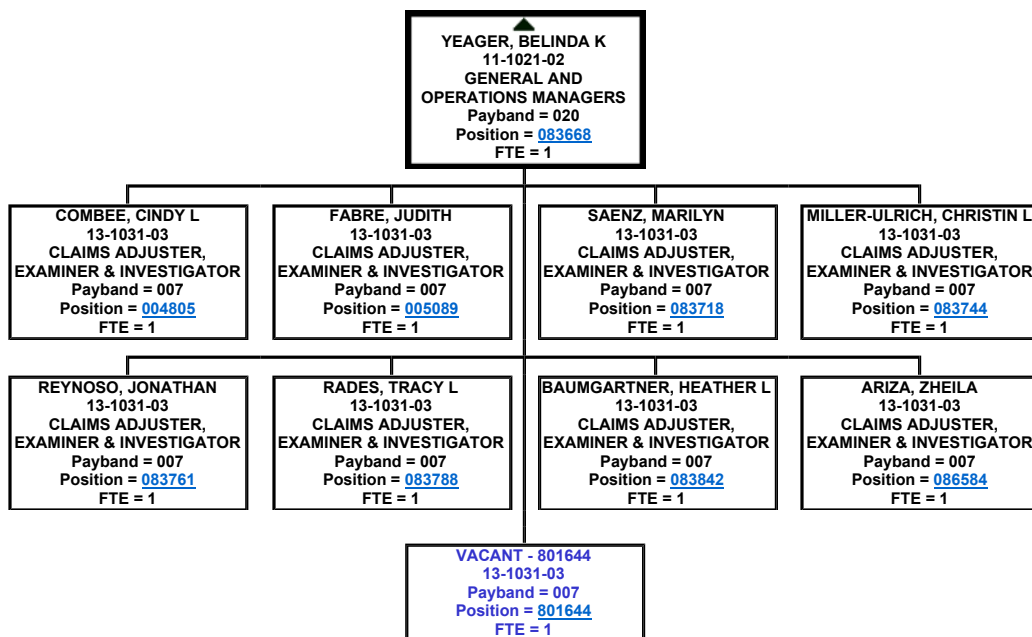


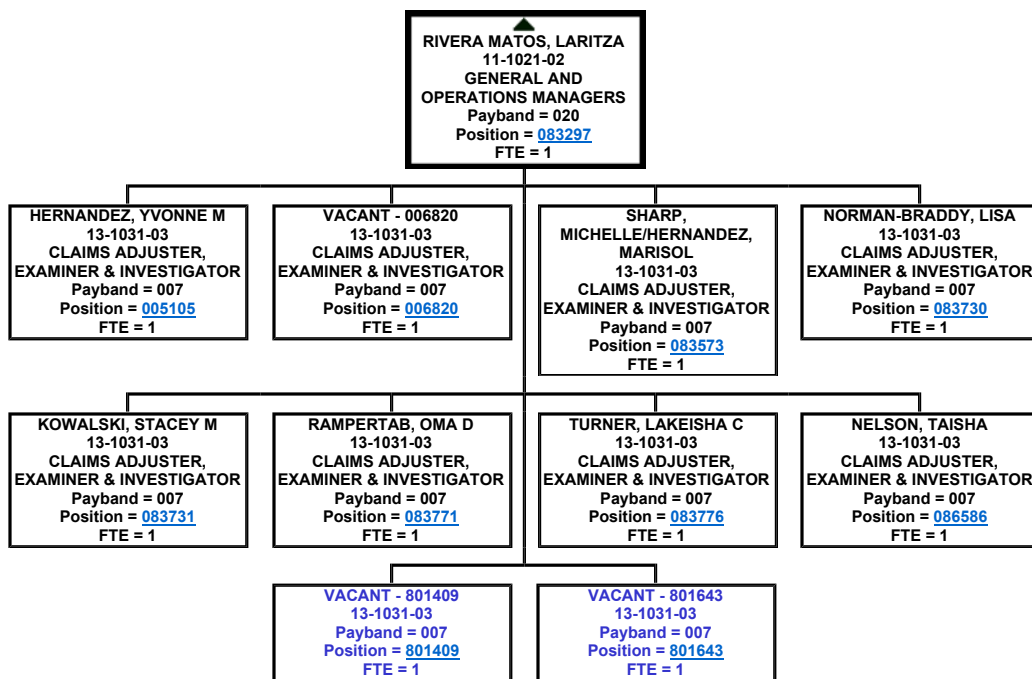


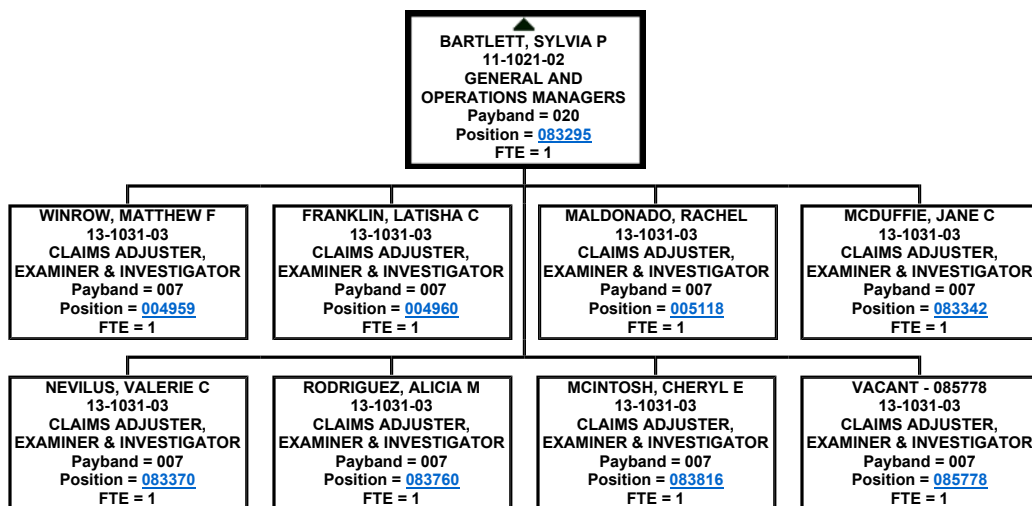


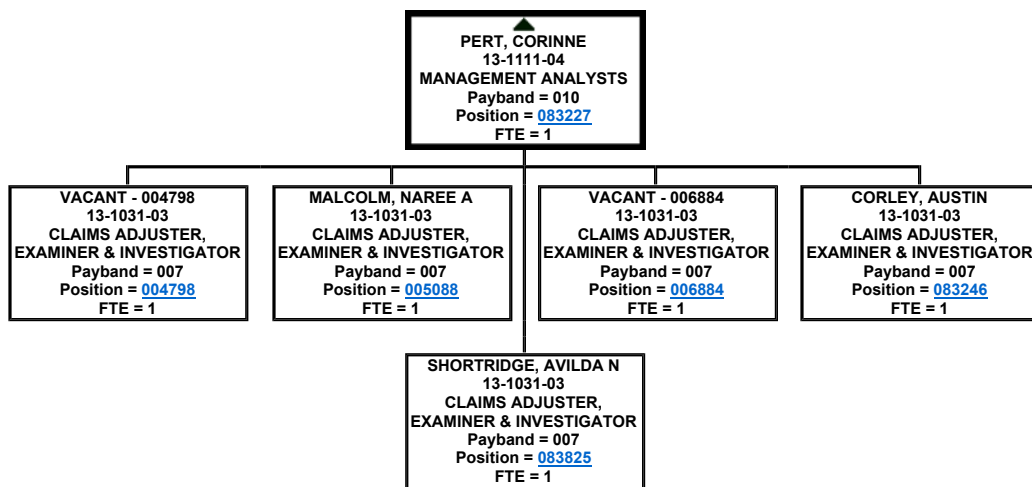


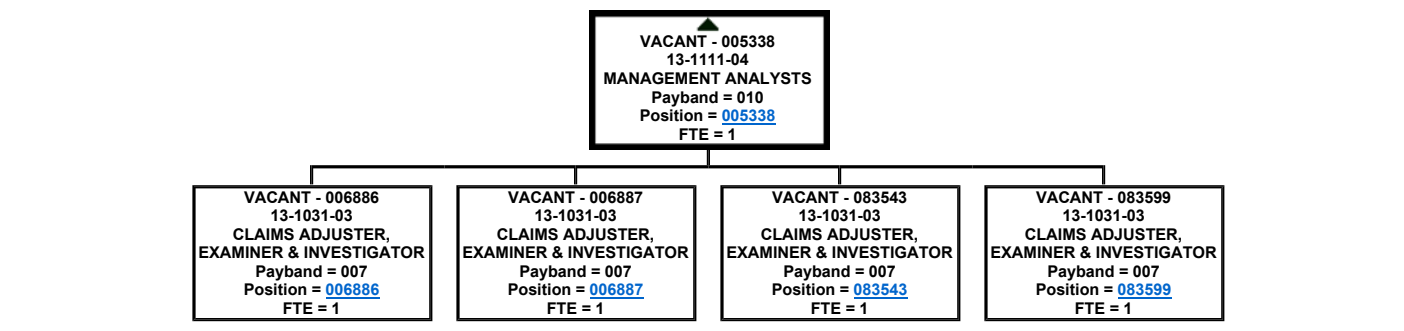




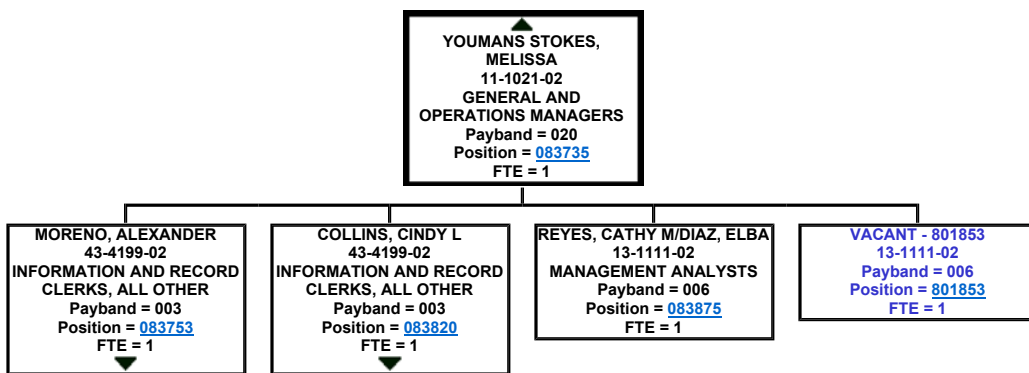


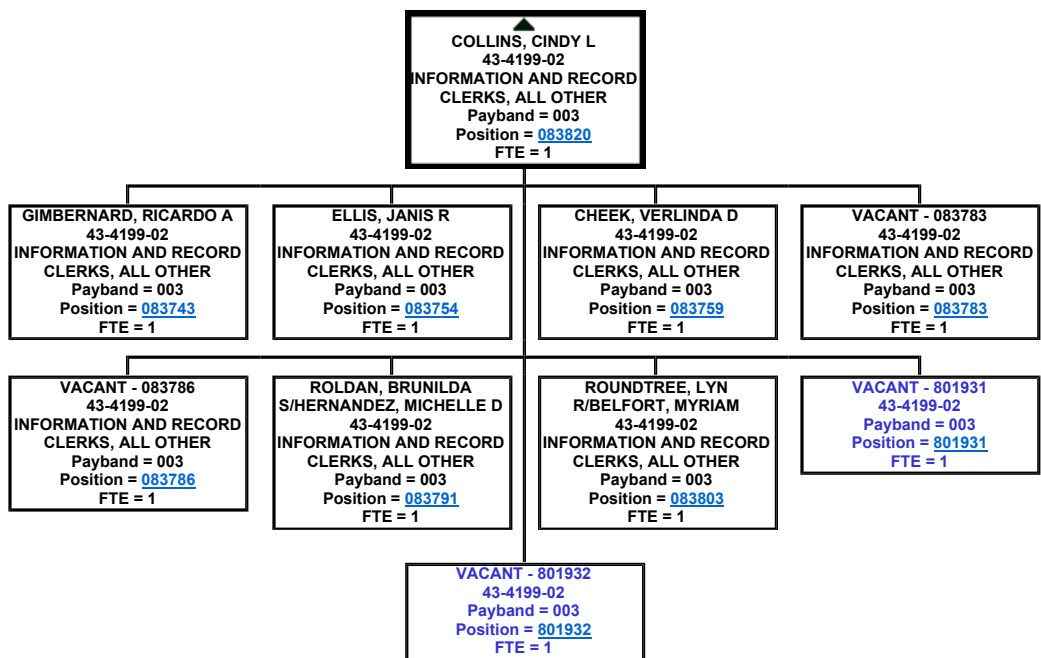


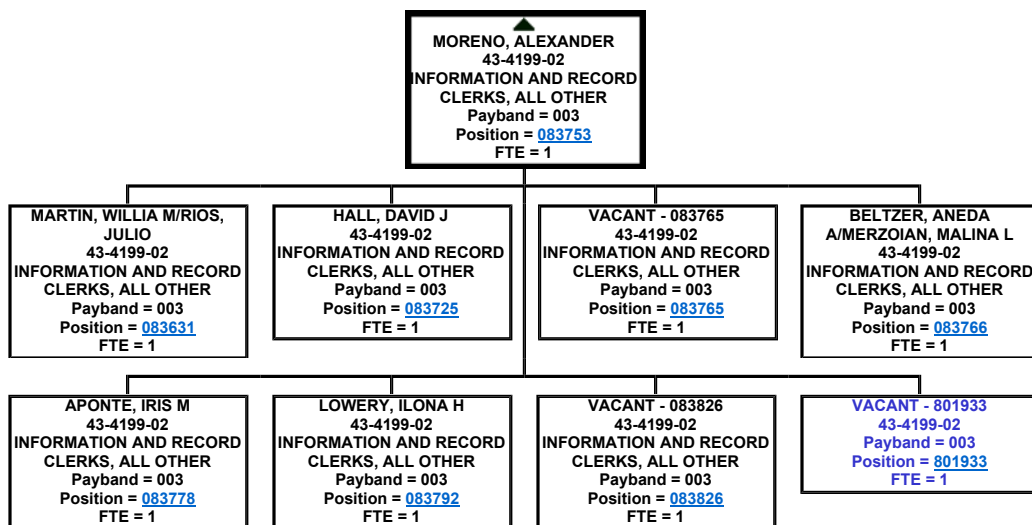


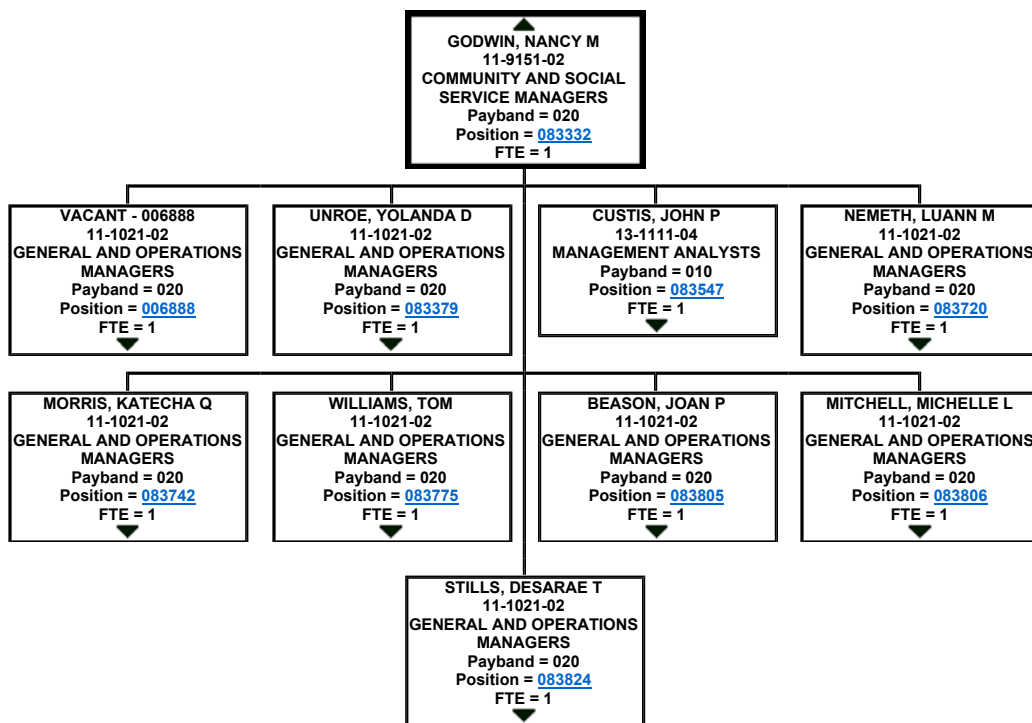


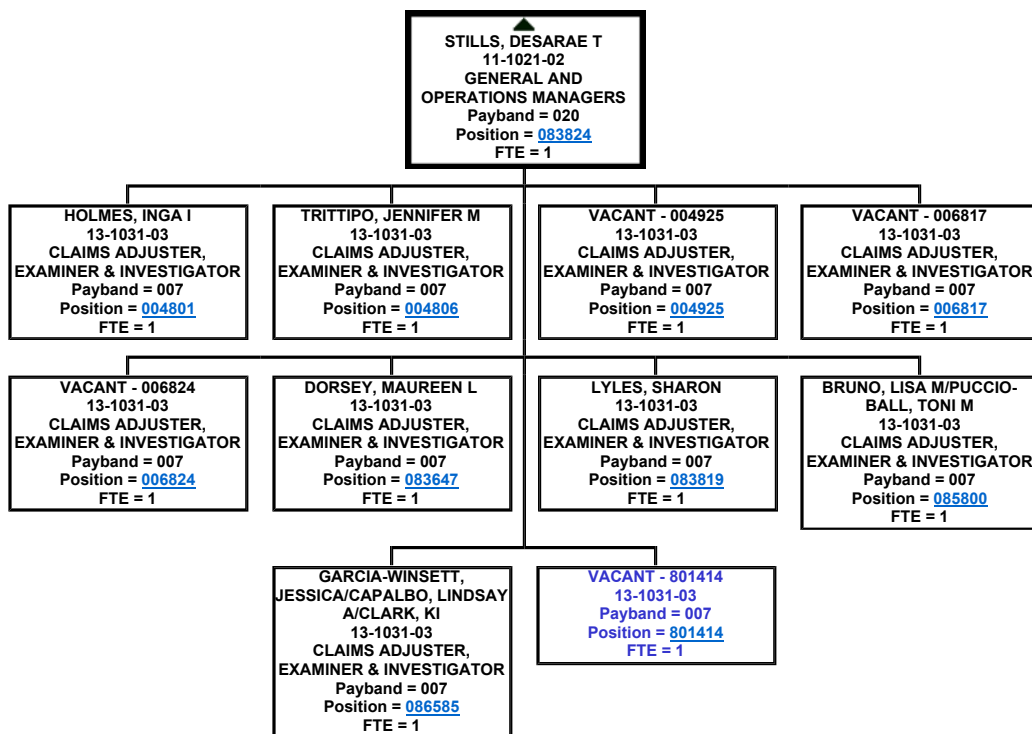


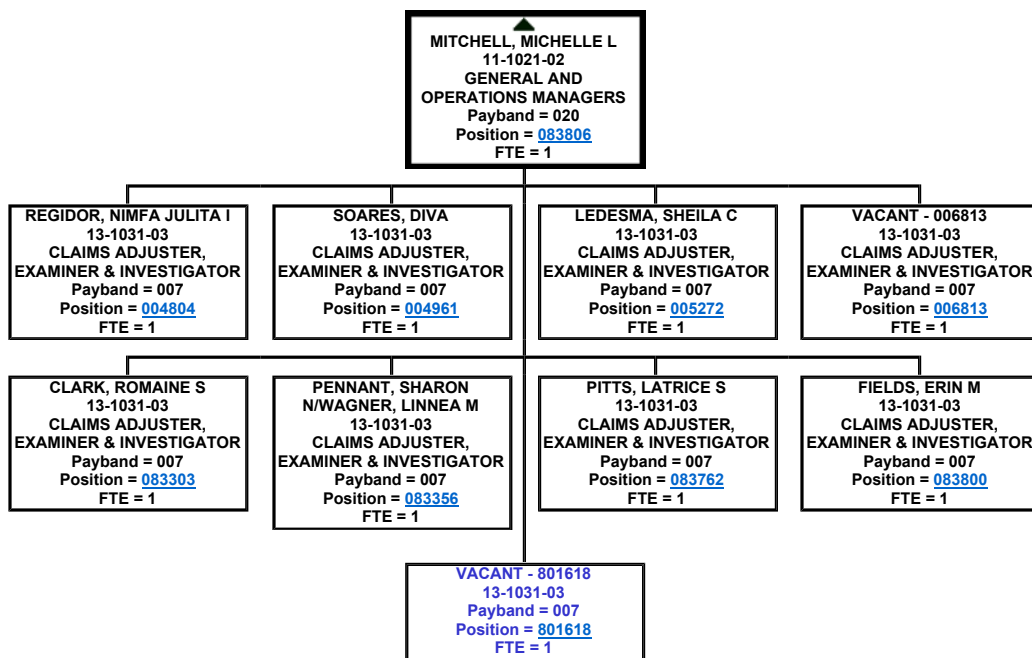


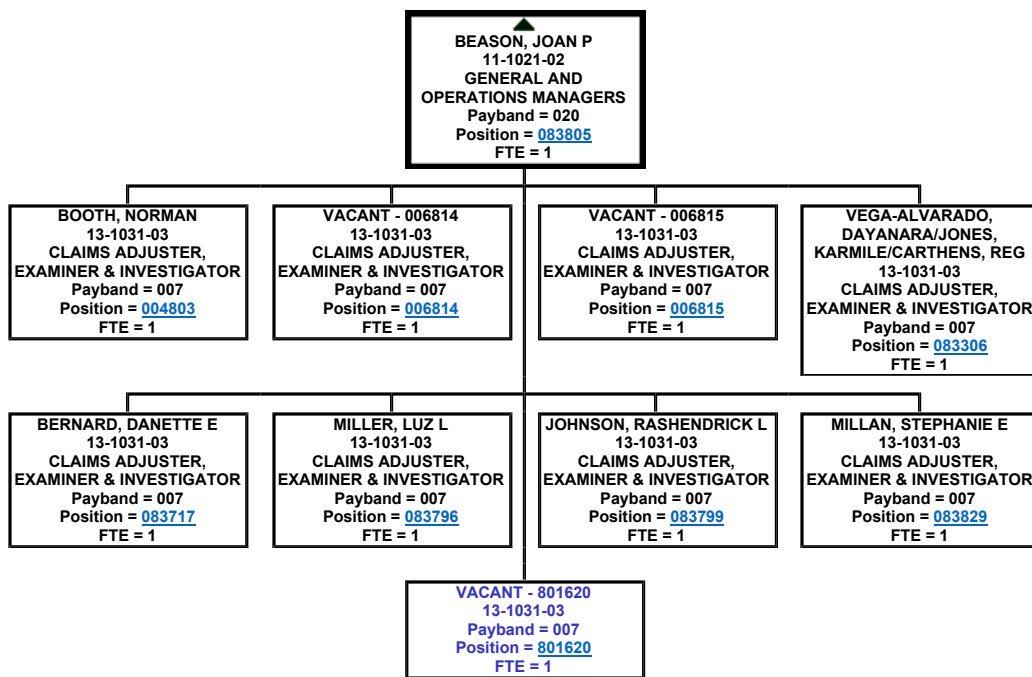


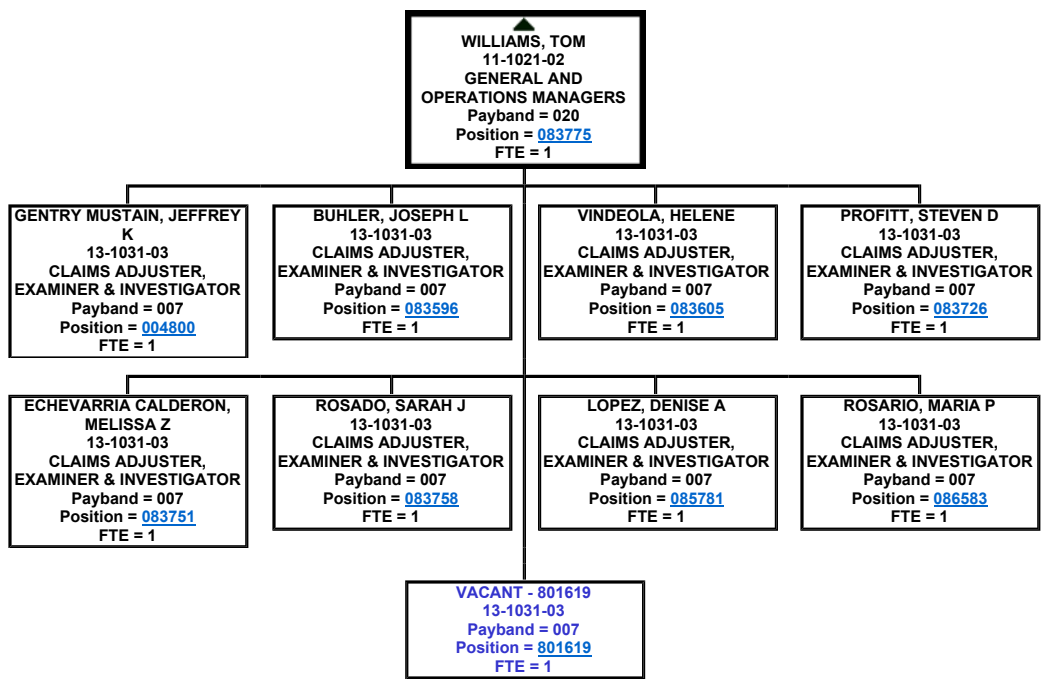




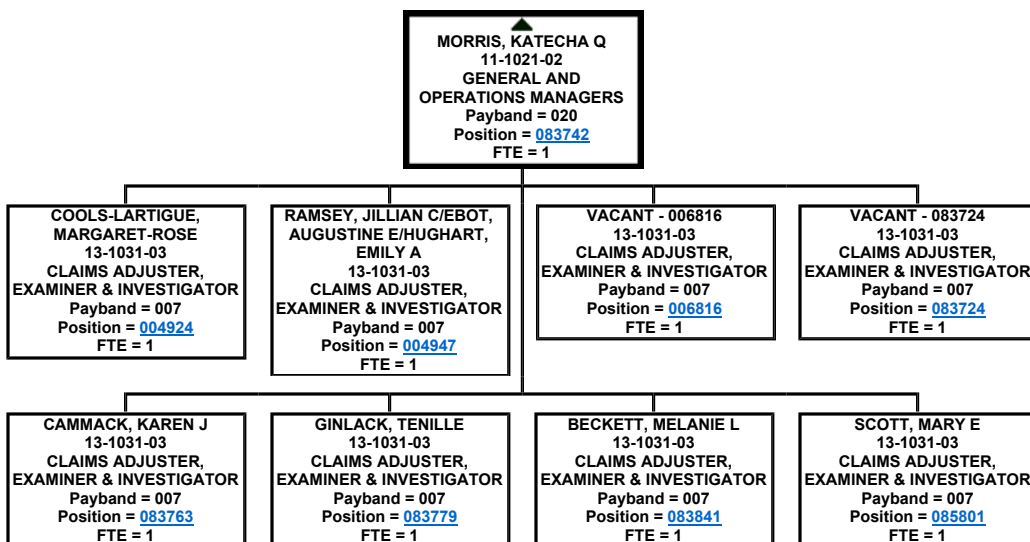


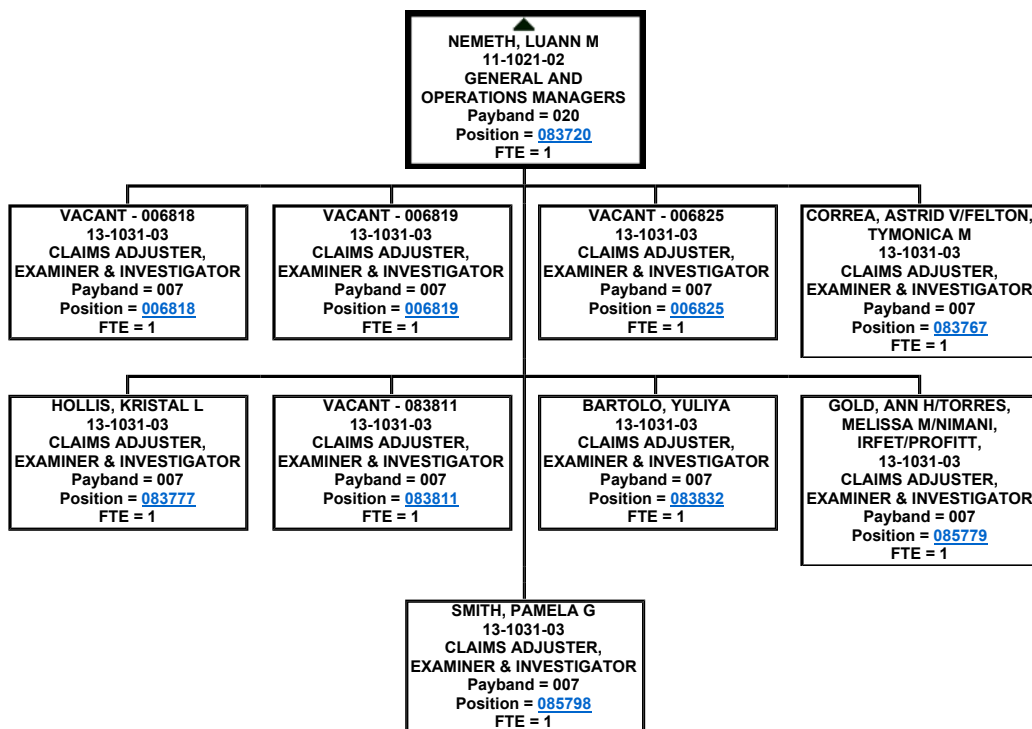


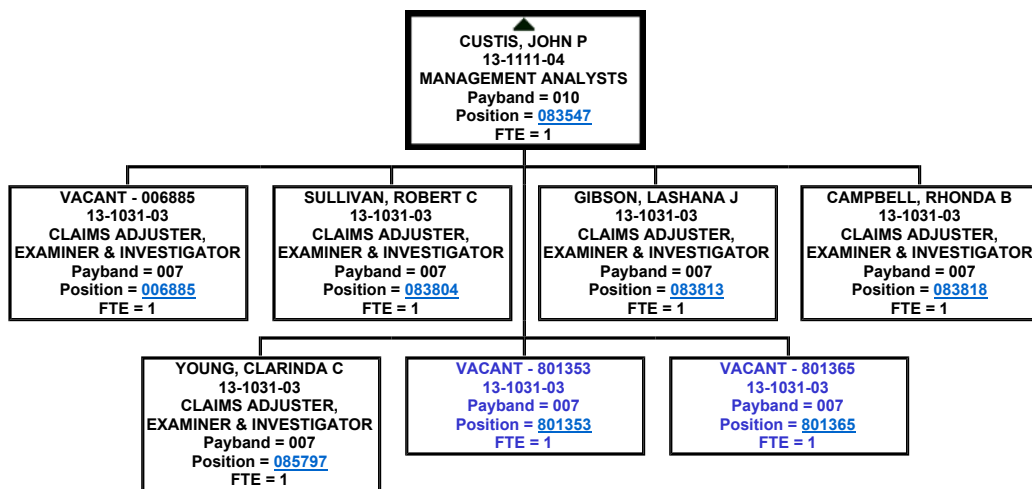


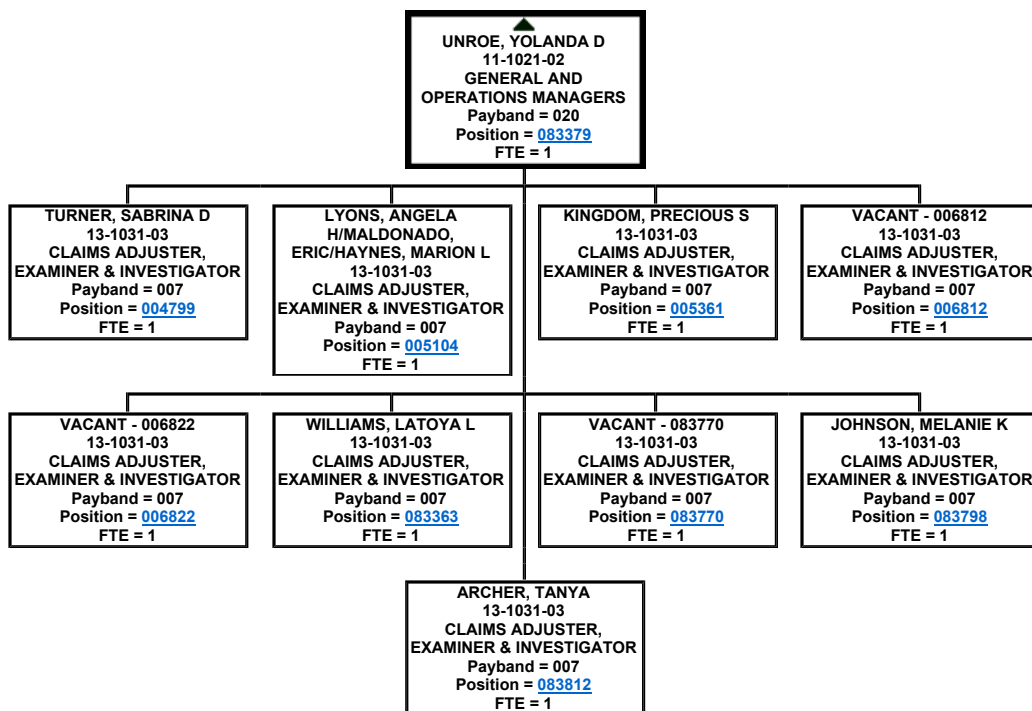


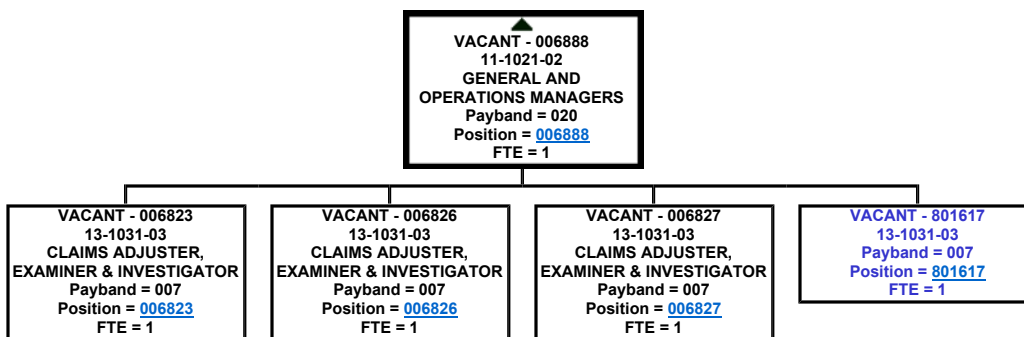


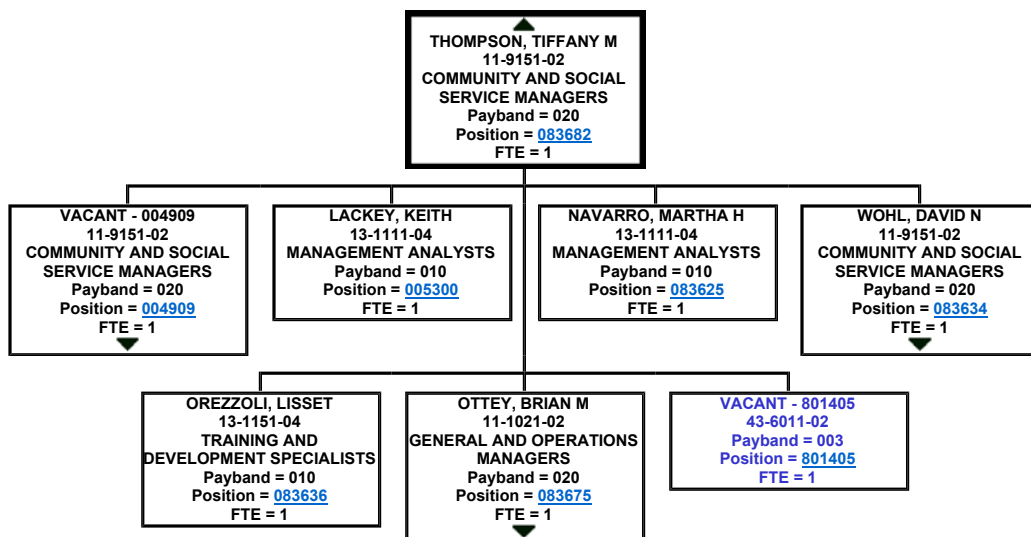


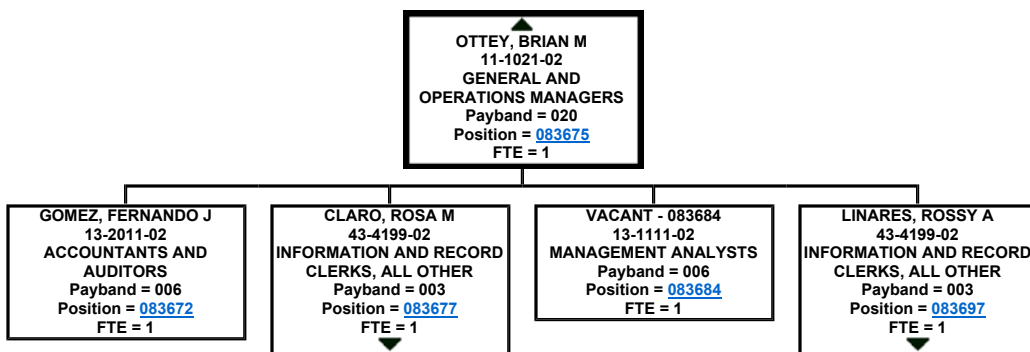


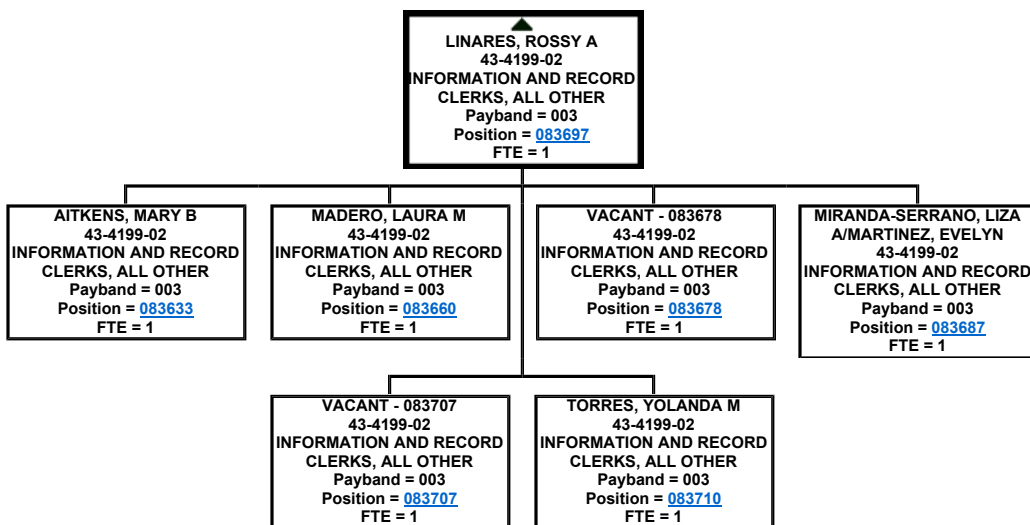




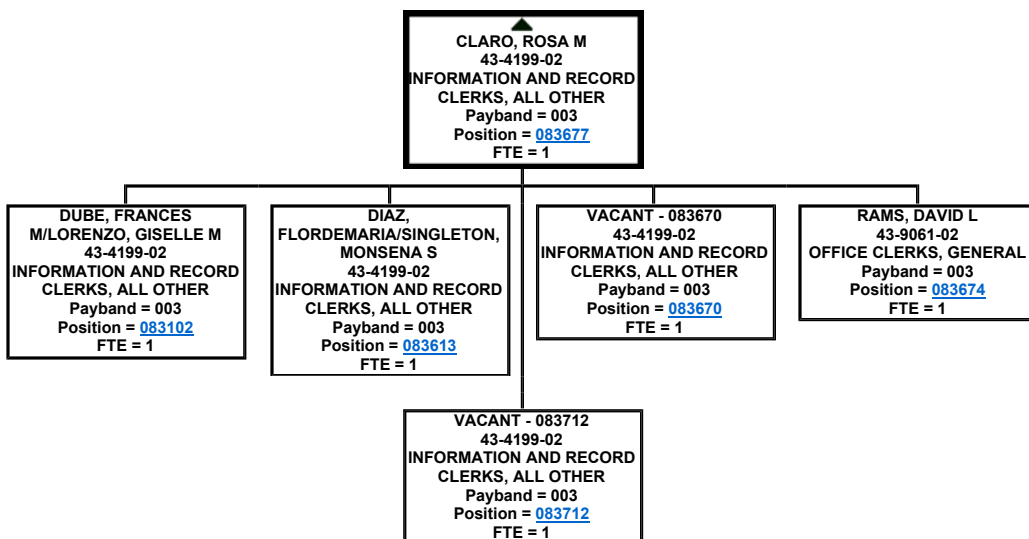


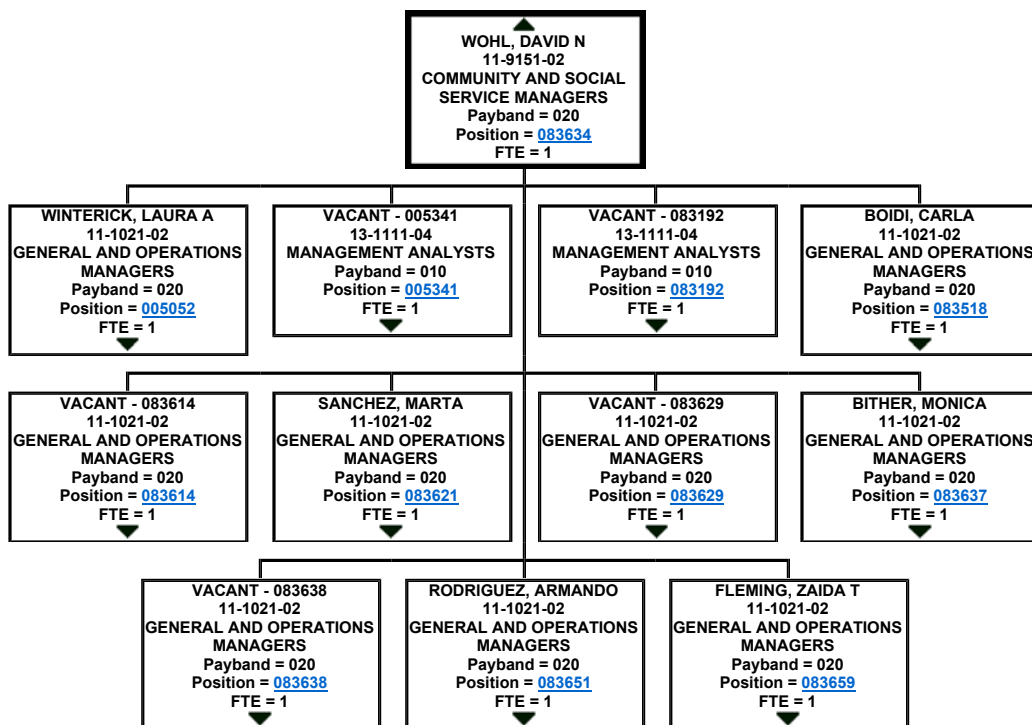


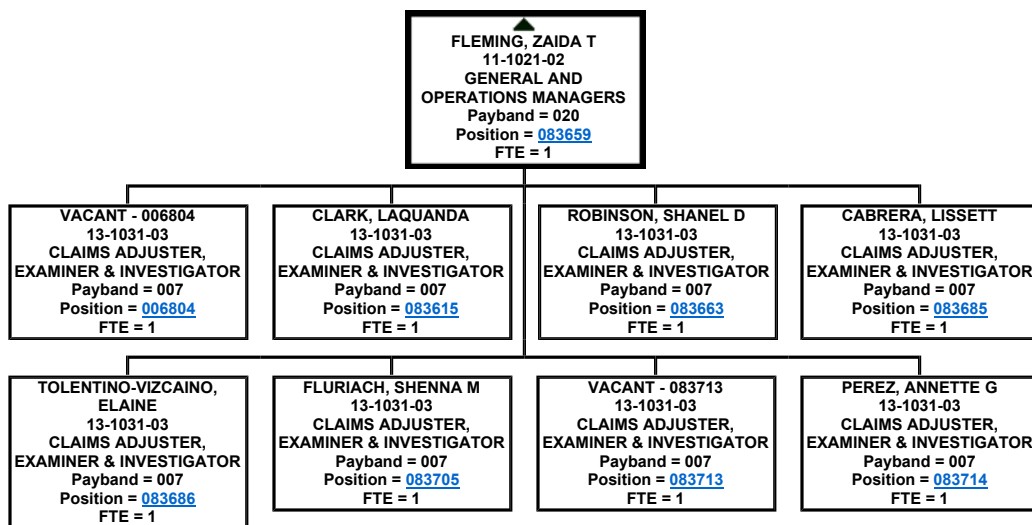


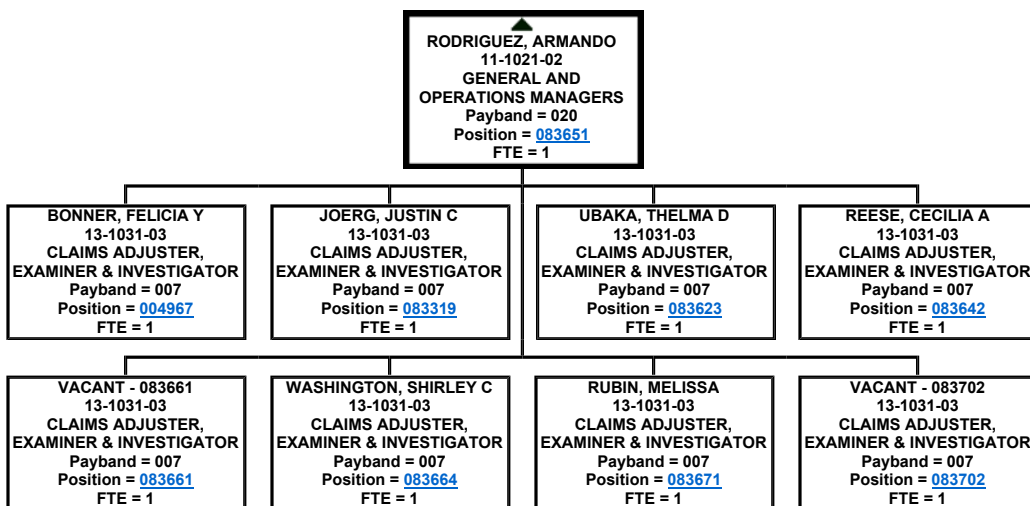


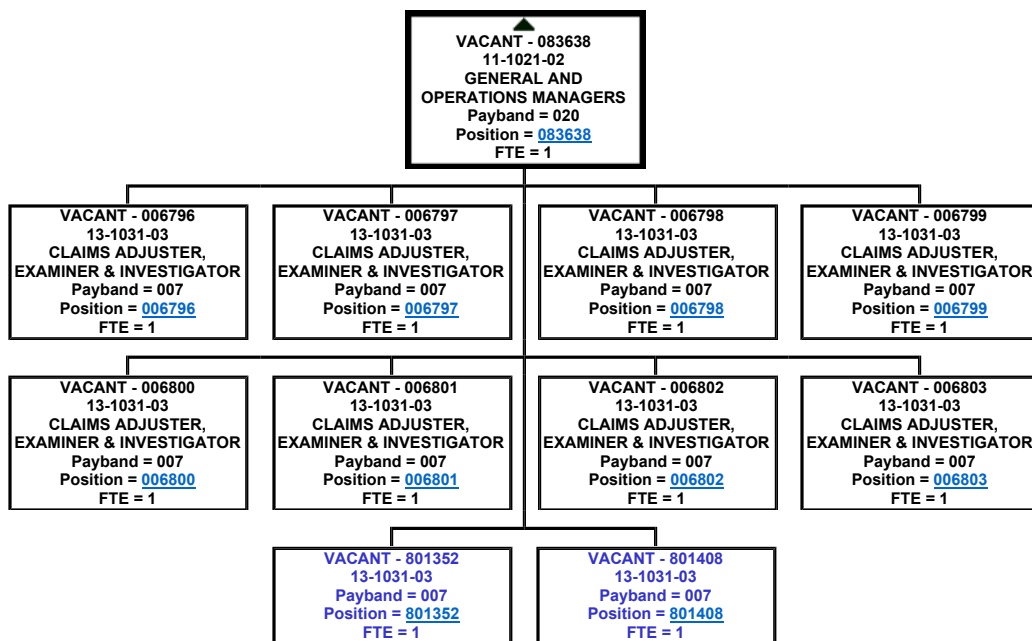


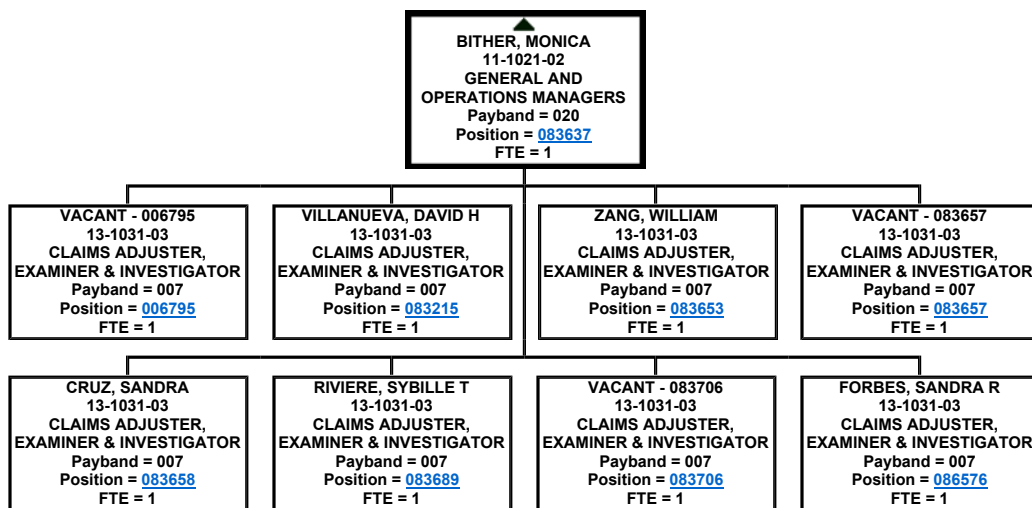


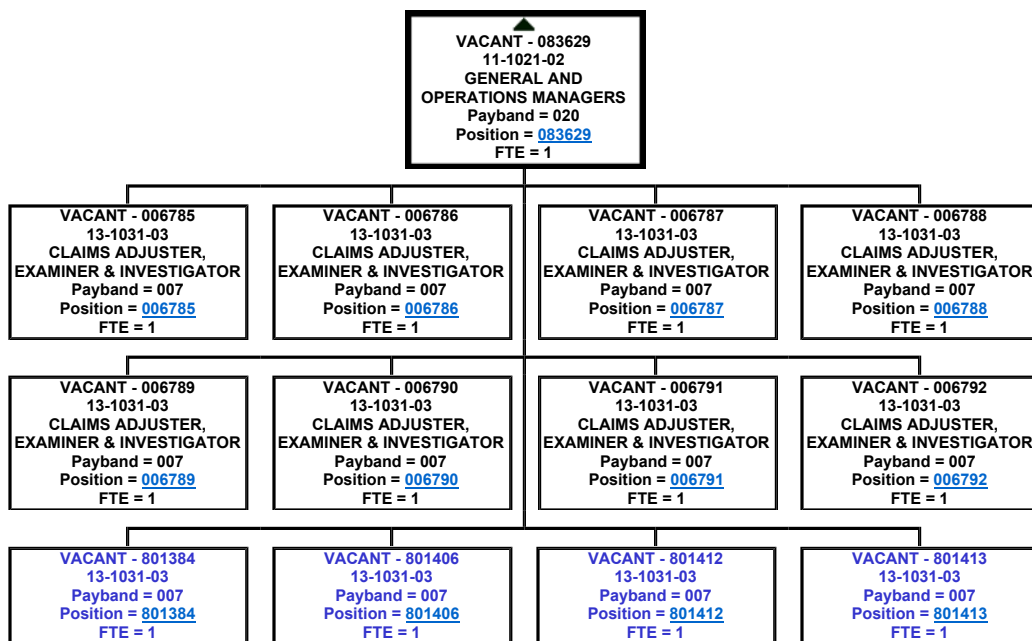


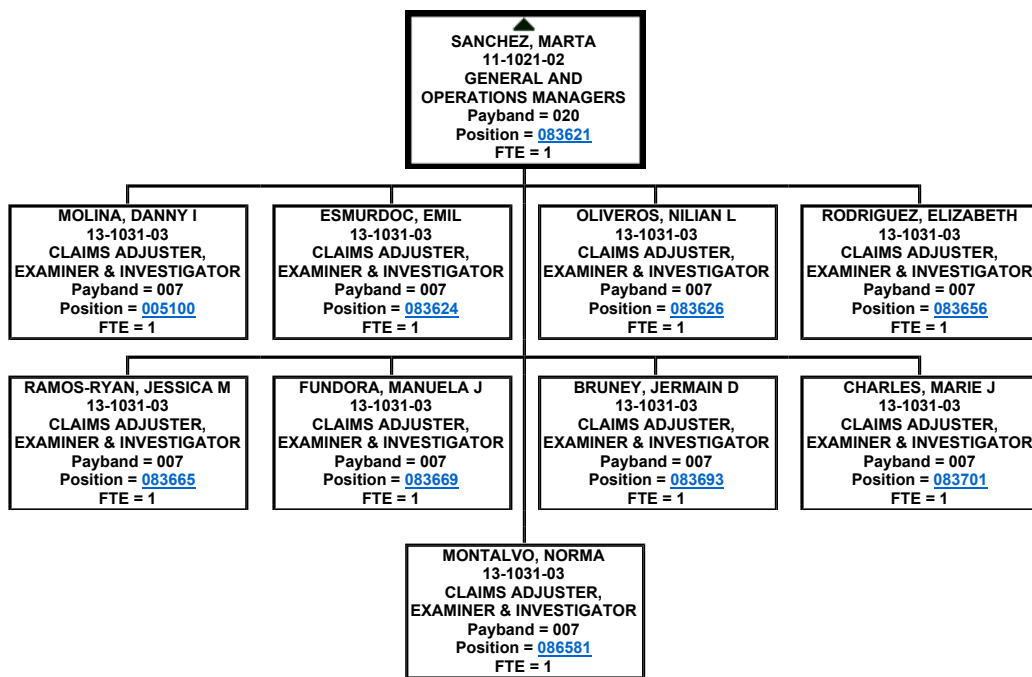




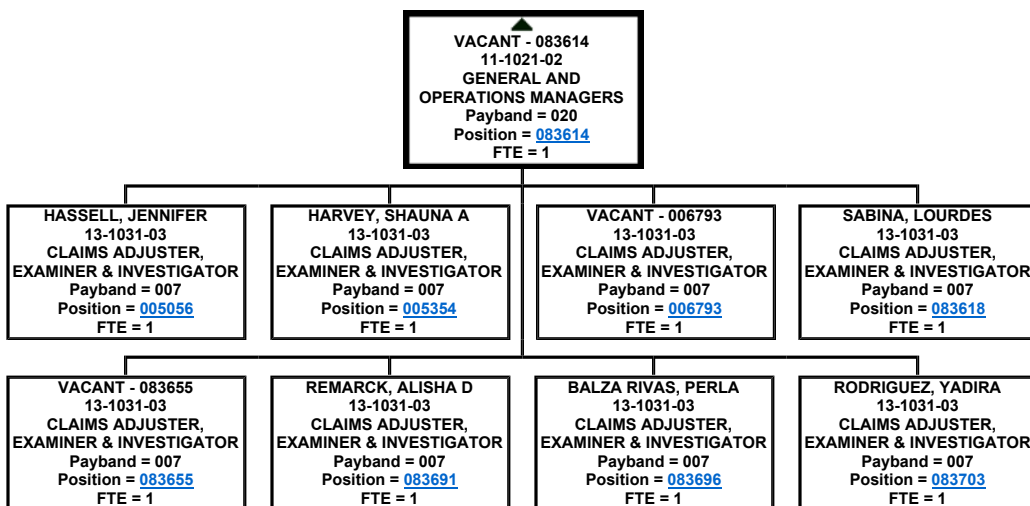


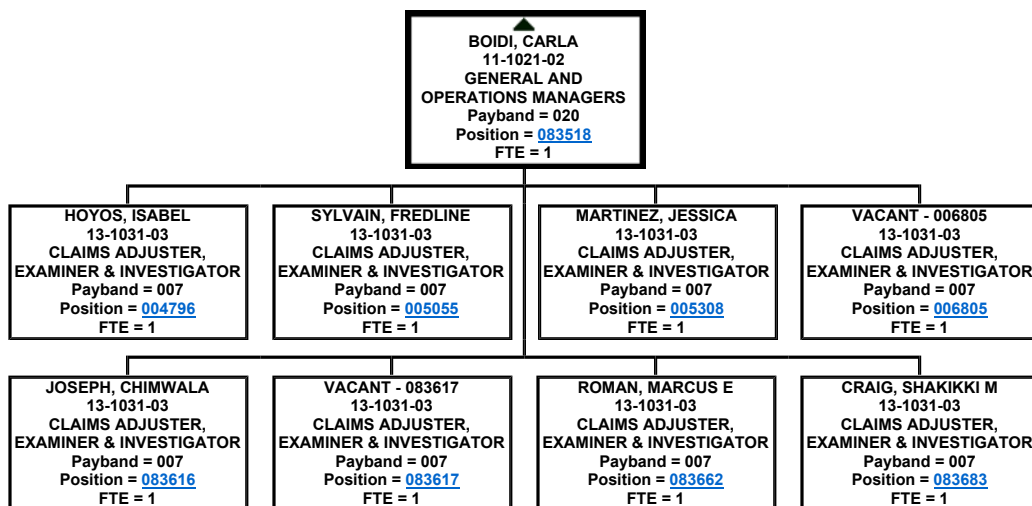


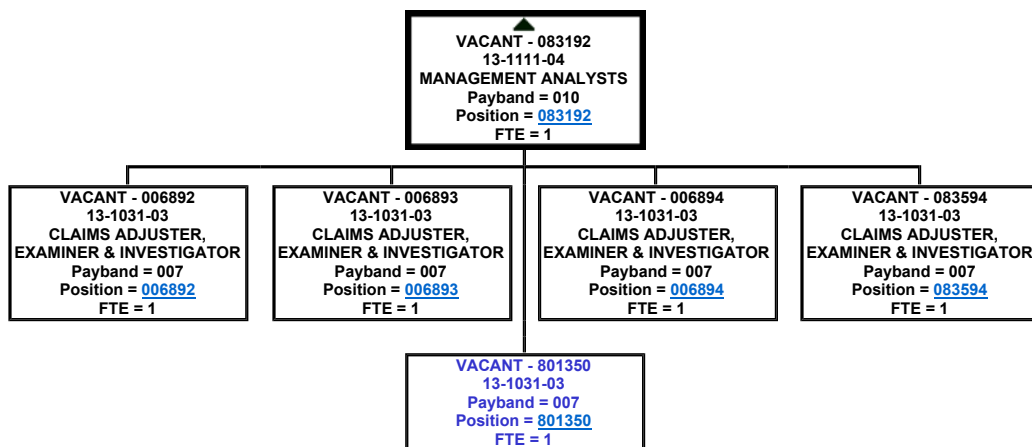


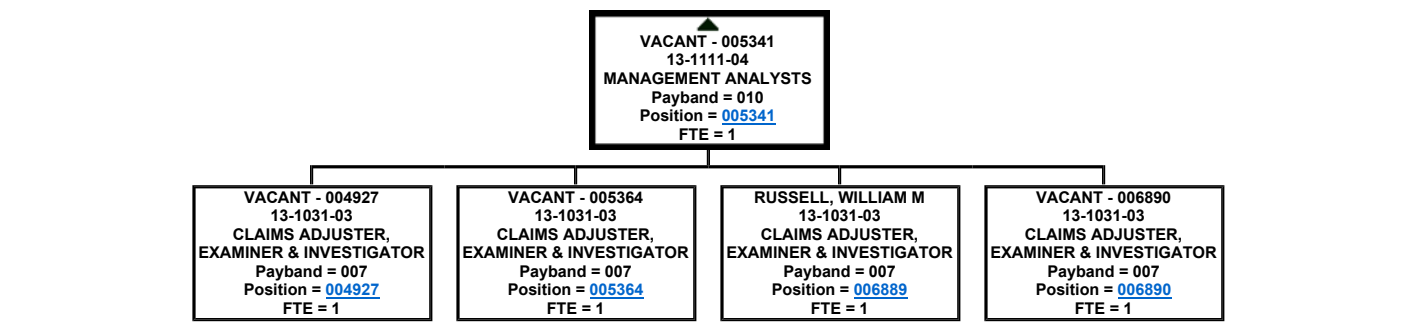


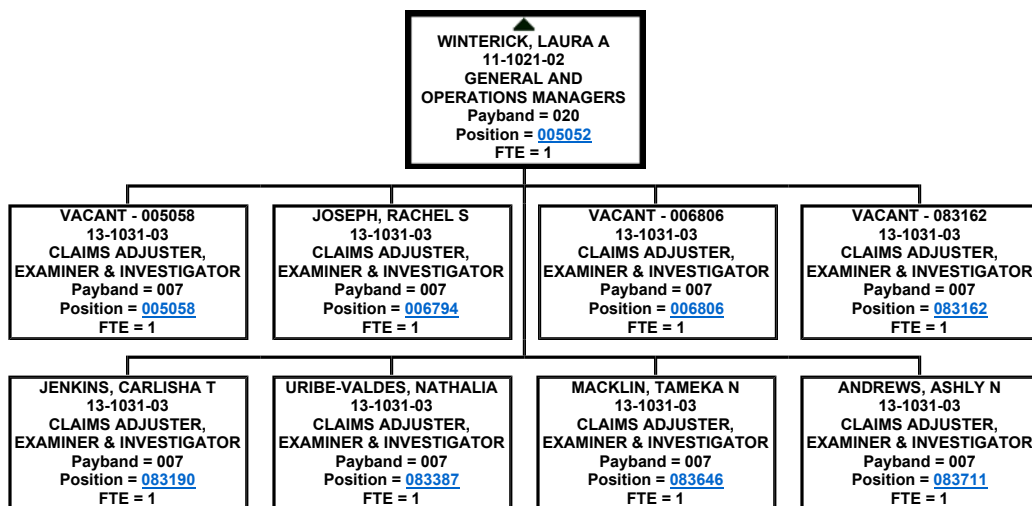


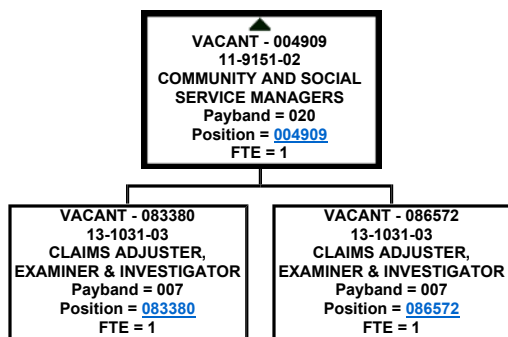


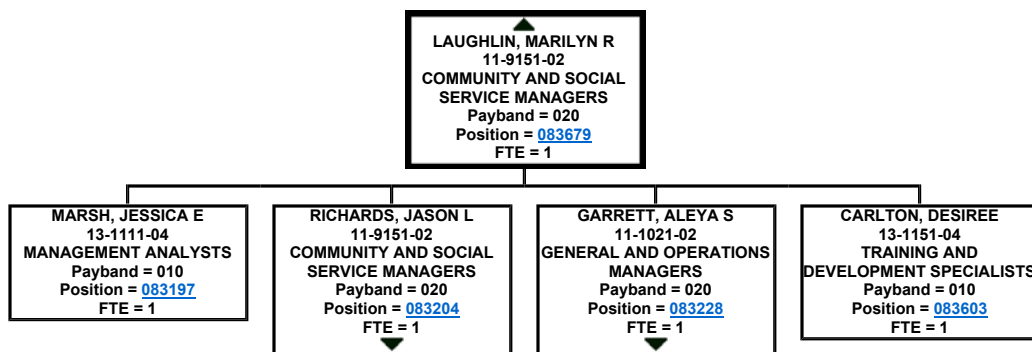


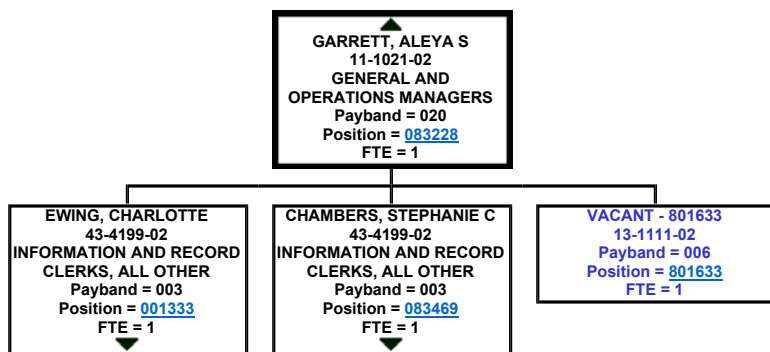




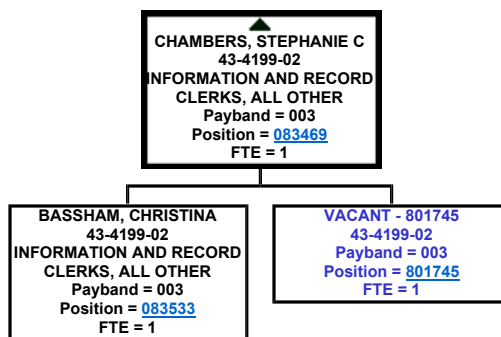


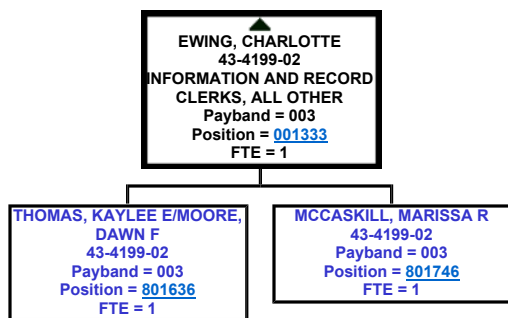


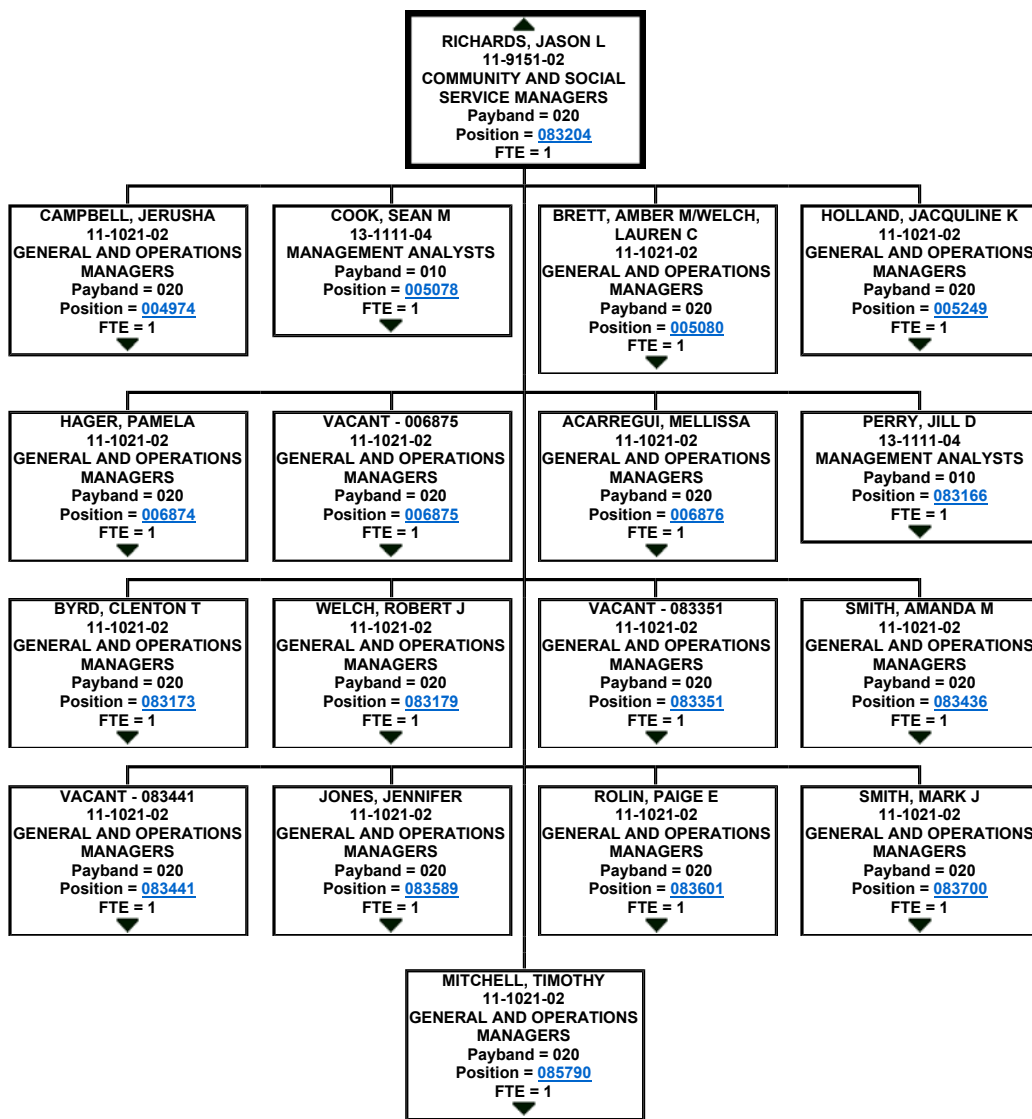


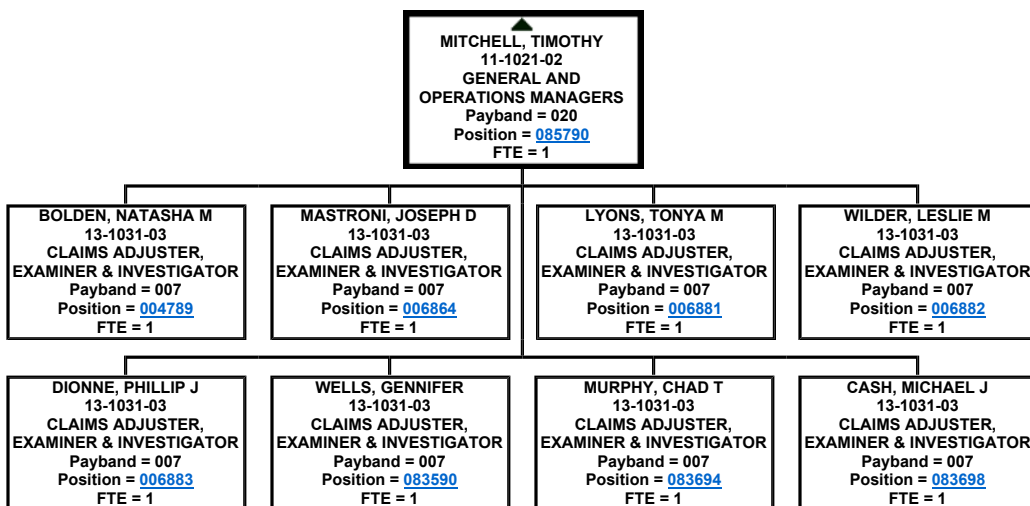


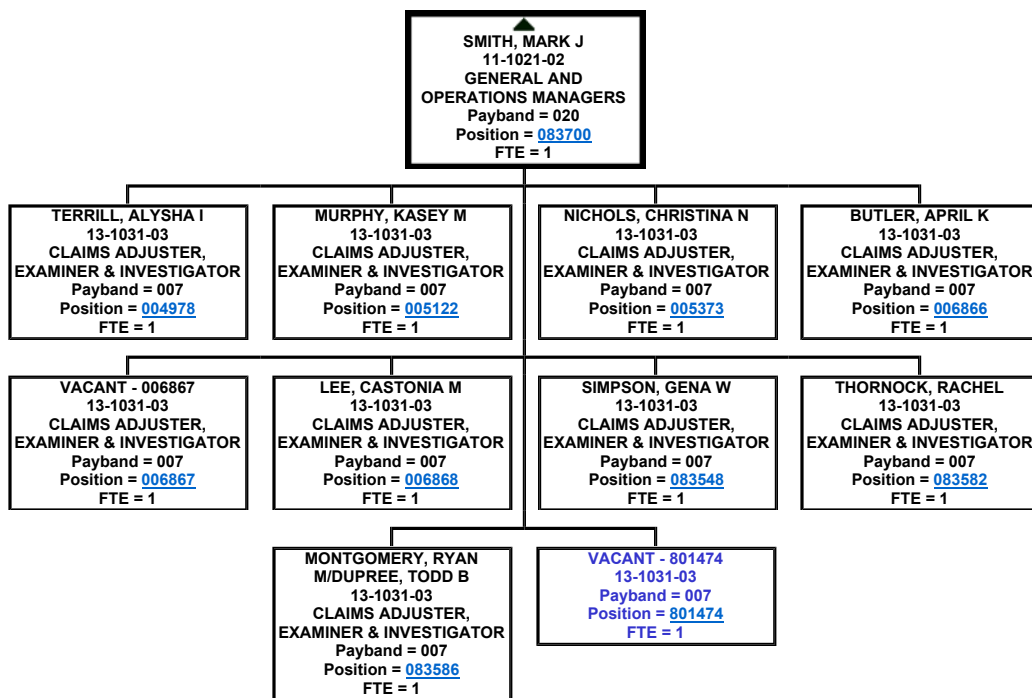


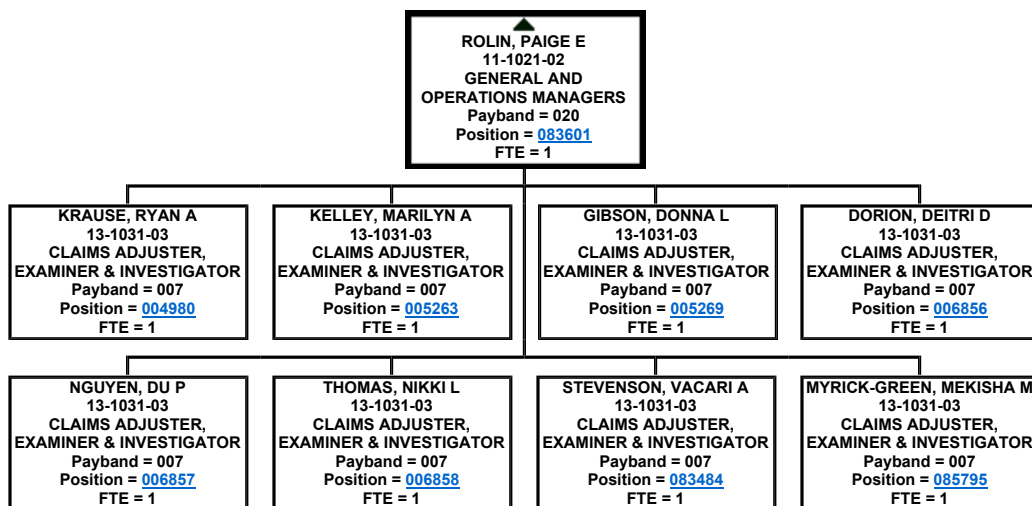


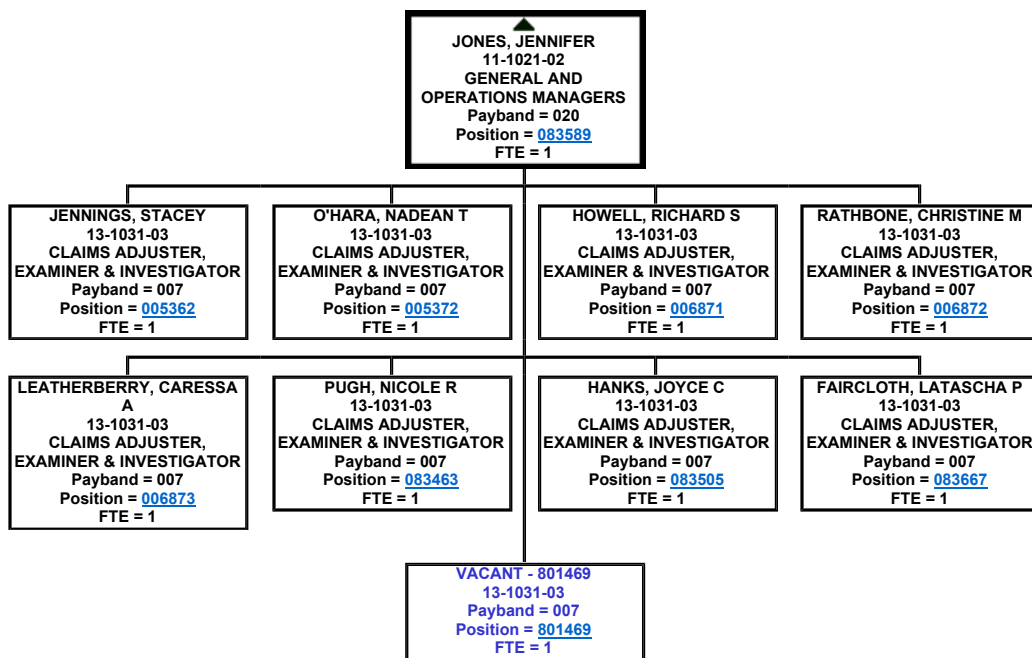


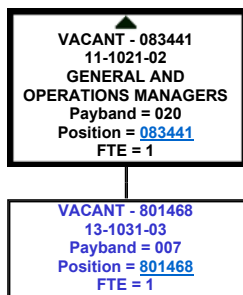




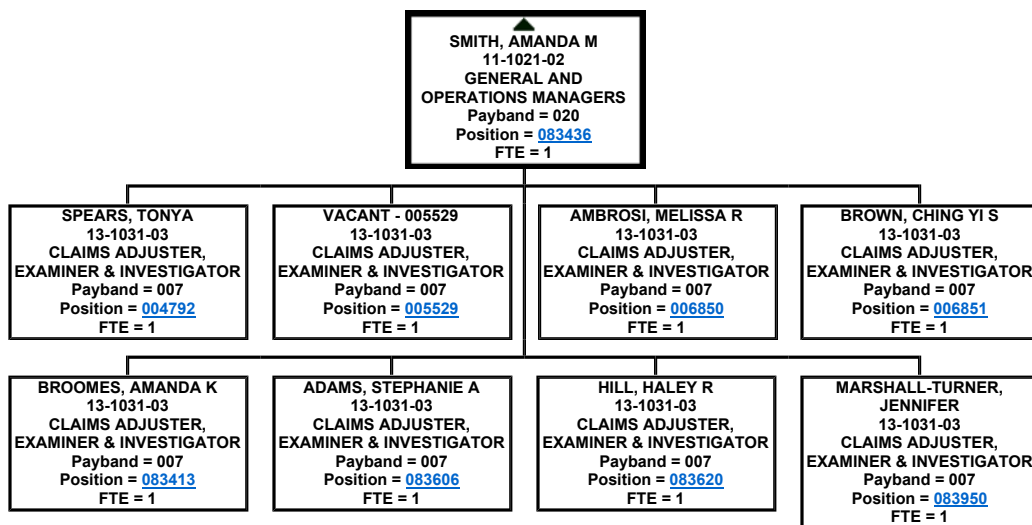


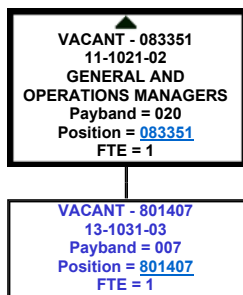


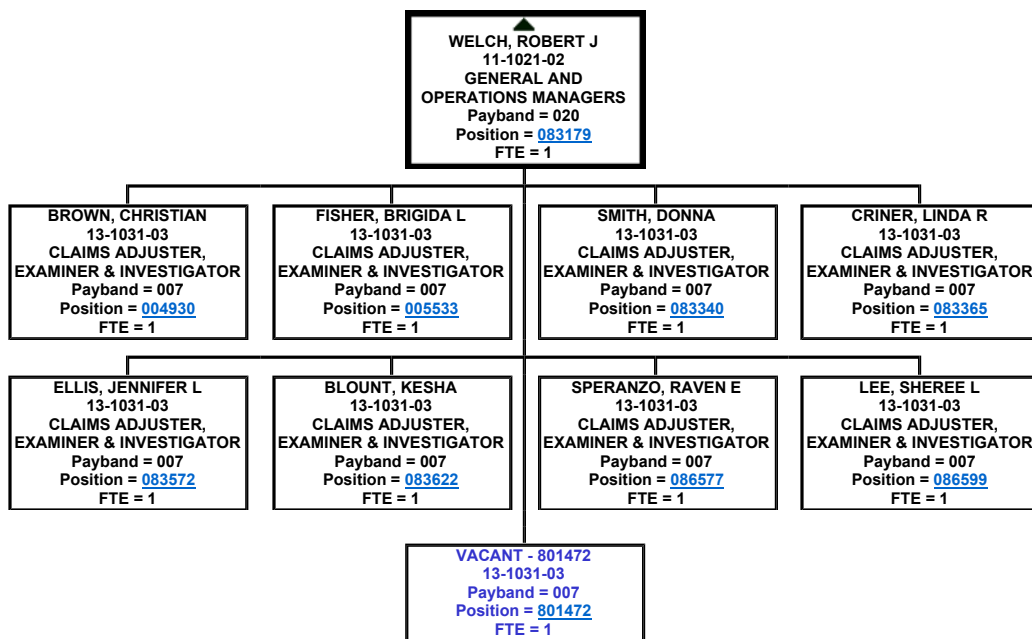


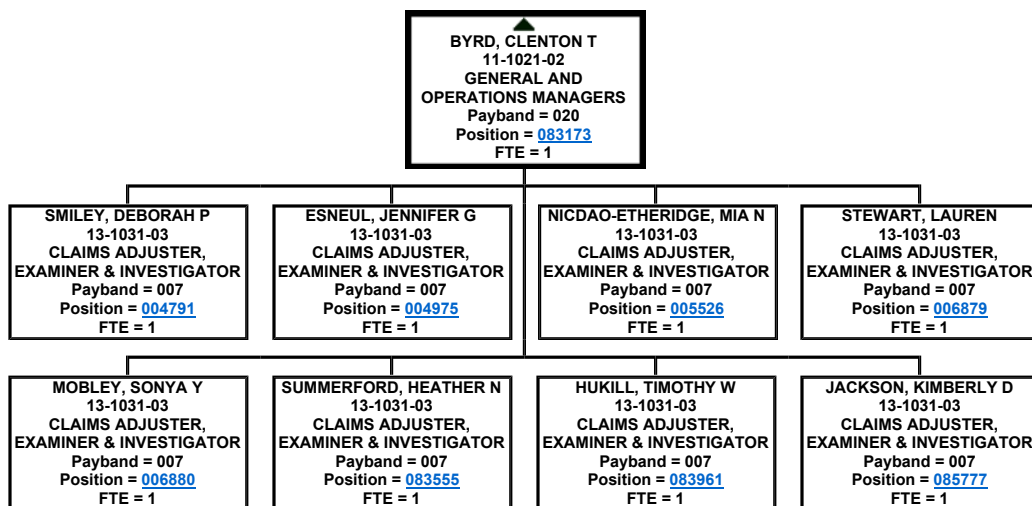


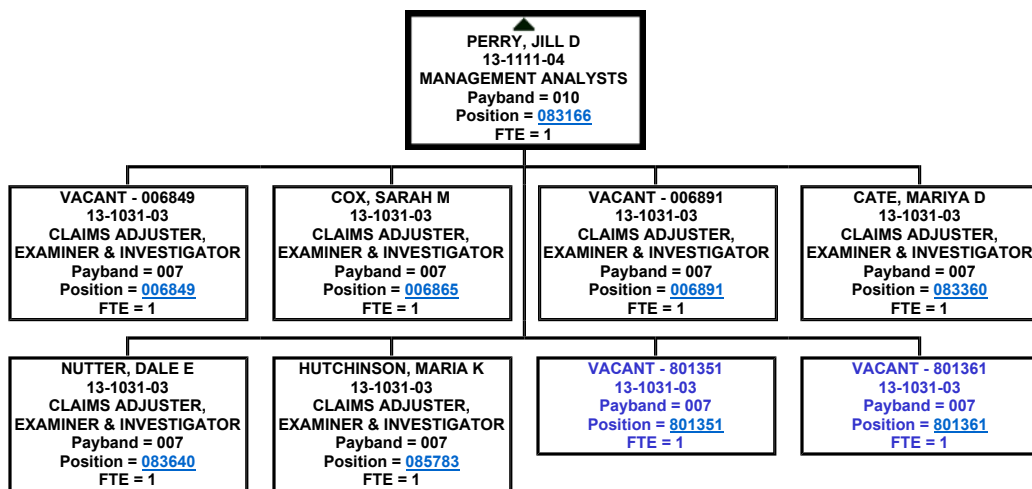


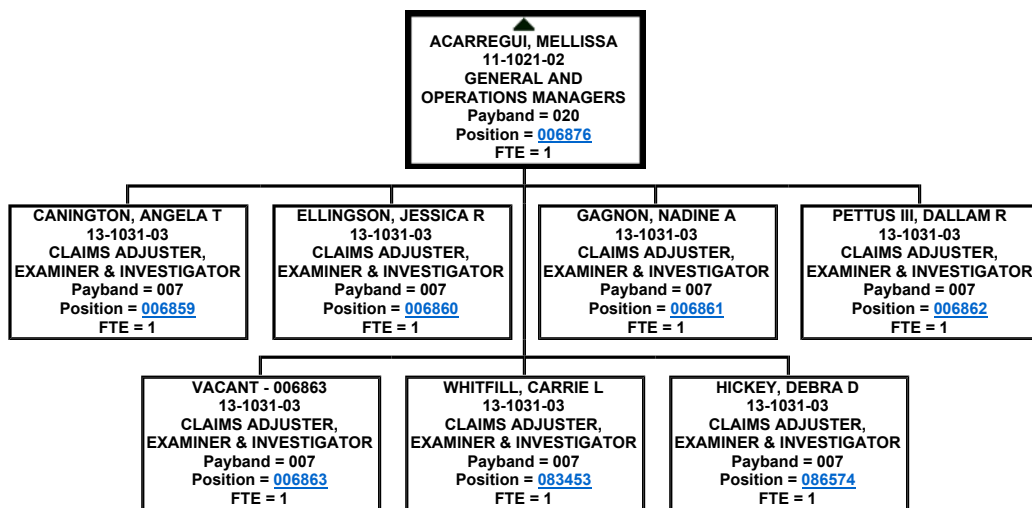


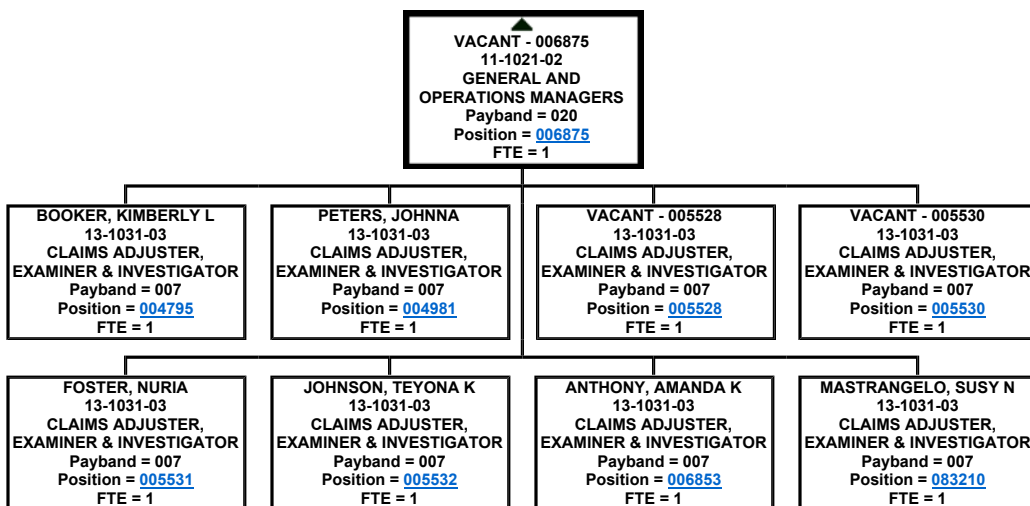


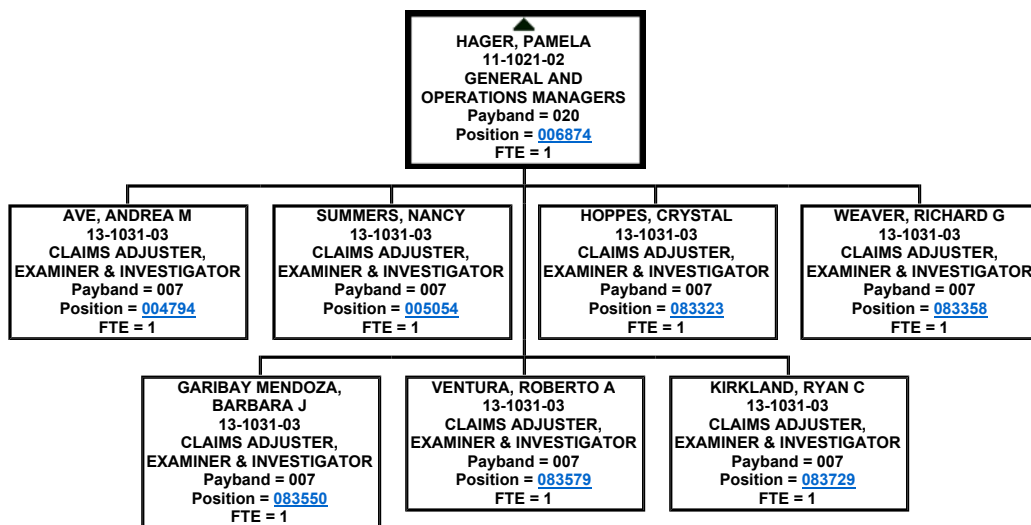




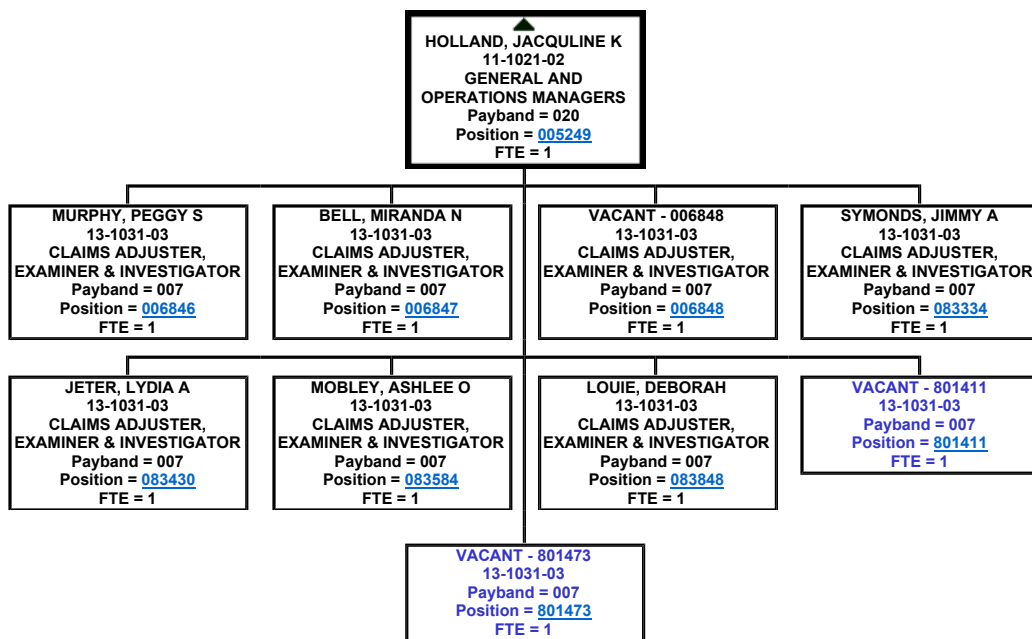


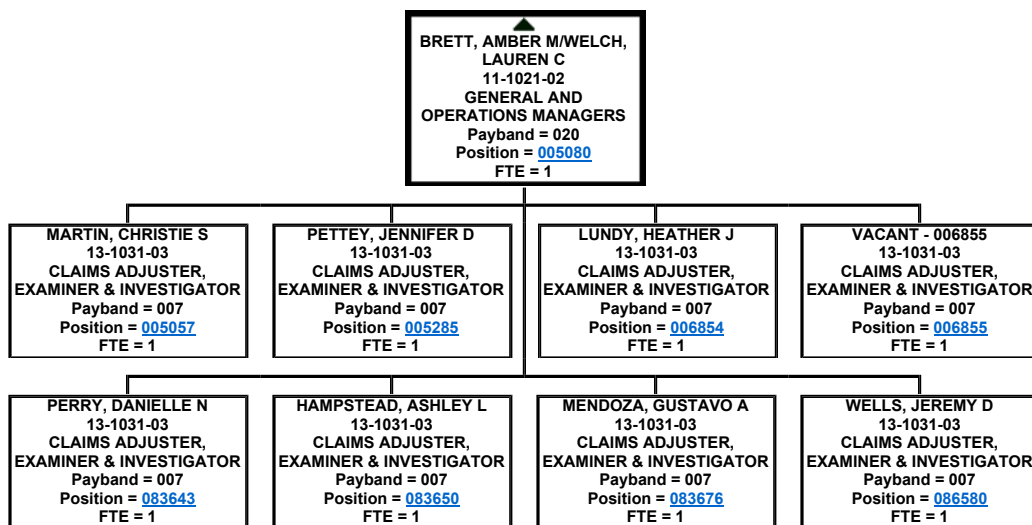


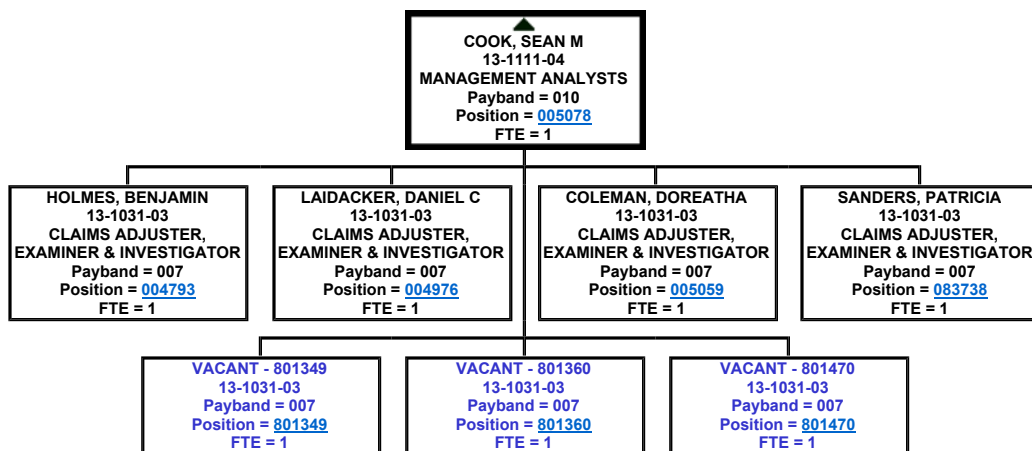


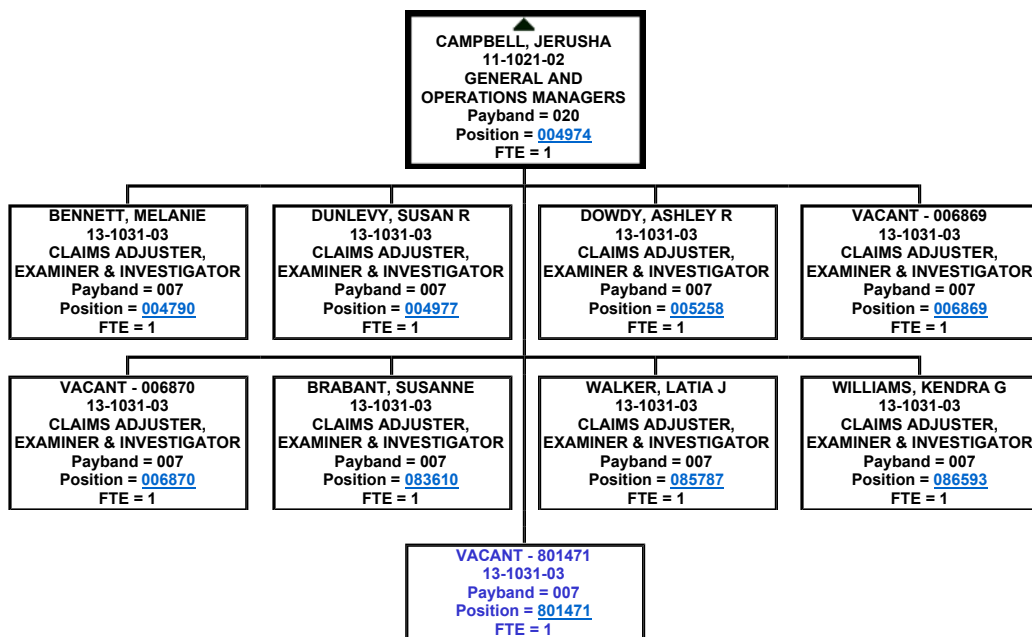


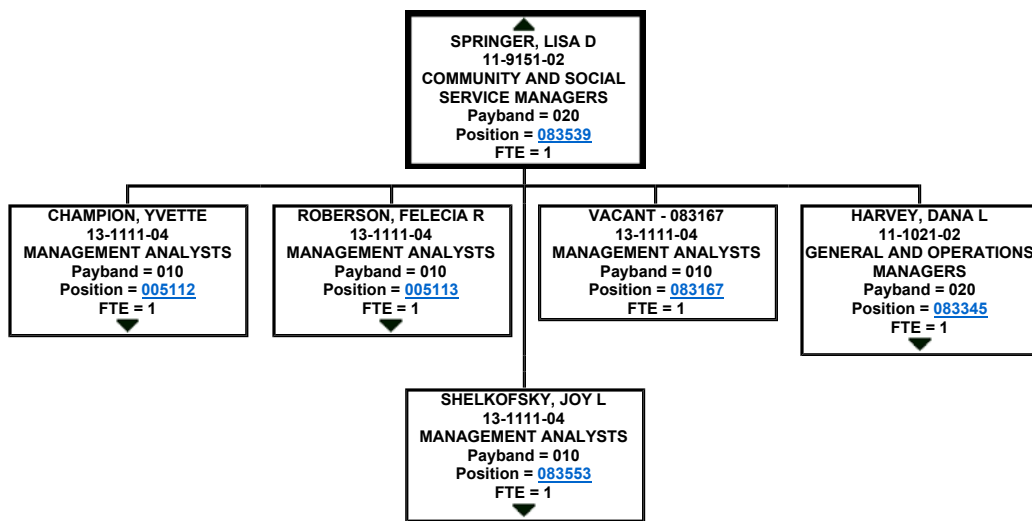


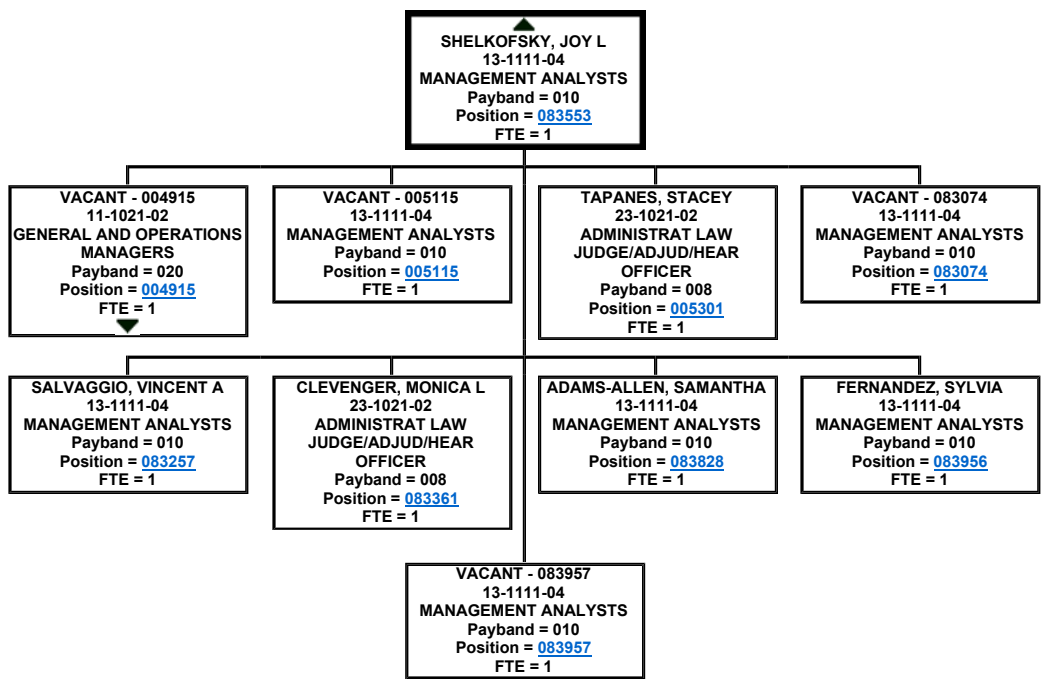


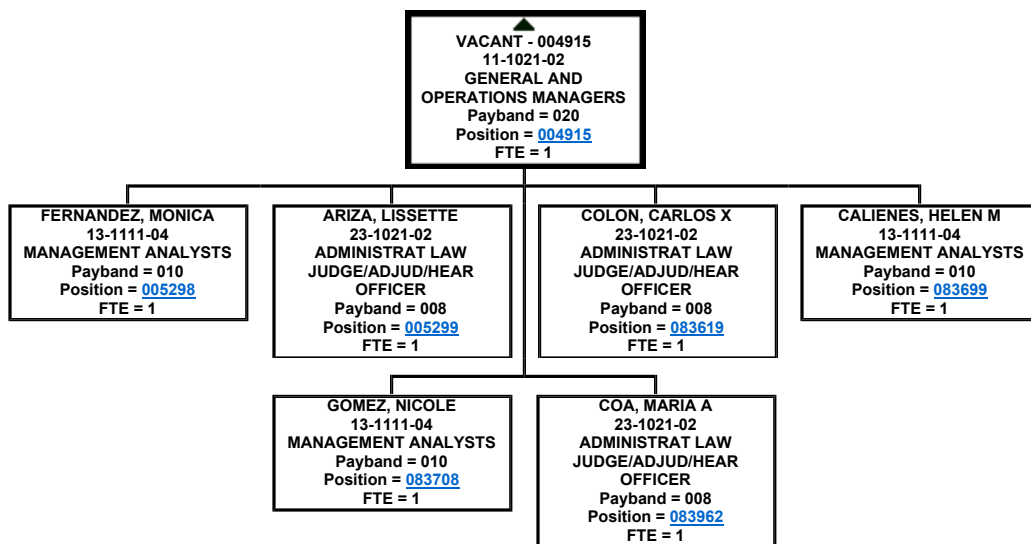


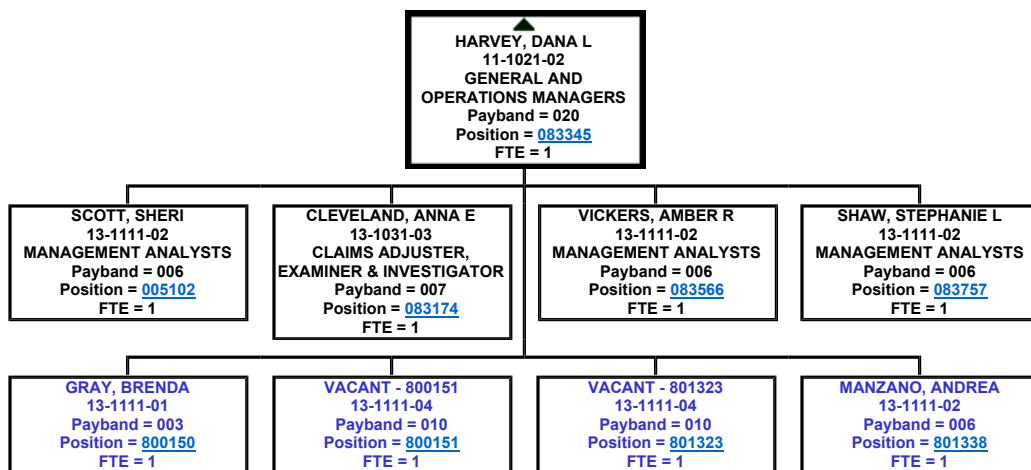




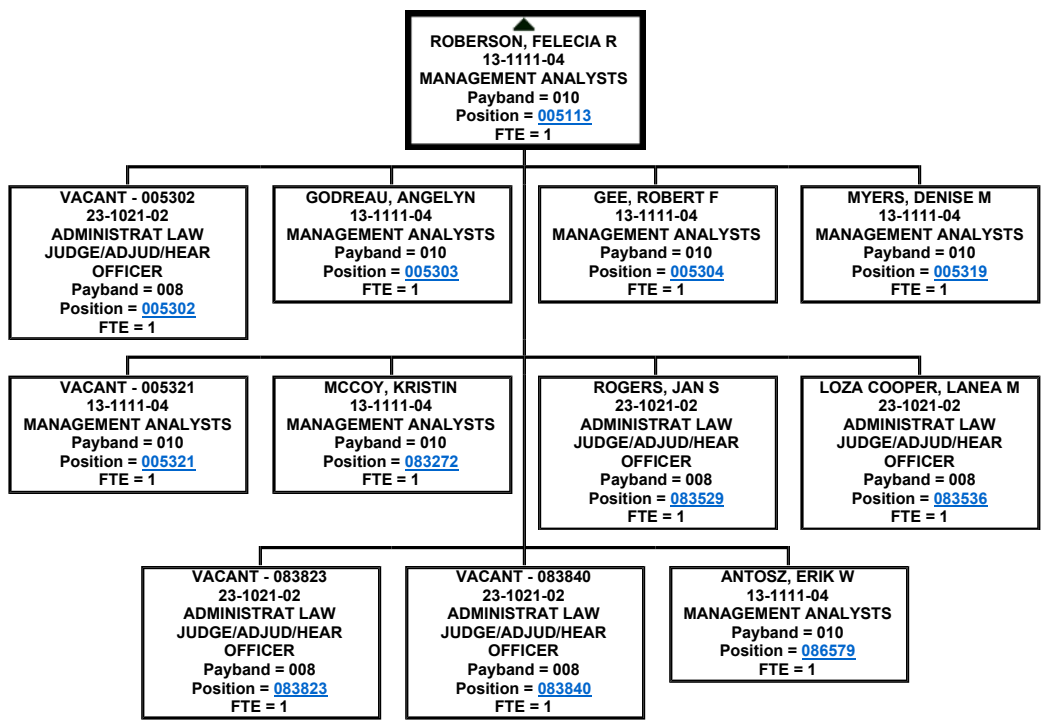


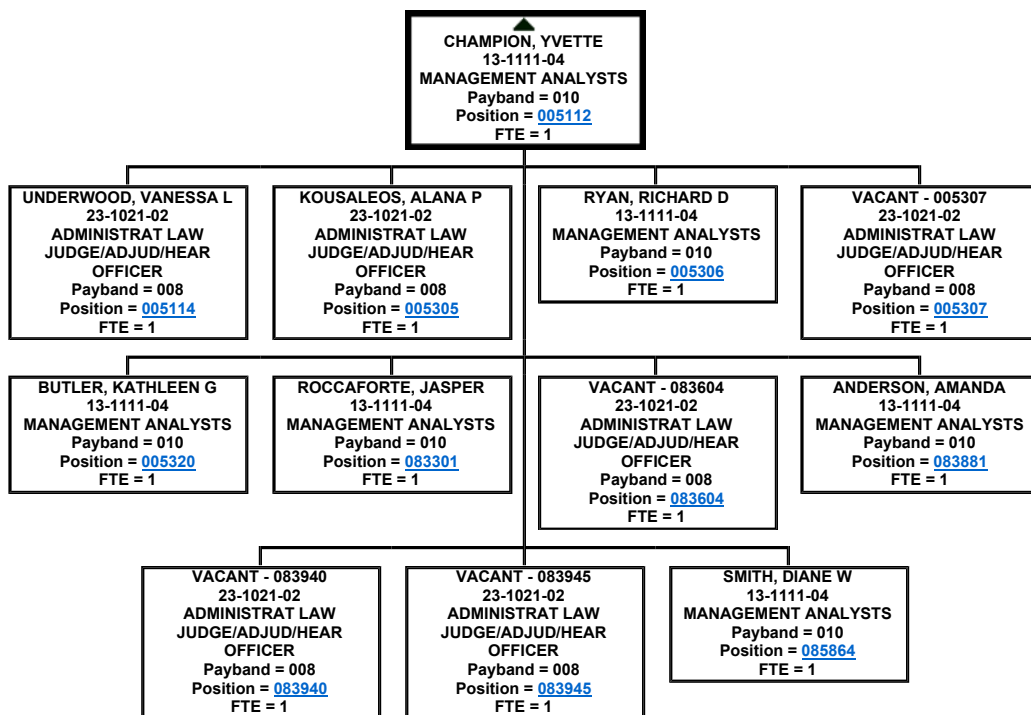


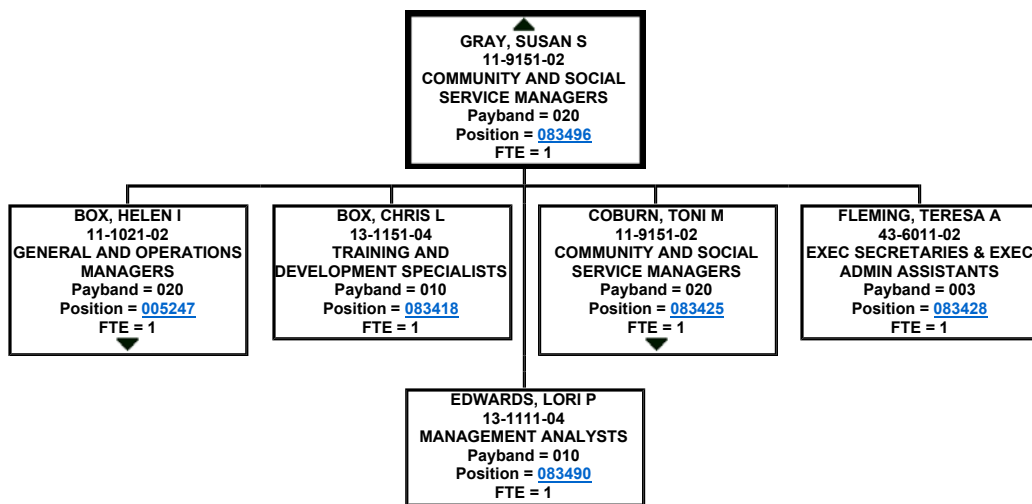


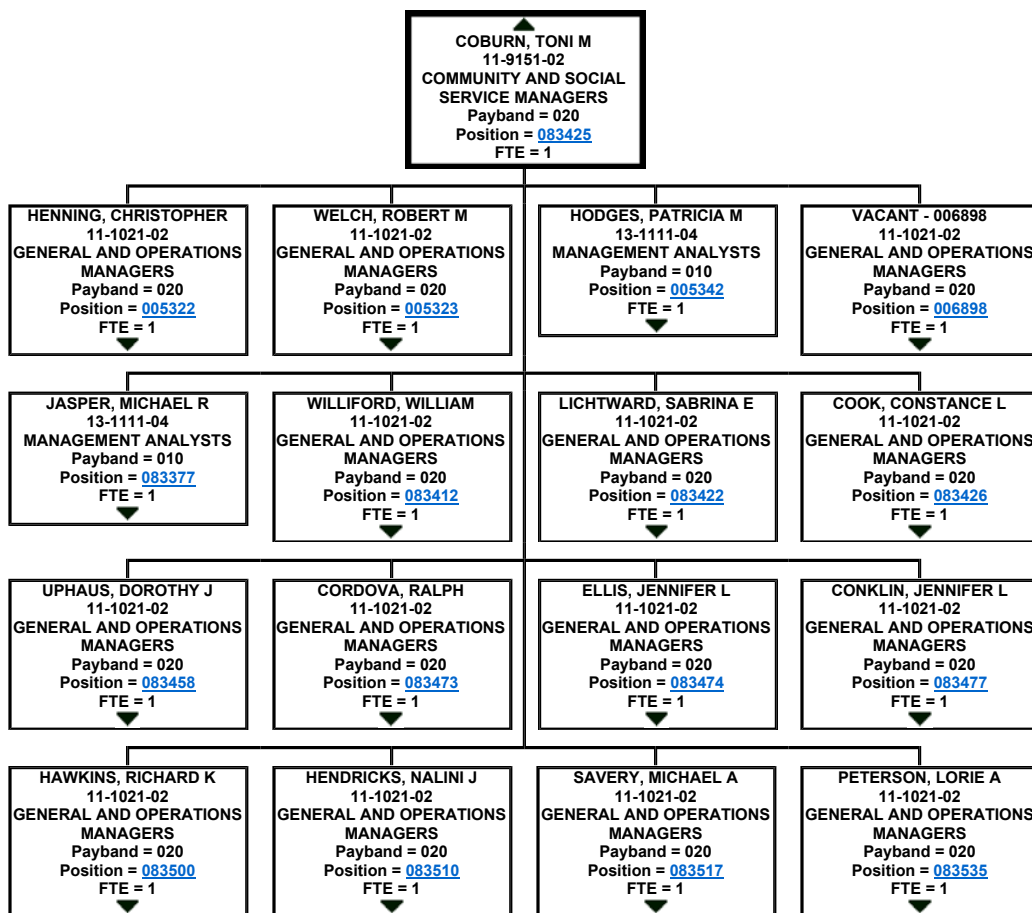


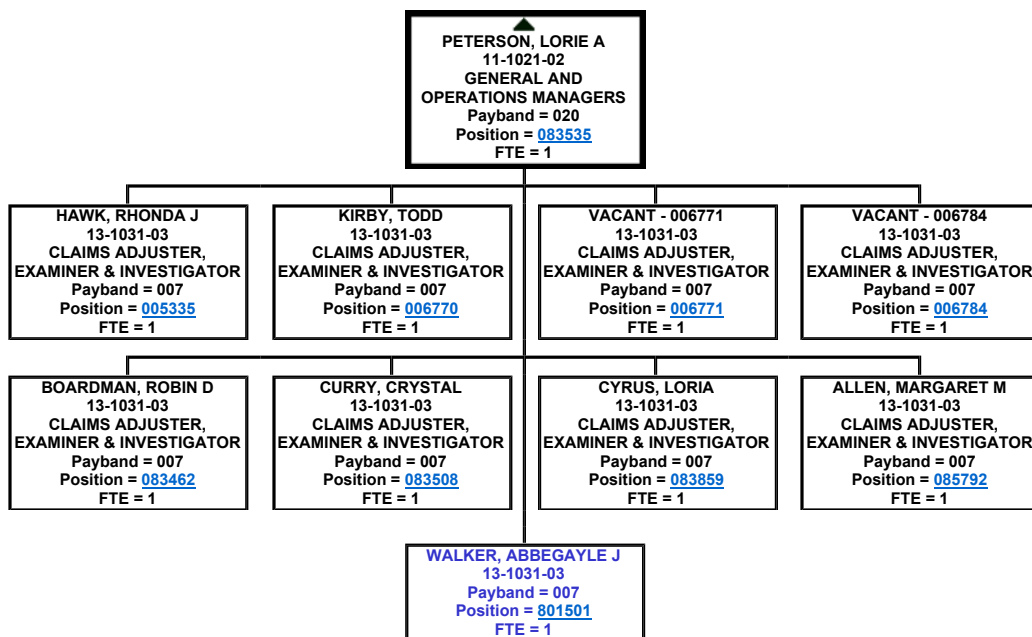


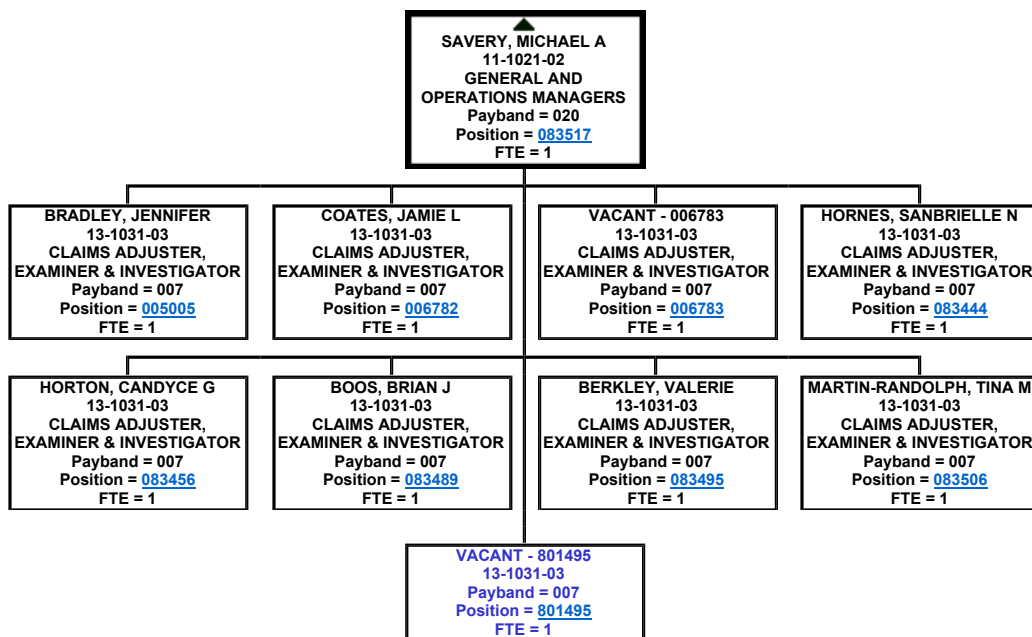


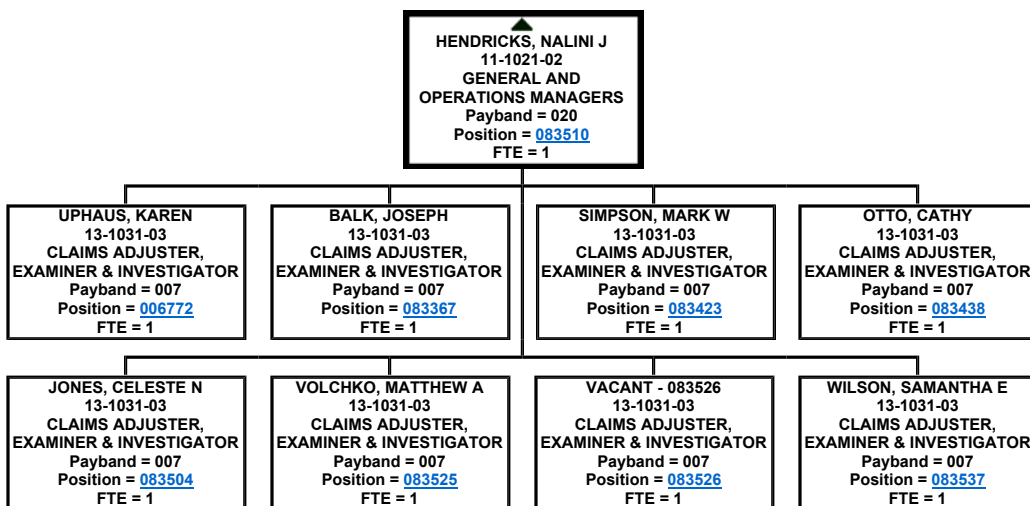


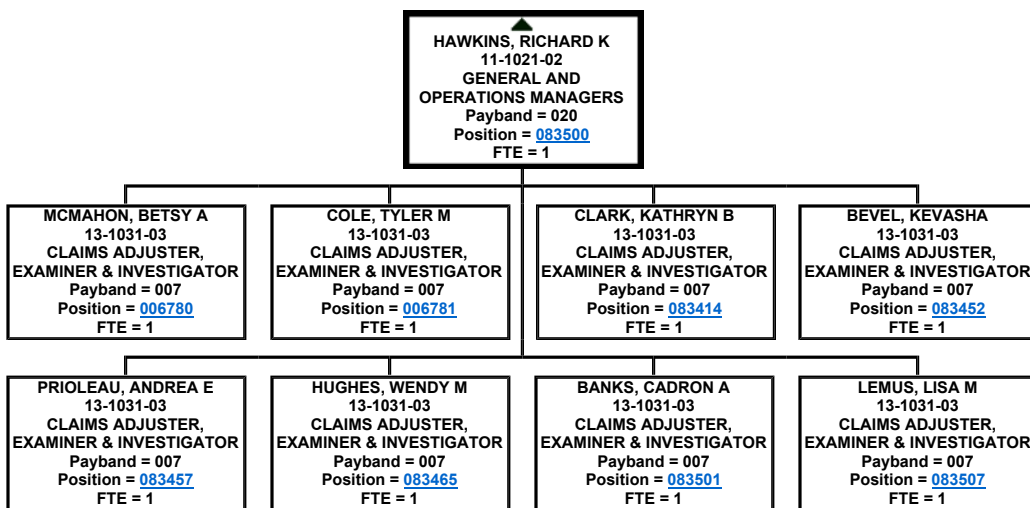




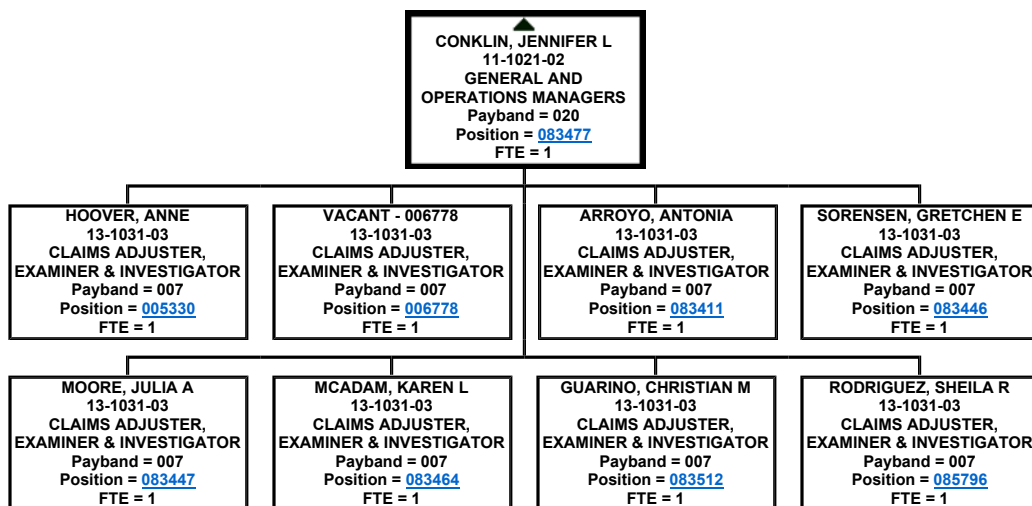


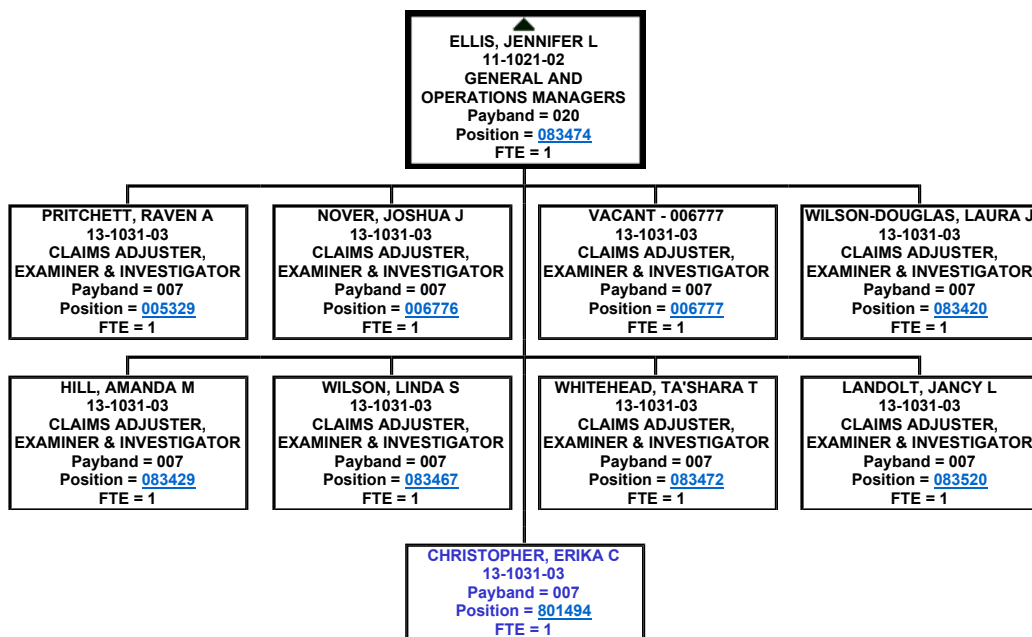


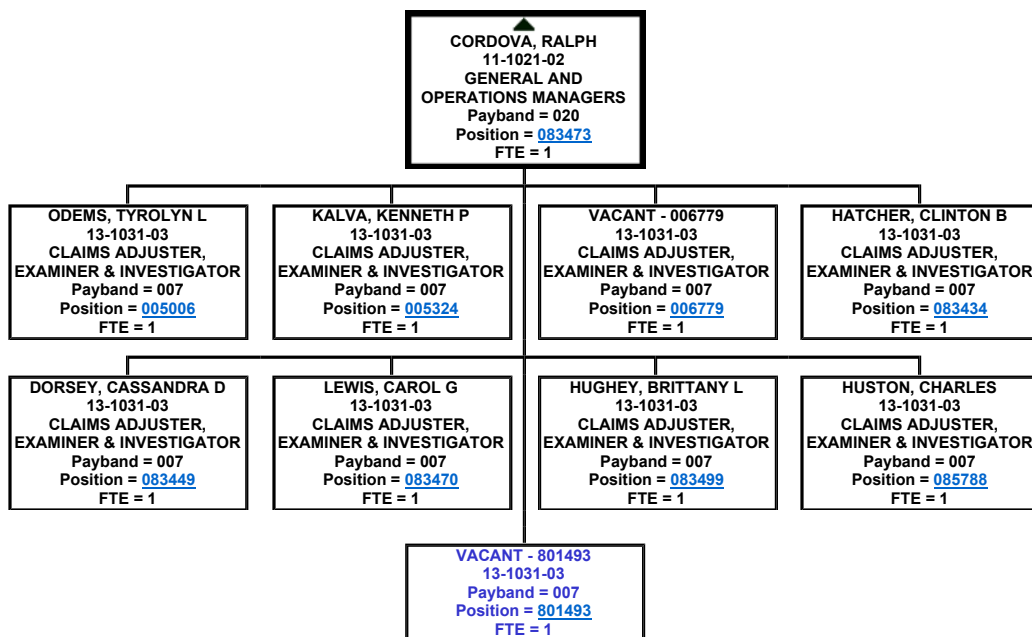


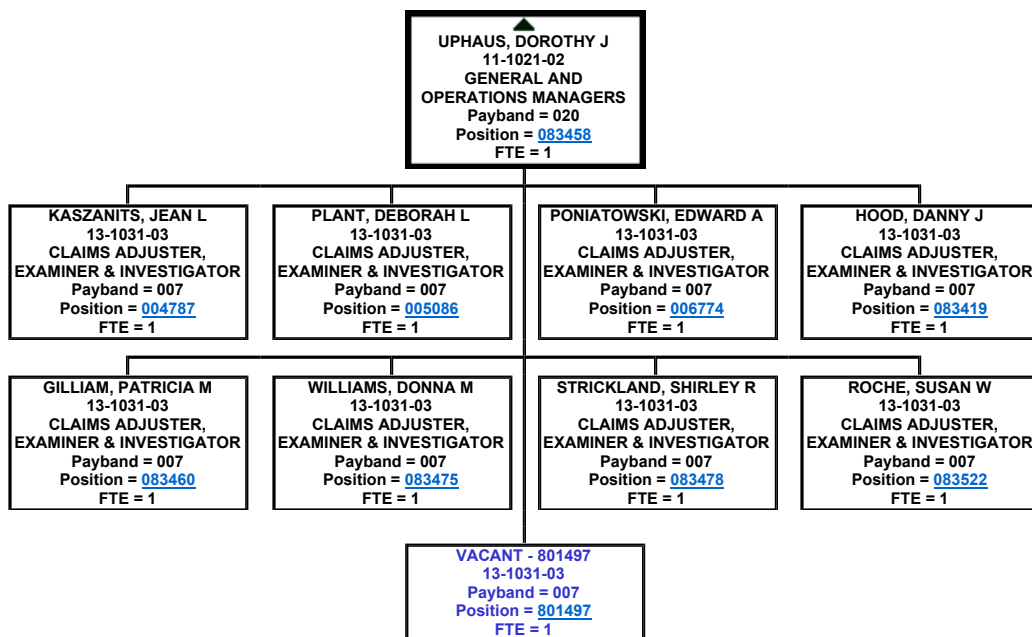


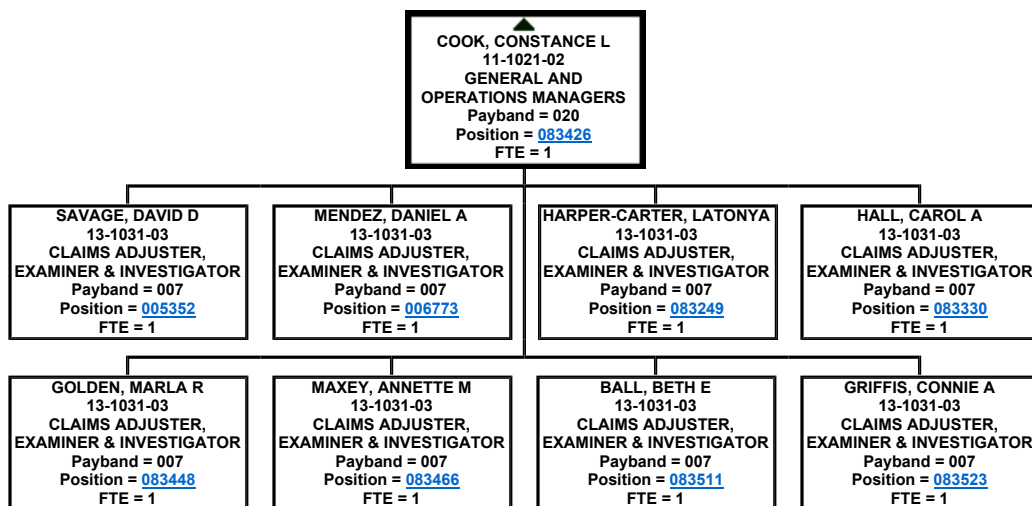


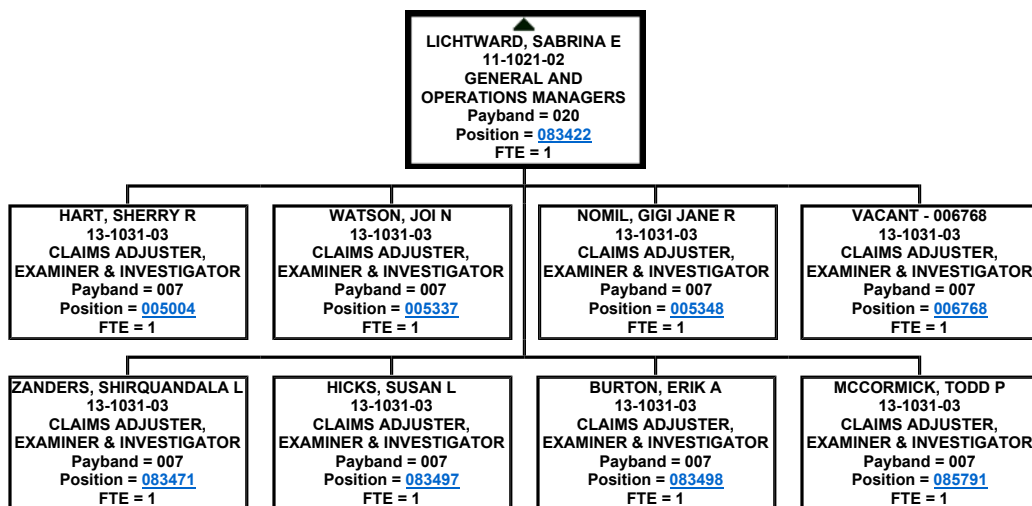


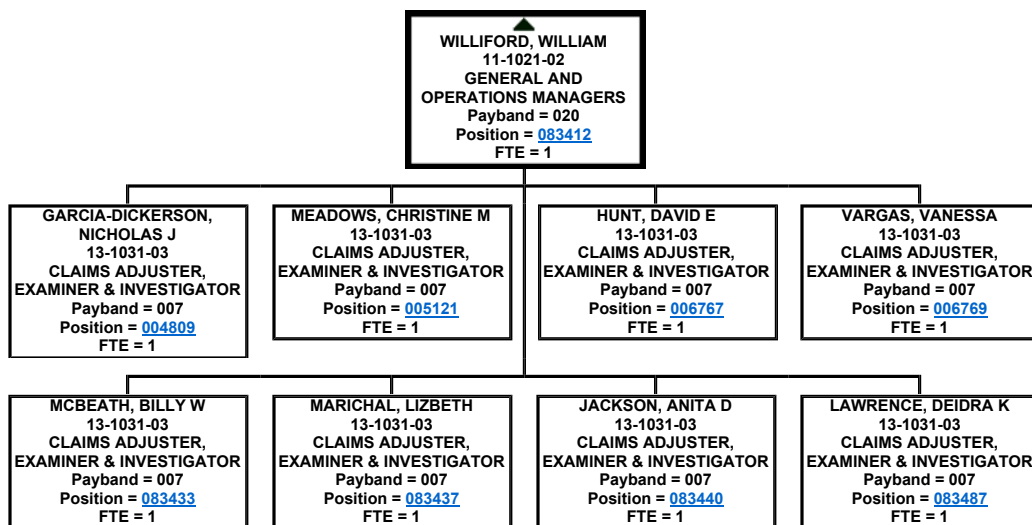


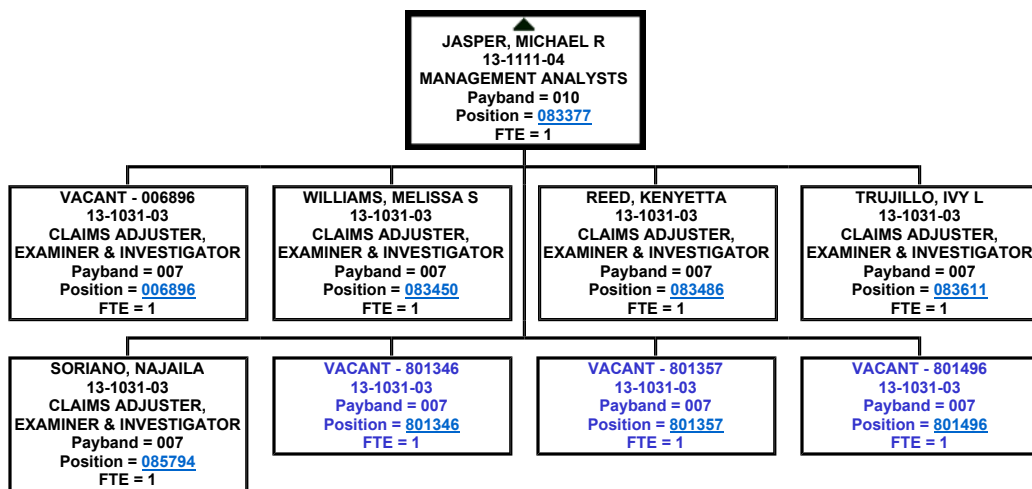




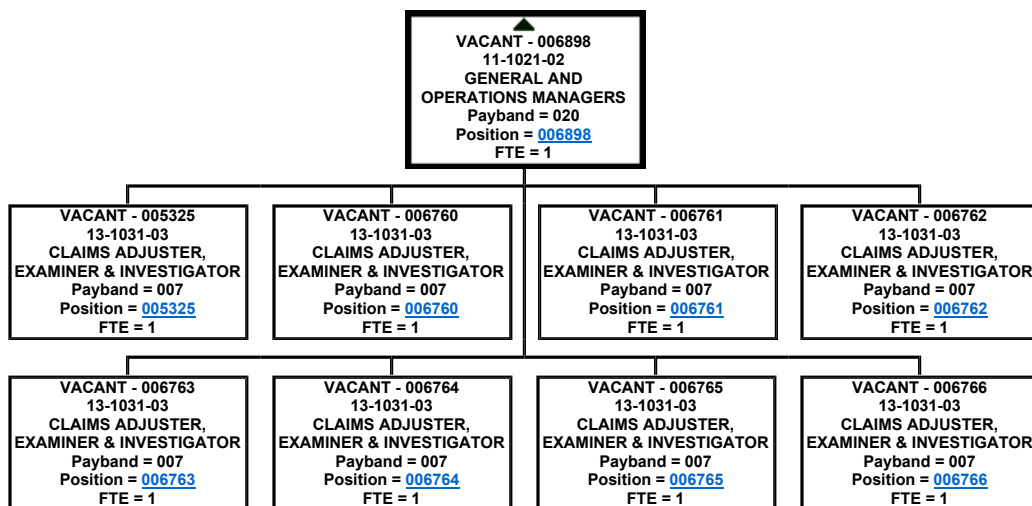


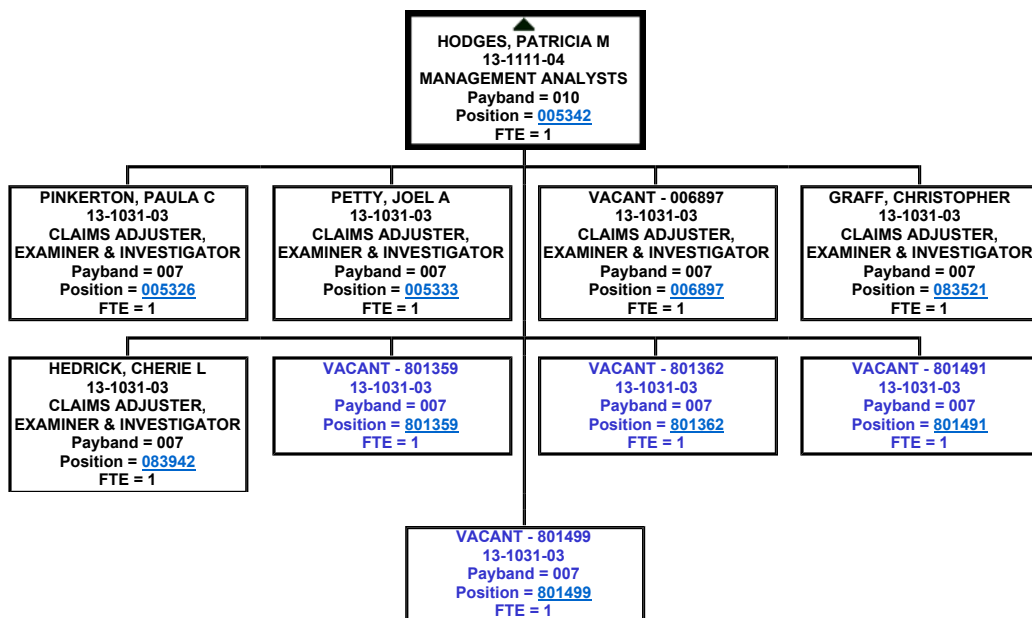


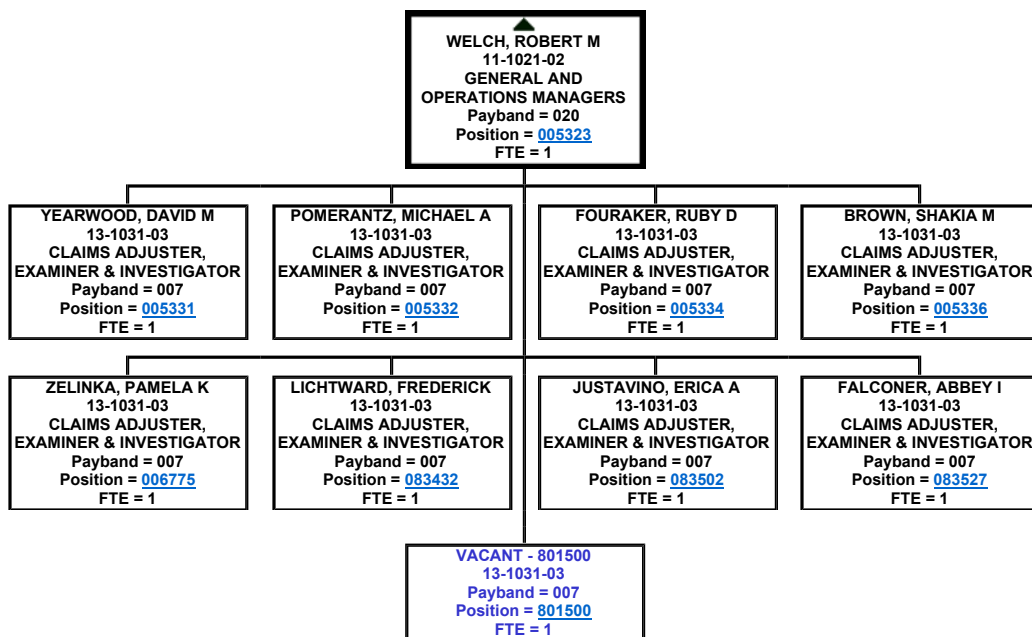


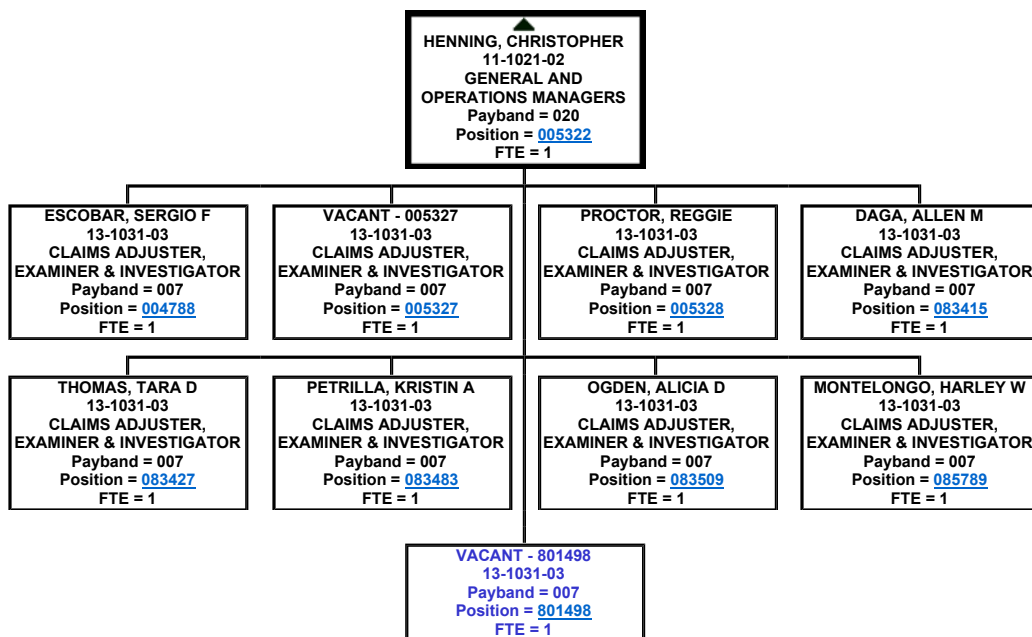


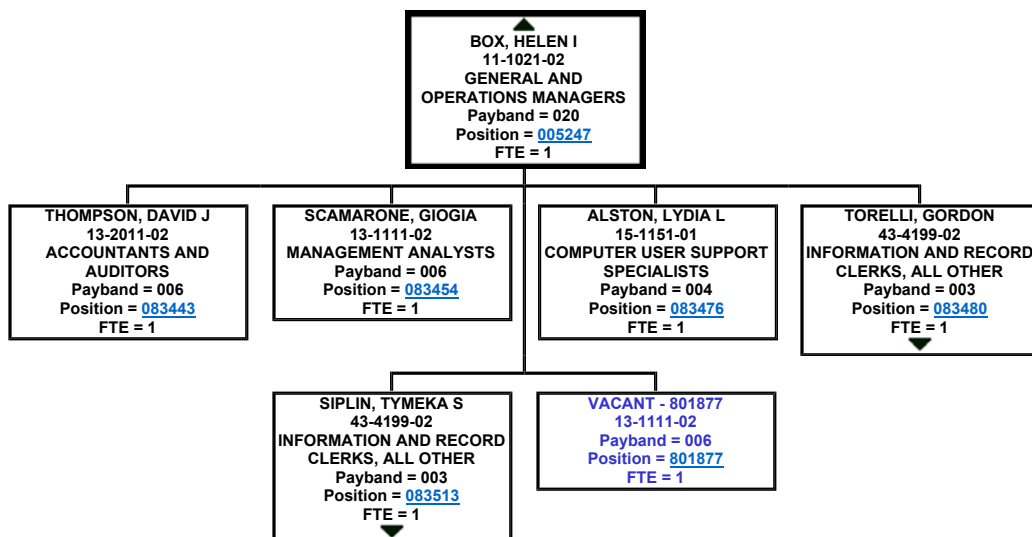


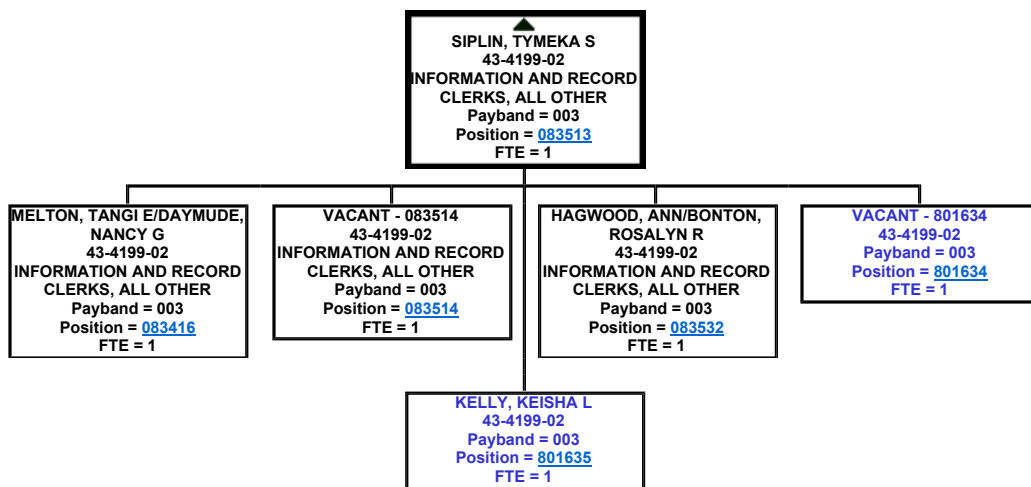


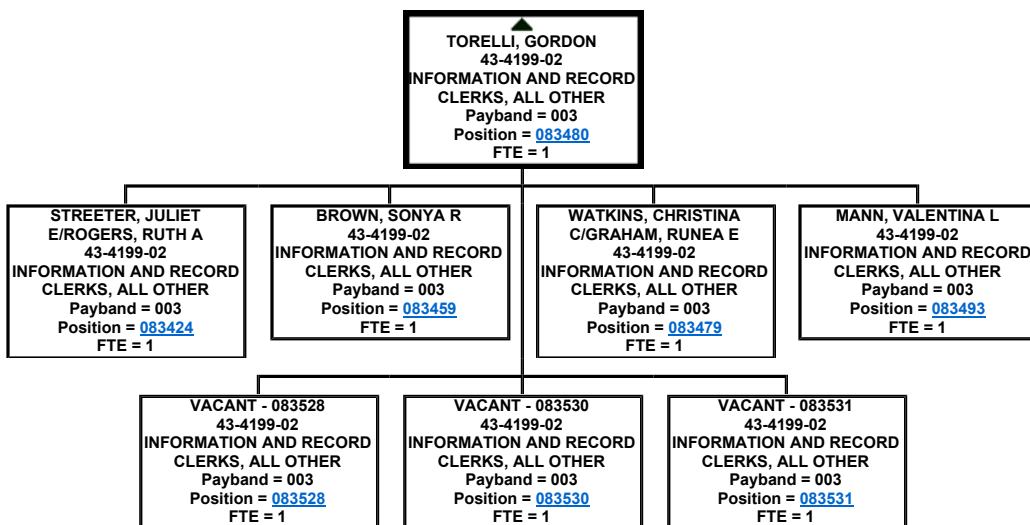


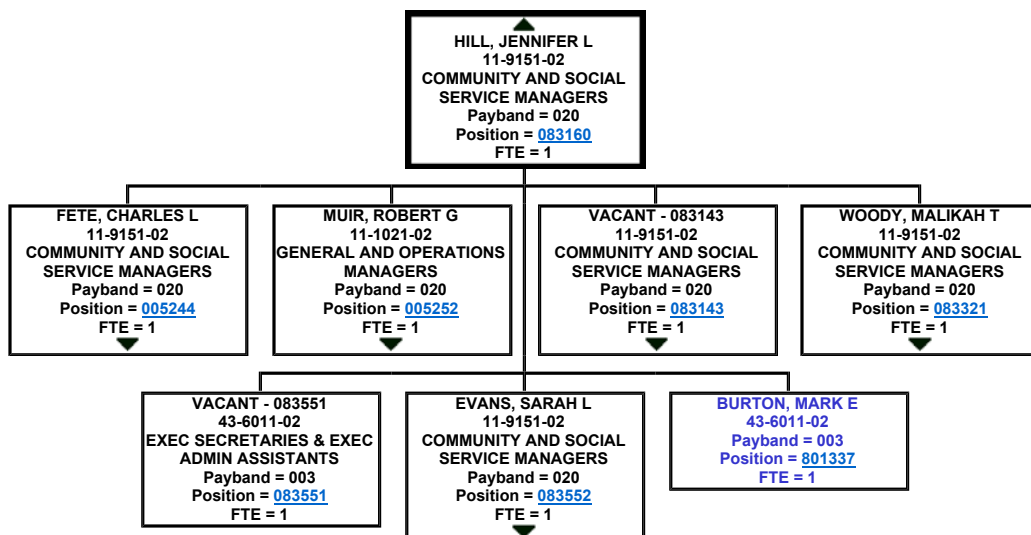




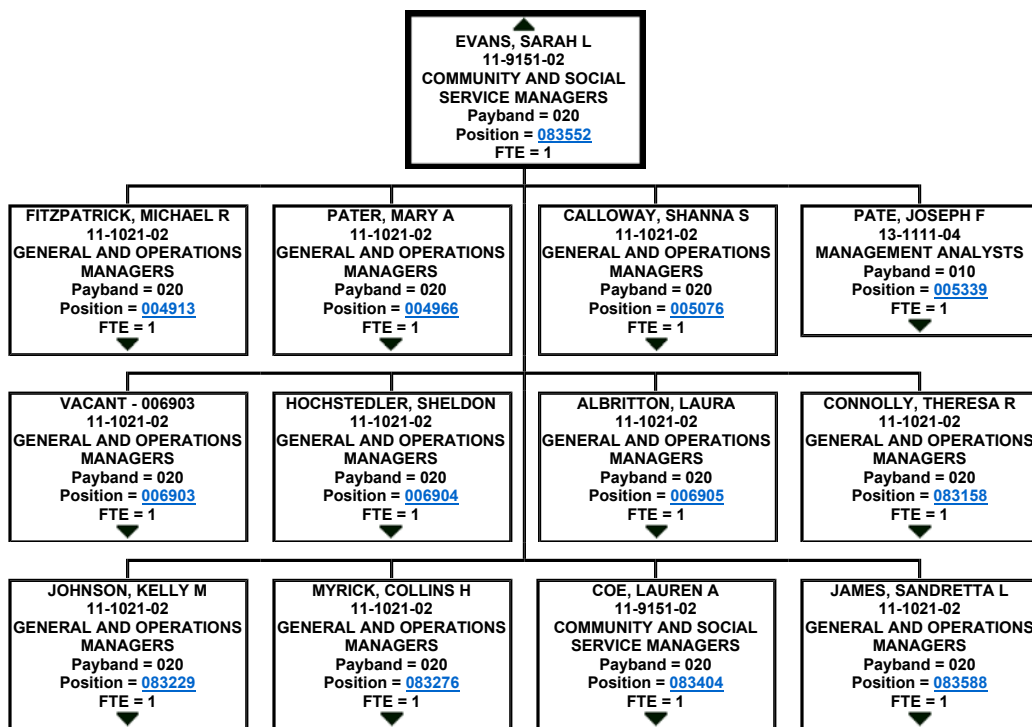


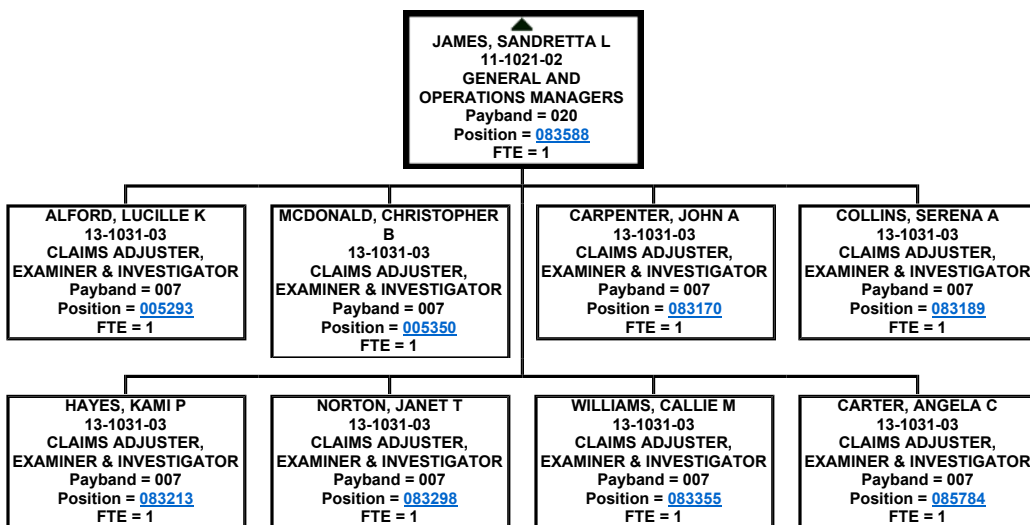


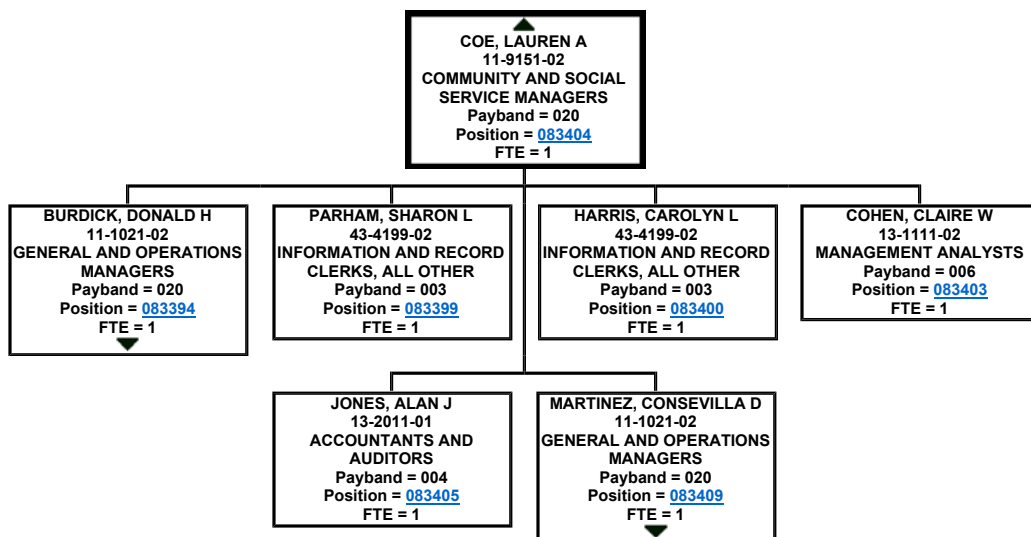


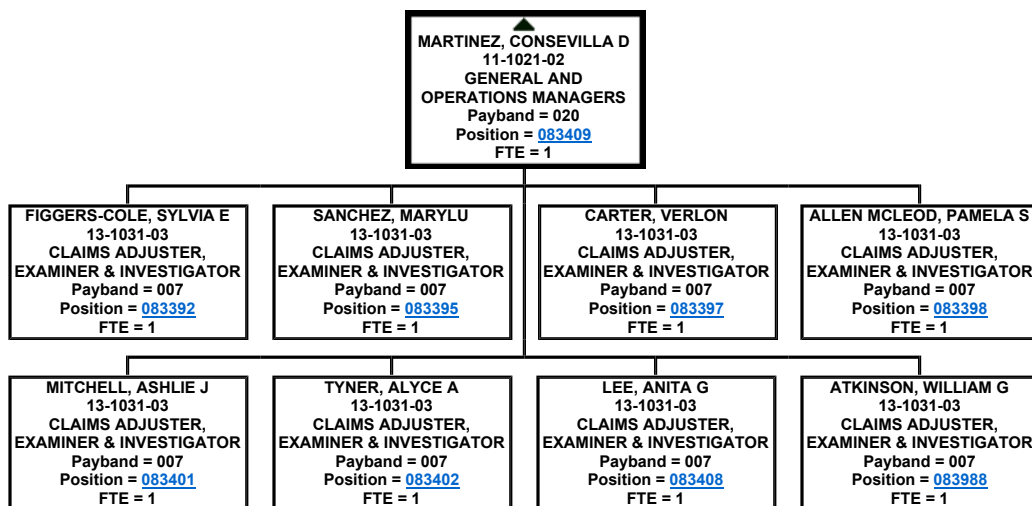


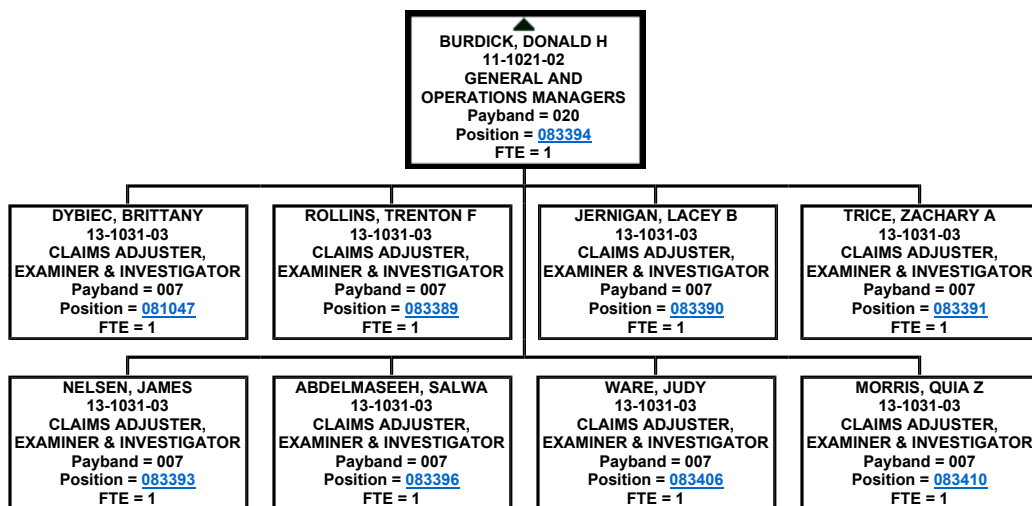


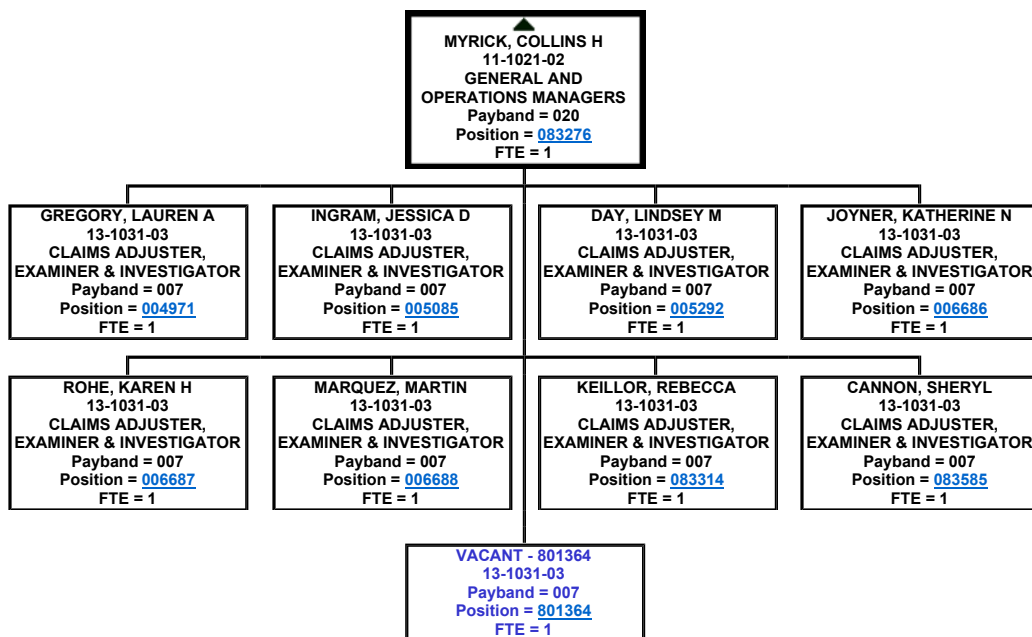


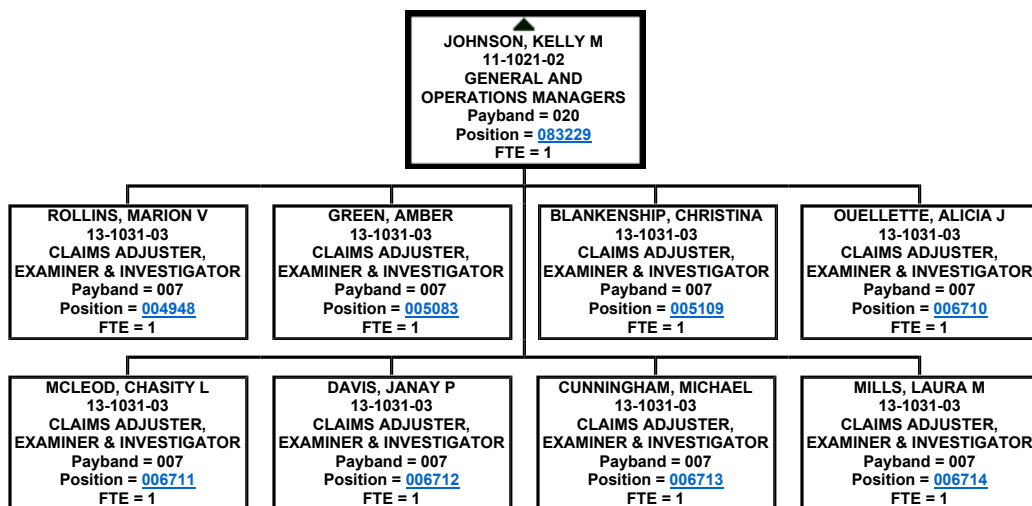


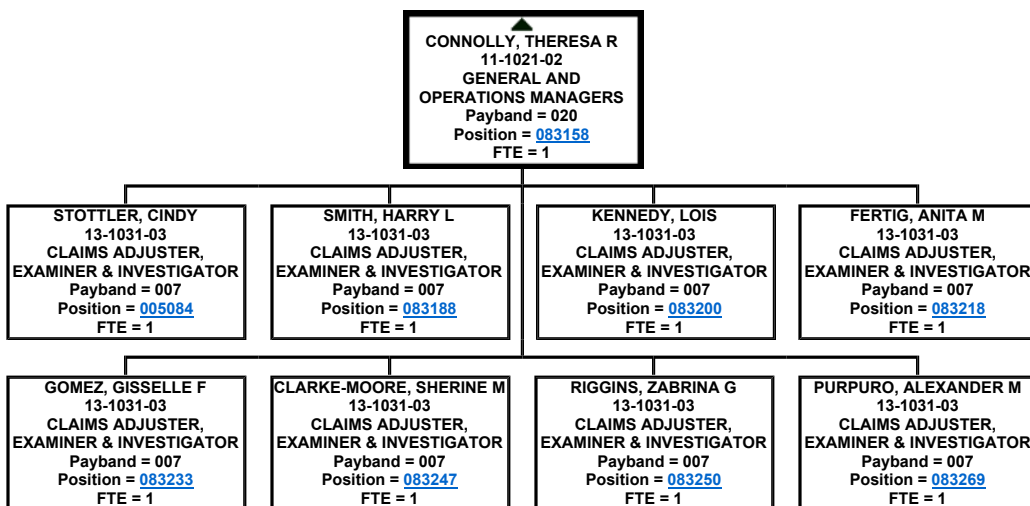




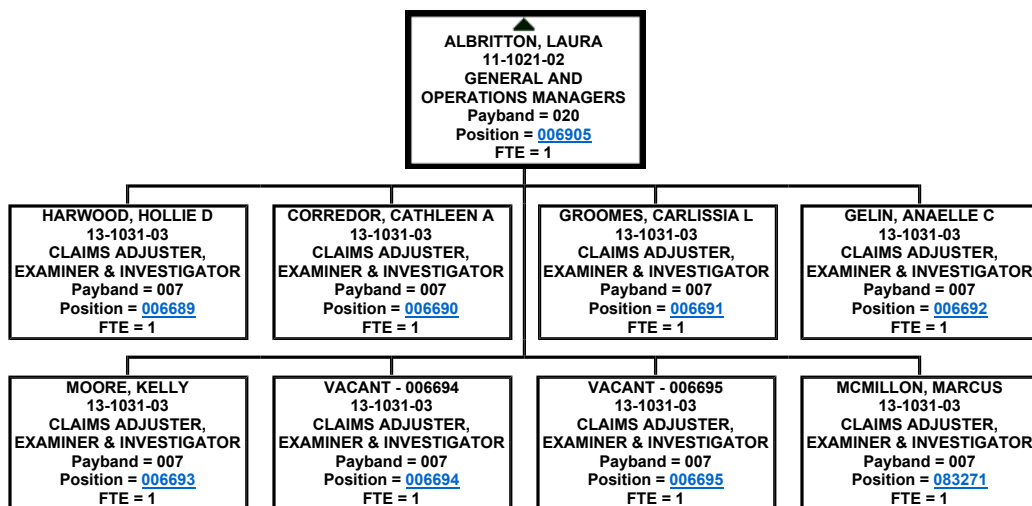


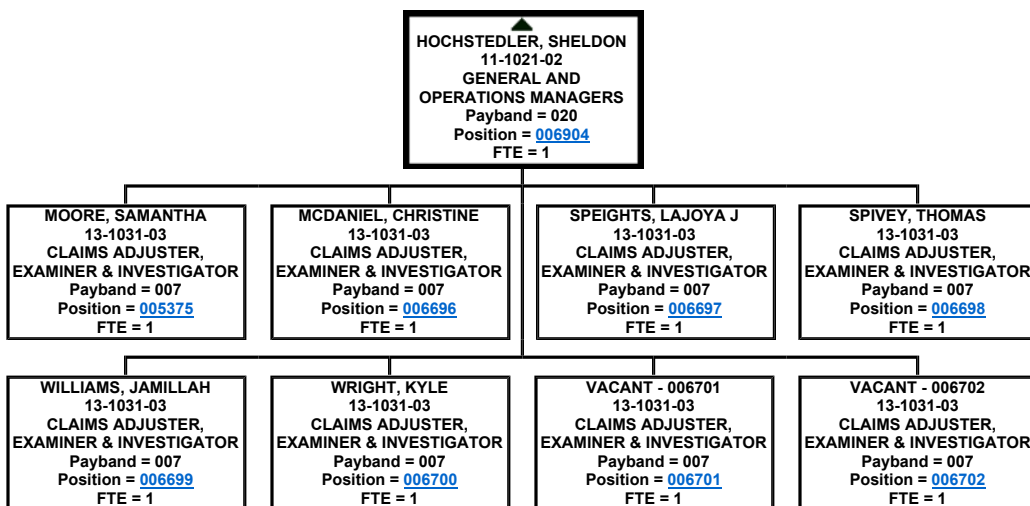


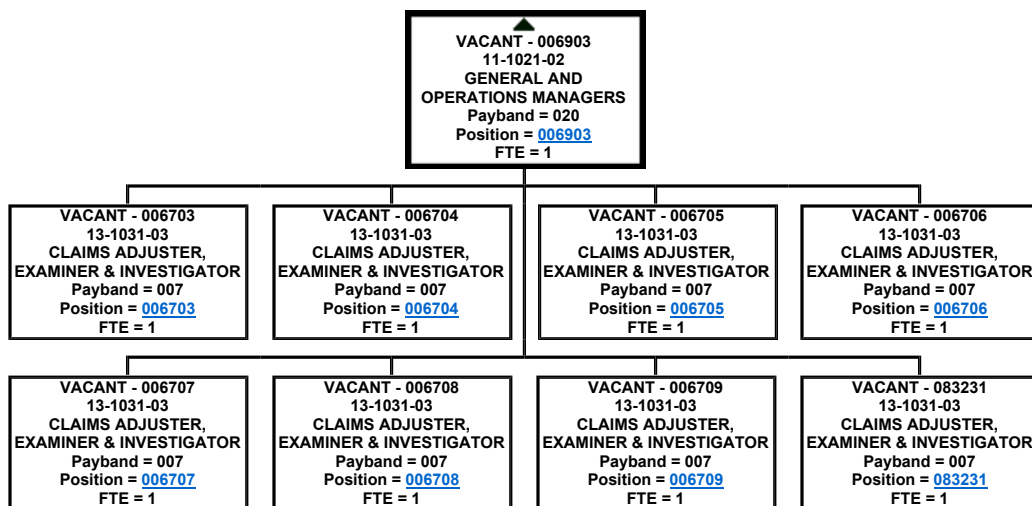


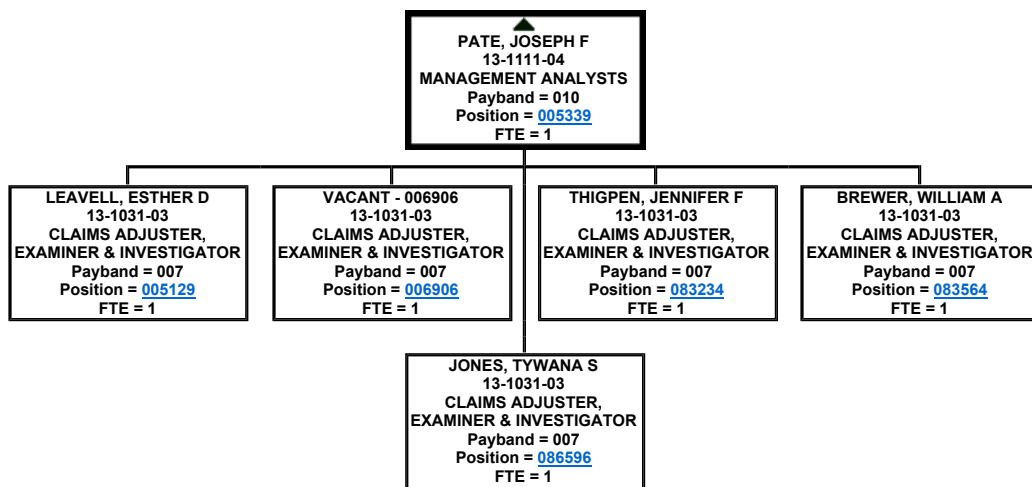


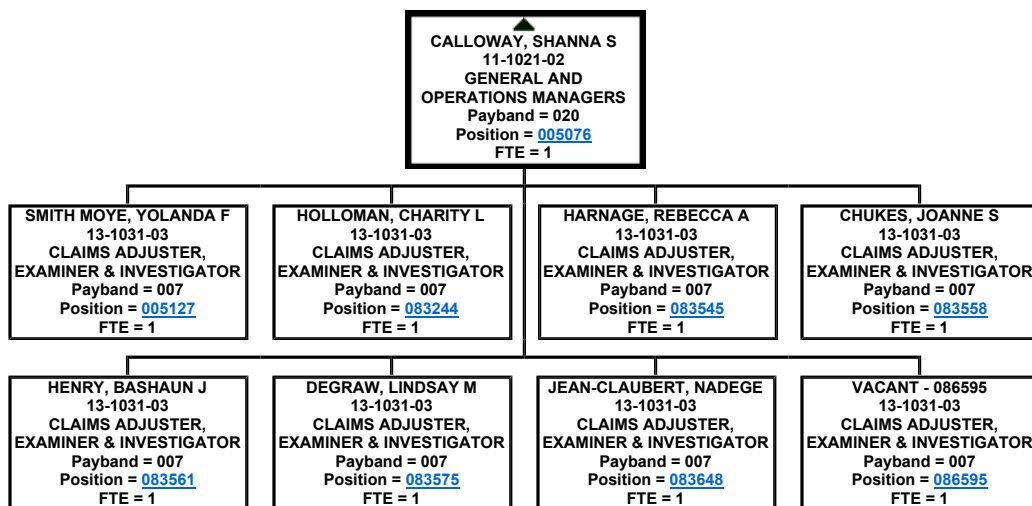


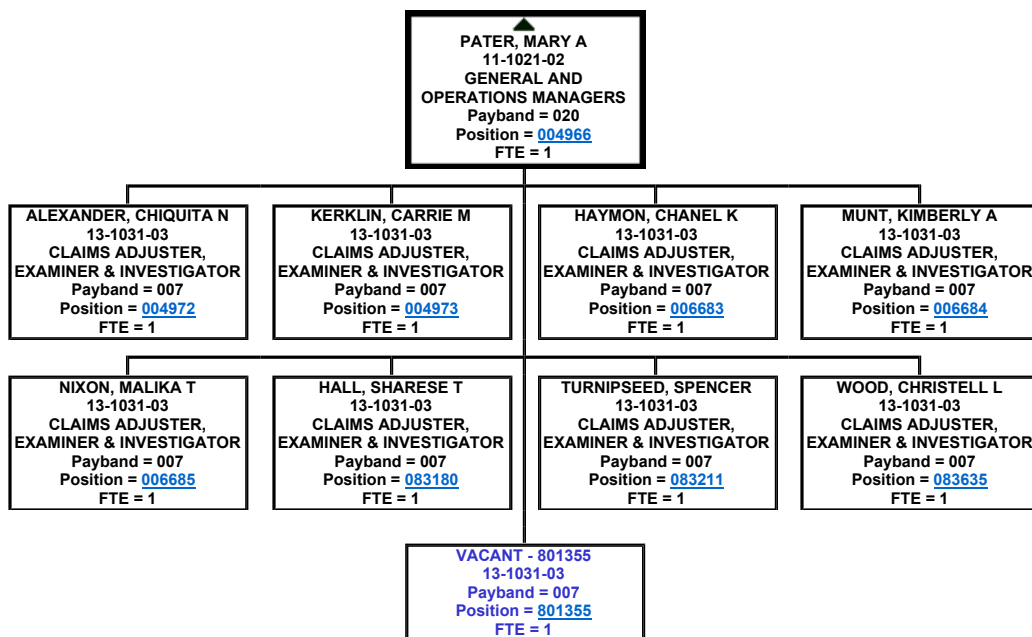


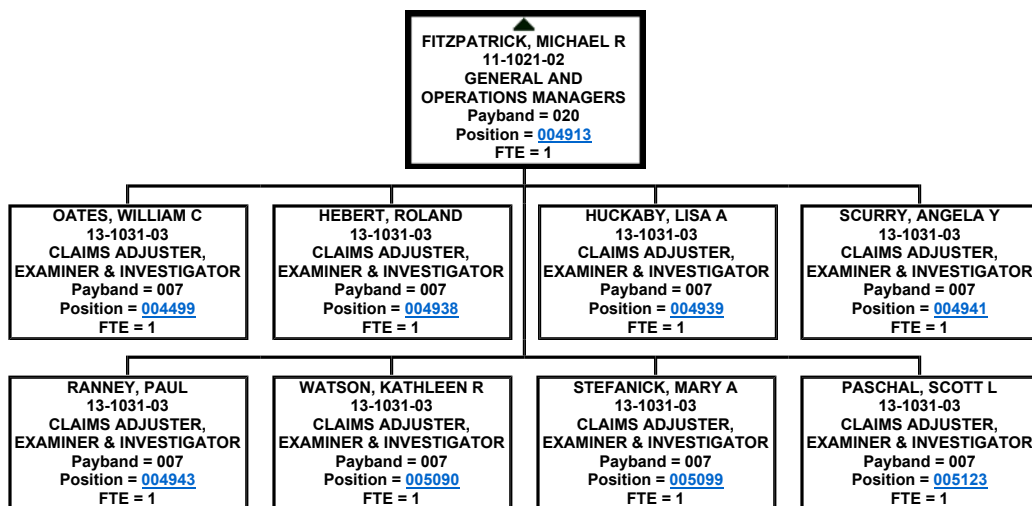


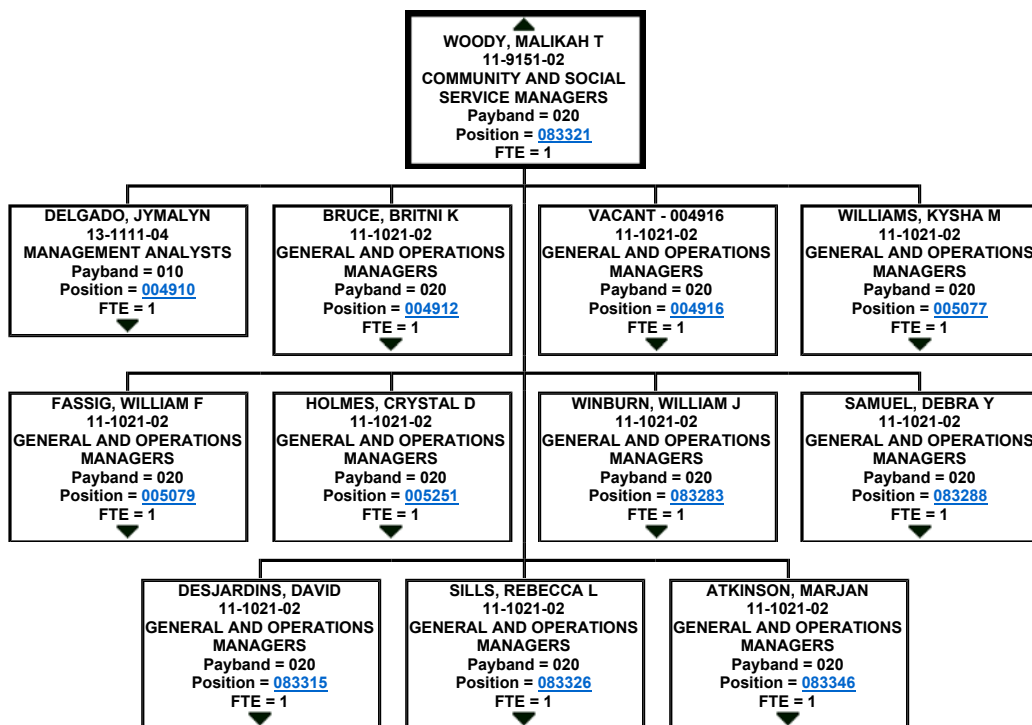




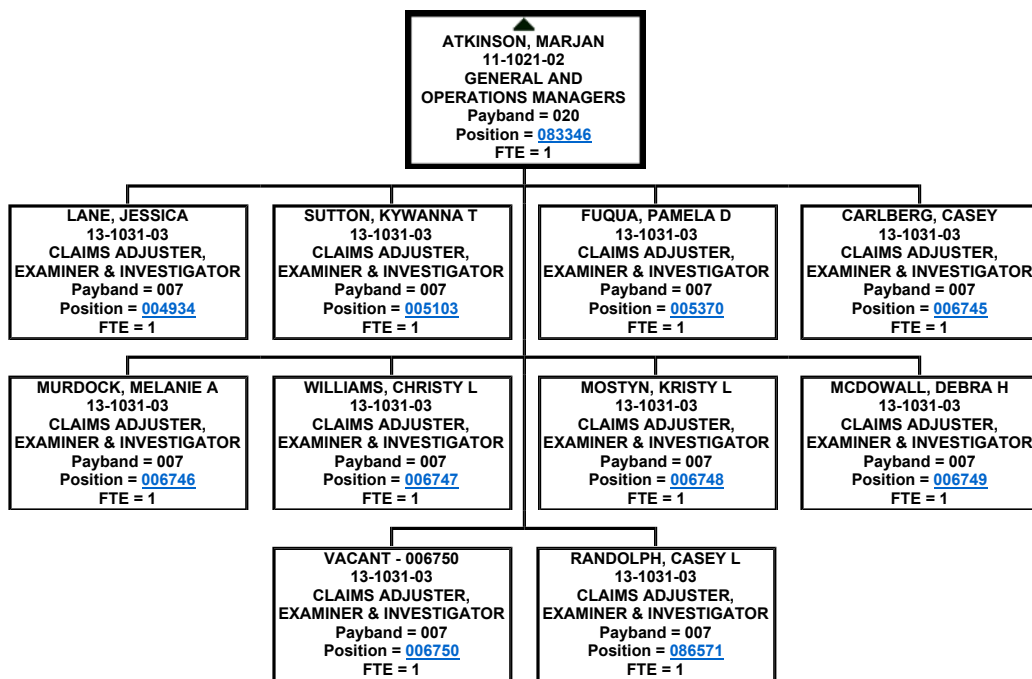


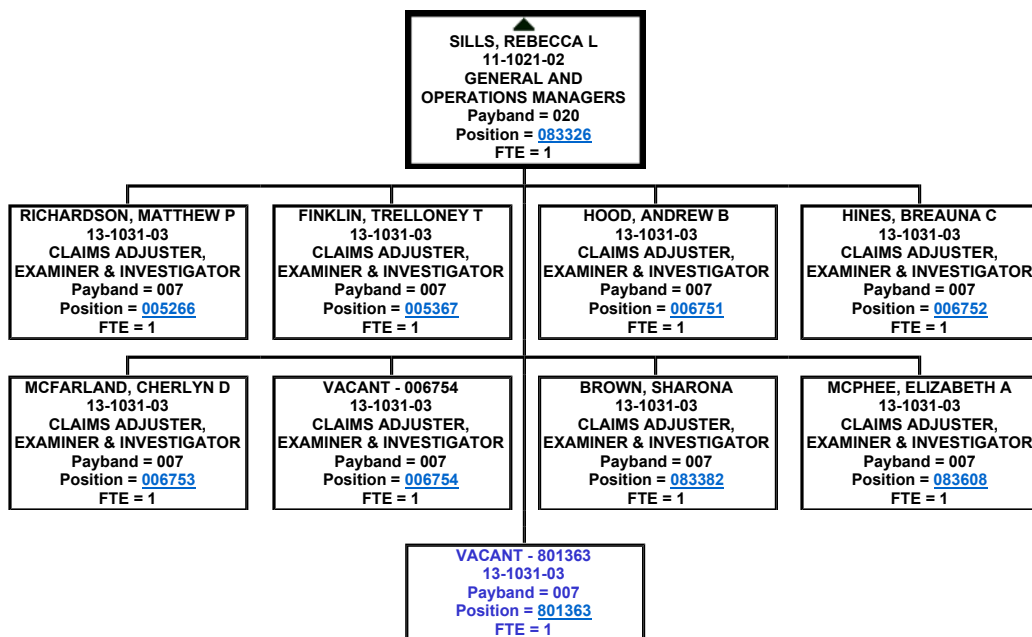


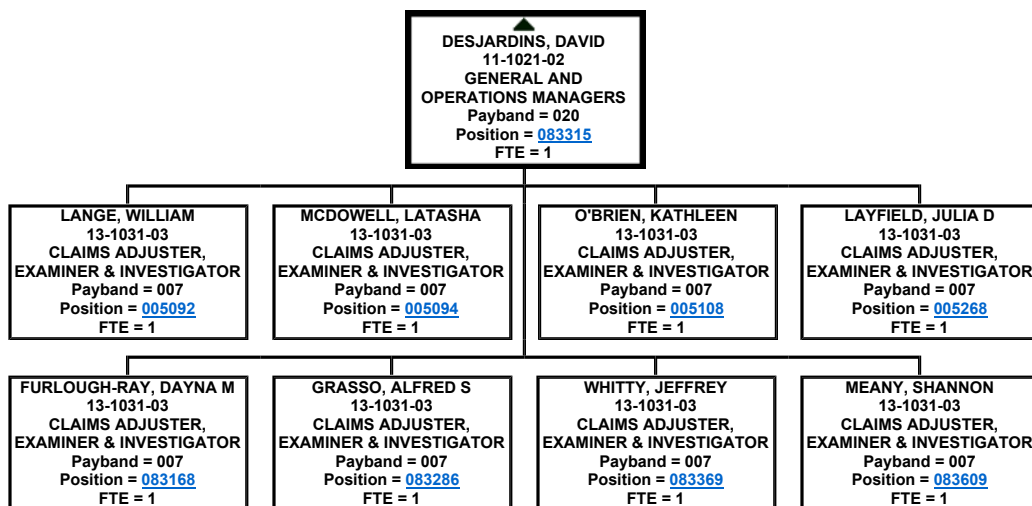


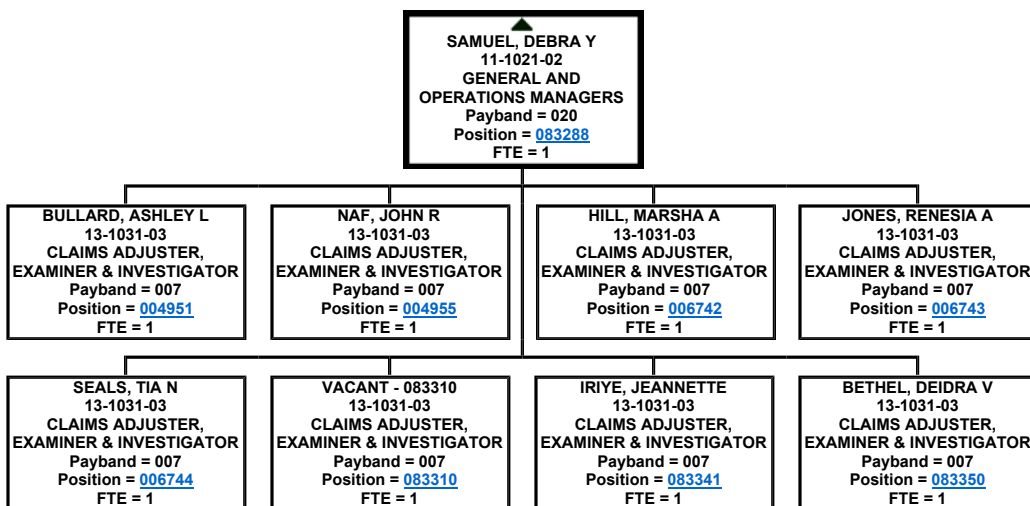


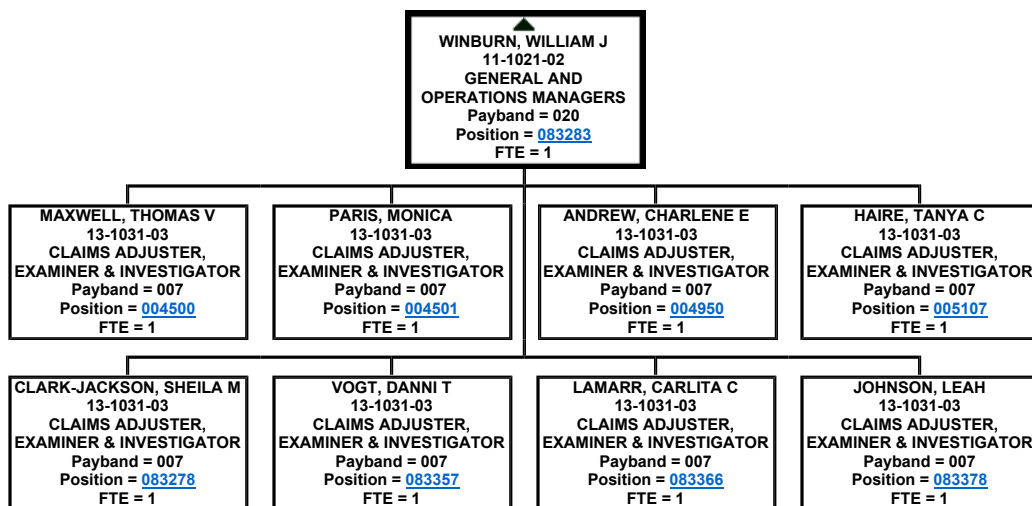


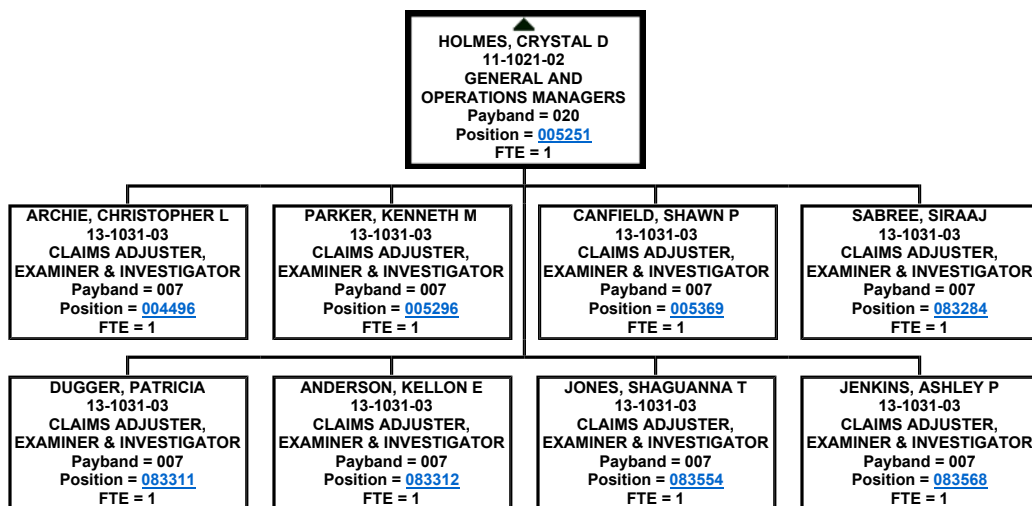


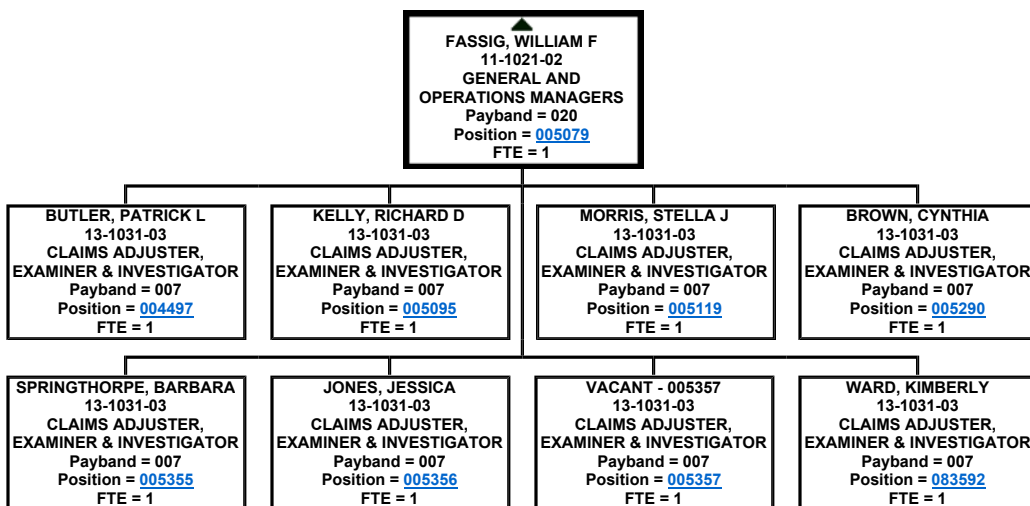


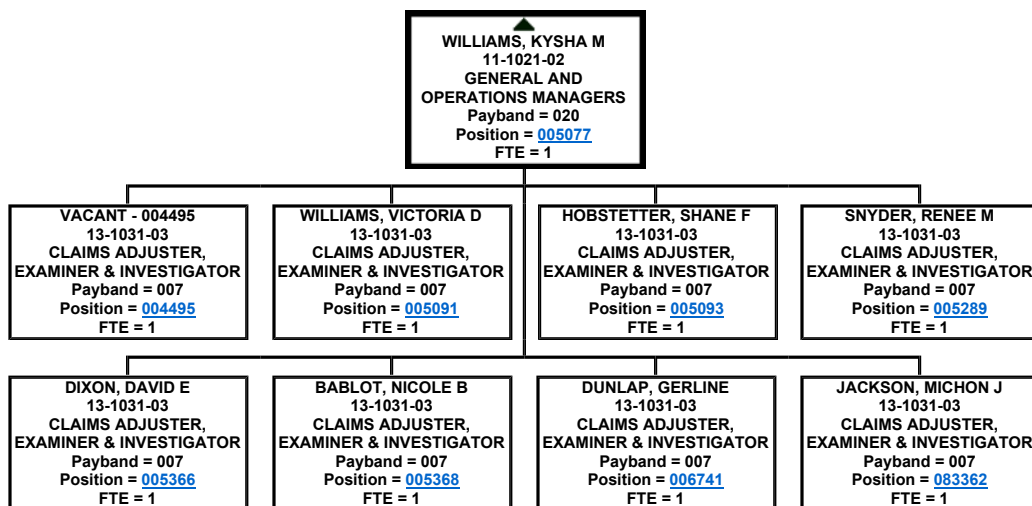




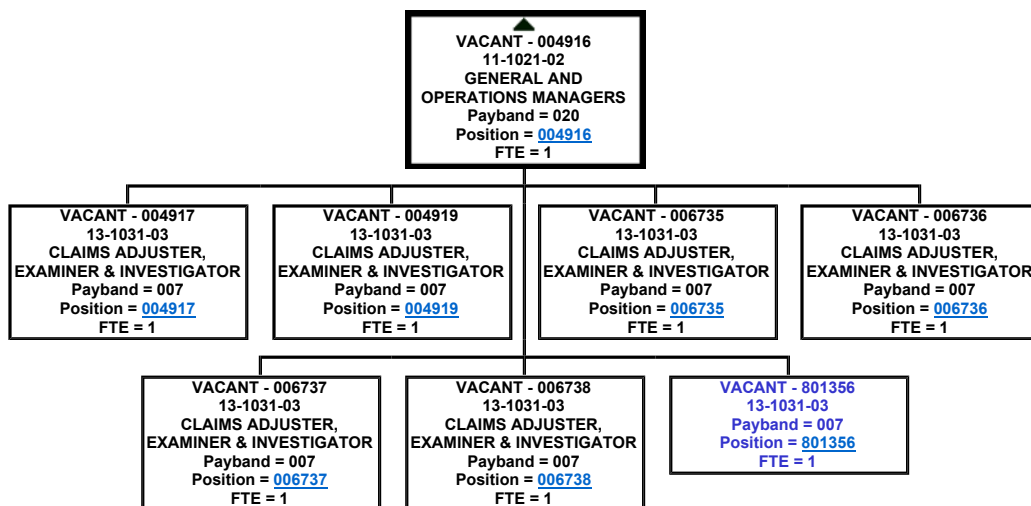


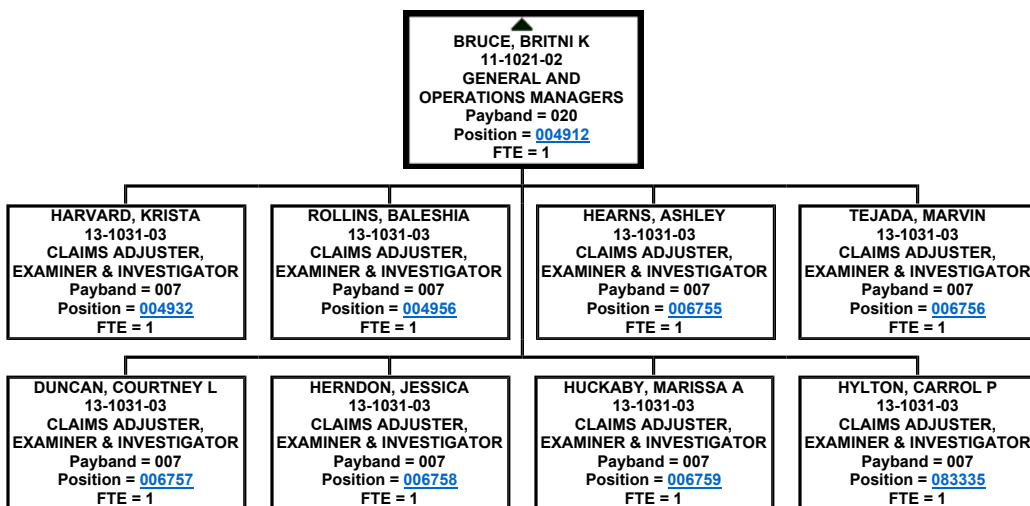


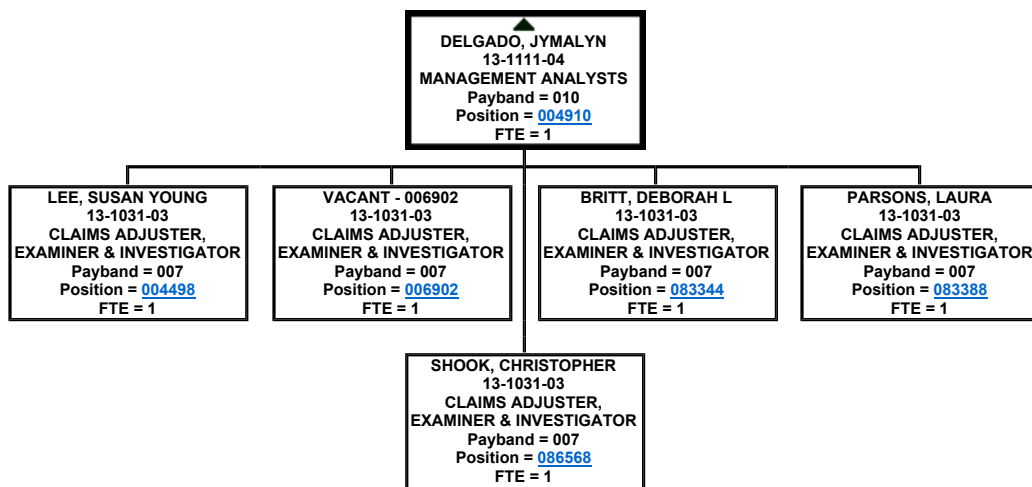


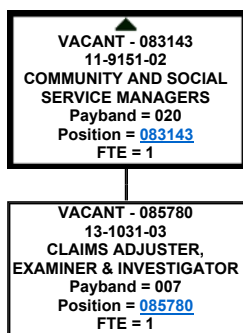


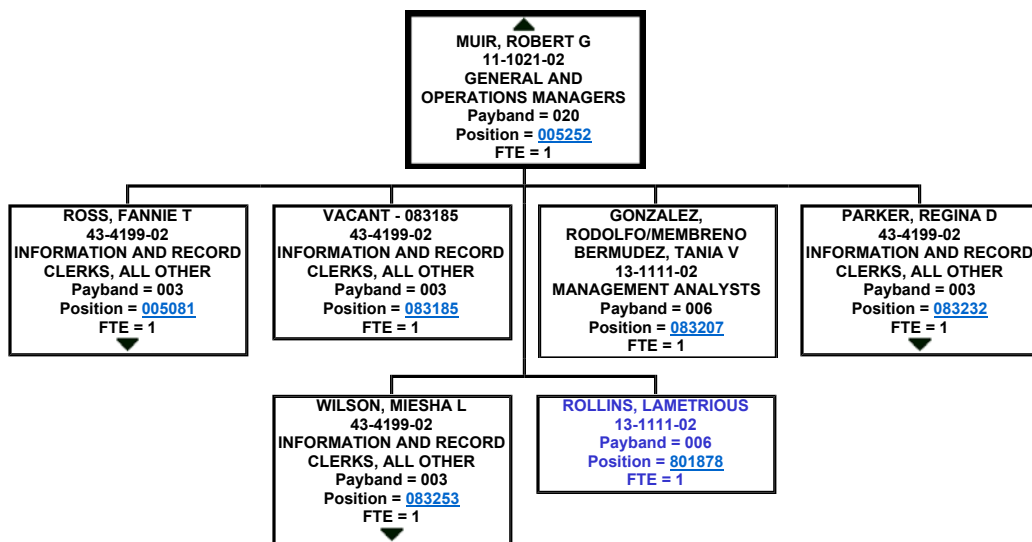


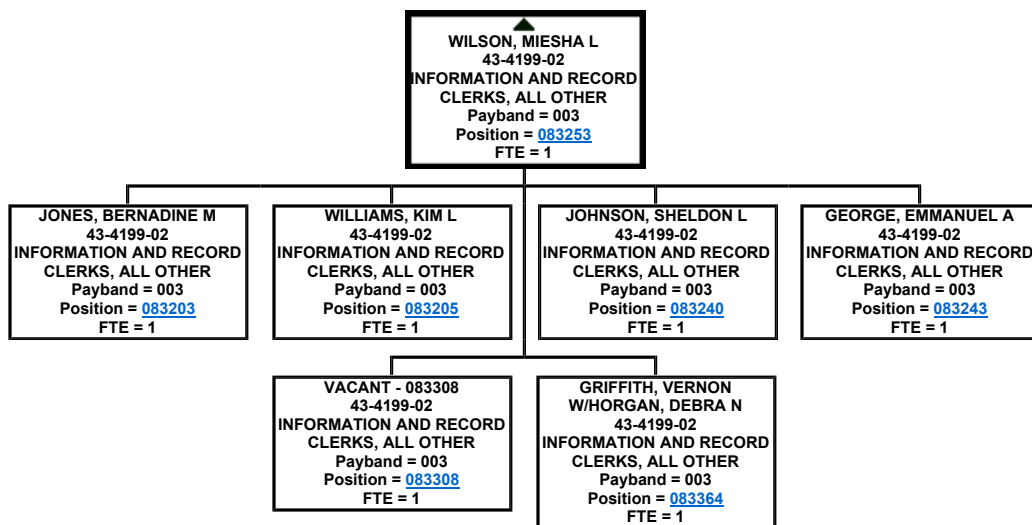


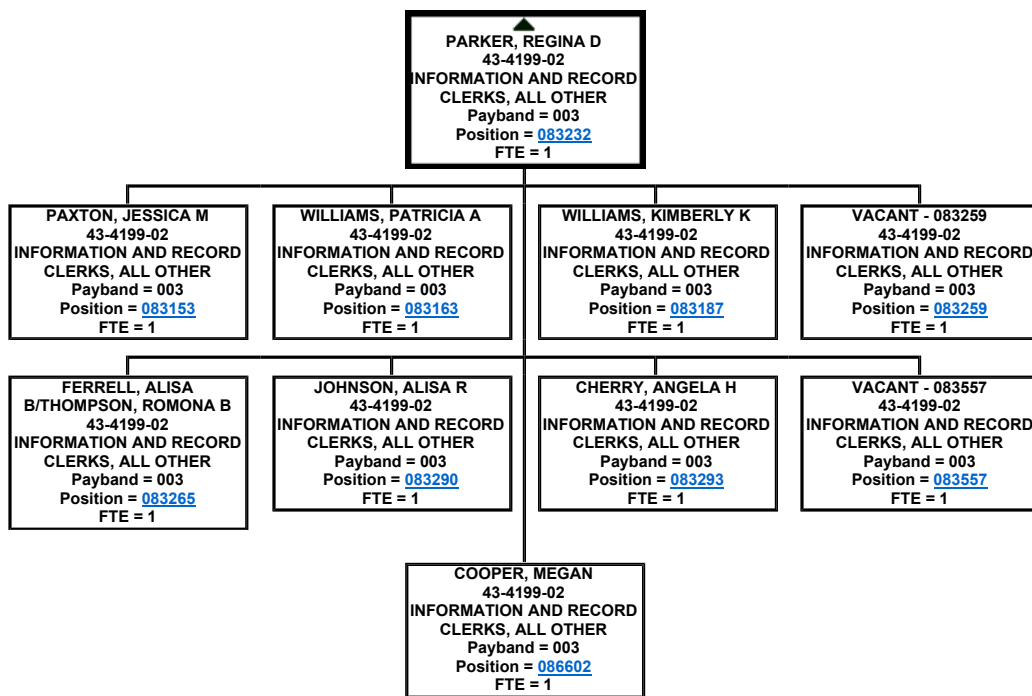


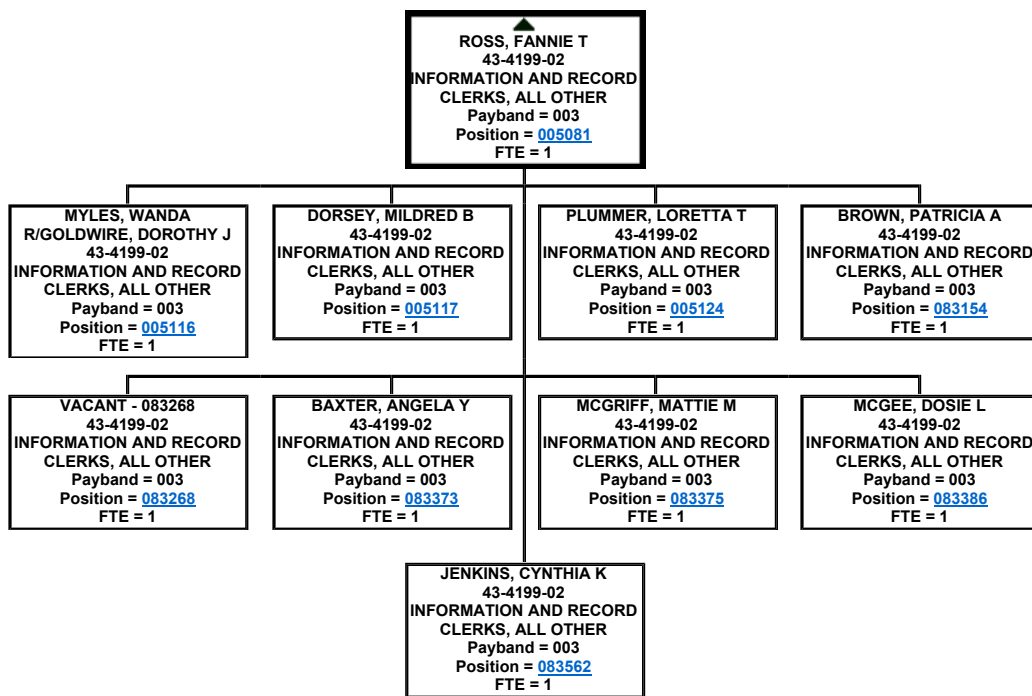




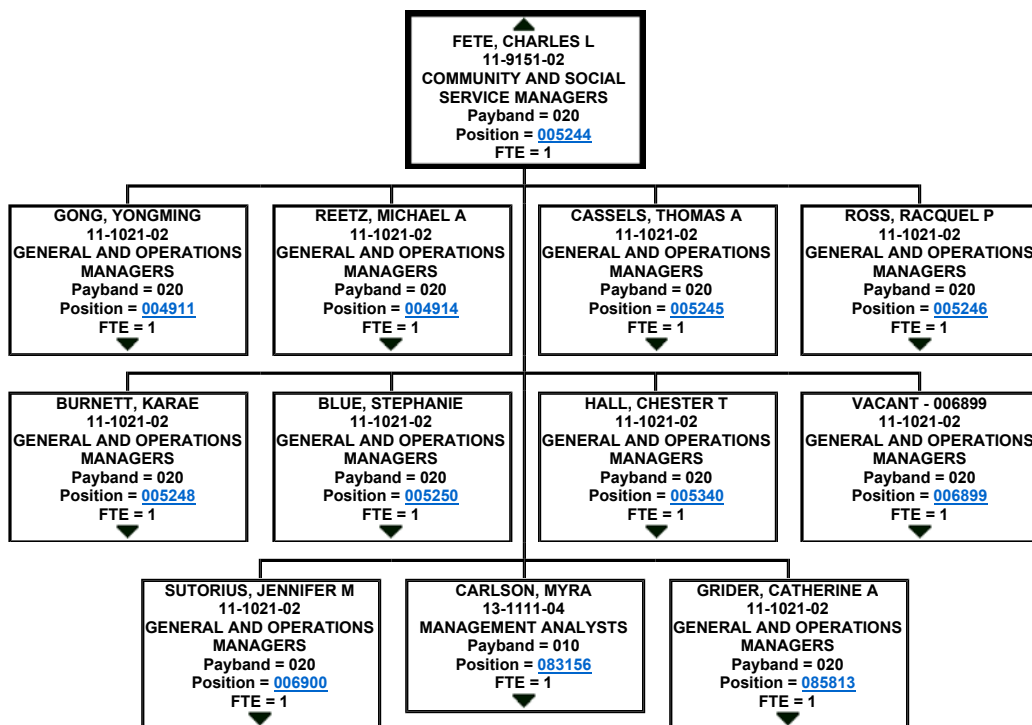


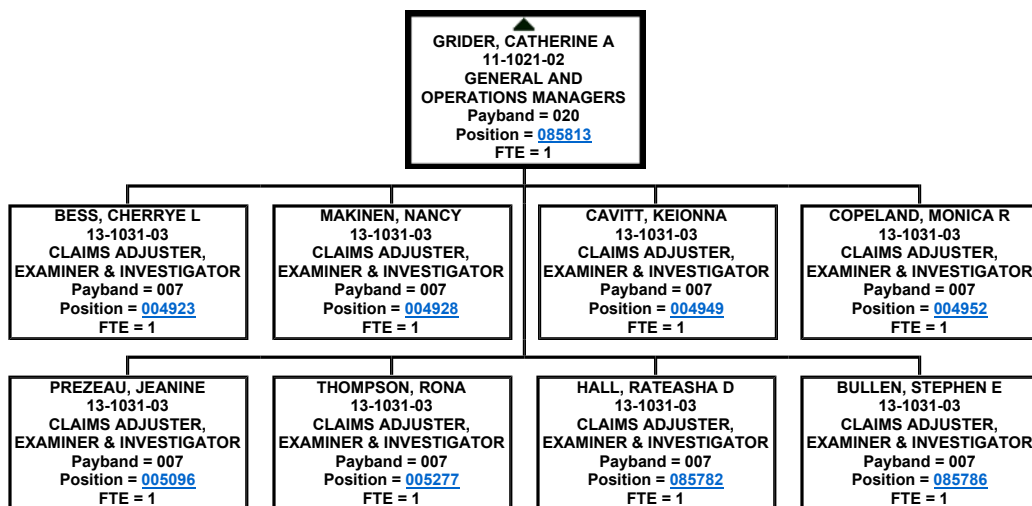


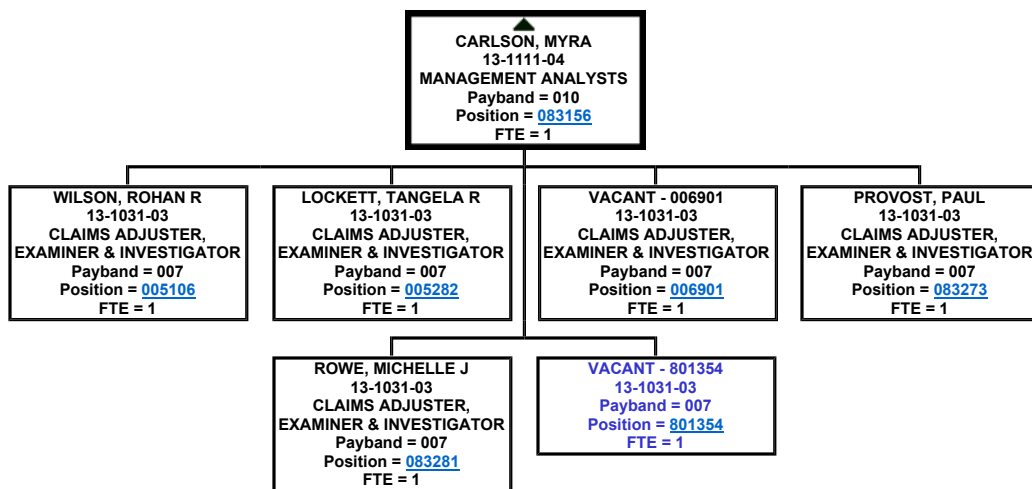


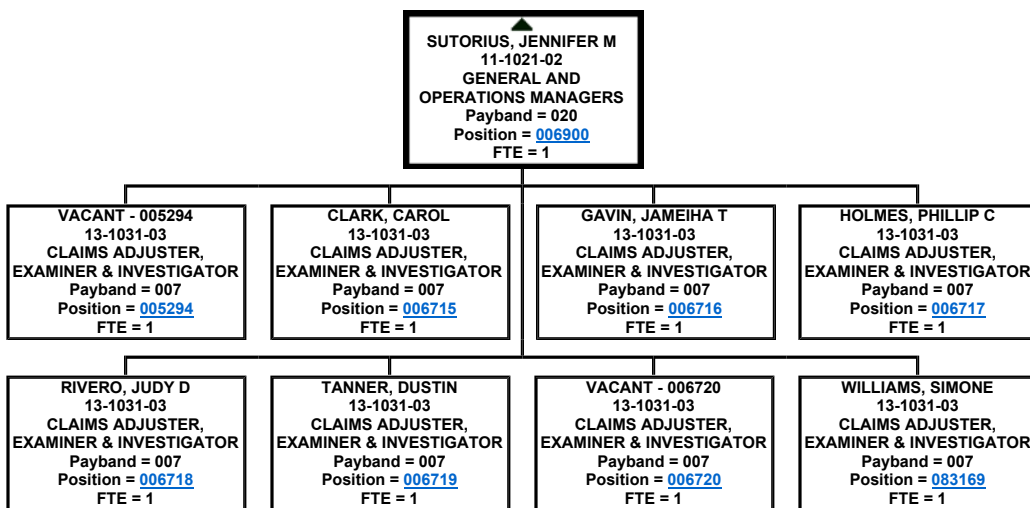


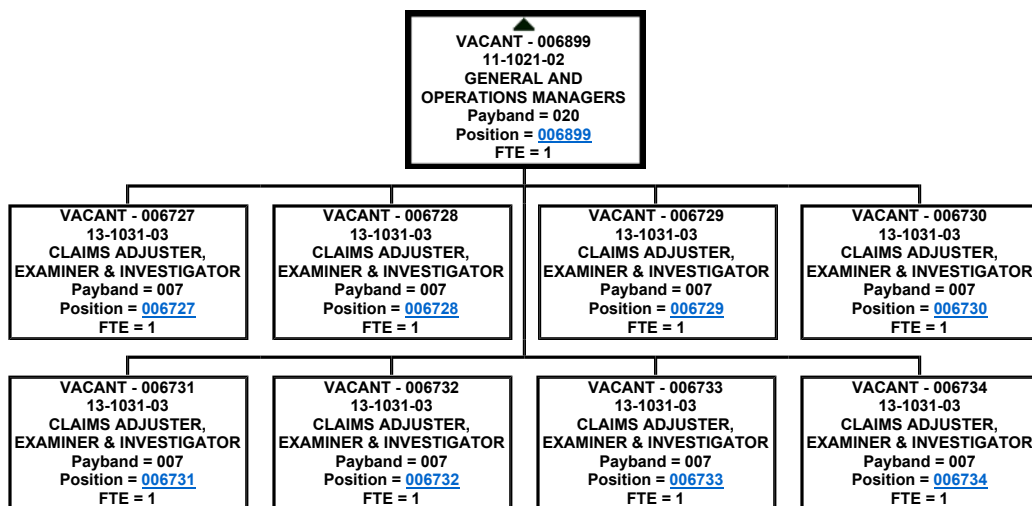


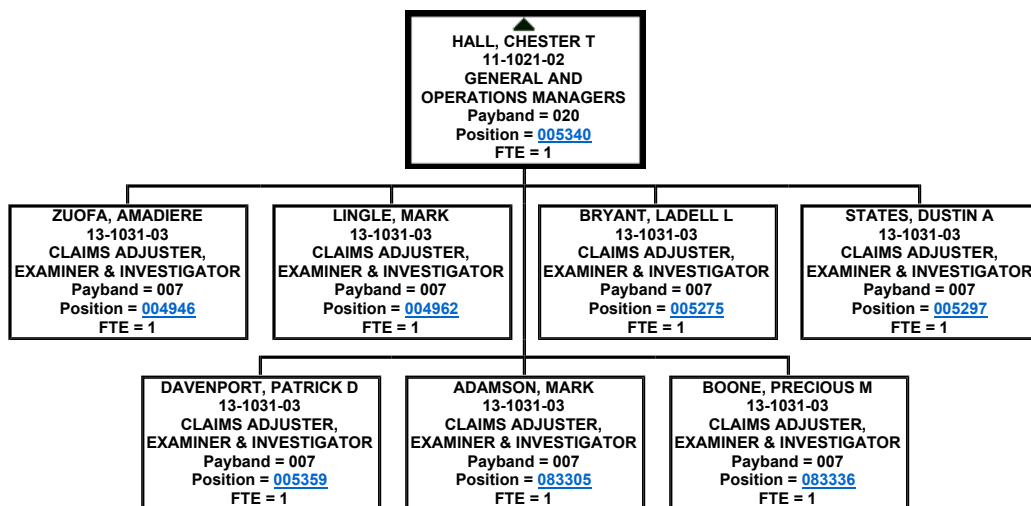


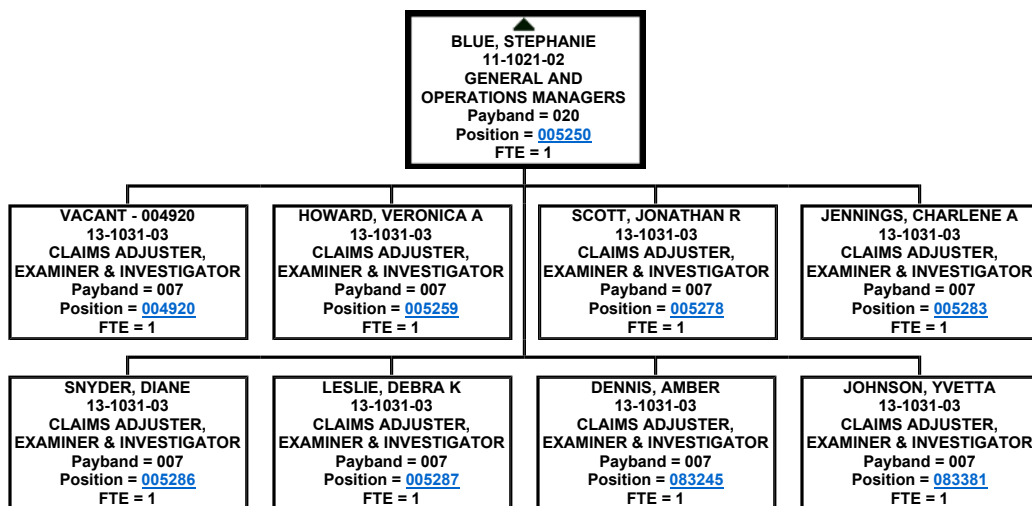


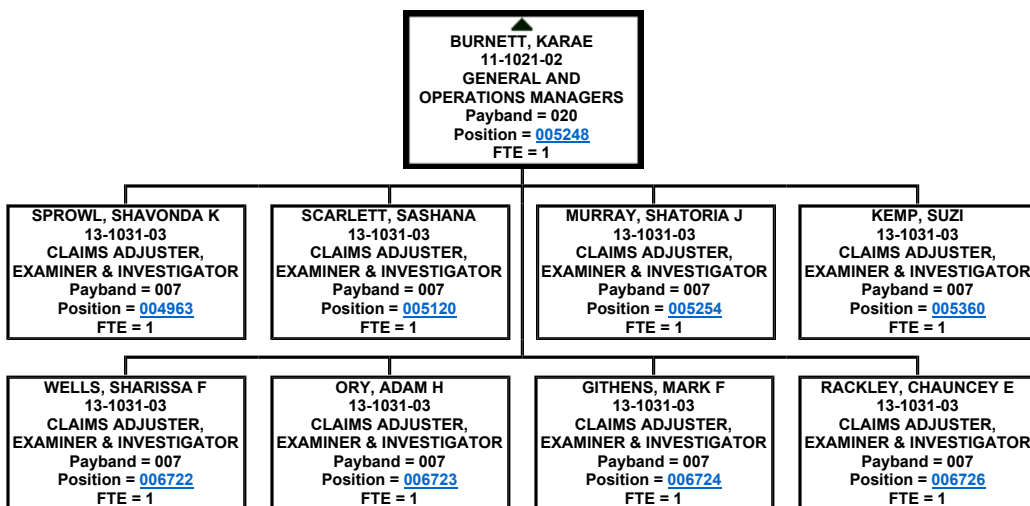




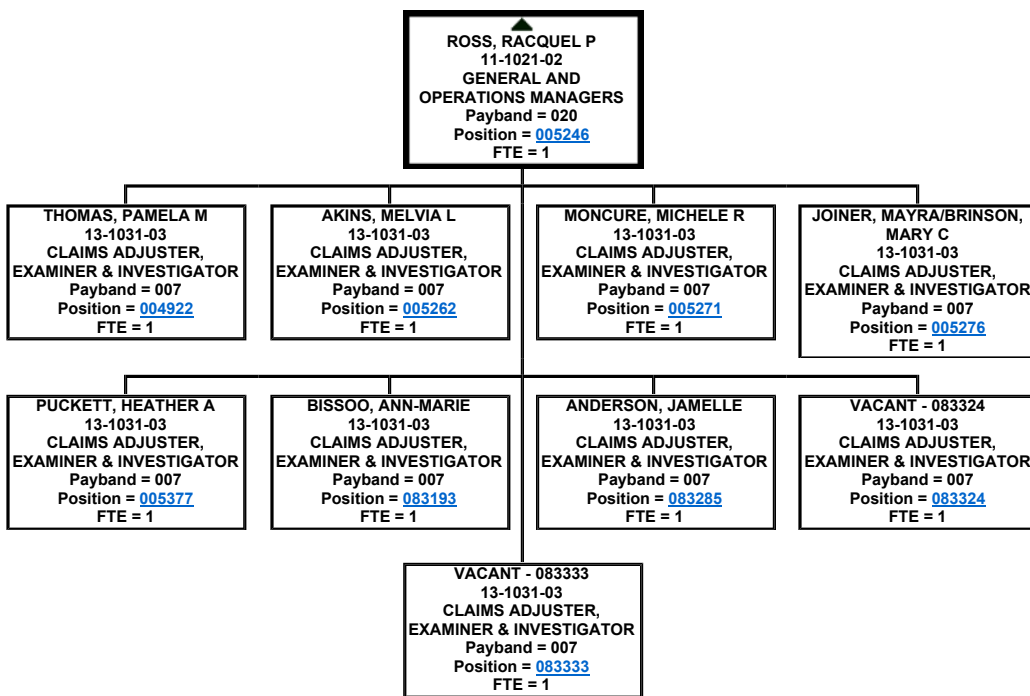


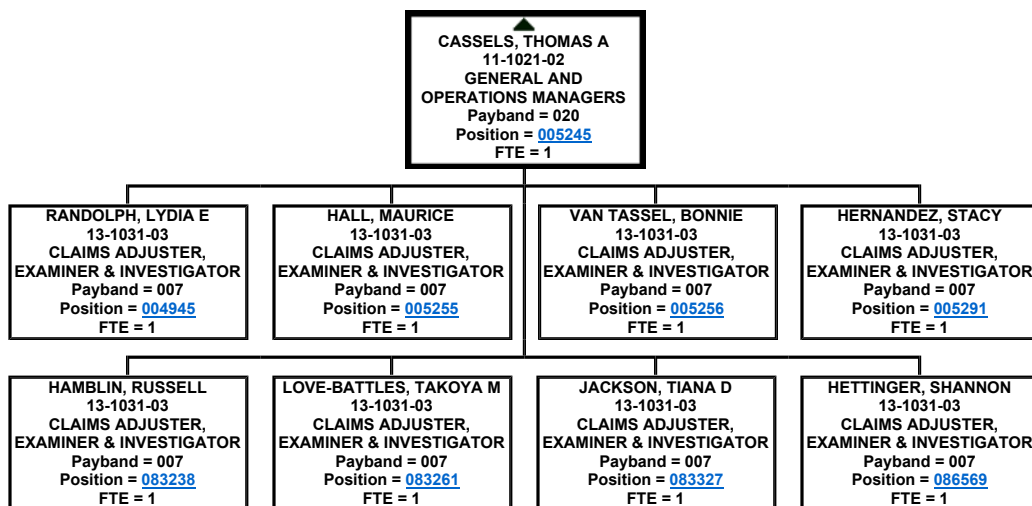


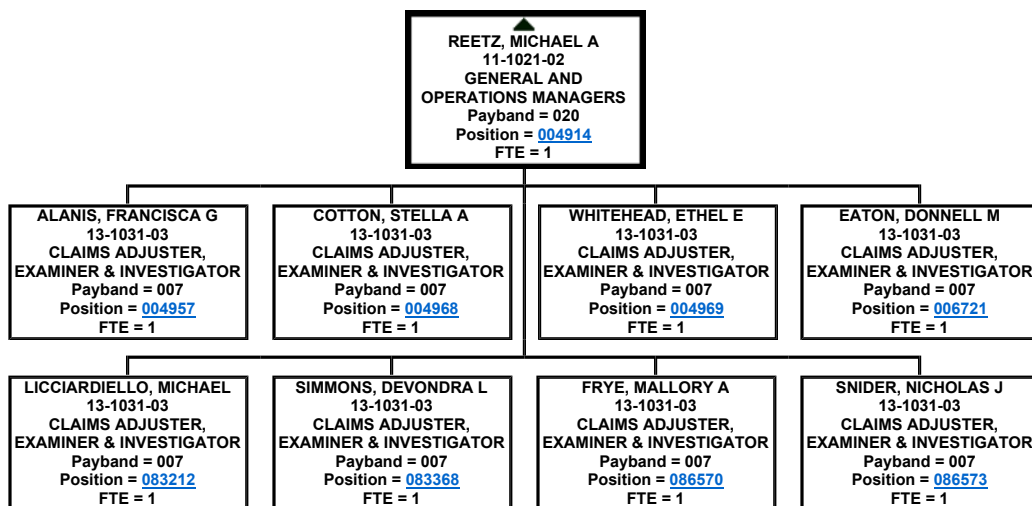


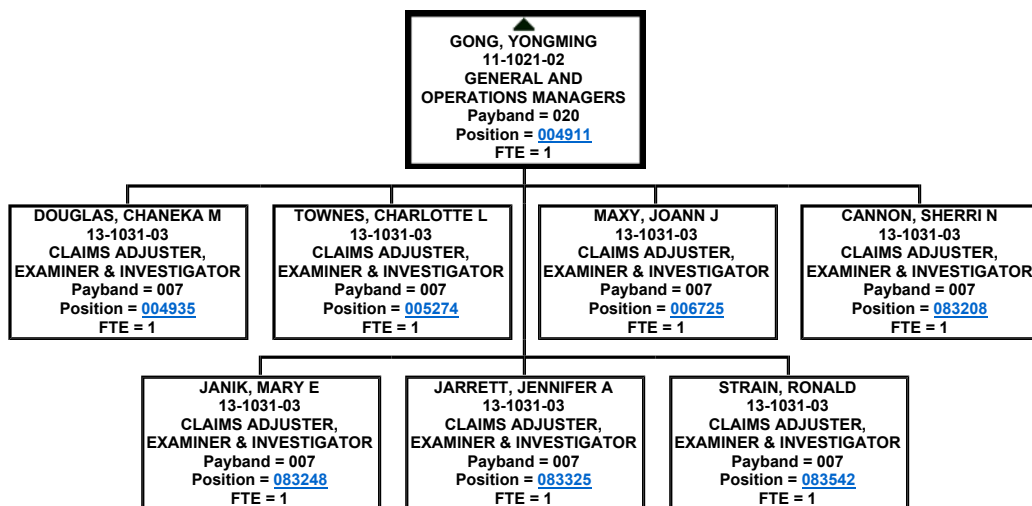


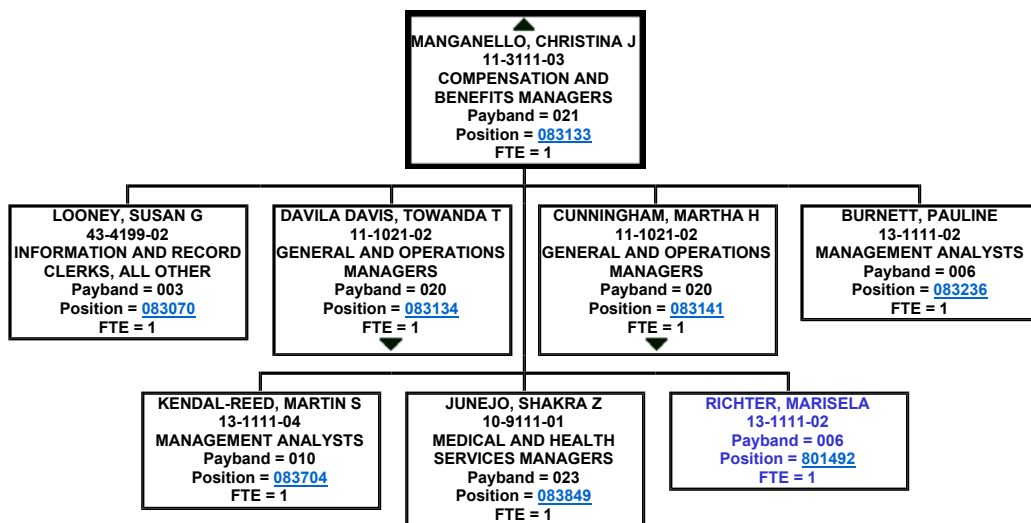


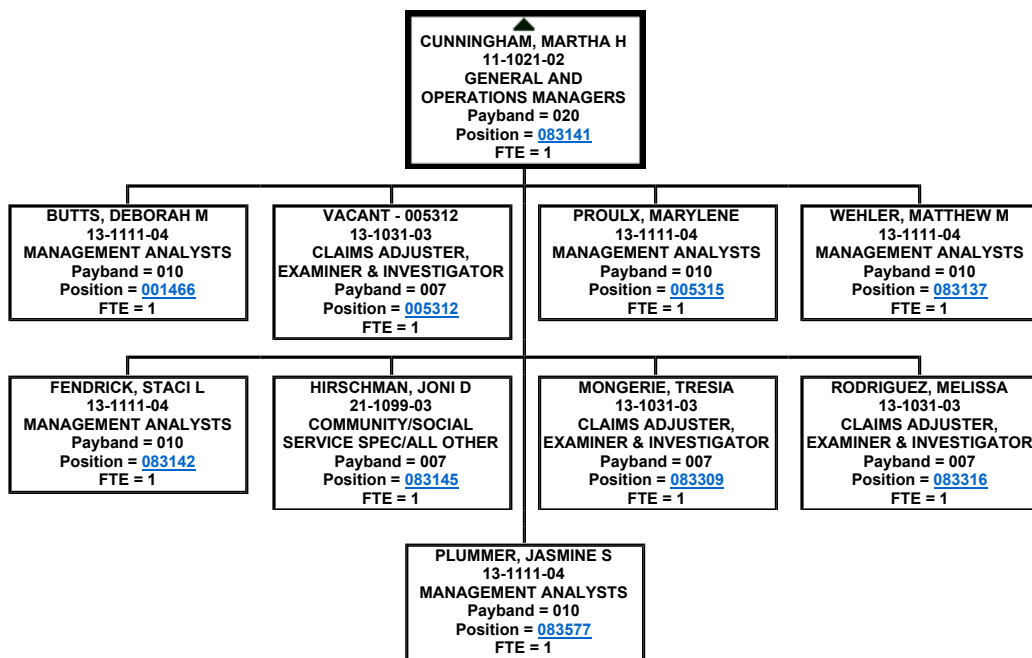


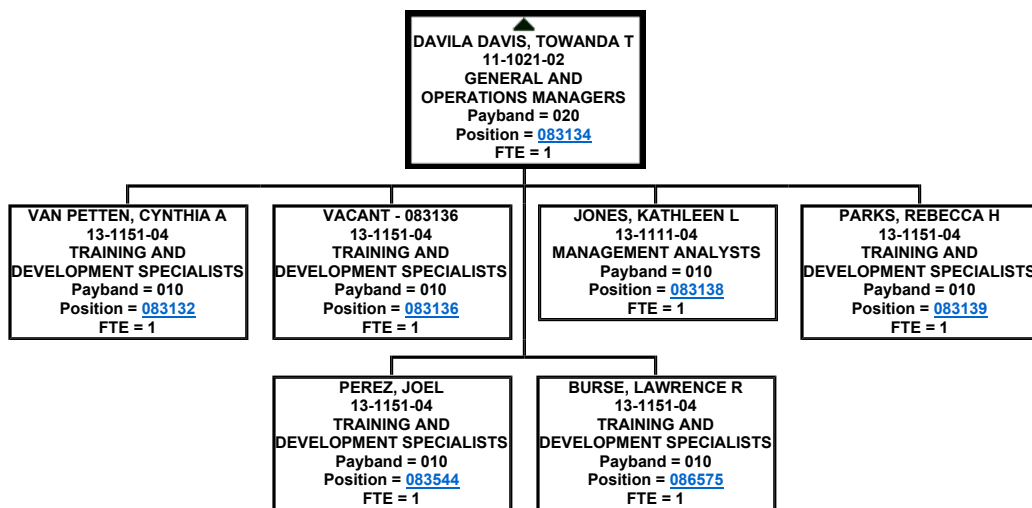


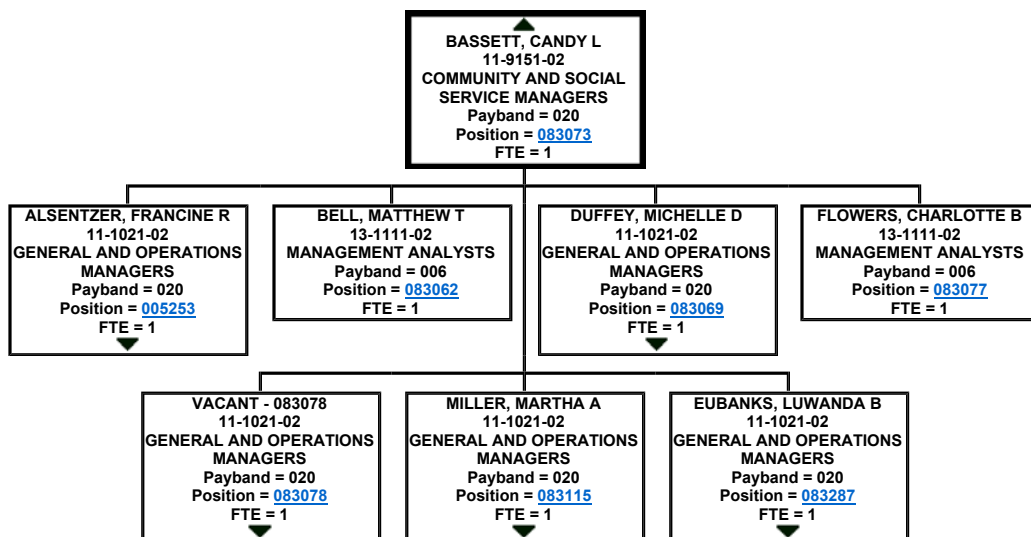




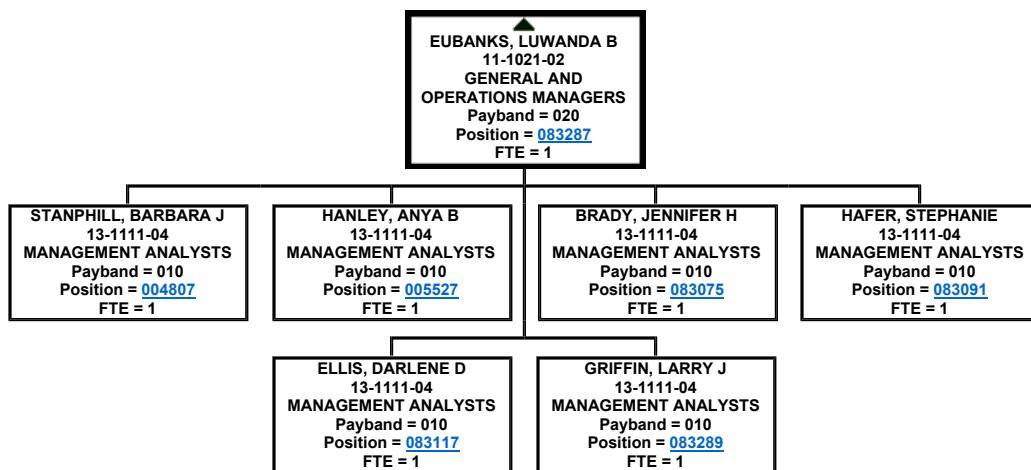


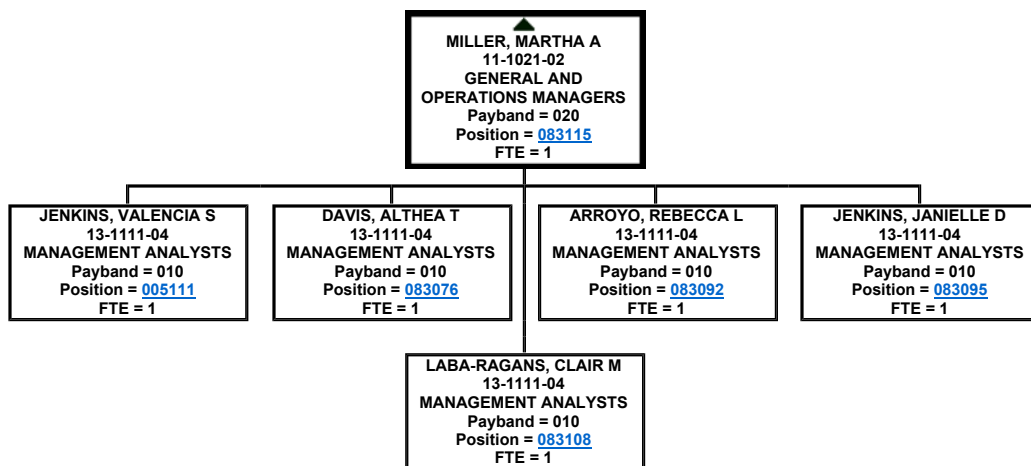


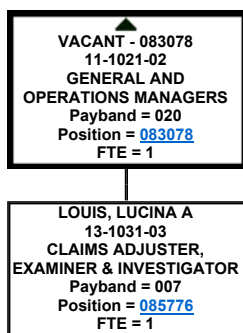


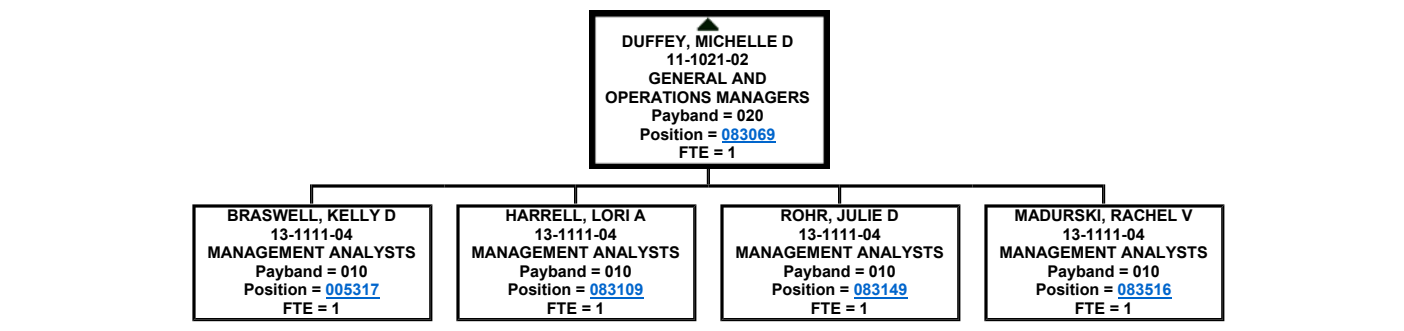


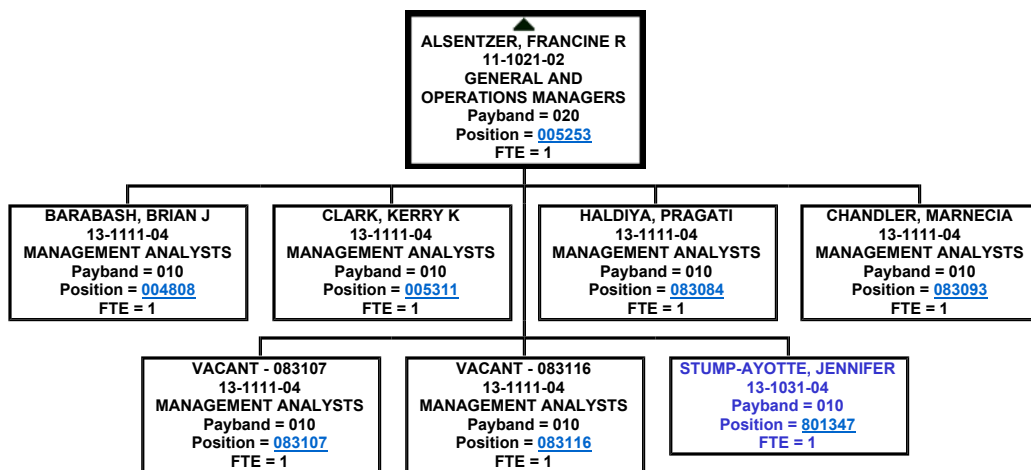


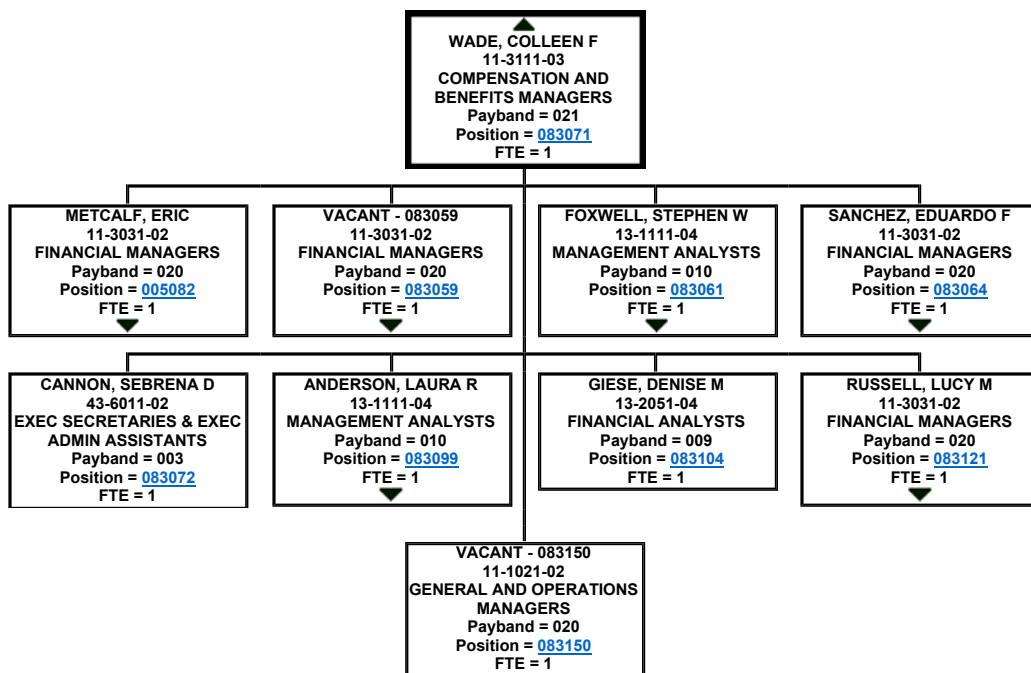


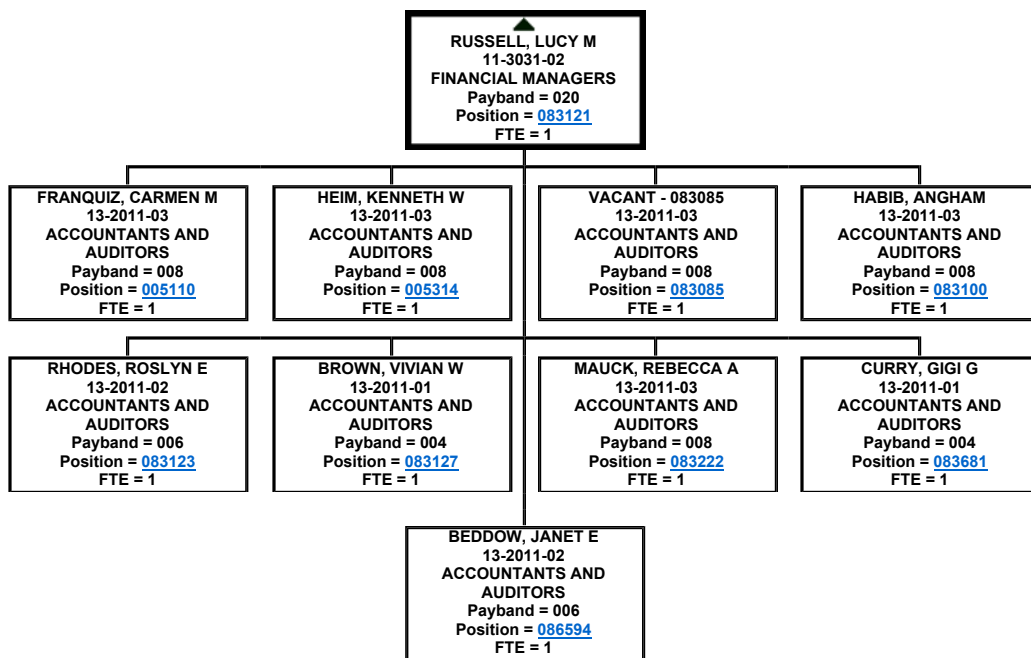


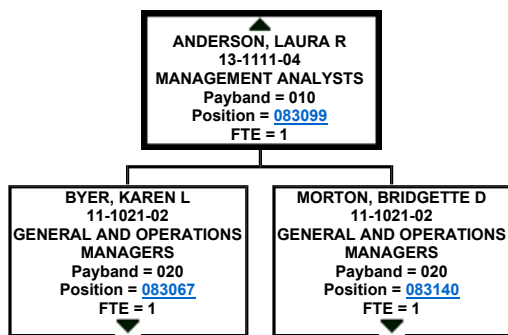




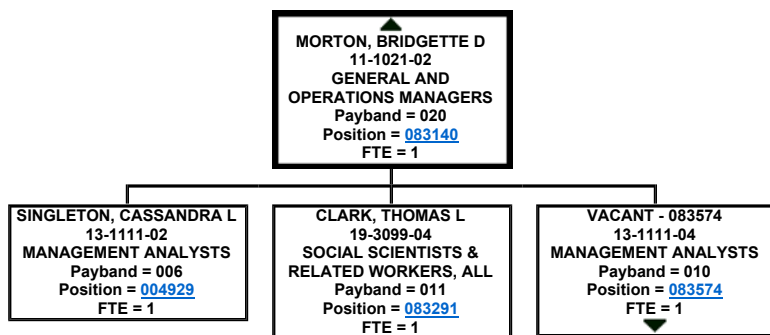




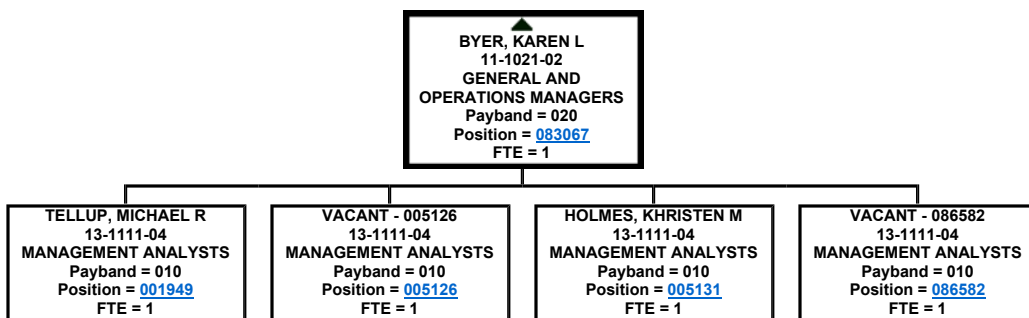


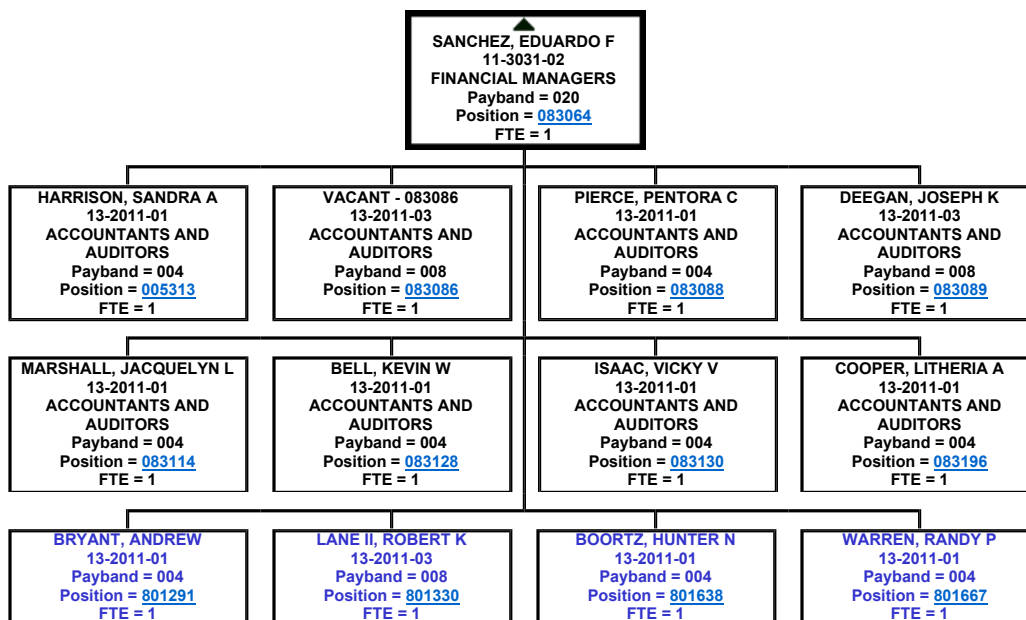


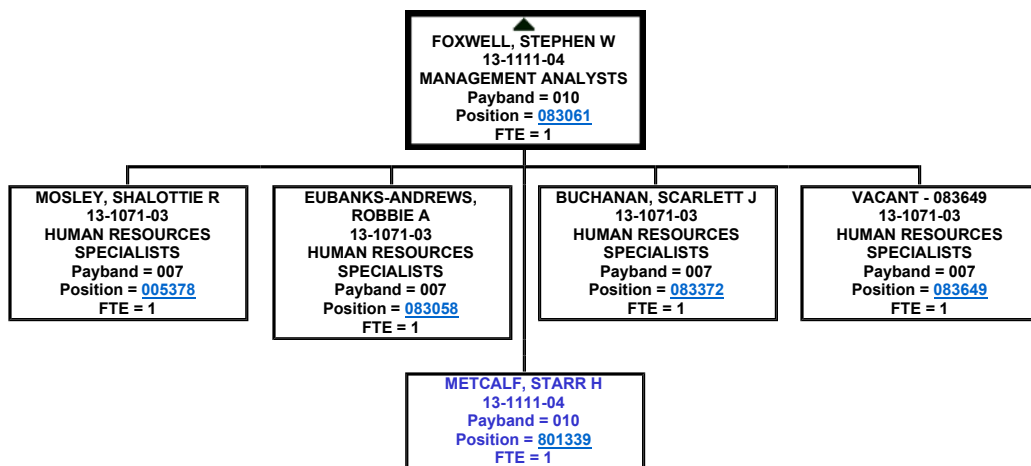




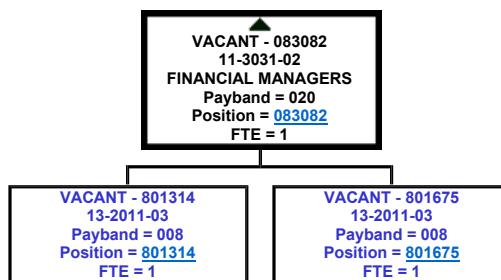


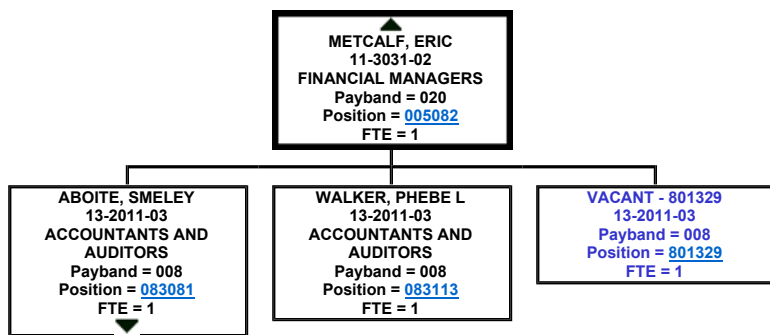




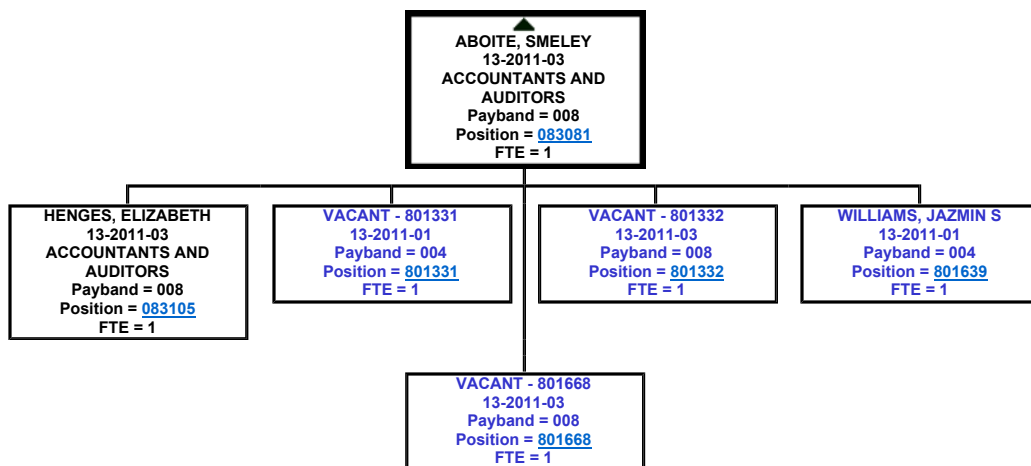


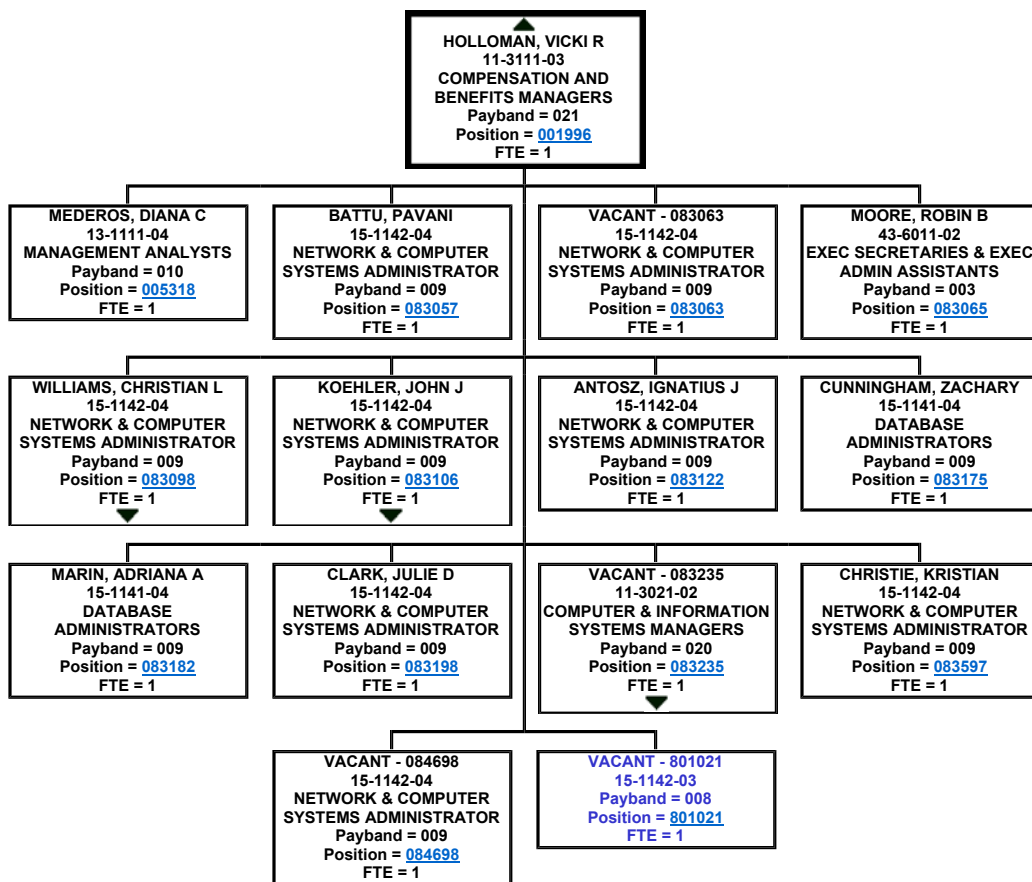


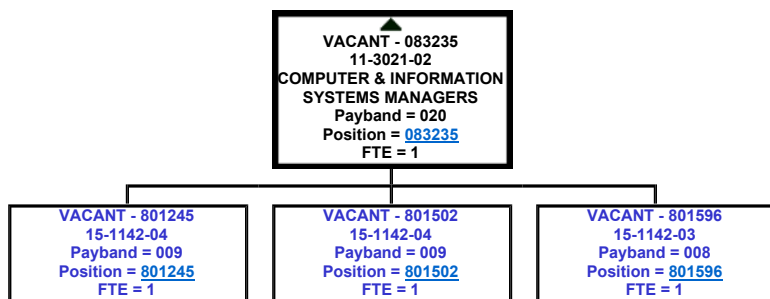


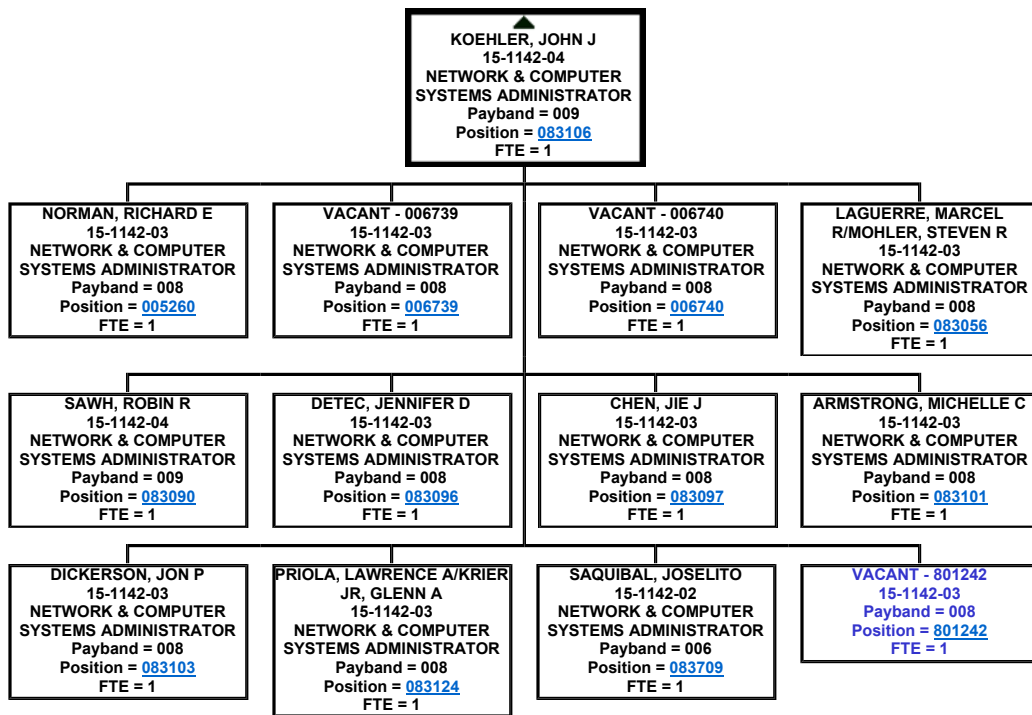


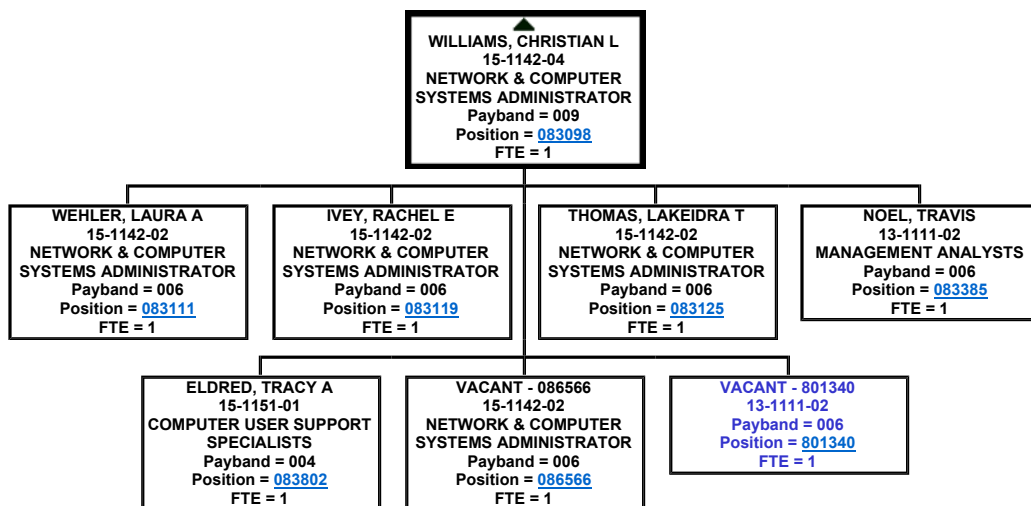








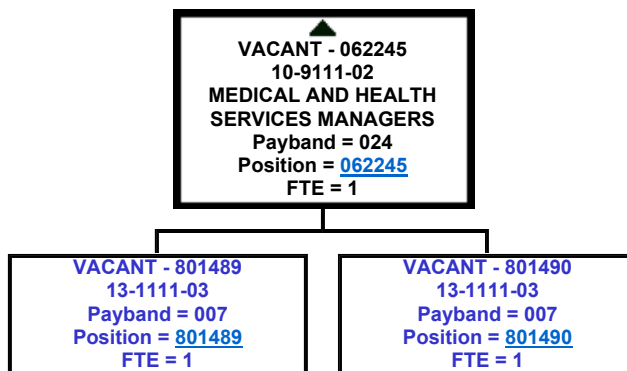




# DOH - Deputy Secretary for Health / Deputy State Health Officer for CMS

Created: 10/5/2016 10:19:00 AM

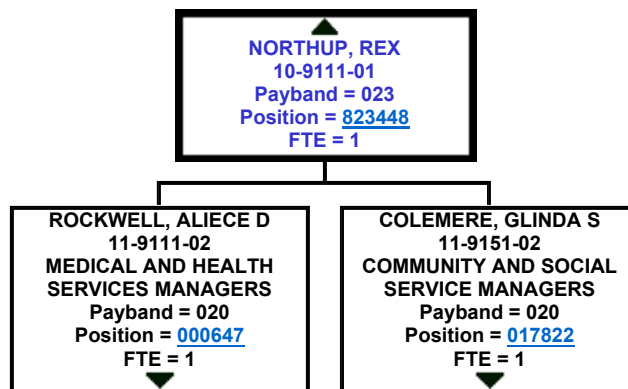
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

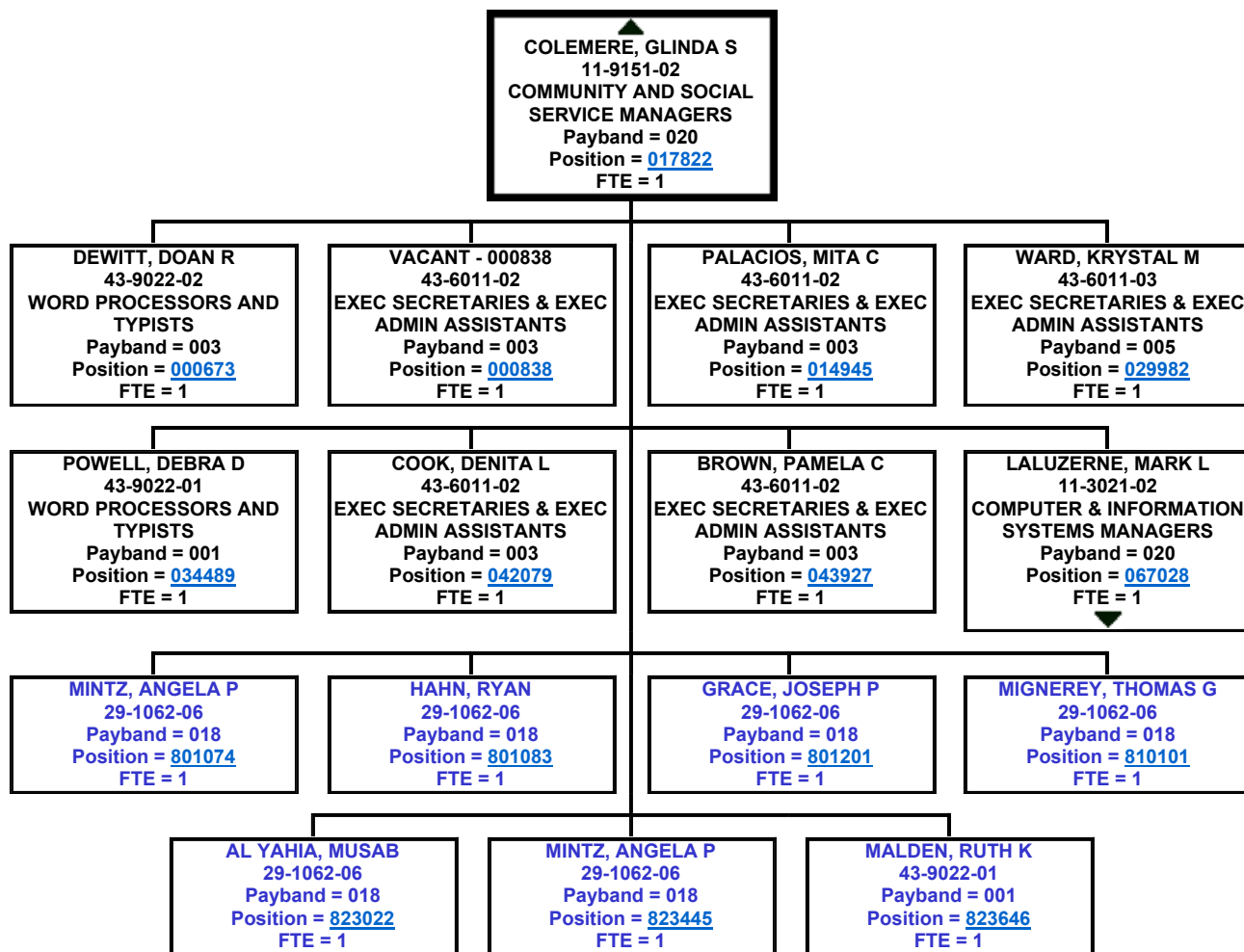


## DOH - CMS - Region - Pensacola

Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**



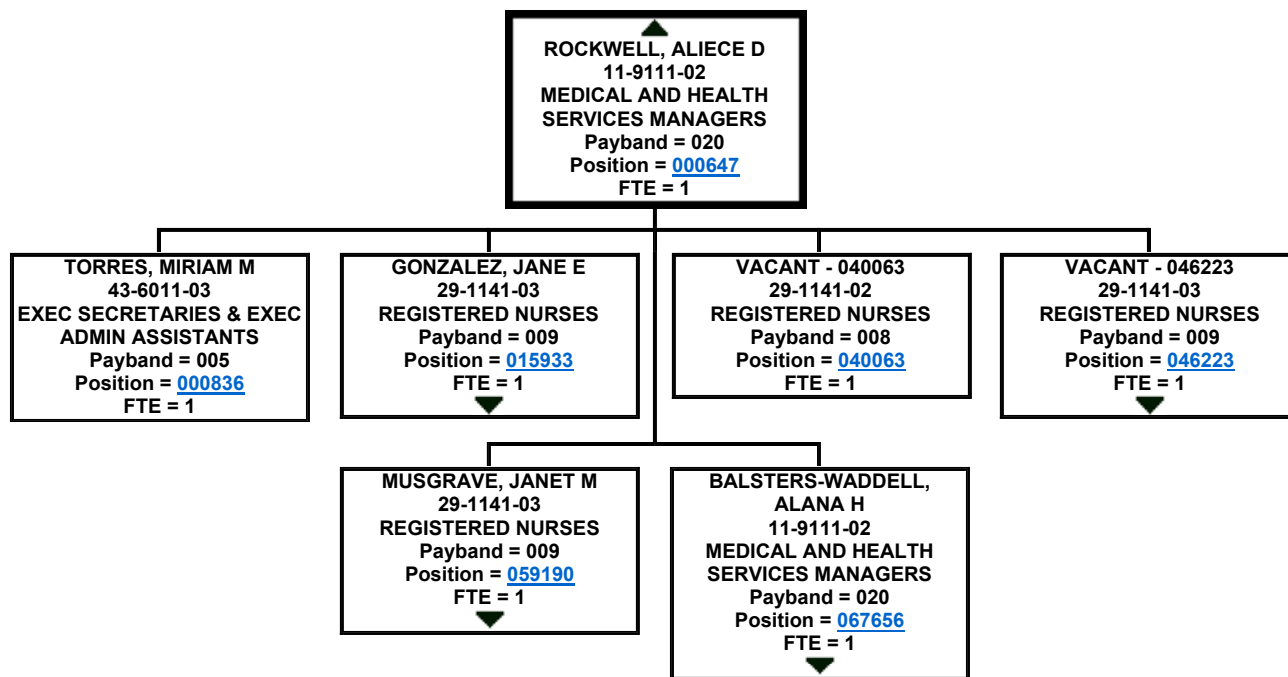


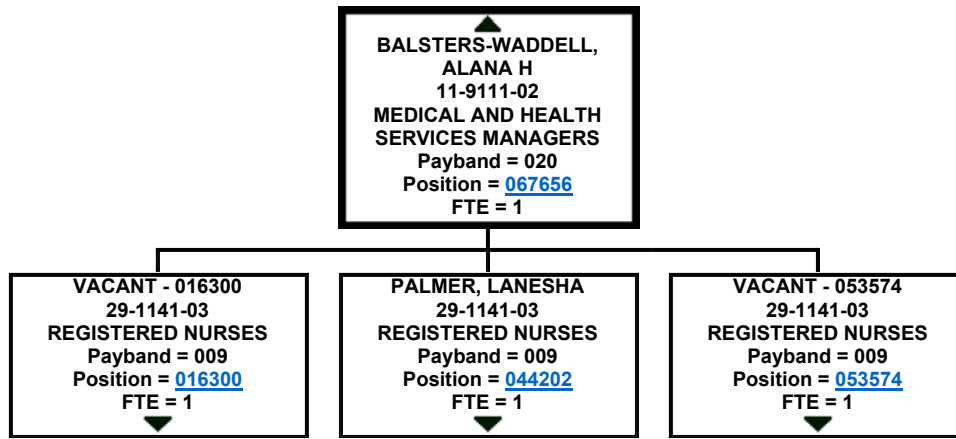


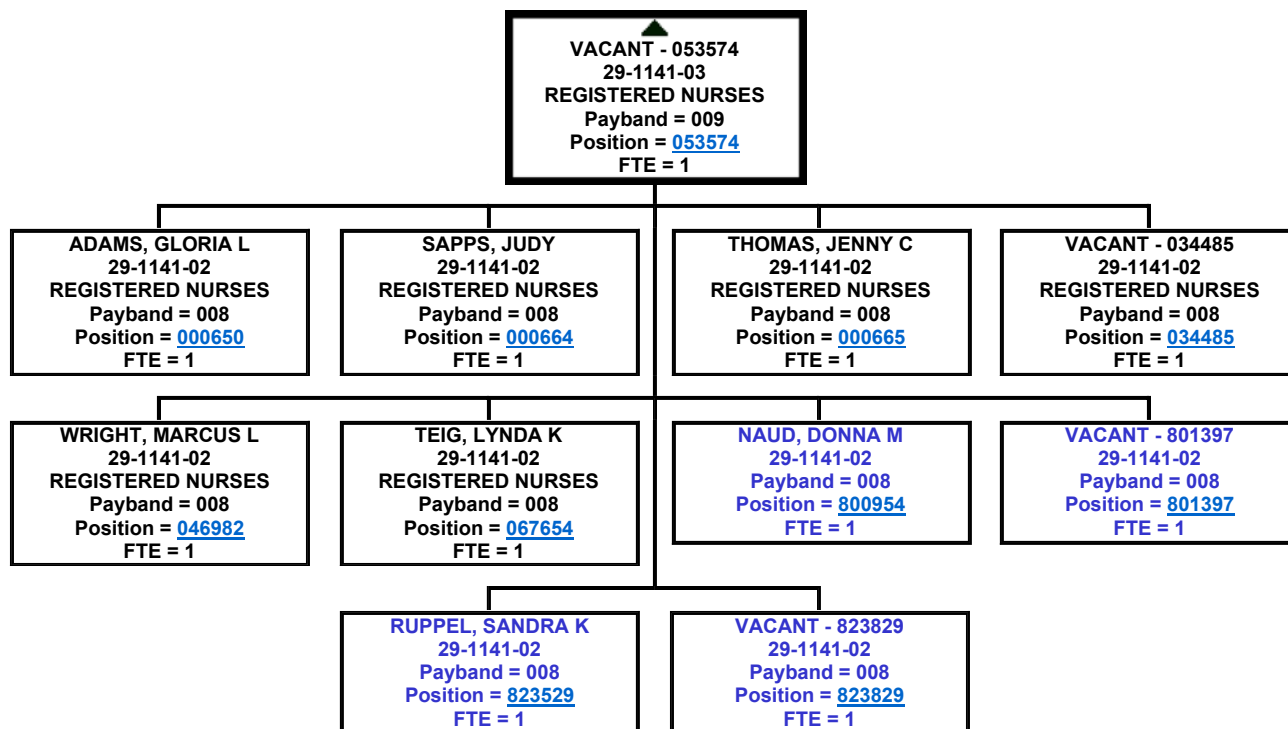
▲  
LALUZERNE, MARK L  
11-3021-02  
COMPUTER & INFORMATION  
SYSTEMS MANAGERS  
Payband = 020  
Position = [067028](#)  
FTE = 1

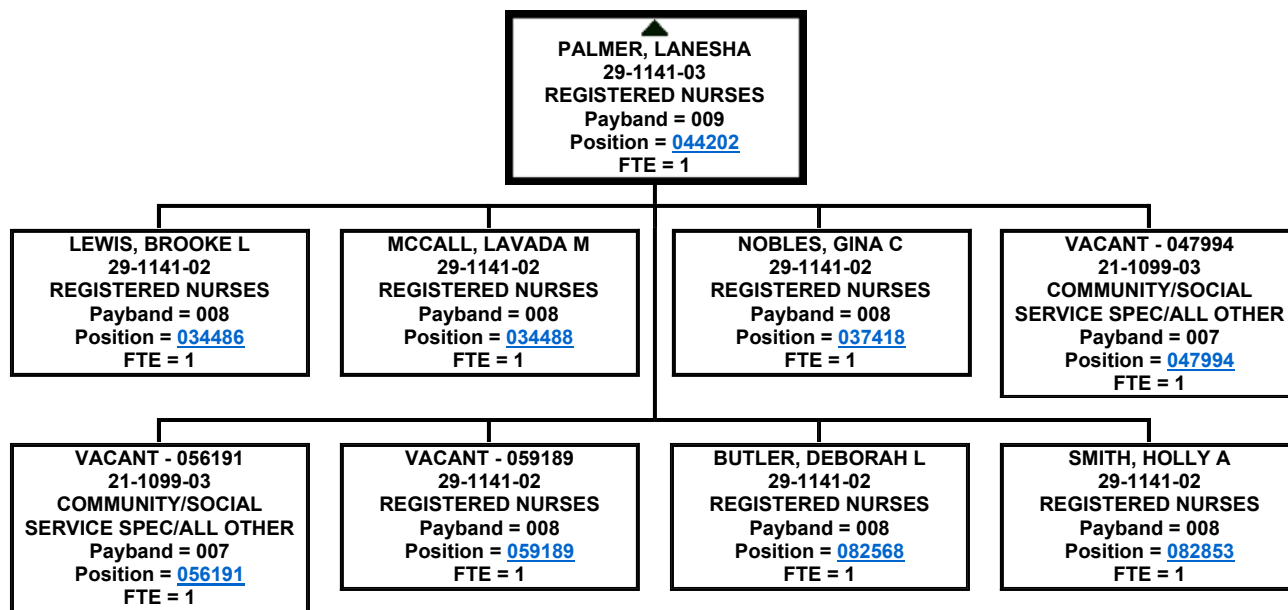
VACANT - 081800  
15-1142-02  
NETWORK & COMPUTER  
SYSTEMS ADMINISTRATOR  
Payband = 006  
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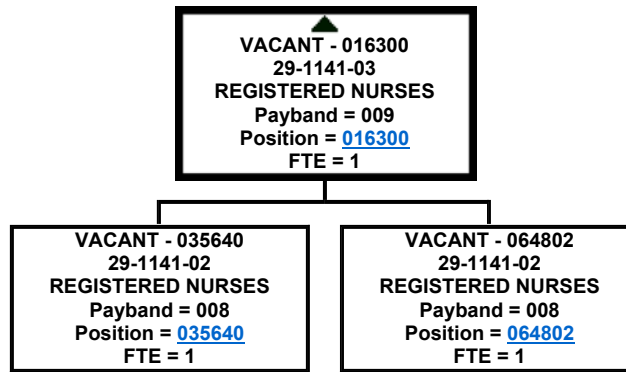
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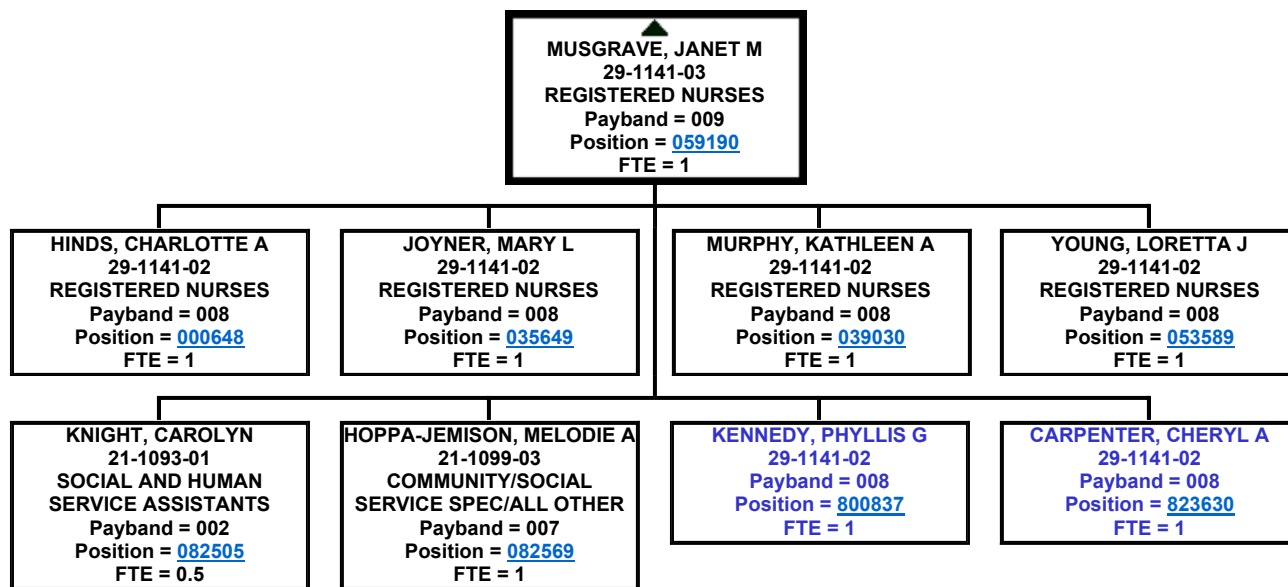


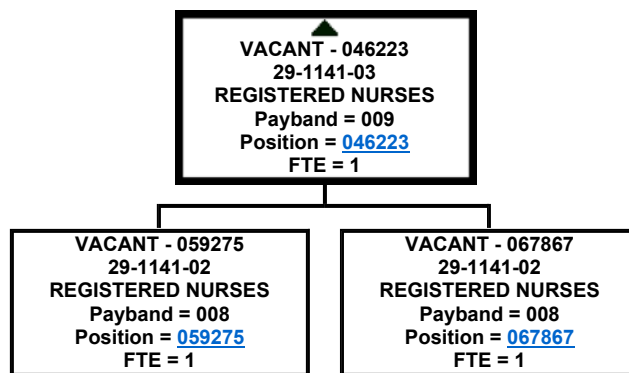




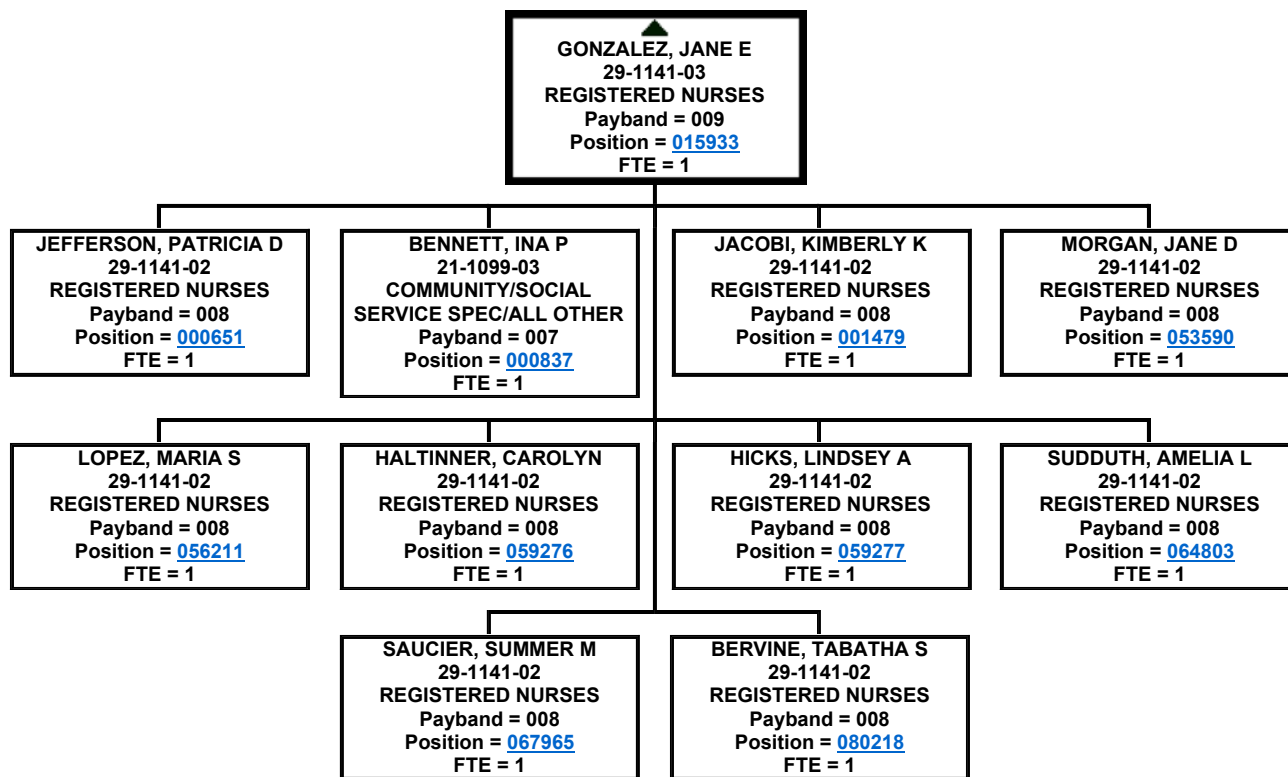








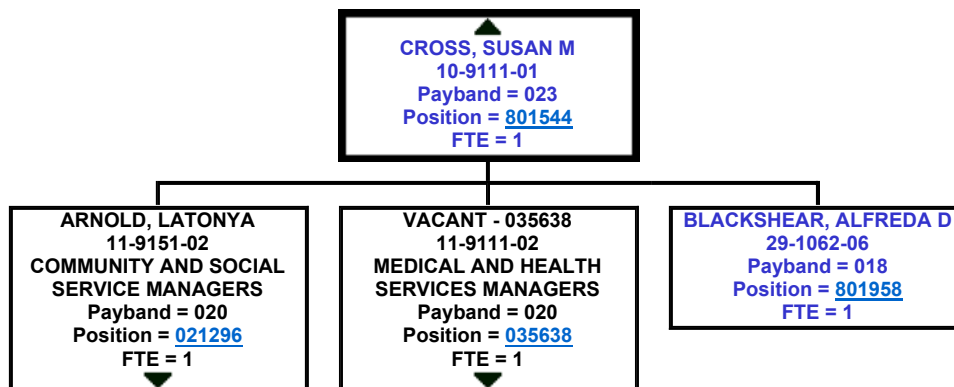


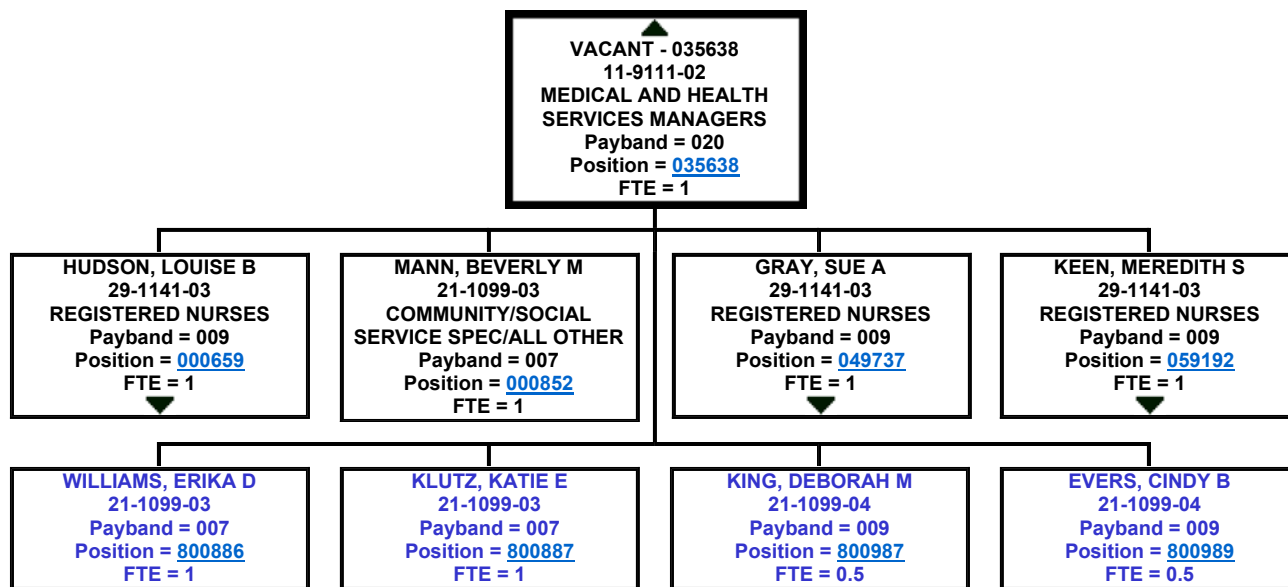


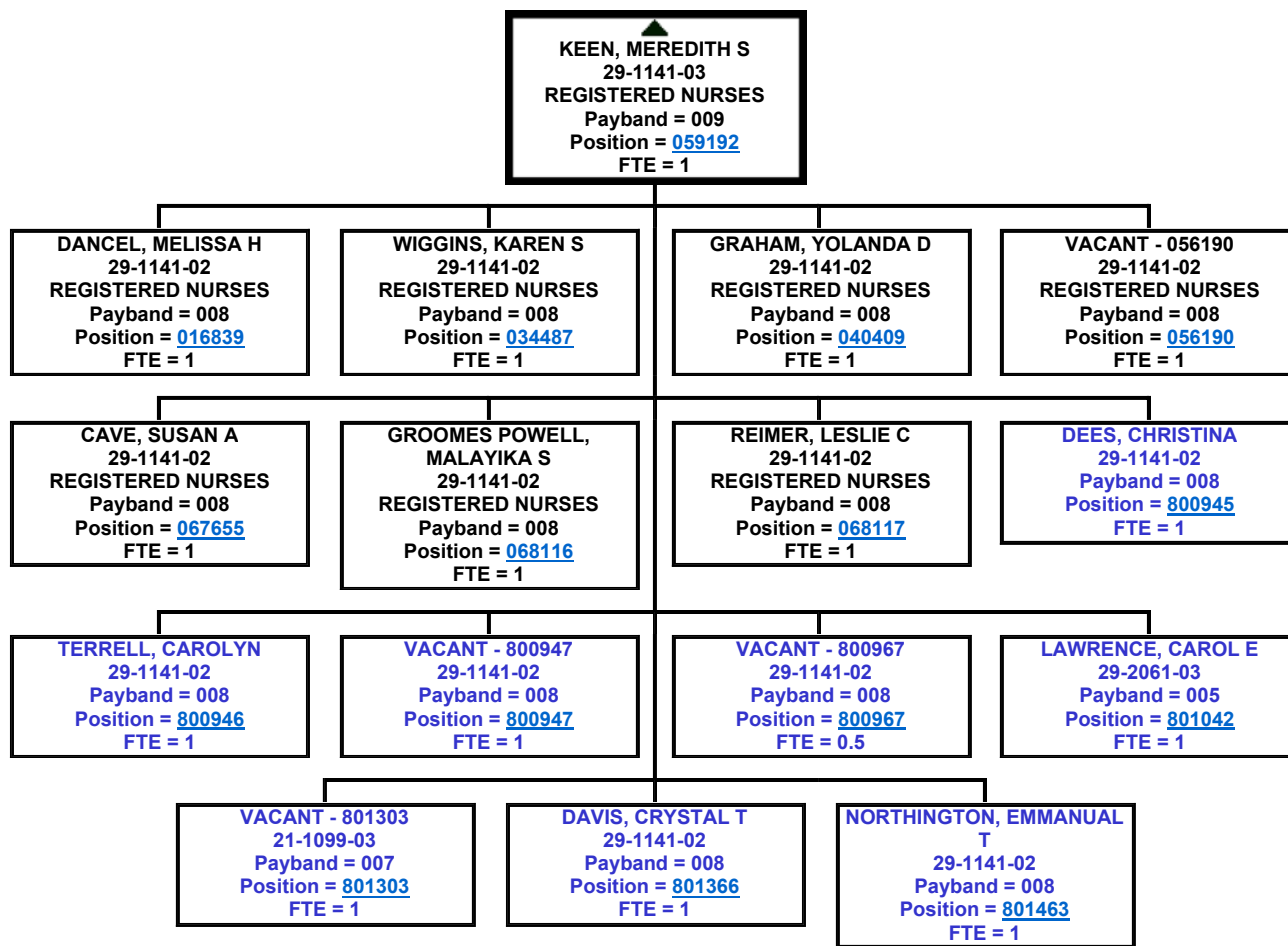
## DOH - CMS - Region - Tallahassee

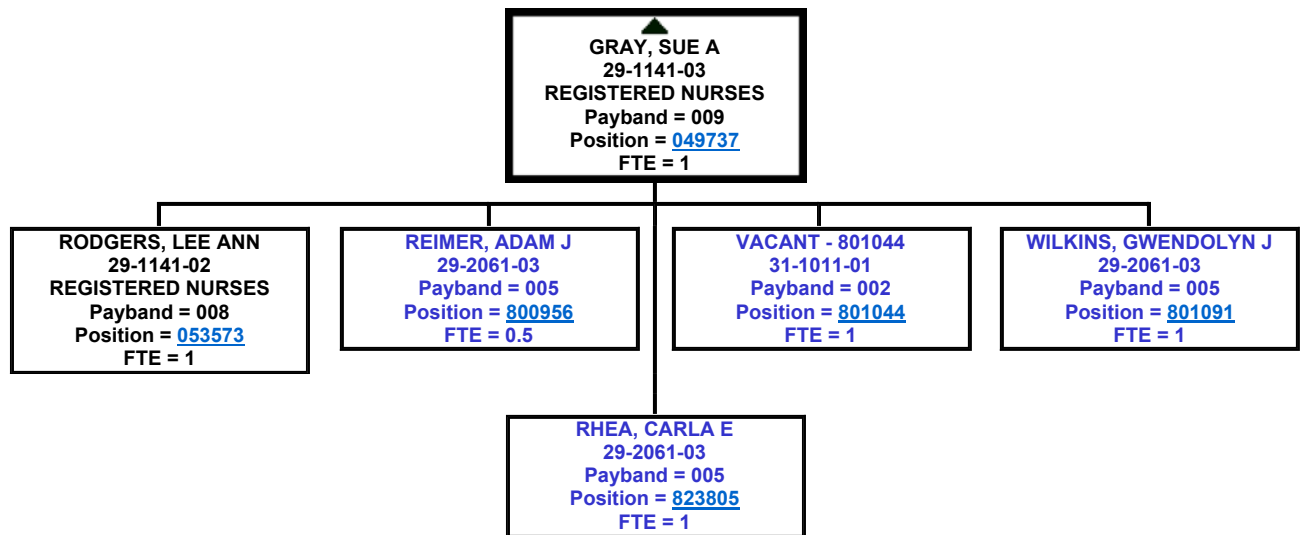
Created: 10/5/2016 10:19:00 AM

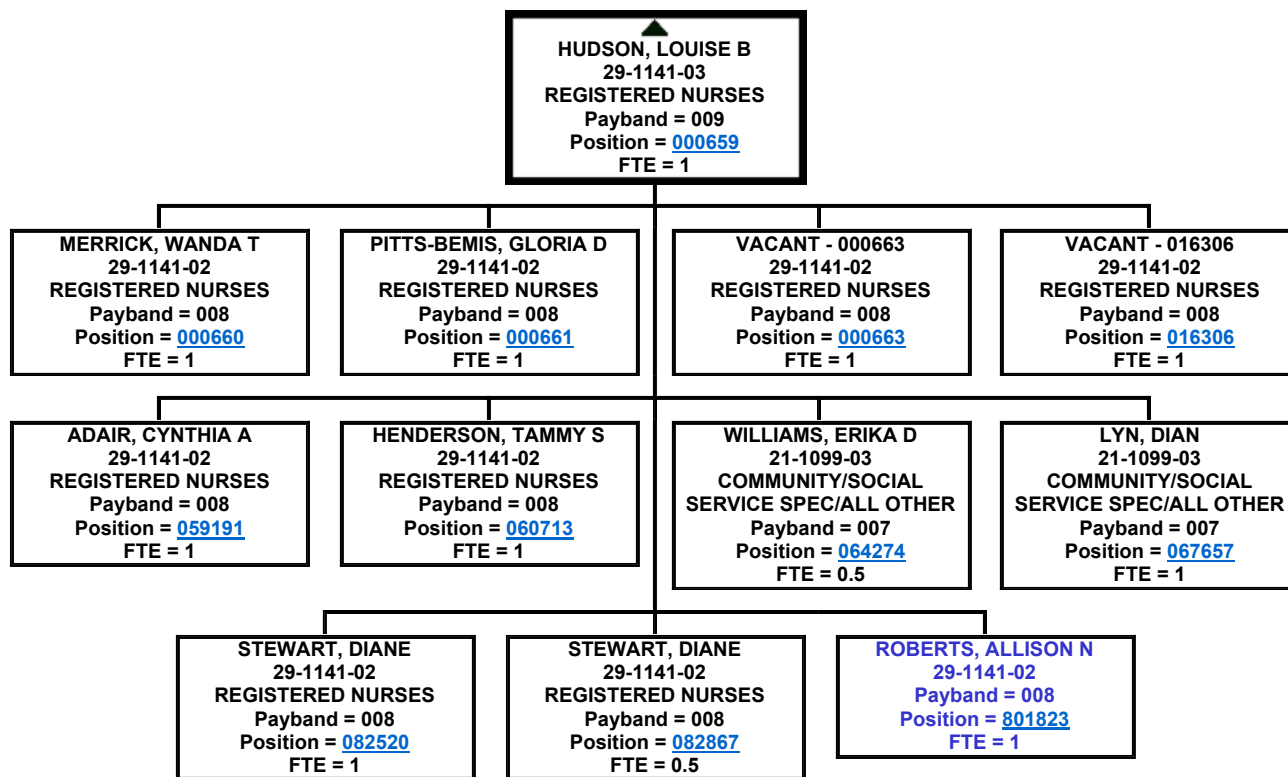
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

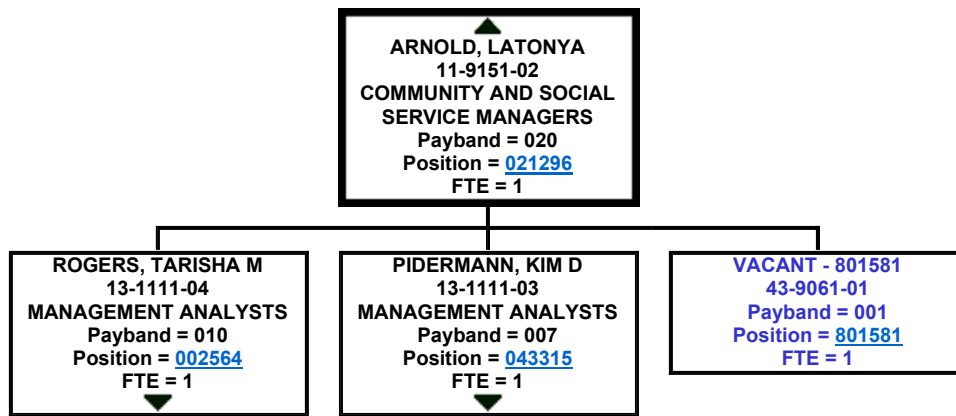


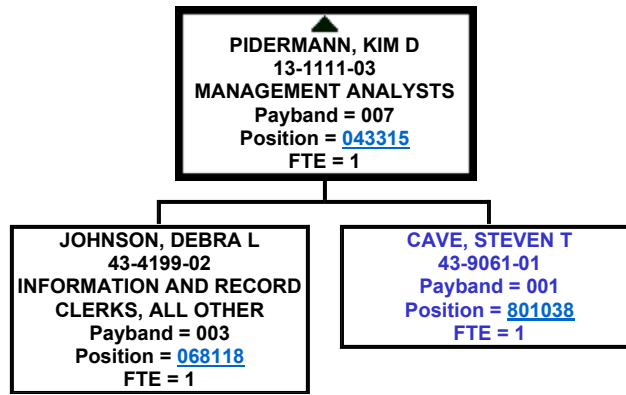




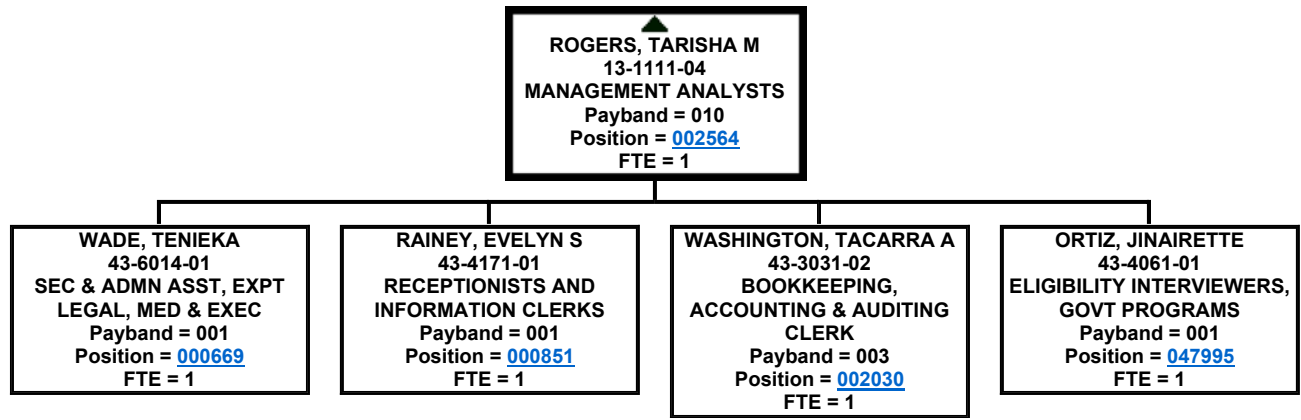








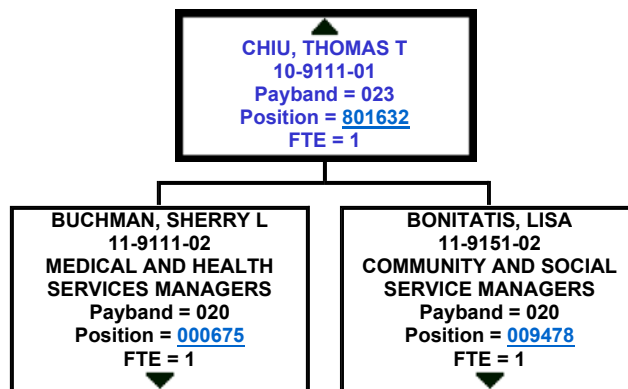


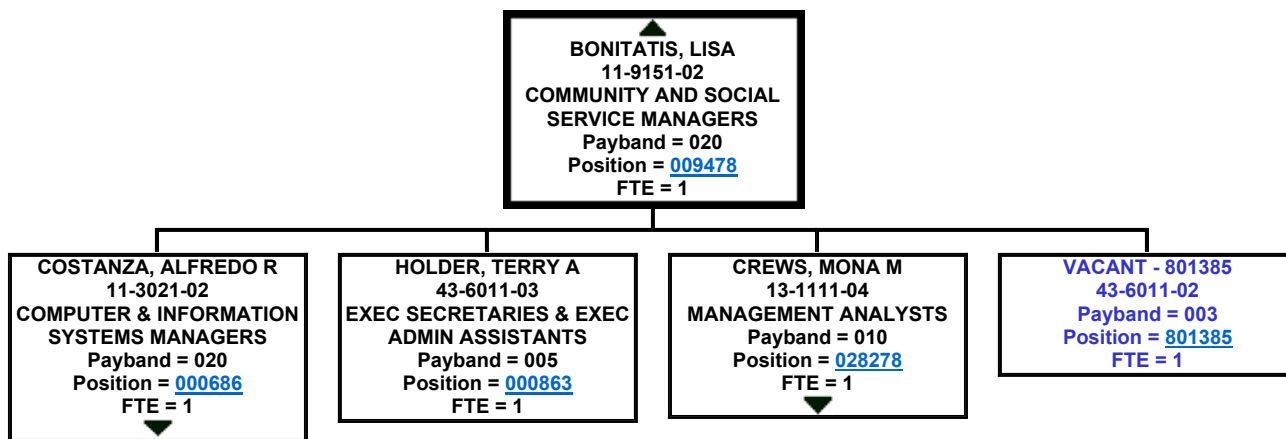


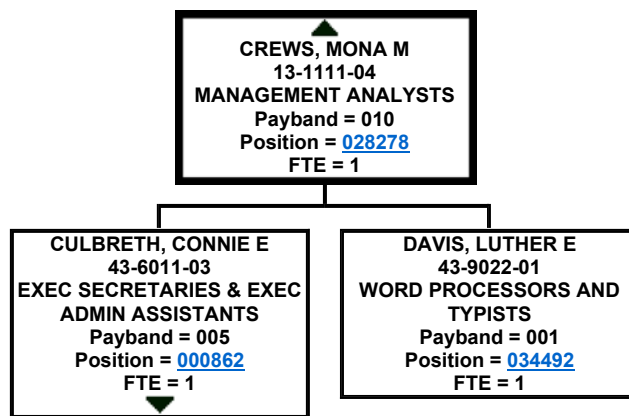
# DOH - CMS - Region - Gainesville

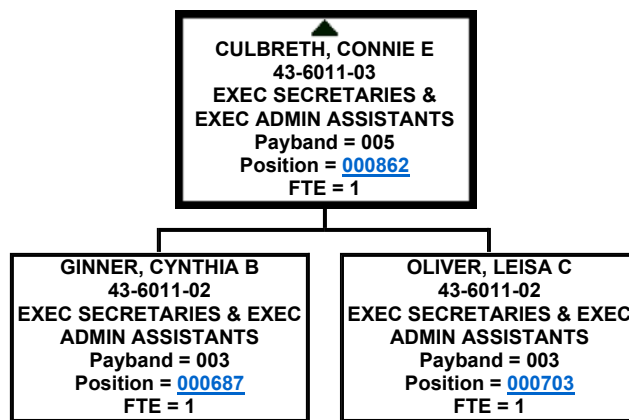
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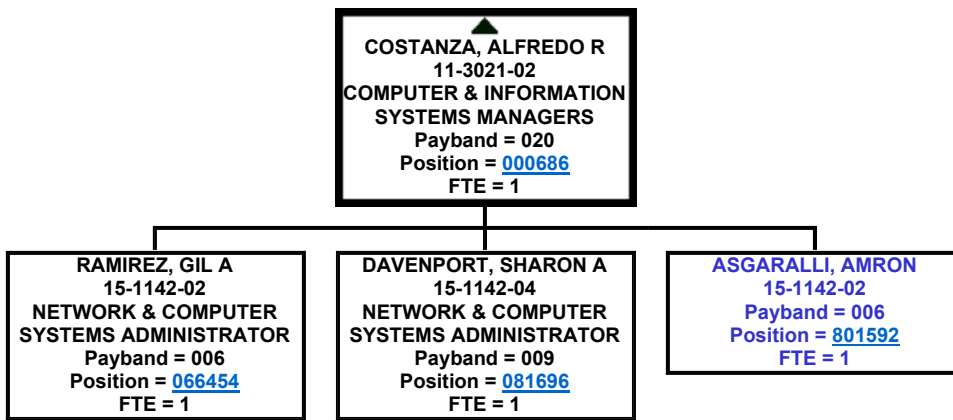
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

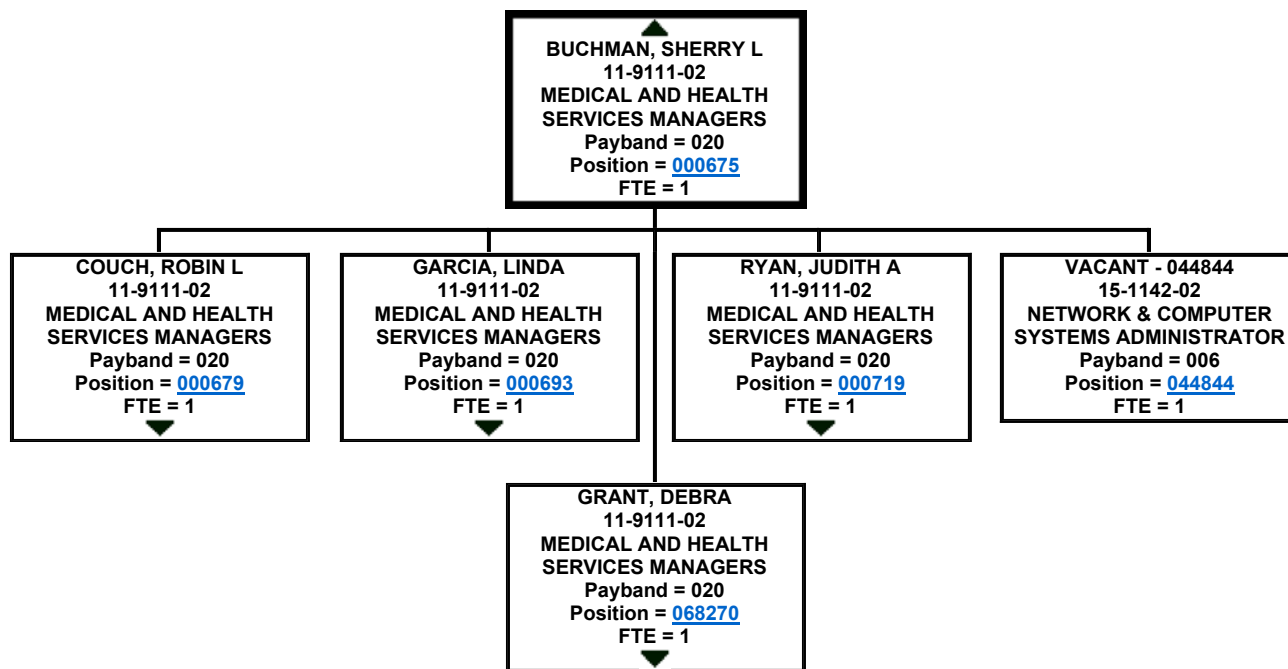


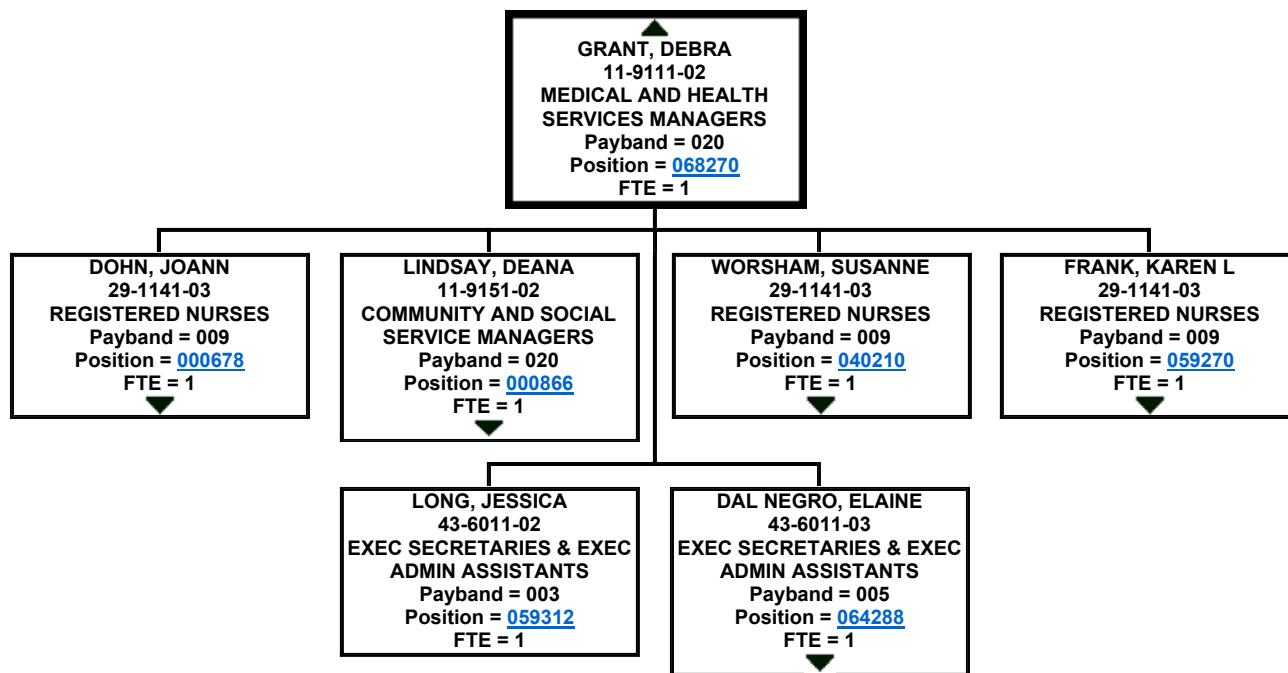




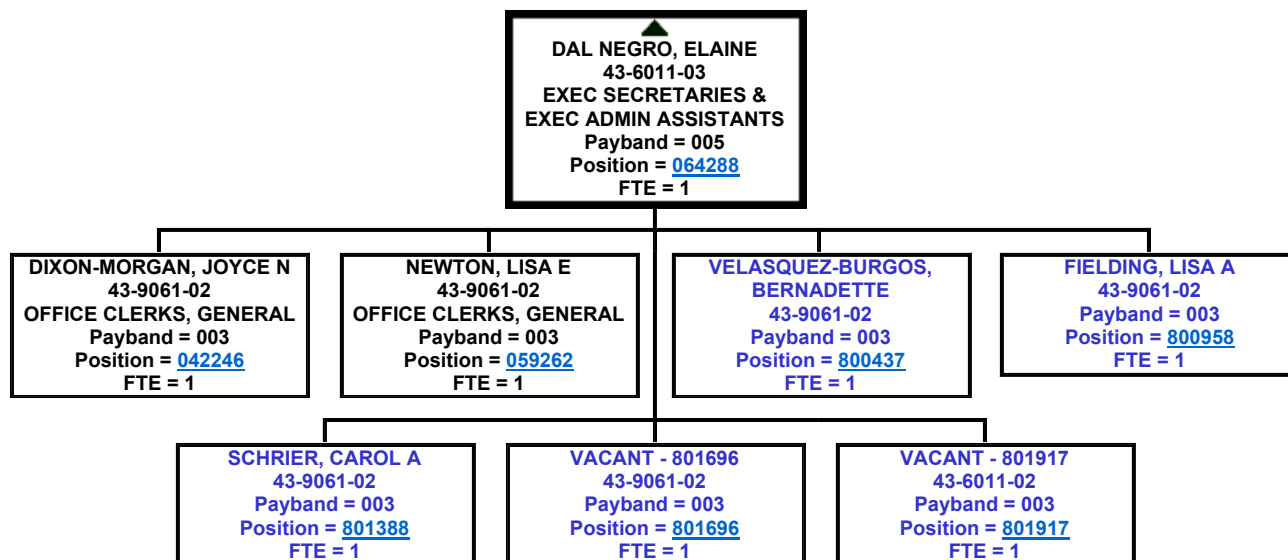


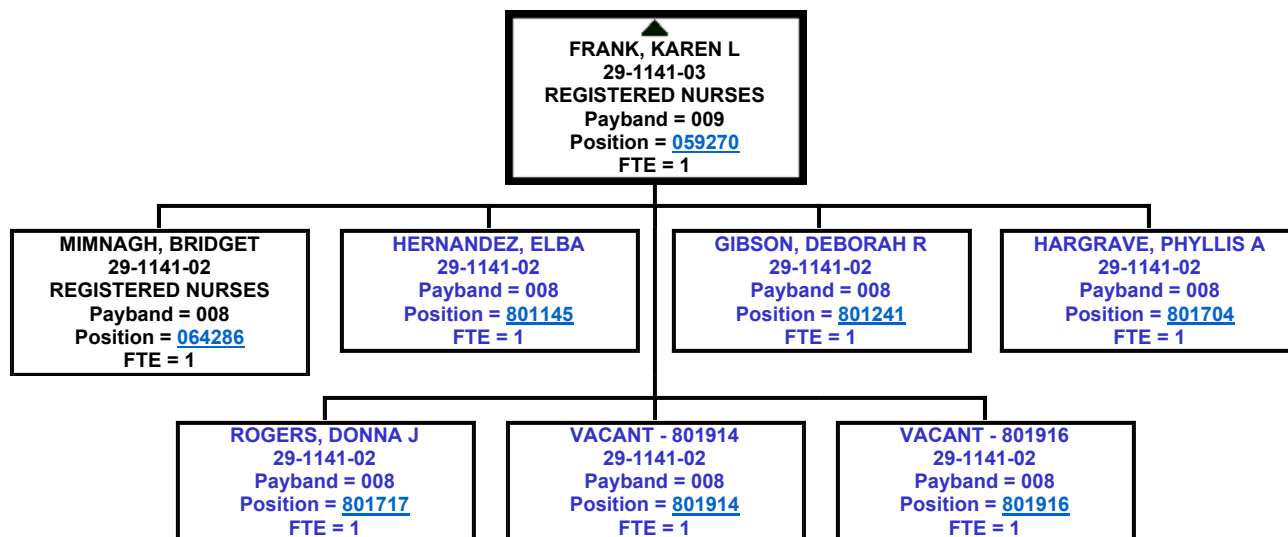


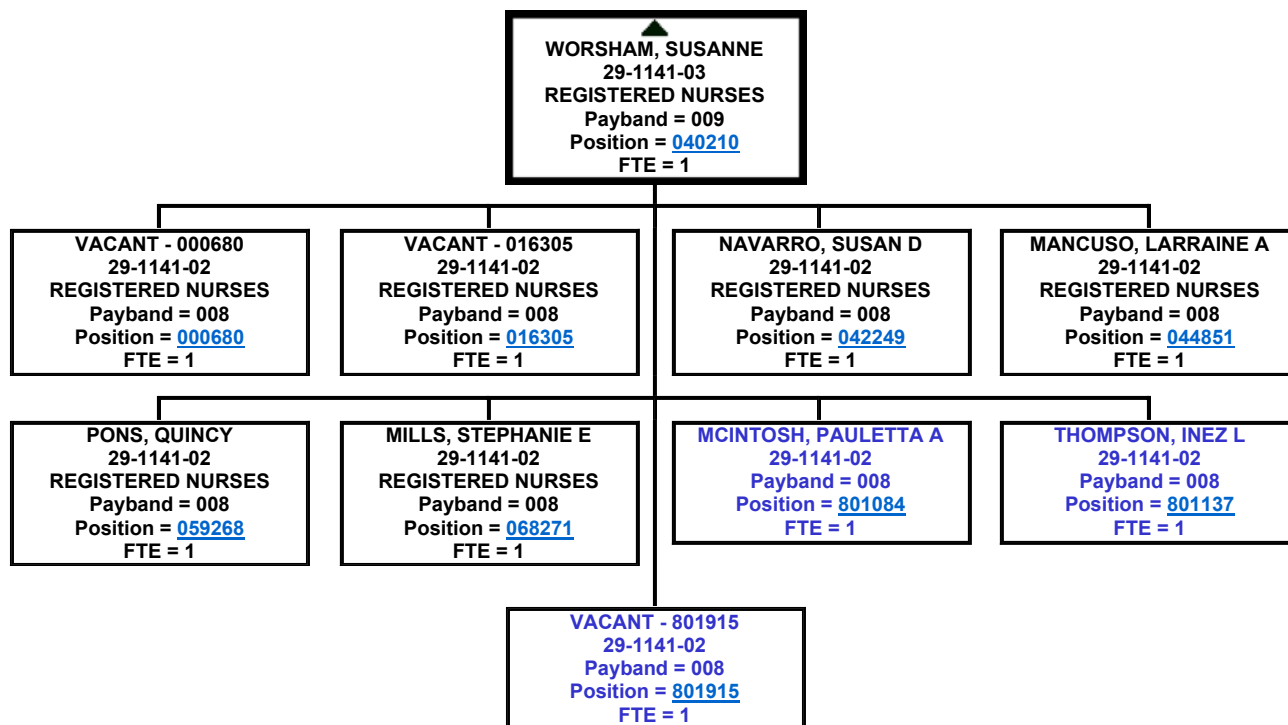


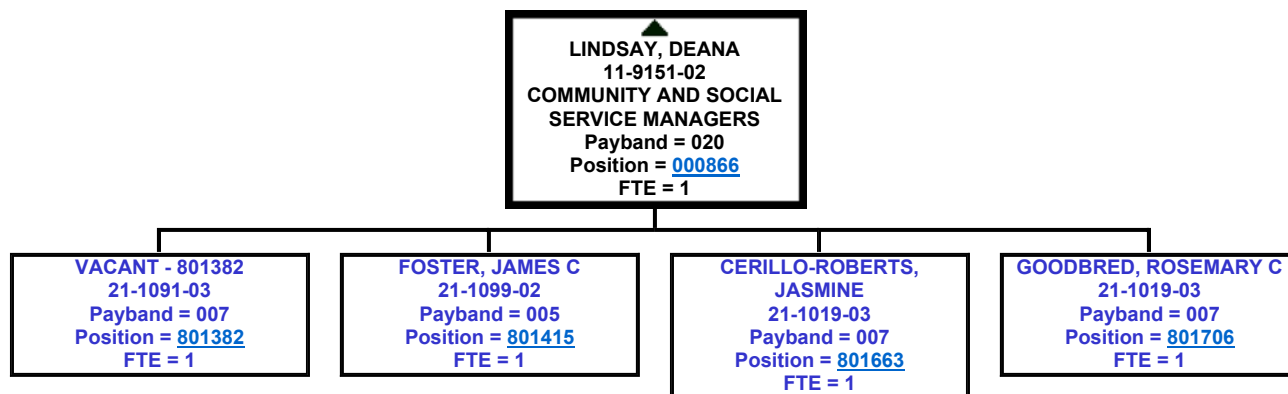


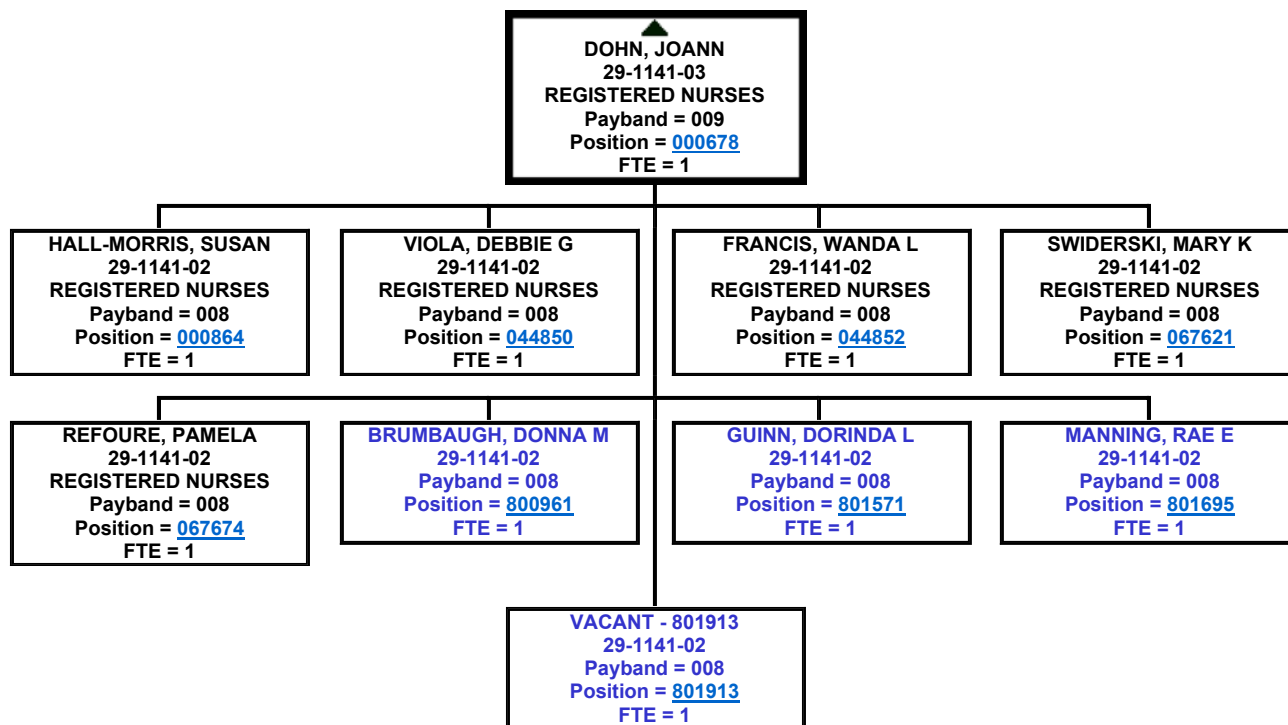


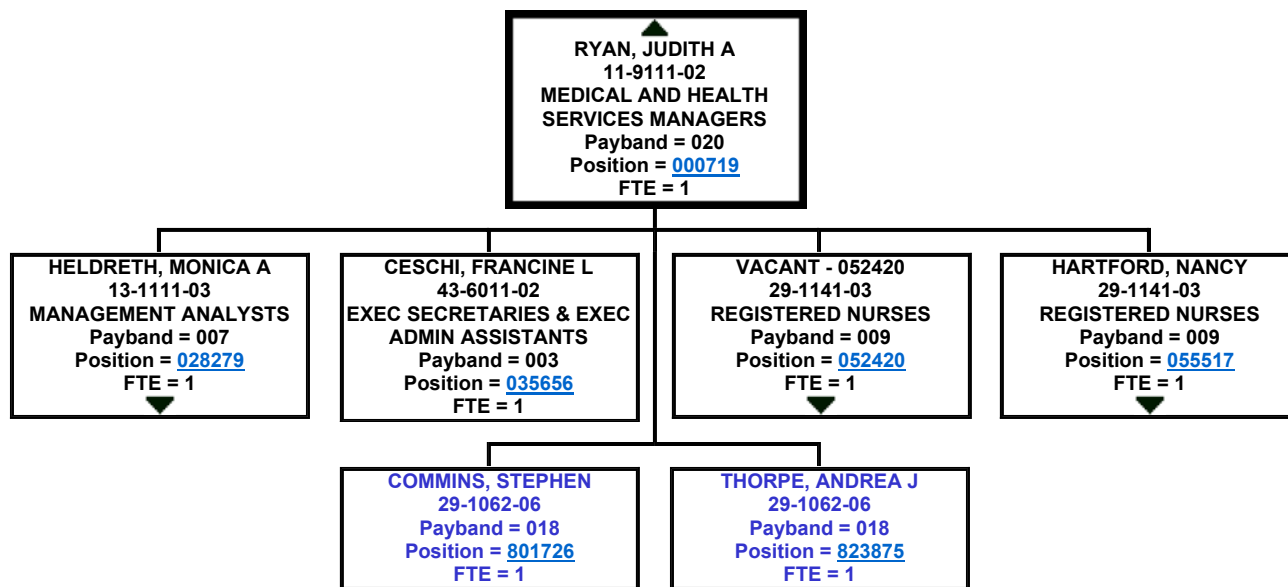


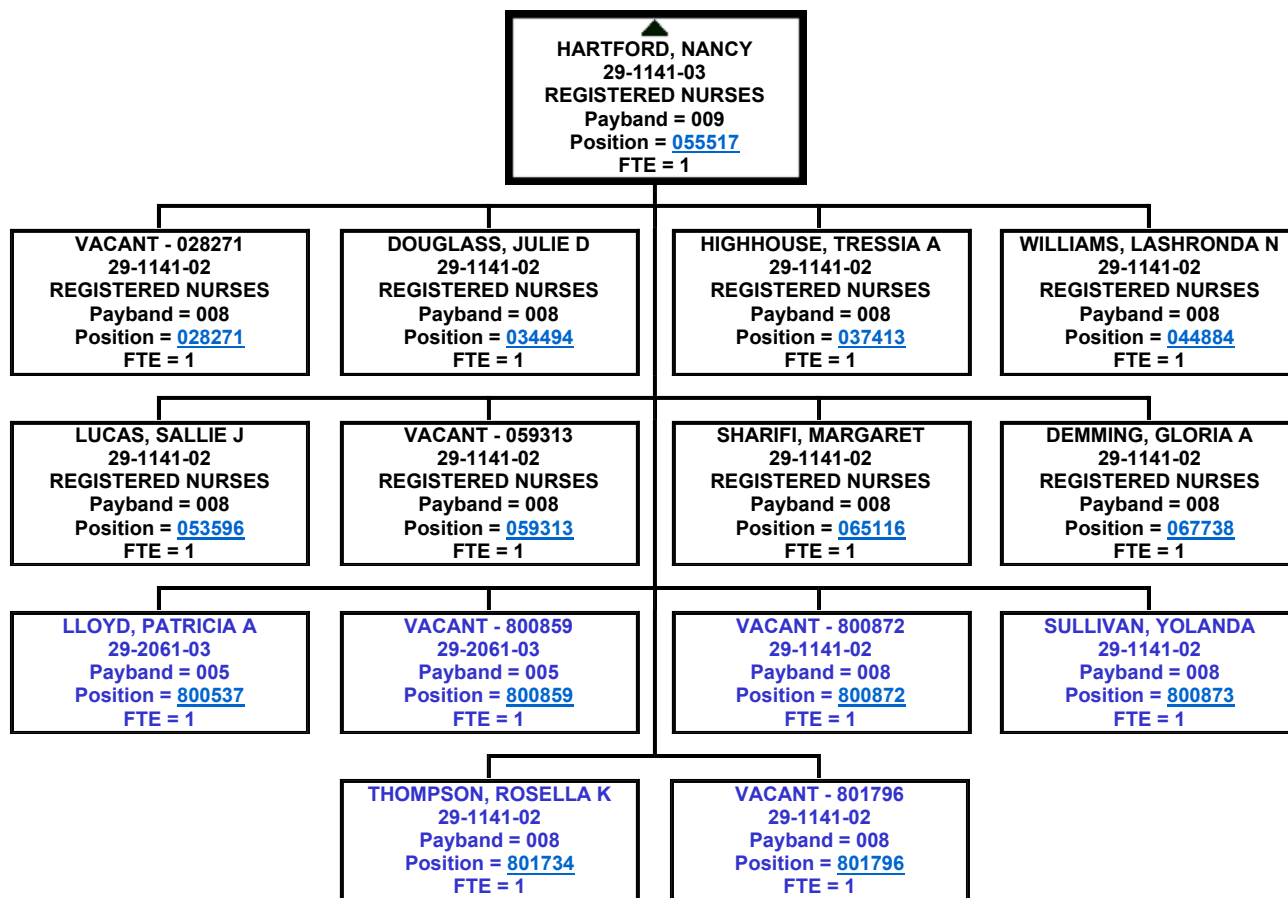


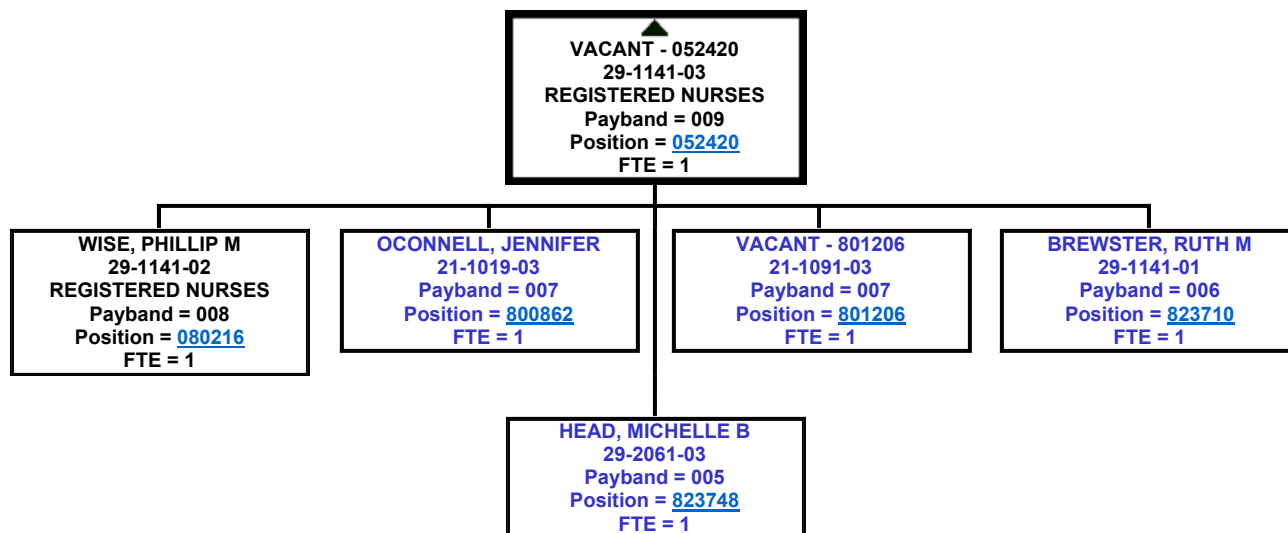




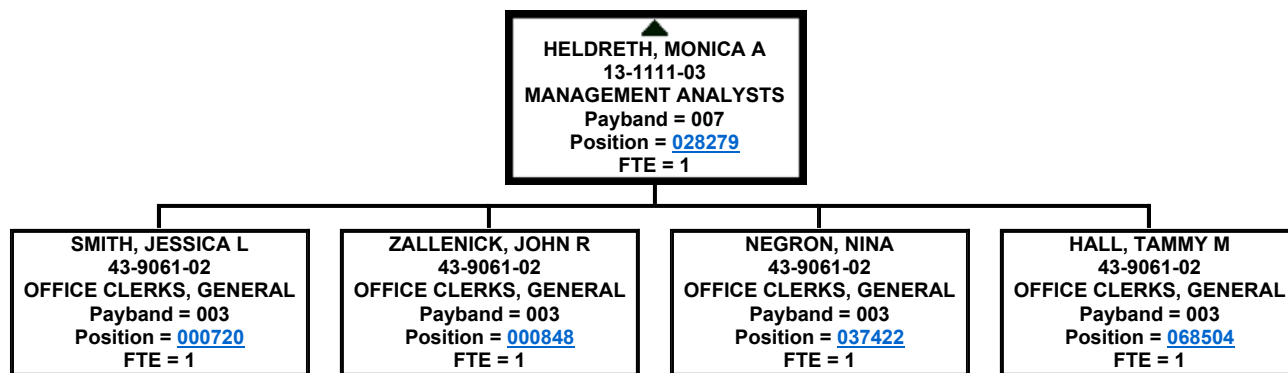


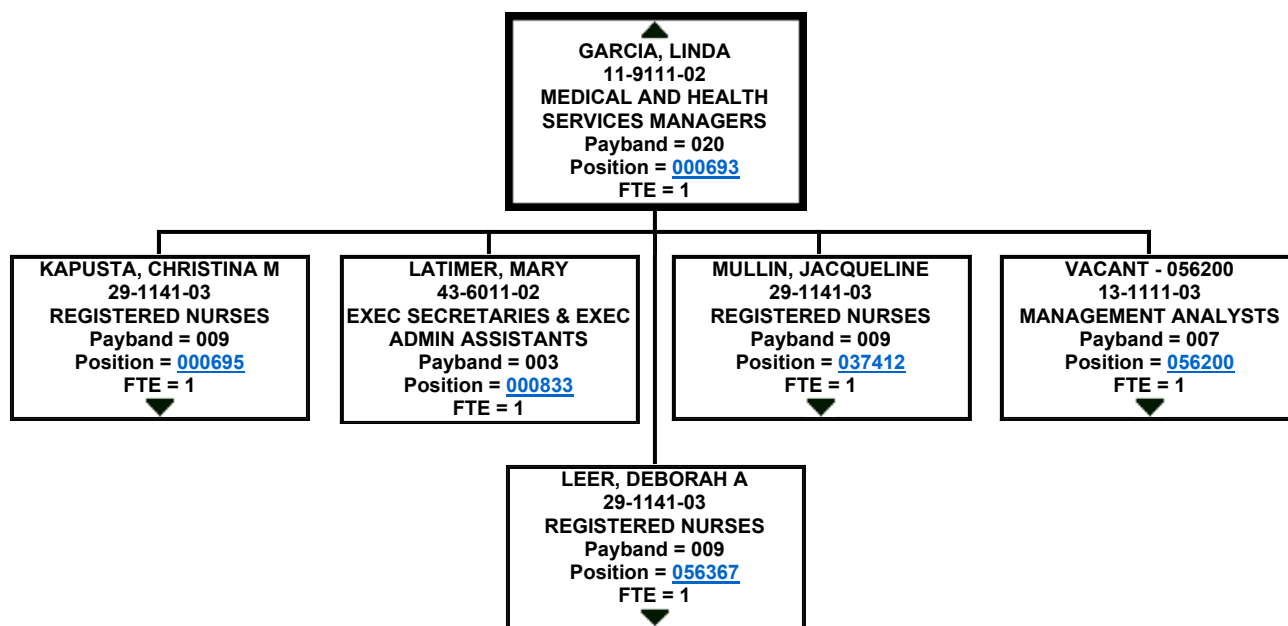


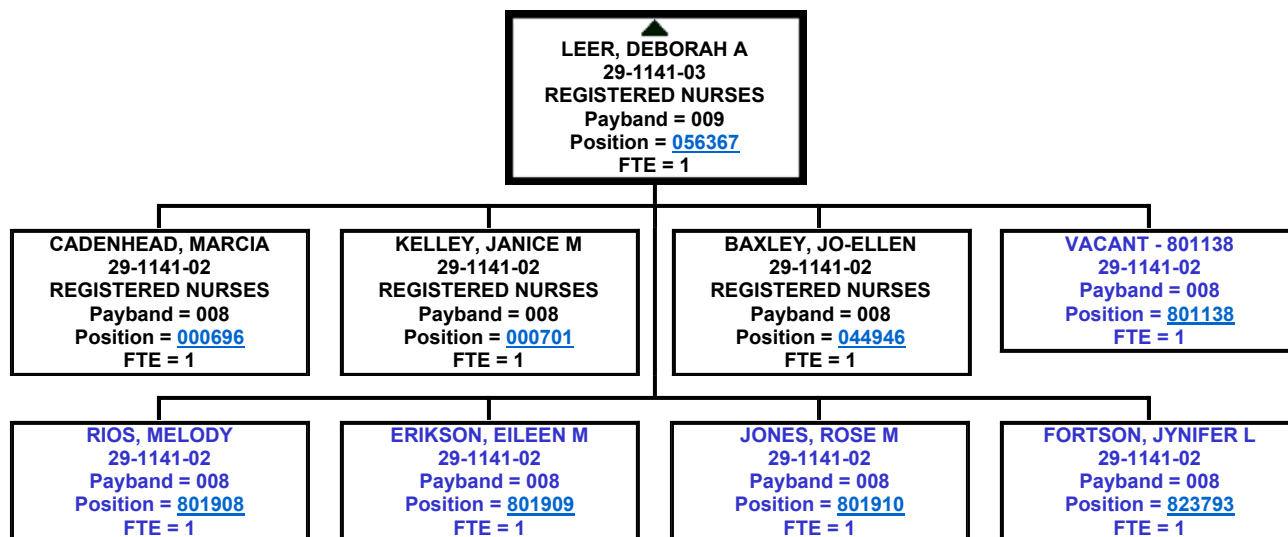


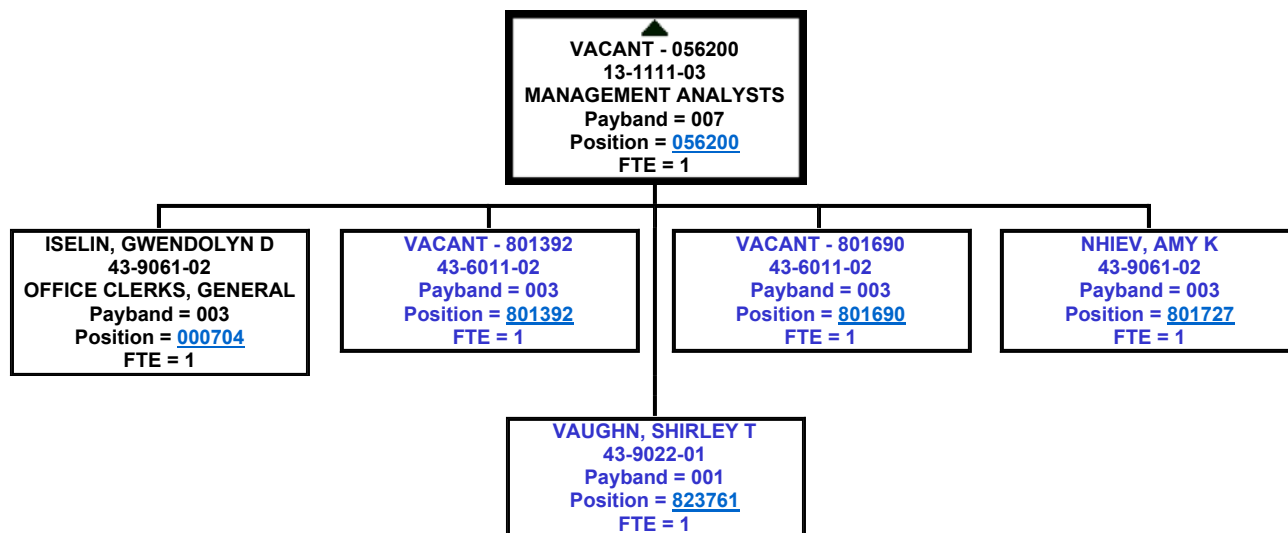


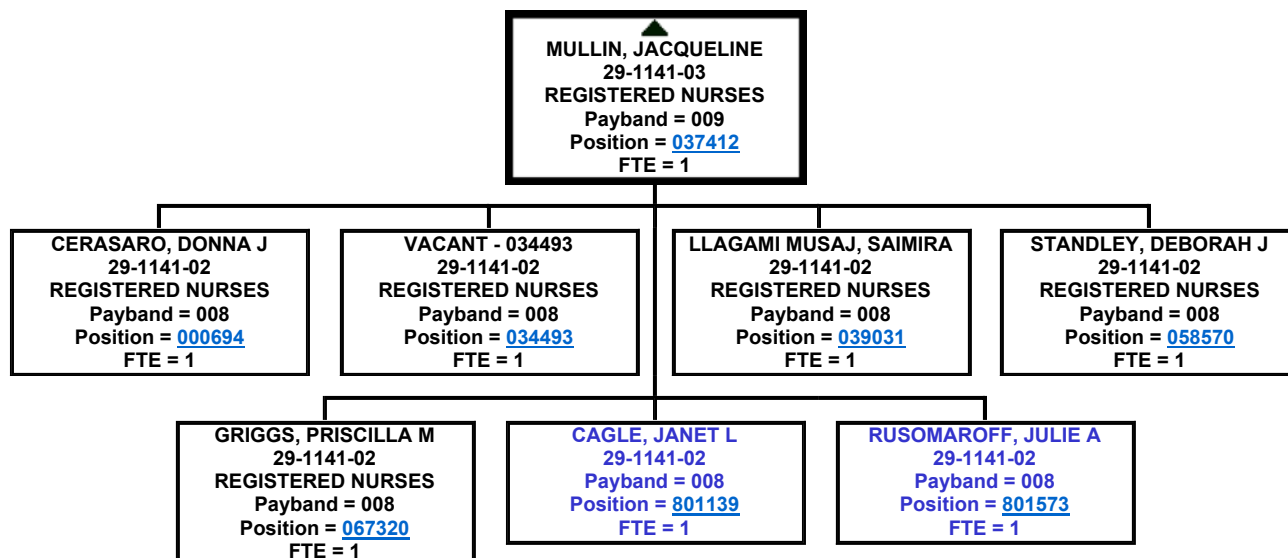


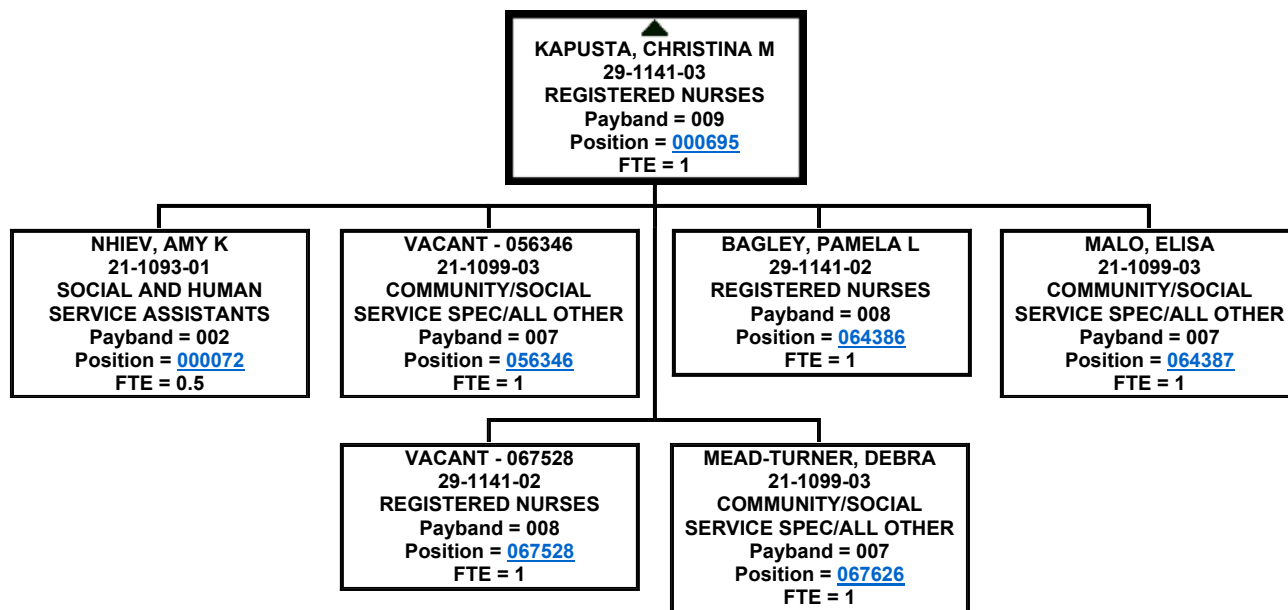


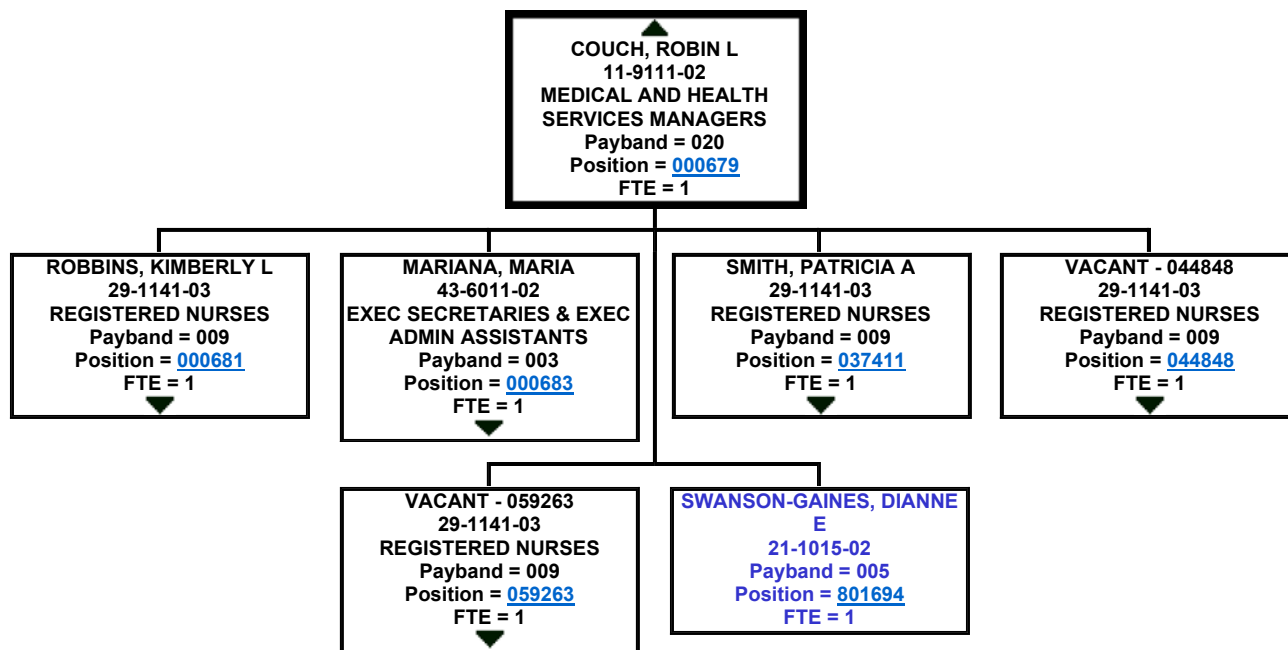


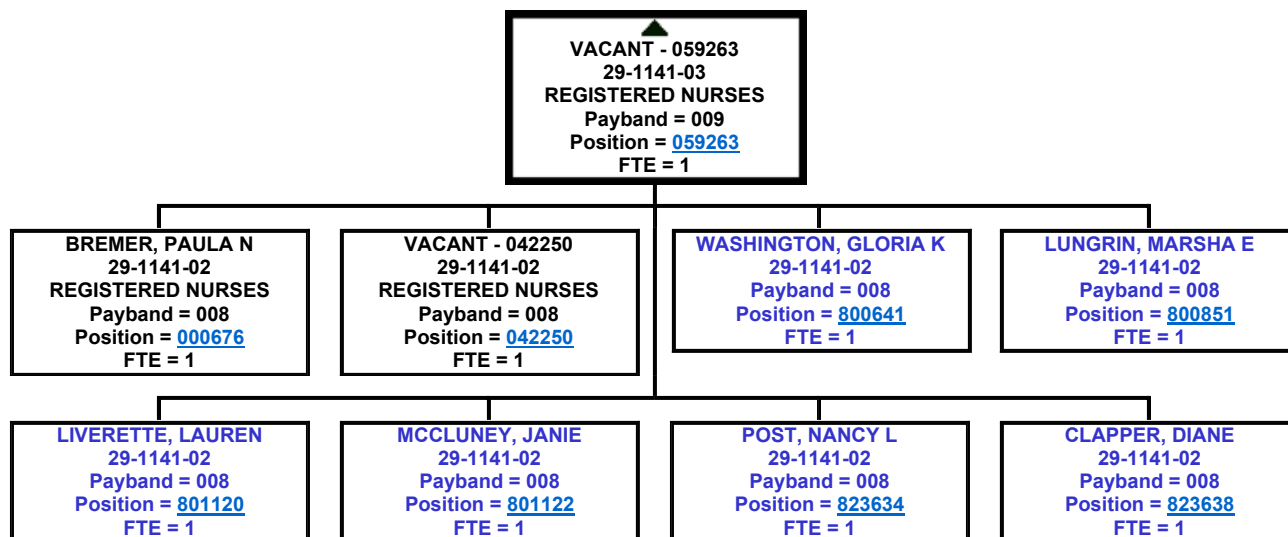




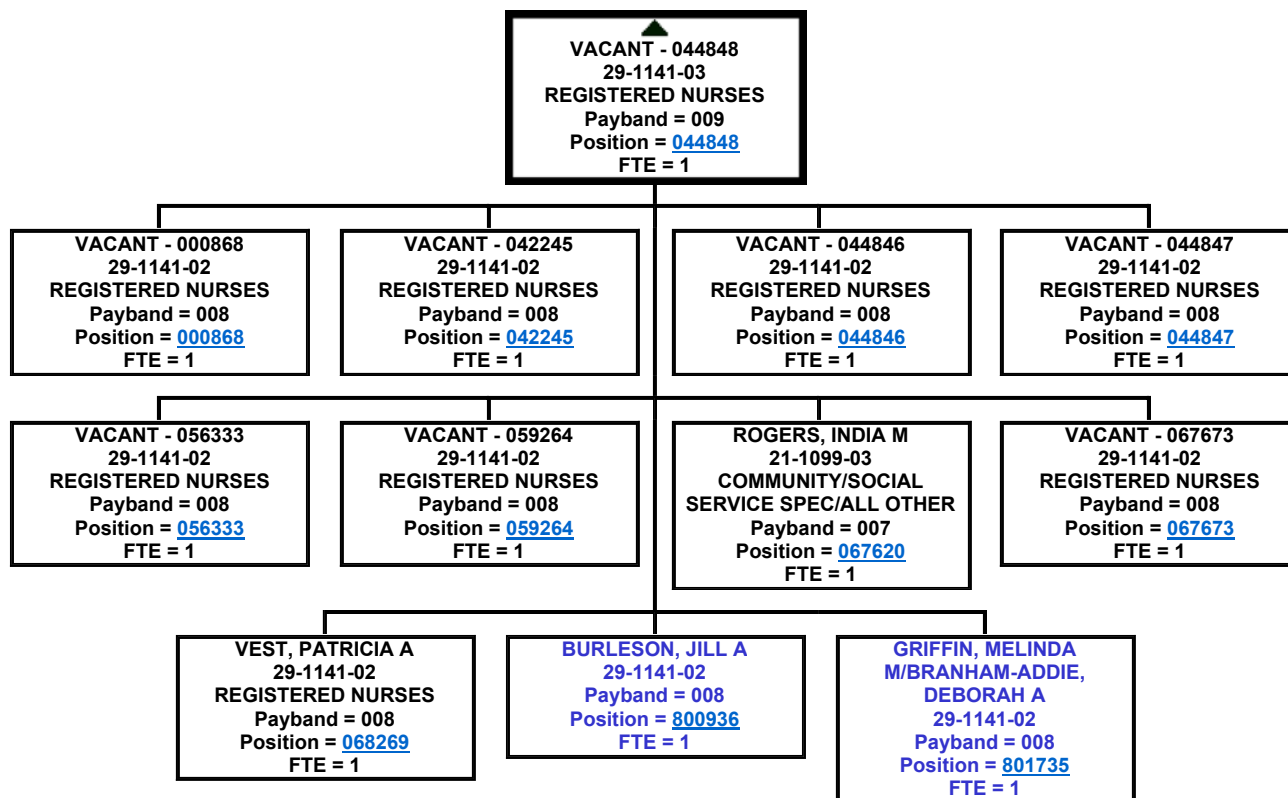


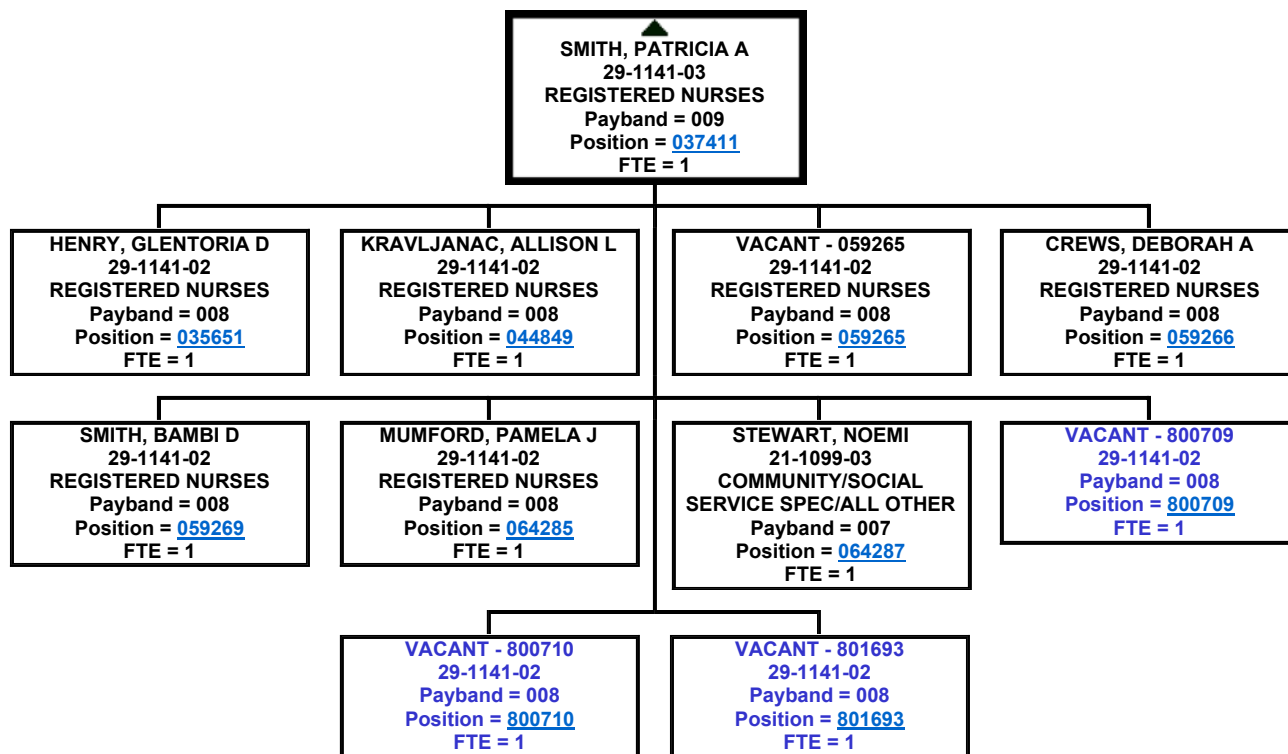


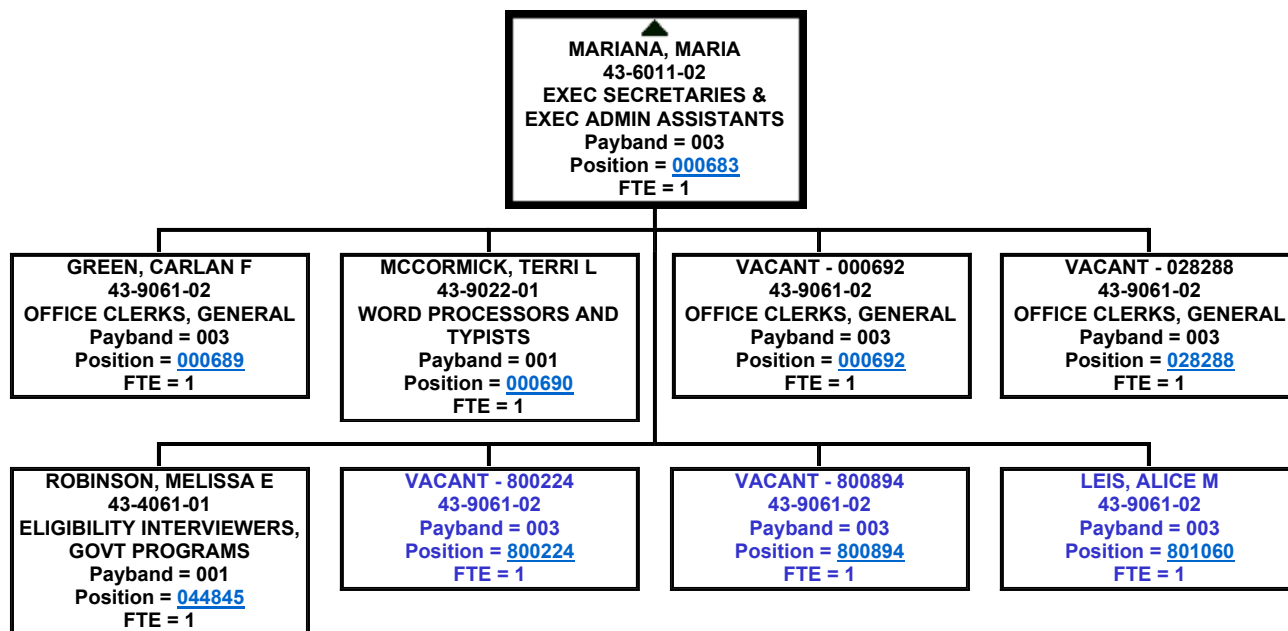


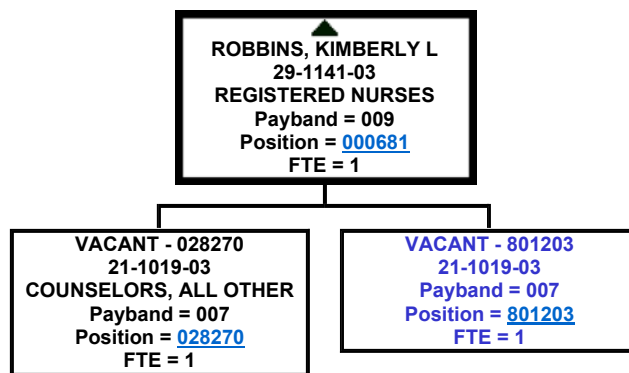








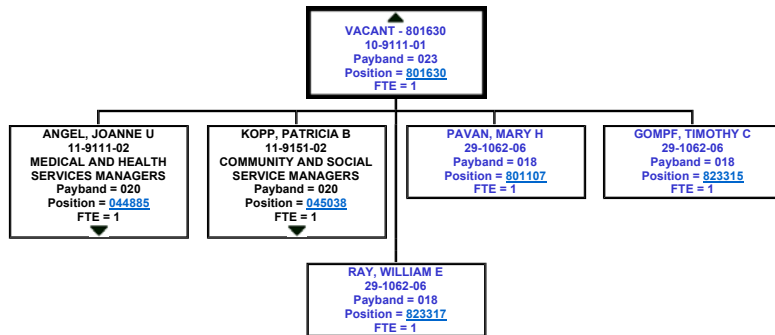


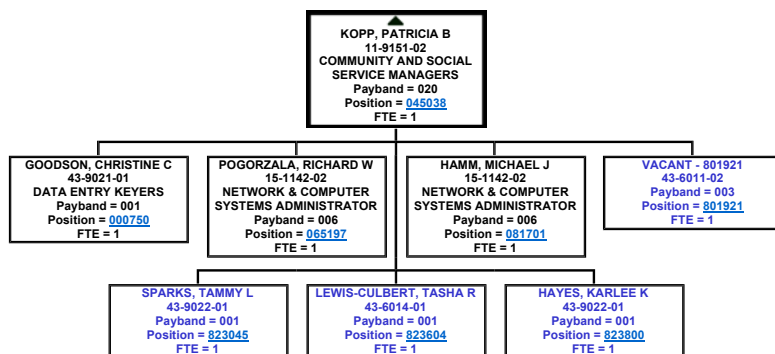


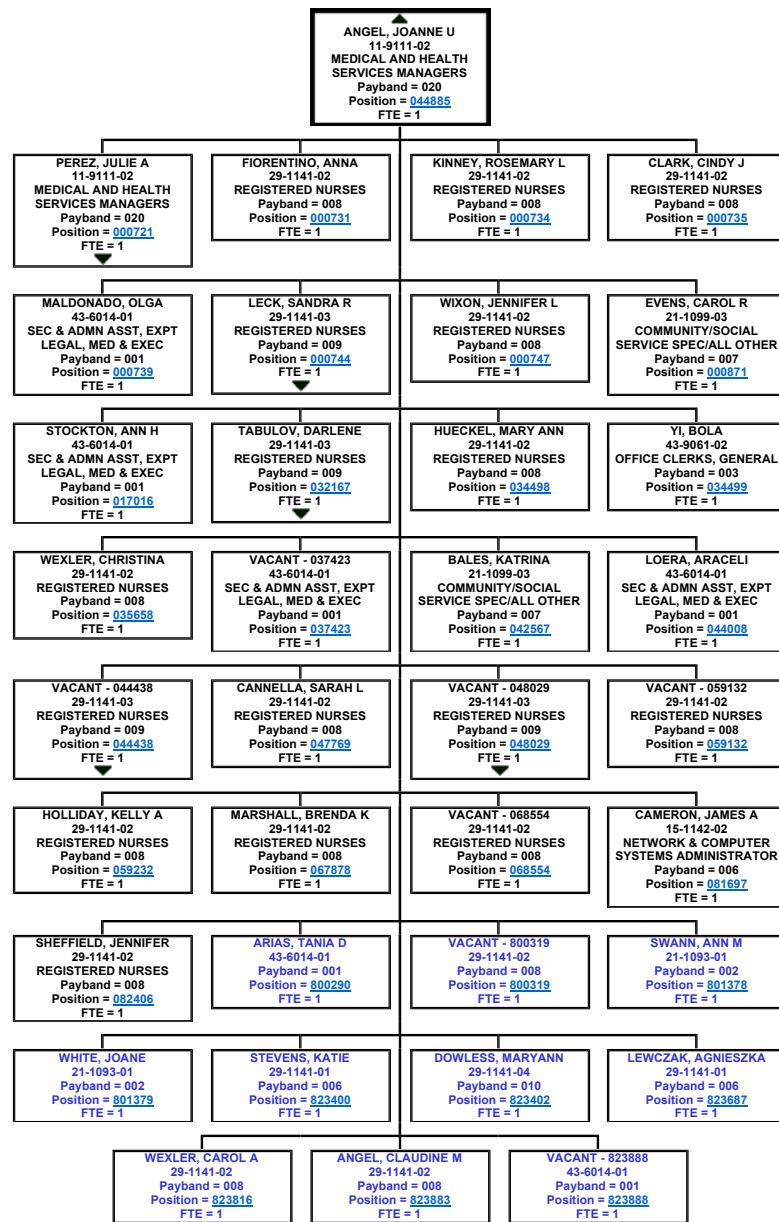
## DOH - CMS - Region - Tampa

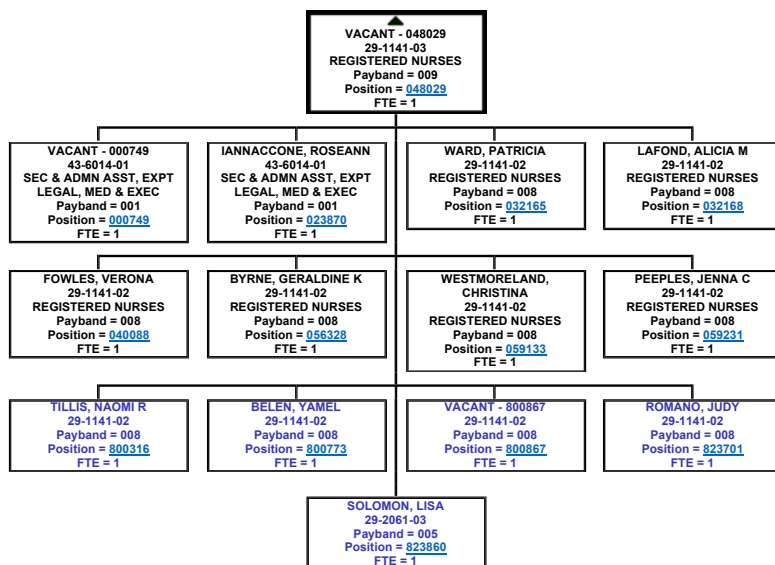
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Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

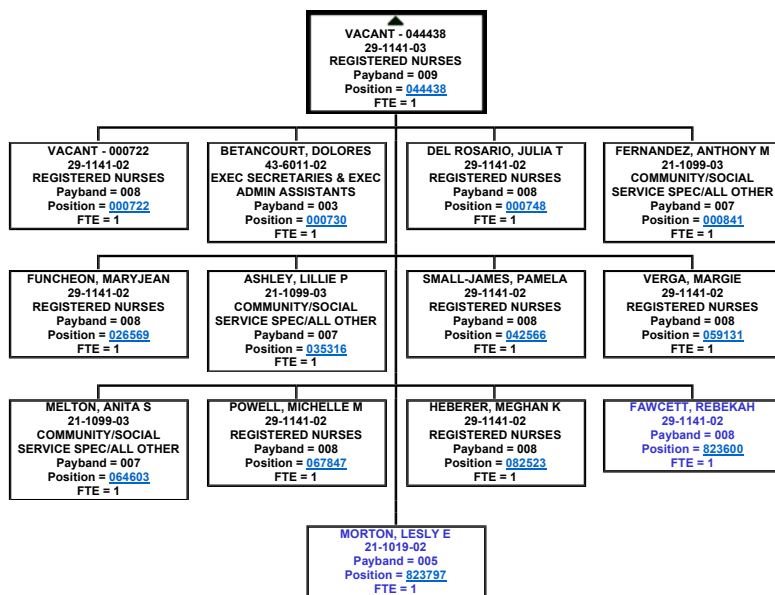


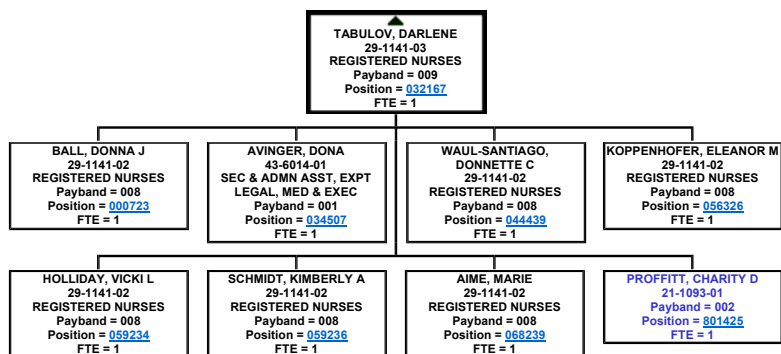


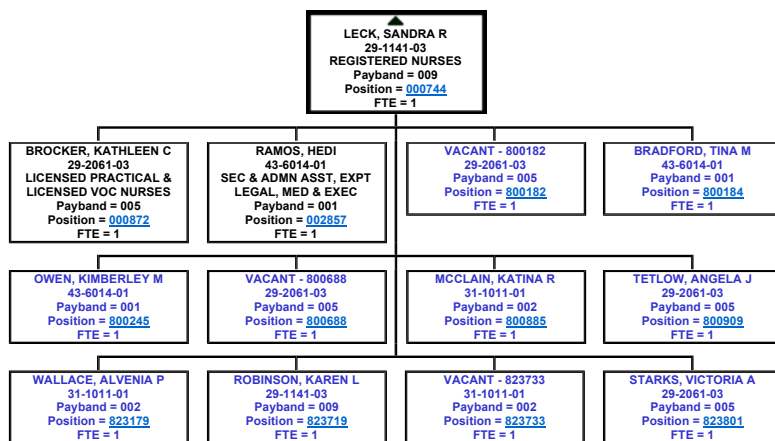


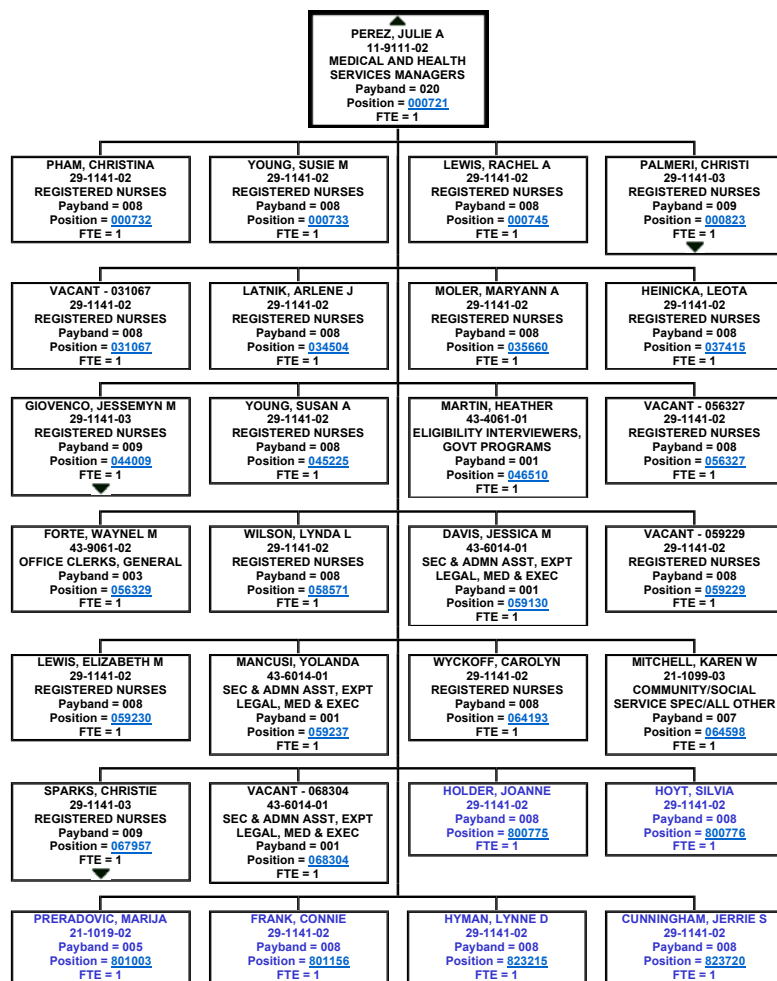


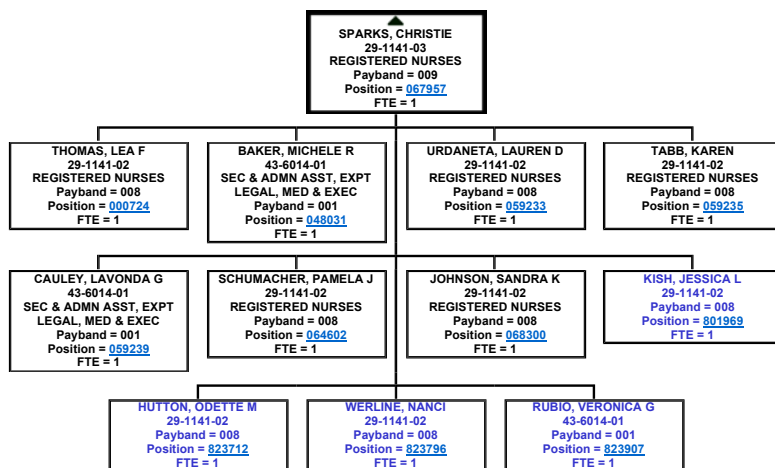


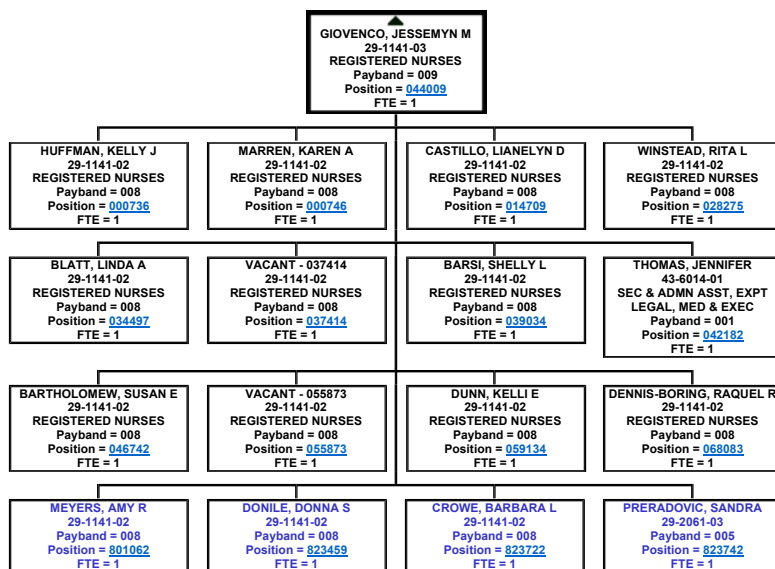


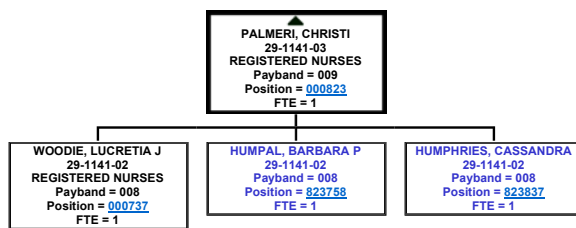








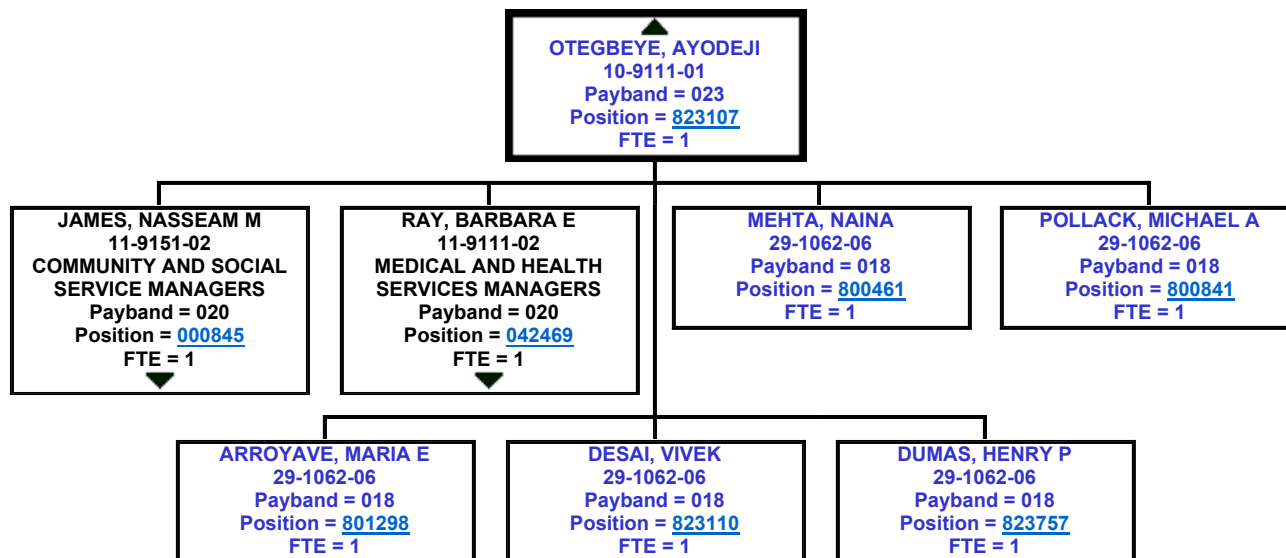




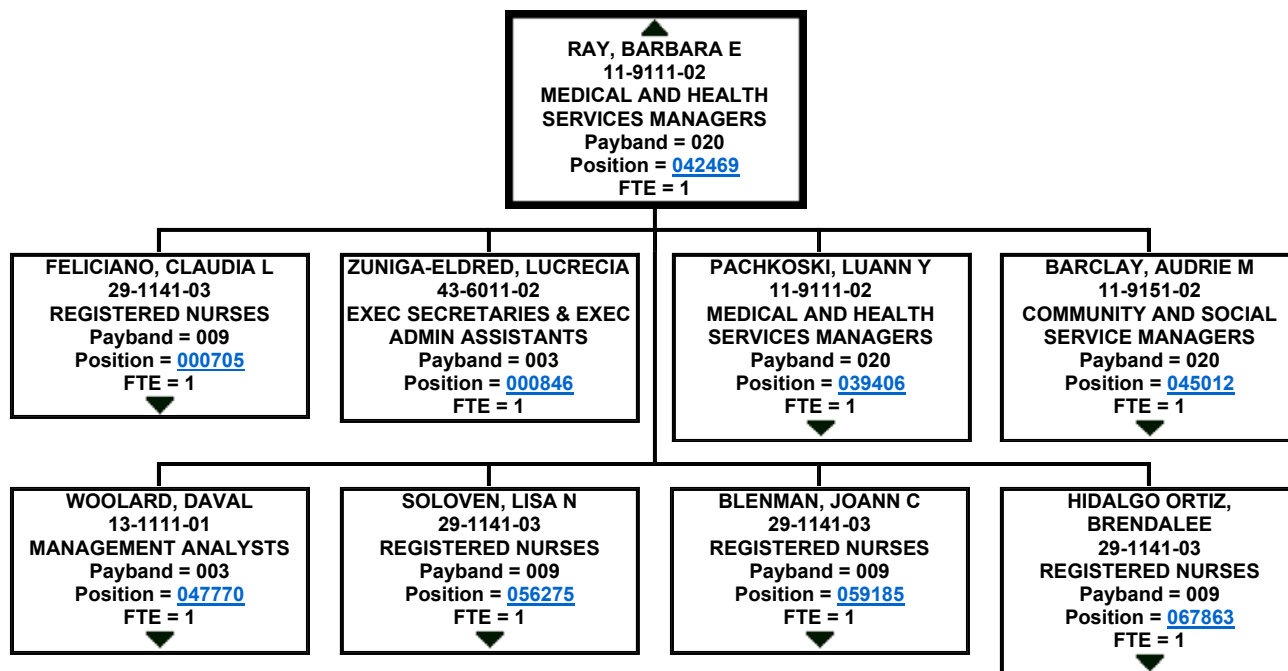
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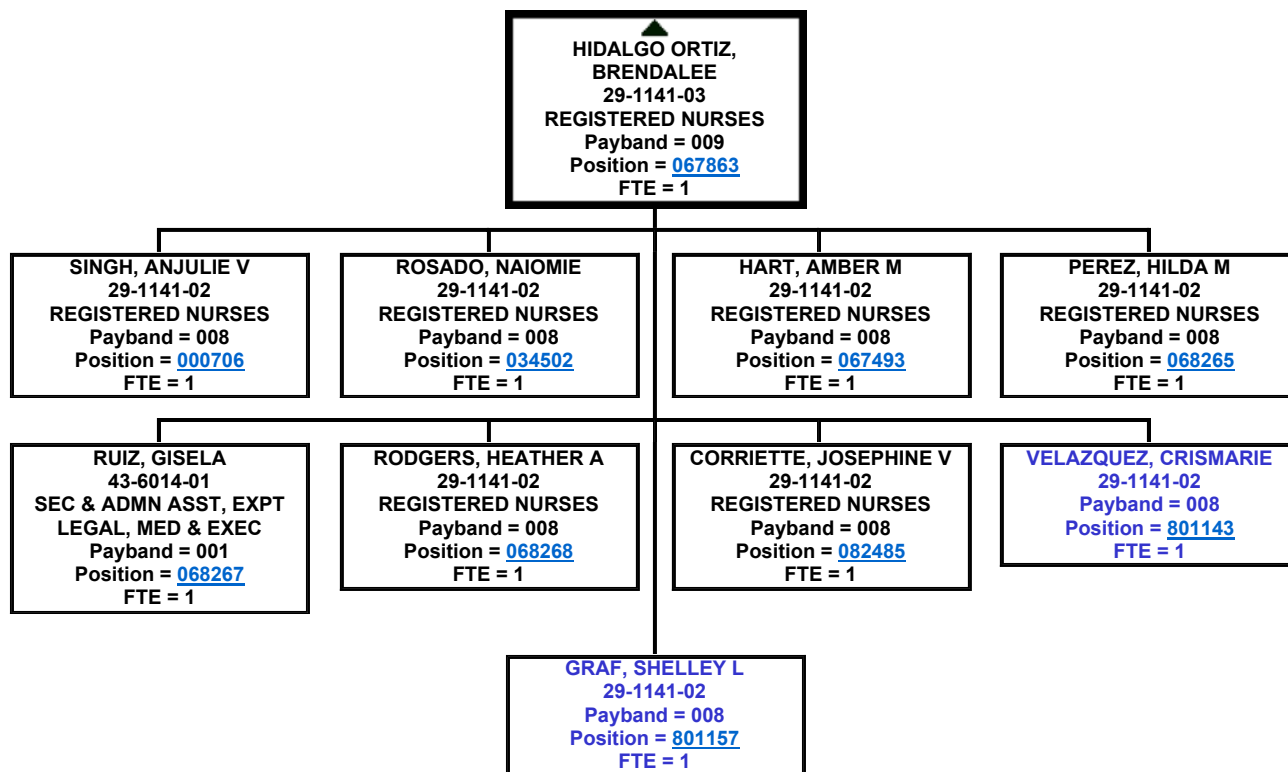
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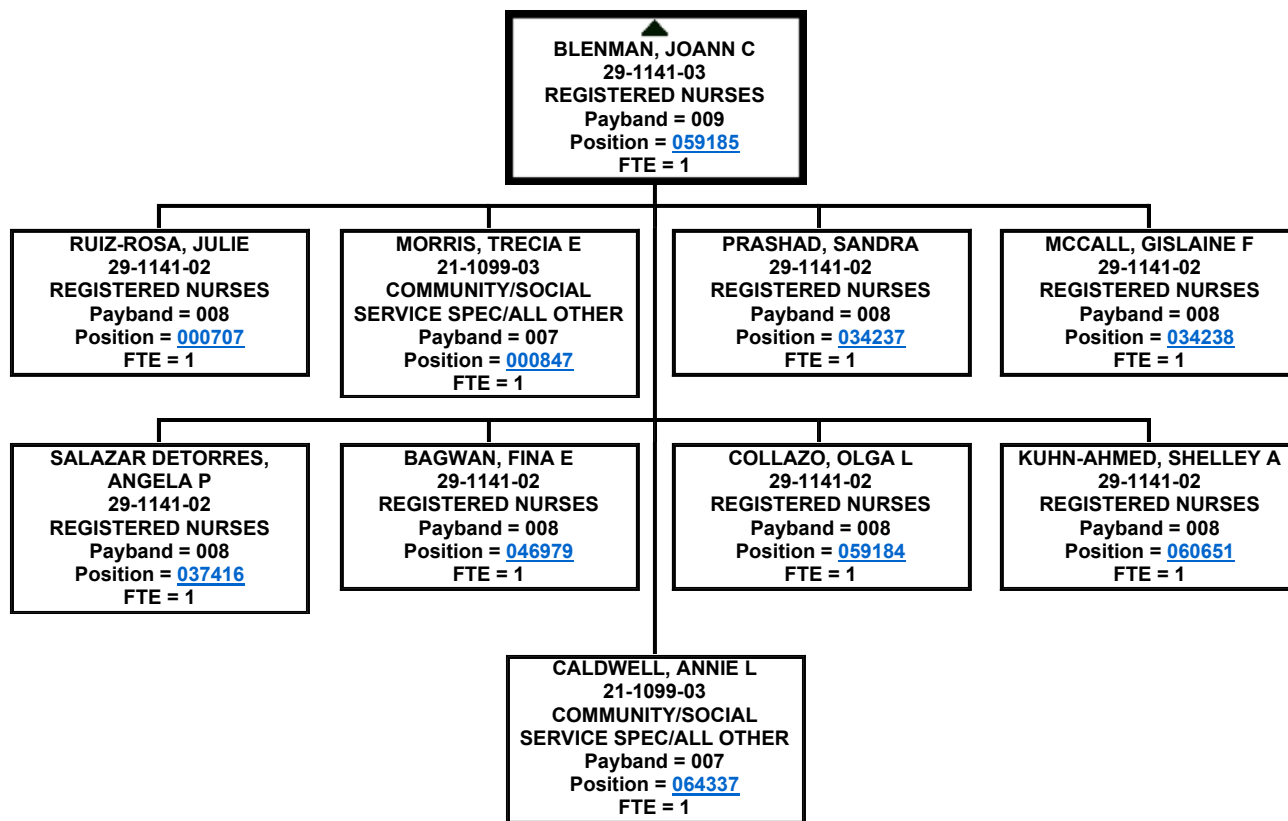
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

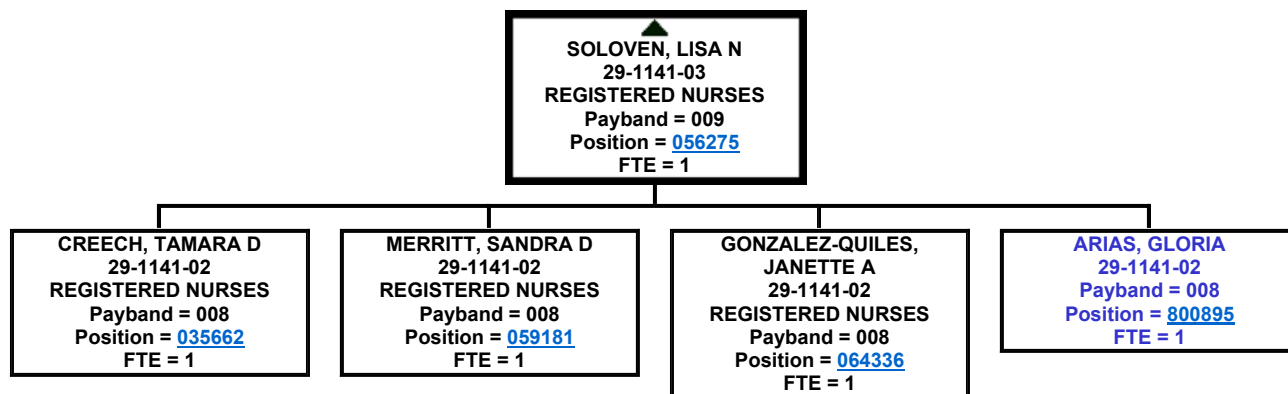


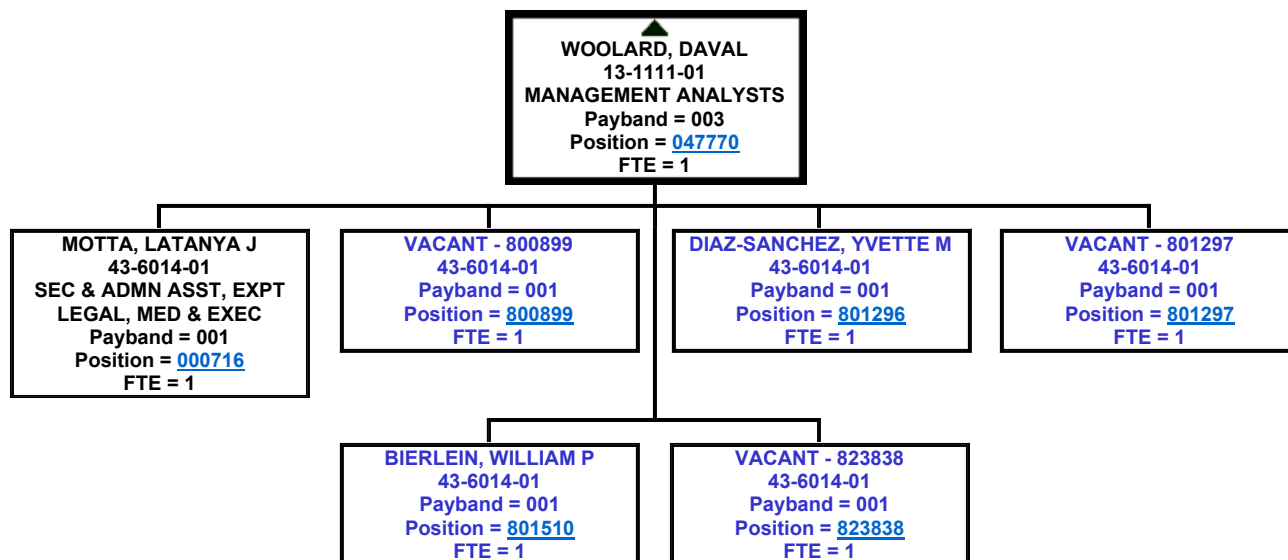


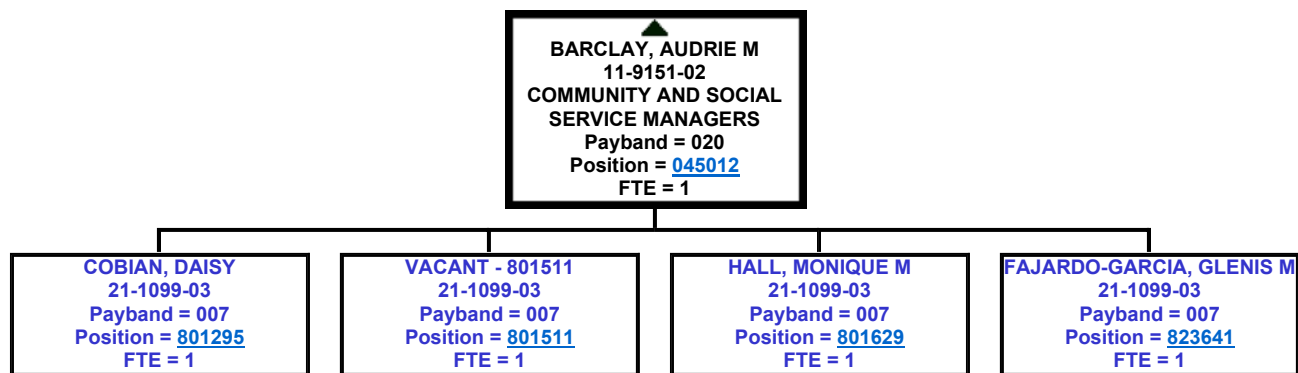


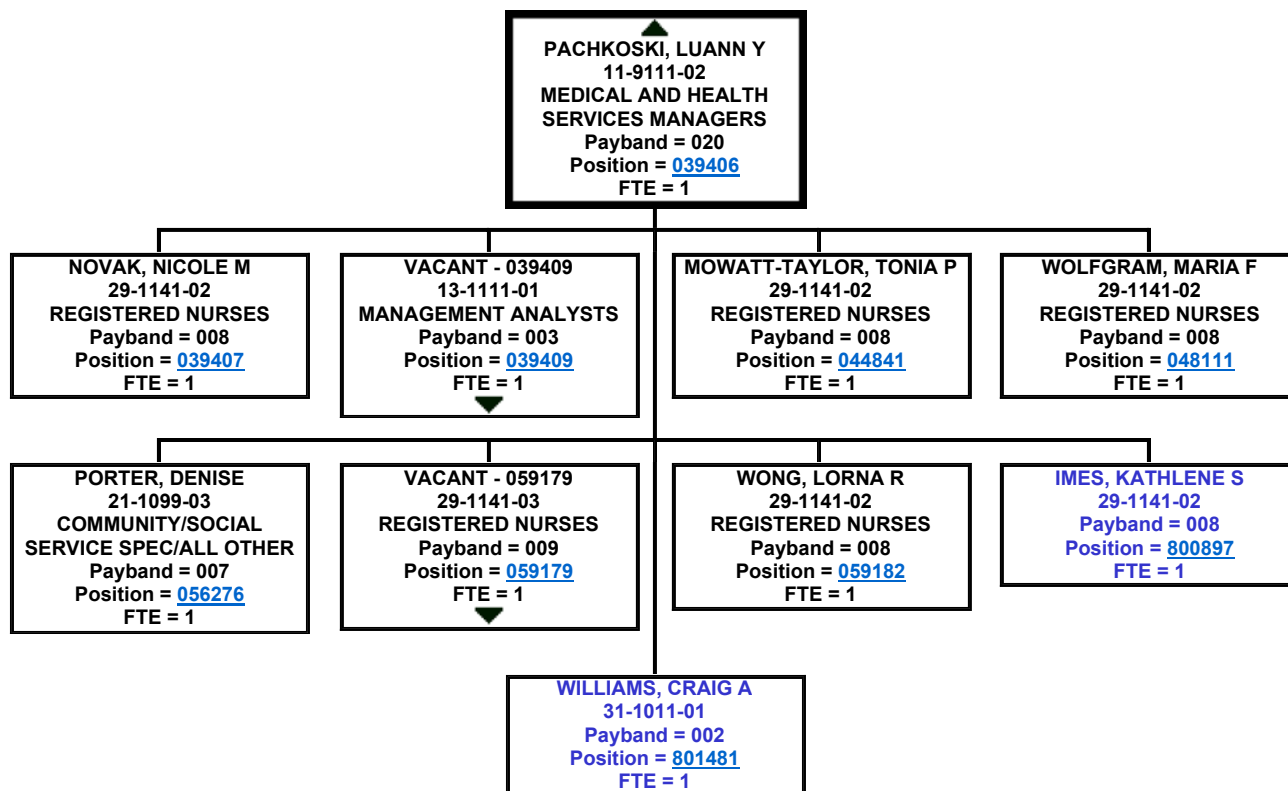


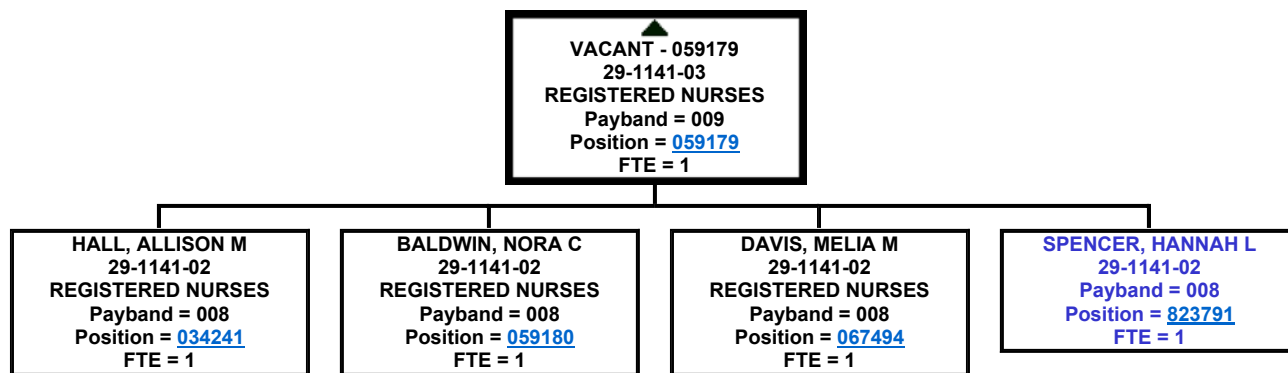




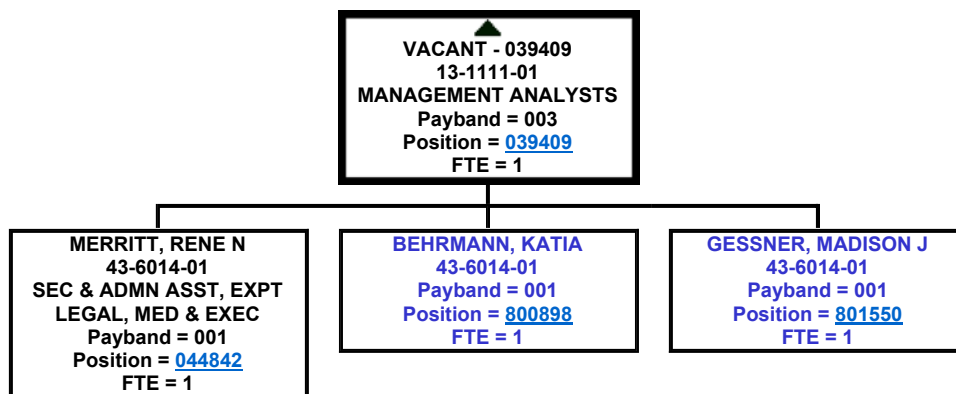


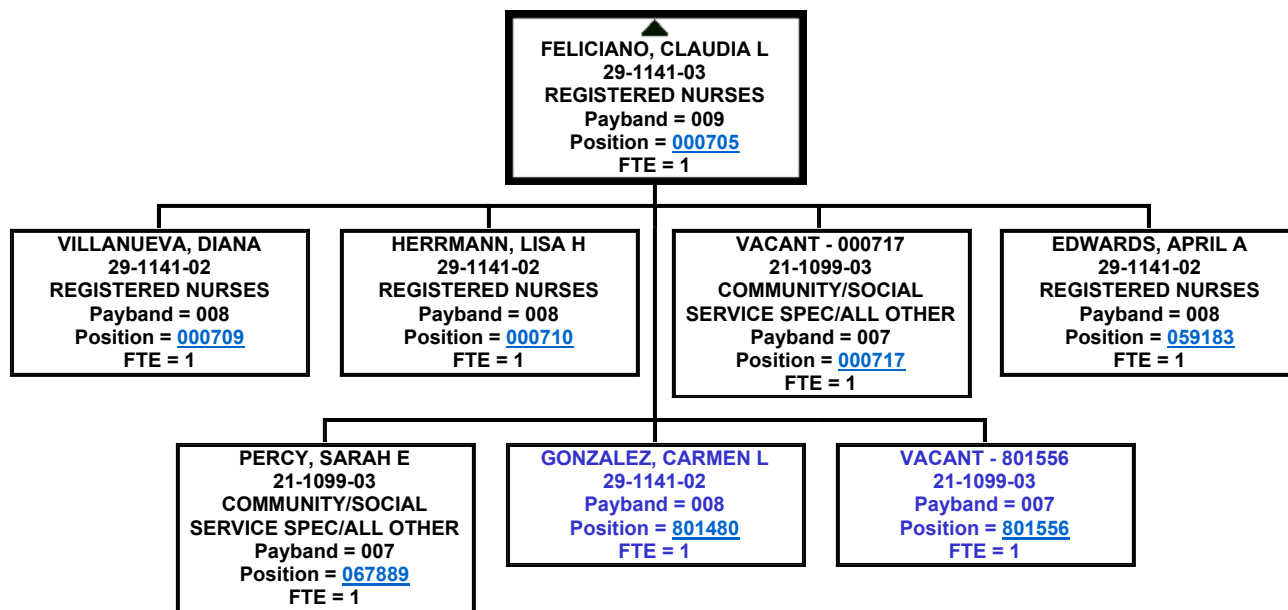


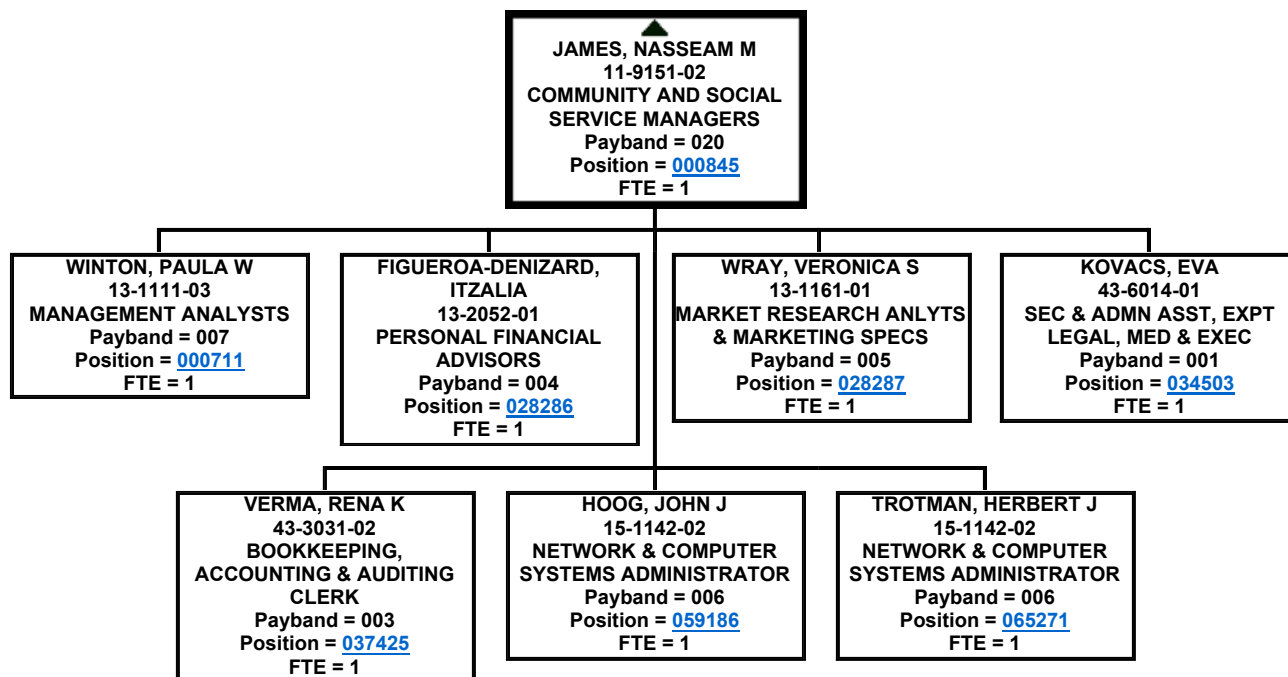








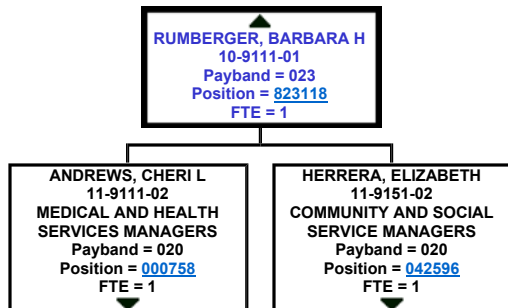


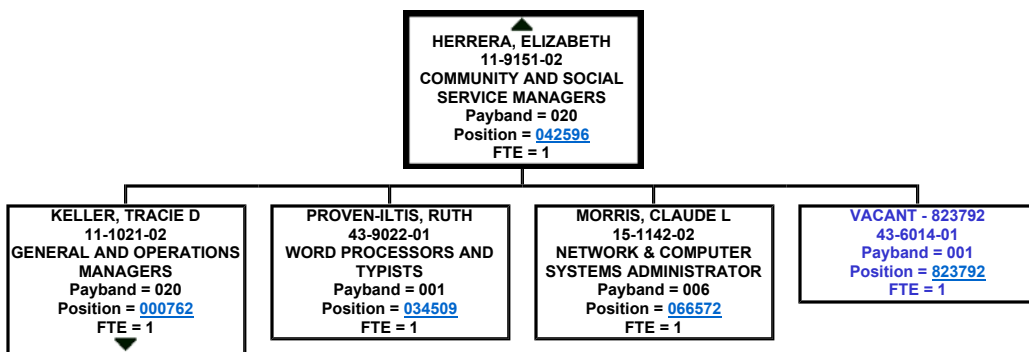


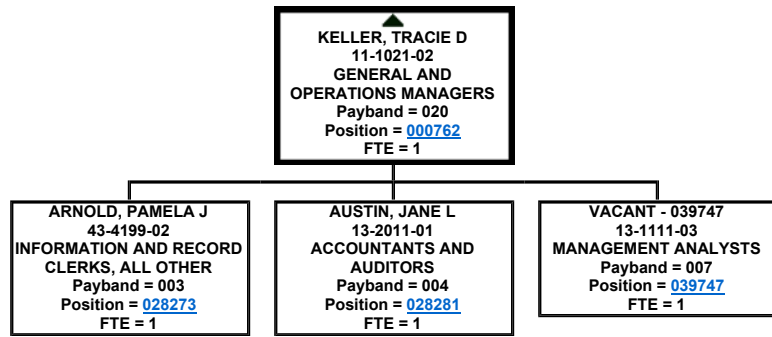
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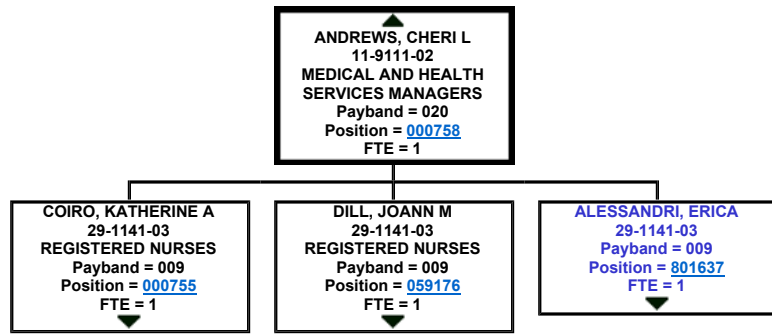
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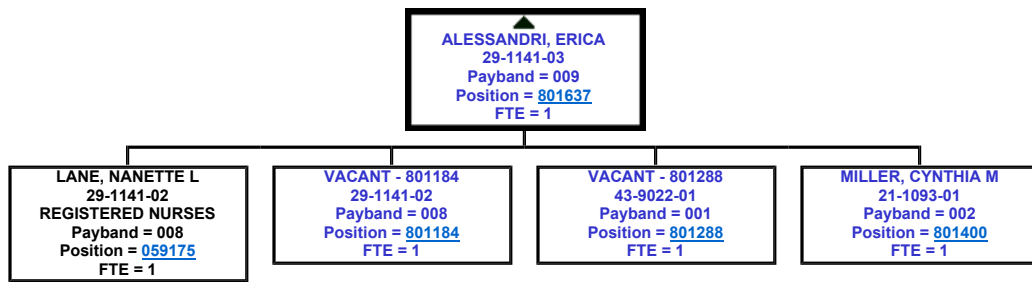
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**



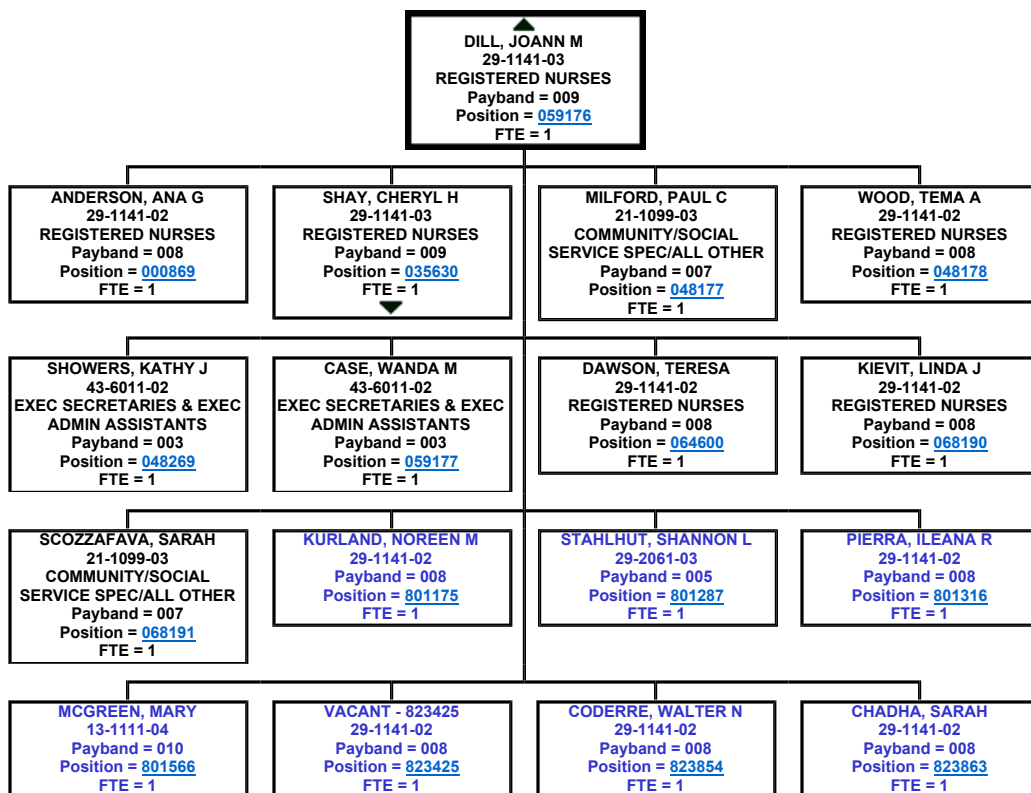


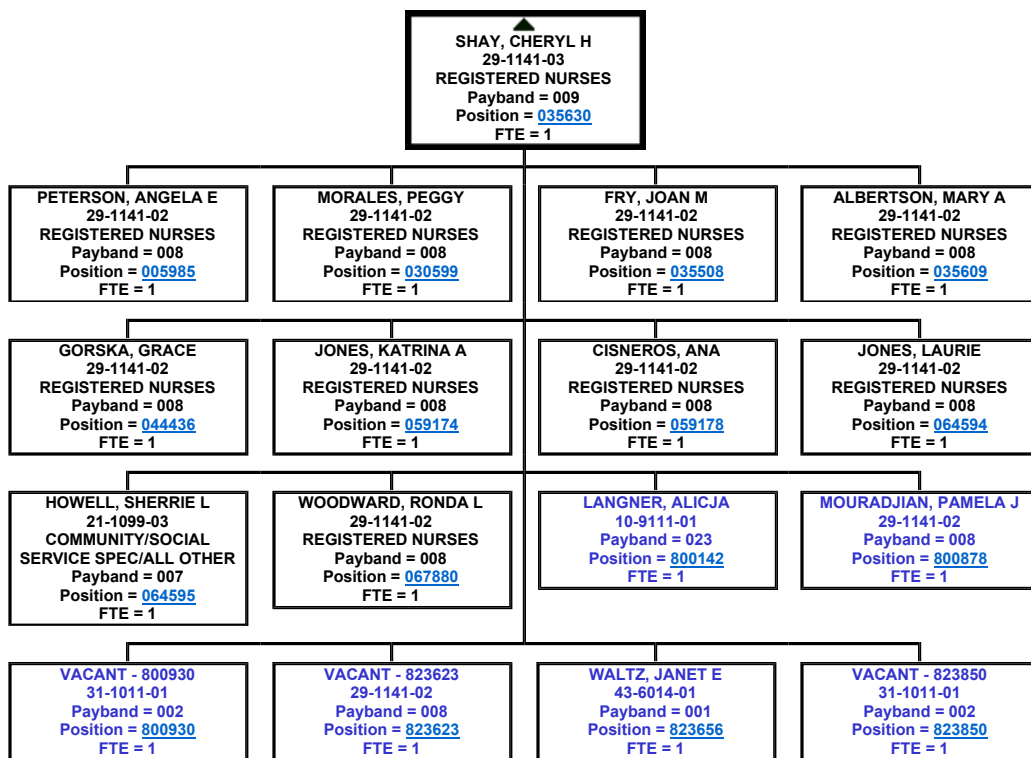


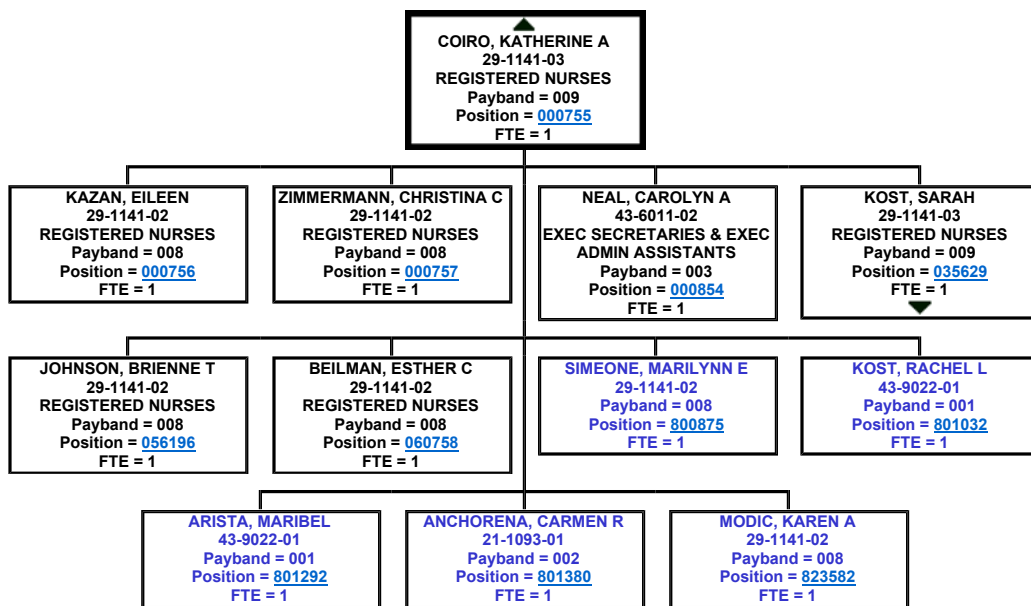


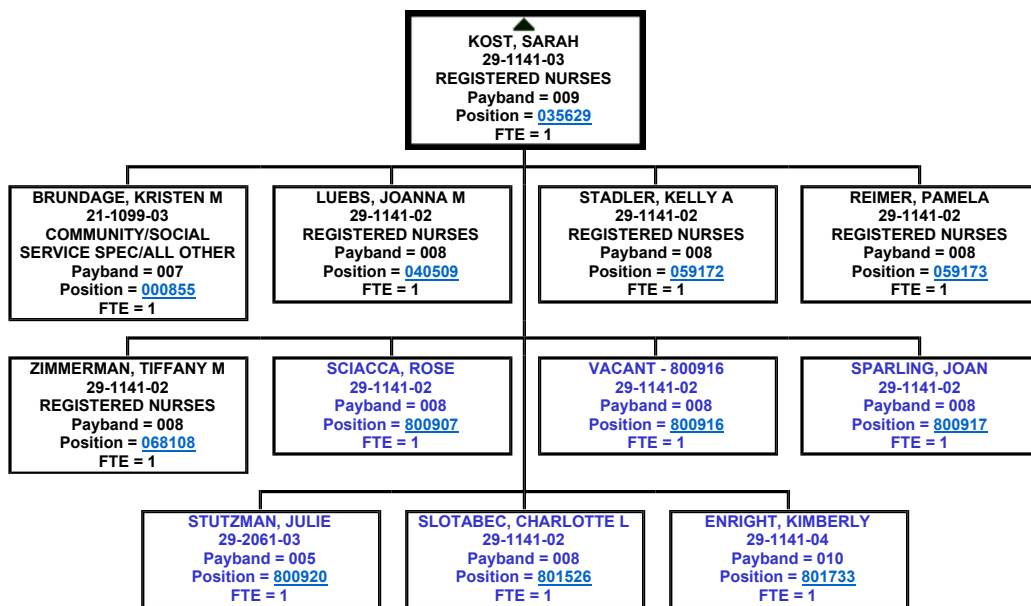








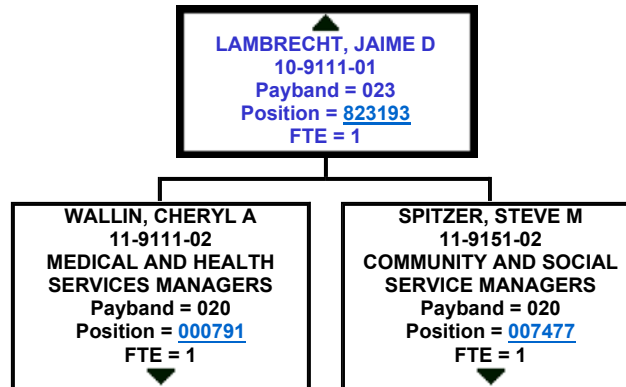


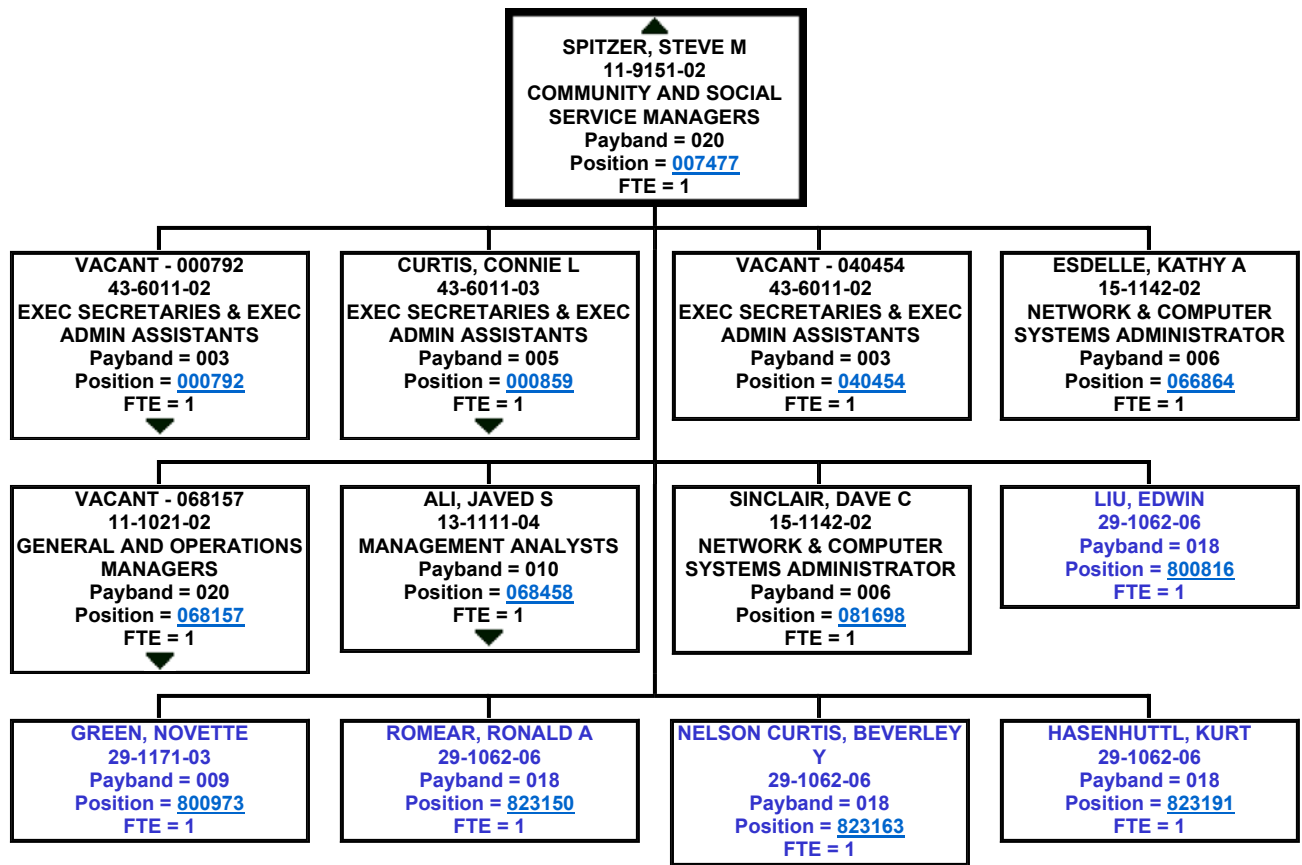


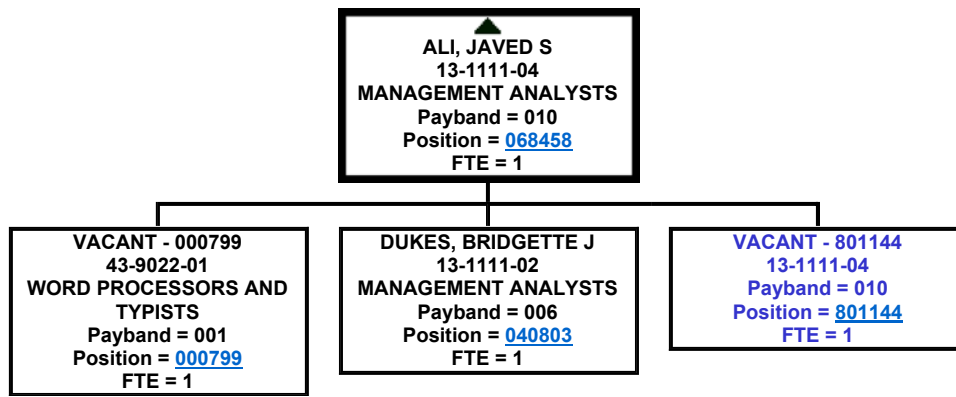
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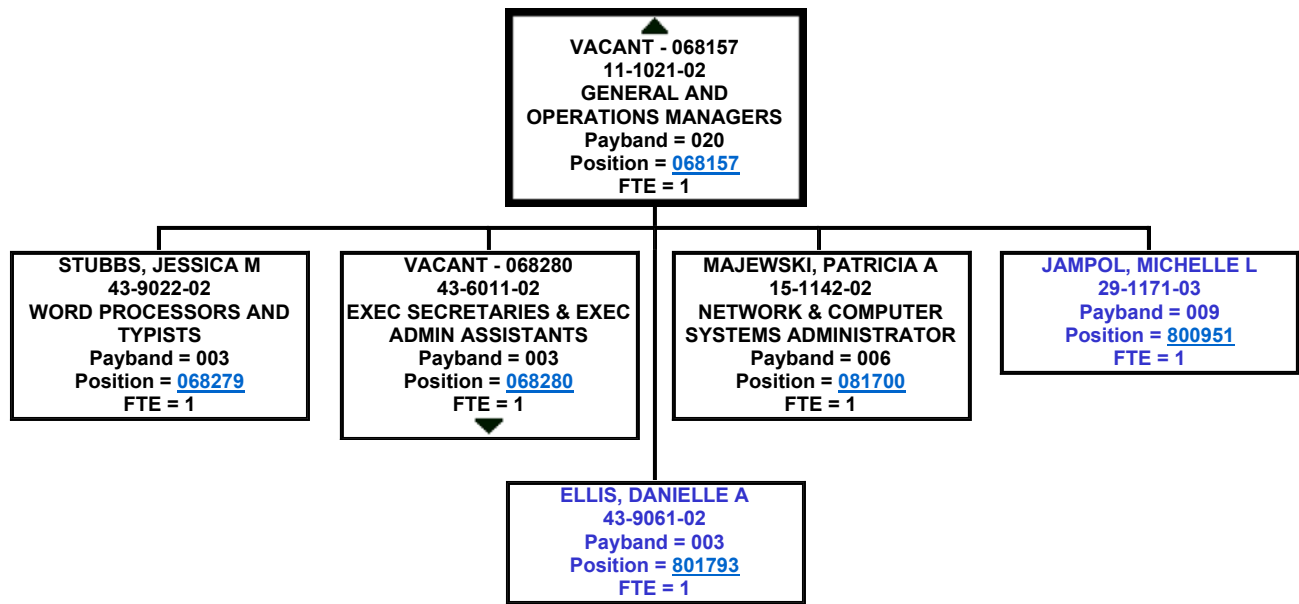
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**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

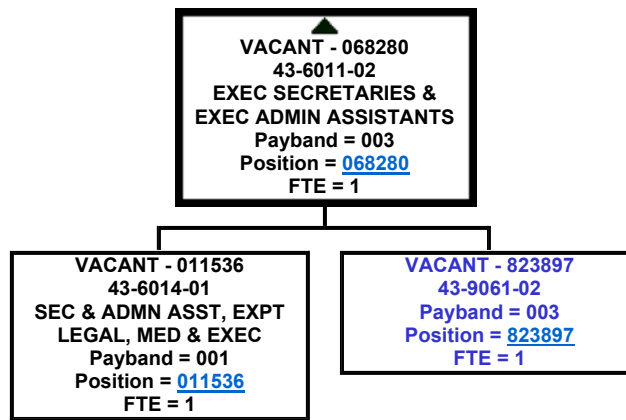


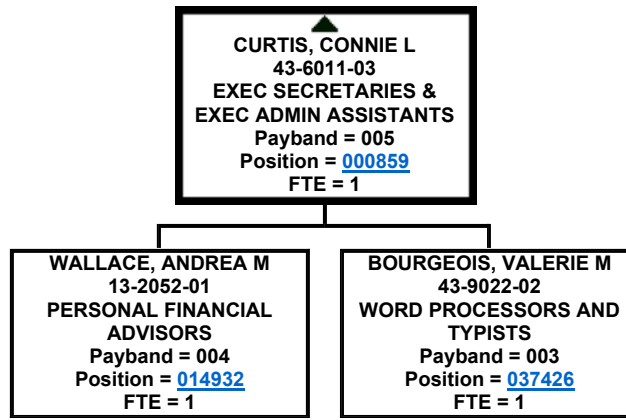


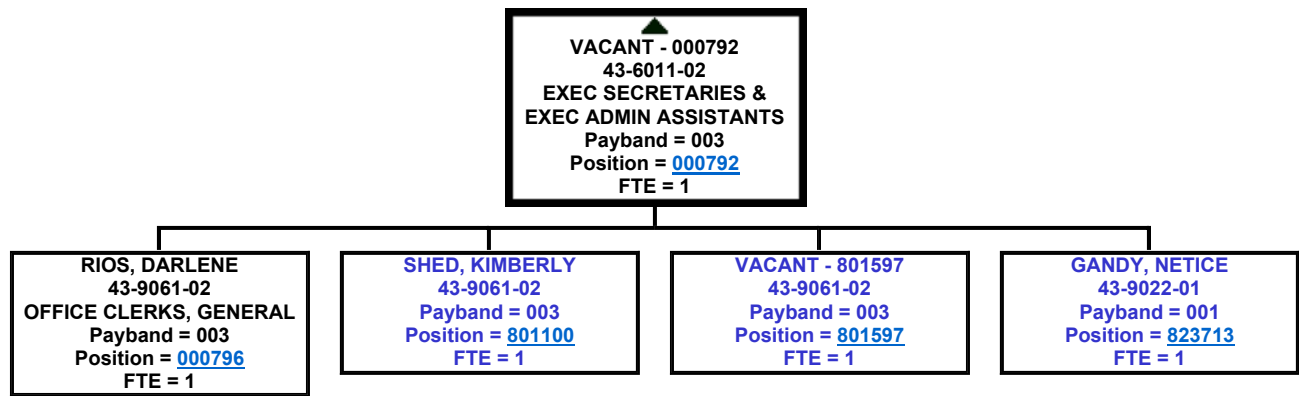


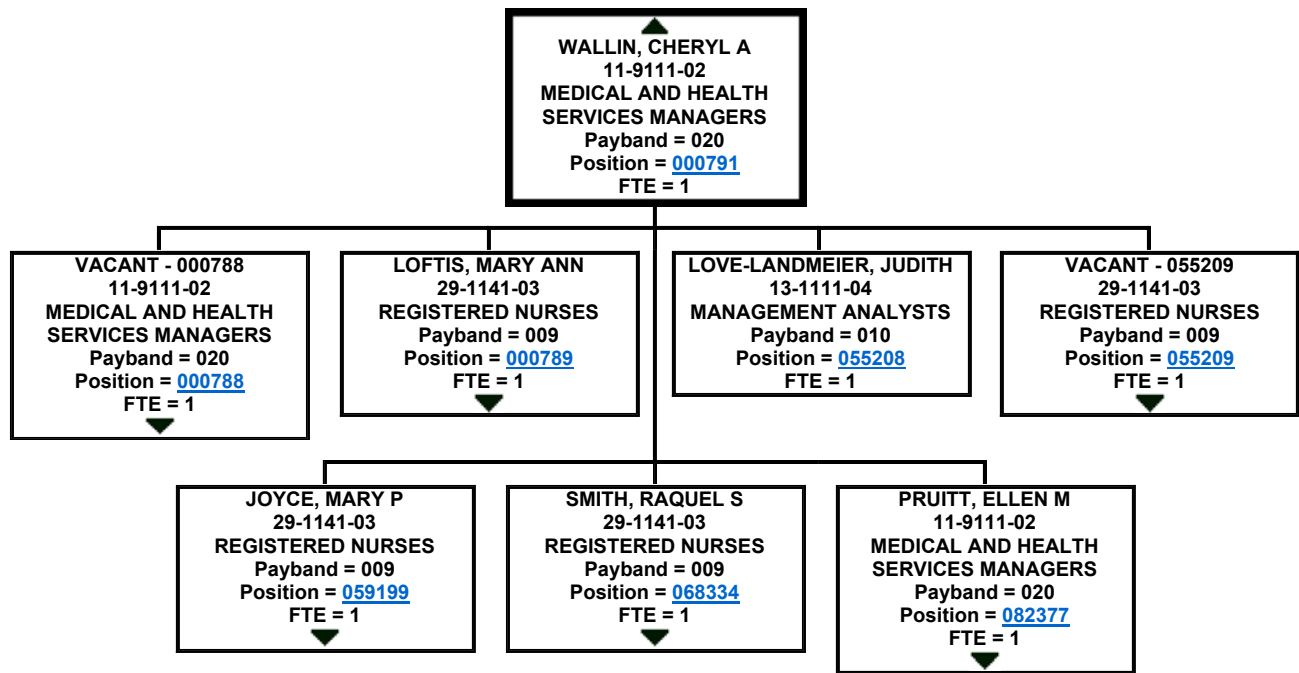


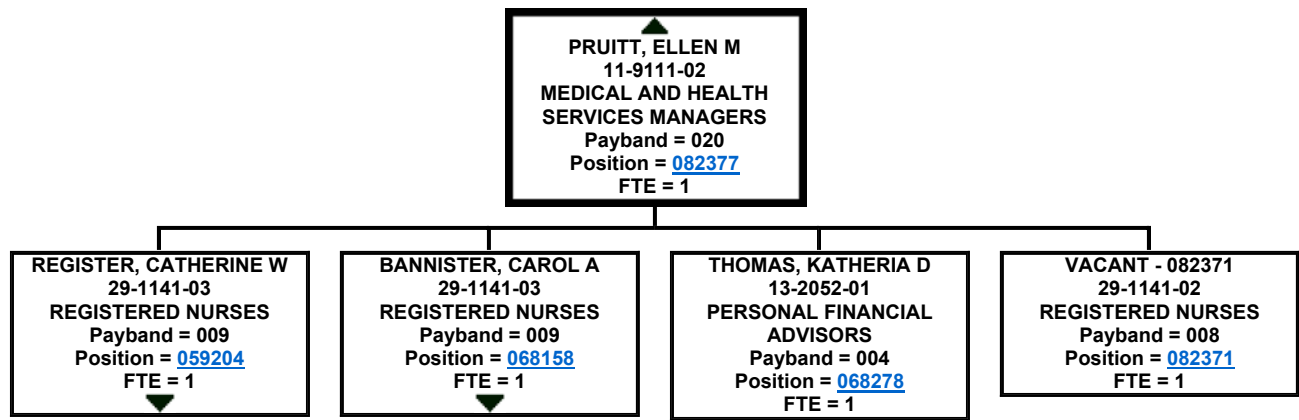


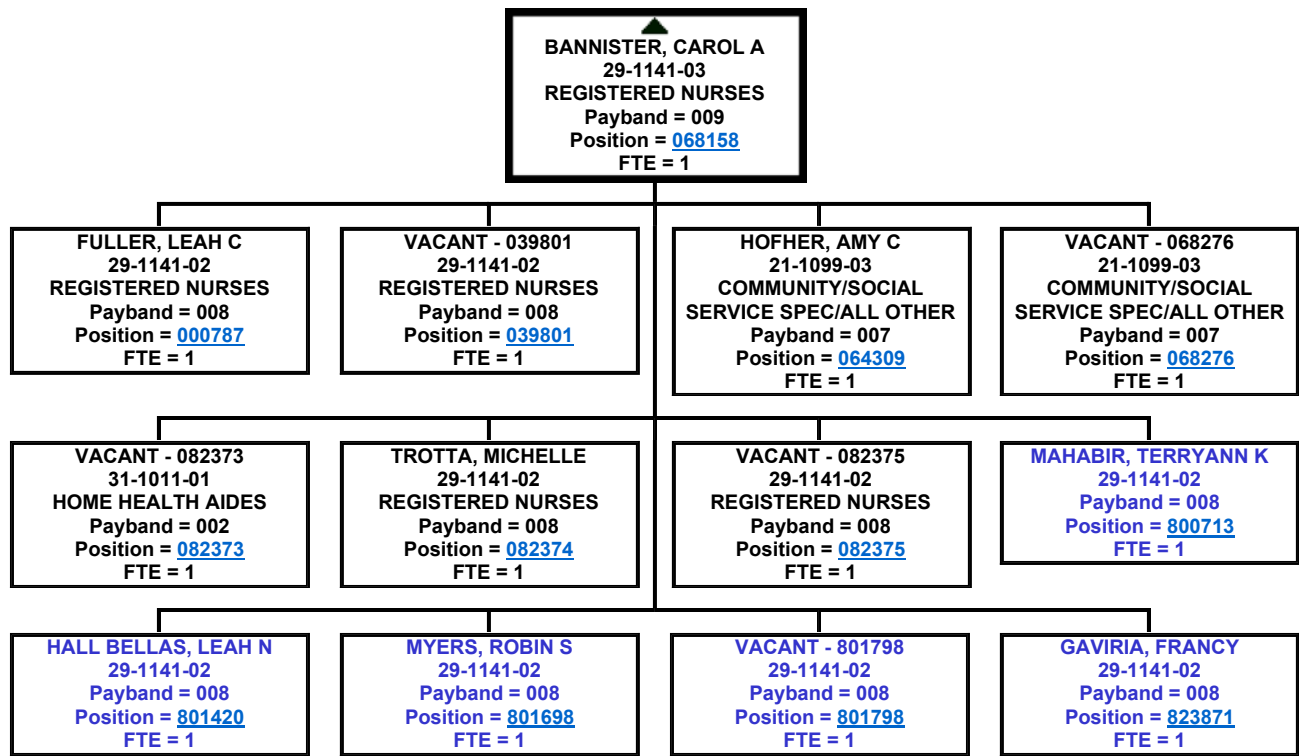


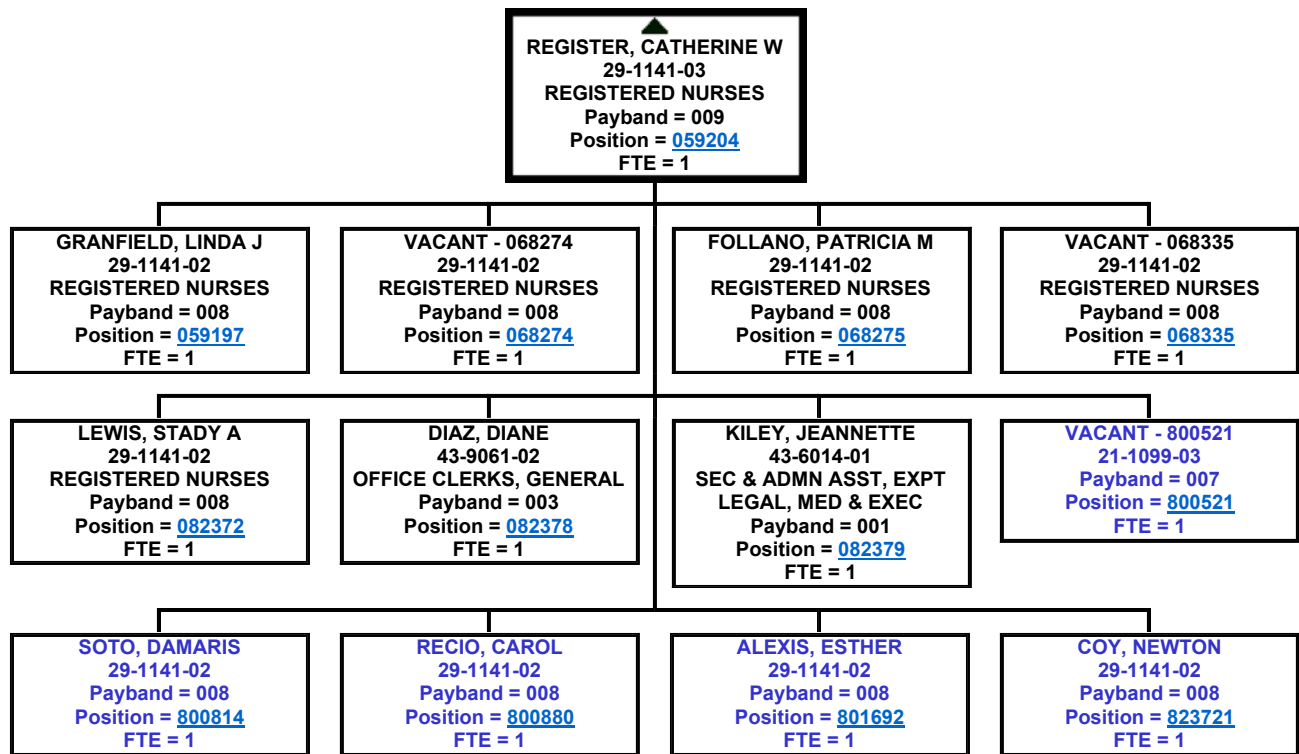


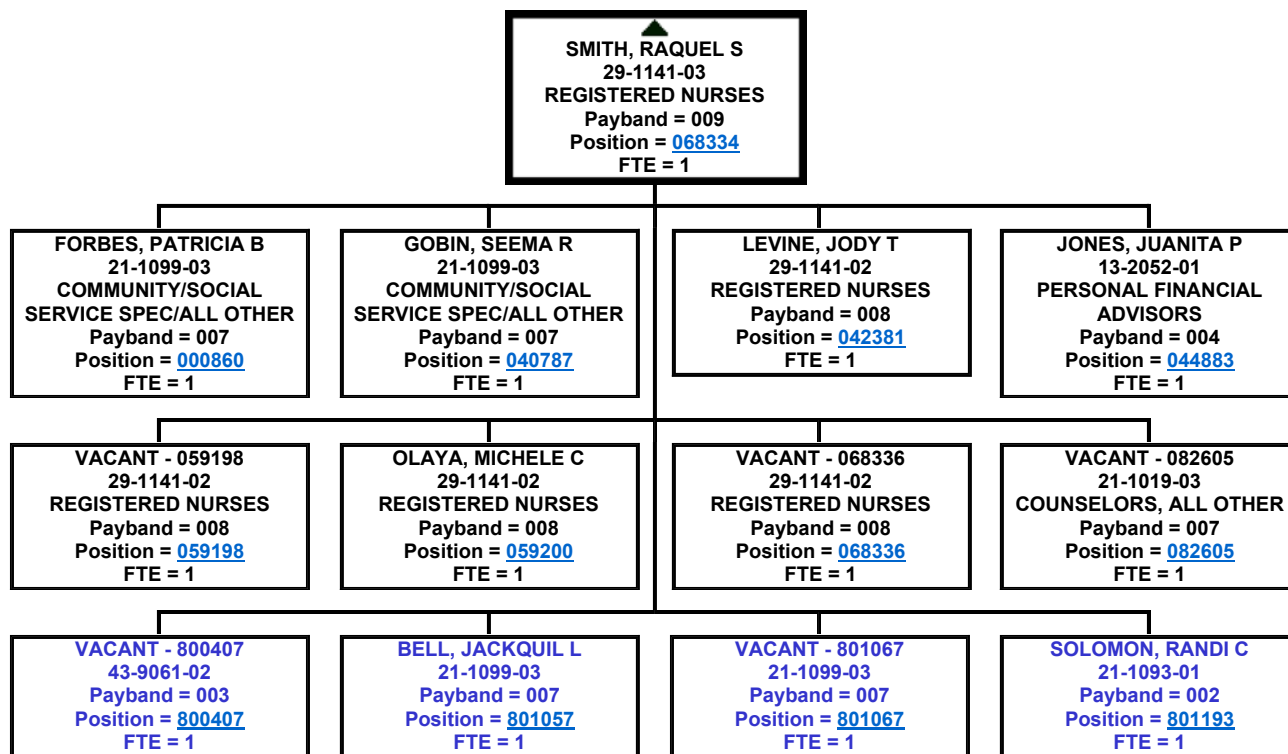




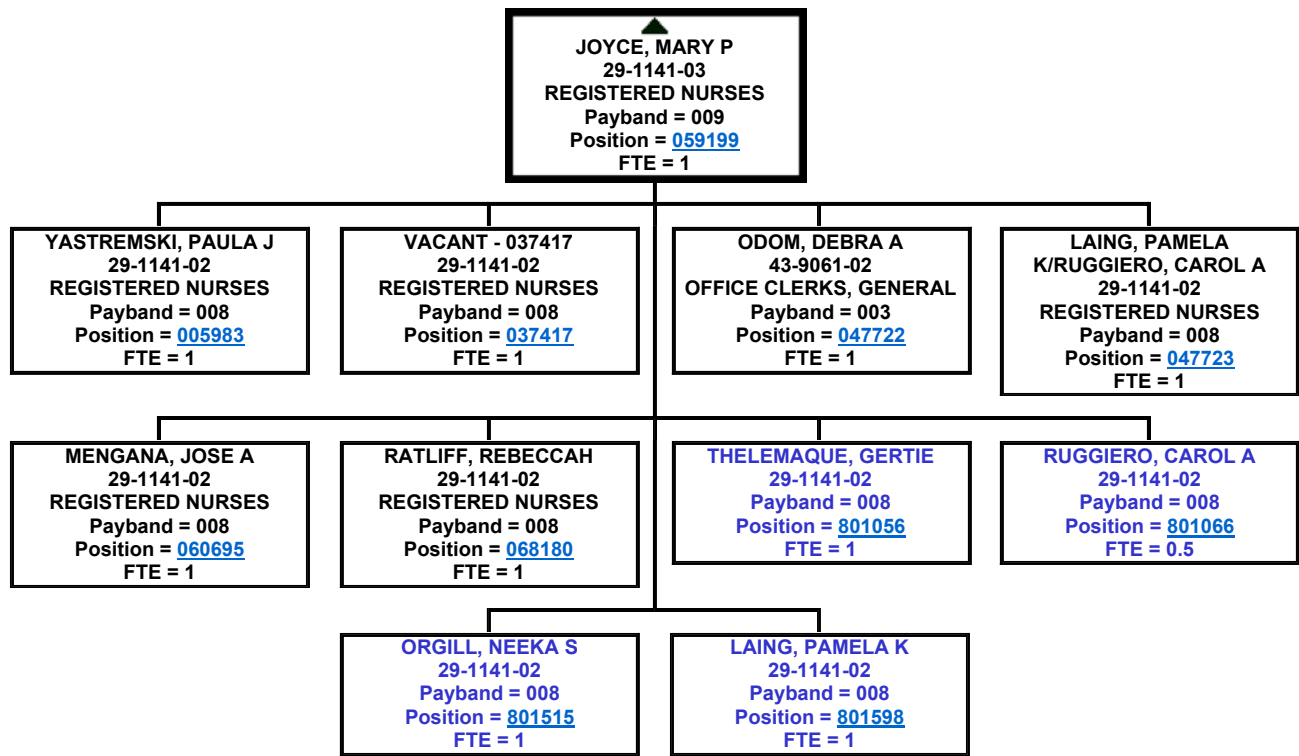


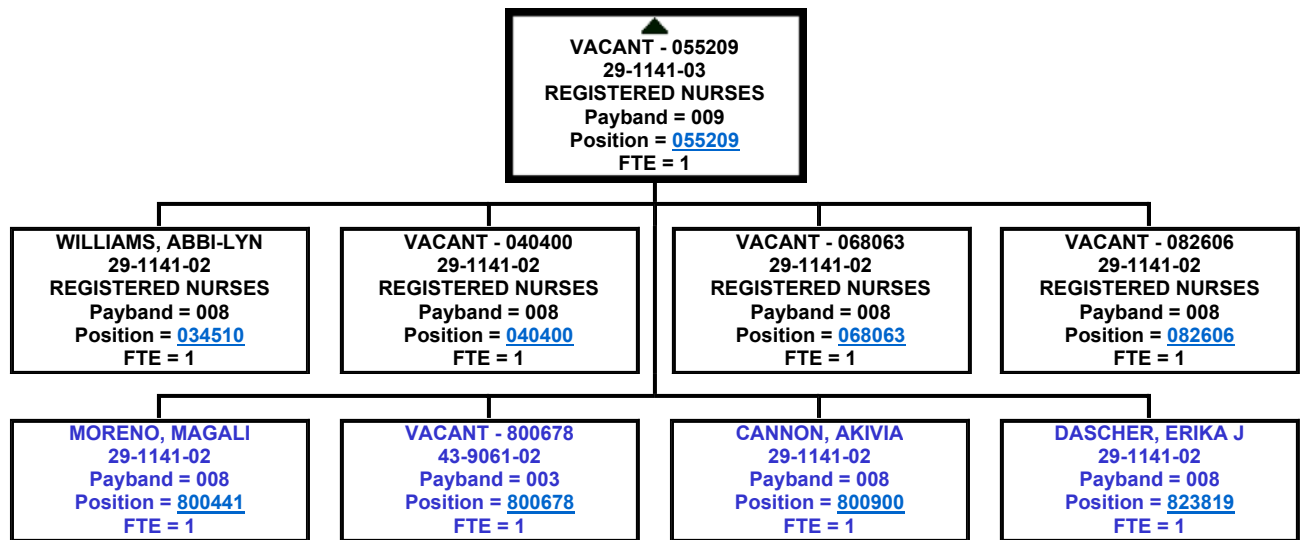


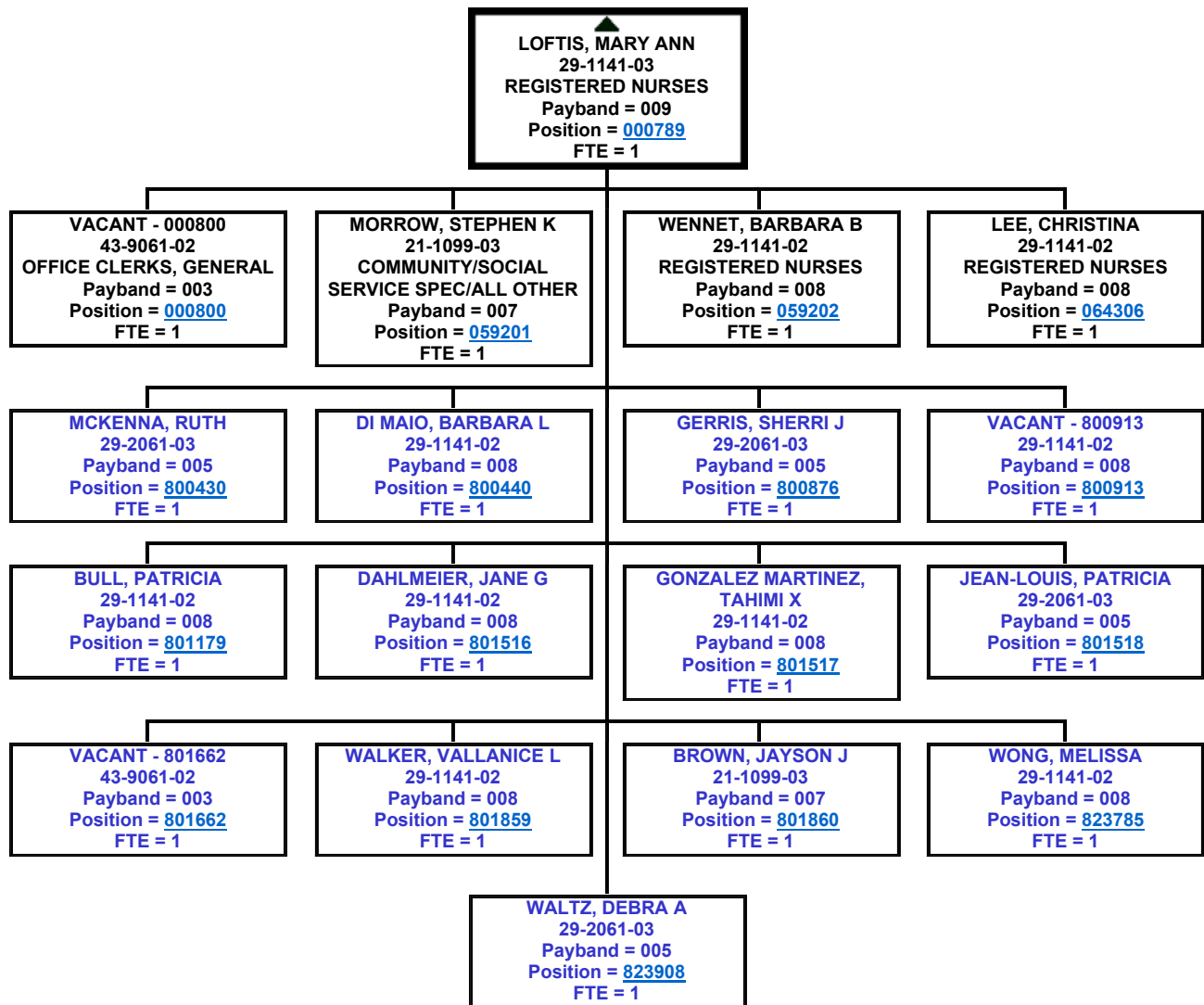


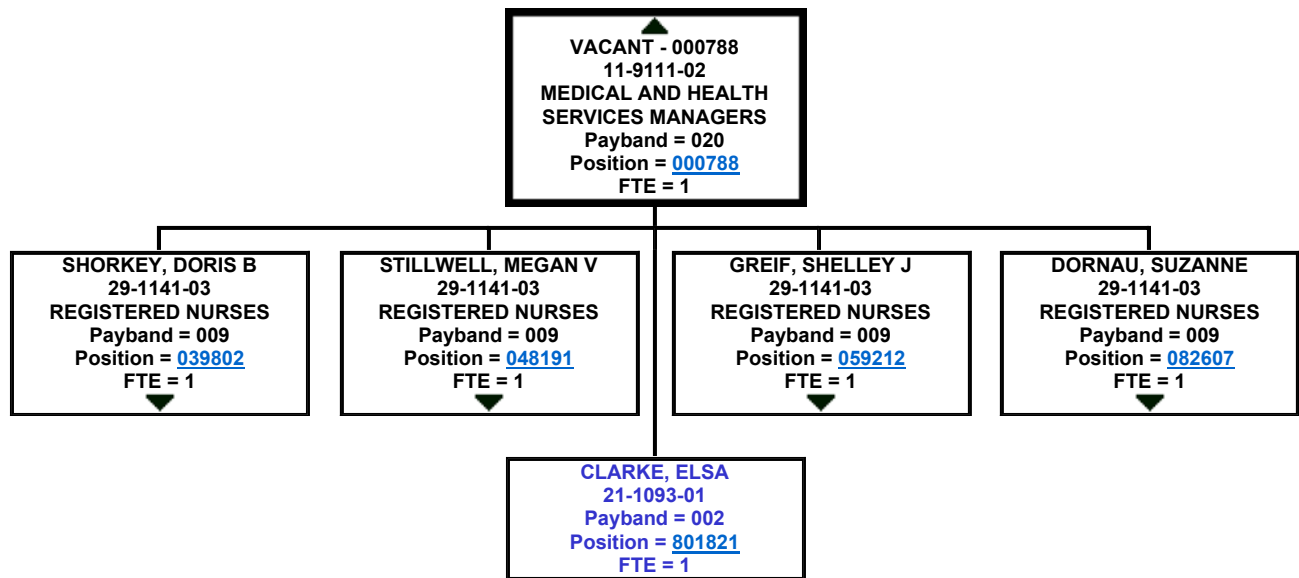


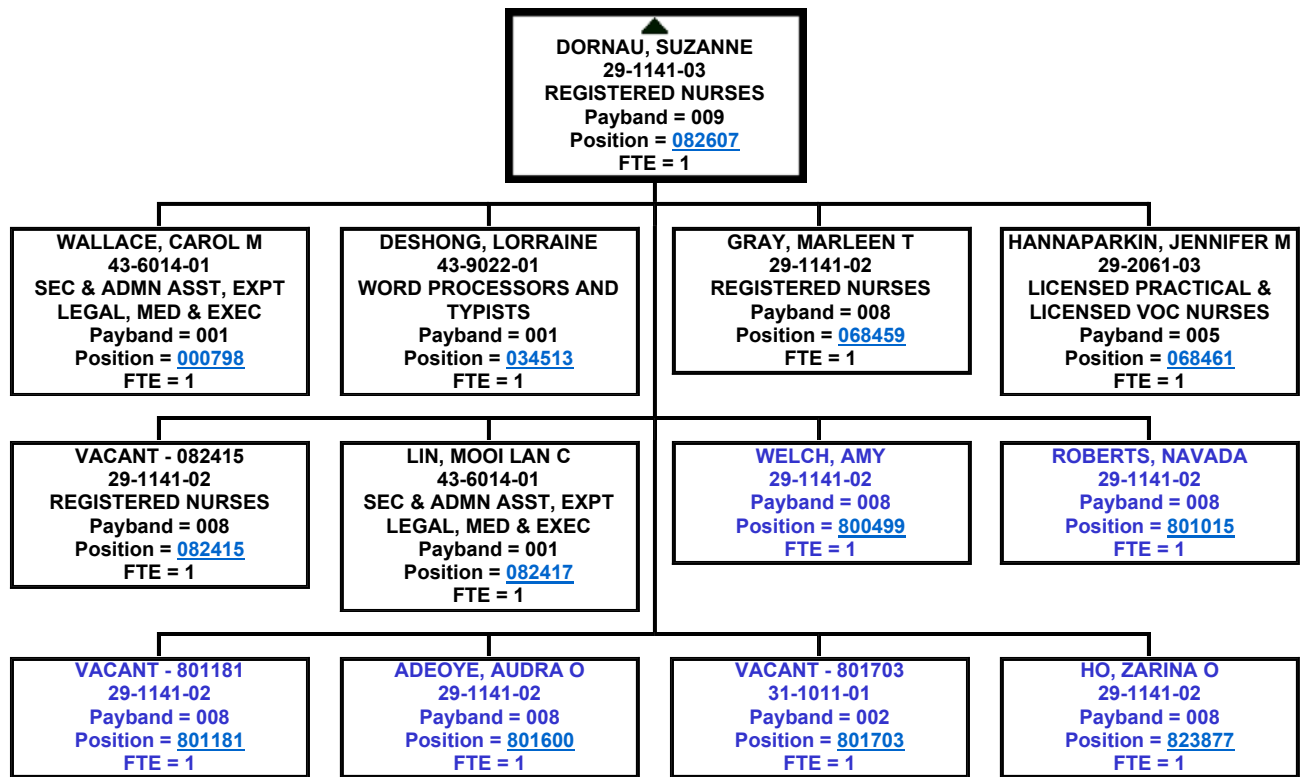


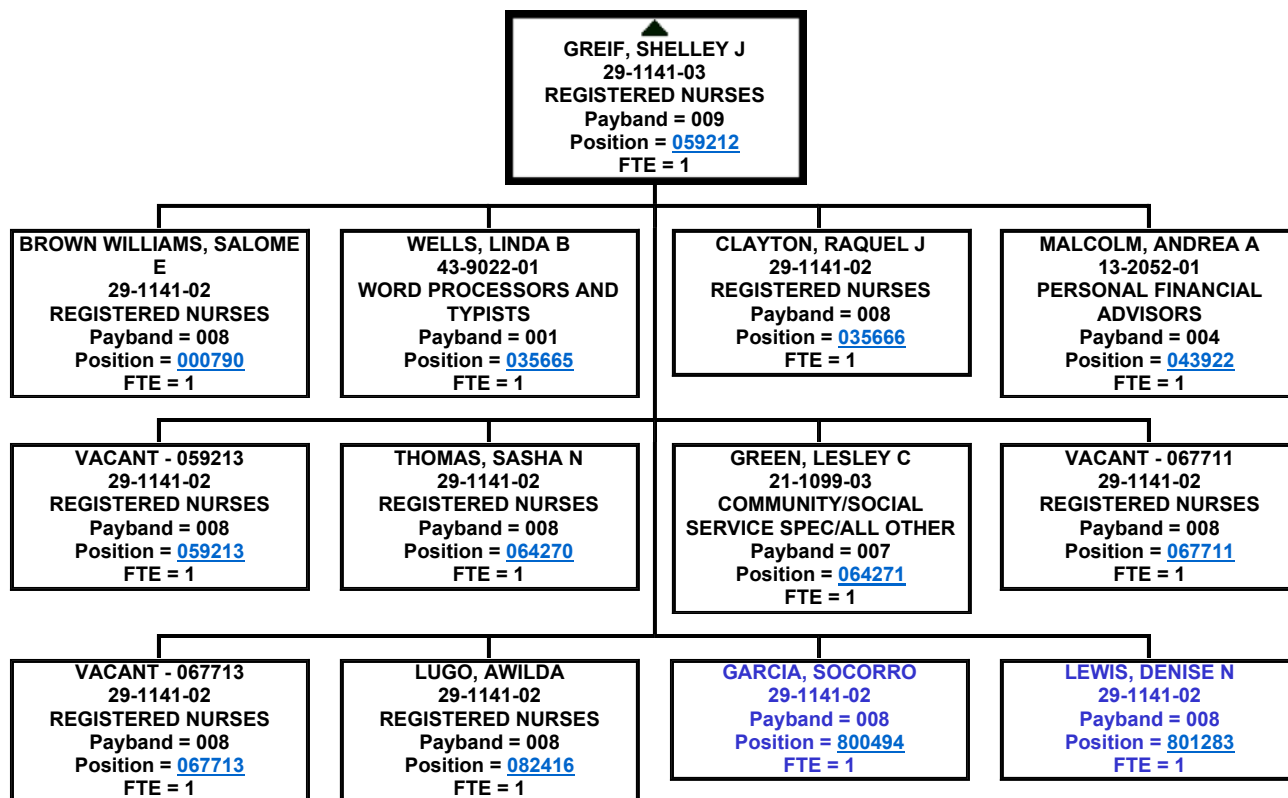


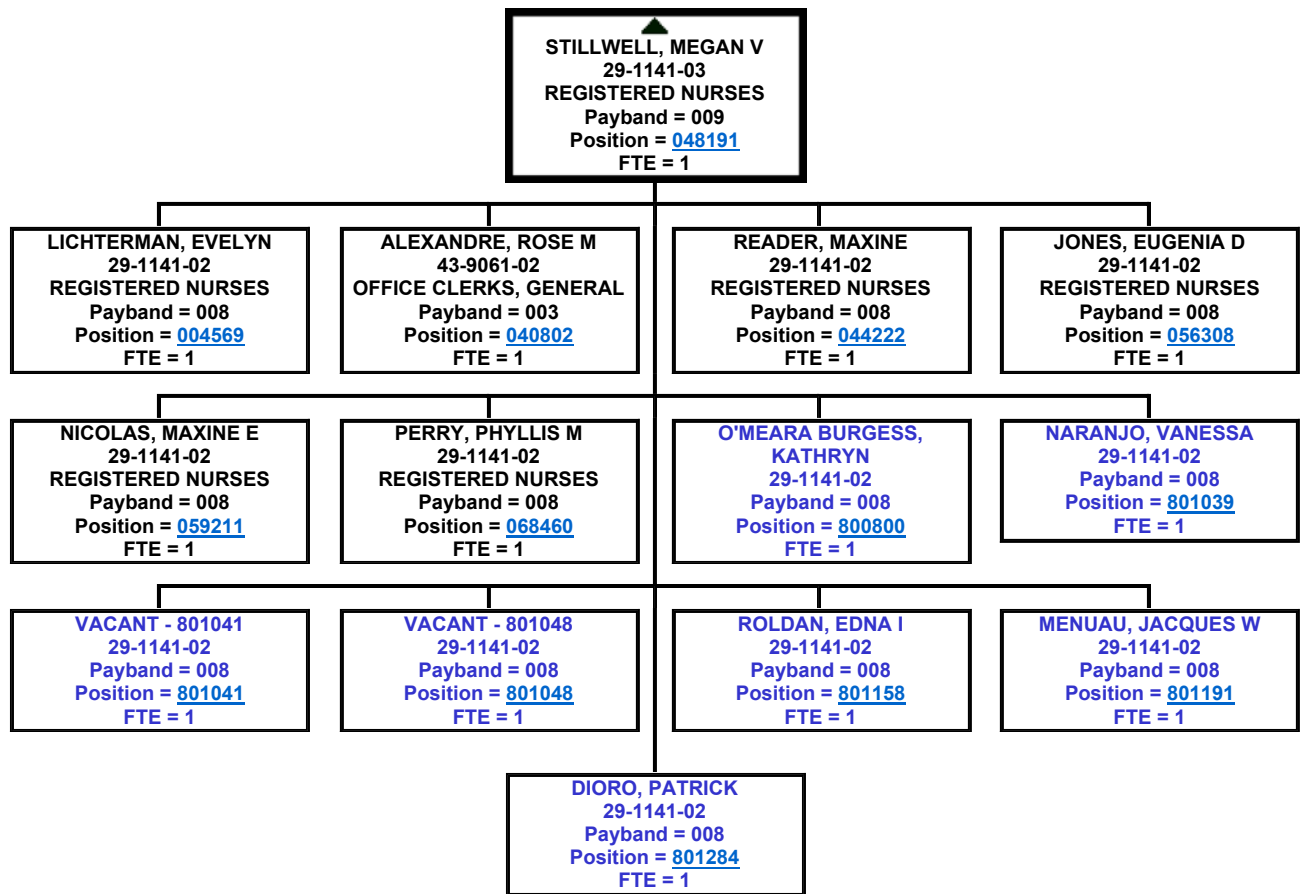


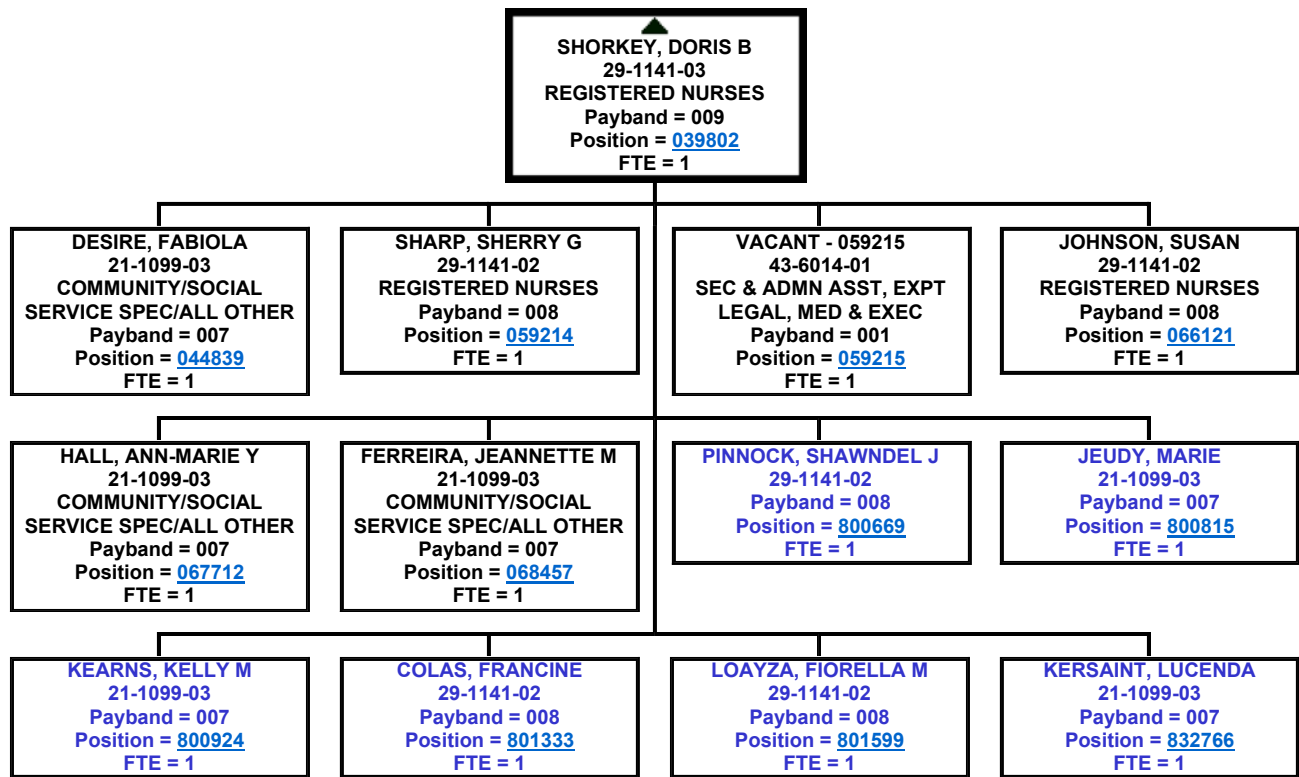










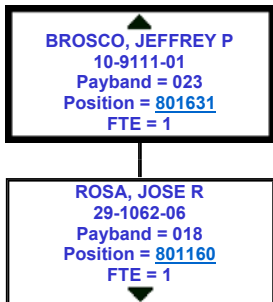


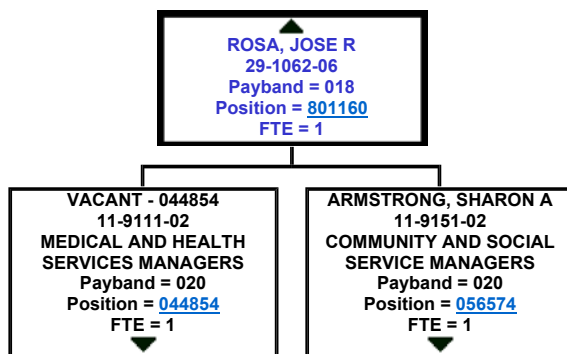


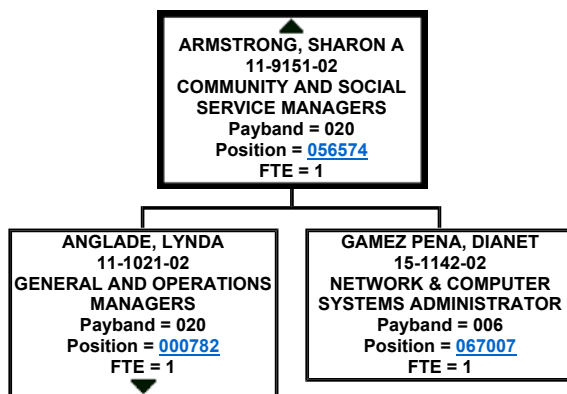
# DOH - CMS - Region - Miami - North

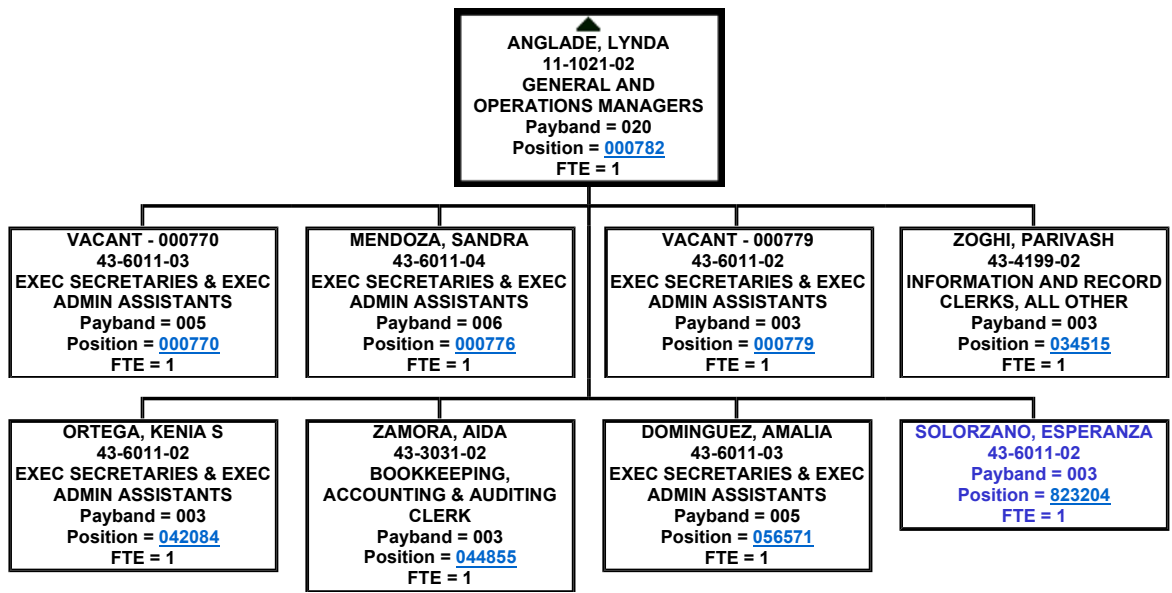
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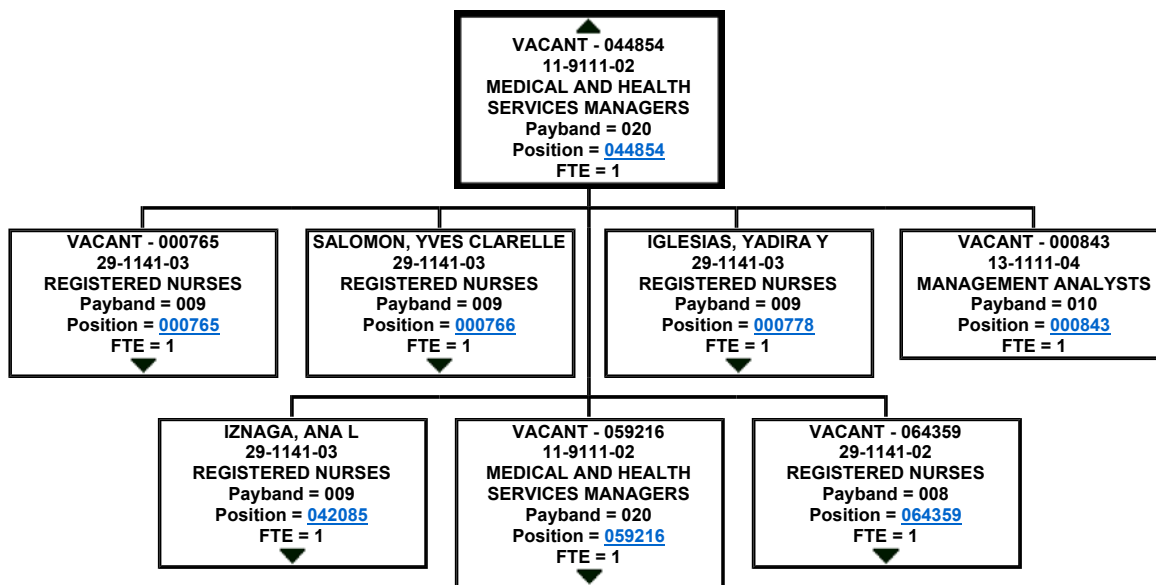
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**



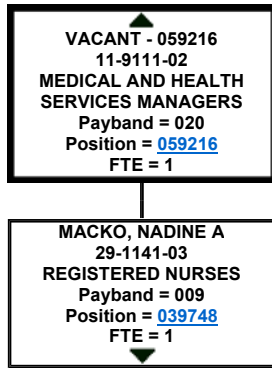


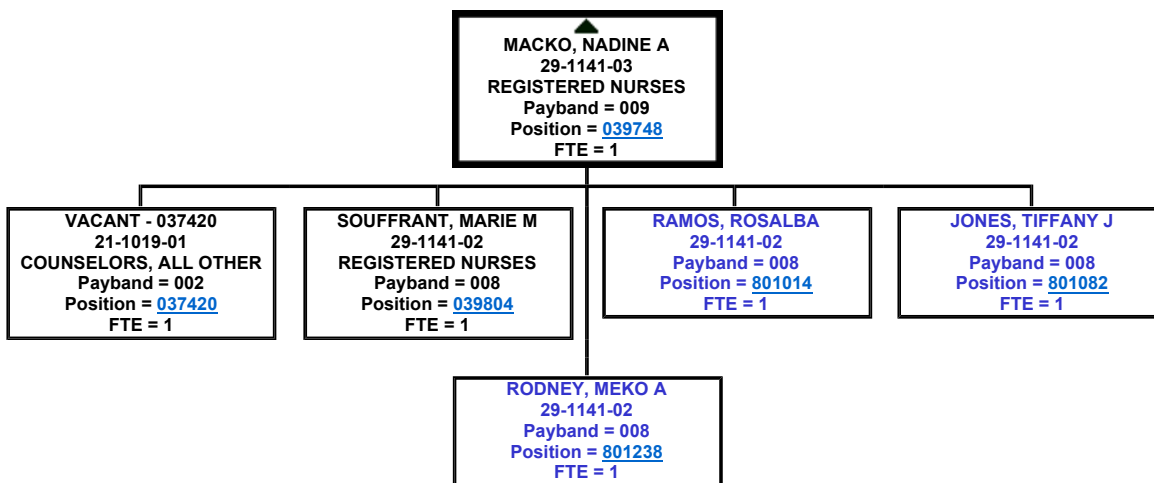




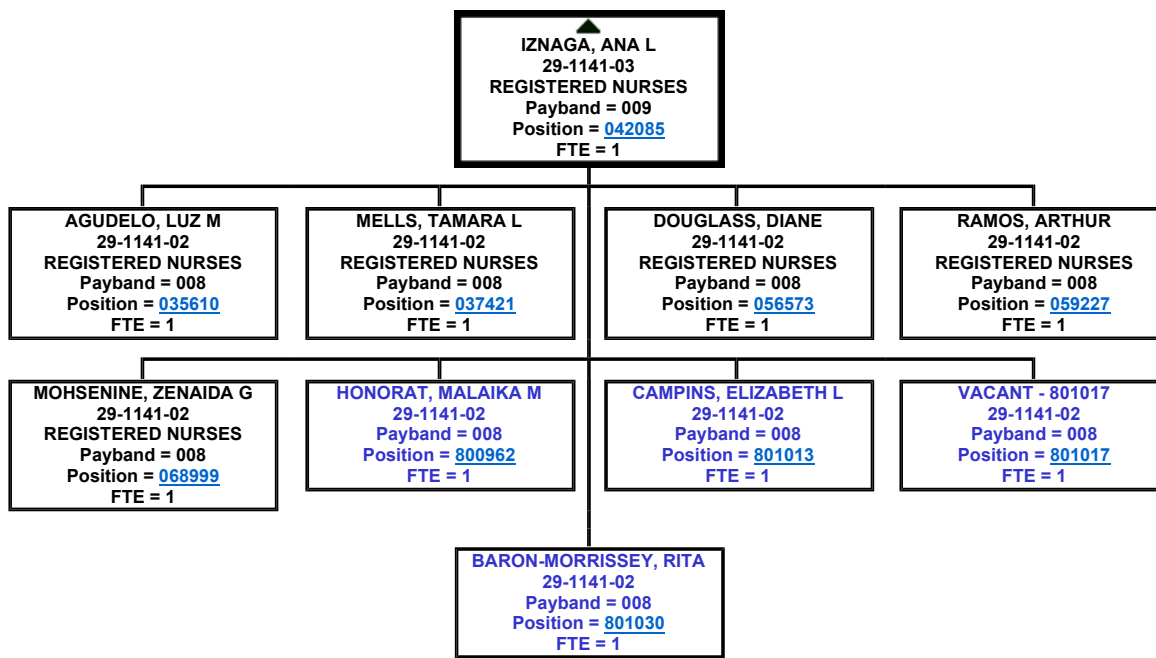


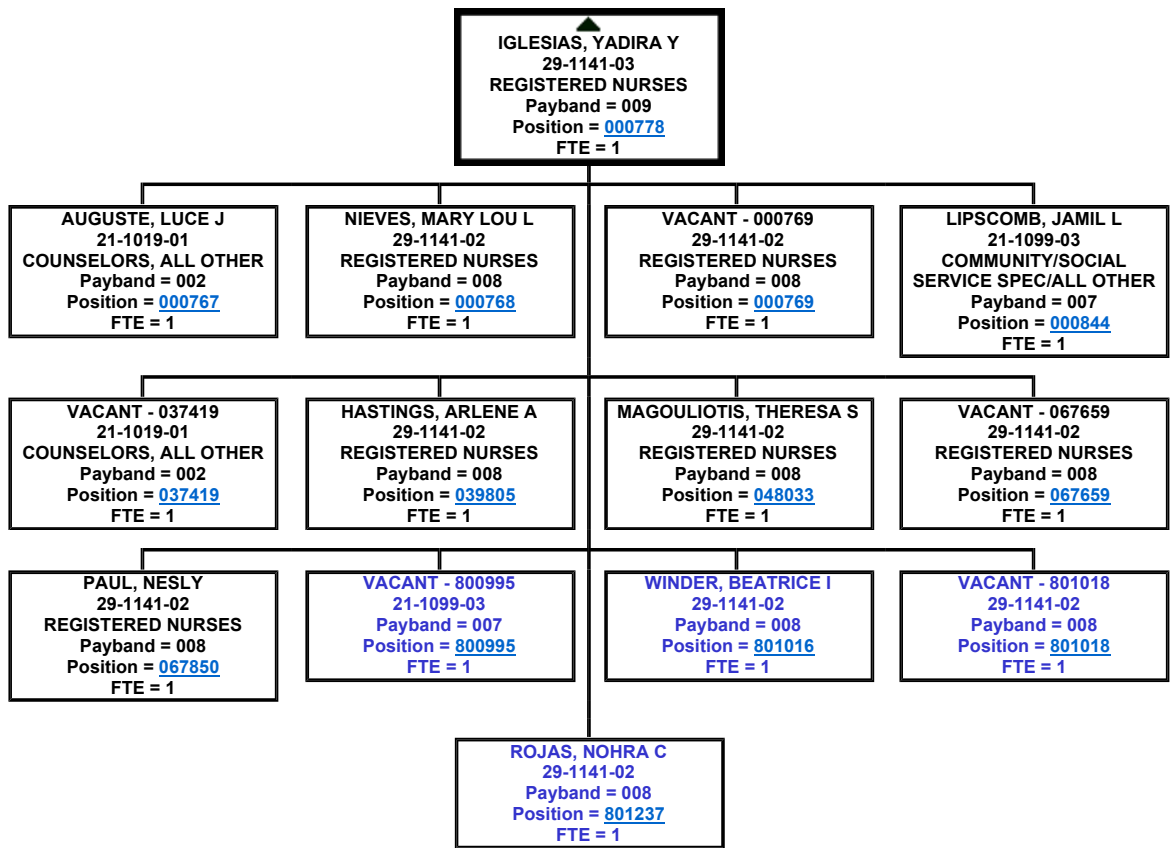


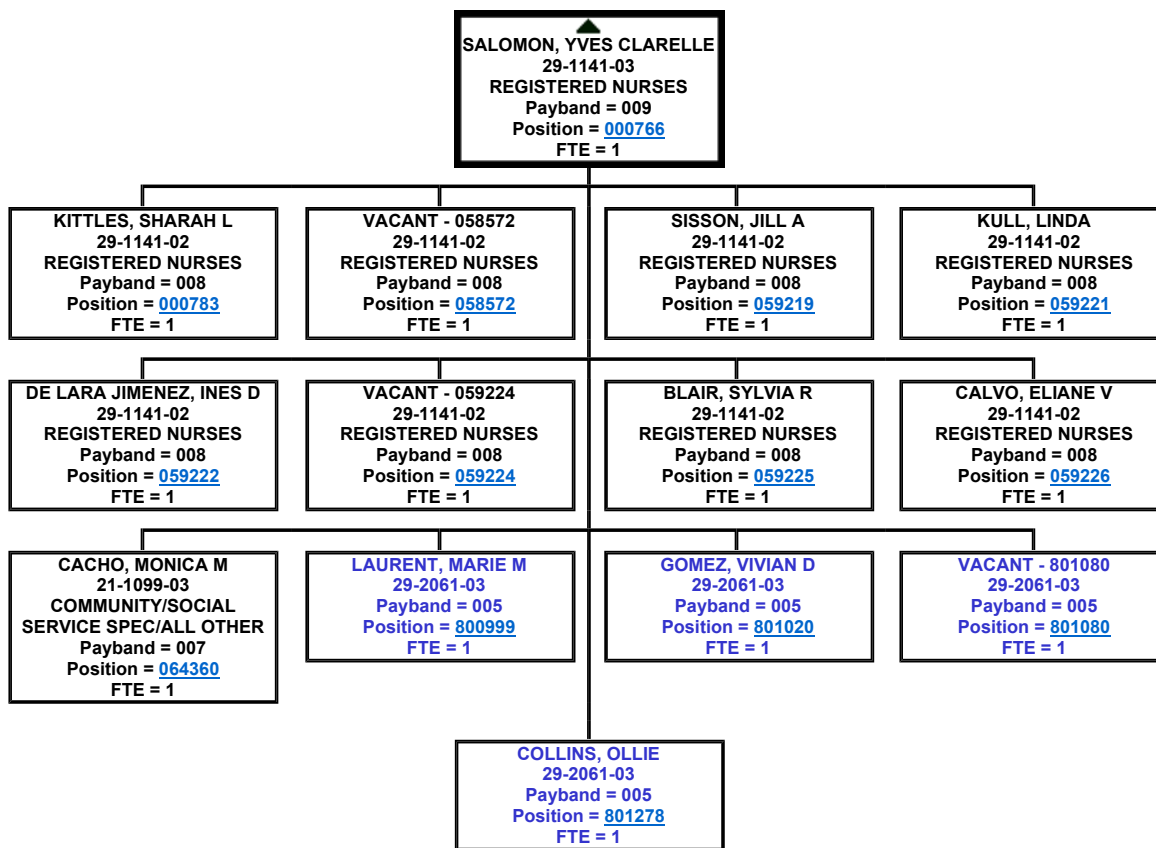


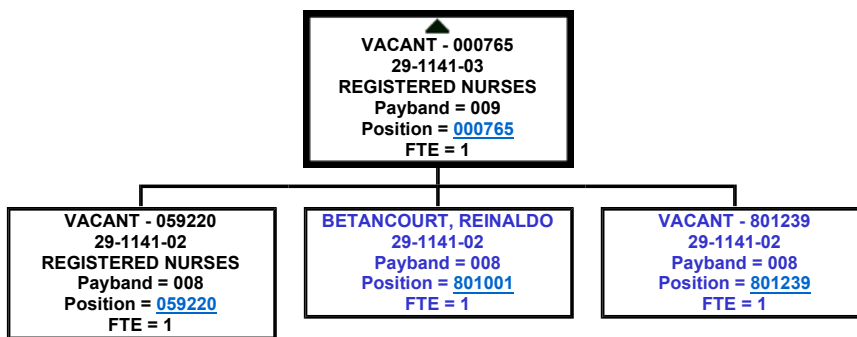








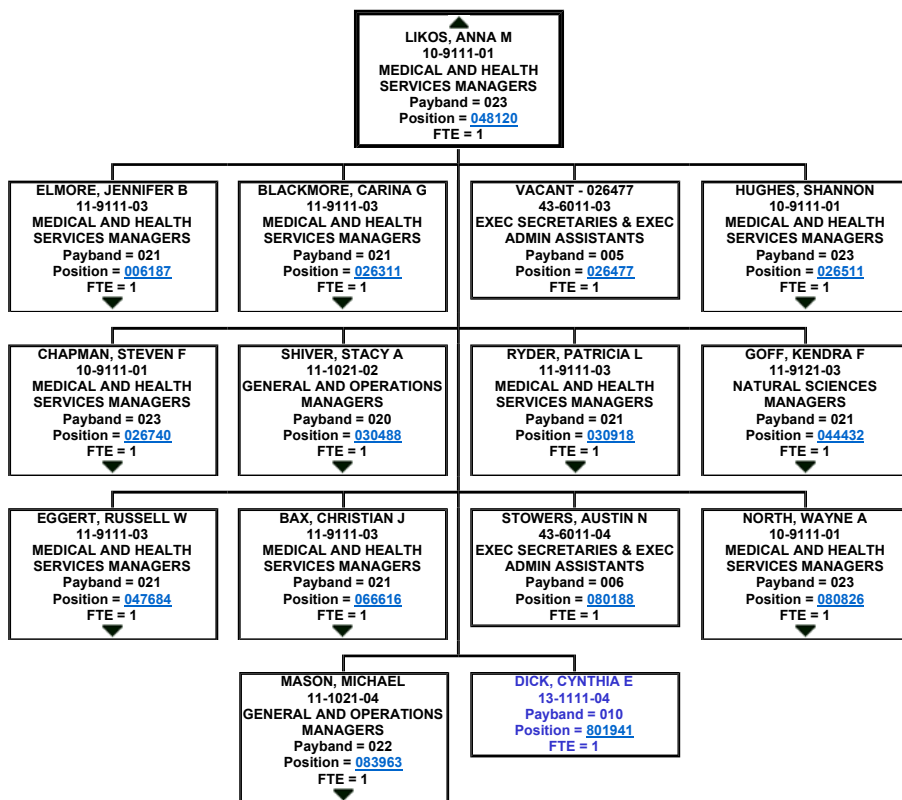


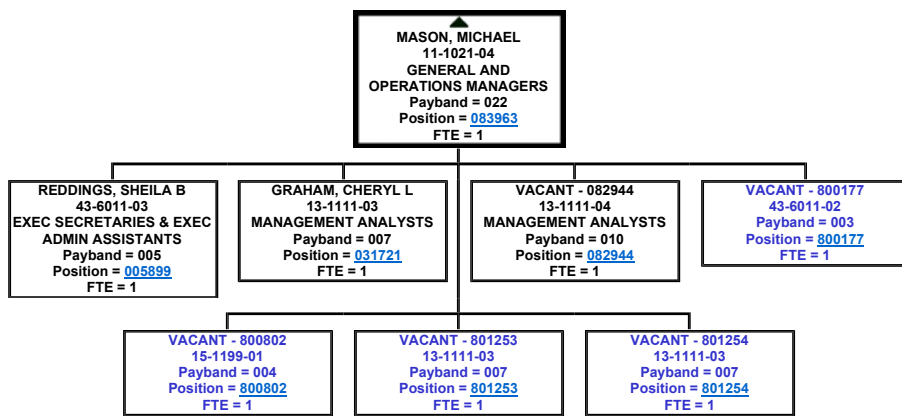


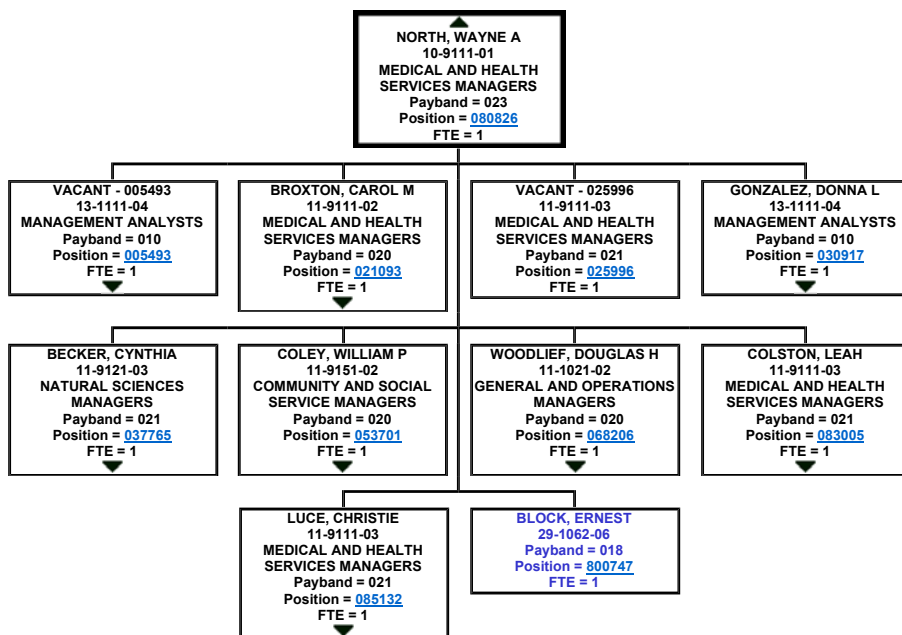
## DOH - Division of Disease Control and Health Protection

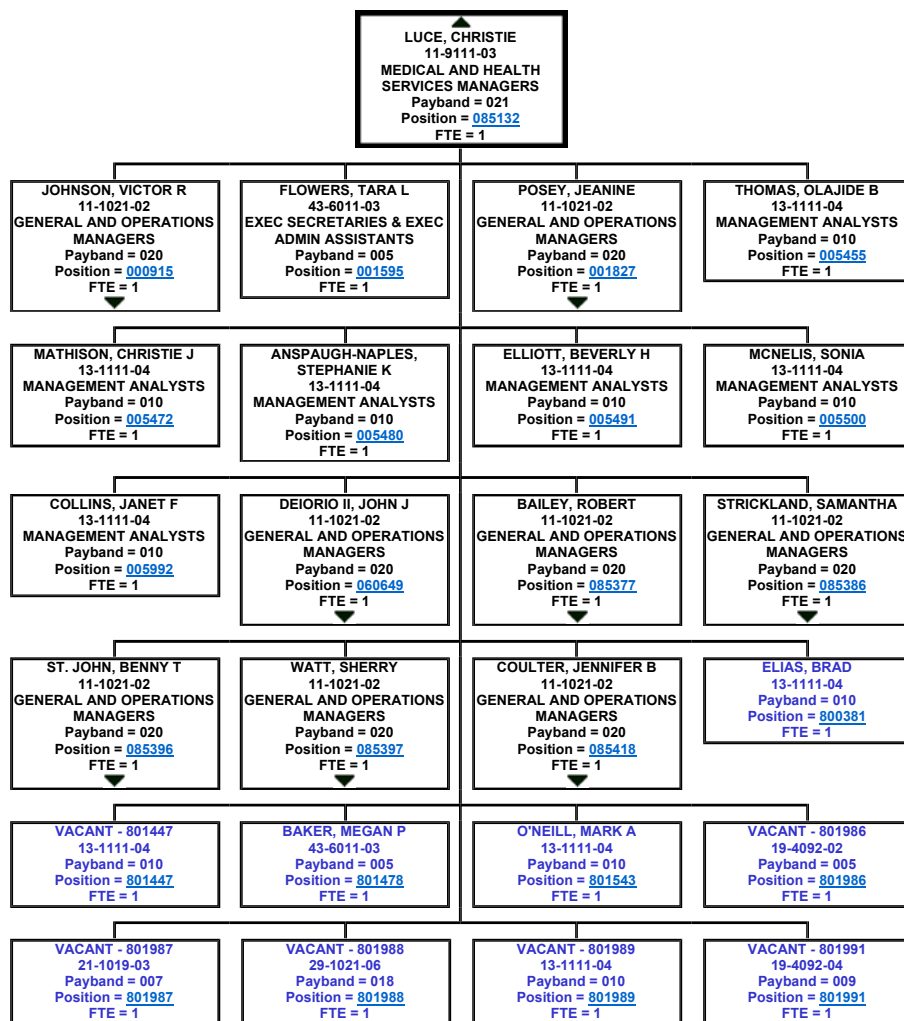
Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

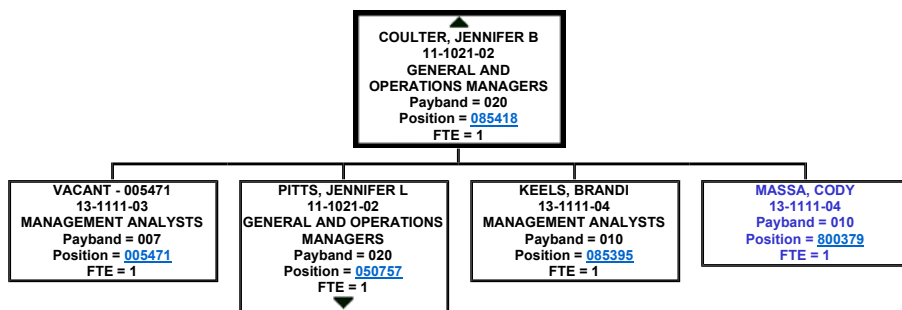


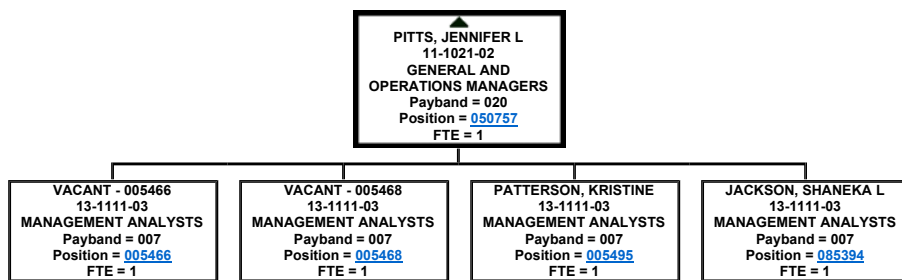


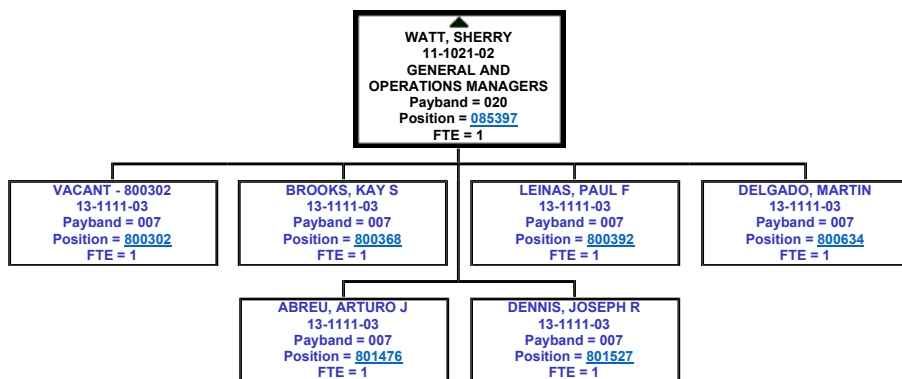


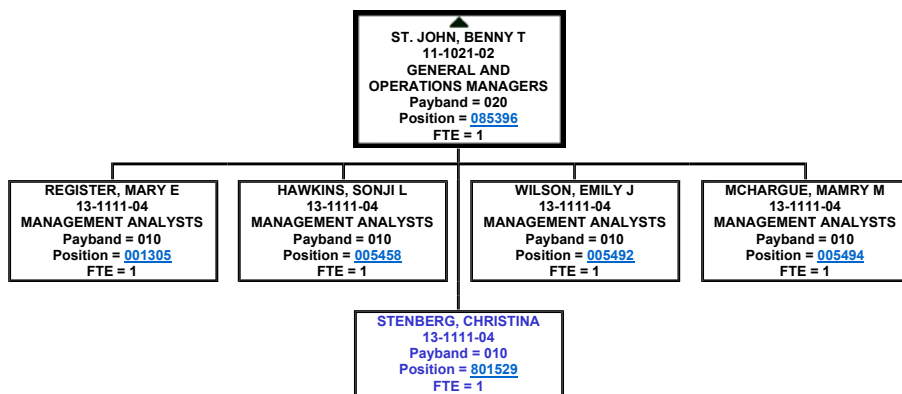


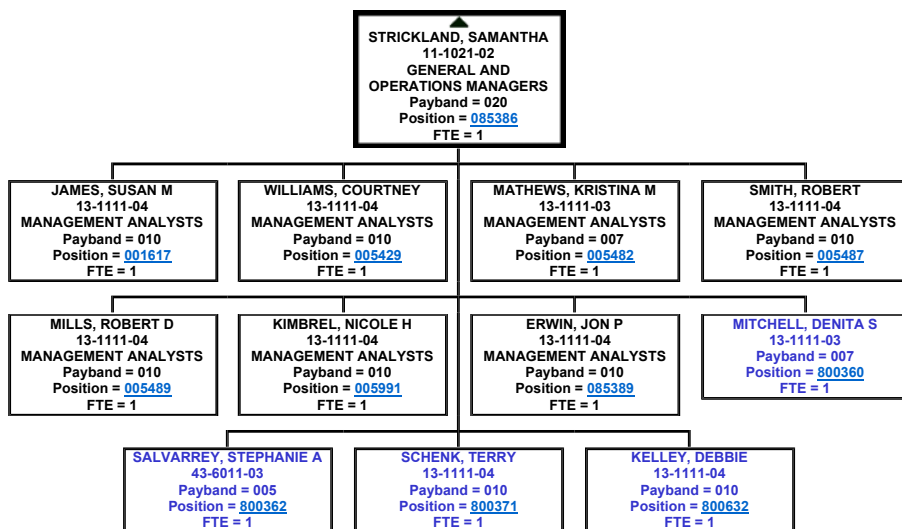


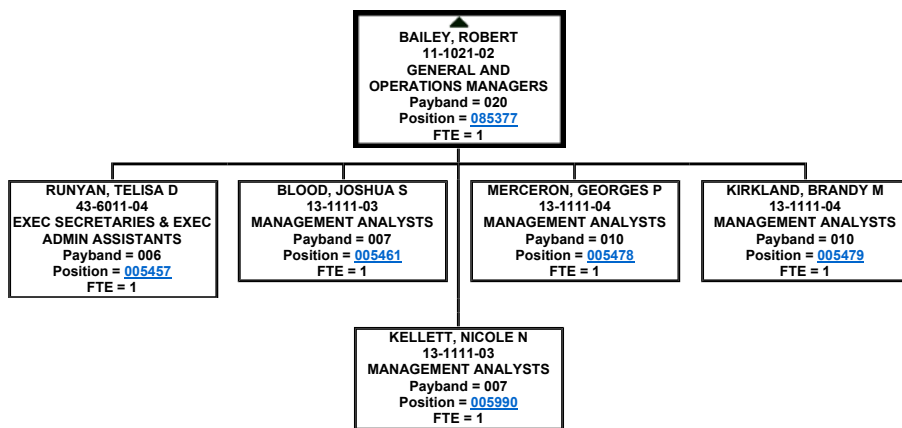


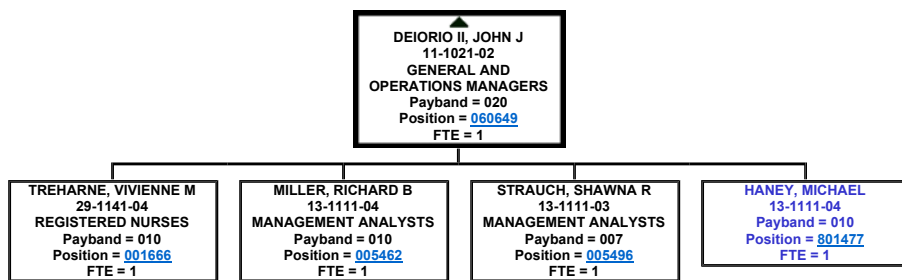


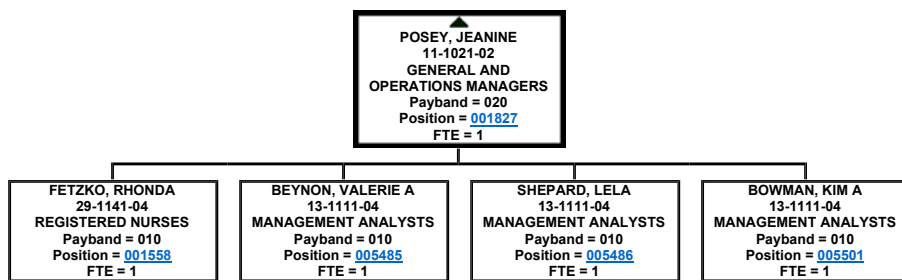




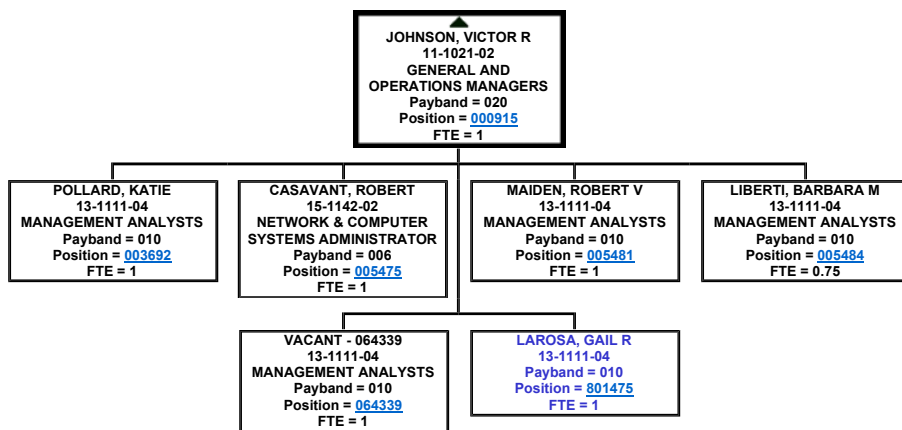


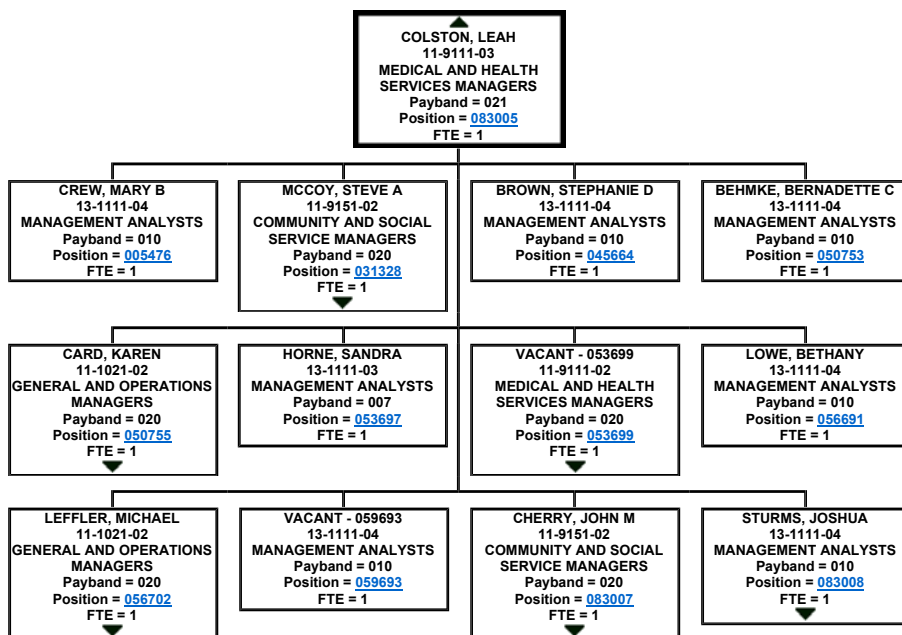


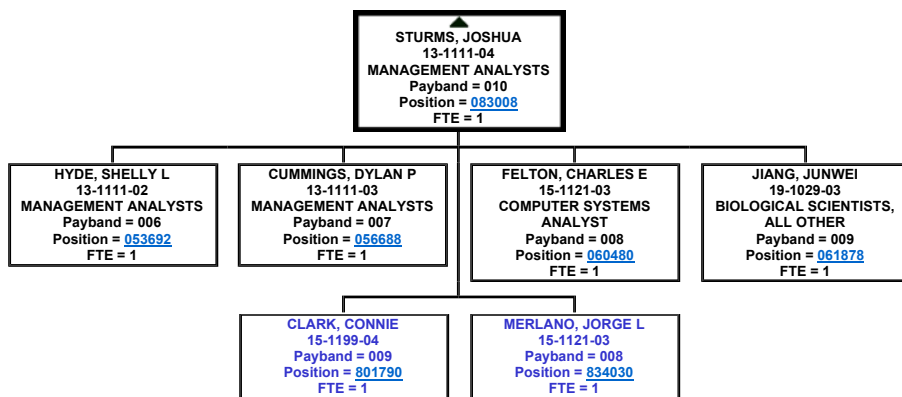


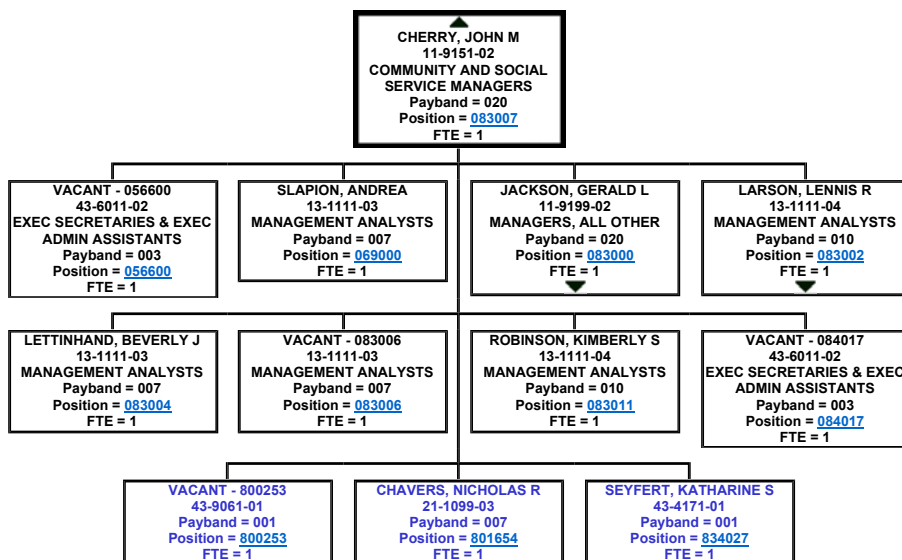


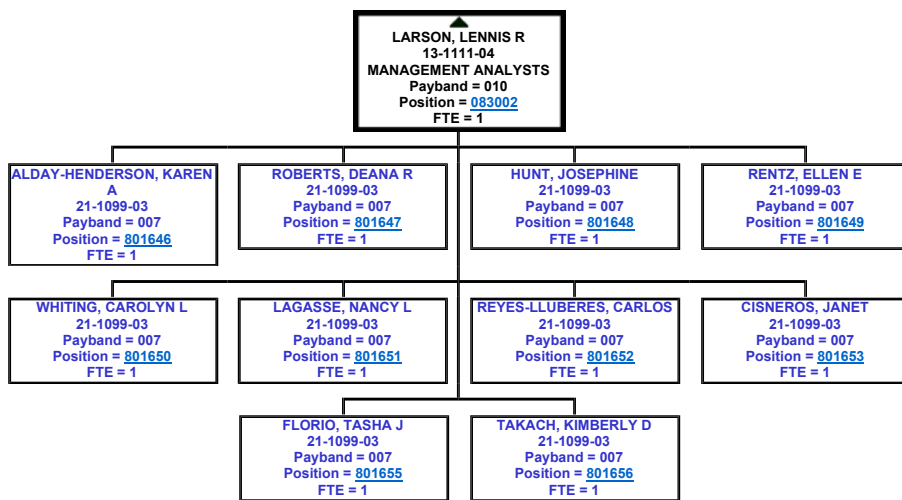


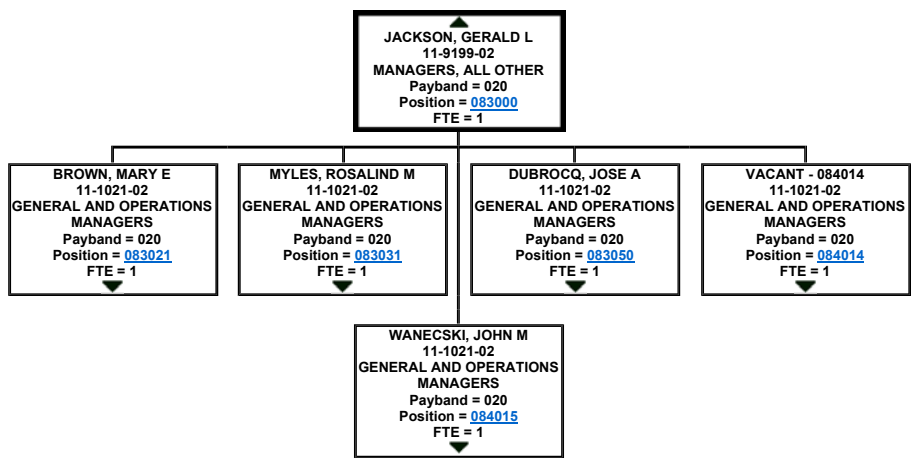


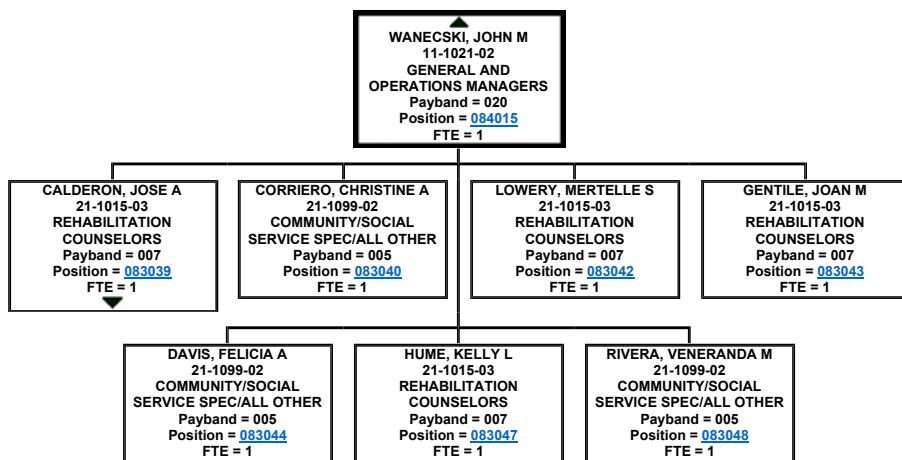


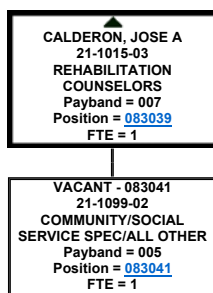




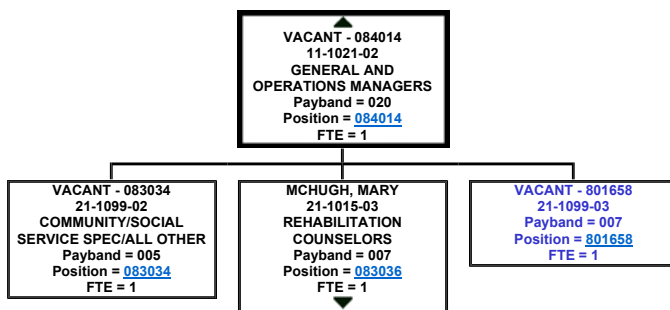


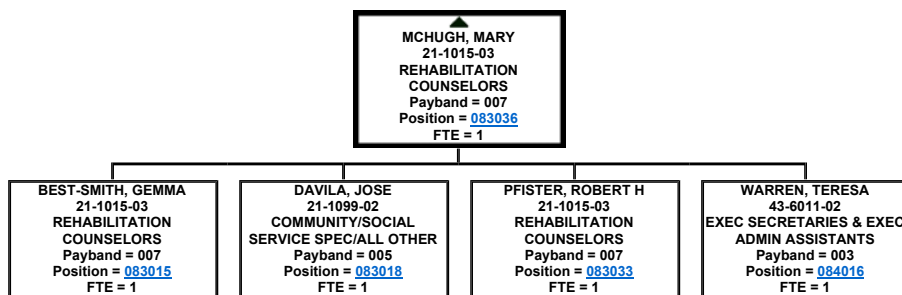


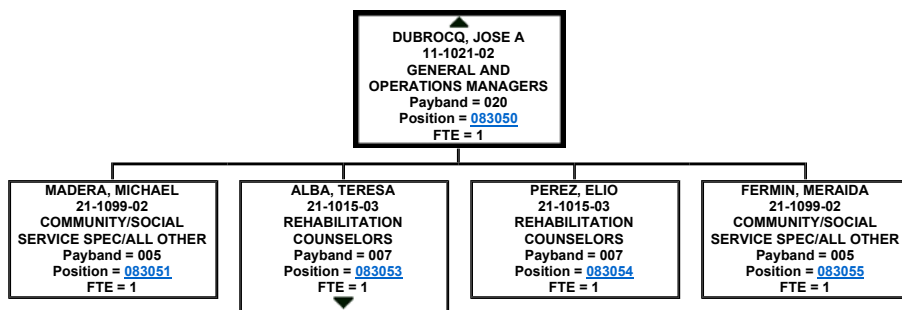








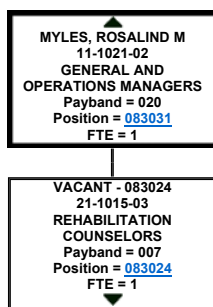


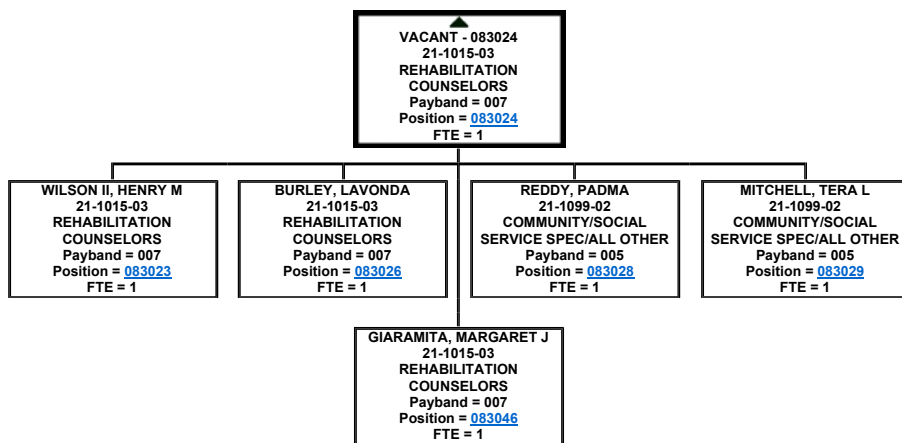


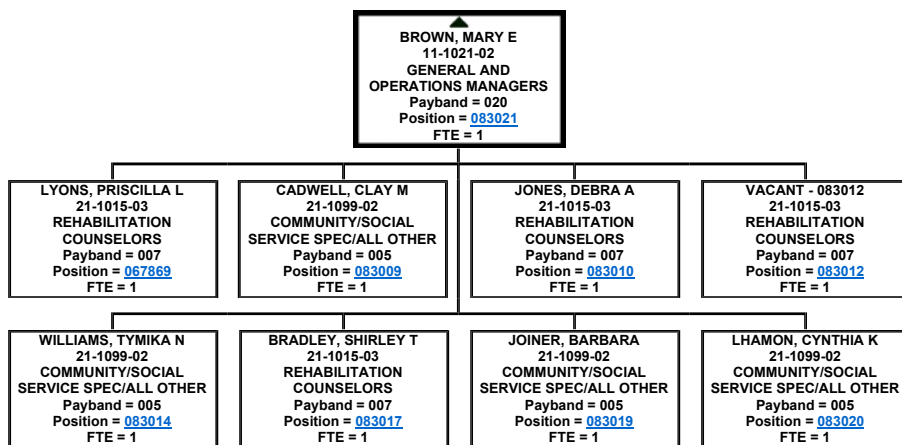
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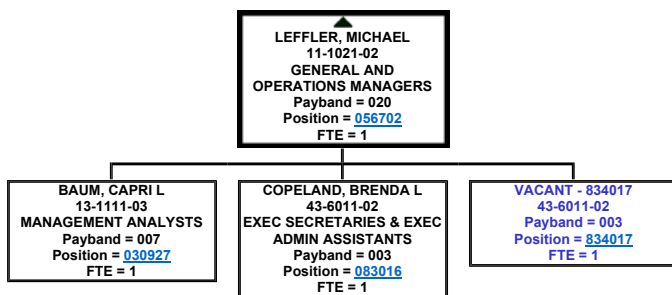
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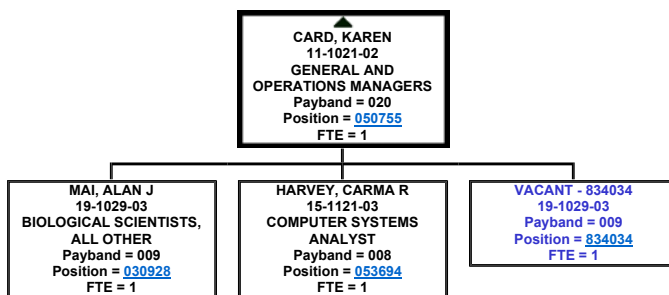


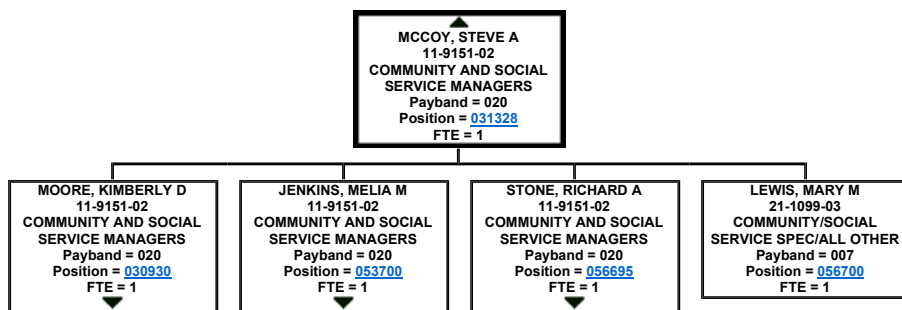


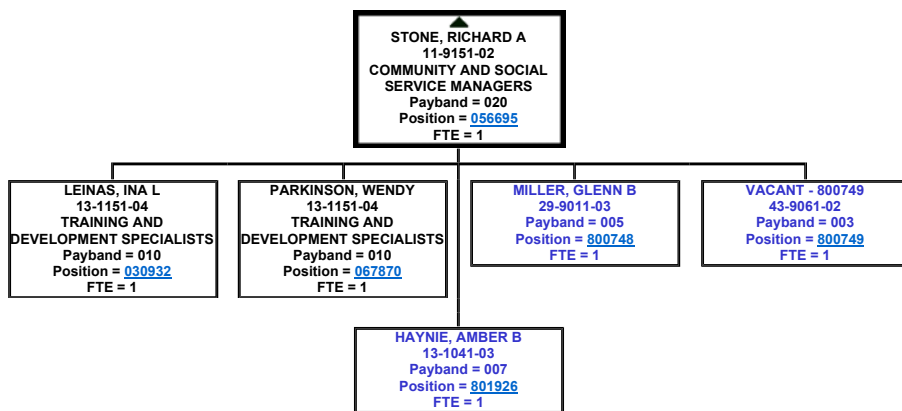
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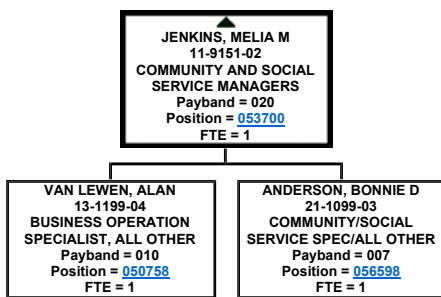
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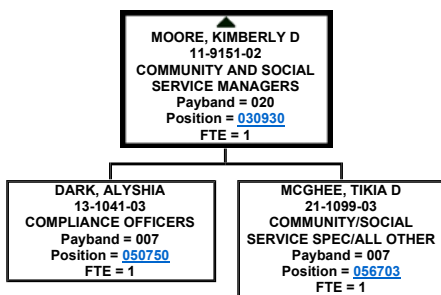
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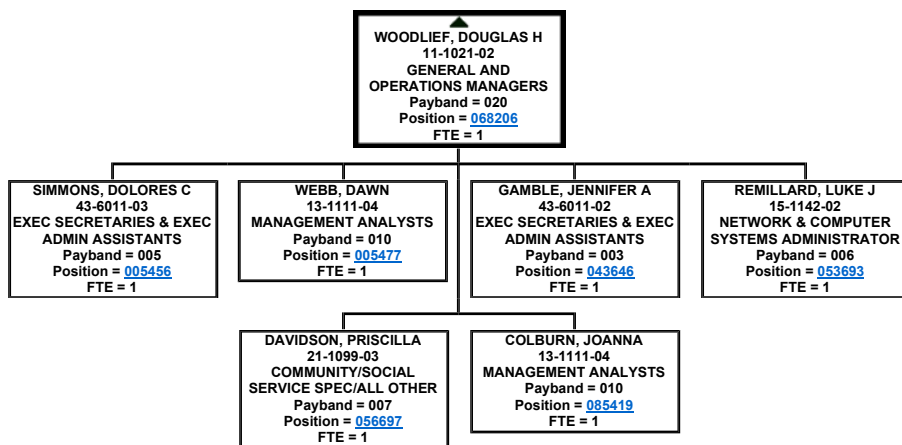


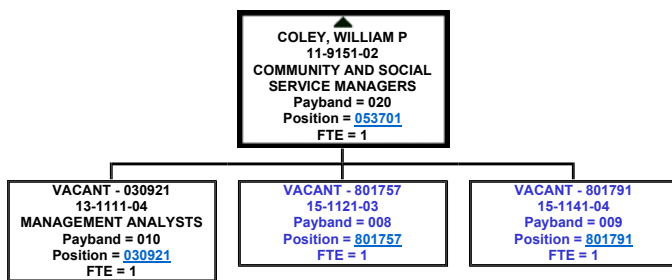




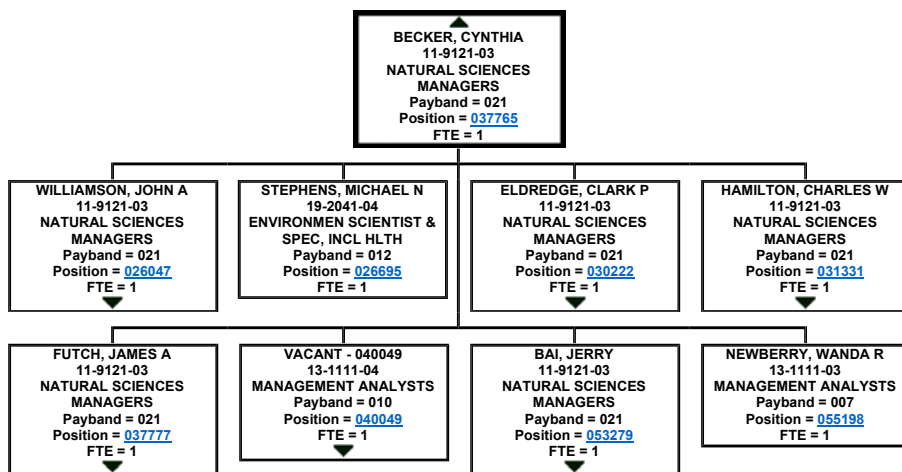


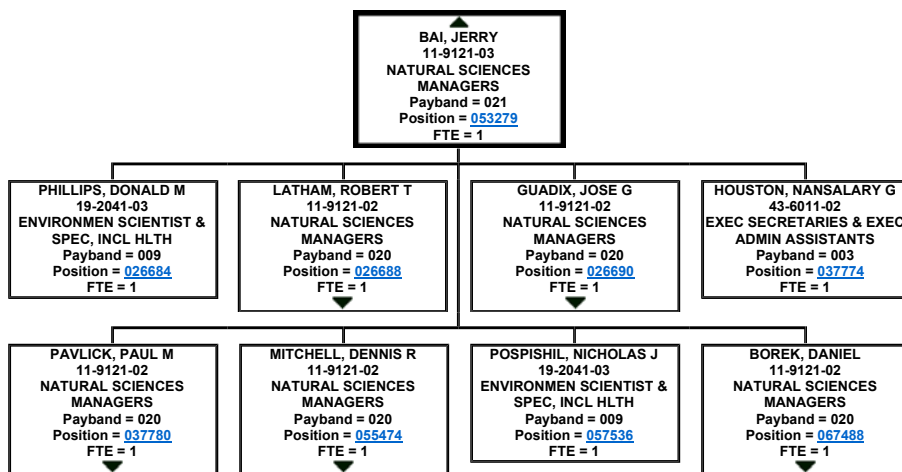


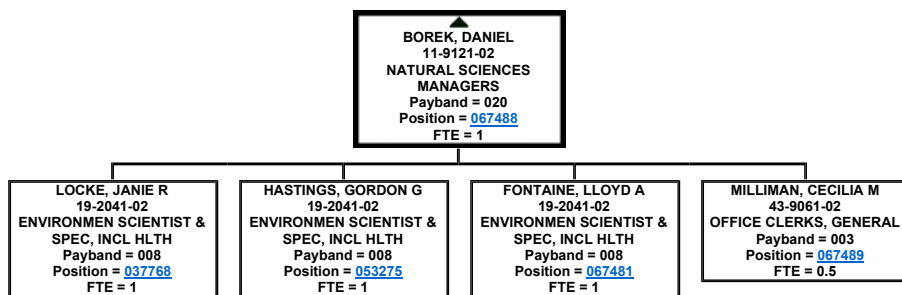


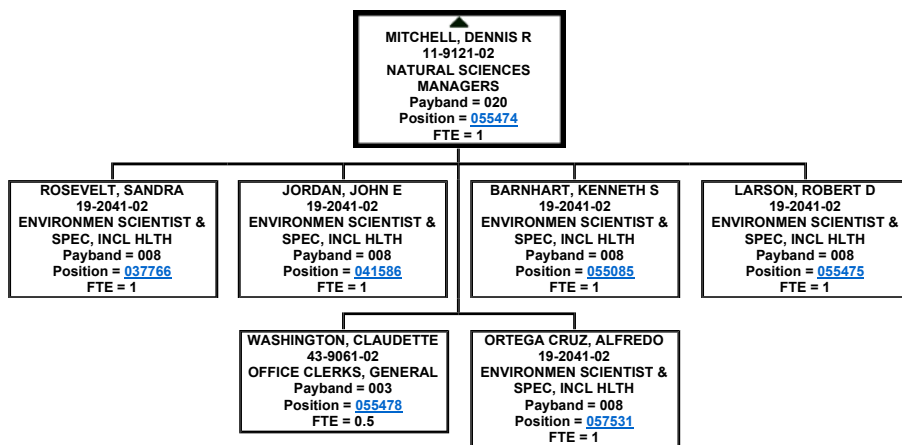


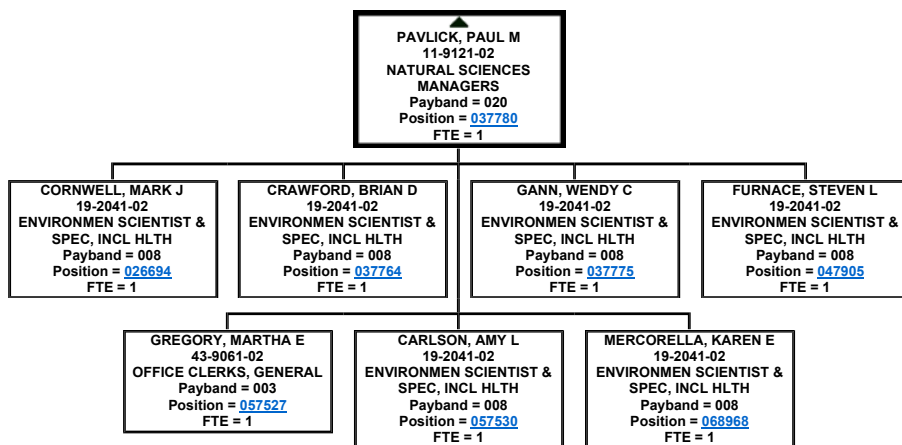


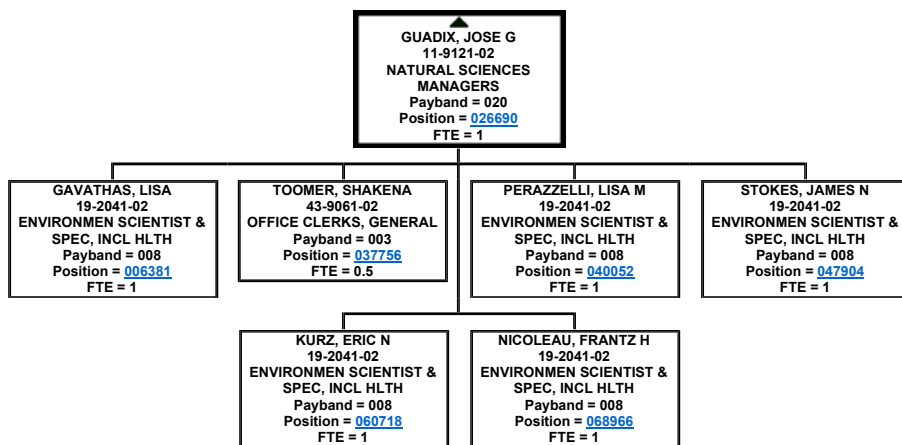


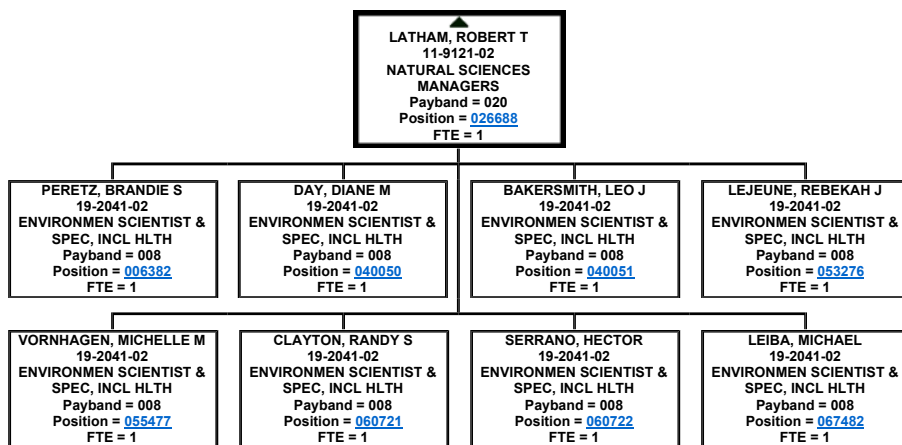


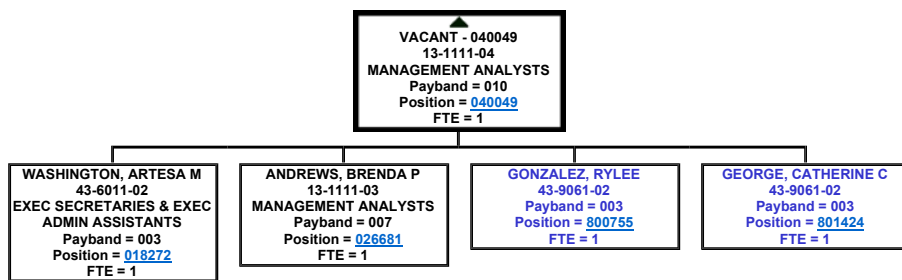




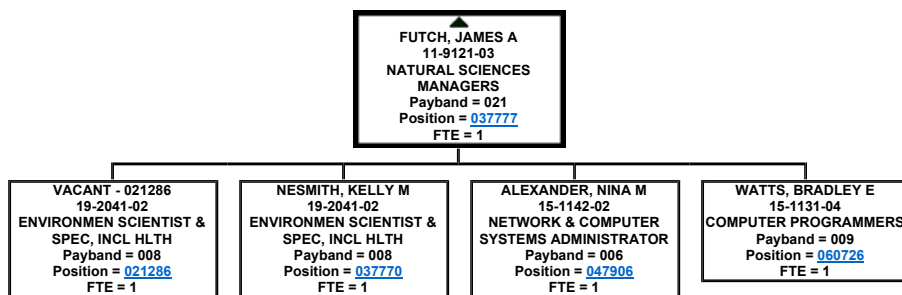


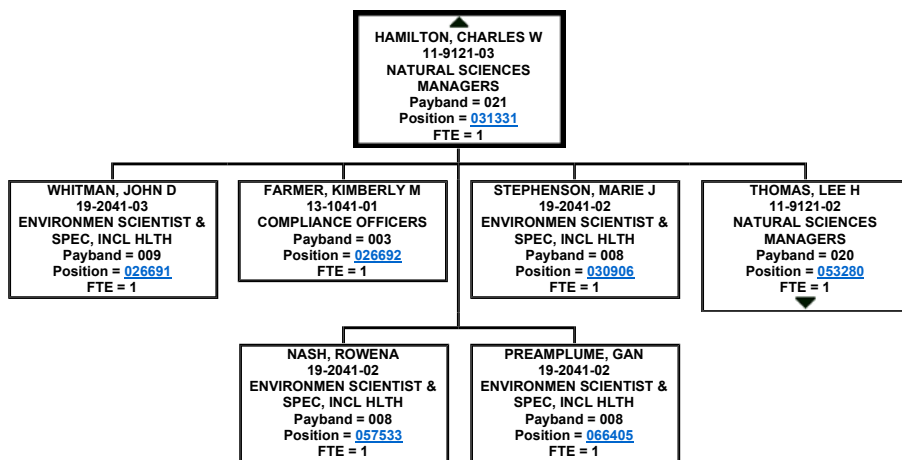


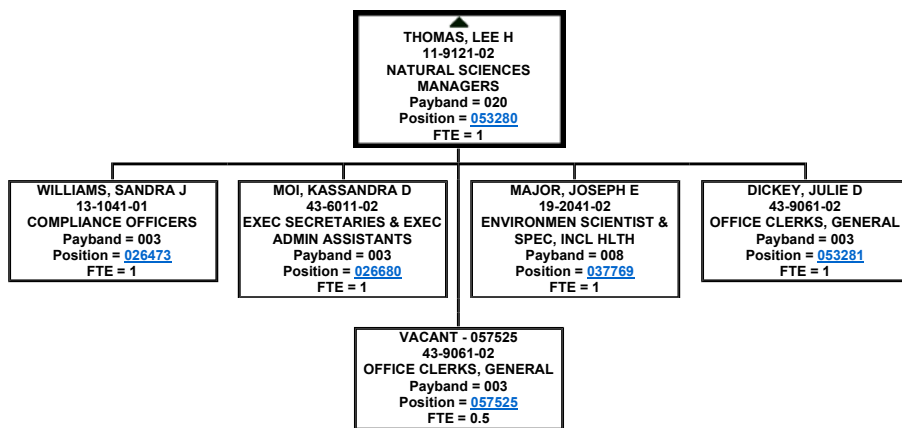


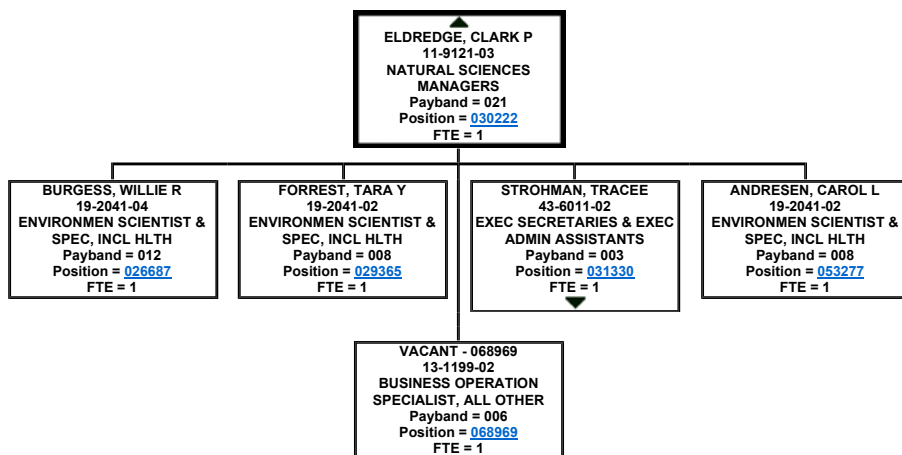


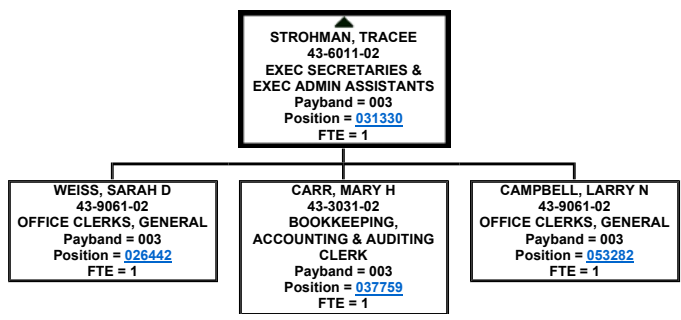


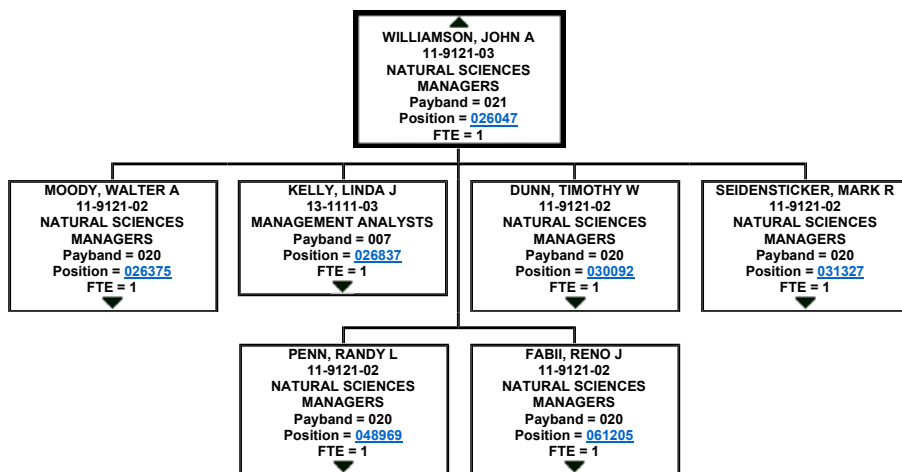


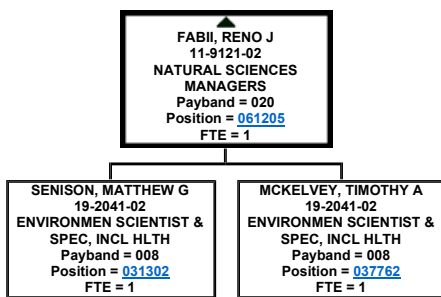


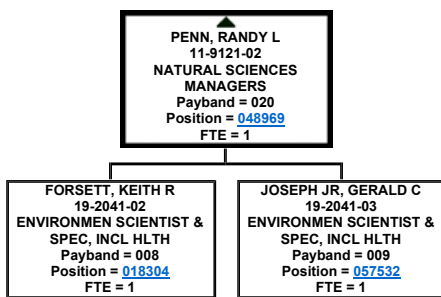




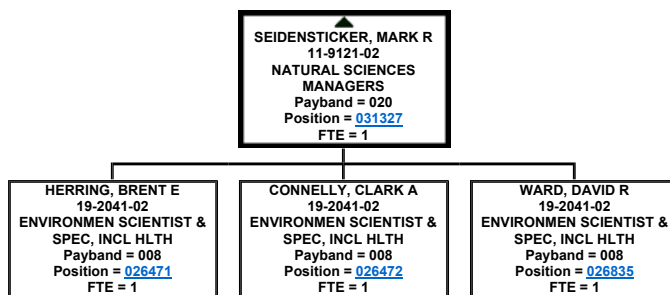


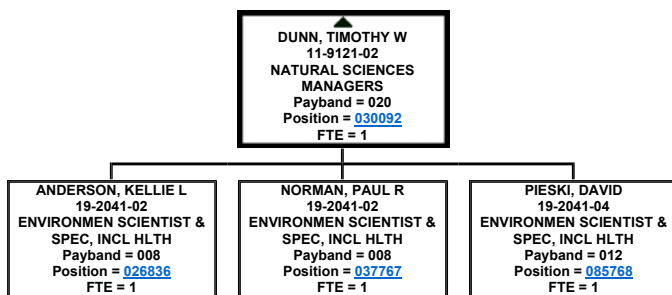


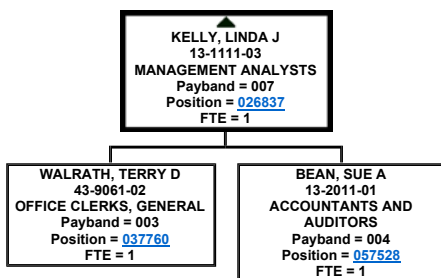


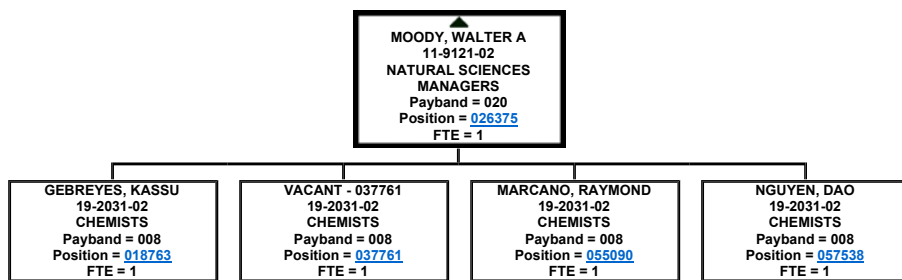


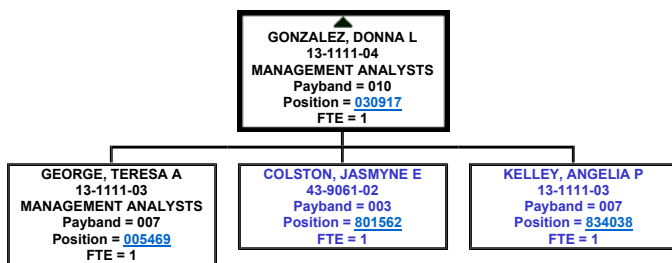


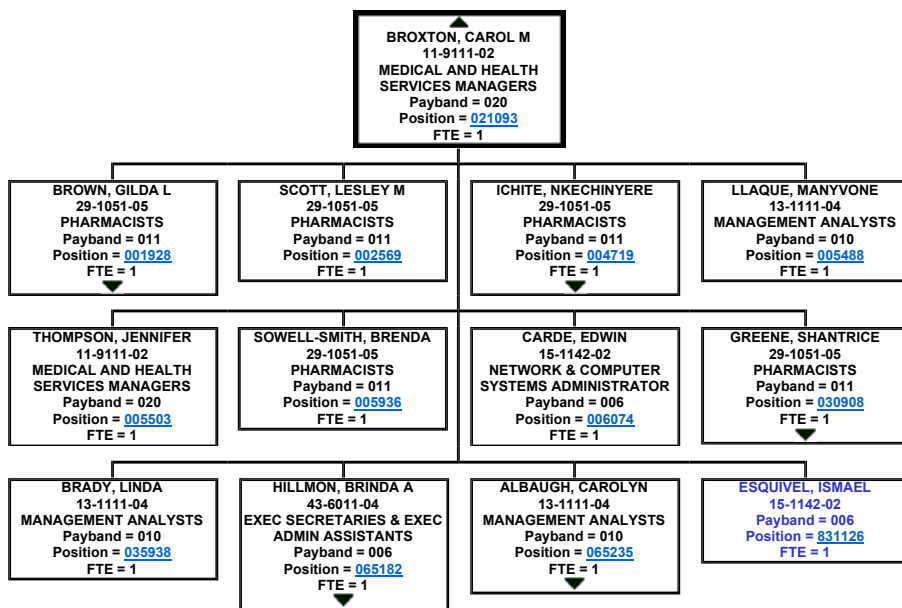


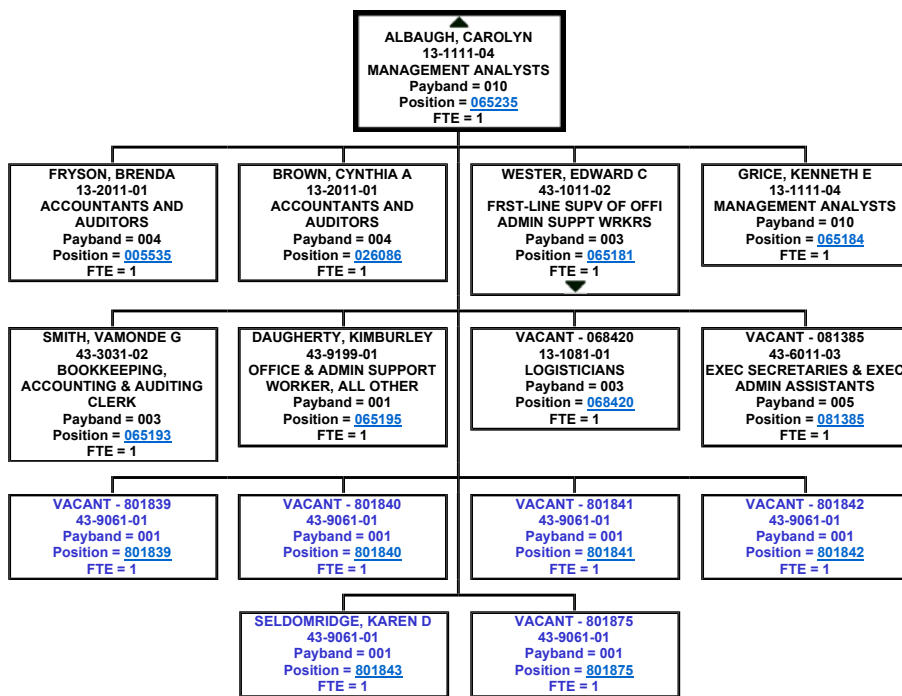


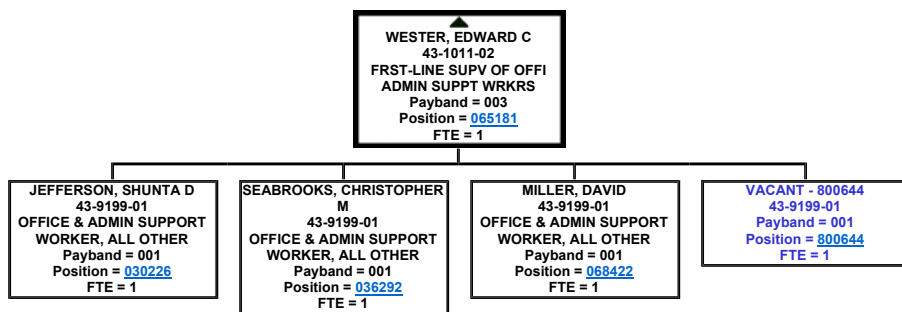




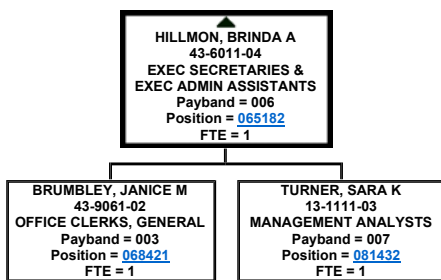


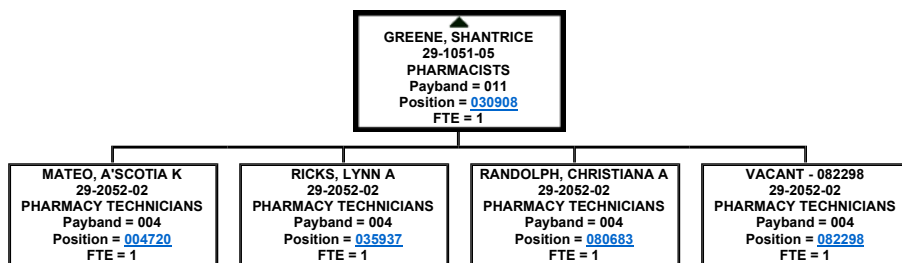


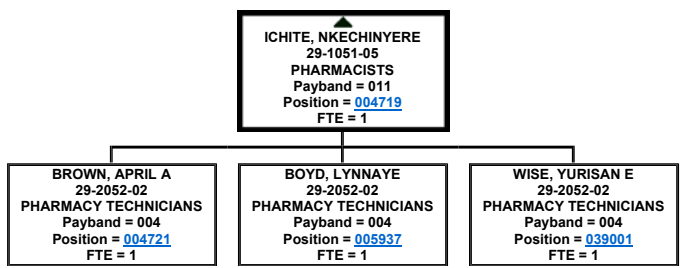


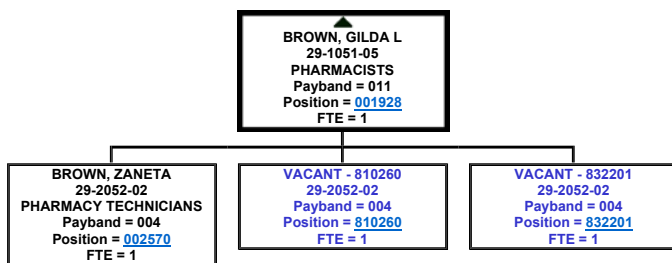


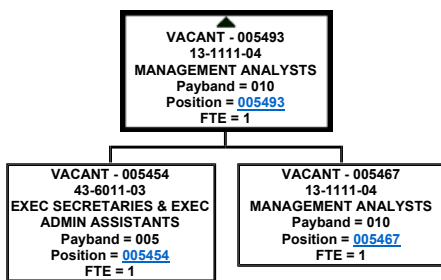


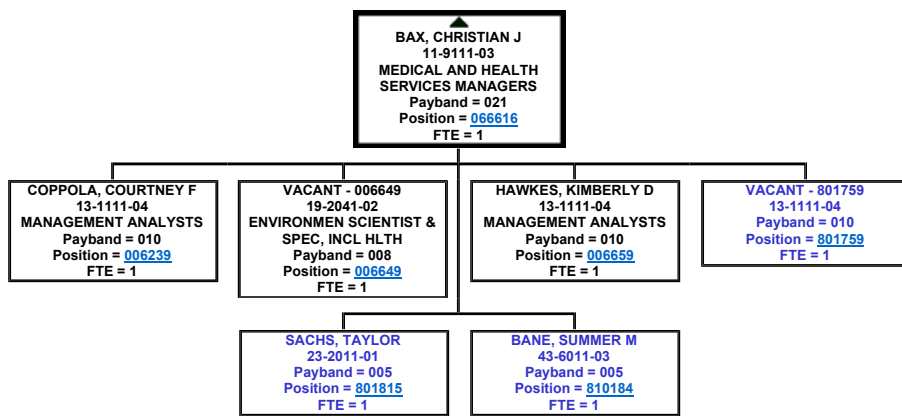


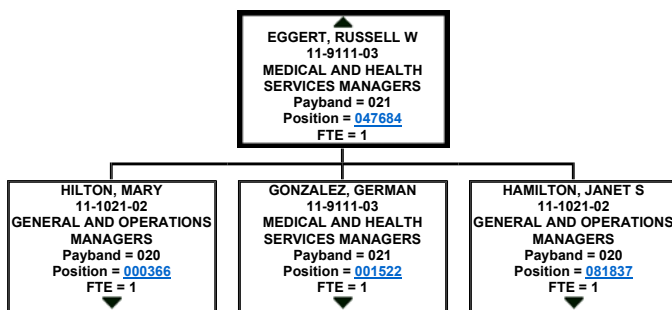


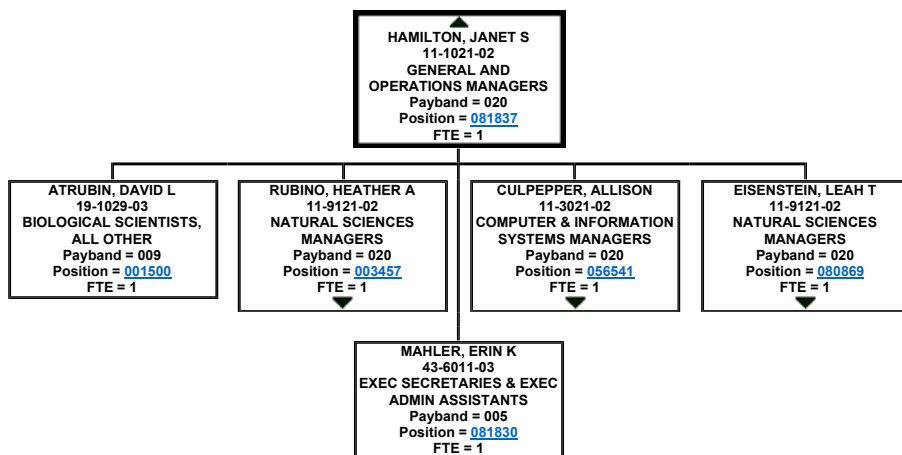




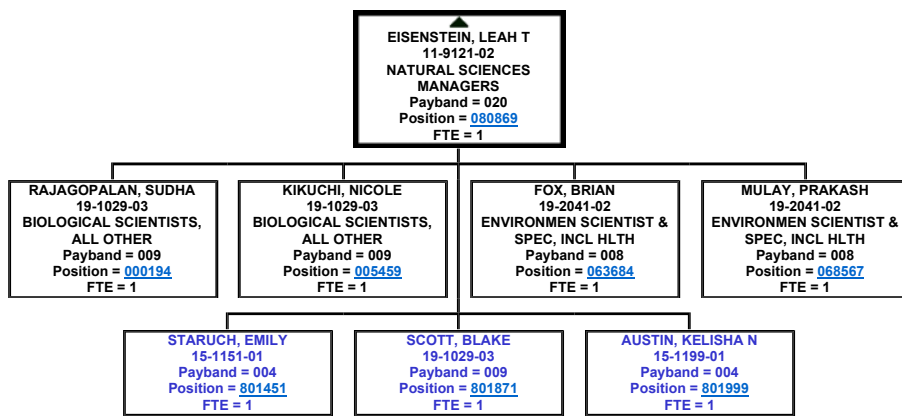


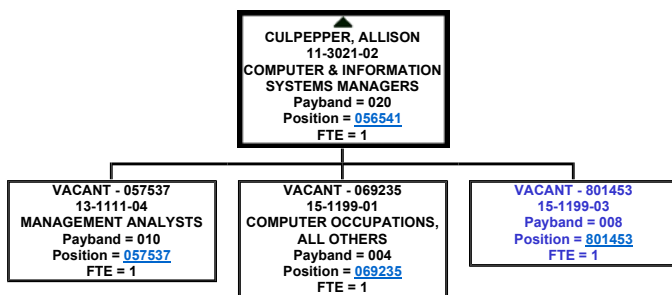


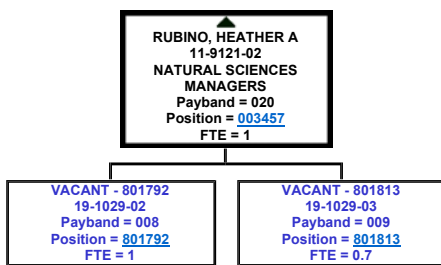


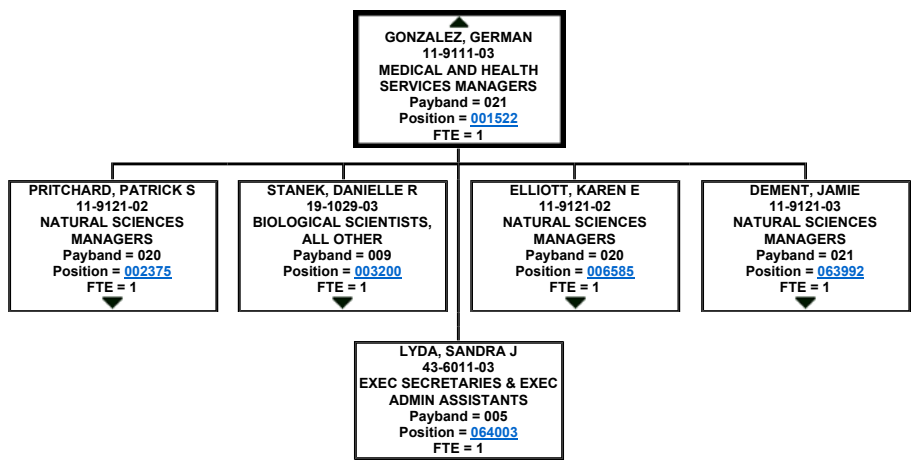


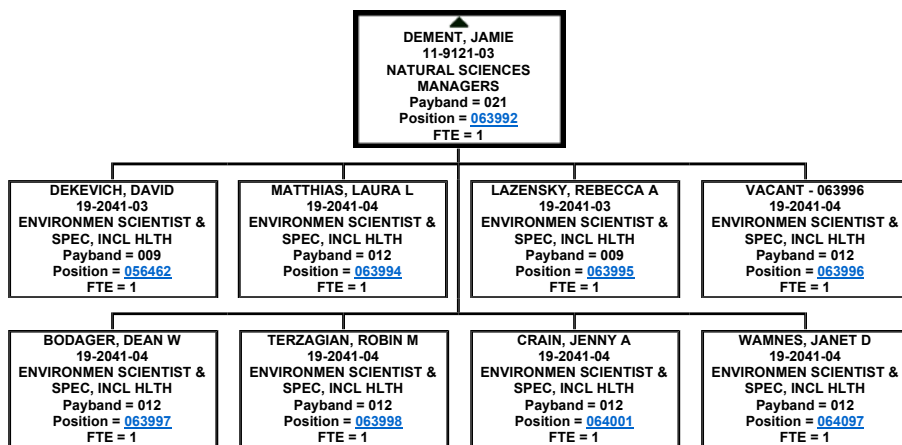


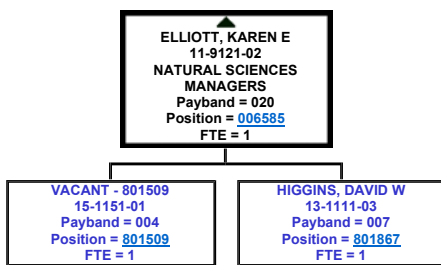


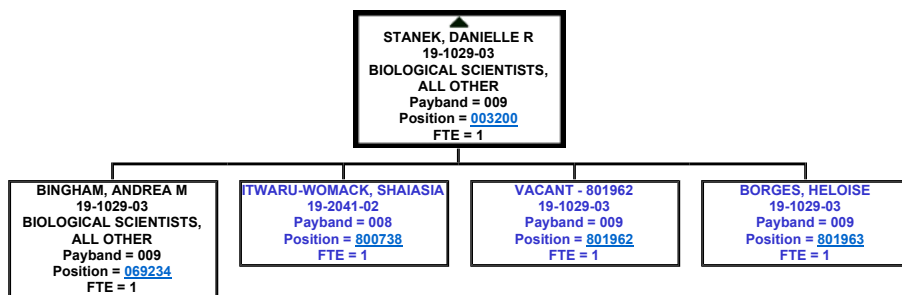


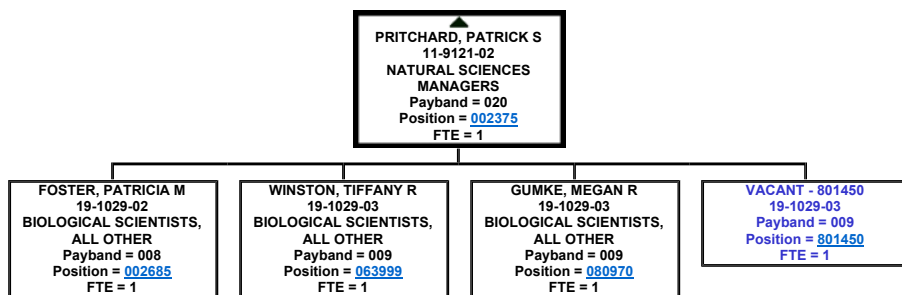




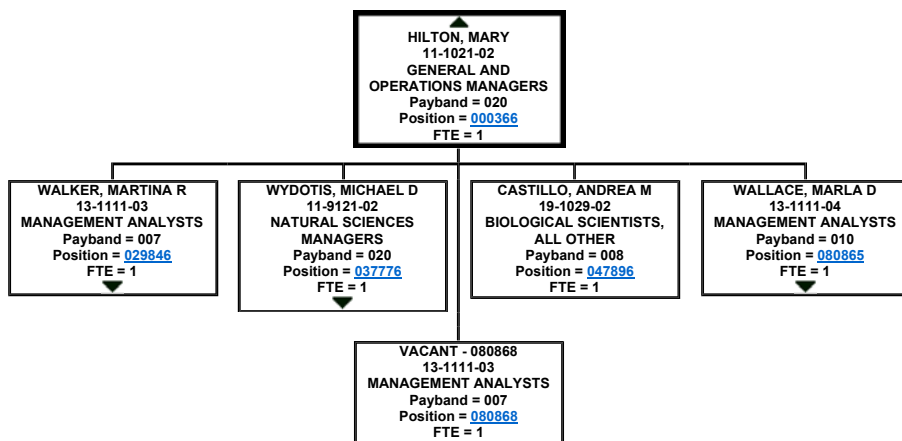


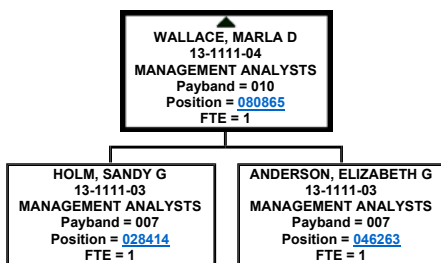


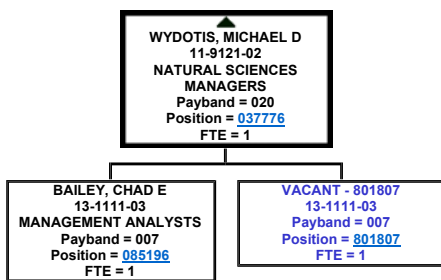


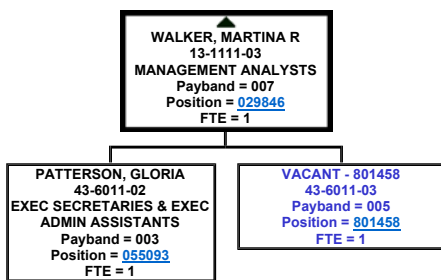


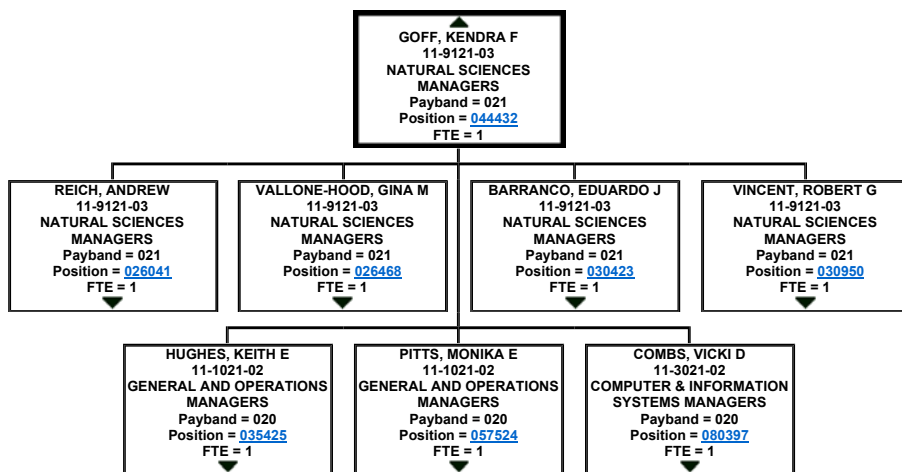


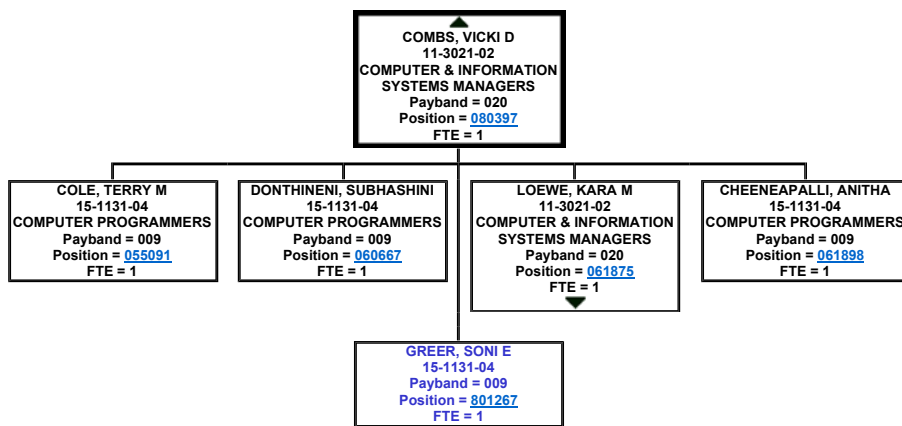


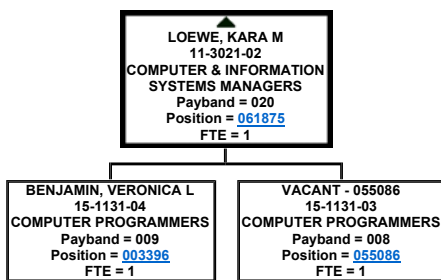


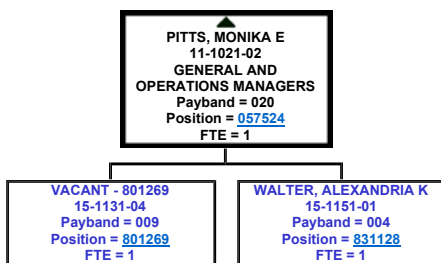




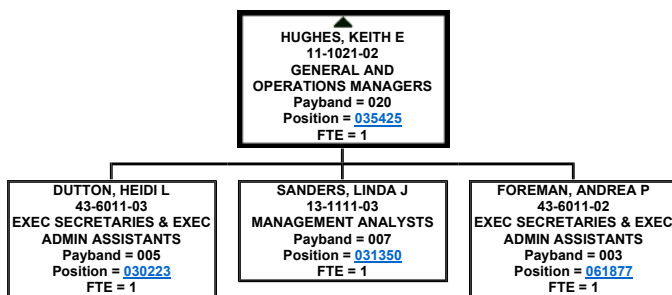


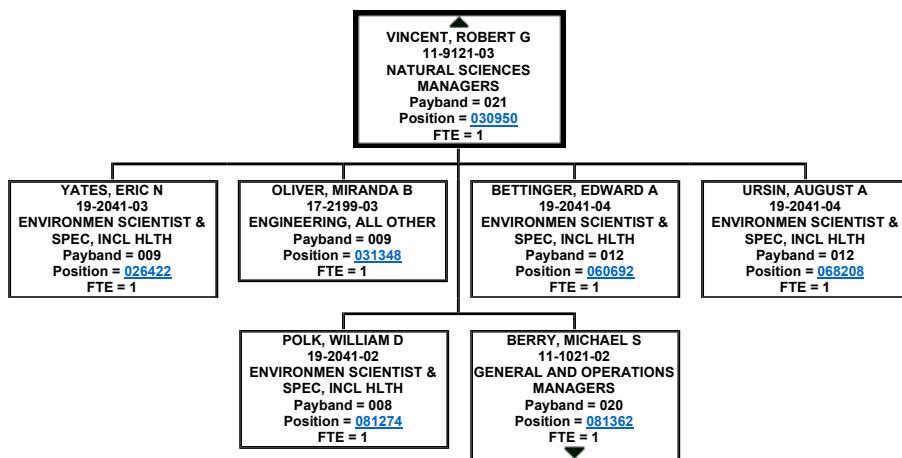


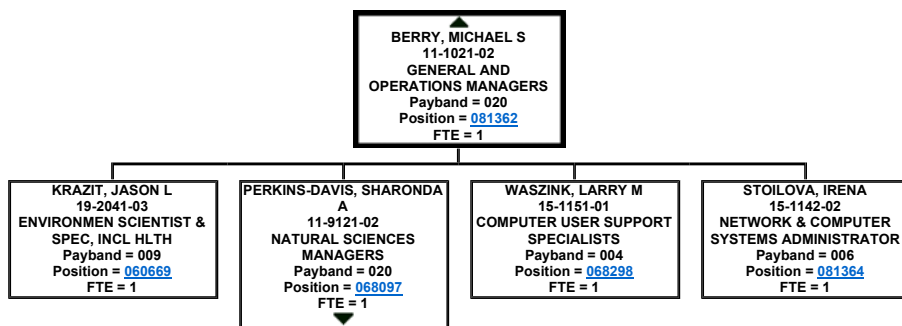


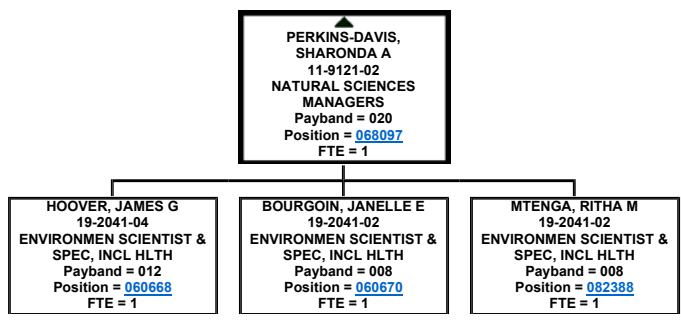


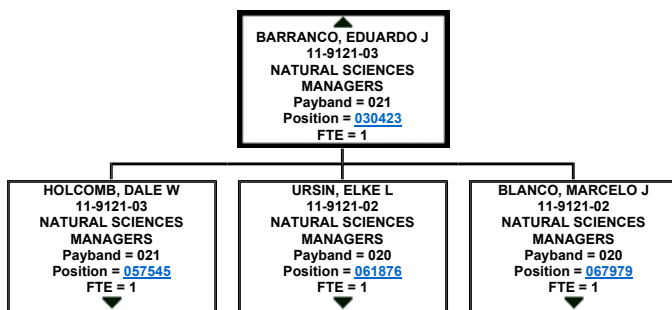


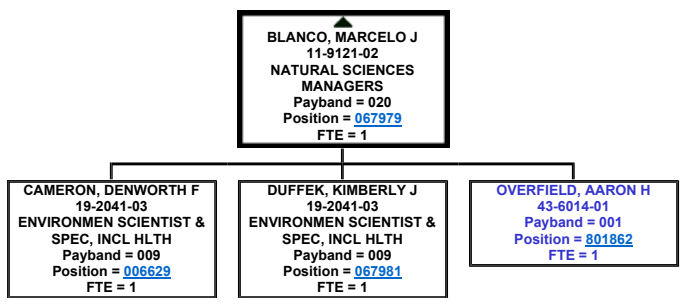


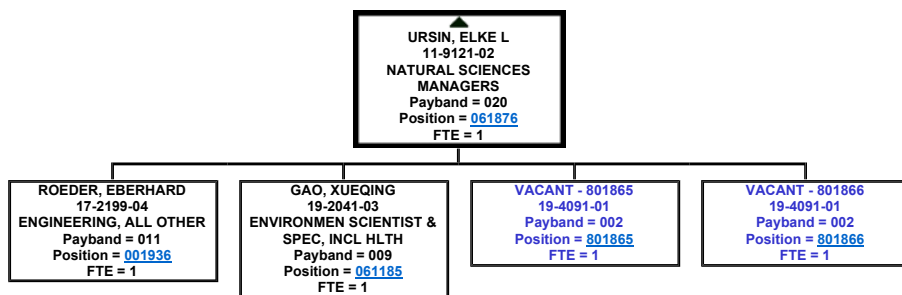


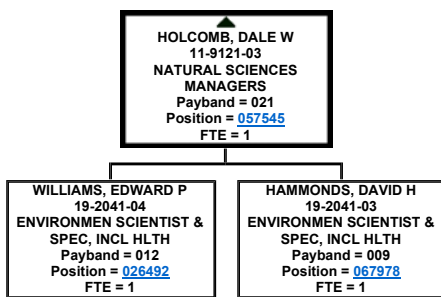




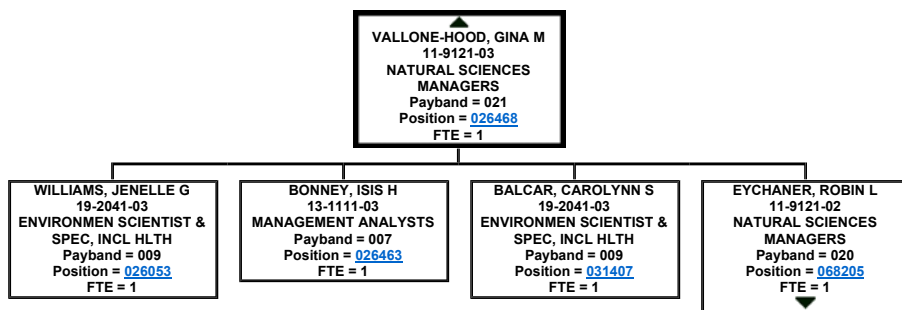


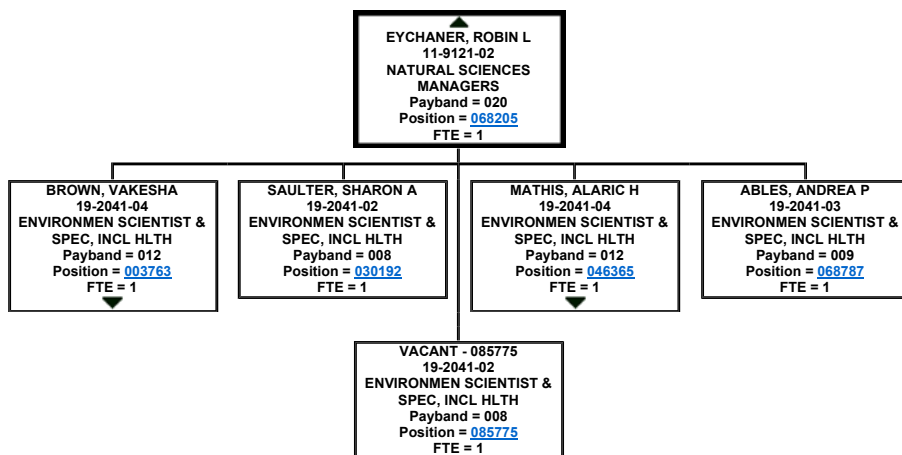


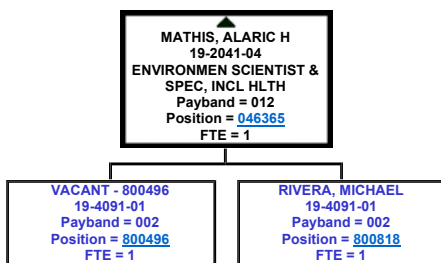


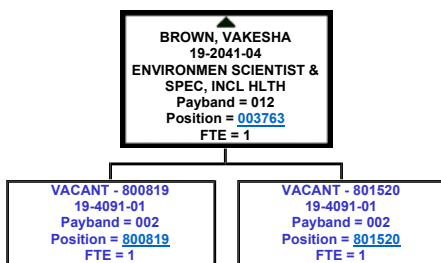


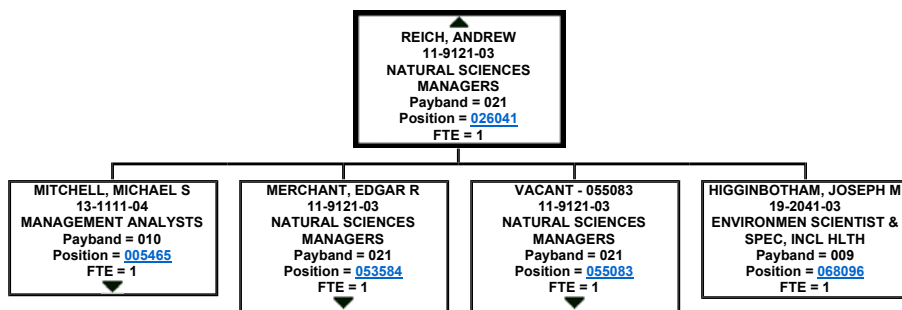


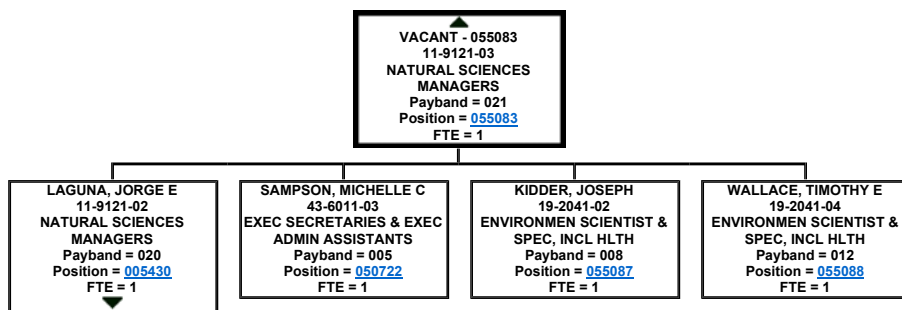


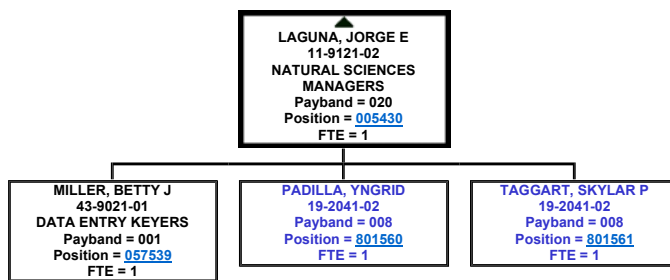


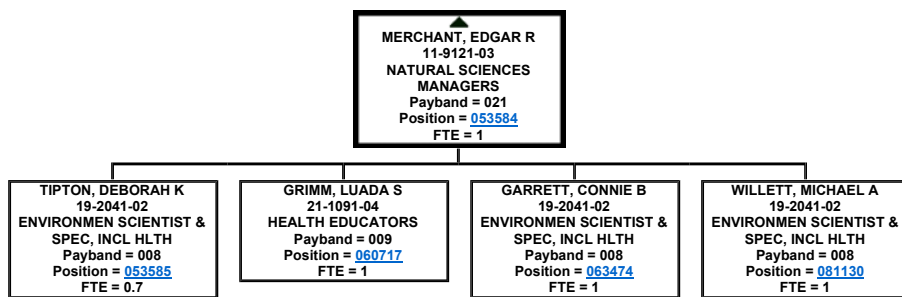




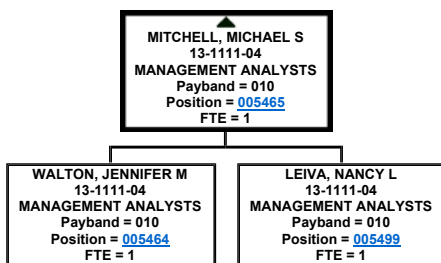


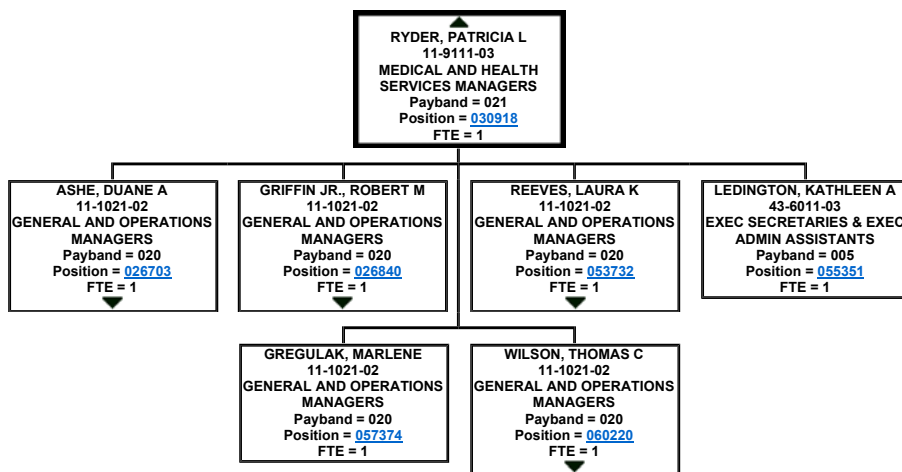


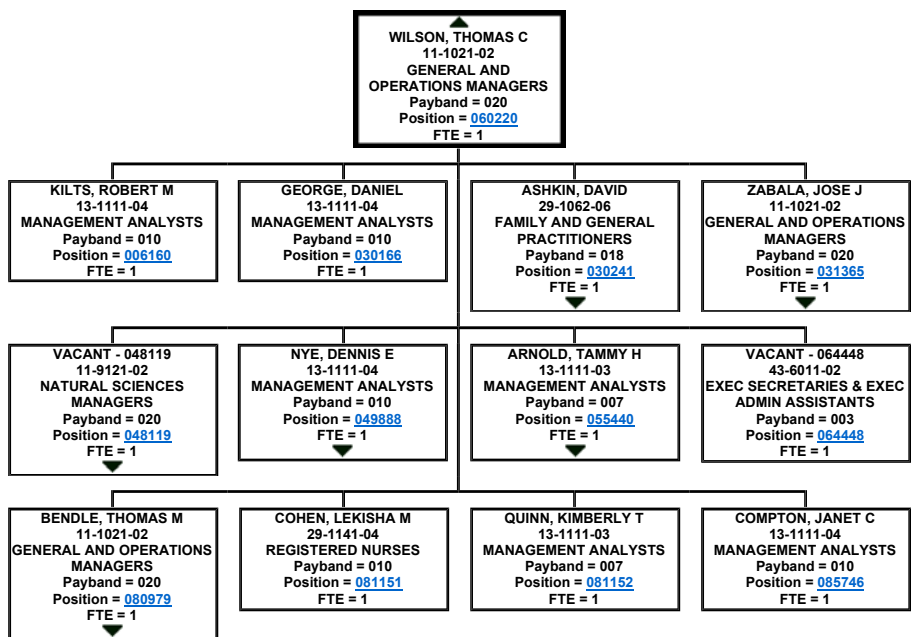


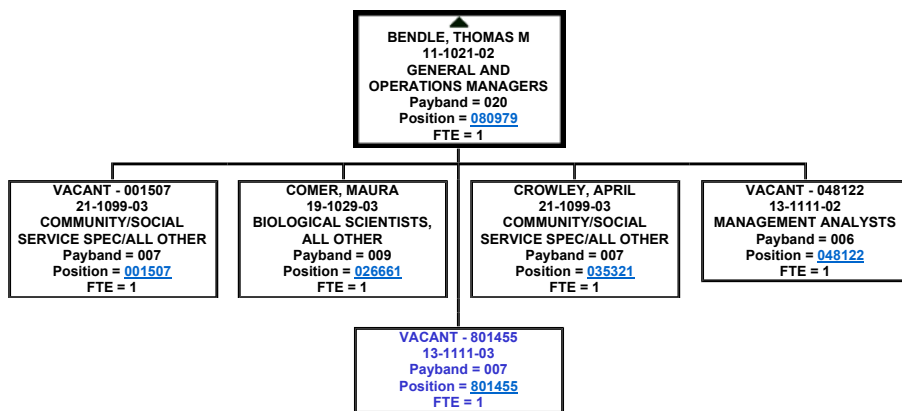


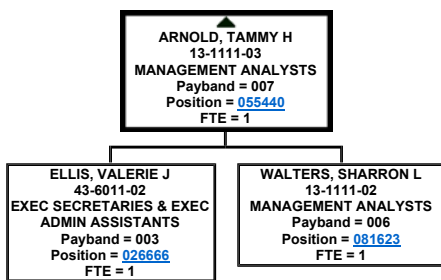


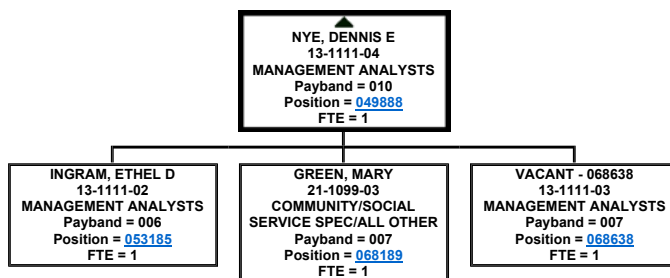


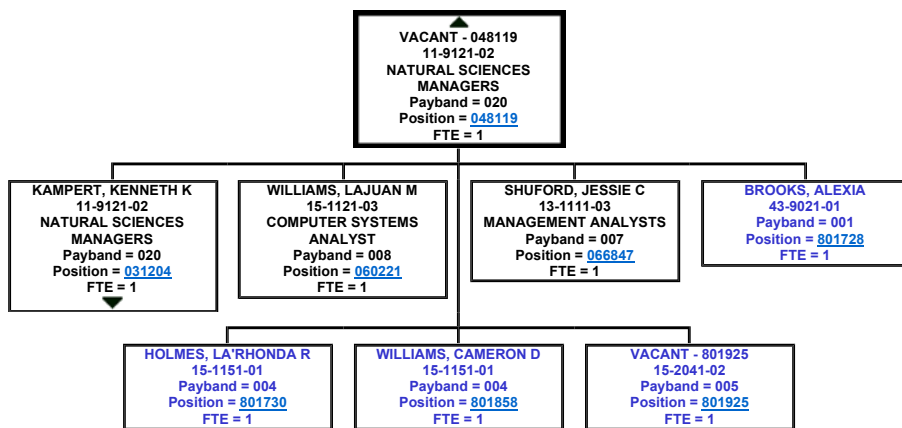


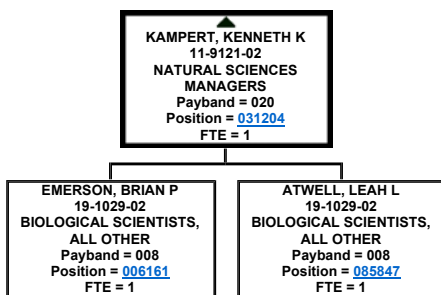




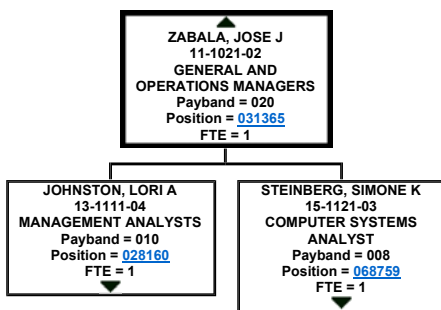


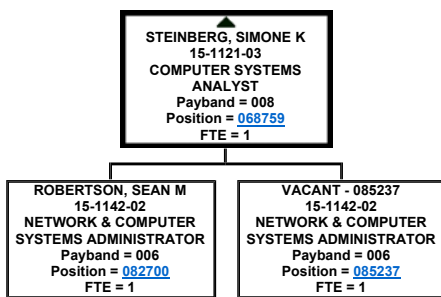


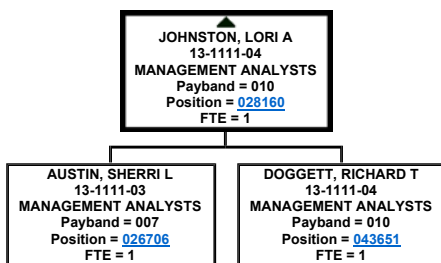


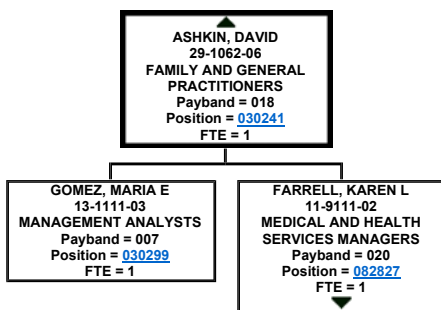


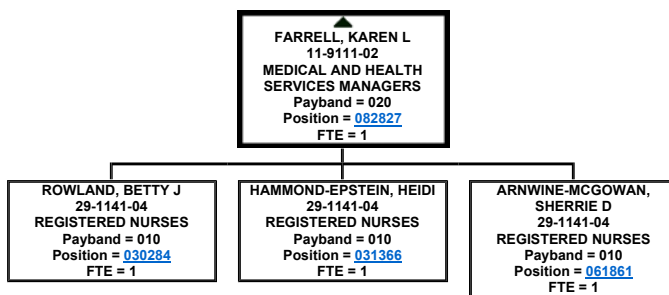


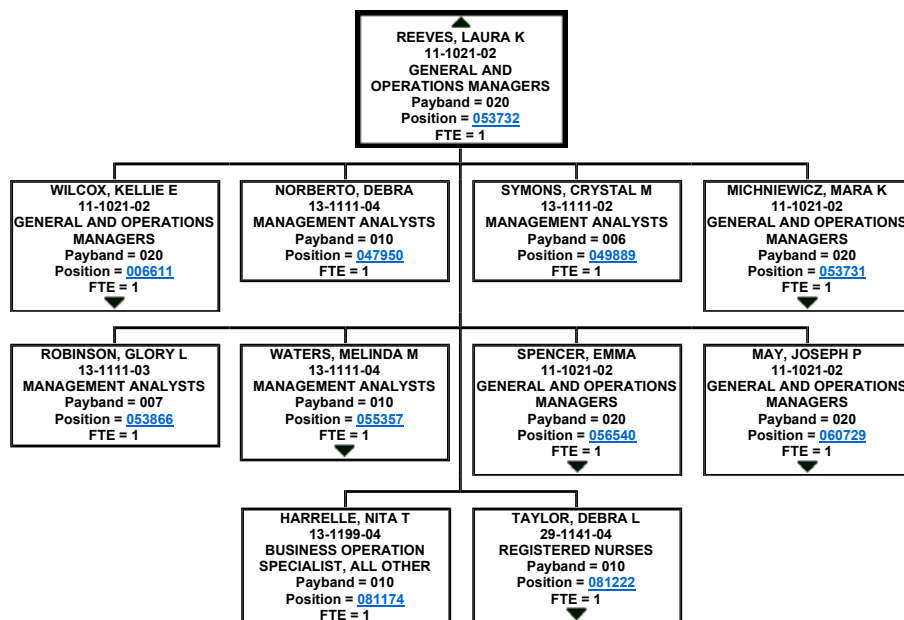


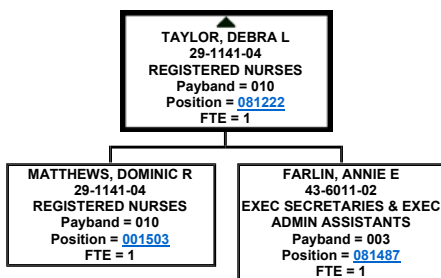


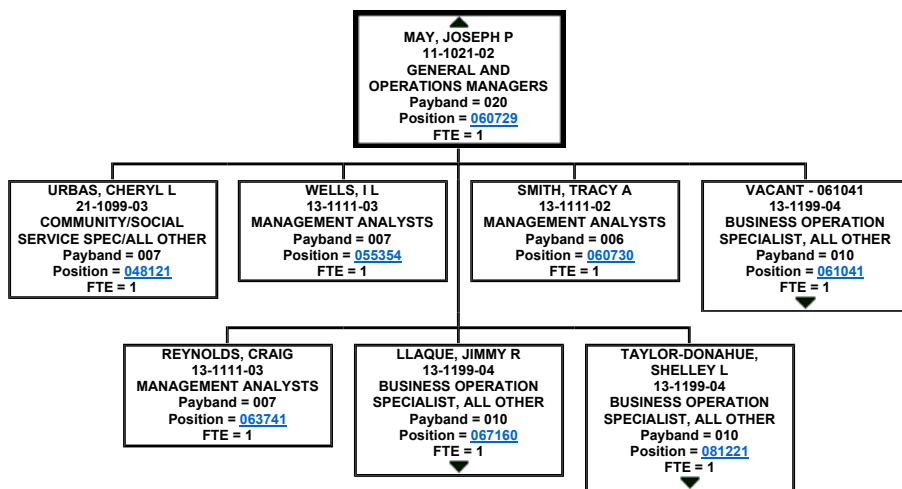




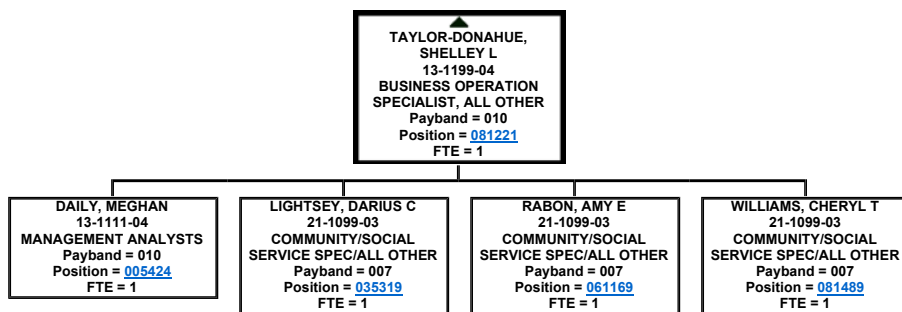


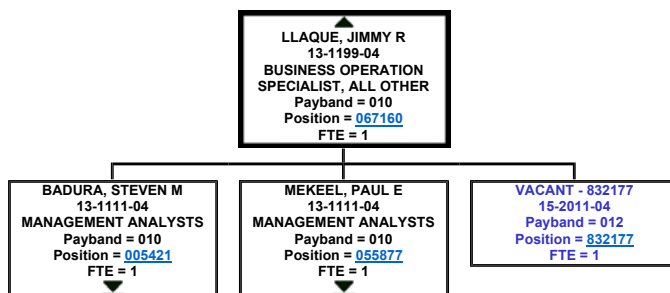


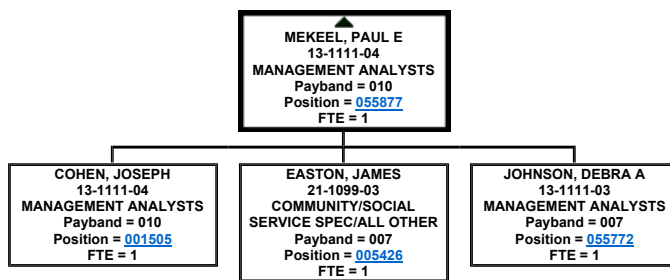


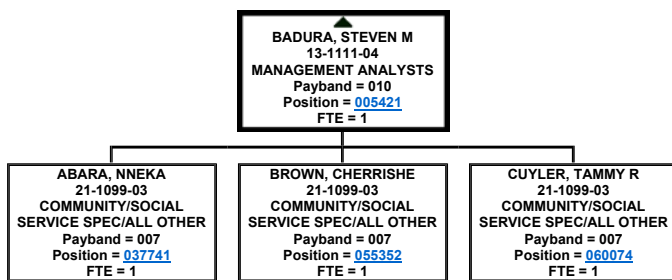


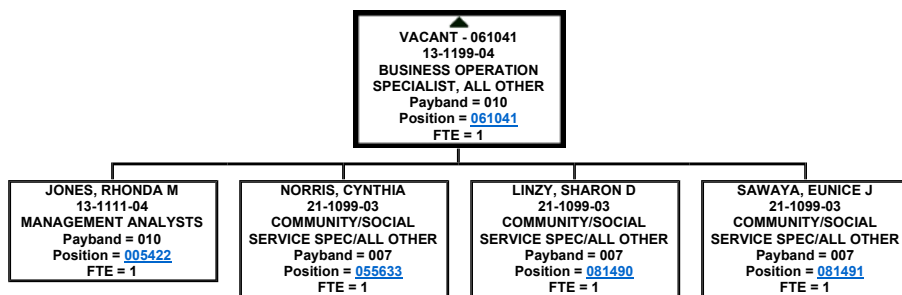


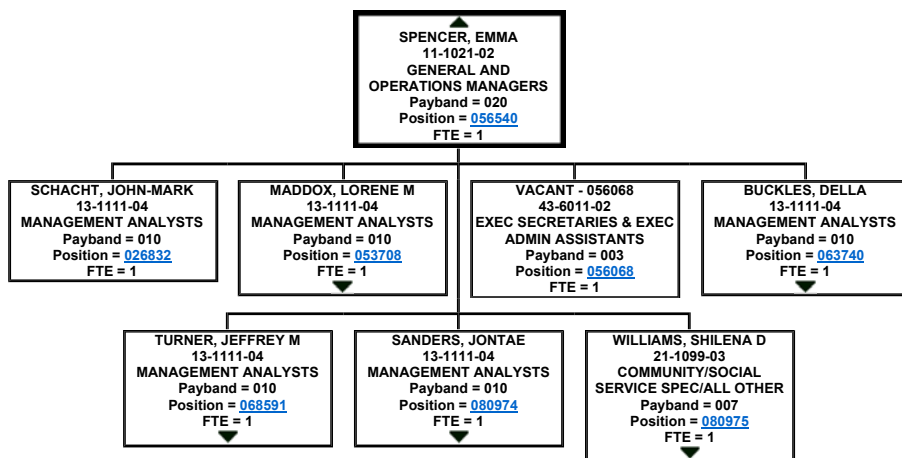


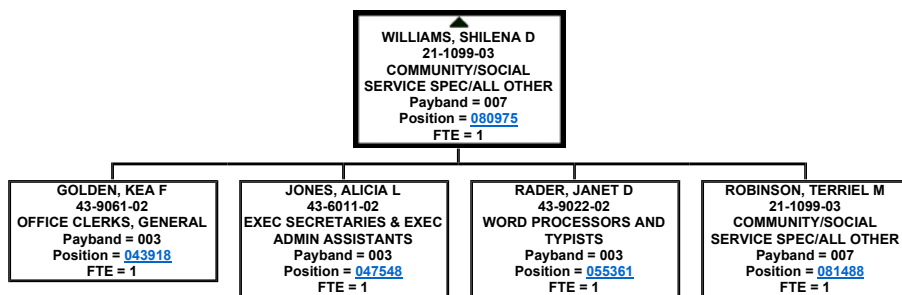


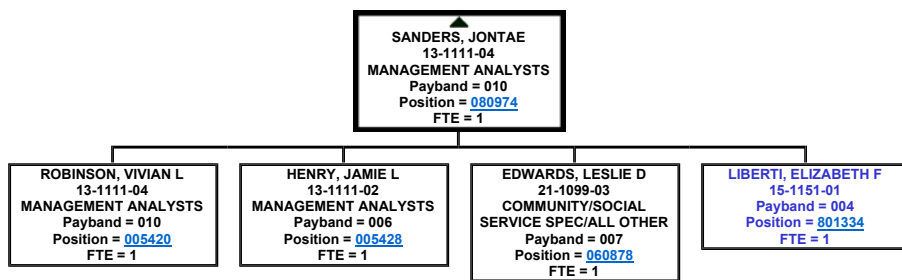




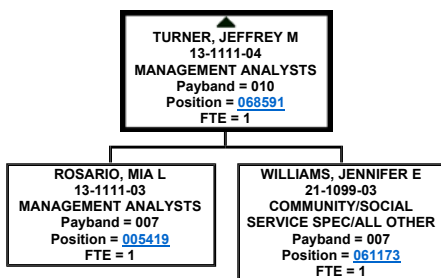


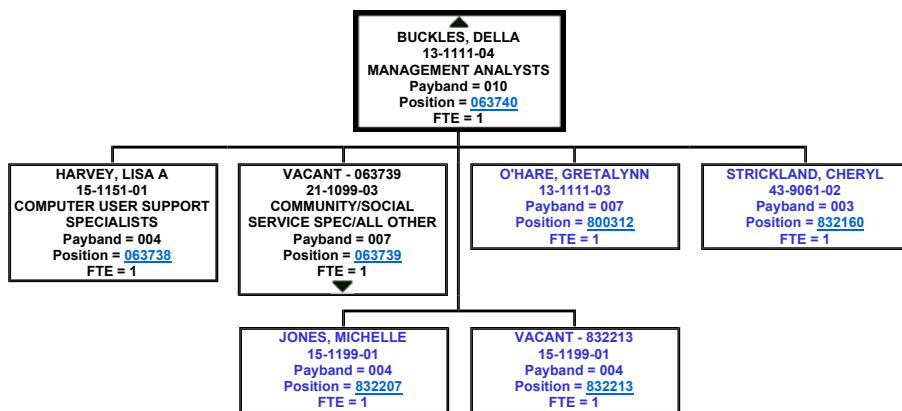


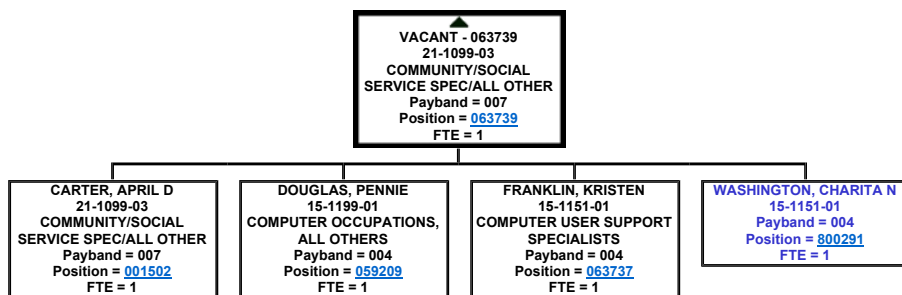


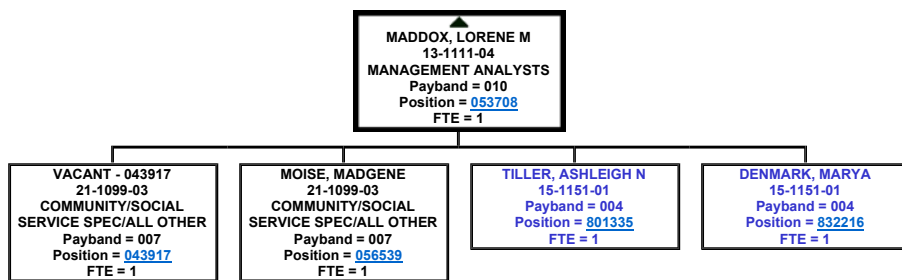


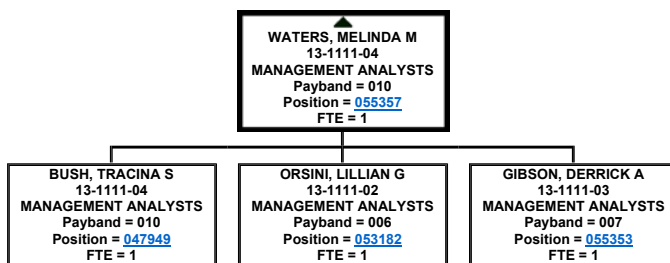


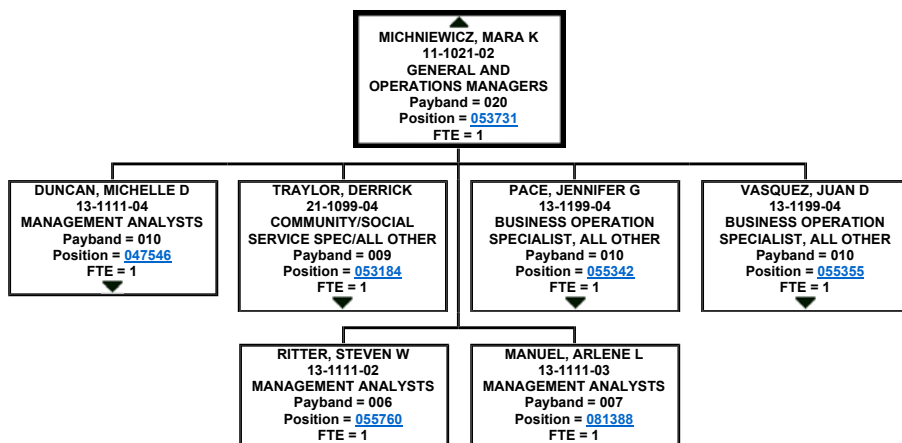


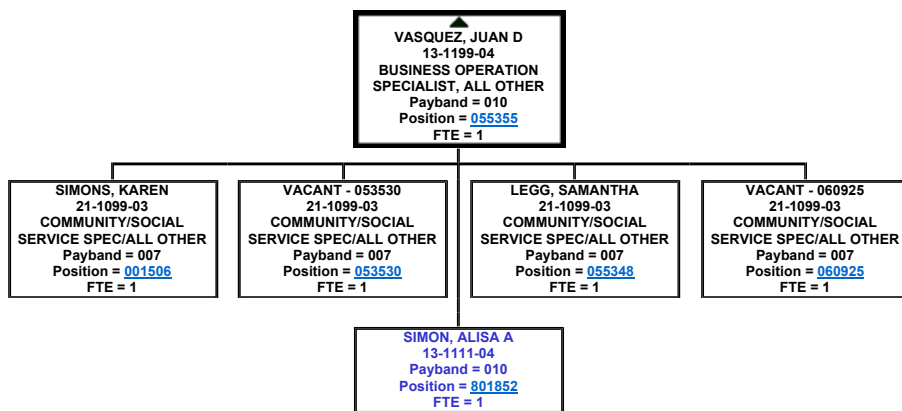


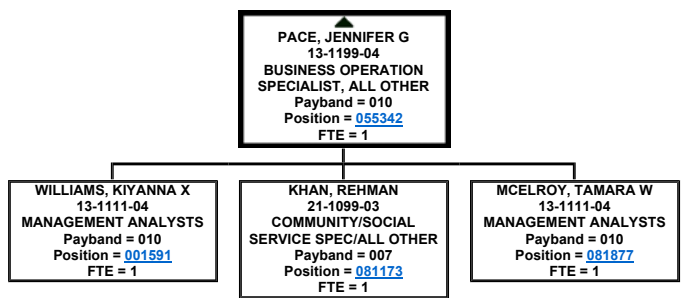




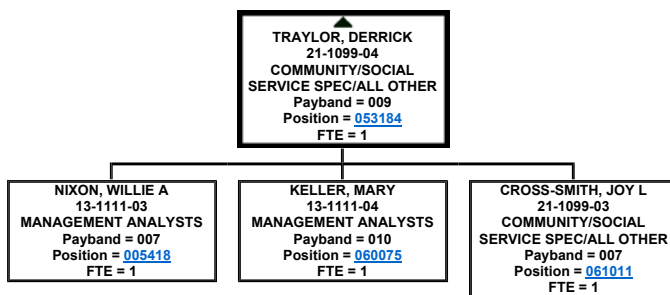


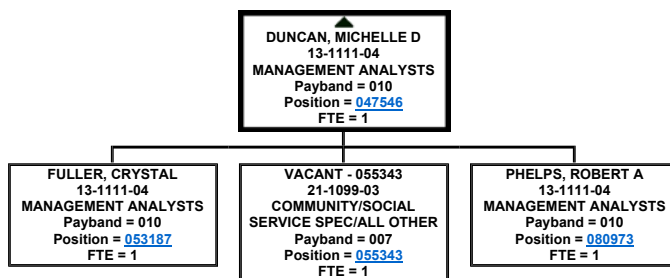


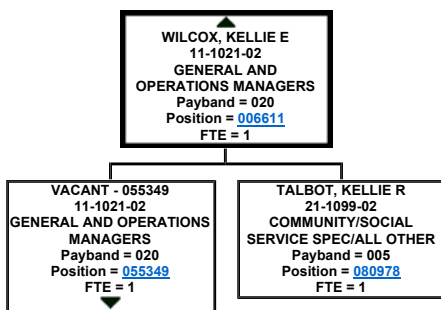


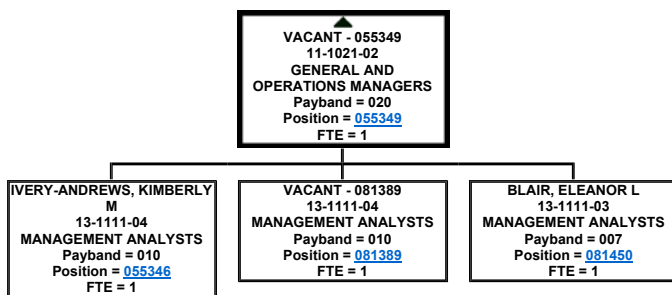


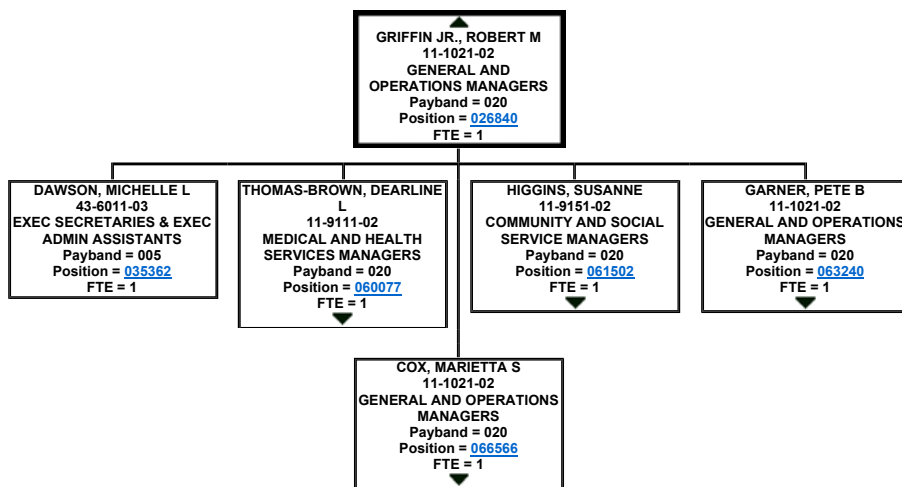


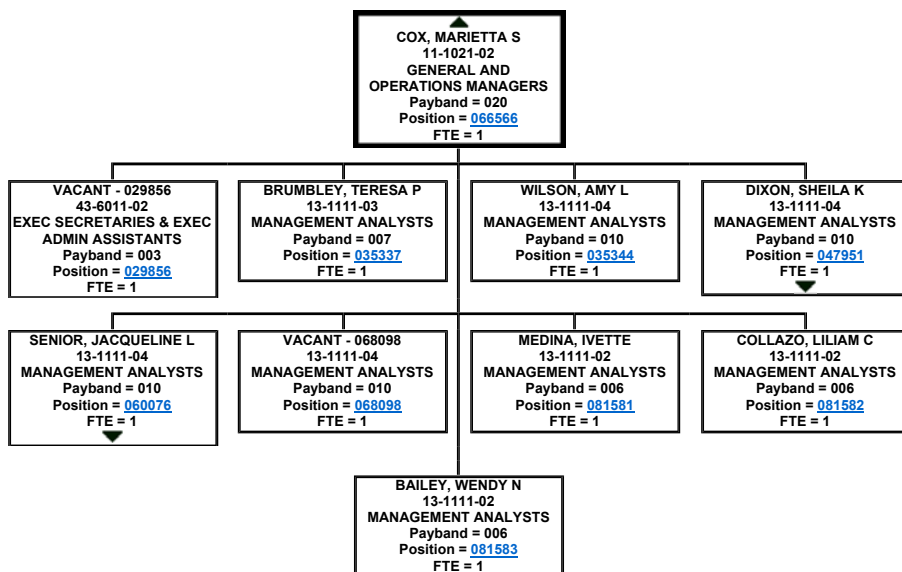


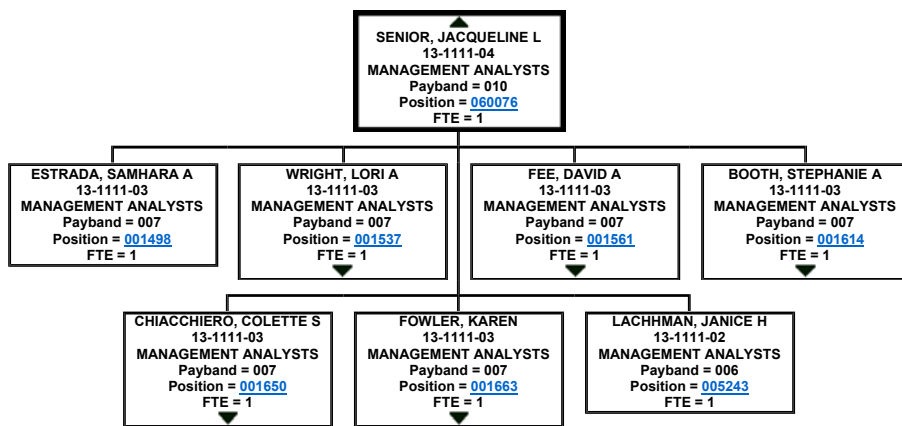


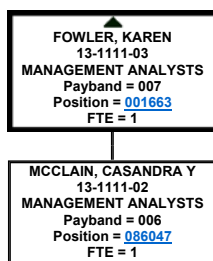










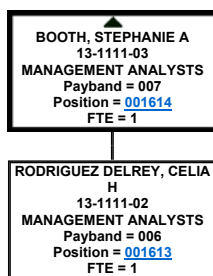


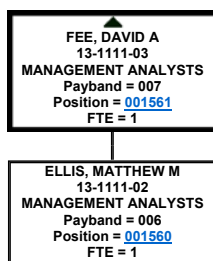


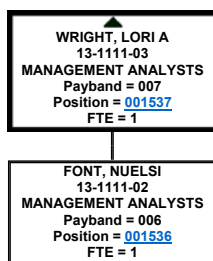
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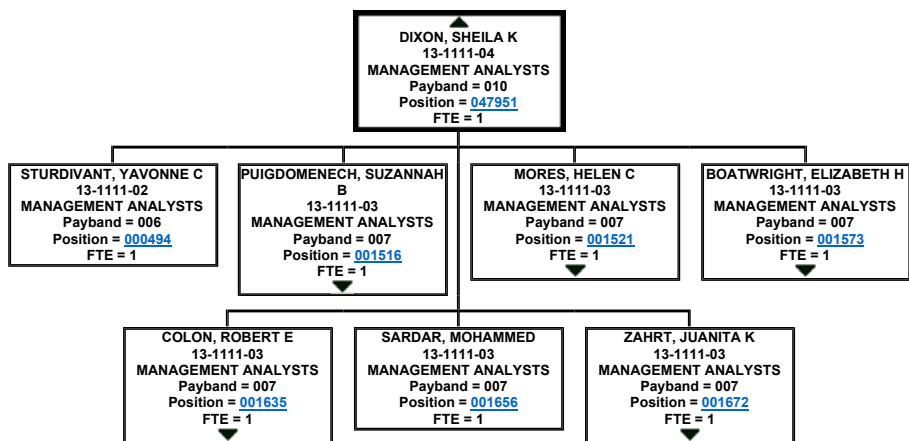
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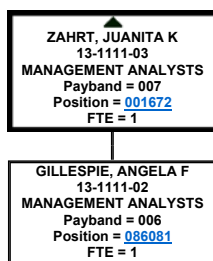
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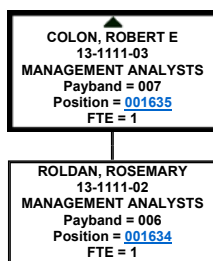


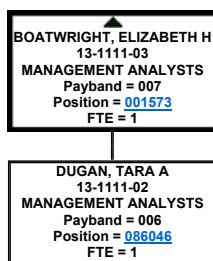




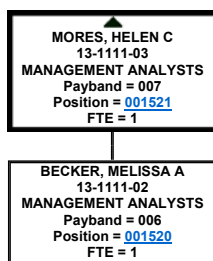


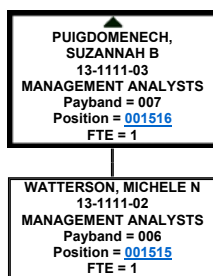


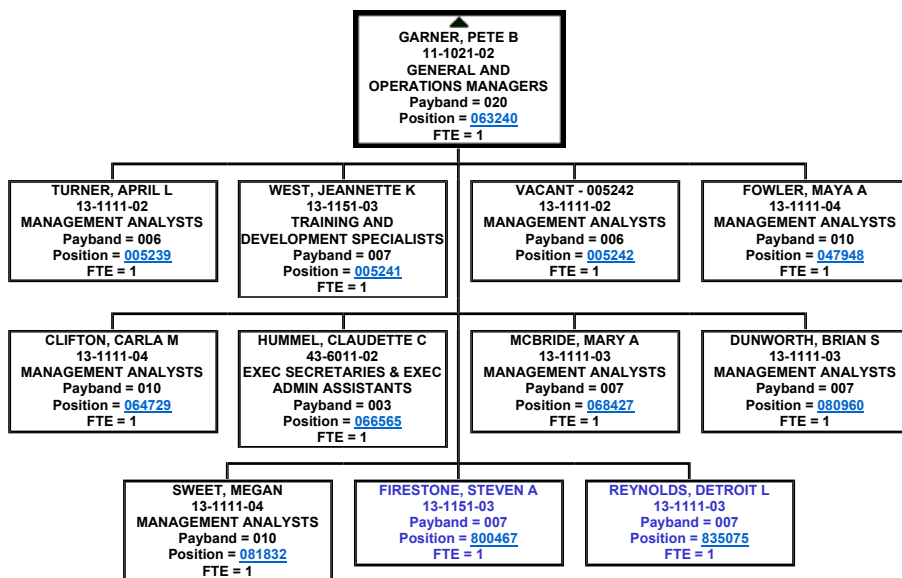


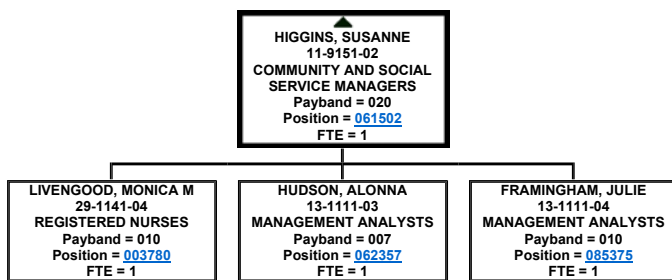


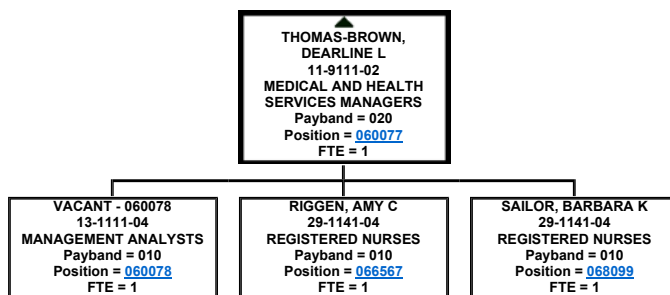


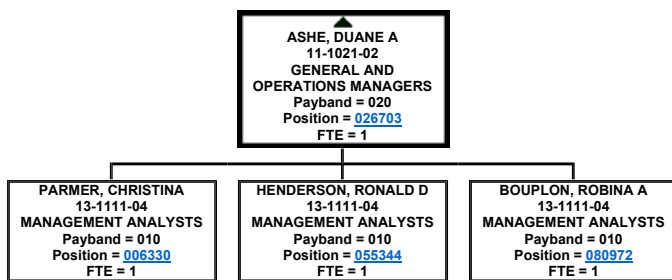


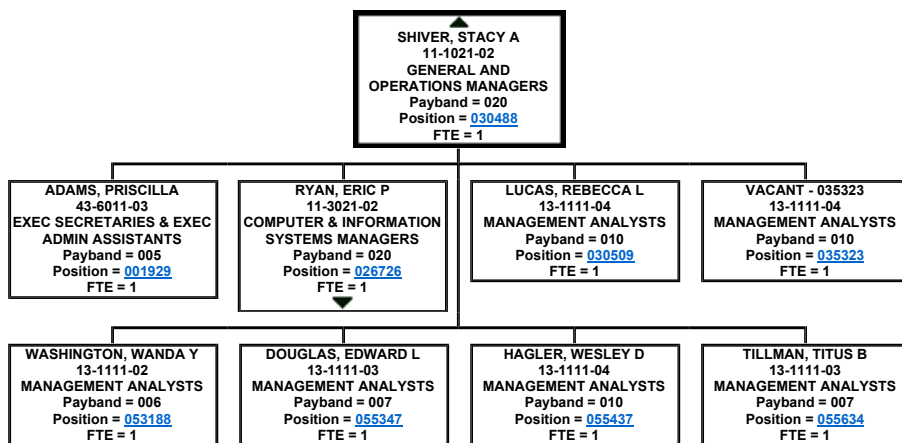


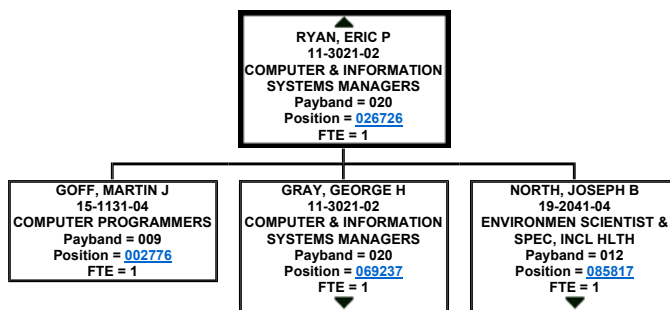




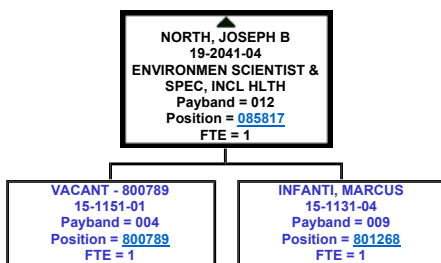


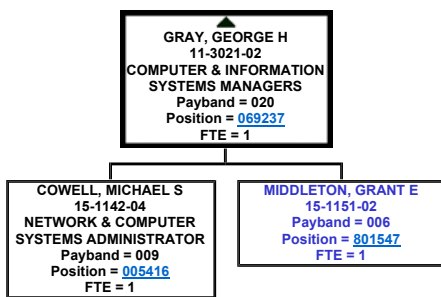


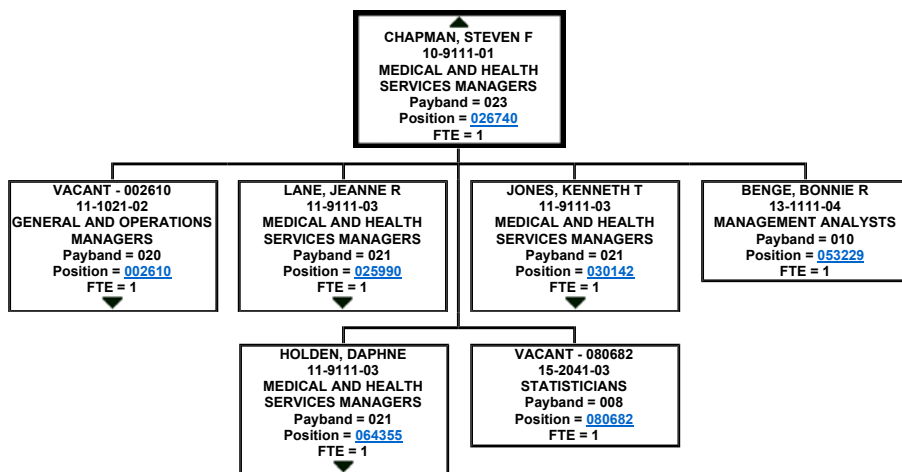


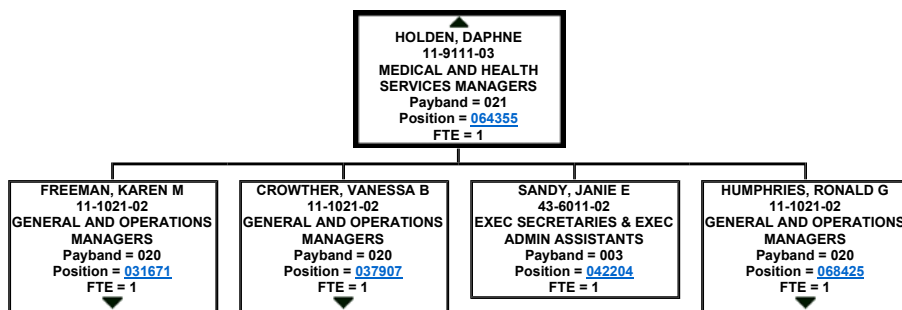


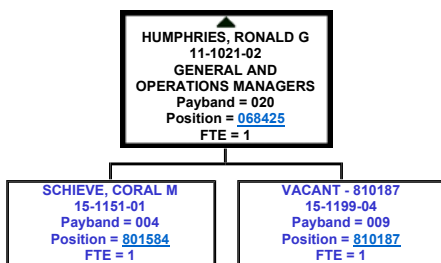


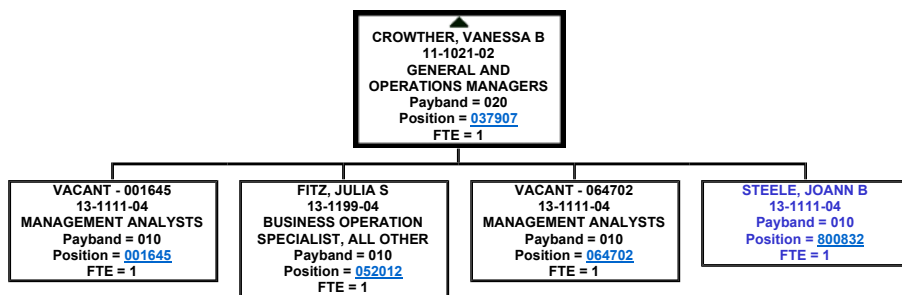


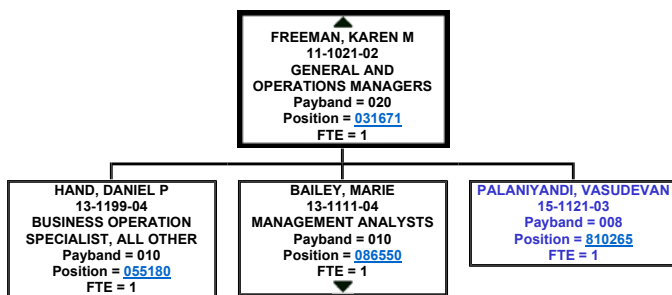


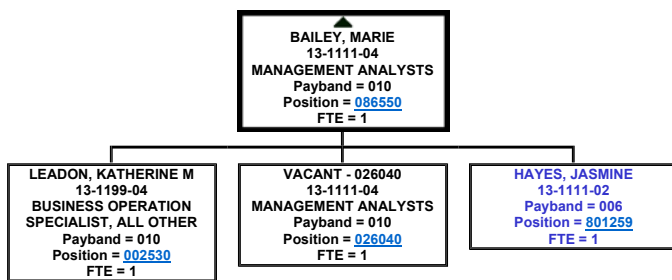




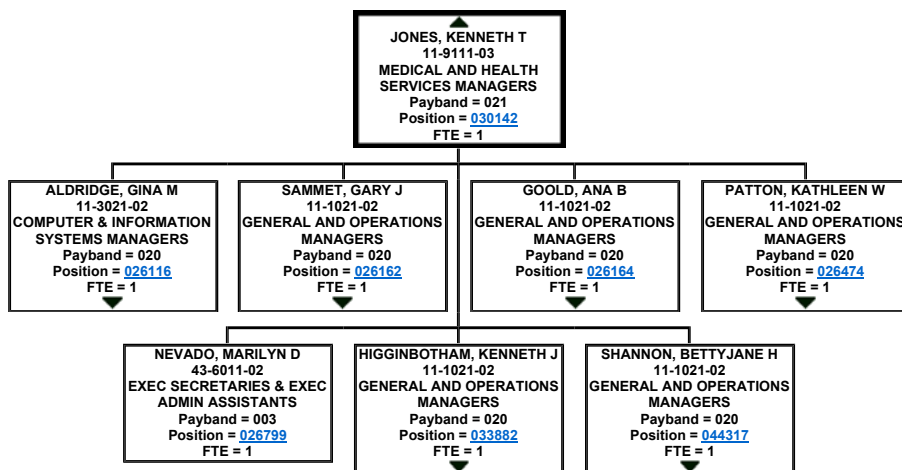


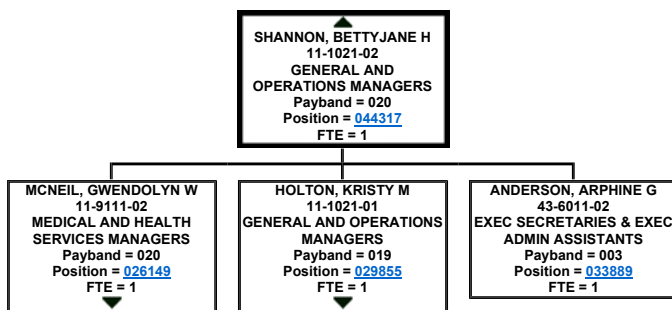


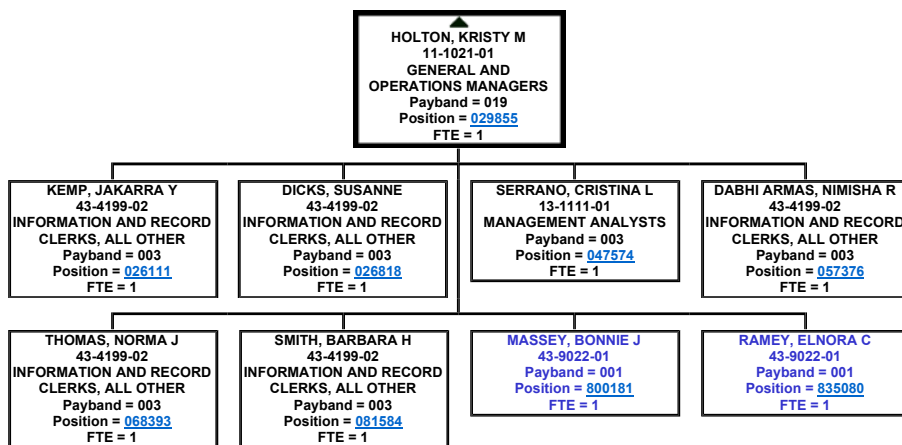


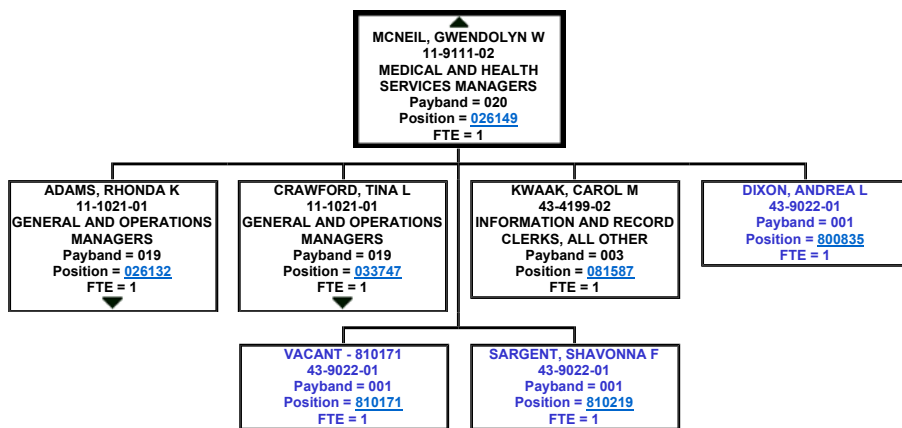


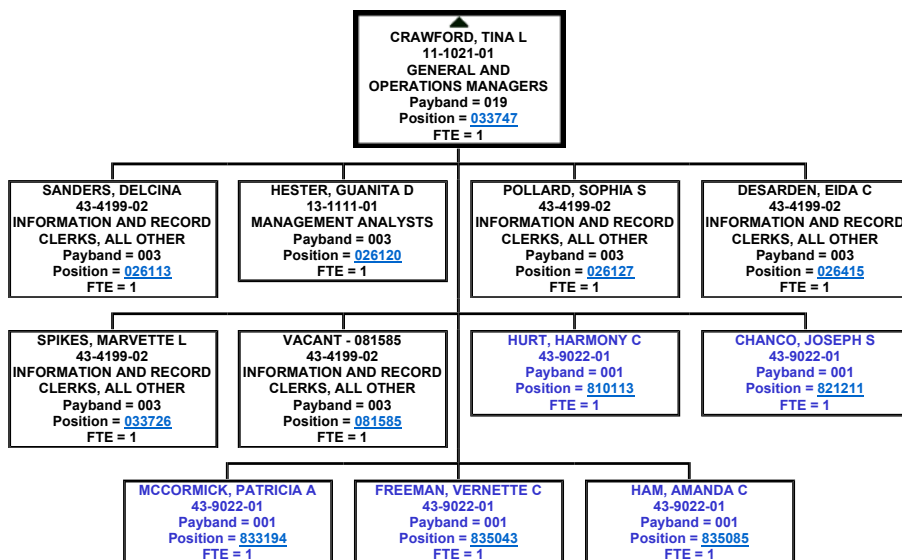


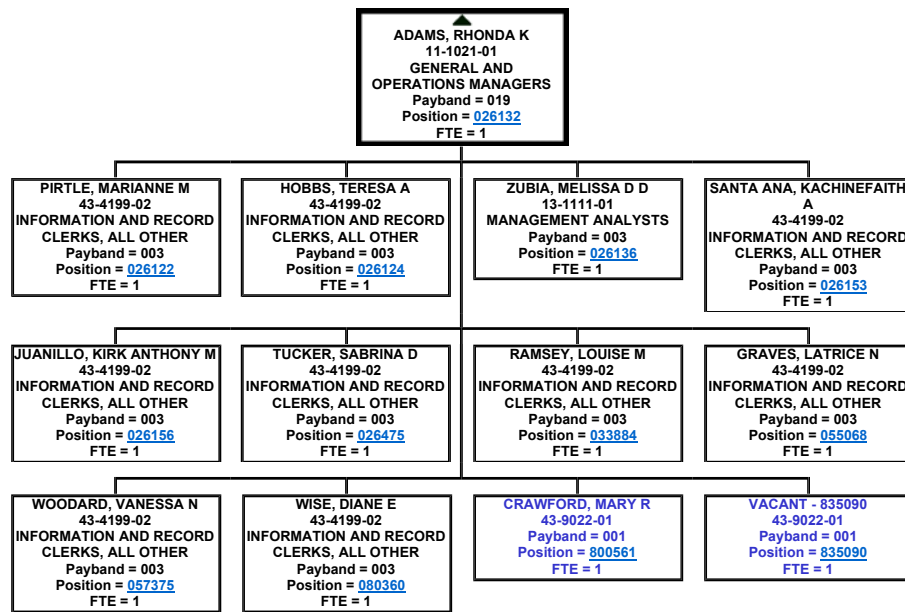


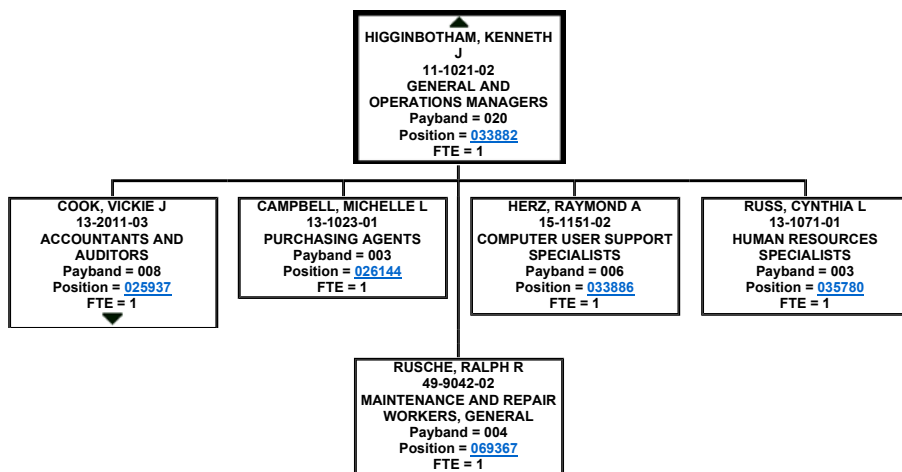


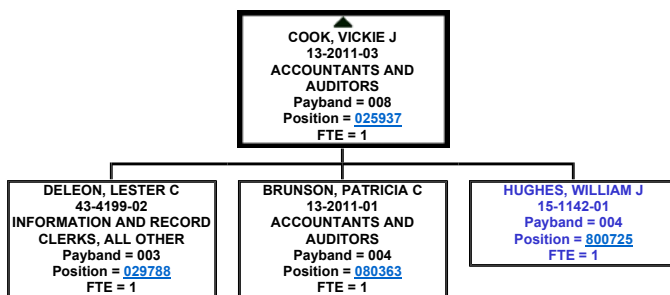




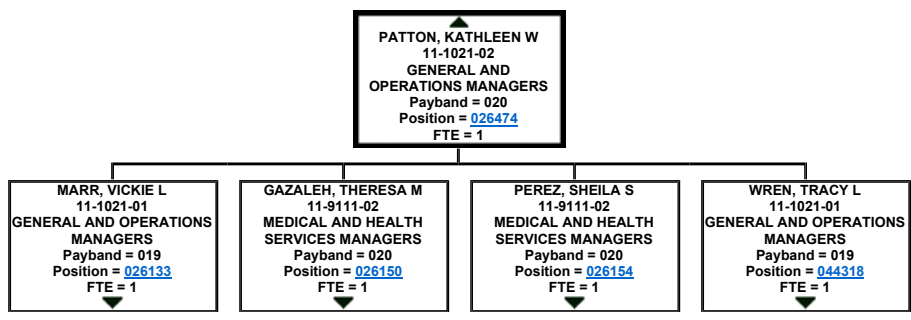


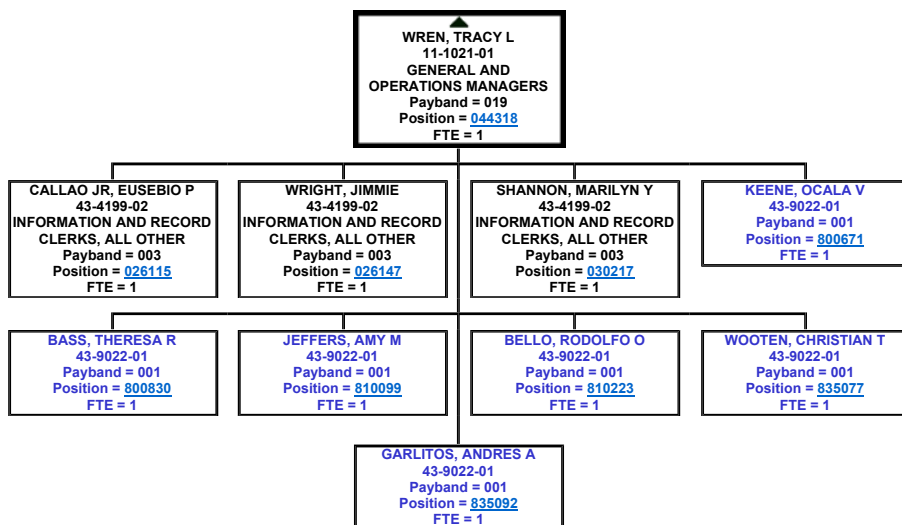


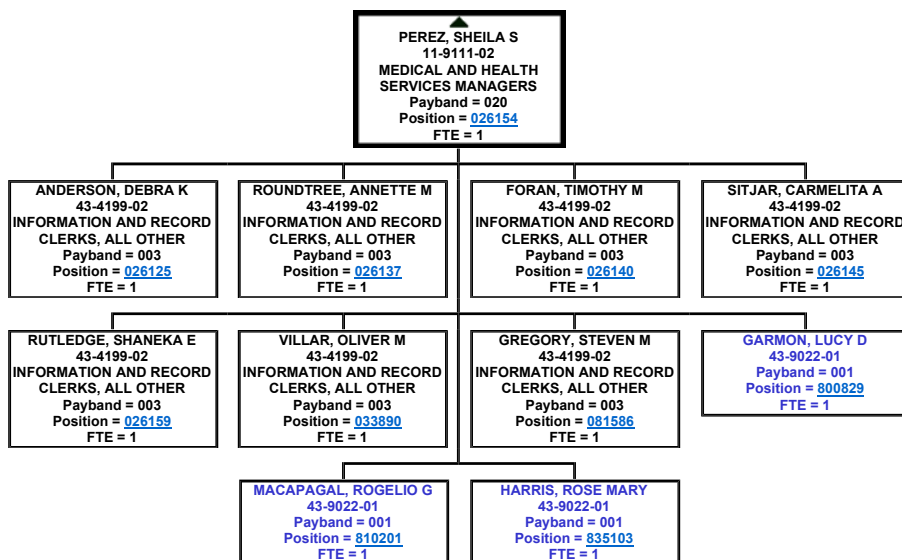


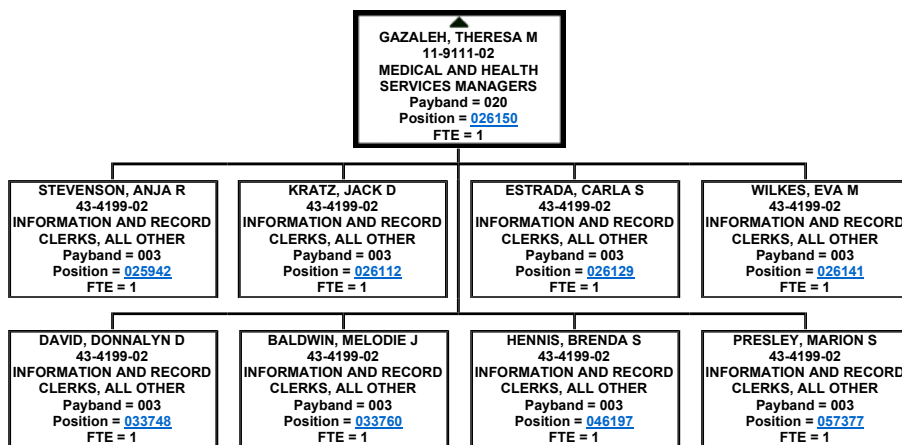


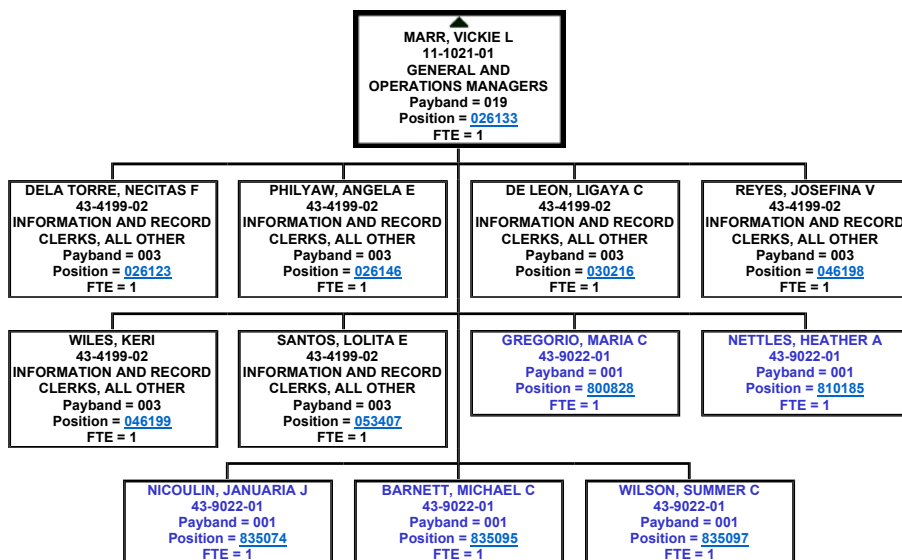


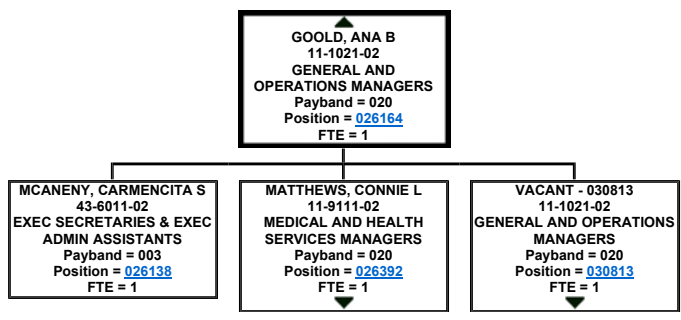


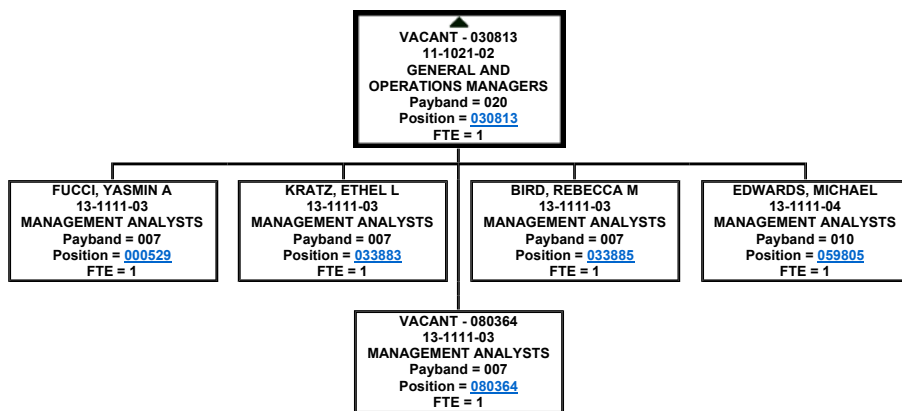


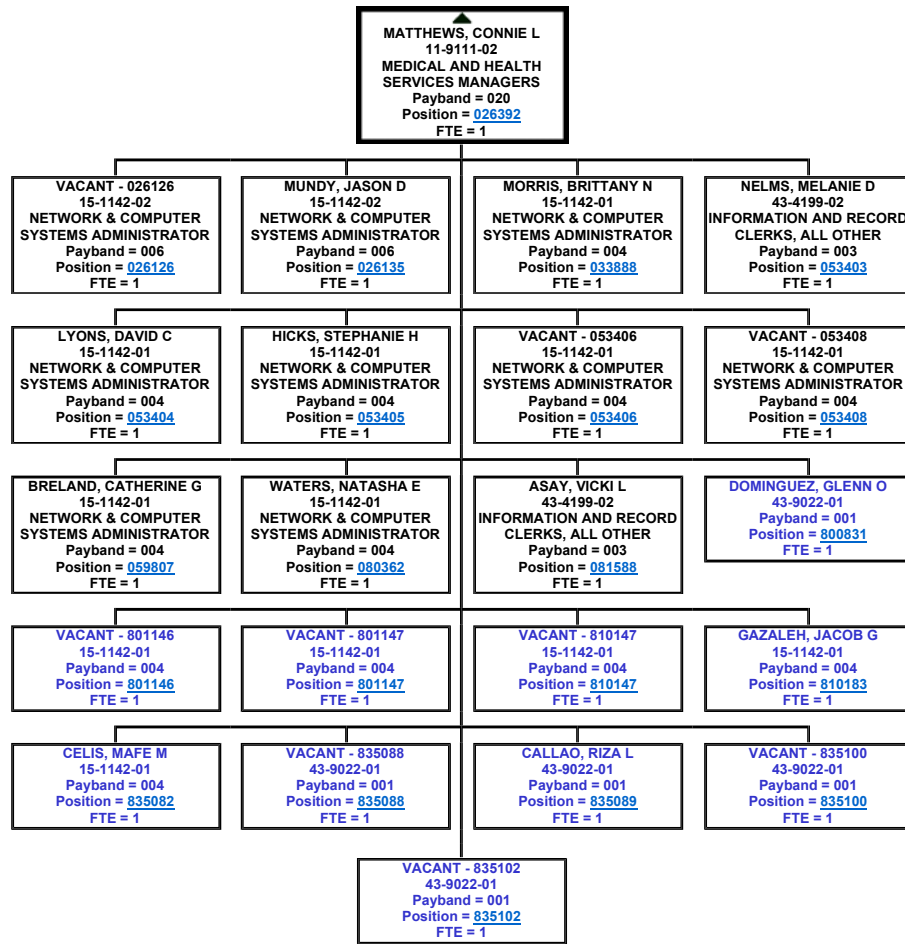




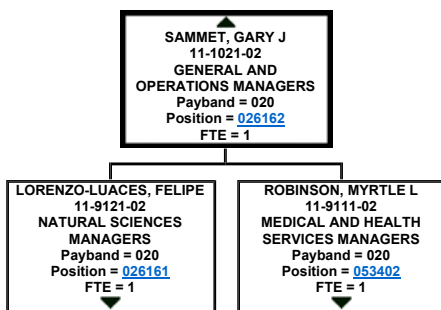


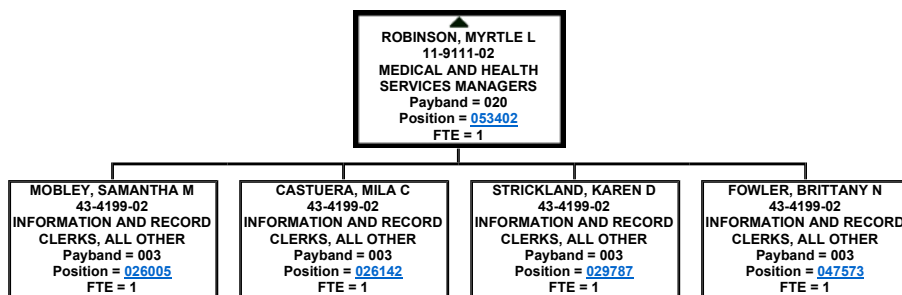


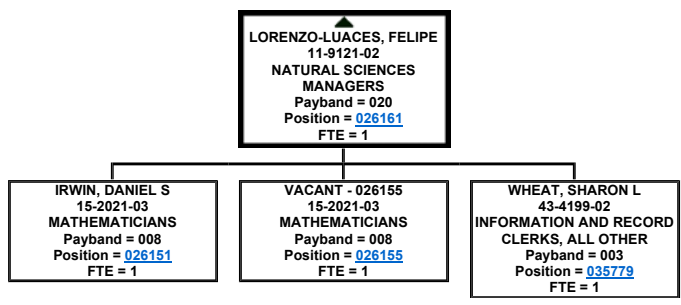


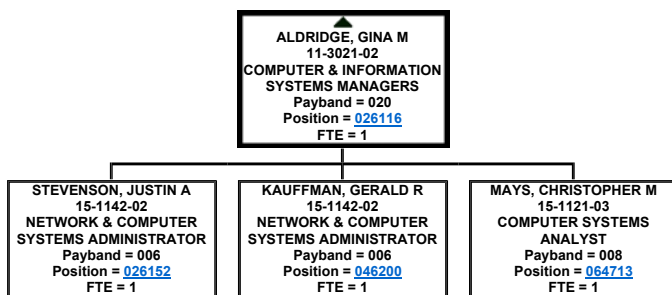


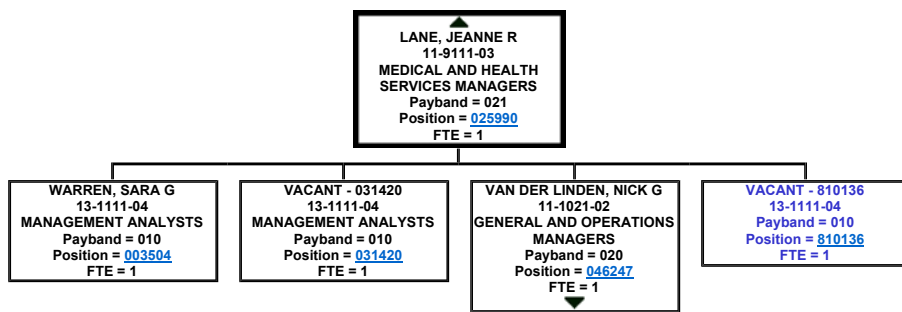


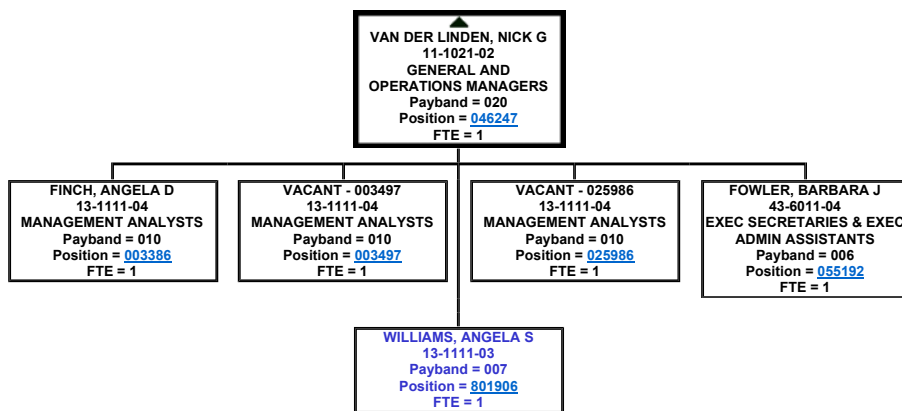


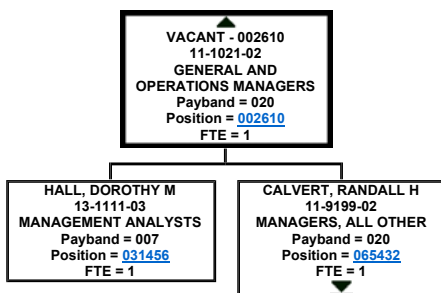


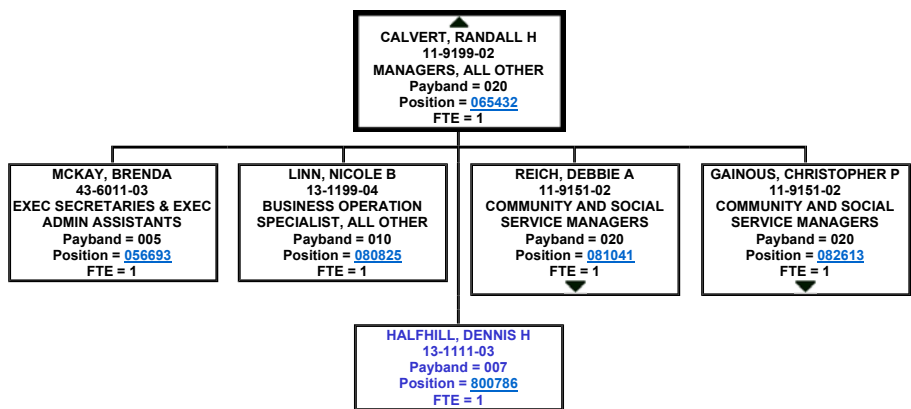




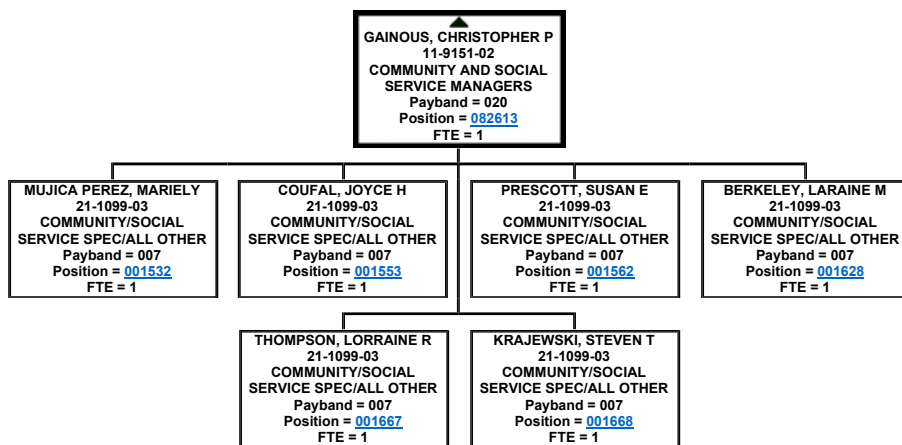


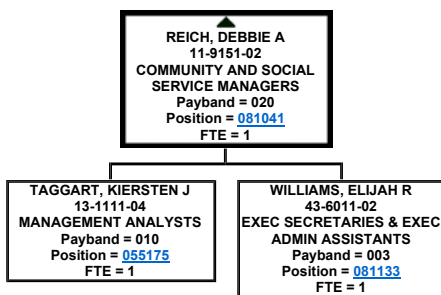


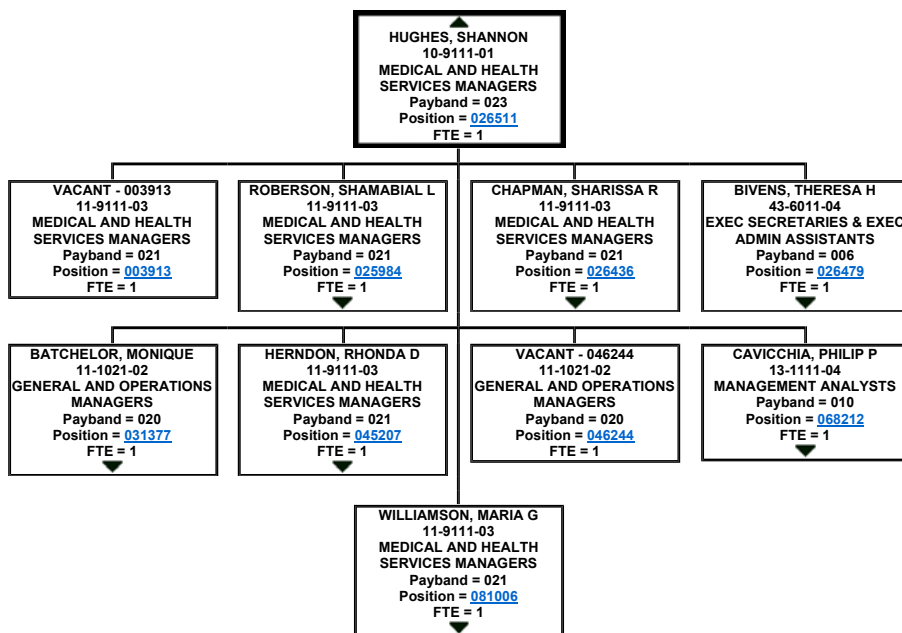


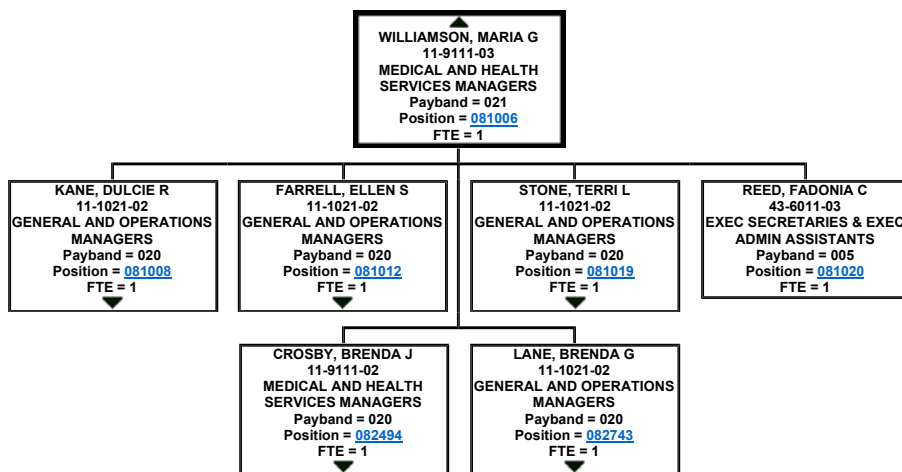


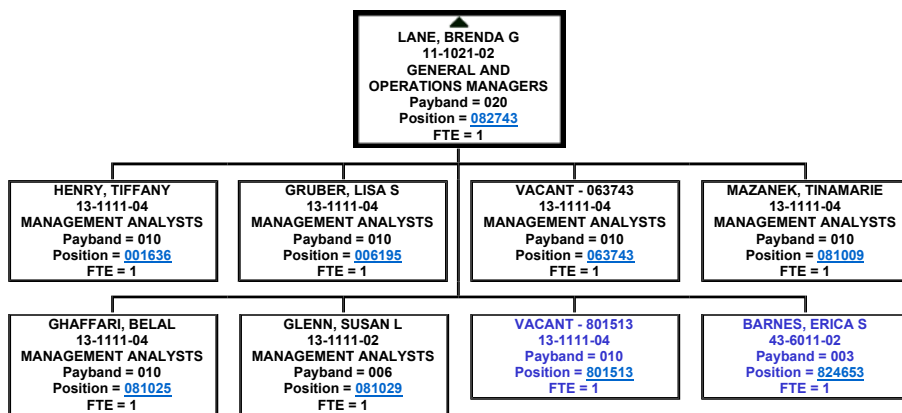


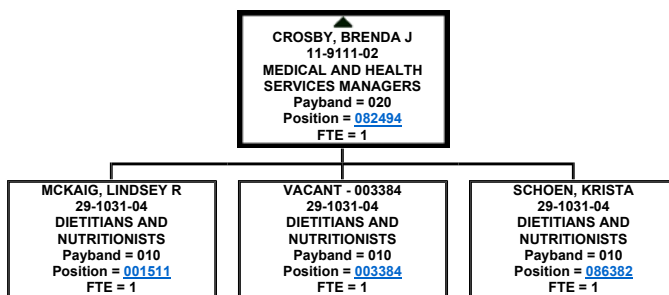


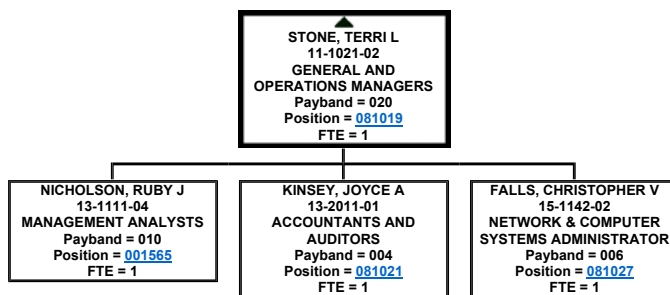


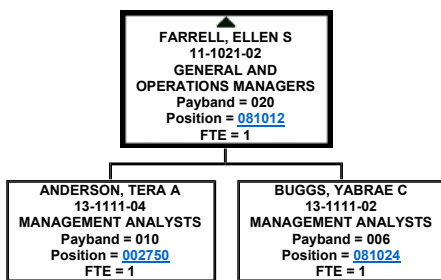




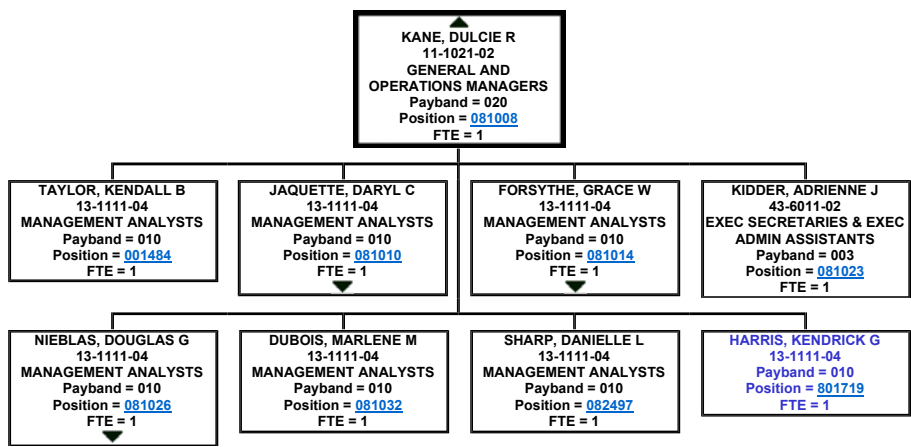


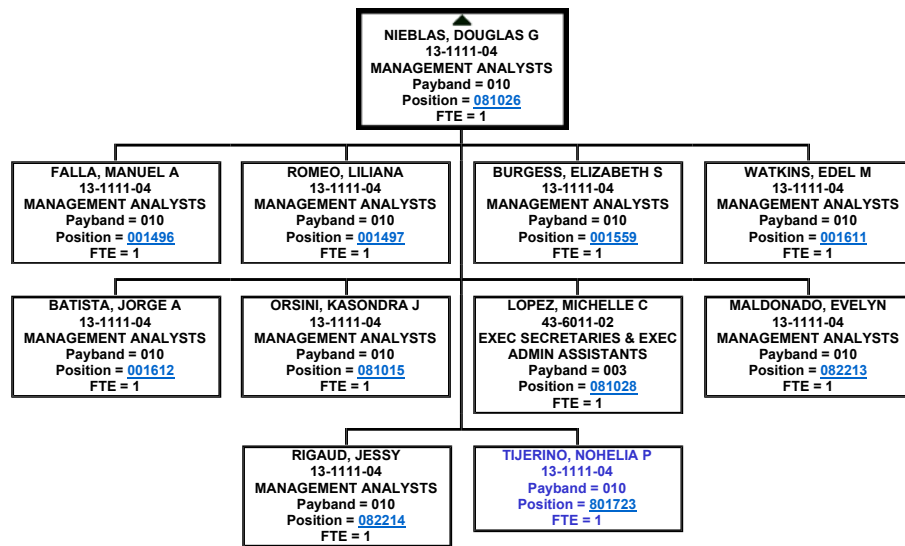


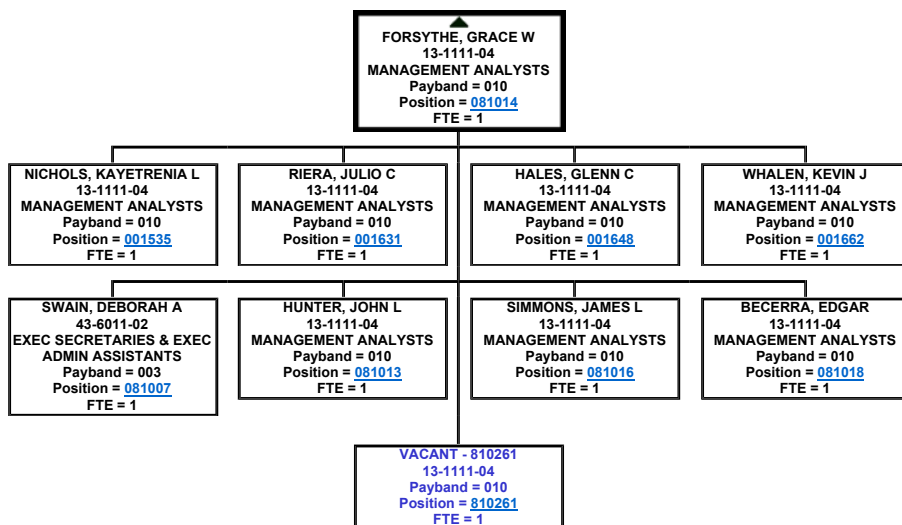


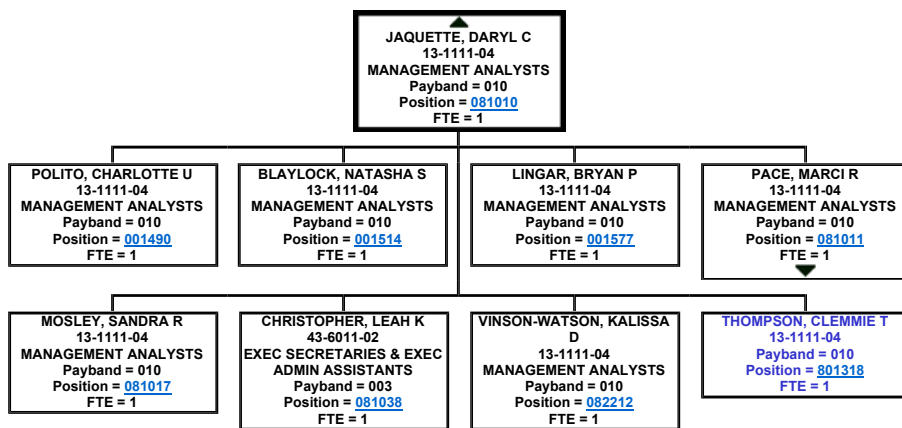


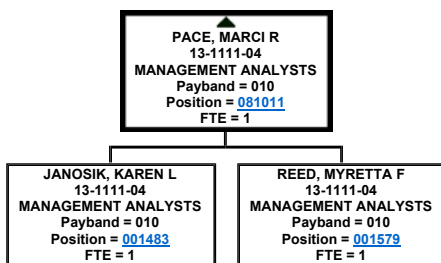


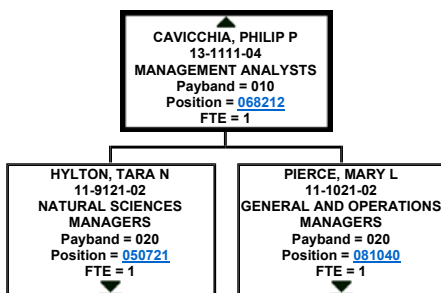


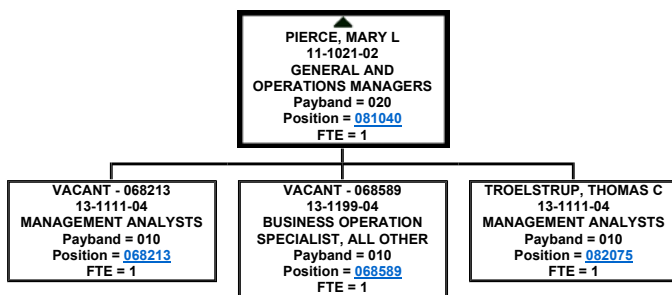


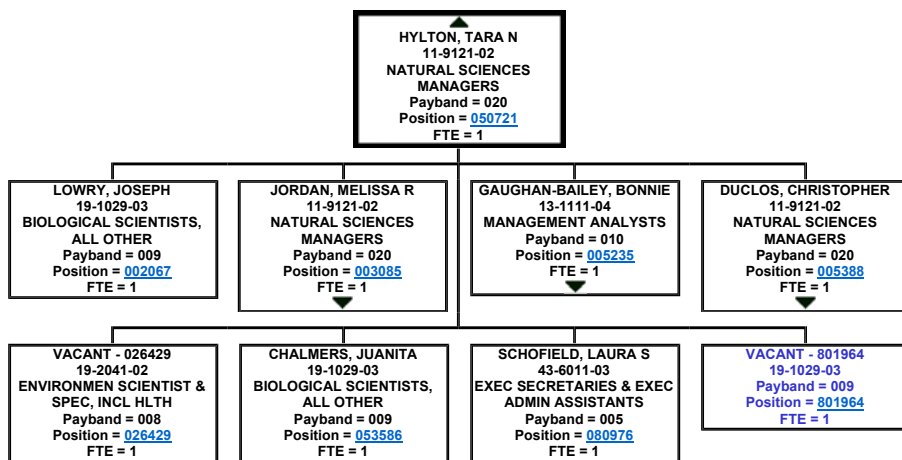




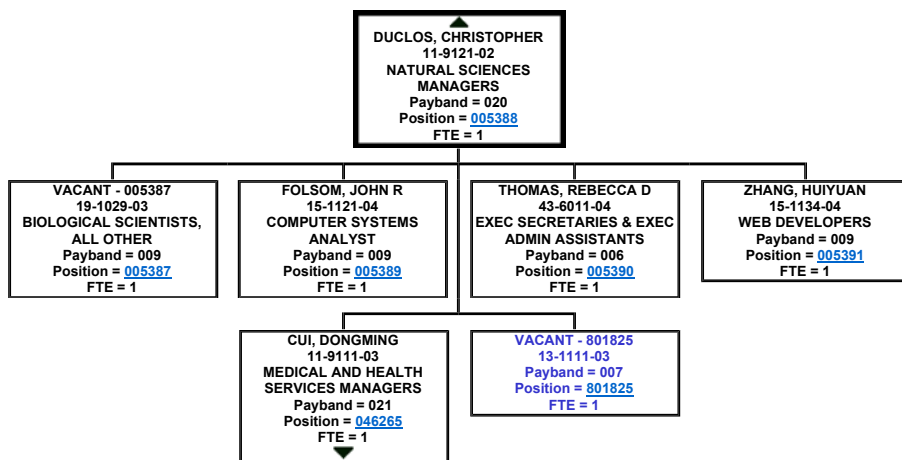


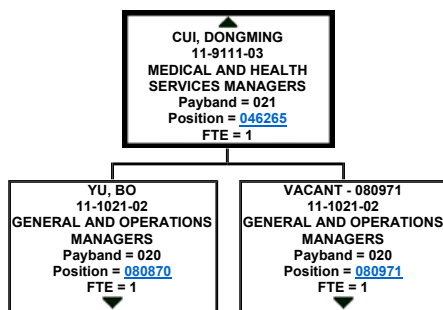


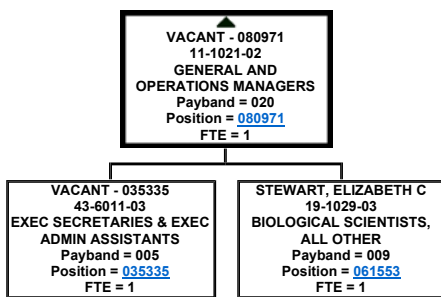


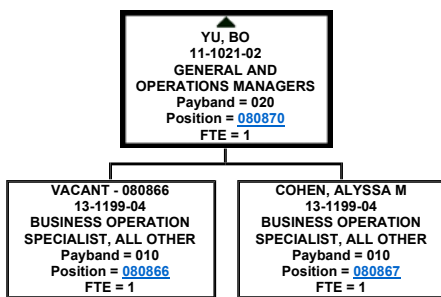


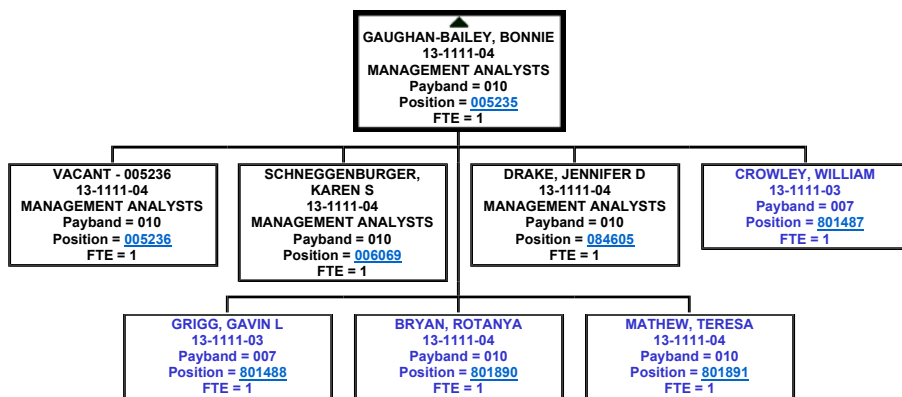


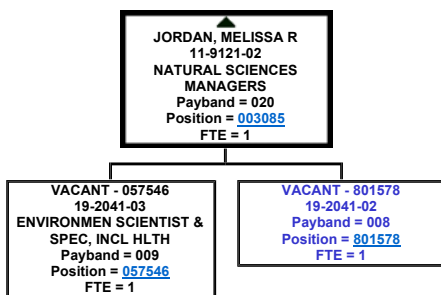


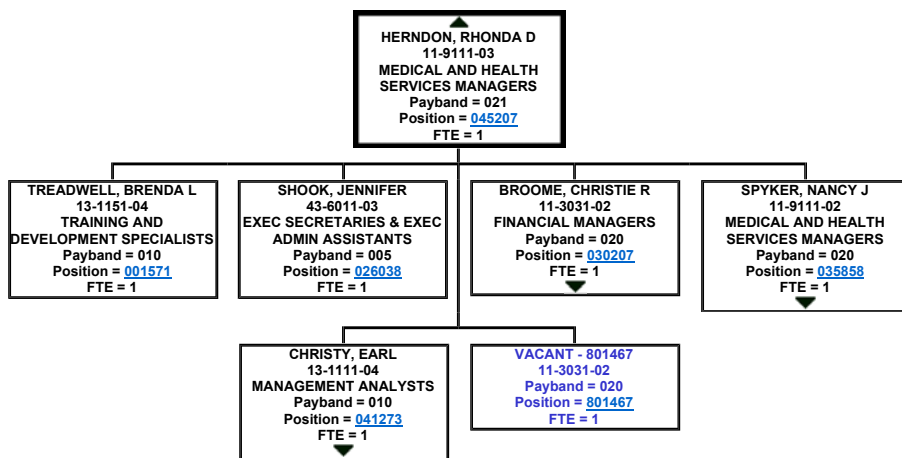


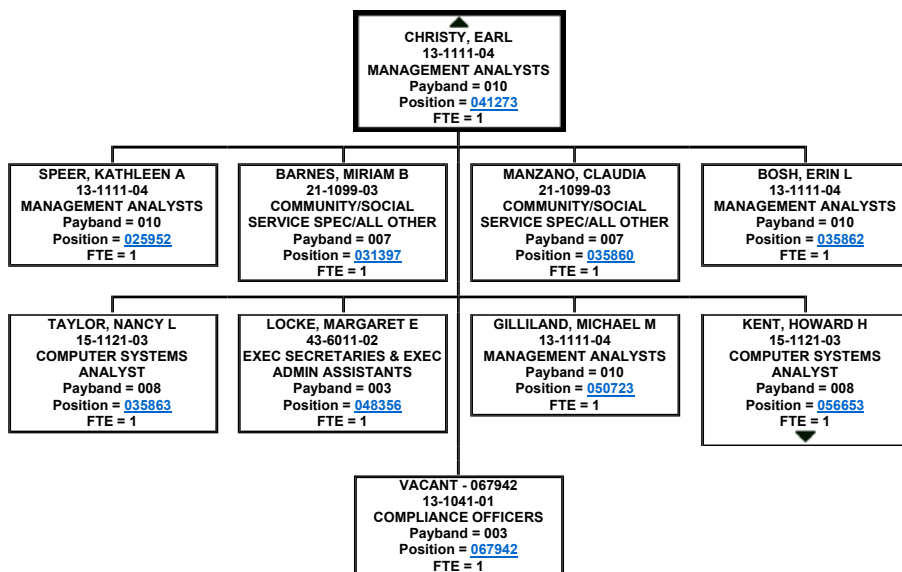




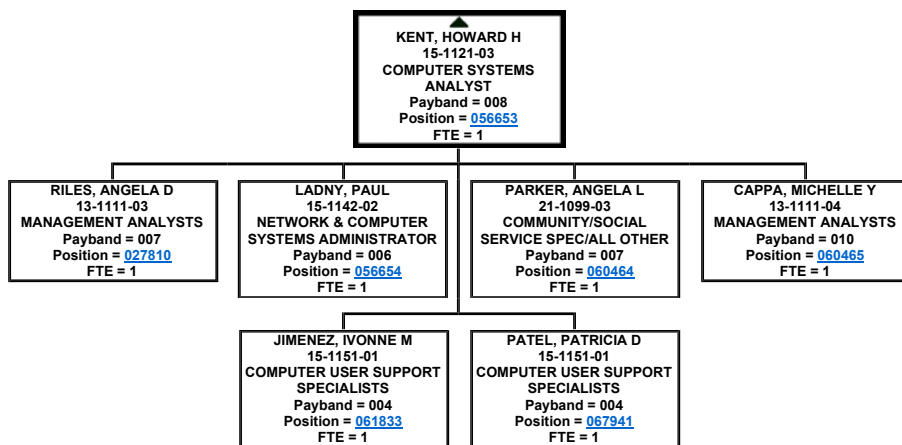


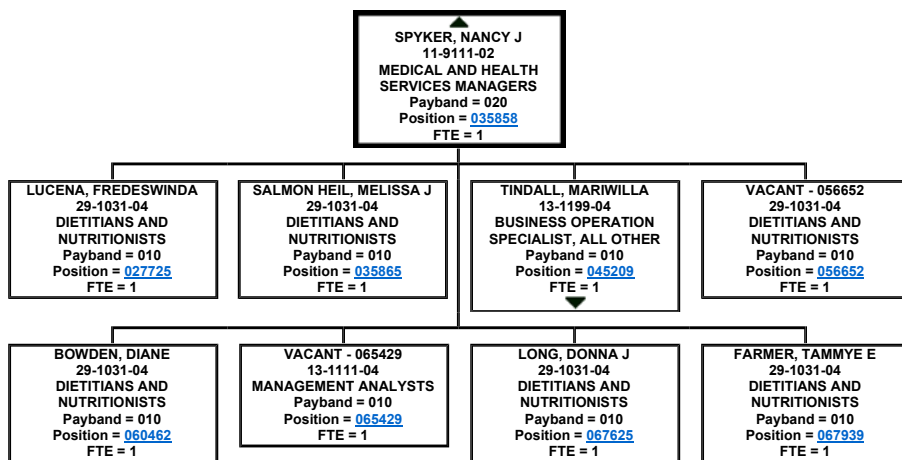


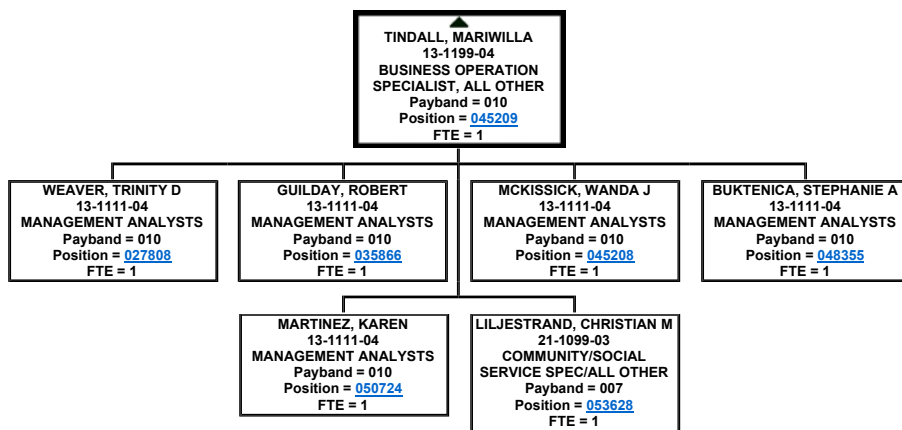


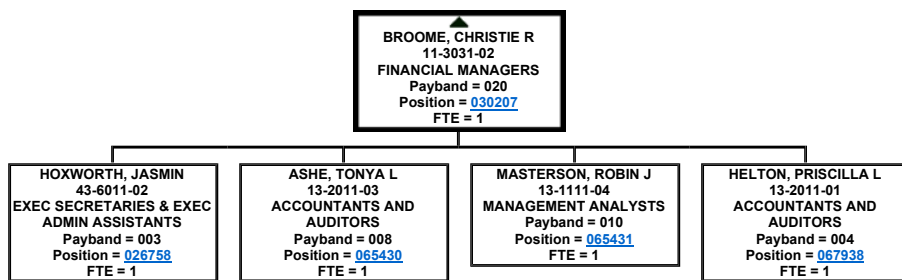


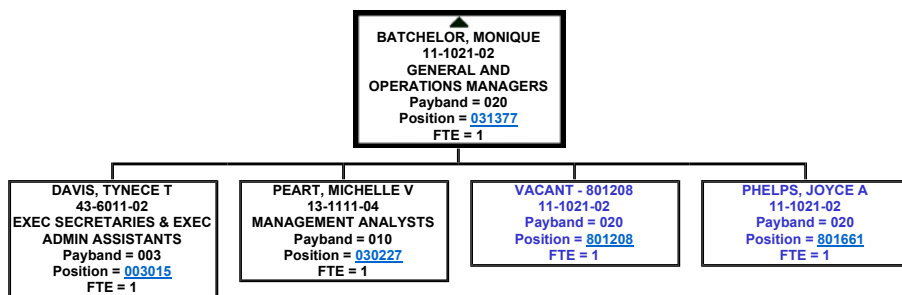


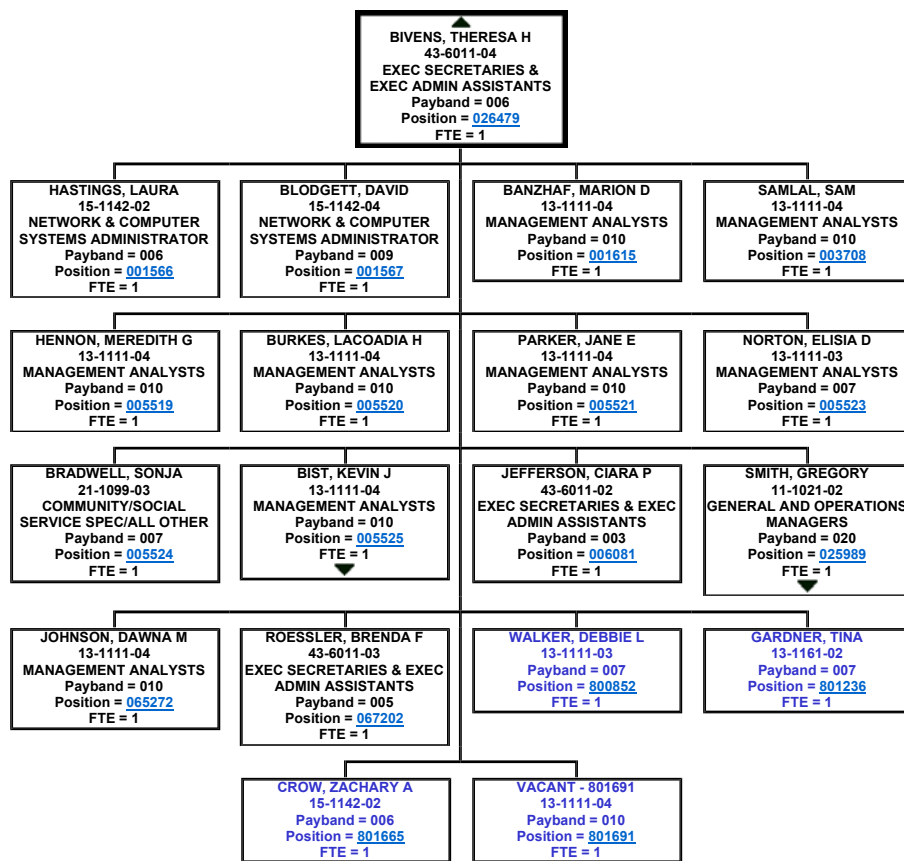


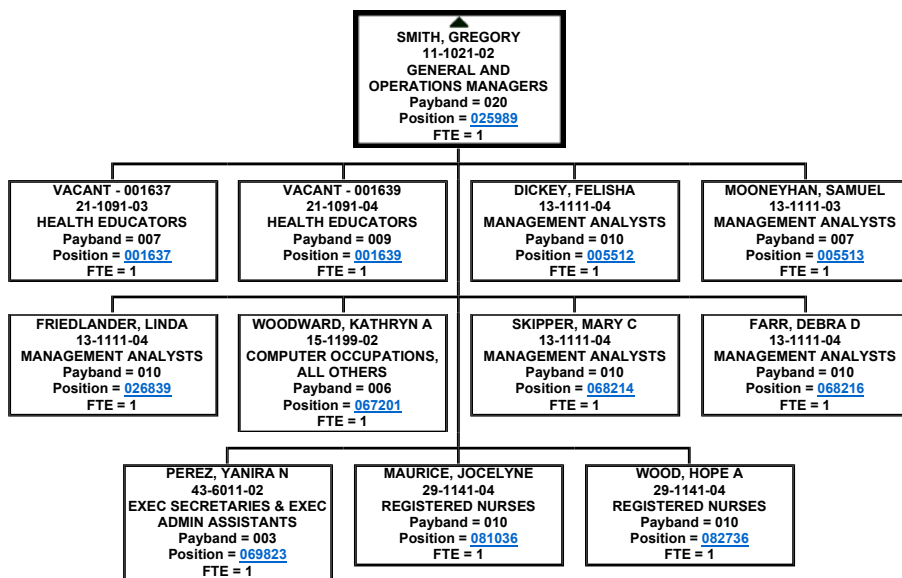


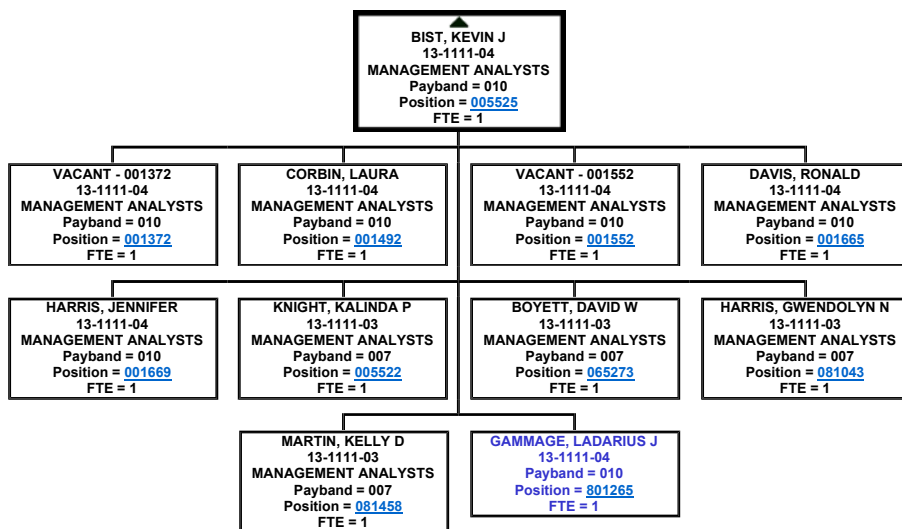




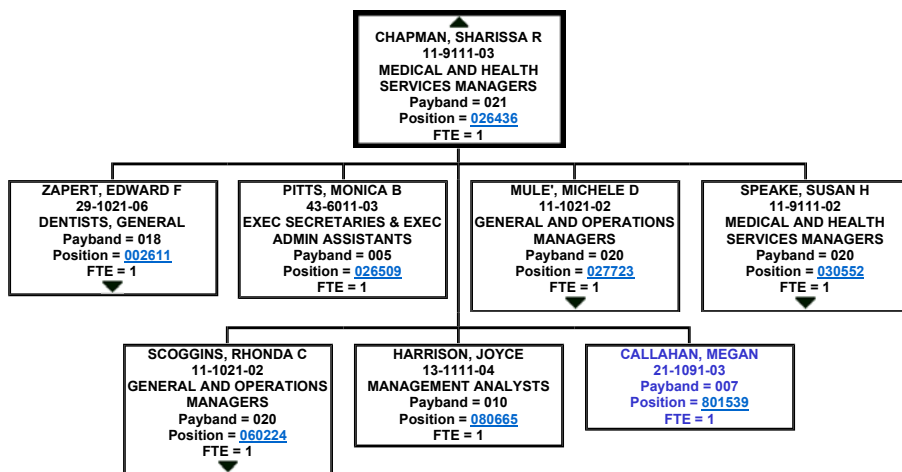


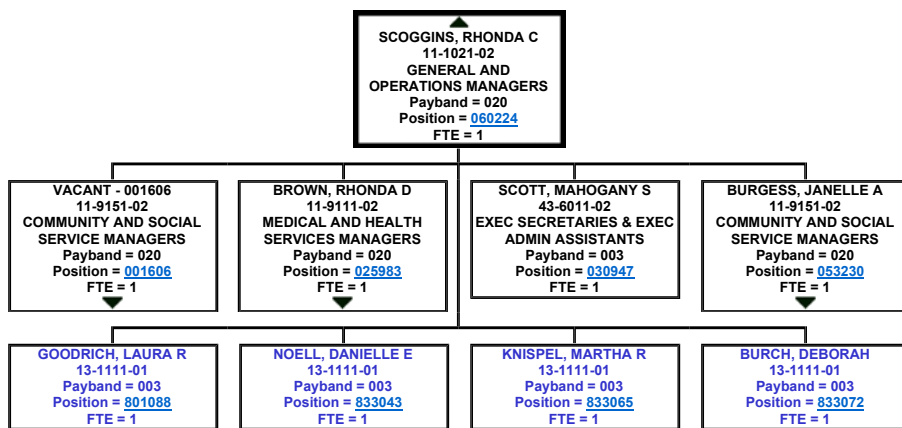


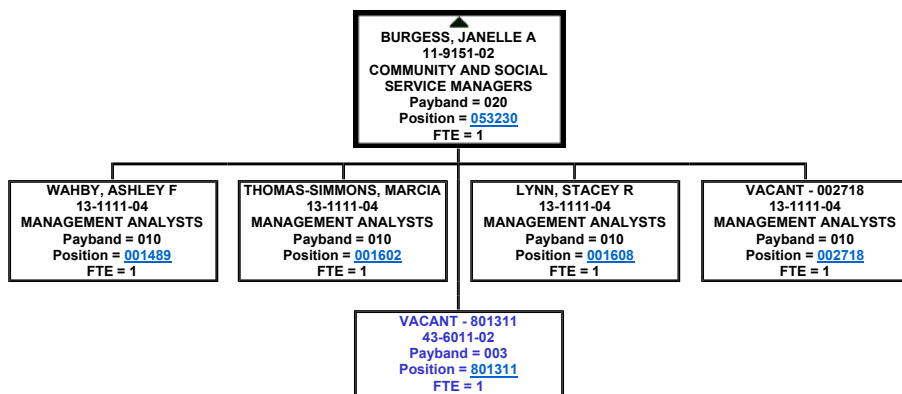


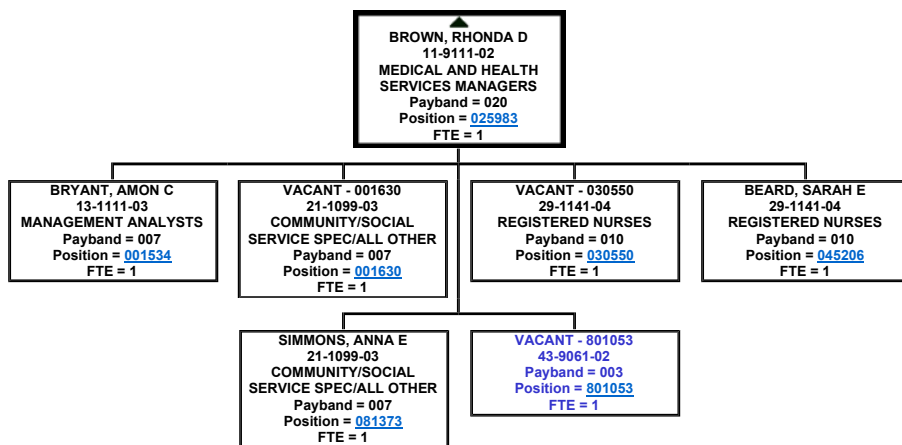


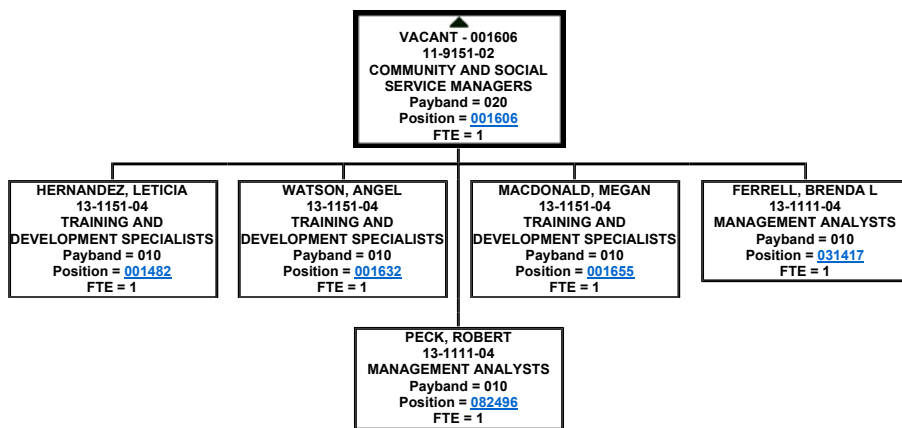


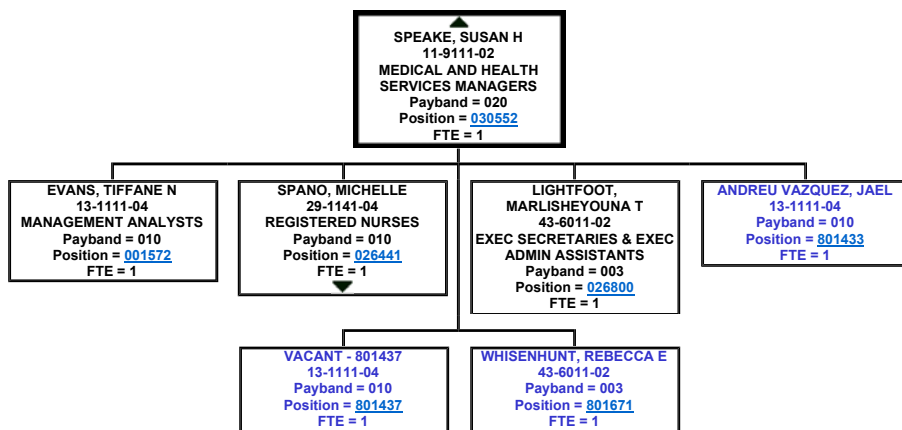


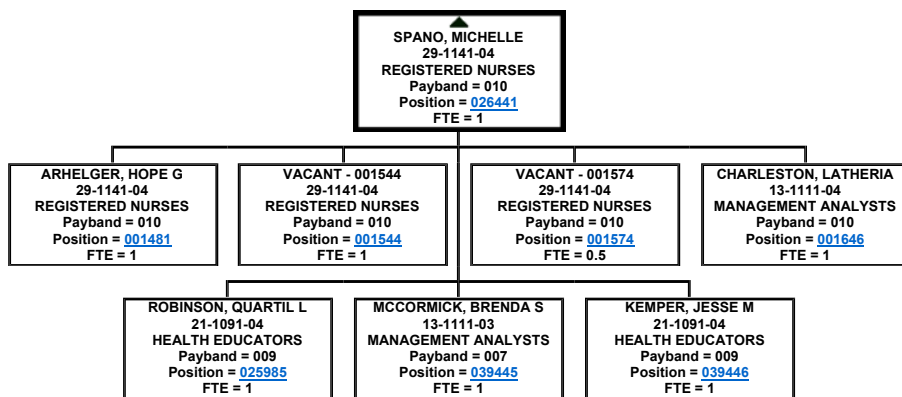


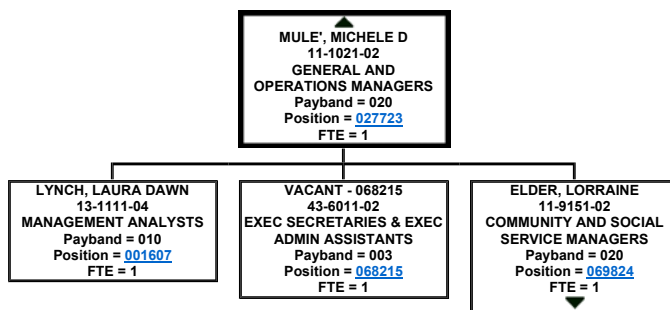




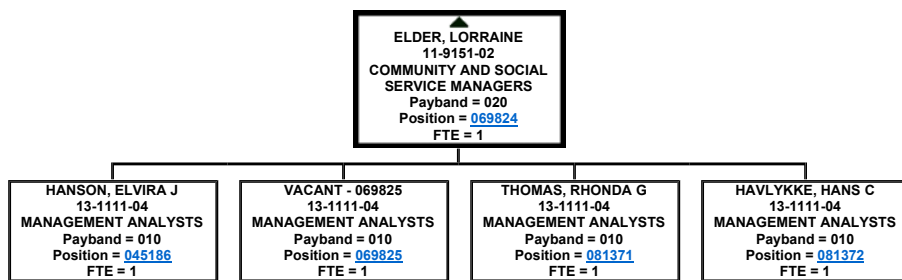


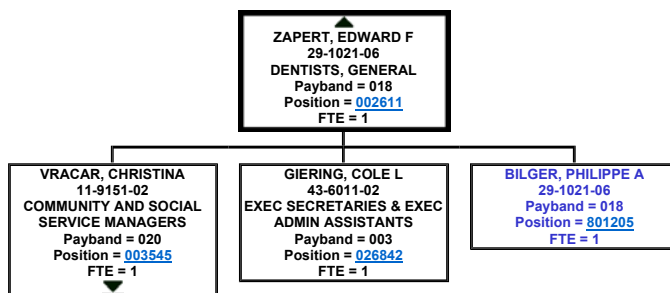


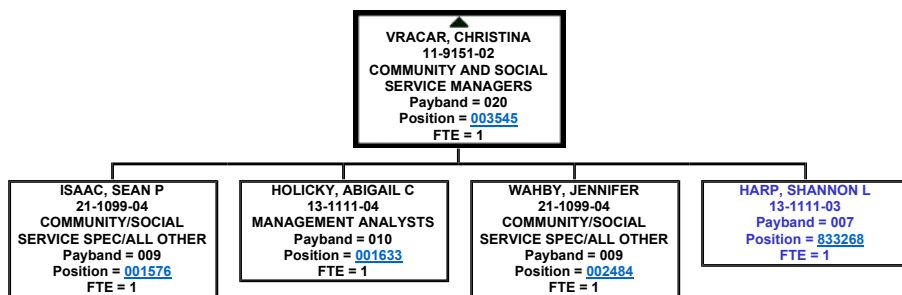


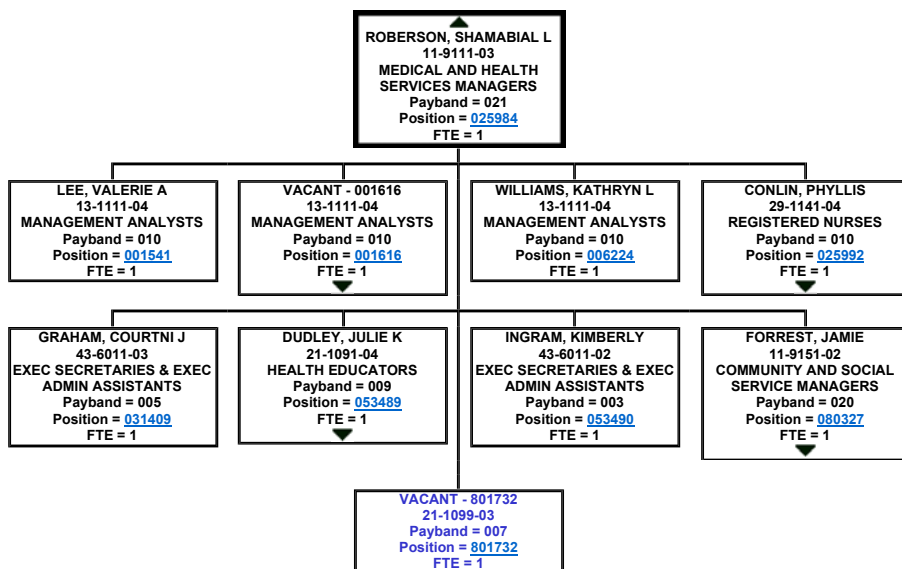


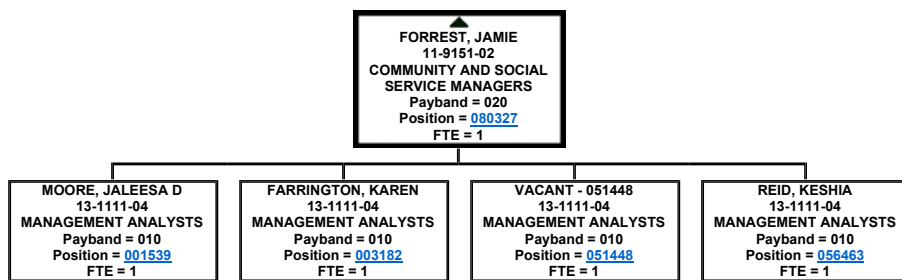


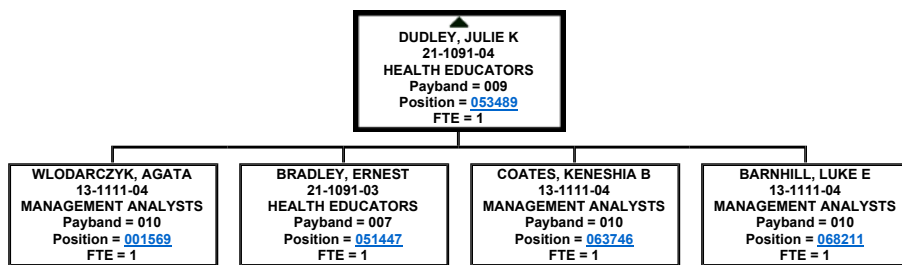


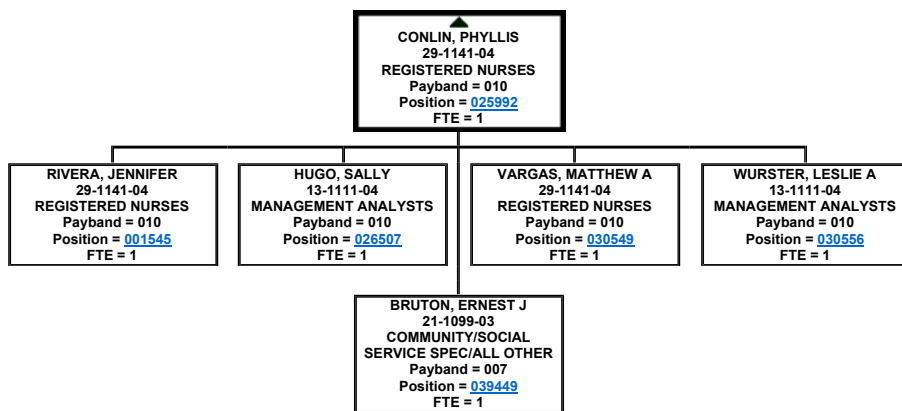


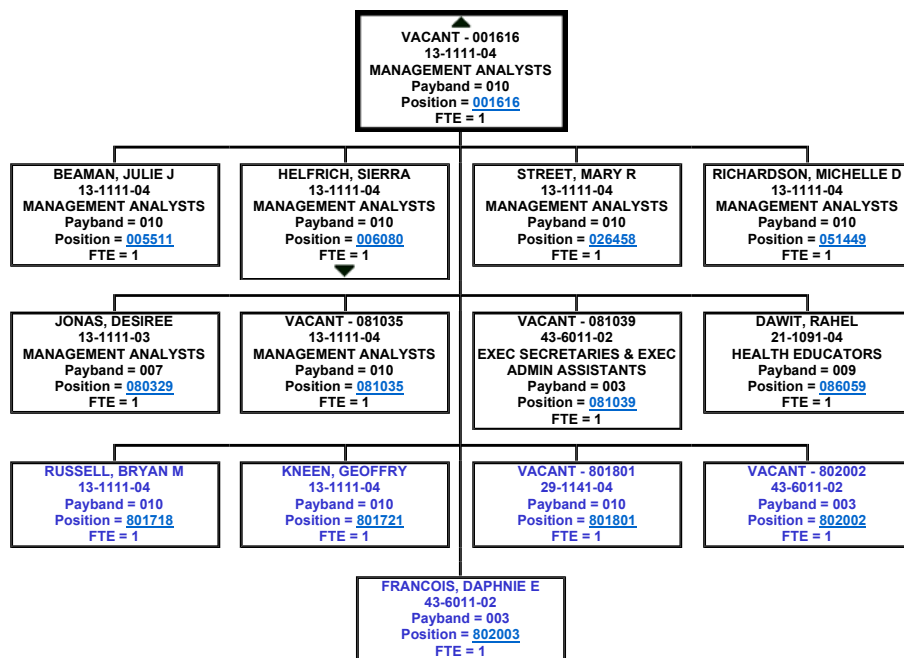




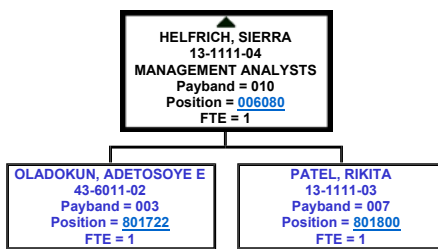


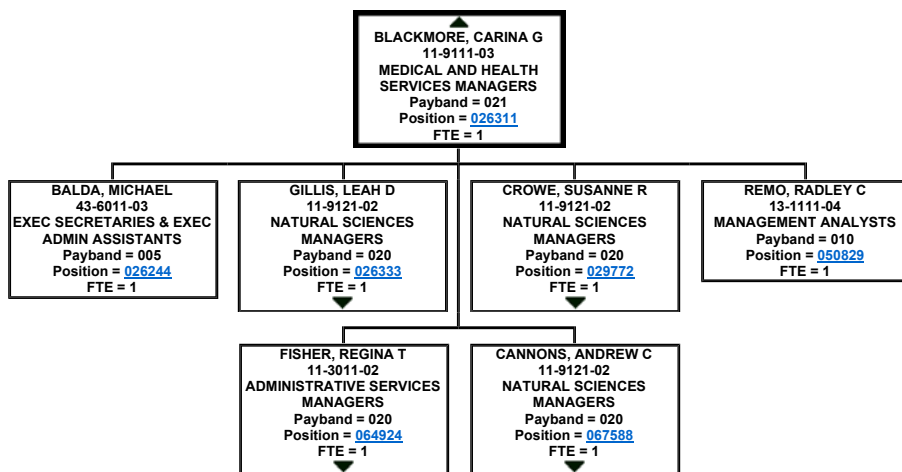


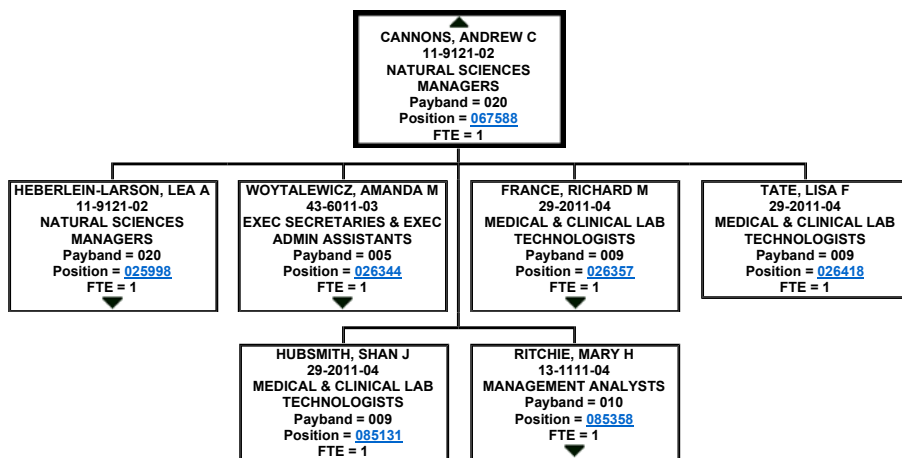


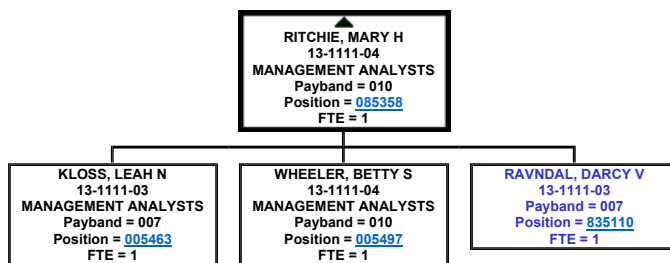


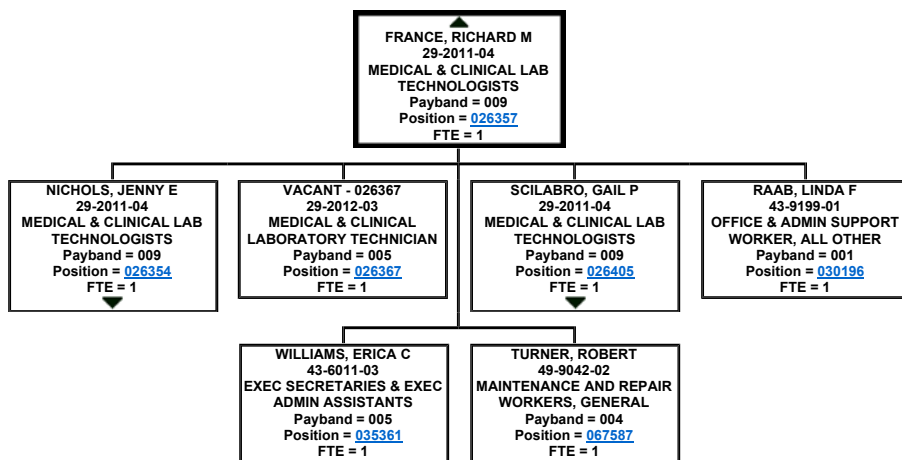


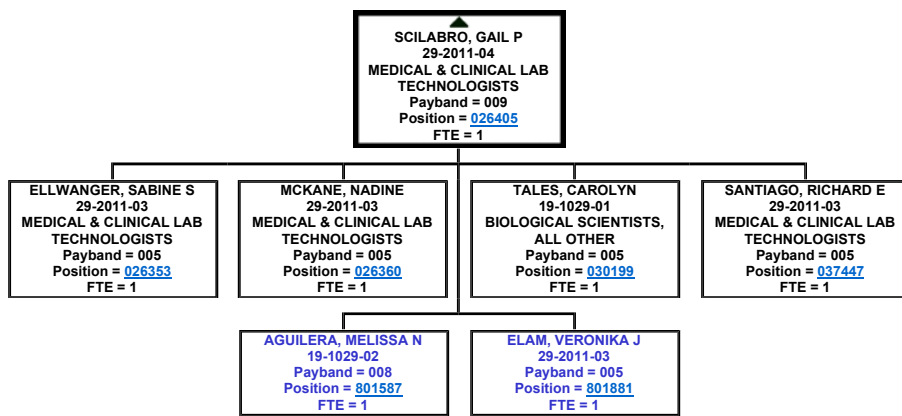


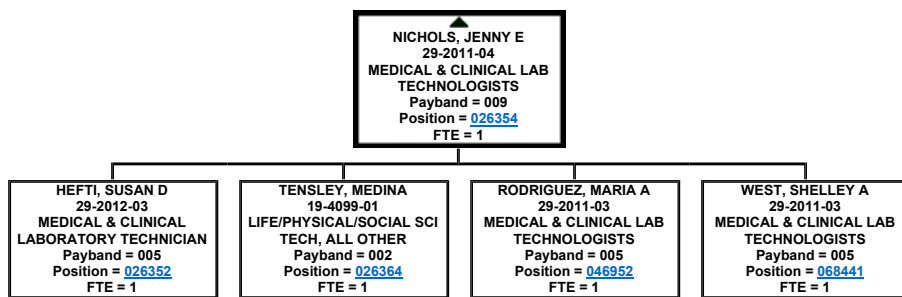


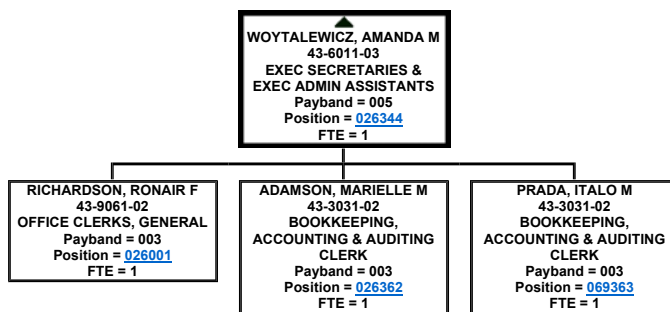




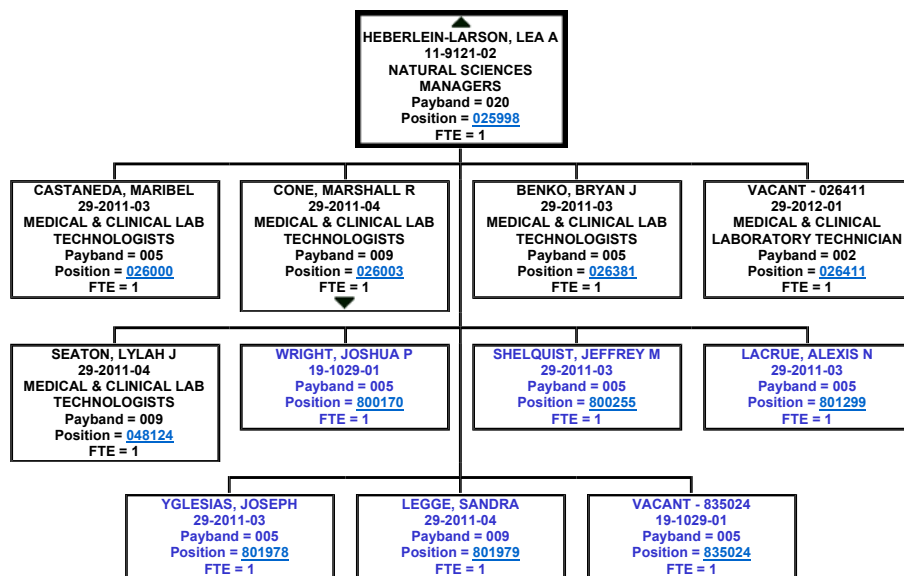


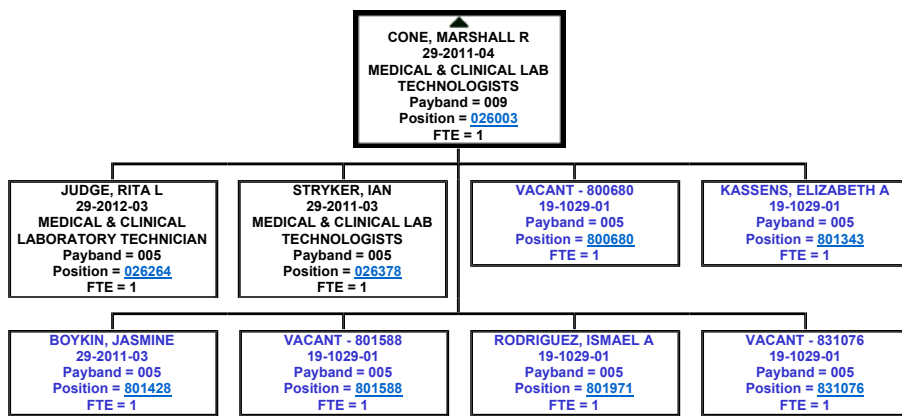


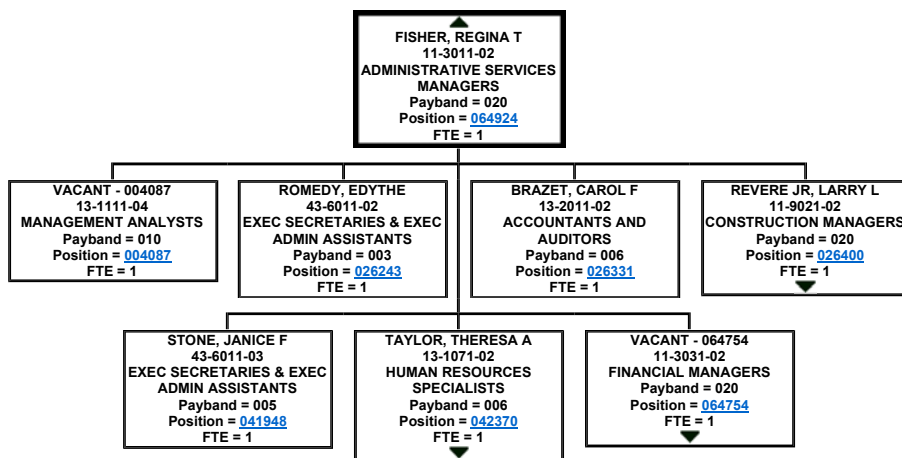


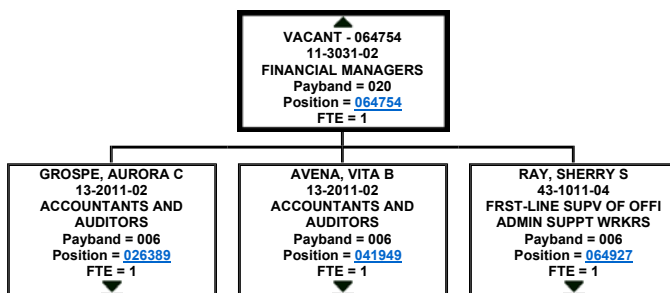


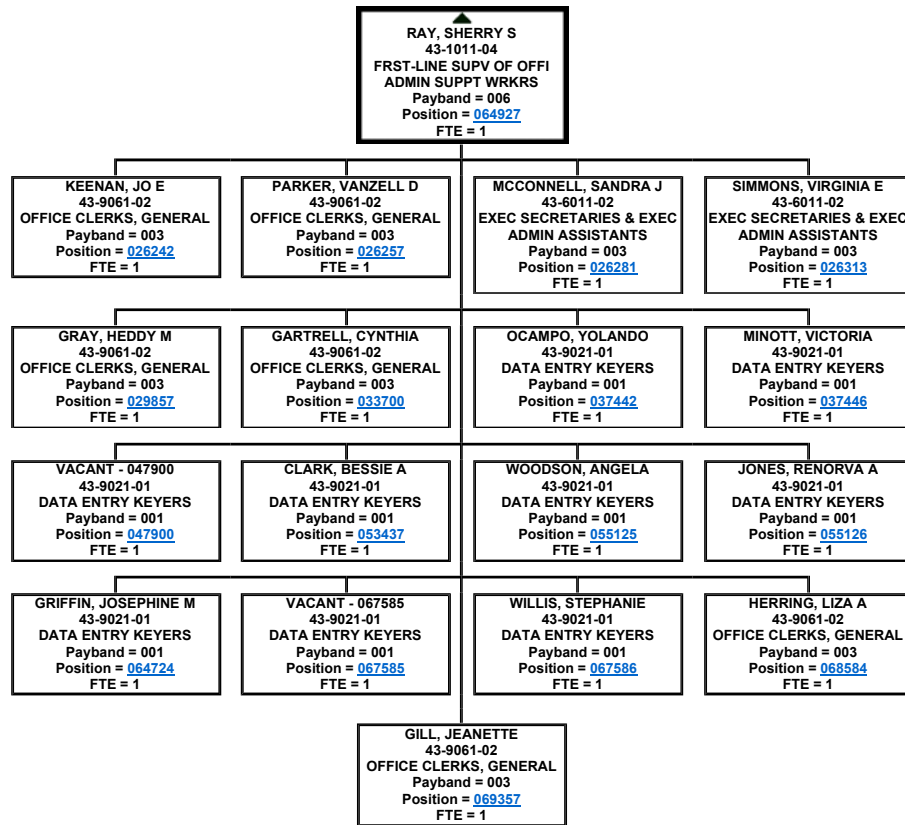


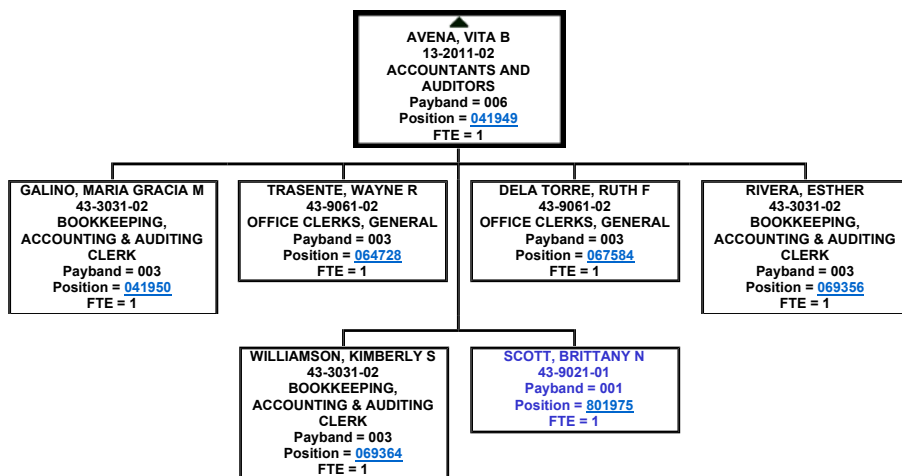


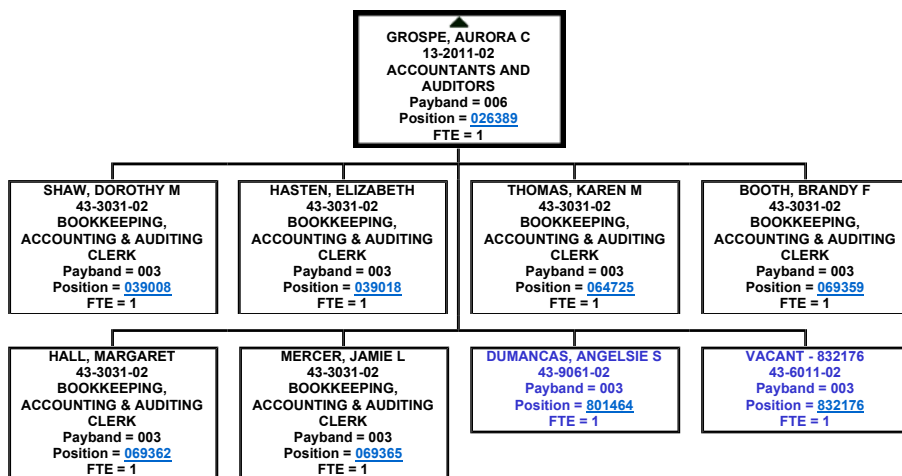


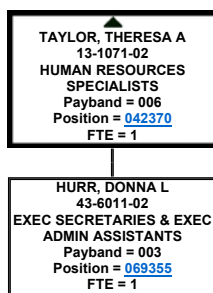




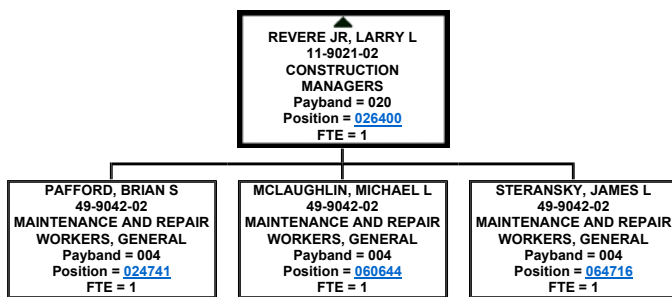


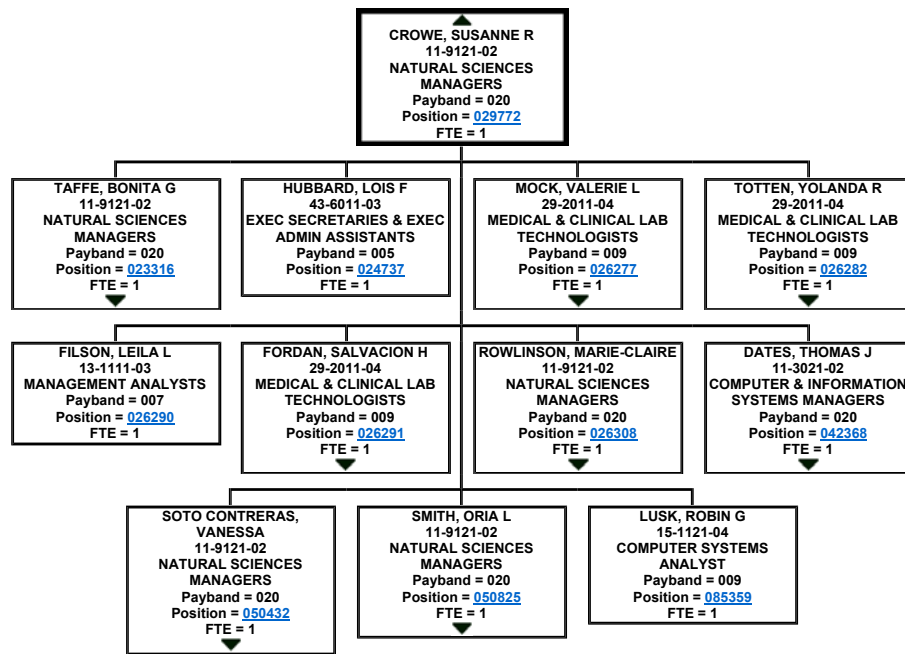


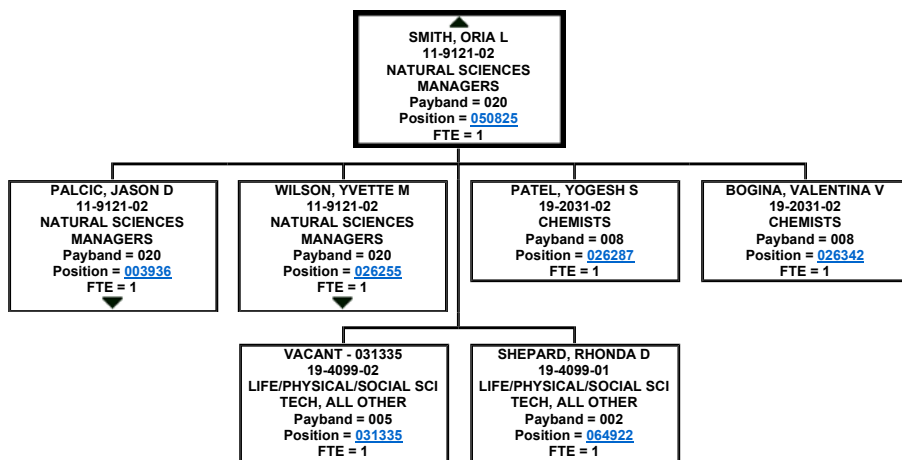


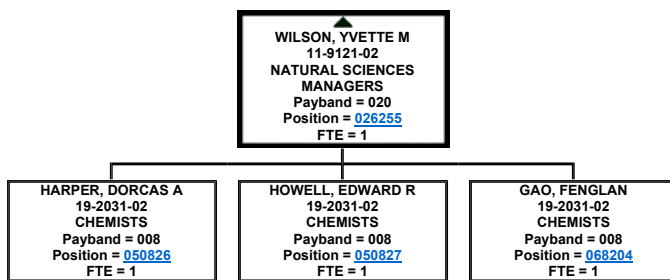


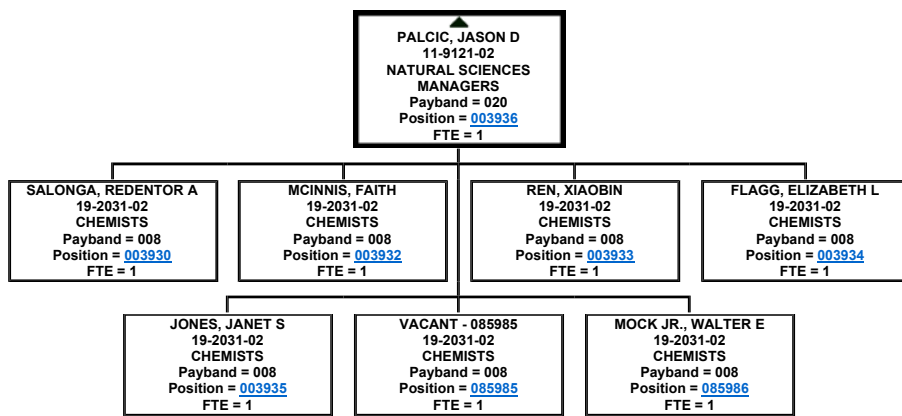


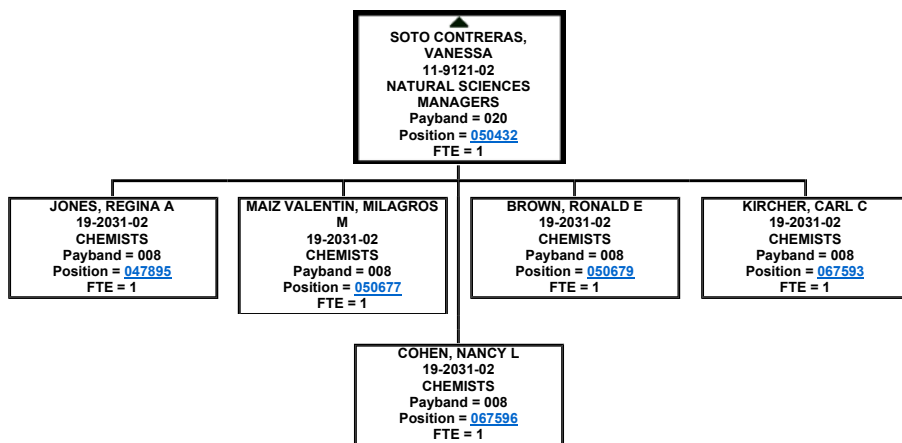


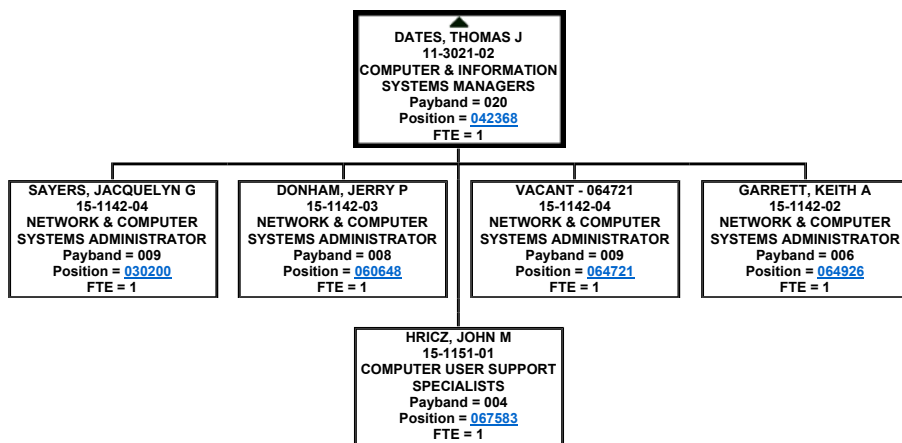


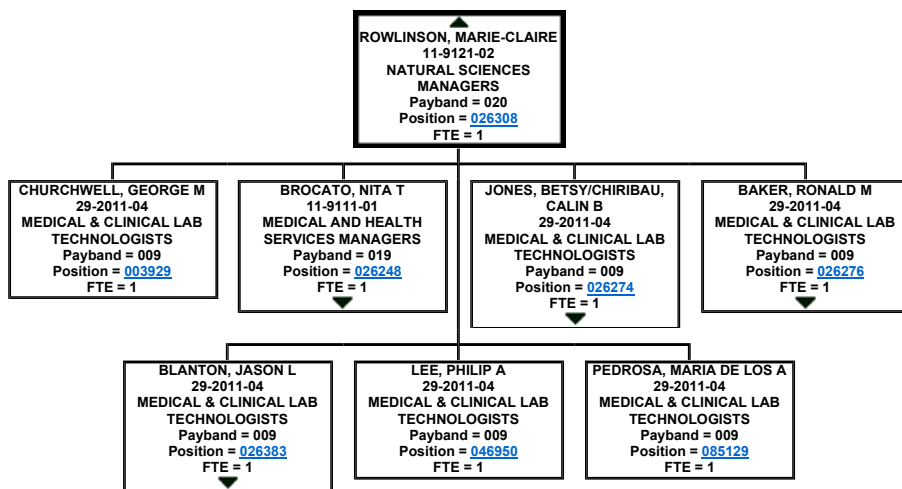




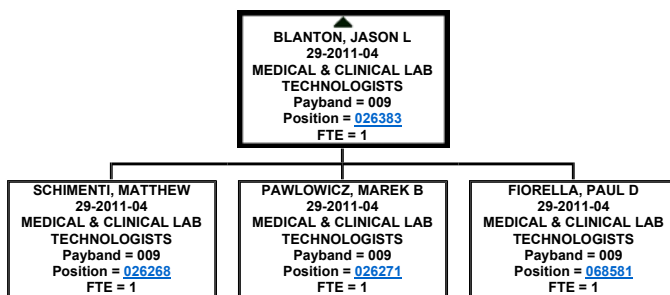


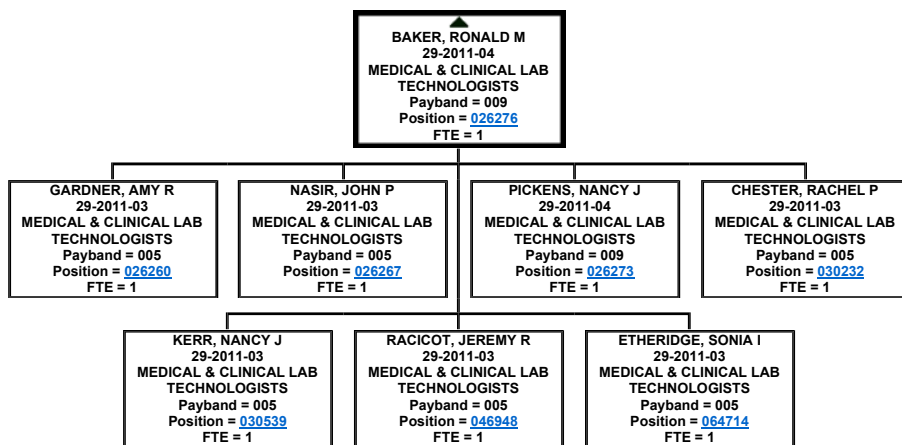


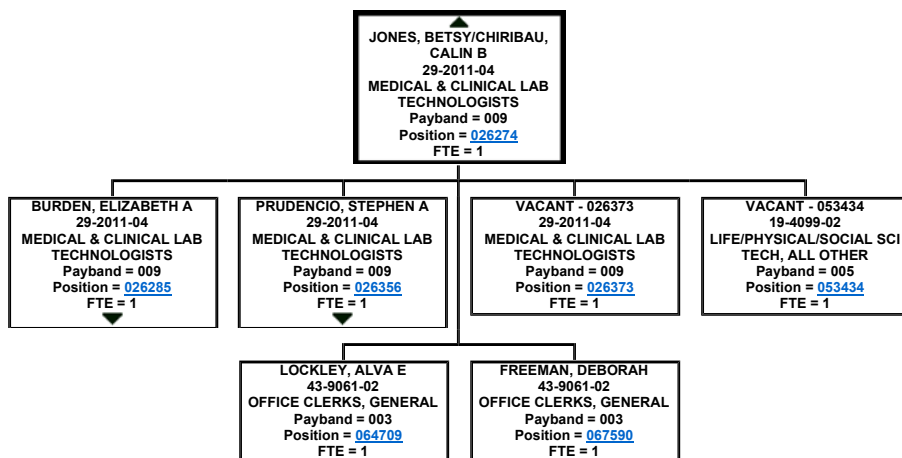


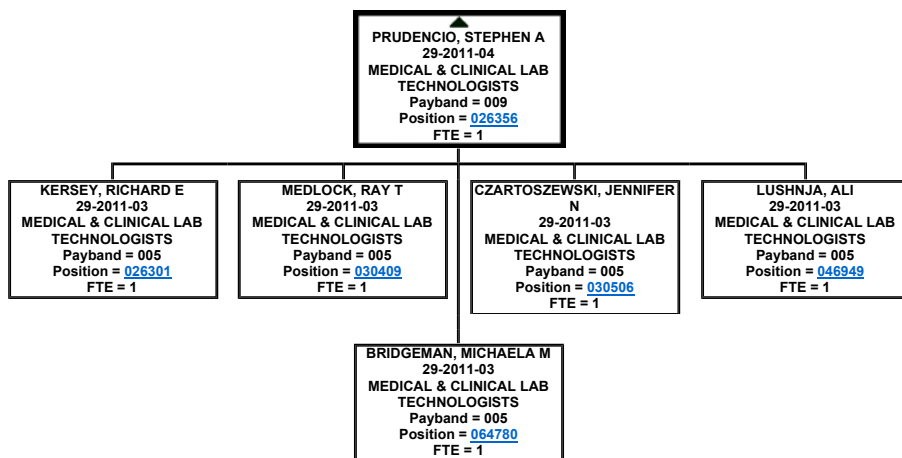


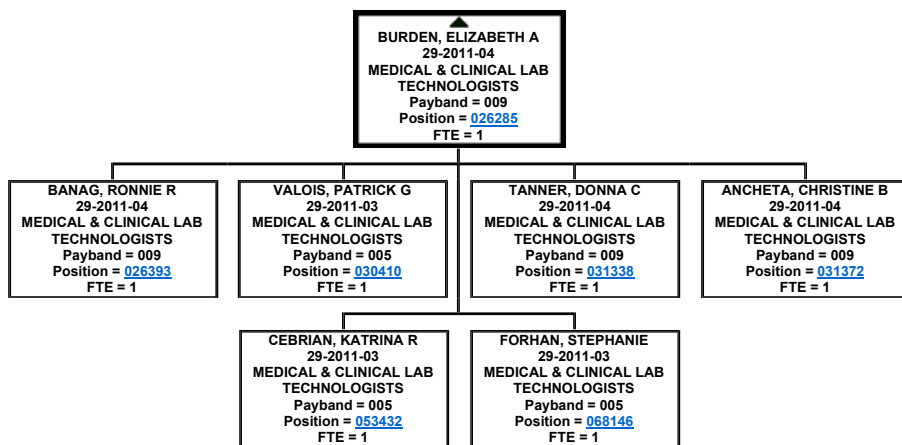


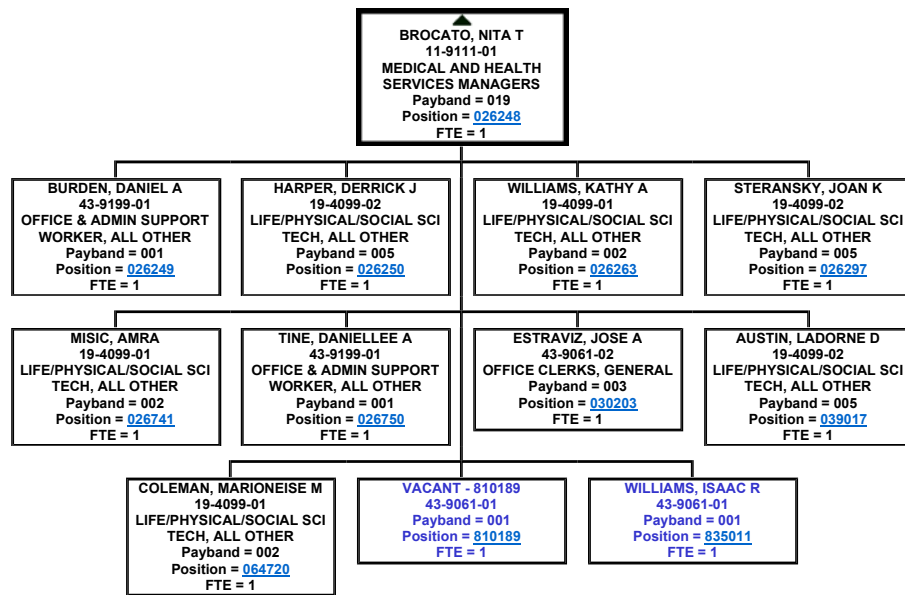


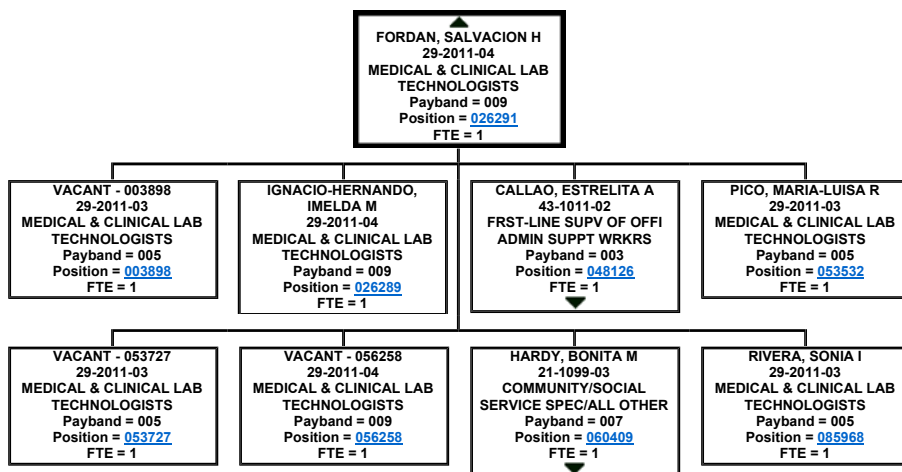


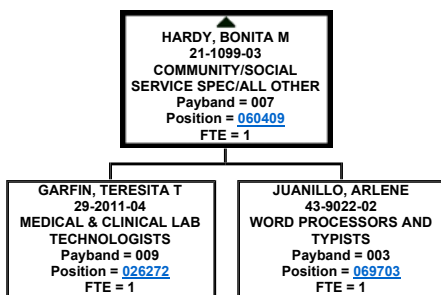




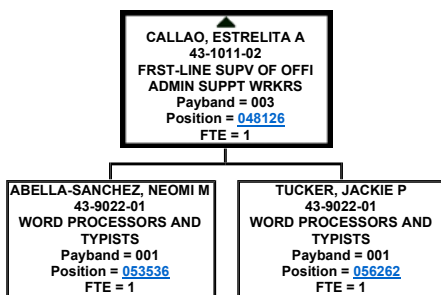


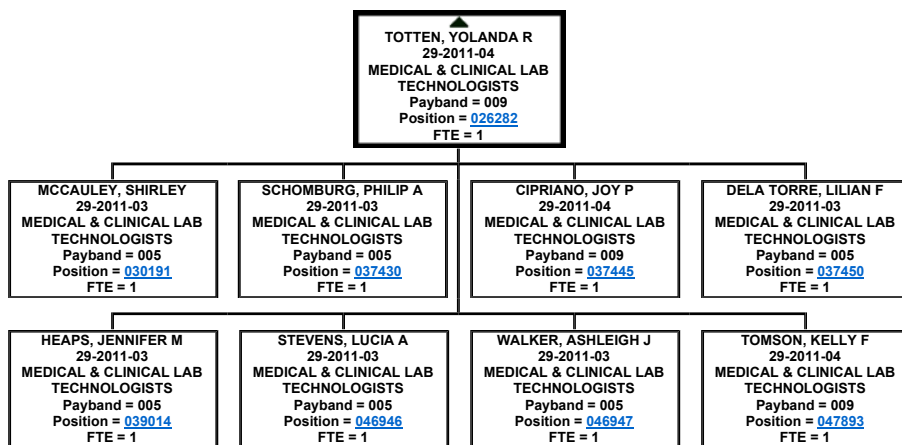


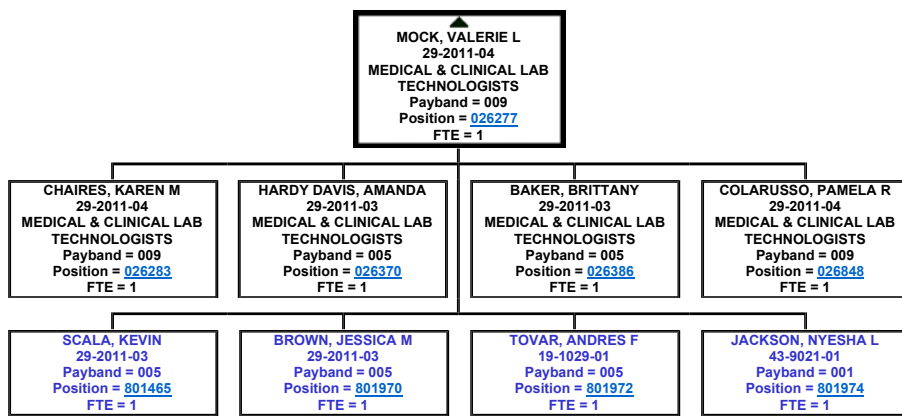


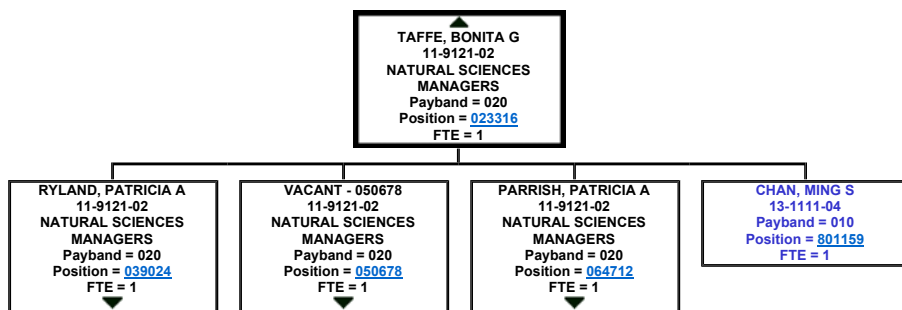


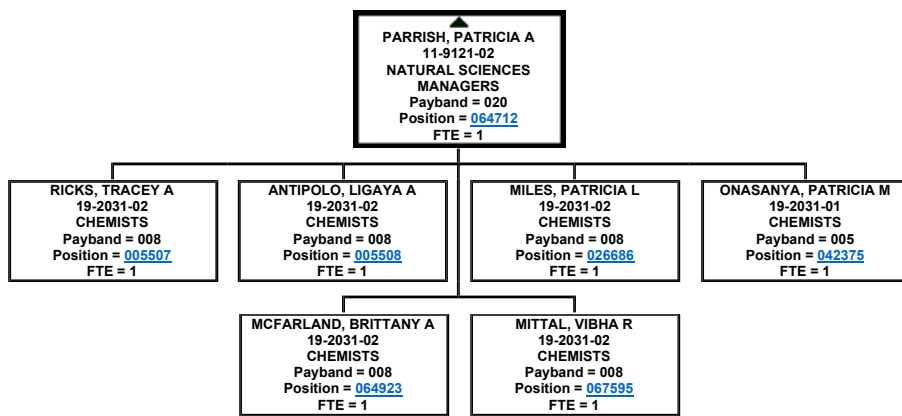


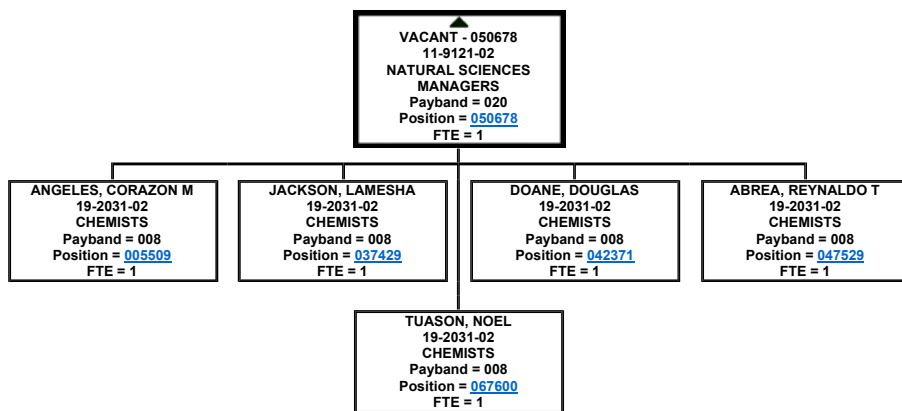


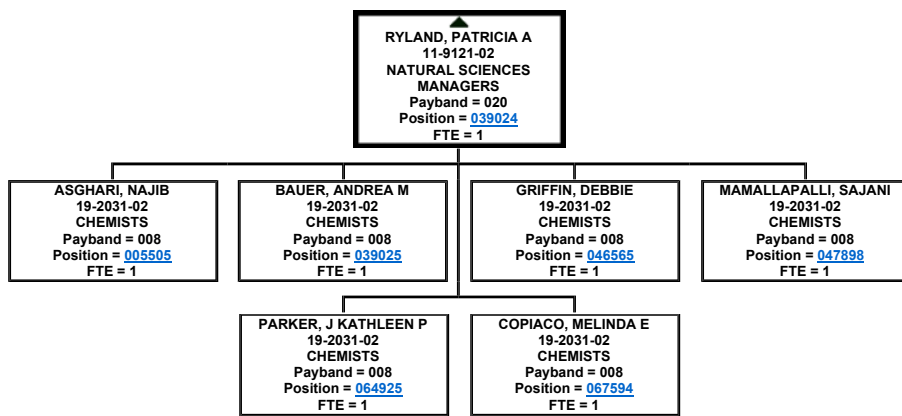


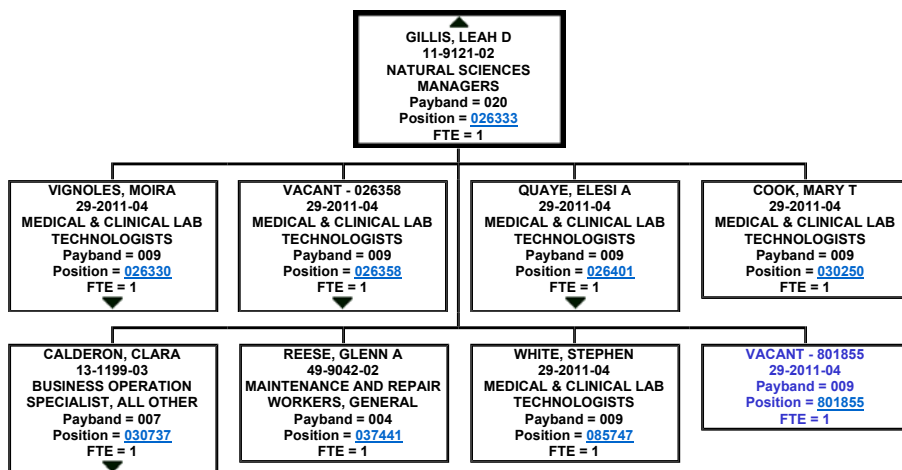




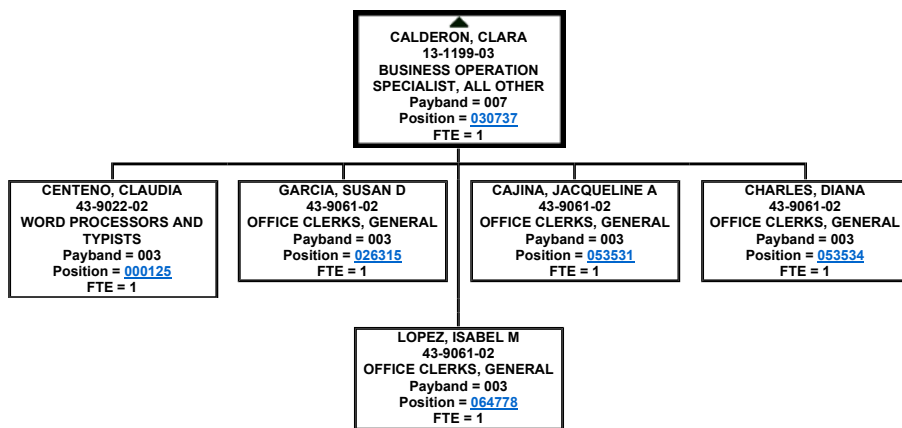


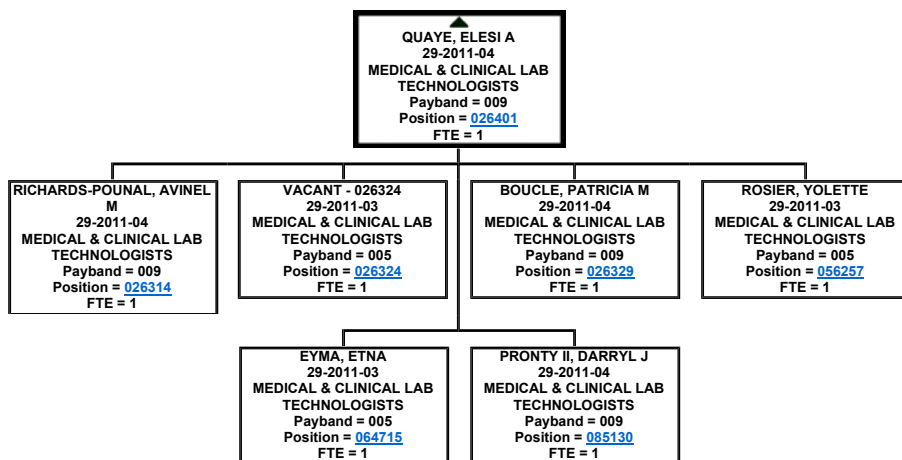


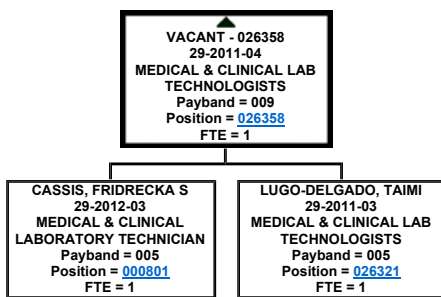


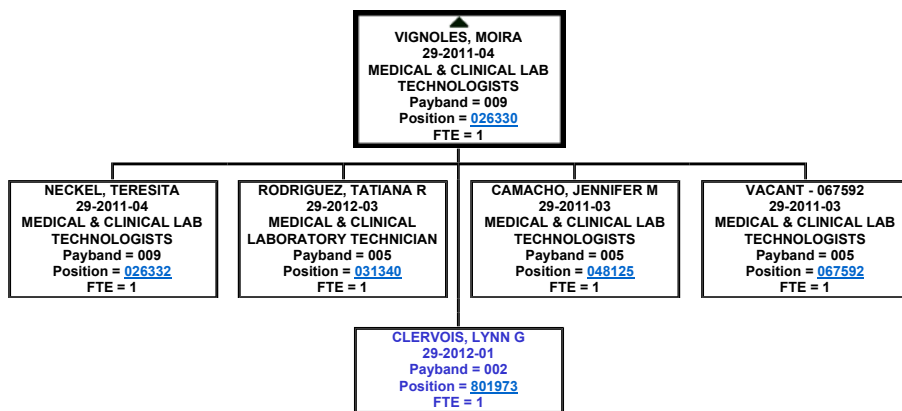


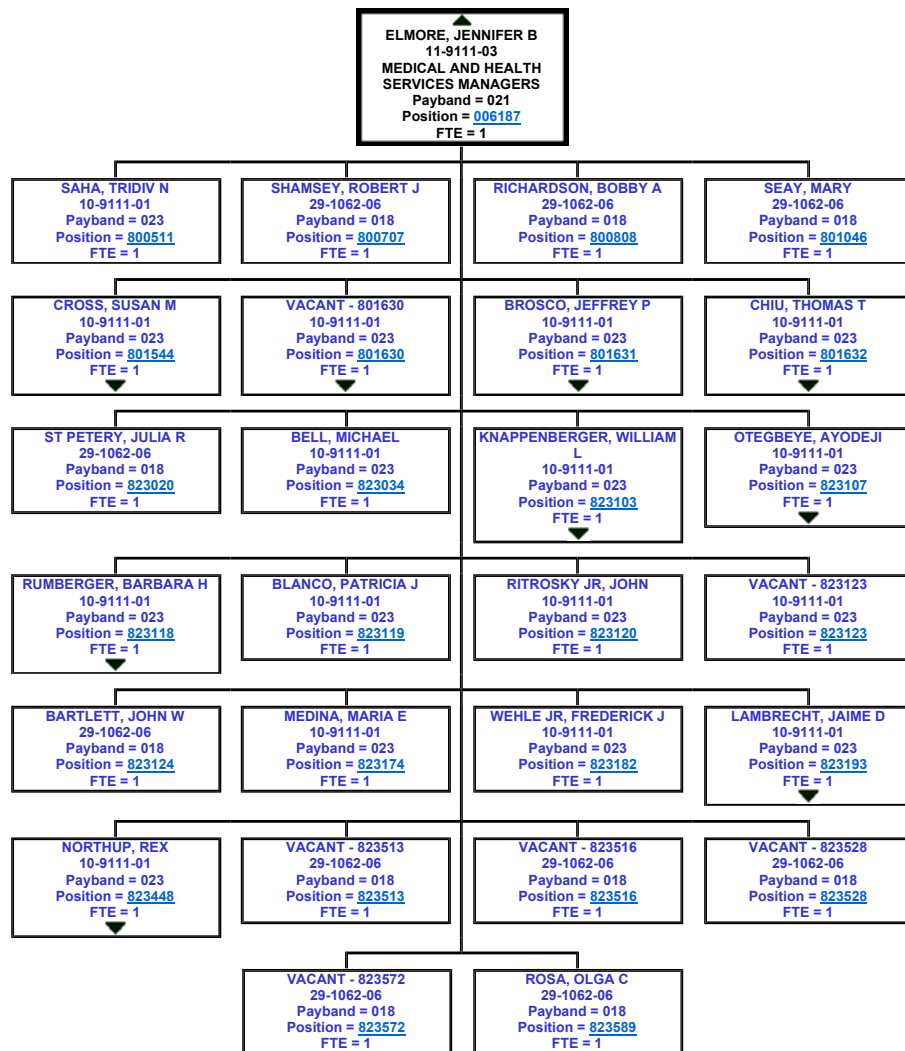


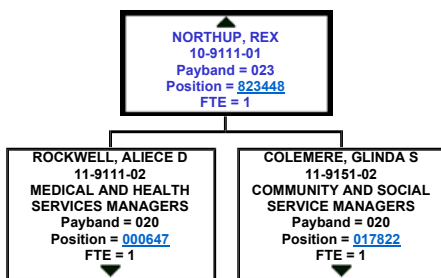


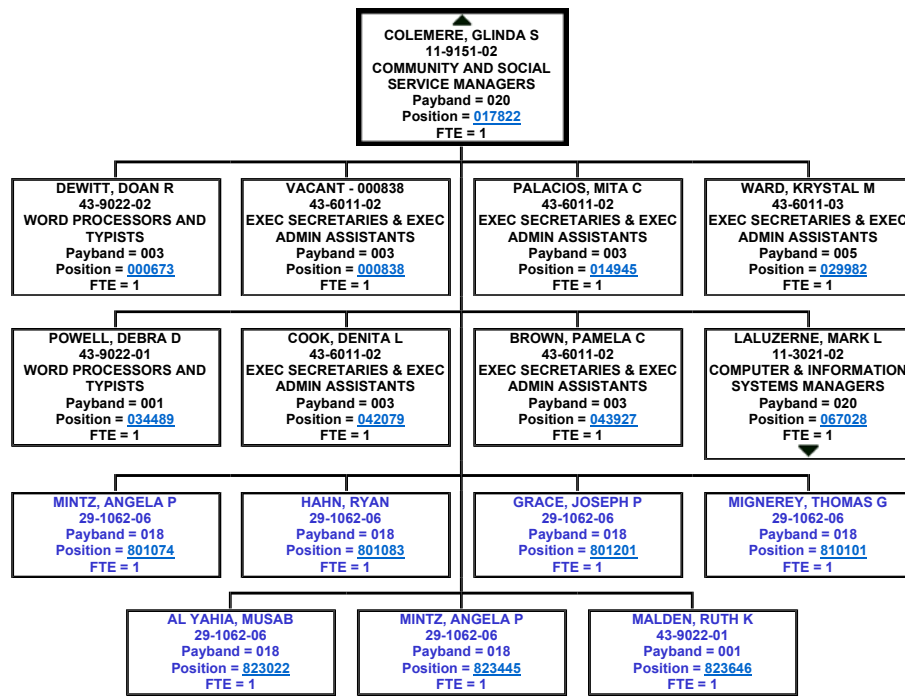


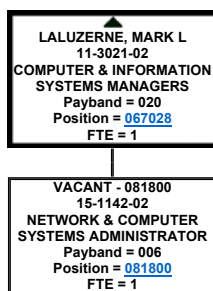




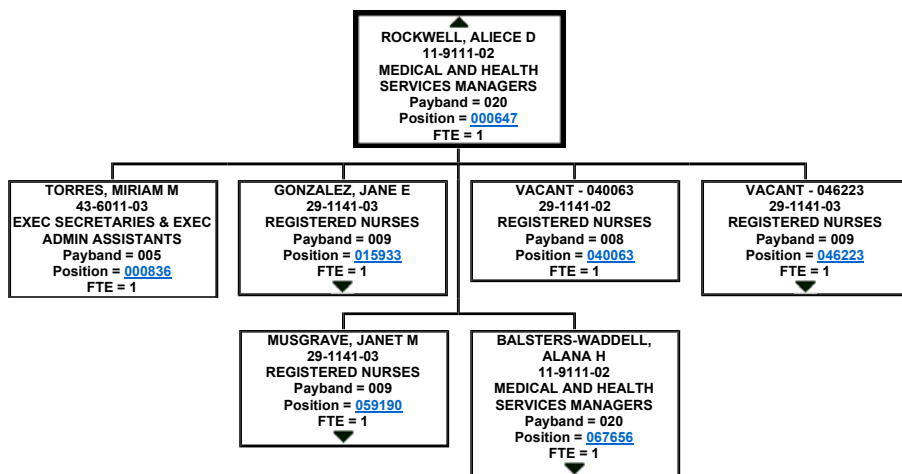


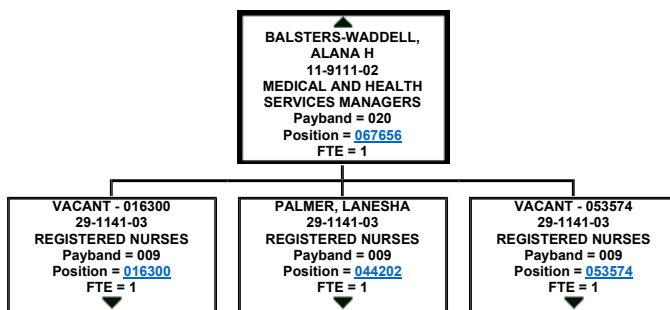


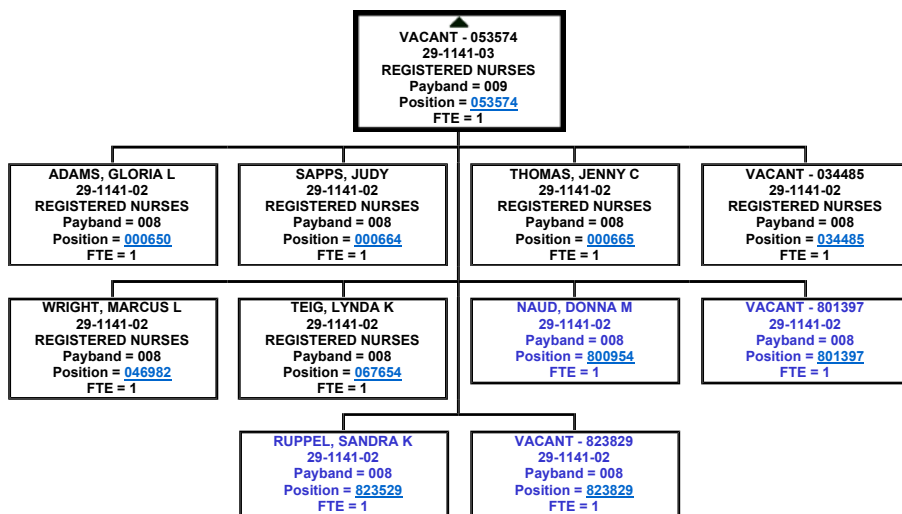


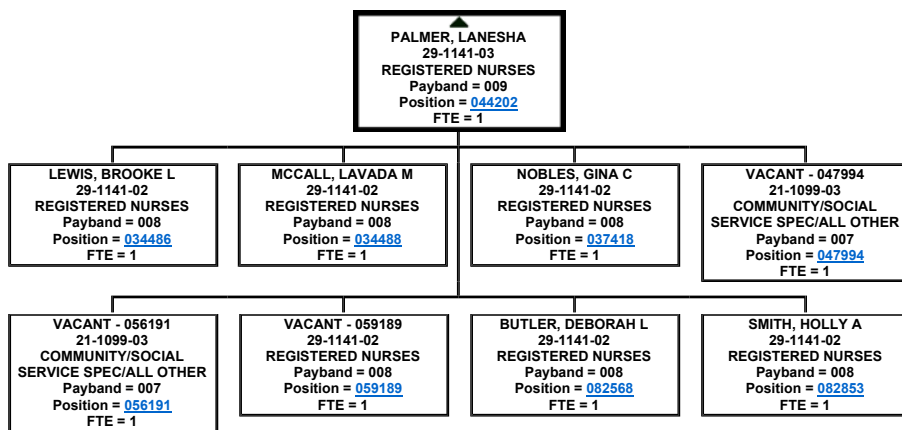


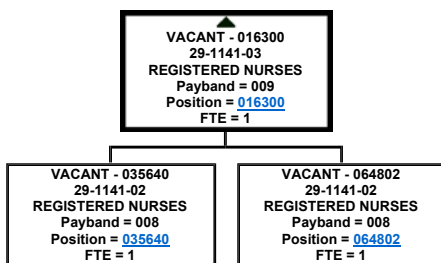


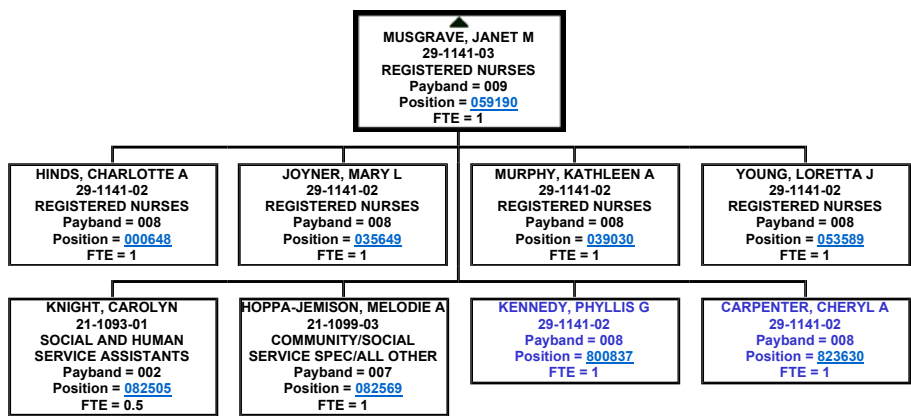


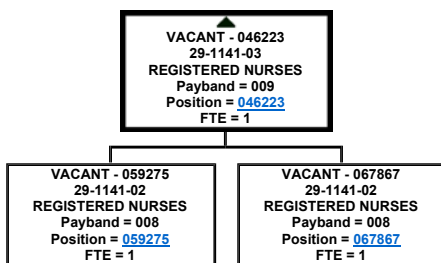


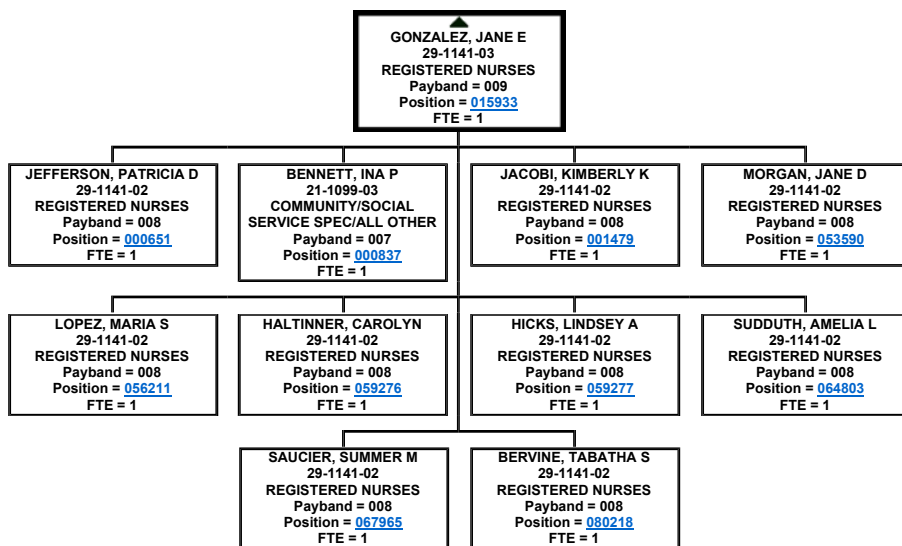




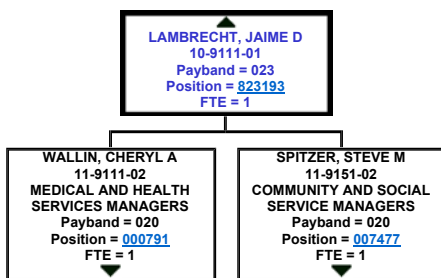


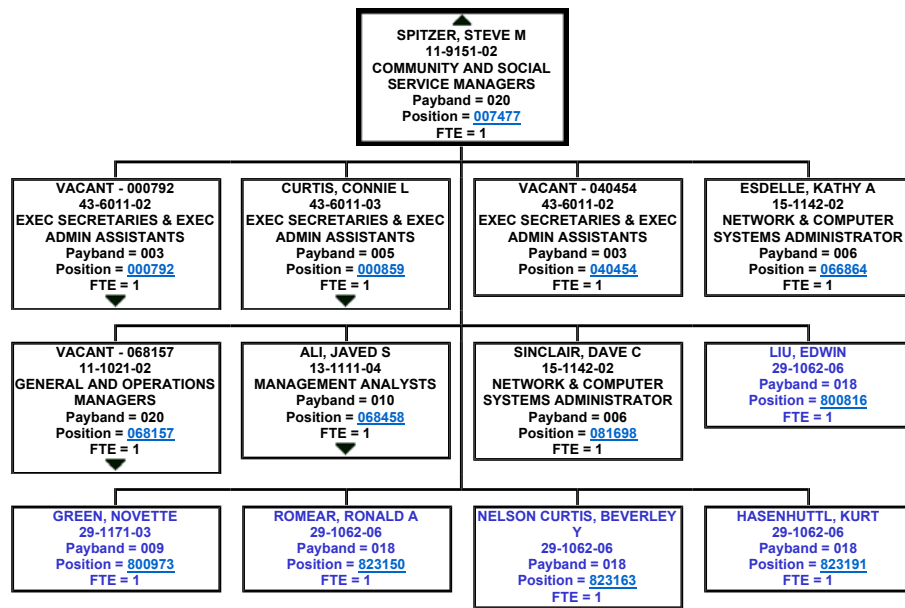


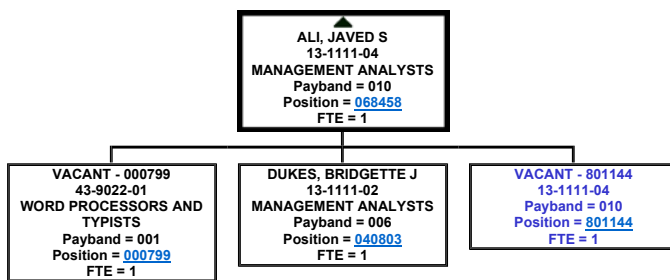


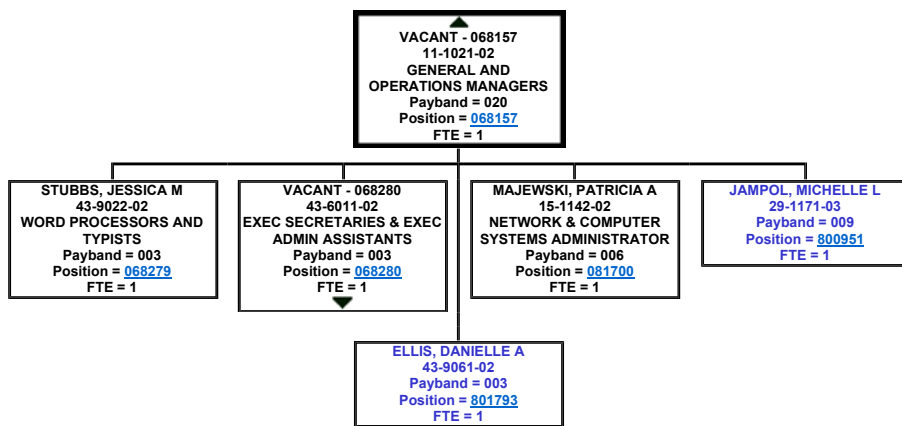


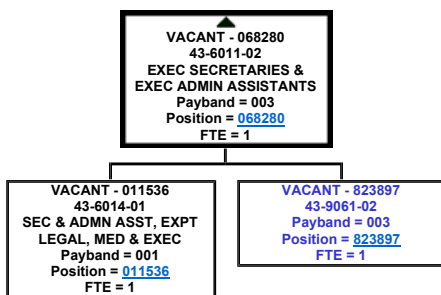


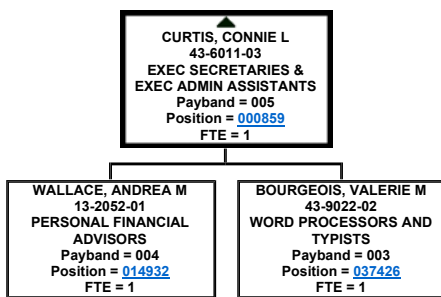


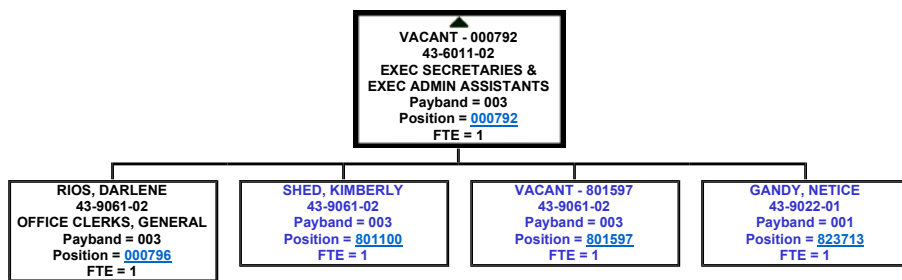


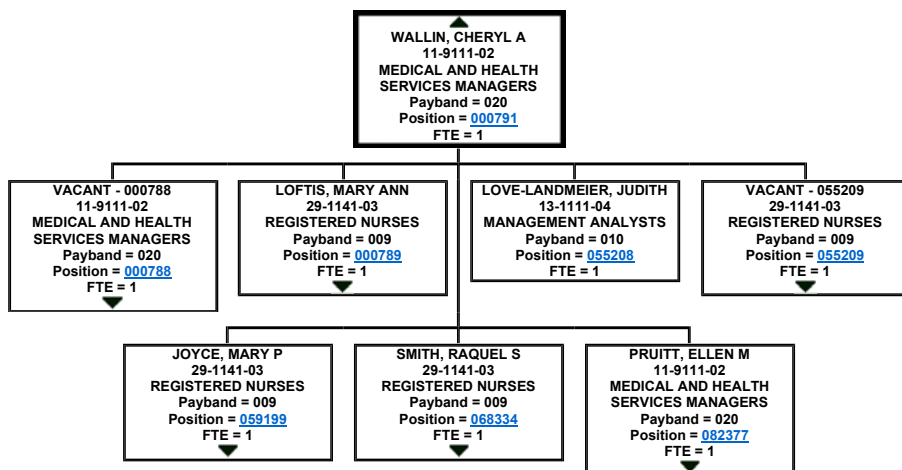




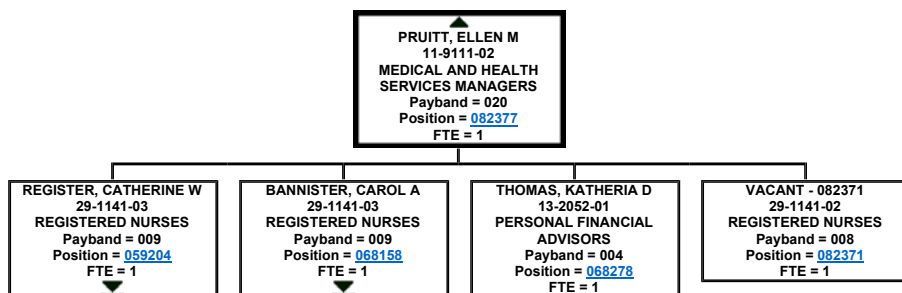


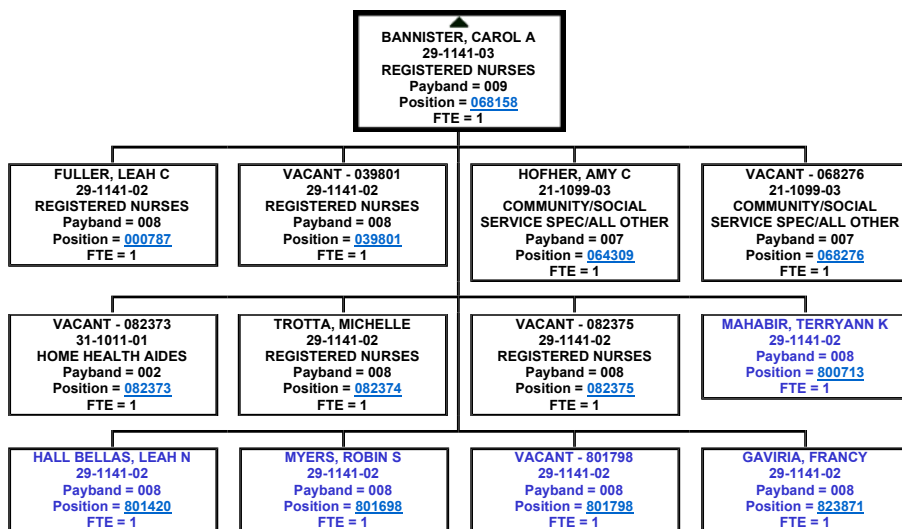


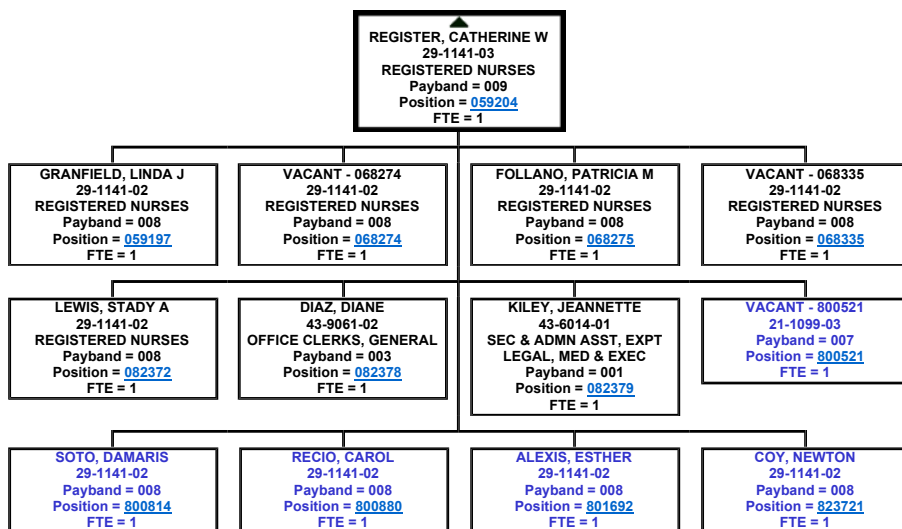


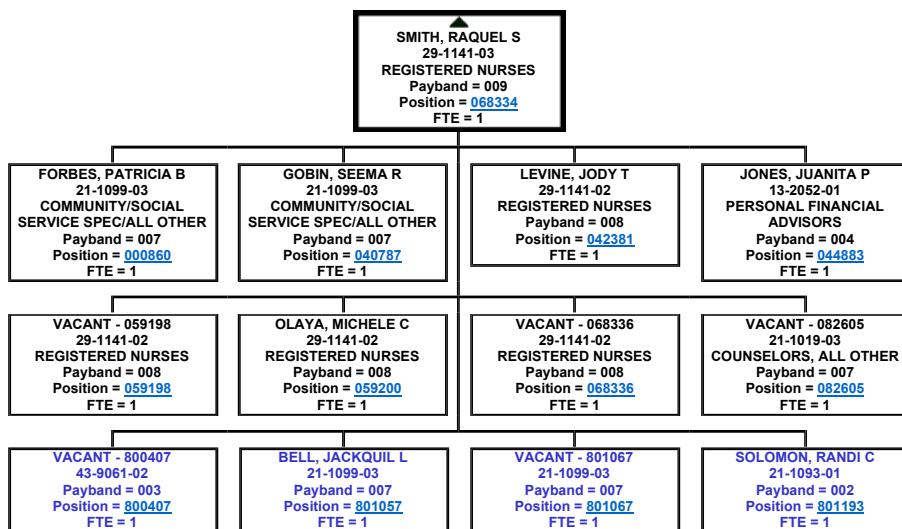


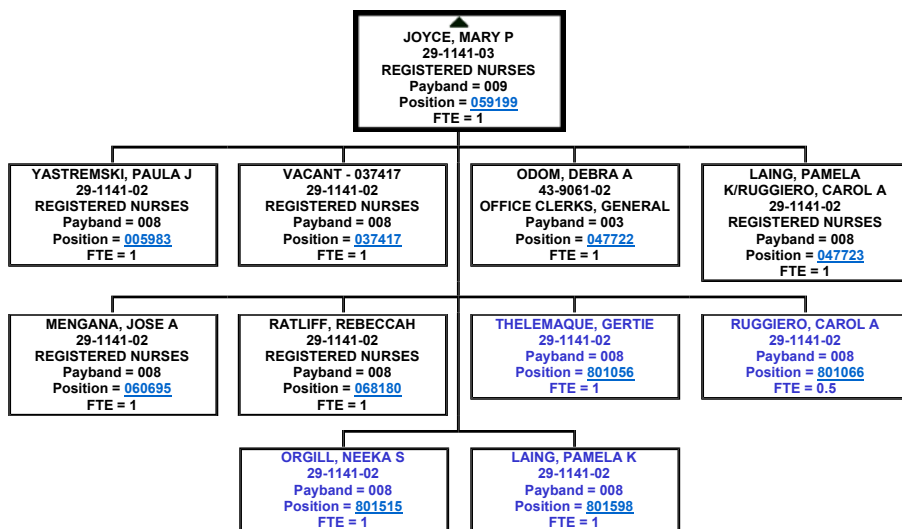


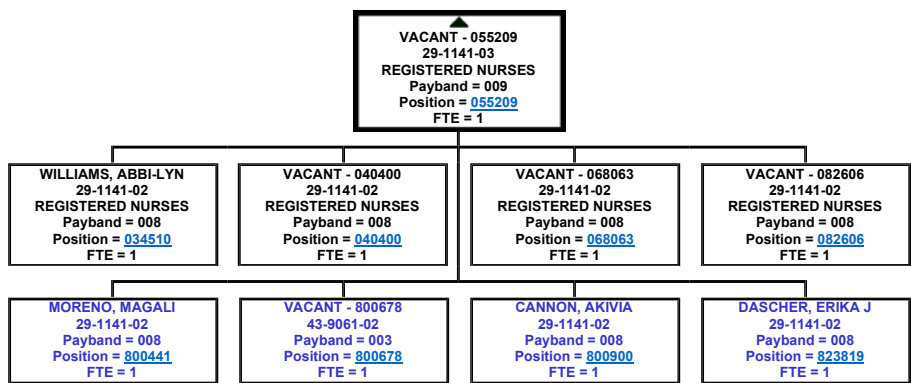


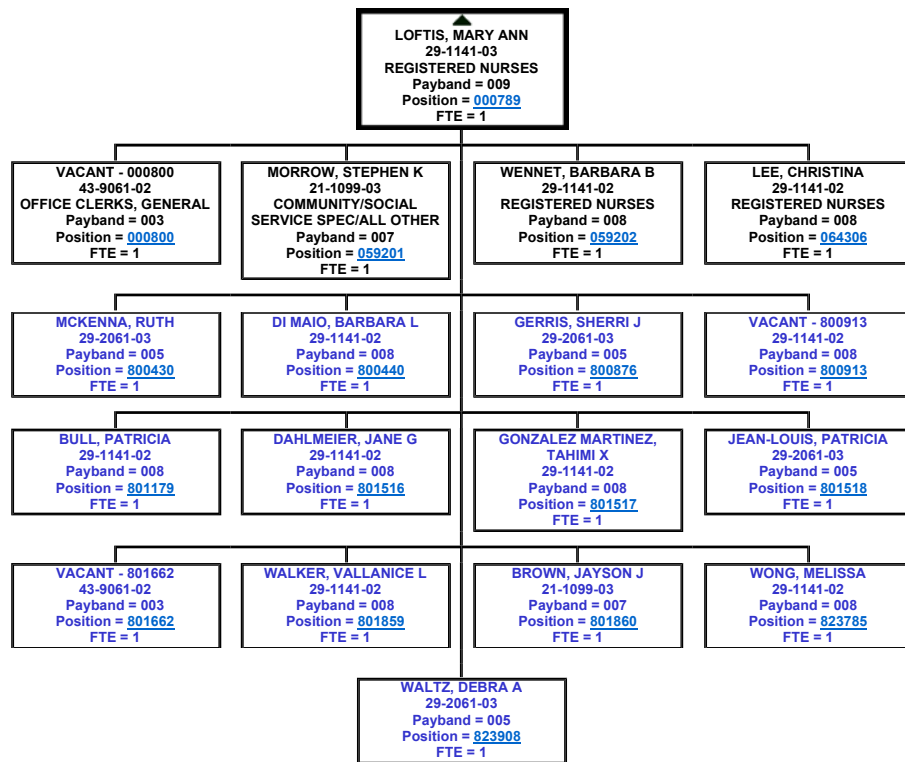


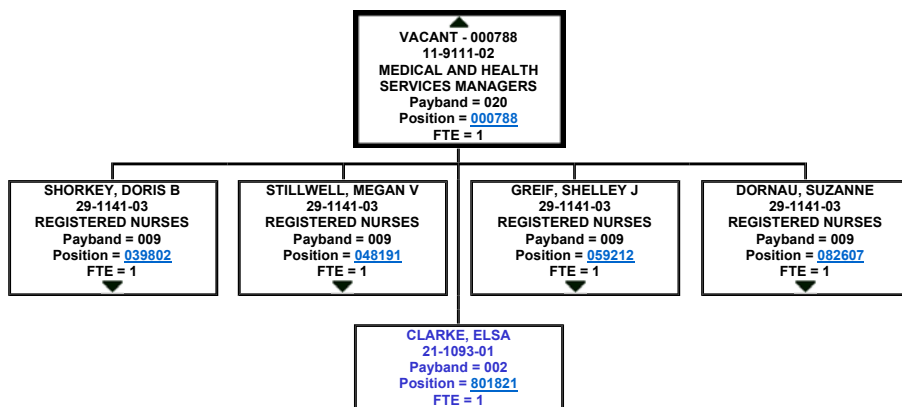




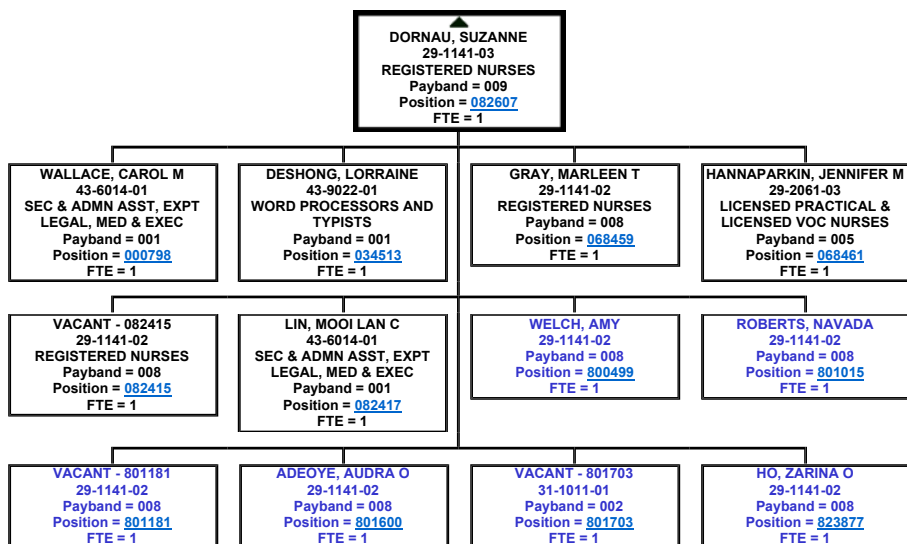


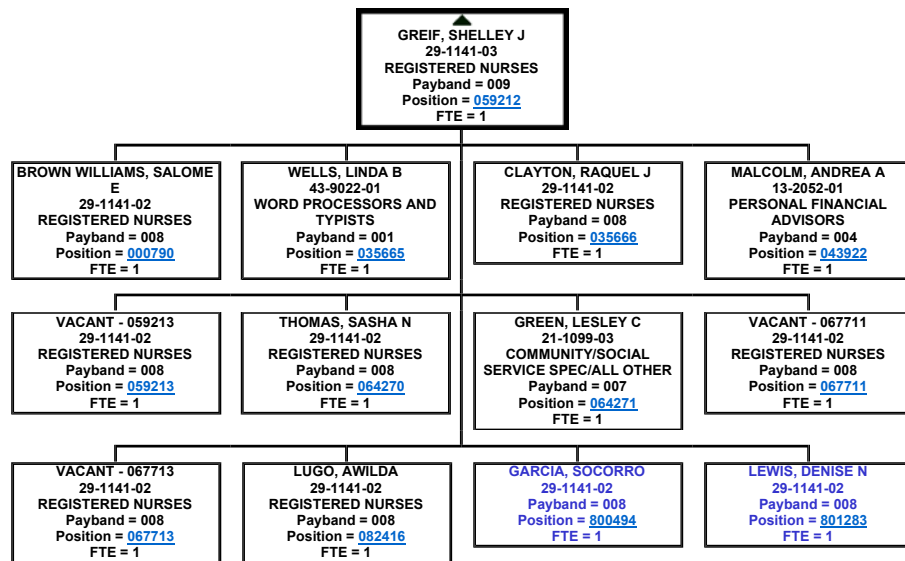


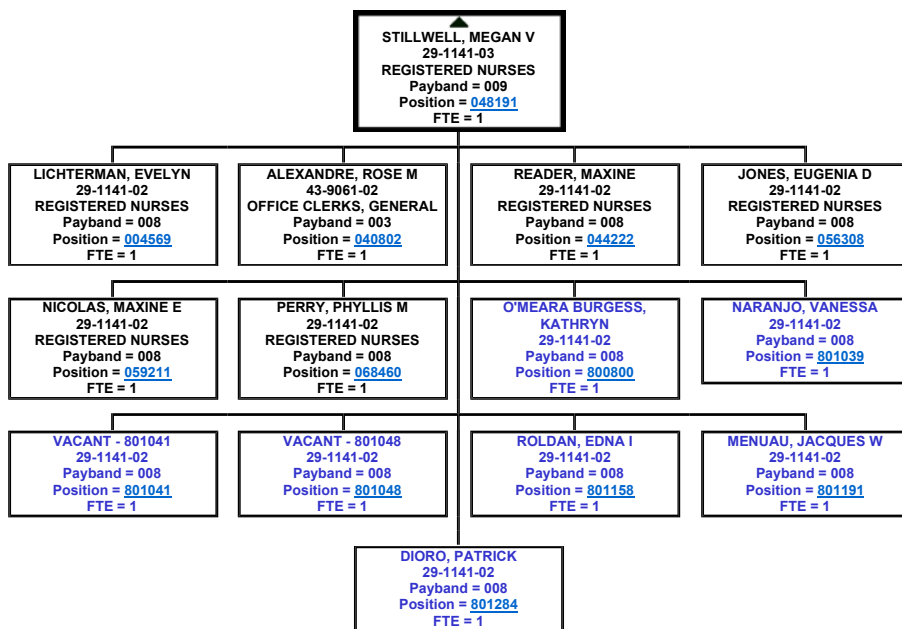


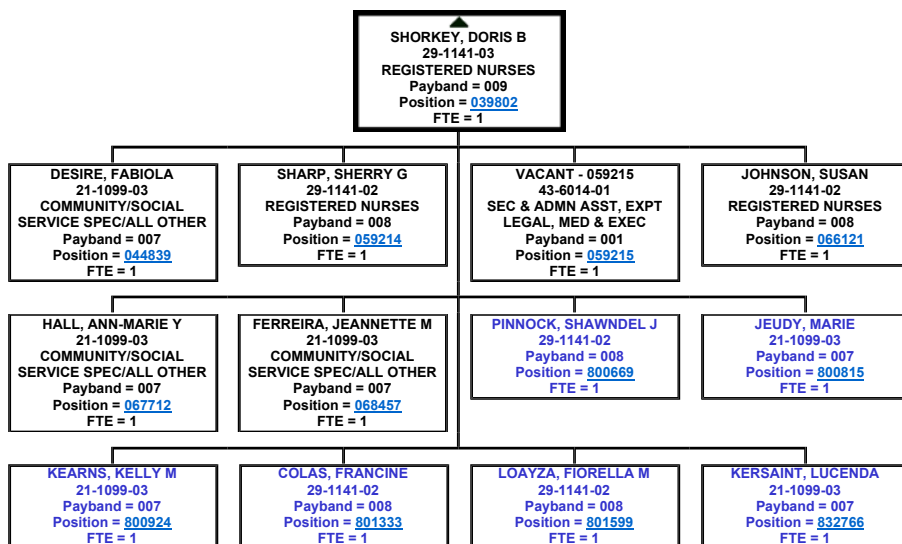


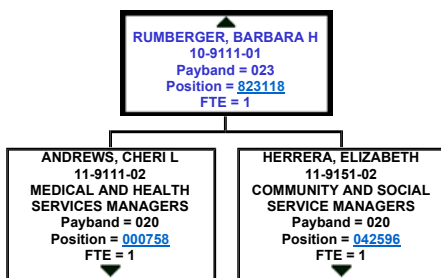


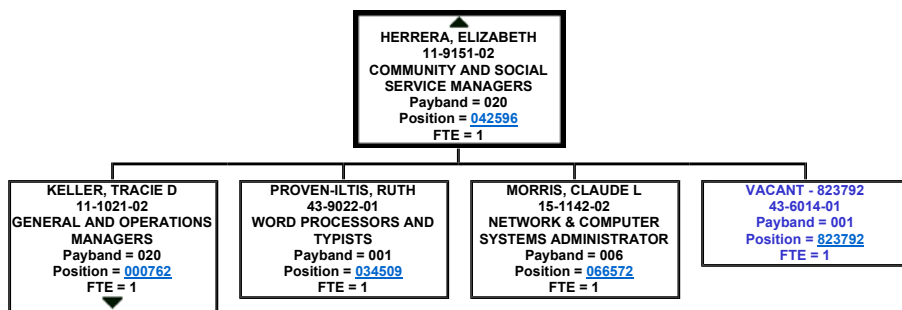


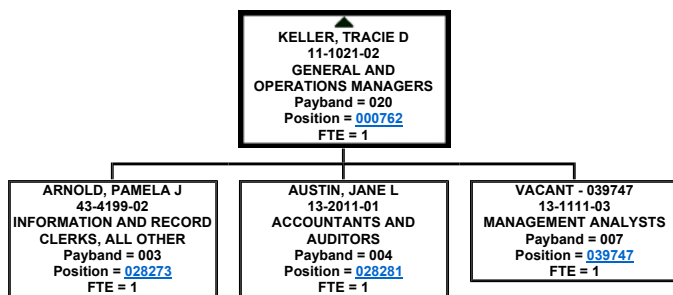


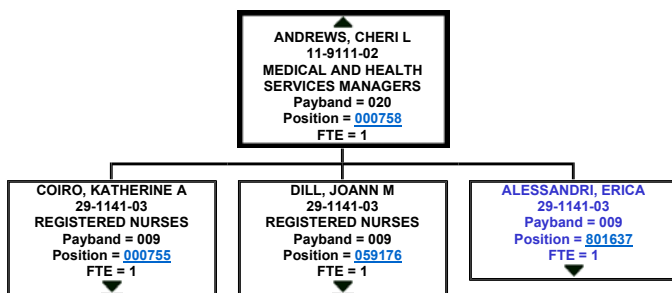




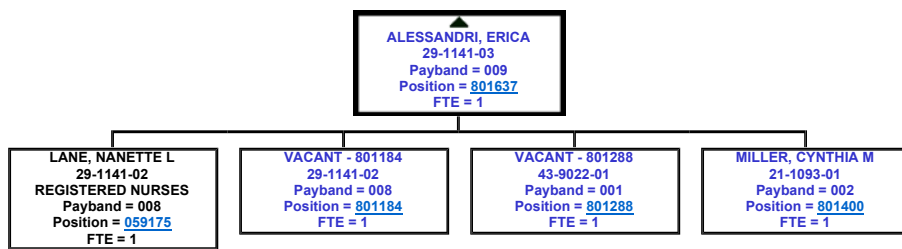


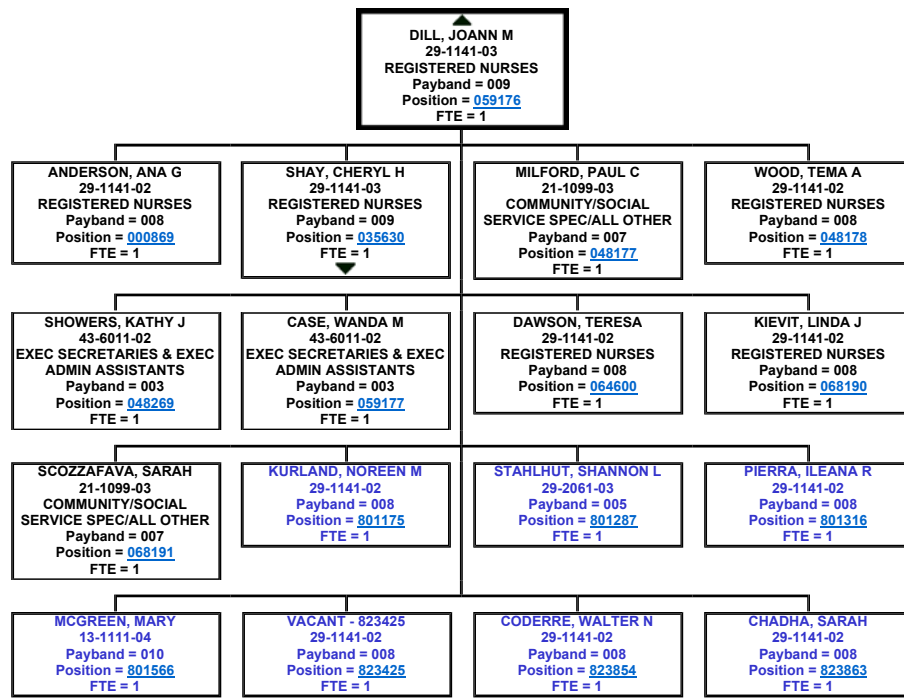


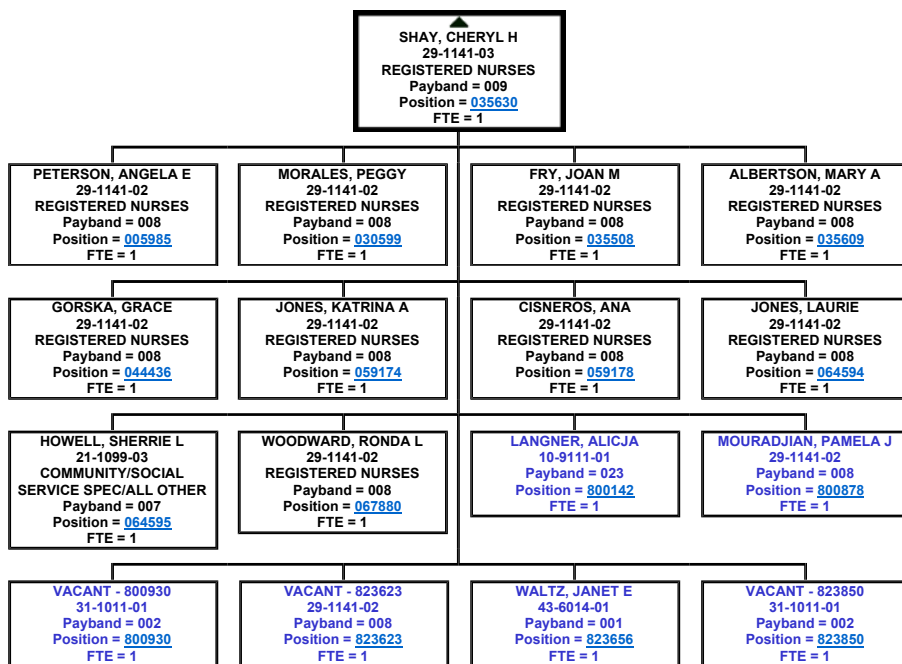


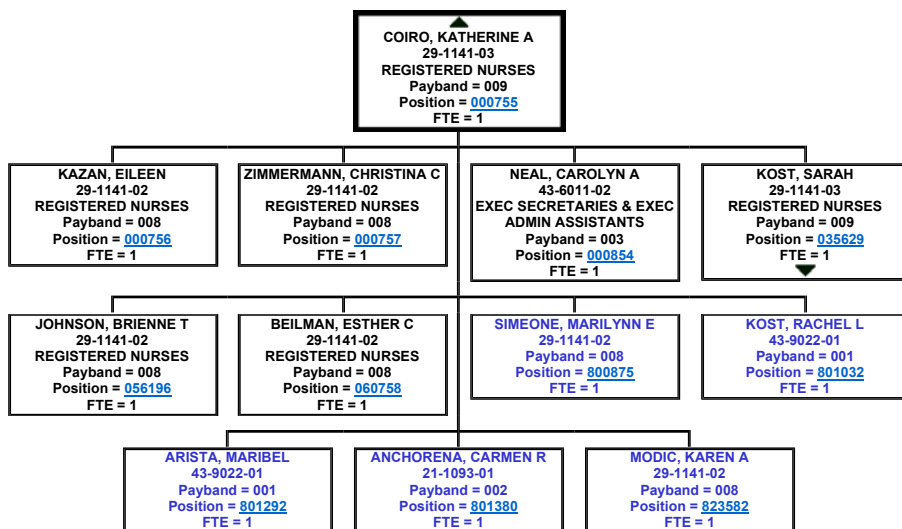


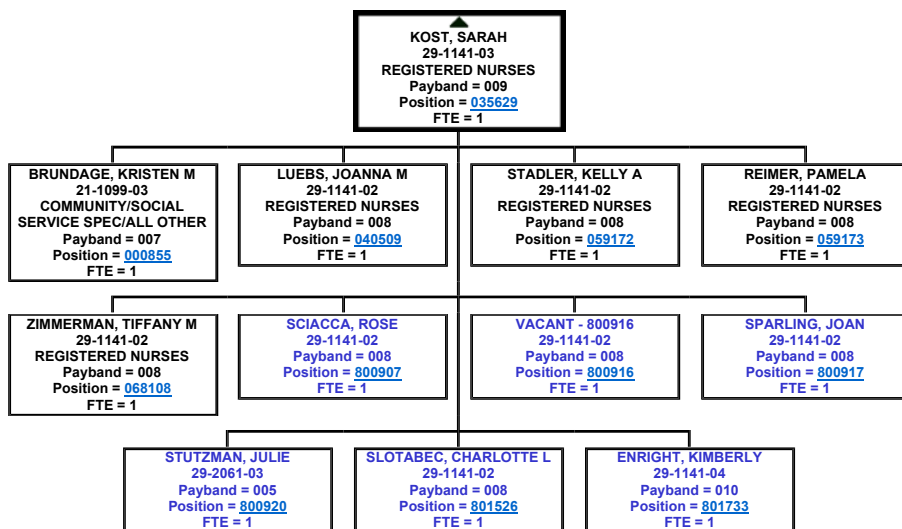


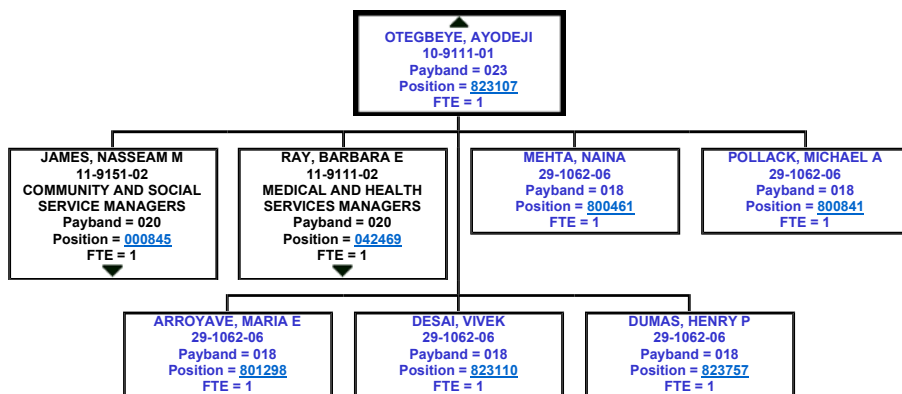


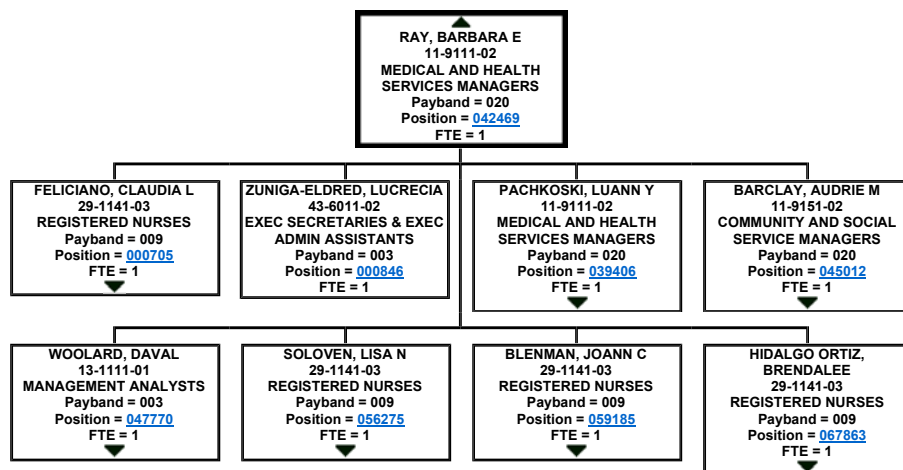


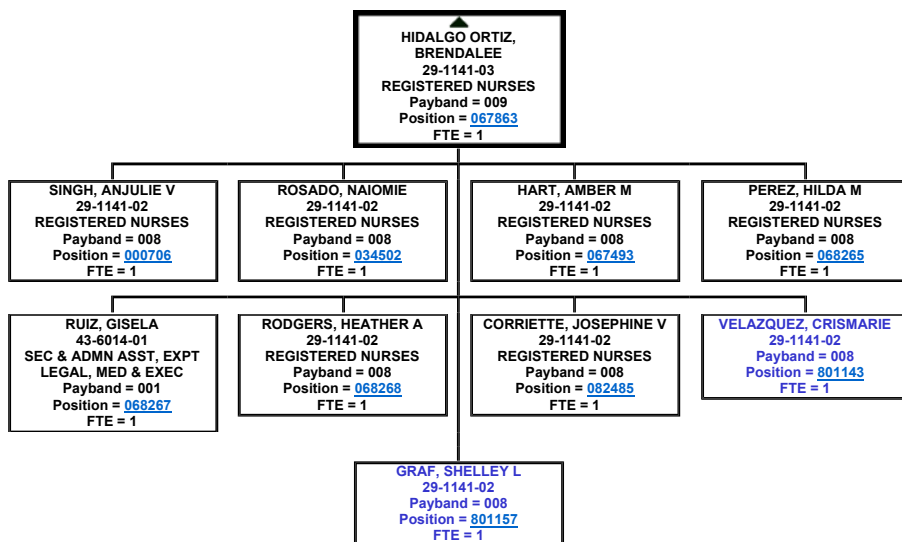




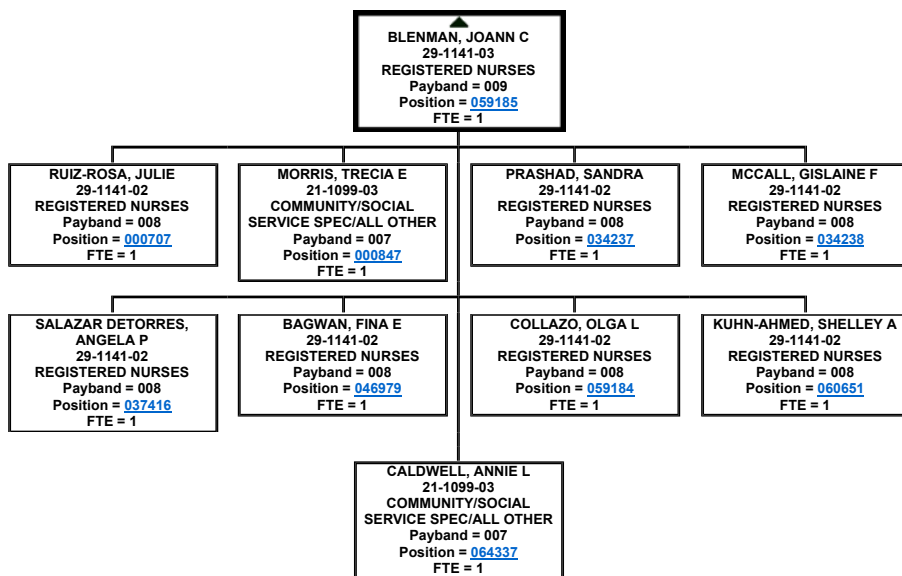


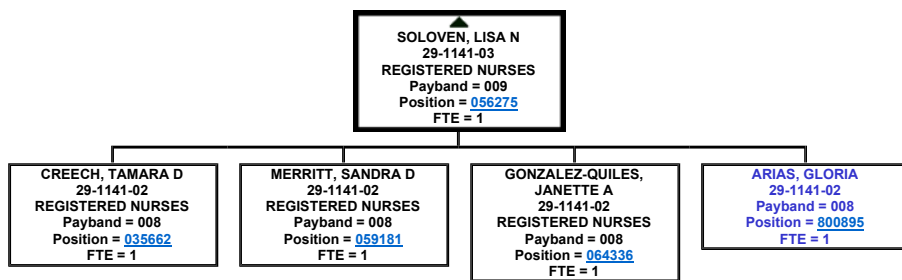


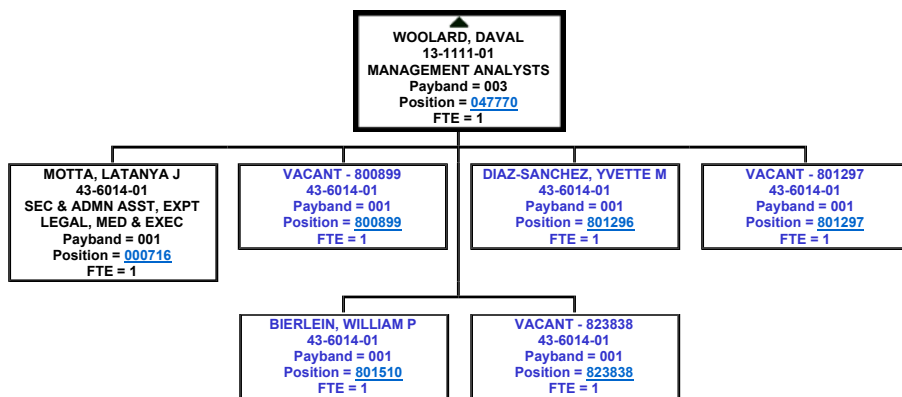


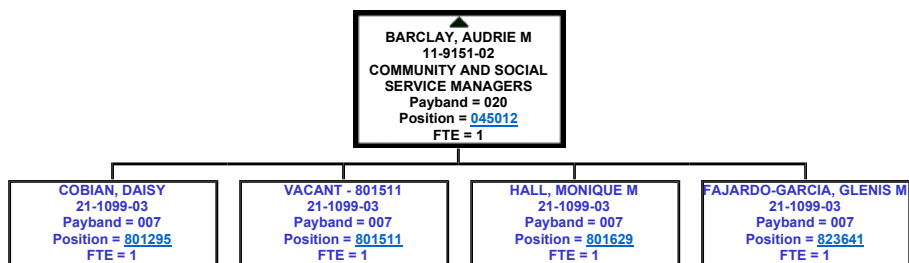


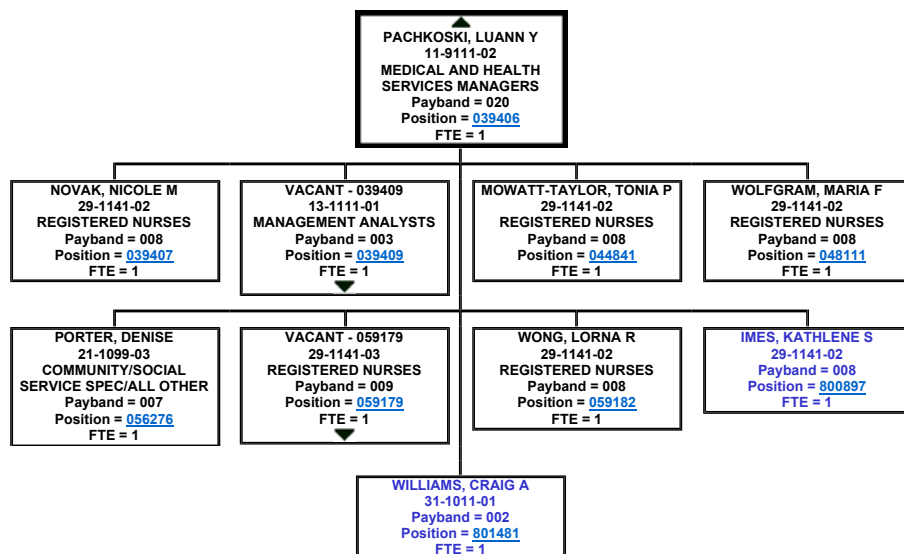


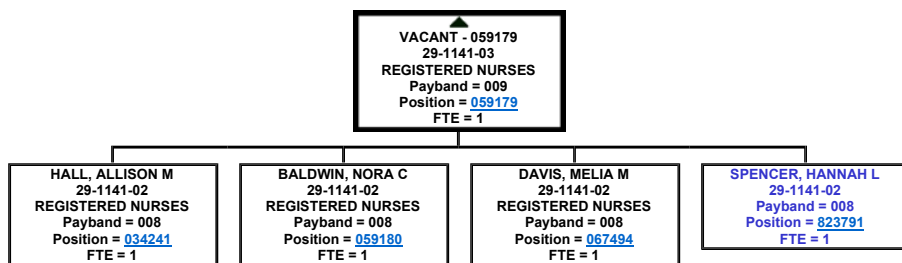


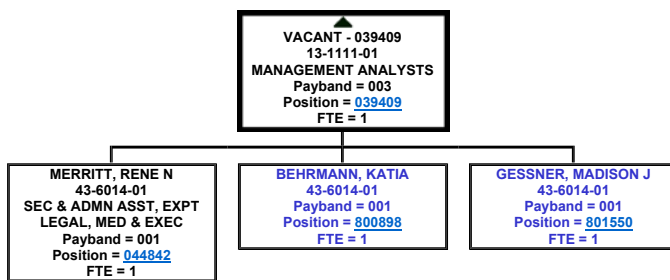


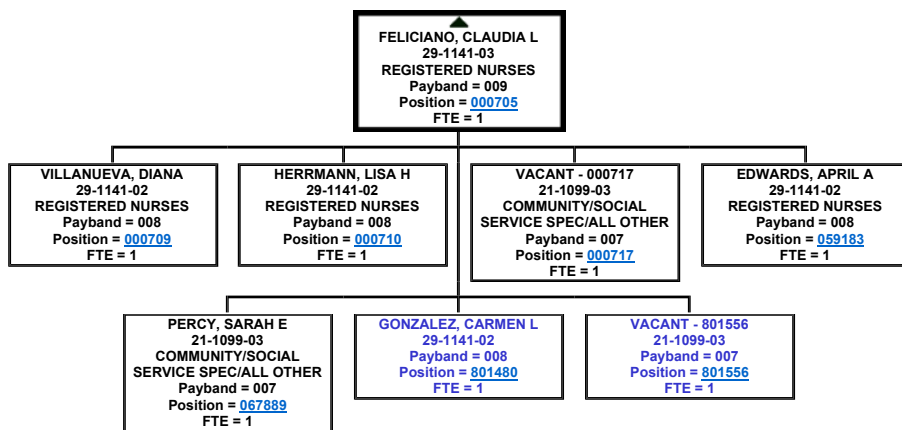




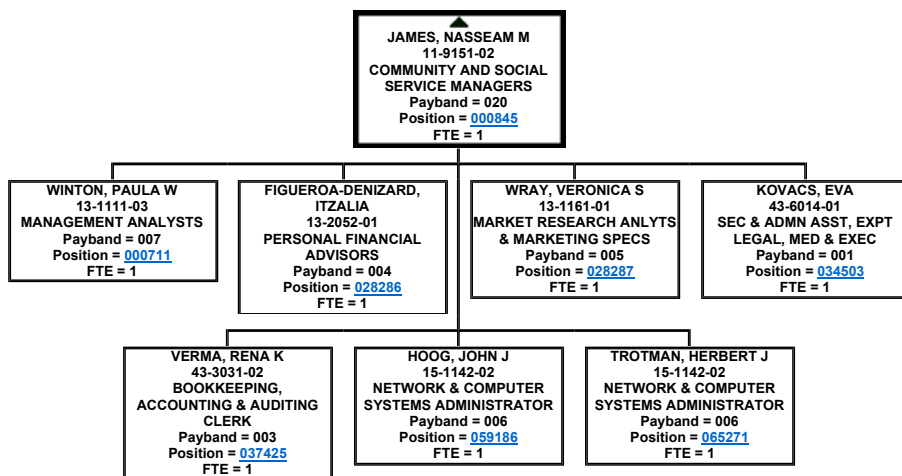








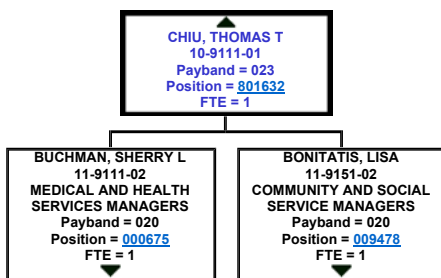


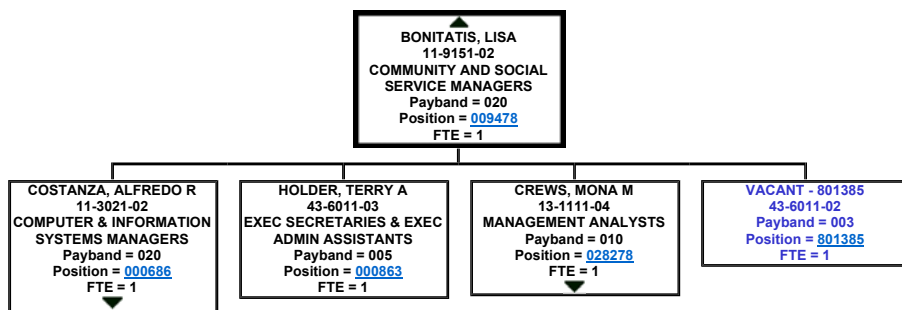


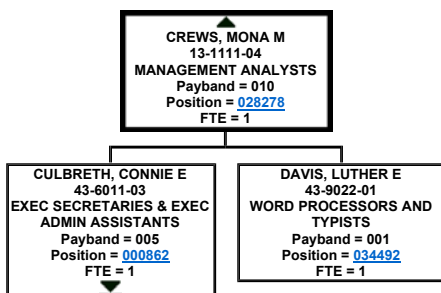
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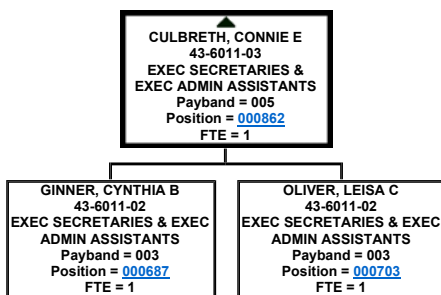
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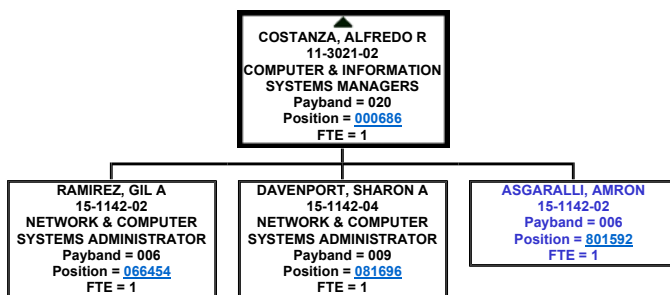
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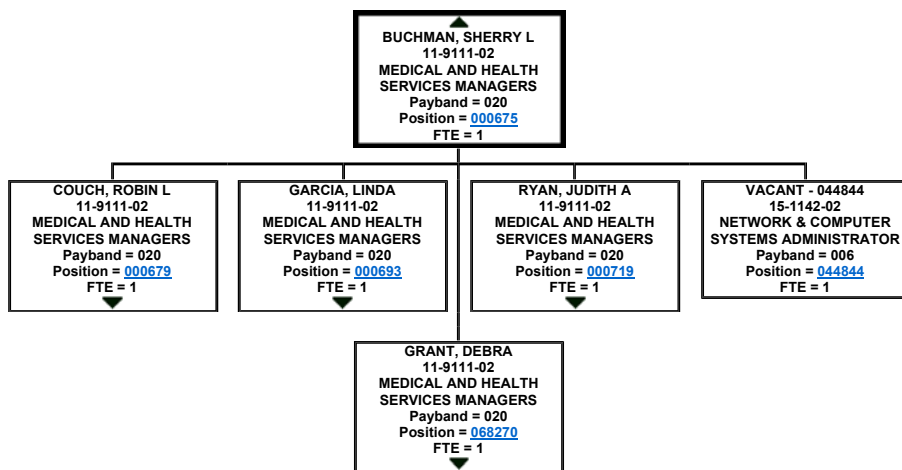




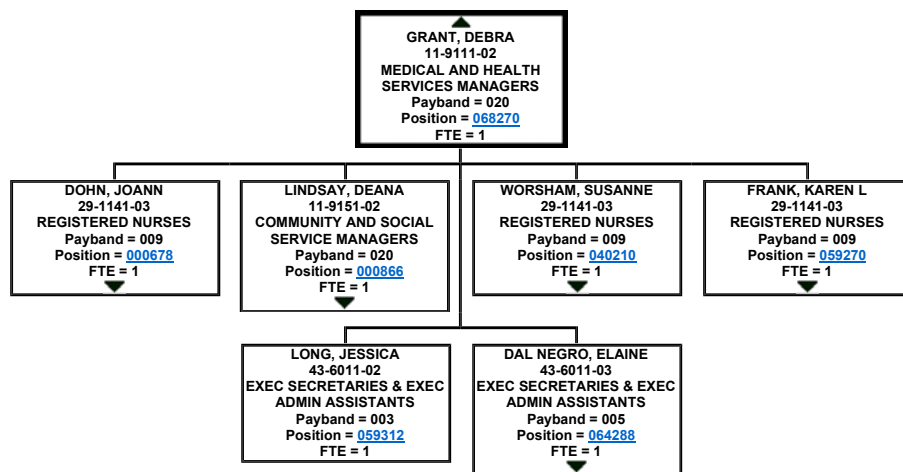


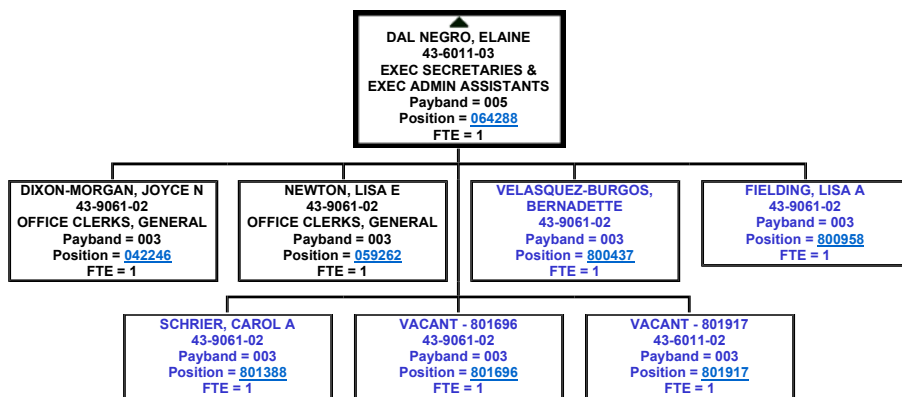


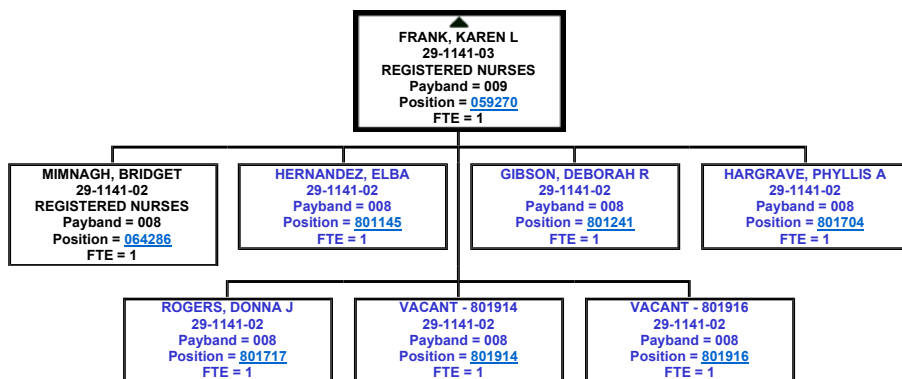


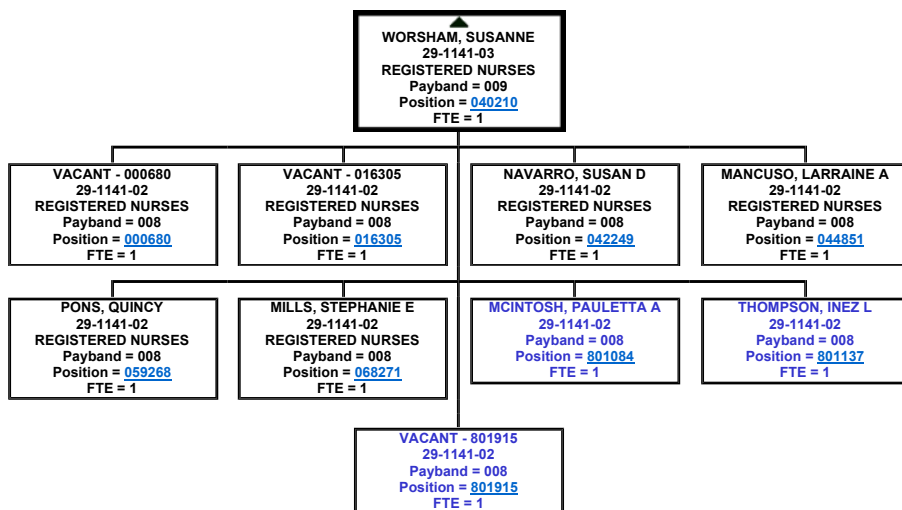


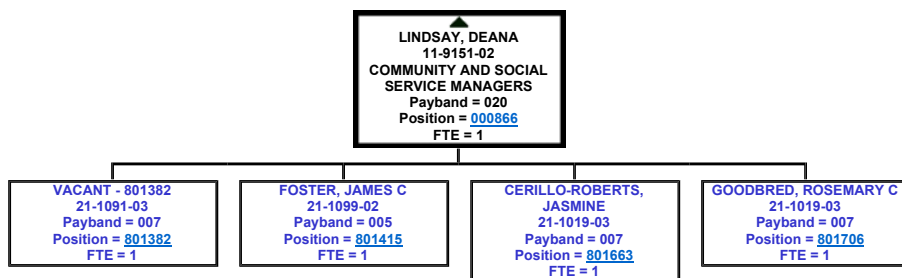


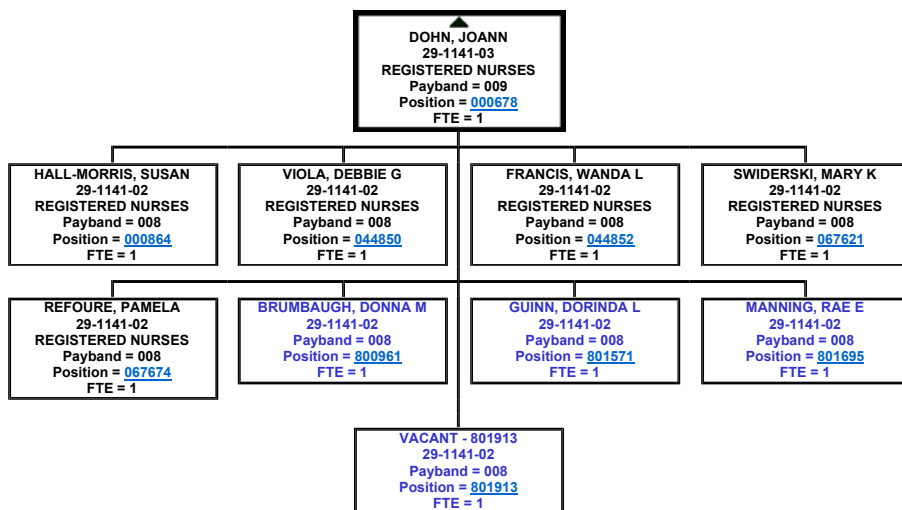


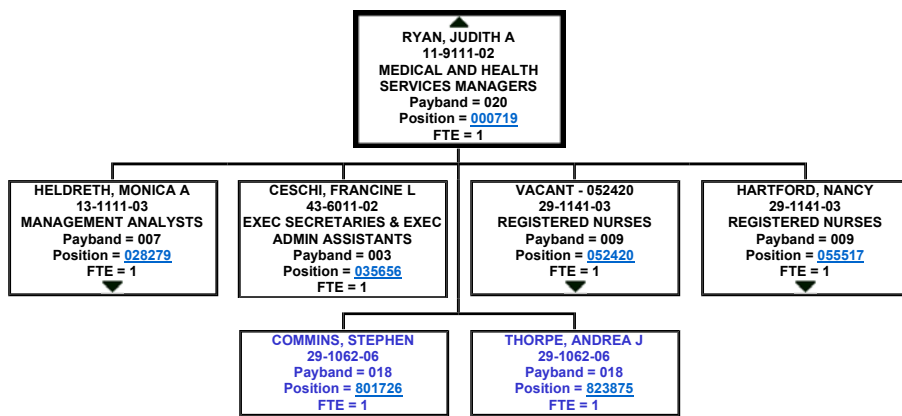


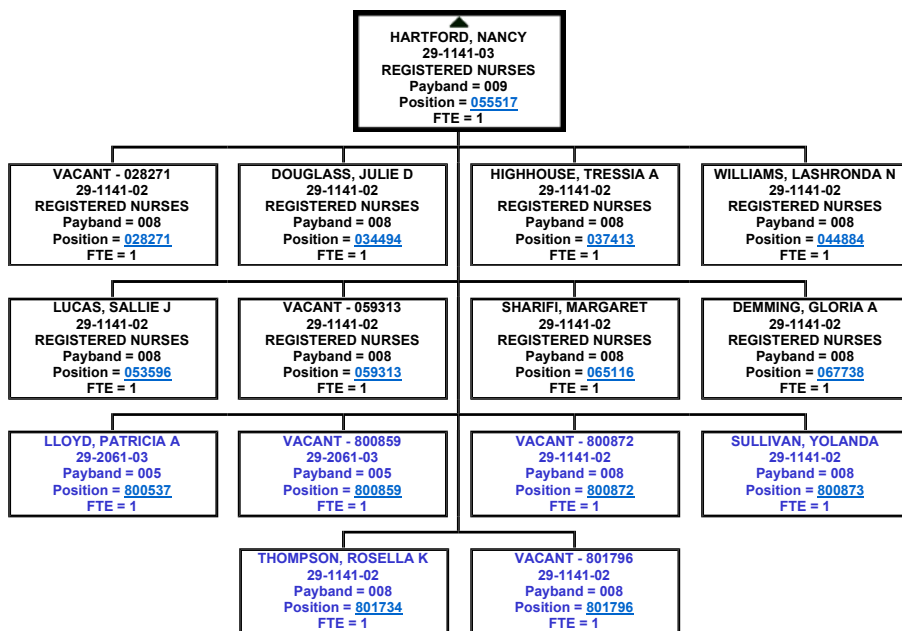




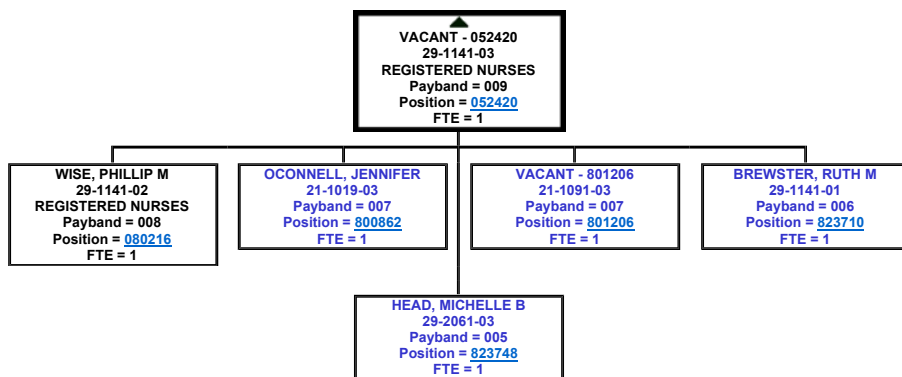


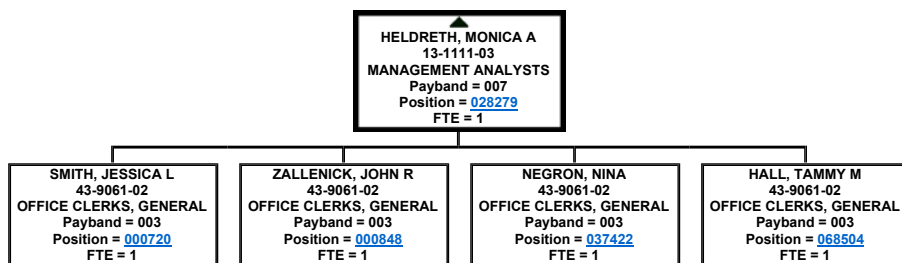


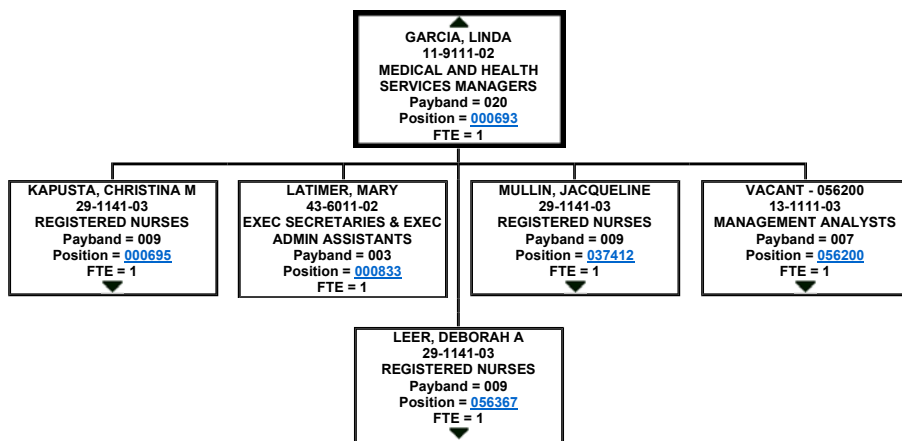


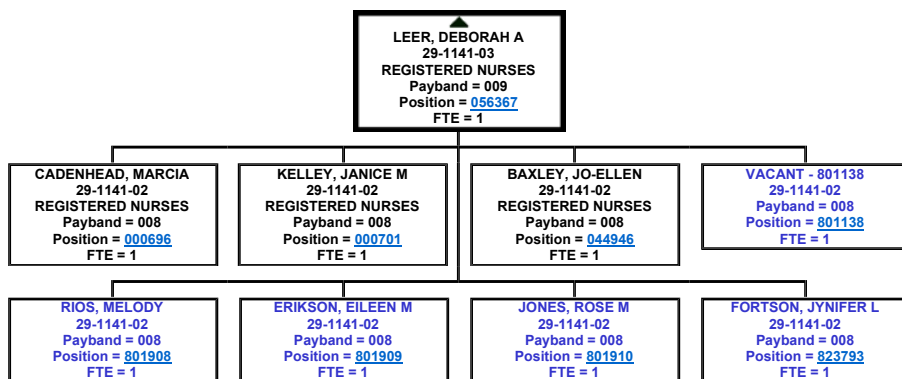


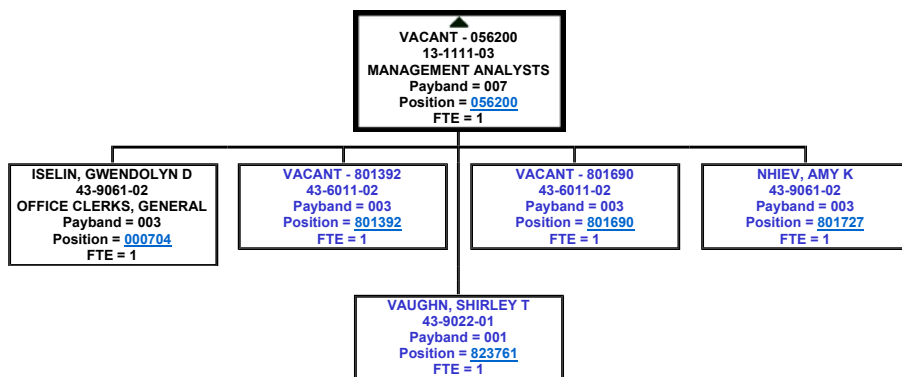


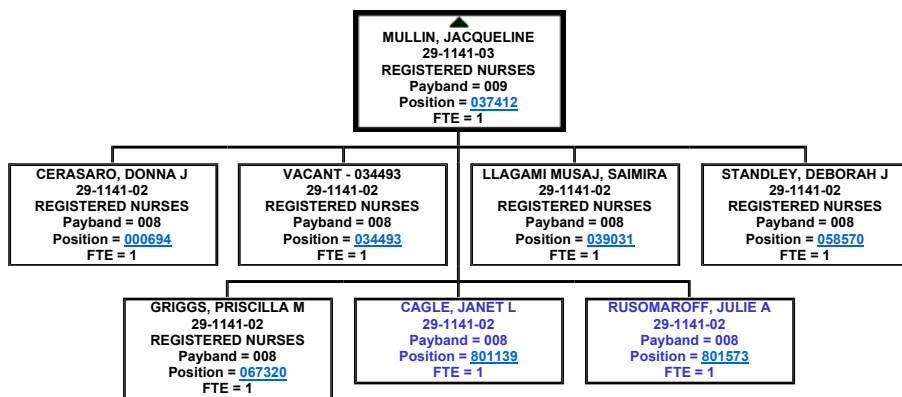


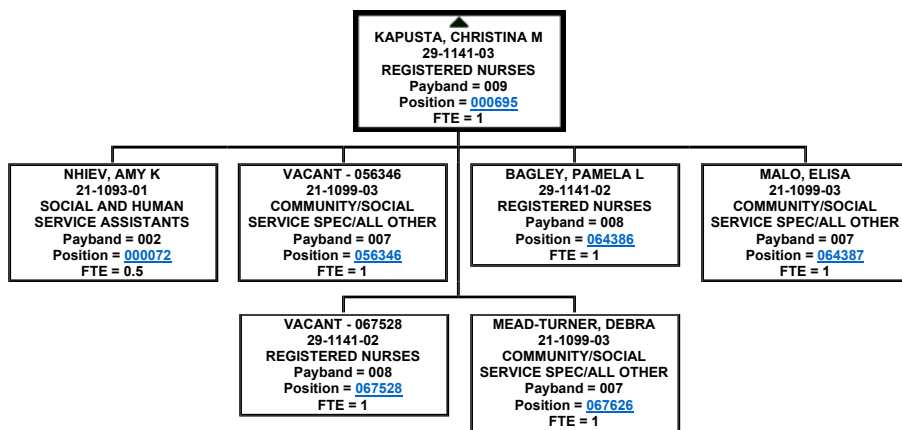


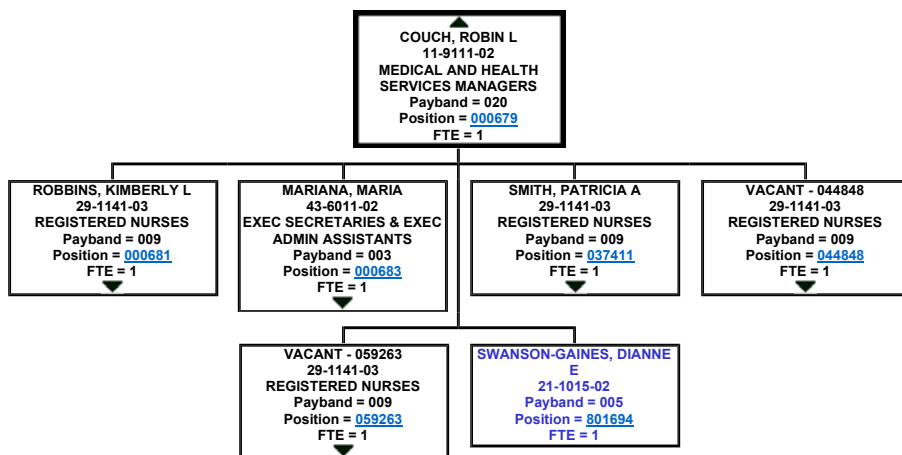




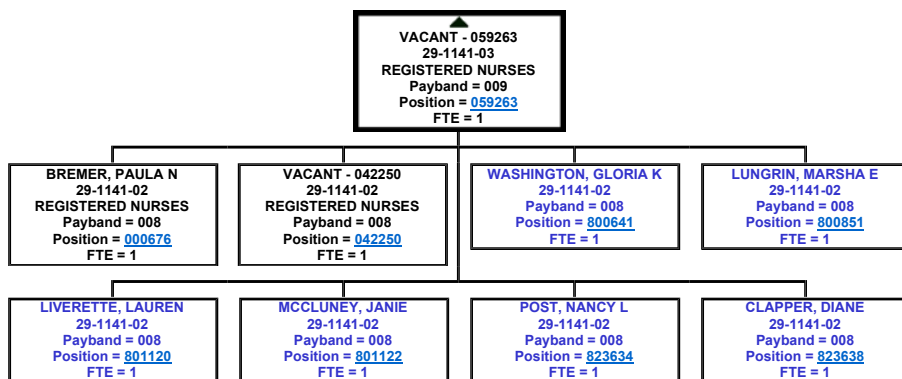


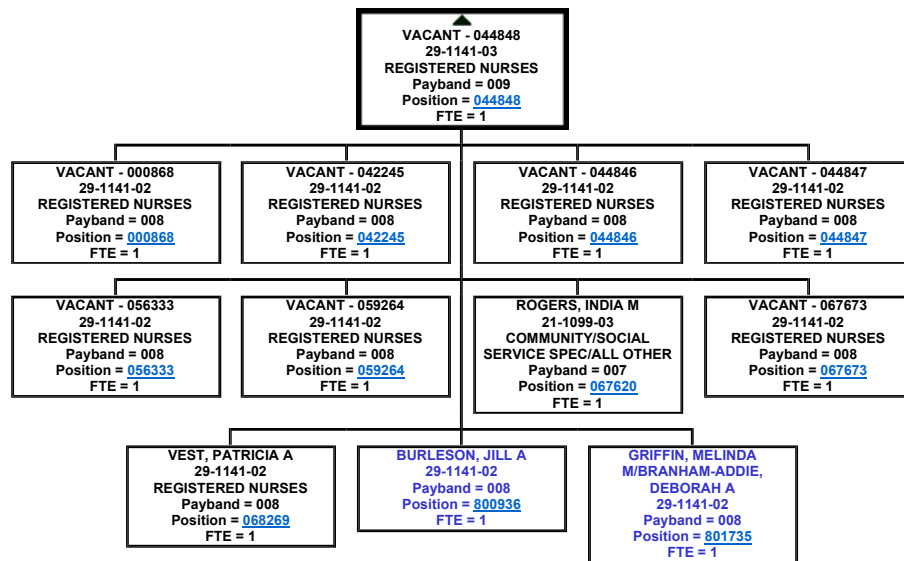


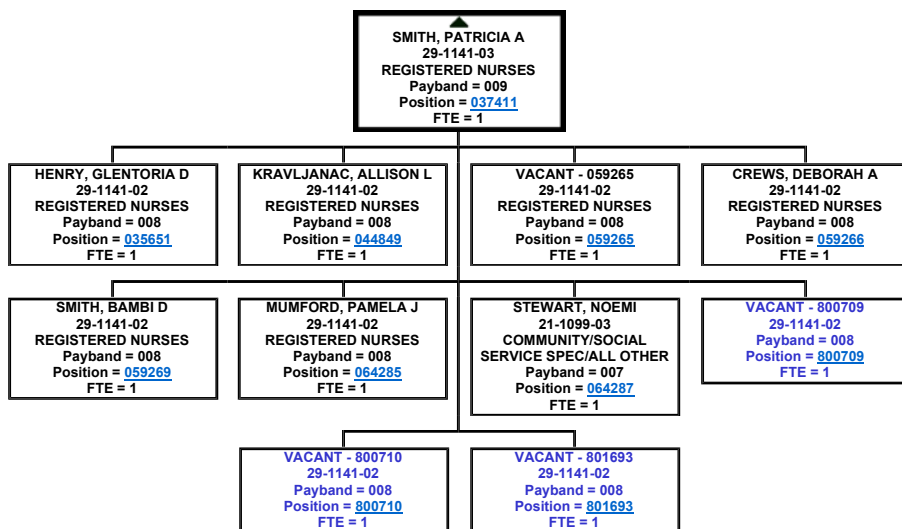


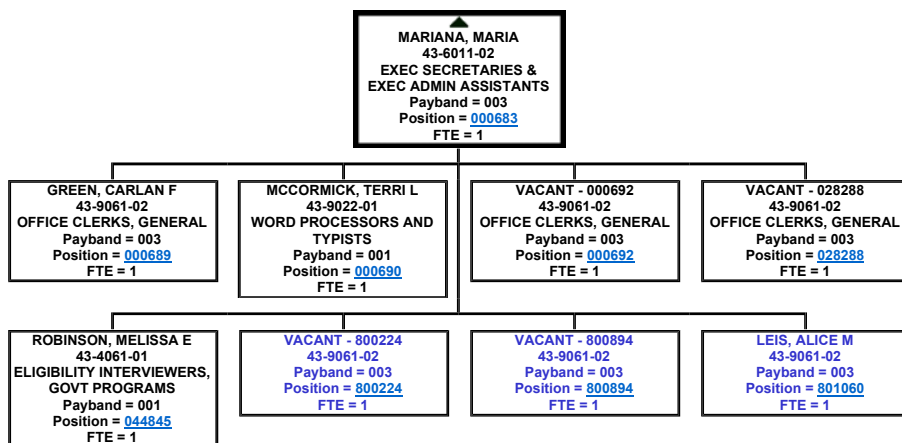


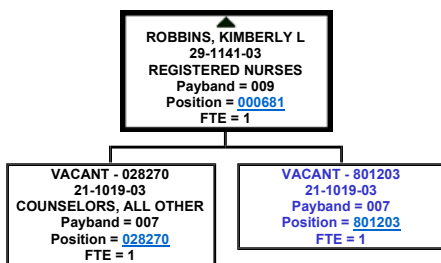


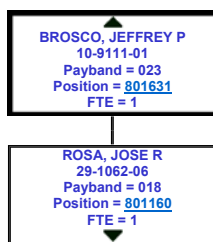


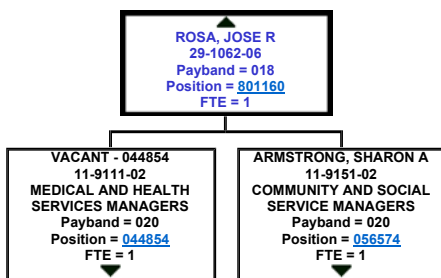


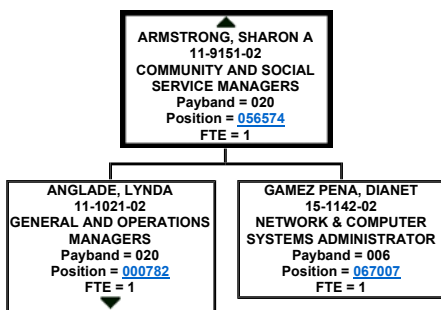




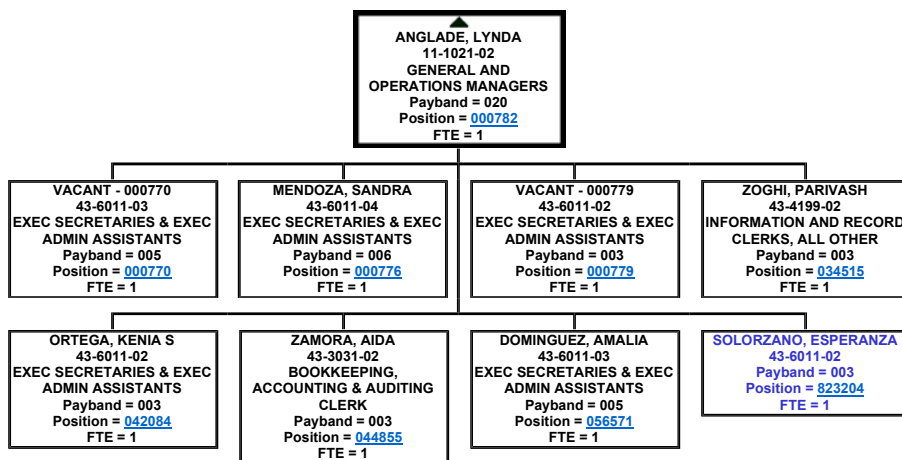


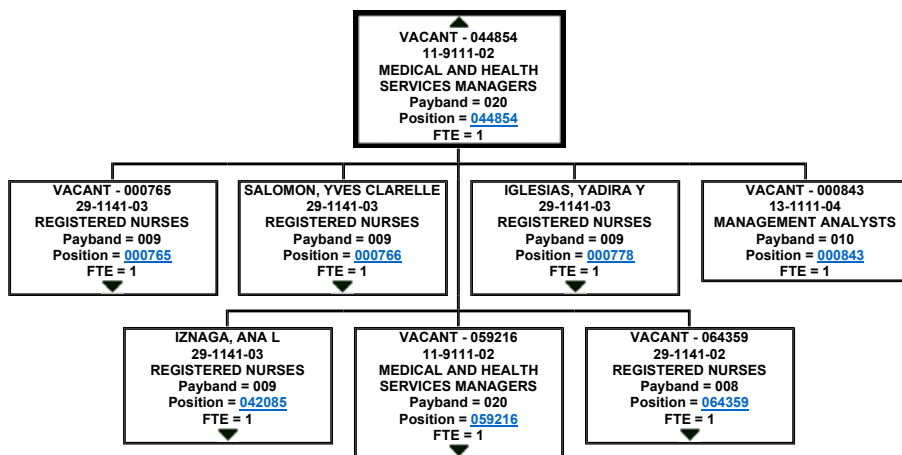








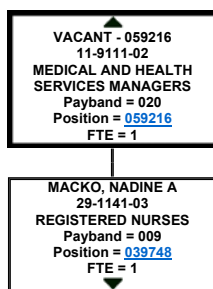


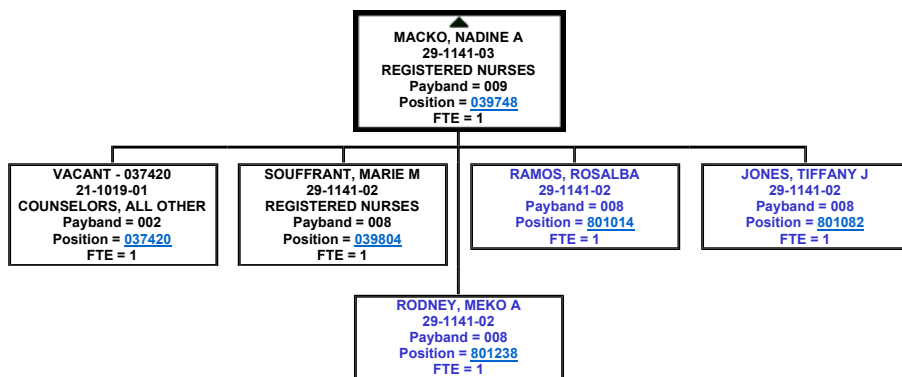


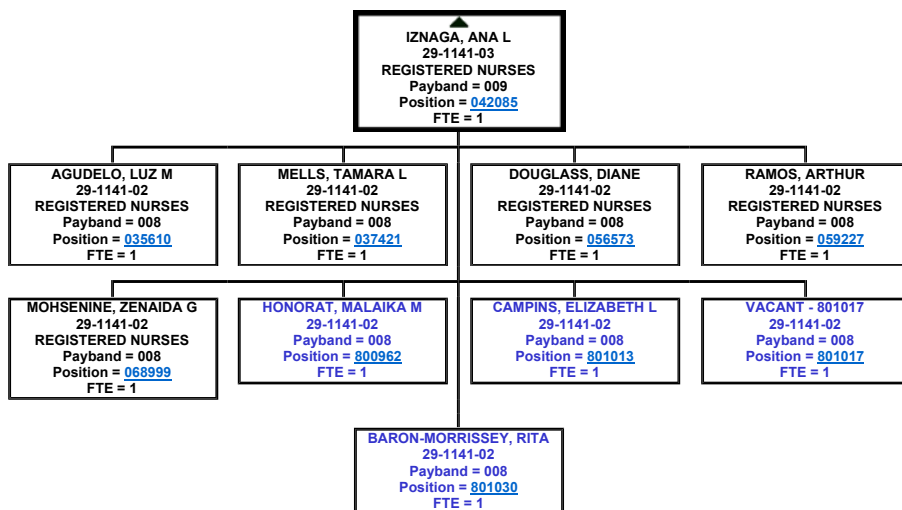
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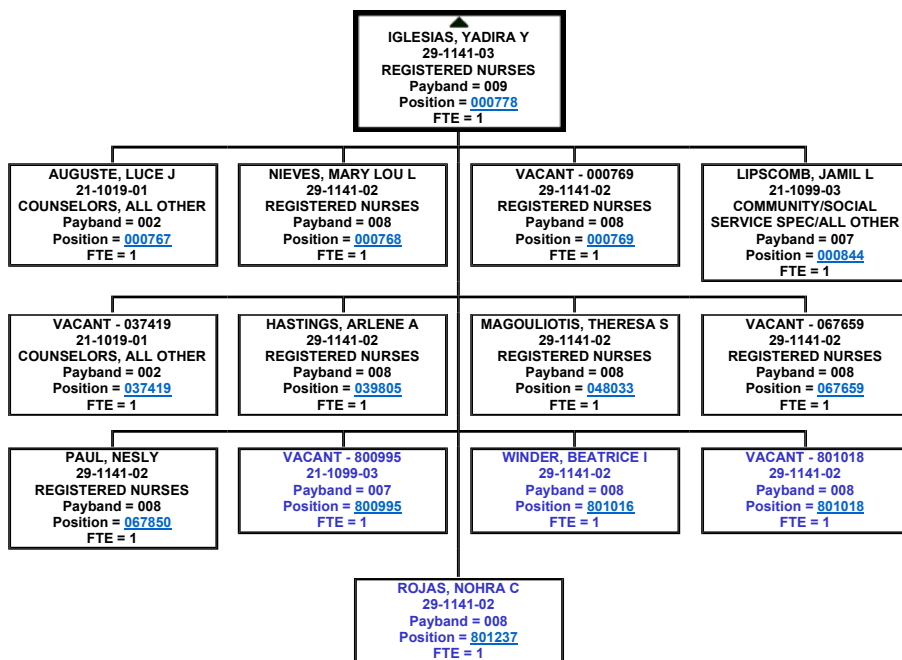
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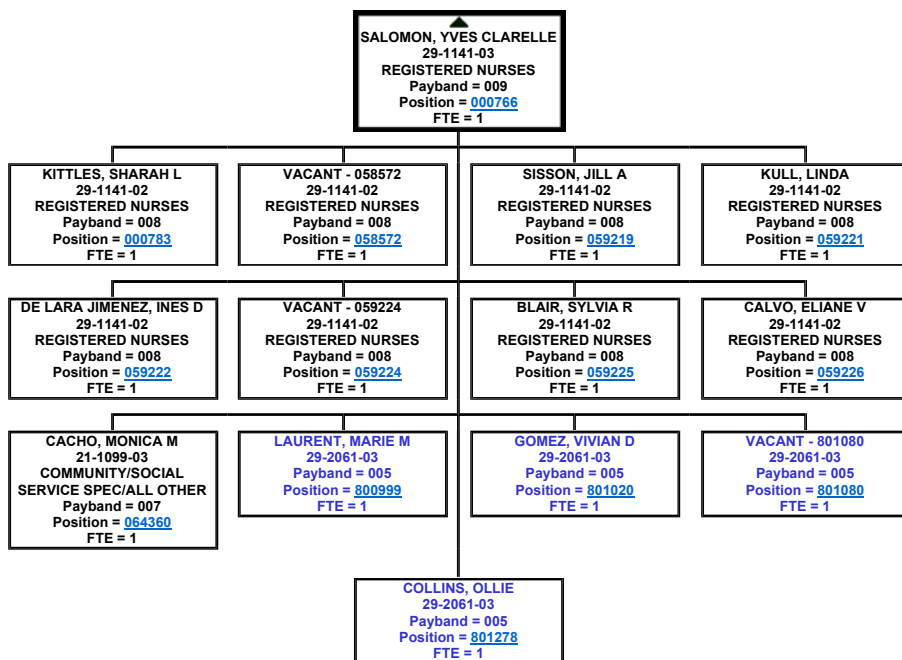
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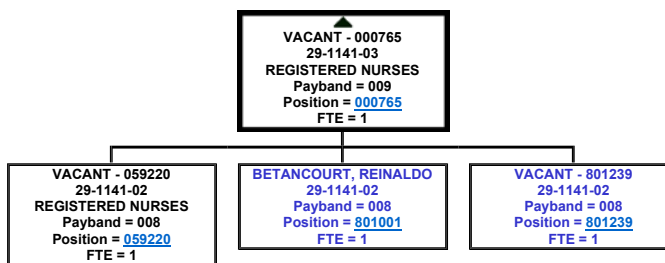


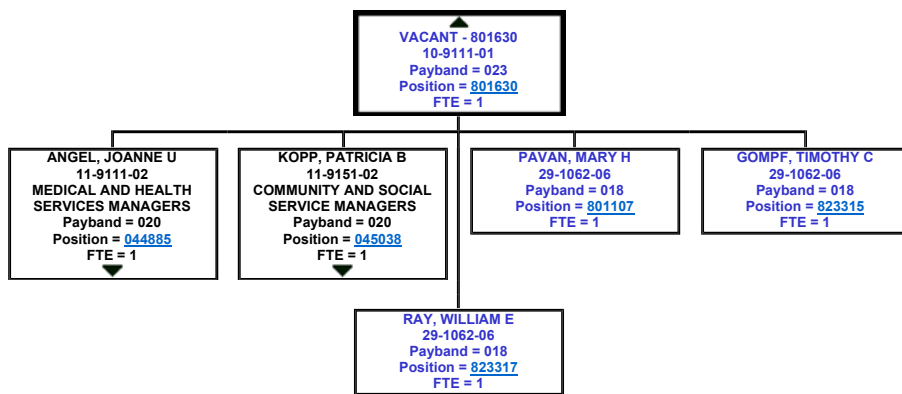


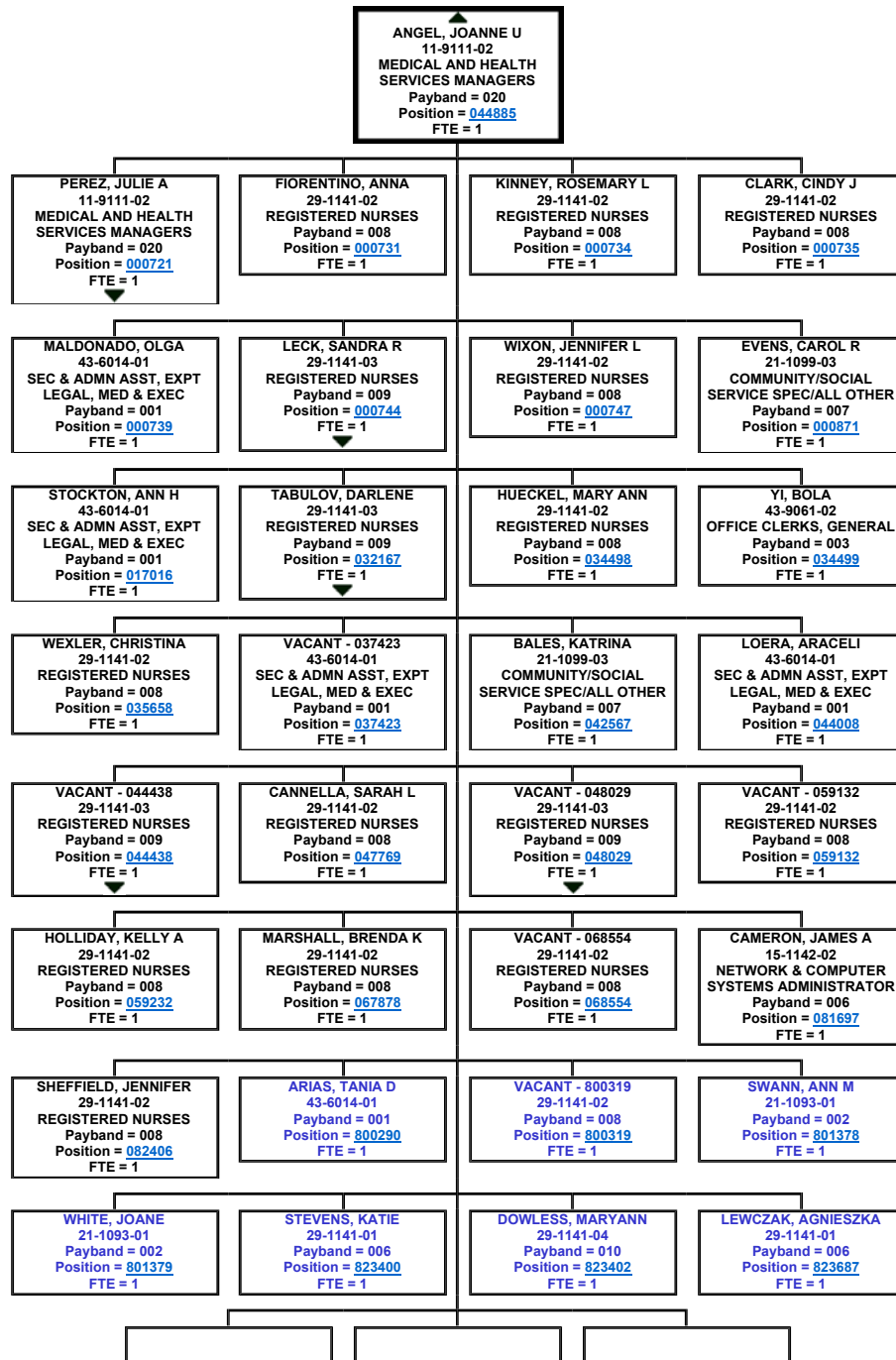
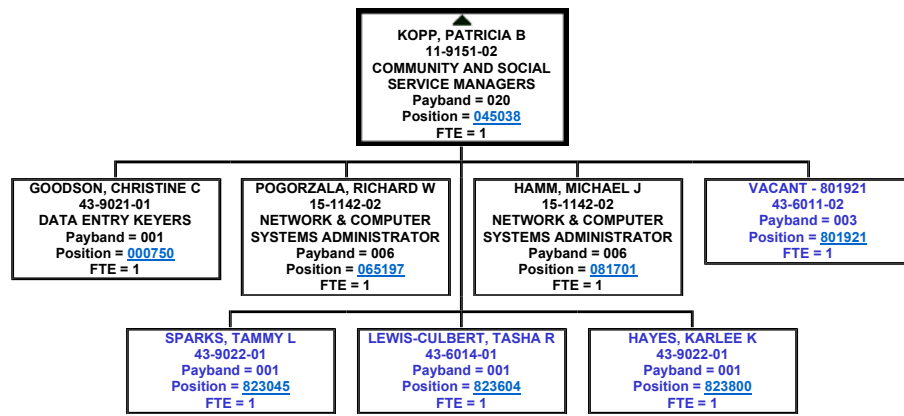










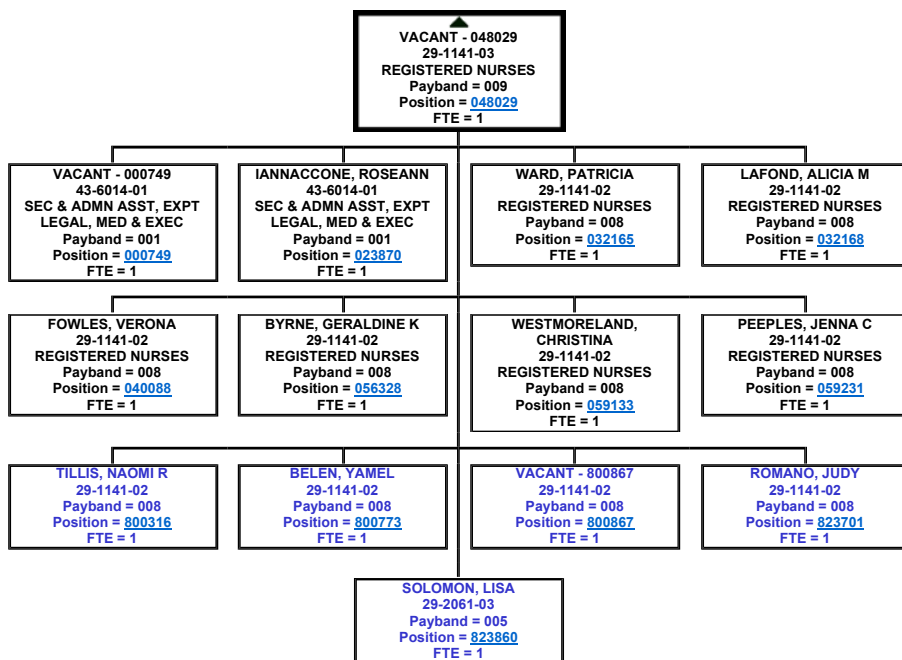


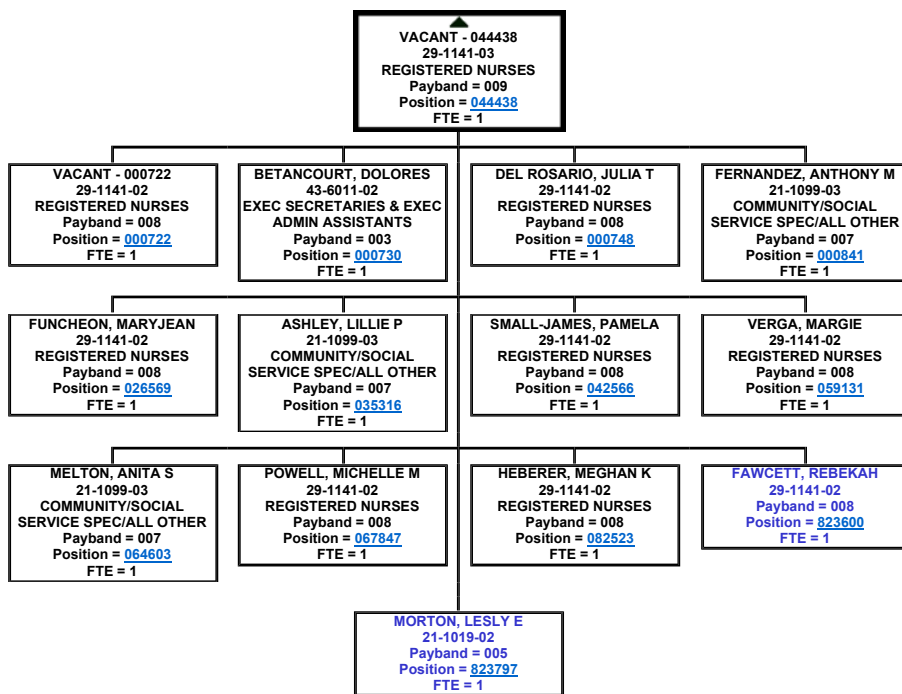
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29-1141-02  
Payband = 008  
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FTE = 1

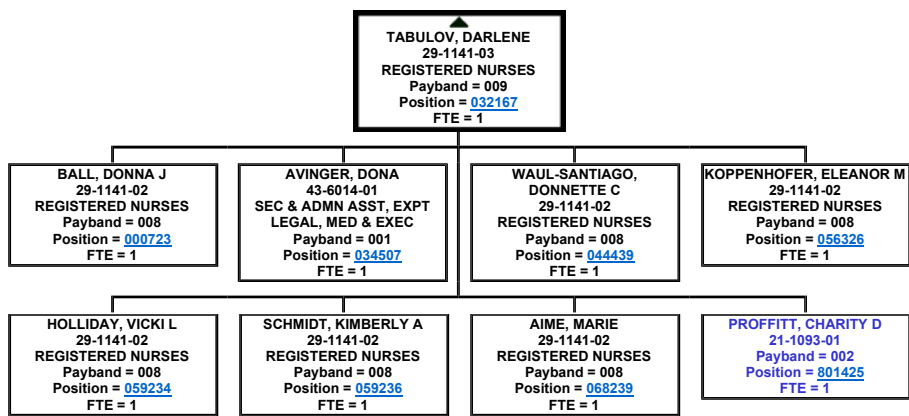
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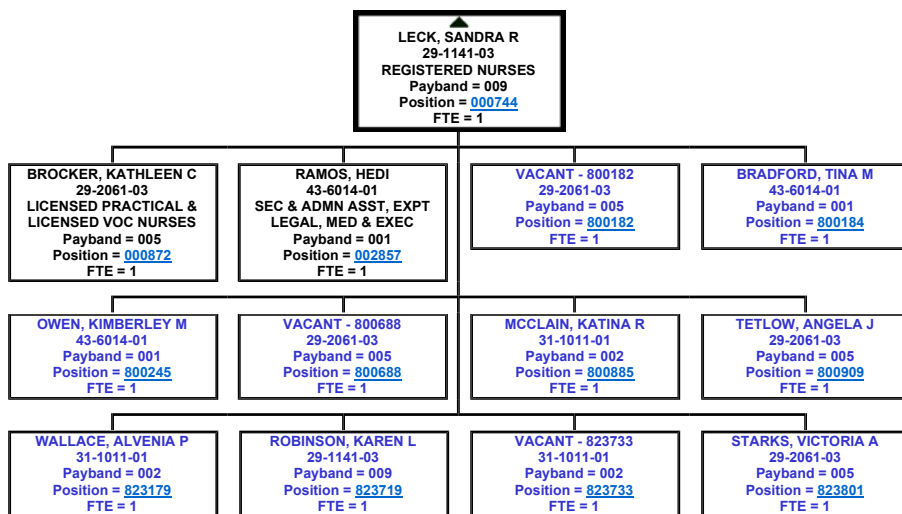
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43-6014-01  
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FTE = 1

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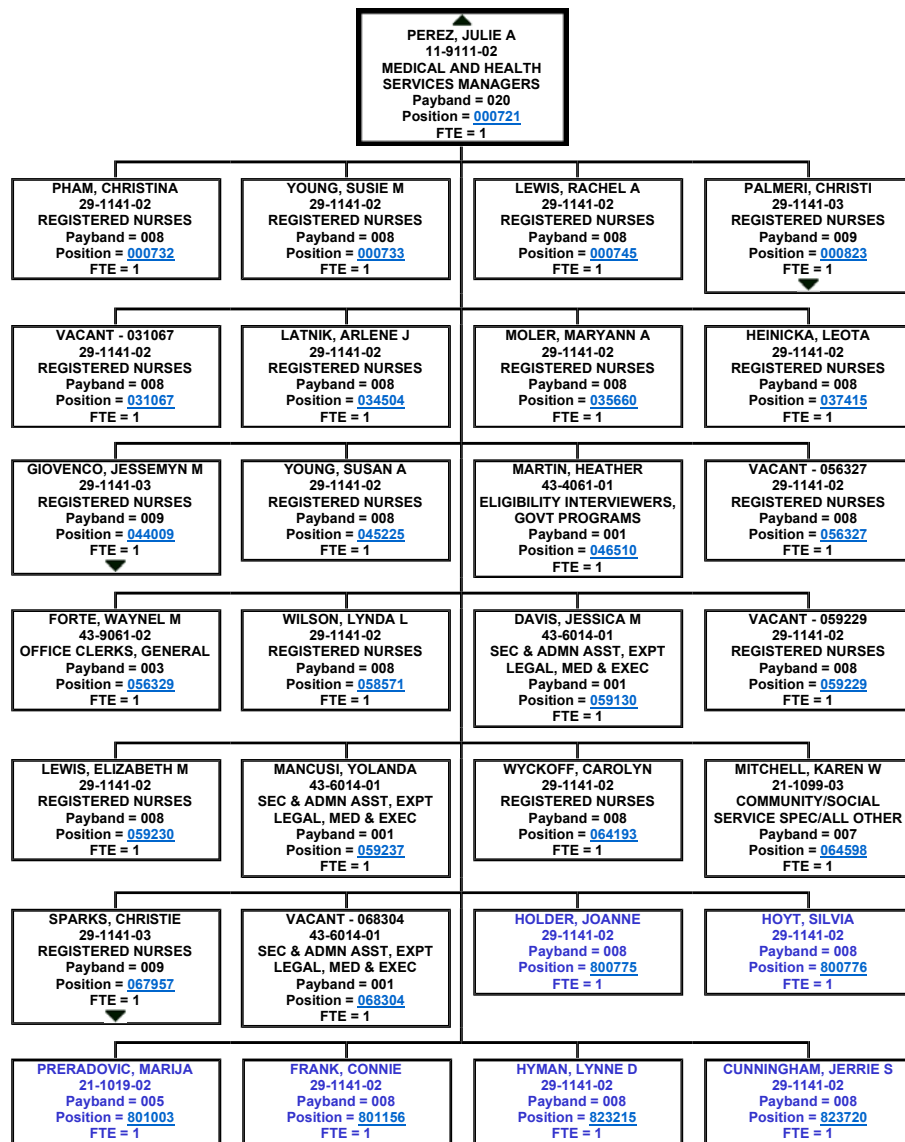


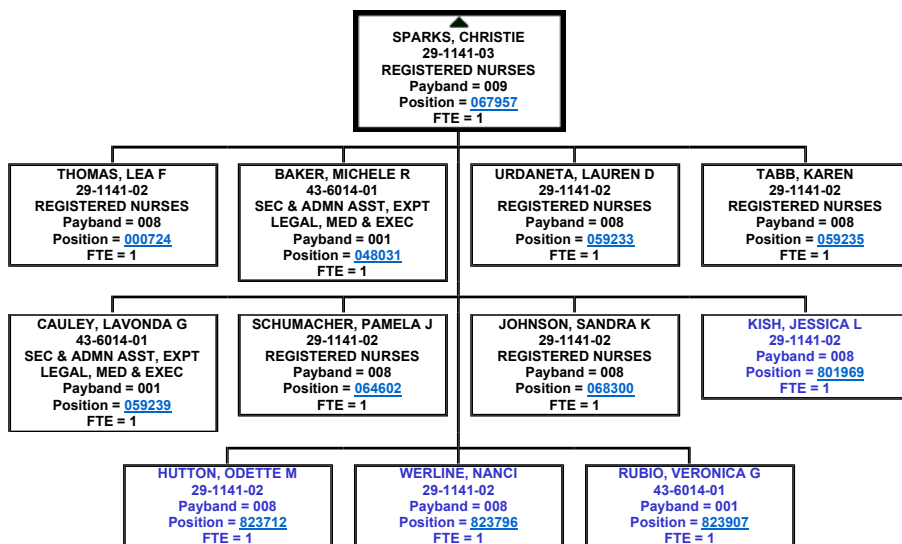


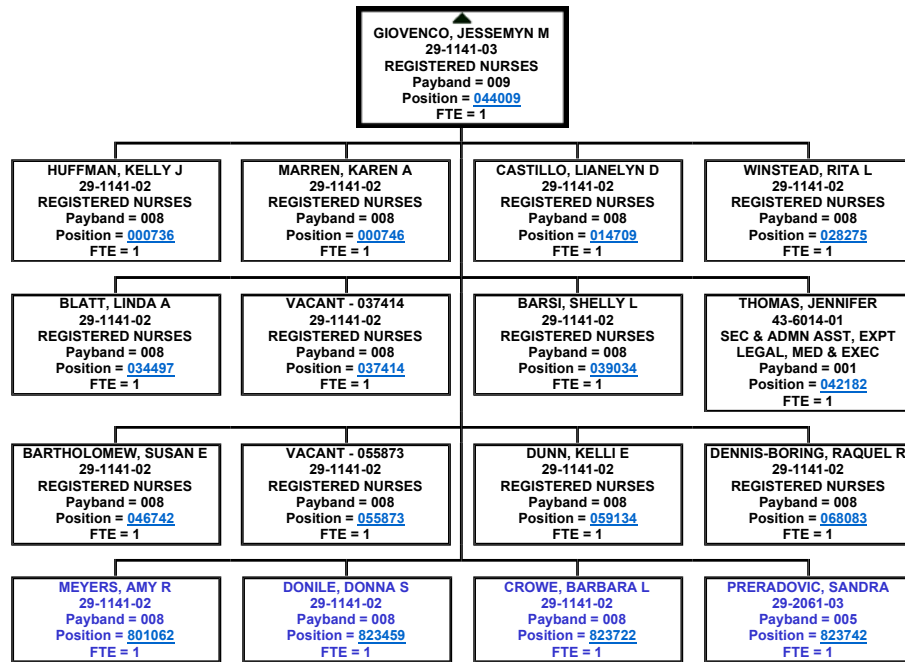


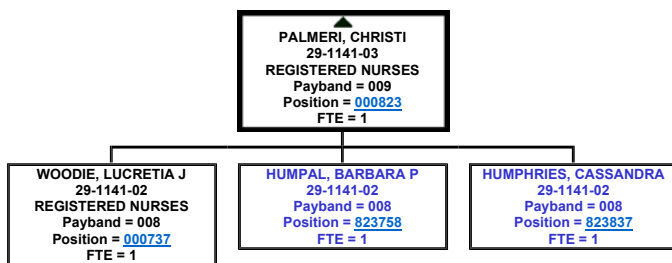


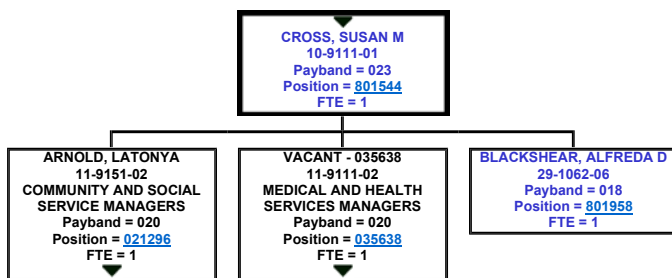


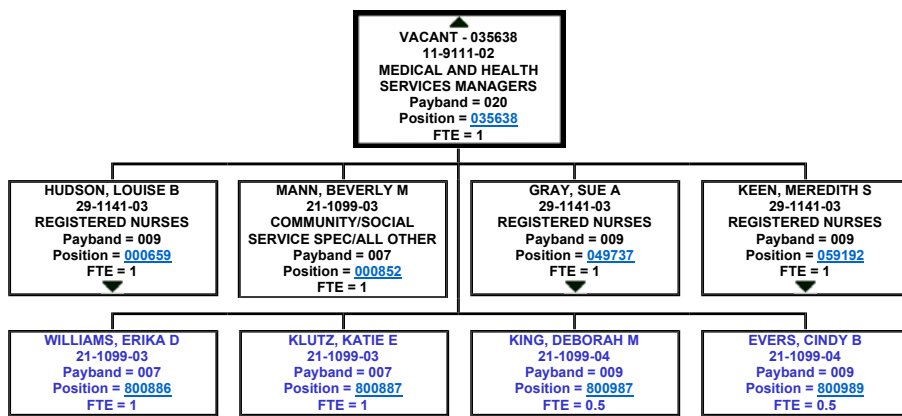


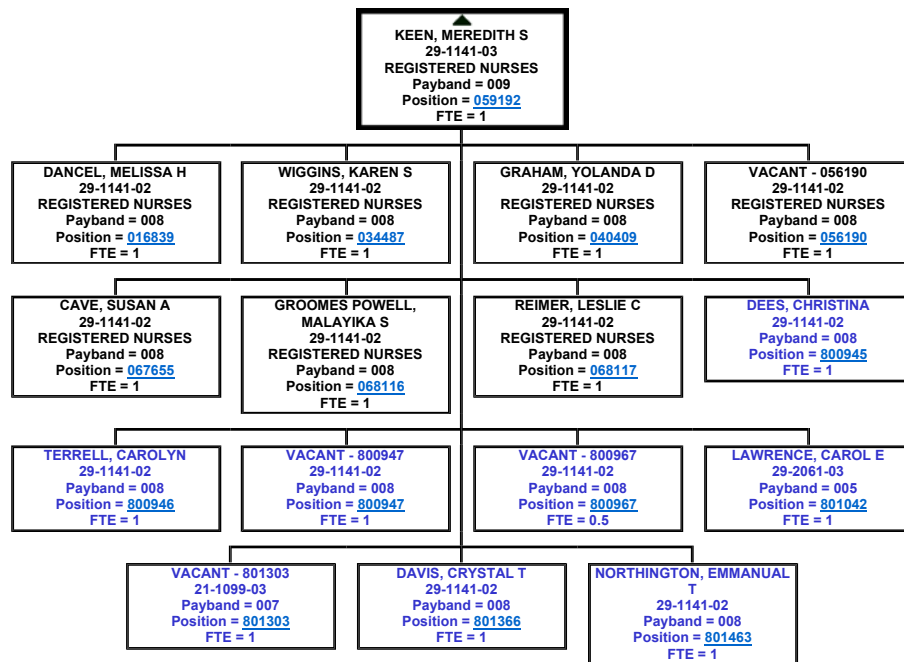


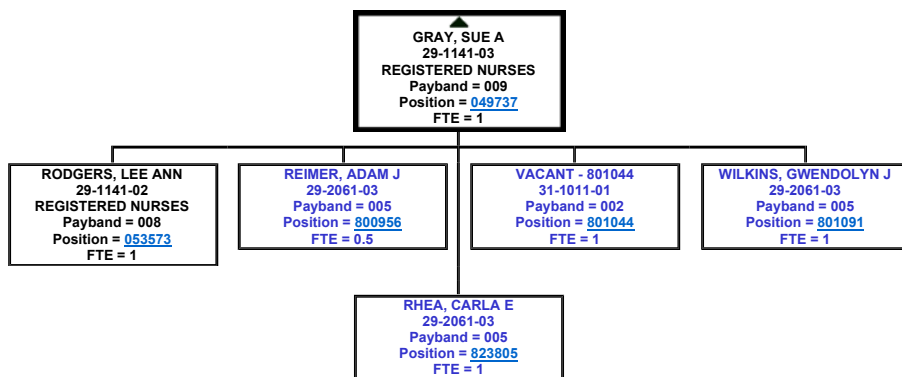




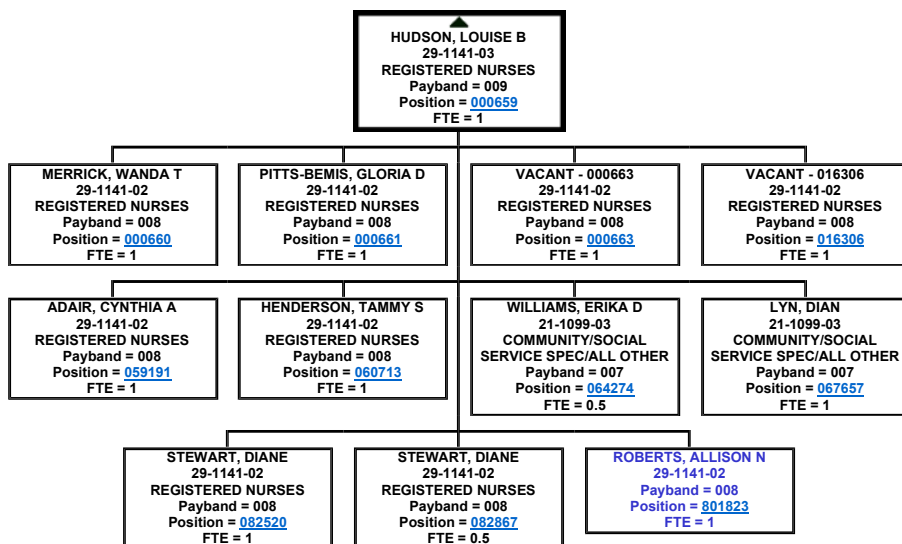


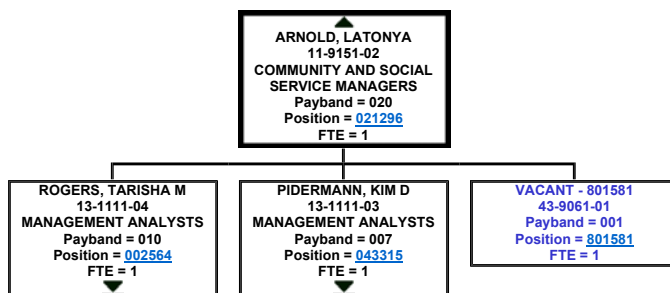


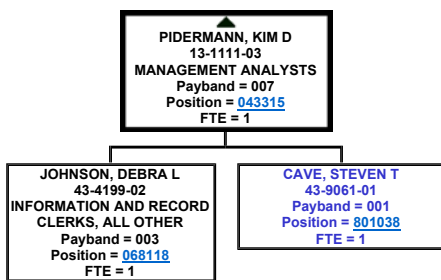


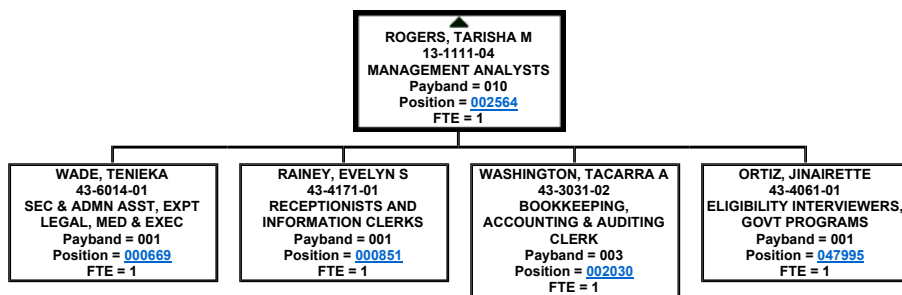








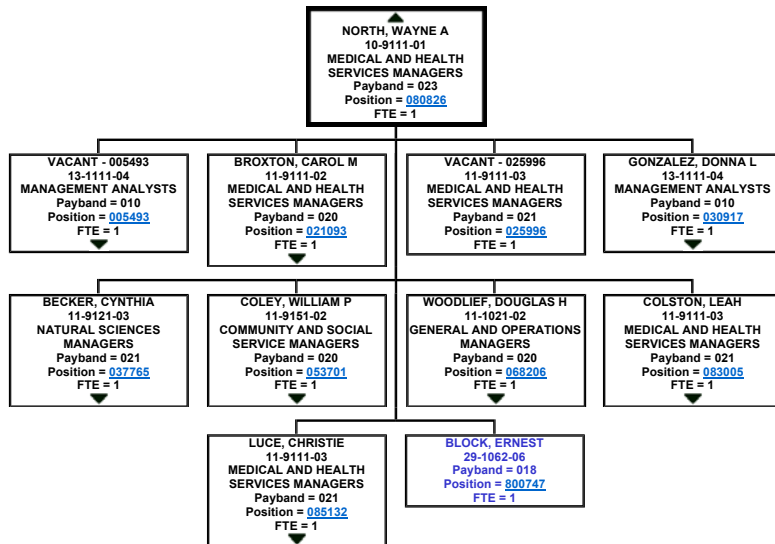


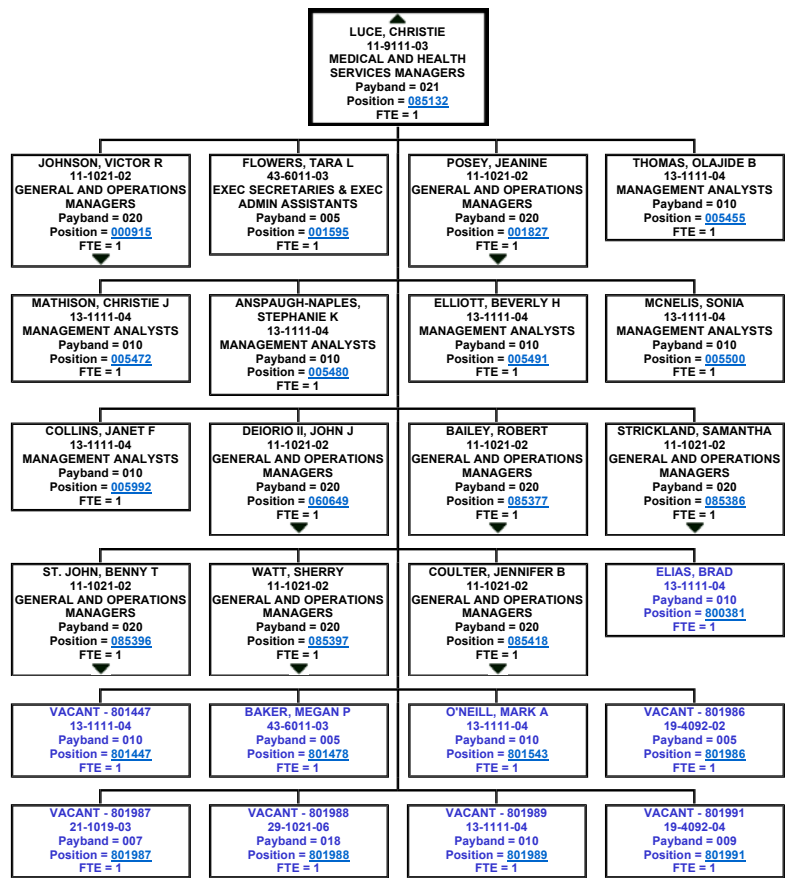


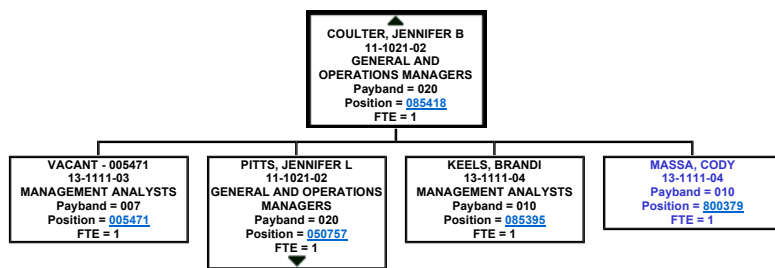
## DOH - Division of Emergency Preparedness and Community Support

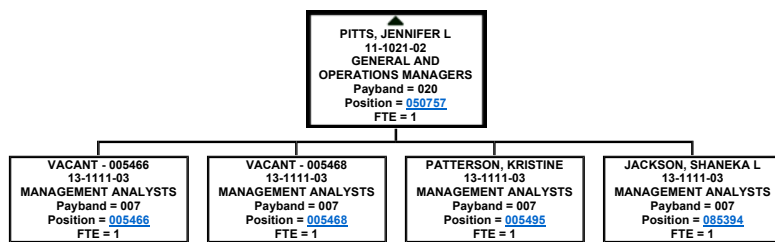
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Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

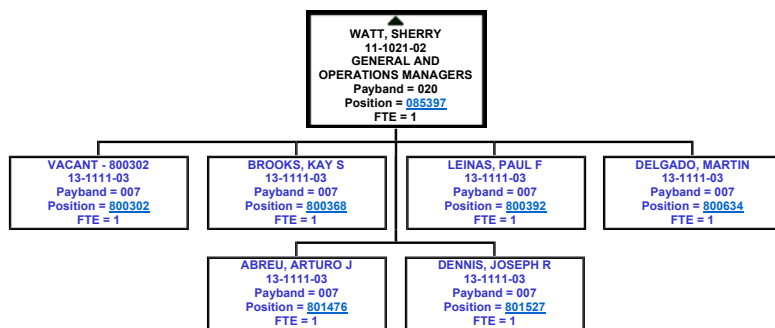


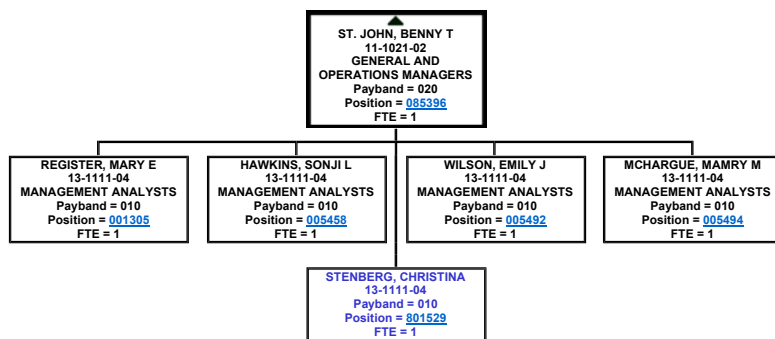


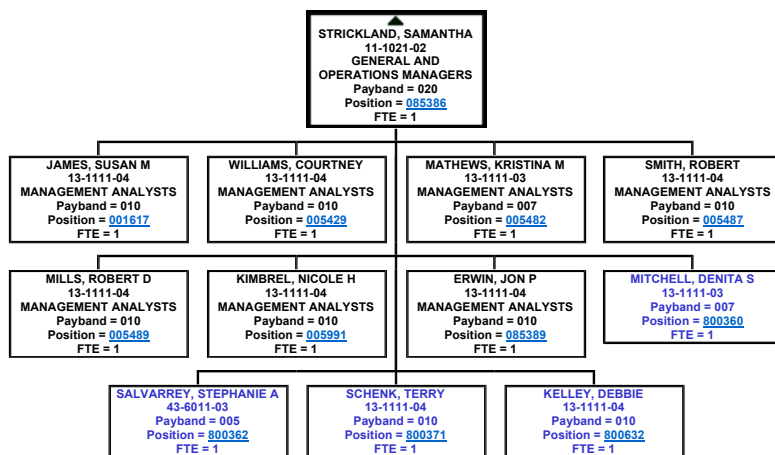


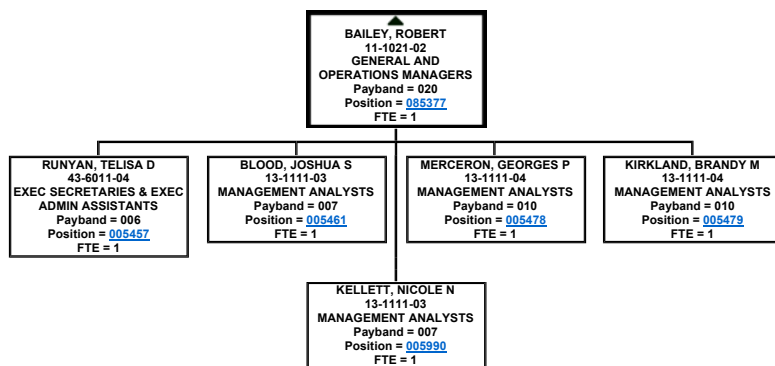


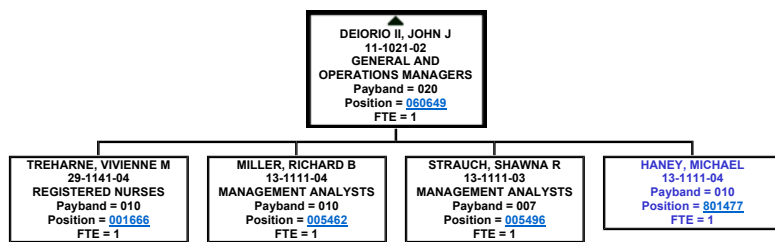


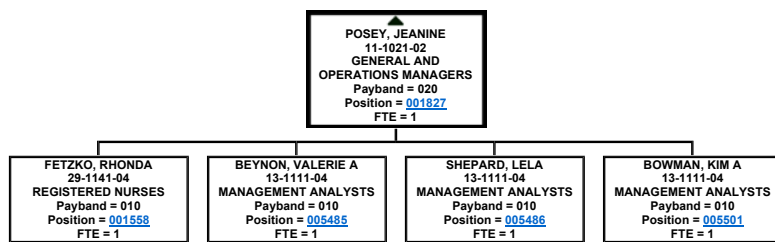


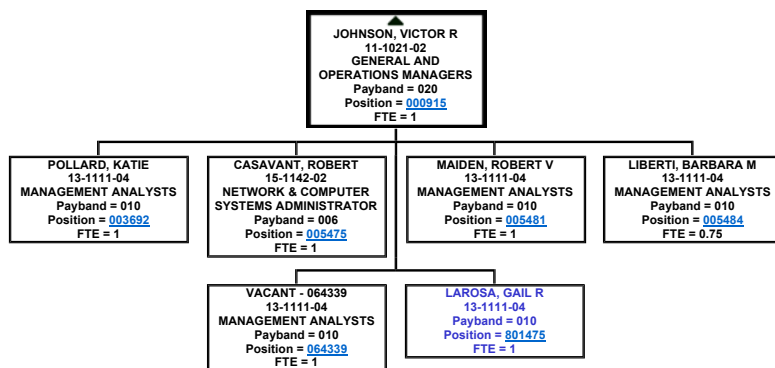


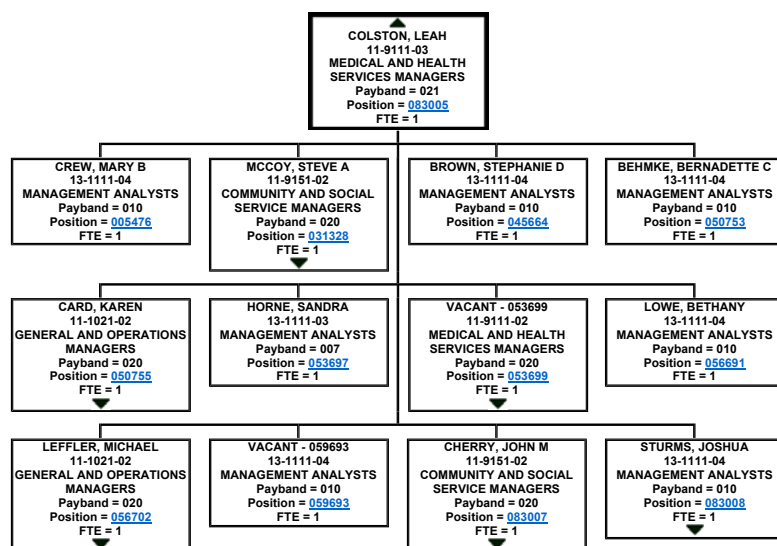




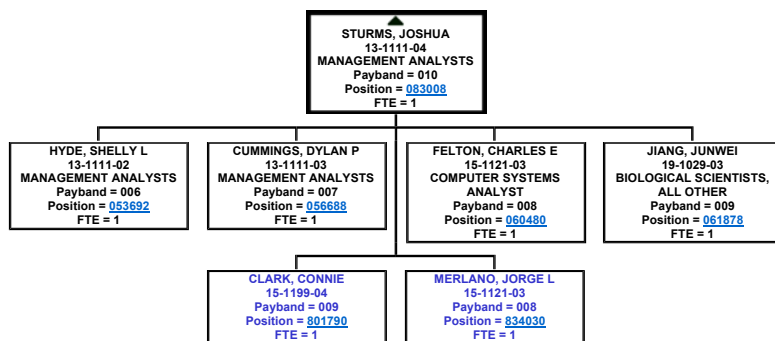


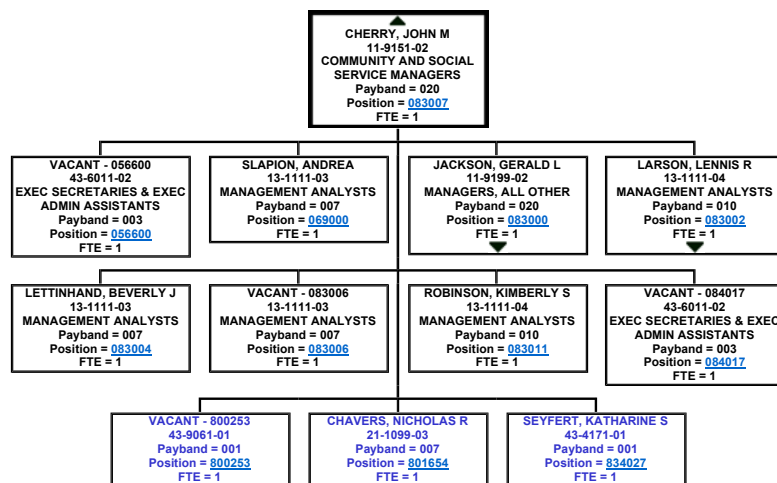


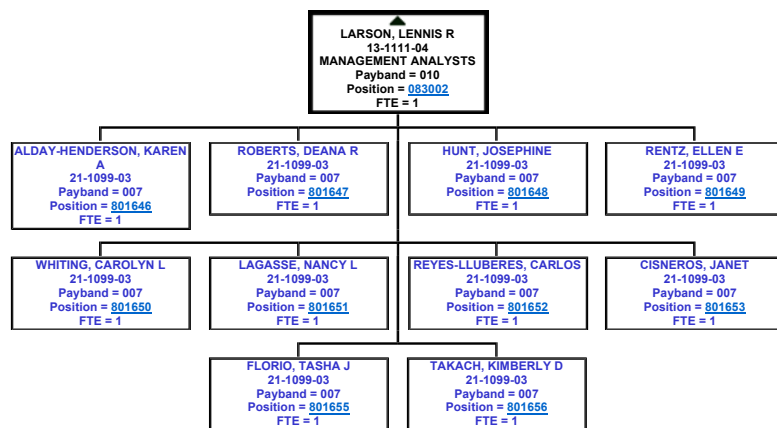


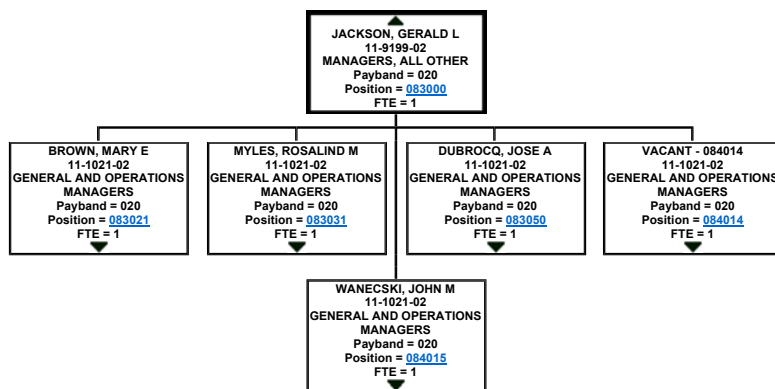


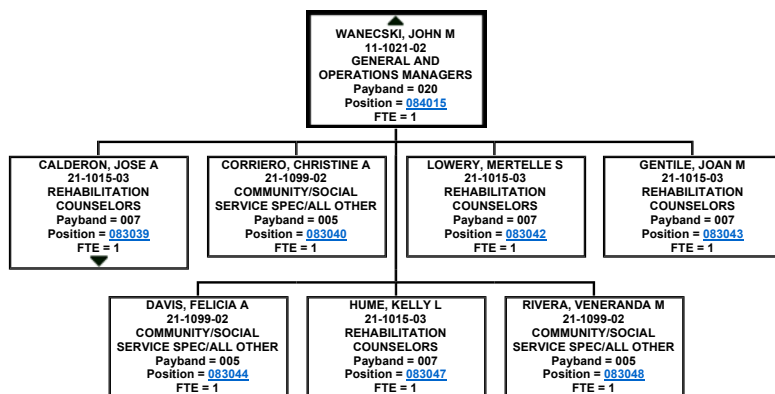


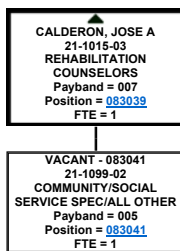


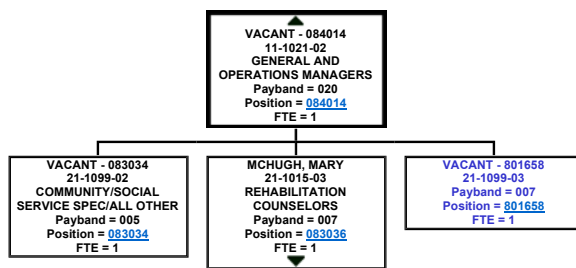


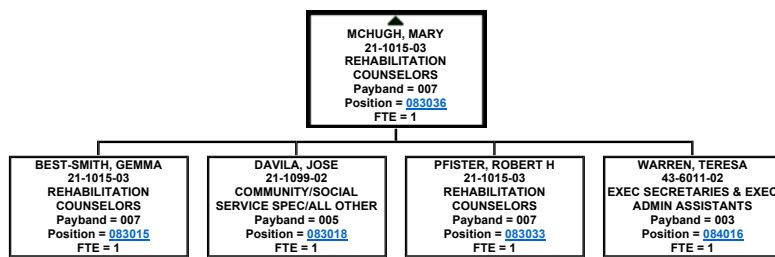




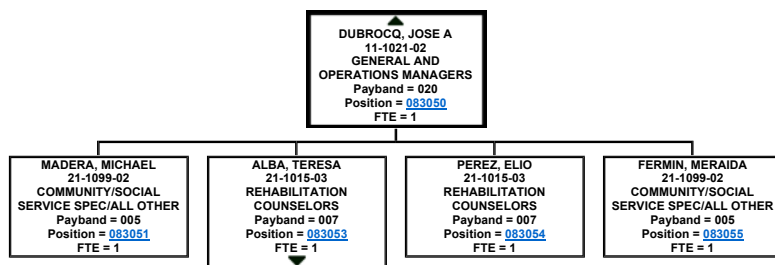












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REHABILITATION  
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FTE = 1

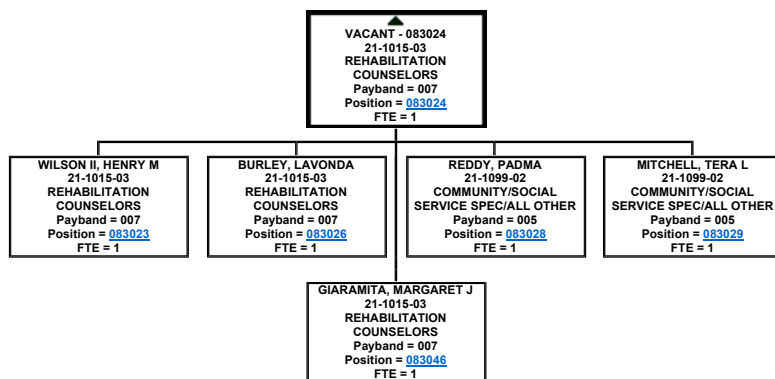
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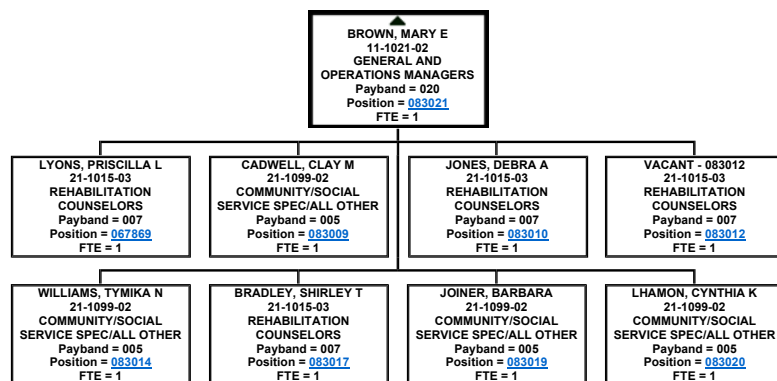
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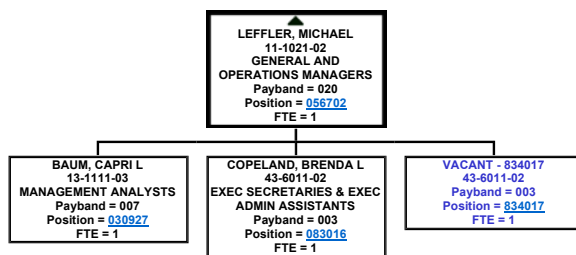
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MYLES, ROSALIND M  
11-1021-02  
GENERAL AND  
OPERATIONS MANAGERS  
Payband = 020  
Position = [083031](#)  
FTE = 1

VACANT - 083024  
21-1015-03  
REHABILITATION  
COUNSELORS  
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Position = [083024](#)  
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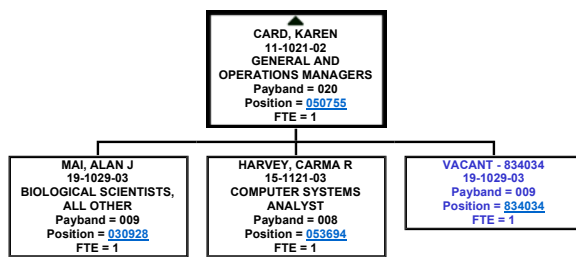




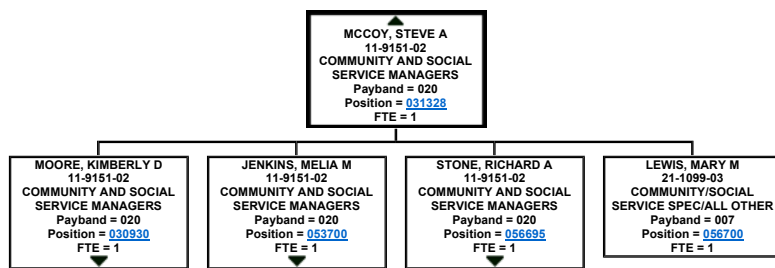
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MEDICAL AND HEALTH  
SERVICES MANAGERS  
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FTE = 1

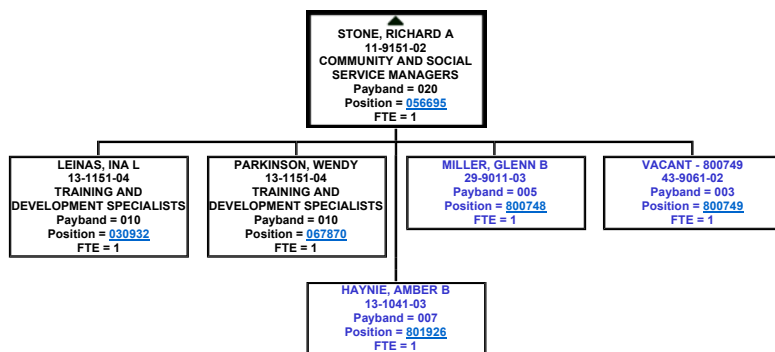
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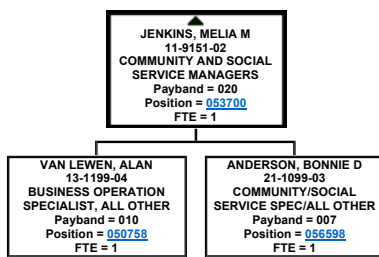
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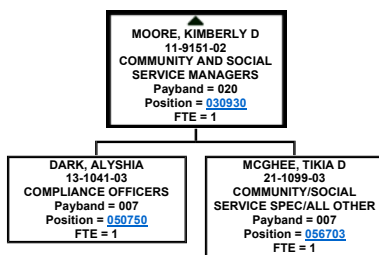


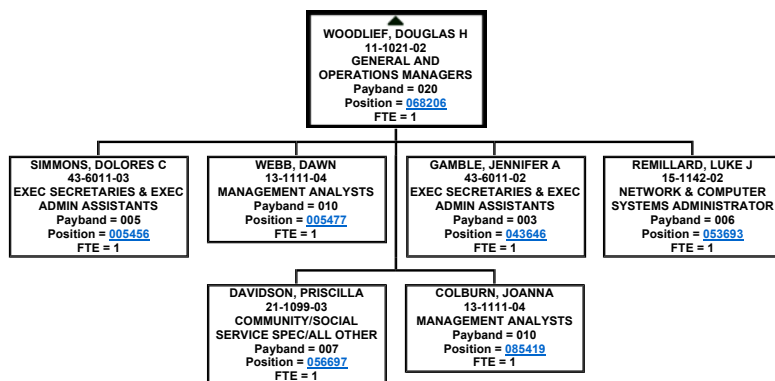


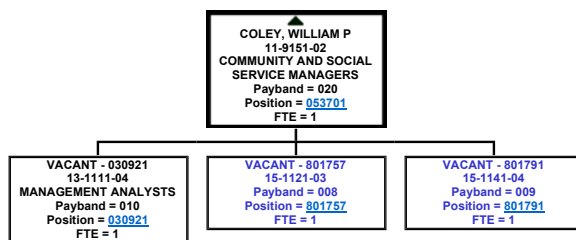


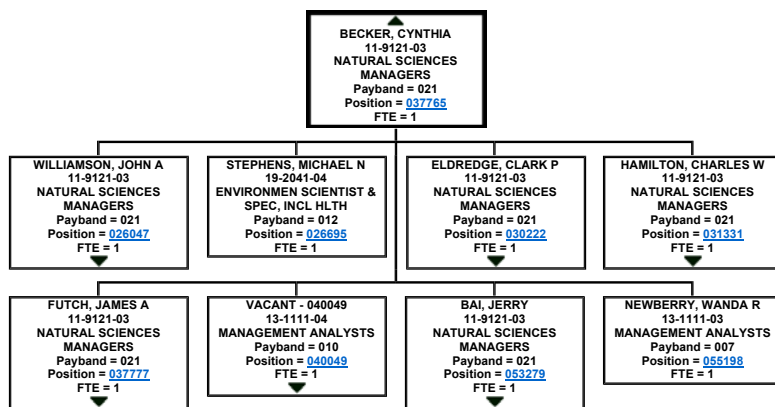


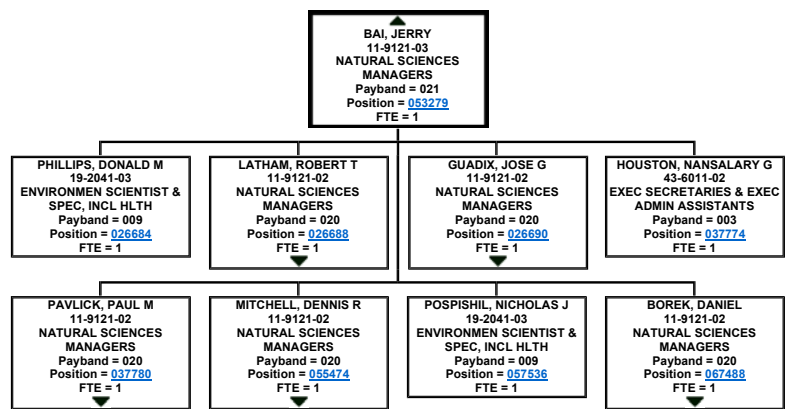




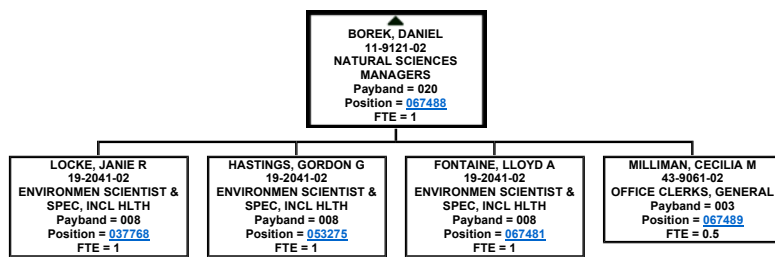


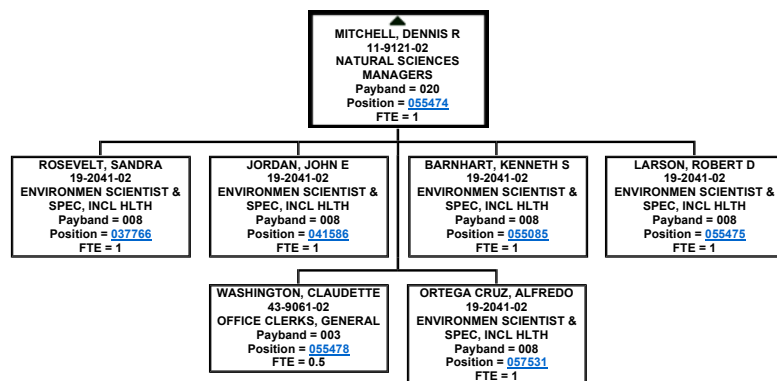


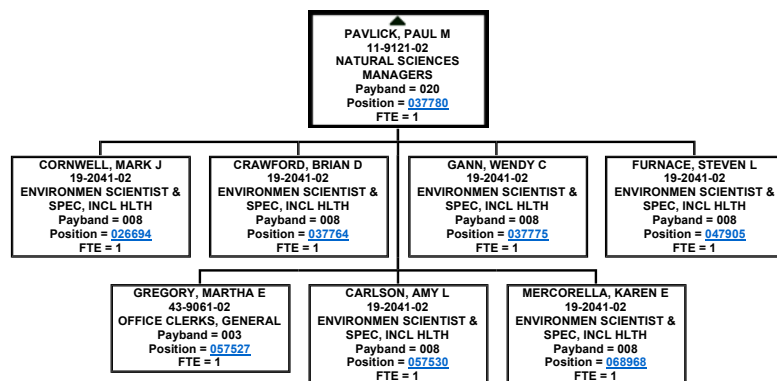


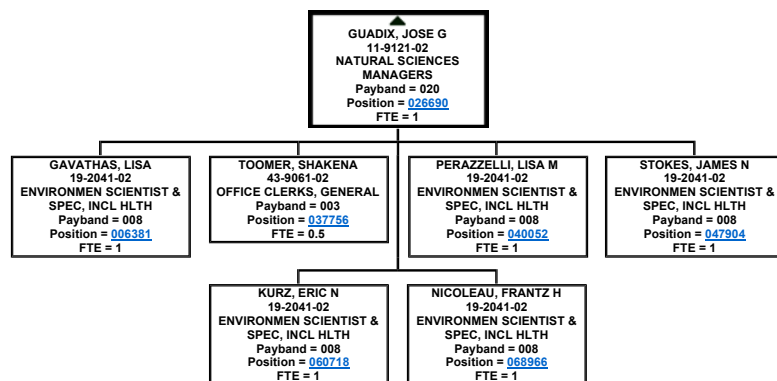


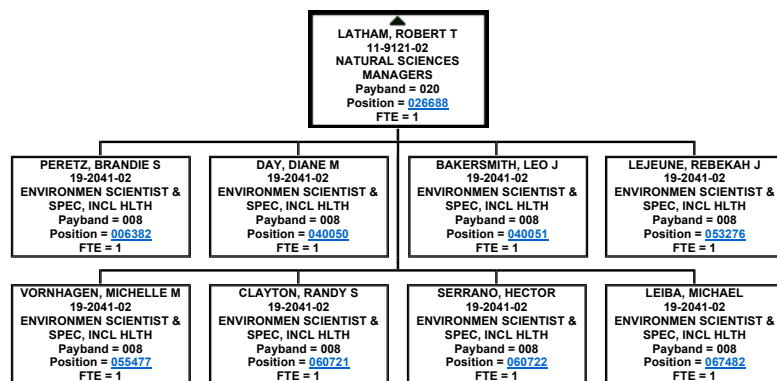


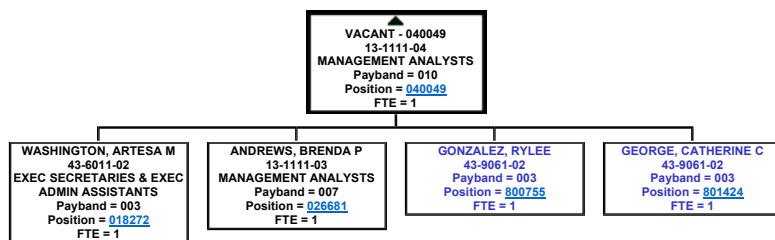


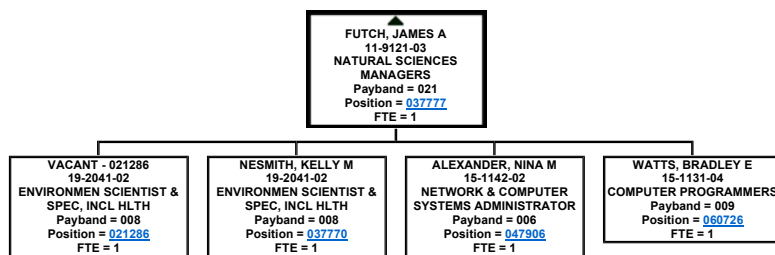


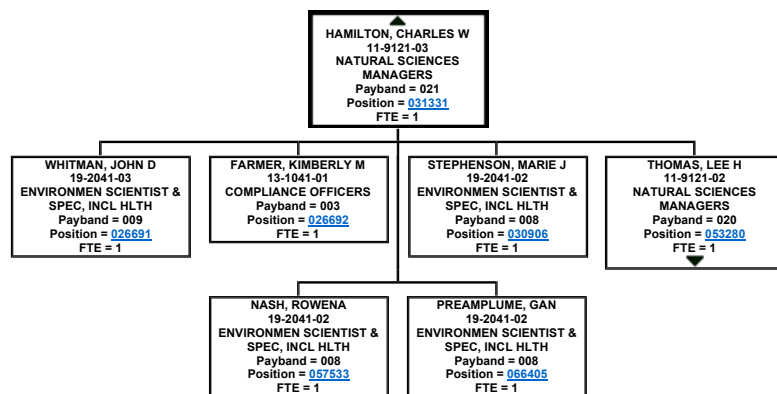




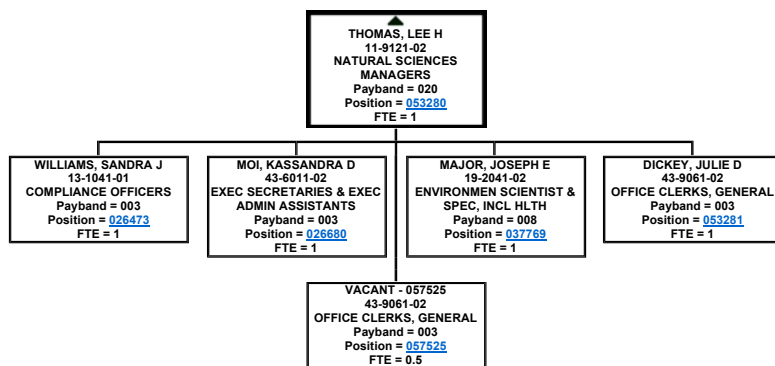


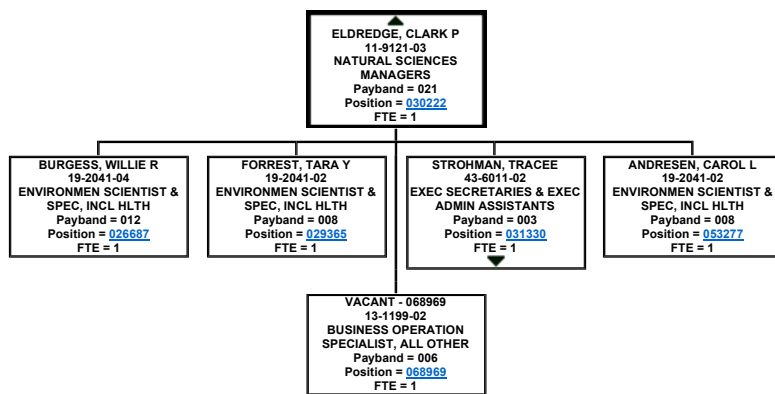


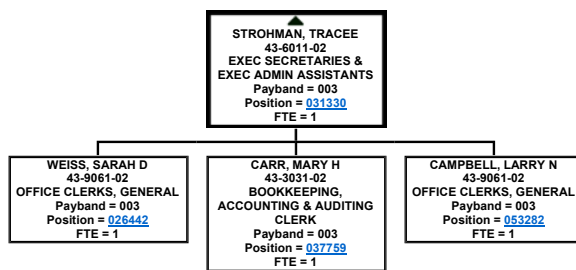


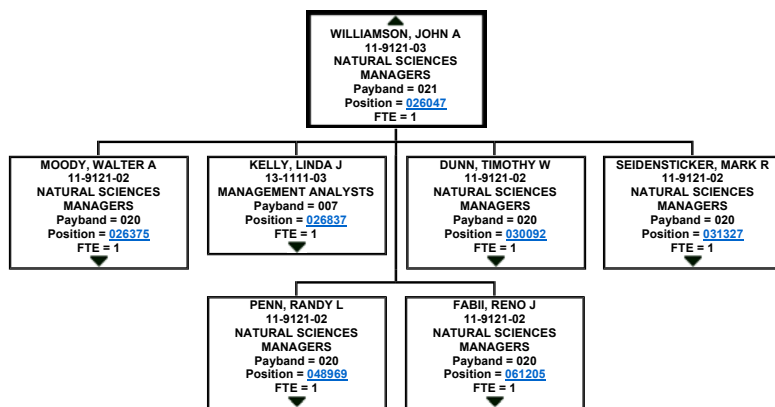








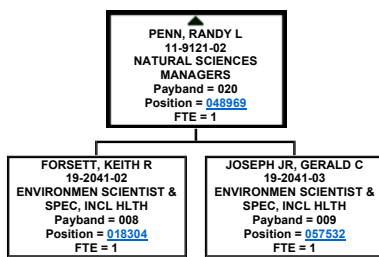


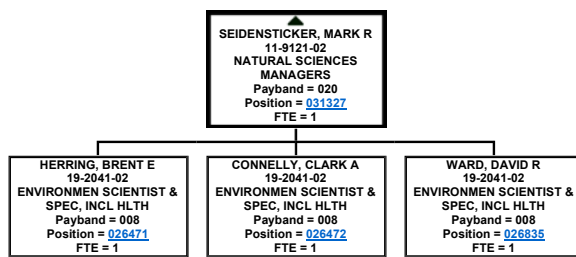


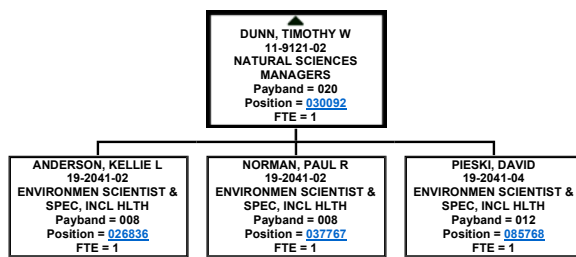
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11-9121-02  
NATURAL SCIENCES  
MANAGERS  
Payband = 020  
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FTE = 1

SENIOS, MATTHEW G  
19-2041-02  
ENVIRONMEN SCIENTIST &  
SPEC, INCL HLTH  
Payband = 008  
Position = [031302](#)  
FTE = 1

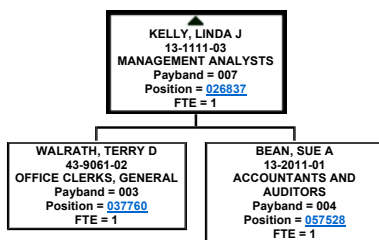
MCKELVEY, TIMOTHY A  
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ENVIRONMEN SCIENTIST &  
SPEC, INCL HLTH  
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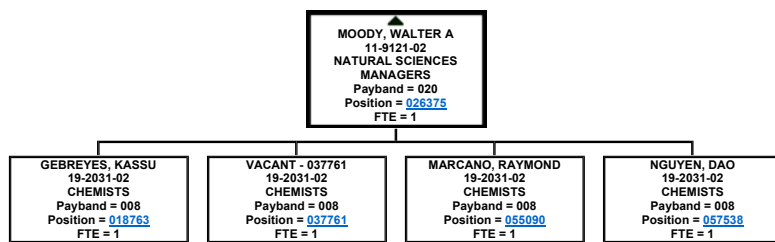


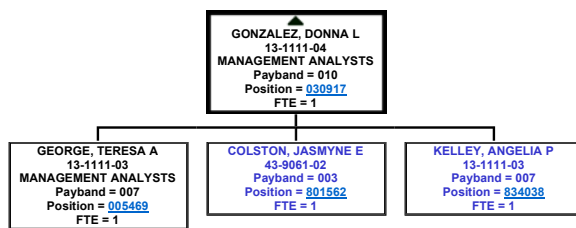


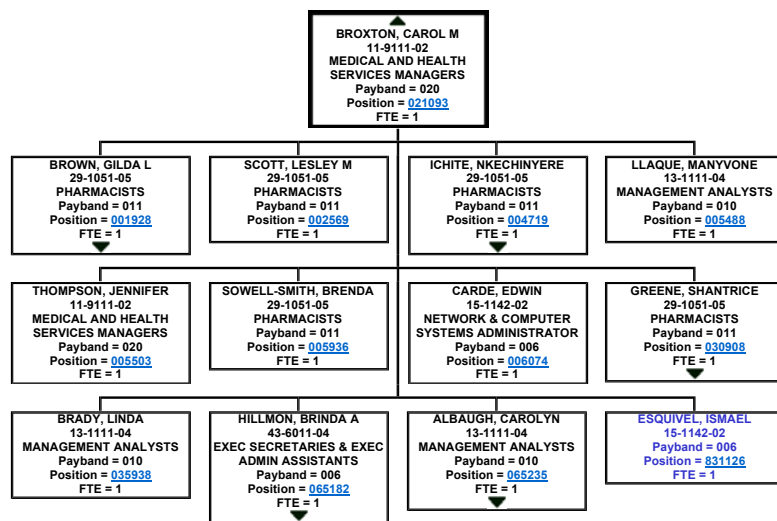


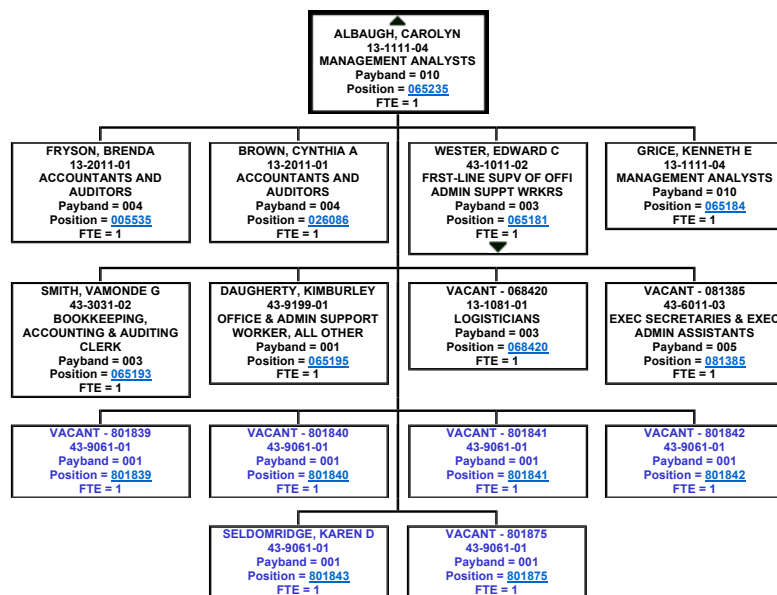


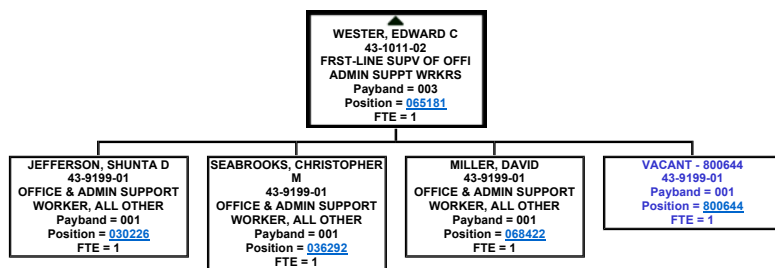


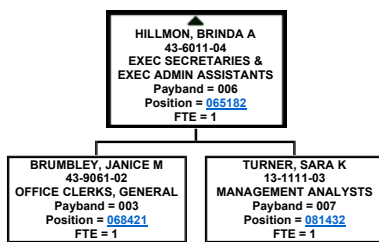


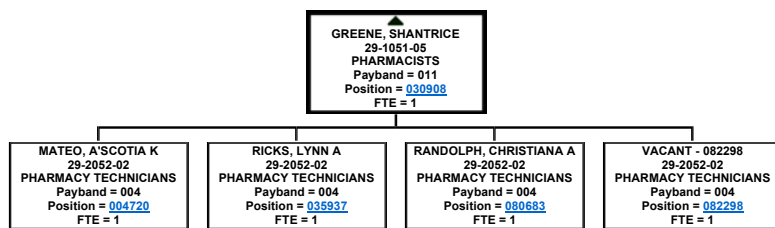




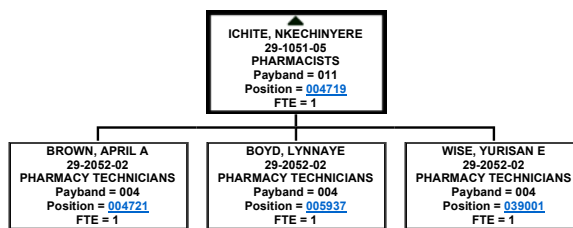


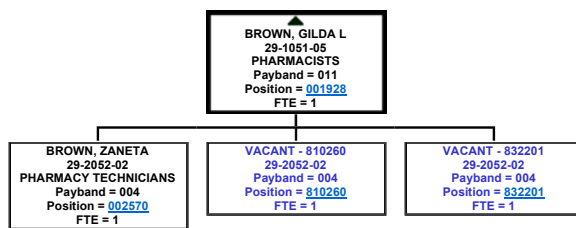


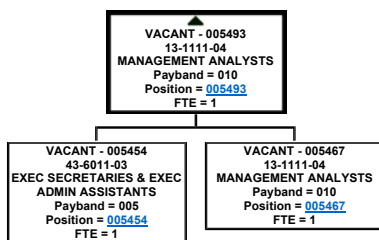








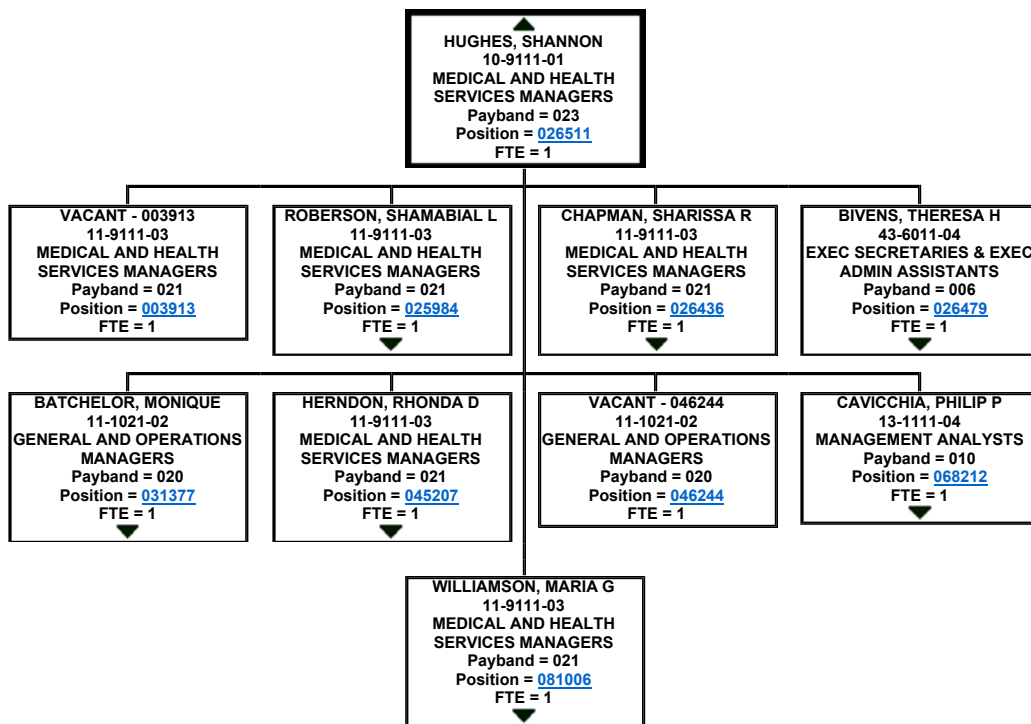


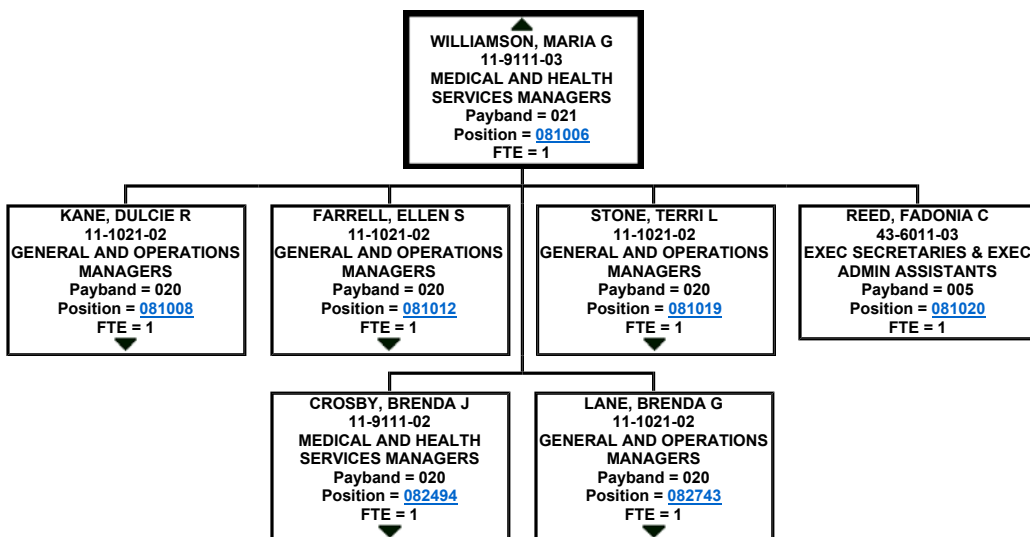


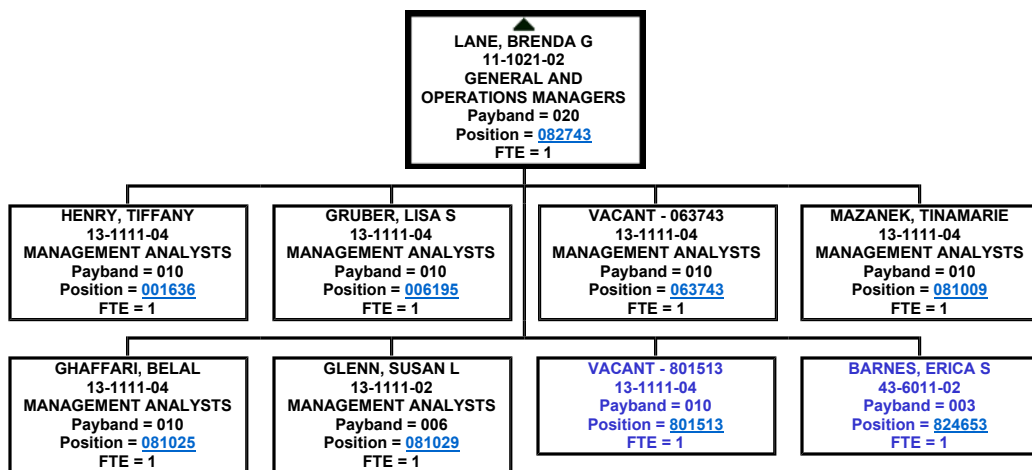
# DOH - Division of Community Health Promotion

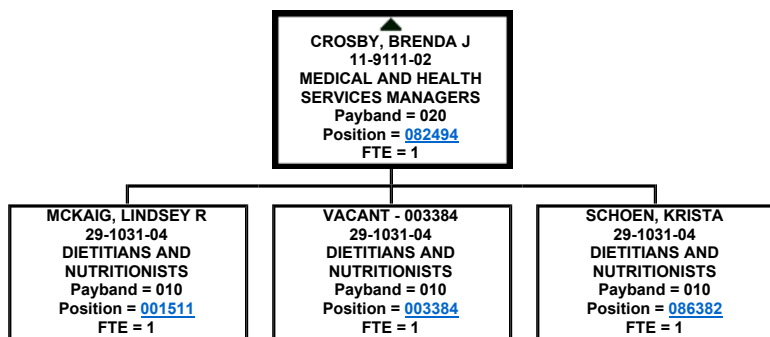
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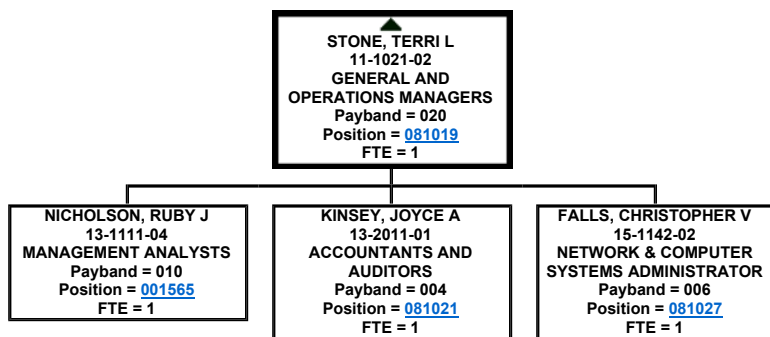
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**



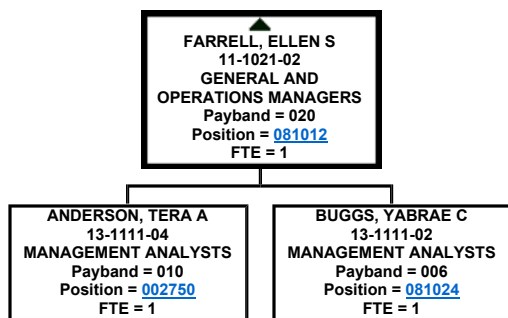


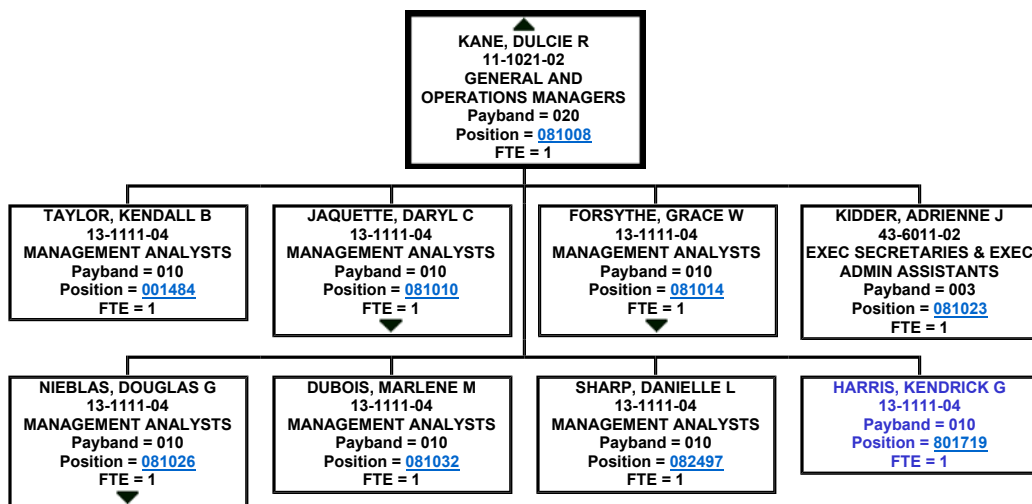


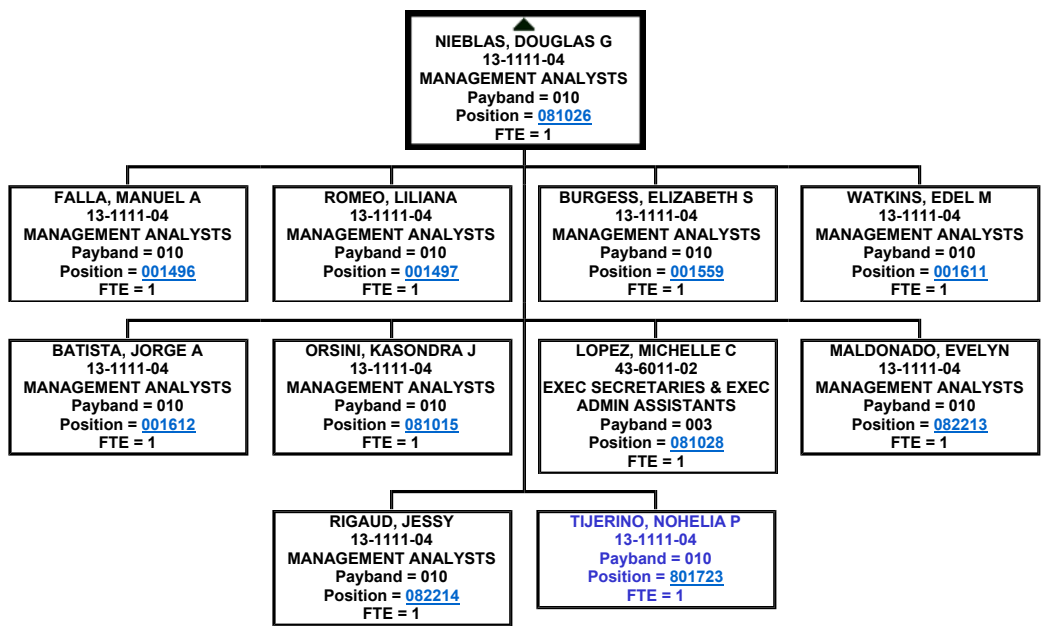


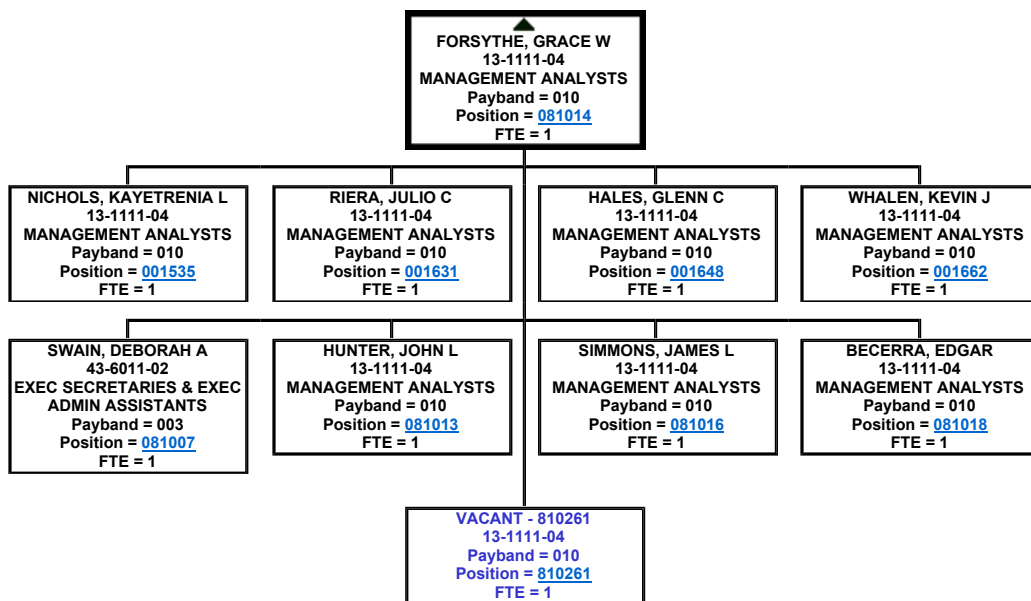


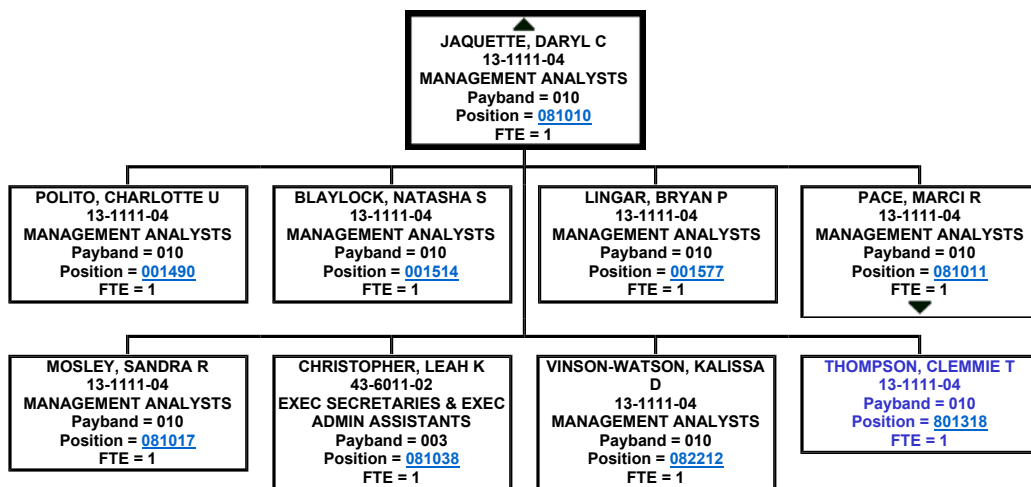


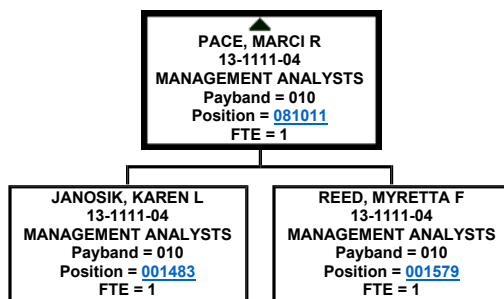


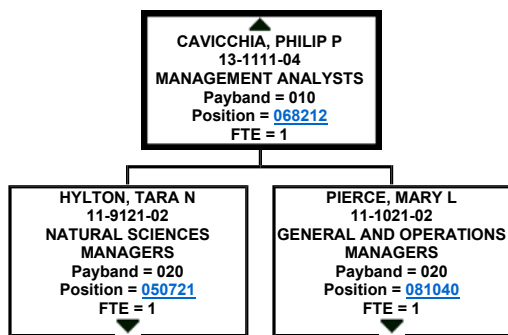


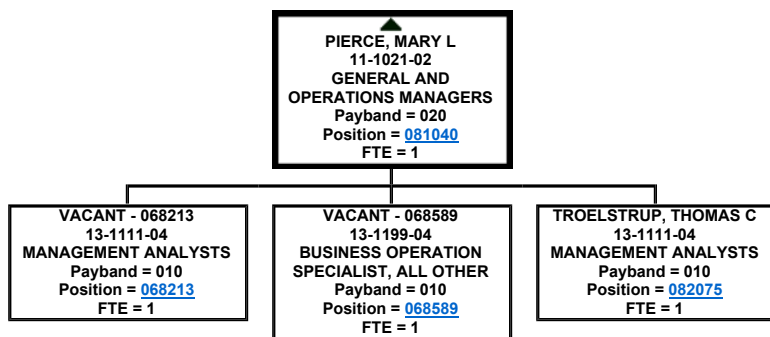




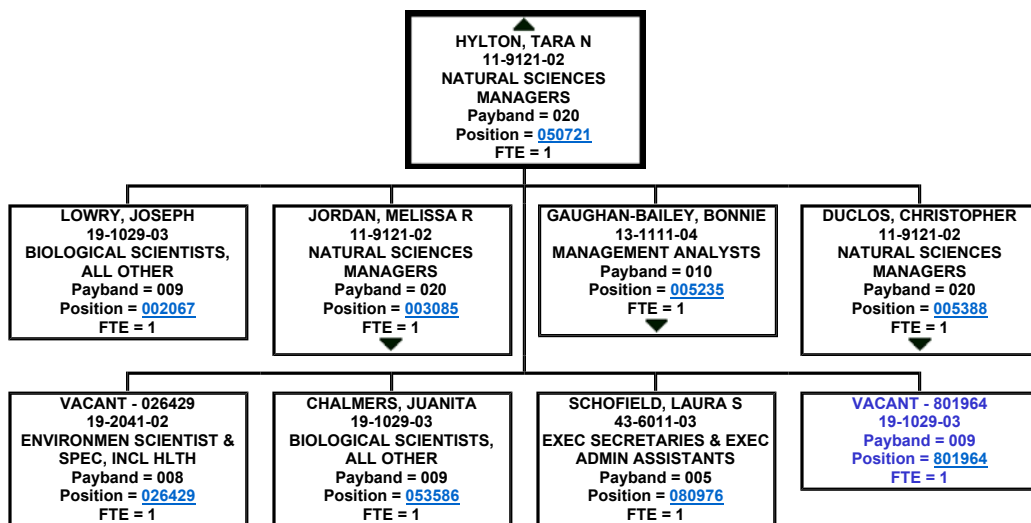


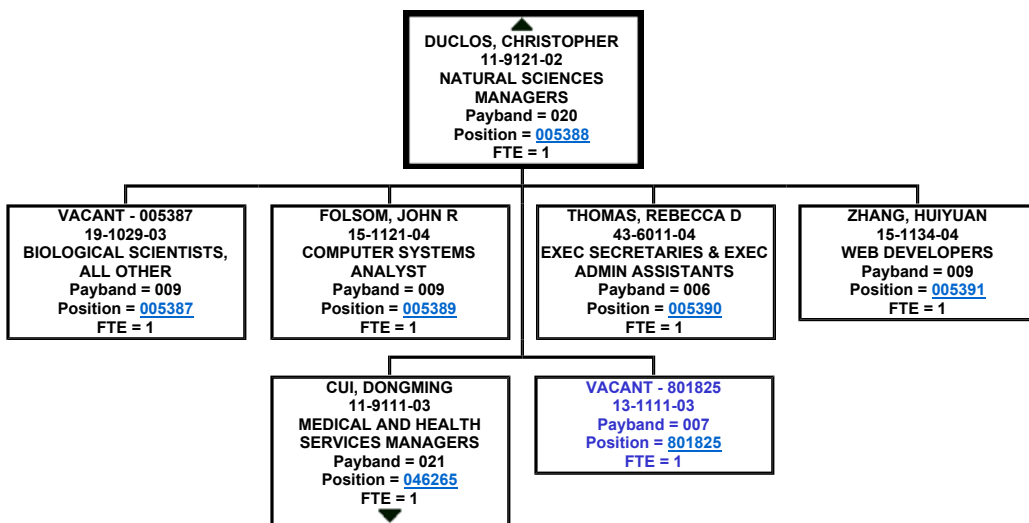


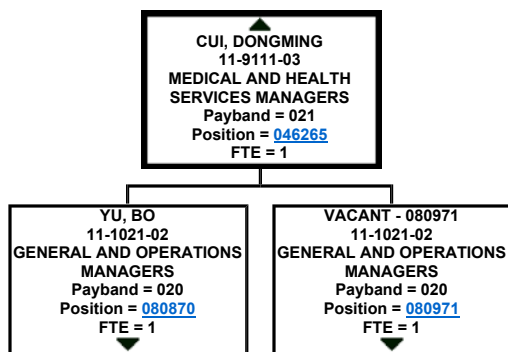


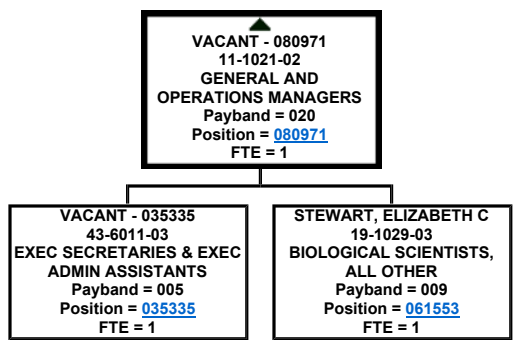


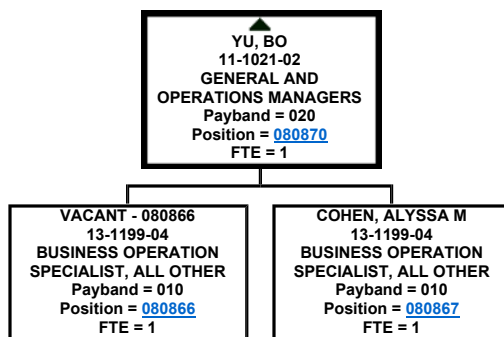


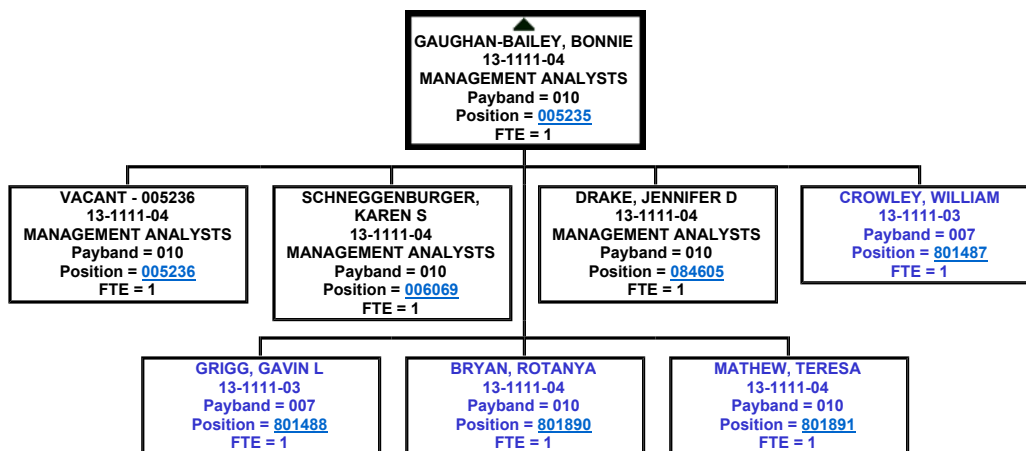


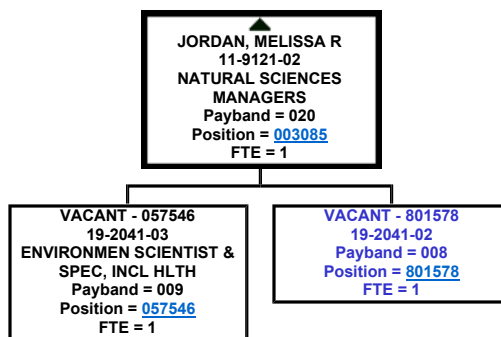


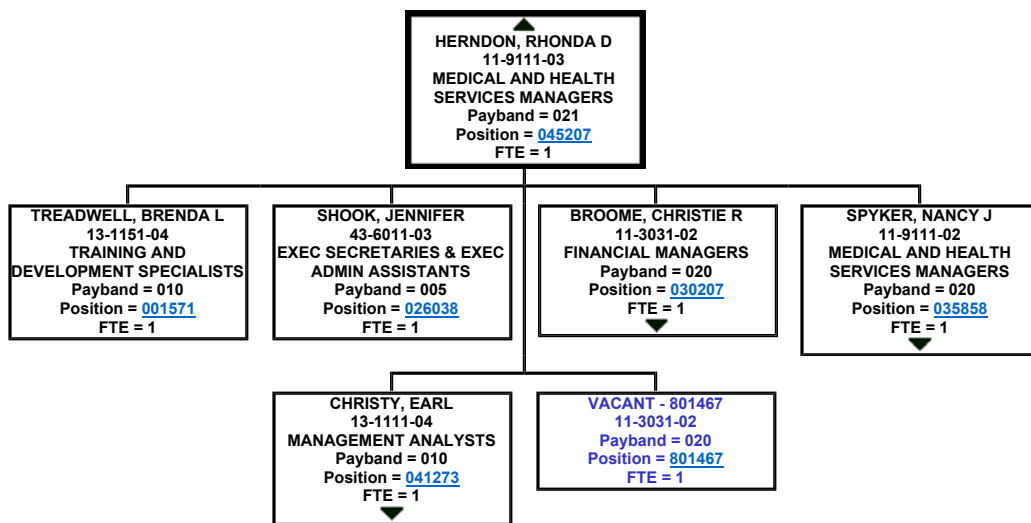




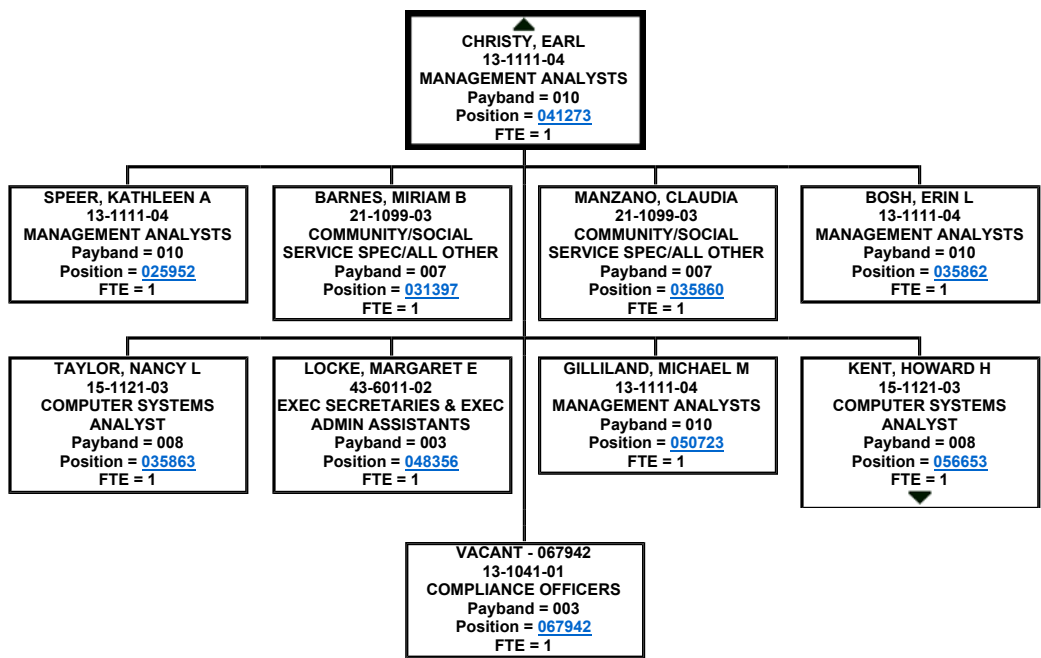


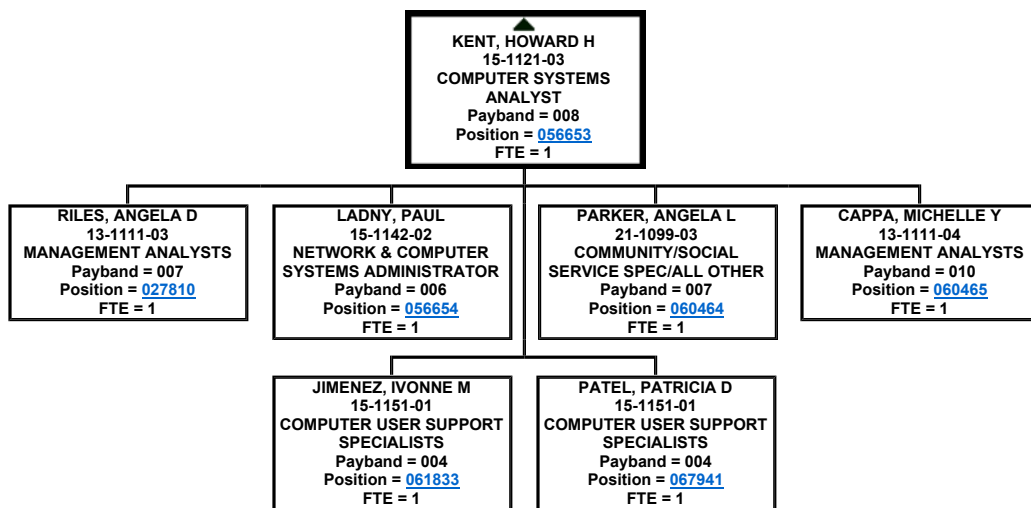


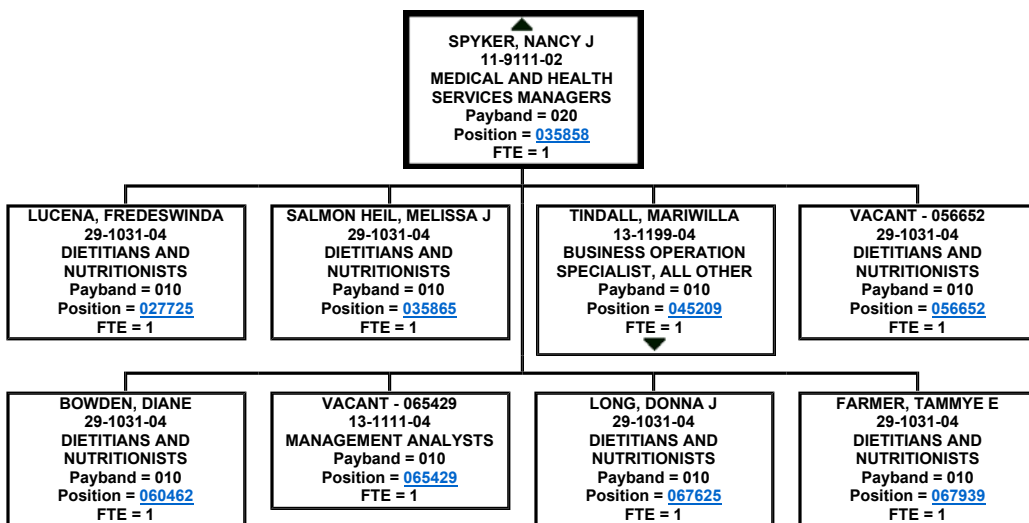


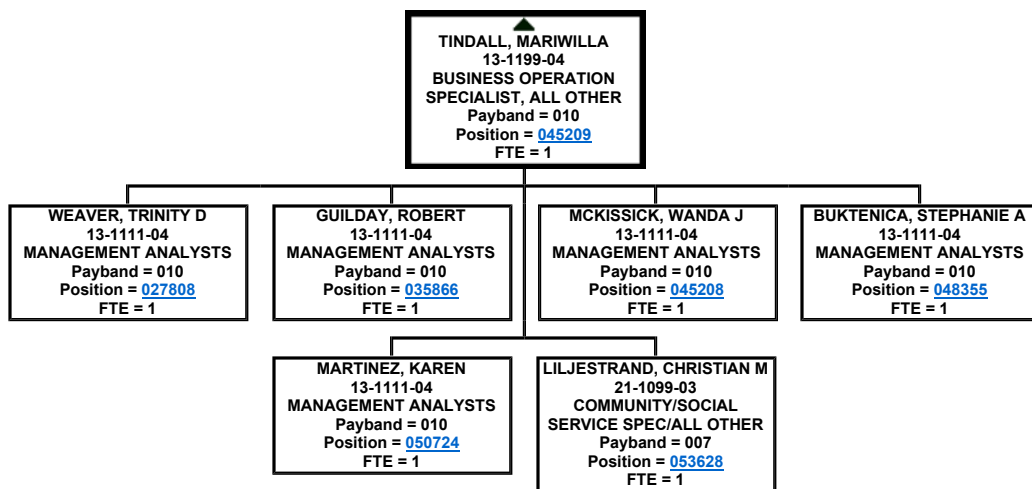


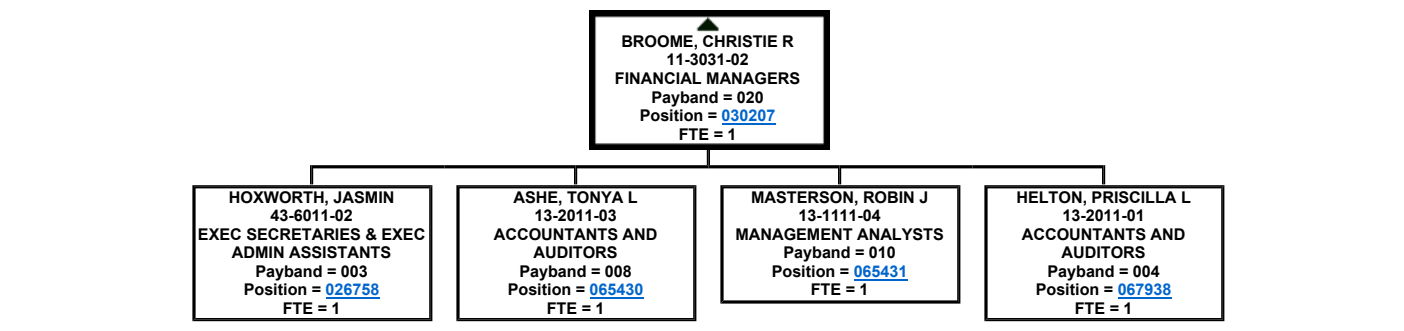


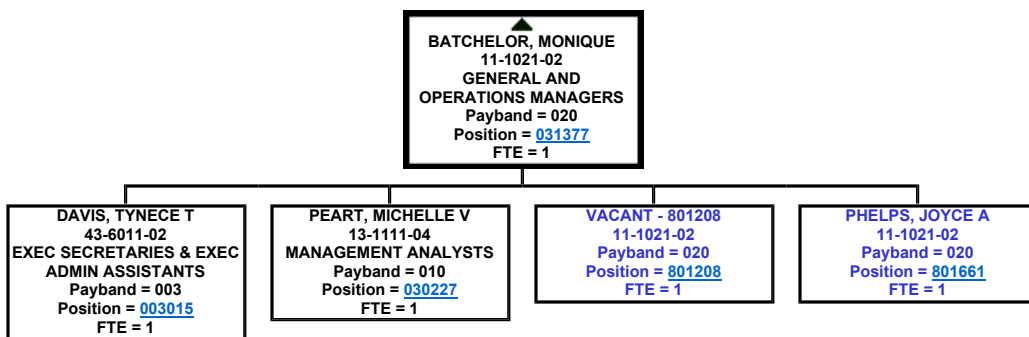


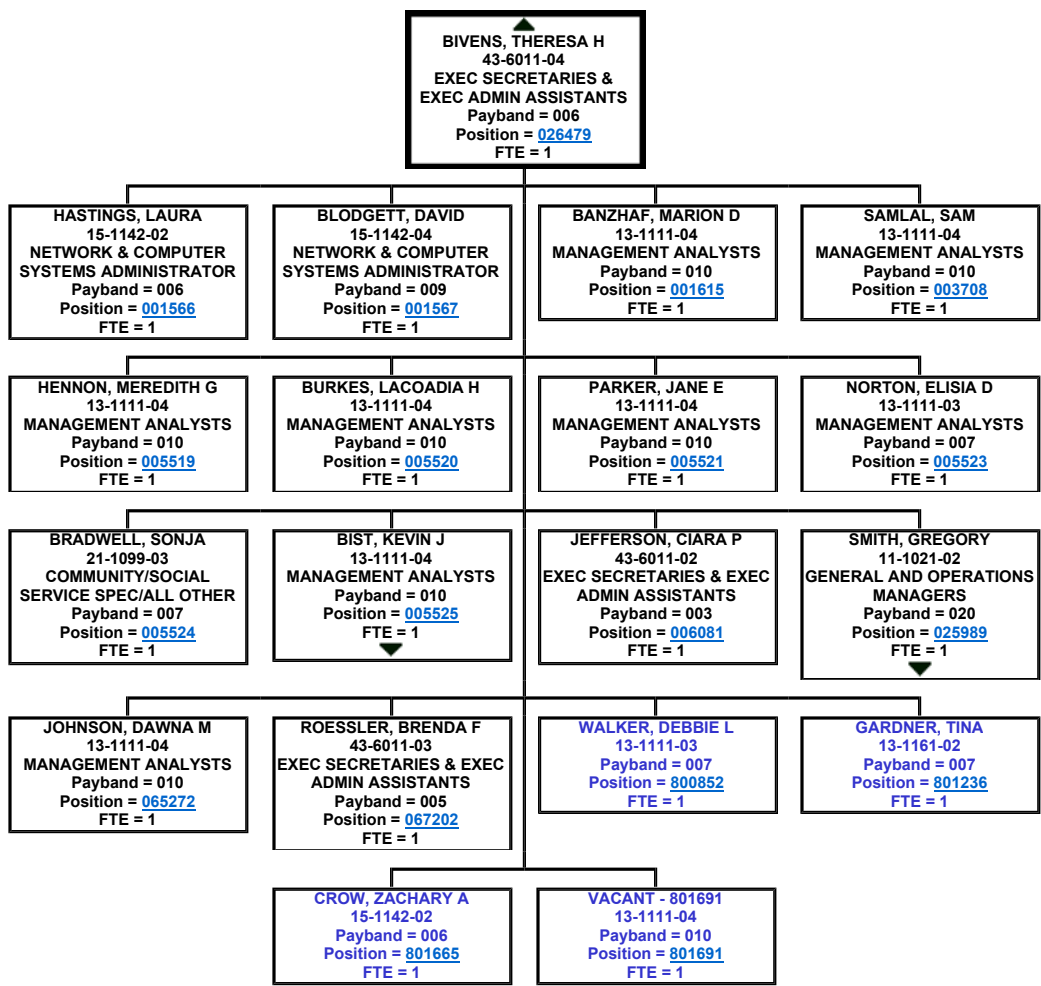


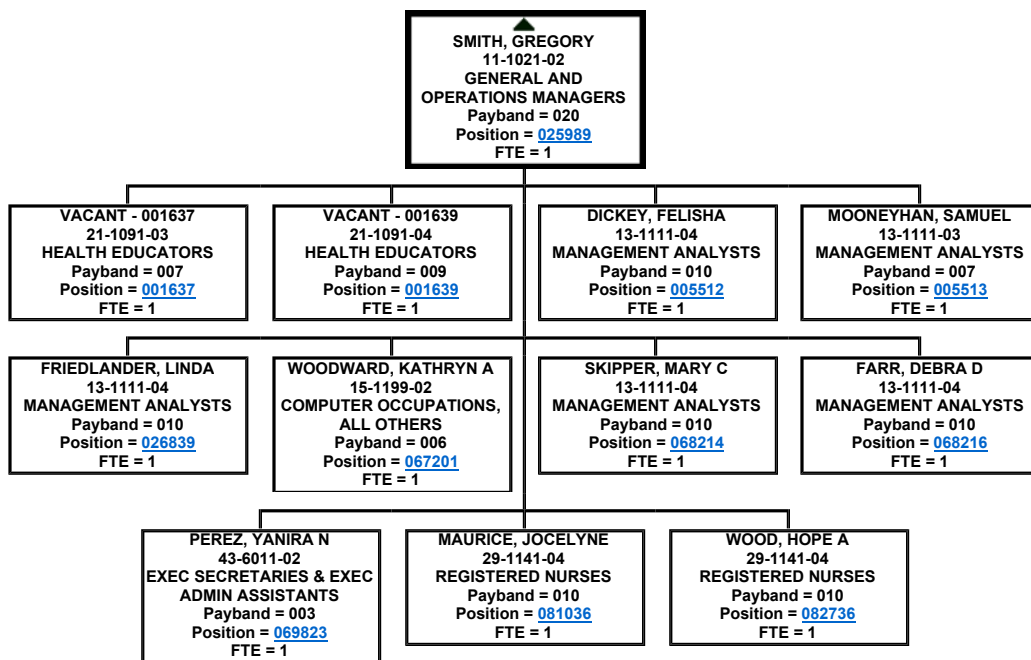




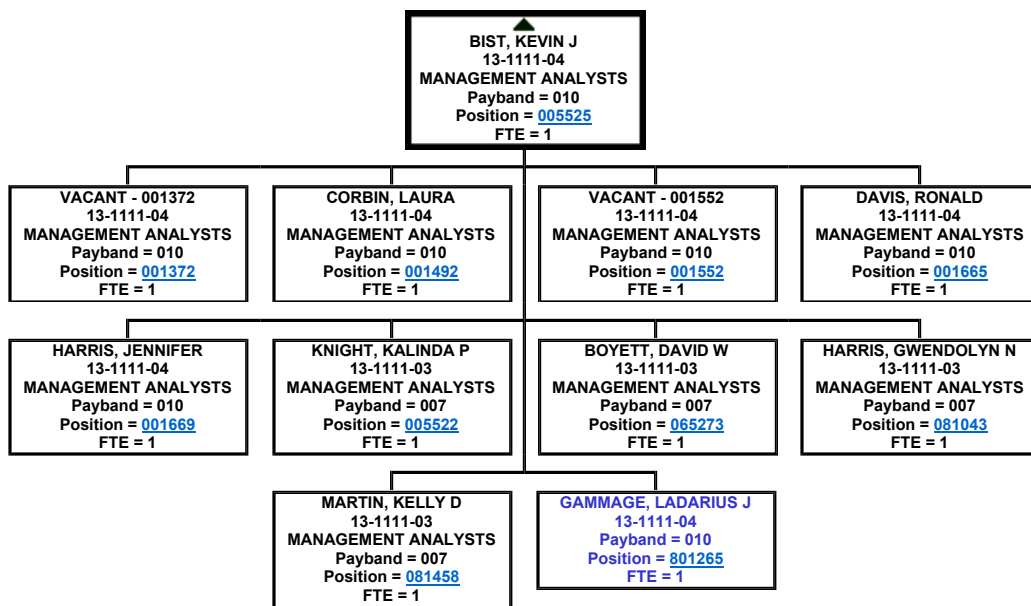


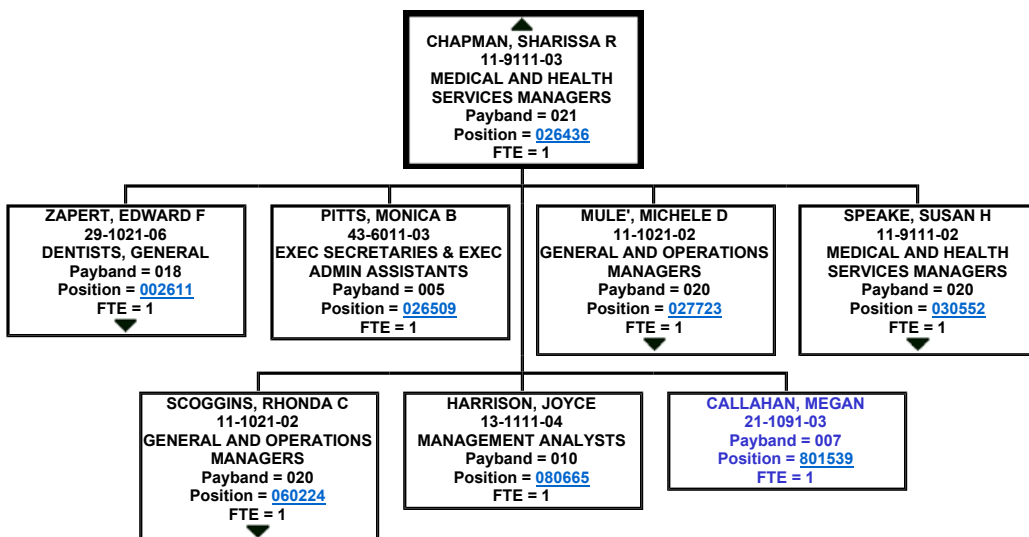


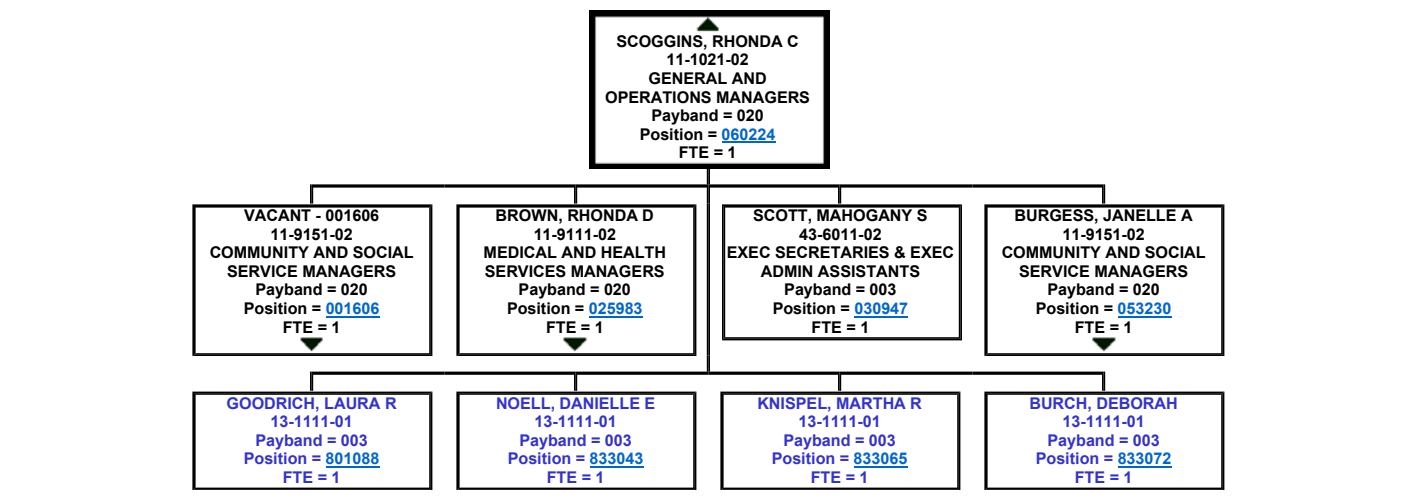


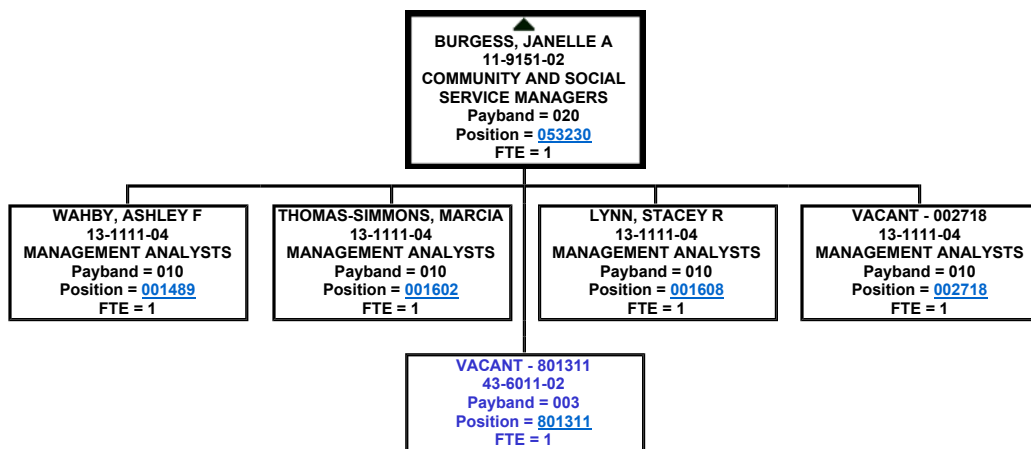


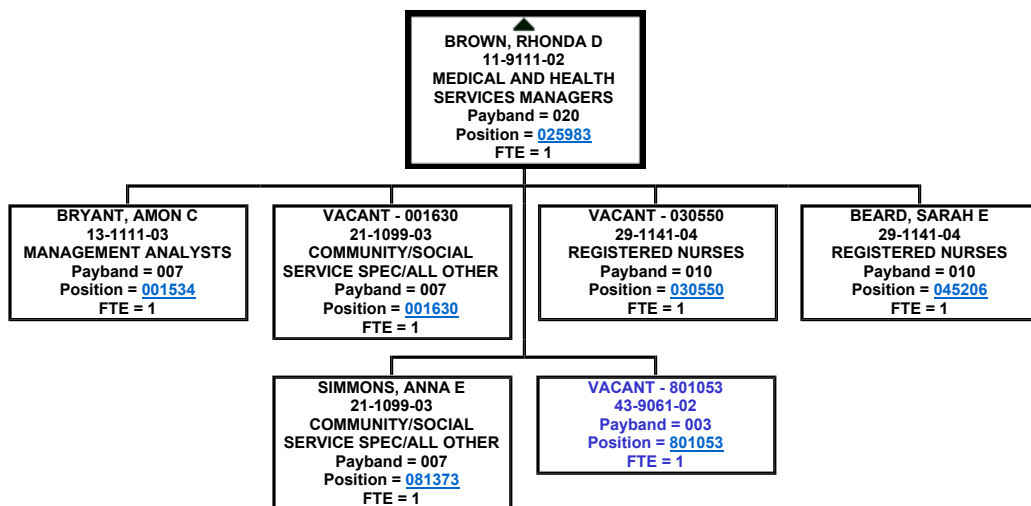


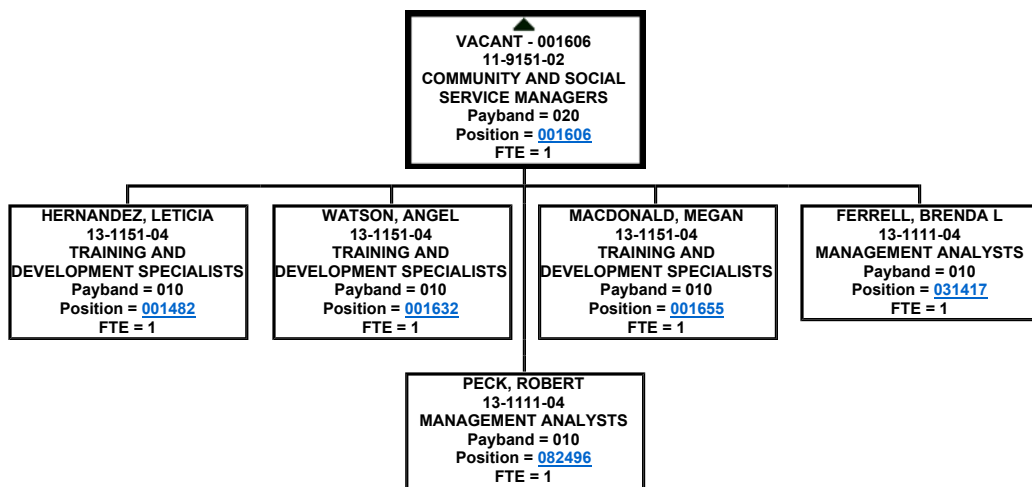


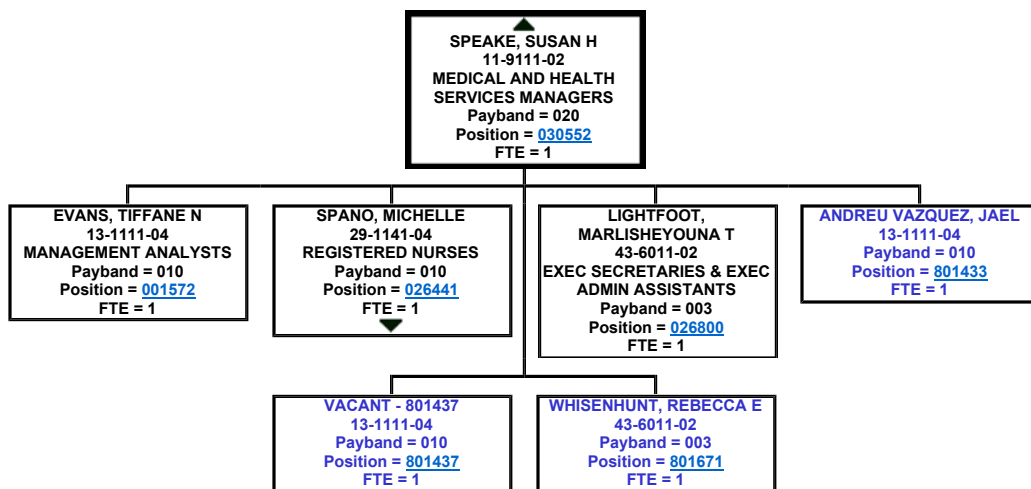


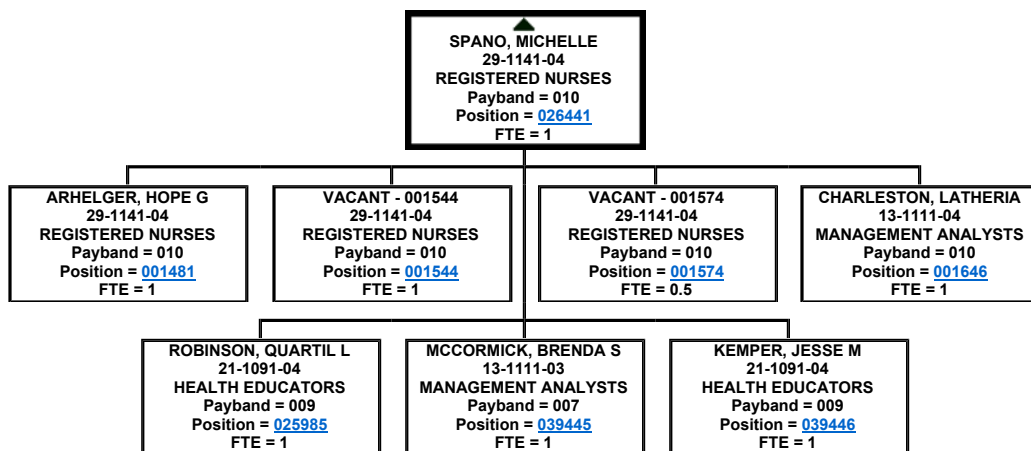




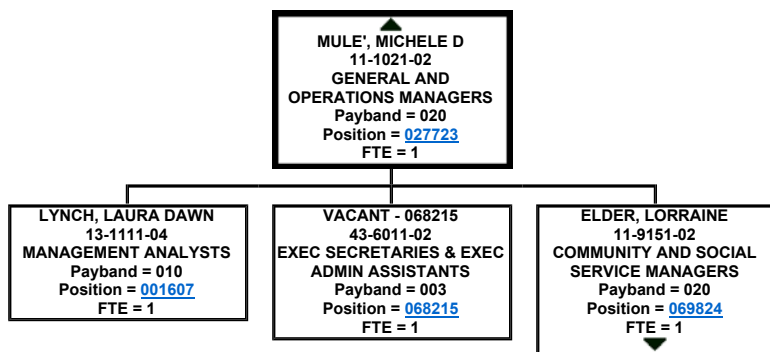


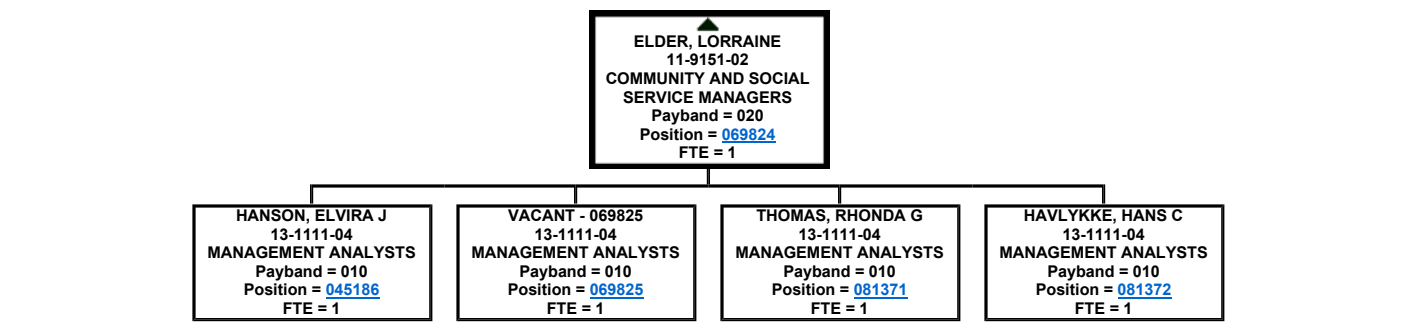


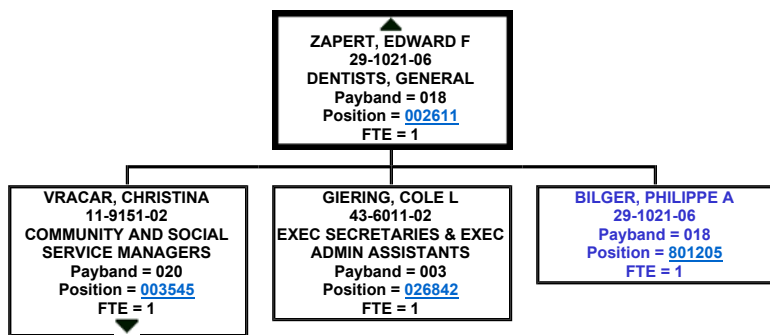


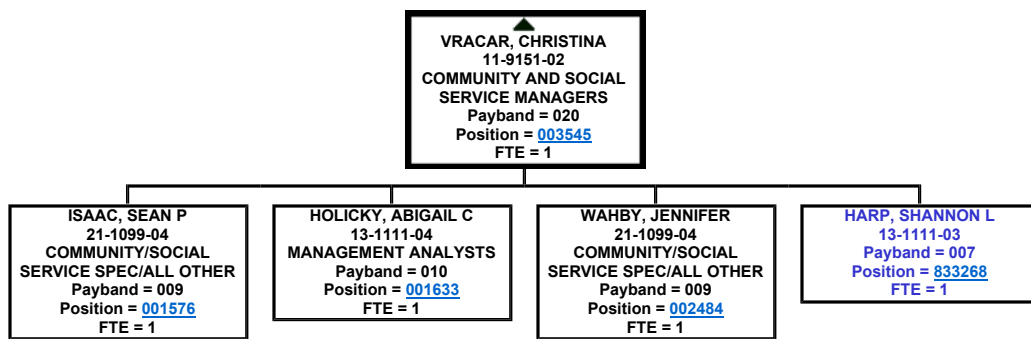


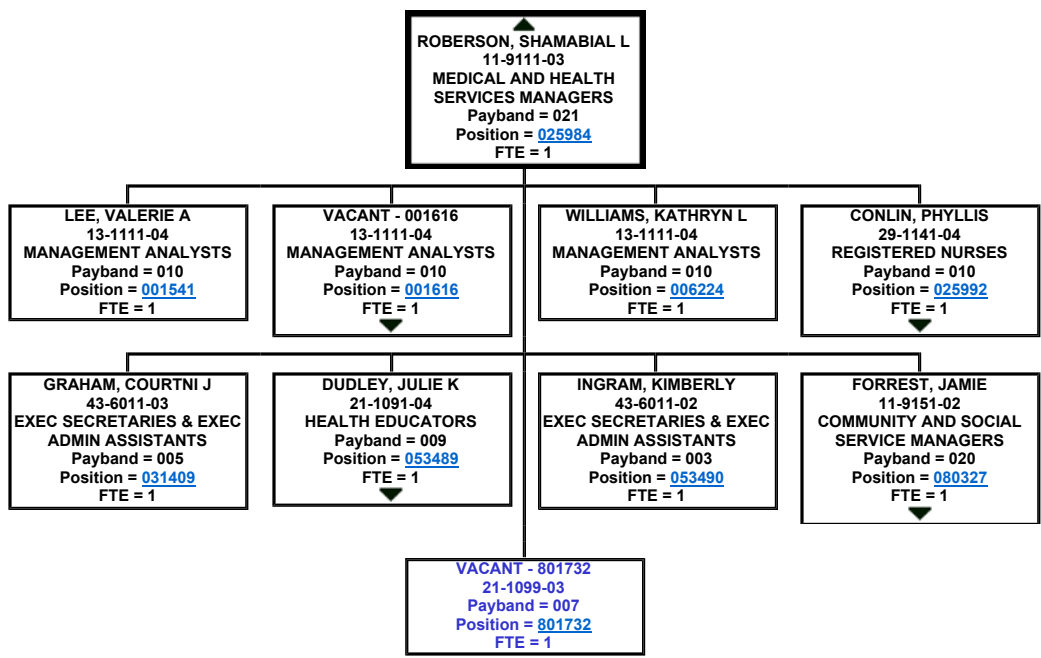


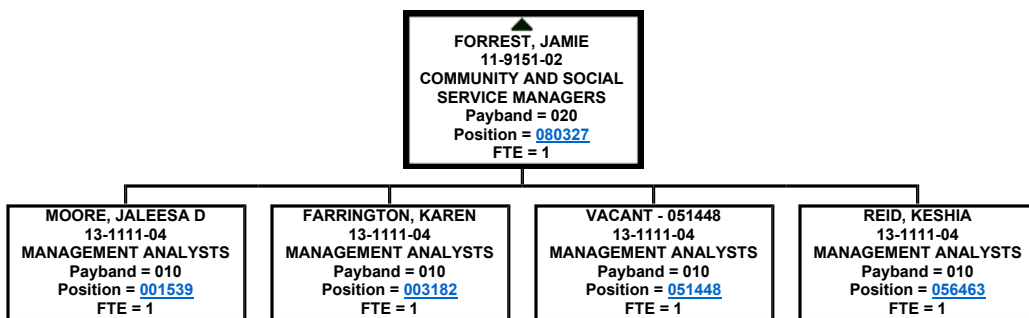


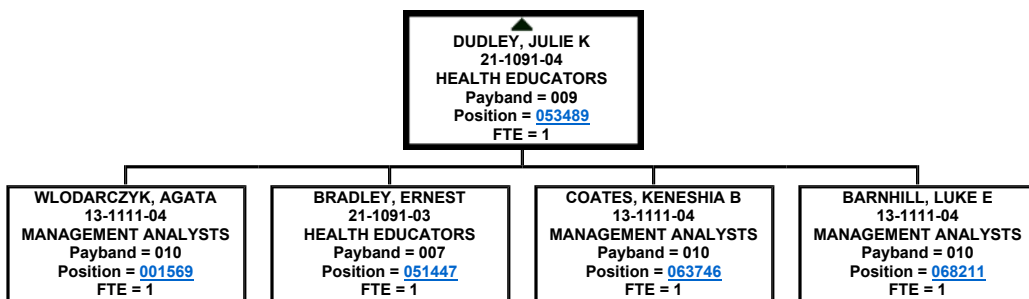


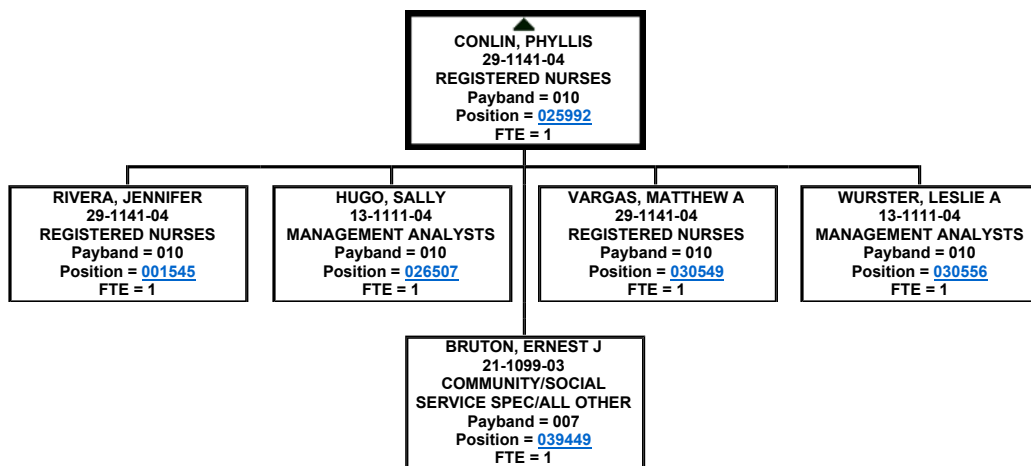




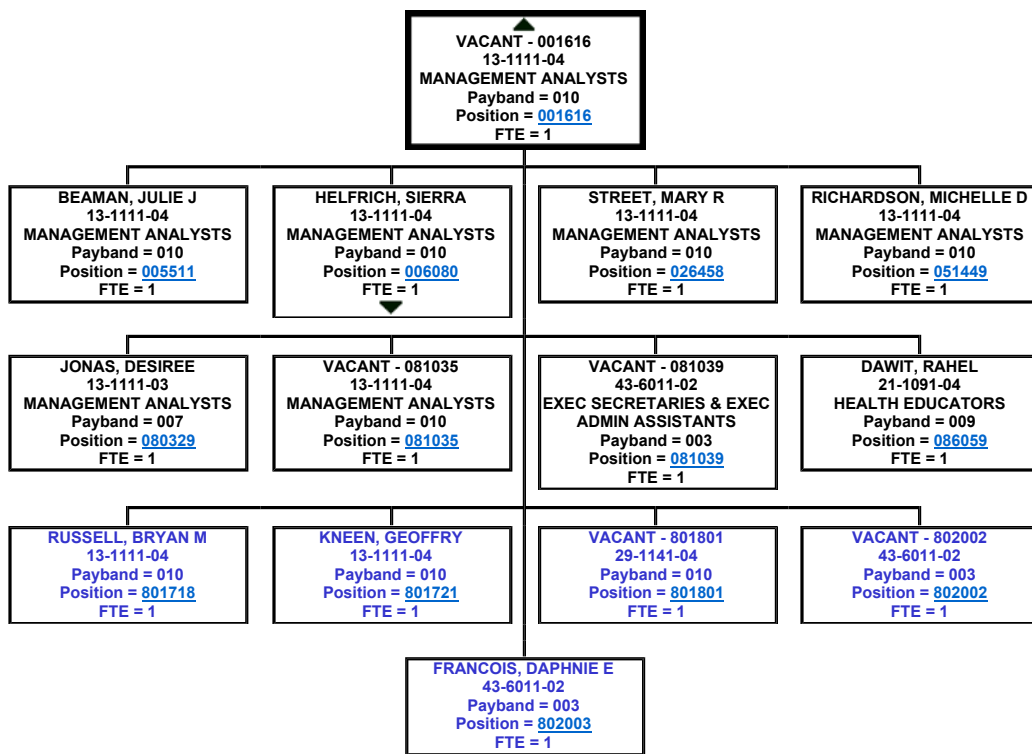


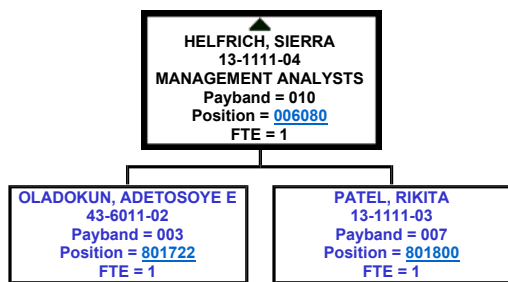








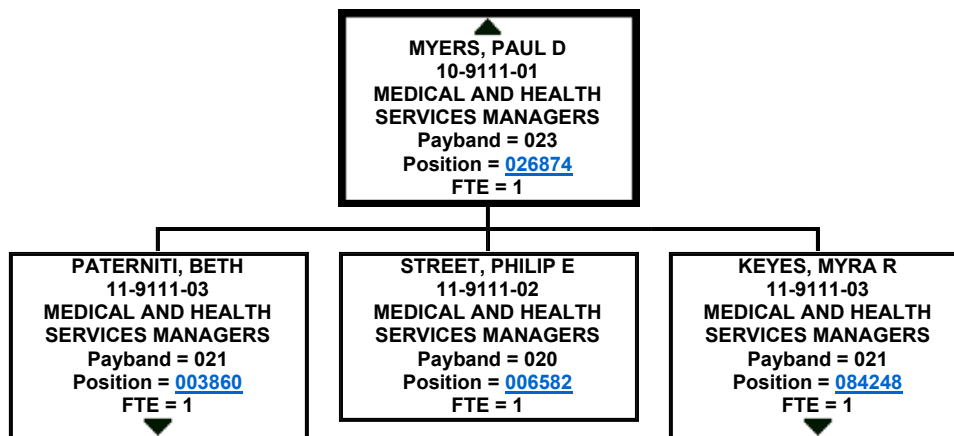


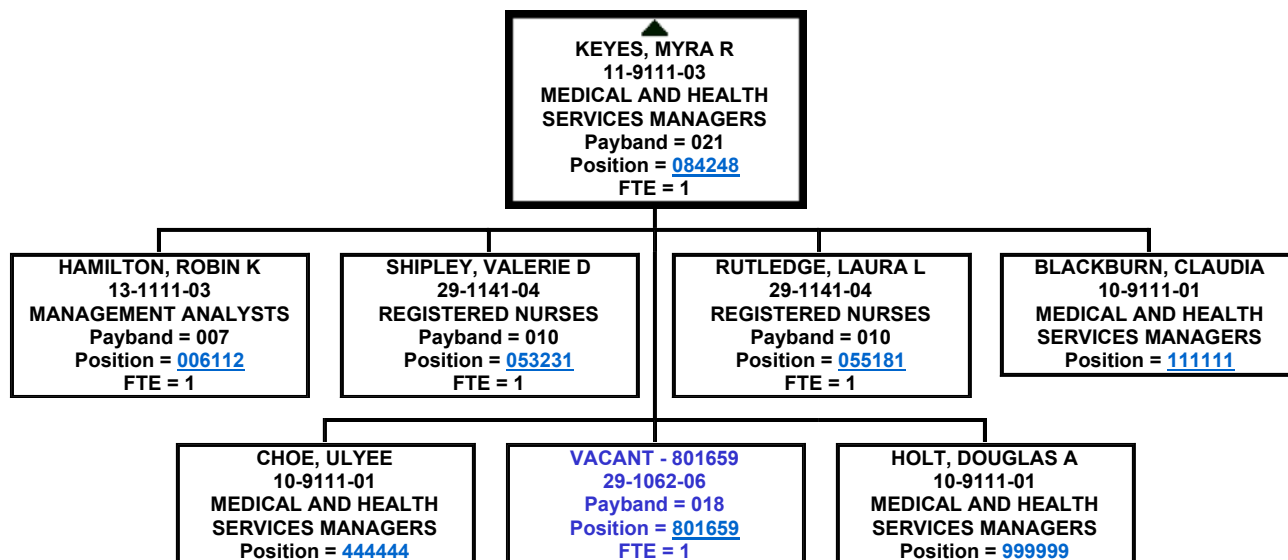


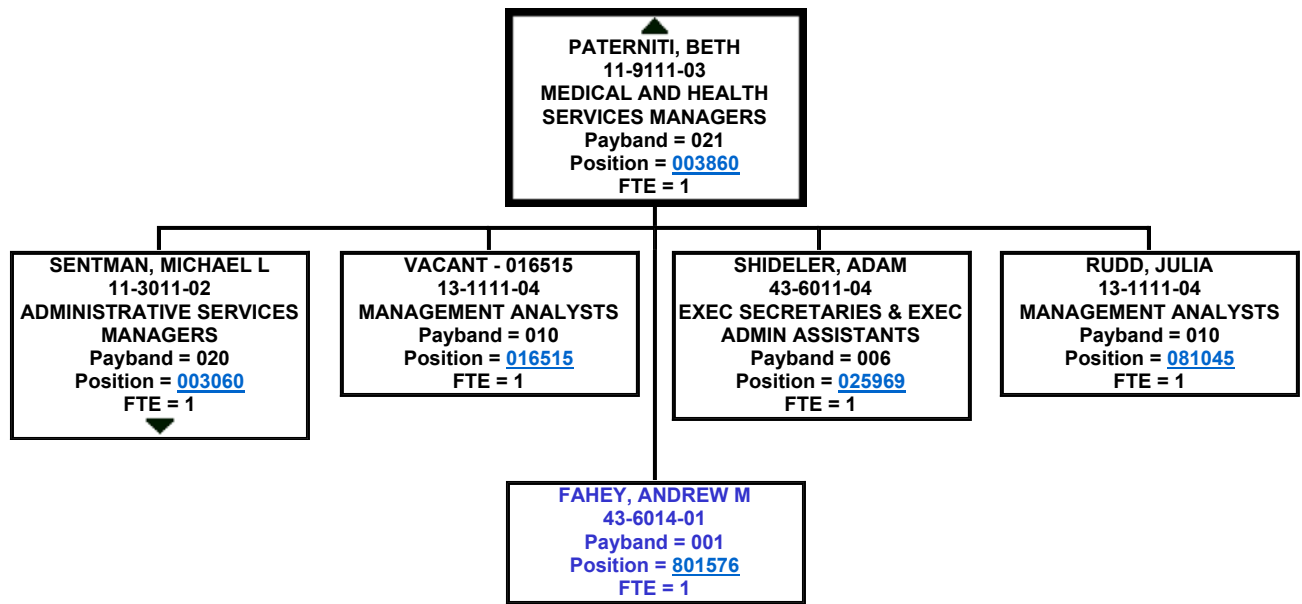
# DOH - Deputy Secretary for County Health Systems

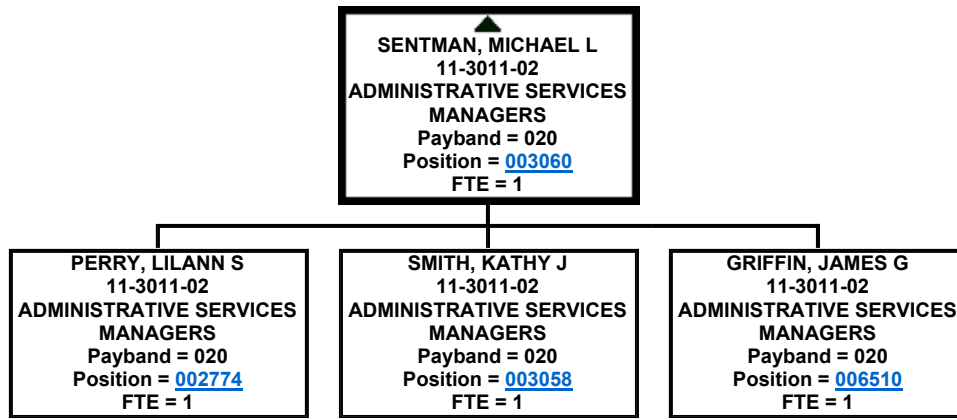
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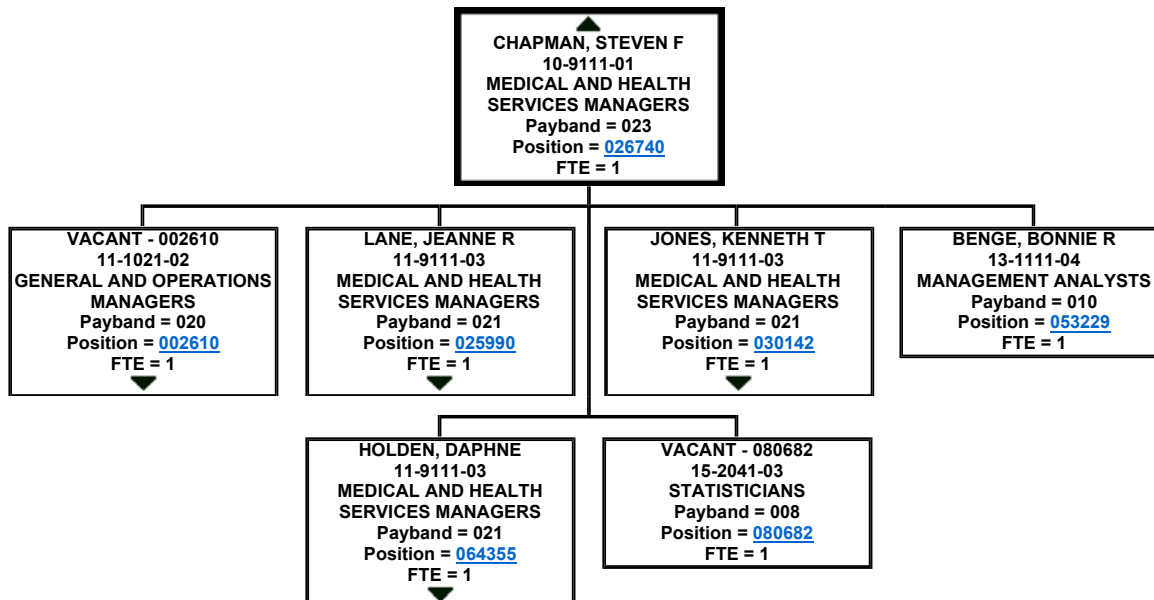


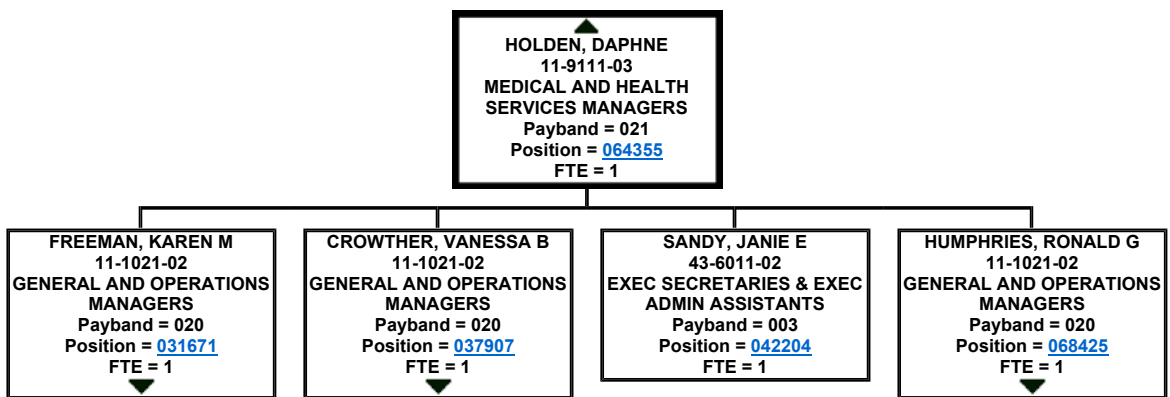


# DOH - Division of Public Health Statistics and Performance Management

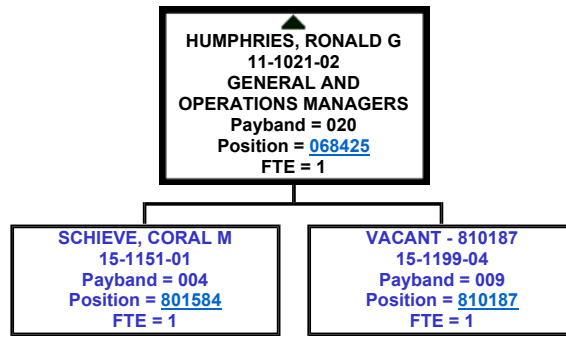
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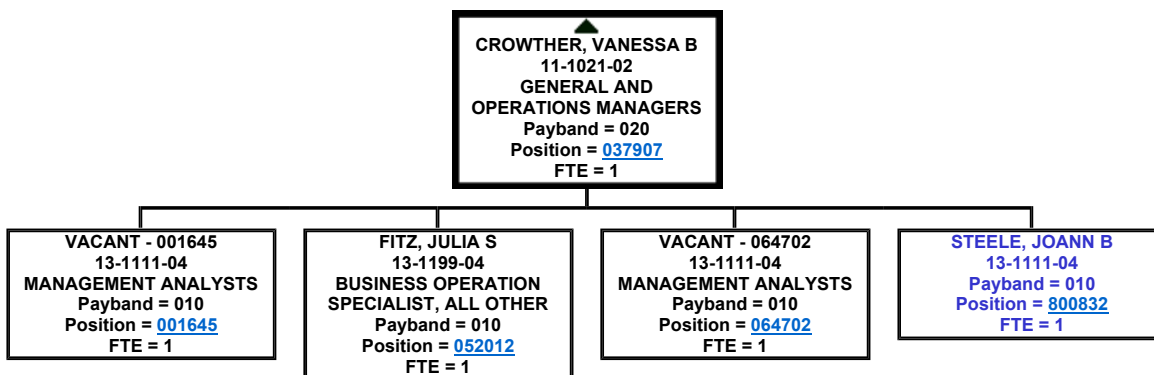
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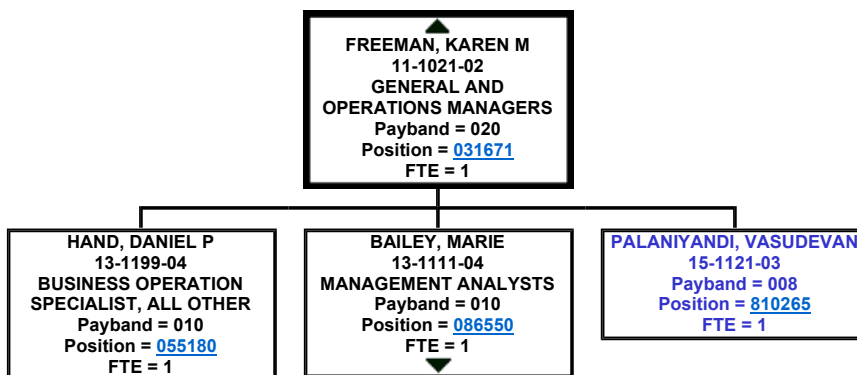


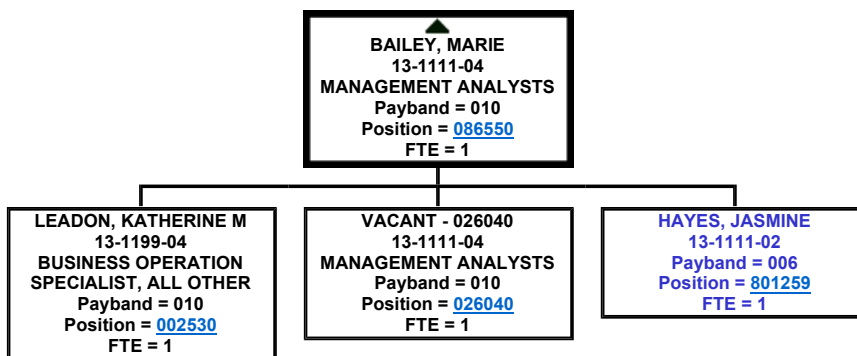


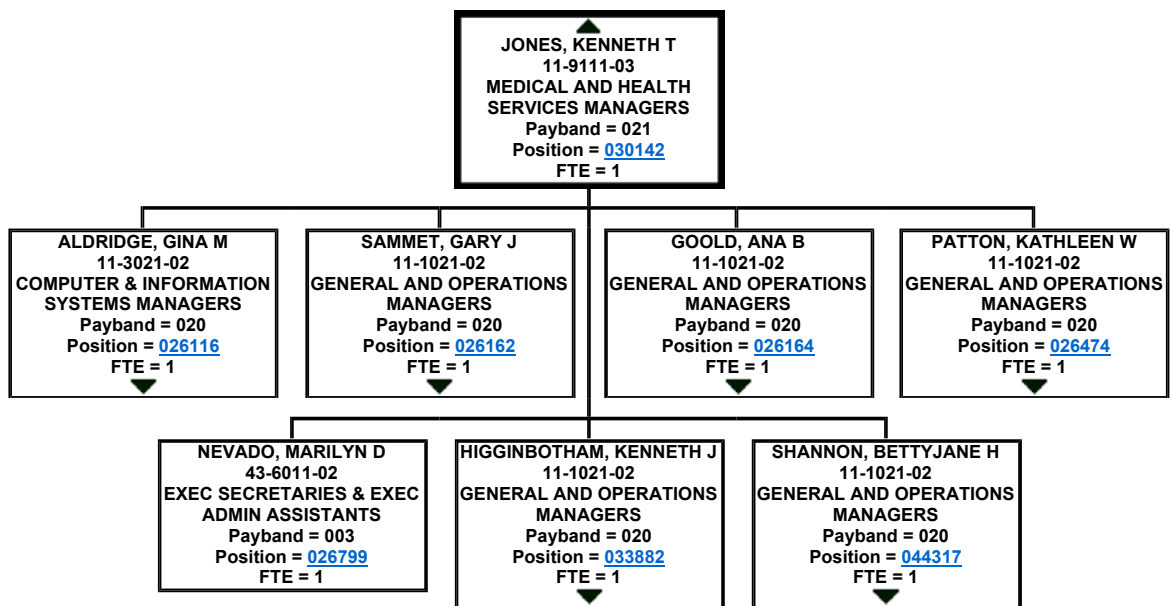


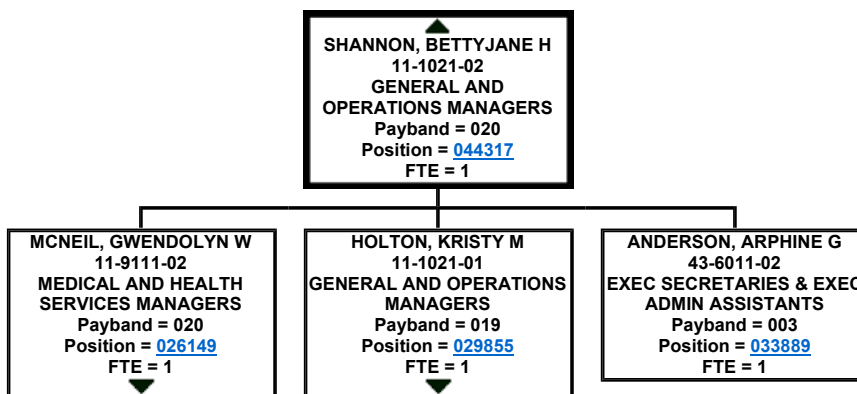


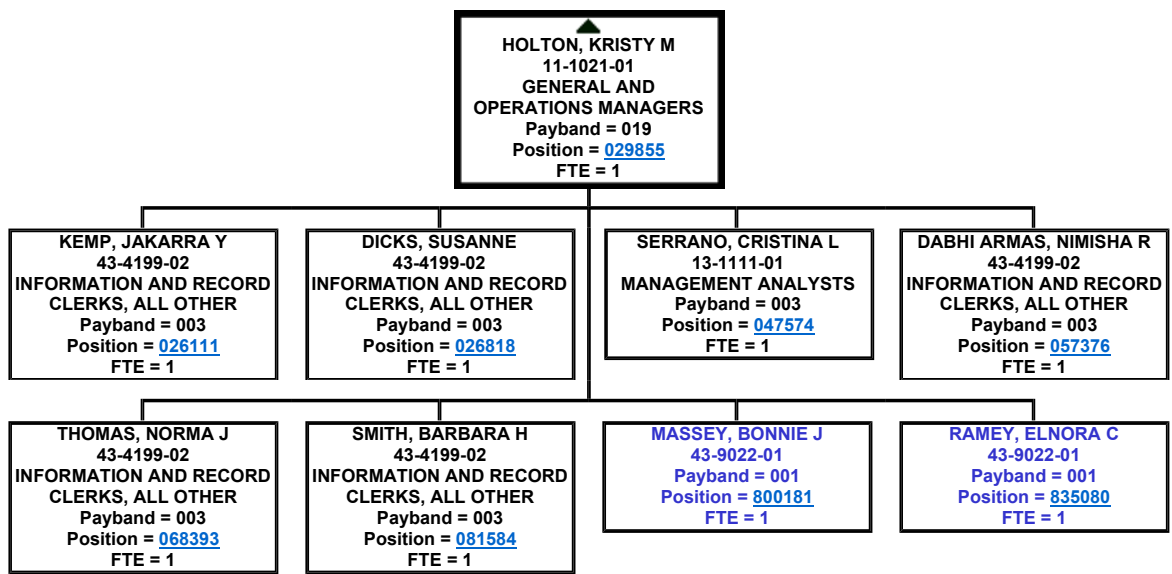


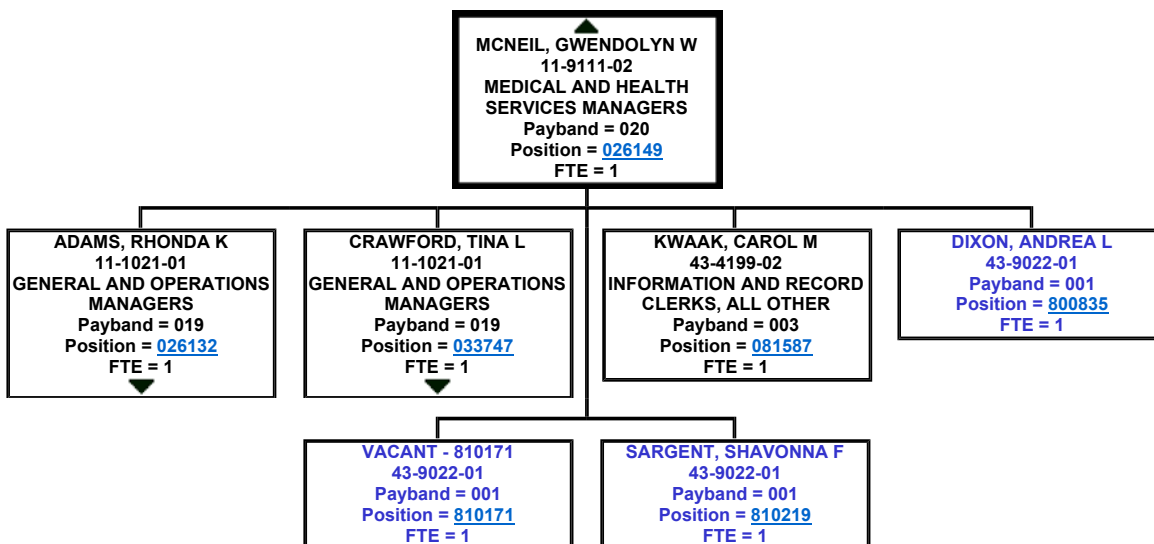




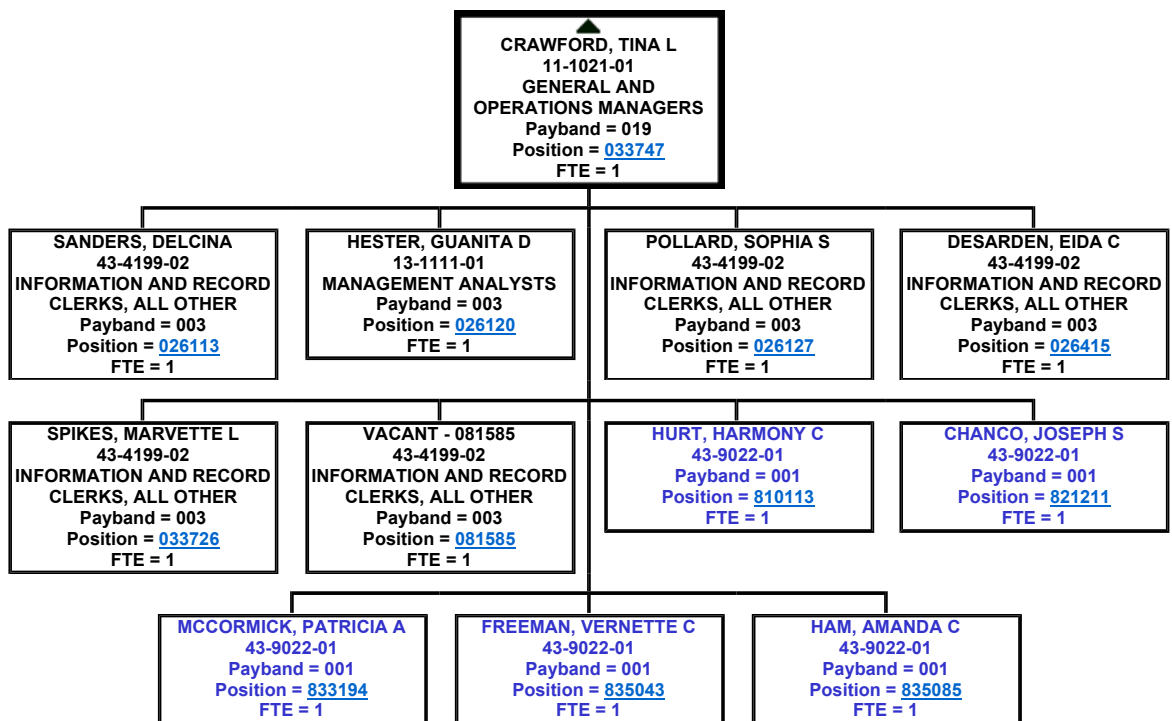


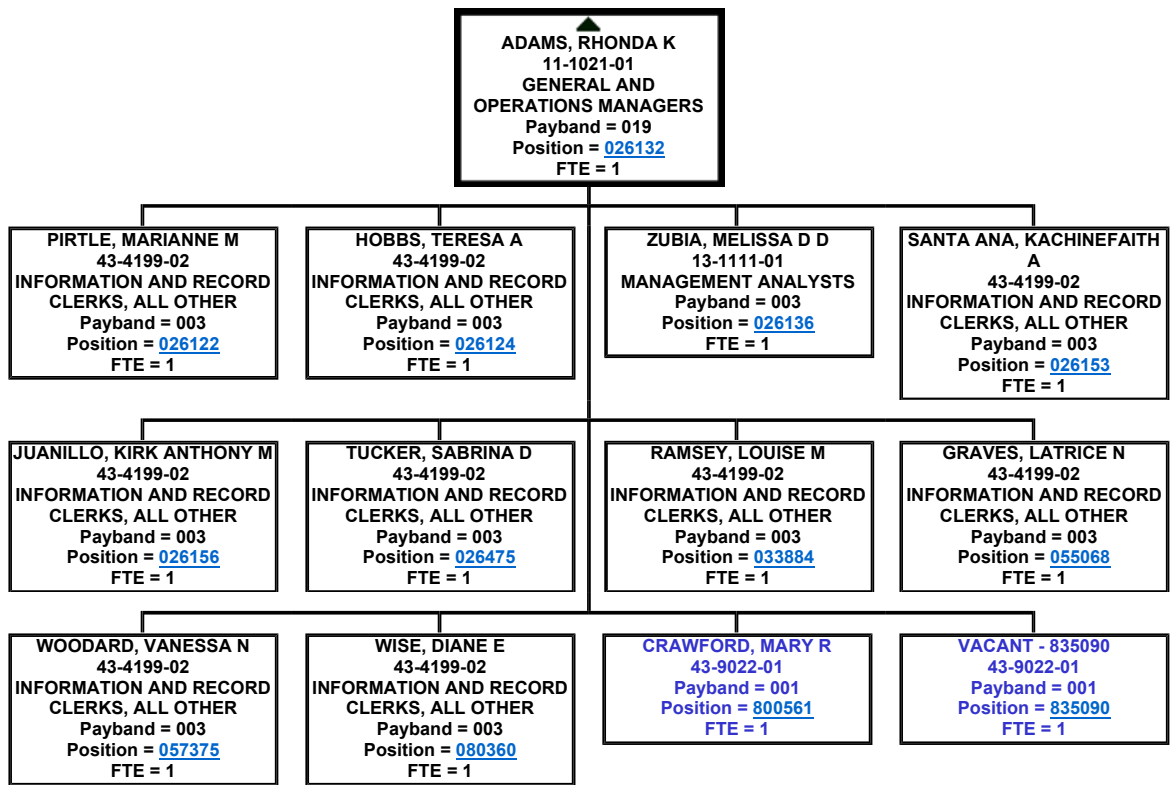


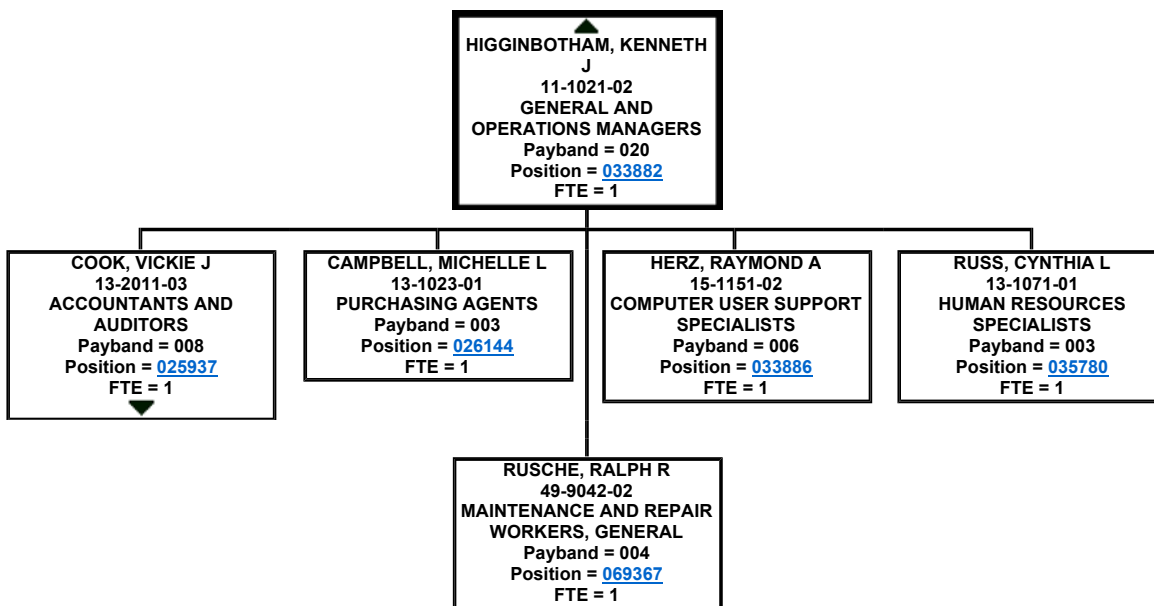


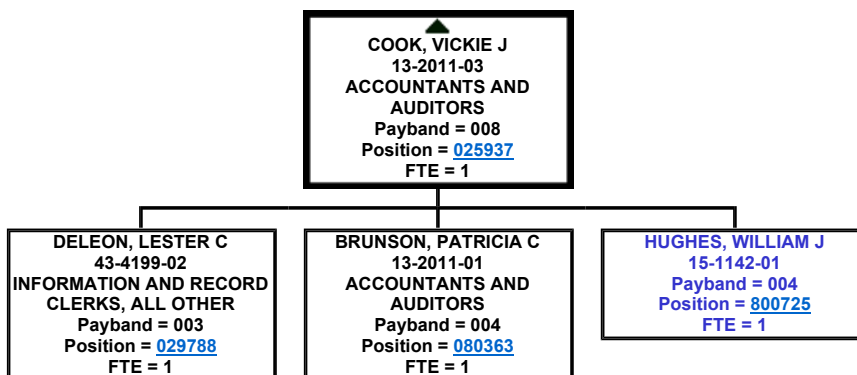


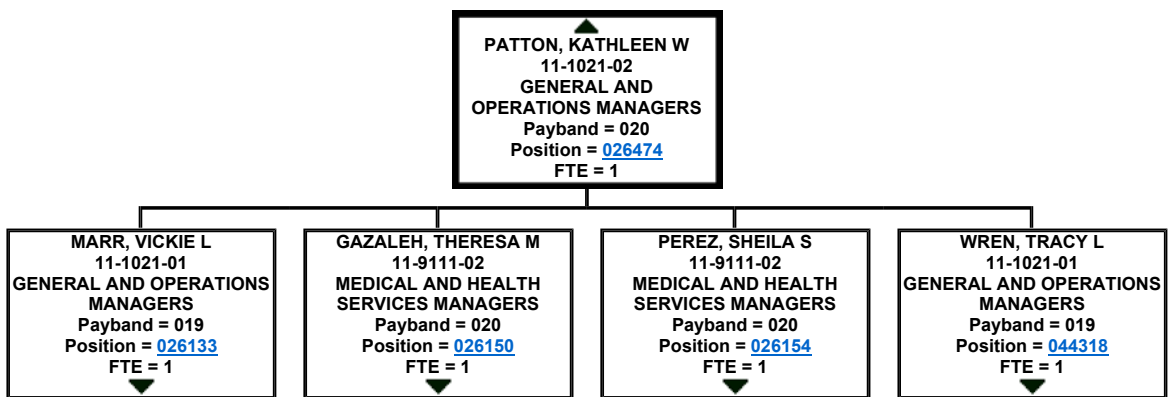


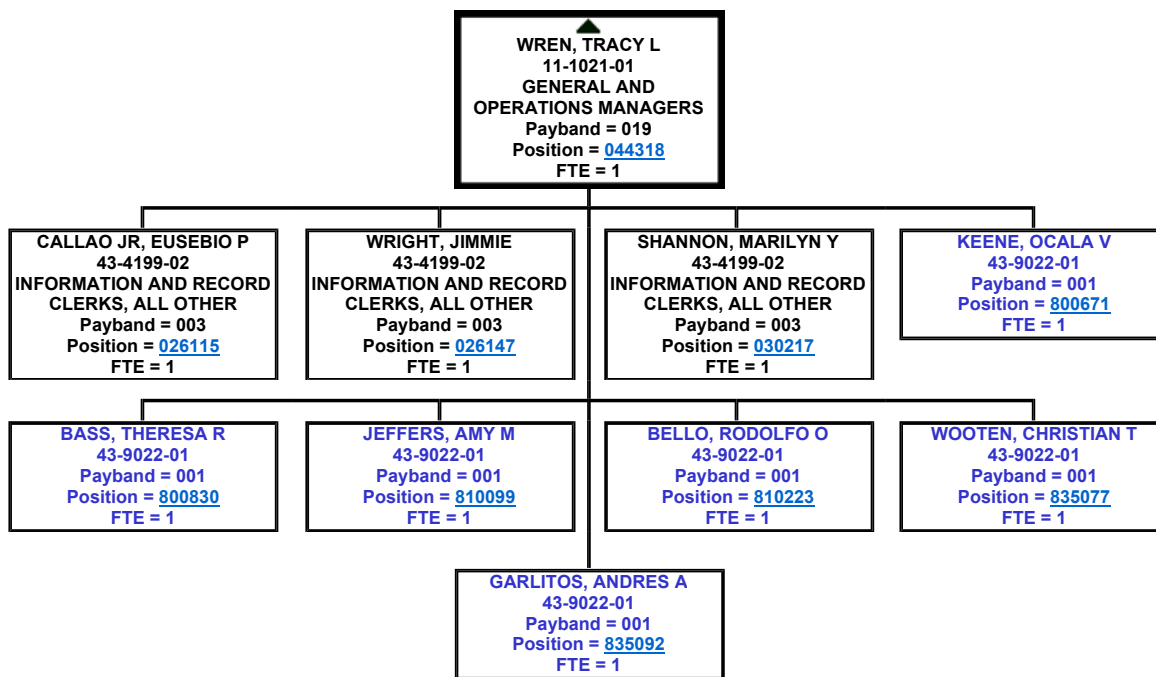


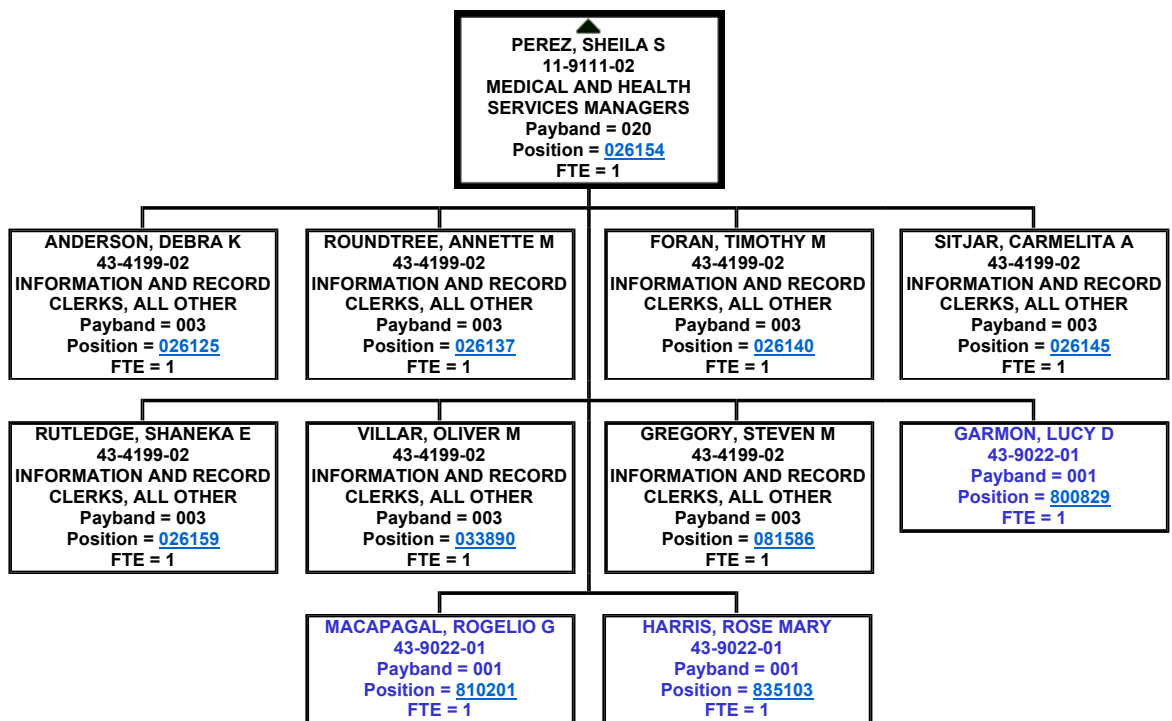


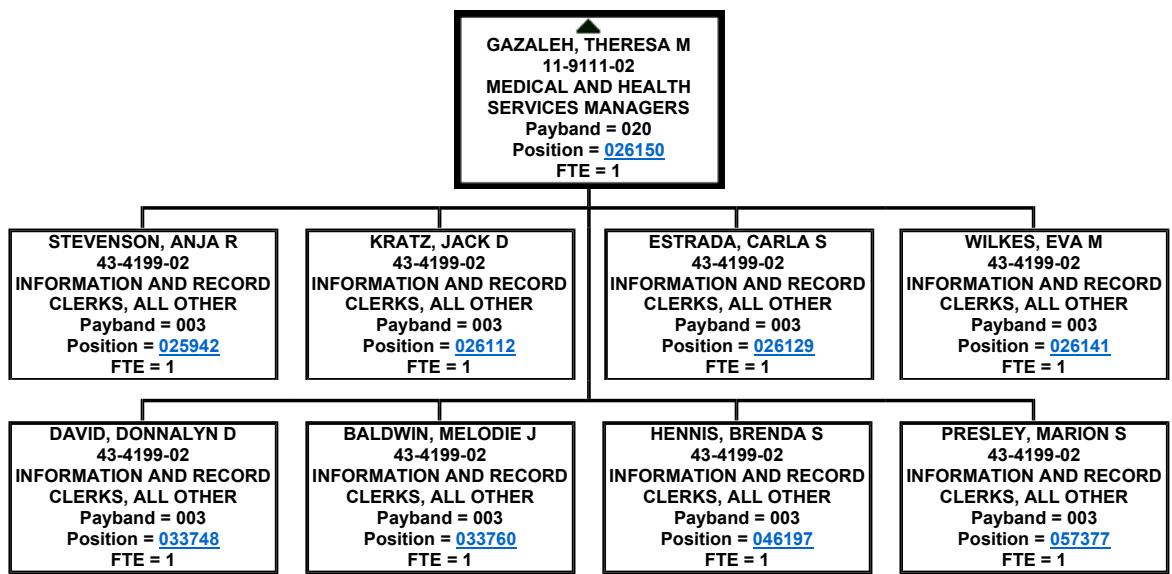




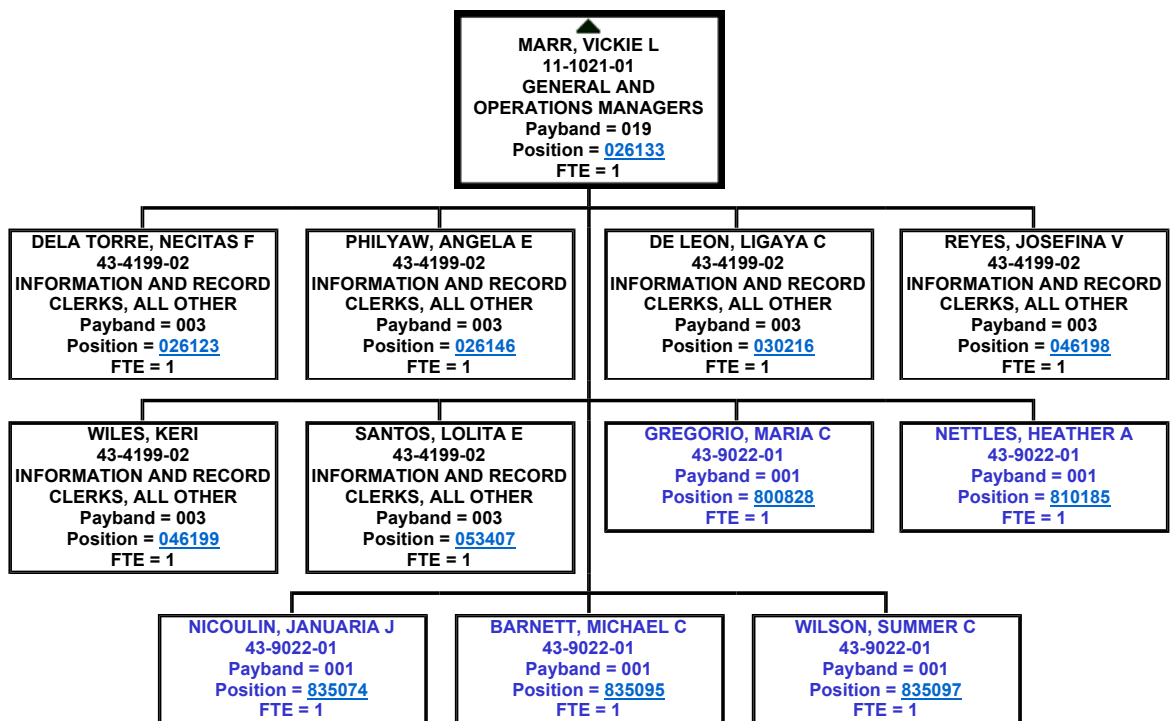


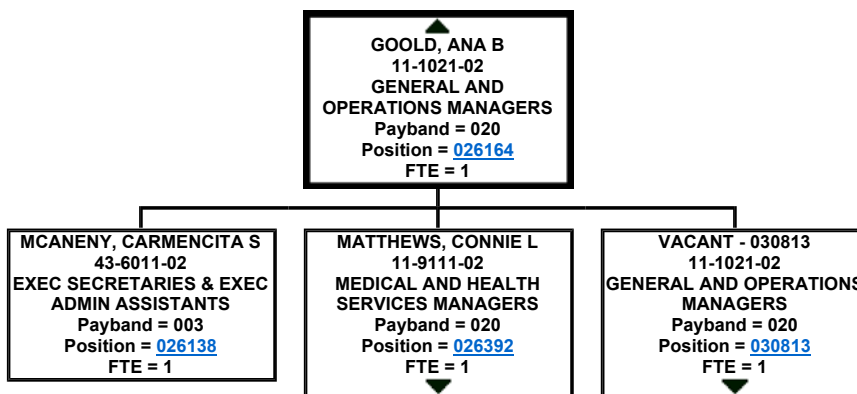


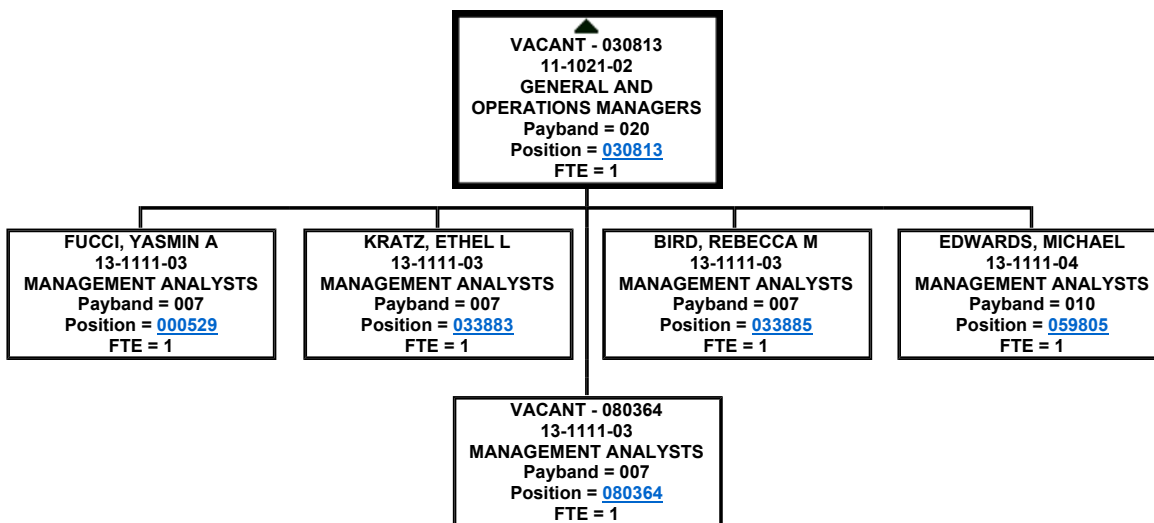


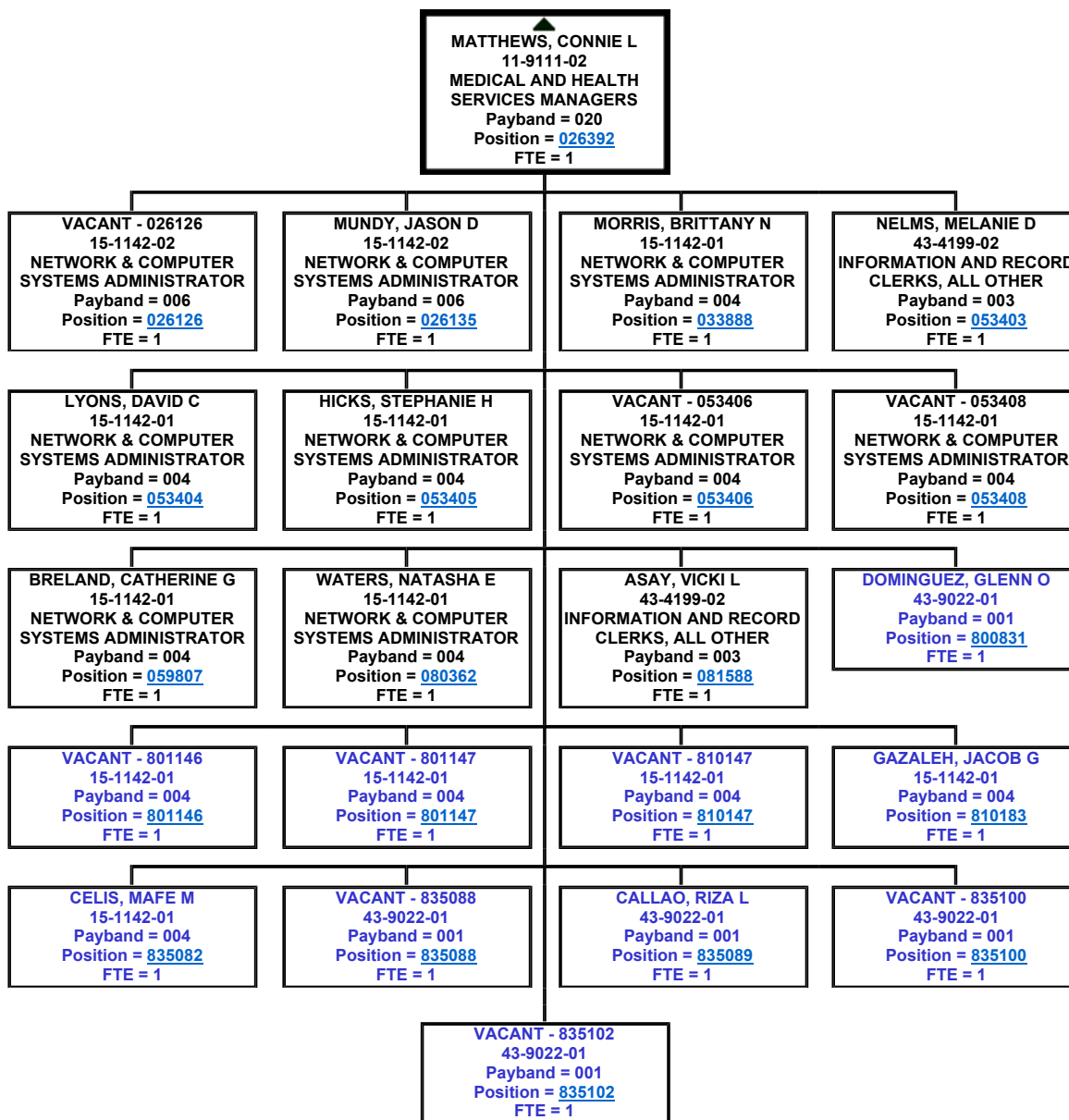


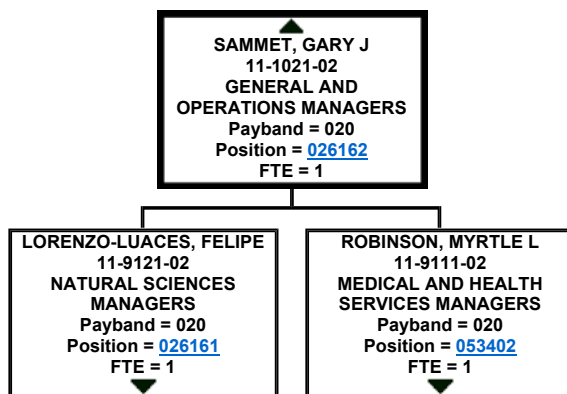


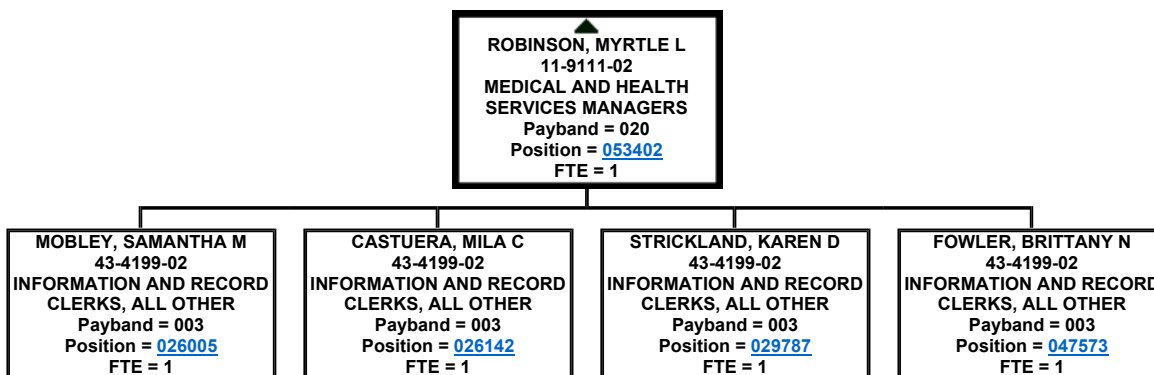


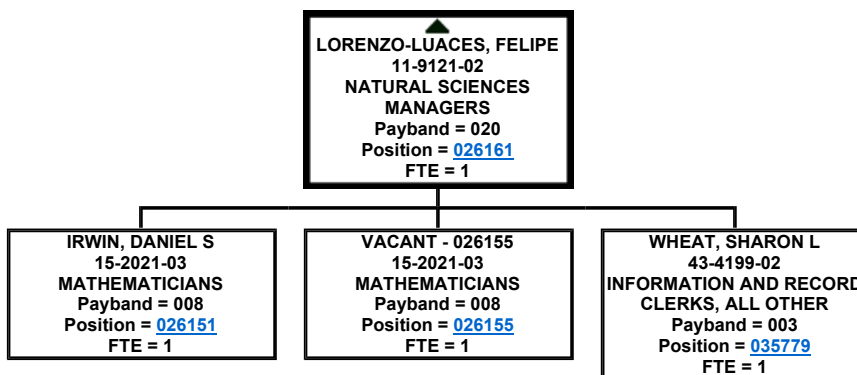


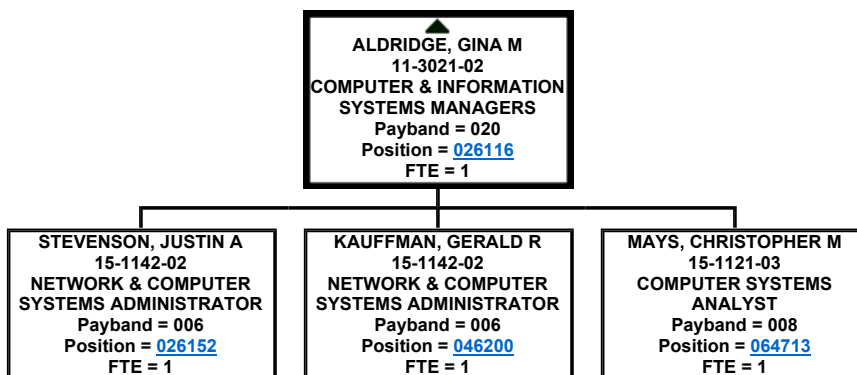




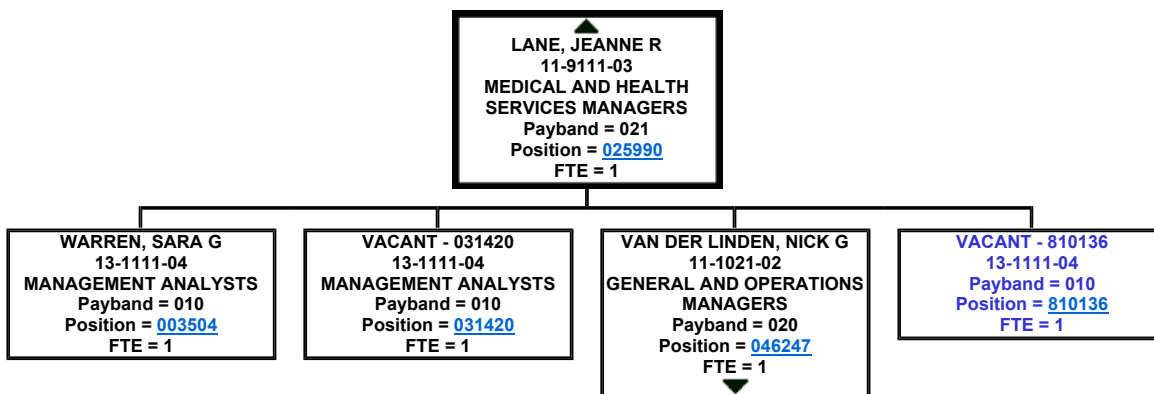


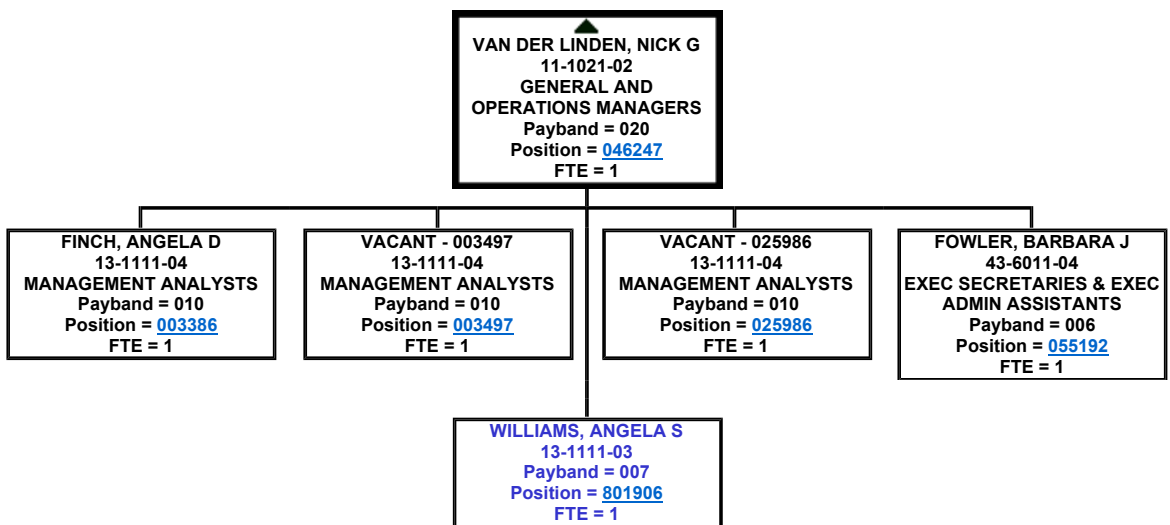


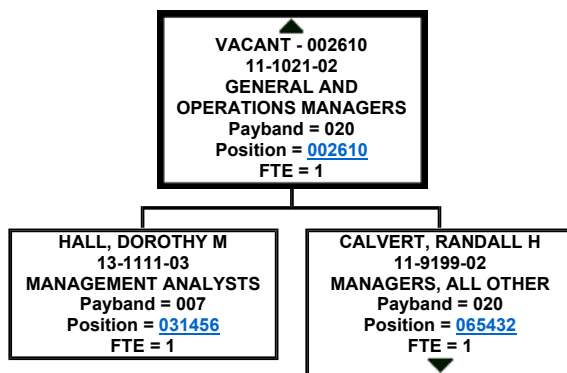


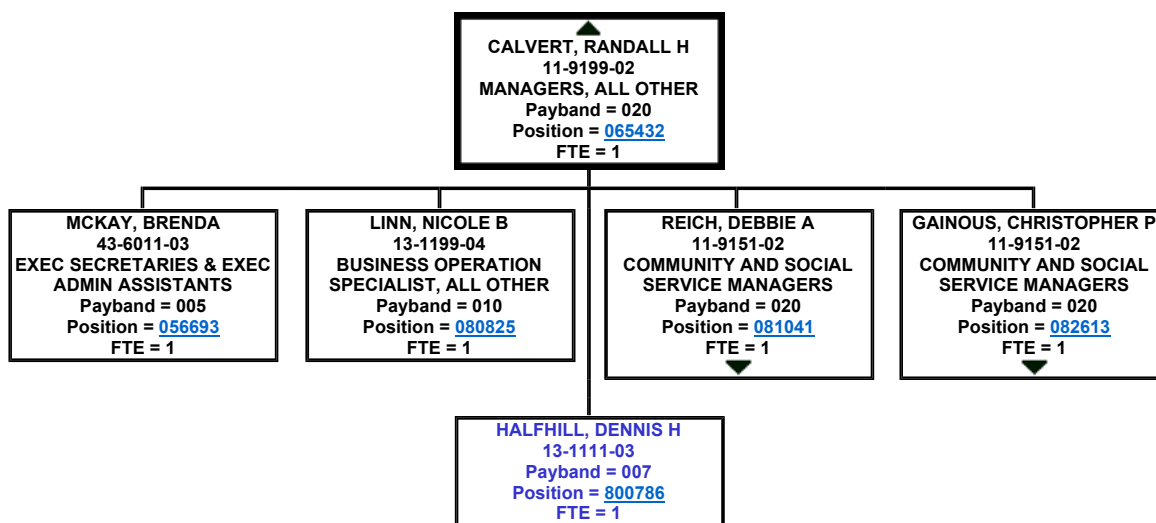


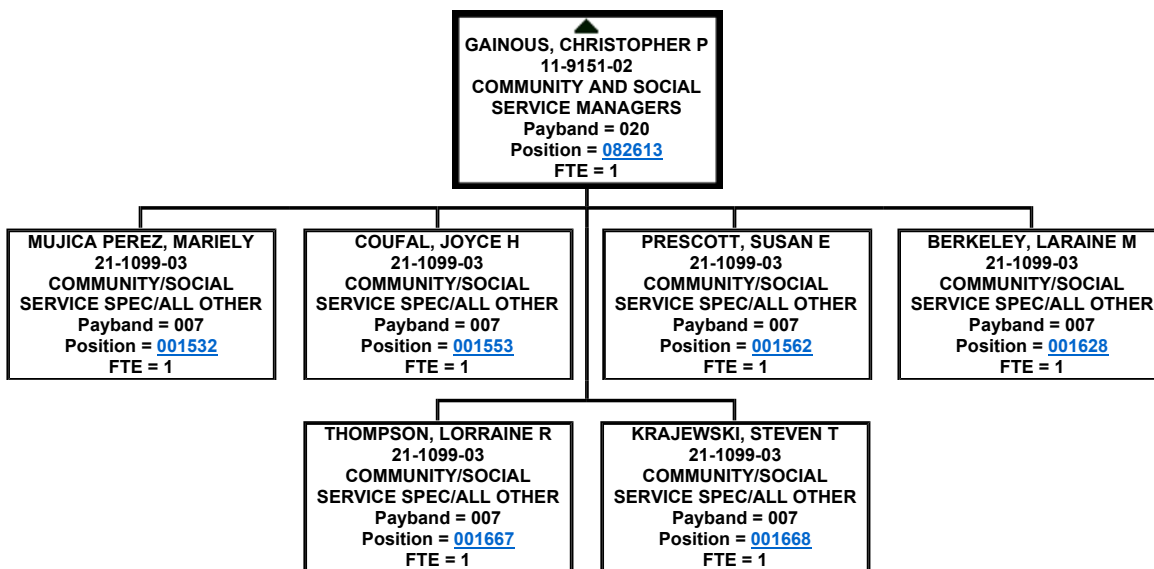


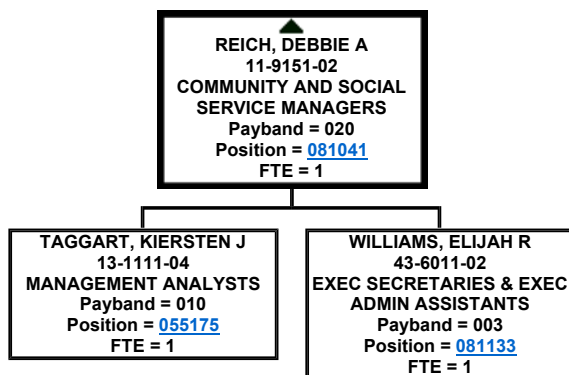








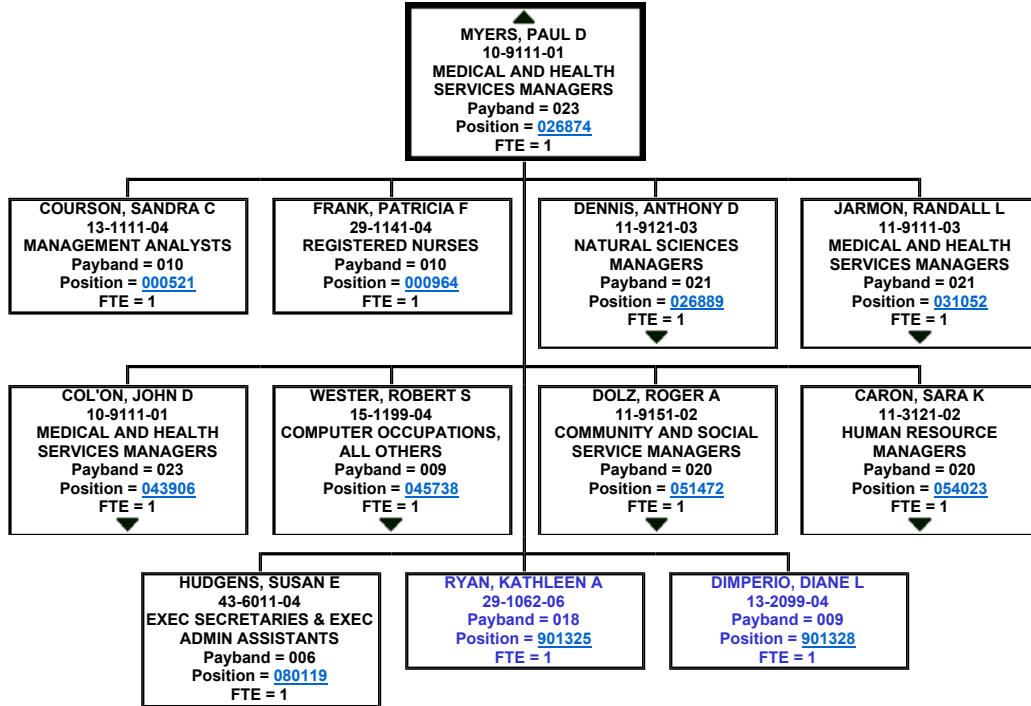


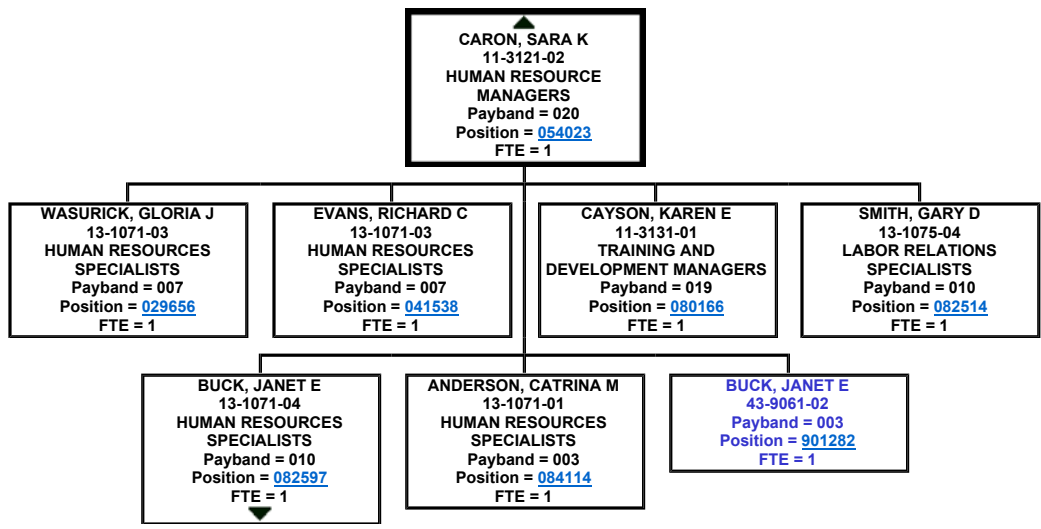


# CHD 01 - Alachua County Health Department

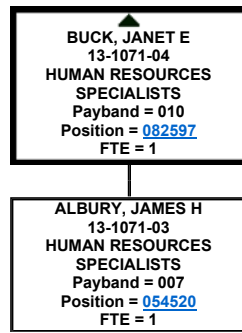
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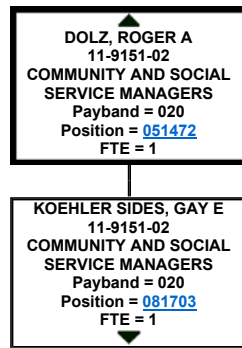
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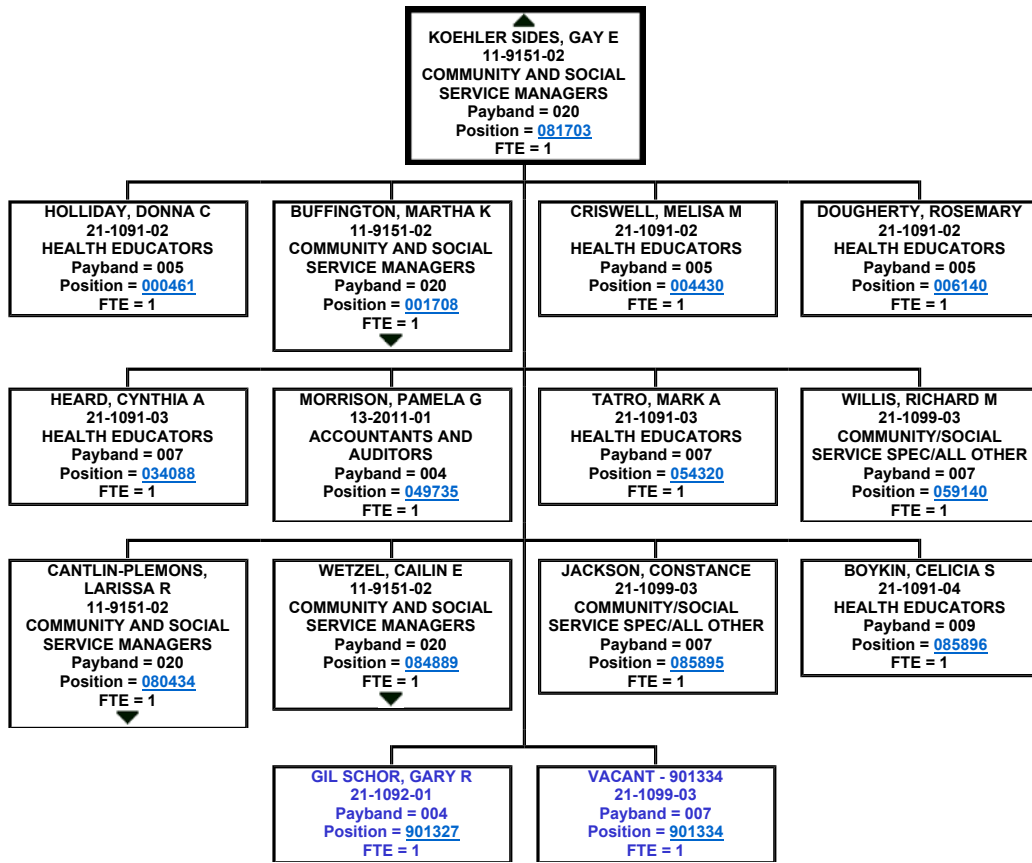


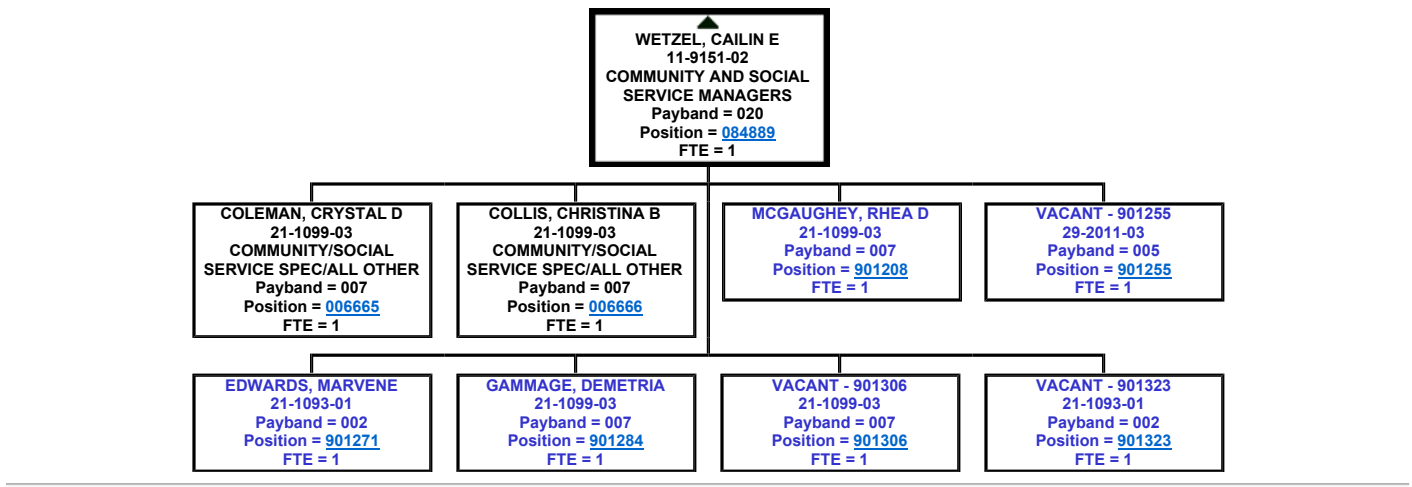


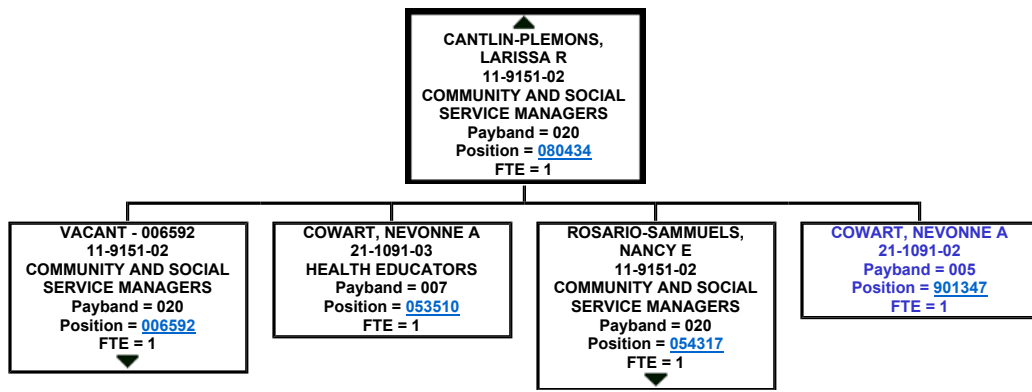


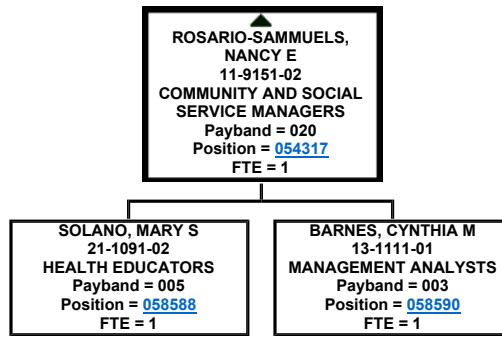


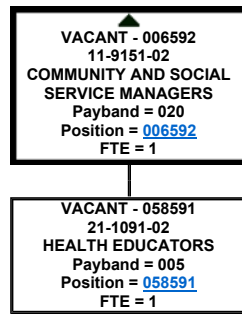


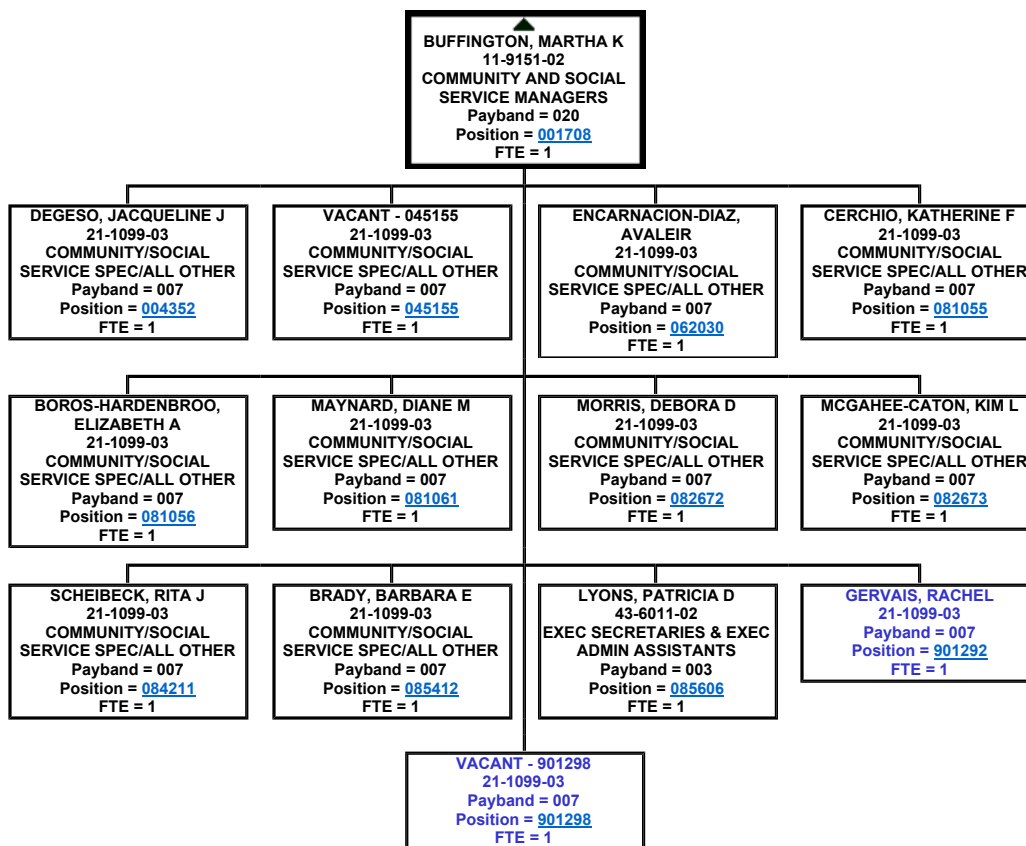




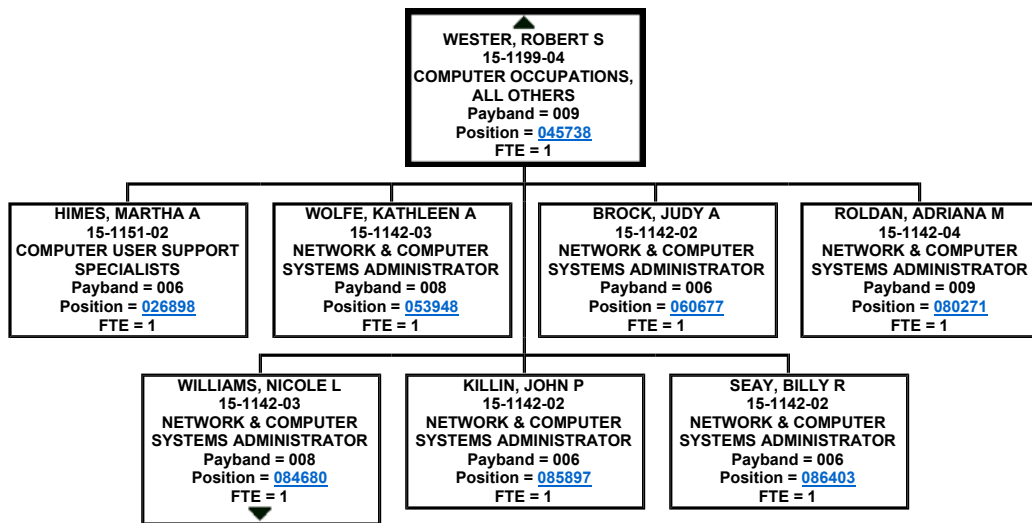


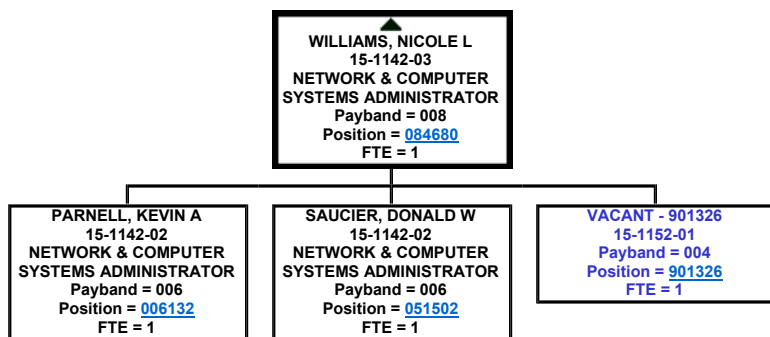


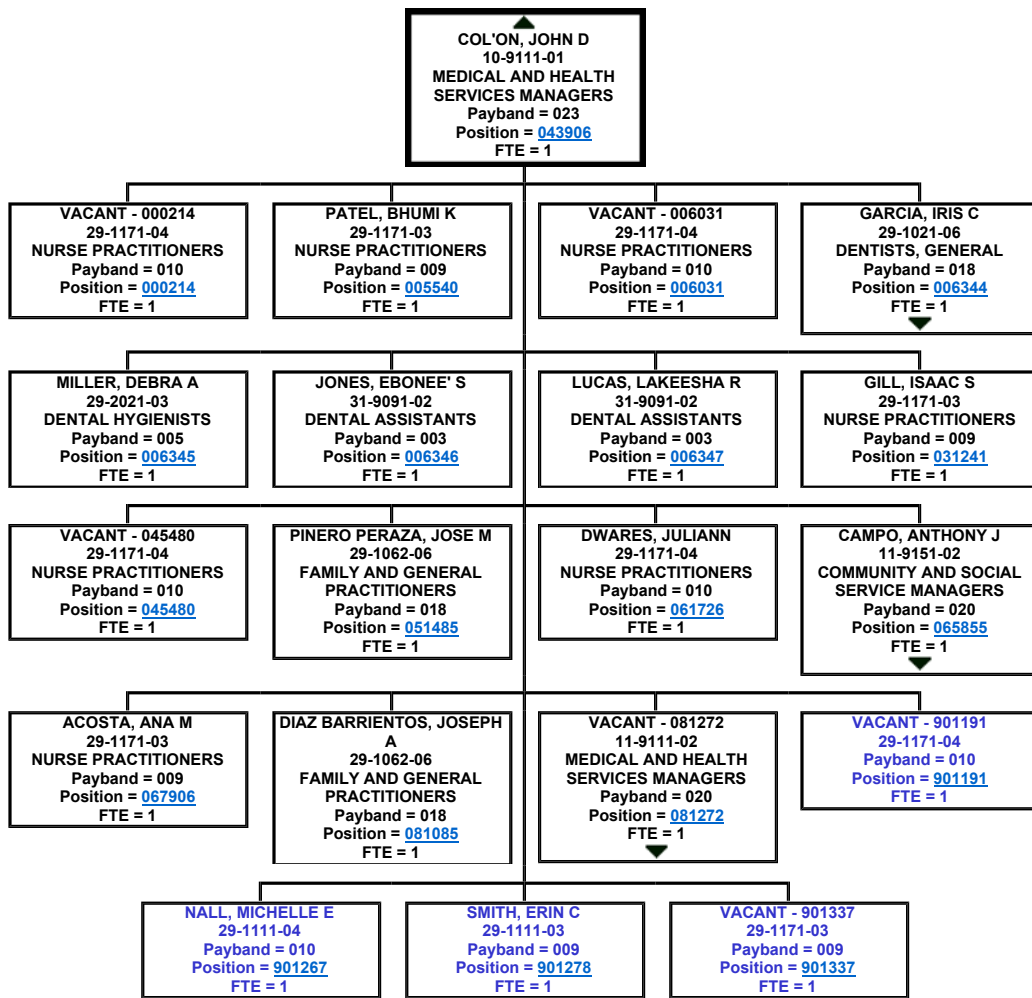


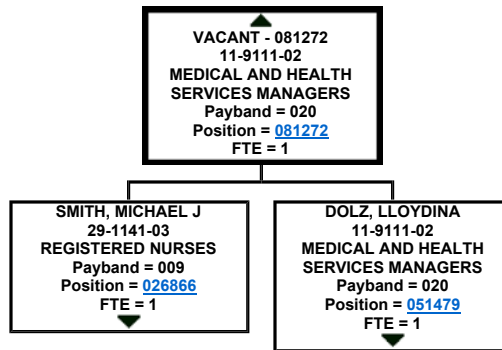


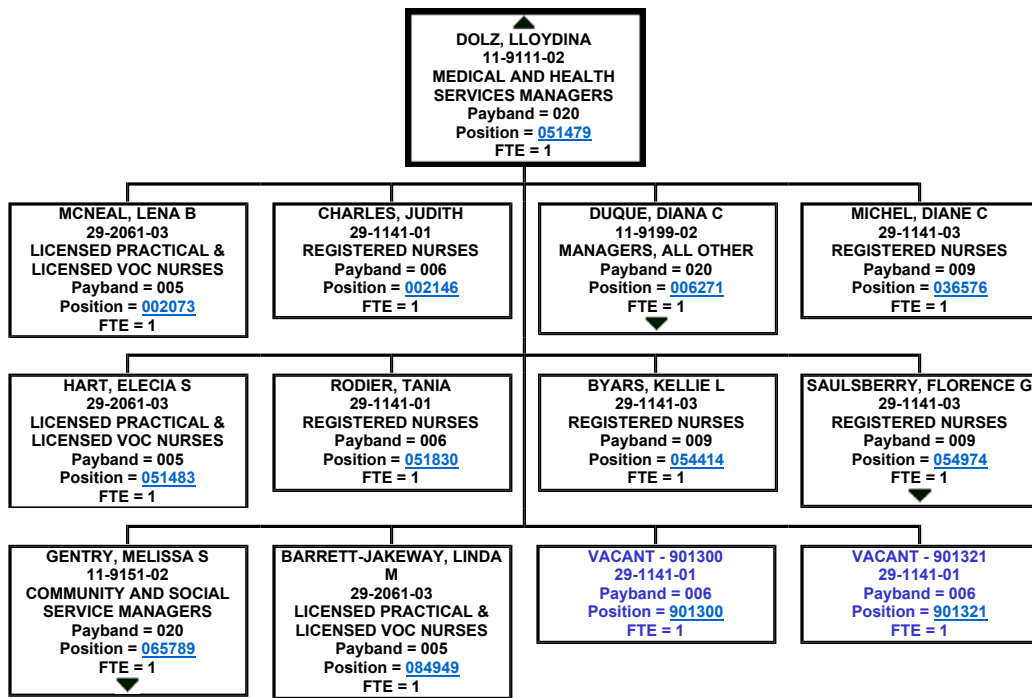


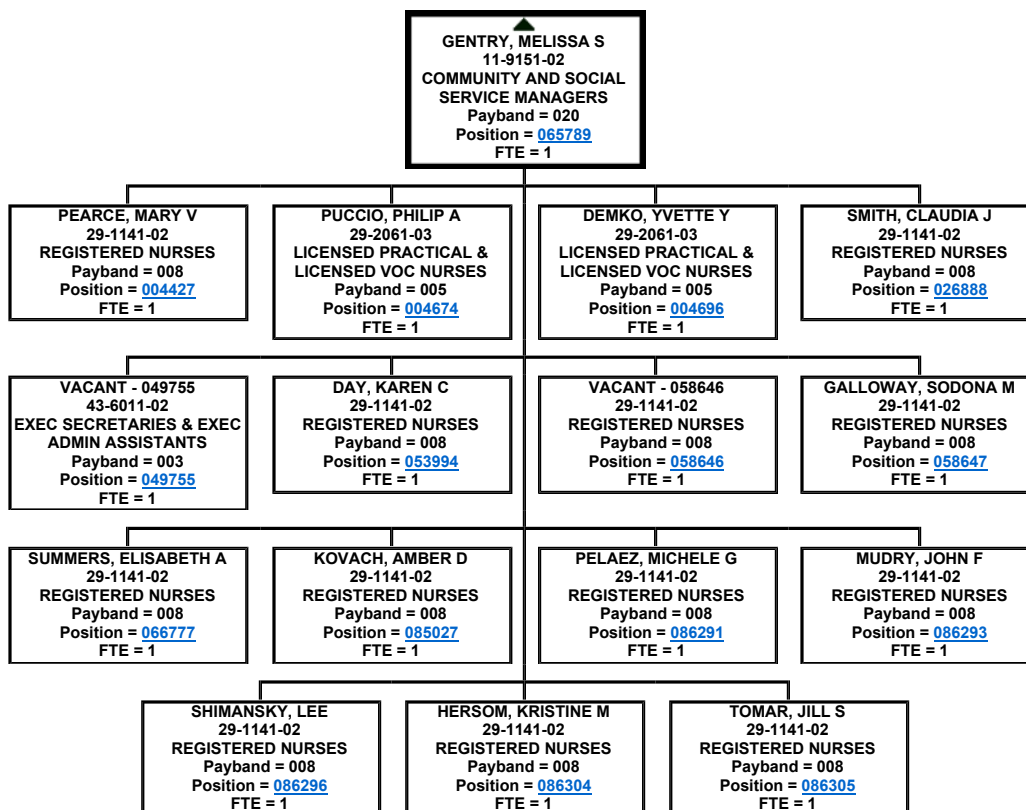


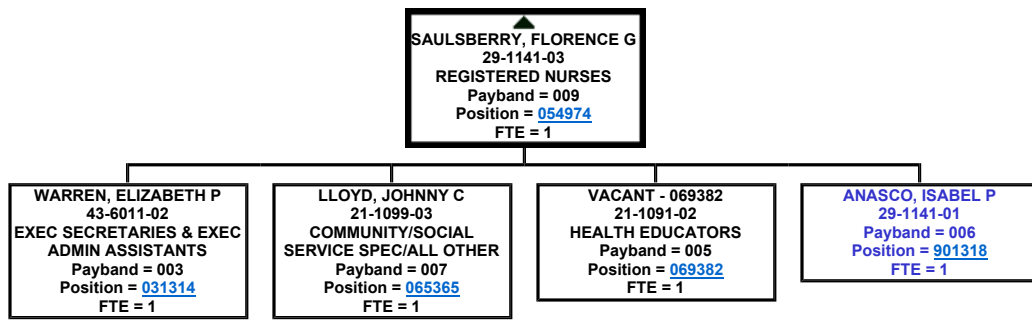


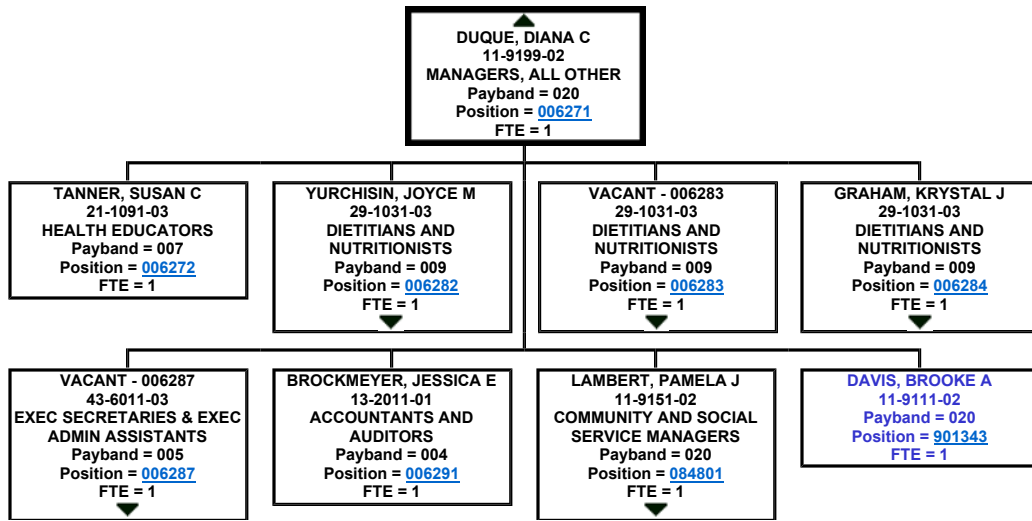




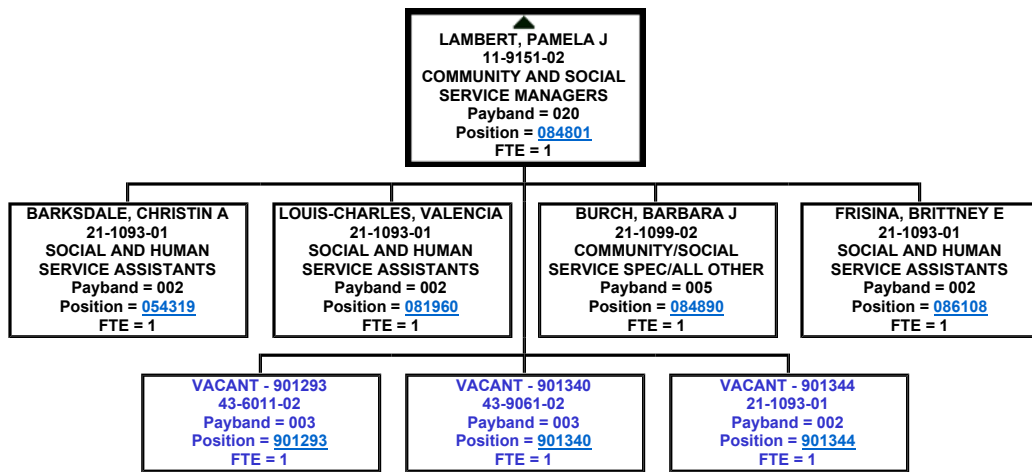


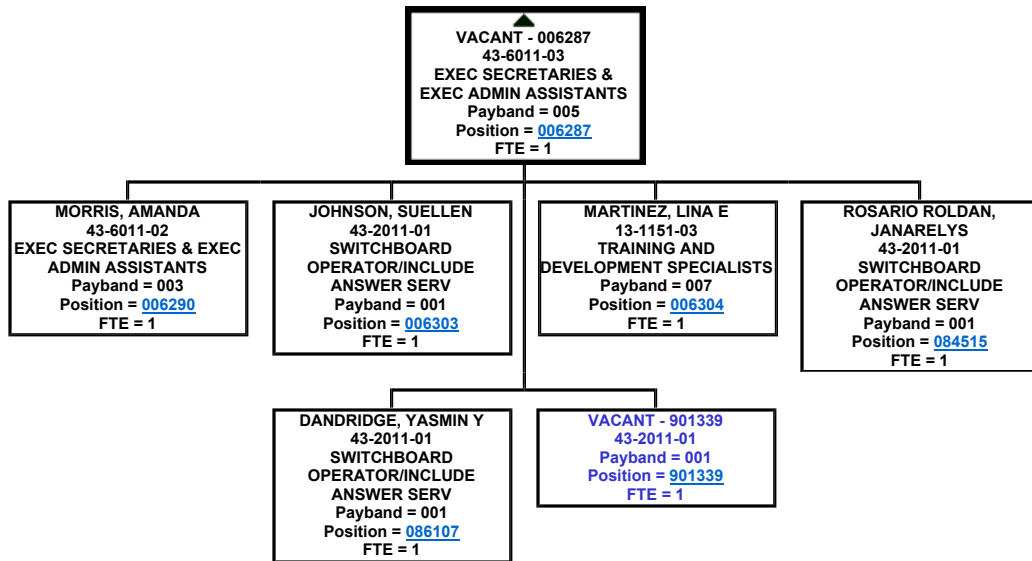


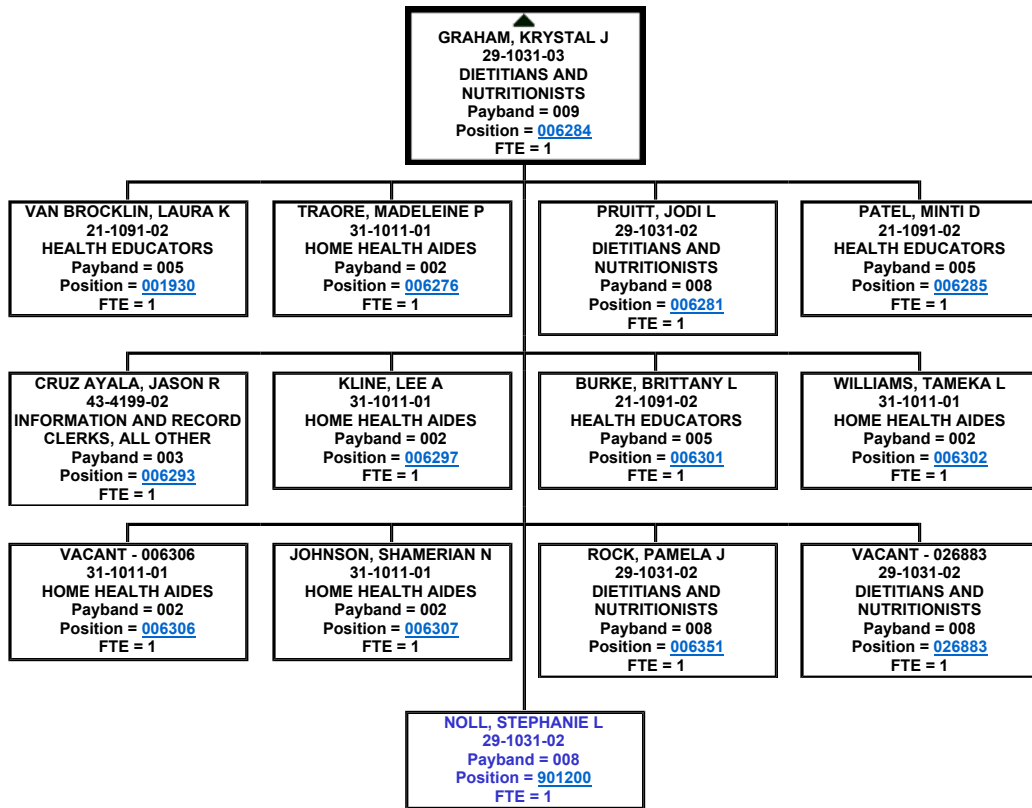


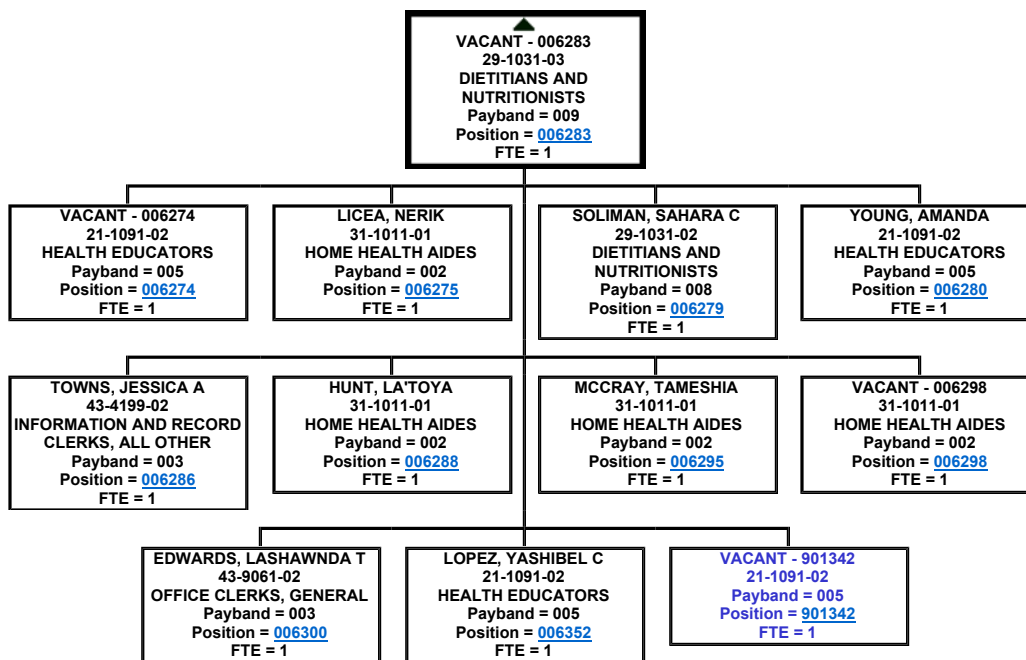


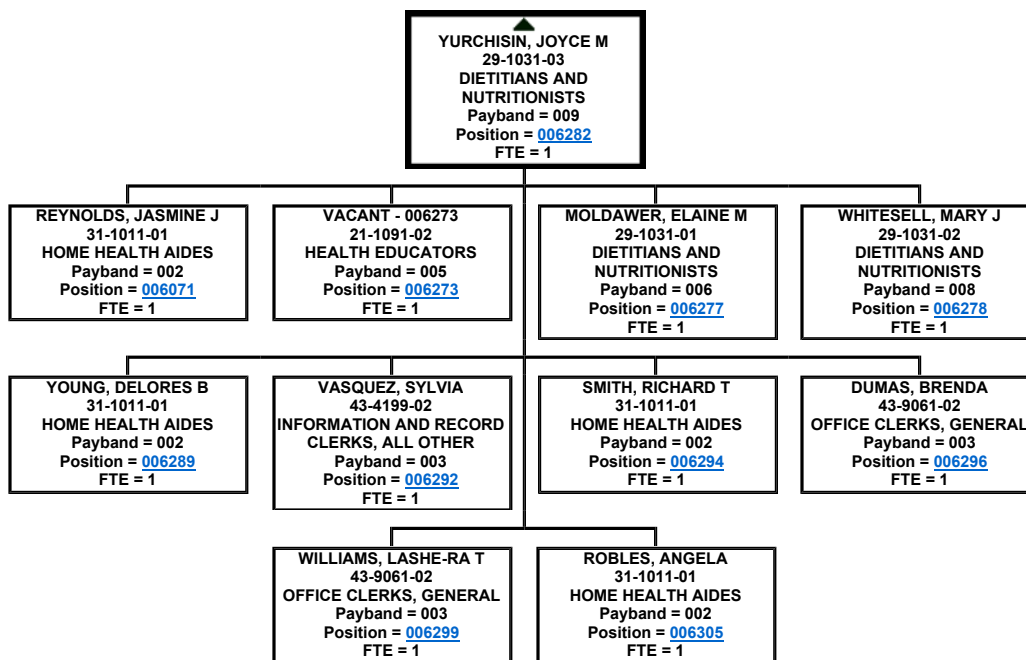


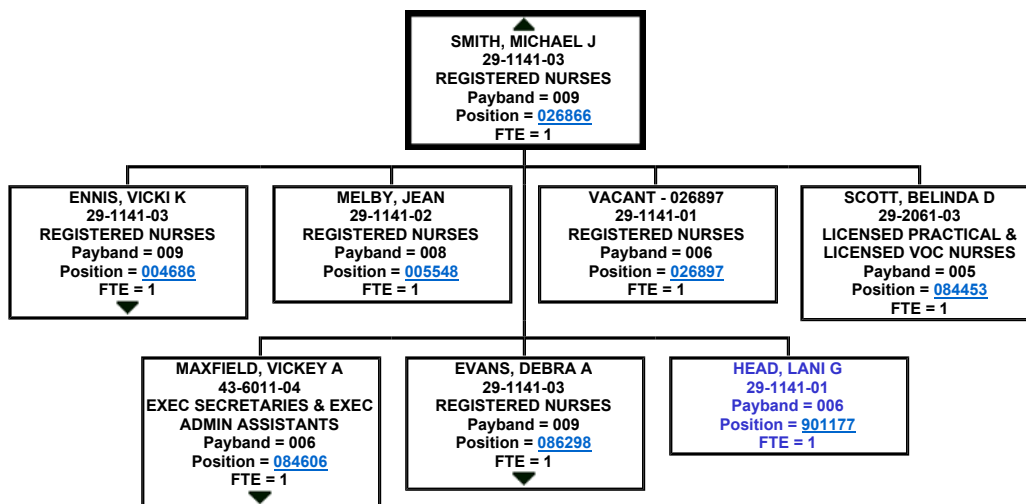


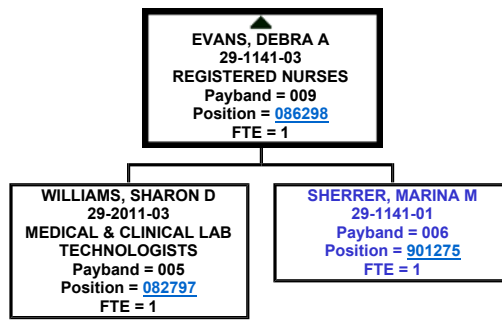


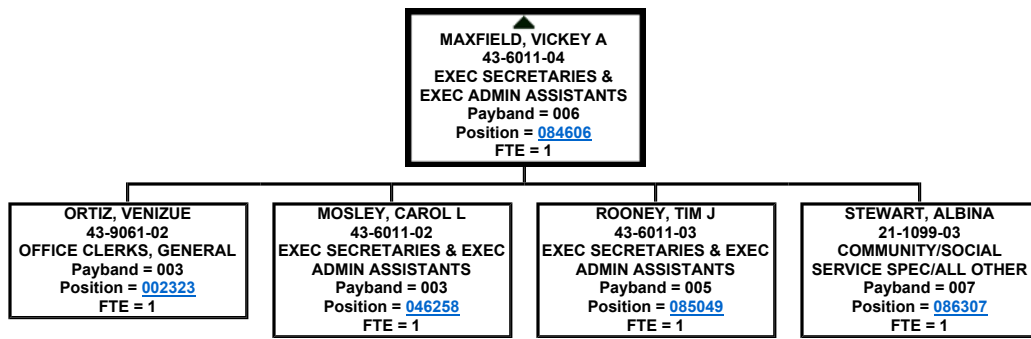




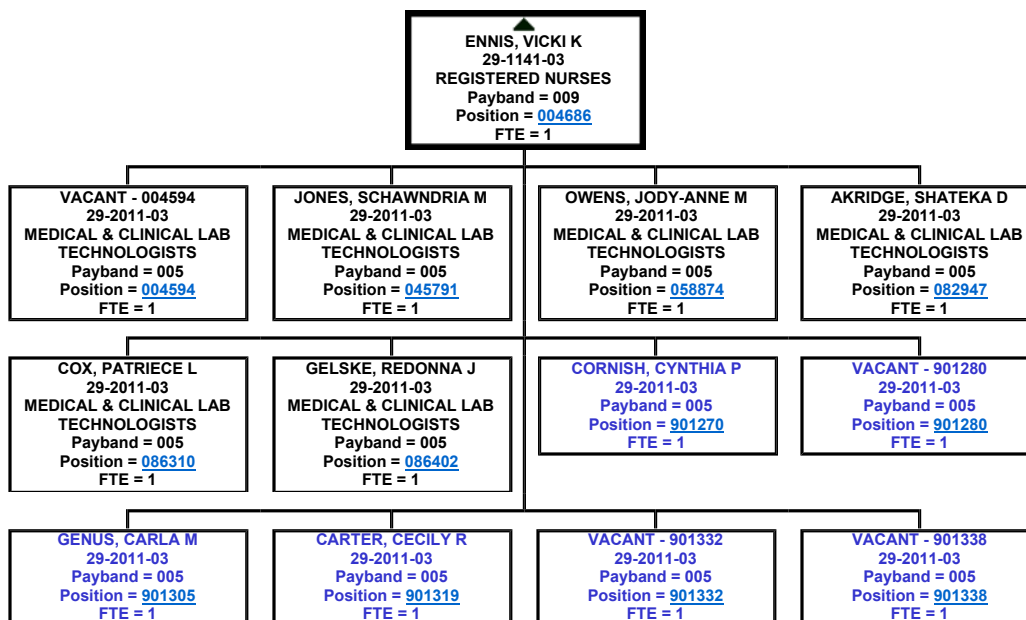


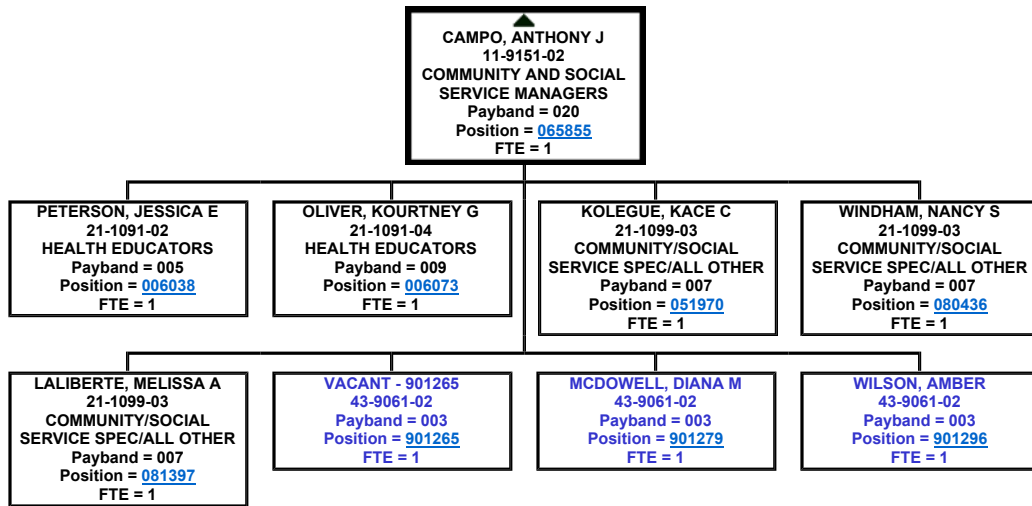


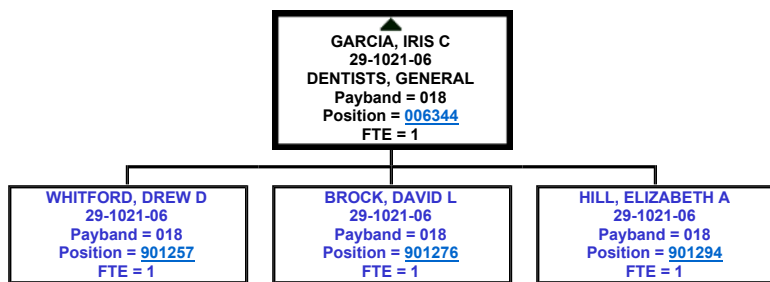


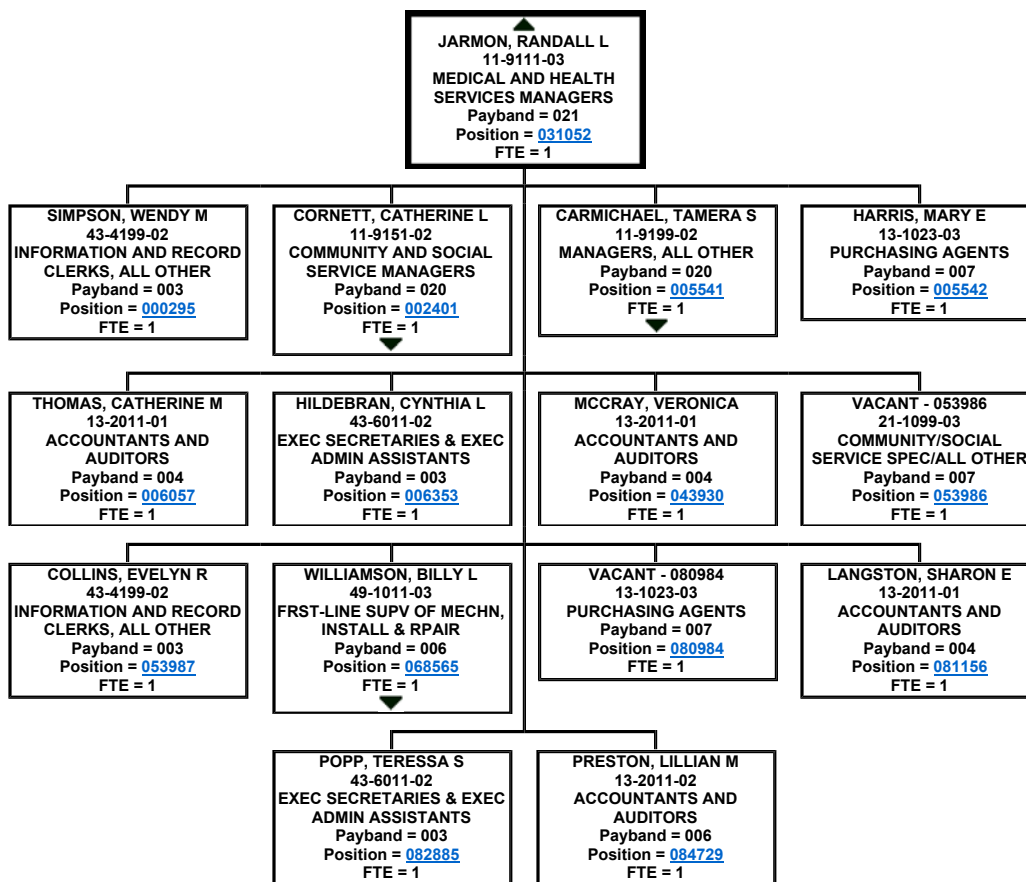


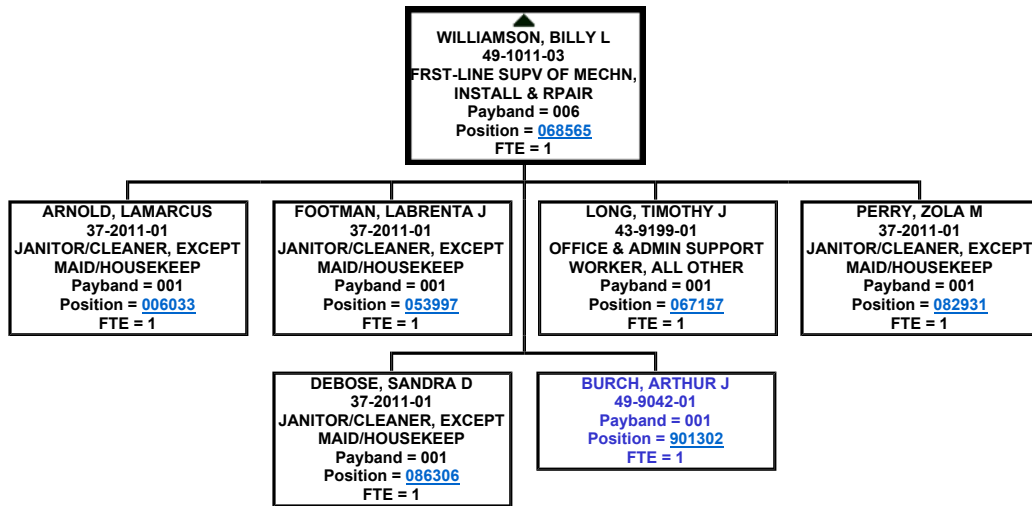


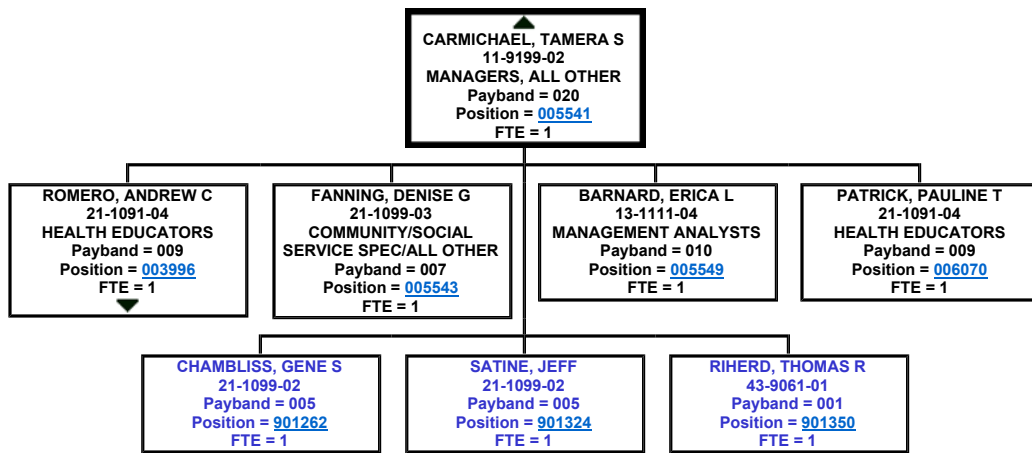


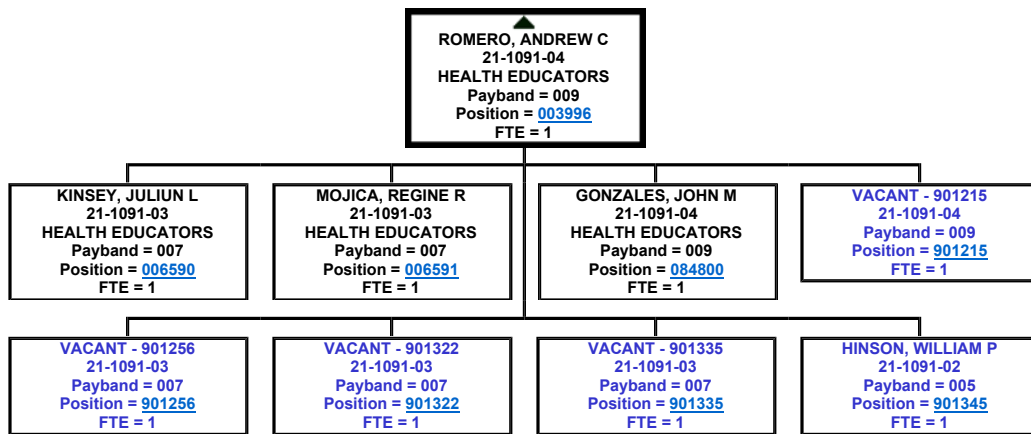


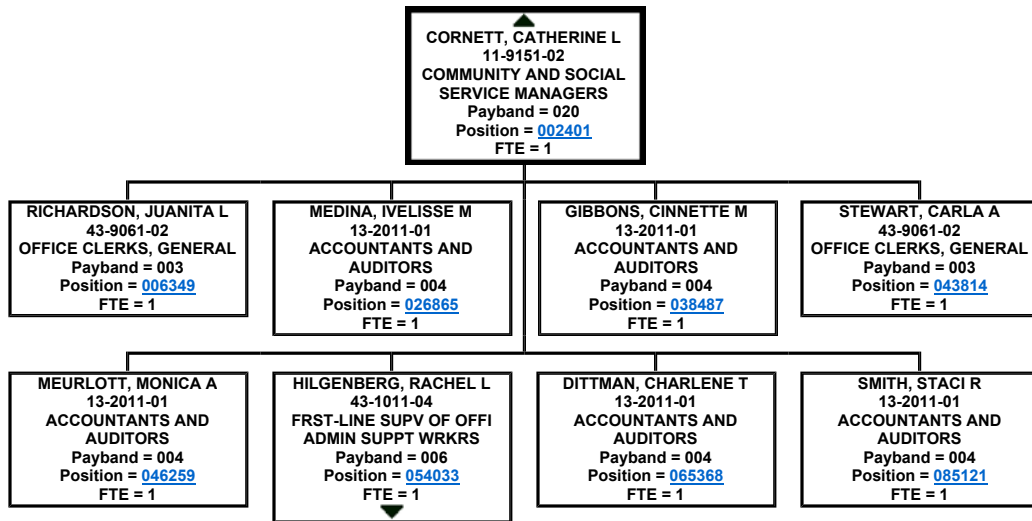




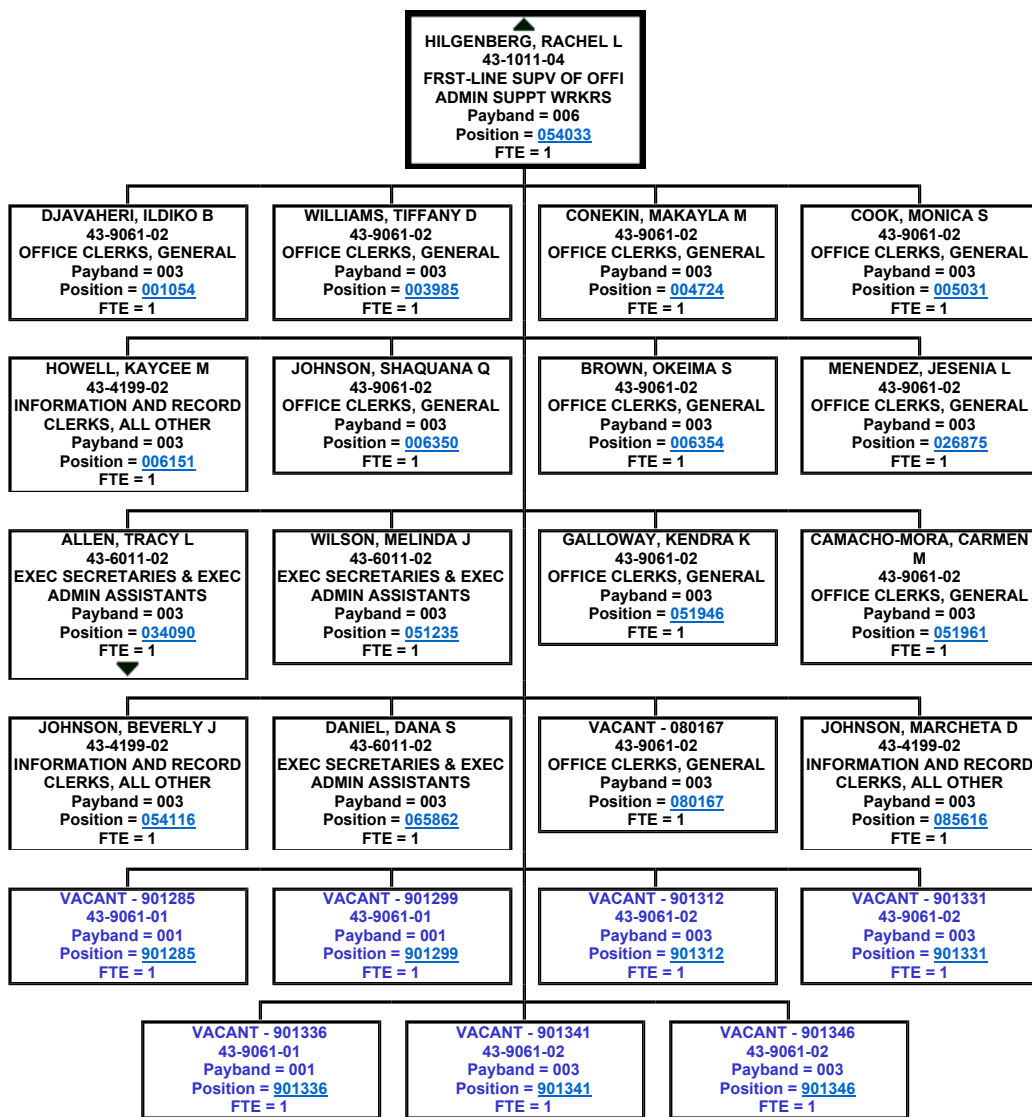


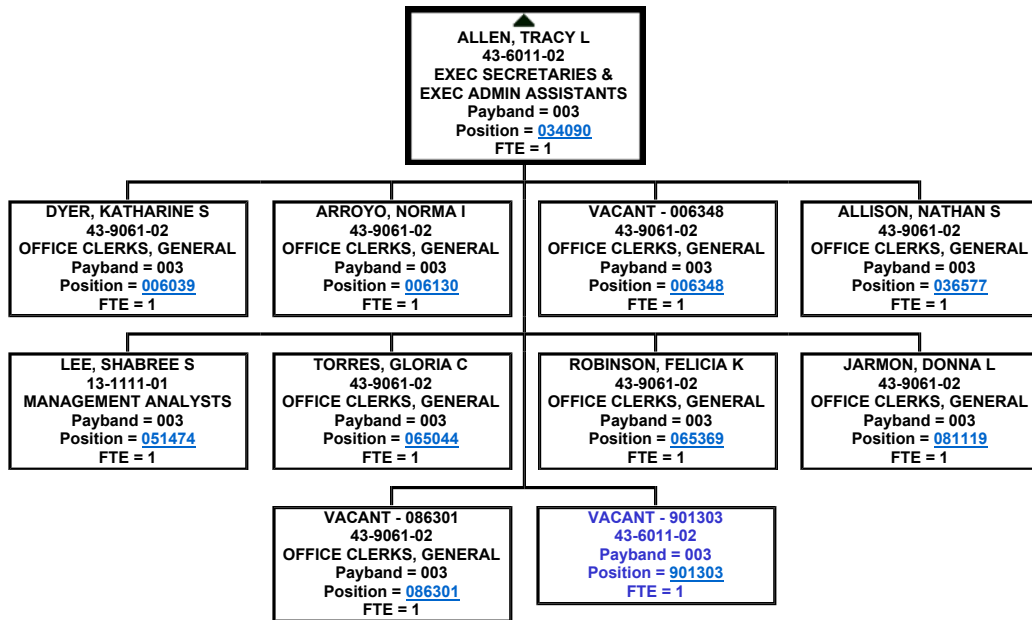


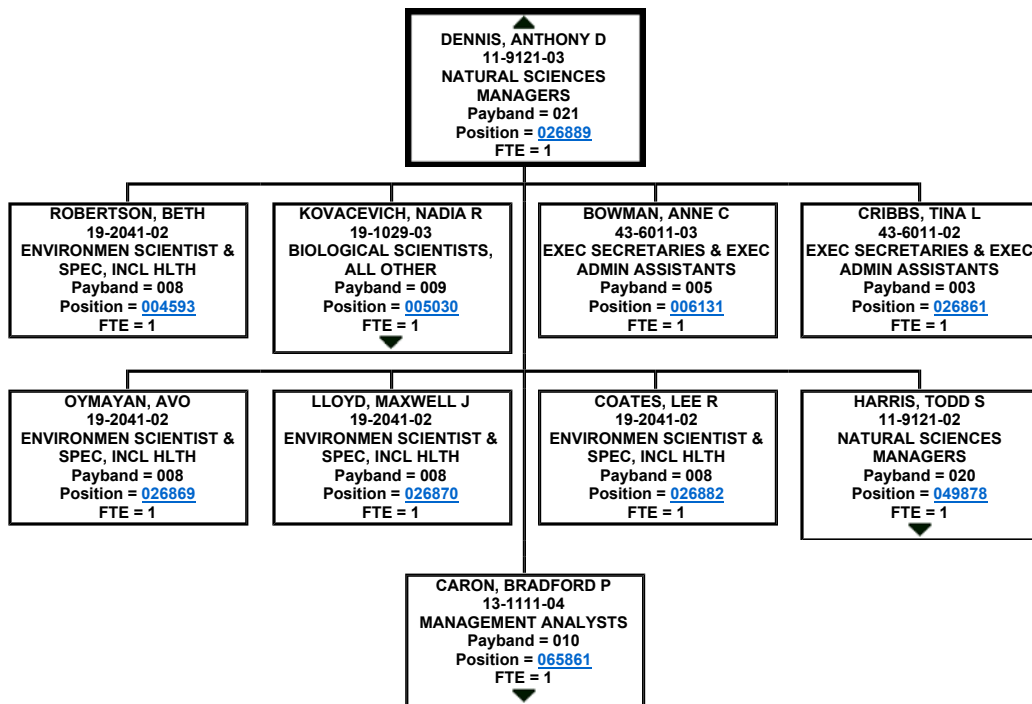


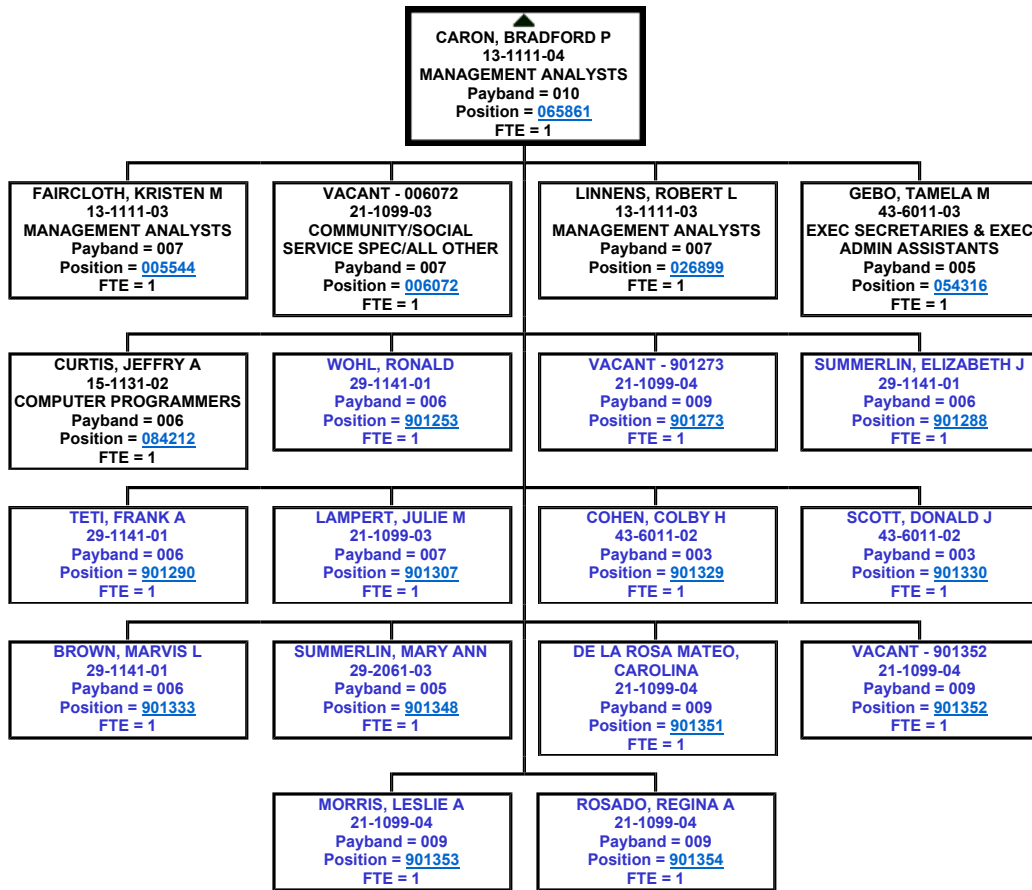


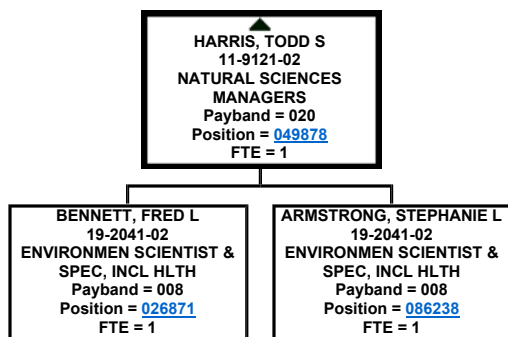


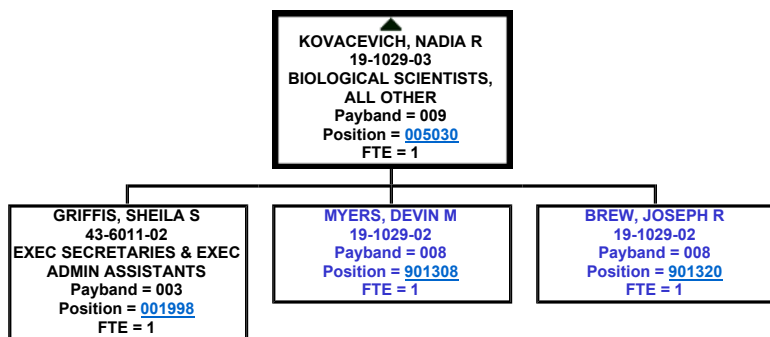








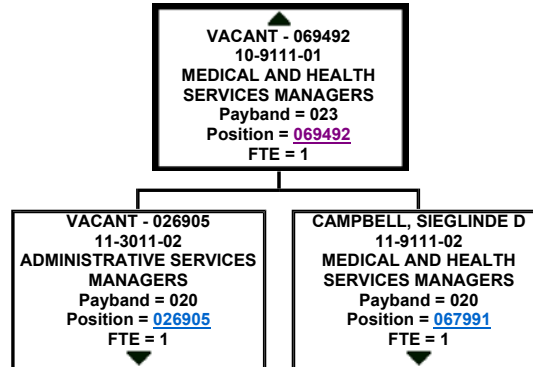


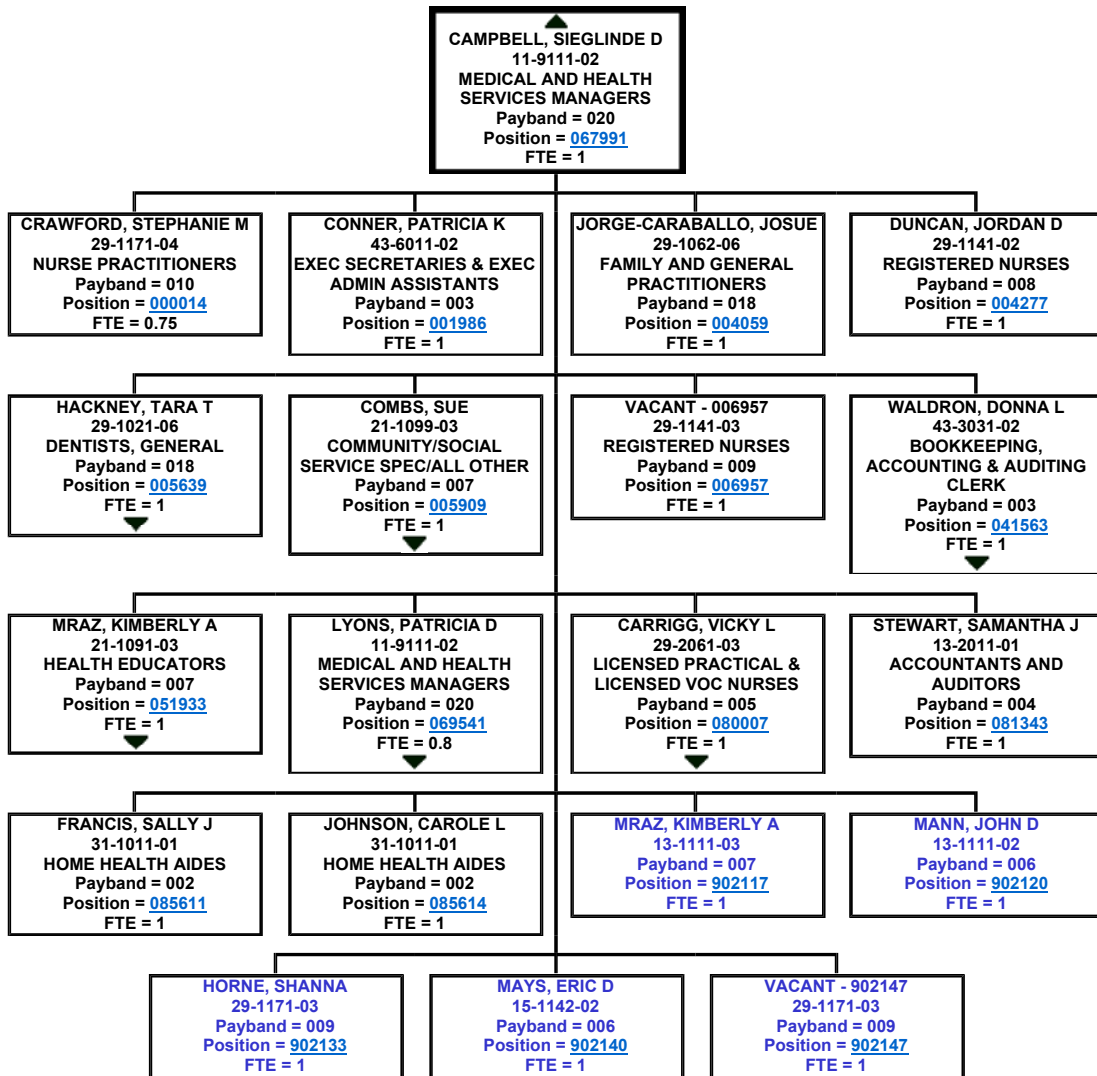


## CHD 02 - Baker County Health Department

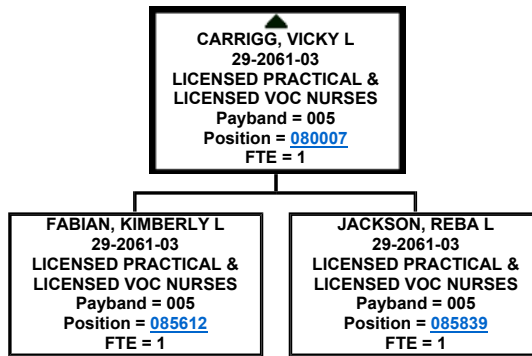
Created: 10/5/2016 10:19:00 AM

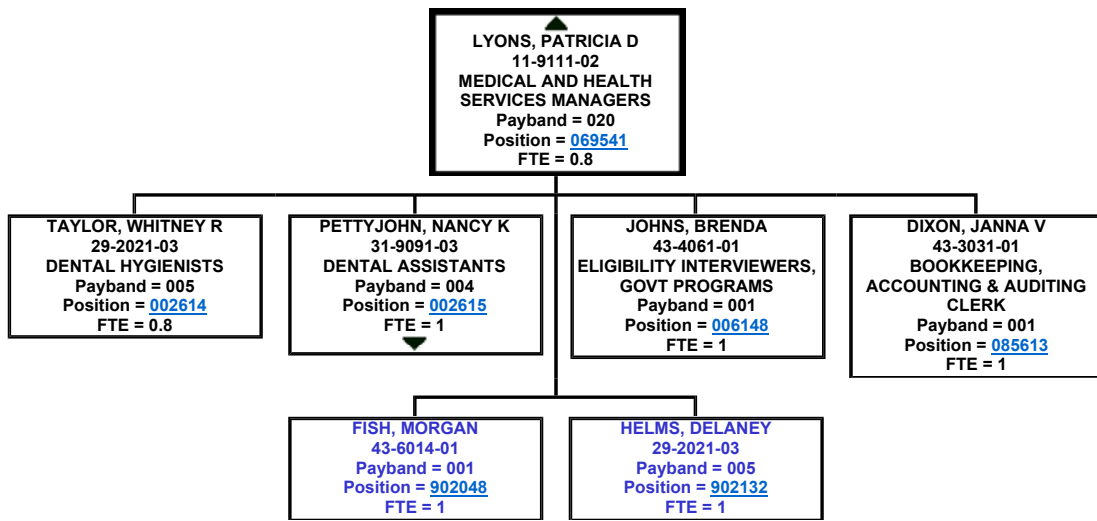
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

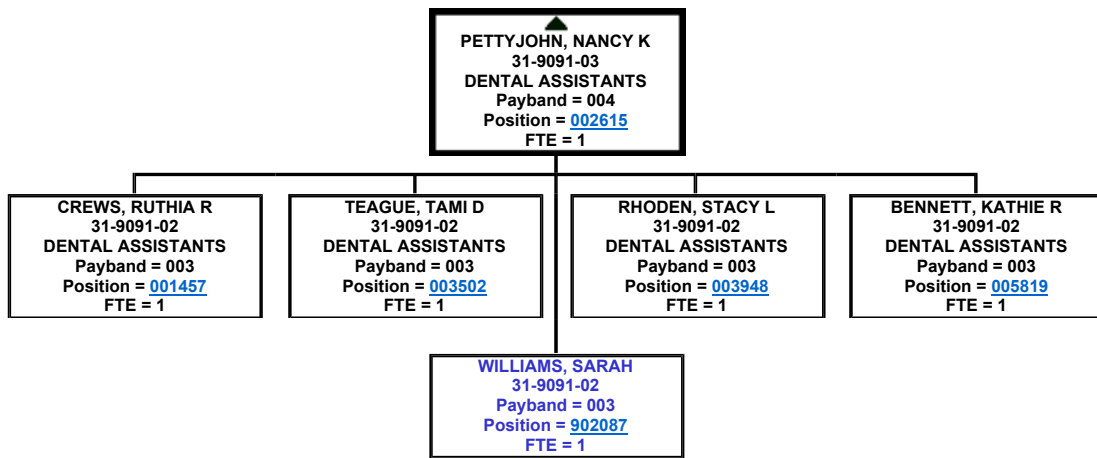


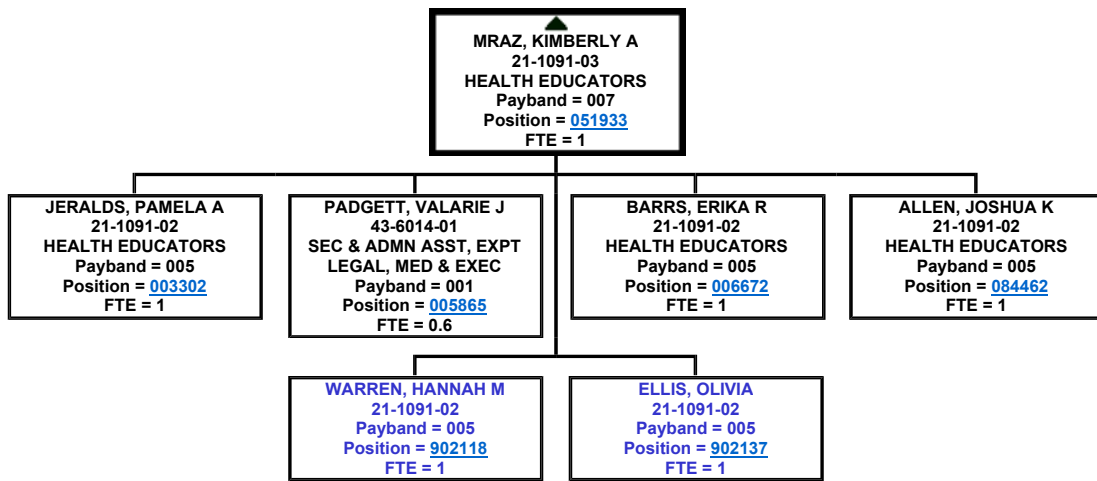


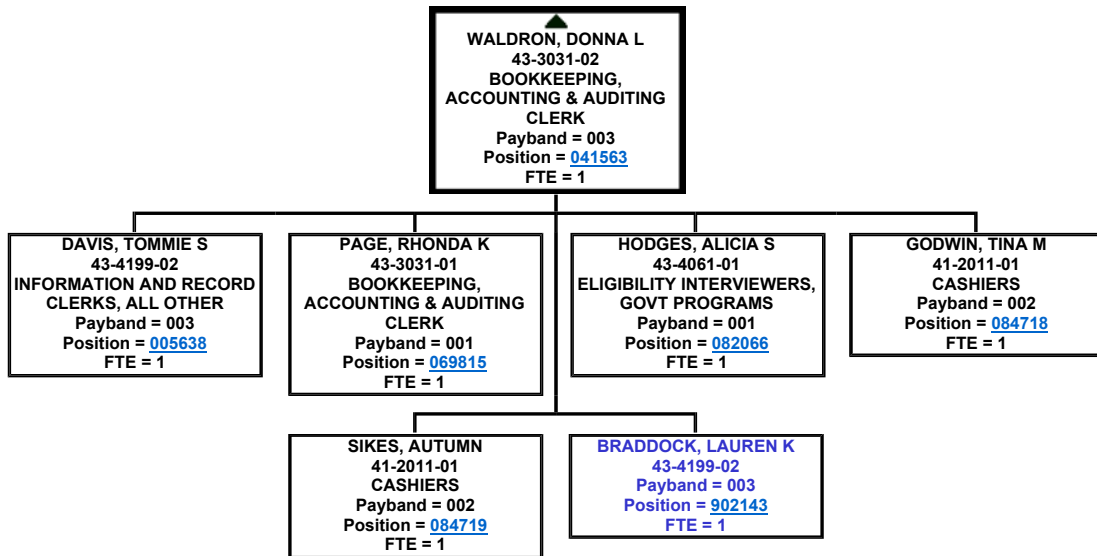


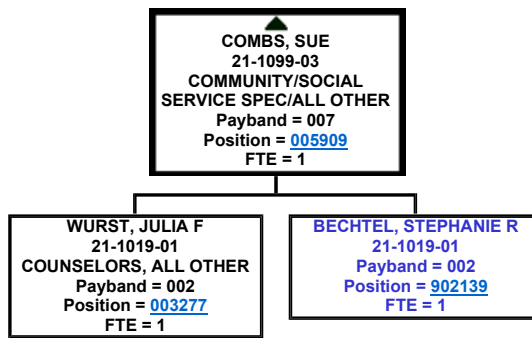


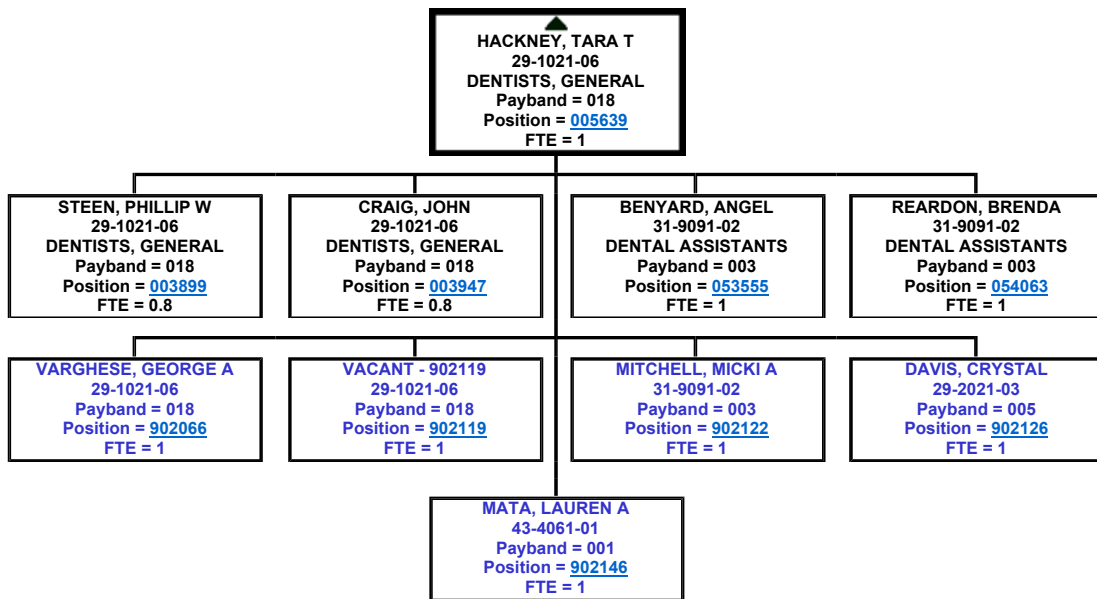


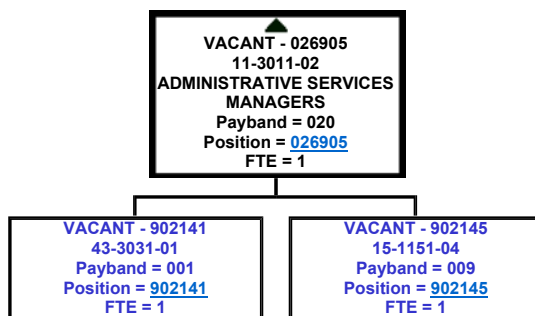










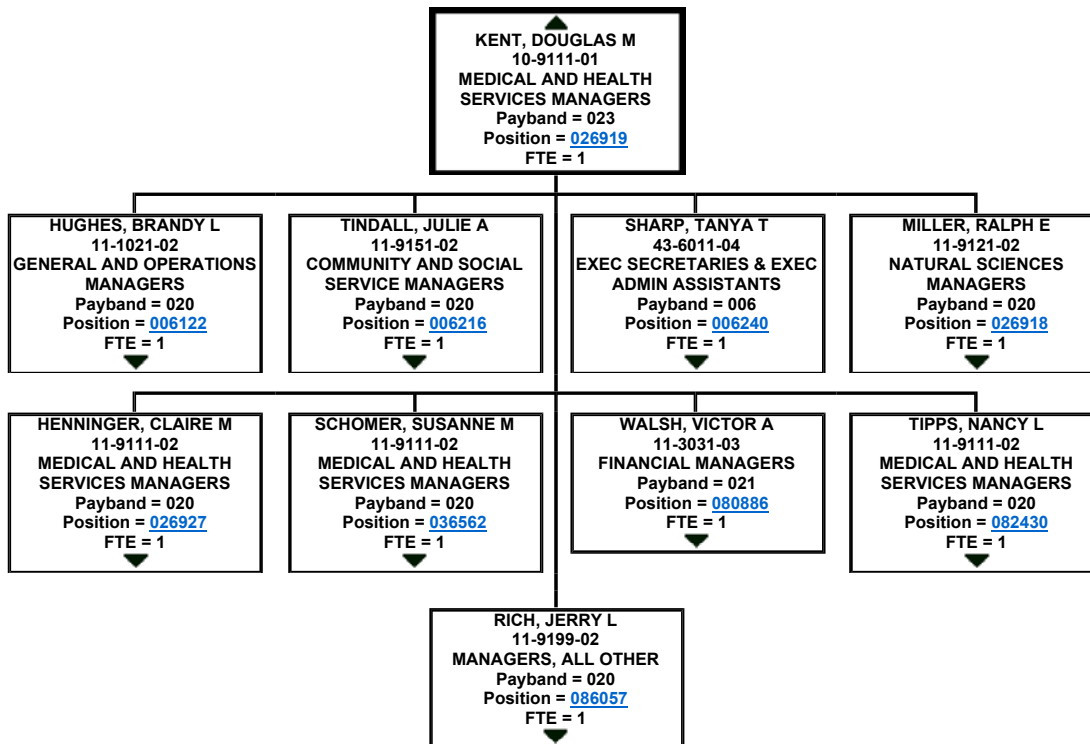


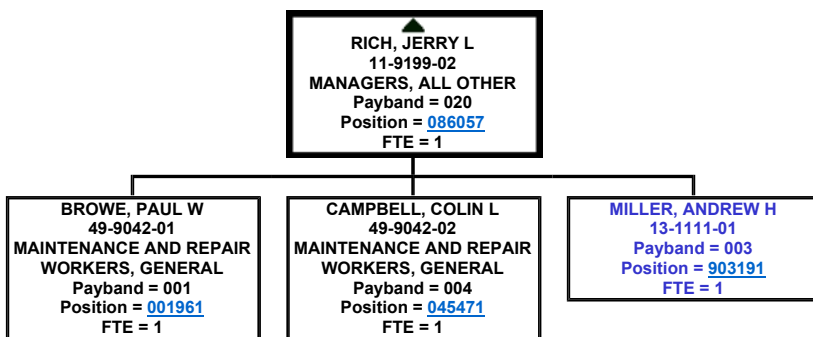


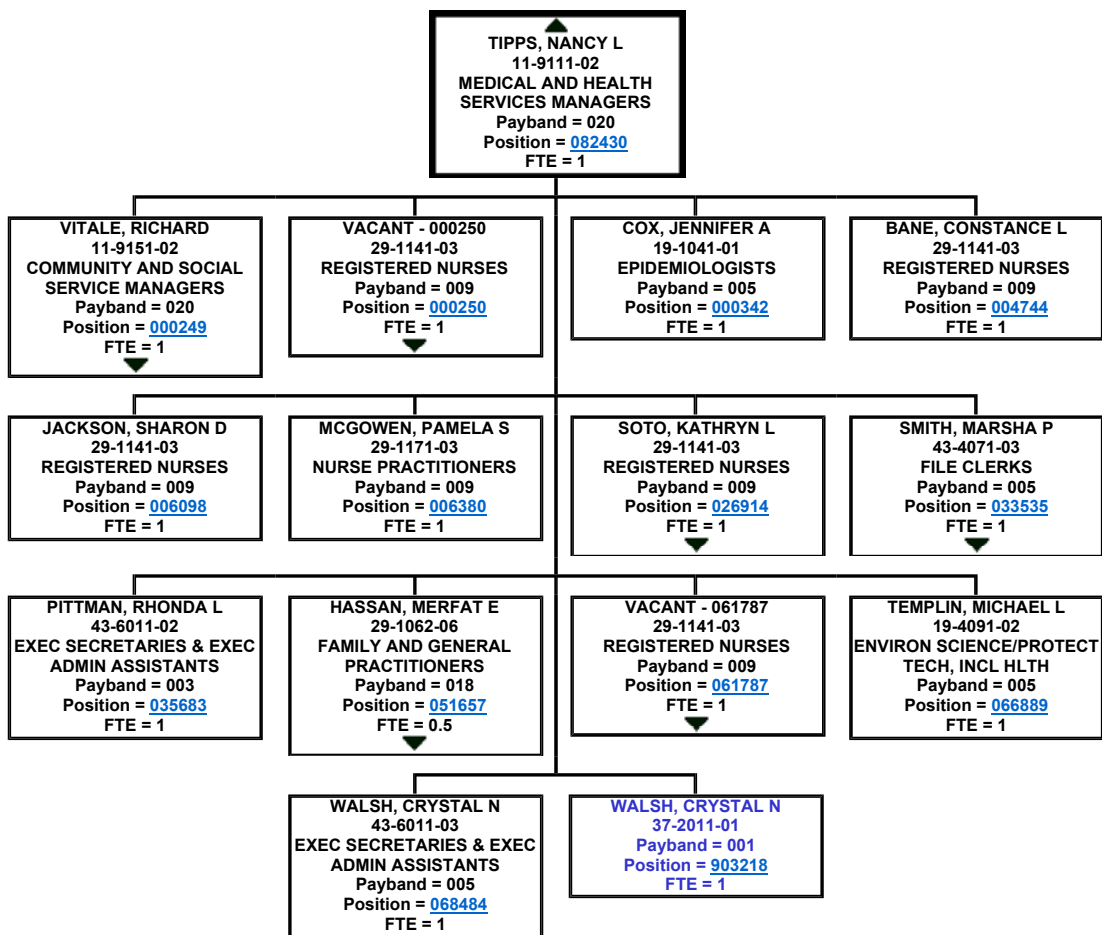
# CHD 03 - Bay County Health Department

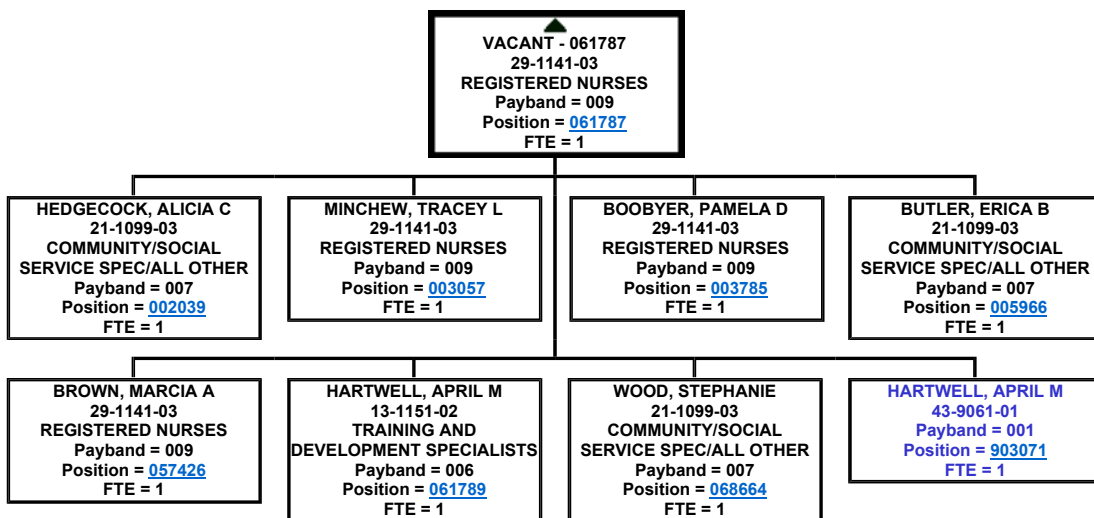
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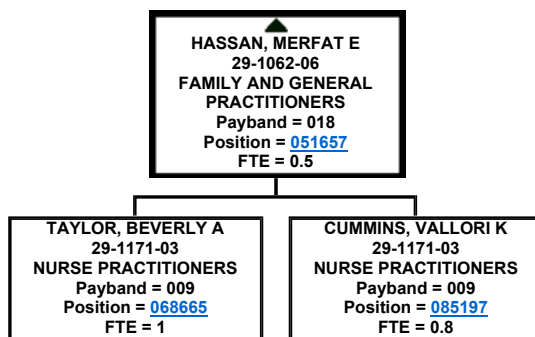
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

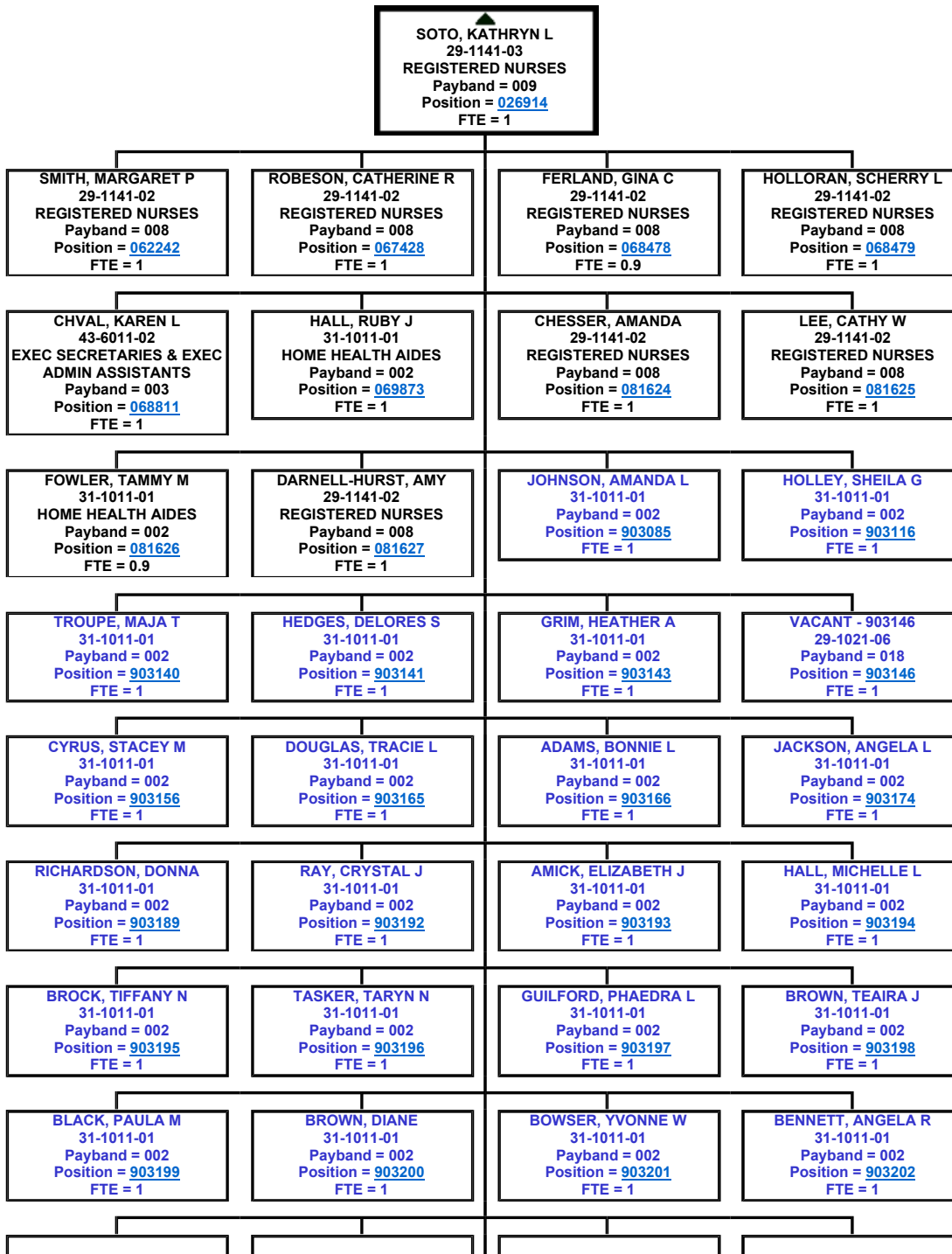
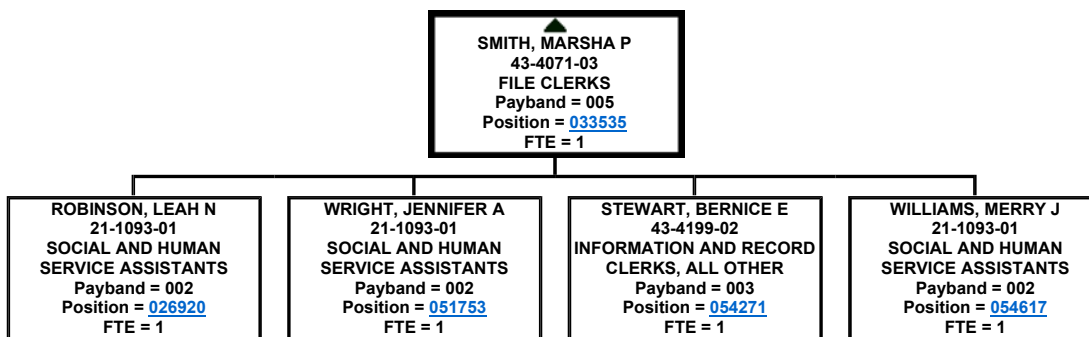


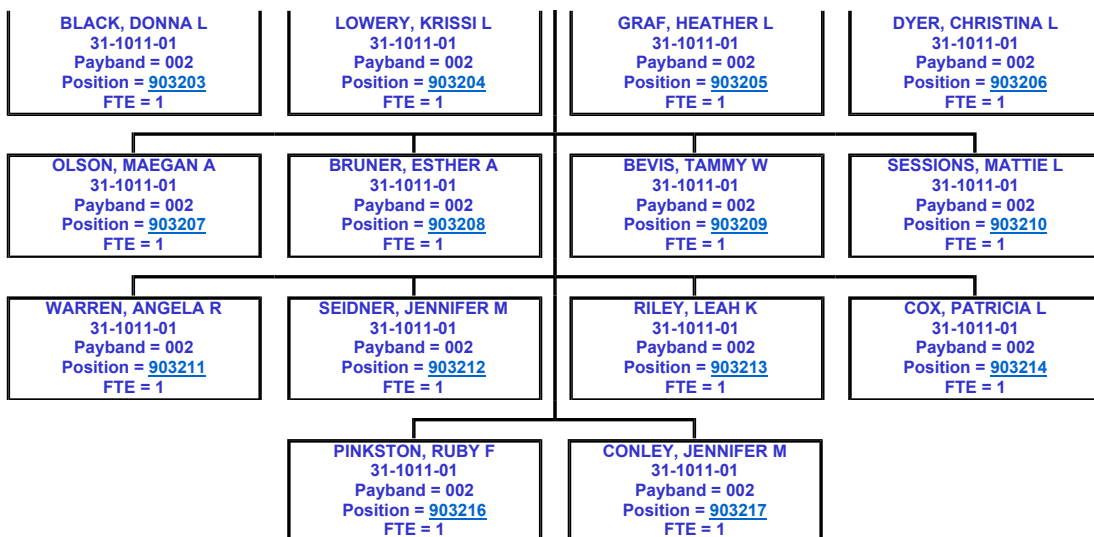


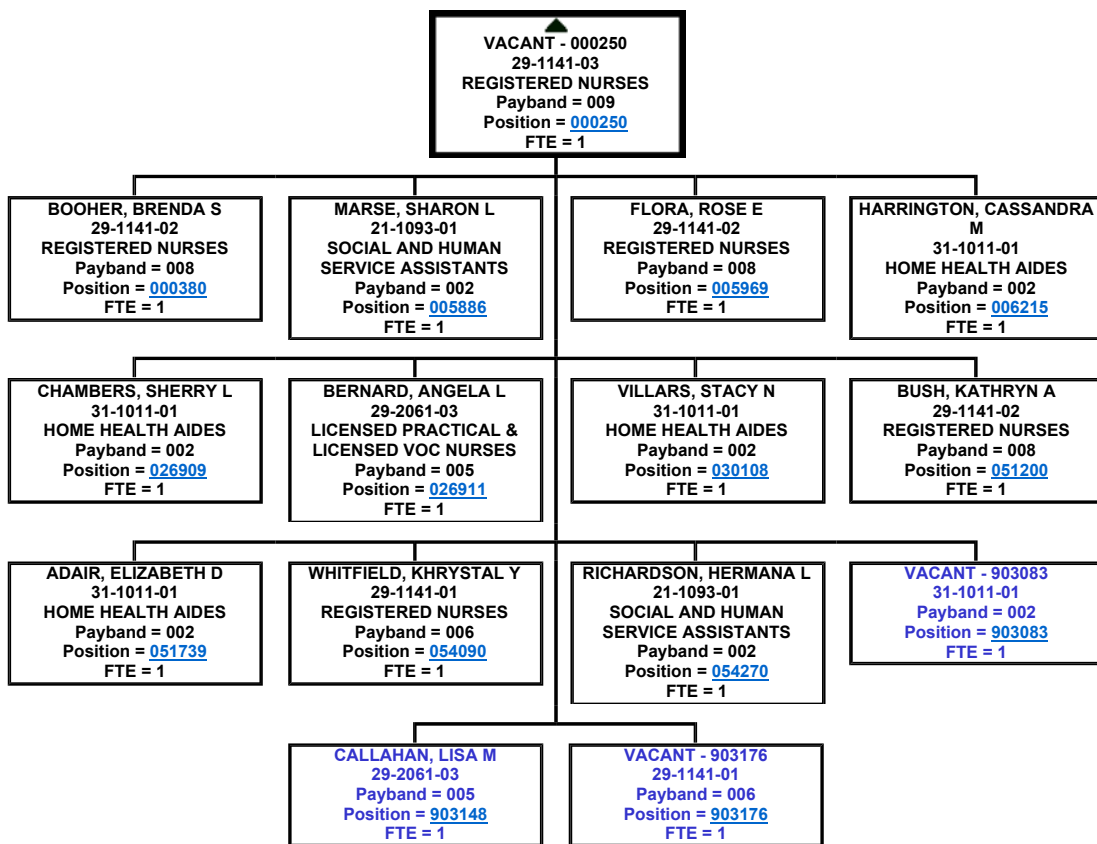




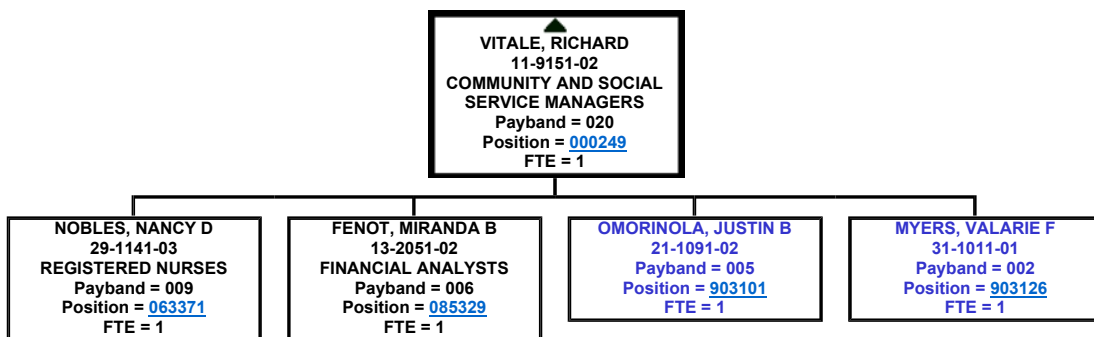


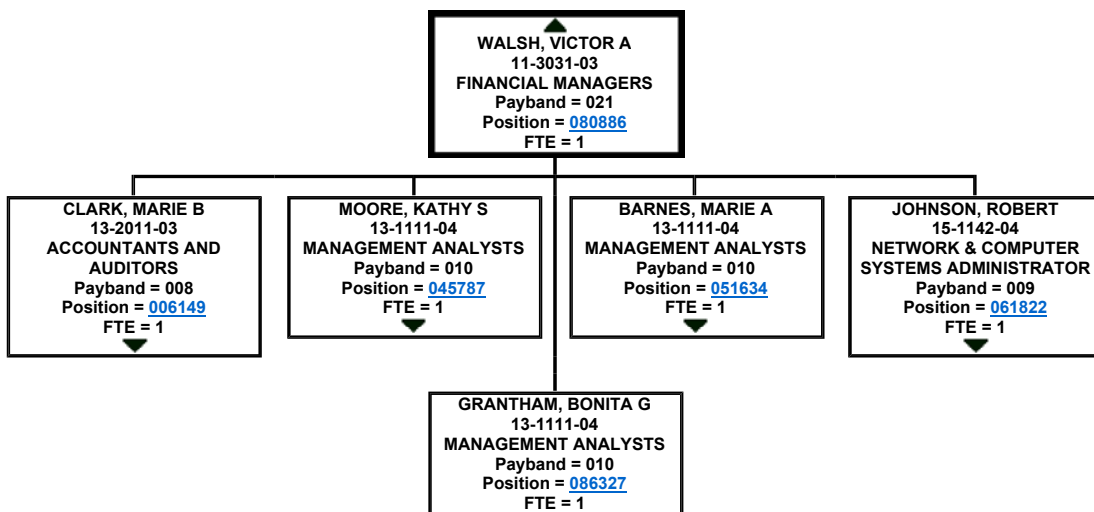


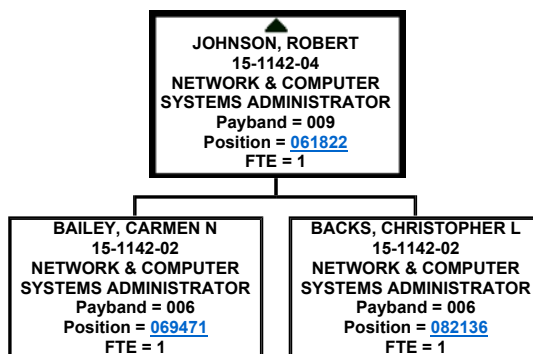


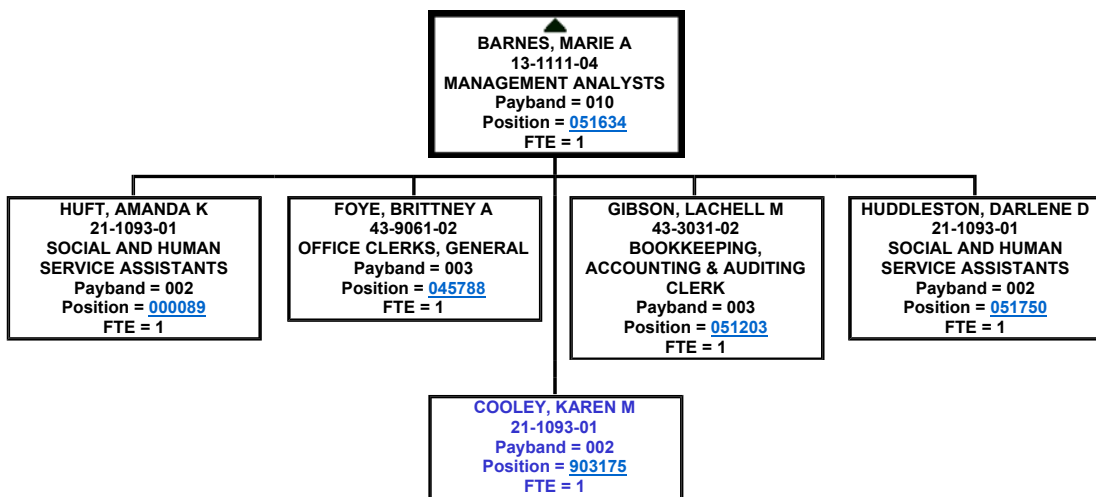


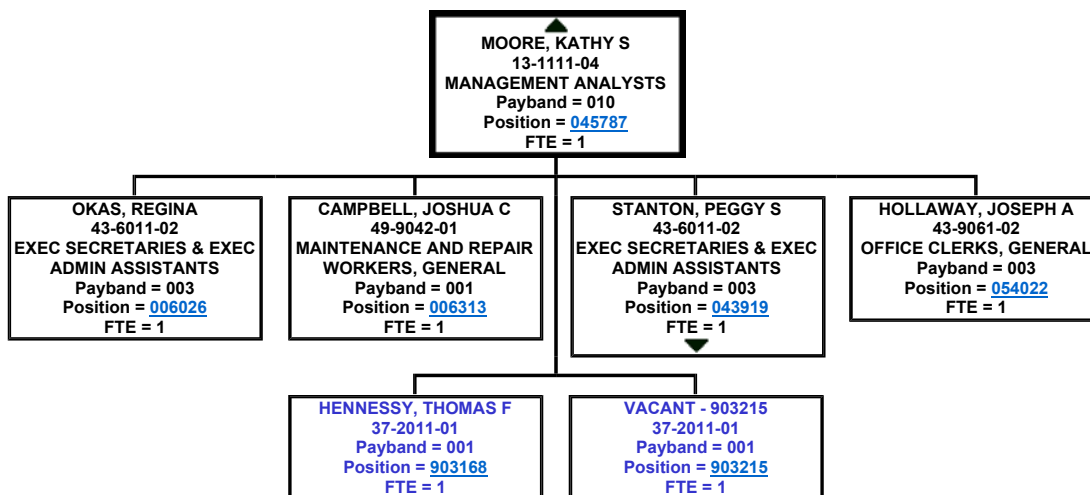


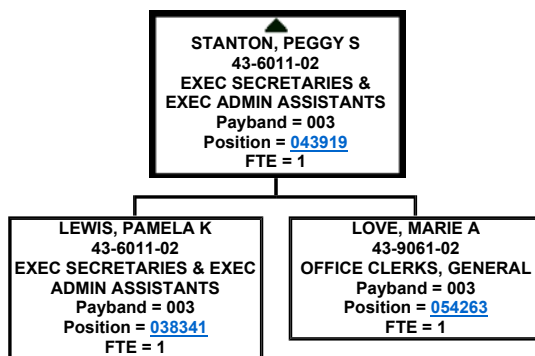


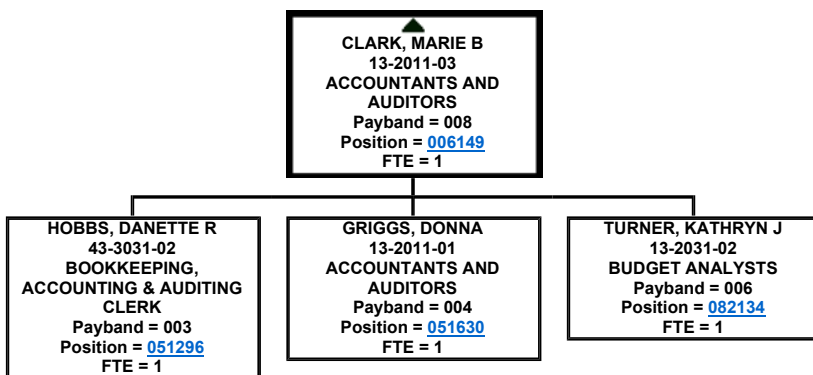


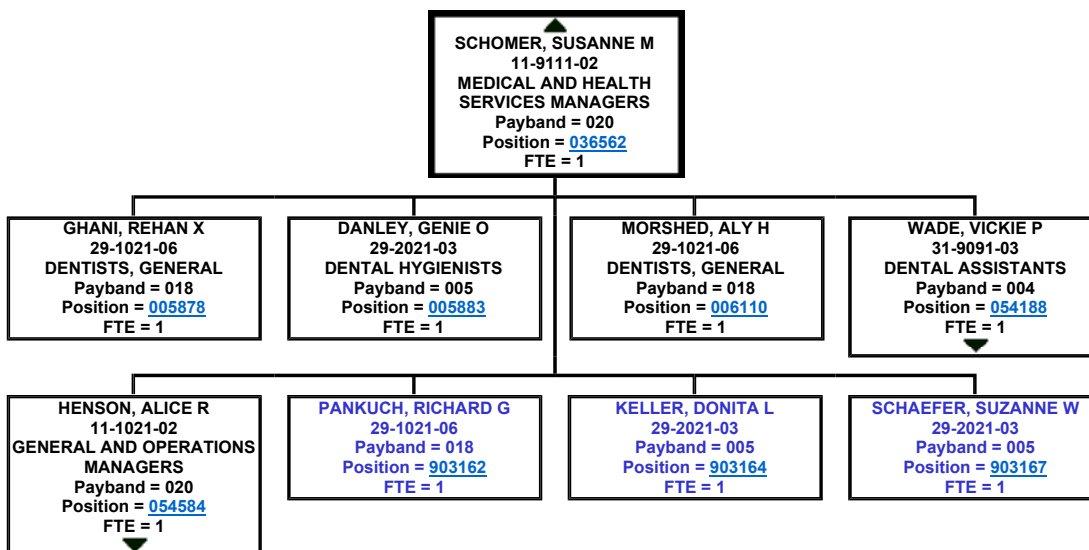




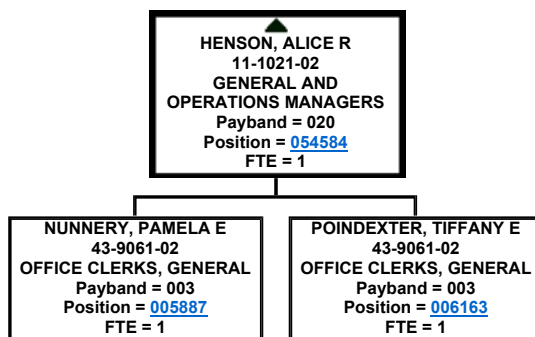


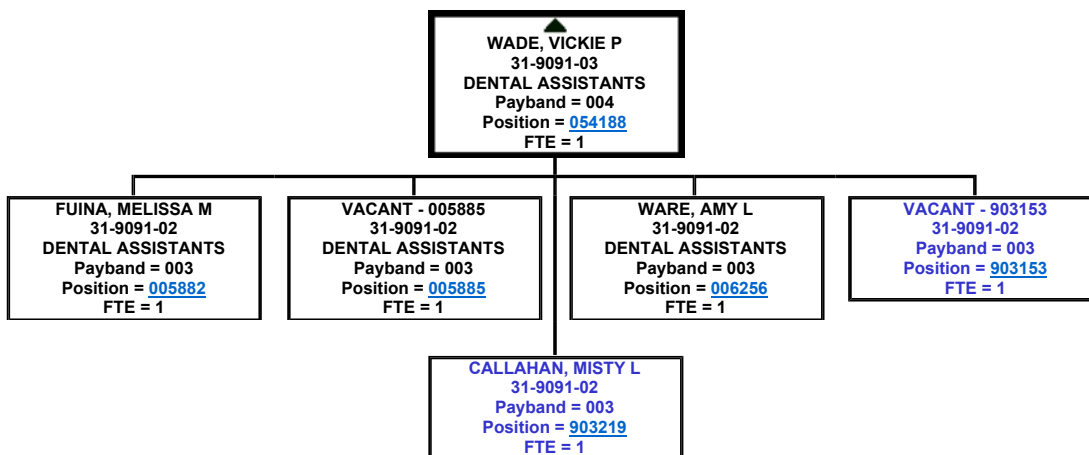


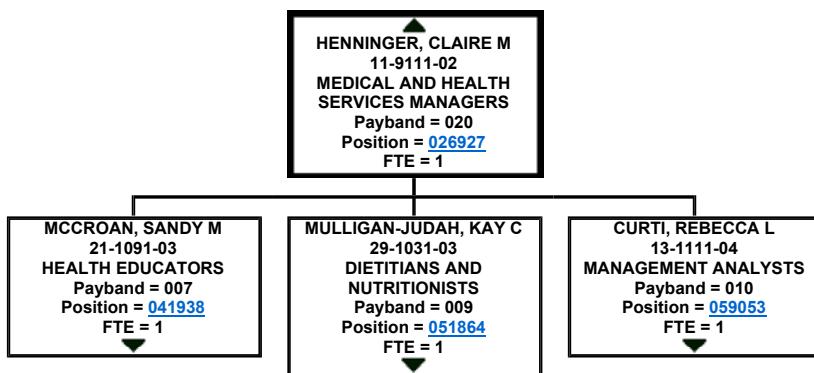


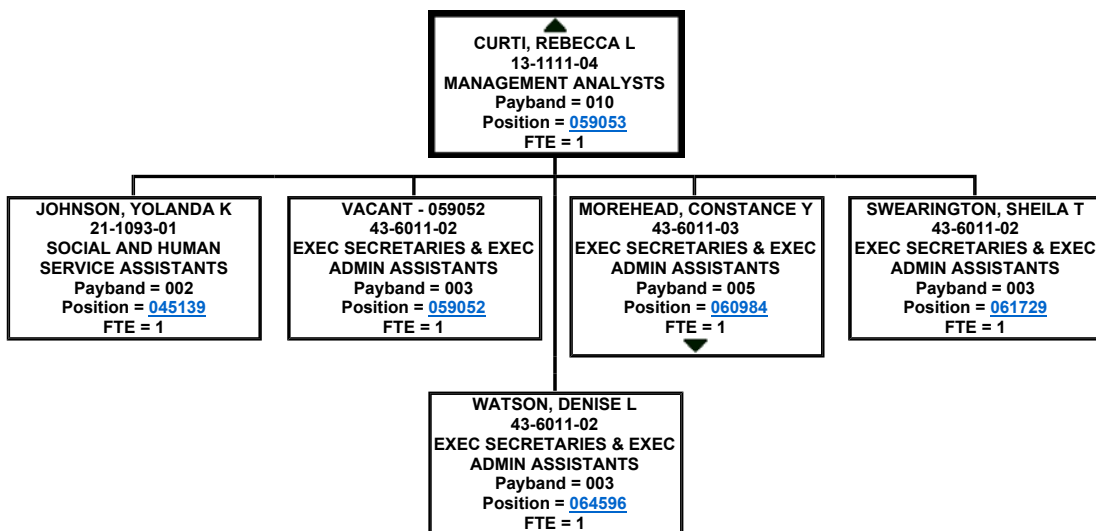


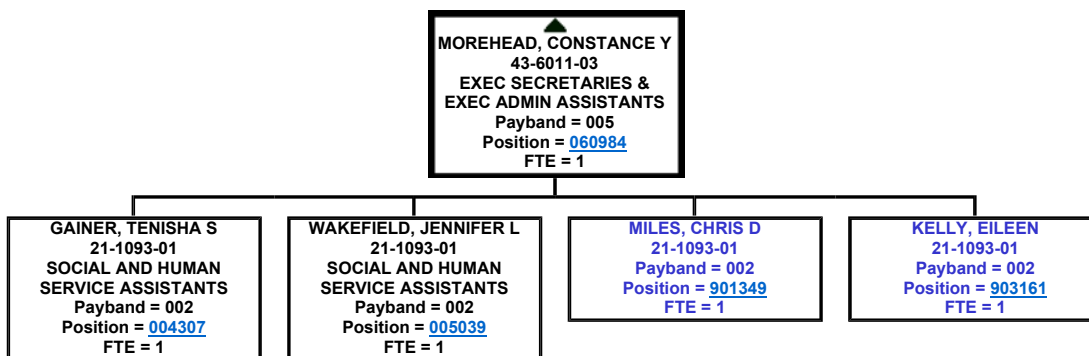


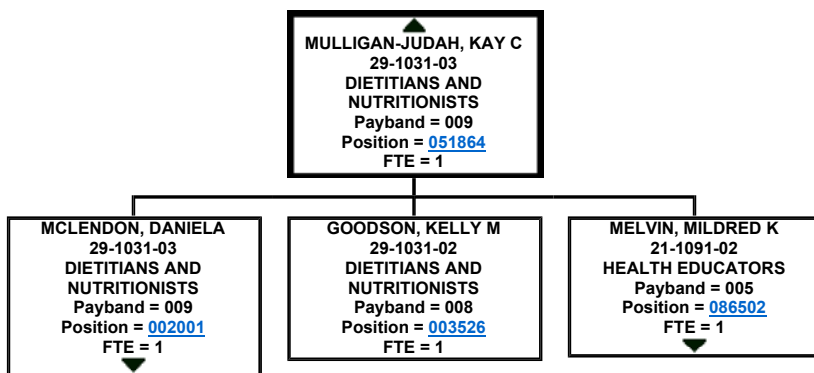


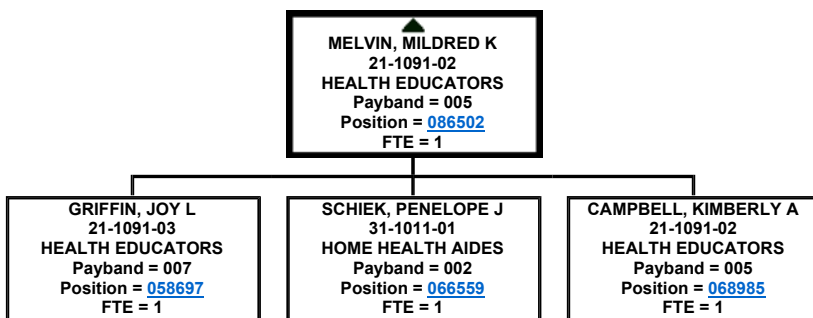


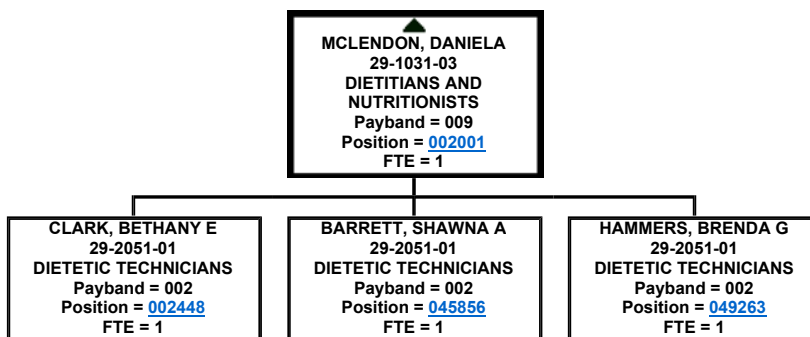




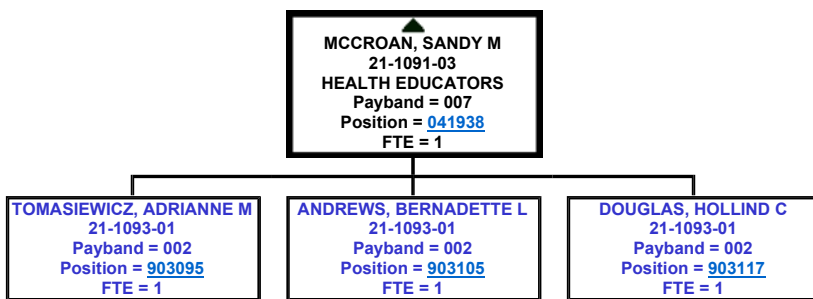


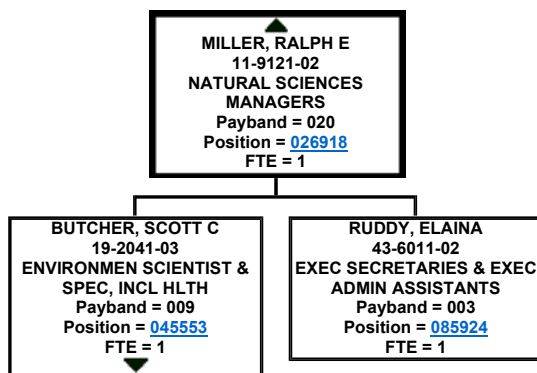


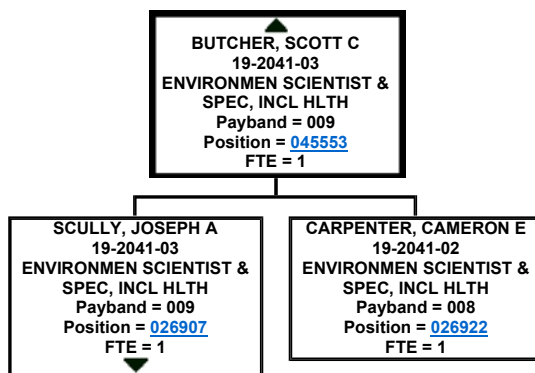


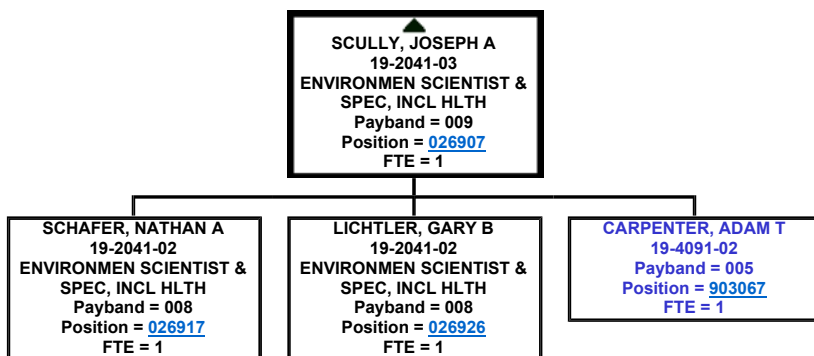


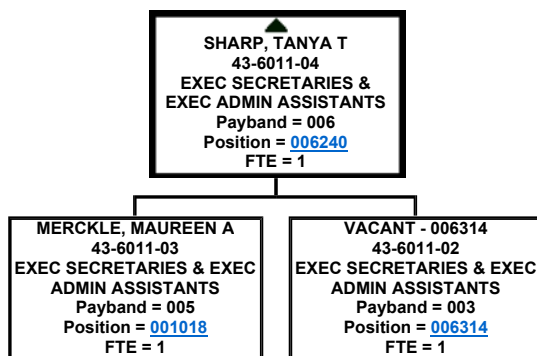


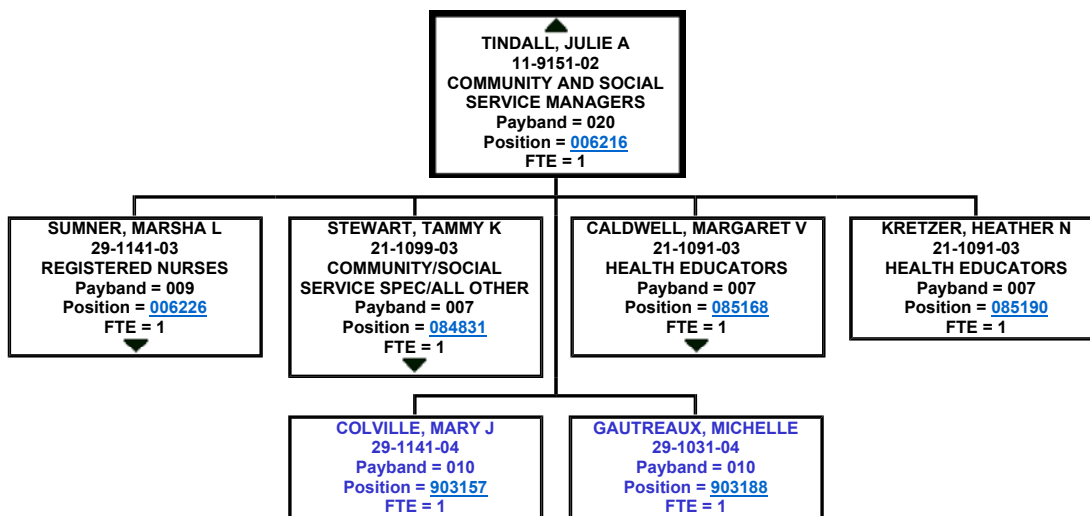


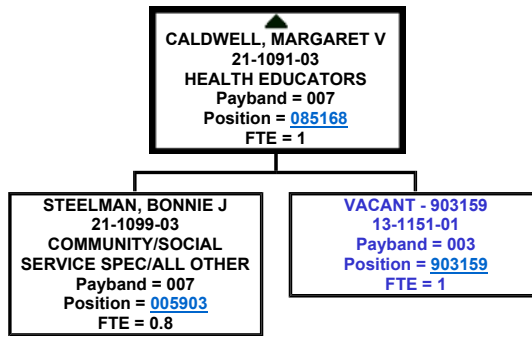


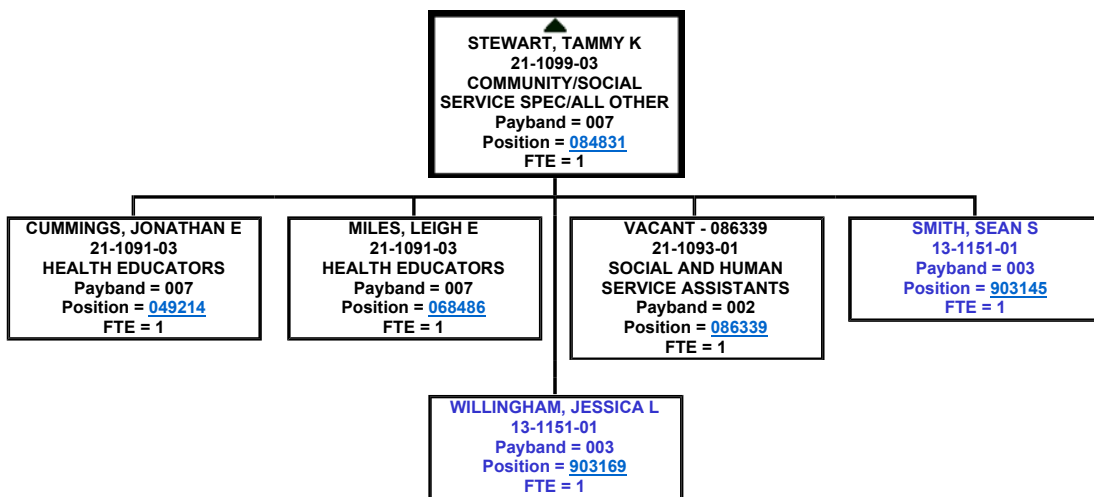




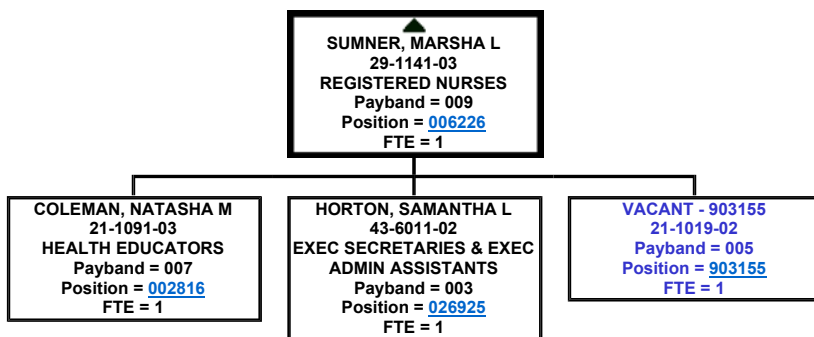


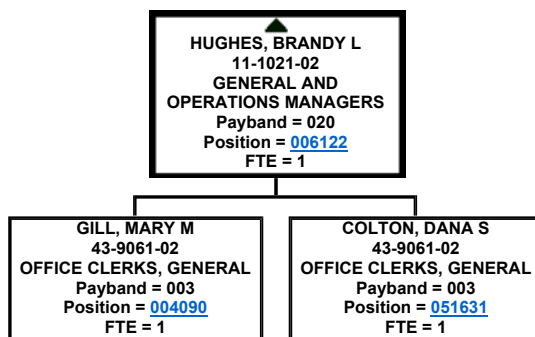








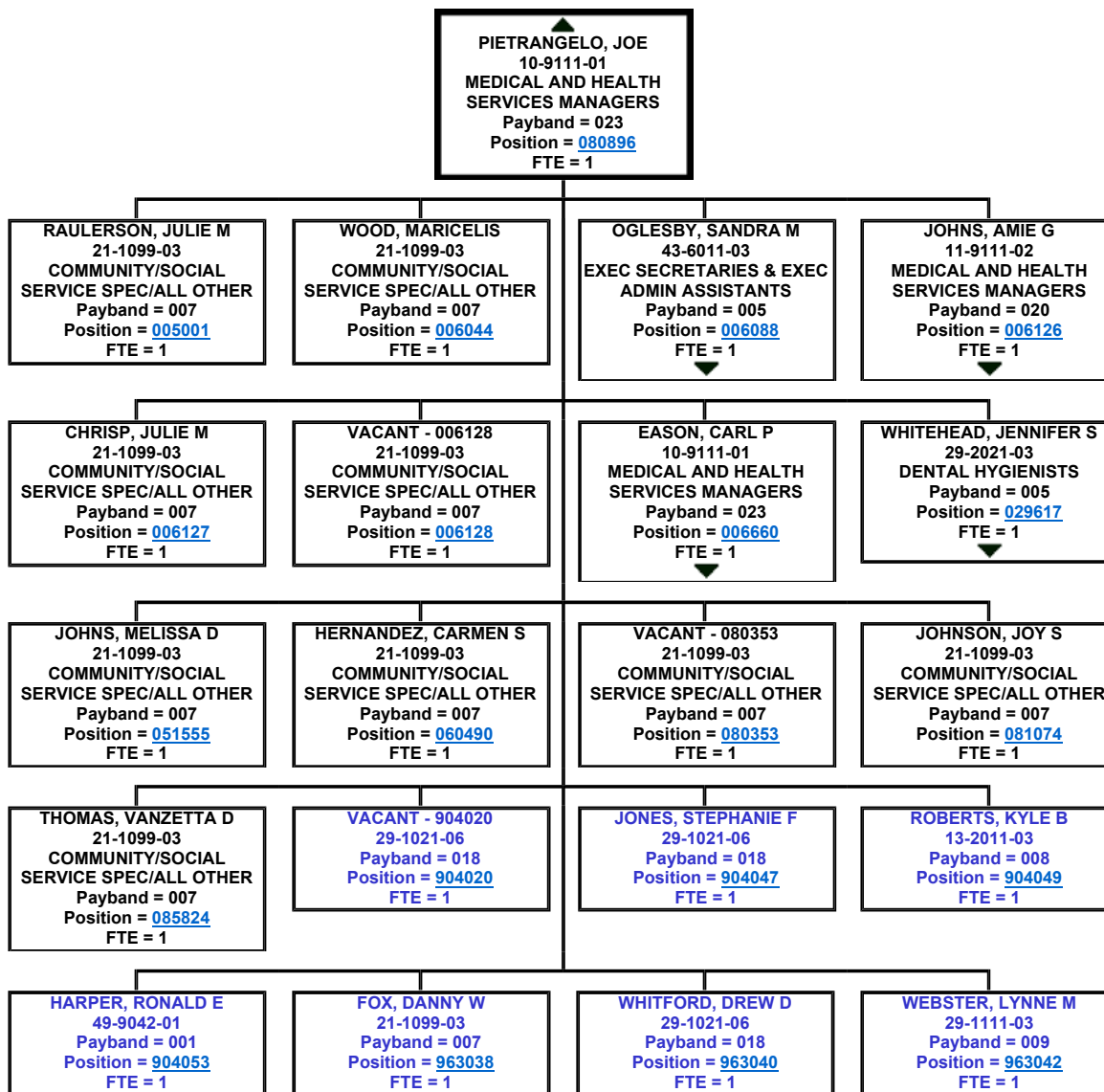


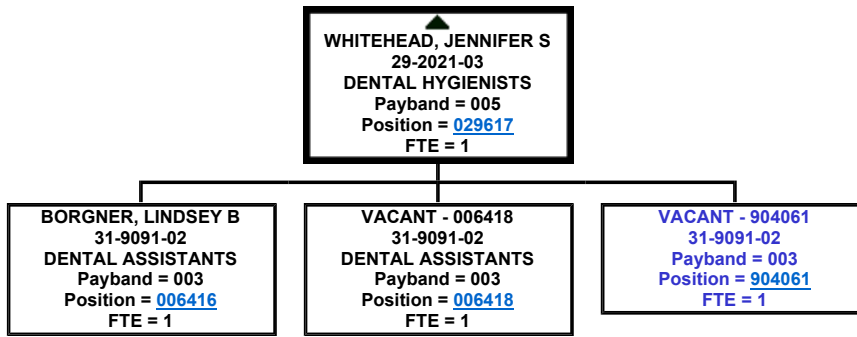


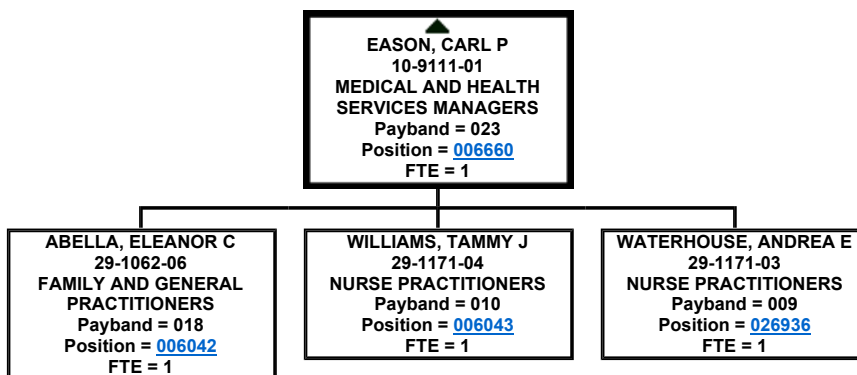
# CHD 04 - Bradford County Health Department

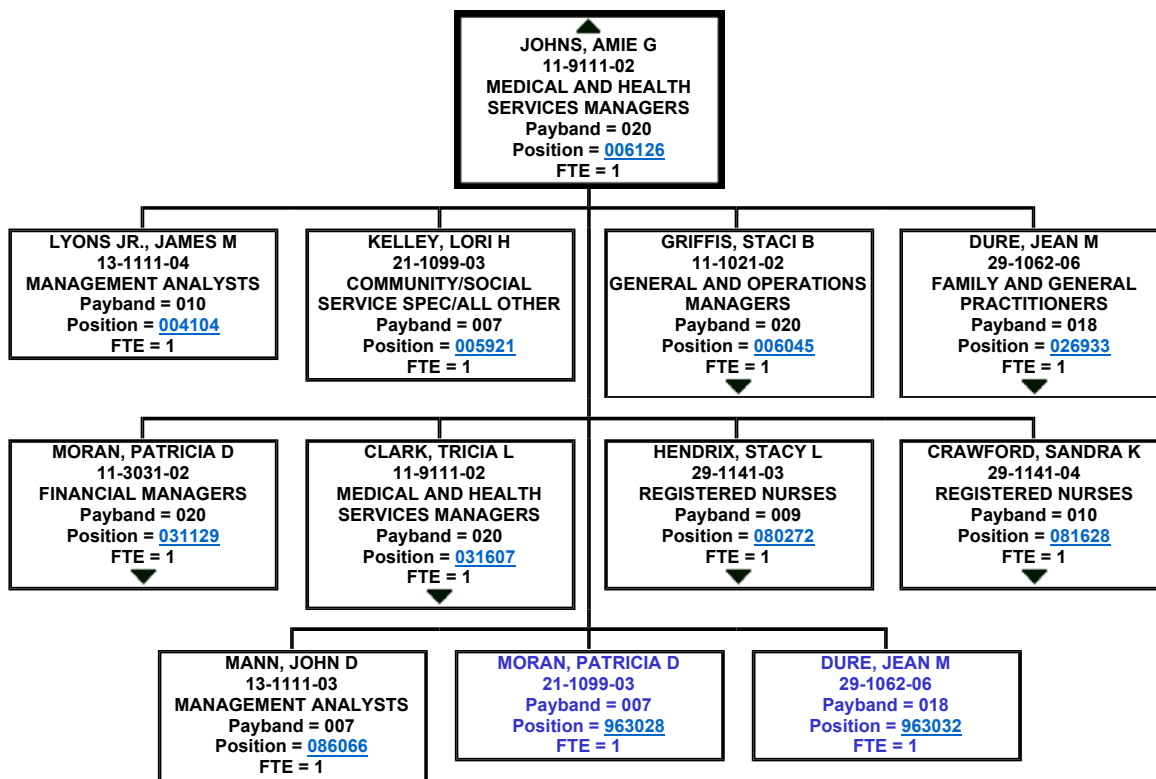
Created: 10/5/2016 10:19:00 AM

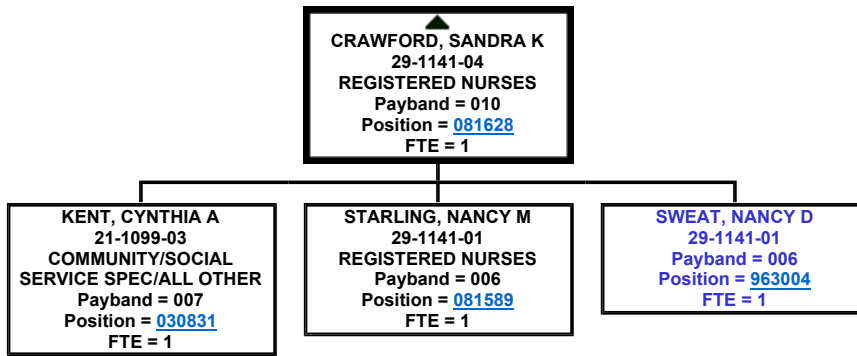
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

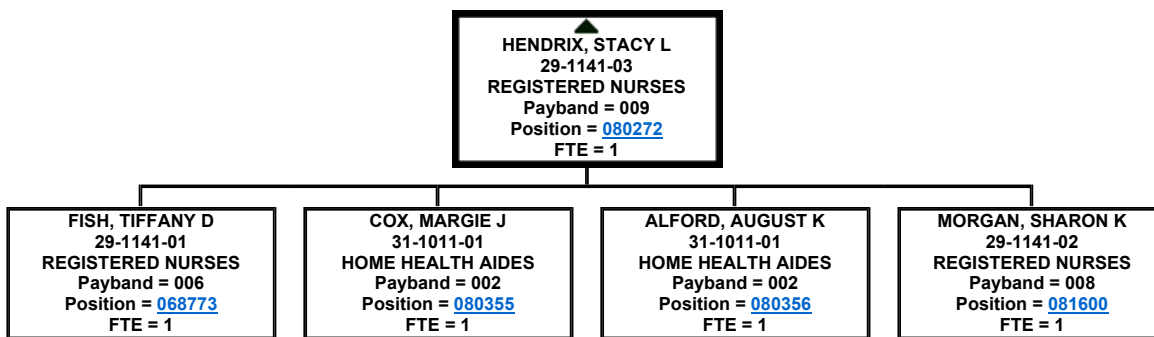




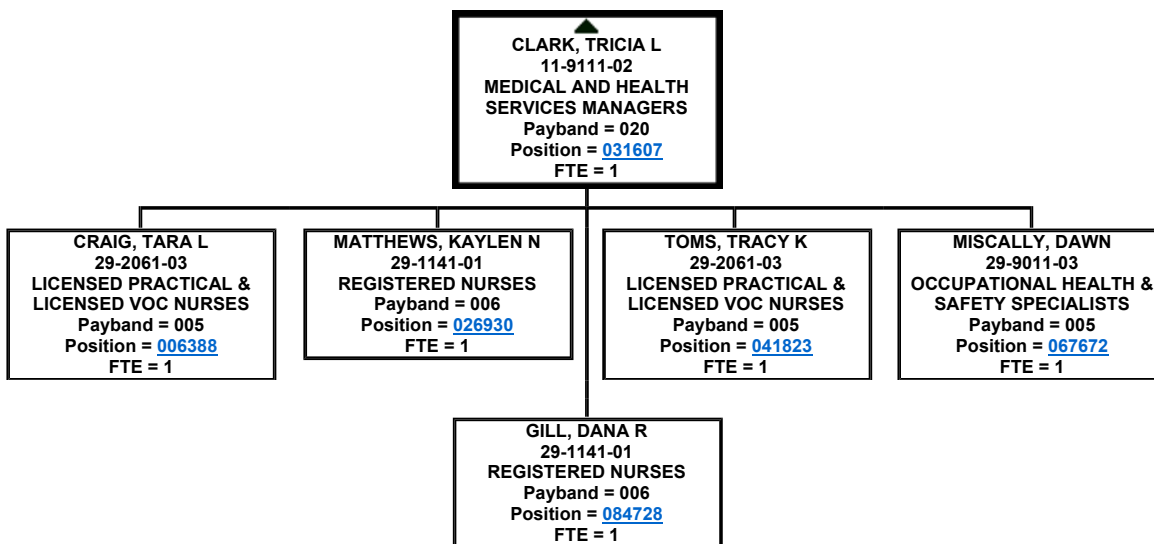


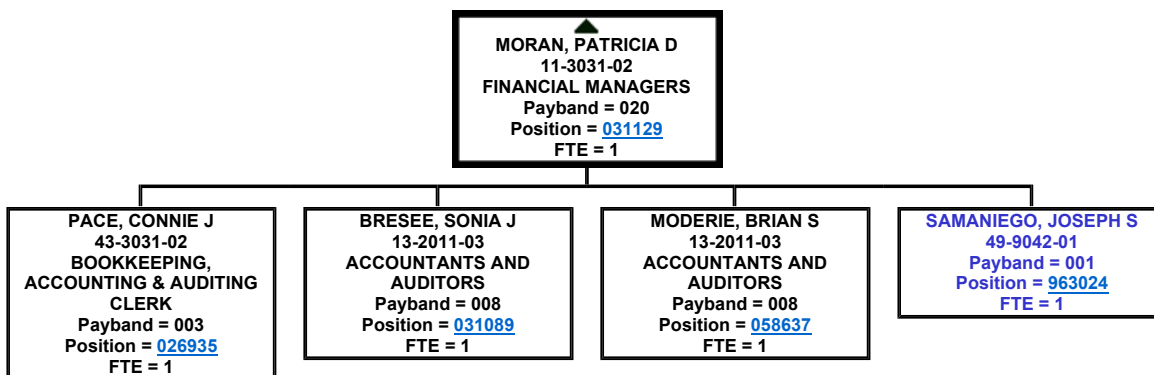


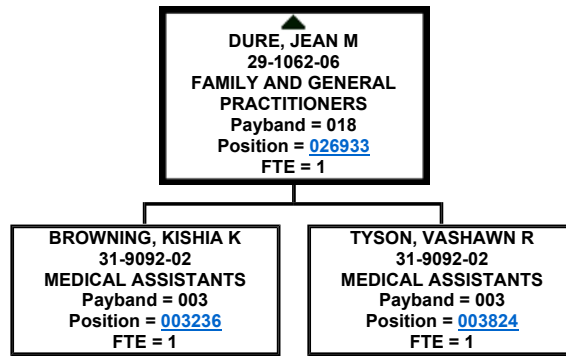


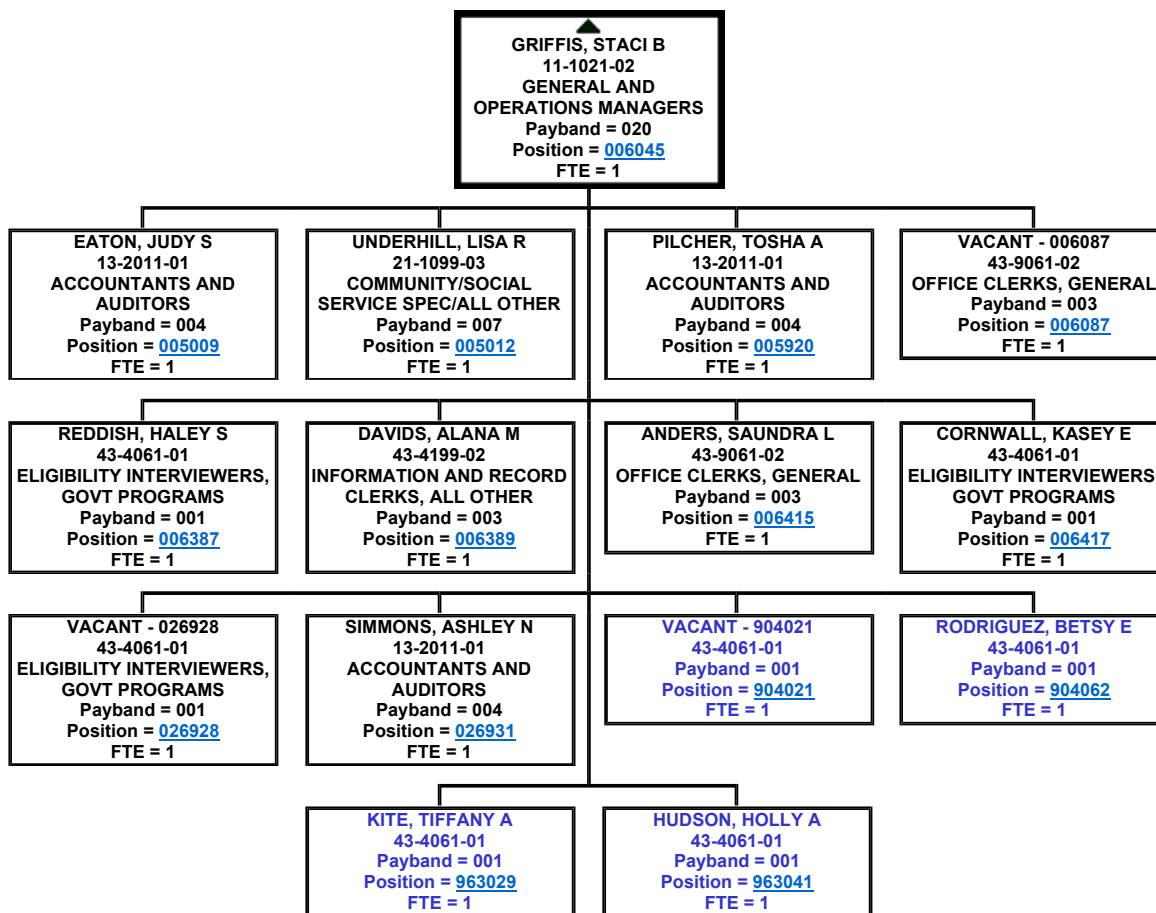


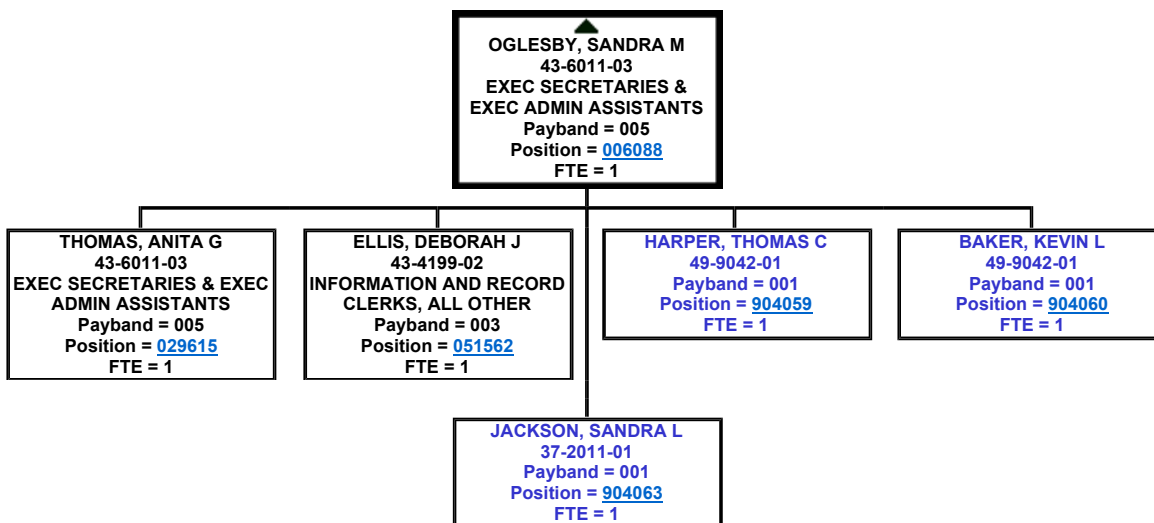








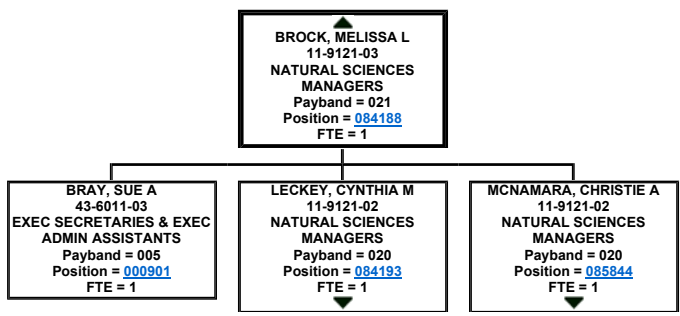


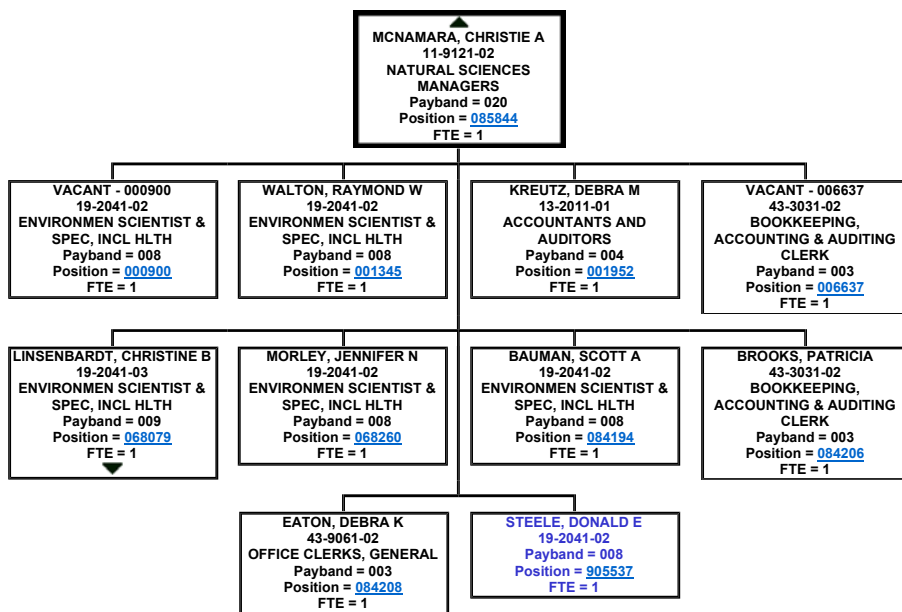


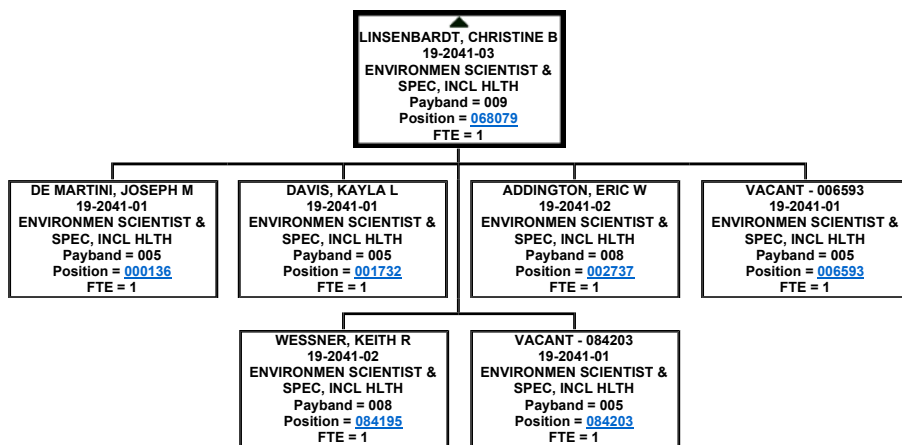
## CHD 05 - Brevard County Health Department

Created: 10/5/2016 10:19:00 AM

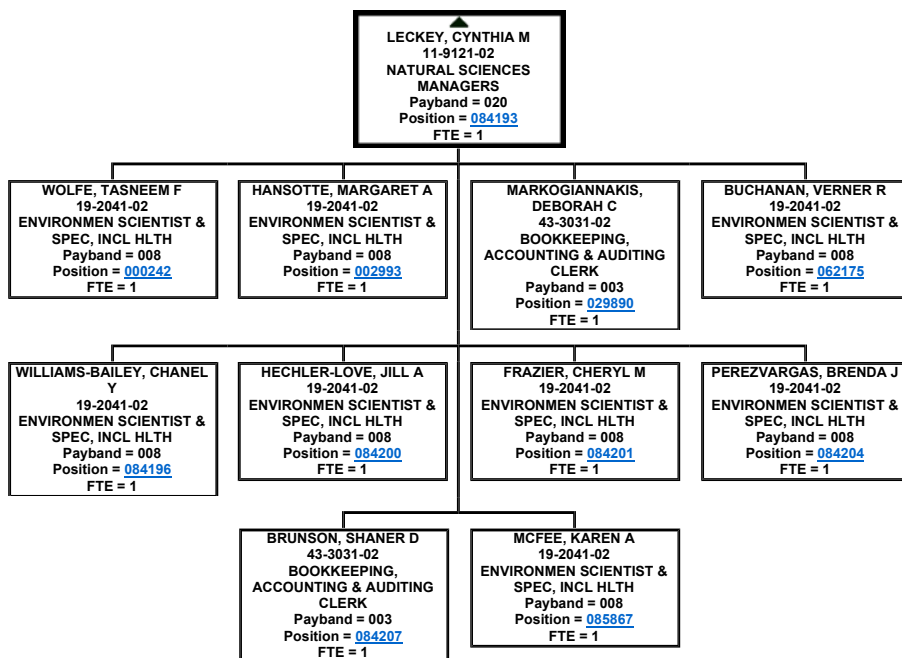
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

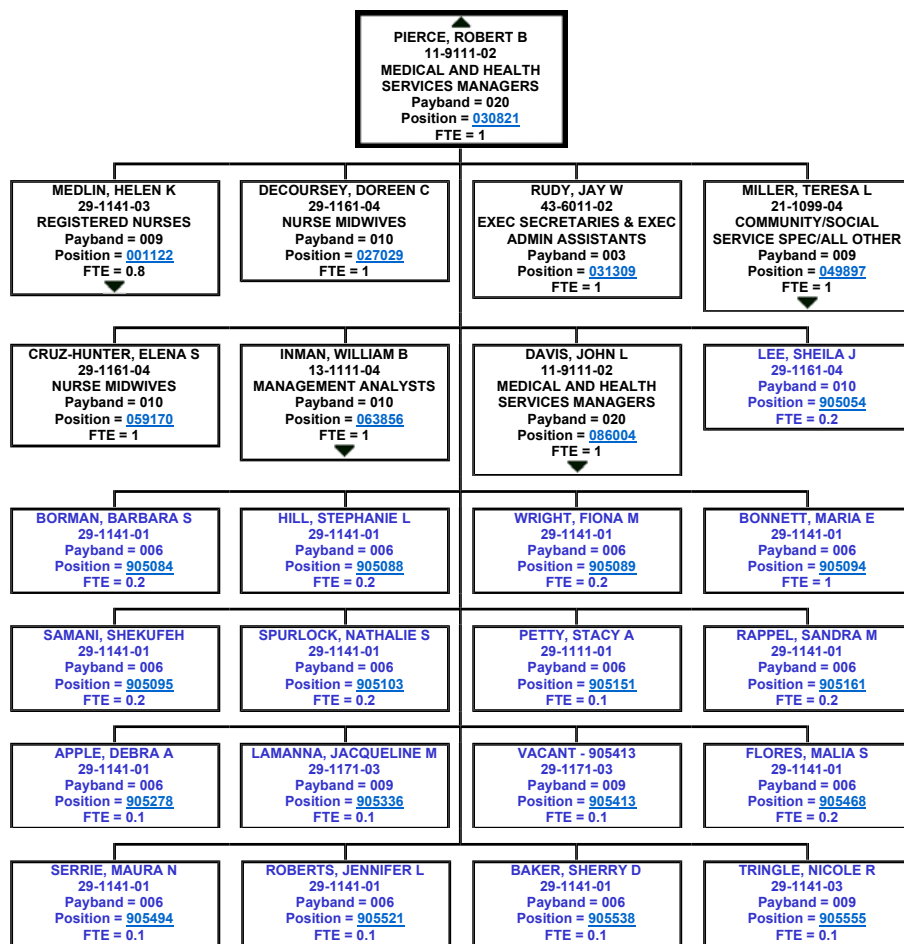


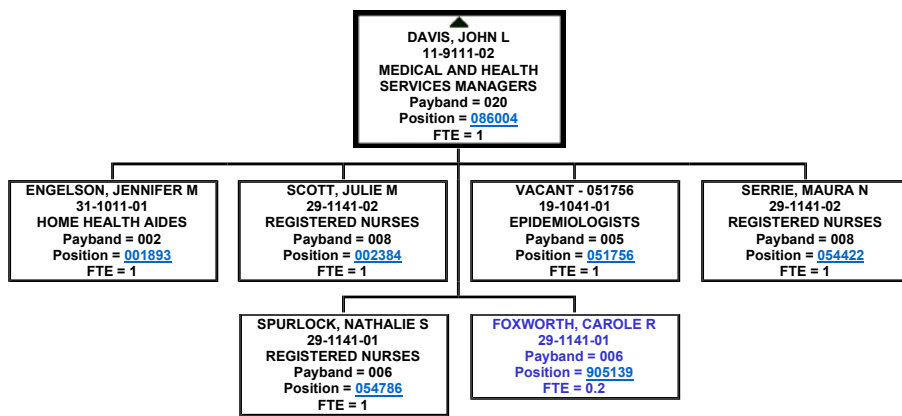


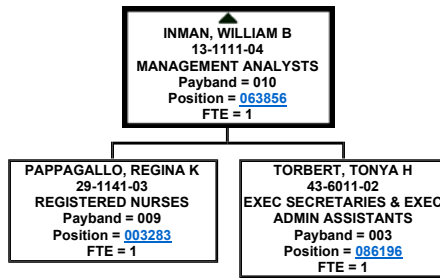


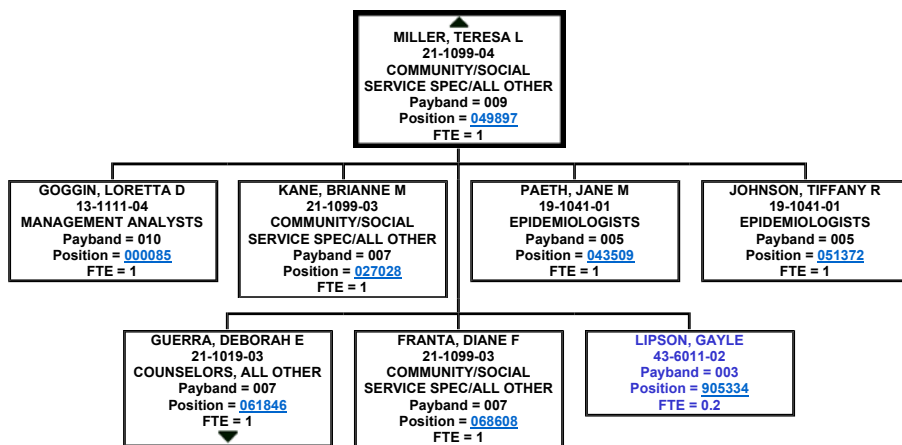


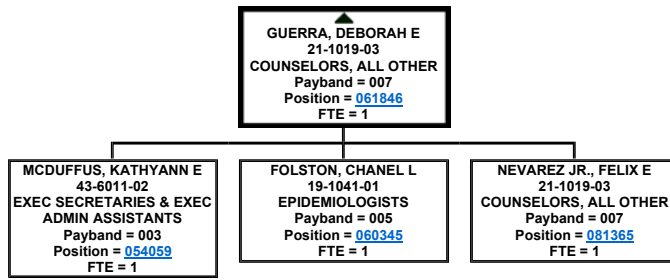


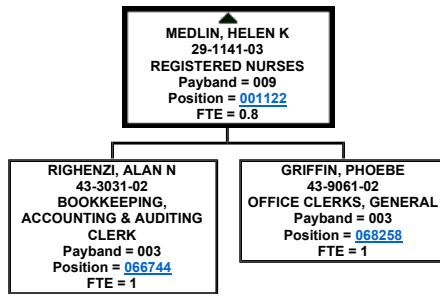


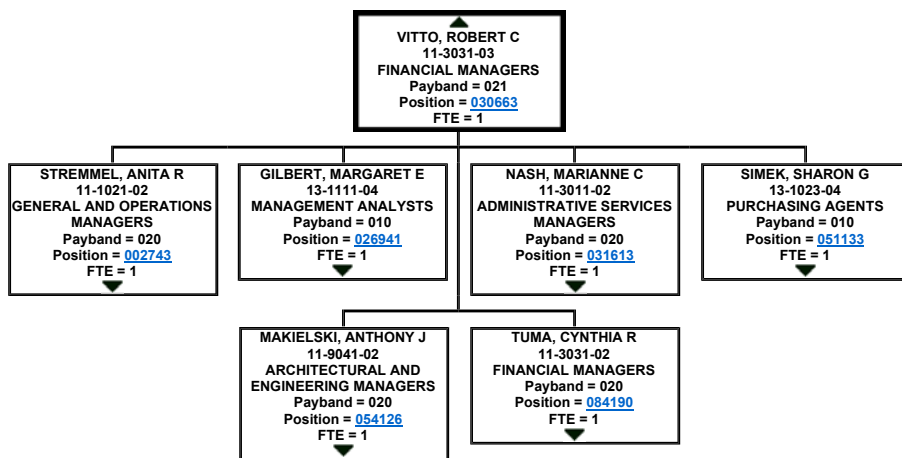




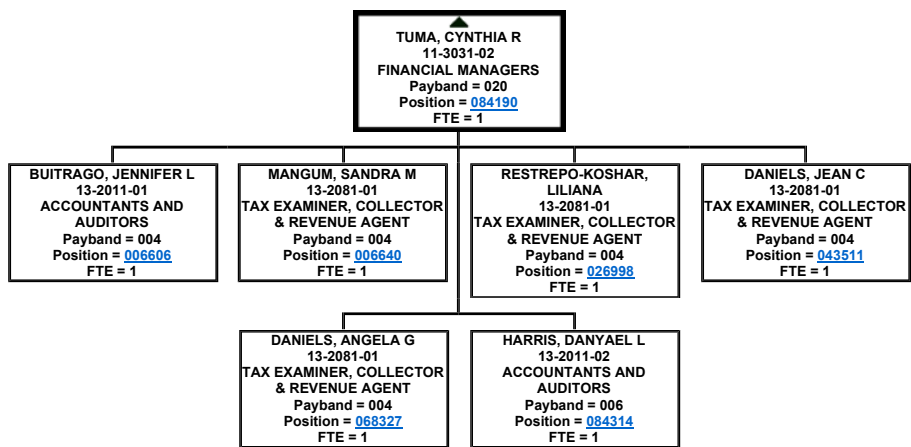


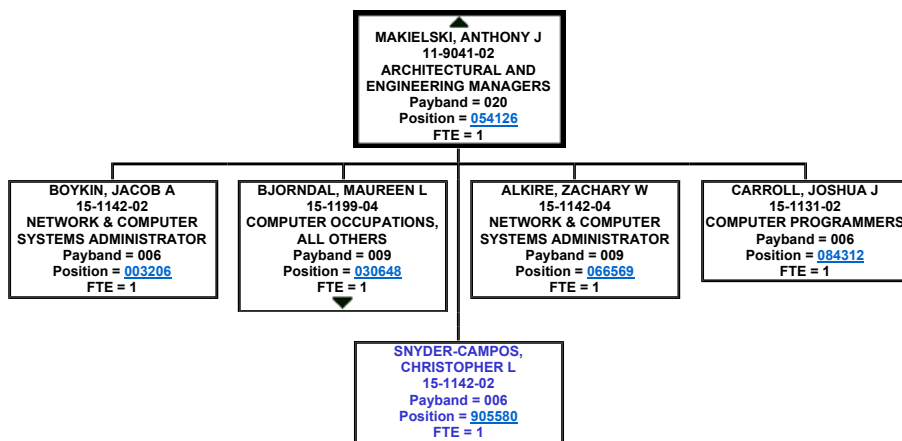


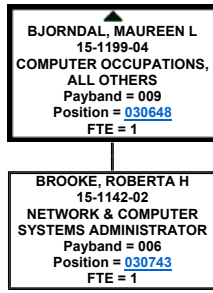


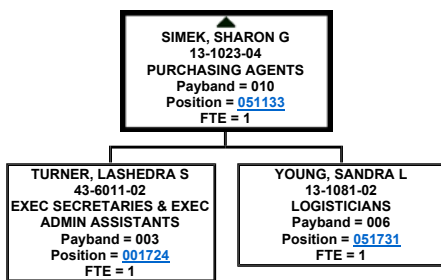


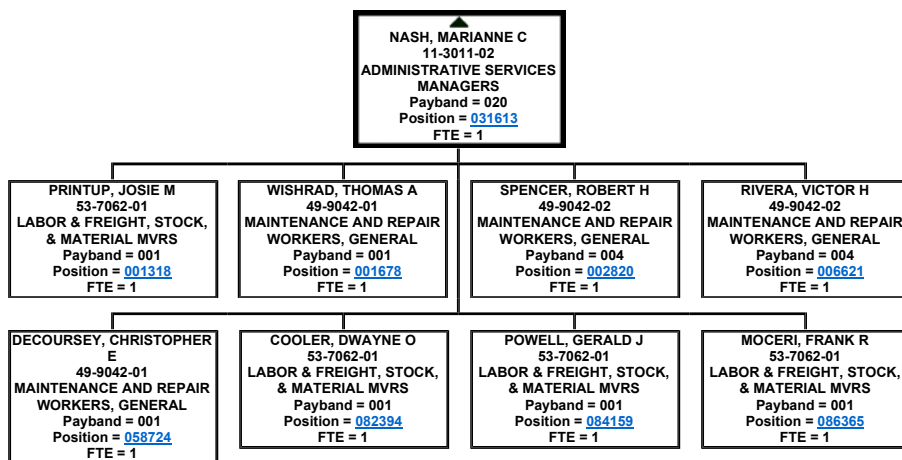


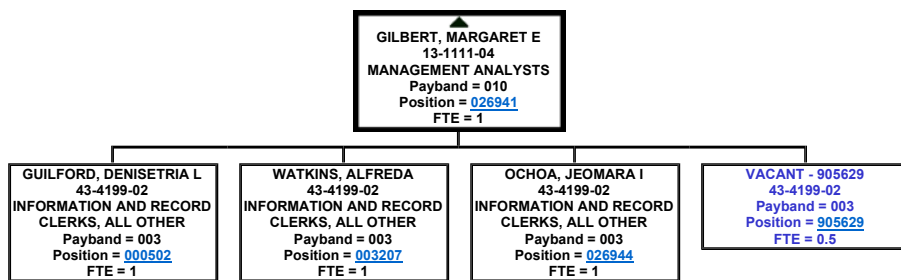


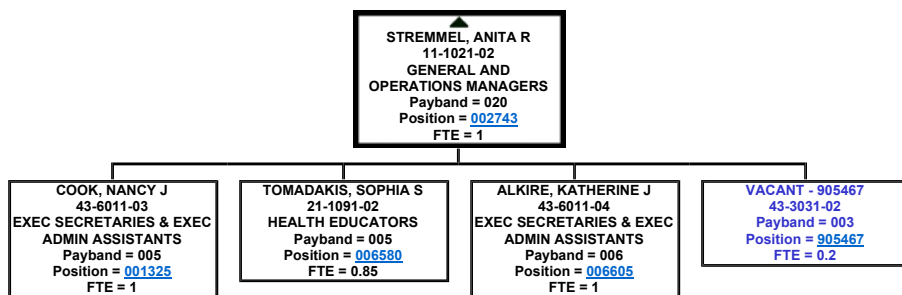


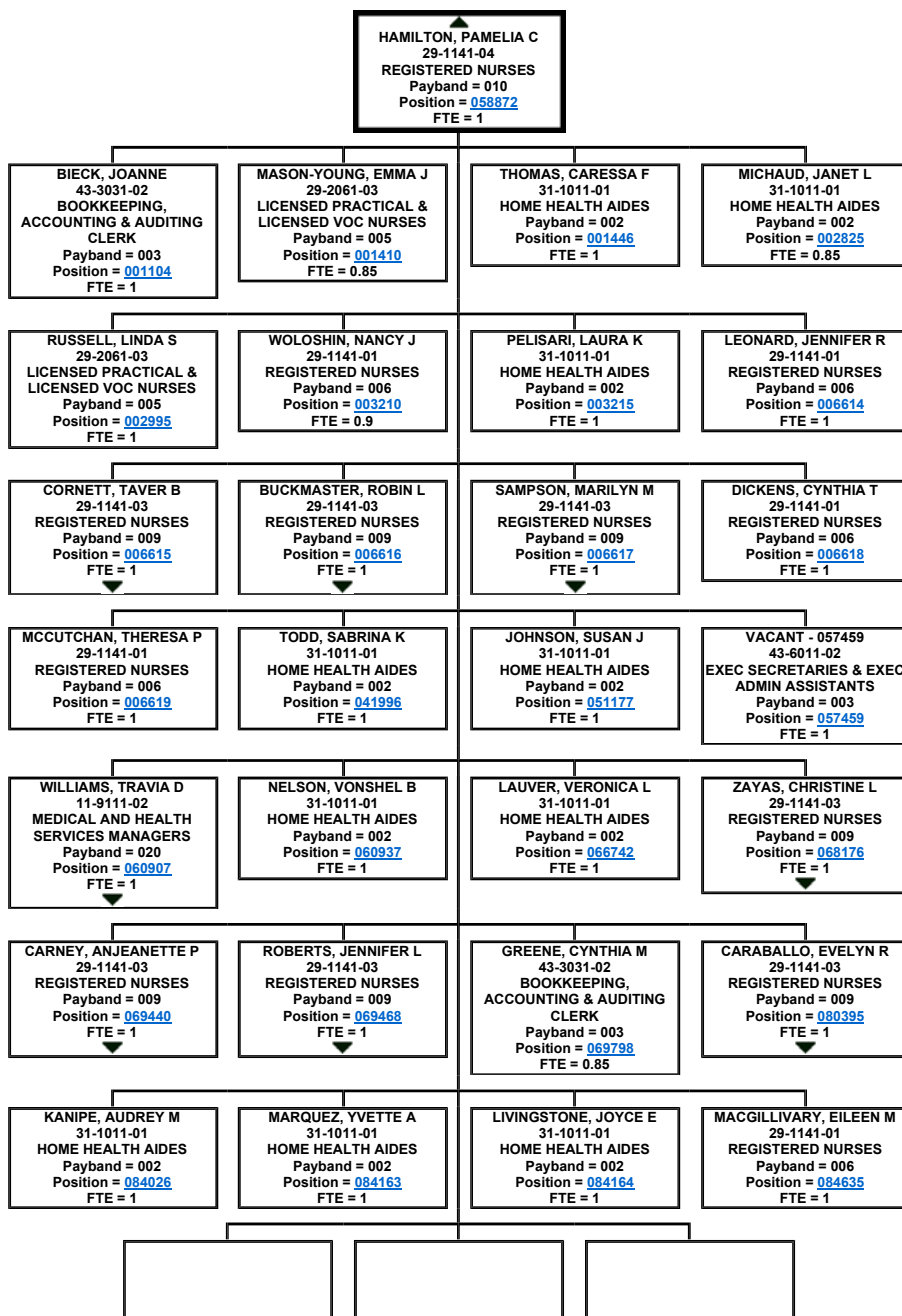
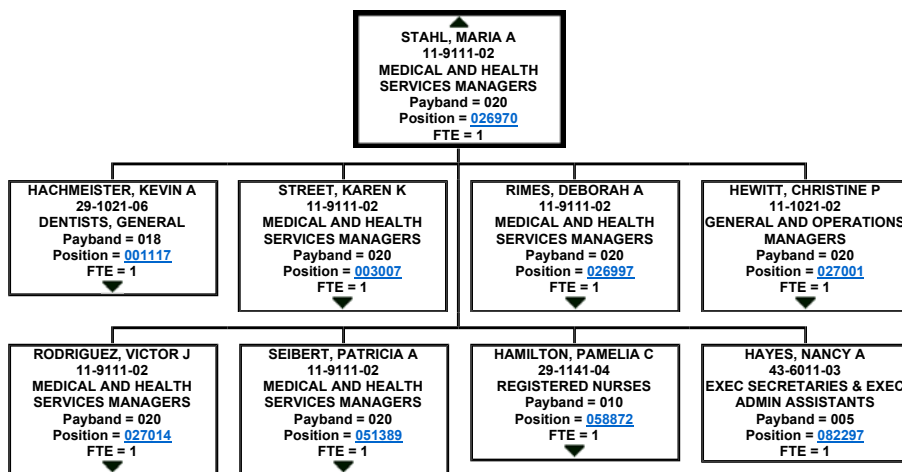












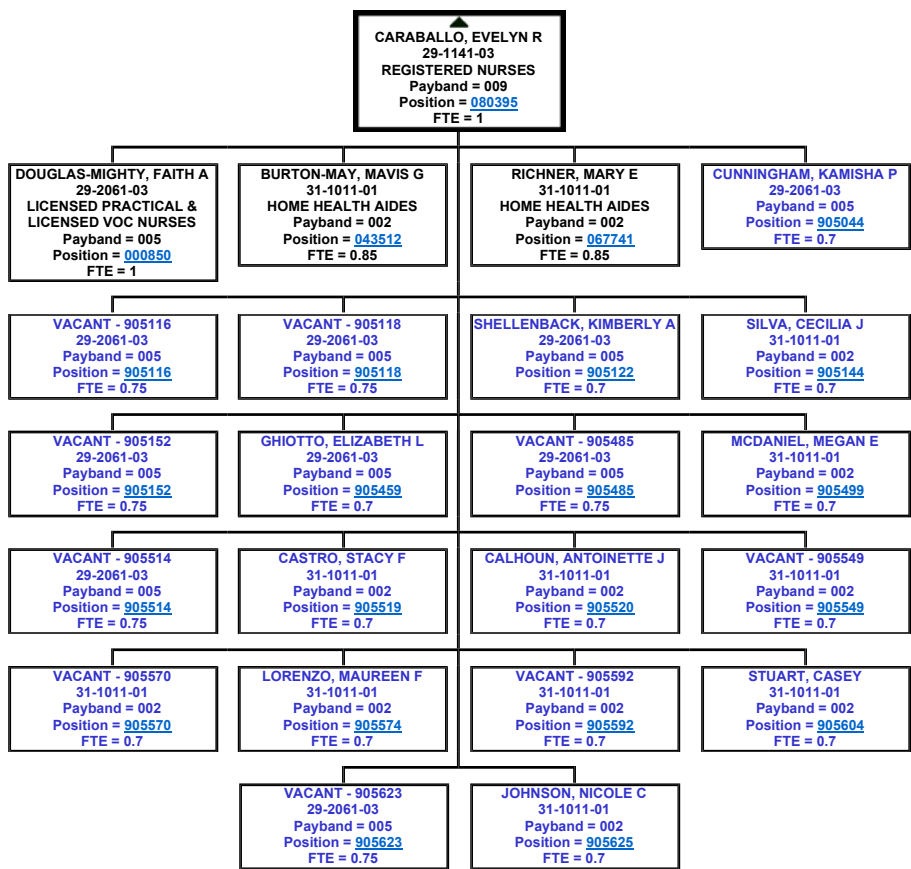


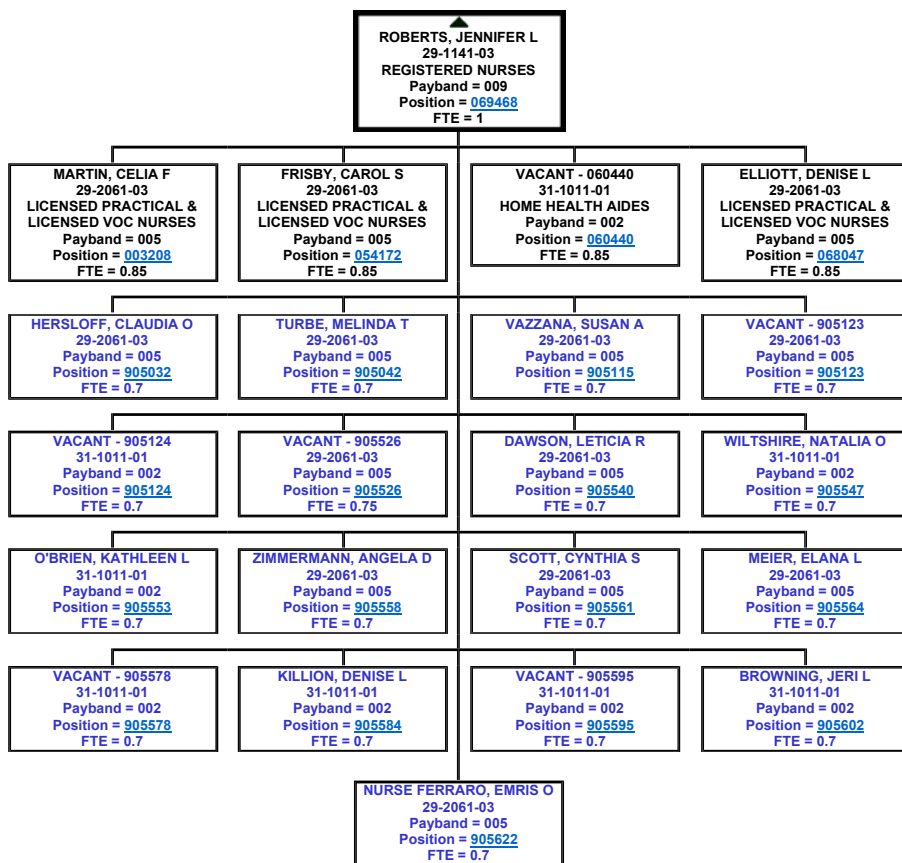
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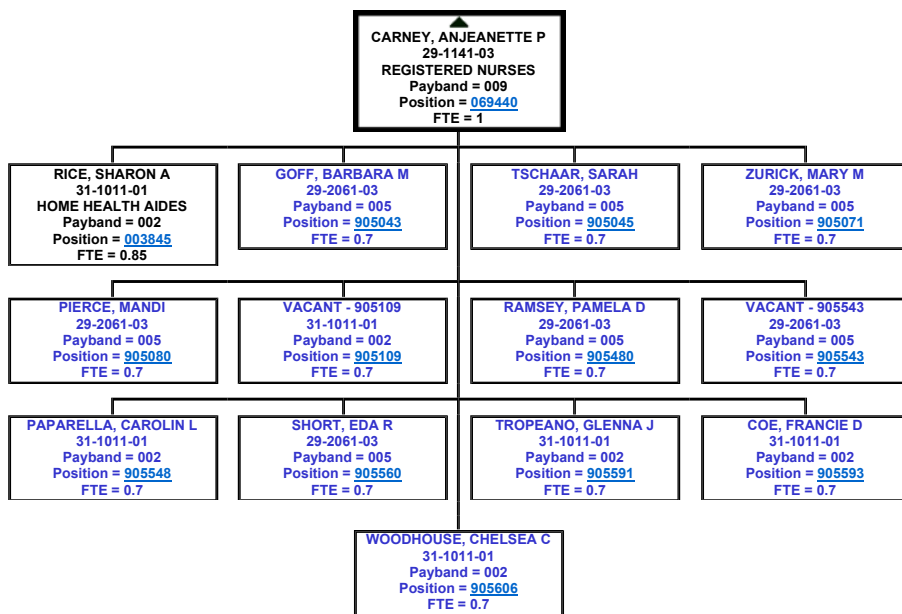
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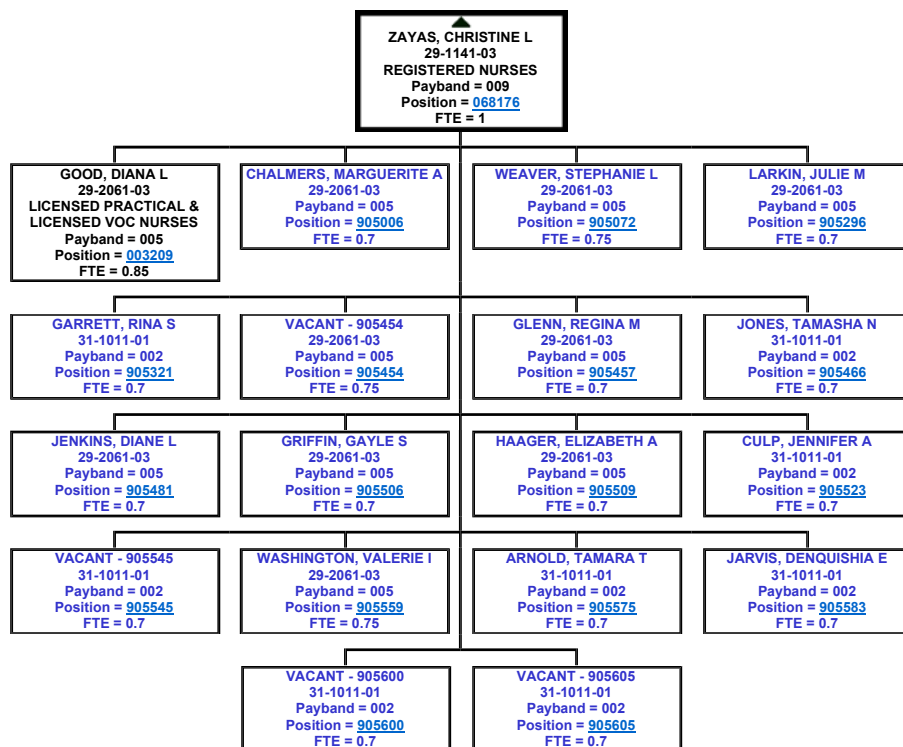
HORNER, KAREN L  
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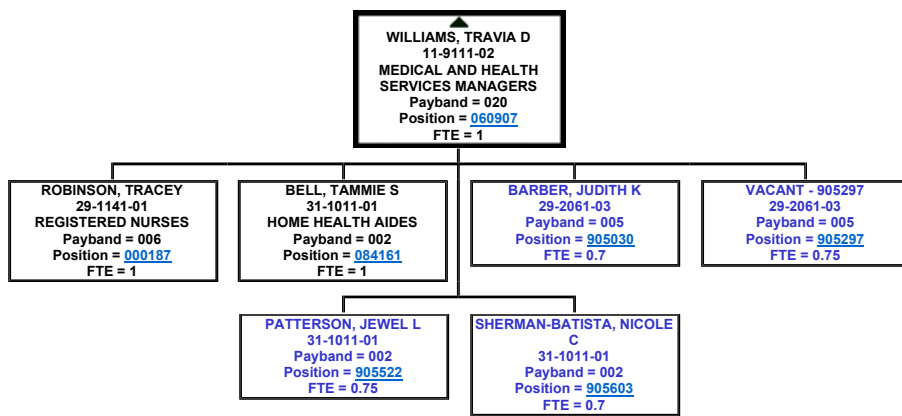
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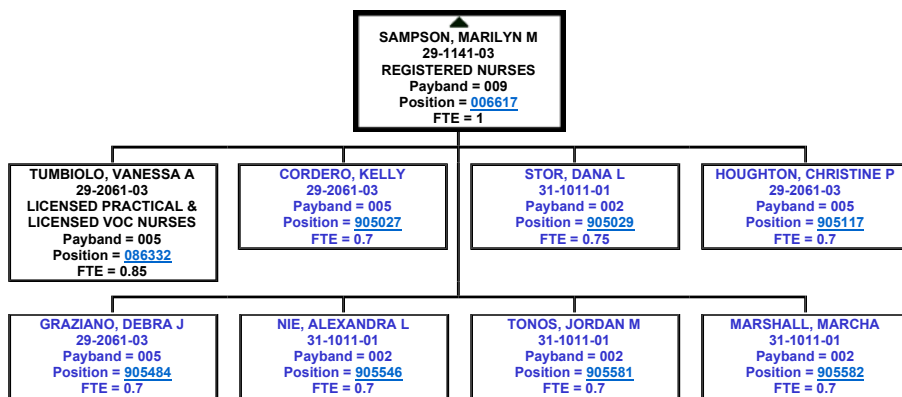


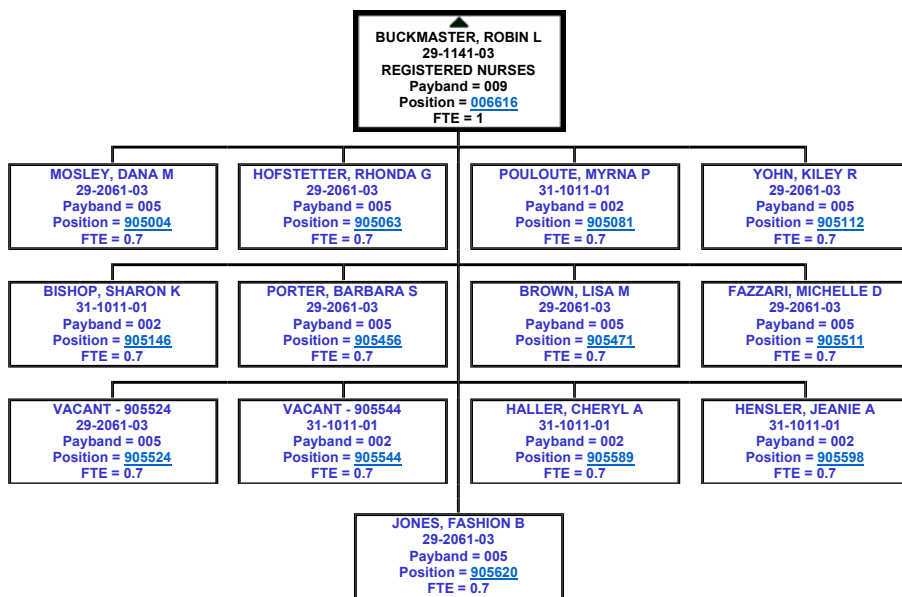




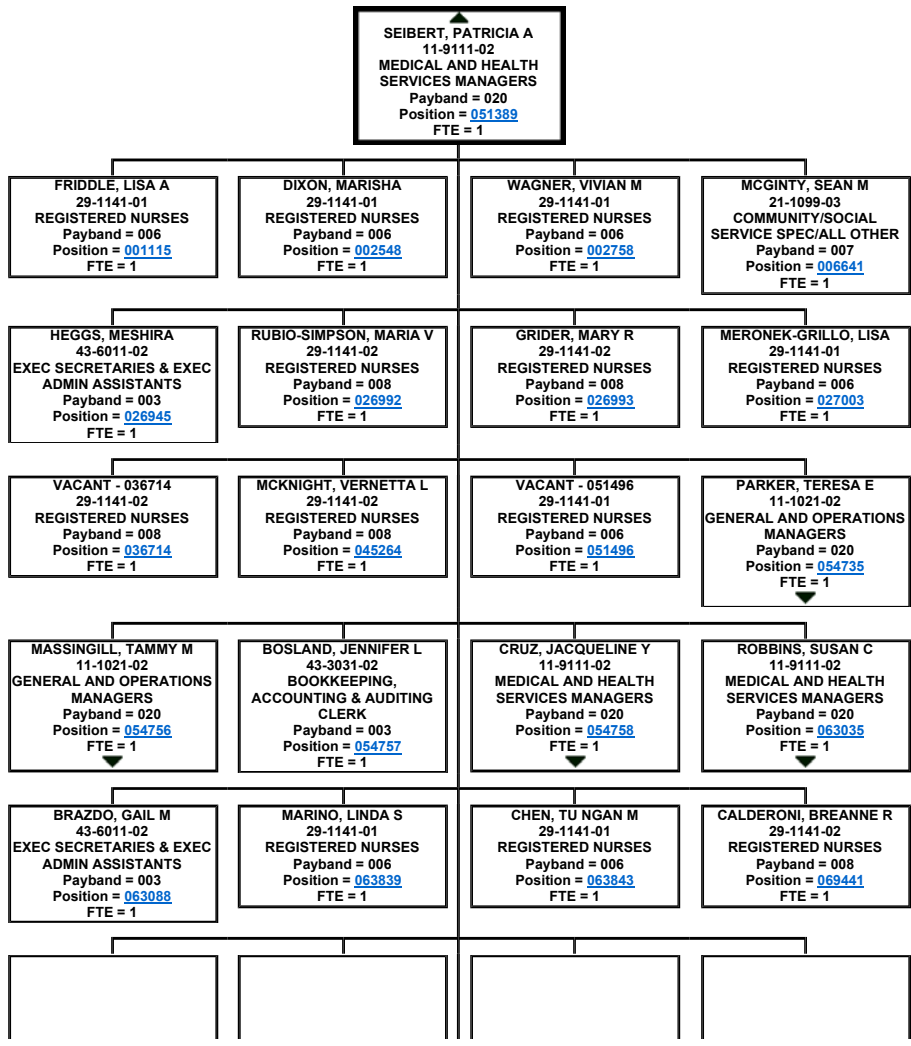
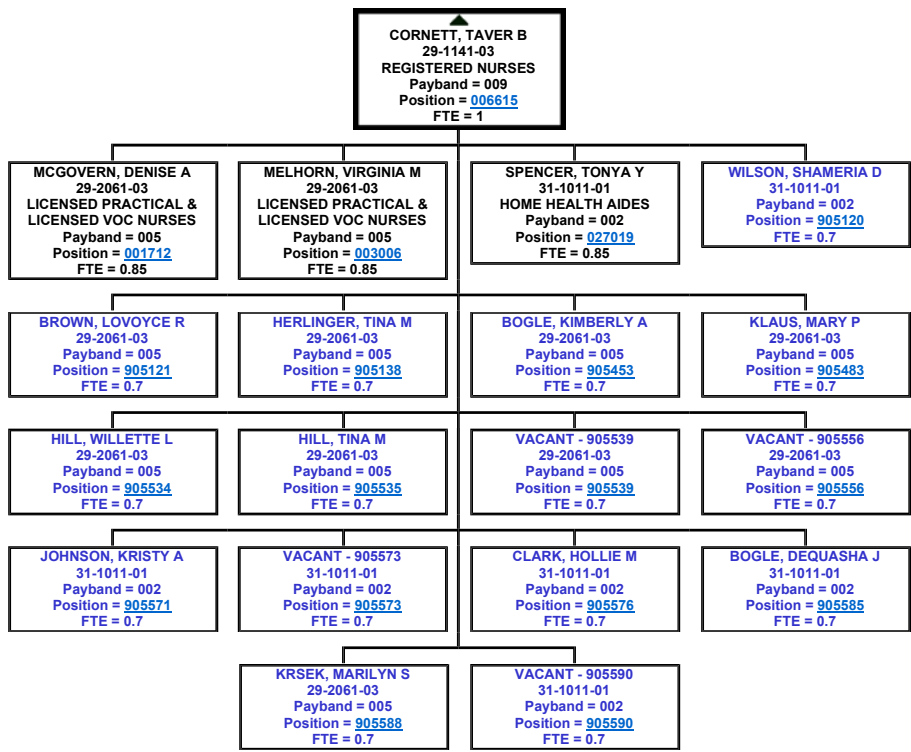


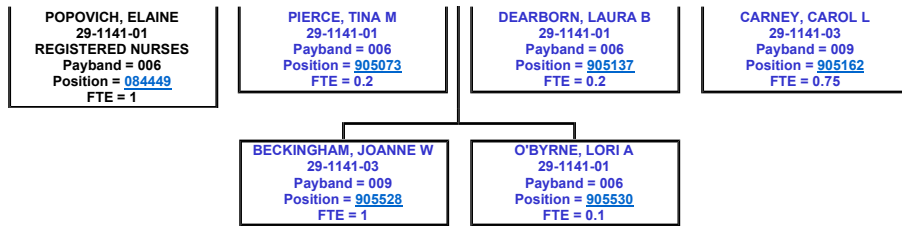


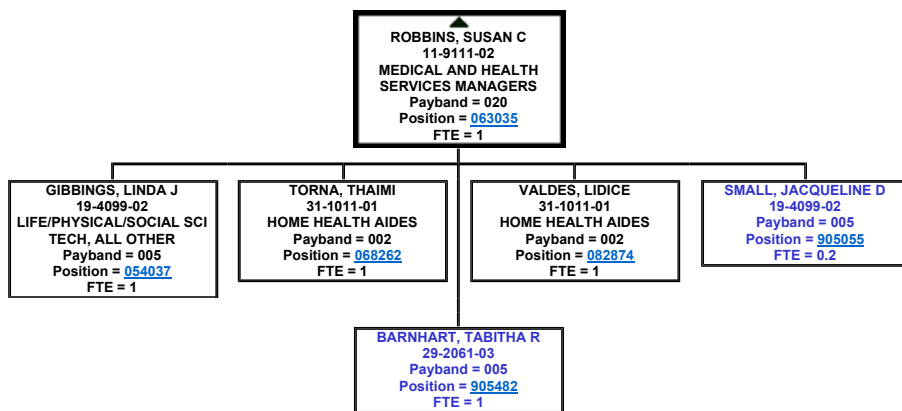


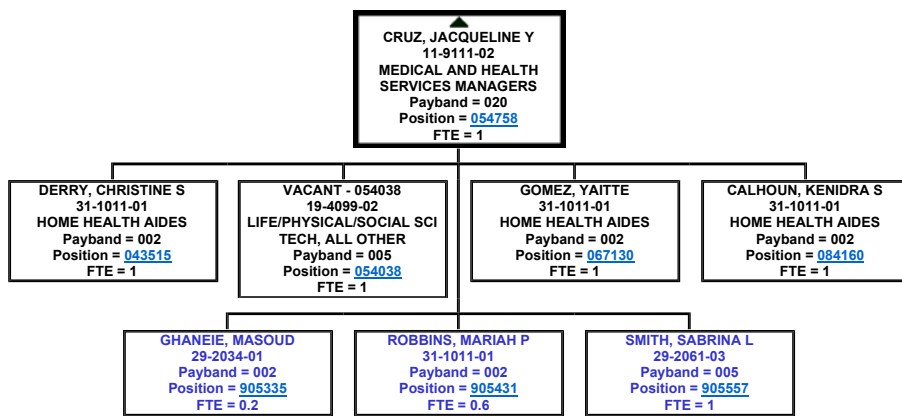


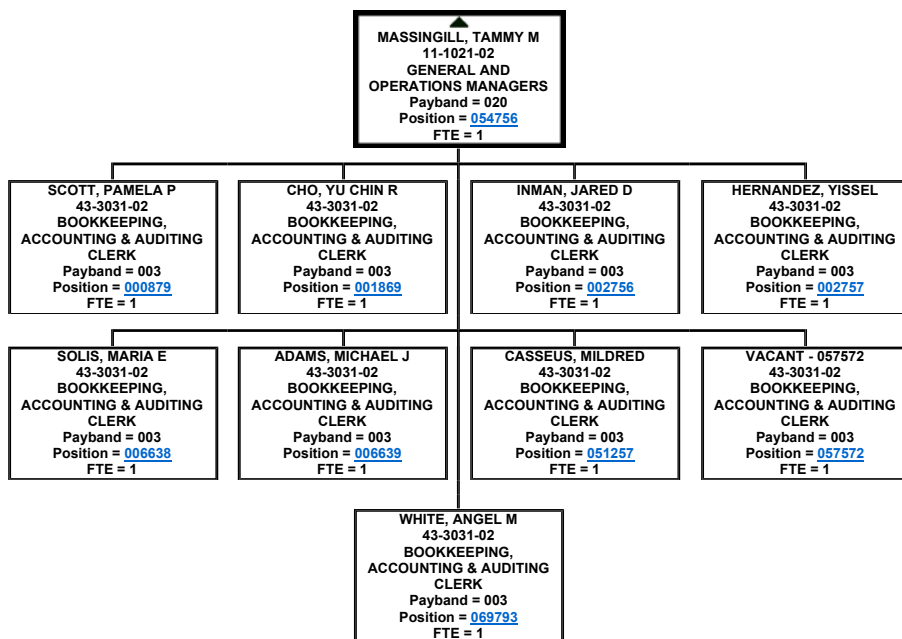


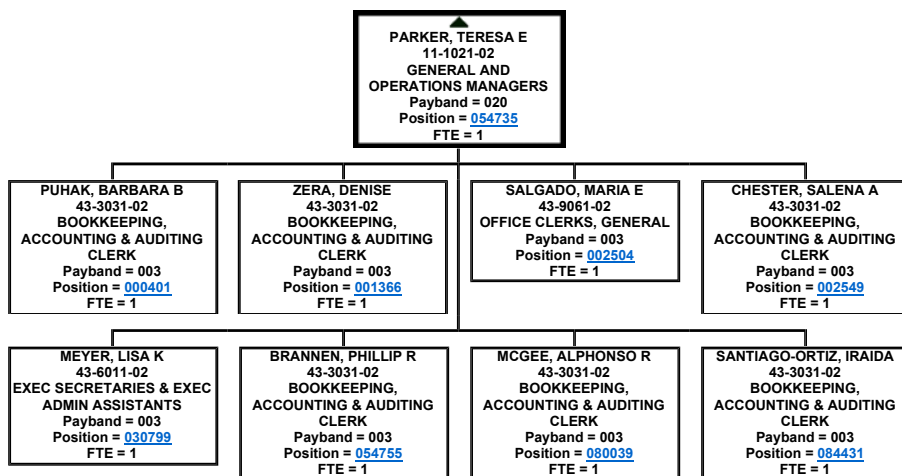


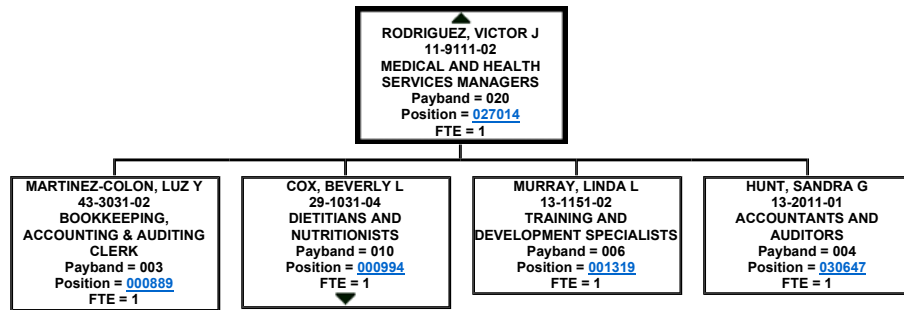


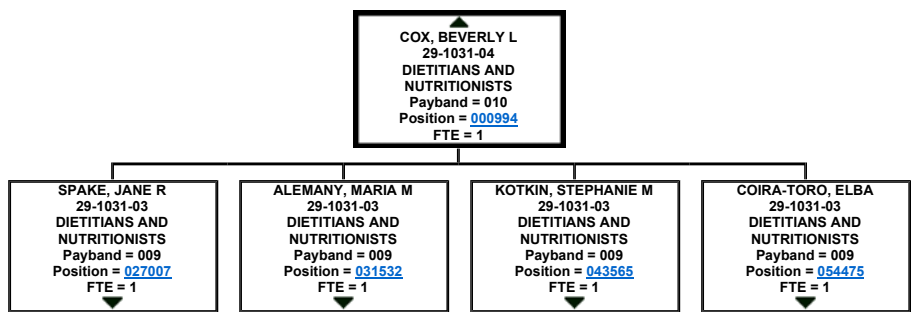




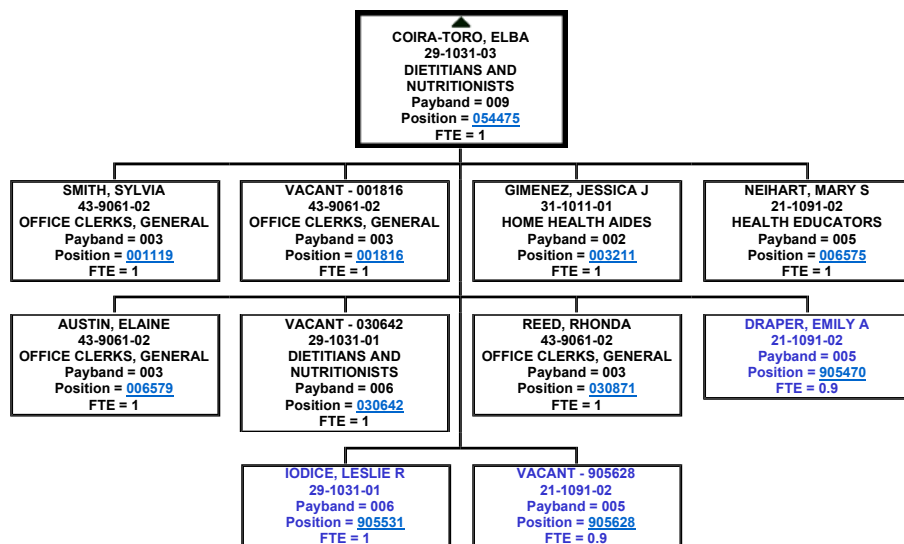


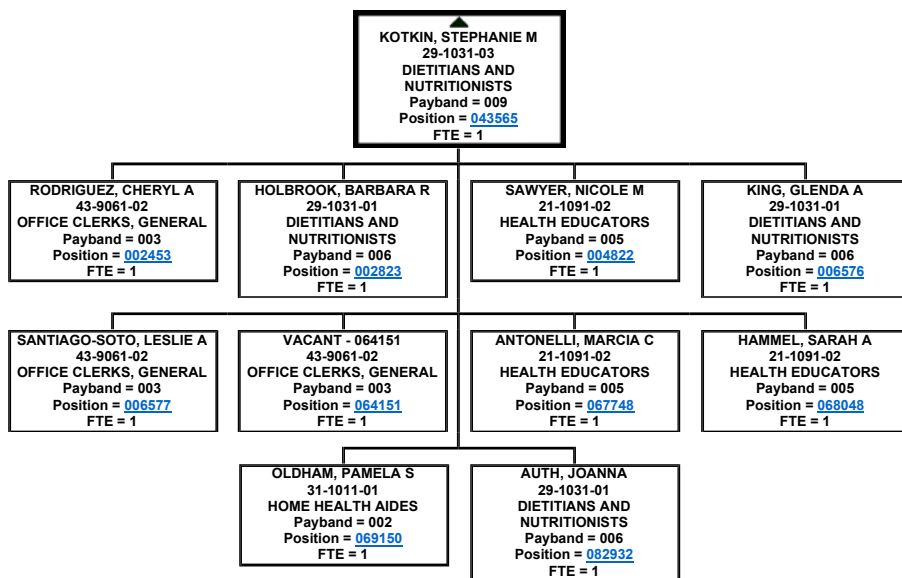


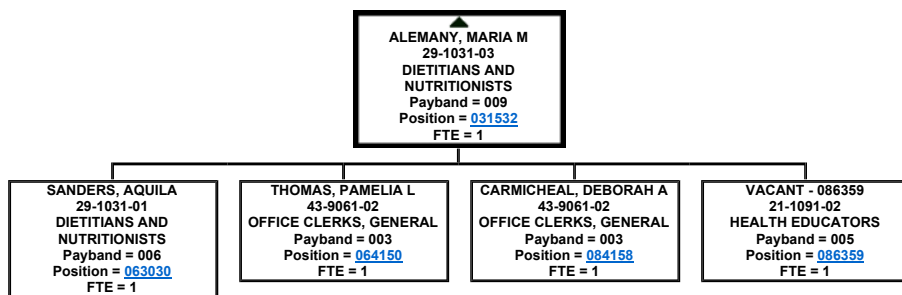


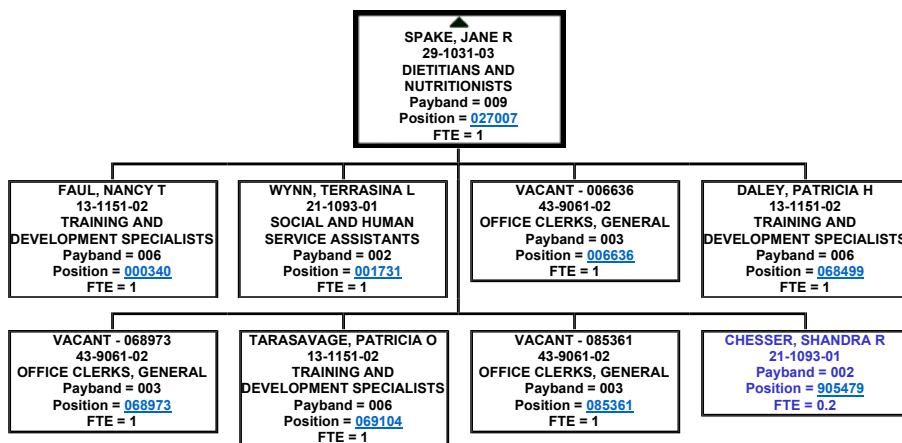


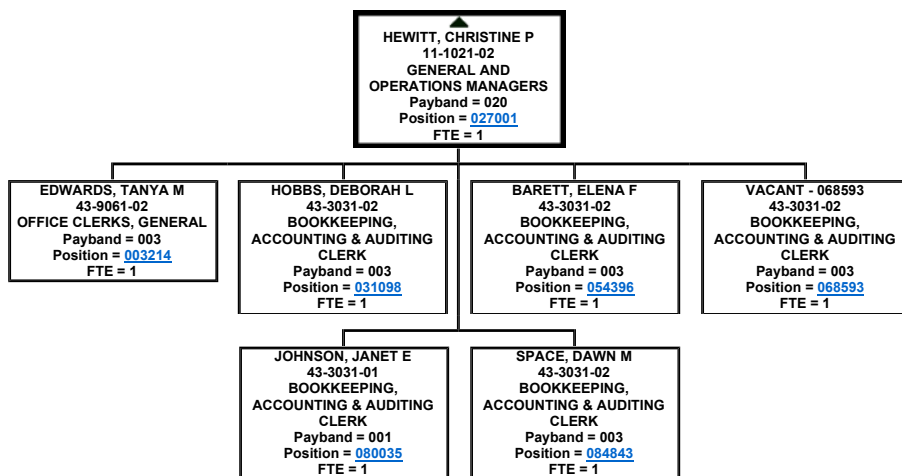


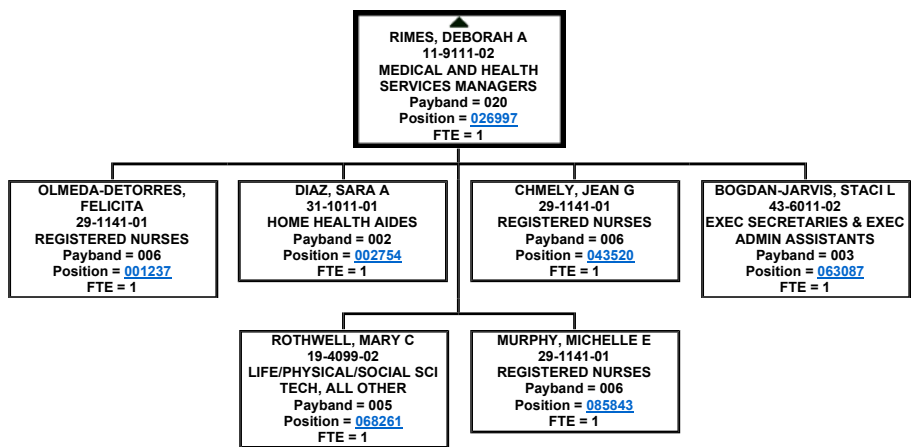


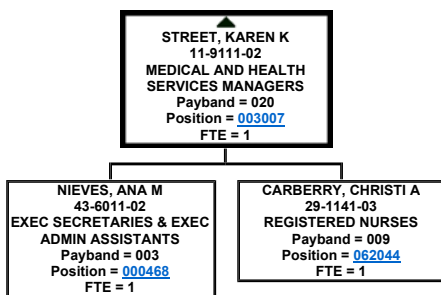


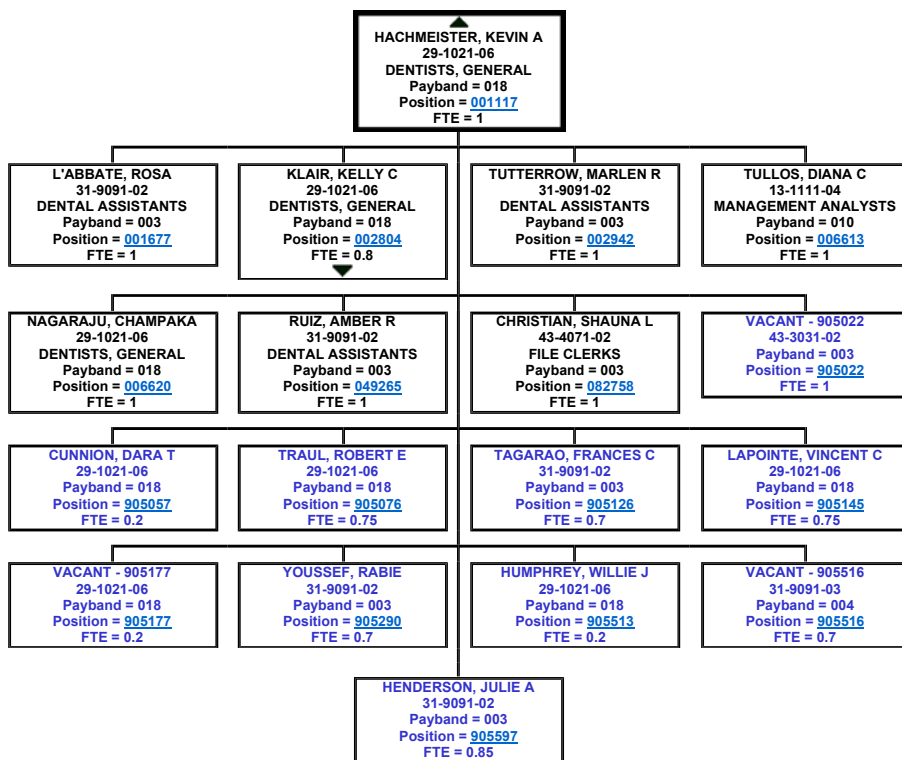




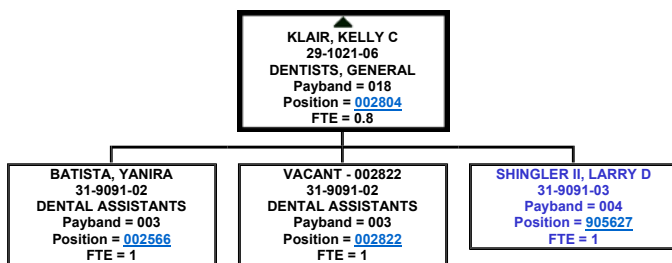


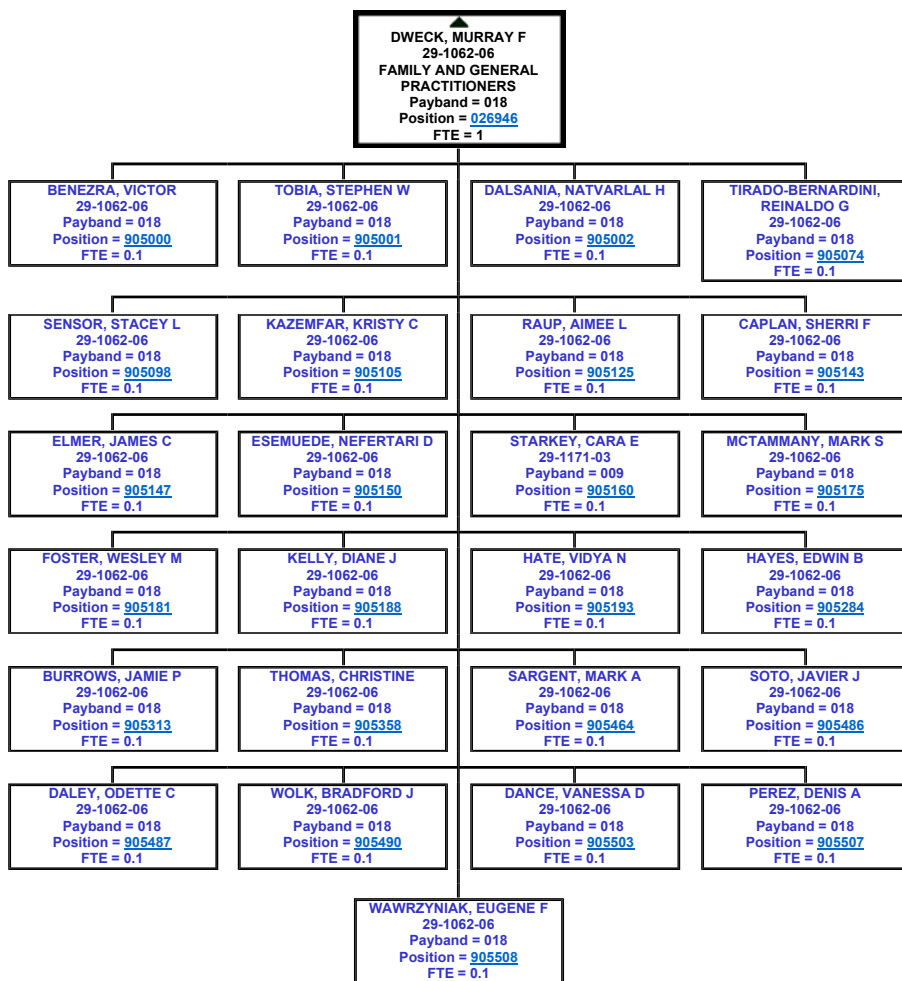








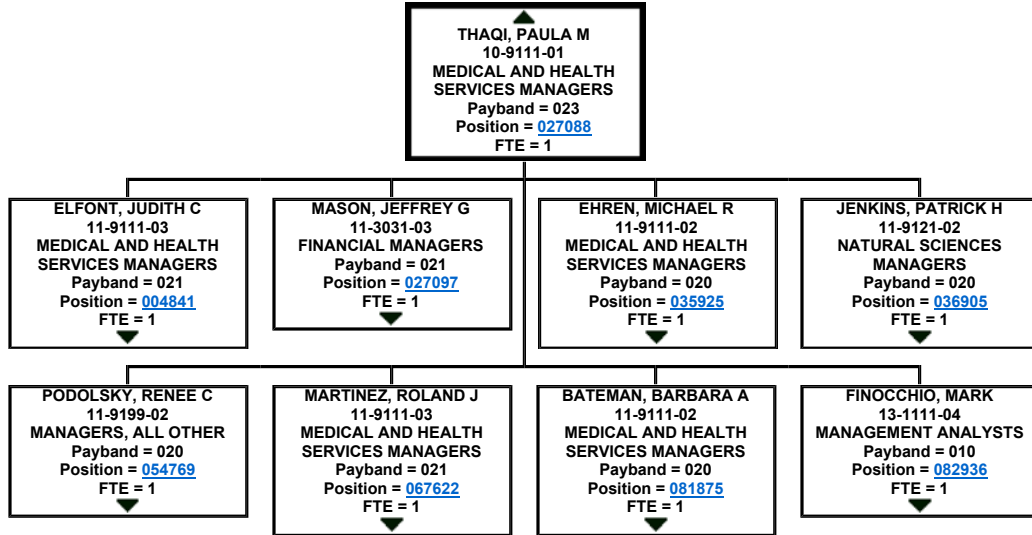


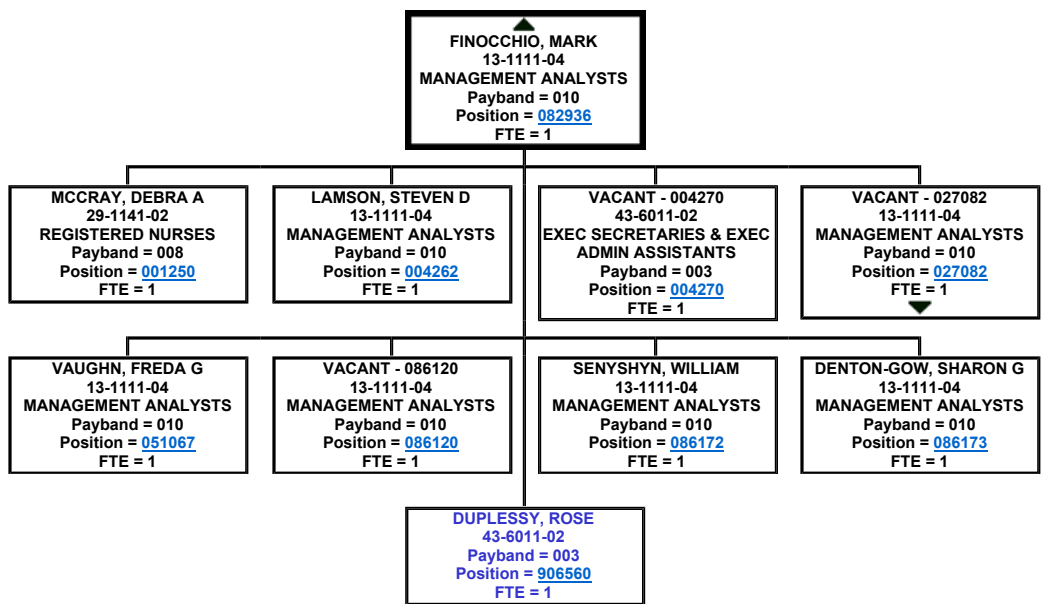


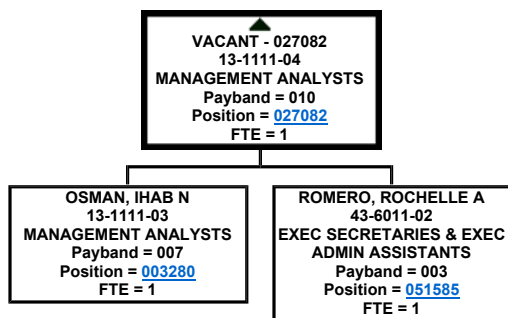
# CHD 06 - Broward County Health Department

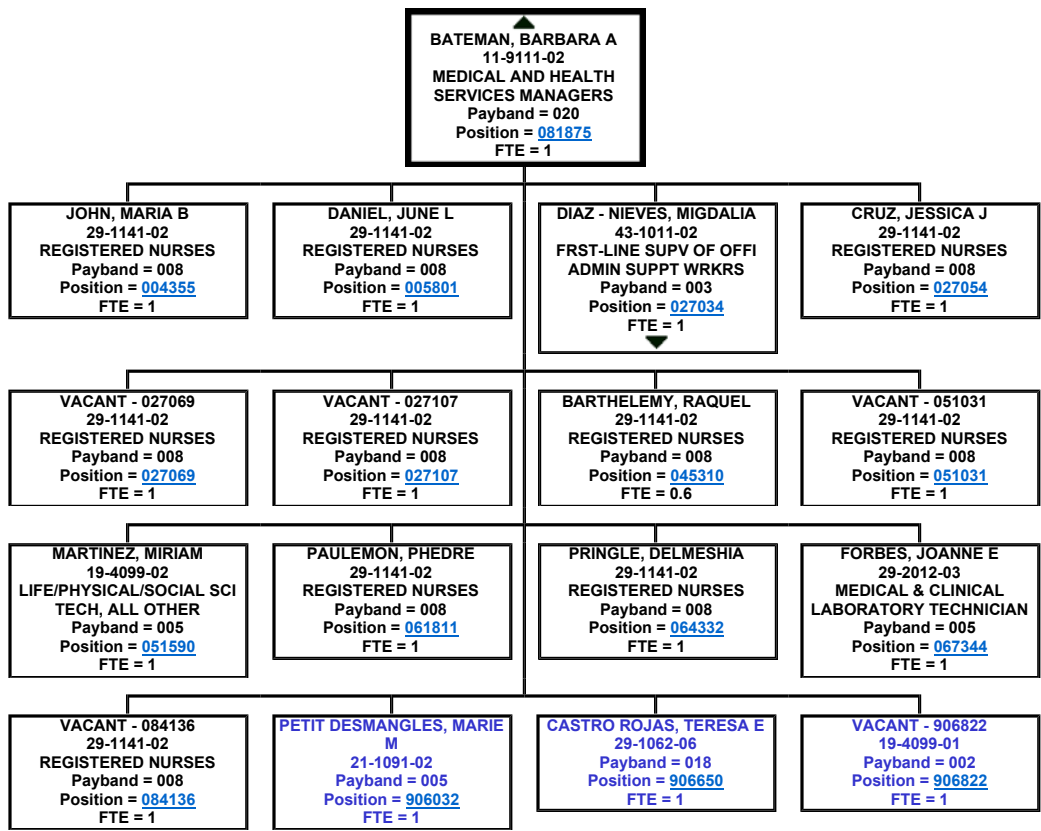
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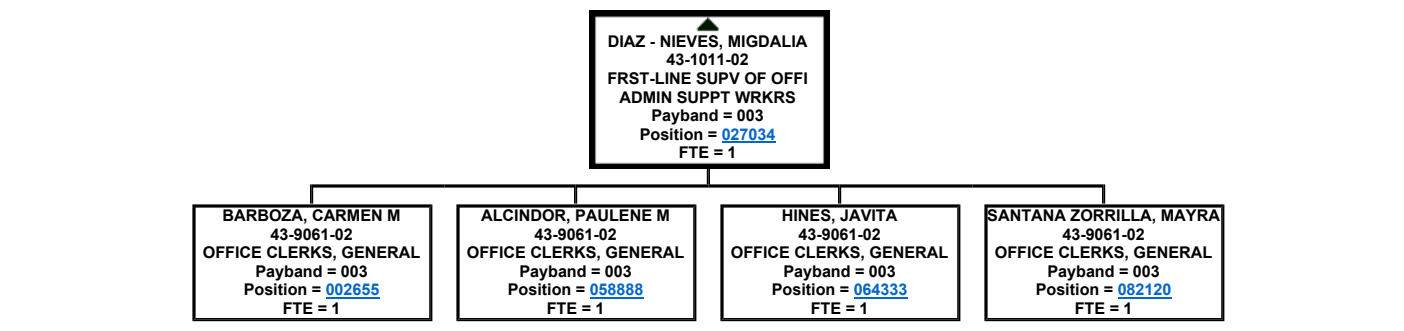
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

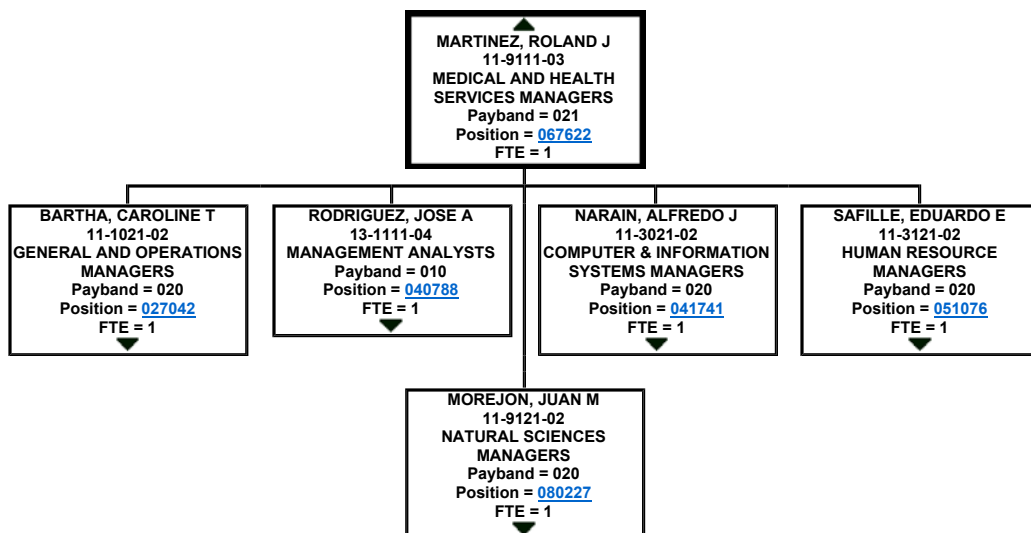




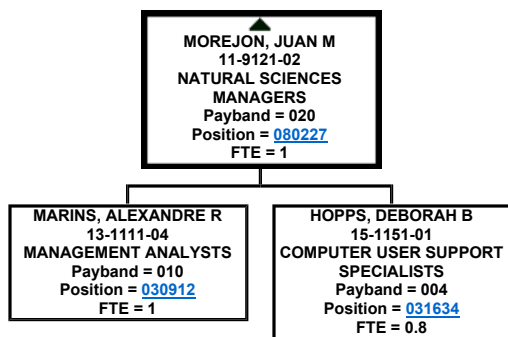


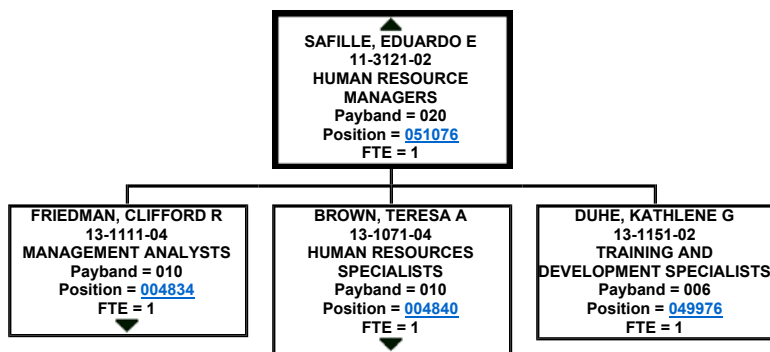


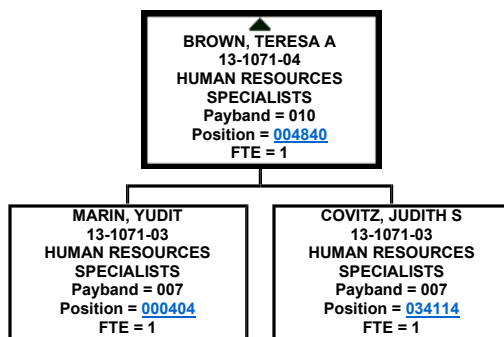








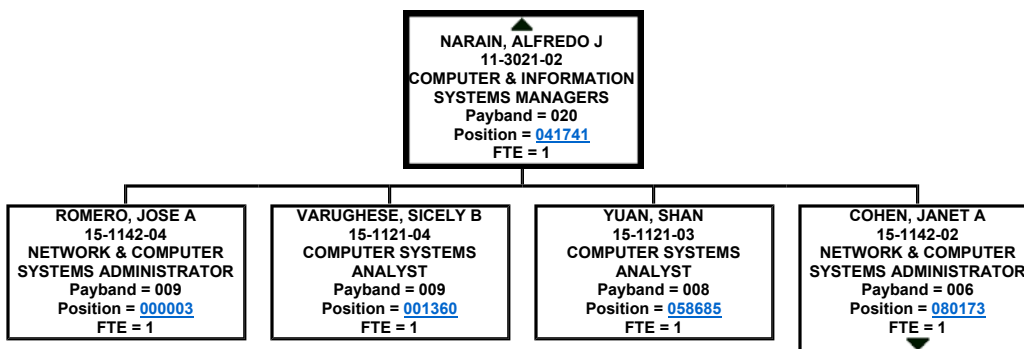


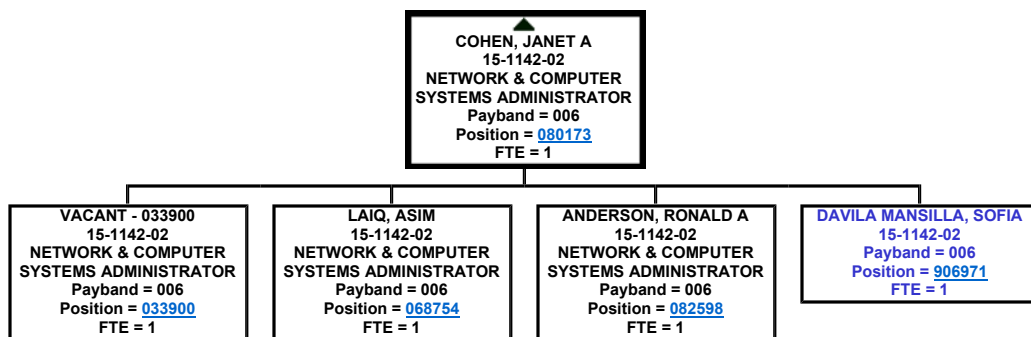


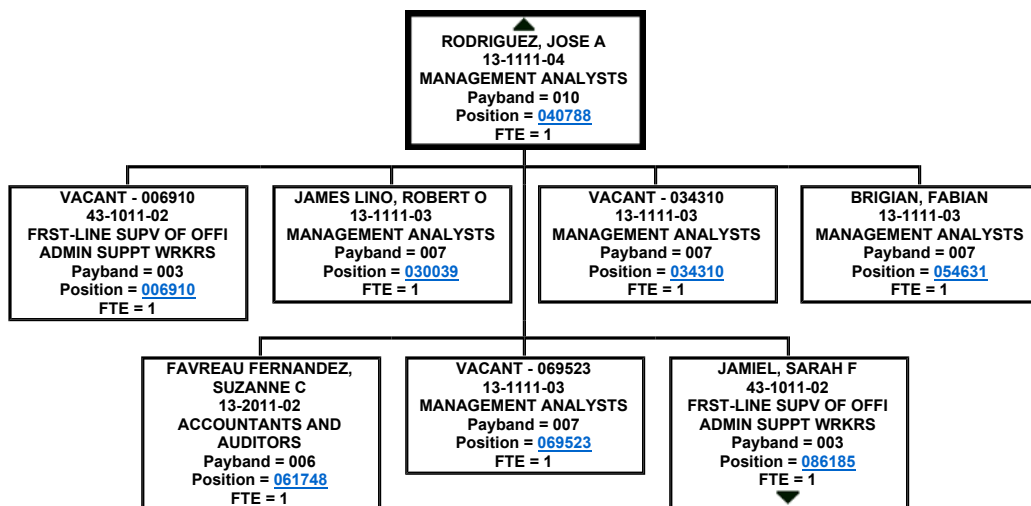
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Position = [004834](#)  
FTE = 1

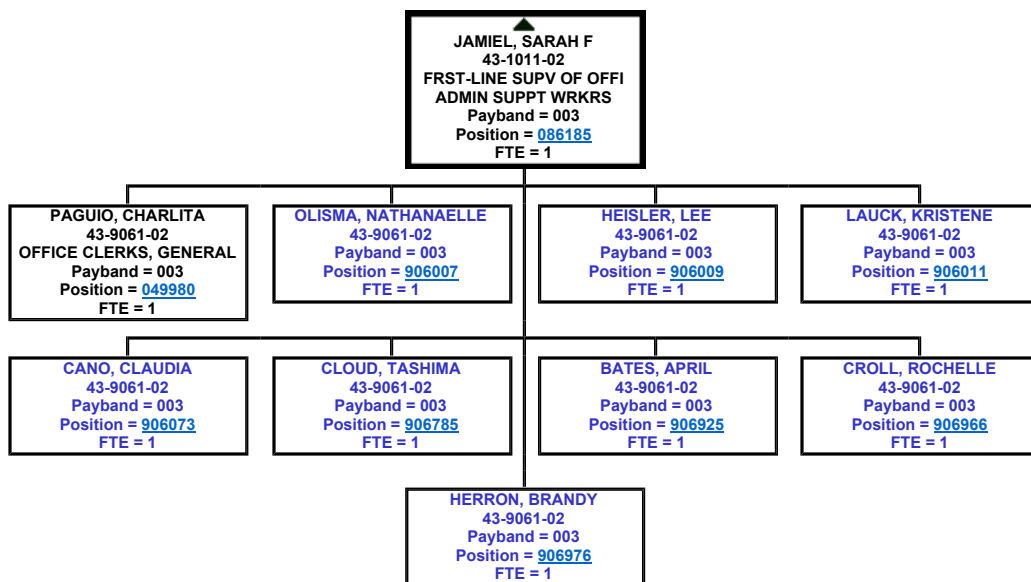
LANE, BRIAN C  
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Payband = 005  
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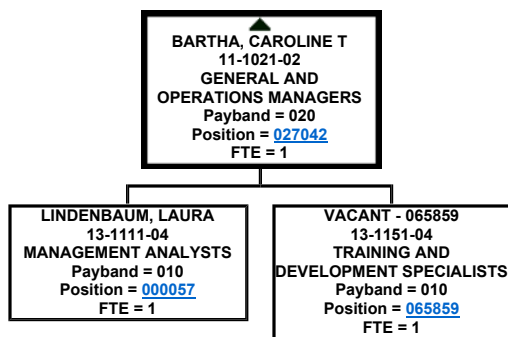


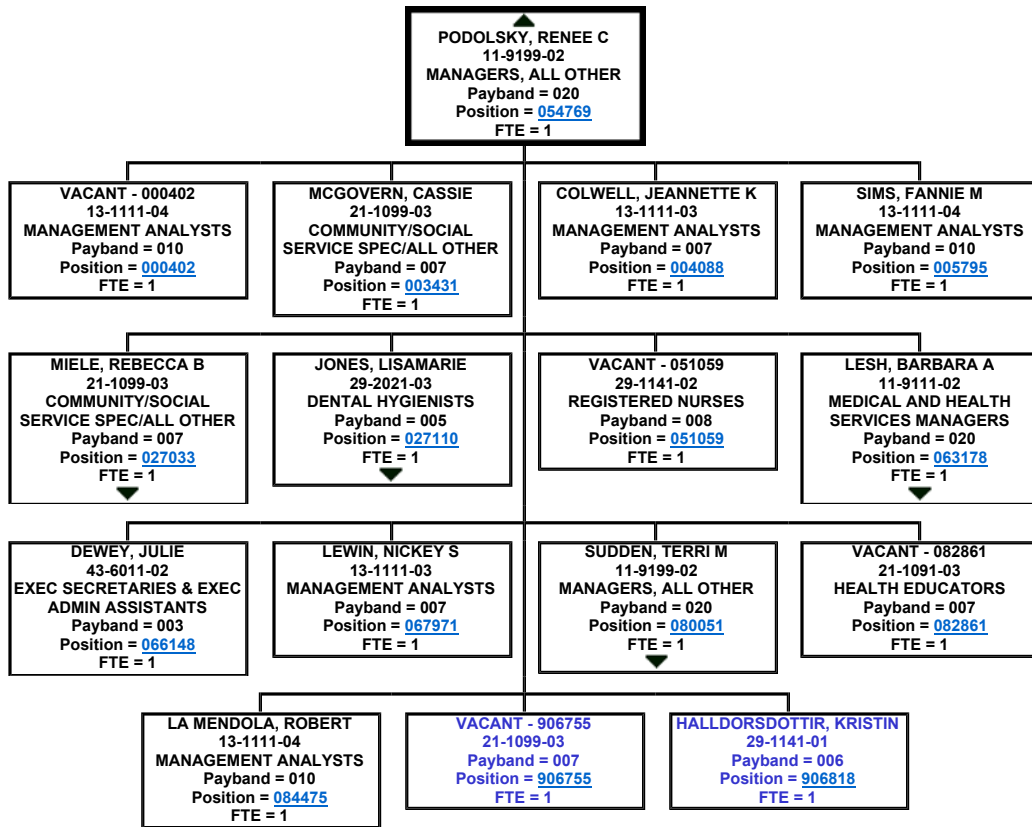


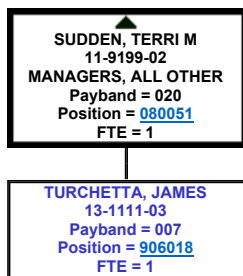


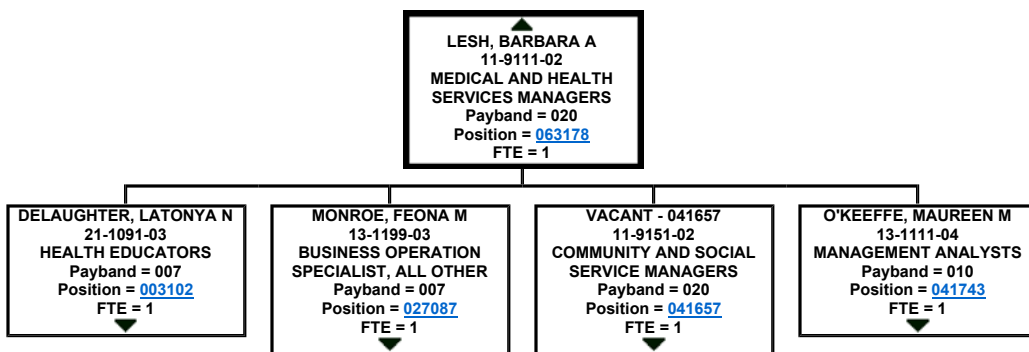


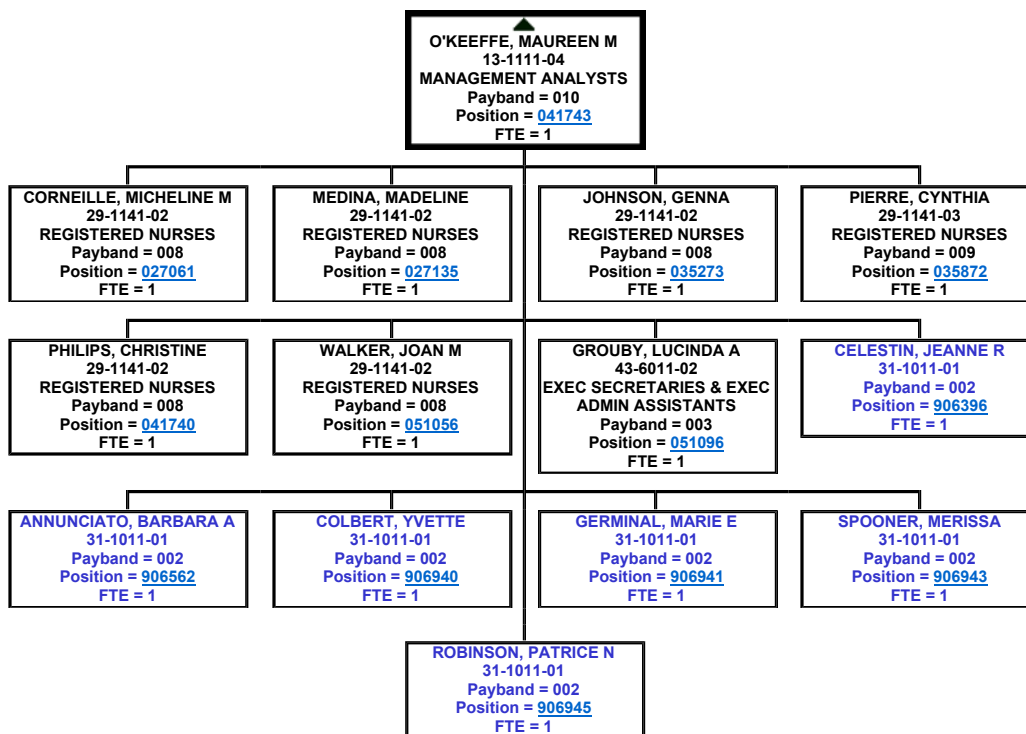


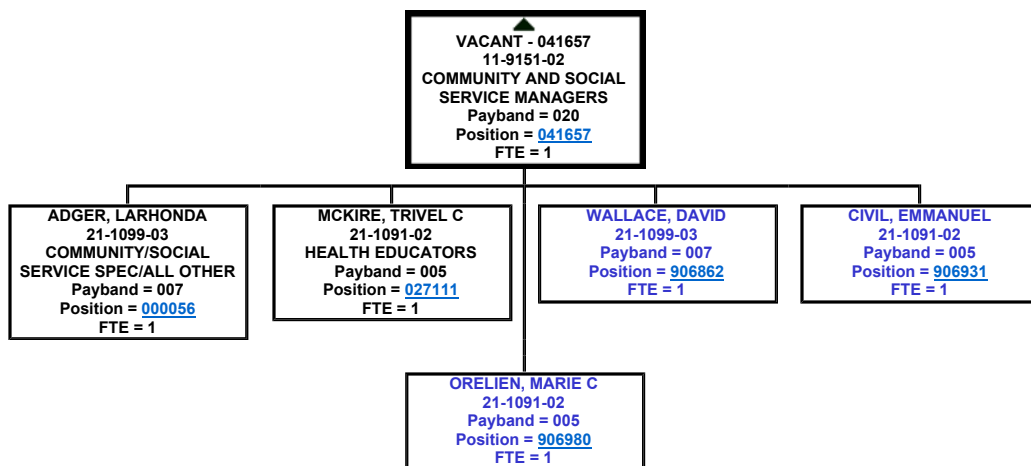


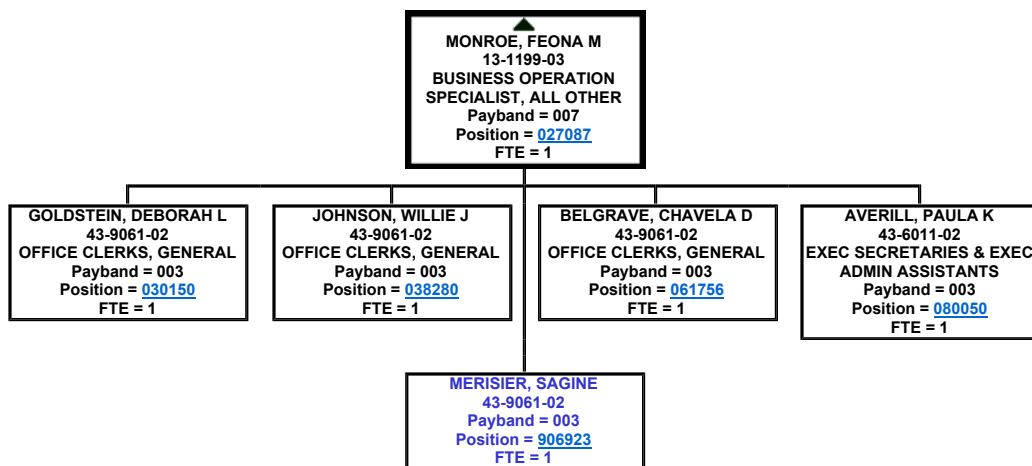


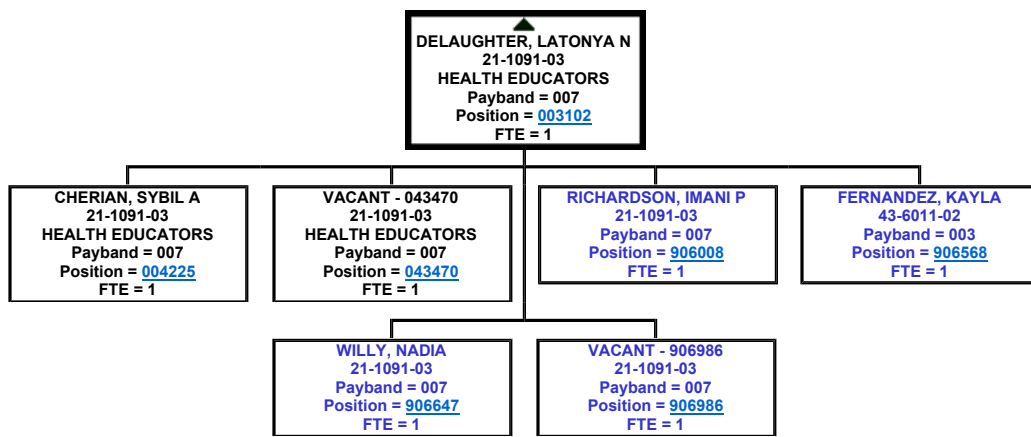




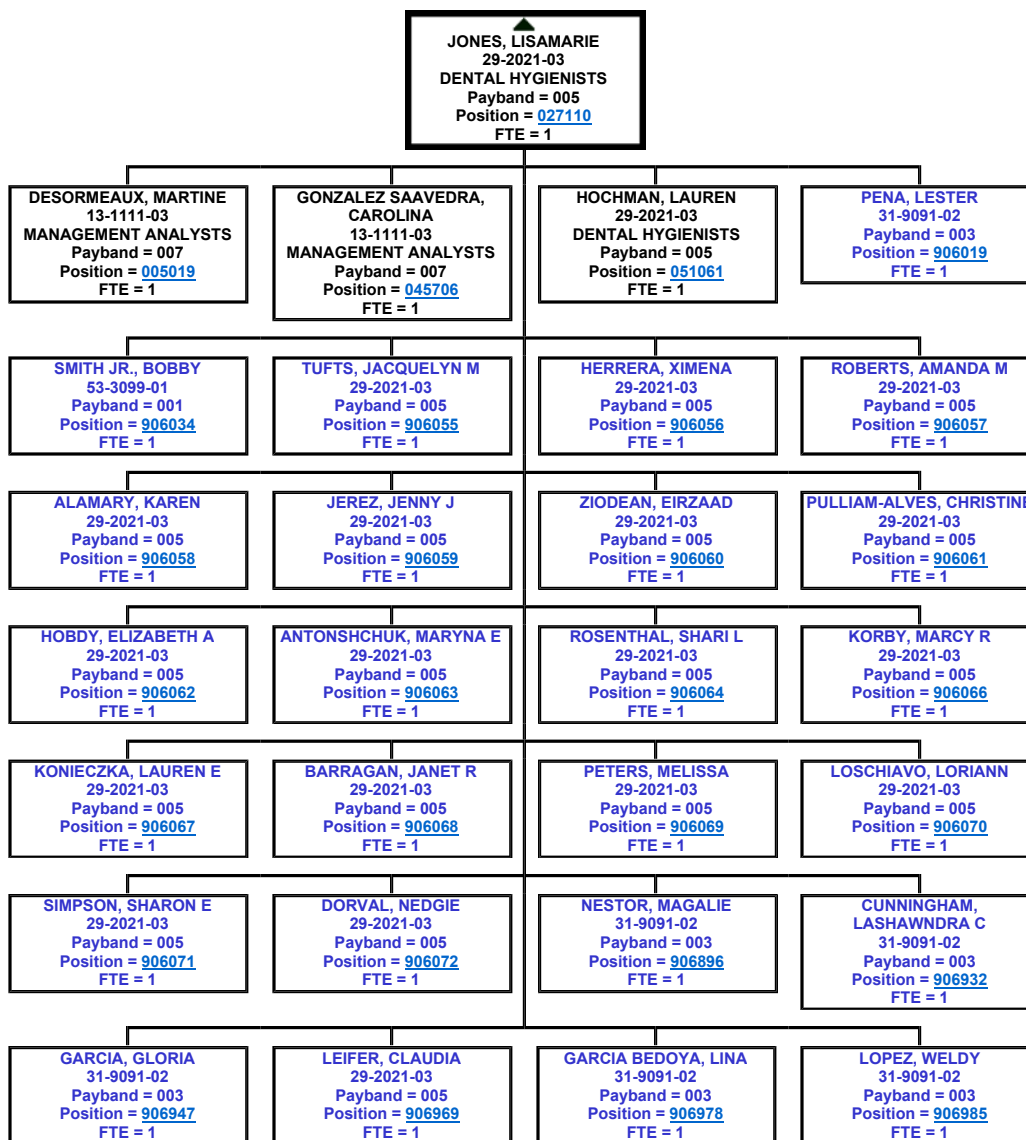


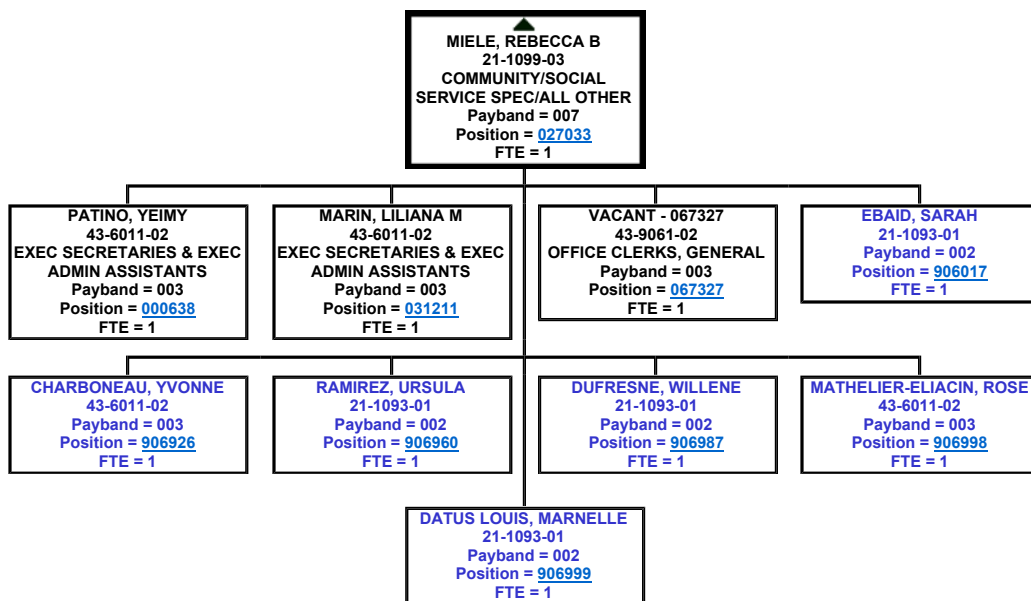


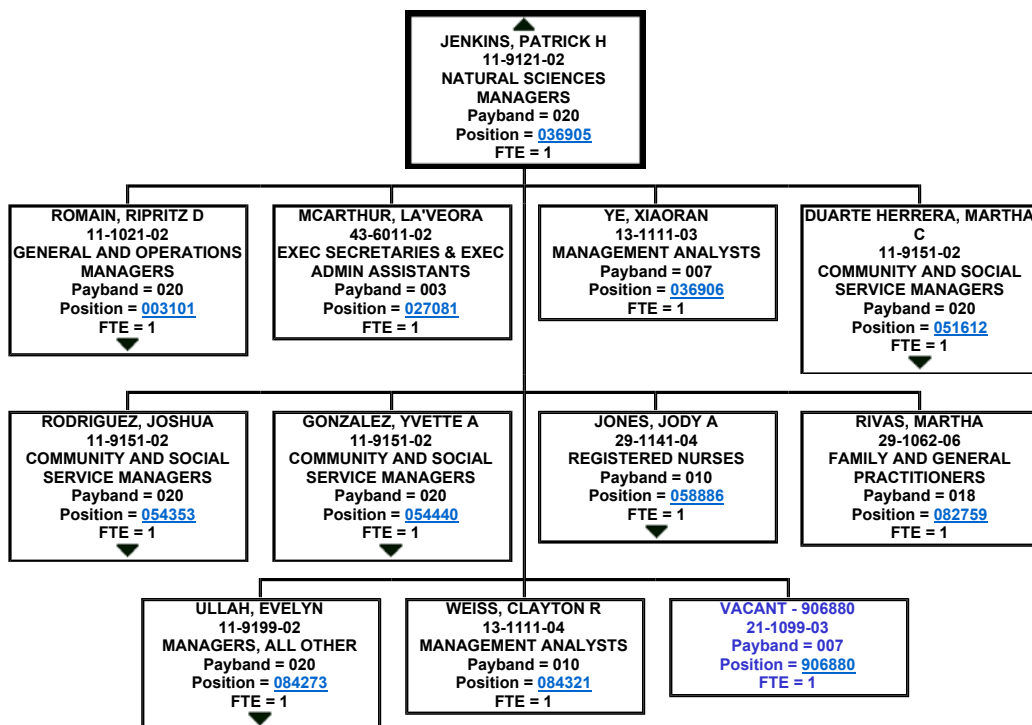


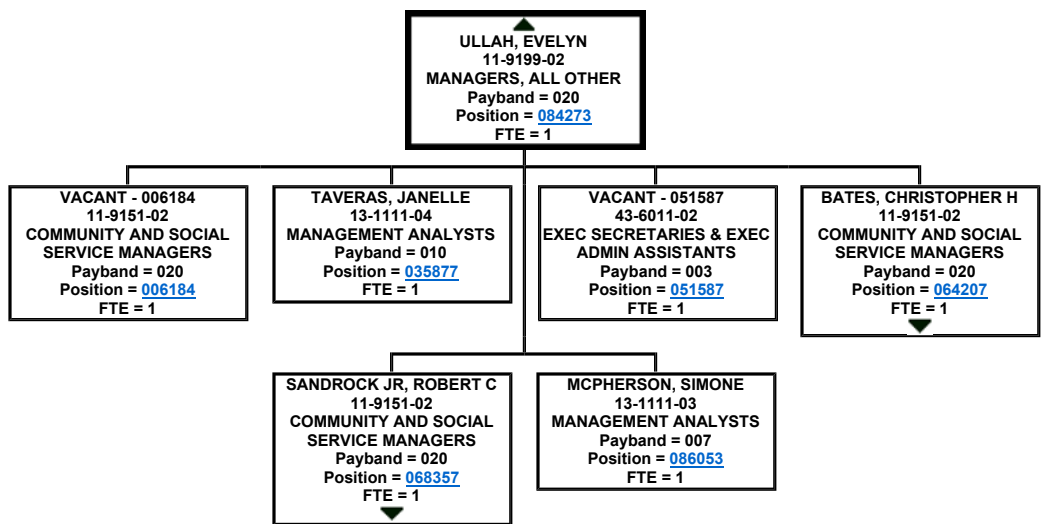


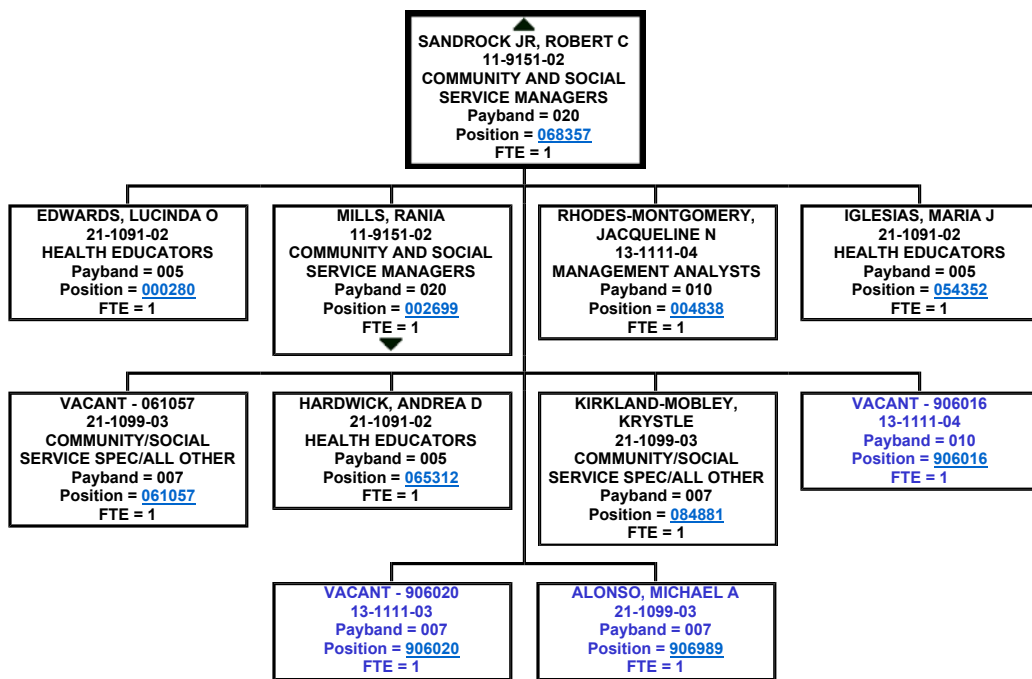


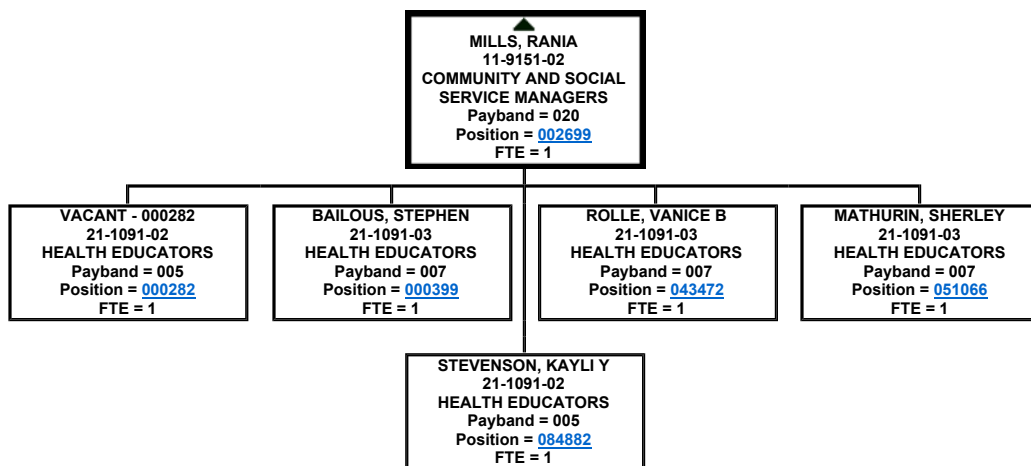


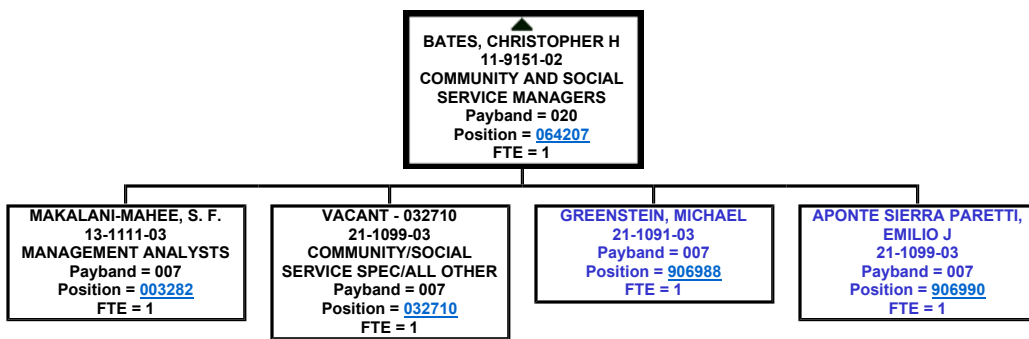


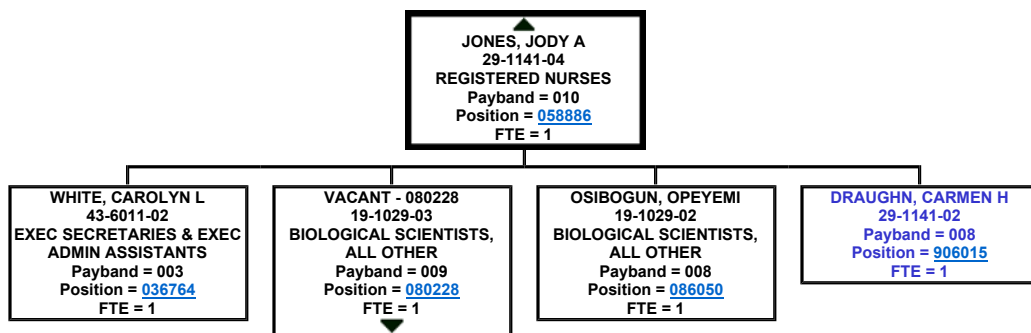




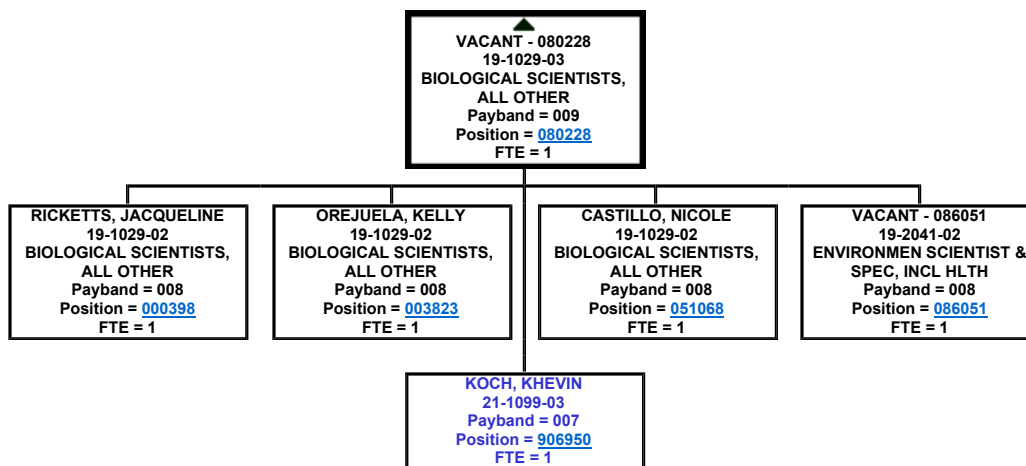


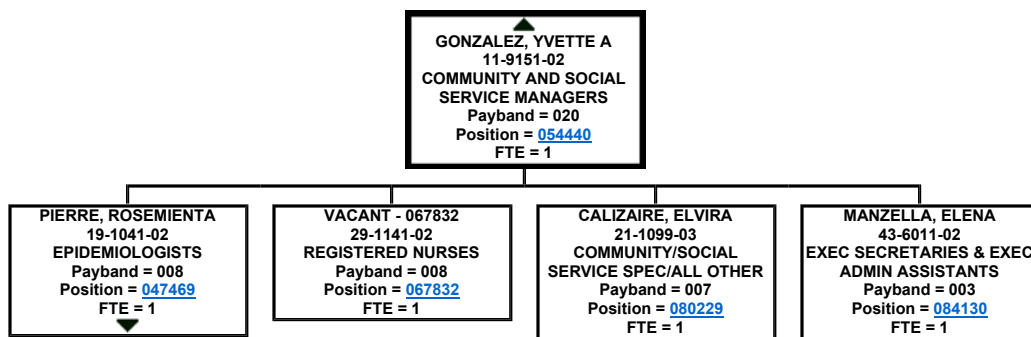


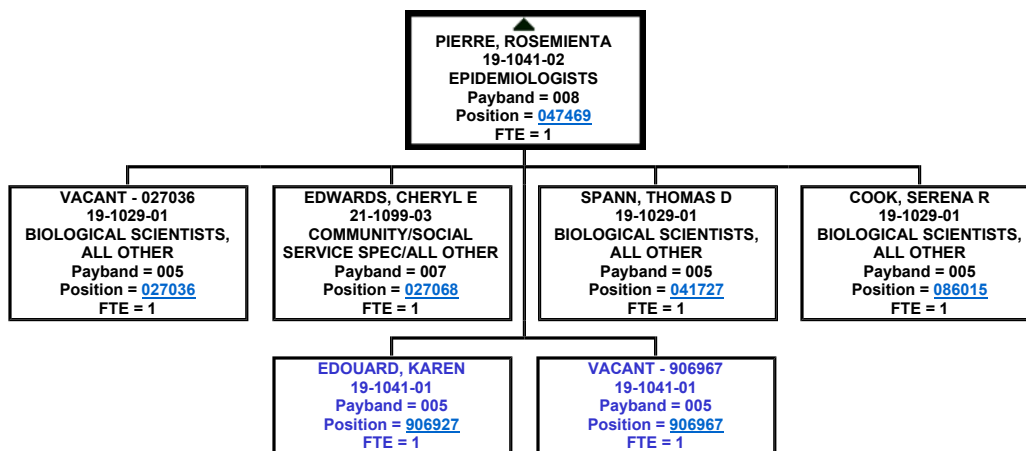


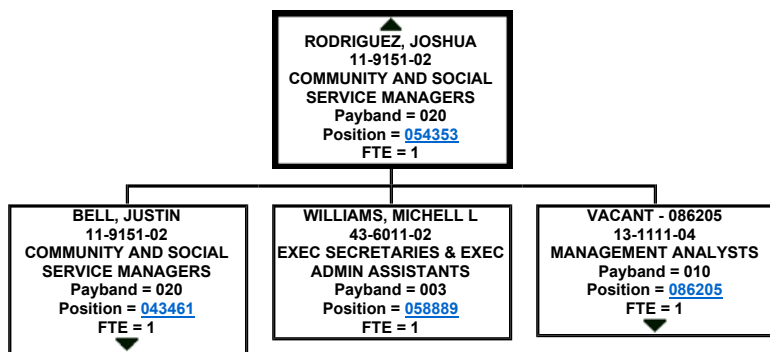


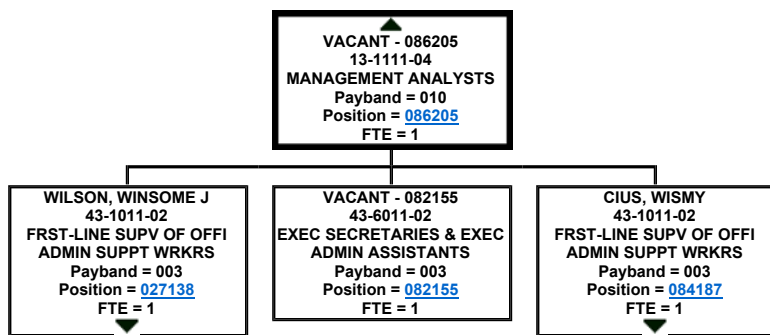


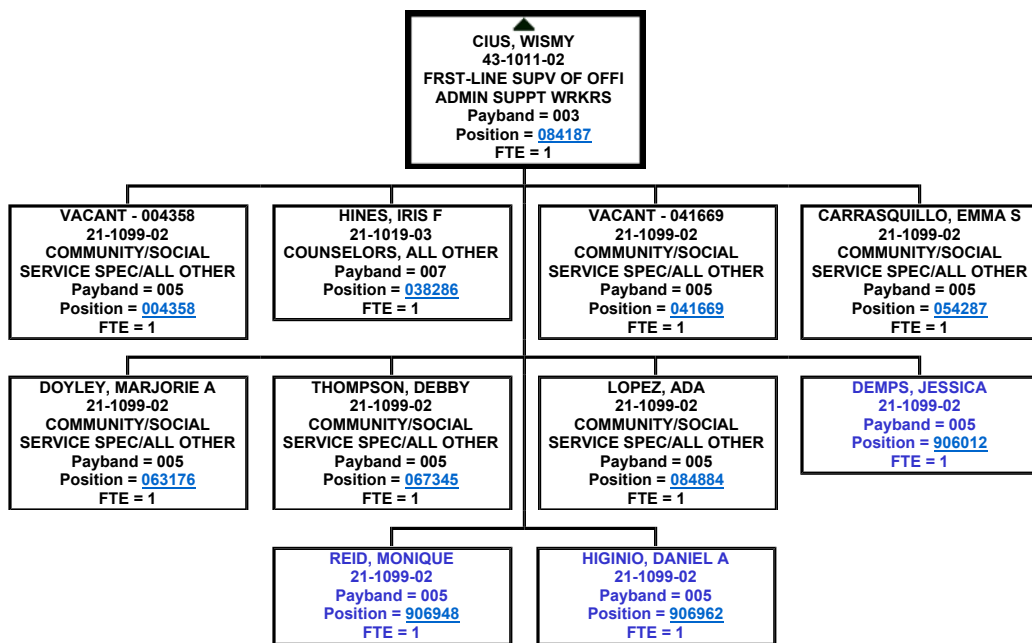


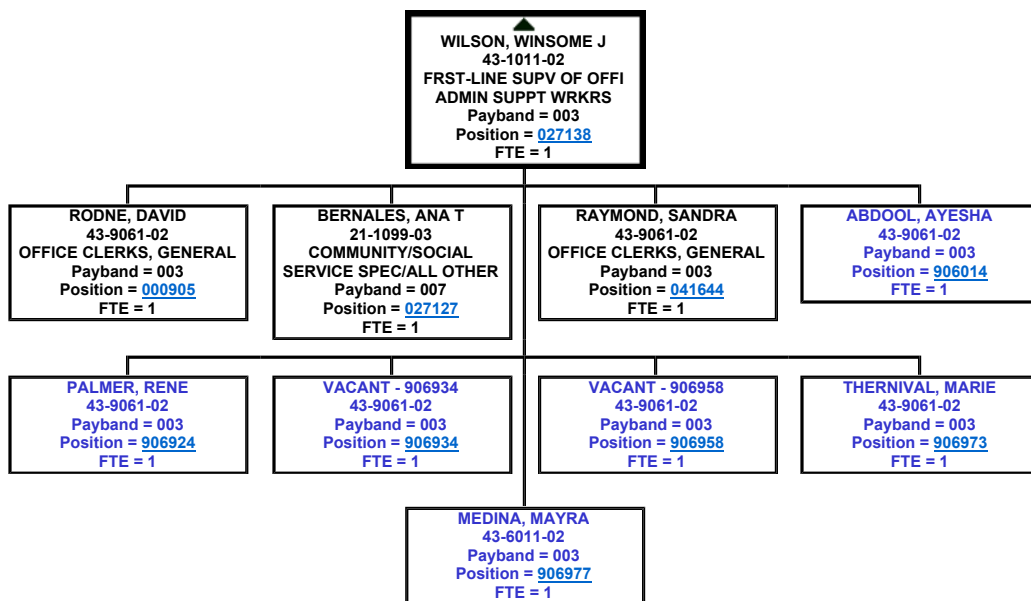


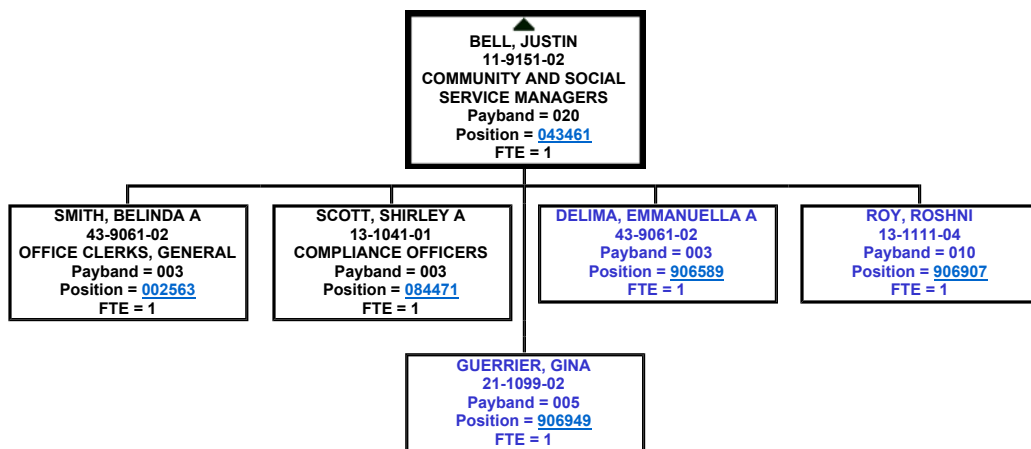




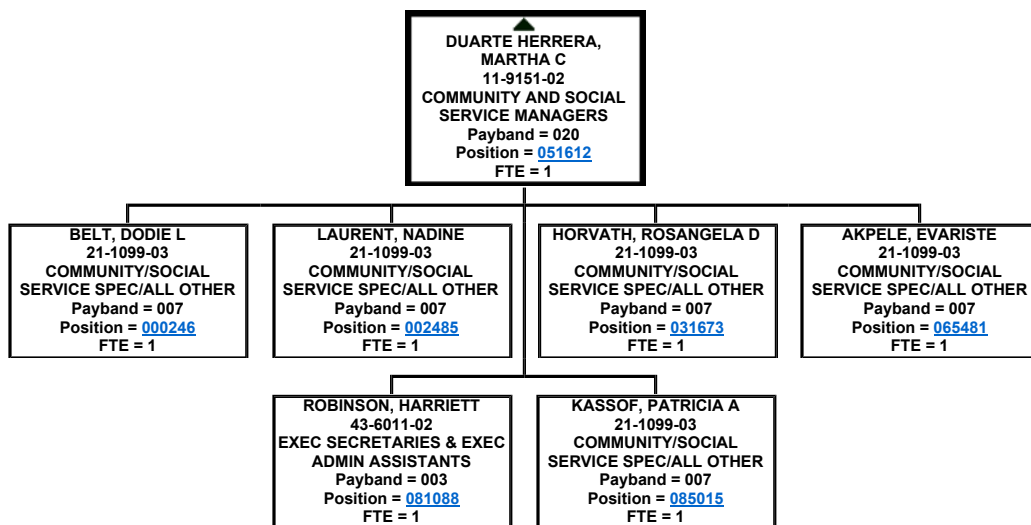


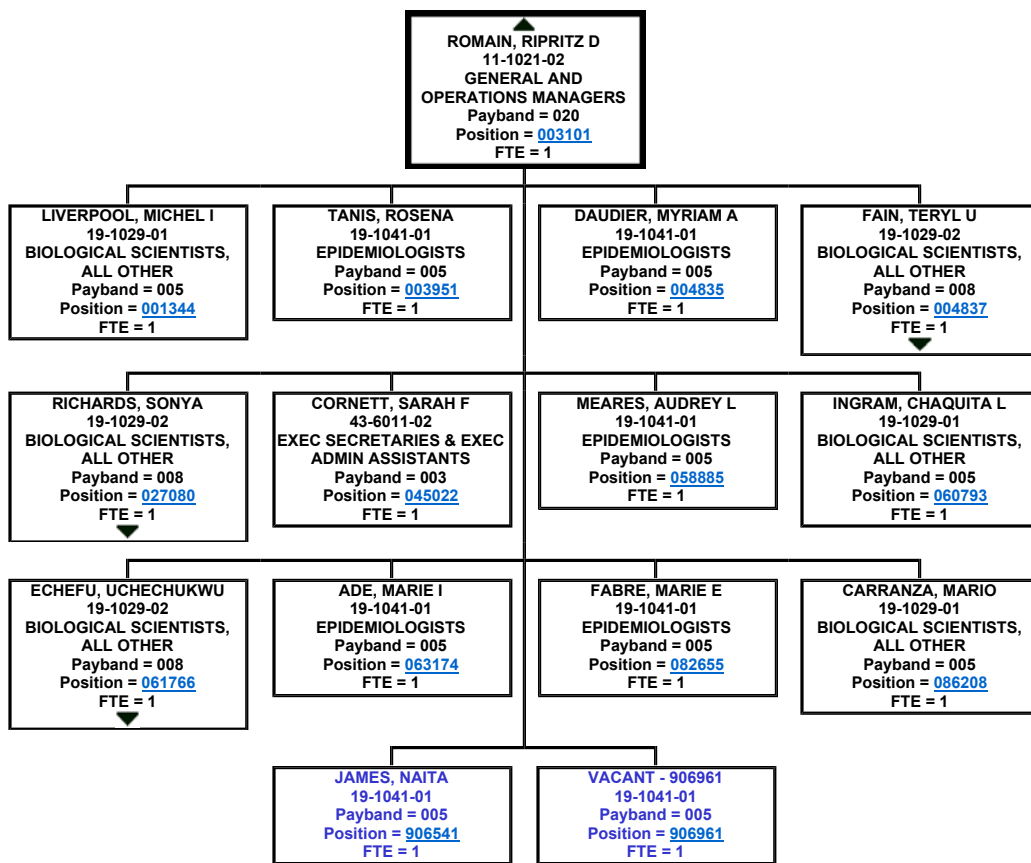


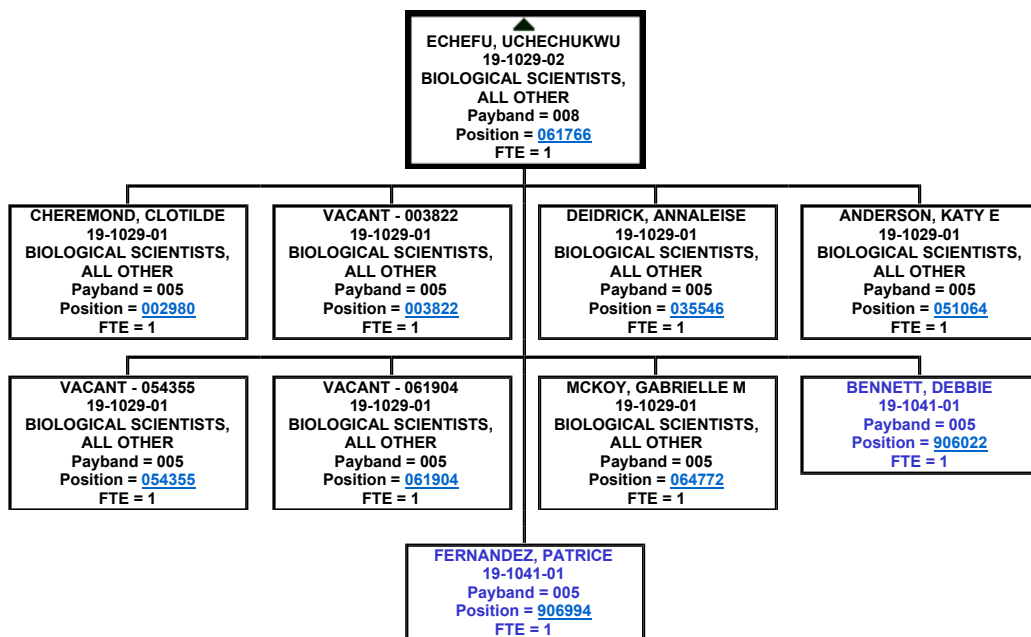


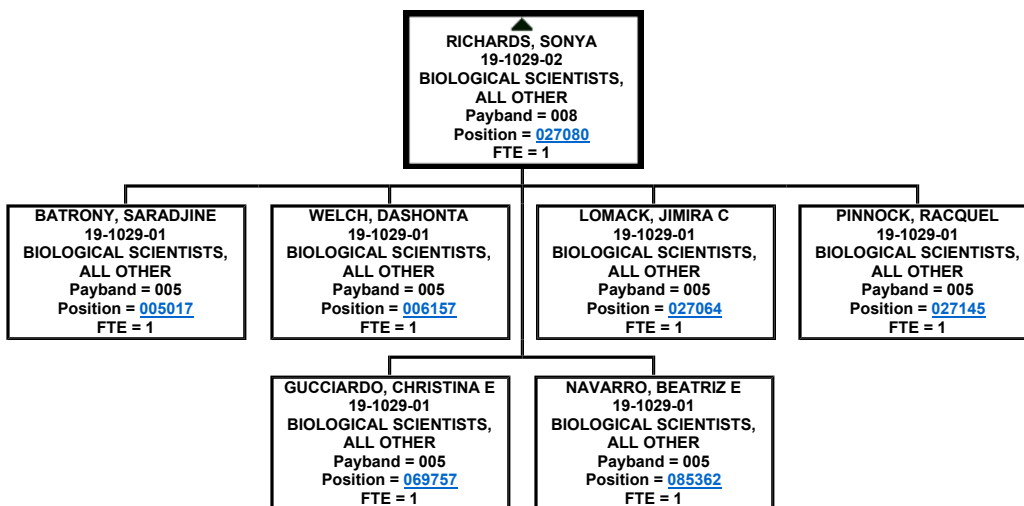


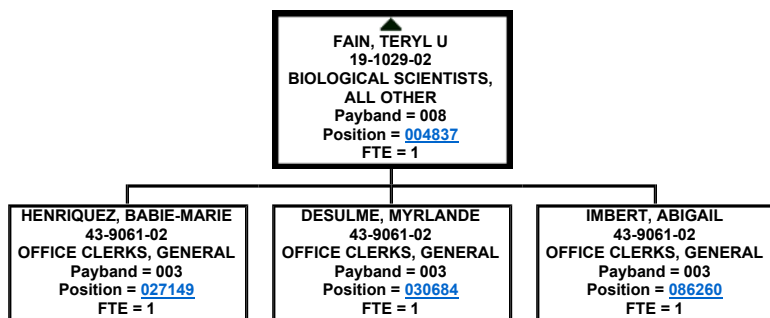


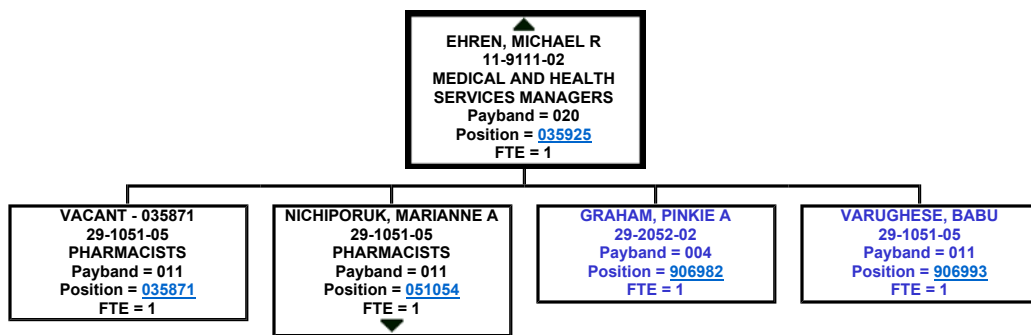


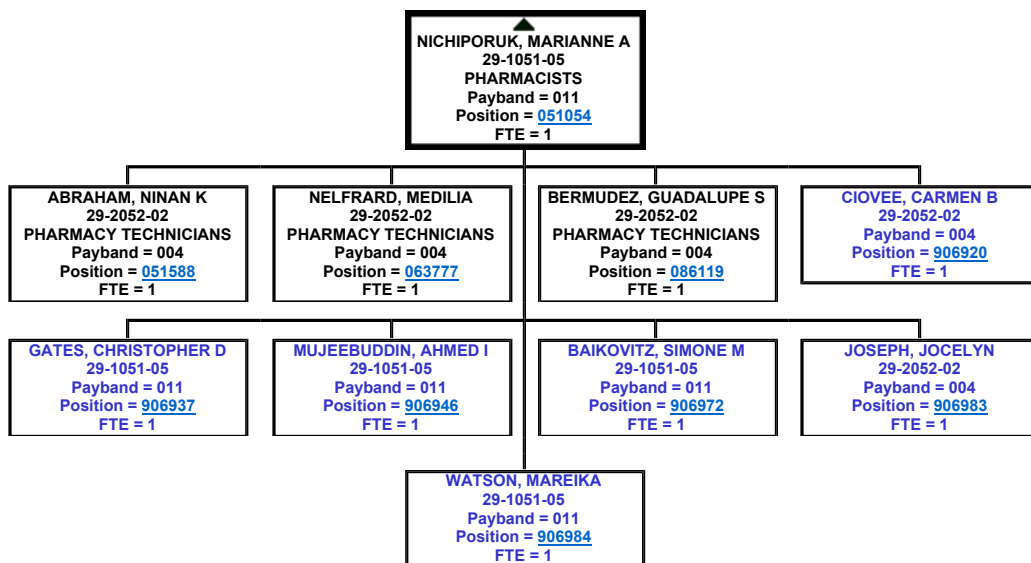


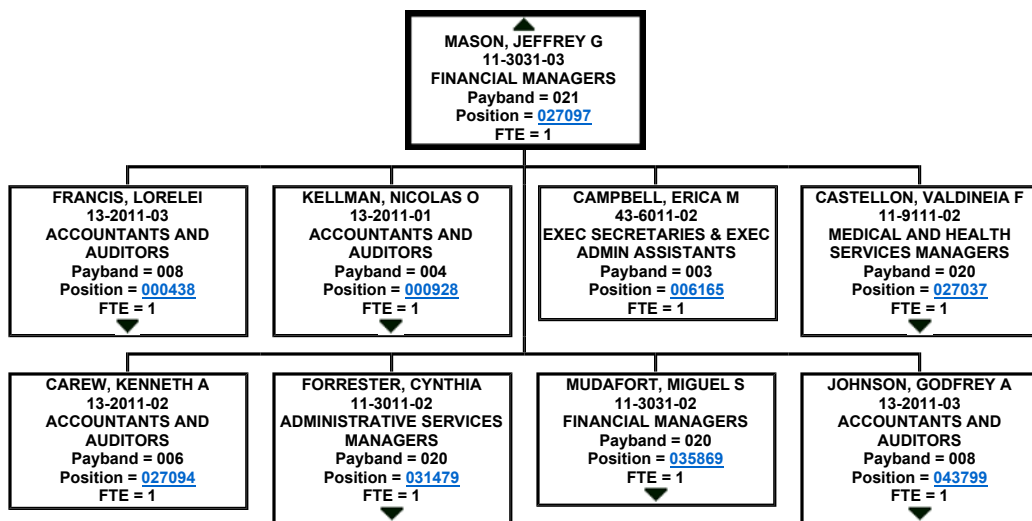




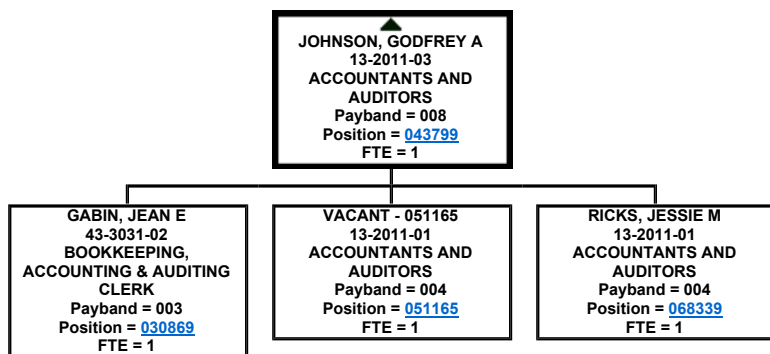


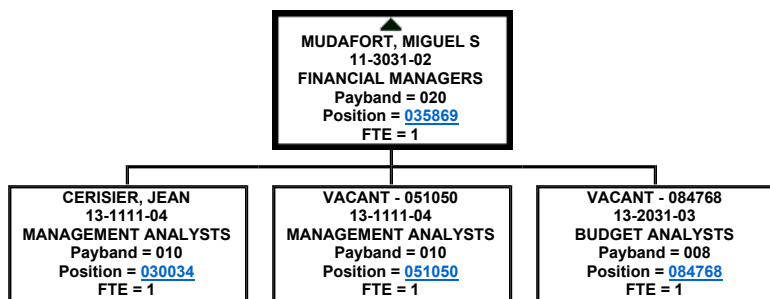


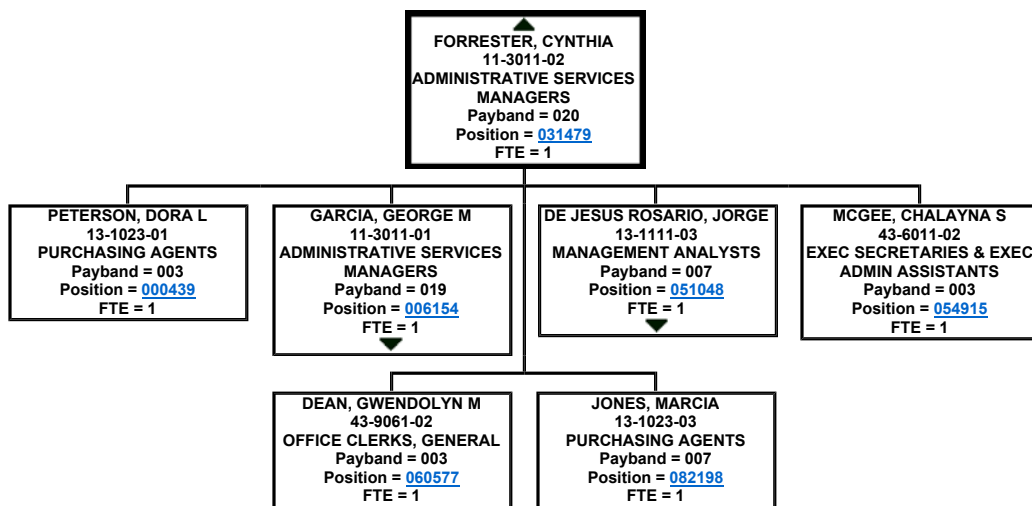


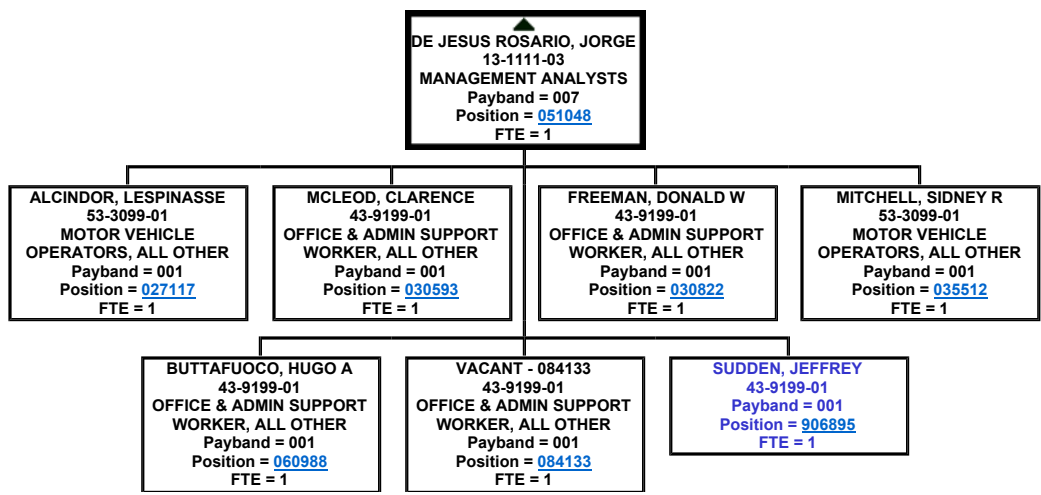


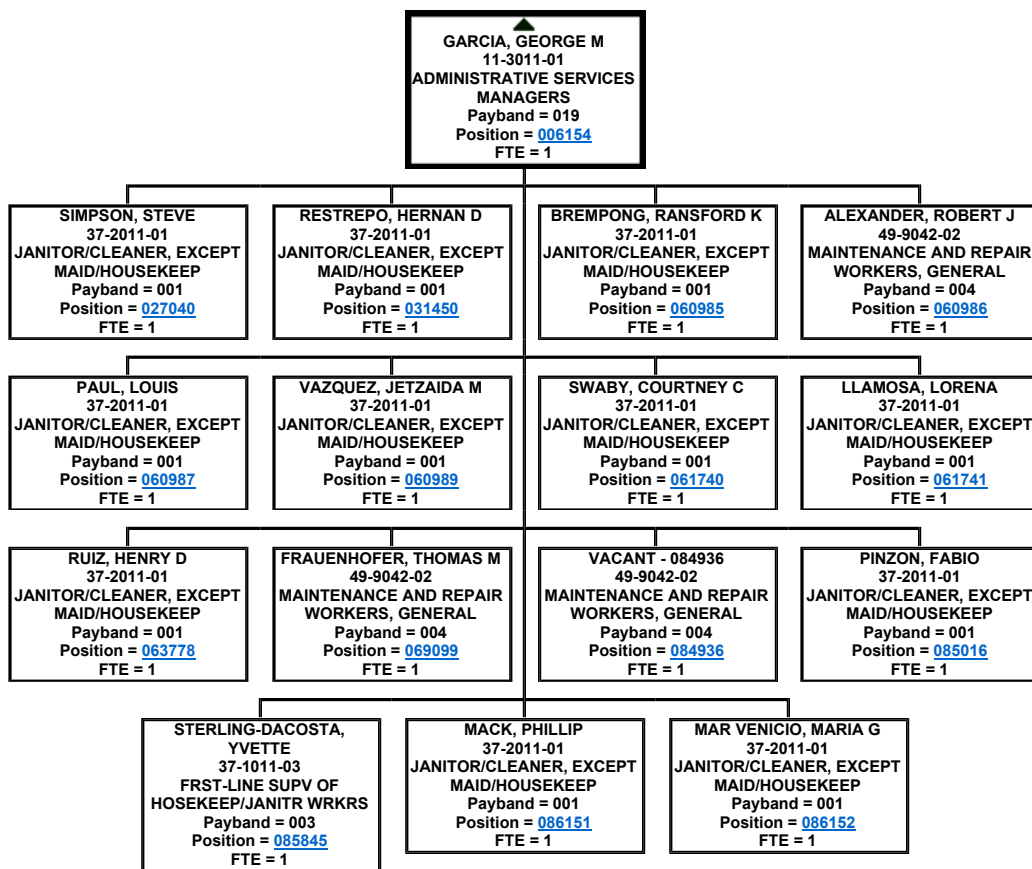


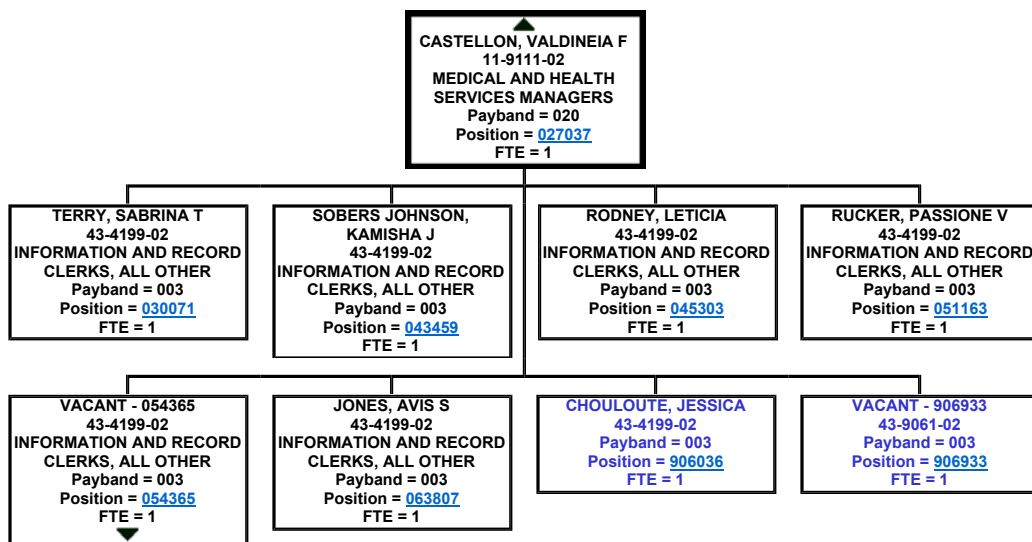


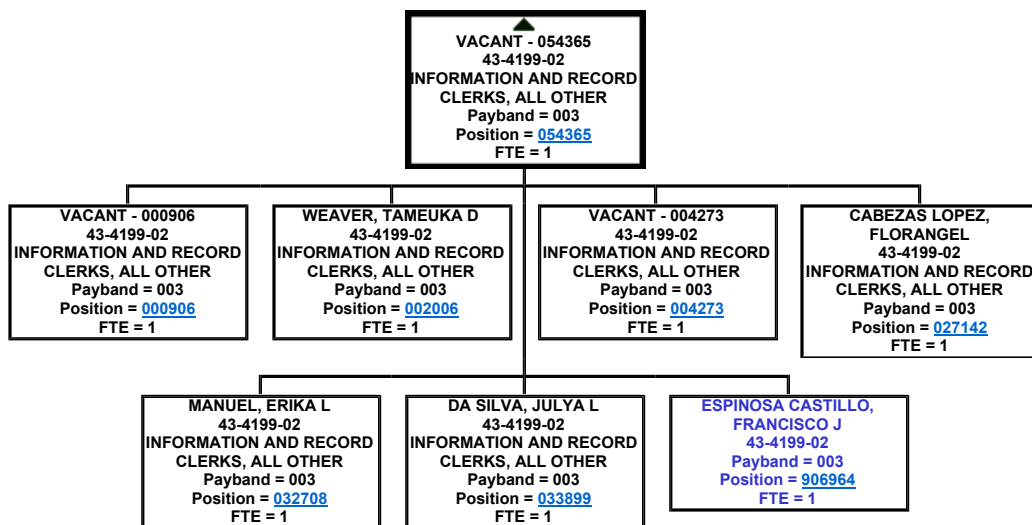


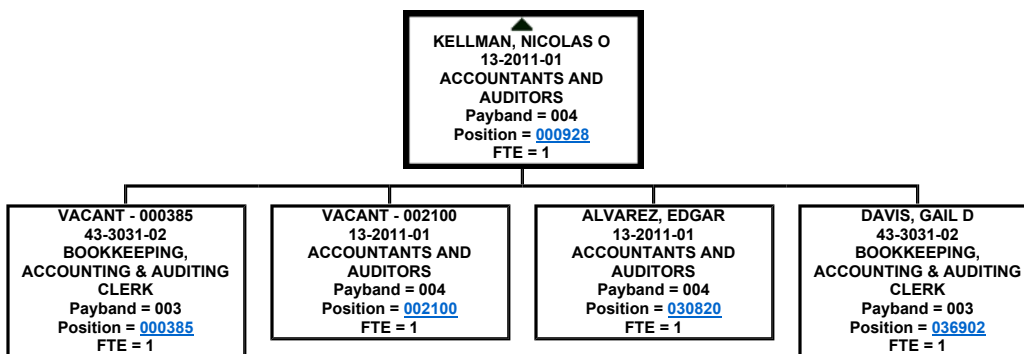




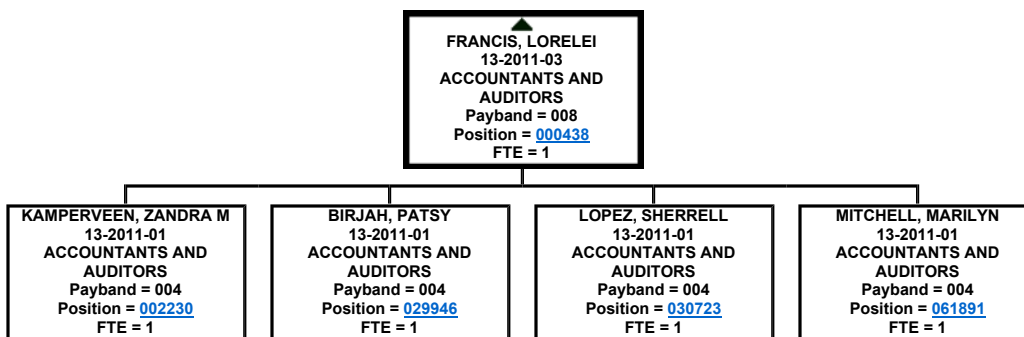


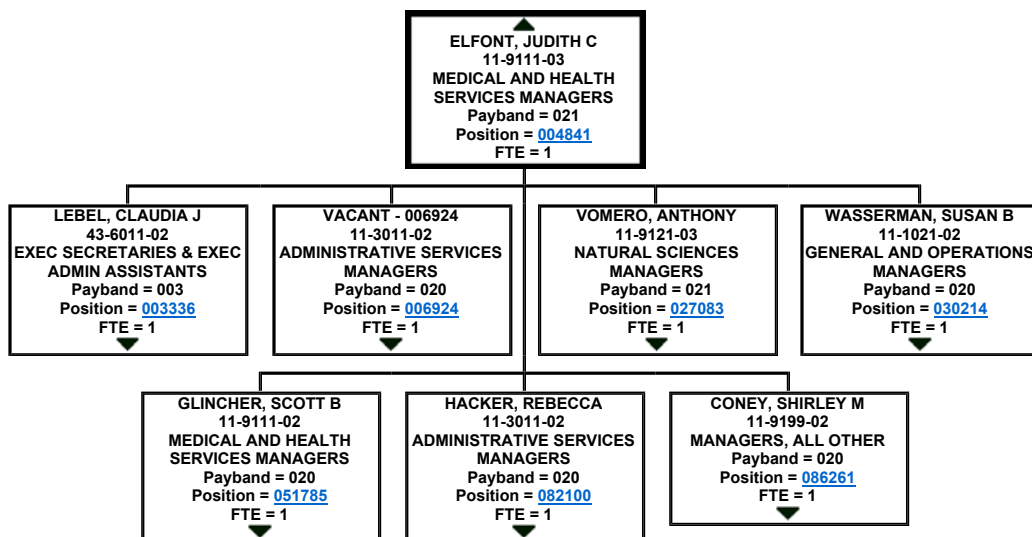


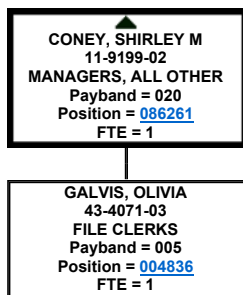


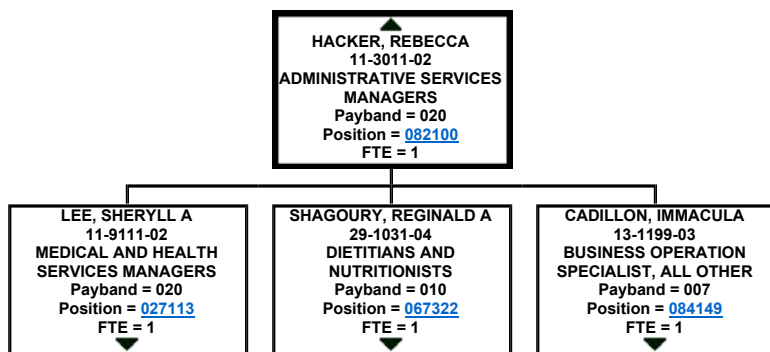


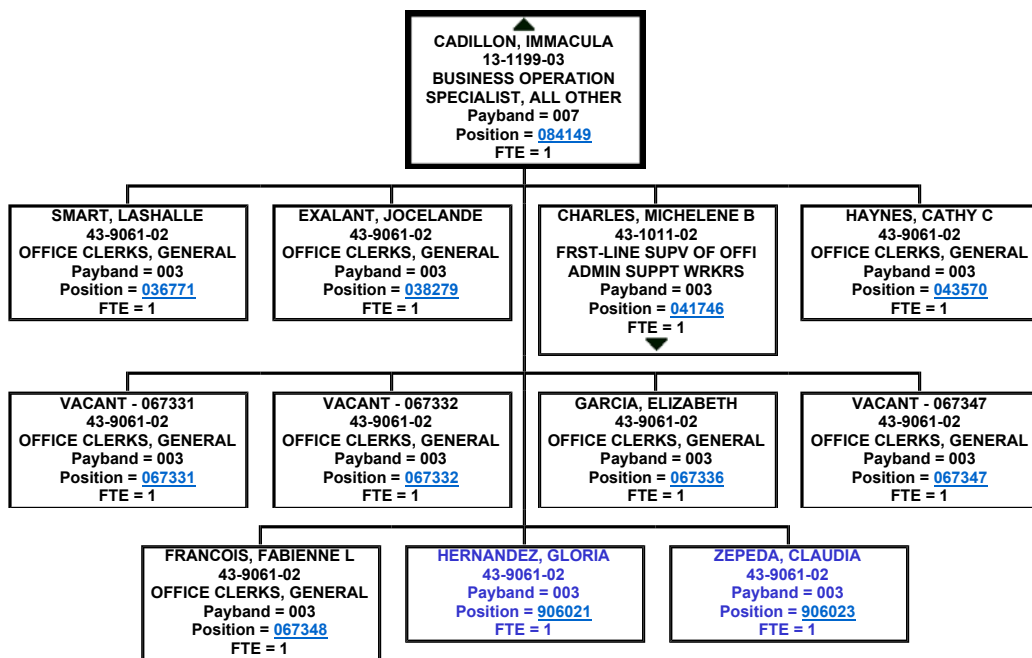


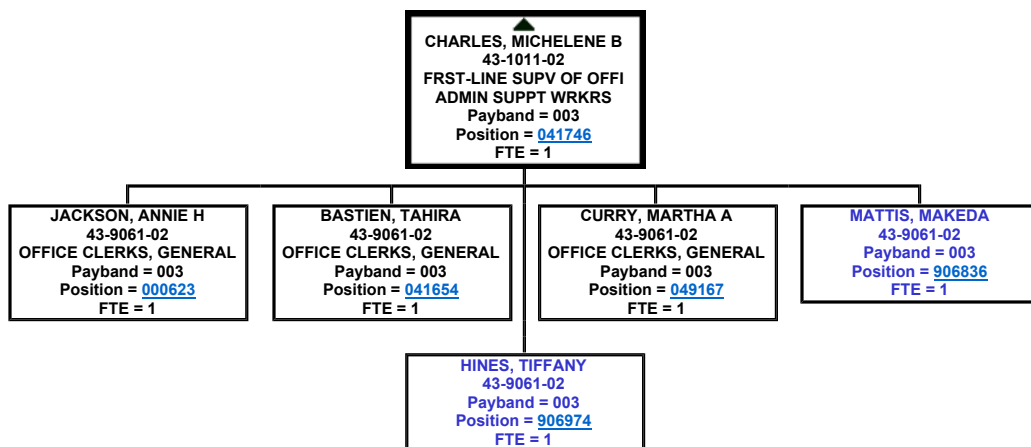


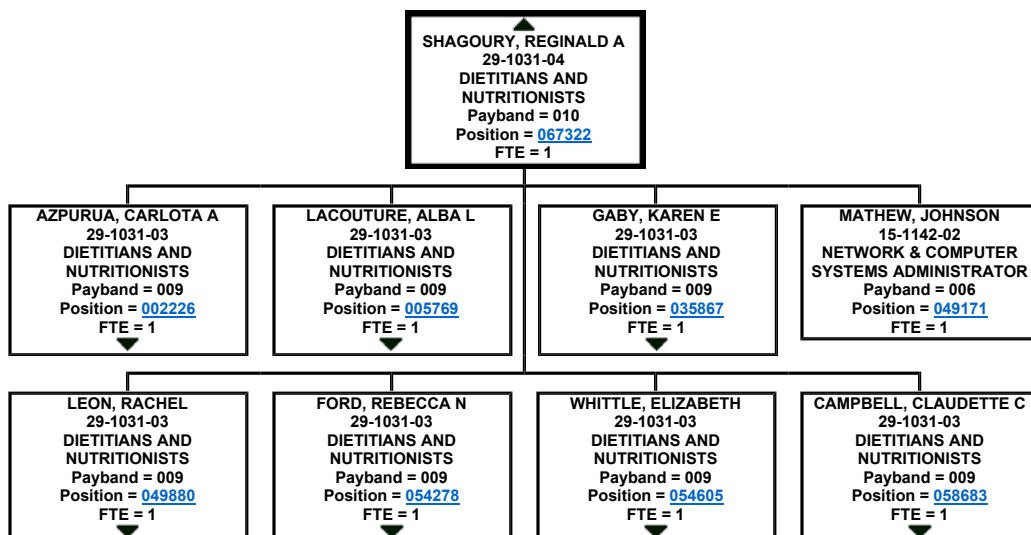


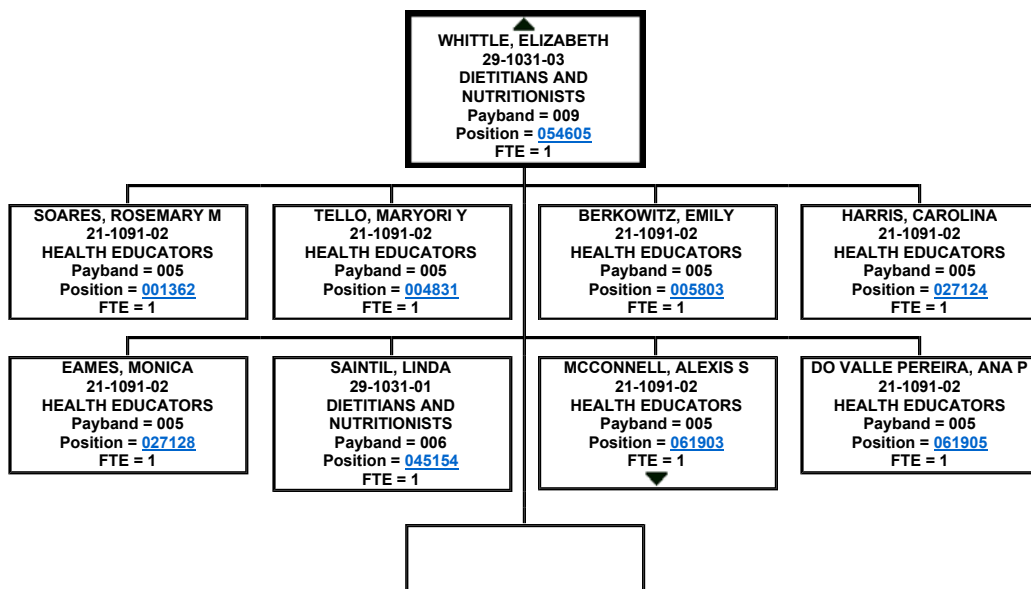
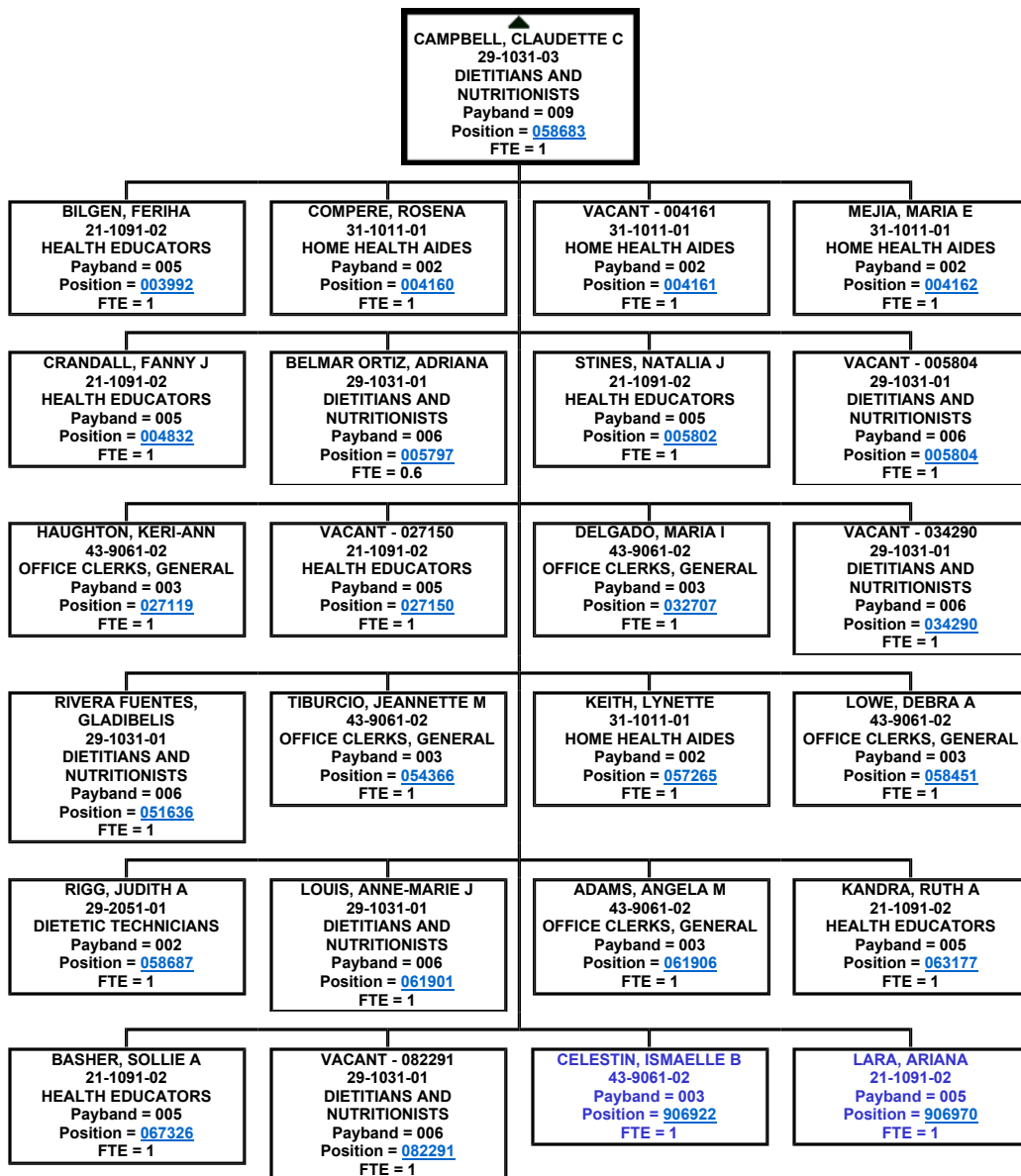








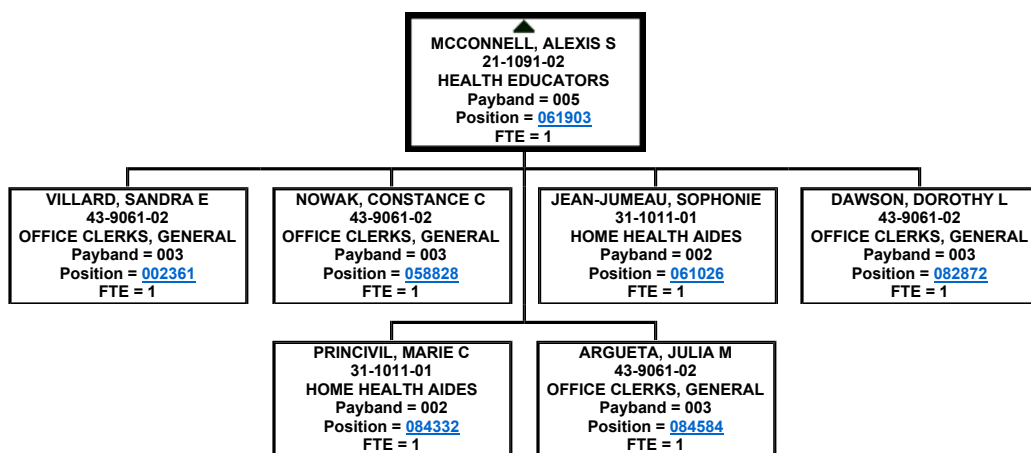


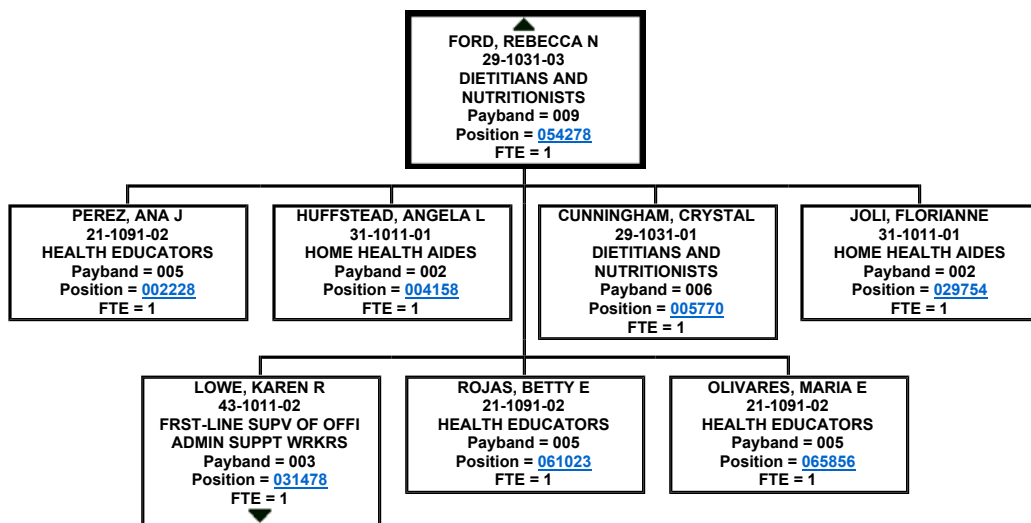


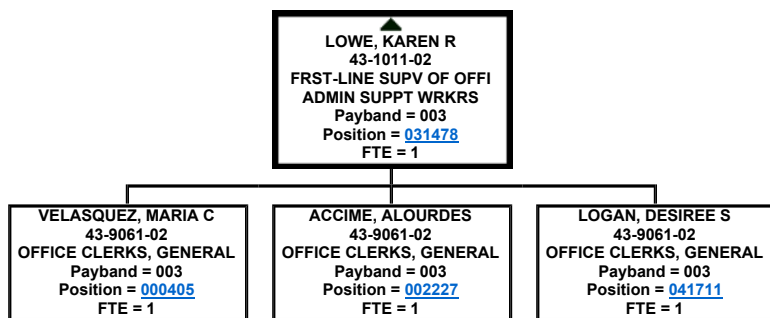


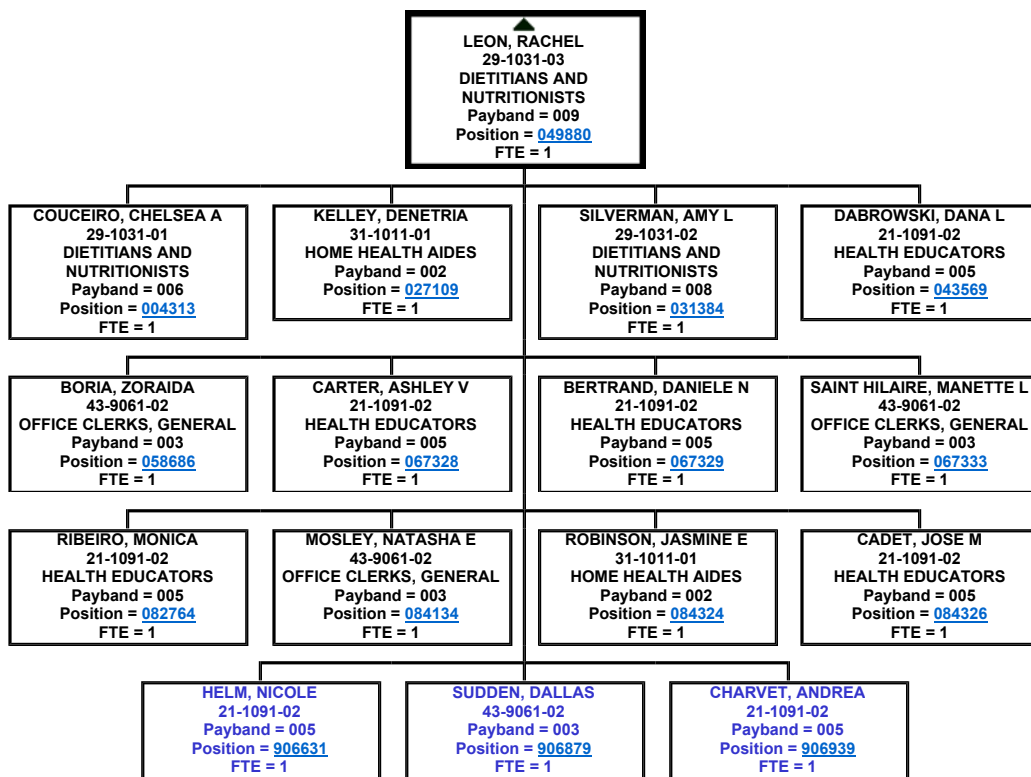
ORENBERG, JOAN R  
29-1031-02  
DIETITIANS AND  
NUTRITIONISTS  
Payband = 008  
Position = [085337](#)  
FTE = 1

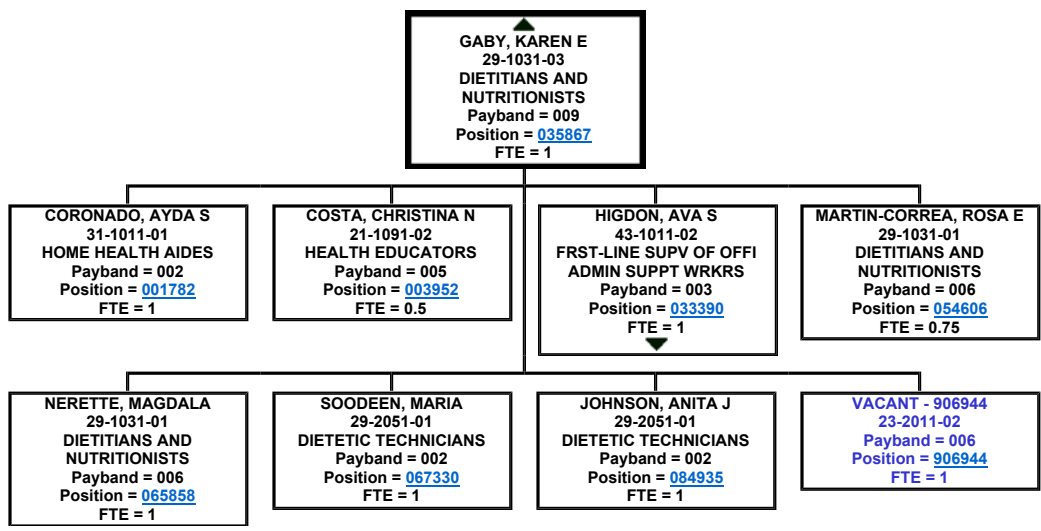
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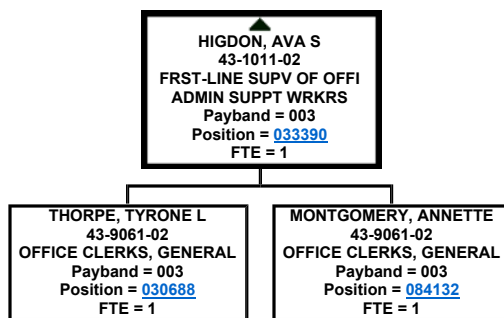


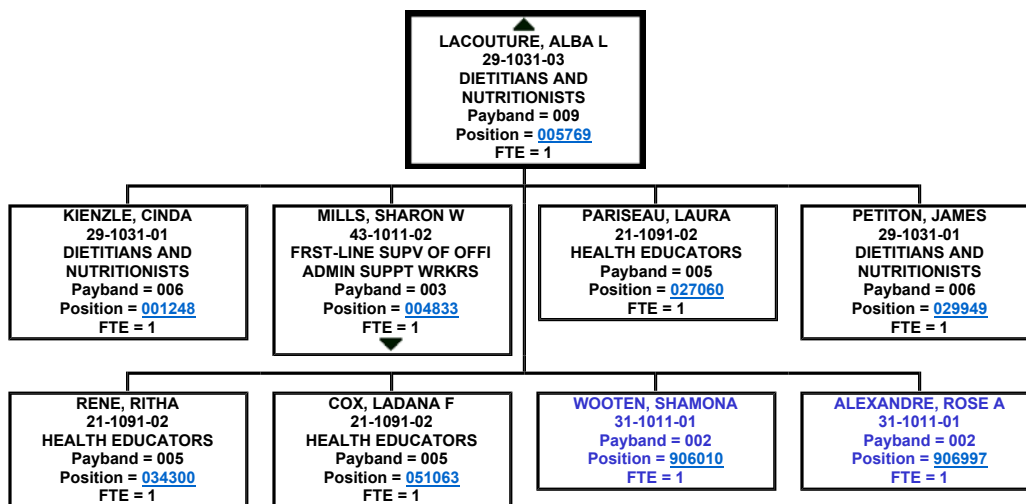




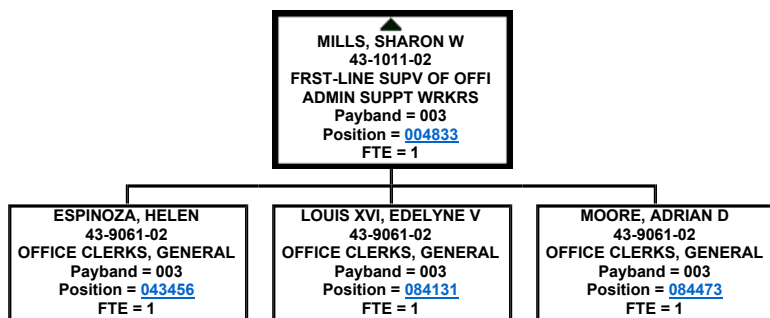


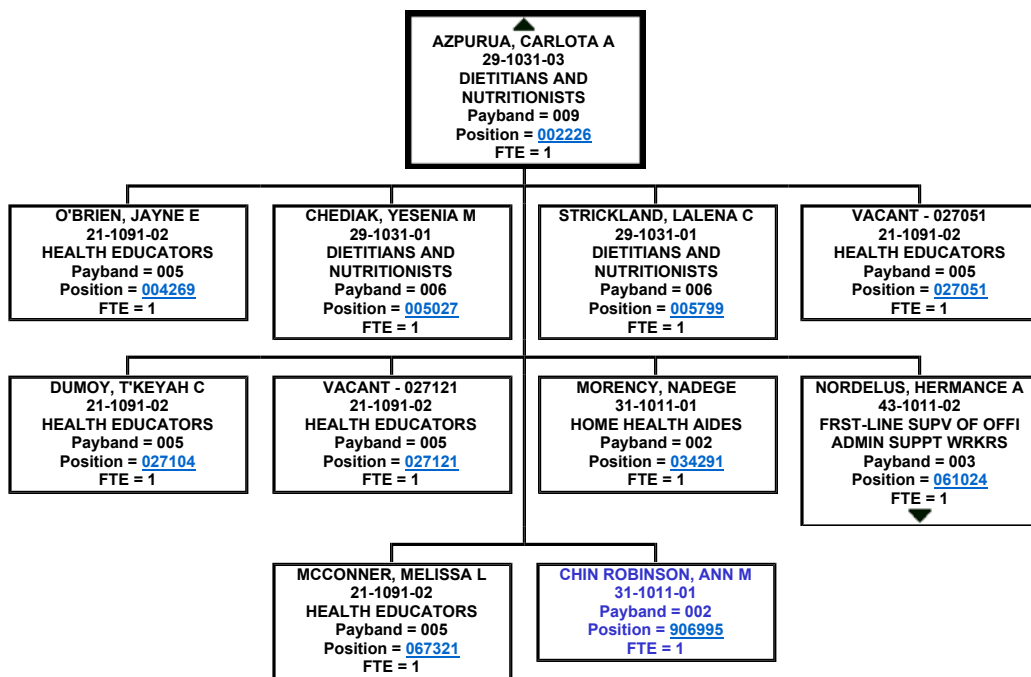


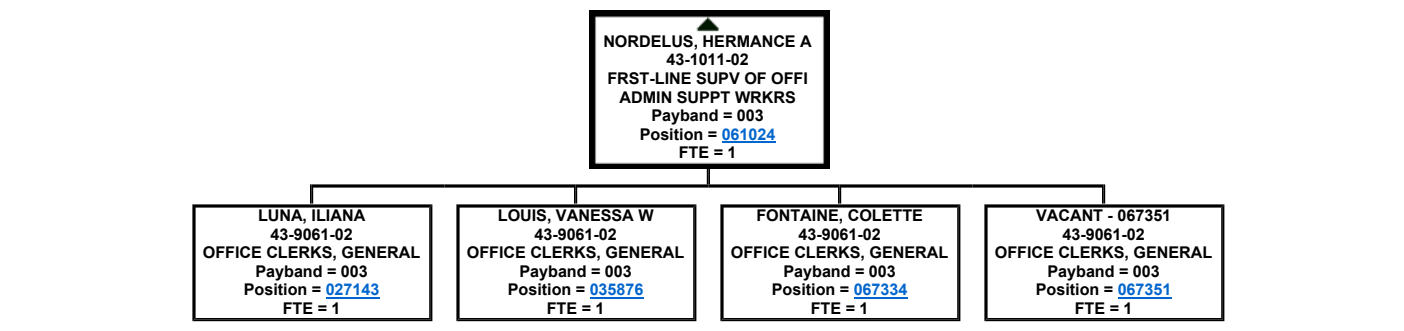


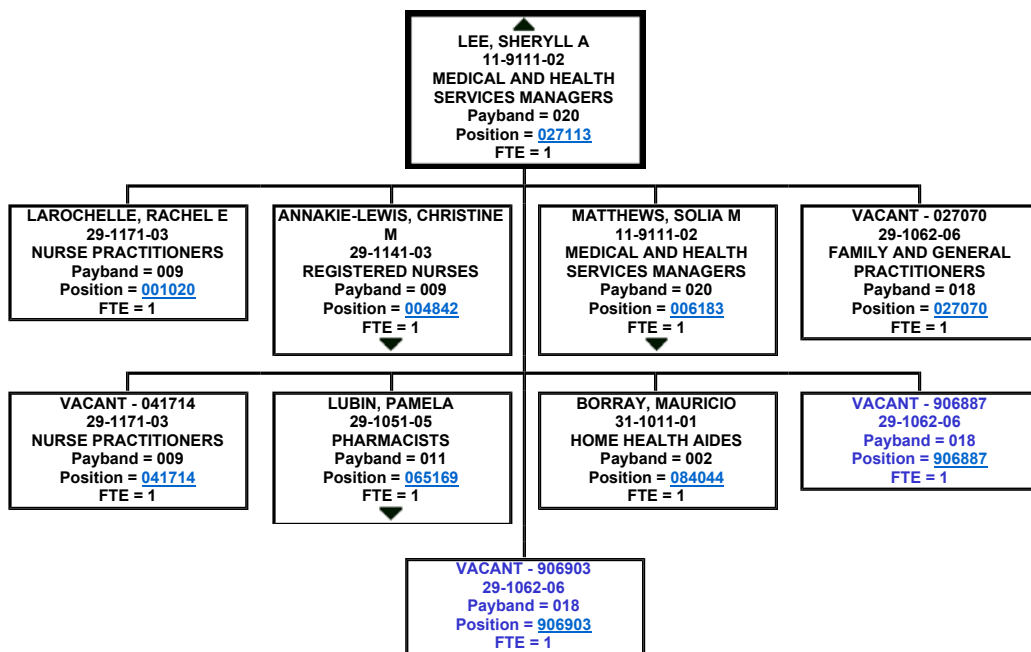


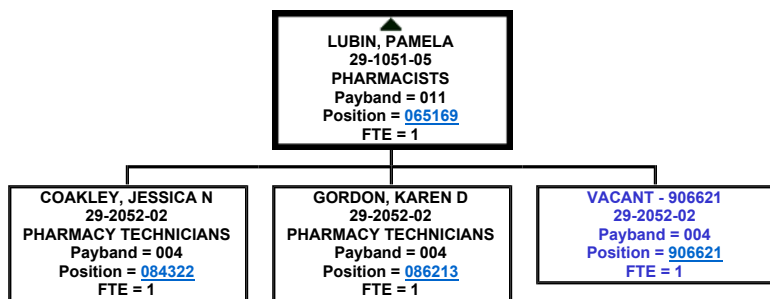


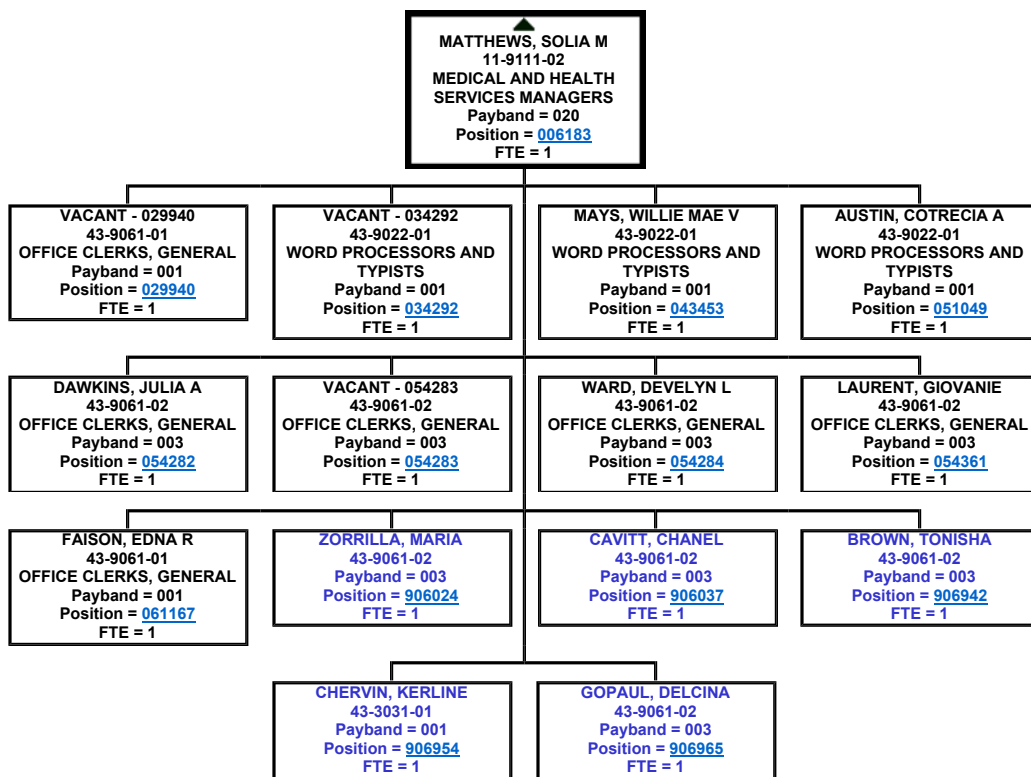


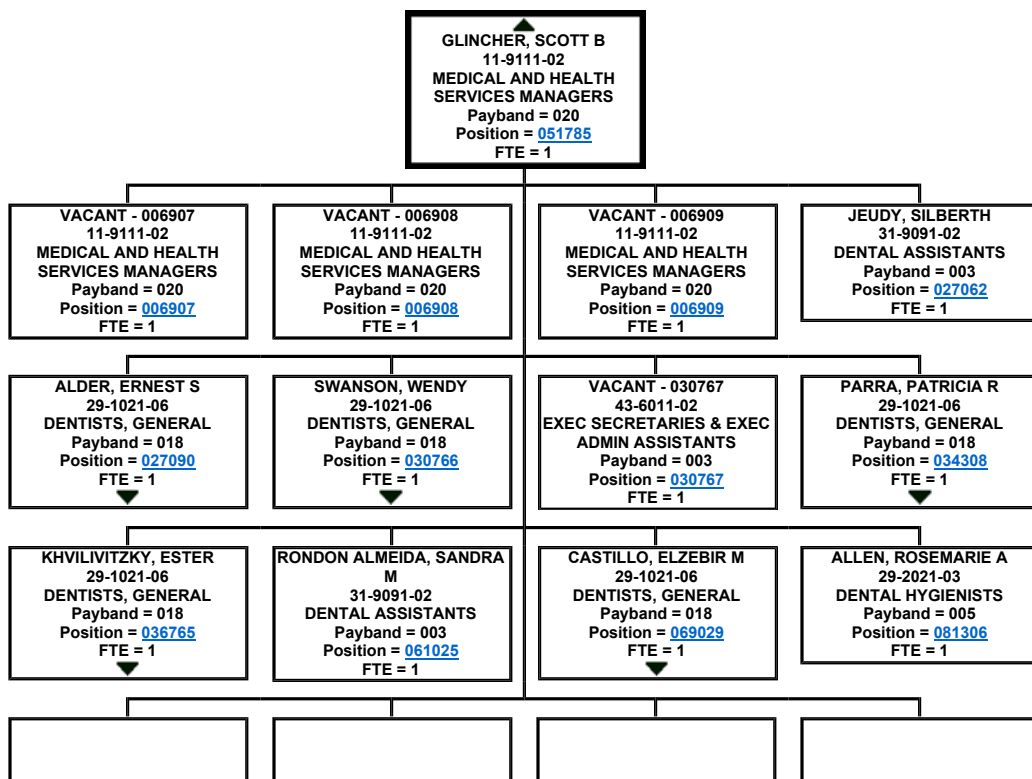
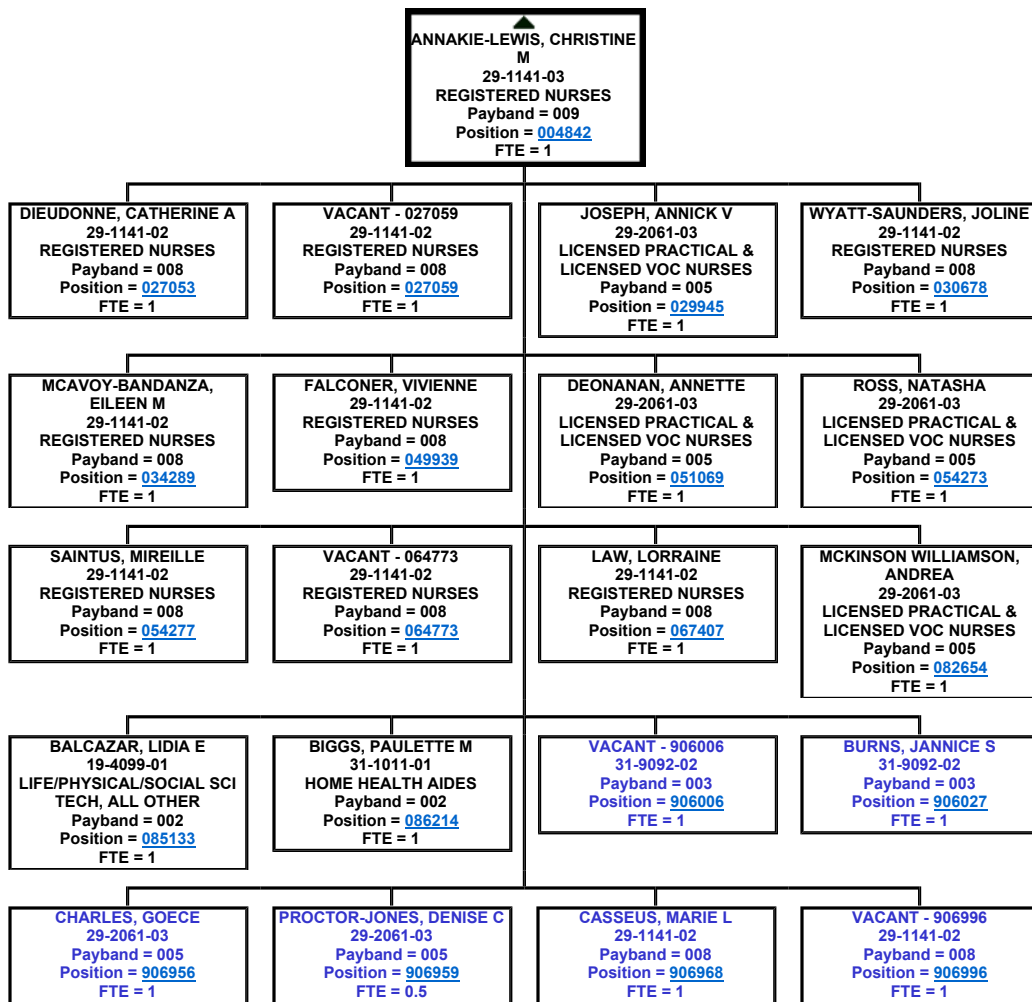












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29-2021-03  
Payband = 005  
Position = [906065](#)  
FTE = 1

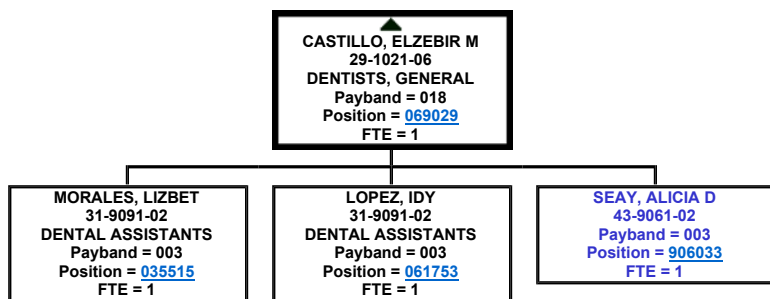
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43-6011-02  
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Position = [906892](#)  
FTE = 1

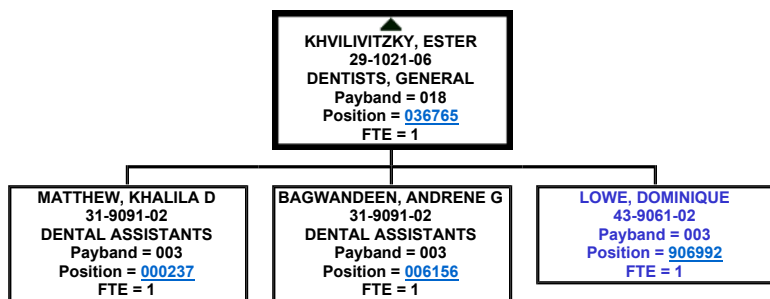
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29-1021-06  
Payband = 018  
Position = [906902](#)  
FTE = 1

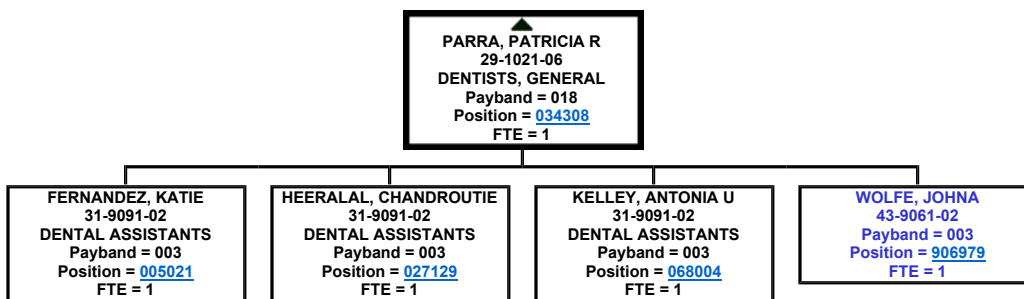
ANTOINE, PANTHIO  
31-9091-02  
Payband = 003  
Position = [906975](#)  
FTE = 1

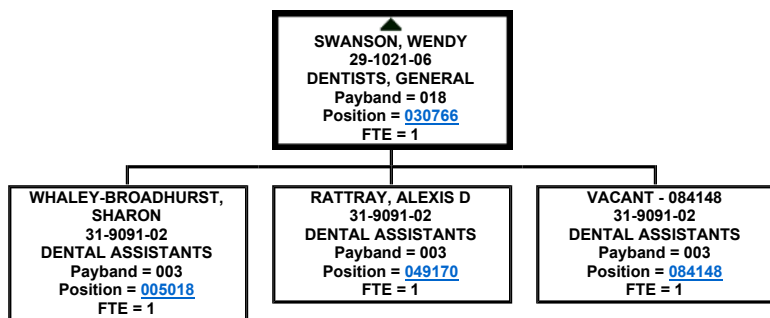
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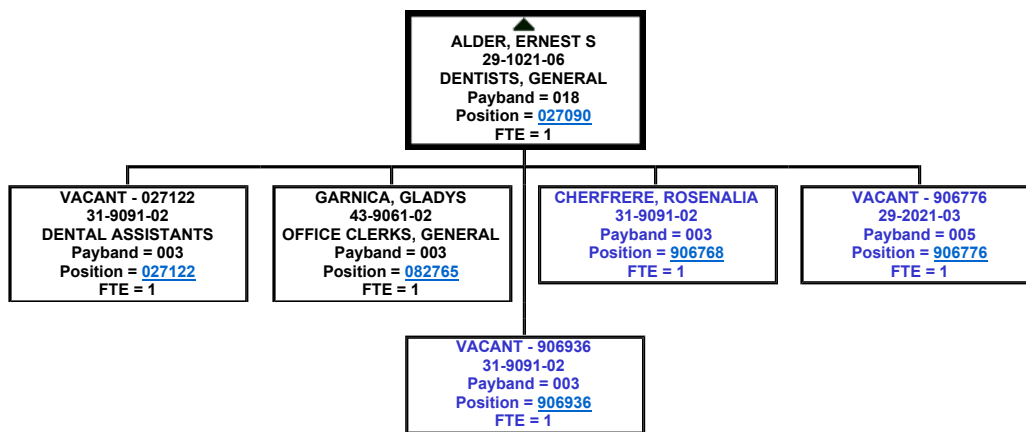


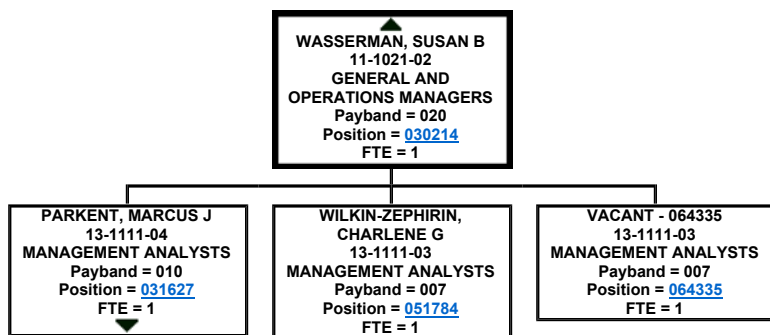


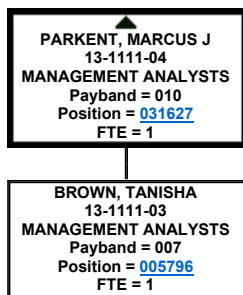


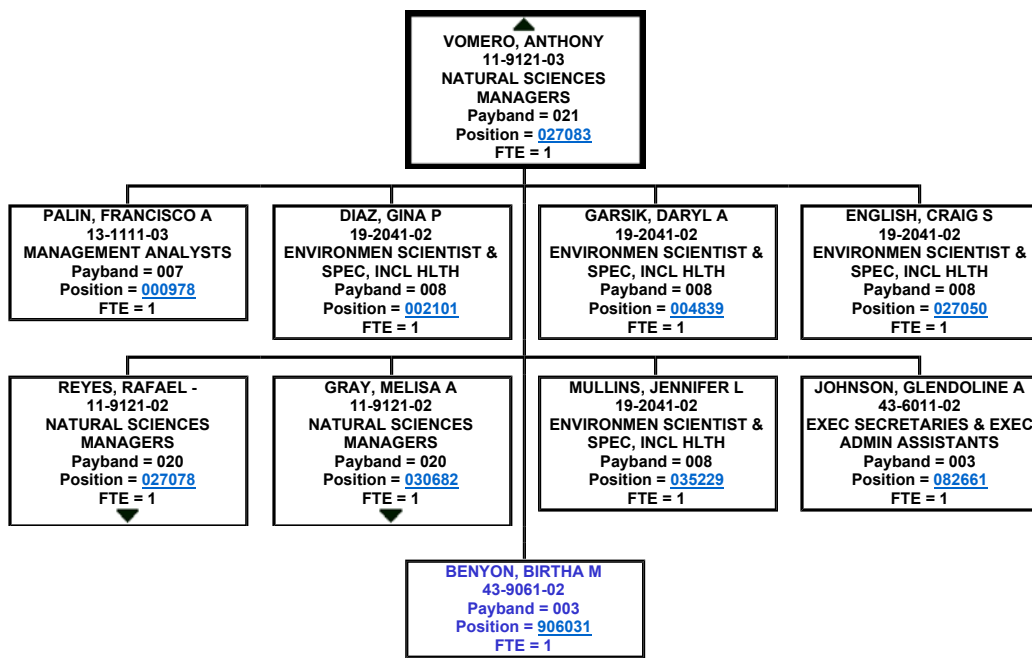




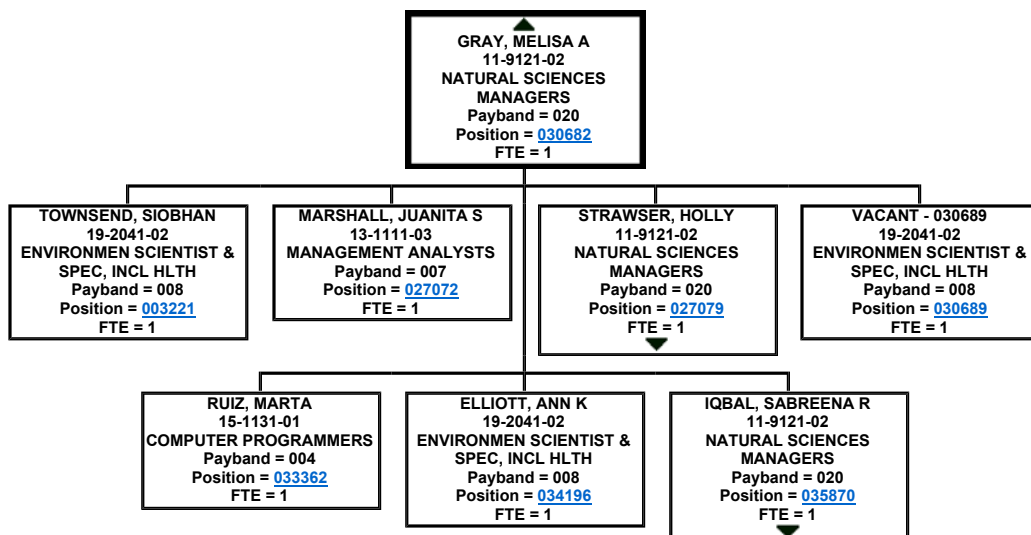


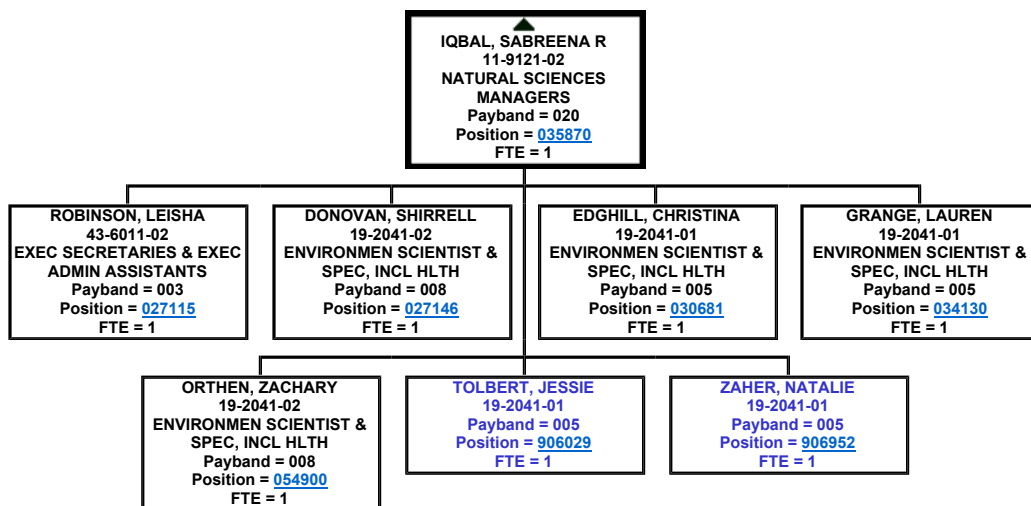


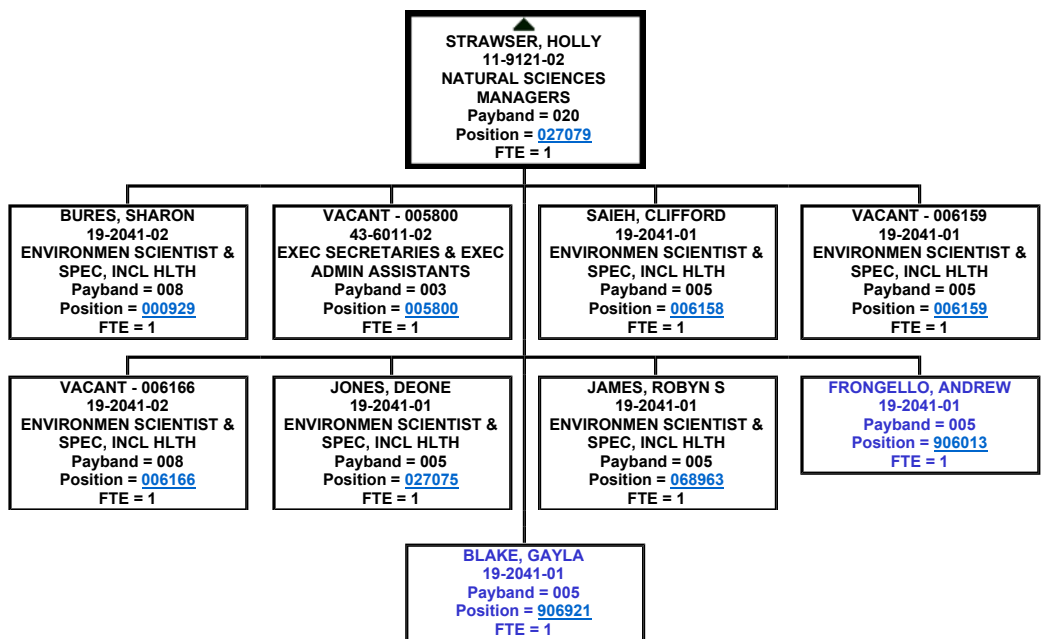


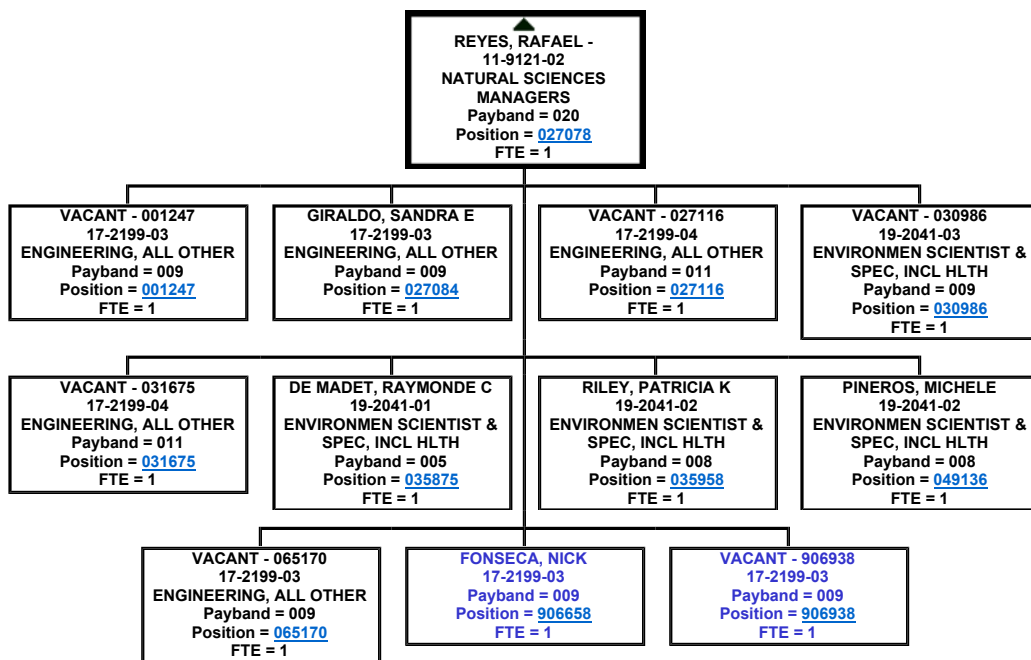


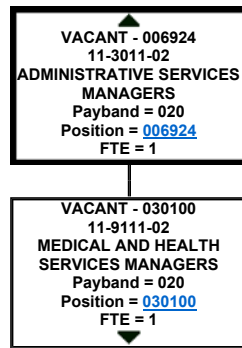


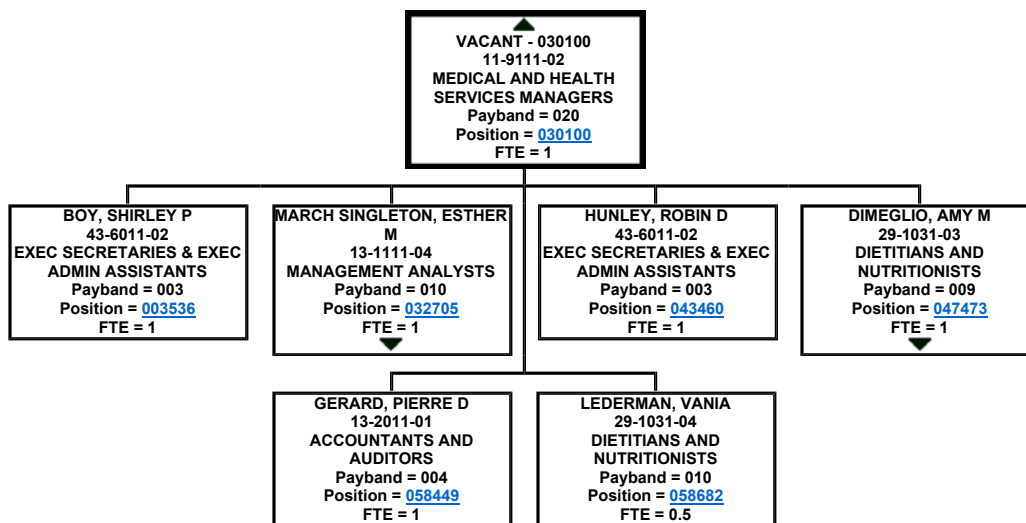


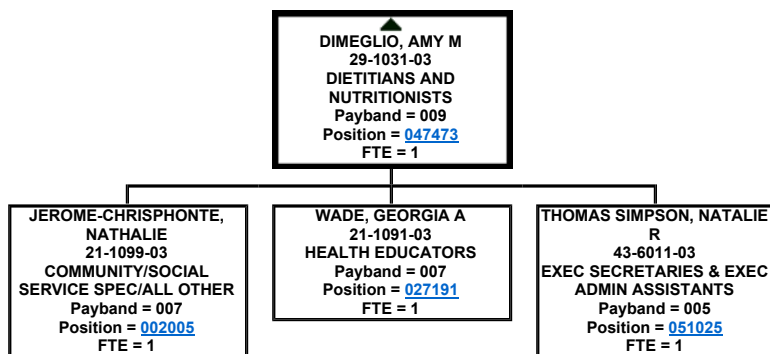


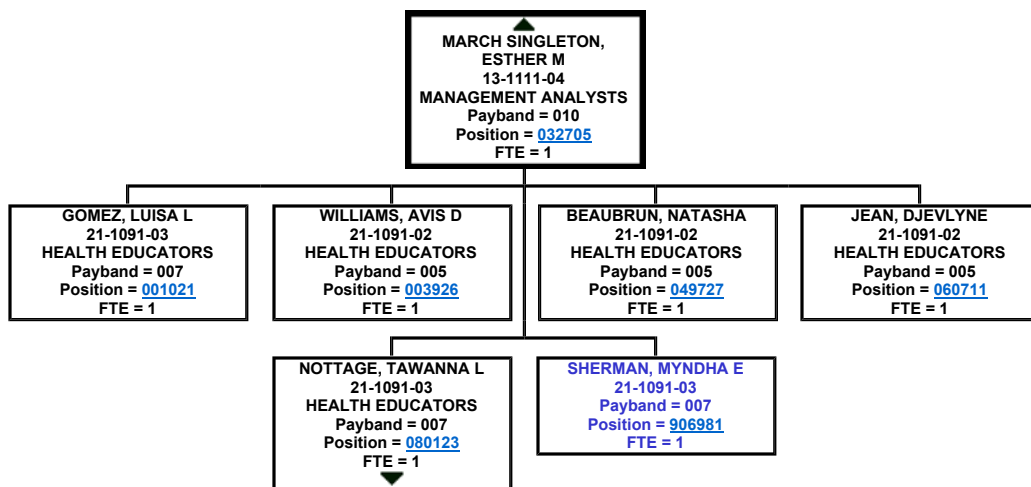




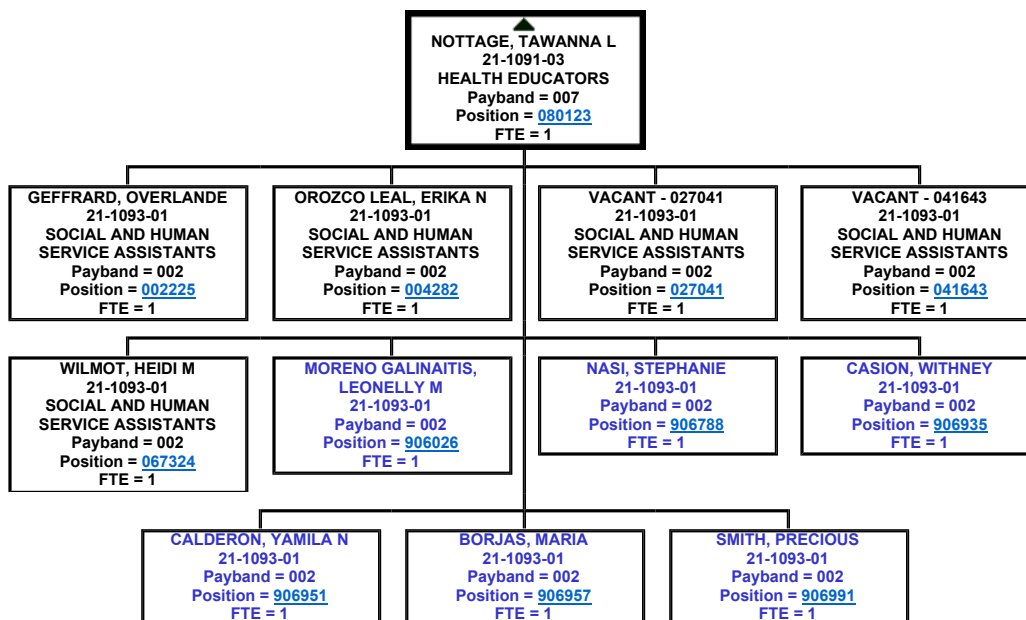












▲  
LEBEL, CLAUDIA J  
43-6011-02  
EXEC SECRETARIES &  
EXEC ADMIN ASSISTANTS  
Payband = 003  
Position = [003336](#)  
FTE = 1

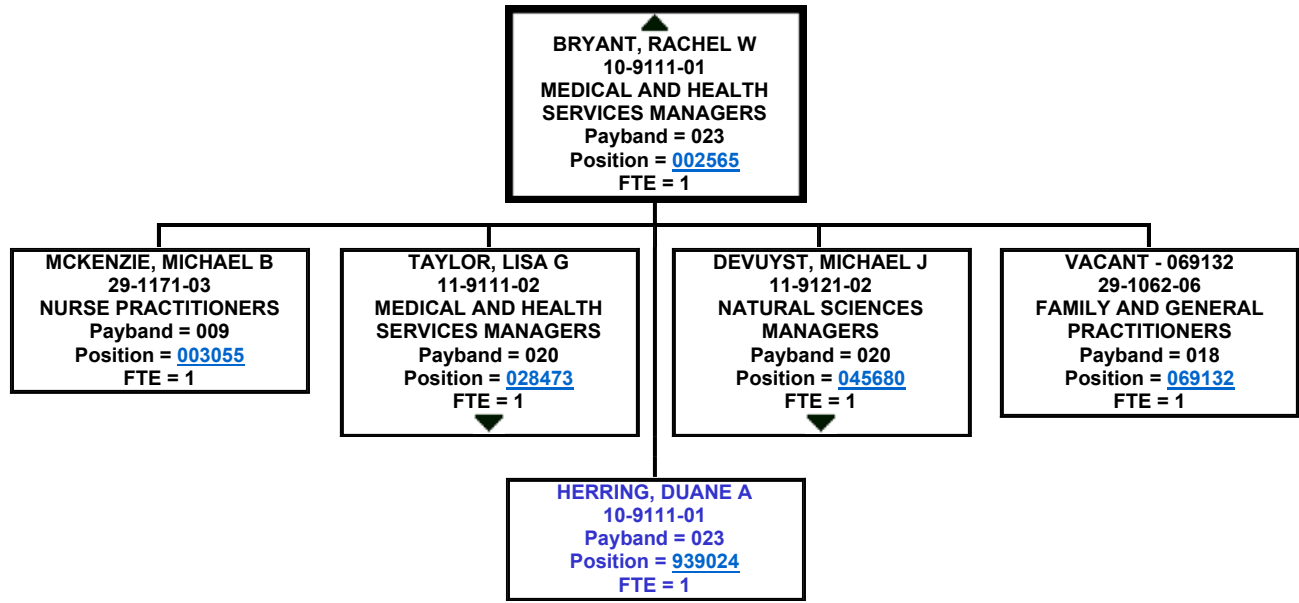
ELBERG, SAMANTHA P  
43-9061-02  
OFFICE CLERKS, GENERAL  
Payband = 003  
Position = [051062](#)  
FTE = 1

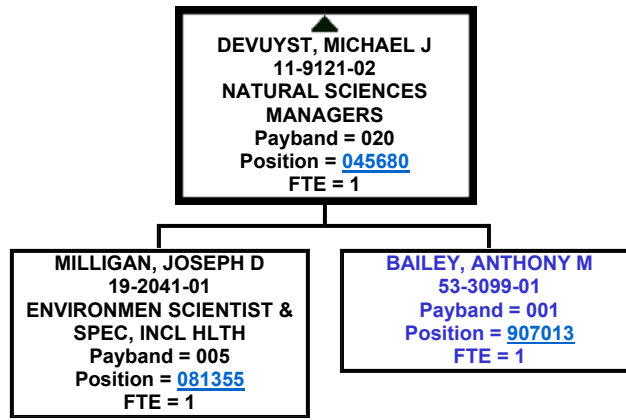
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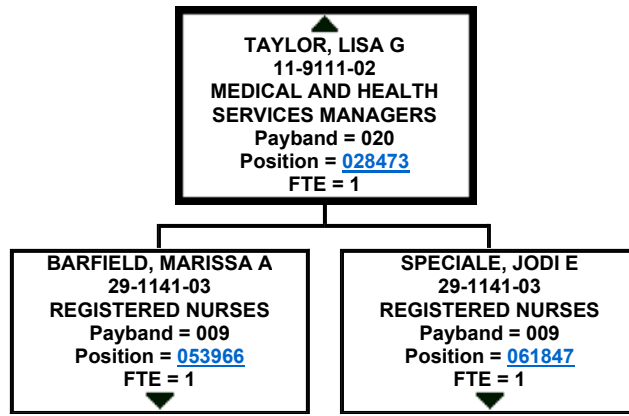
# CHD 07 - Calhoun County Health Department

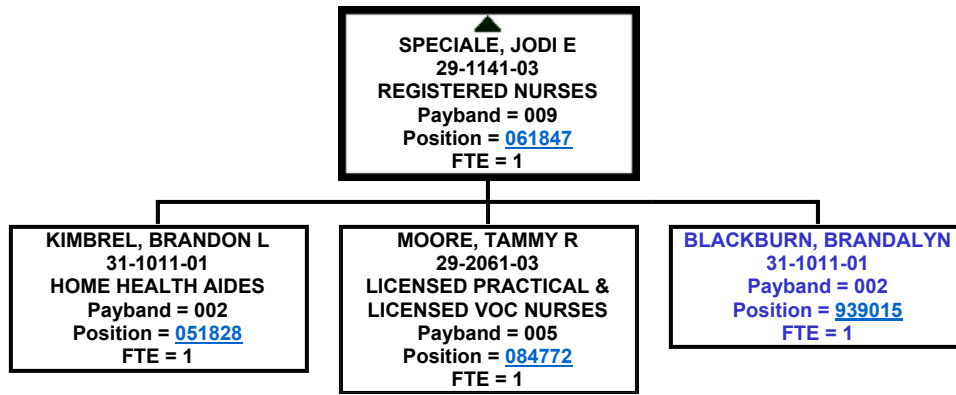
Created: 10/5/2016 10:19:00 AM

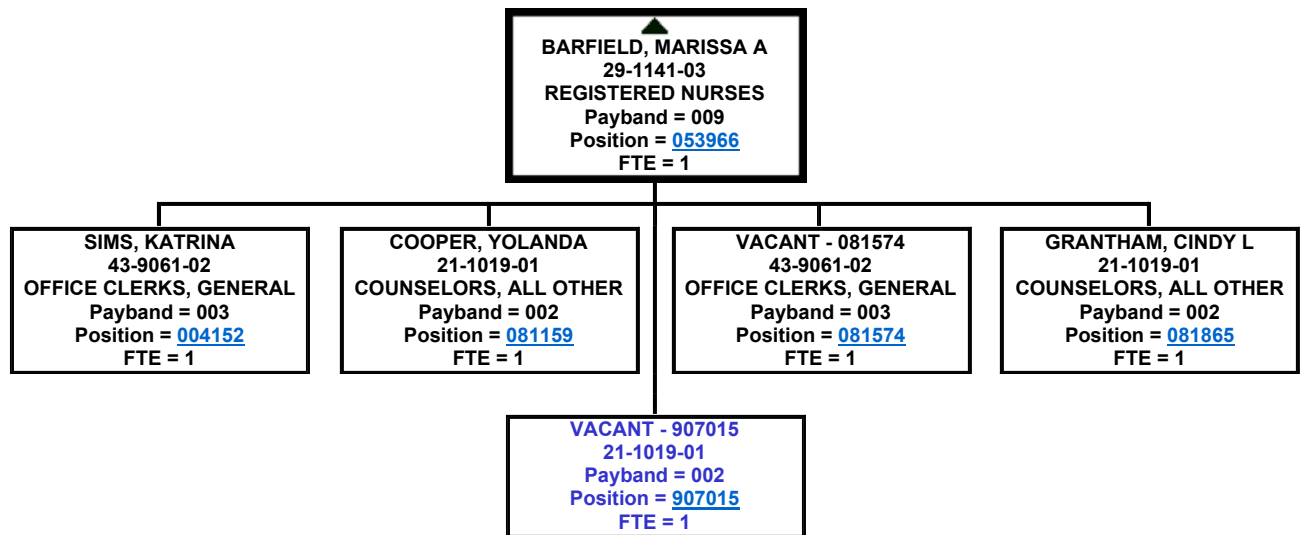
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**







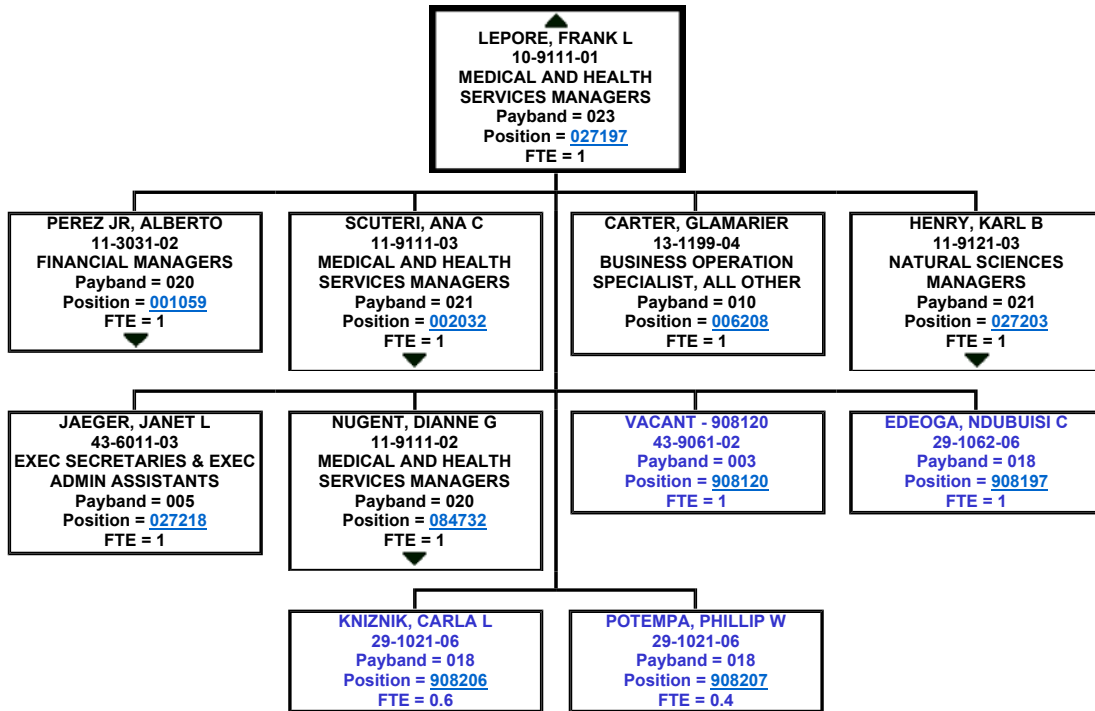




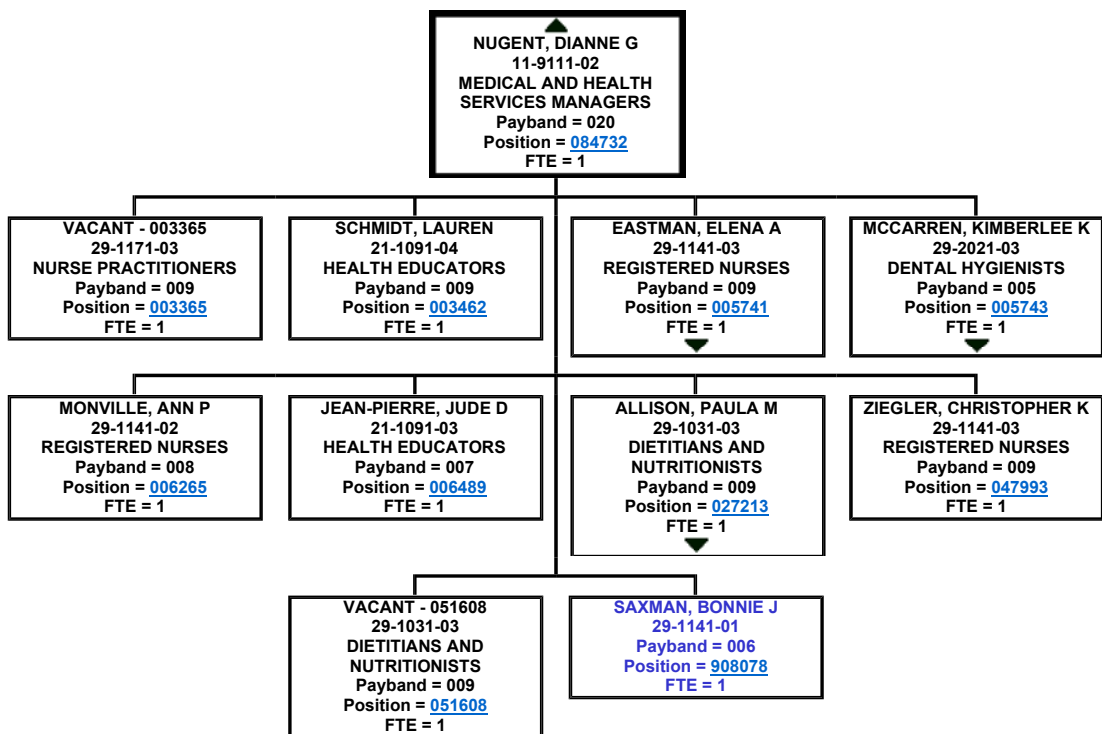
# CHD 08 - Charlotte County Health Department

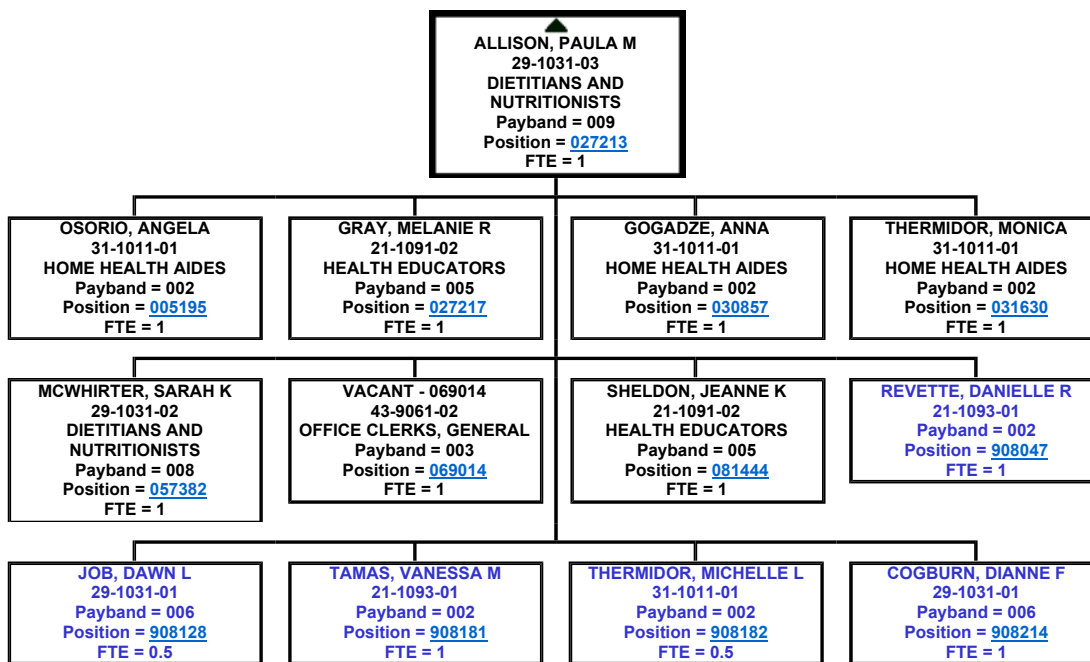
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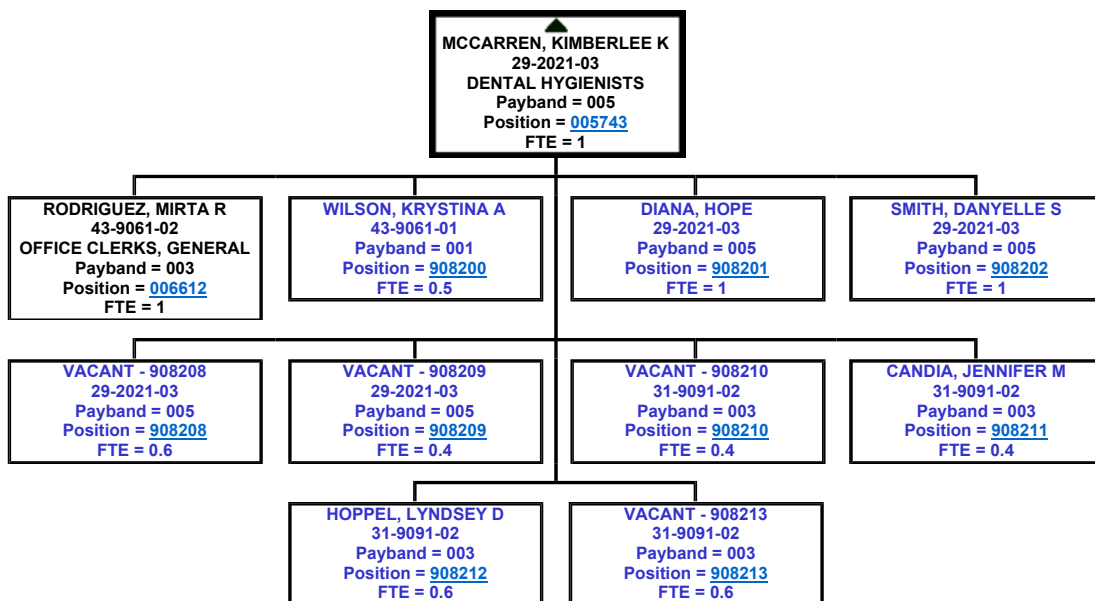
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

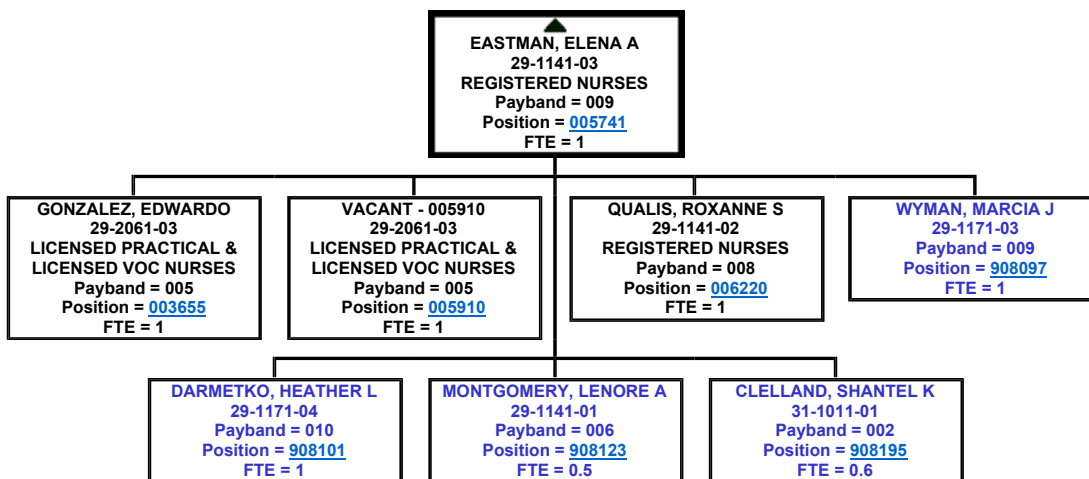


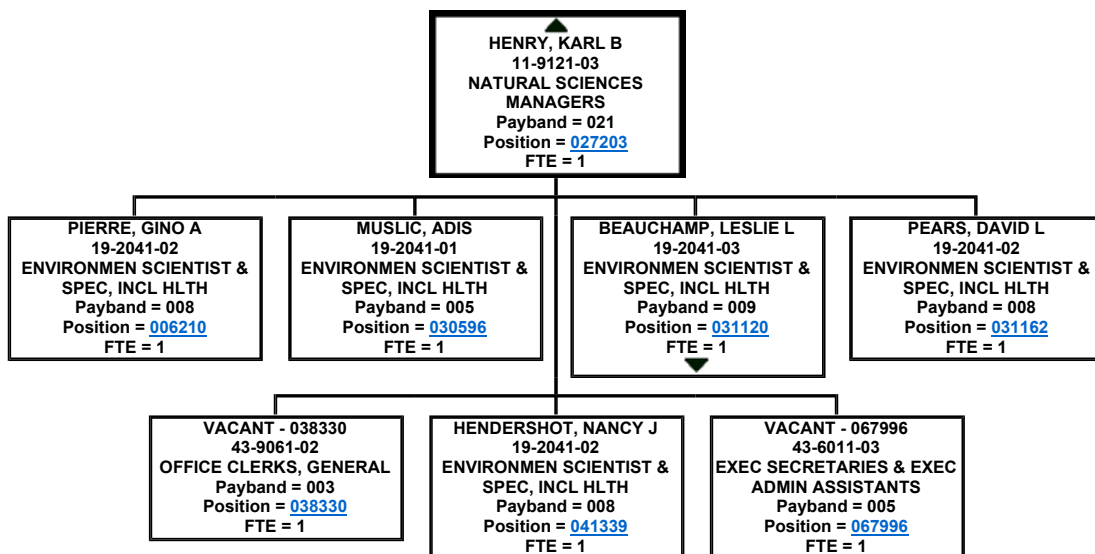


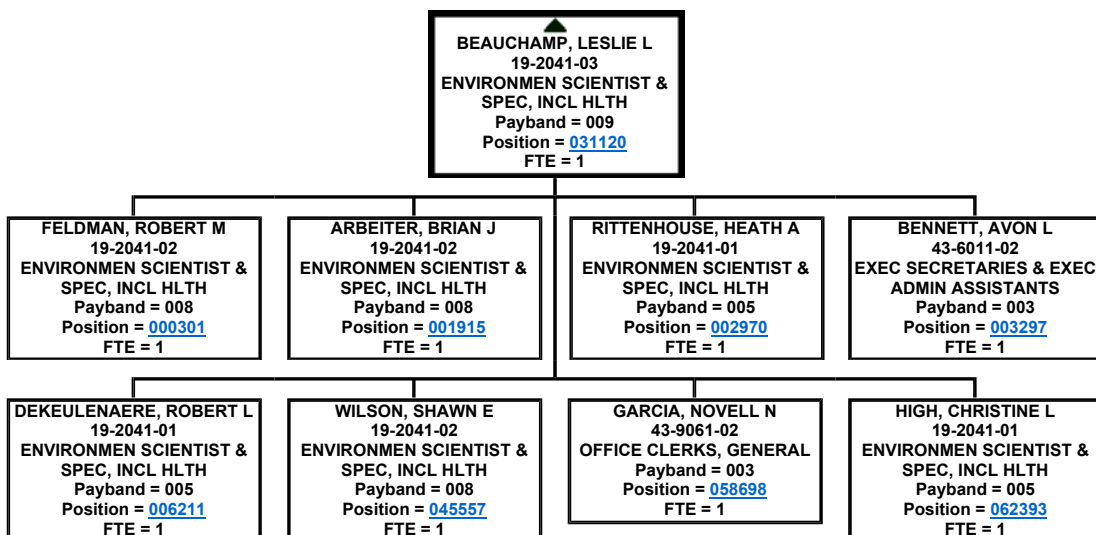


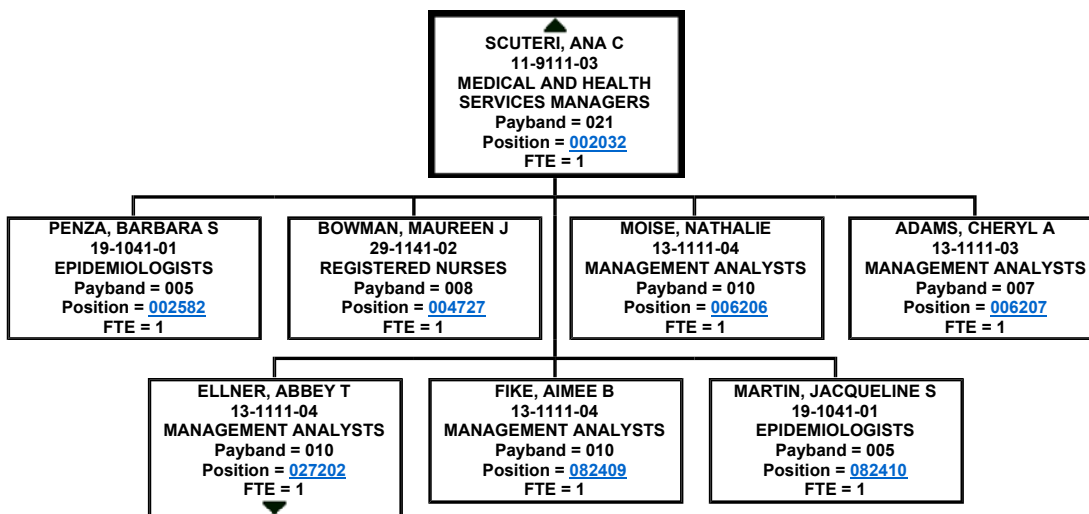


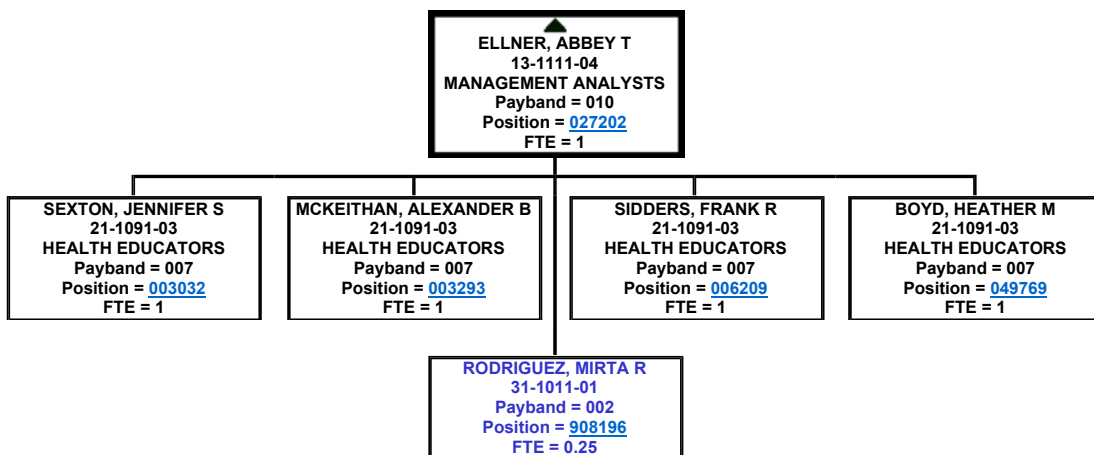




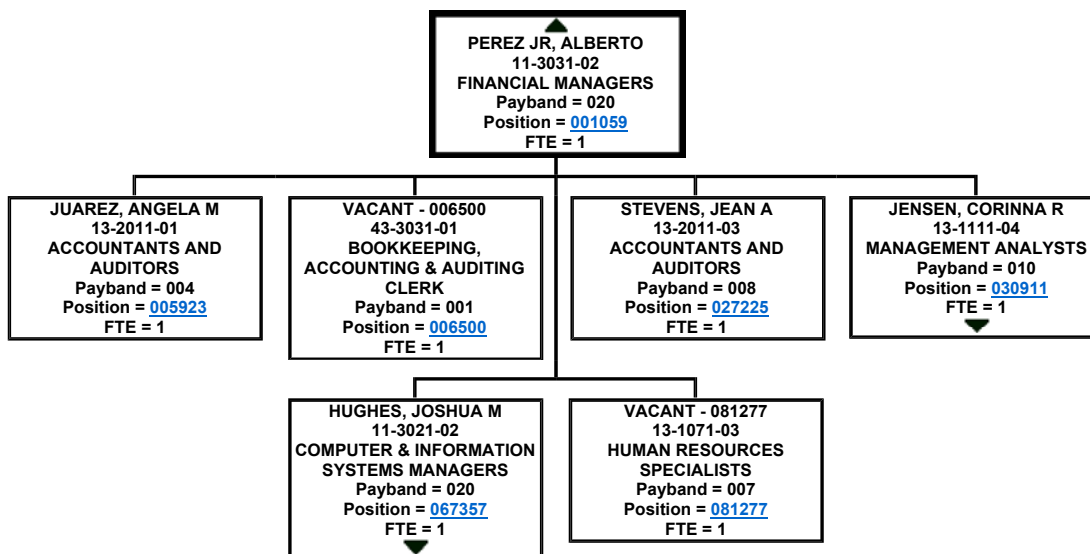


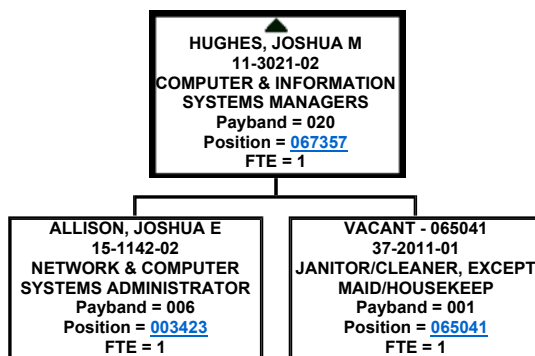


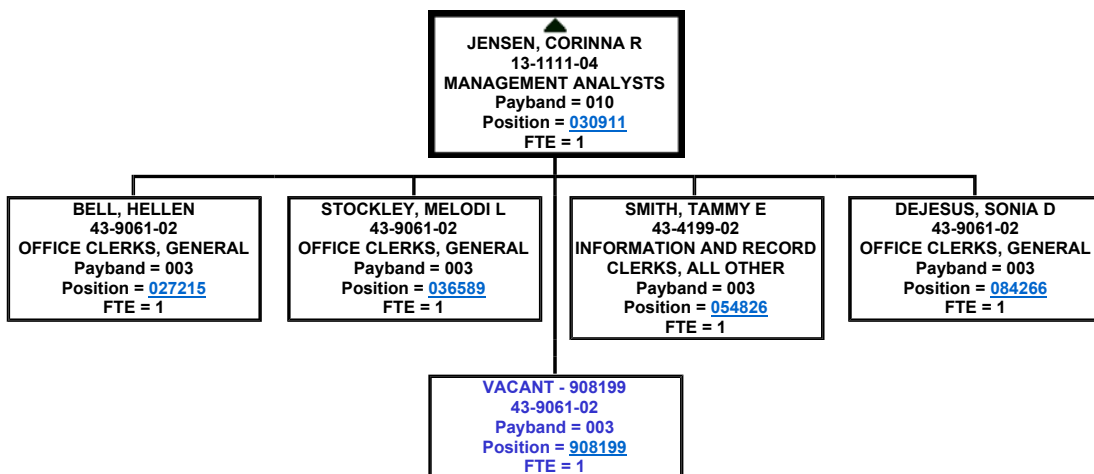








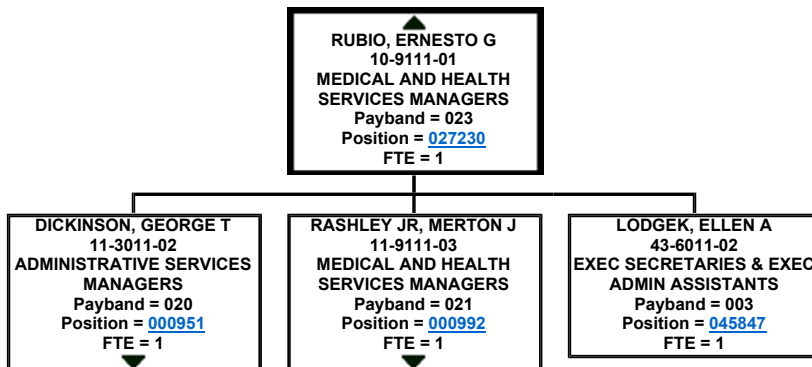


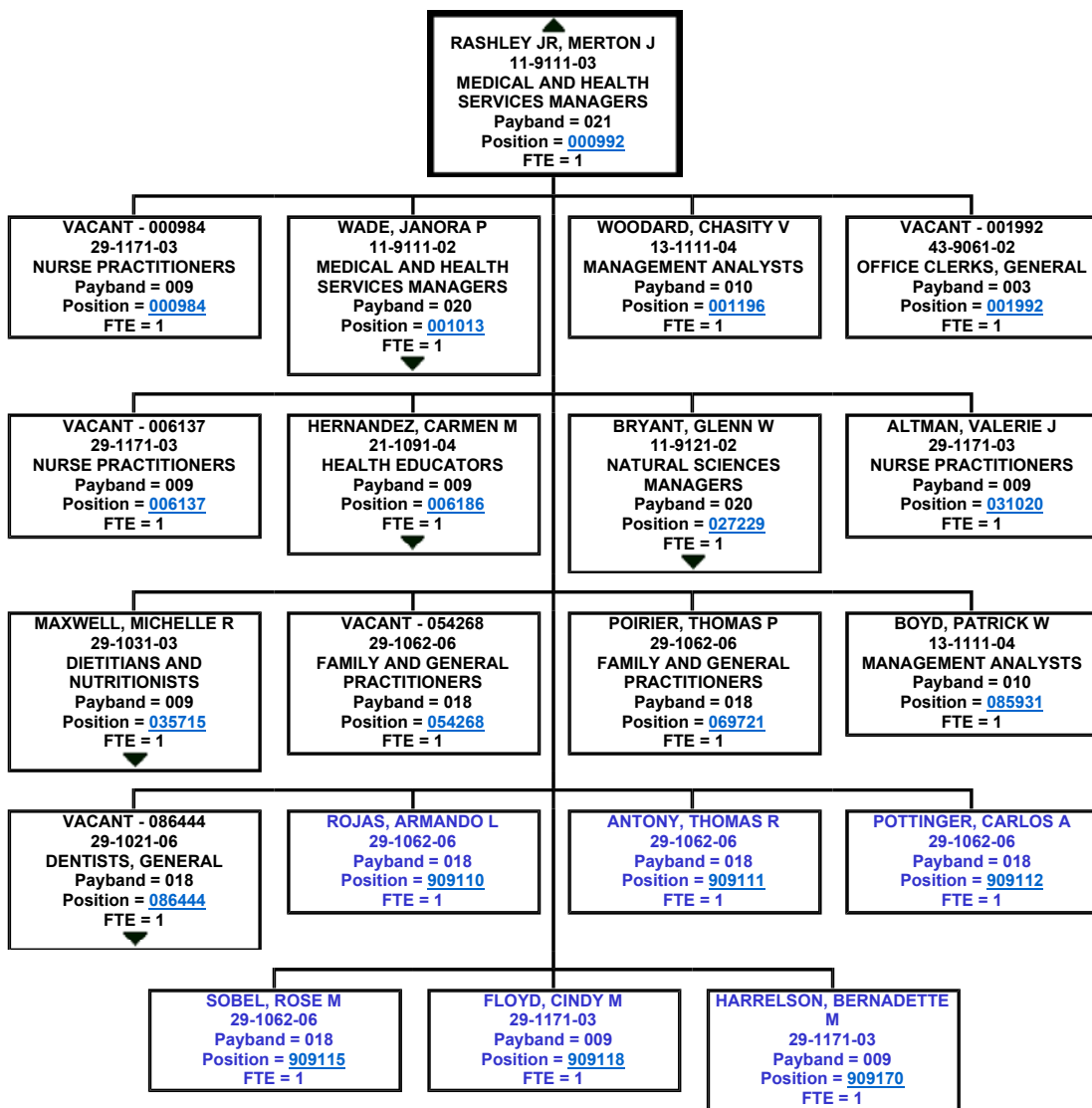


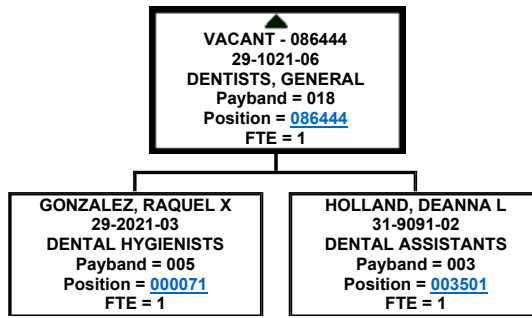
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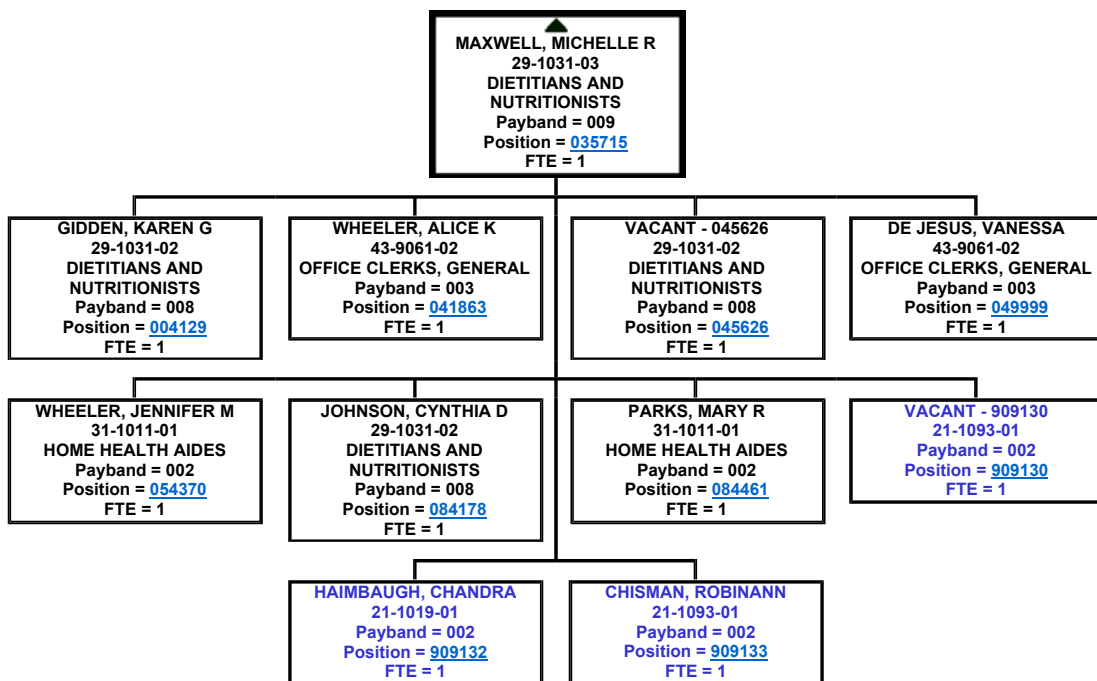
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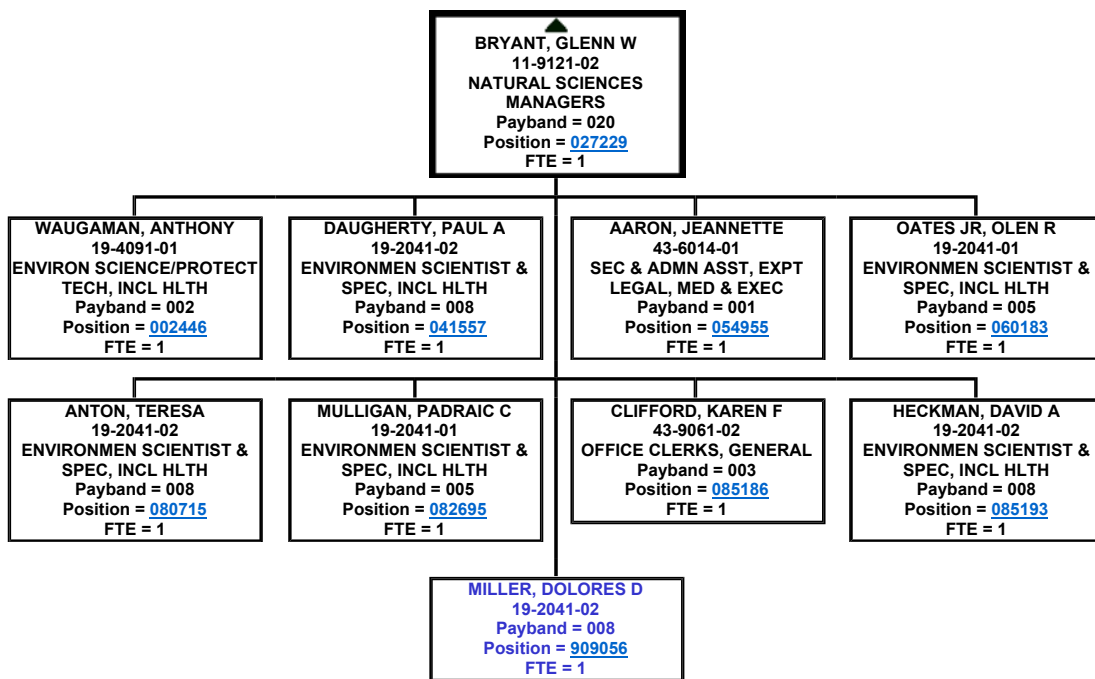
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**



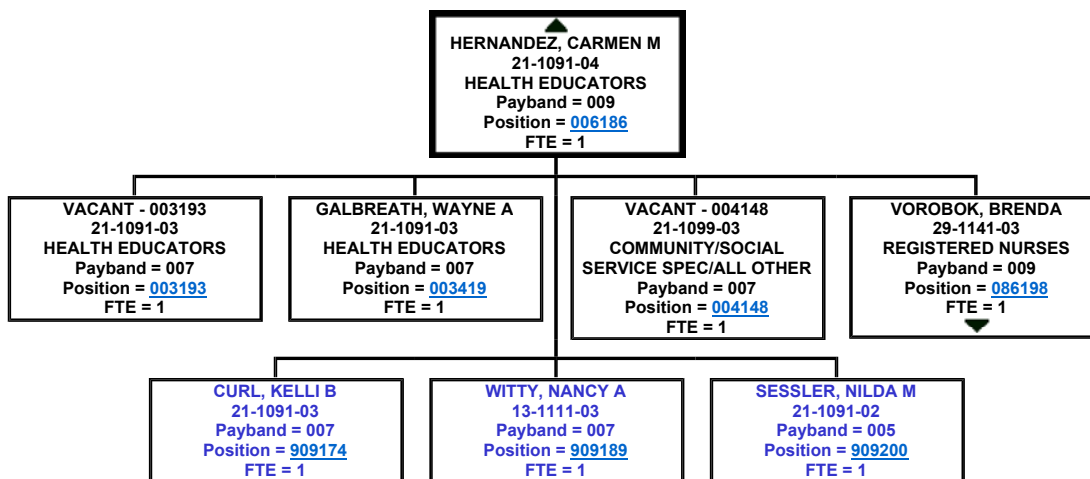


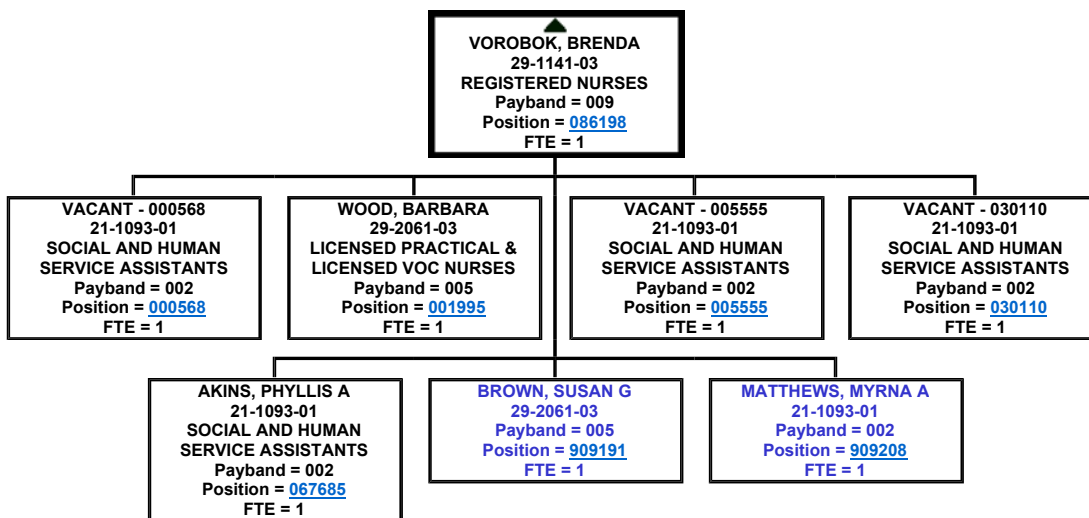


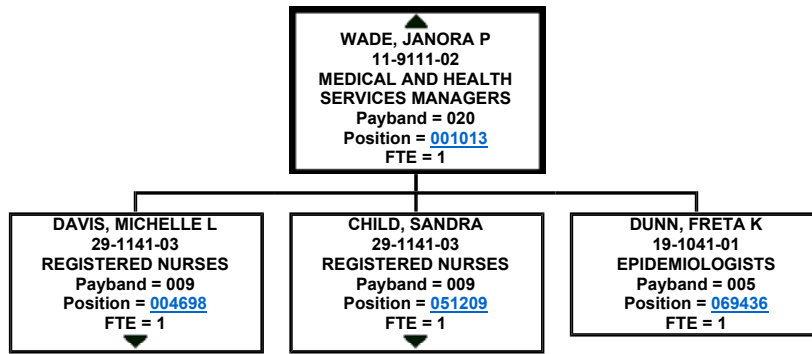


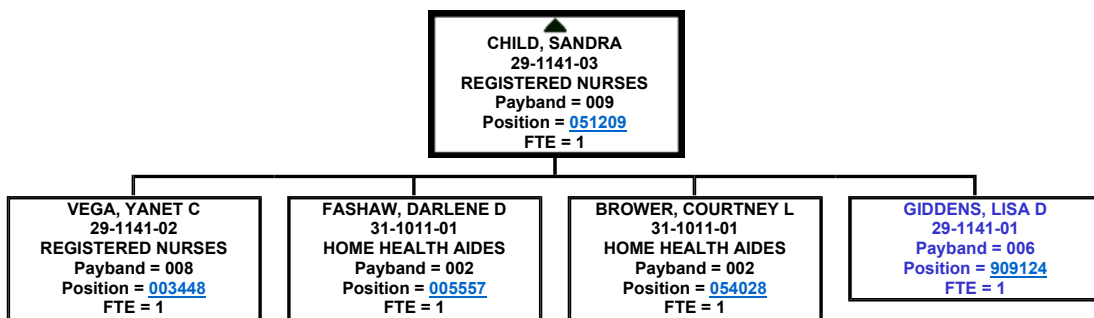


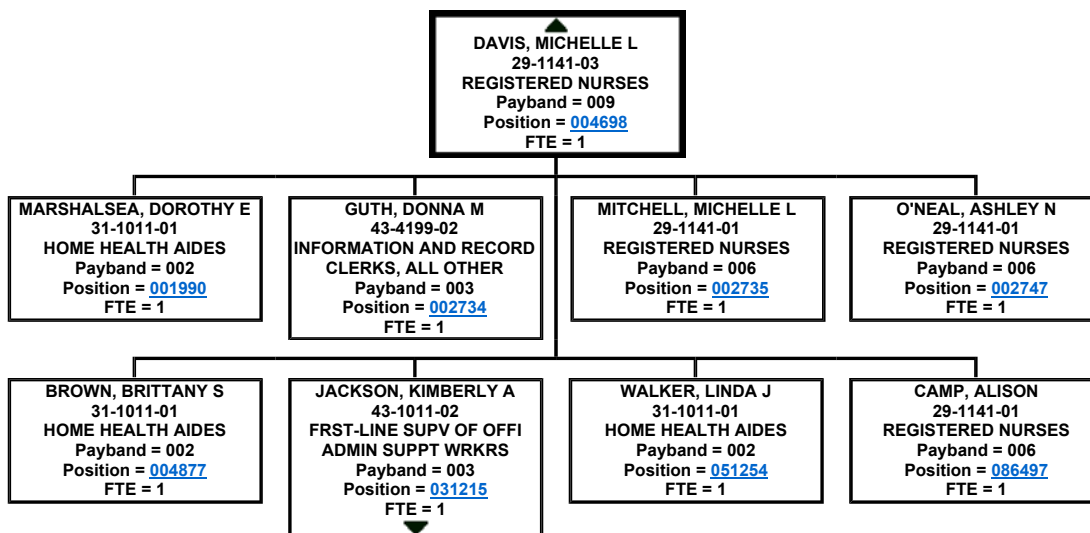


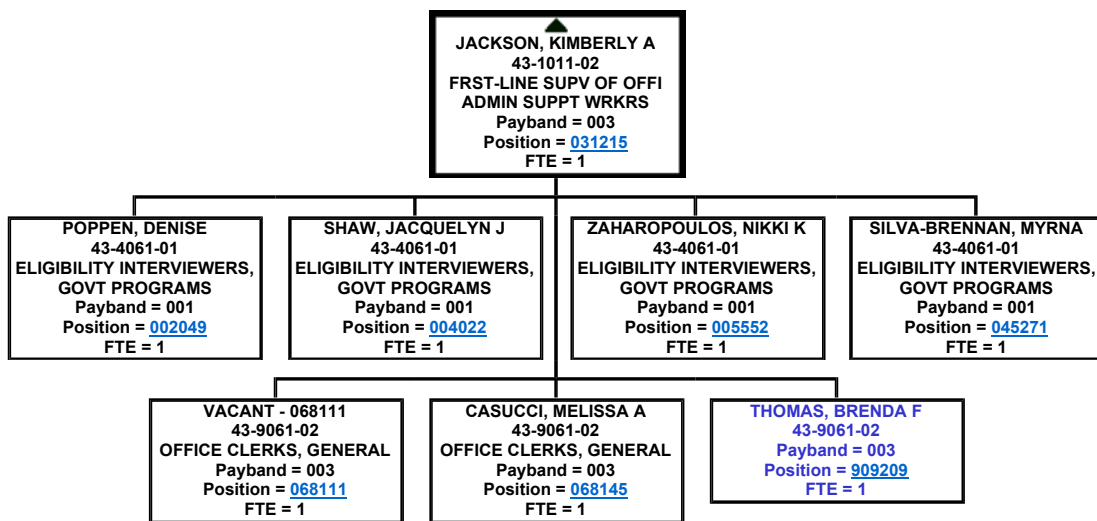


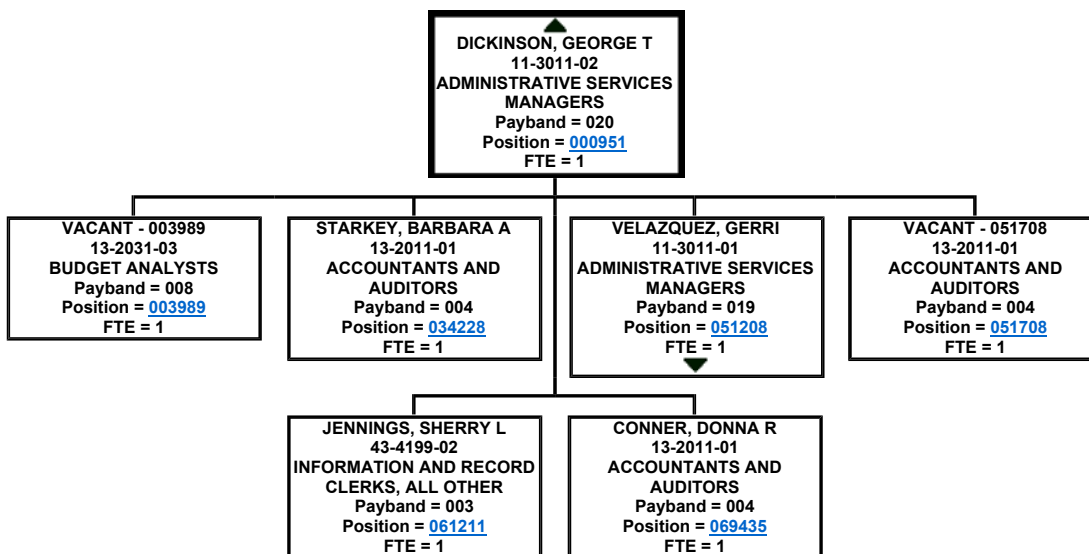


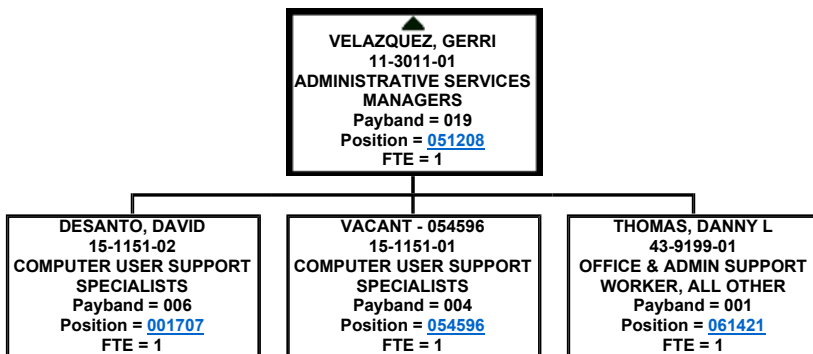










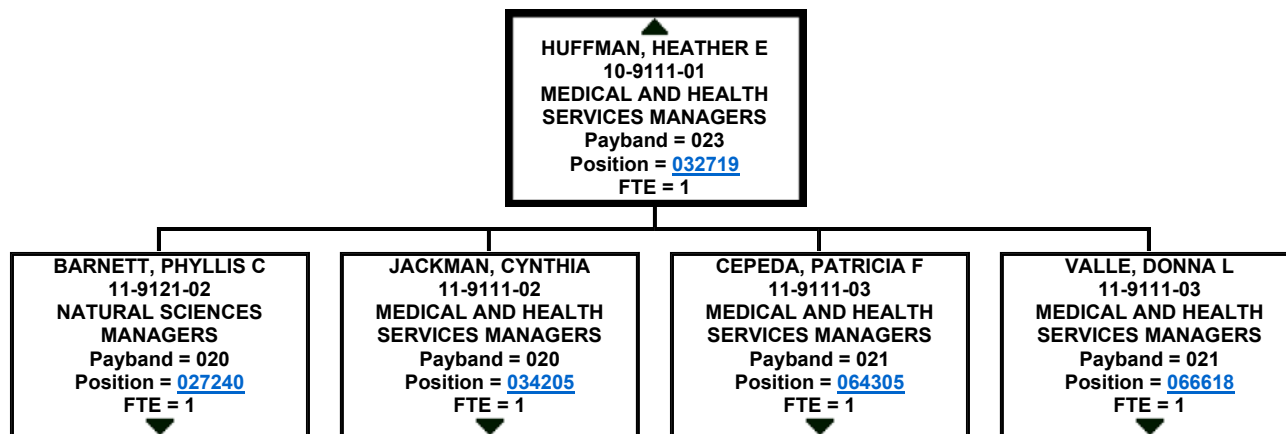


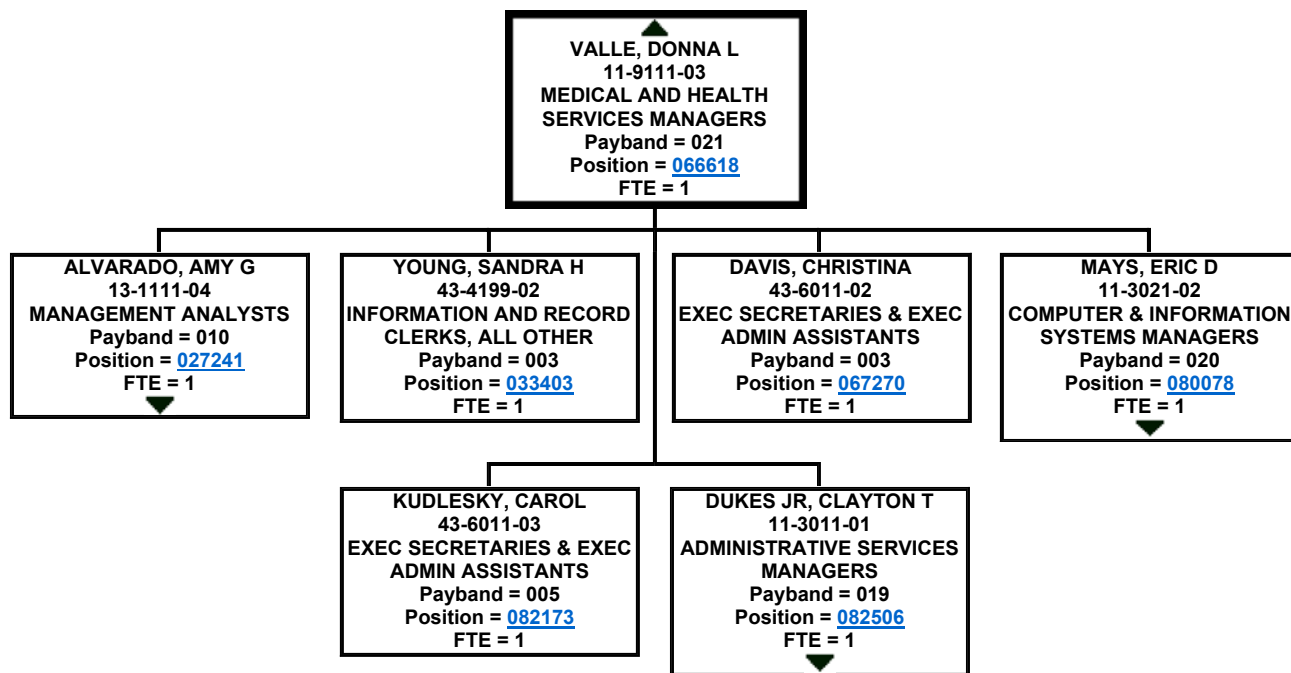


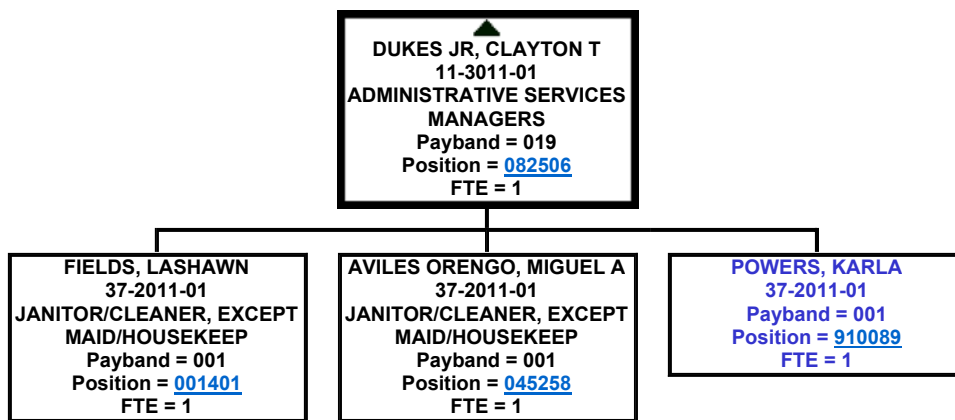
# CHD 10 - Clay County Health Department

Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**



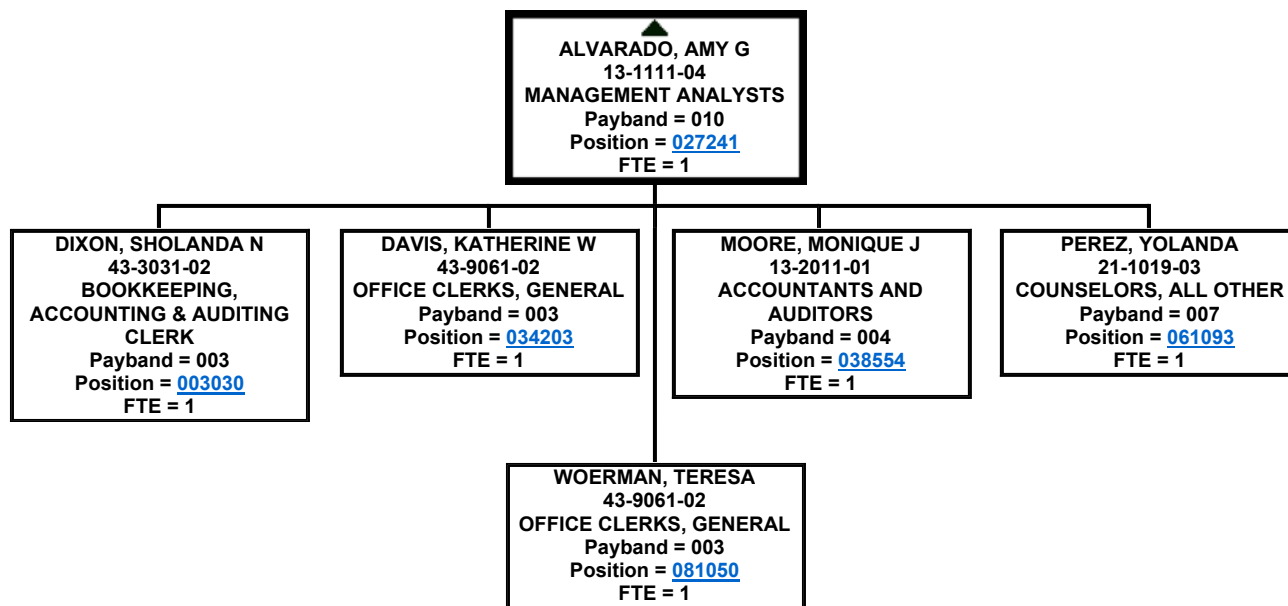


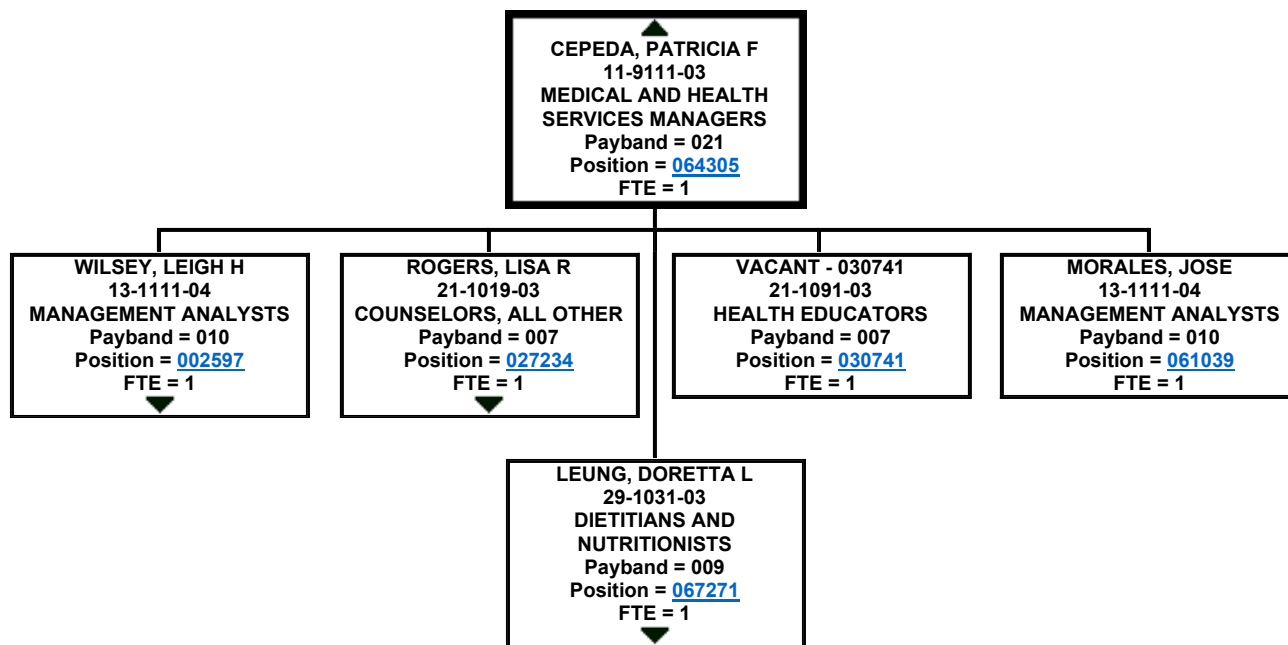


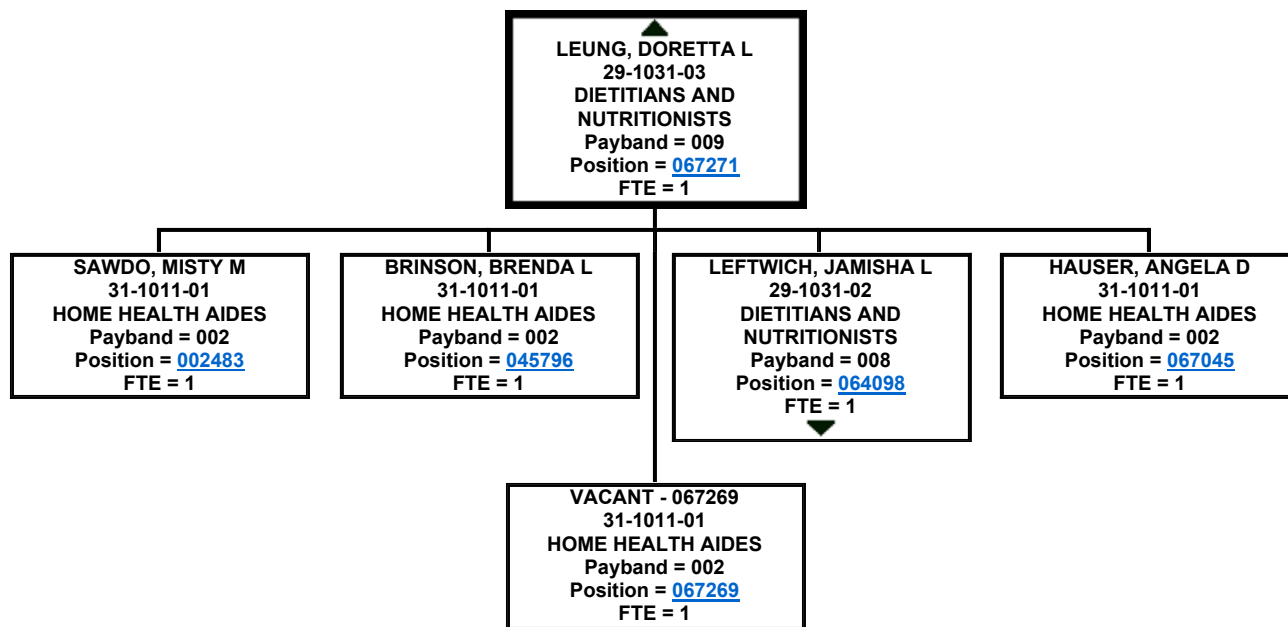
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MAYS, ERIC D  
11-3021-02  
COMPUTER & INFORMATION  
SYSTEMS MANAGERS  
Payband = 020  
Position = [080078](#)  
FTE = 1

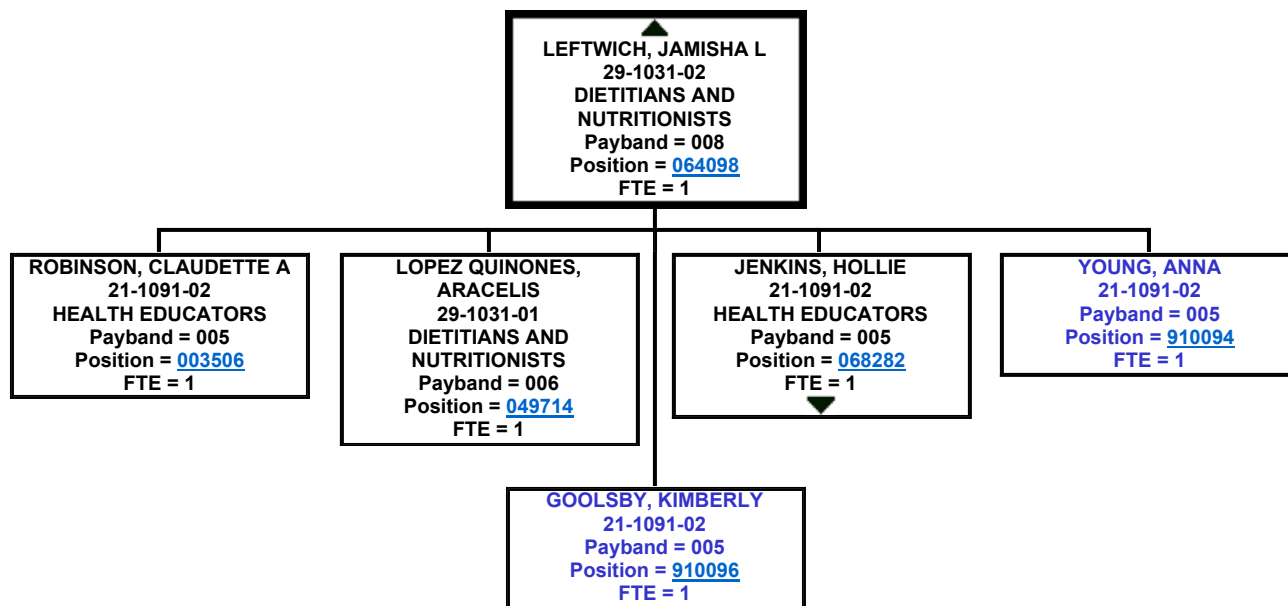
HOPE, RICHARD  
15-1151-01  
COMPUTER USER SUPPORT  
SPECIALISTS  
Payband = 004  
Position = [058934](#)  
FTE = 1

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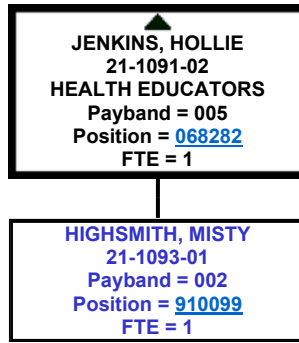


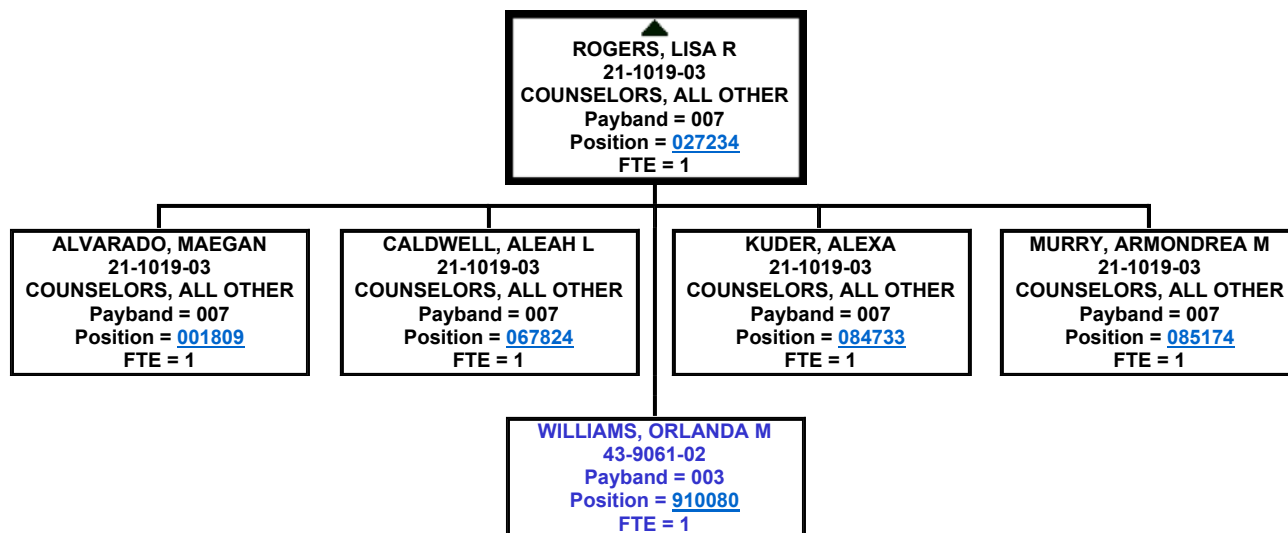








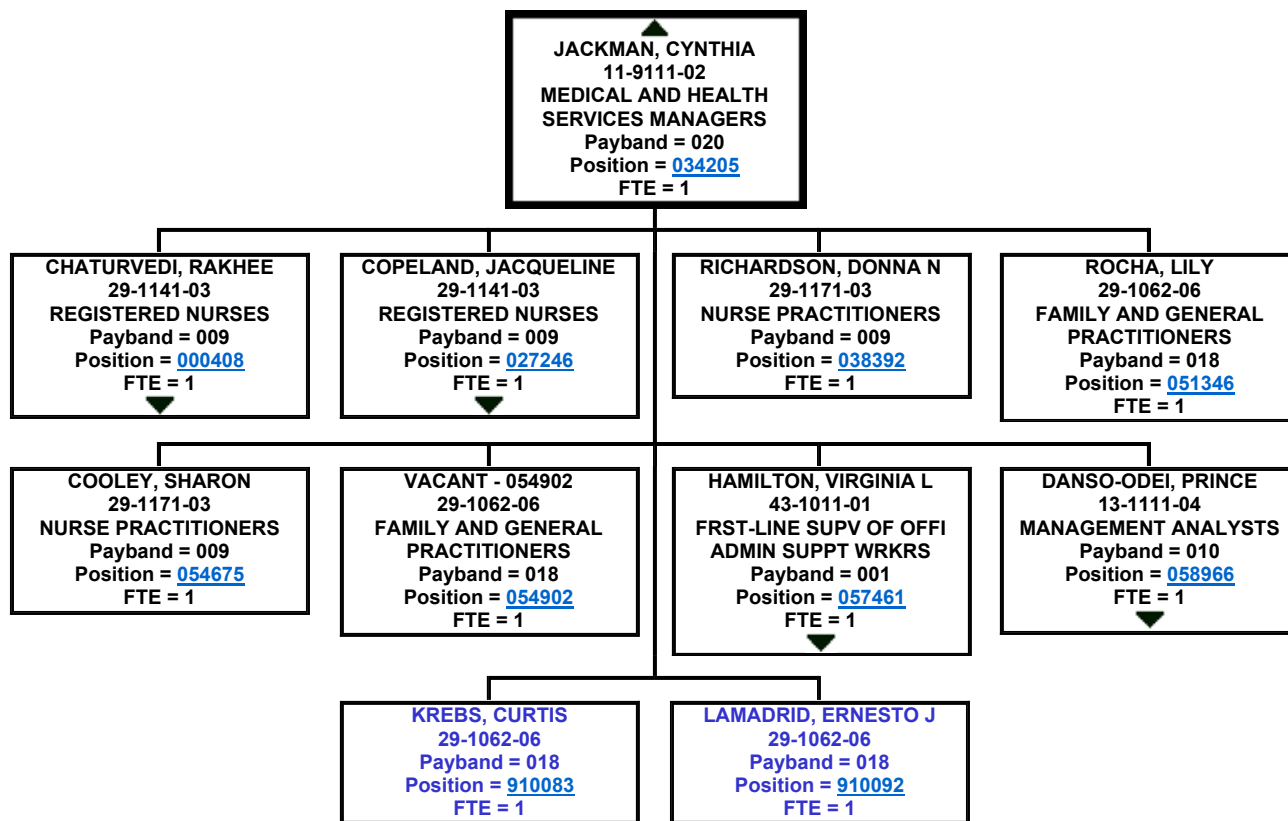


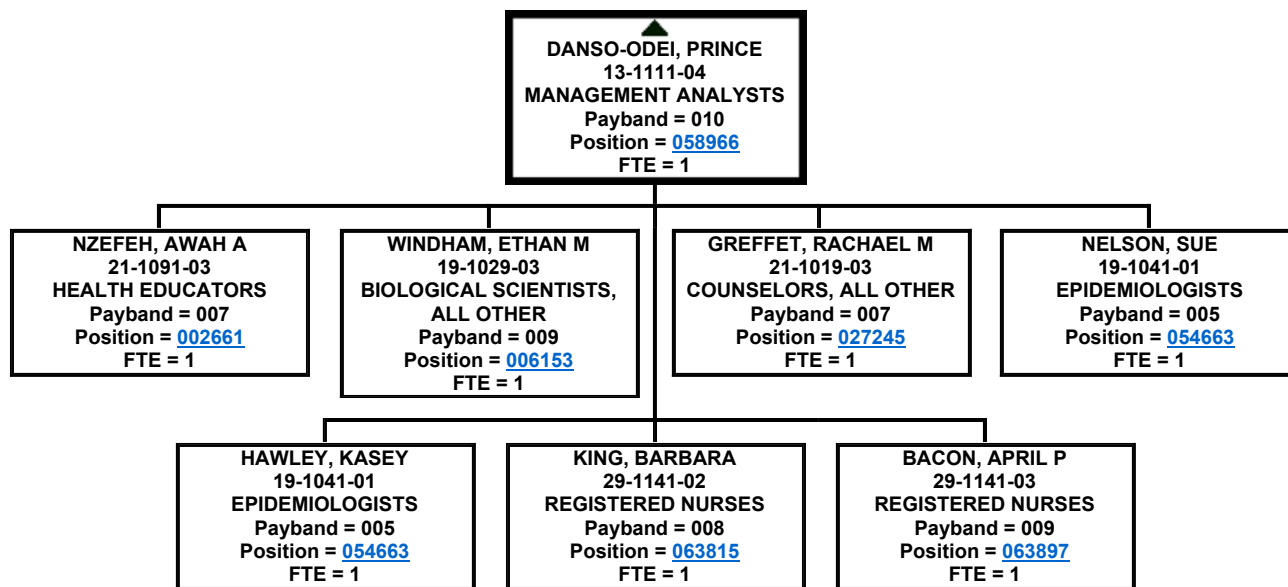


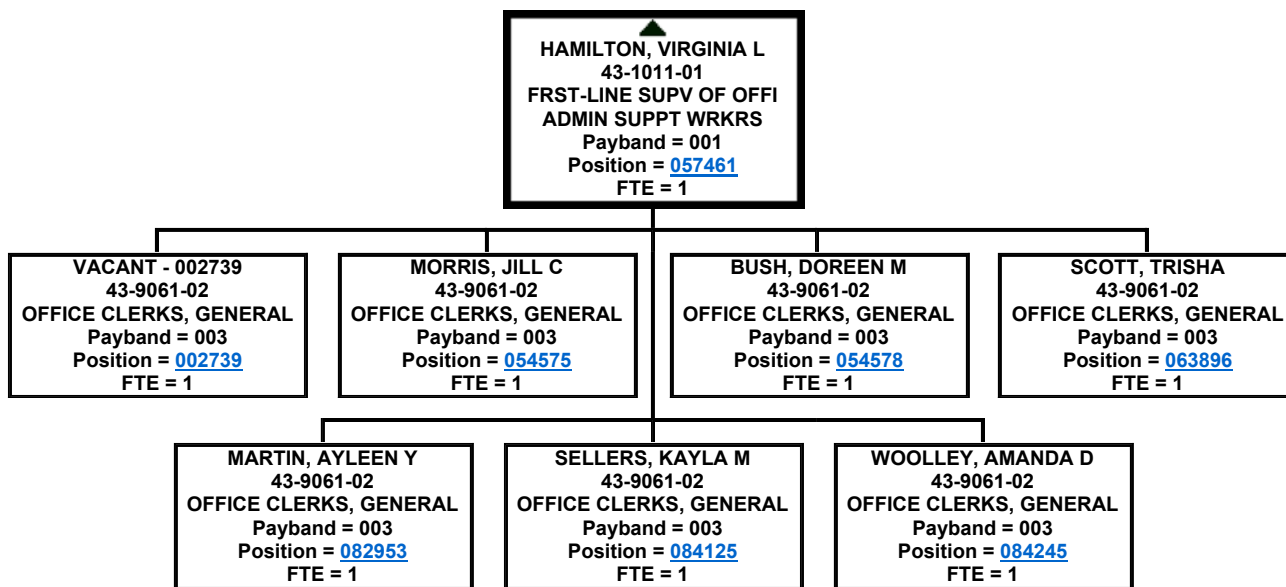
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WILSEY, LEIGH H  
13-1111-04  
MANAGEMENT ANALYSTS  
Payband = 010  
Position = [002597](#)  
FTE = 1

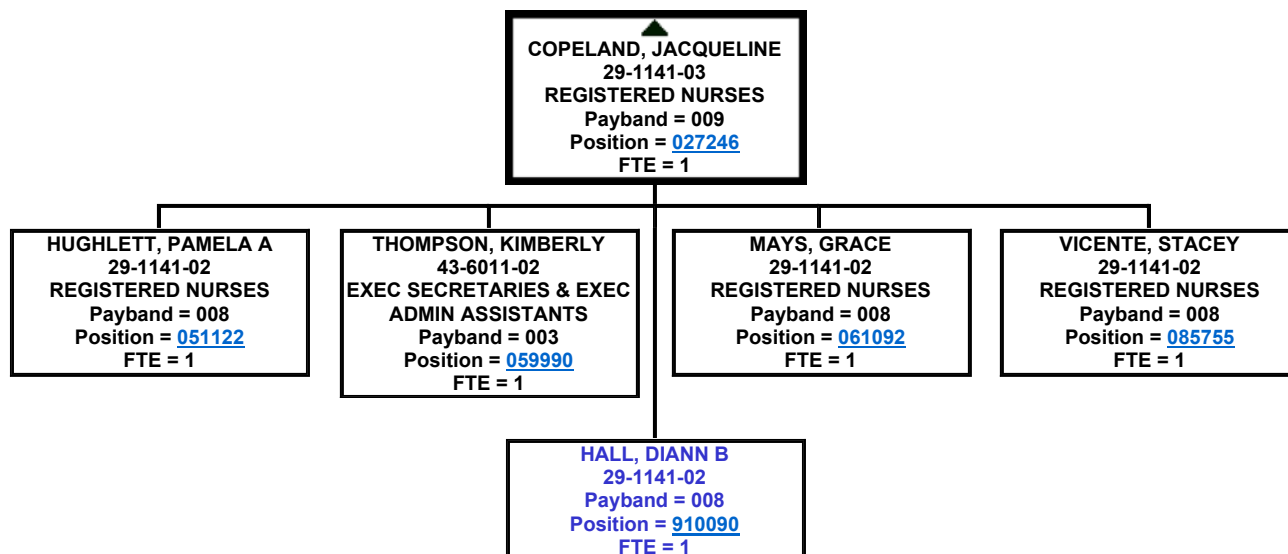
POLLARD, DAVID T  
13-1111-03  
MANAGEMENT ANALYSTS  
Payband = 007  
Position = [002620](#)  
FTE = 1

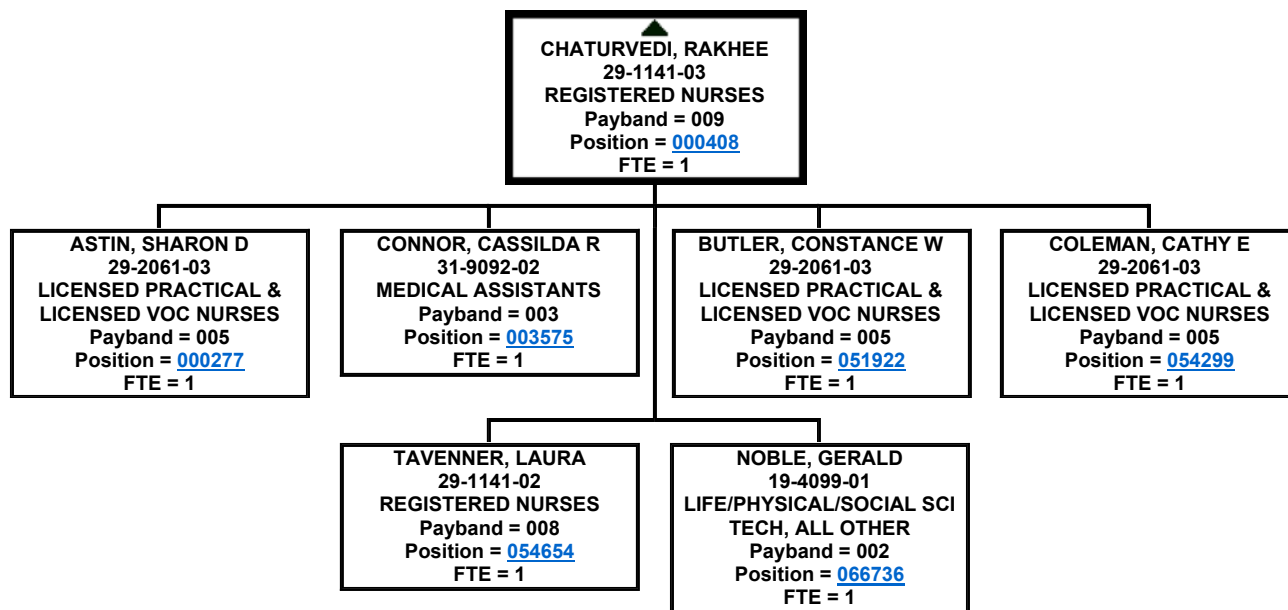
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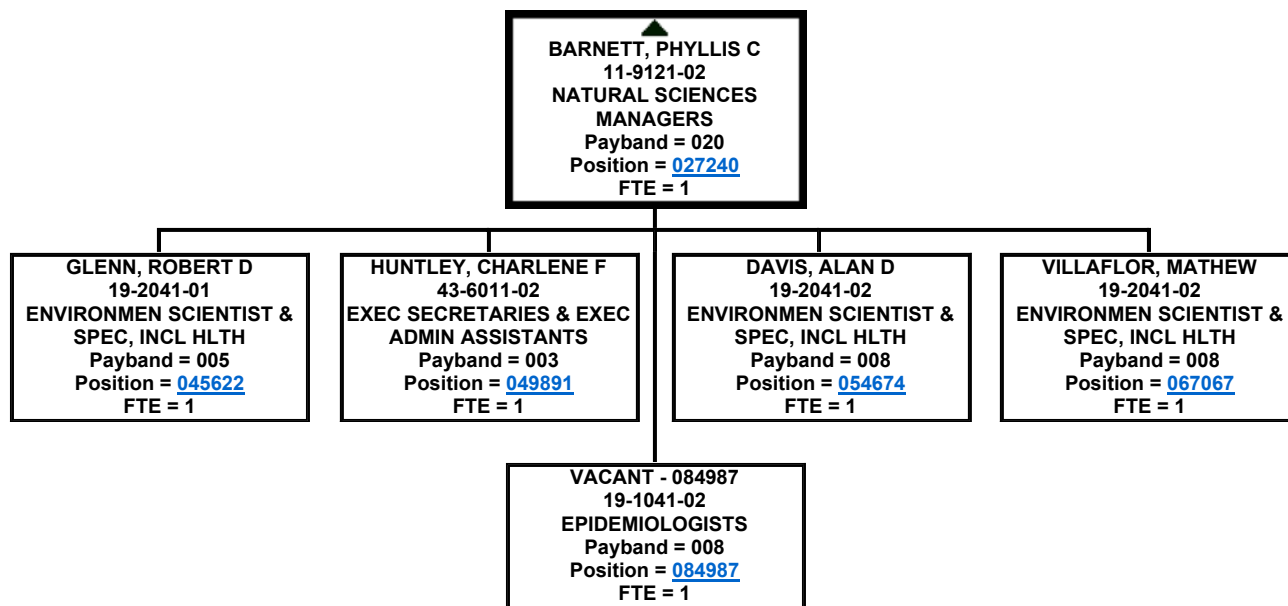








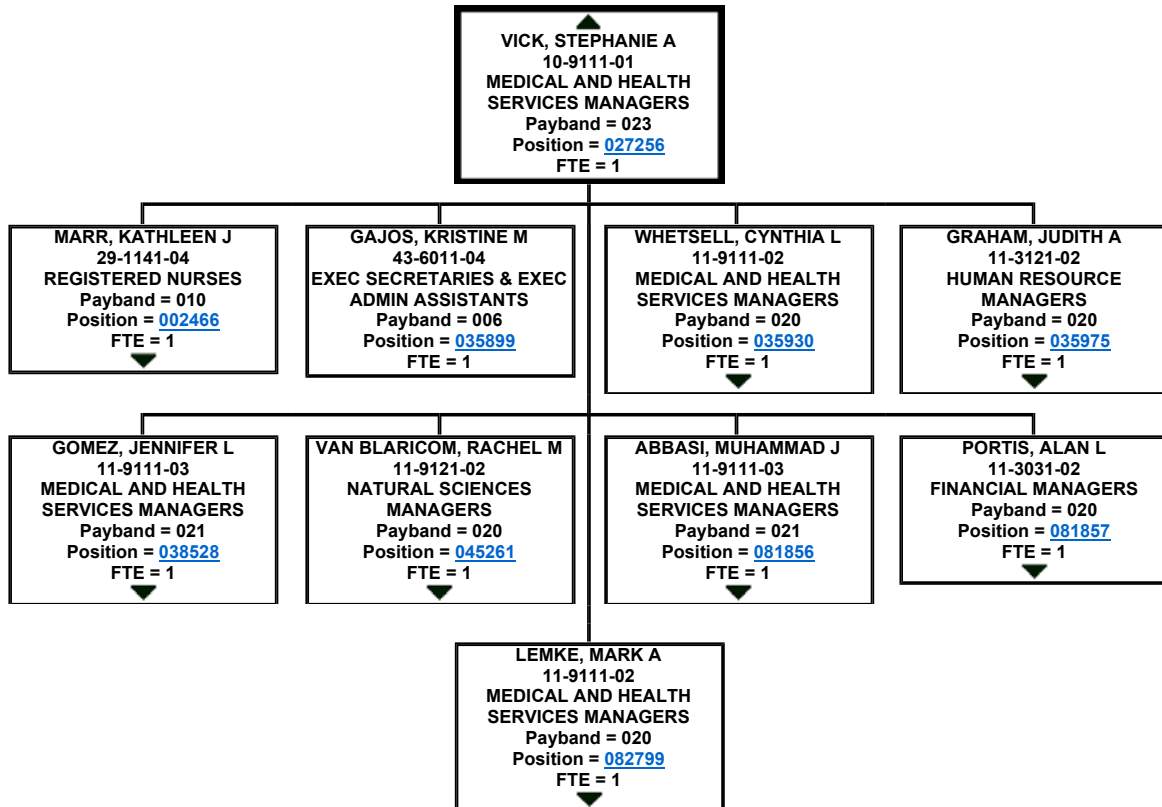


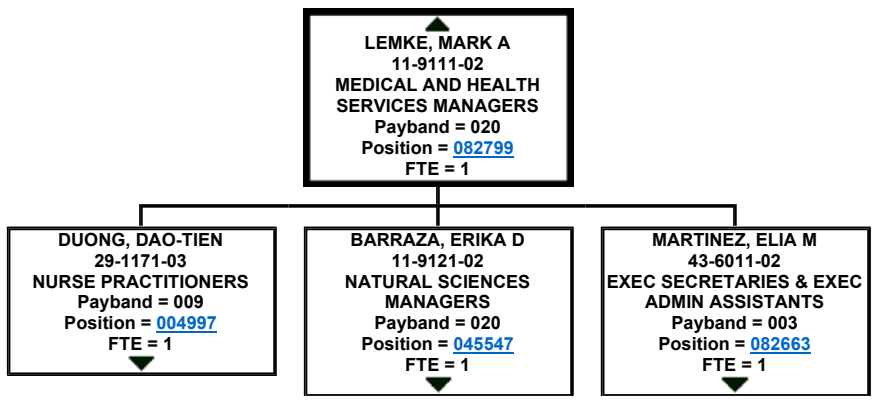


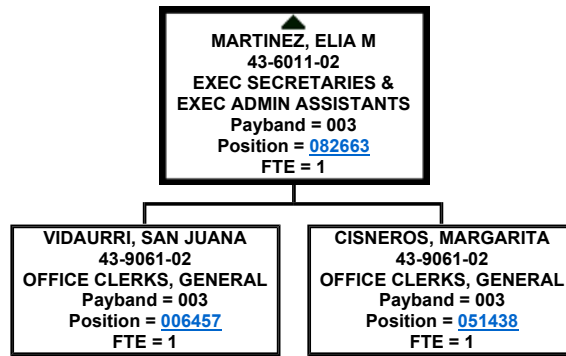
# CHD 11 - Collier County Health Department

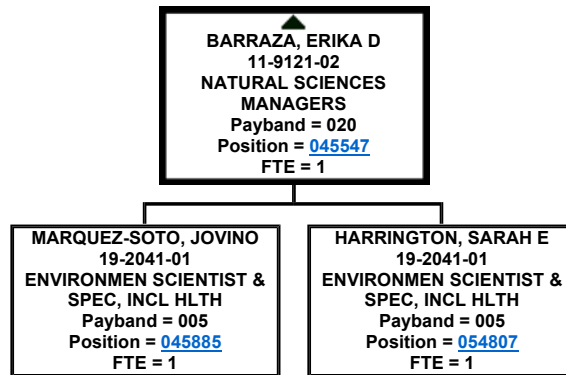
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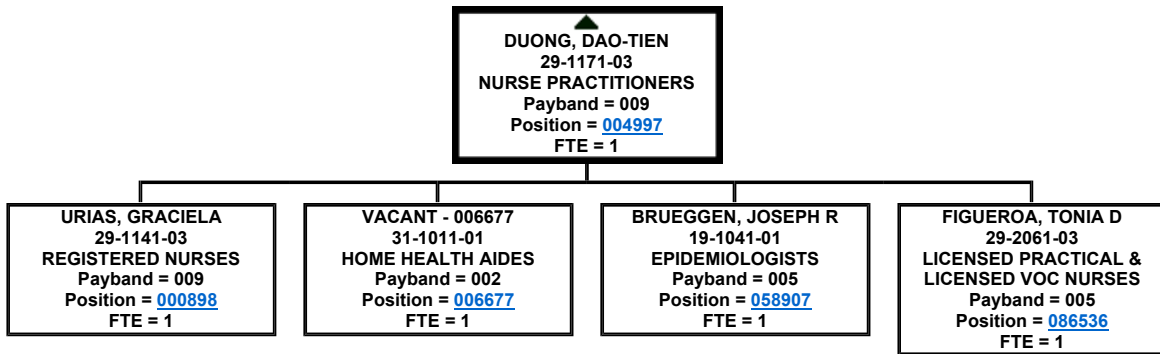
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

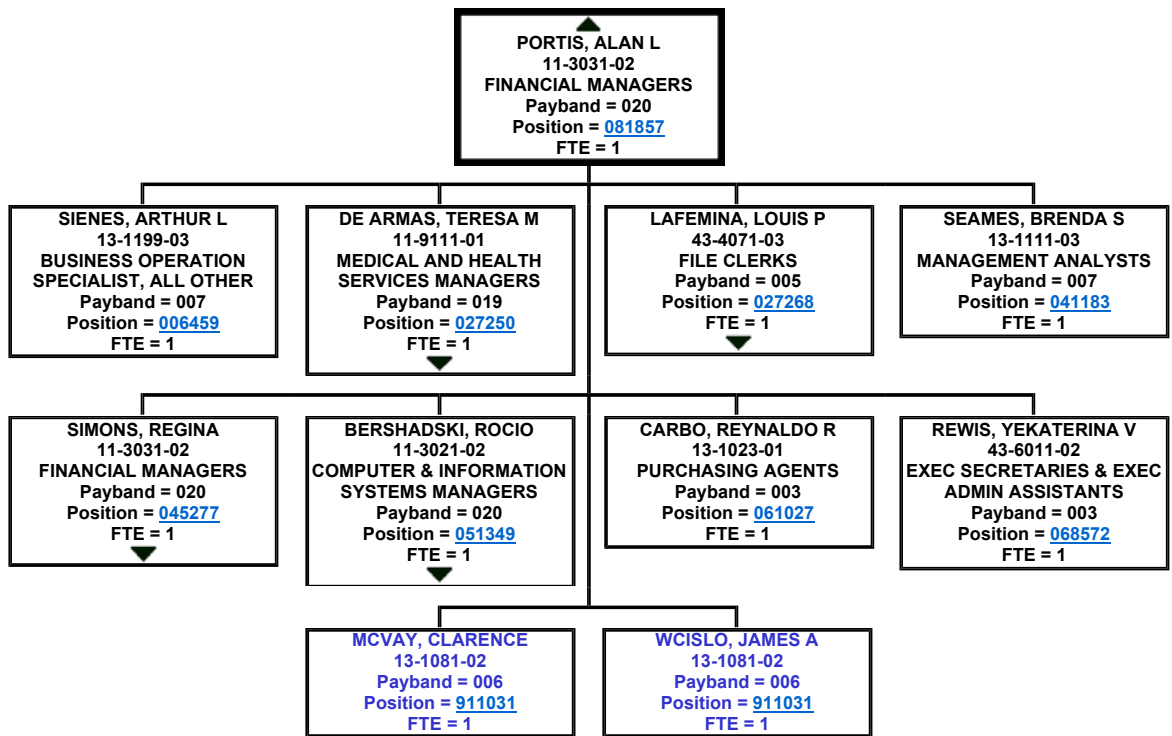


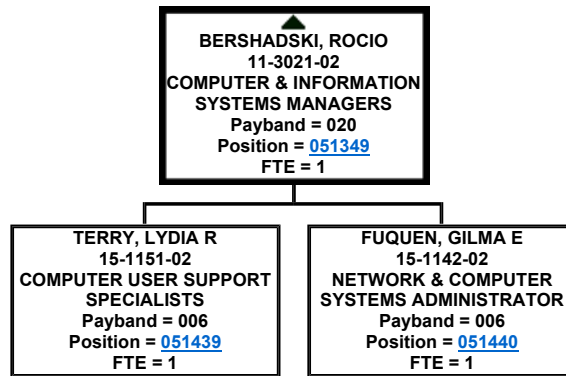




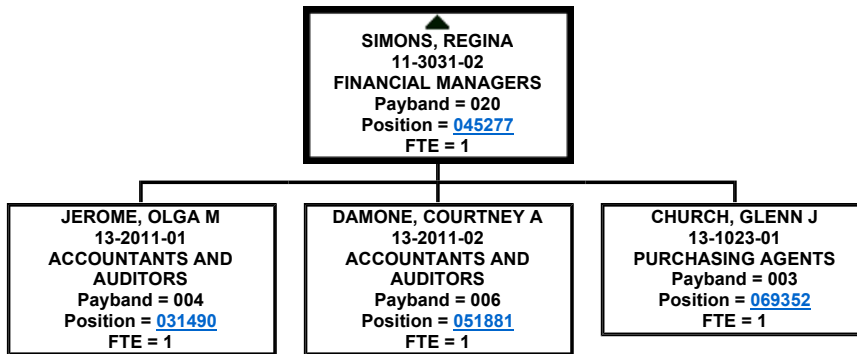


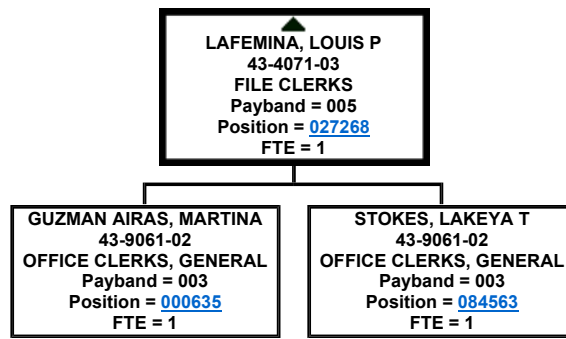


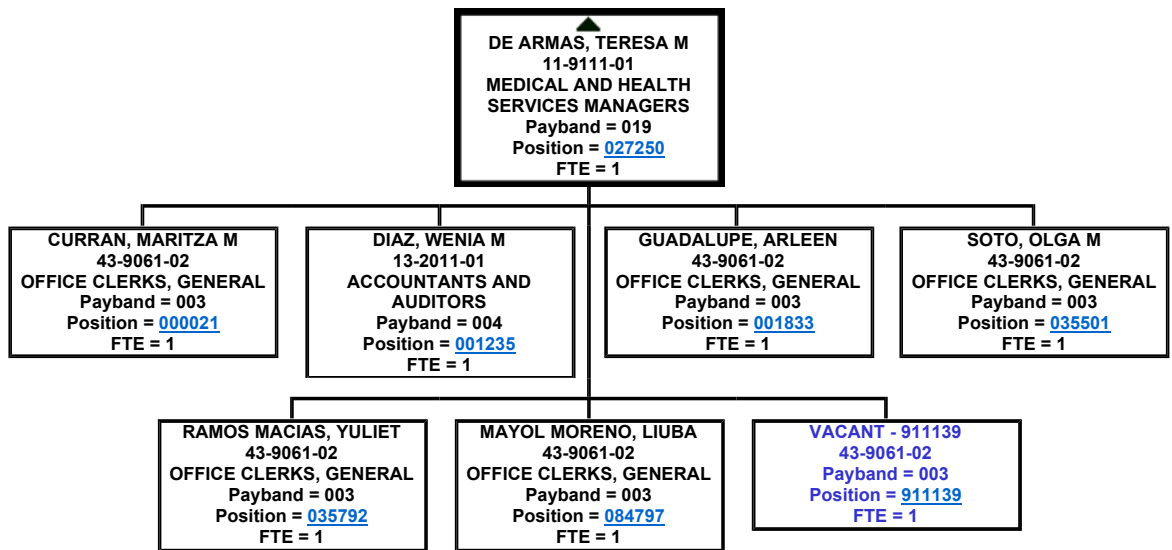


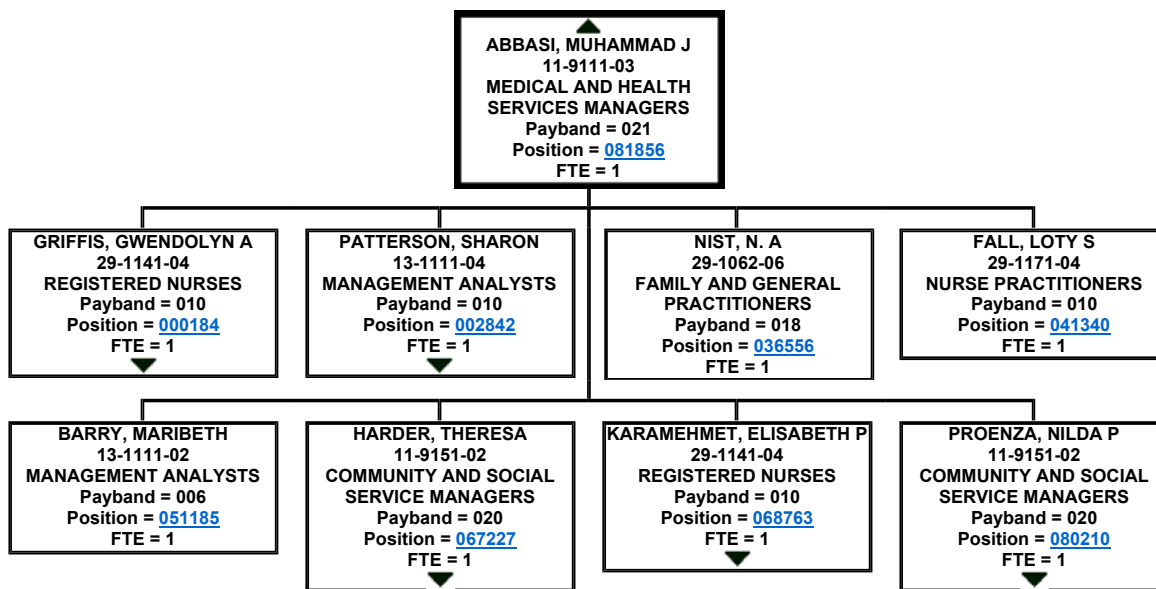


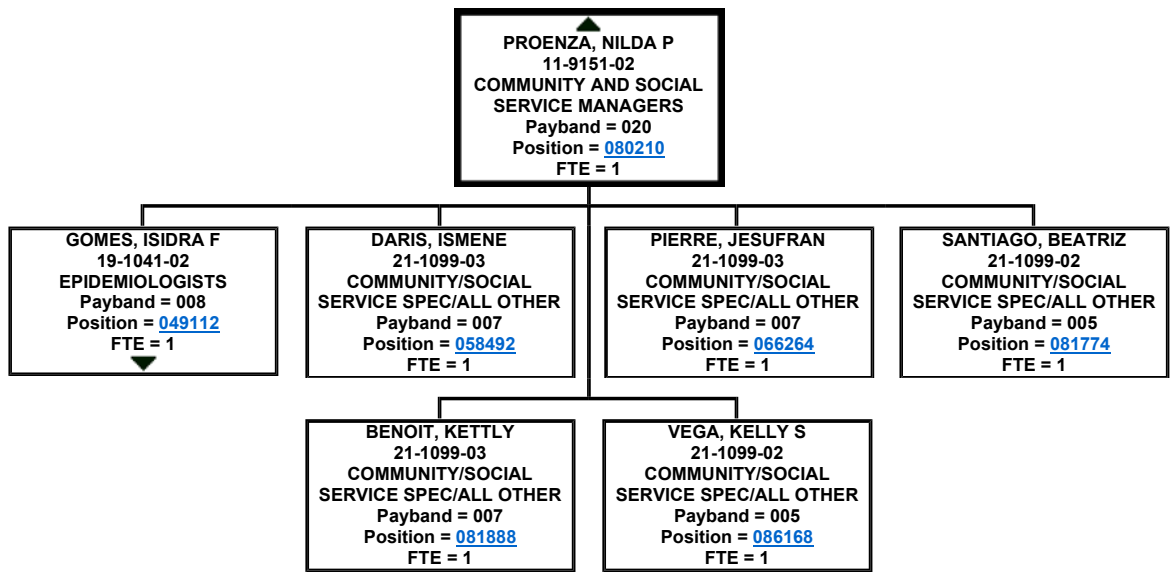


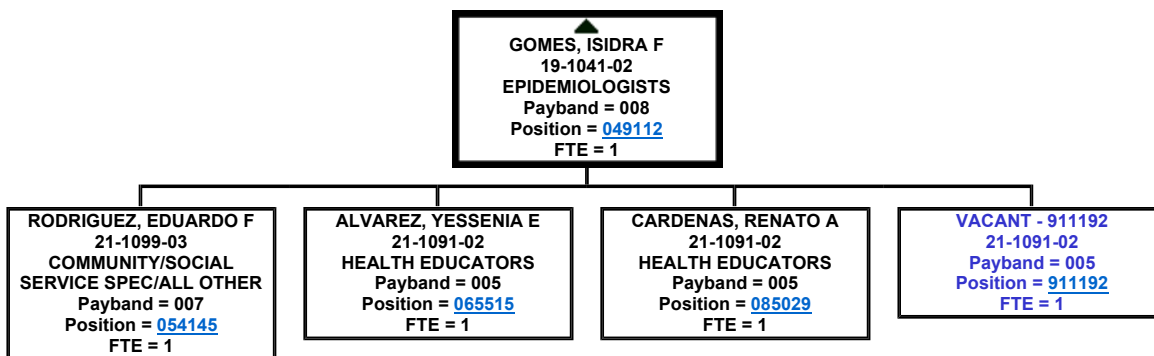


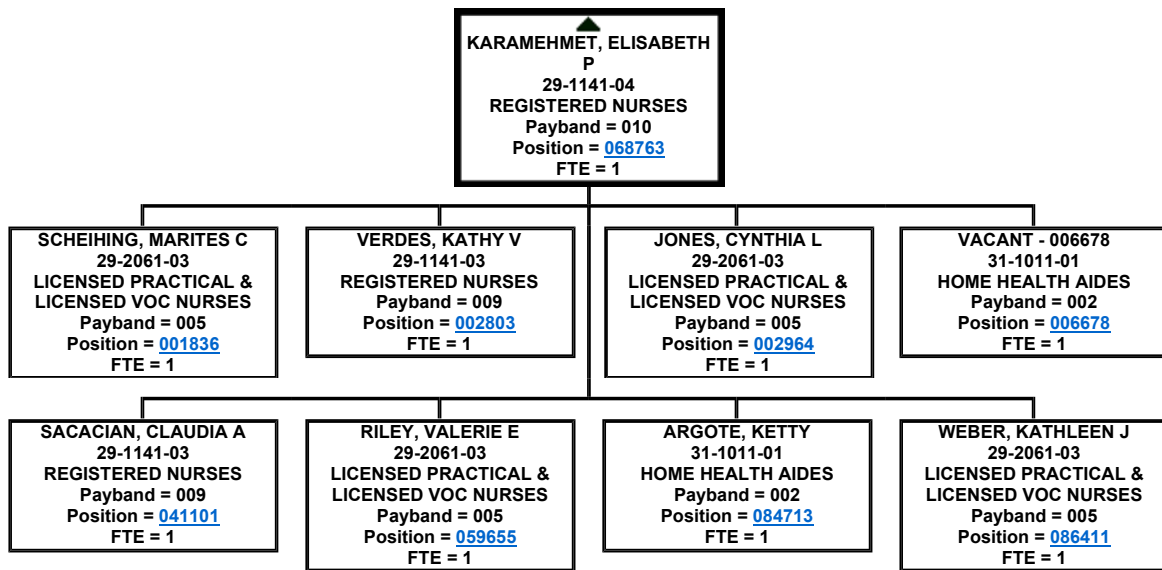


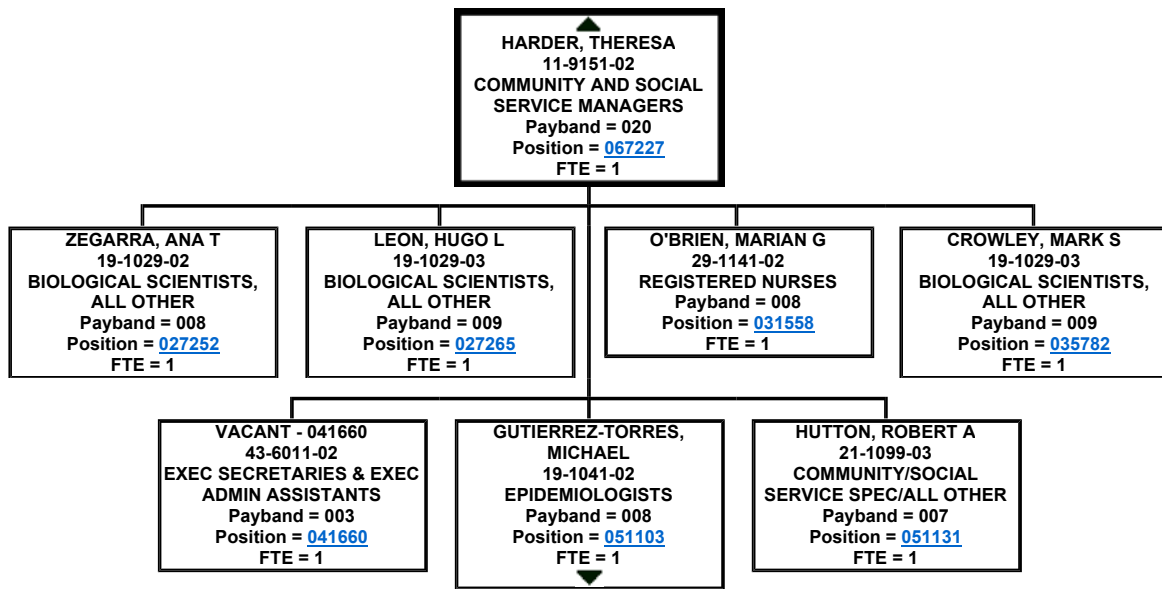




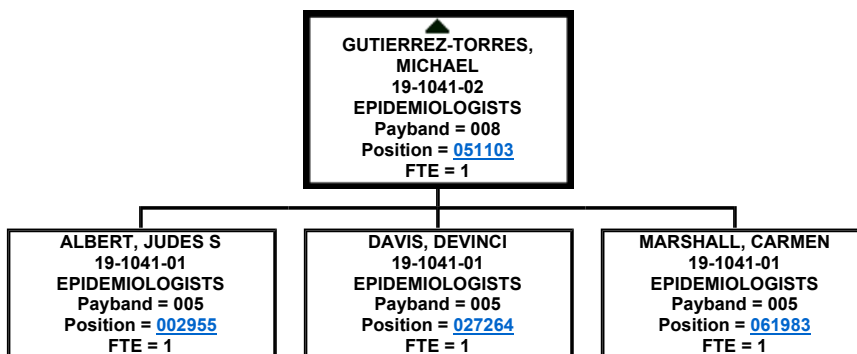


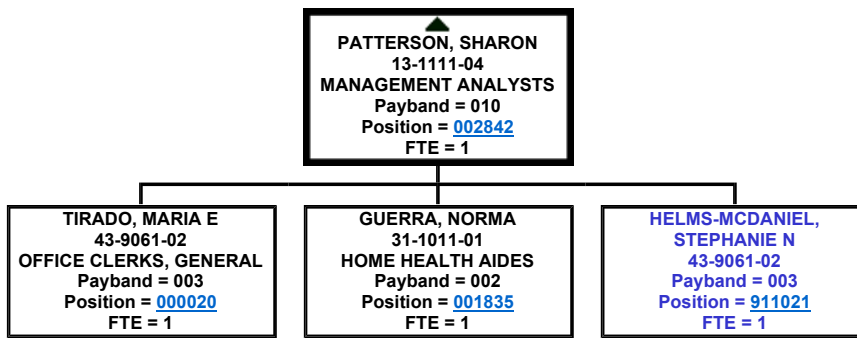


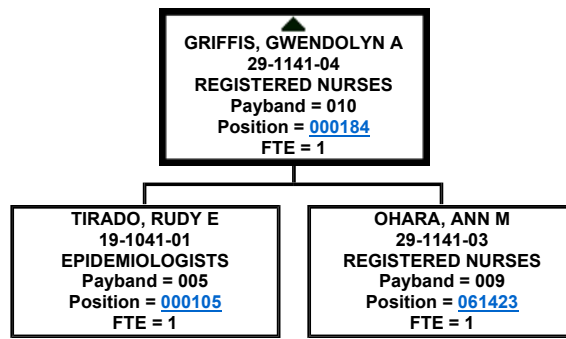


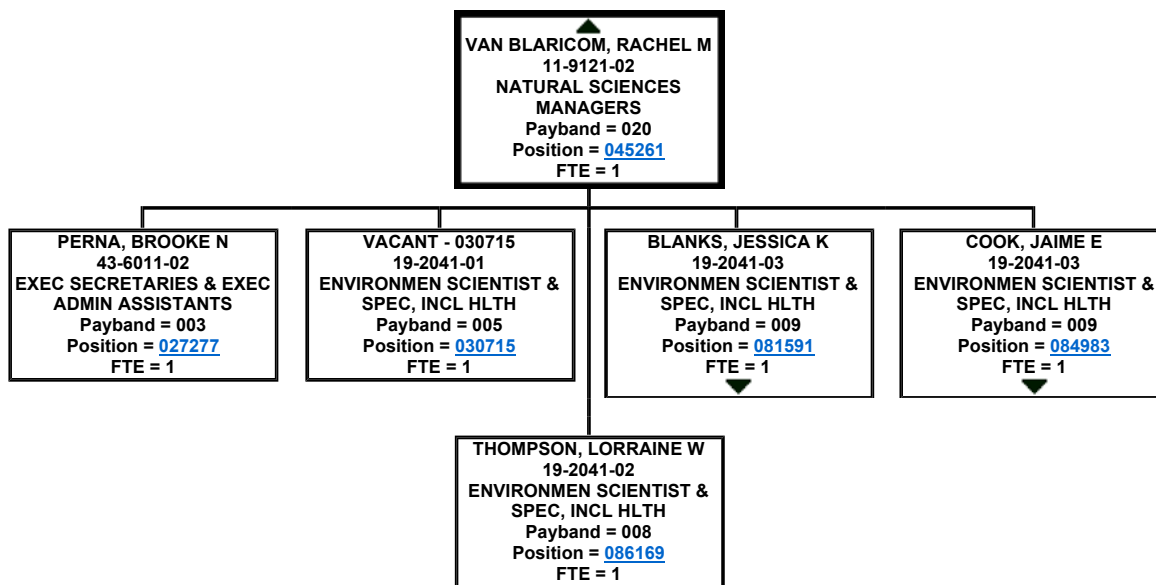


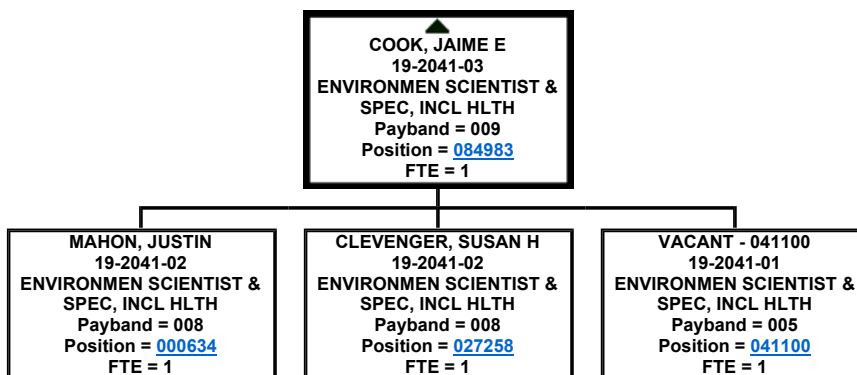


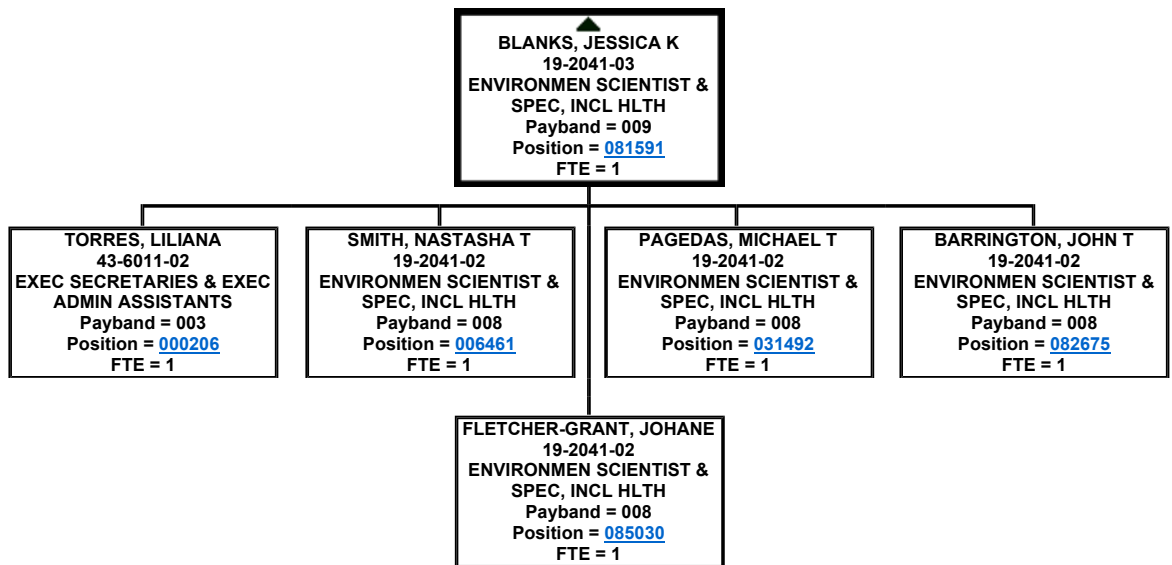


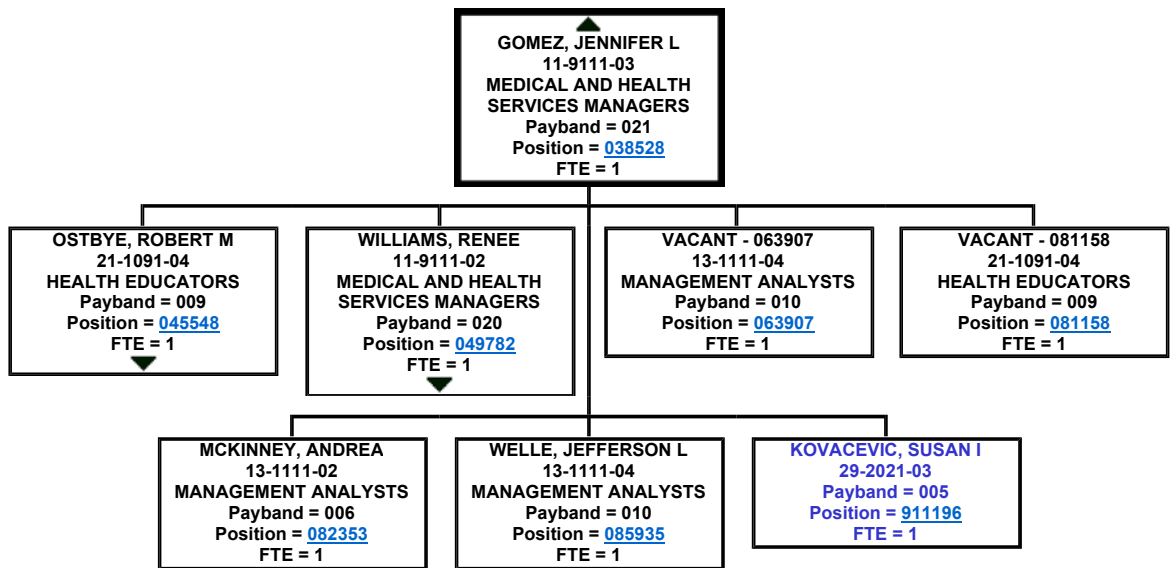


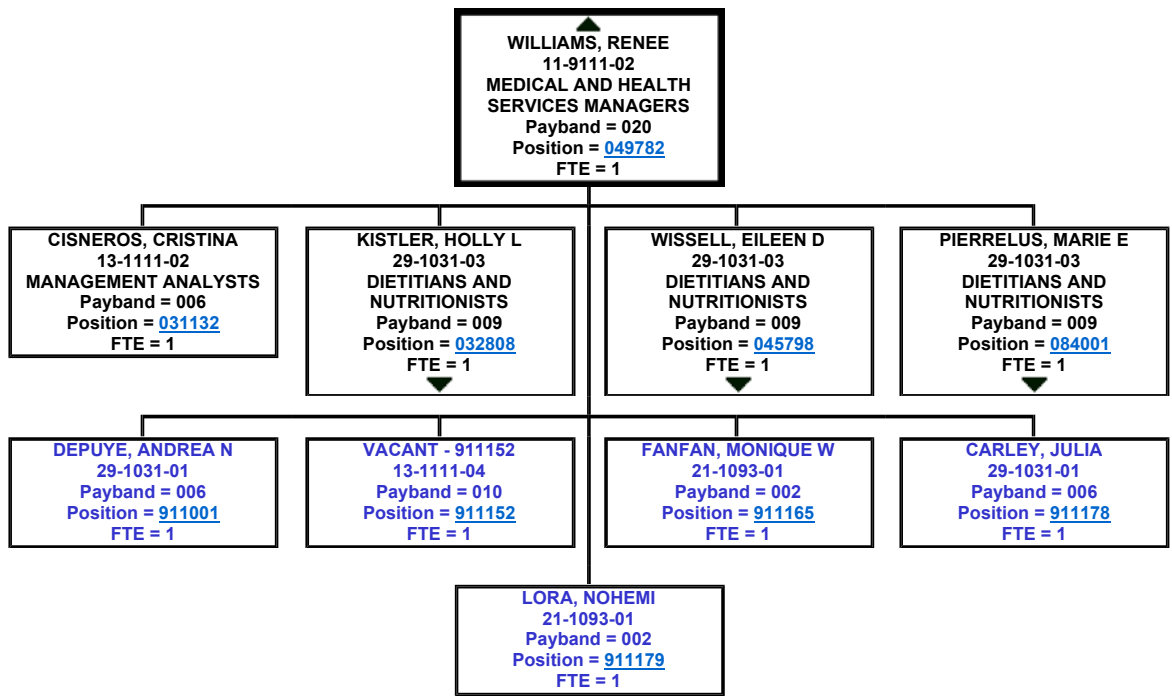




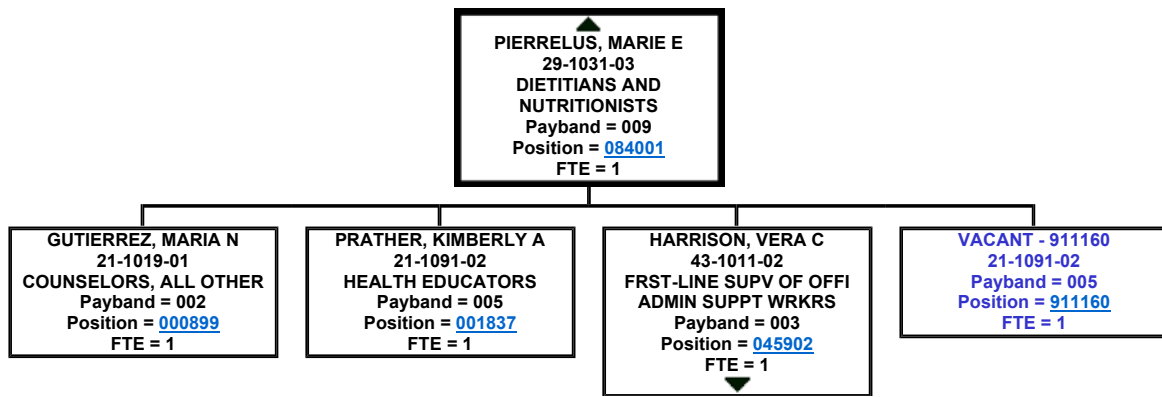


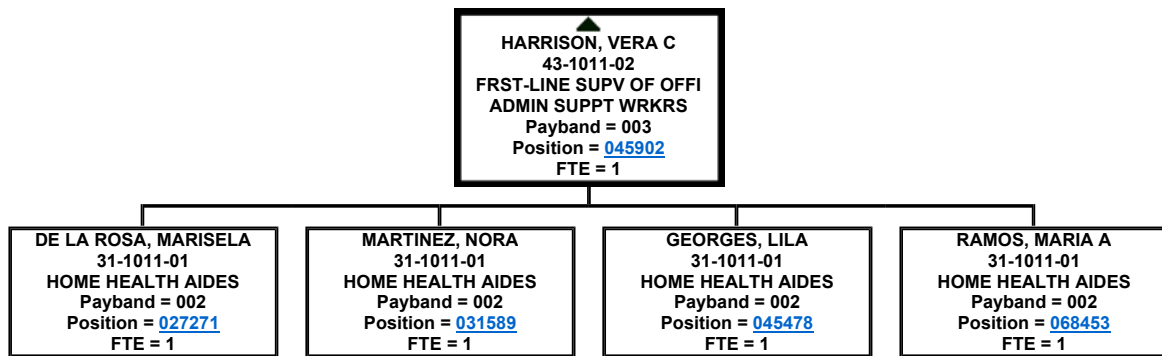


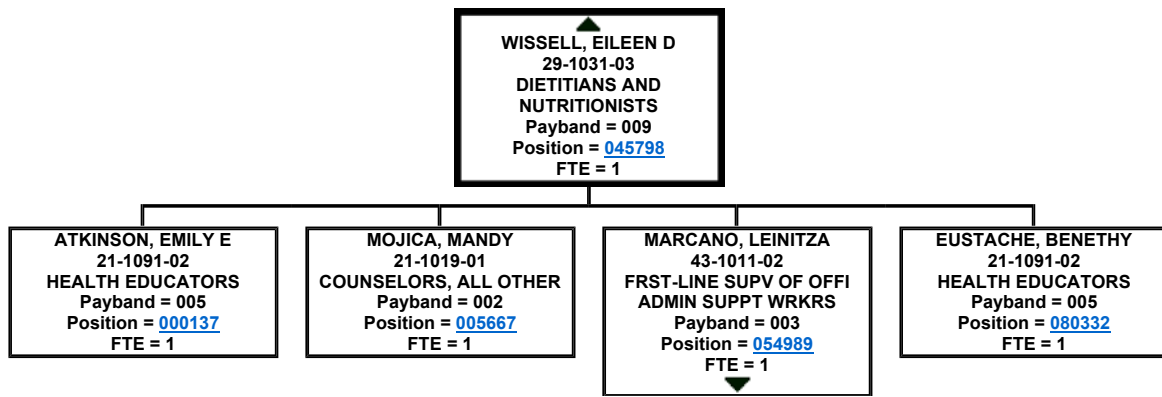


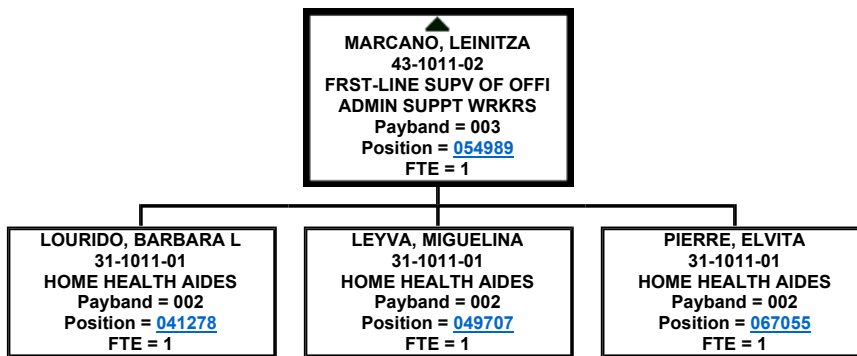


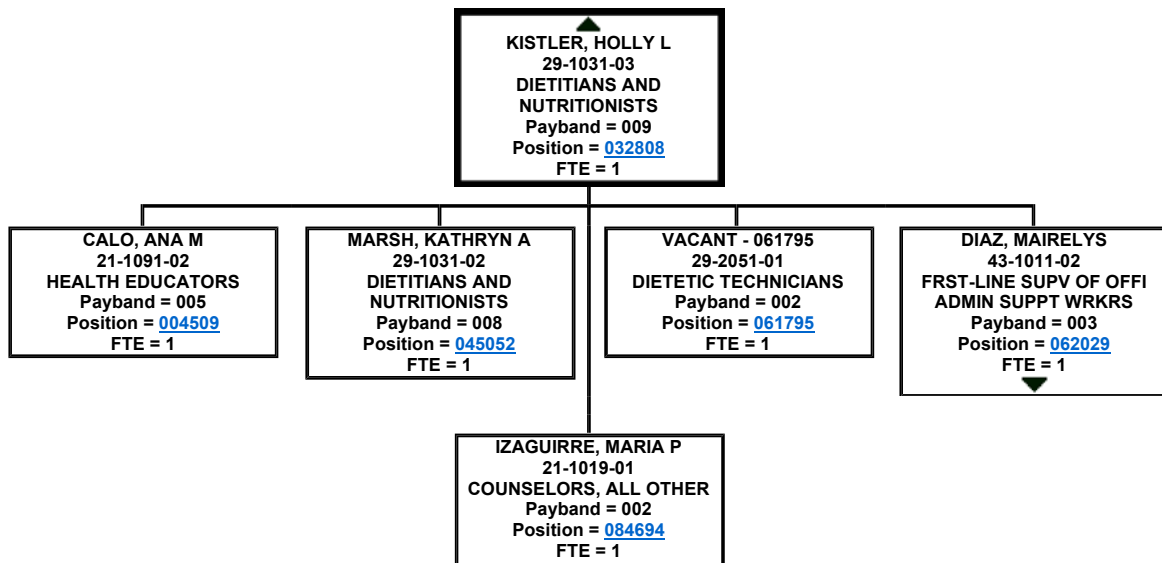


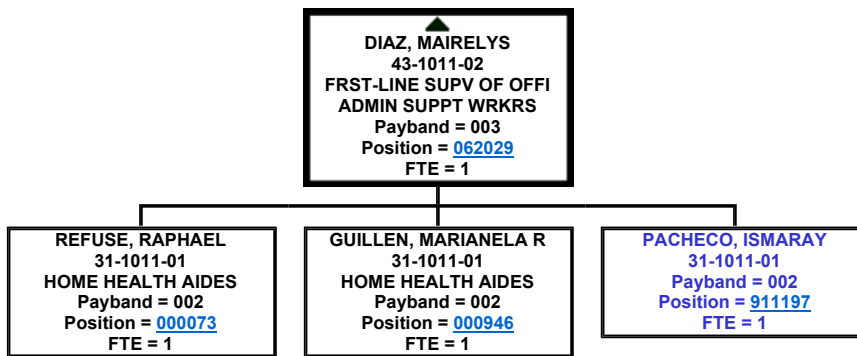


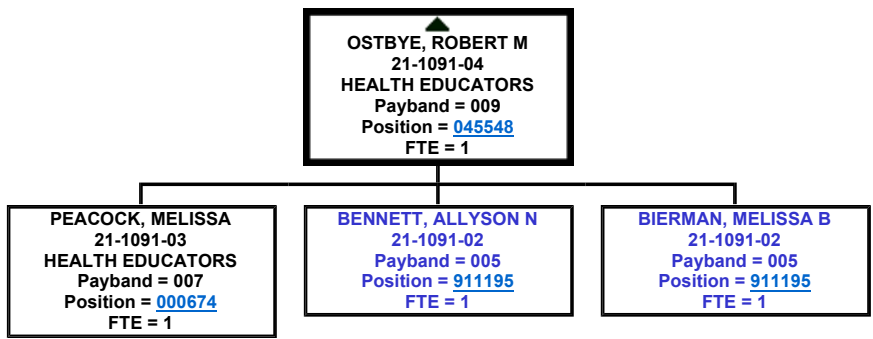


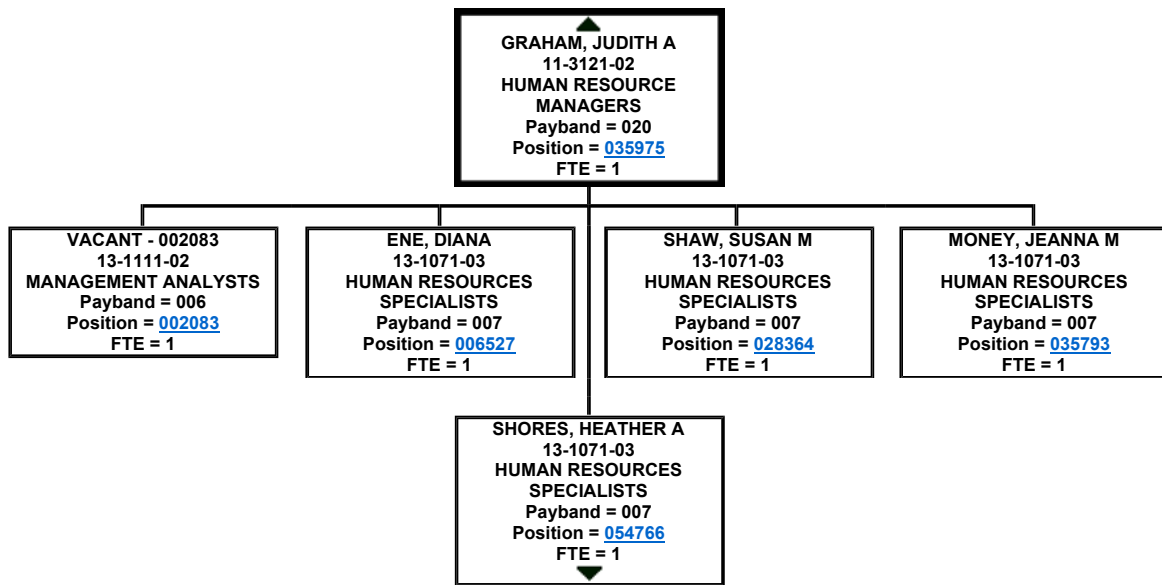










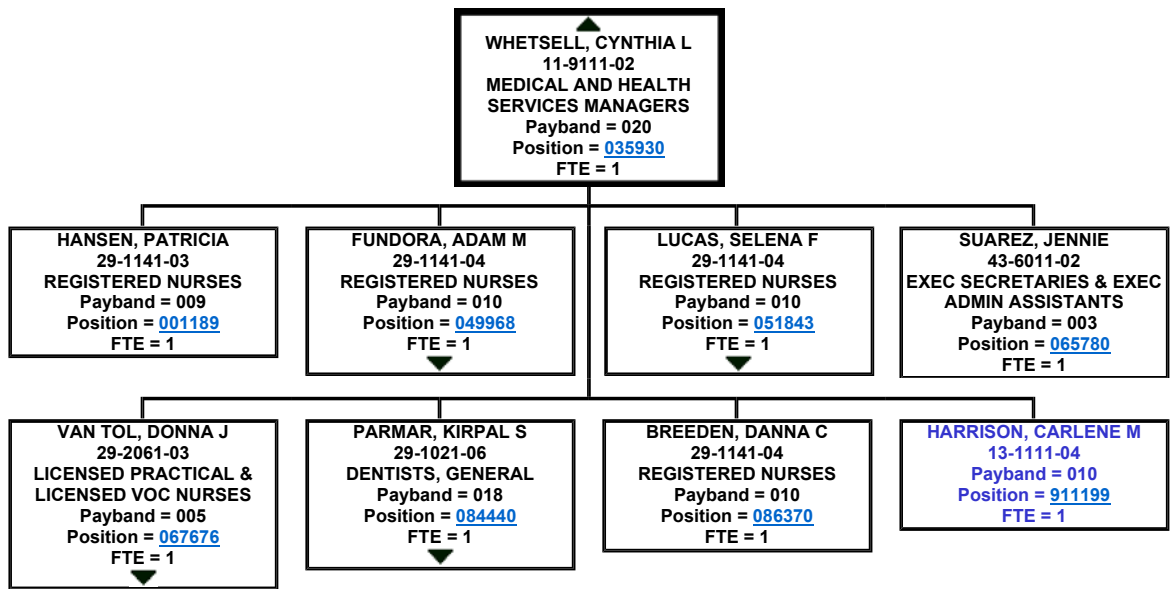


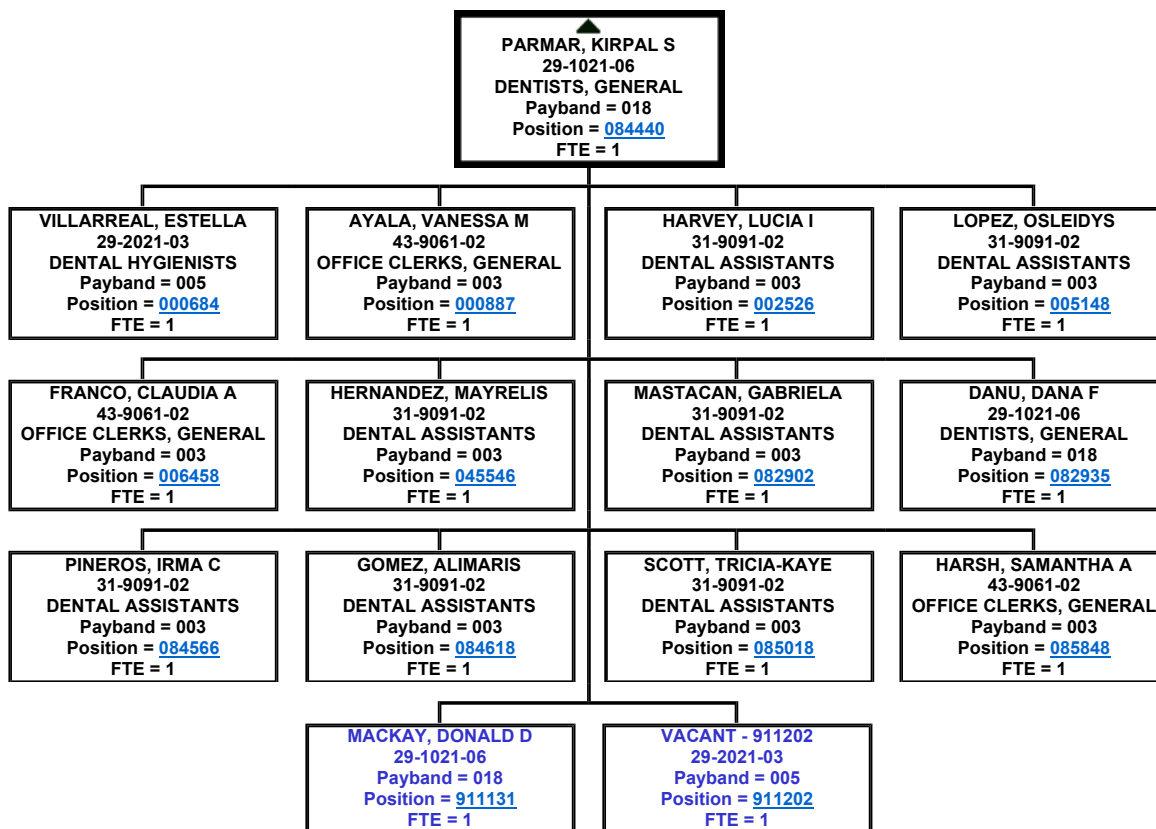


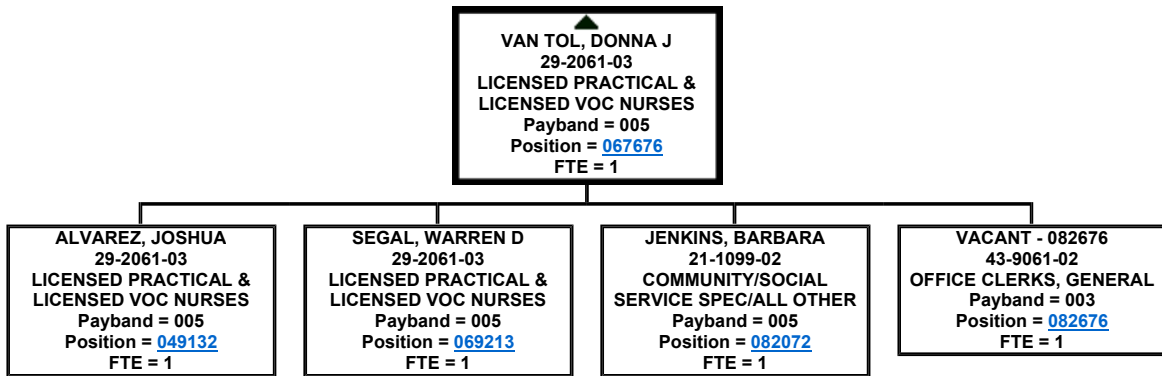
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HUMAN RESOURCES  
SPECIALISTS  
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FTE = 1

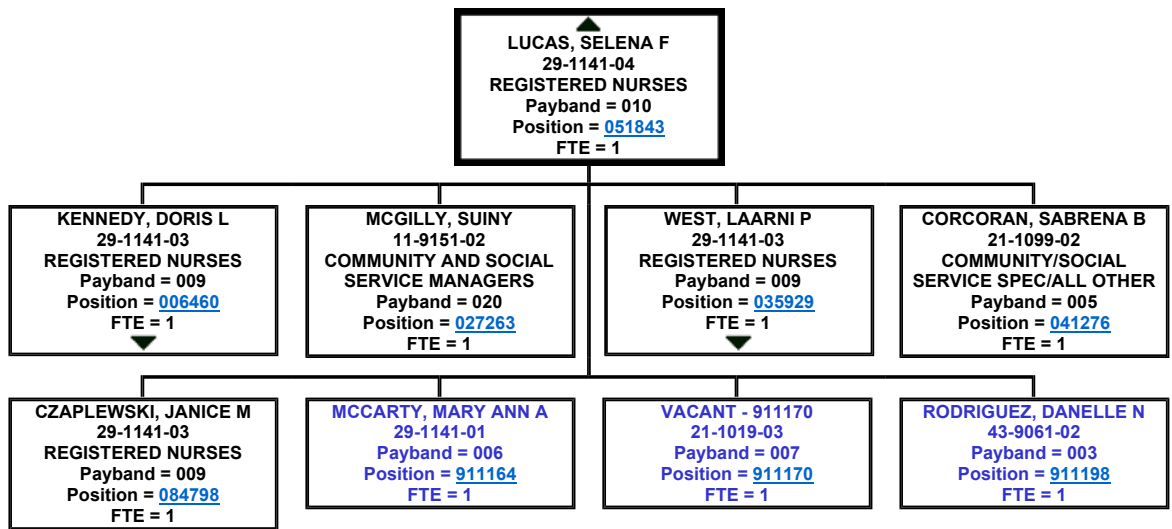
SORIANO, LYDIA U  
43-9061-02  
Payband = 003  
Position = [911201](#)  
FTE = 1

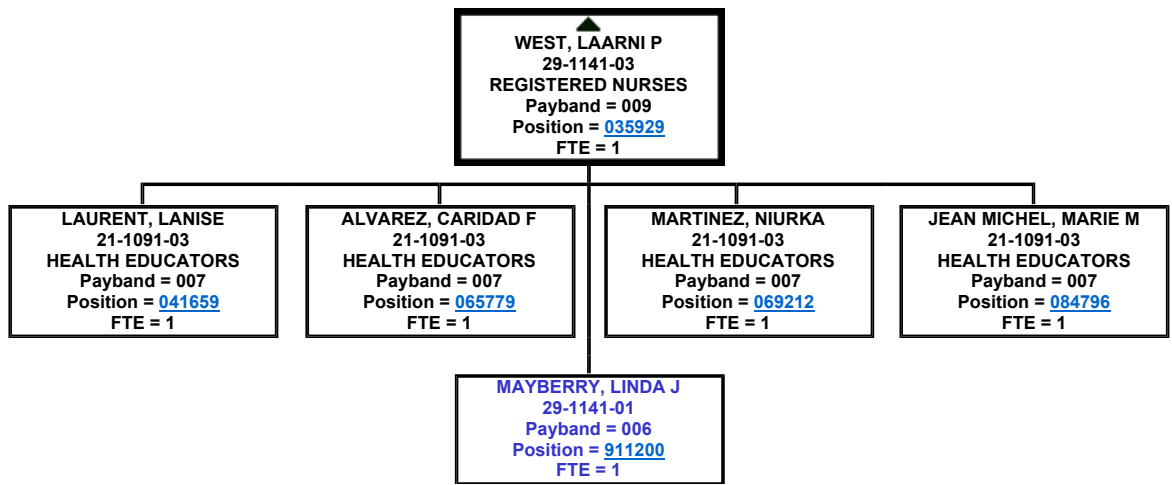
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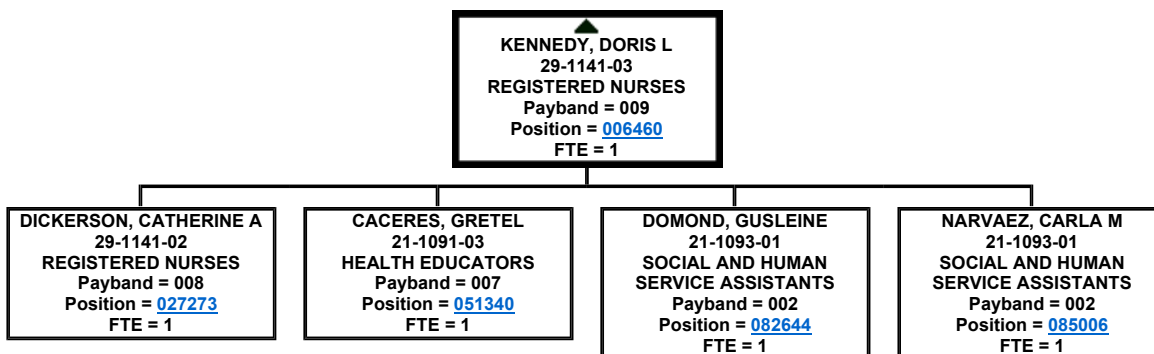


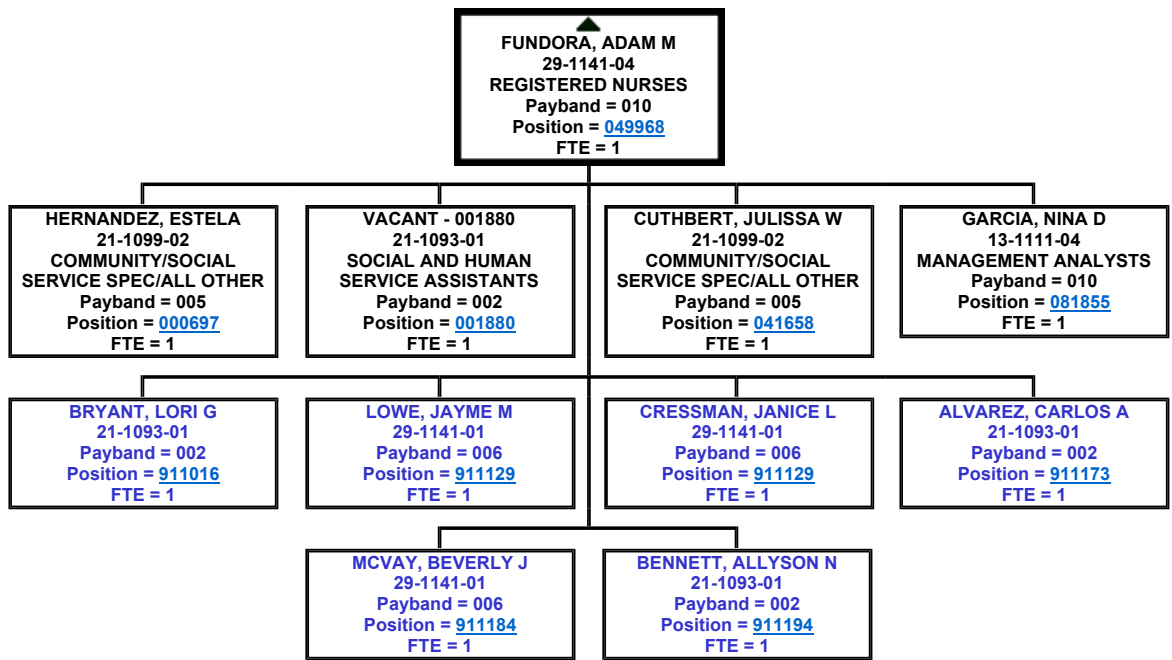




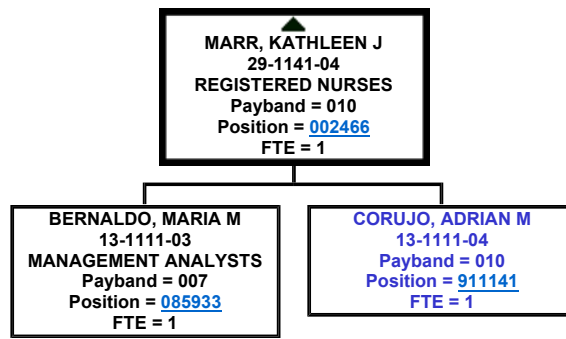








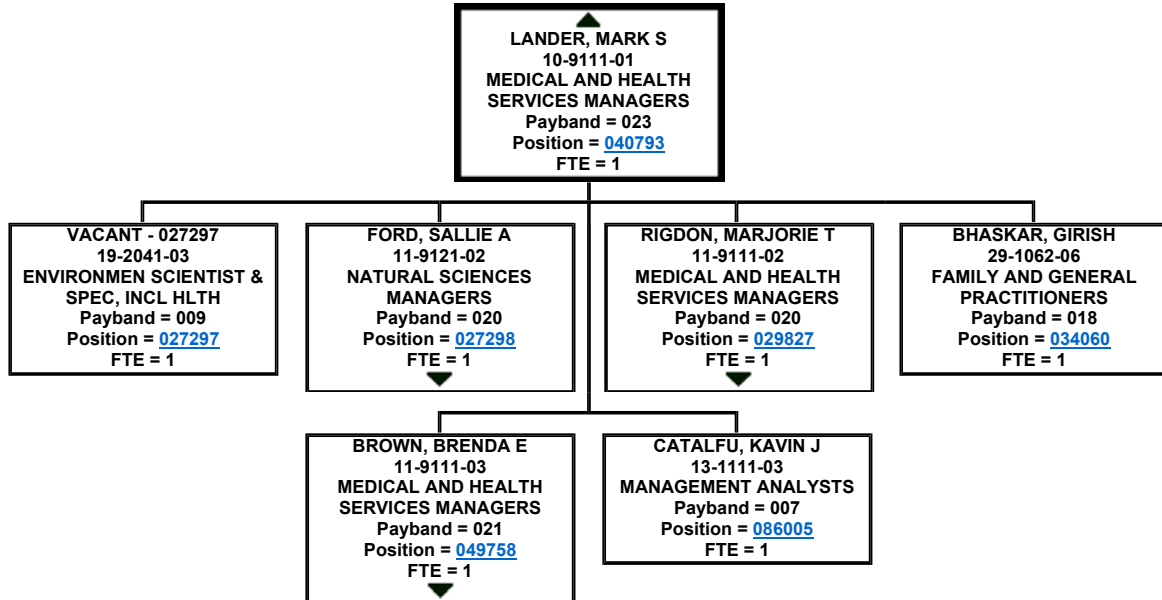


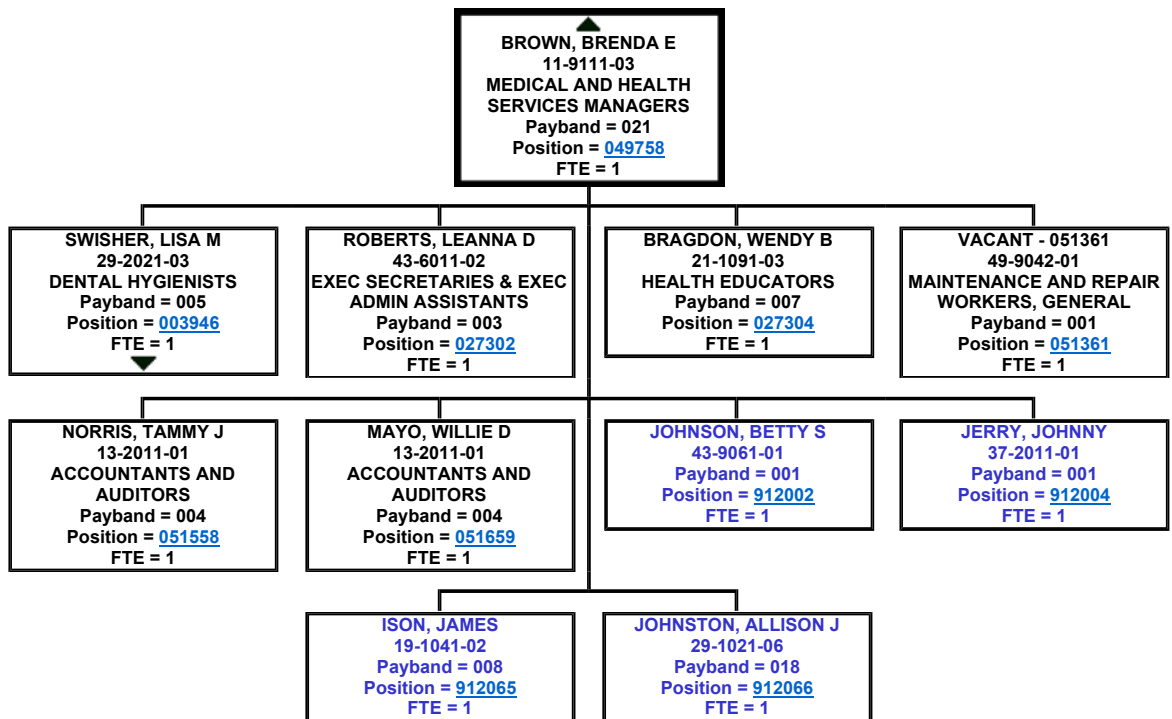


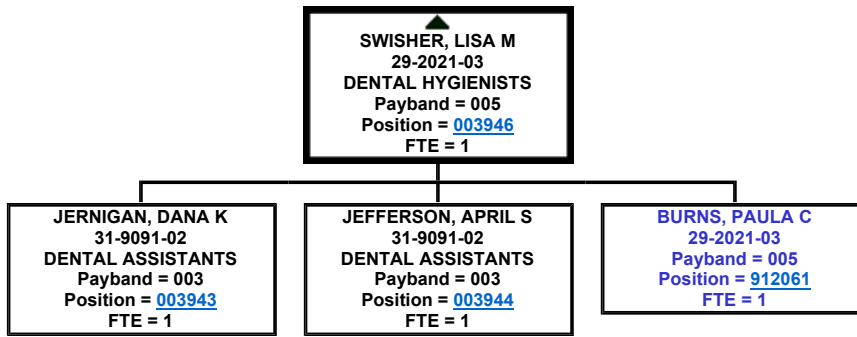
# CHD 12 - Columbia County Health Department

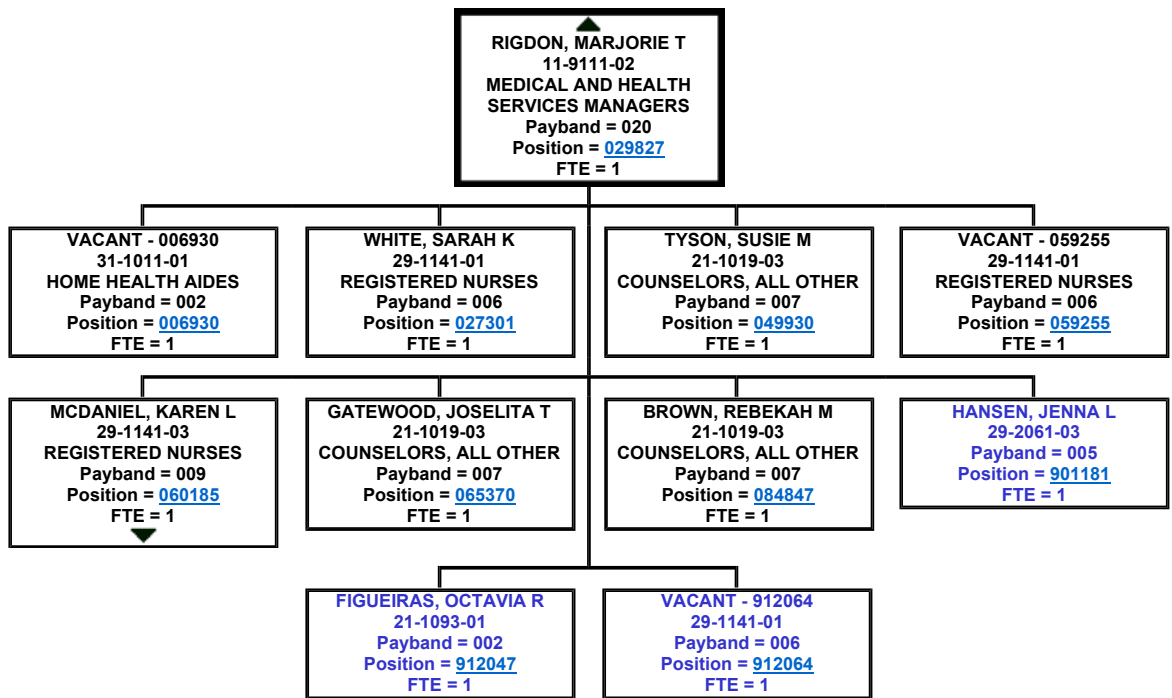
Created: 10/5/2016 10:19:00 AM

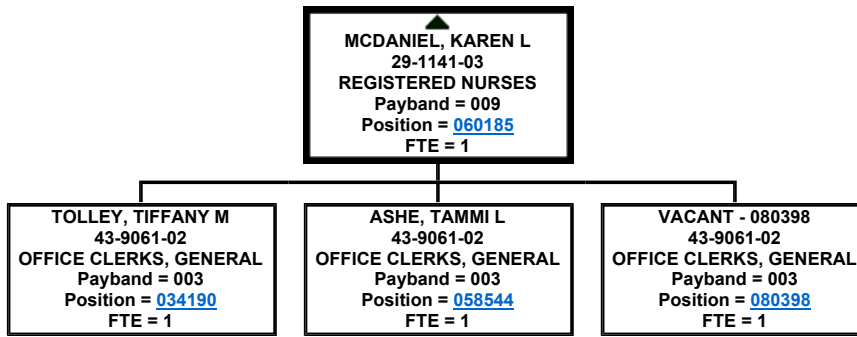
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

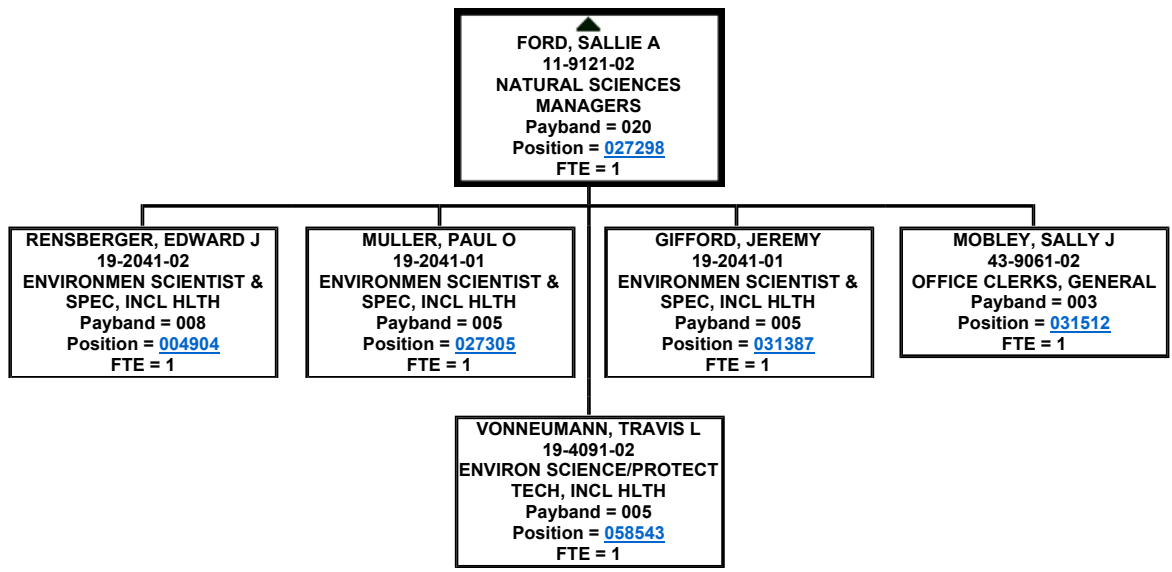








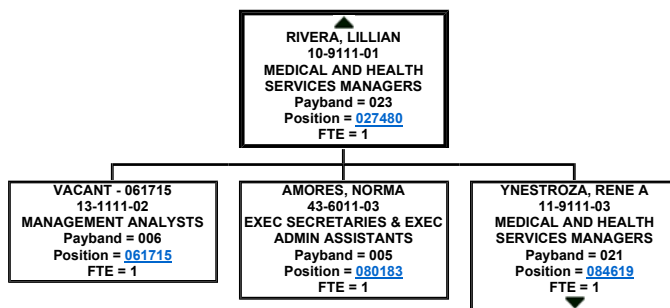




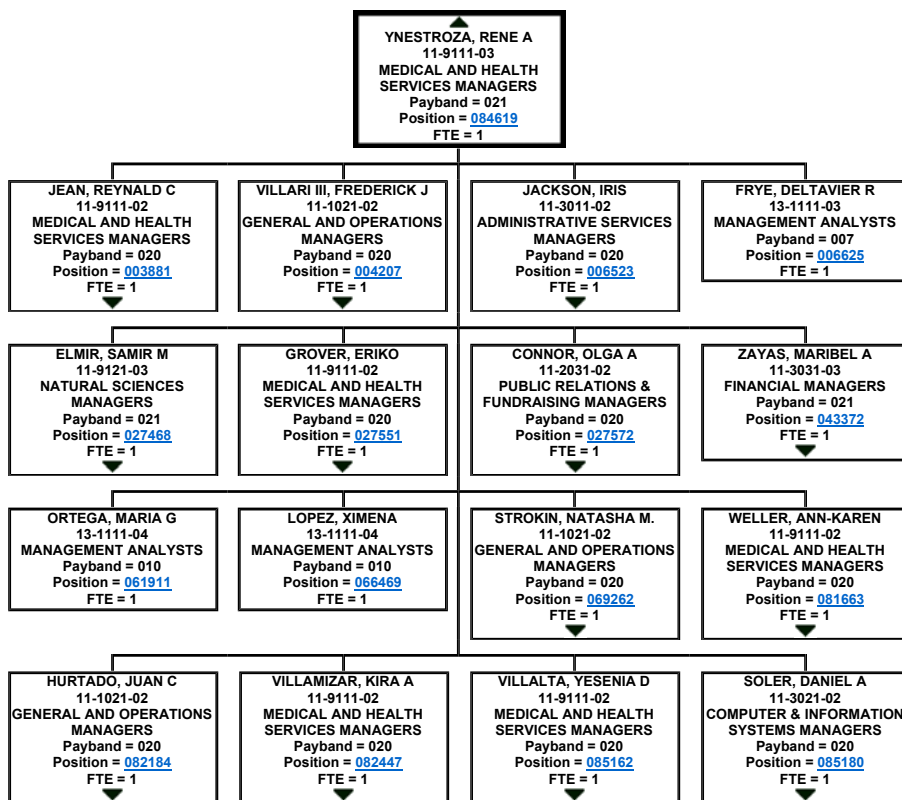
## CHD 13 - Dade County Health Department

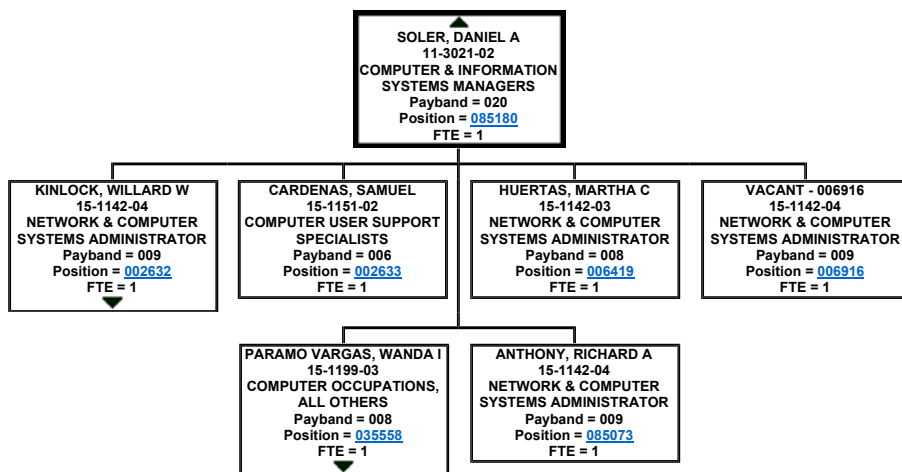
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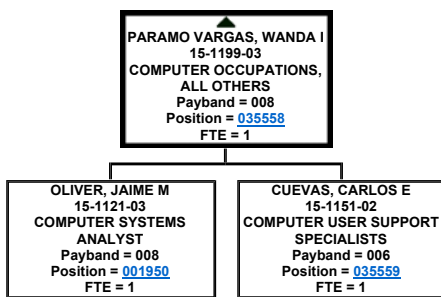
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

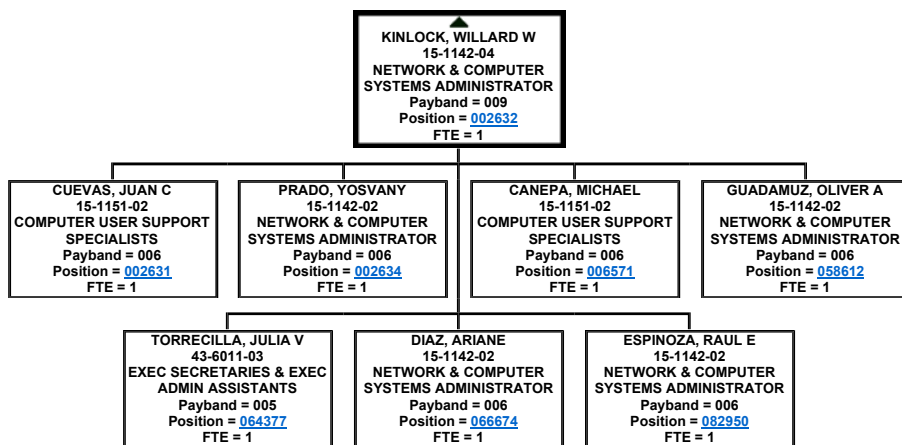


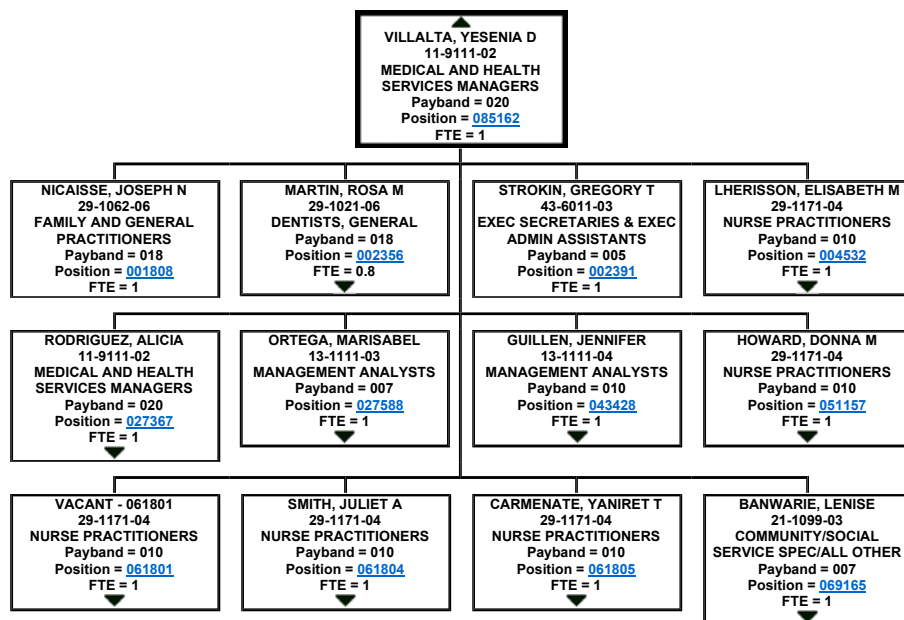


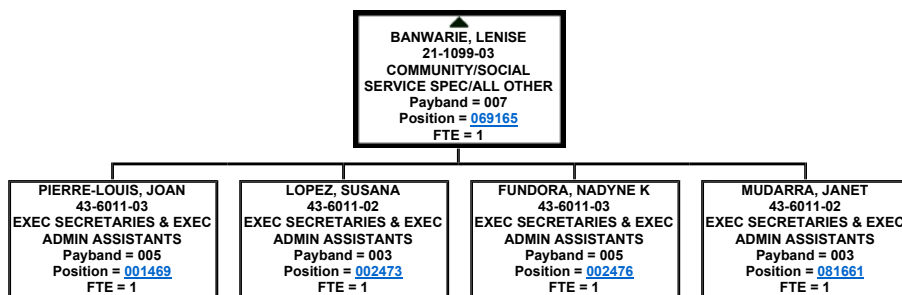


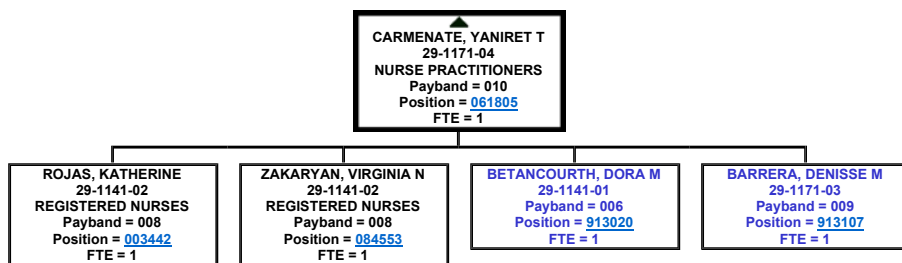


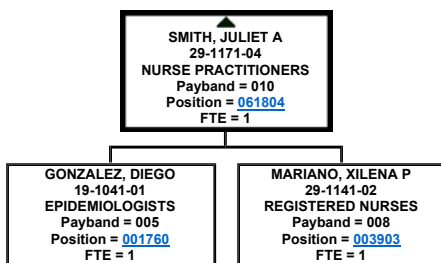




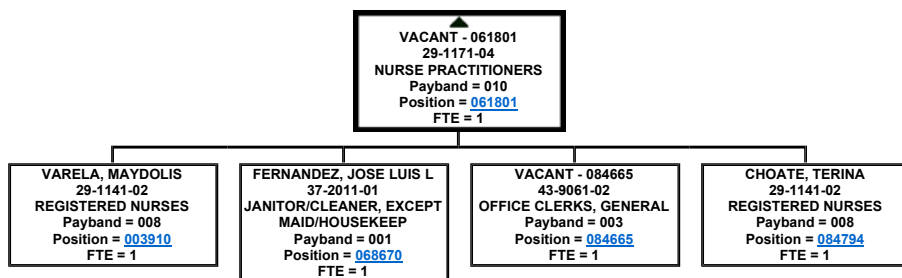


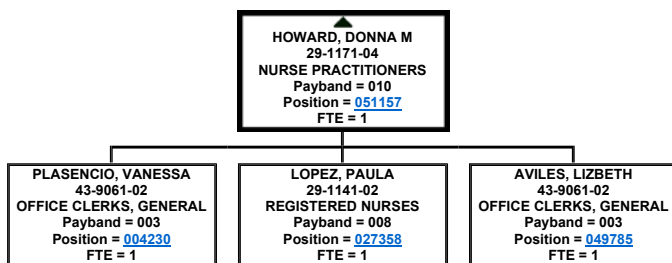


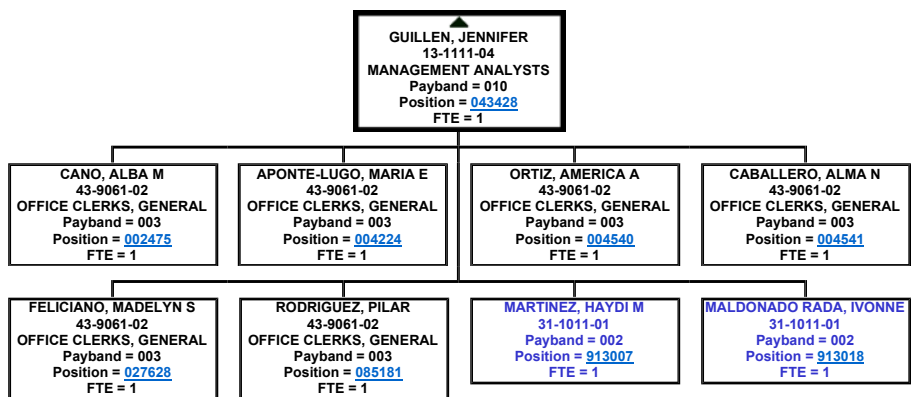


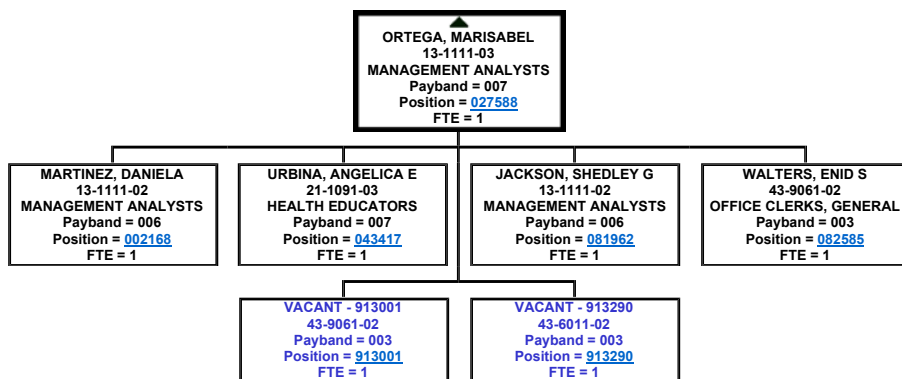


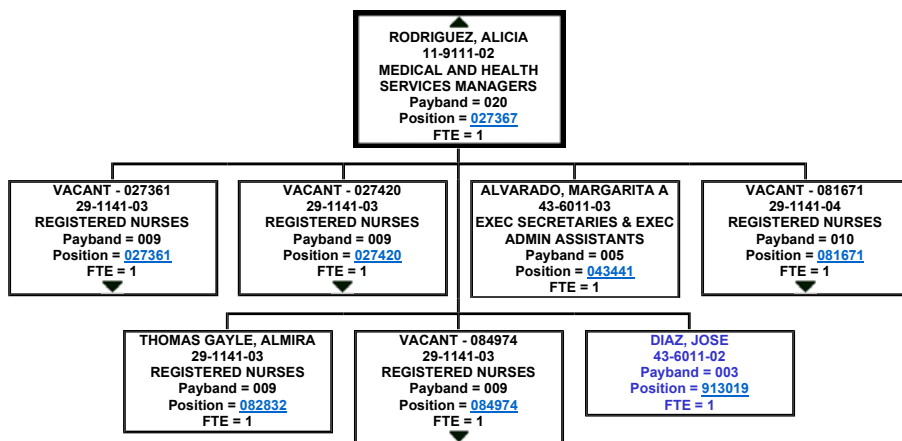


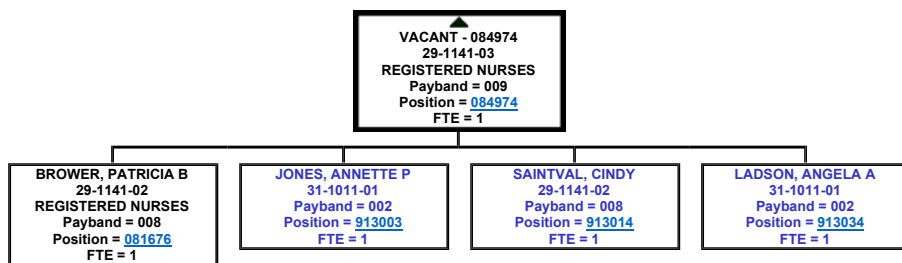


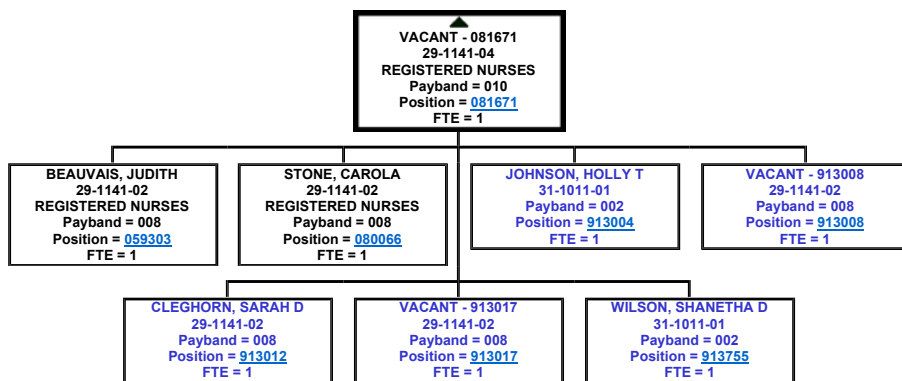


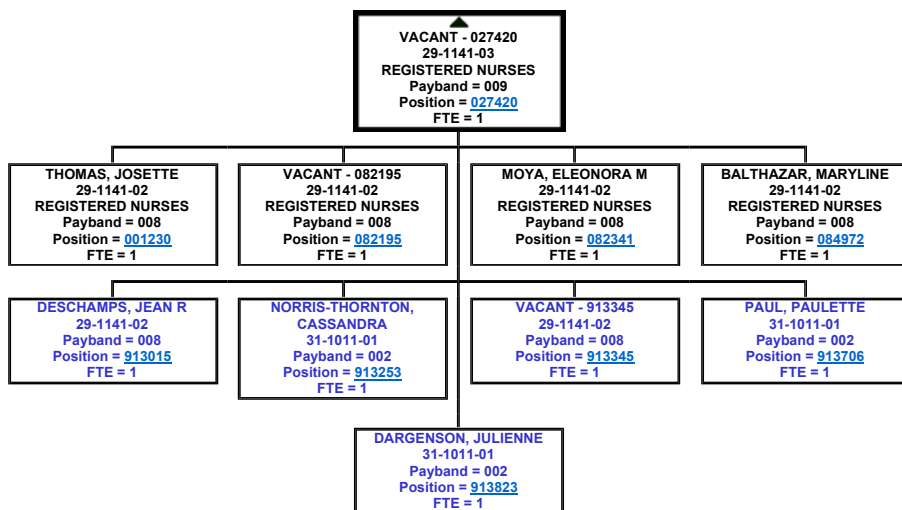




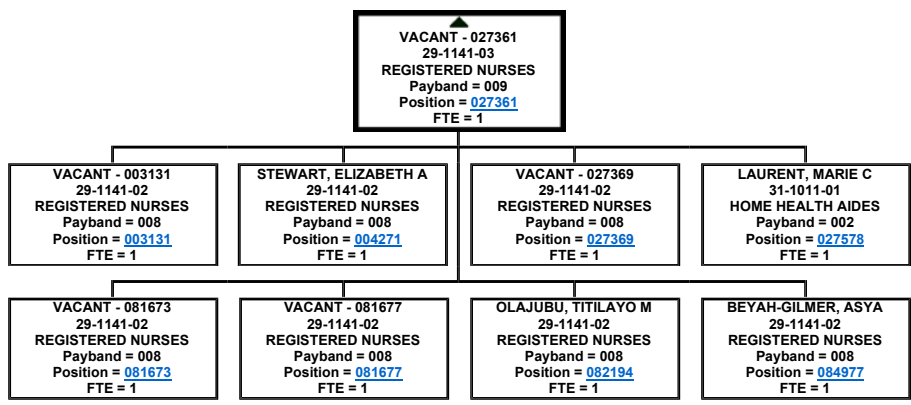


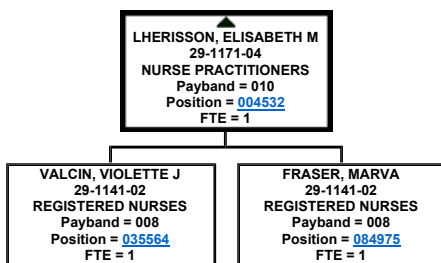


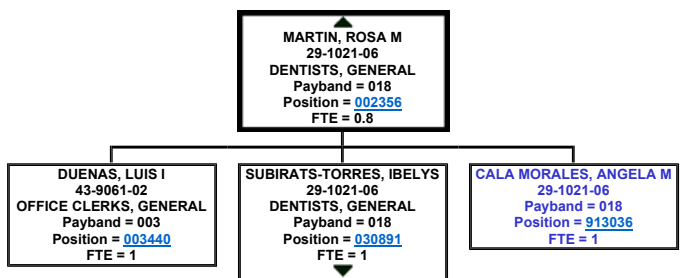


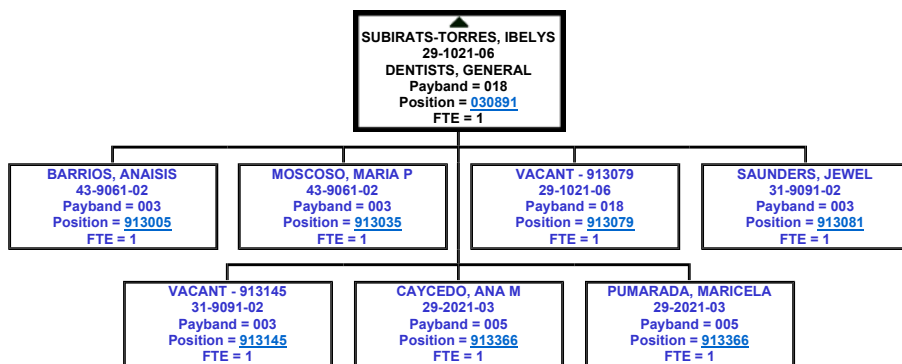


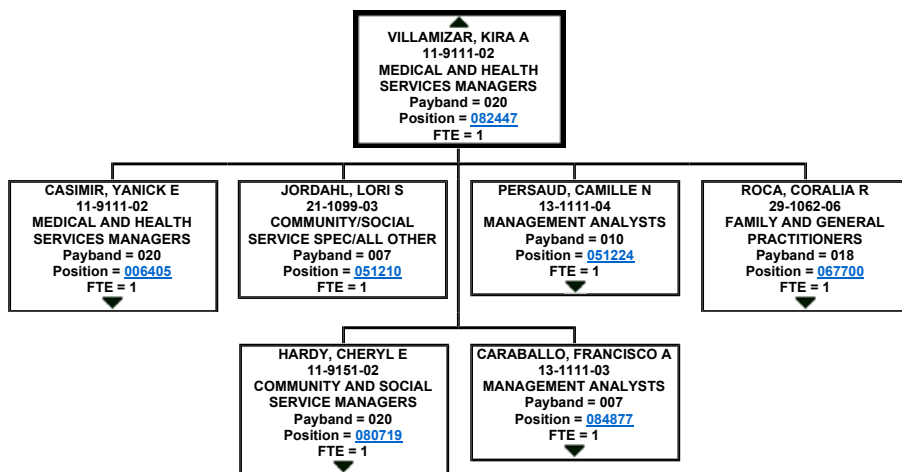


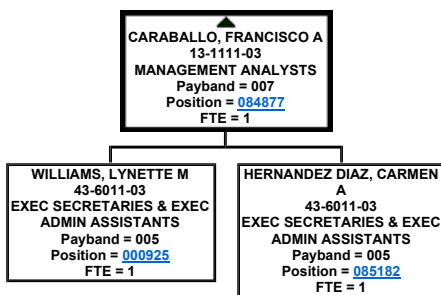


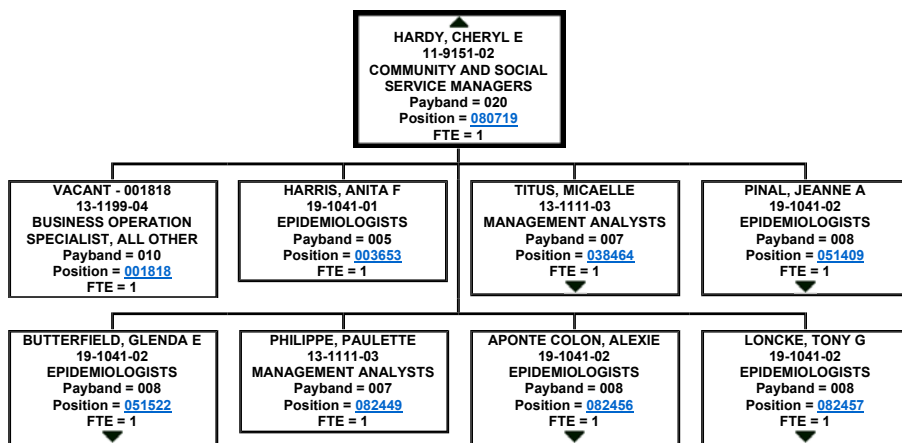


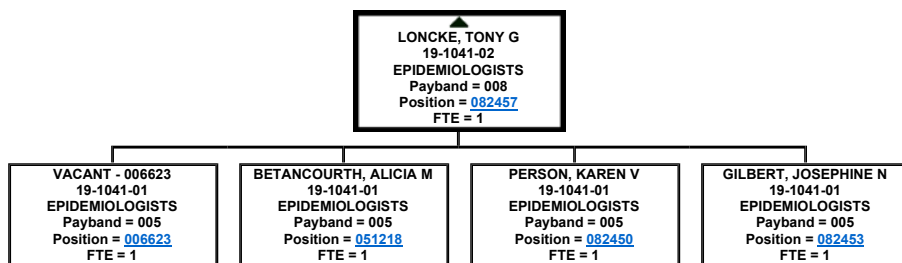




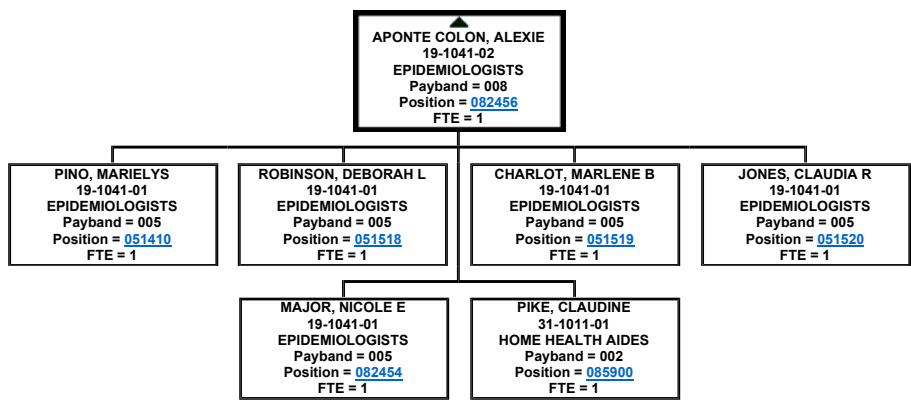


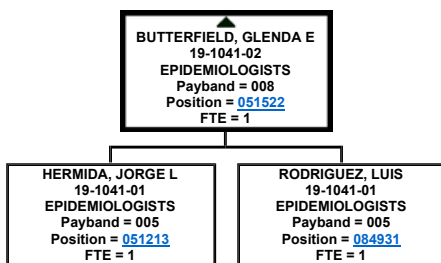


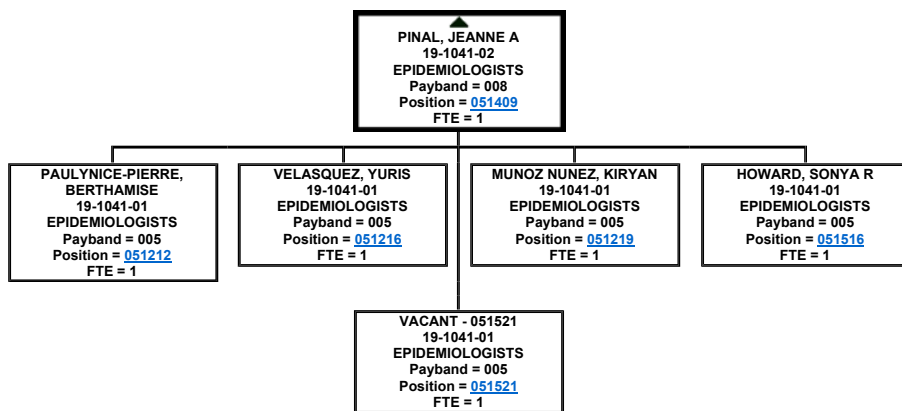


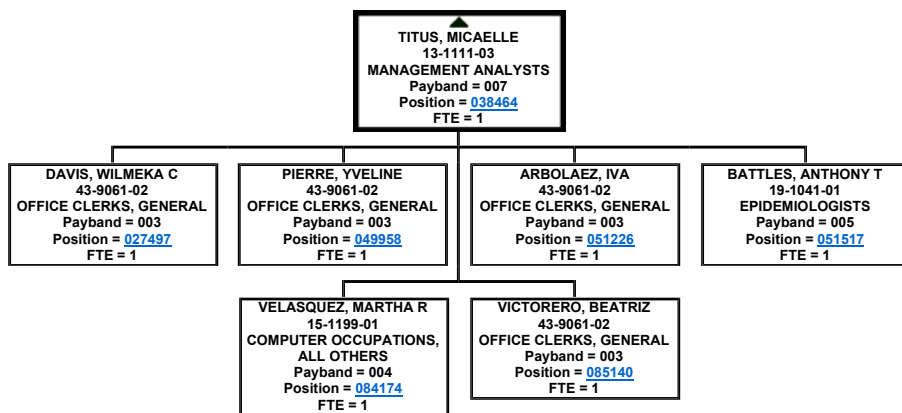


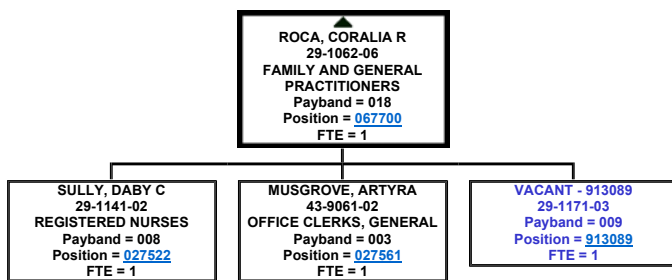


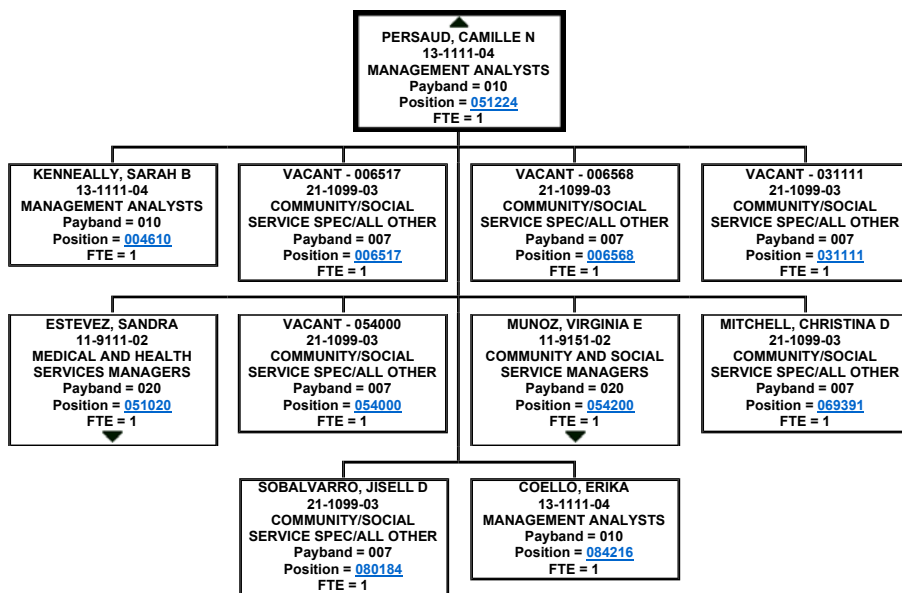


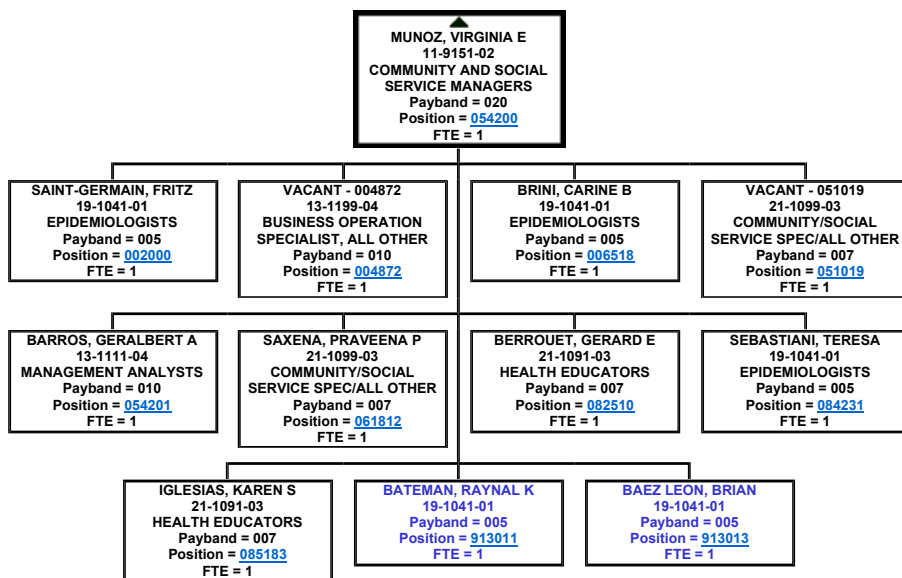


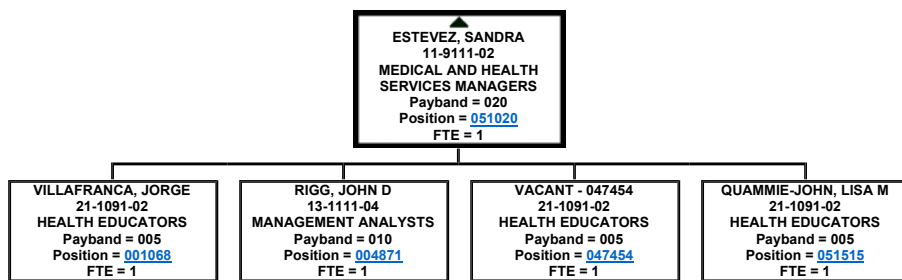




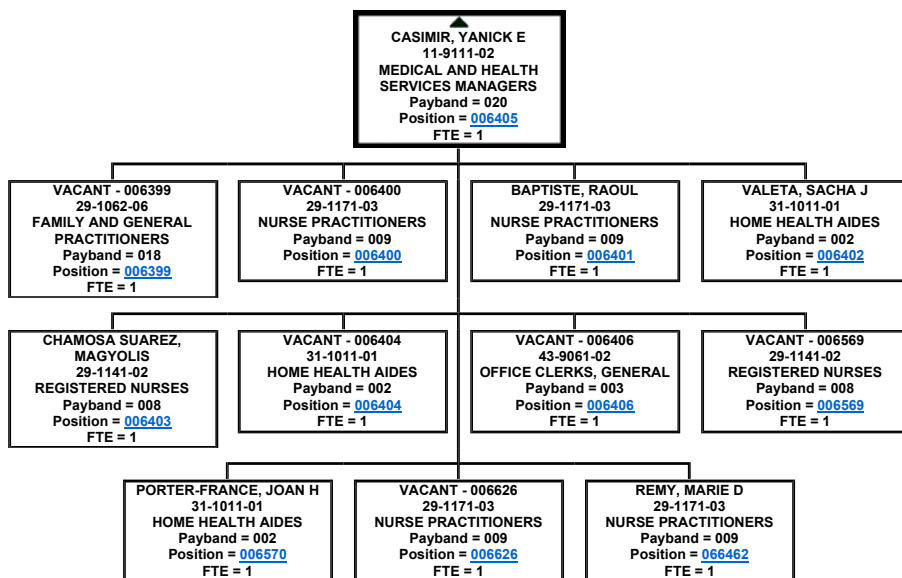


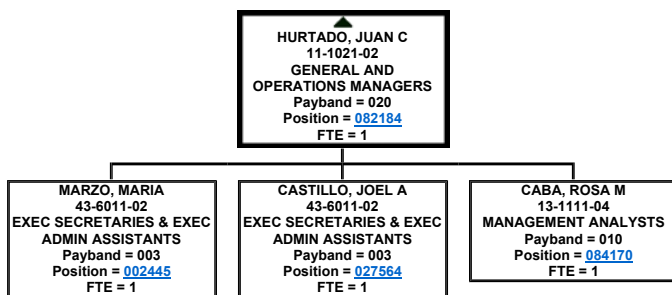


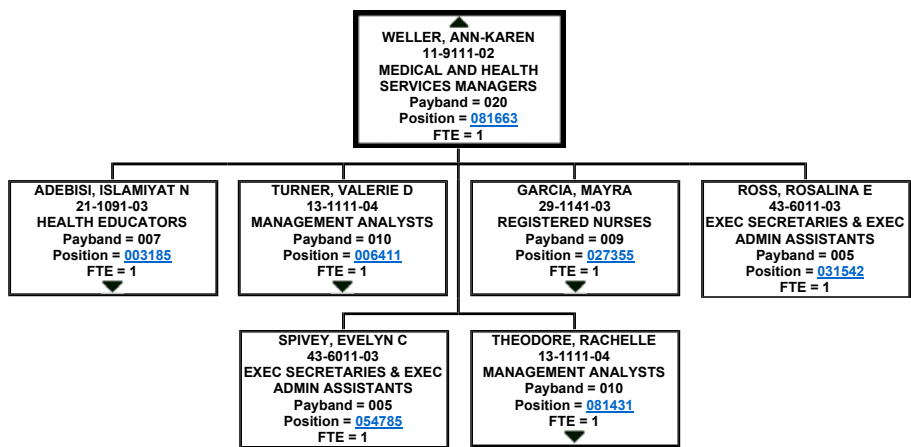


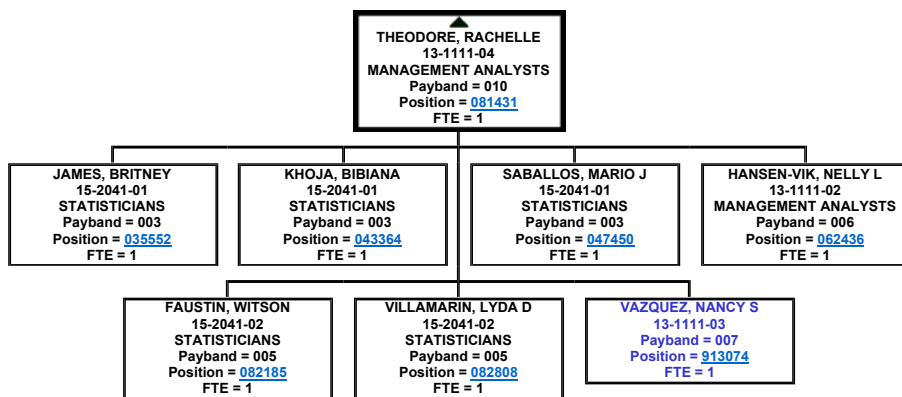


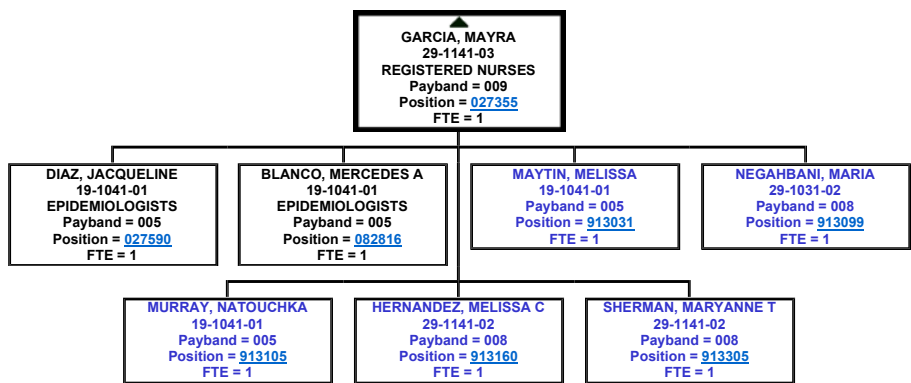


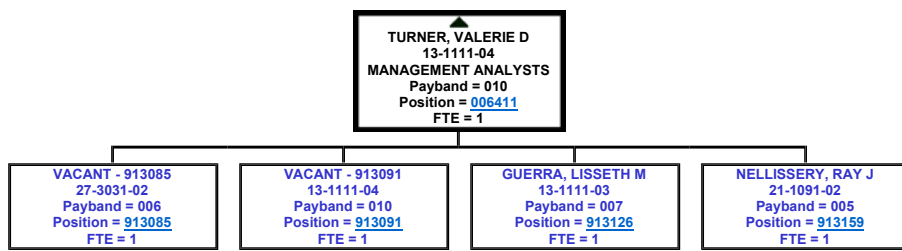


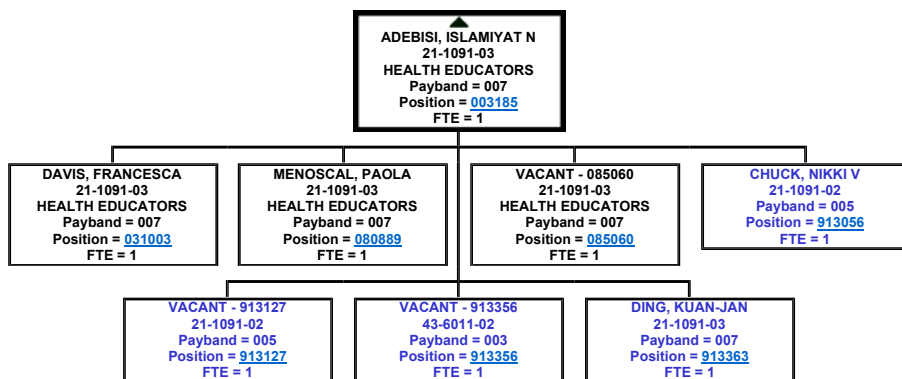


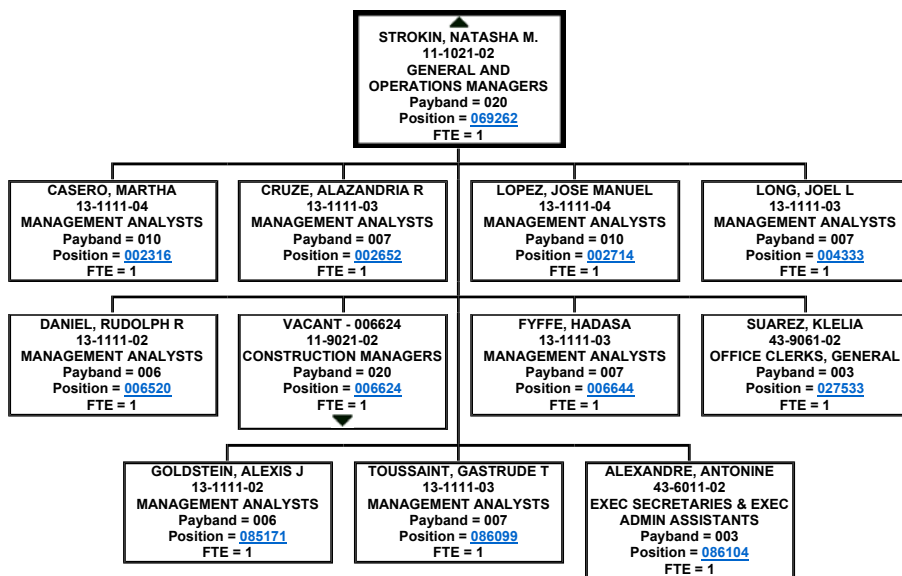




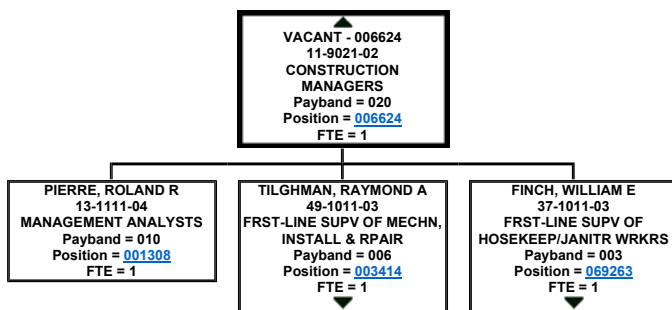


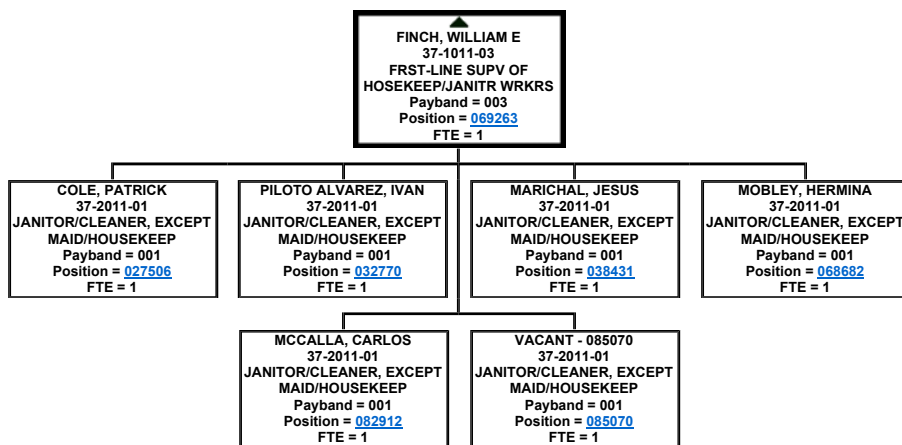


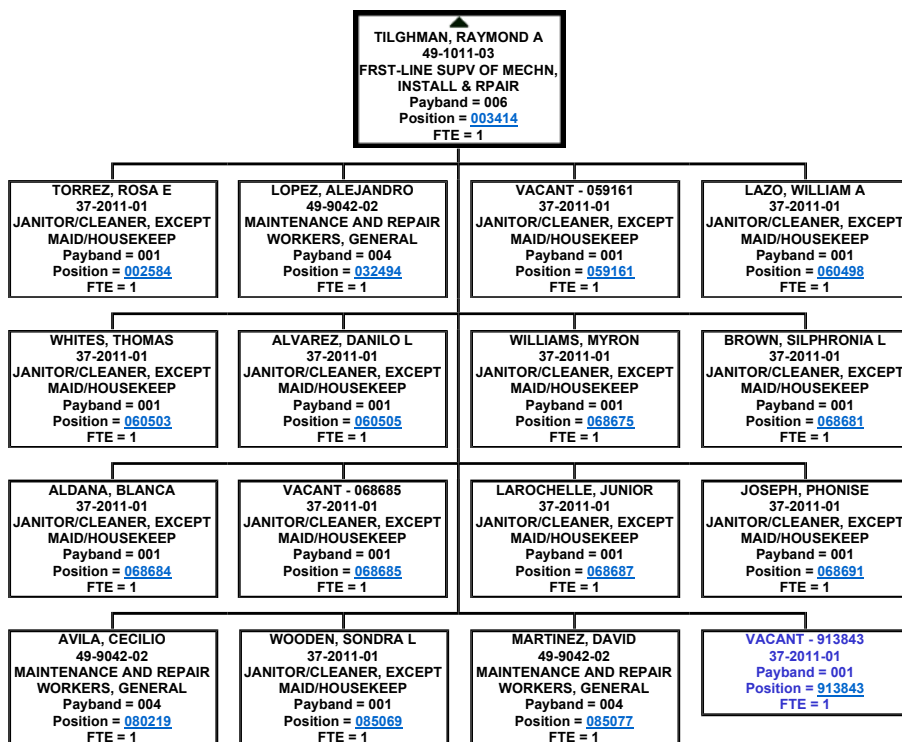


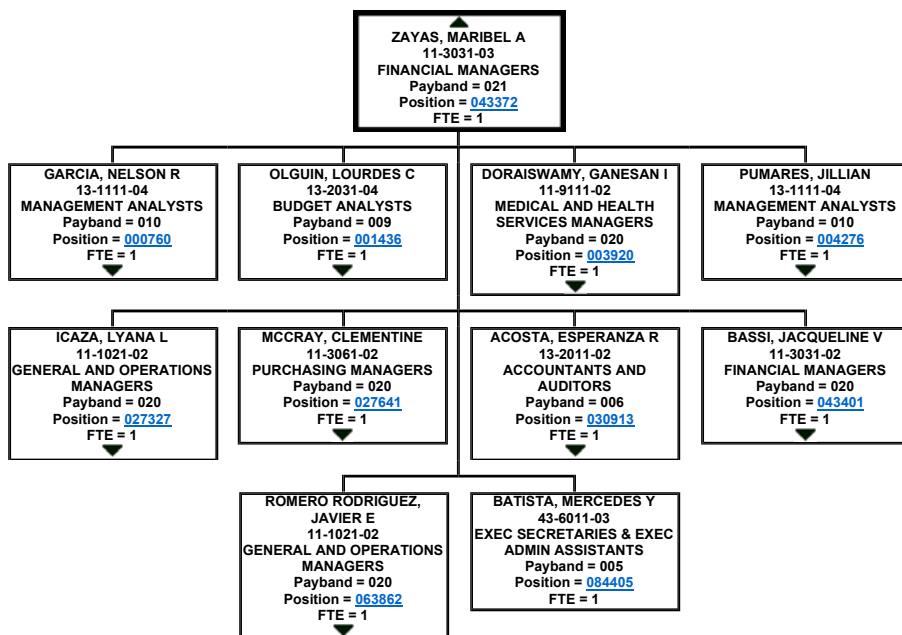


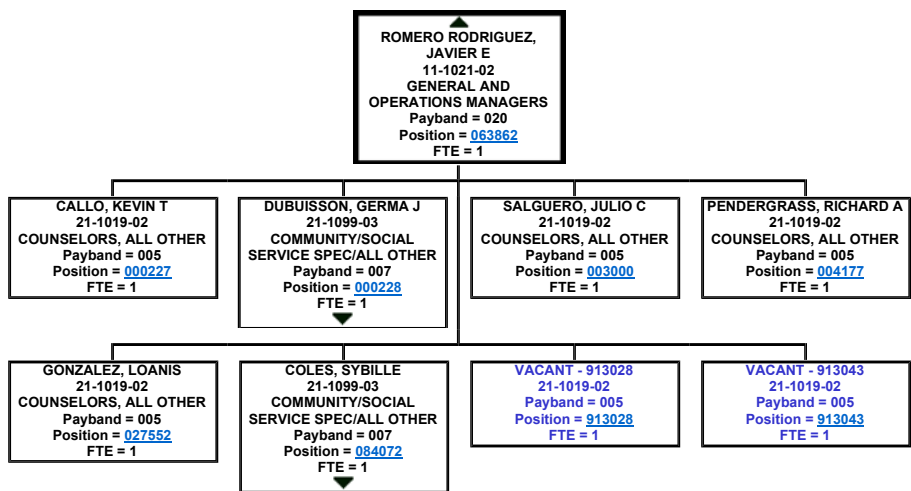


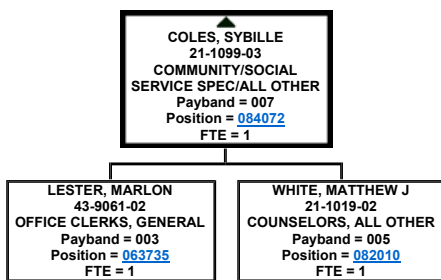


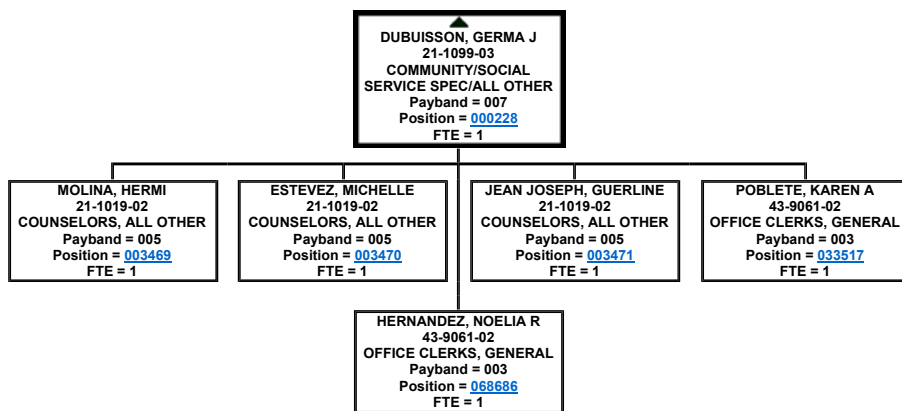


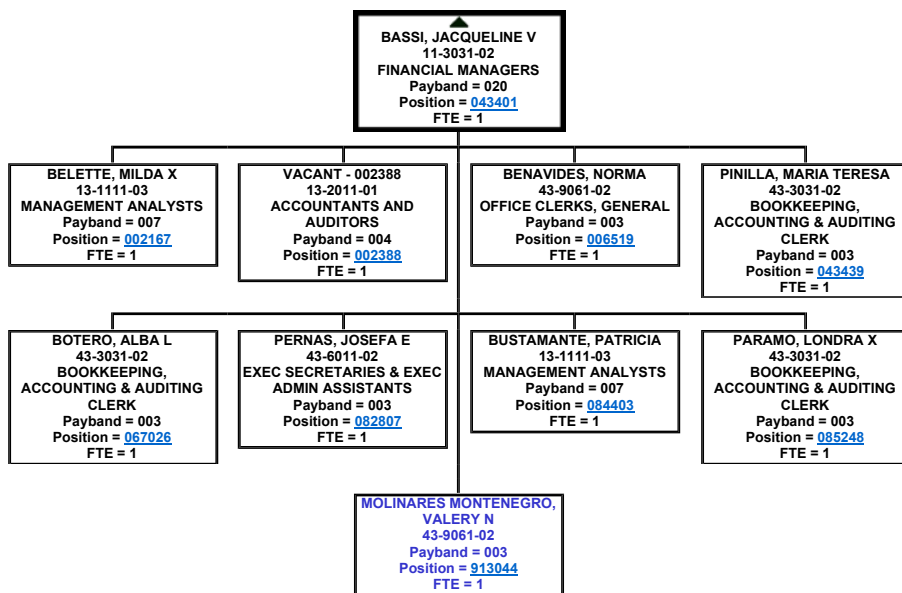




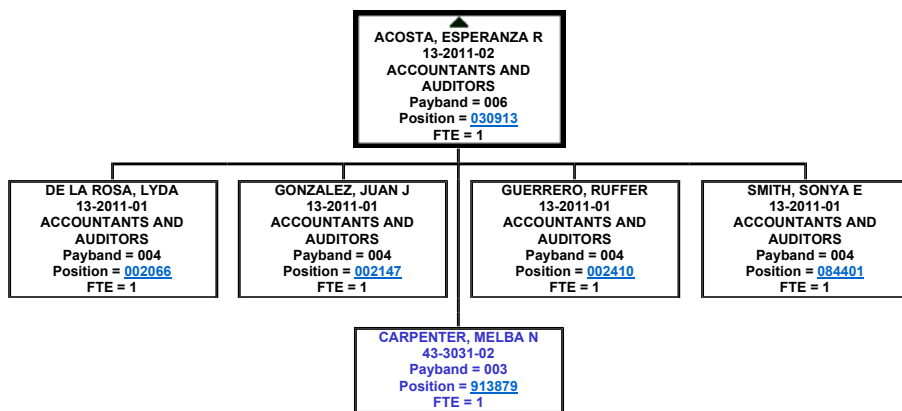


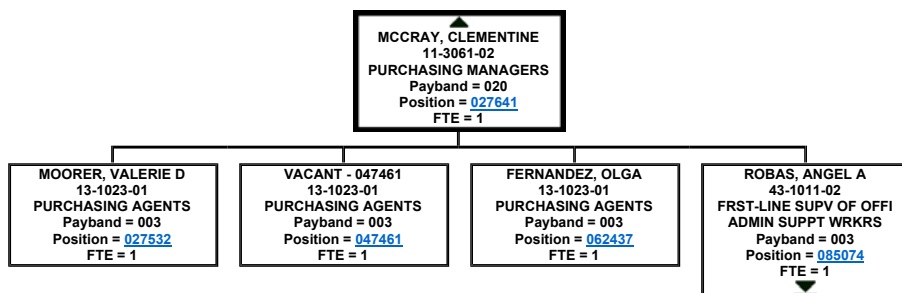


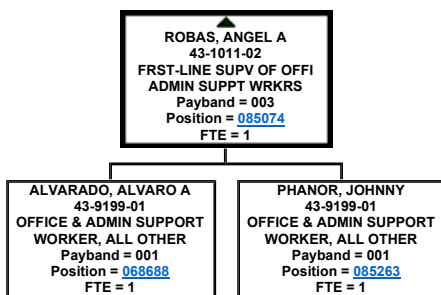


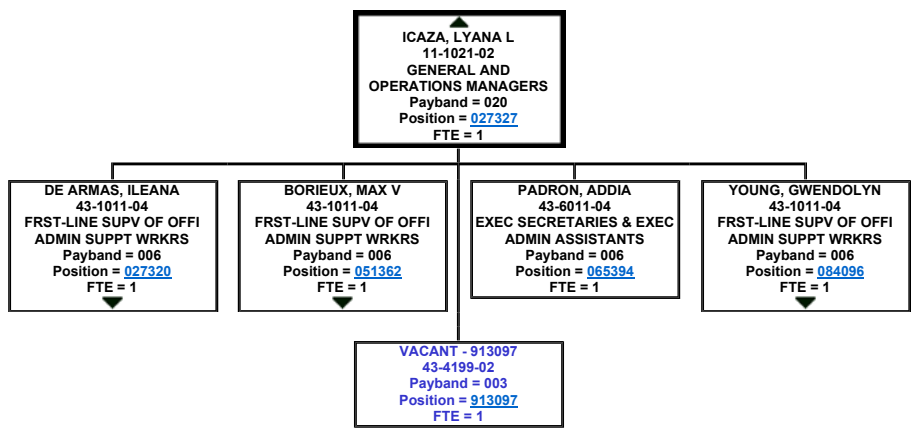


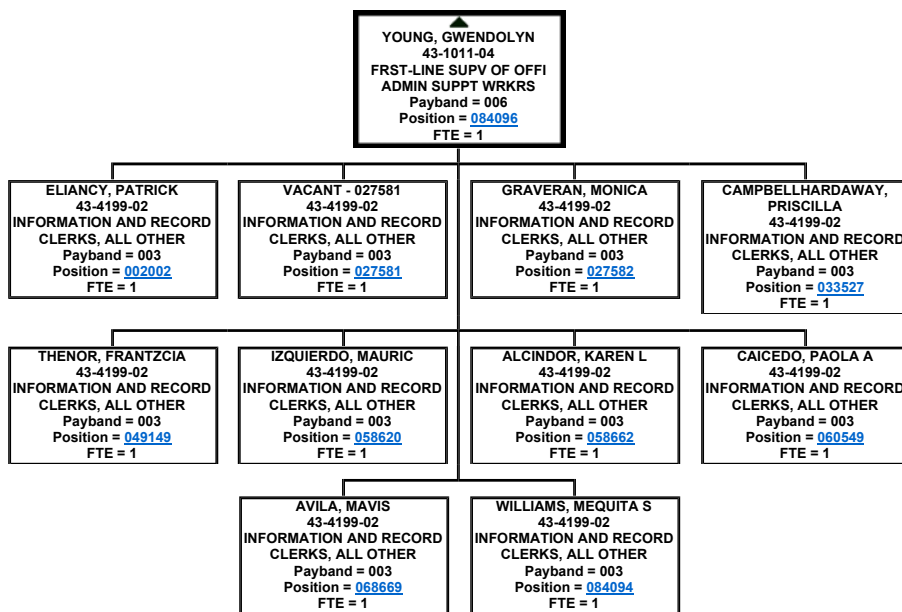


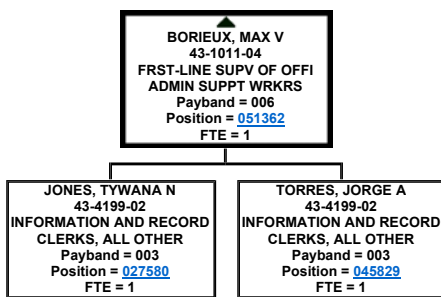


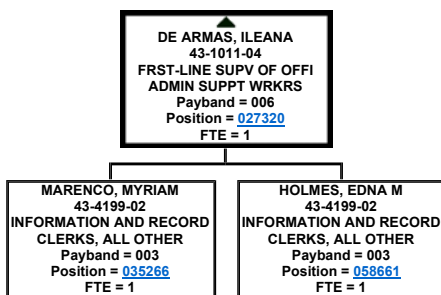


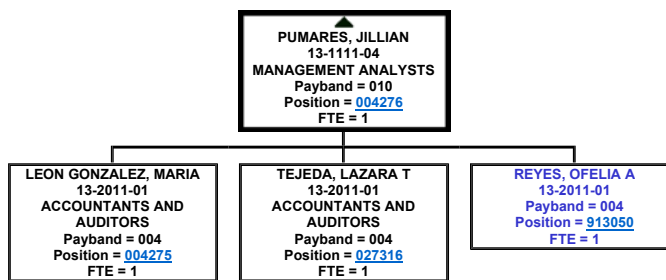




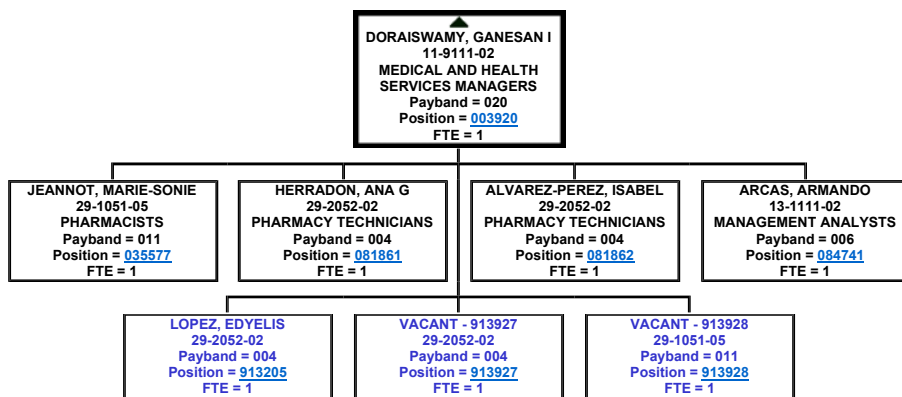


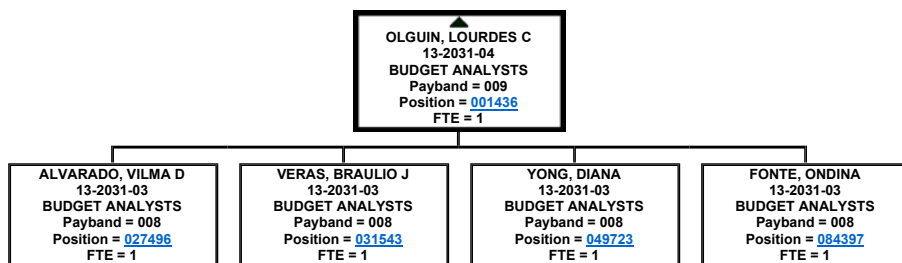


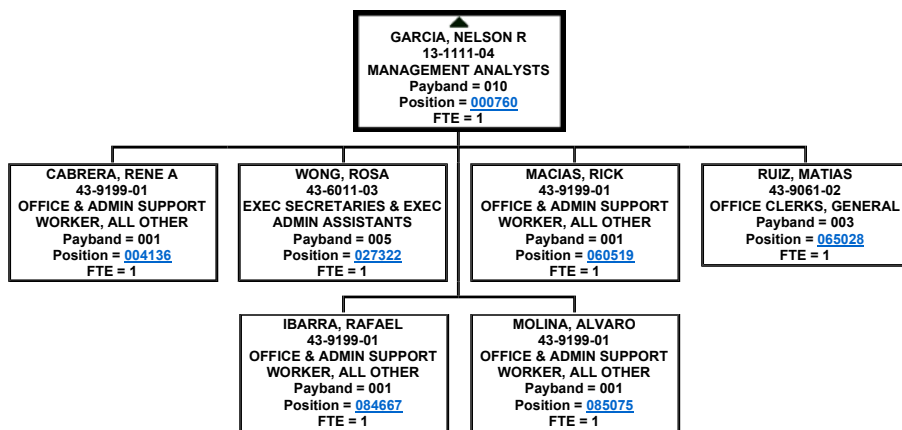


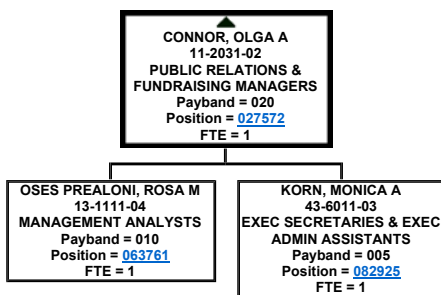


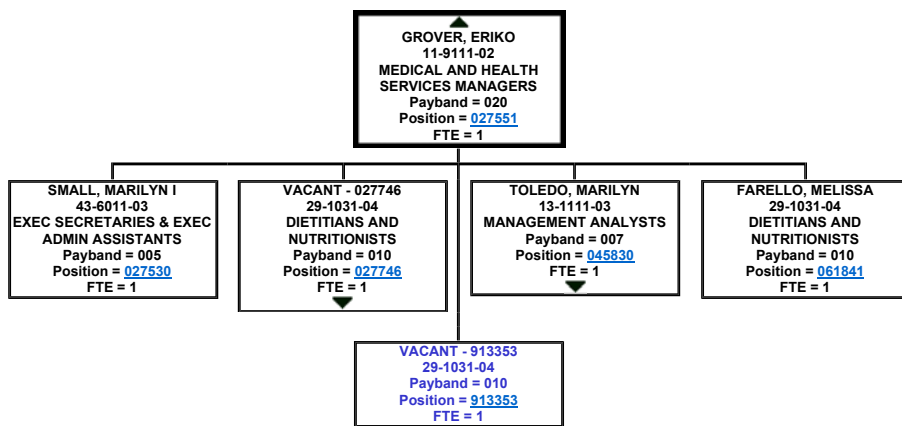


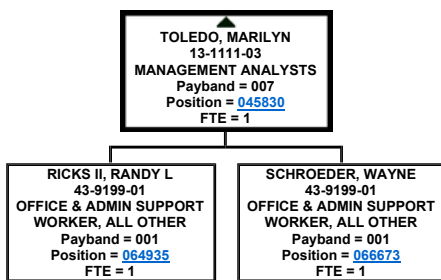


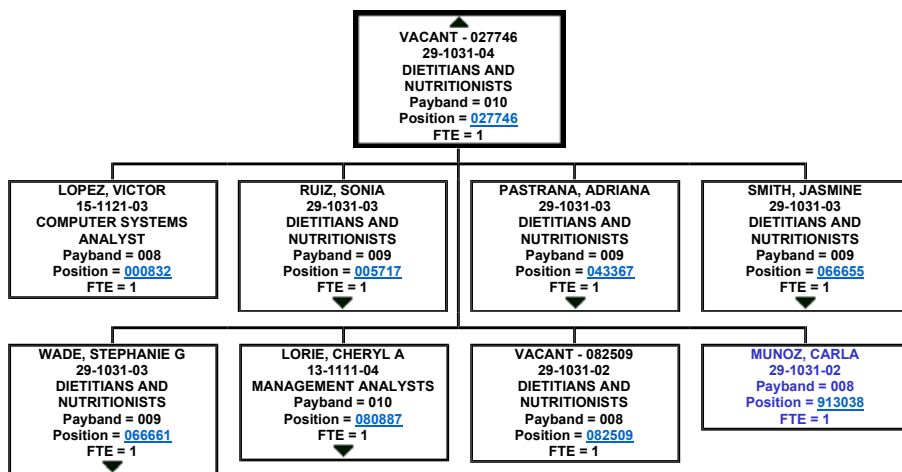


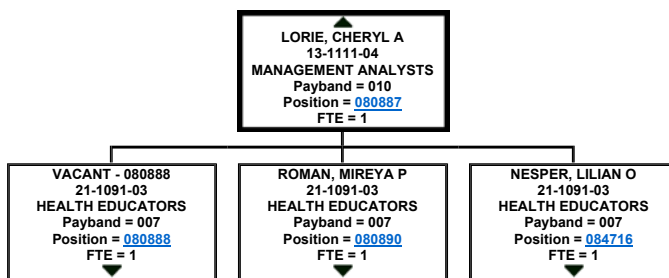




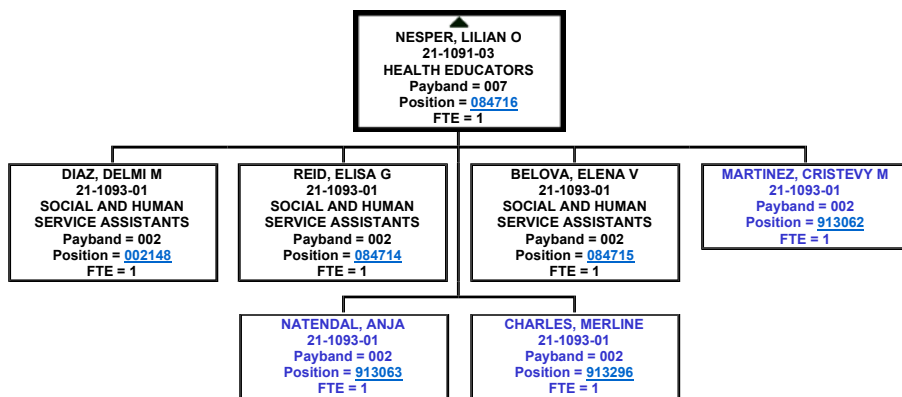


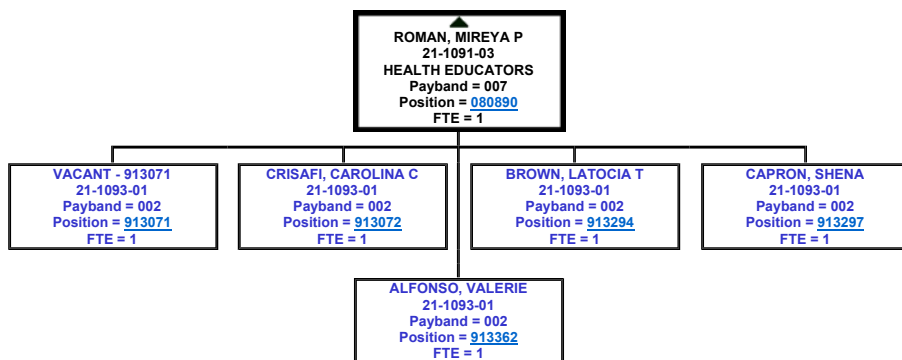


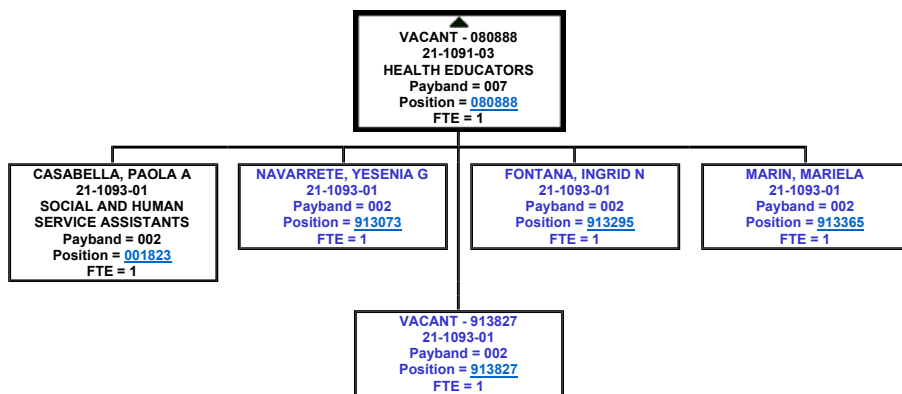


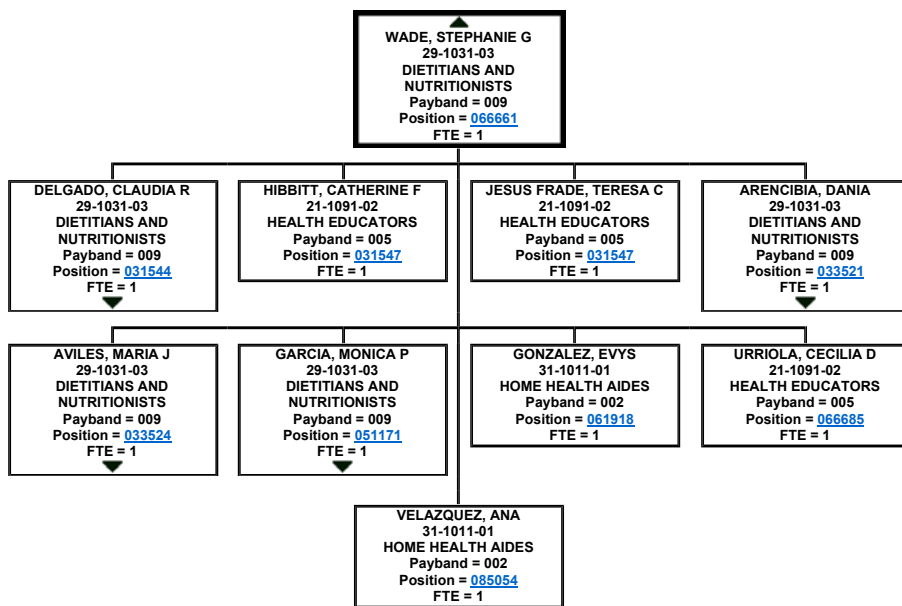


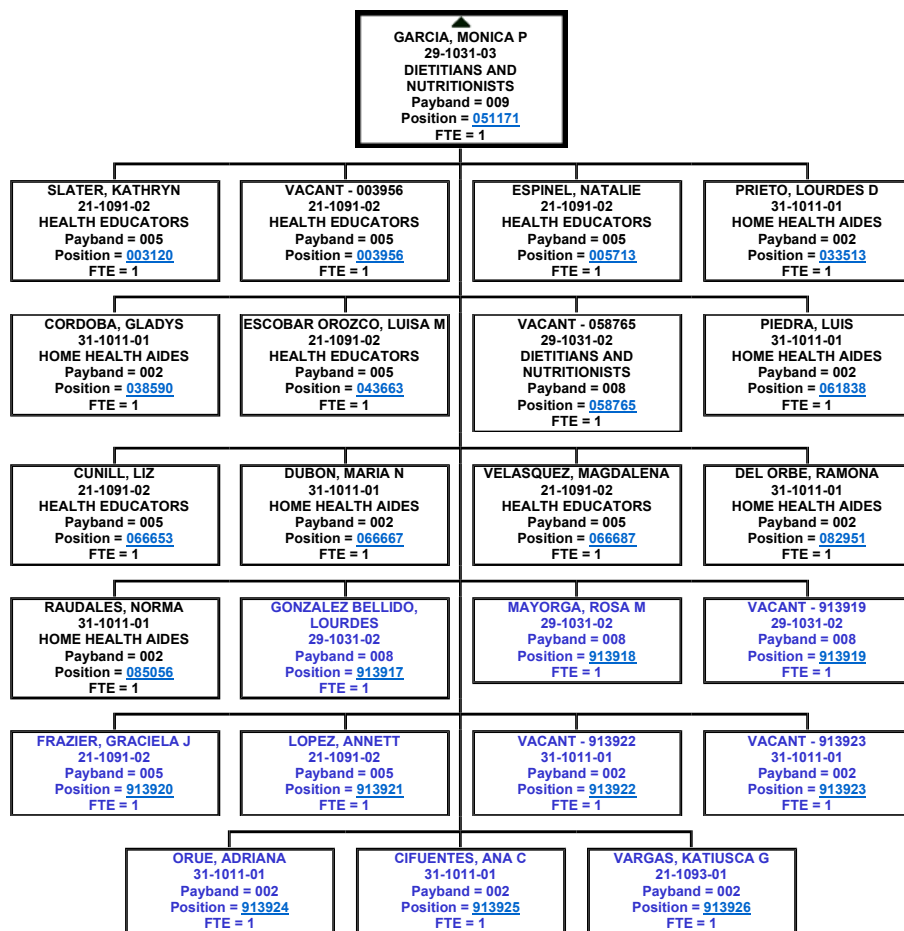


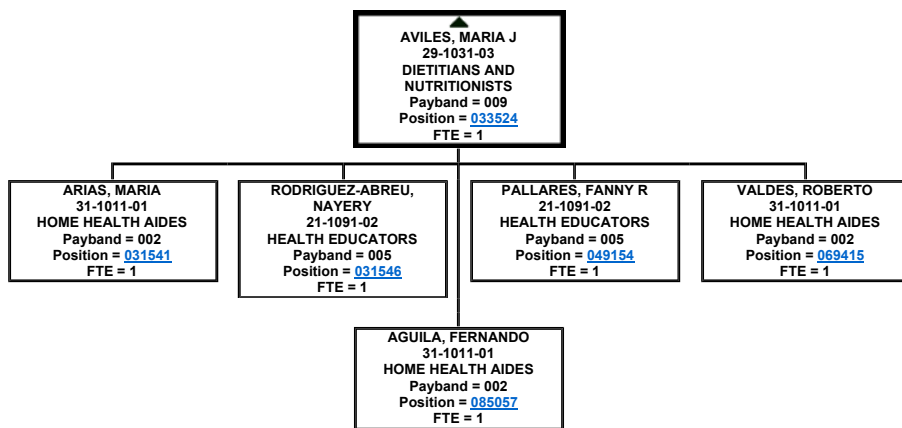


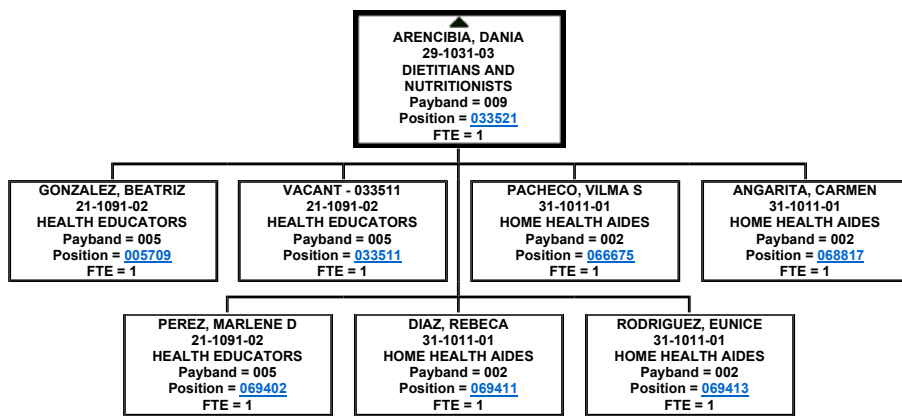


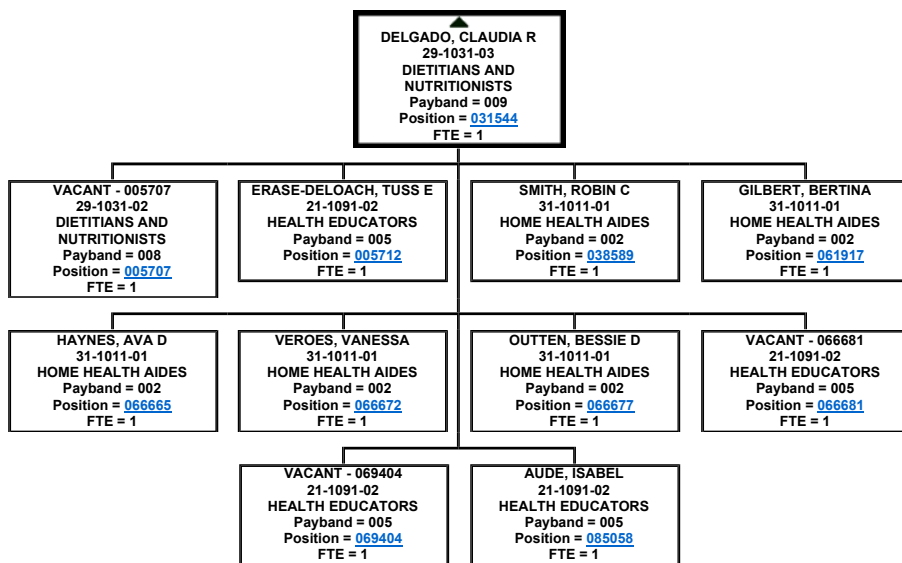






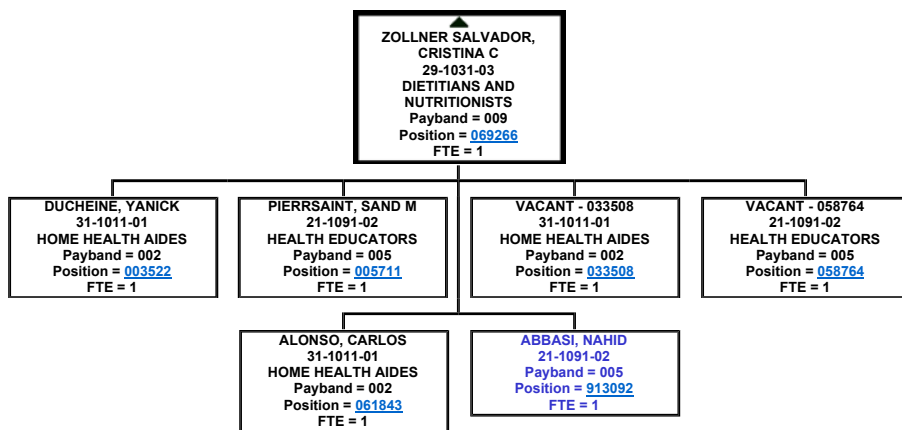


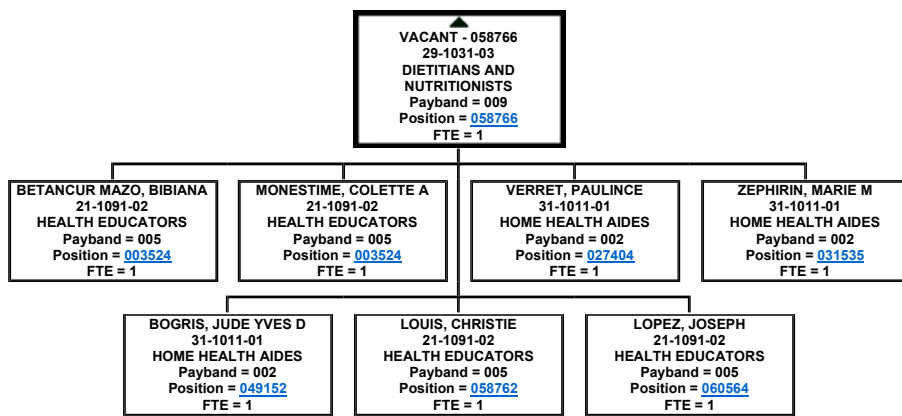


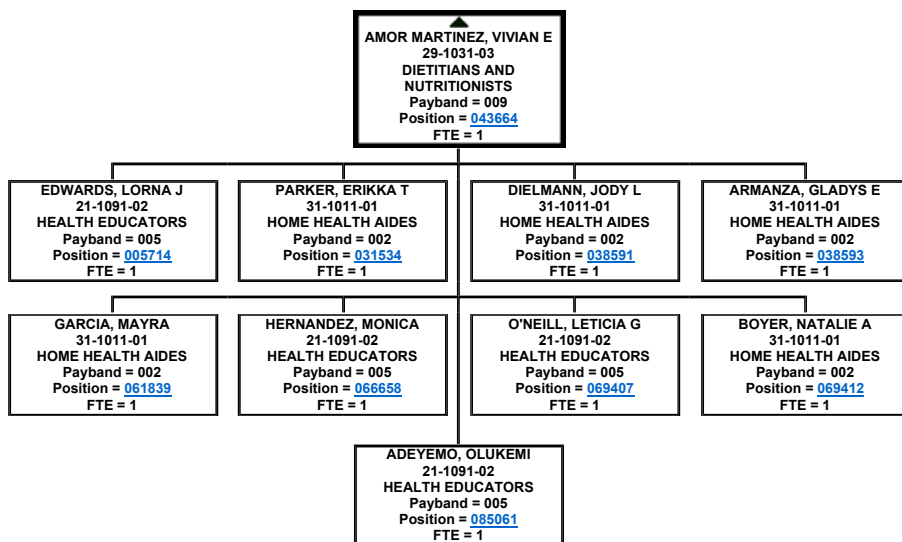


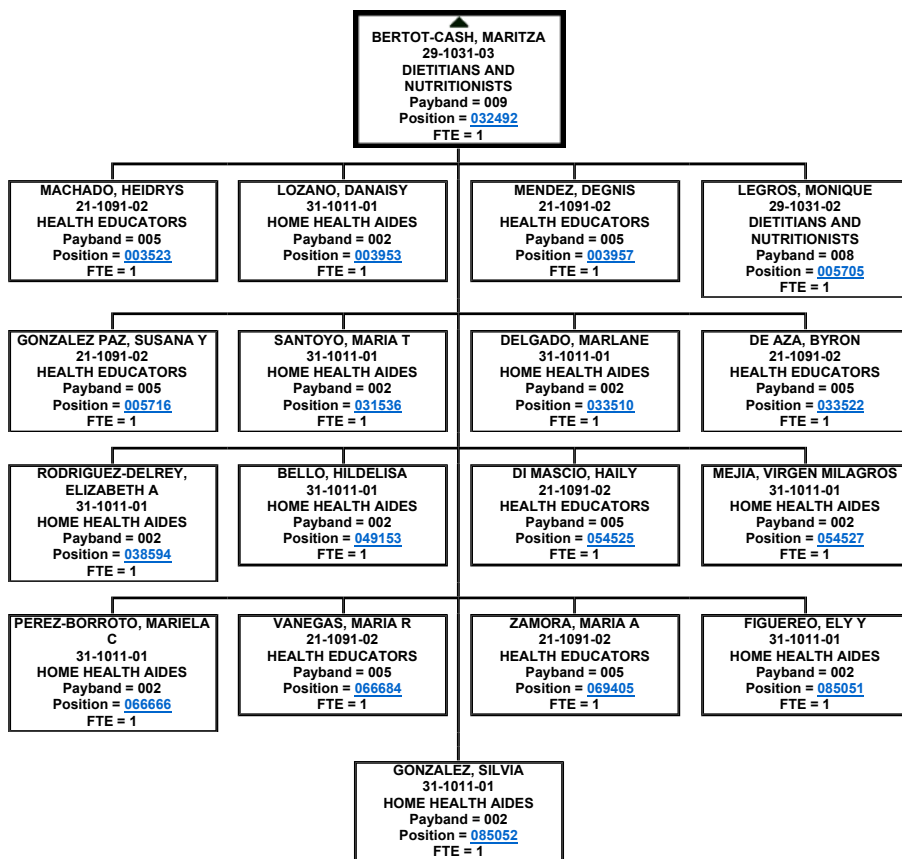


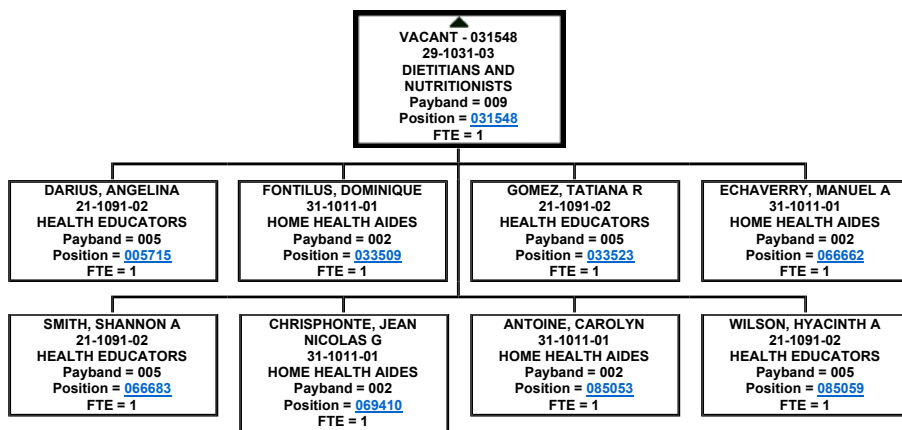


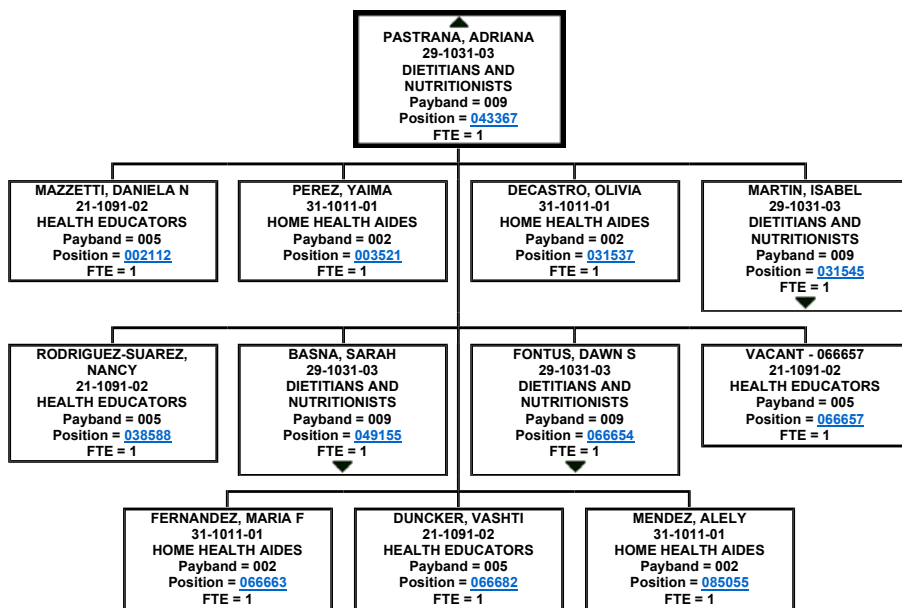


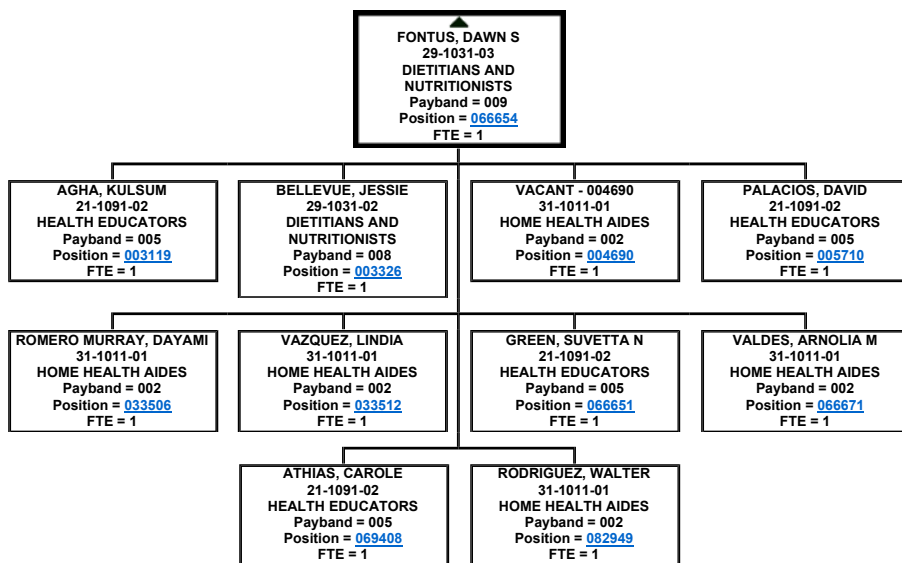




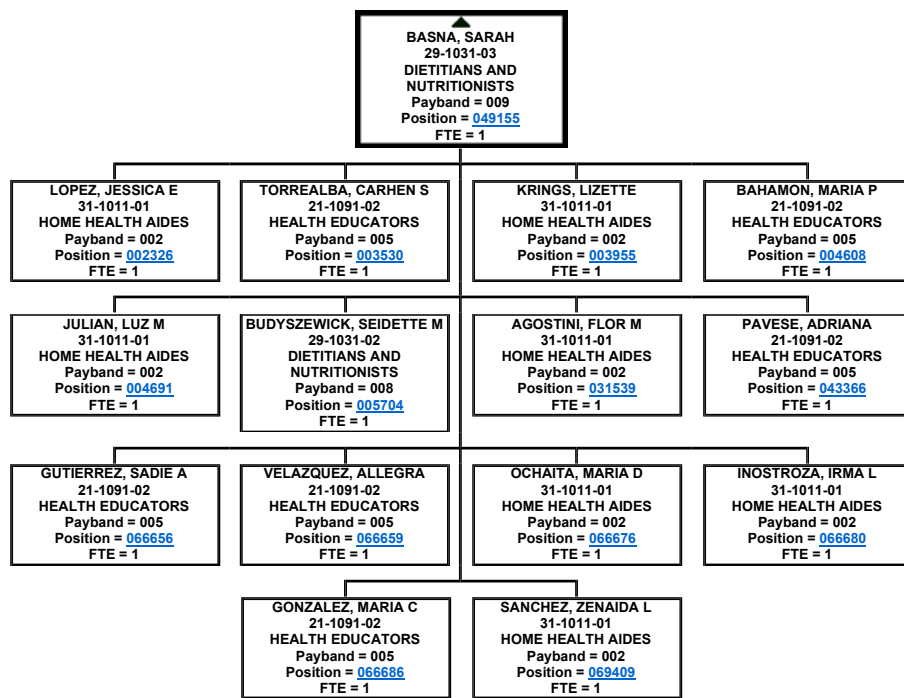


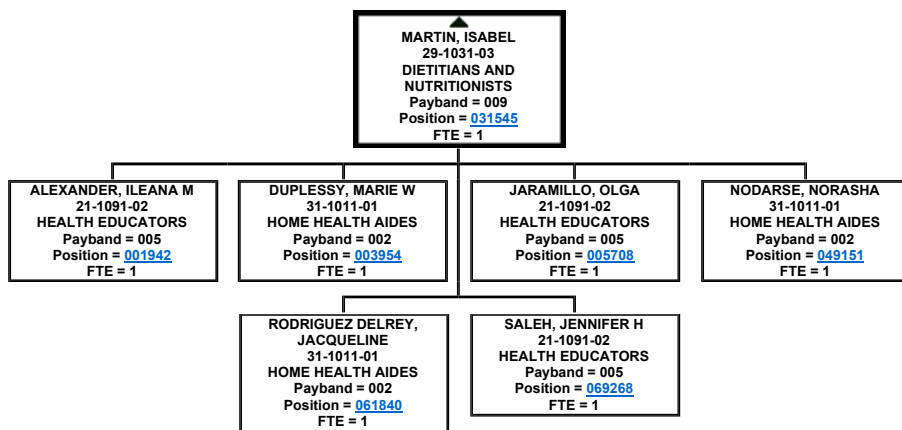


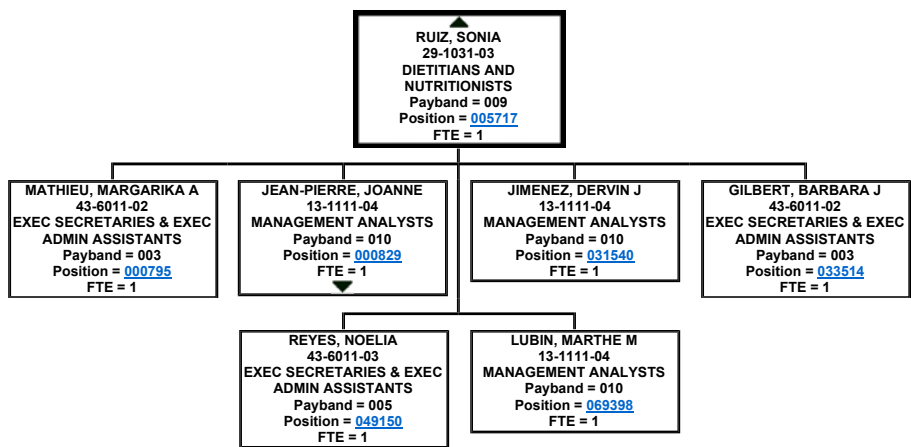


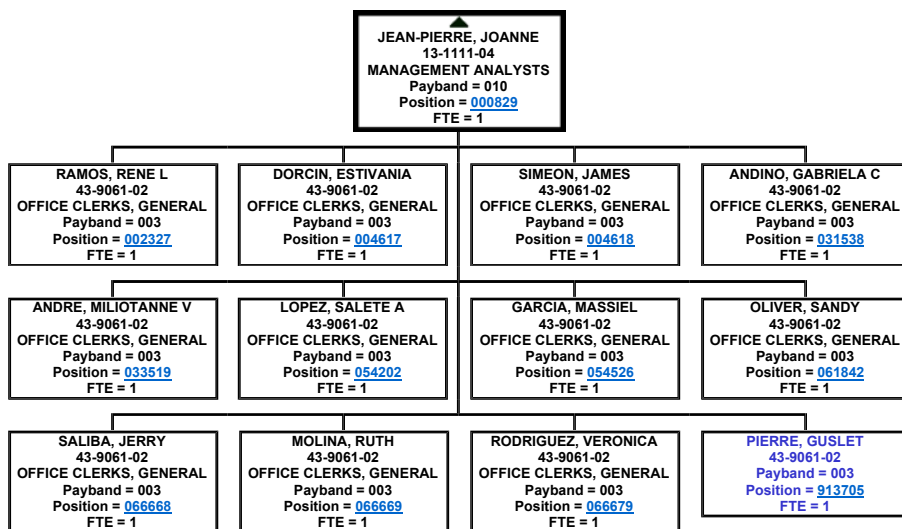


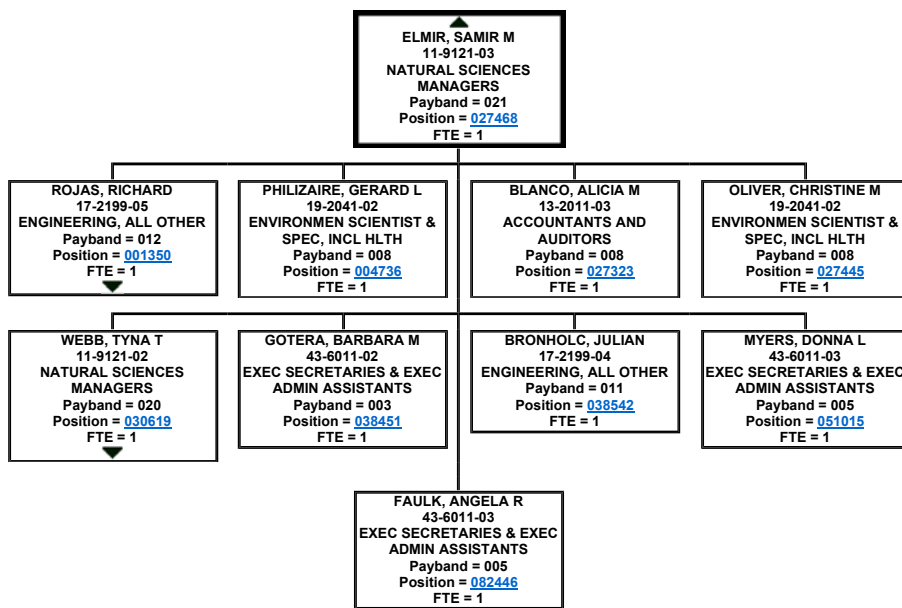


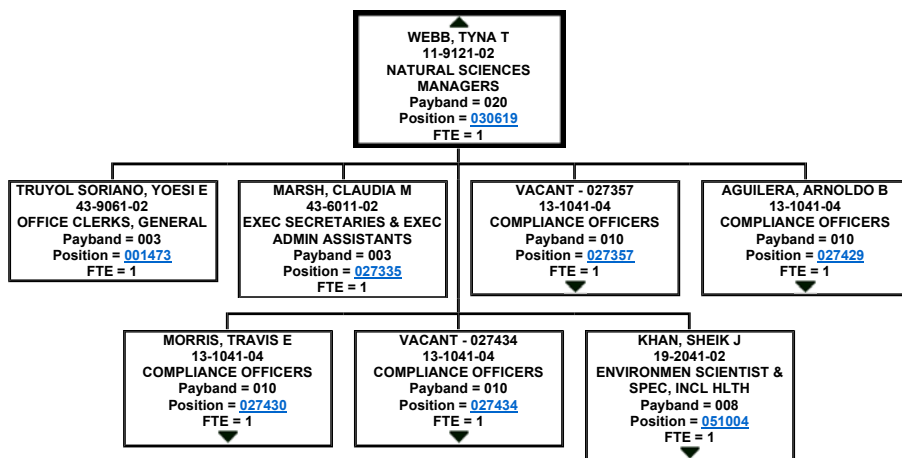


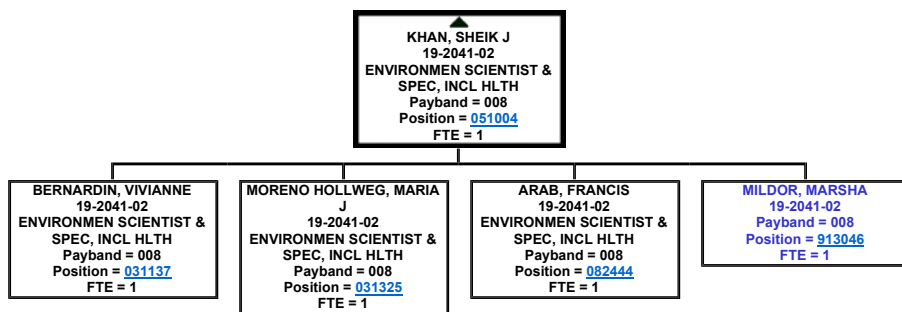


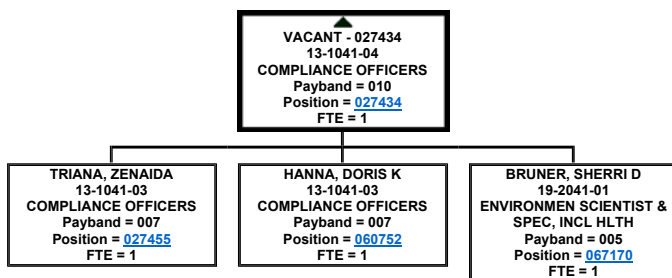




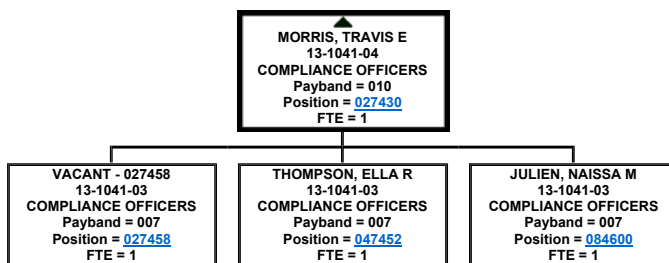


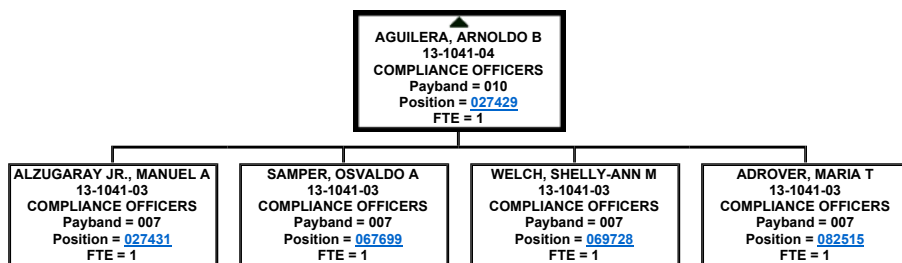


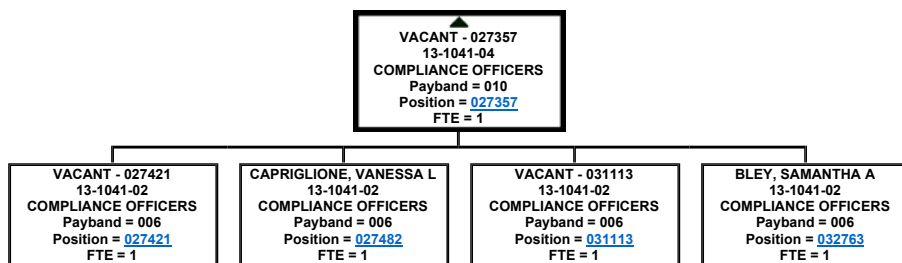


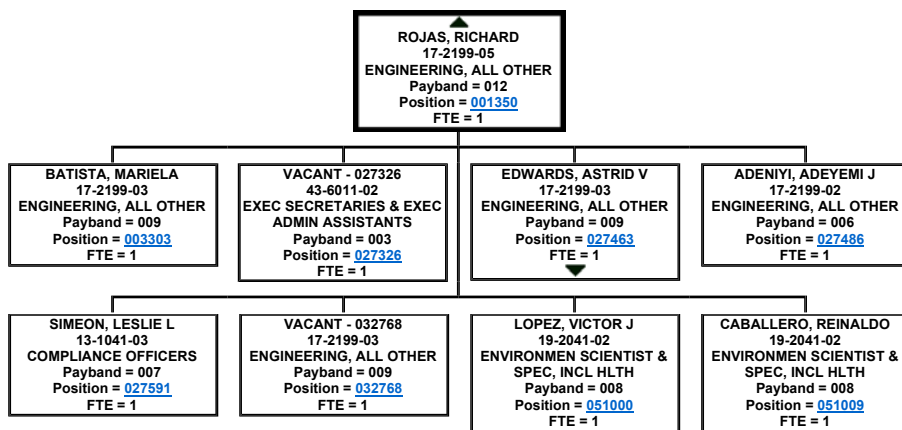


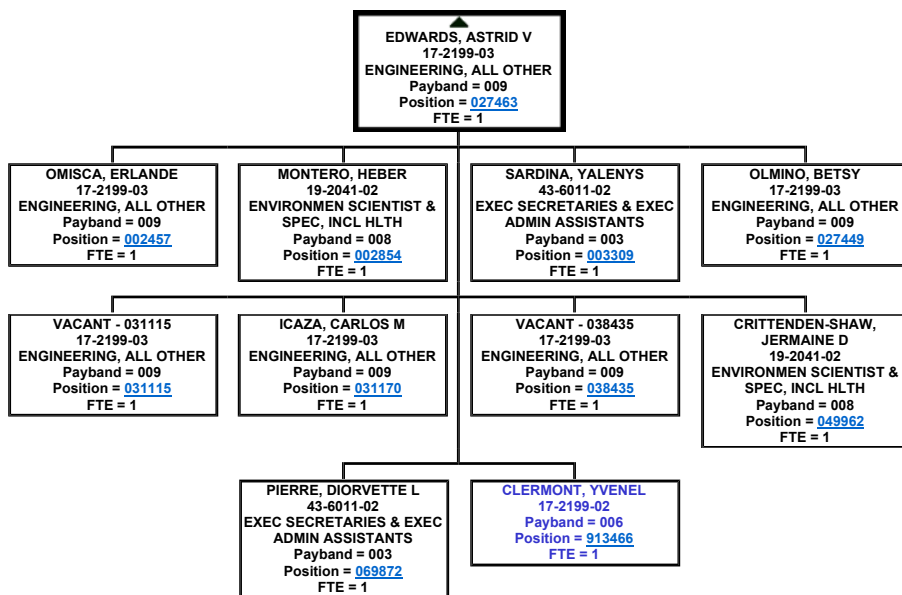


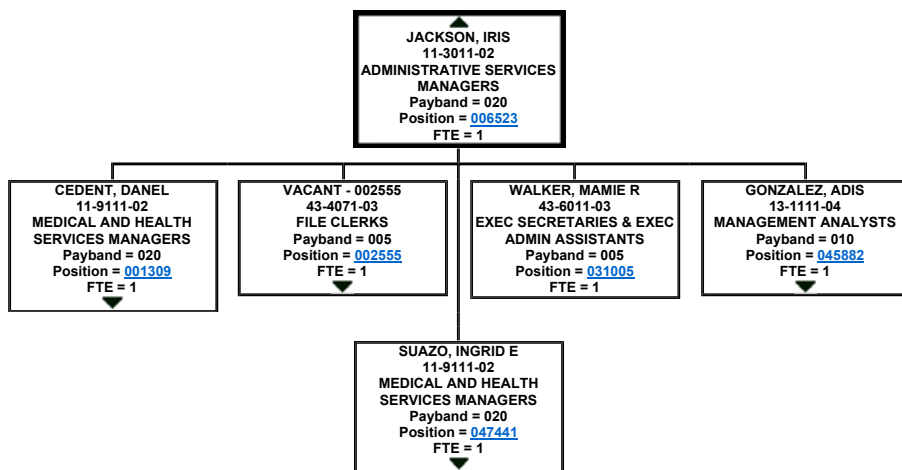


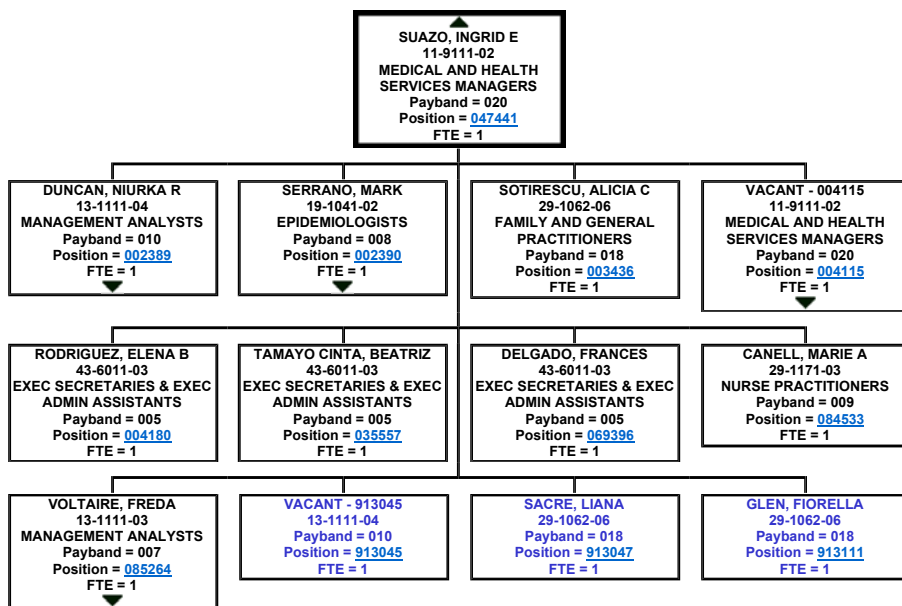


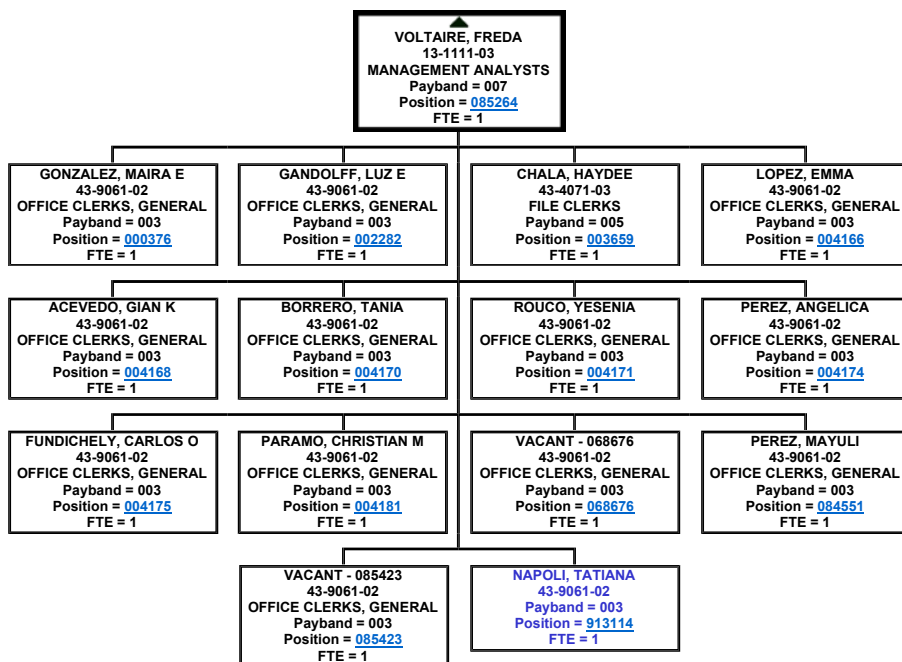




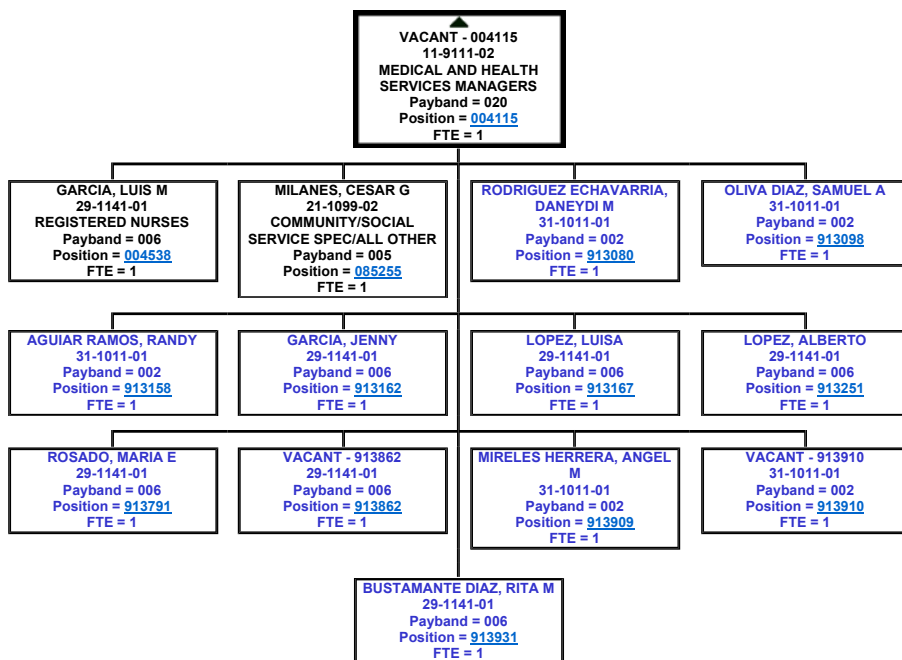


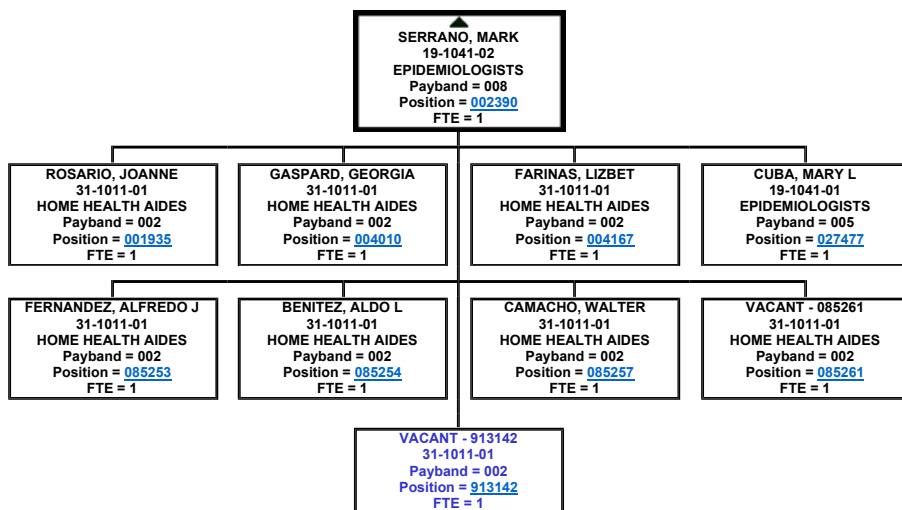


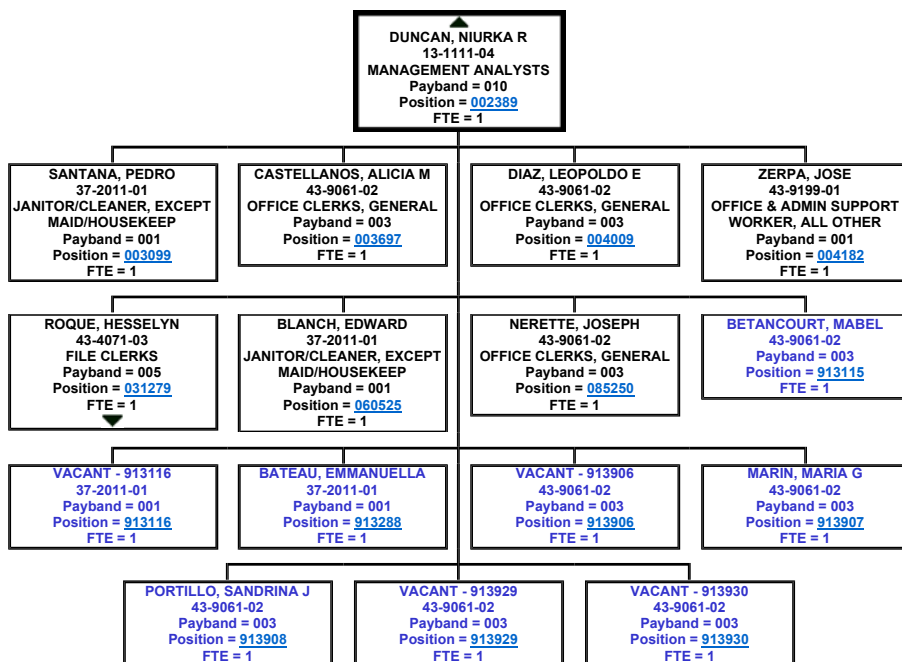


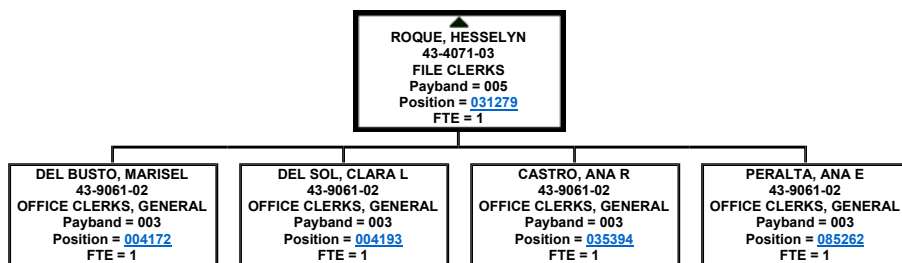


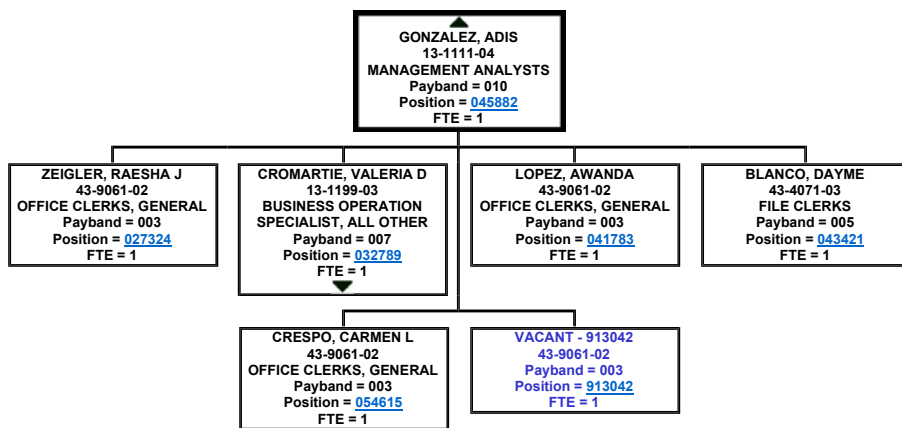


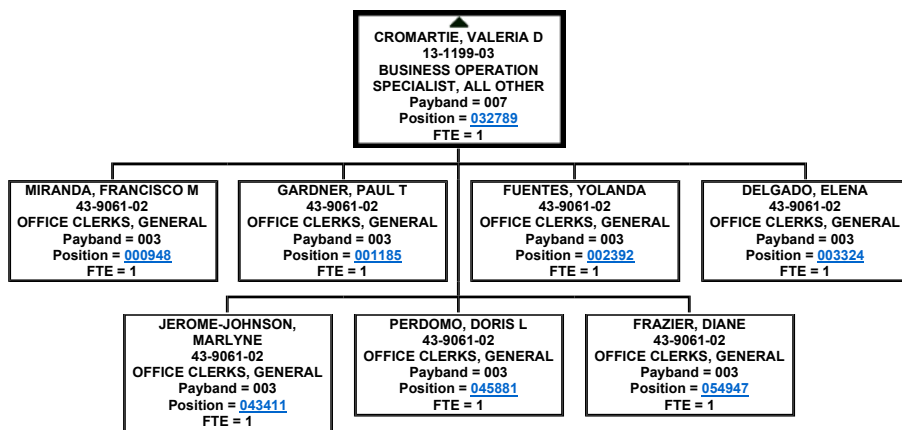


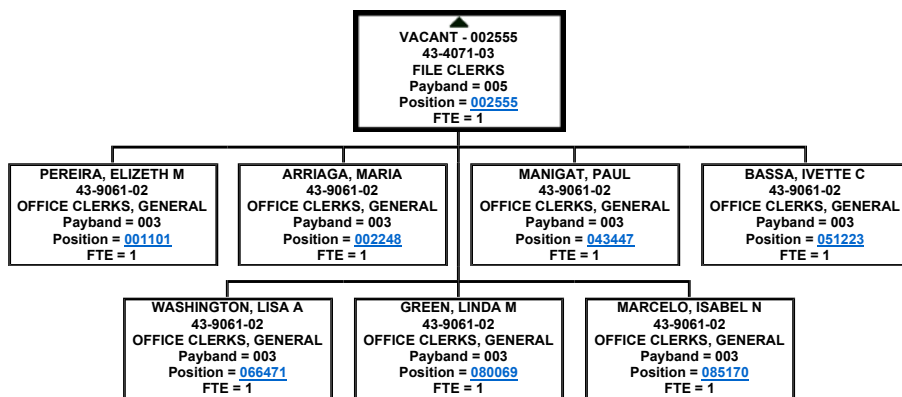


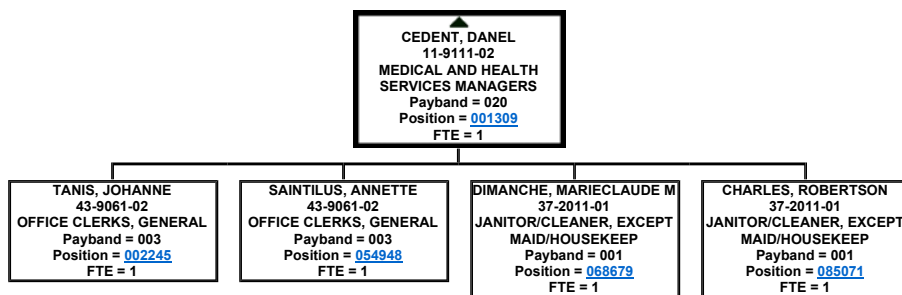




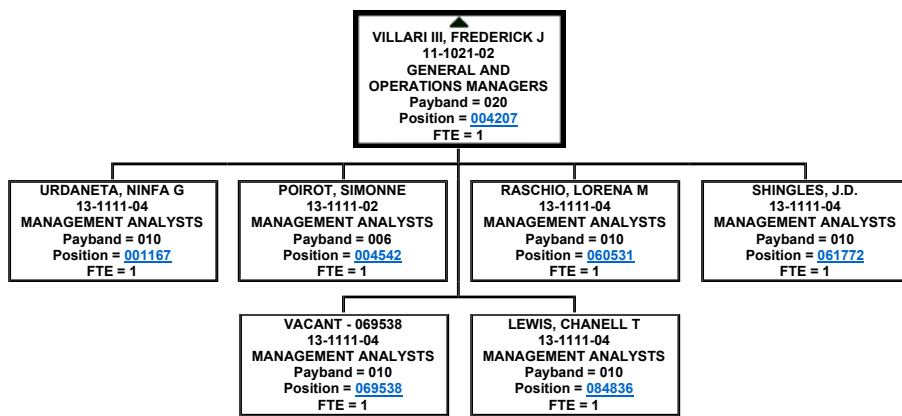


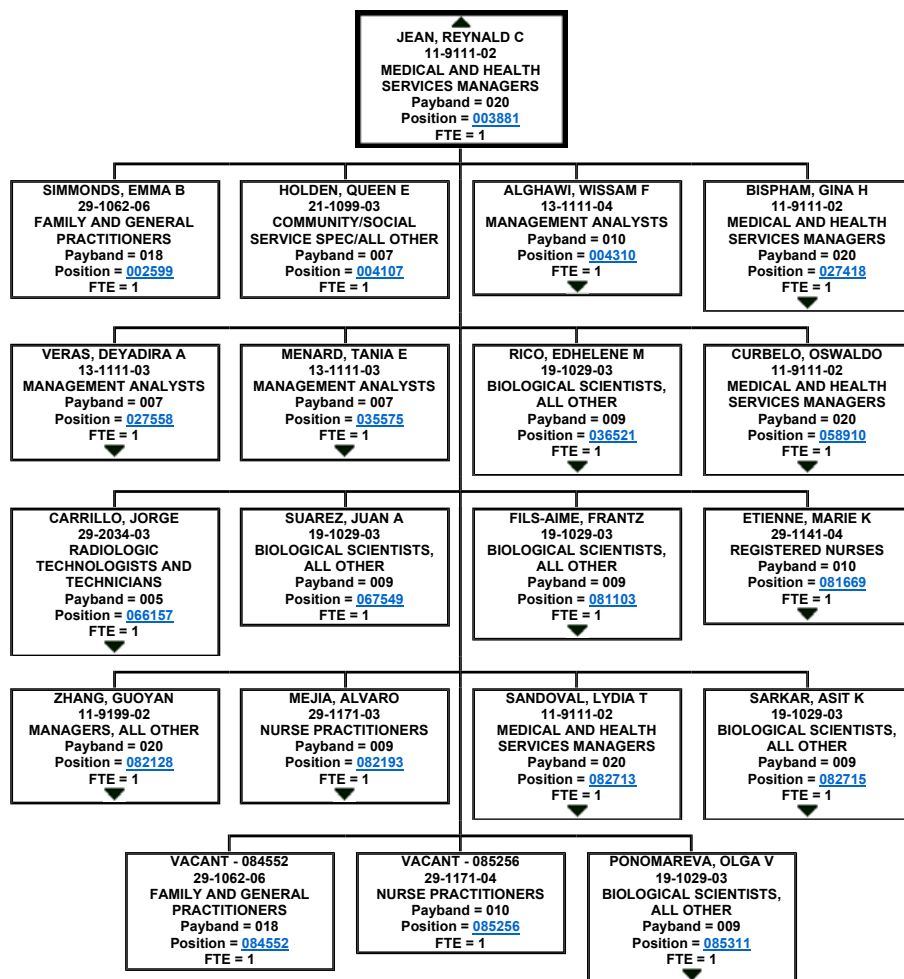


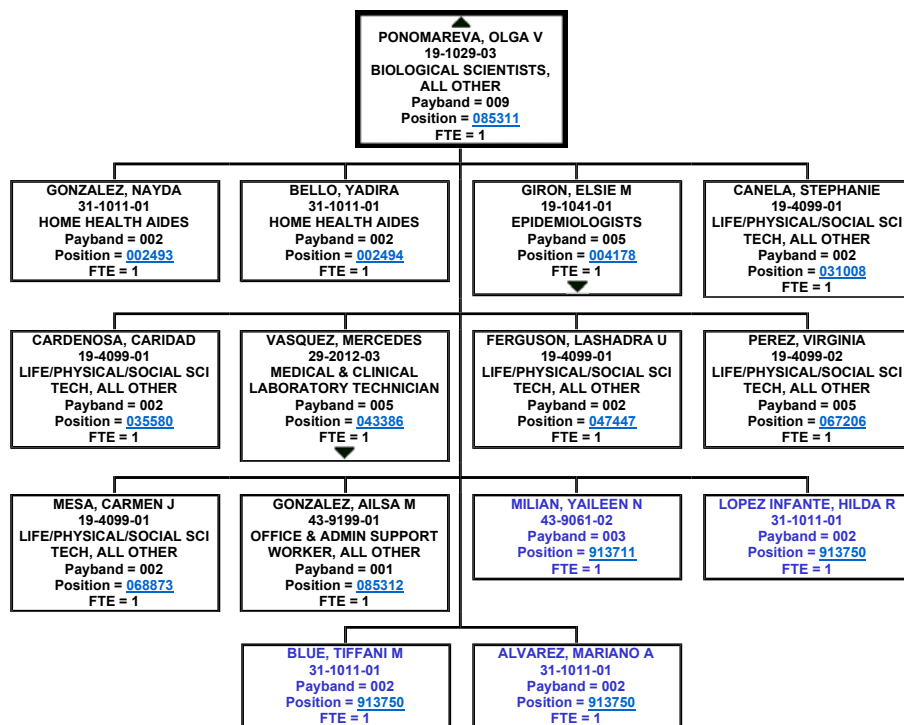


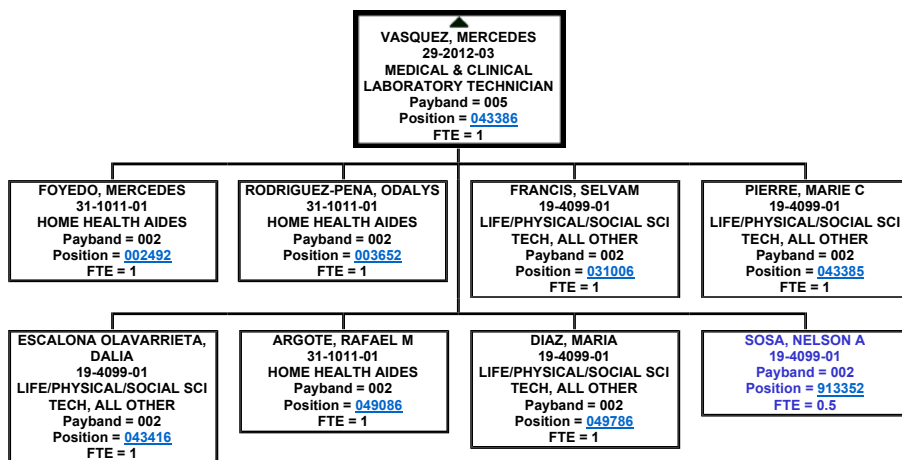


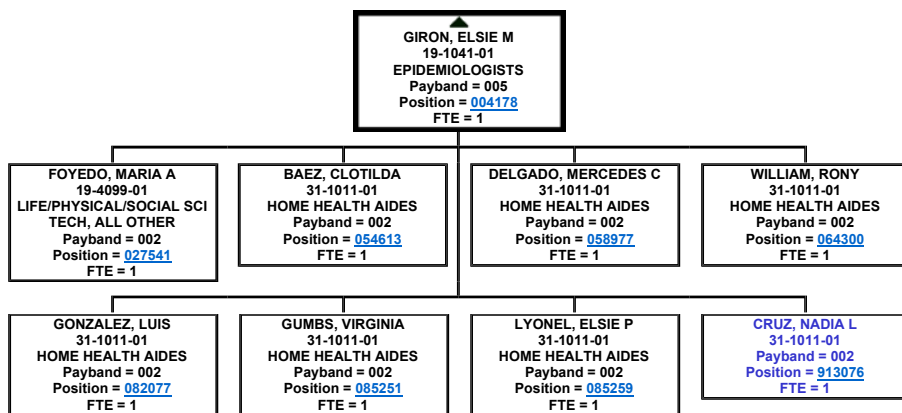


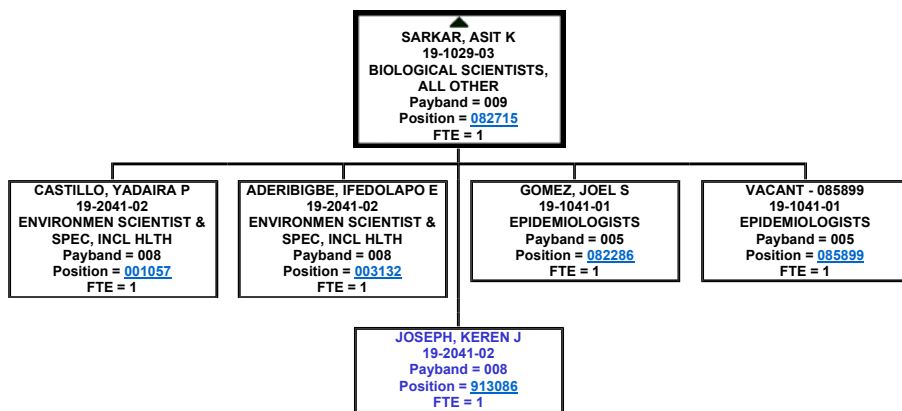


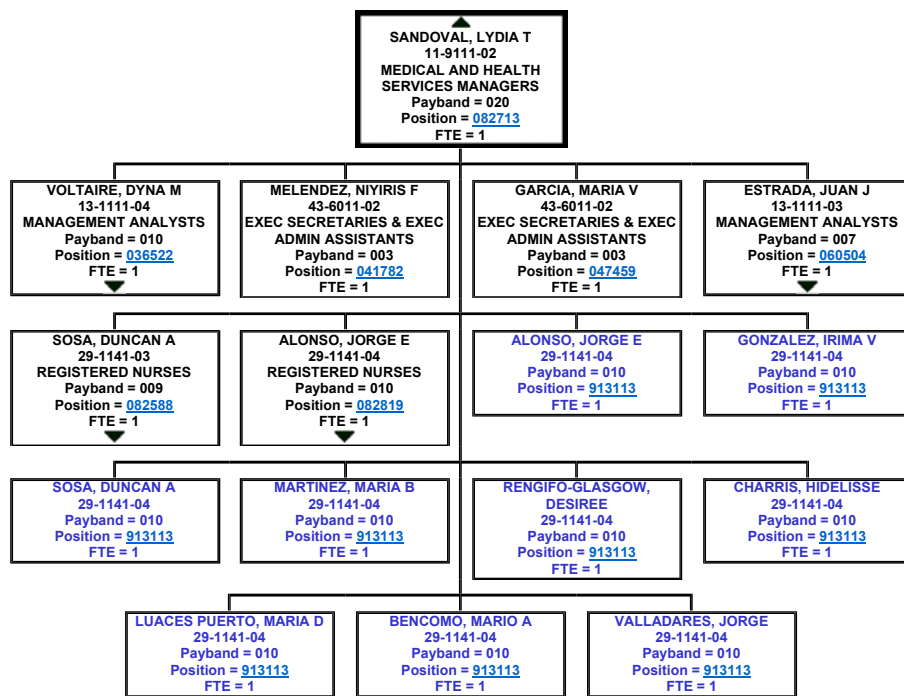


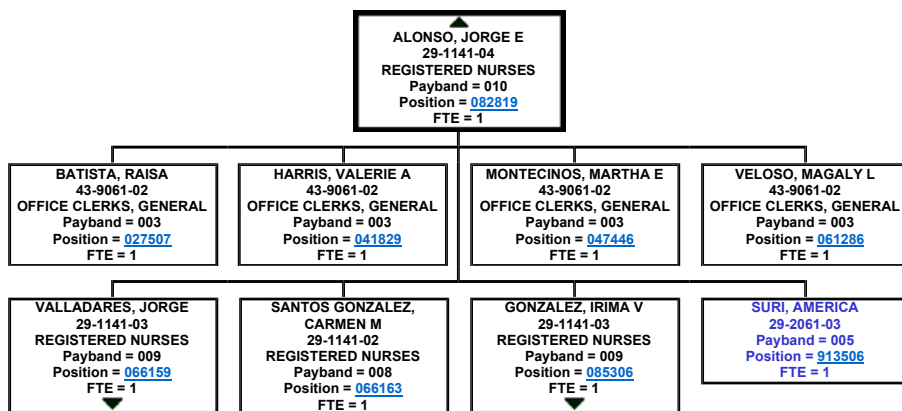




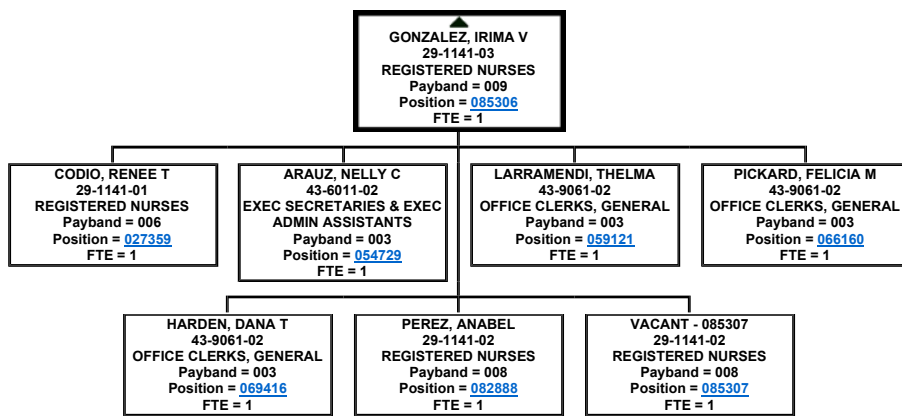


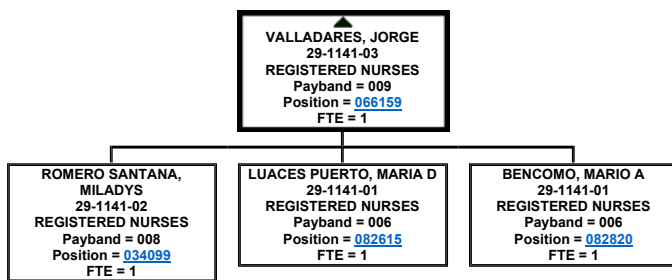


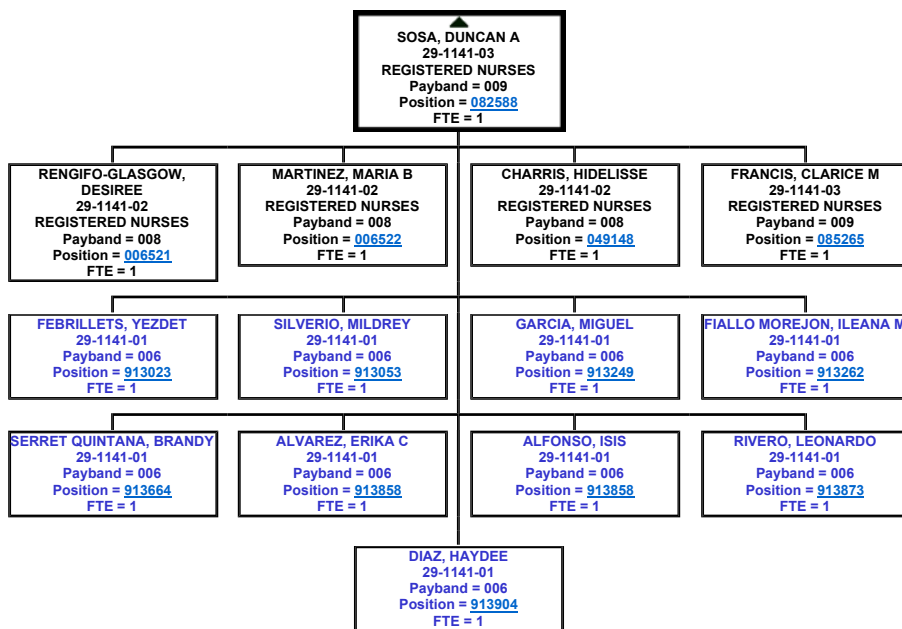


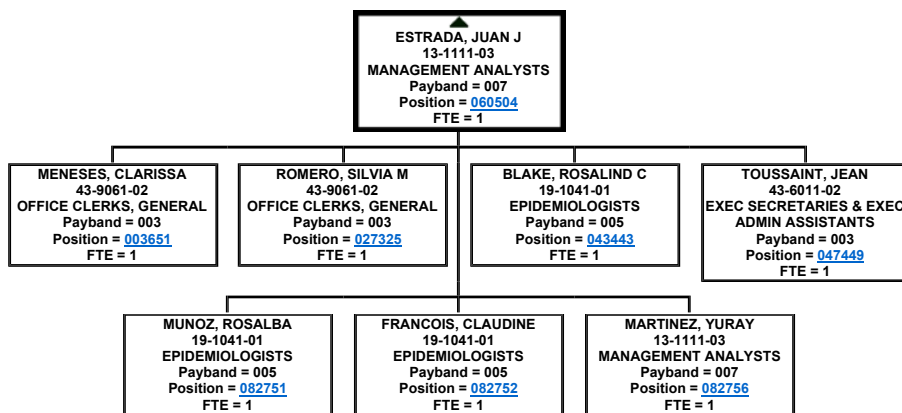


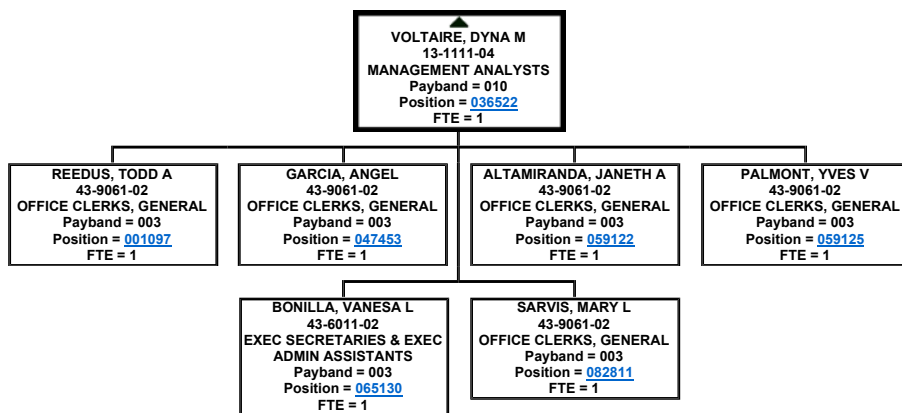


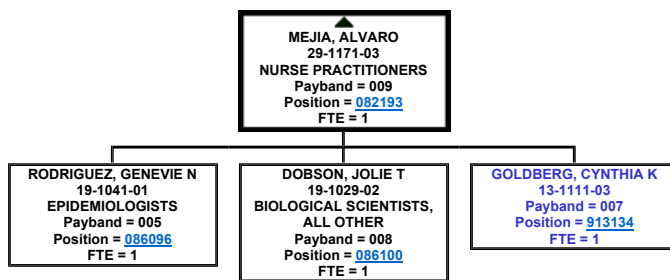


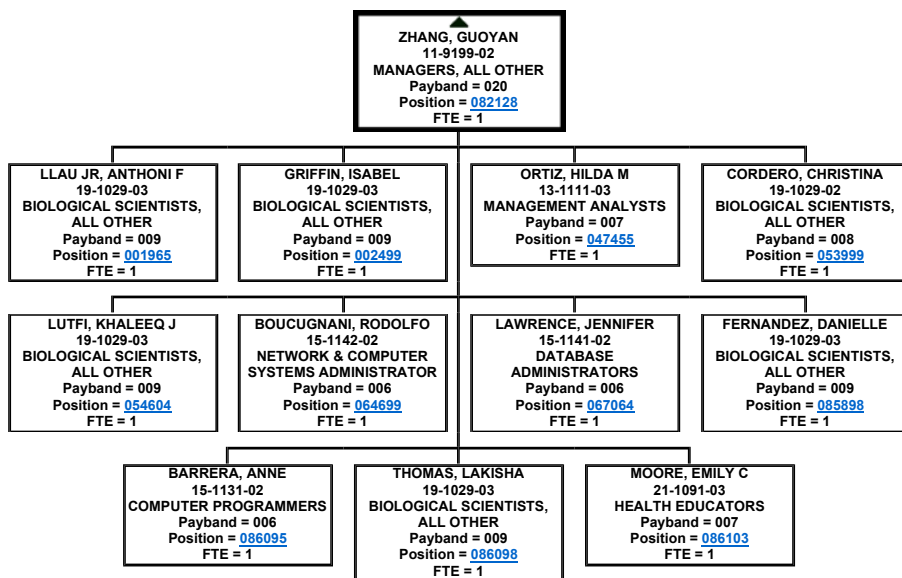


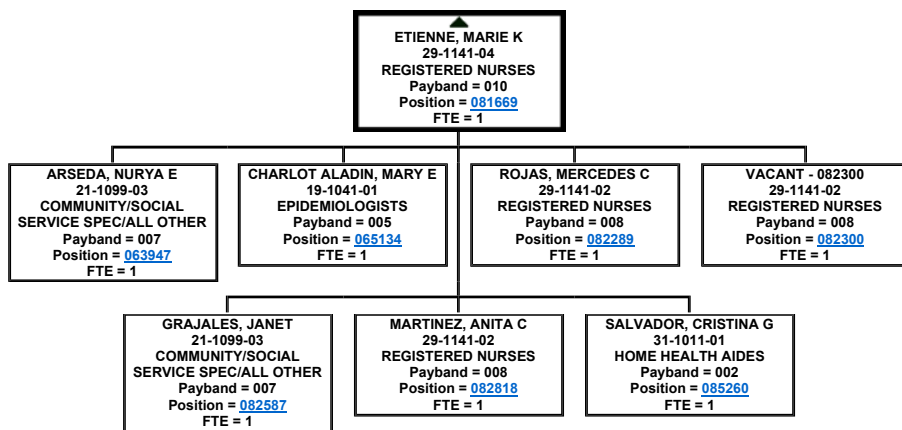




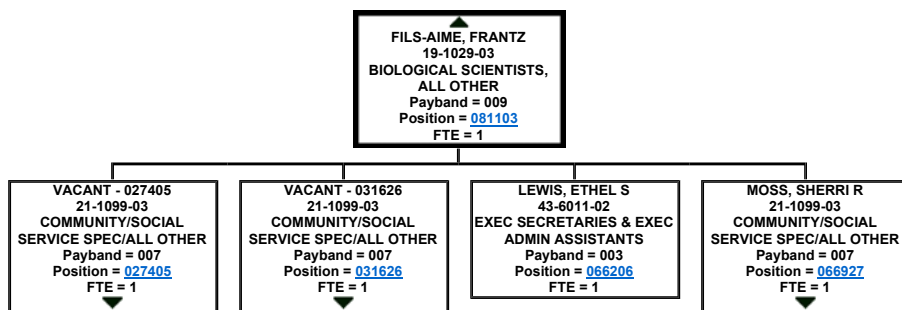


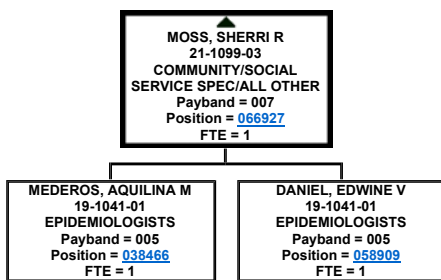


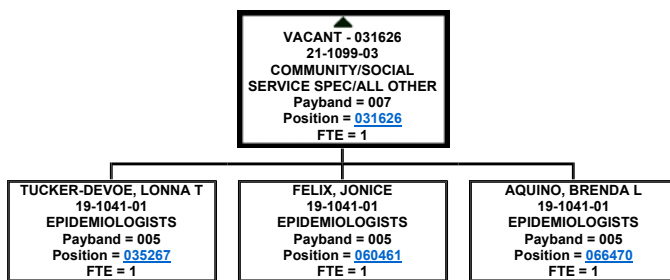


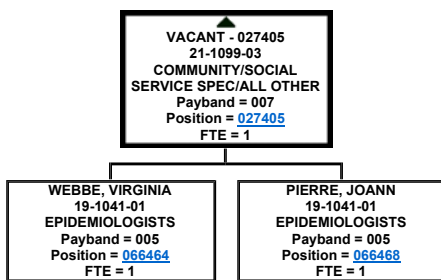


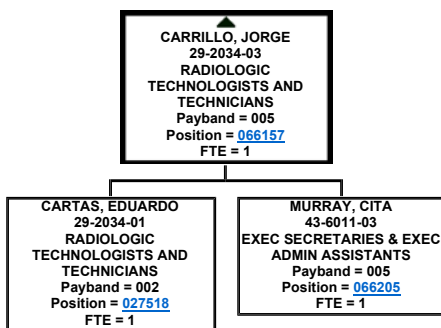


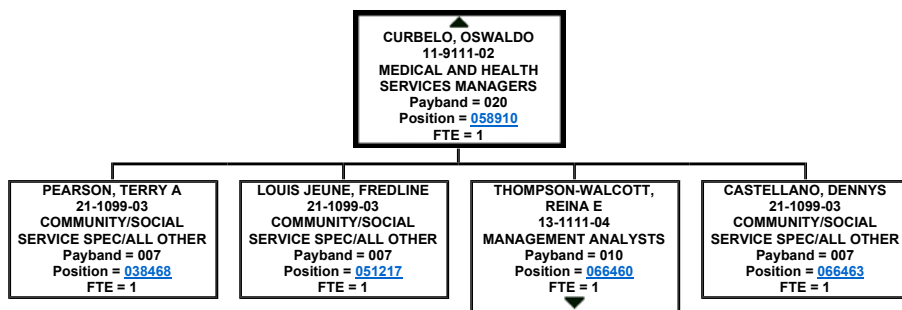


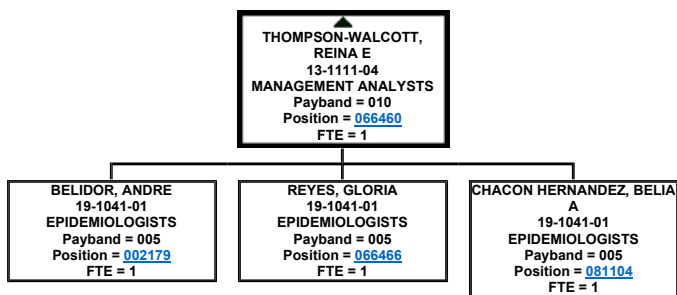


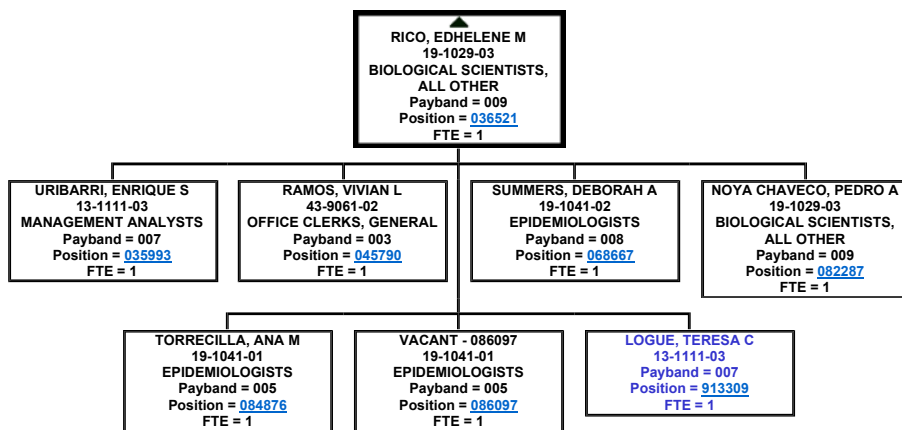




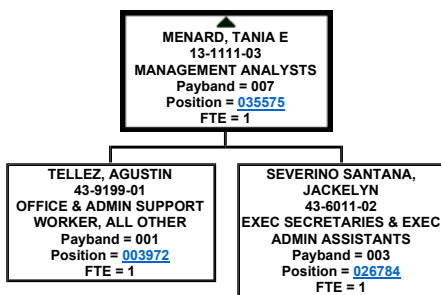


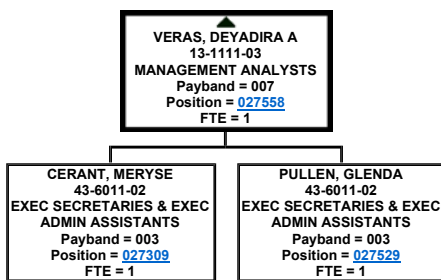


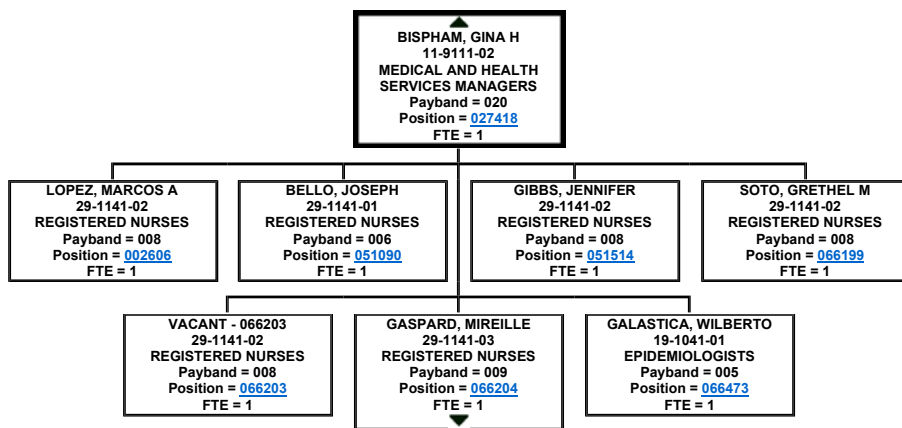


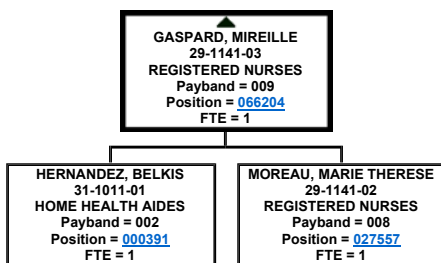


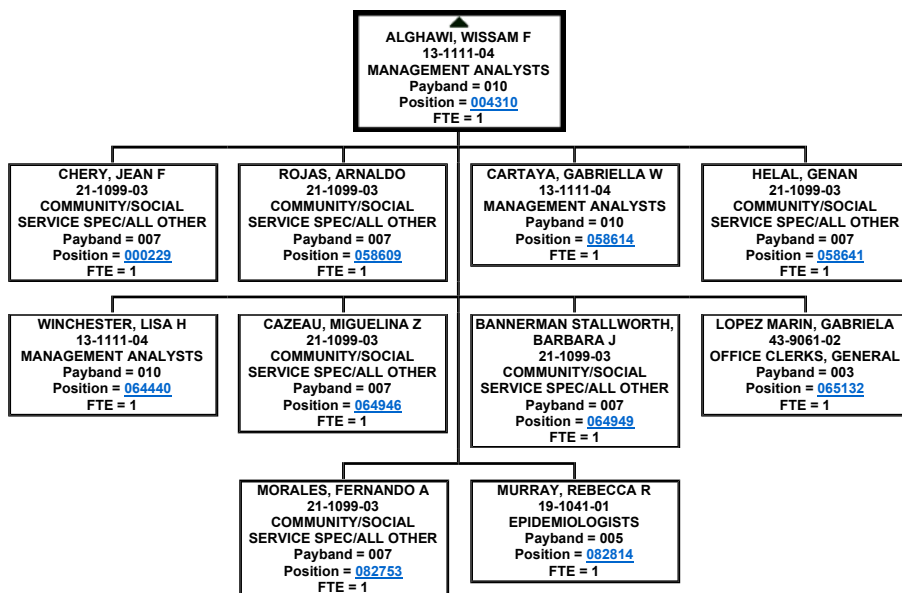








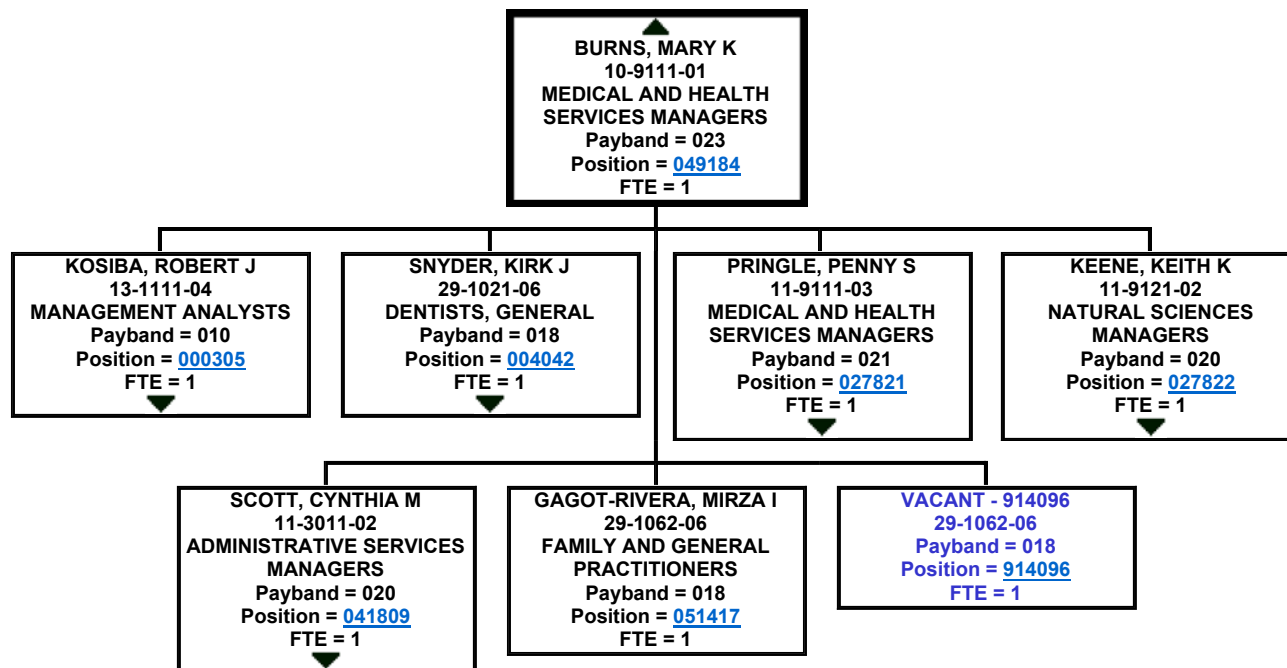


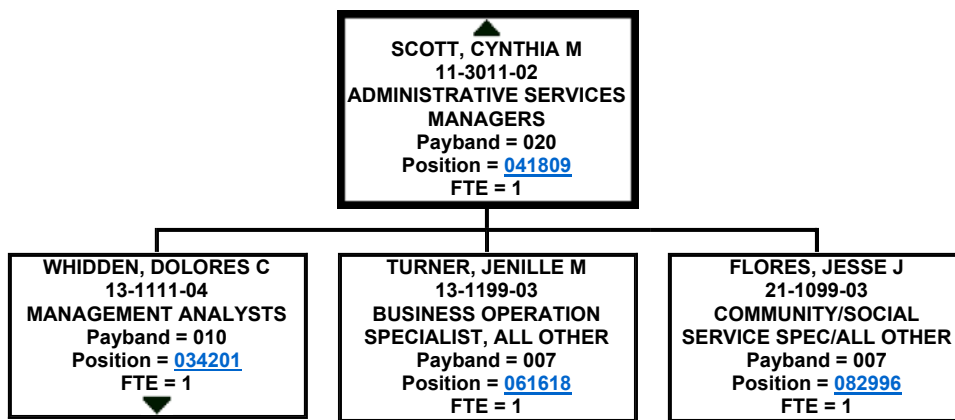


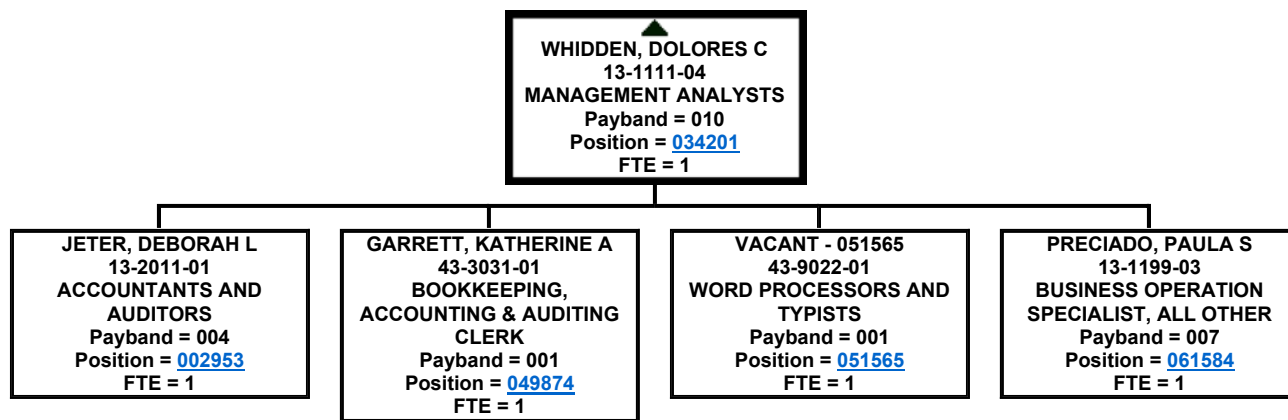
# CHD 14 - Desoto County Health Department

Created: 10/5/2016 10:19:00 AM

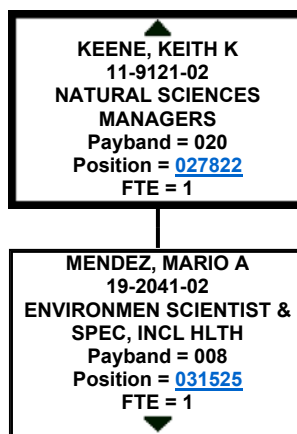
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

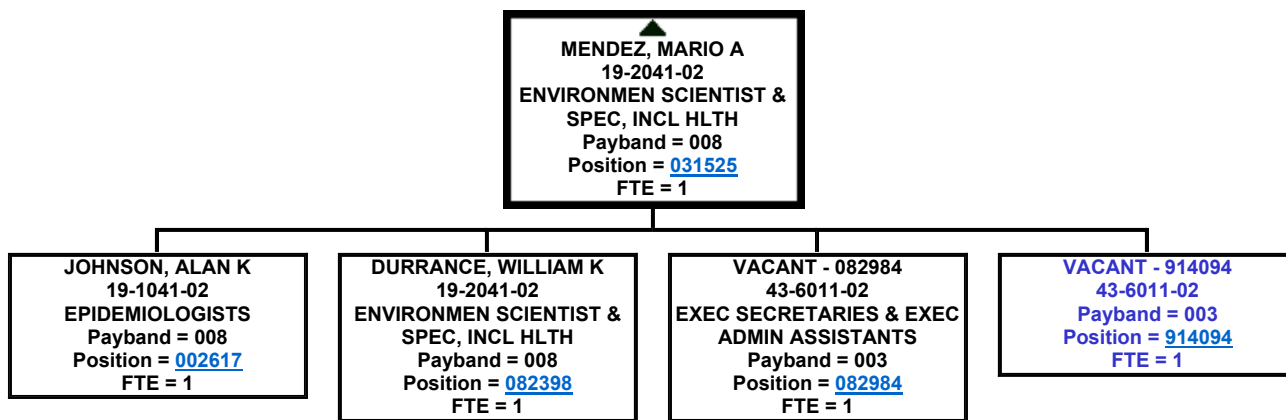


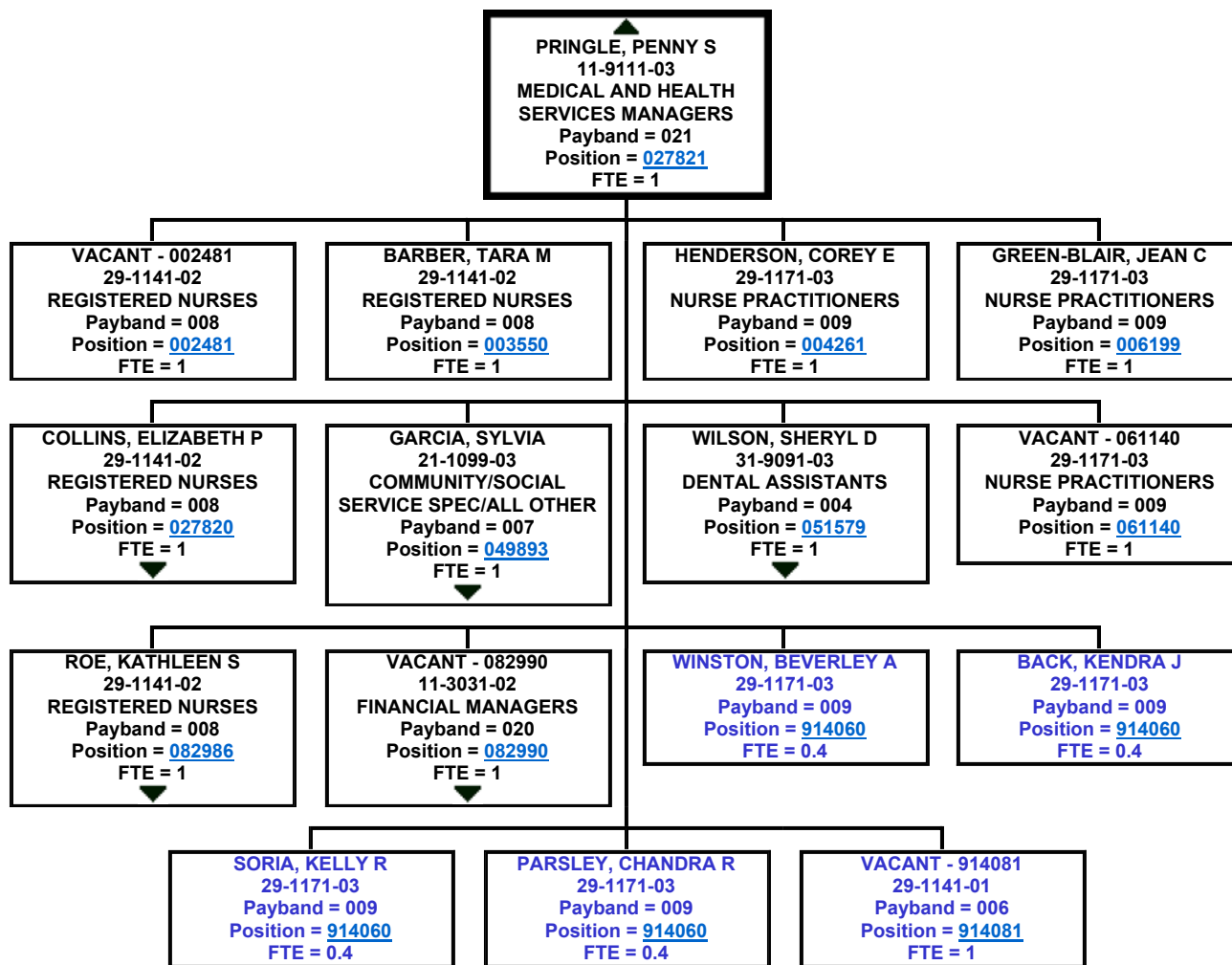


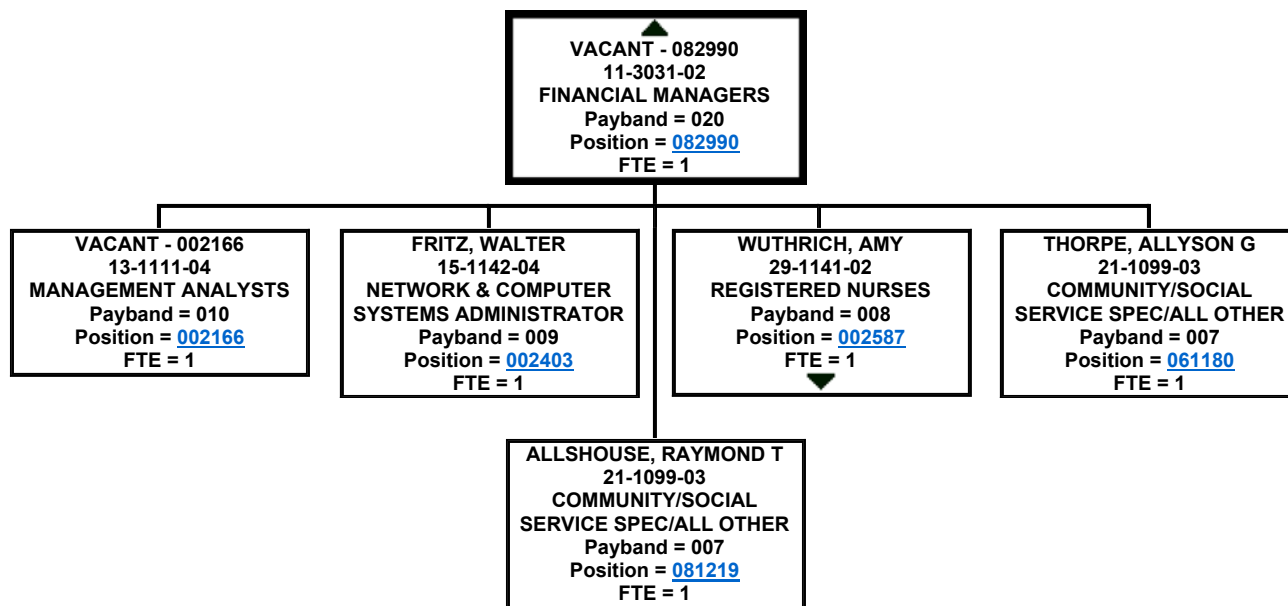


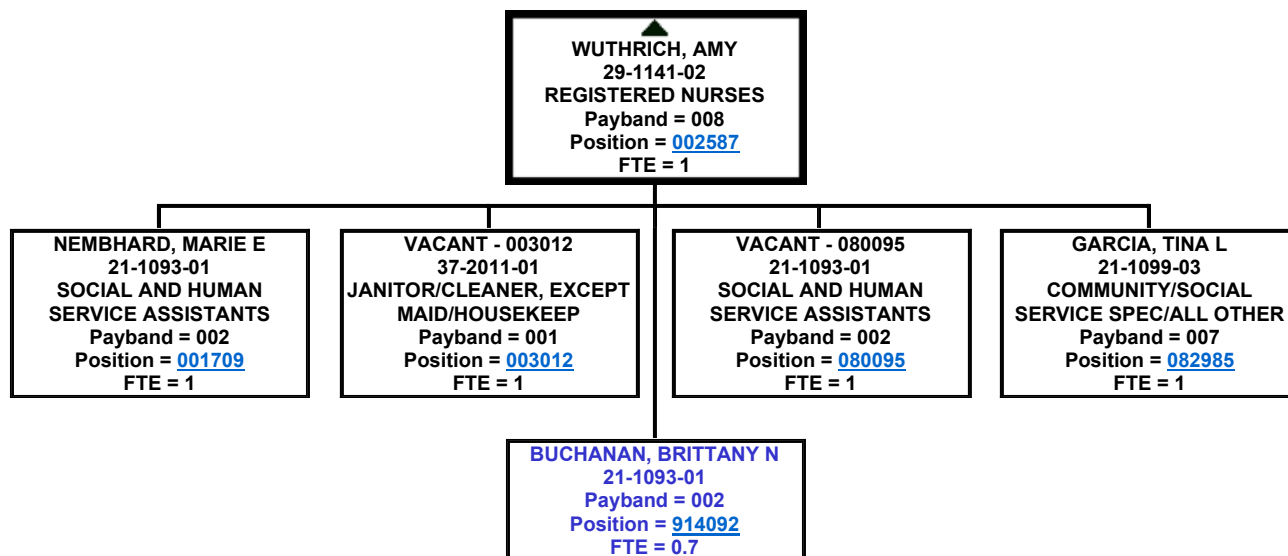


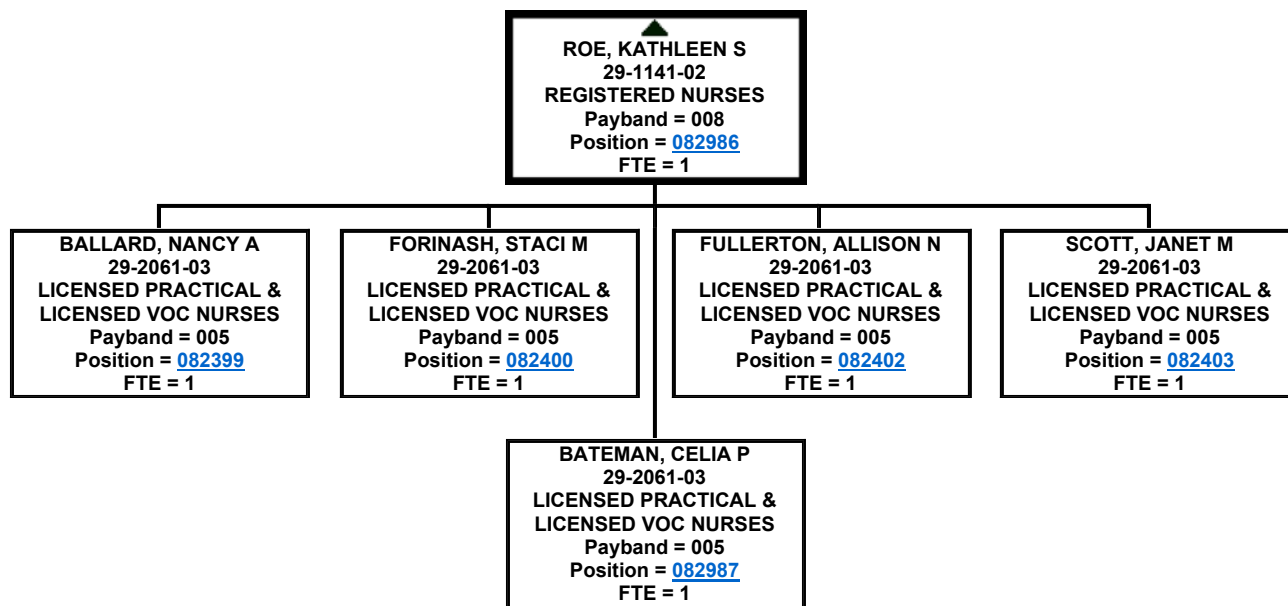


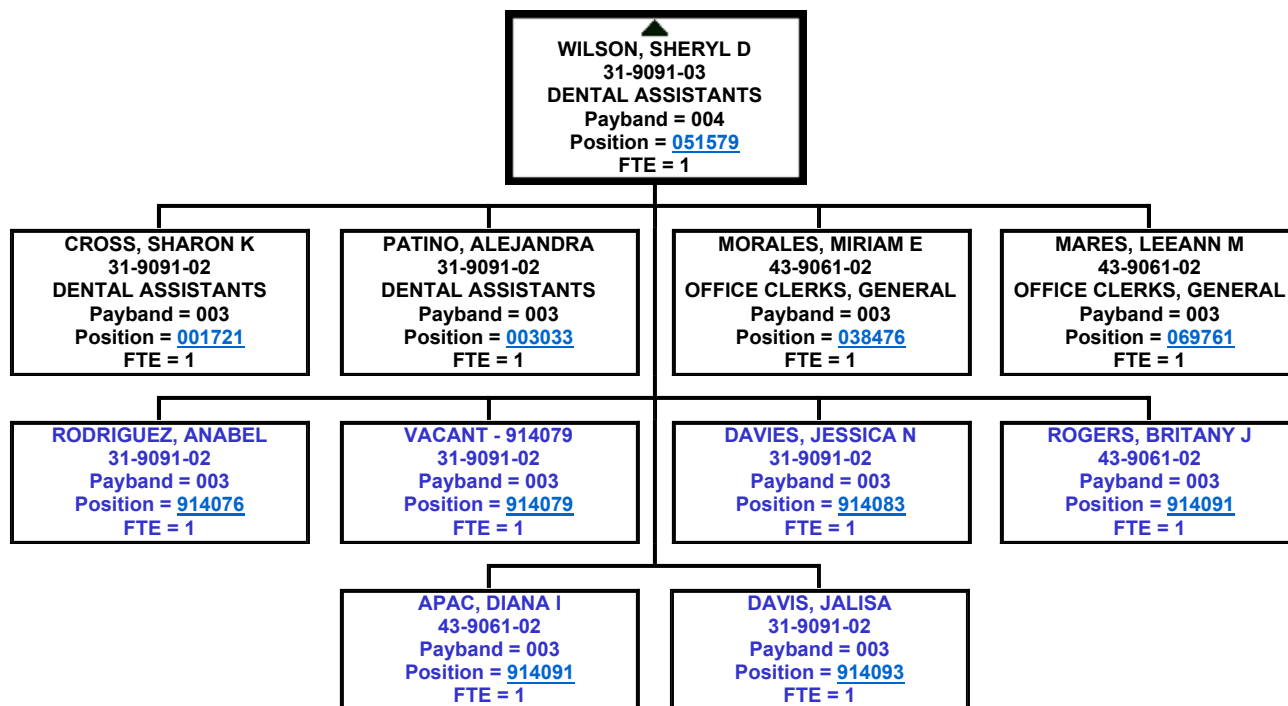


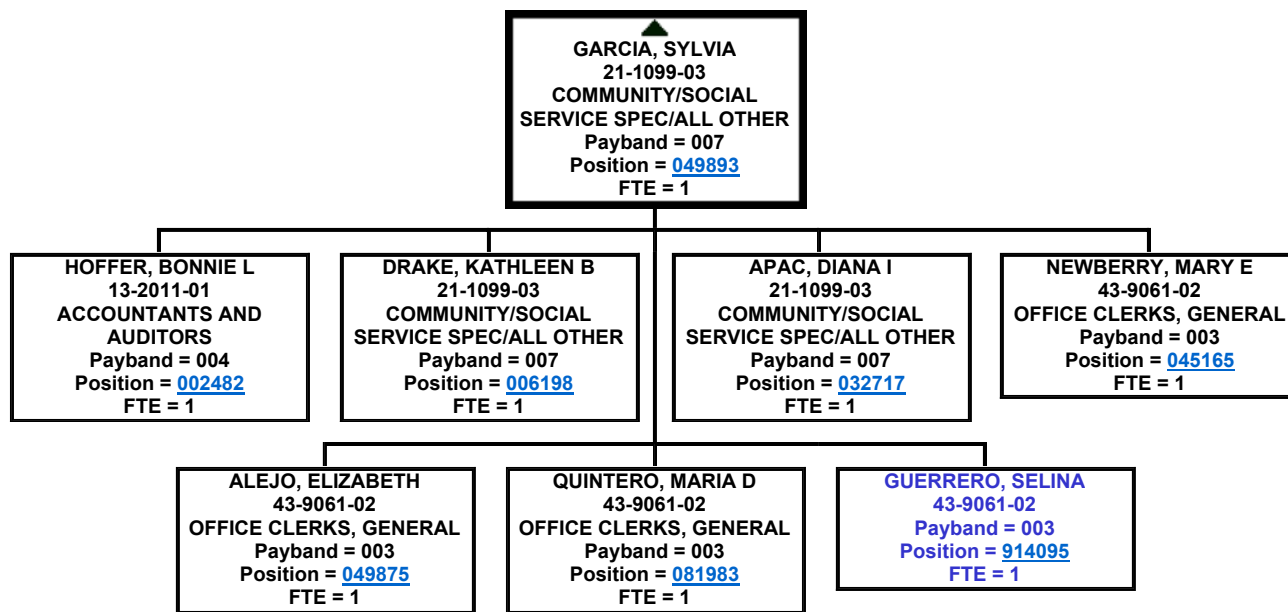




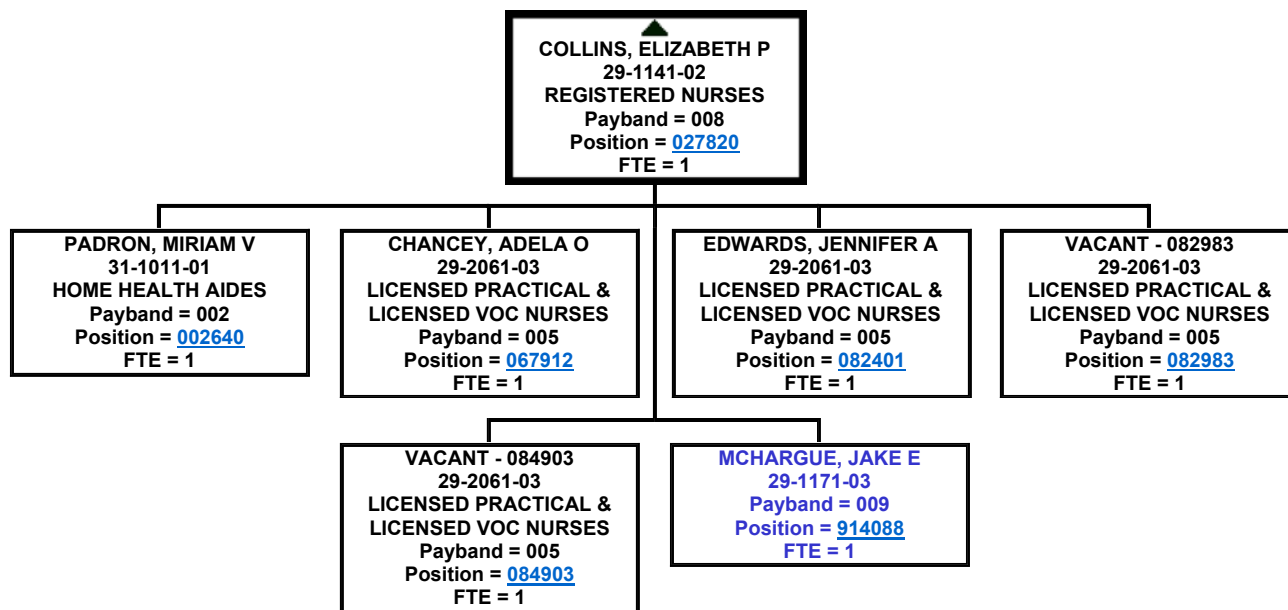


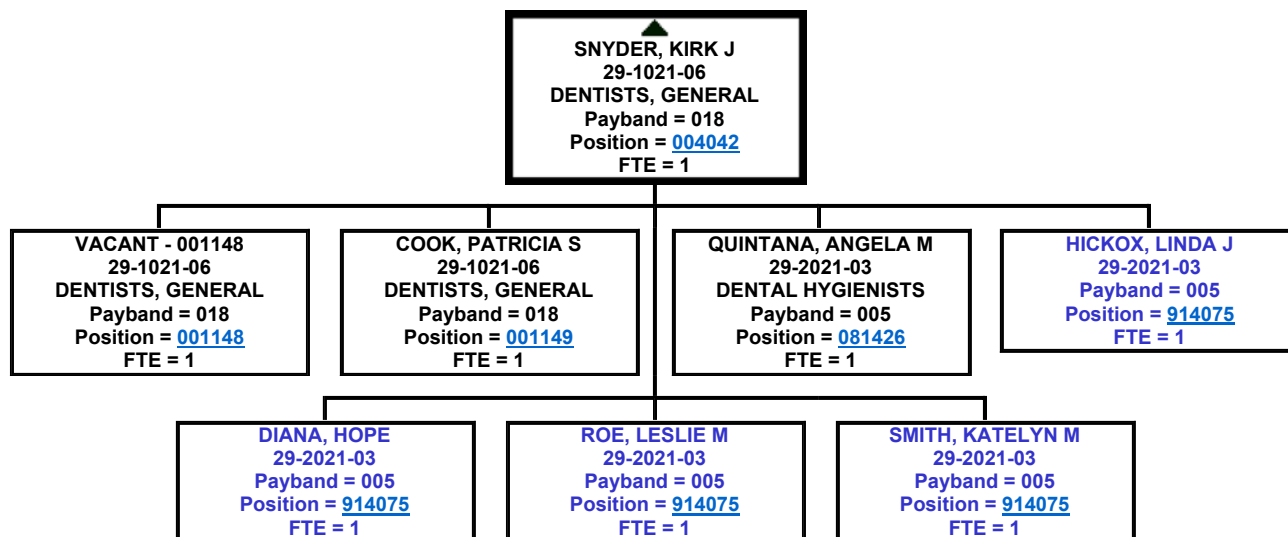


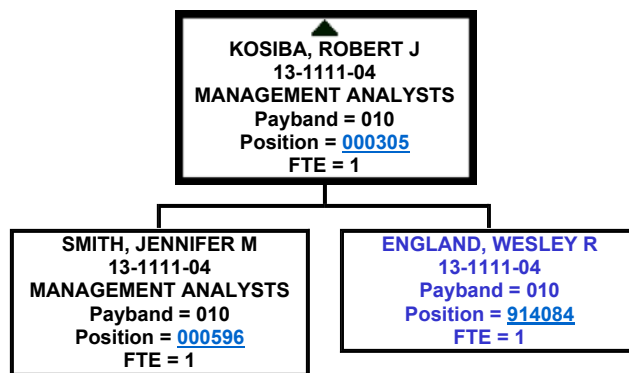












# CHD 15 - Dixie County Health Department

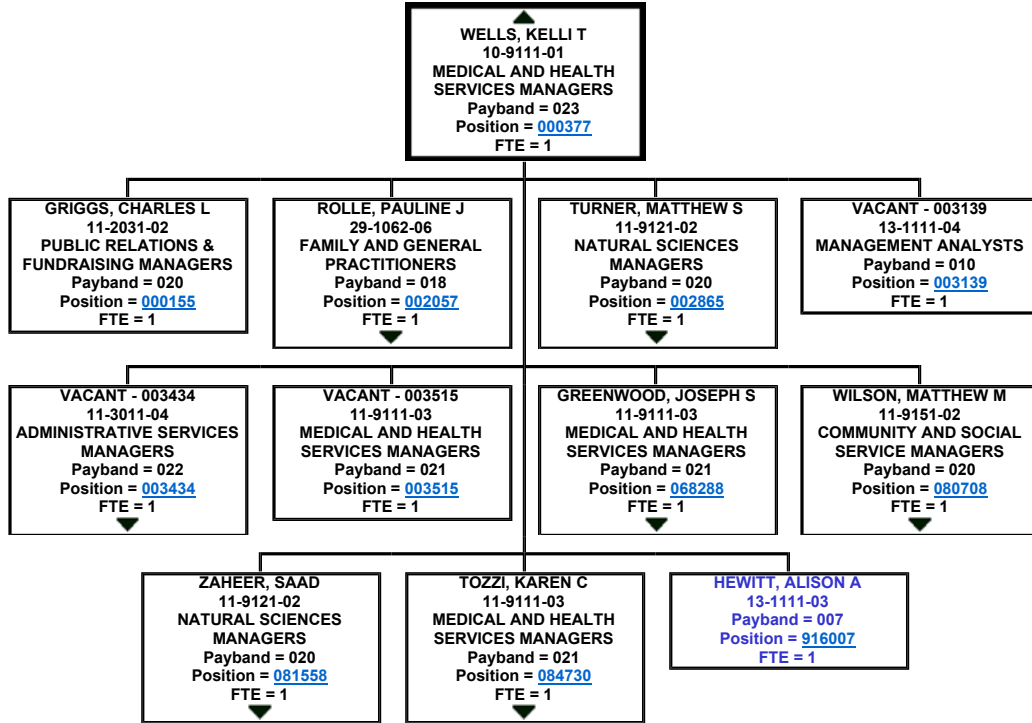
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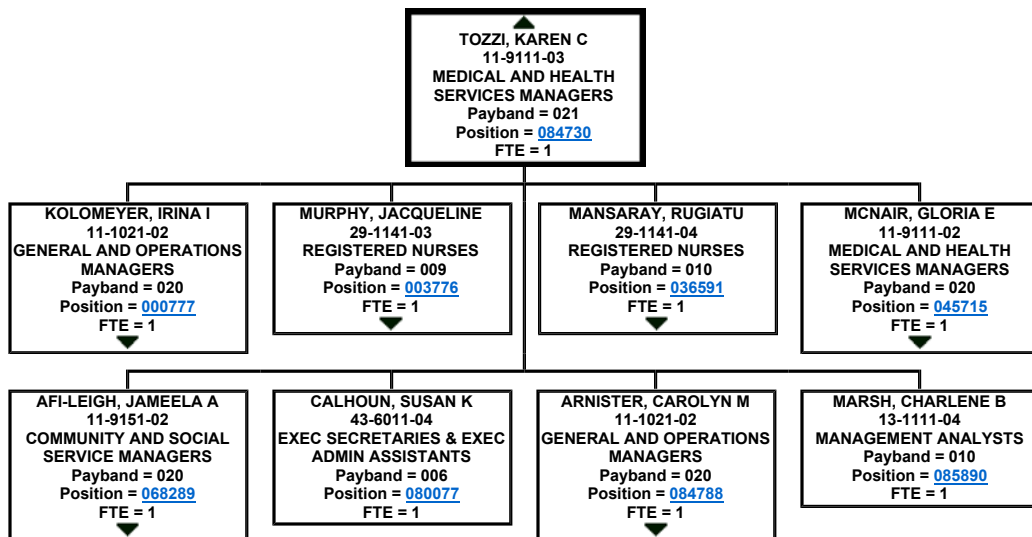
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

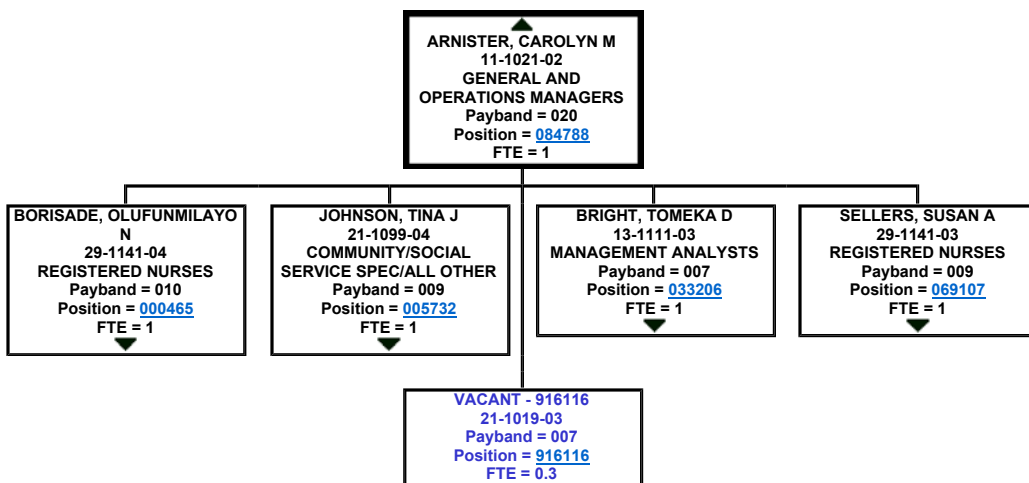
# CHD 16 - Duval County Health Department

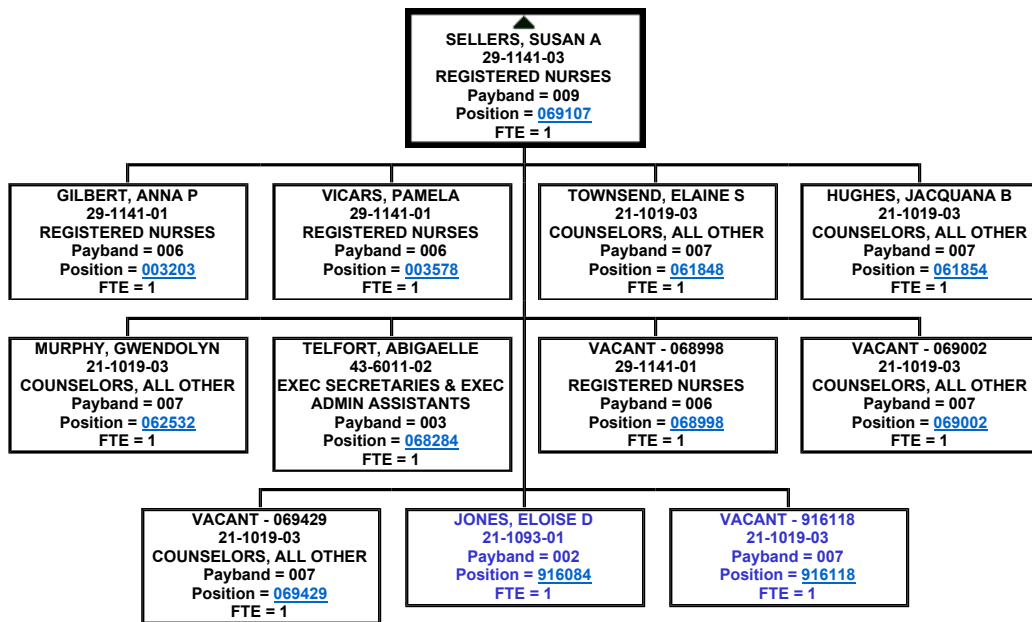
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**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

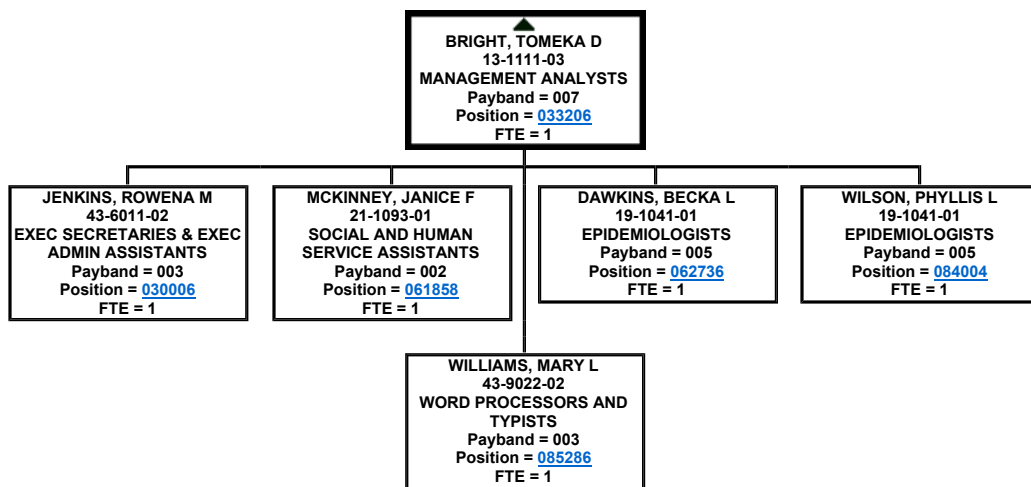


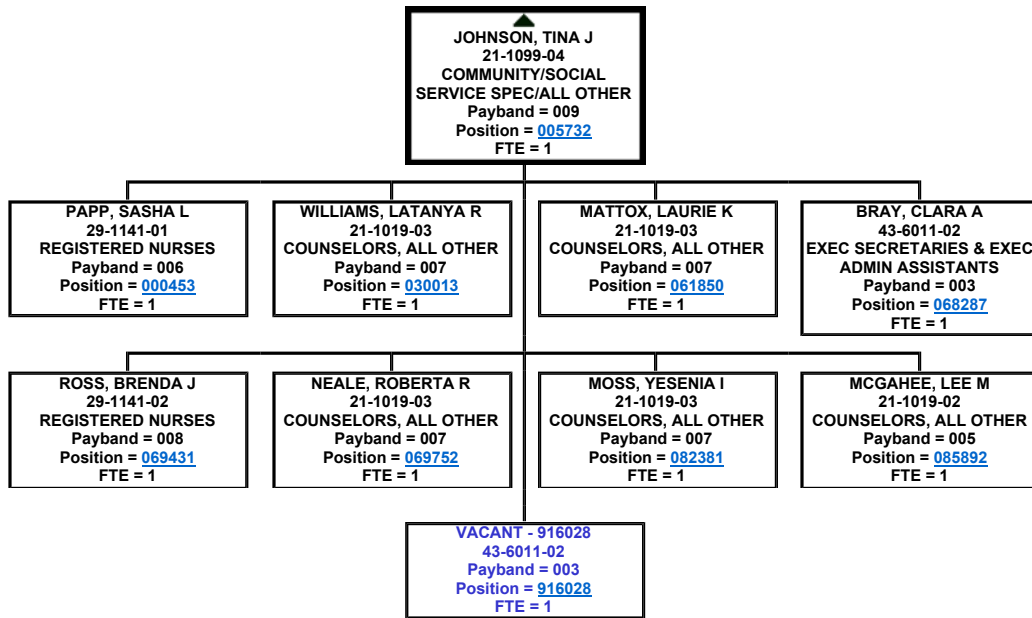


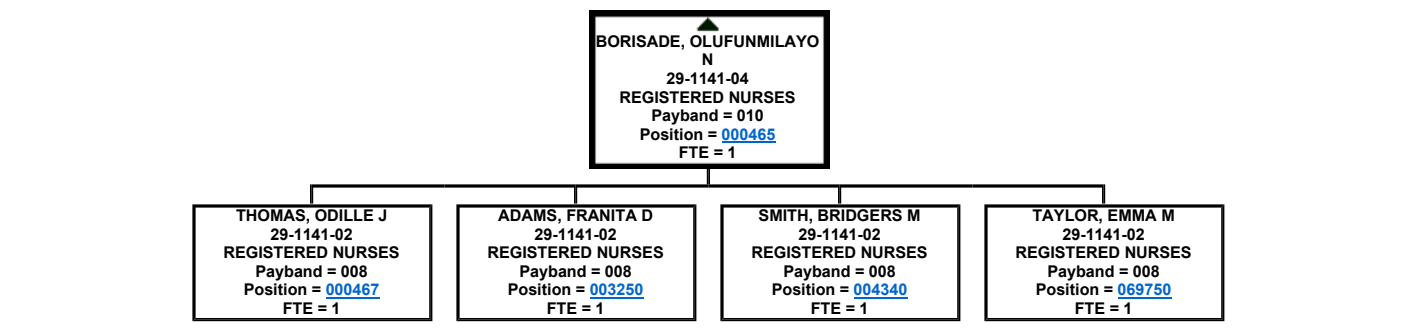


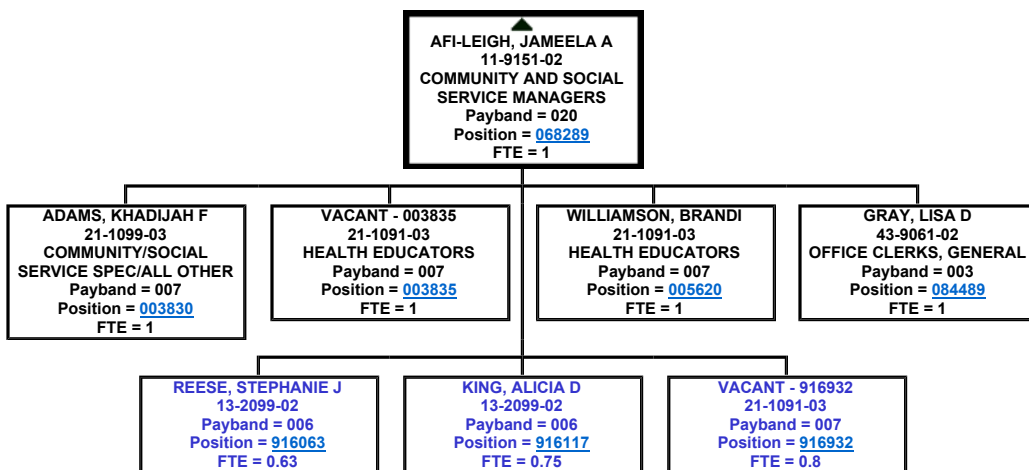


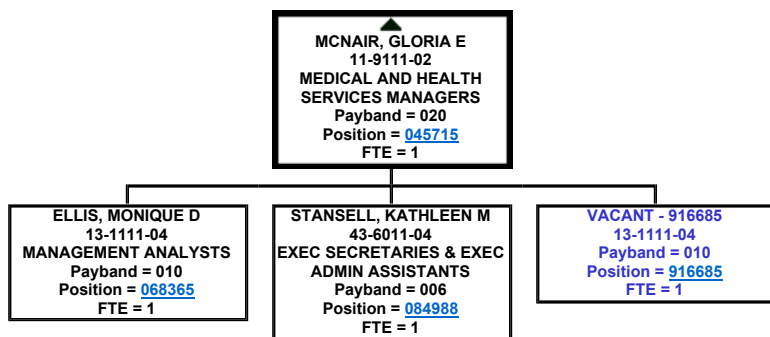


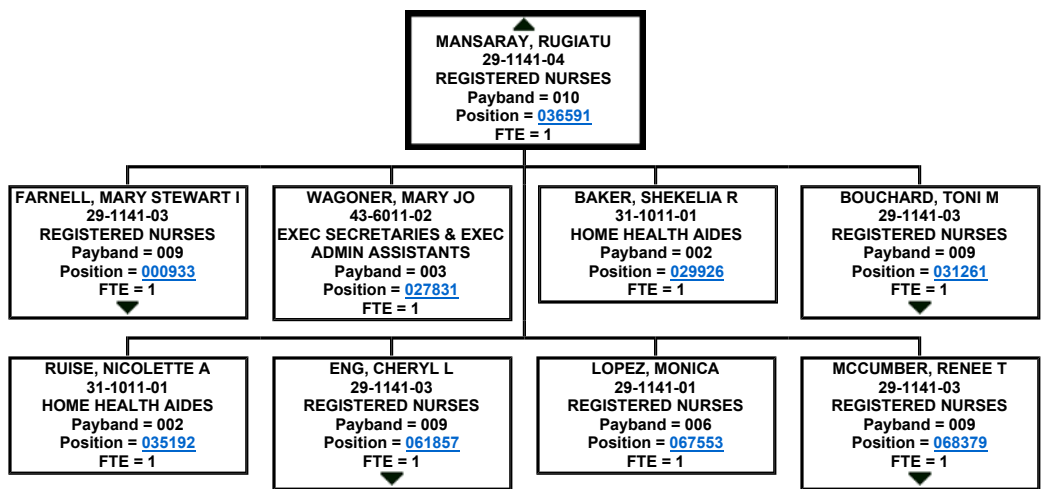


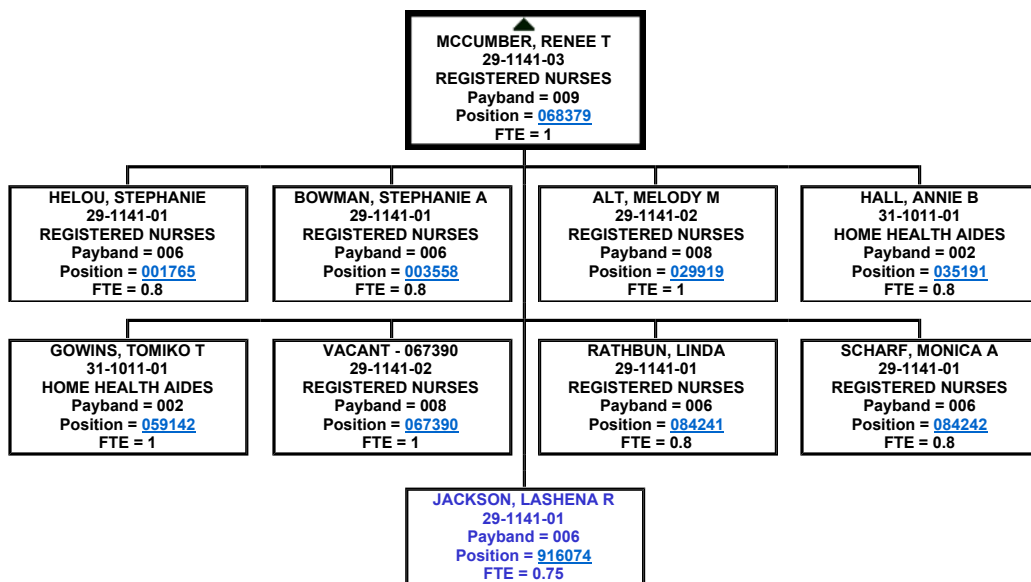


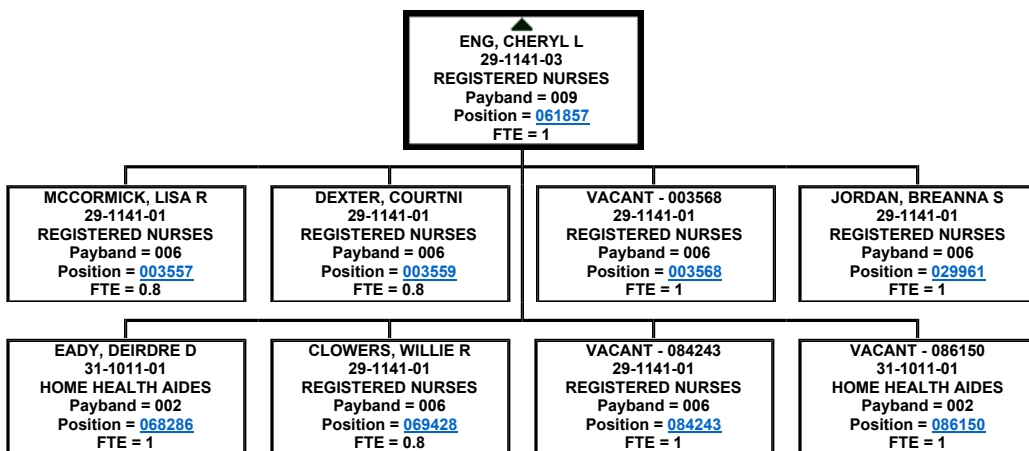




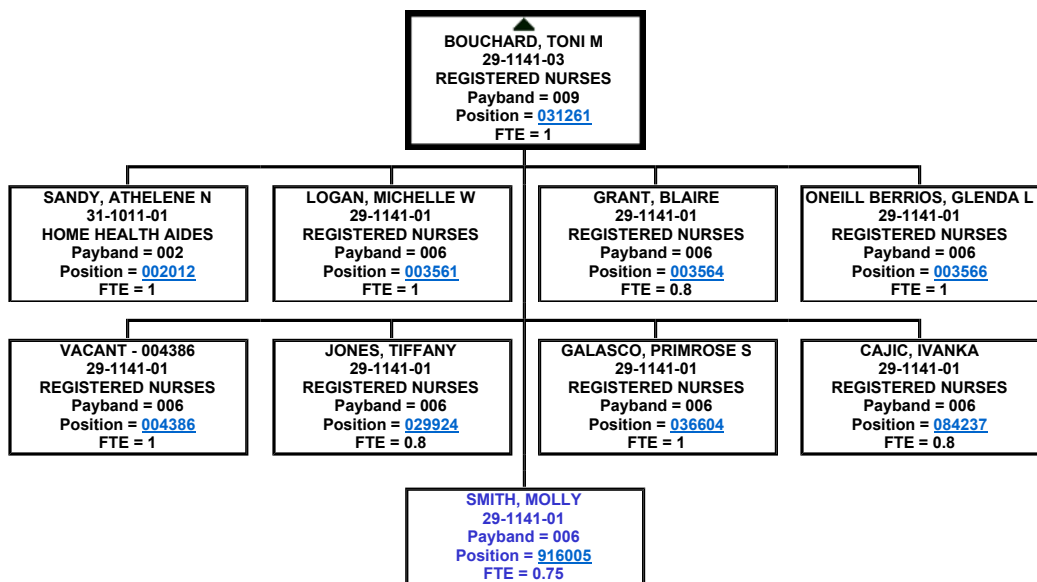


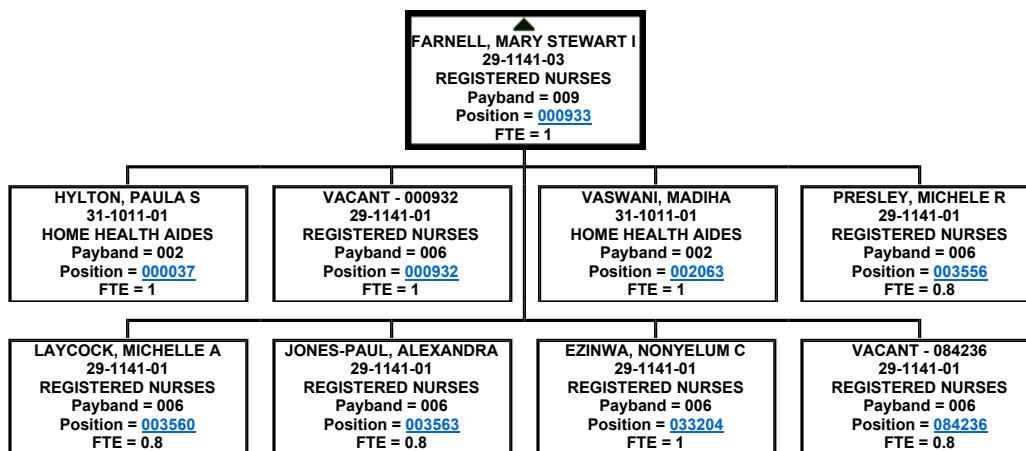


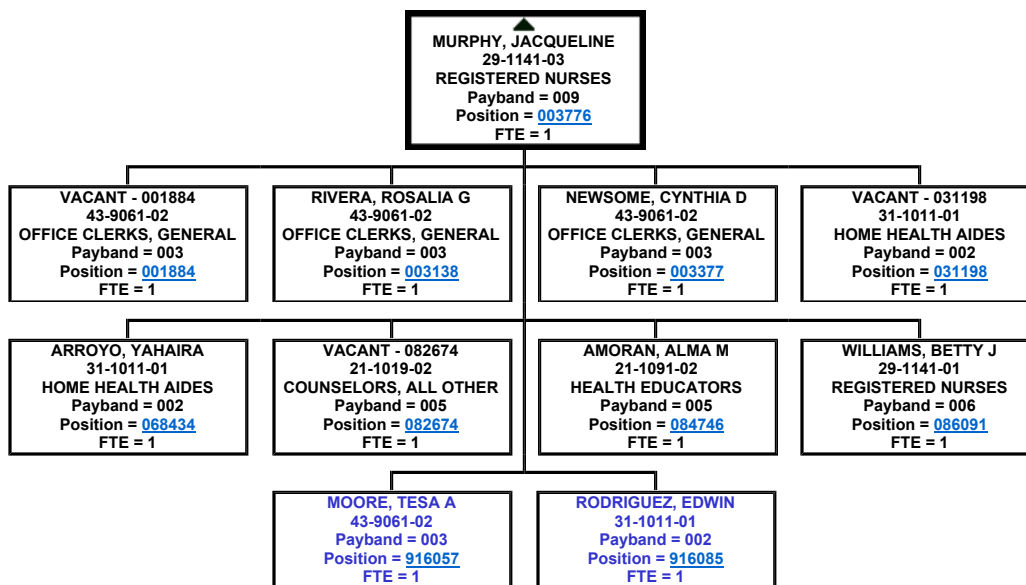


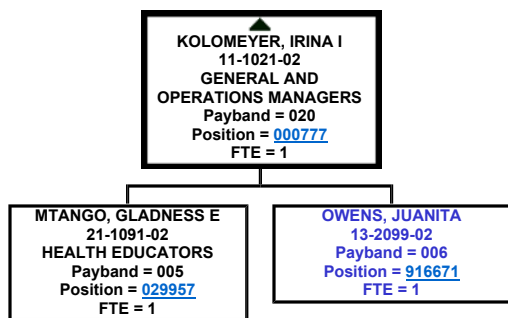


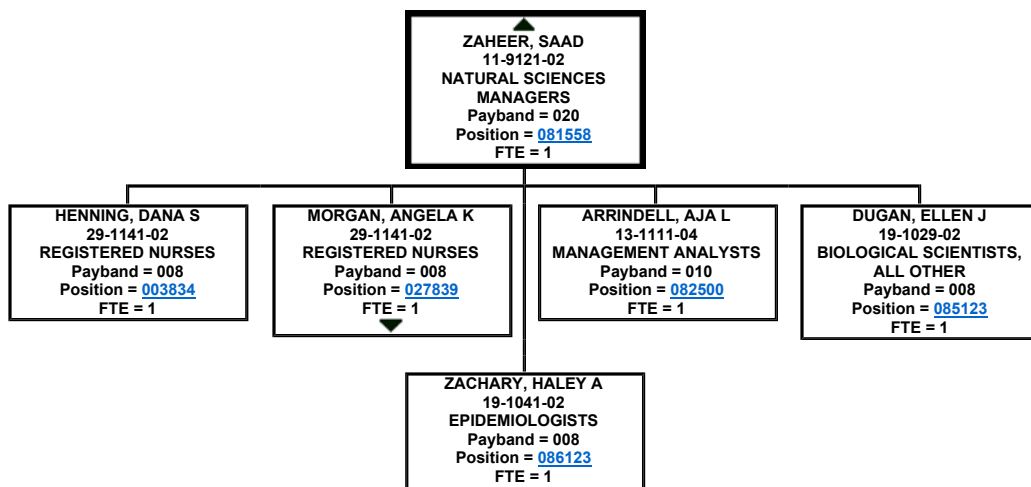


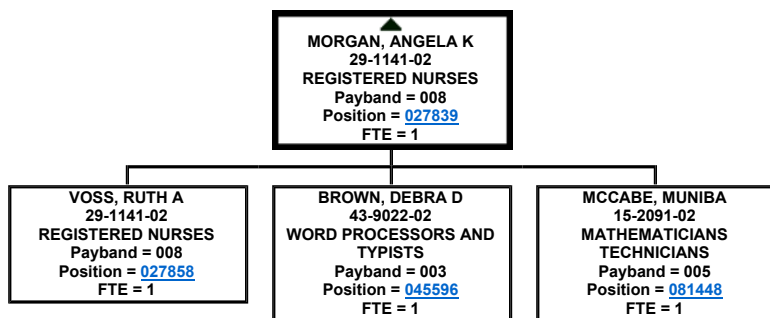


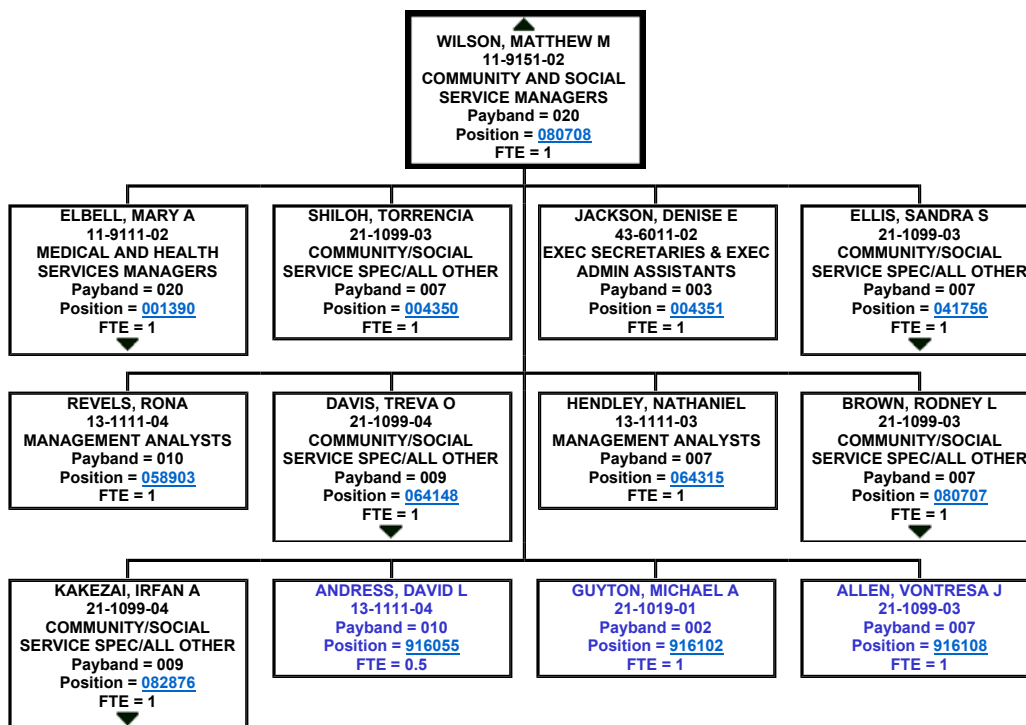


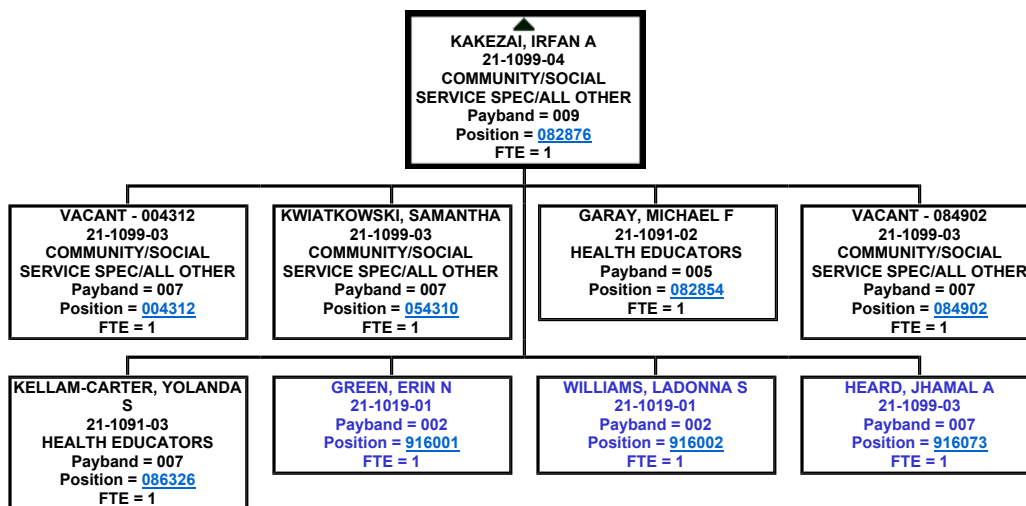




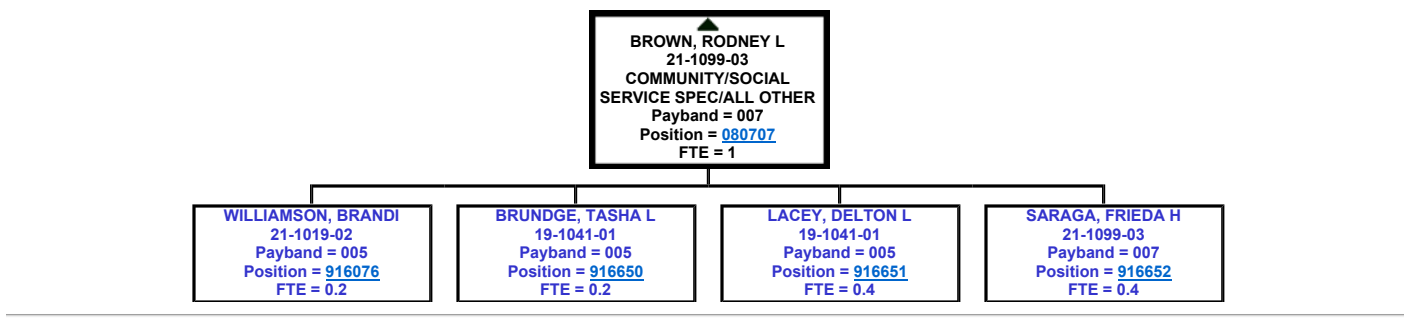


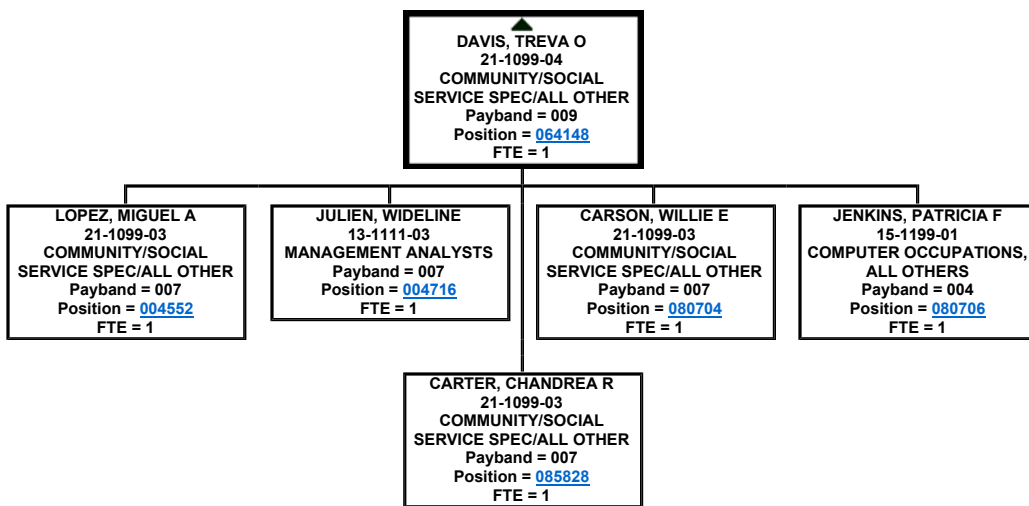


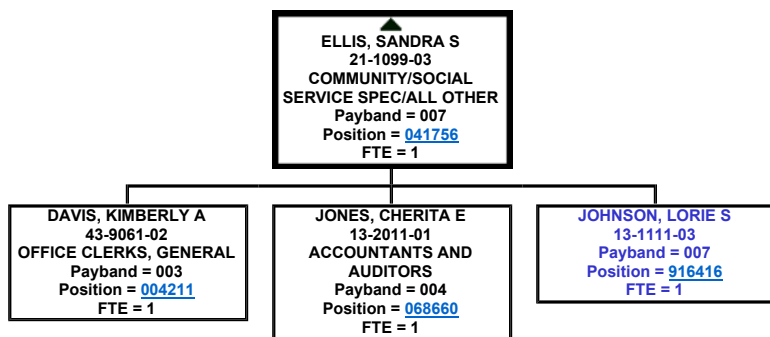


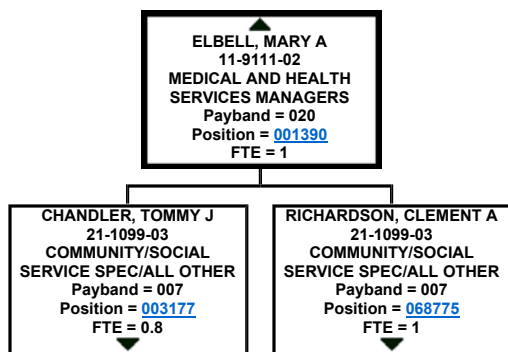


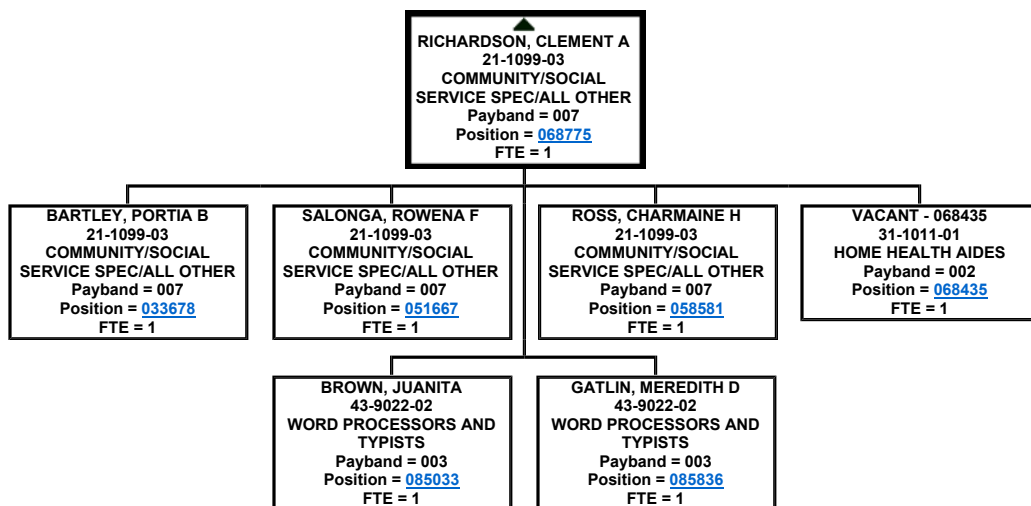


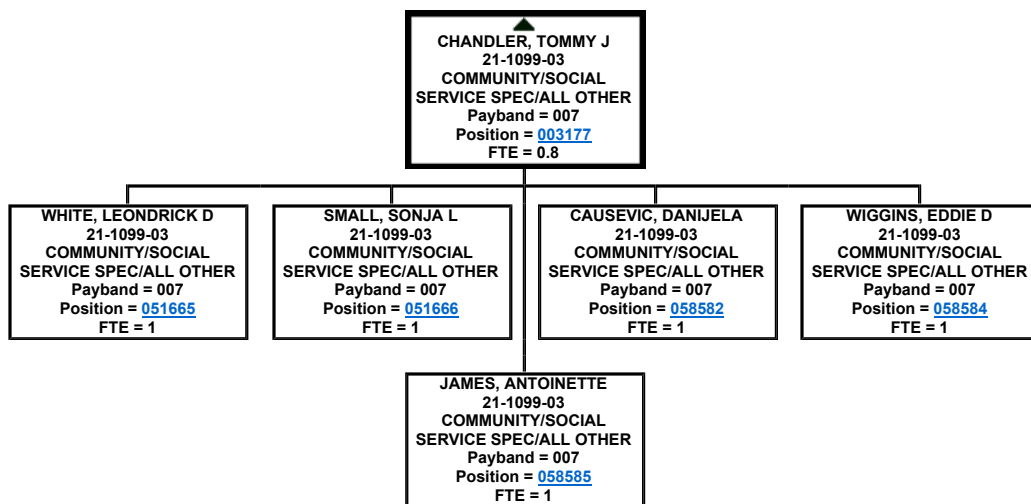


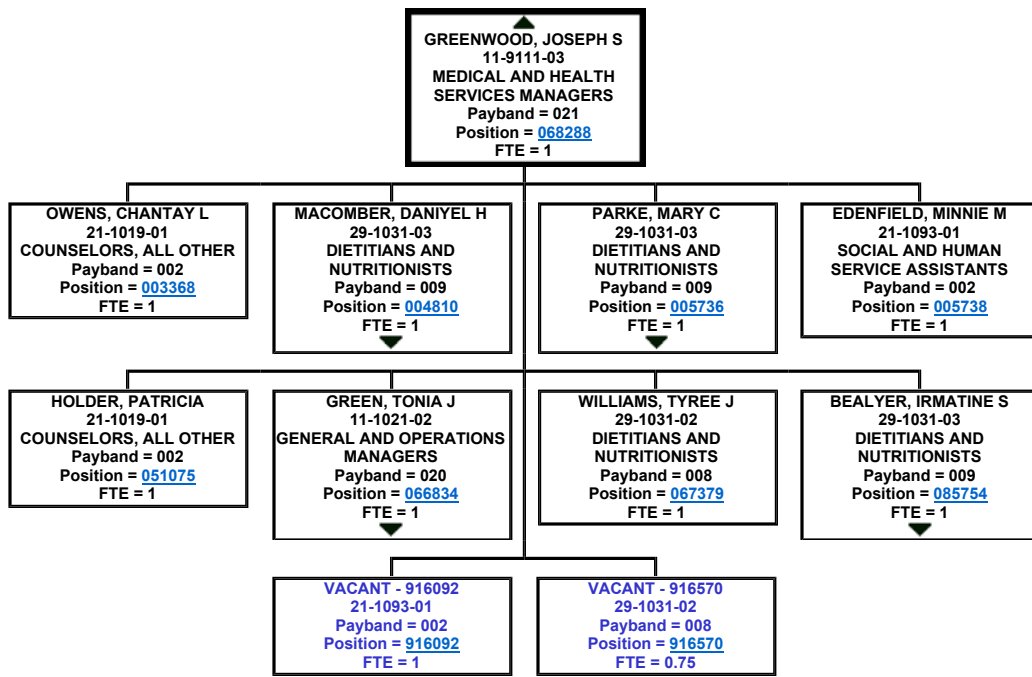


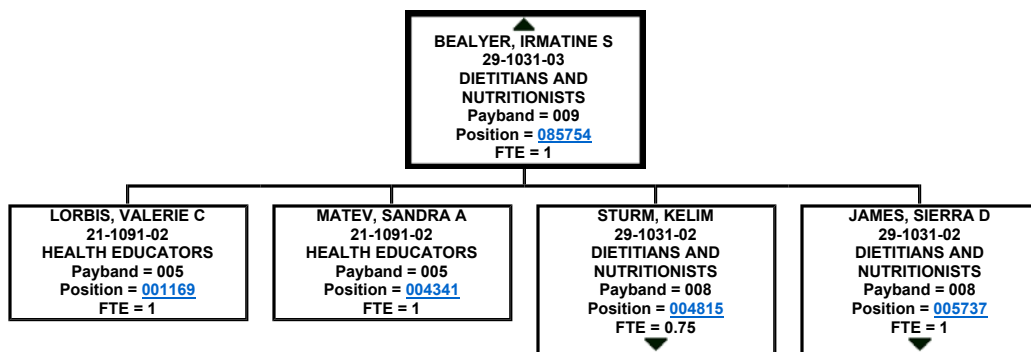




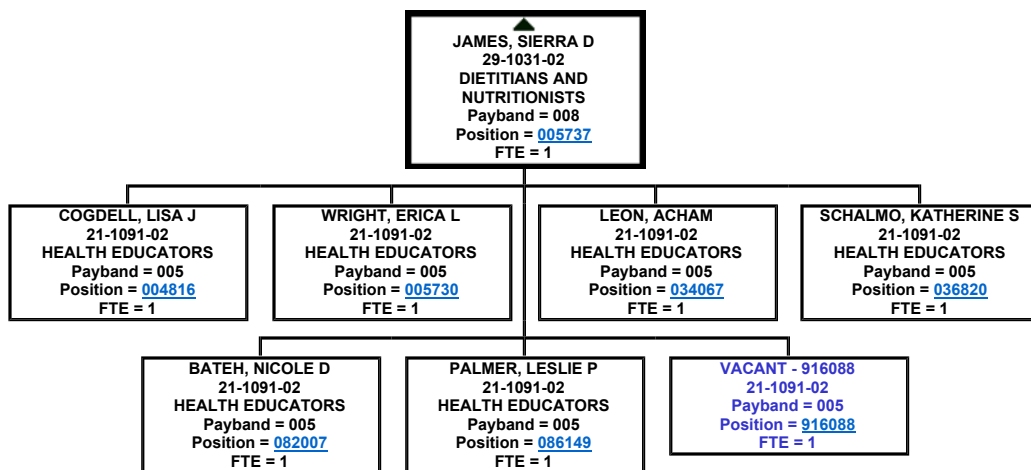


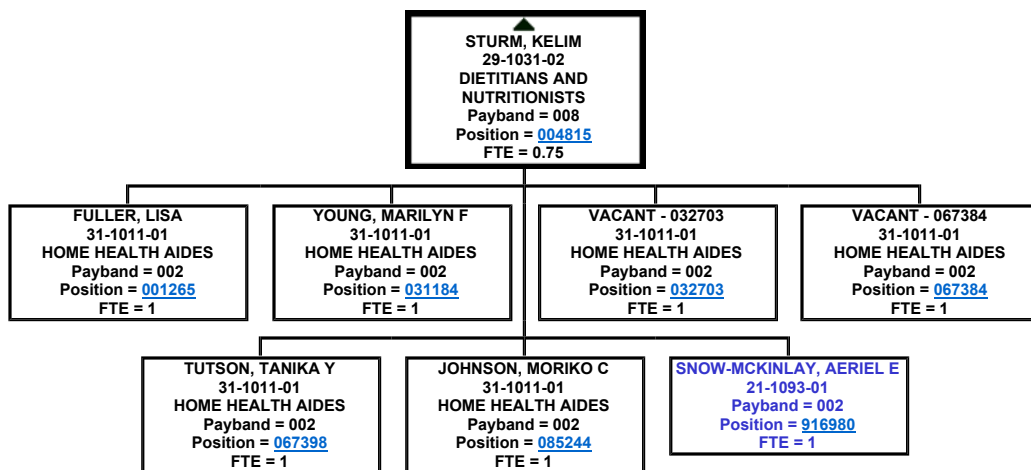


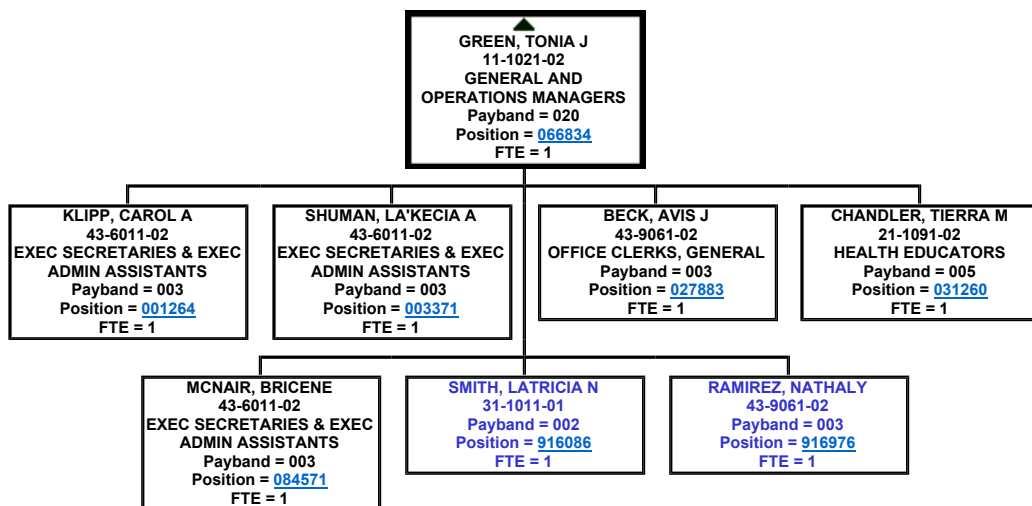


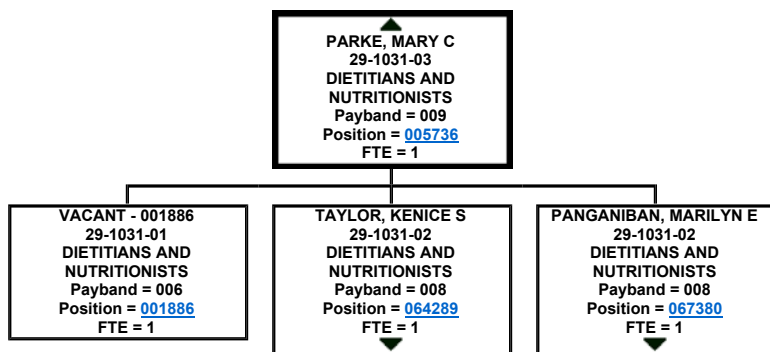


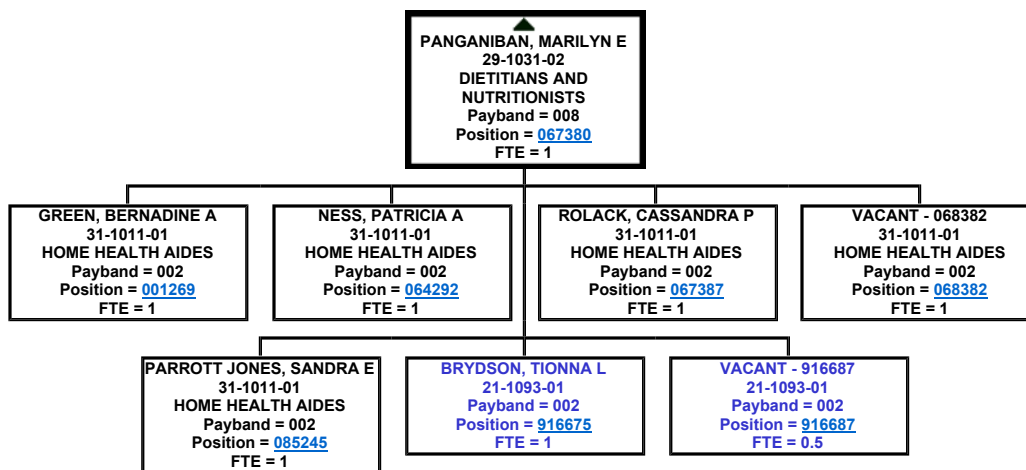


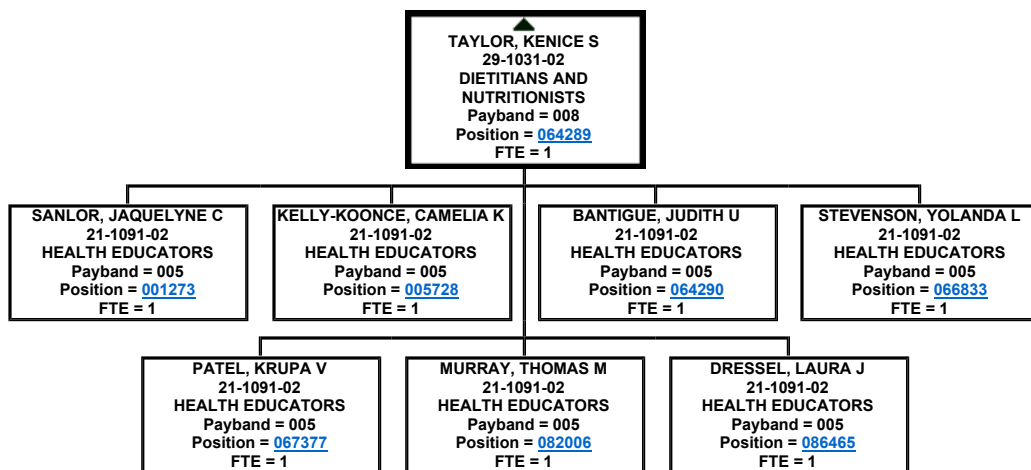


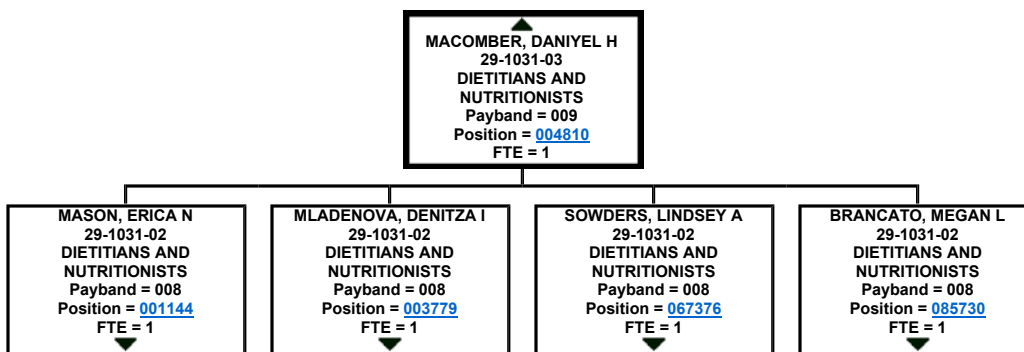


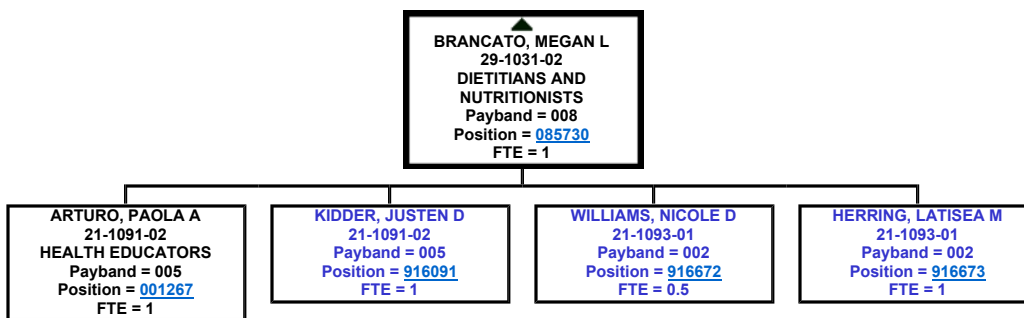




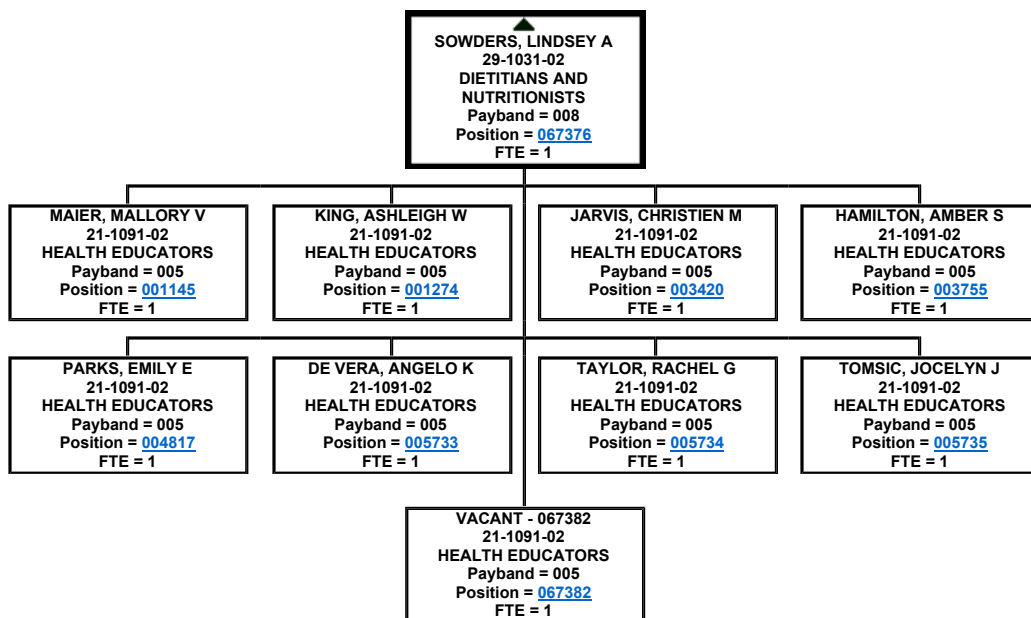


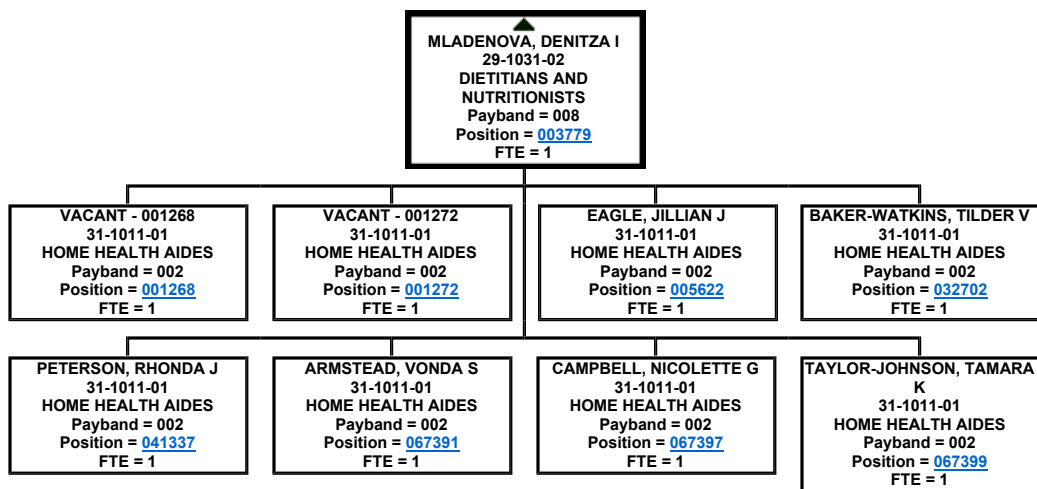


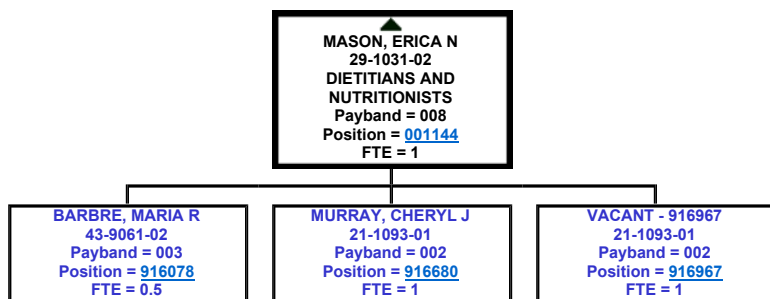


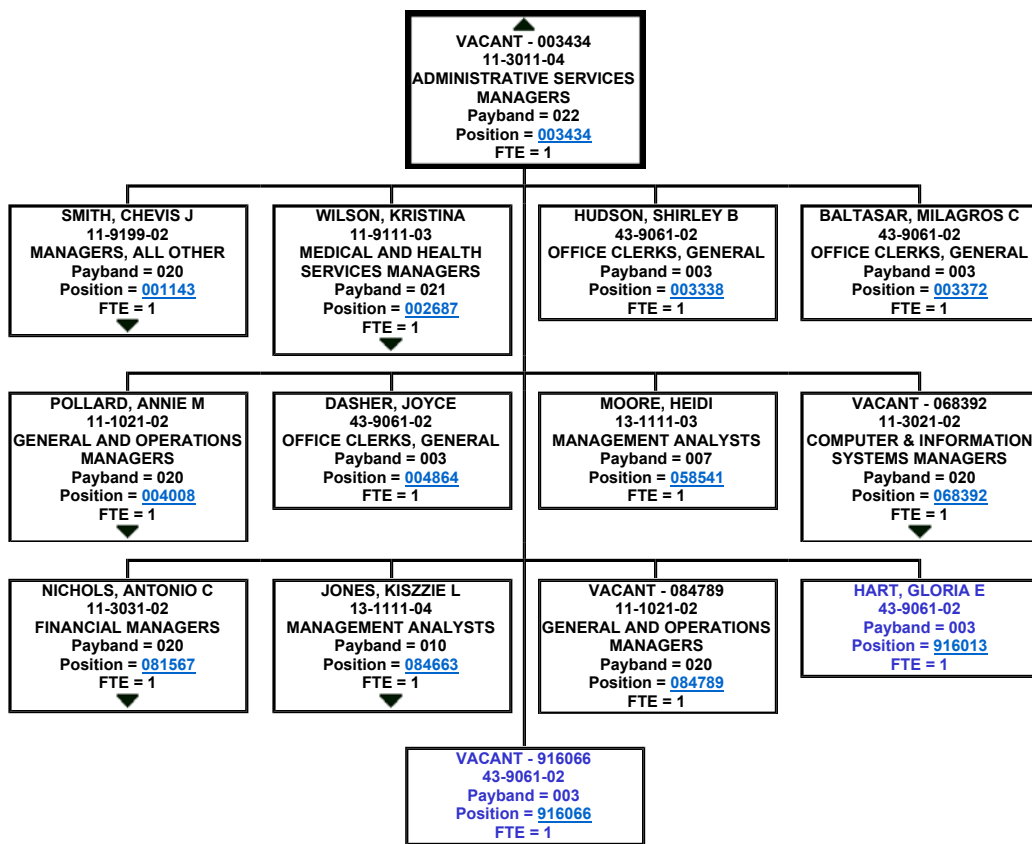


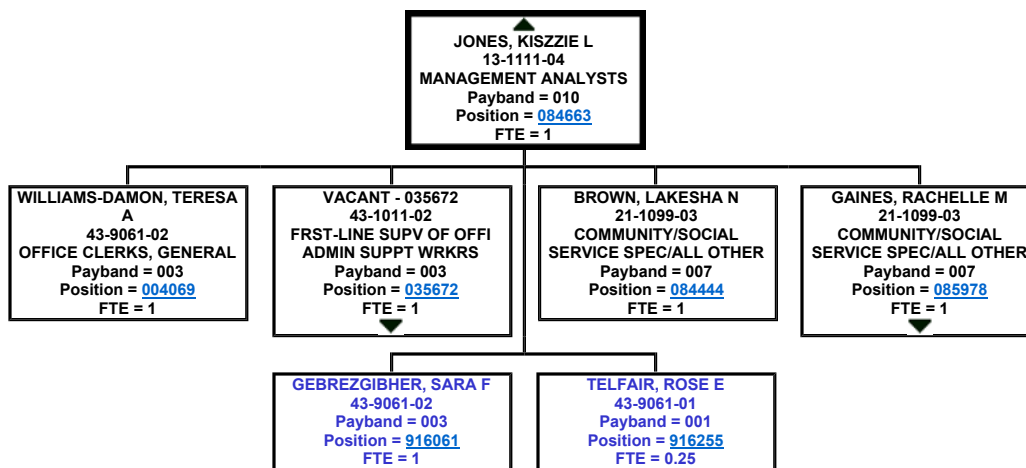


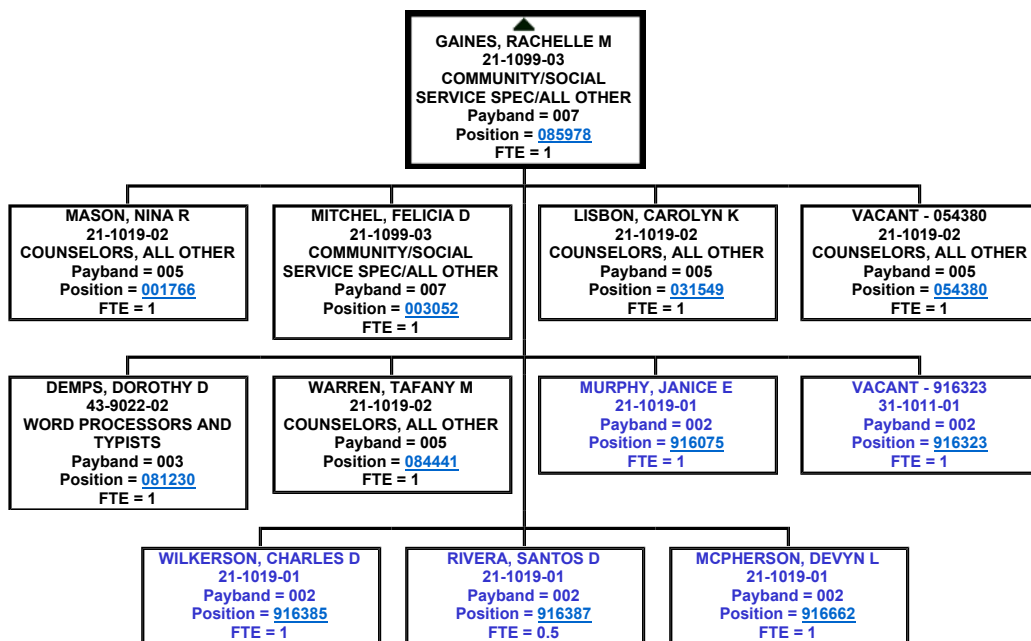


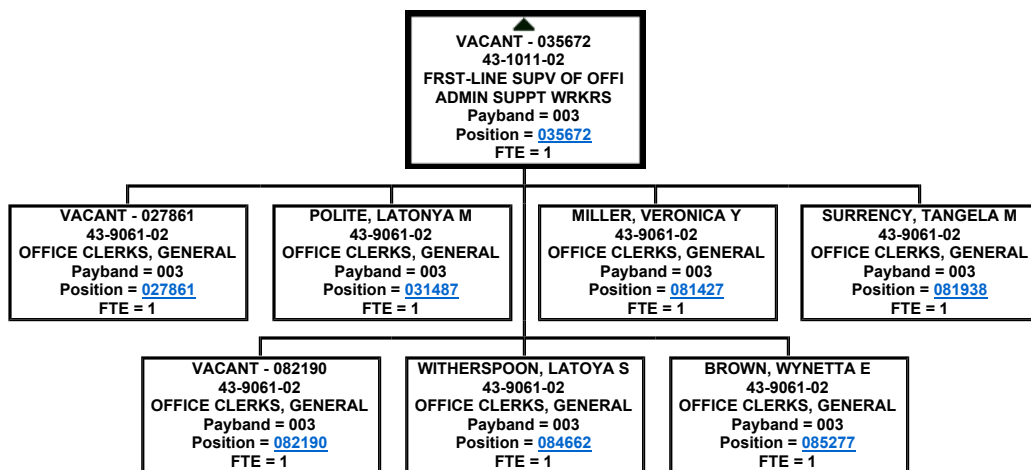


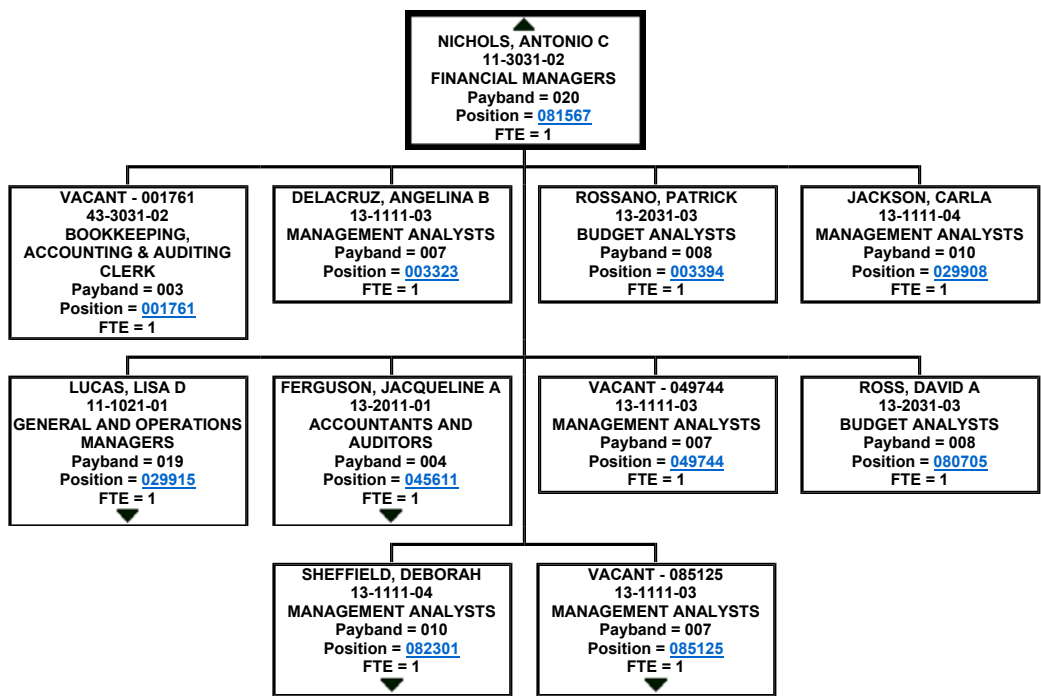




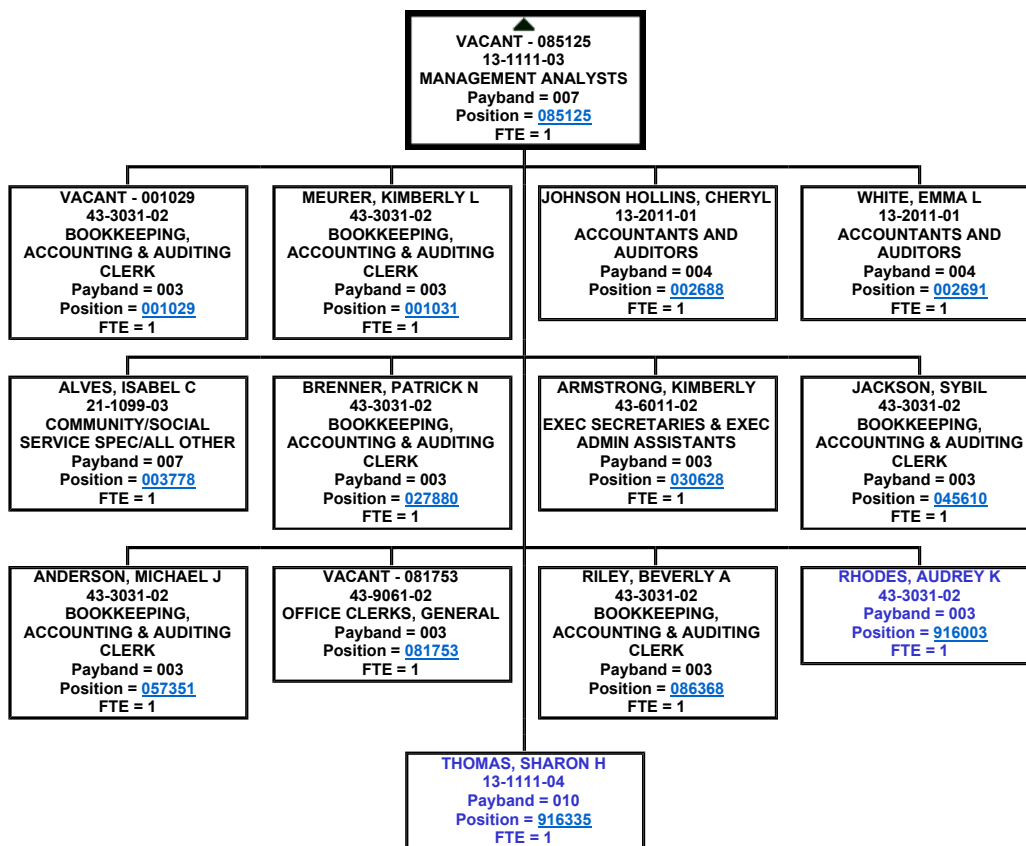


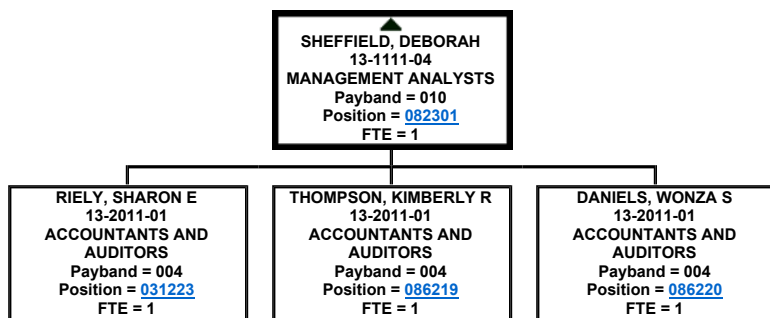


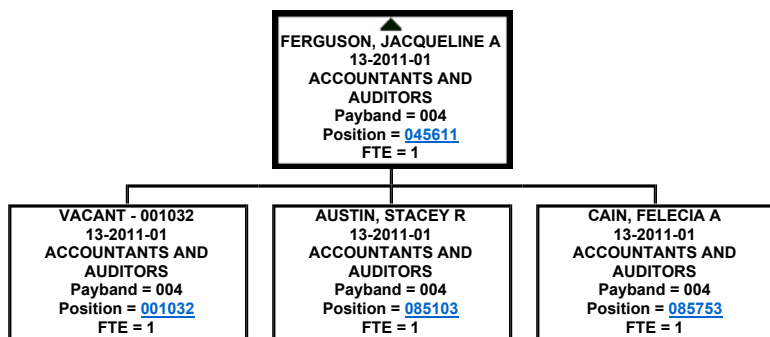


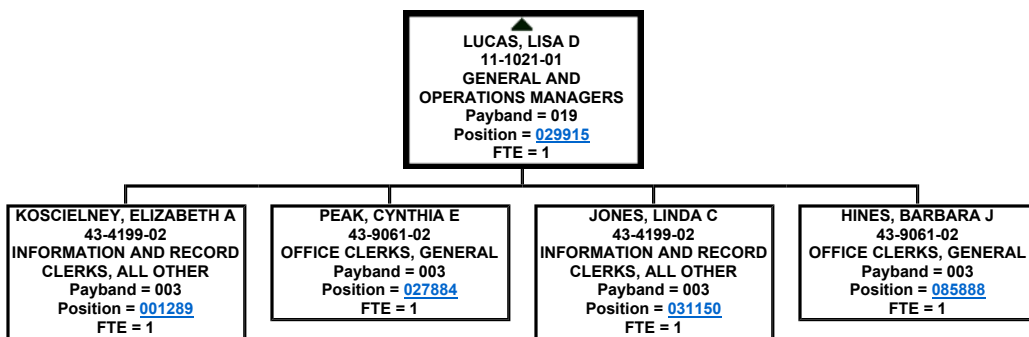


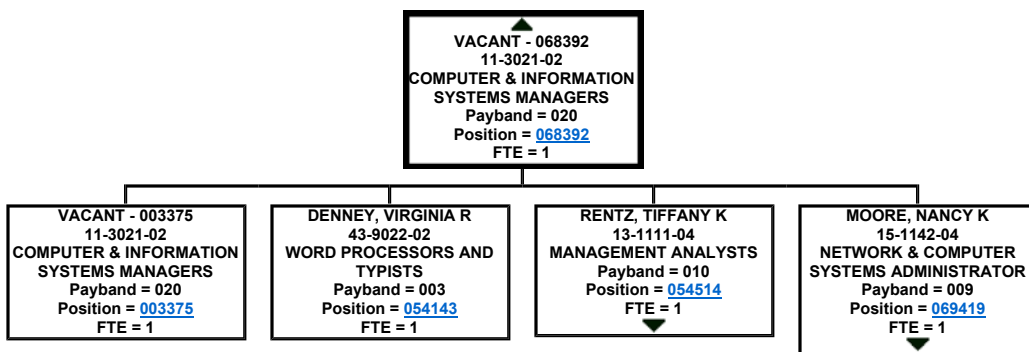


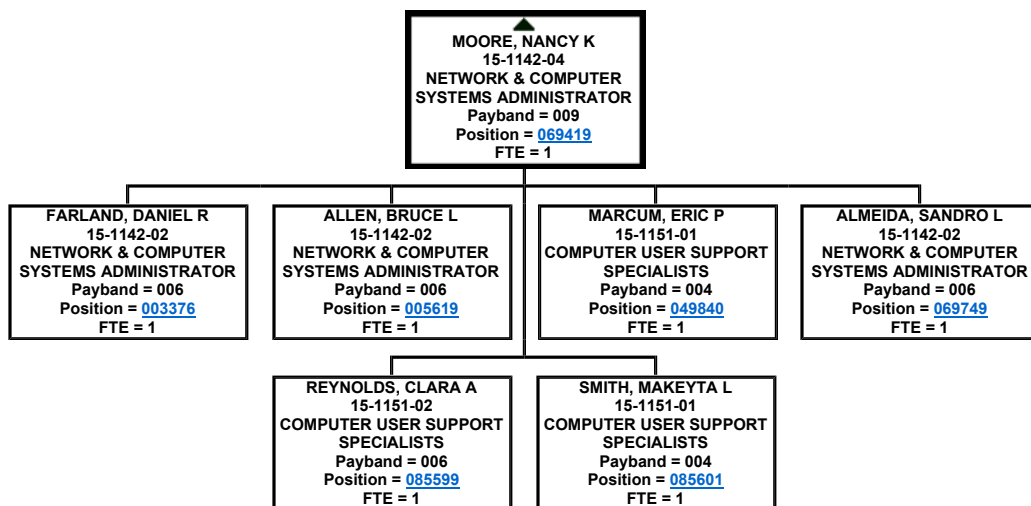


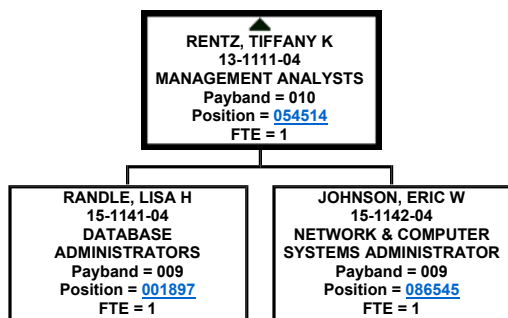


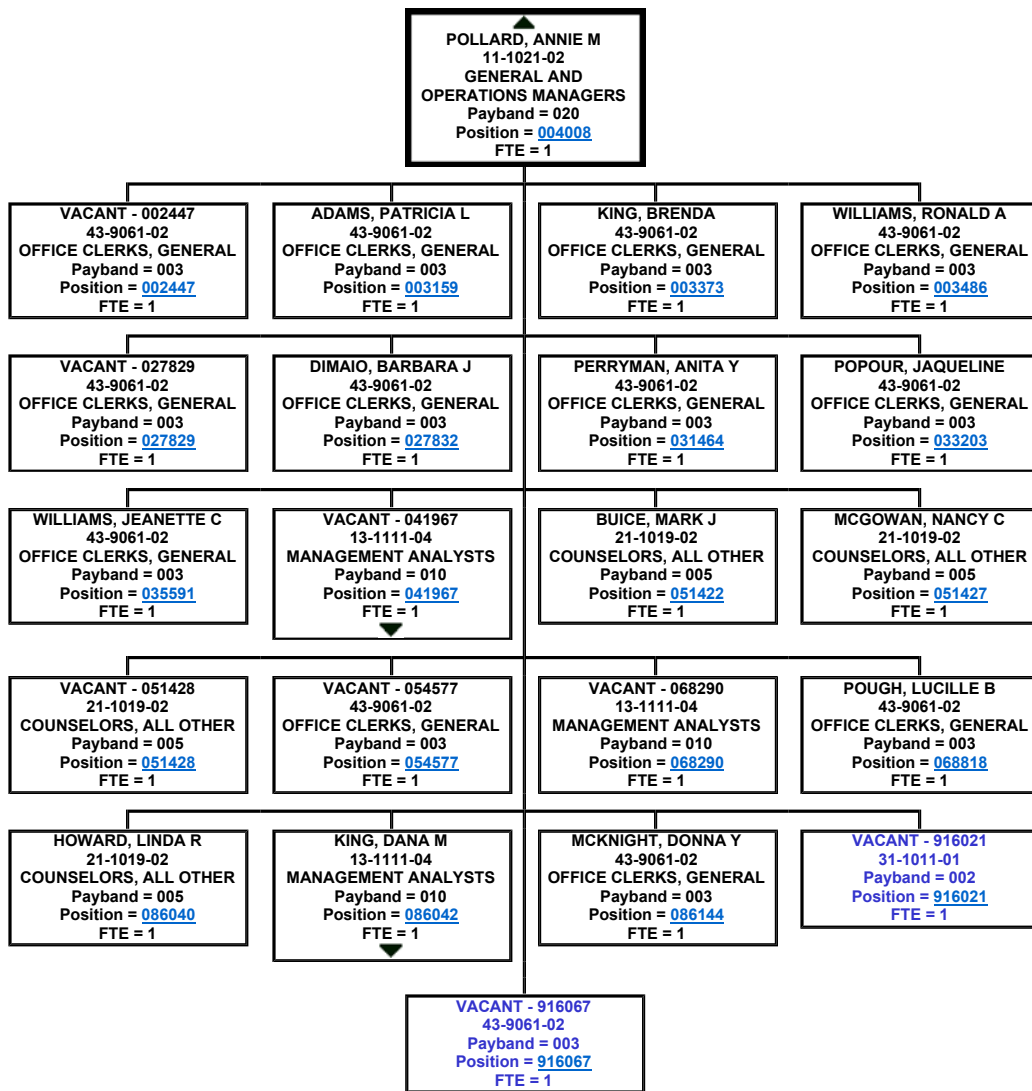




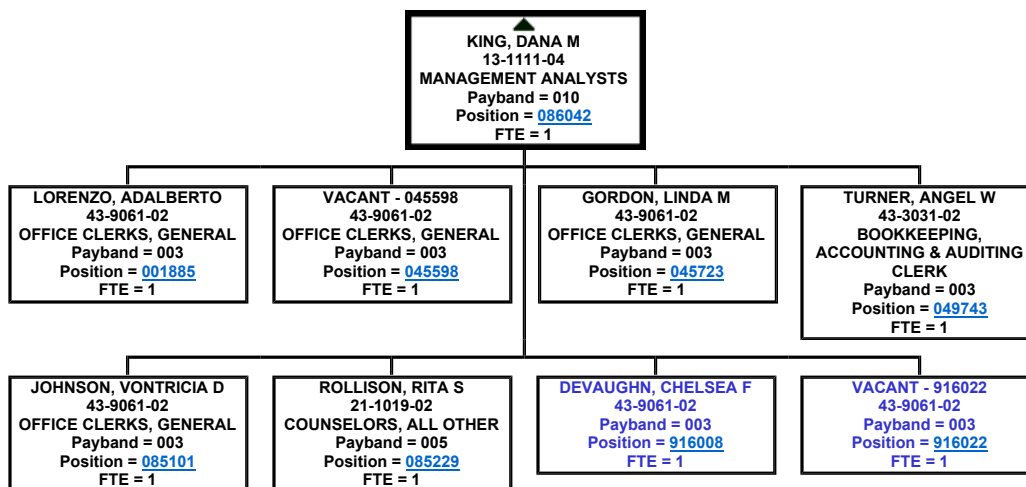


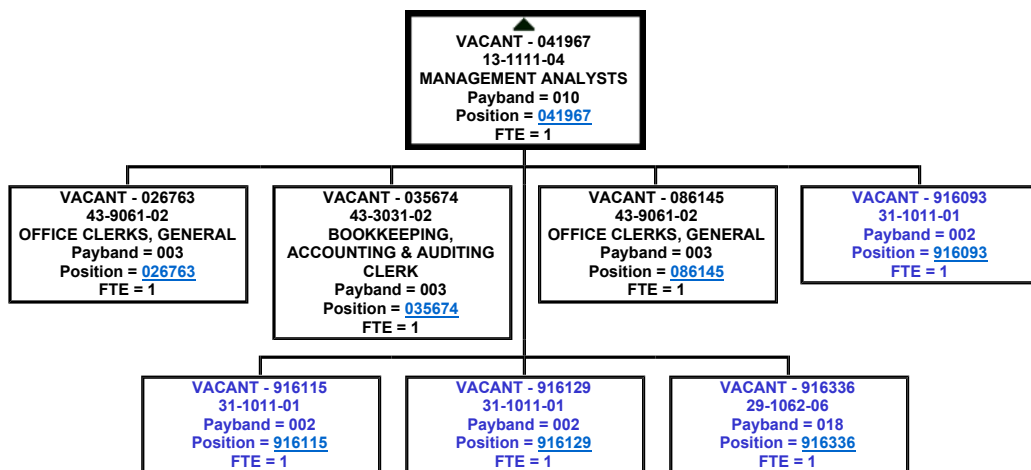


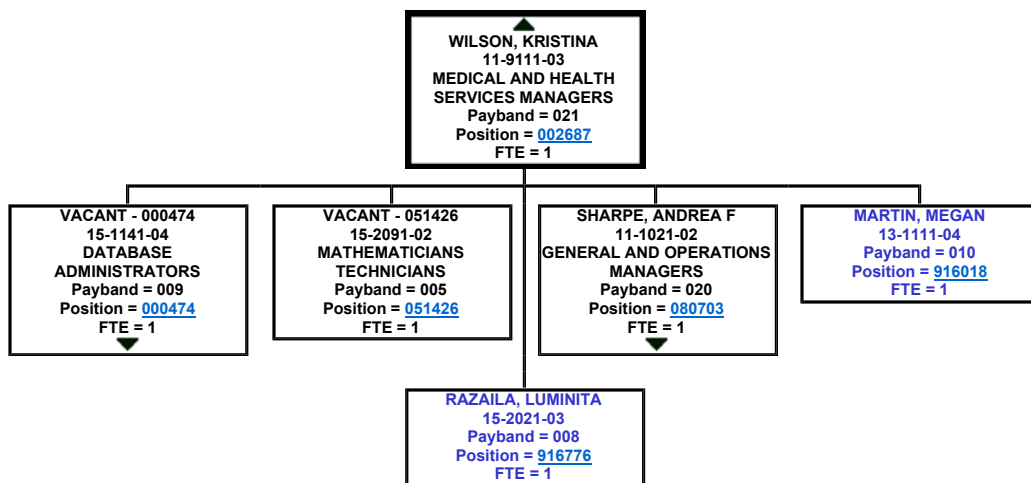


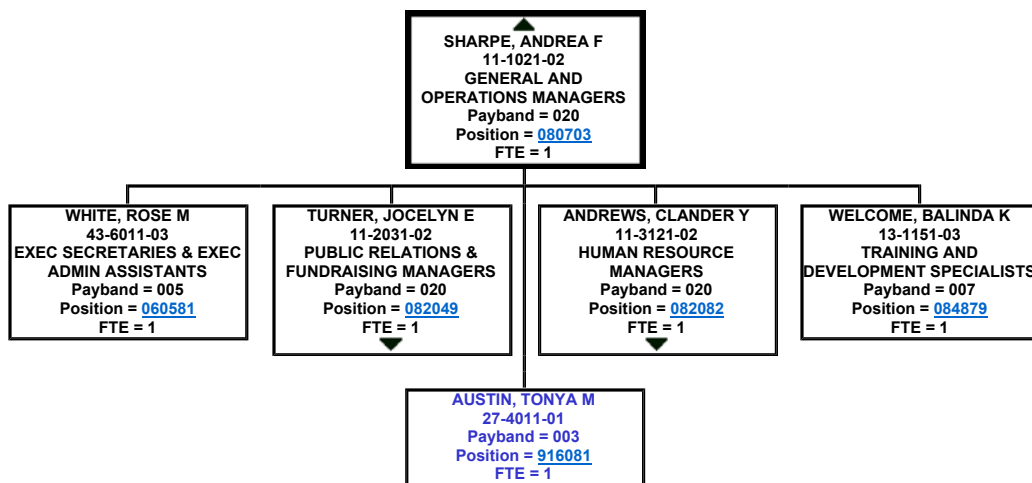


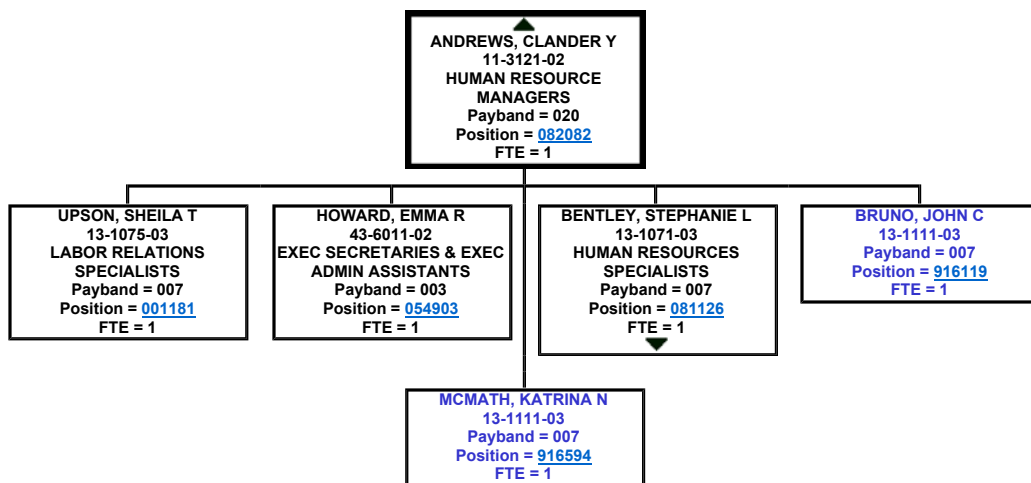


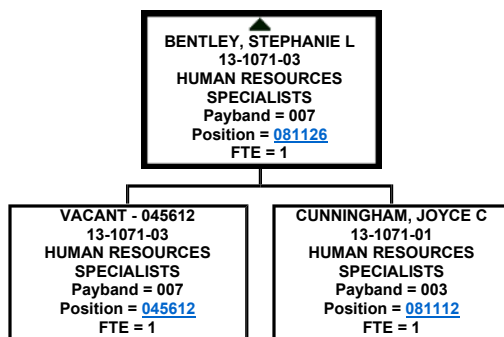


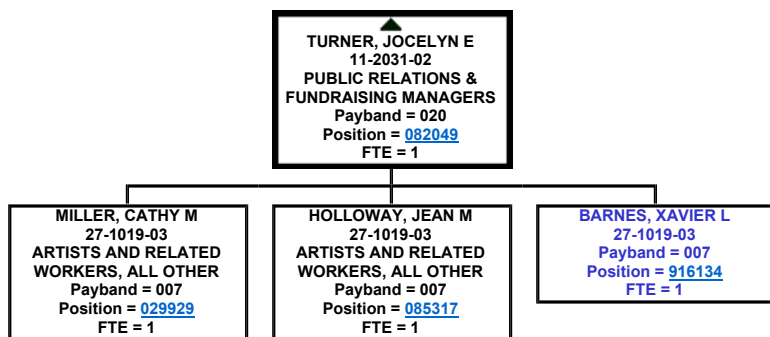


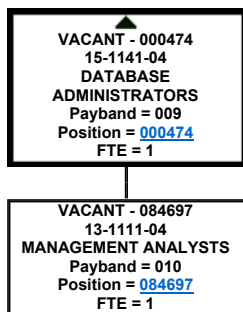




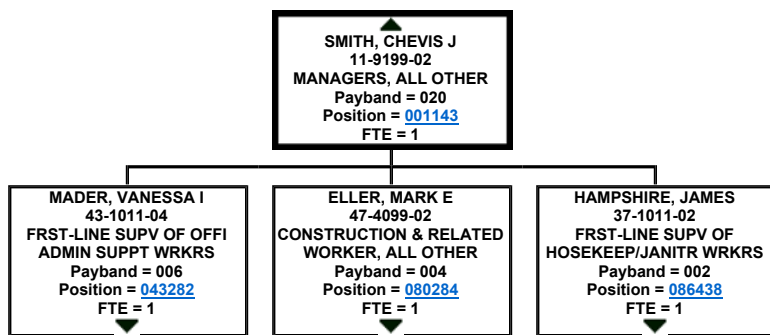


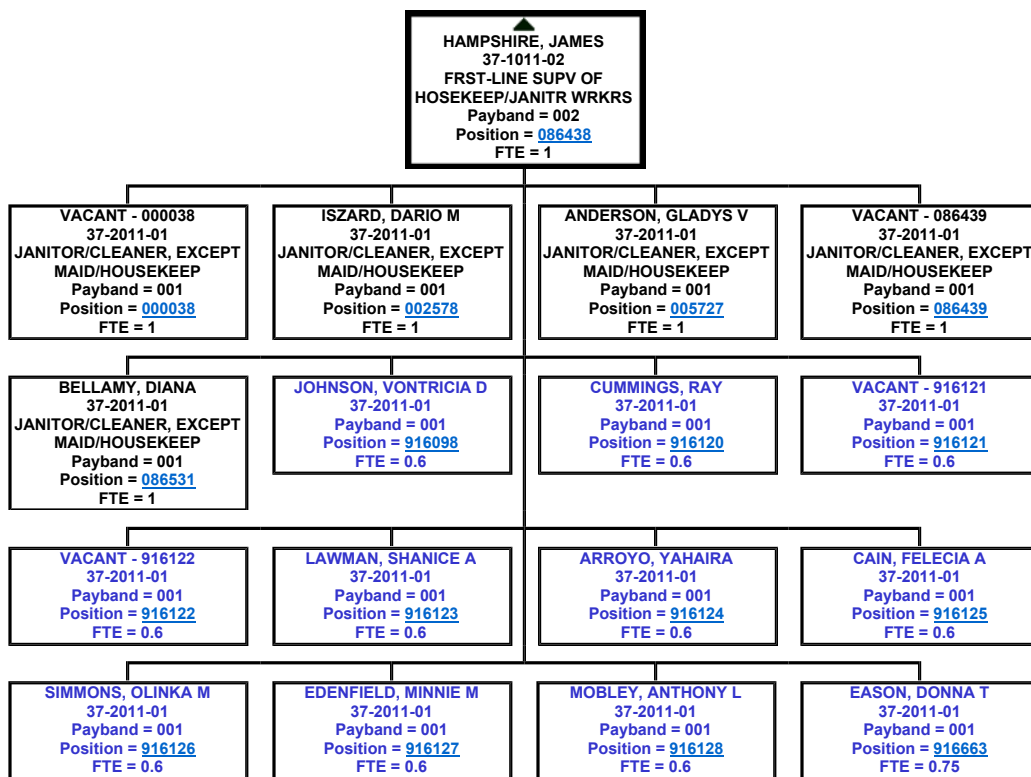


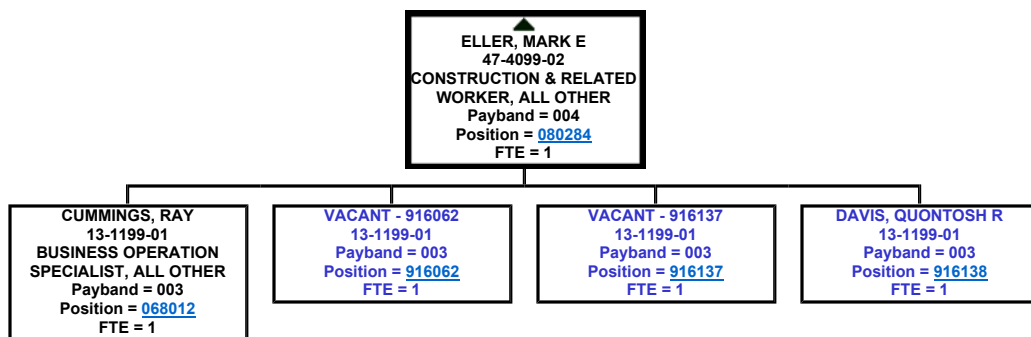


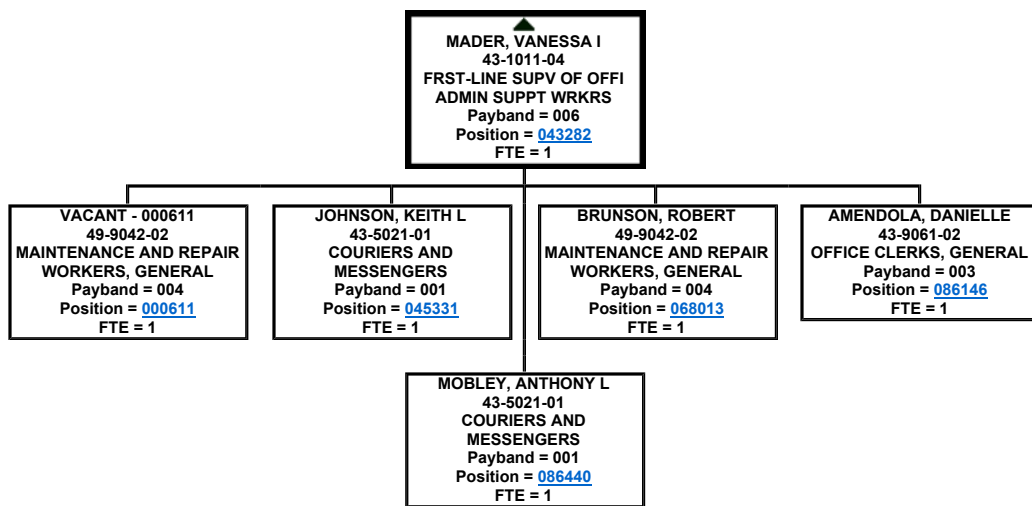


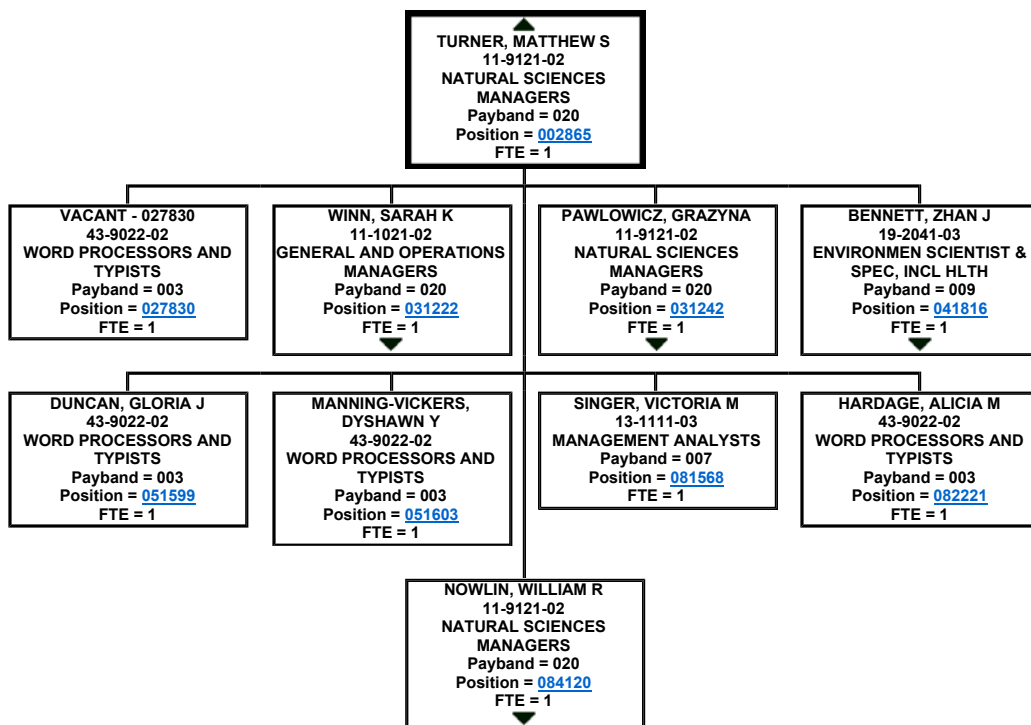


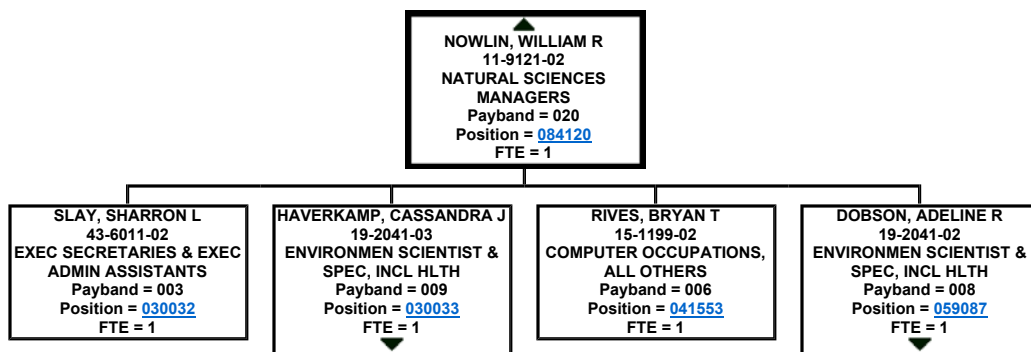


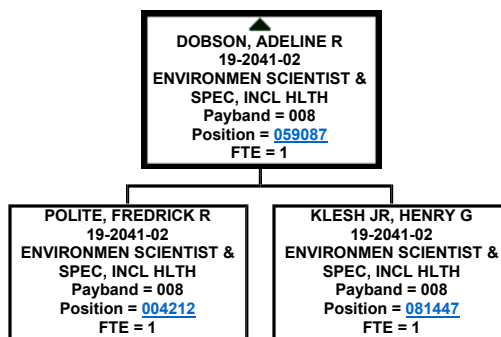


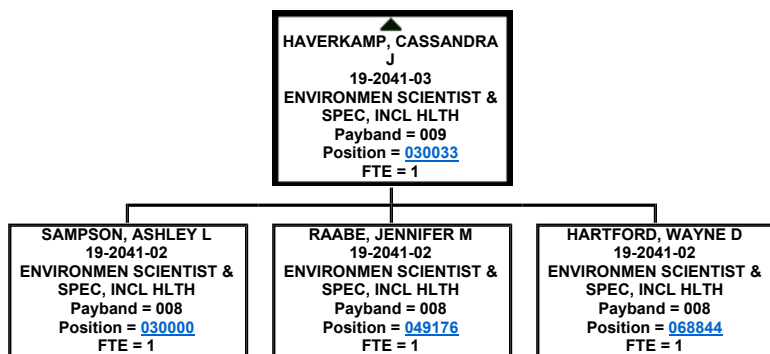




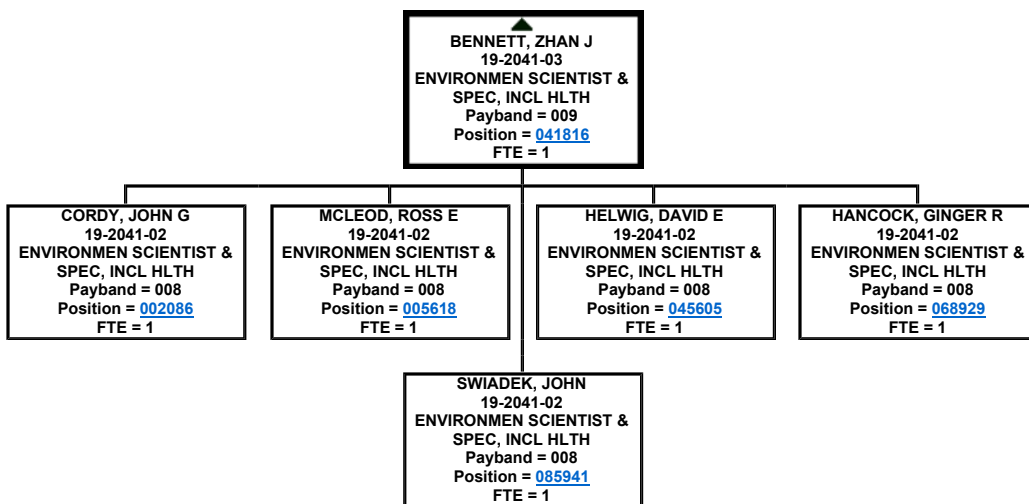


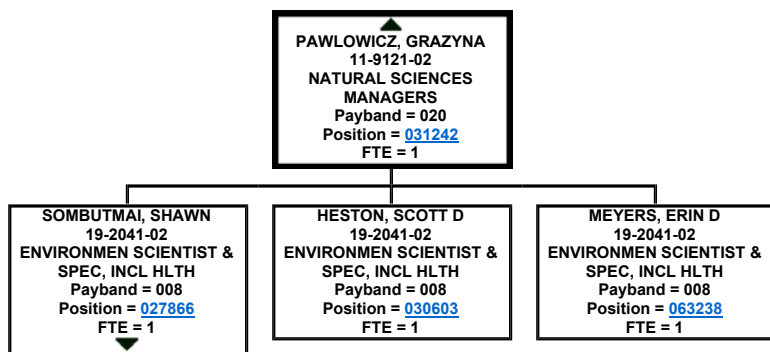


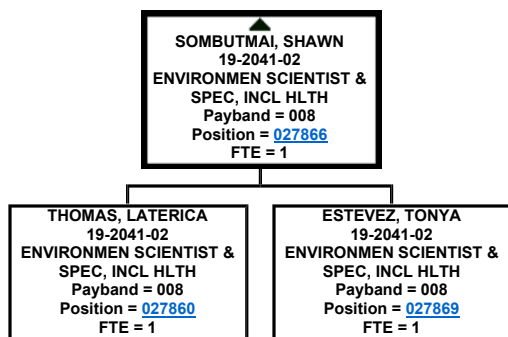


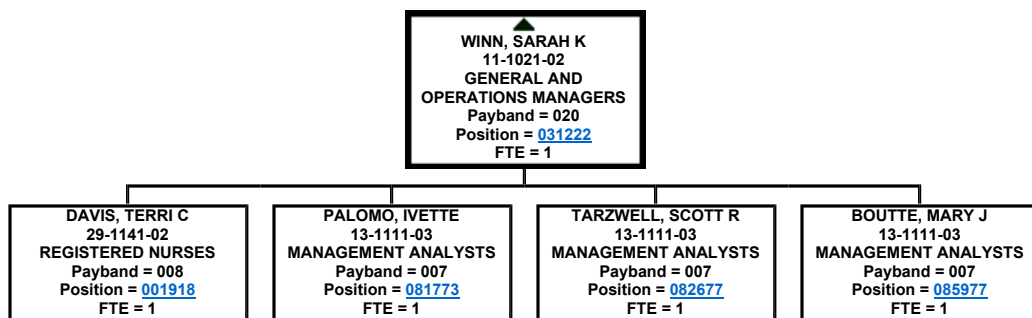












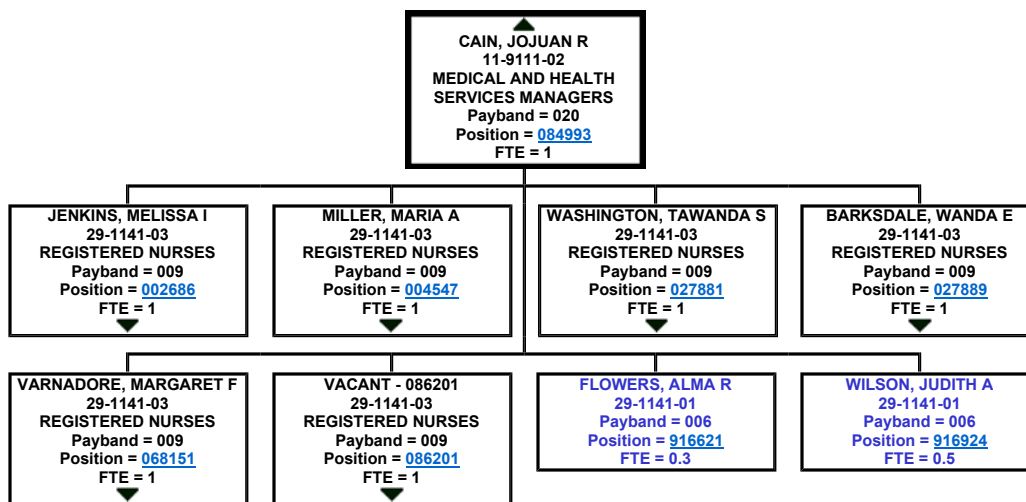
PELLA, PABLO M  
29-1062-06  
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Position = [916024](#)  
FTE = 0.3

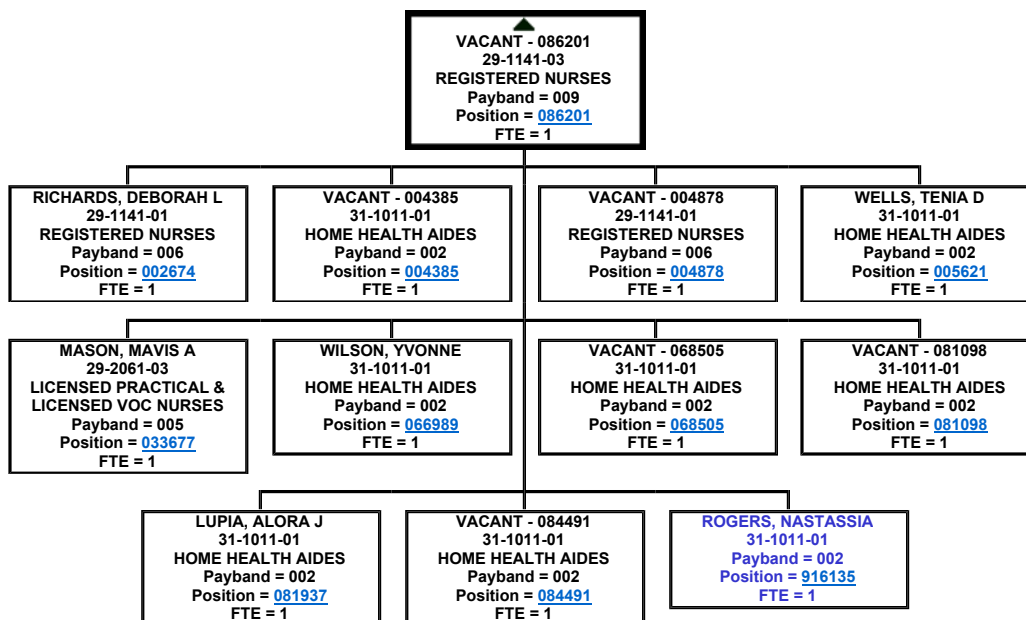
VACANT - 916045  
29-1062-06  
Payband = 018  
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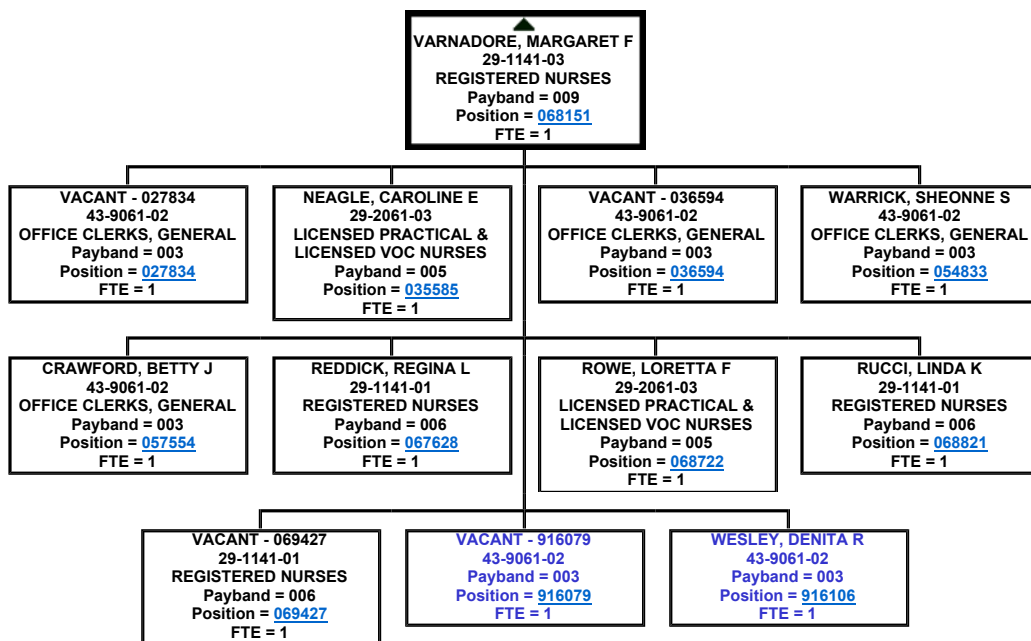
ROBINSON, NANCY R  
29-1171-03  
Payband = 009  
Position = [916830](#)  
FTE = 0.3

VACANT - 916998  
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Position = [916998](#)  
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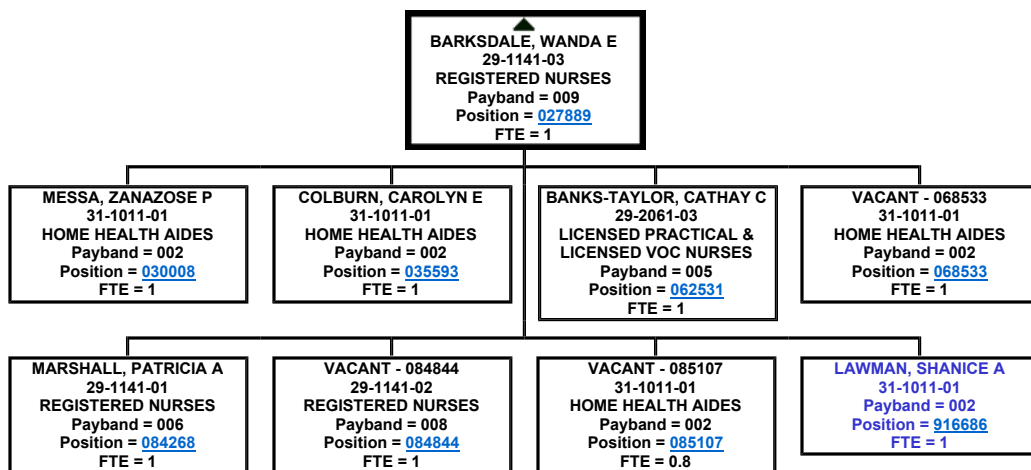
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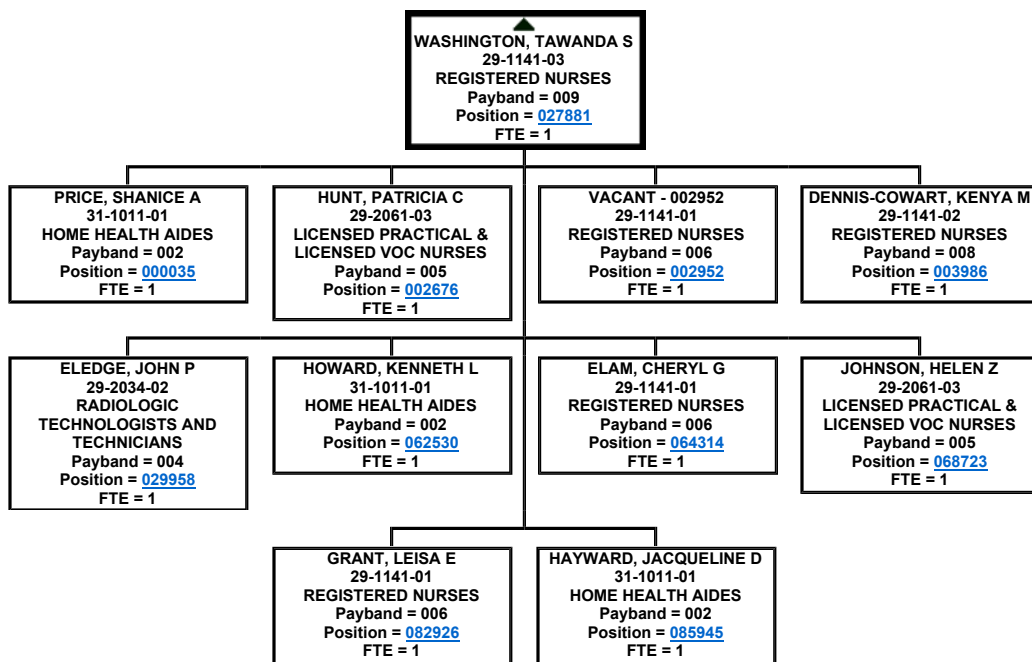


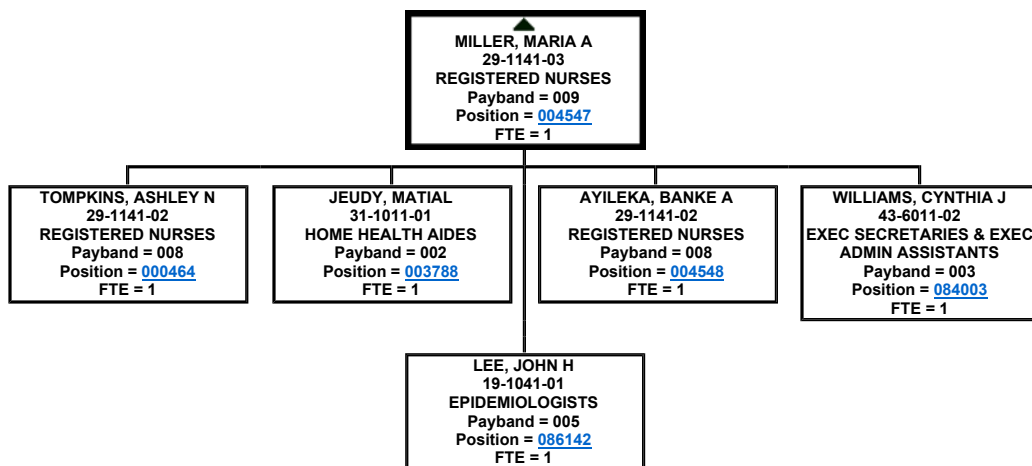


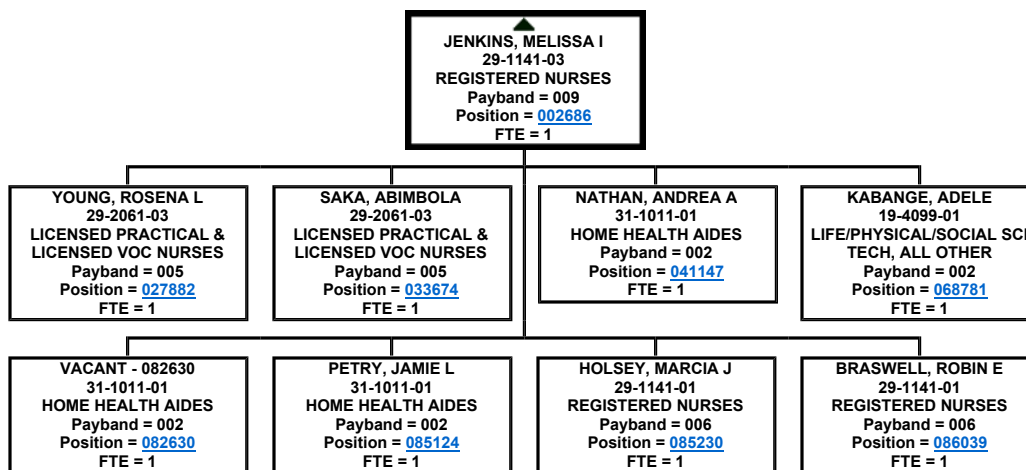


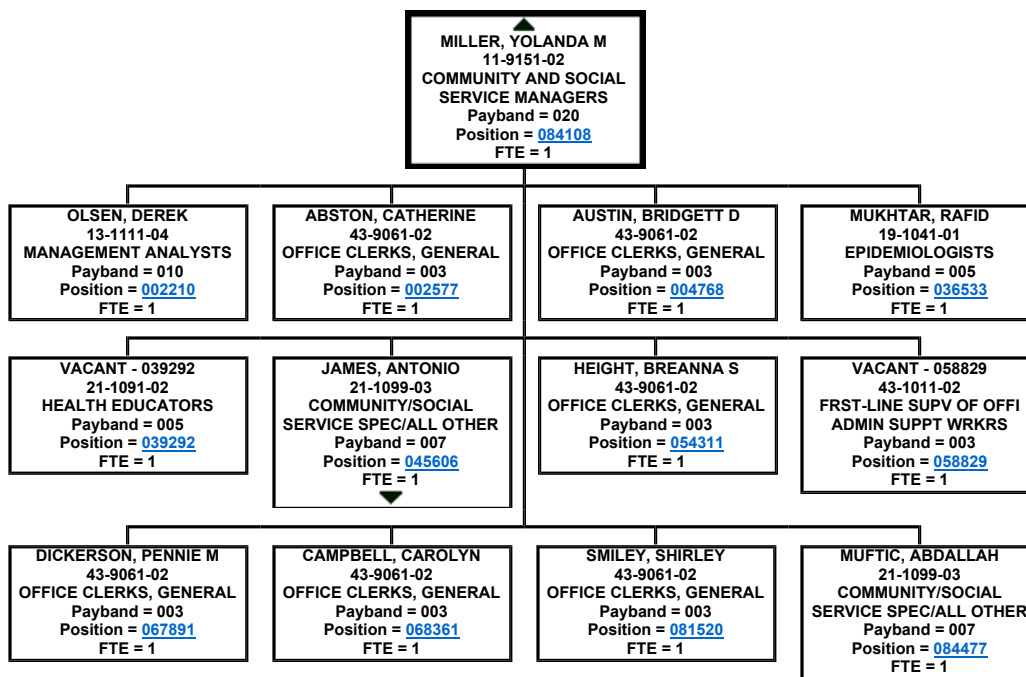


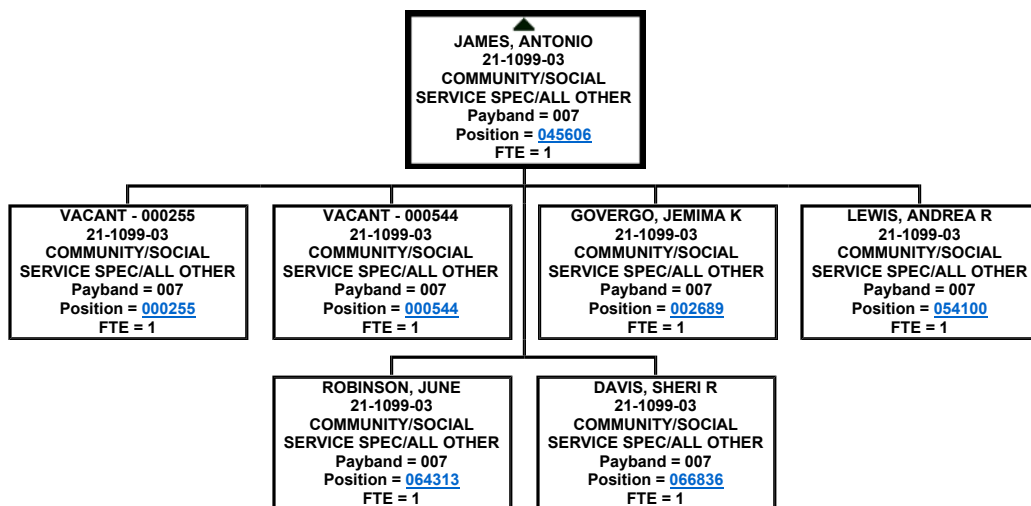


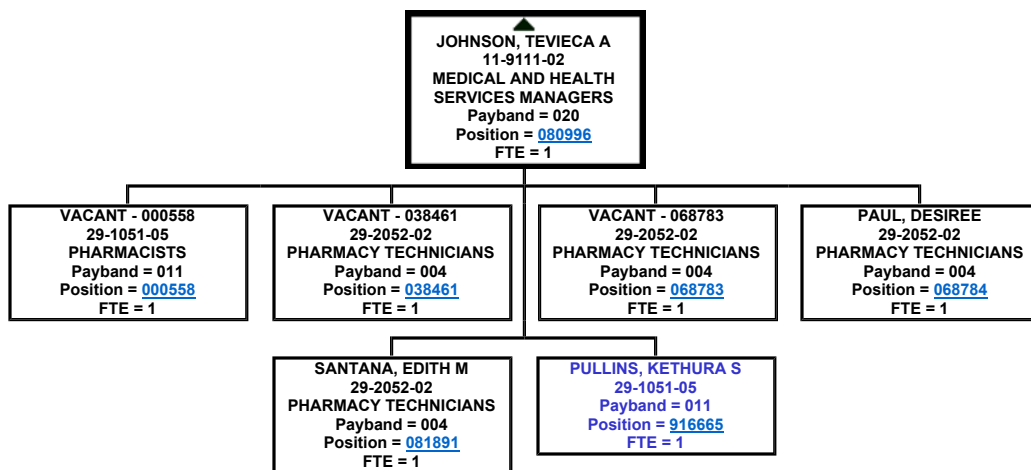


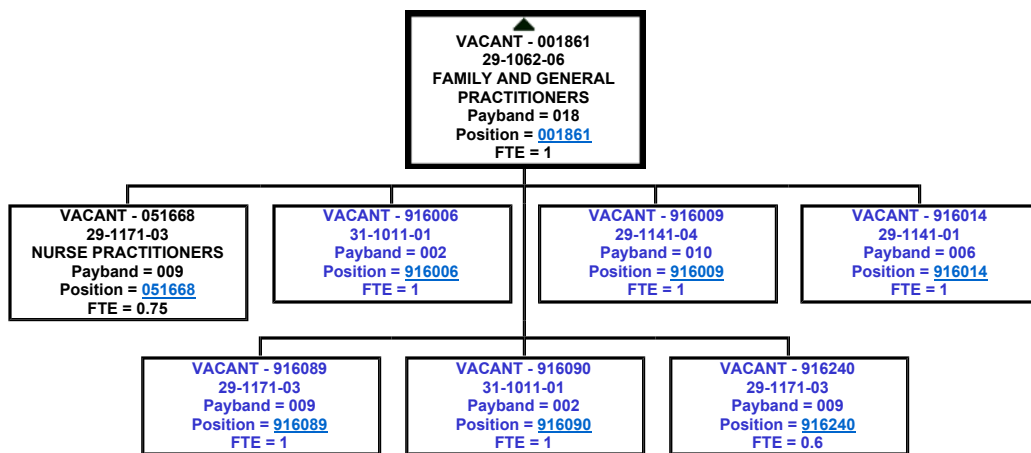




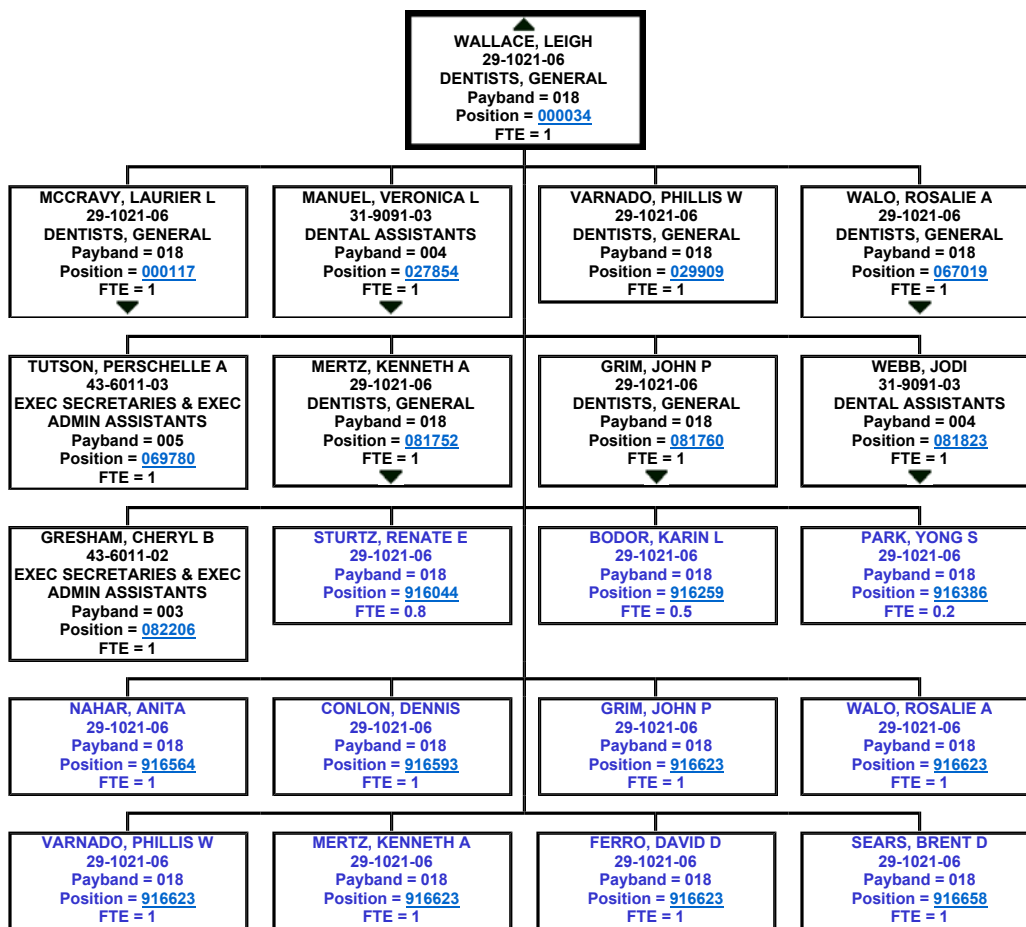


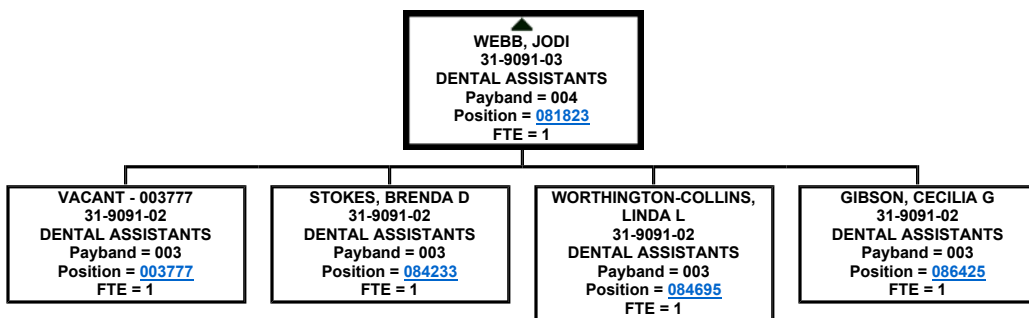


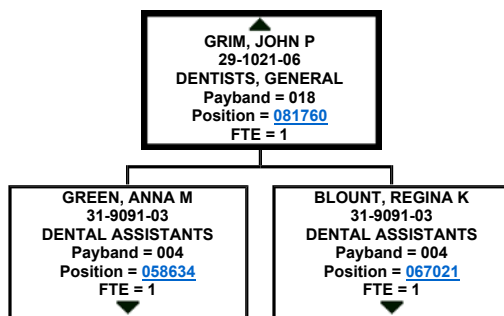


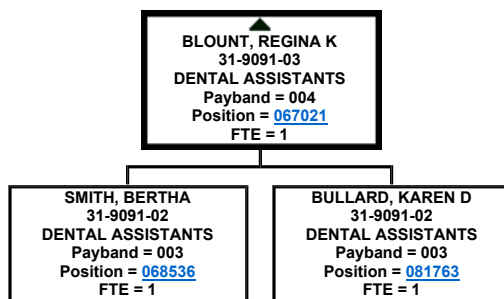


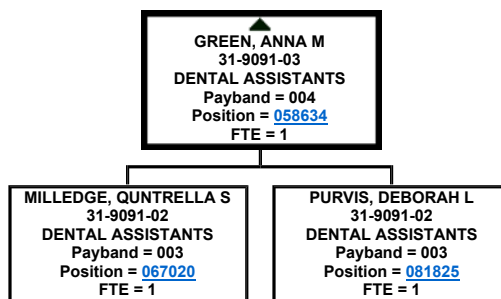


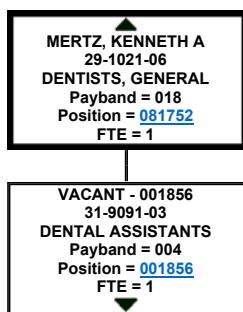


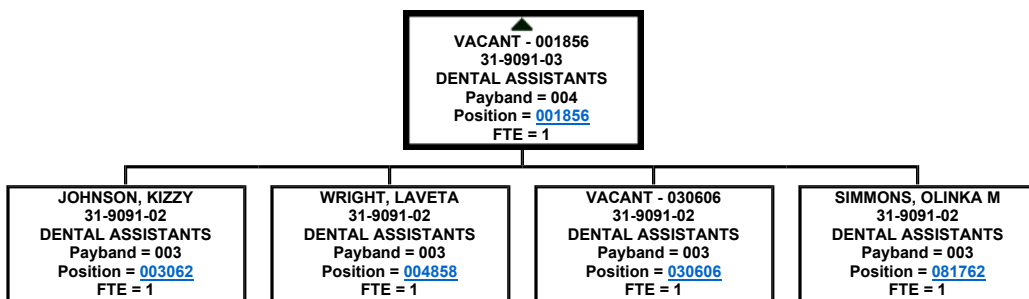


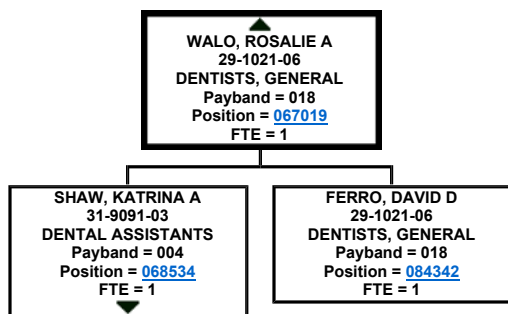




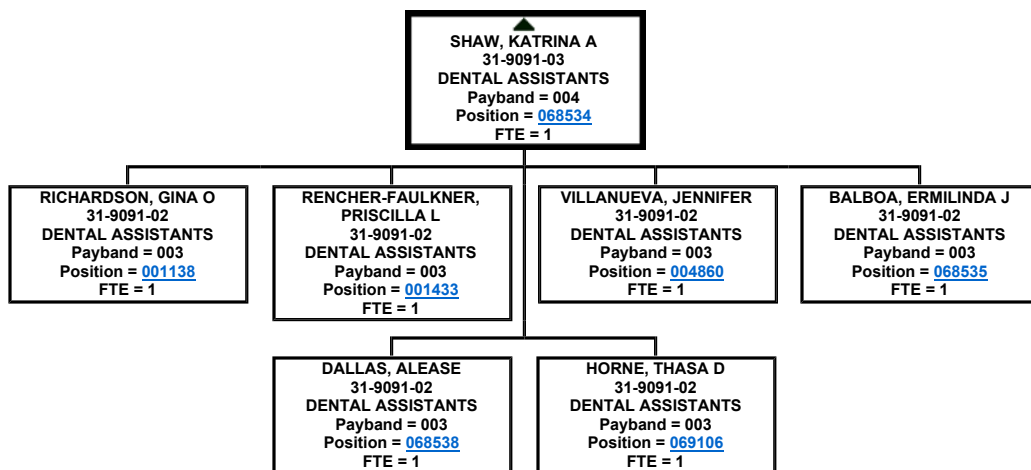


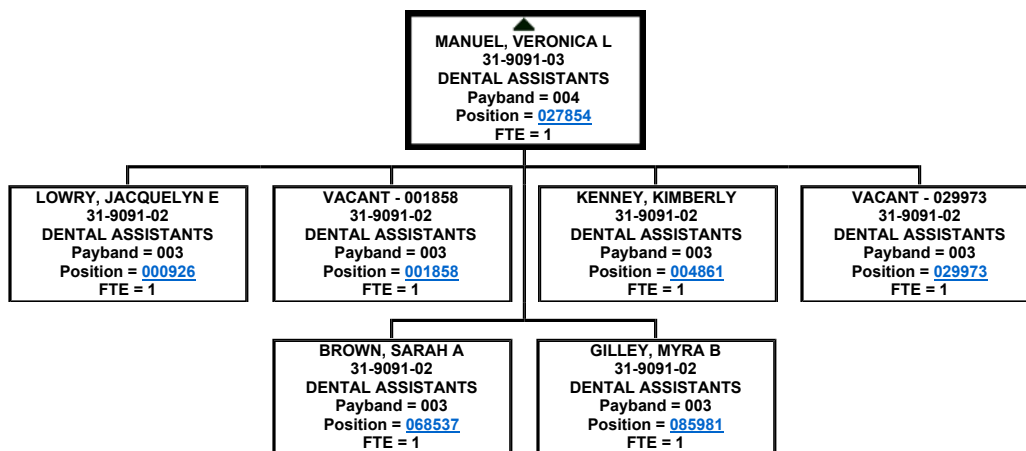


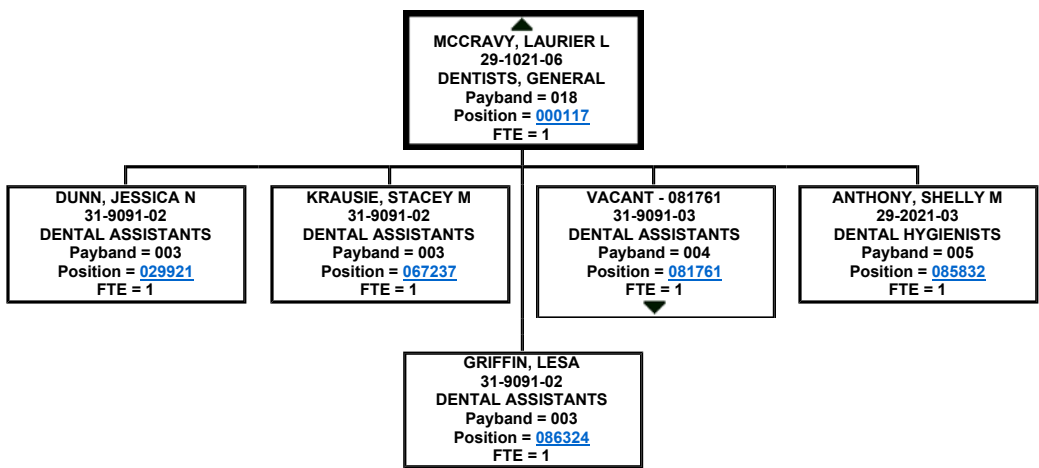










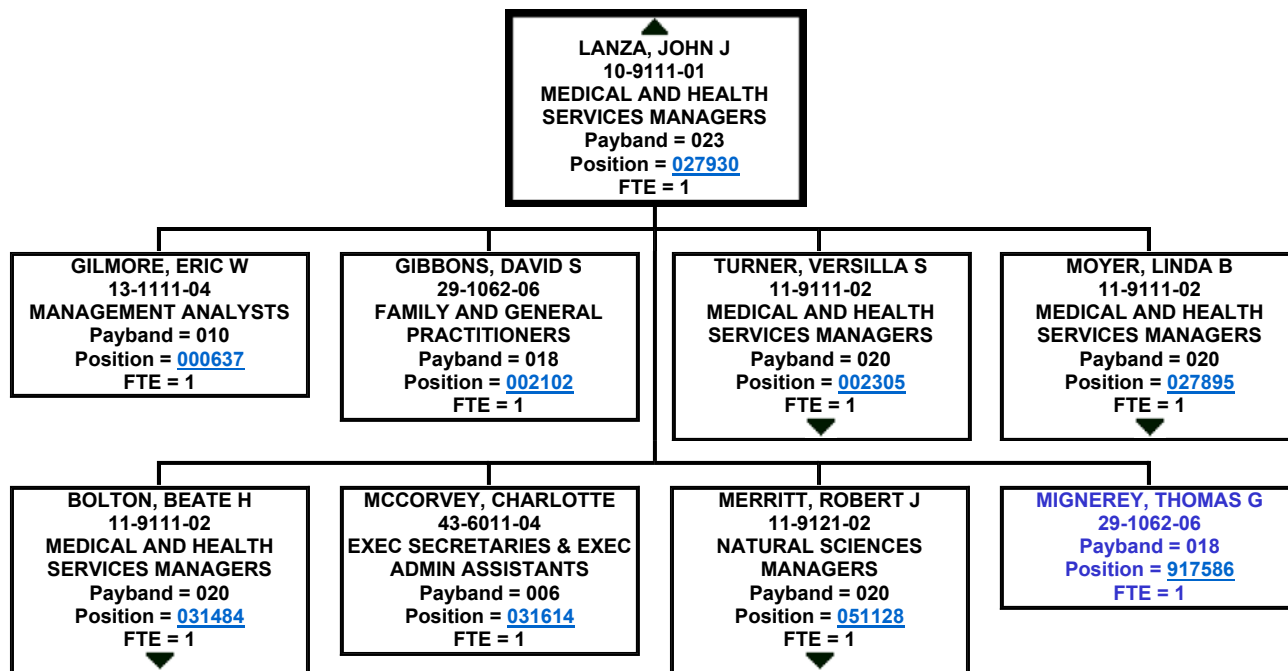


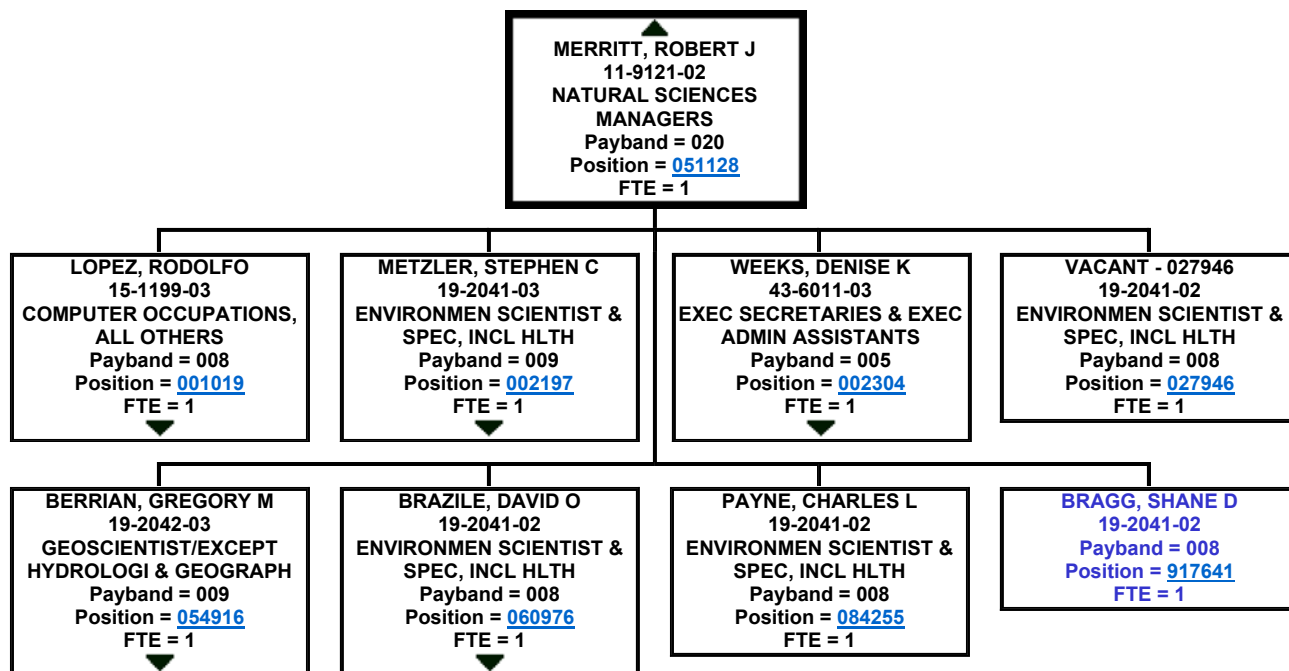


# CHD 17 - Escambia County Health Department

Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

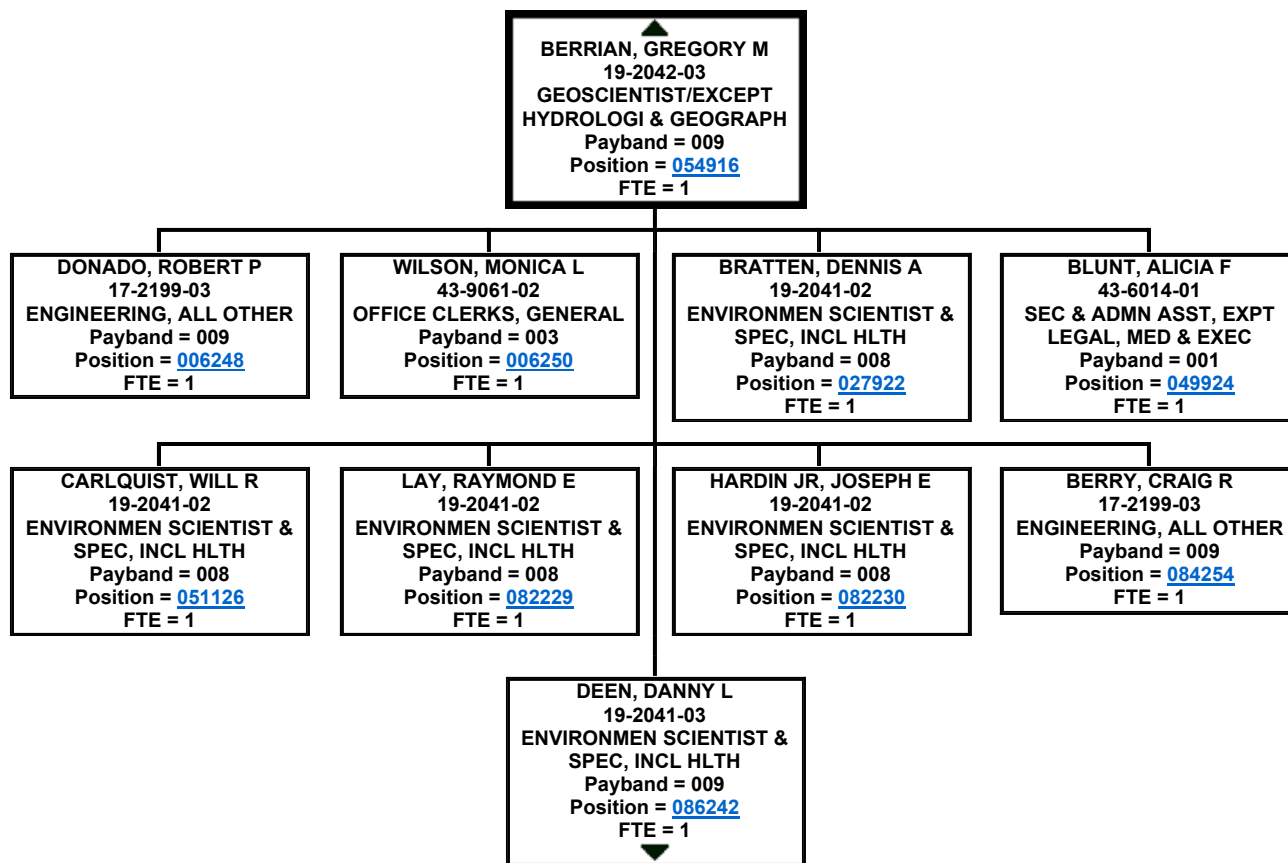




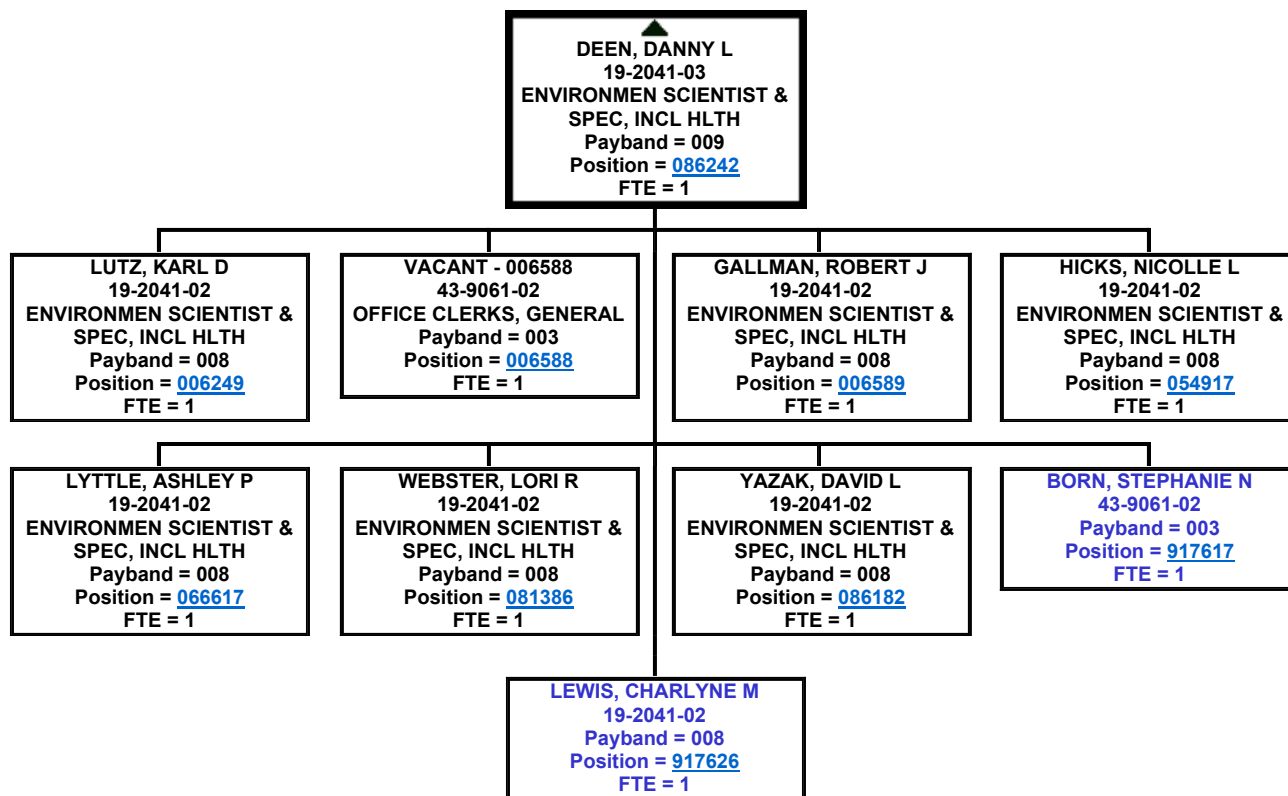
▲  
BRAZILE, DAVID O  
19-2041-02  
ENVIRONMEN SCIENTIST &  
SPEC, INCL HLTH  
Payband = 008  
Position = [060976](#)  
FTE = 1

KHAN, MUHAMMAD R  
19-2041-02  
ENVIRONMEN SCIENTIST &  
SPEC, INCL HLTH  
Payband = 008  
Position = [060977](#)  
FTE = 1

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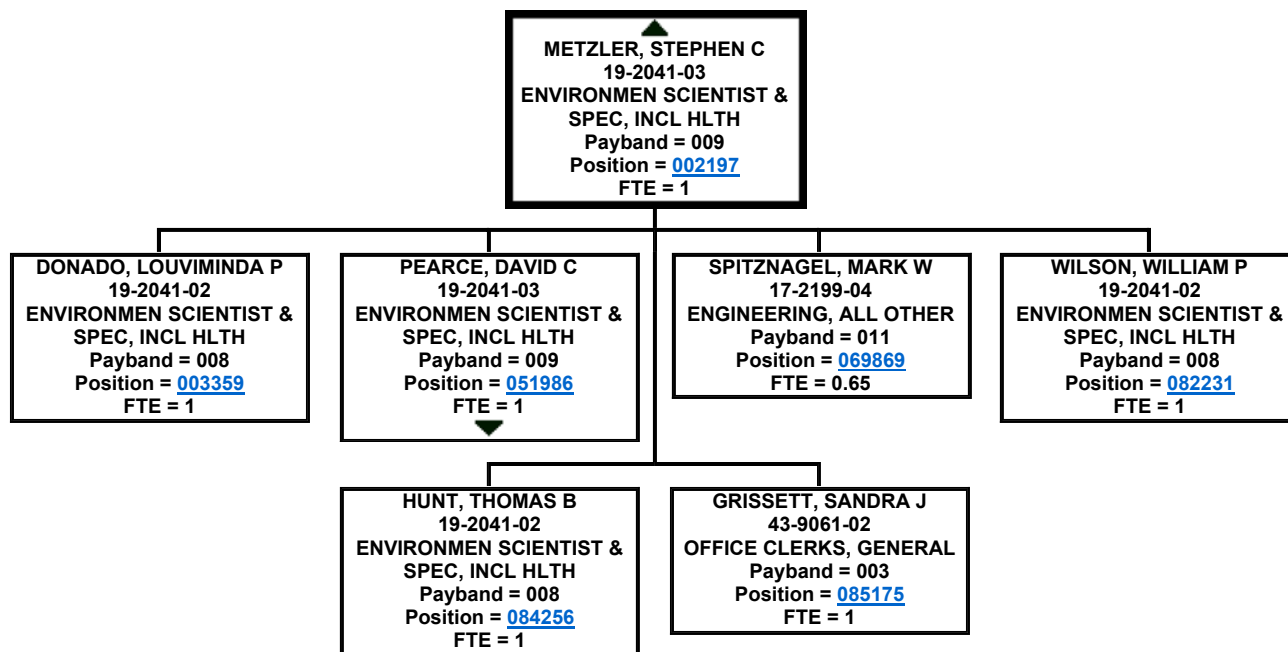


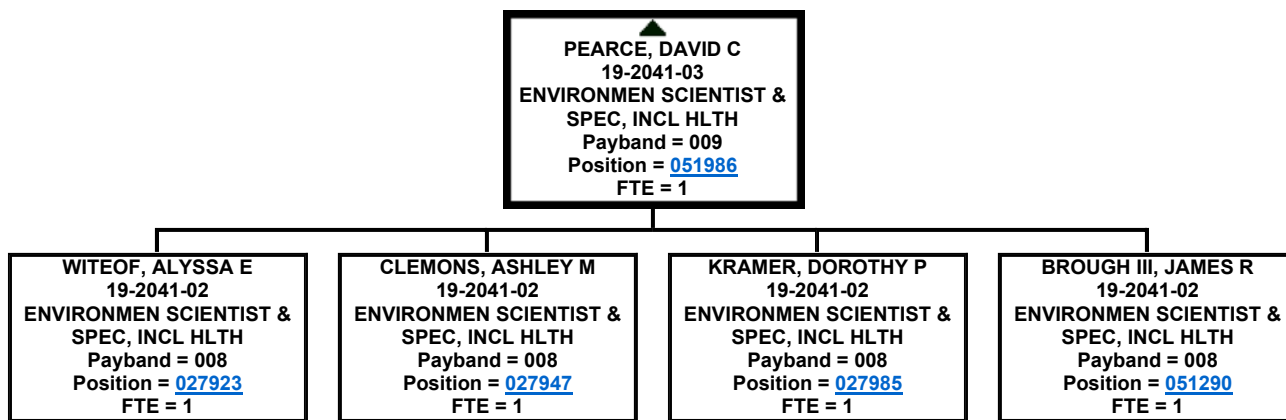


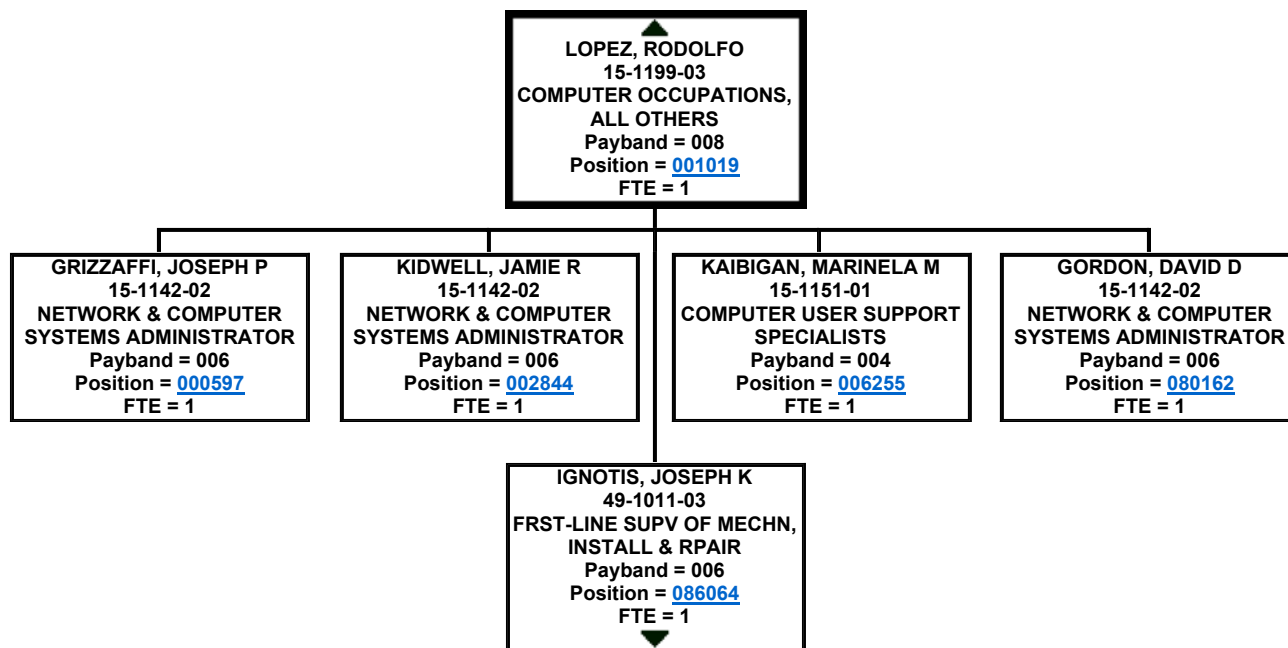
▲  
WEEKS, DENISE K  
43-6011-03  
EXEC SECRETARIES &  
EXEC ADMIN ASSISTANTS  
Payband = 005  
Position = [002304](#)  
FTE = 1

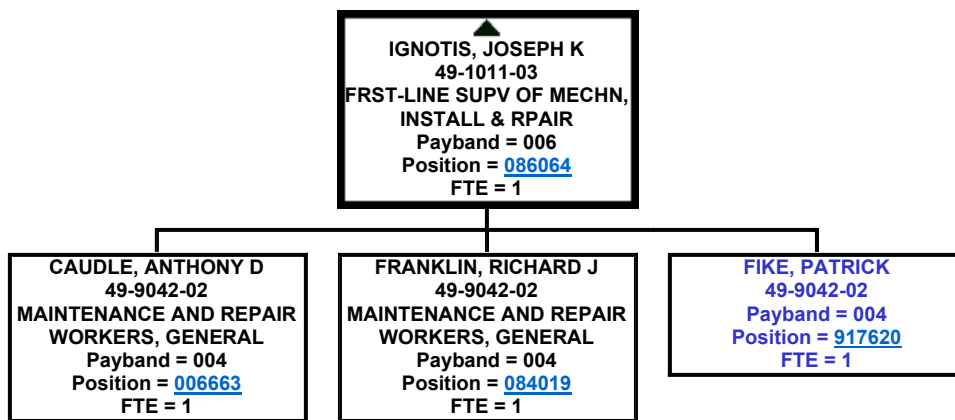
MOORE, TAMMY K  
43-9061-02  
OFFICE CLERKS, GENERAL  
Payband = 003  
Position = [065332](#)  
FTE = 1

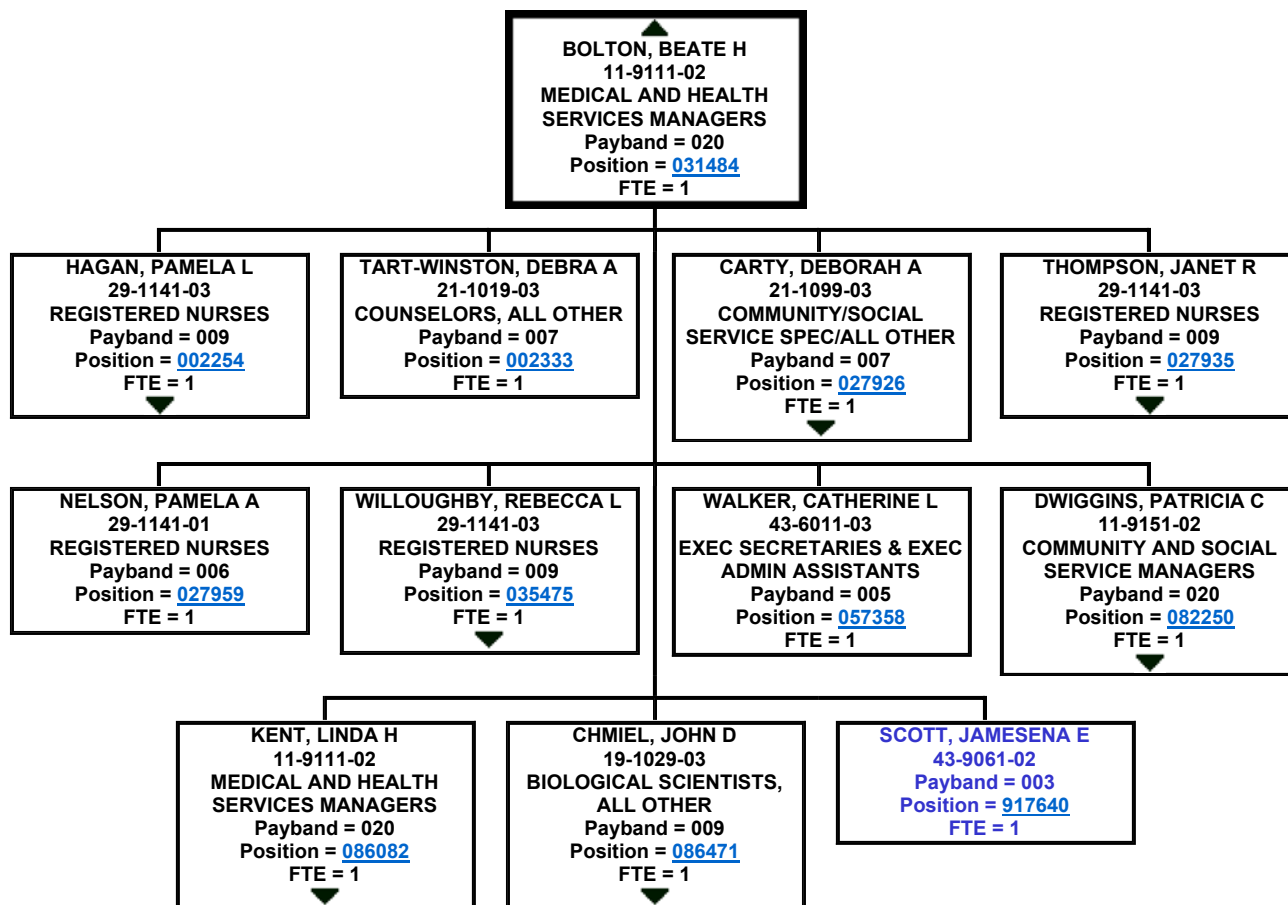
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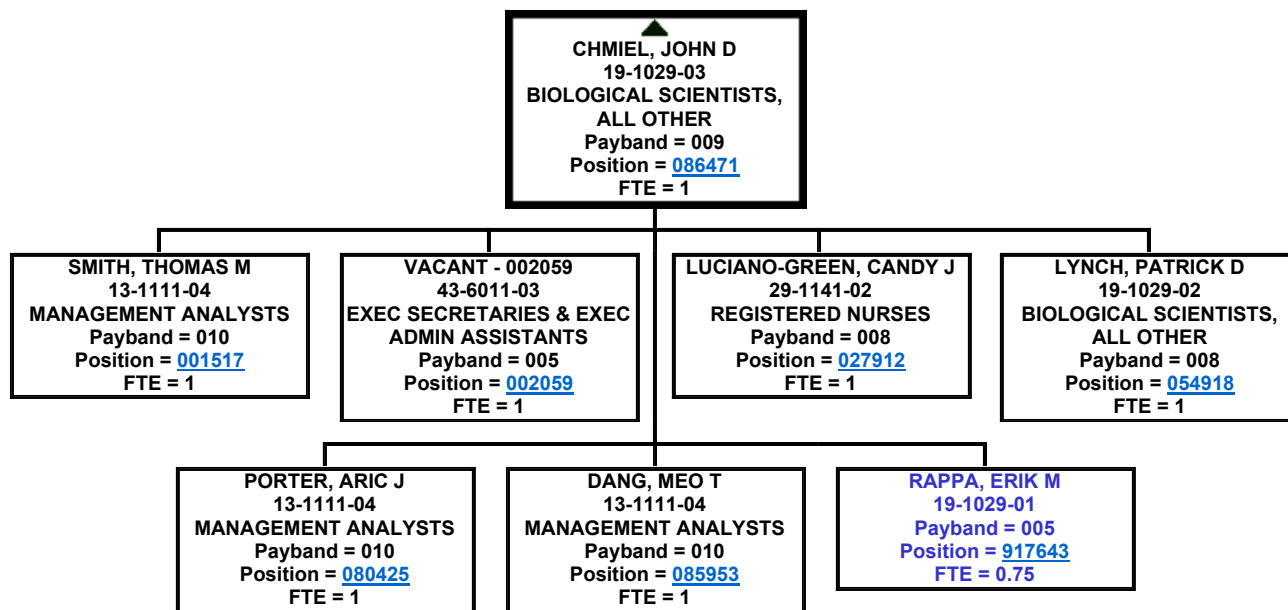




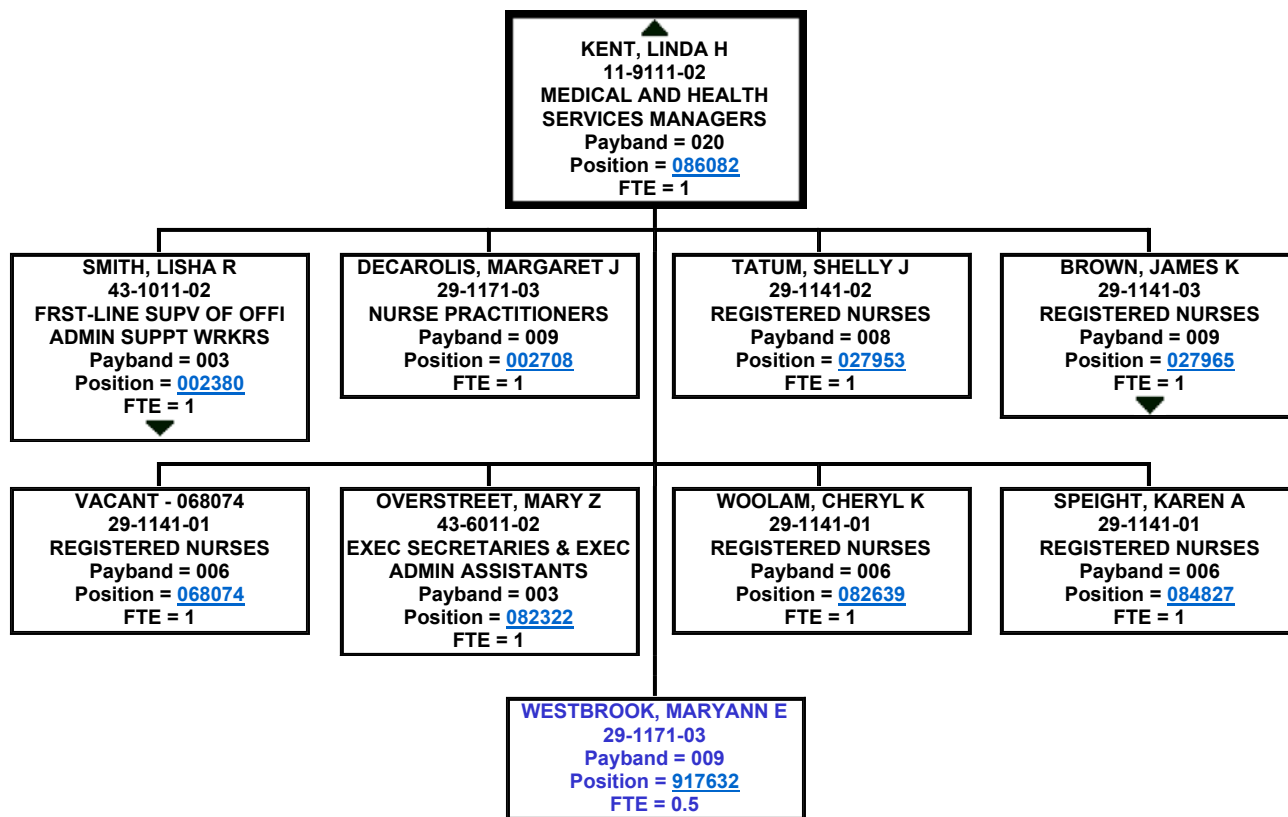


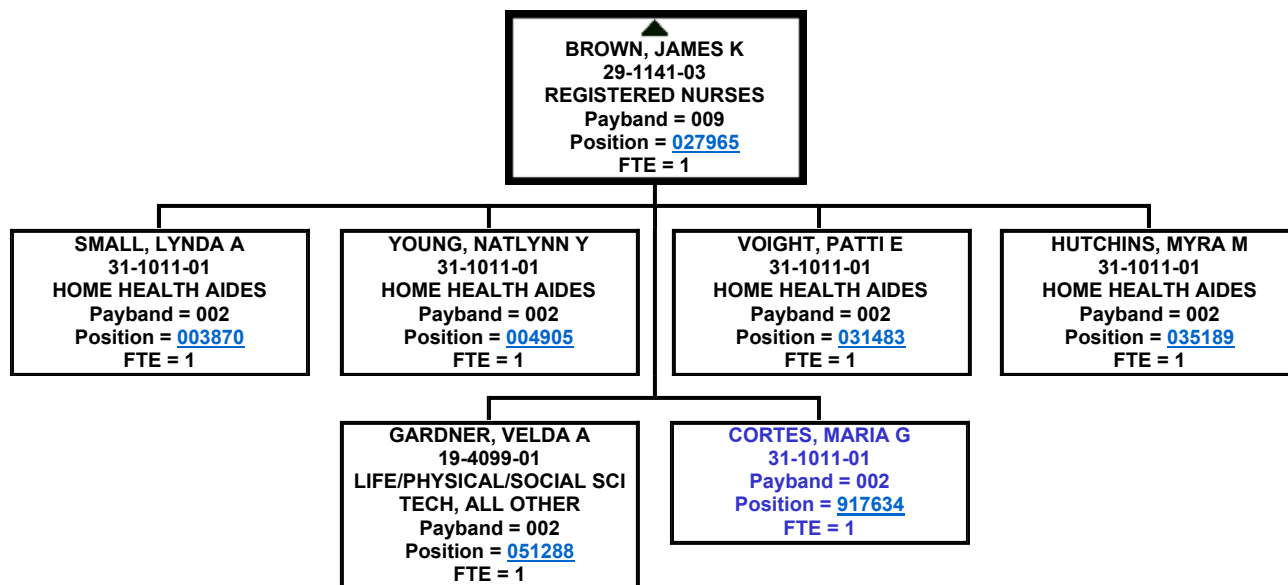


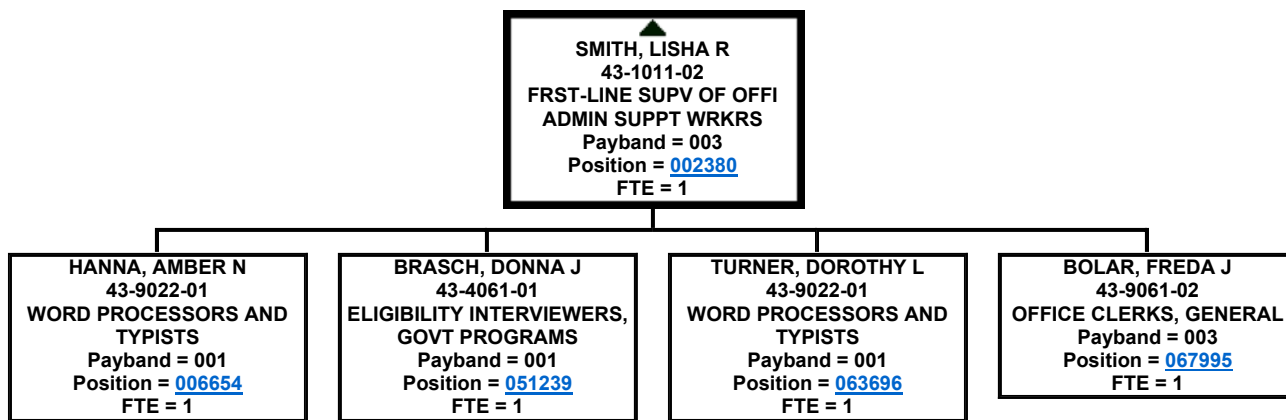


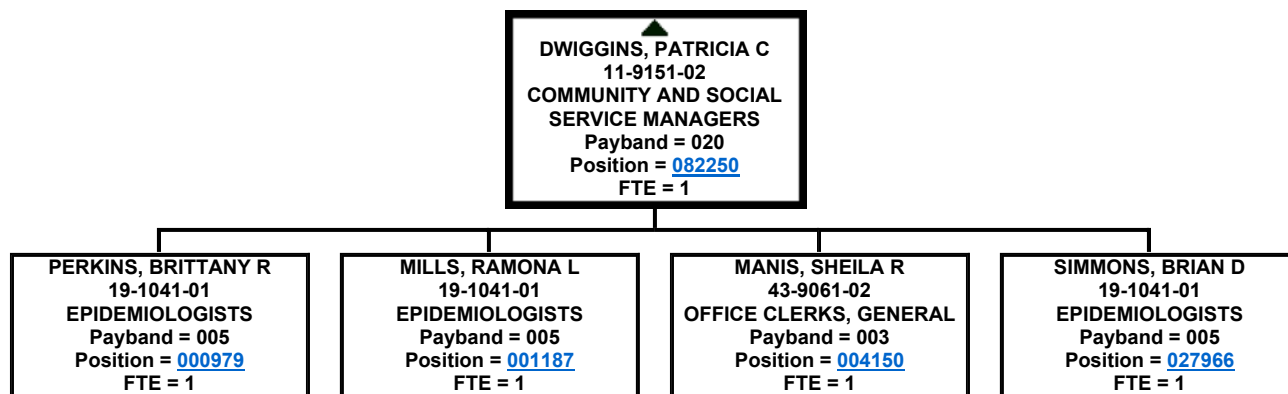


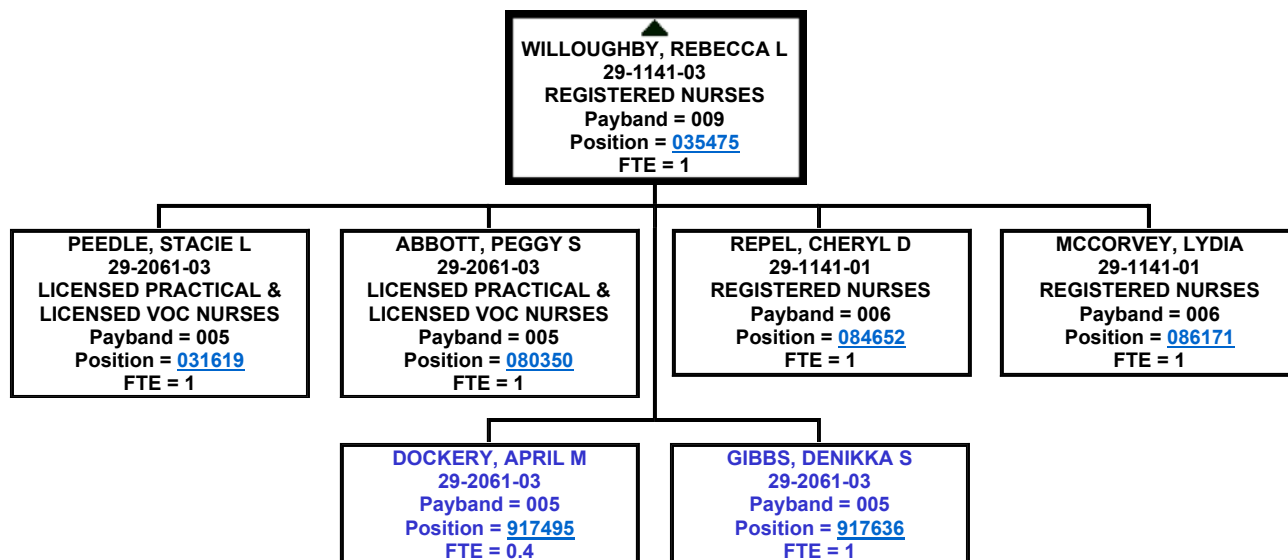


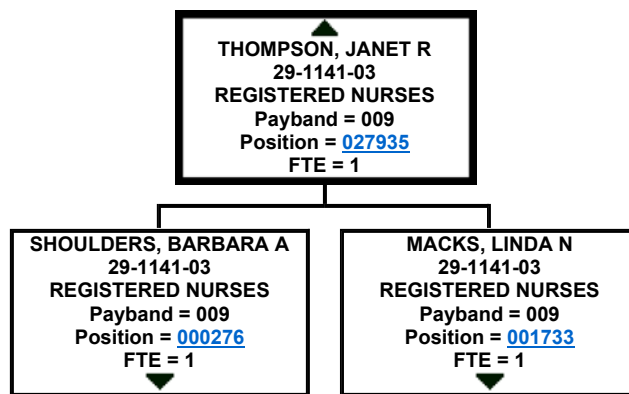


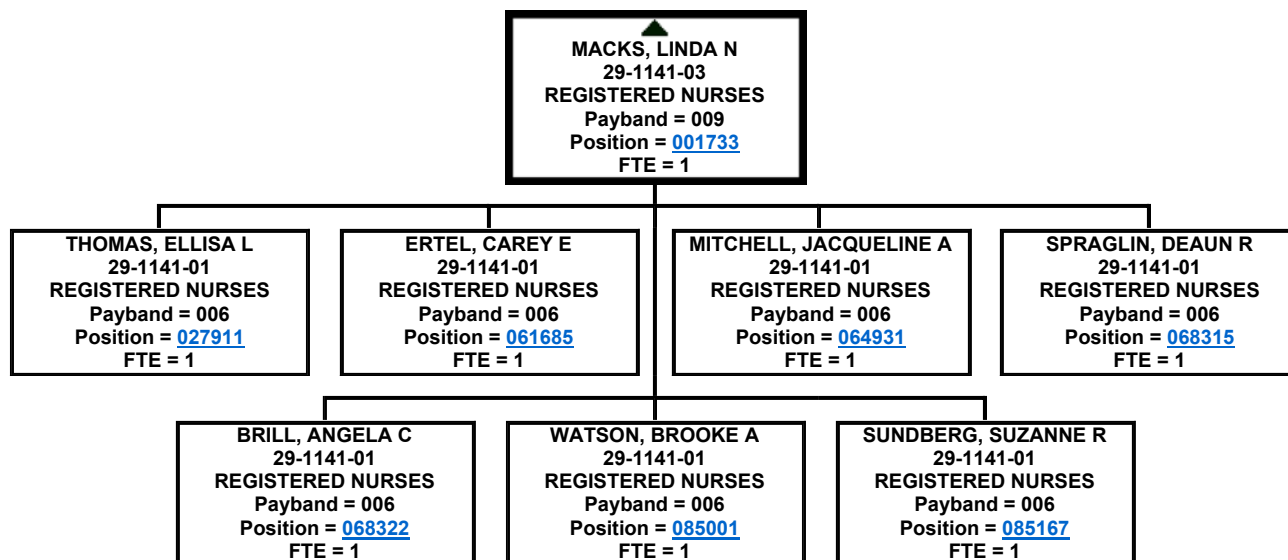


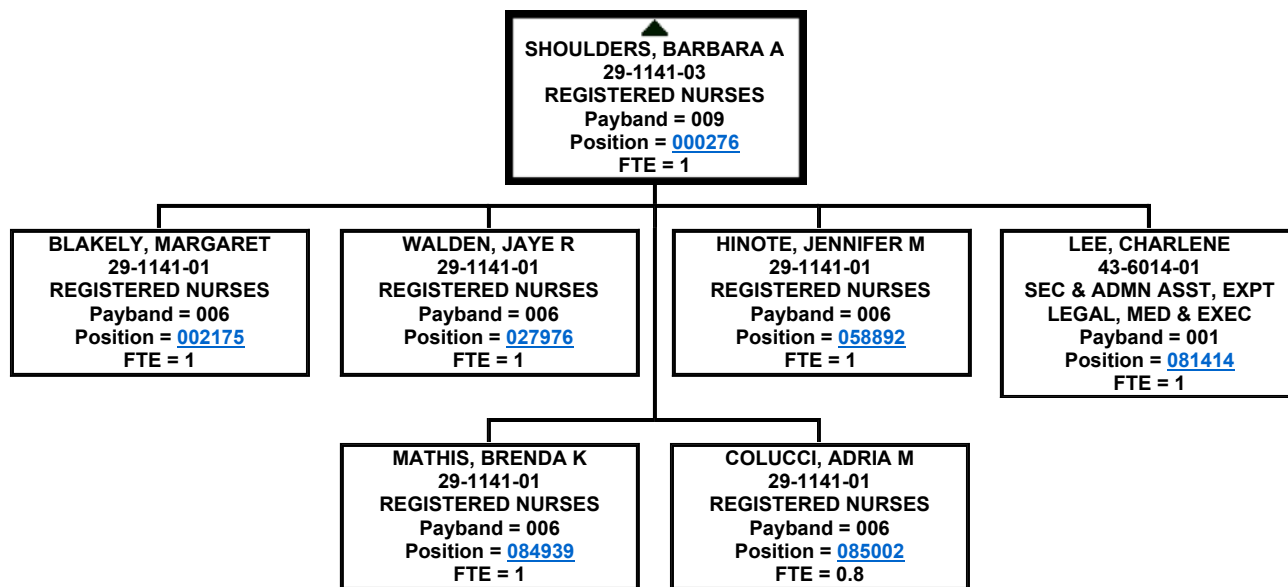




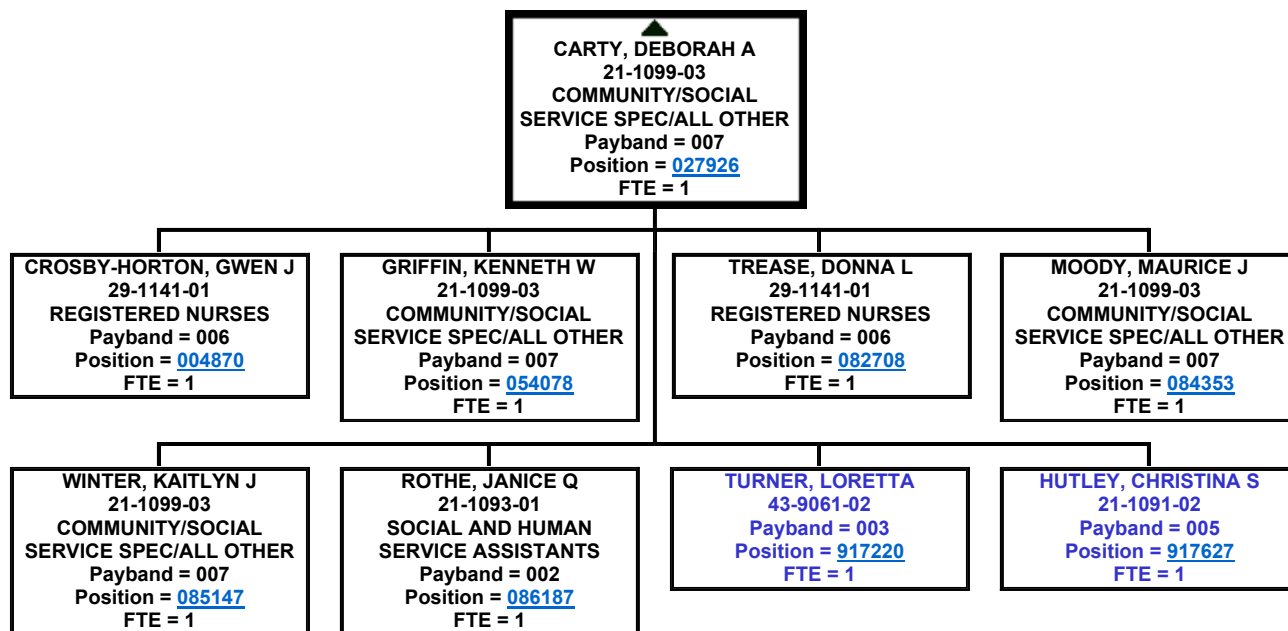


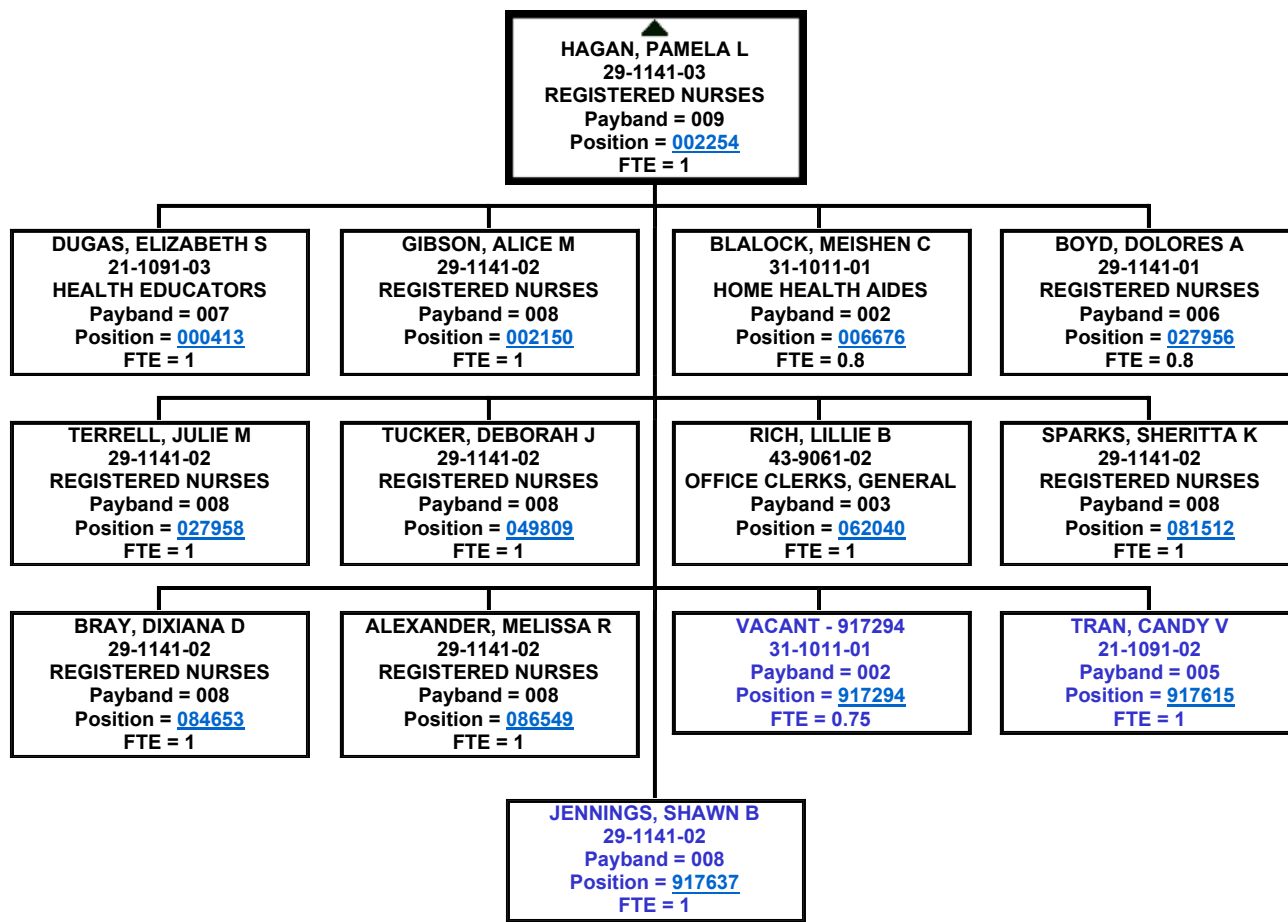


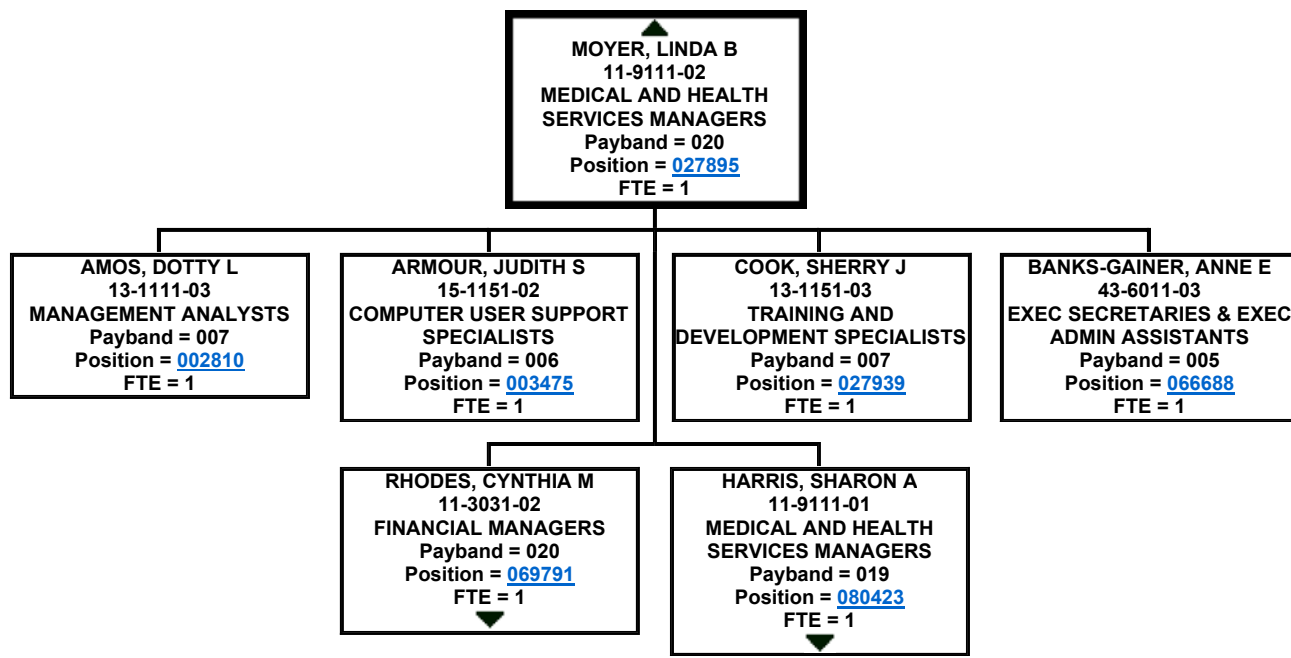


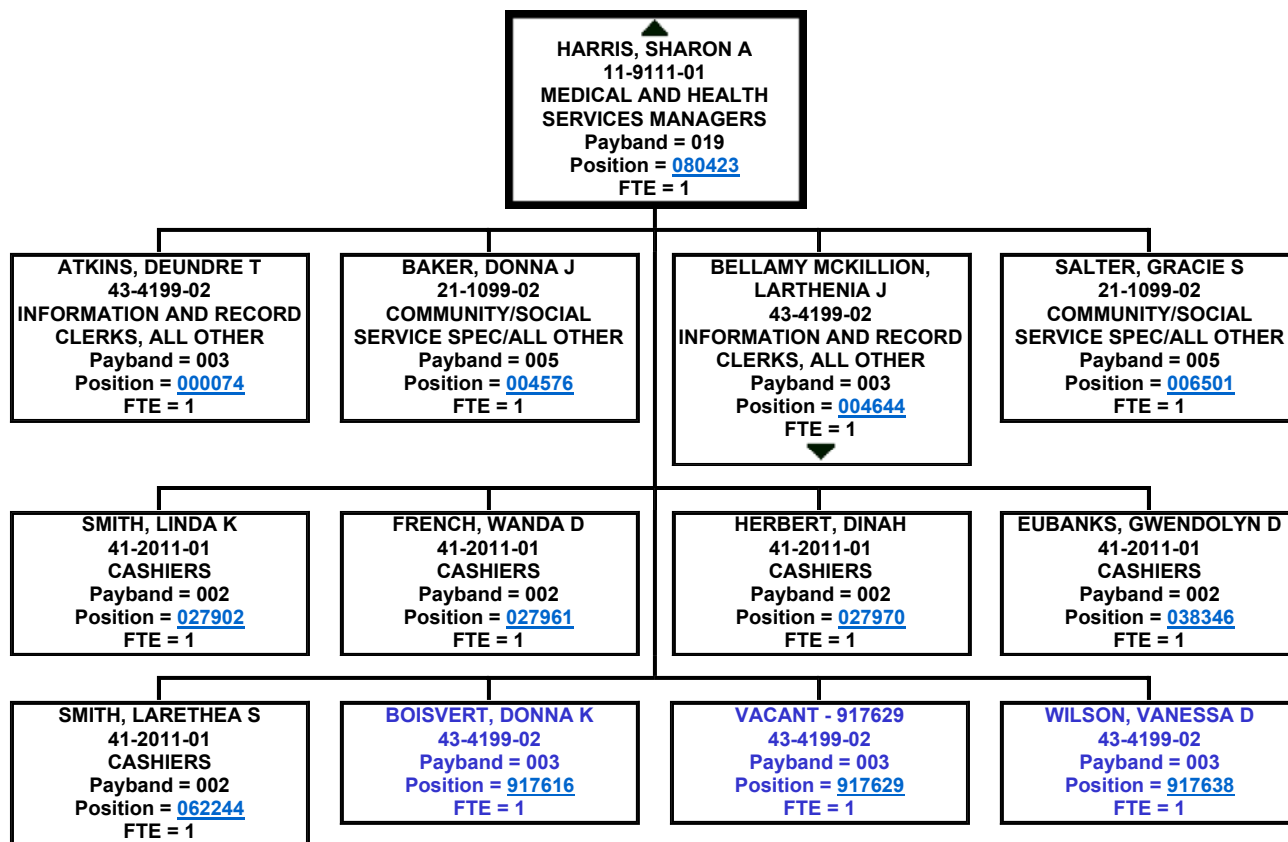


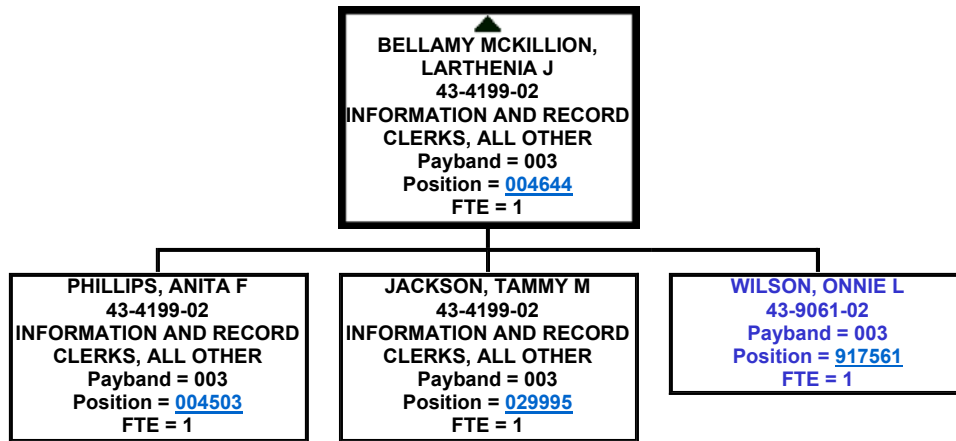


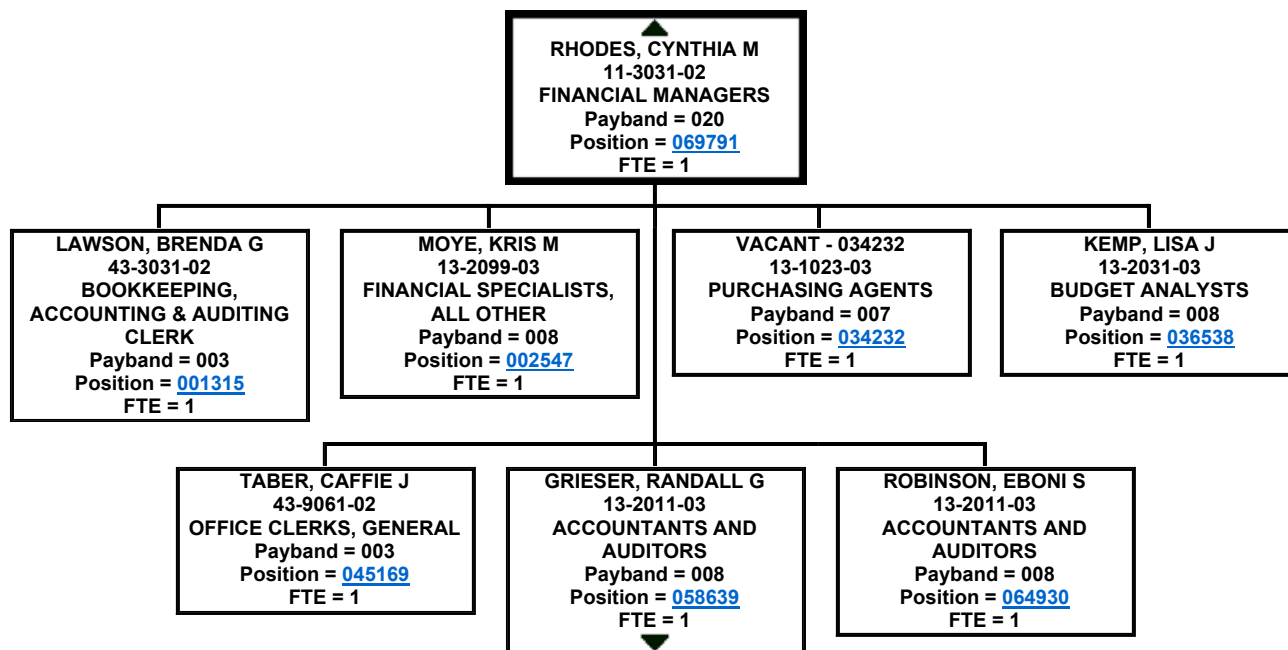


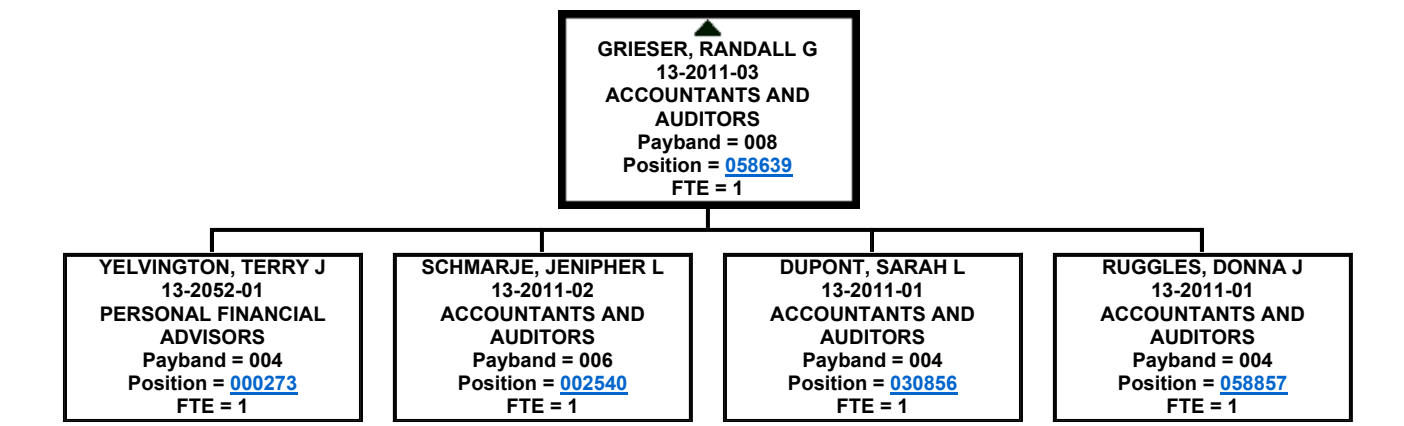


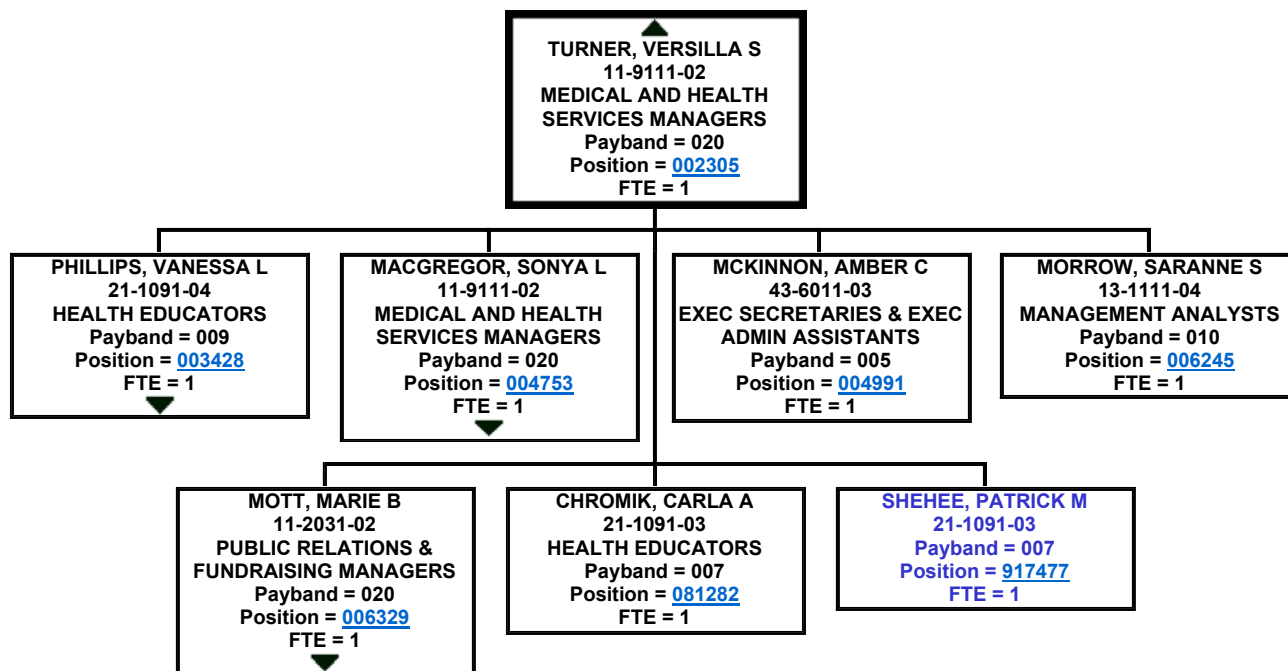




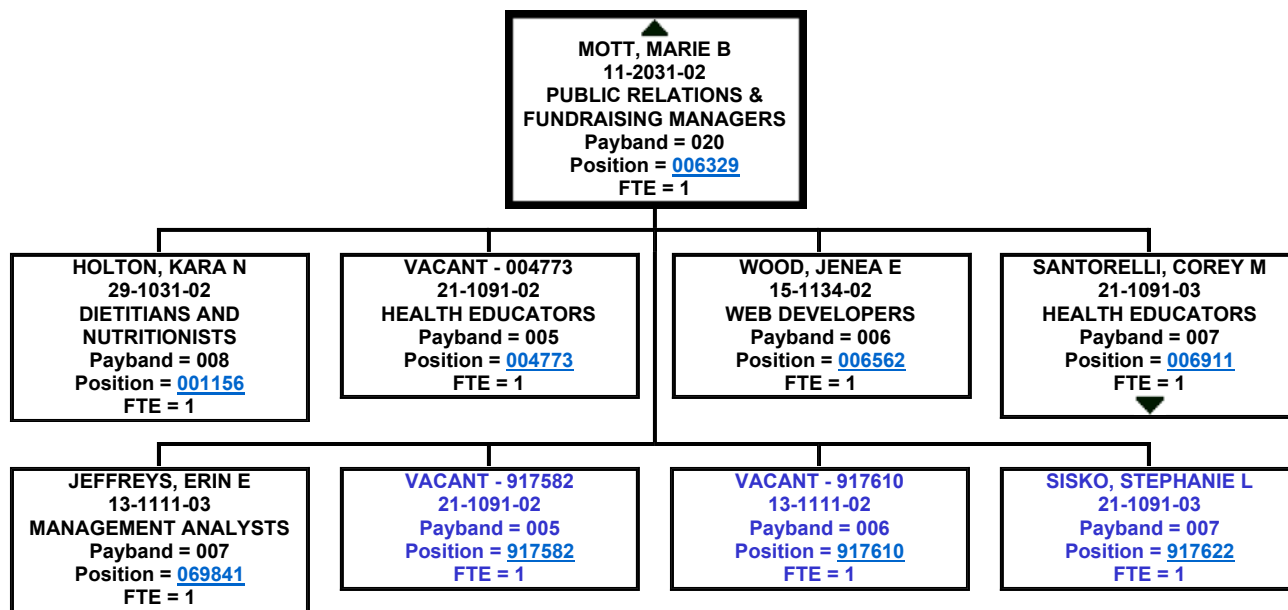


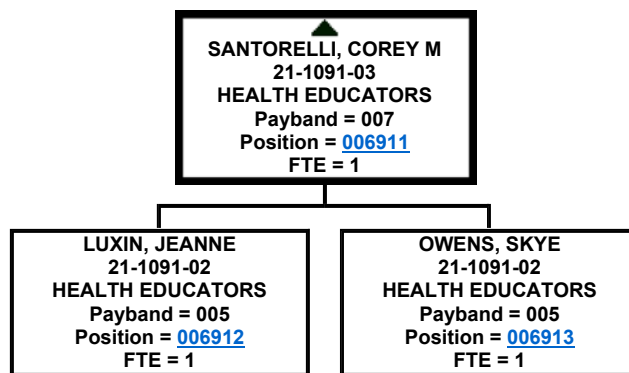


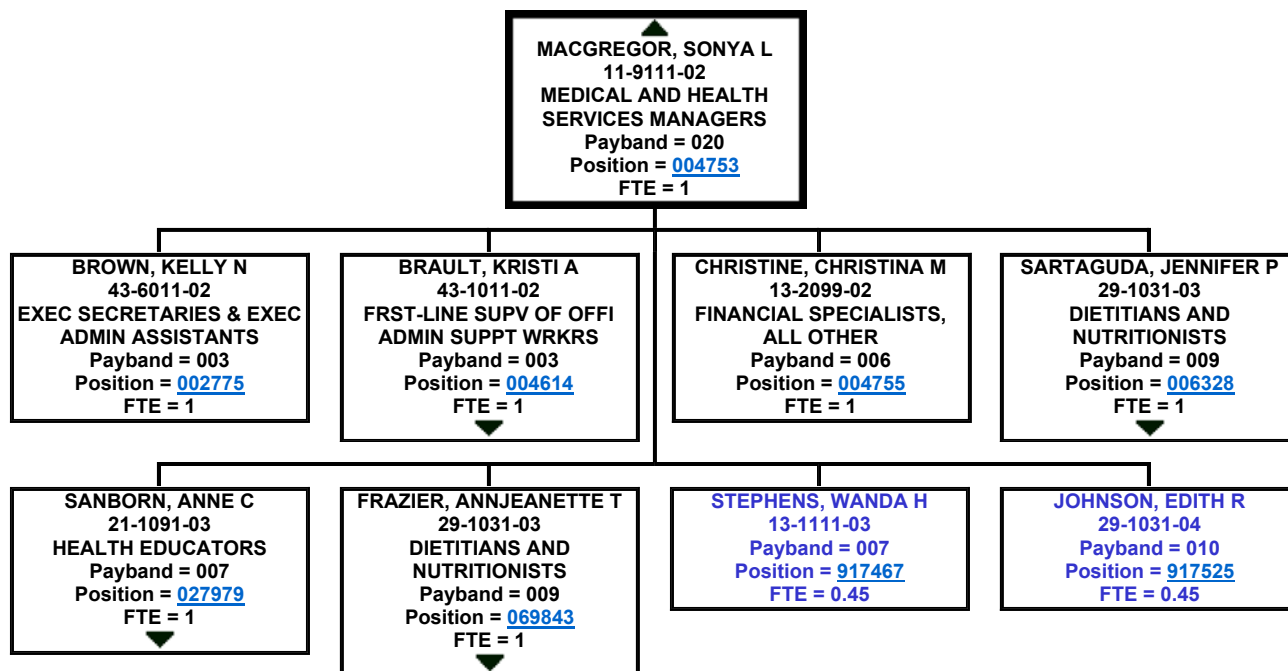


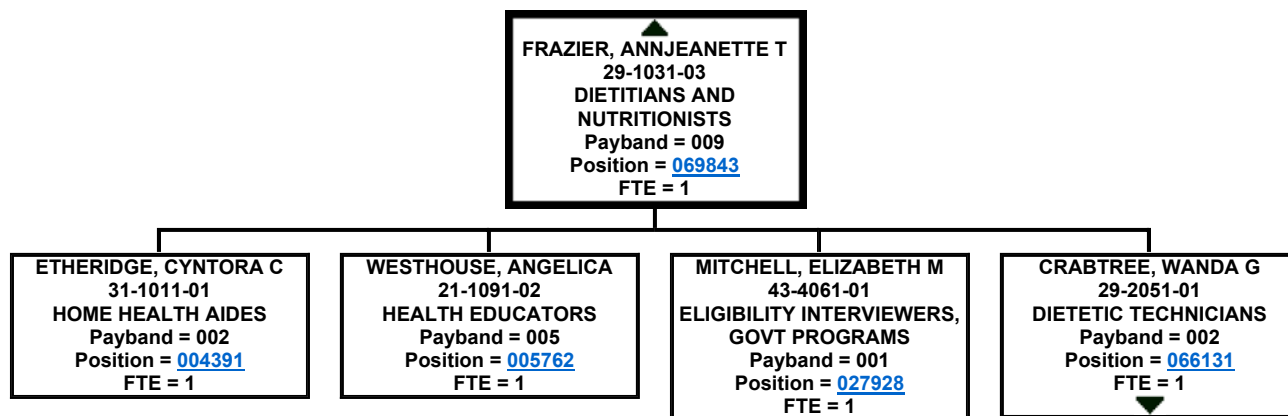


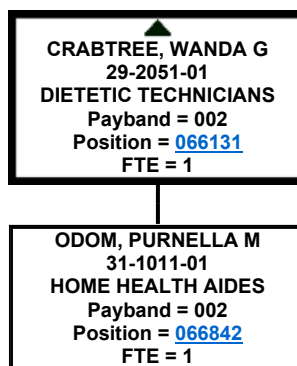


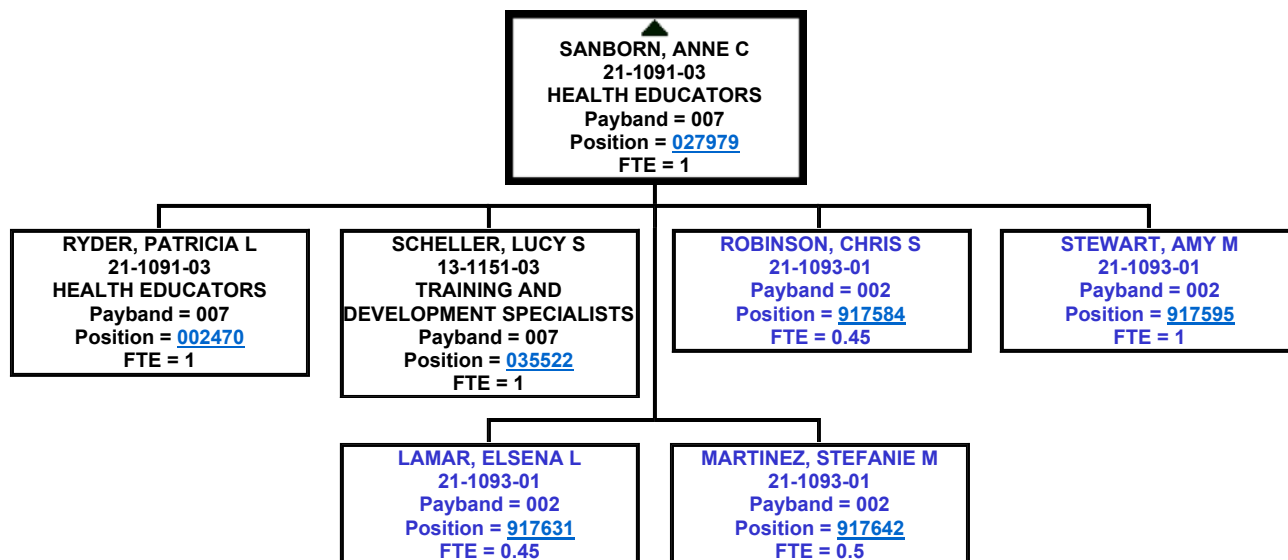


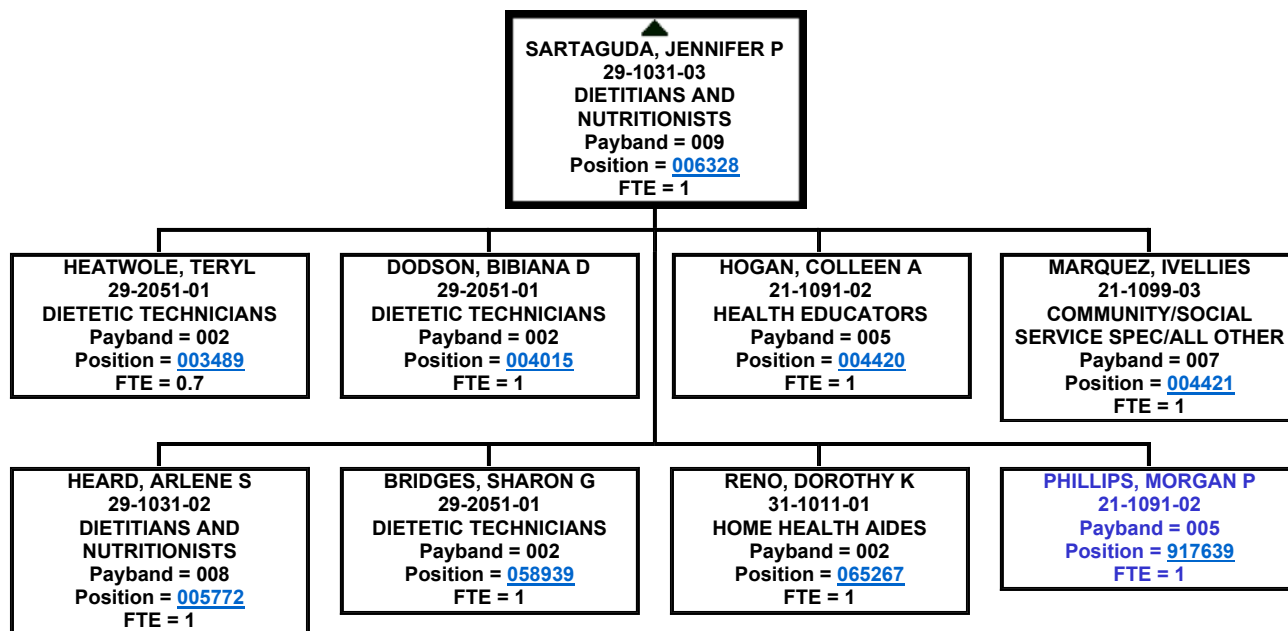


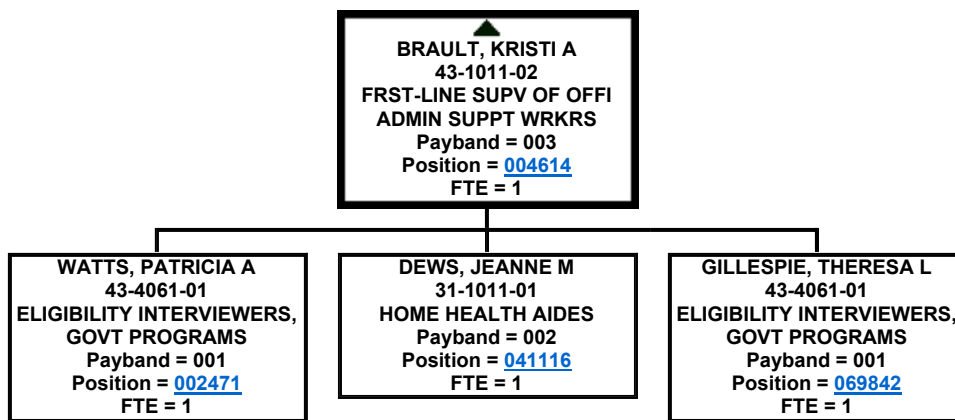














▲  
PHILLIPS, VANESSA L  
21-1091-04  
HEALTH EDUCATORS  
Payband = 009  
Position = [003428](#)  
FTE = 1

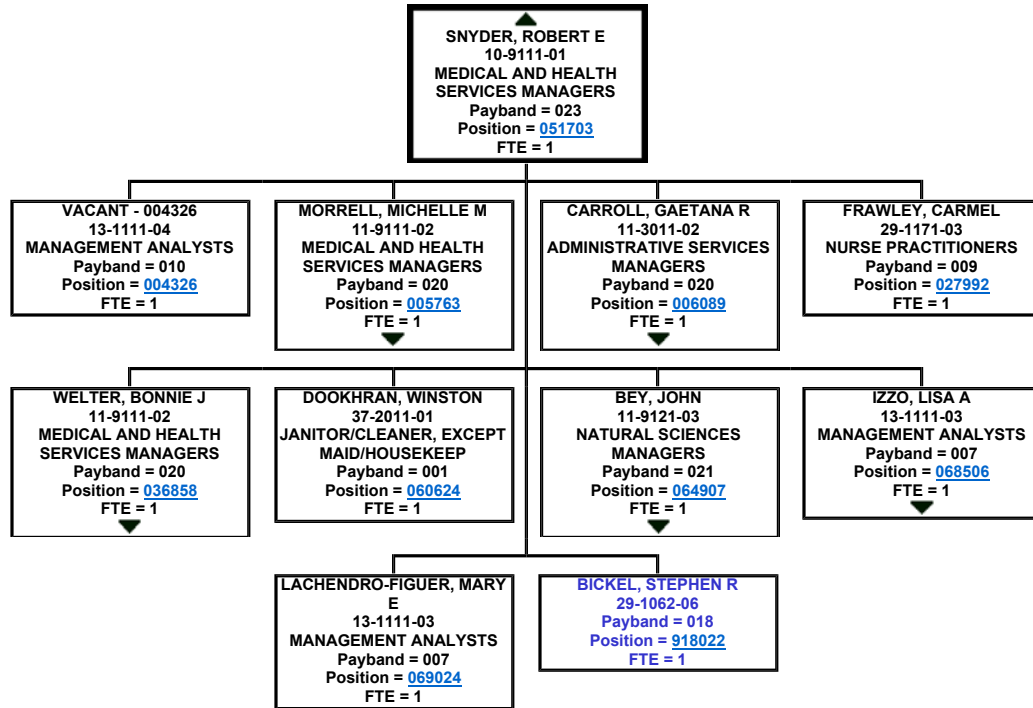
BRADLEY, ANGEL R  
21-1091-03  
HEALTH EDUCATORS  
Payband = 007  
Position = [005559](#)  
FTE = 1

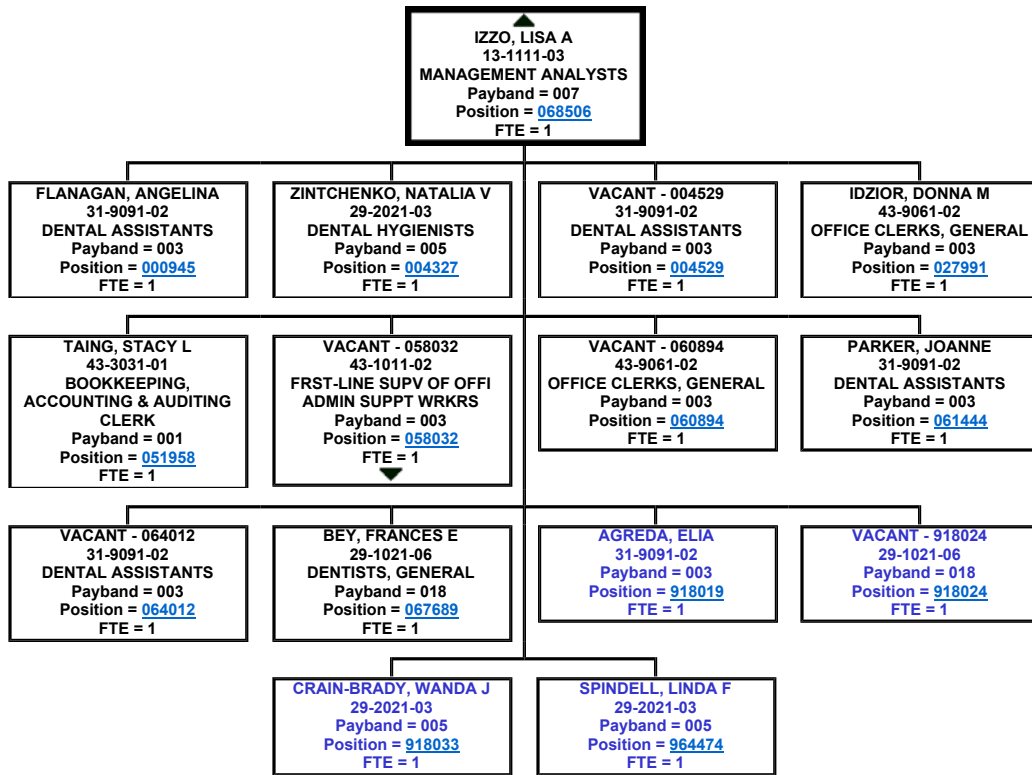
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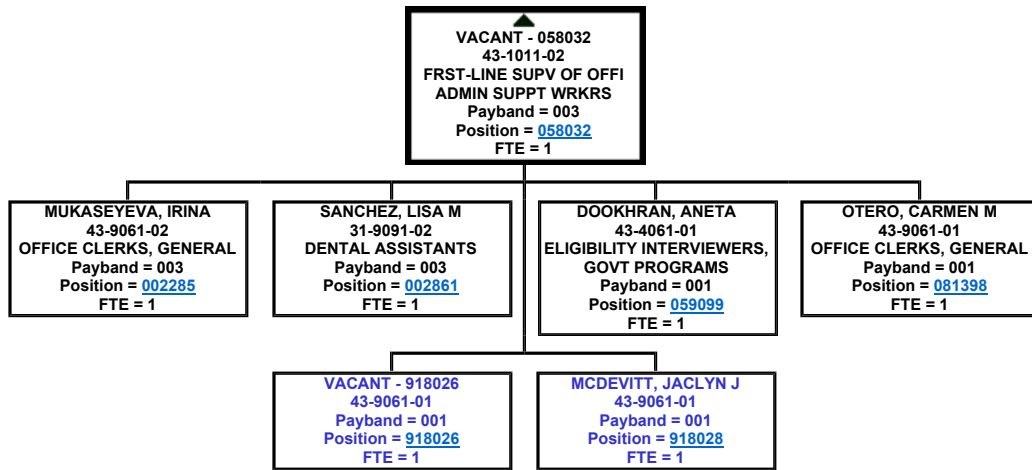
## CHD 18 - Flagler County Health Department

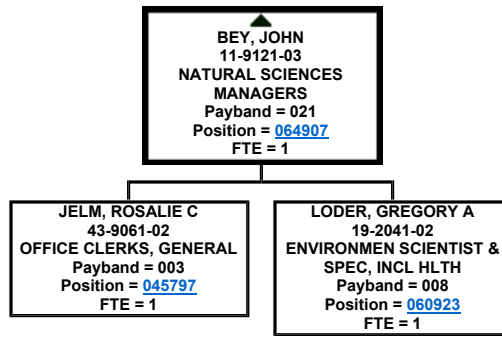
Created: 10/5/2016 10:19:00 AM

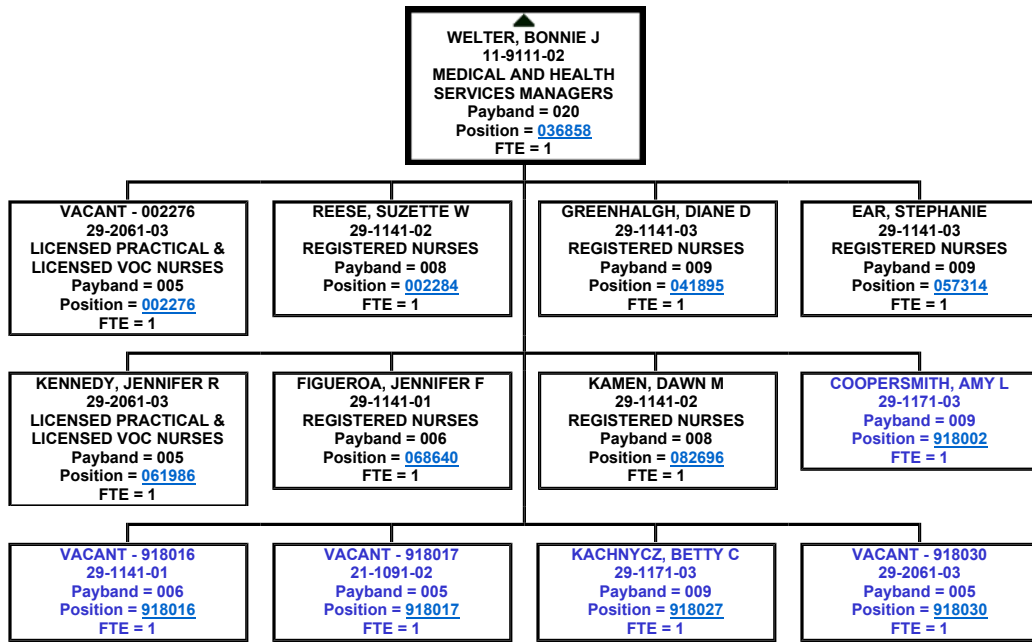
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

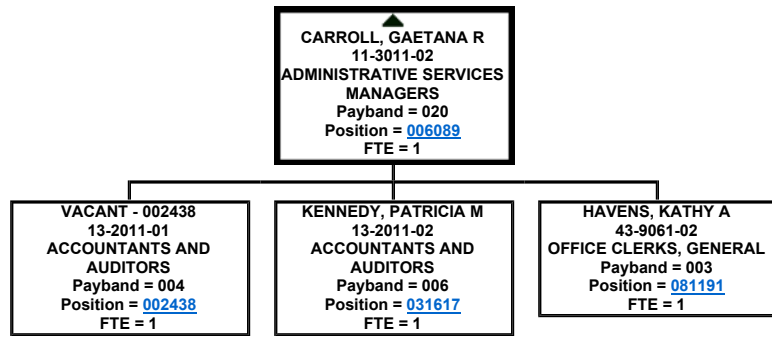


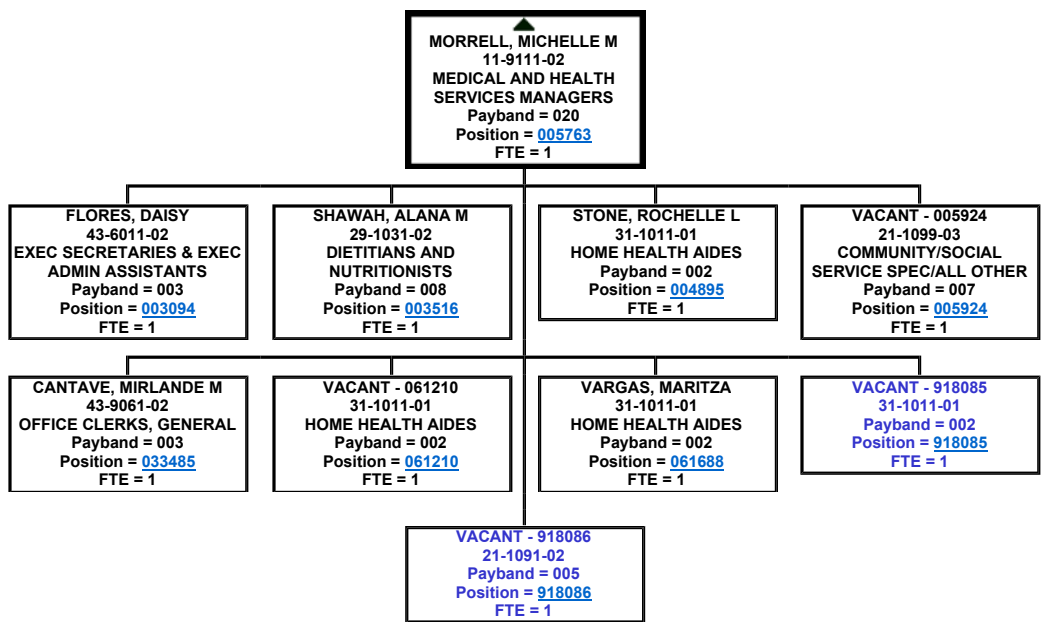










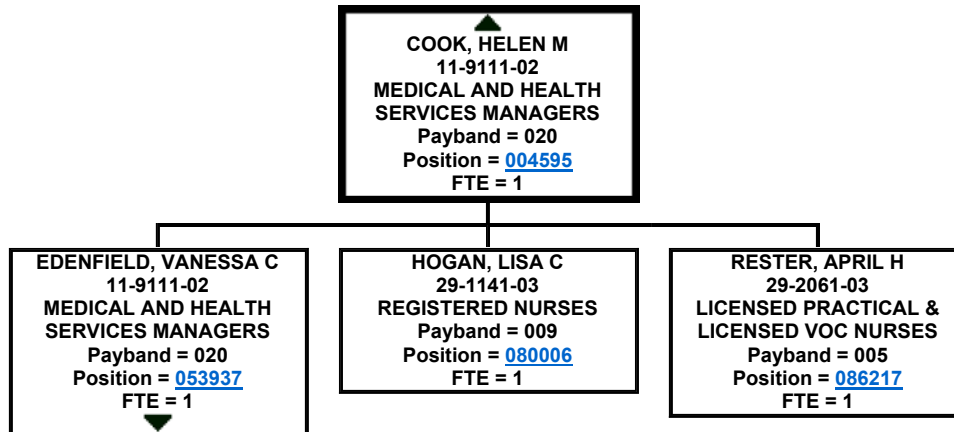


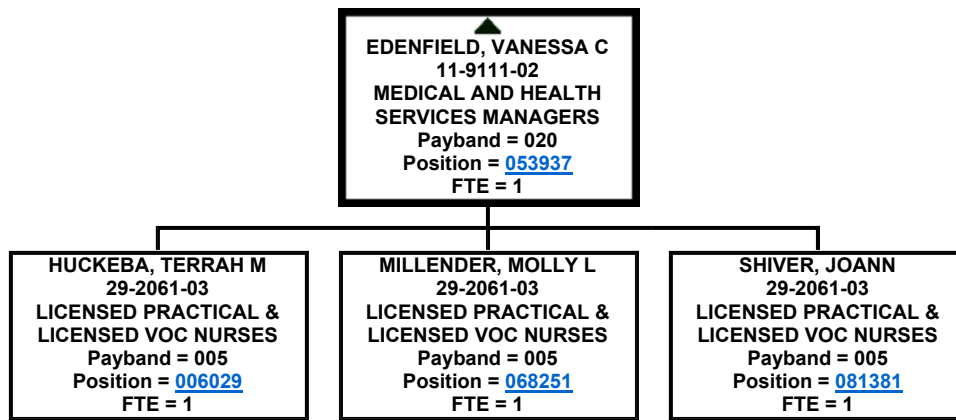


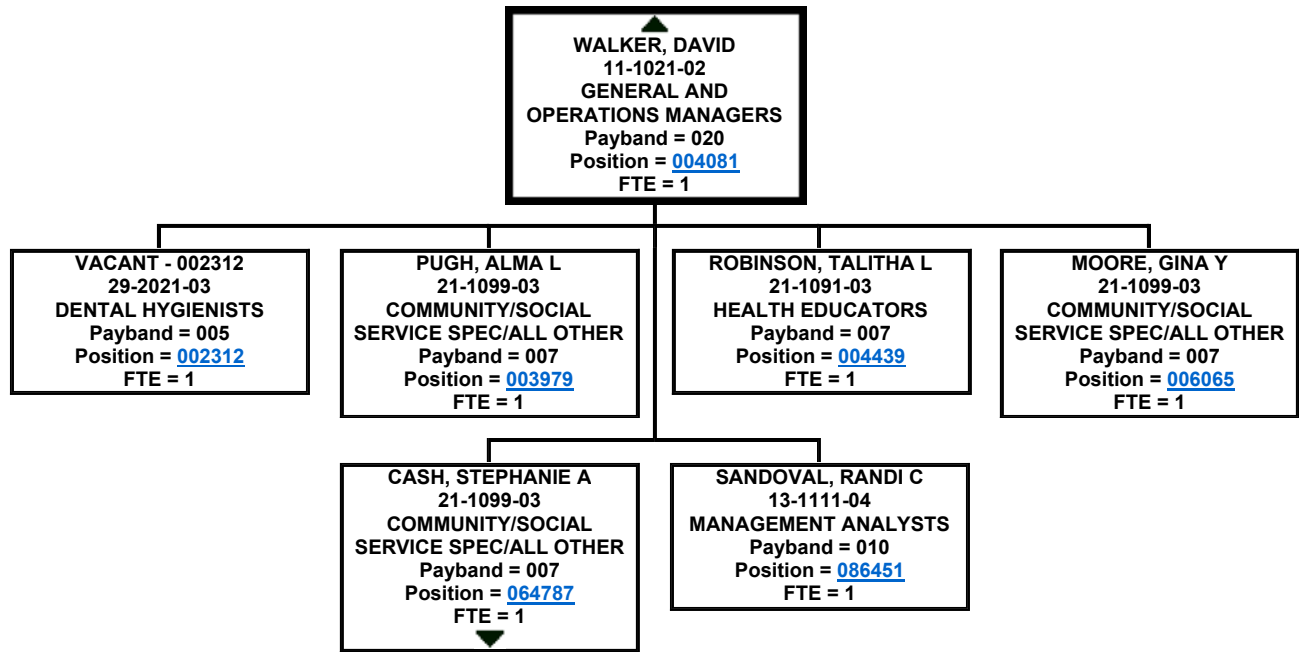
# CHD 19 - Franklin County Health Department

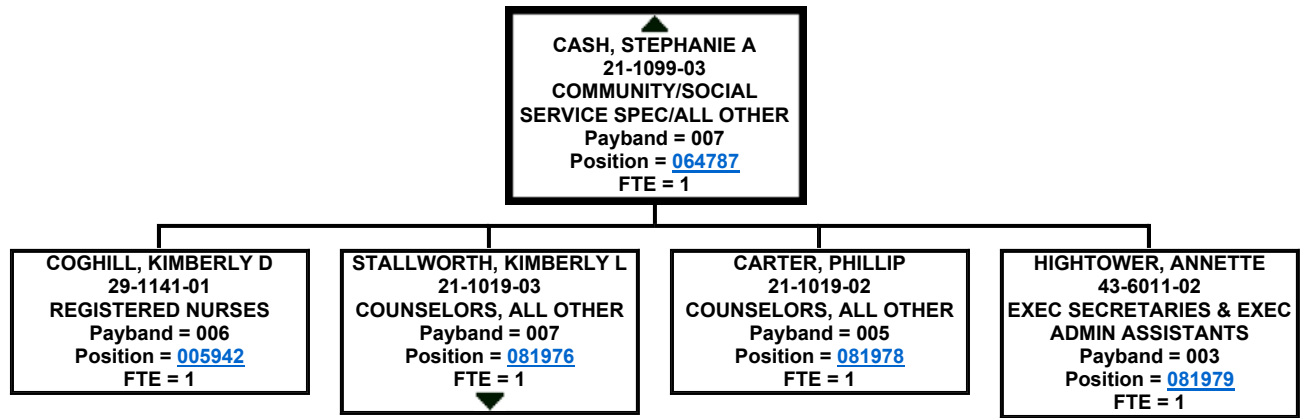
Created: 10/5/2016 10:19:00 AM

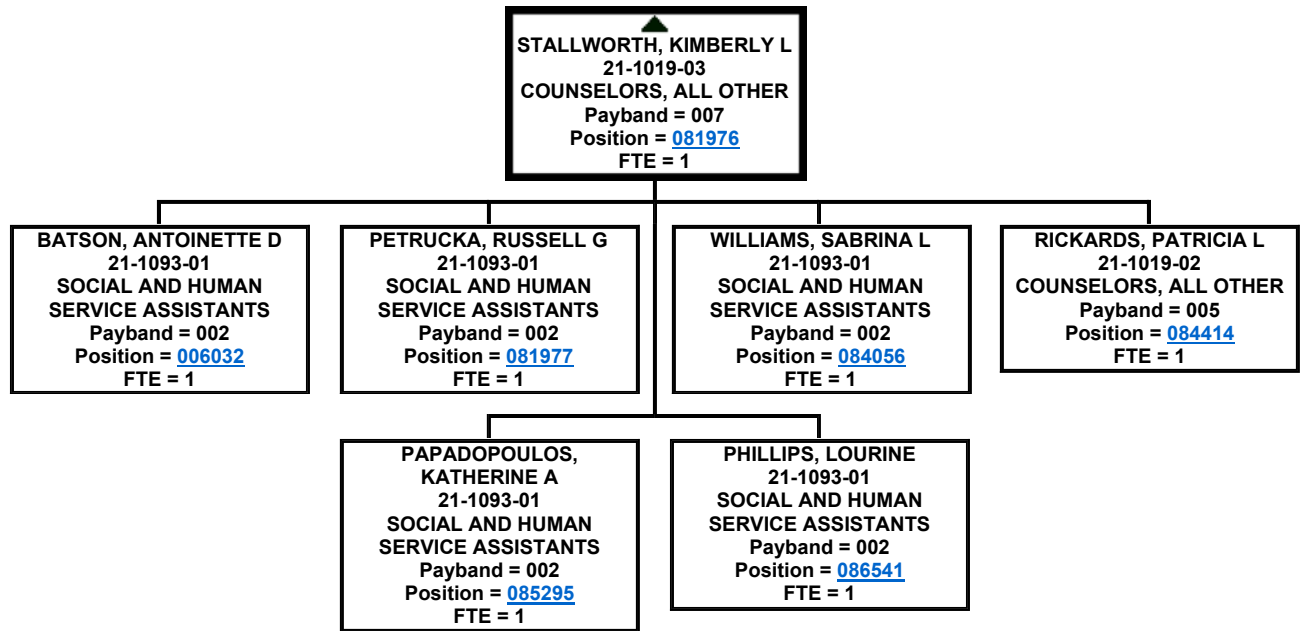
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**









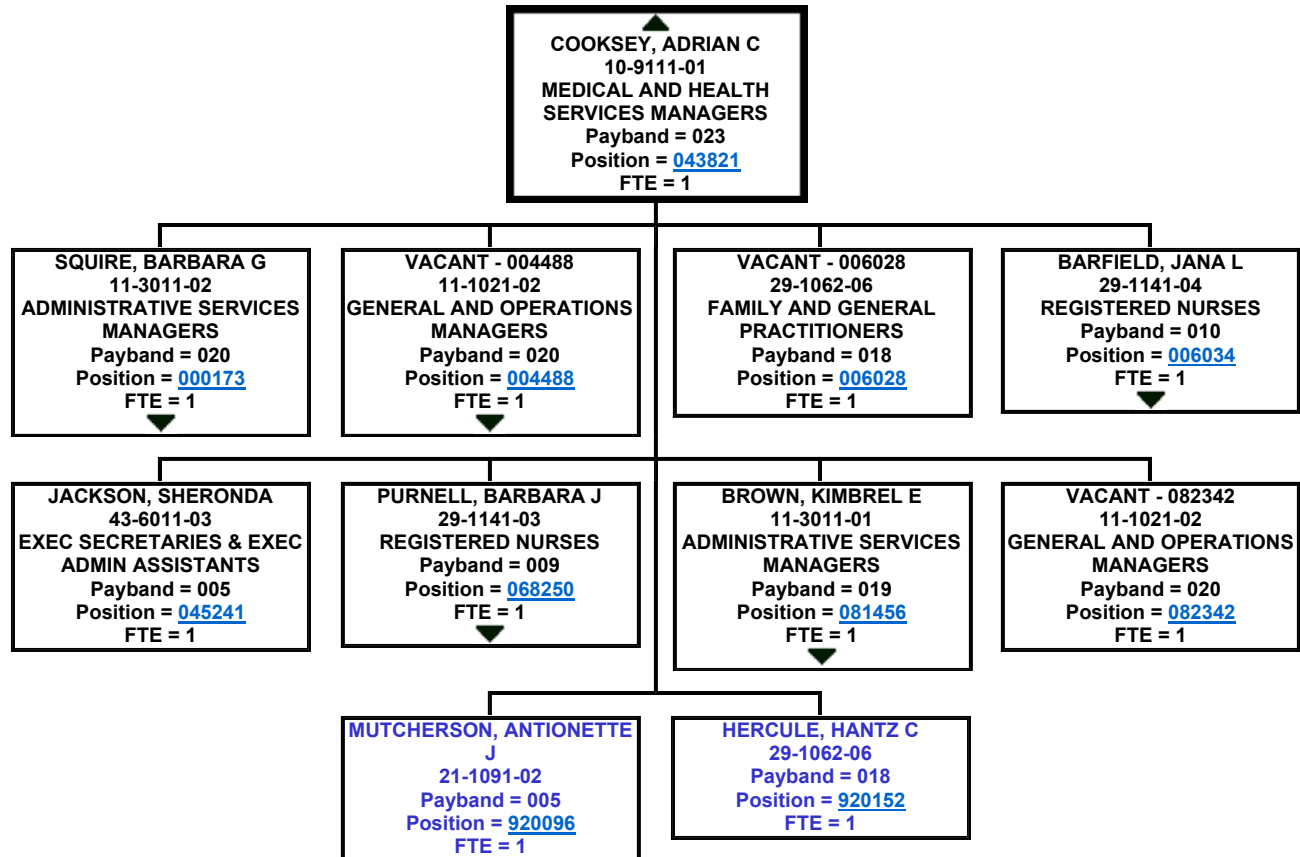


# CHD 20 - Gadsden County Health Department

Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First**

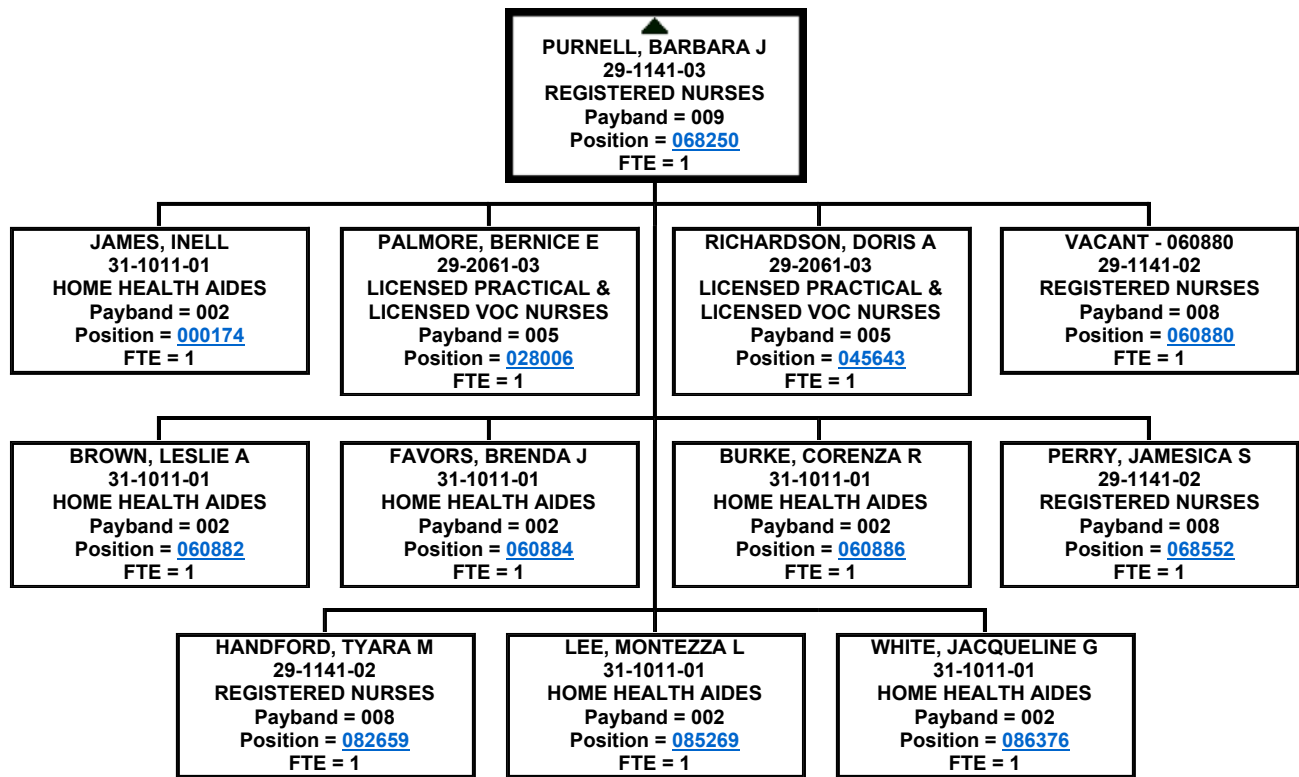
**Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**



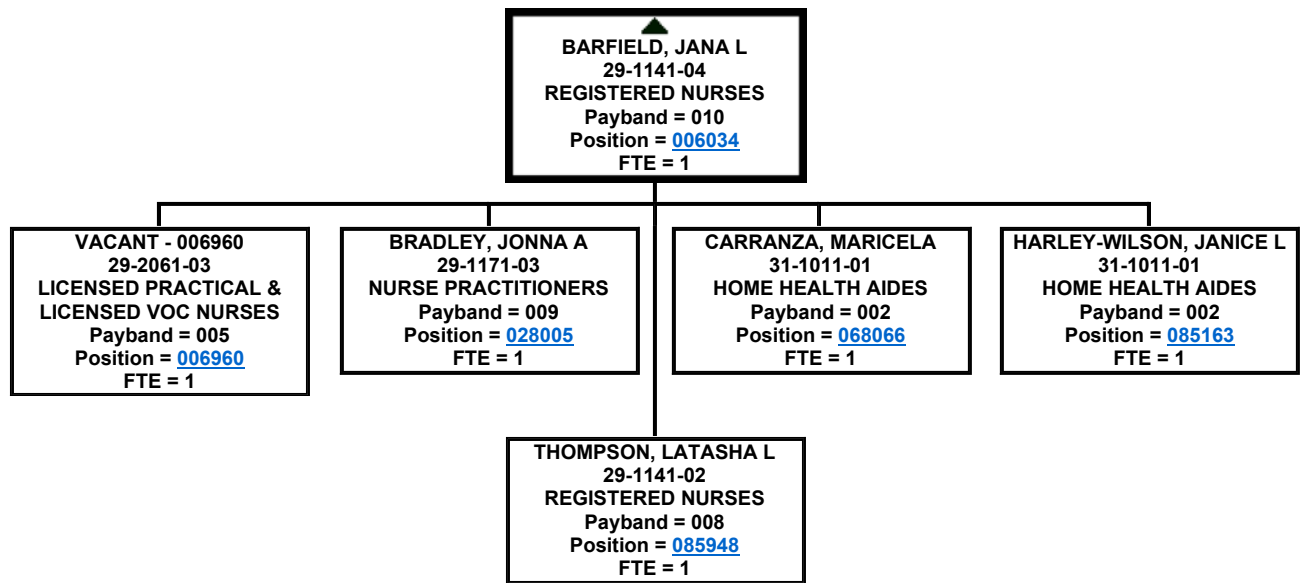
▲  
**BROWN, KIMBREL E**  
11-3011-01  
**ADMINISTRATIVE SERVICES  
MANAGERS**  
Payband = 019  
Position = [081456](#)  
FTE = 1

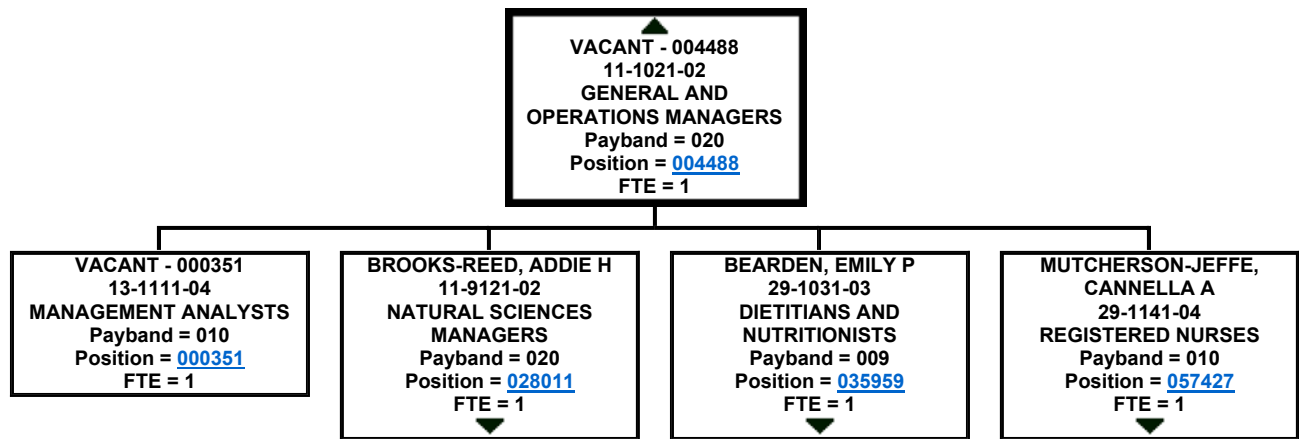
**BATTS, HOWELL T**  
13-1111-03  
**MANAGEMENT ANALYSTS**  
Payband = 007  
Position = [080727](#)  
FTE = 1

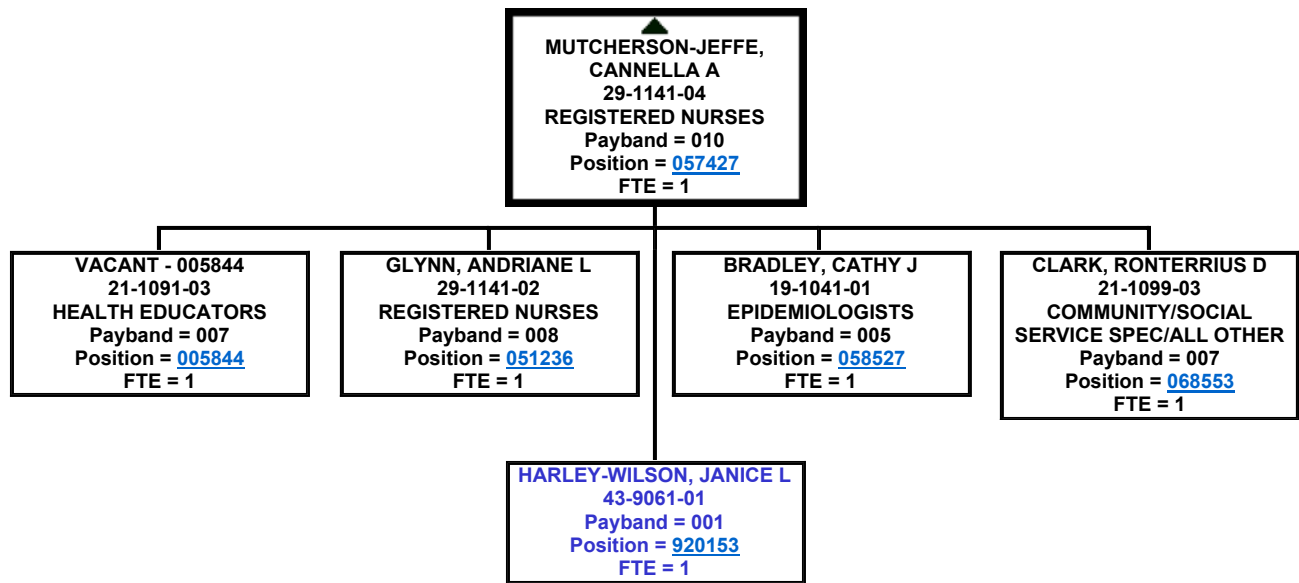
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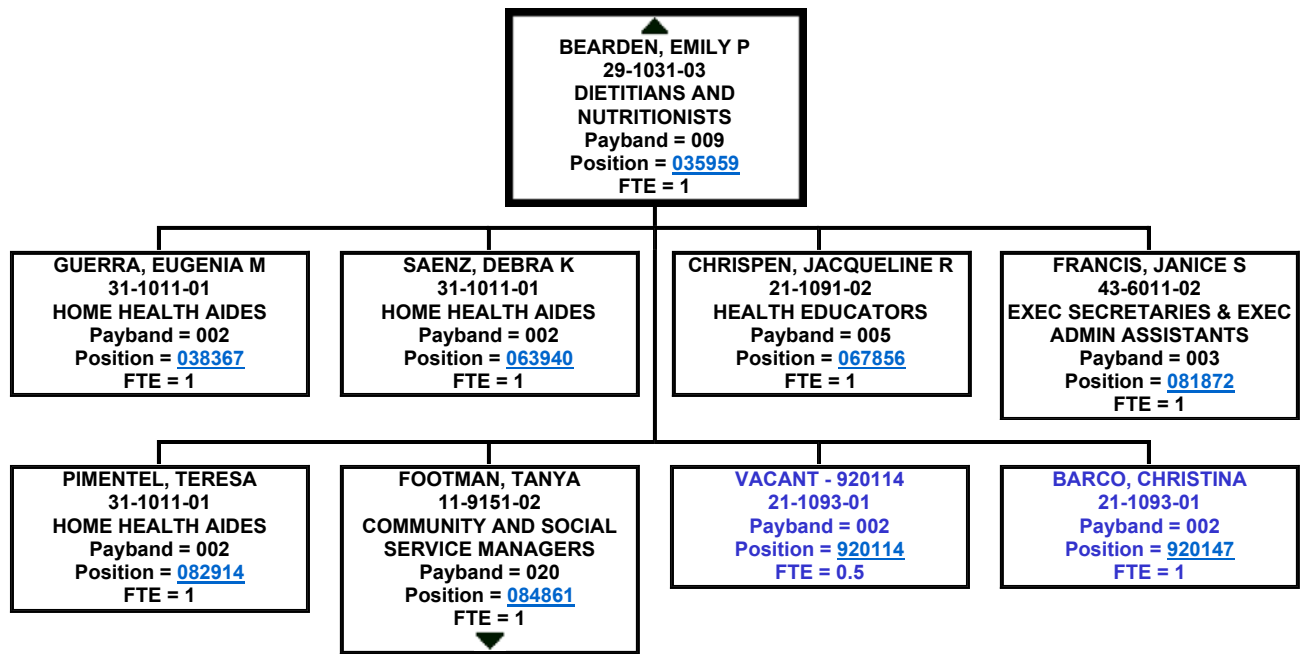


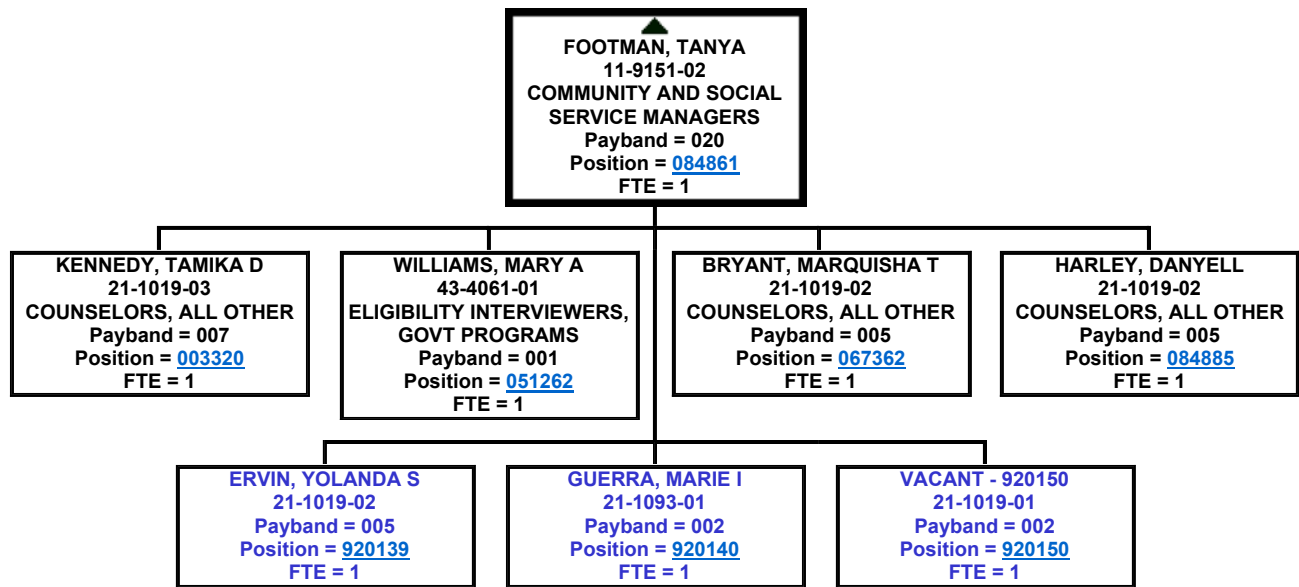


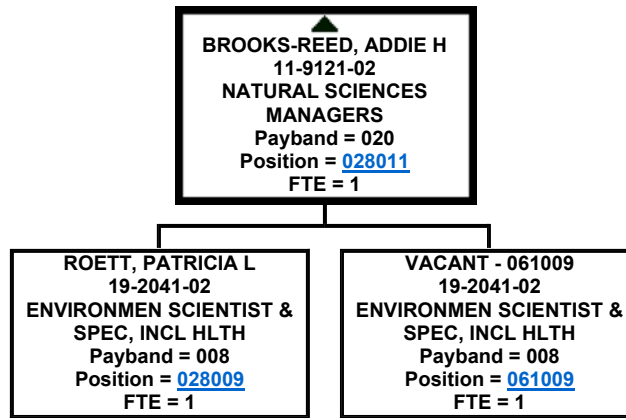


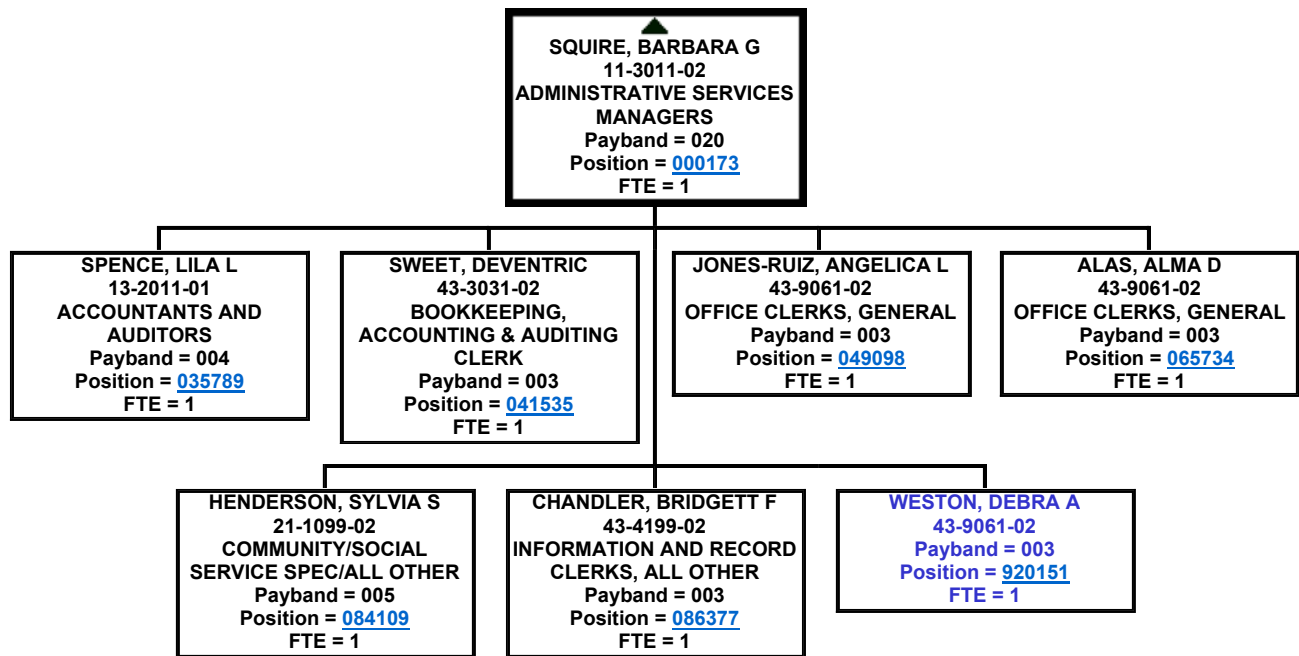








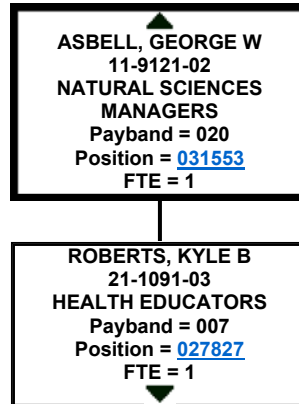




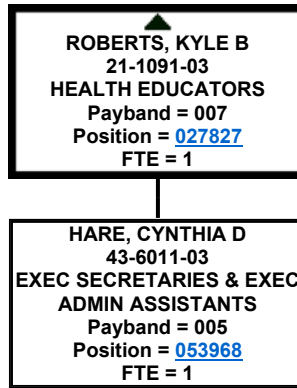
# CHD 21 - Gilchrist County Health Department

Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**



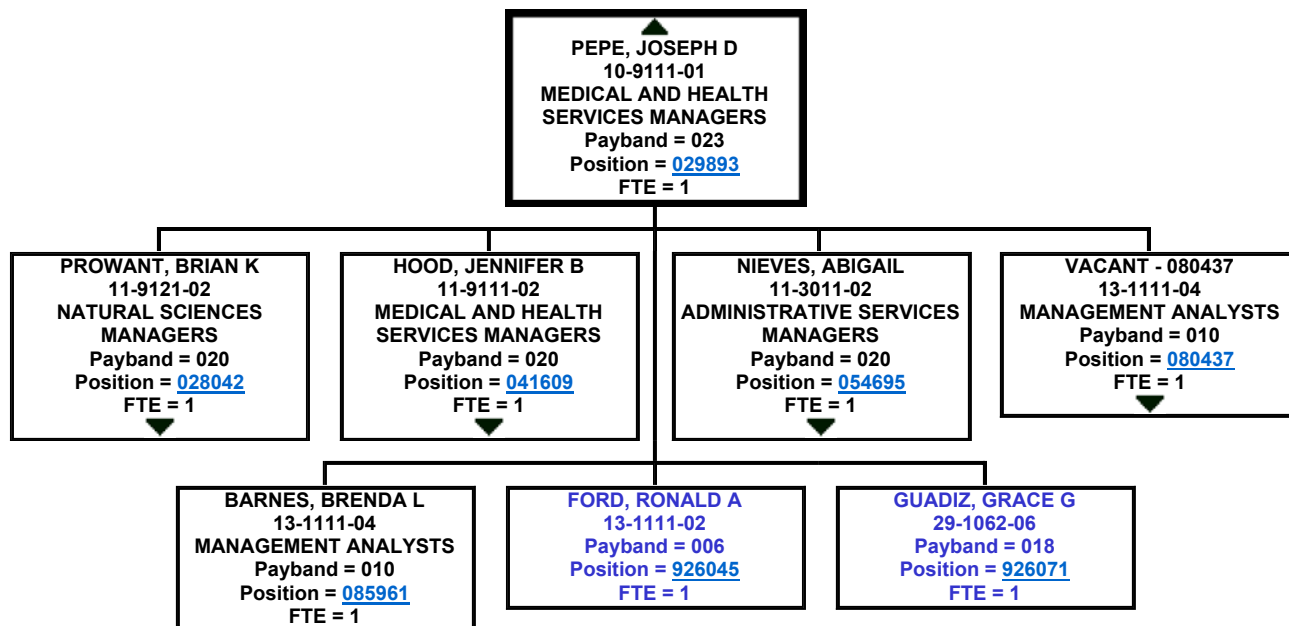


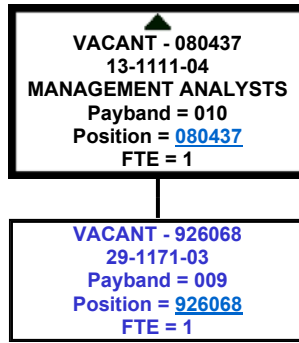


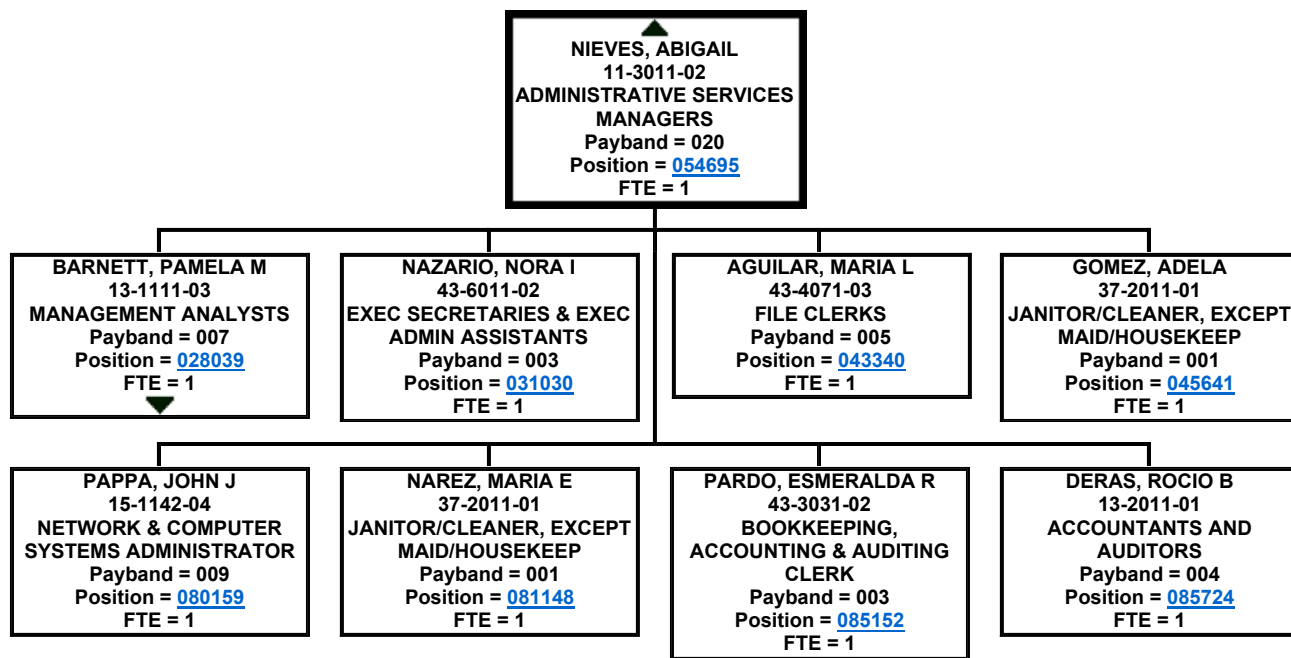
# CHD 22 - Glades County Health Department

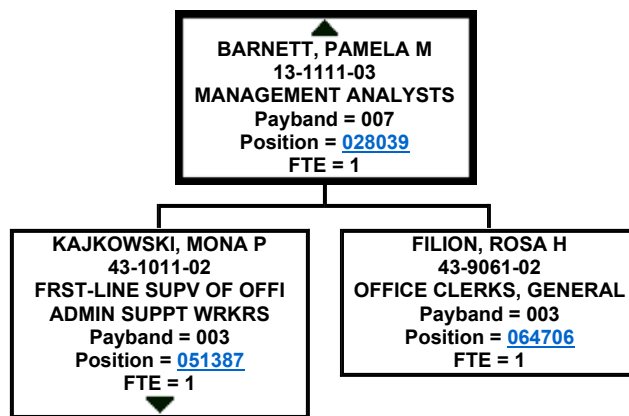
Created: 10/5/2016 10:19:00 AM

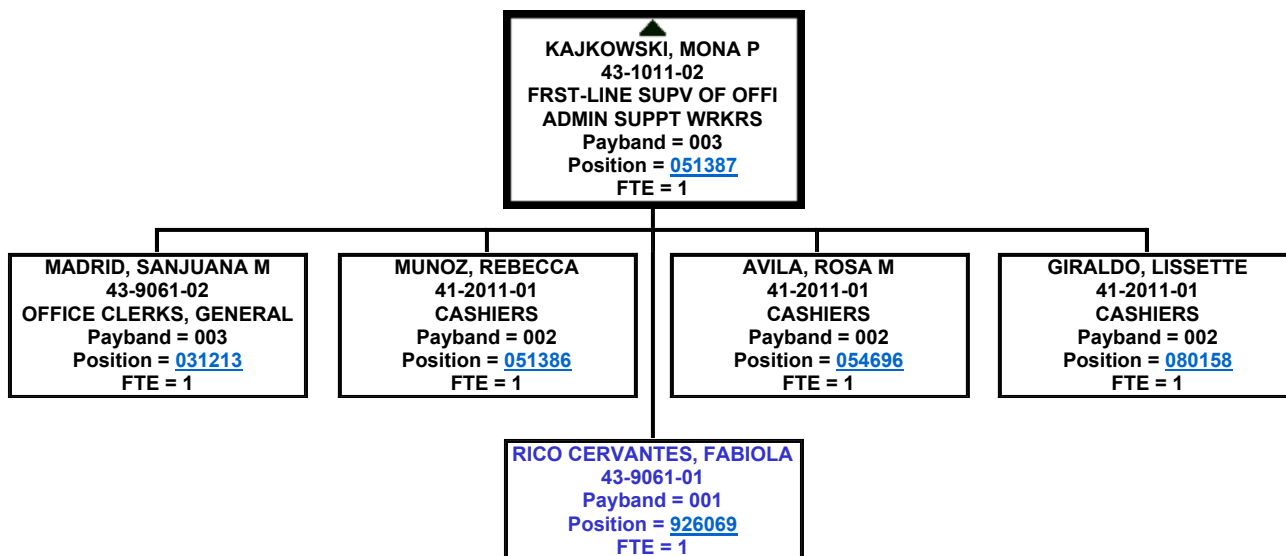
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

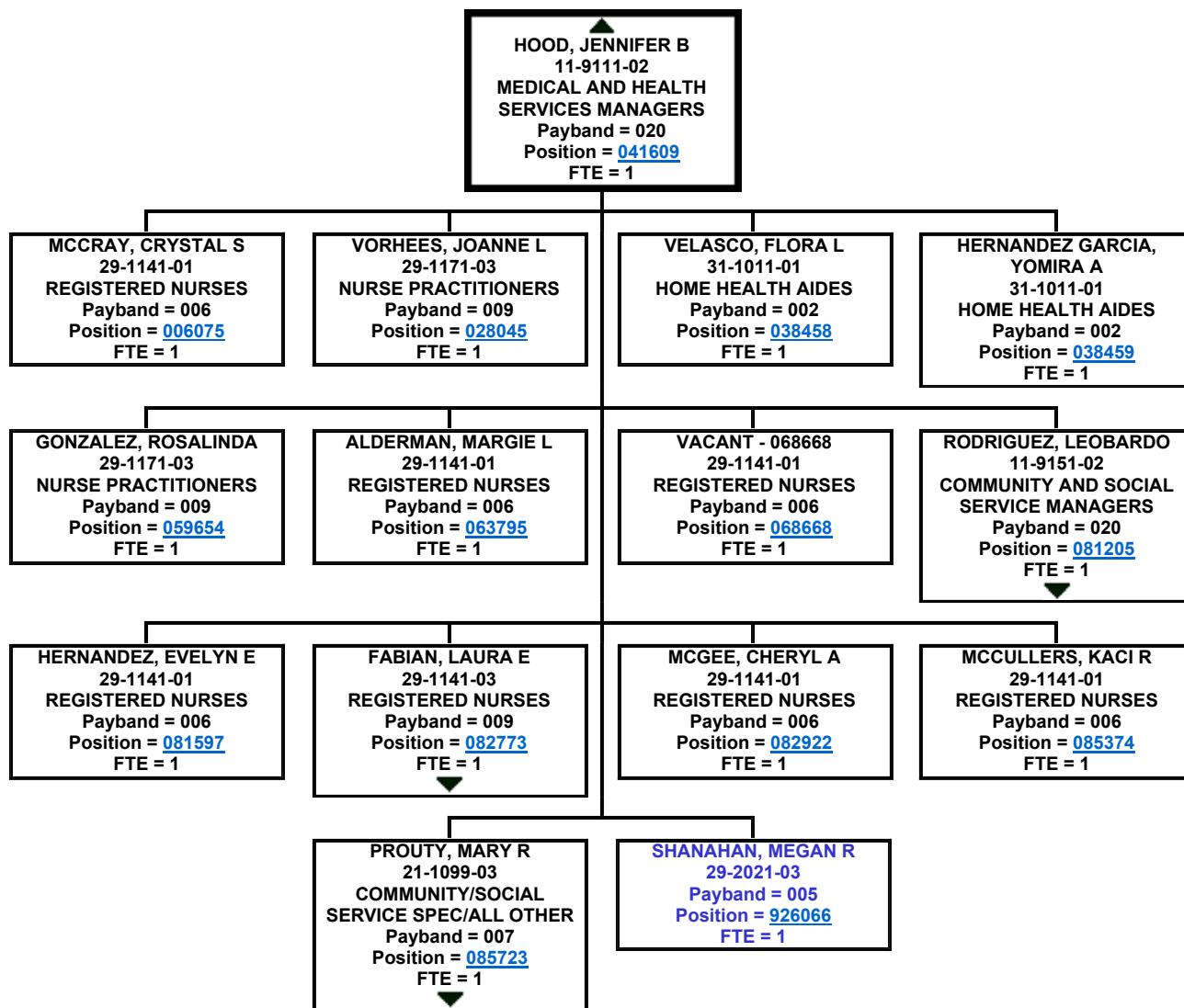


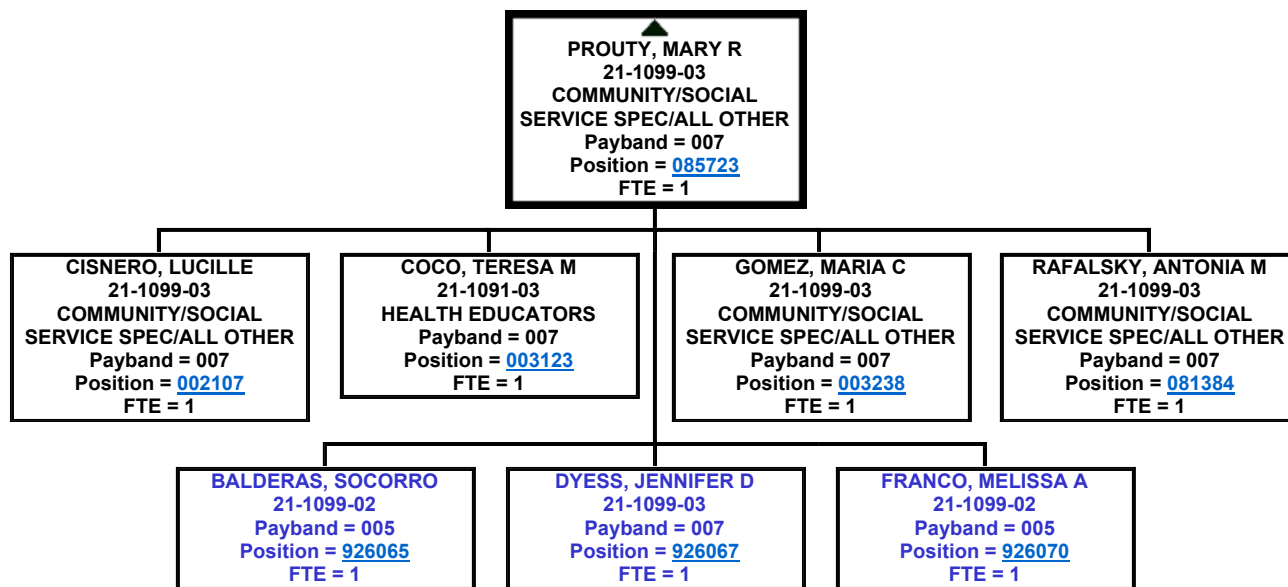




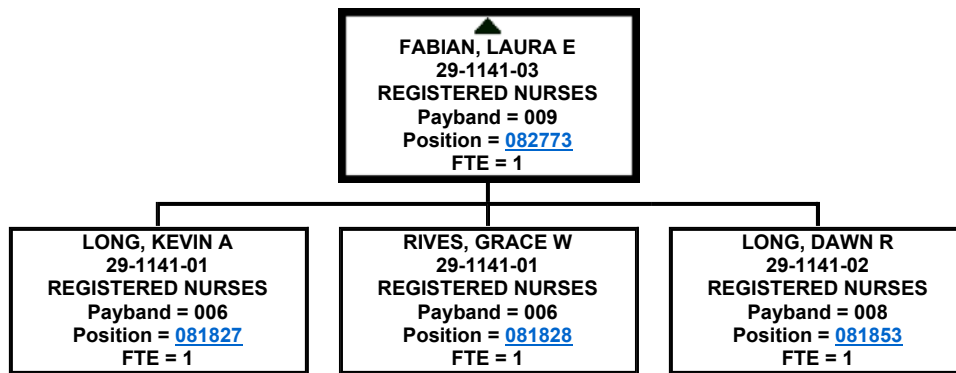


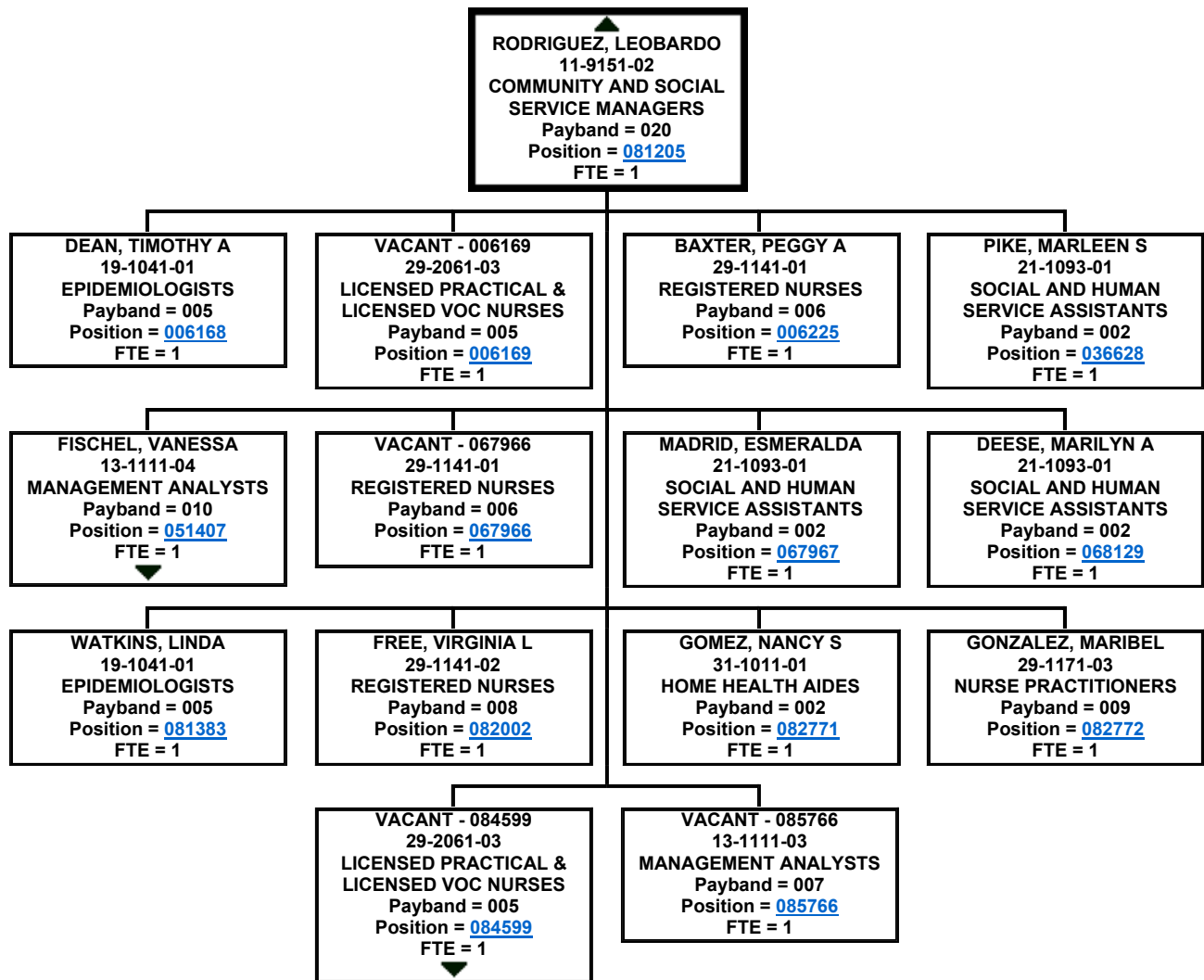


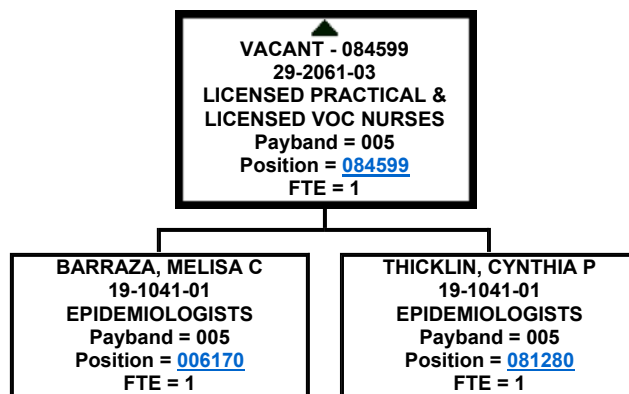


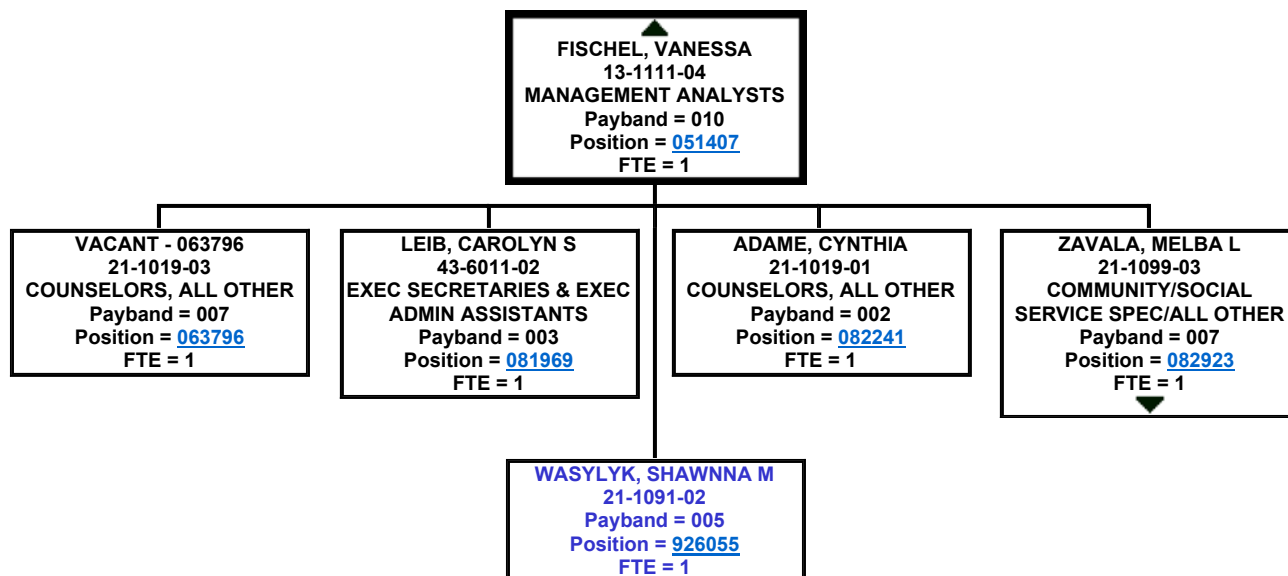


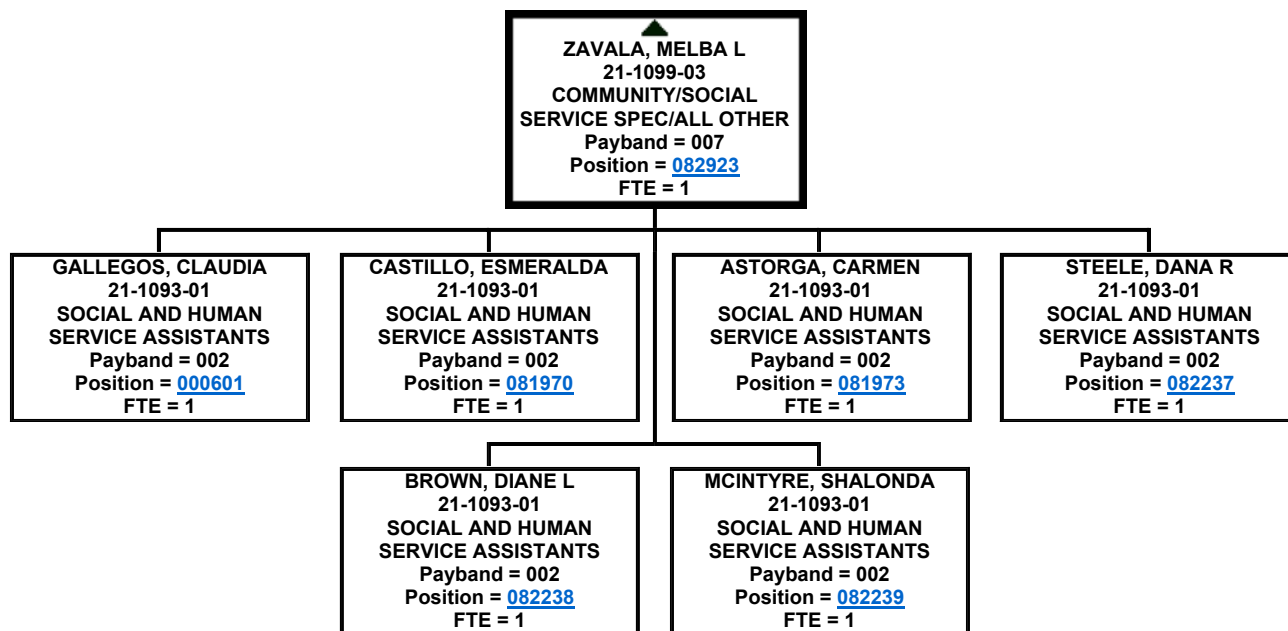


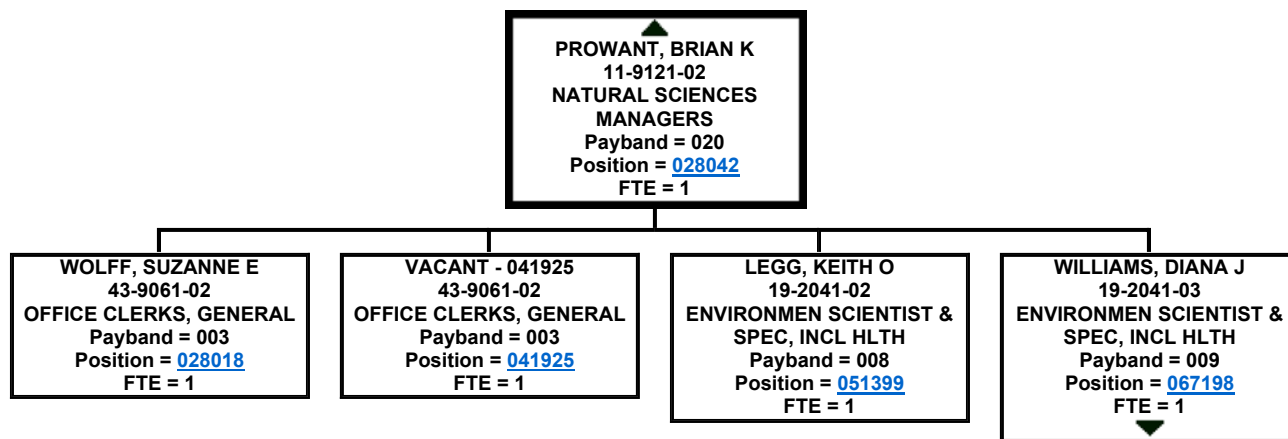


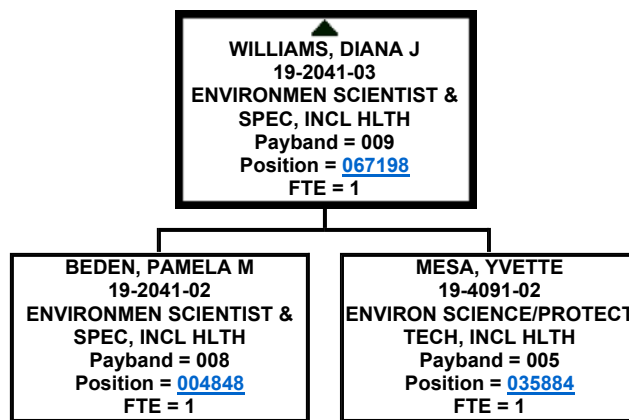








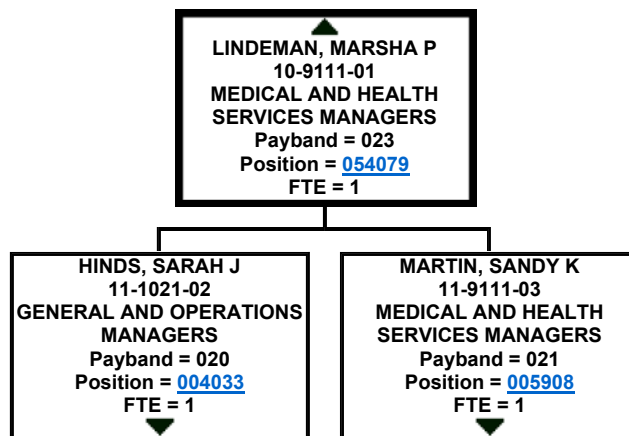




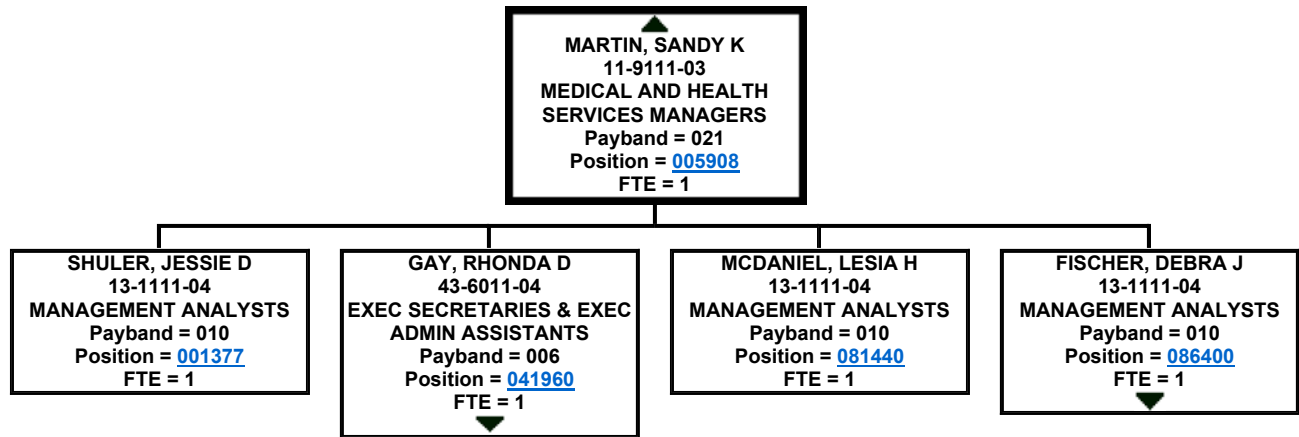
# CHD 23 - Gulf County Health Department

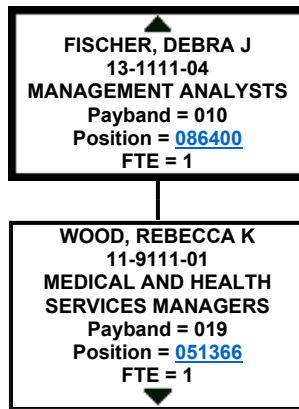
Created: 10/5/2016 10:19:00 AM

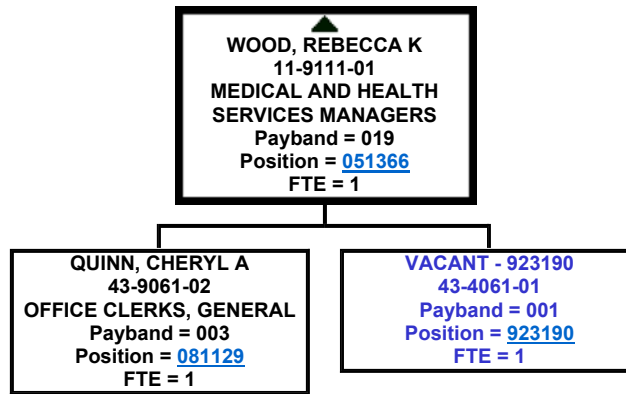
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

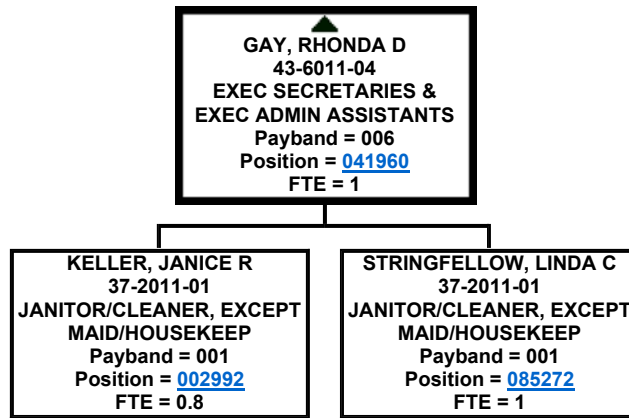


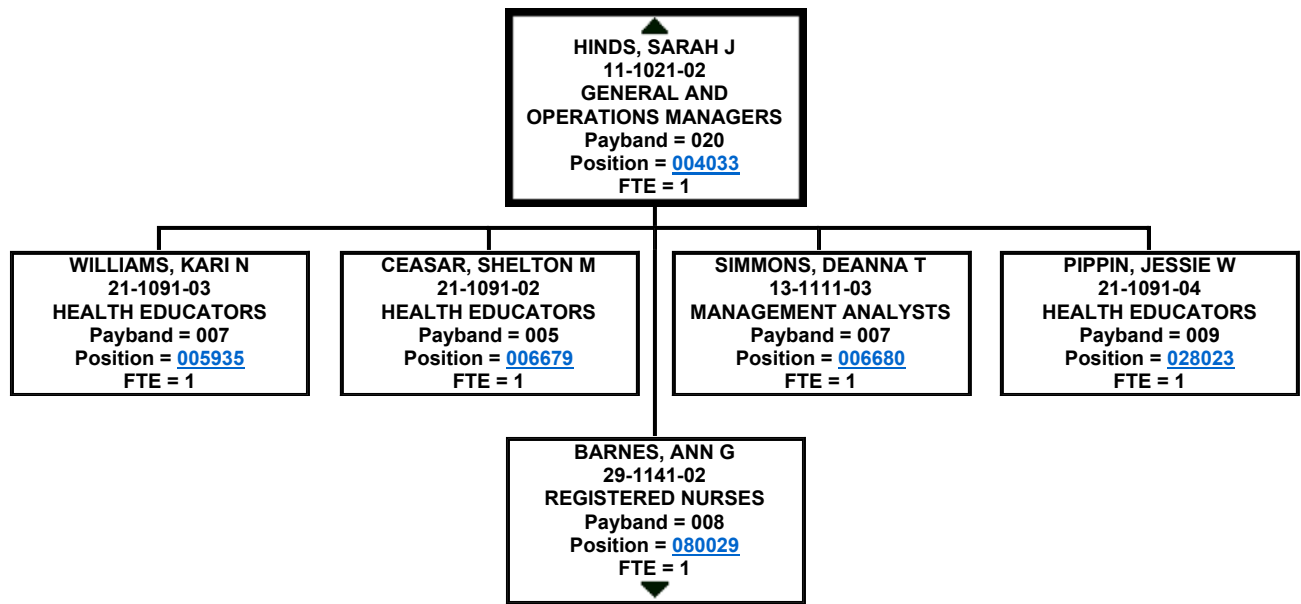


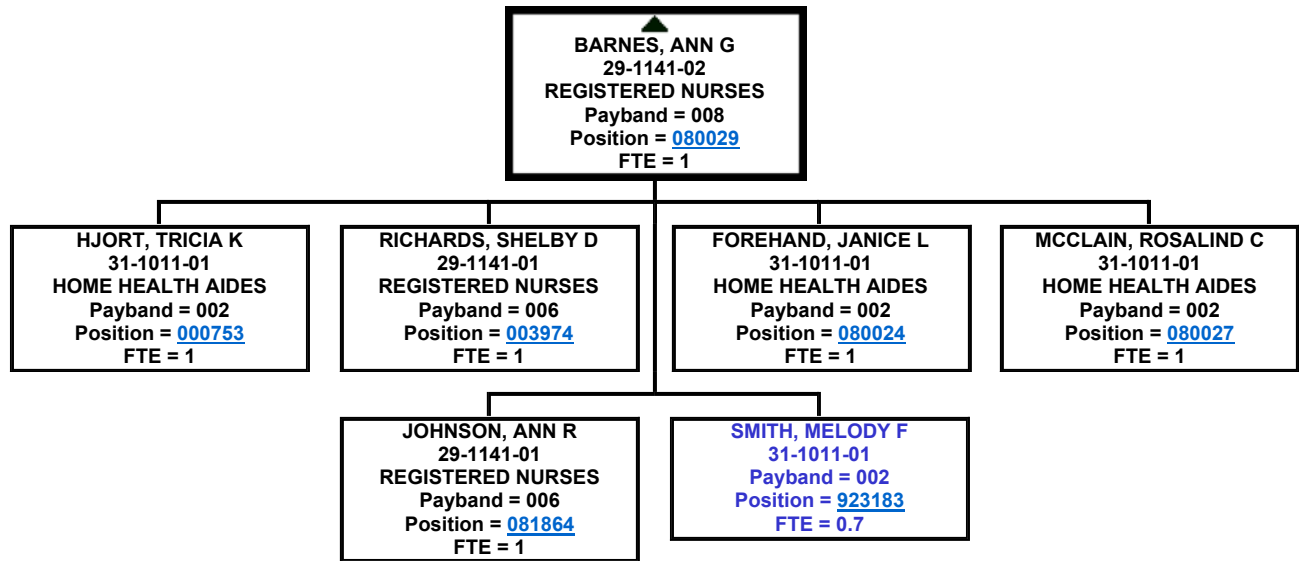








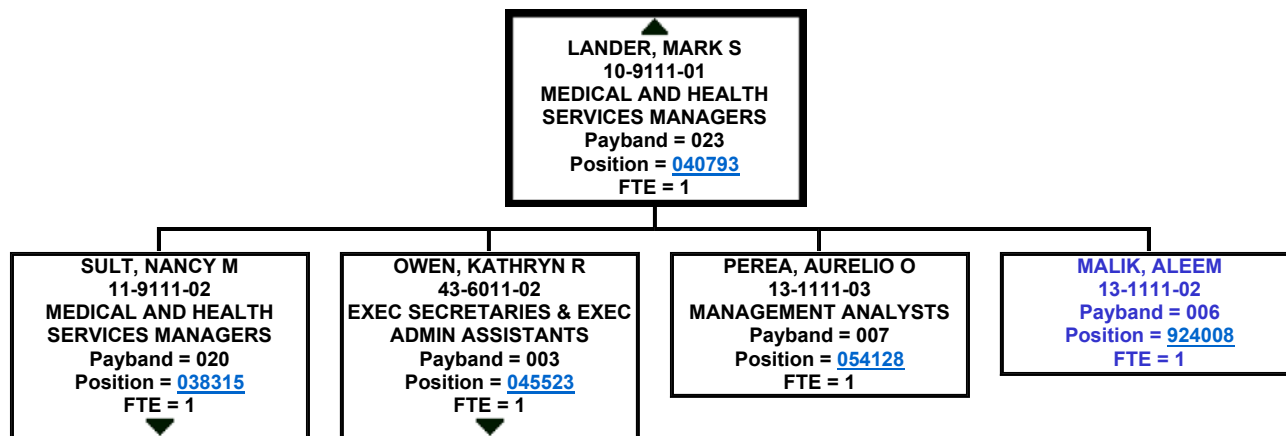


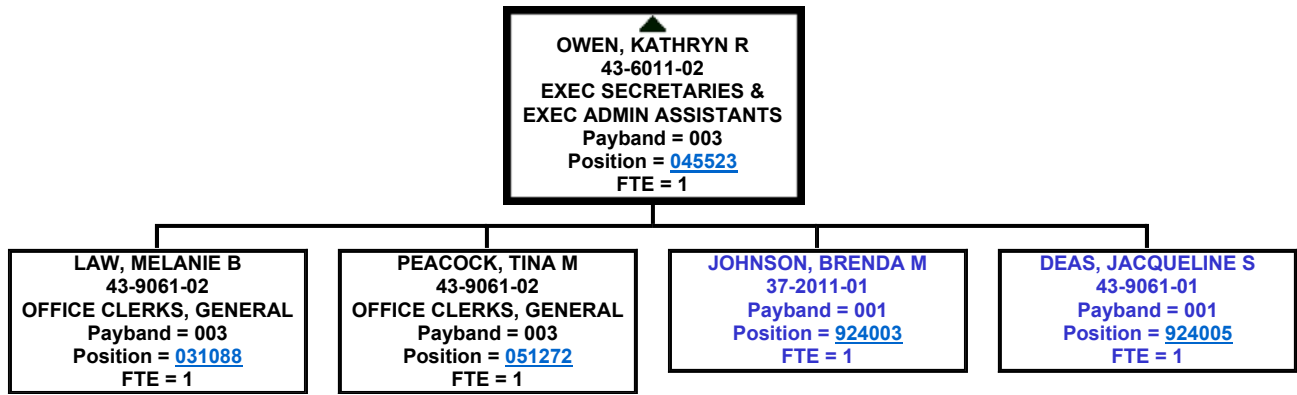


# CHD 24 - Hamilton County Health Department

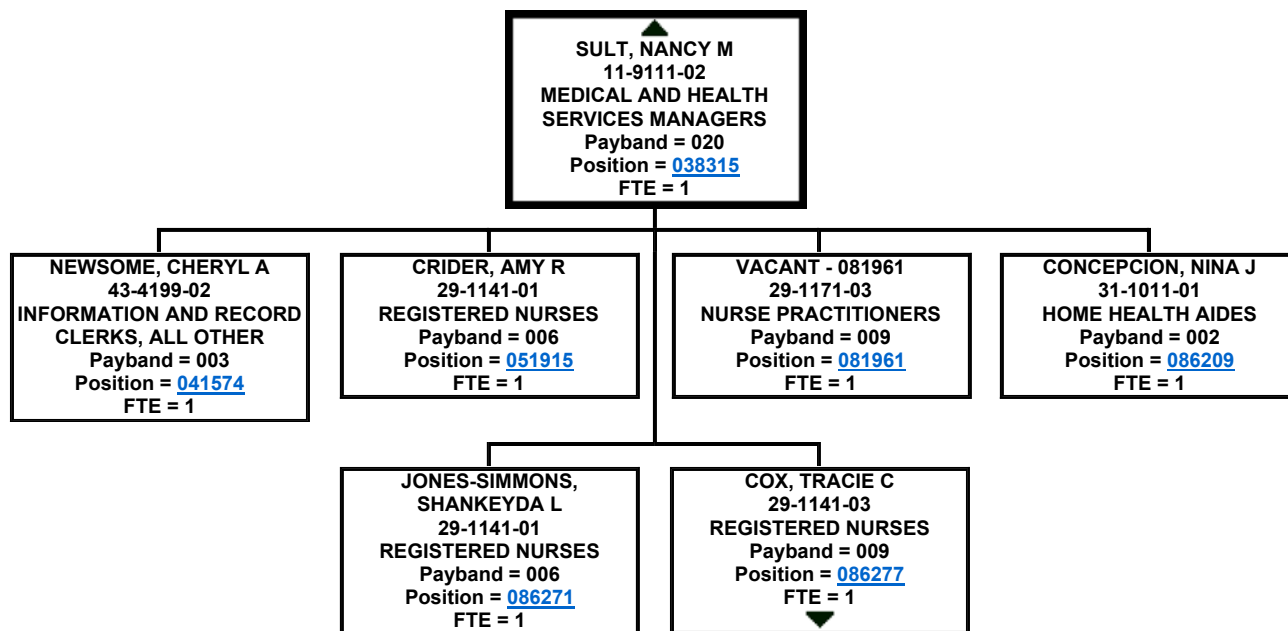
Created: 10/5/2016 10:19:00 AM

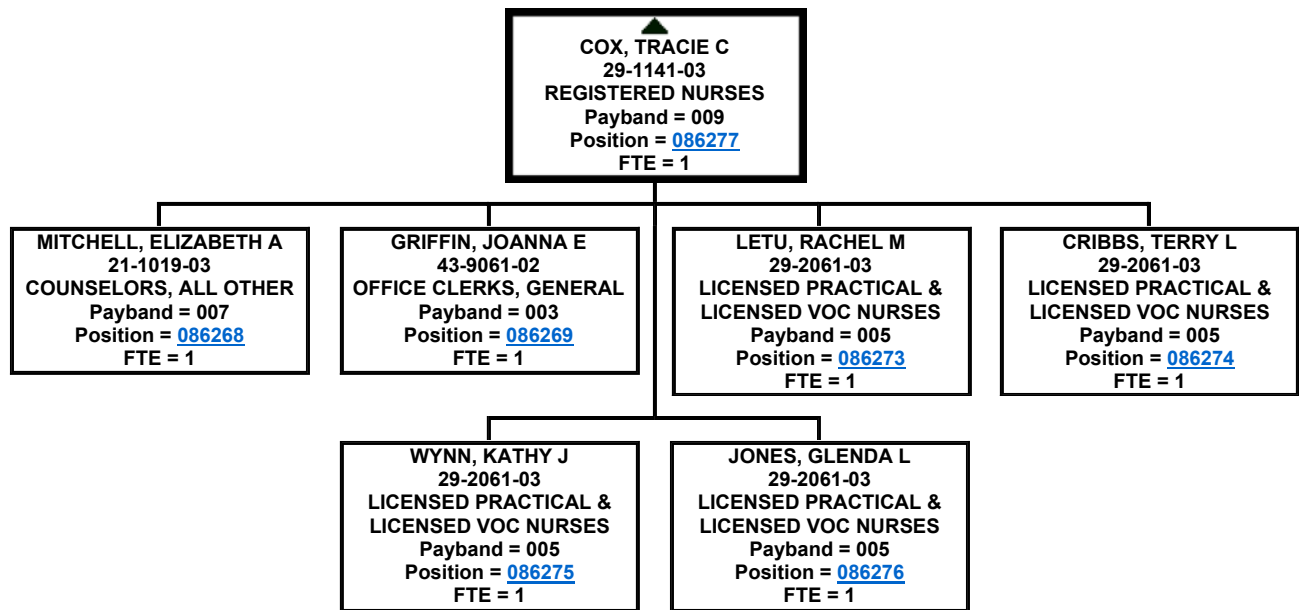
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**







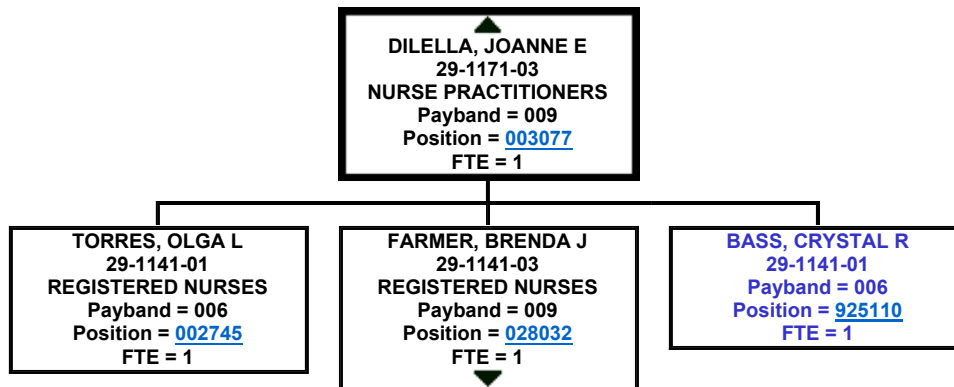


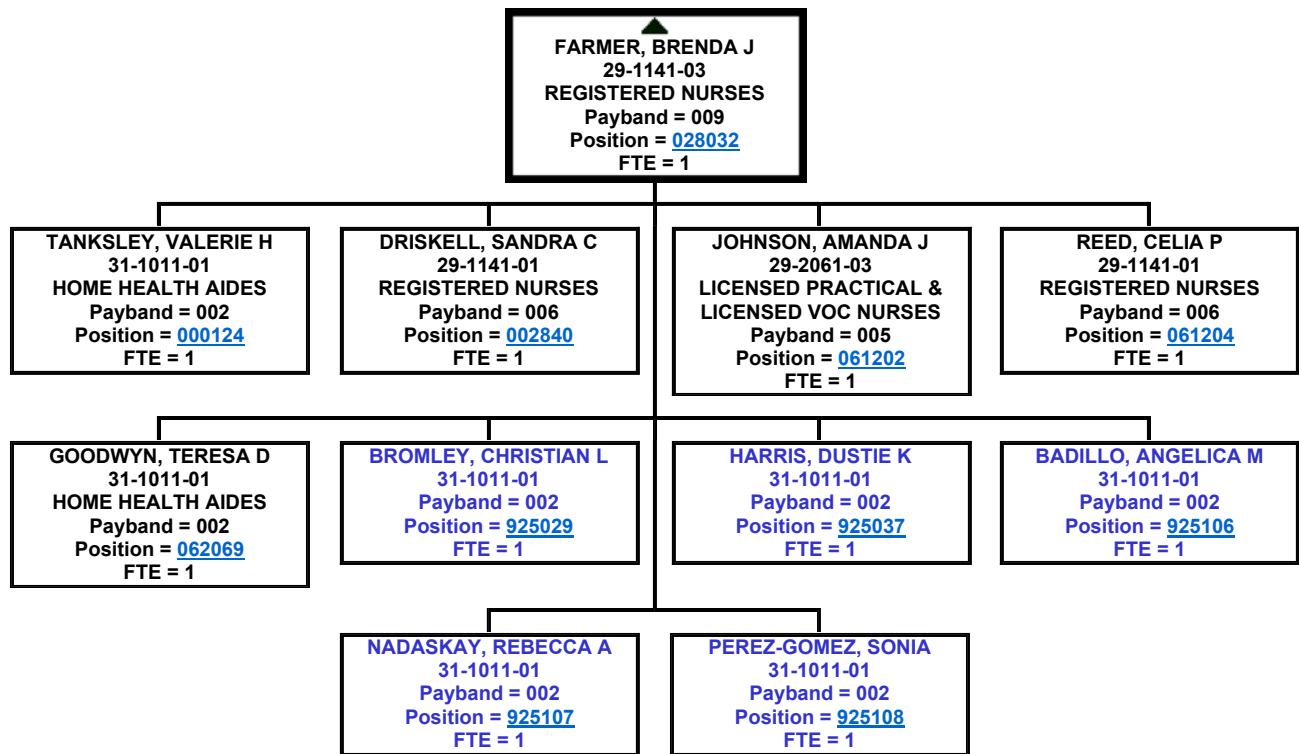


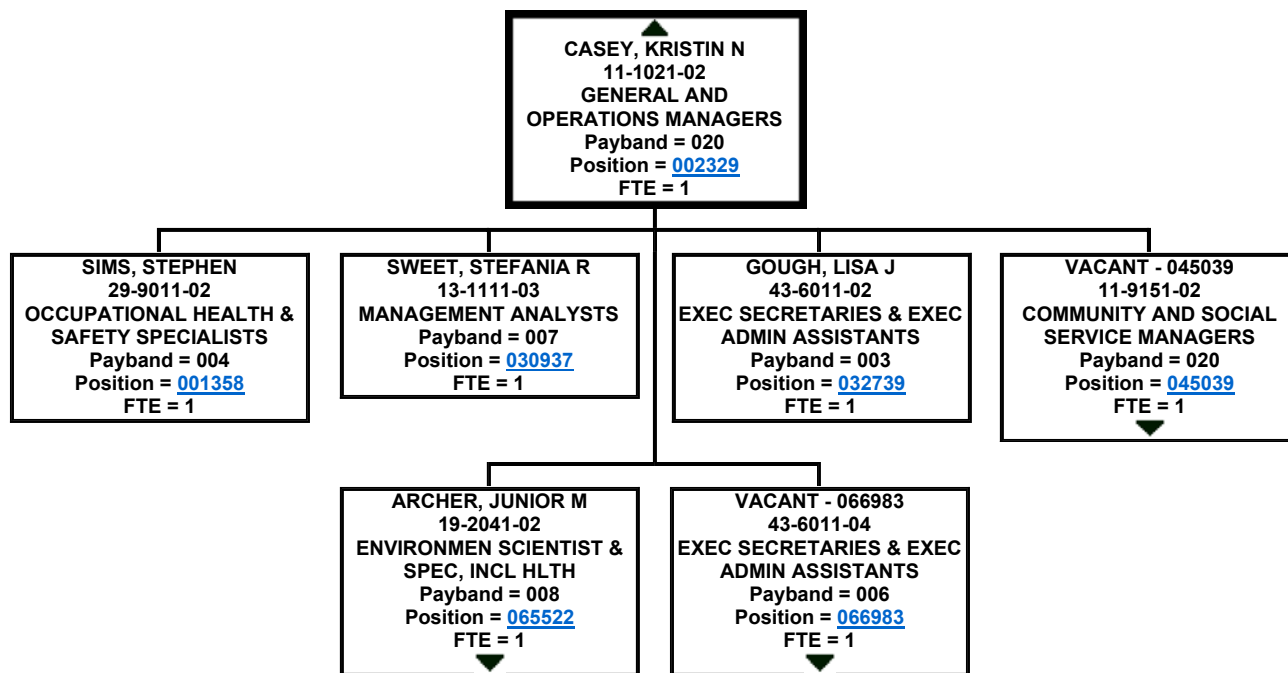
# CHD 25 - Hardee County Health Department

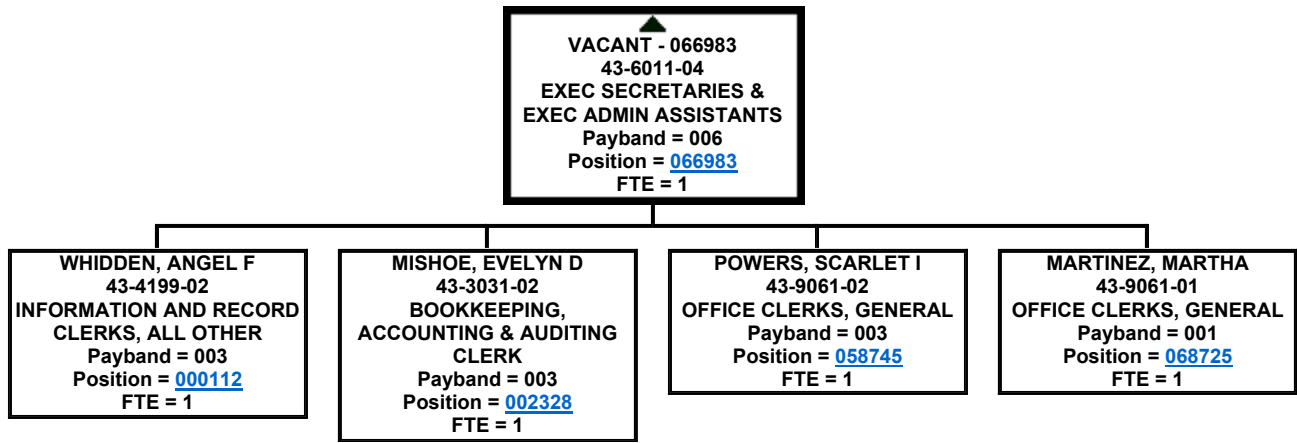
Created: 10/5/2016 10:19:00 AM

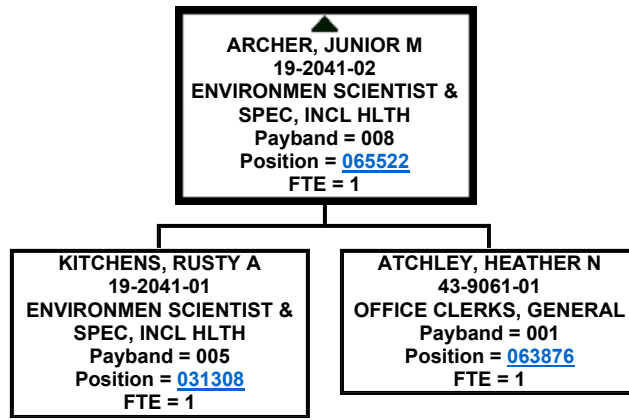
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

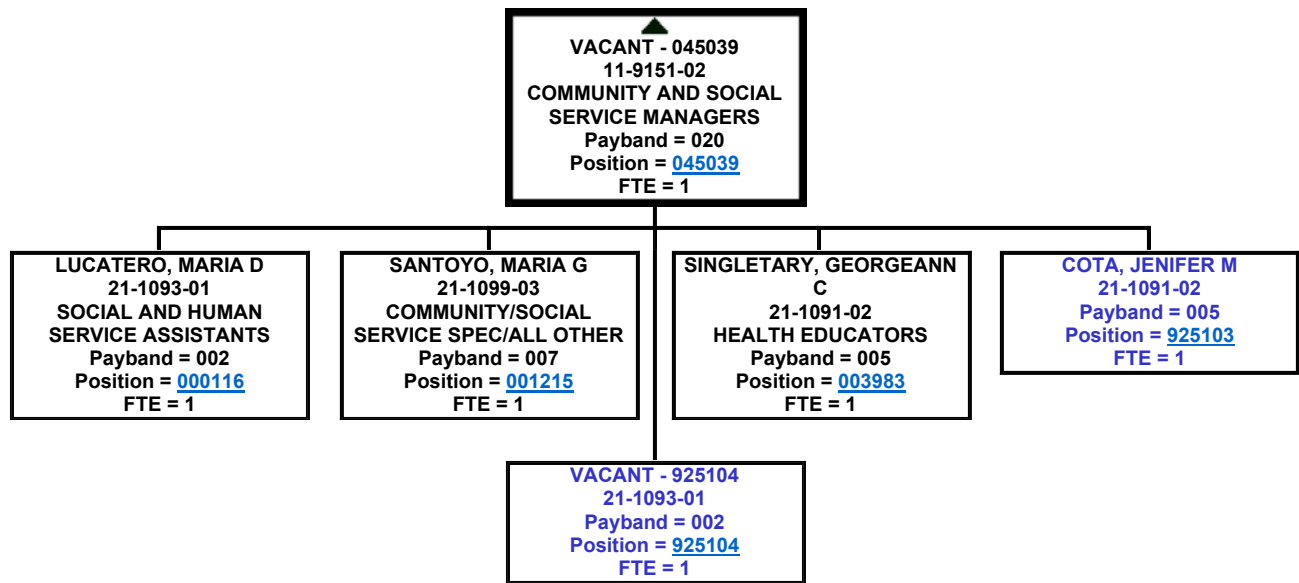










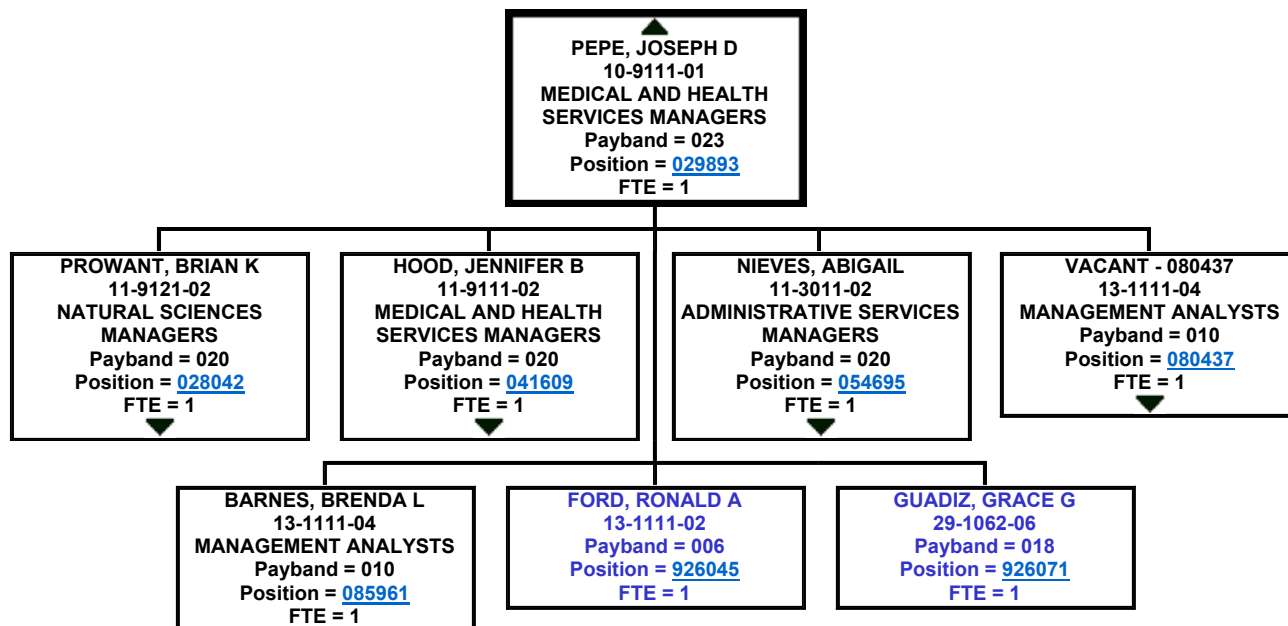


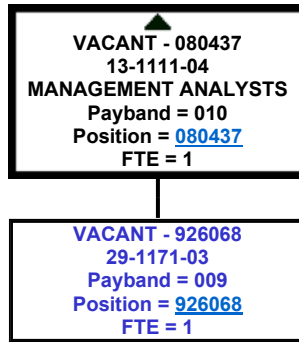


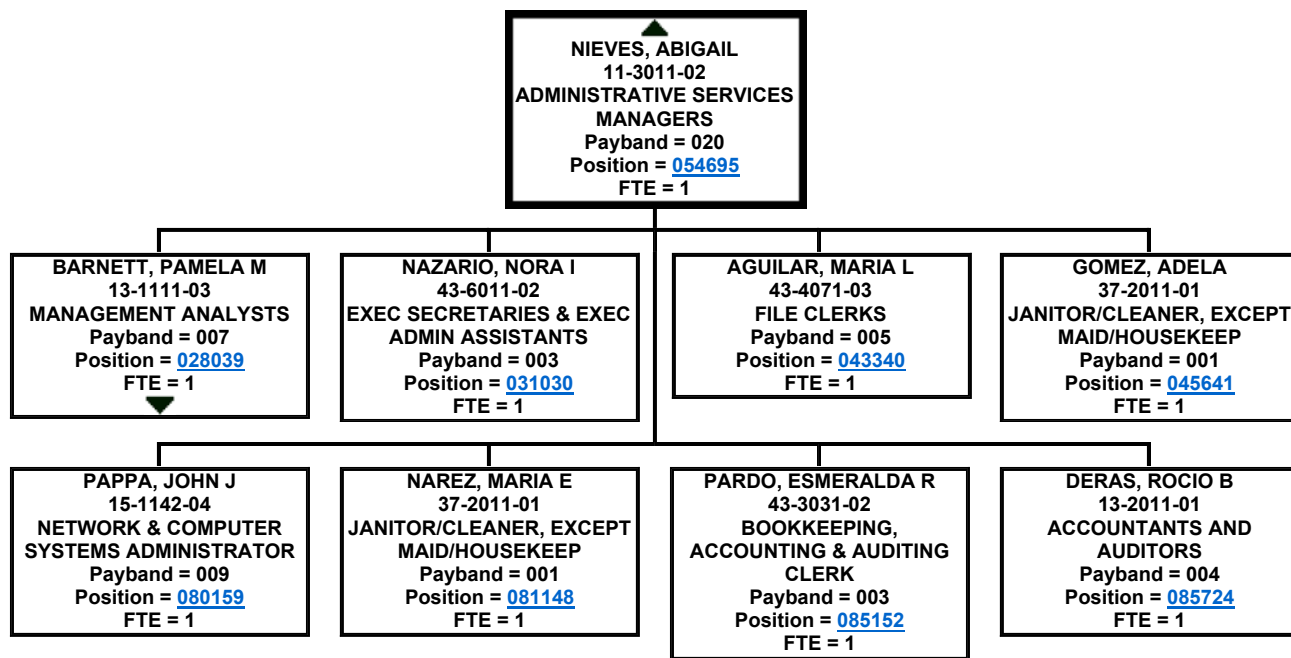
# CHD 26 - Hendry County Health Department

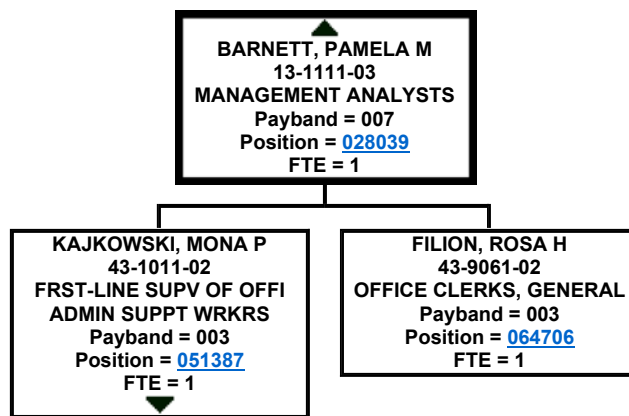
Created: 10/5/2016 10:19:00 AM

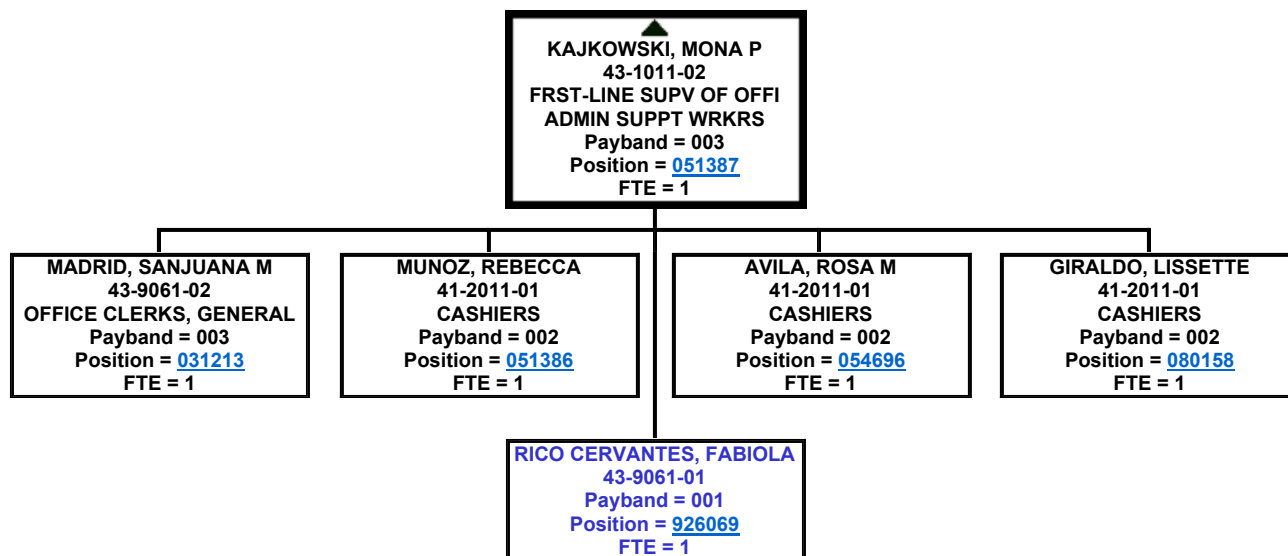
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

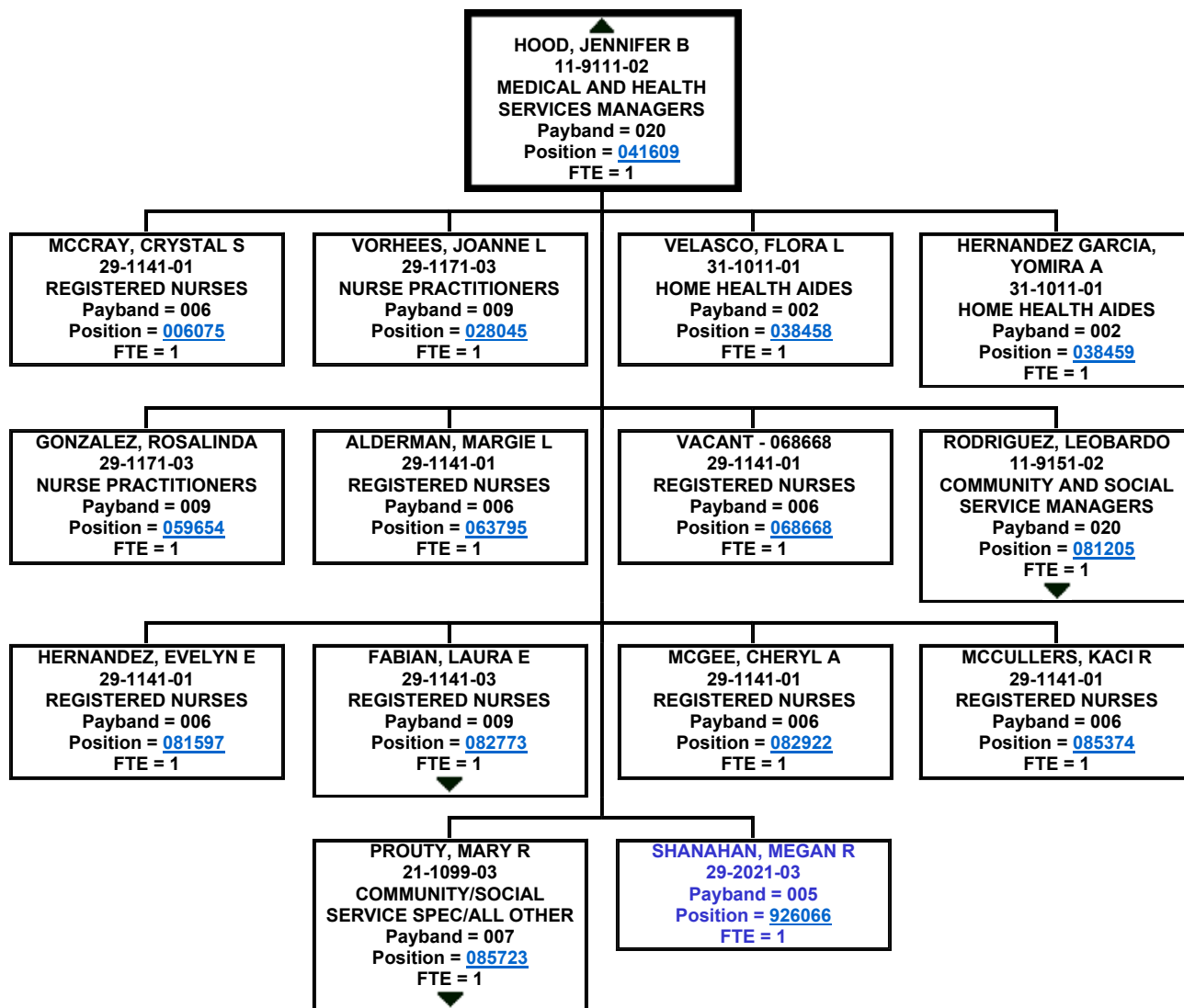


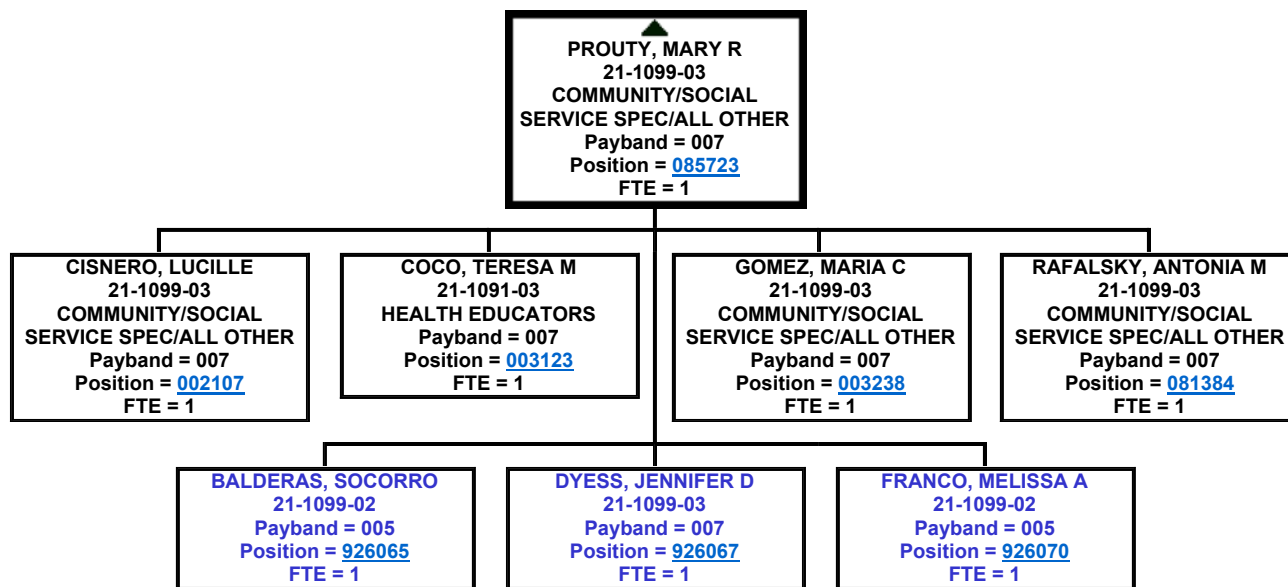


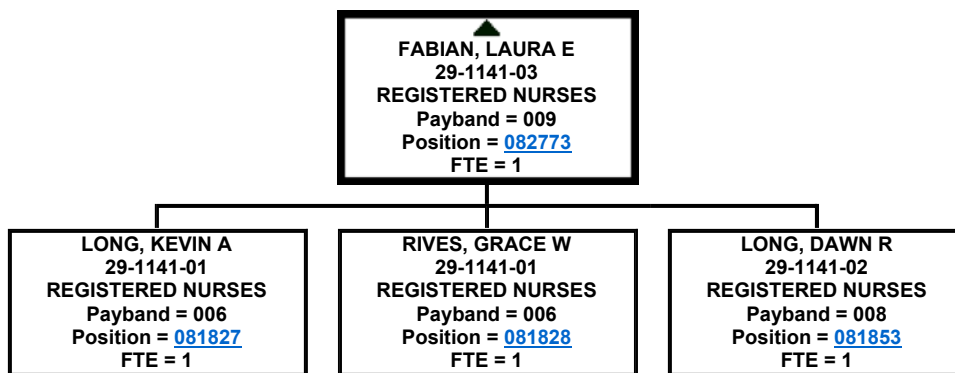




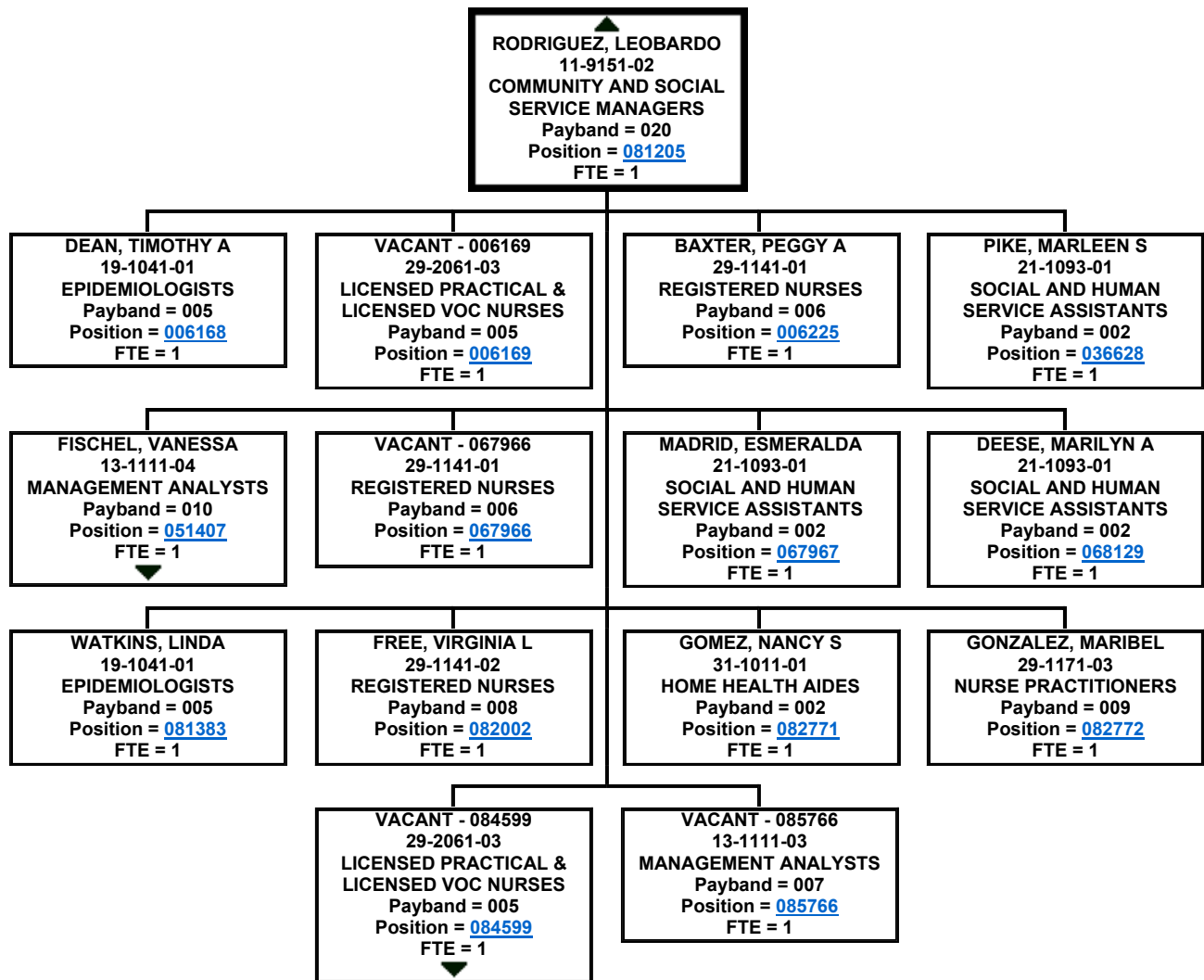


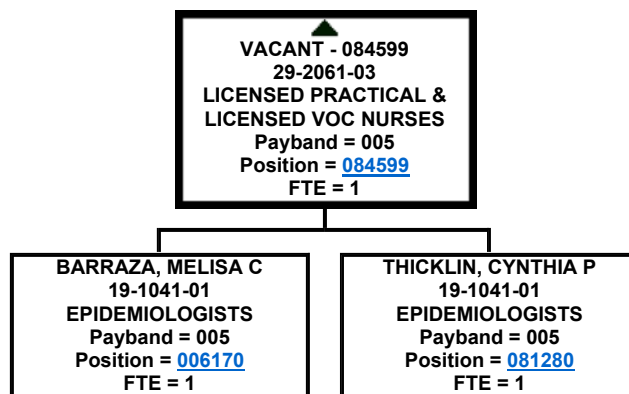


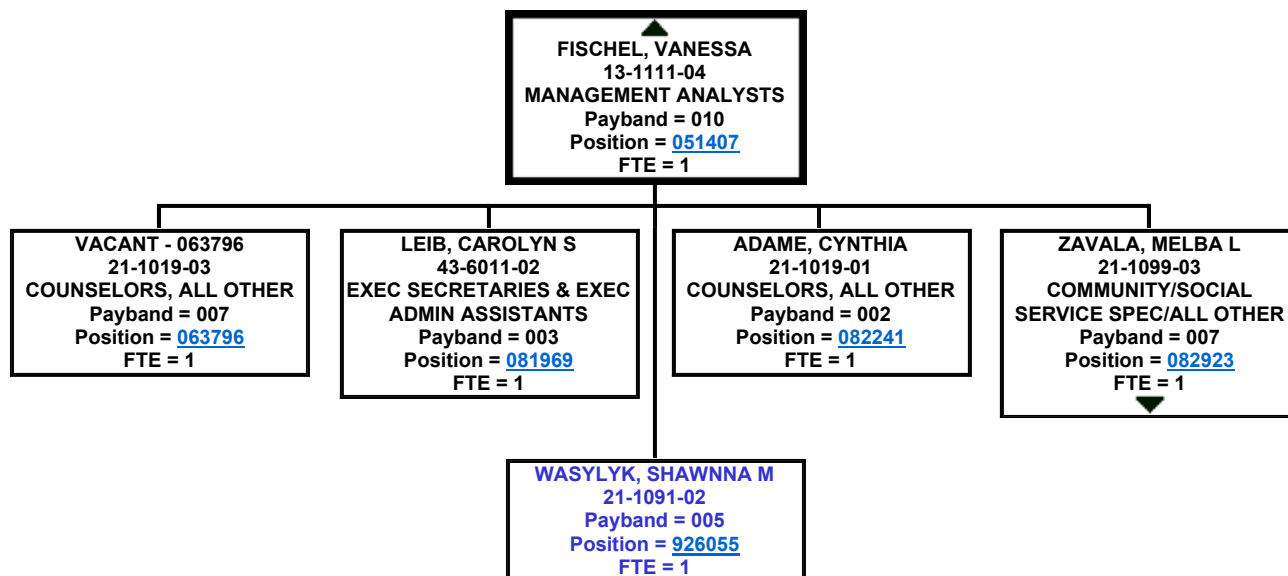


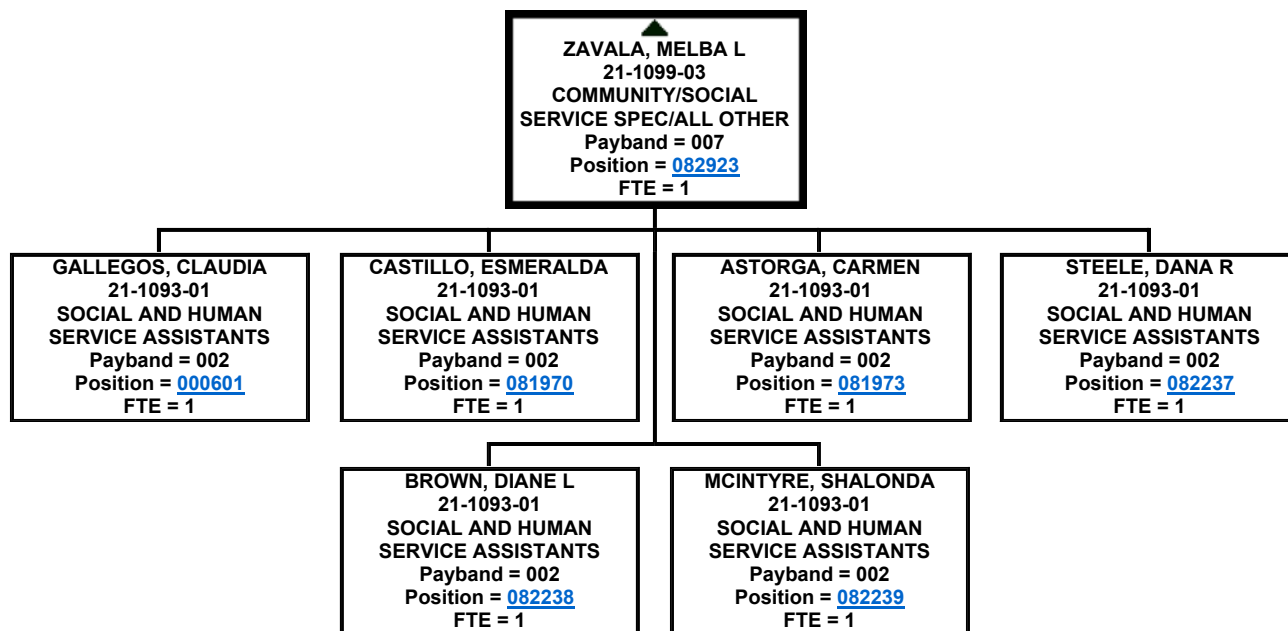


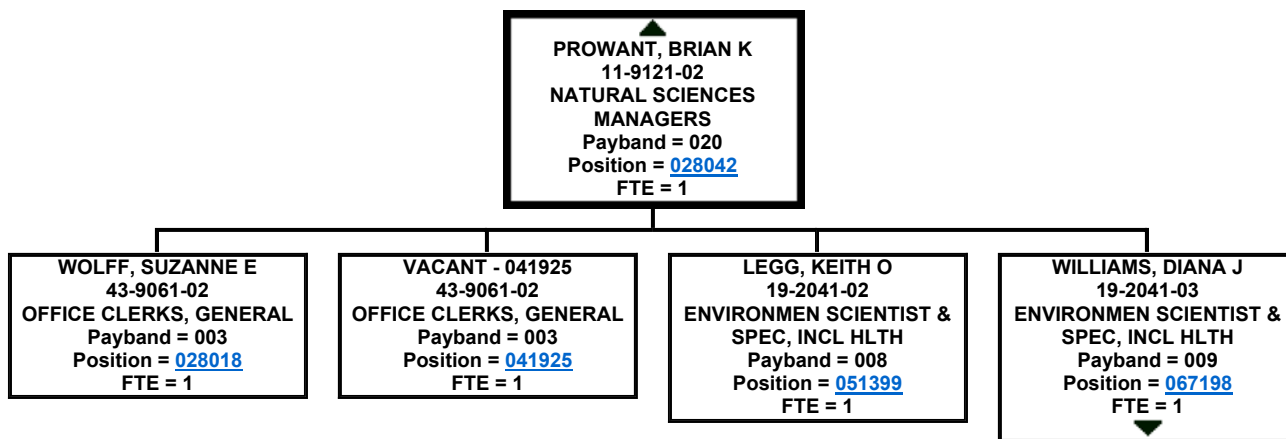


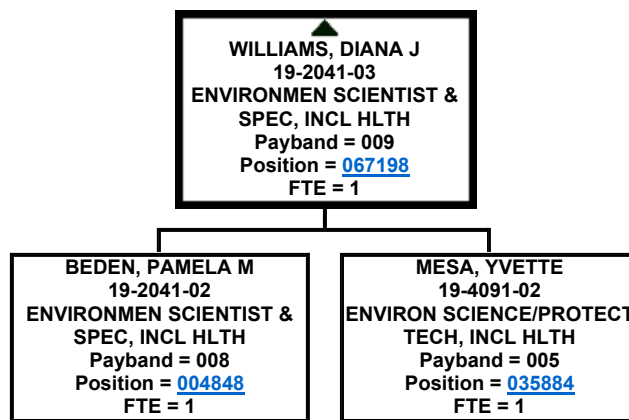








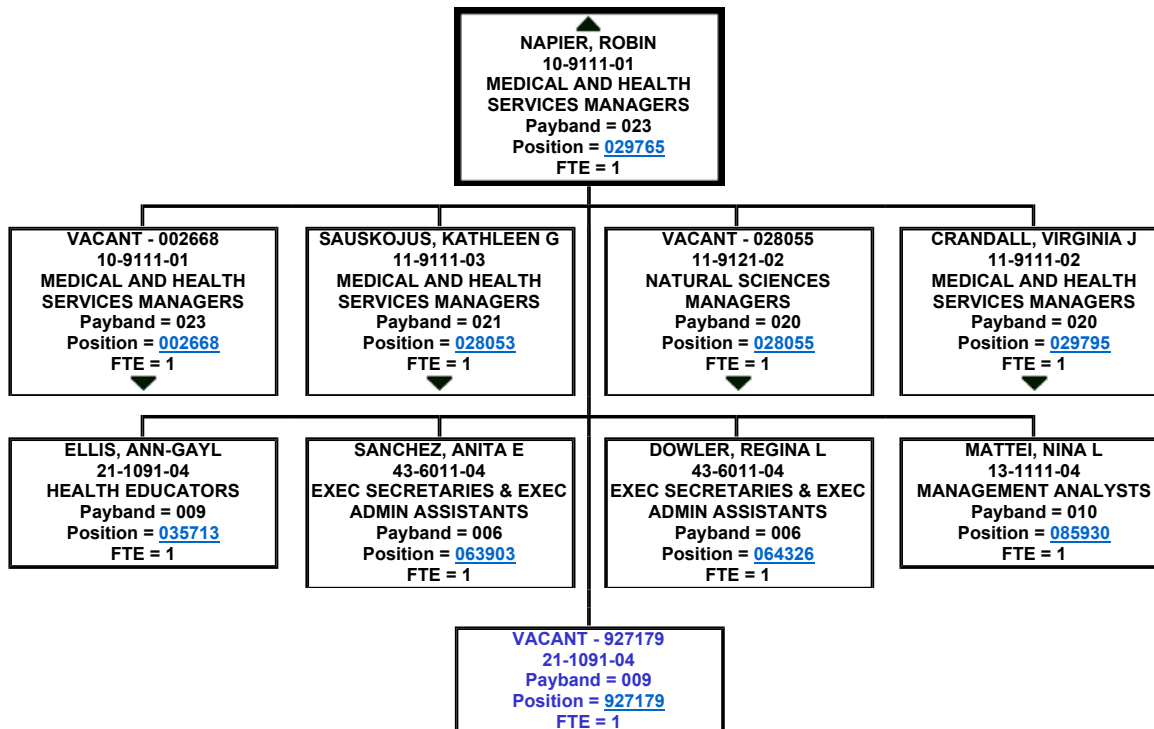


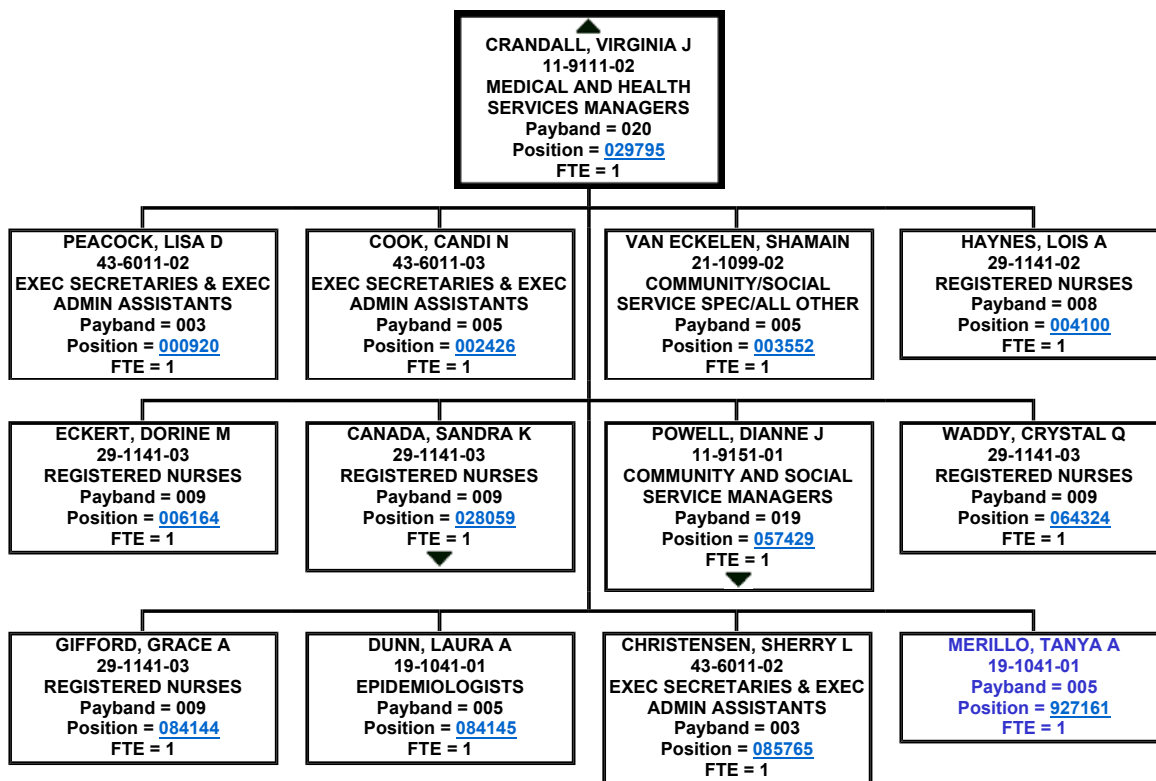


# CHD 27 - Hernando County Health Department

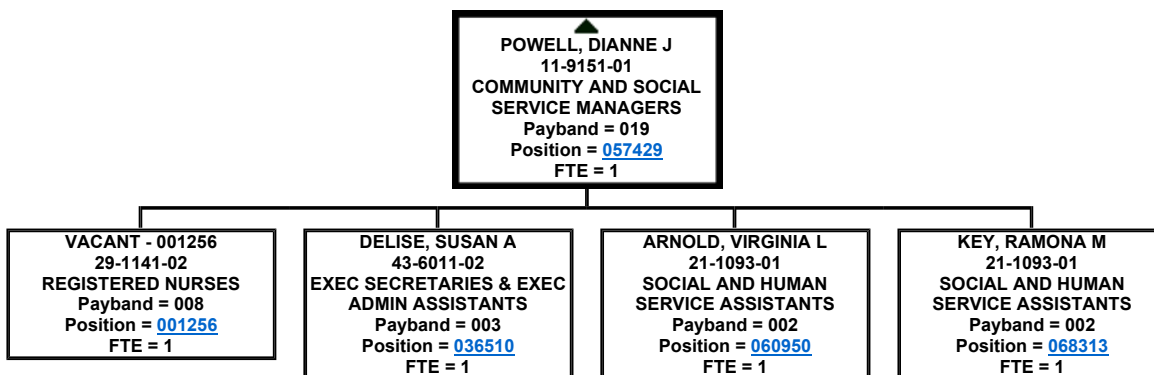
Created: 10/5/2016 10:19:00 AM

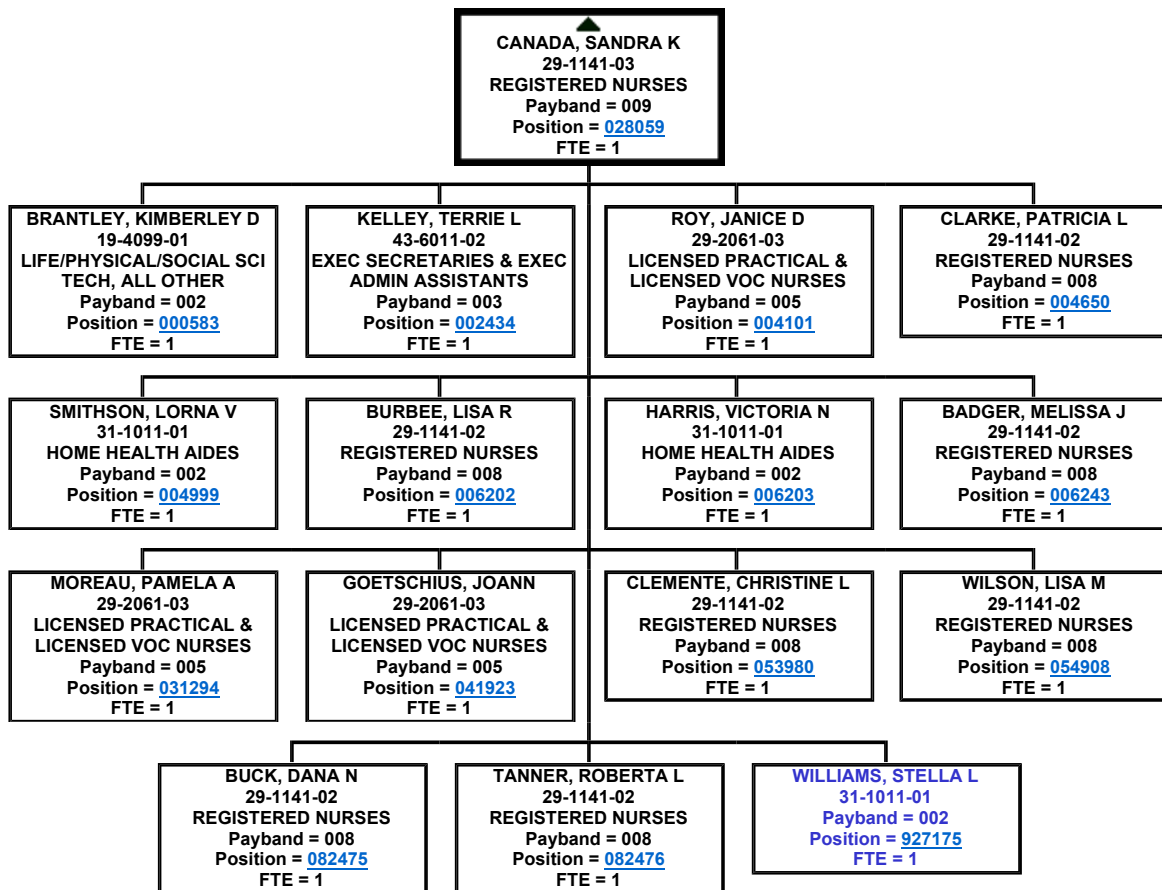
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

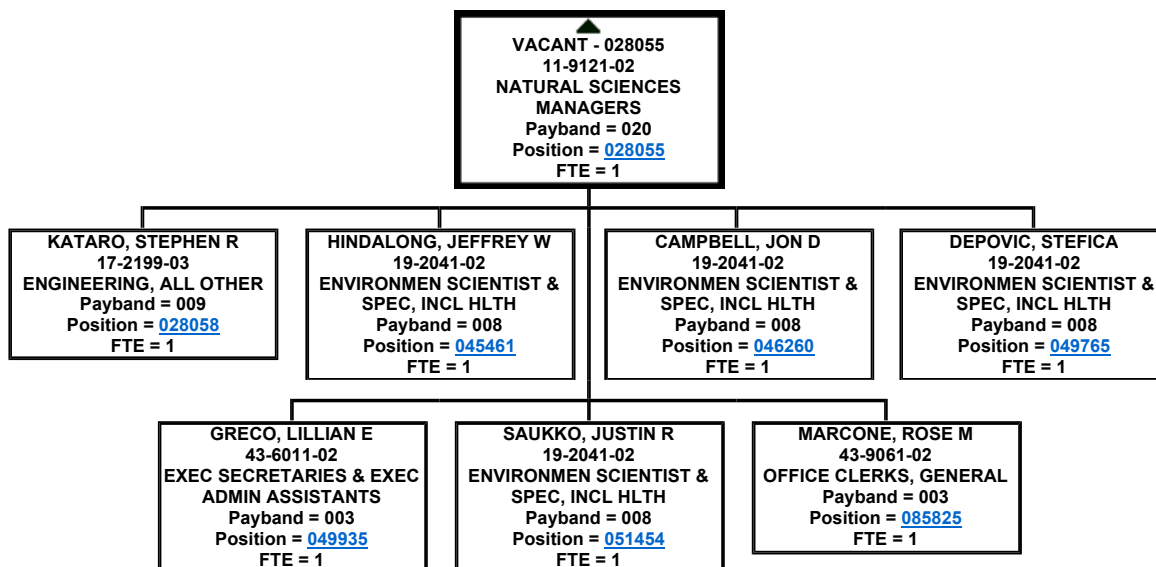


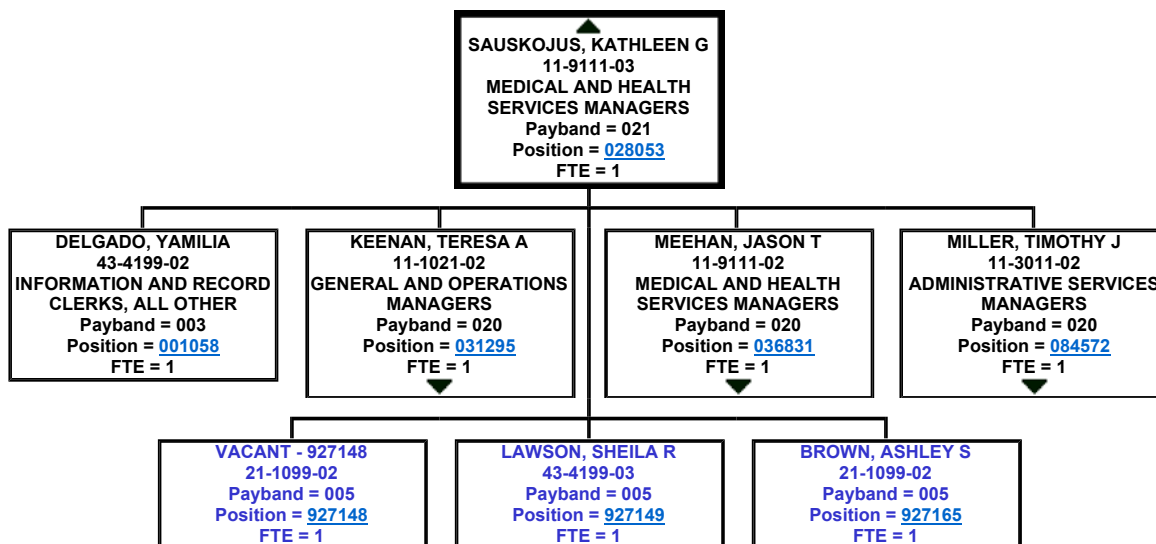


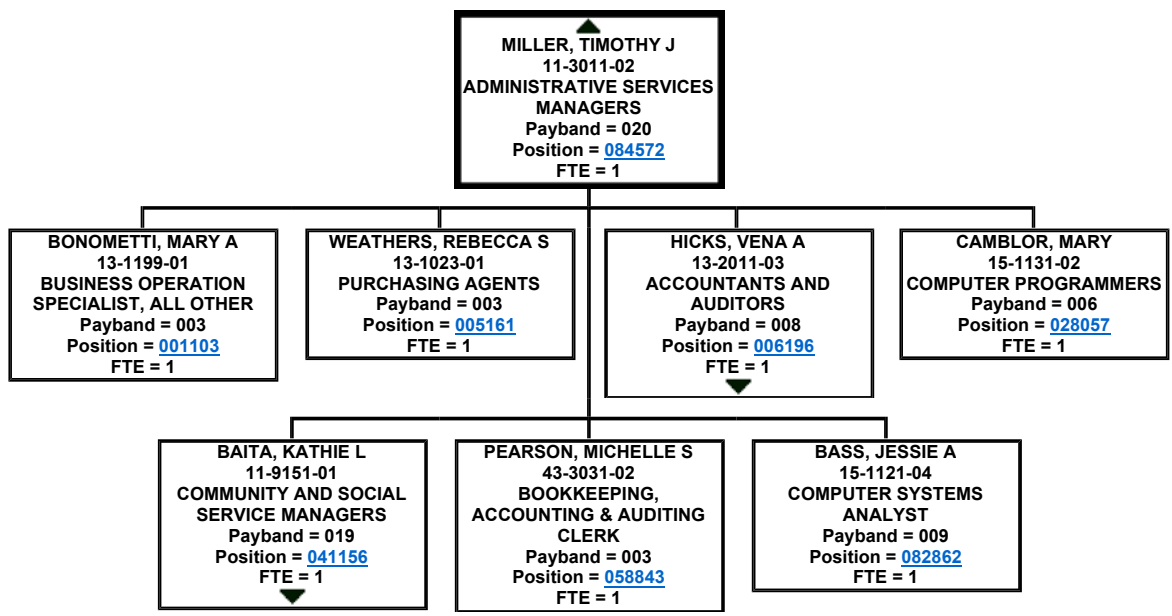


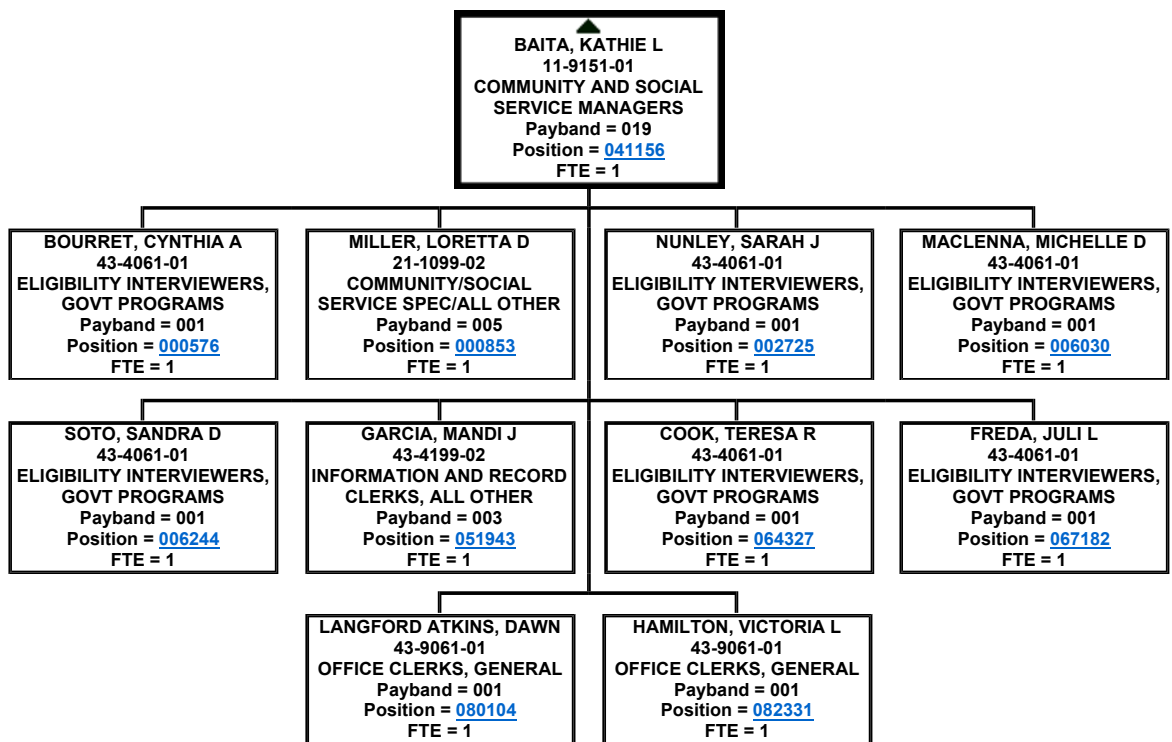


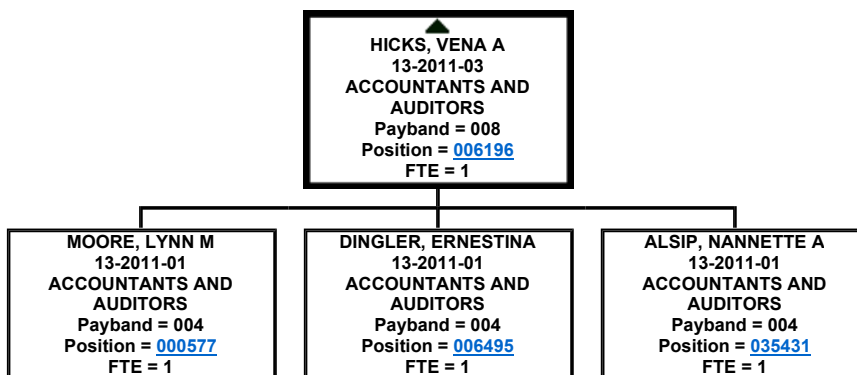


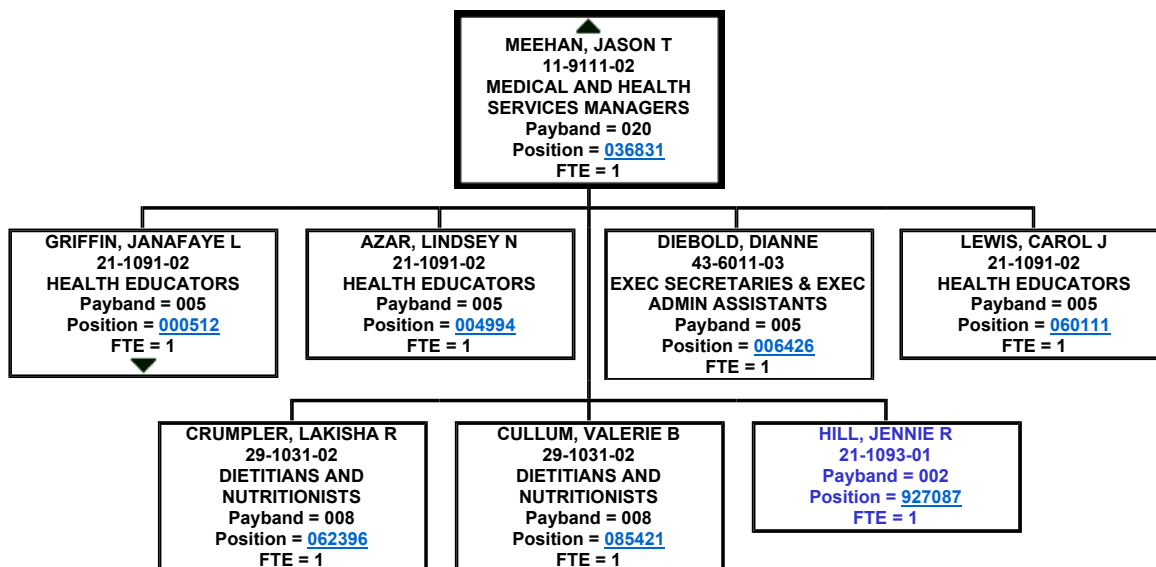




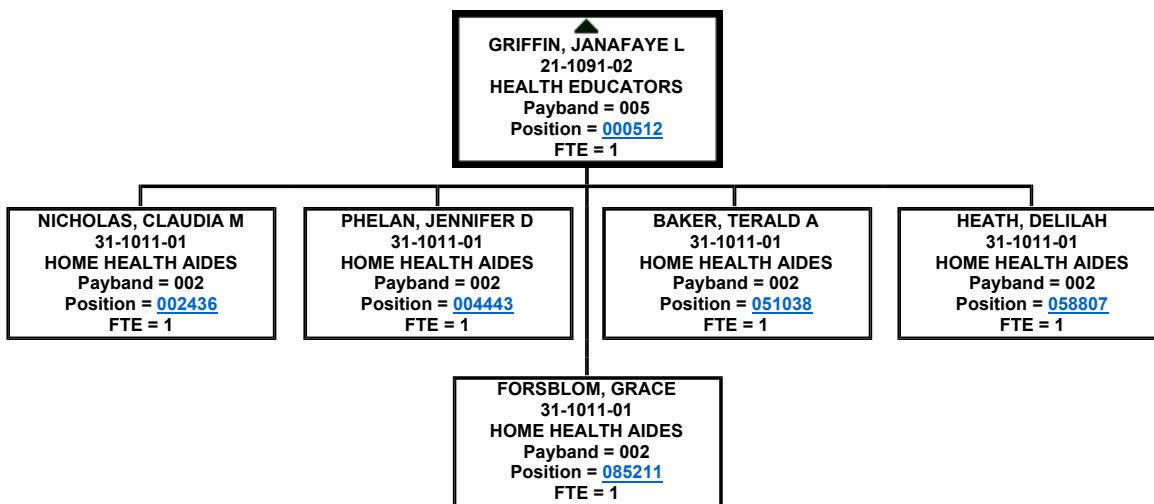


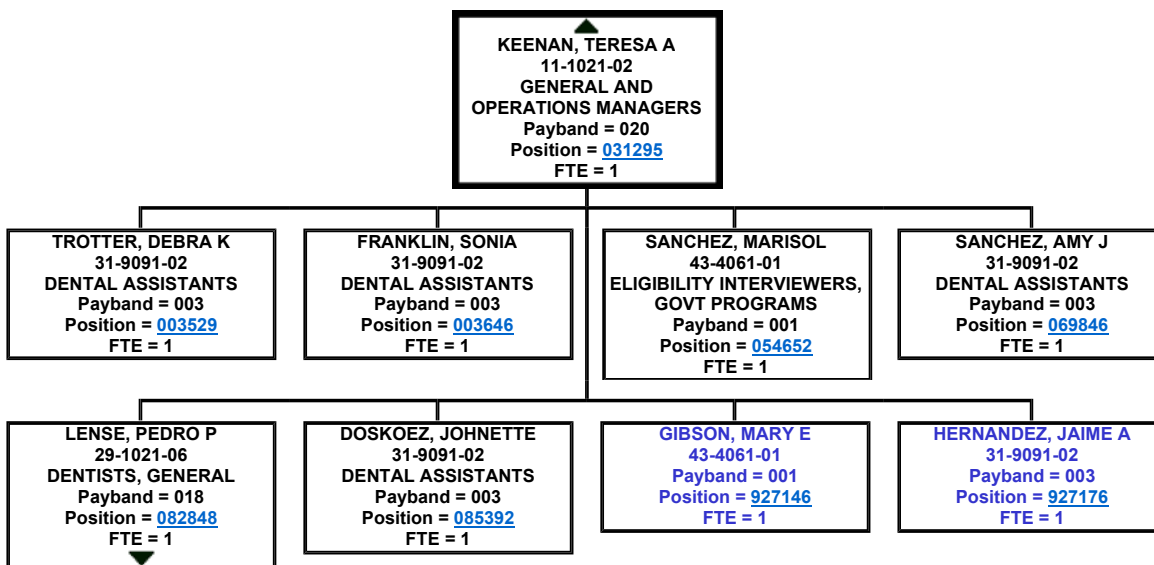


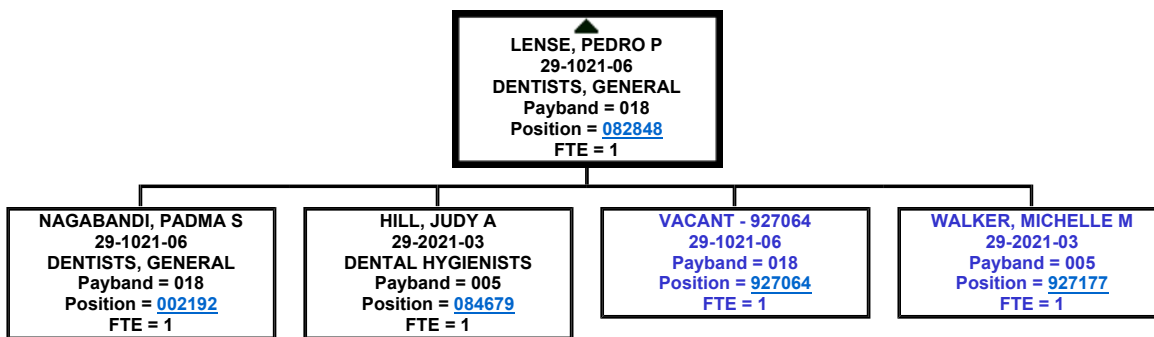


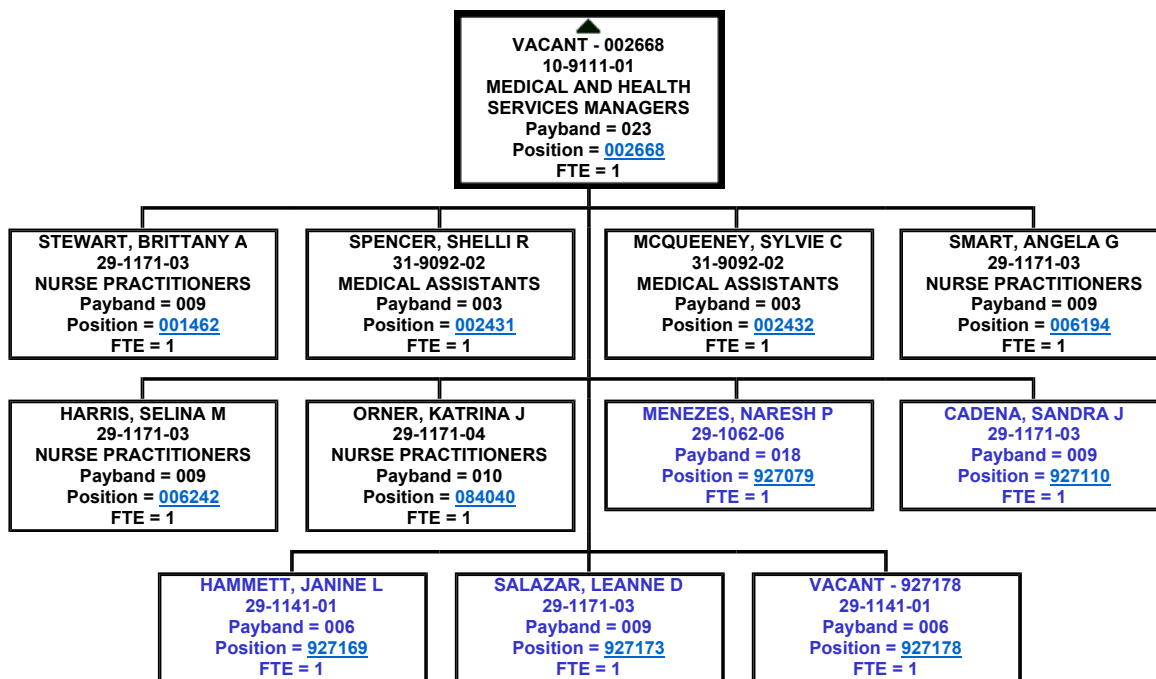








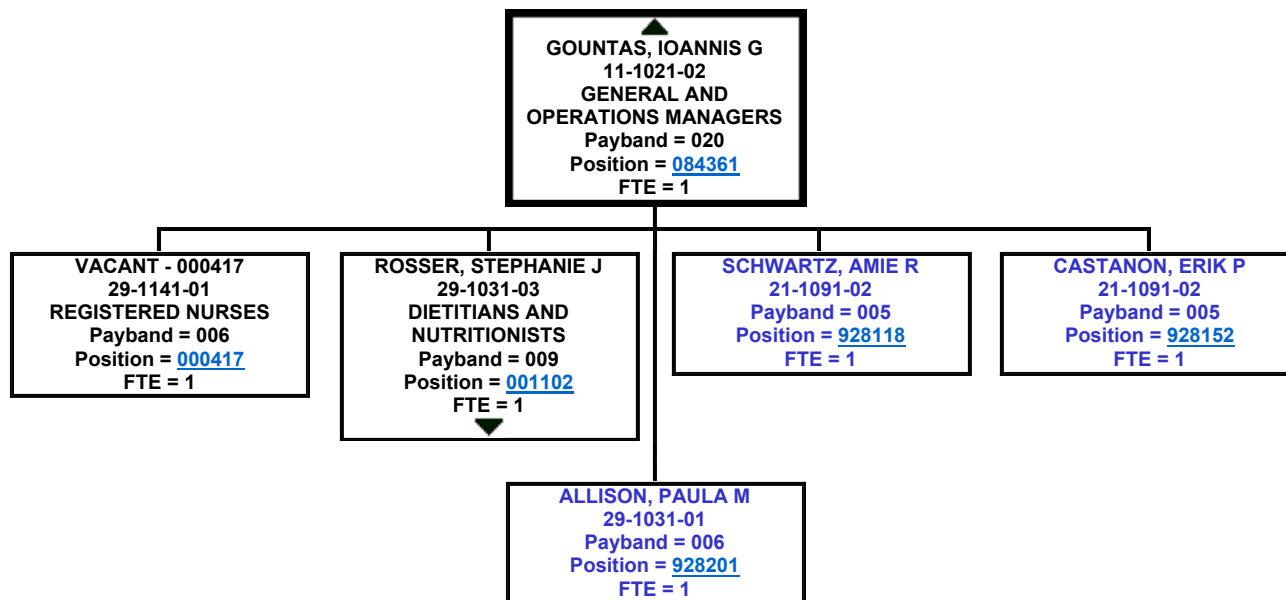


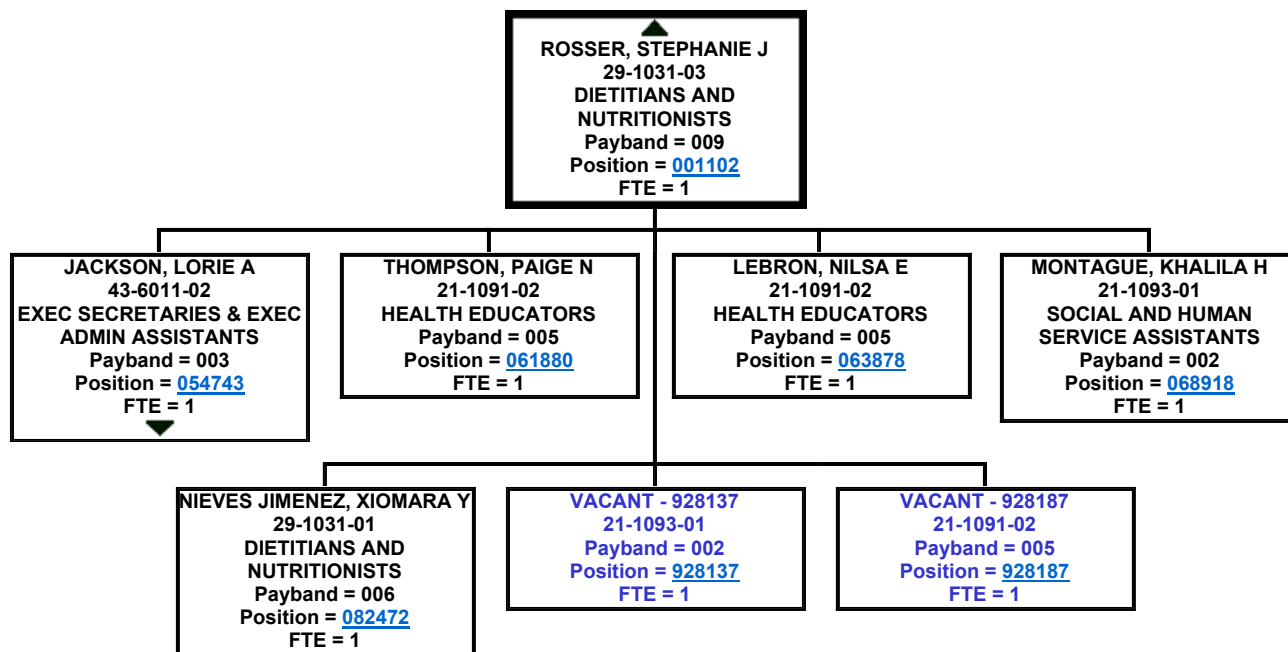


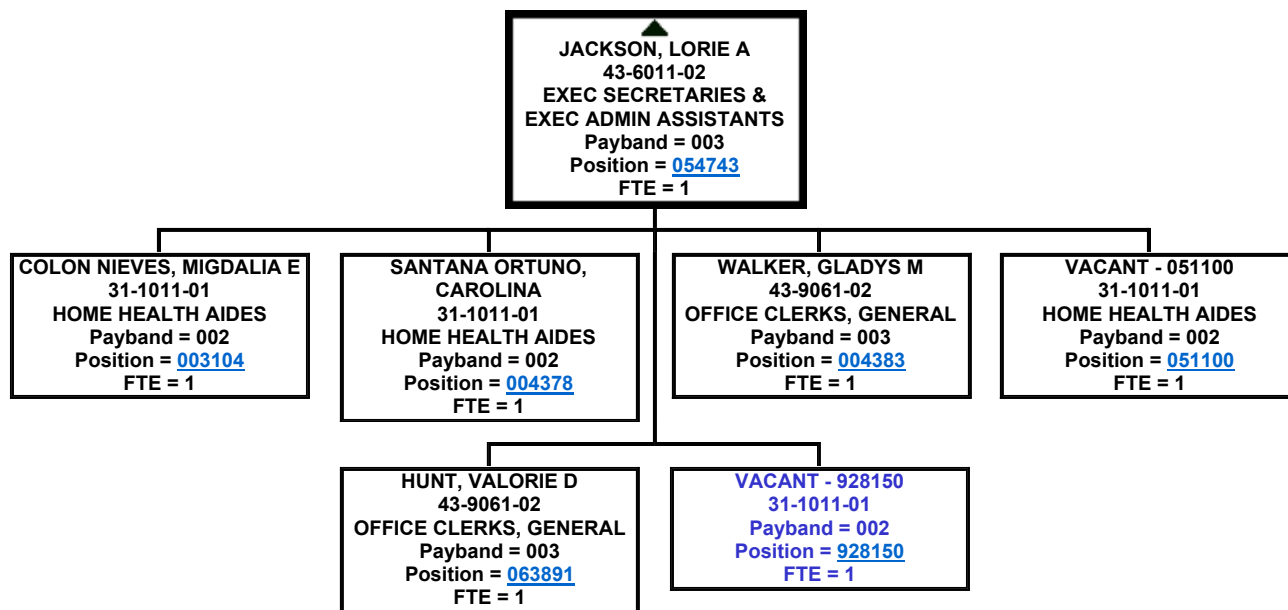
# CHD 28 - Highlands County Health Department

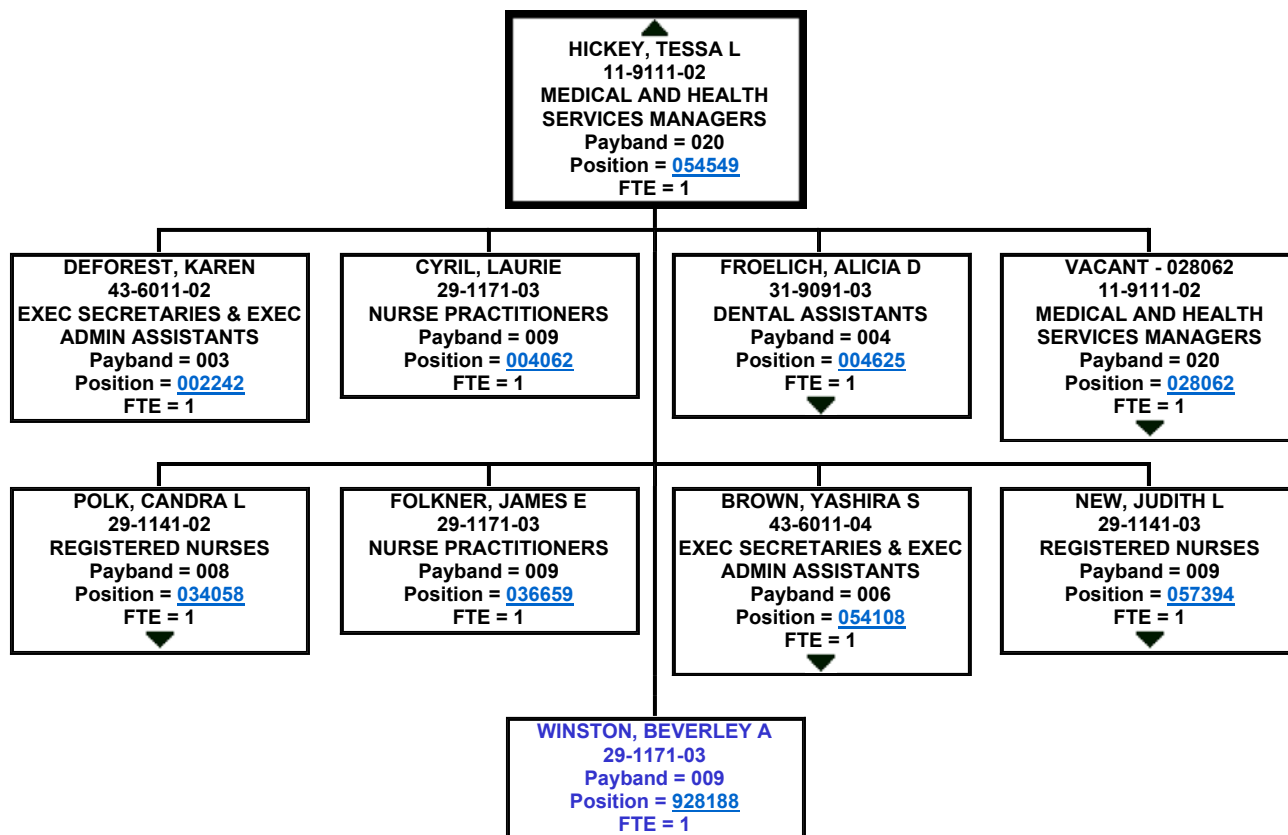
Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

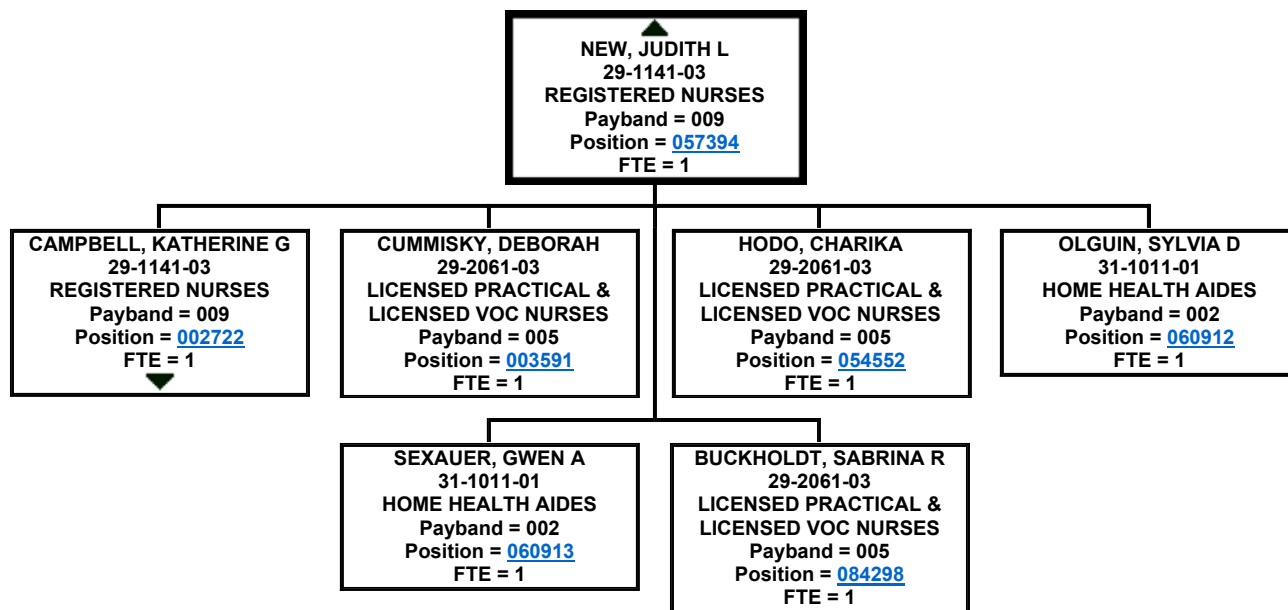


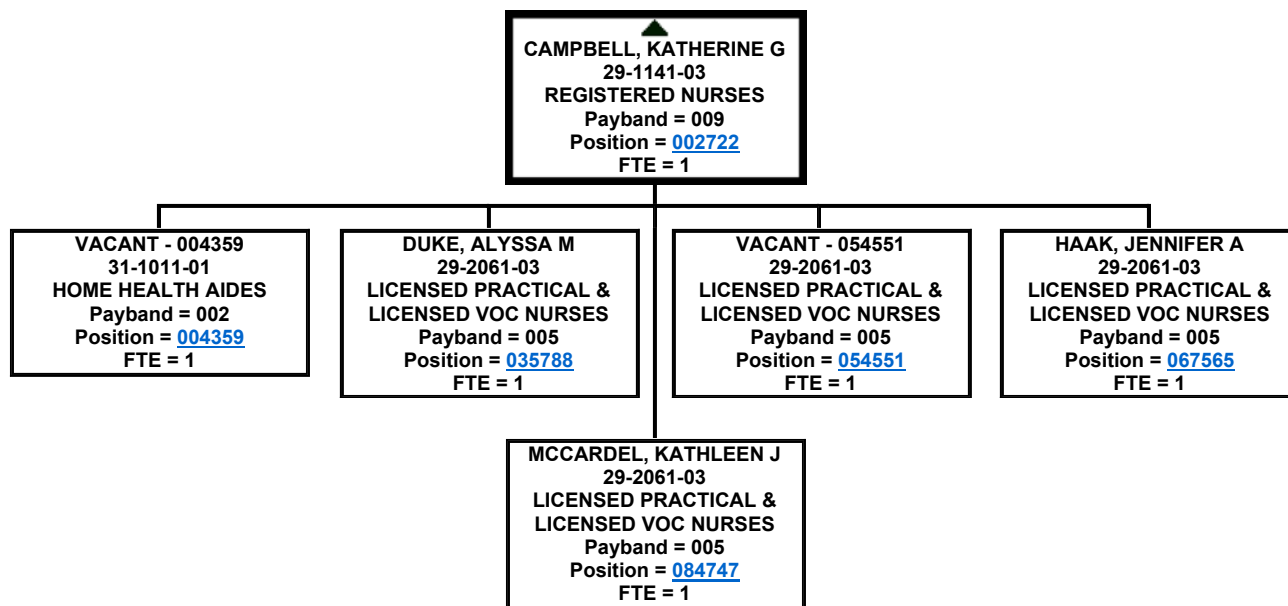


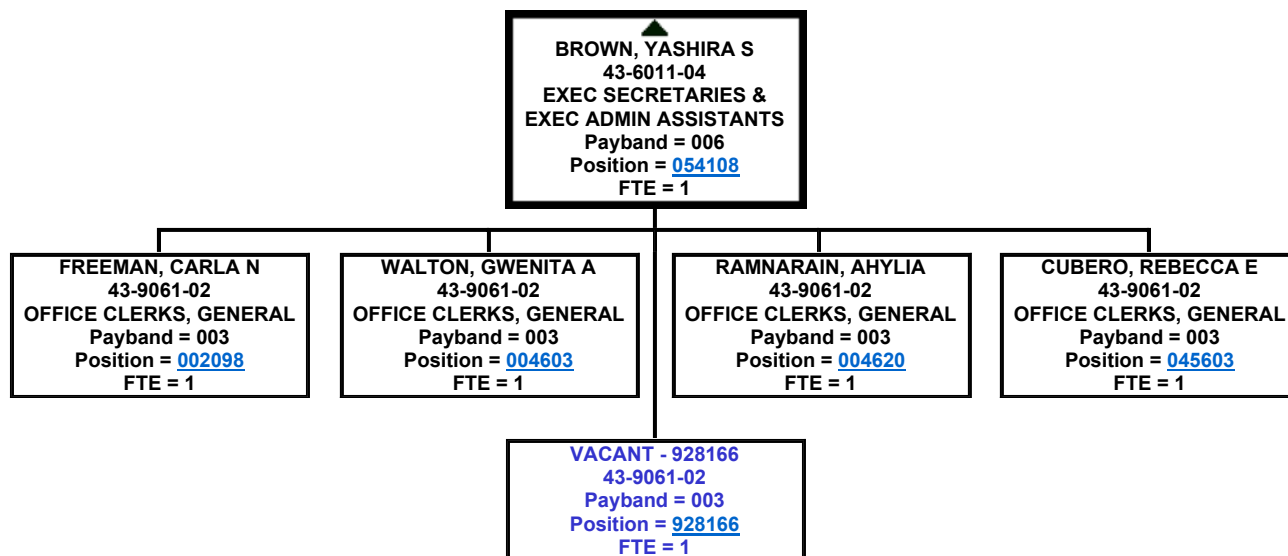


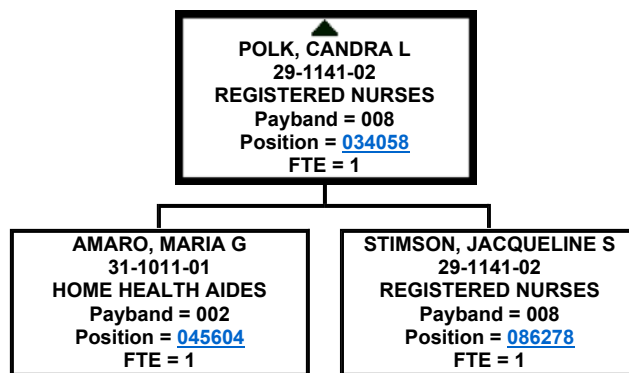


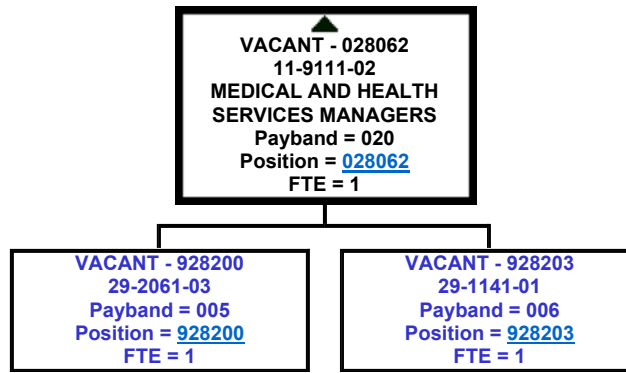


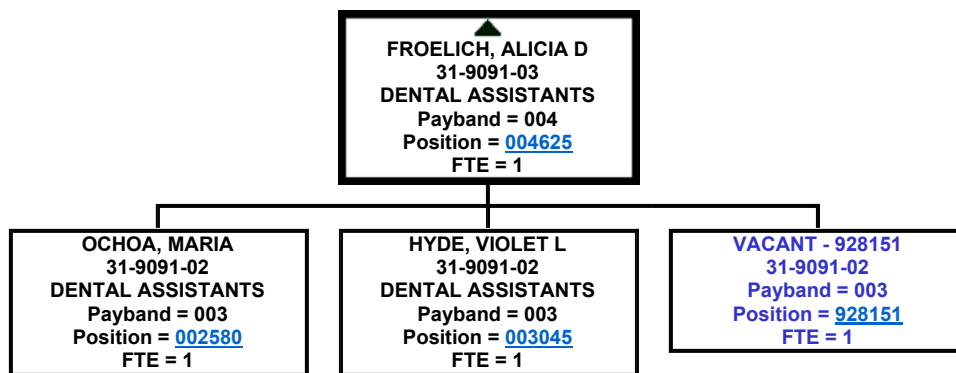


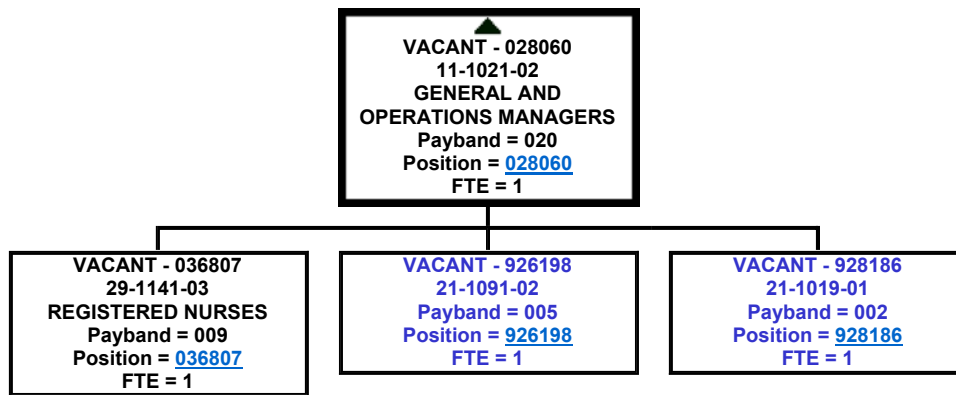








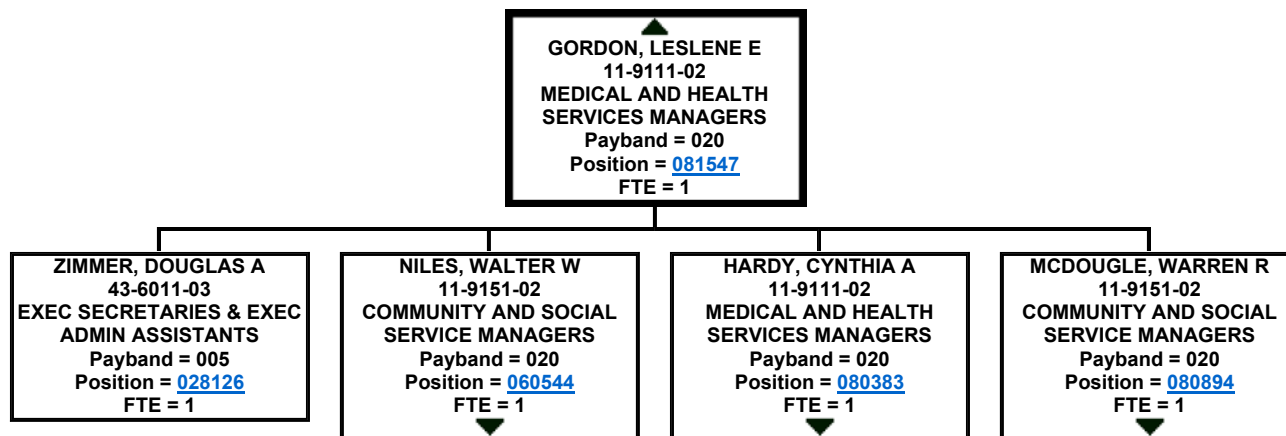




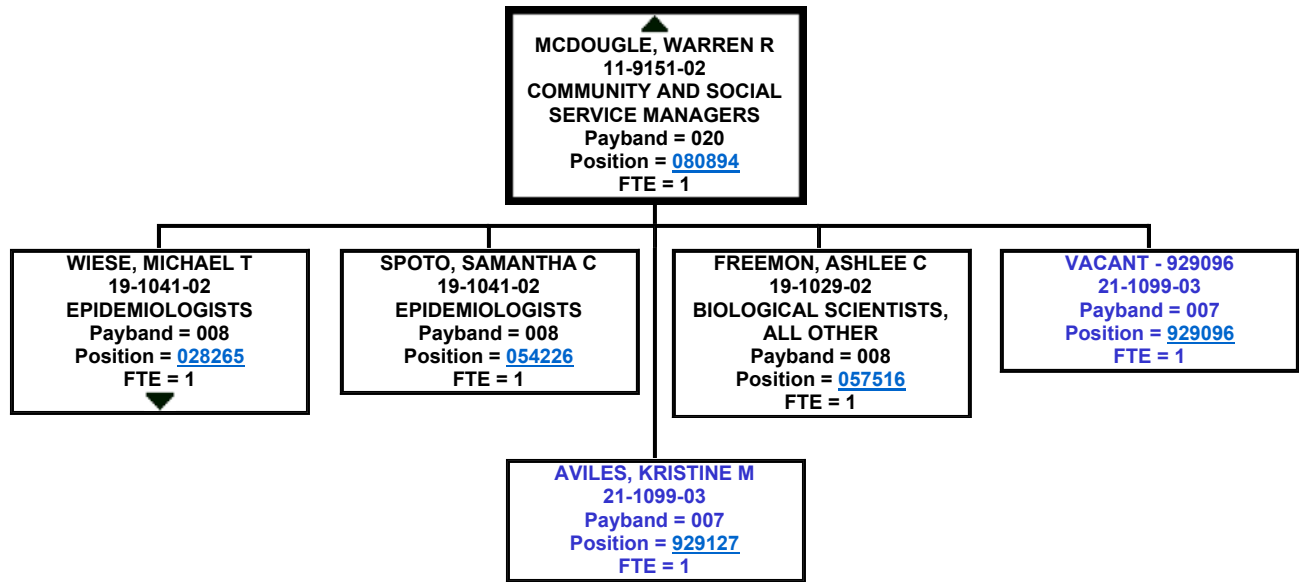
# CHD 29 - Hillsborough County Health Department

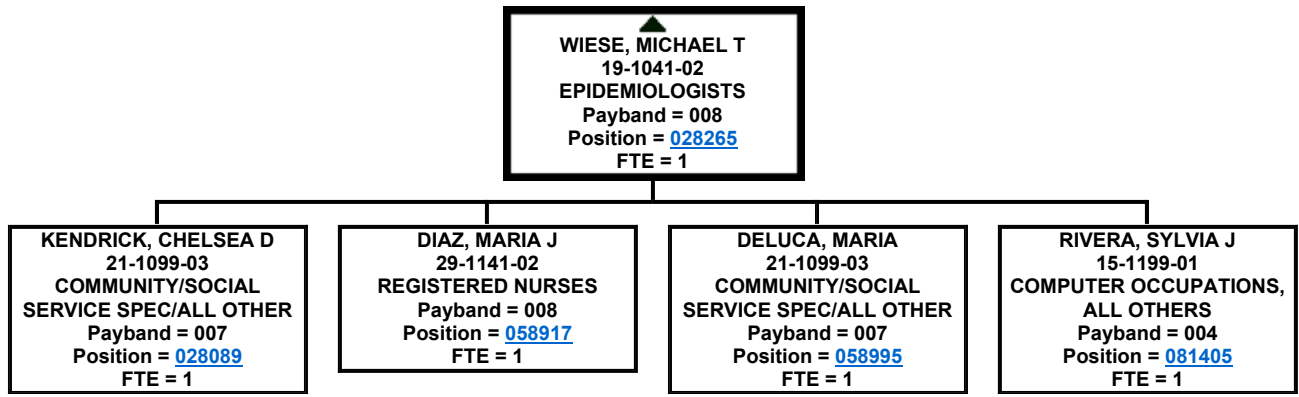
Created: 10/5/2016 10:19:00 AM

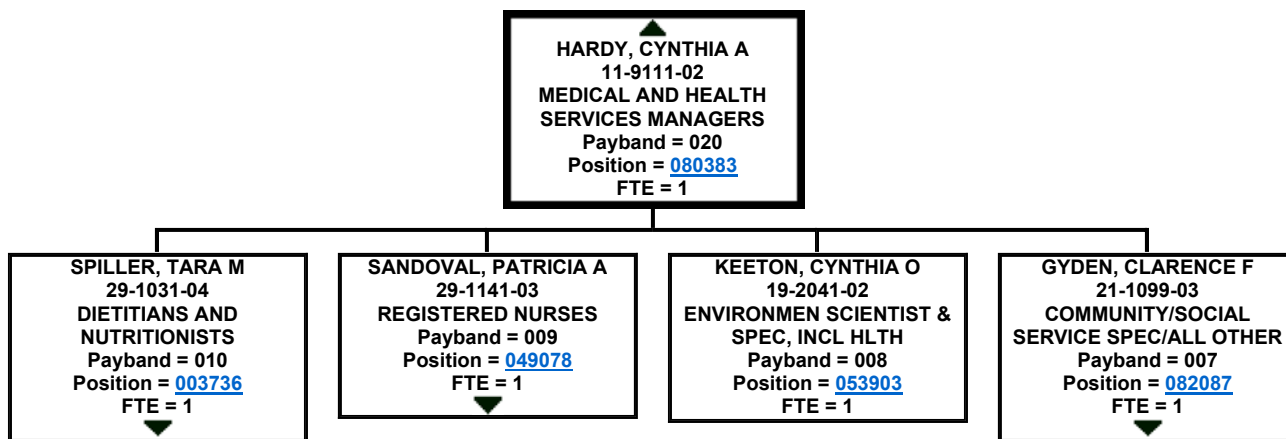
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

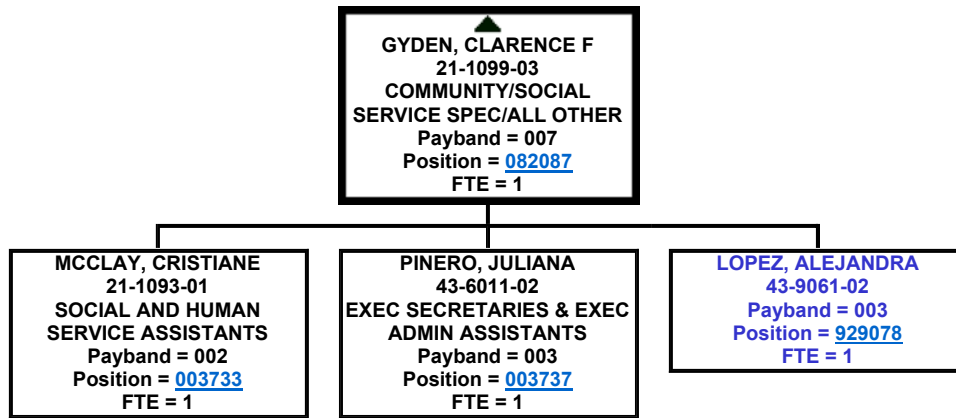


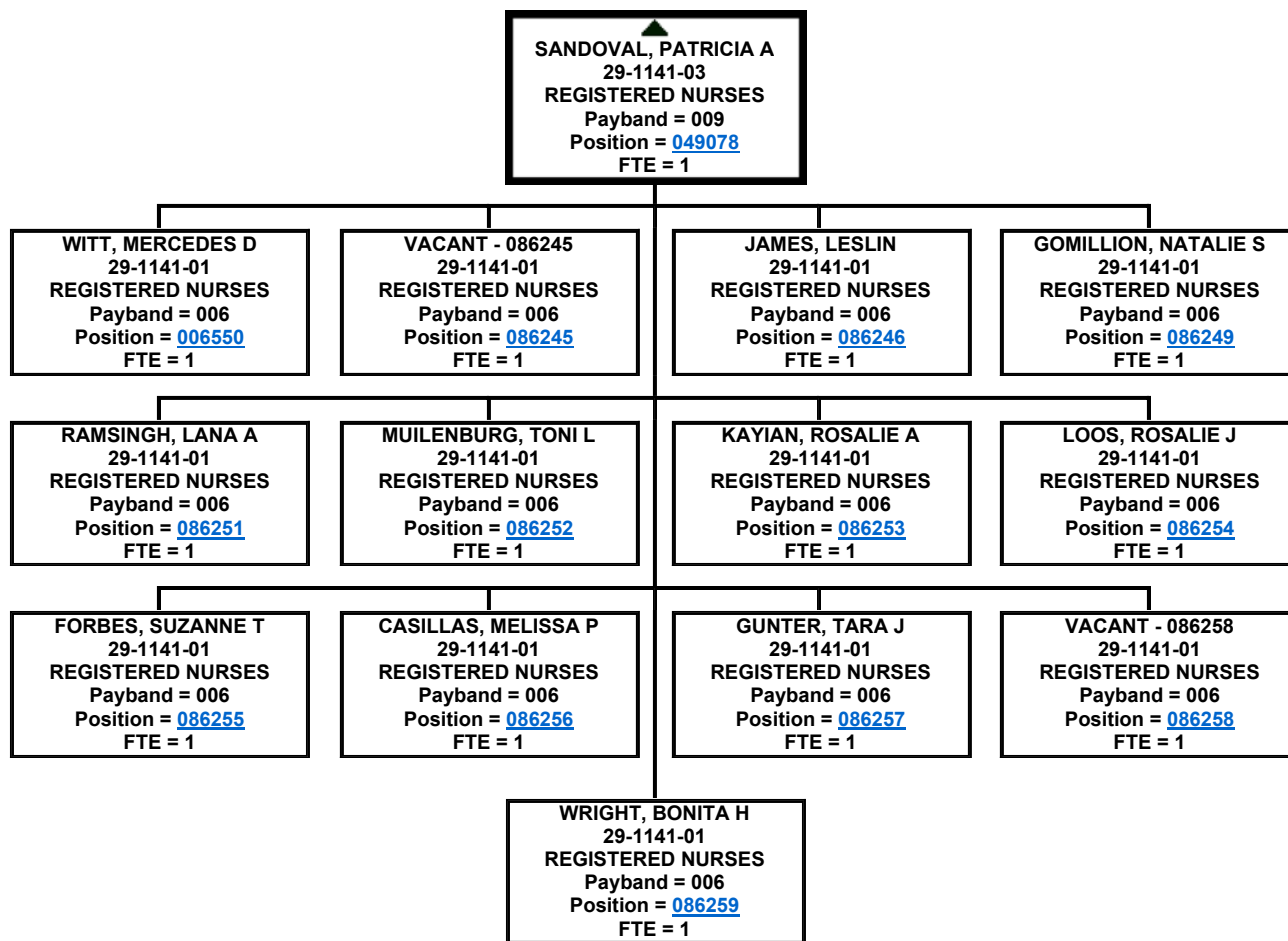


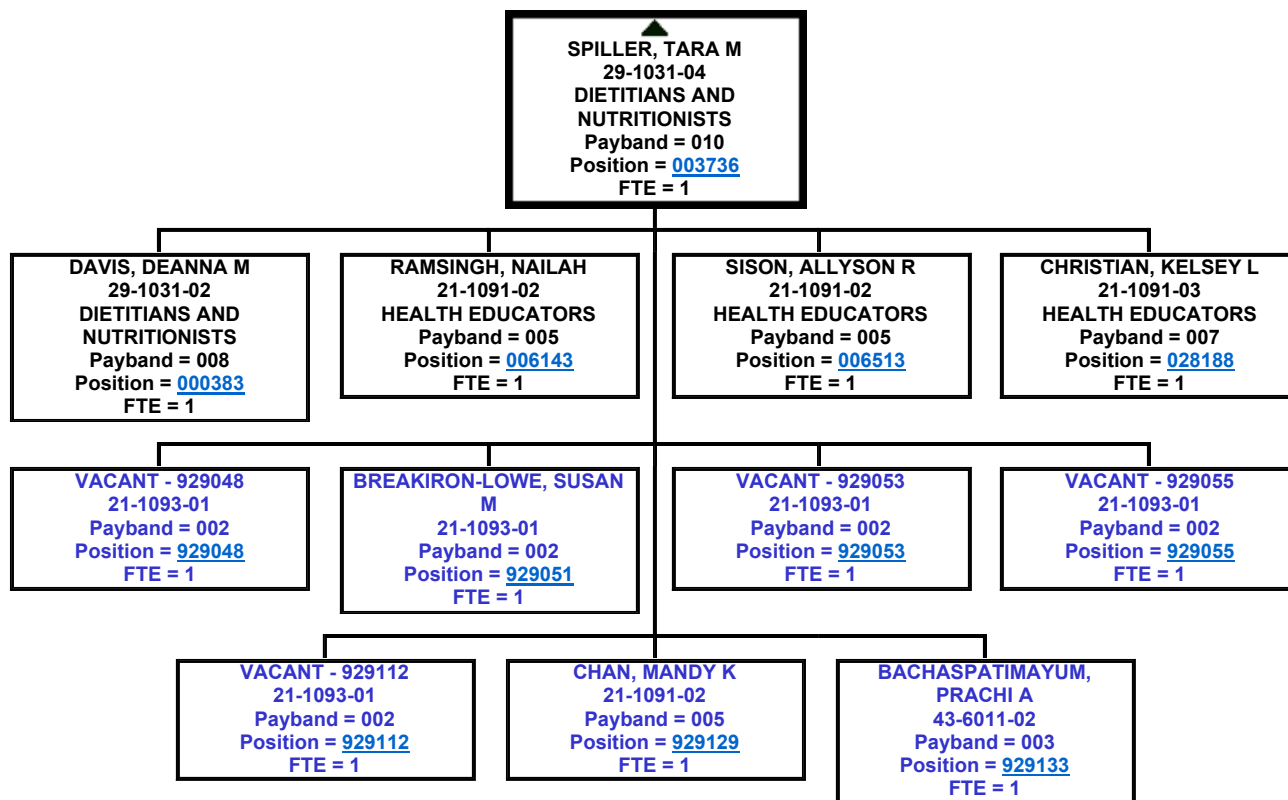


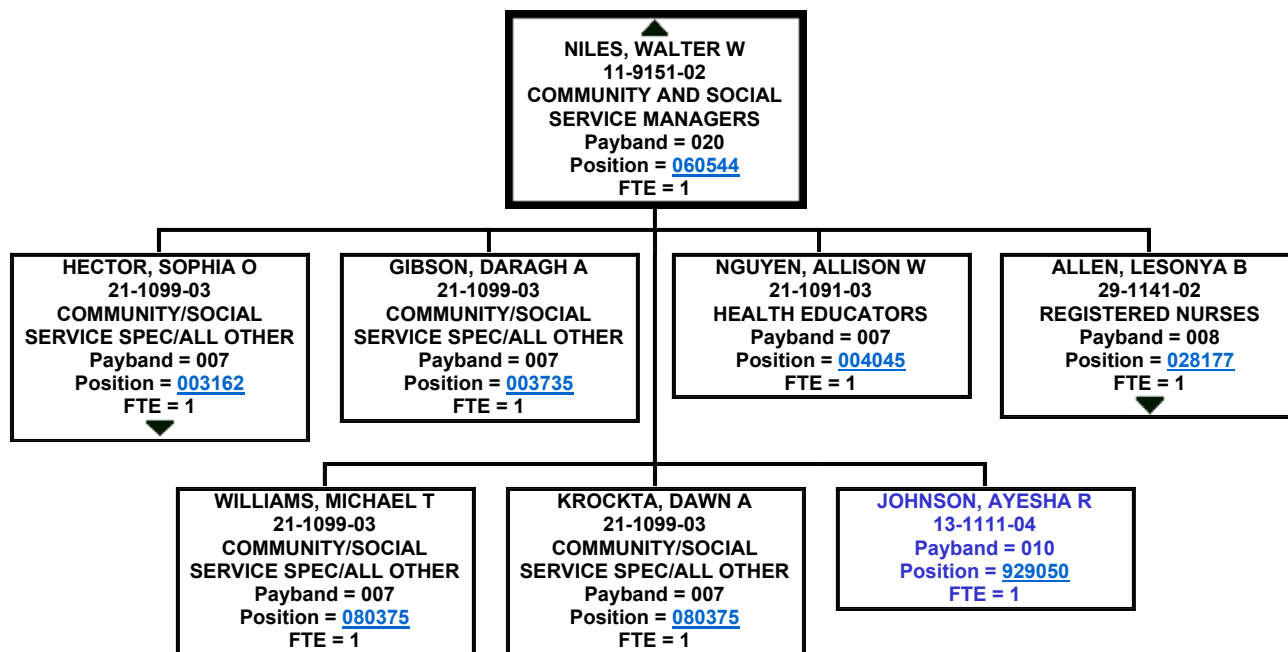


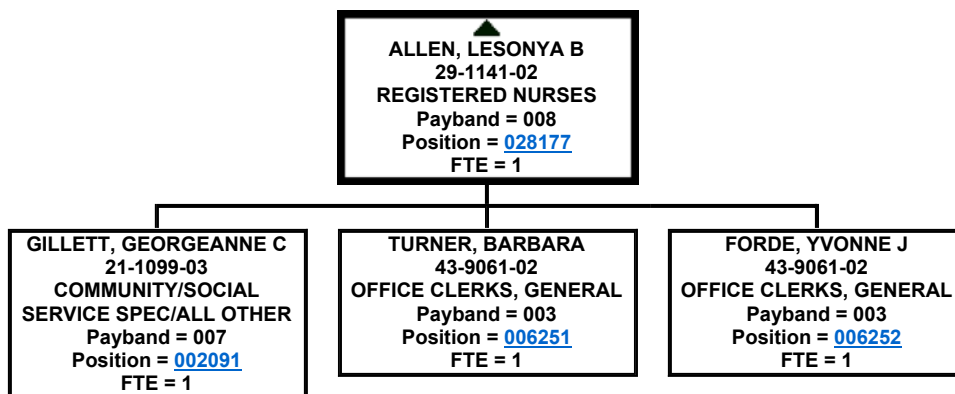




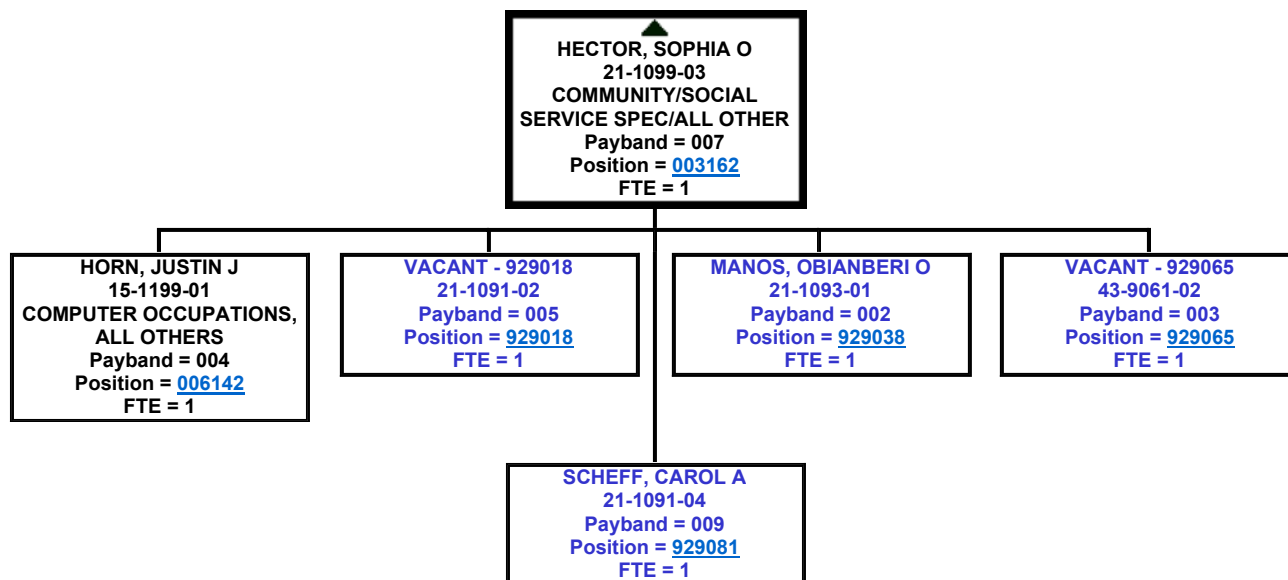


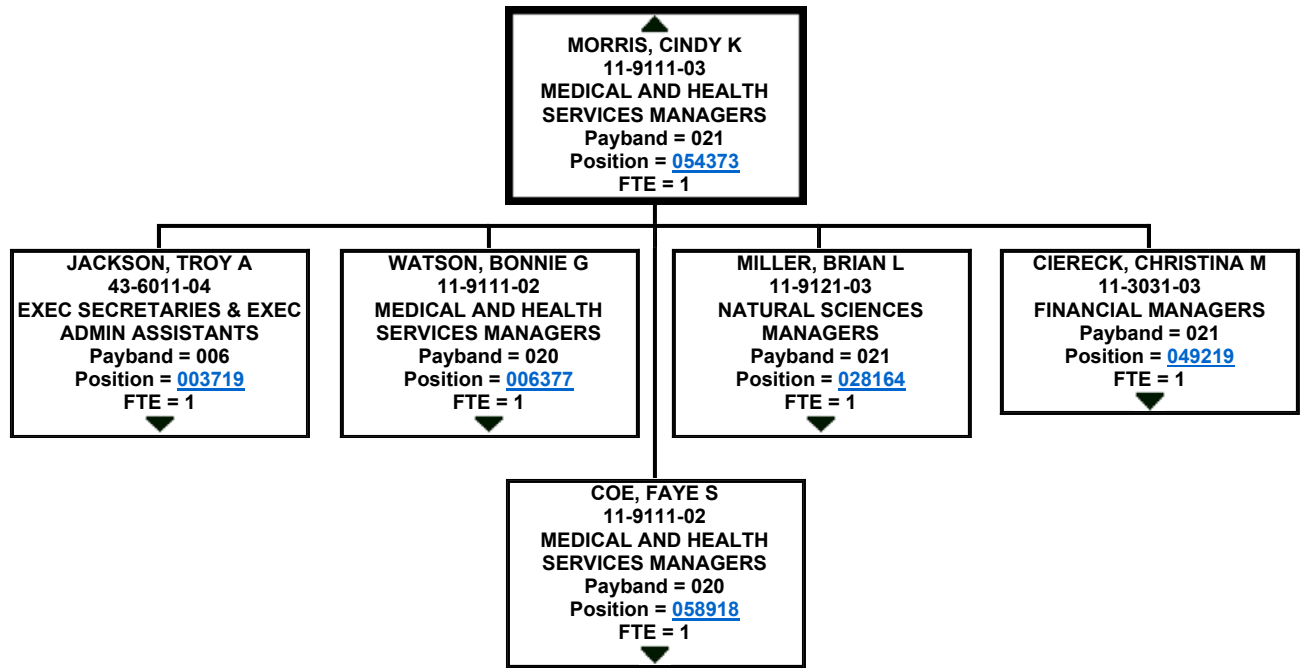


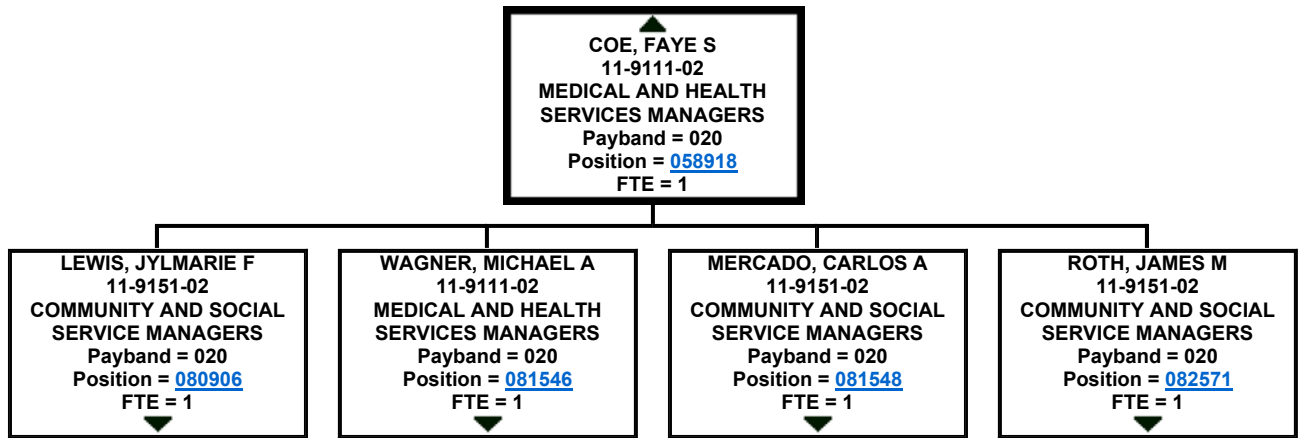


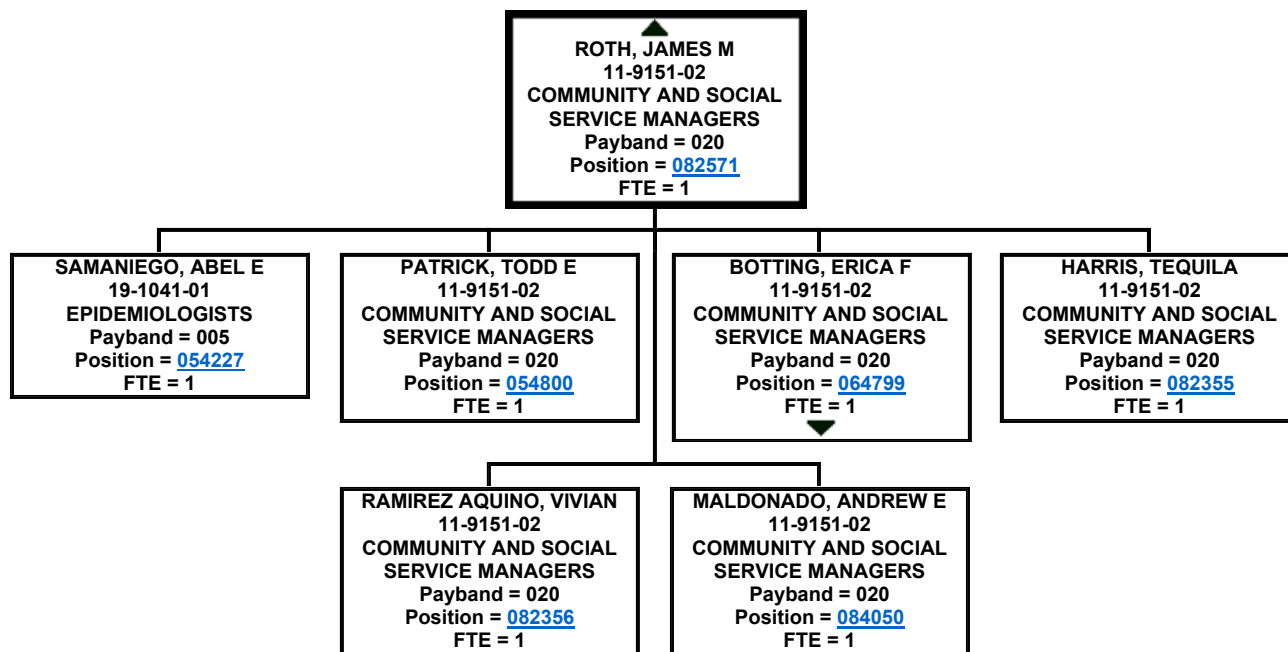


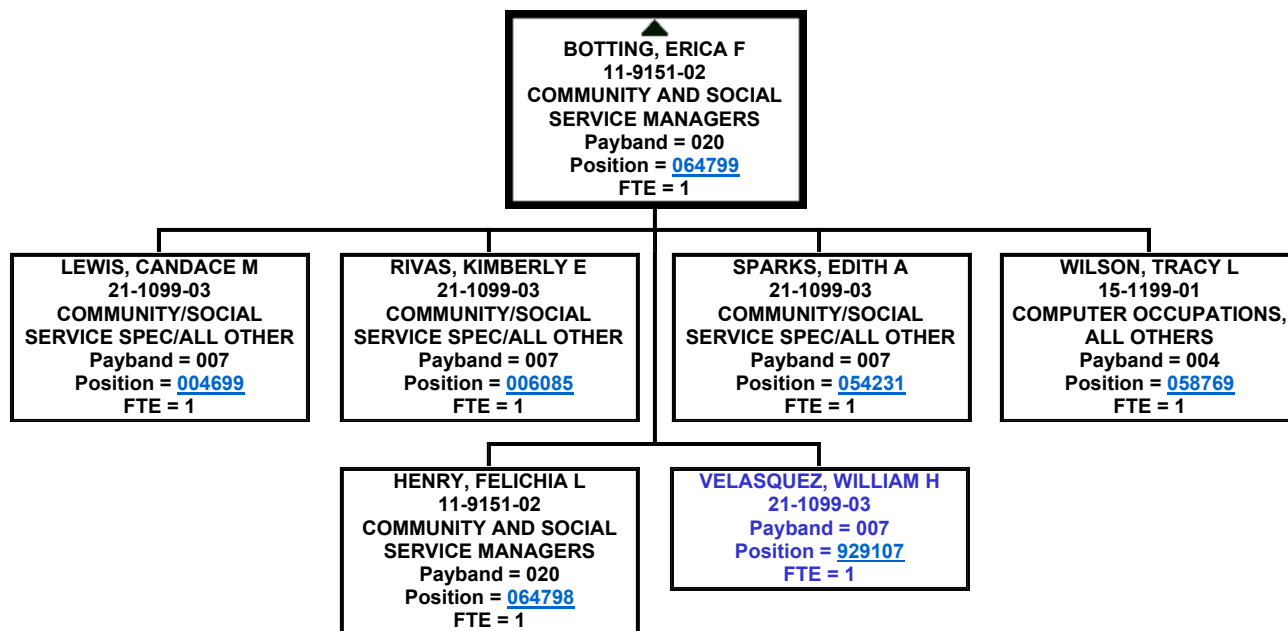


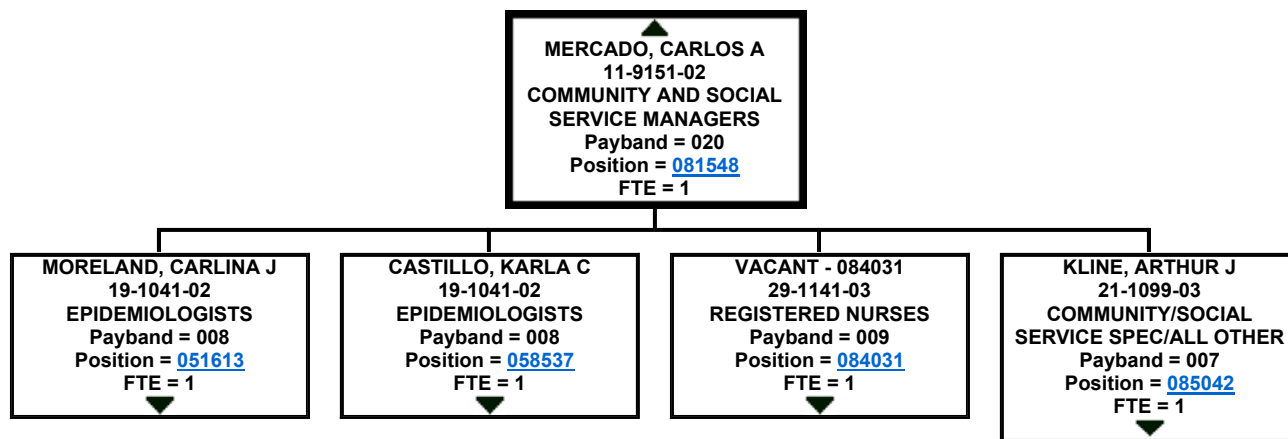


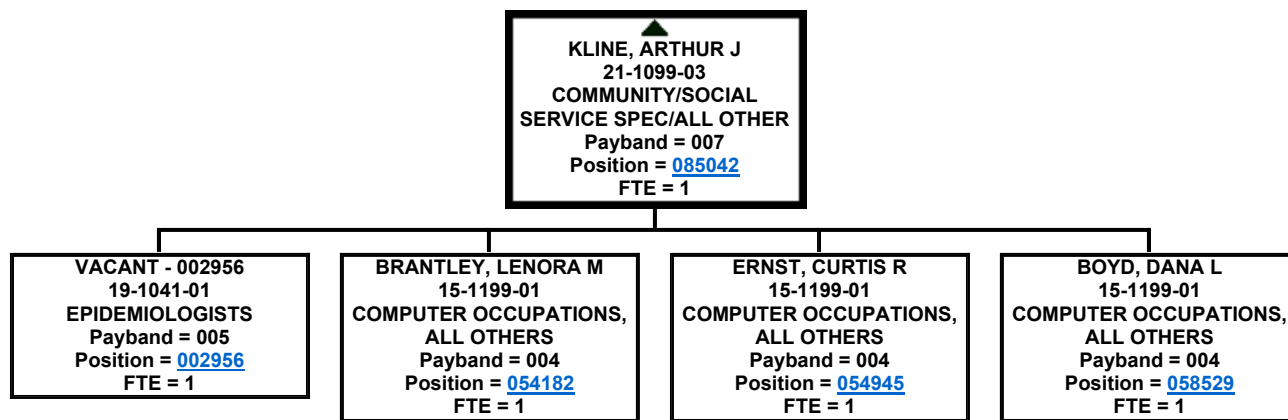


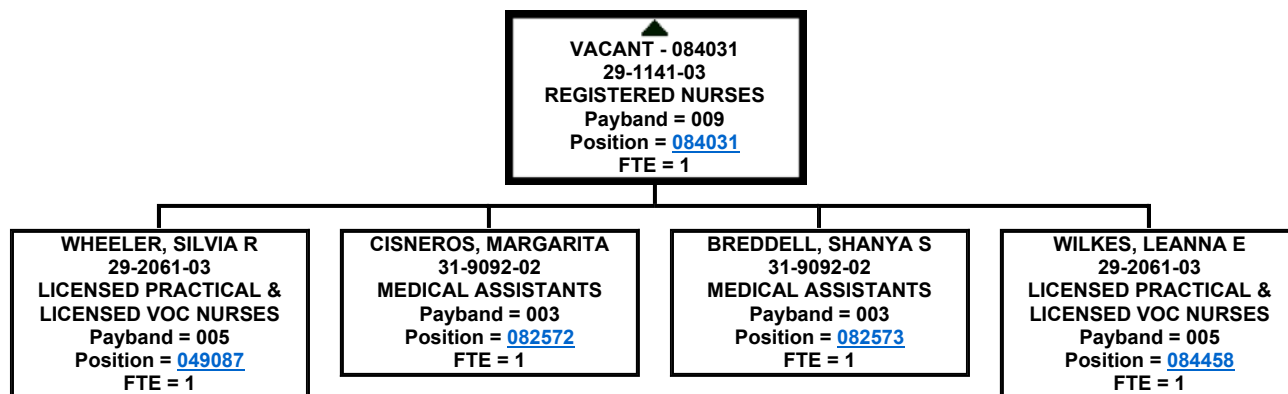




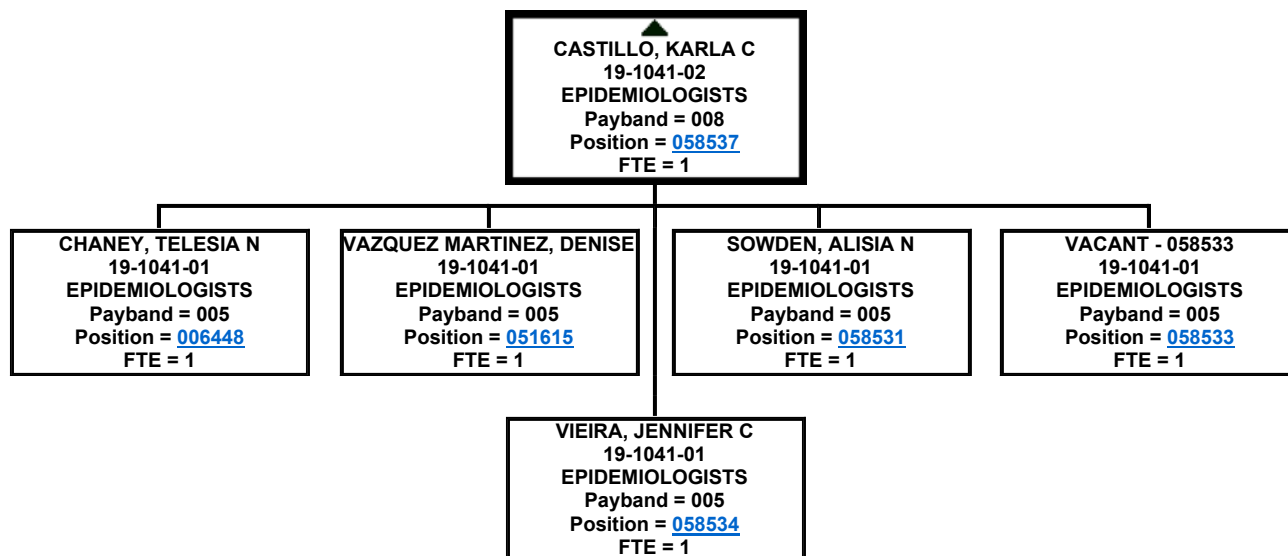


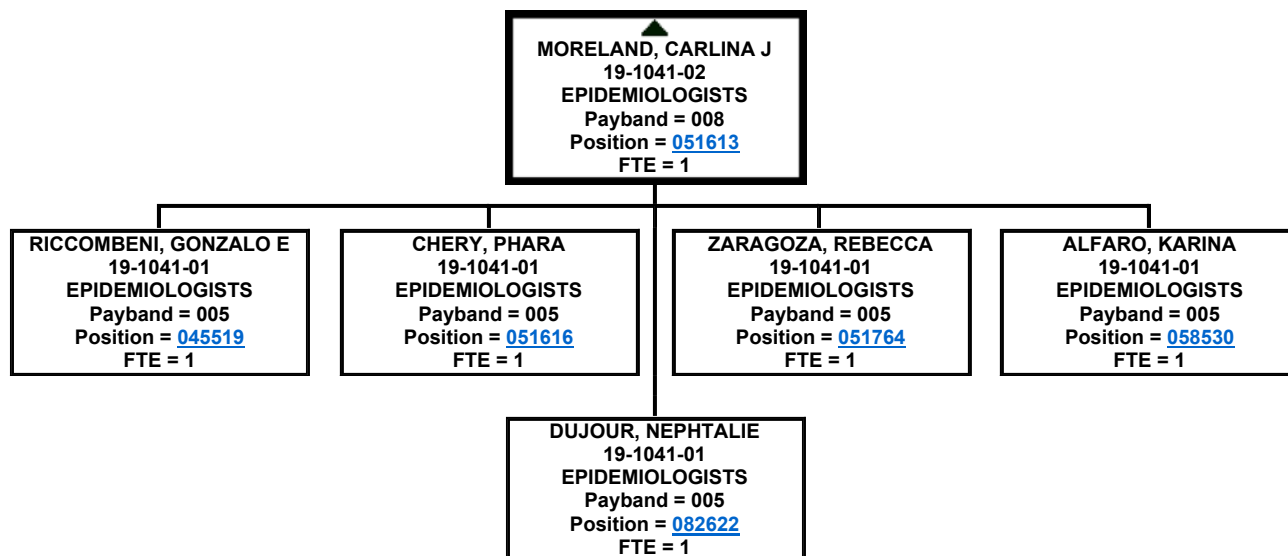


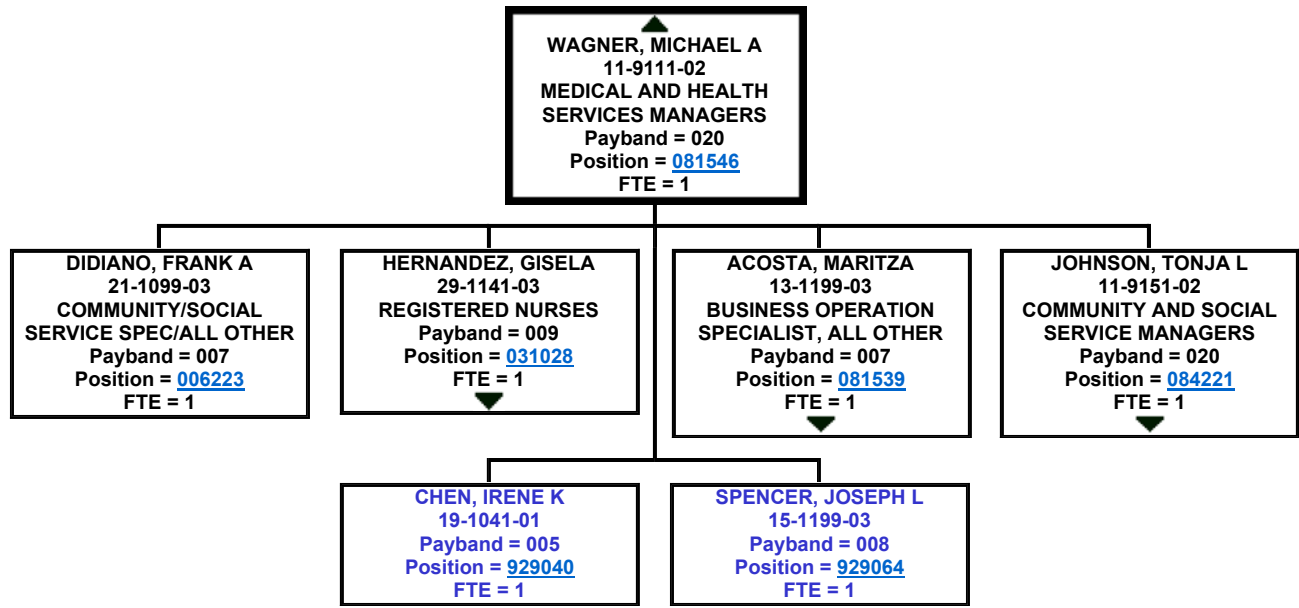


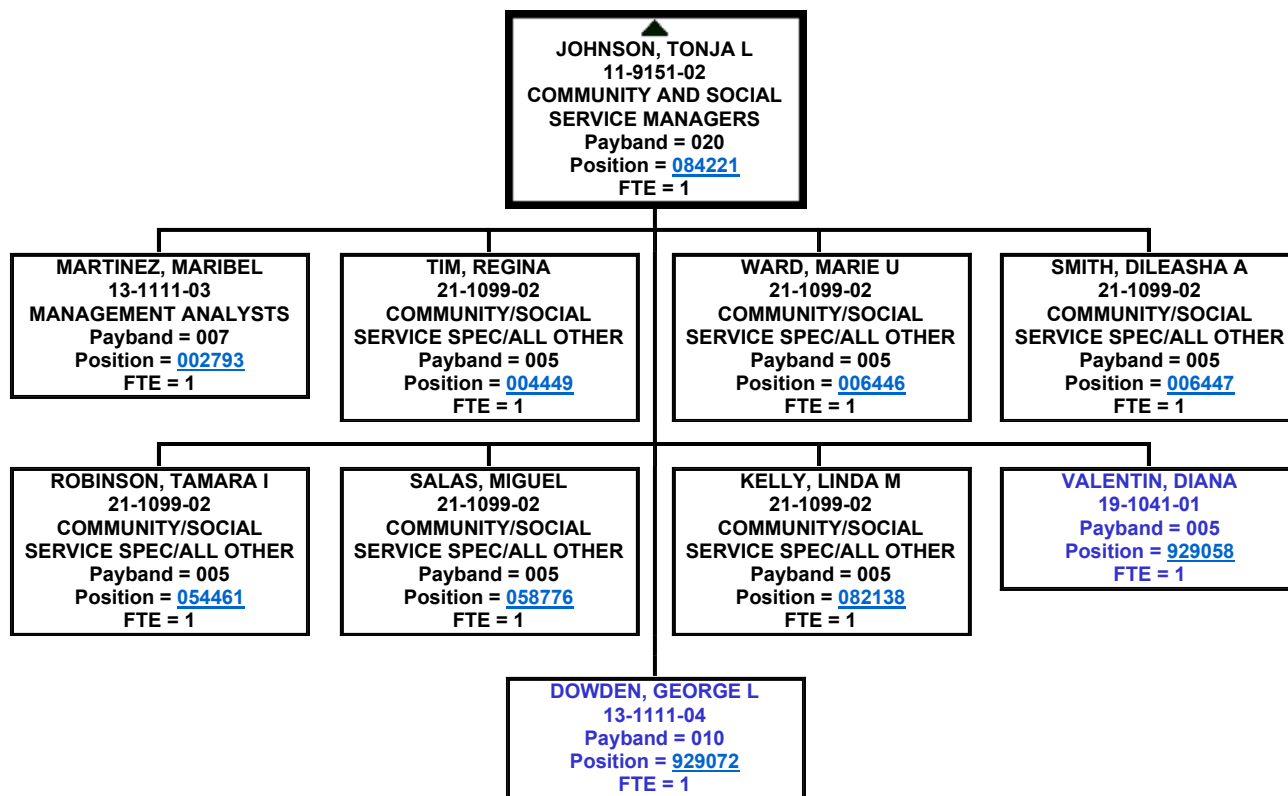


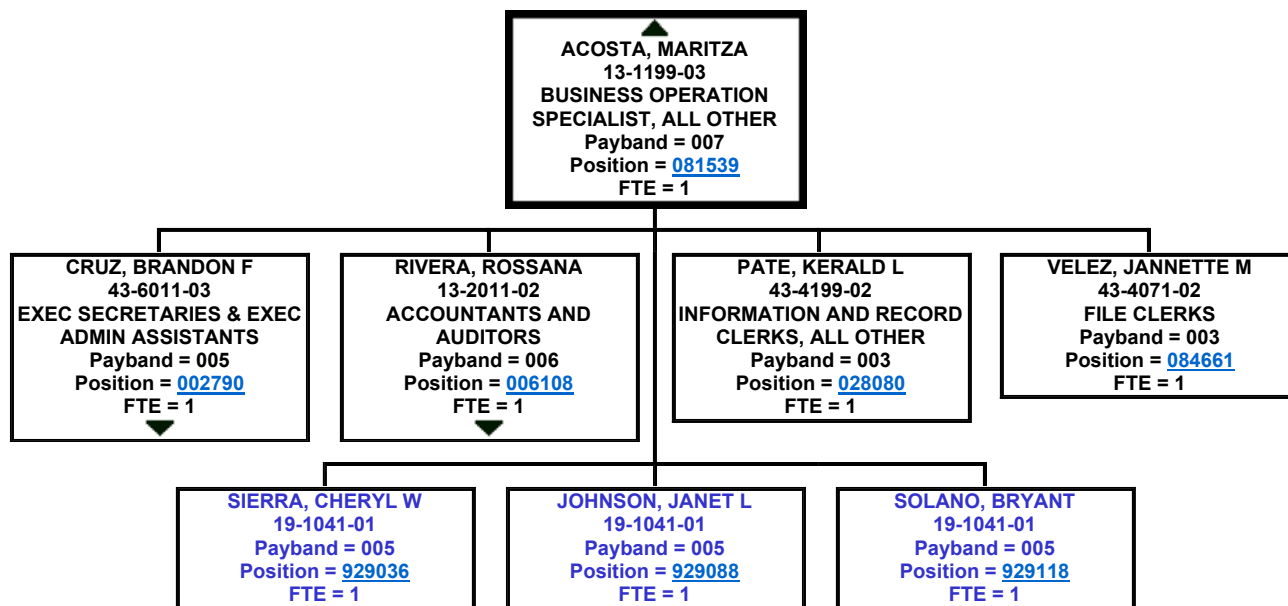


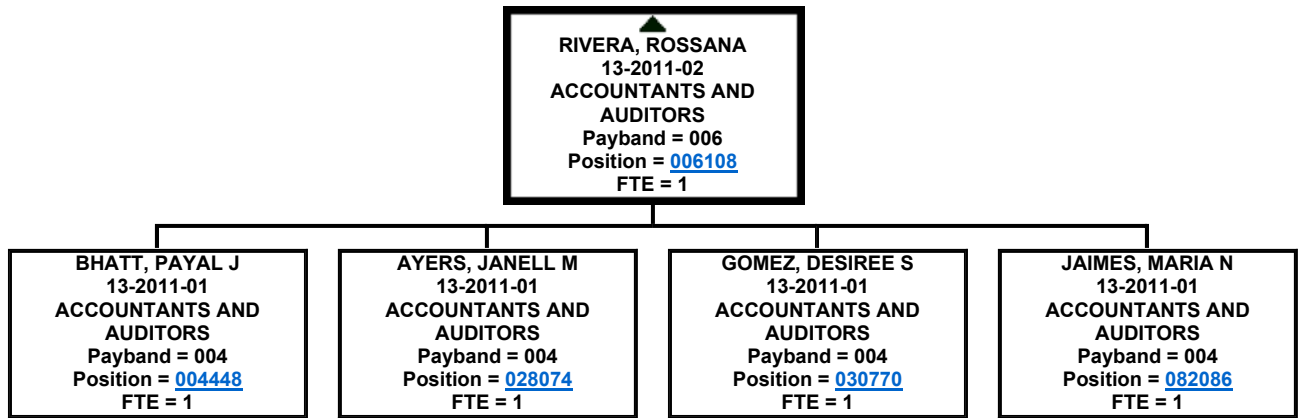


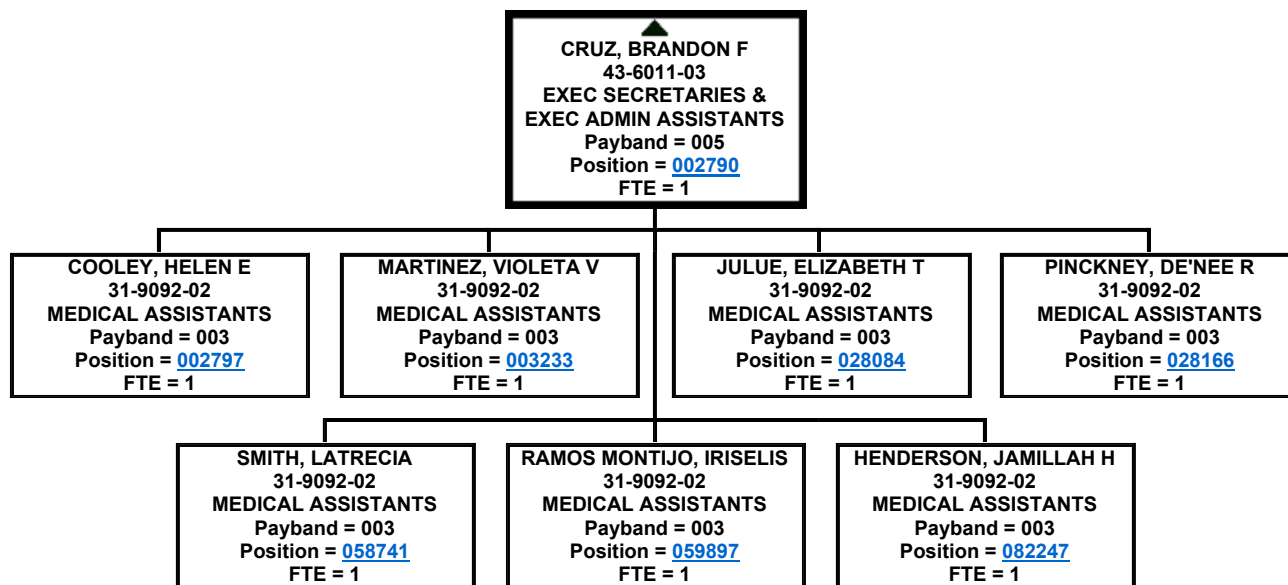


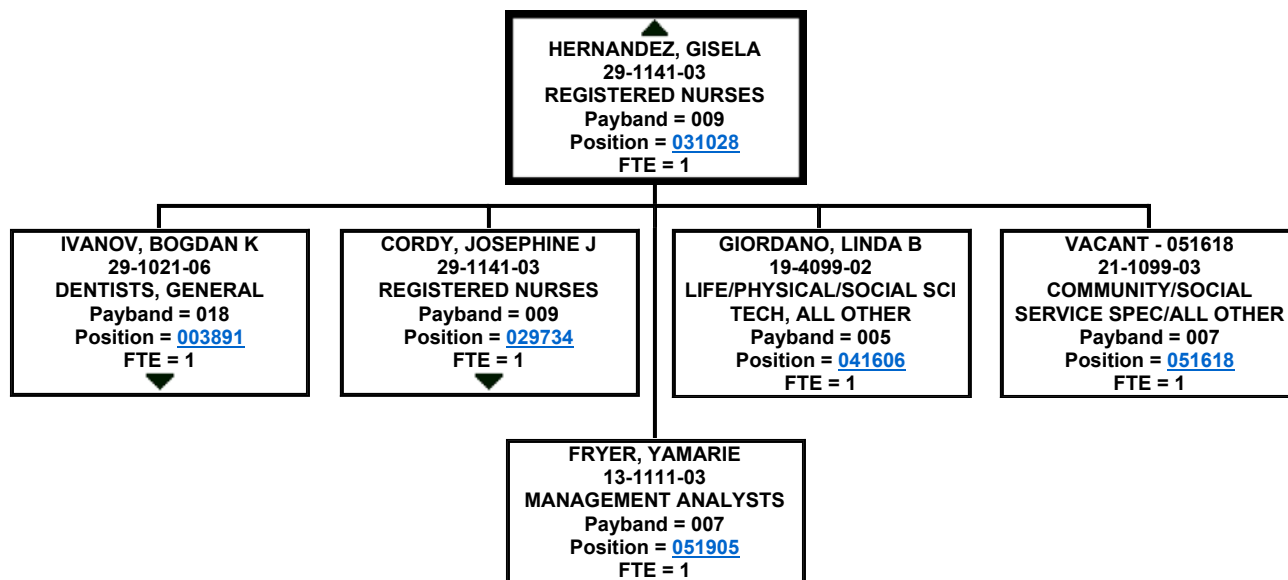




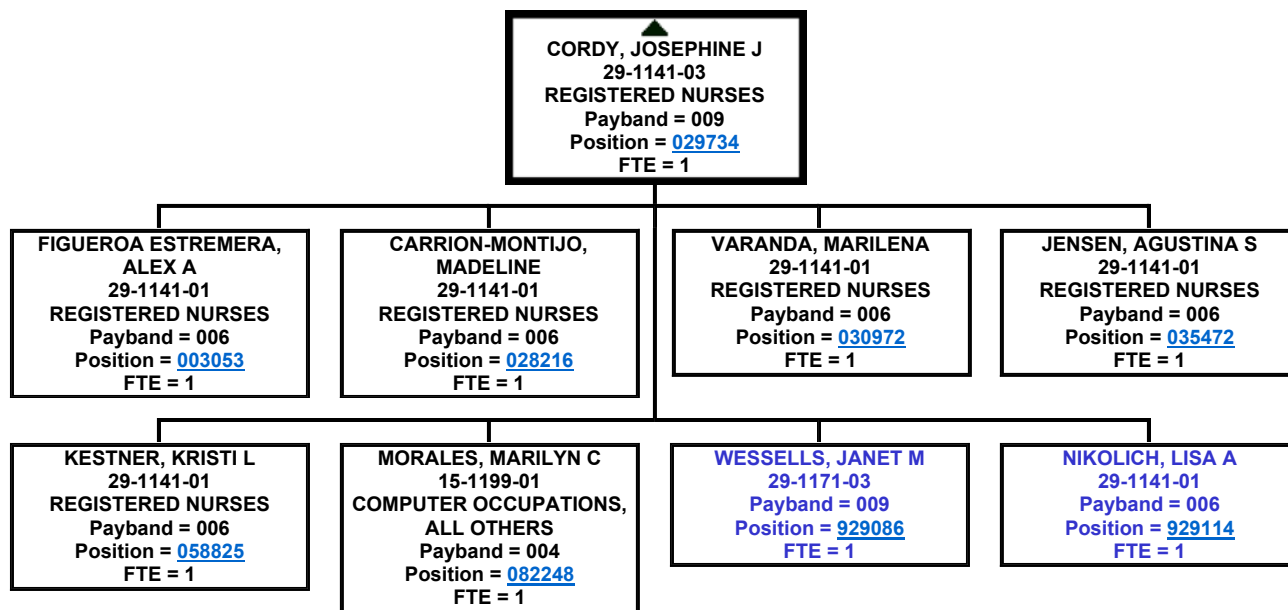


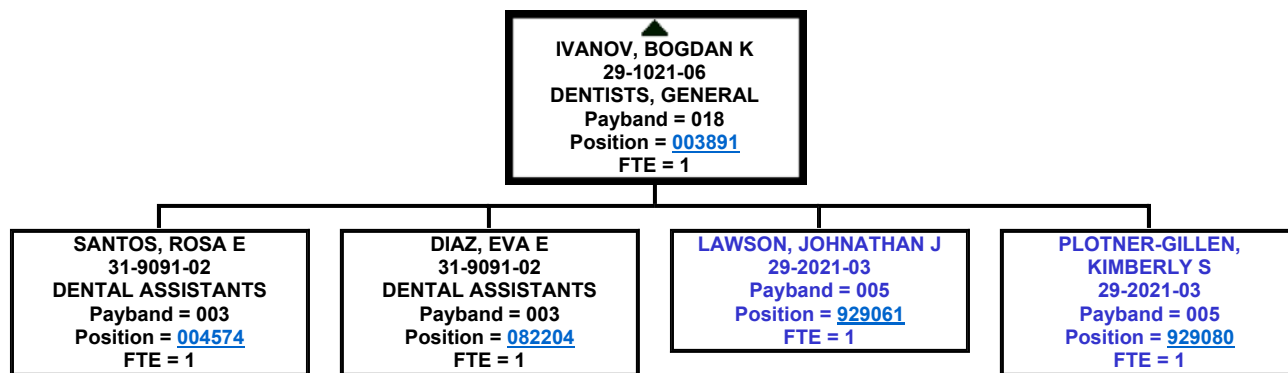


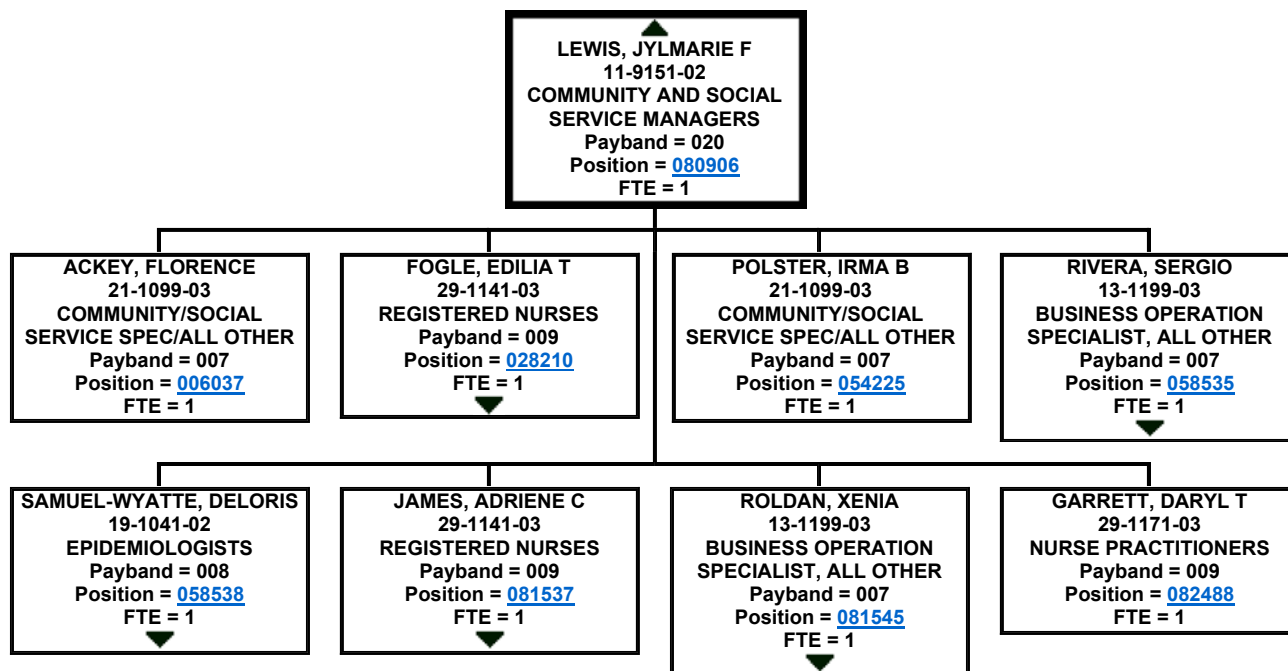


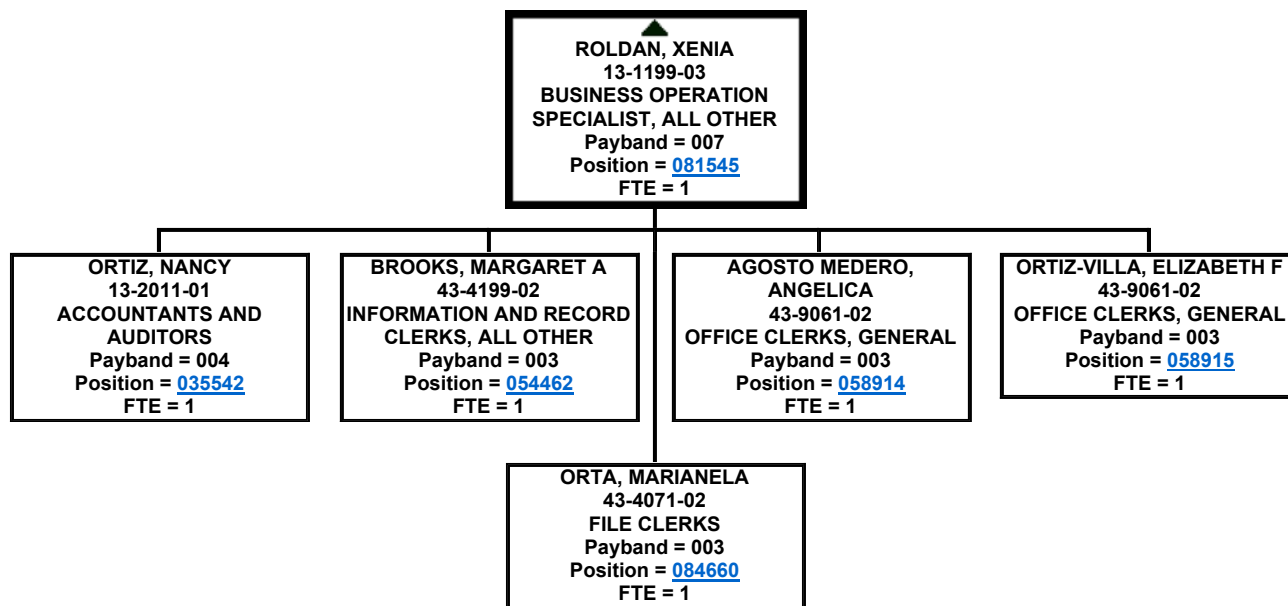


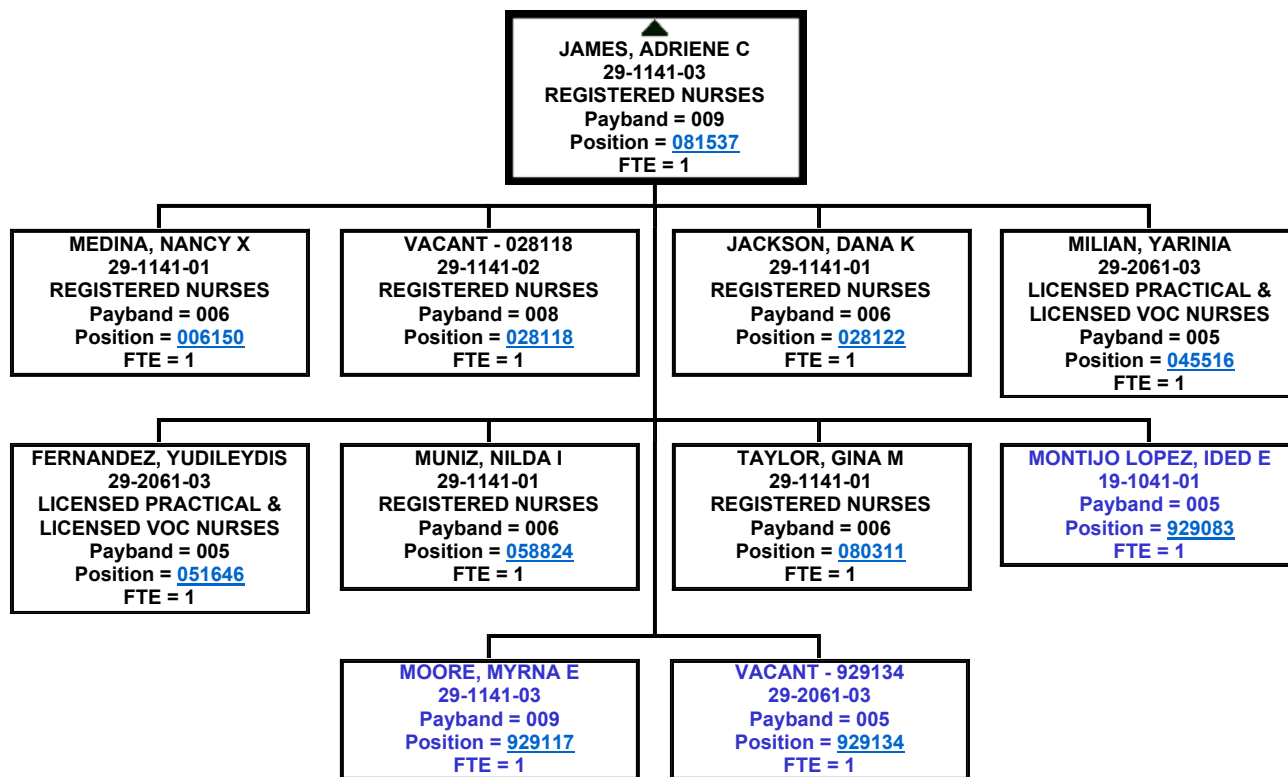


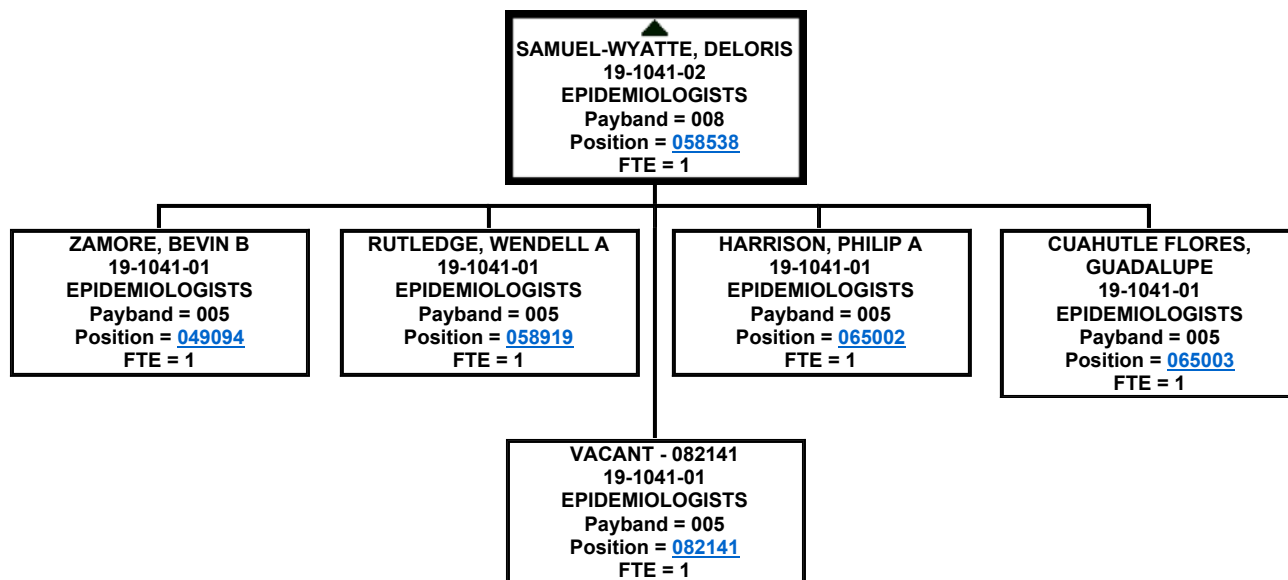


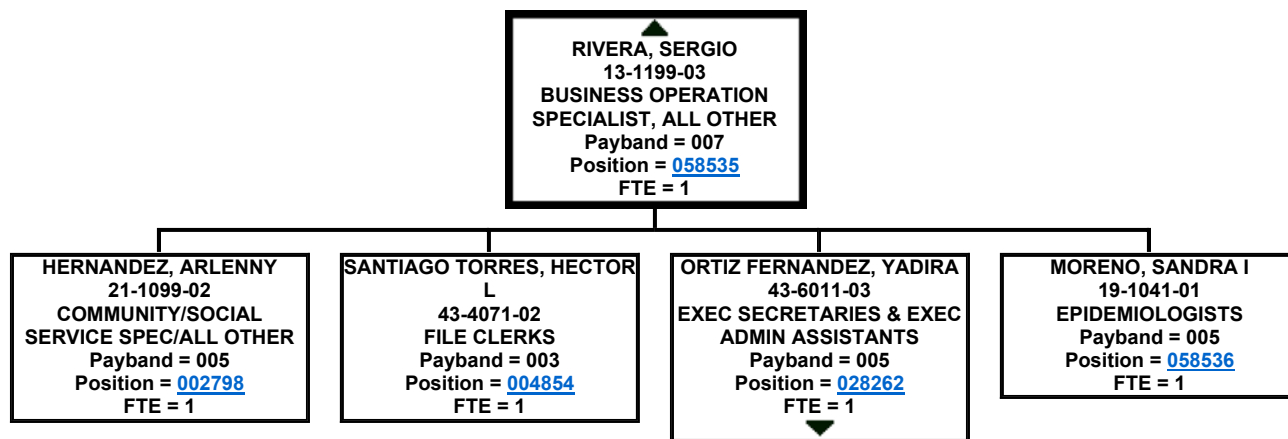


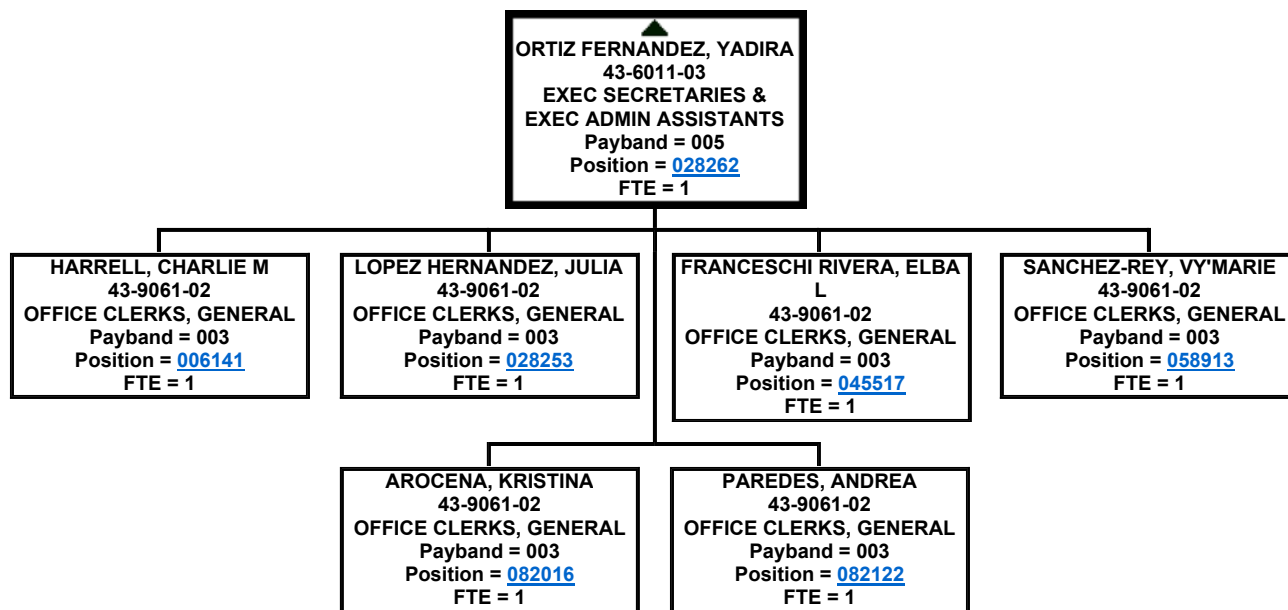




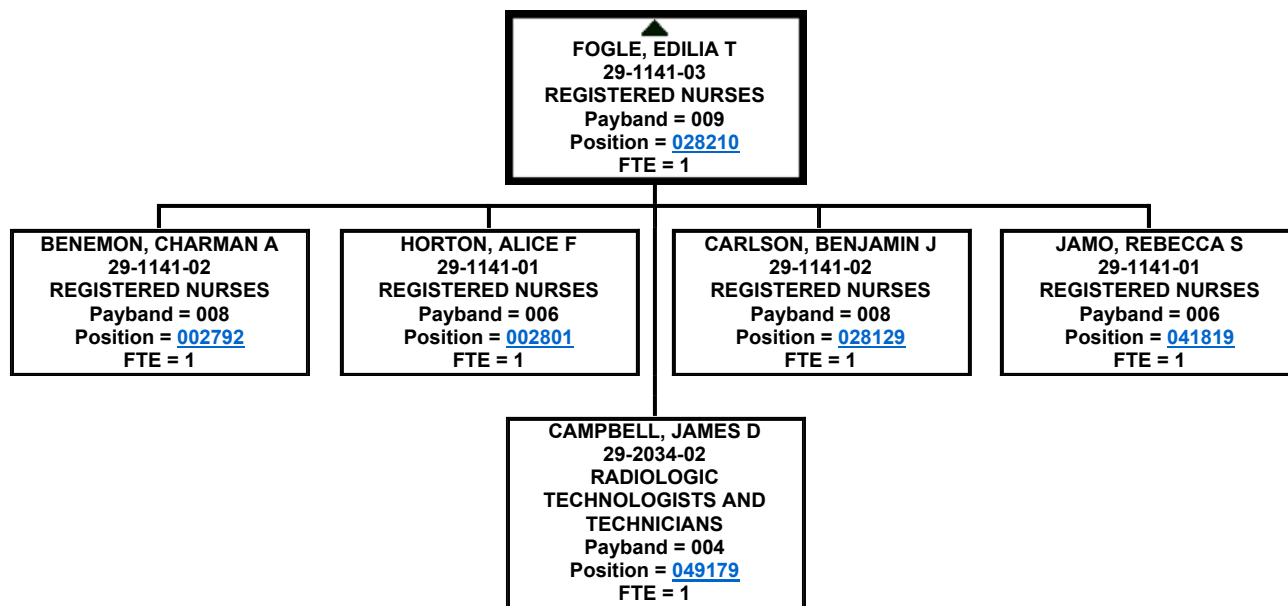


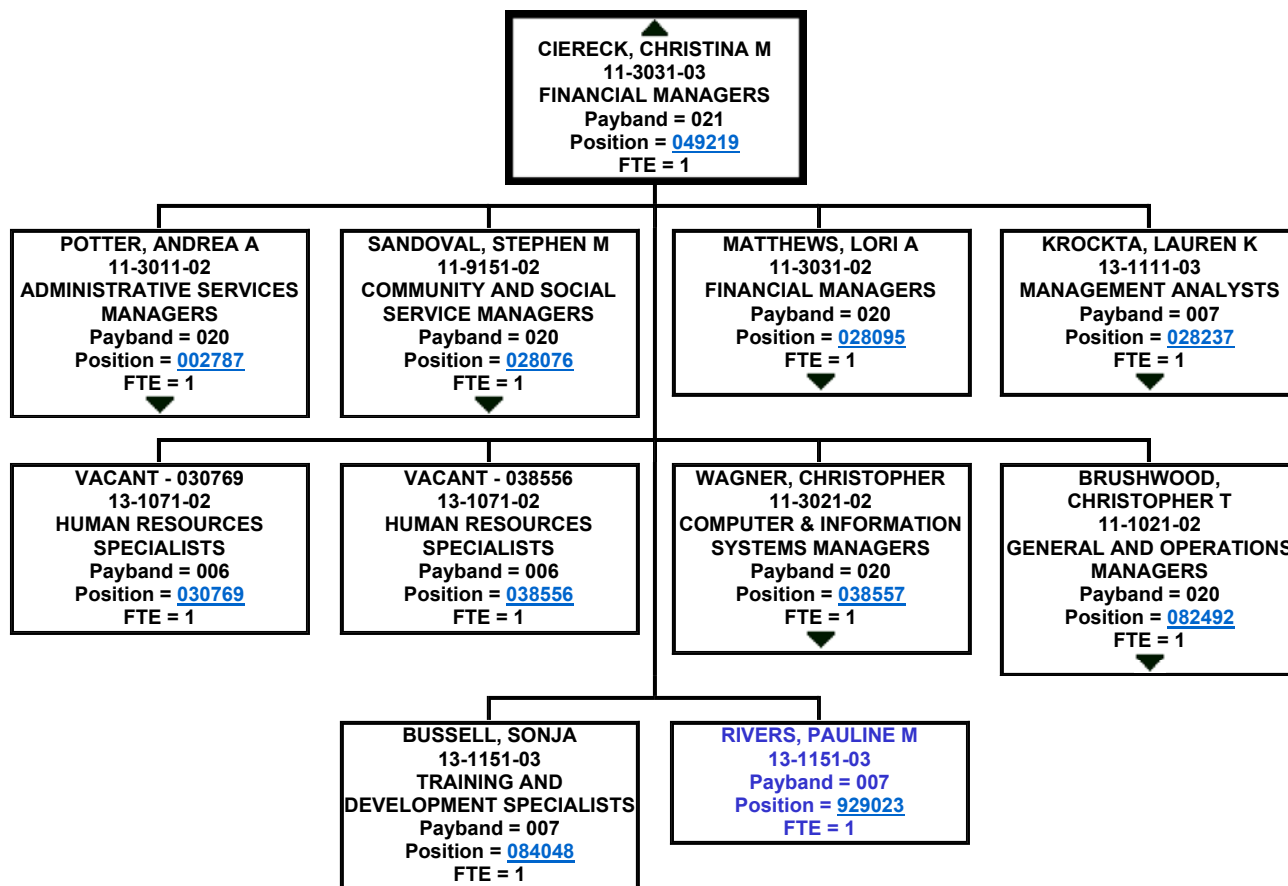


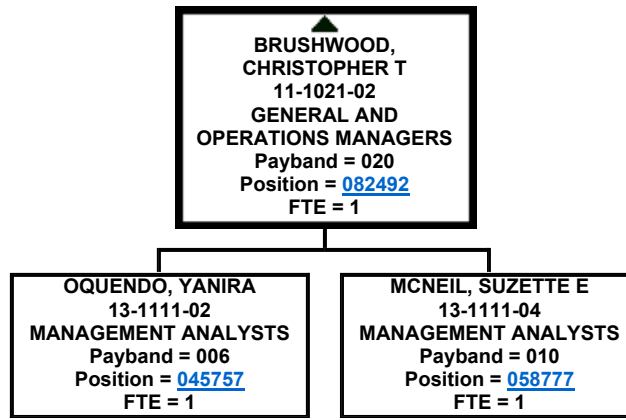


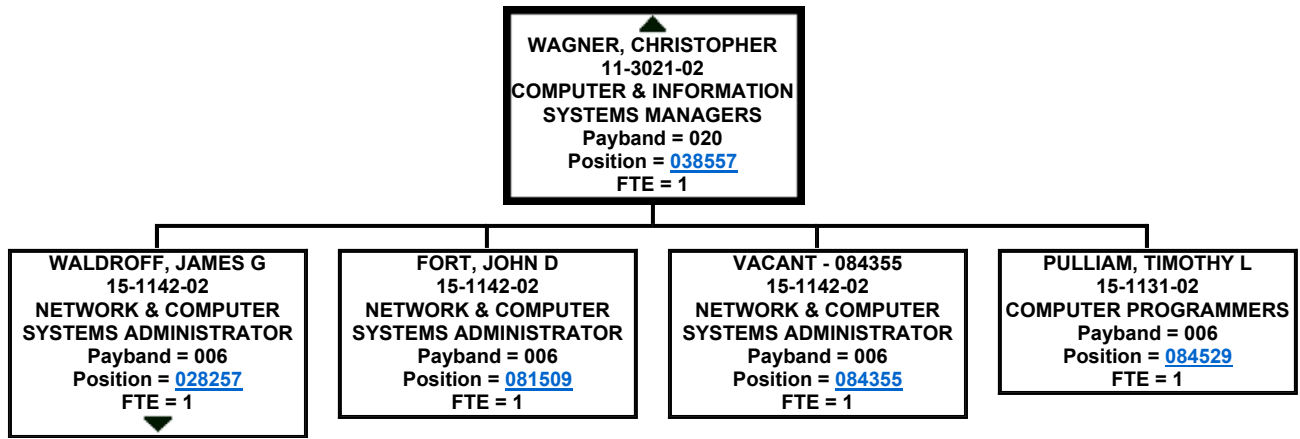


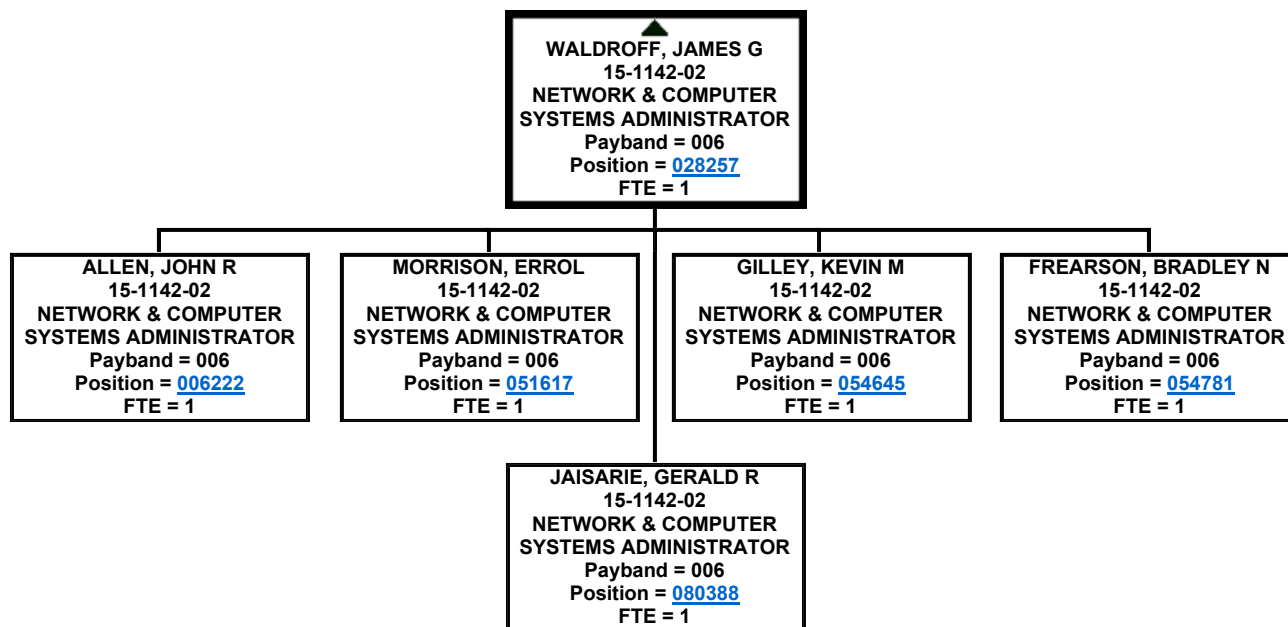


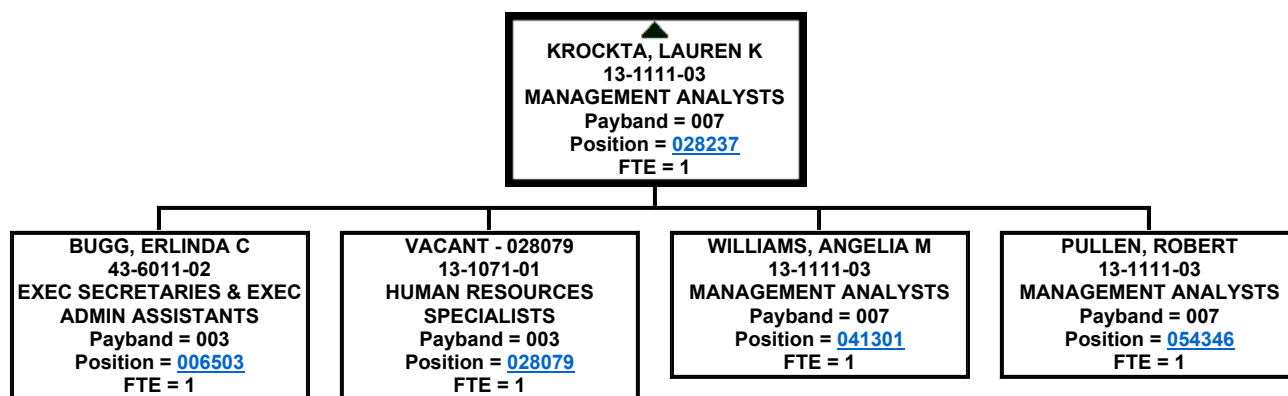


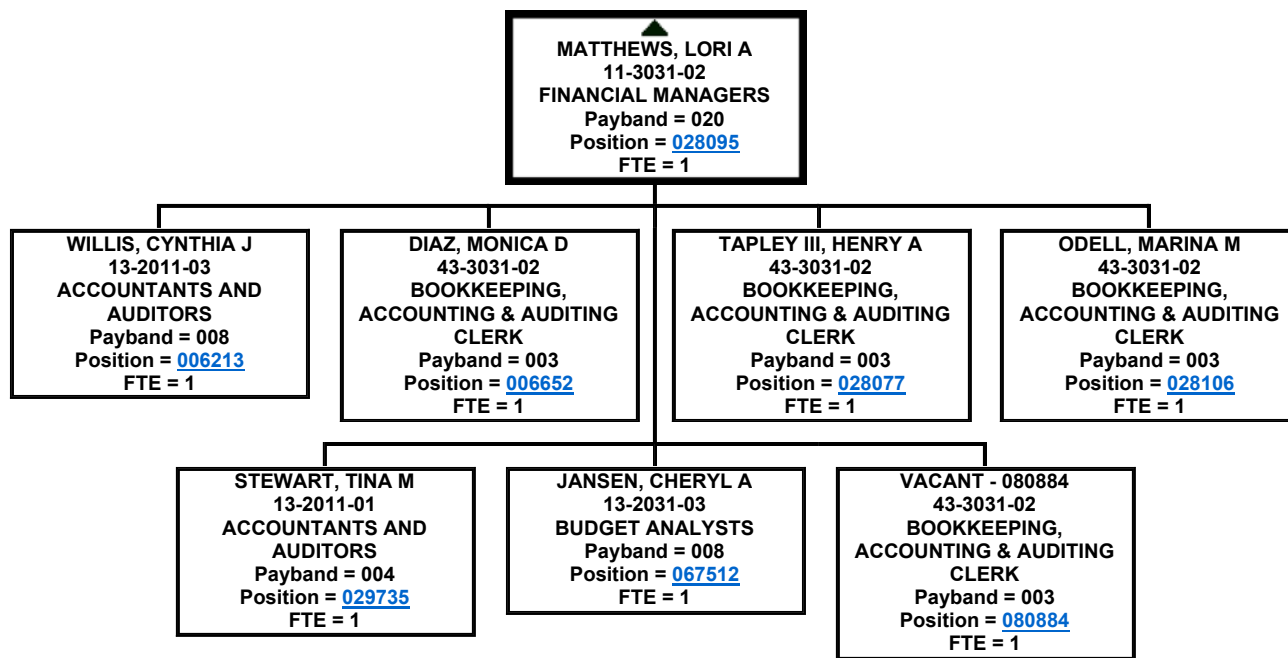


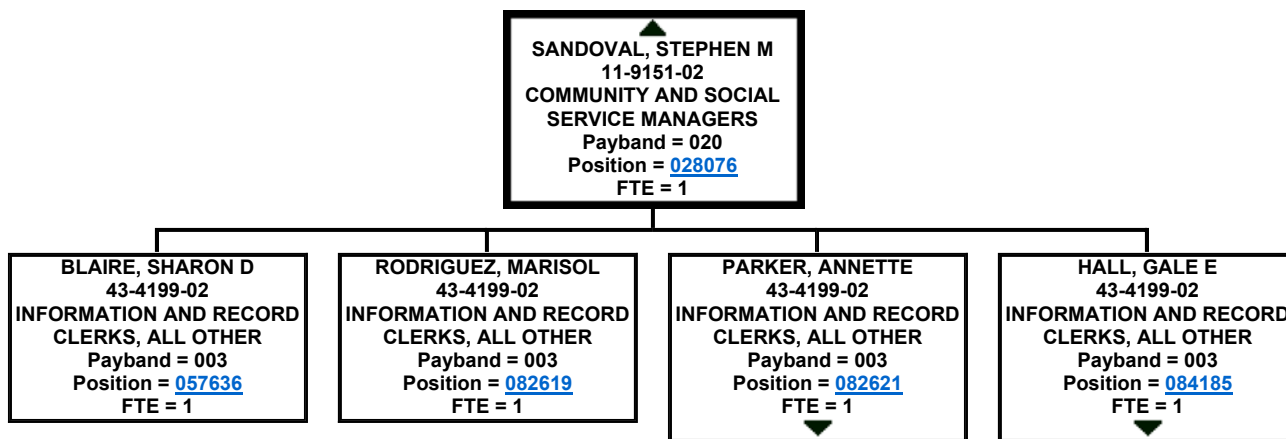




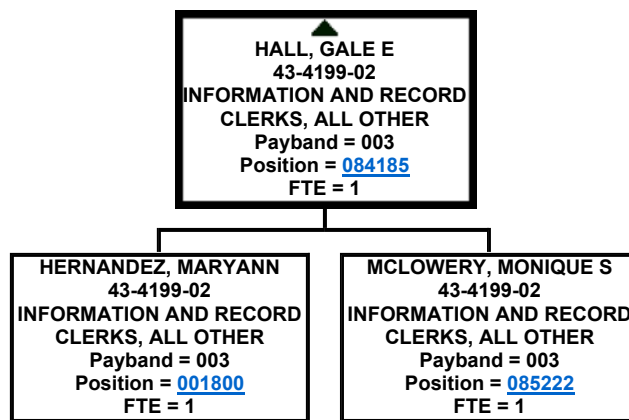


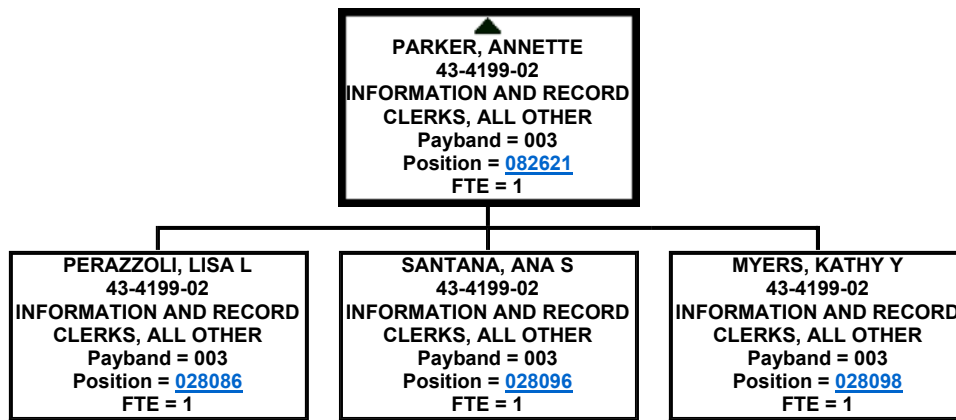


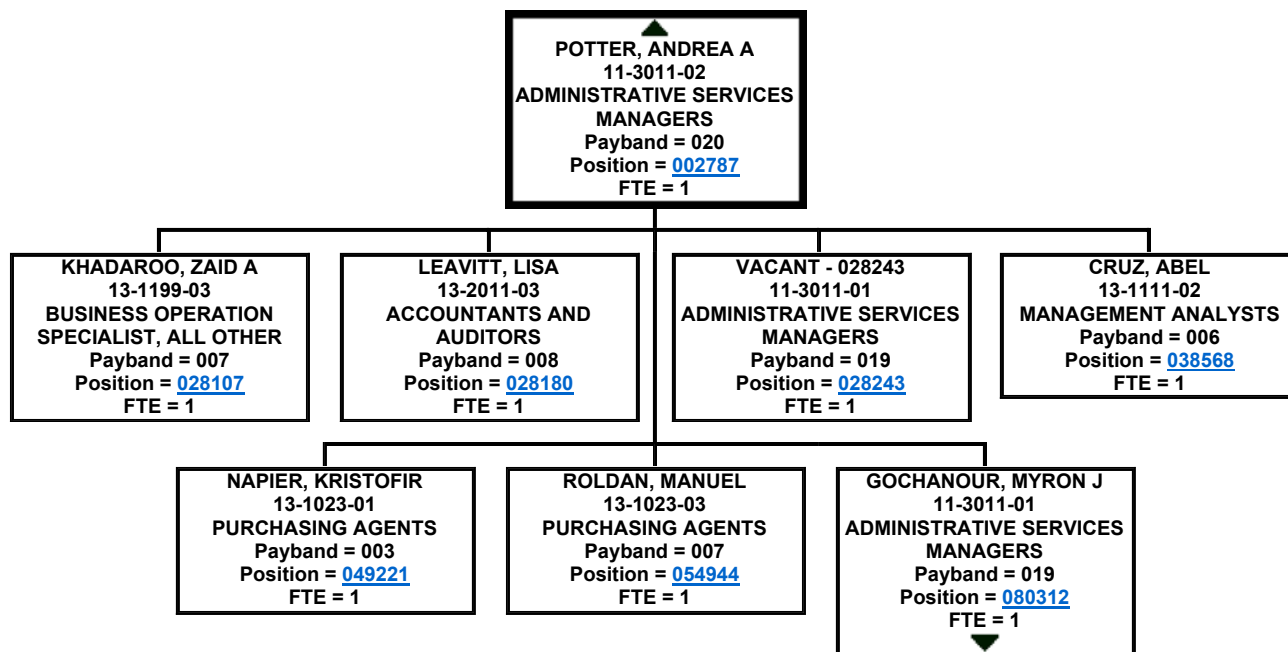


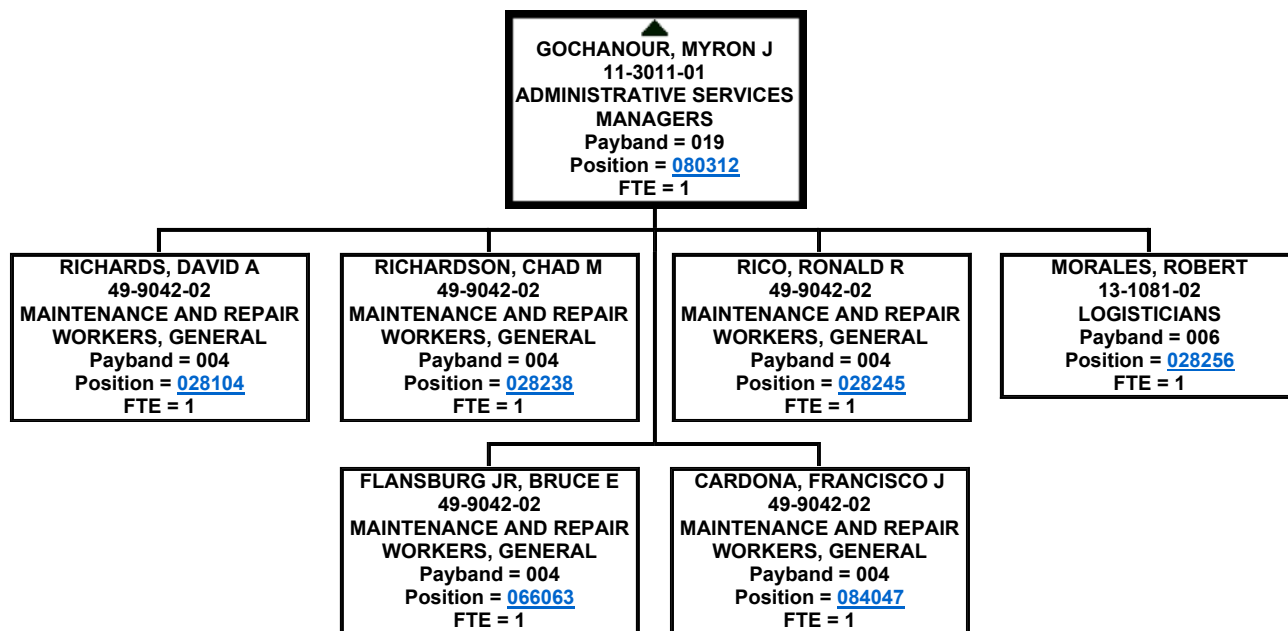


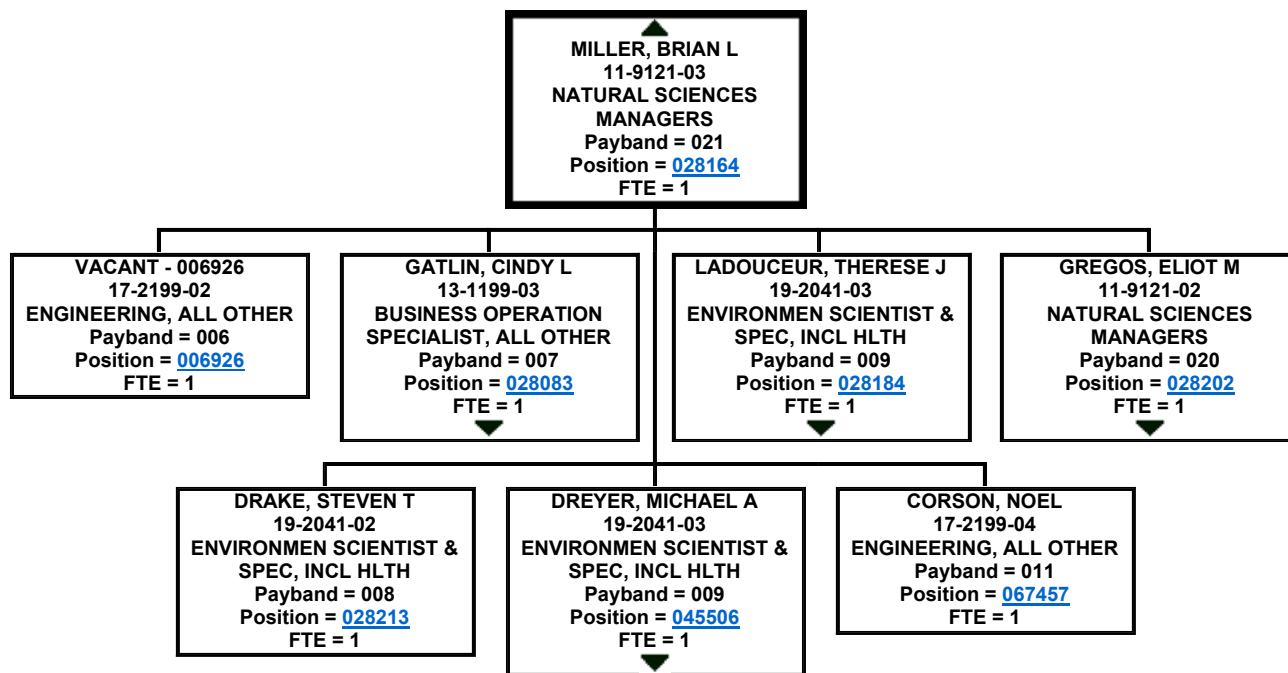


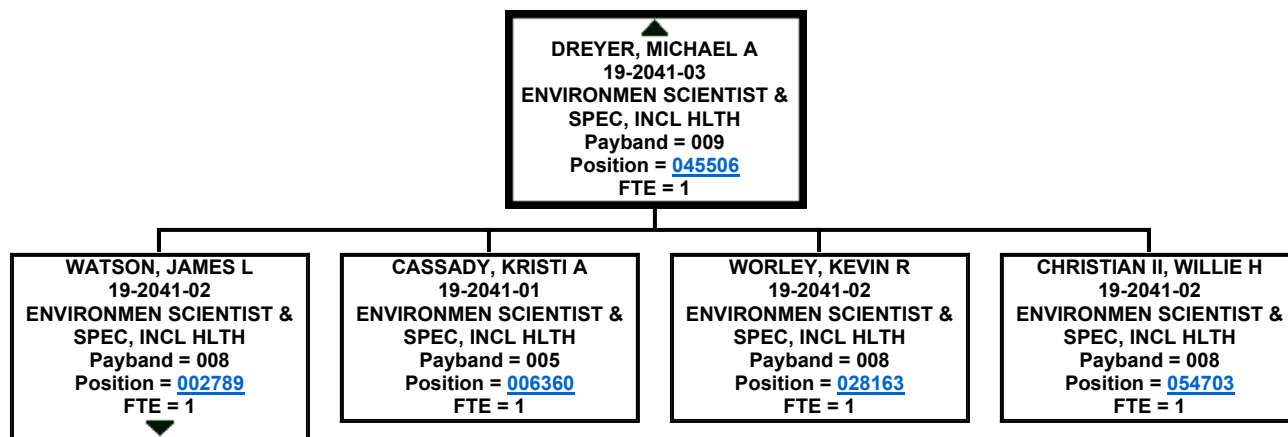


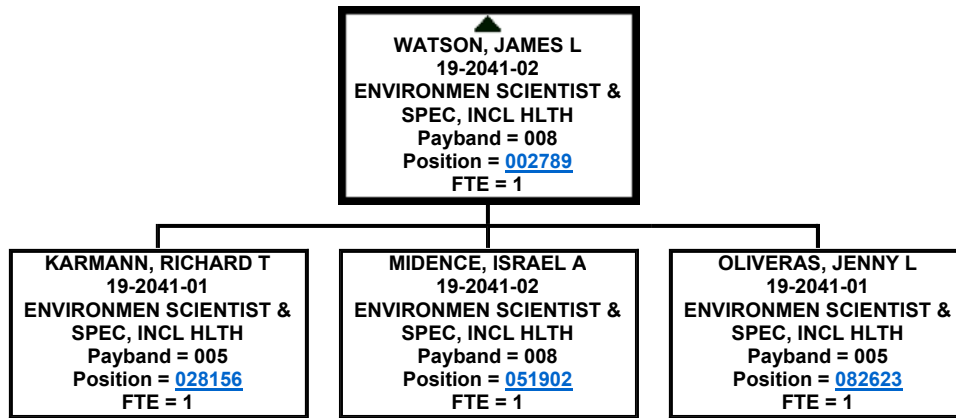


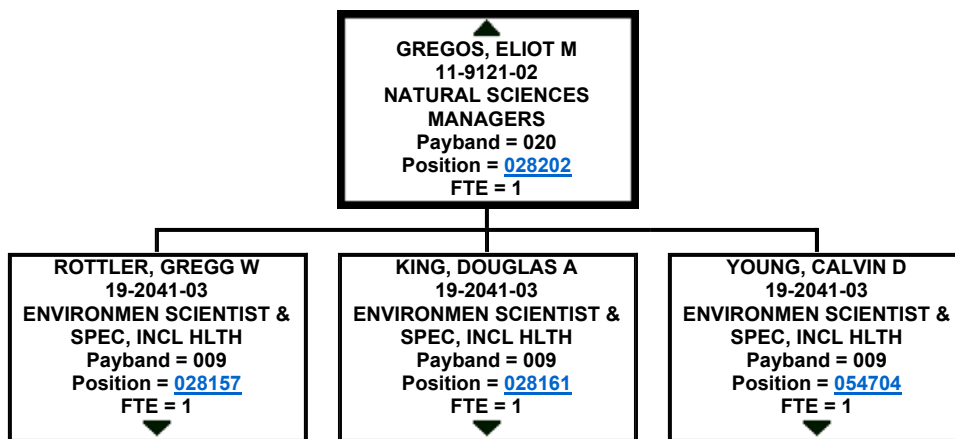




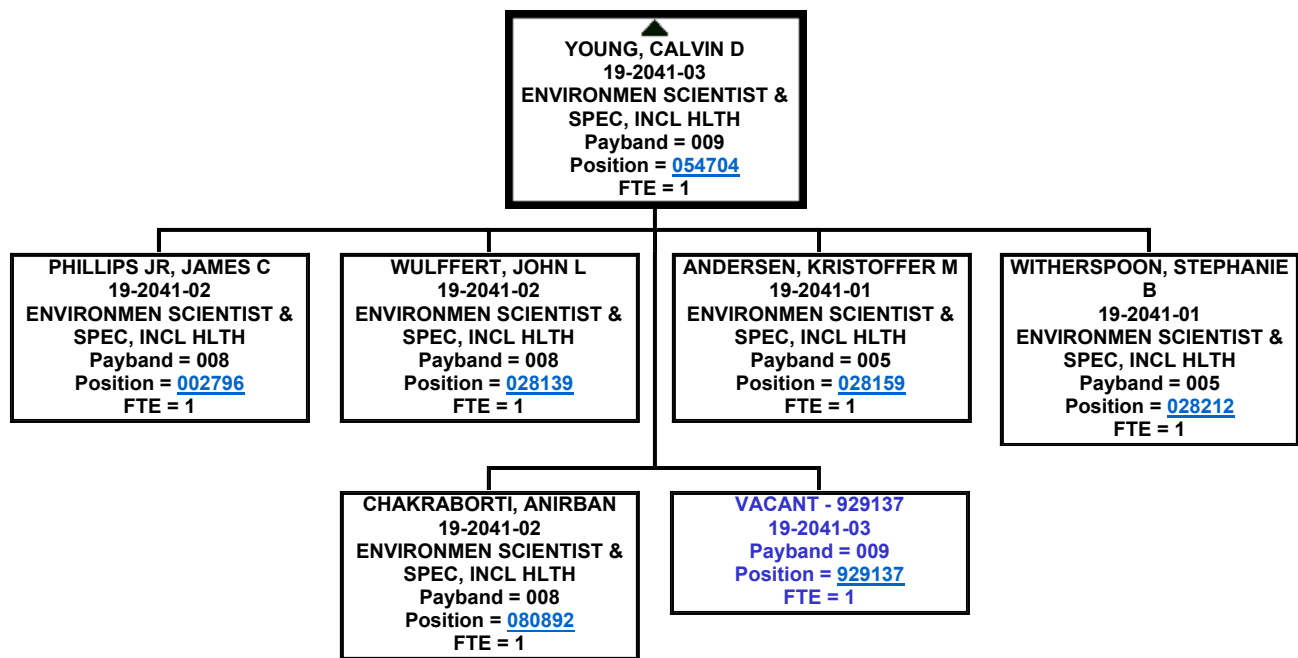


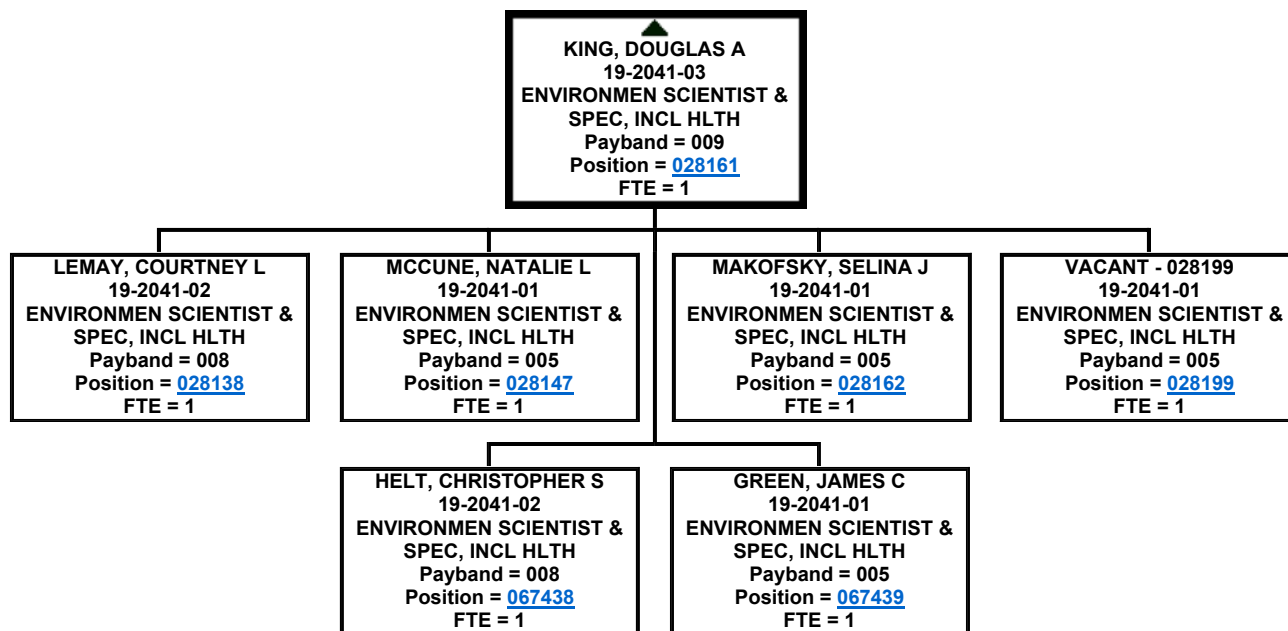


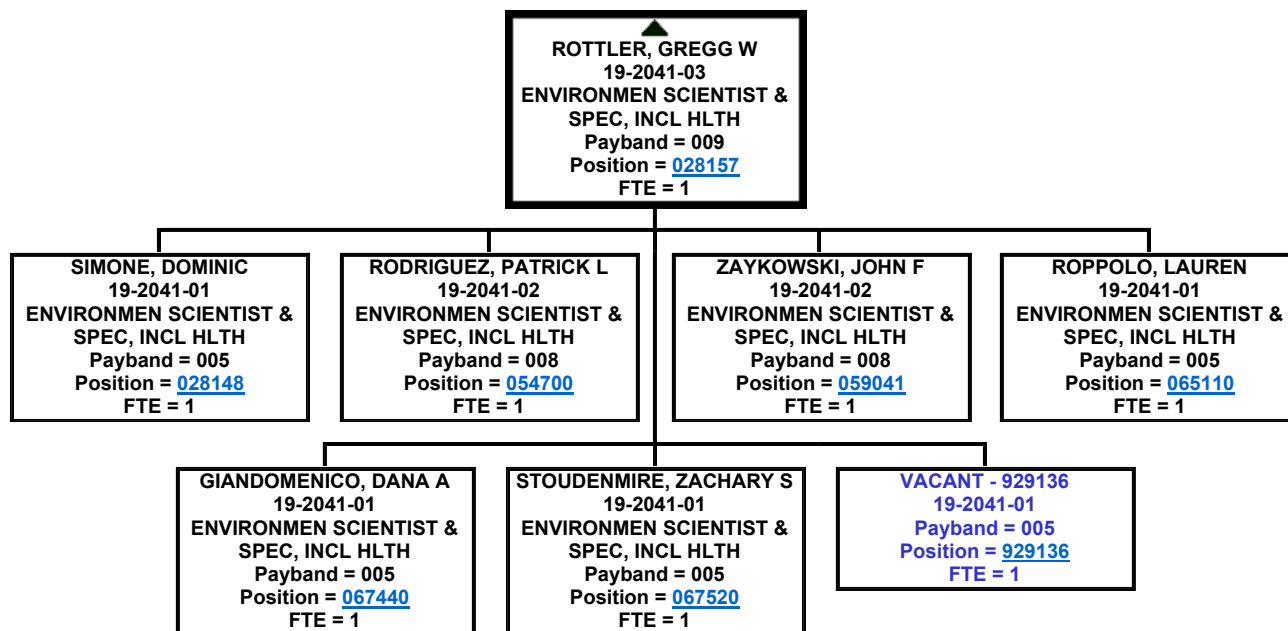


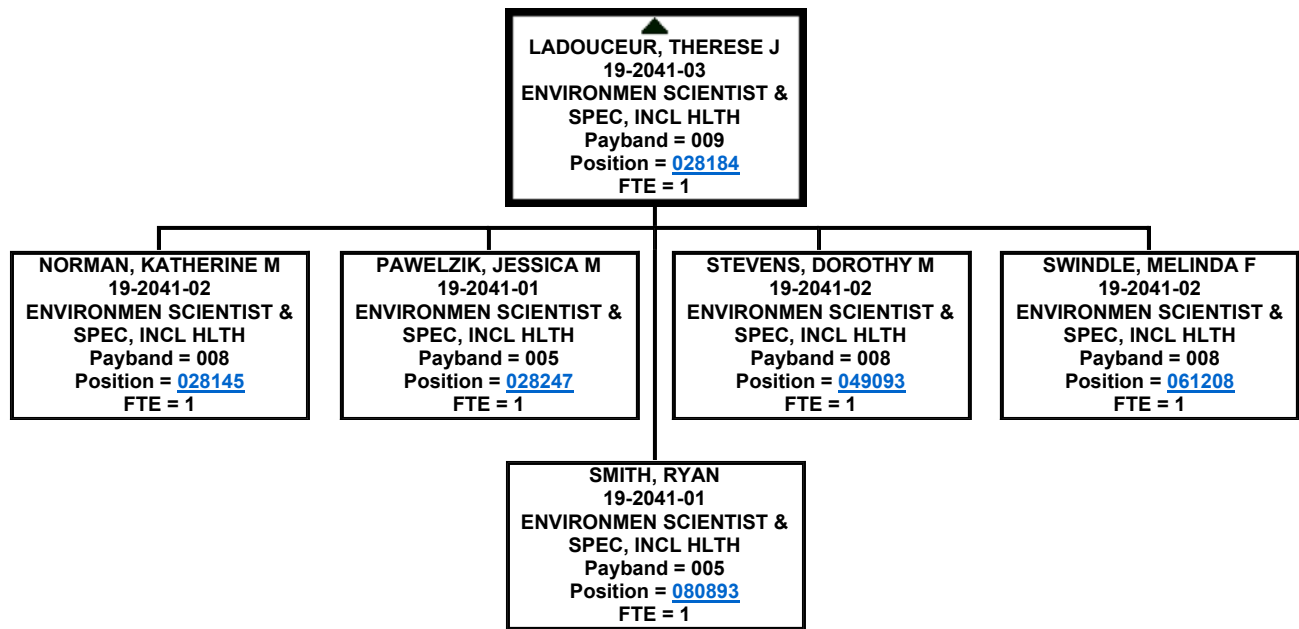


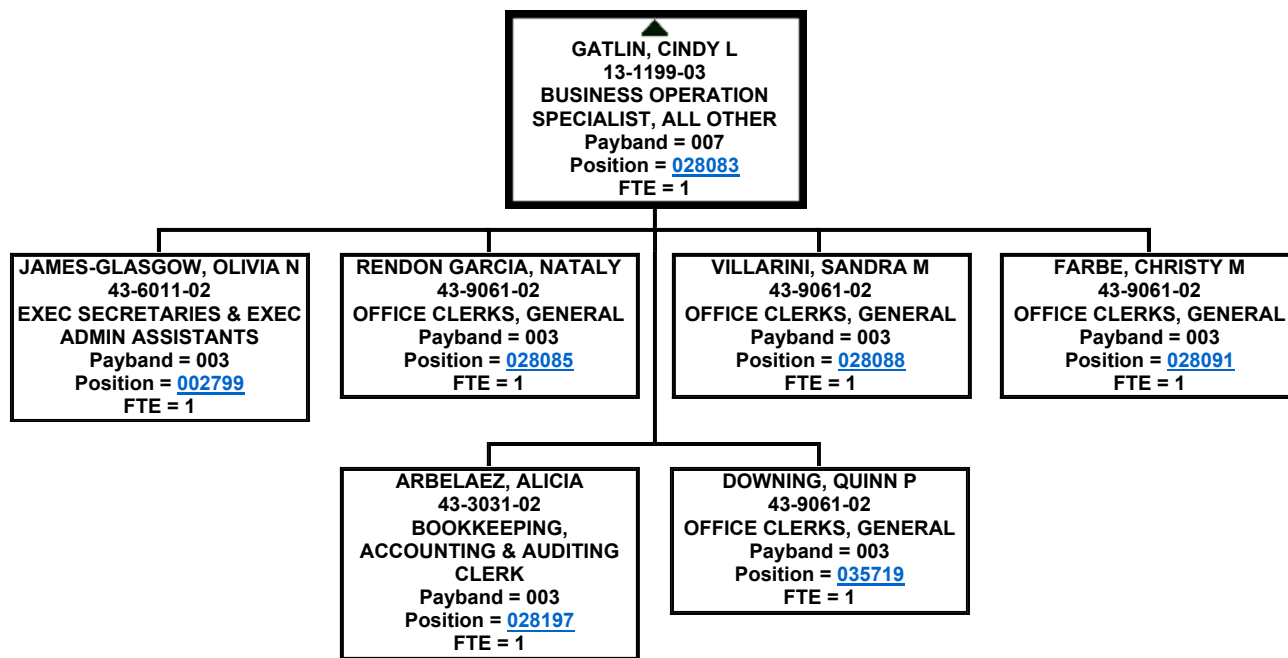


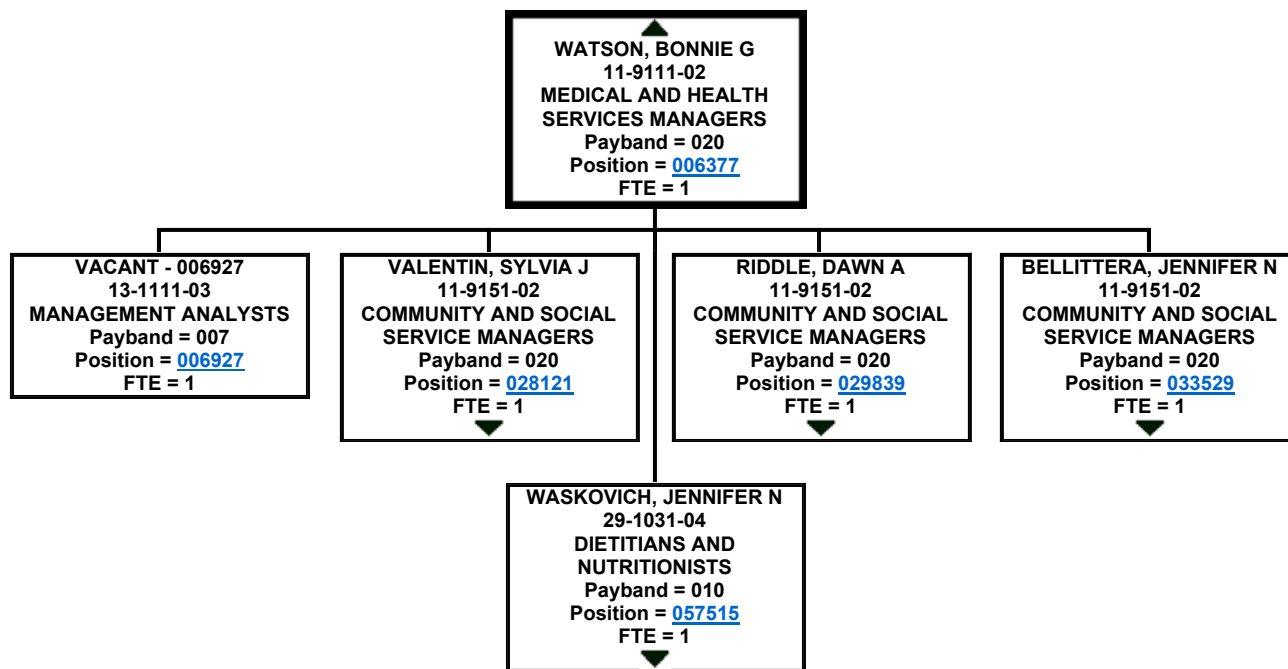


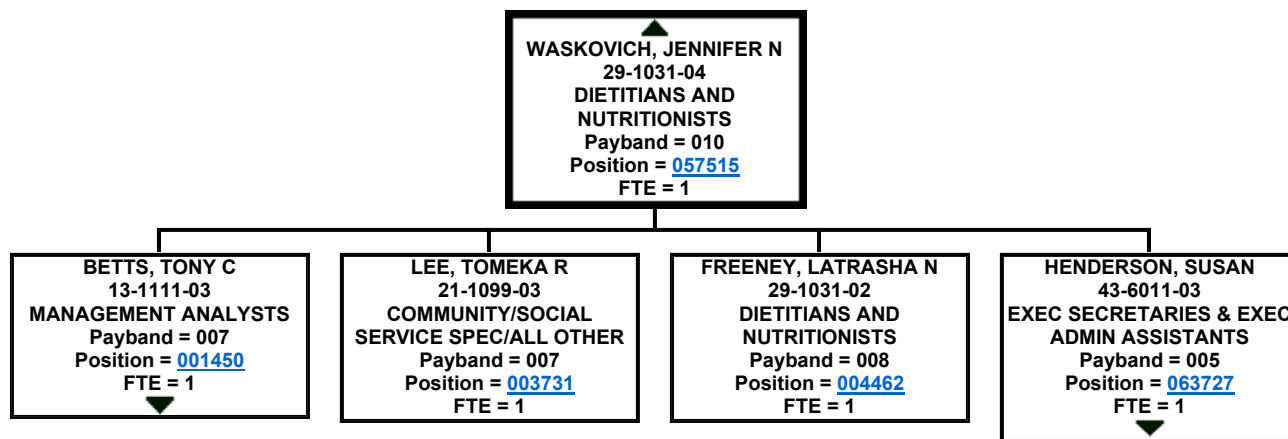


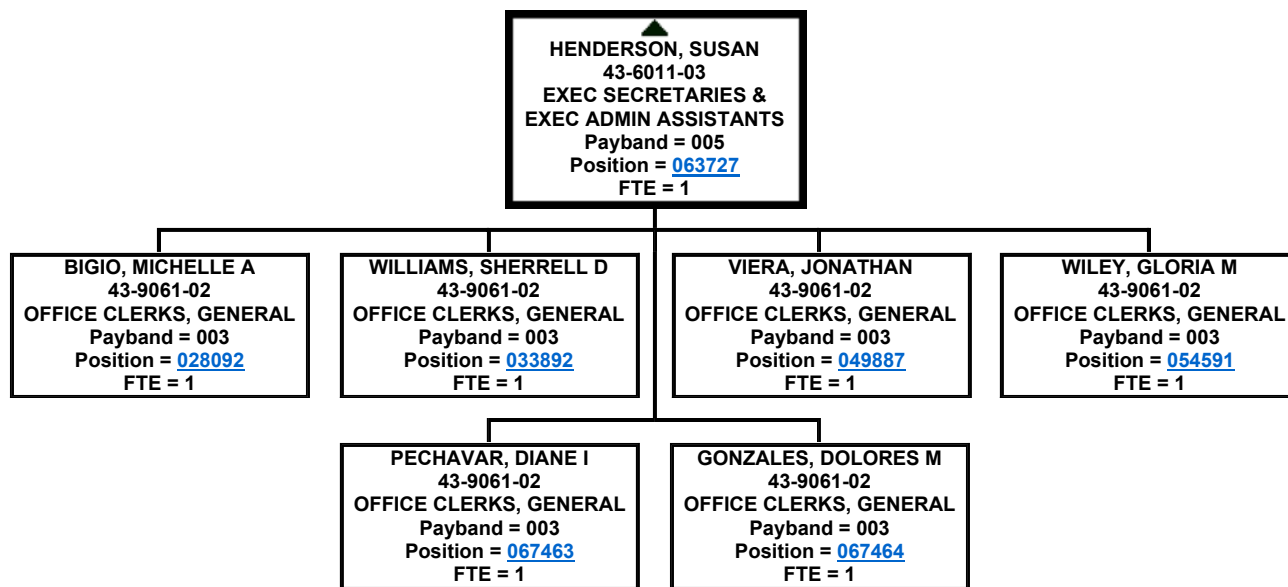




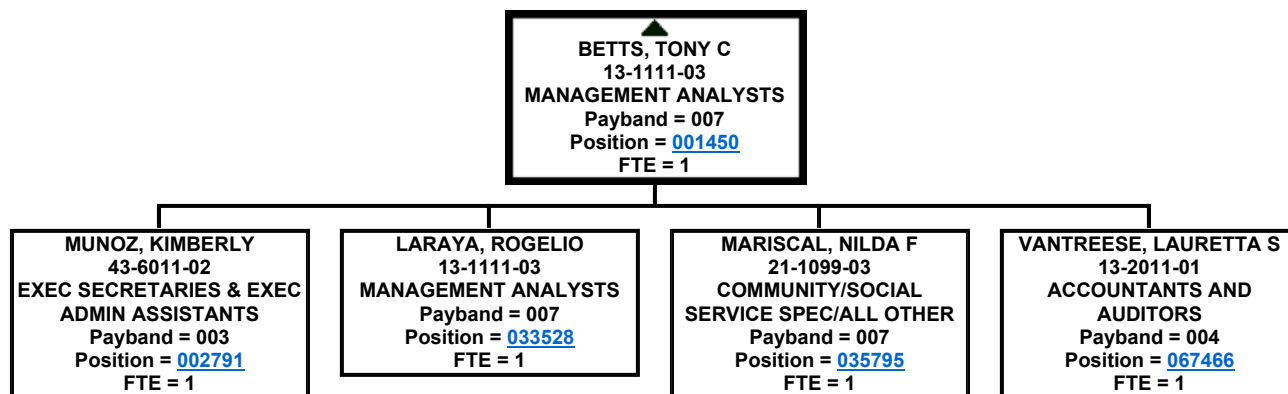


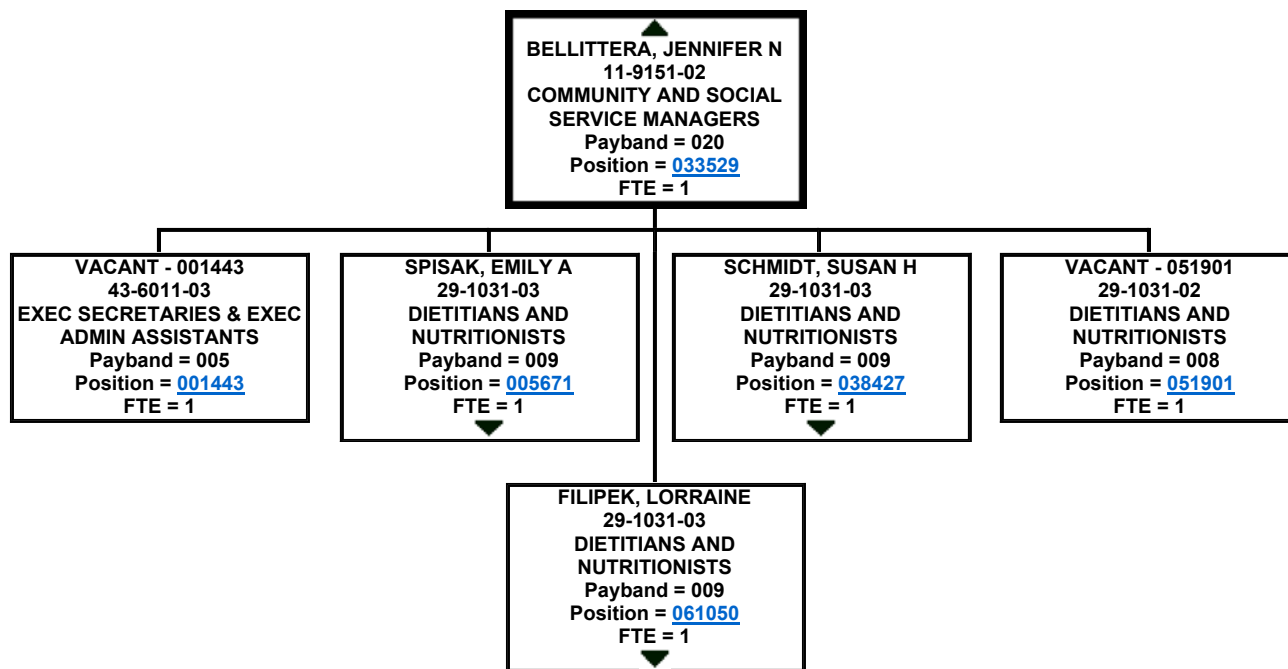


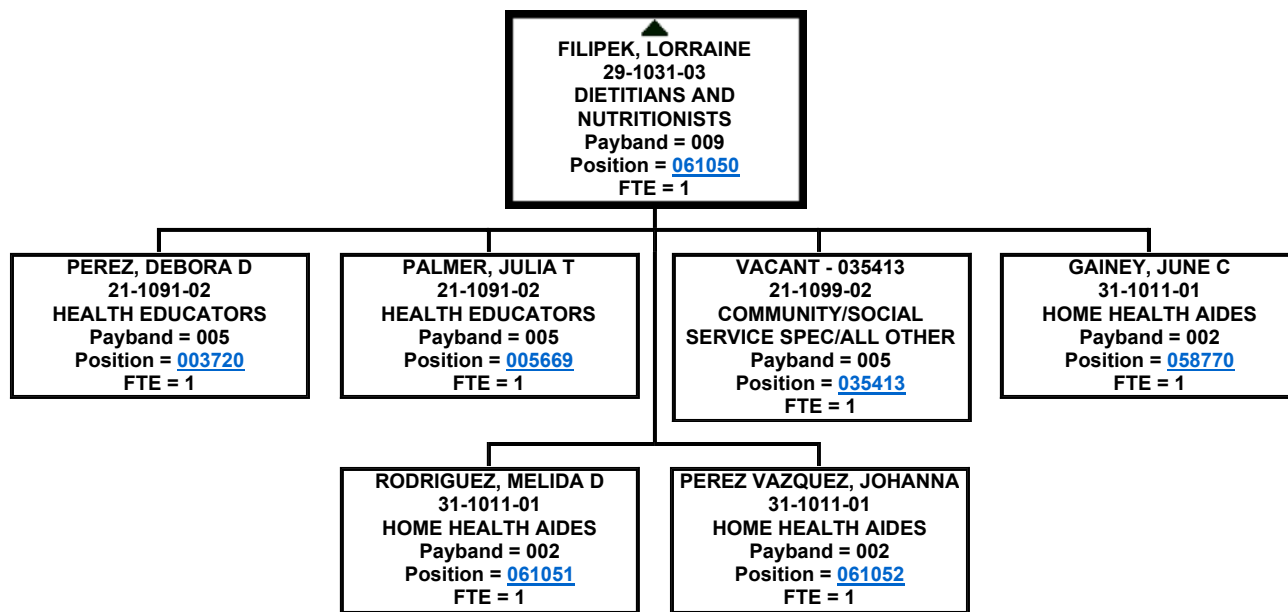


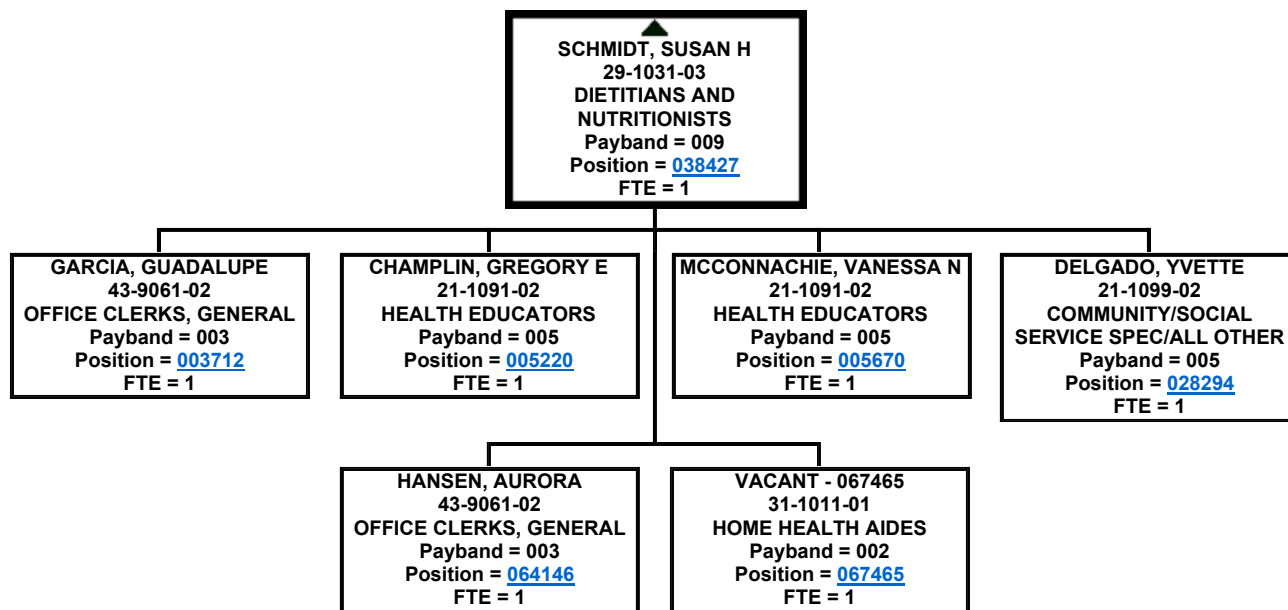


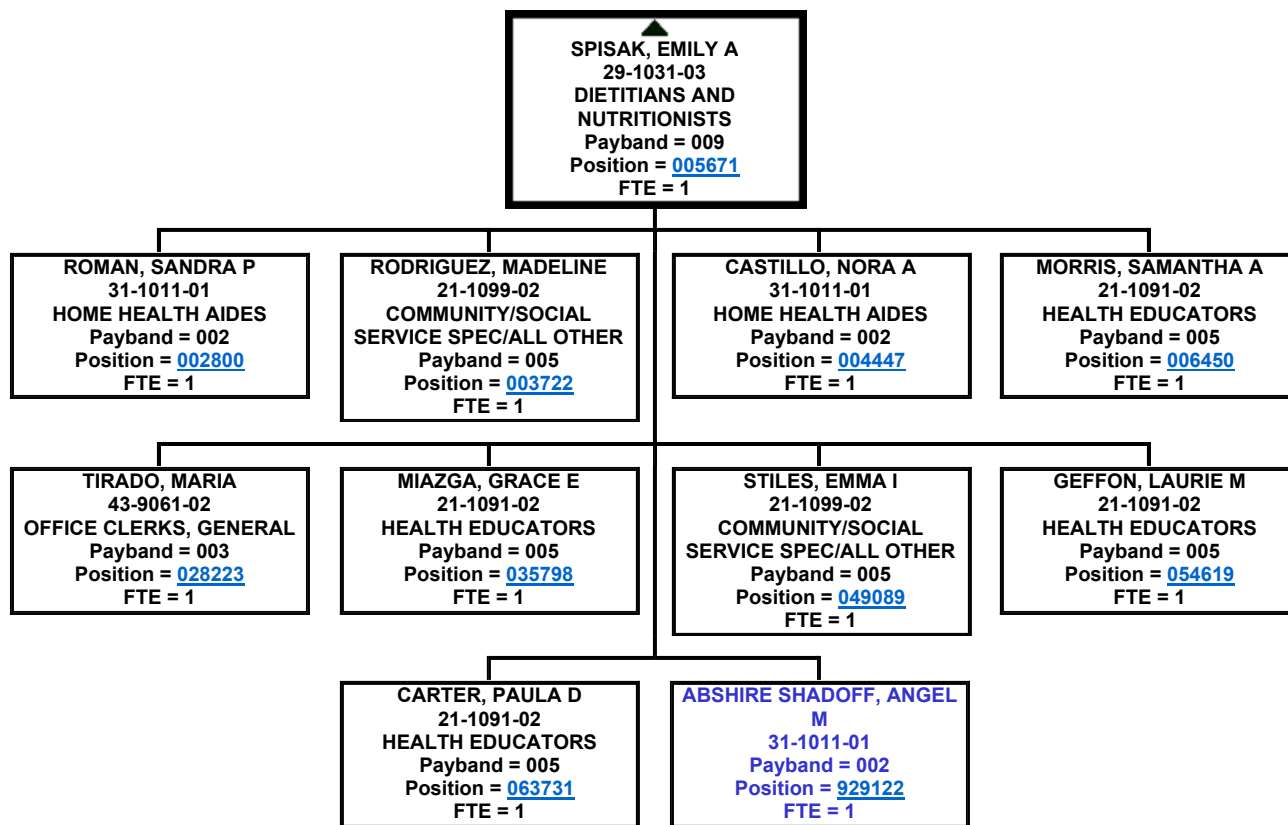


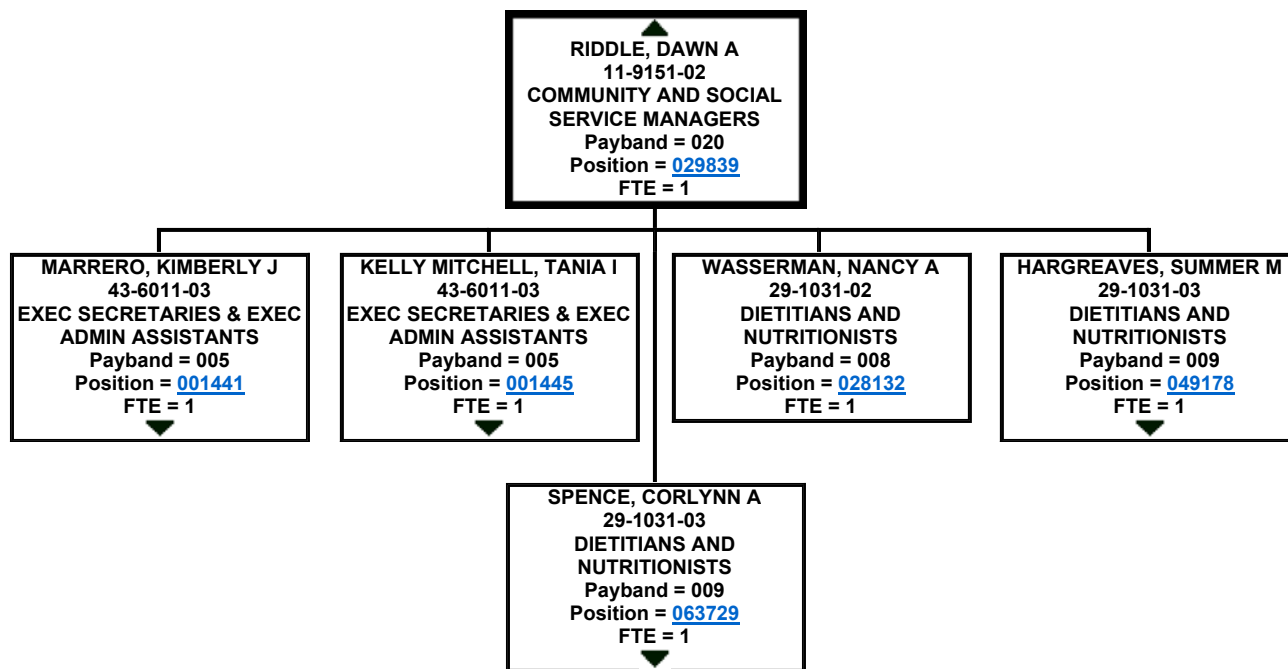


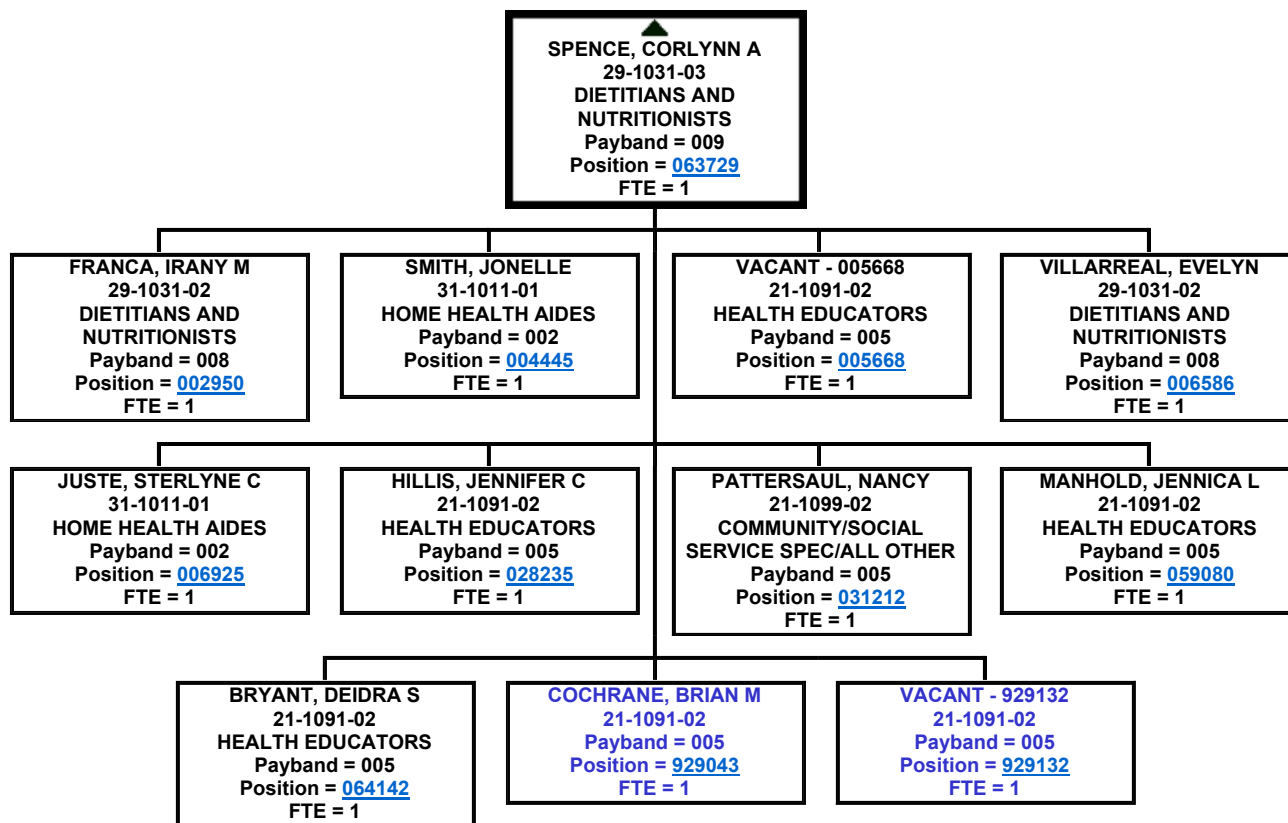


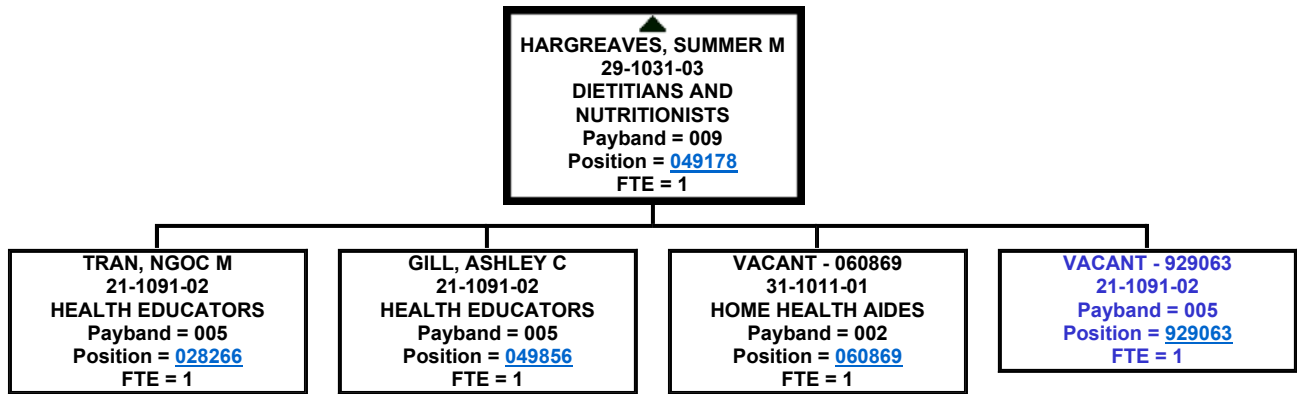




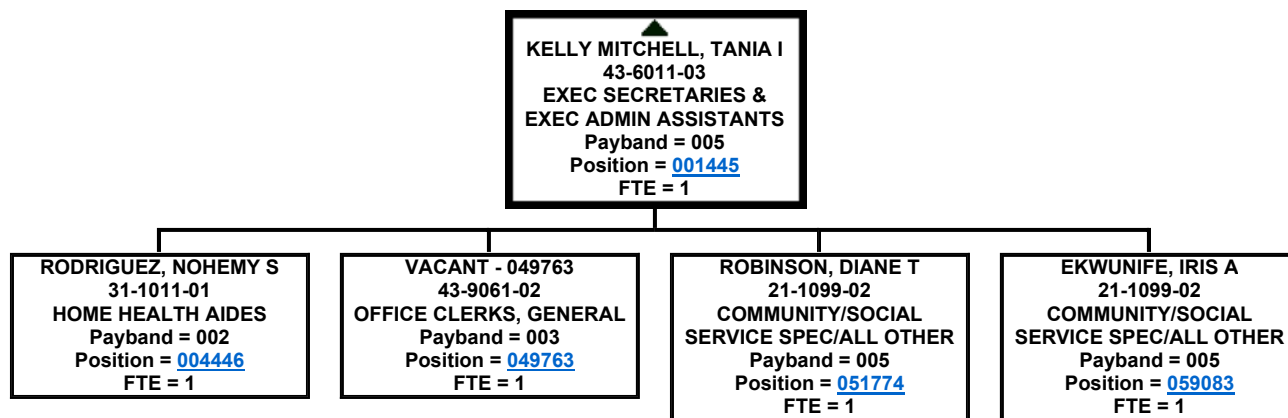


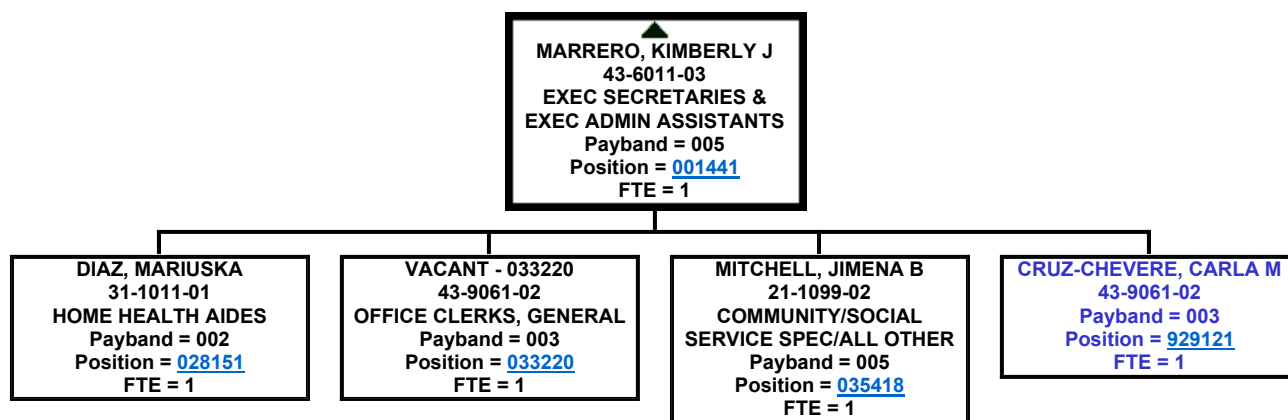


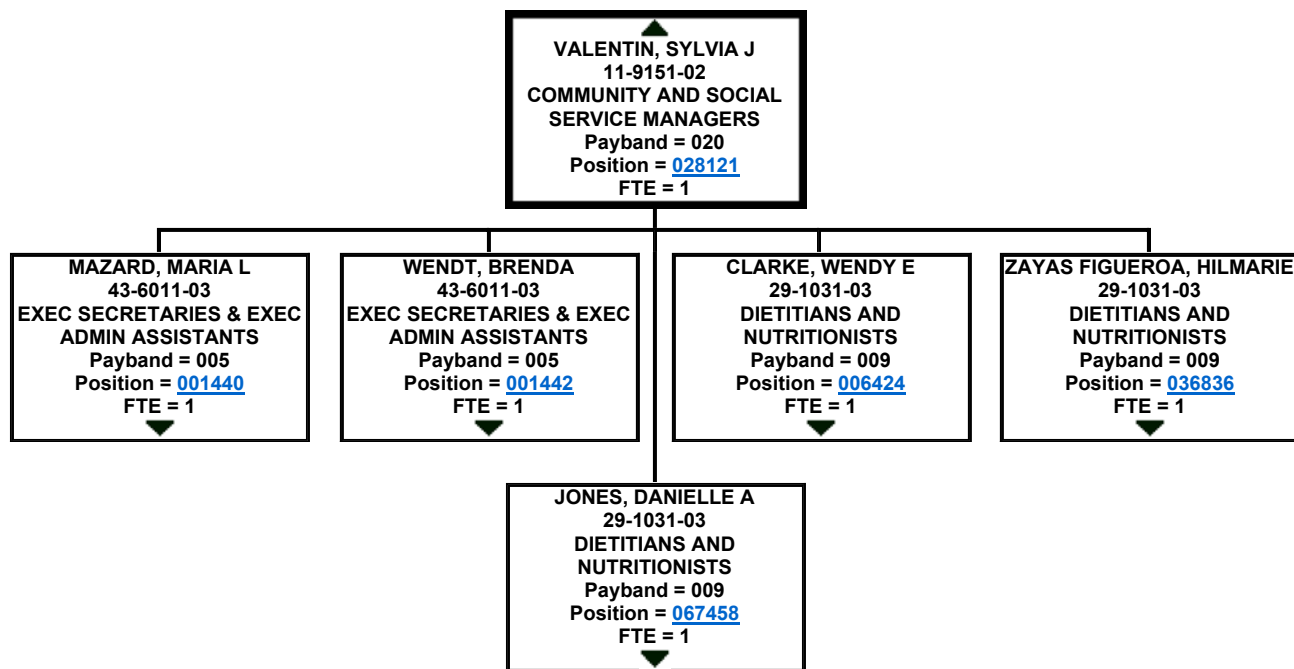


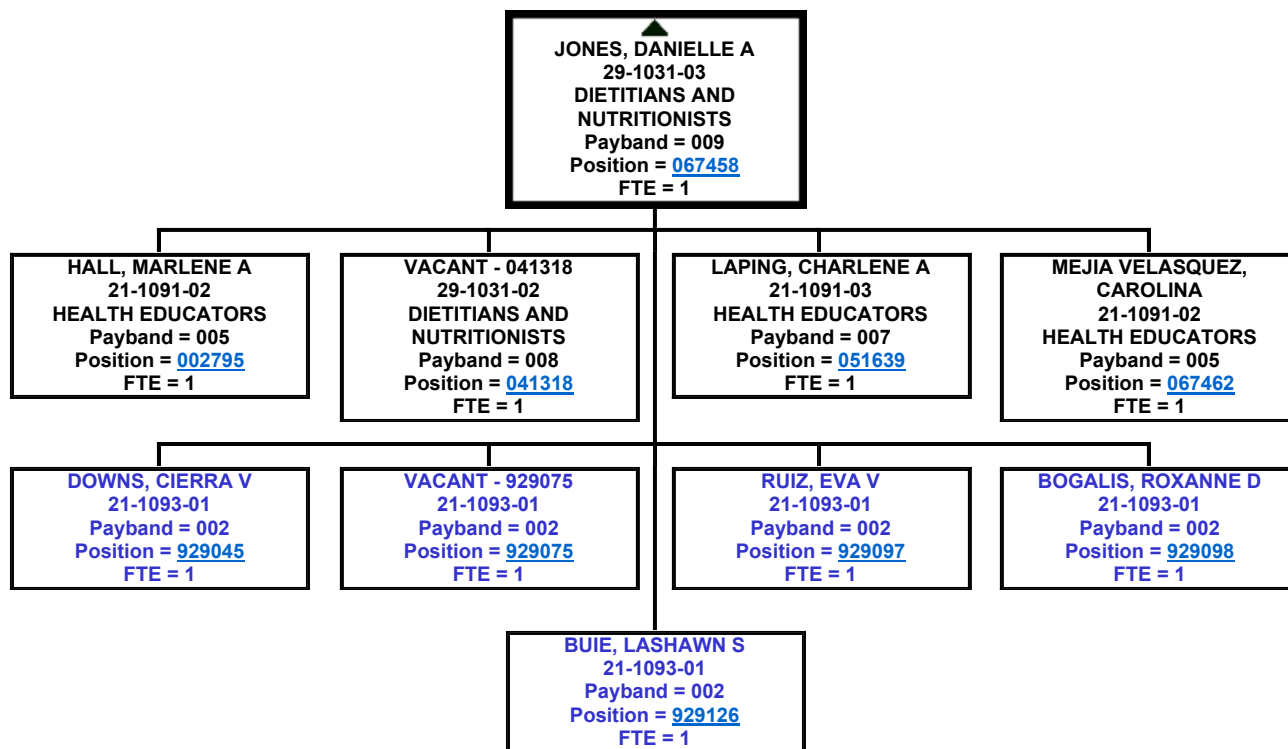


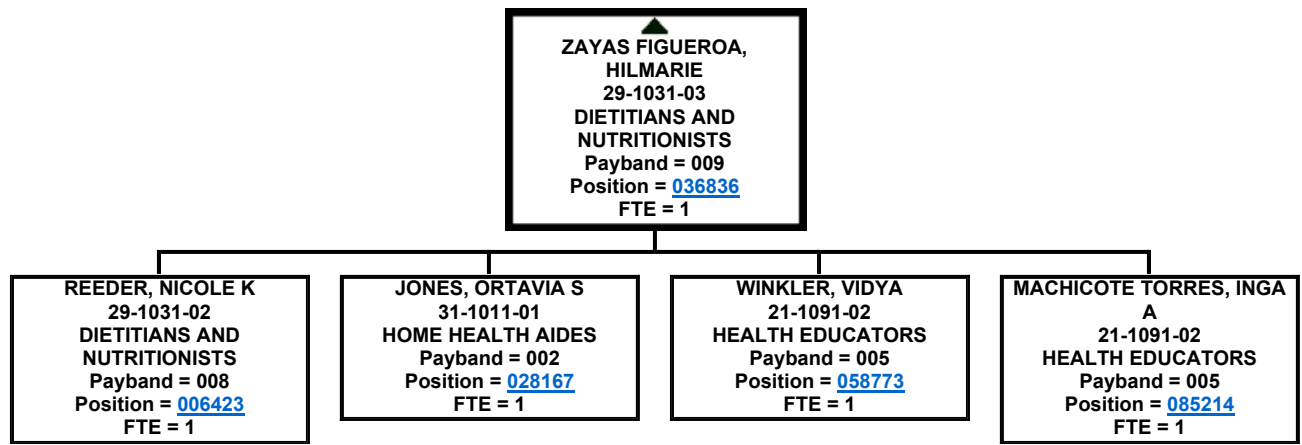


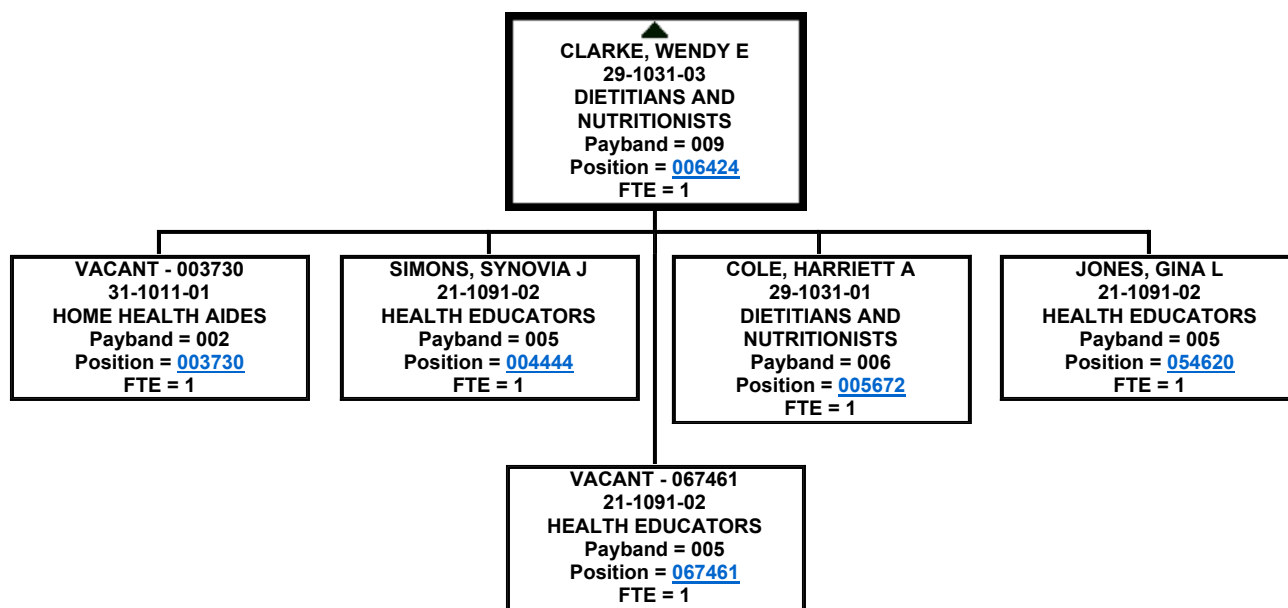


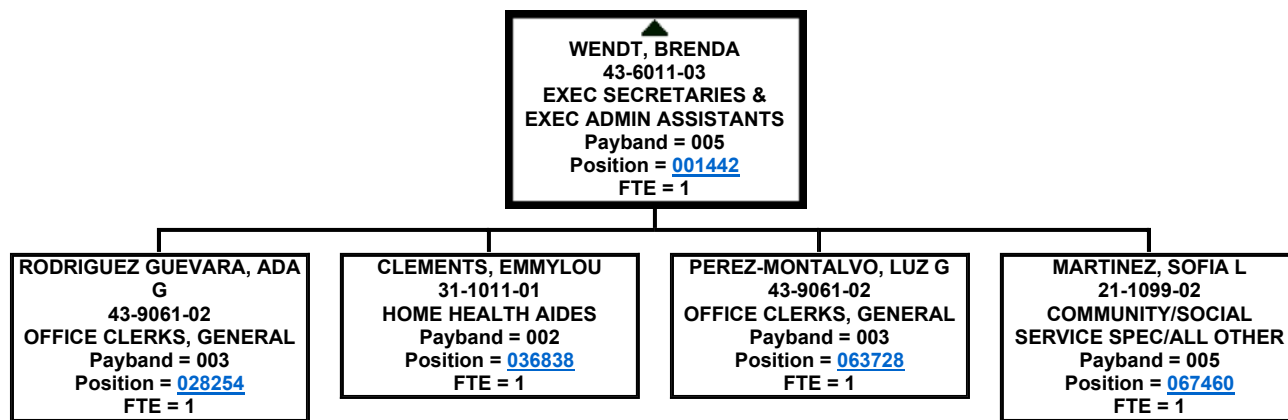


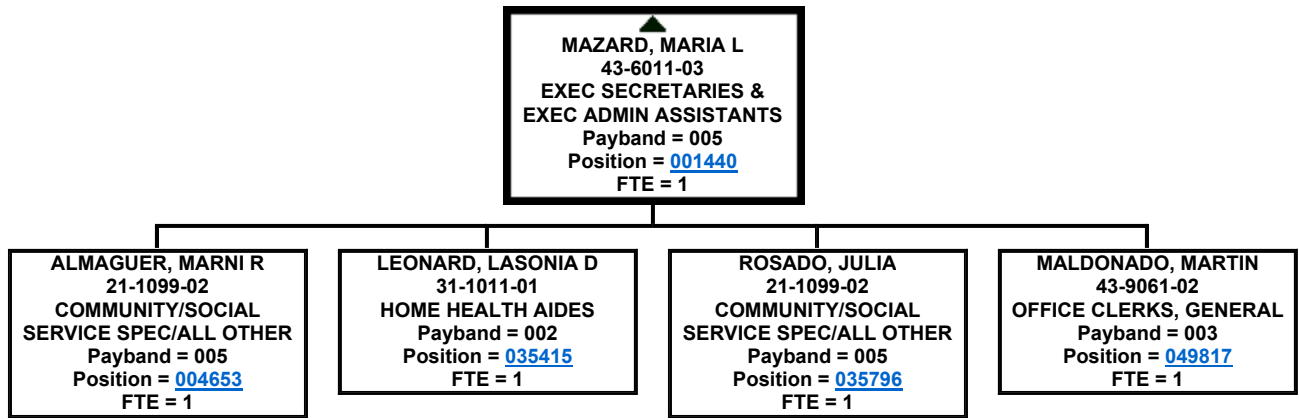




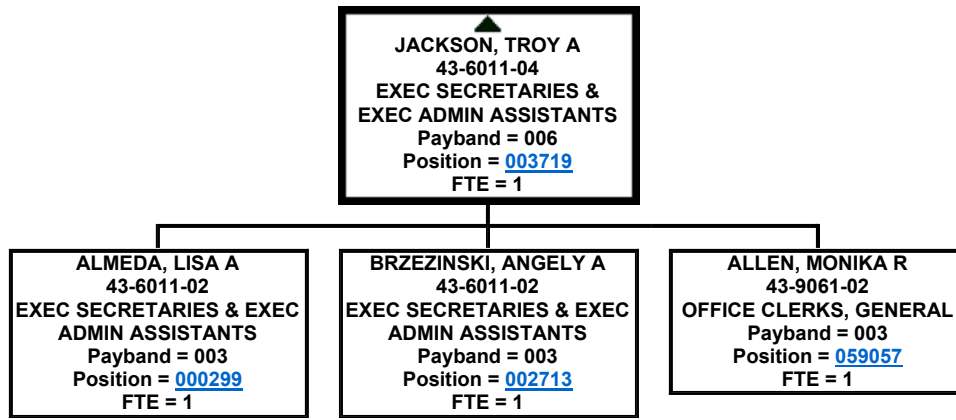


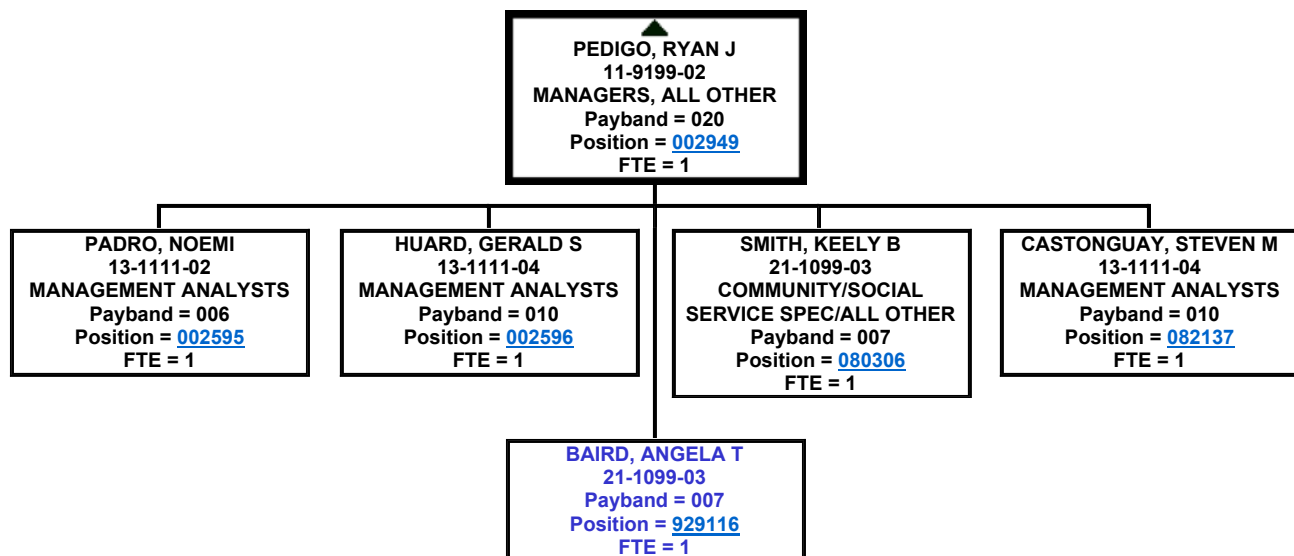








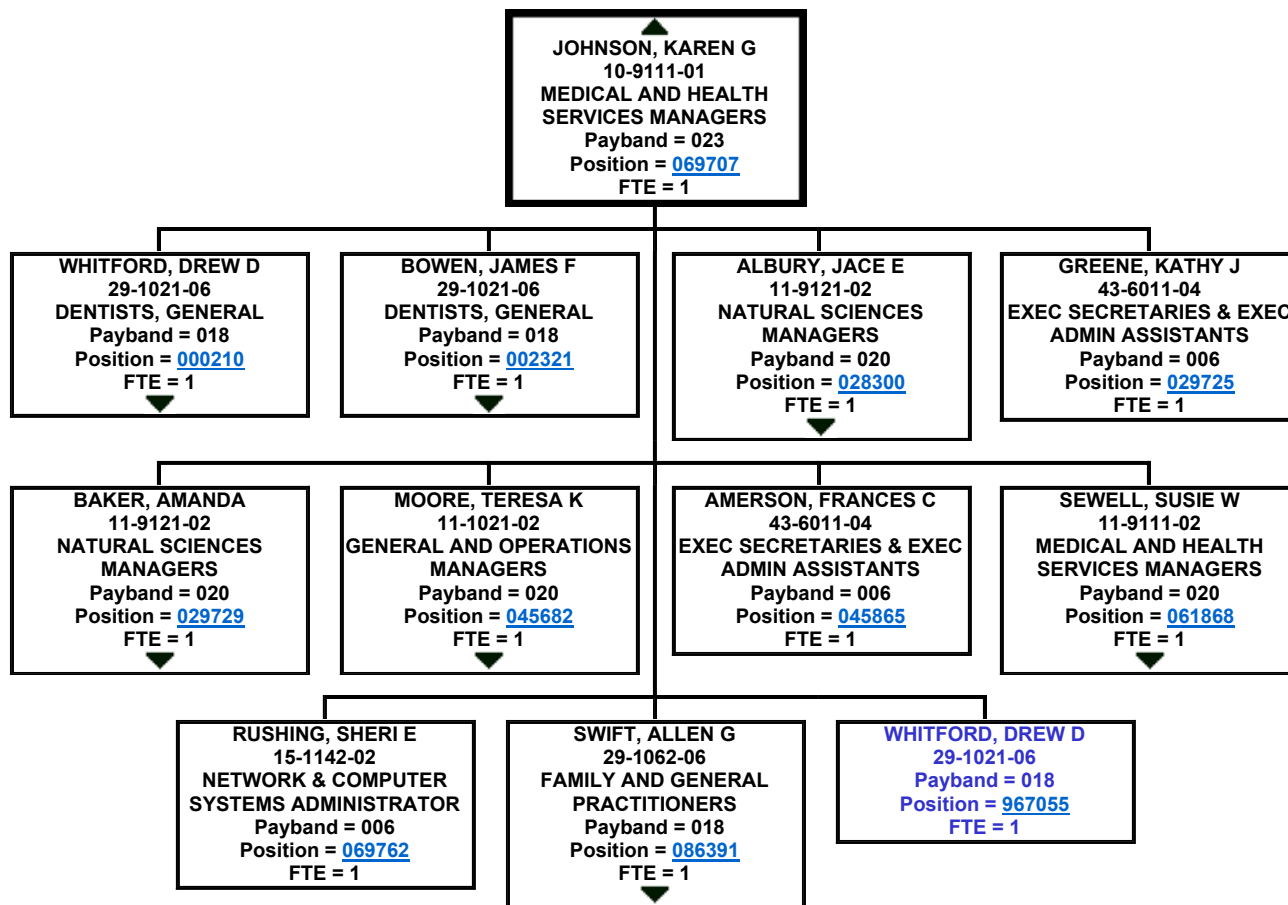


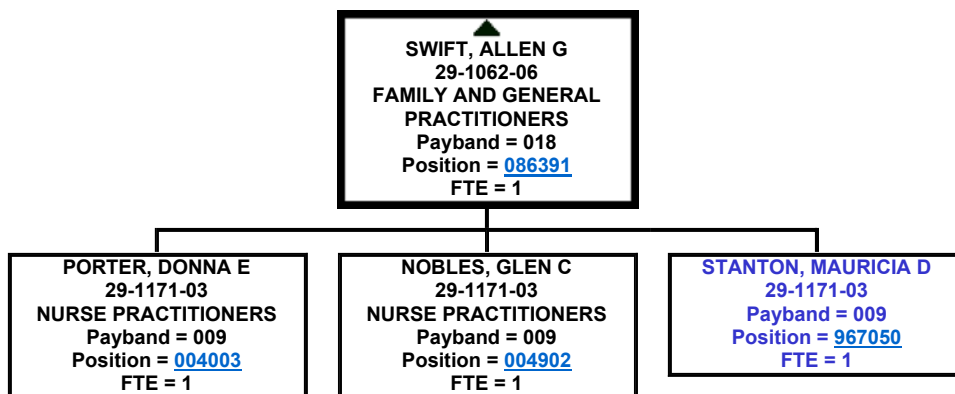


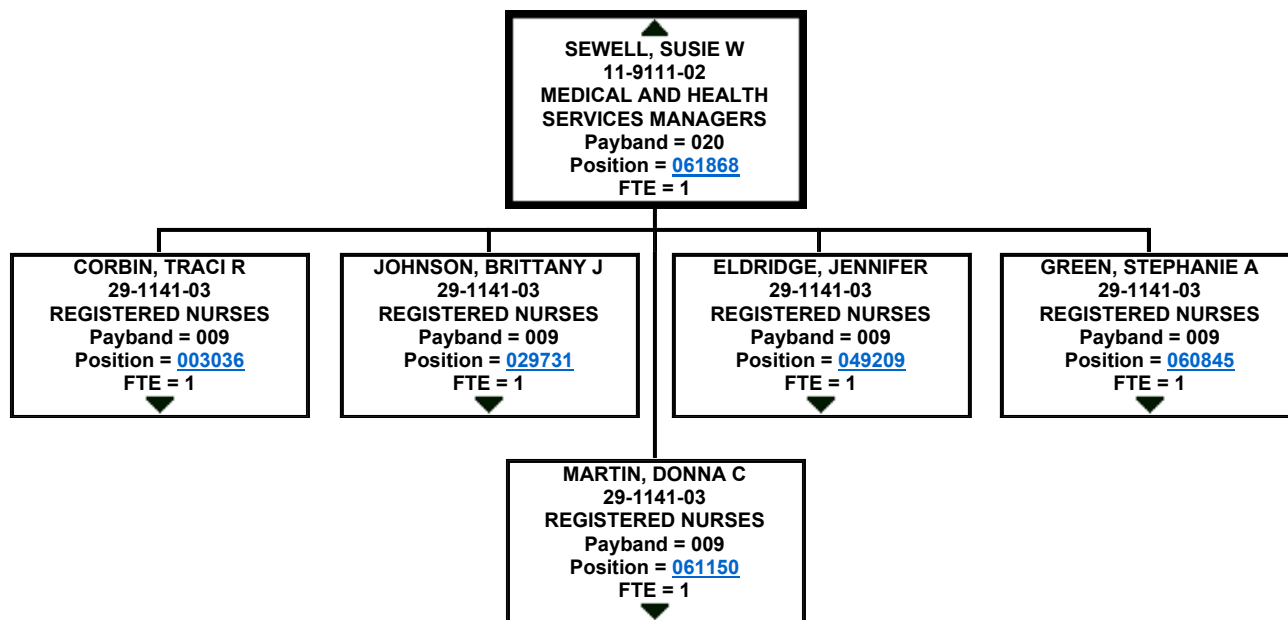
# CHD 30 - Holmes County Health Department

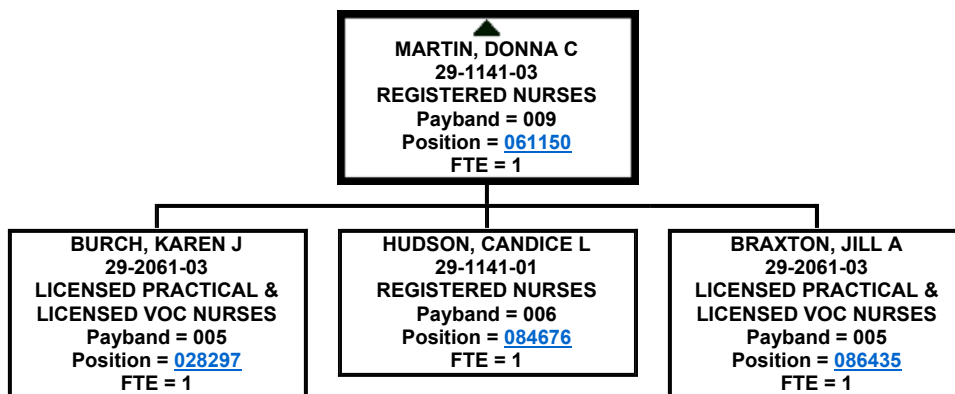
Created: 10/5/2016 10:19:00 AM

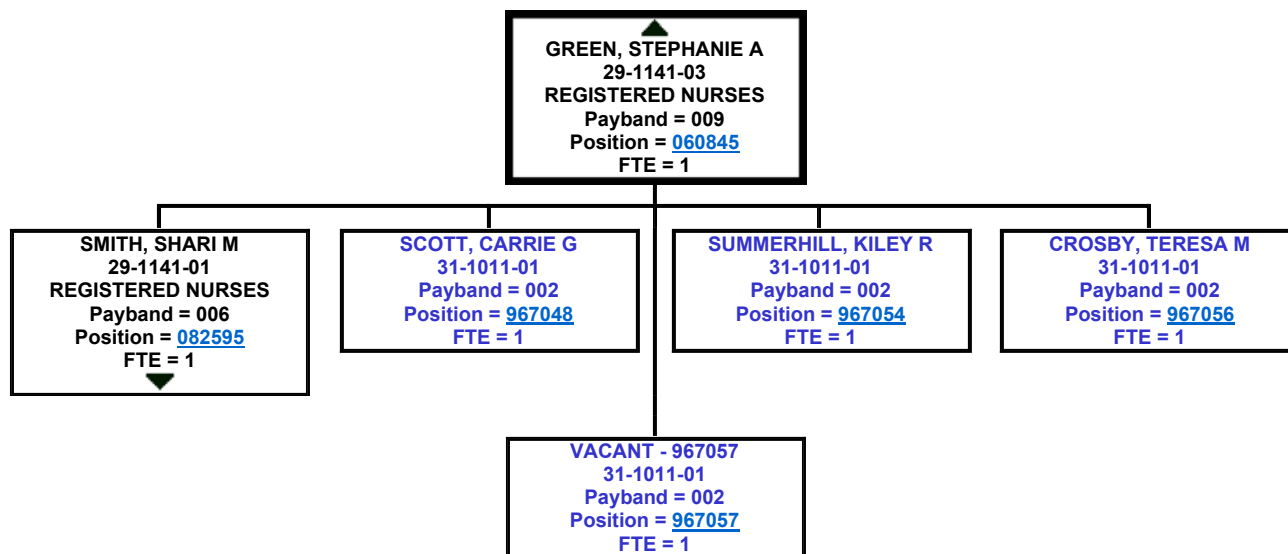
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

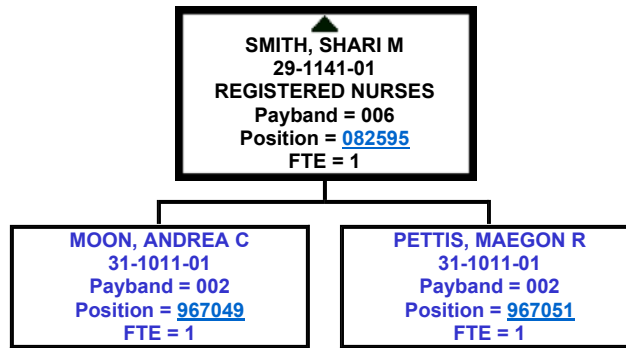




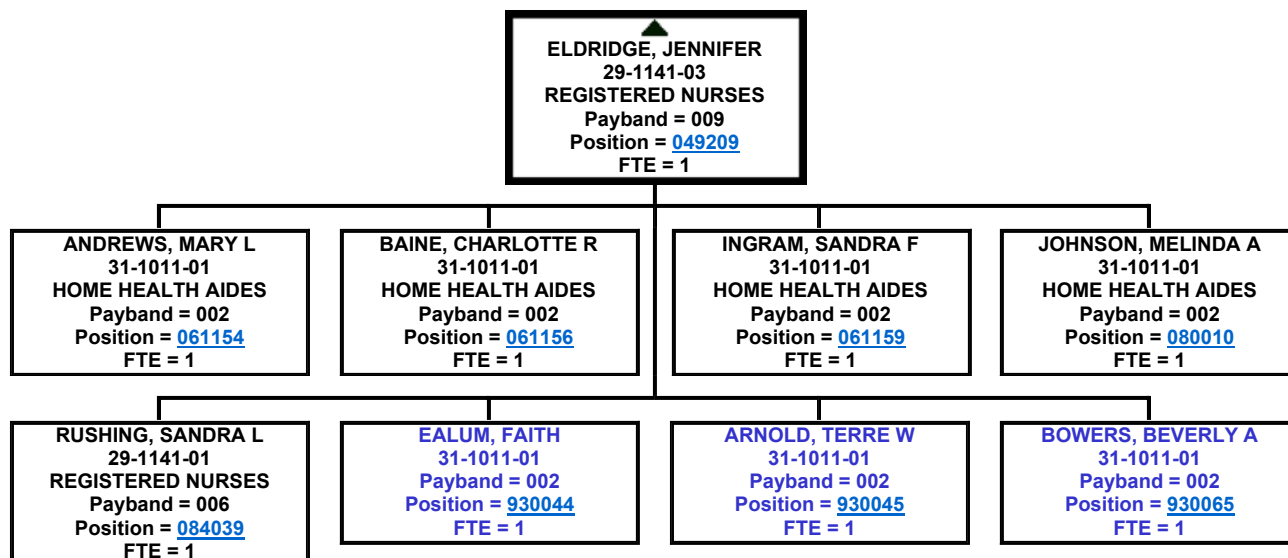


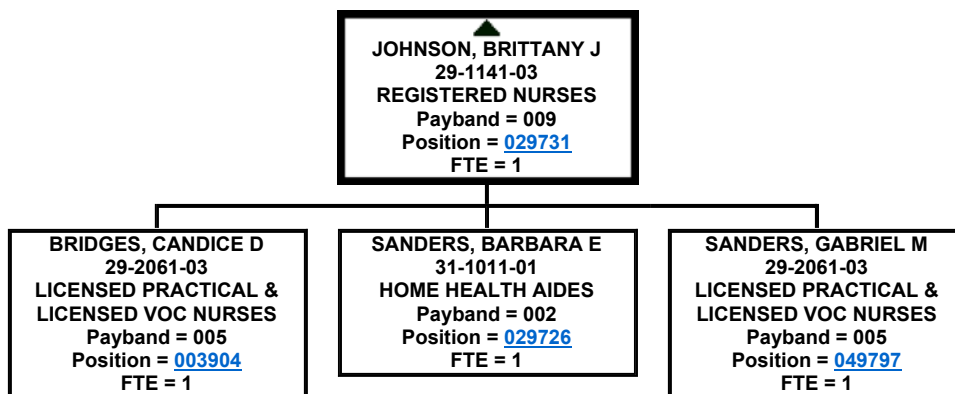


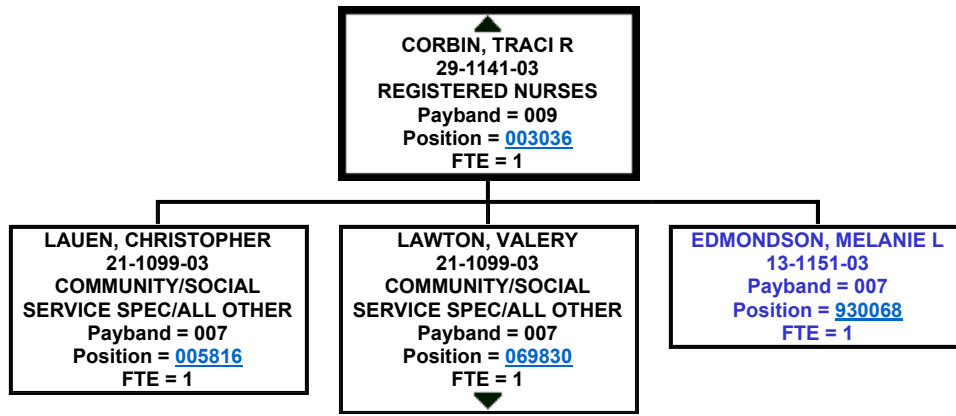


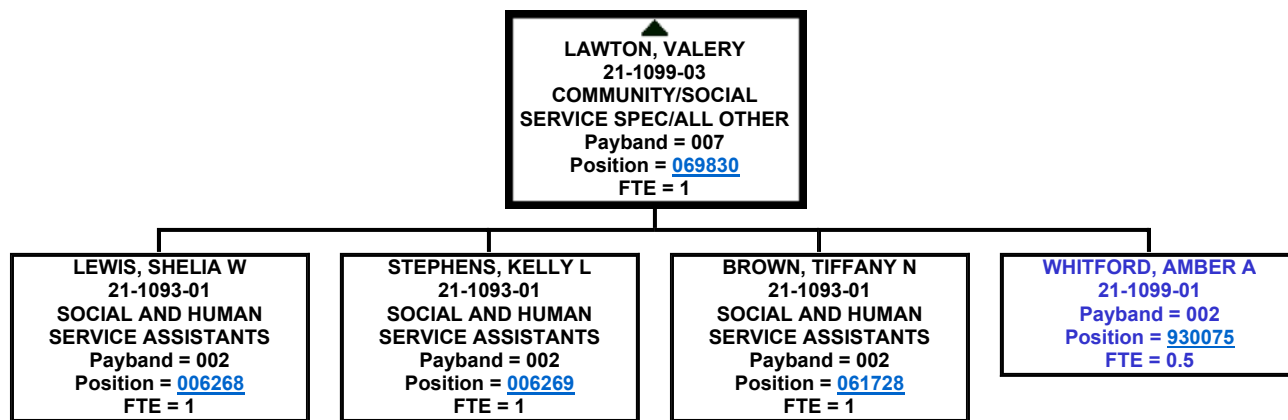


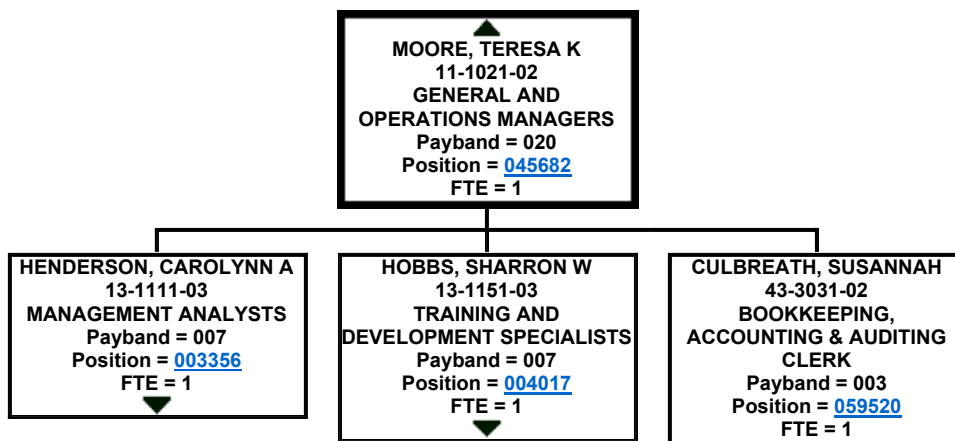


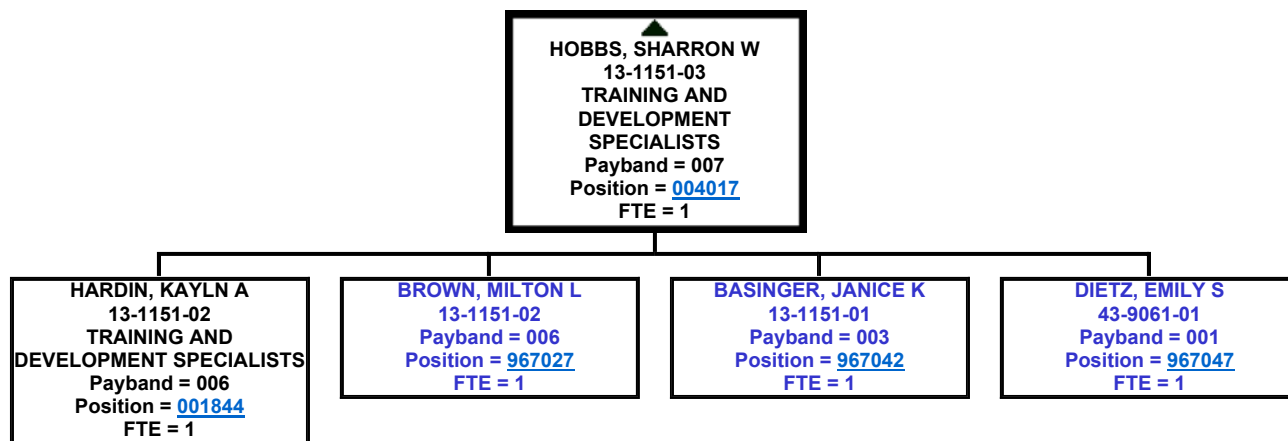


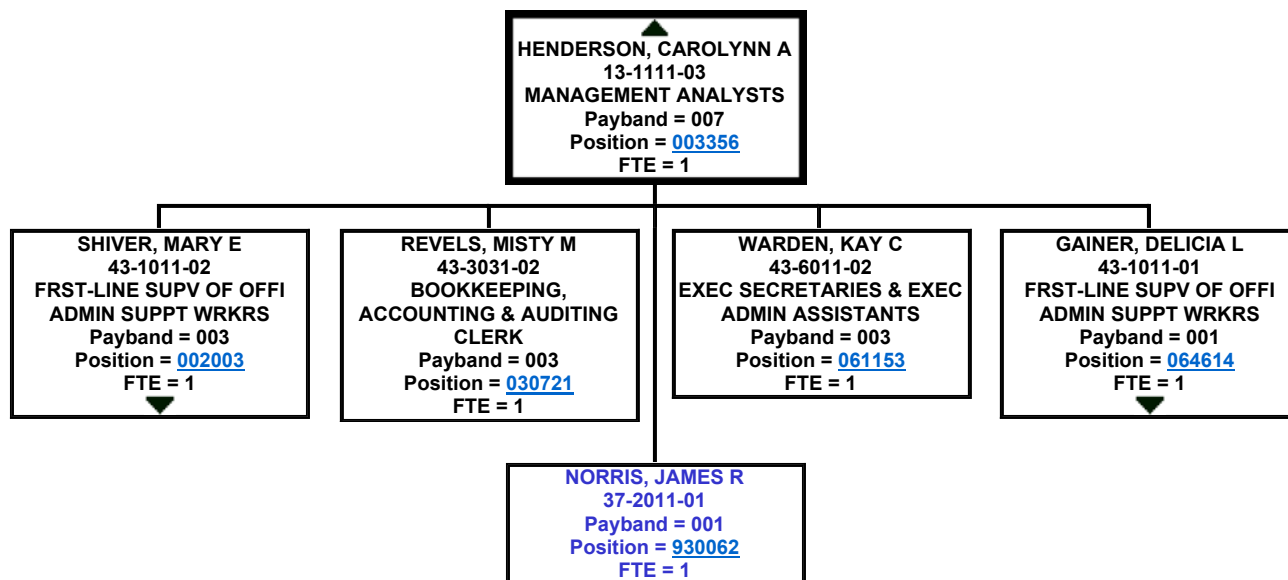


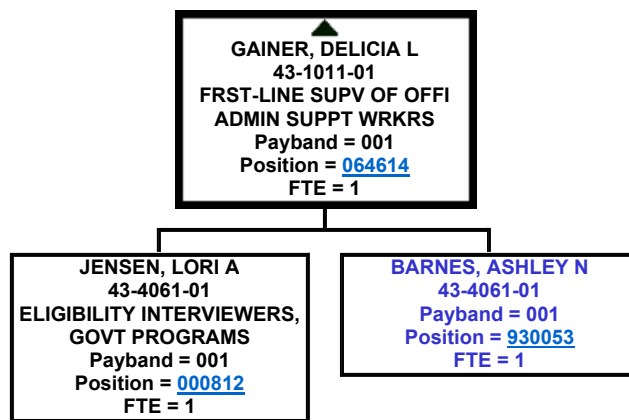




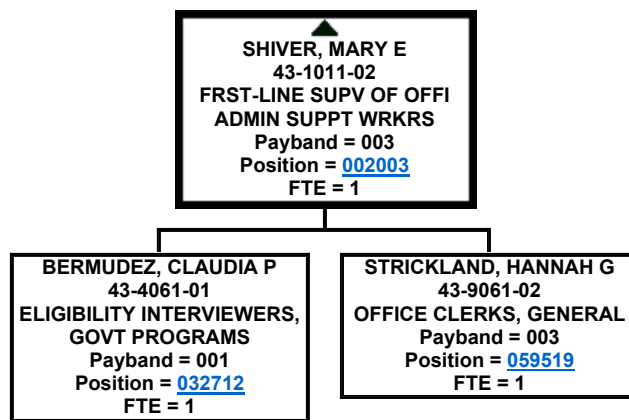


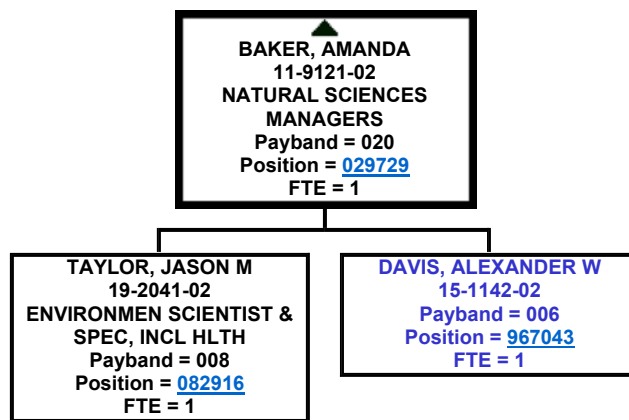


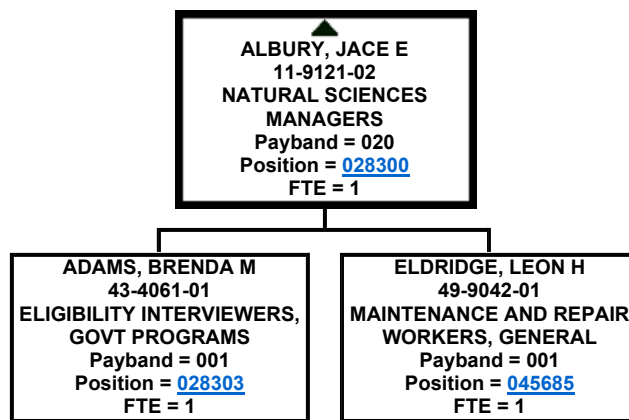


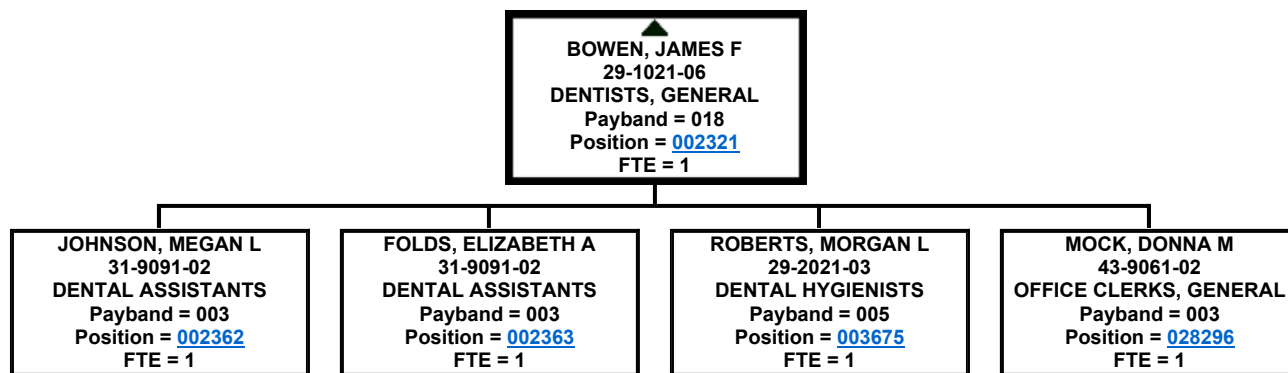


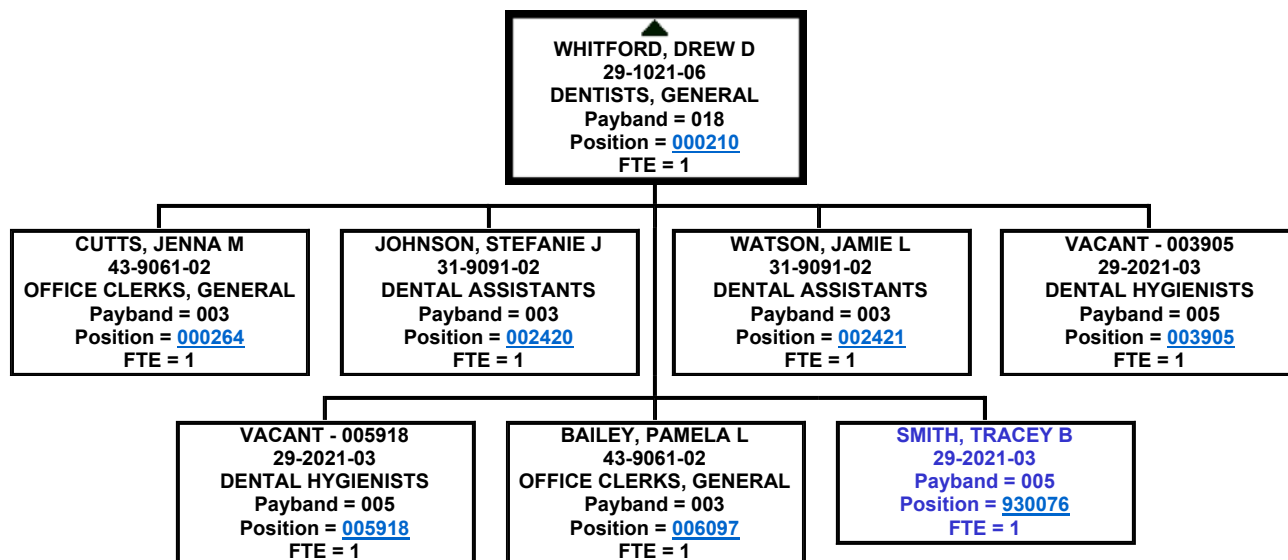








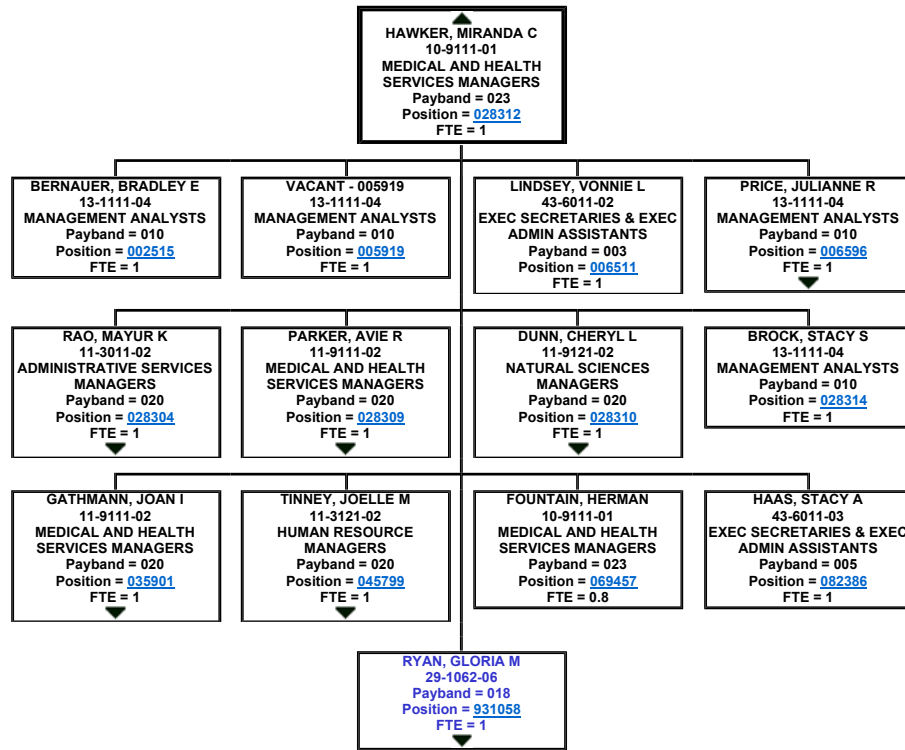


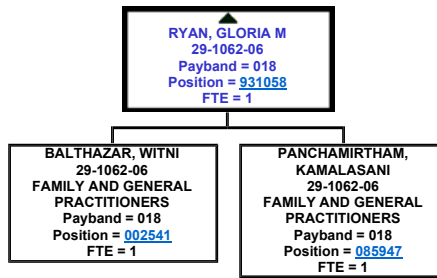


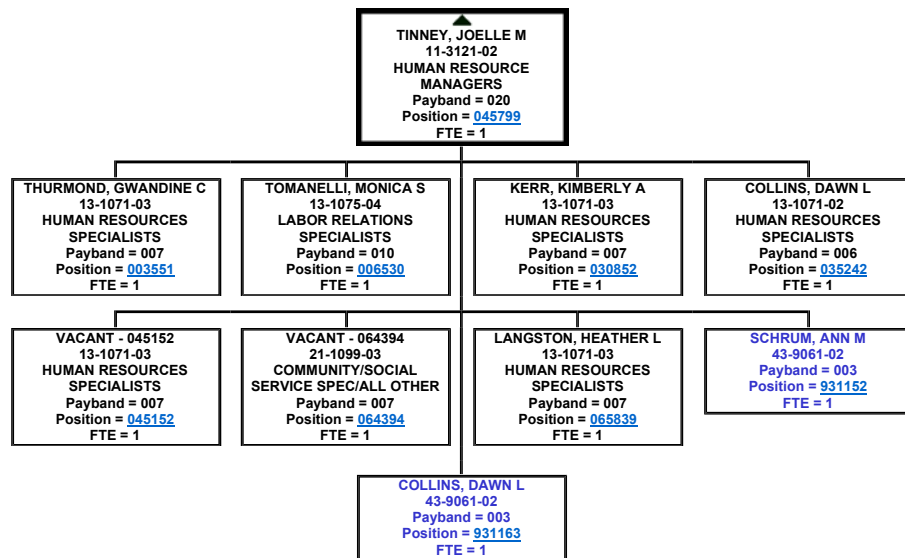
# CHD 31 - Indian River County Health Department

Created: 10/5/2016 10:19:00 AM

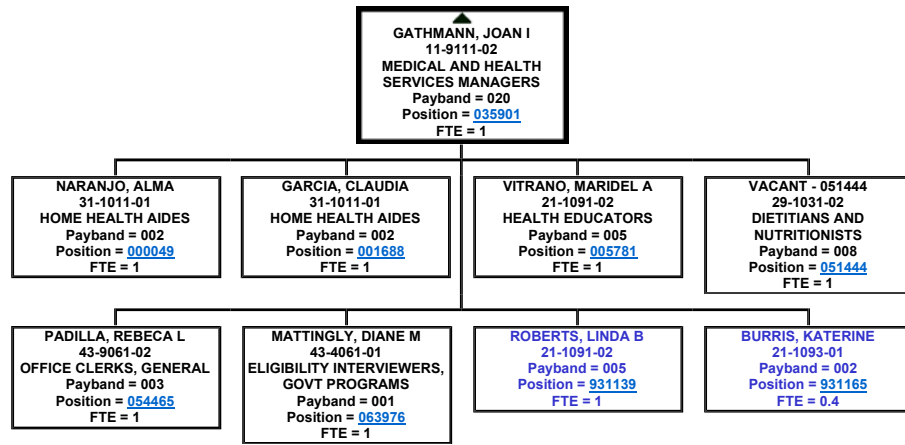
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

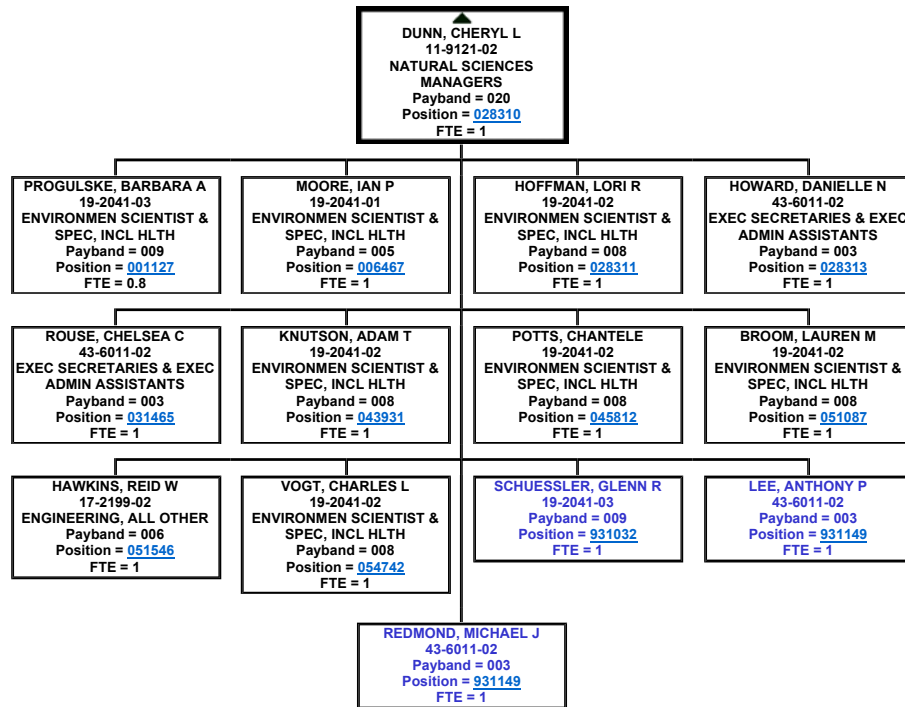


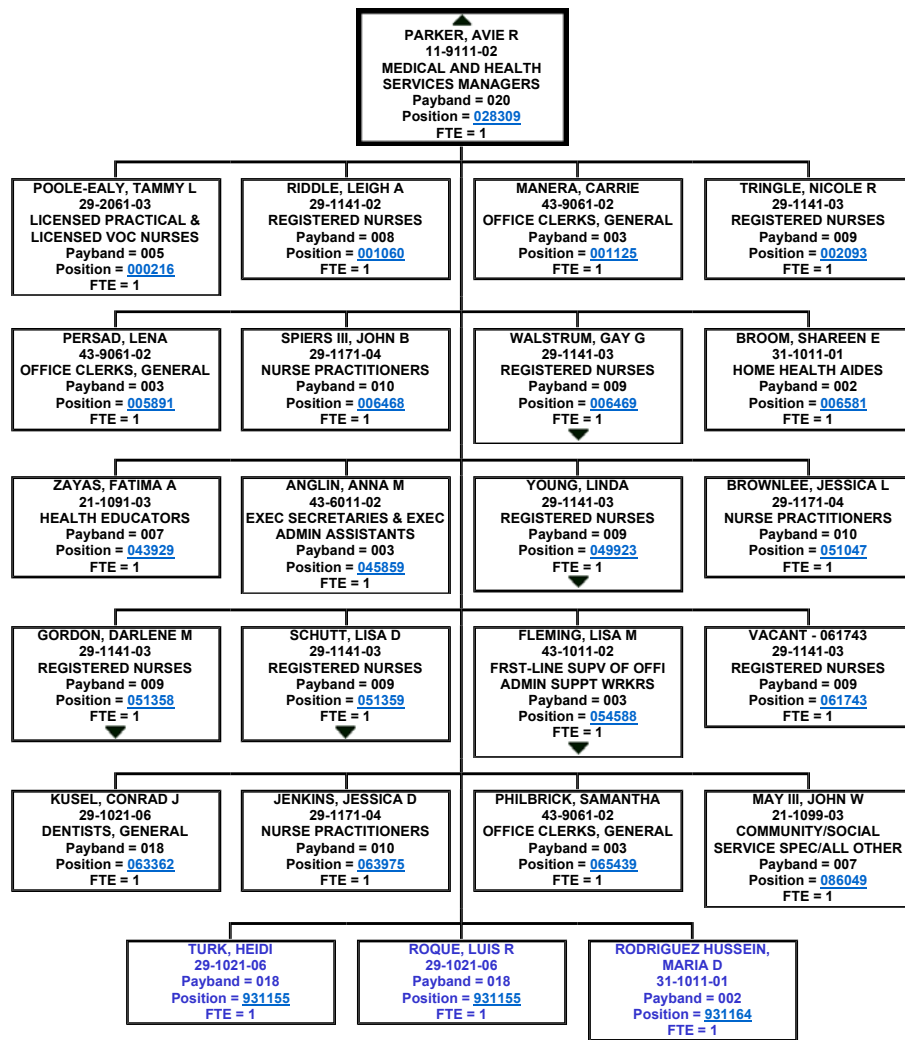


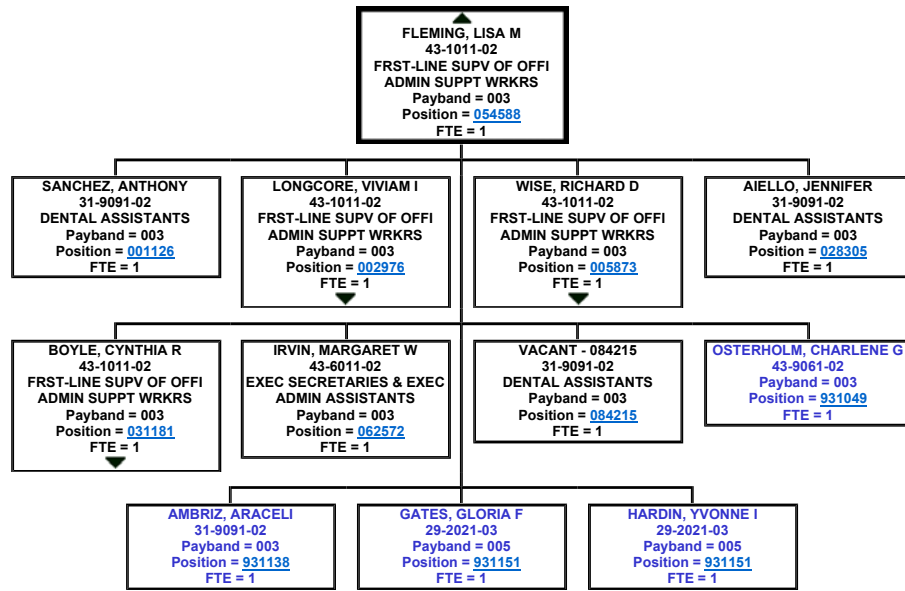


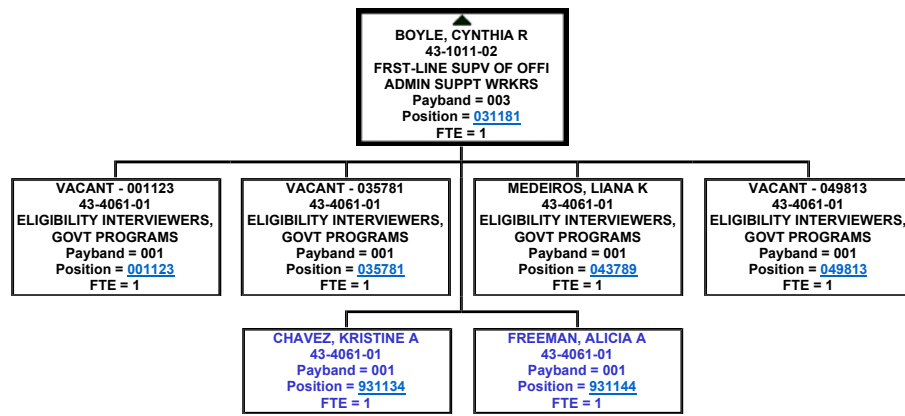


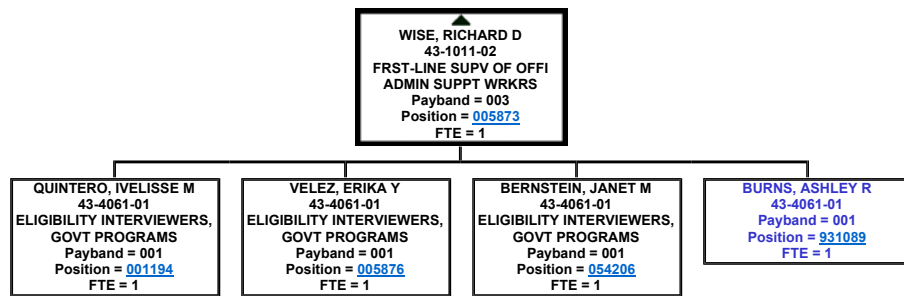


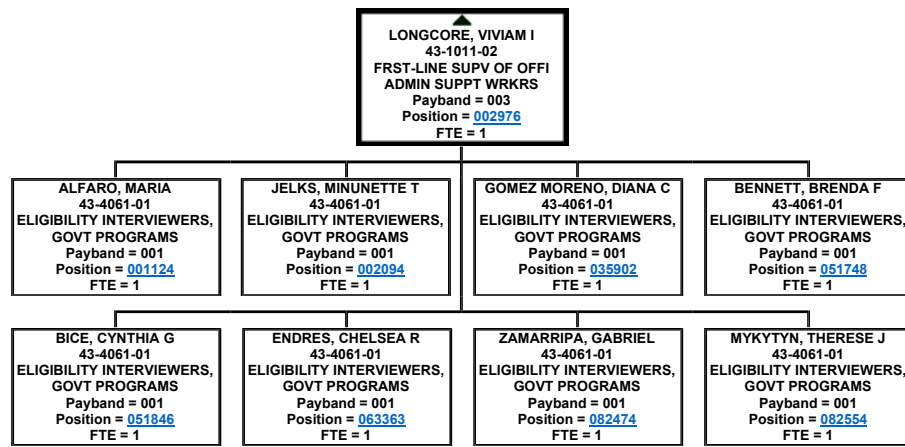


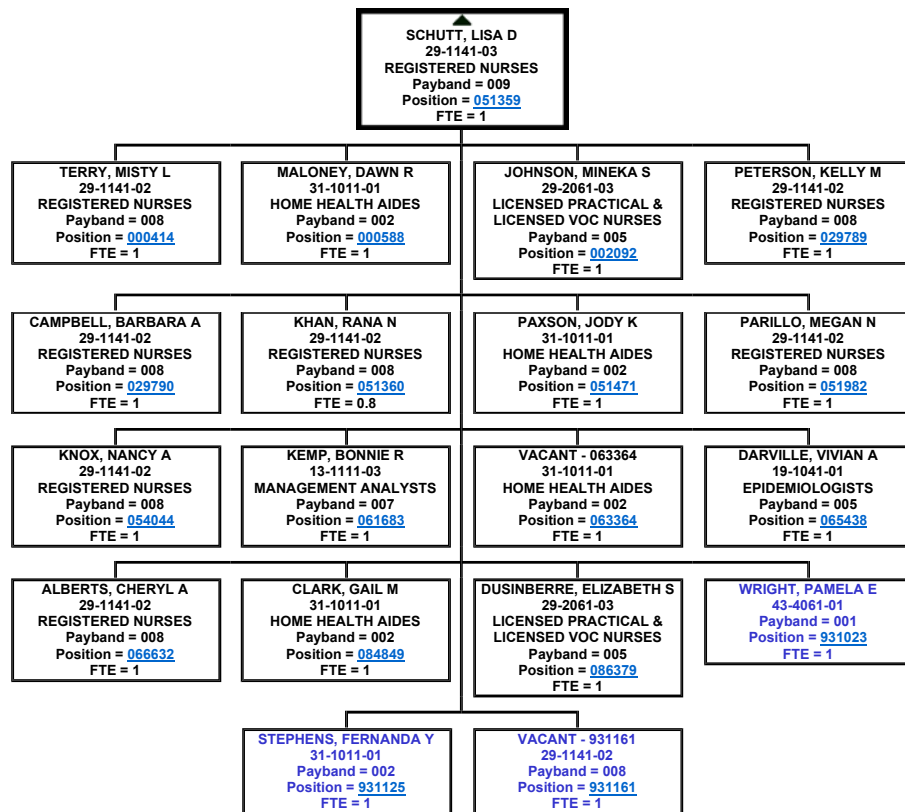




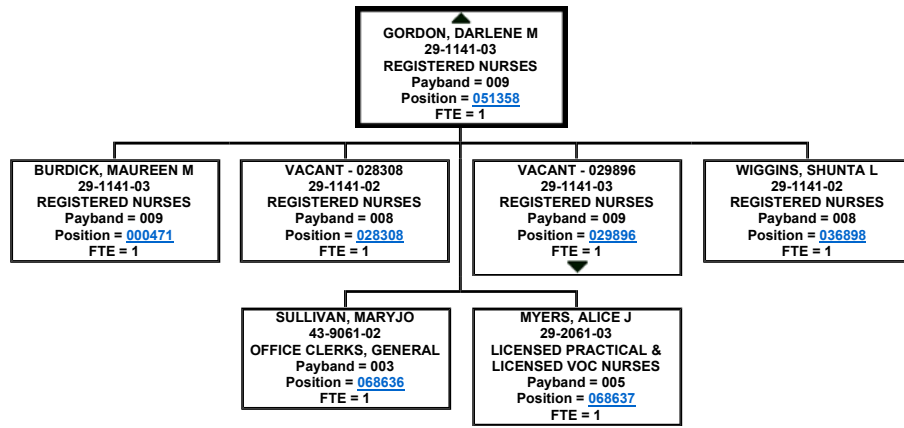


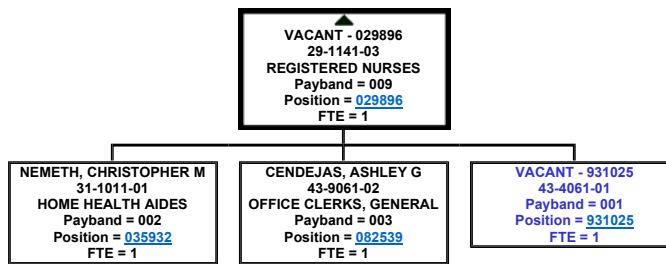


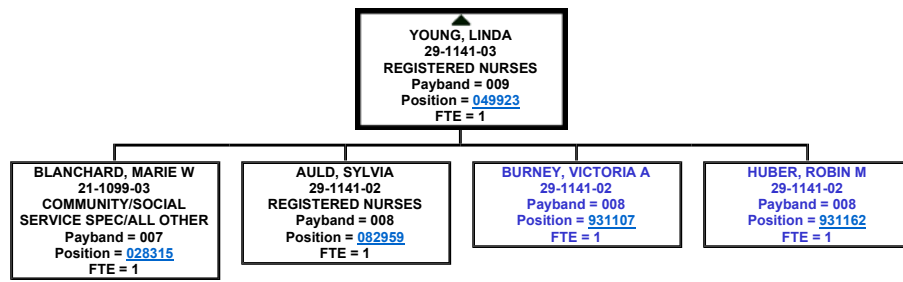


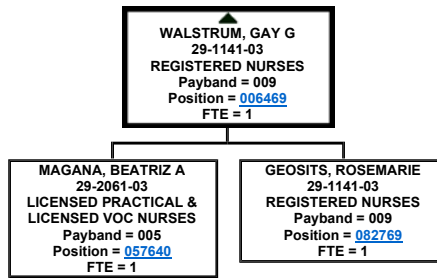


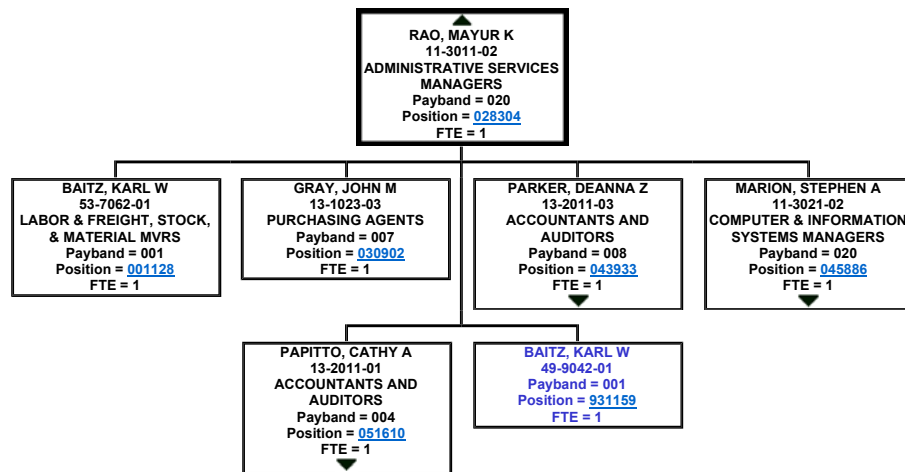


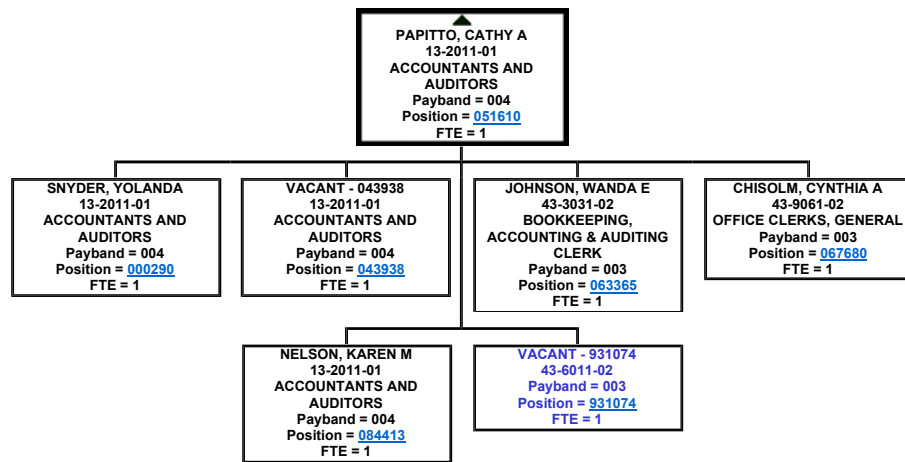


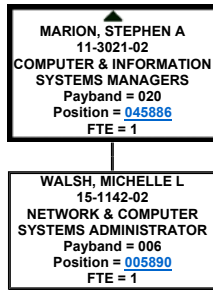


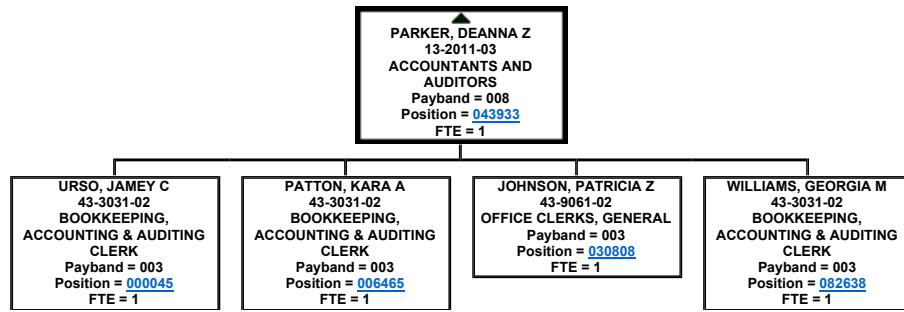




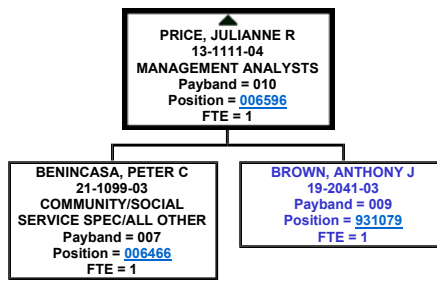








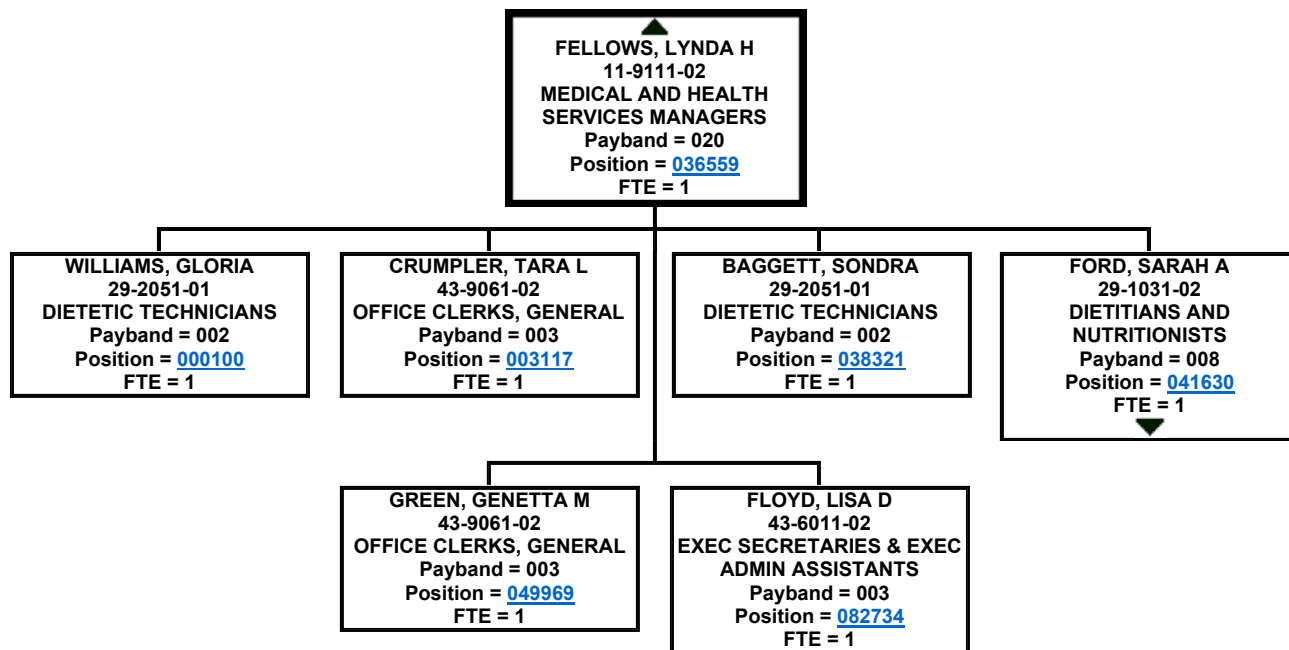


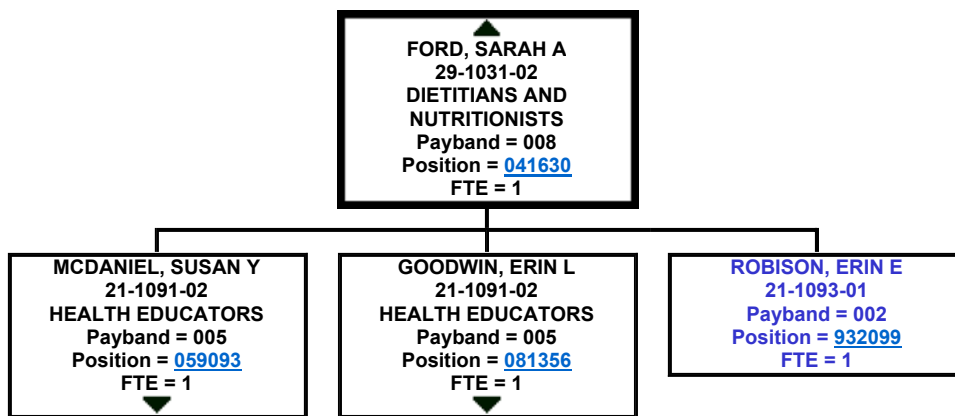


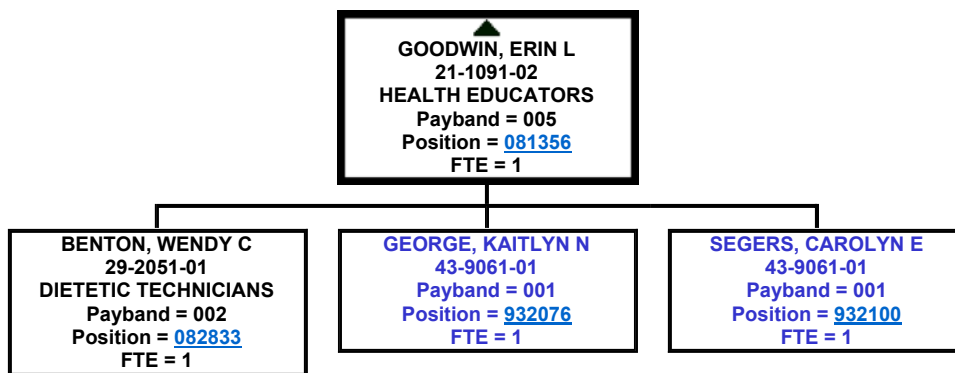
# CHD 32 - Jackson County Health Department

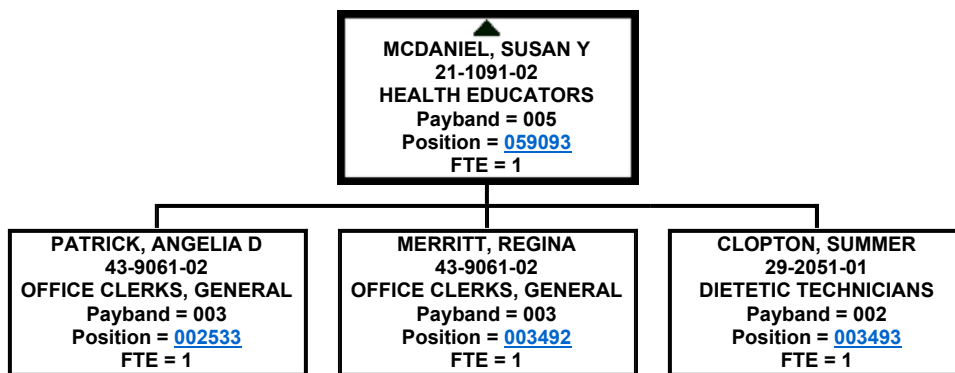
Created: 10/5/2016 10:19:00 AM

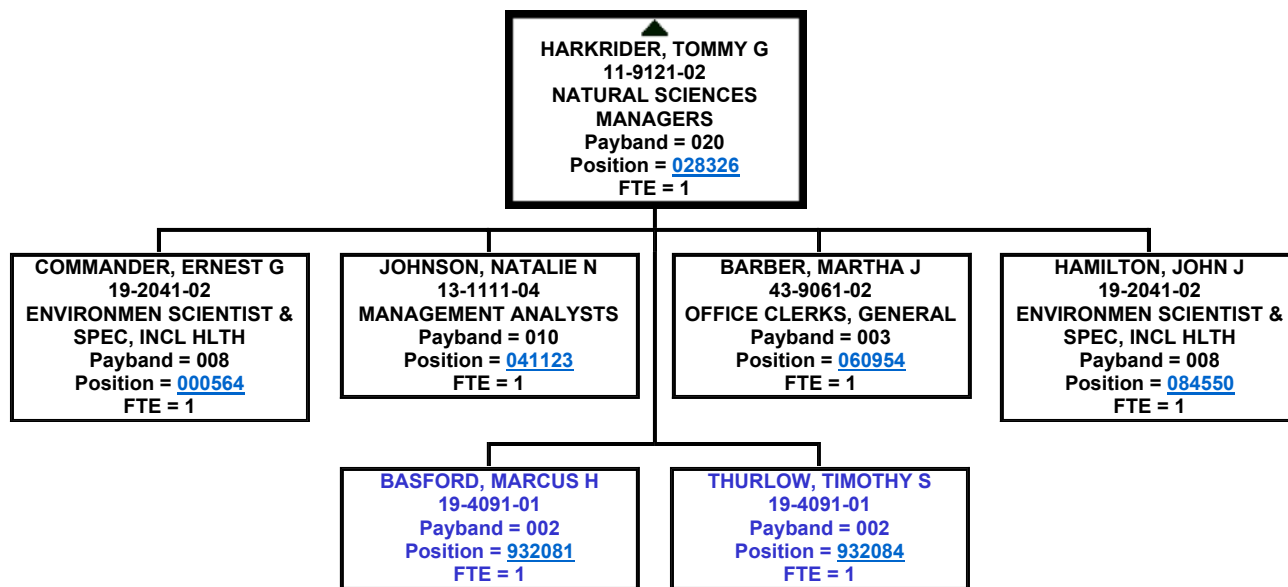
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

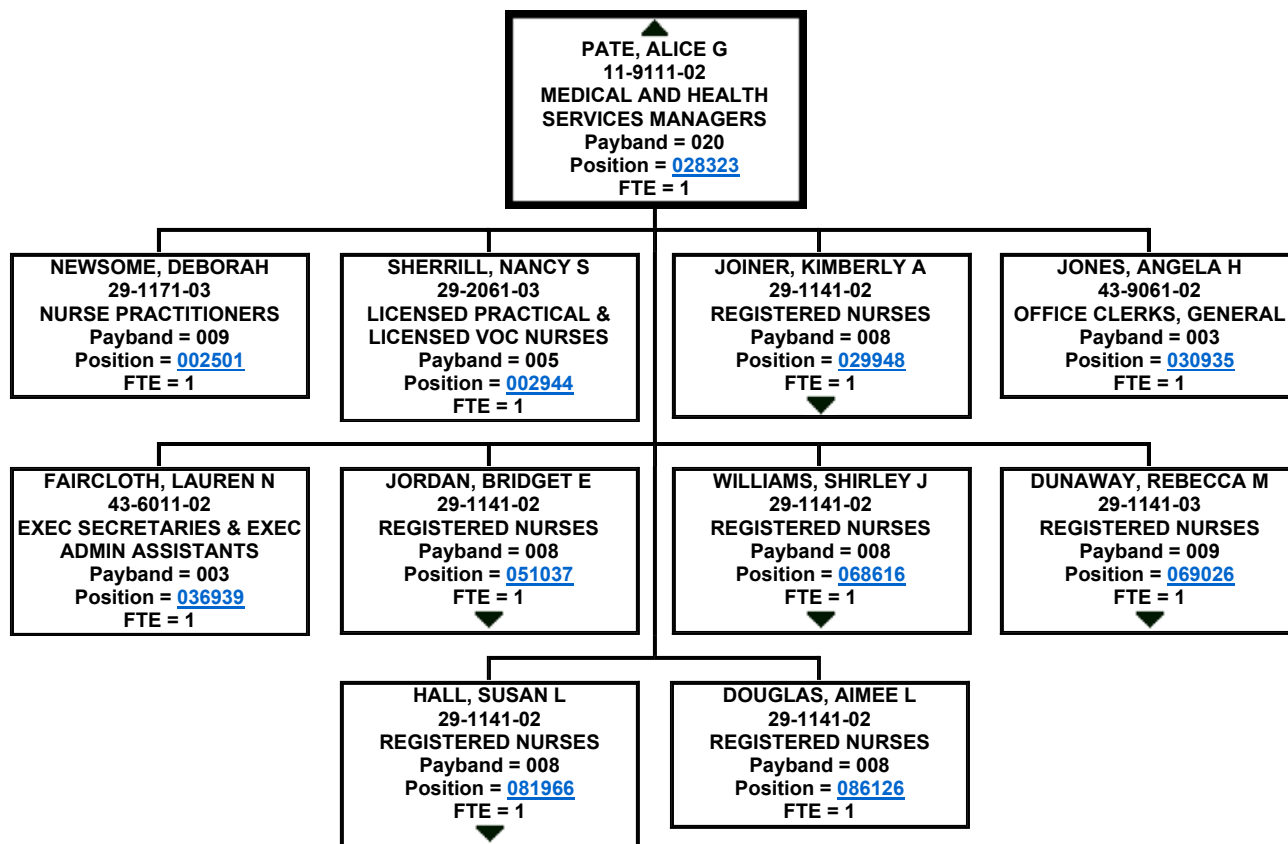


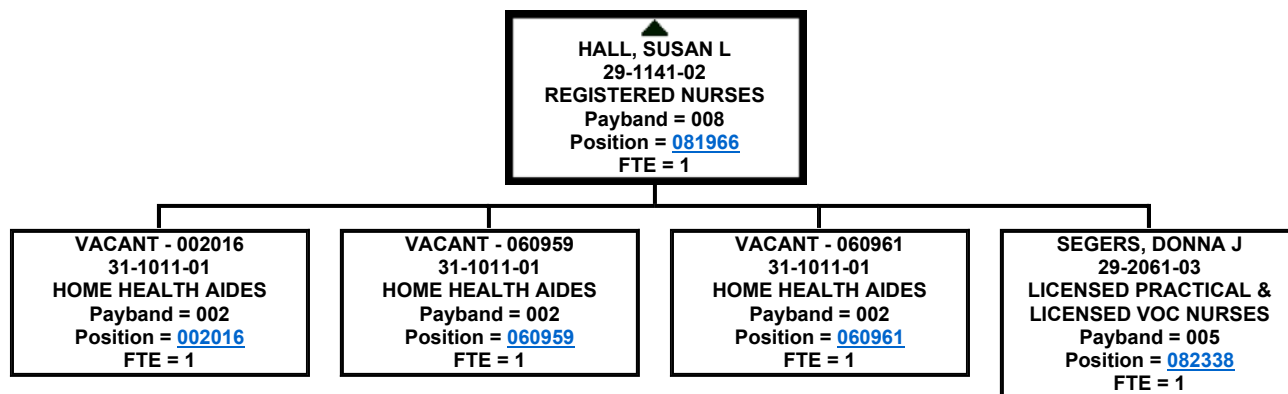




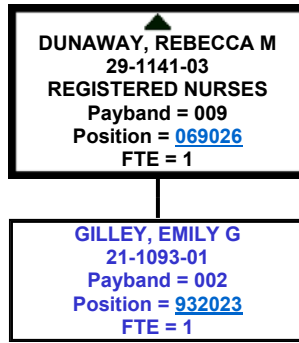


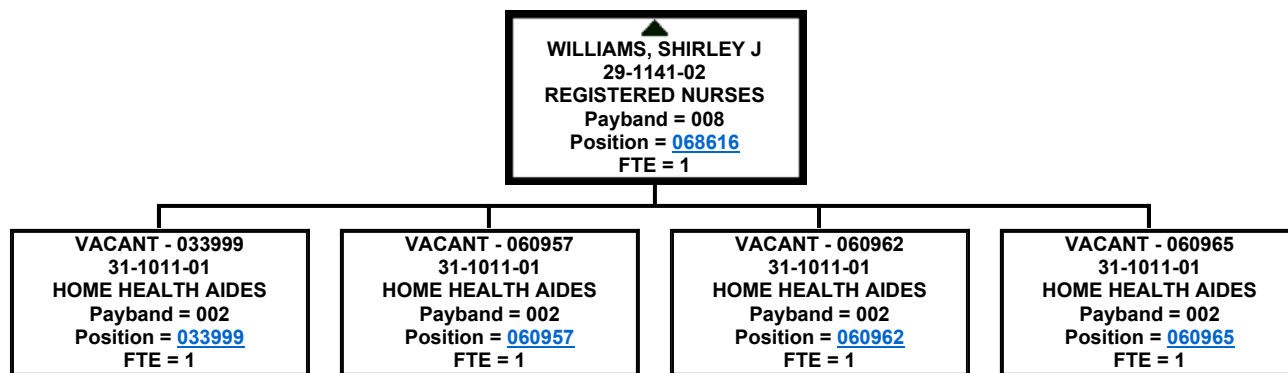


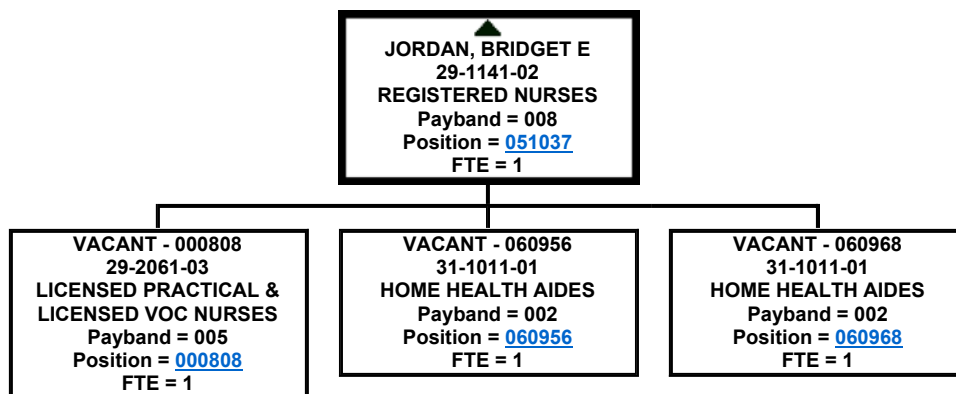


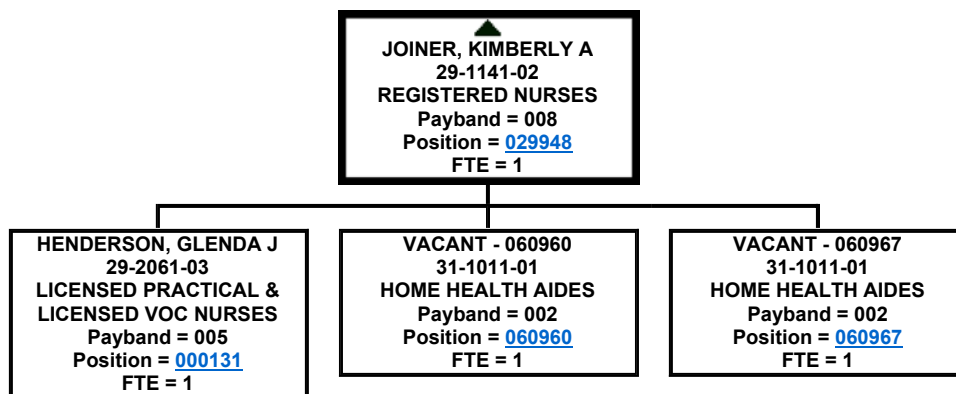


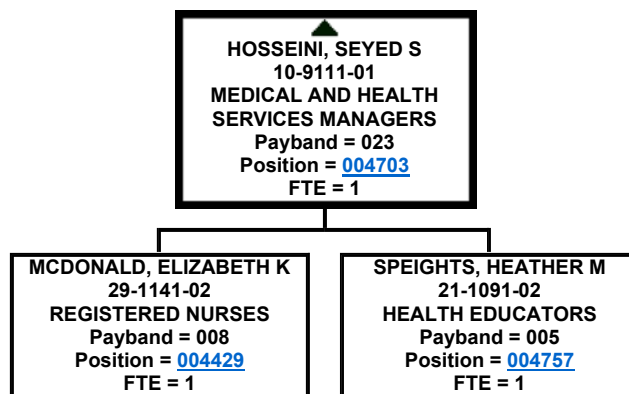


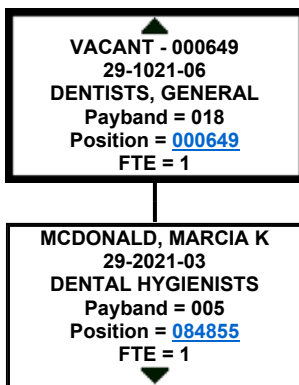


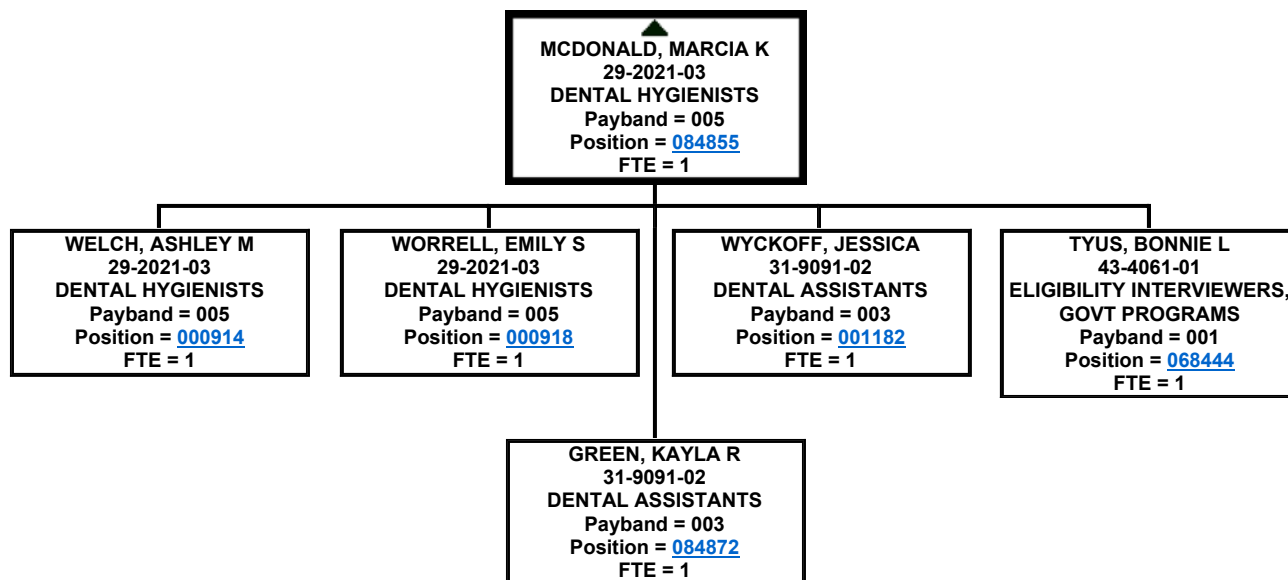








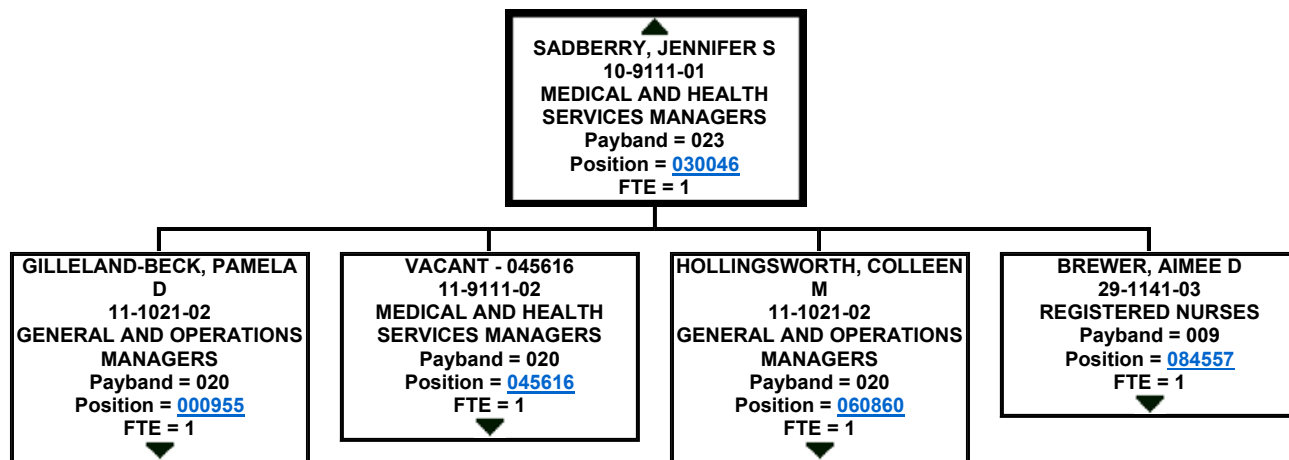




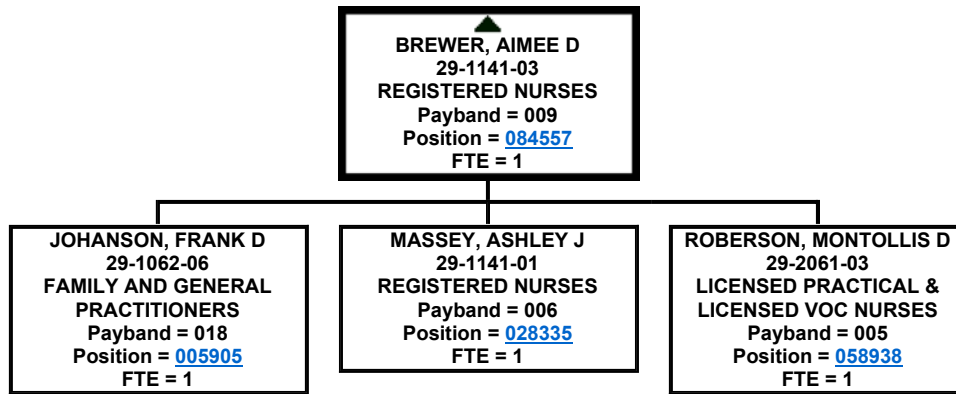
# CHD 33 - Jefferson County Health Department

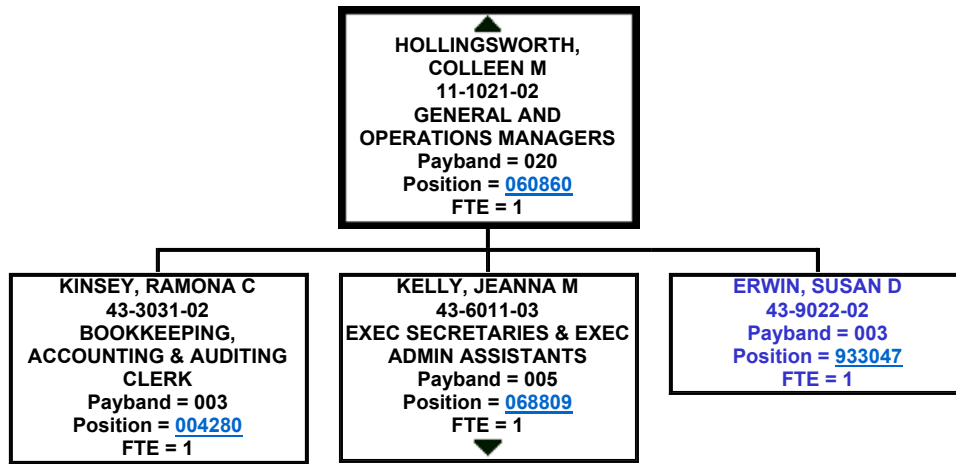
Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**









▲  
KELLY, JEANNA M  
43-6011-03  
EXEC SECRETARIES &  
EXEC ADMIN ASSISTANTS  
Payband = 005  
Position = [068809](#)  
FTE = 1

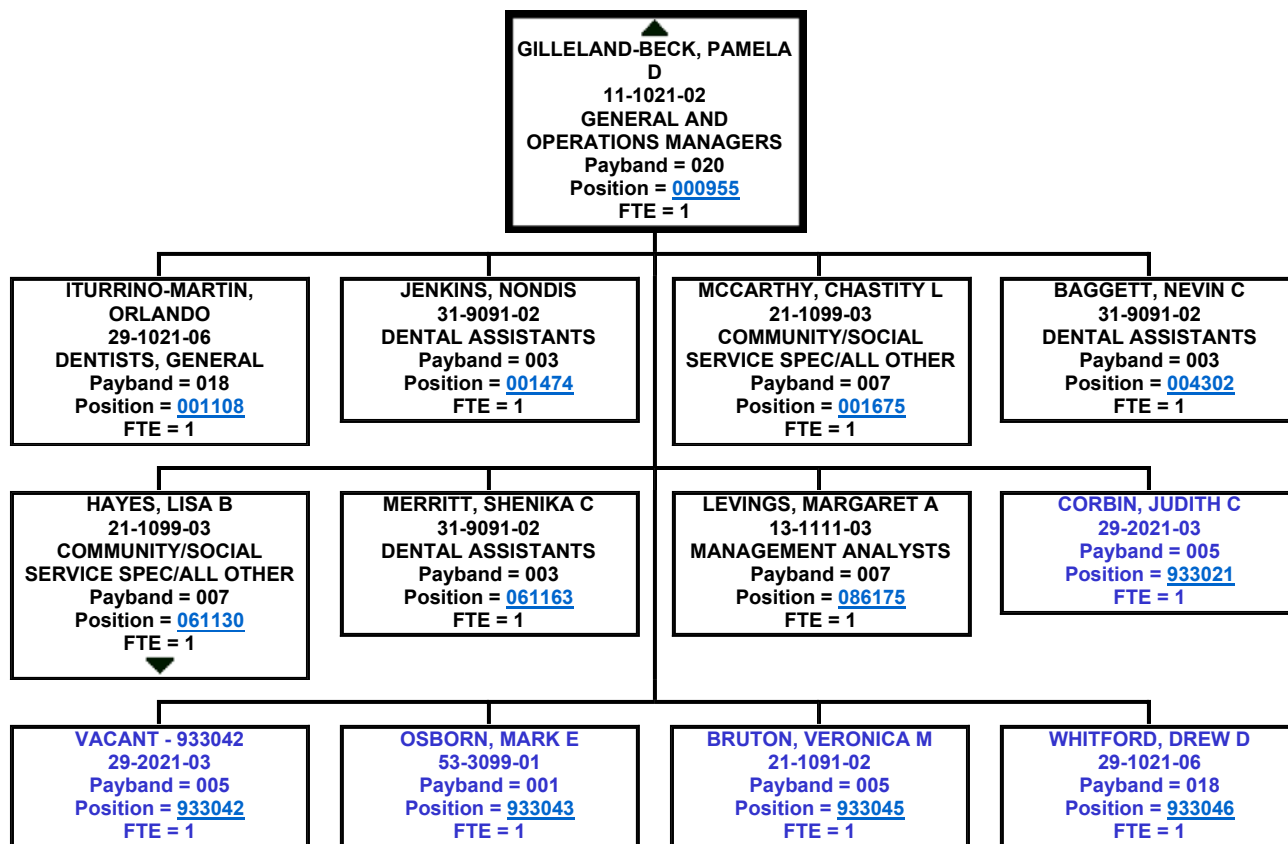
VACANT - 045644  
43-9061-02  
OFFICE CLERKS, GENERAL  
Payband = 003  
Position = [045644](#)  
FTE = 1

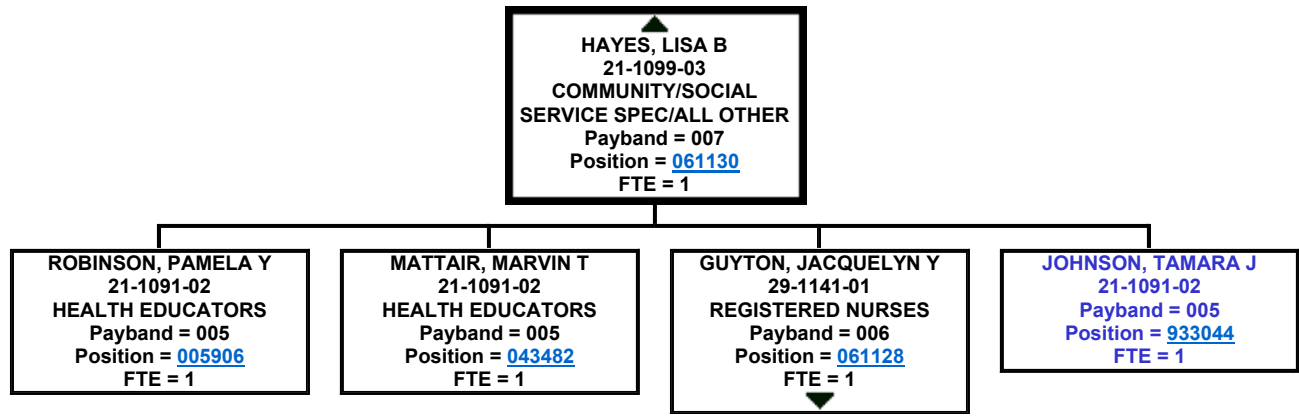
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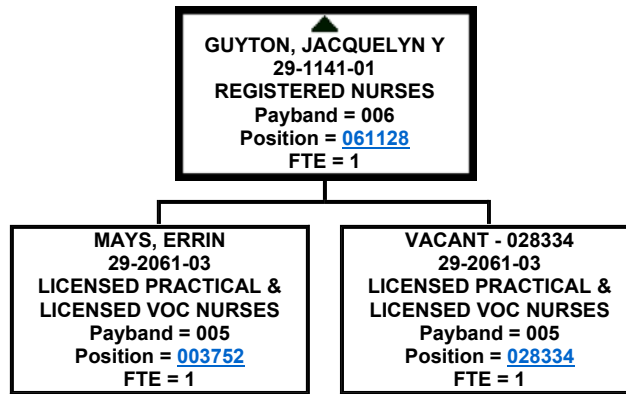
▲  
VACANT - 045616  
11-9111-02  
MEDICAL AND HEALTH  
SERVICES MANAGERS  
Payband = 020  
Position = [045616](#)  
FTE = 1

VACANT - 004254  
29-1171-03  
NURSE PRACTITIONERS  
Payband = 009  
Position = [004254](#)  
FTE = 1

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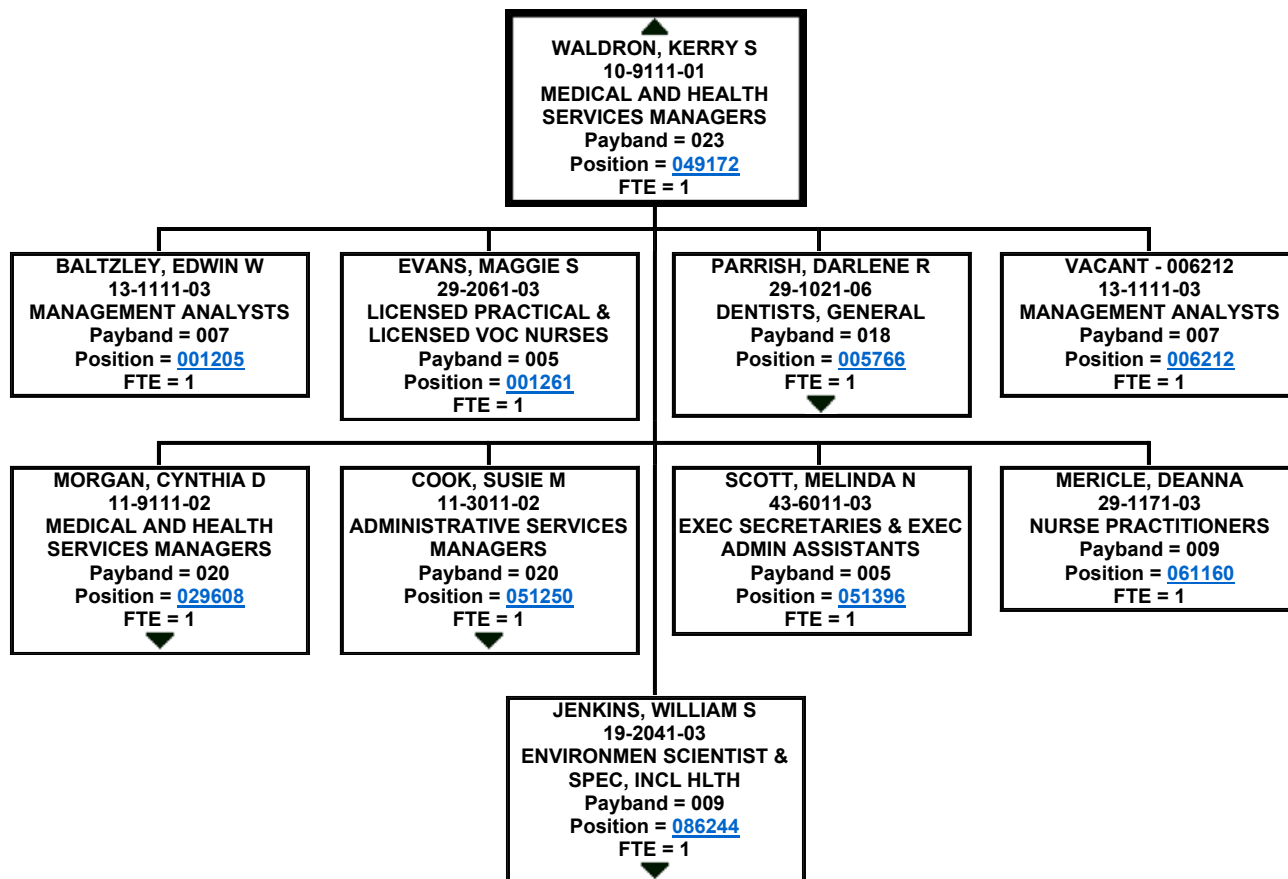




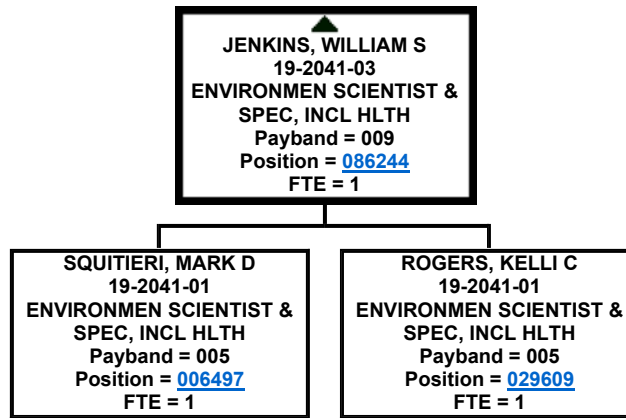
# CHD 34 - Lafayette County Health Department

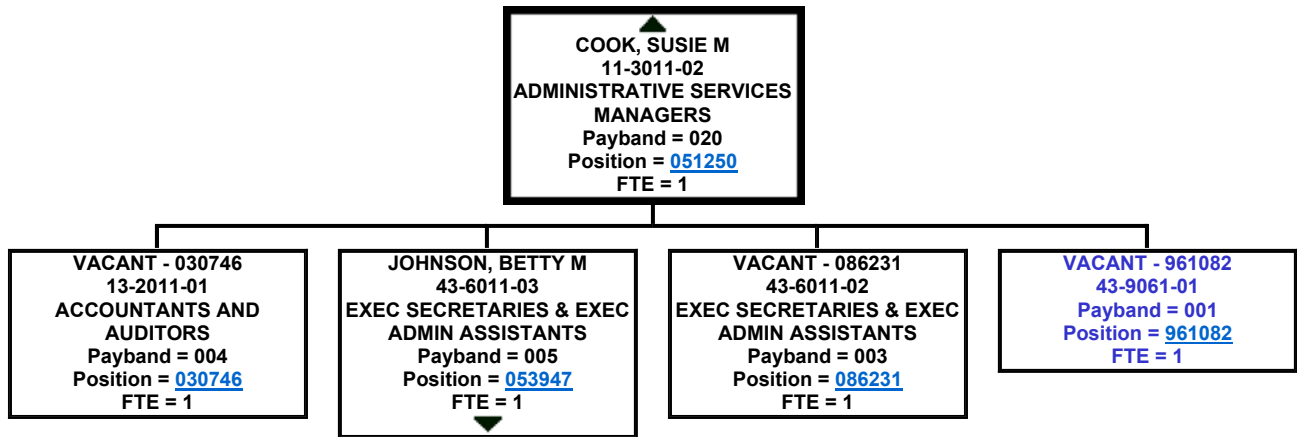
Created: 10/5/2016 10:19:00 AM

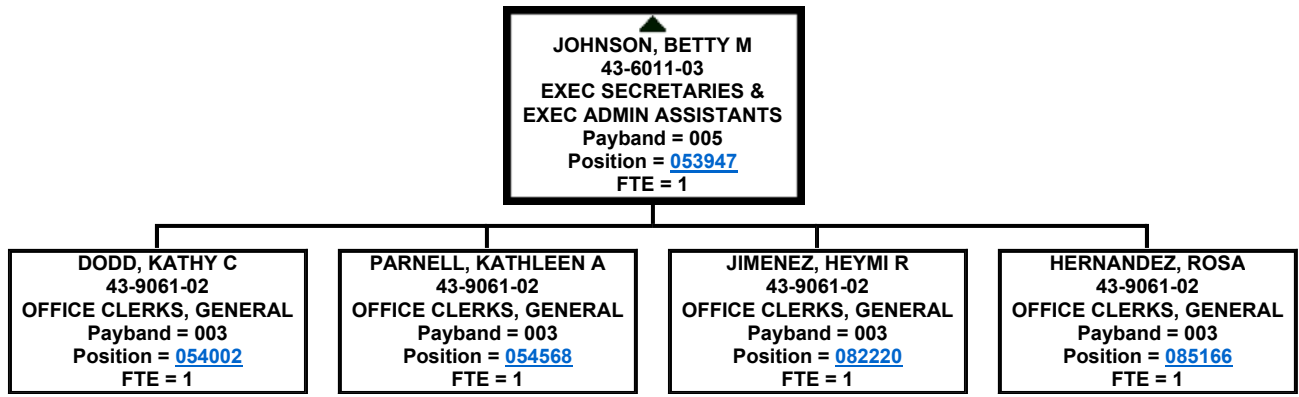
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

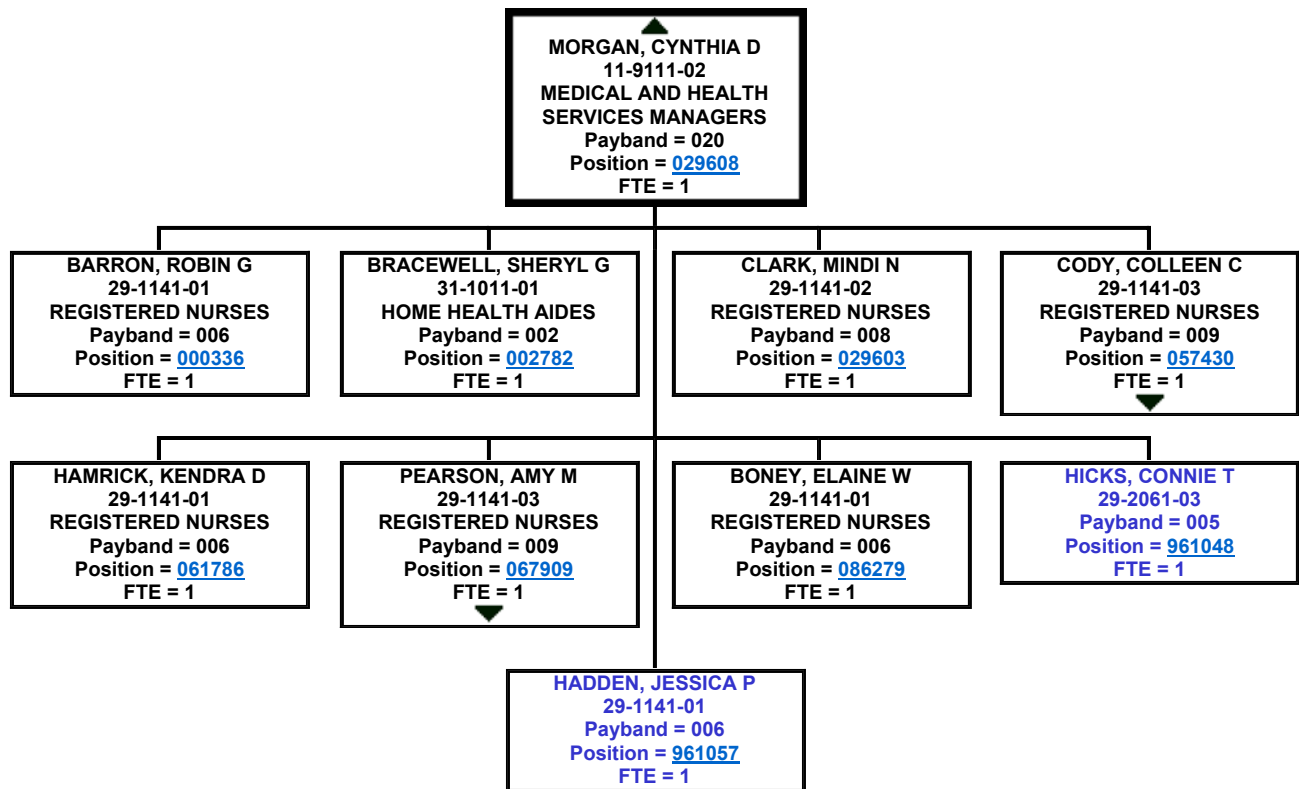


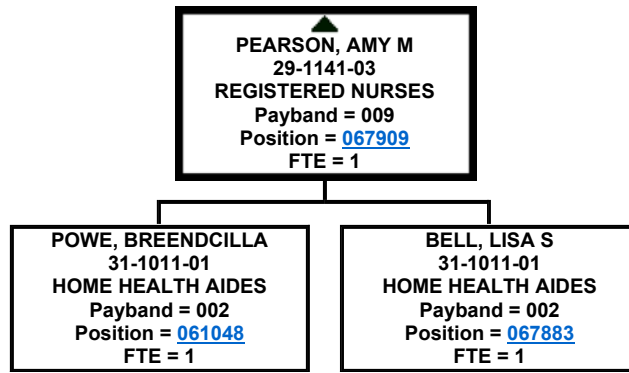


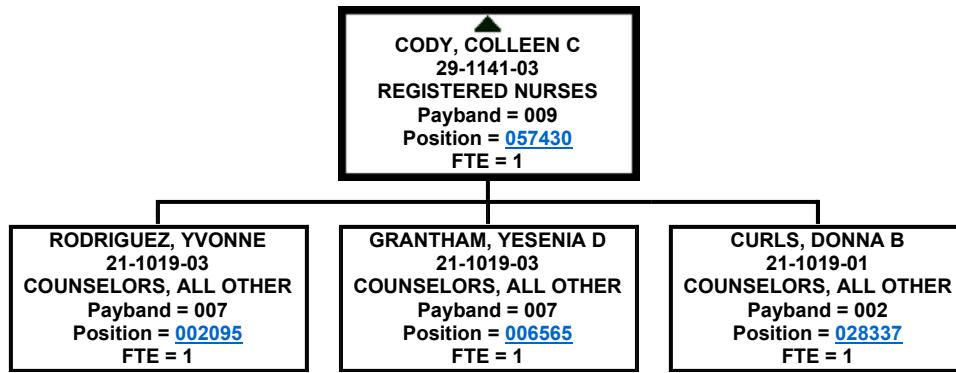


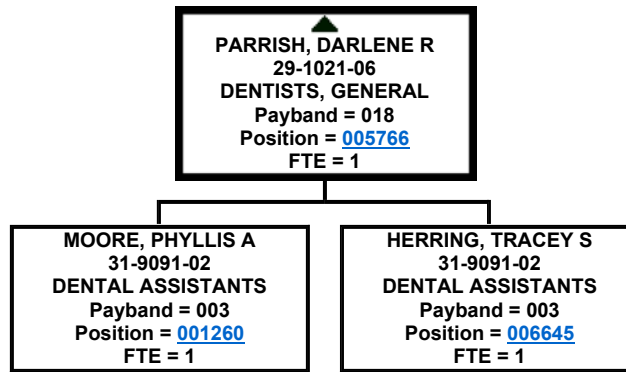








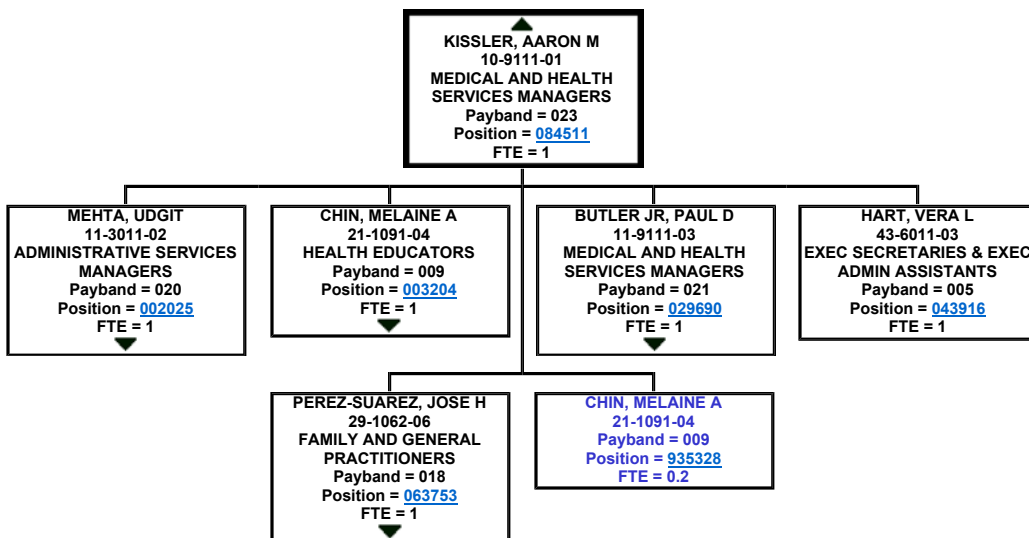




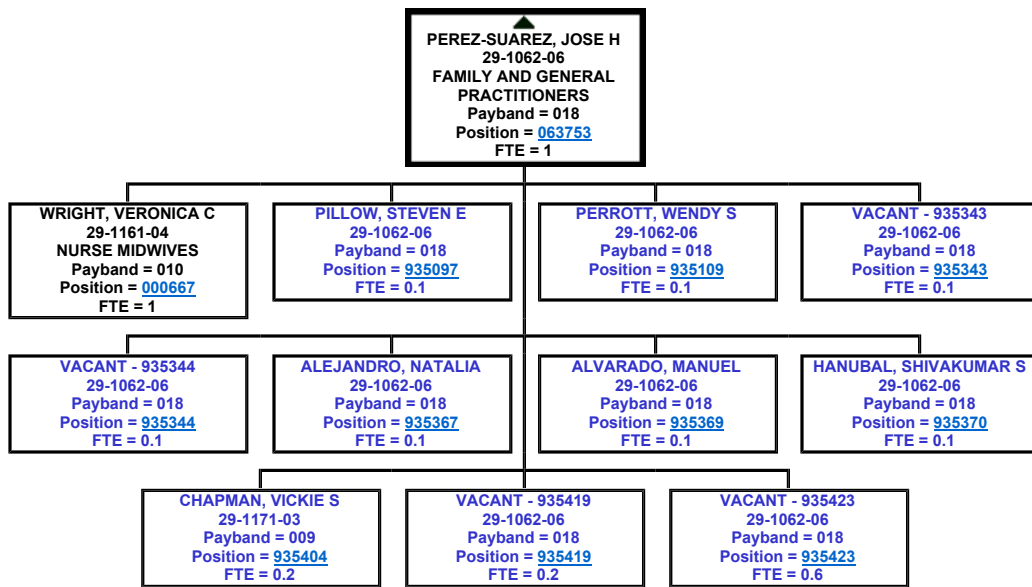
# CHD 35 - Lake County Health Department

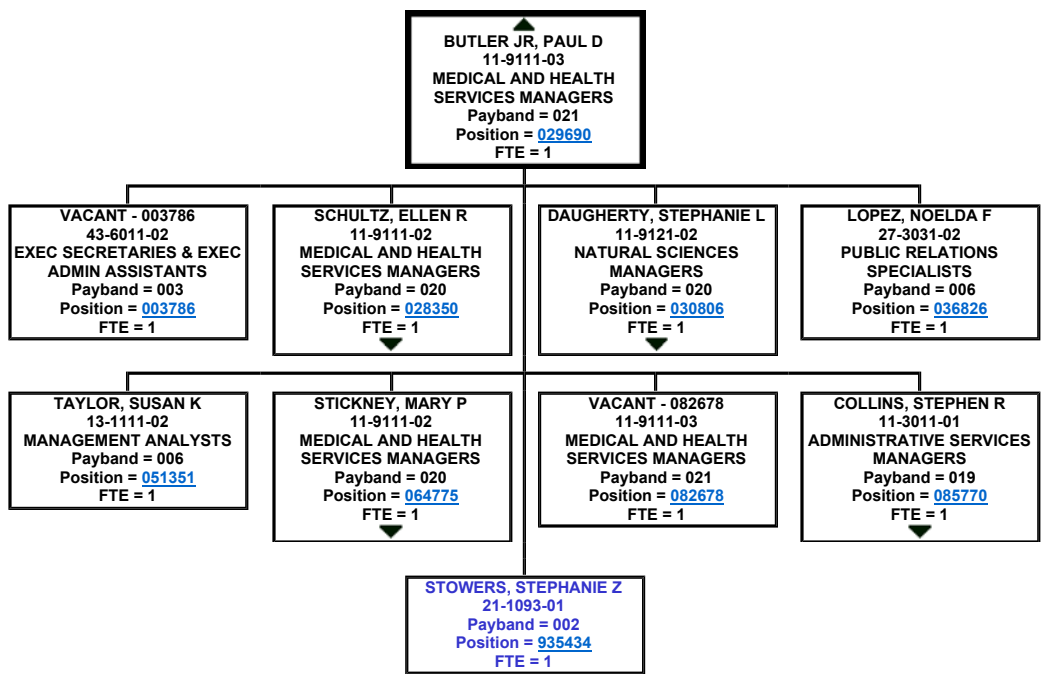
Created: 10/5/2016 10:19:00 AM

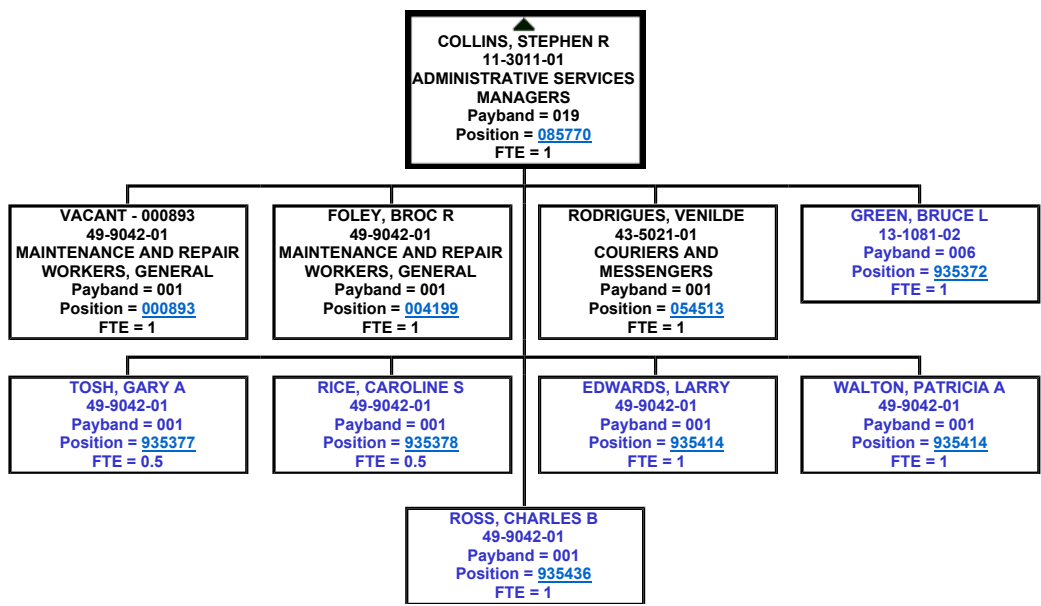
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

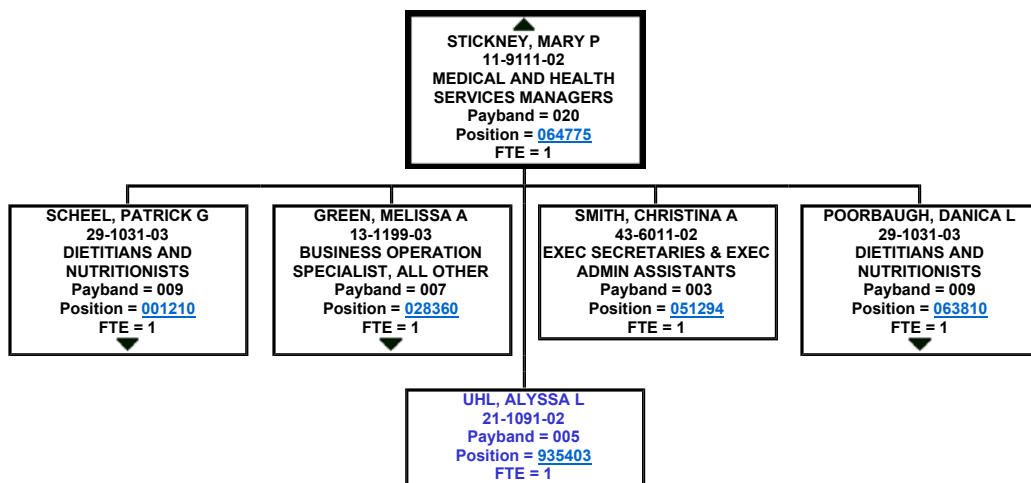


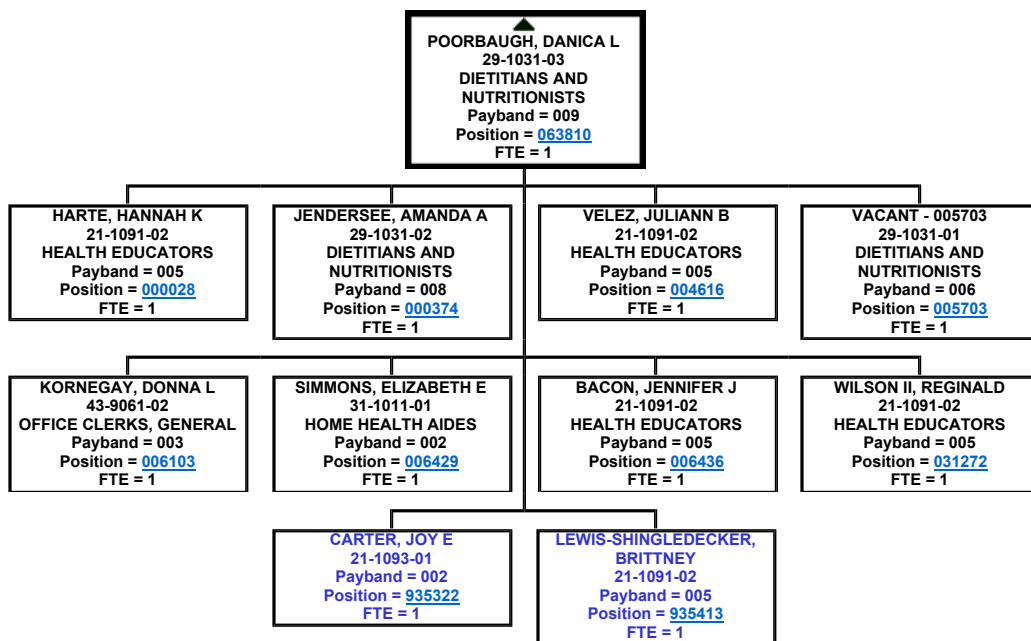


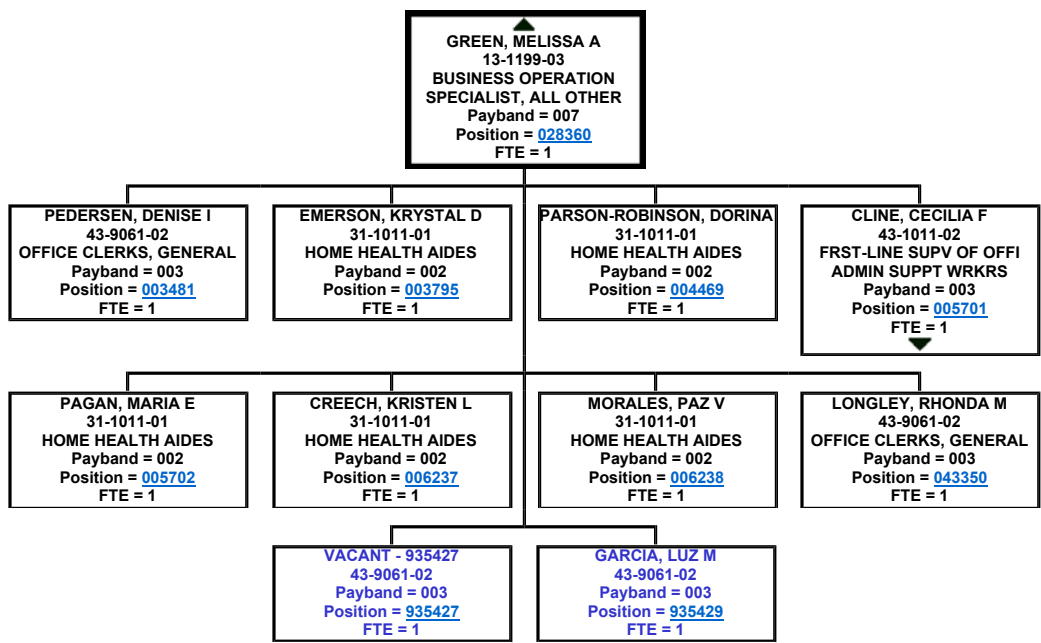


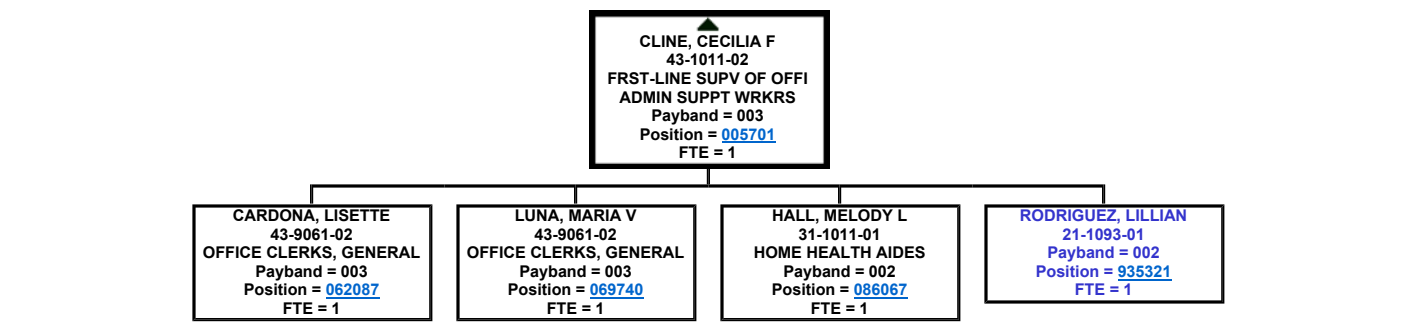


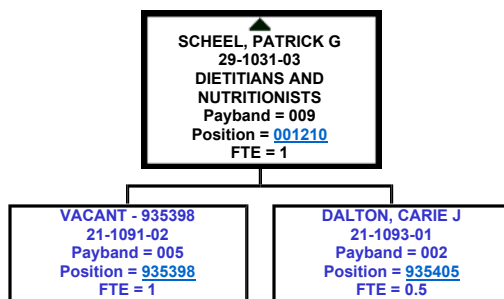




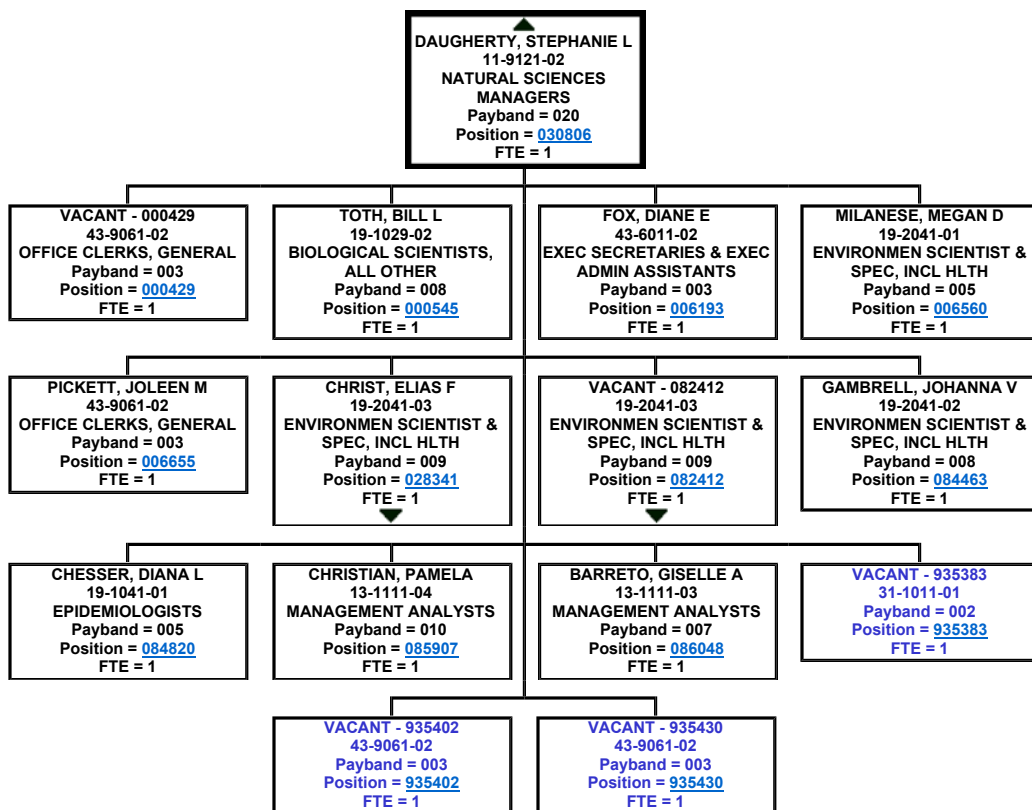


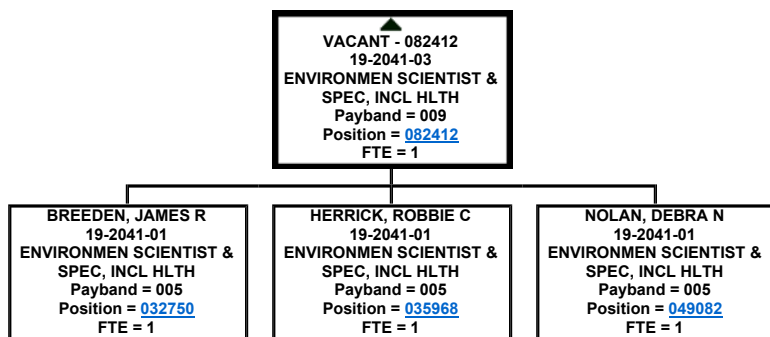


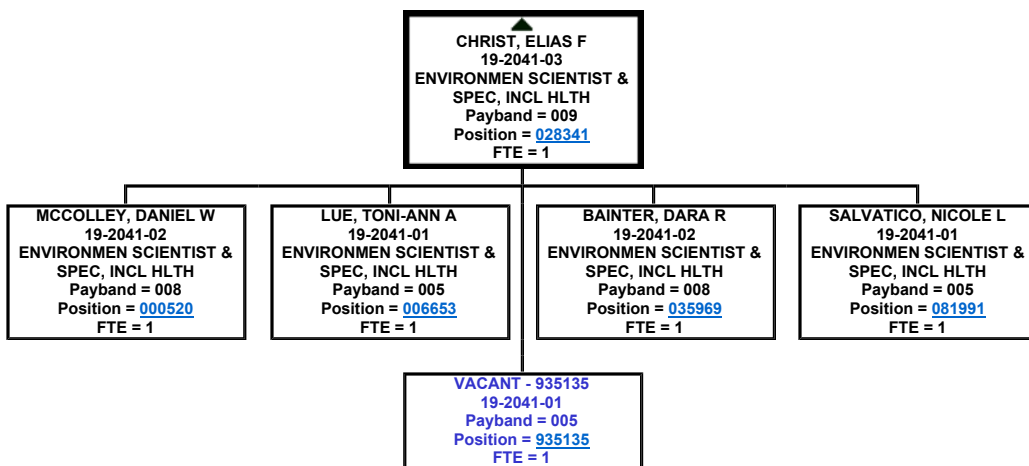


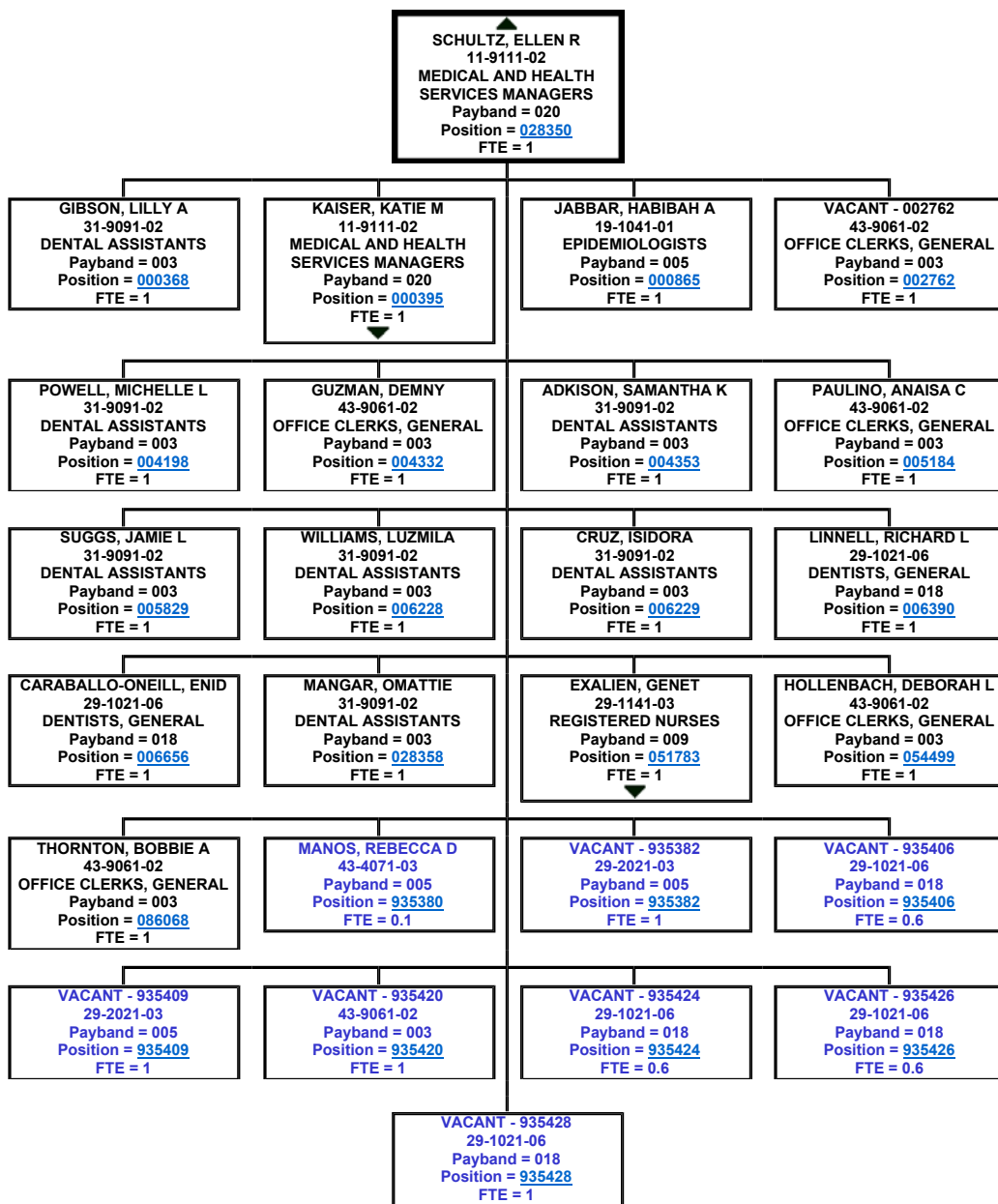


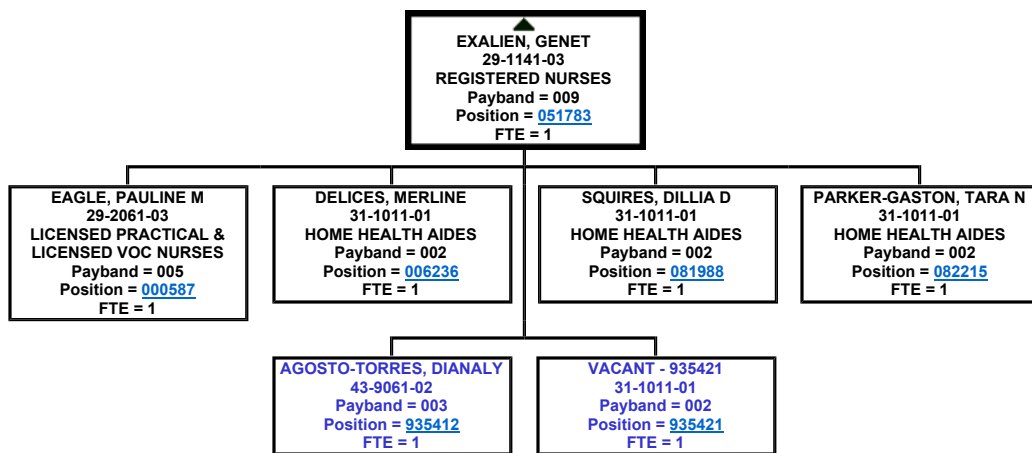


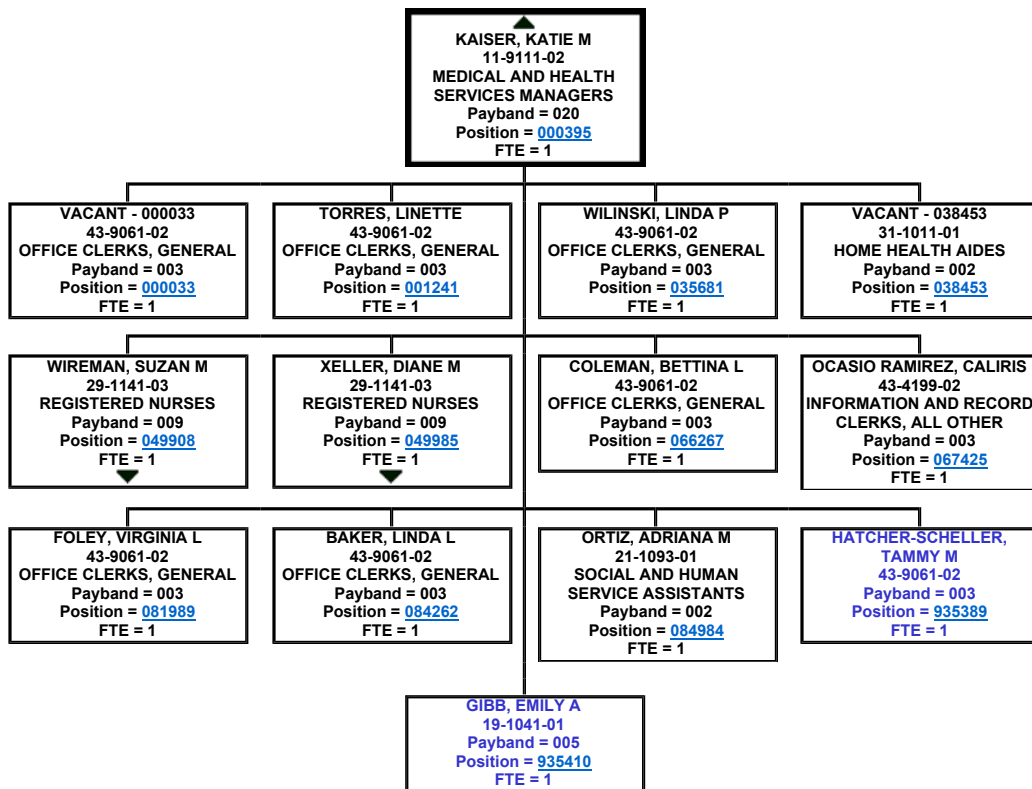


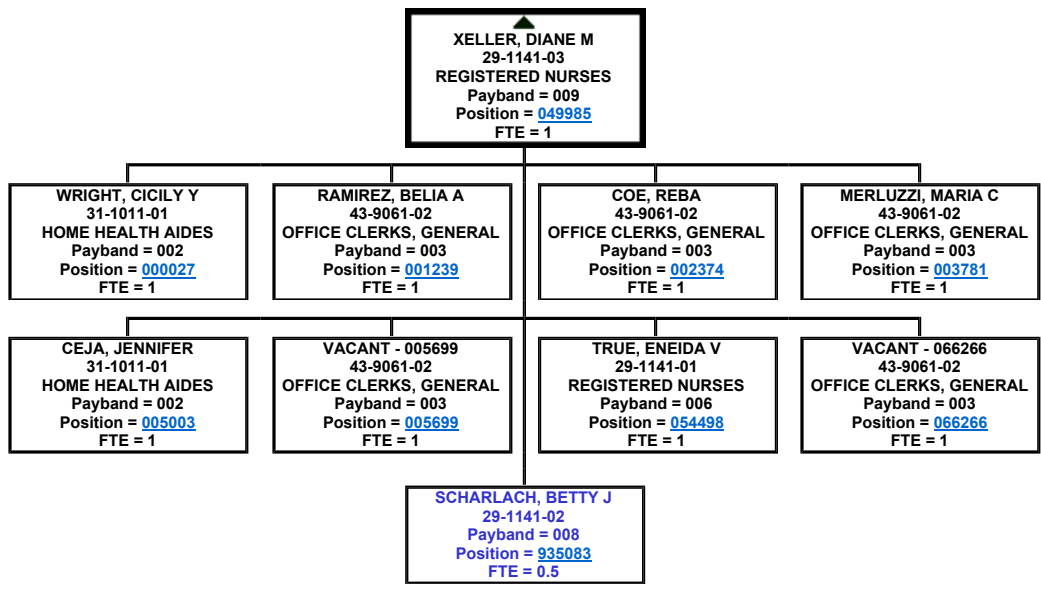


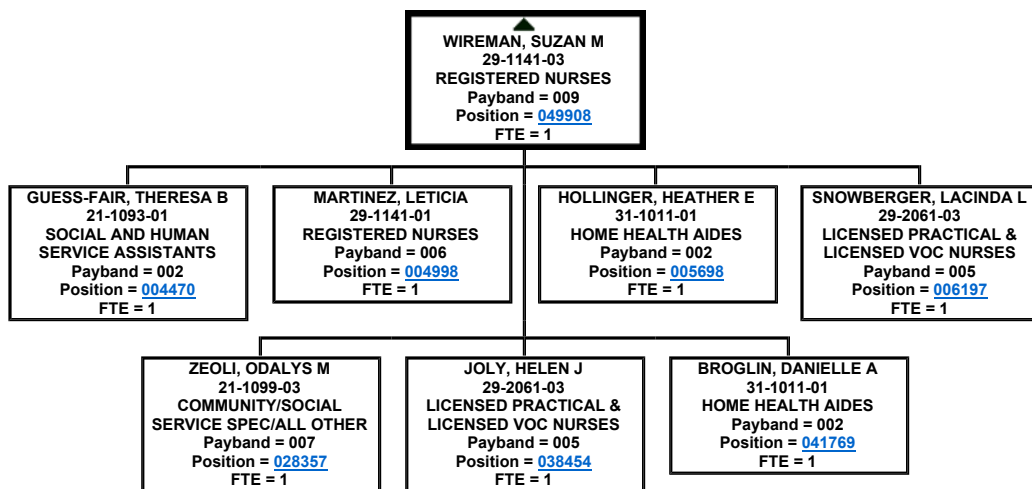




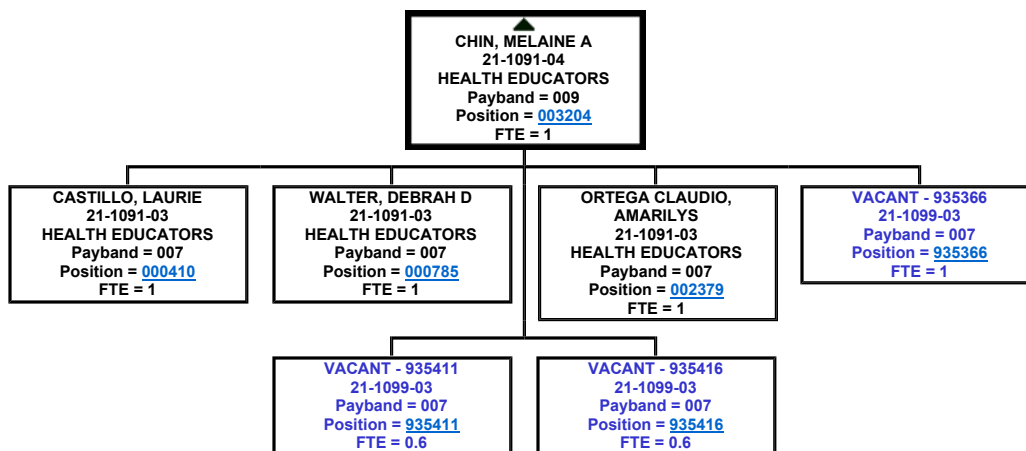


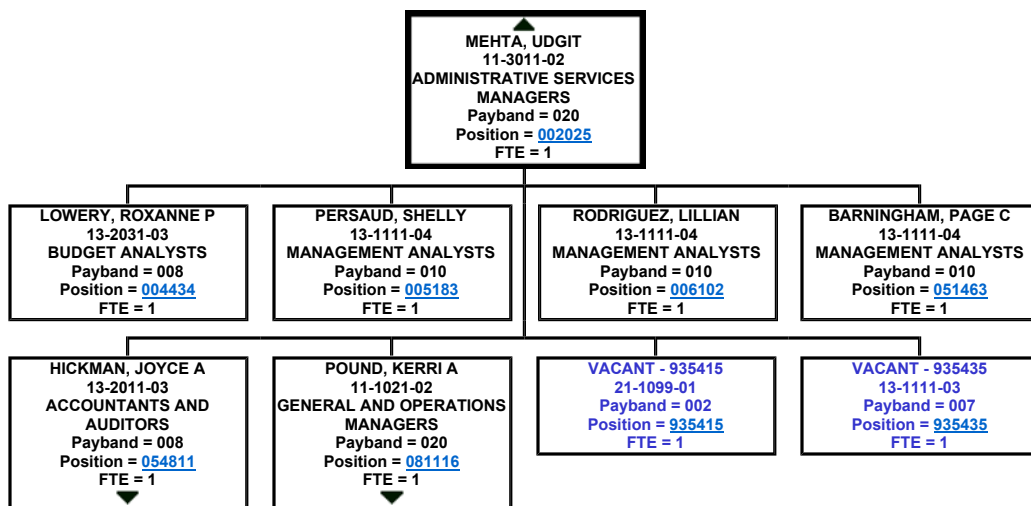


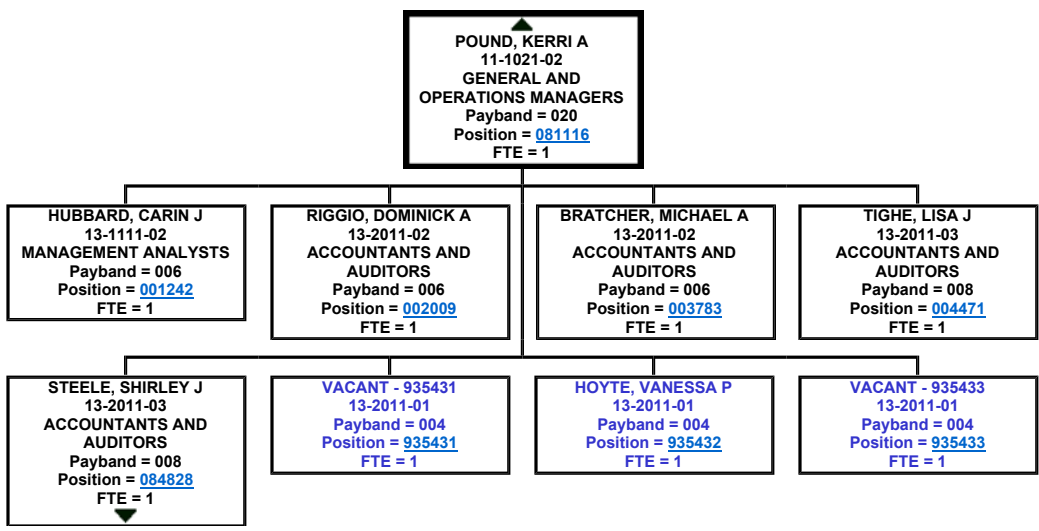


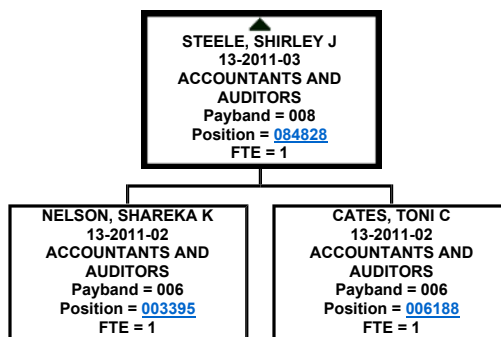


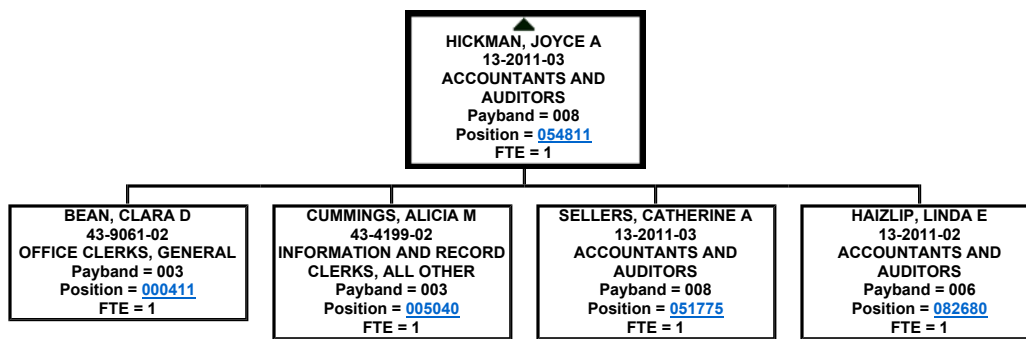








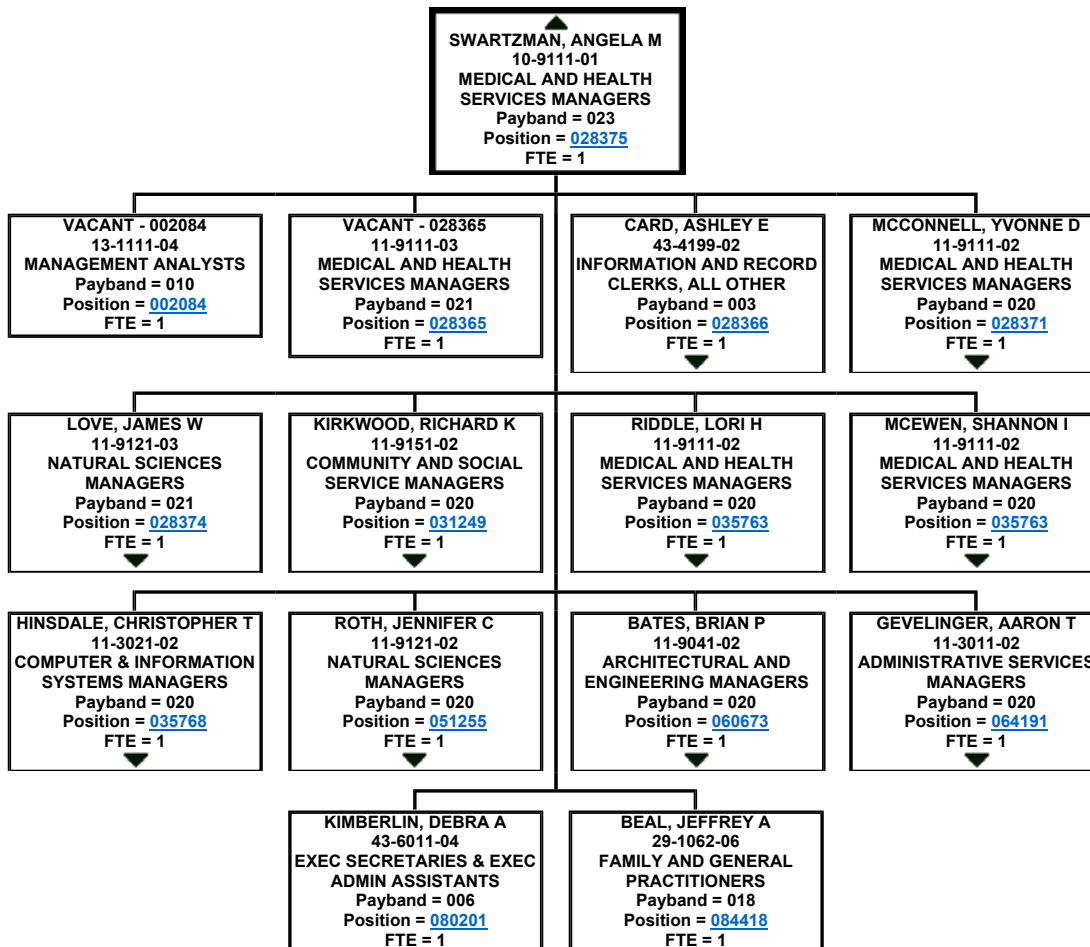


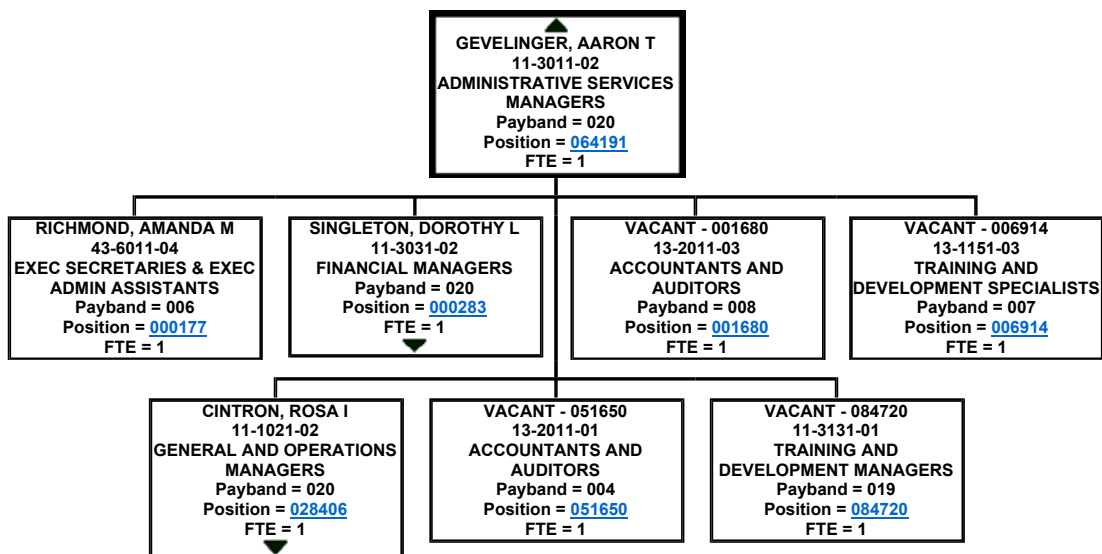


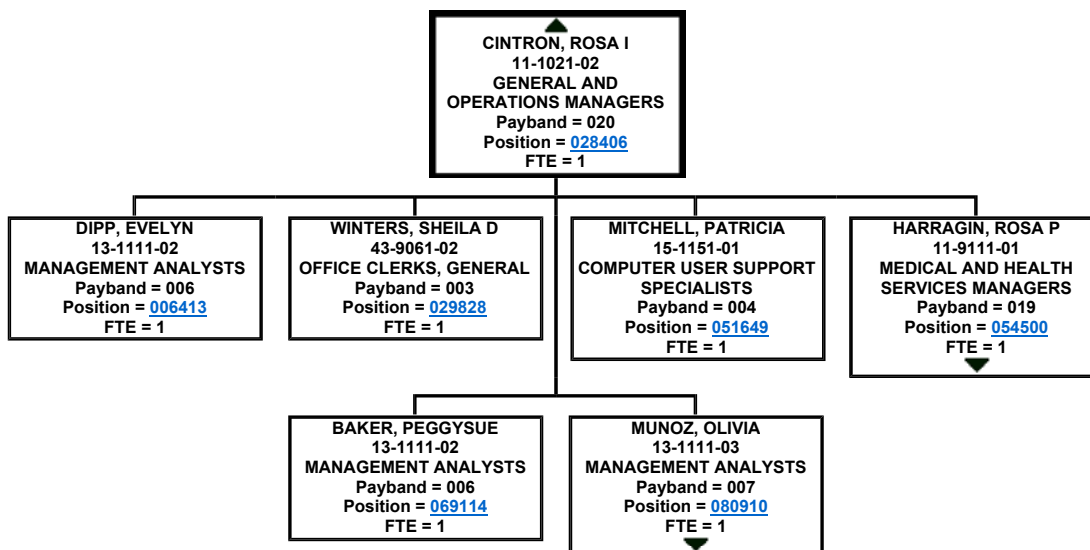
# CHD 36 - Lee County Health Department

Created: 10/5/2016 10:19:00 AM

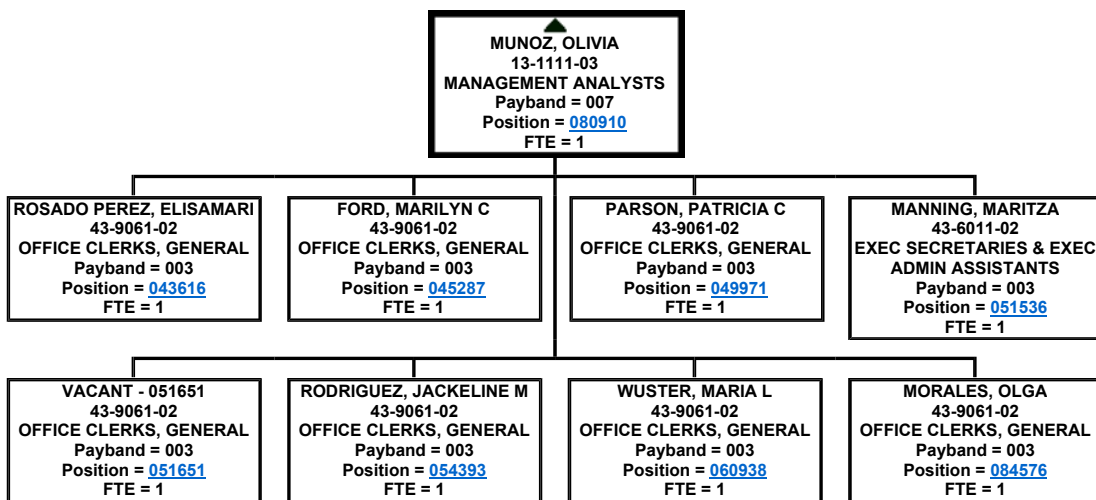
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

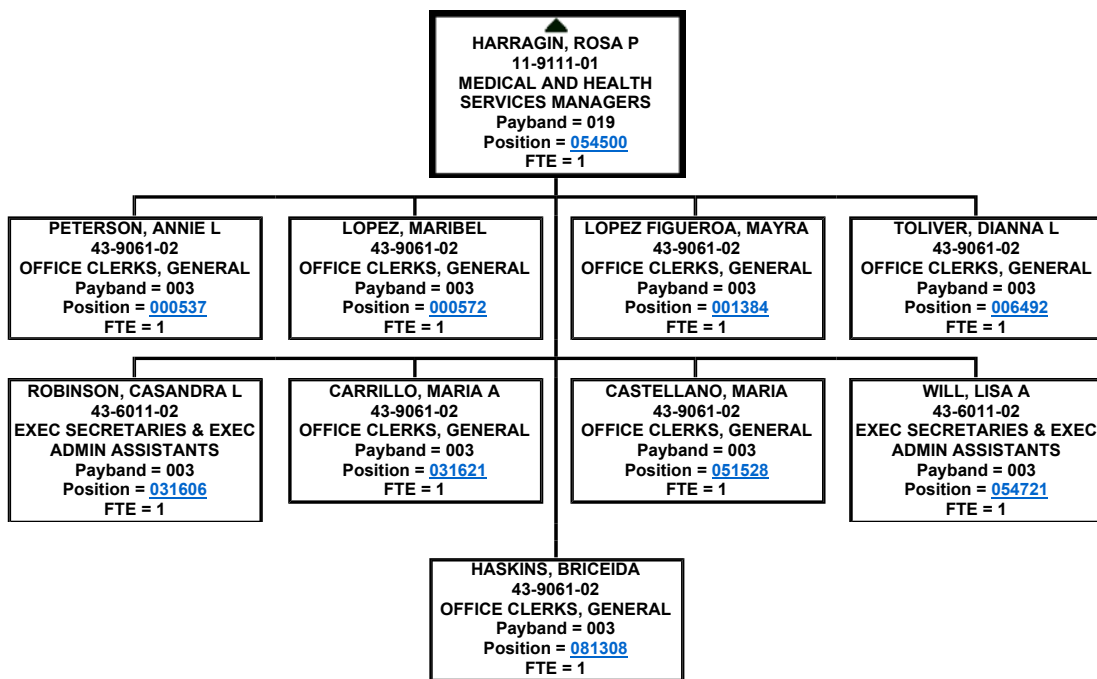


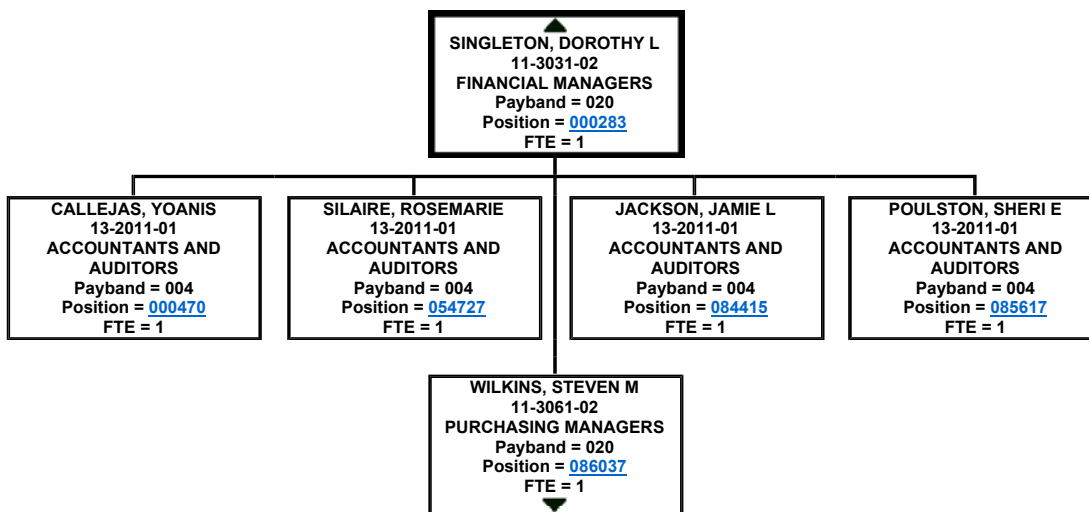


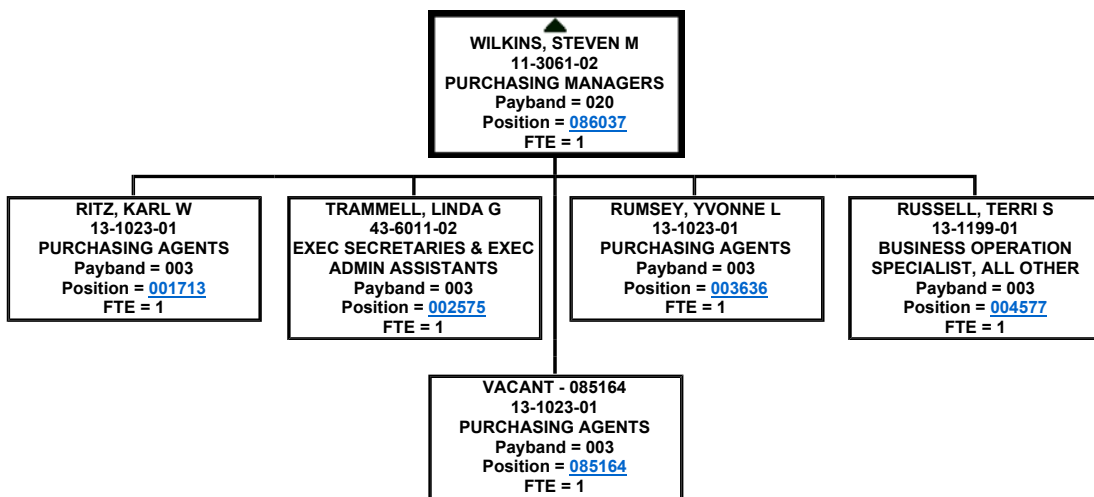


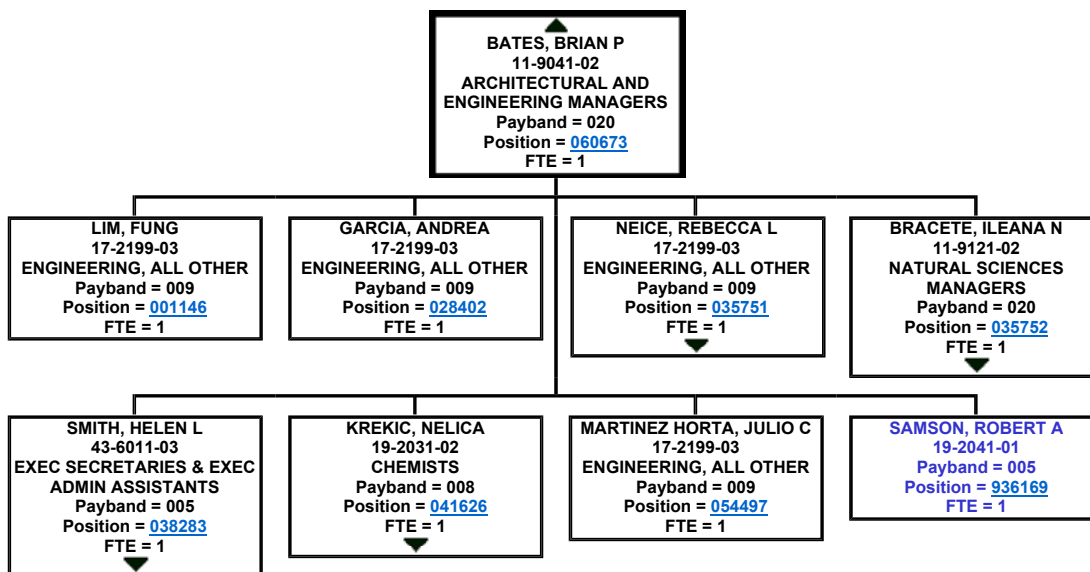


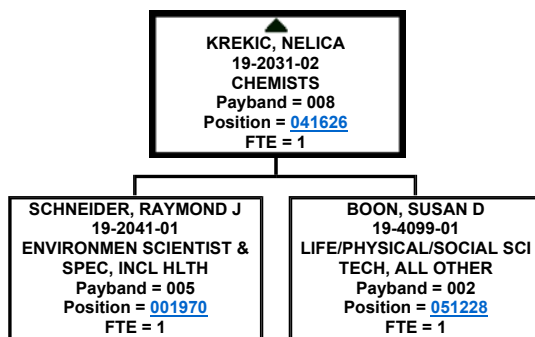


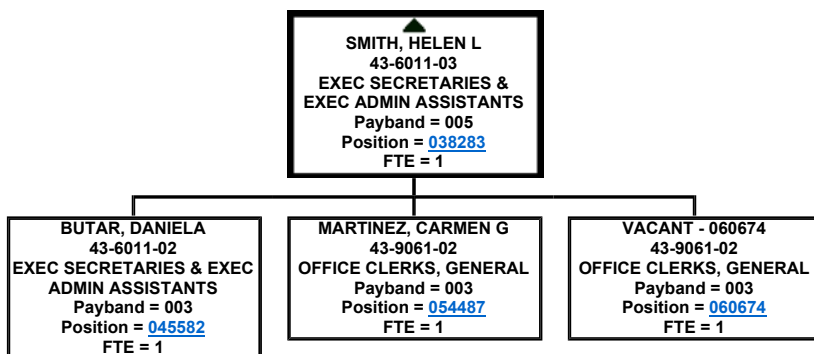


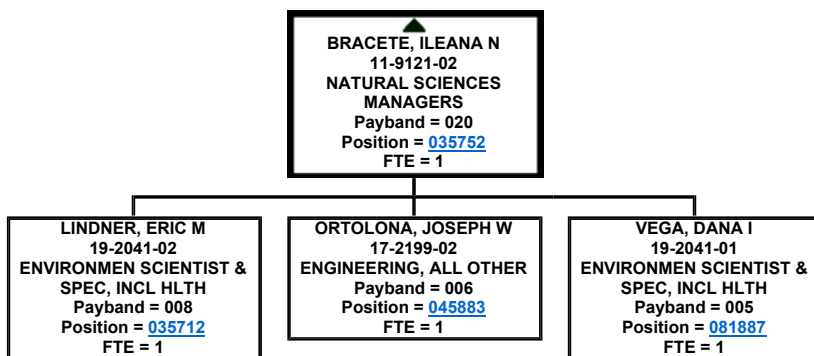




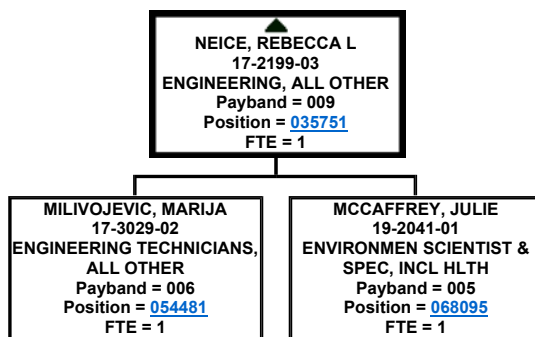


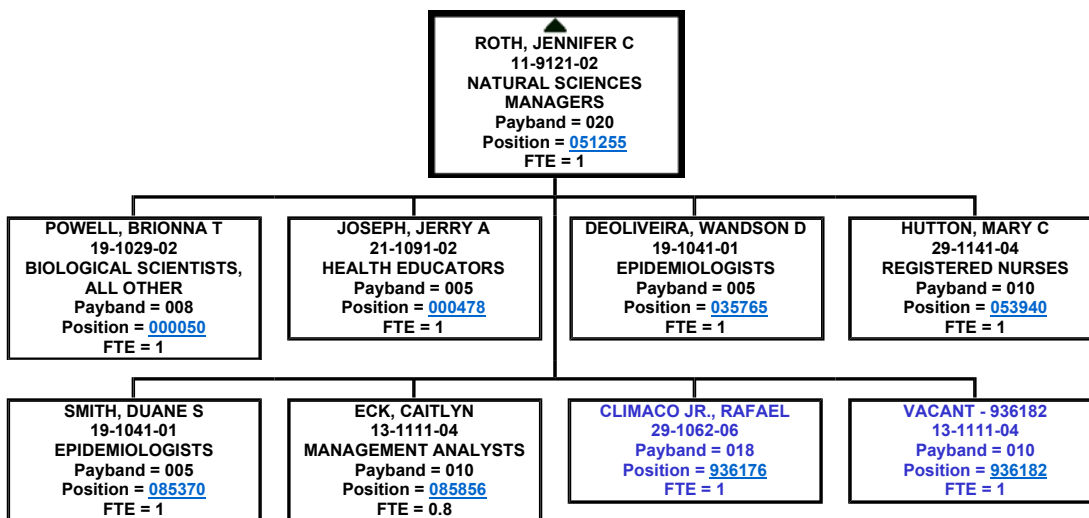


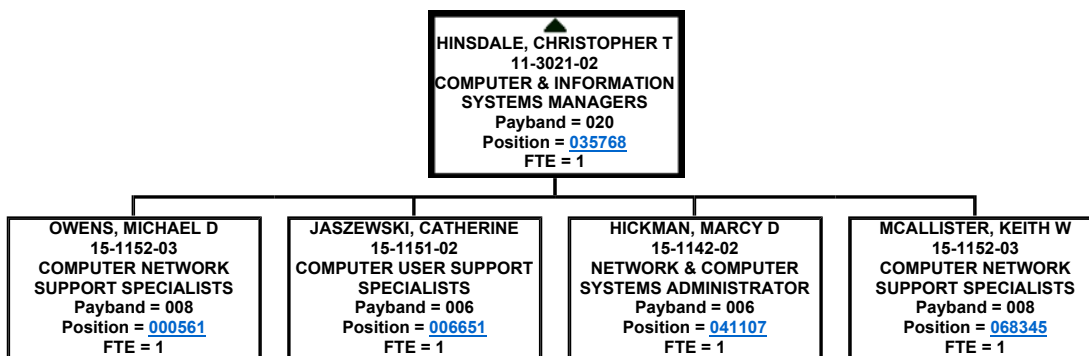


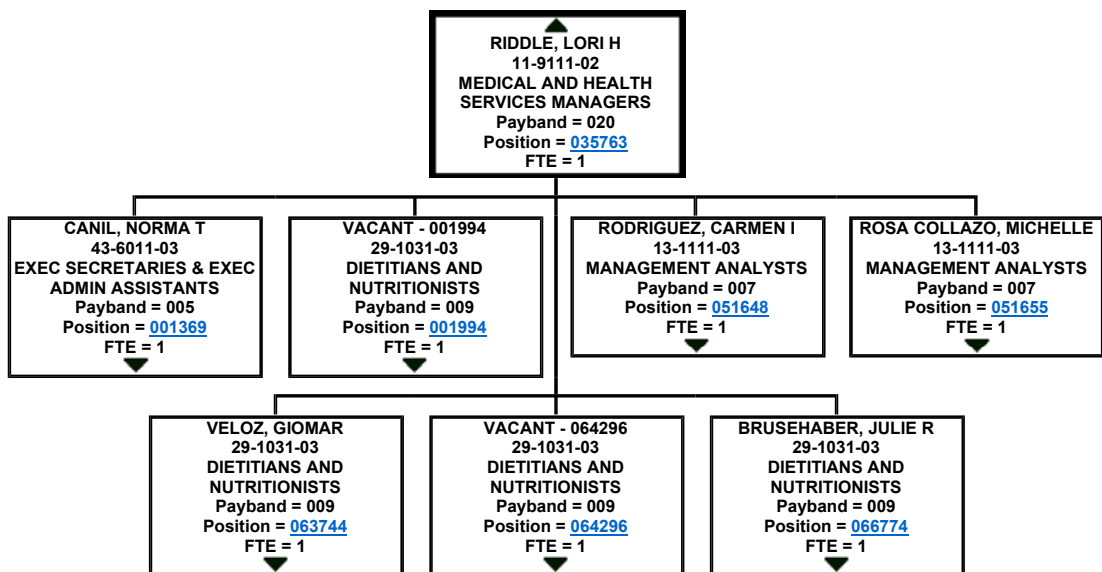


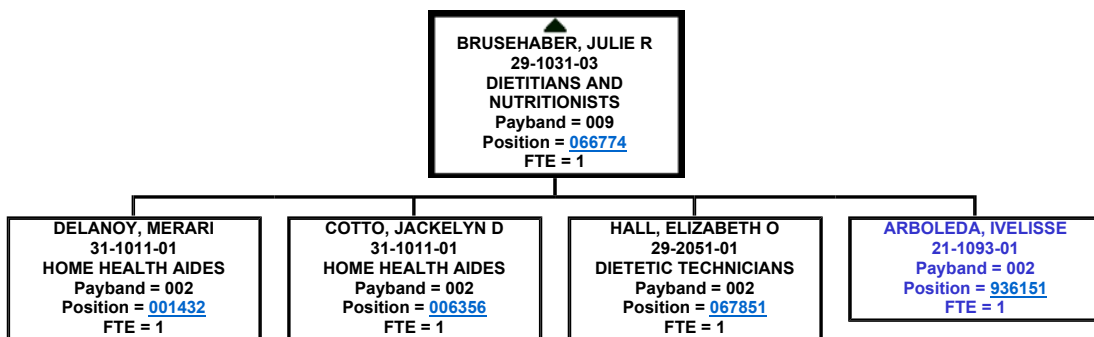


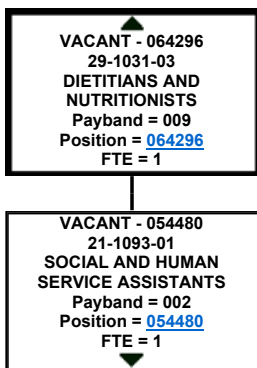


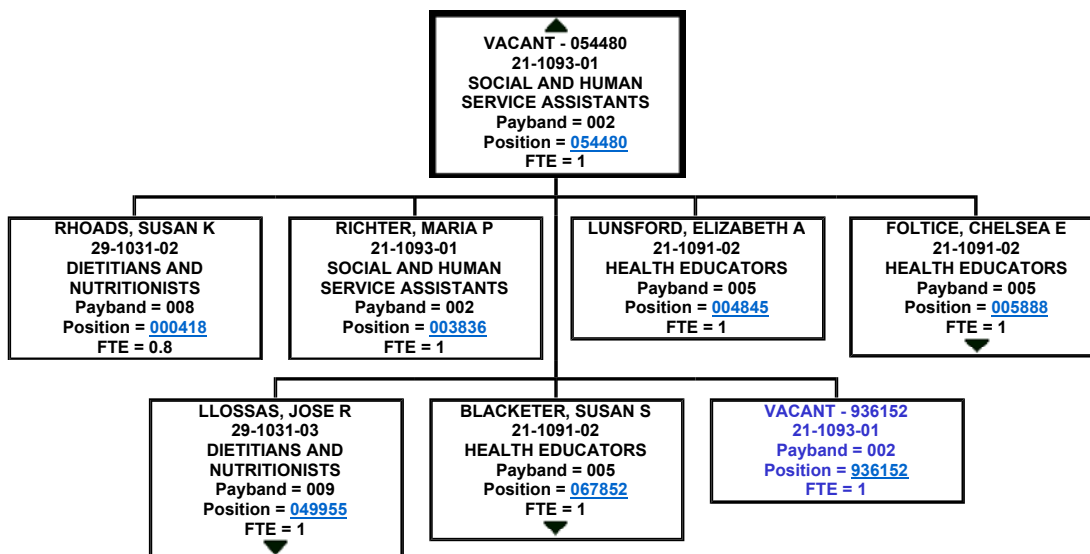


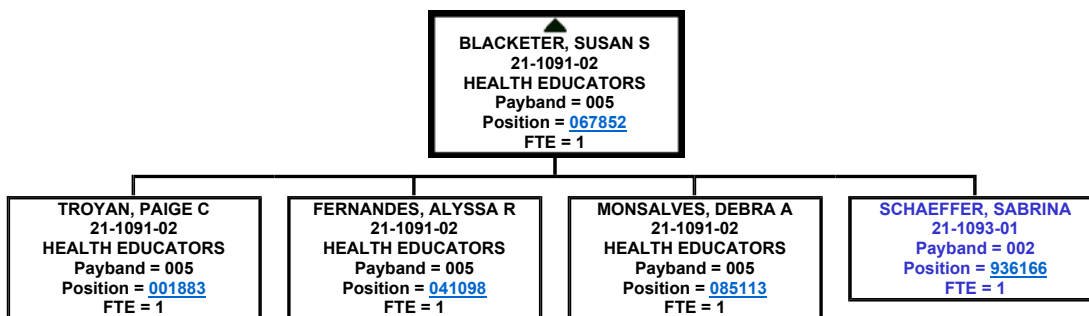




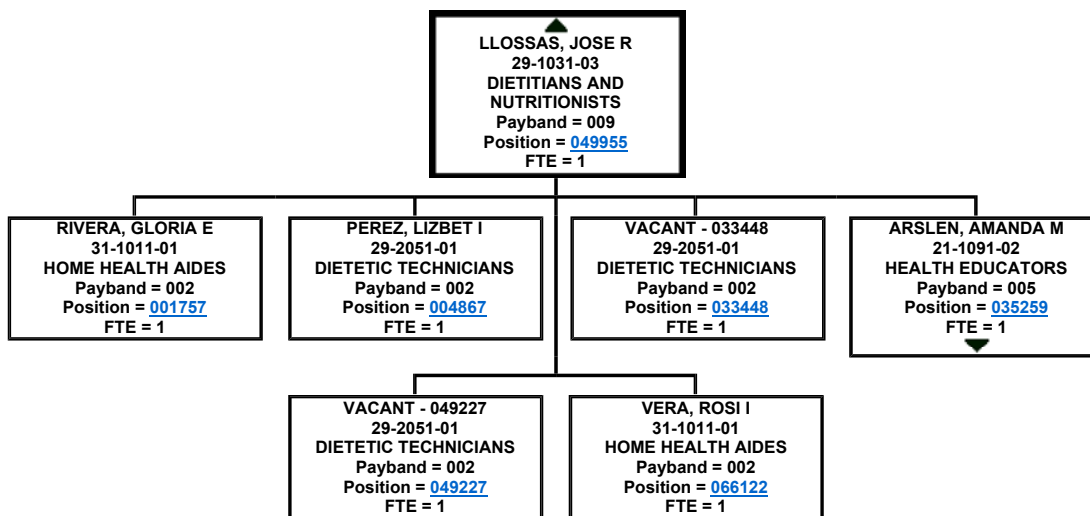


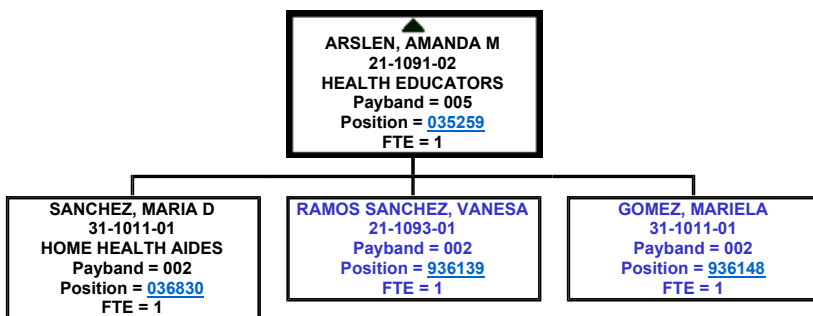


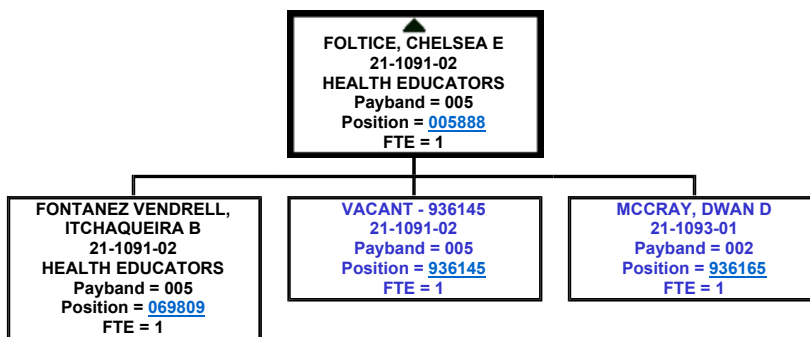


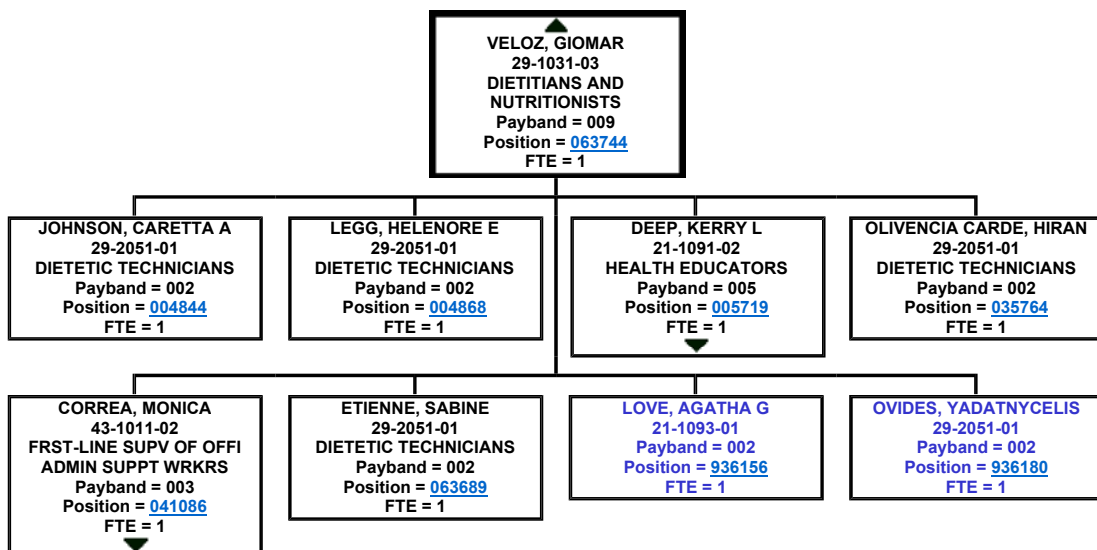


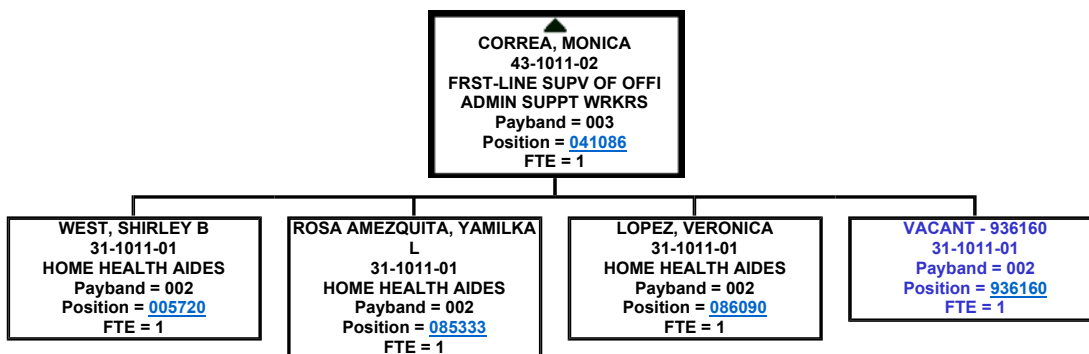


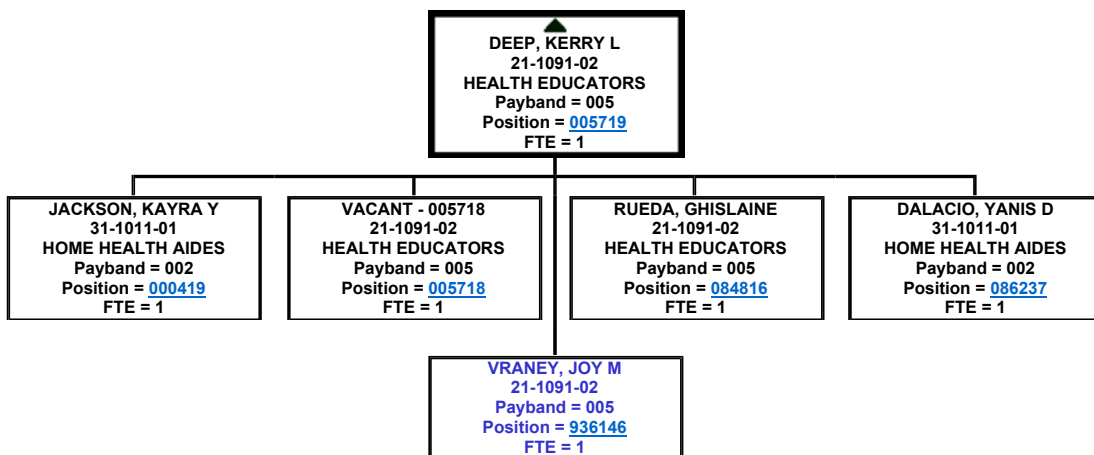


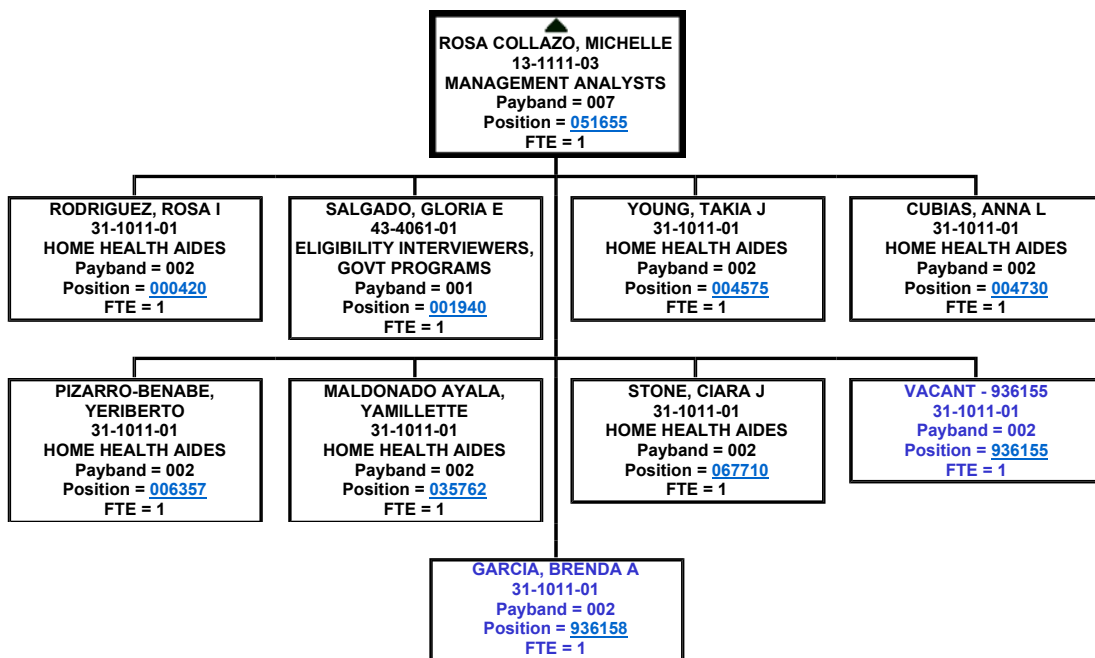


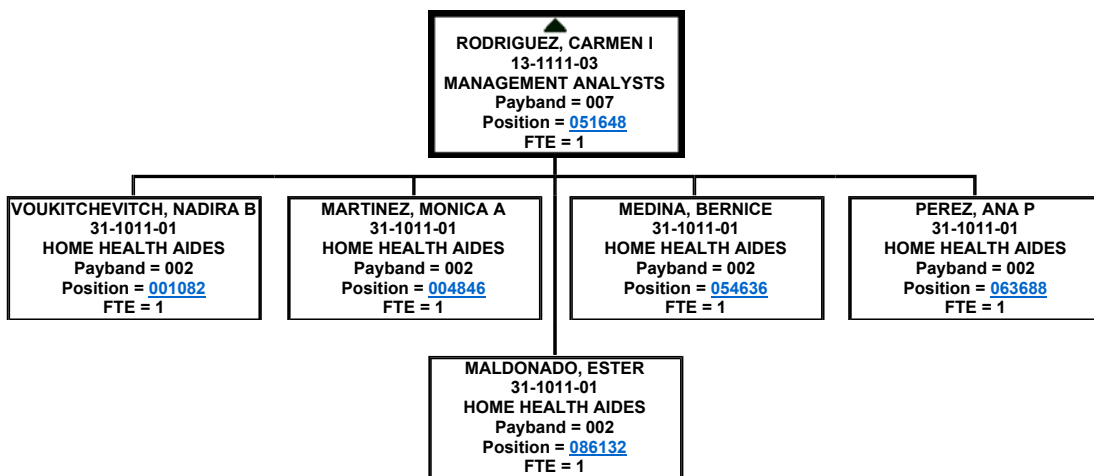




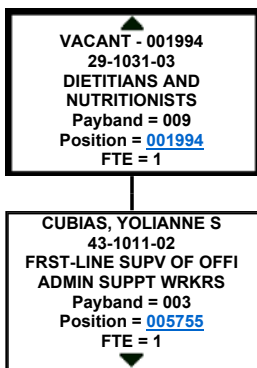


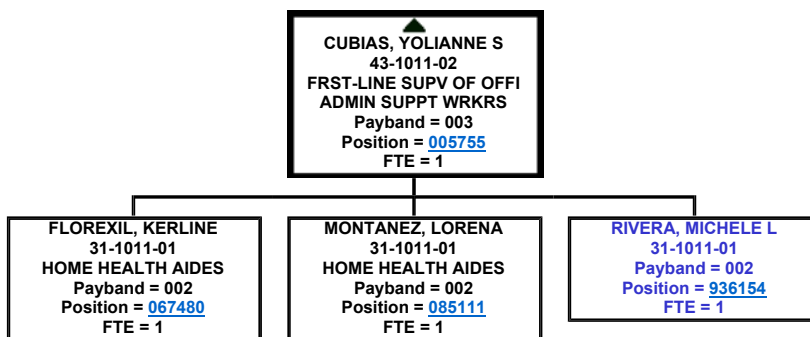


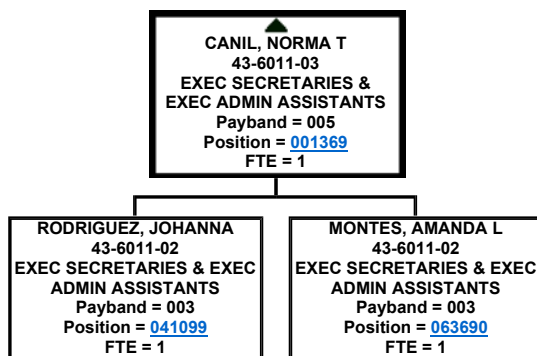


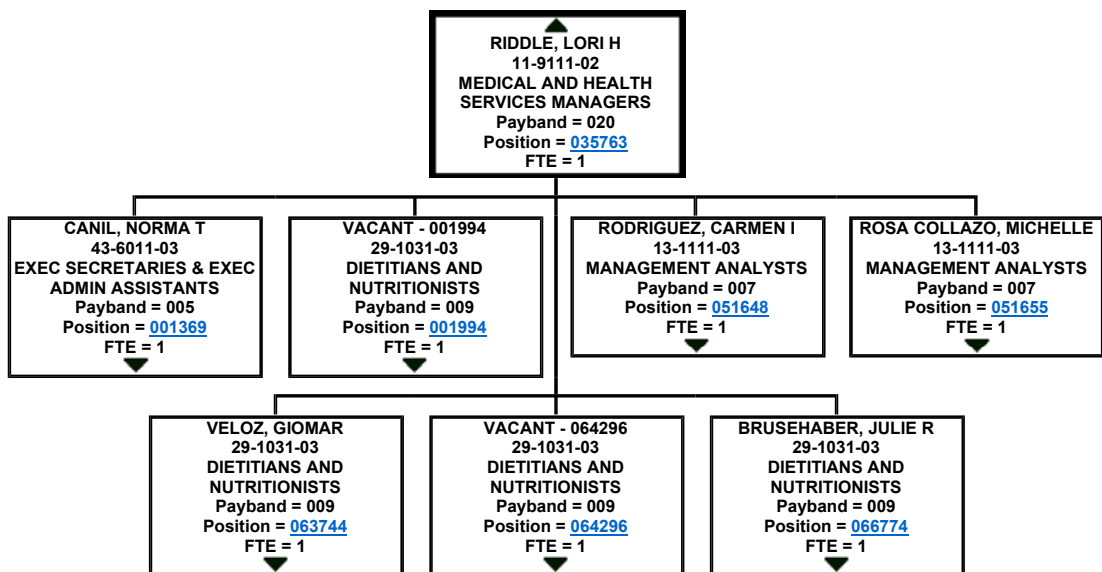


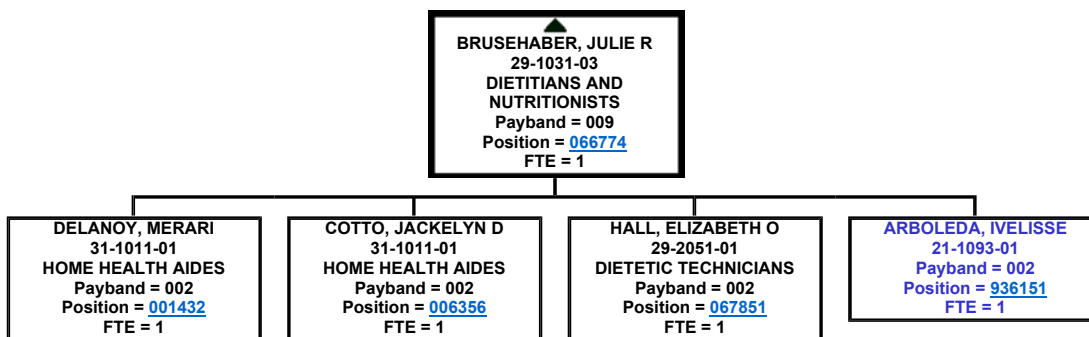


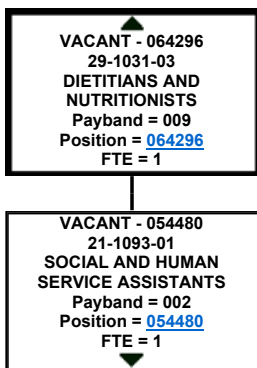


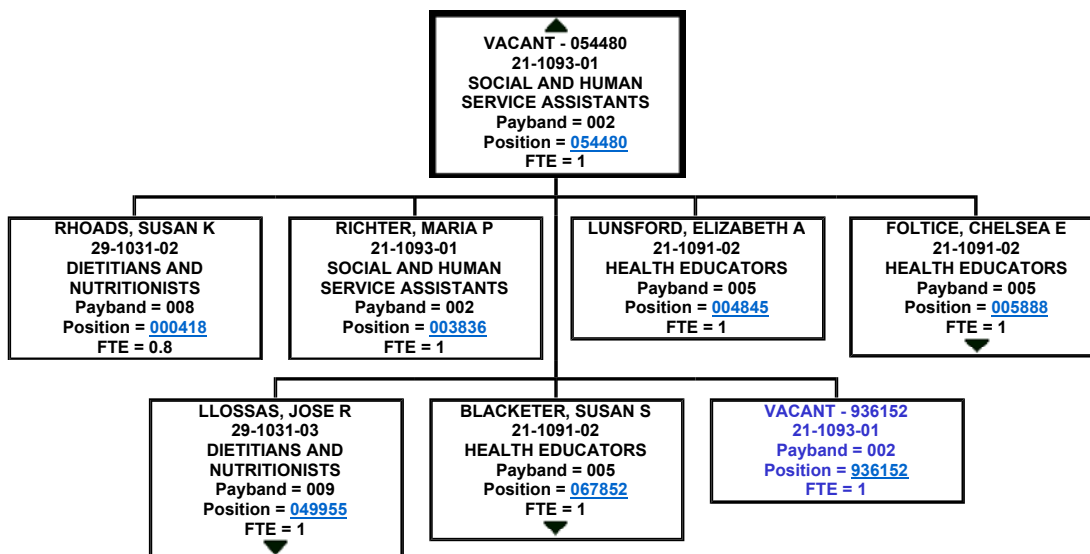


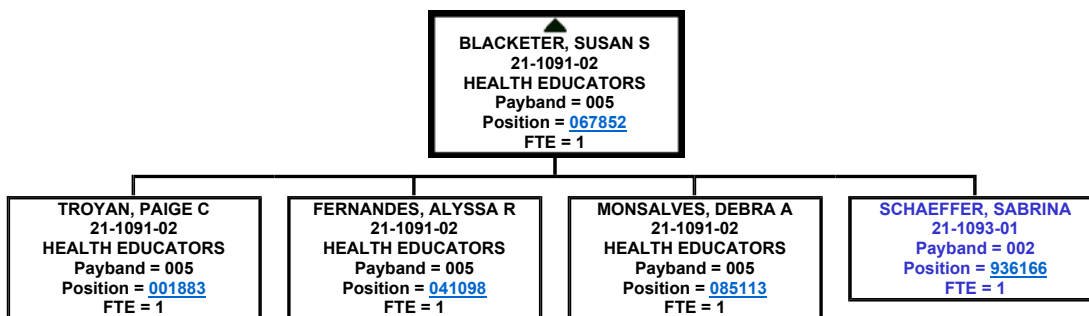




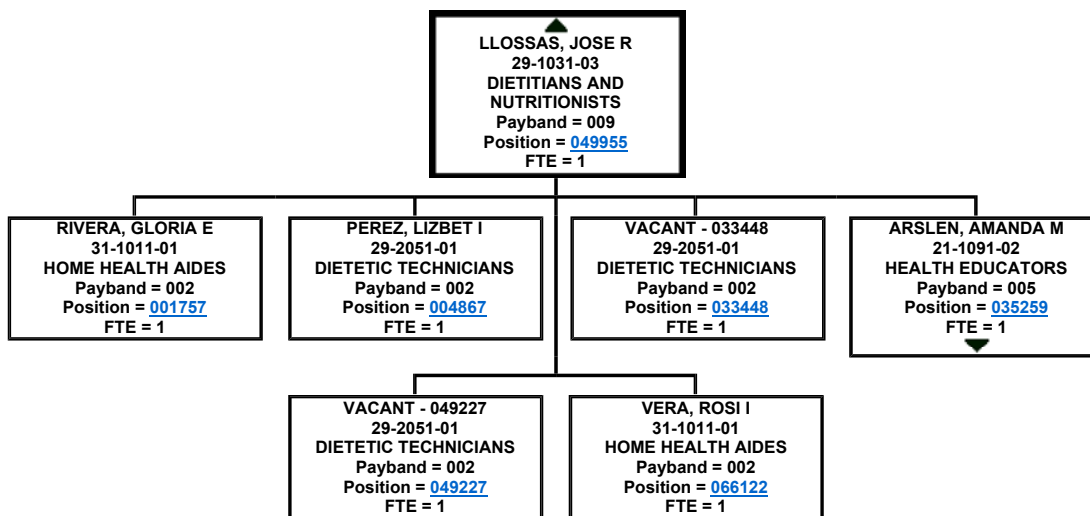


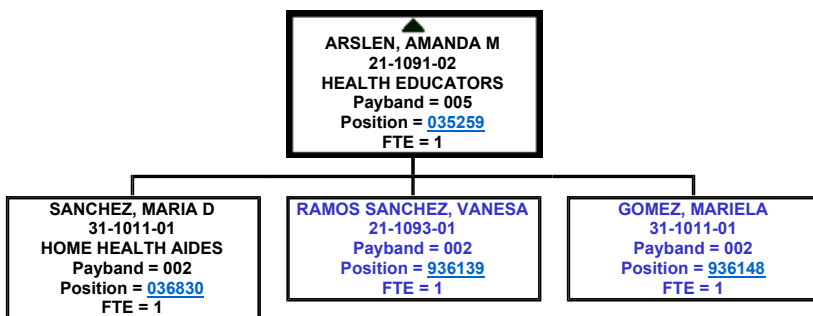


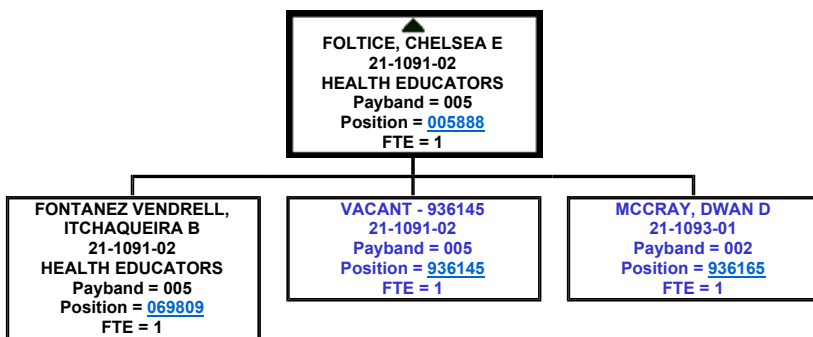


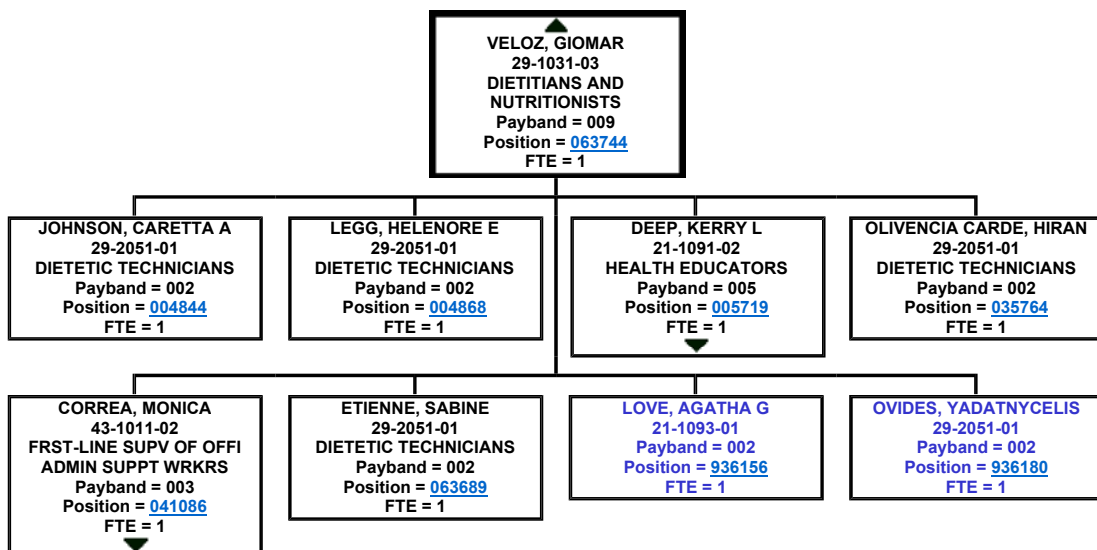


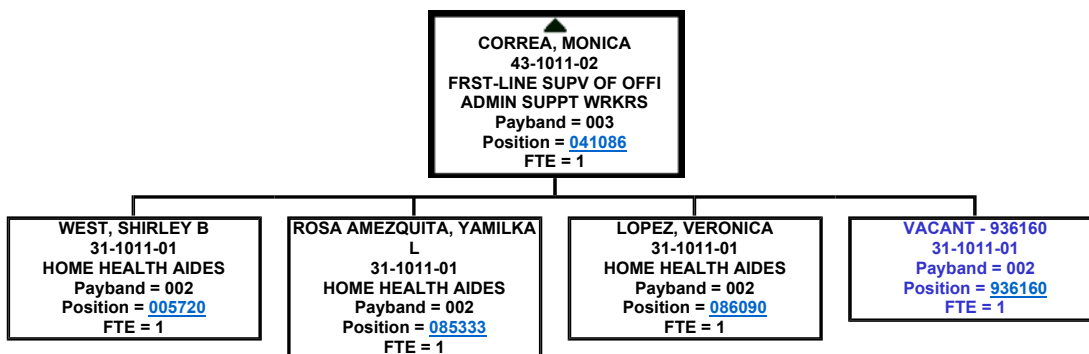


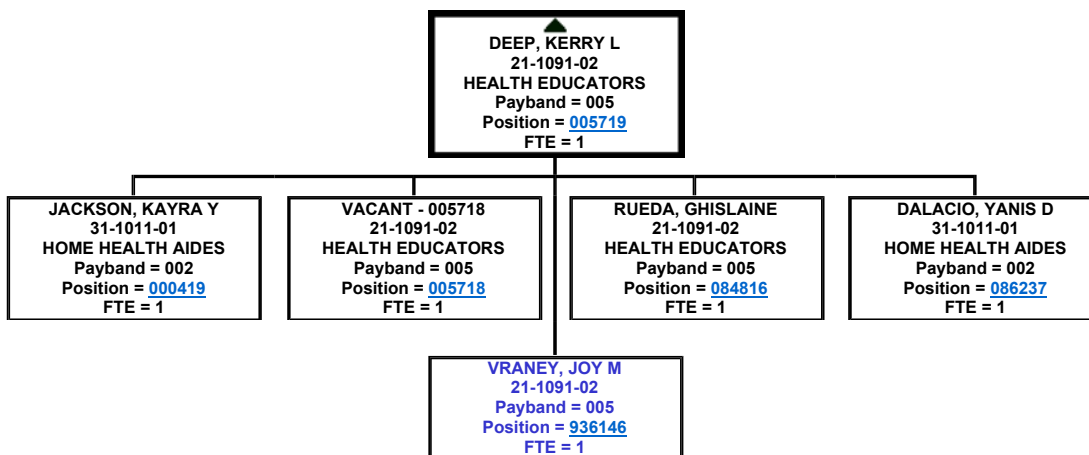


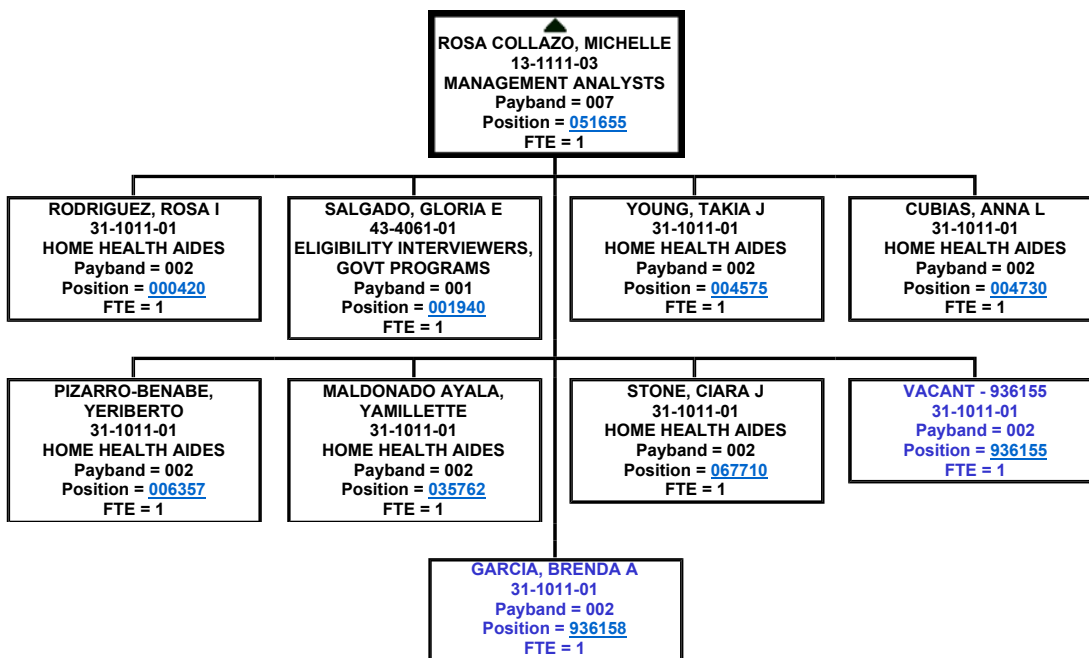


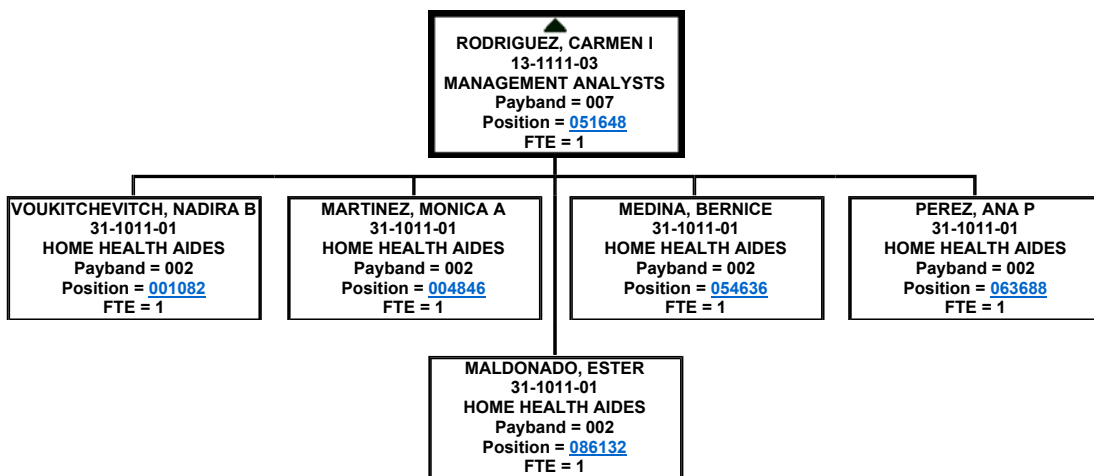




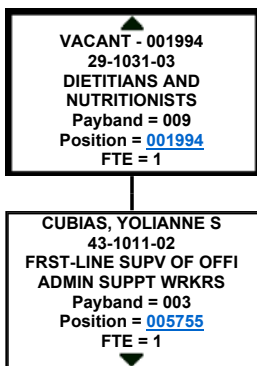


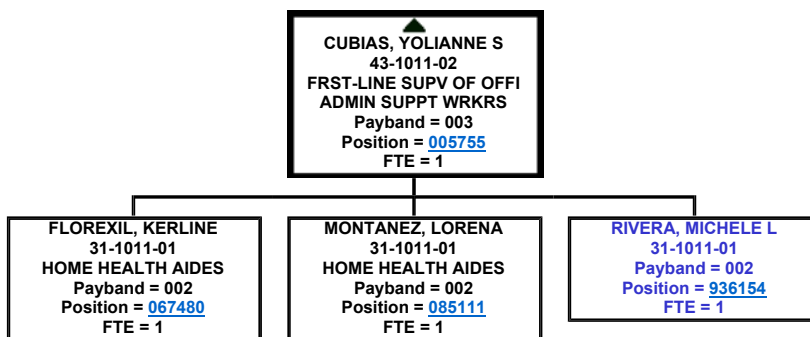


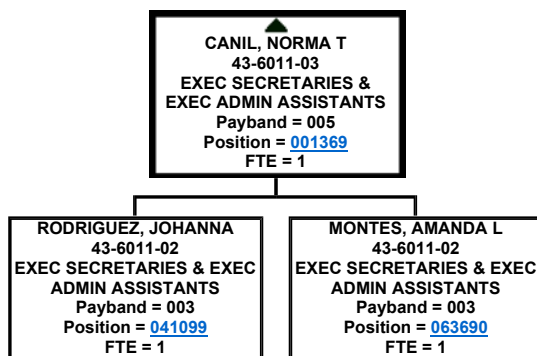


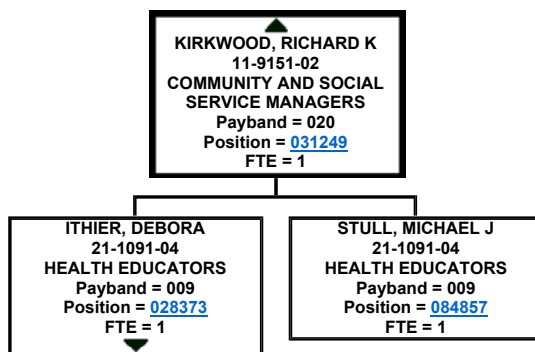


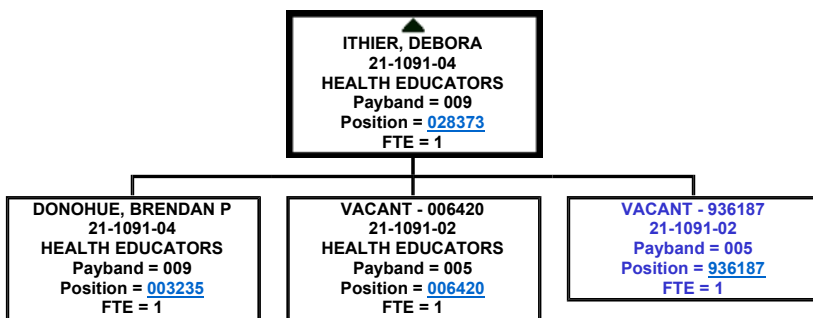


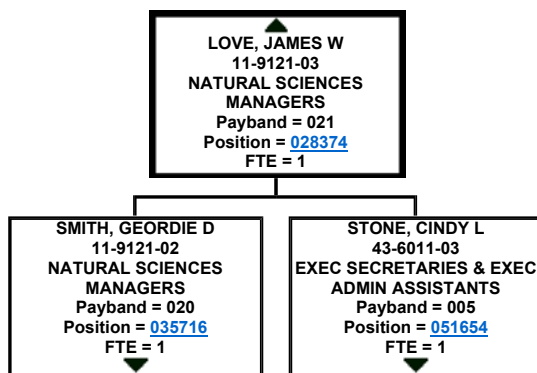


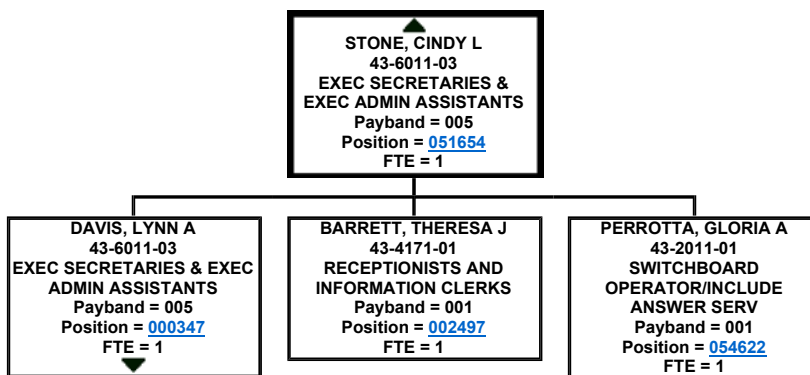


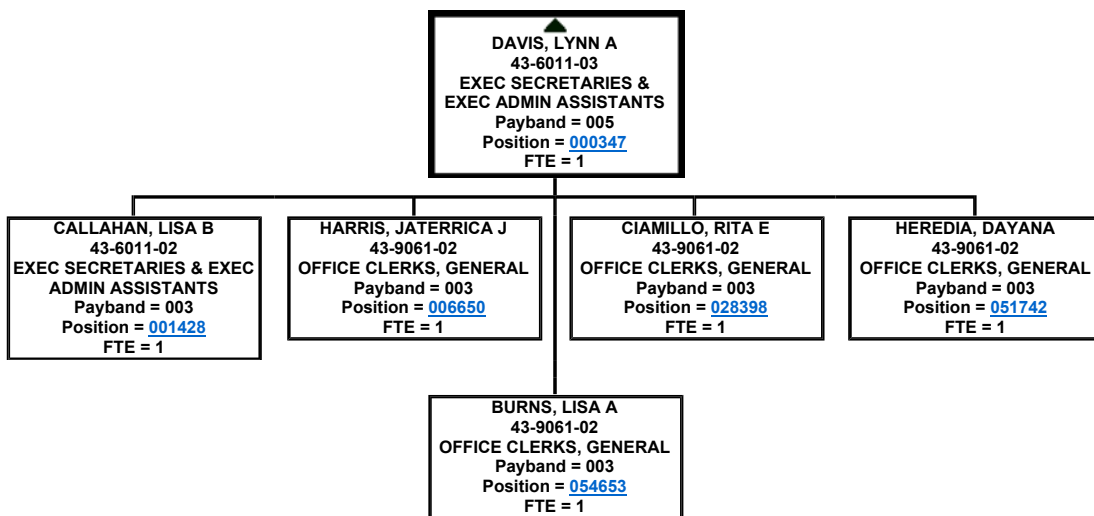




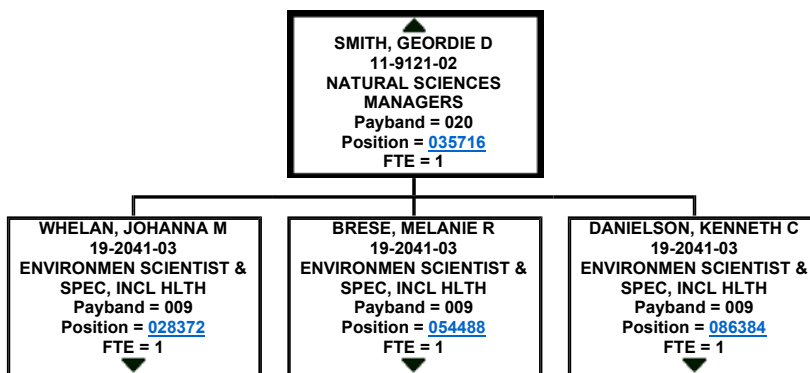


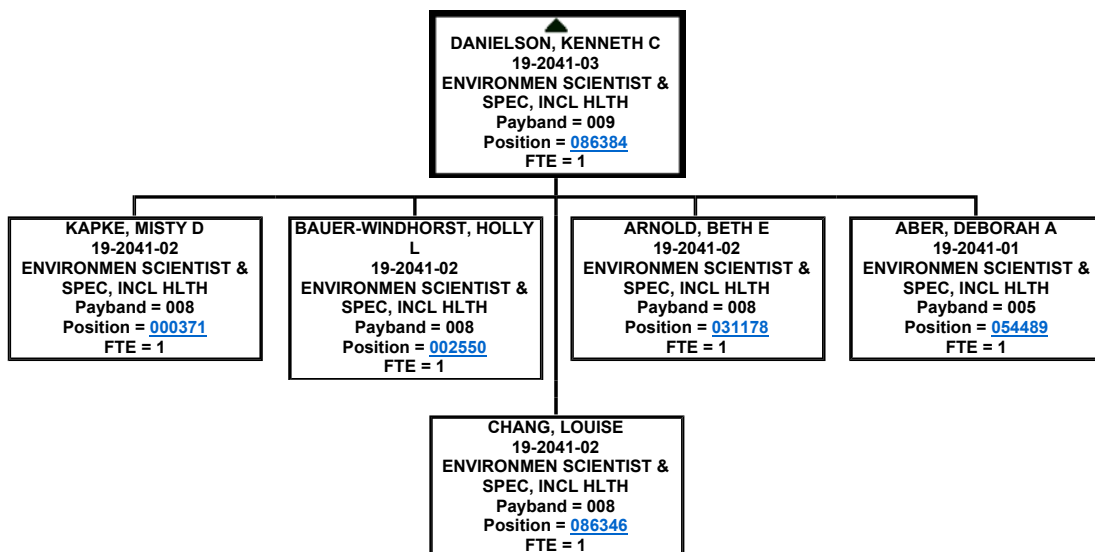


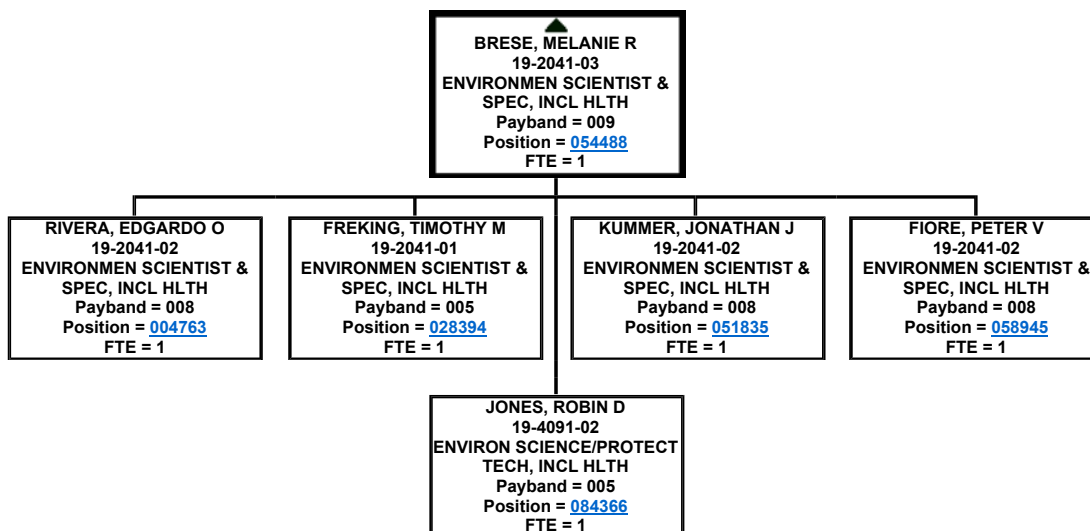


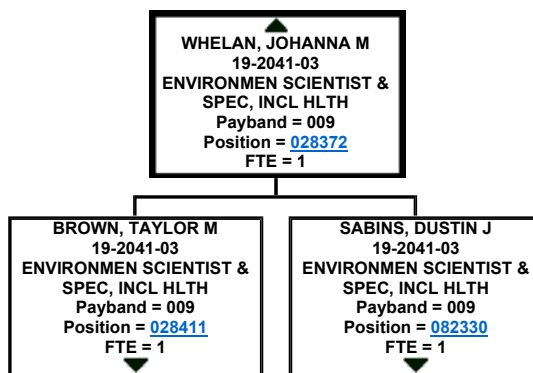


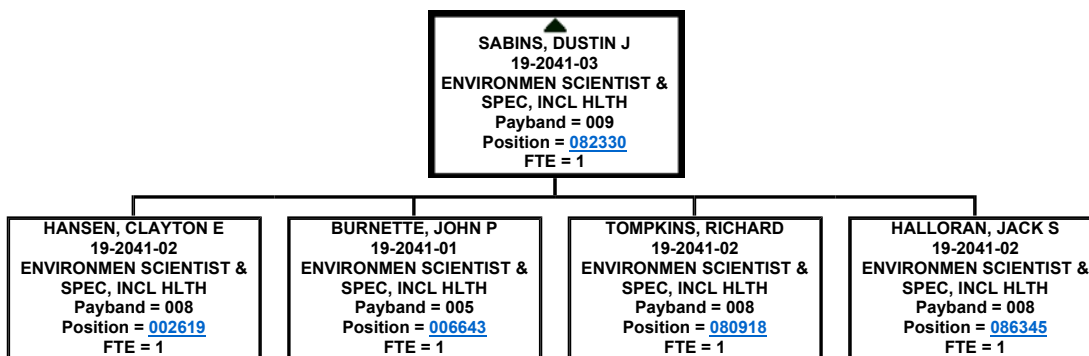


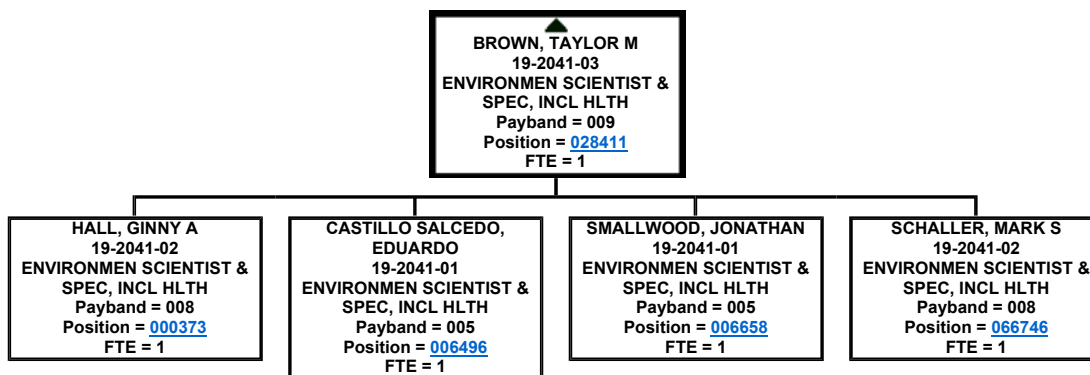


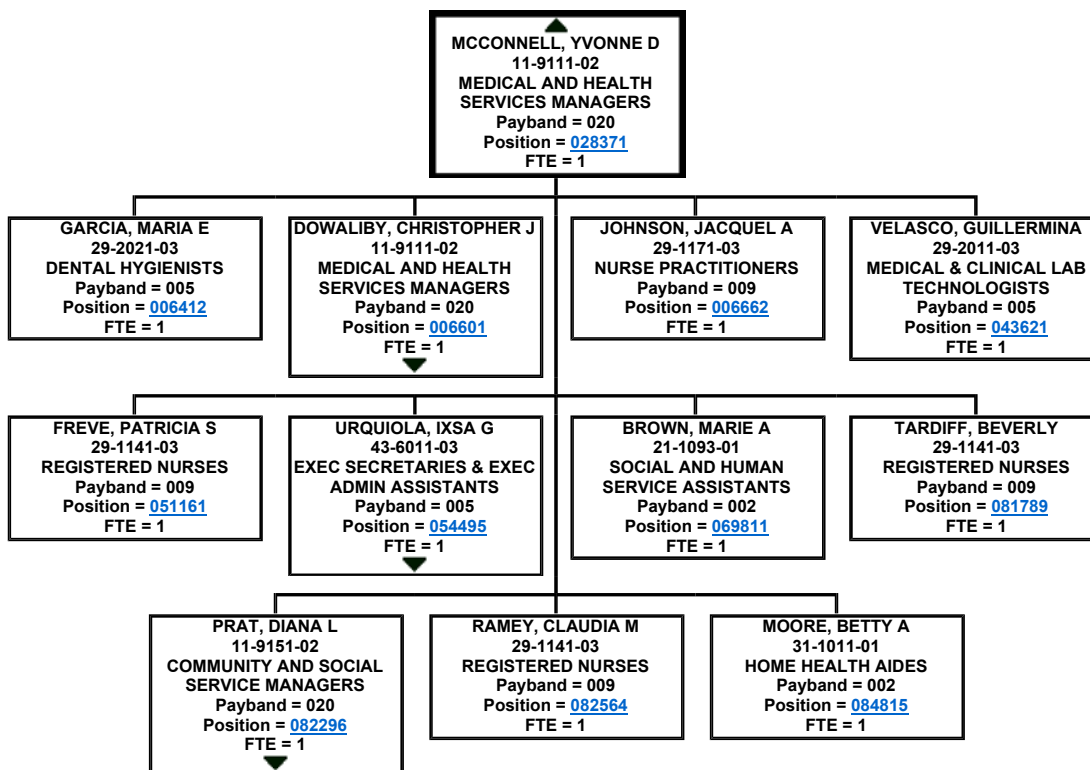


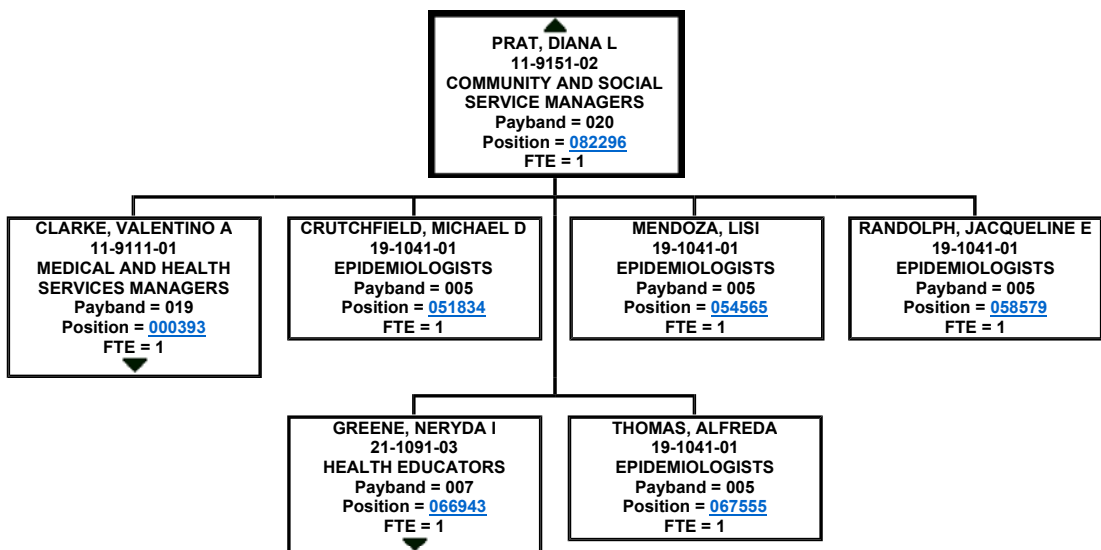




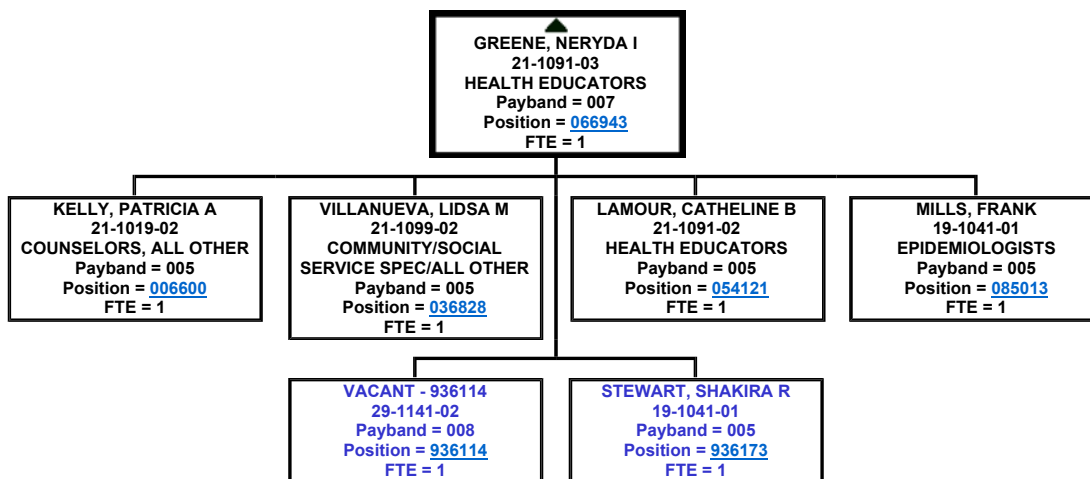


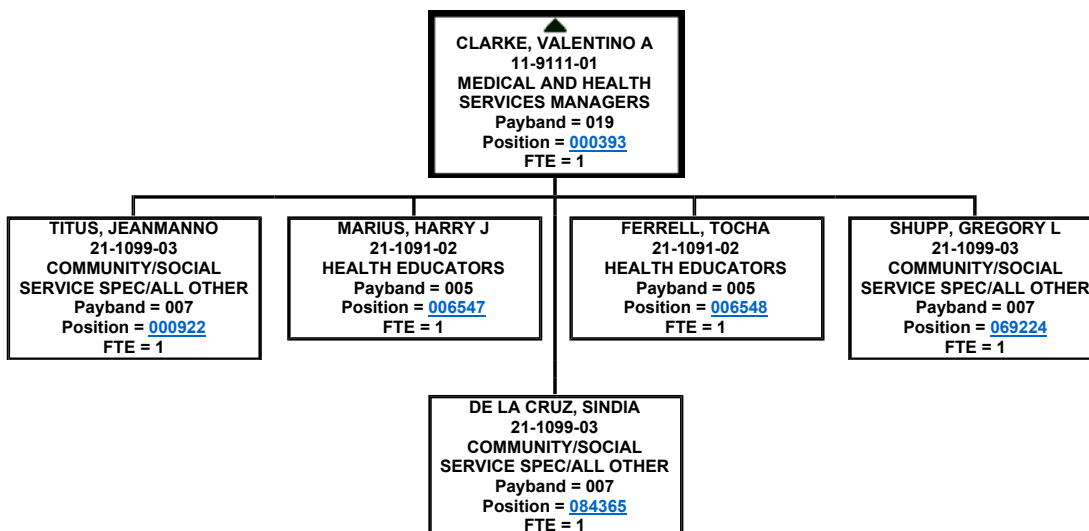


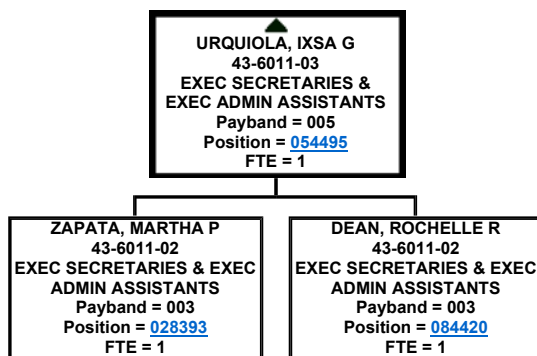


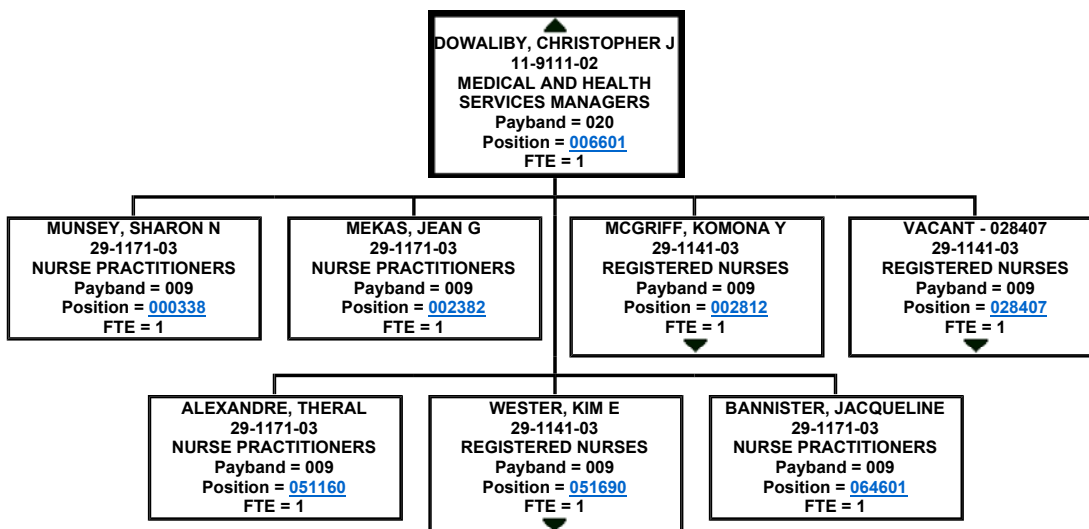


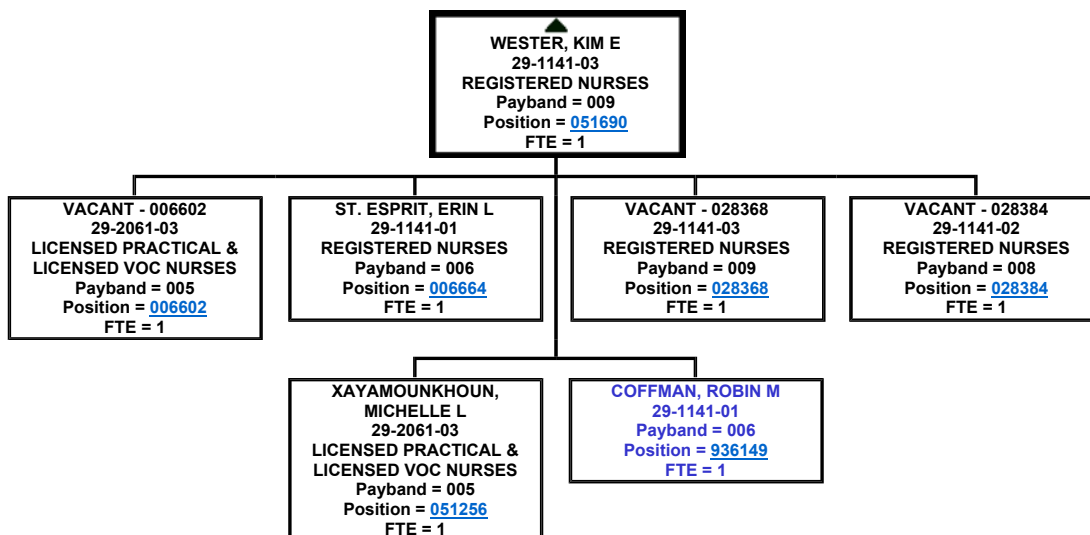


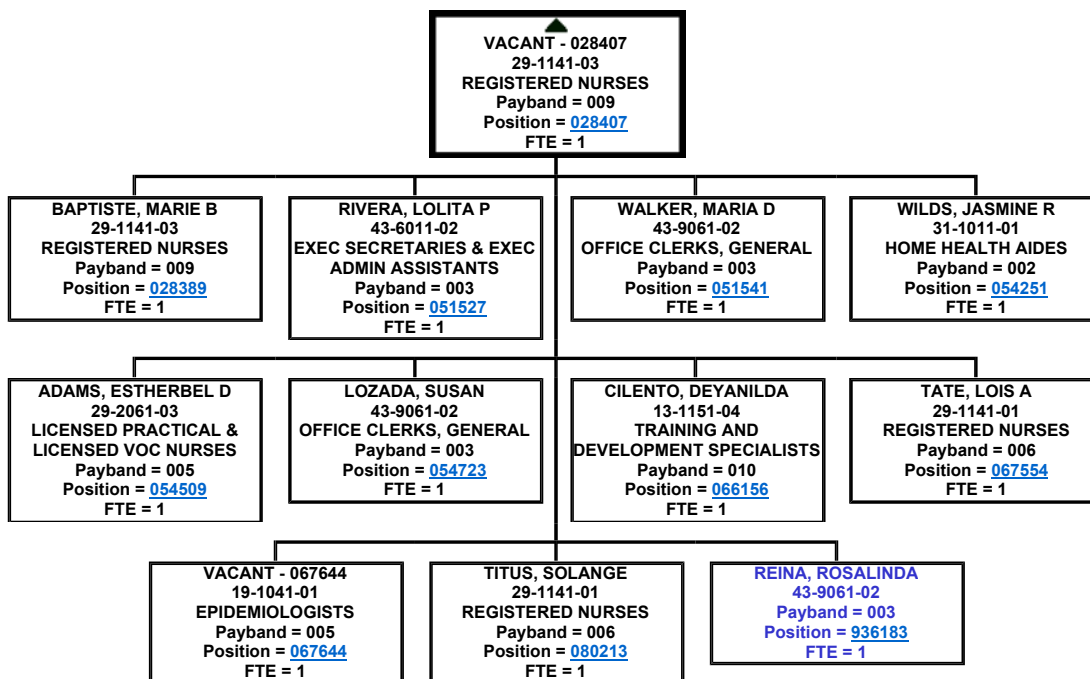


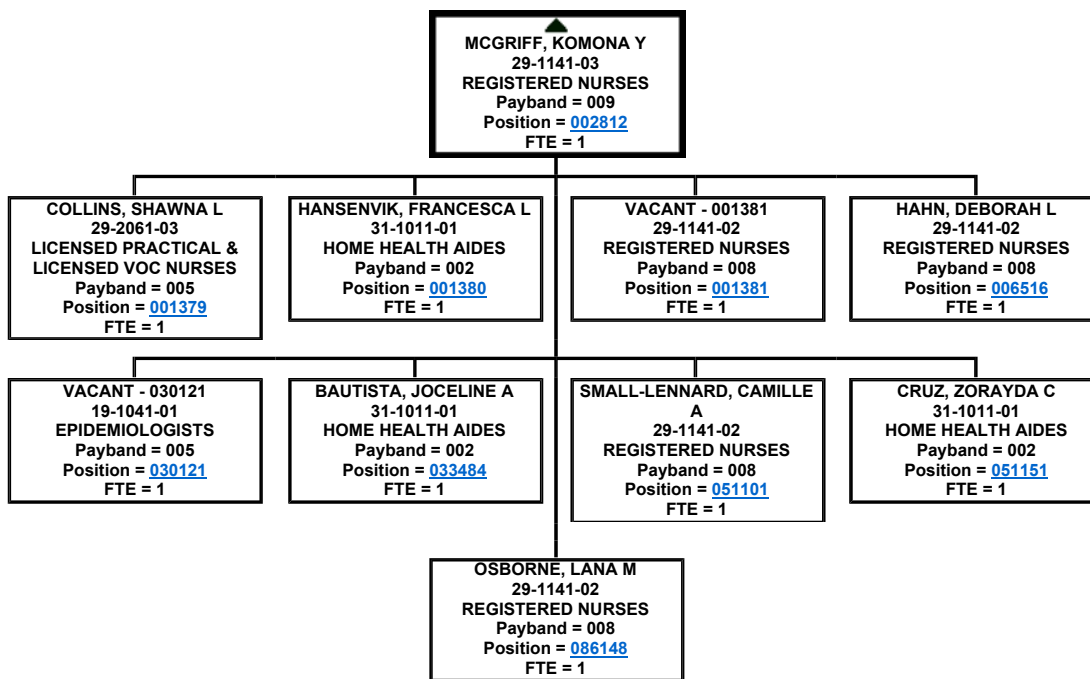


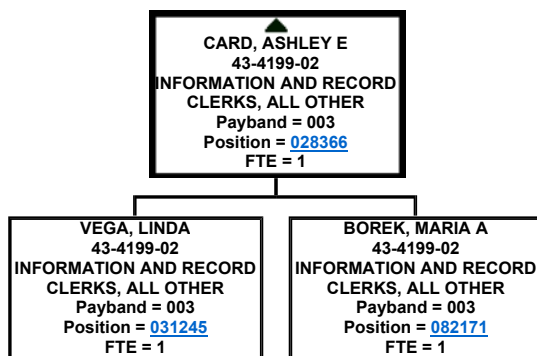










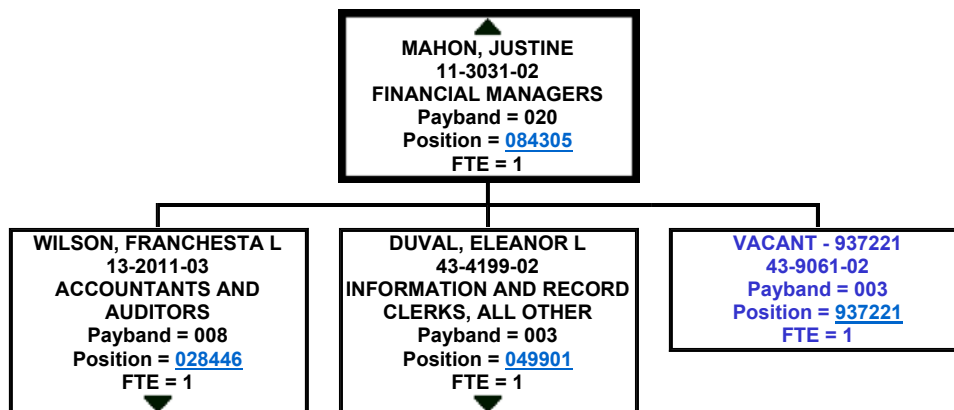


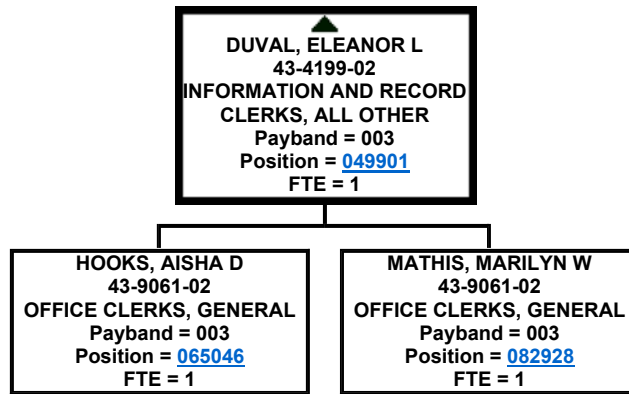


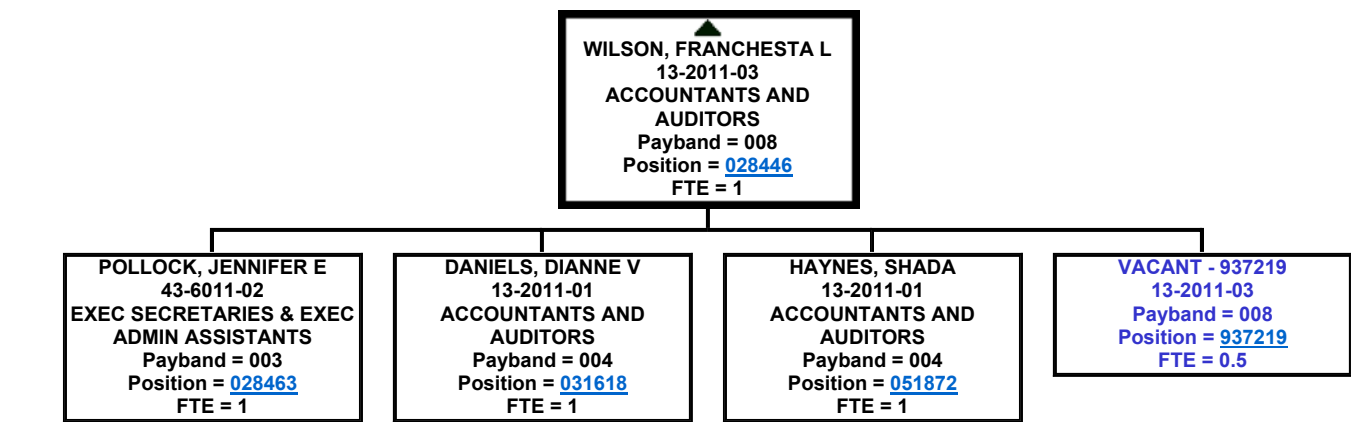
# CHD 37 - Leon County Health Department

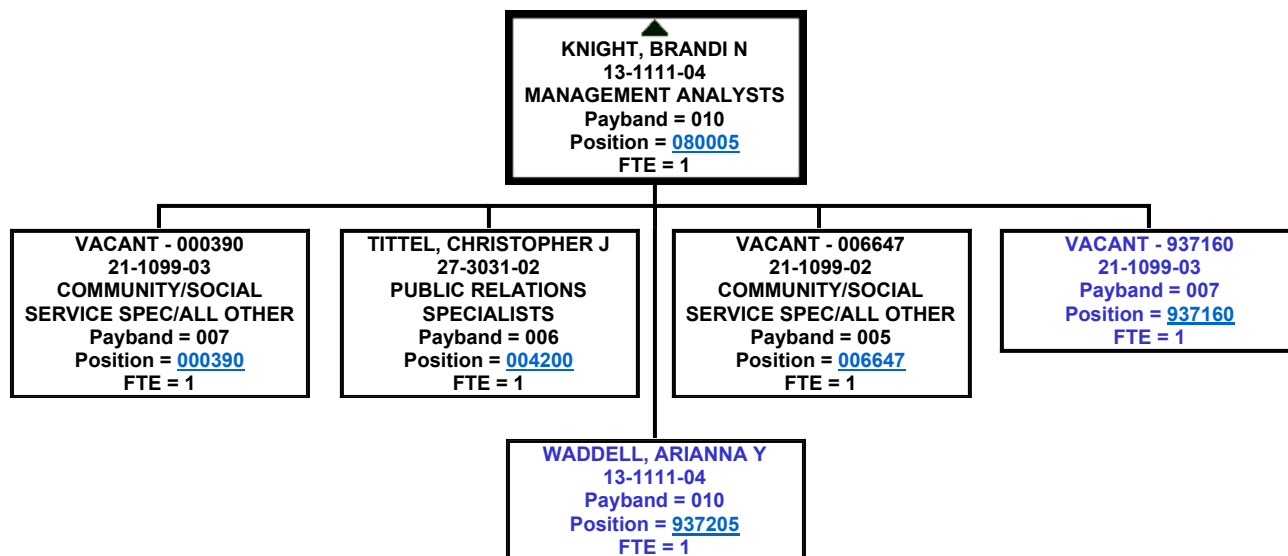
Created: 10/5/2016 10:19:00 AM

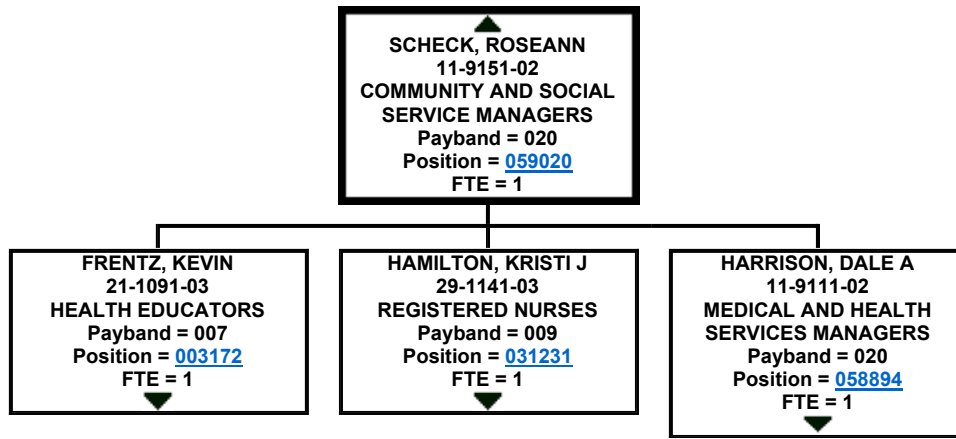
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

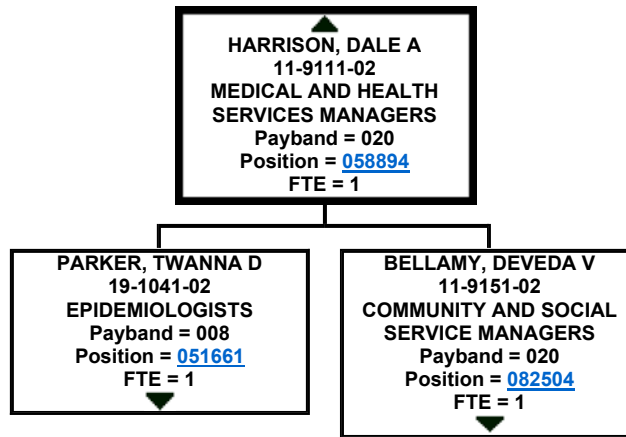


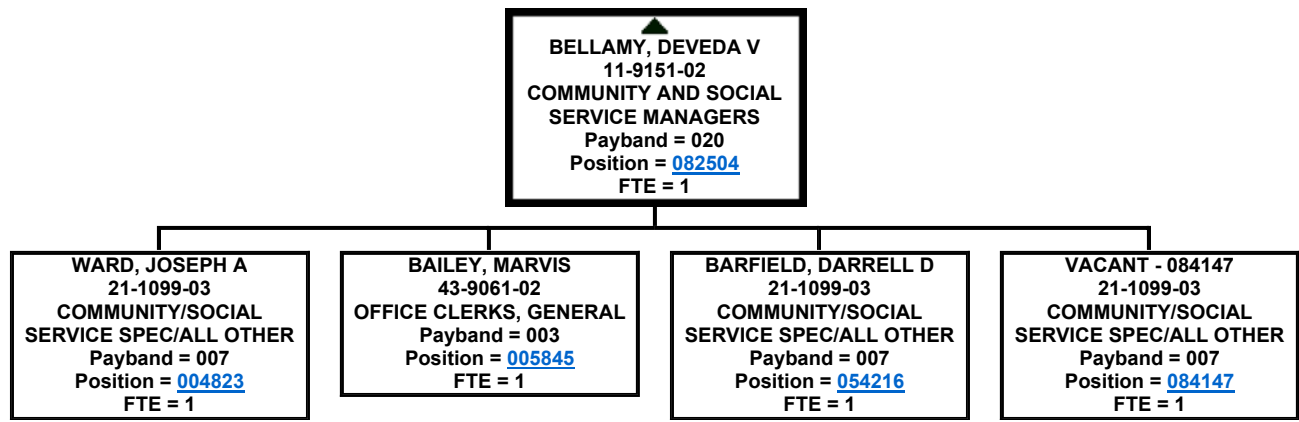


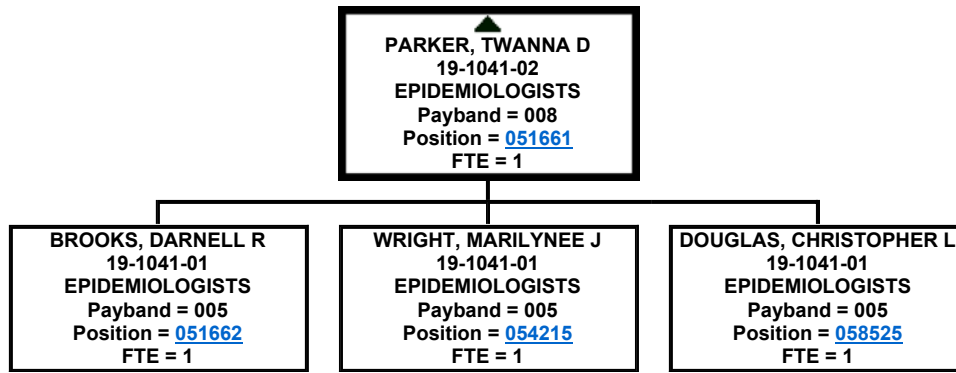




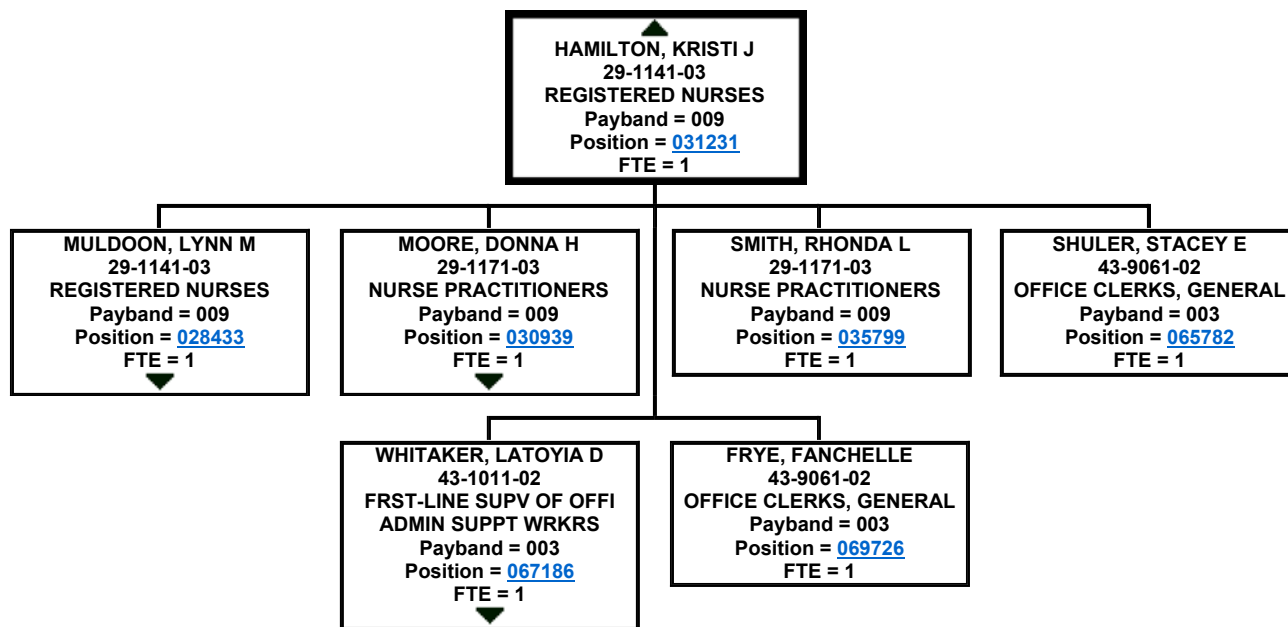


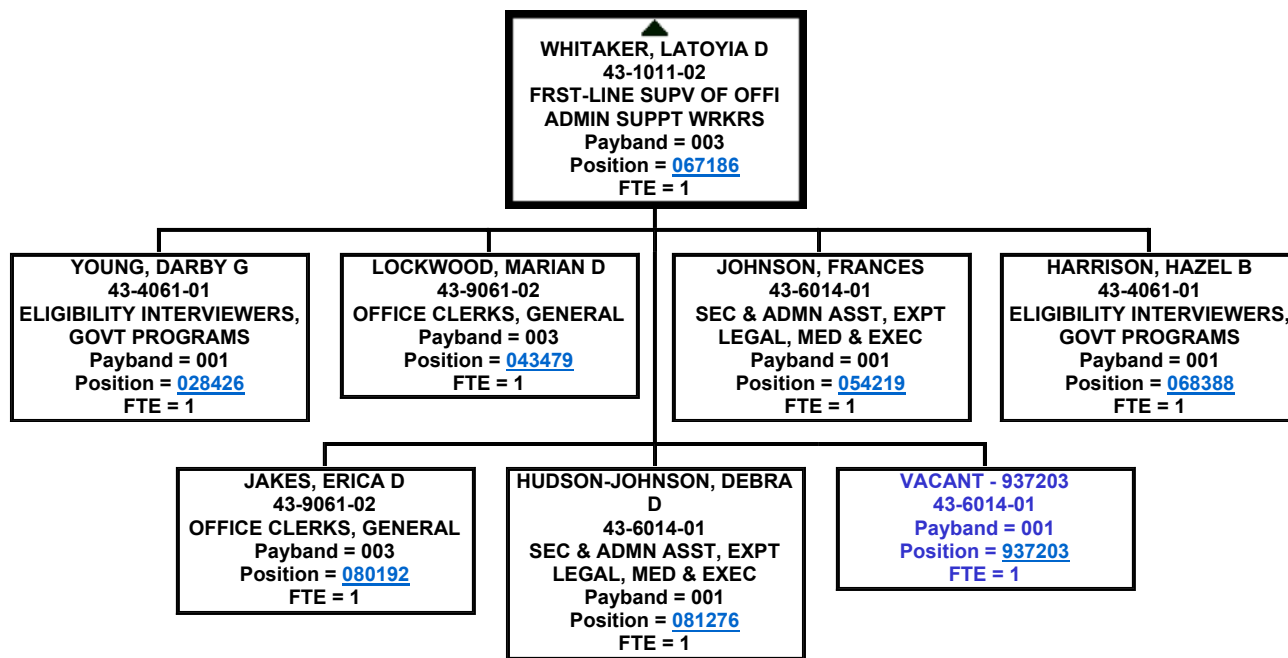


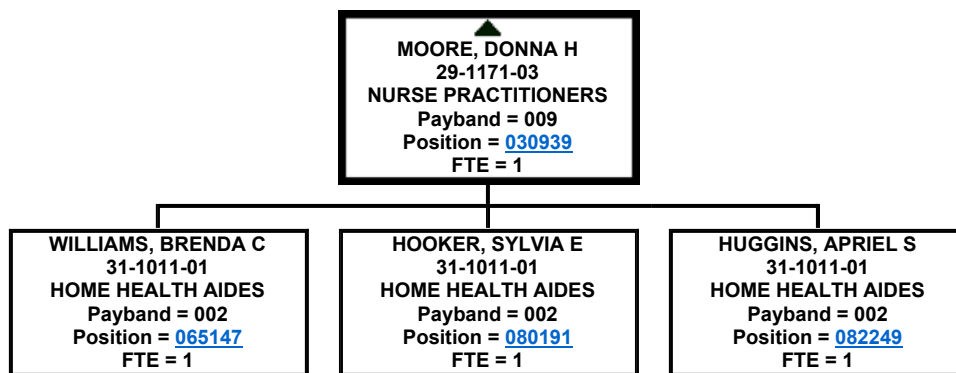


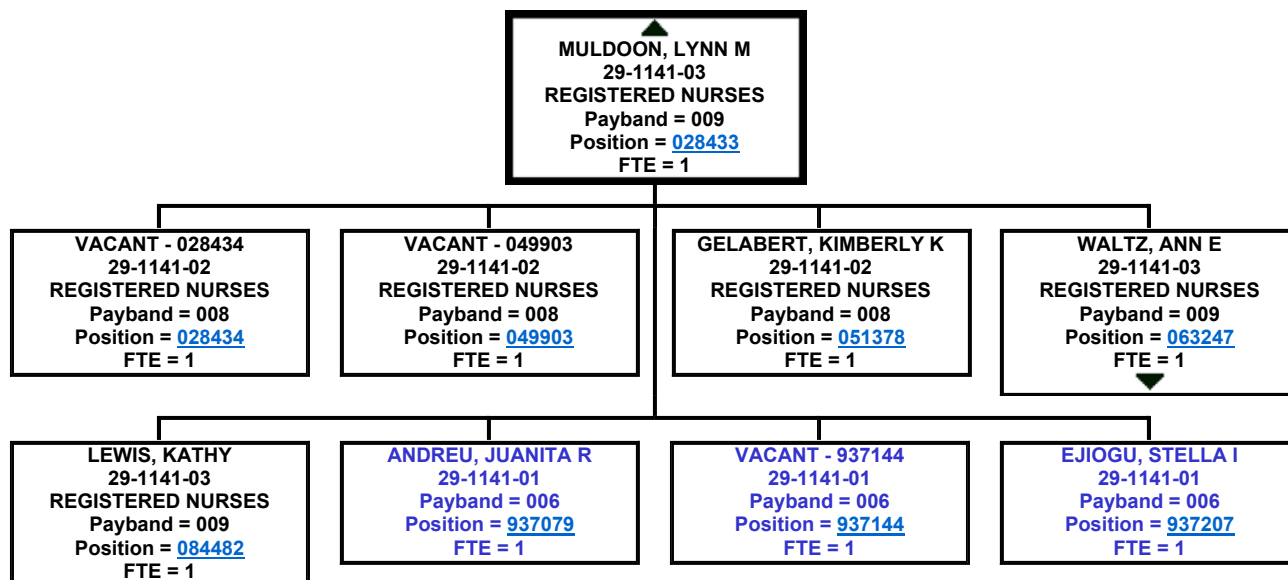


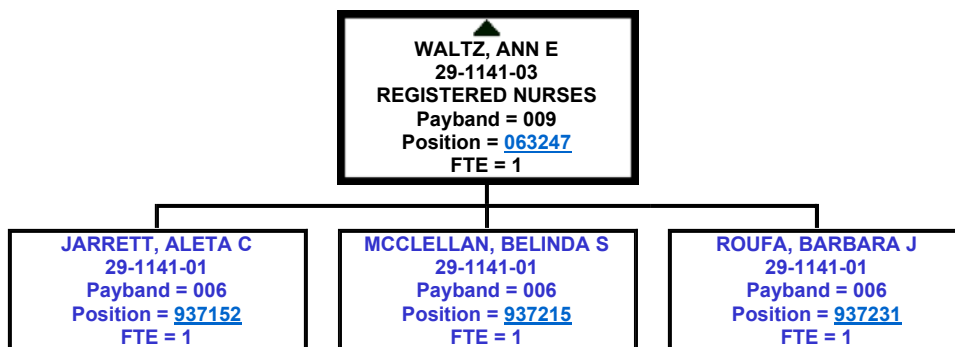


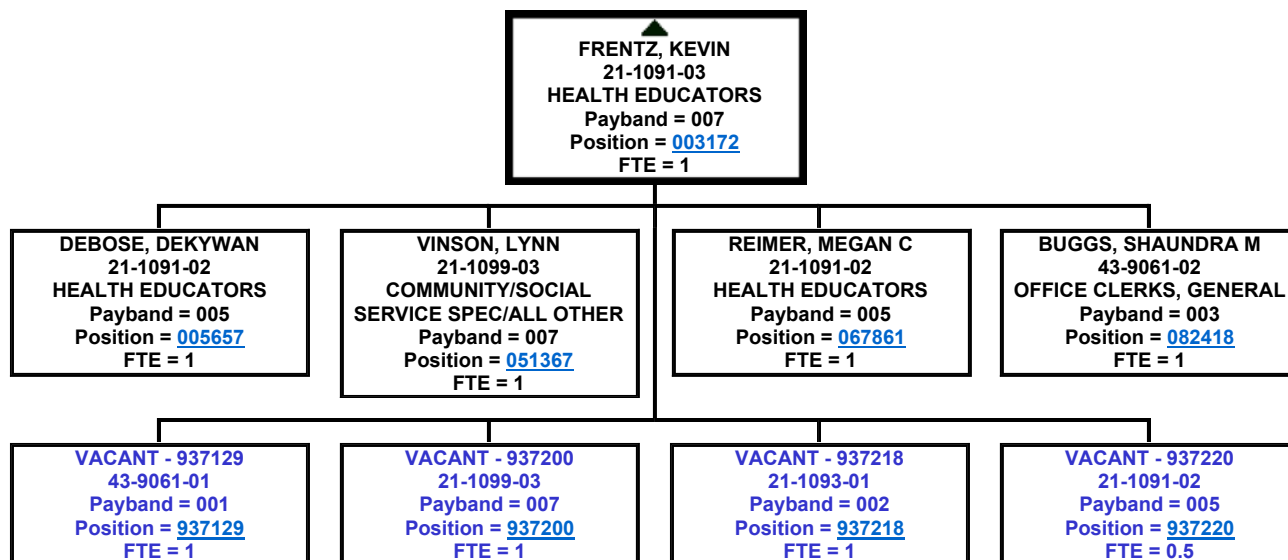








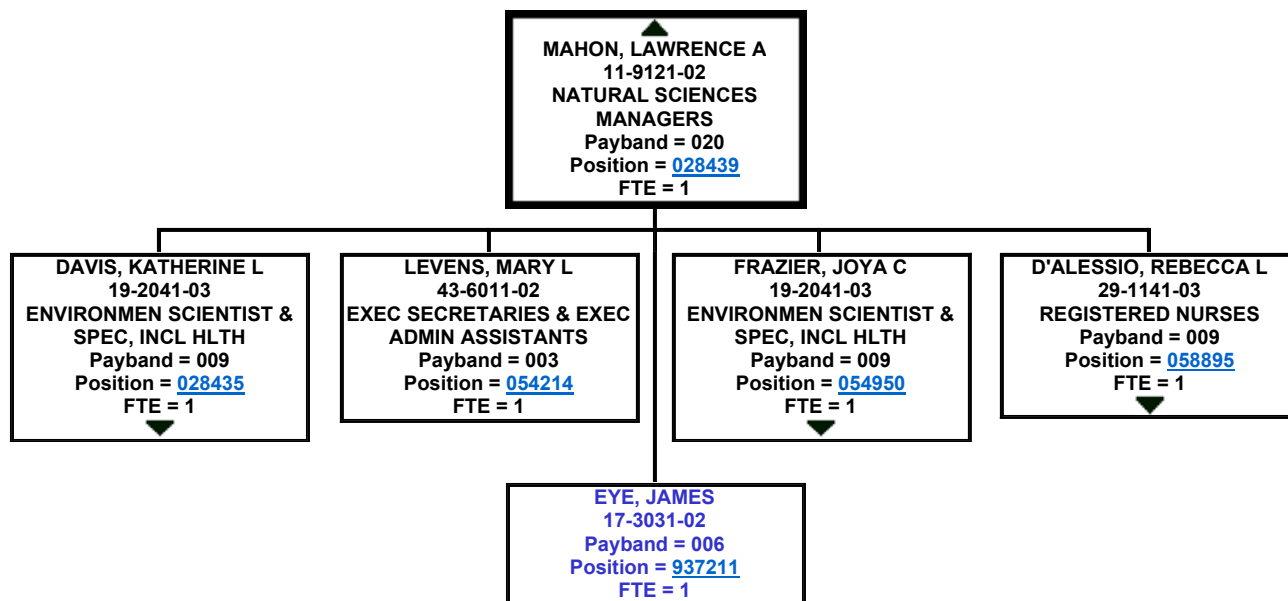




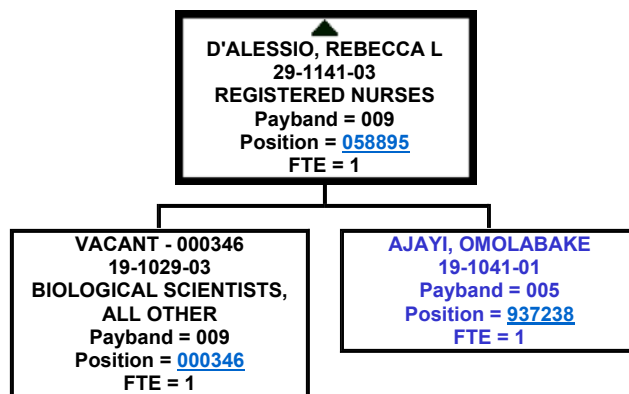
▲  
KIRSCH, MARJORIE E  
10-9111-01  
MEDICAL AND HEALTH  
SERVICES MANAGERS  
Payband = 023  
Position = [054074](#)  
FTE = 0.75

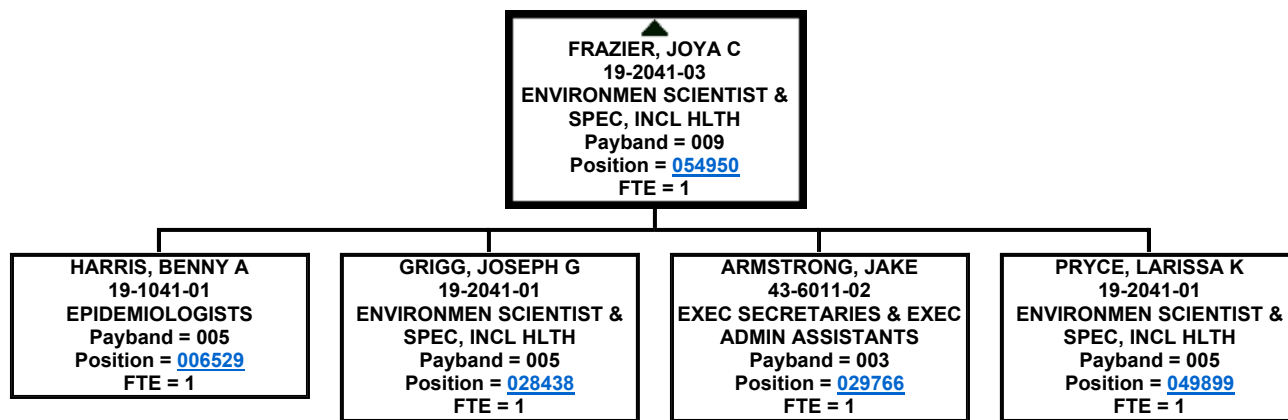
VACANT - 937188  
29-1171-03  
Payband = 009  
Position = [937188](#)  
FTE = 1

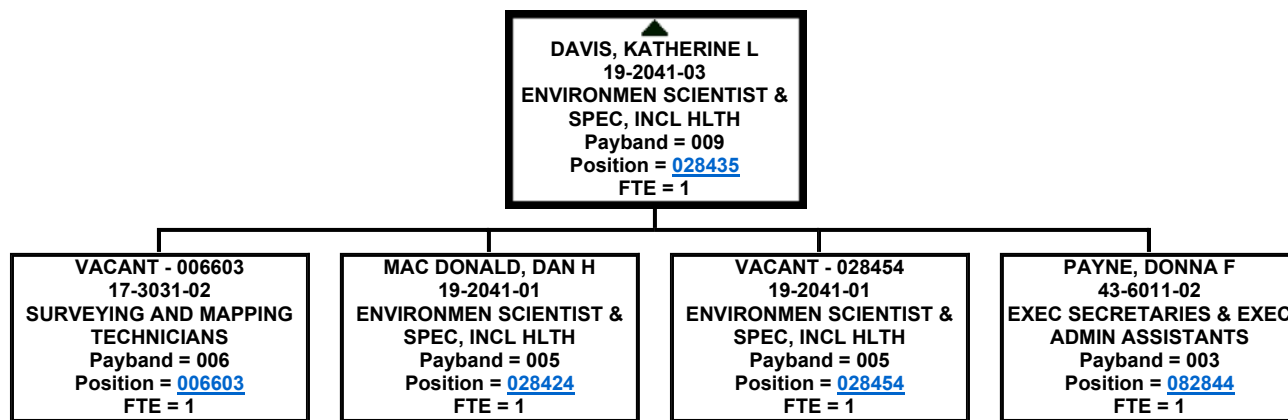
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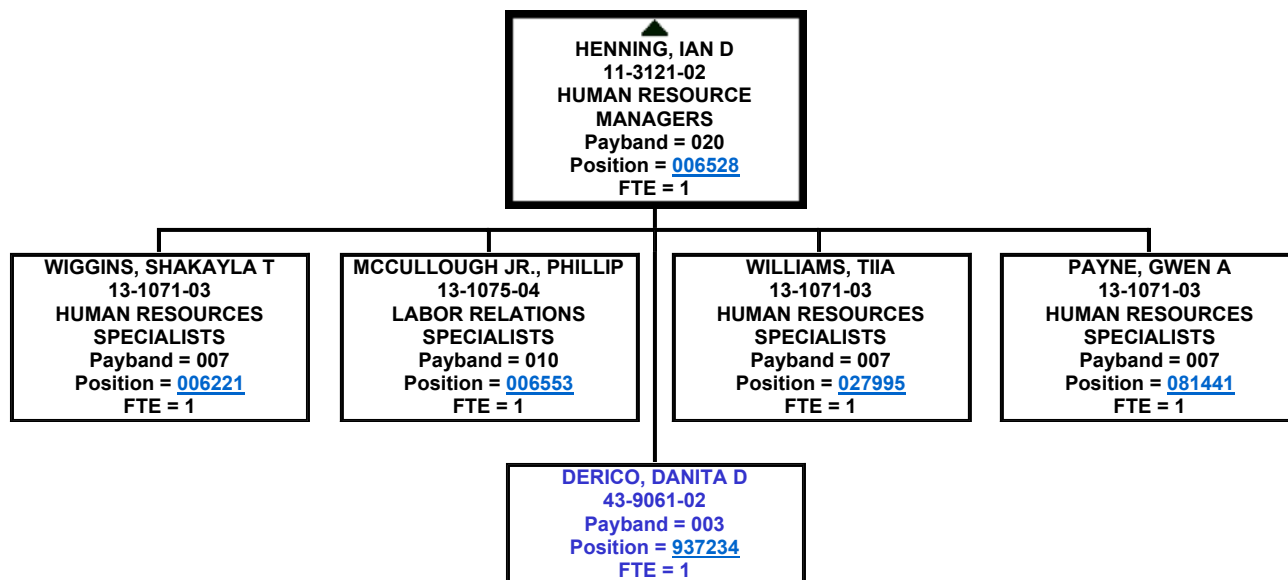


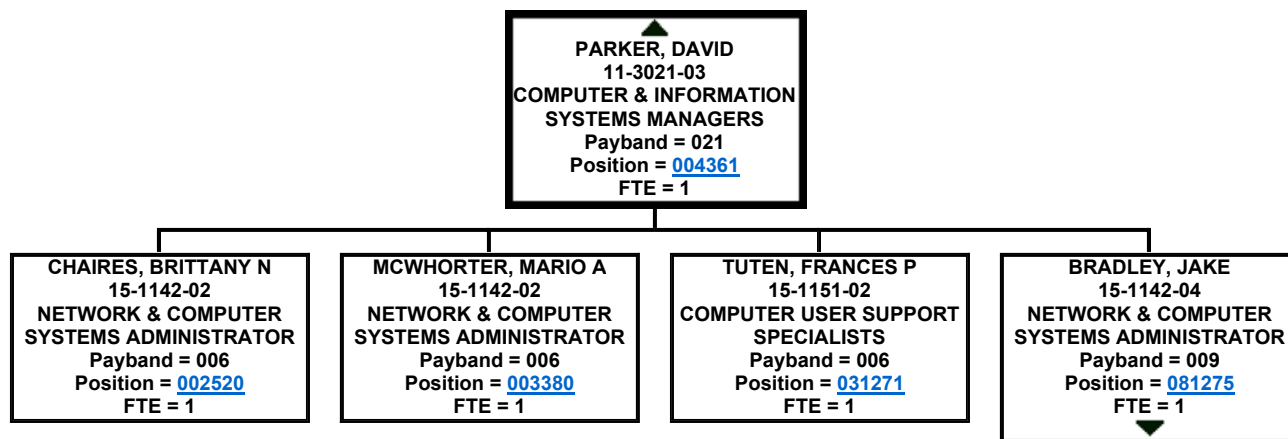


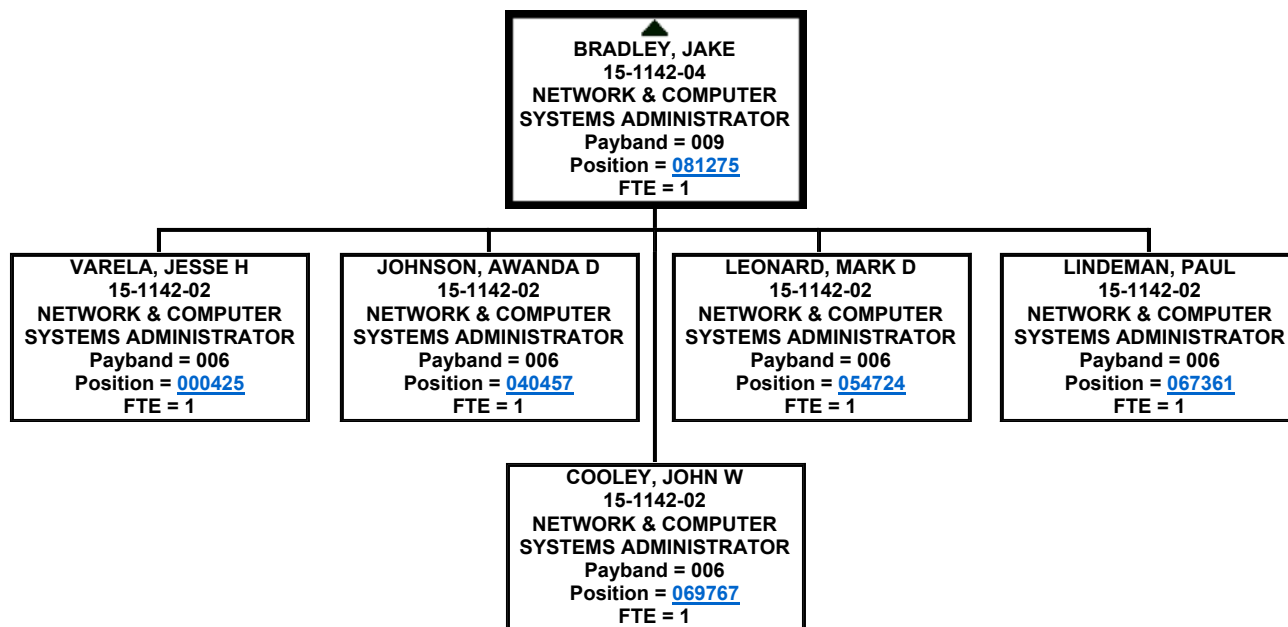
HATCHER, DEBORAH R  
43-6011-03  
EXEC SECRETARIES &  
EXEC ADMIN ASSISTANTS  
Payband = 005  
Position = [028422](#)  
FTE = 1

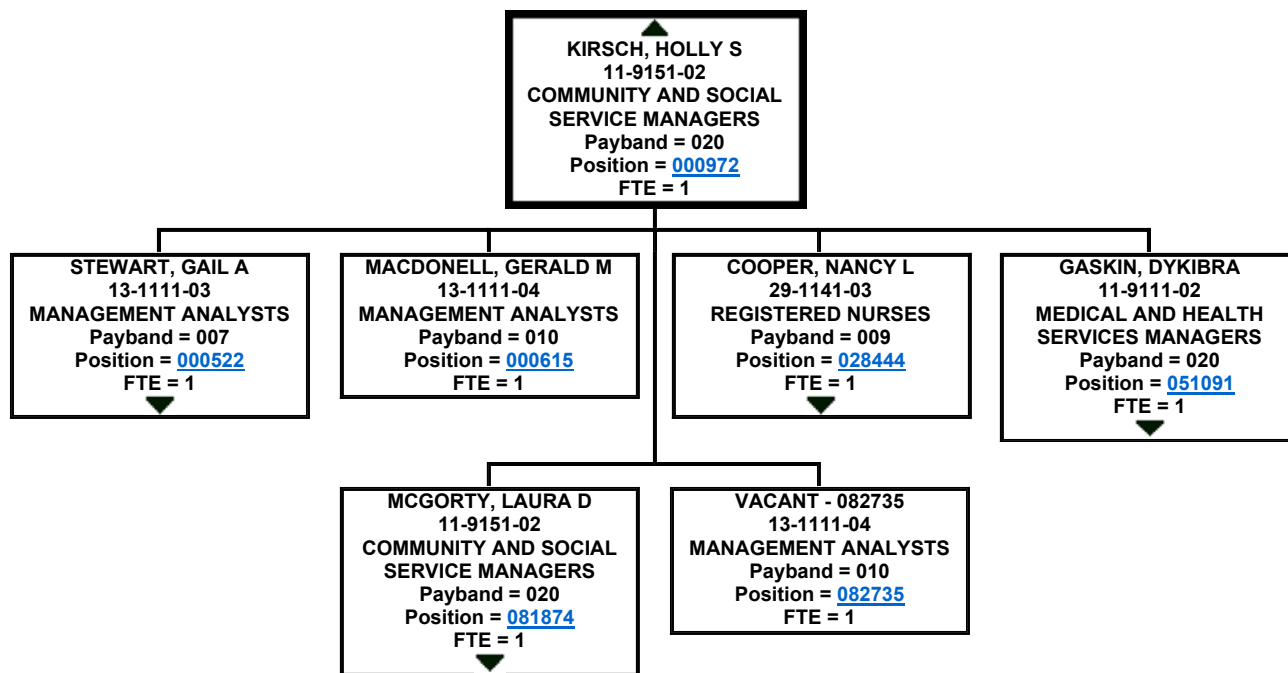
WIMBERLY, DOMINQUE L  
43-6011-02  
Payband = 003  
Position = [937235](#)  
FTE = 1

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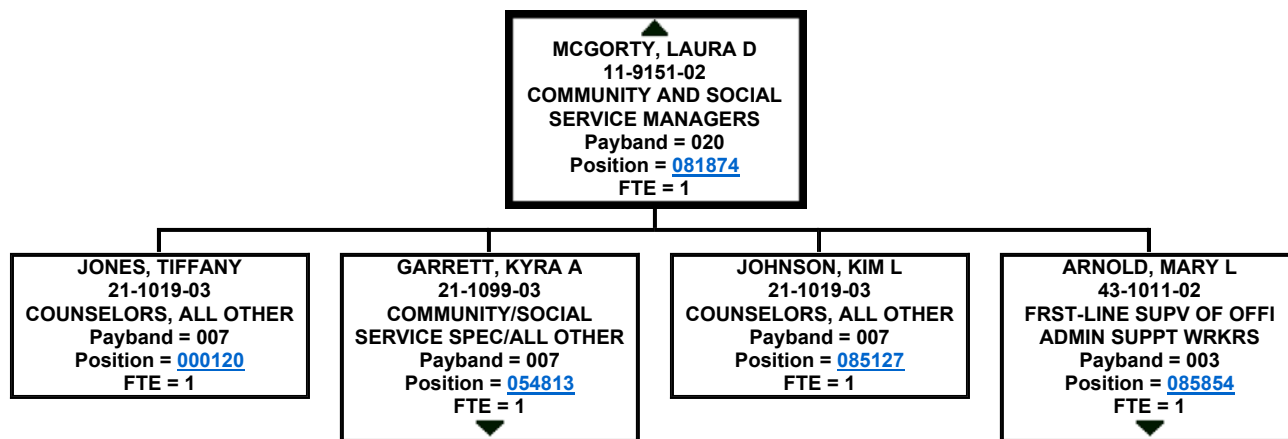


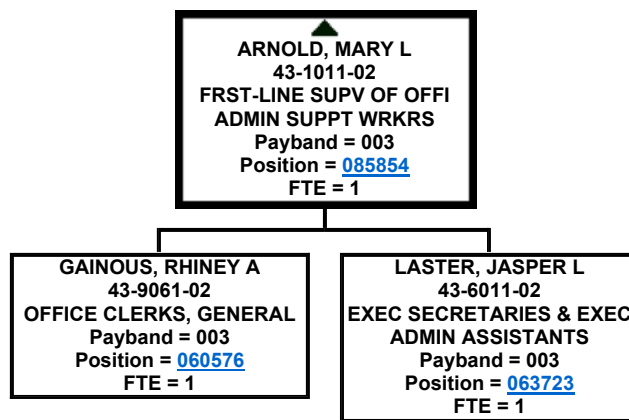


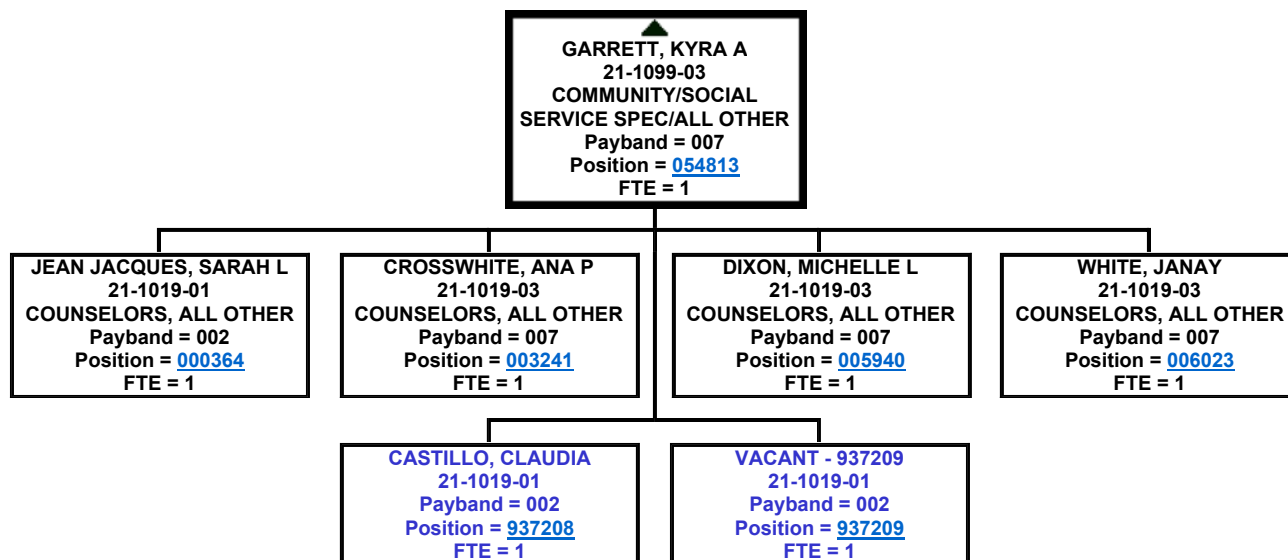


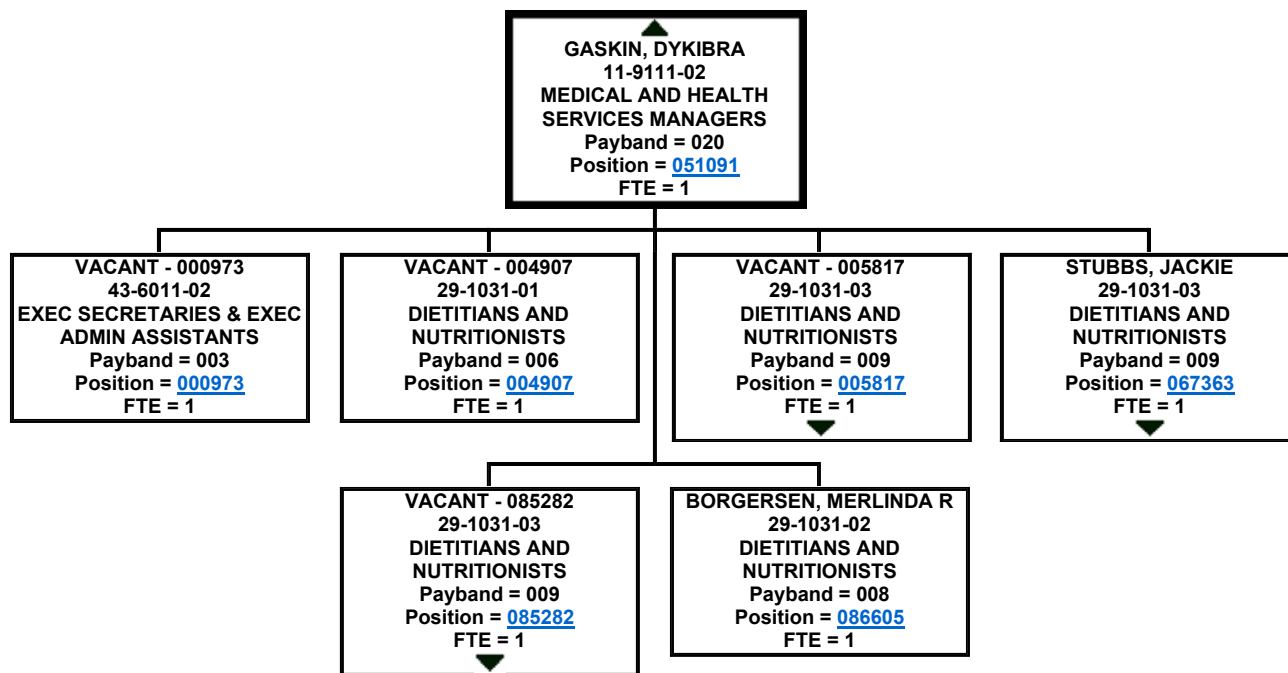


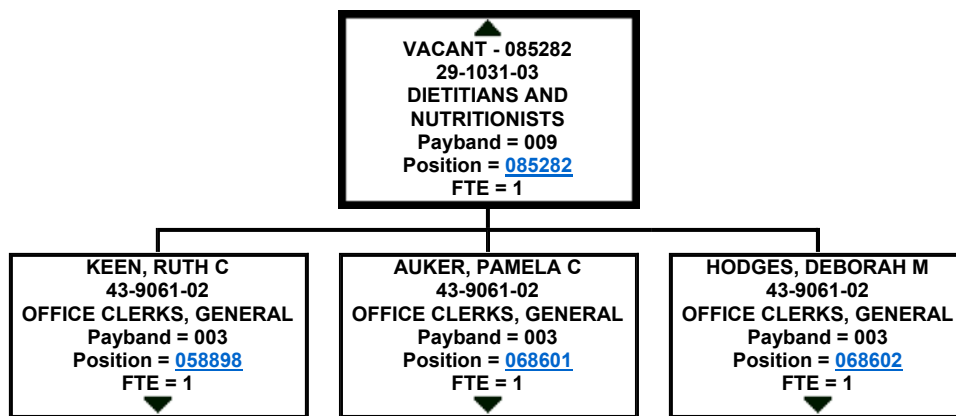


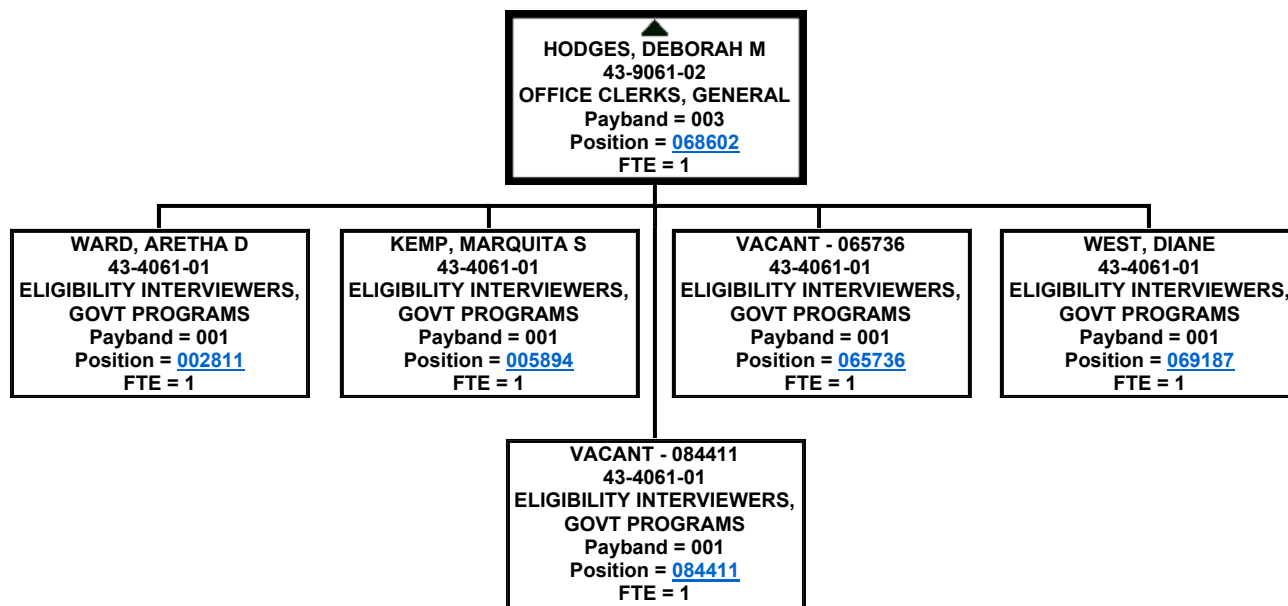


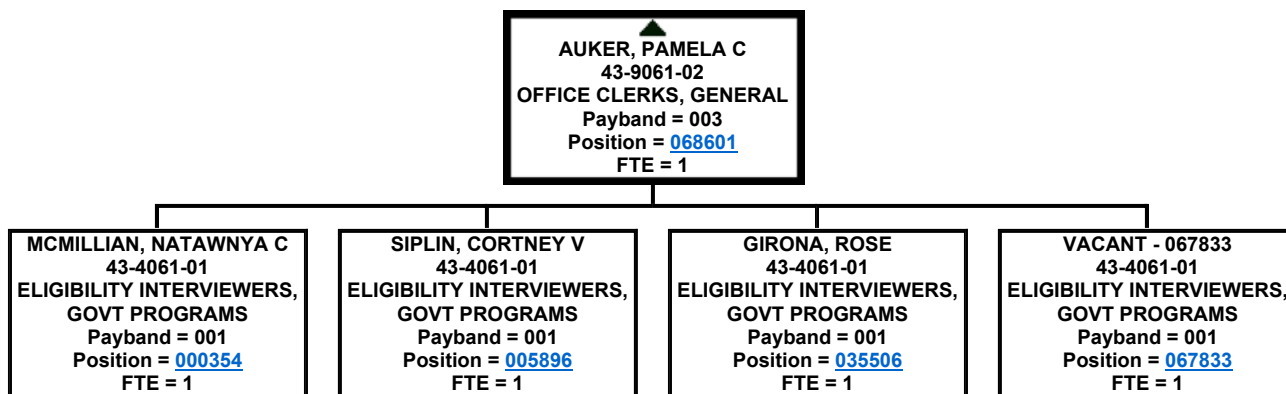


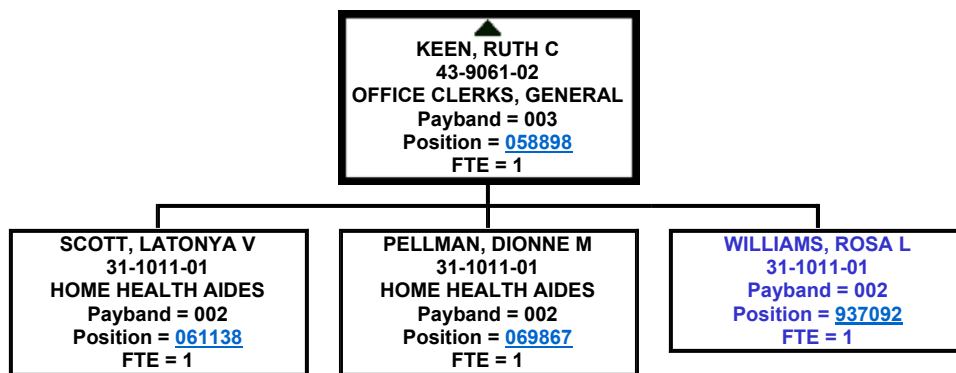




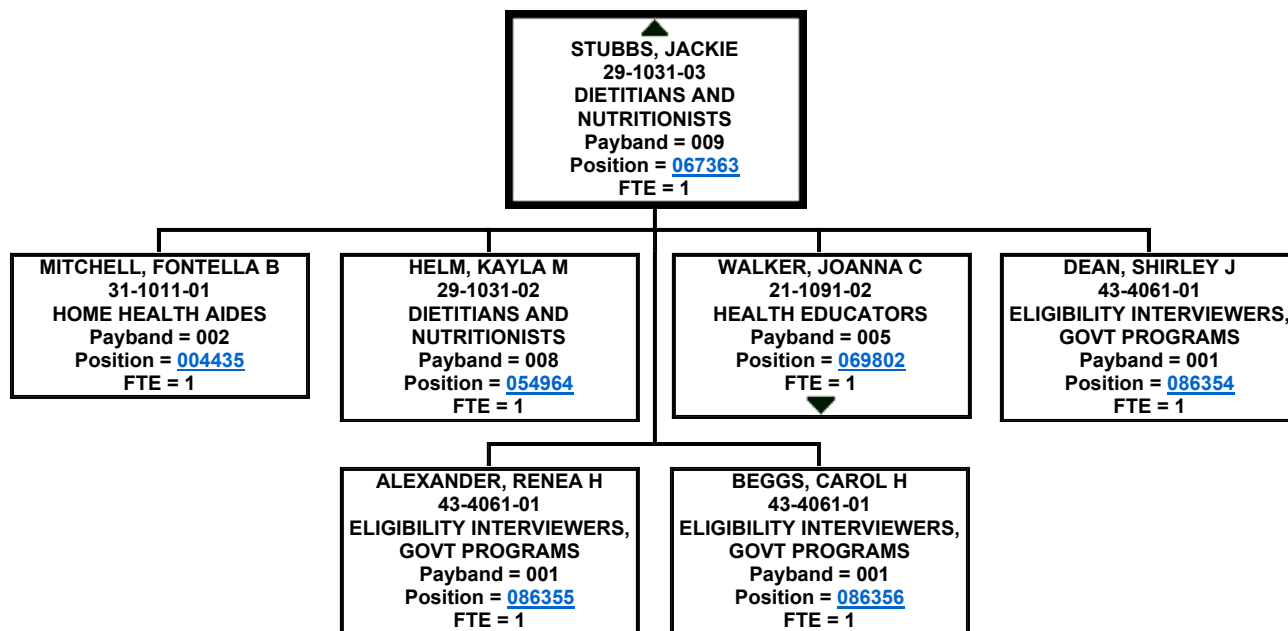


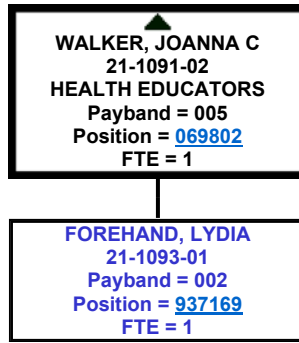


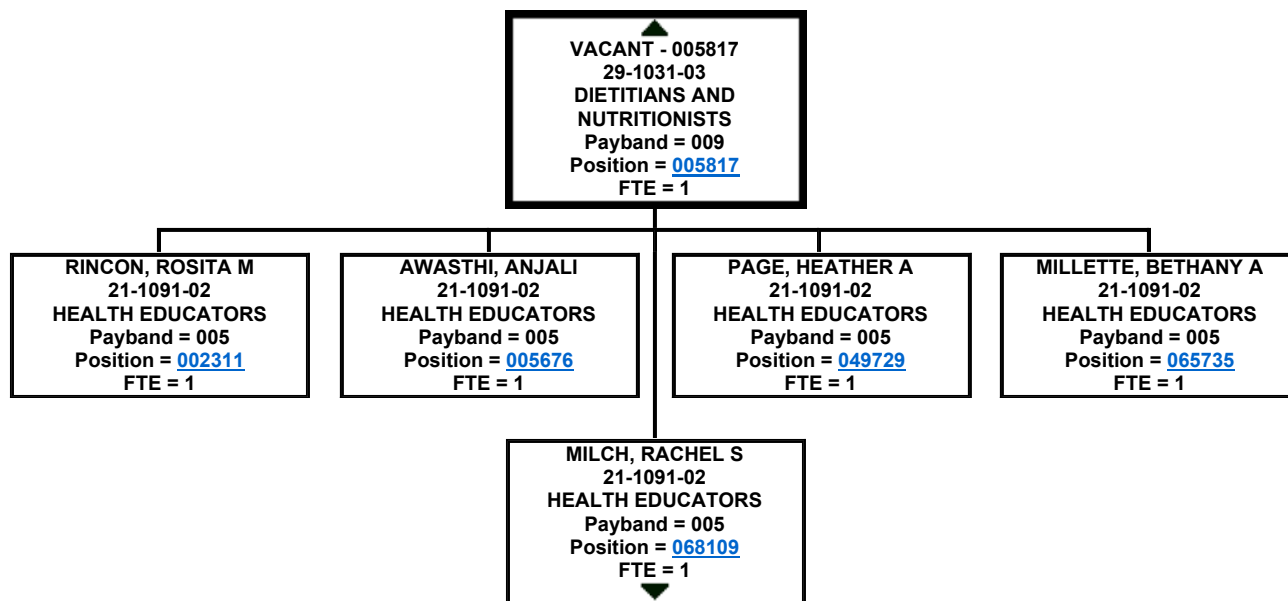


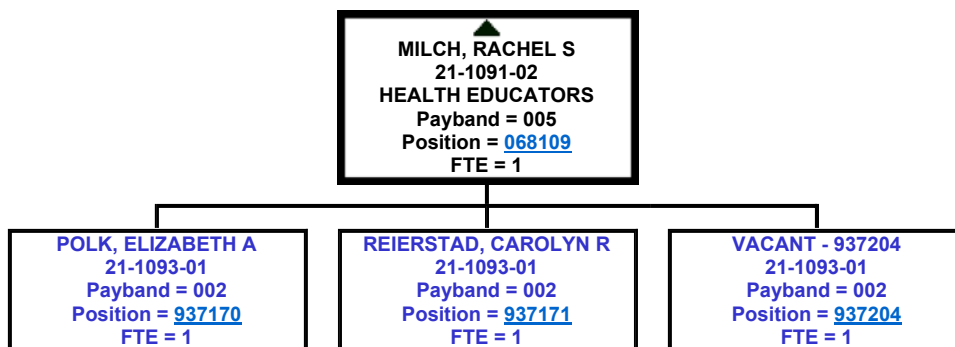


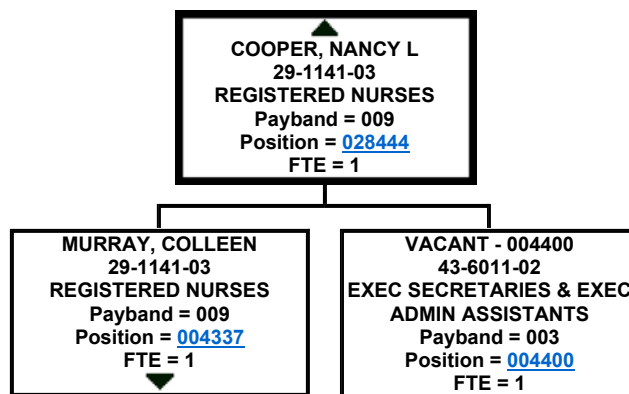


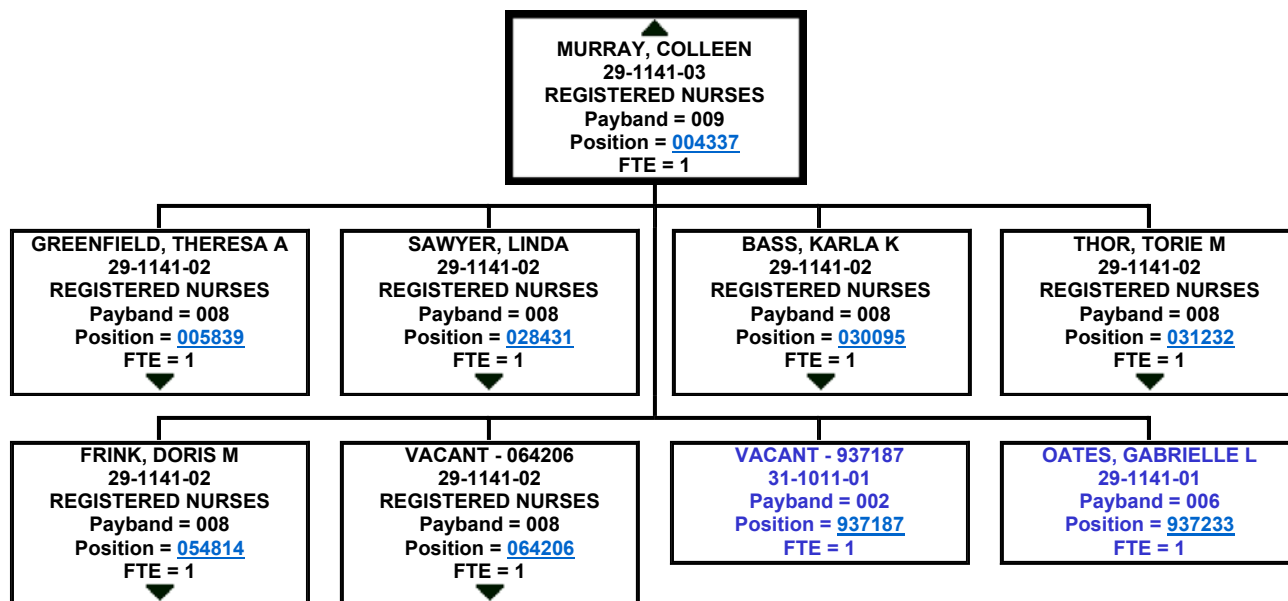


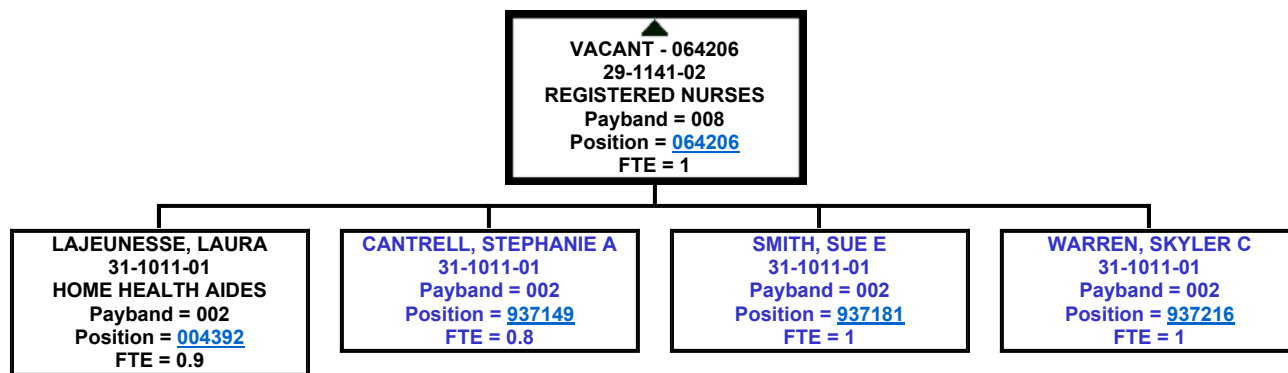


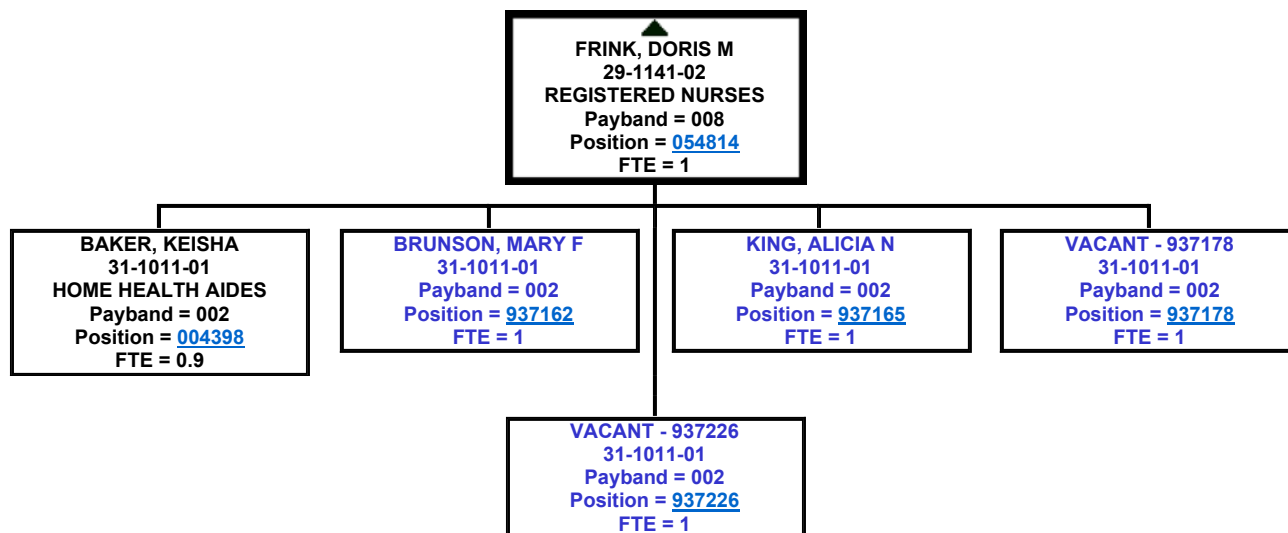




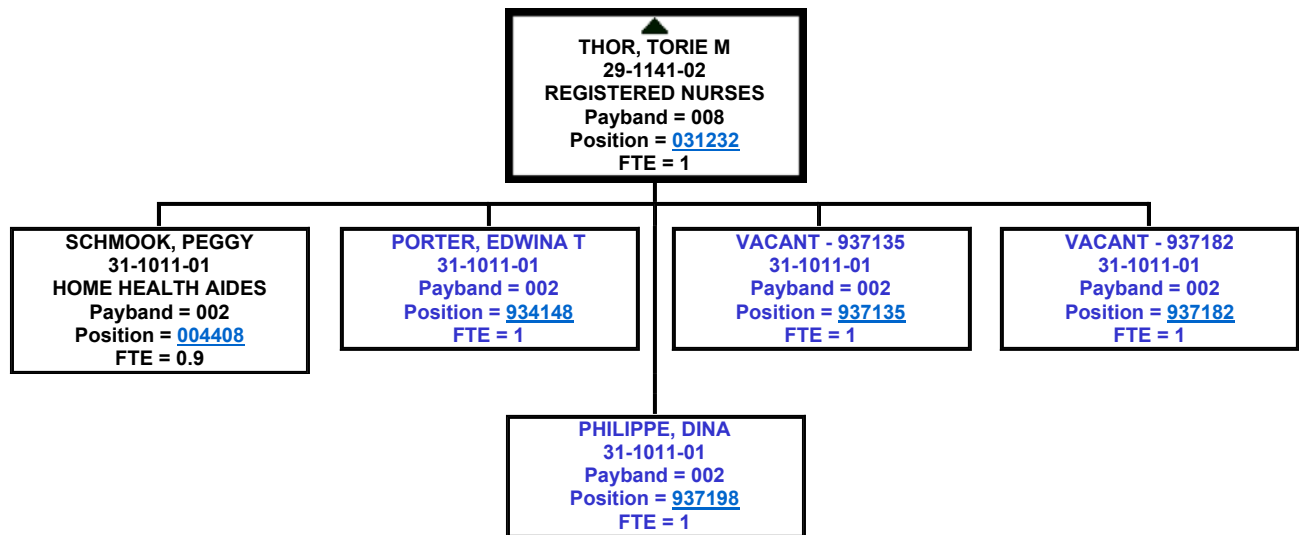


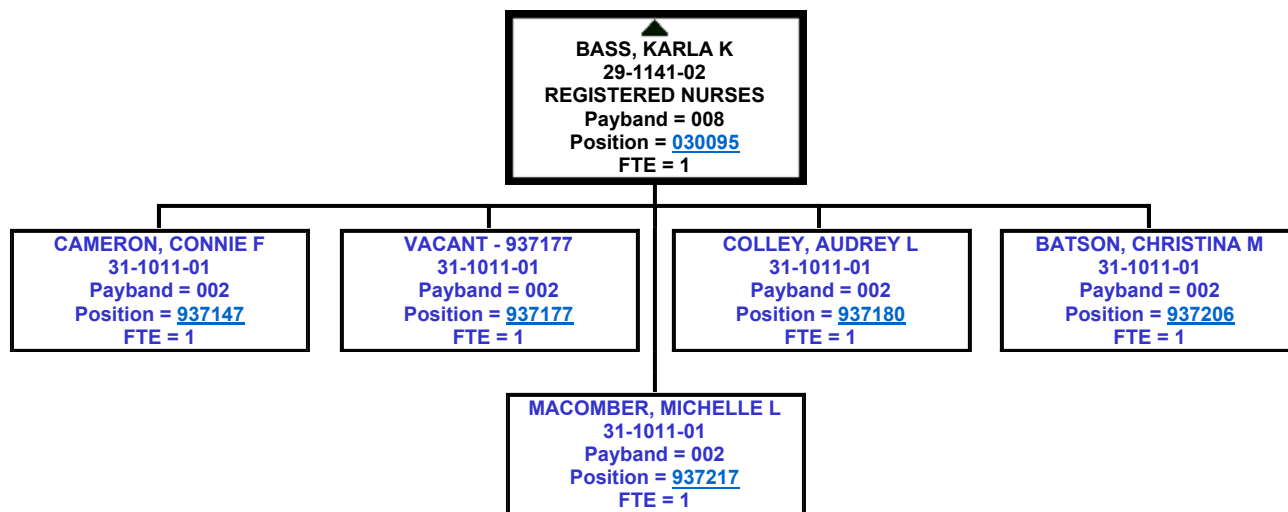


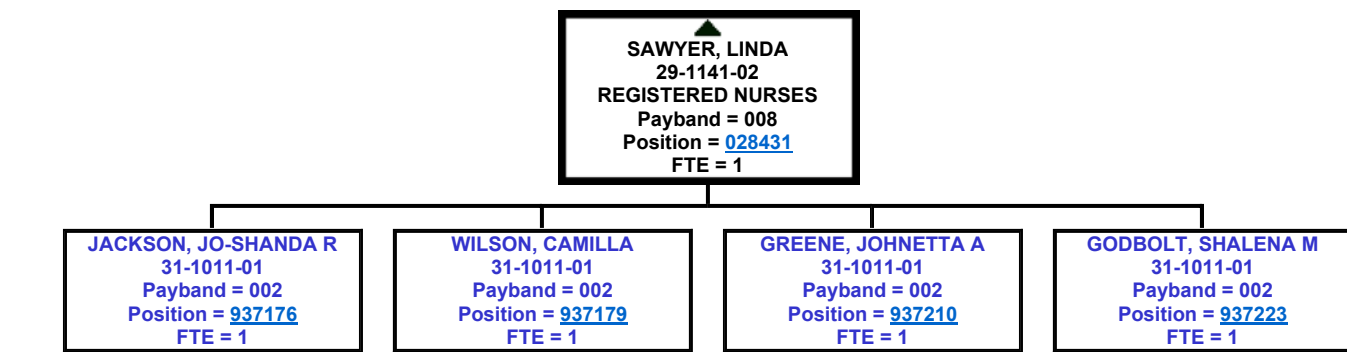


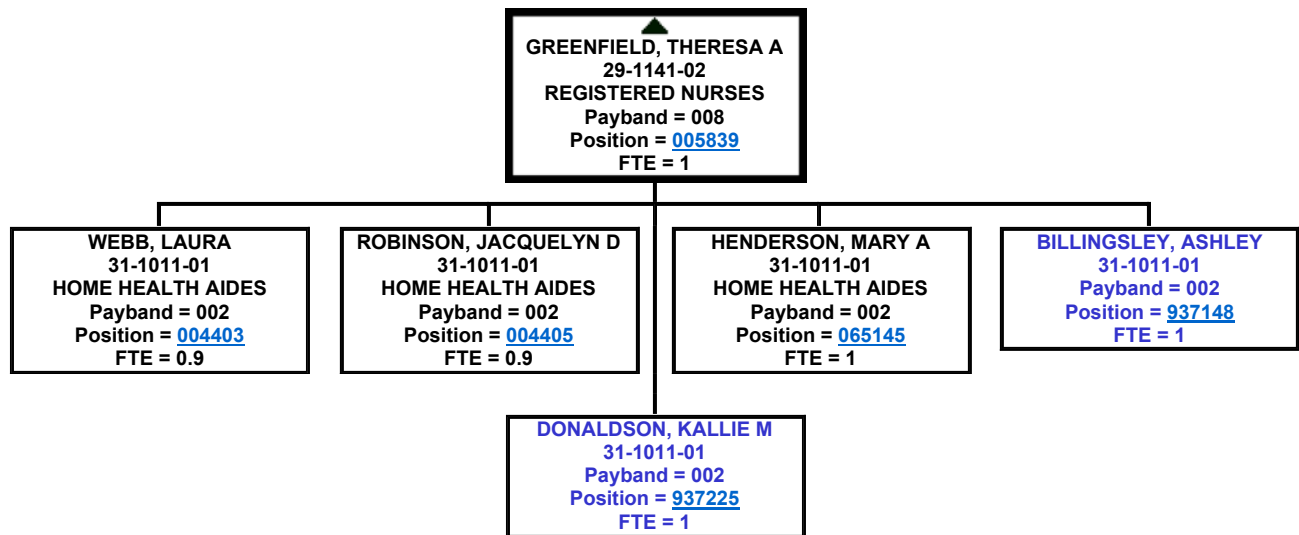


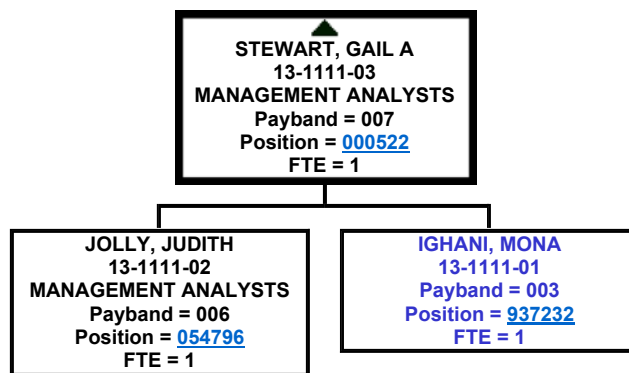








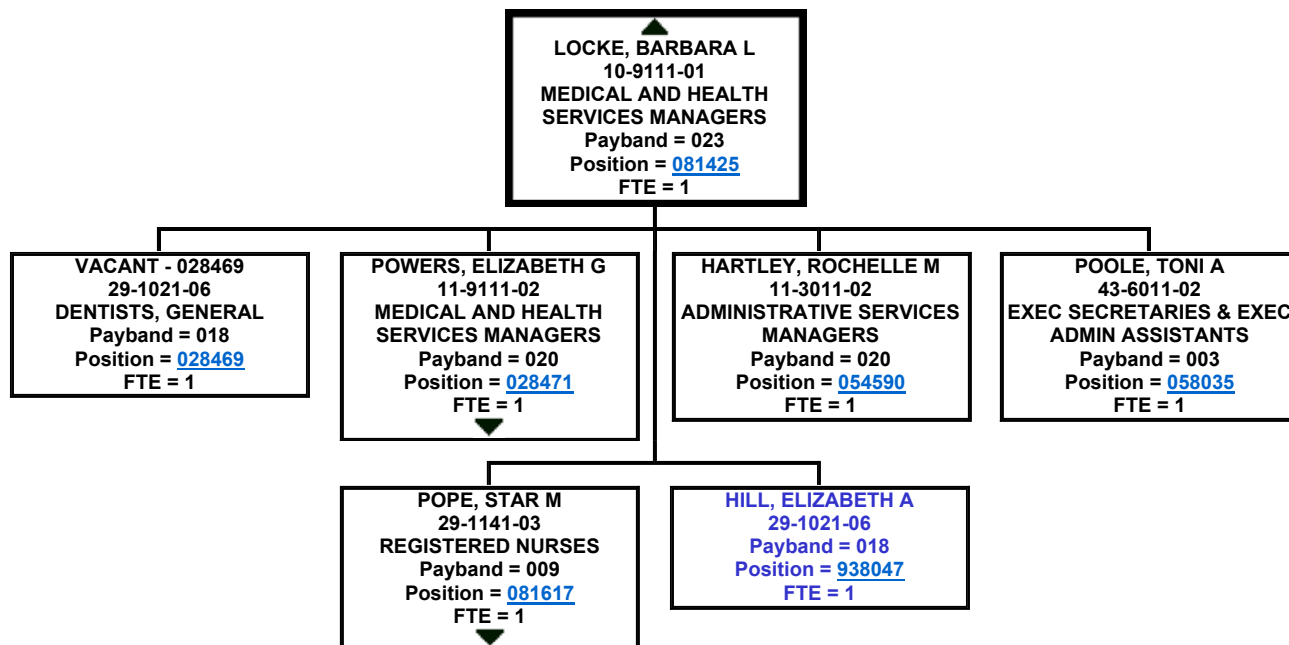


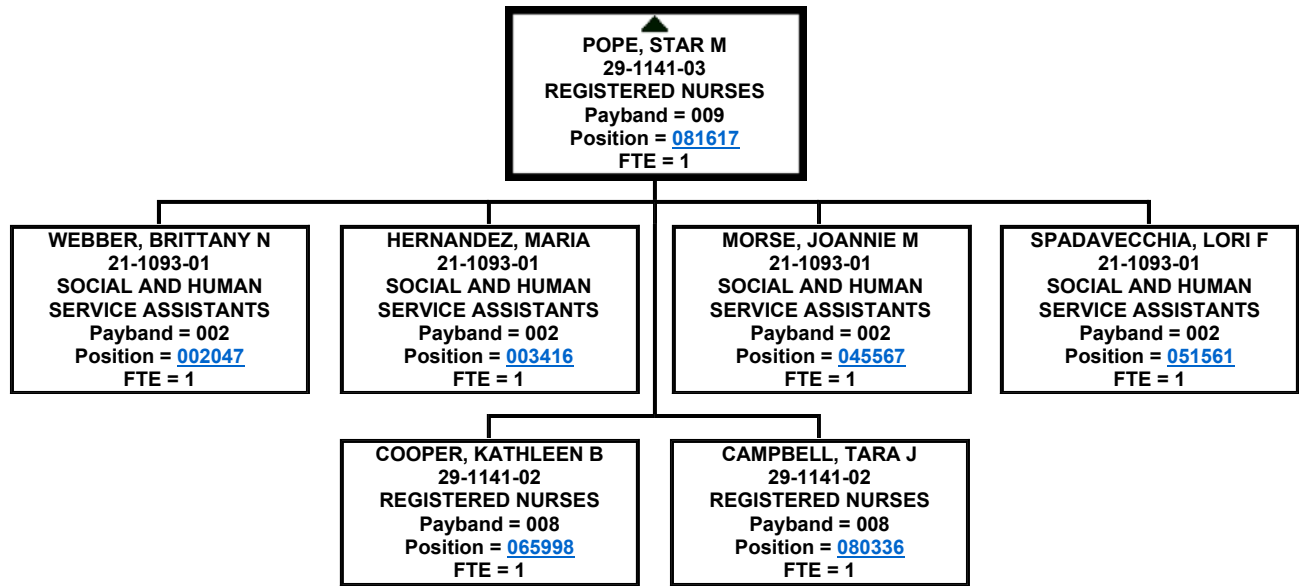


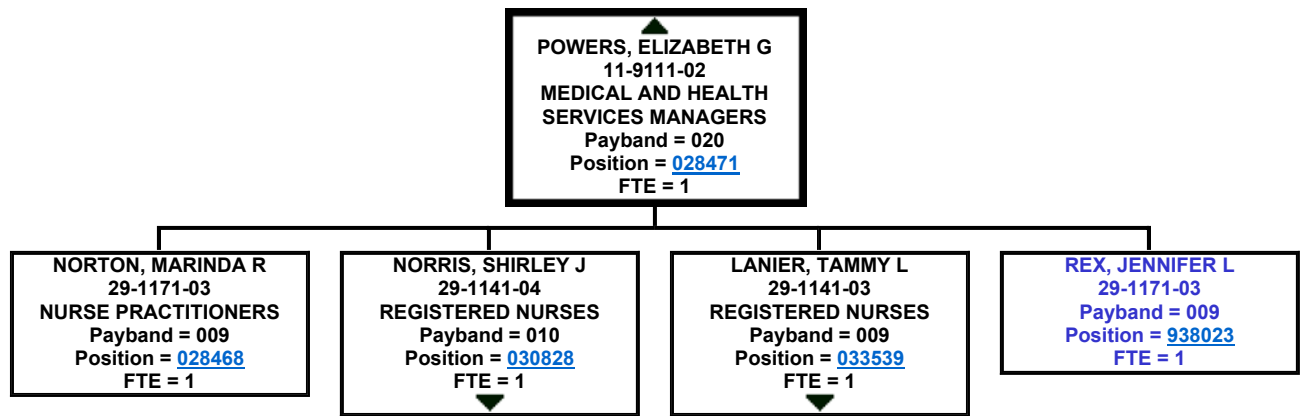
# CHD 38 - Levy County Health Department

Created: 10/5/2016 10:19:00 AM

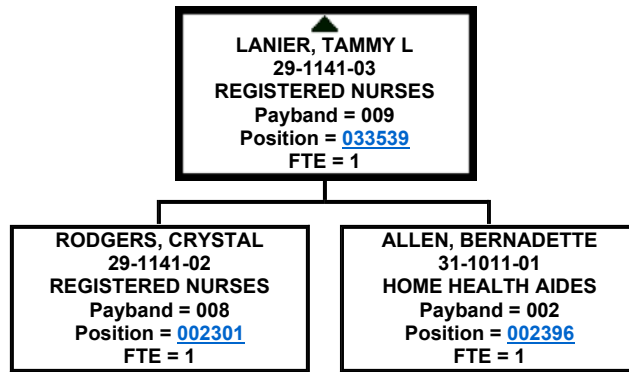
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

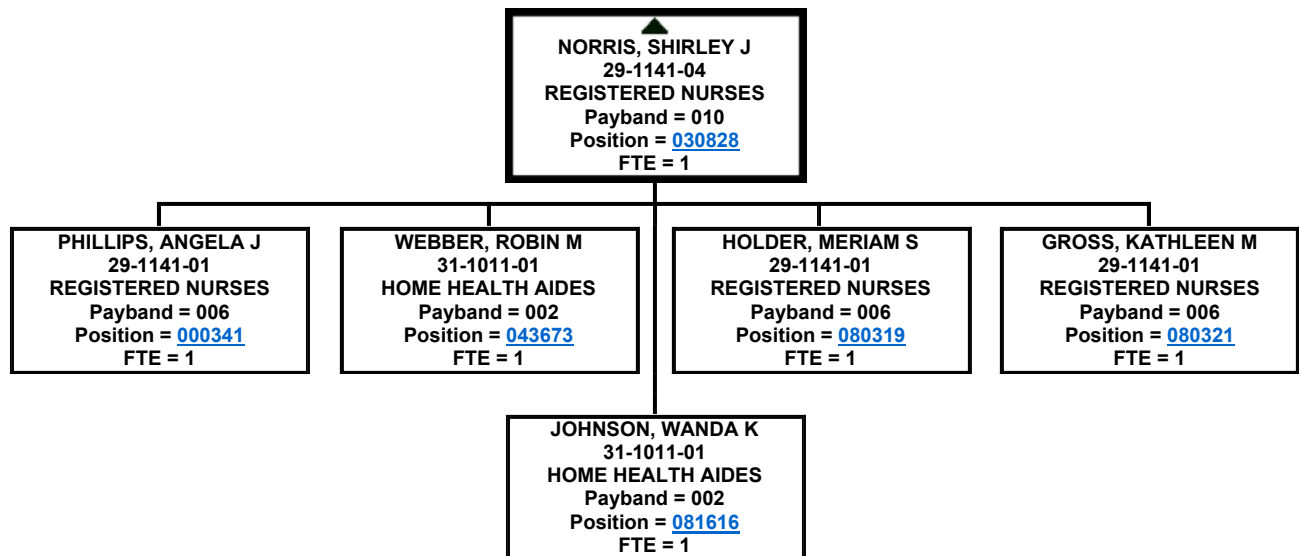








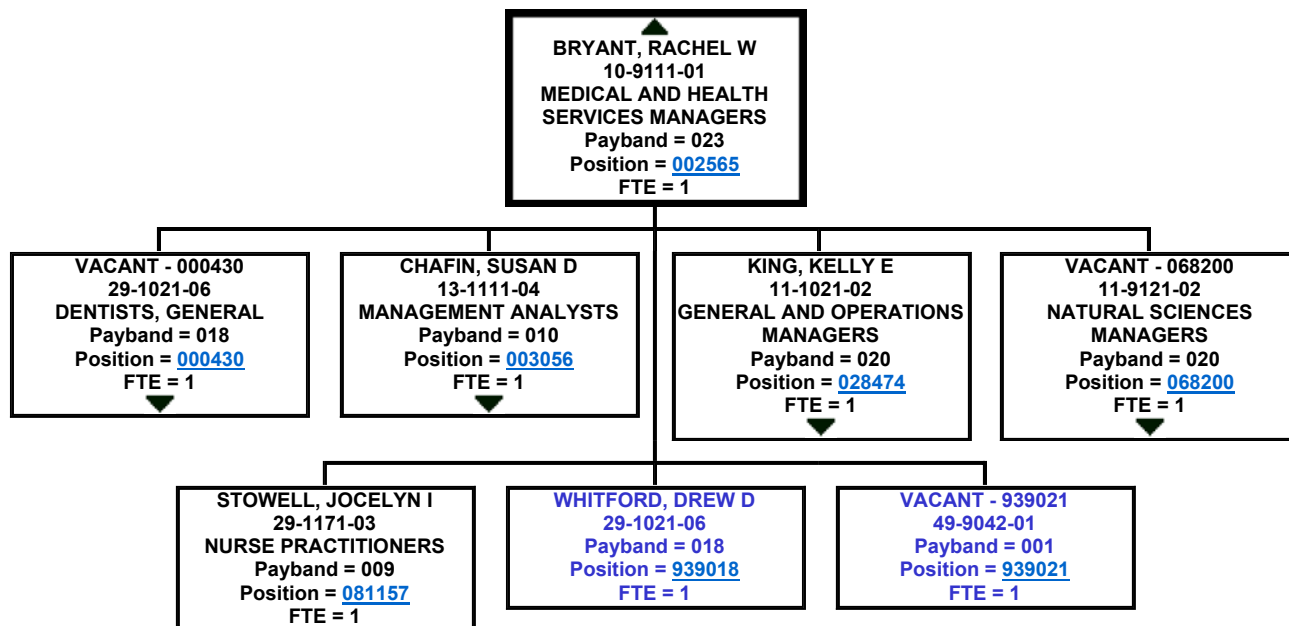


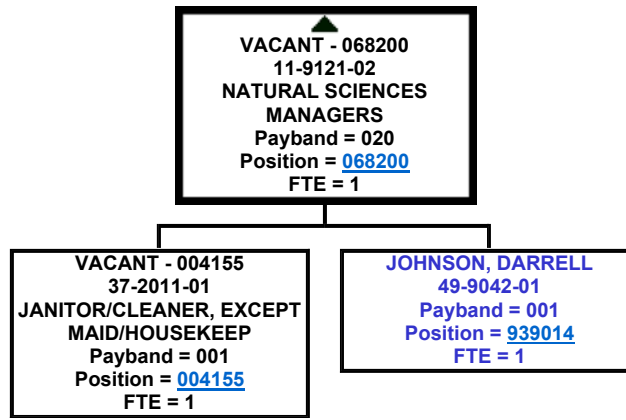


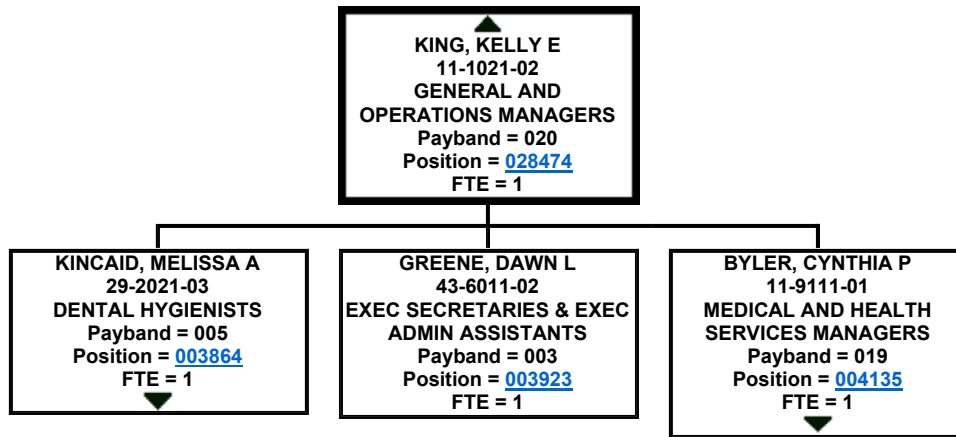
# CHD 39 - Liberty County Health Department

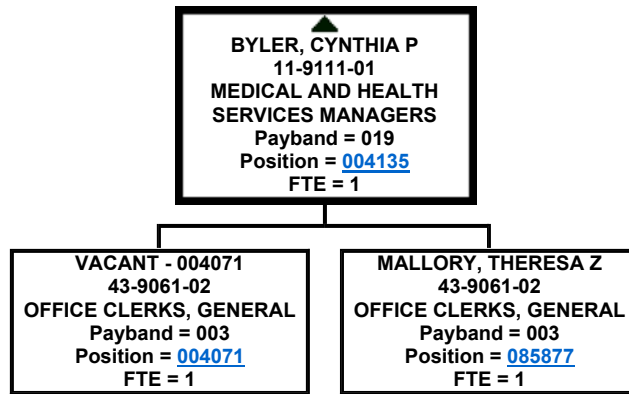
Created: 10/5/2016 10:19:00 AM

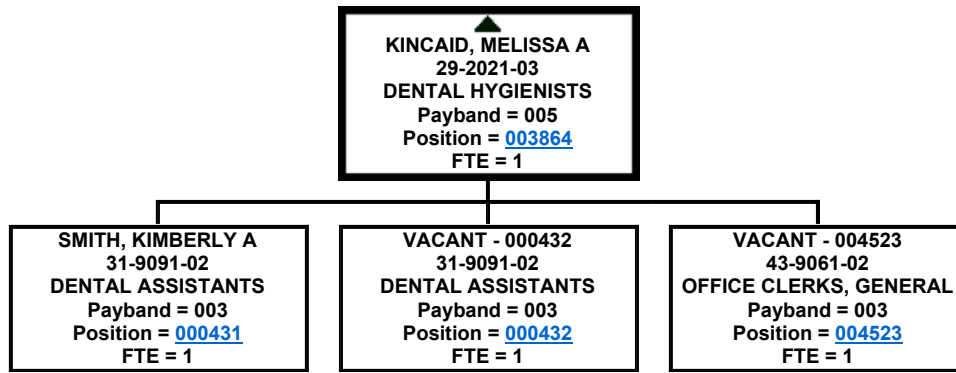
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

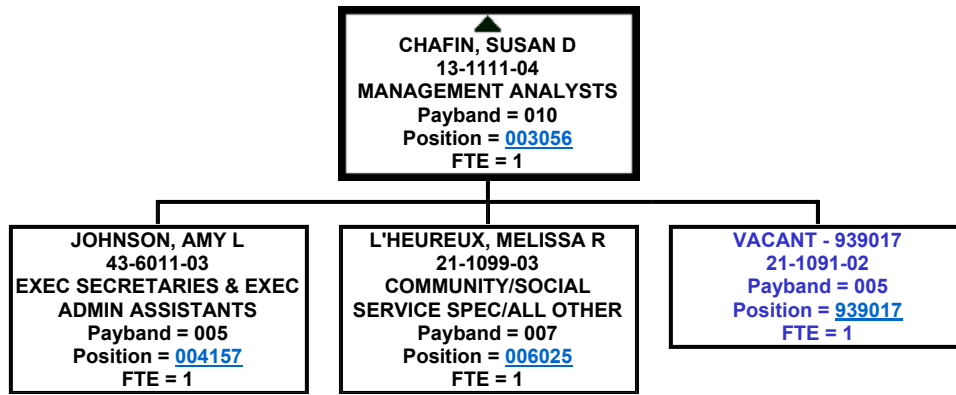




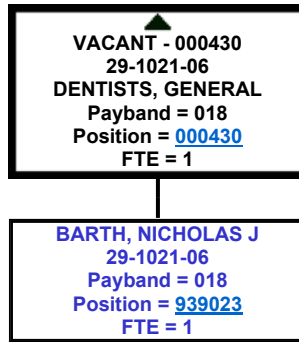








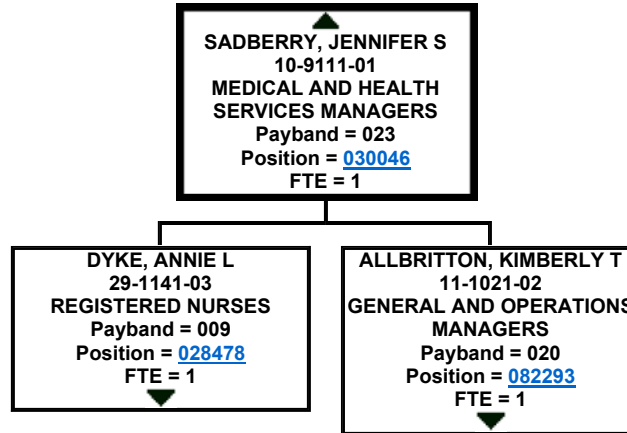


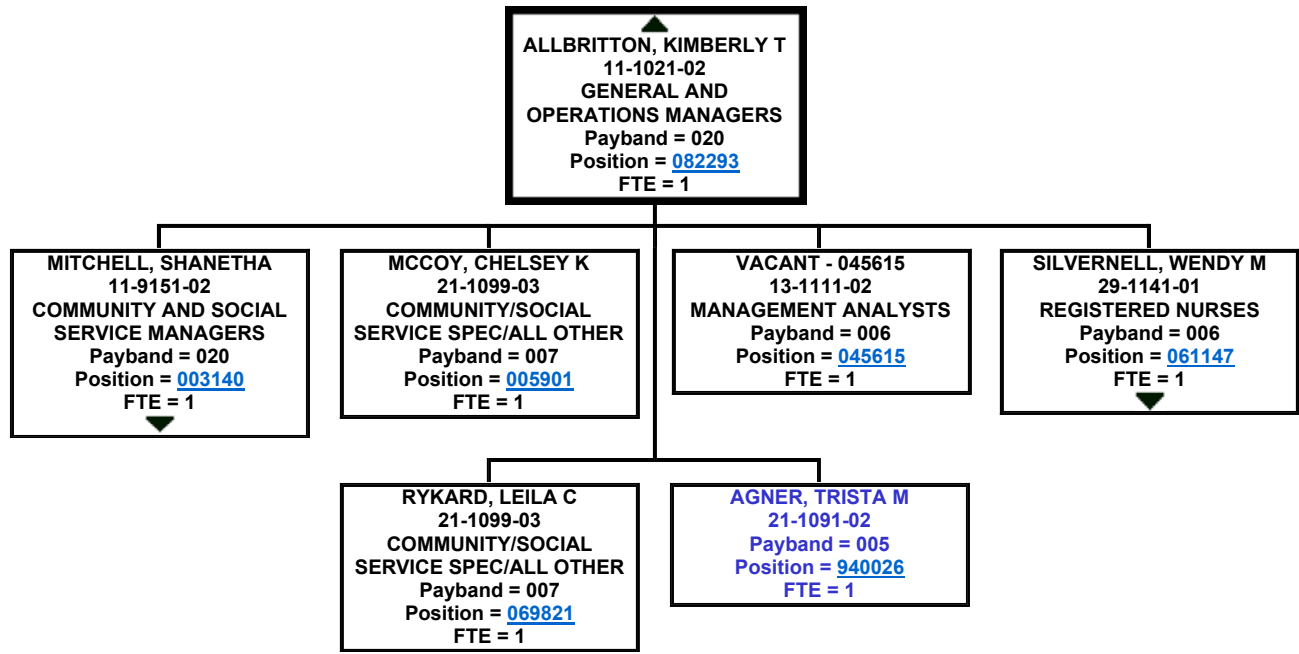


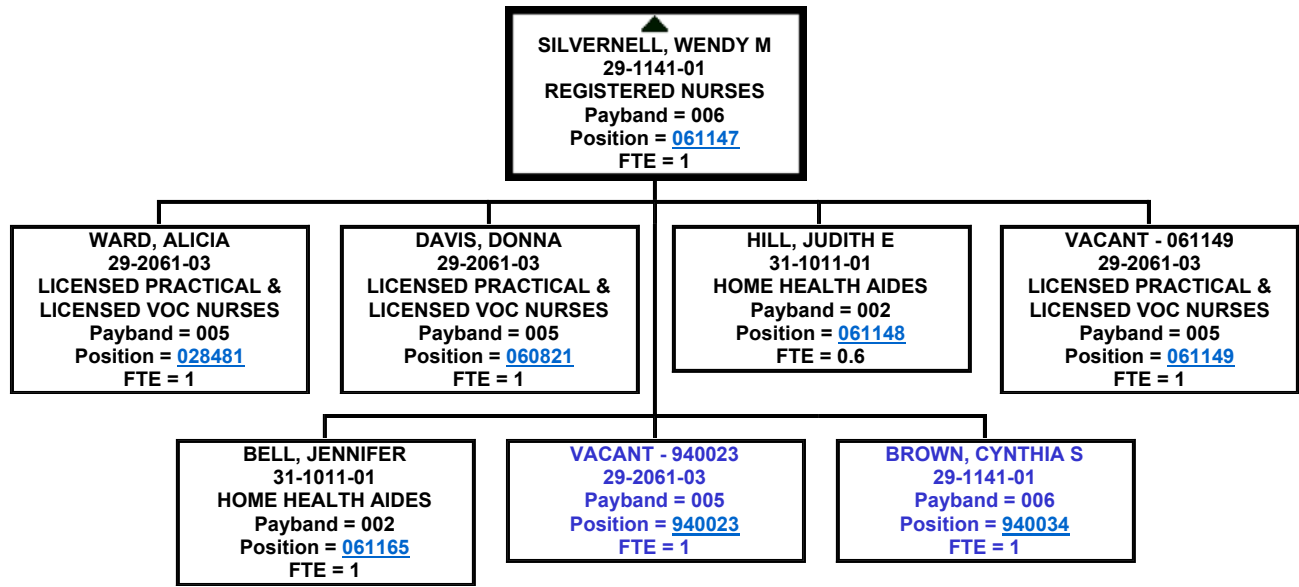
# CHD 40 - Madison County Health Department

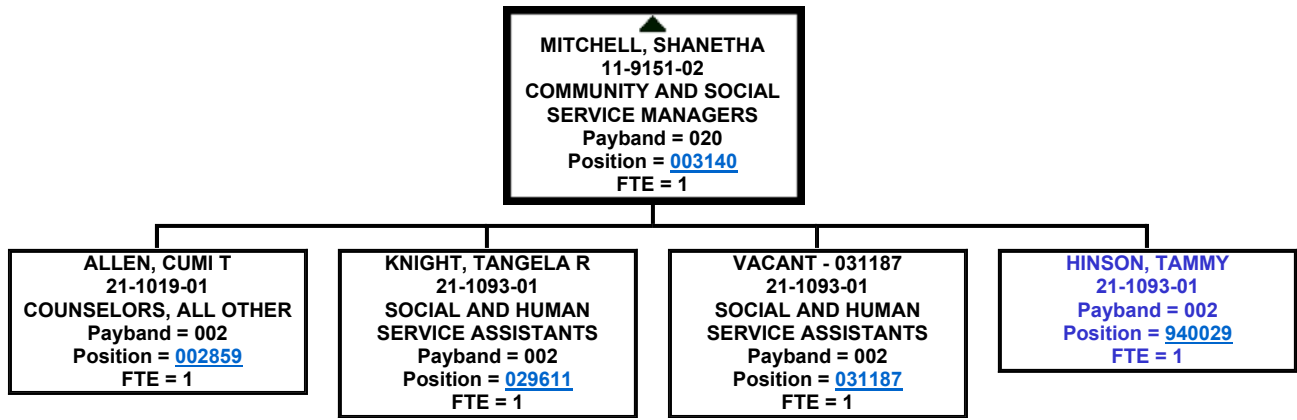
Created: 10/5/2016 10:19:00 AM

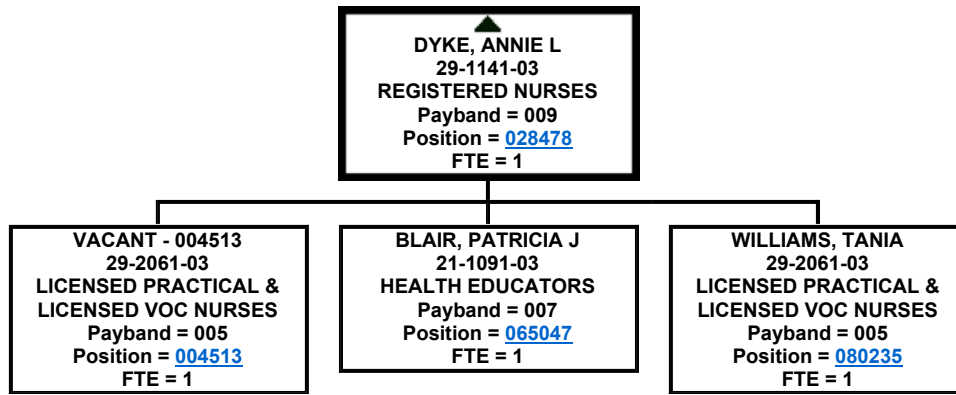
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**







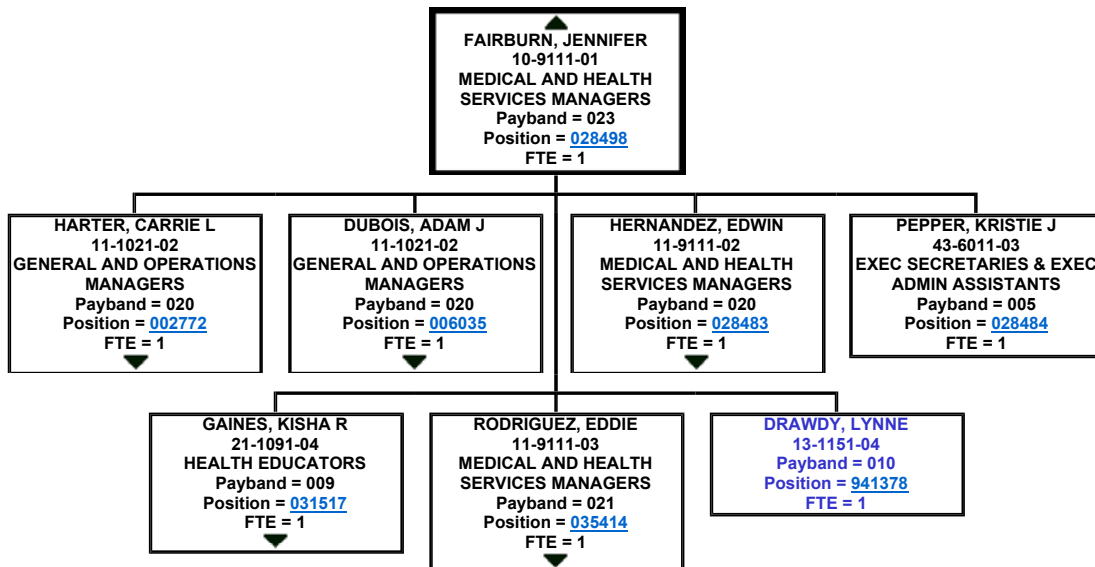


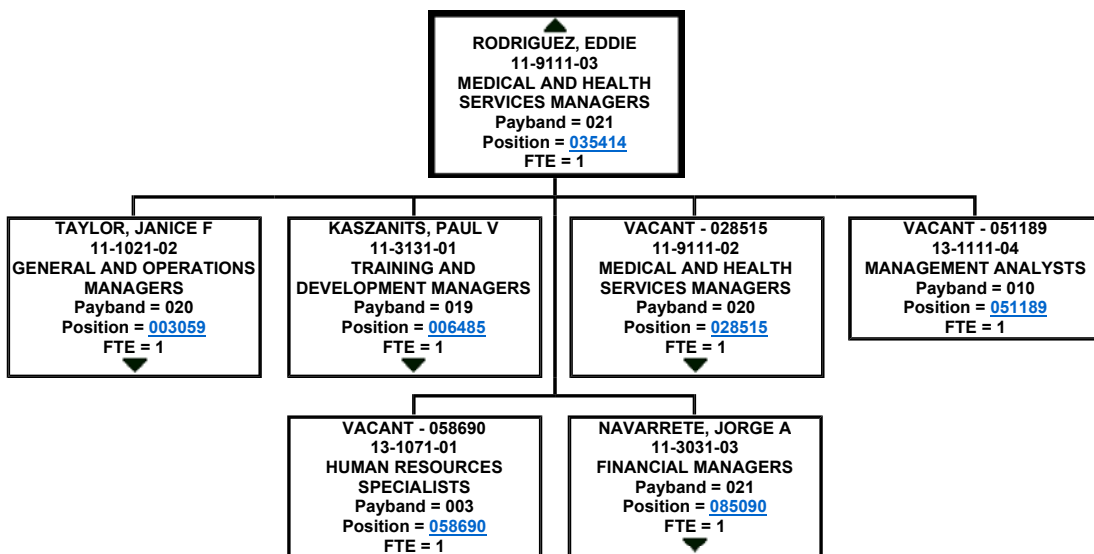


# CHD 41 - Manatee County Health Department

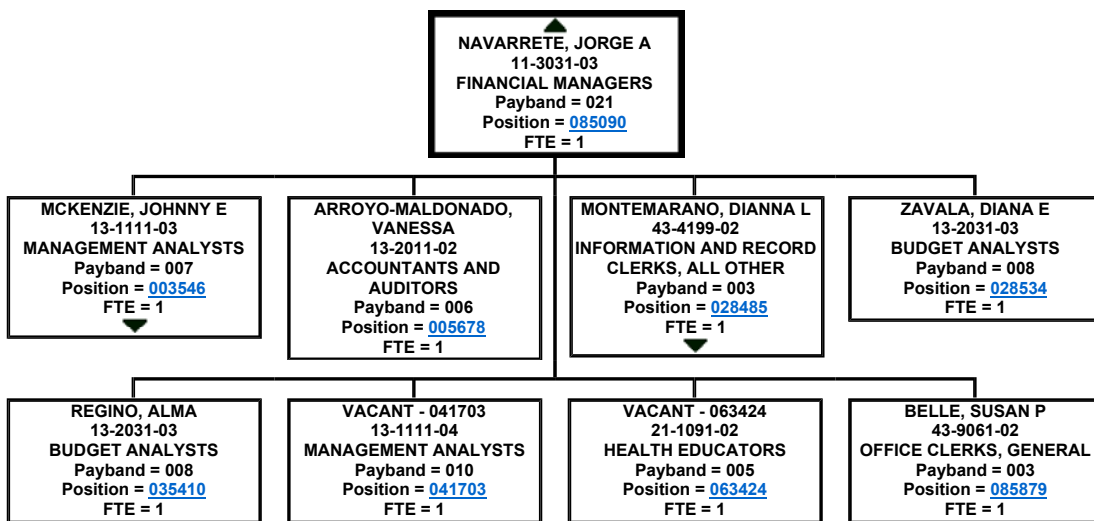
Created: 10/5/2016 10:19:00 AM

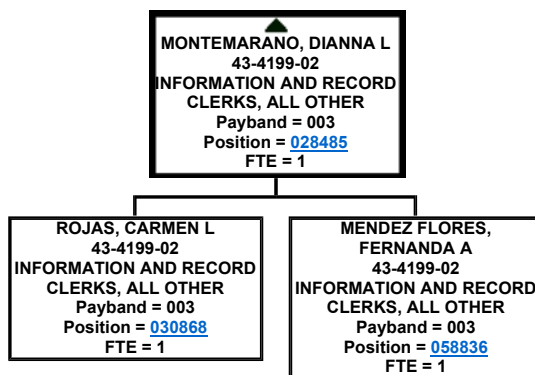
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

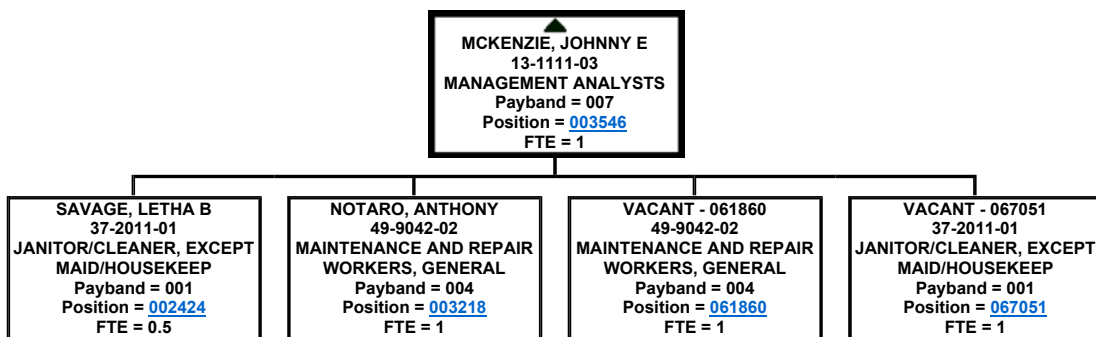


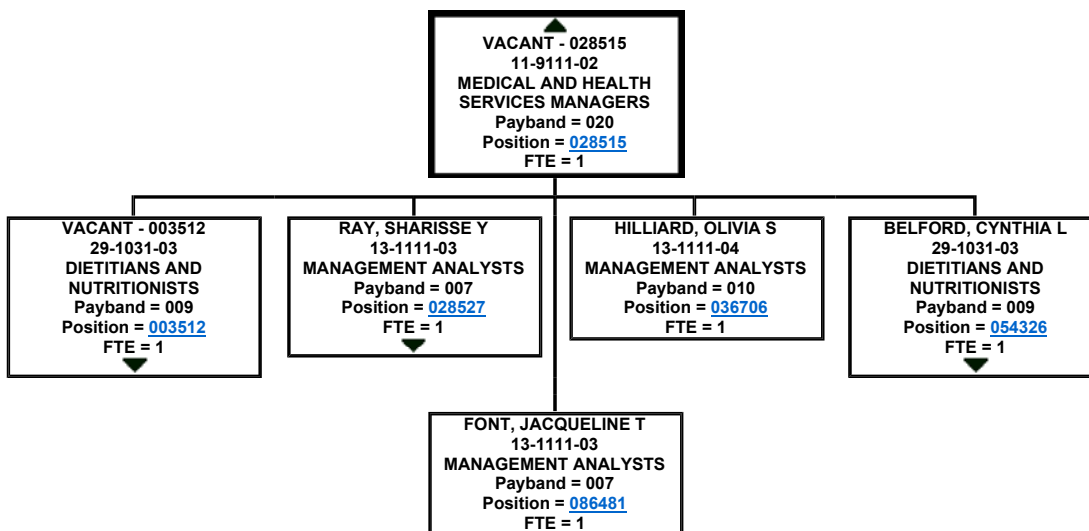


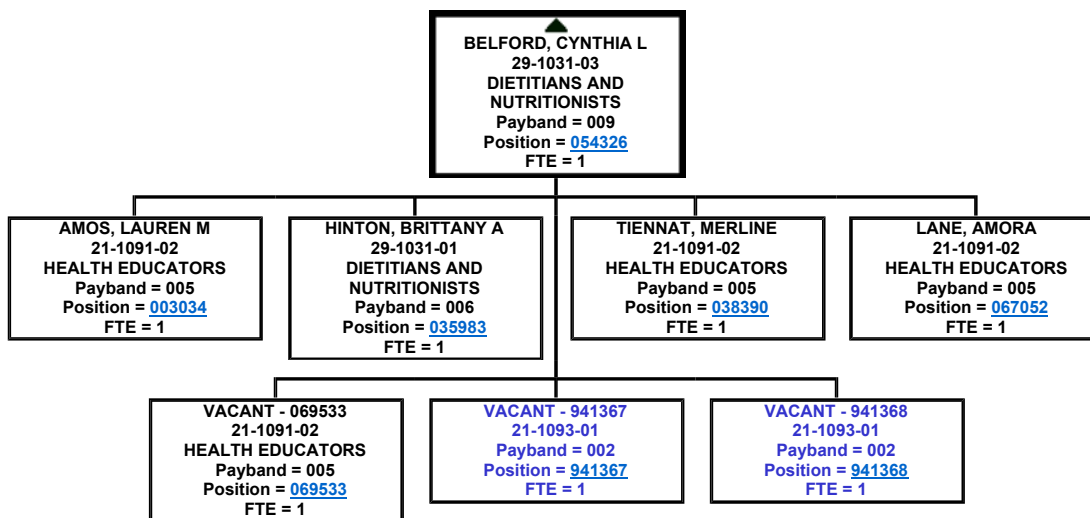


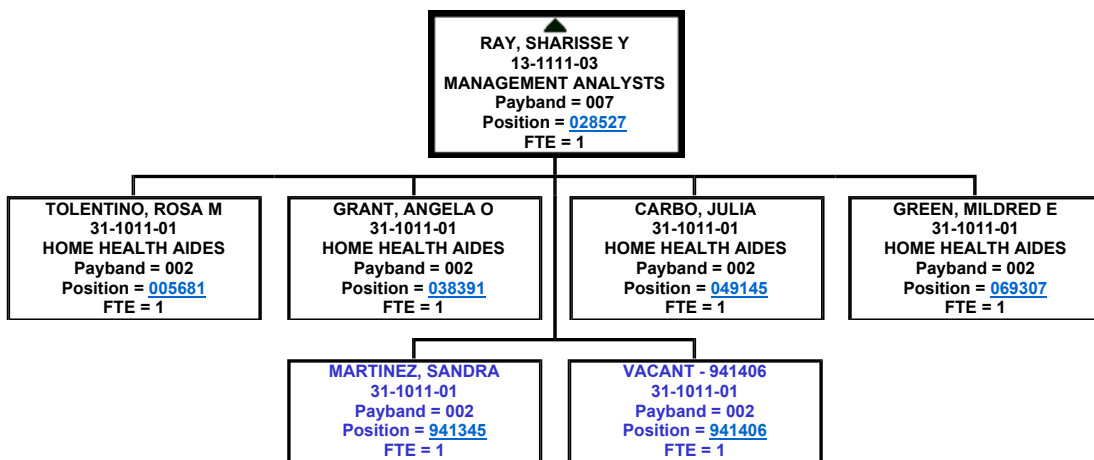


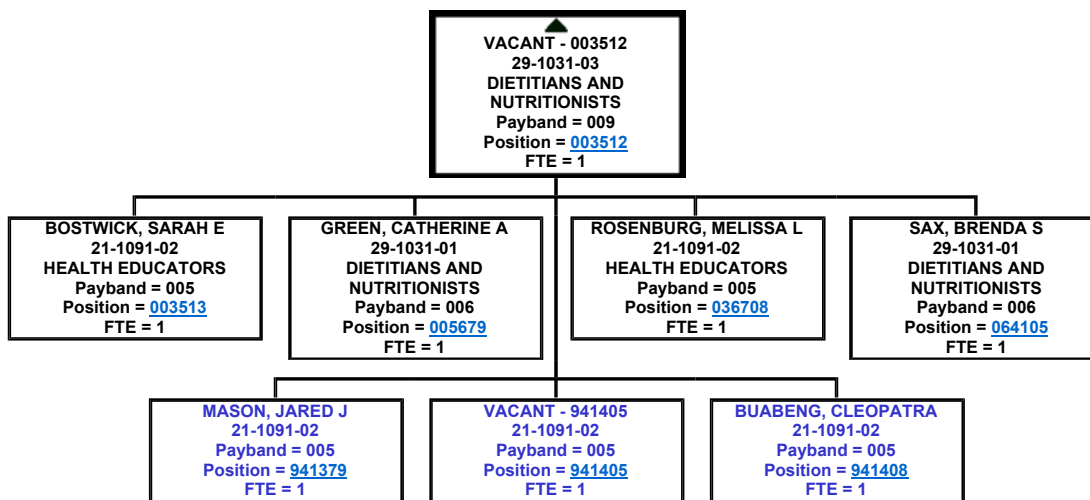










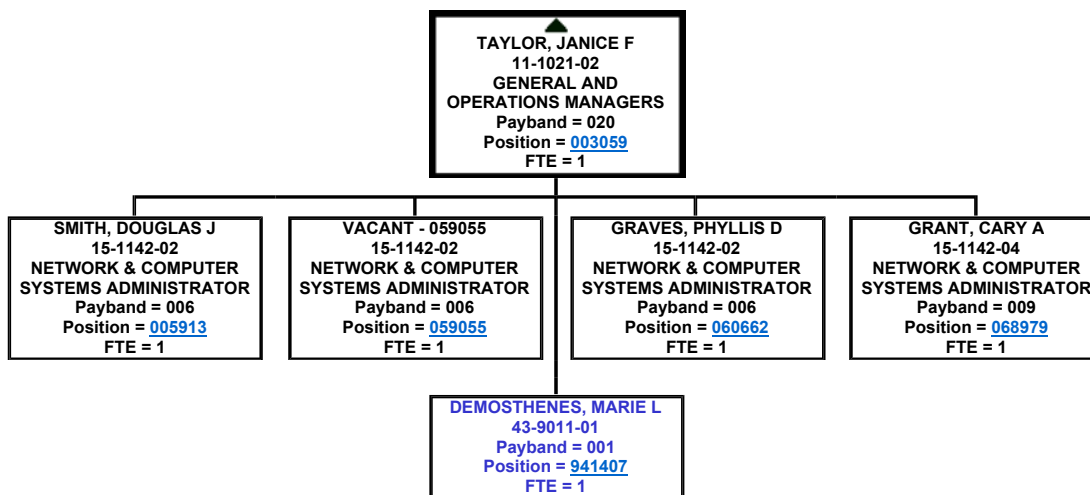


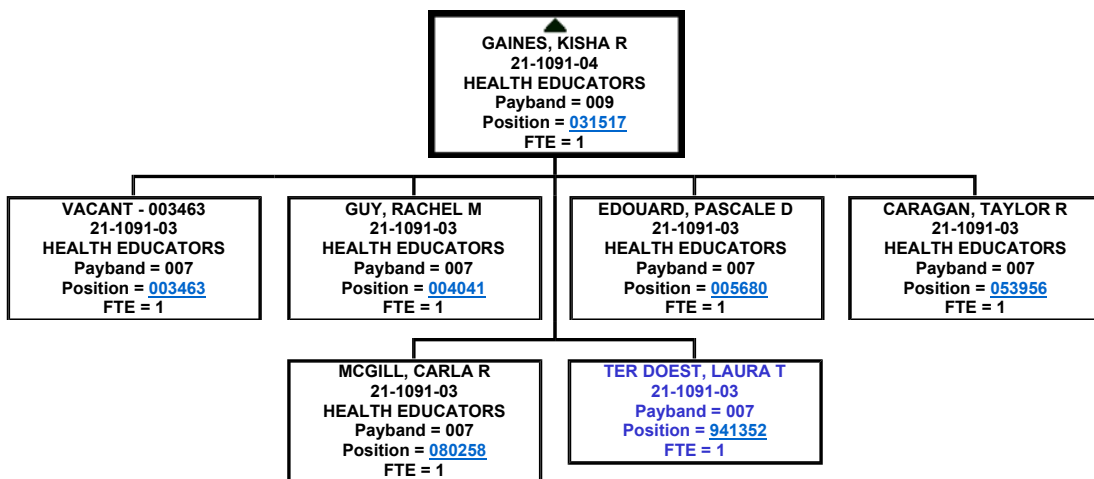
▲  
KASZANITS, PAUL V  
11-3131-01  
TRAINING AND  
DEVELOPMENT MANAGERS  
Payband = 019  
Position = [006485](#)  
FTE = 1

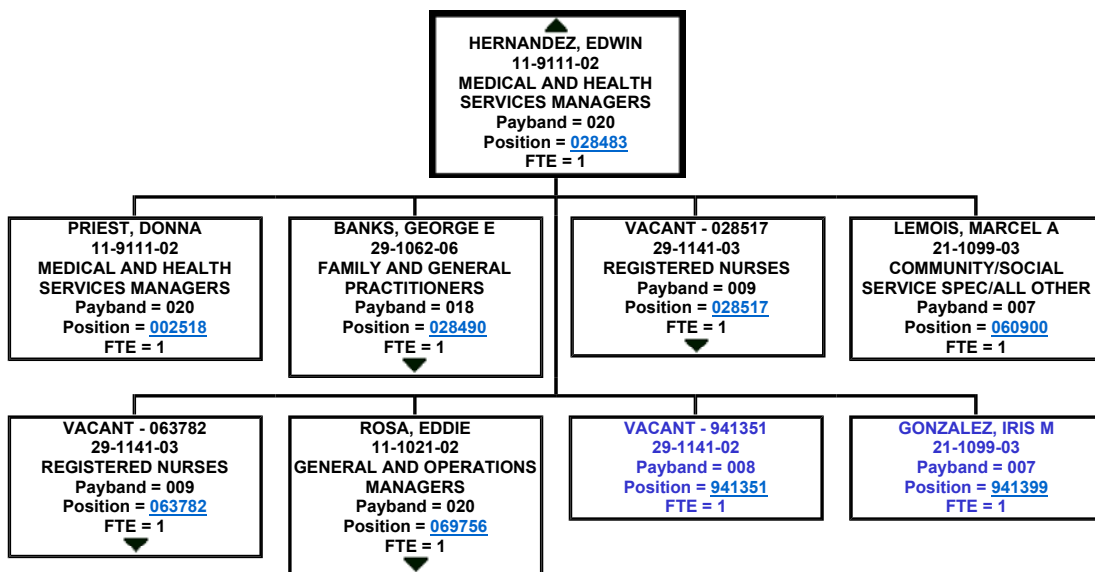
VACANT - 028488  
43-6011-03  
EXEC SECRETARIES & EXEC  
ADMIN ASSISTANTS  
Payband = 005  
Position = [028488](#)  
FTE = 1

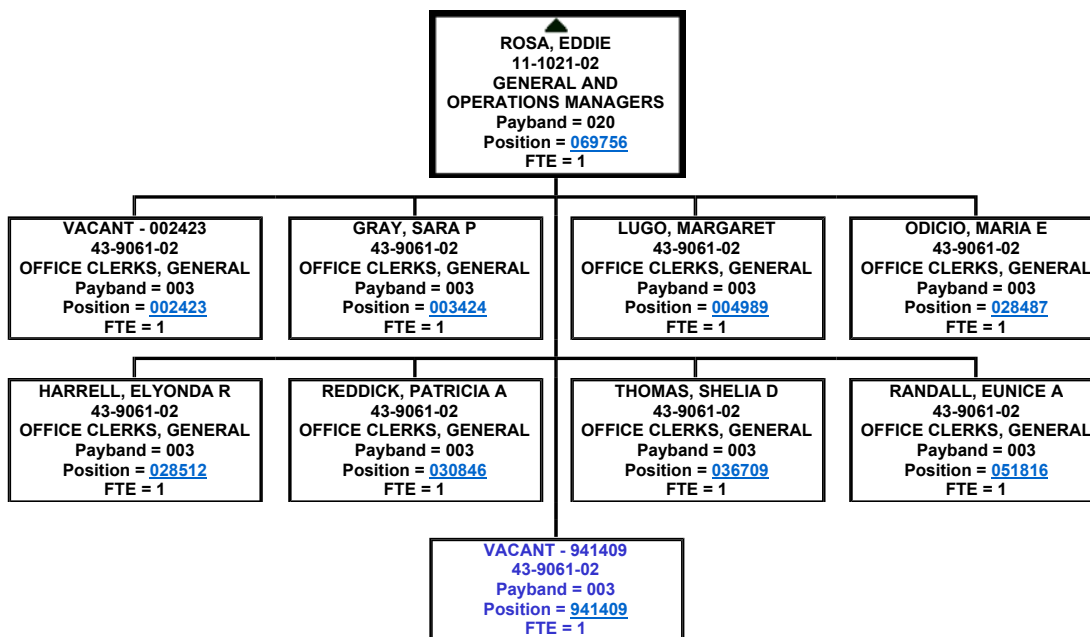
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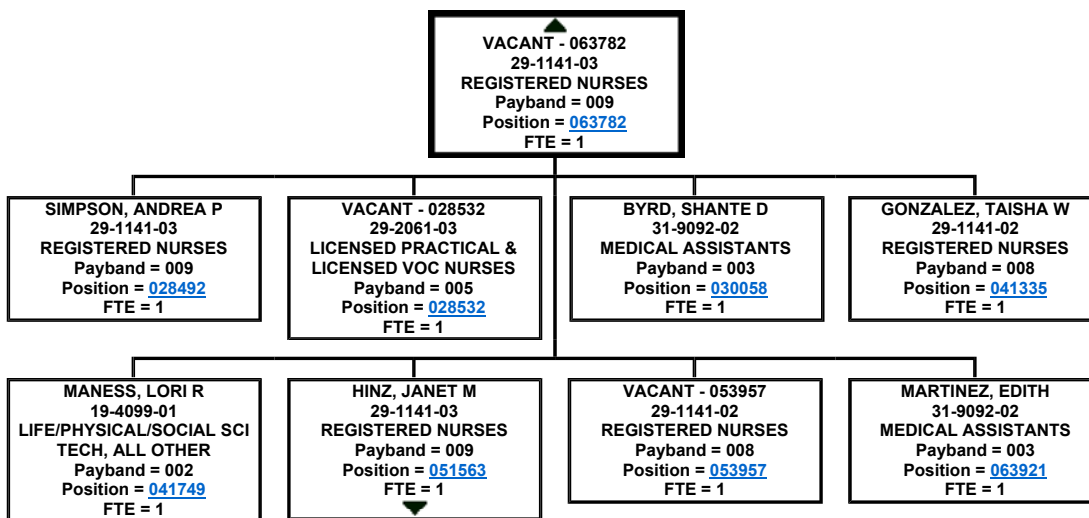


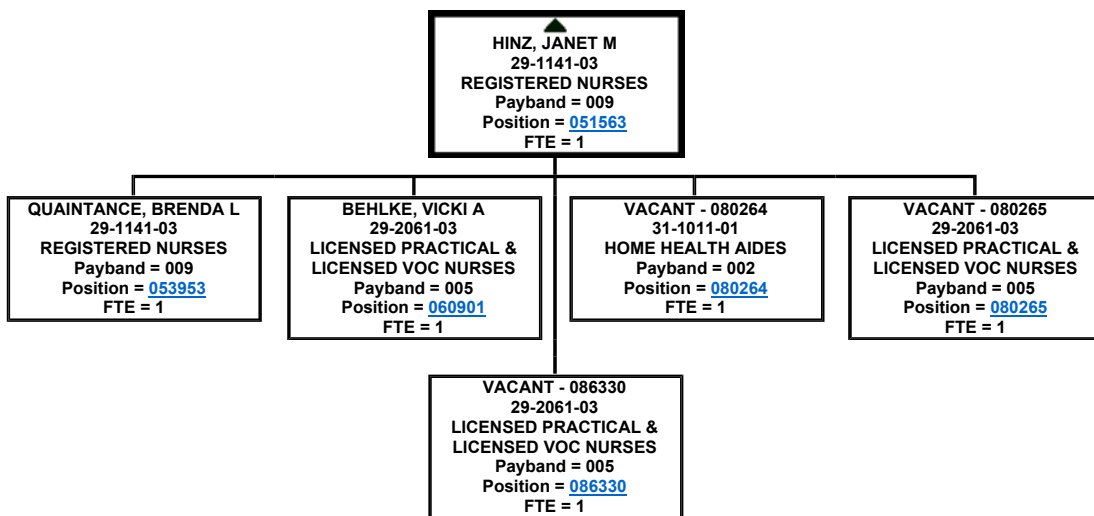


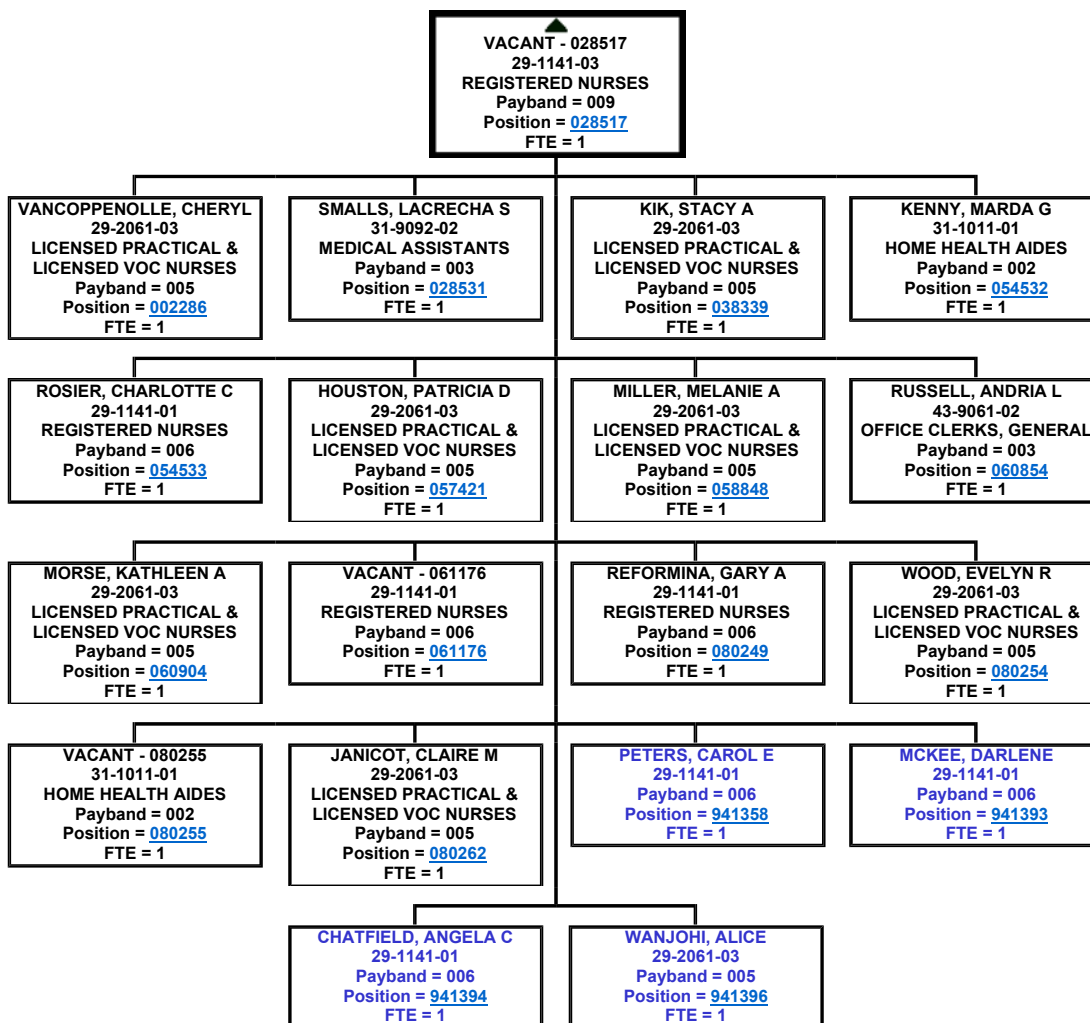


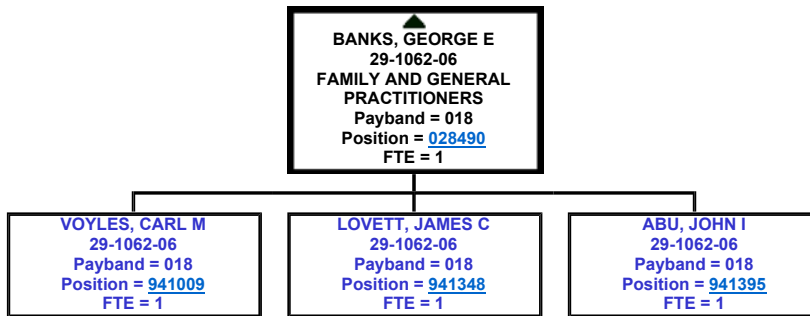




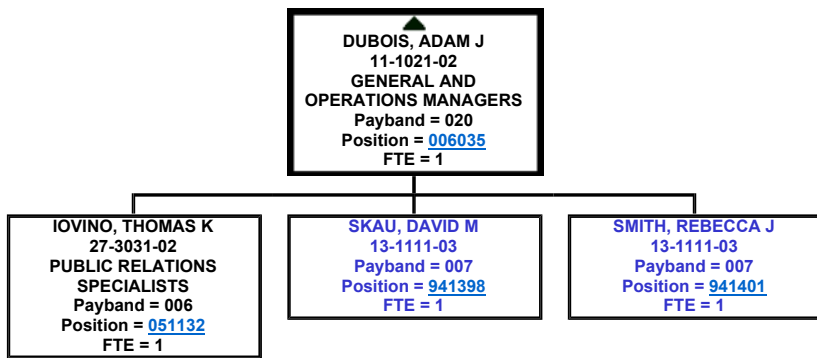


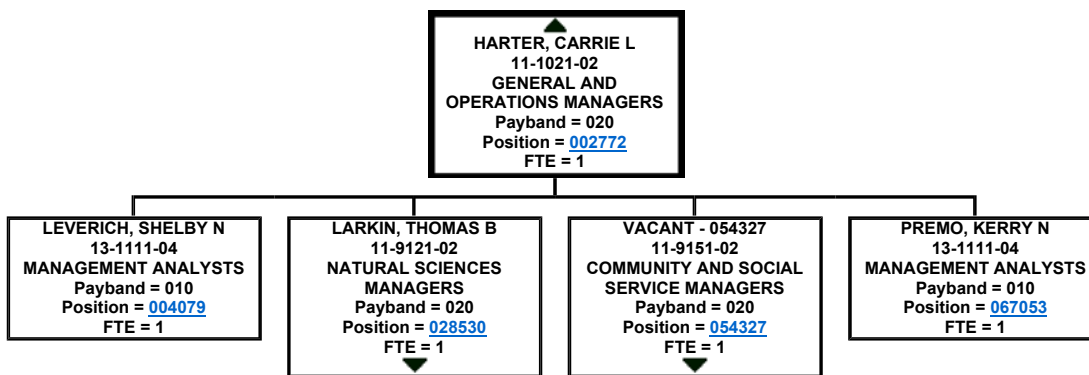


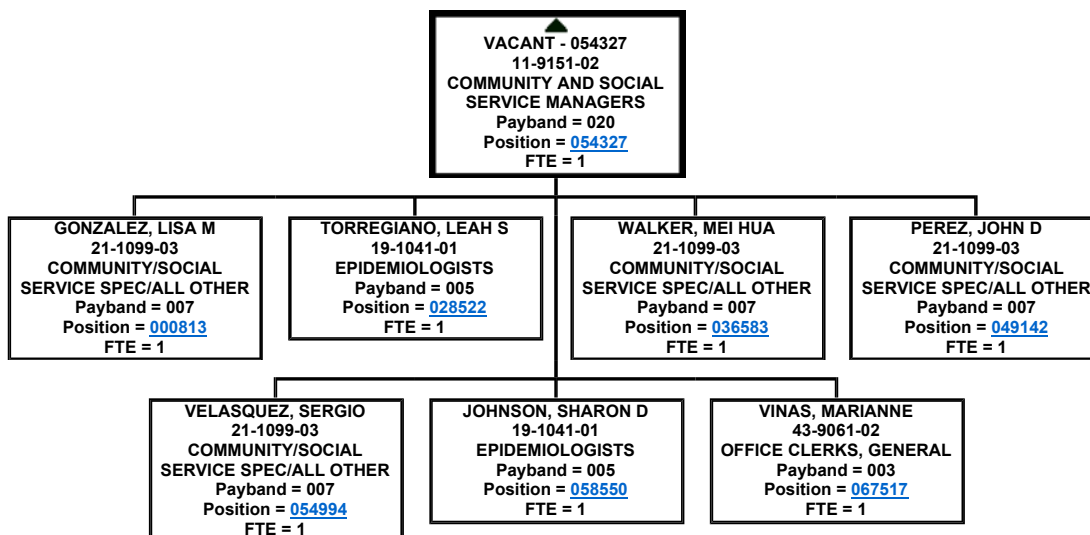


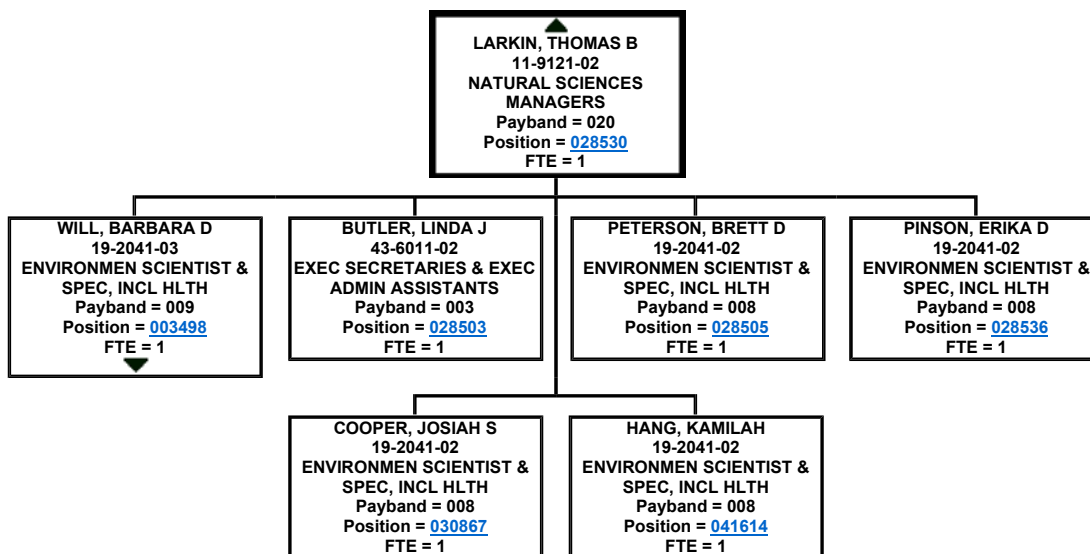


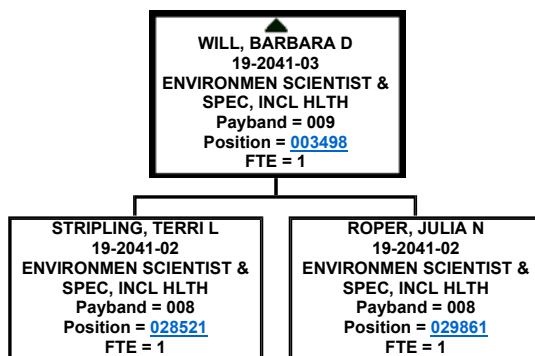








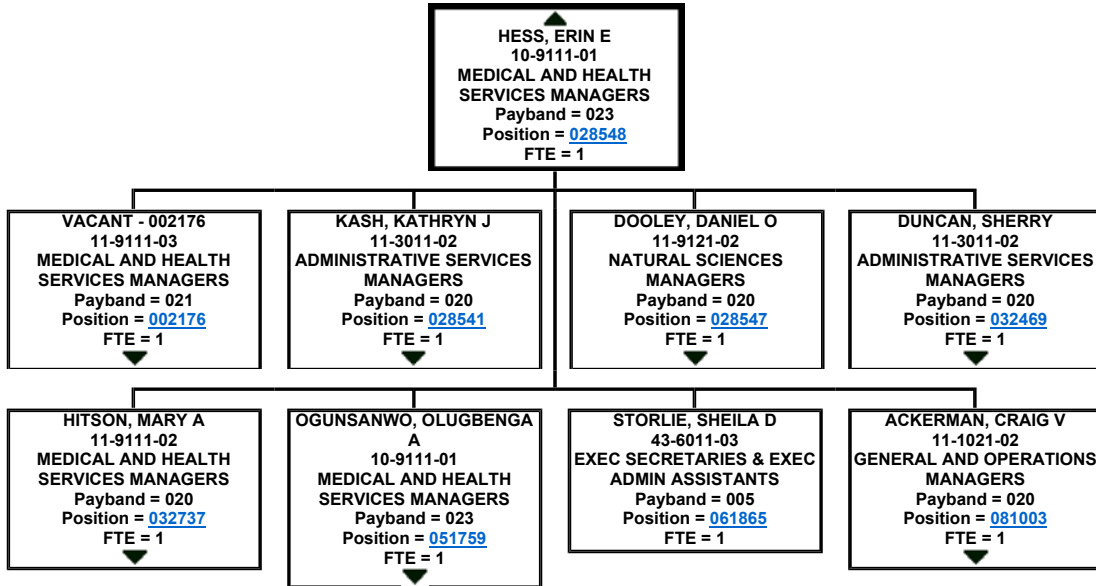


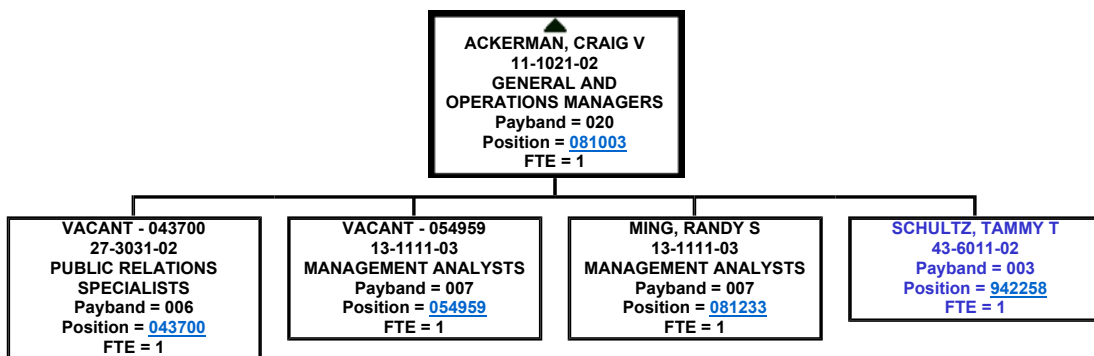


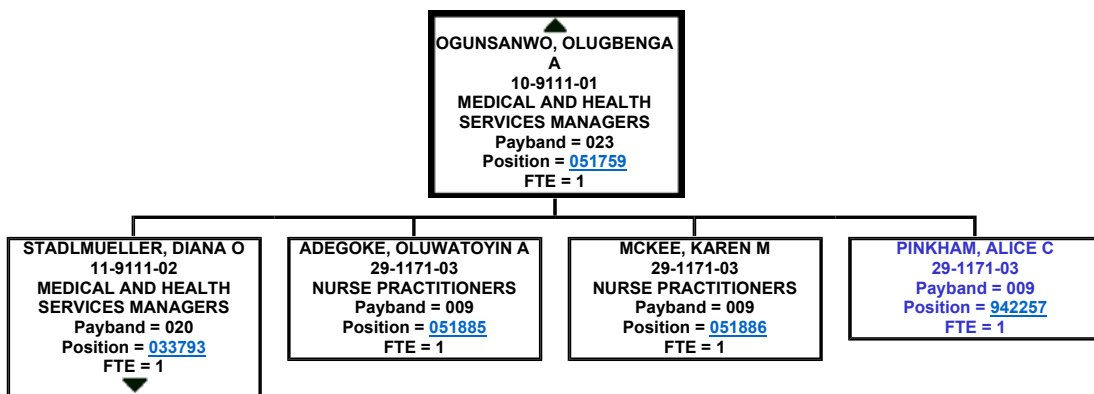
# CHD 42 - Marion County Health Department

Created: 10/5/2016 10:19:00 AM

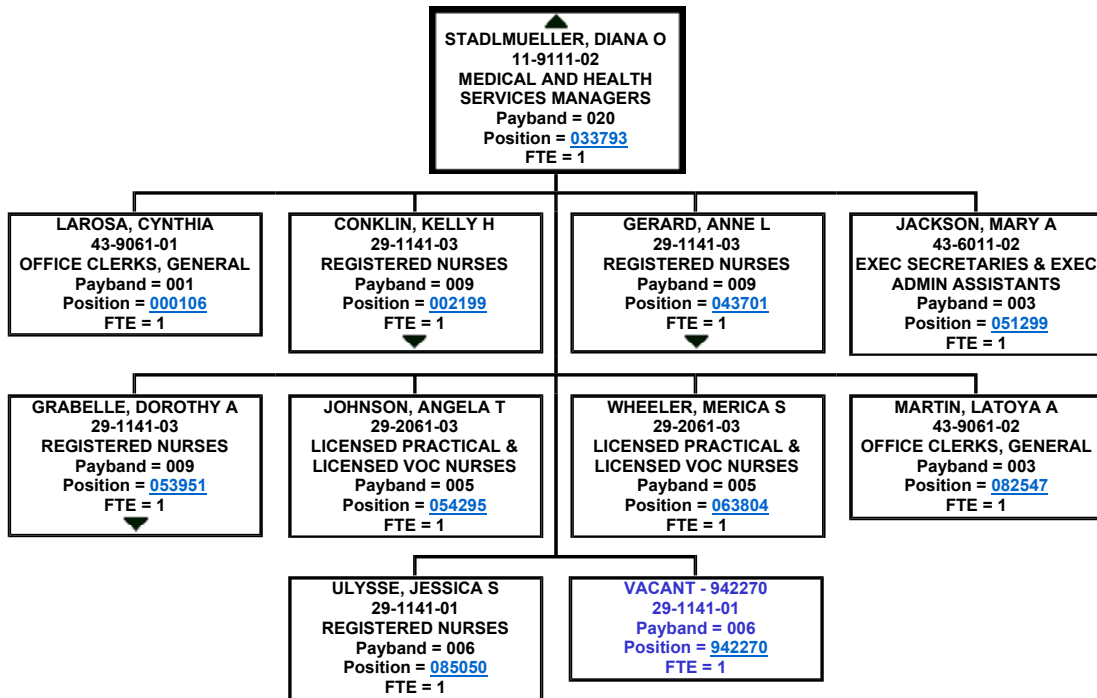
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

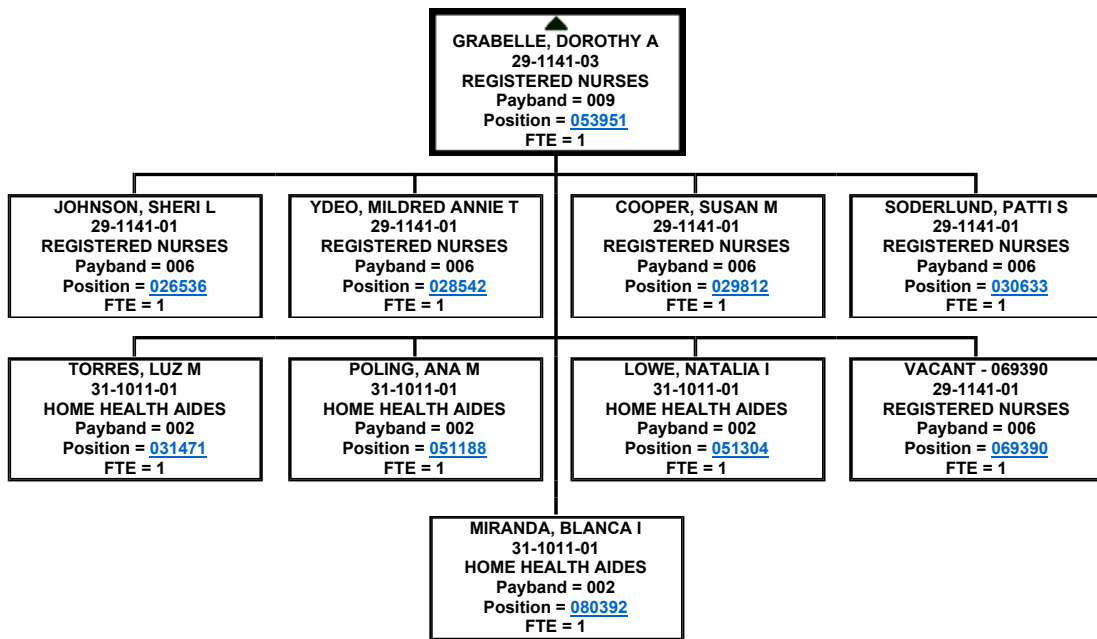


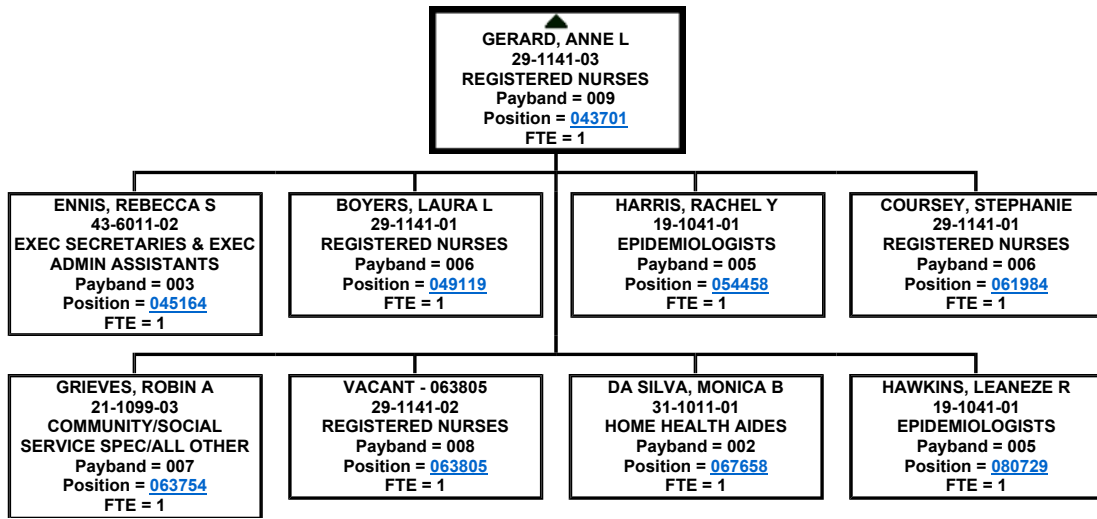


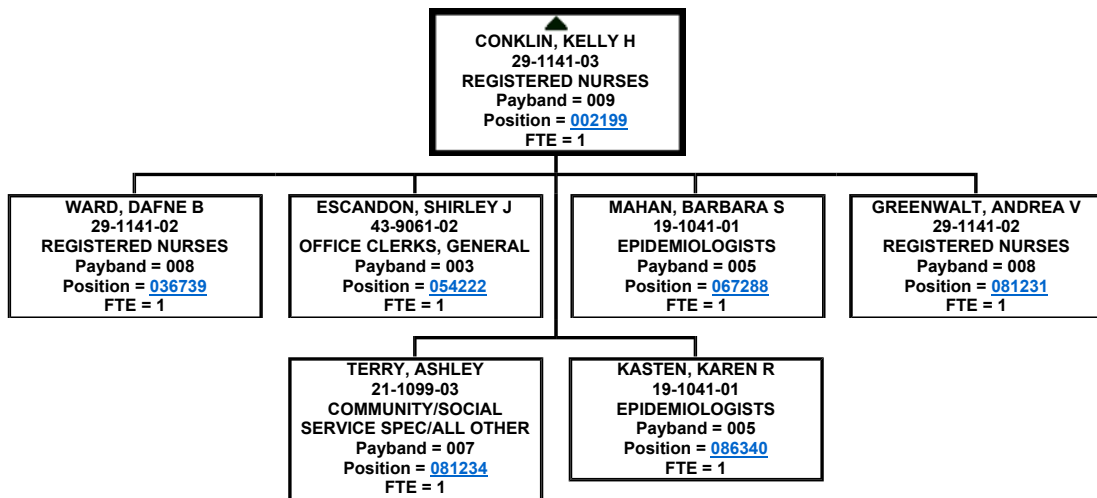


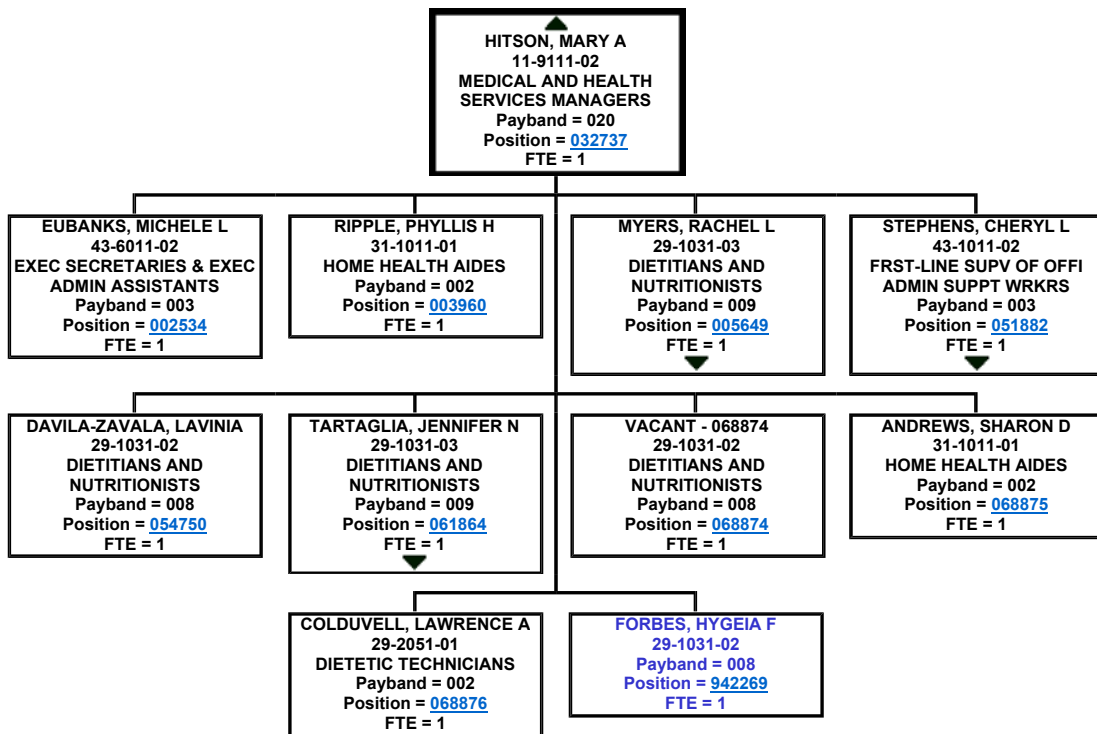


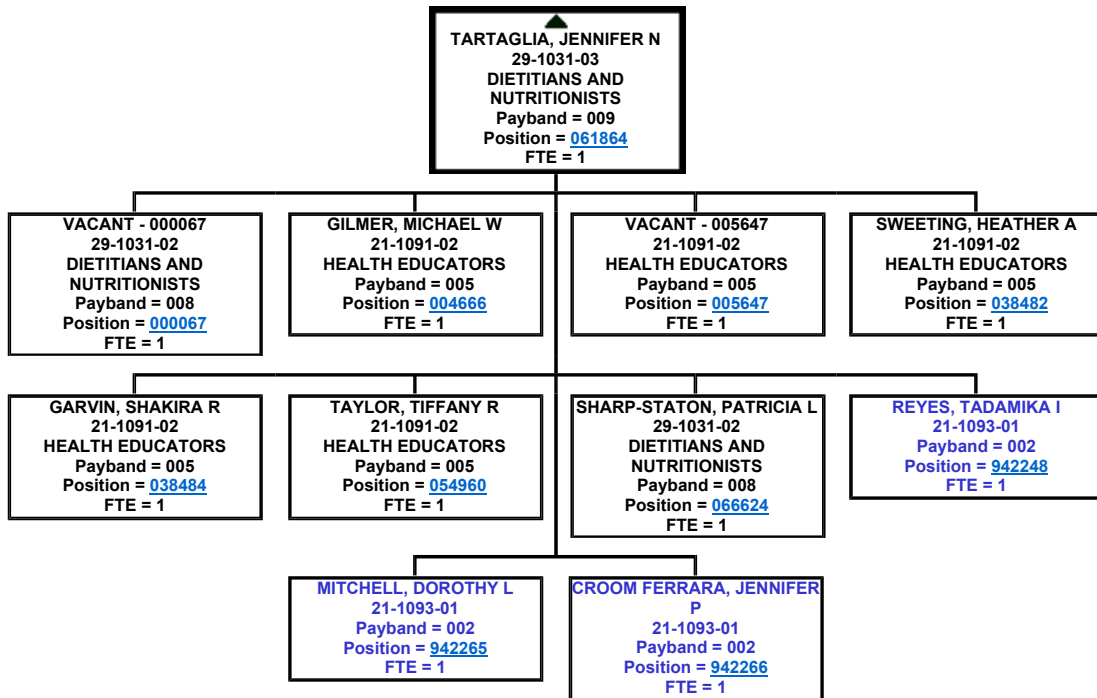


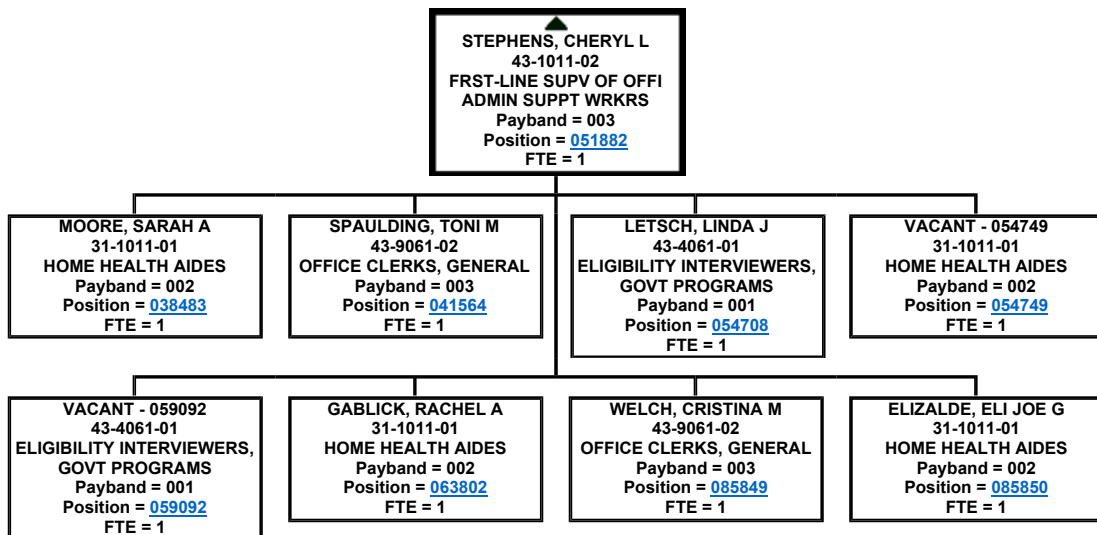


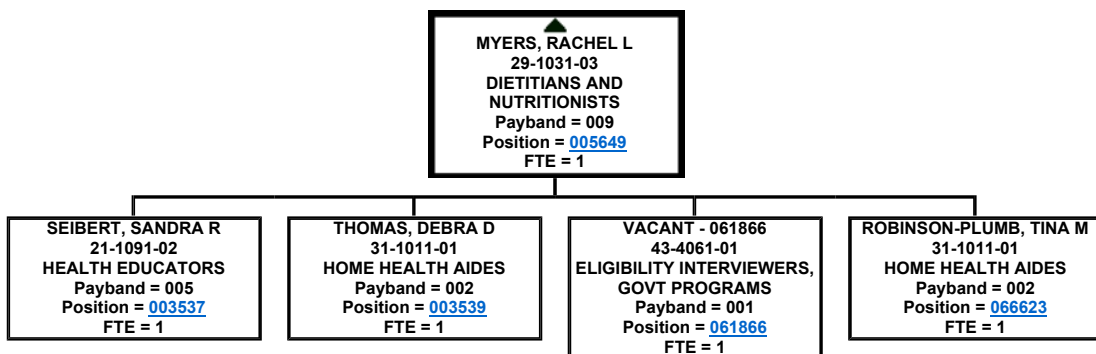




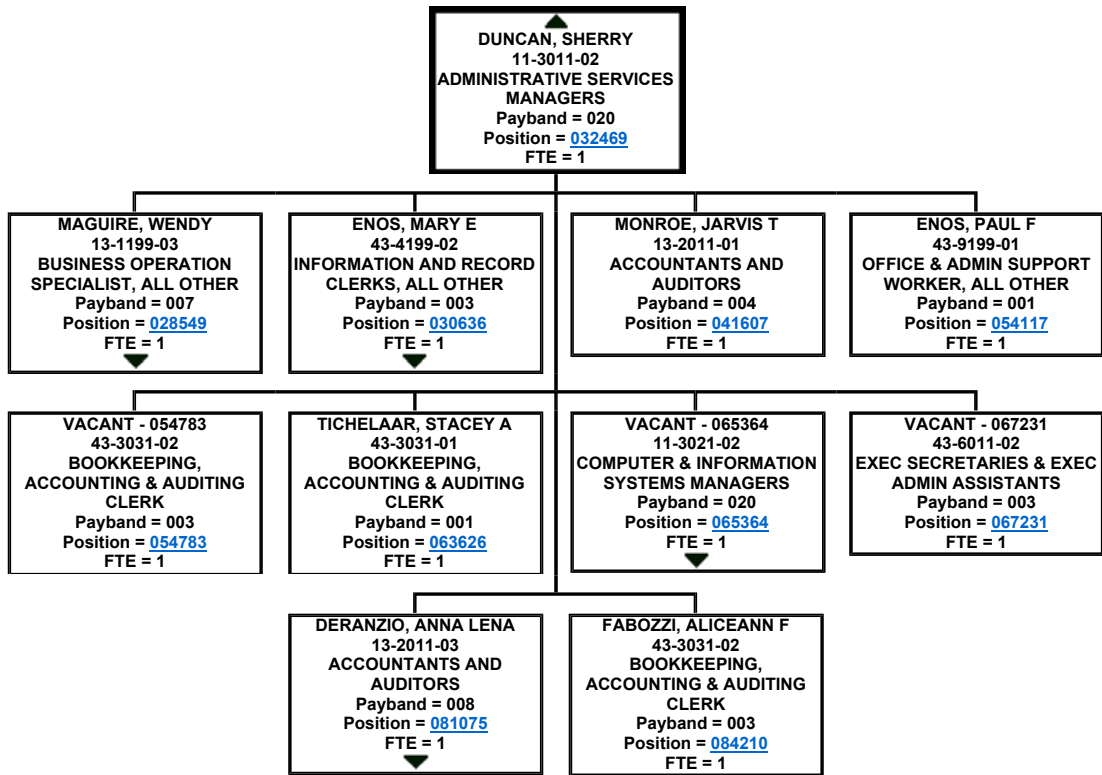


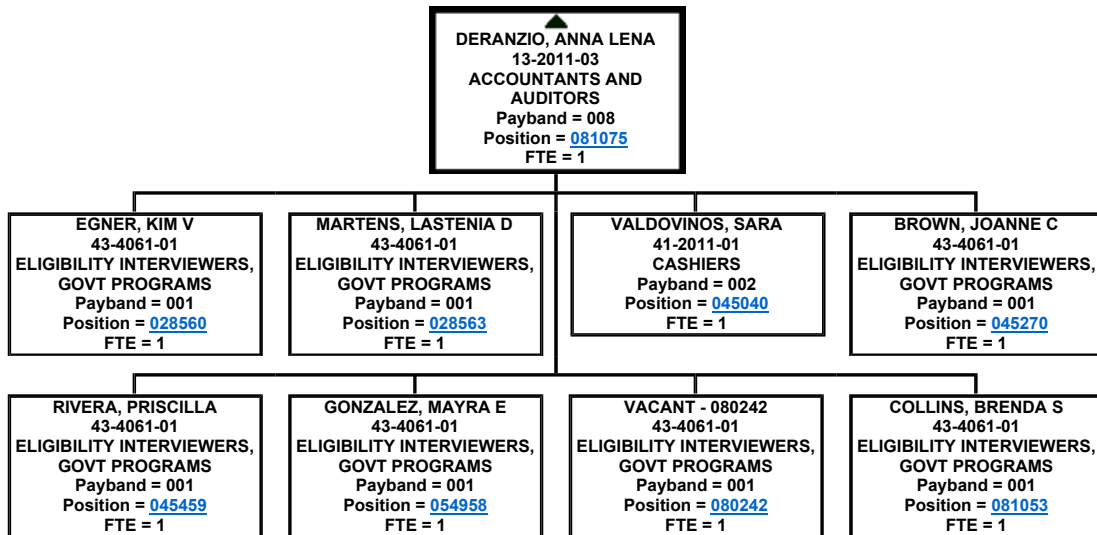


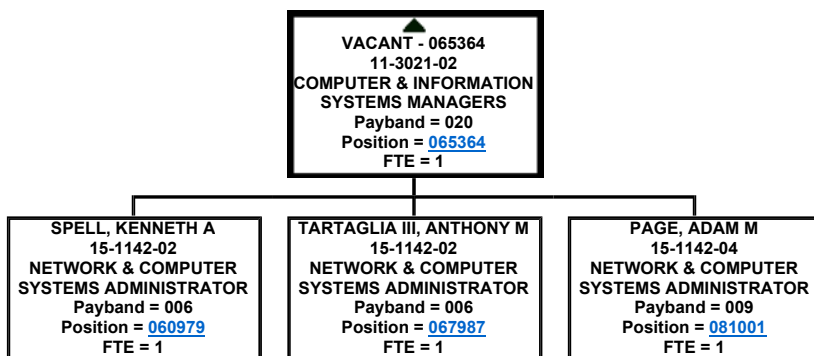


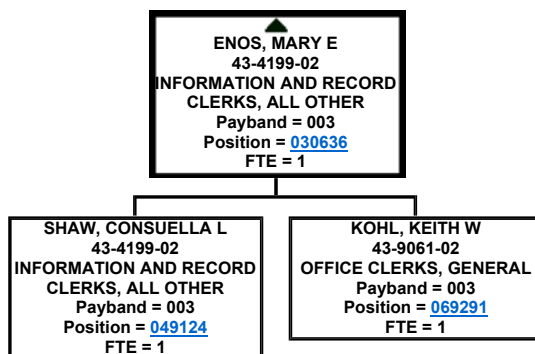


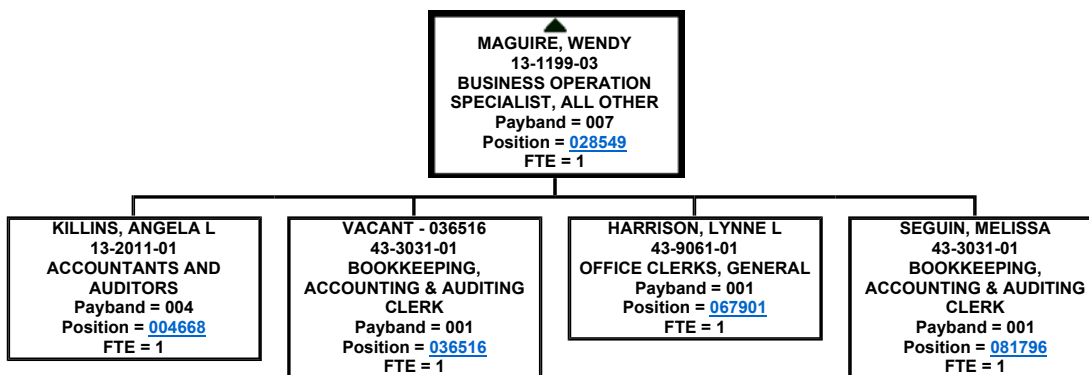


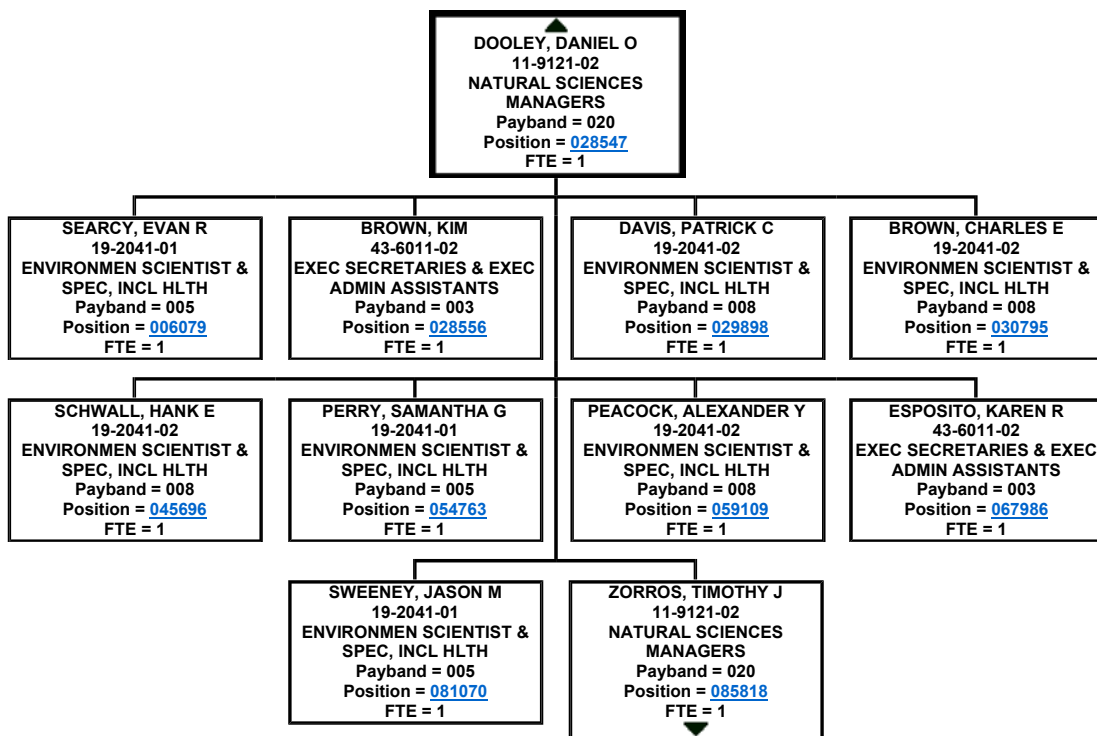


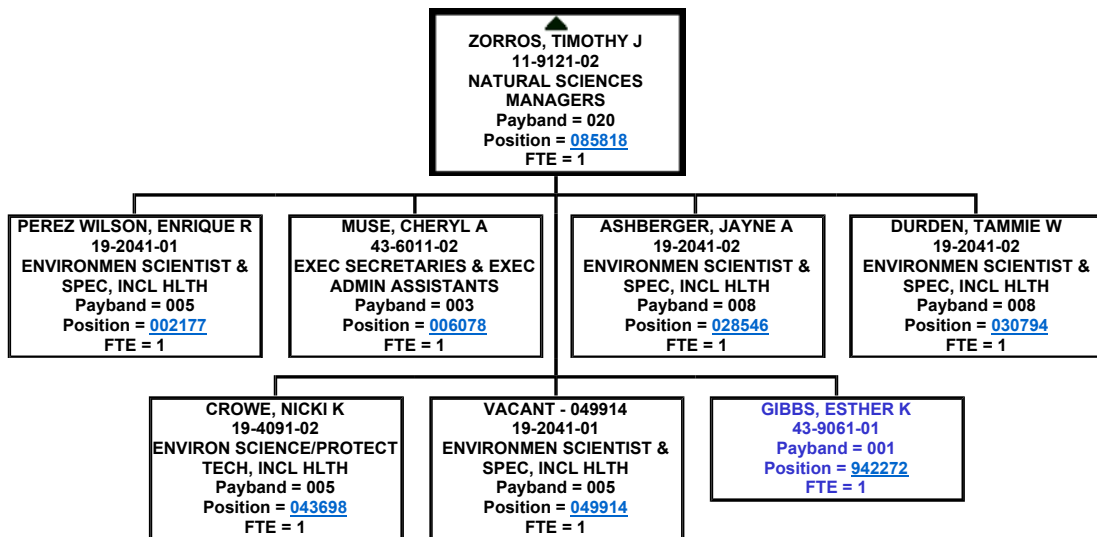


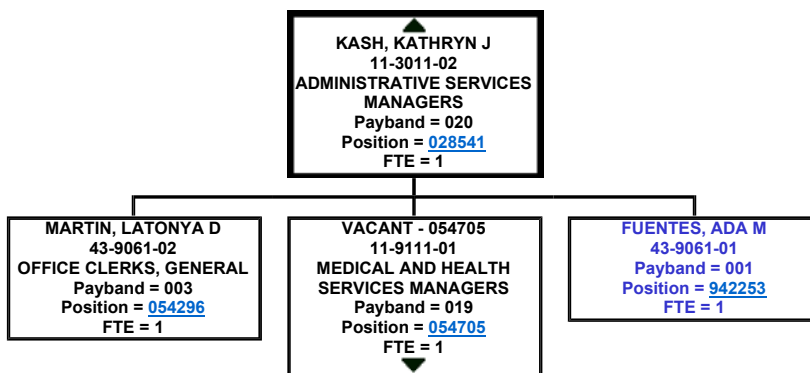




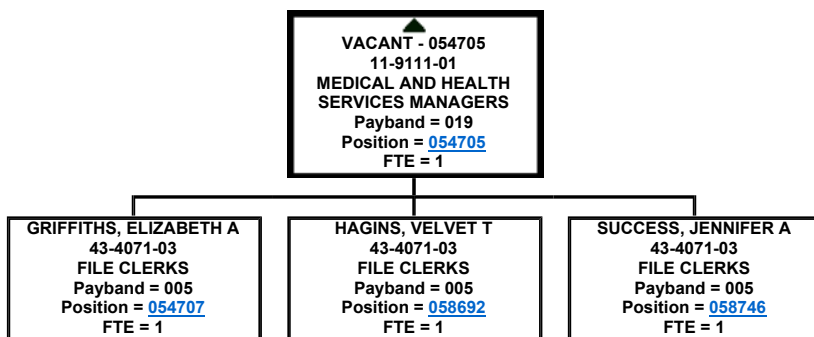


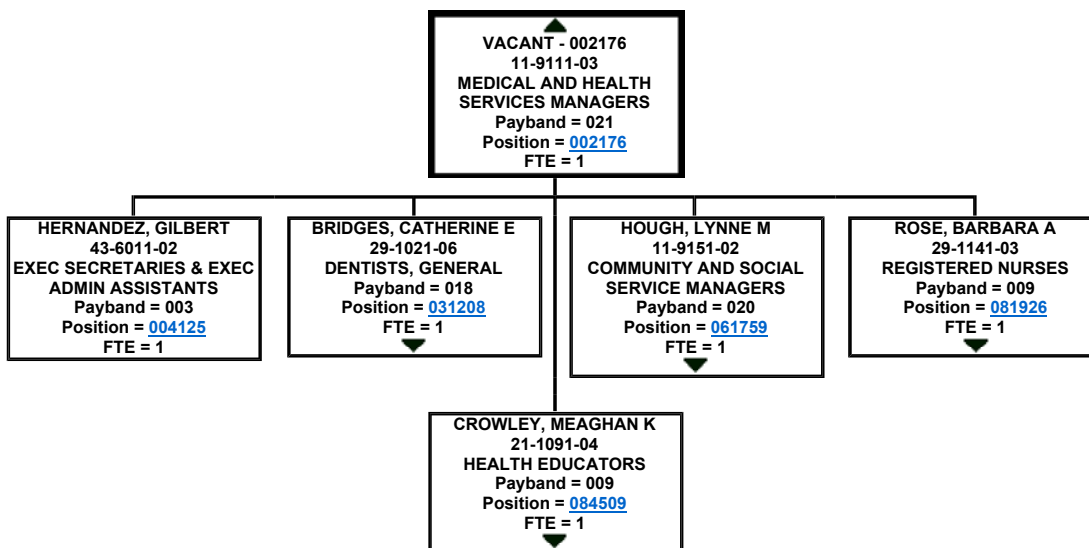


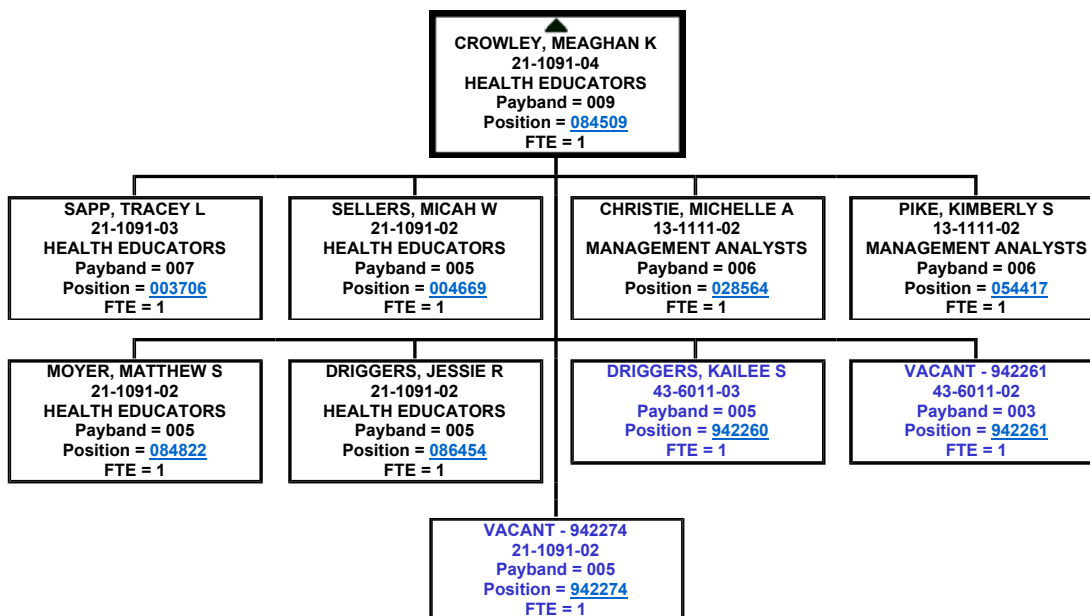


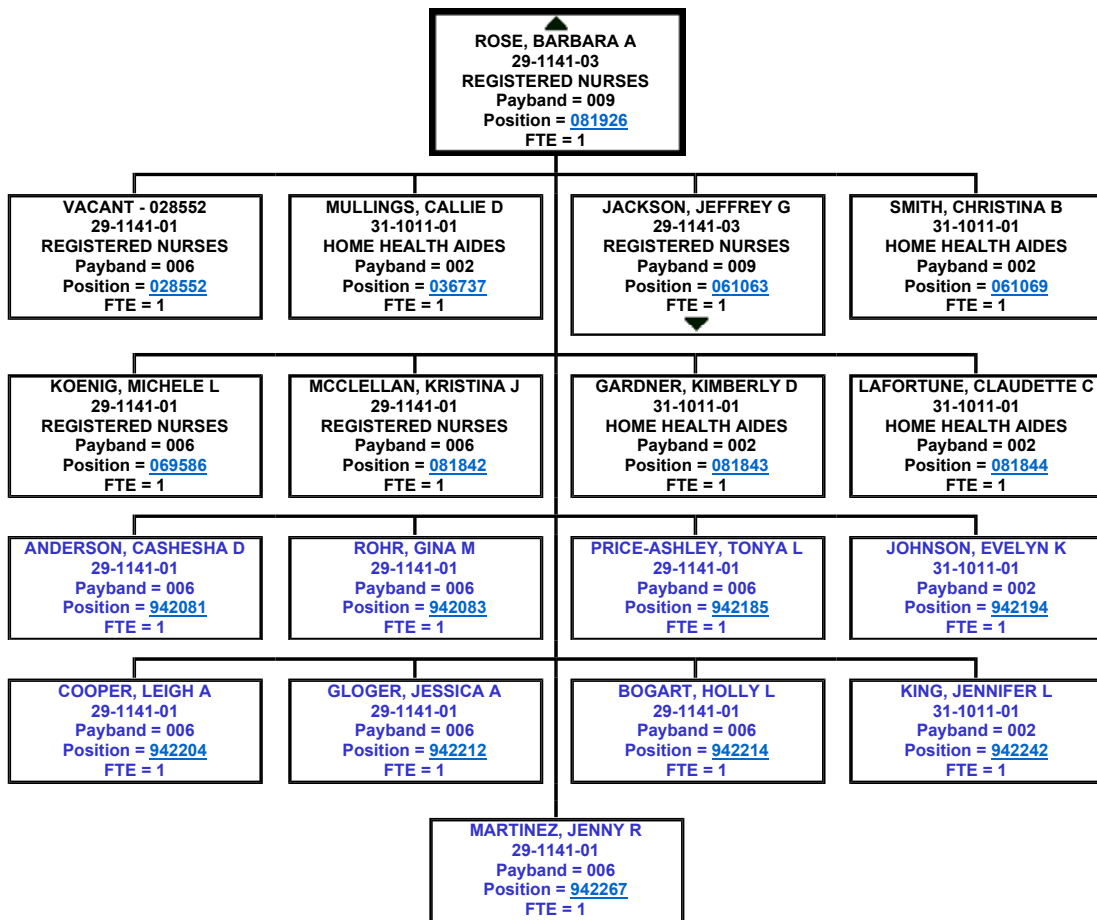


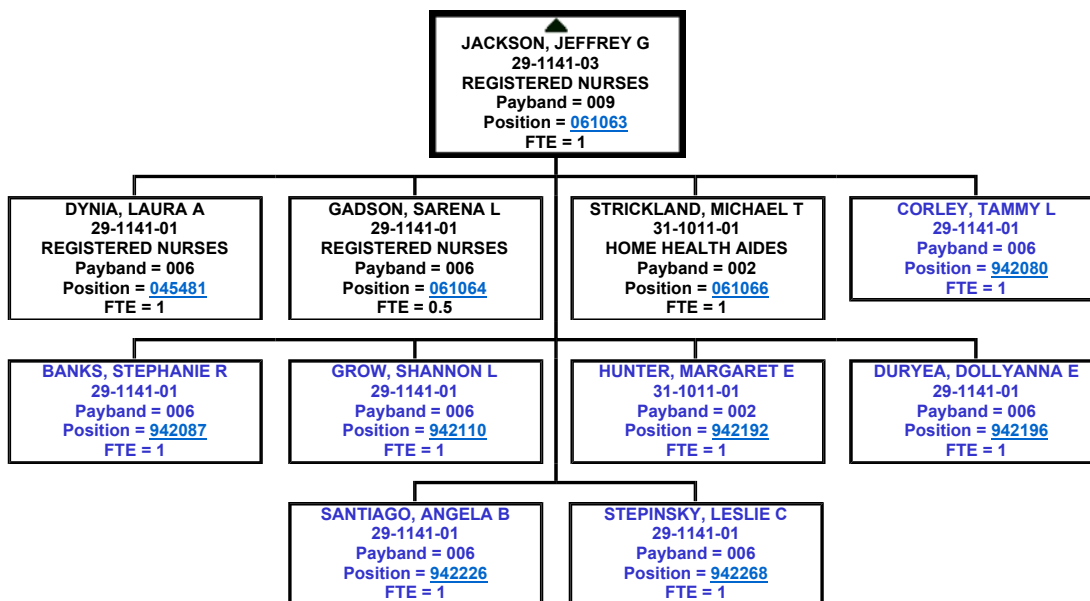


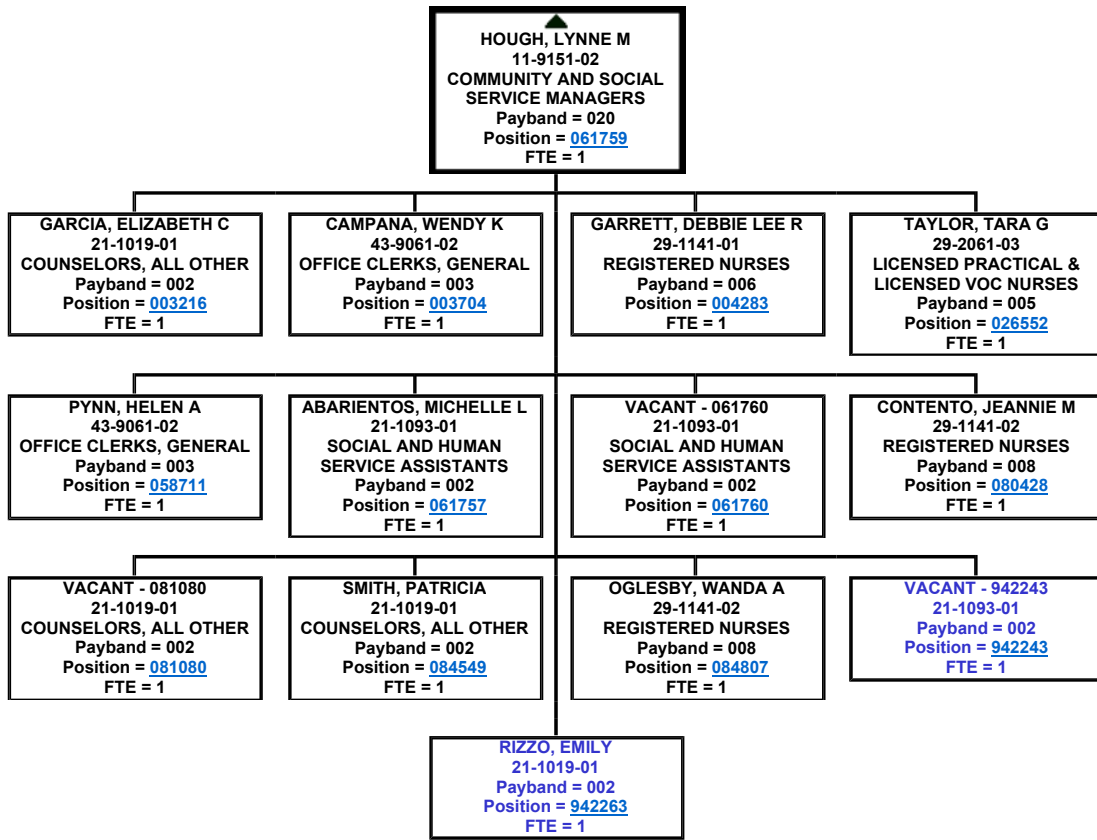


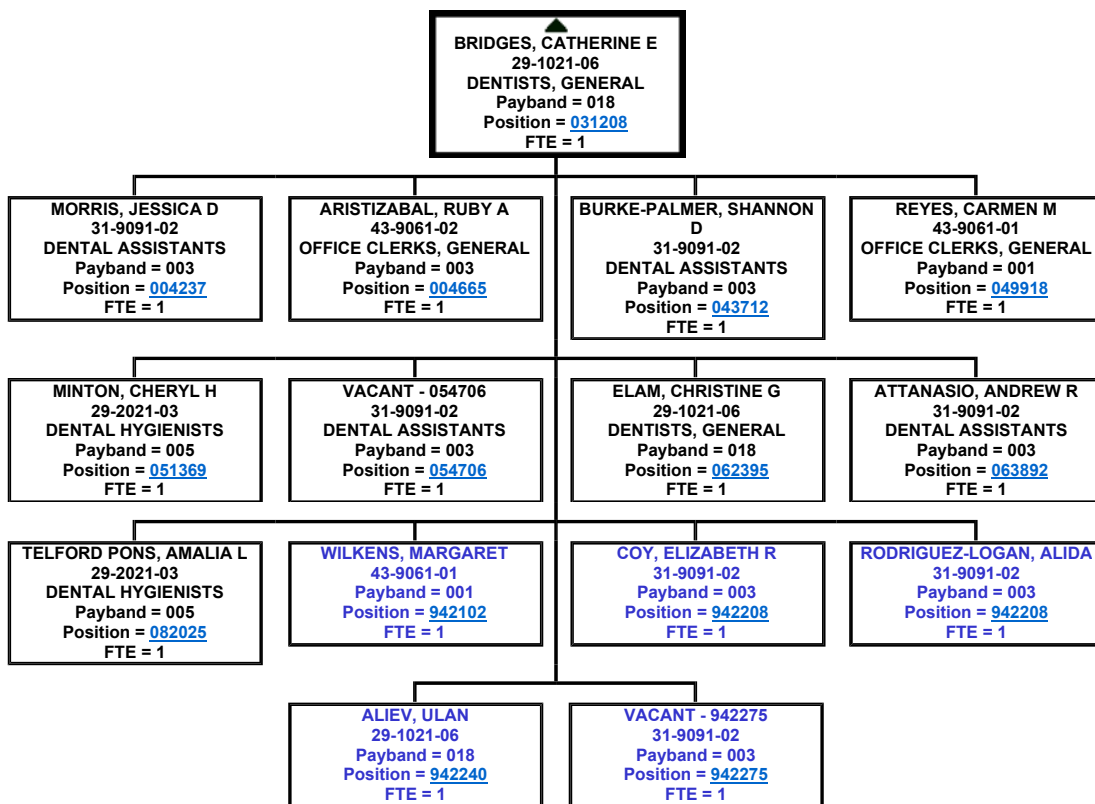








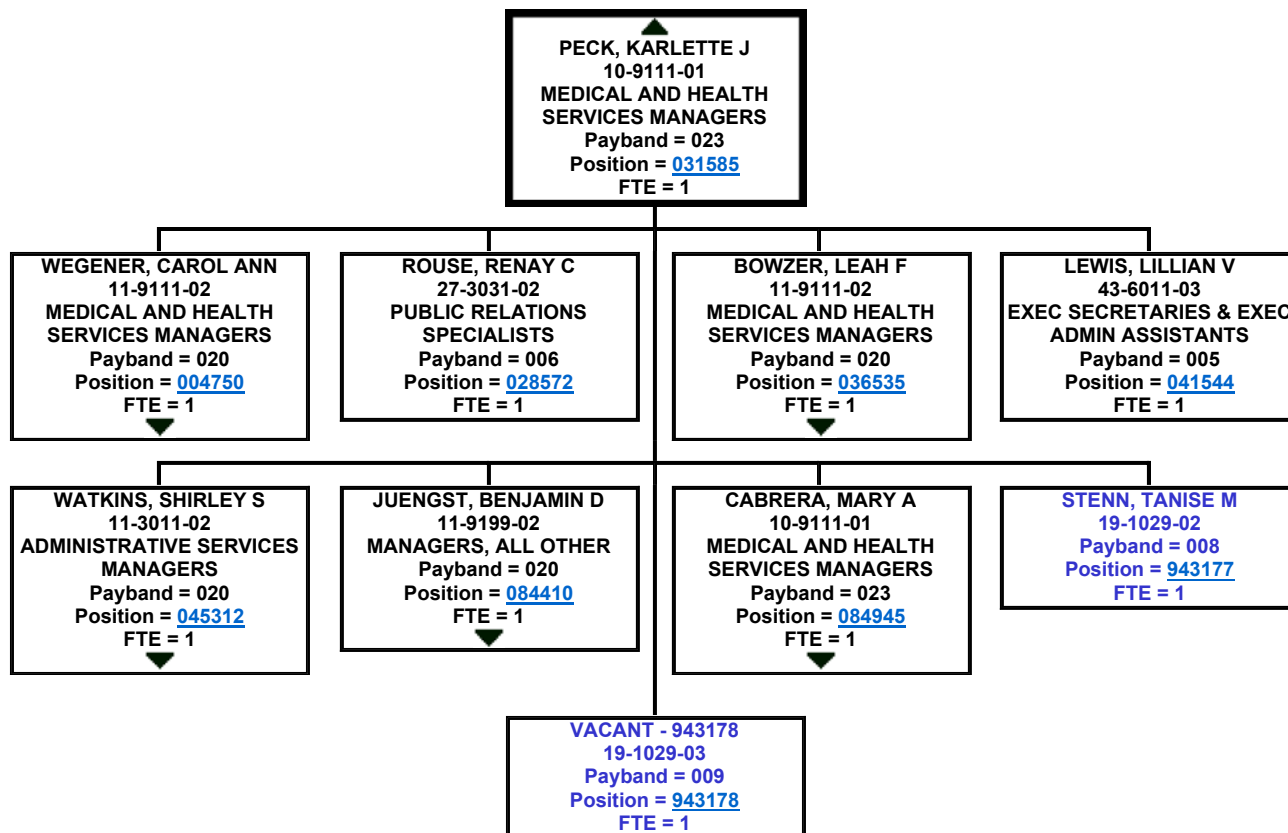




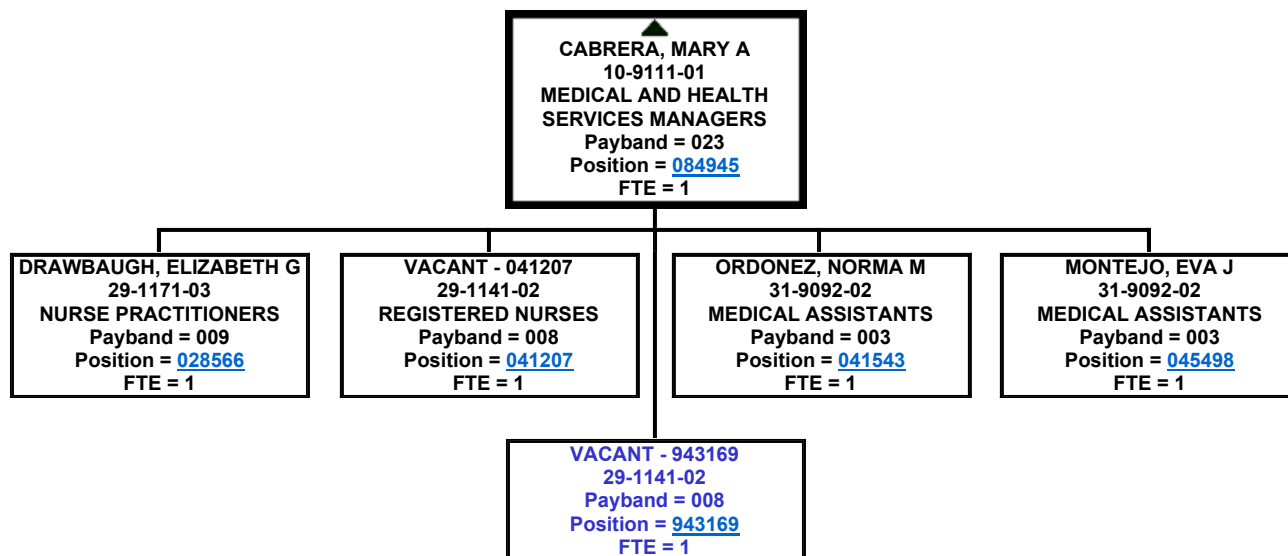
# CHD 43 - Martin County Health Department

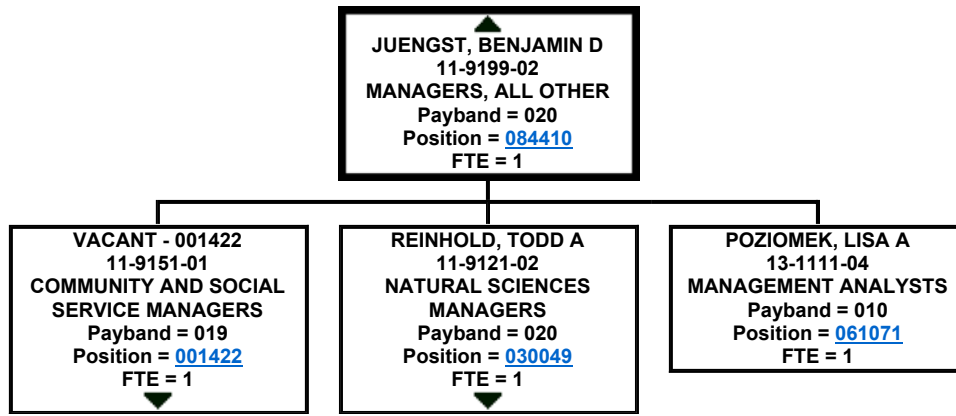
Created: 10/5/2016 10:19:00 AM

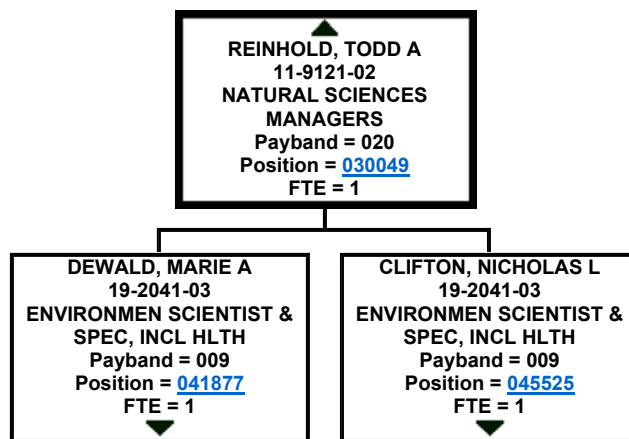
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

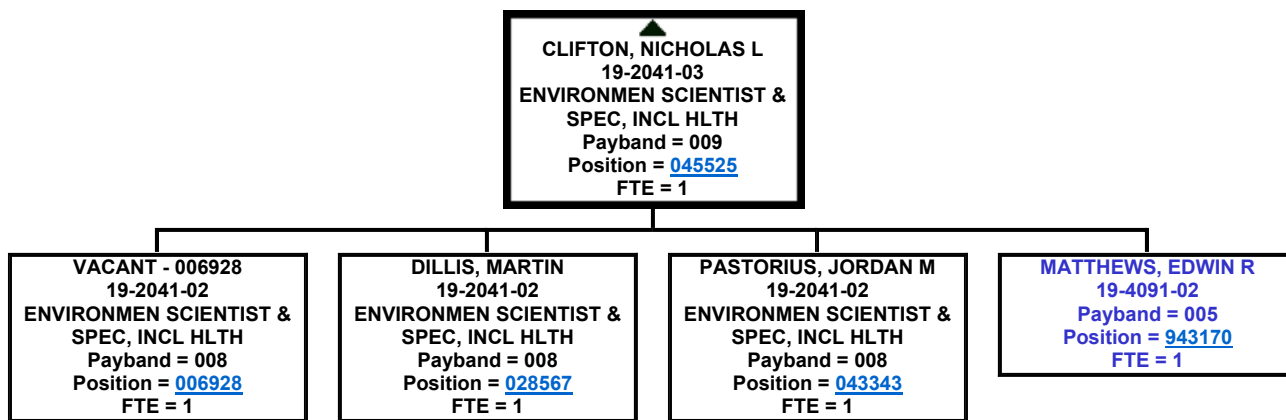


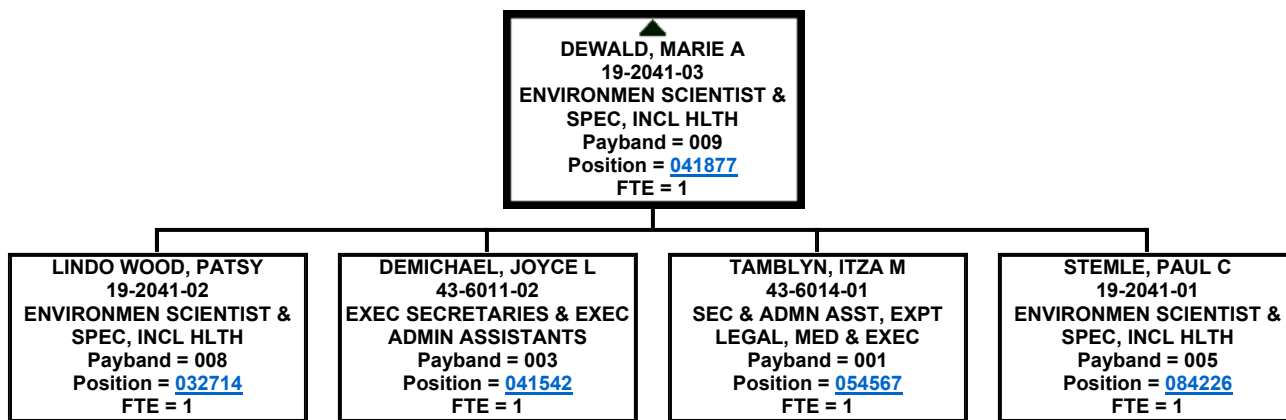


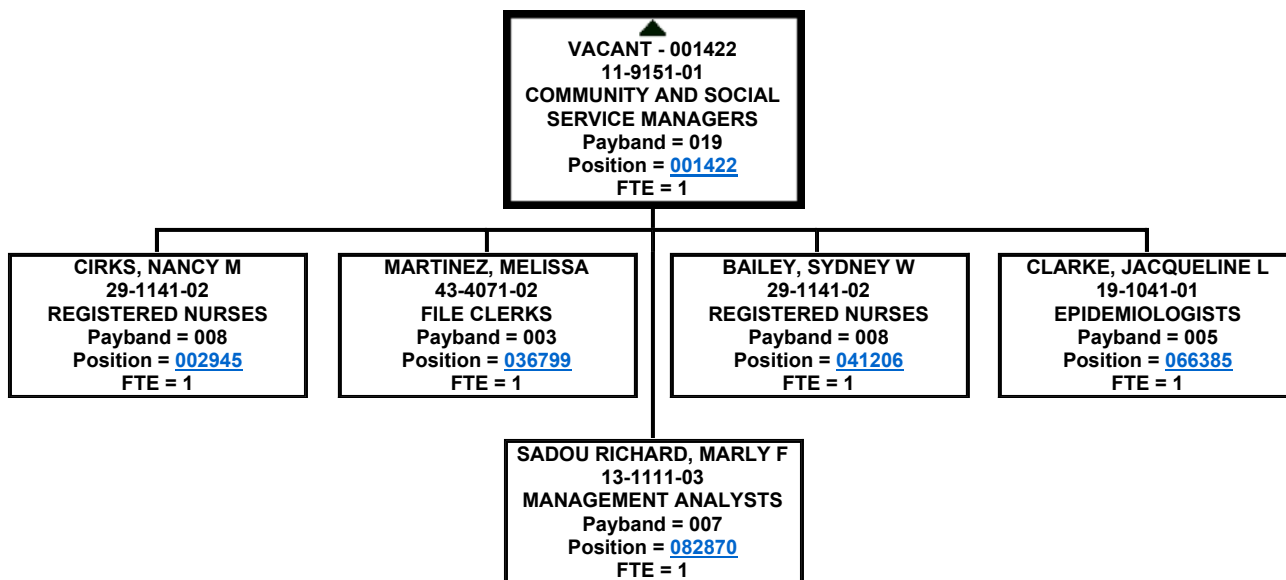


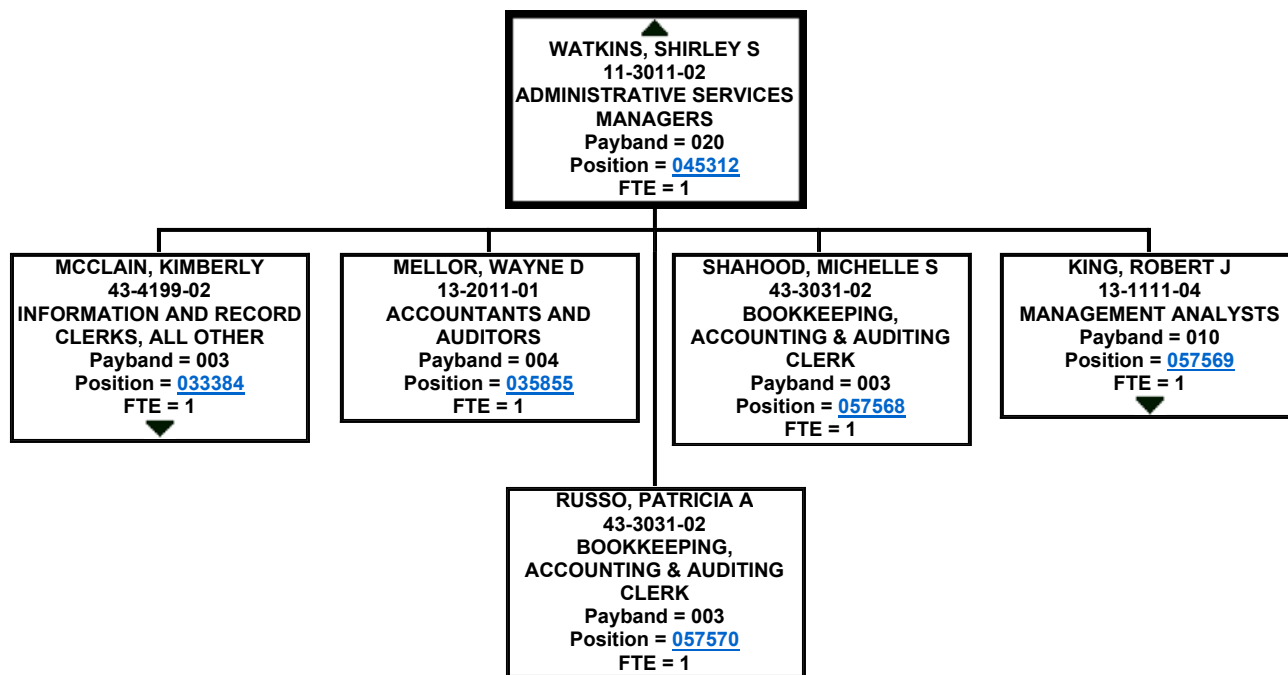


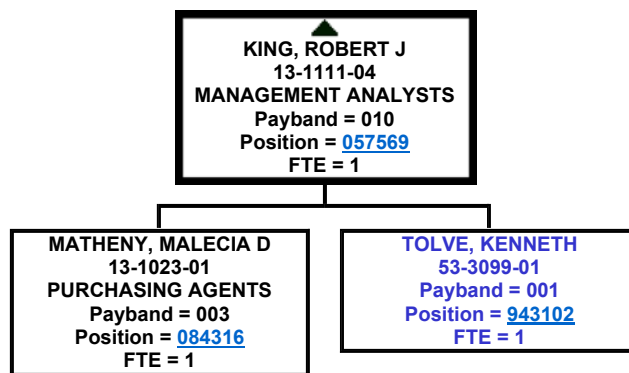




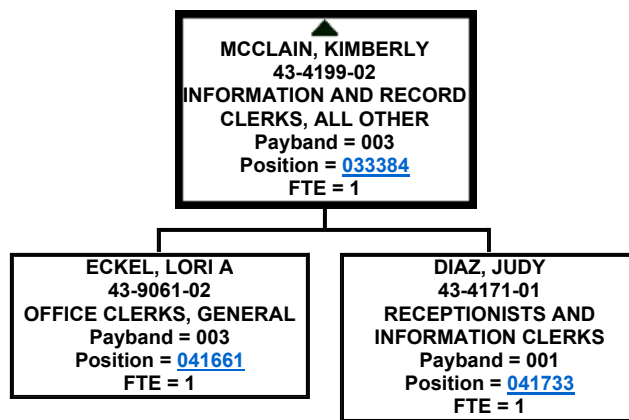


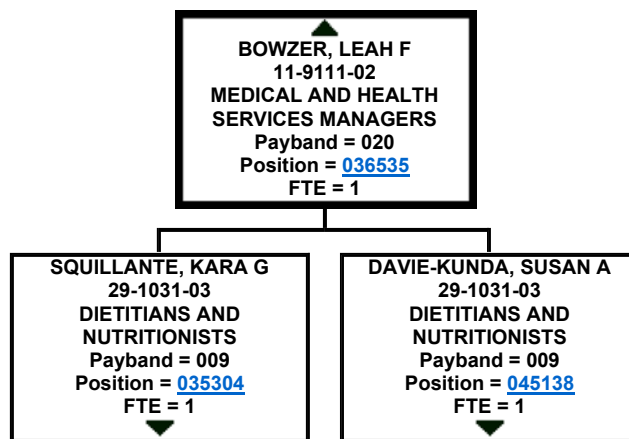


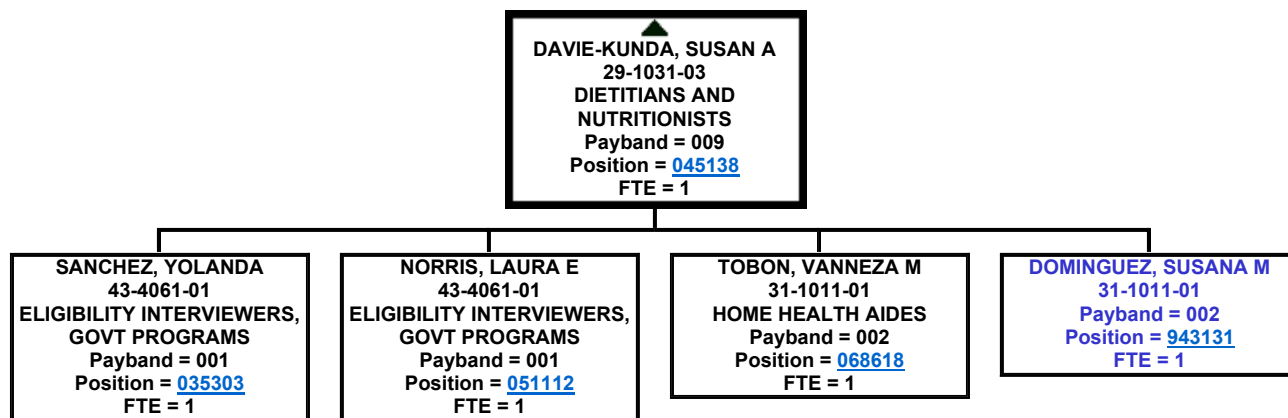


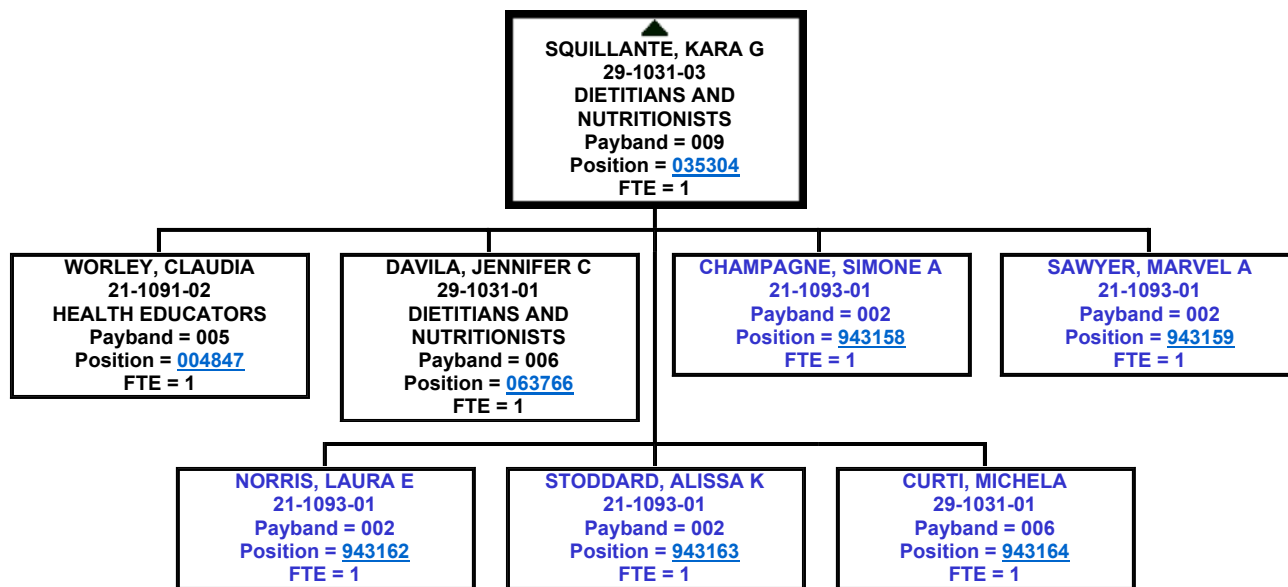


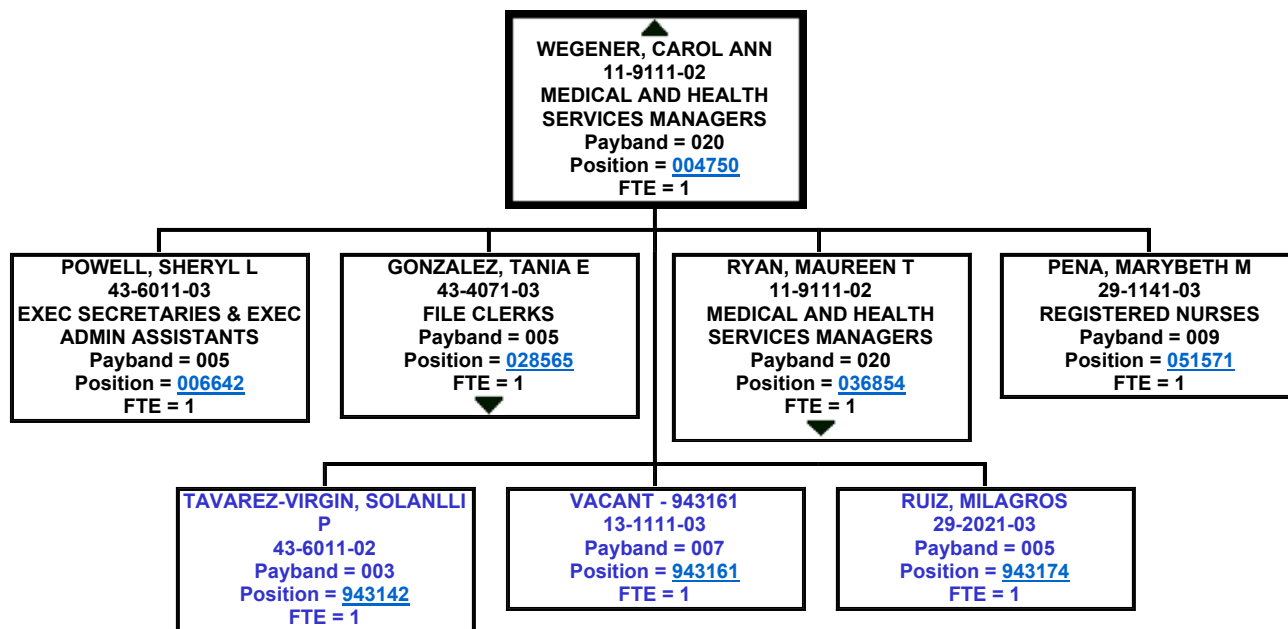


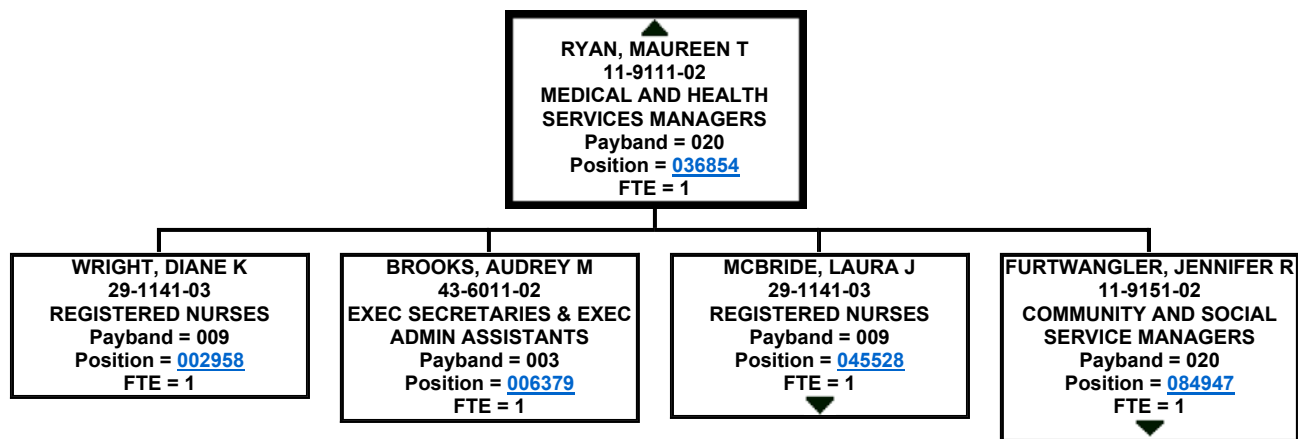


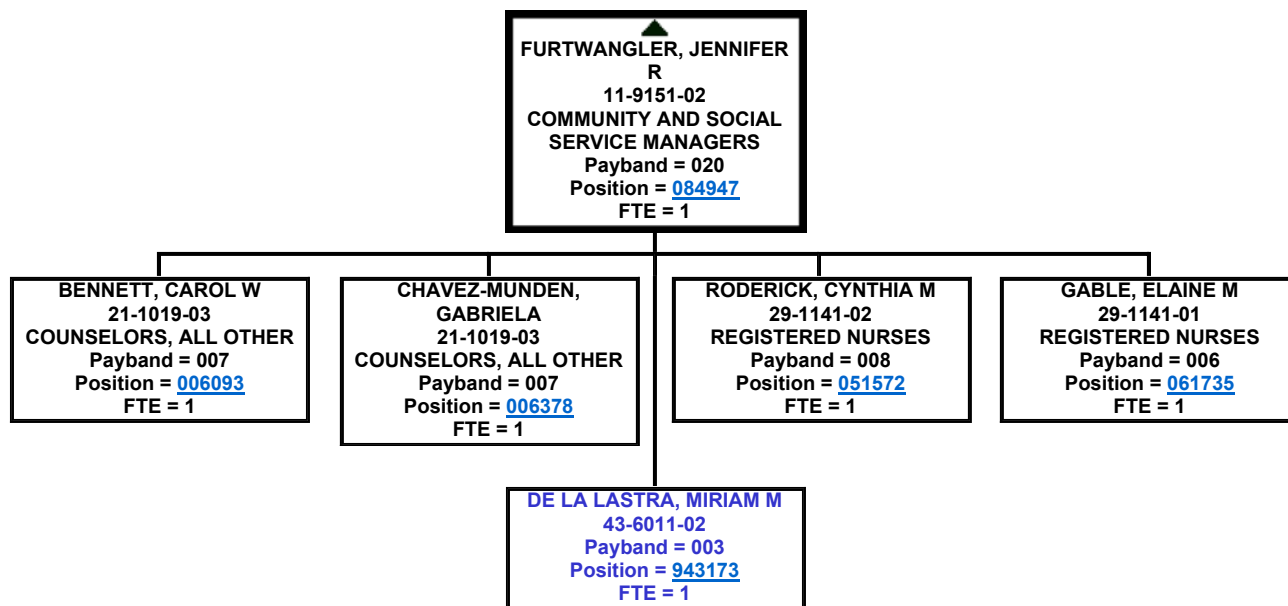


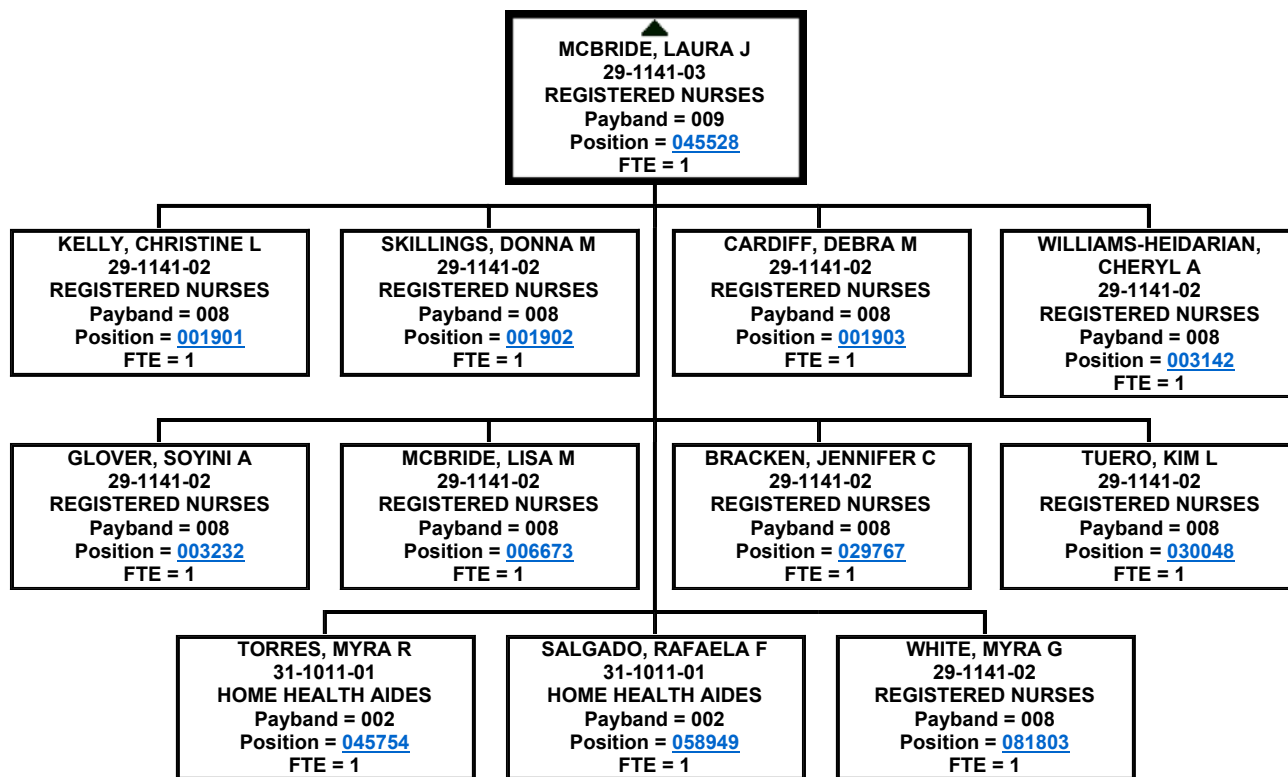




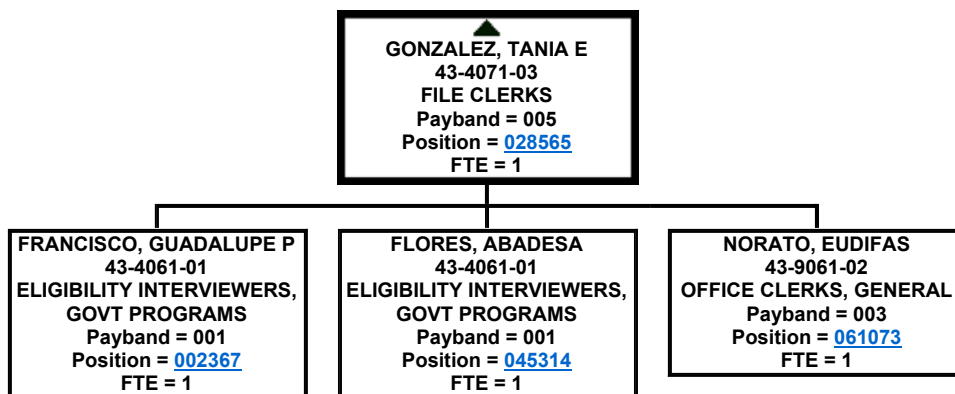








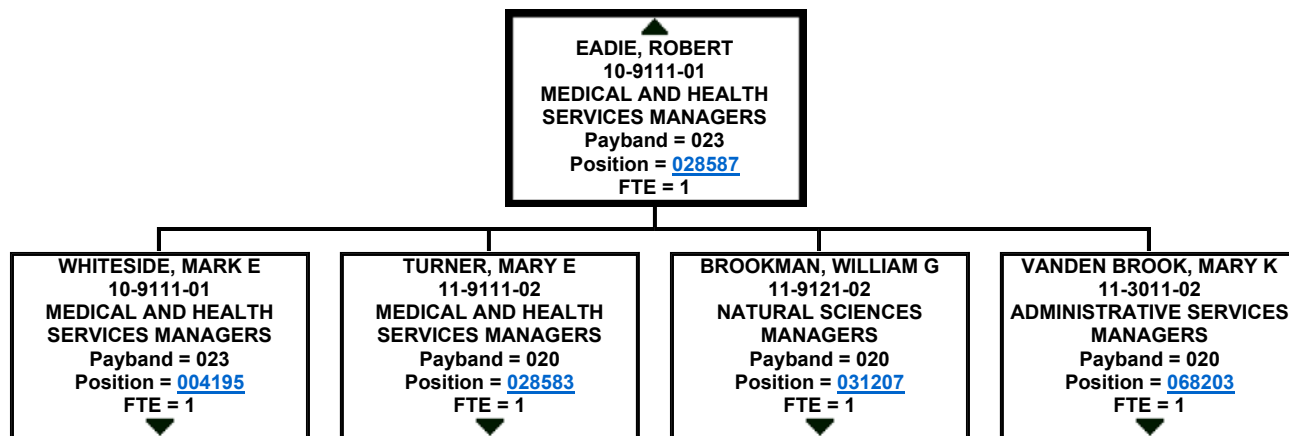


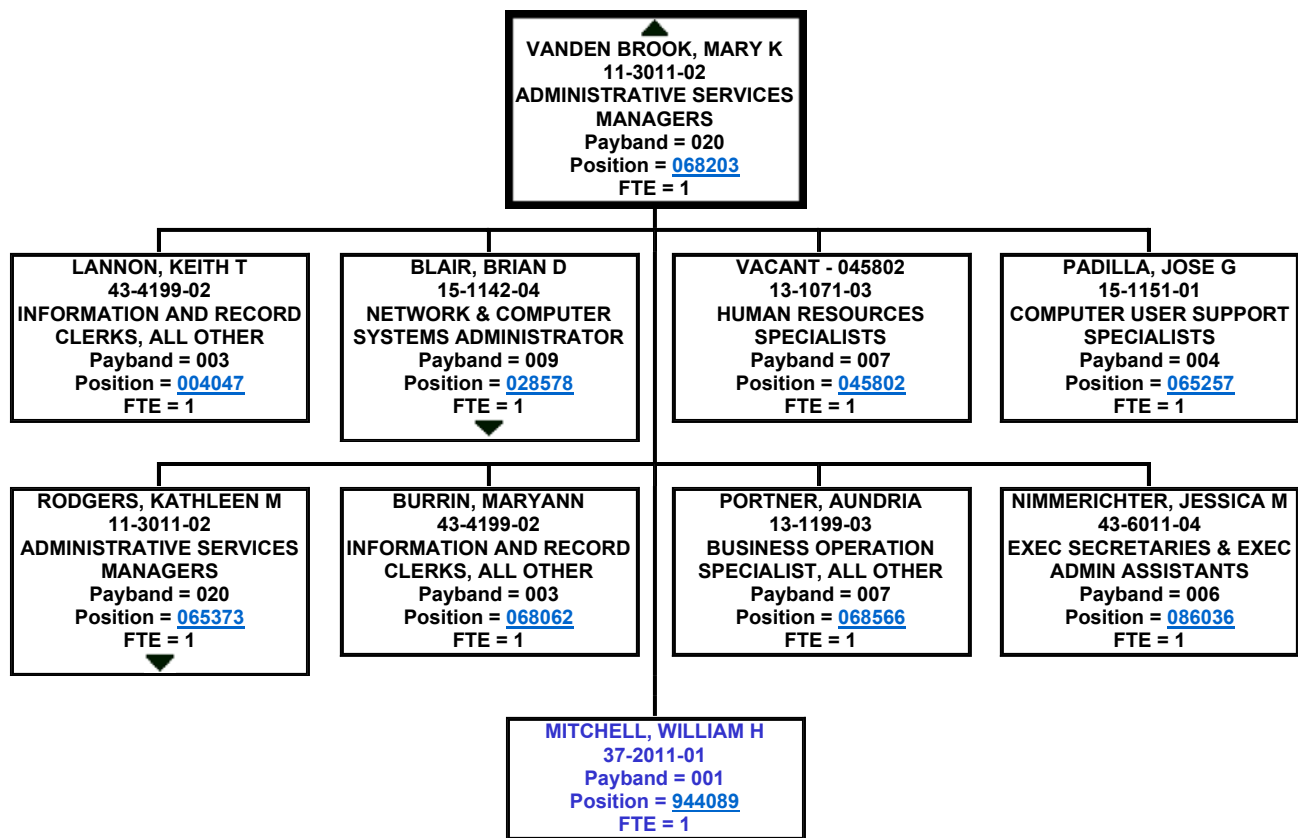


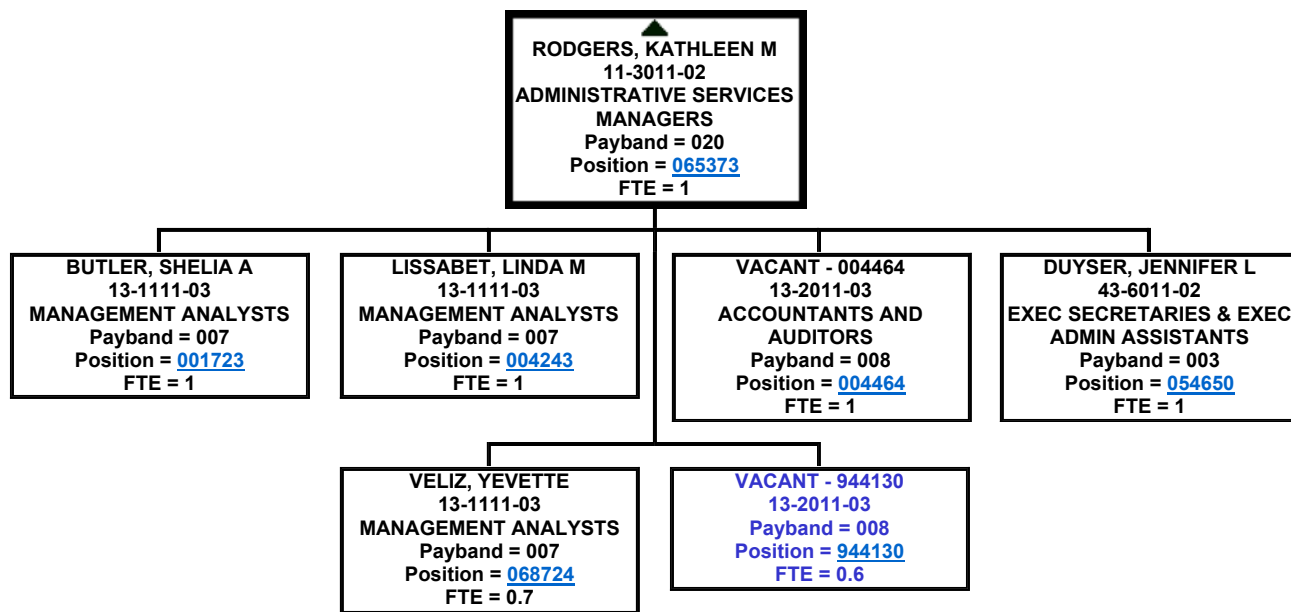
# CHD 44 - Monroe County Health Department

Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**



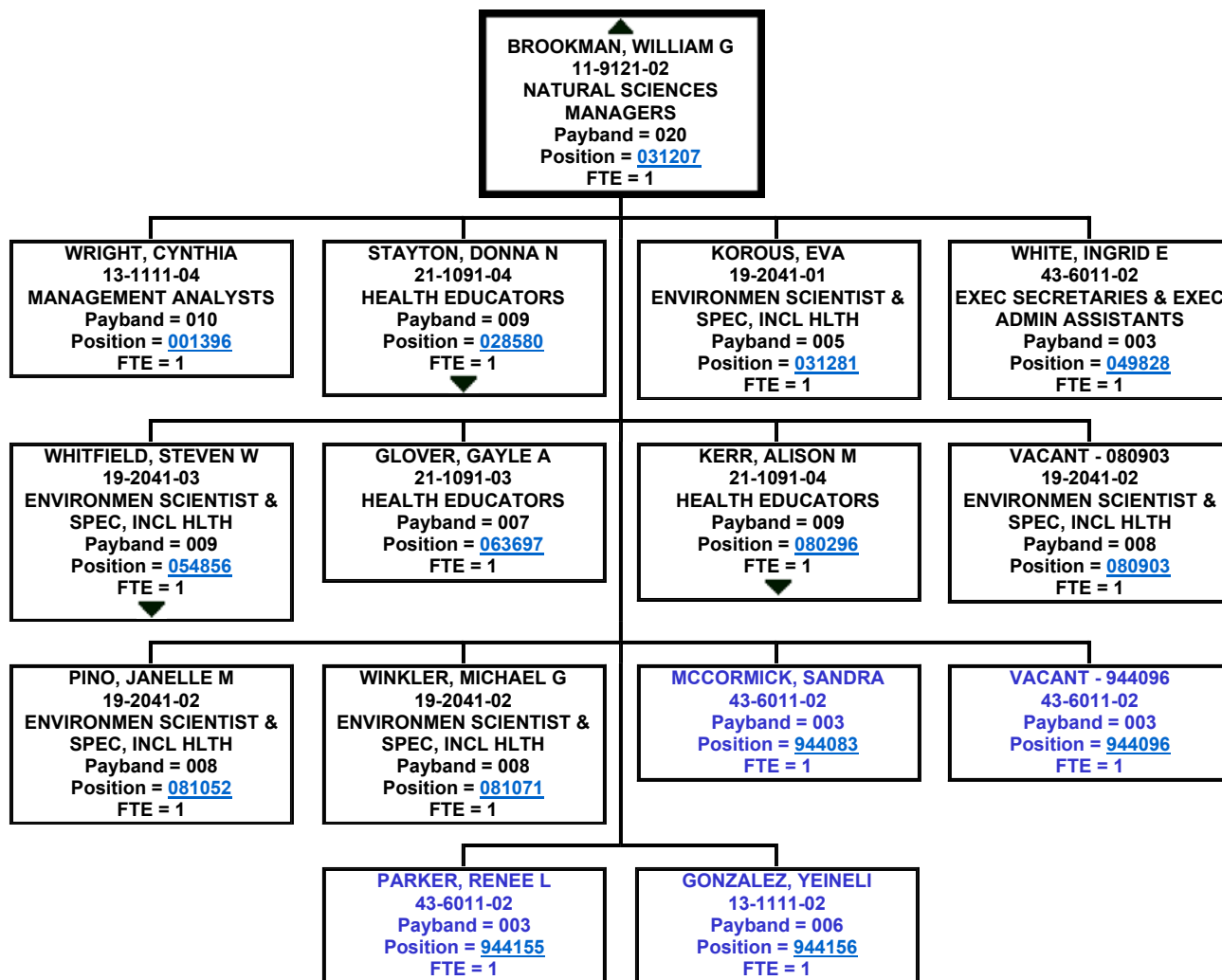


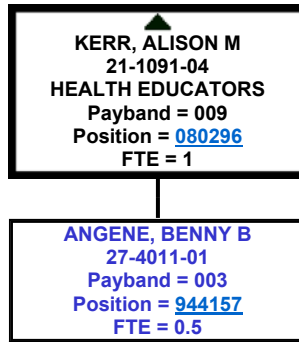


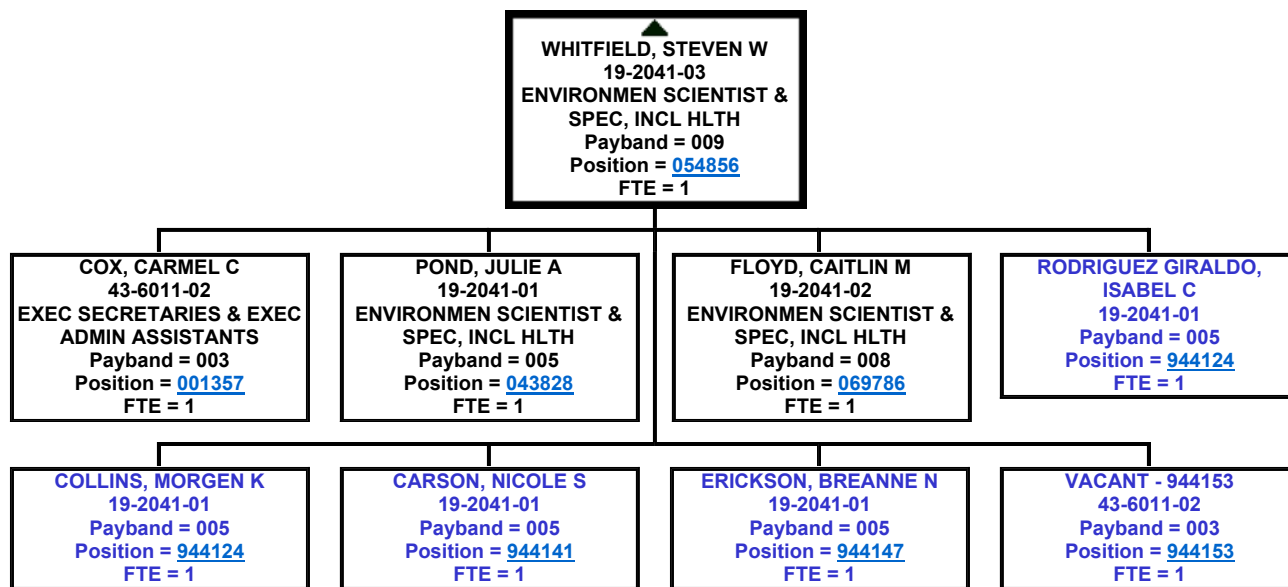
▲  
BLAIR, BRIAN D  
15-1142-04  
NETWORK & COMPUTER  
SYSTEMS ADMINISTRATOR  
Payband = 009  
Position = [028578](#)  
FTE = 1

VACANT - [944142](#)  
15-1151-02  
Payband = 006  
Position = [944142](#)  
FTE = 1

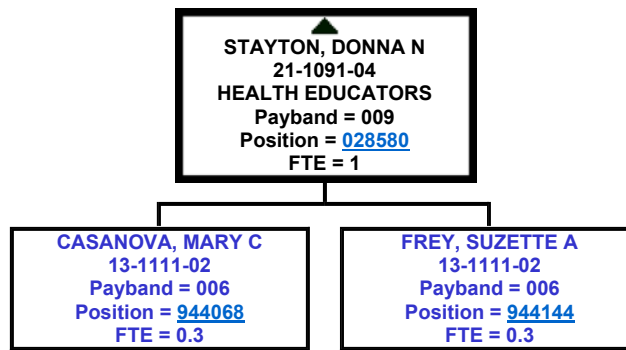
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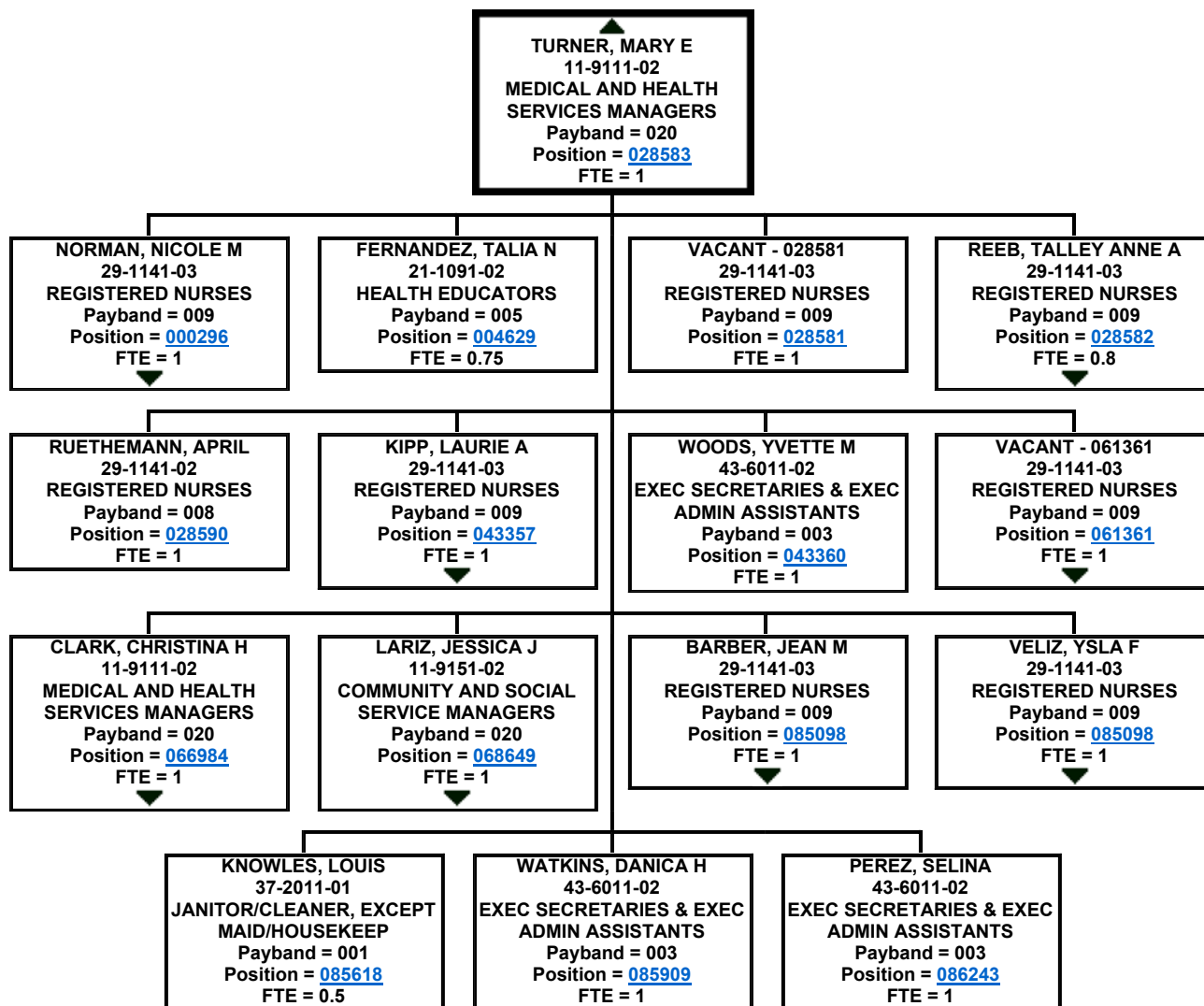


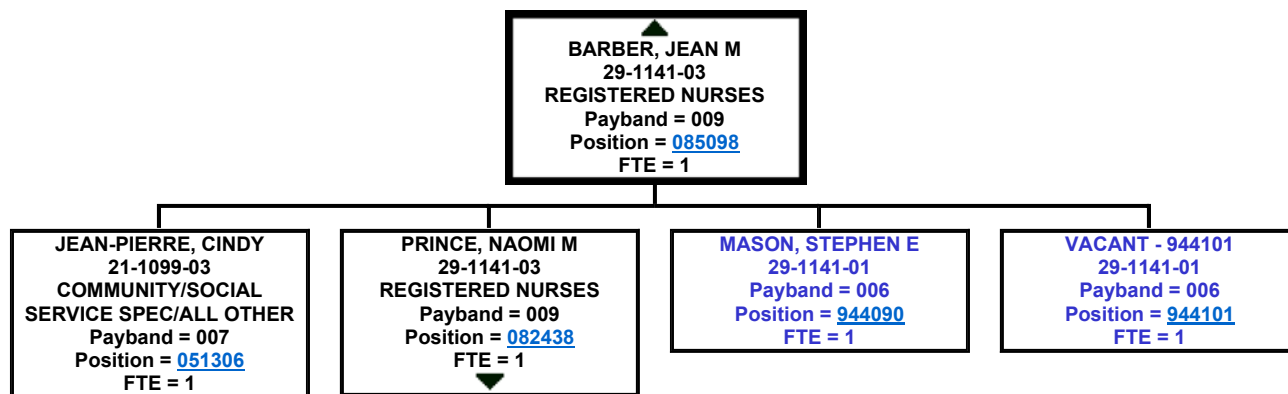


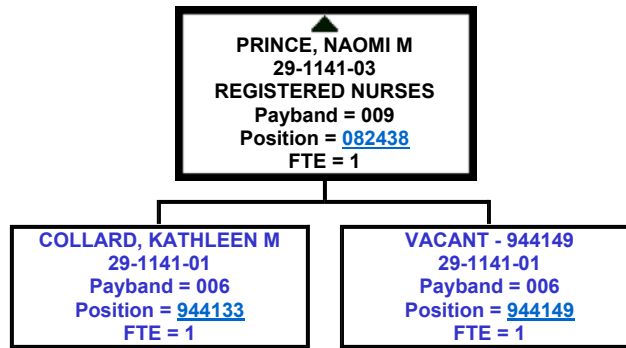


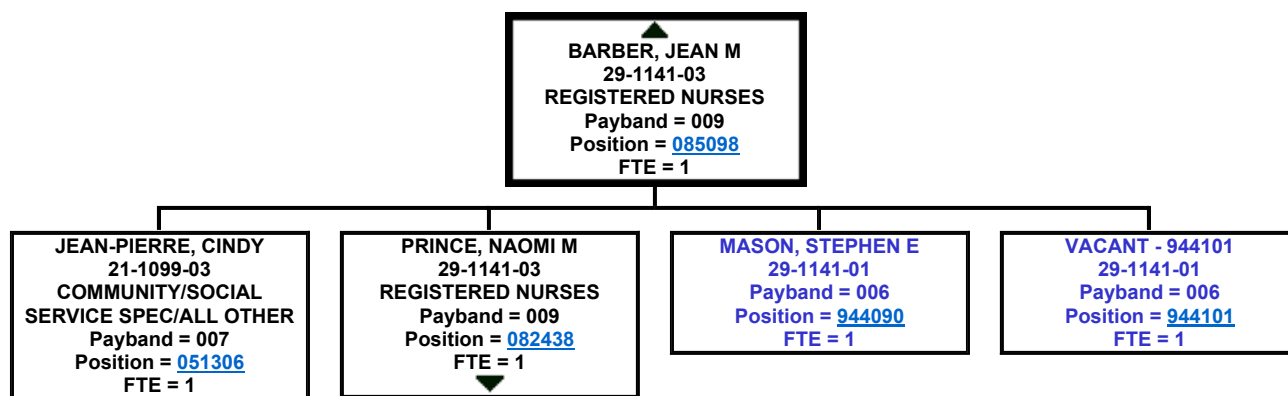


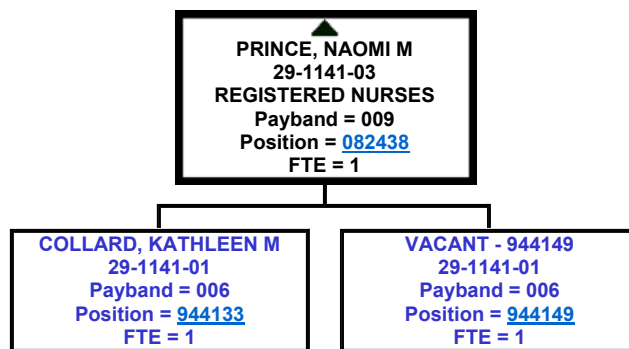


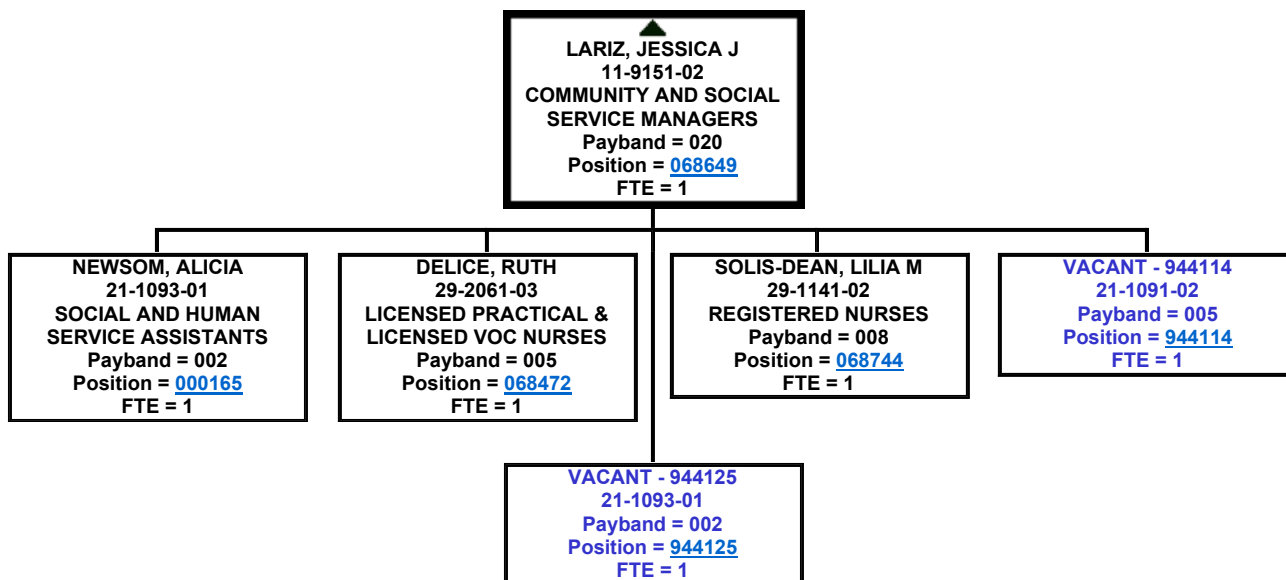


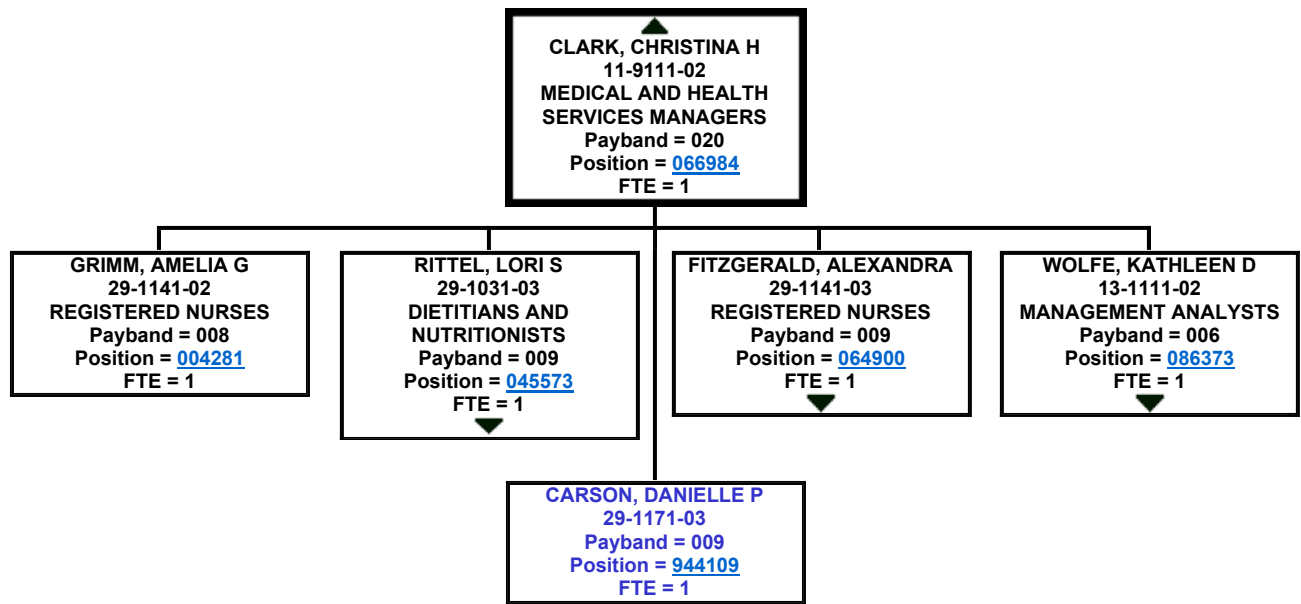




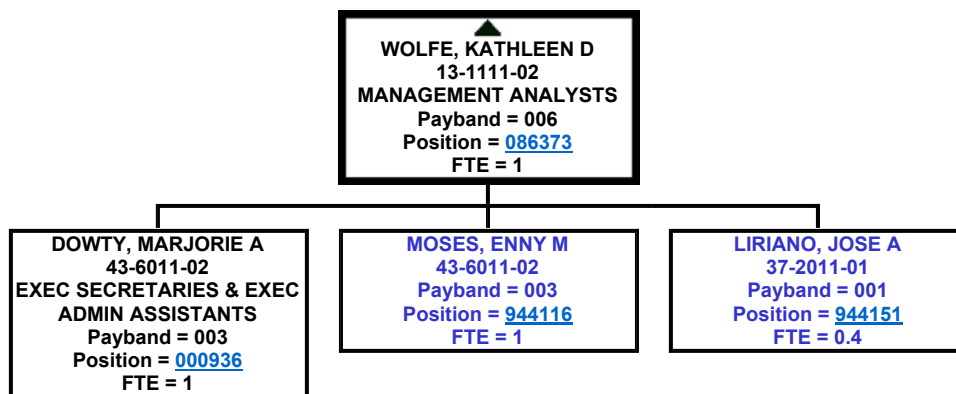


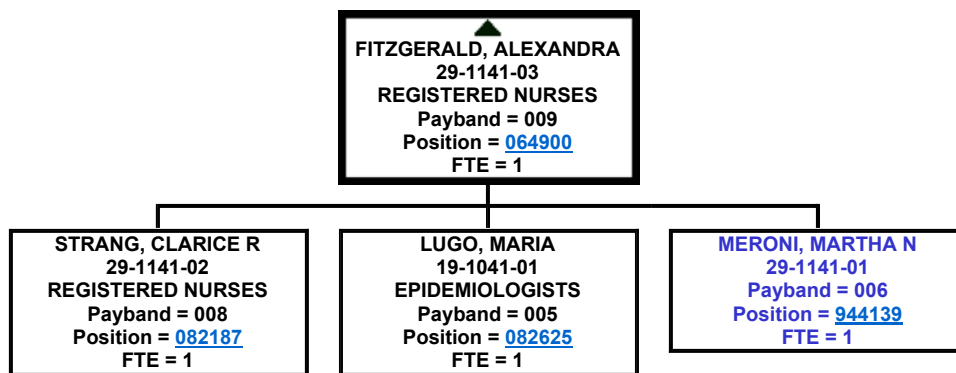


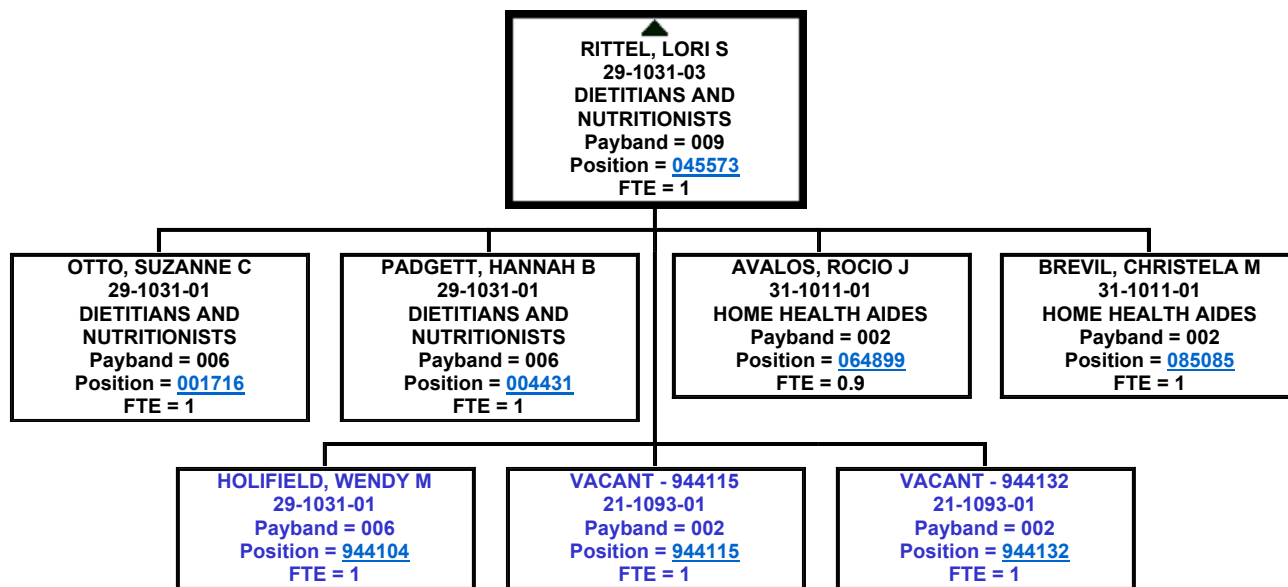


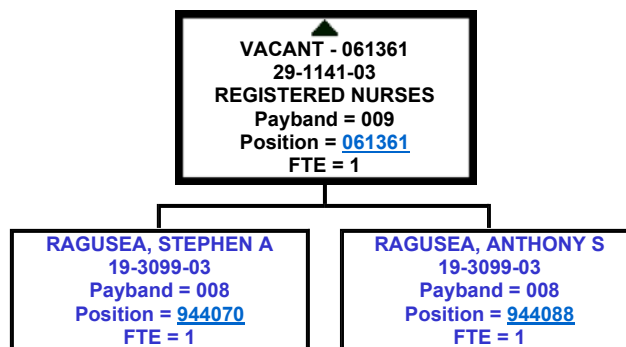


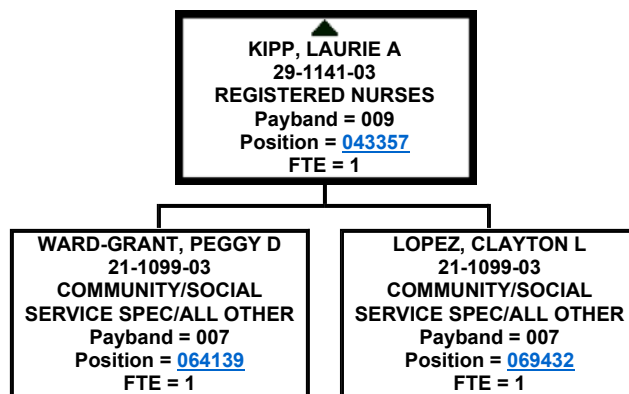


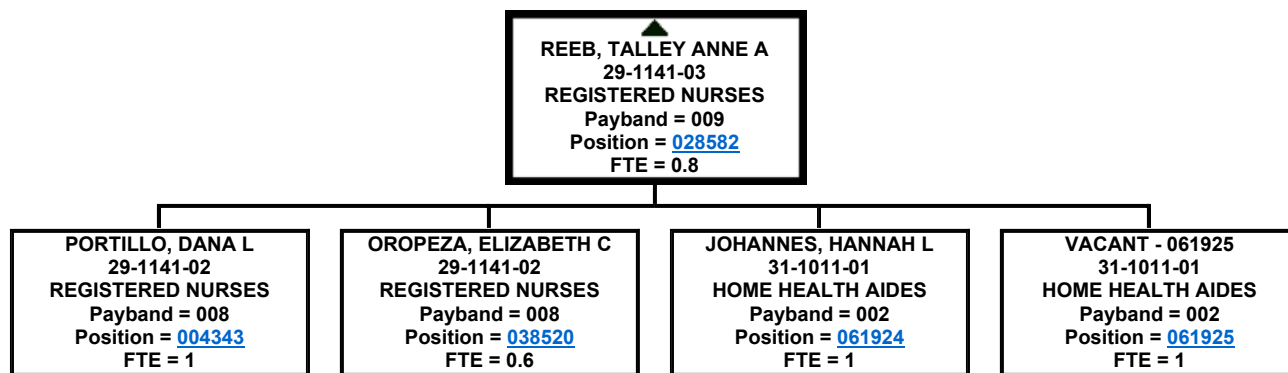


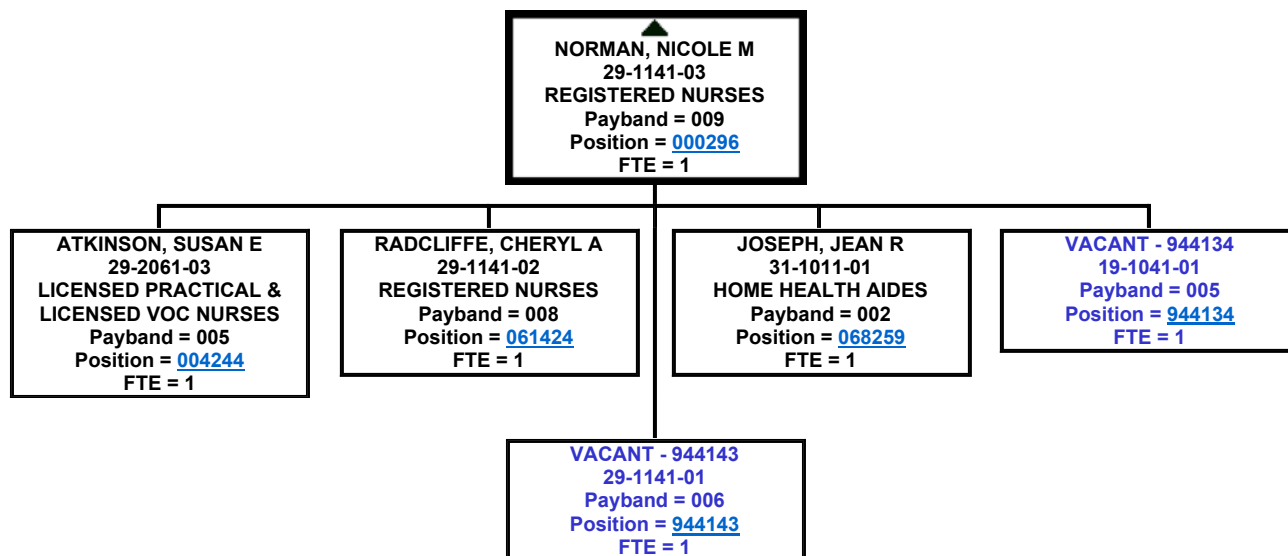


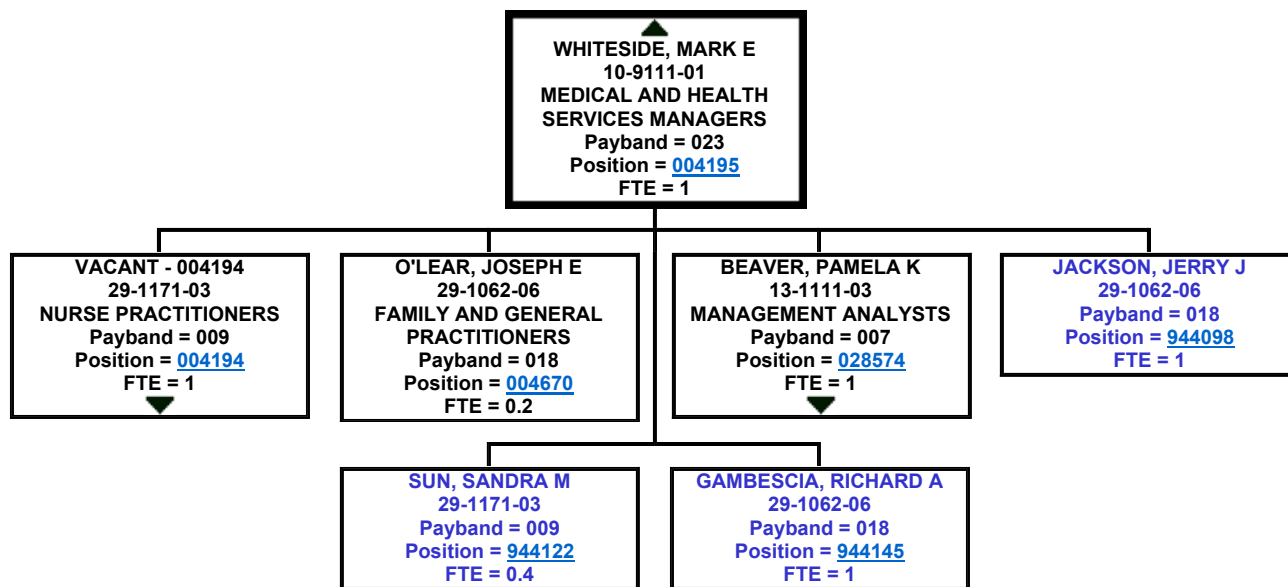




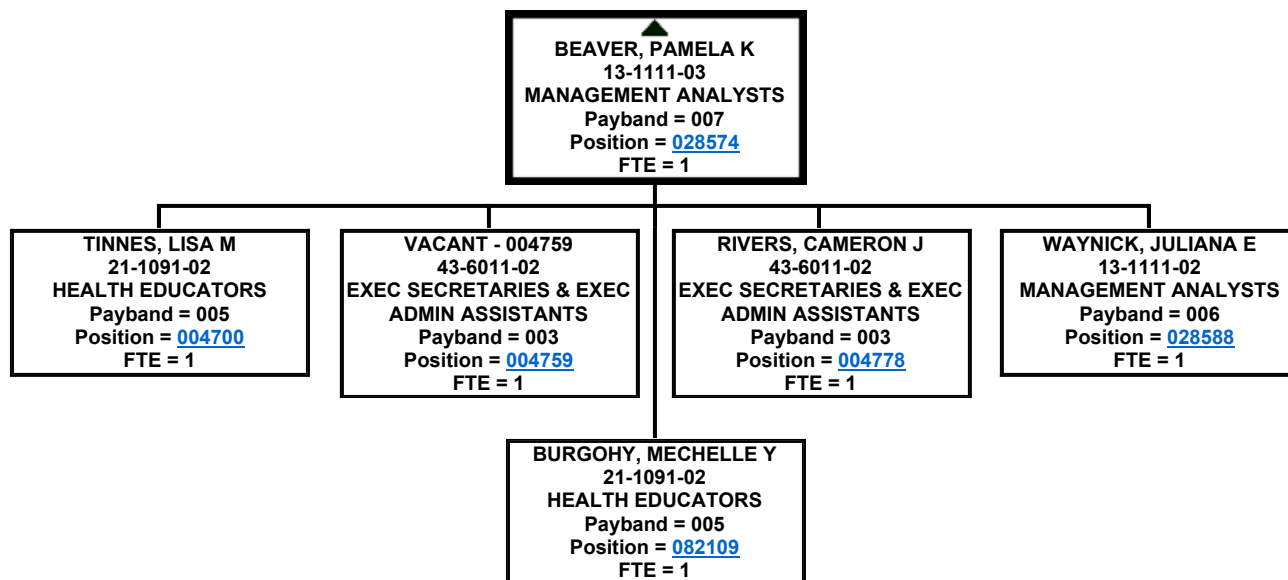












▲  
VACANT - 004194  
29-1171-03  
NURSE PRACTITIONERS  
Payband = 009  
Position = [004194](#)  
FTE = 1

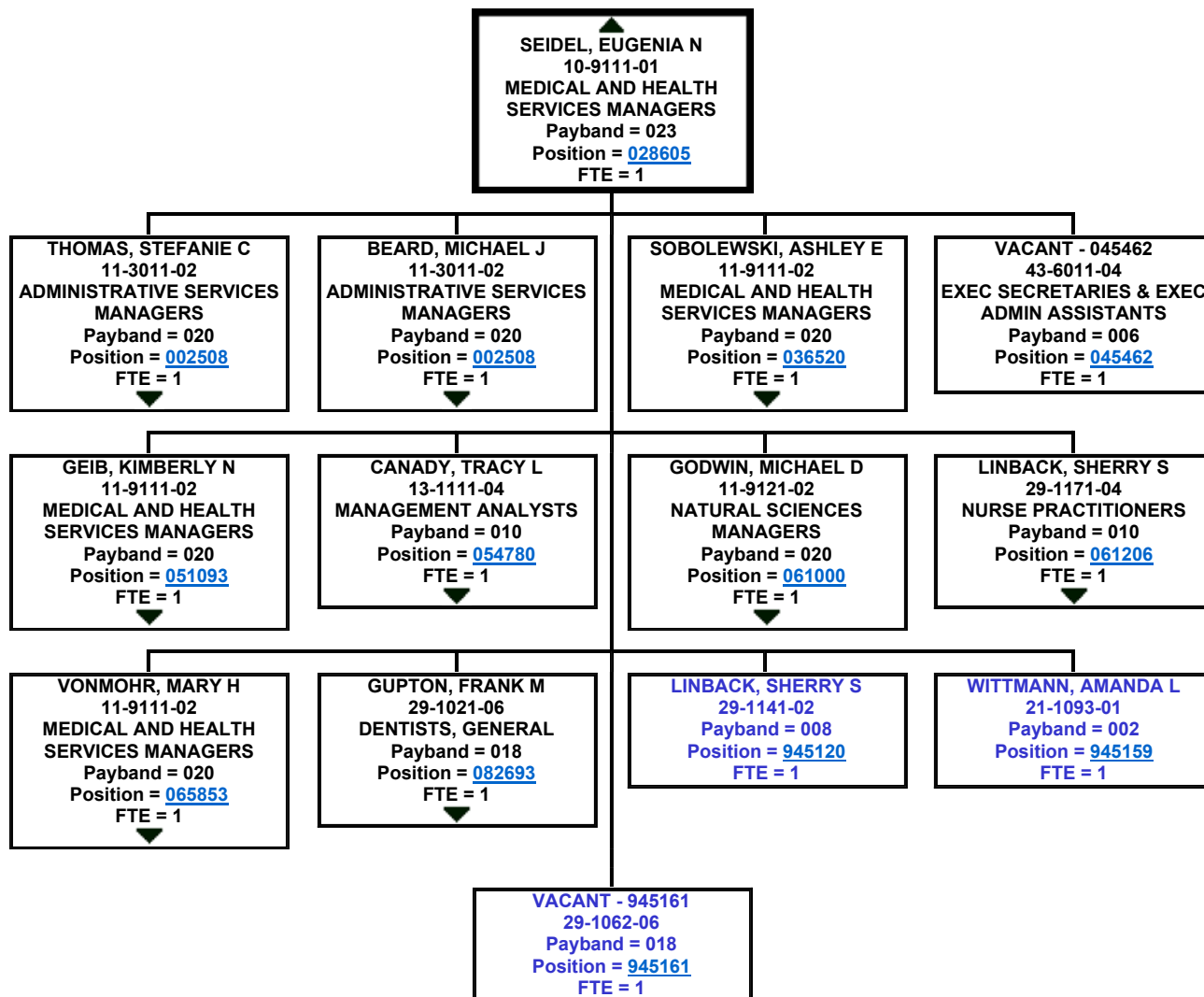
VACANT - 082608  
29-1141-02  
REGISTERED NURSES  
Payband = 008  
Position = [082608](#)  
FTE = 1

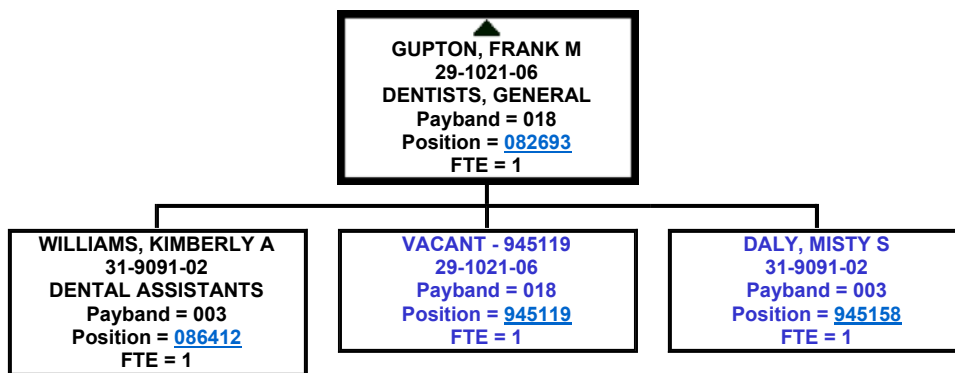
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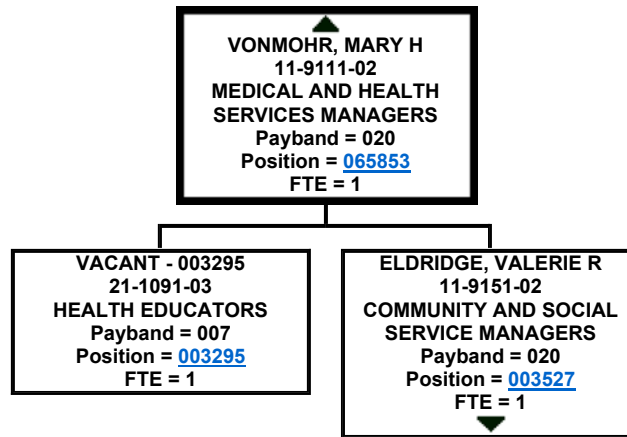
# CHD 45 - Nassau County Health Department

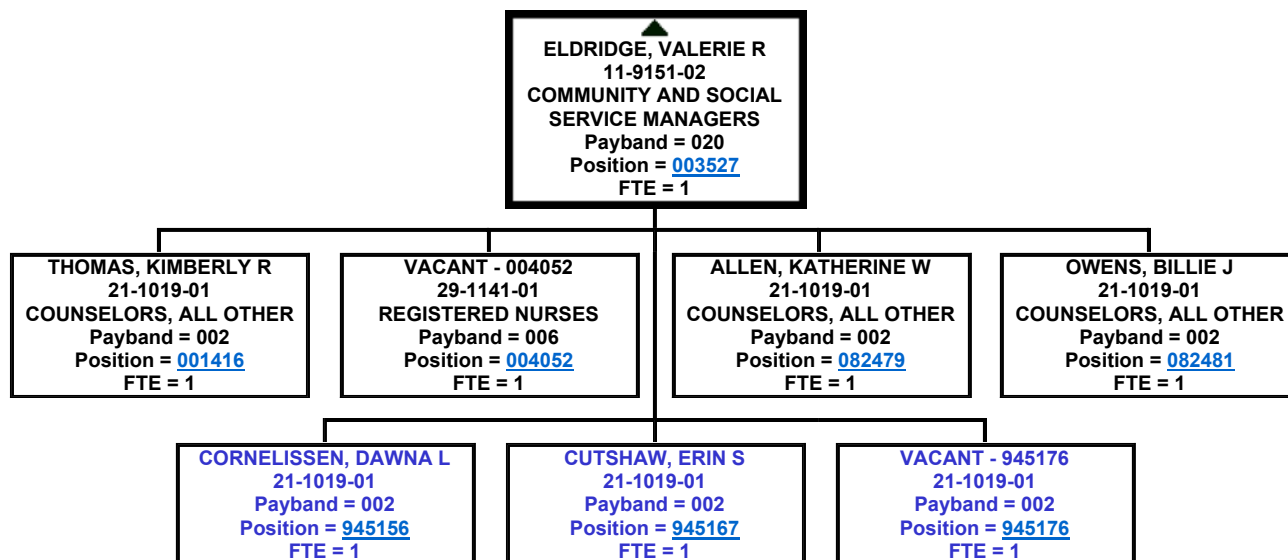
Created: 10/5/2016 10:19:00 AM

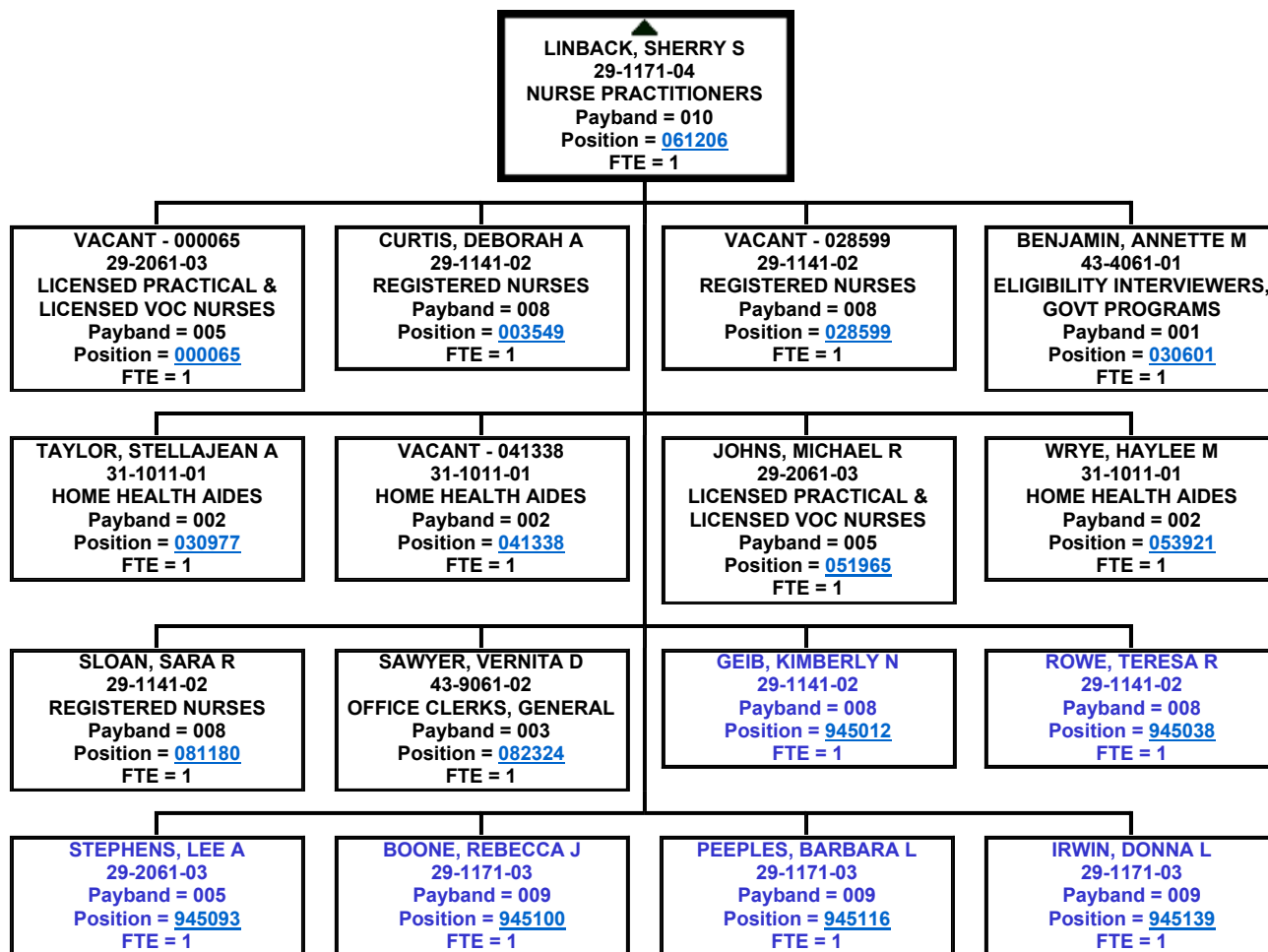
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

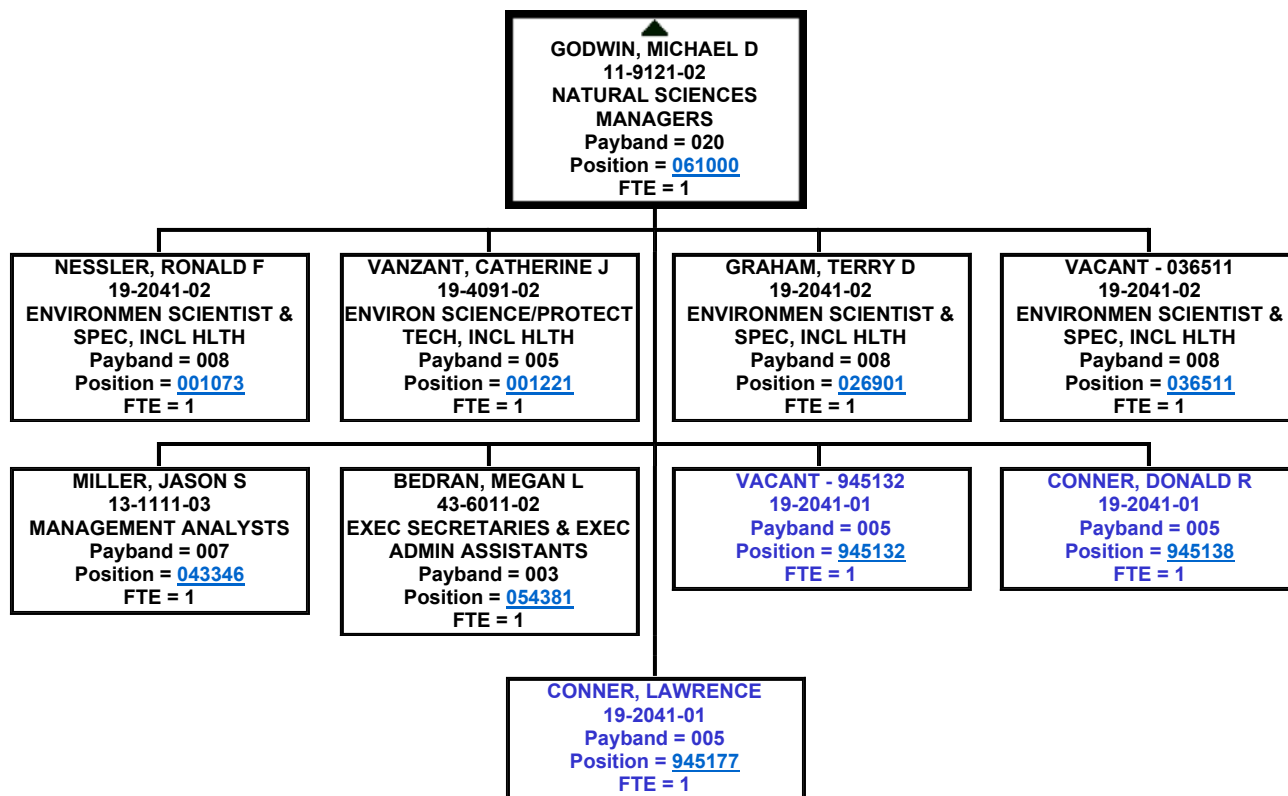




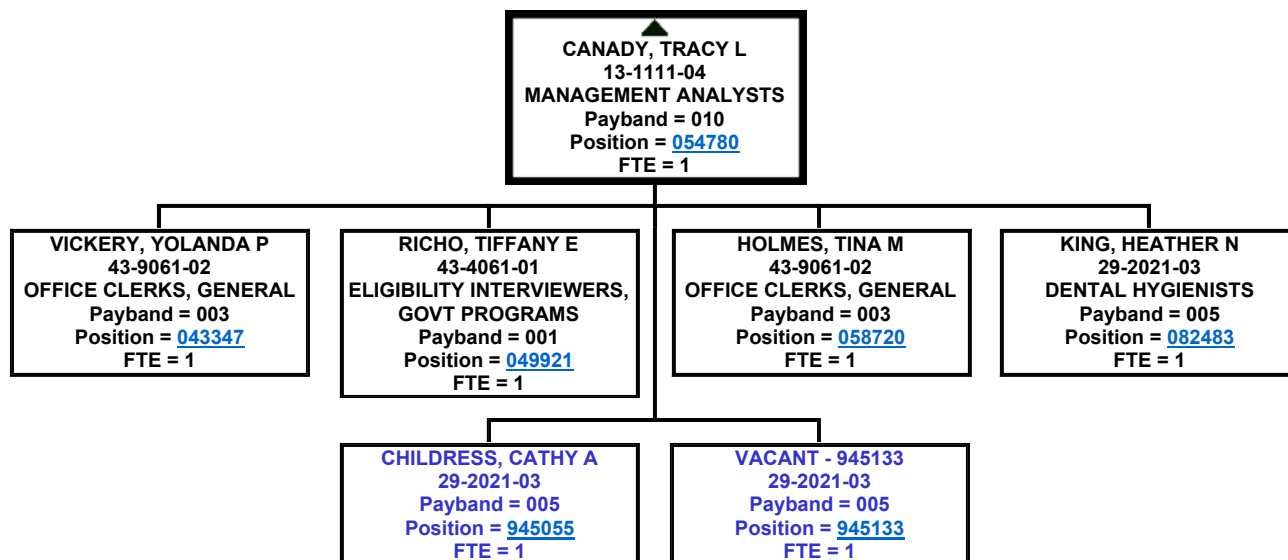


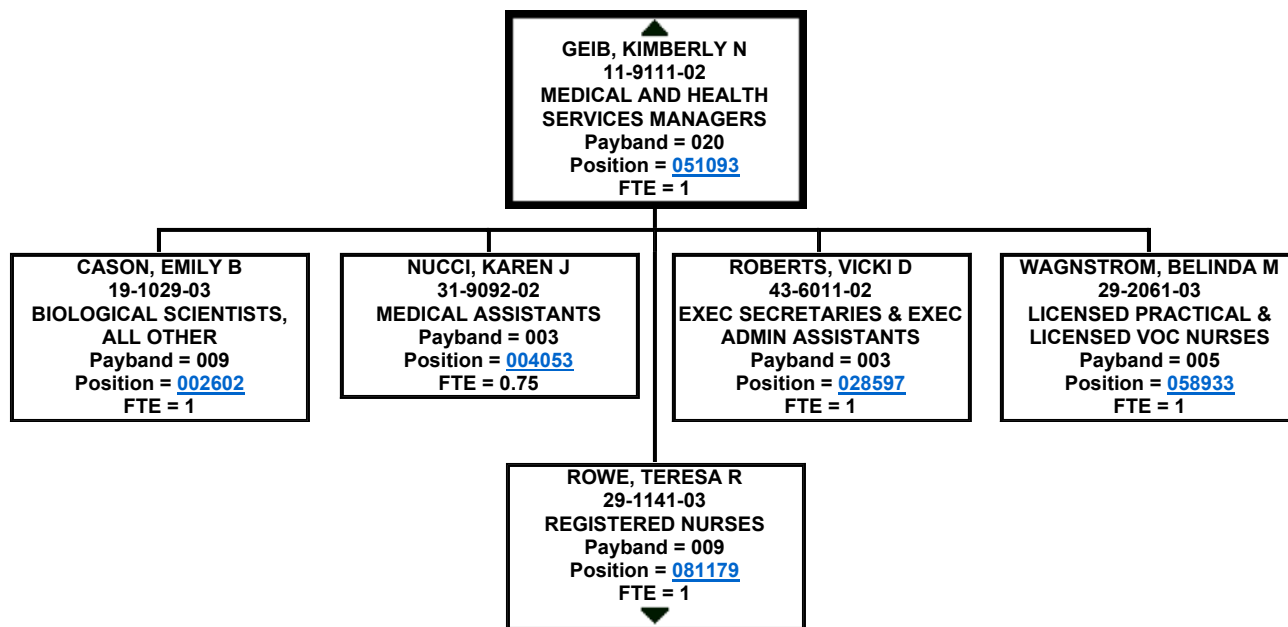


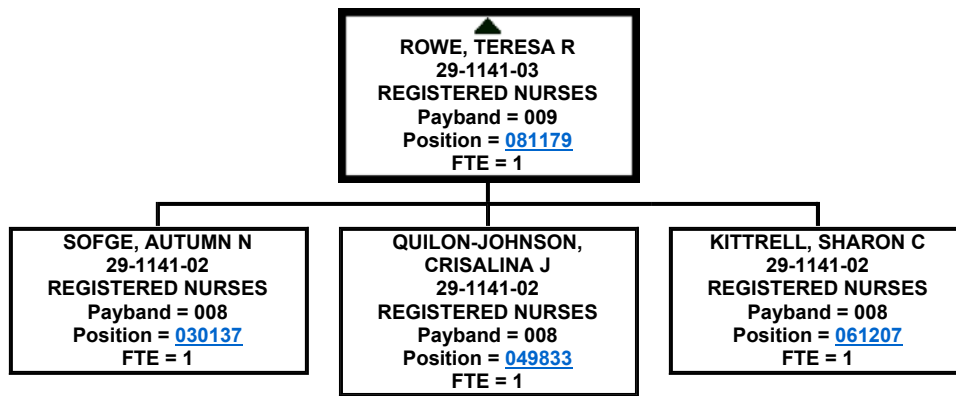


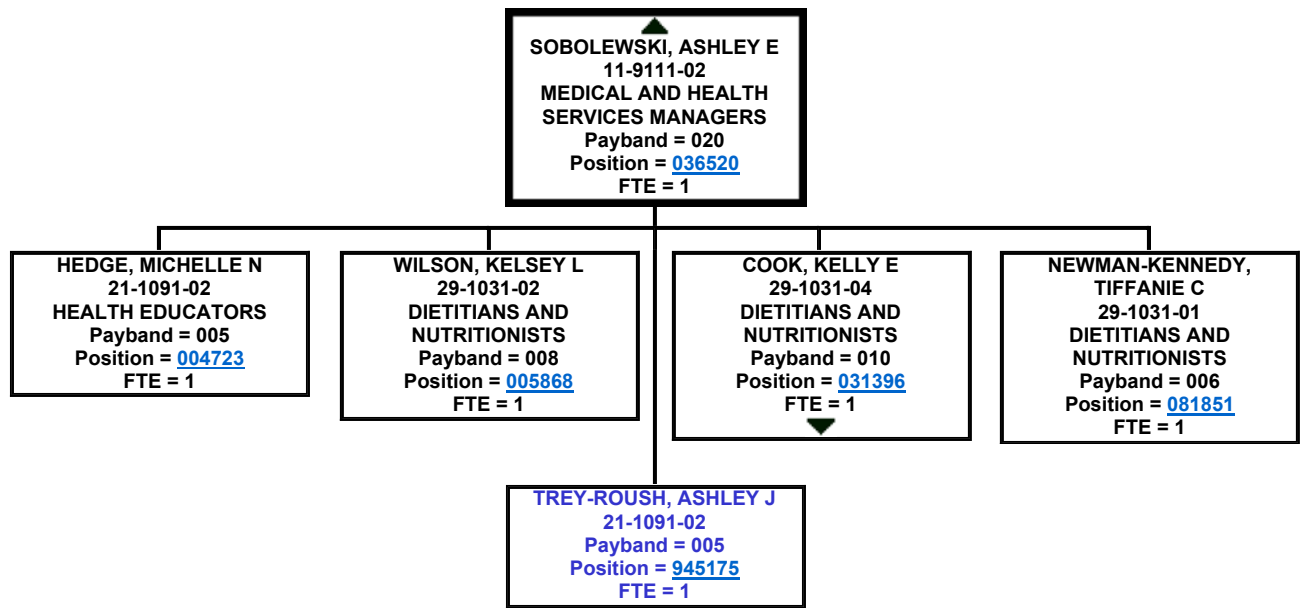


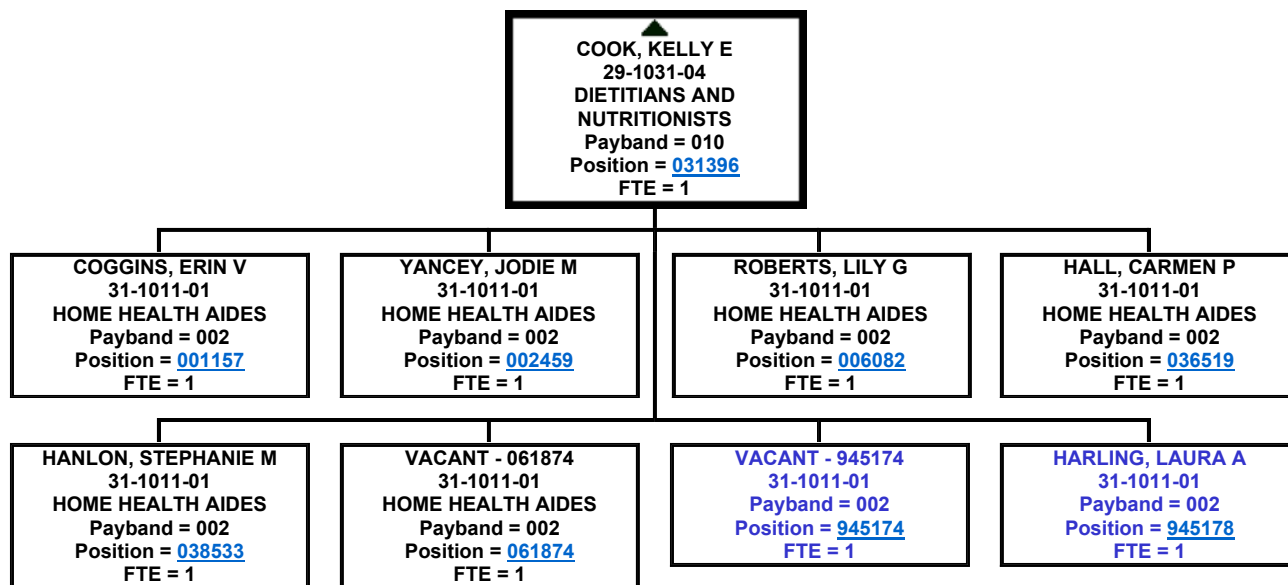


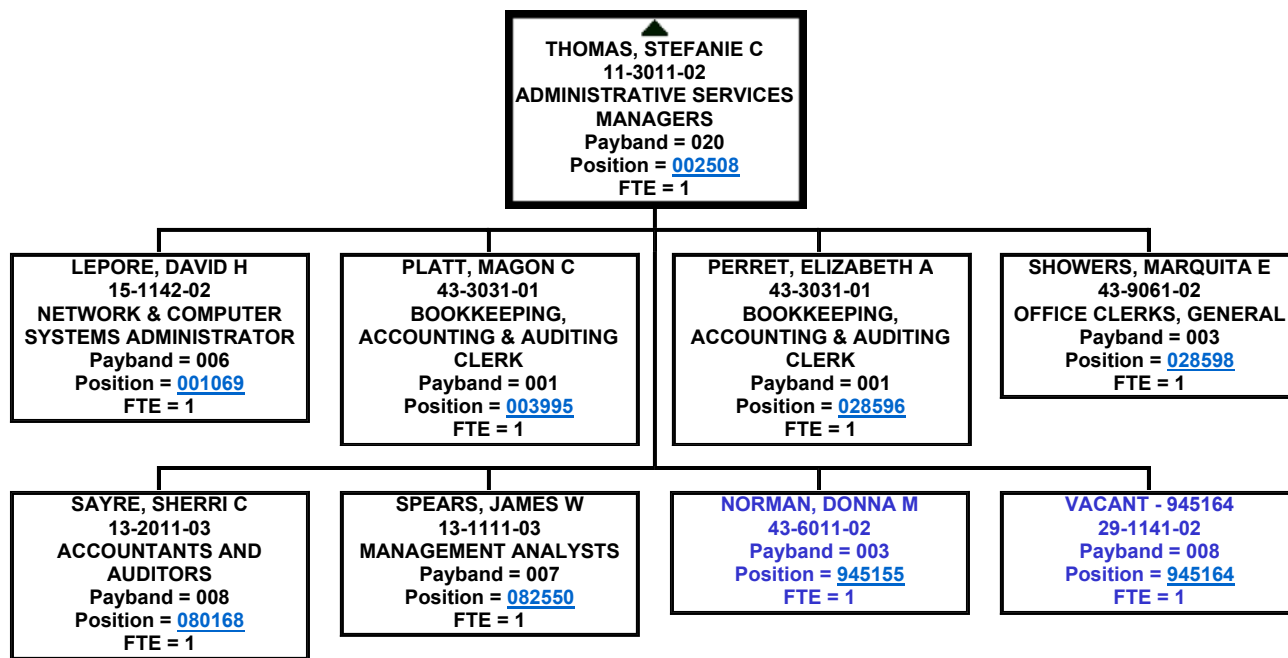


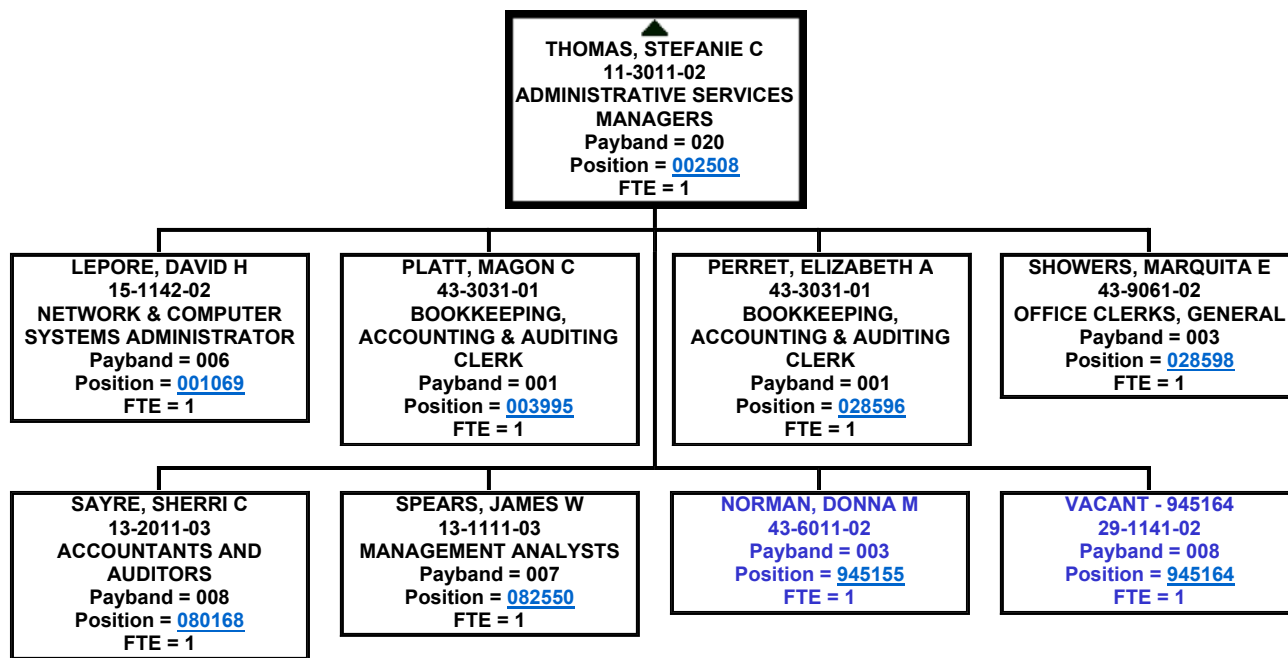








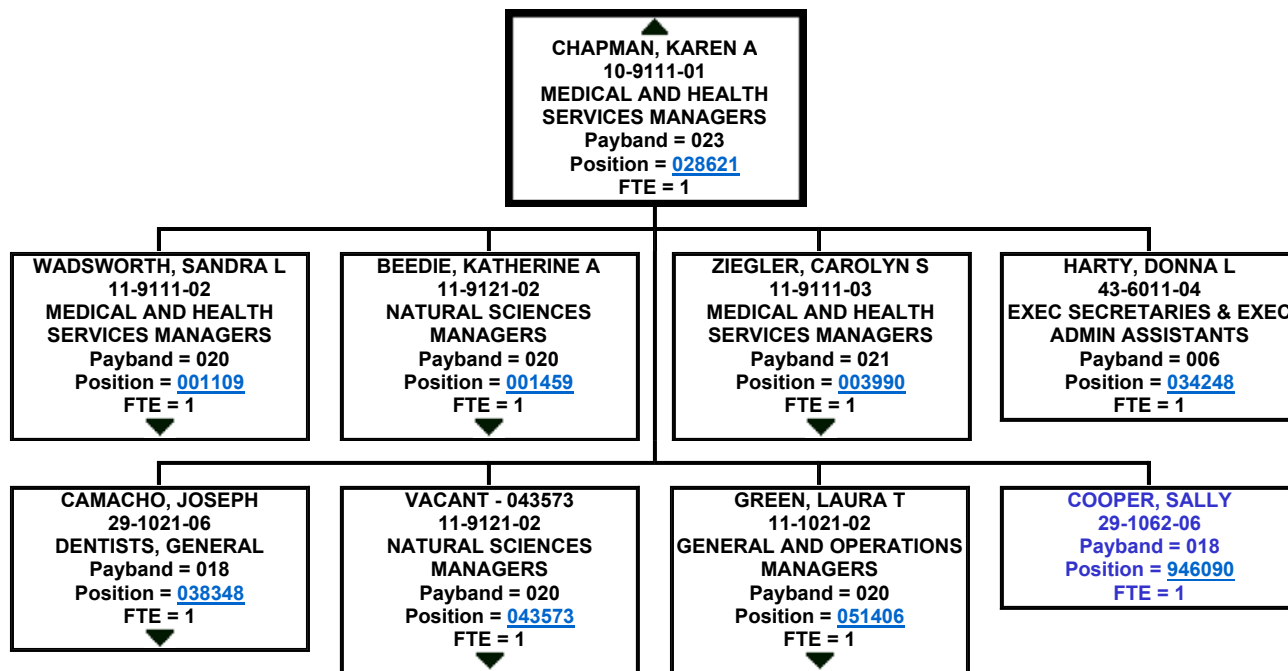




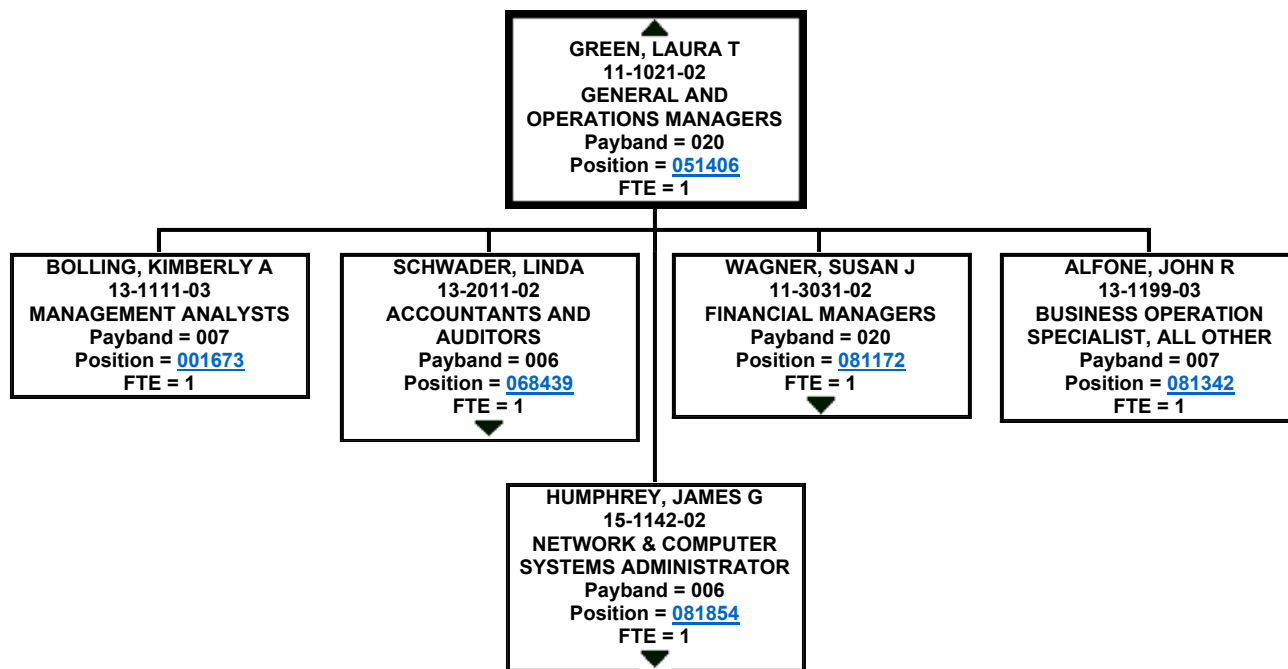
# CHD 46 - Okaloosa County Health Department

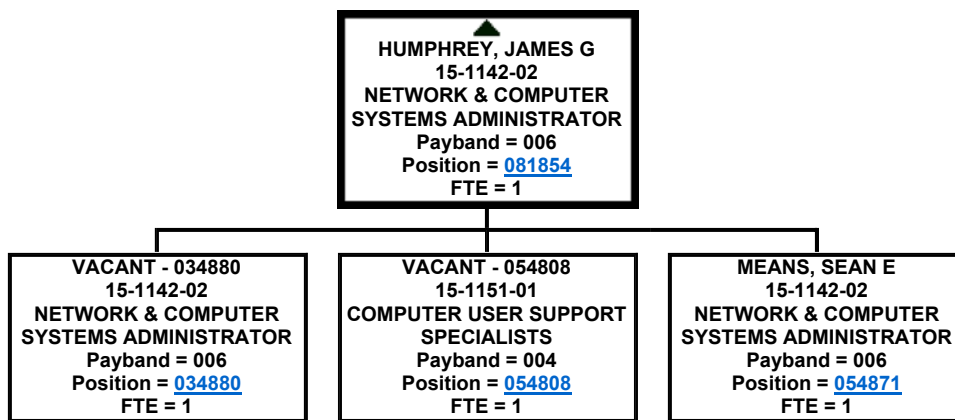
Created: 10/5/2016 10:19:00 AM

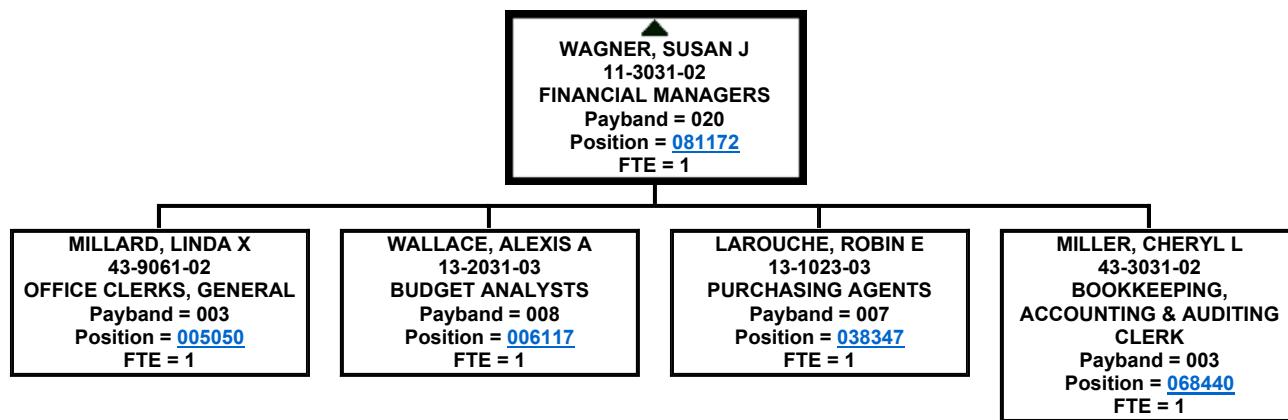
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

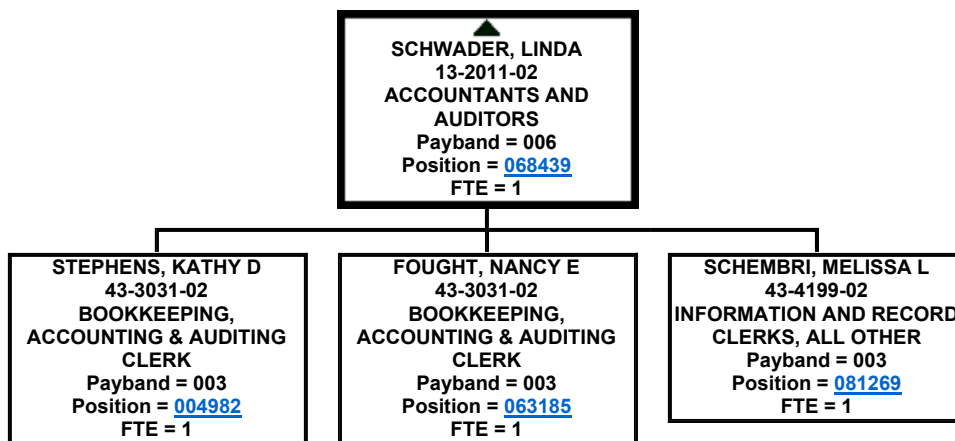


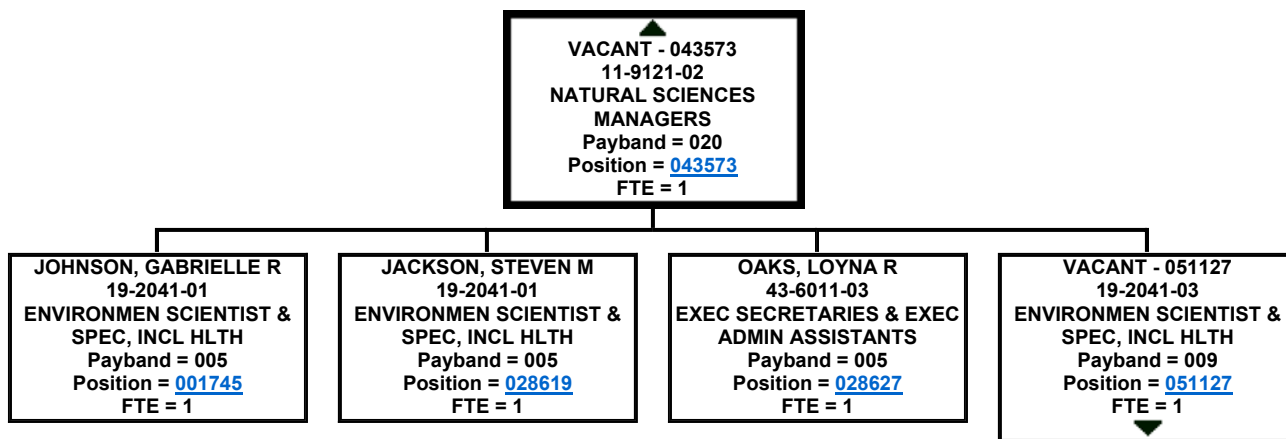


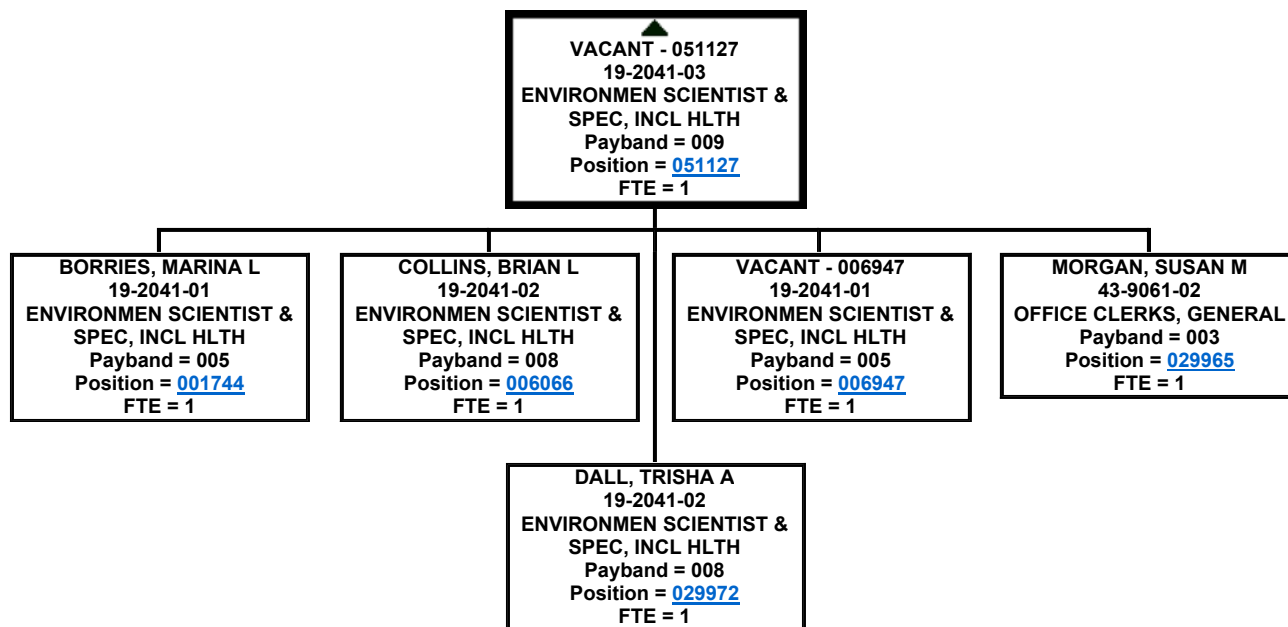


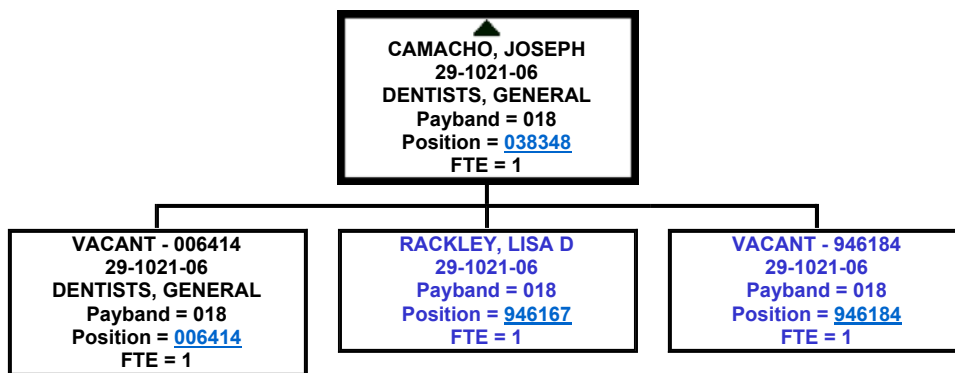


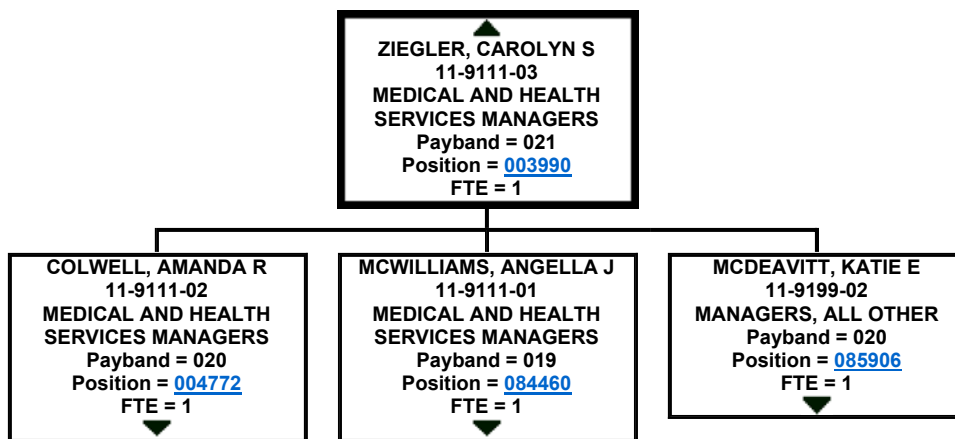




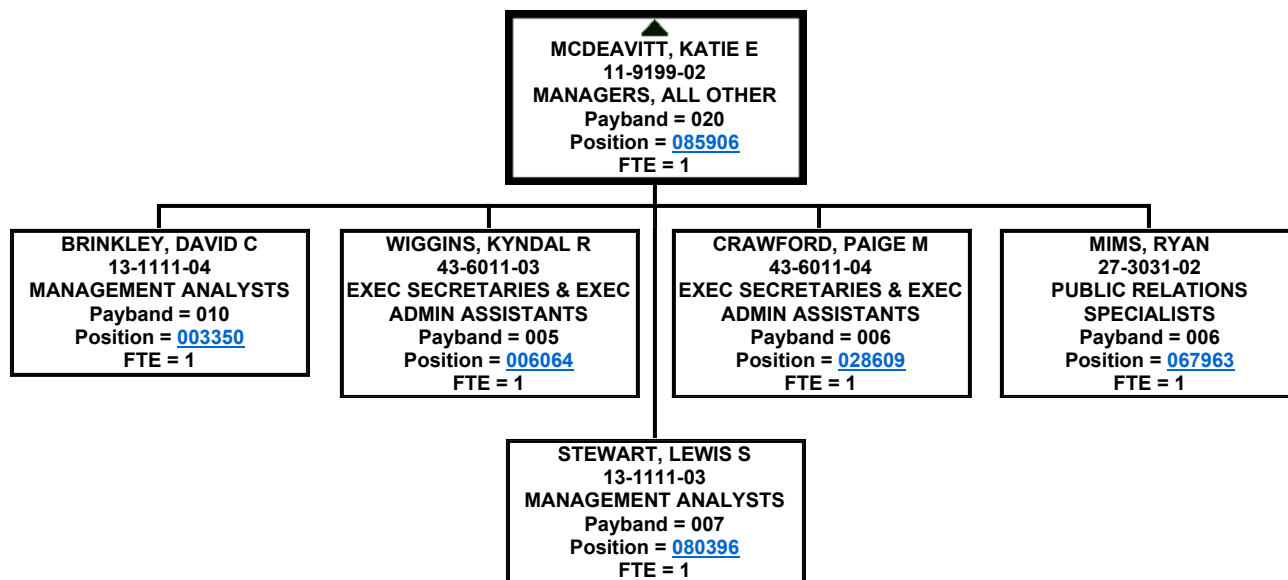


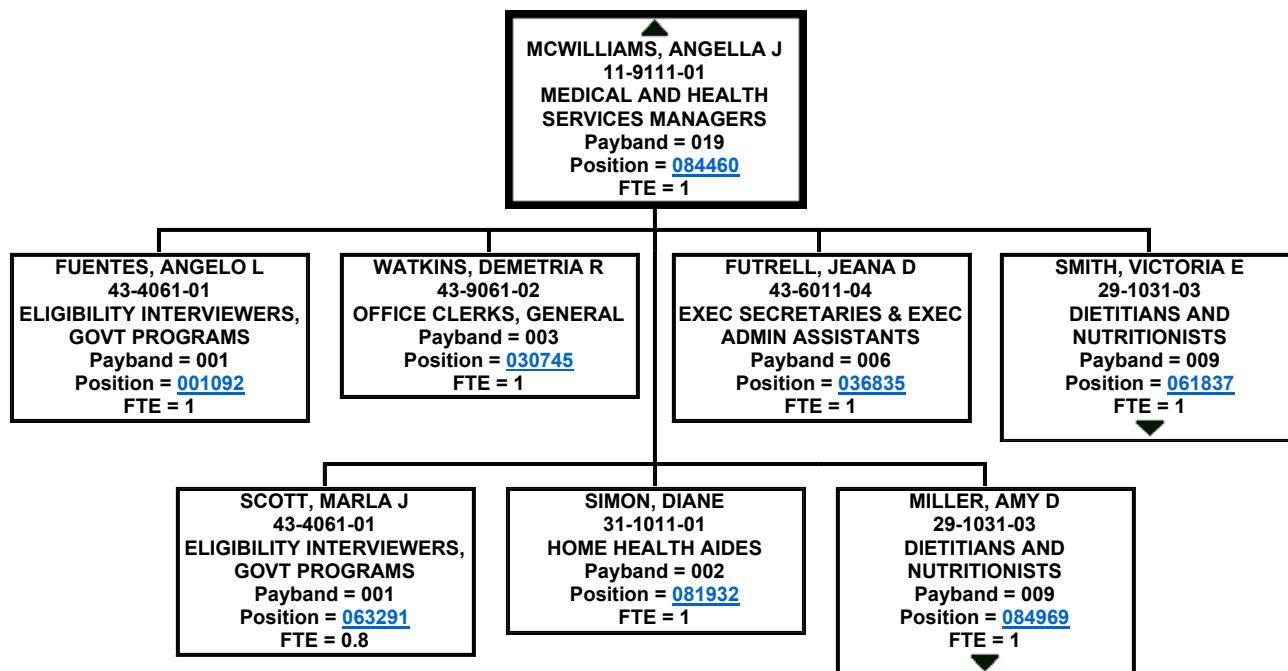


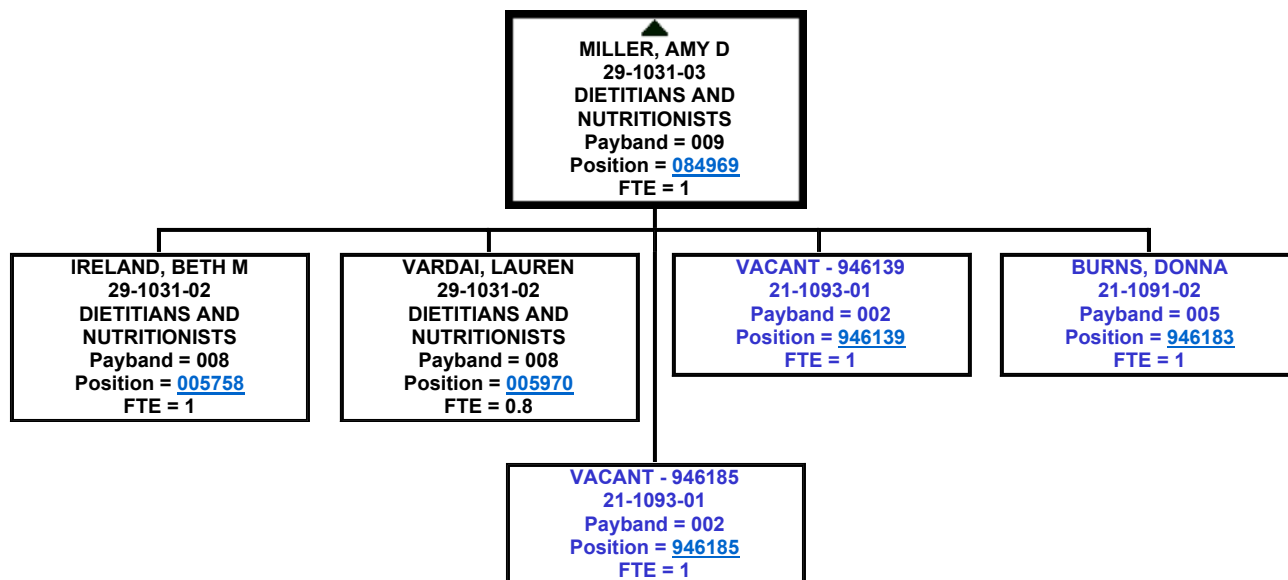


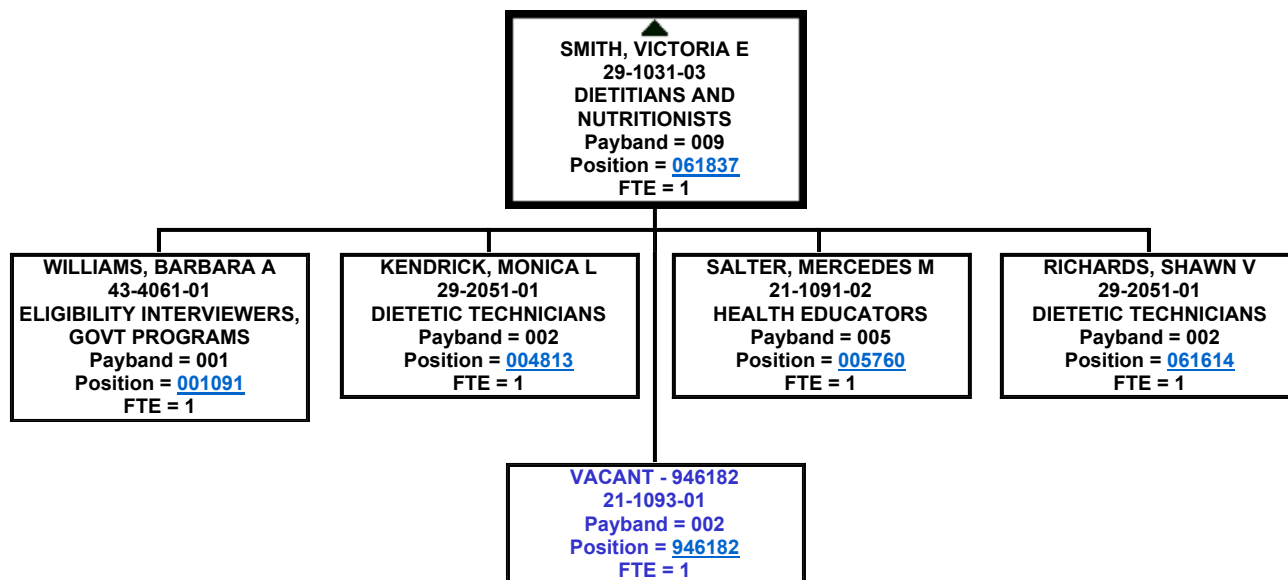


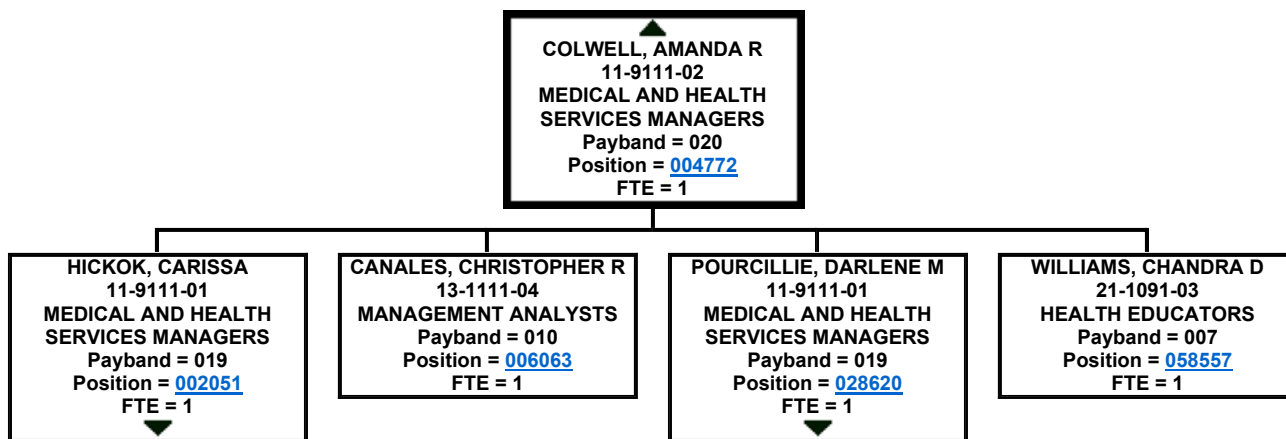


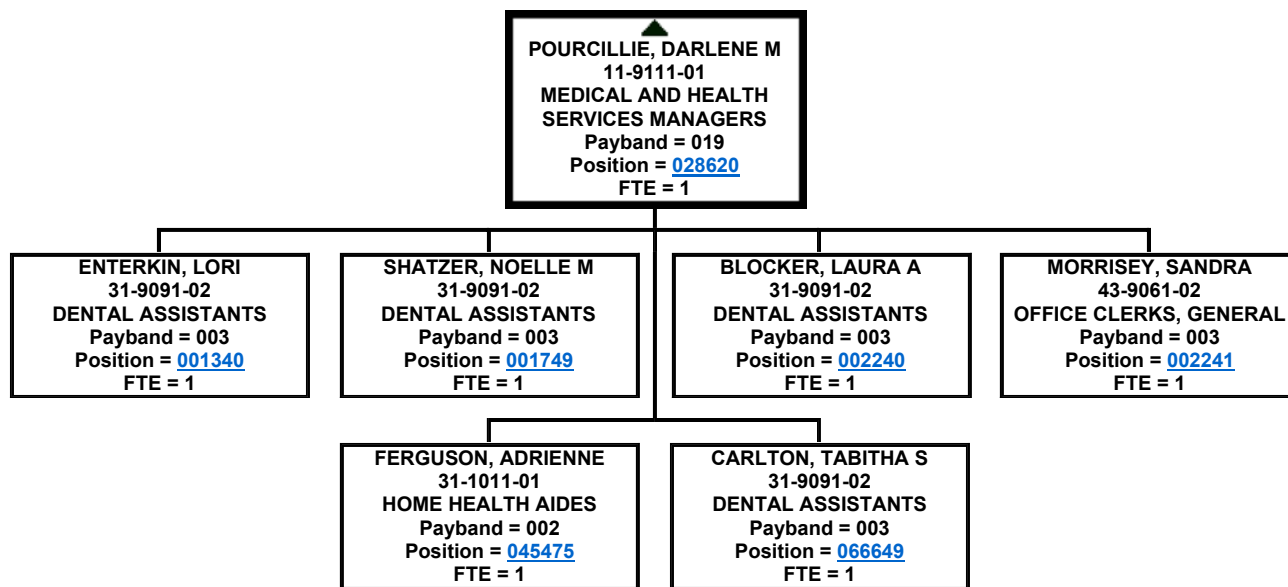


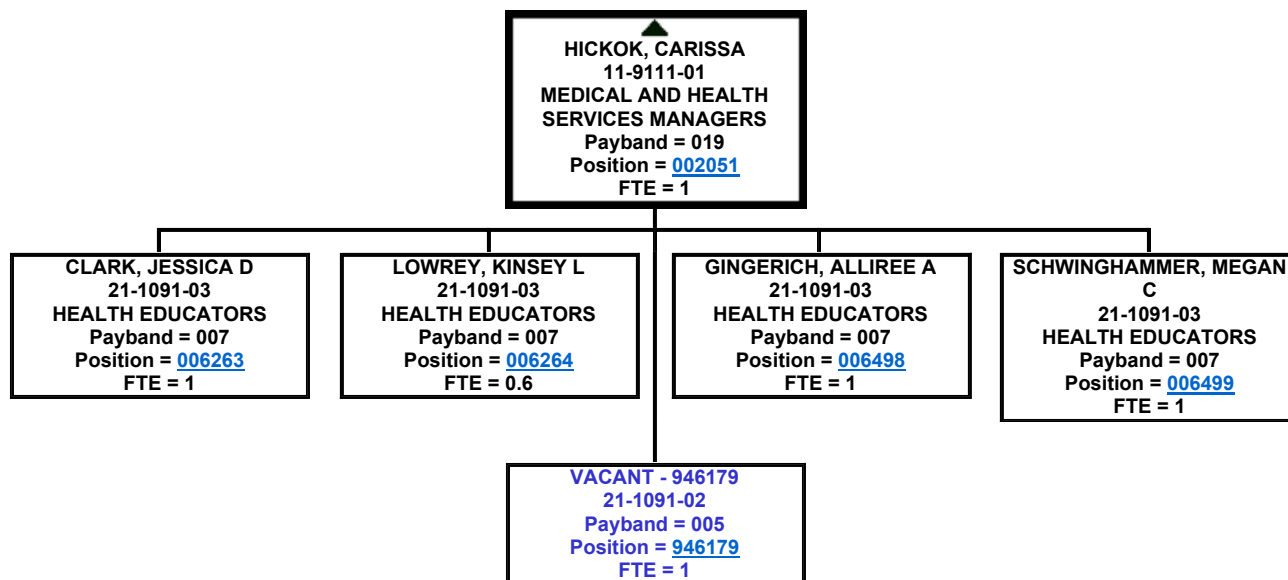


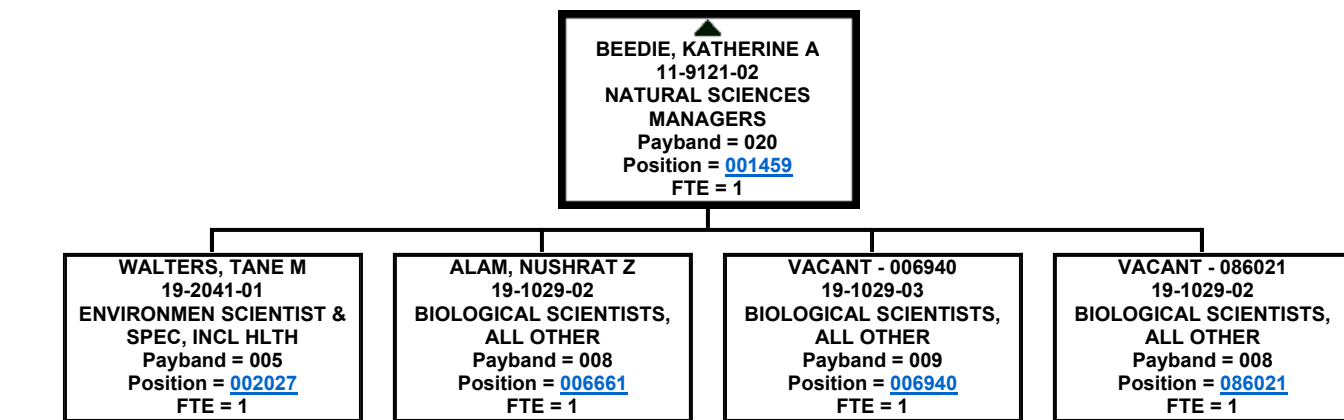




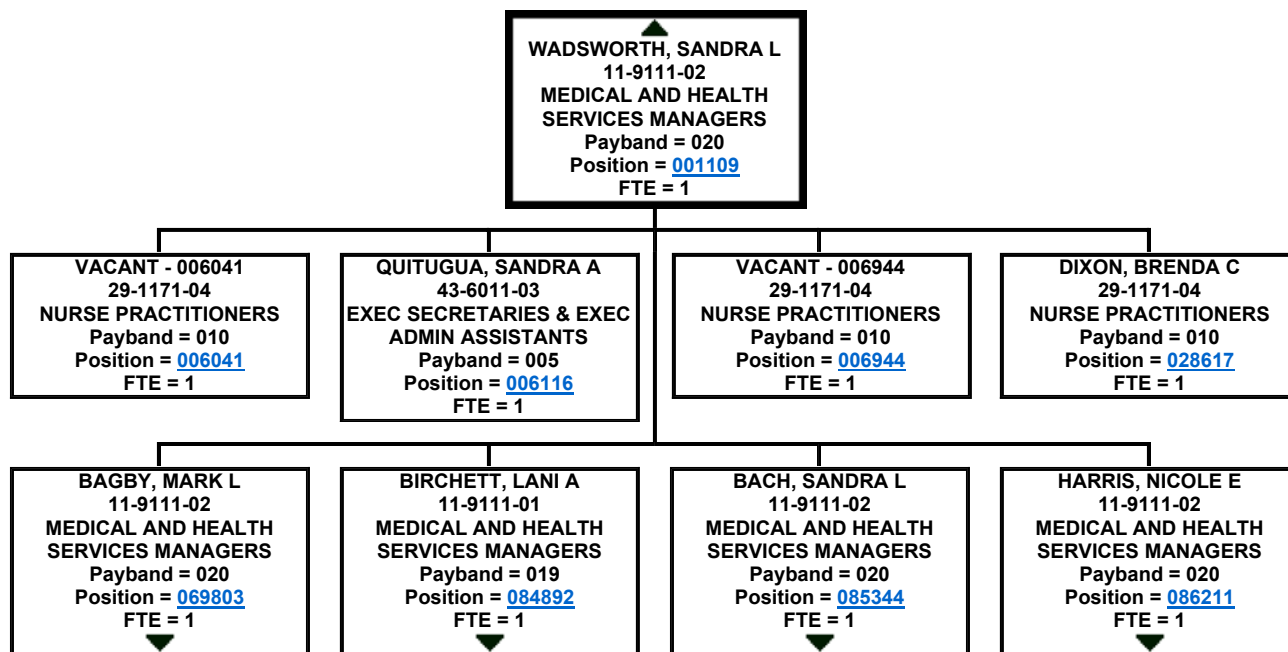


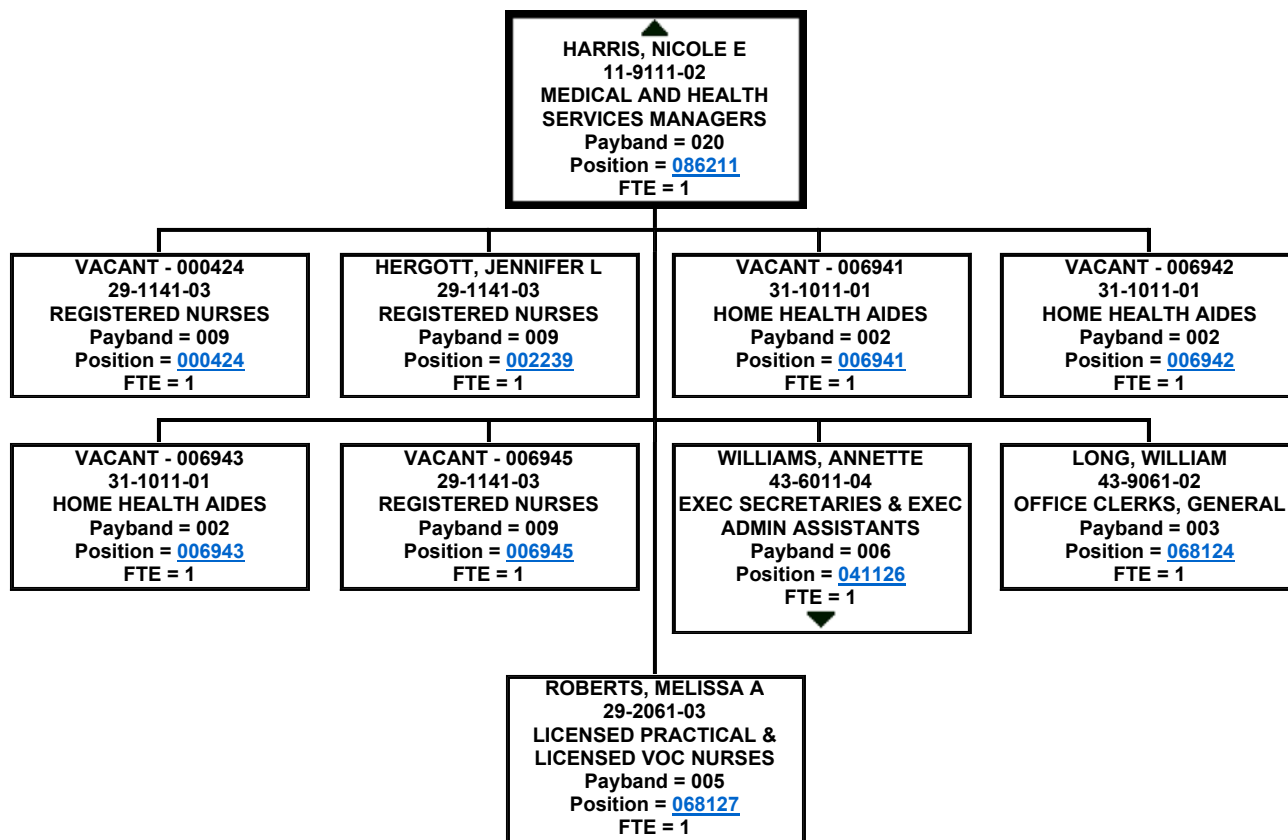


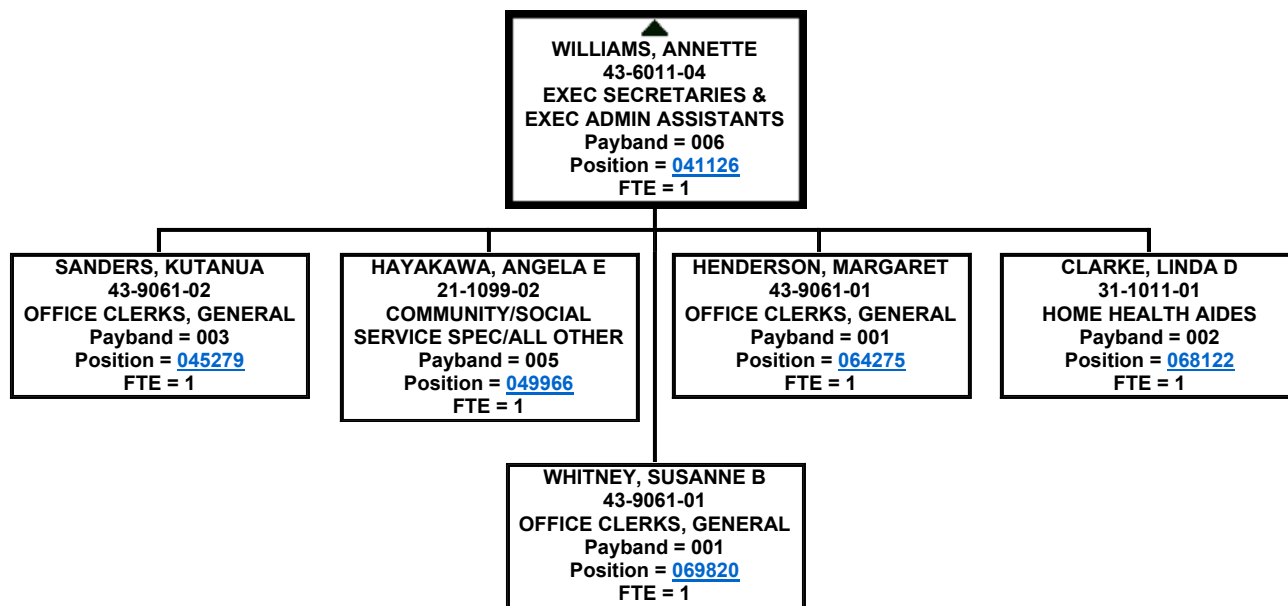


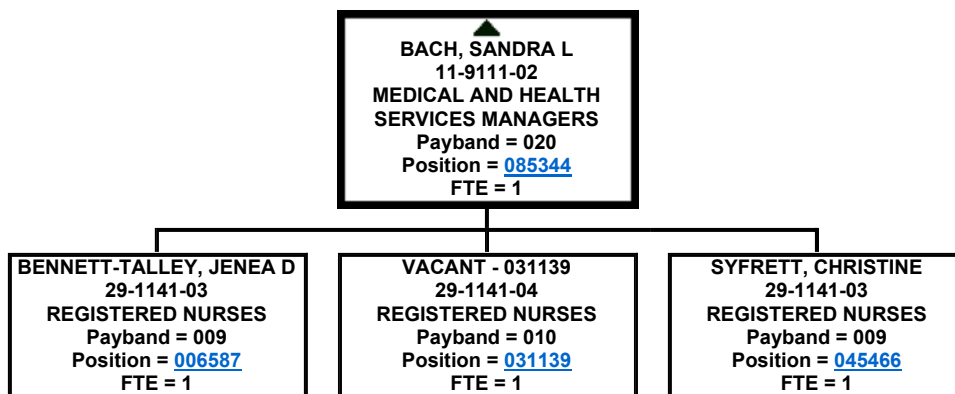


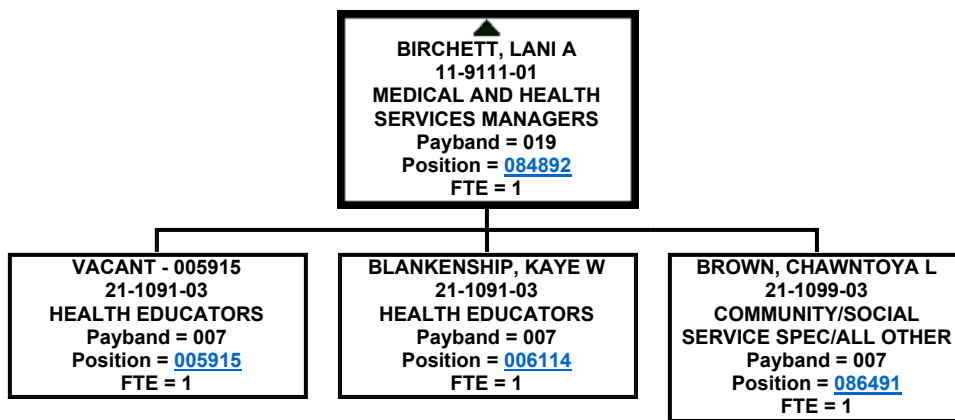


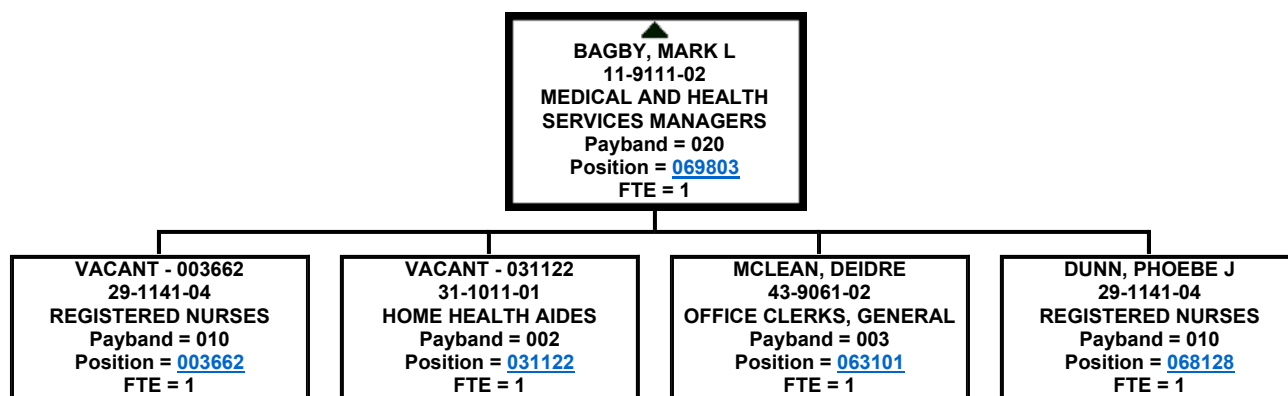








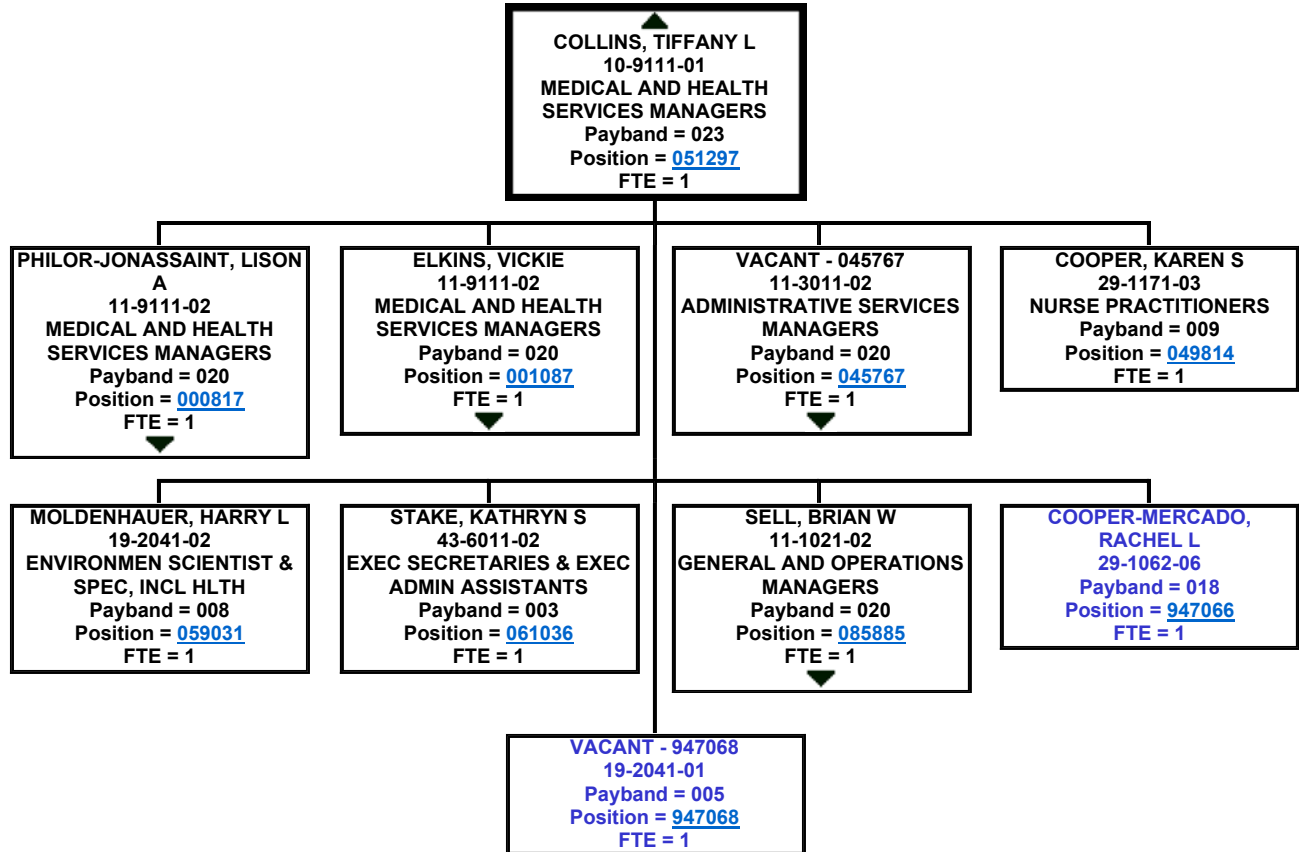


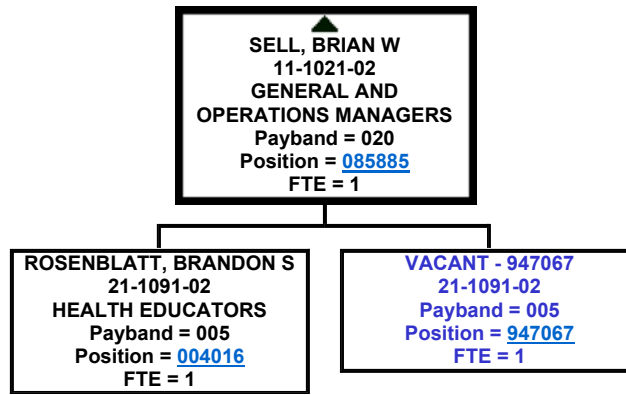


# CHD 47 - Okeechobee County Health Department

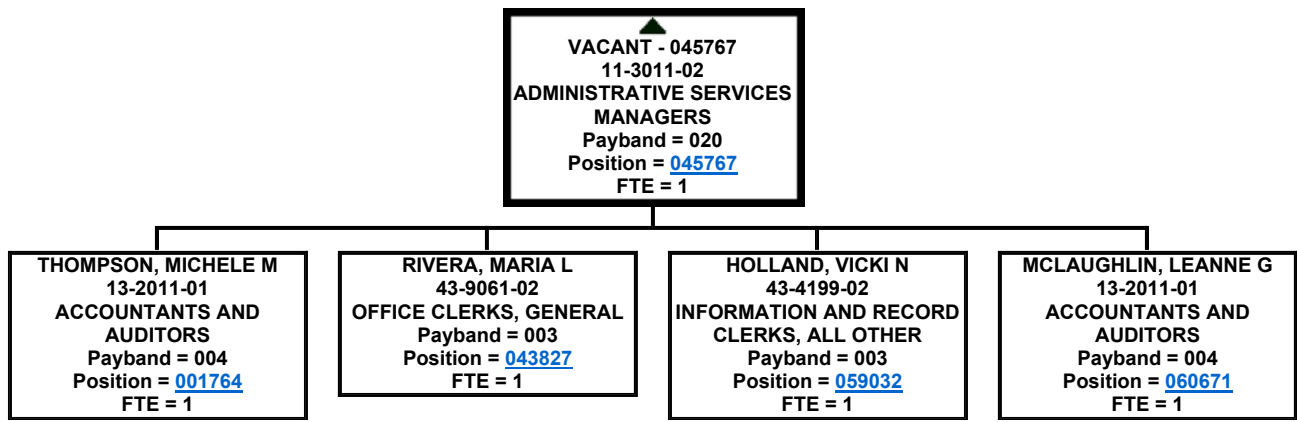
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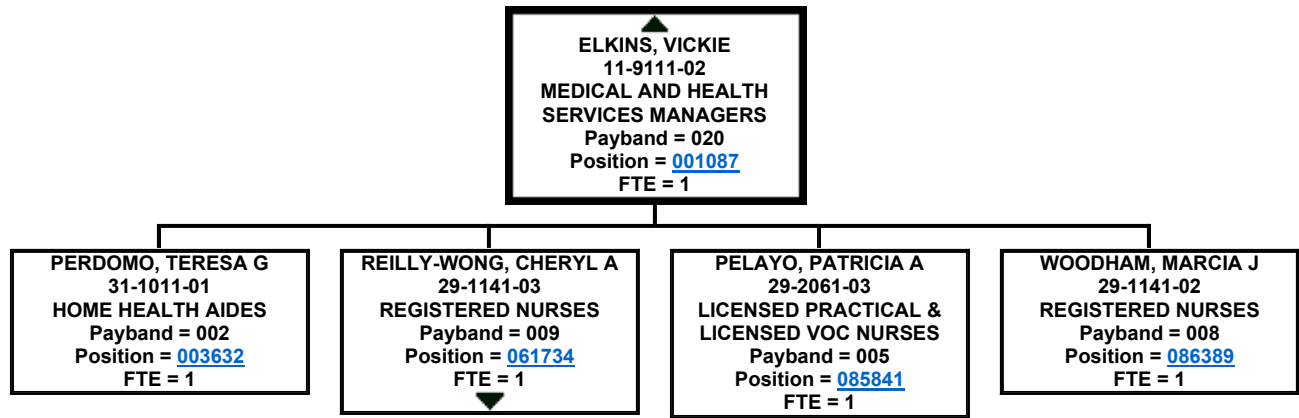
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

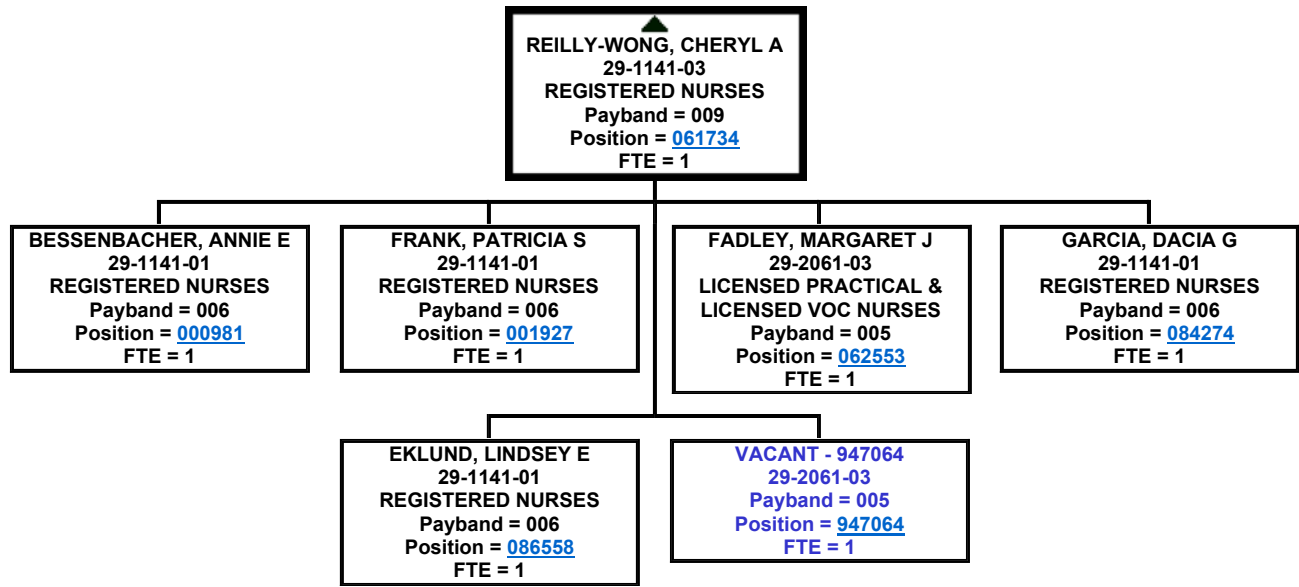


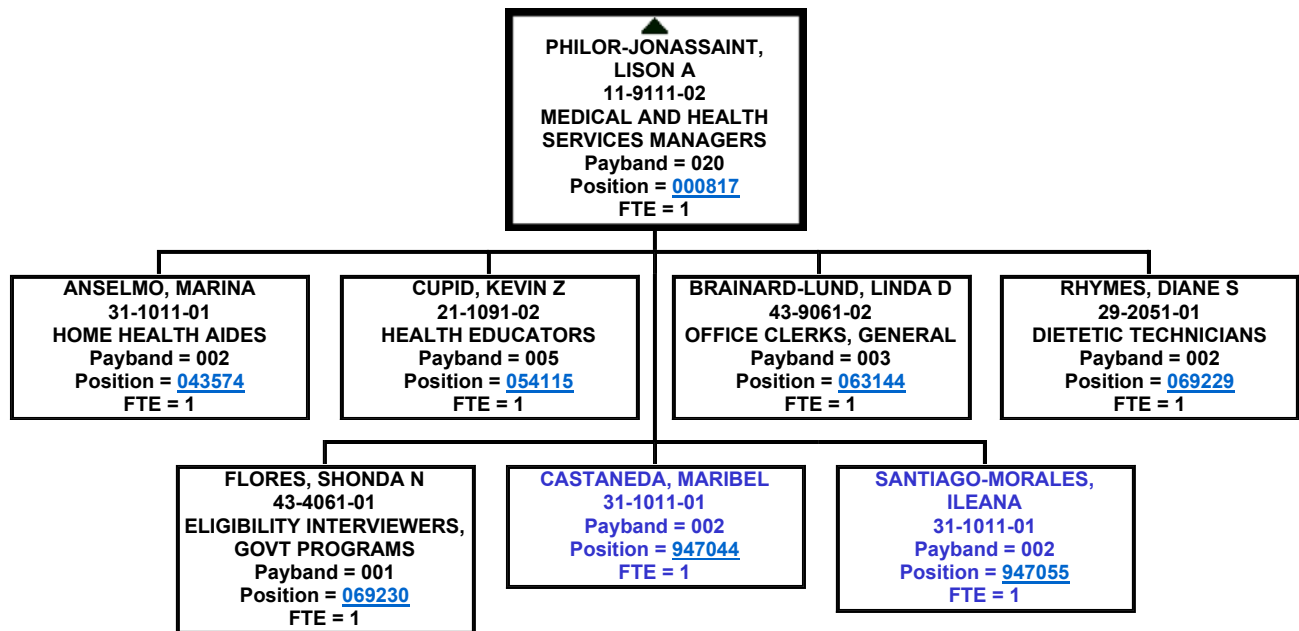








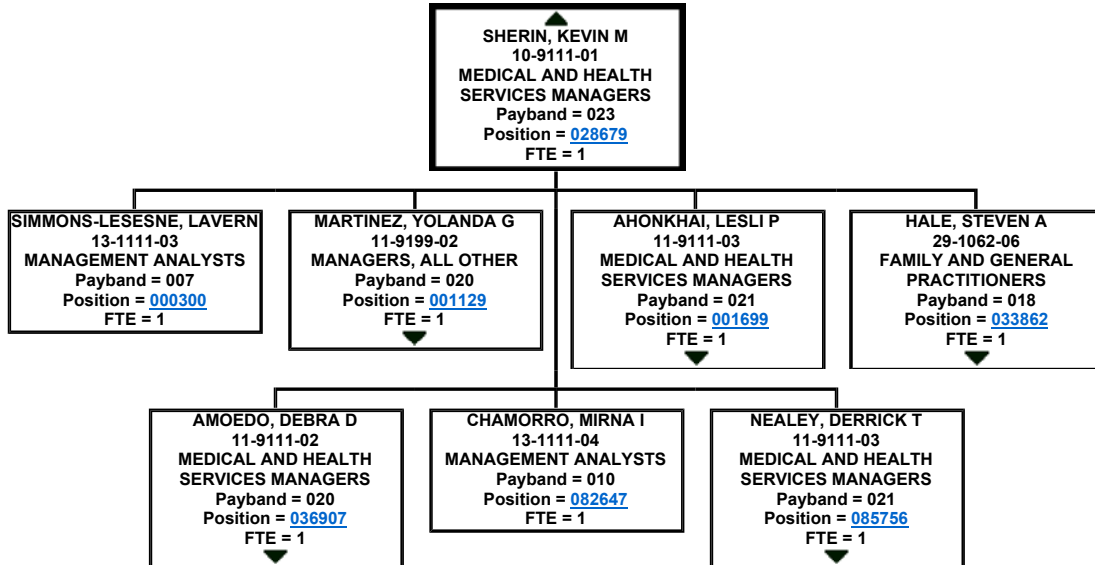


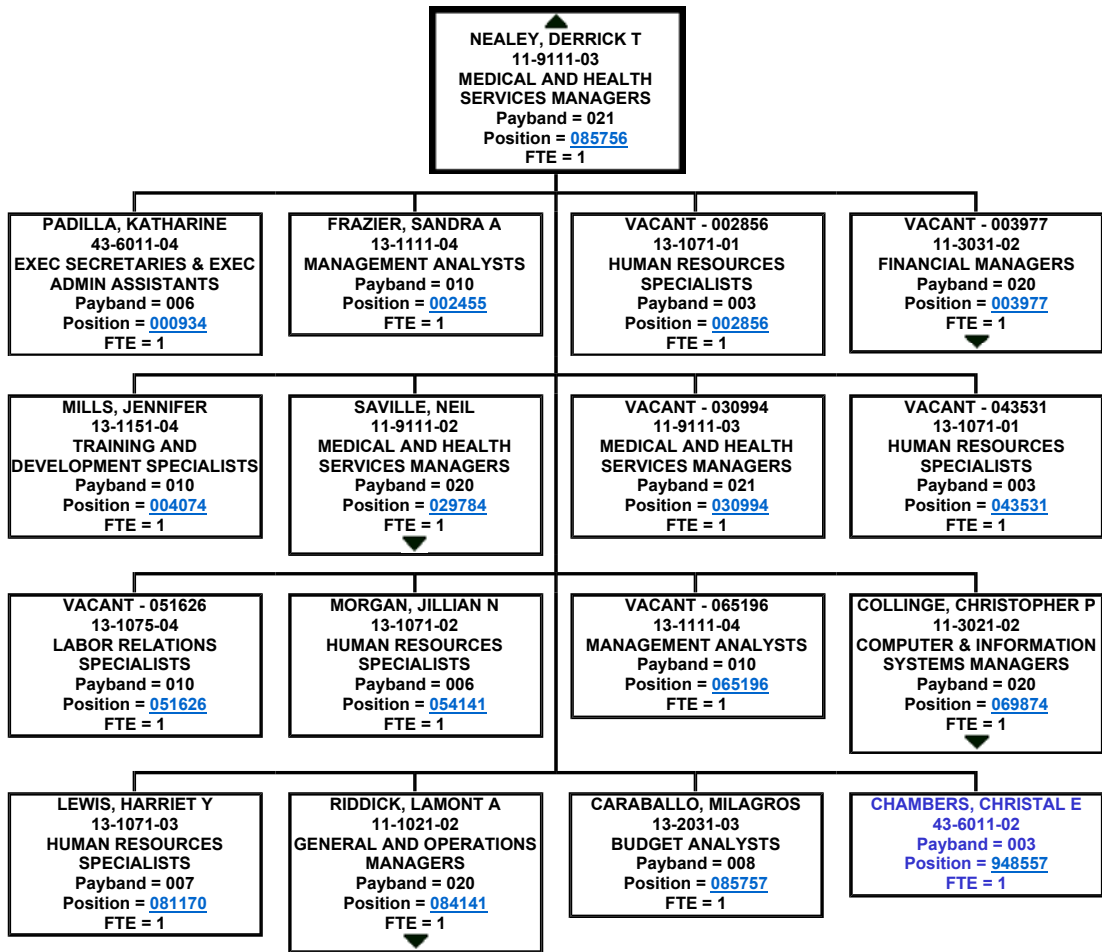


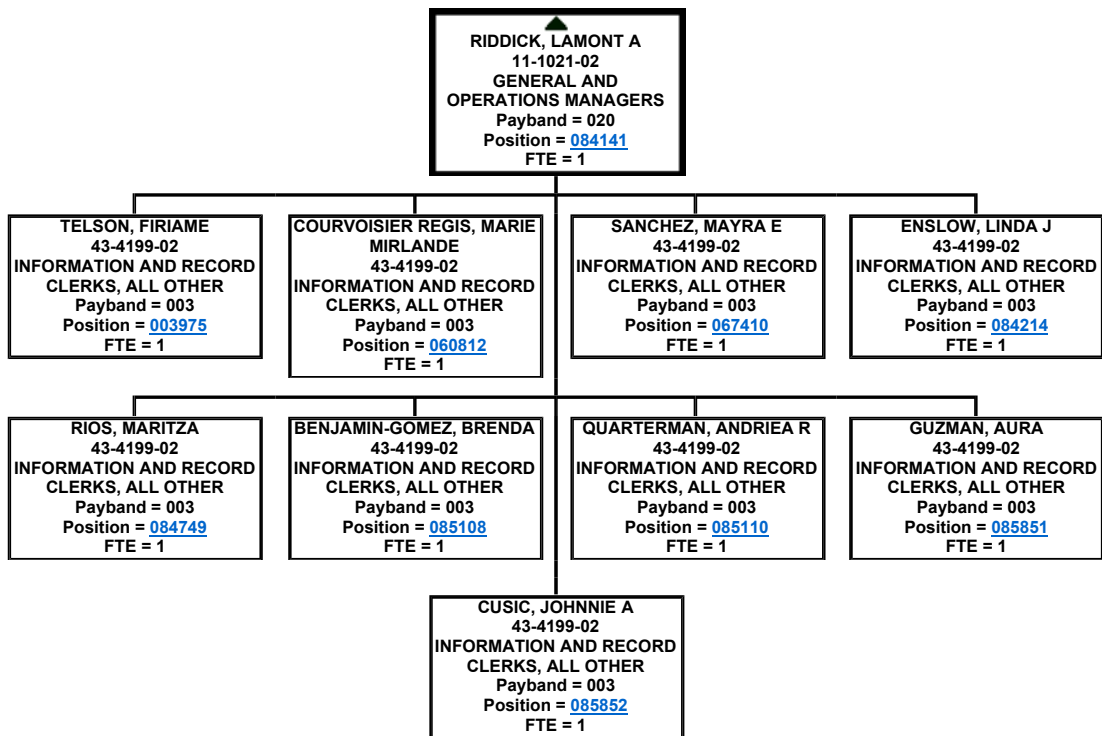
## CHD 48 - Orange County Health Department

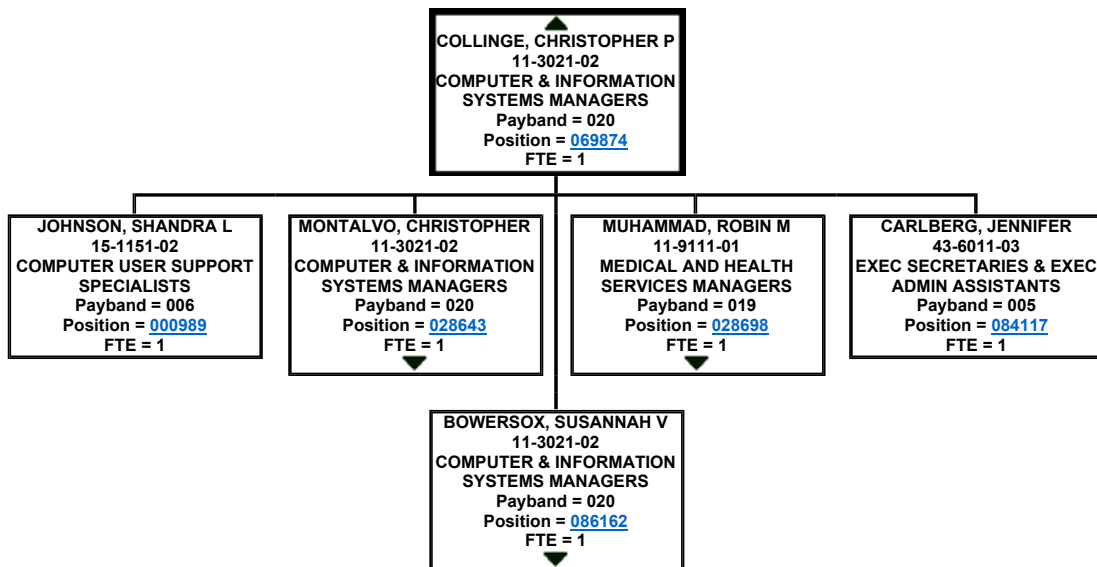
Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

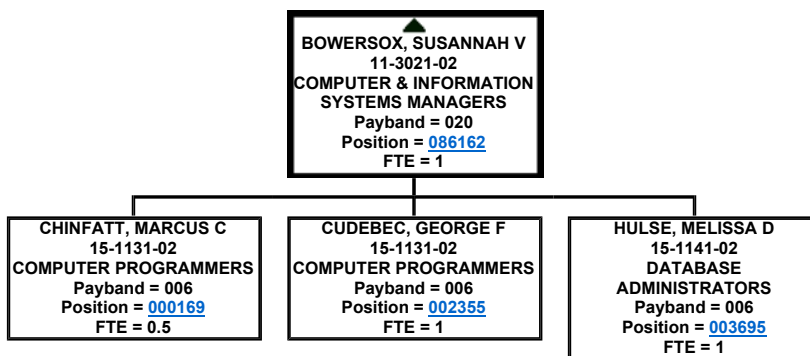


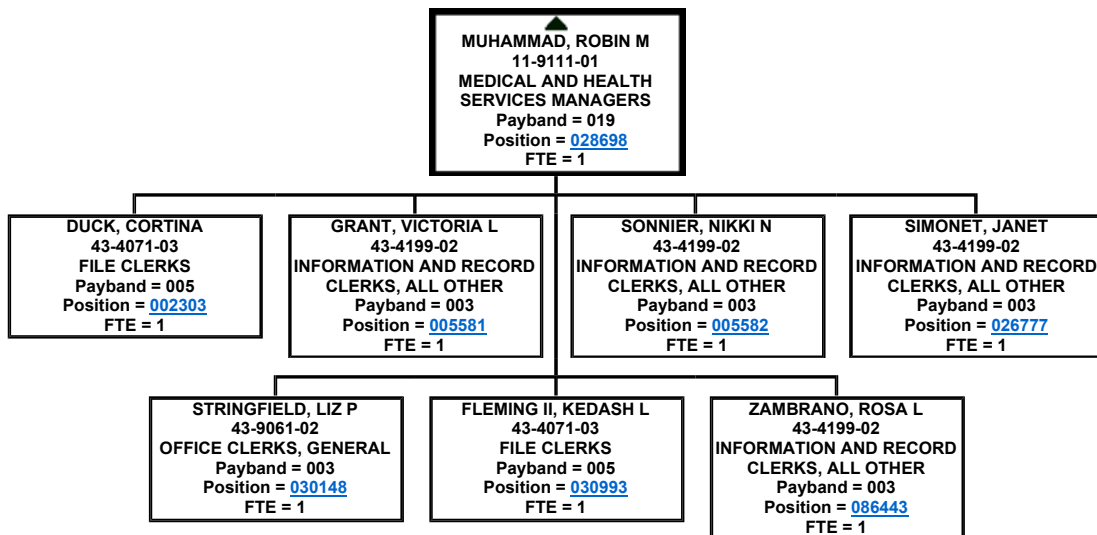


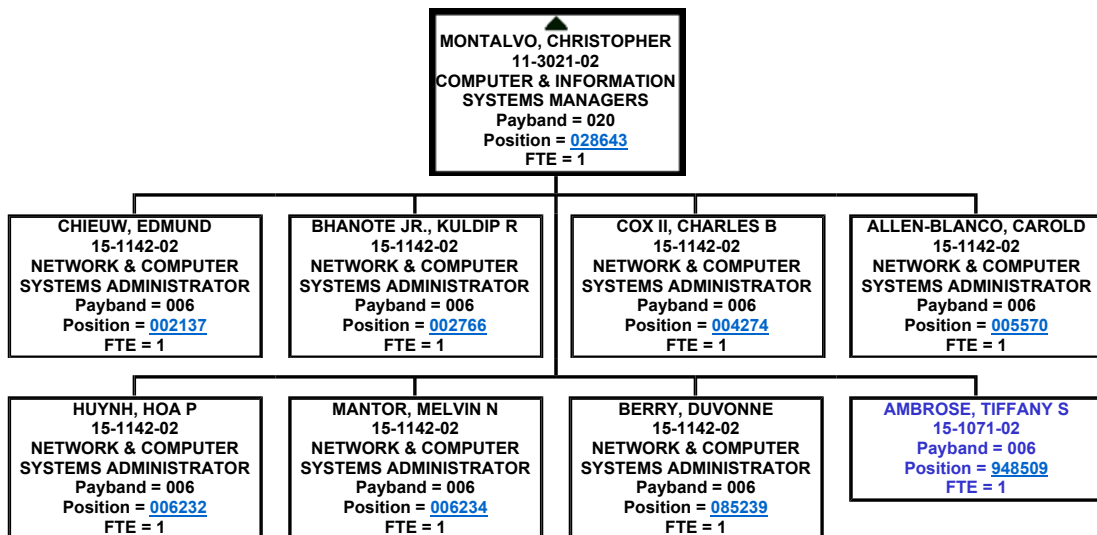


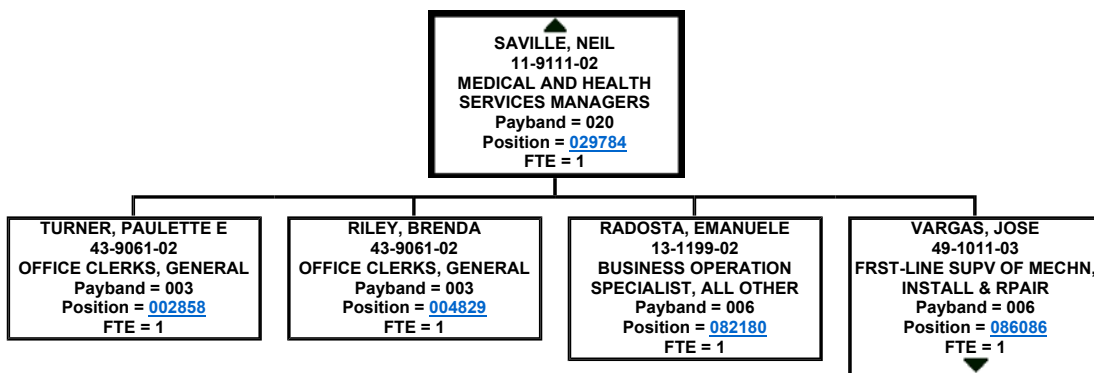


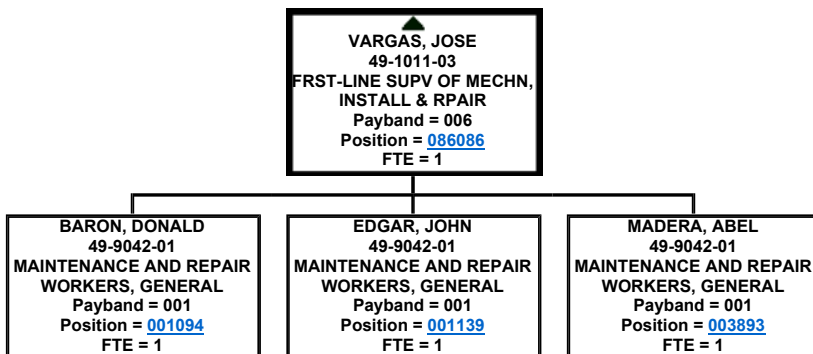


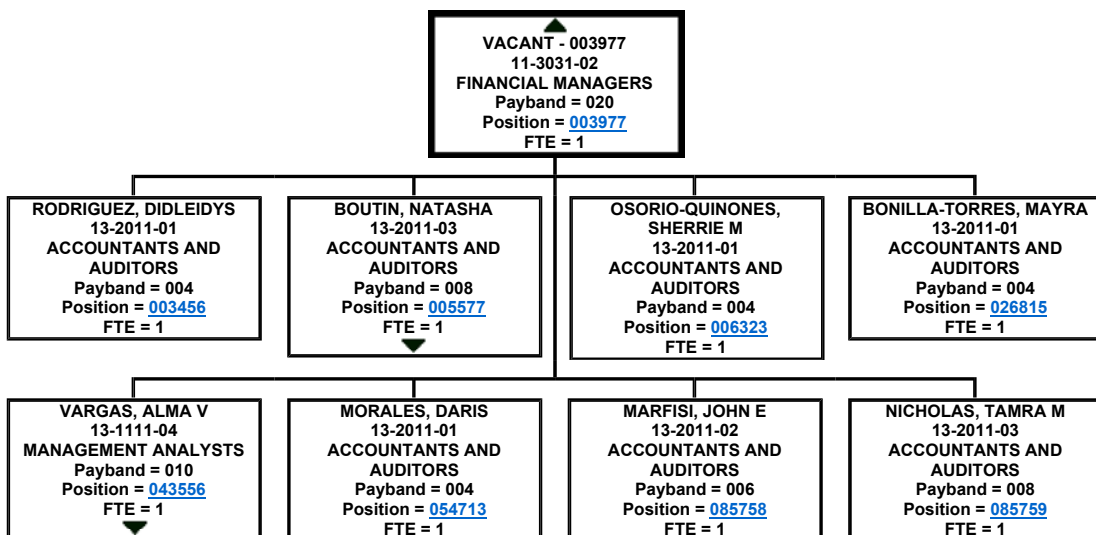


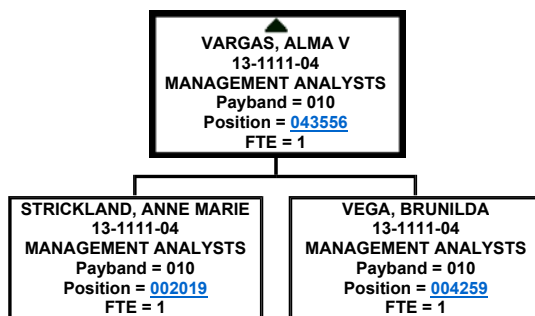


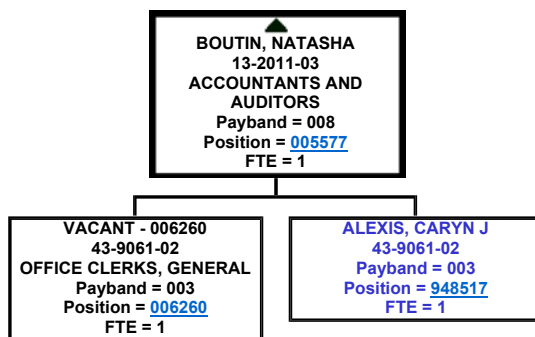




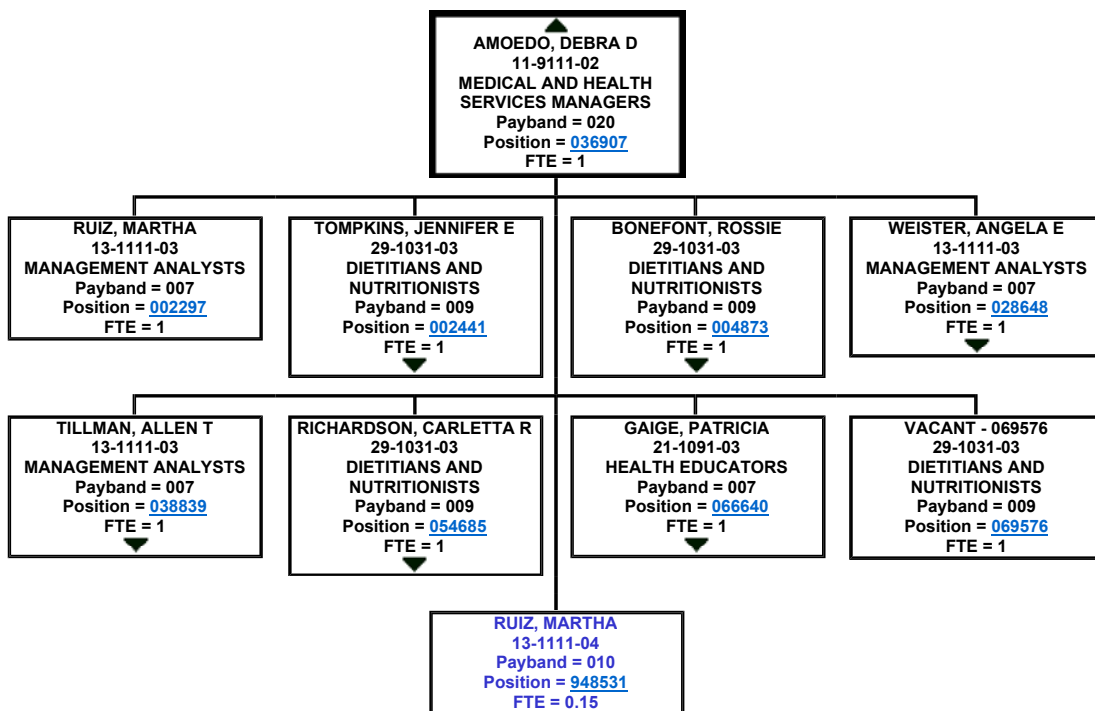


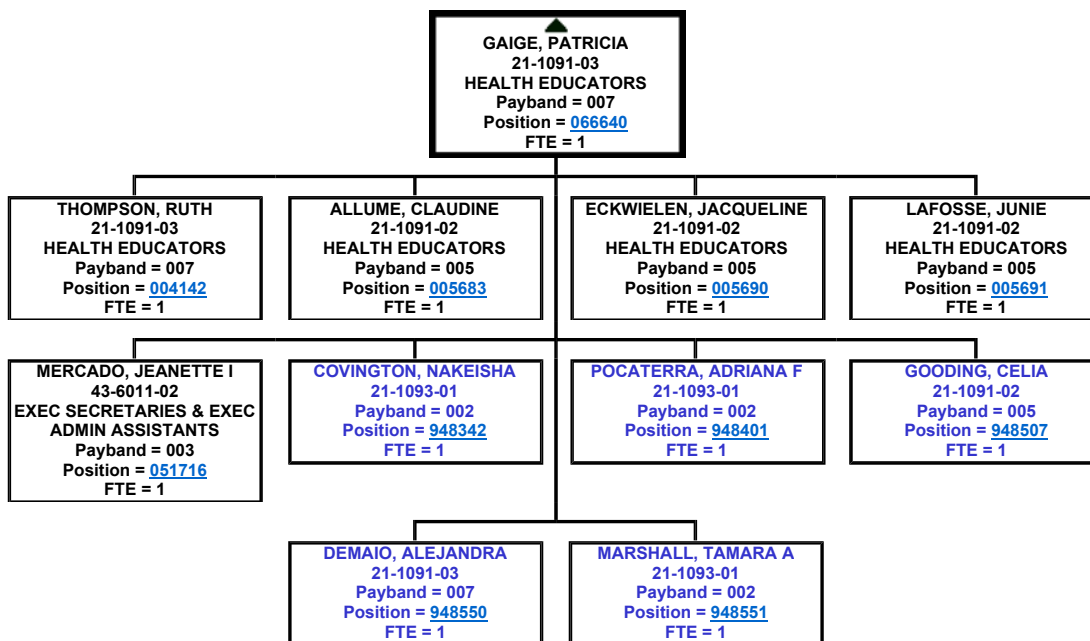


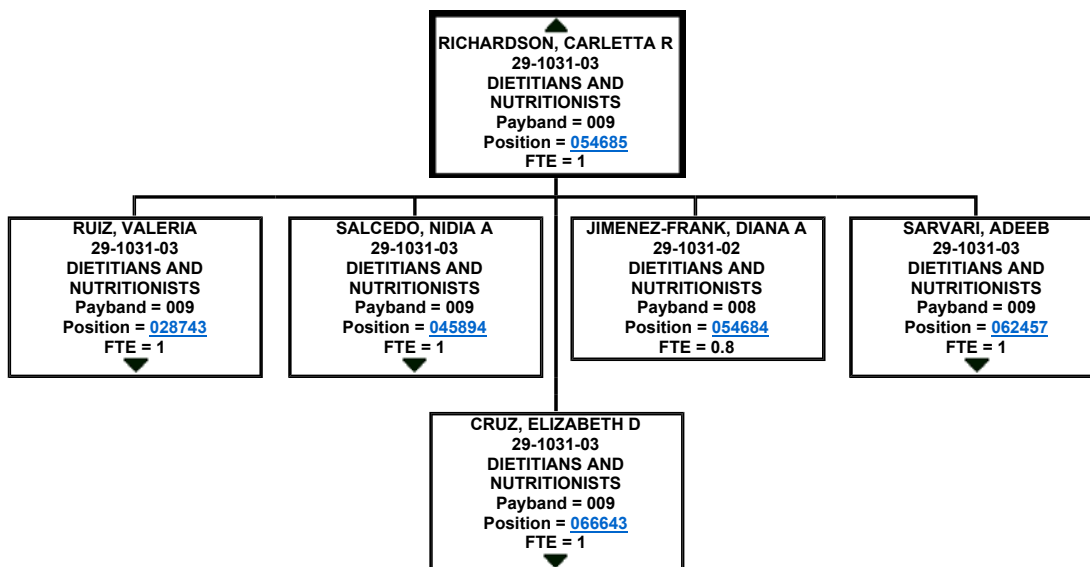


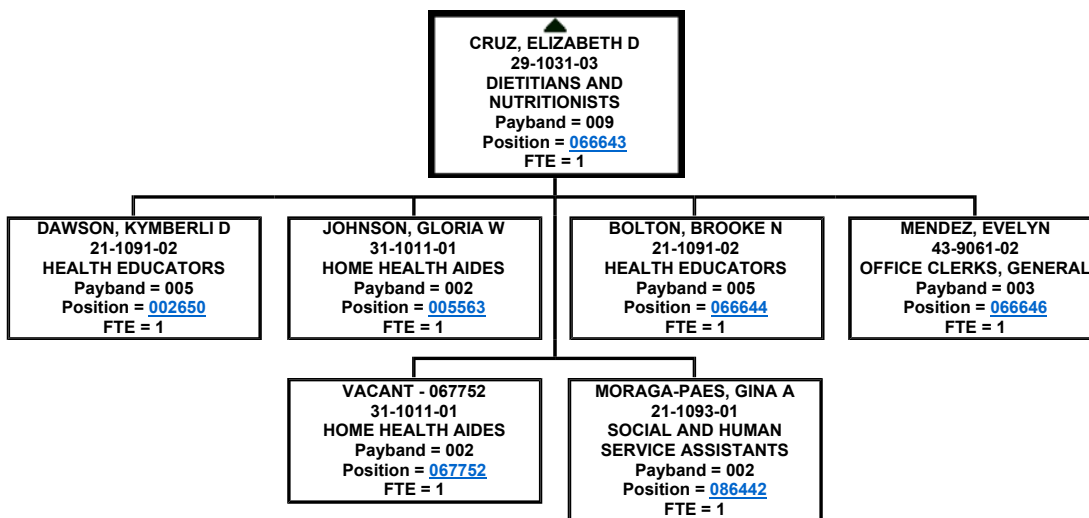


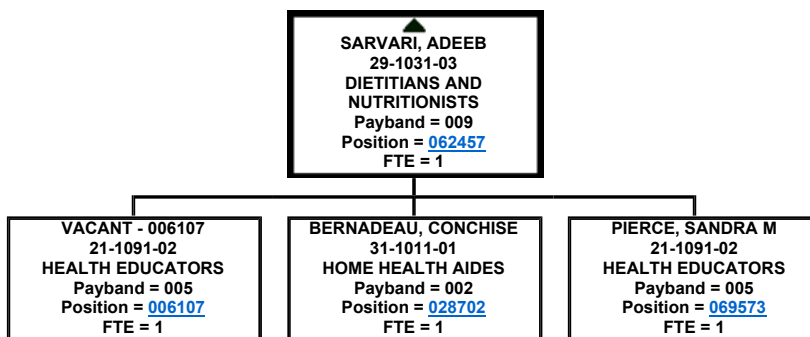


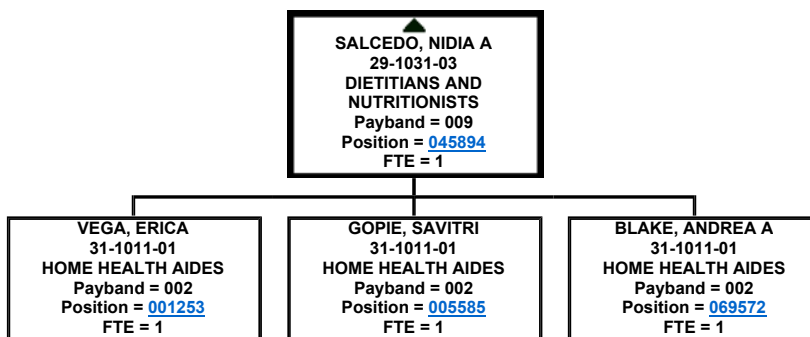


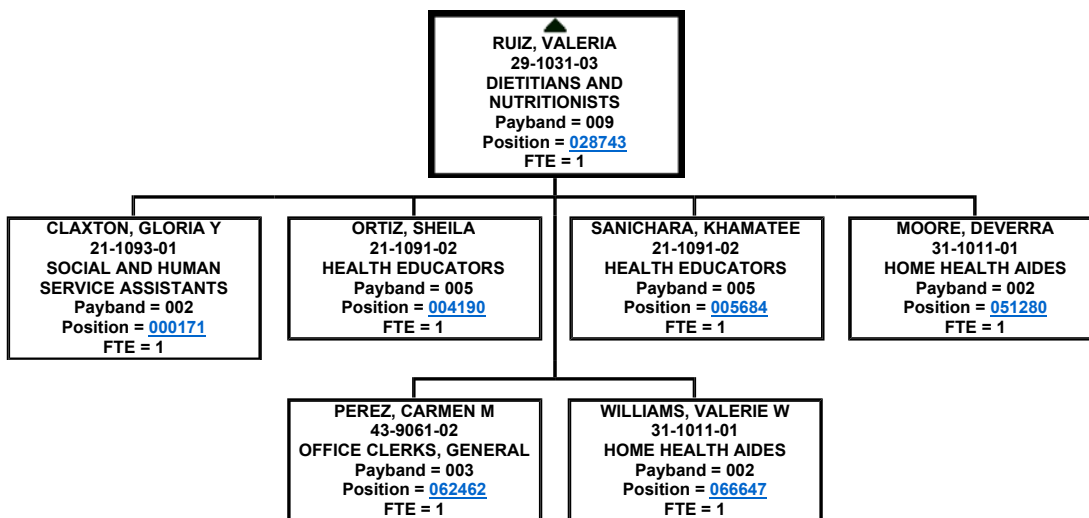


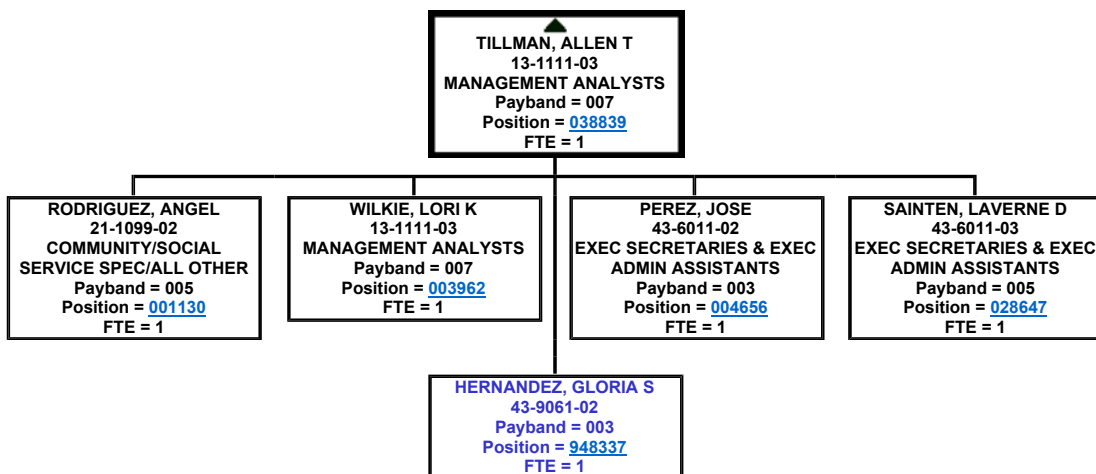




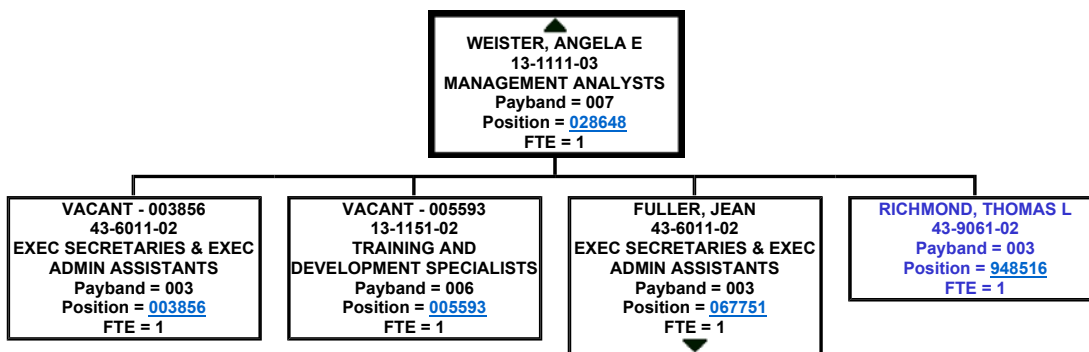


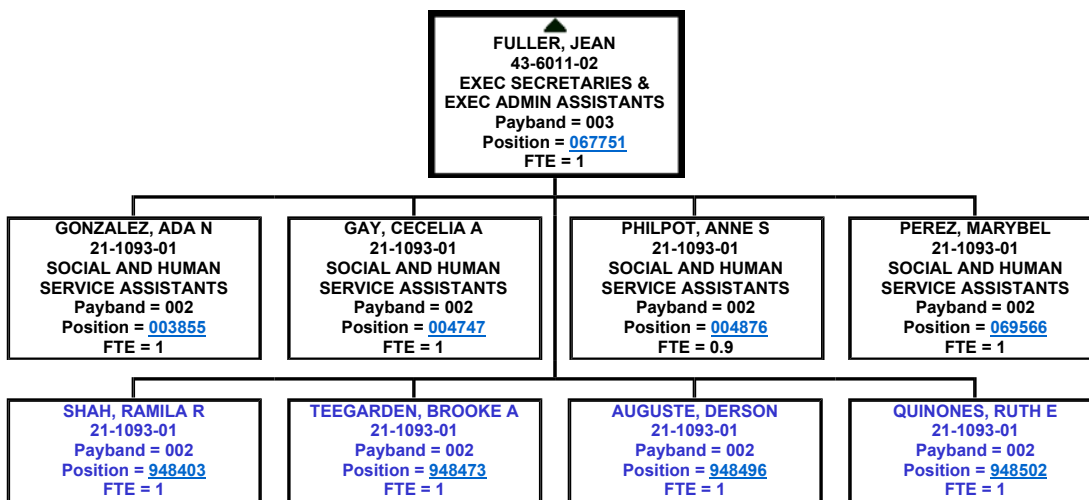


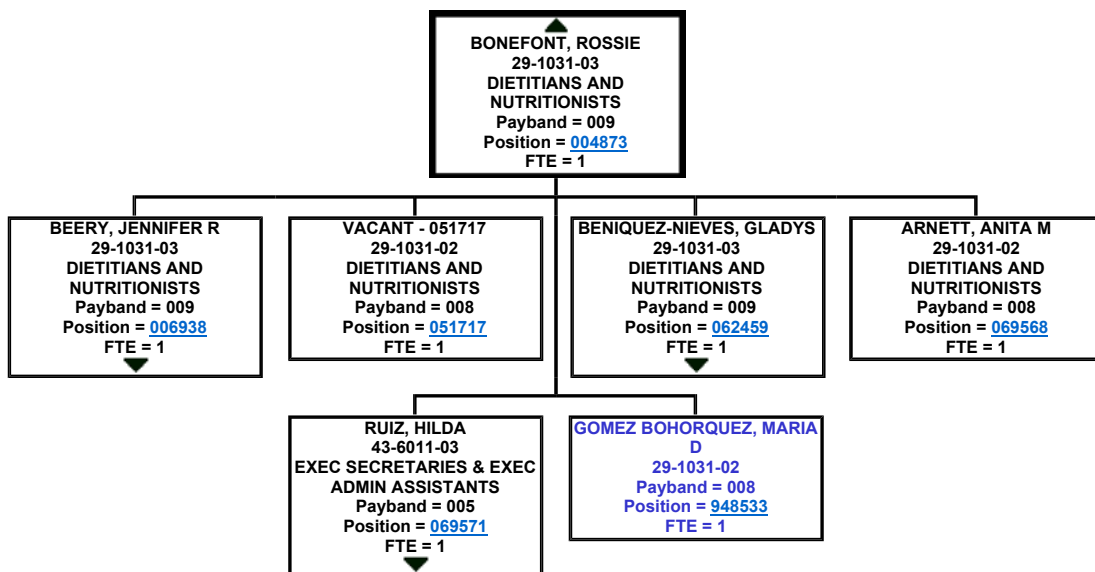


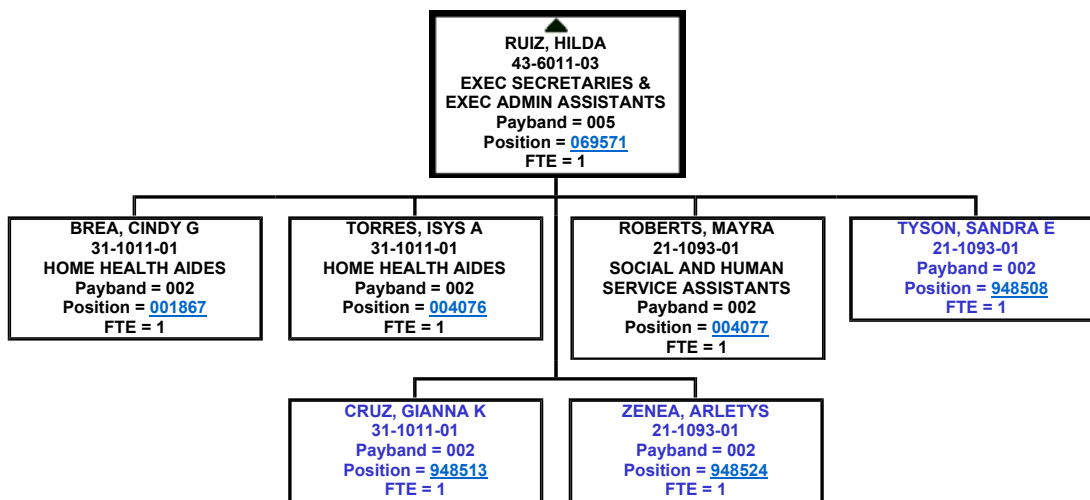


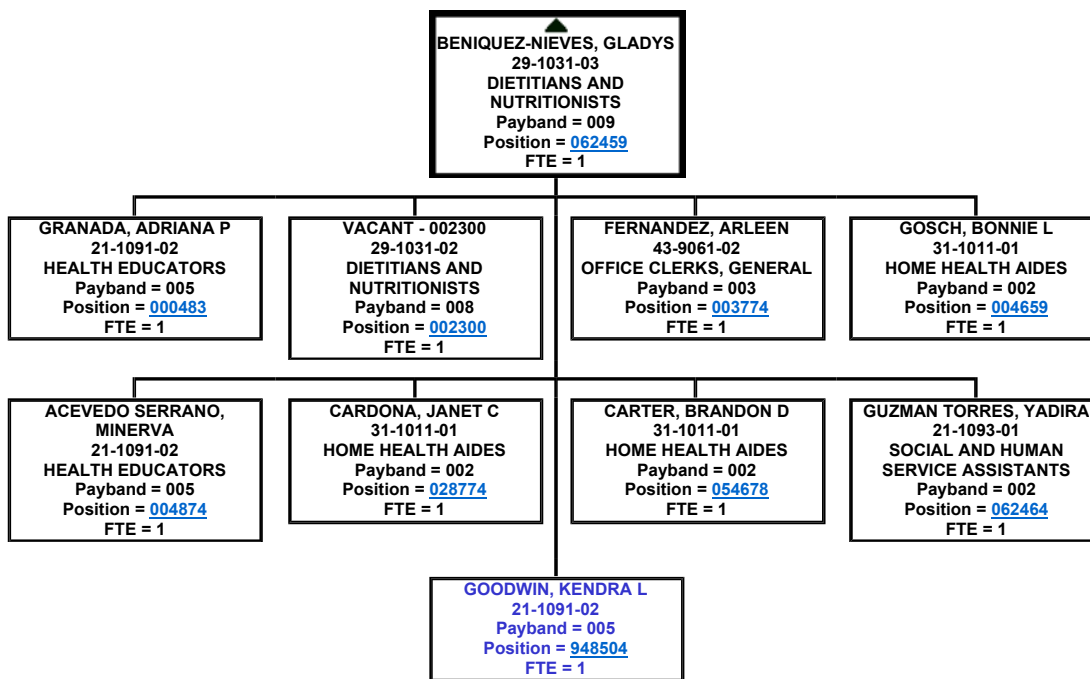


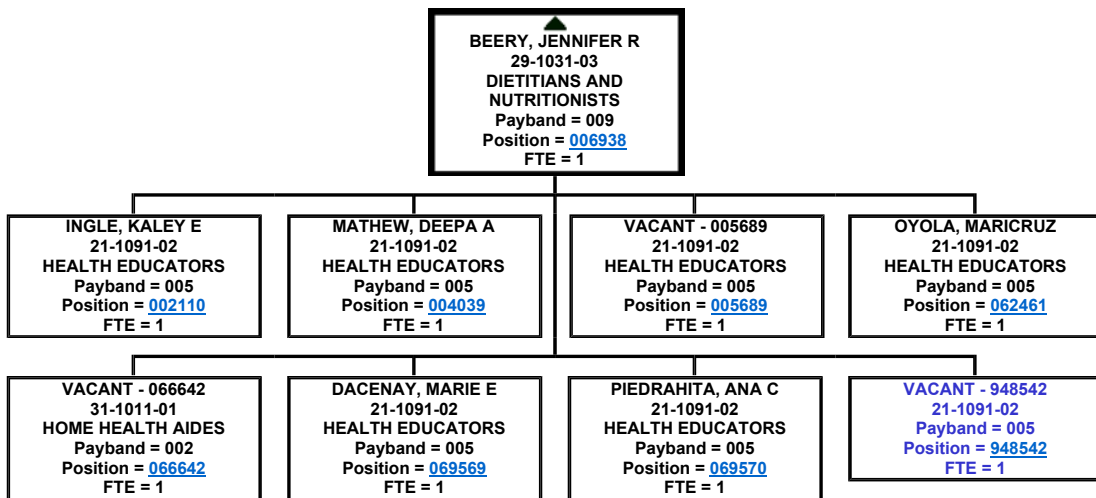


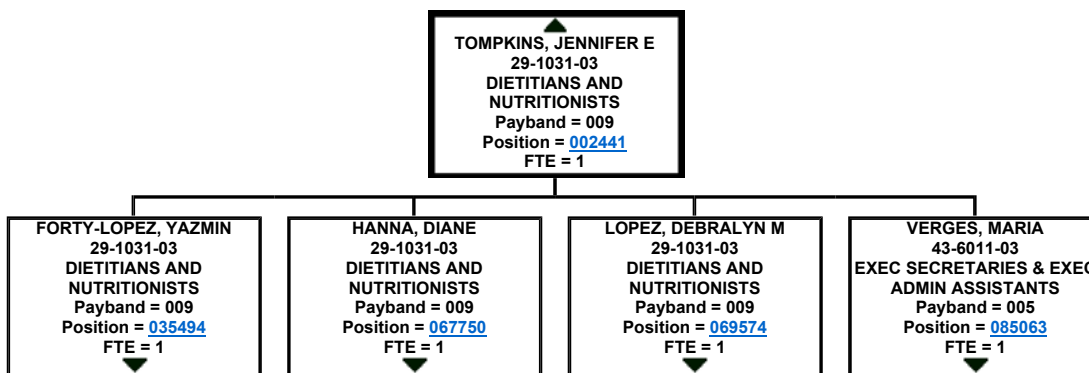


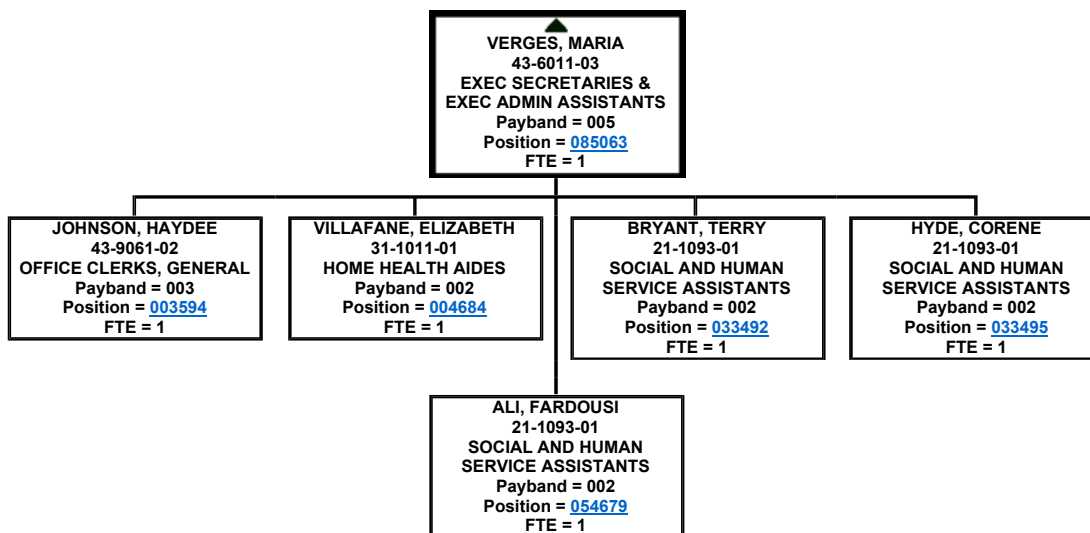




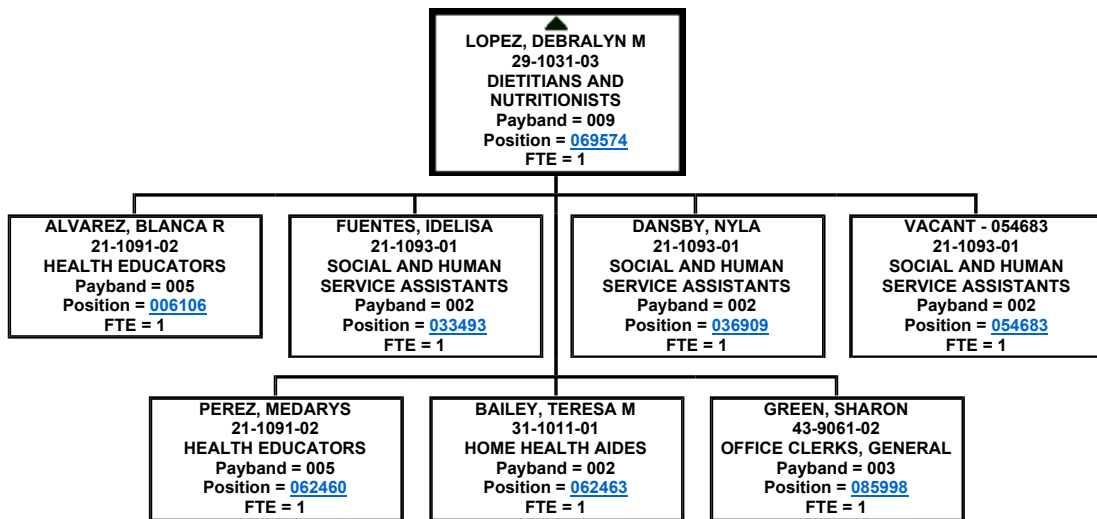


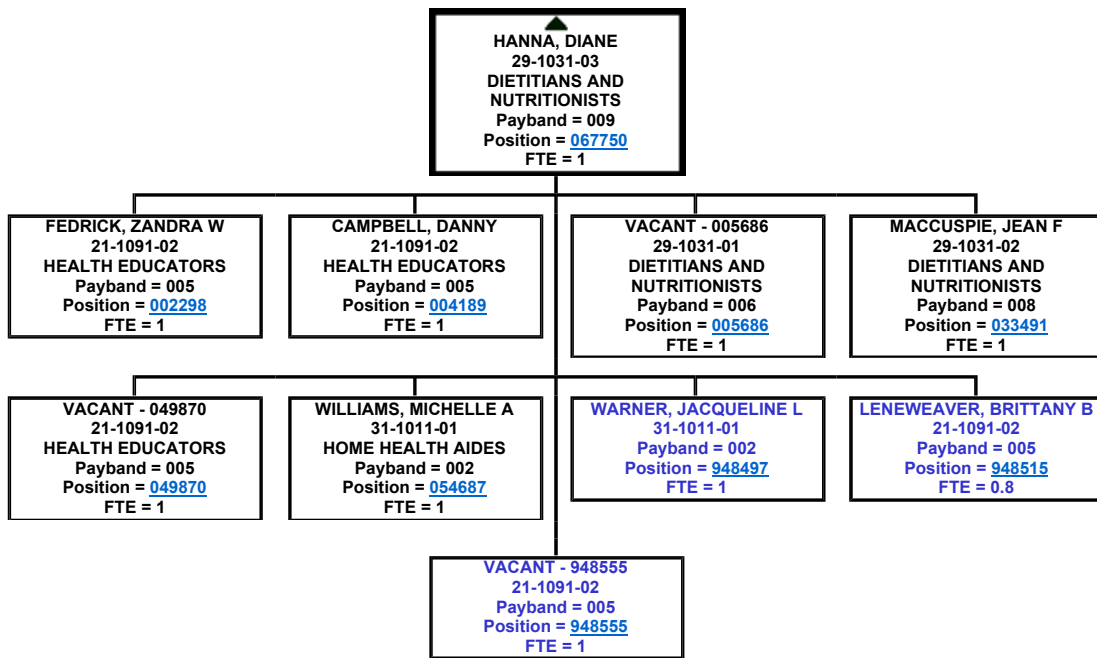


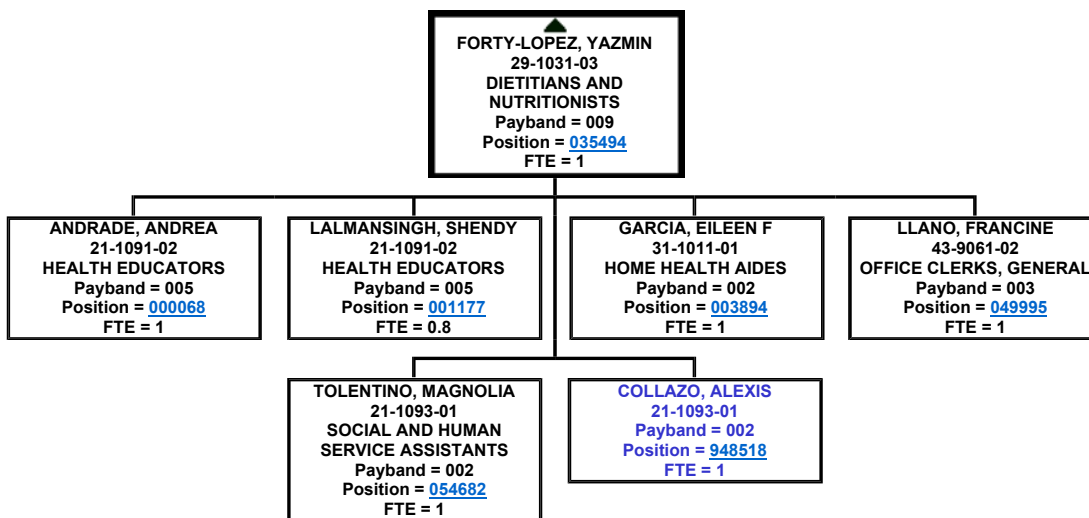


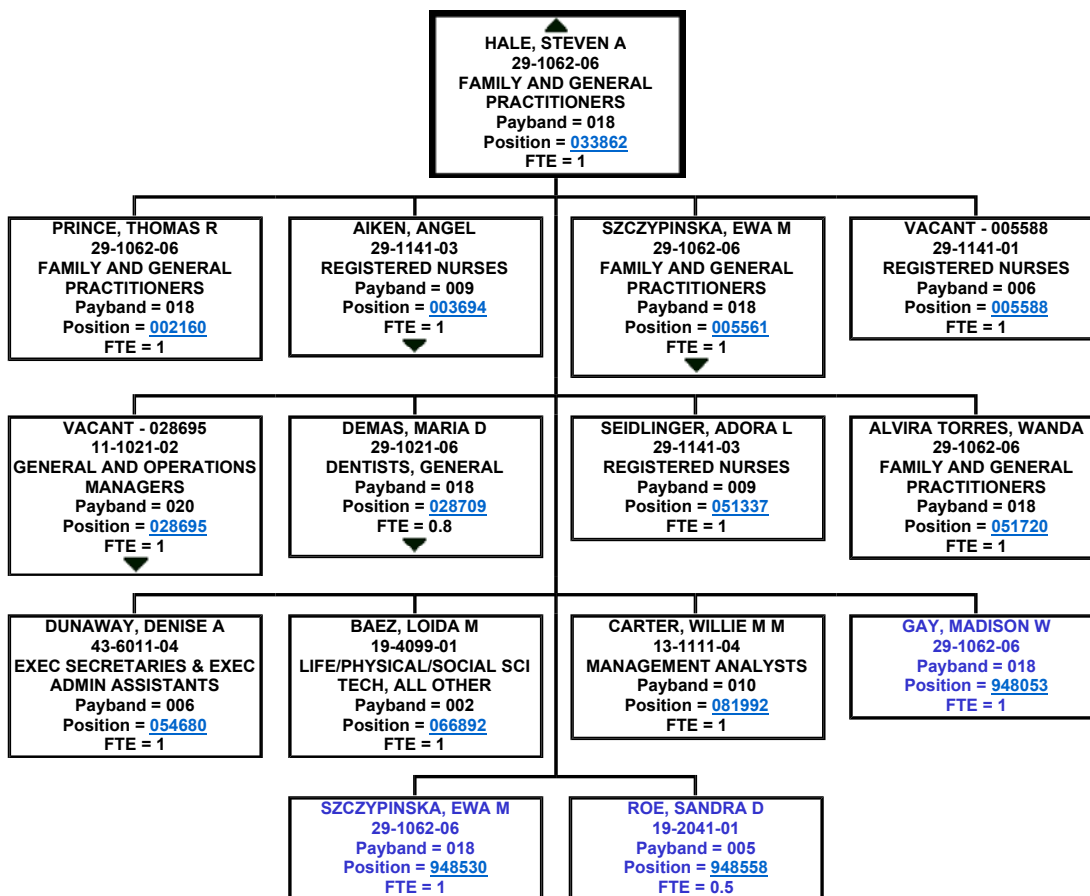


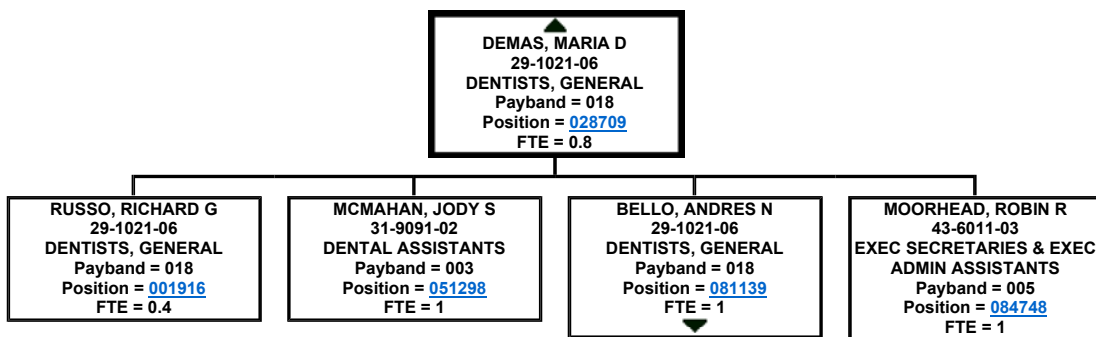


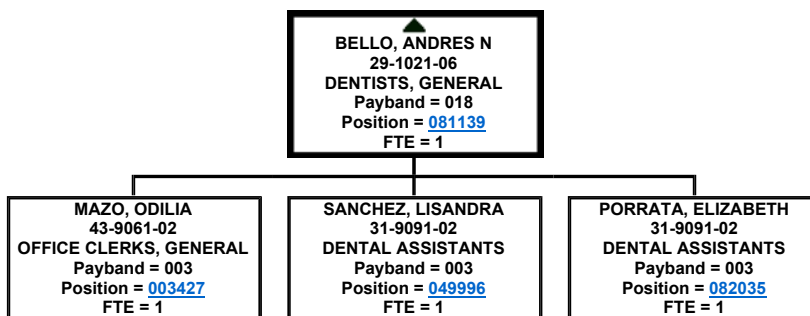


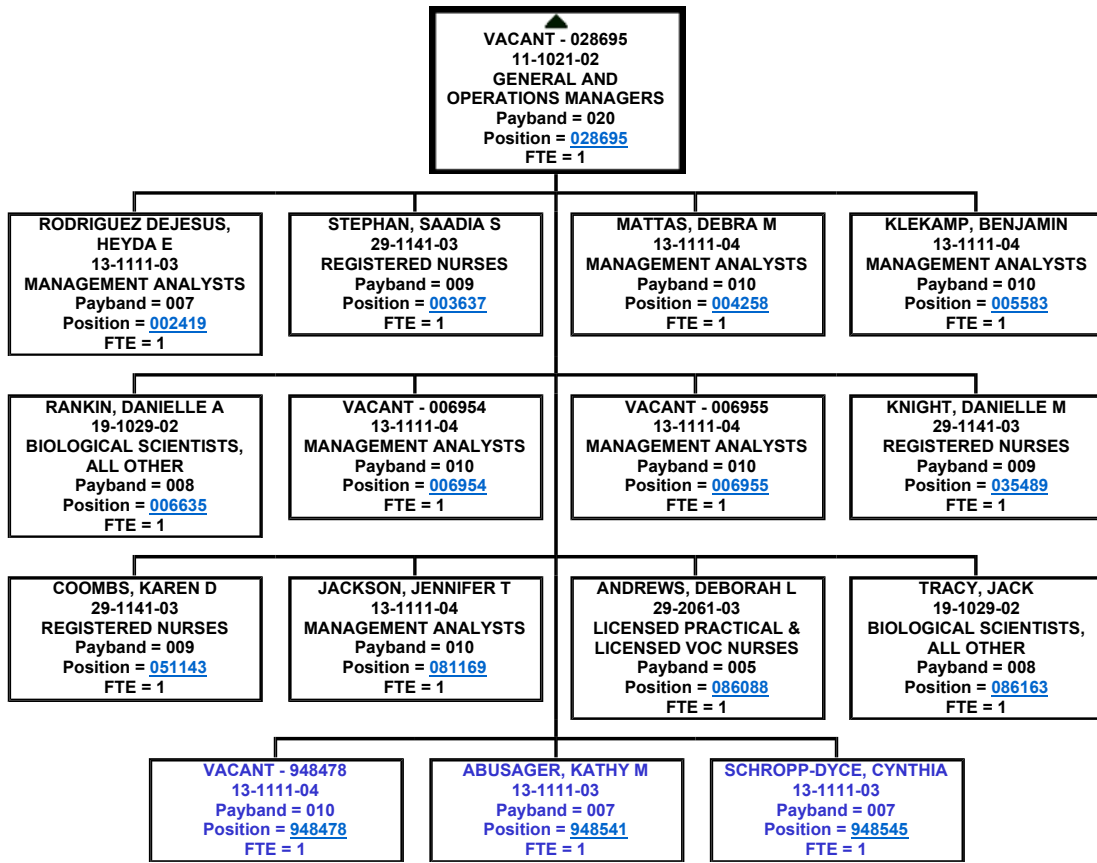


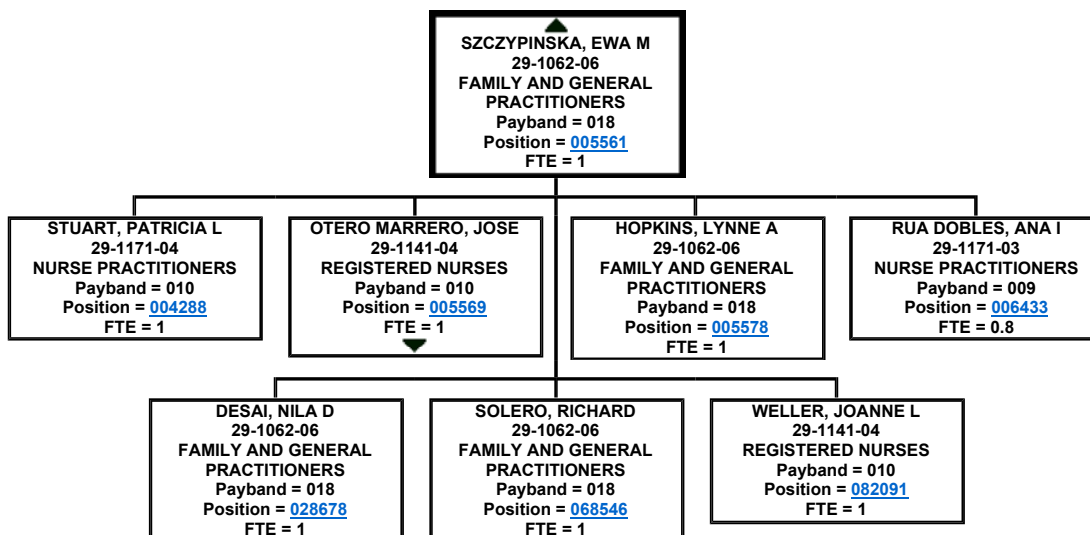




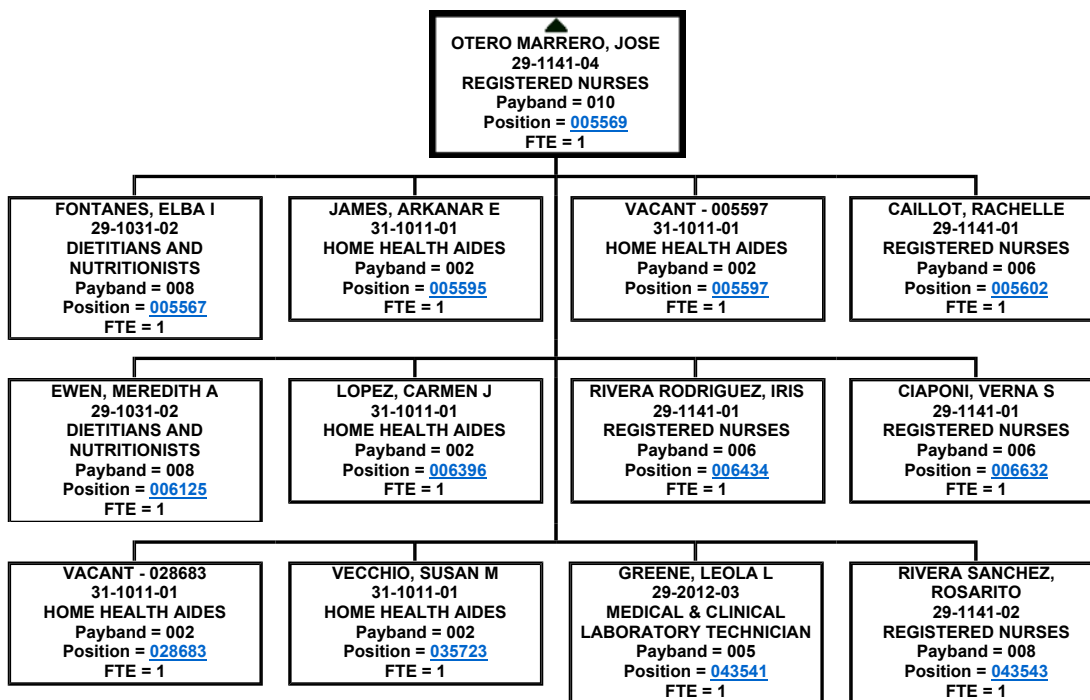


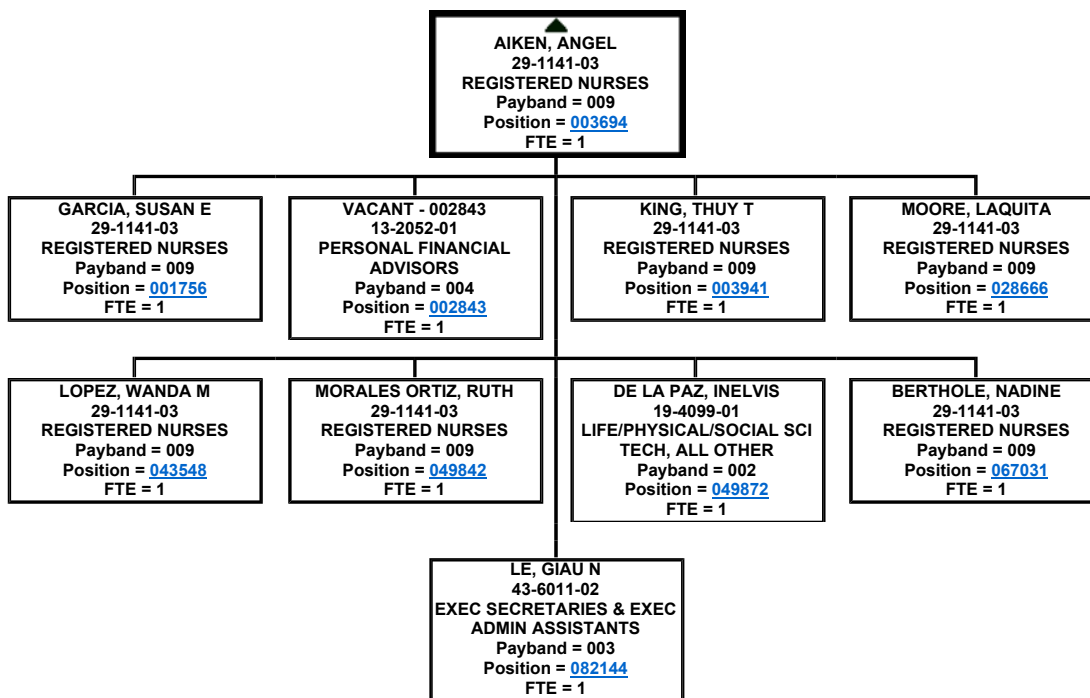


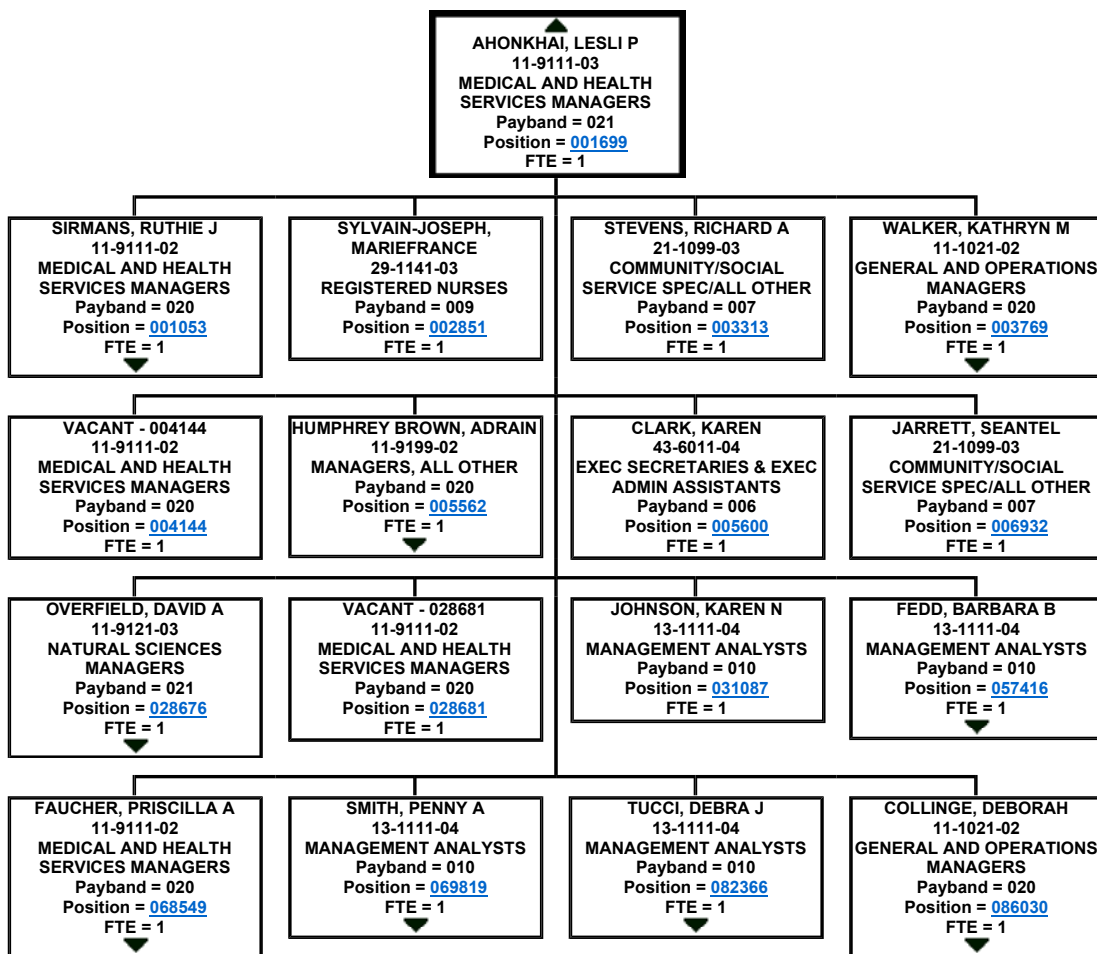


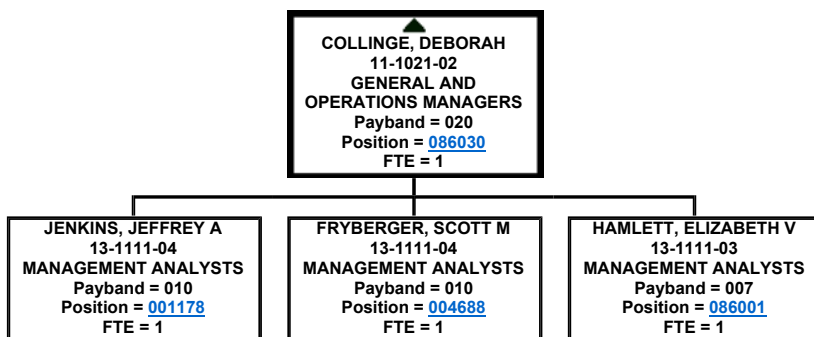


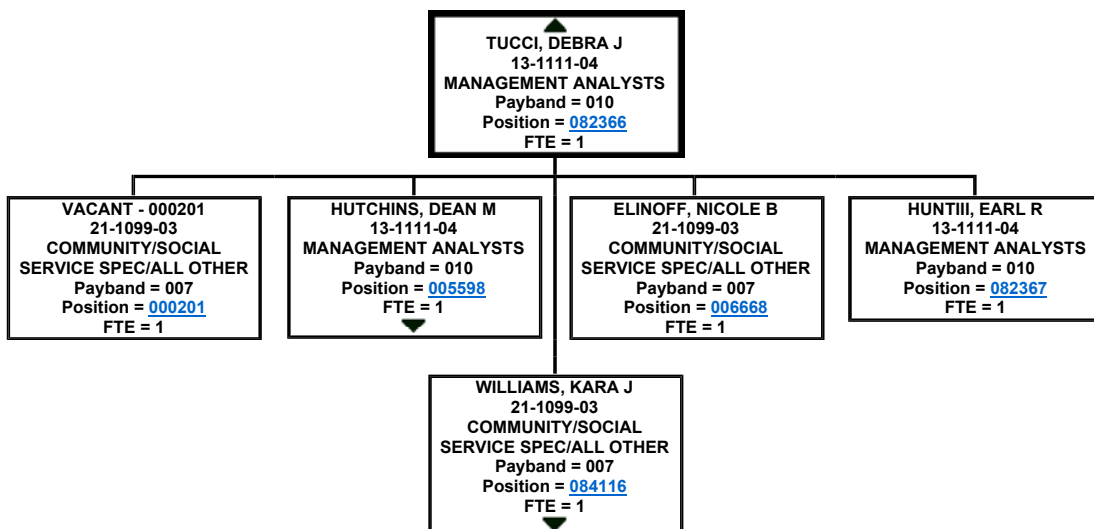


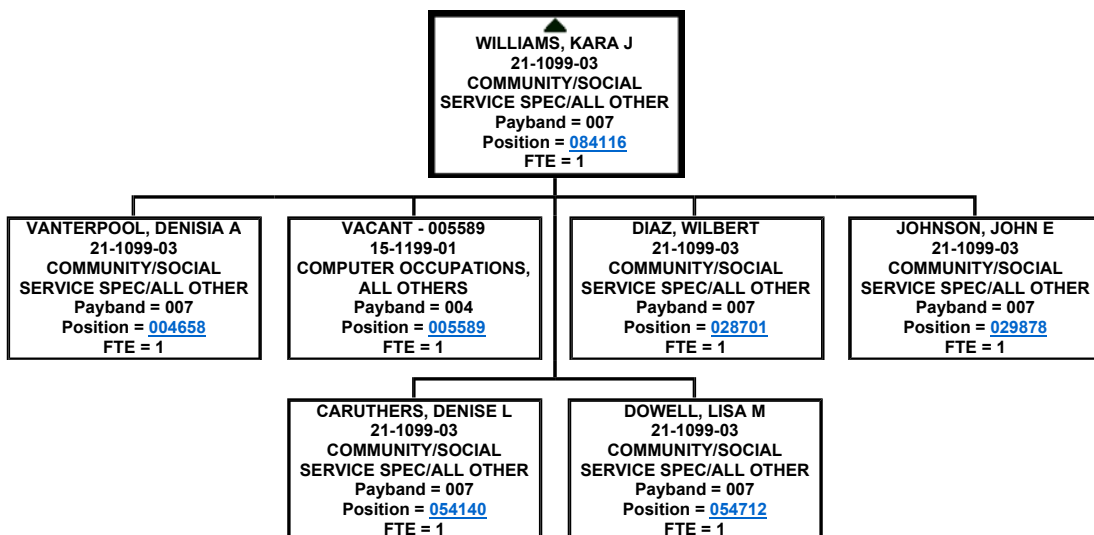


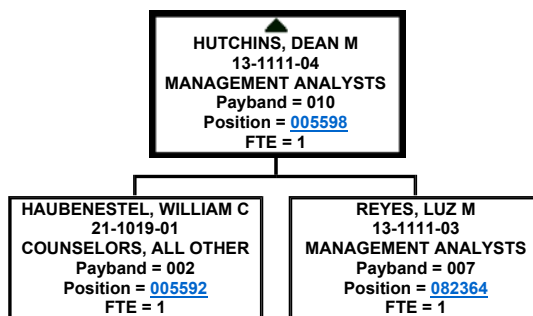


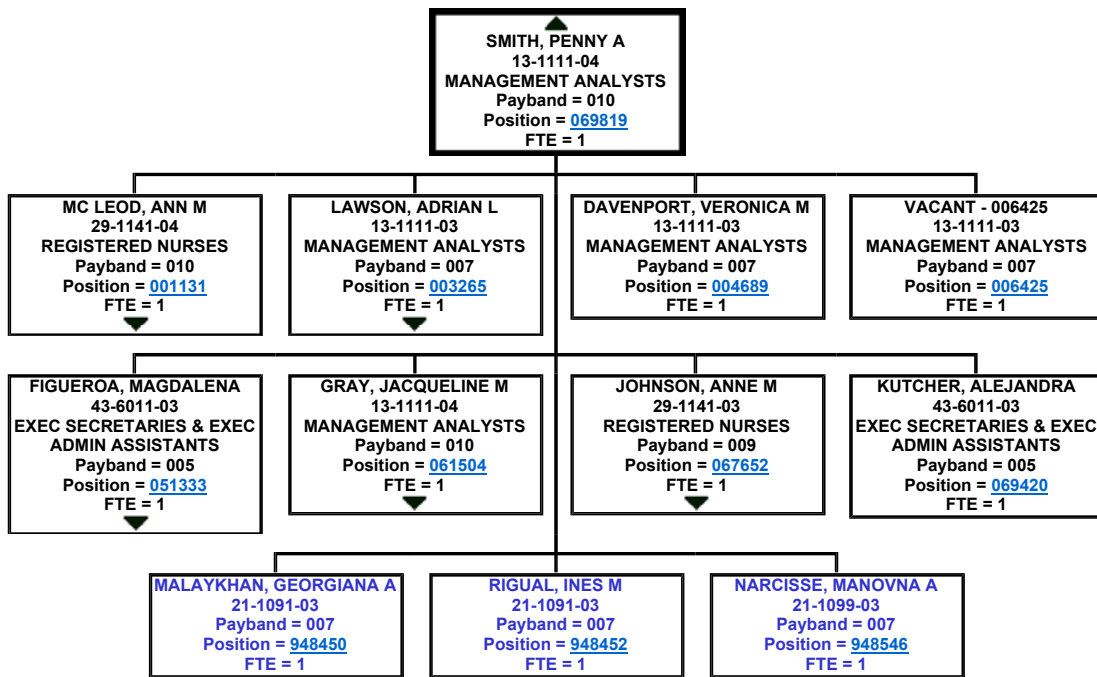




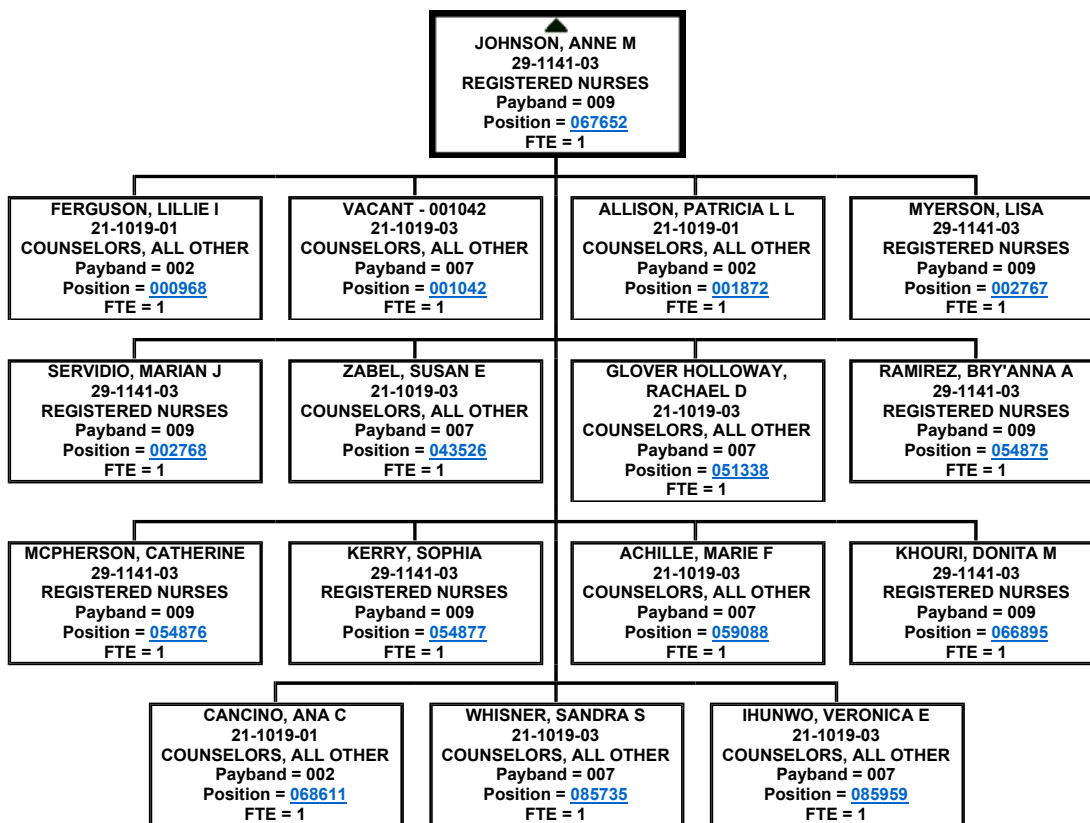


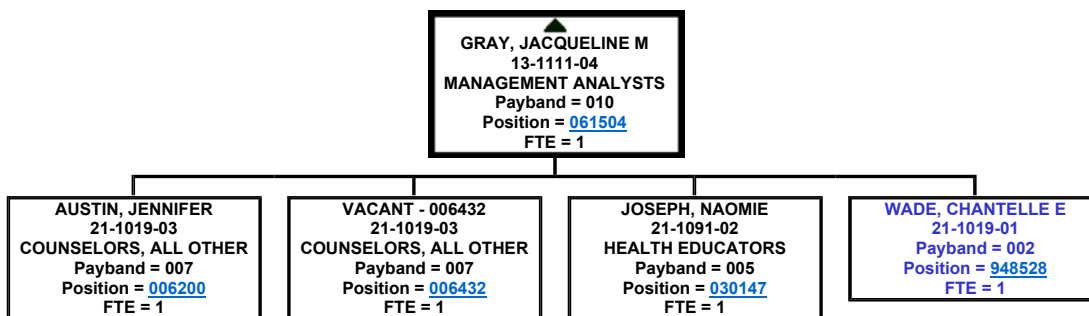


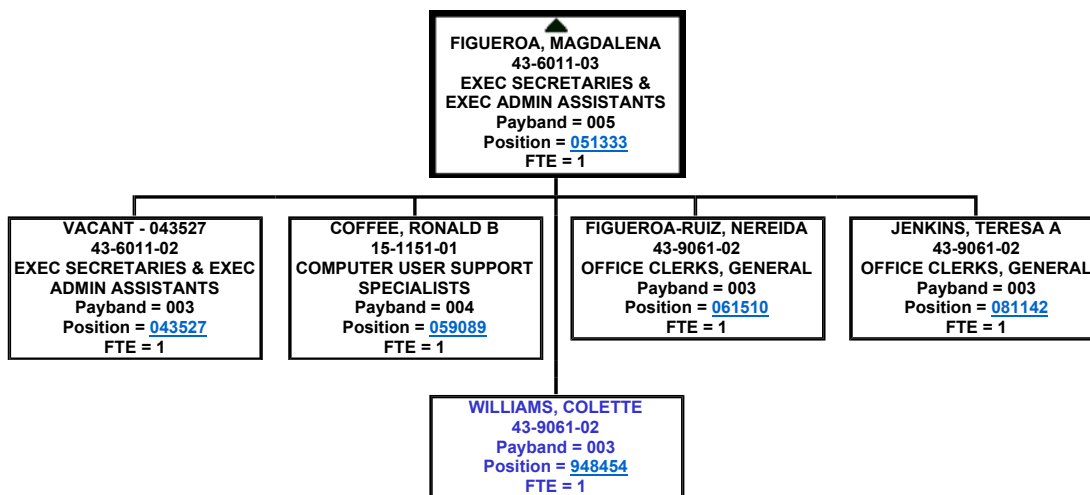


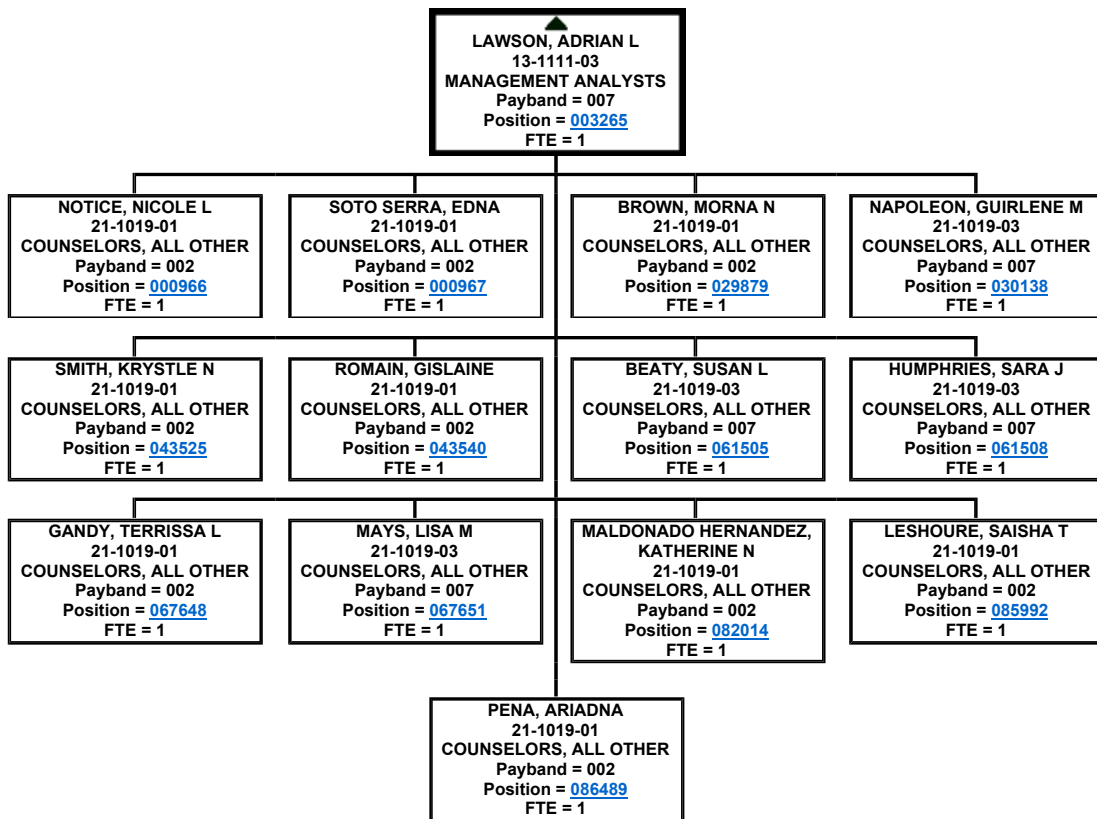


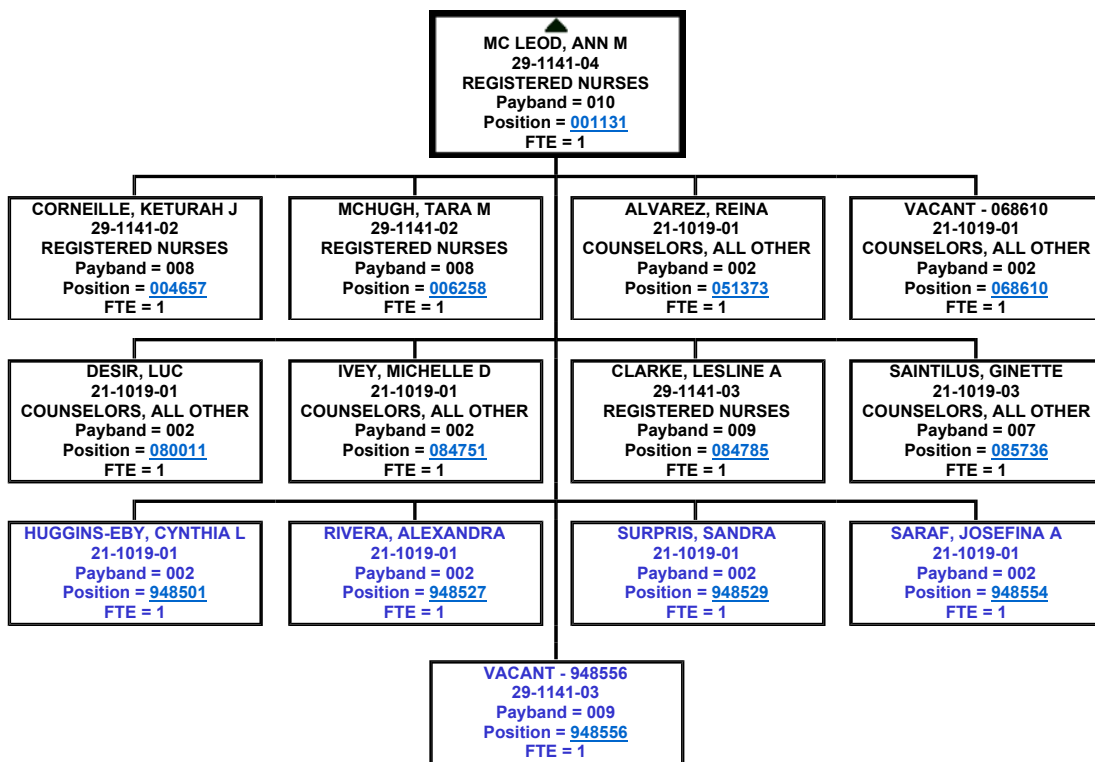


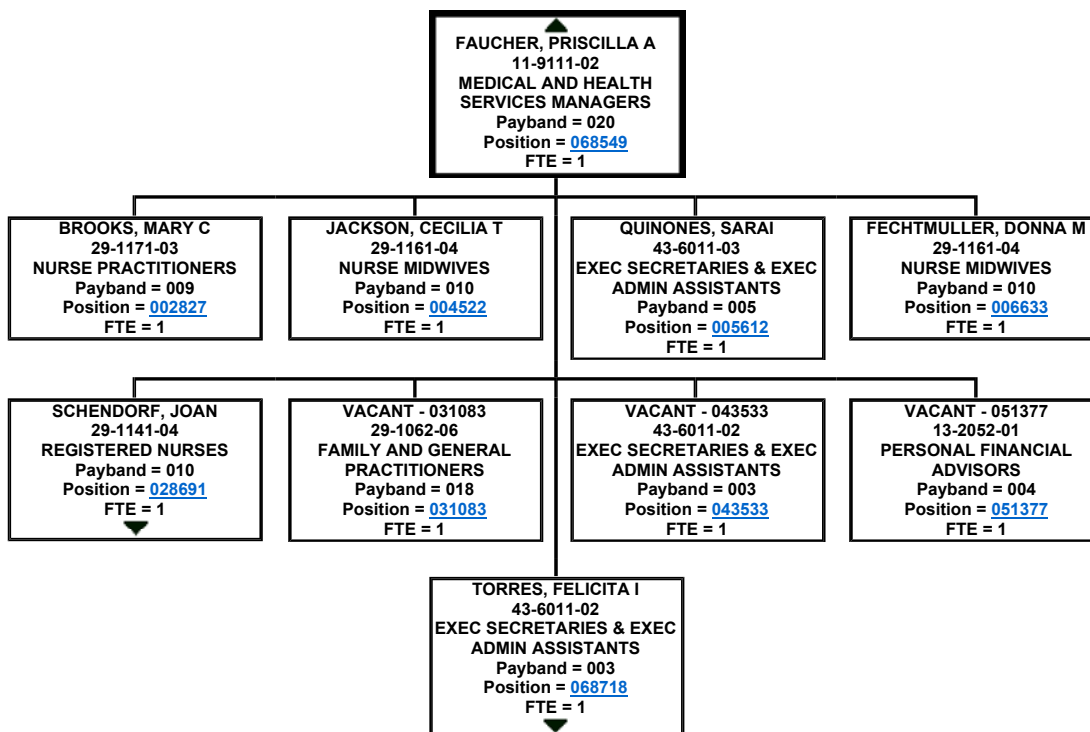


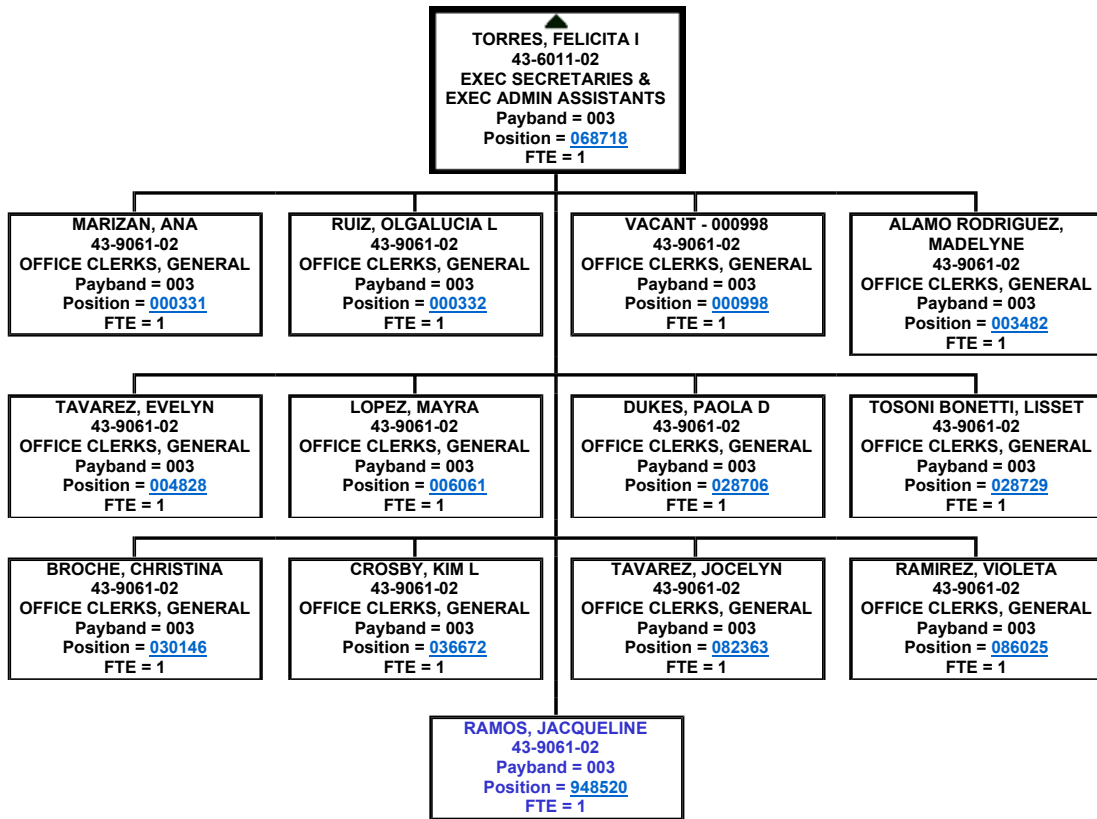


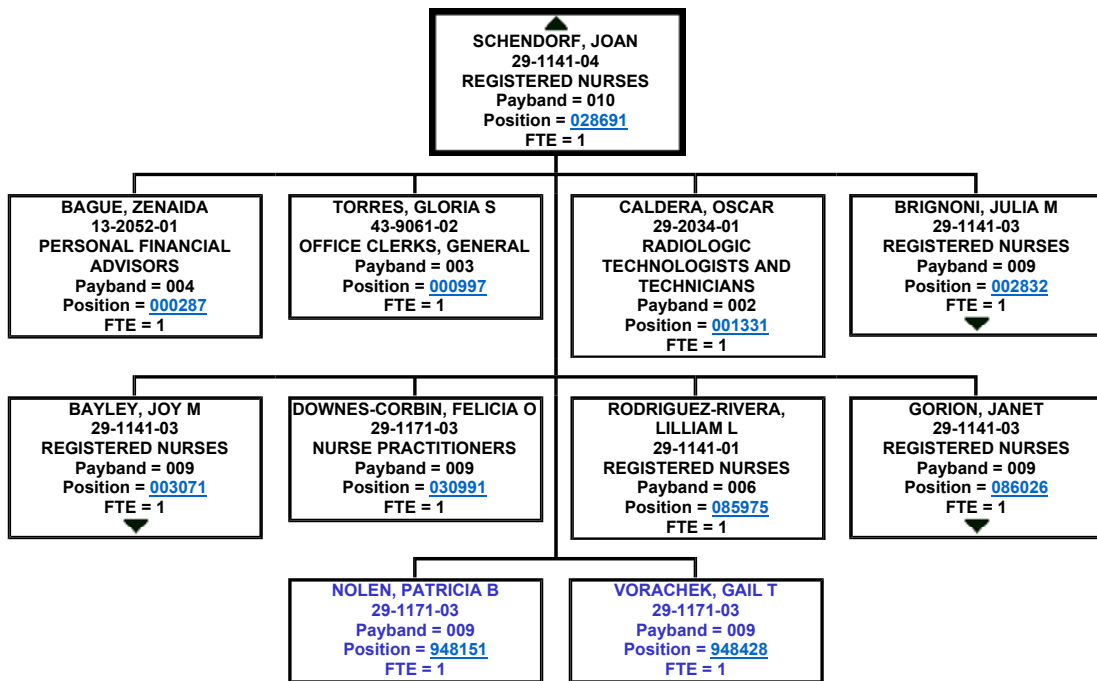




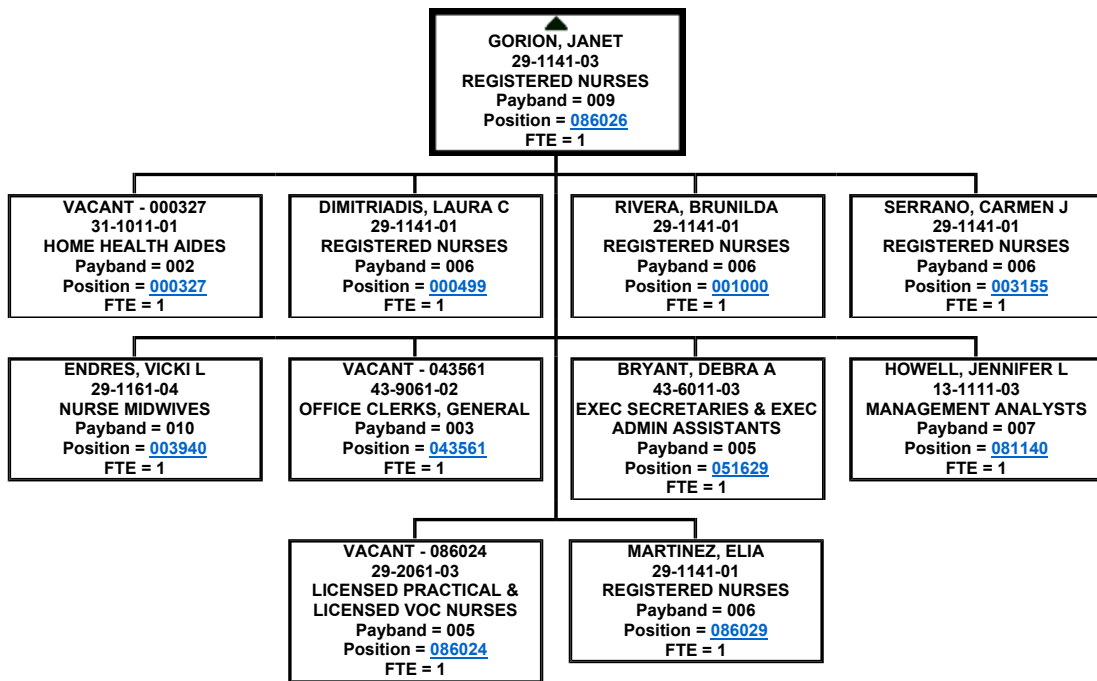


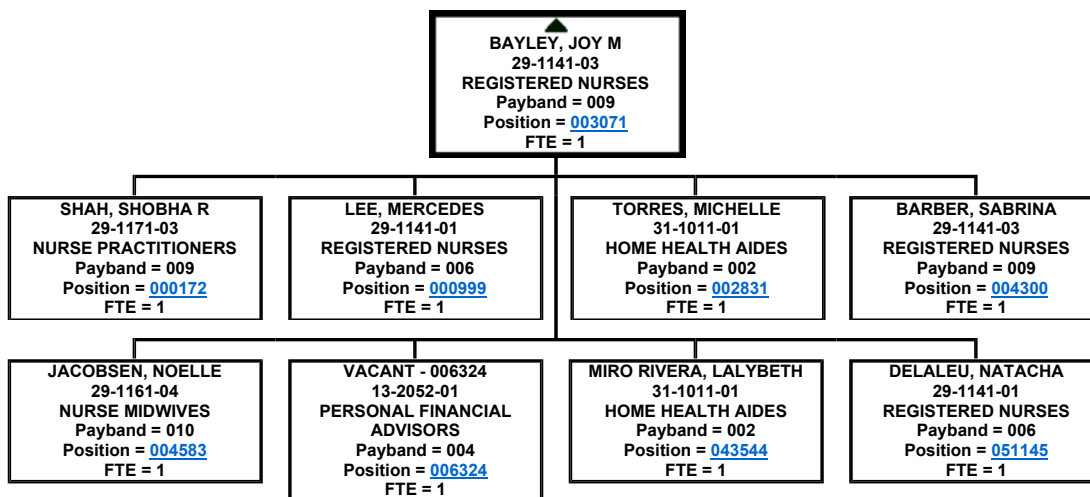


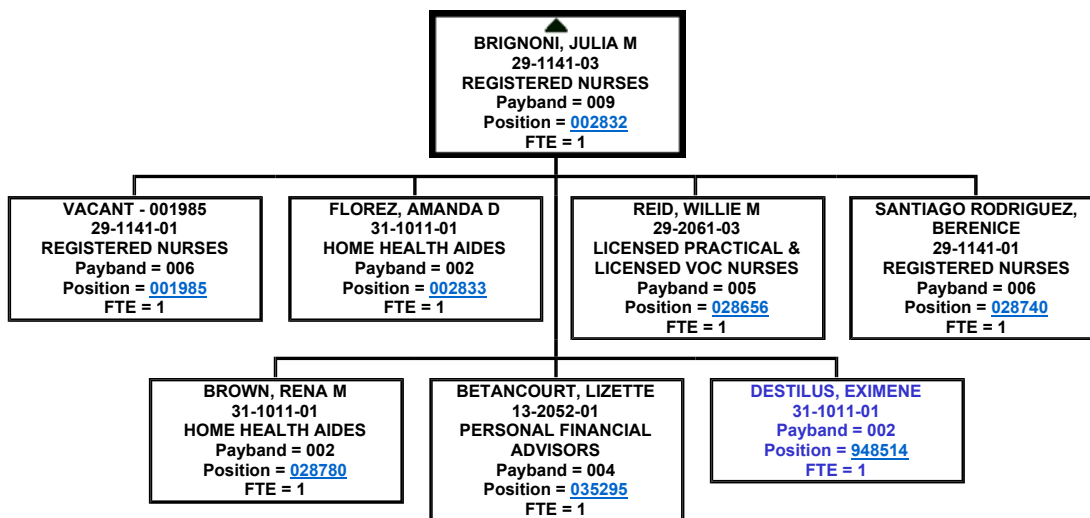


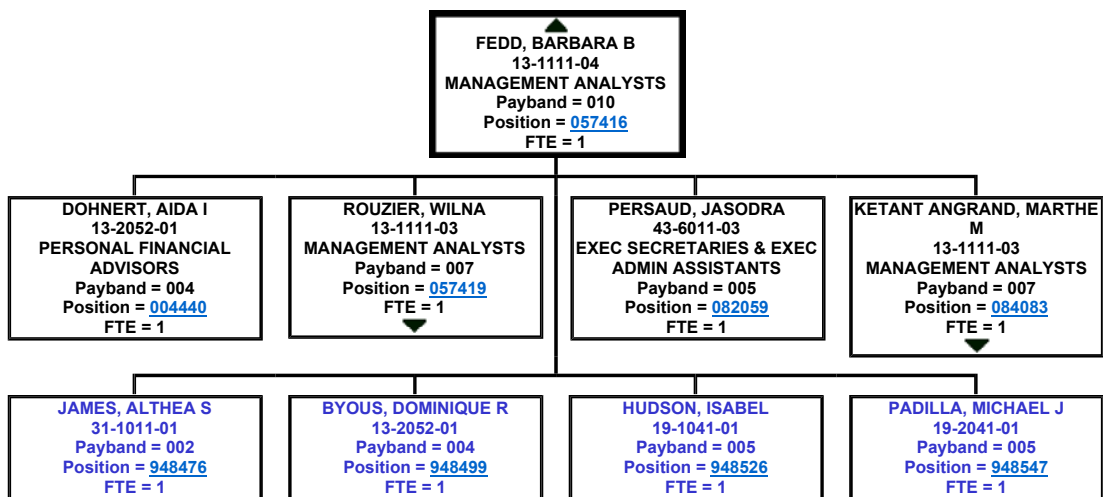


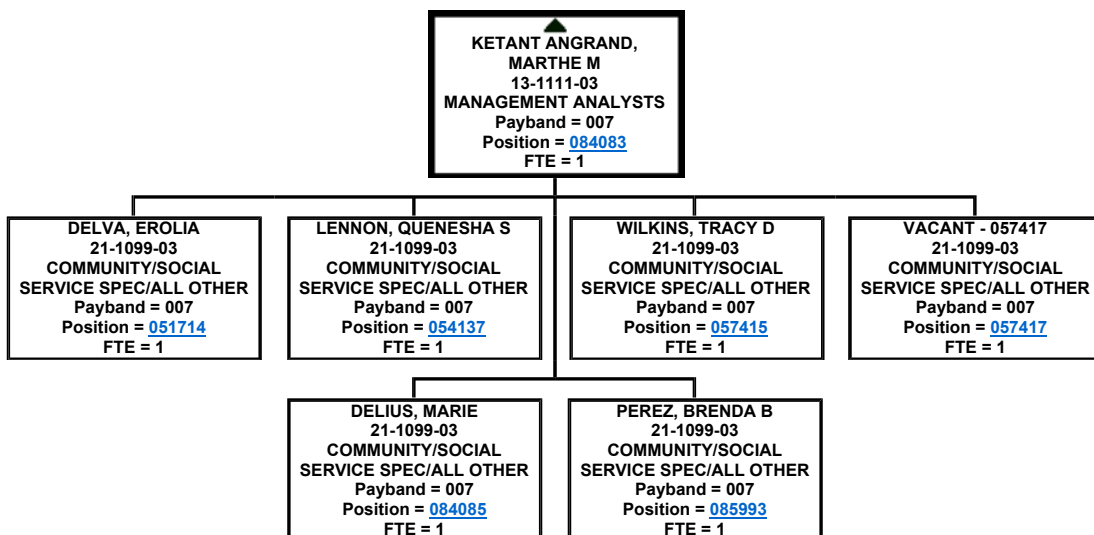


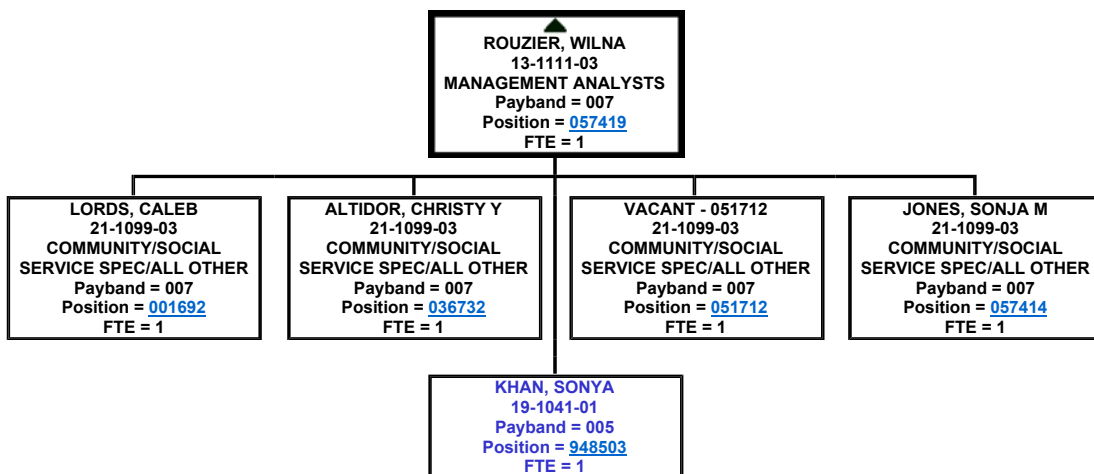


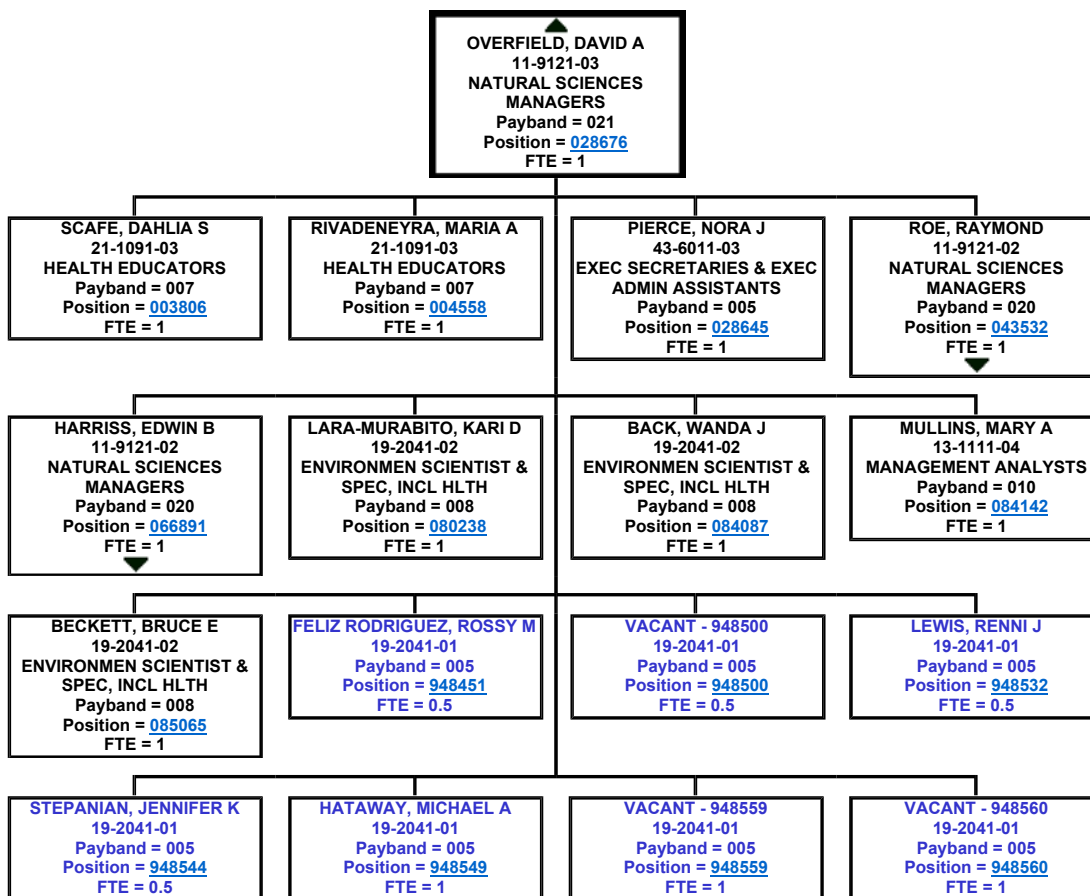


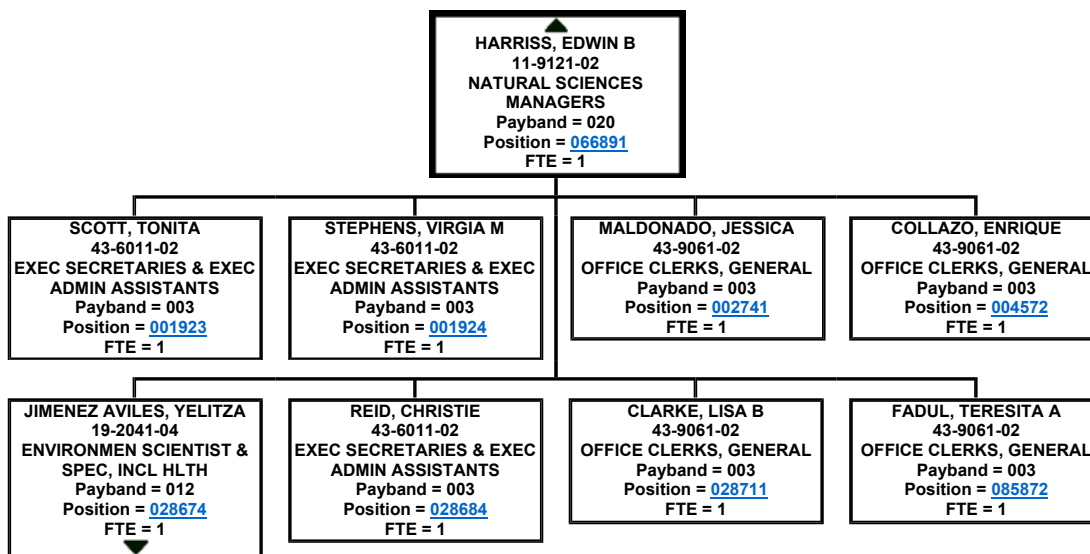




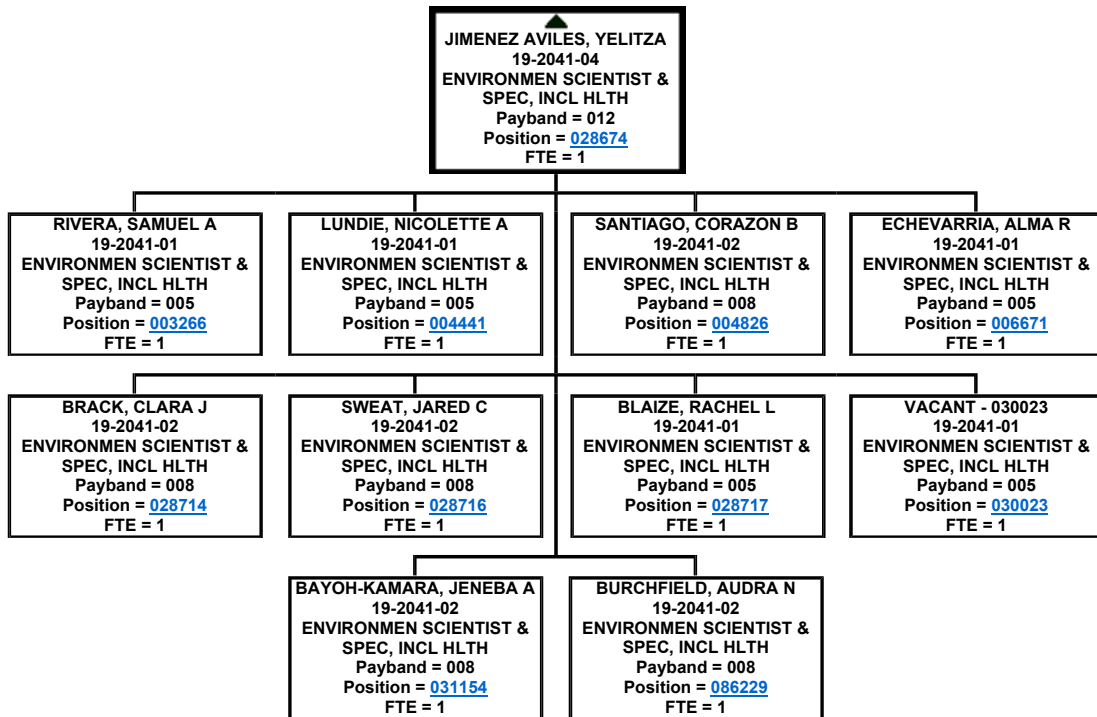


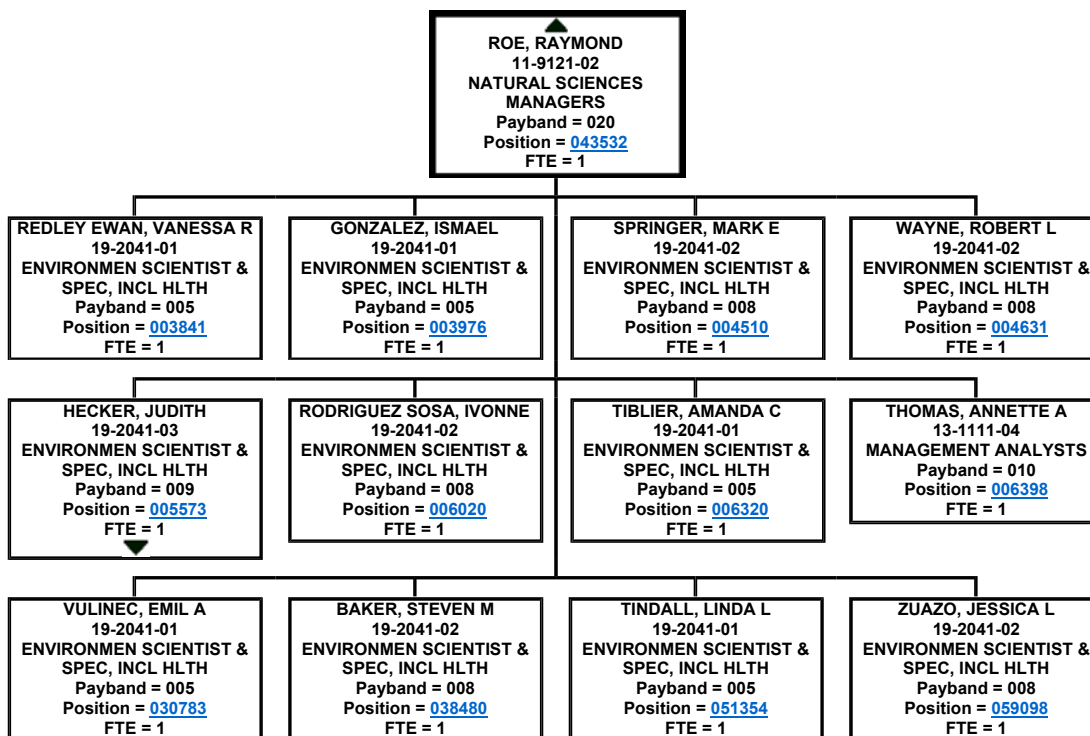


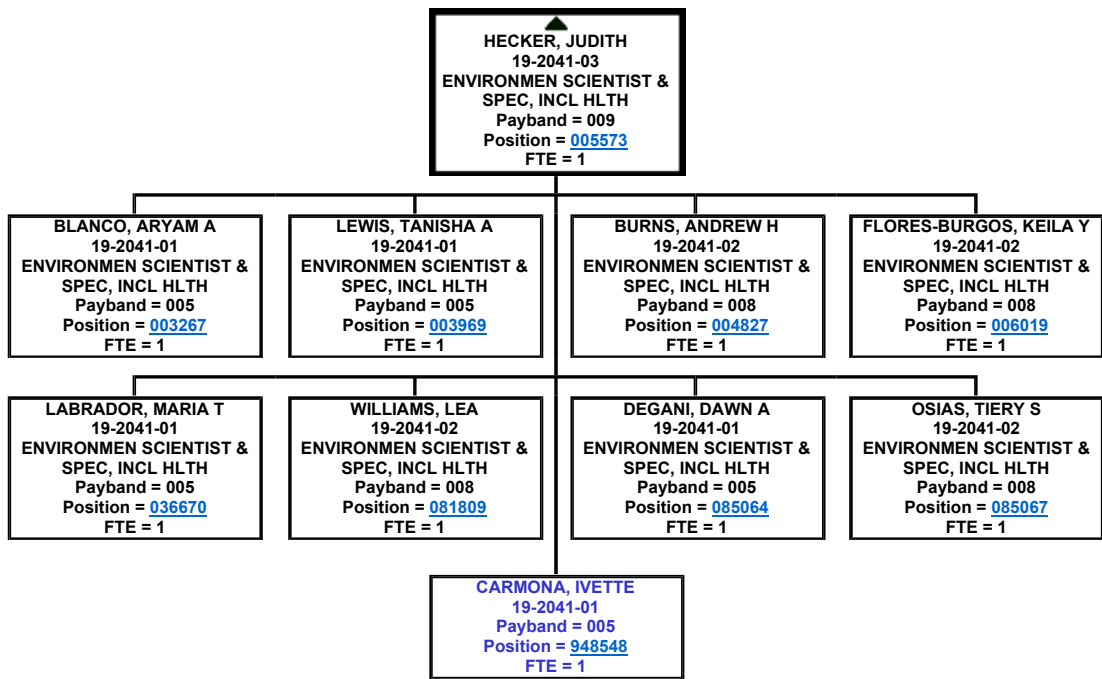


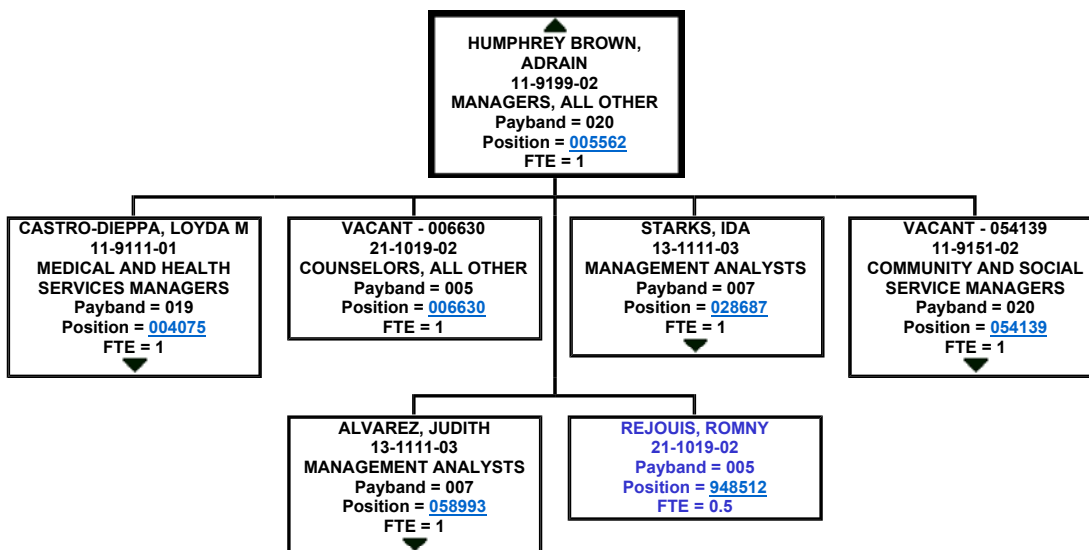


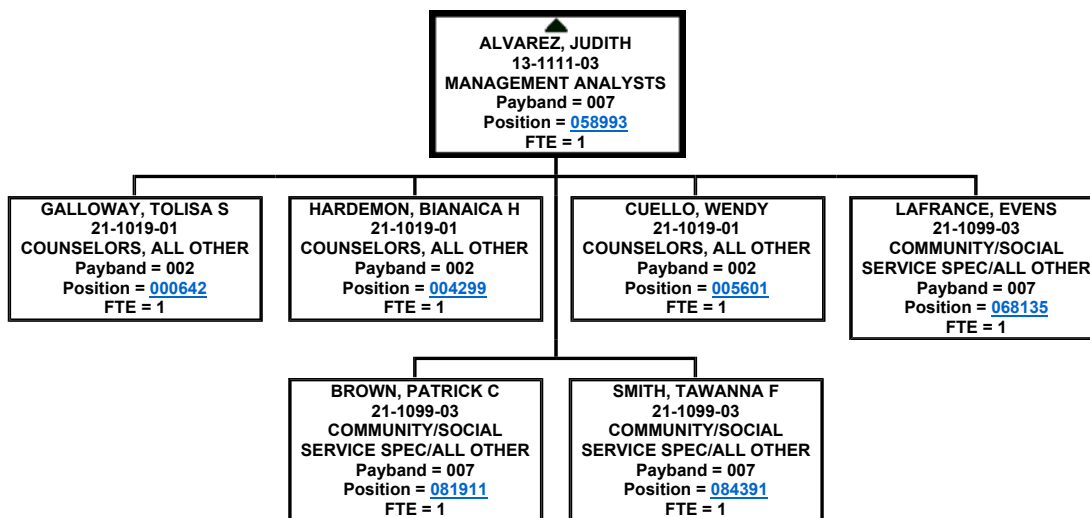


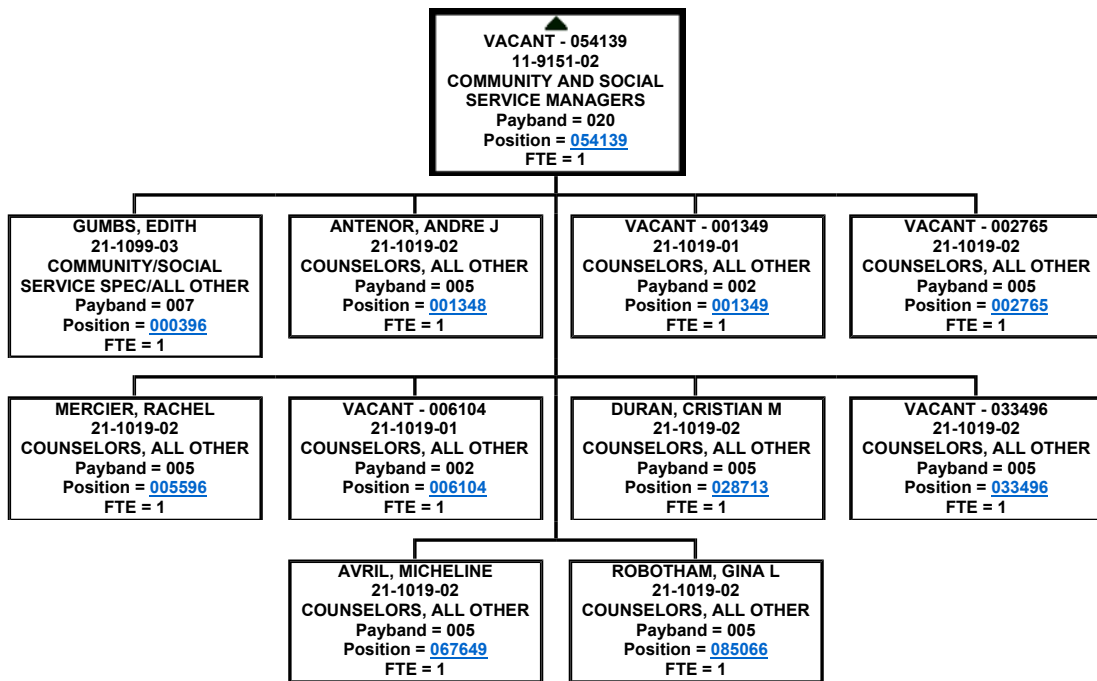


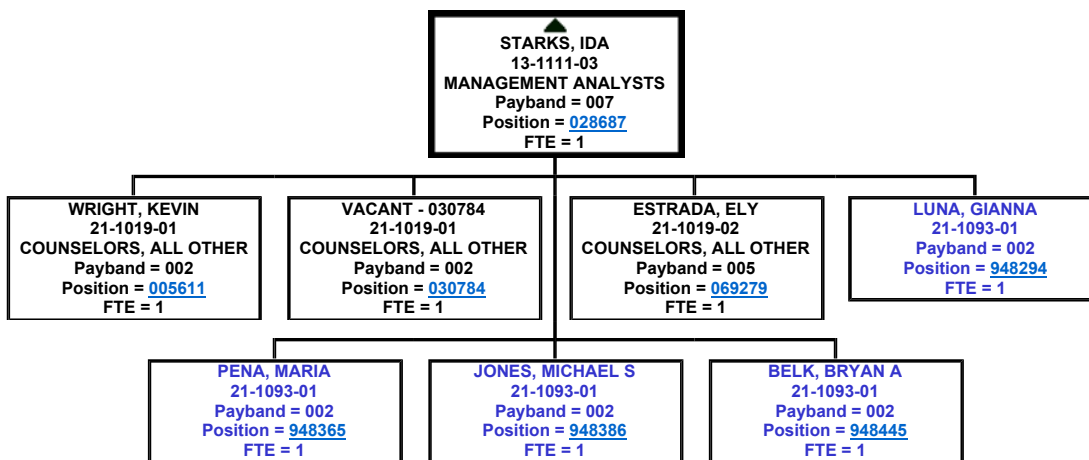


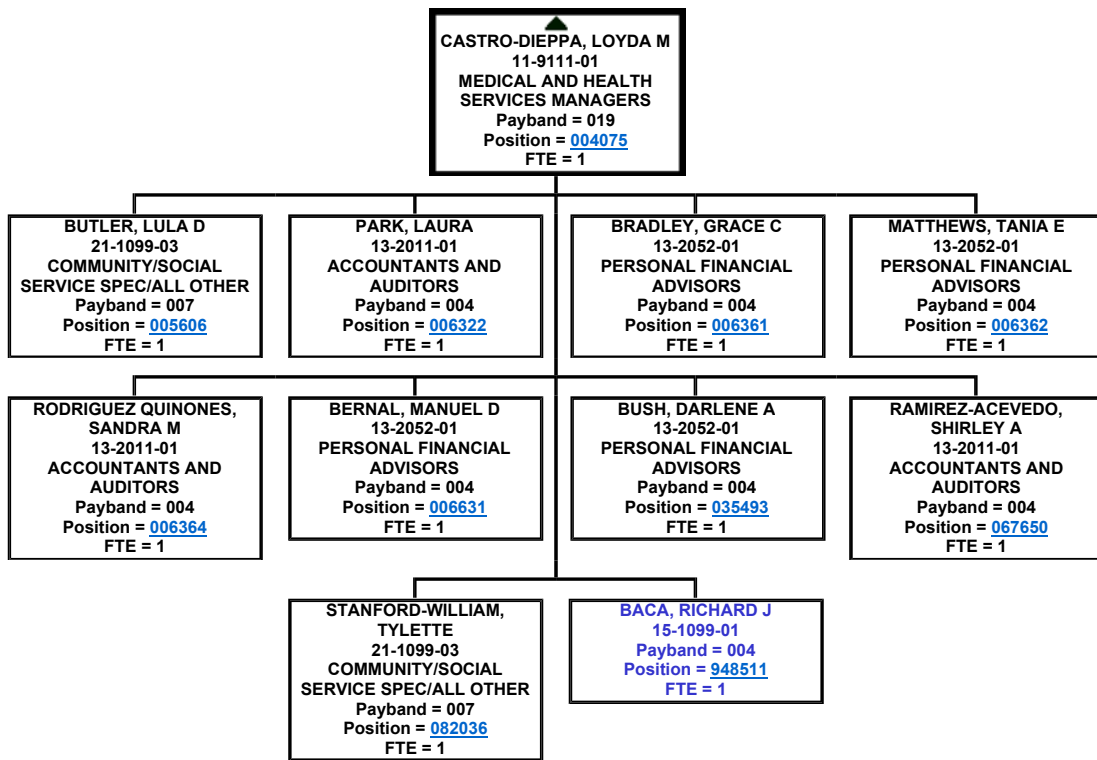




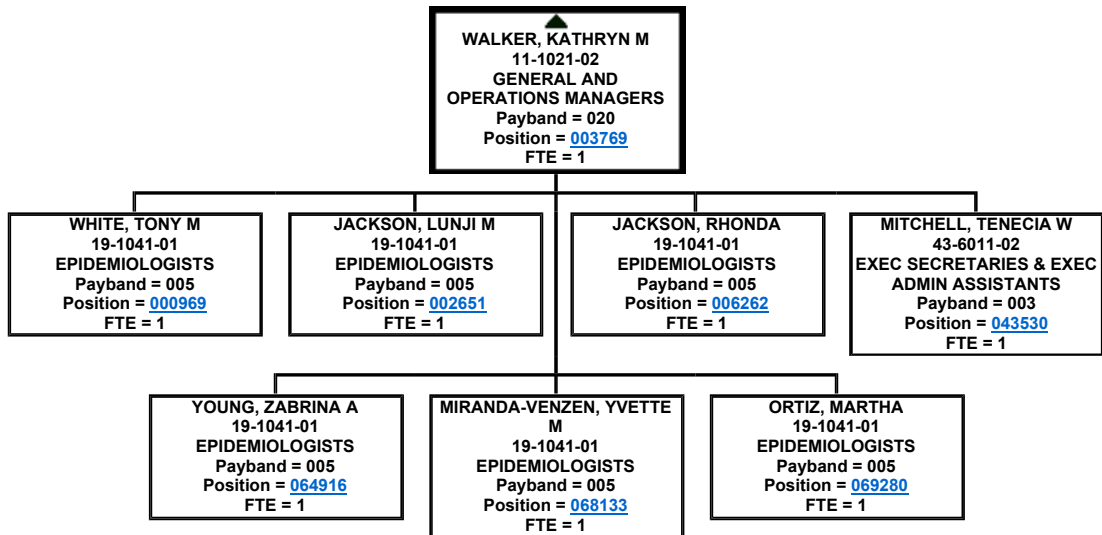


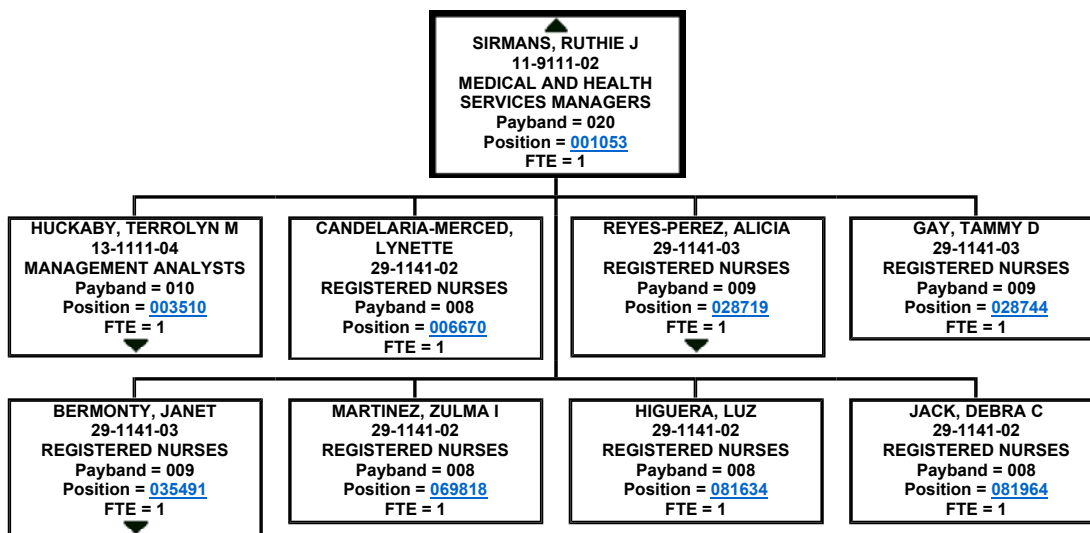


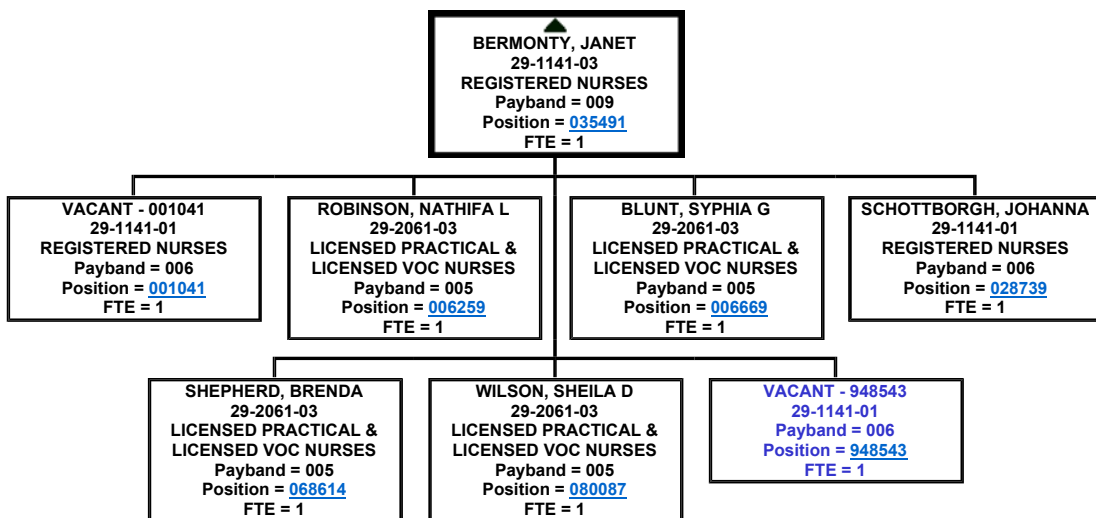


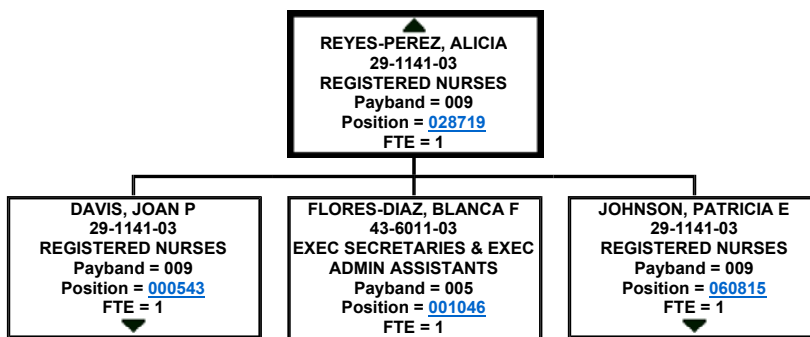


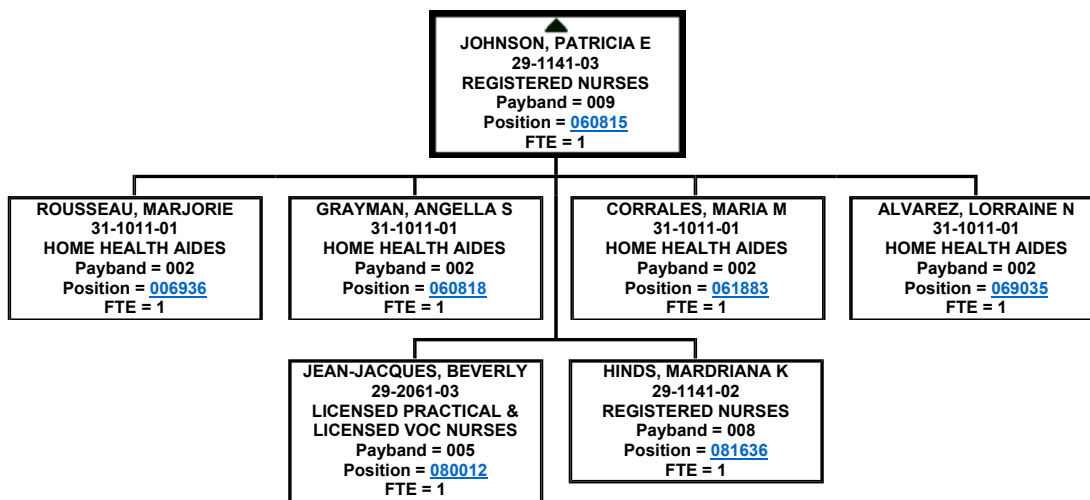


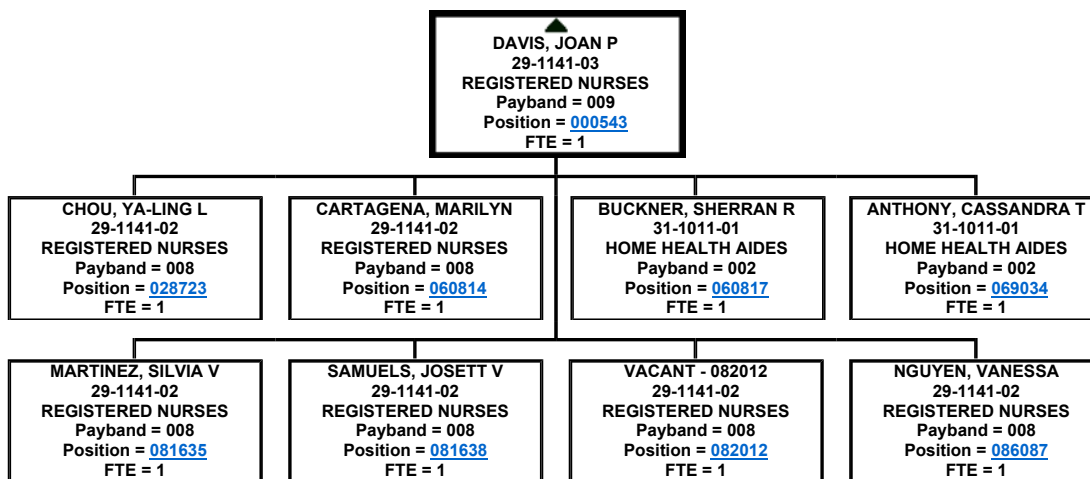


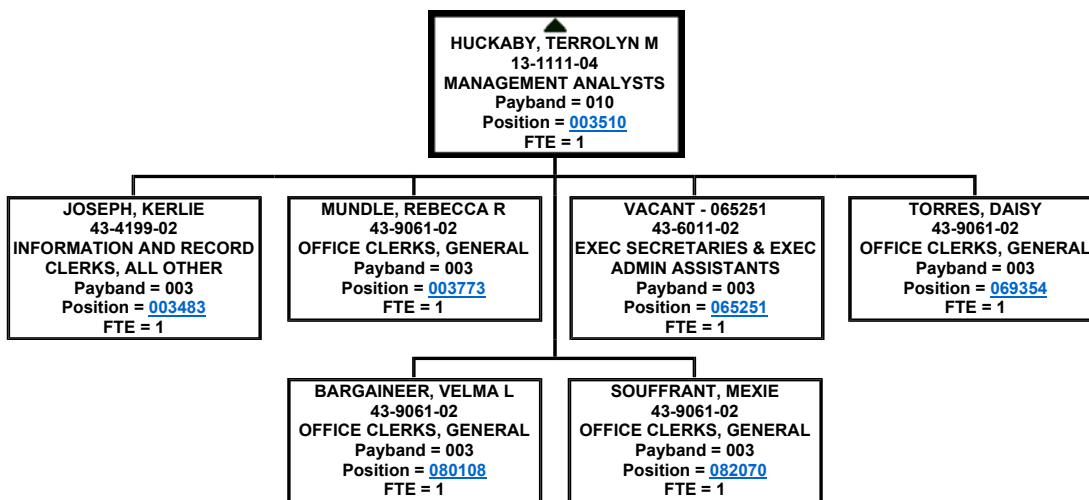


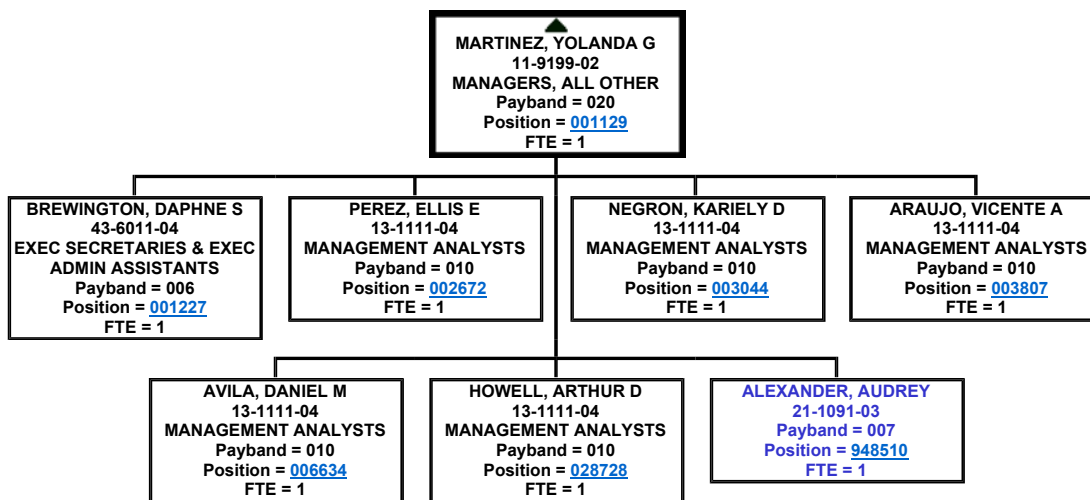












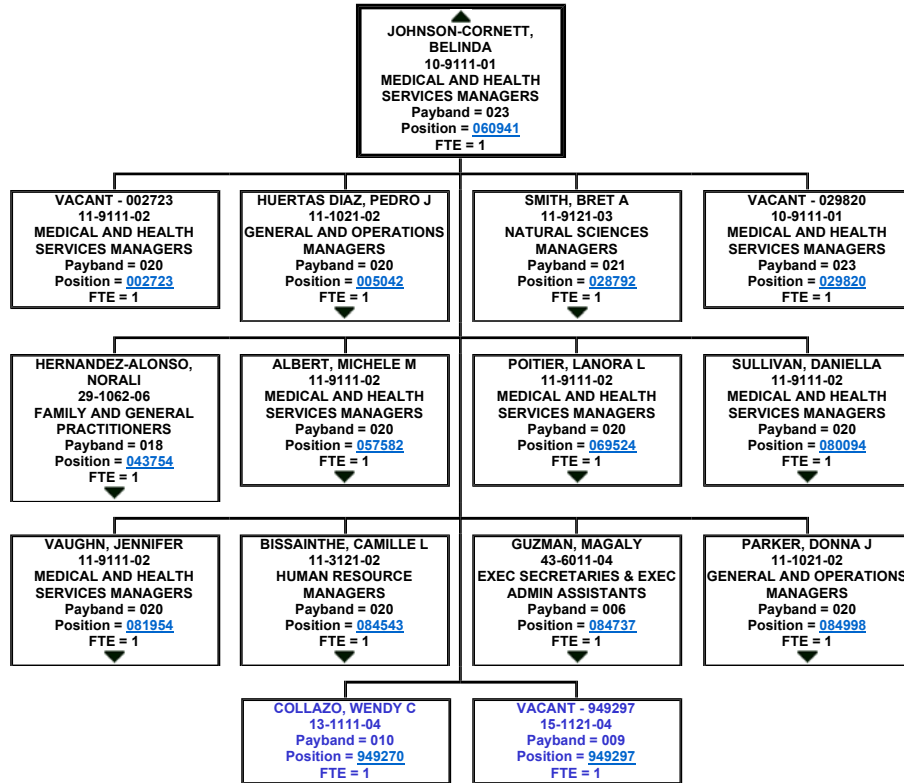


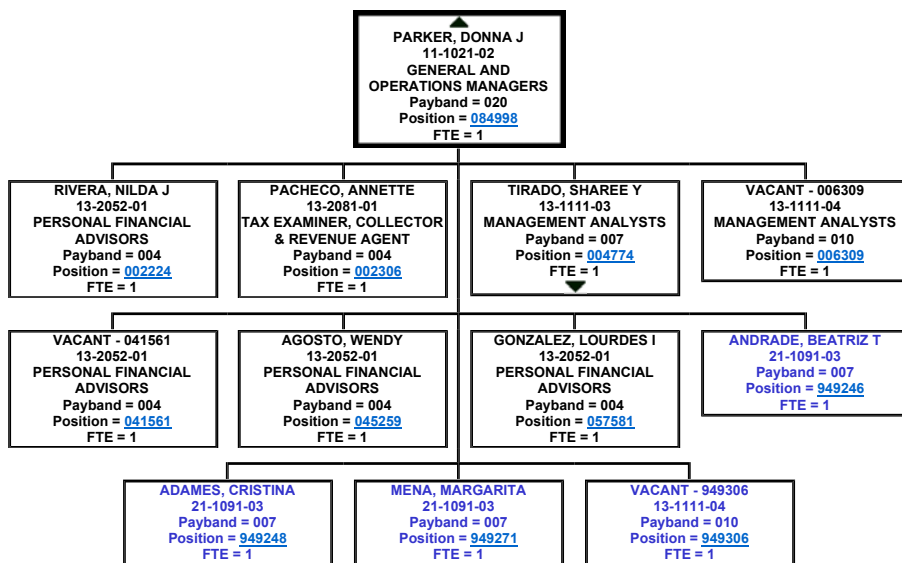


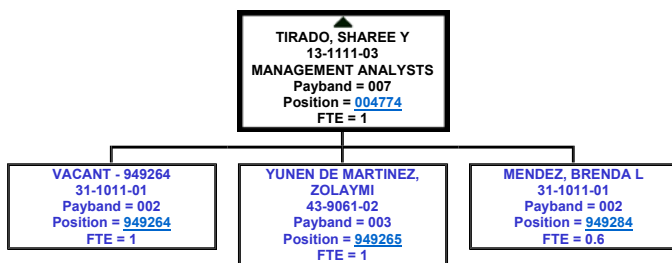
## CHD 49 - Osceola County Health Department

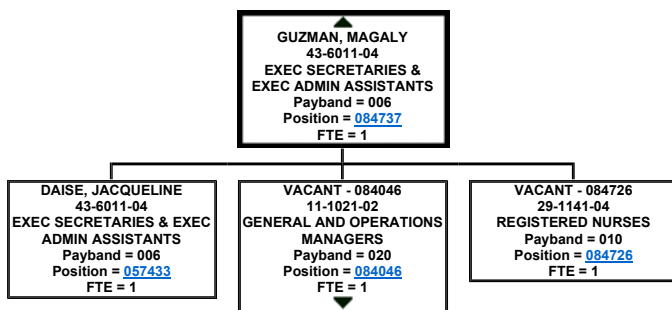
Created: 10/5/2016 10:19:00 AM

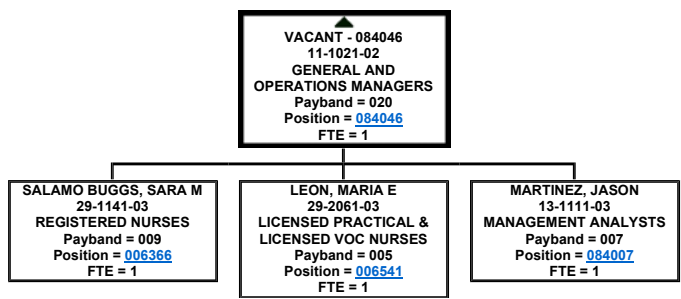
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

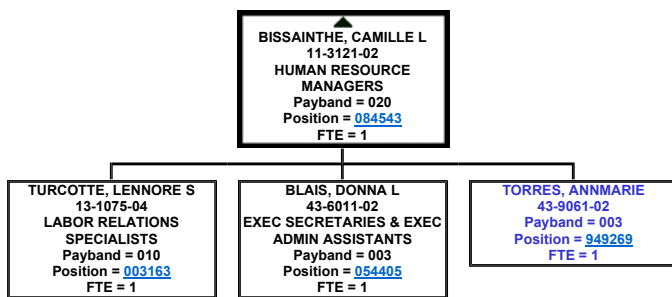


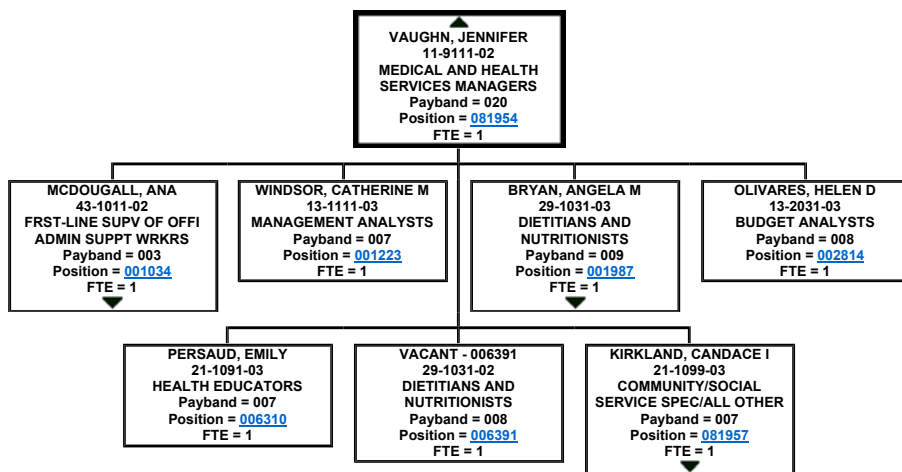




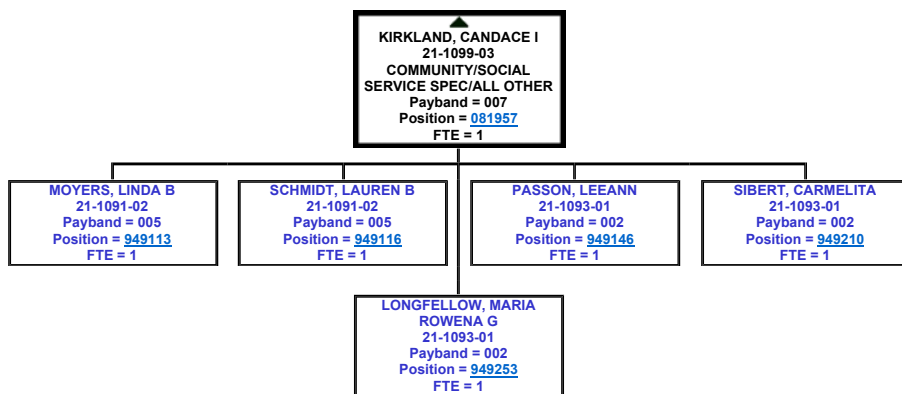


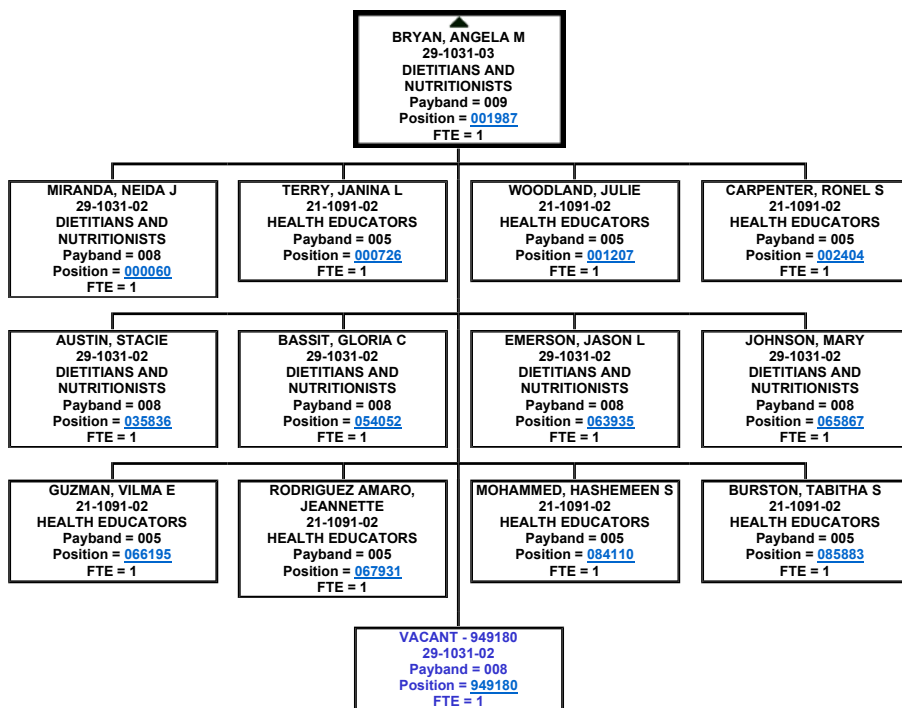


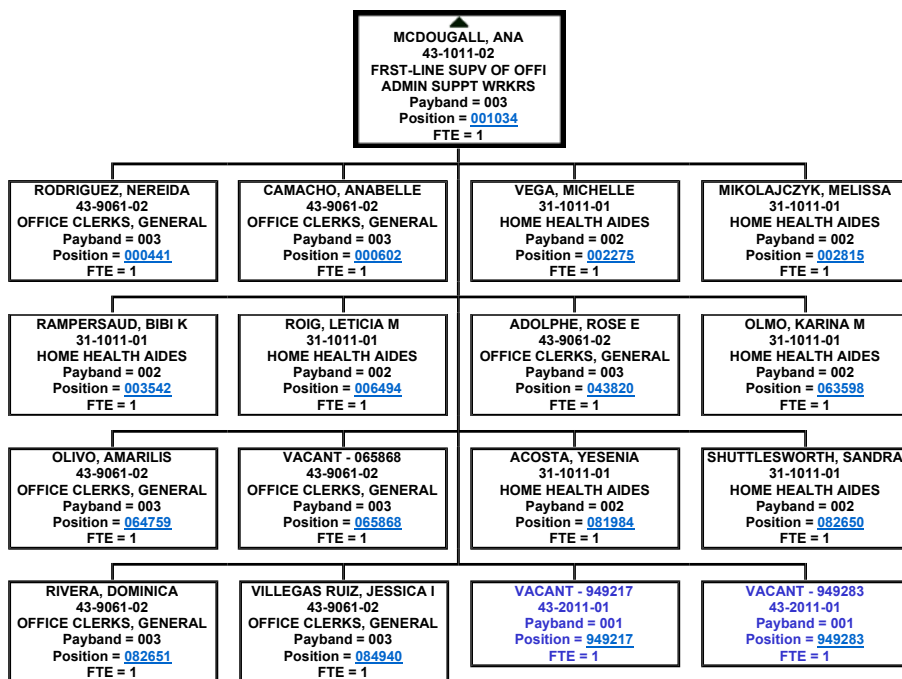


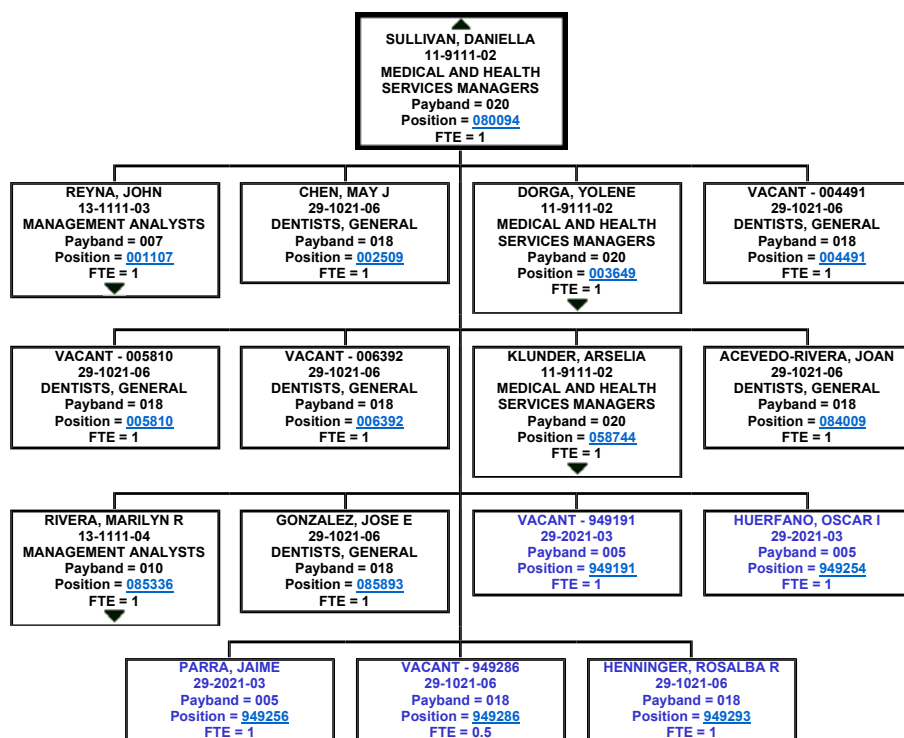


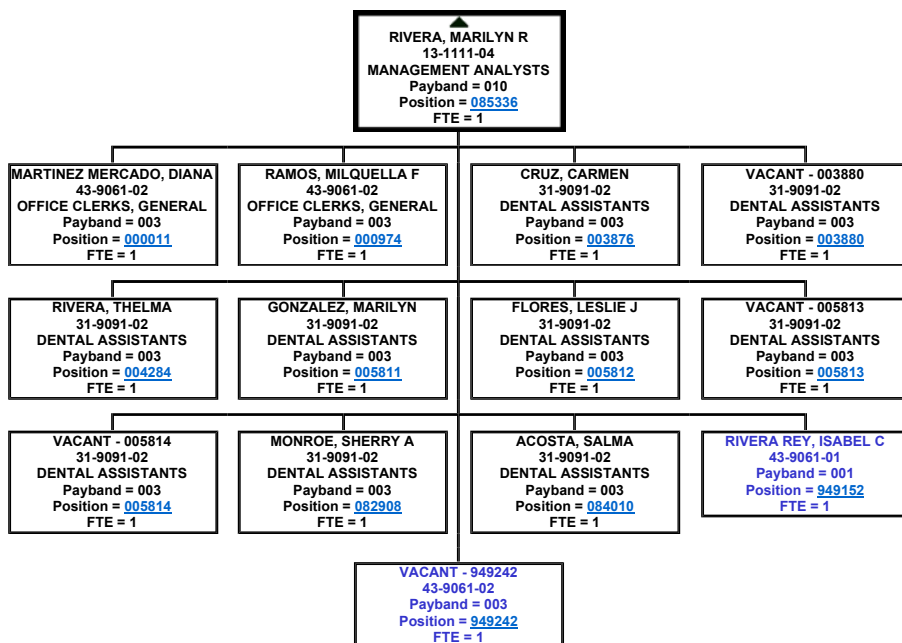


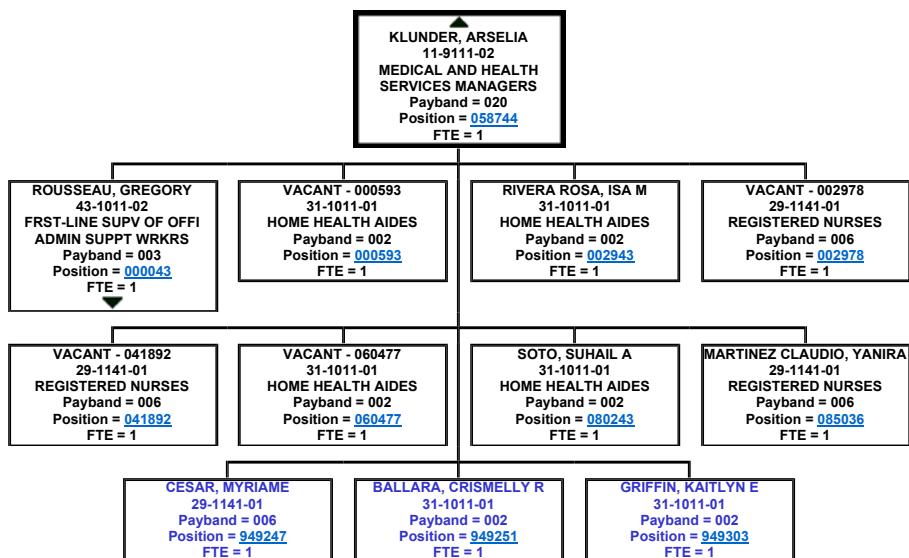


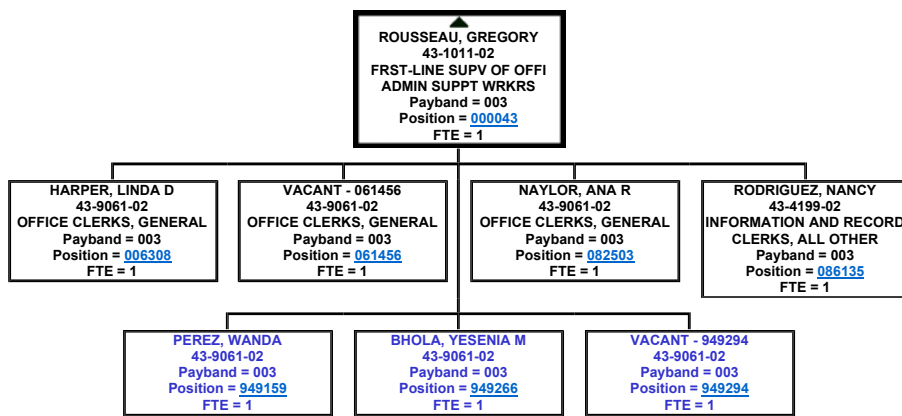


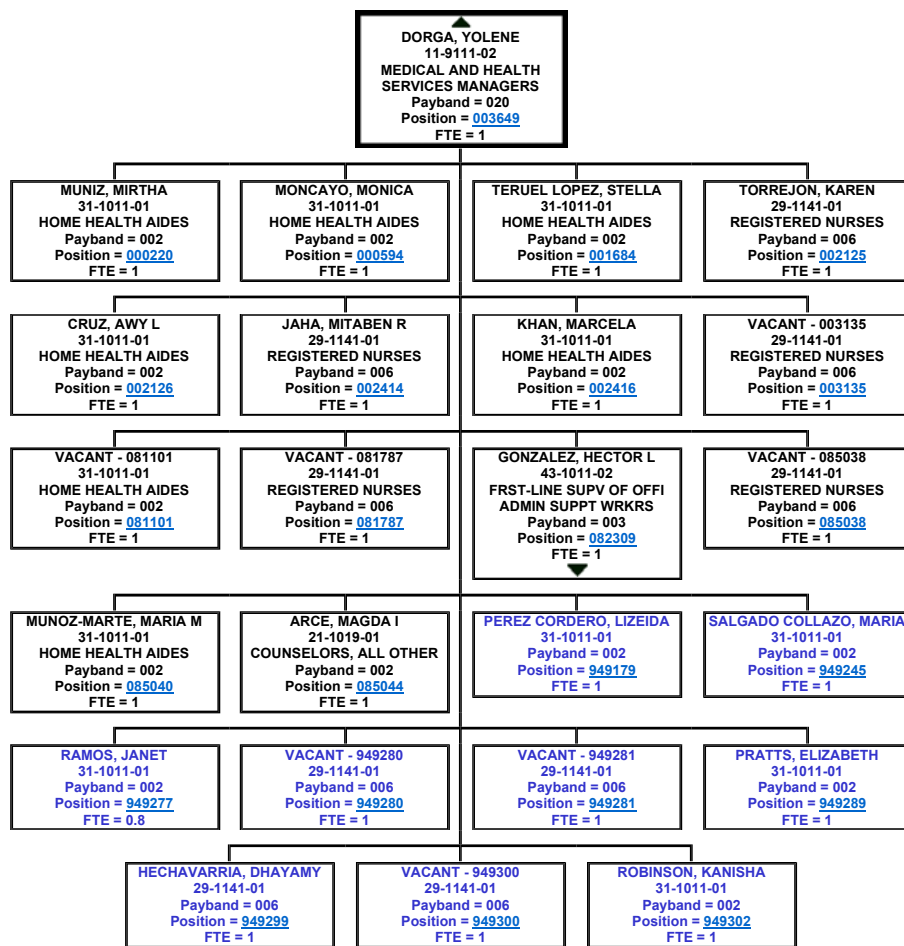




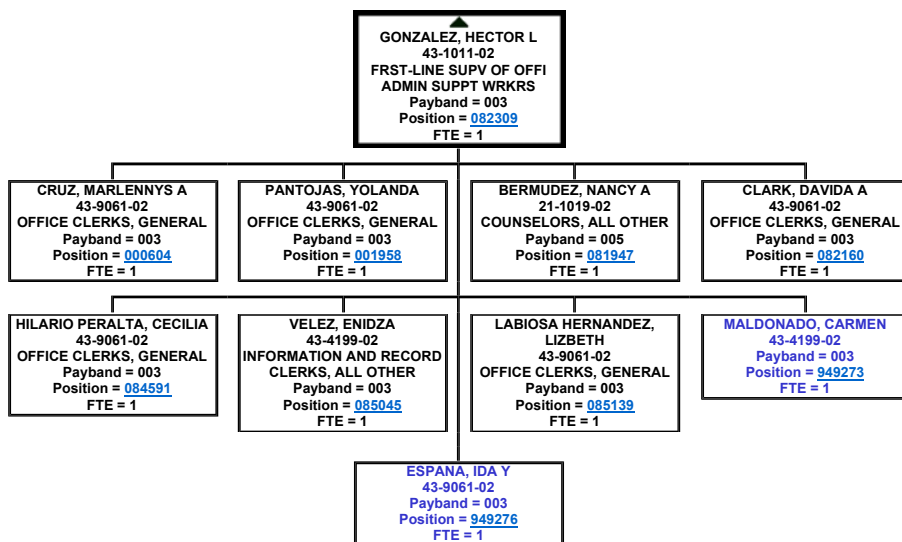


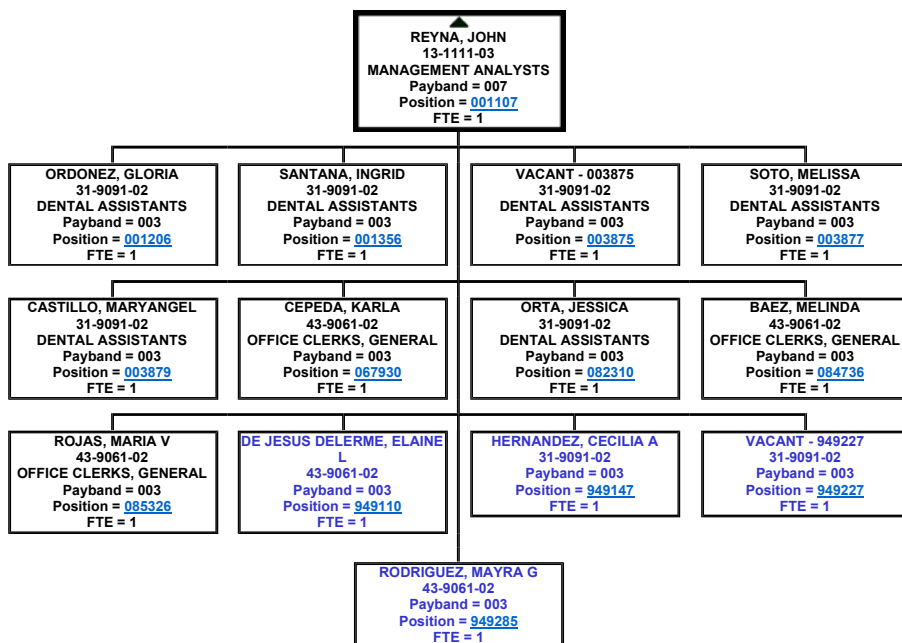


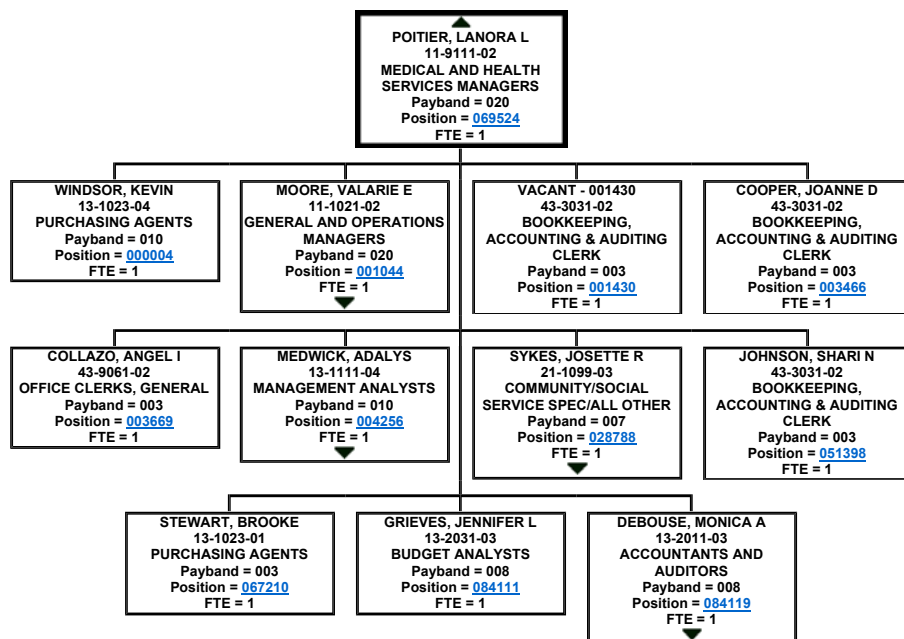


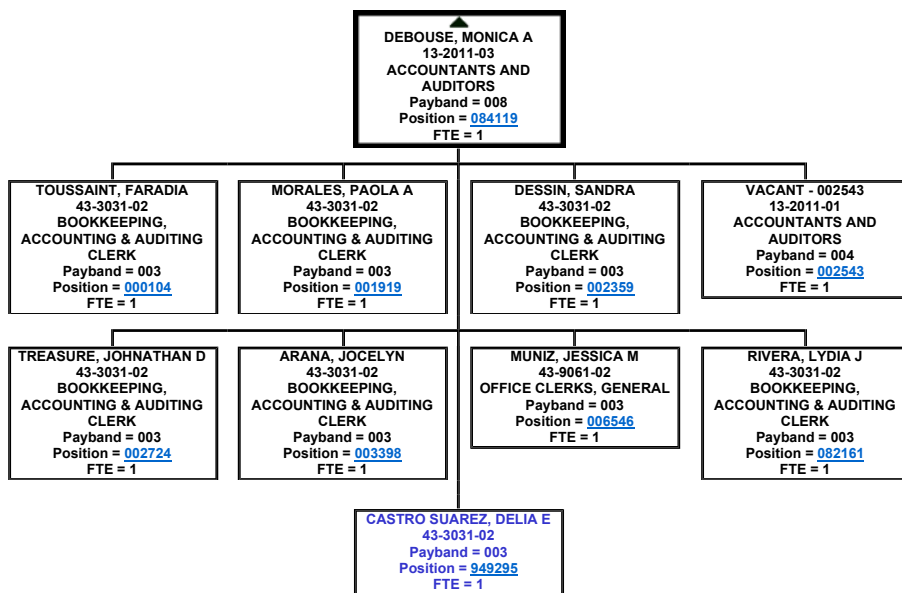


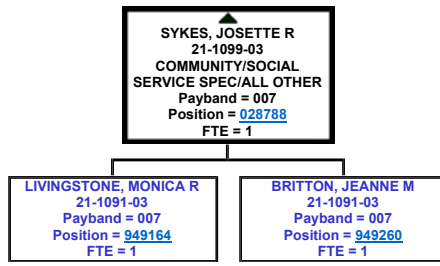


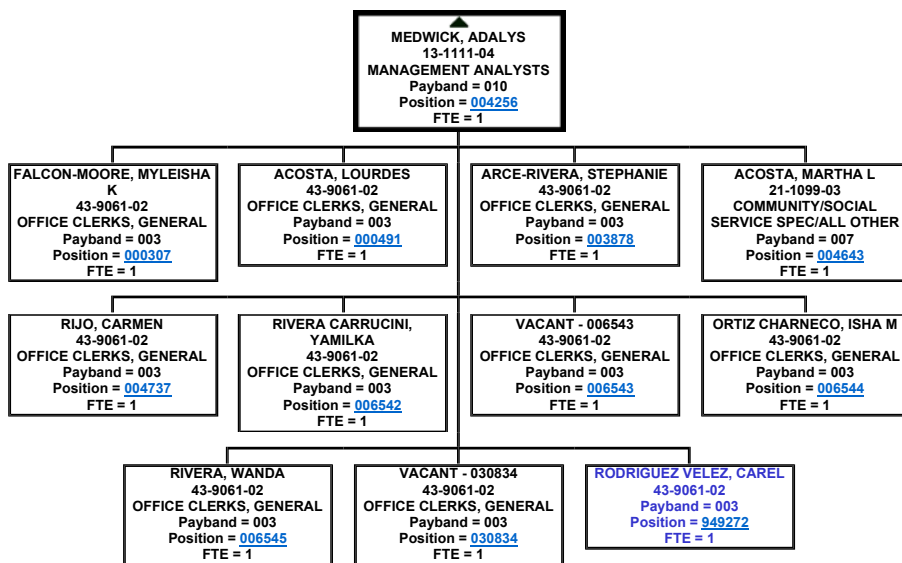


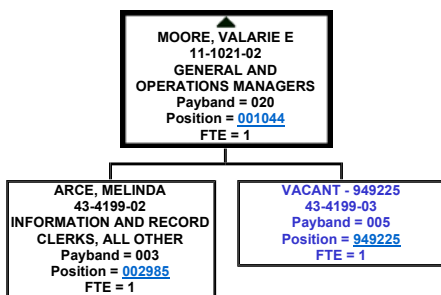


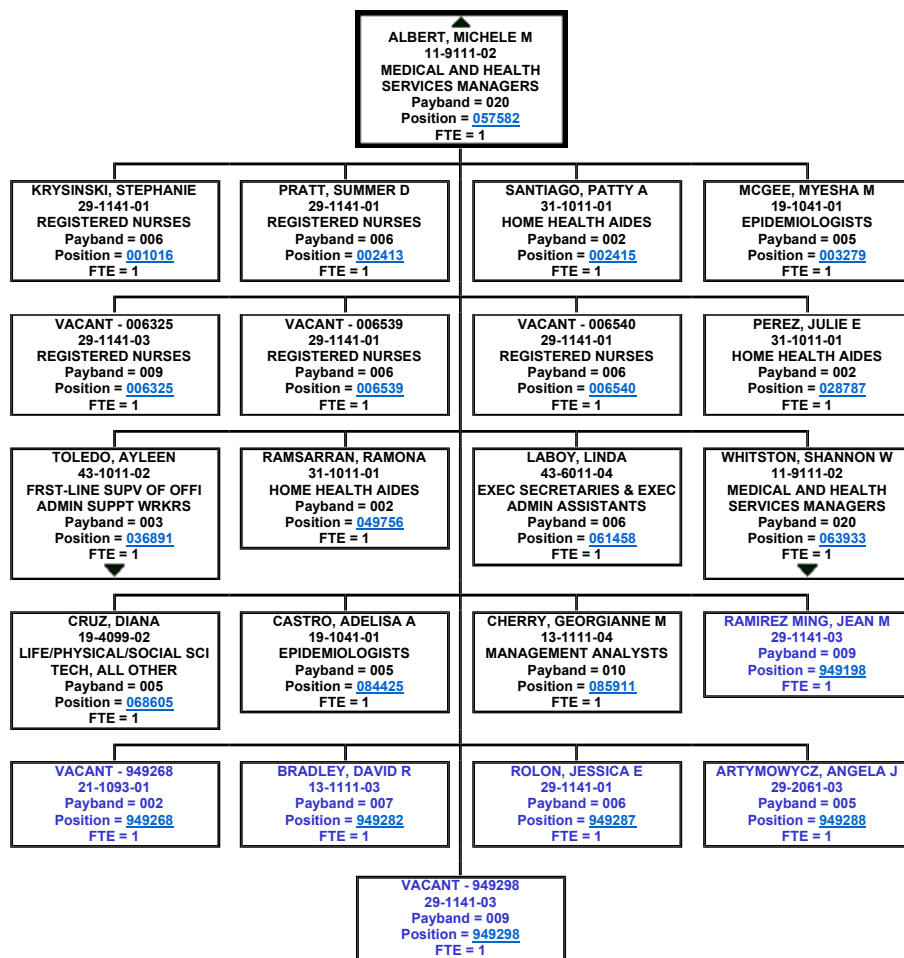




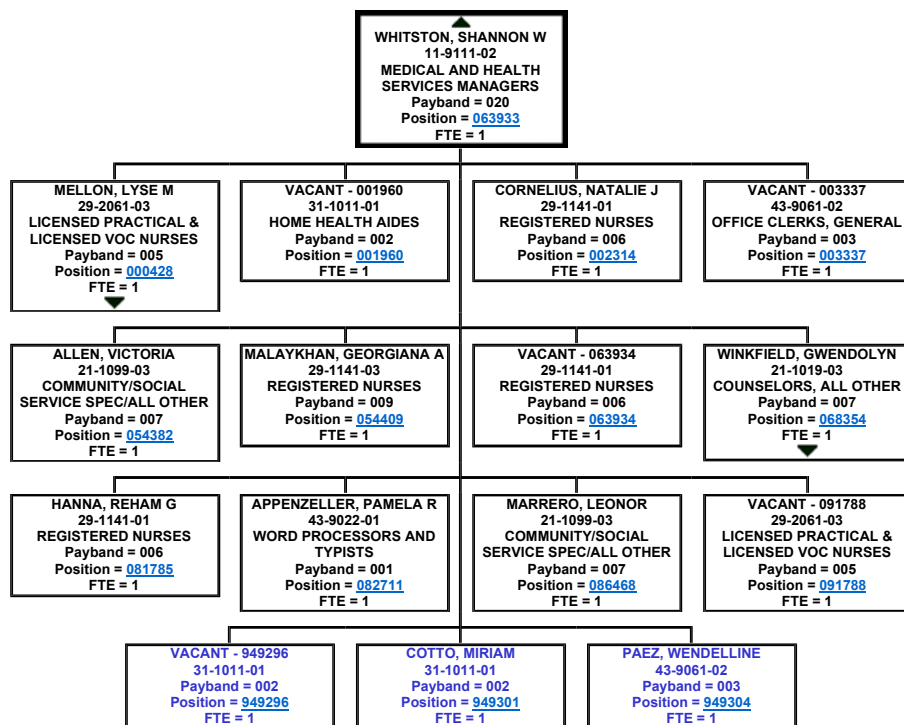


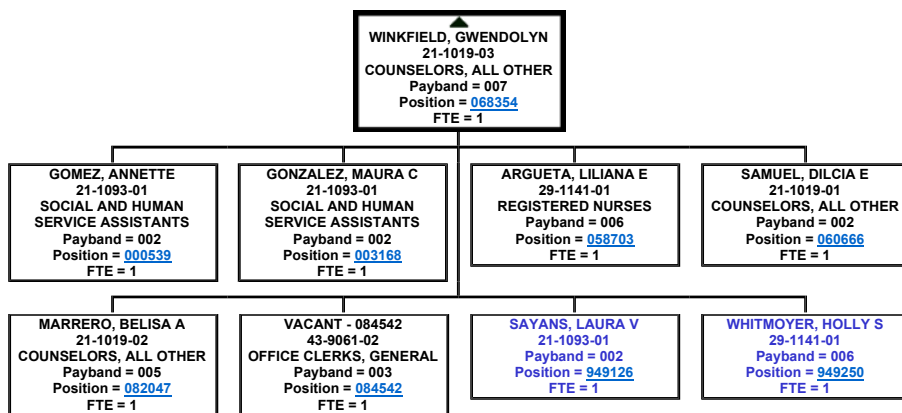


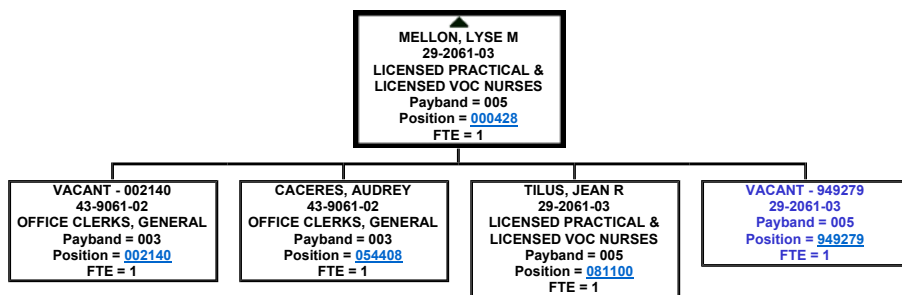


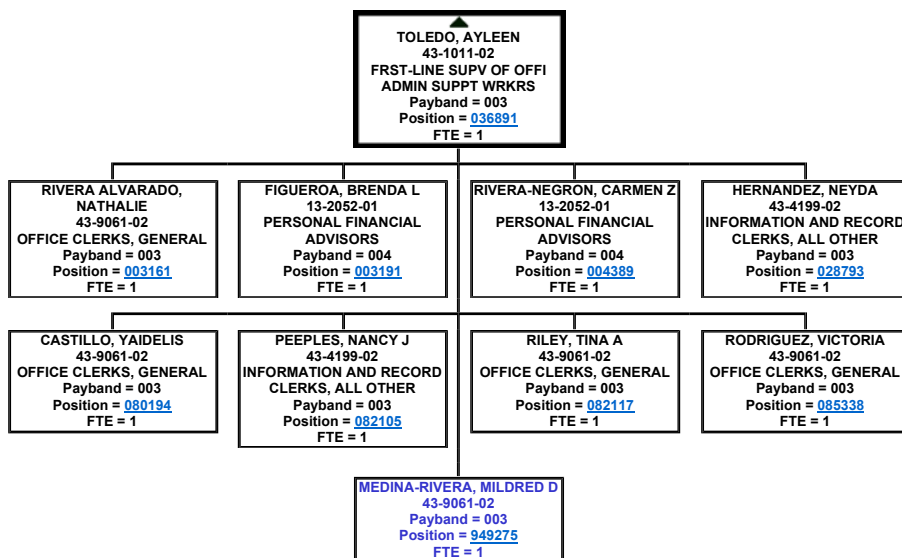


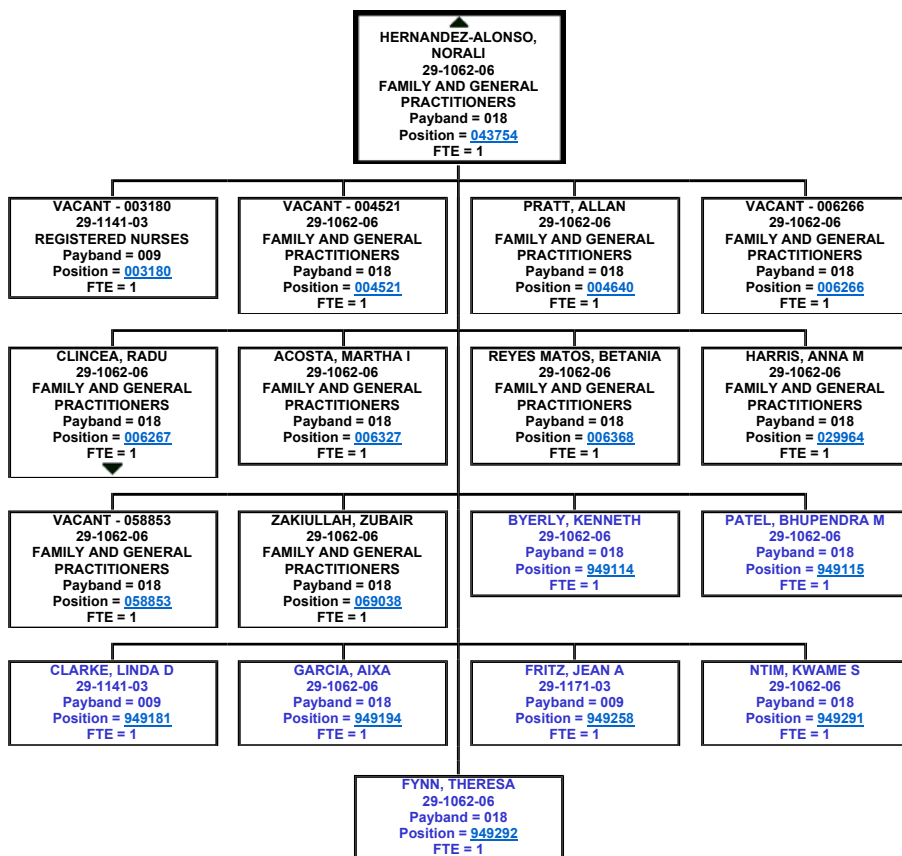


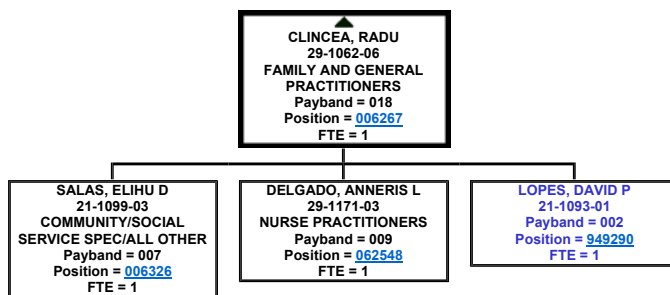


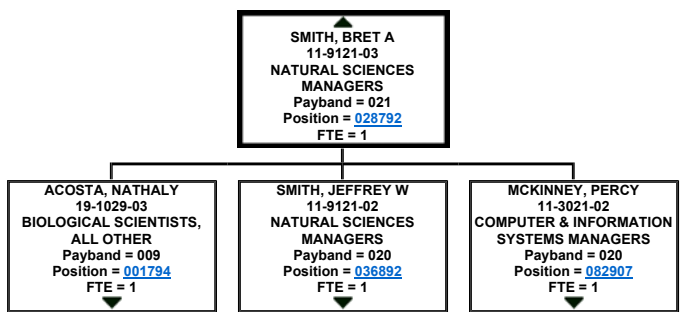


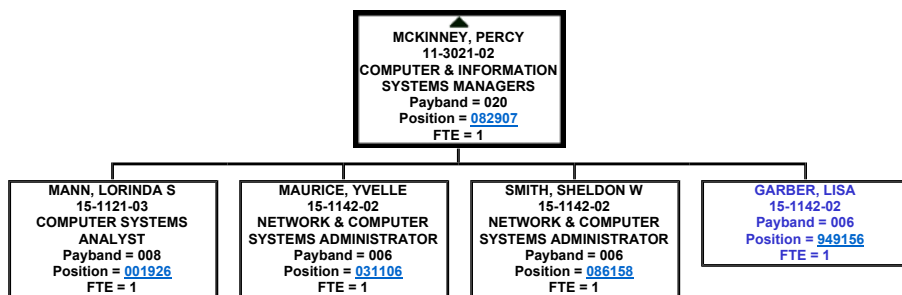




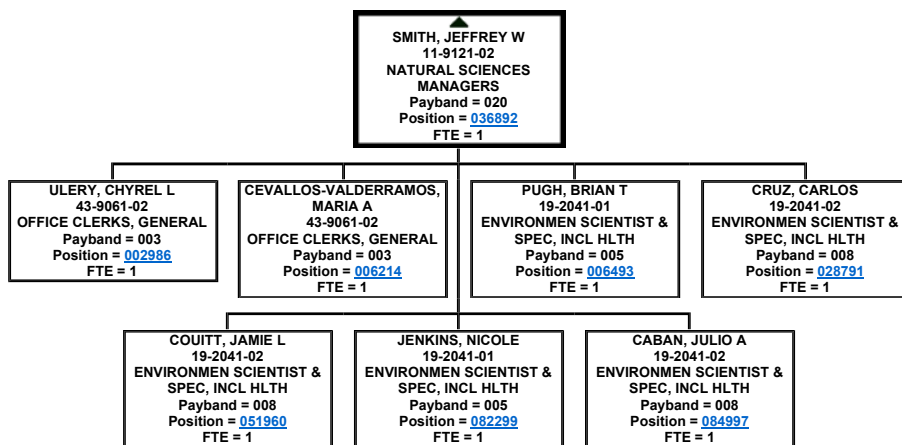


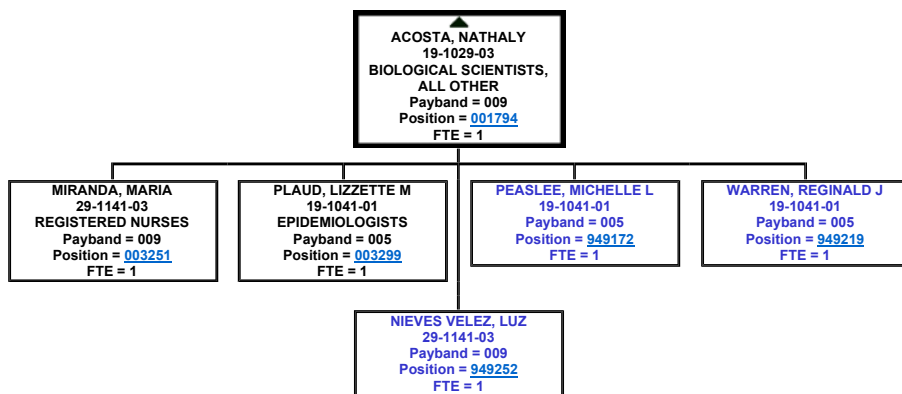


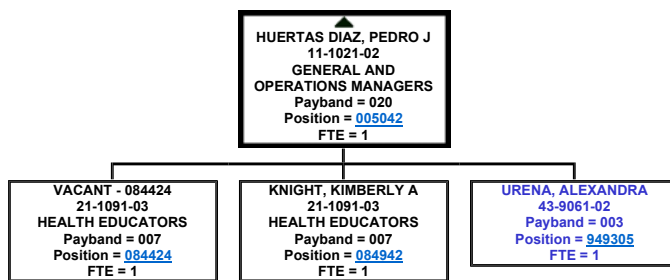








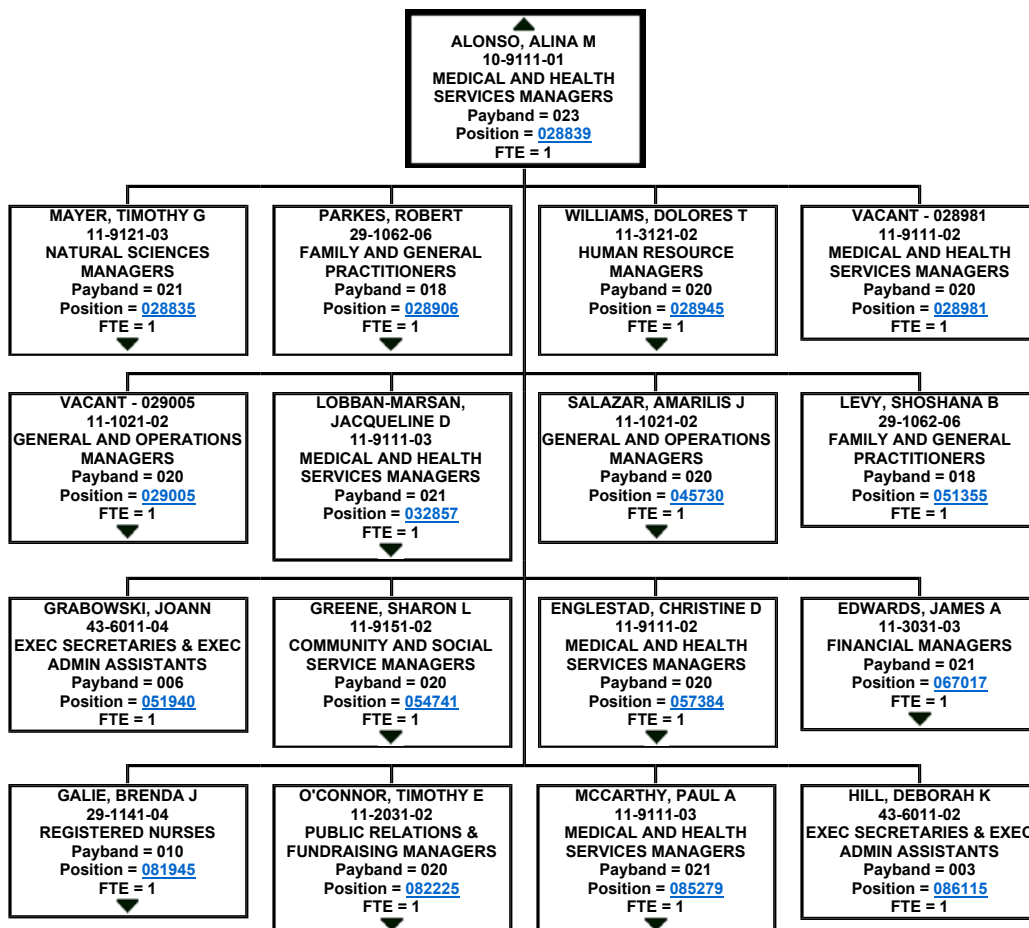


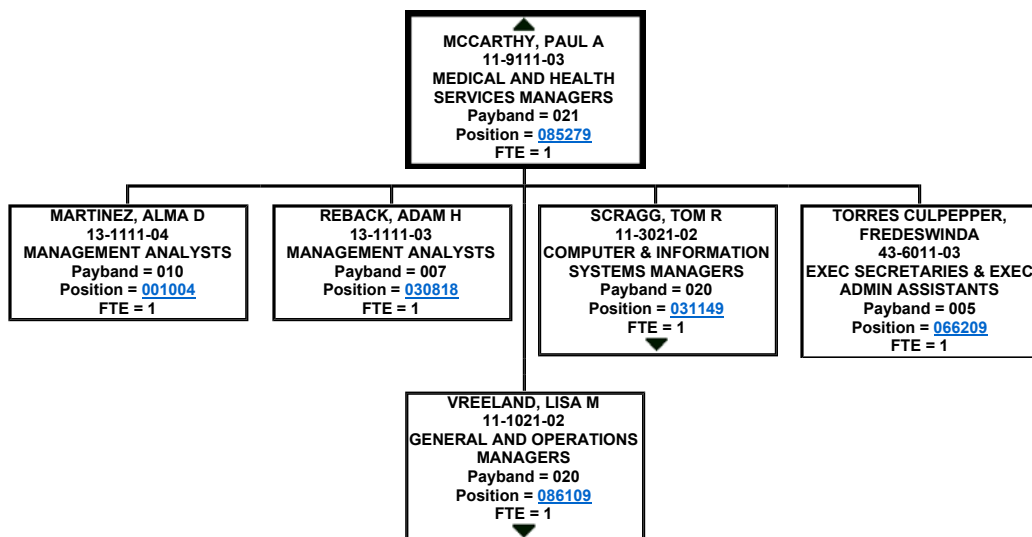


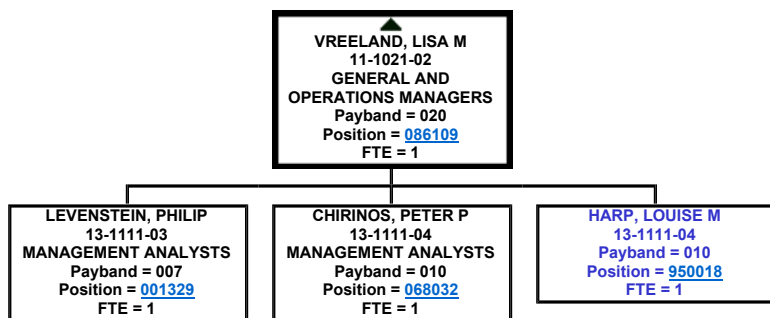
## CHD 50 - Palm Beach County Health Department

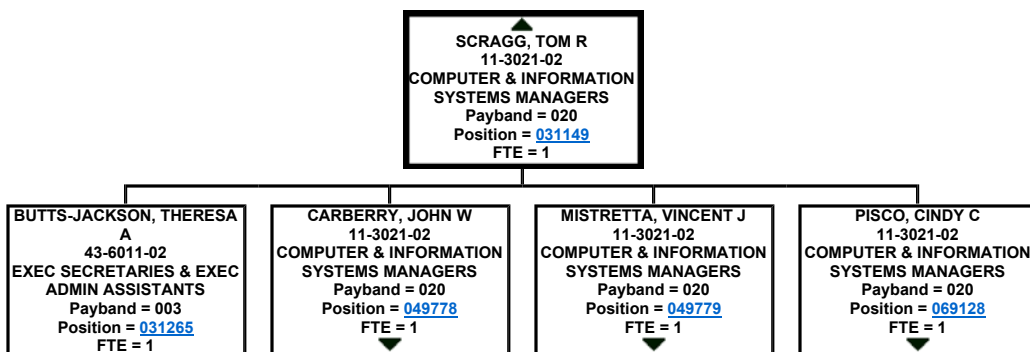
Created: 10/5/2016 10:19:00 AM

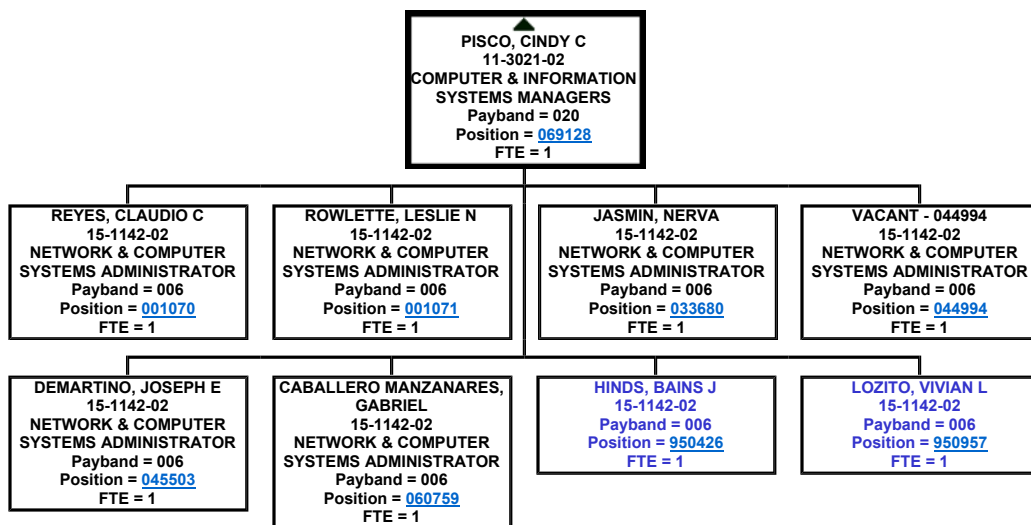
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.



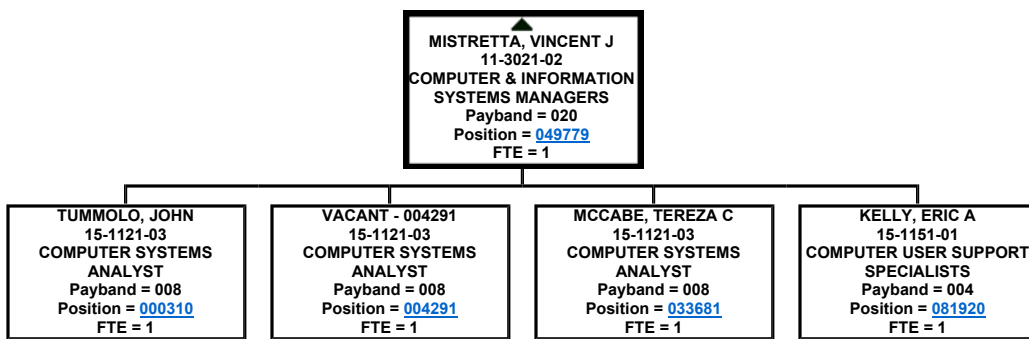


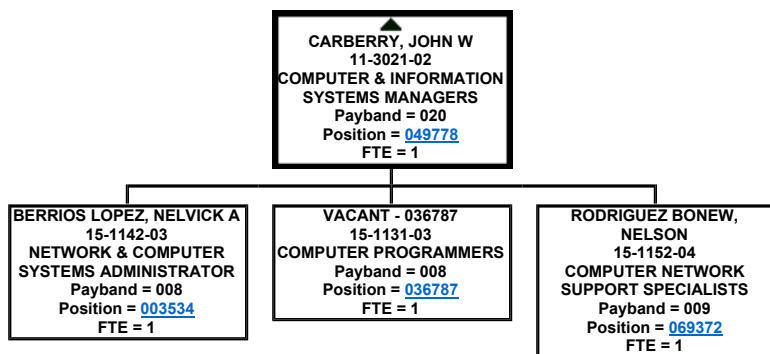


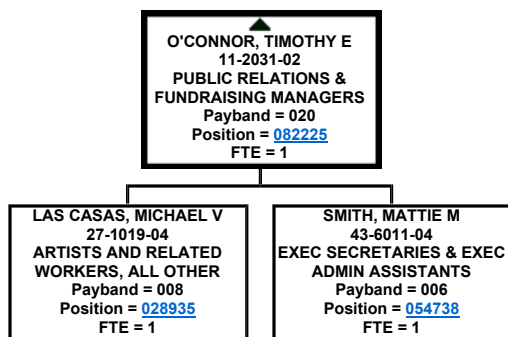


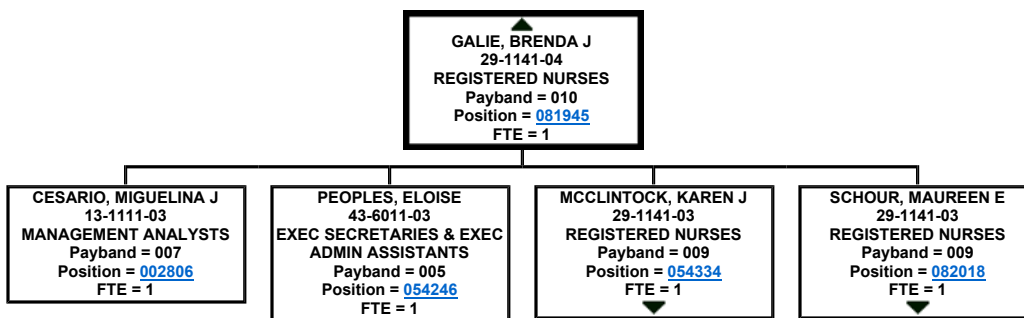


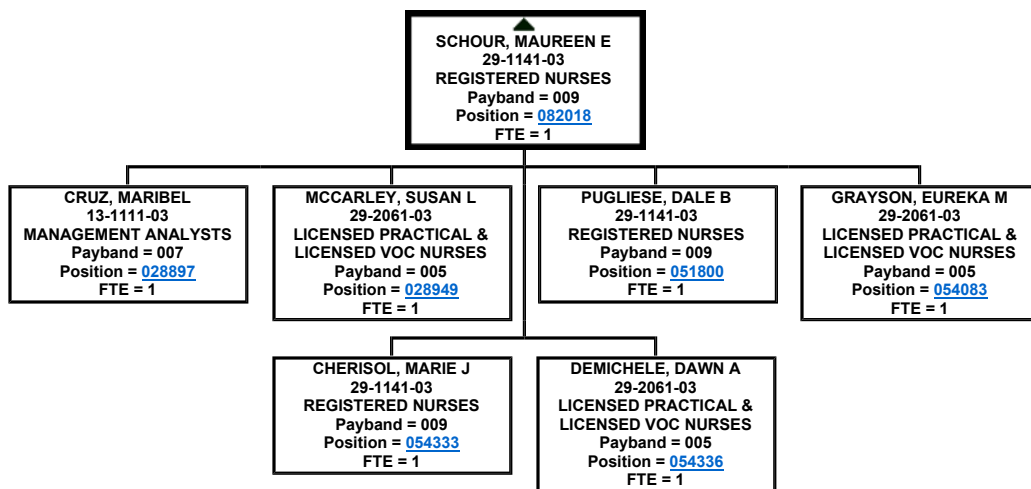


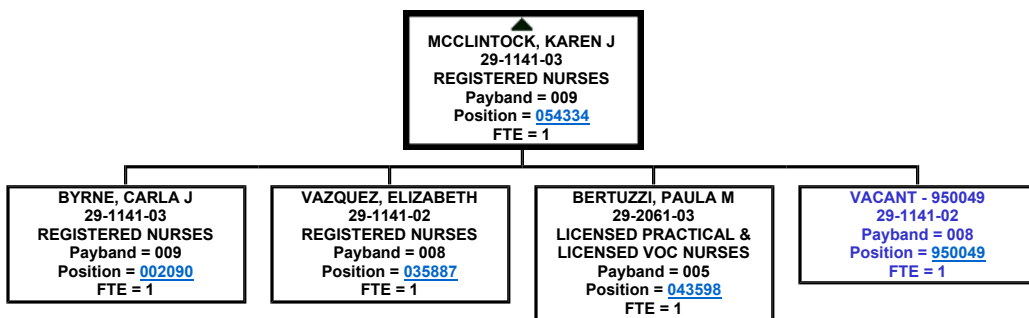


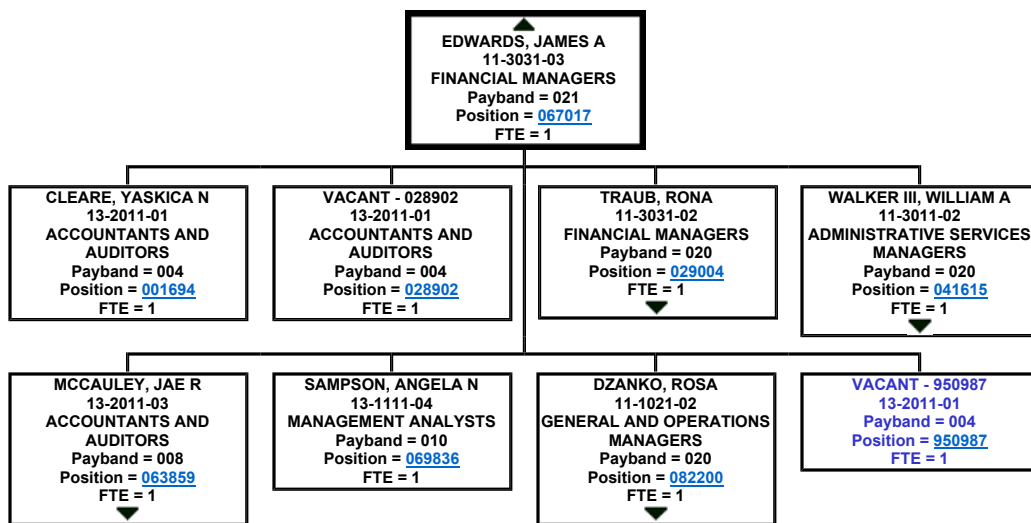


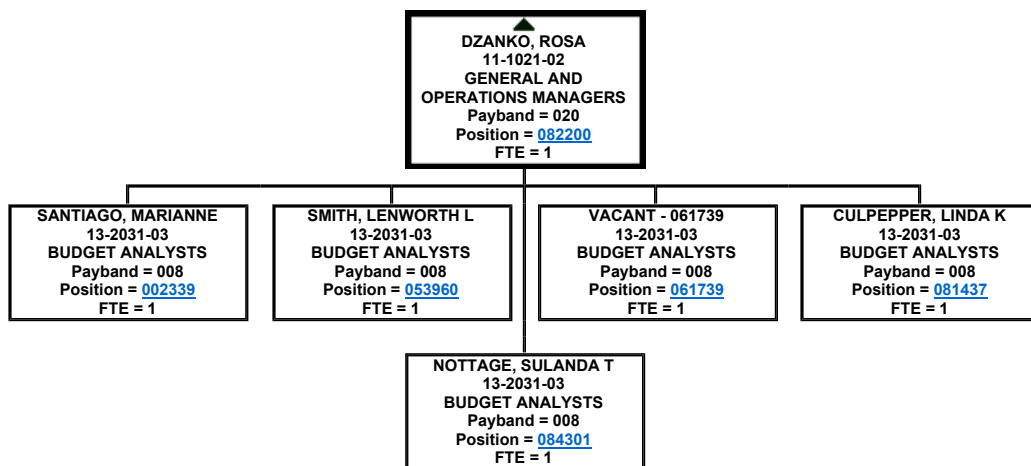




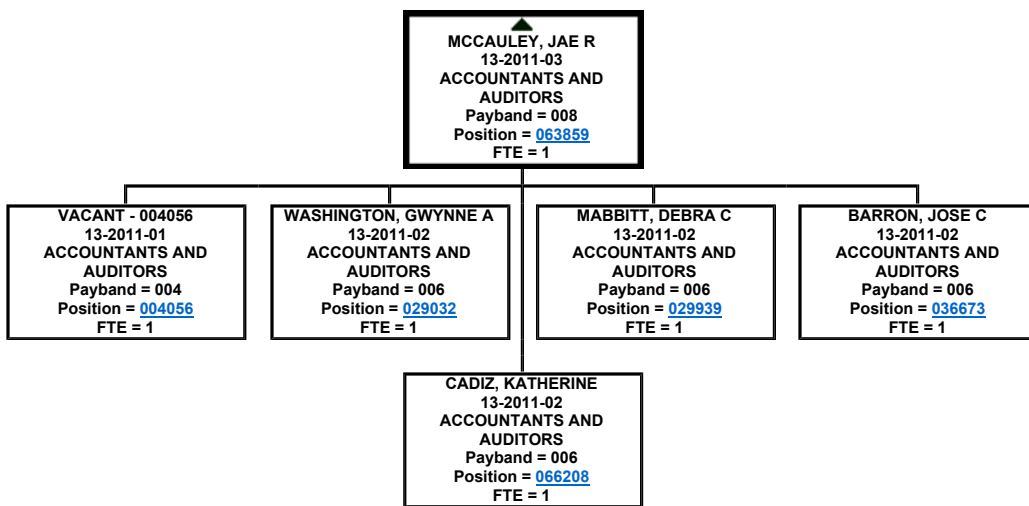


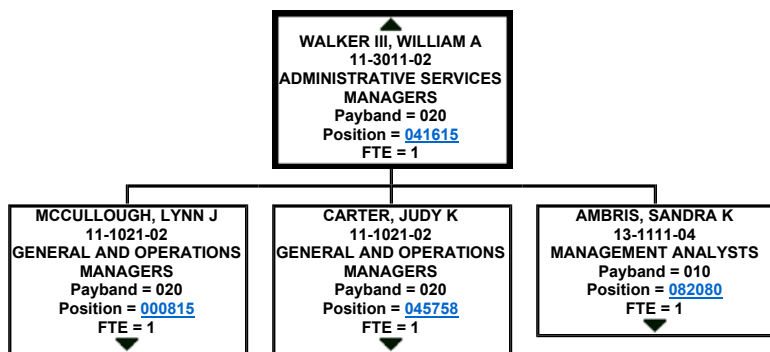


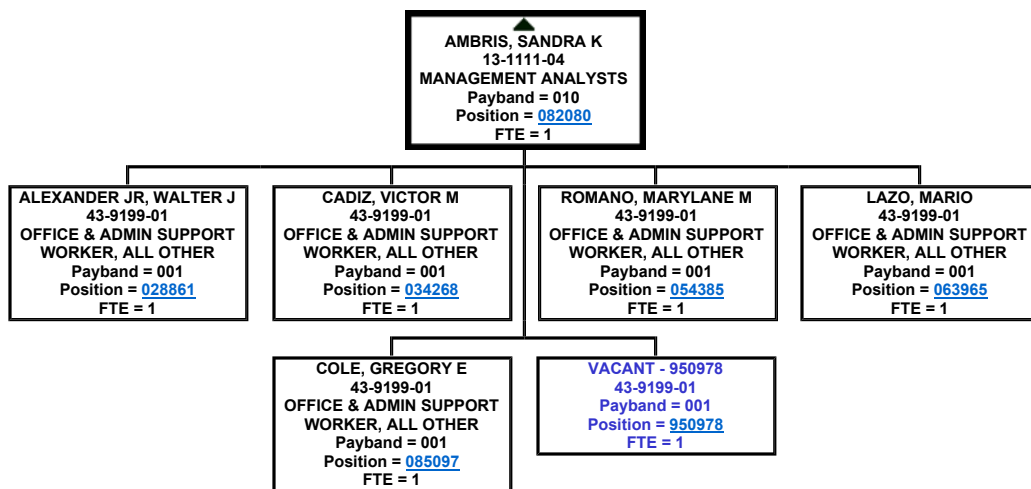


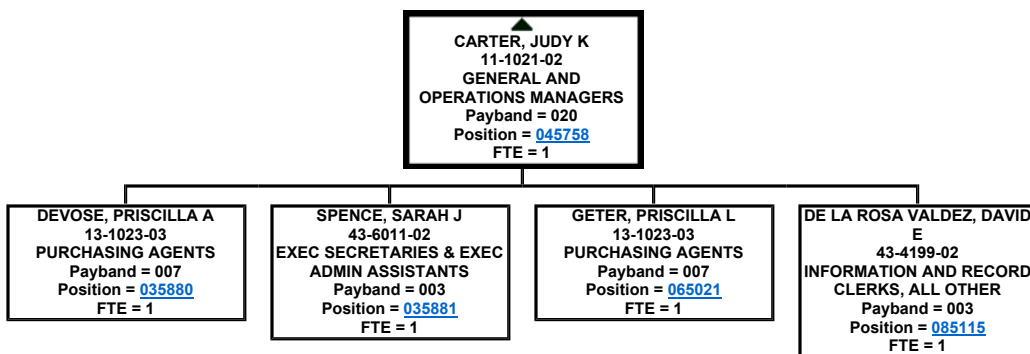


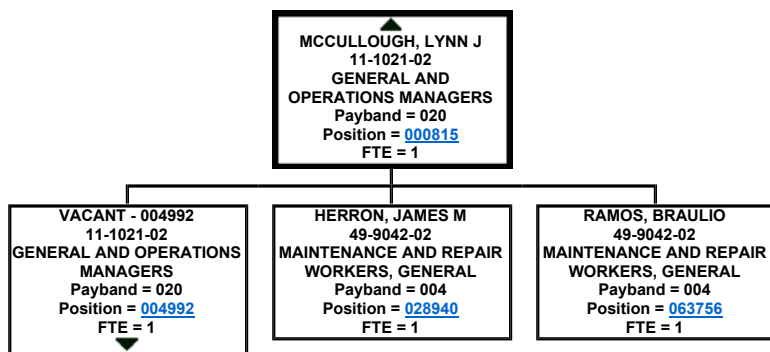


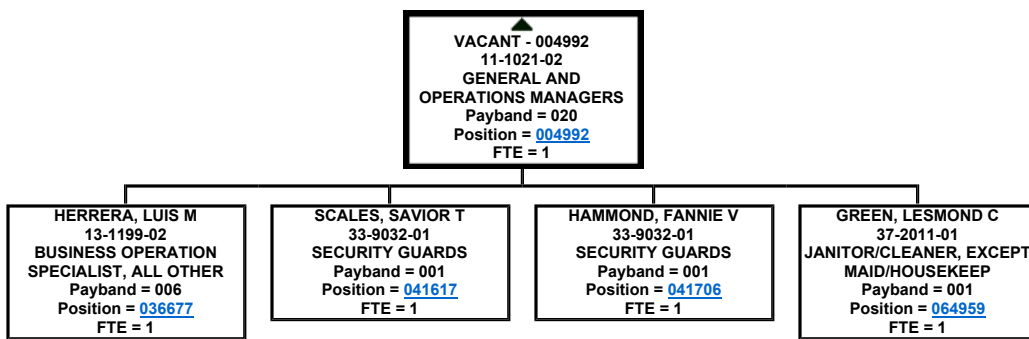


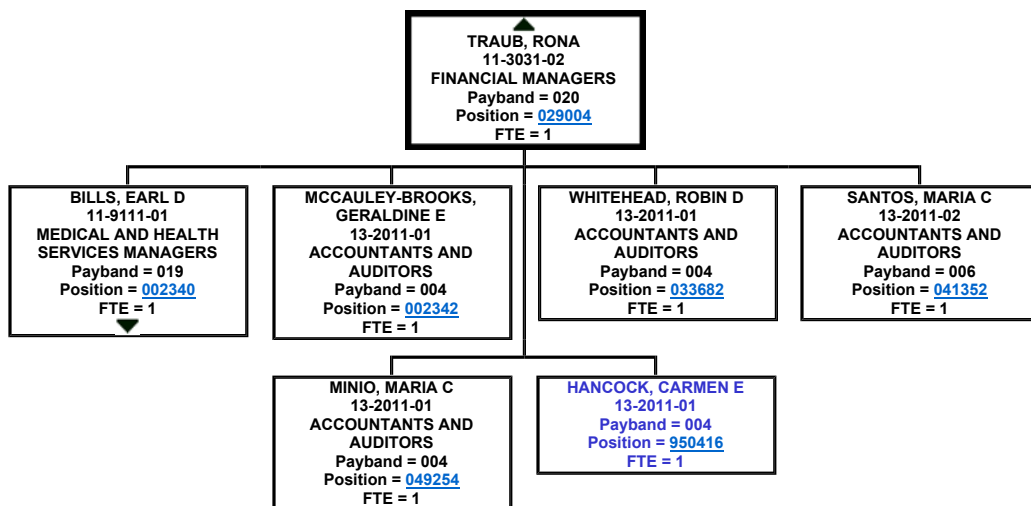


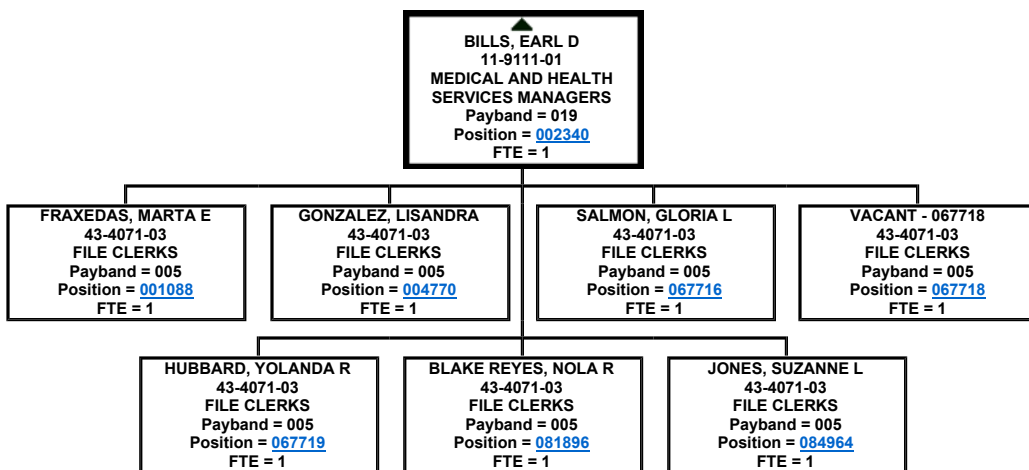




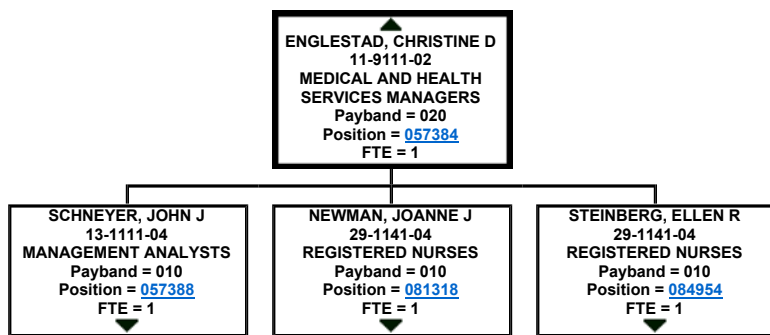


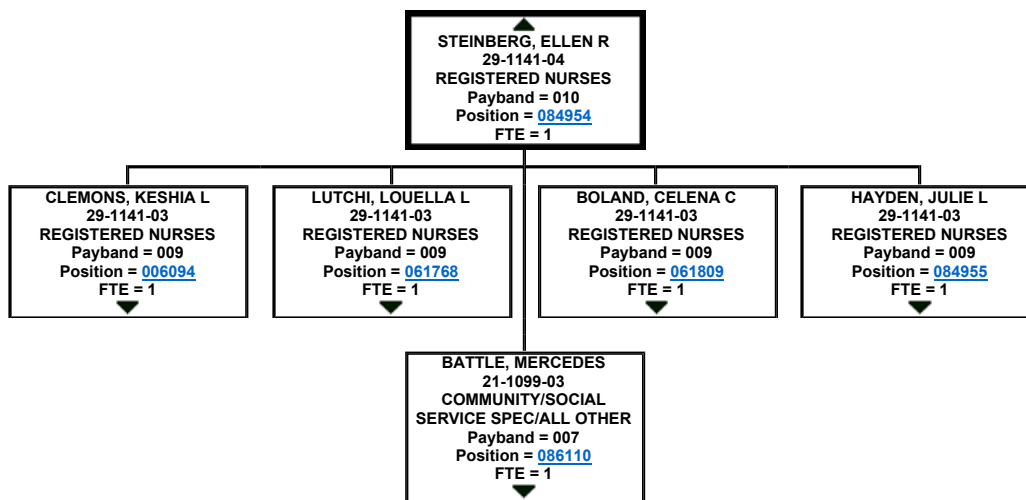


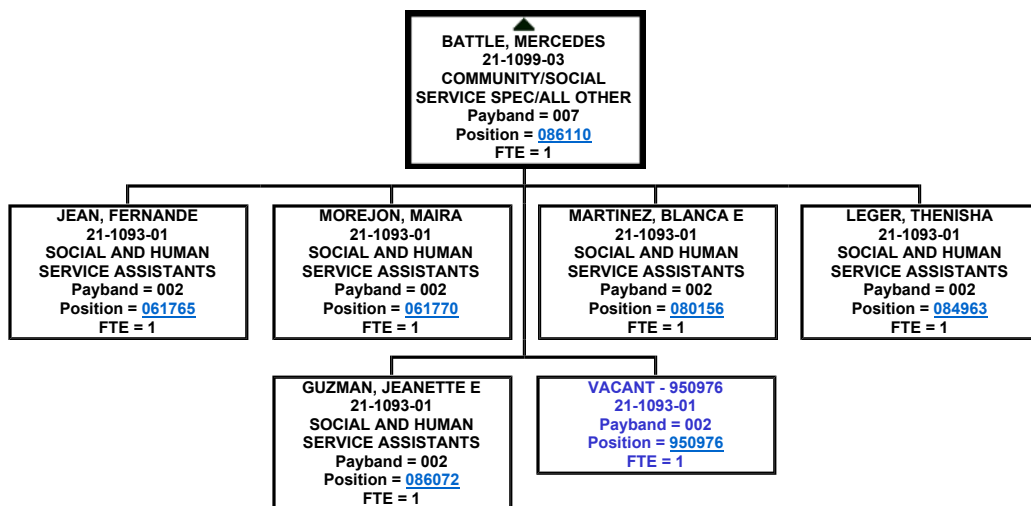


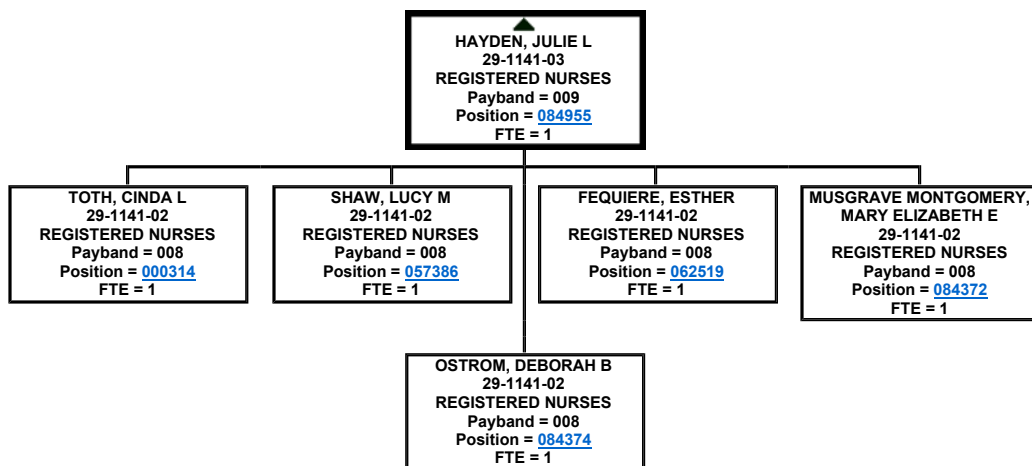


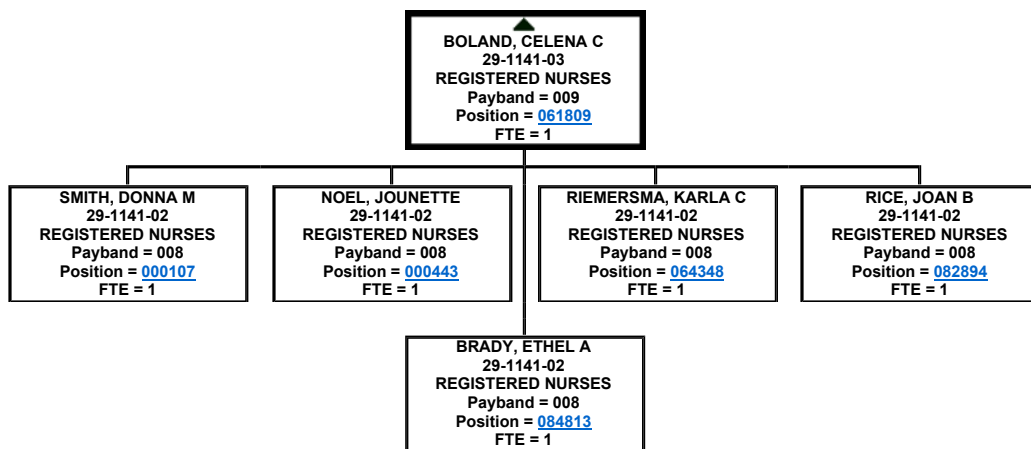


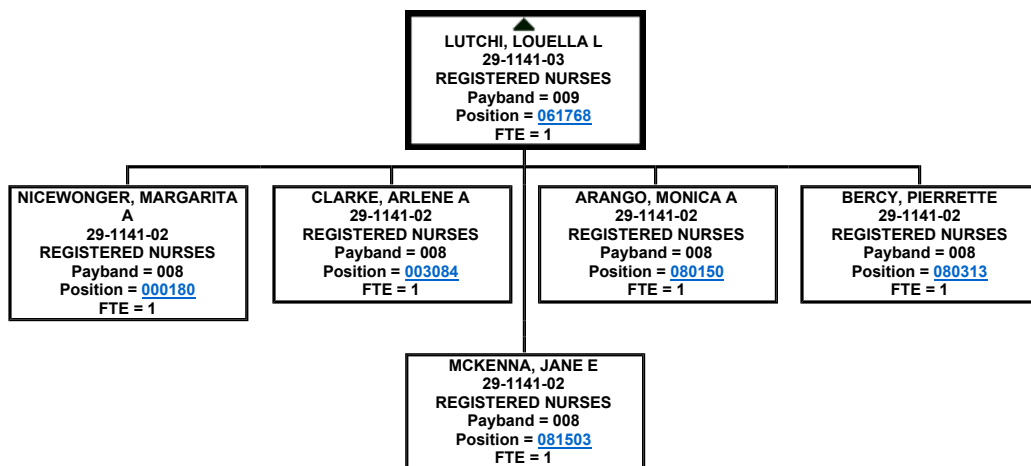


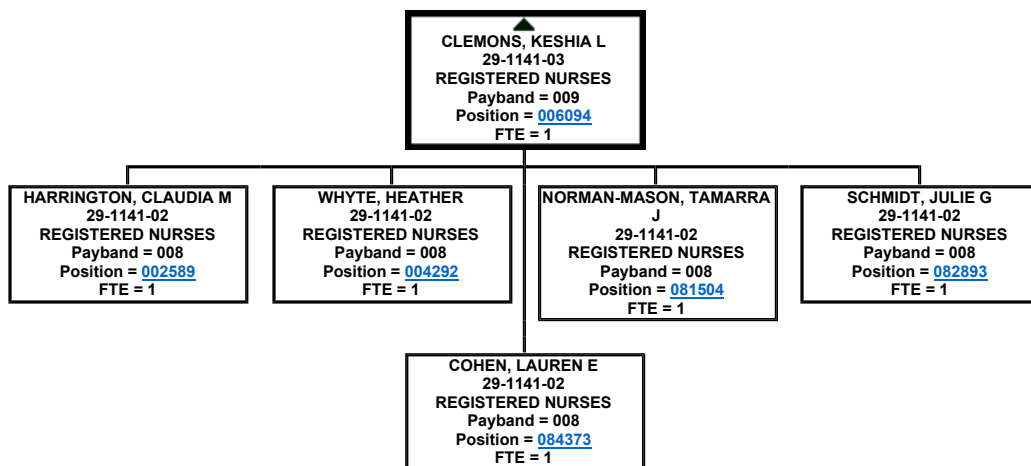


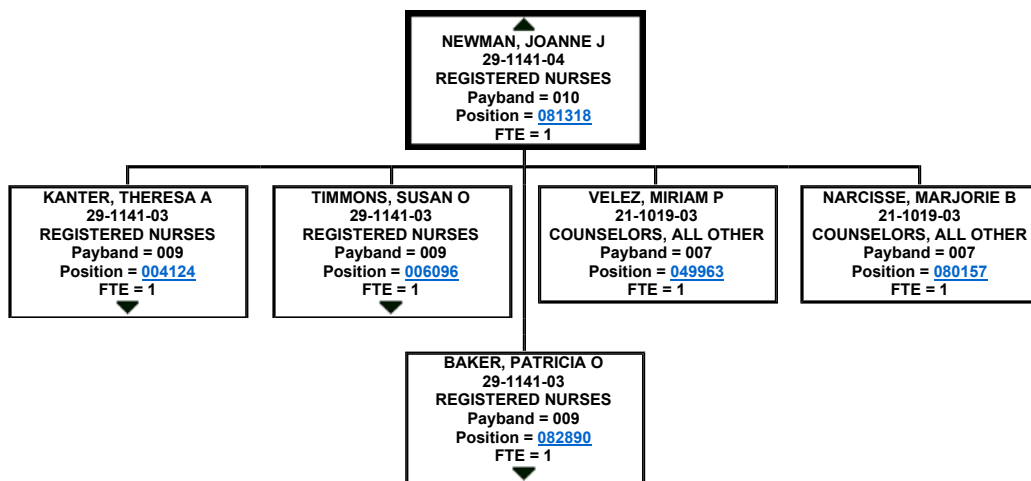




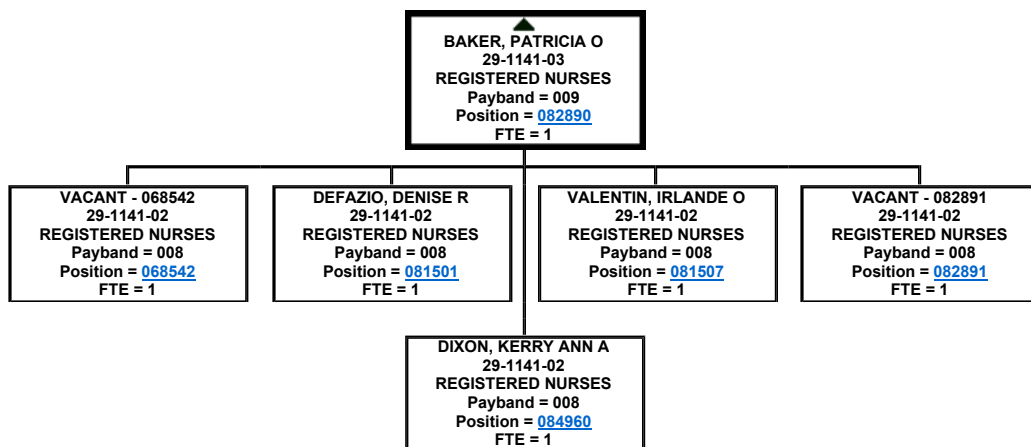


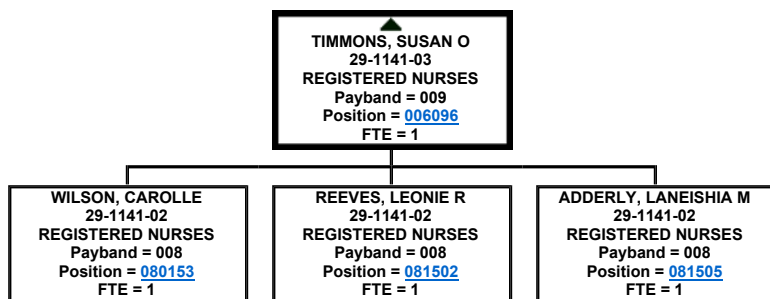


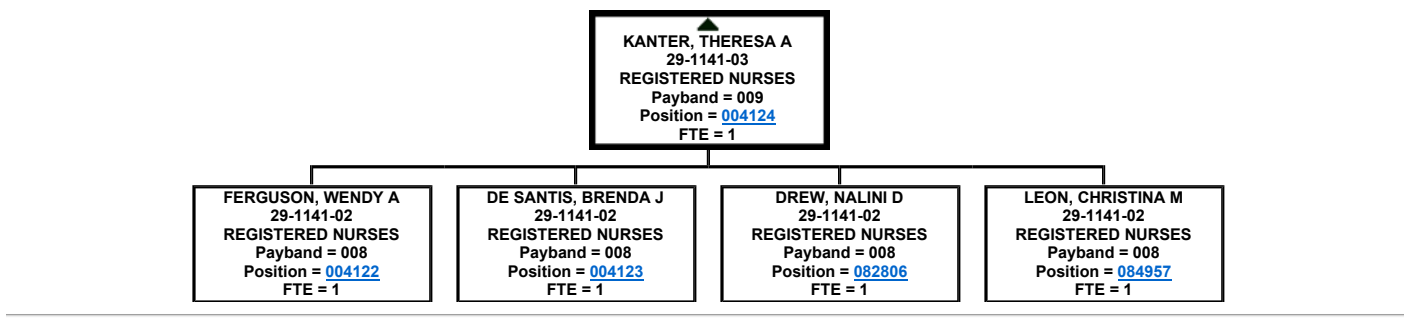


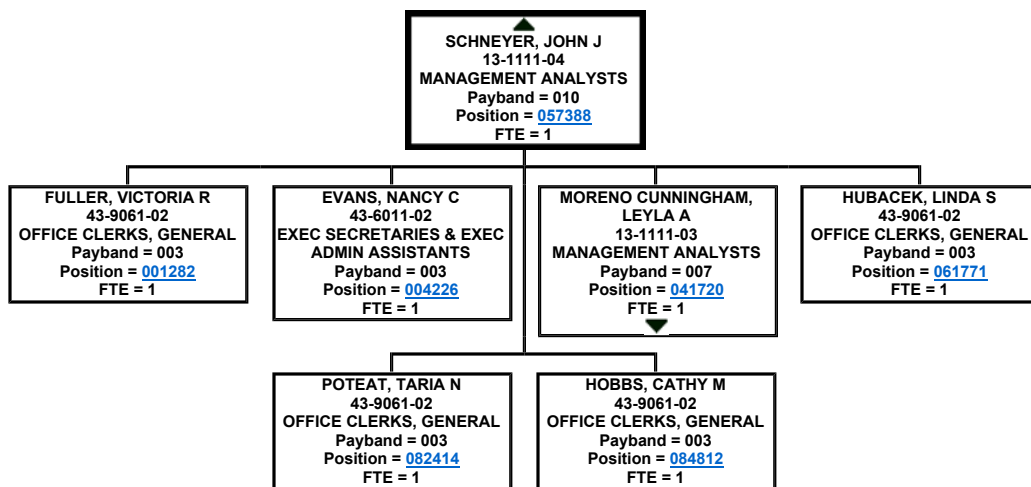


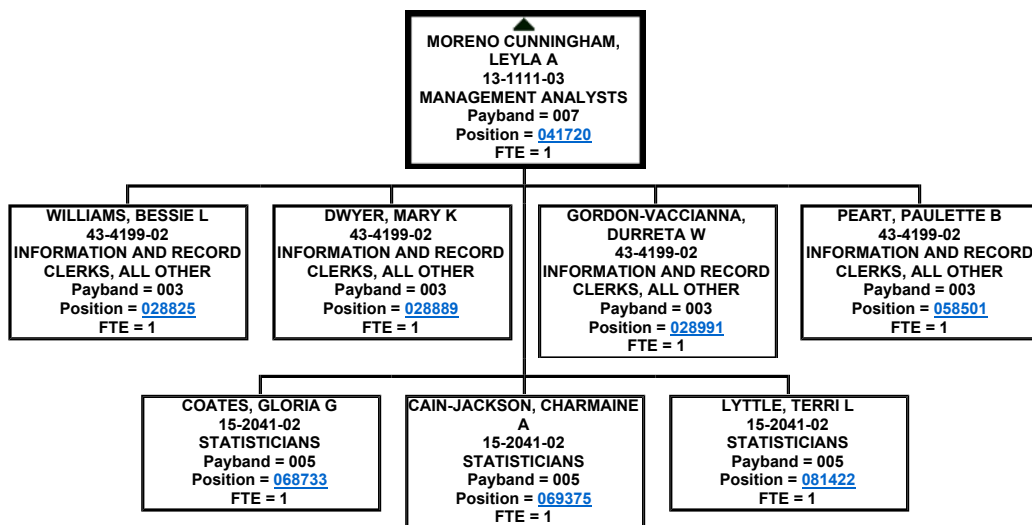


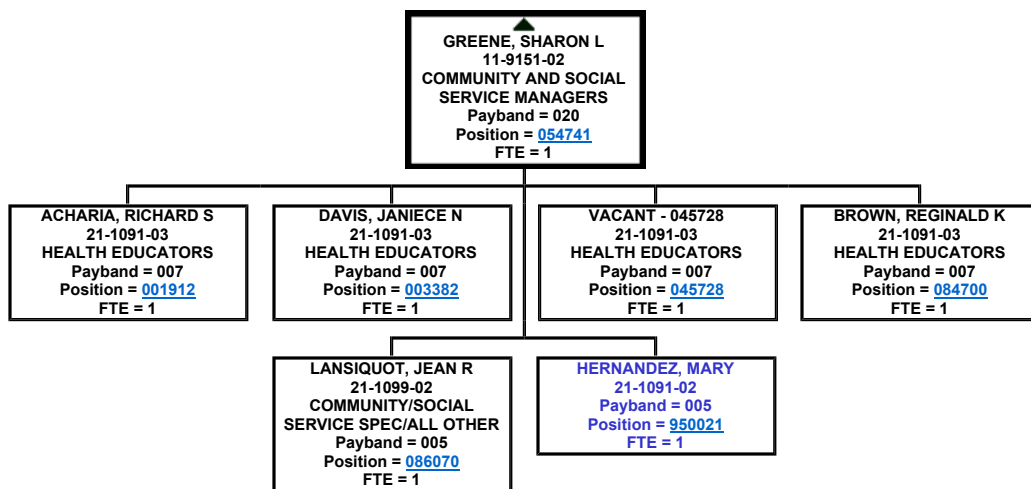


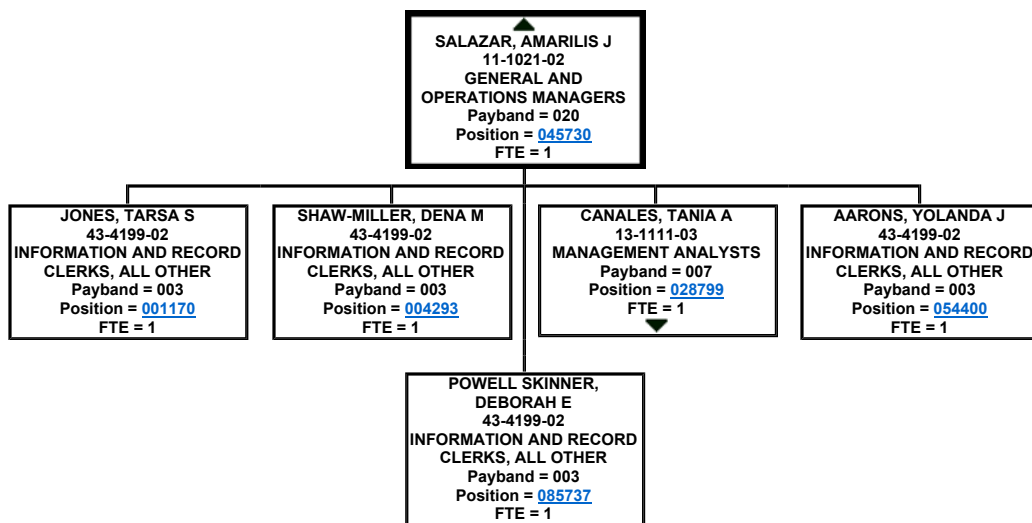


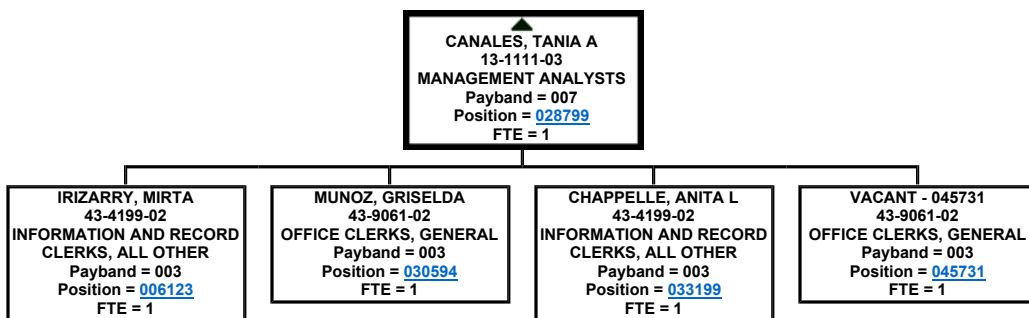




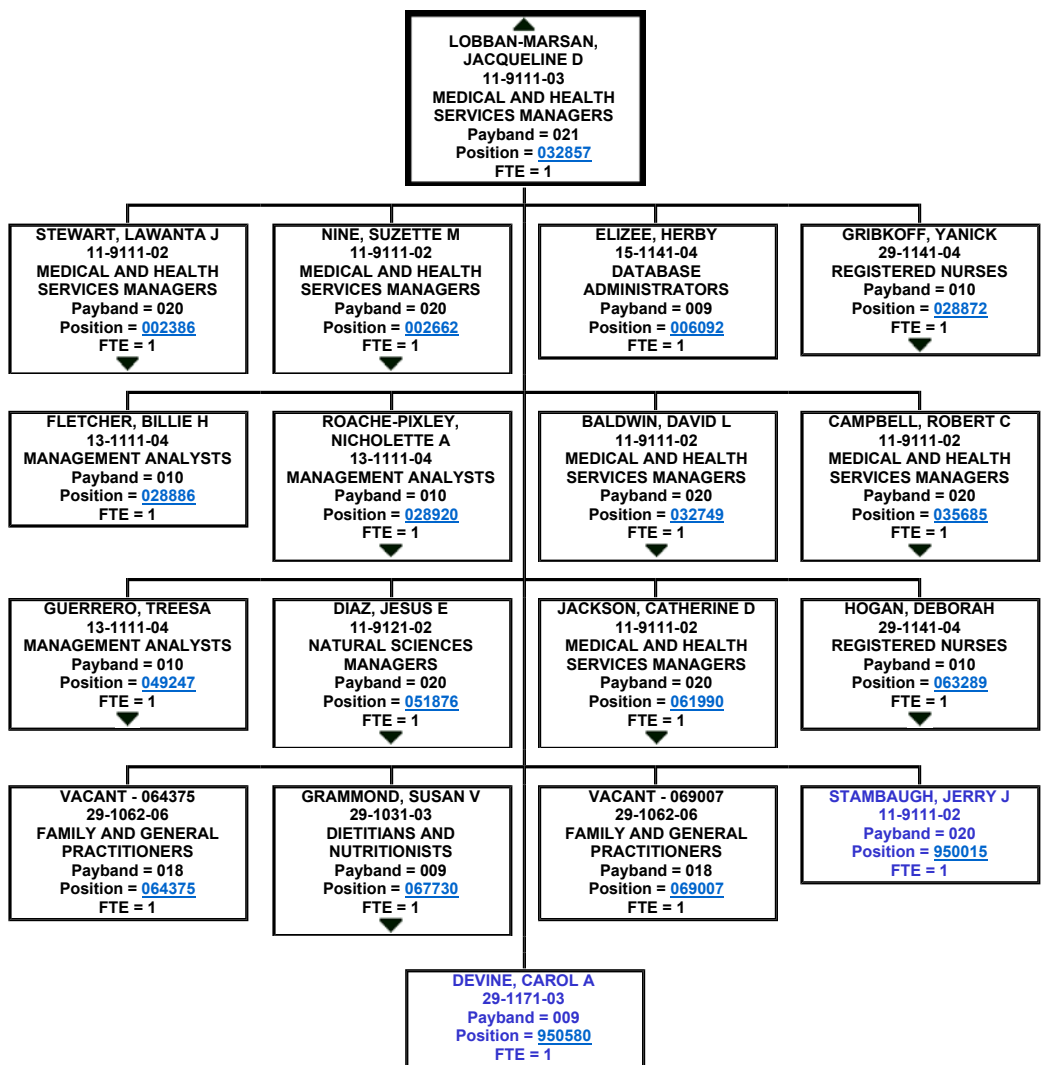


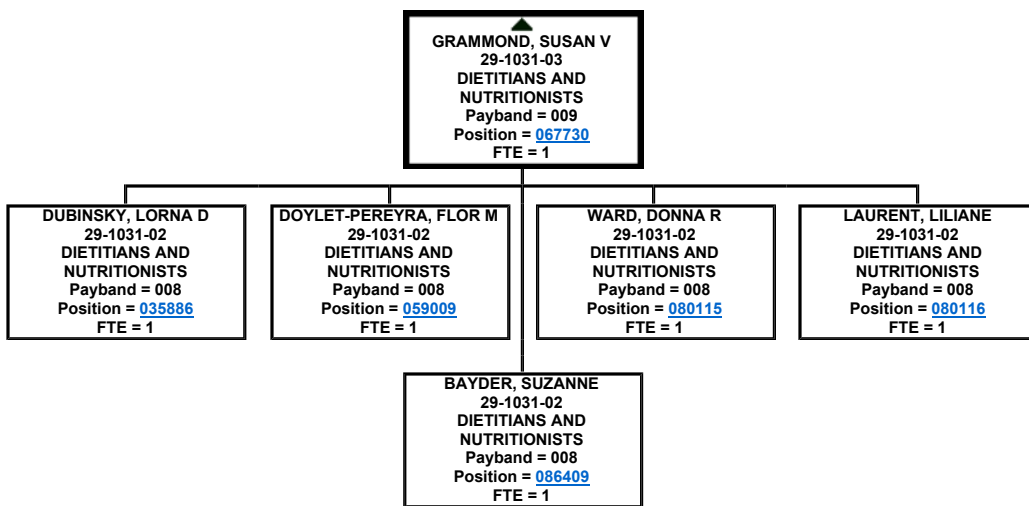


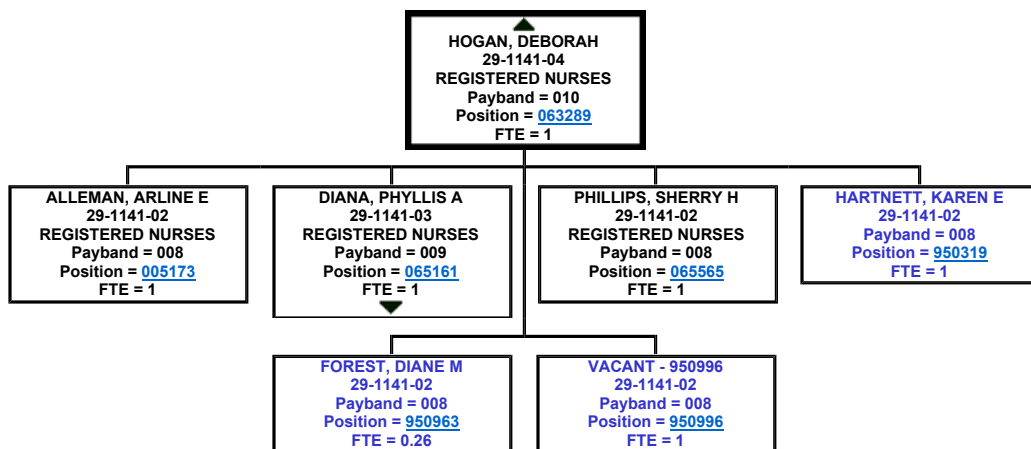


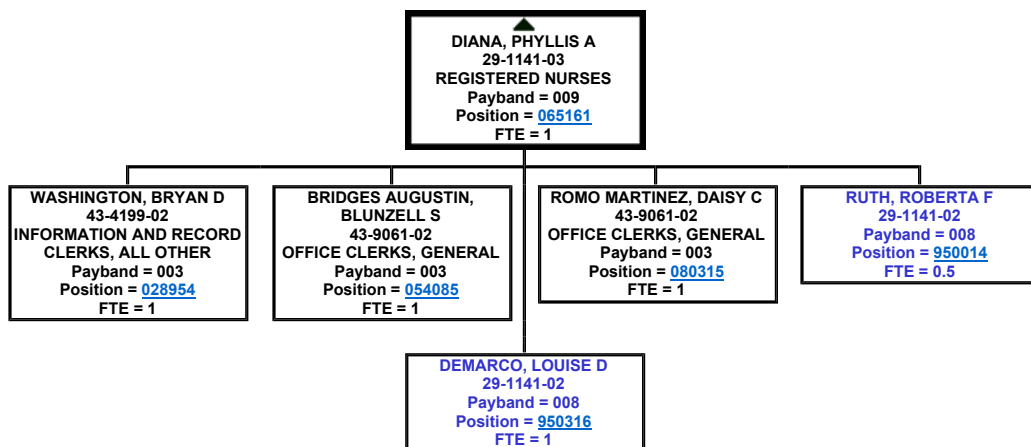


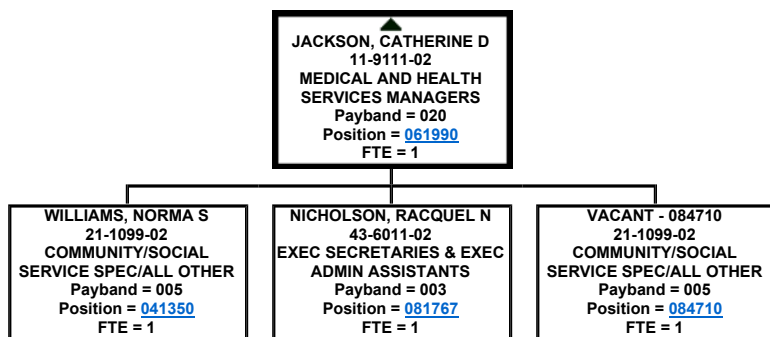


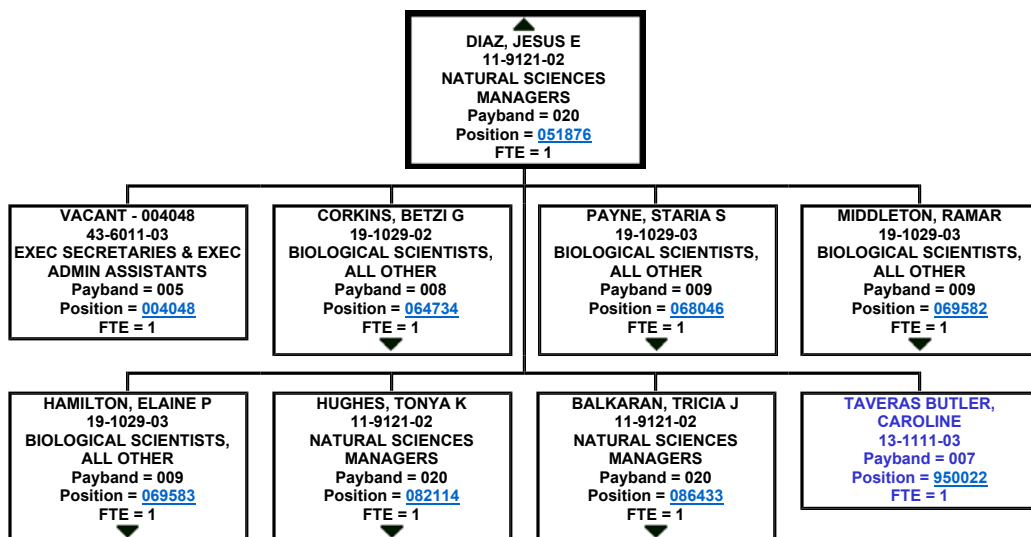


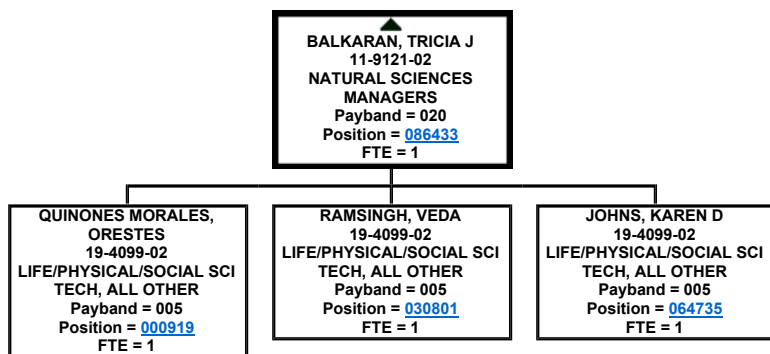


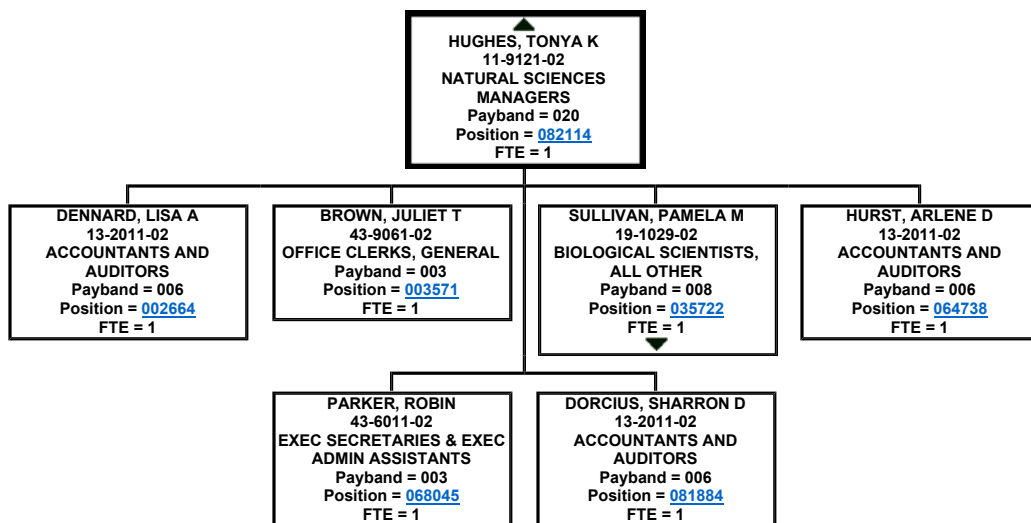




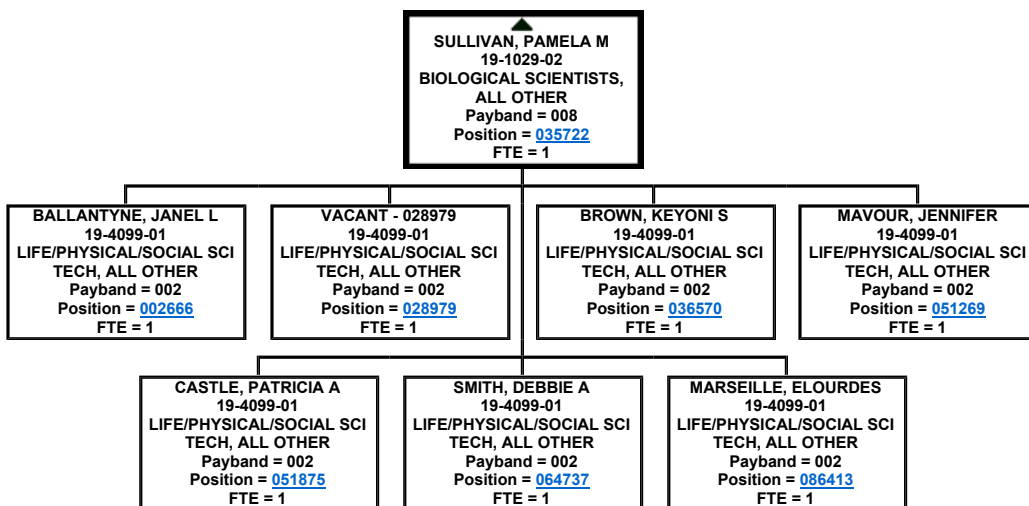


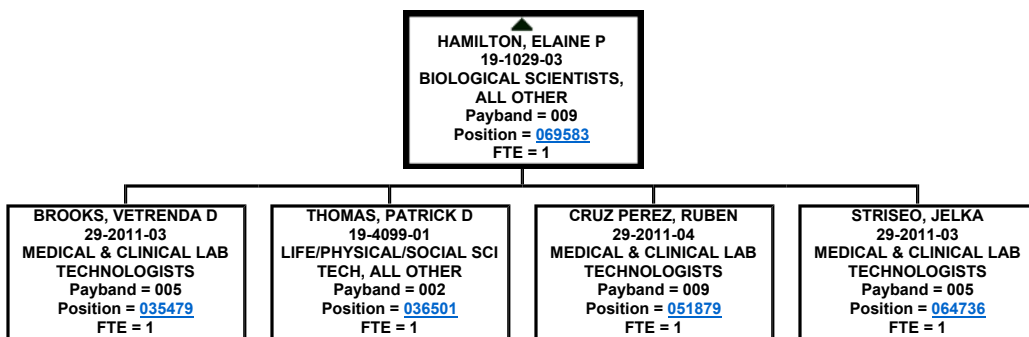


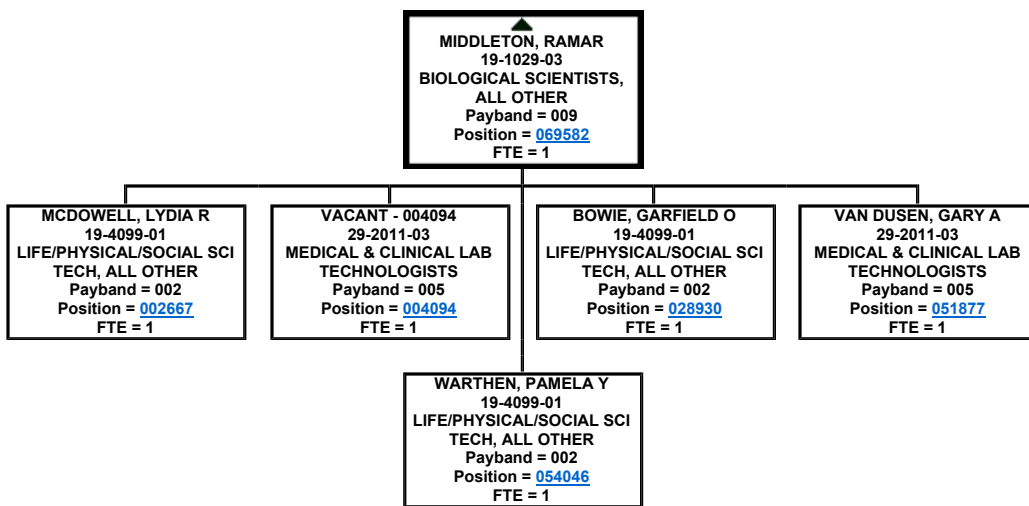


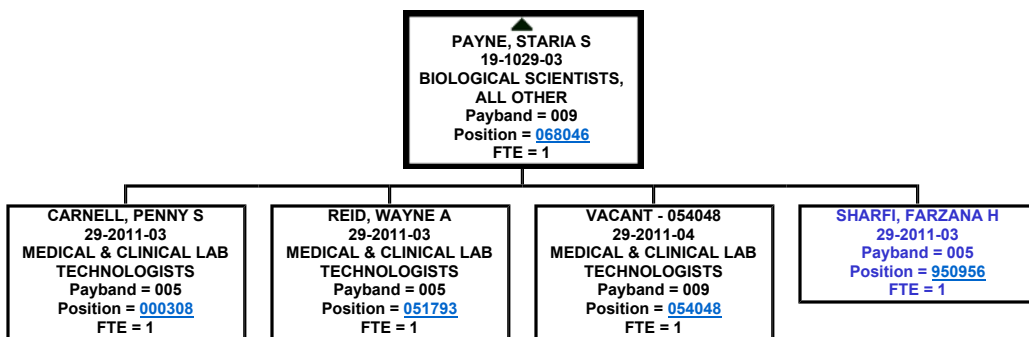


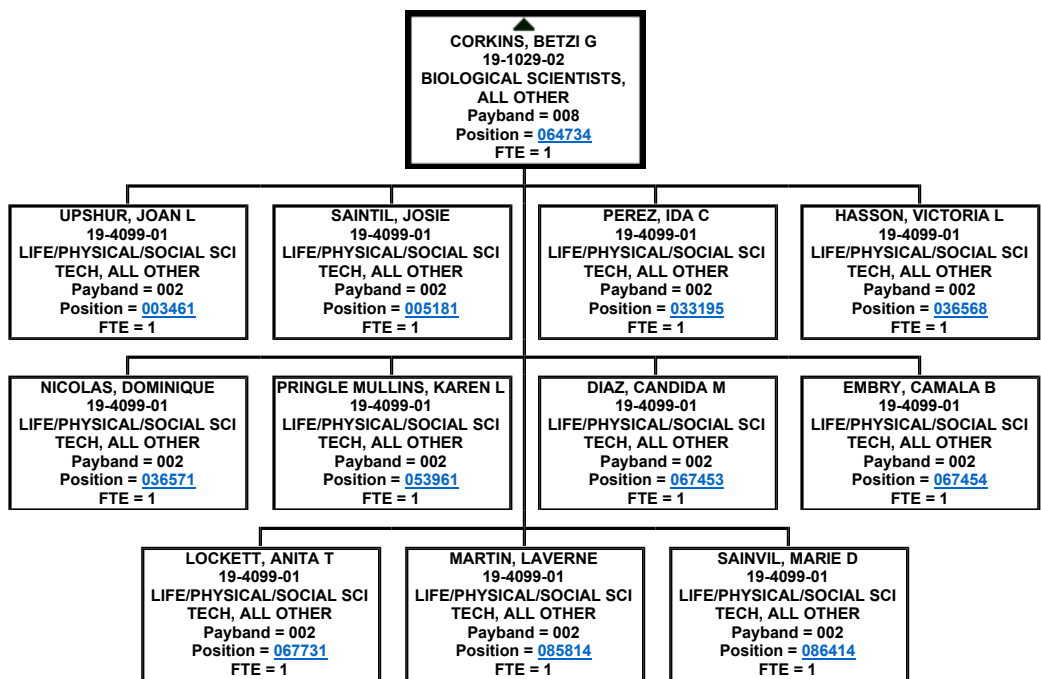


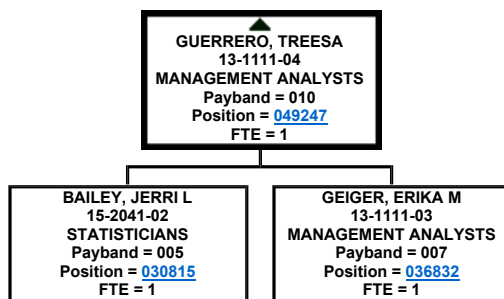


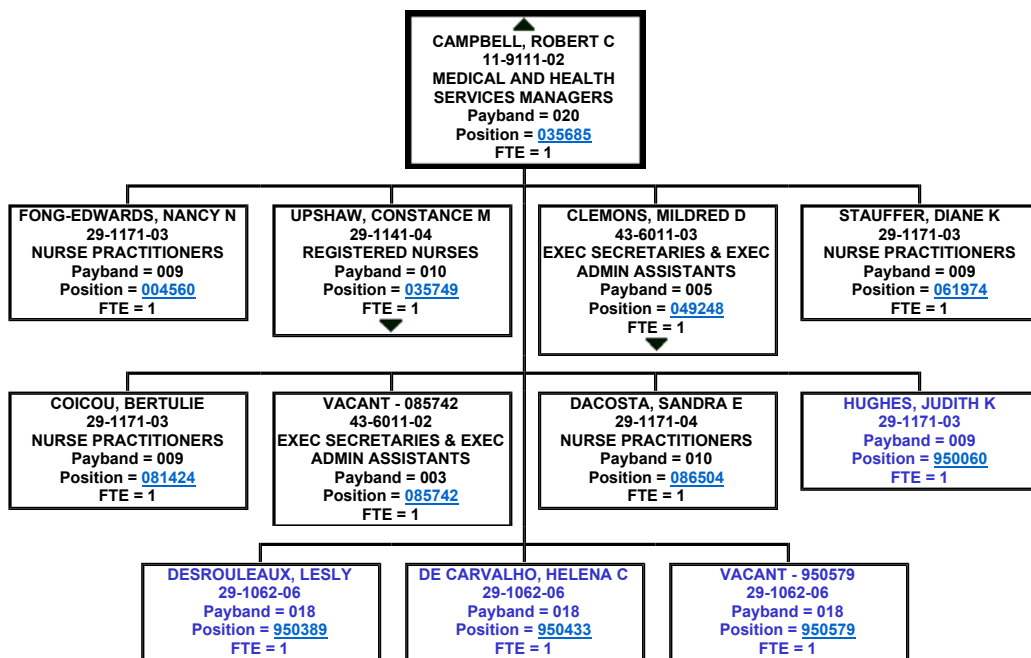


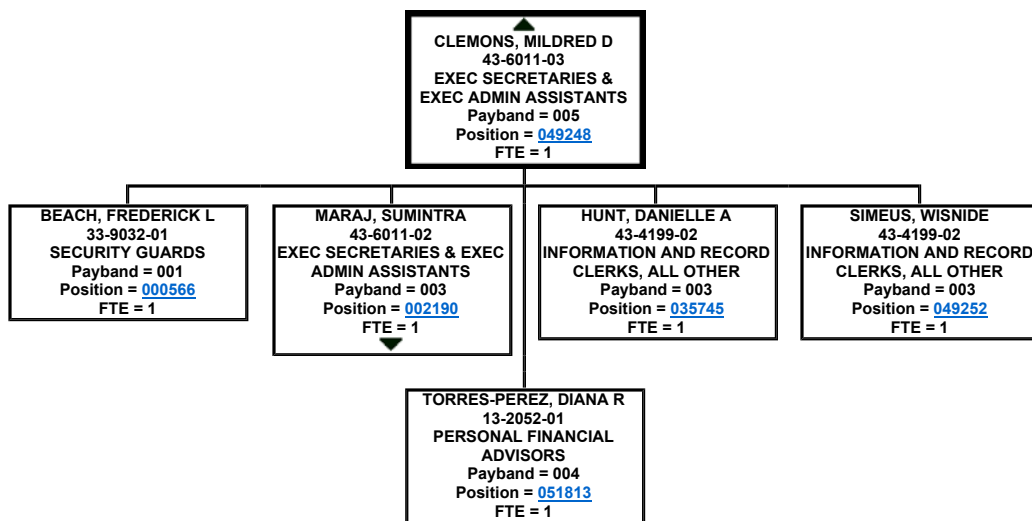




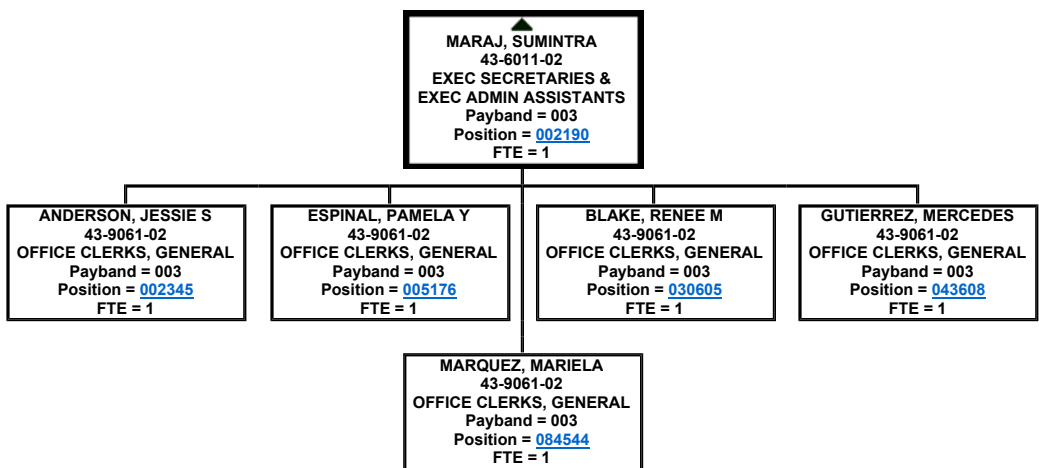


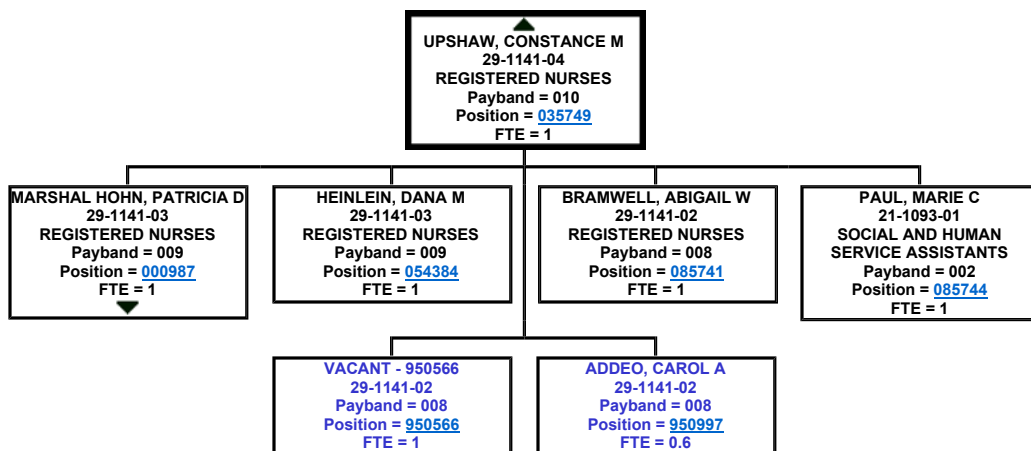


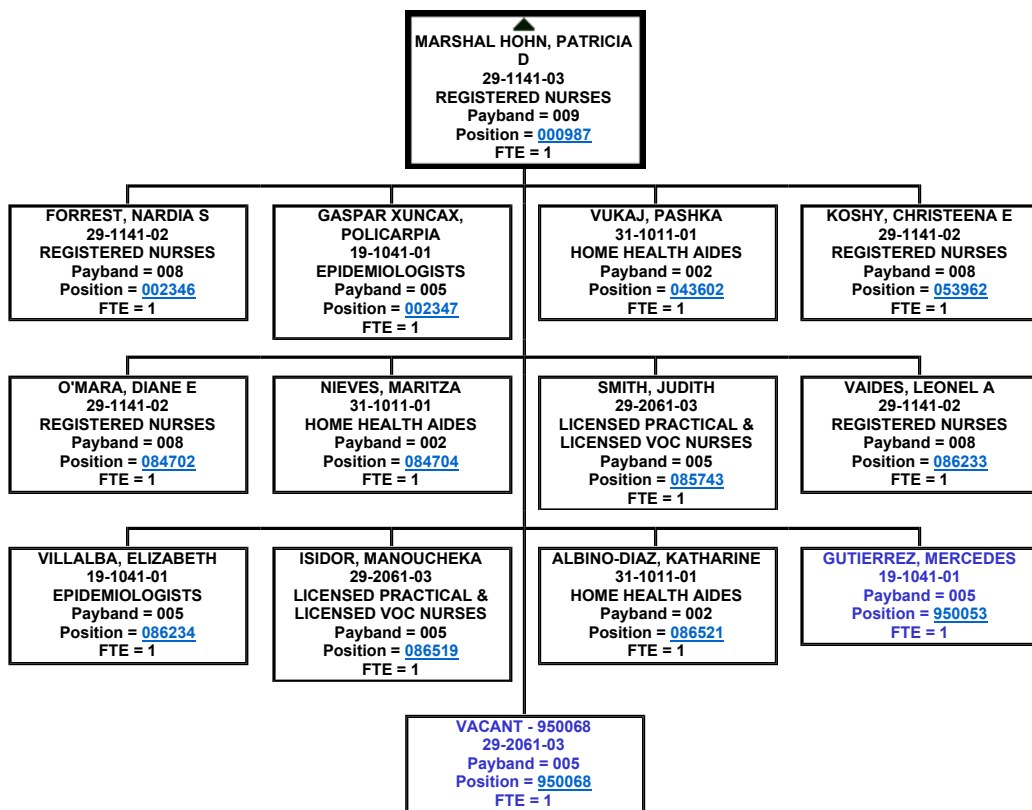


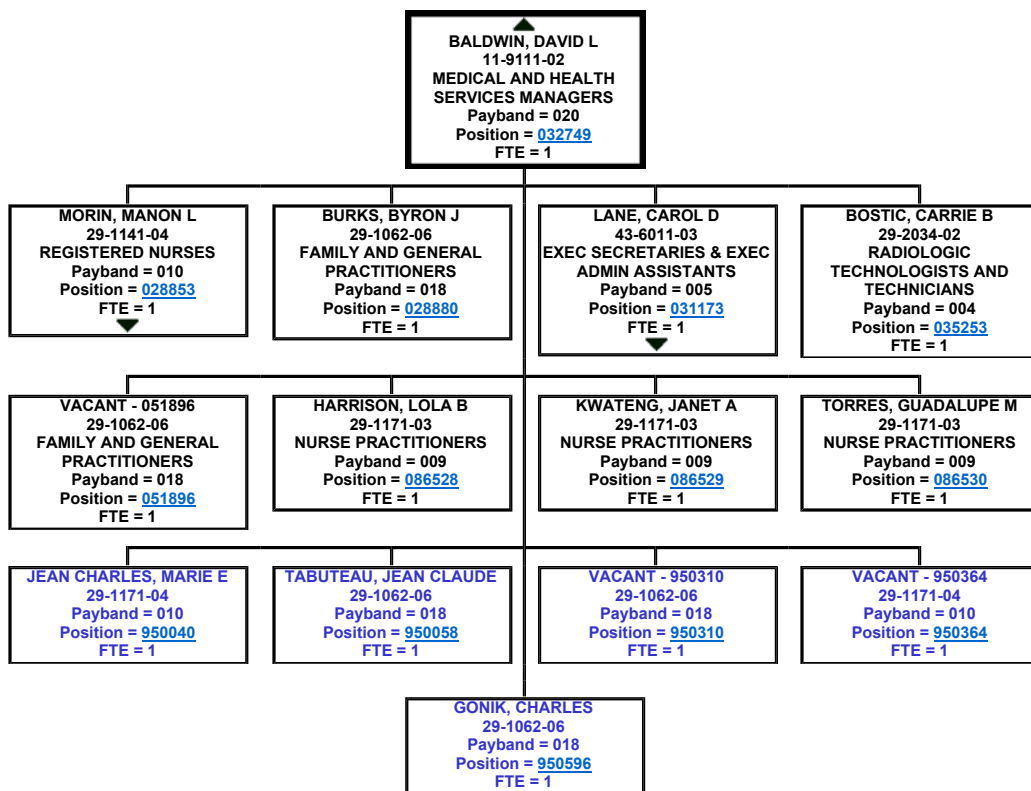


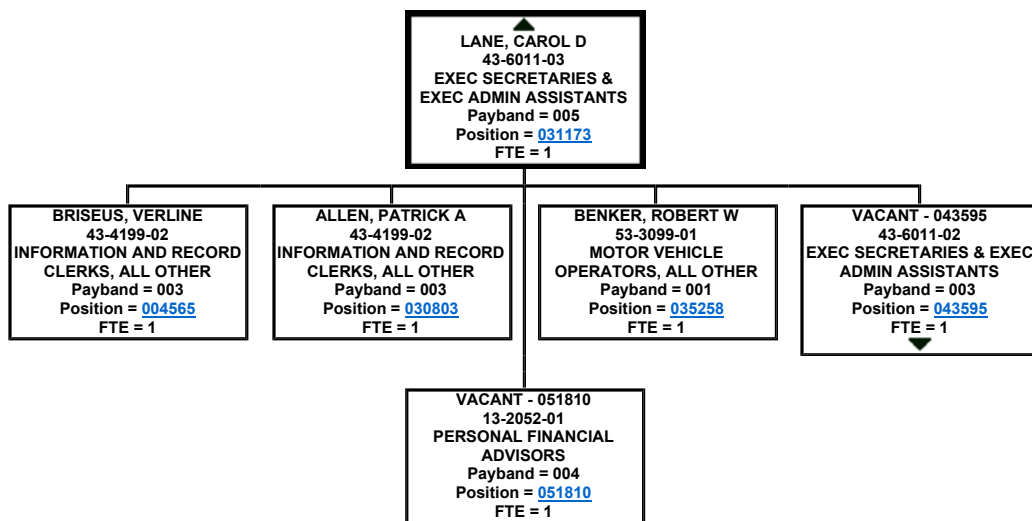


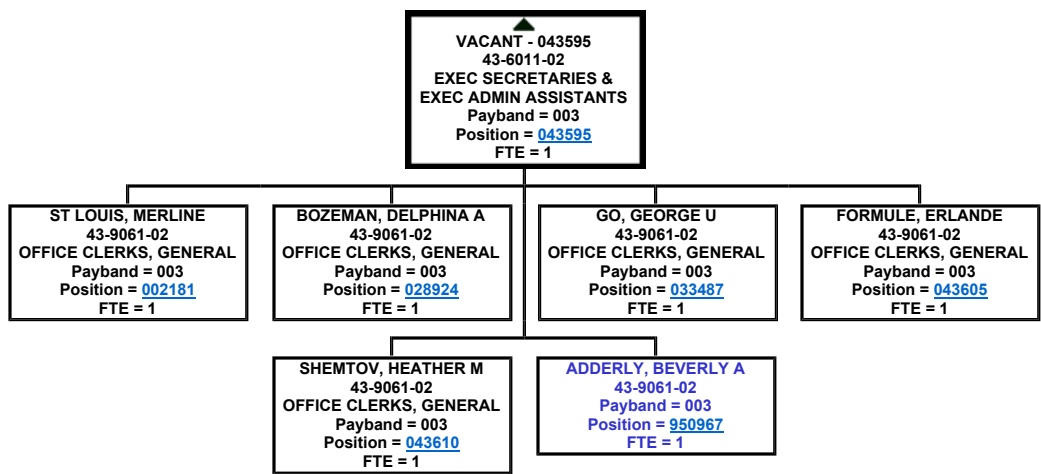


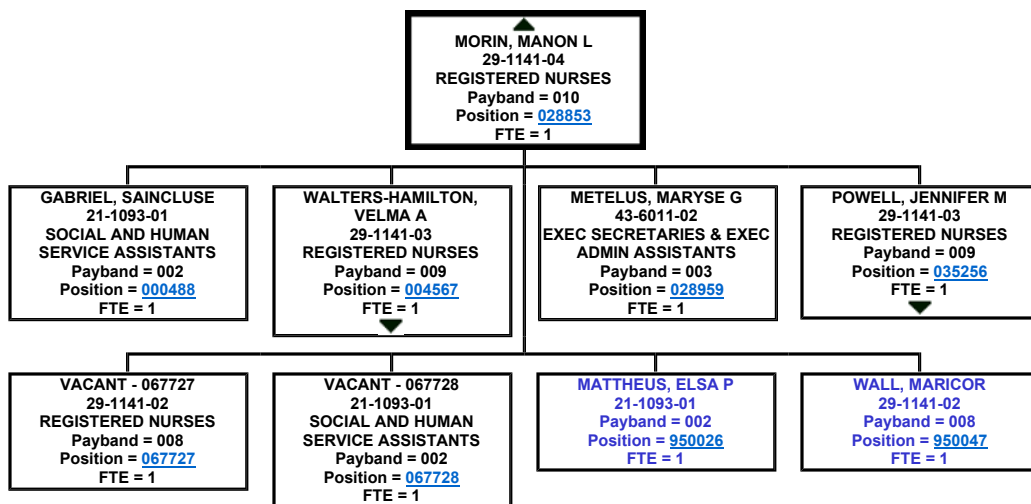


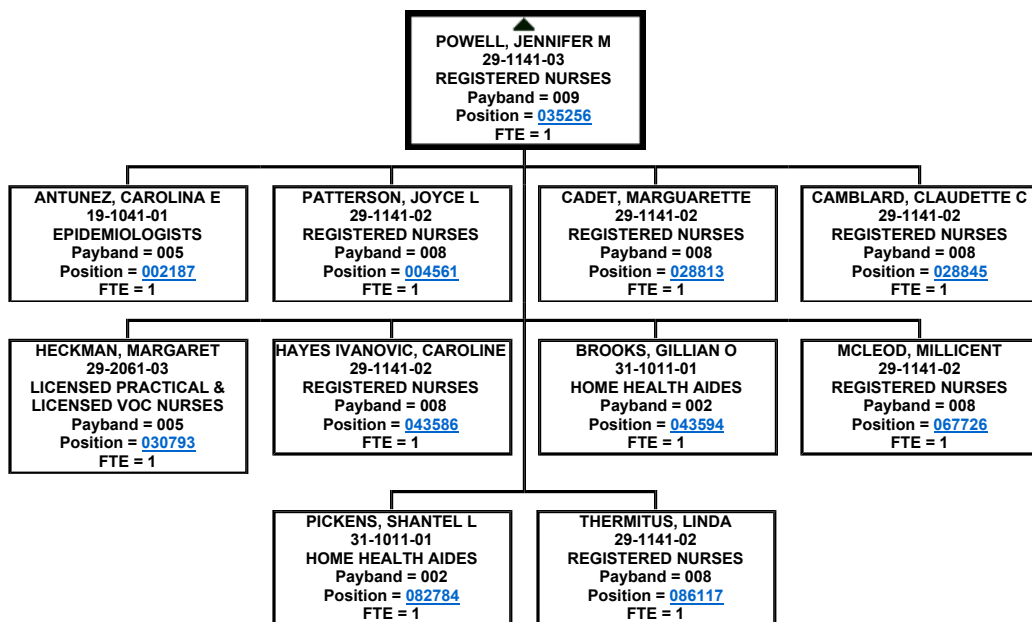




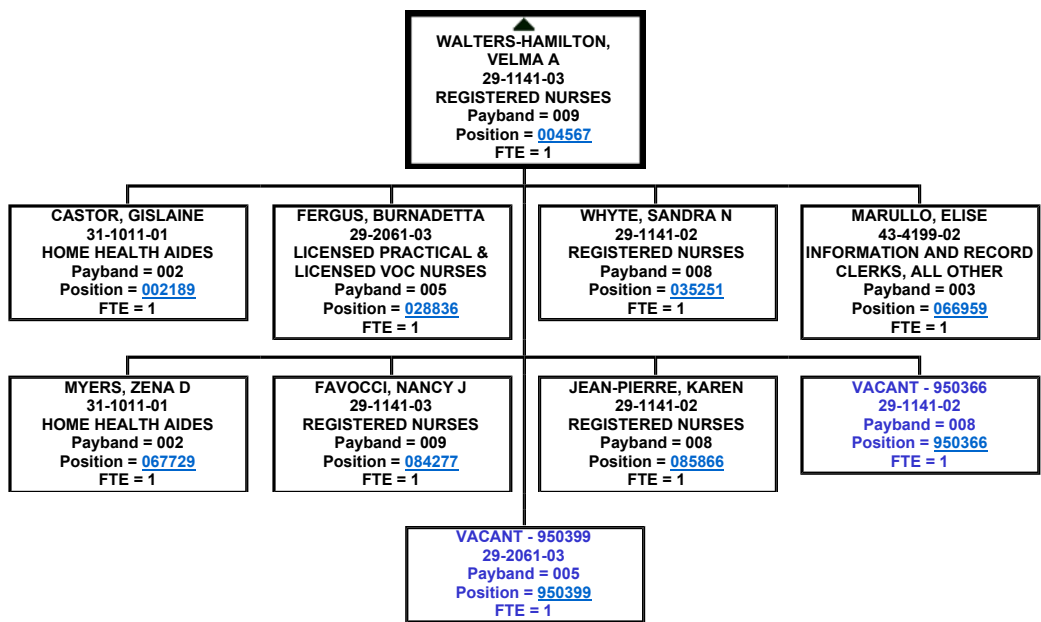


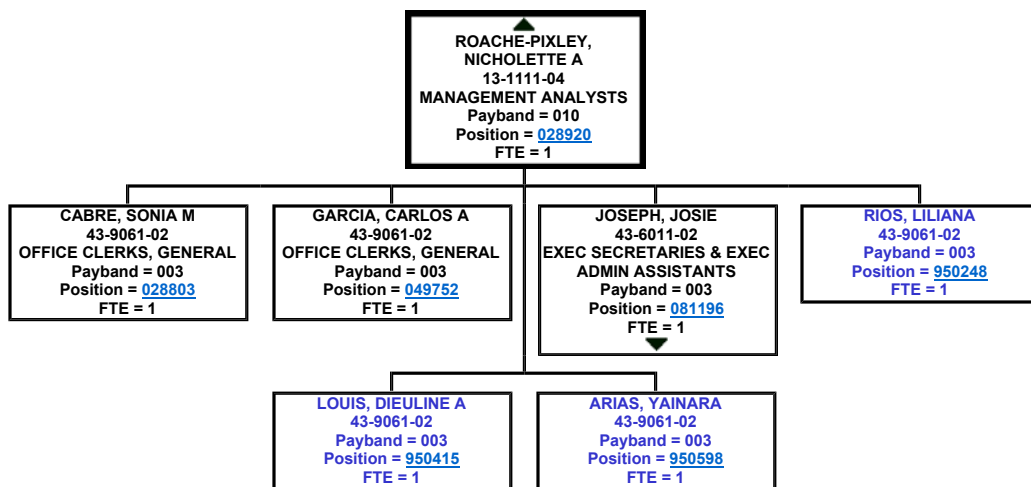


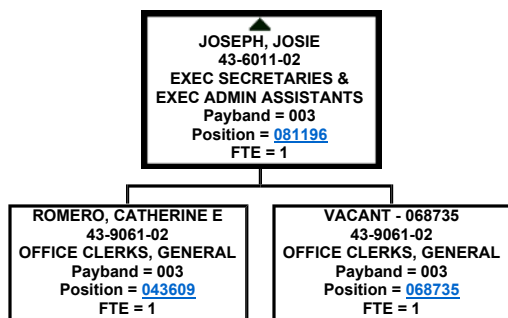


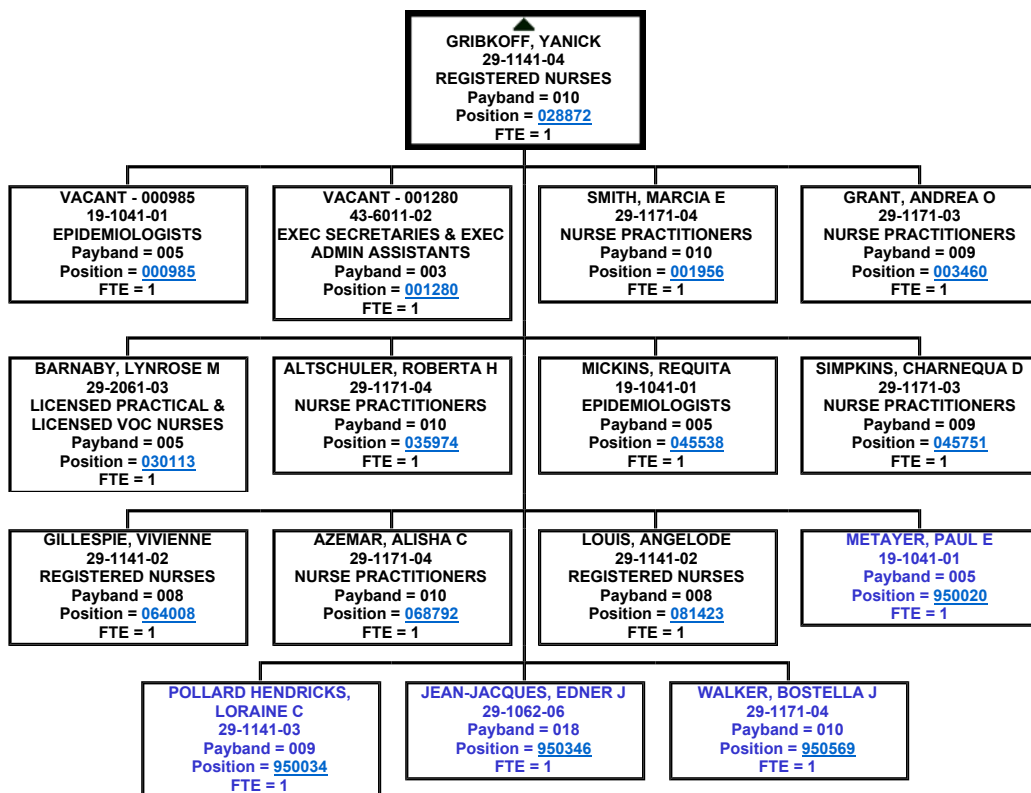


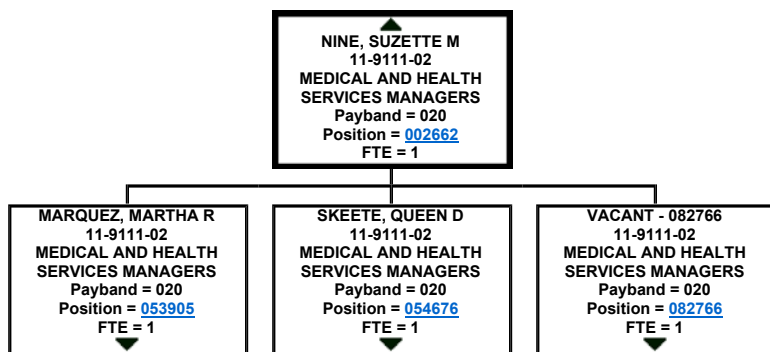


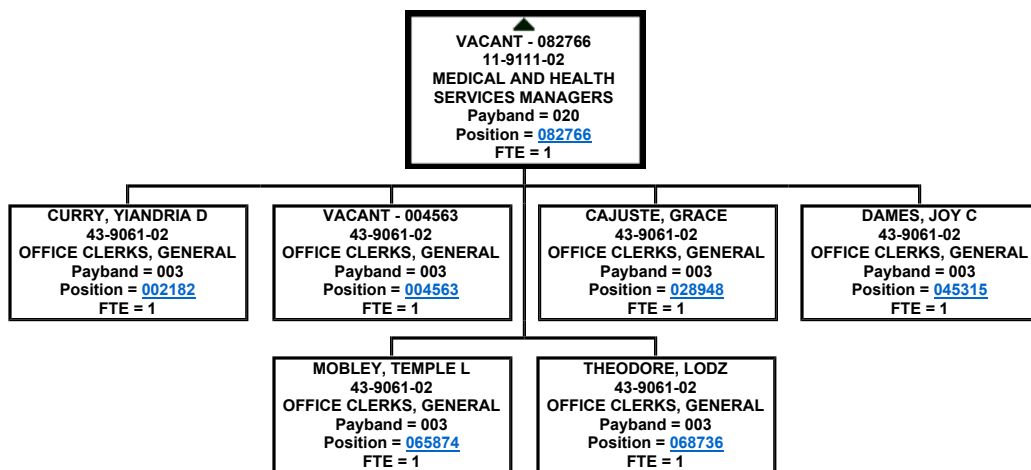


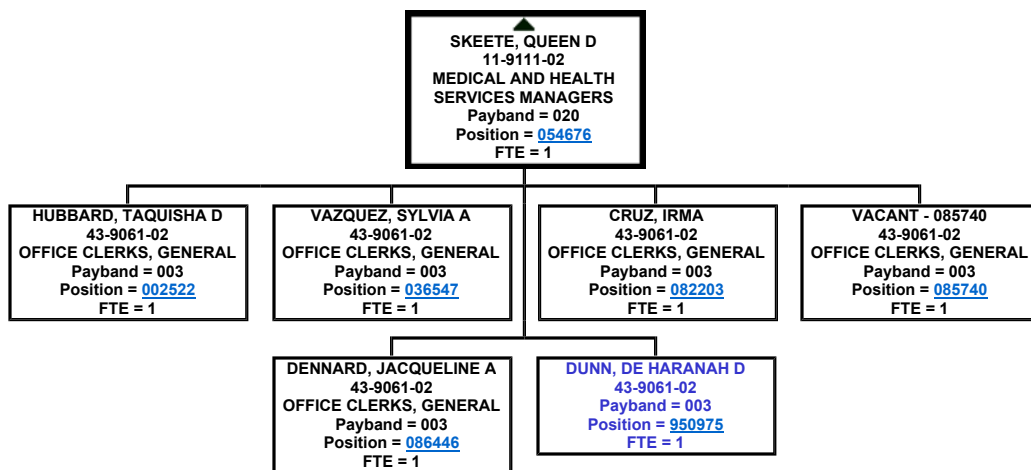


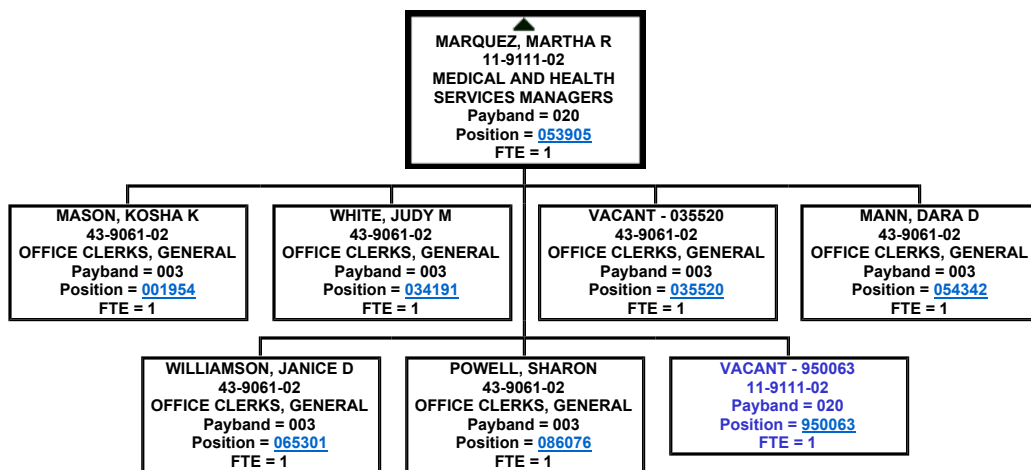




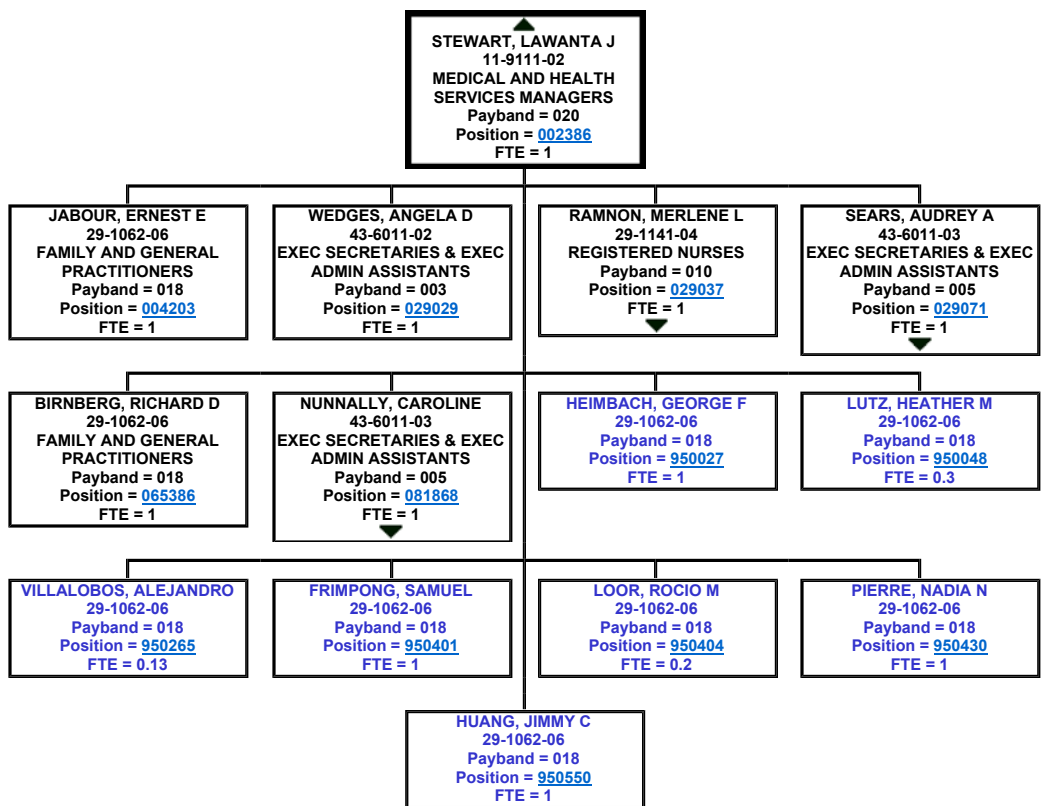


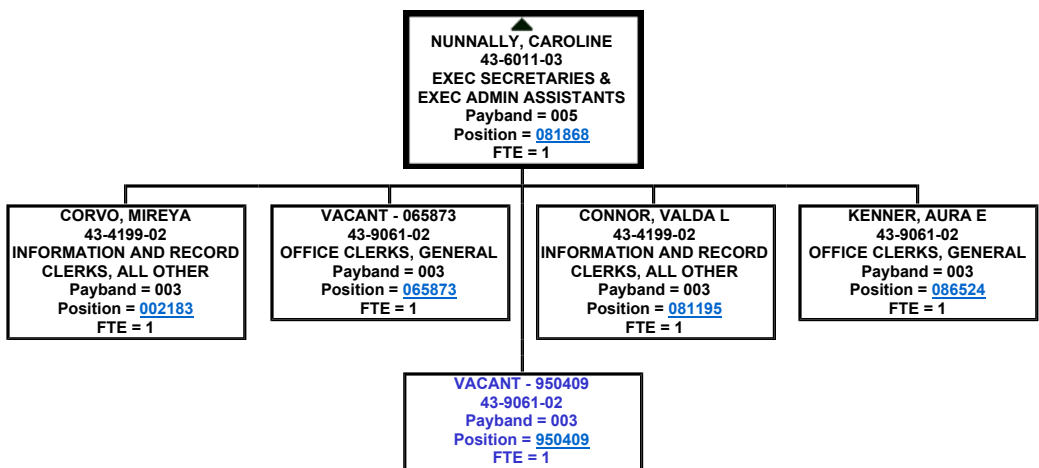


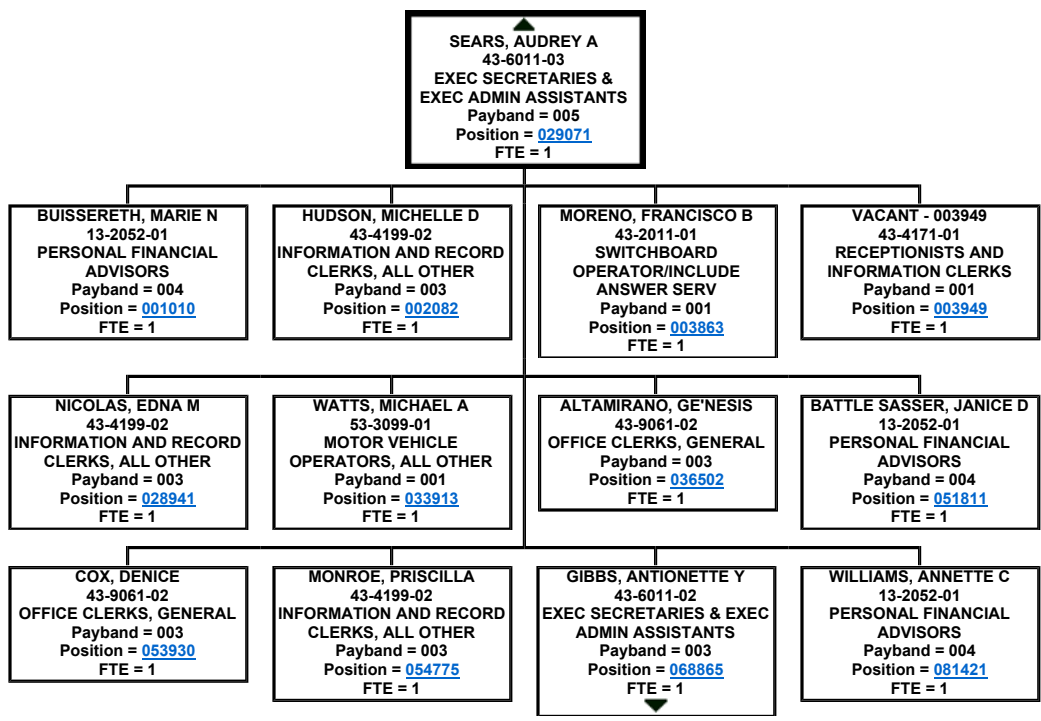


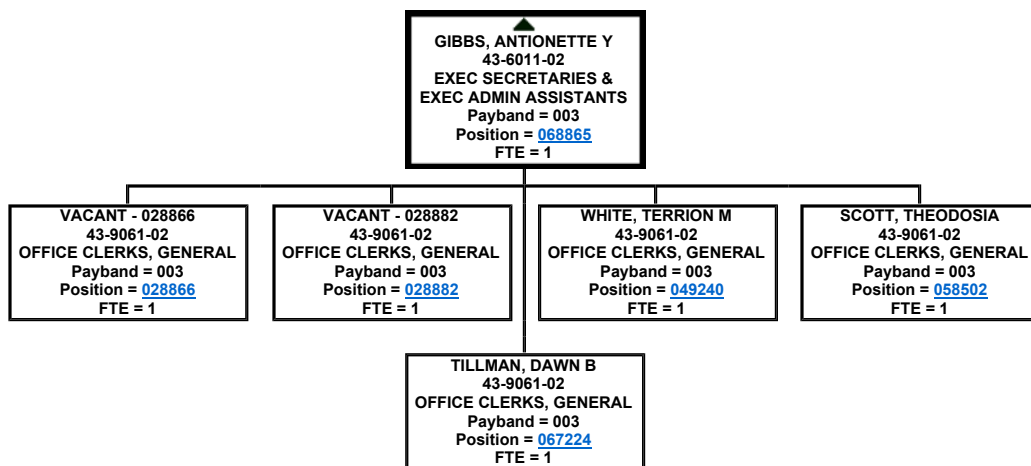


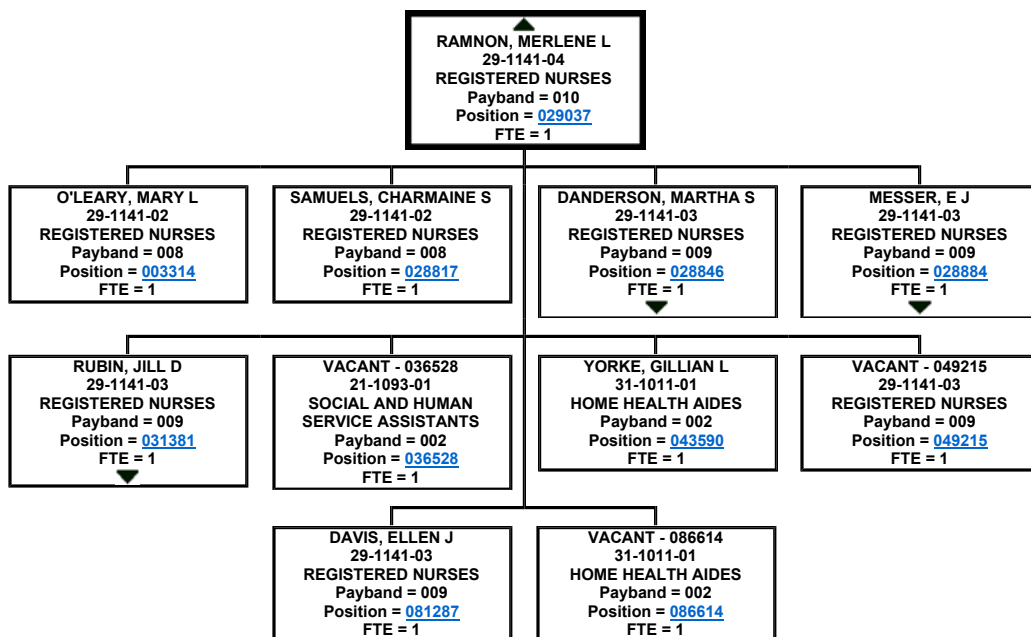


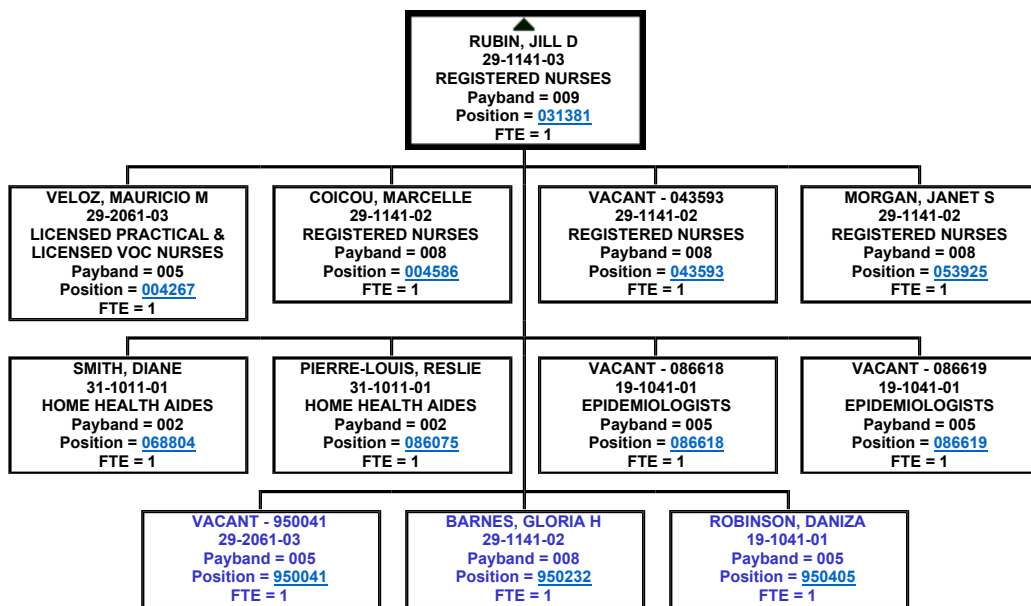


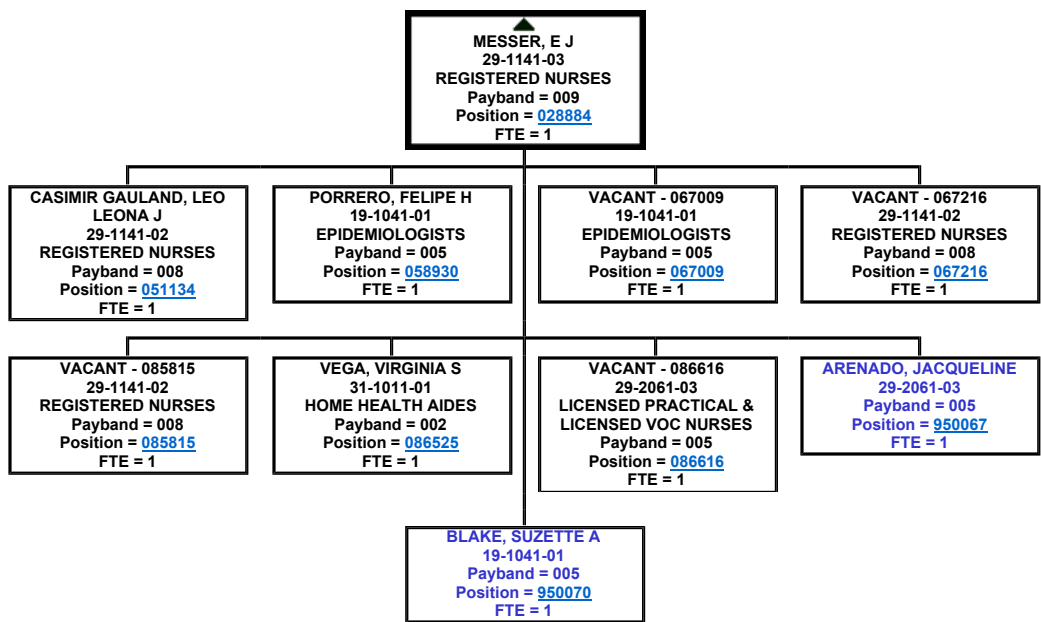


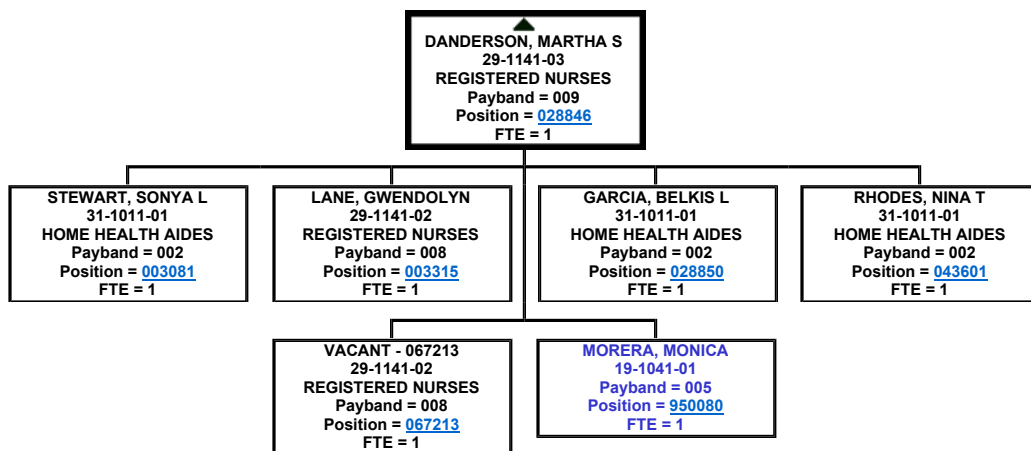




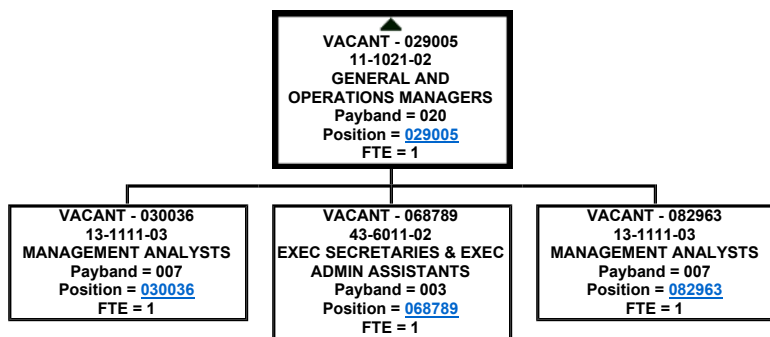


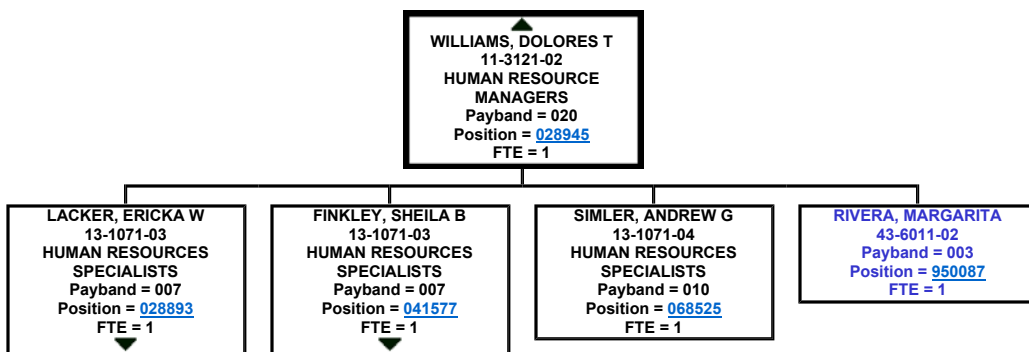


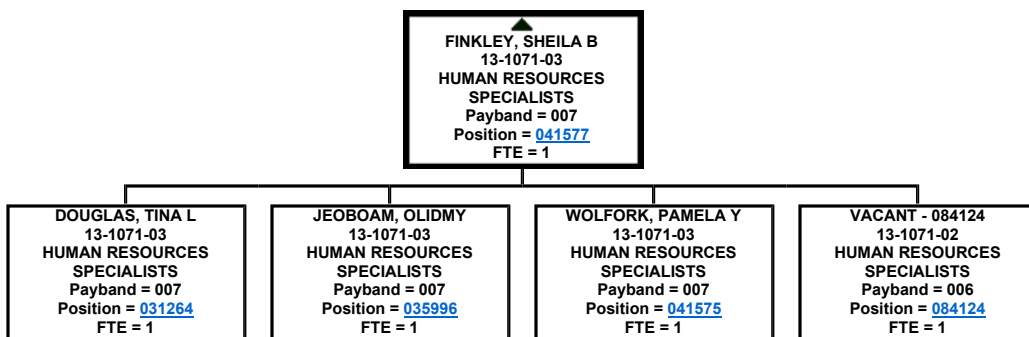


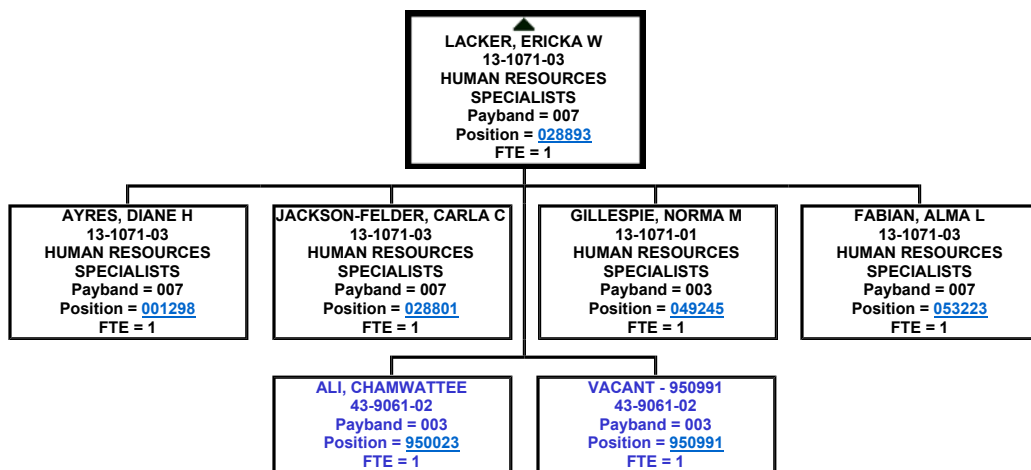


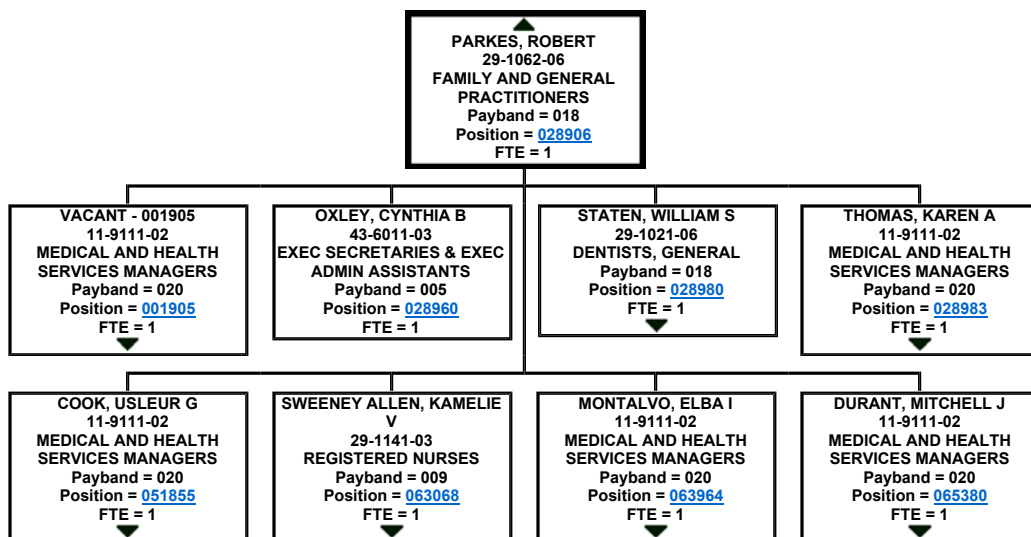


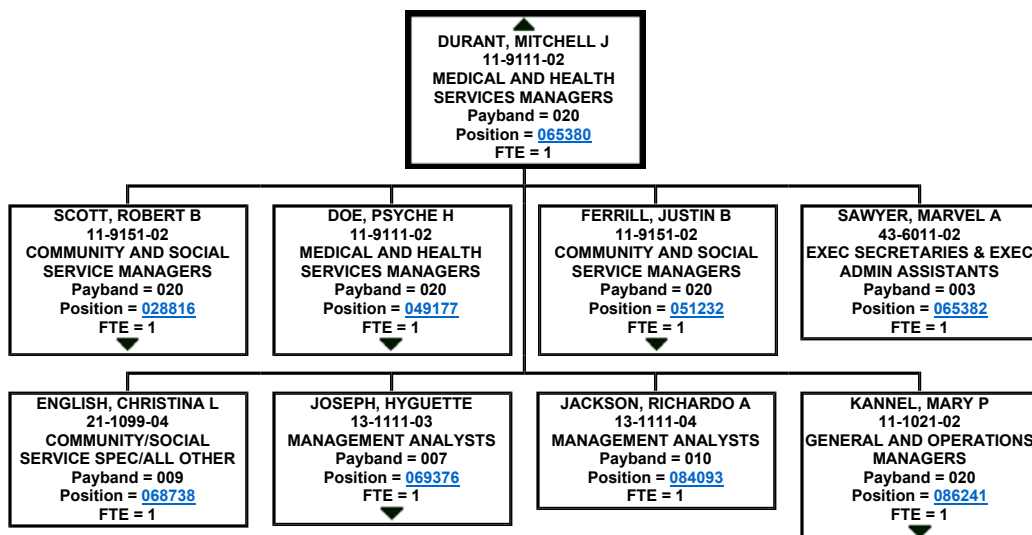


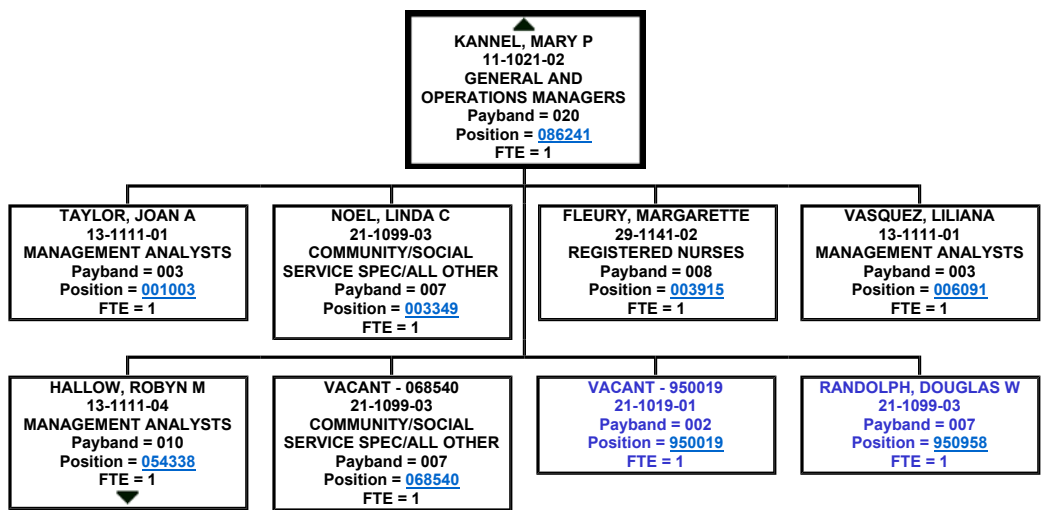


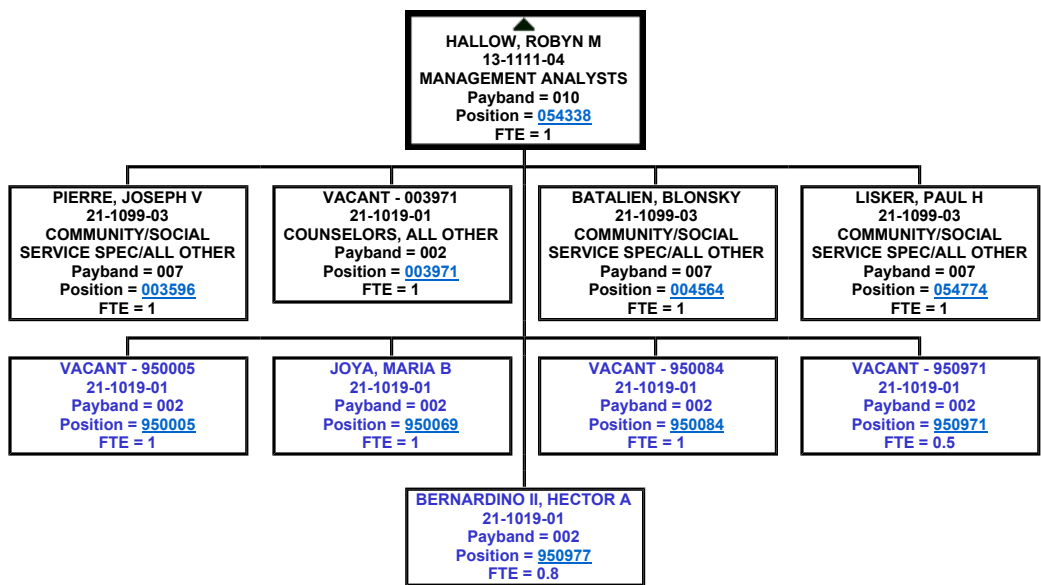




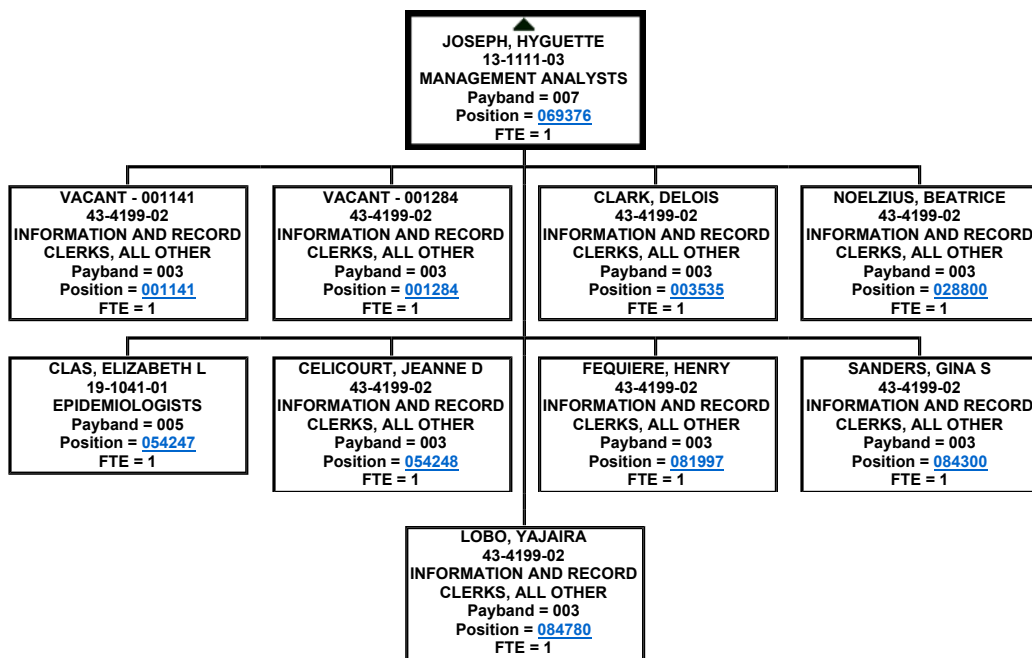


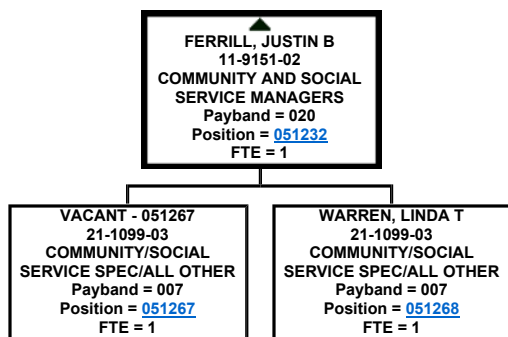


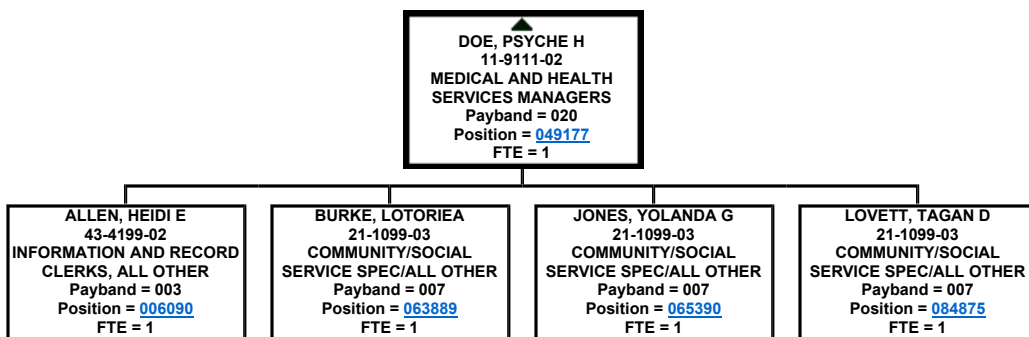


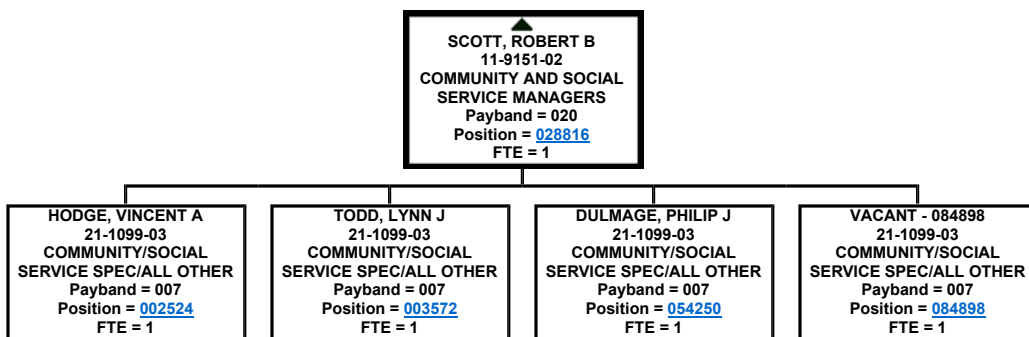


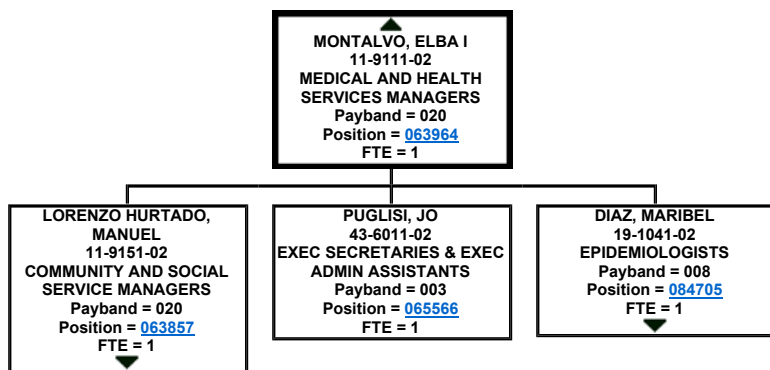


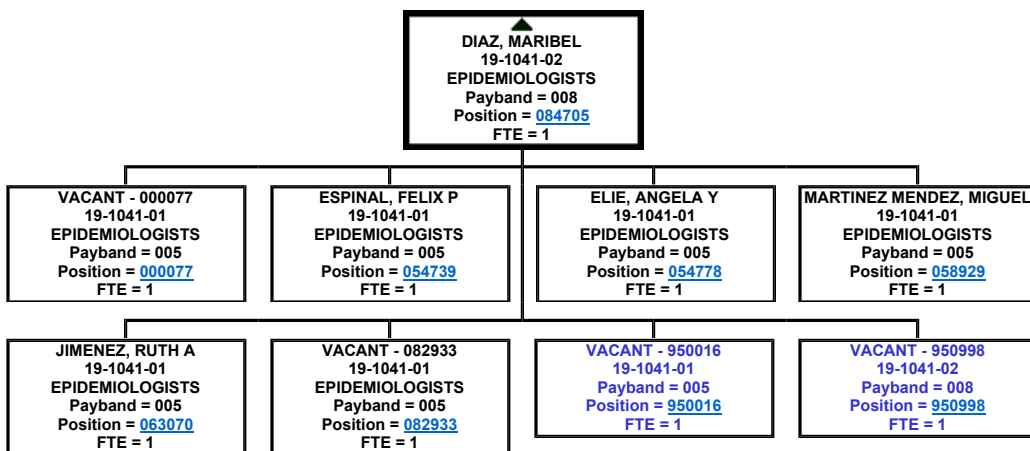


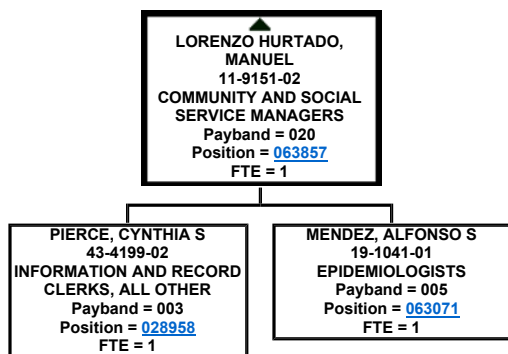


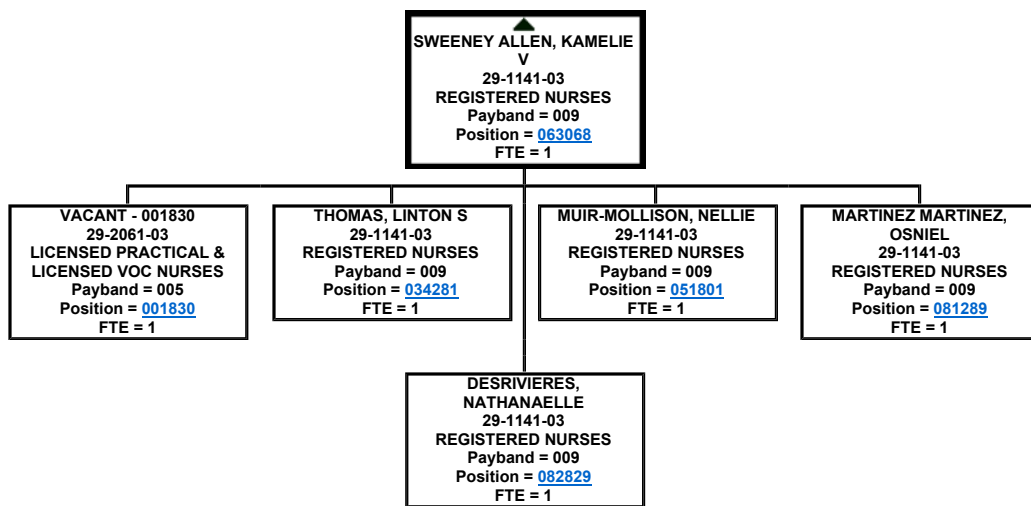




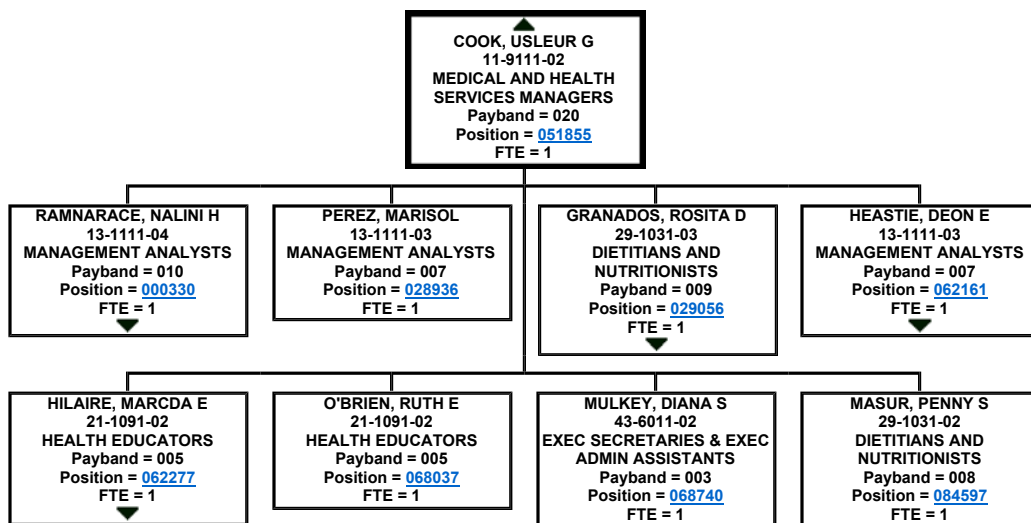


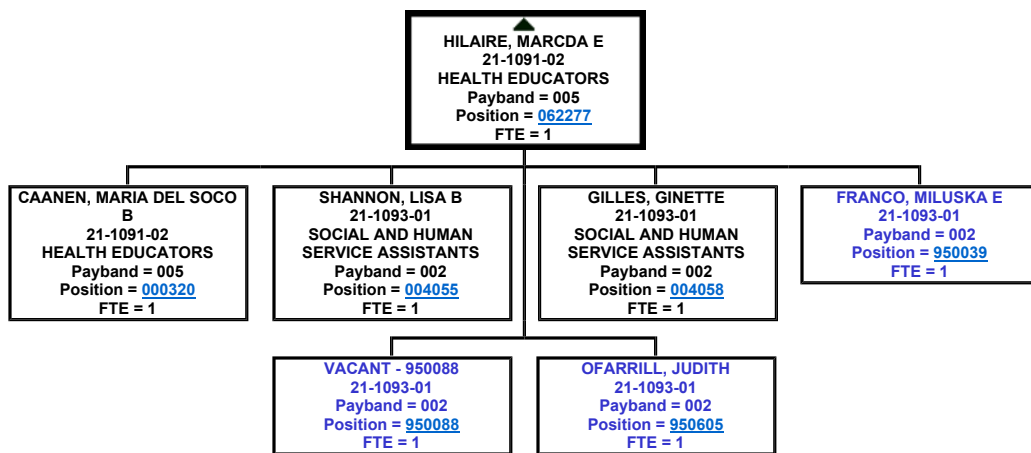


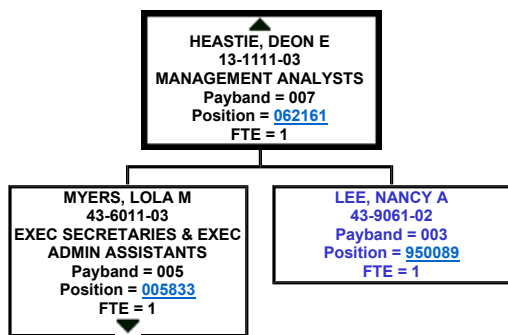


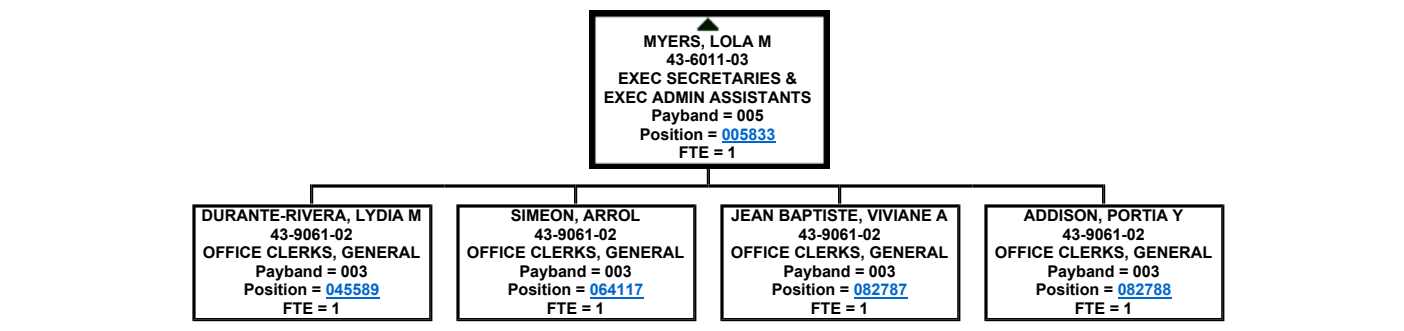


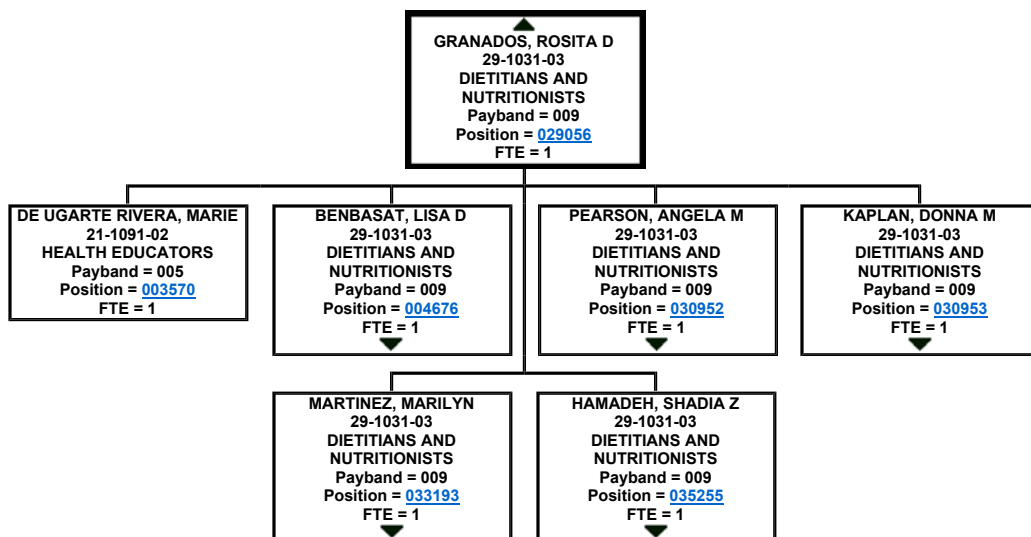


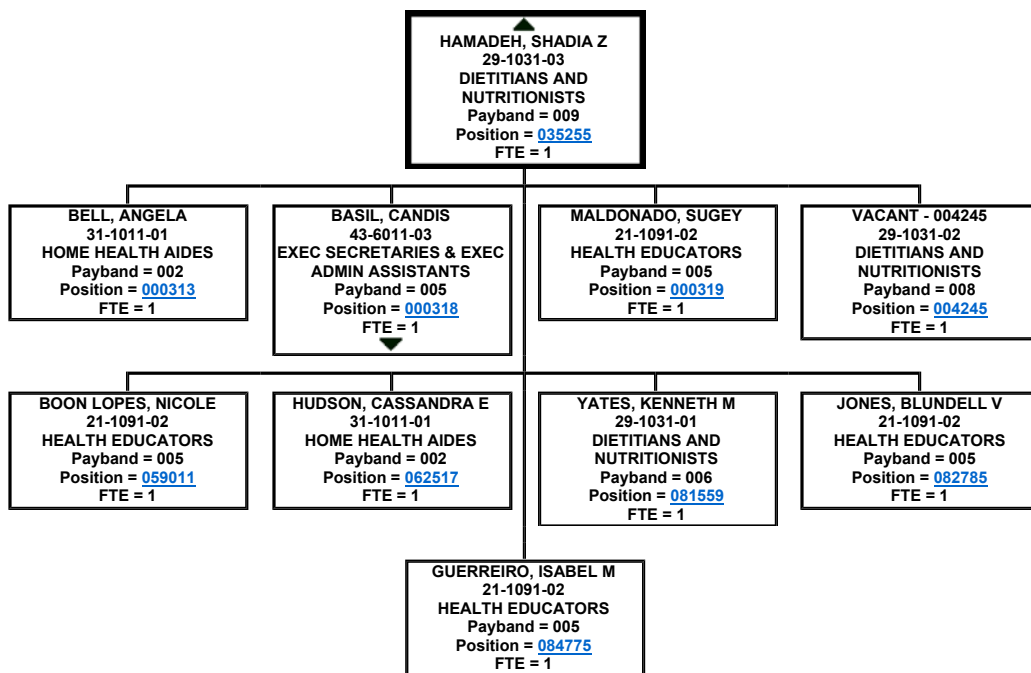


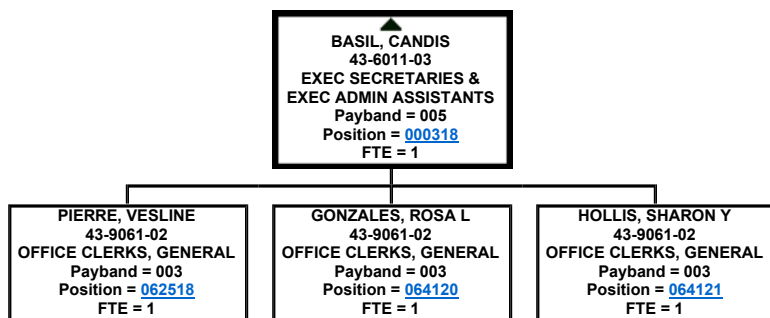


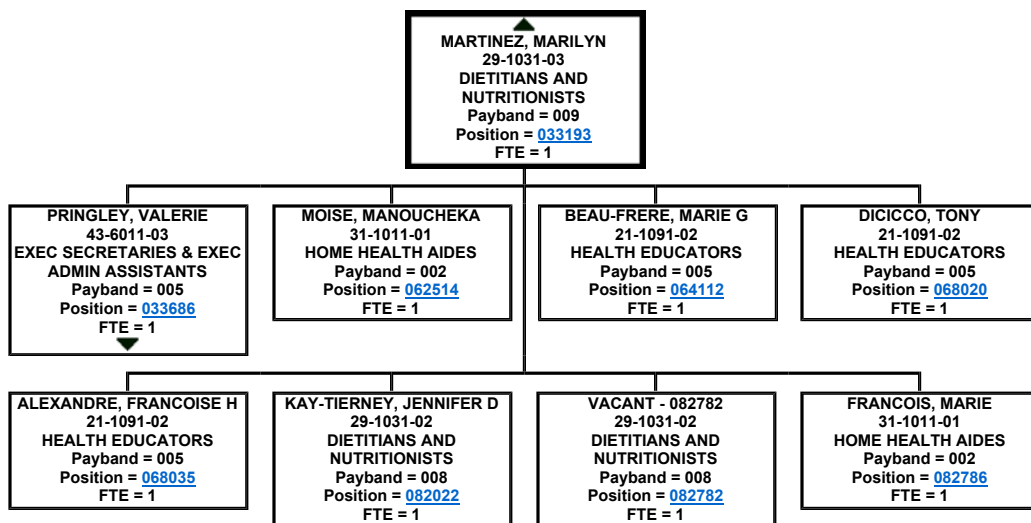




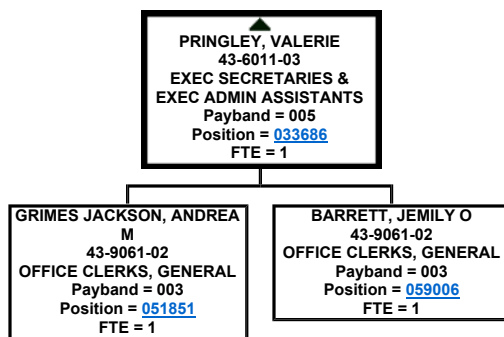


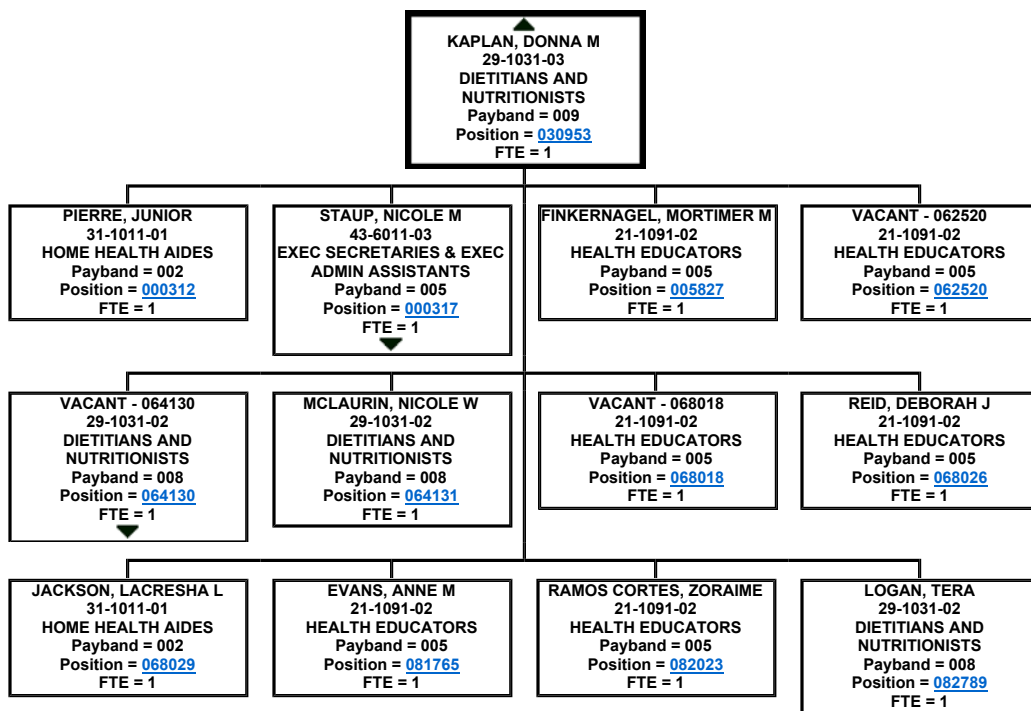


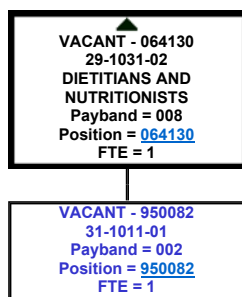


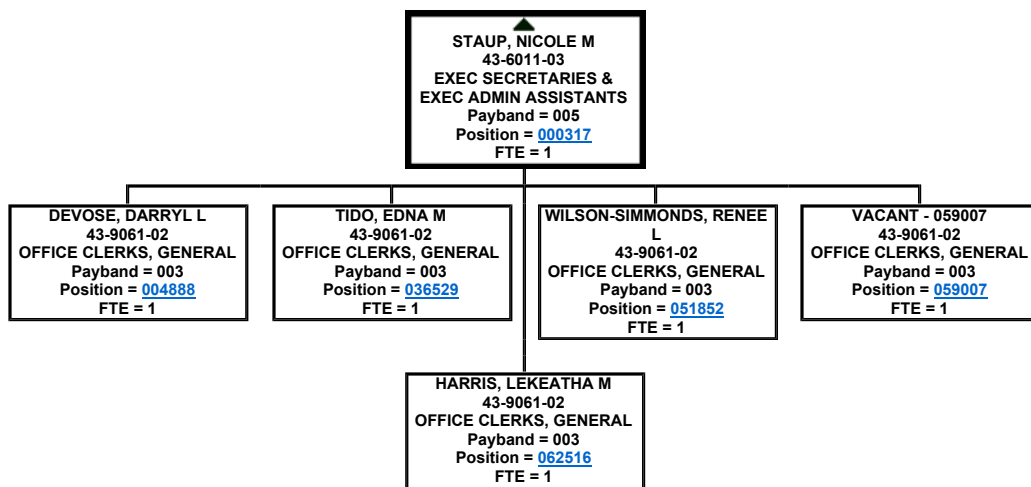


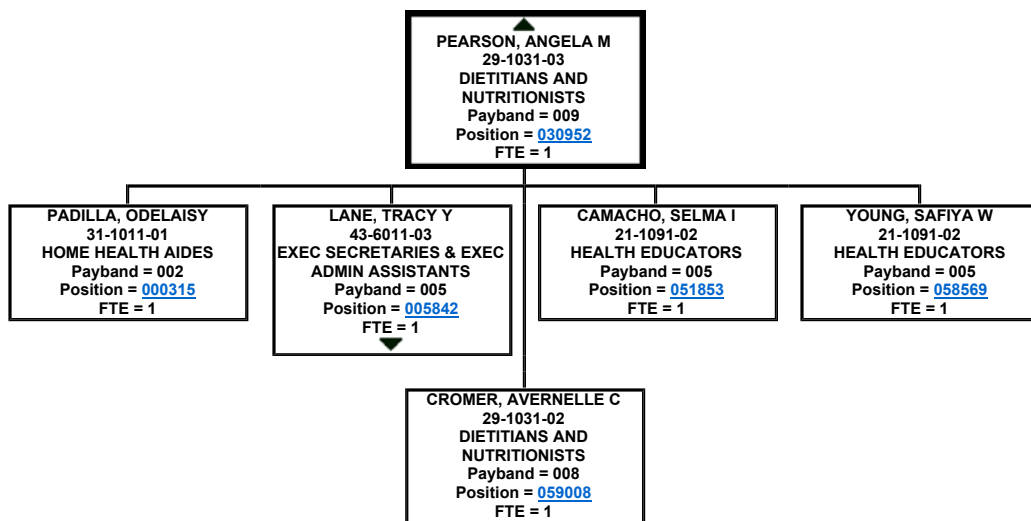


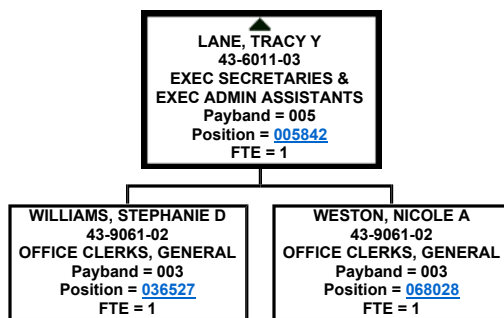


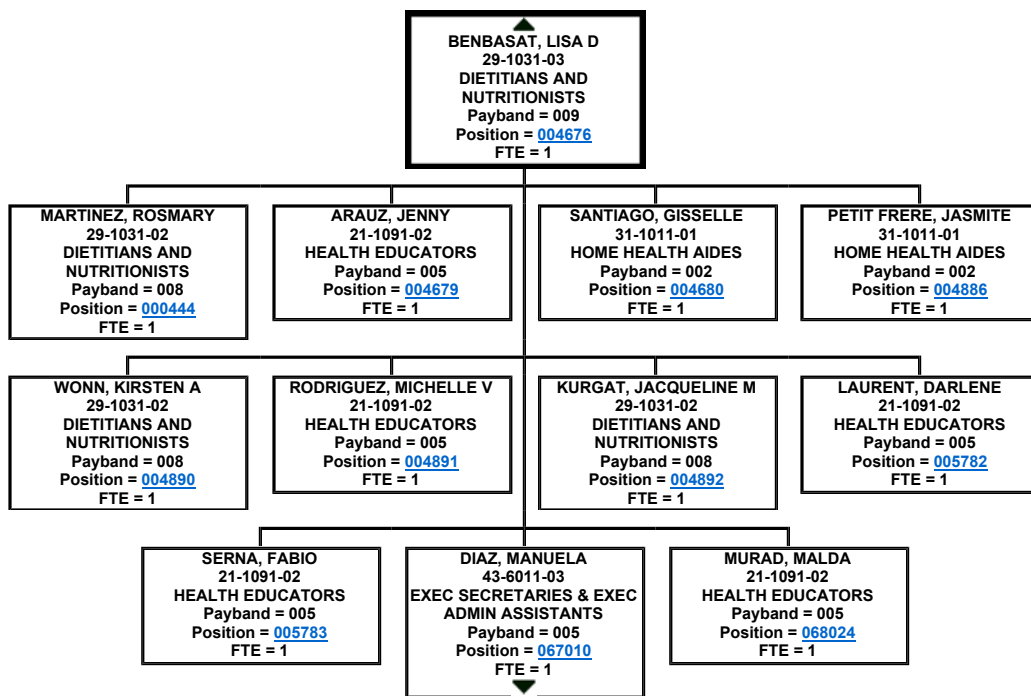


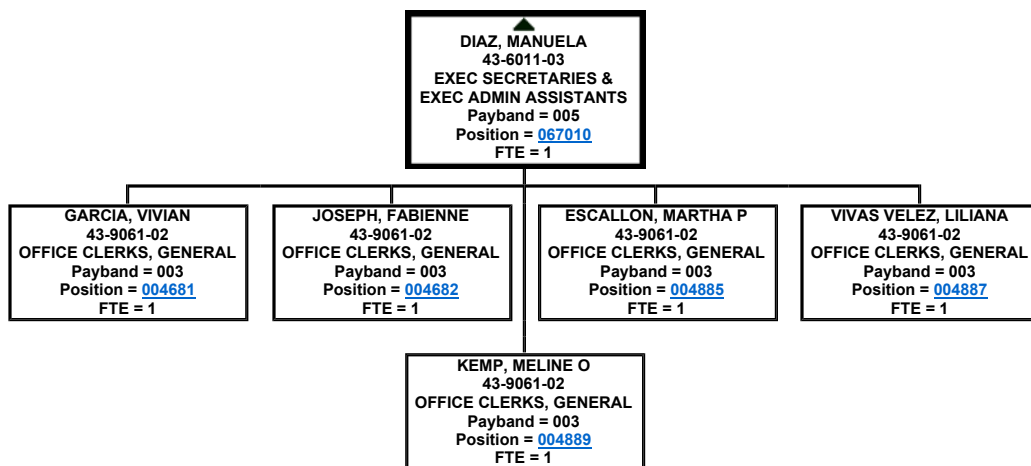




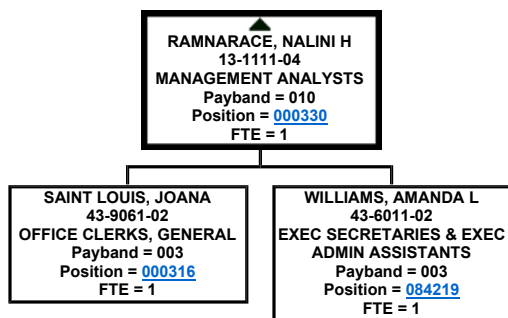


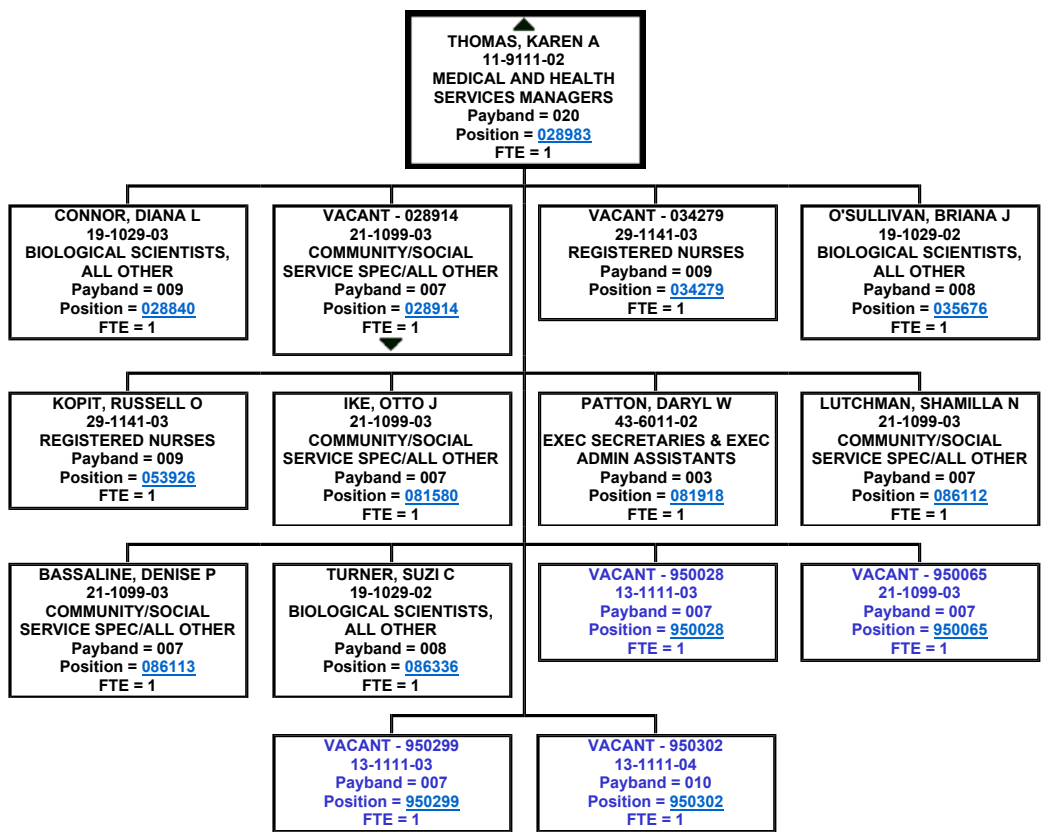


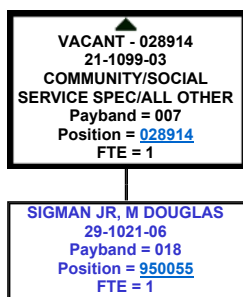


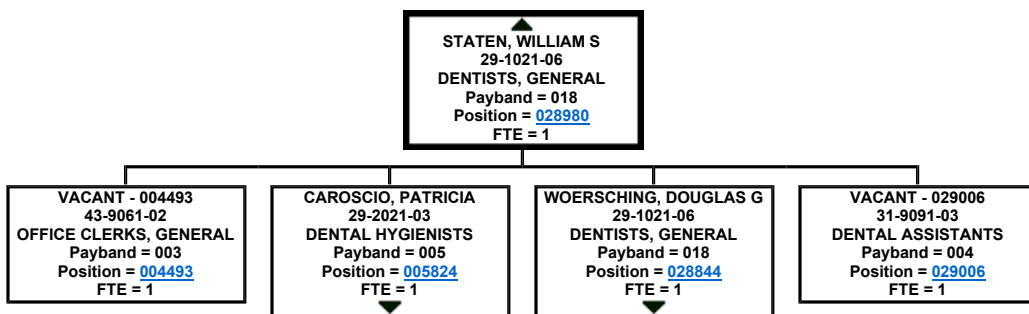


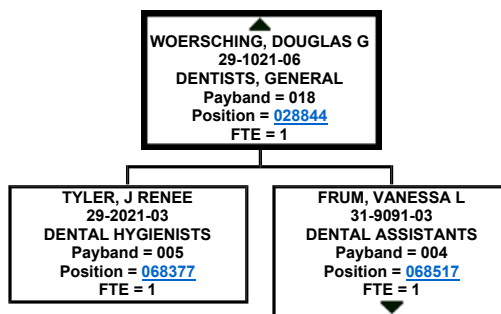


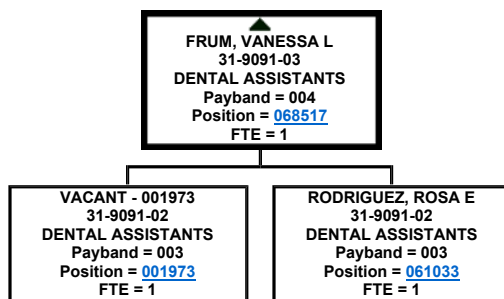


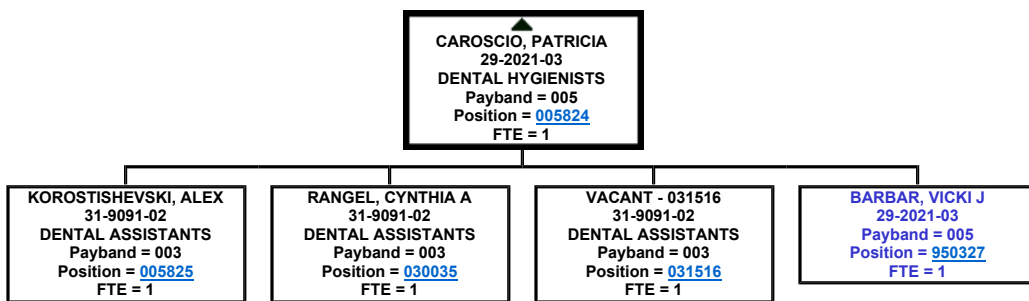


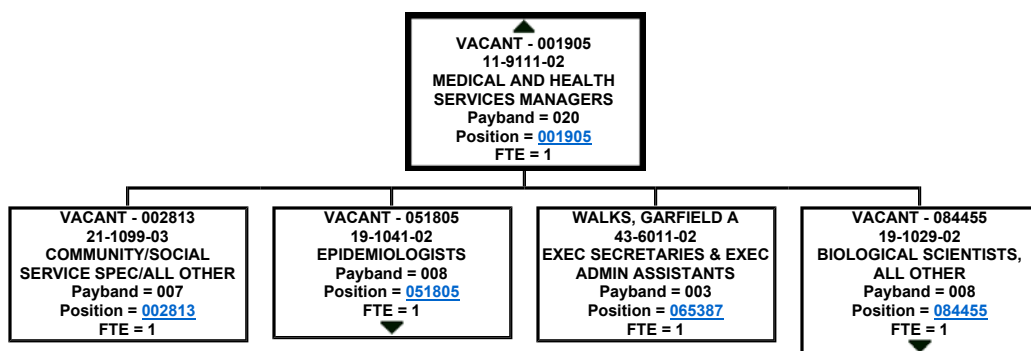




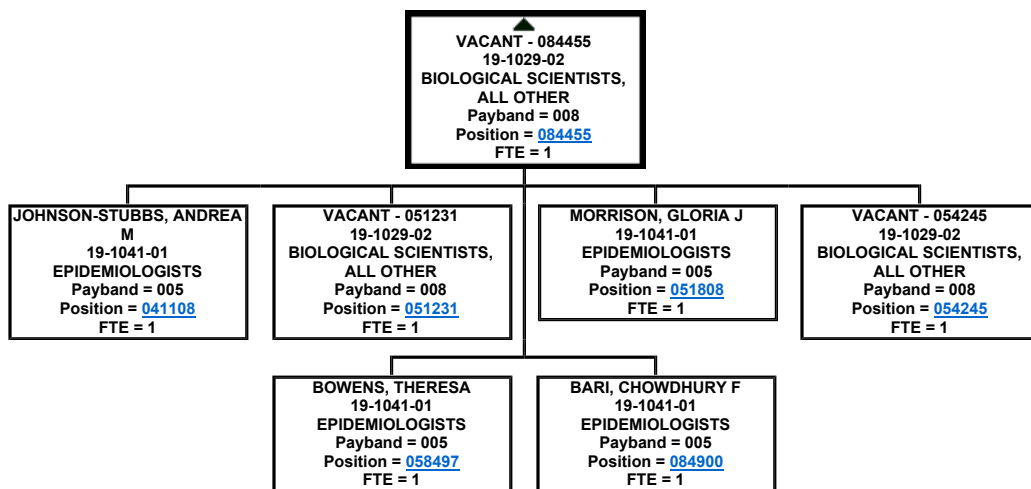


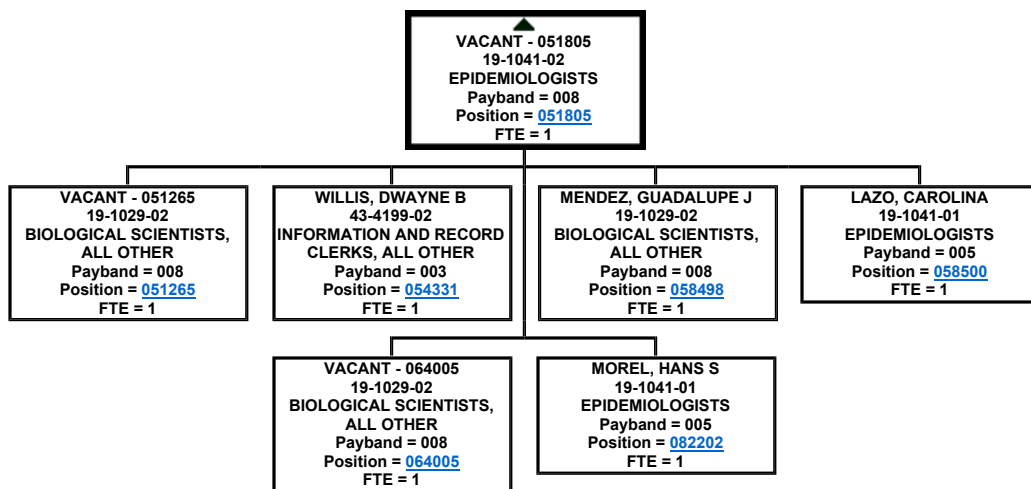


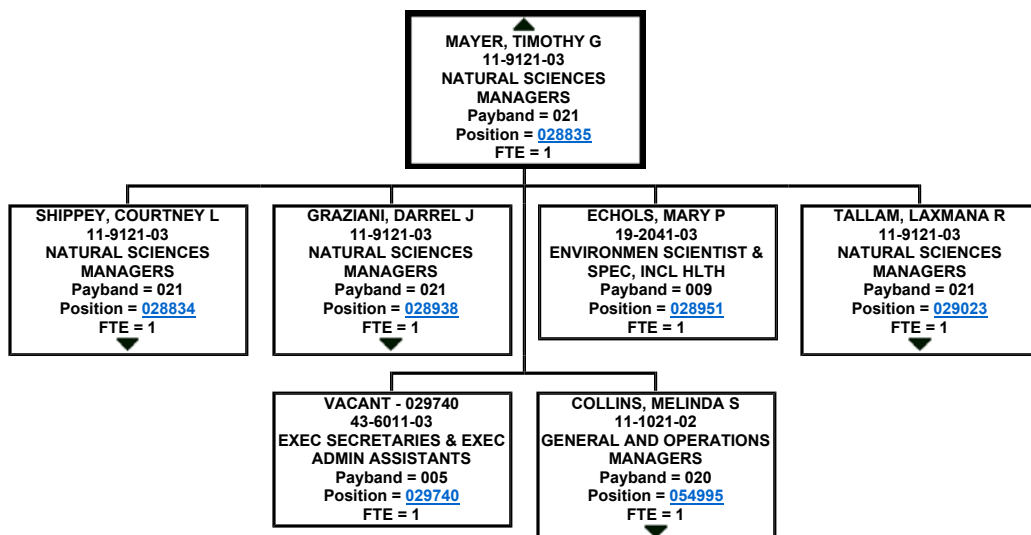


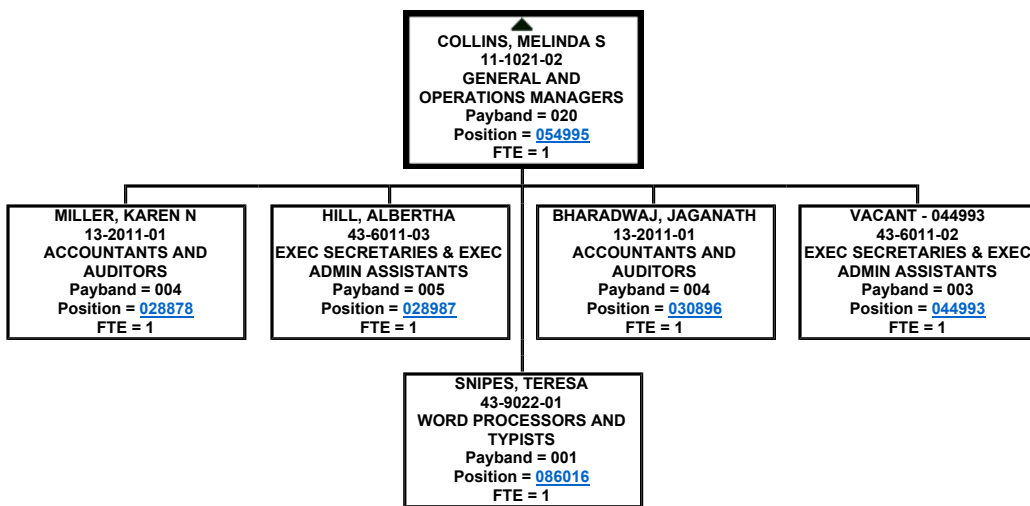


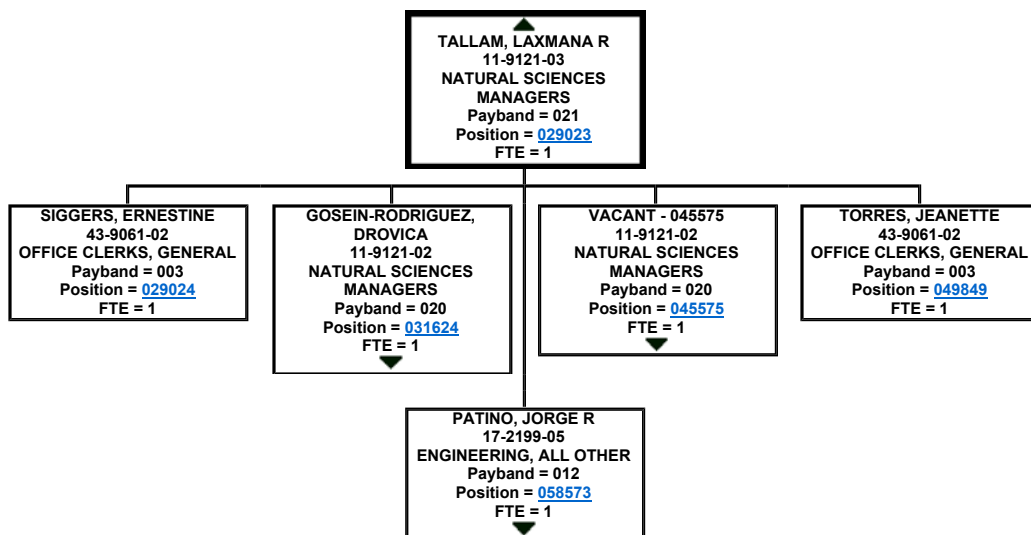


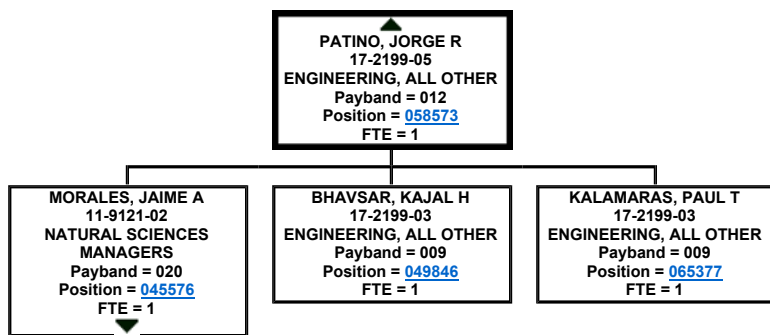


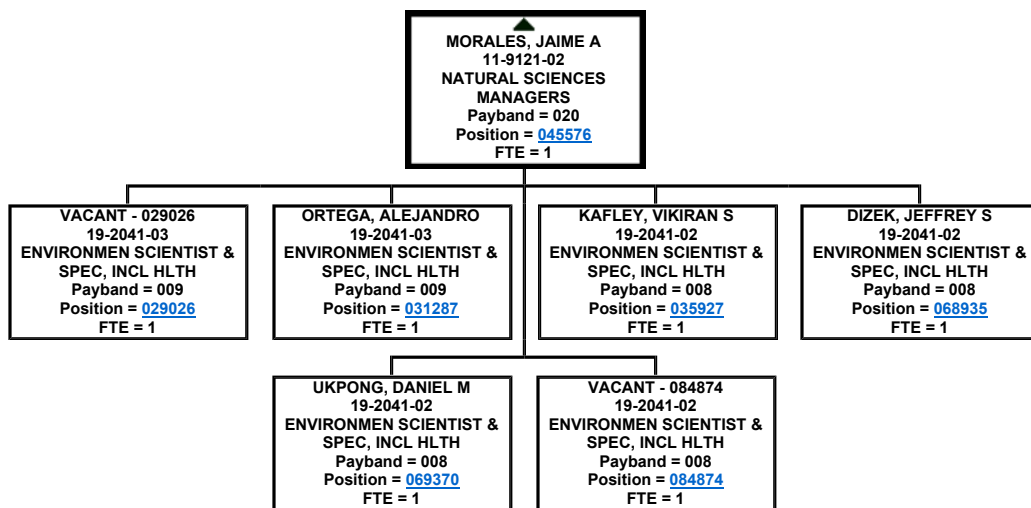


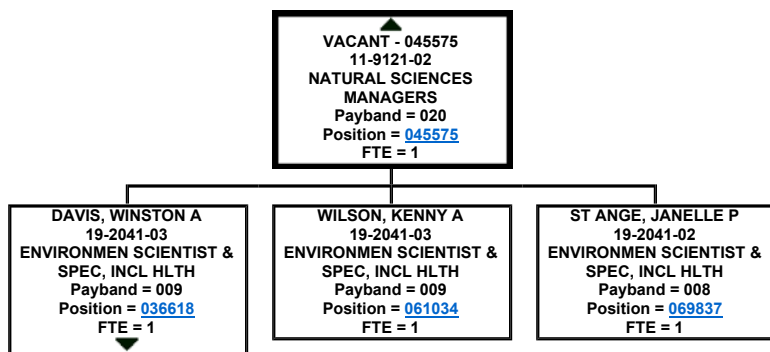




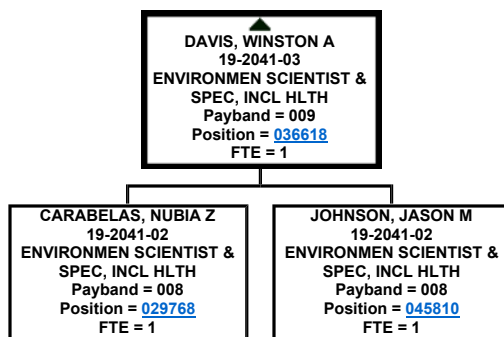


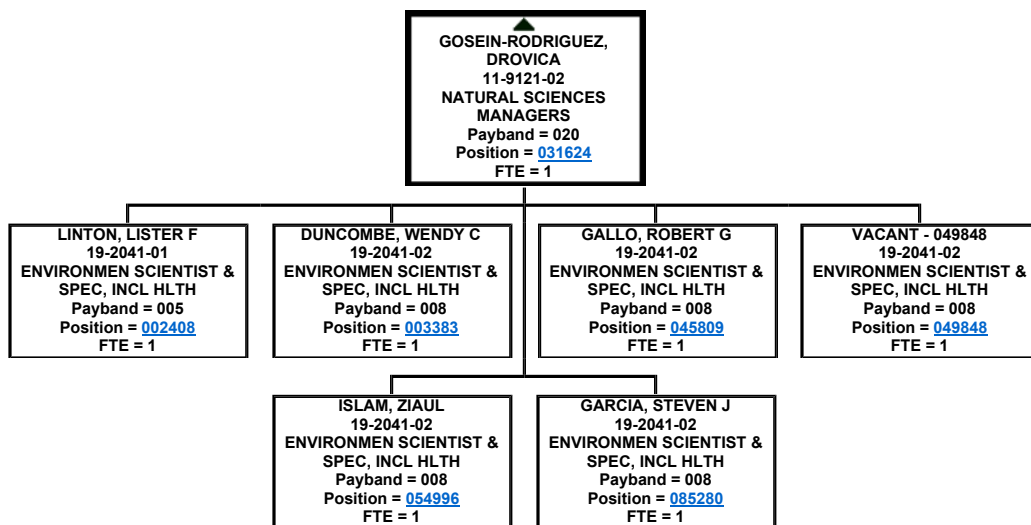


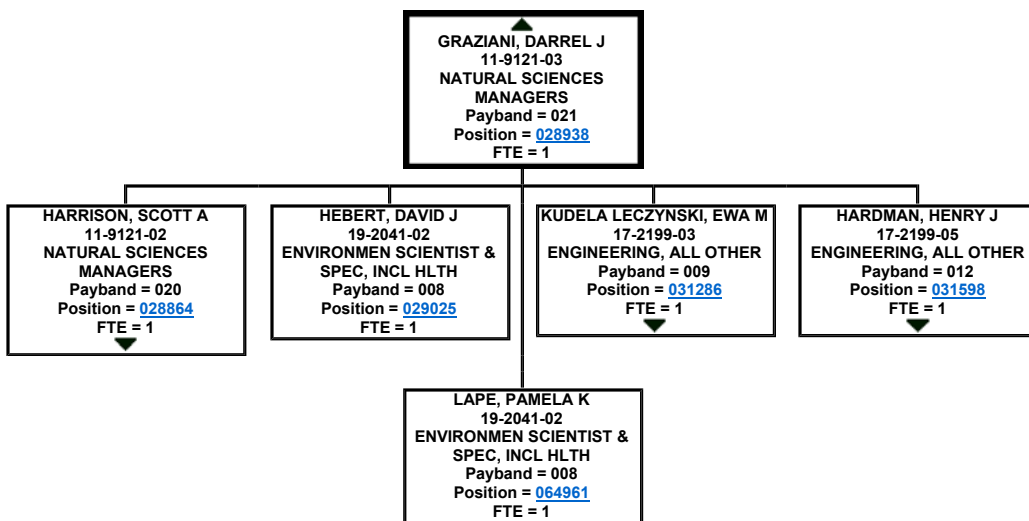


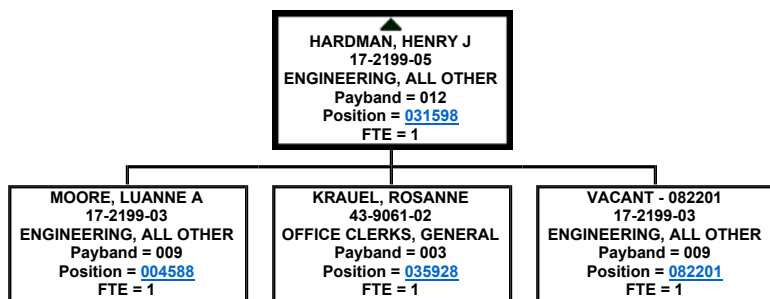


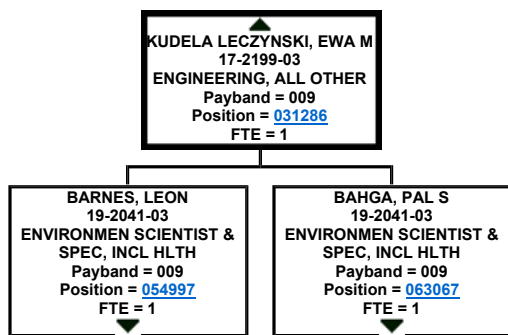


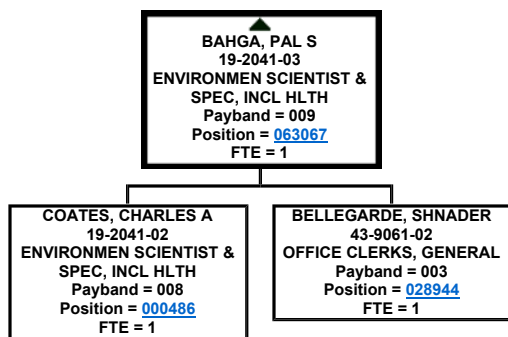


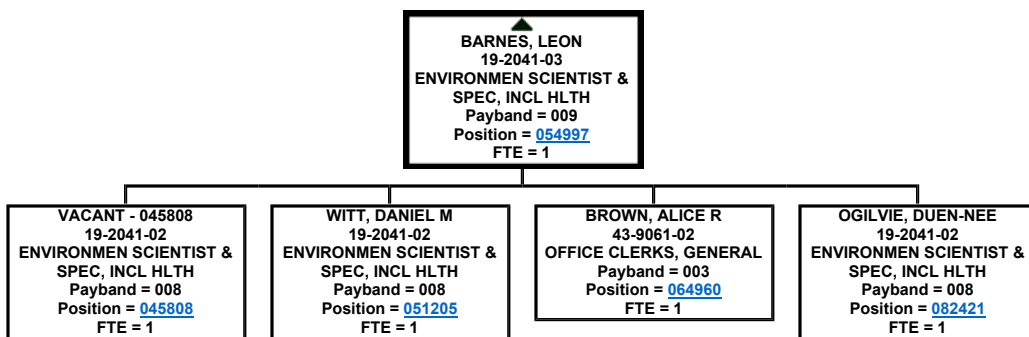


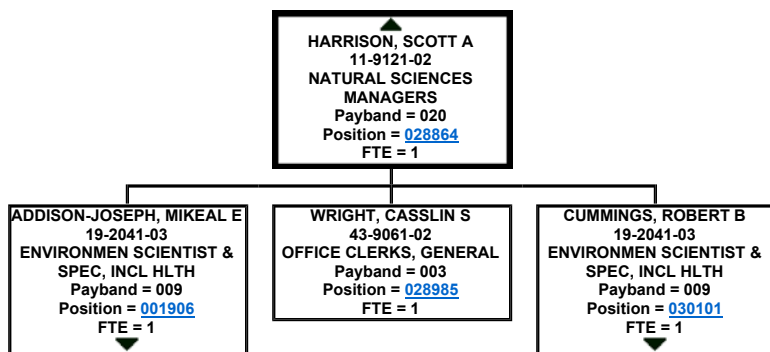




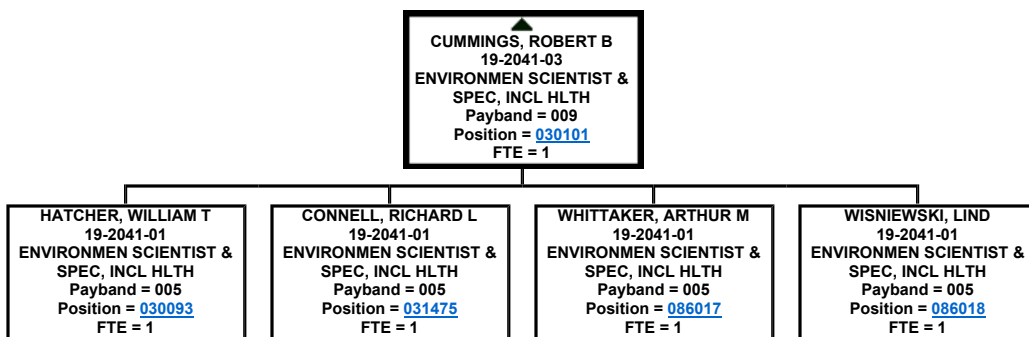


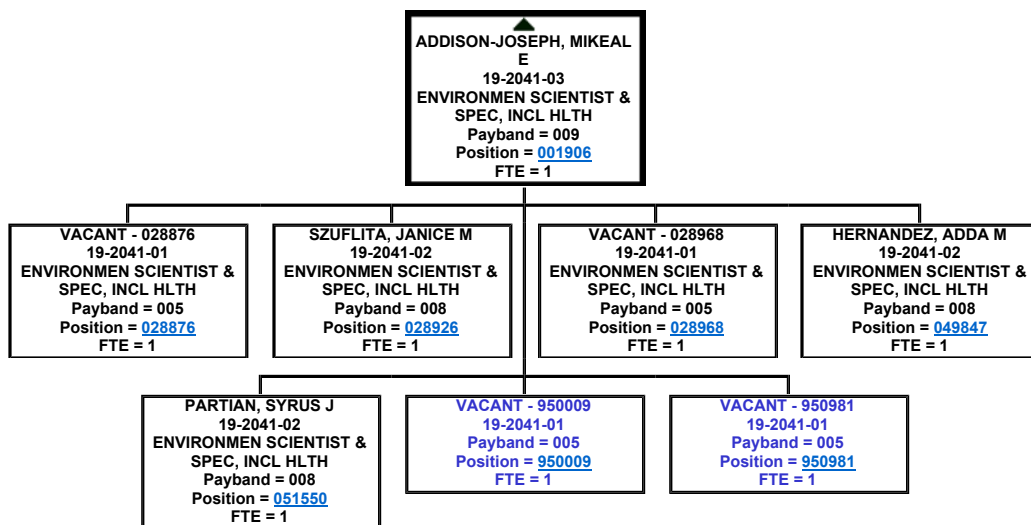


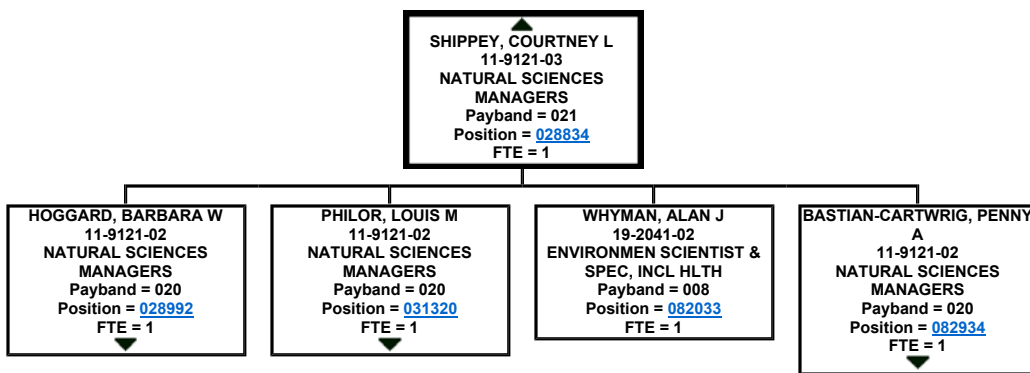


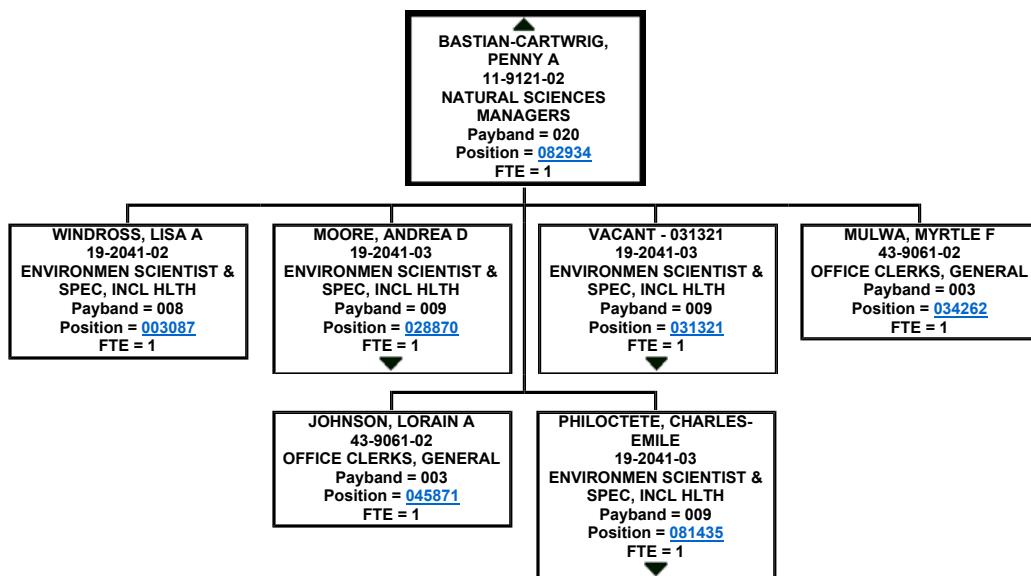


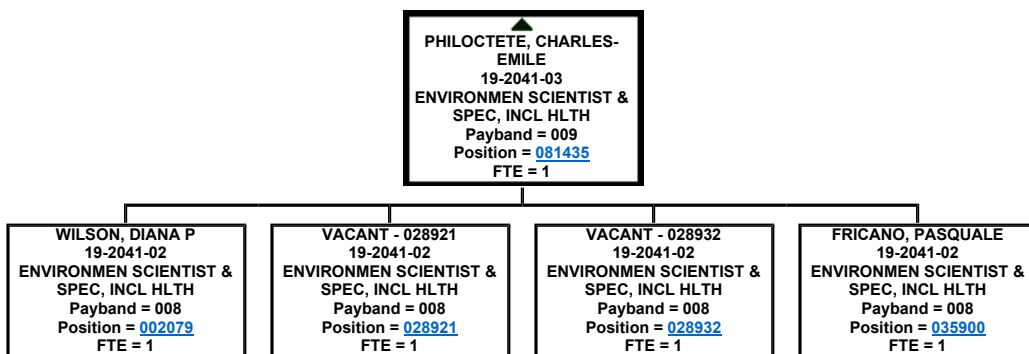


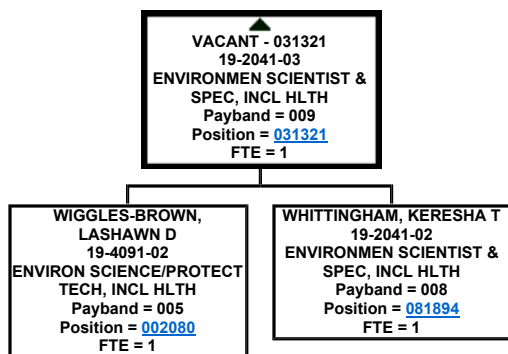


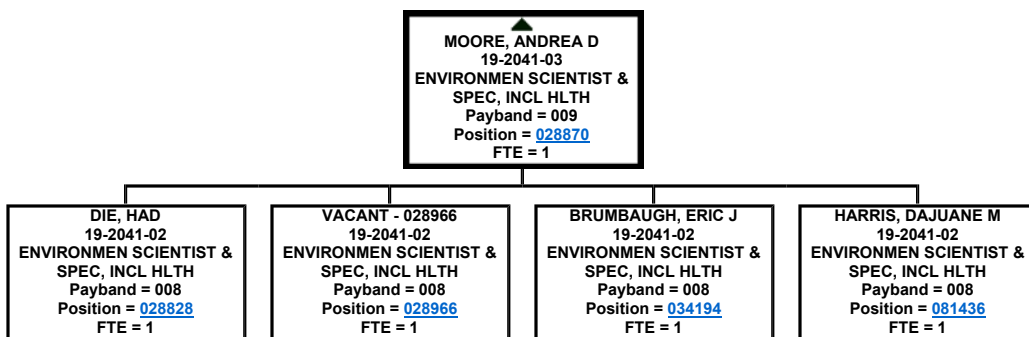


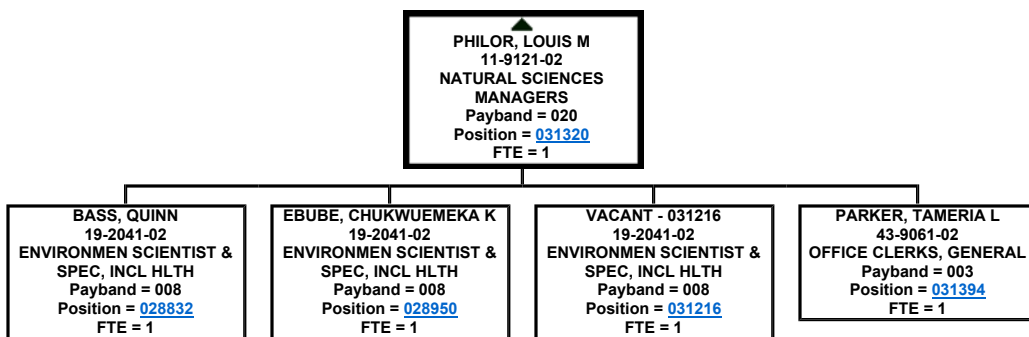




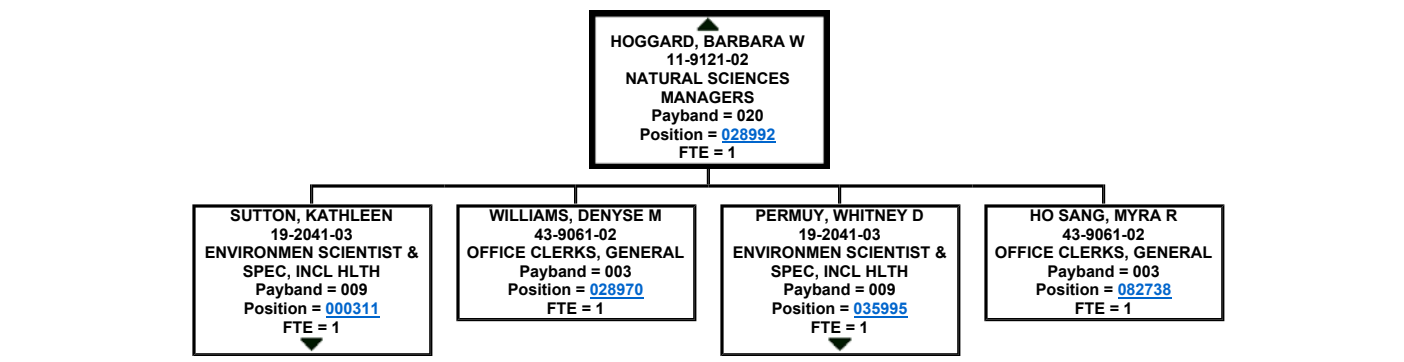


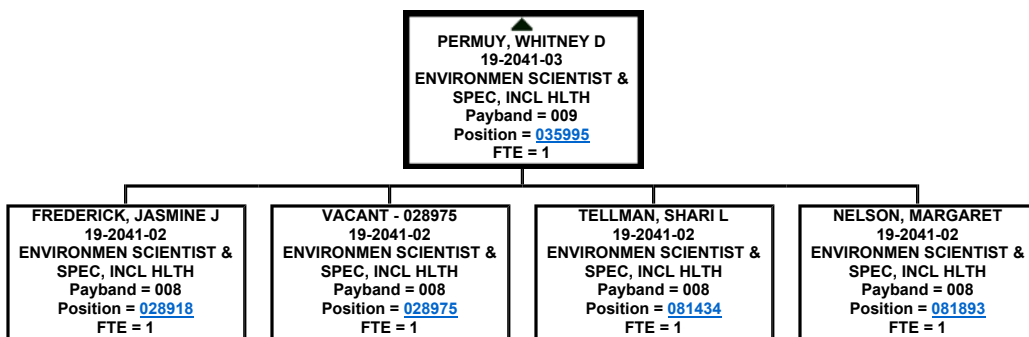


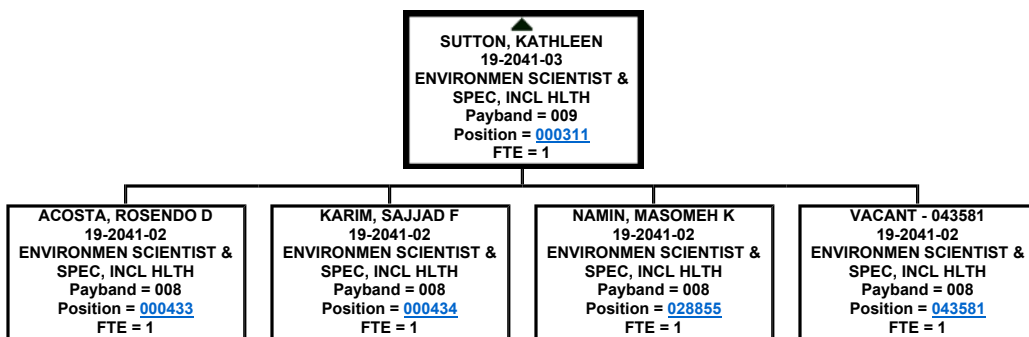








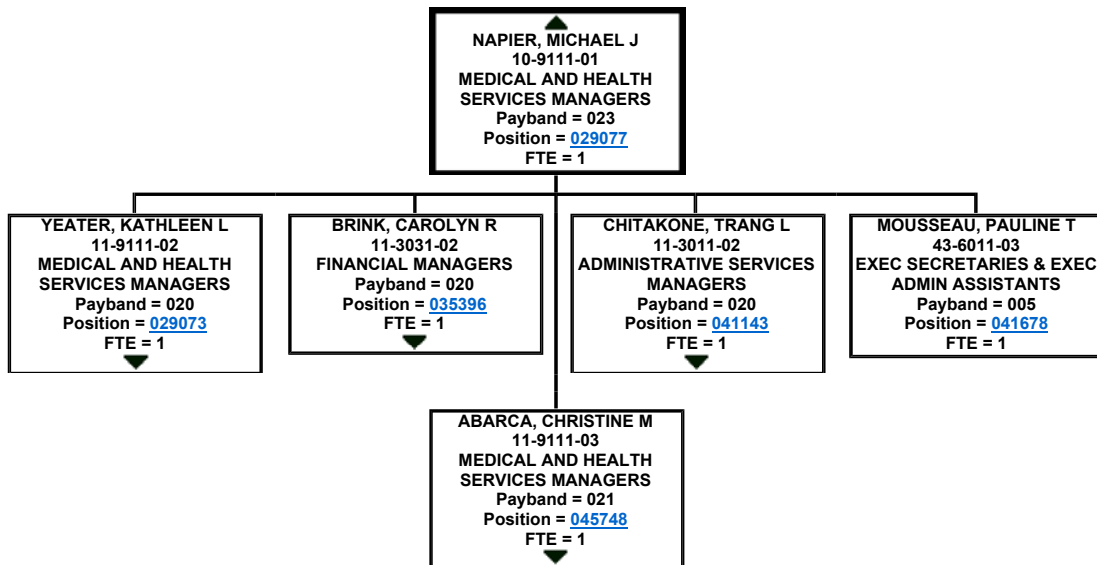


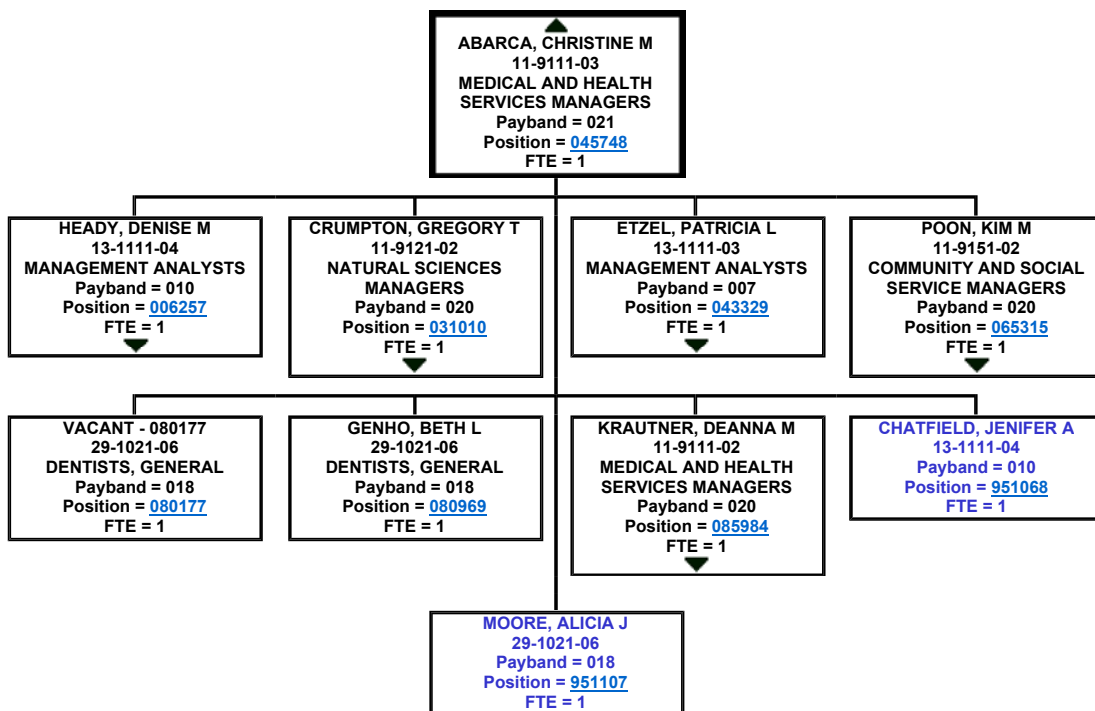


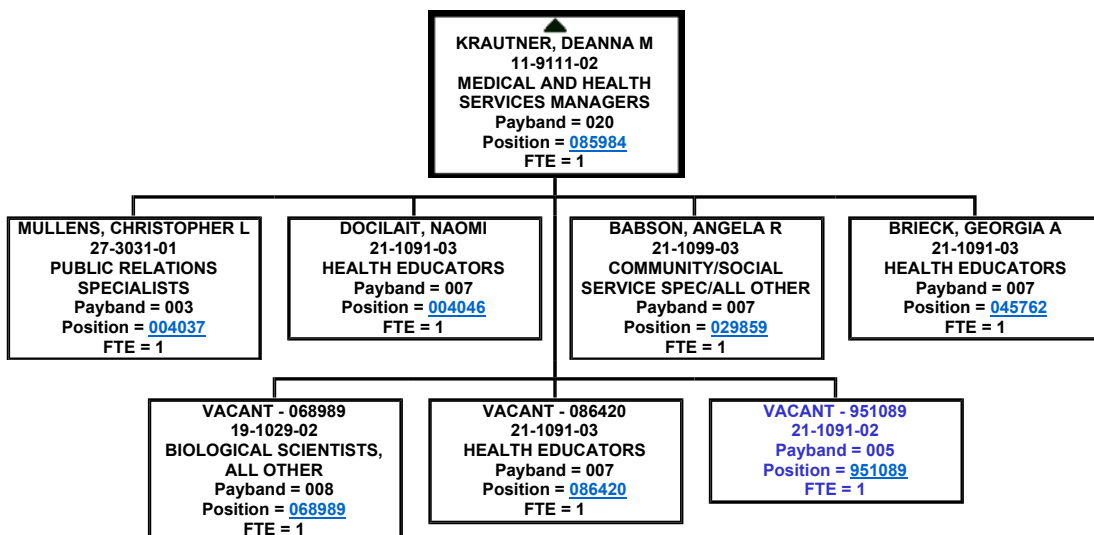
## CHD 51 - Pasco County Health Department

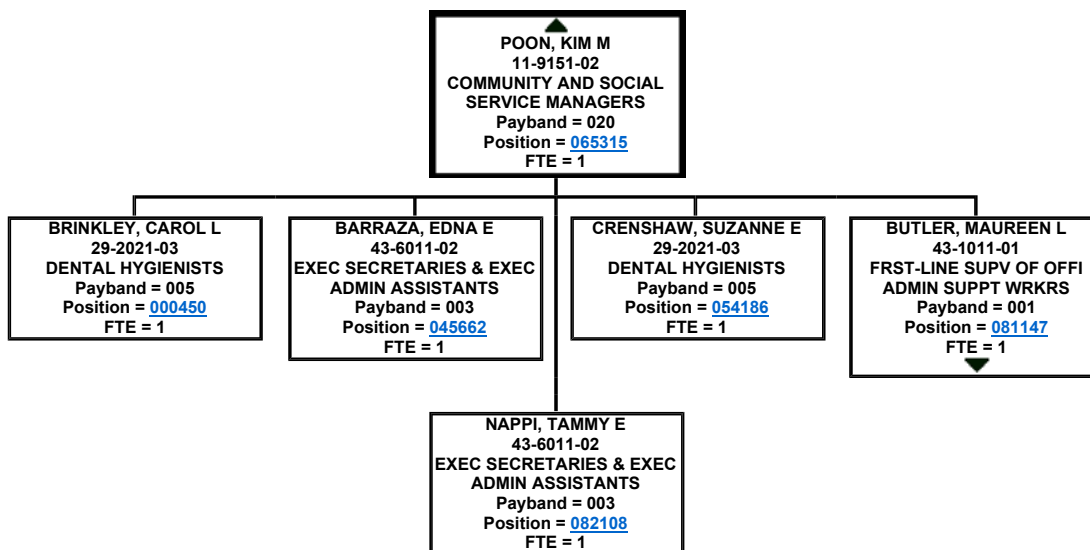
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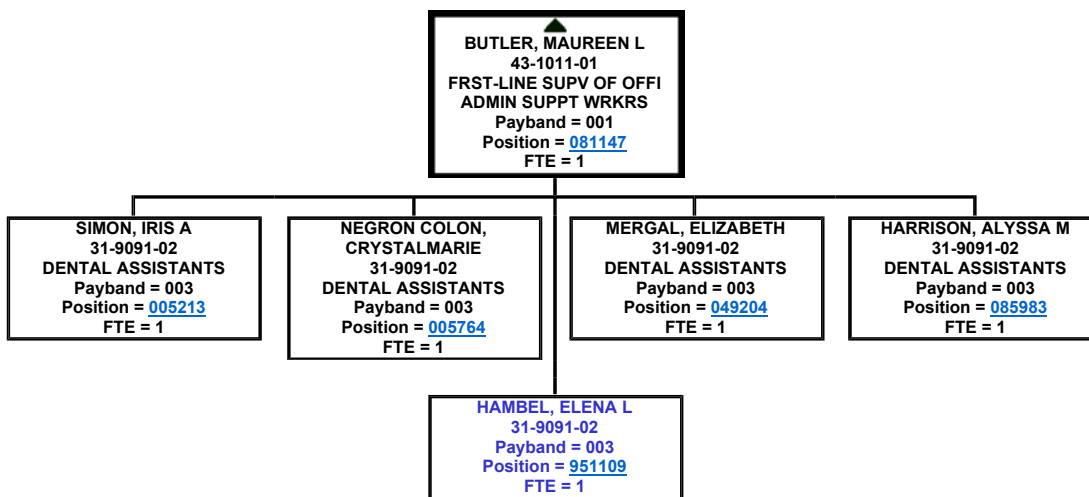
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**



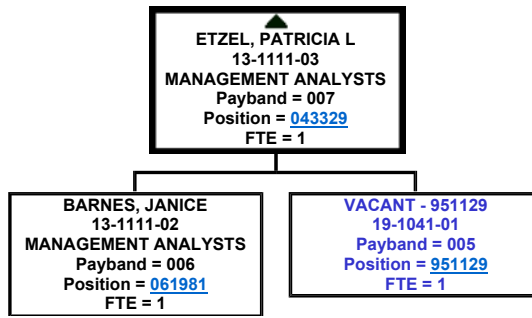


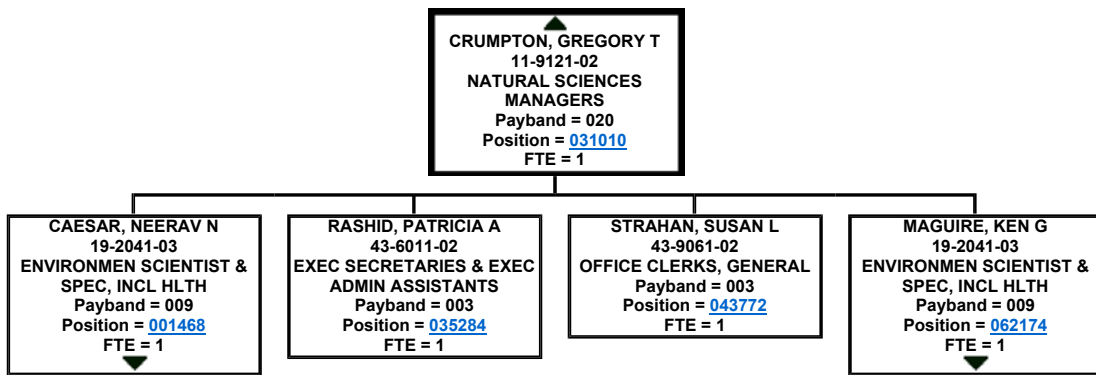


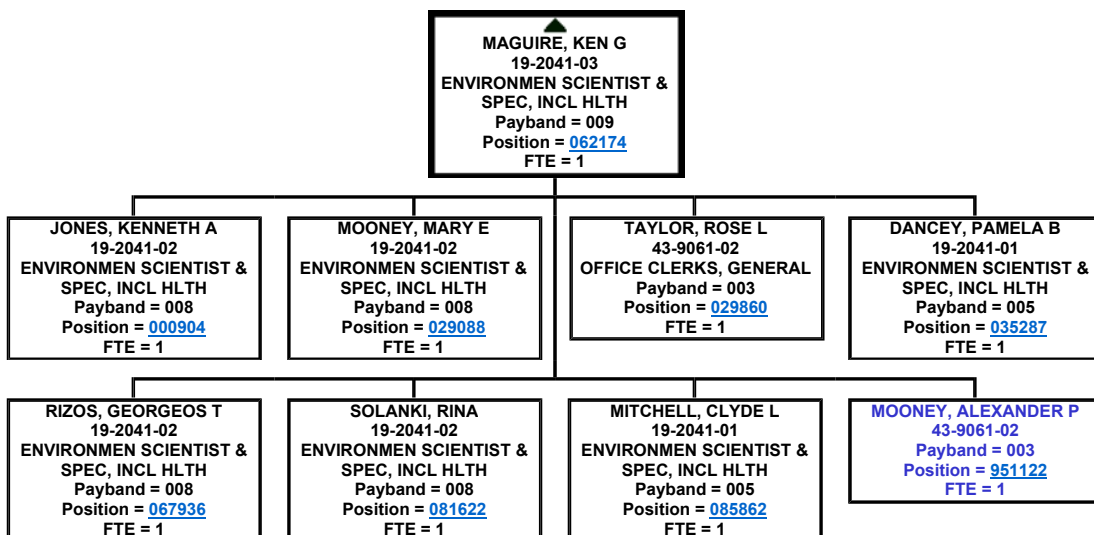


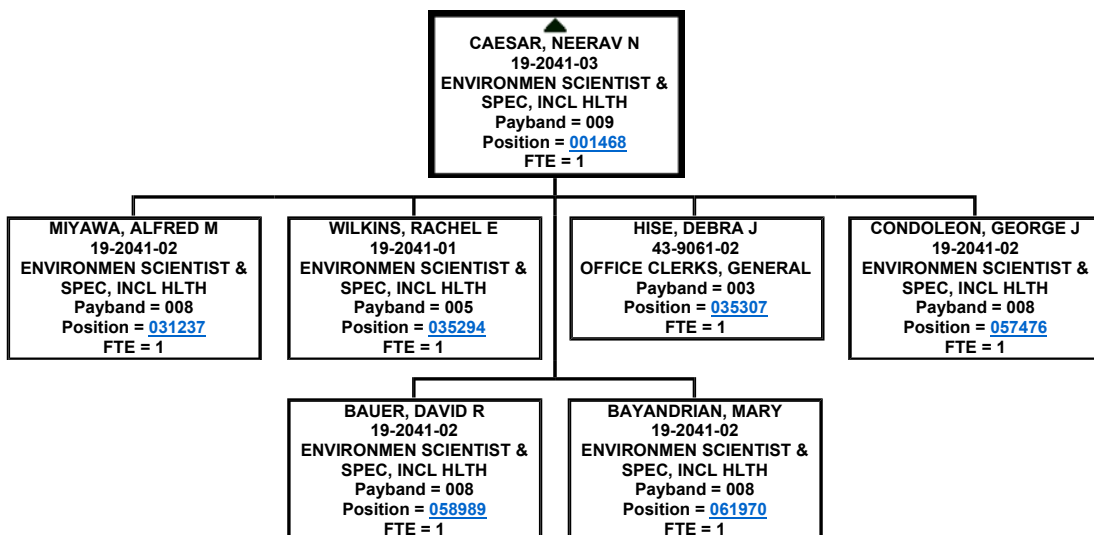


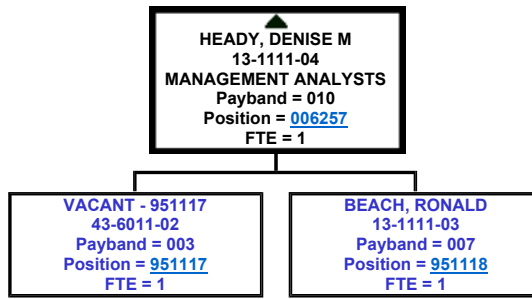


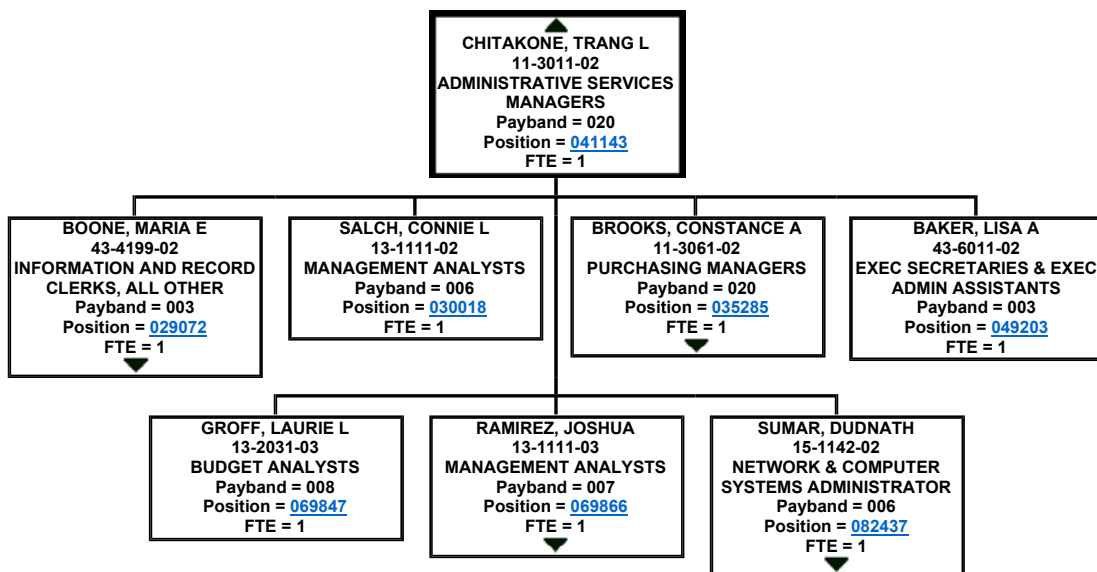


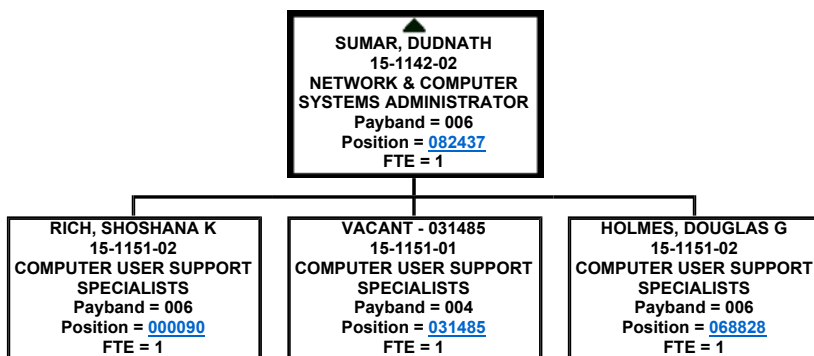


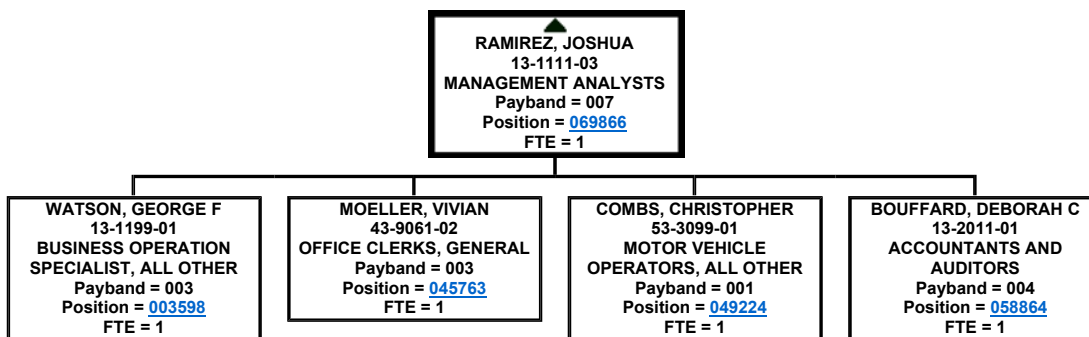




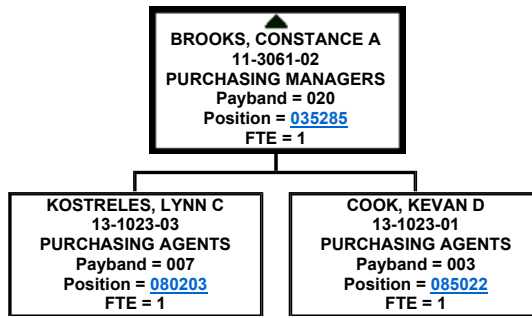


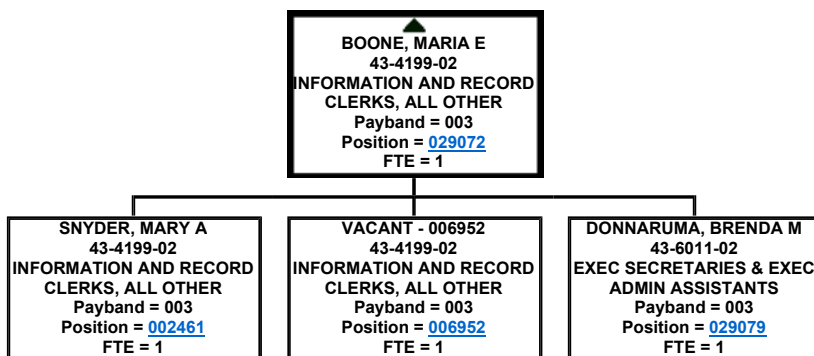


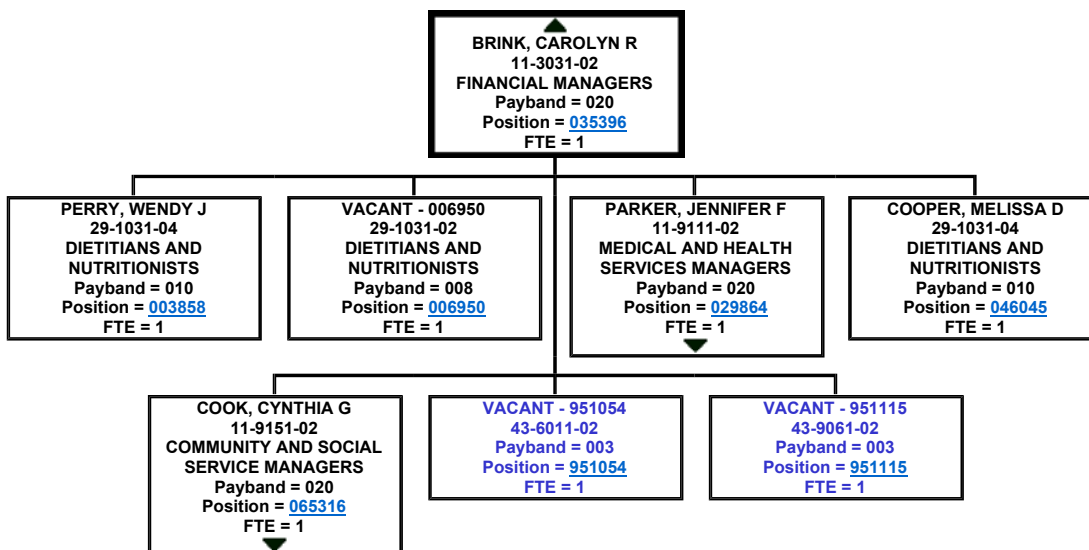


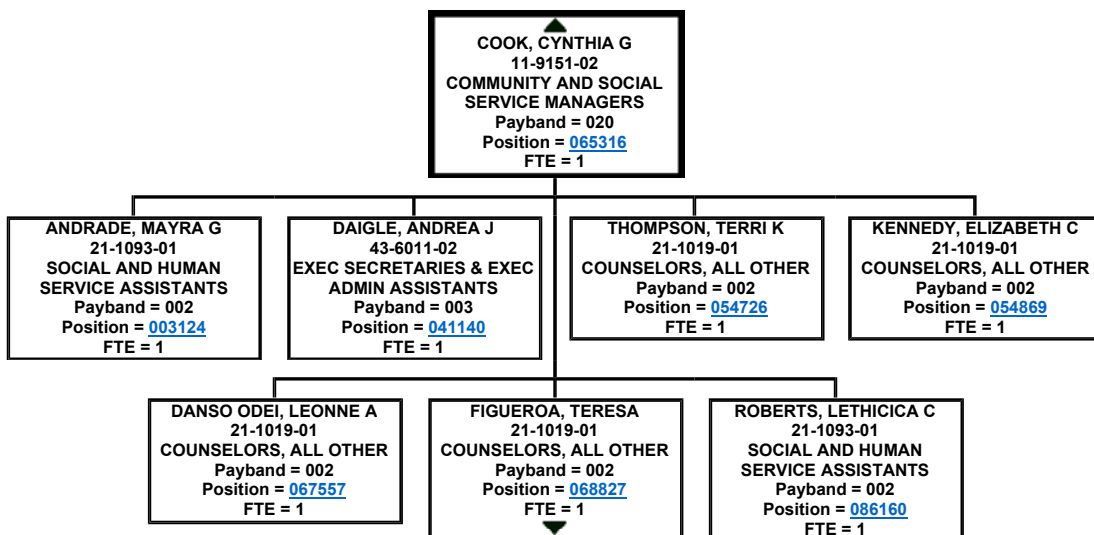


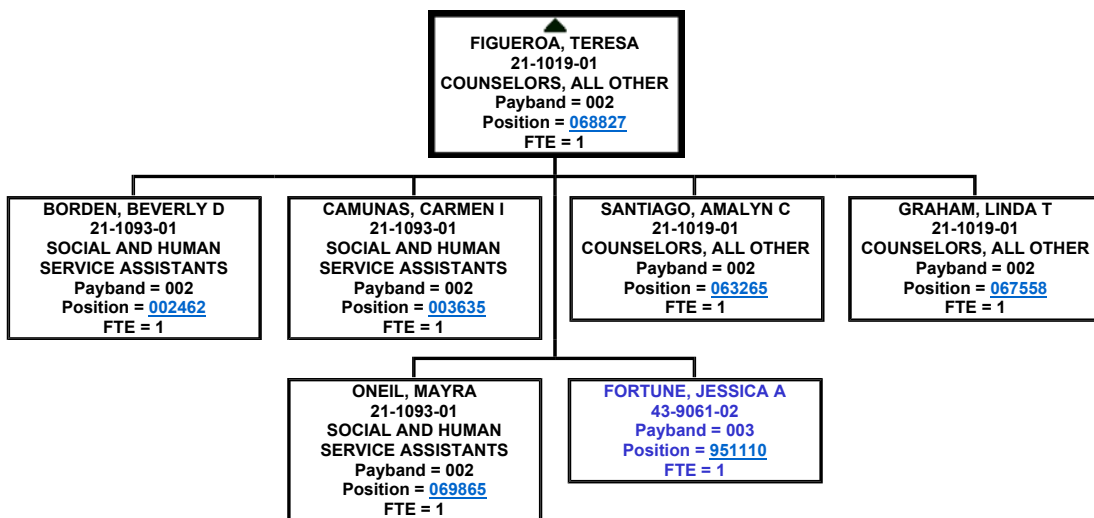


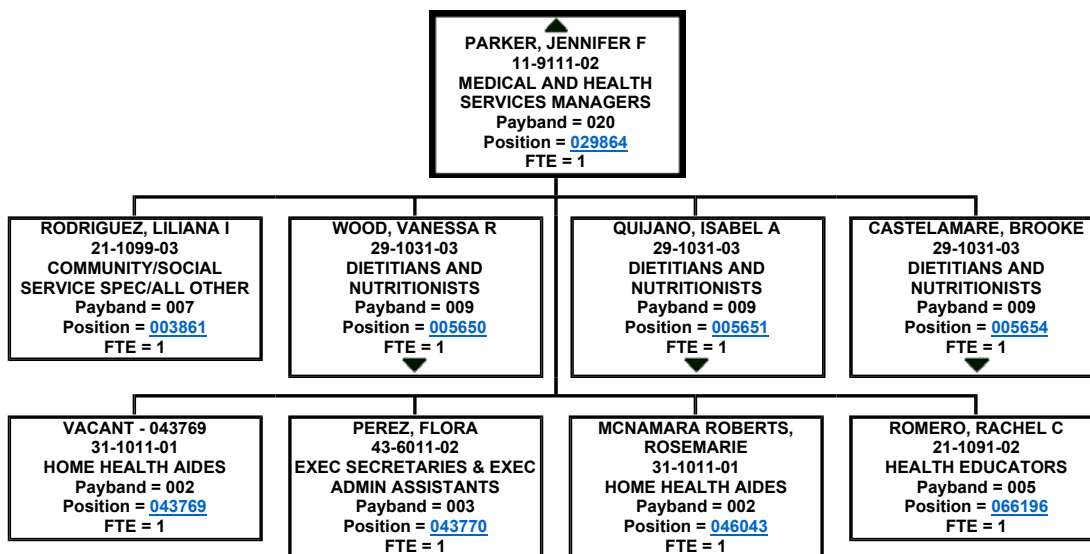


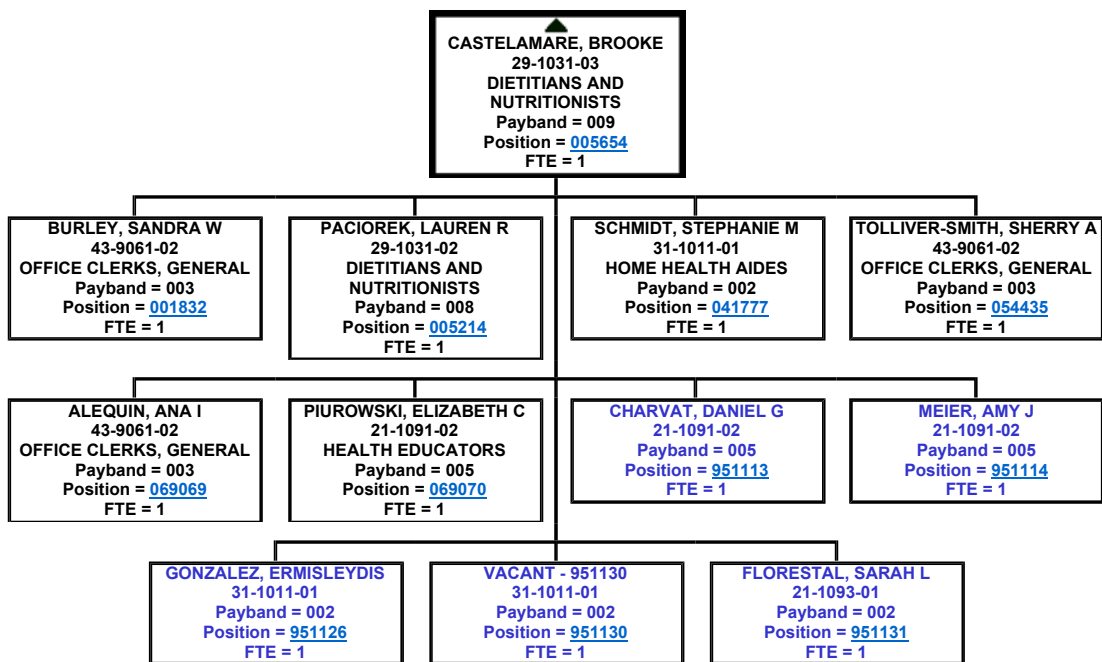


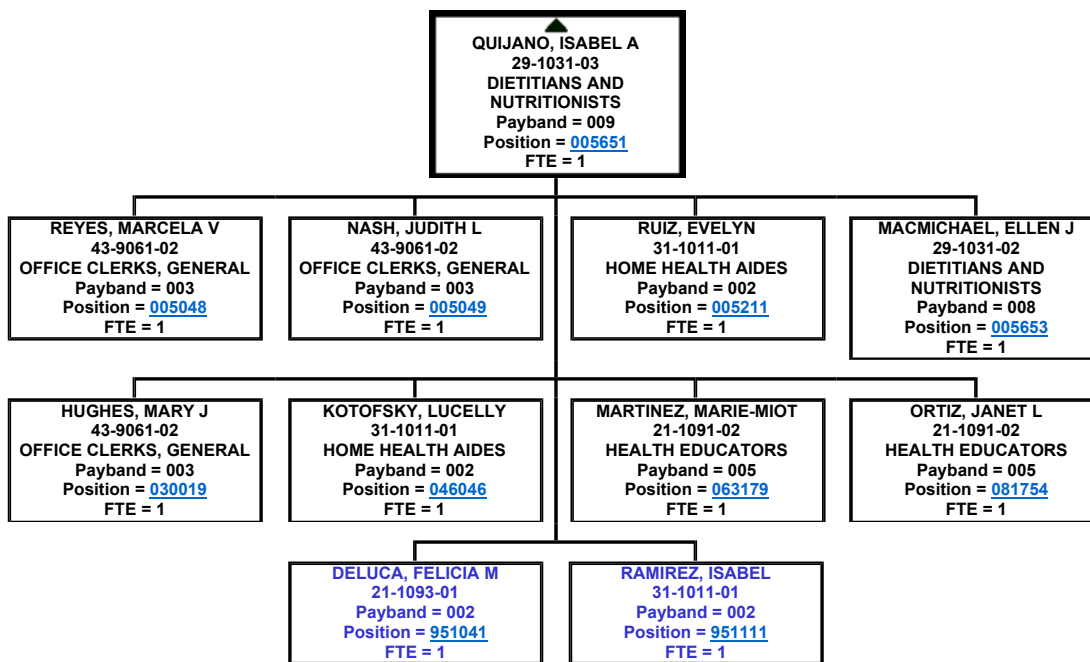




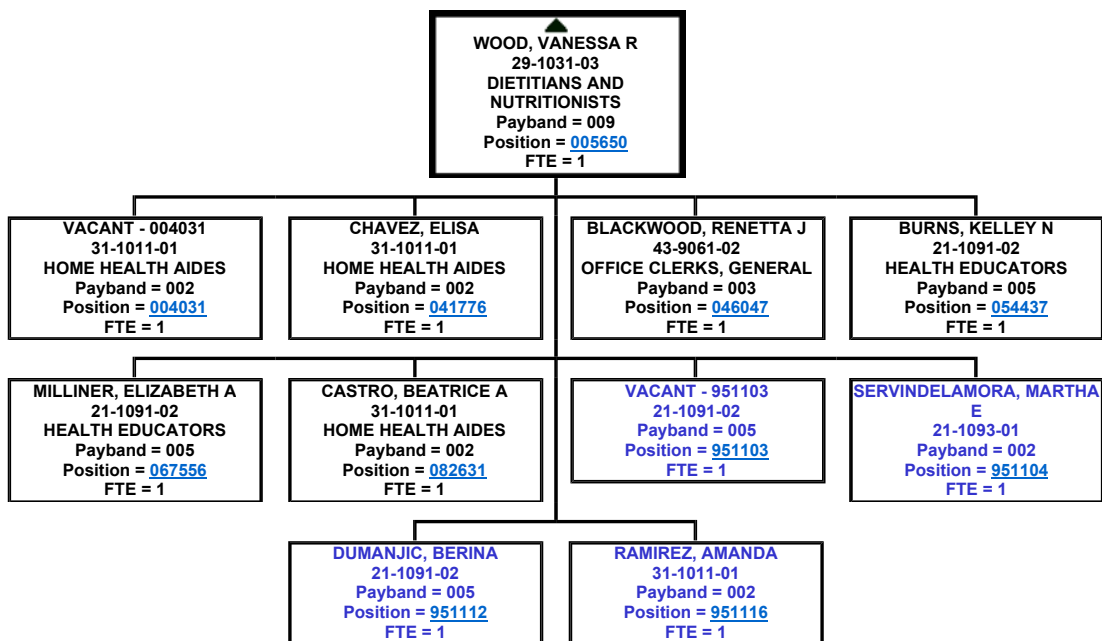


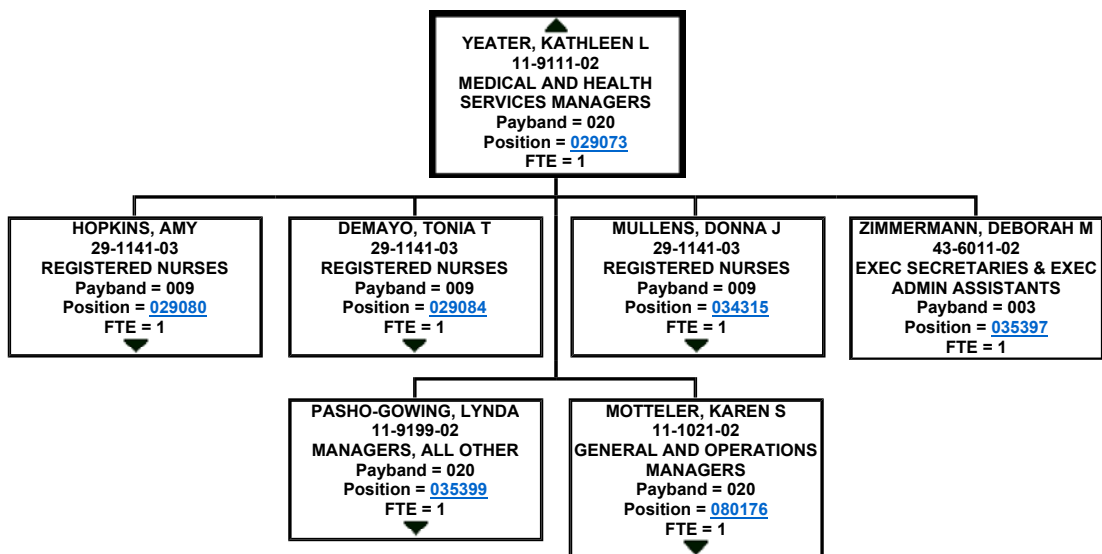


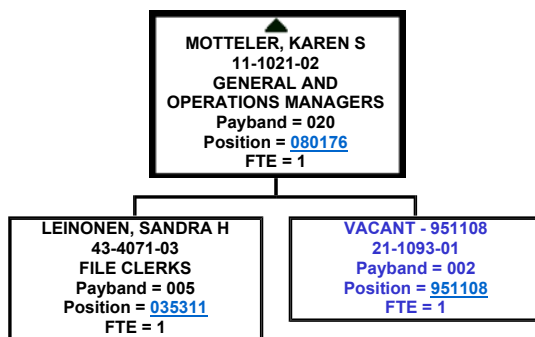


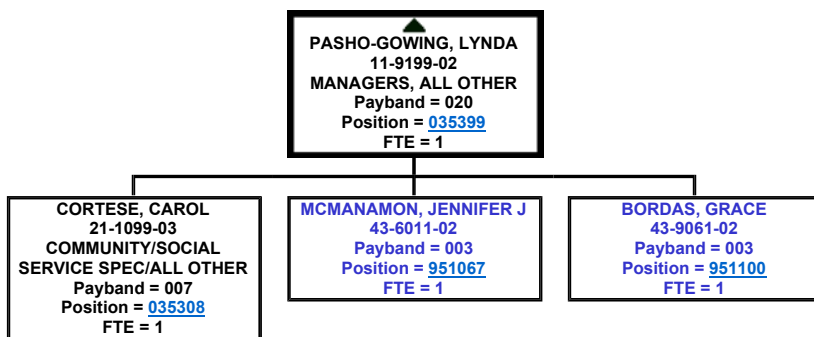


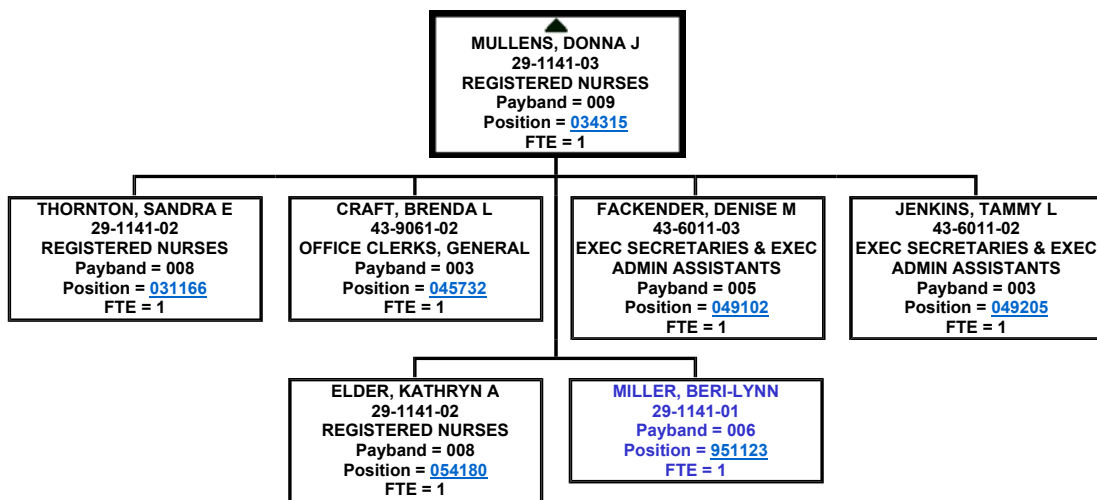


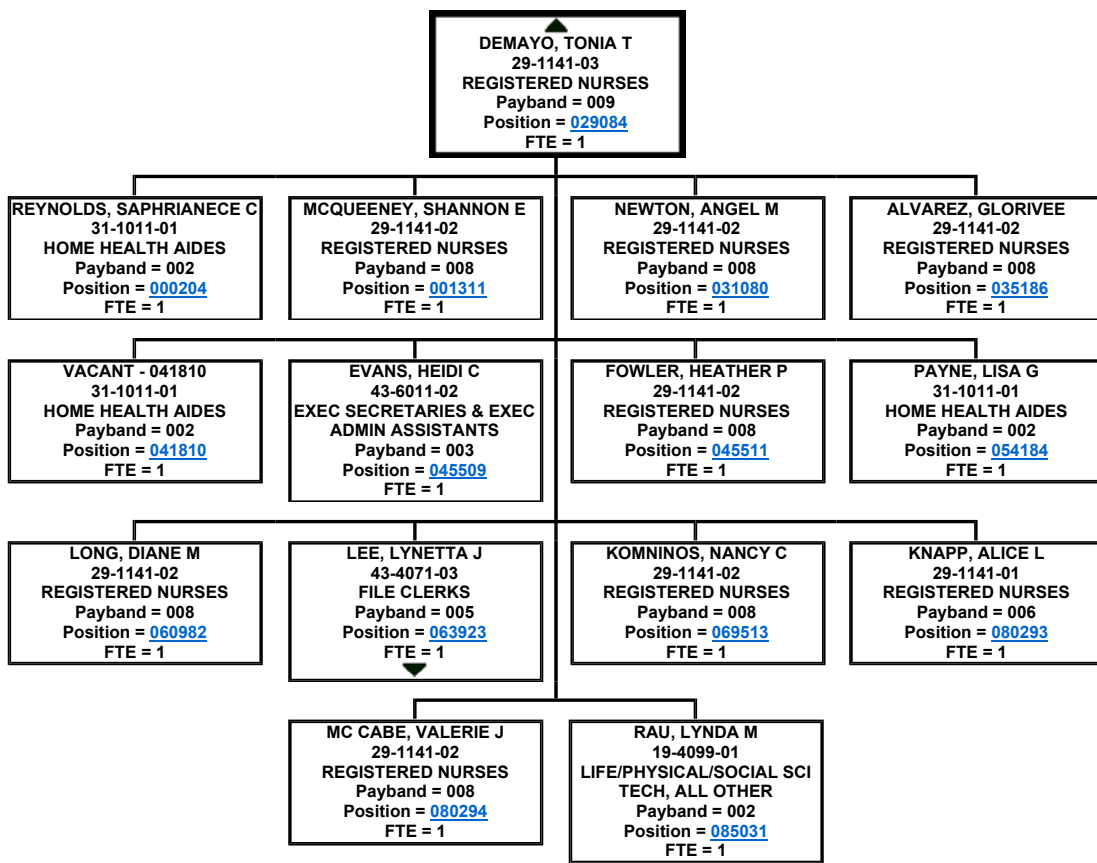


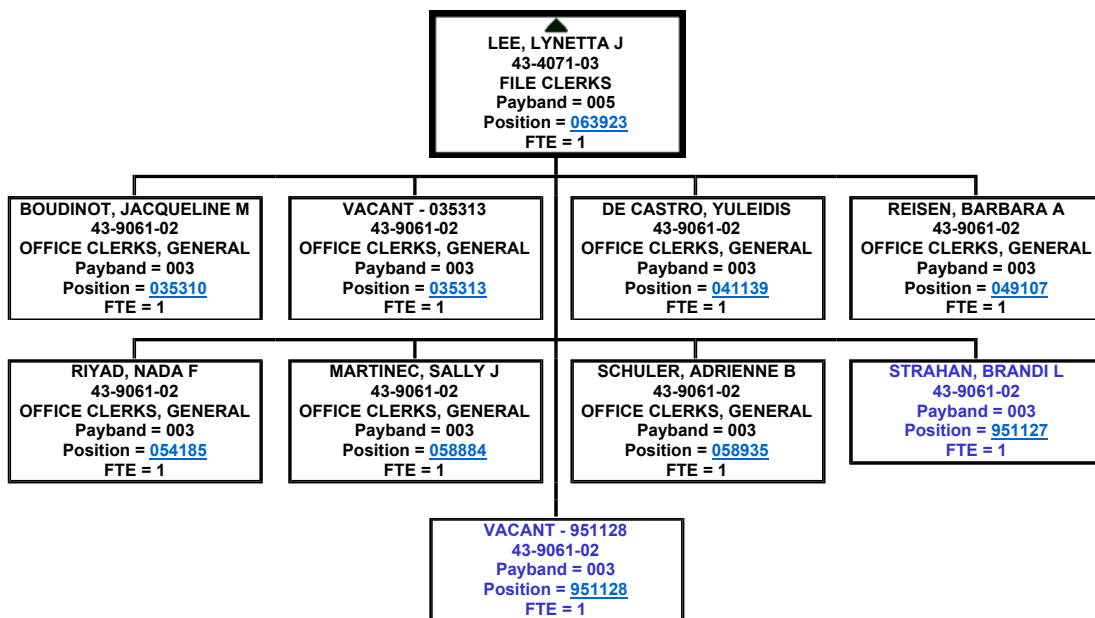


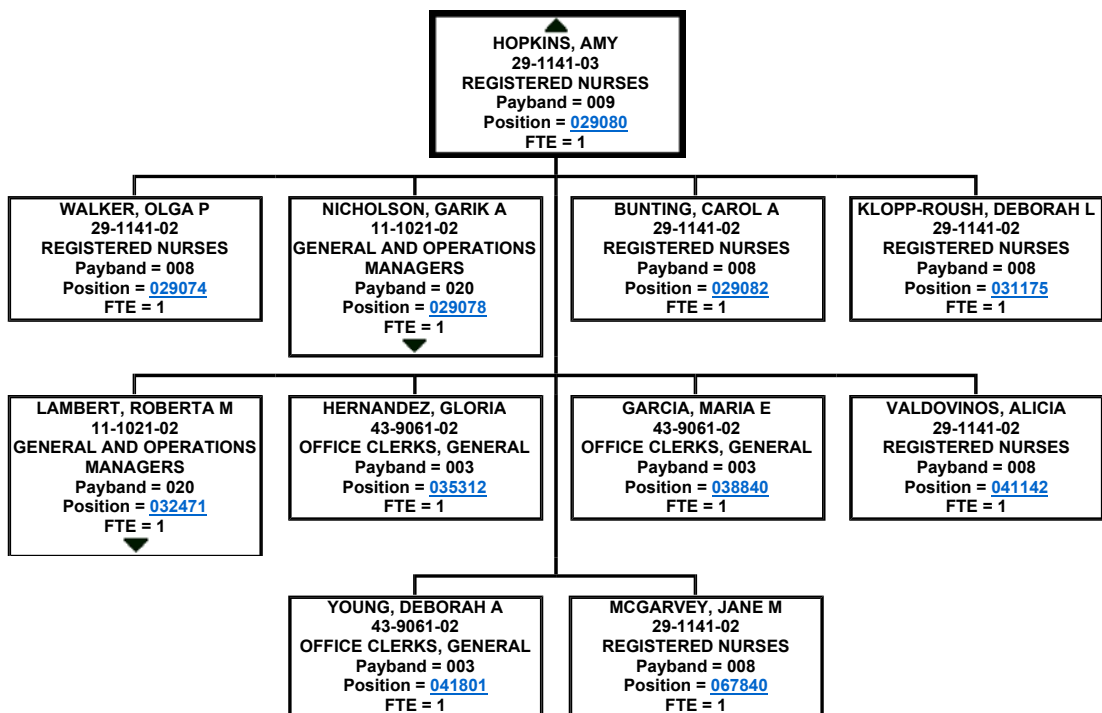




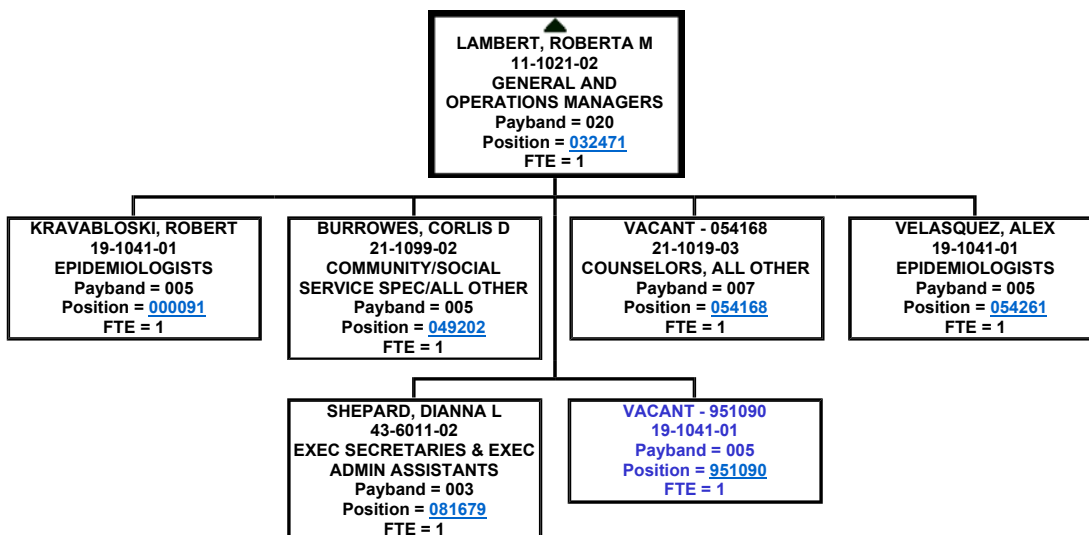


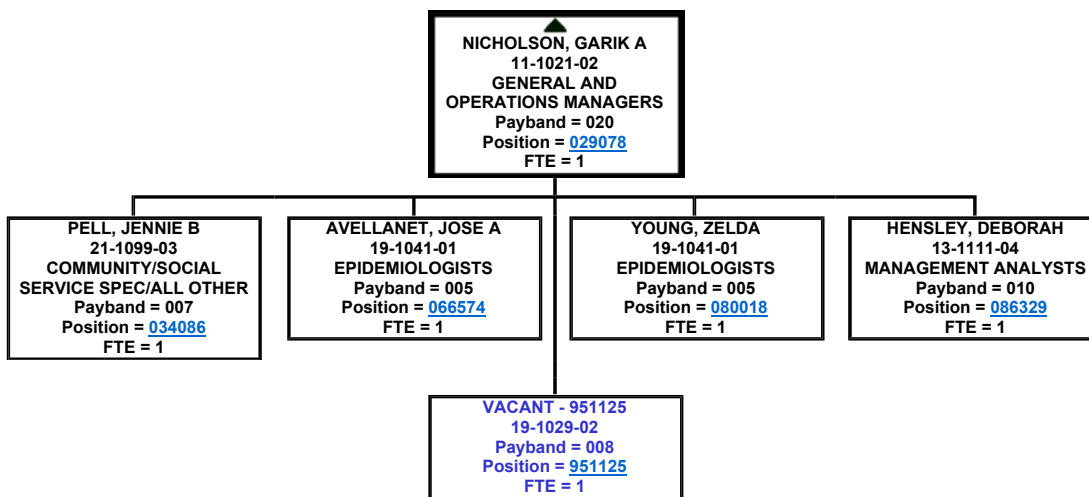








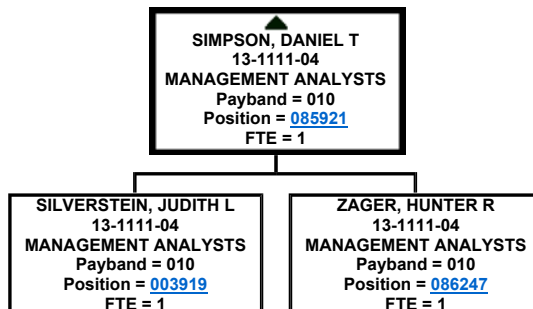


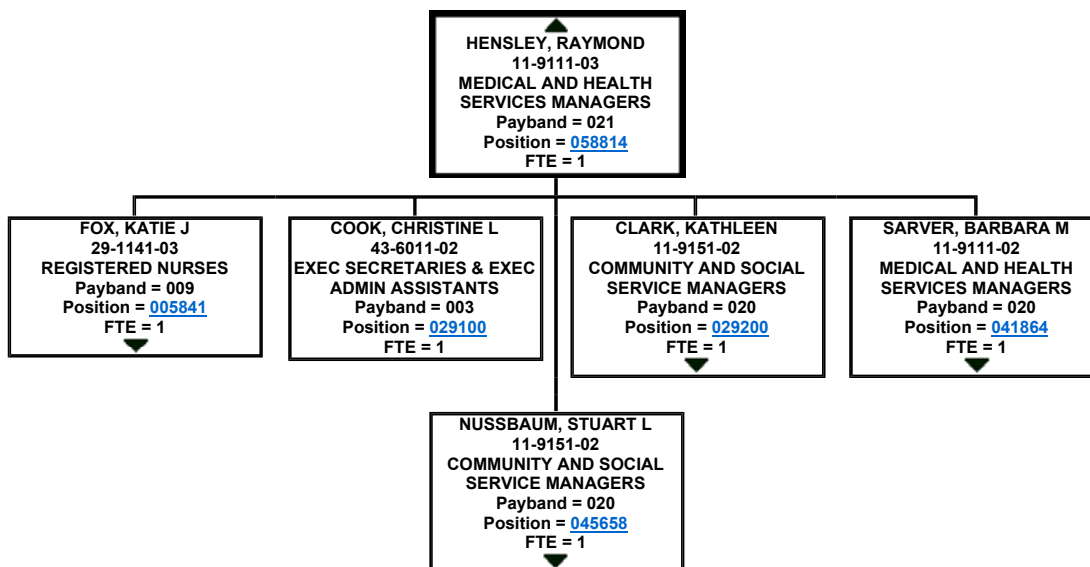


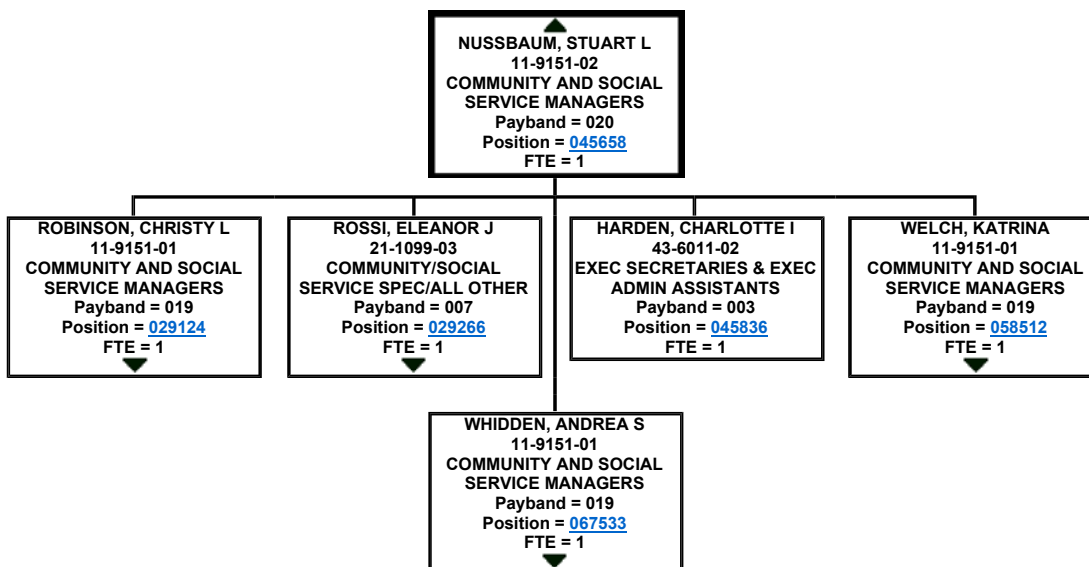
## CHD 52 - Pinellas County Health Department

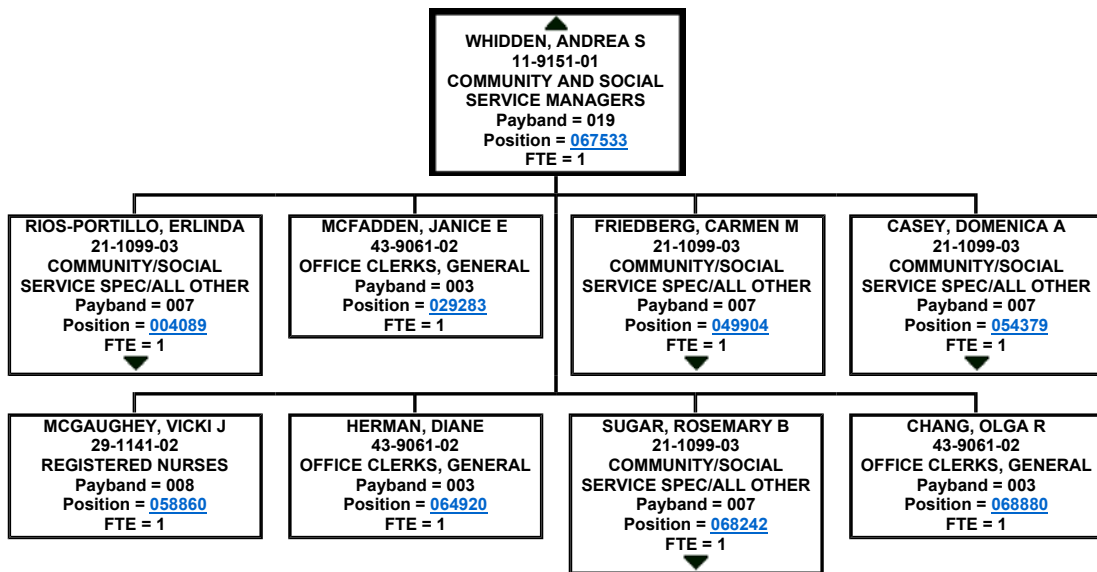
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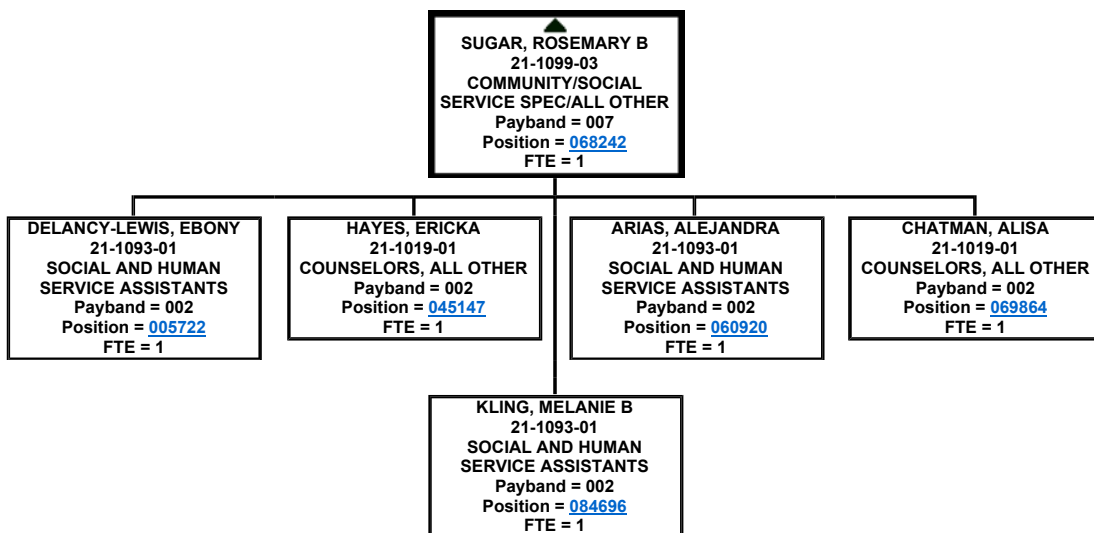
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

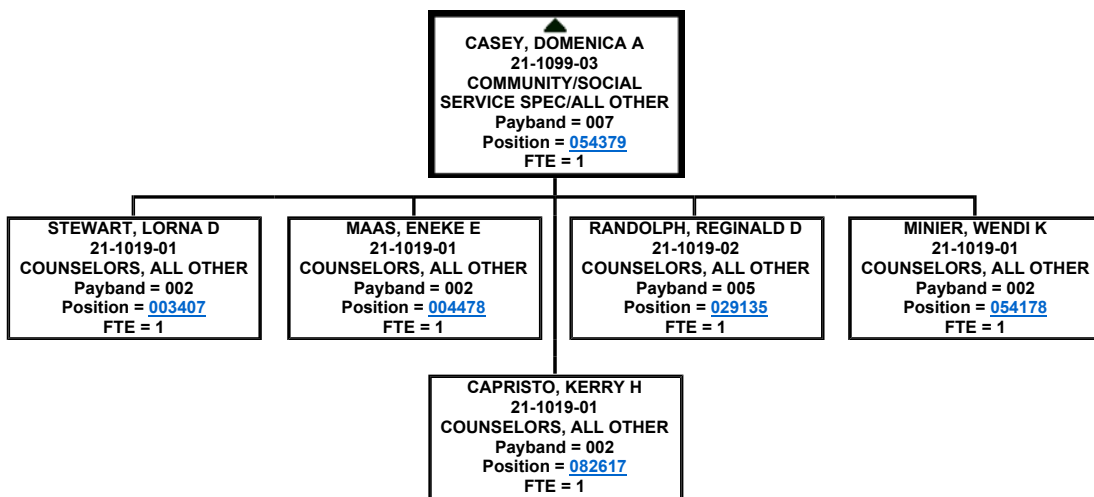




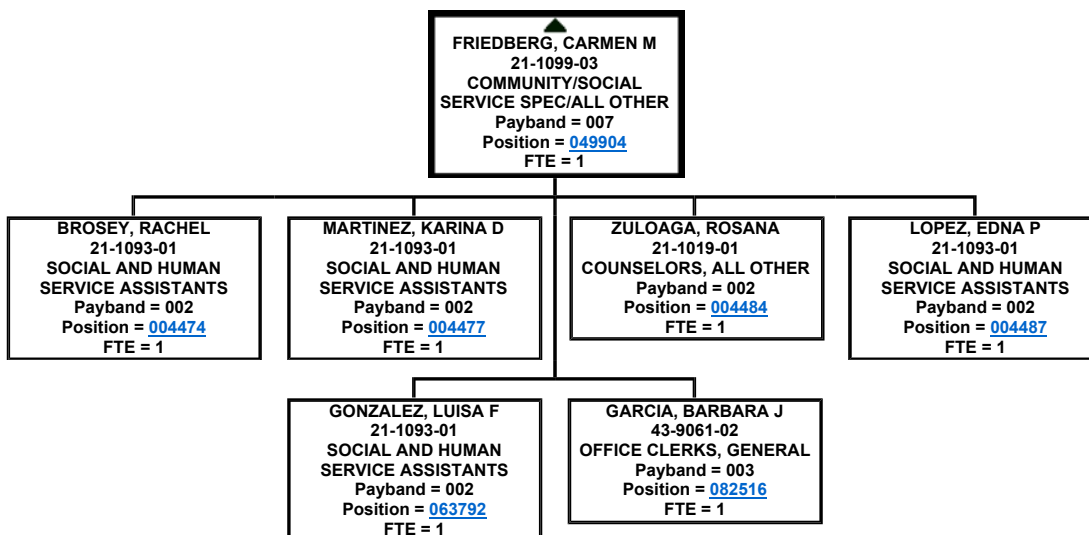


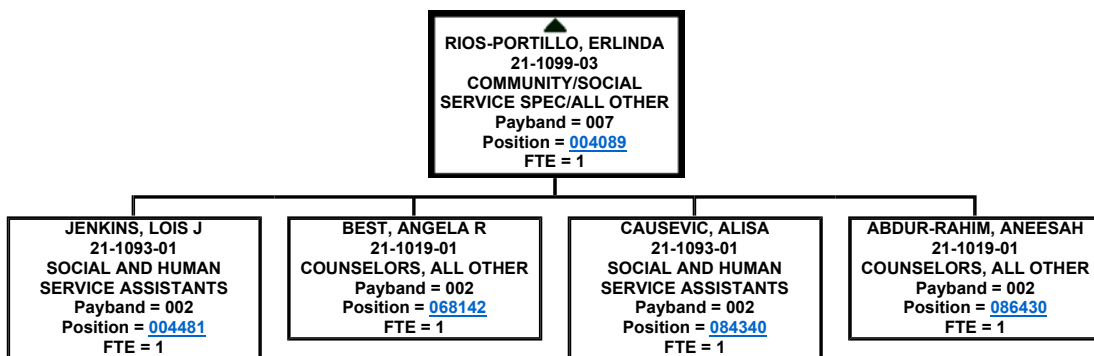


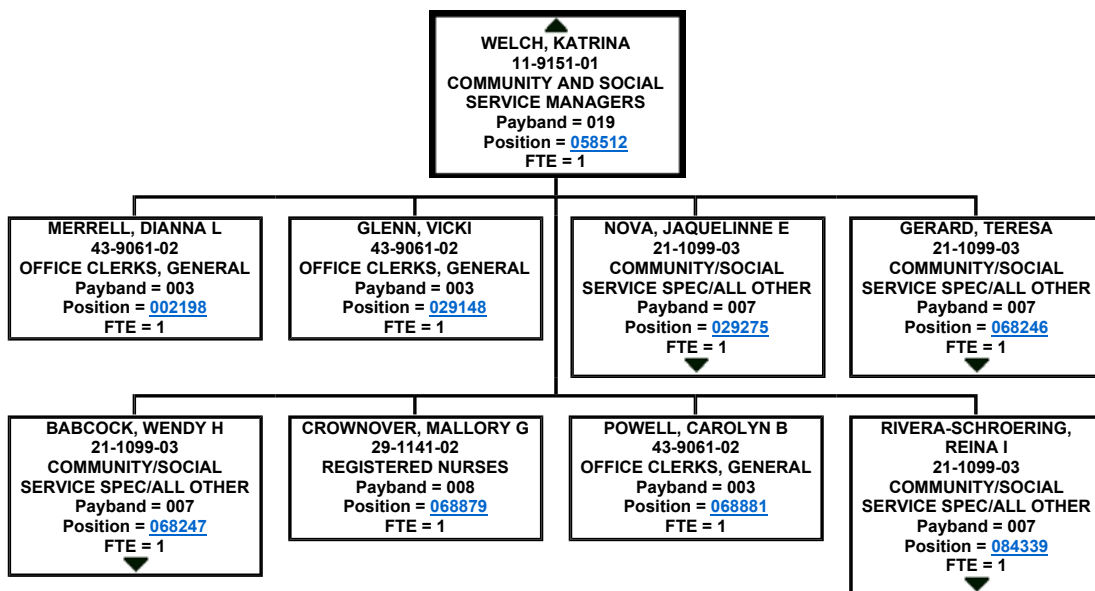


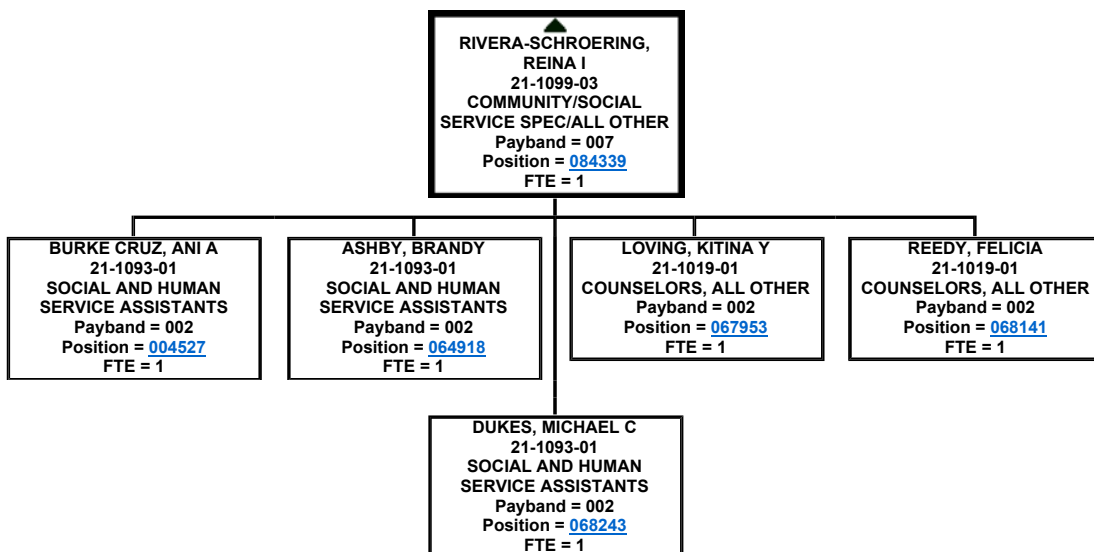


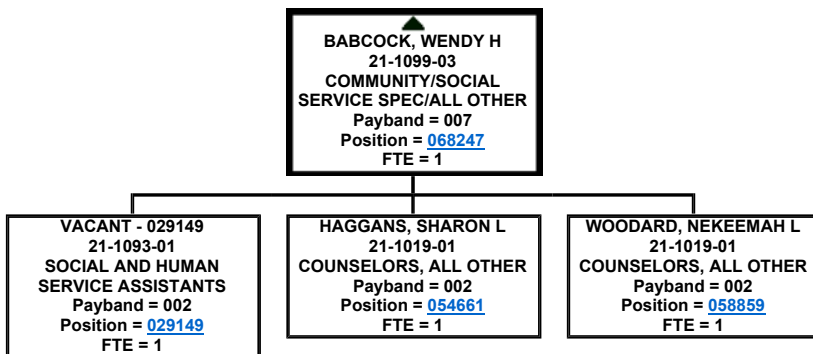


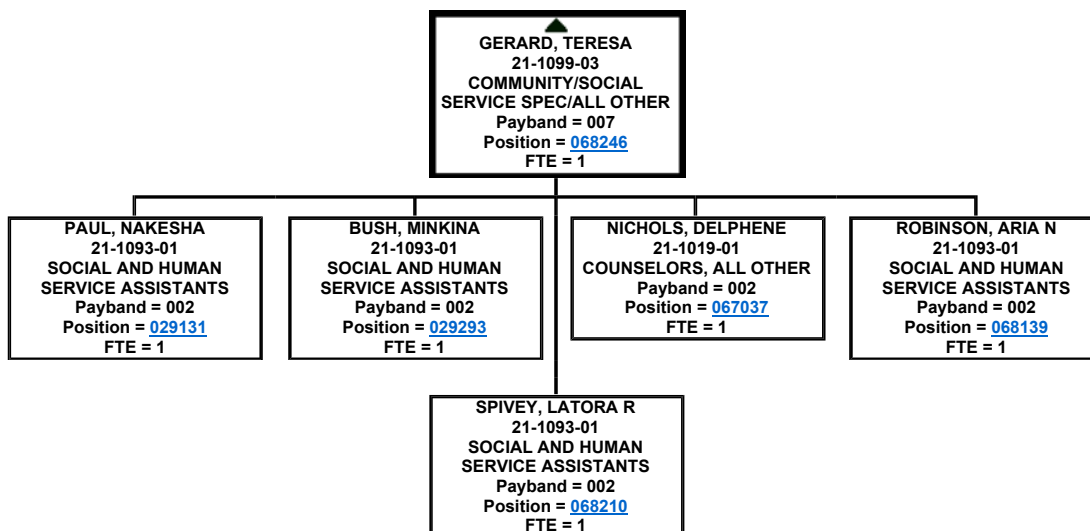


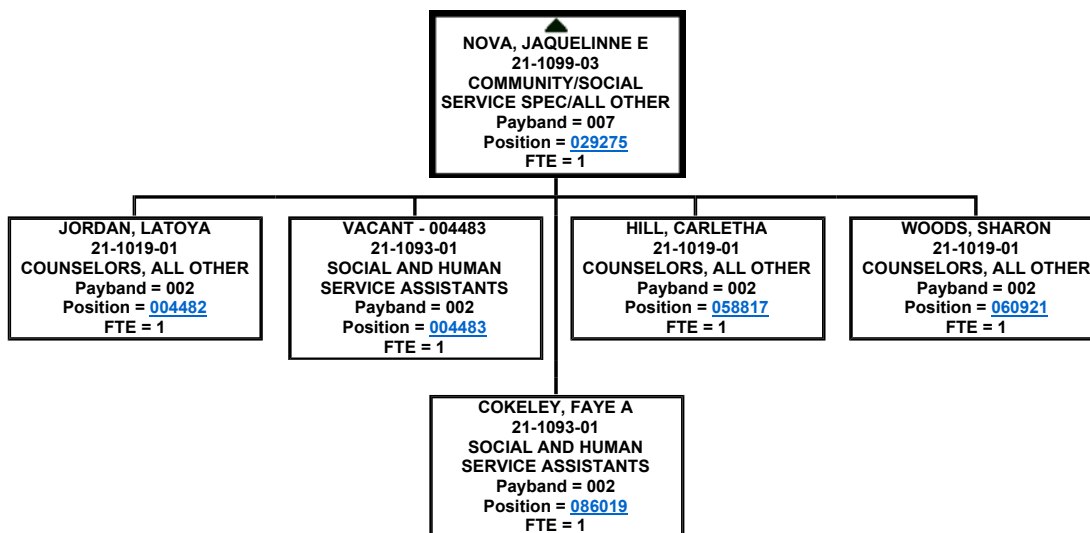


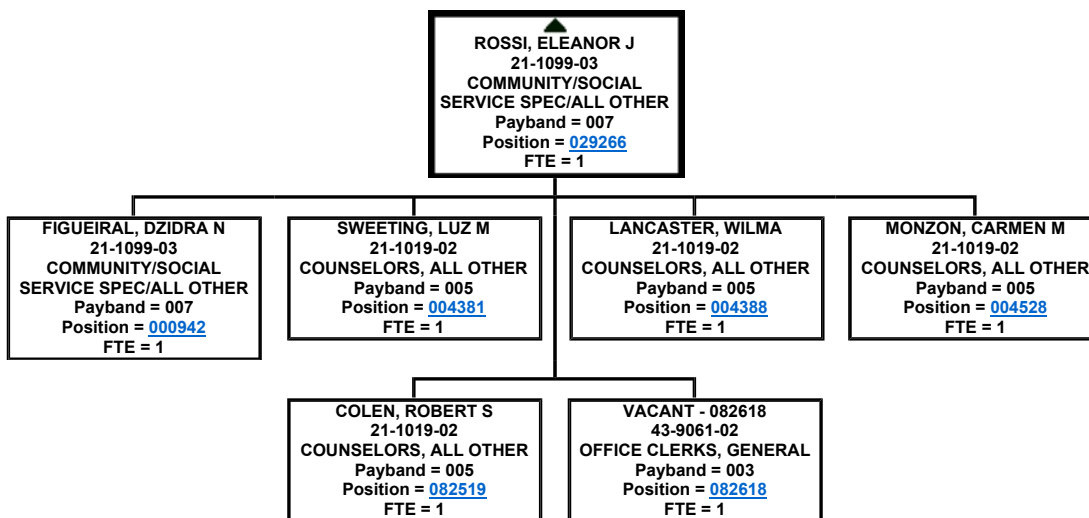




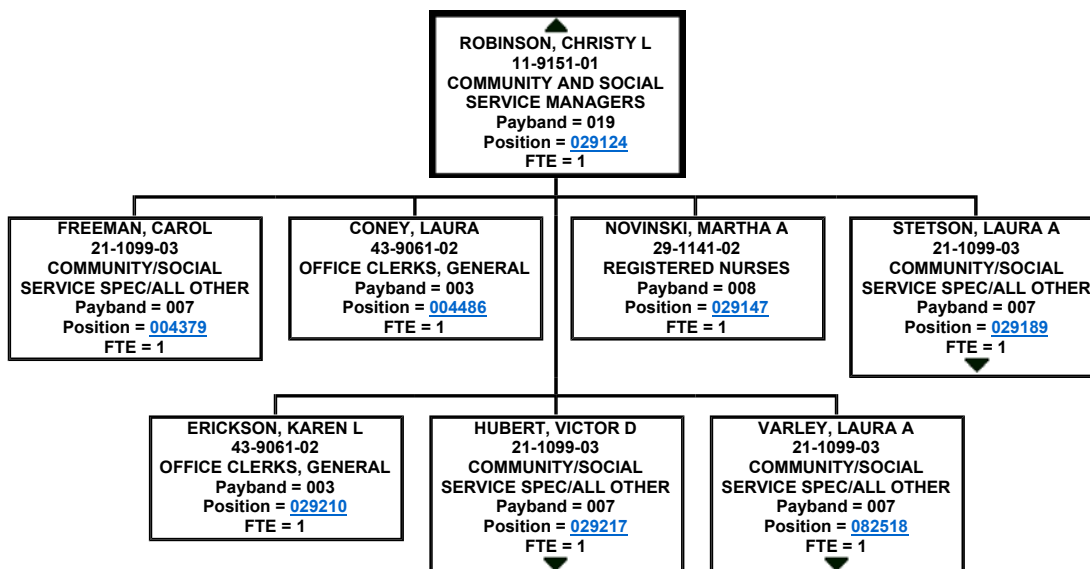


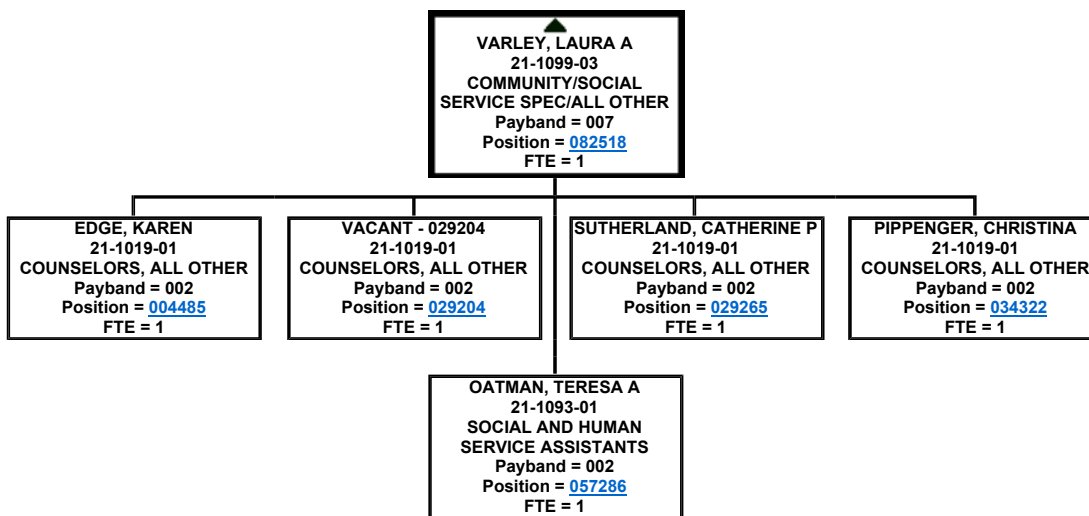


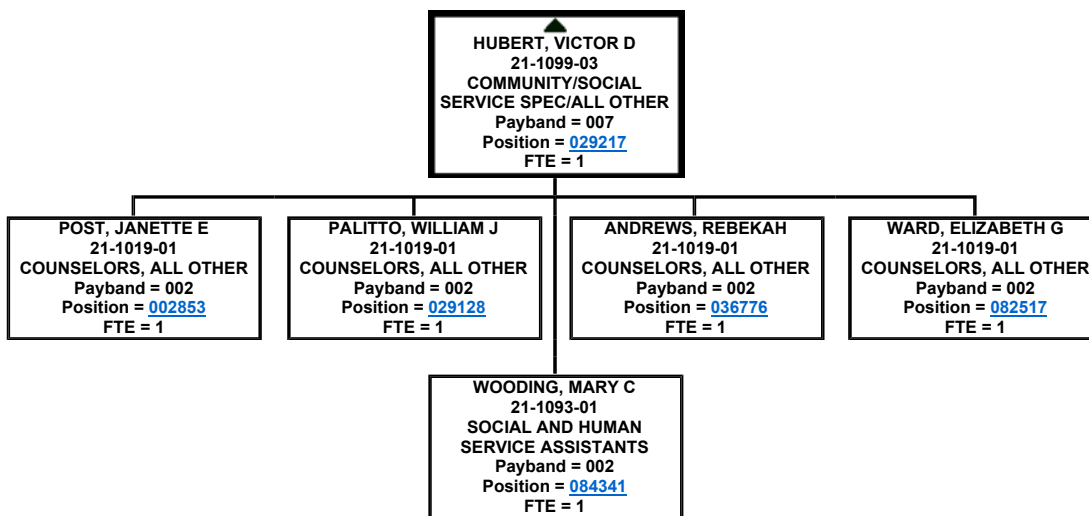


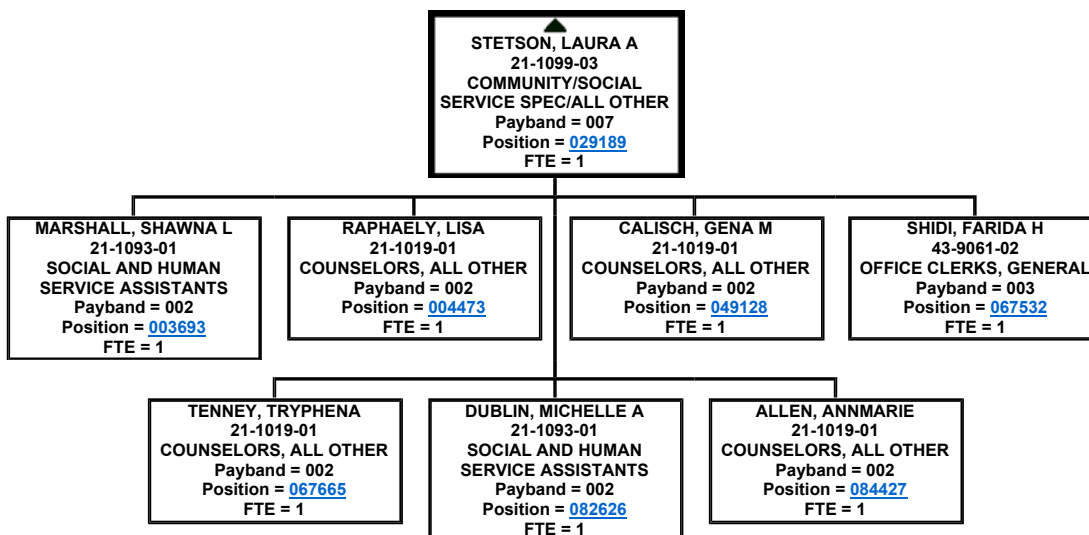


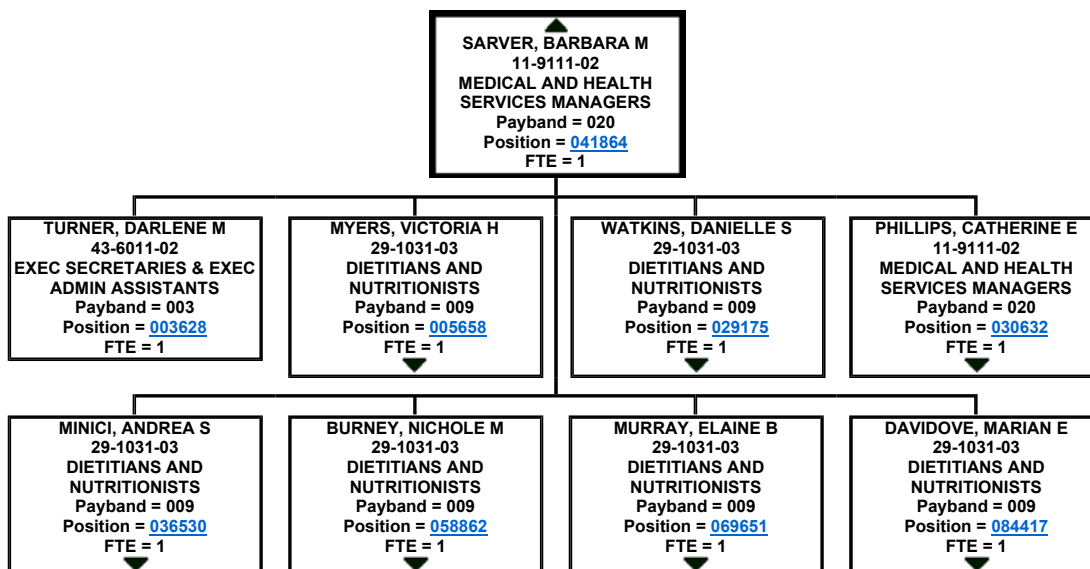


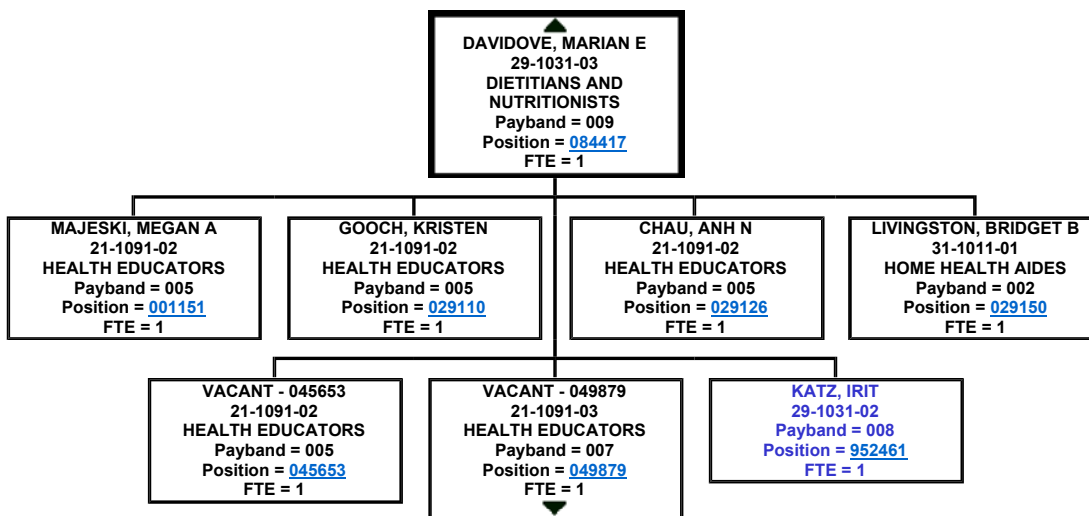


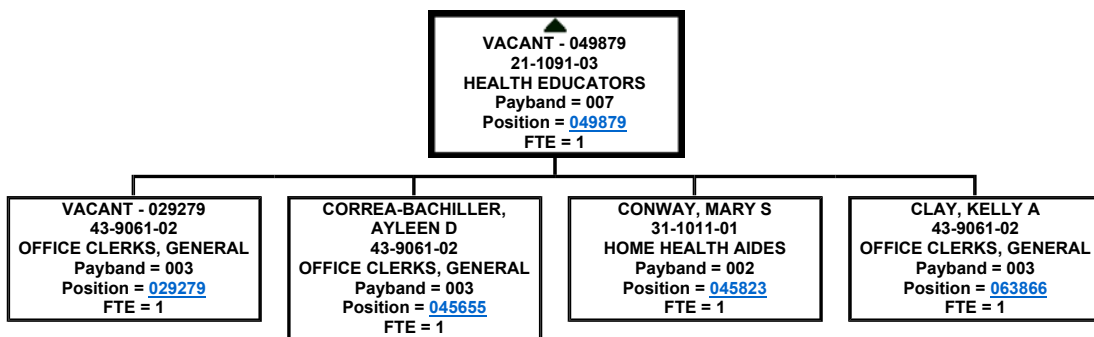


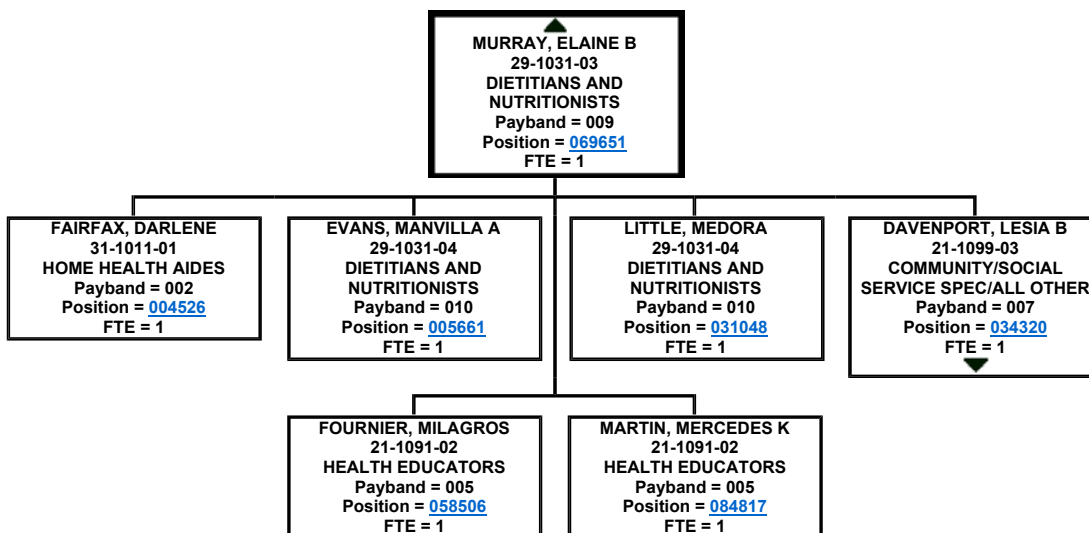




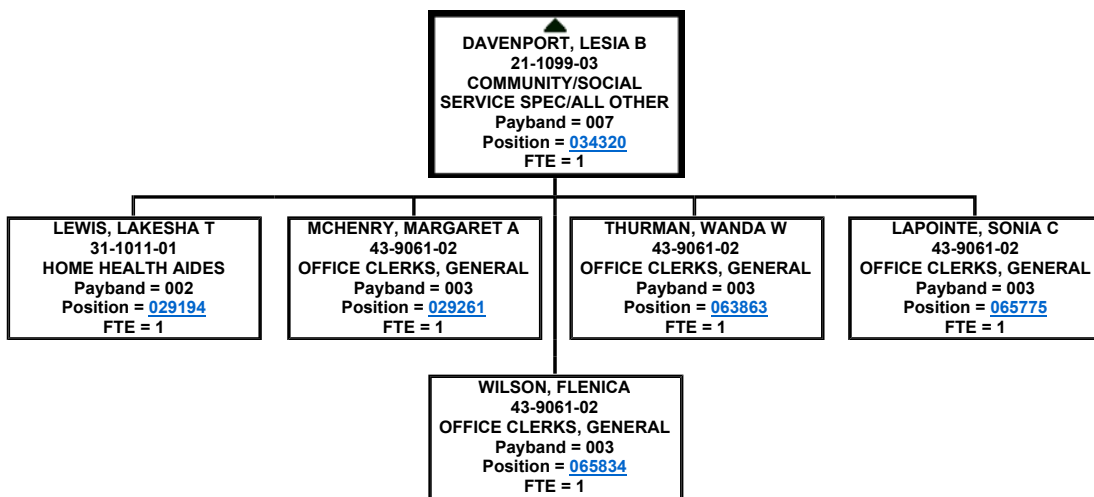


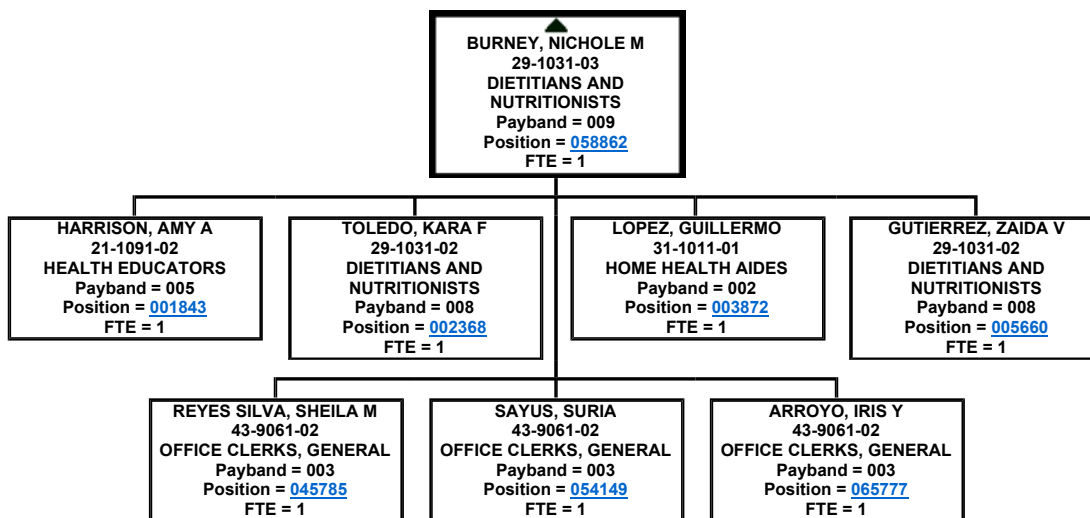


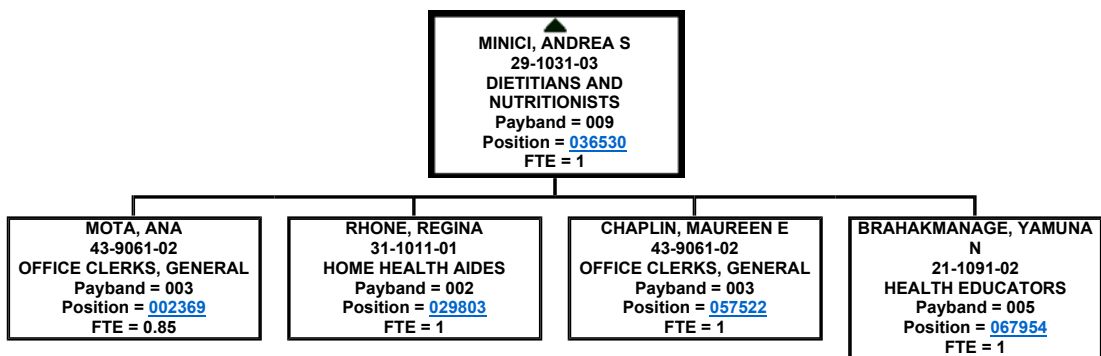


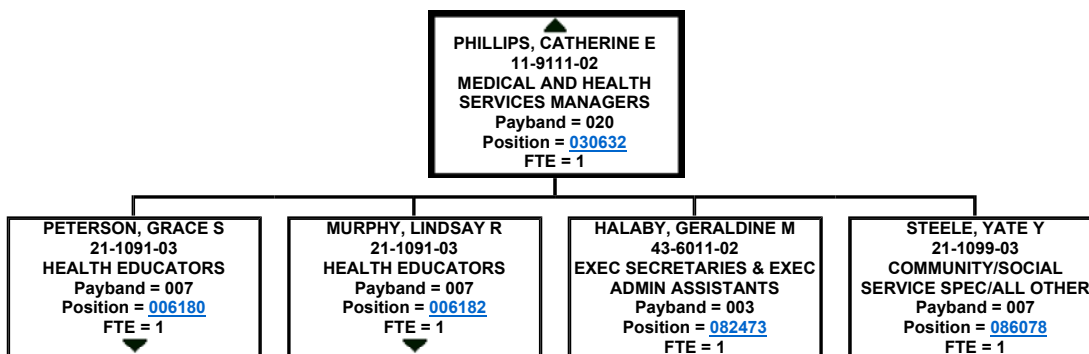


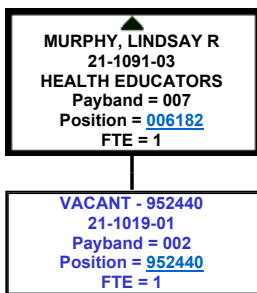


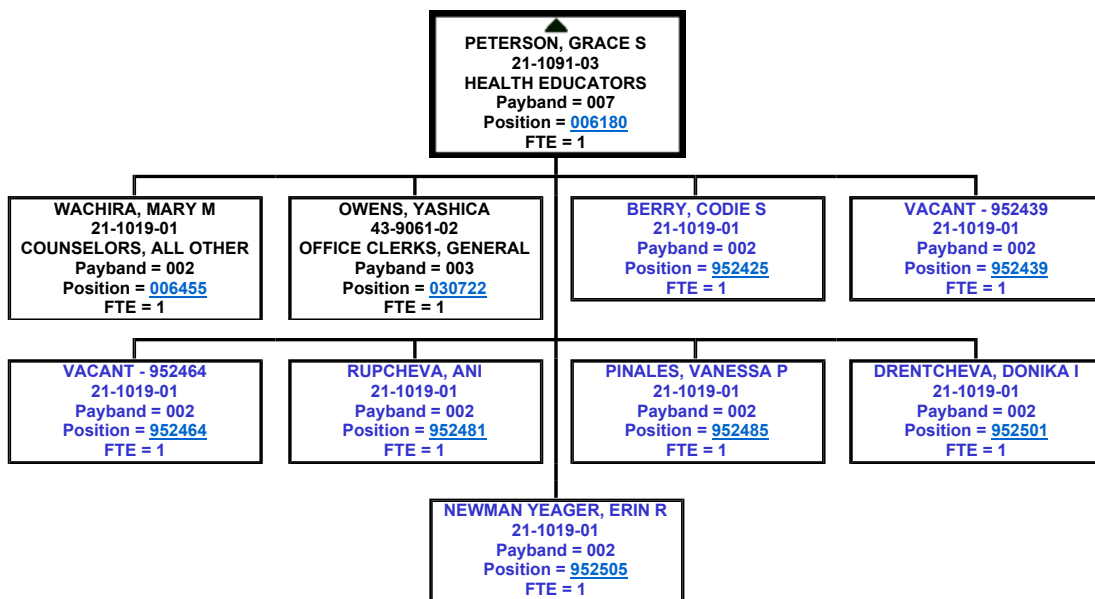


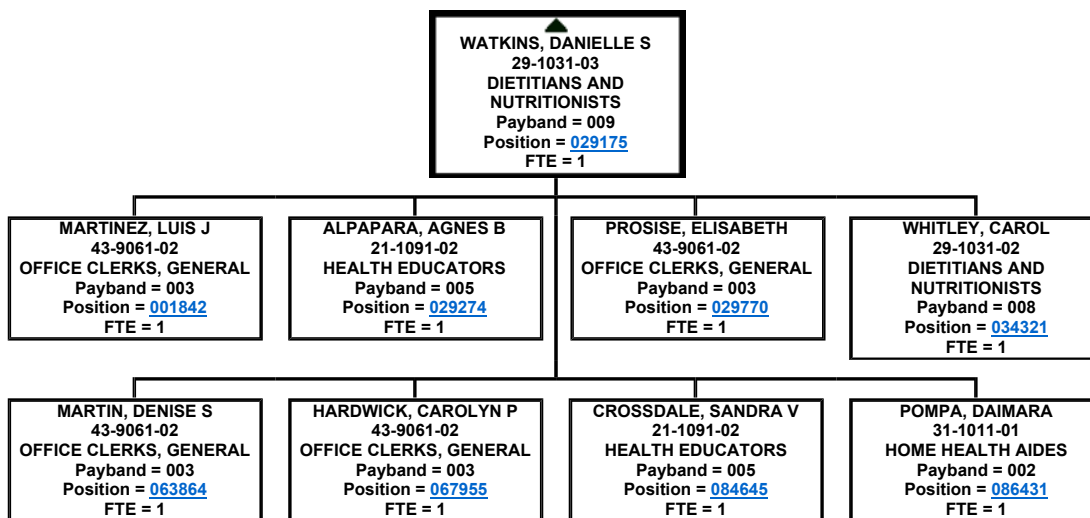


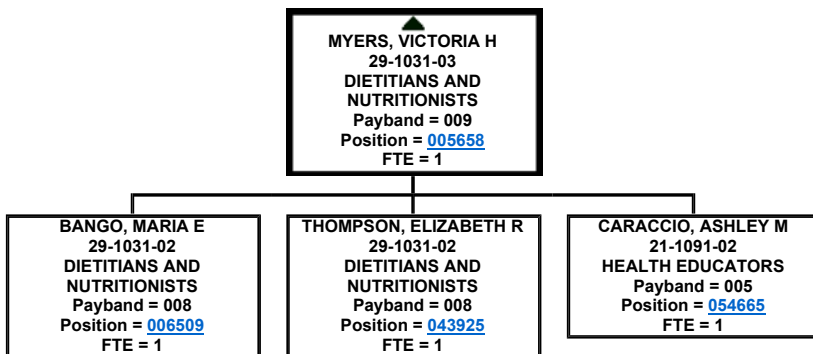




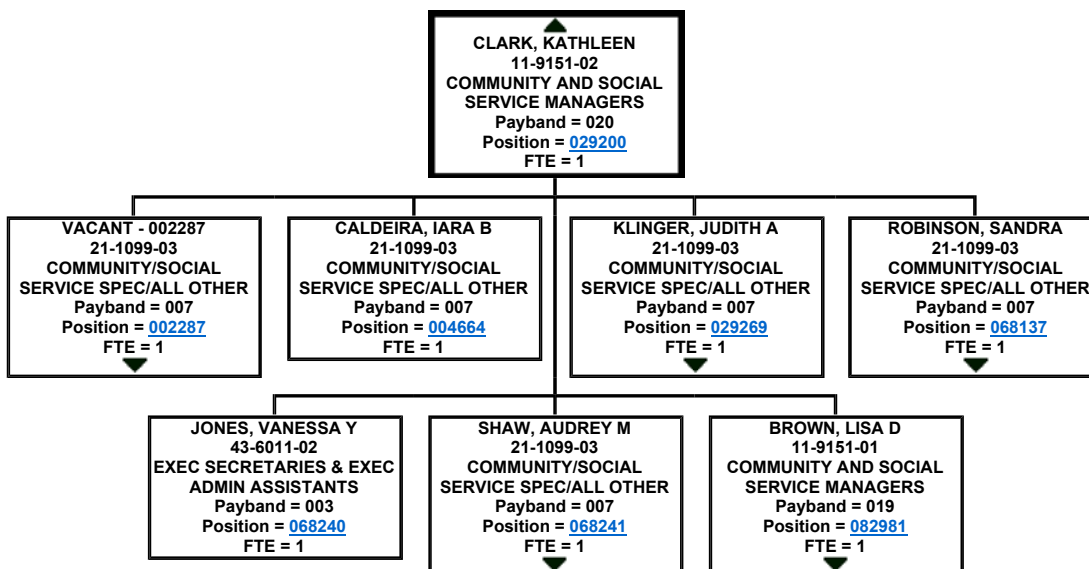


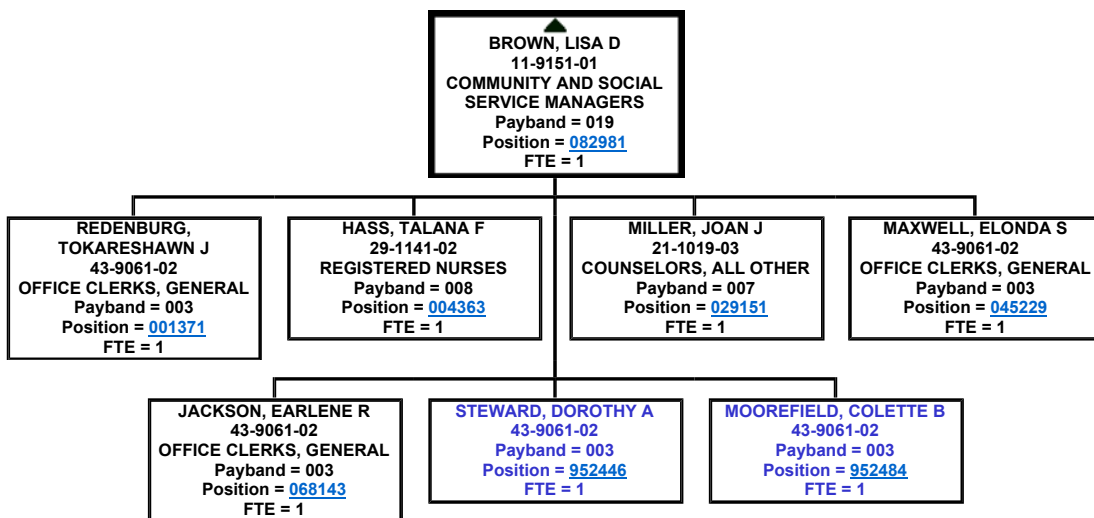


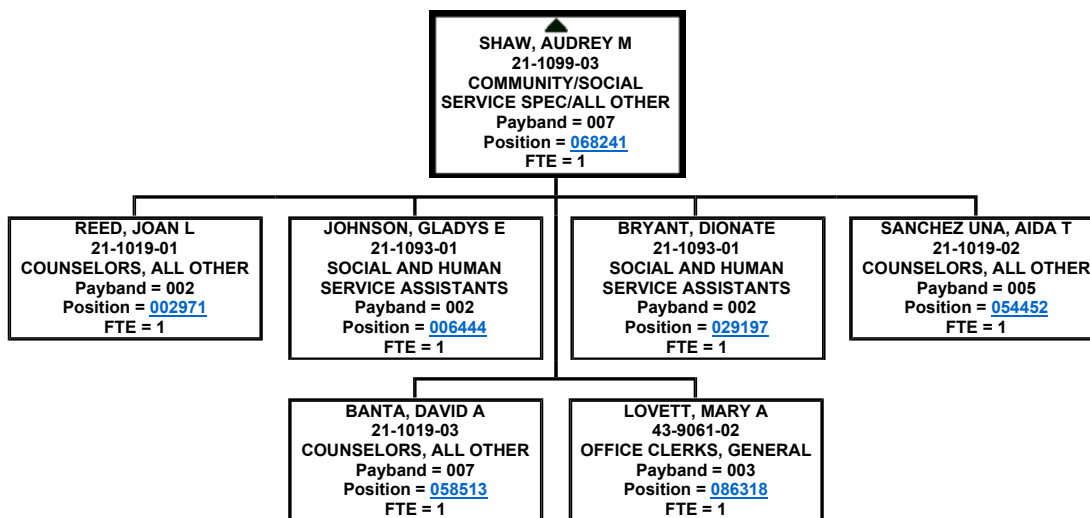


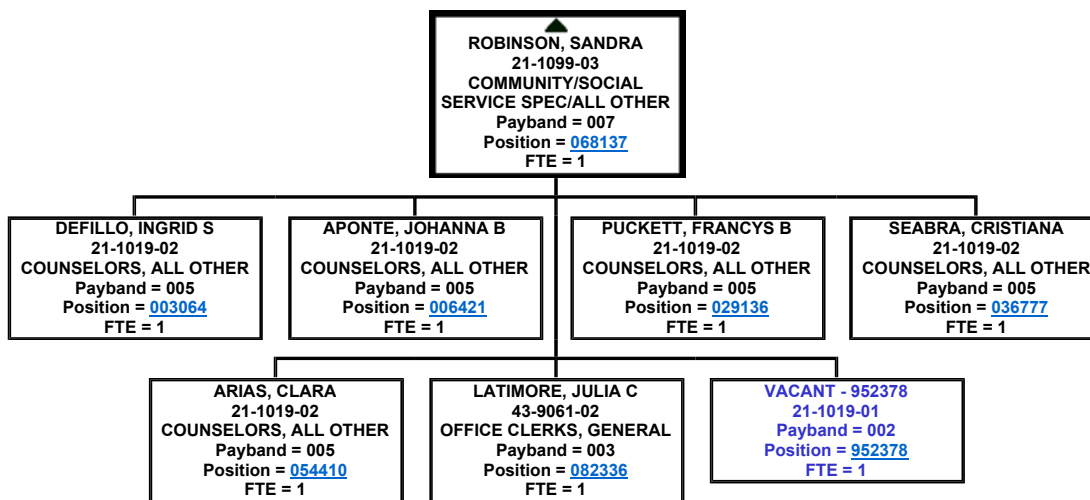


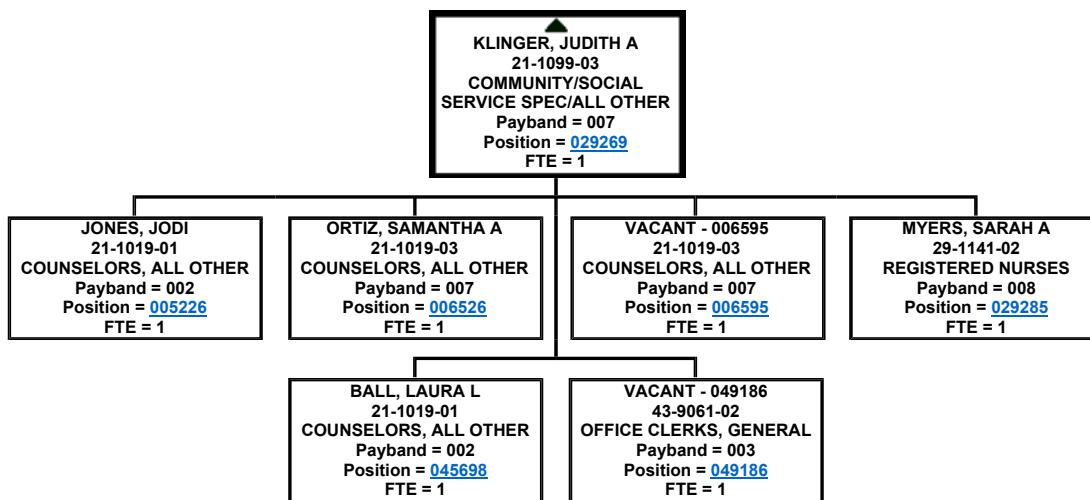


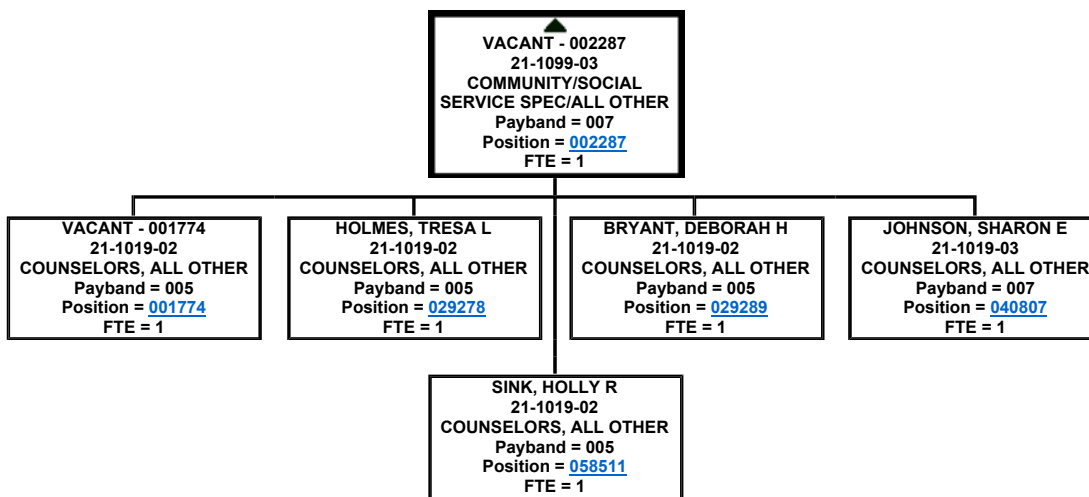


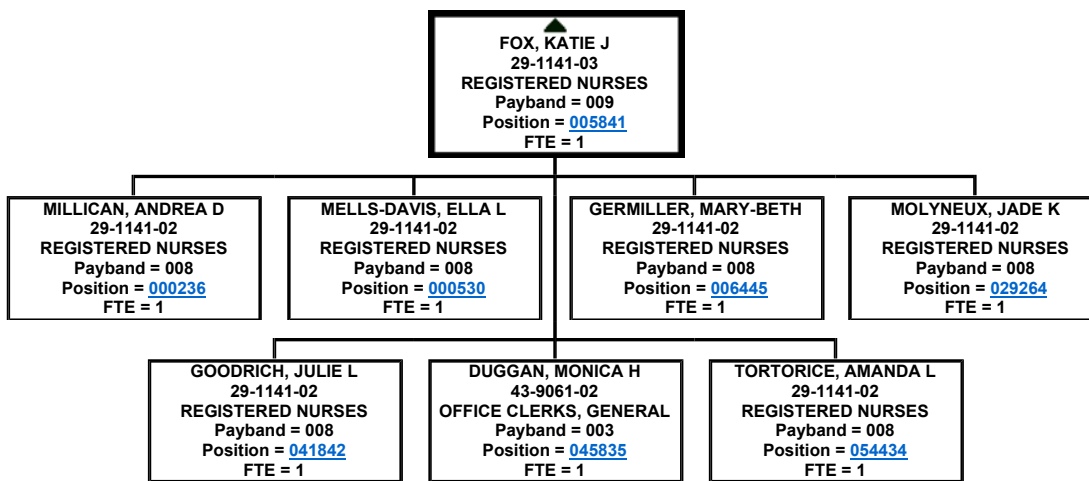


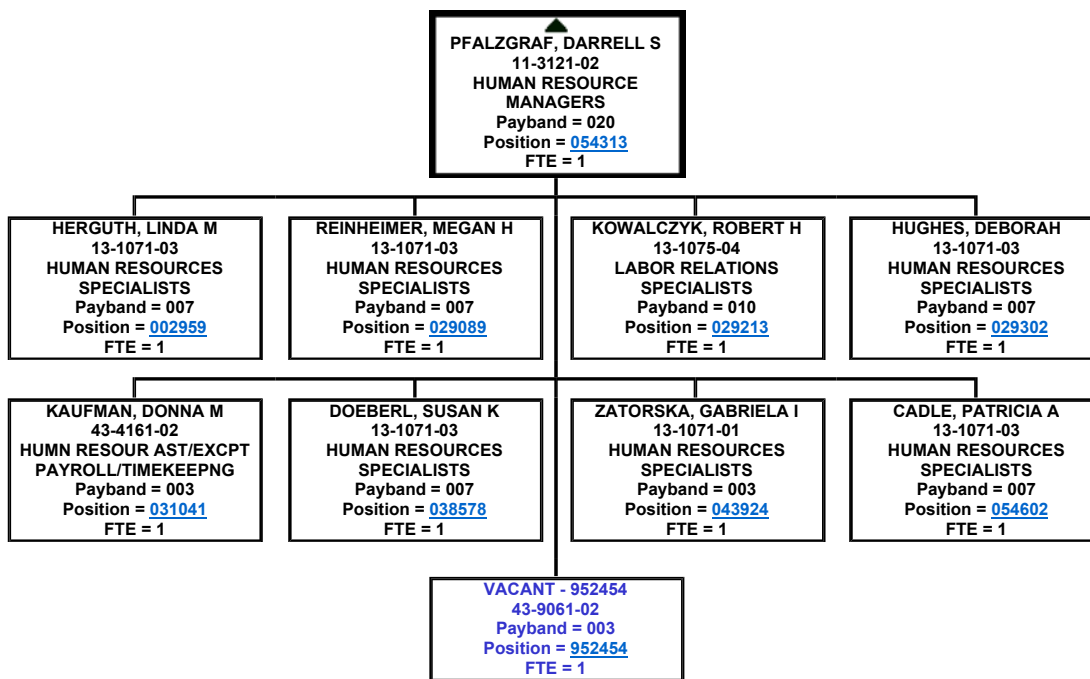










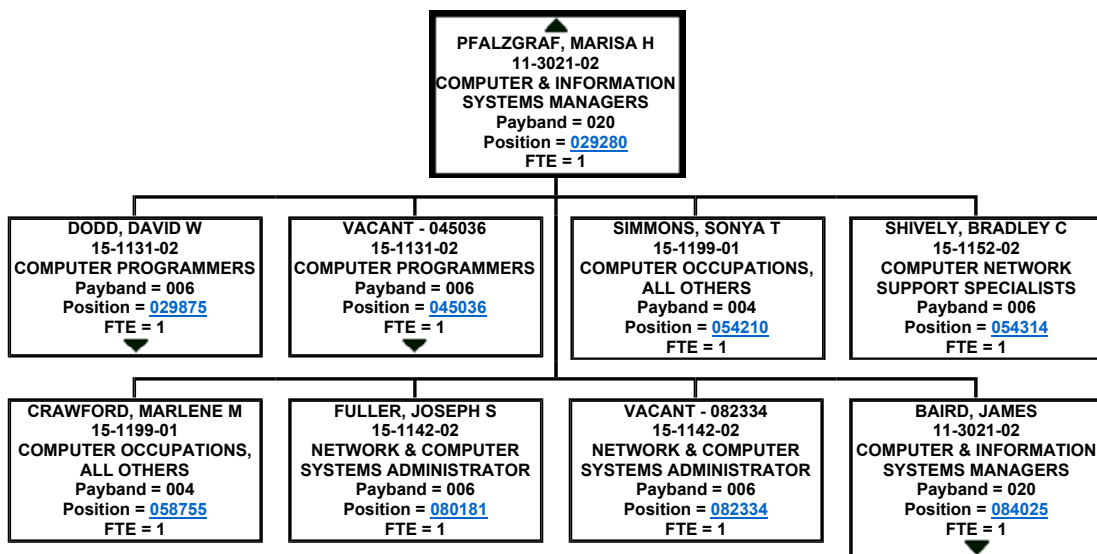


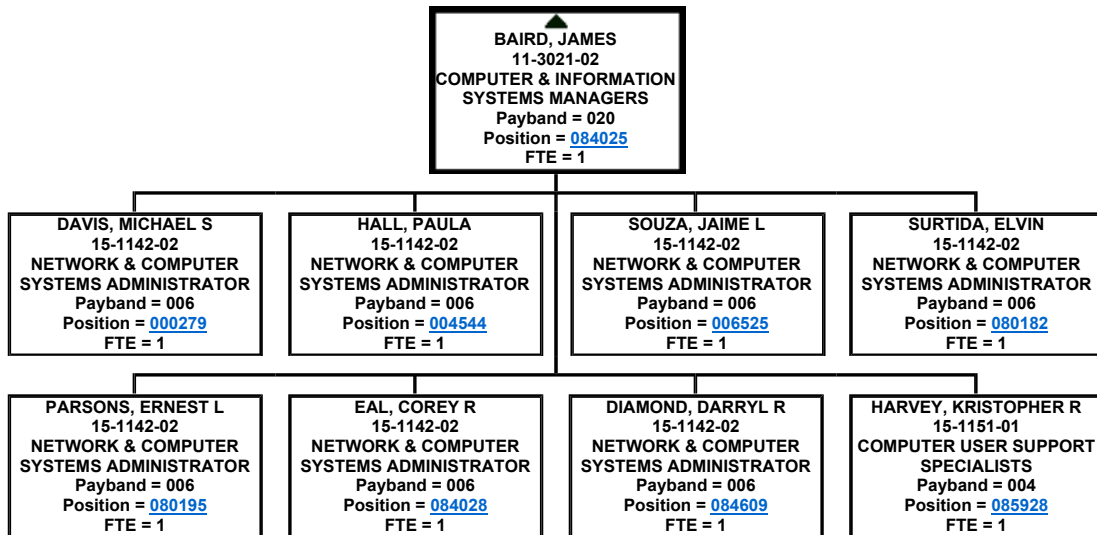


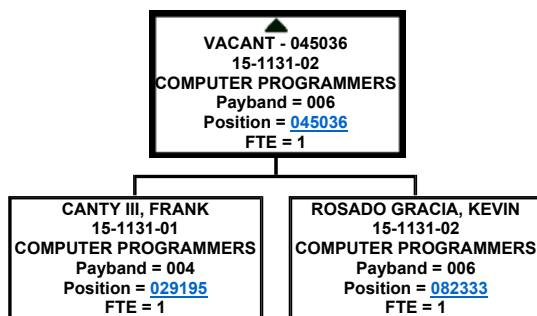
▲  
BACCAM, MAY Q  
43-6011-03  
EXEC SECRETARIES &  
EXEC ADMIN ASSISTANTS  
Payband = 005  
Position = [031195](#)  
FTE = 1

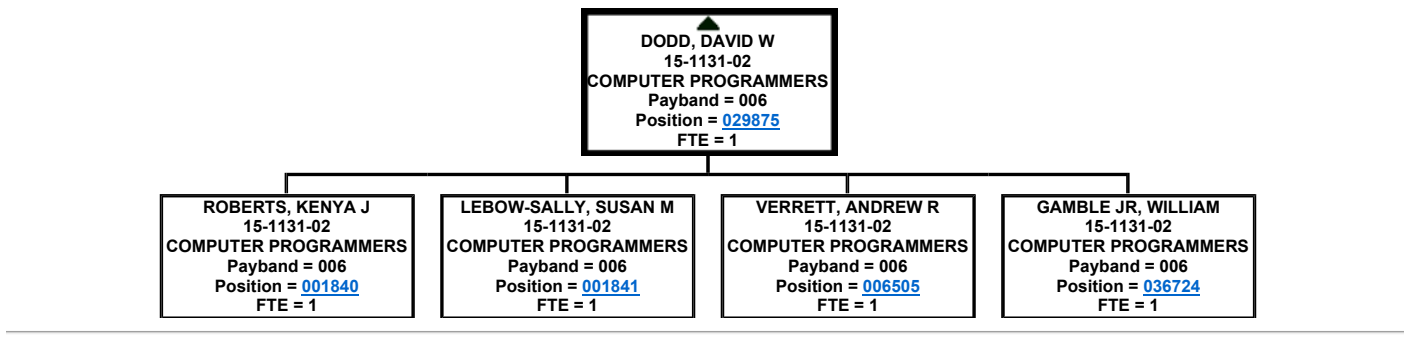
HANSAS, LESLIE  
43-6011-02  
EXEC SECRETARIES & EXEC  
ADMIN ASSISTANTS  
Payband = 003  
Position = [054456](#)  
FTE = 1

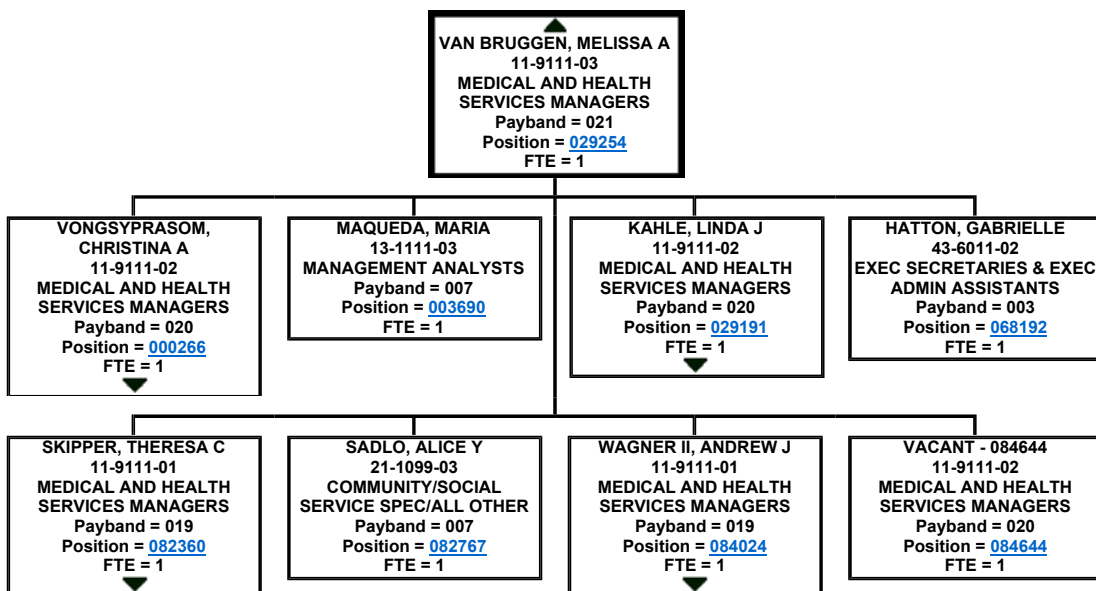
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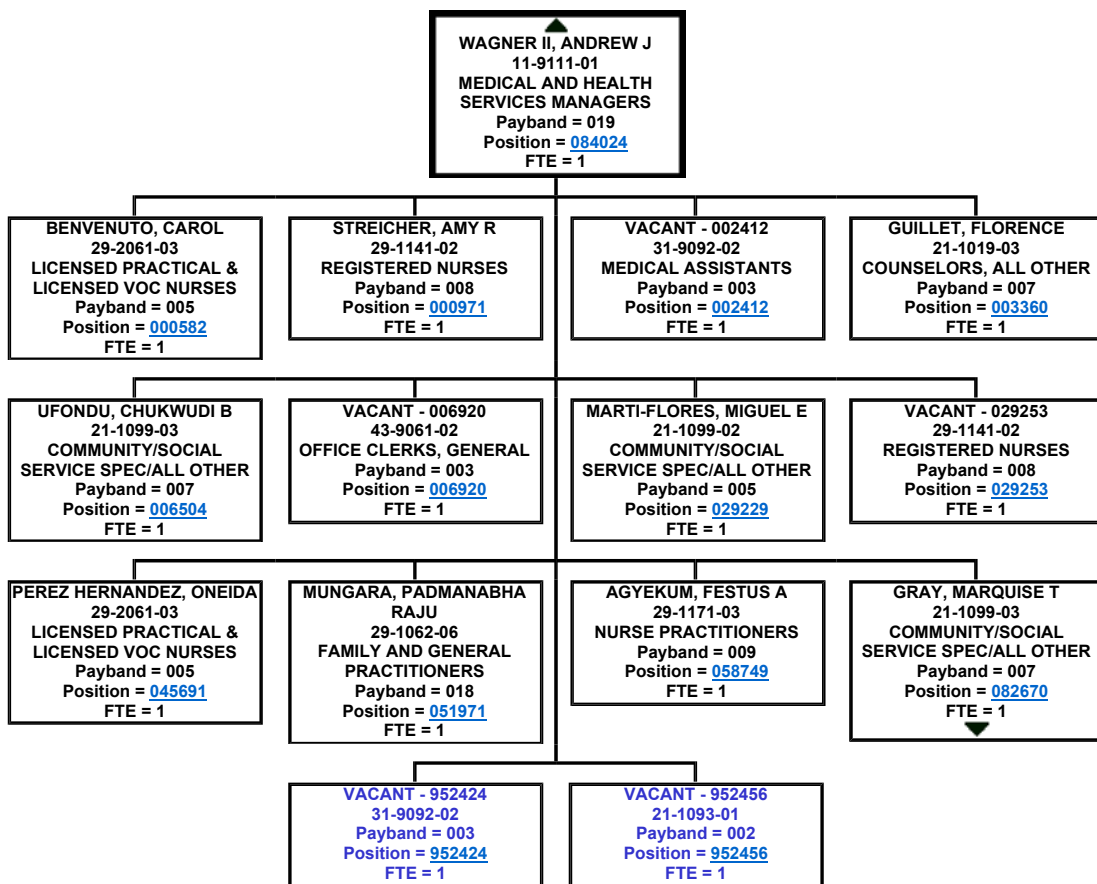


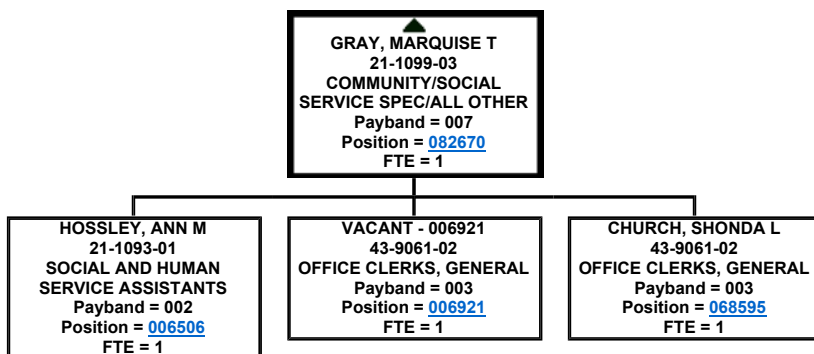




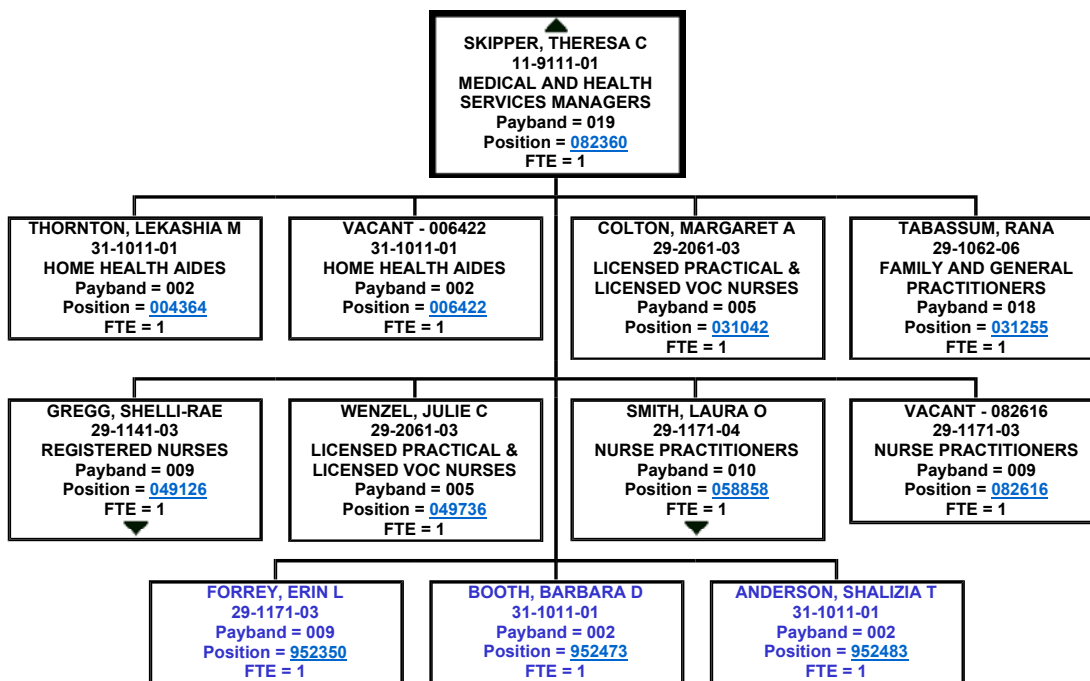


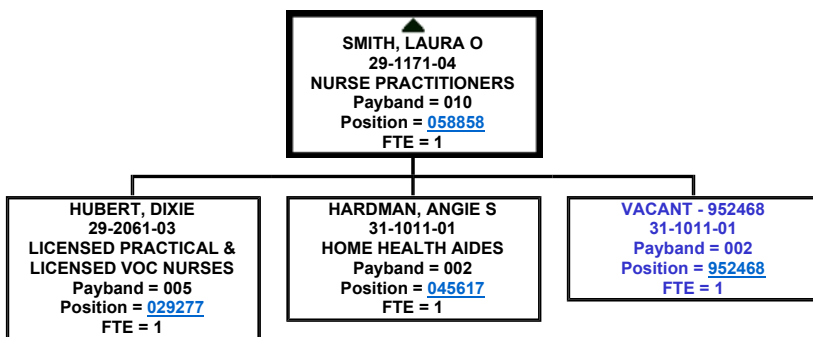


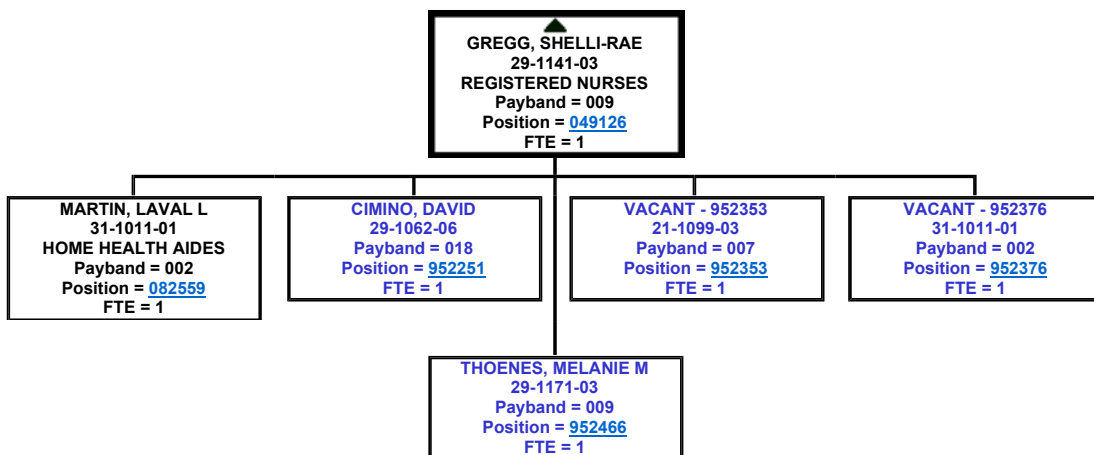


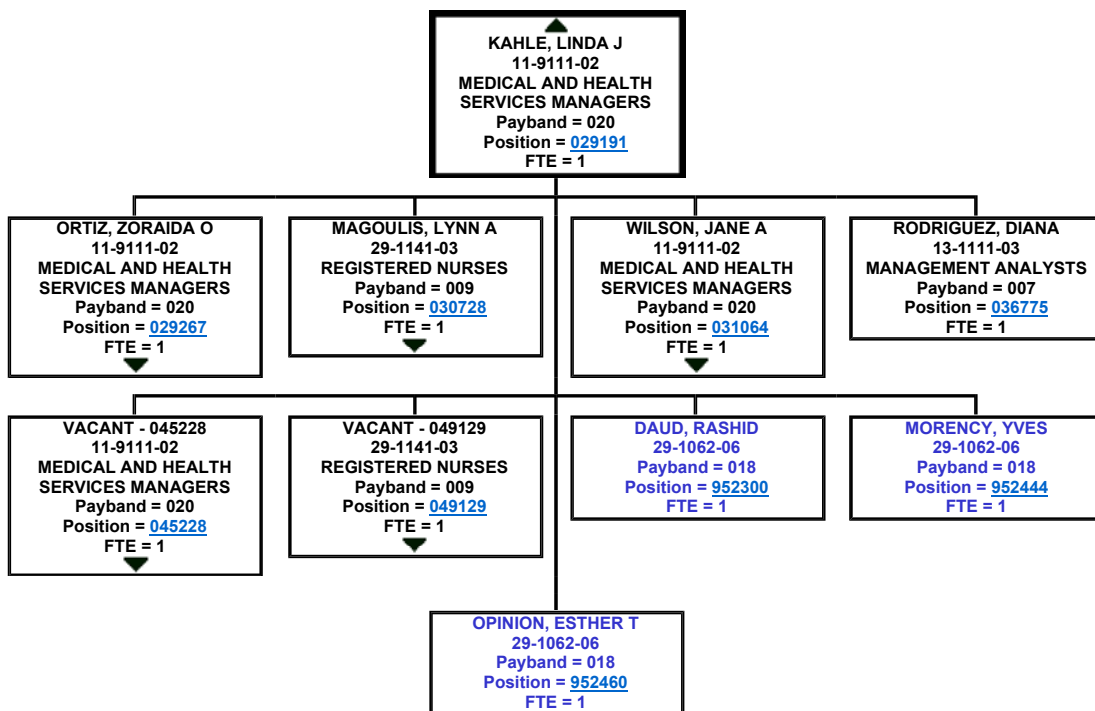


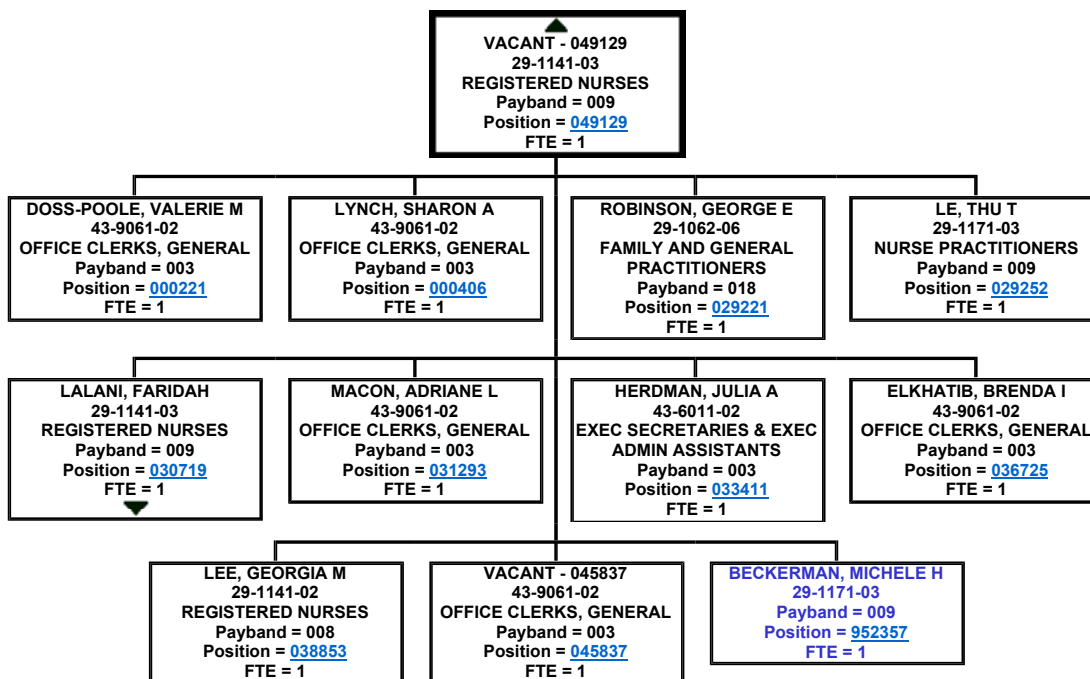


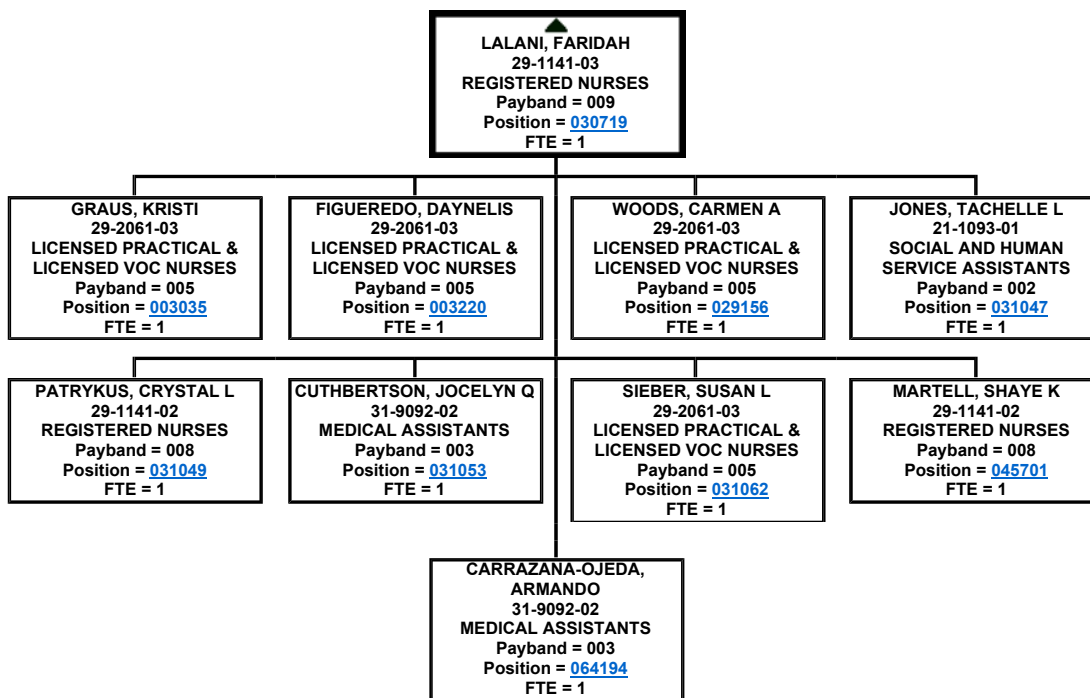


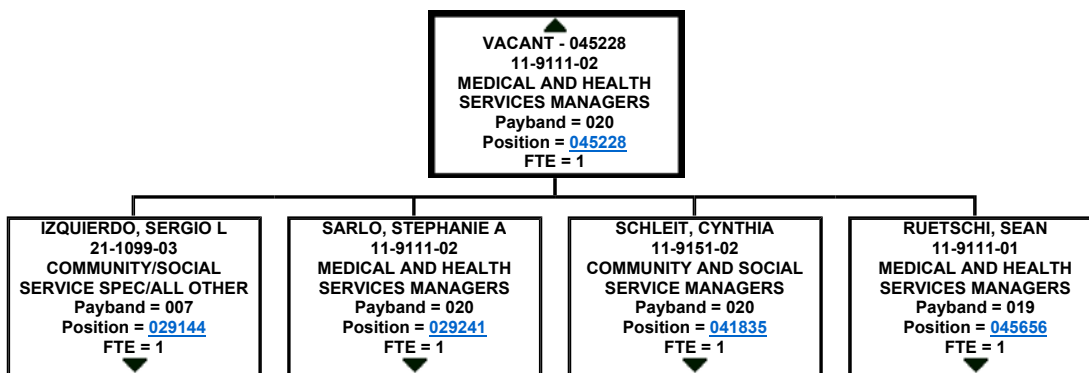


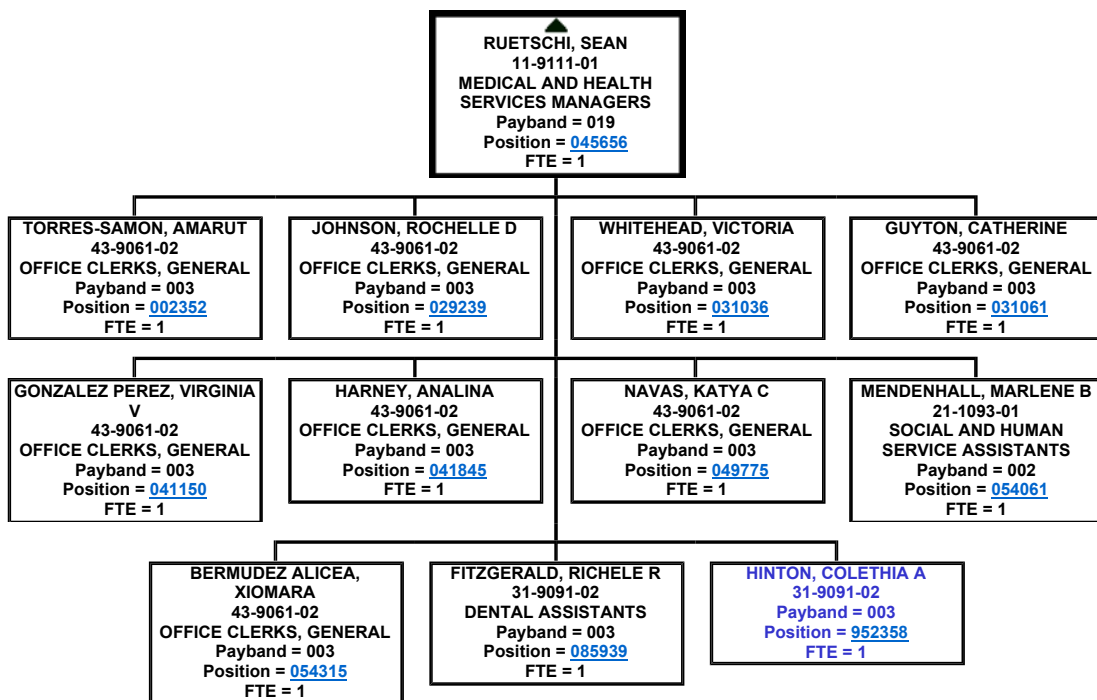




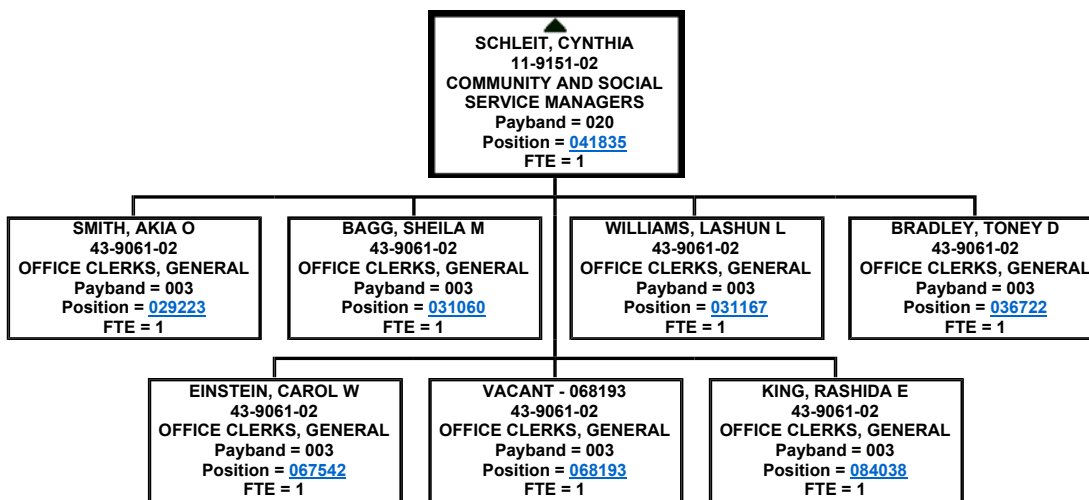


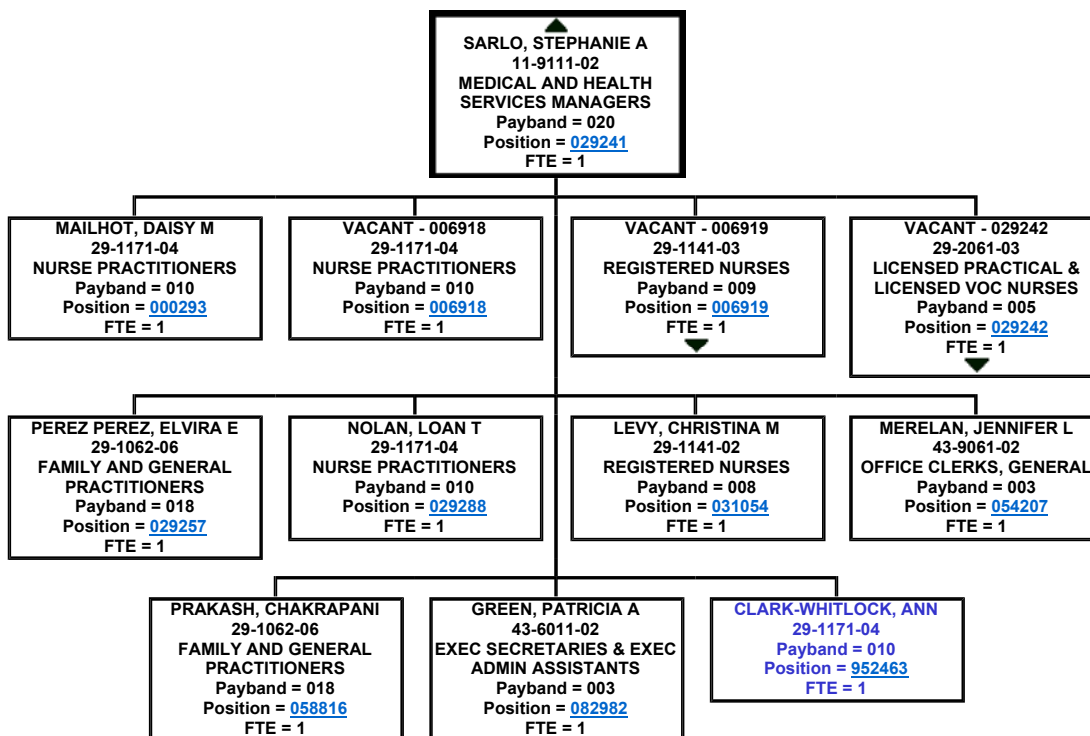


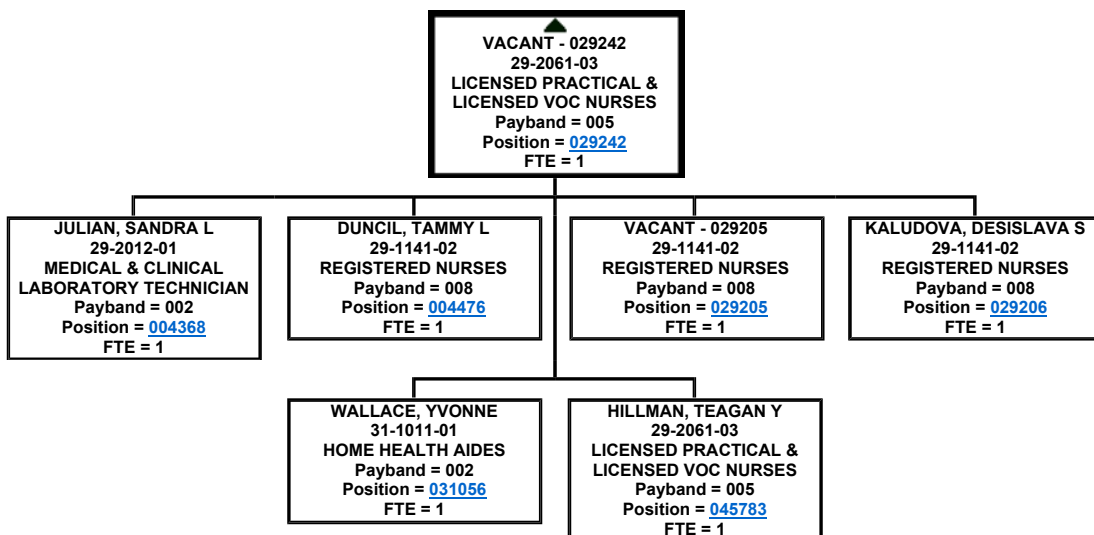


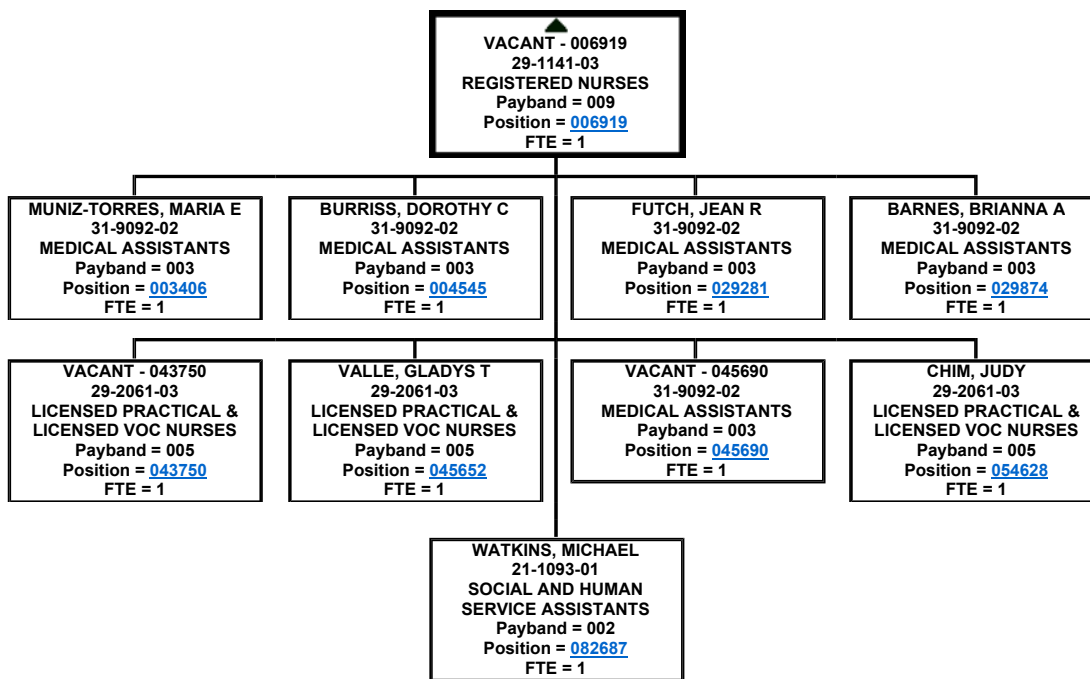


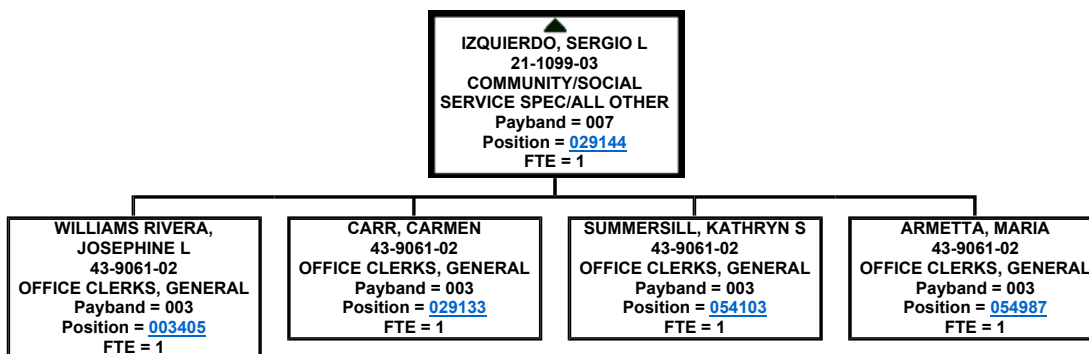


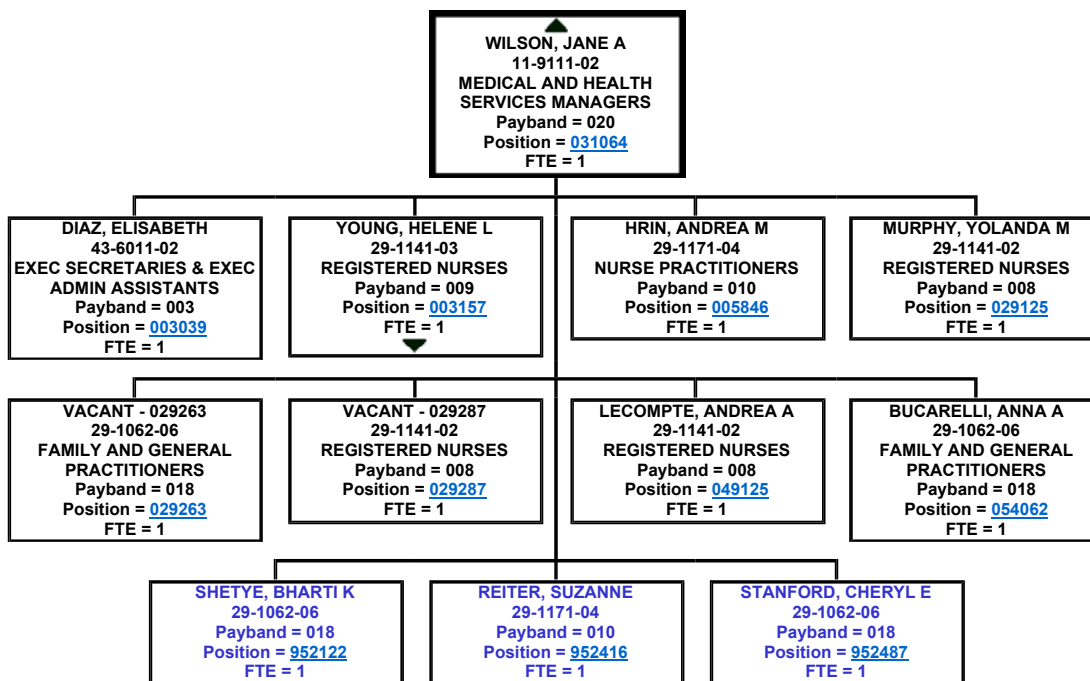


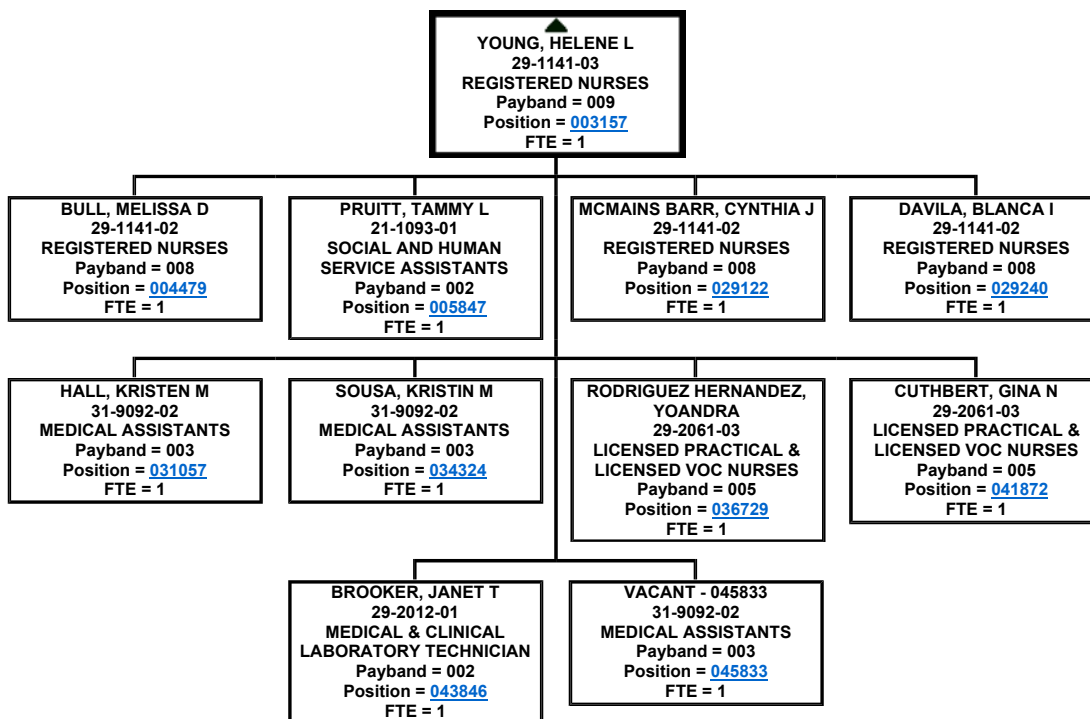


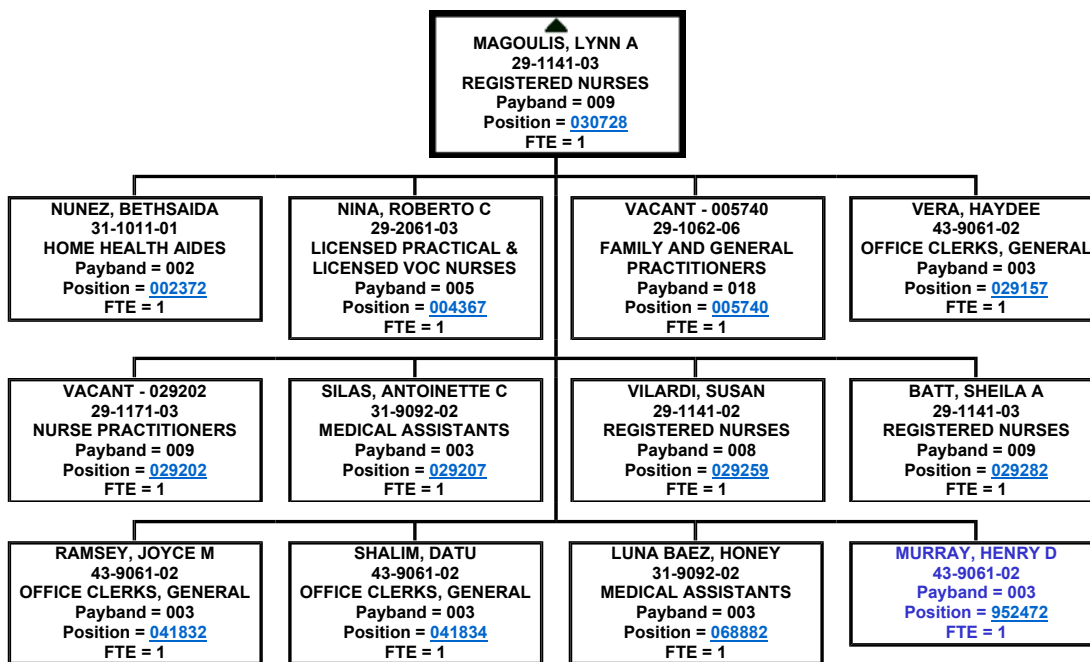




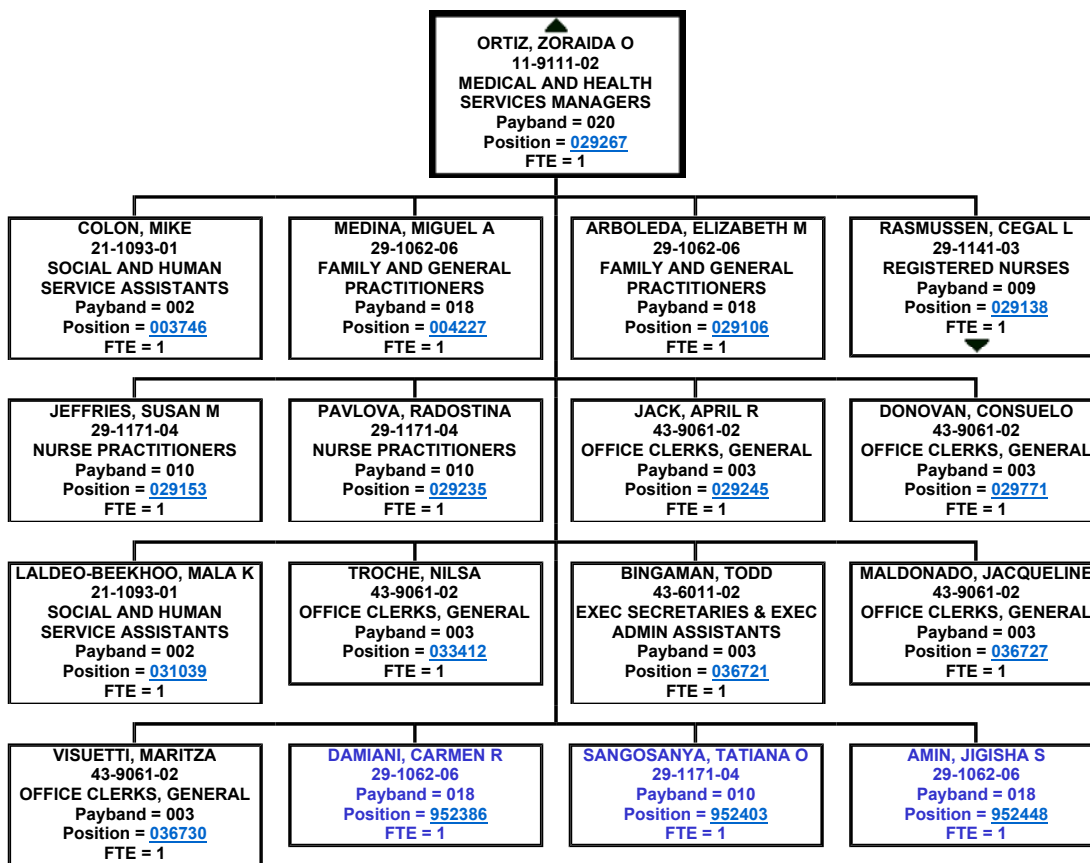


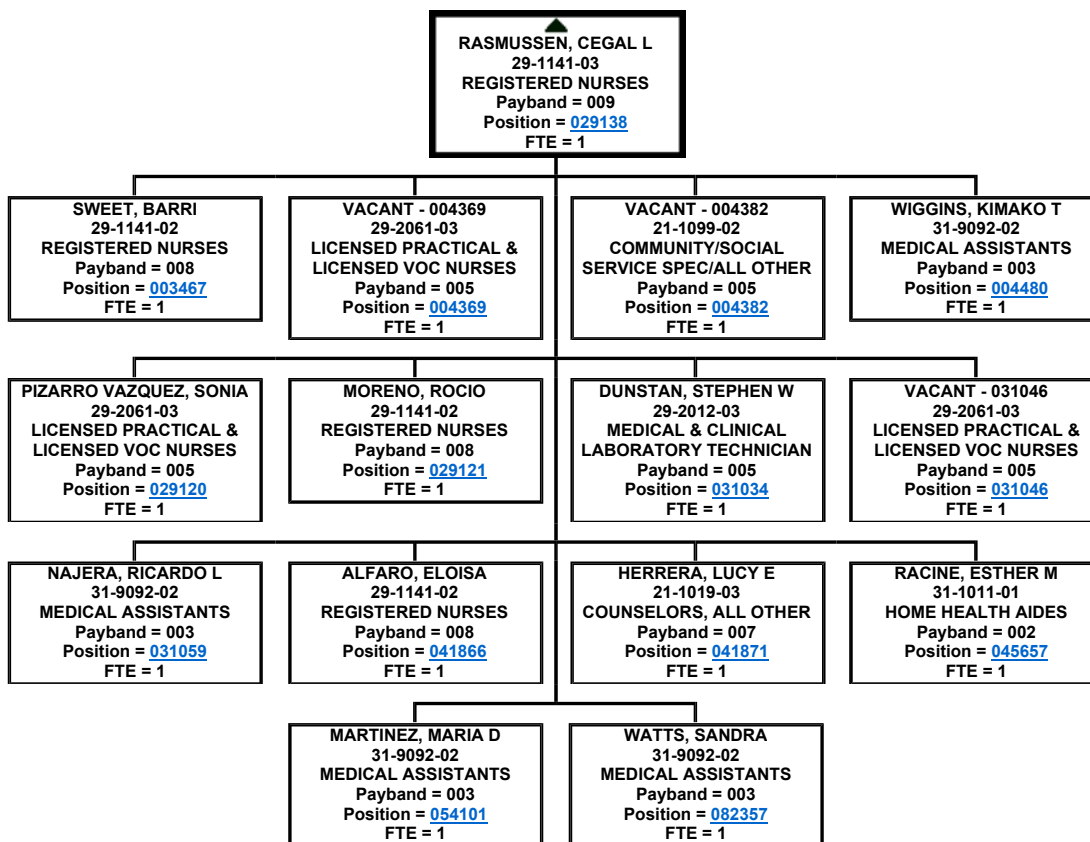


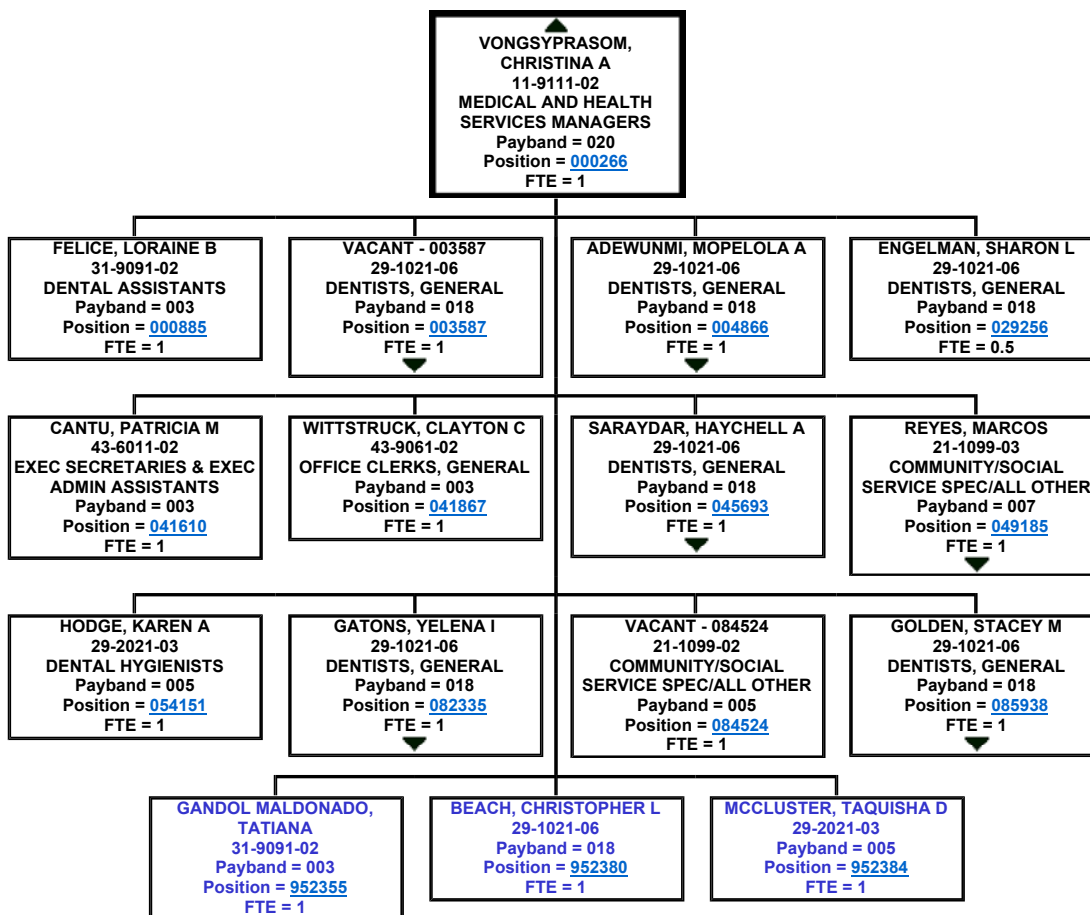


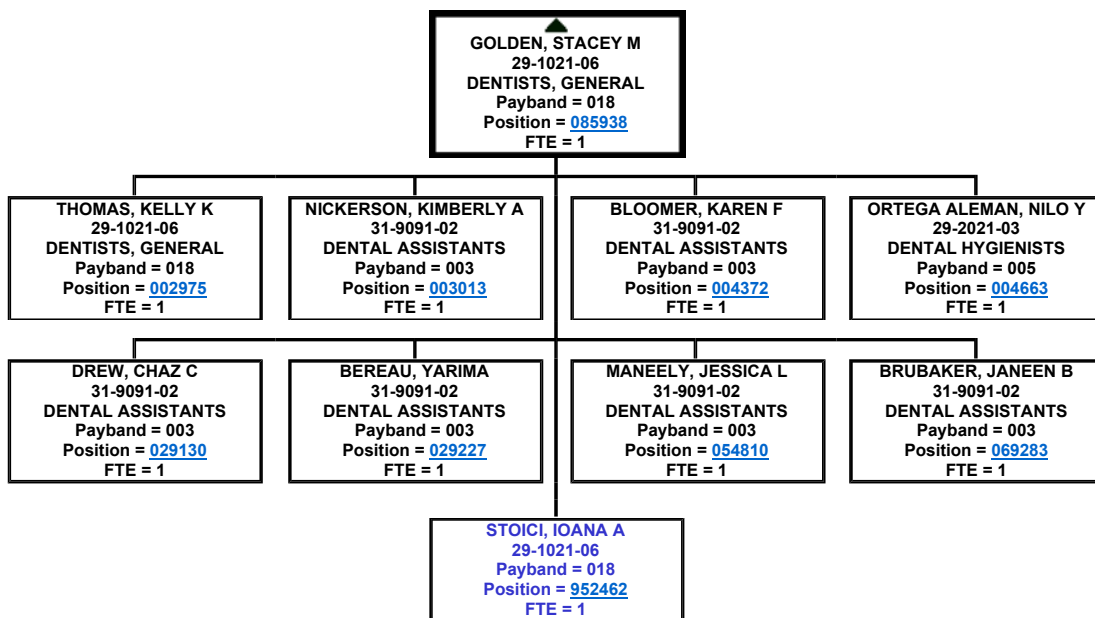


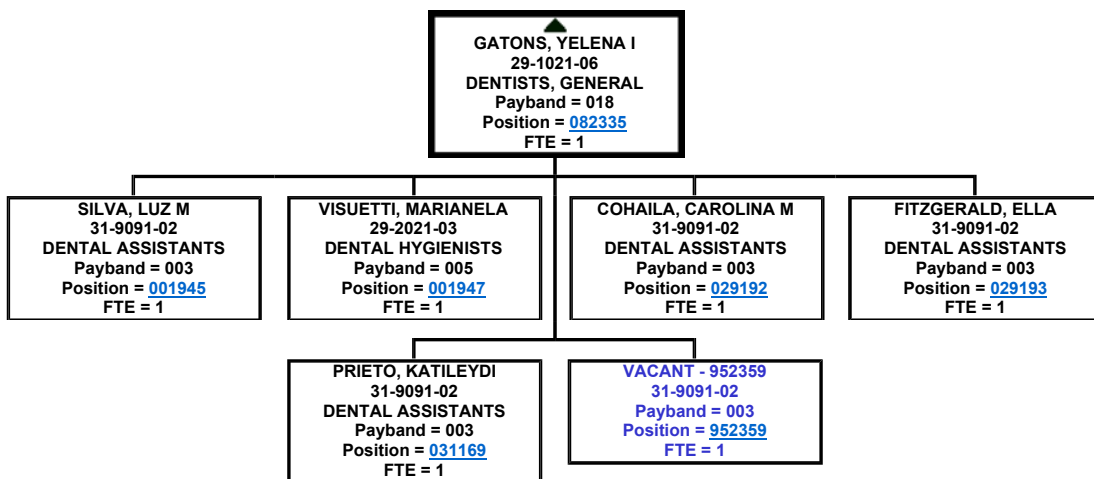


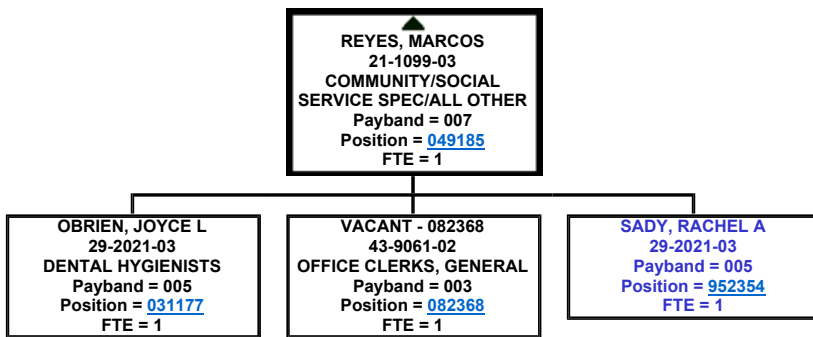


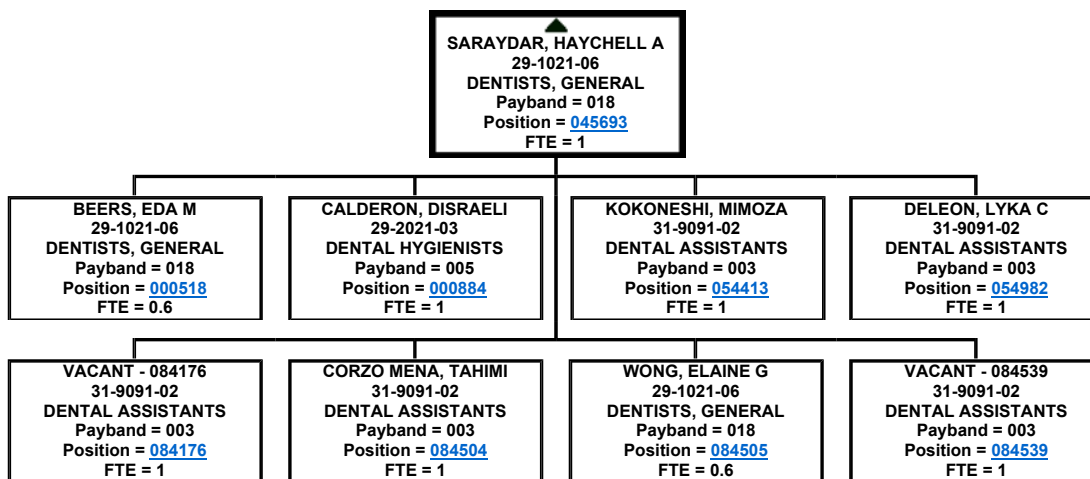


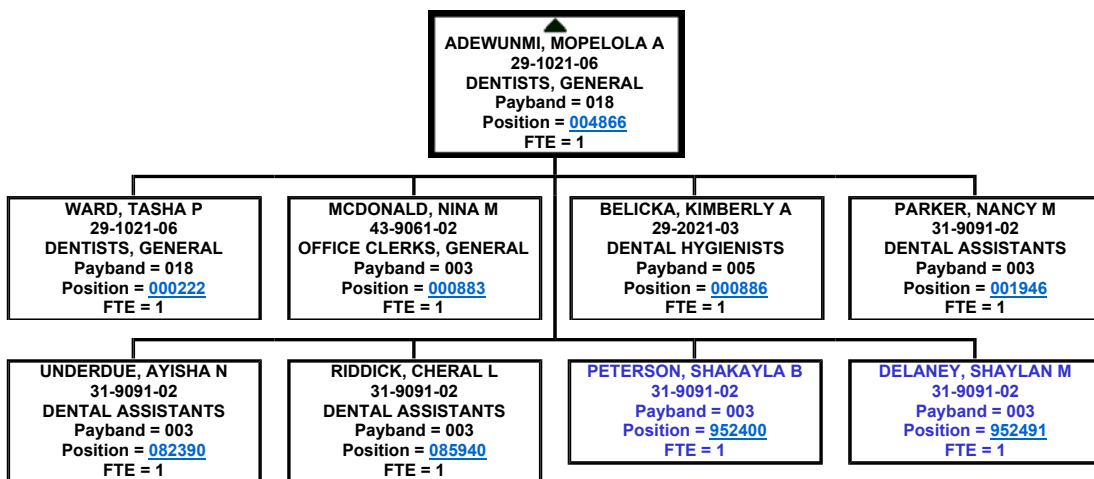




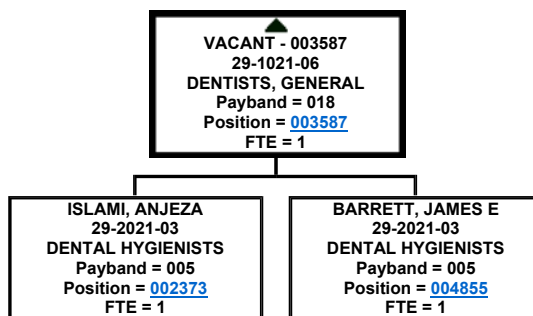


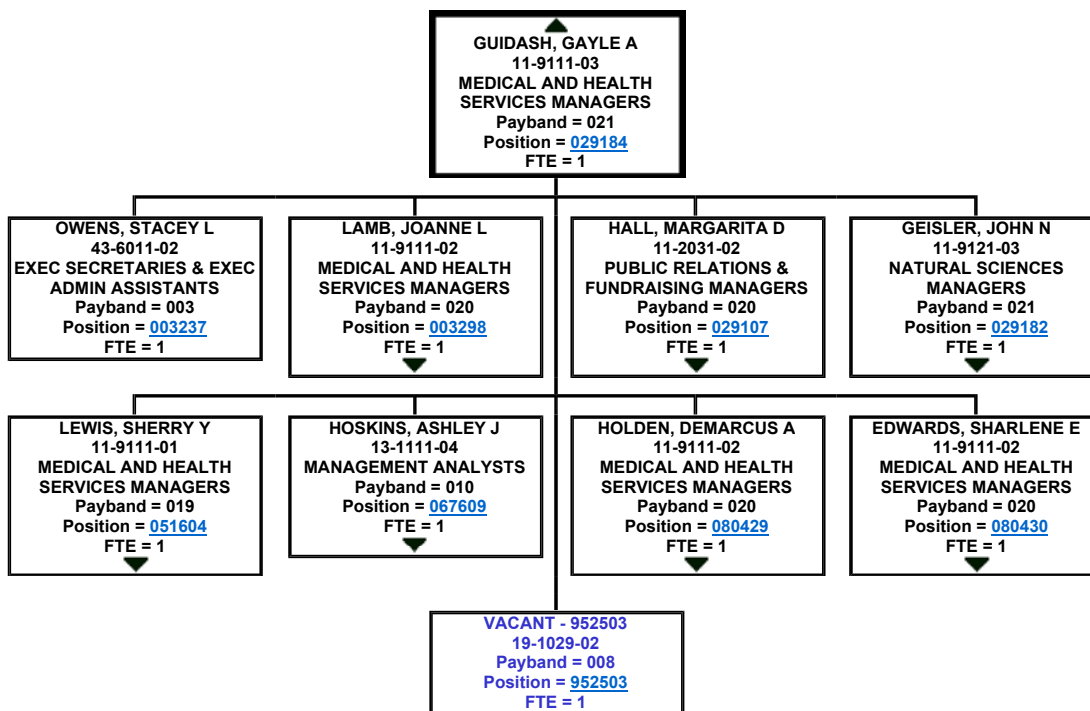


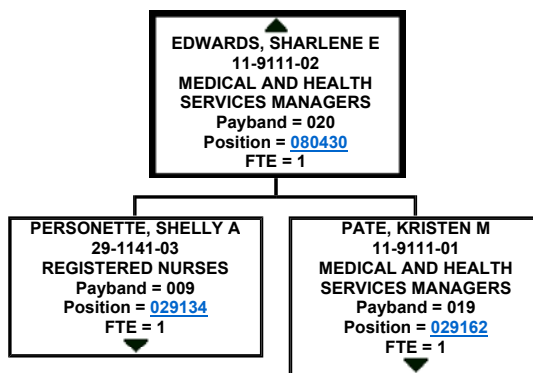


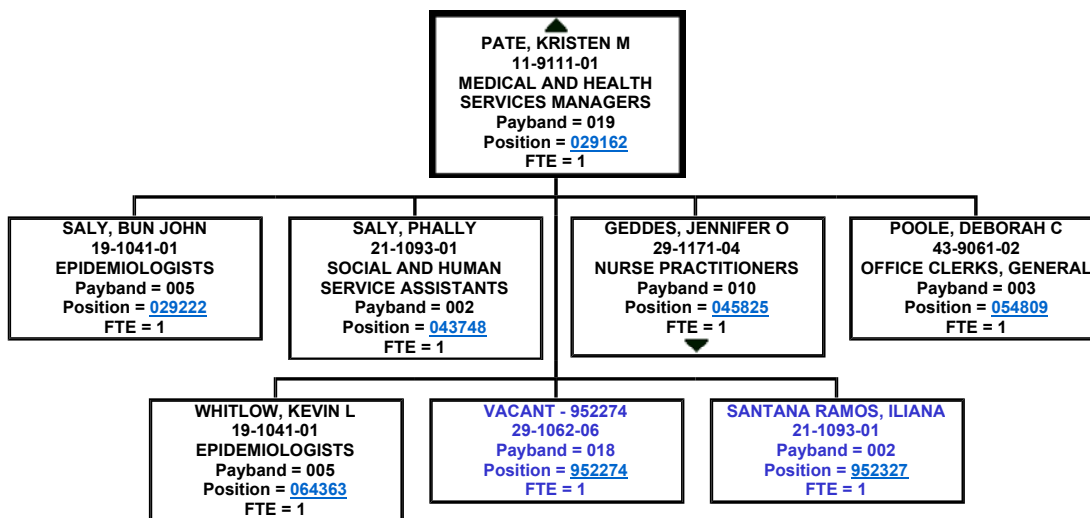


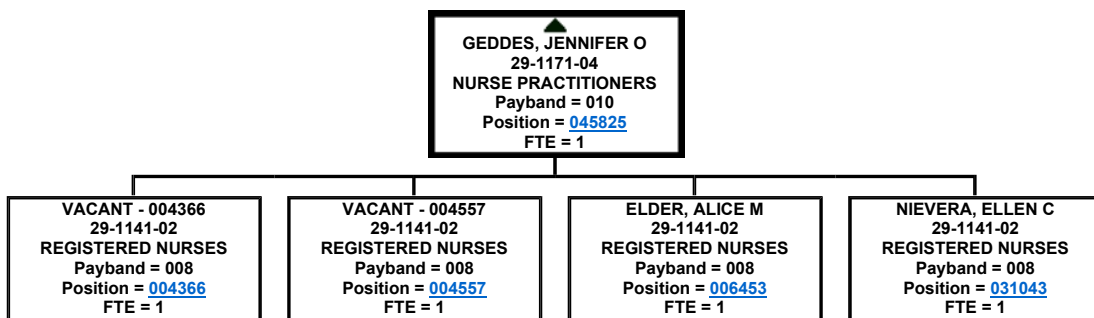


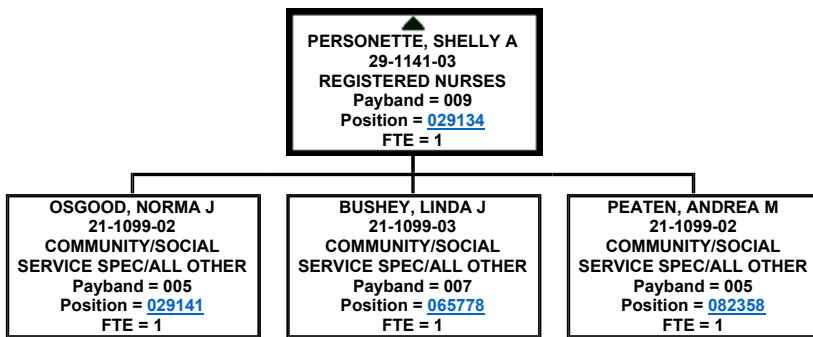


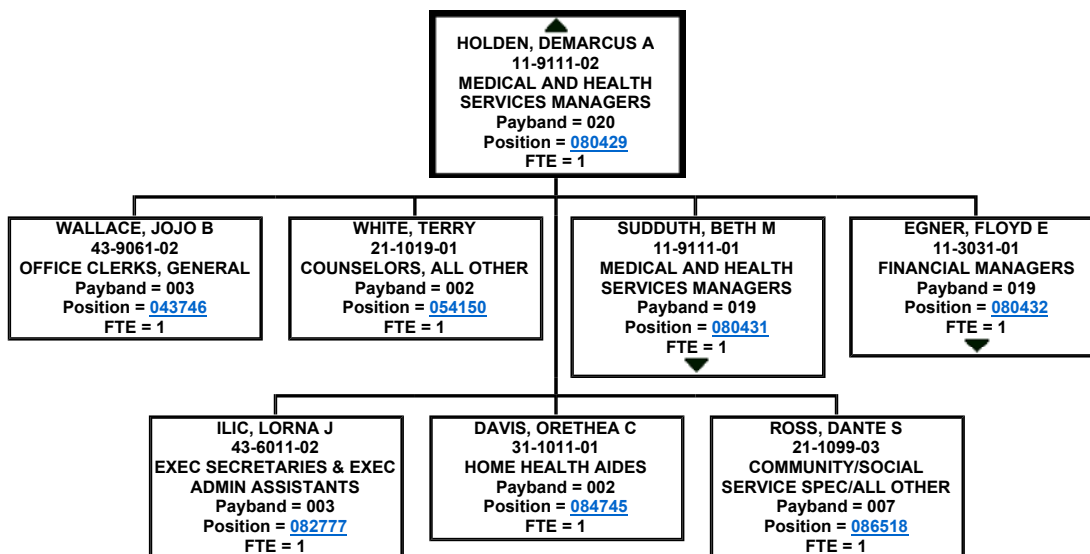


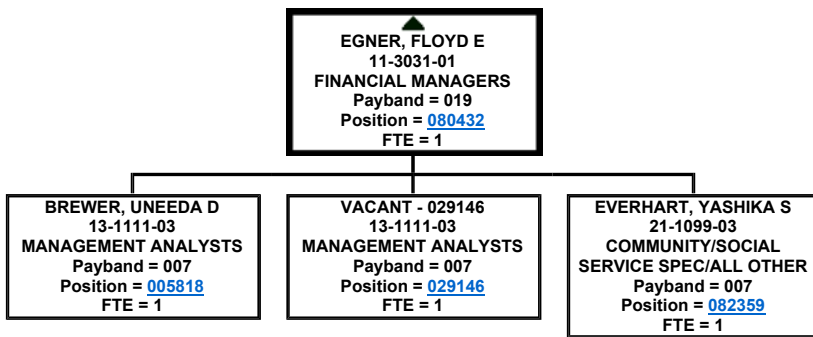




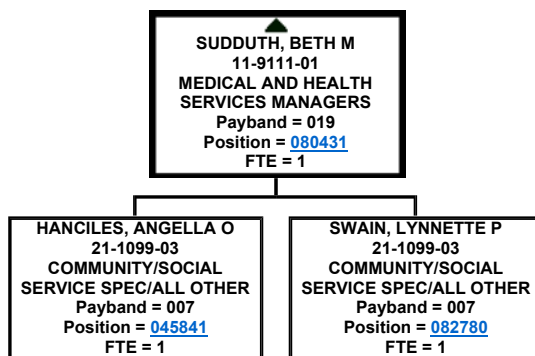


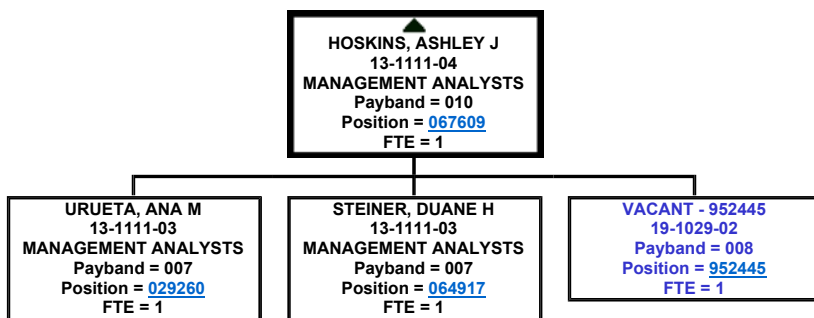


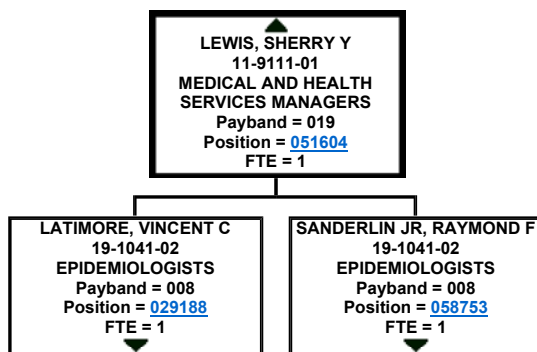


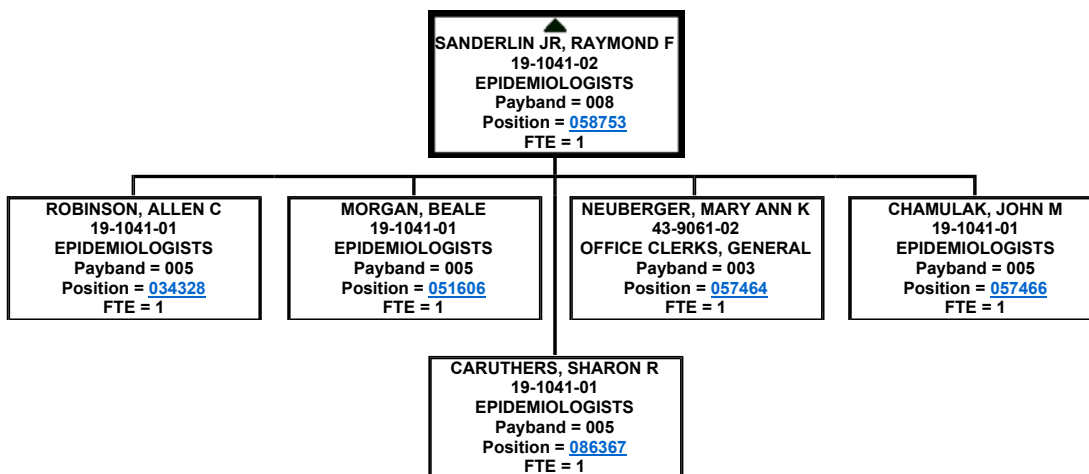


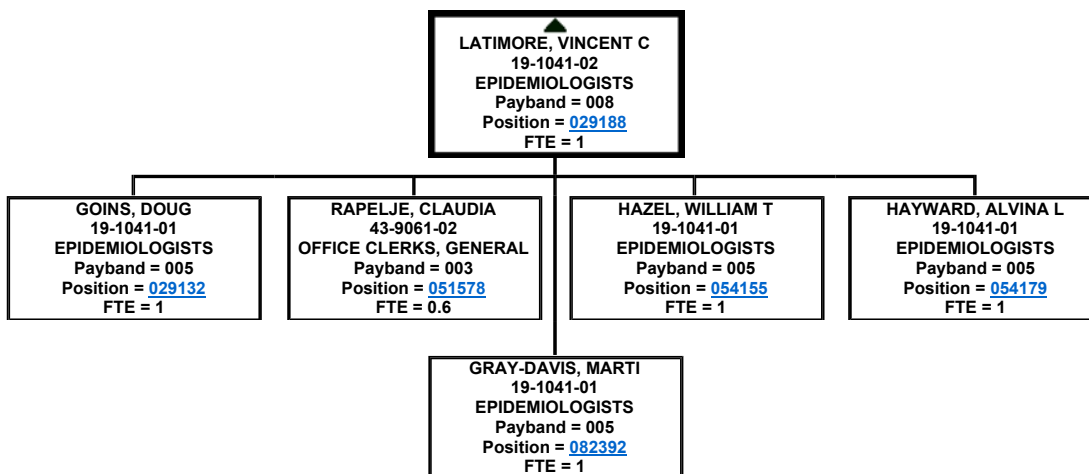


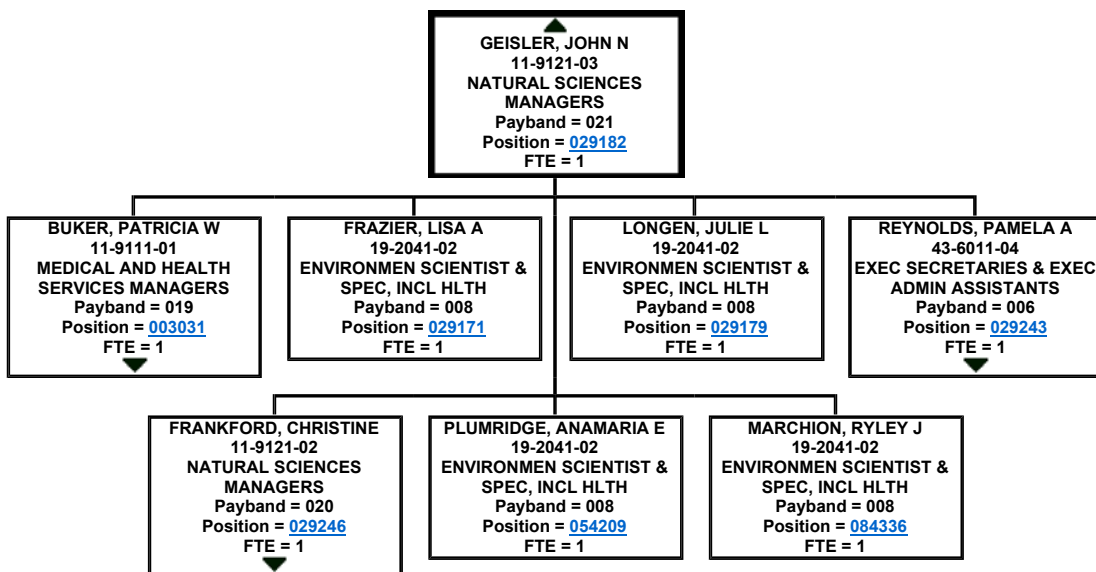


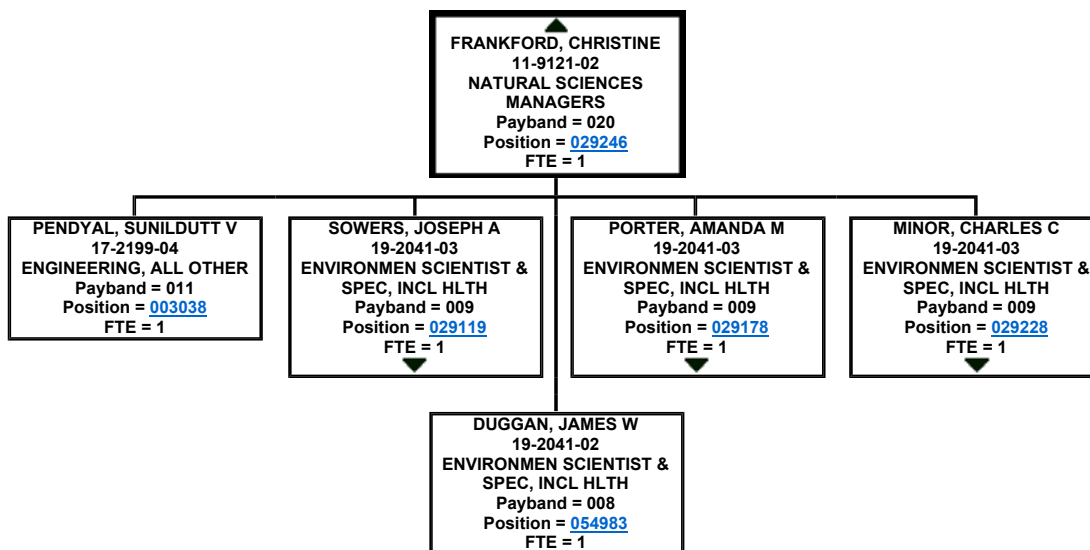


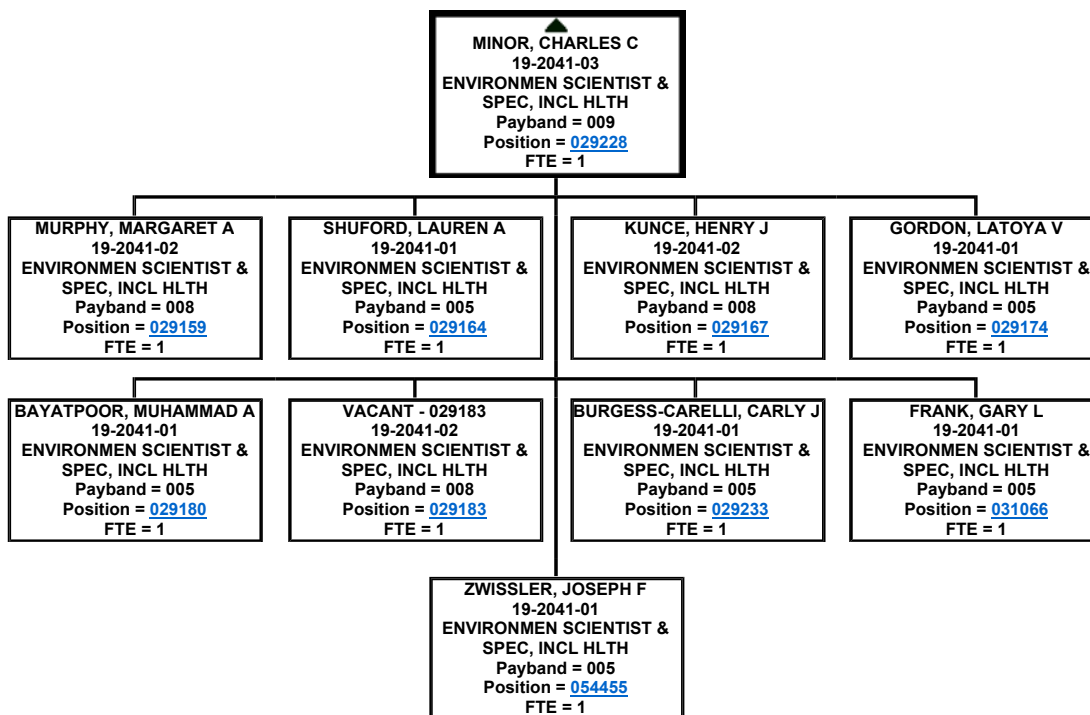




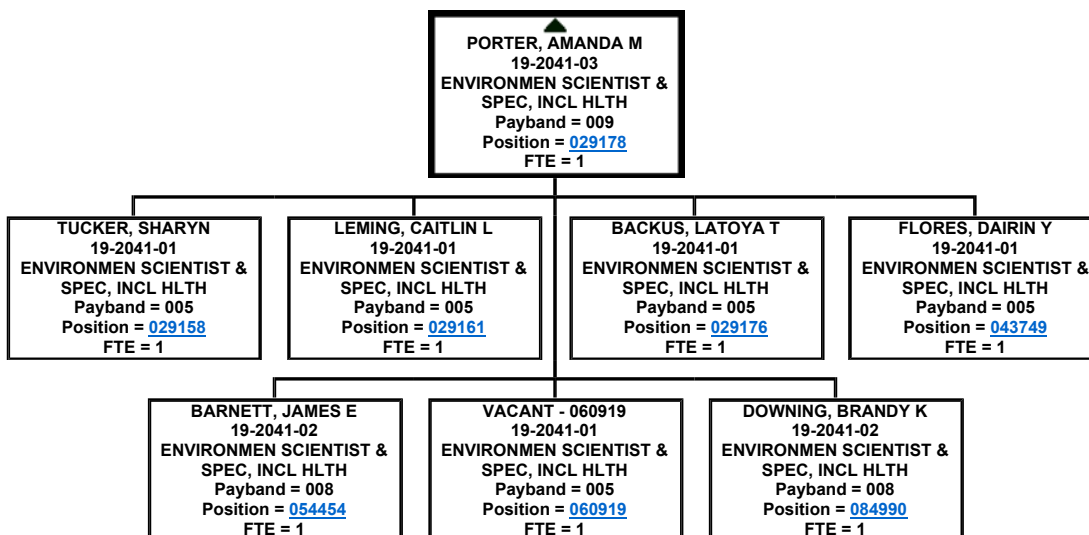


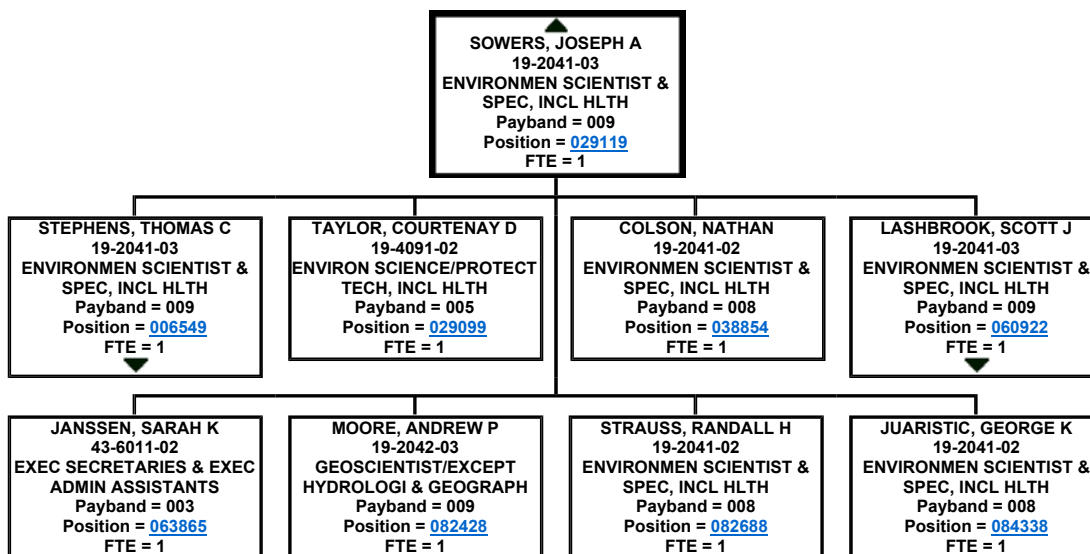


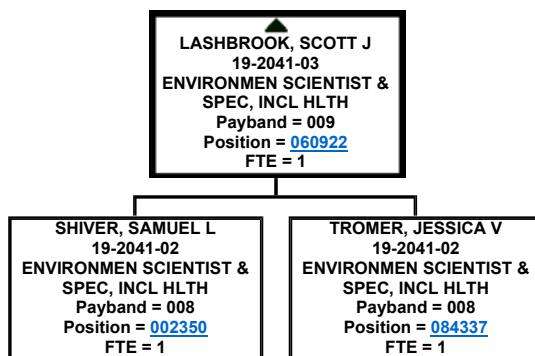


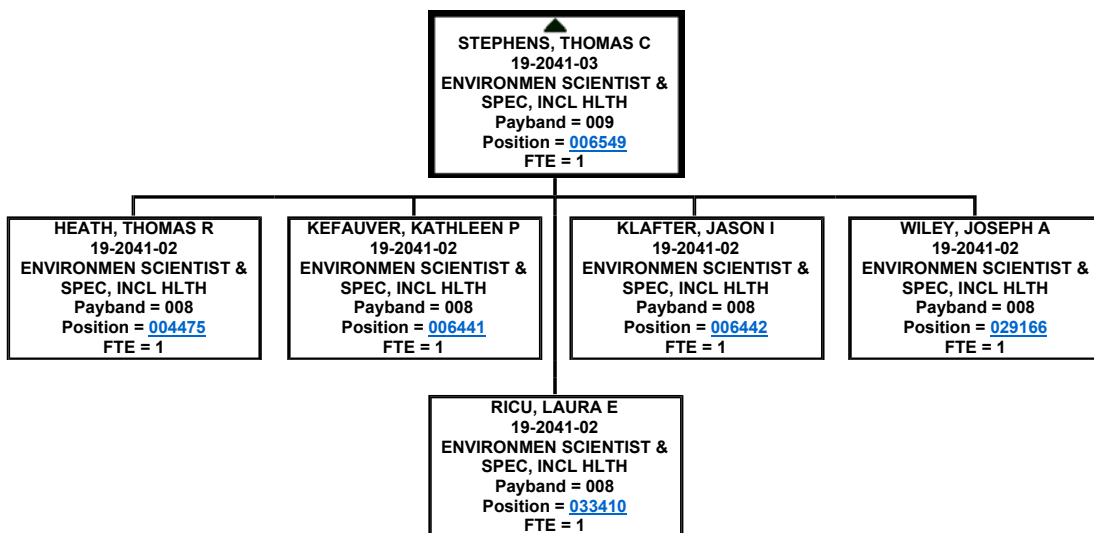


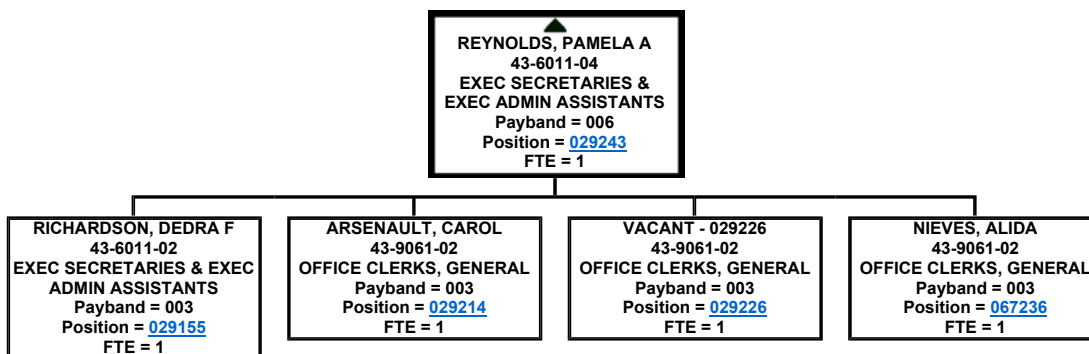


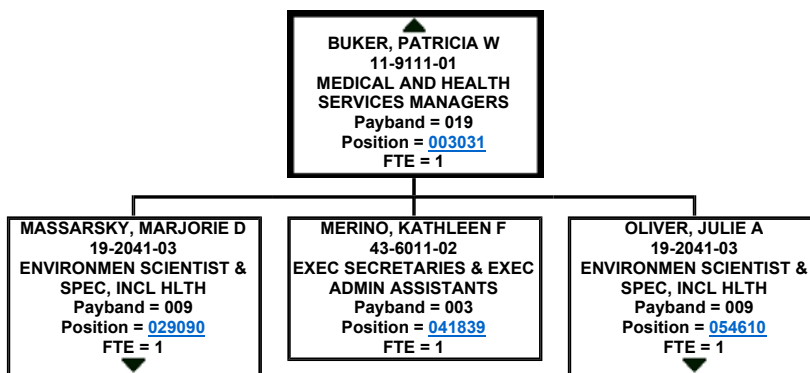


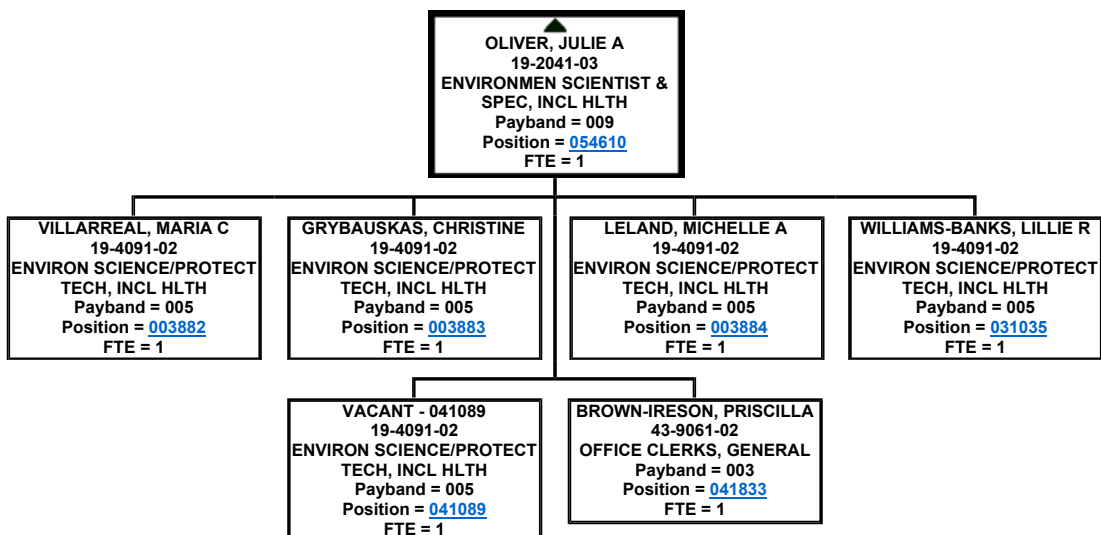


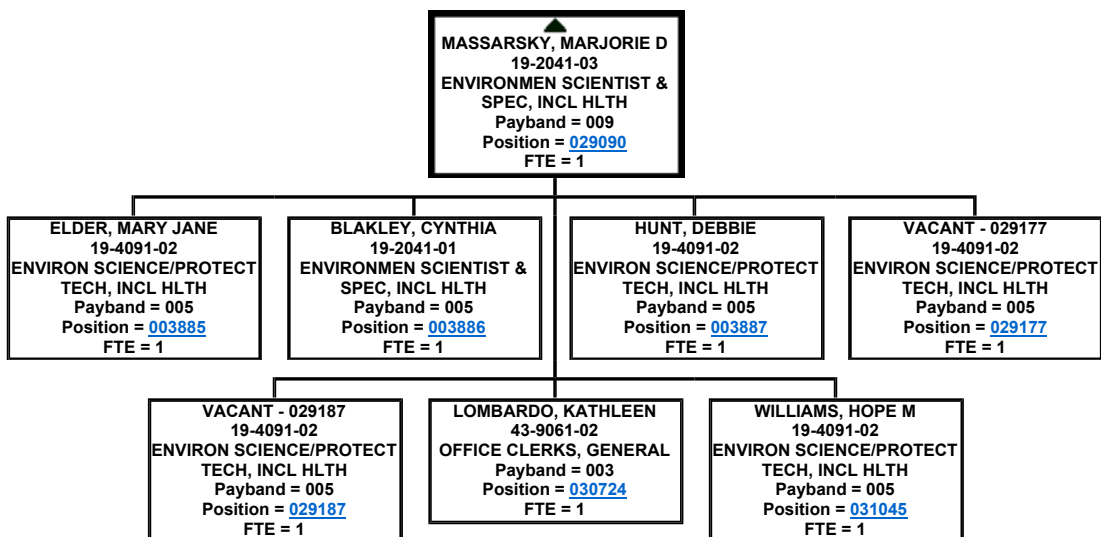










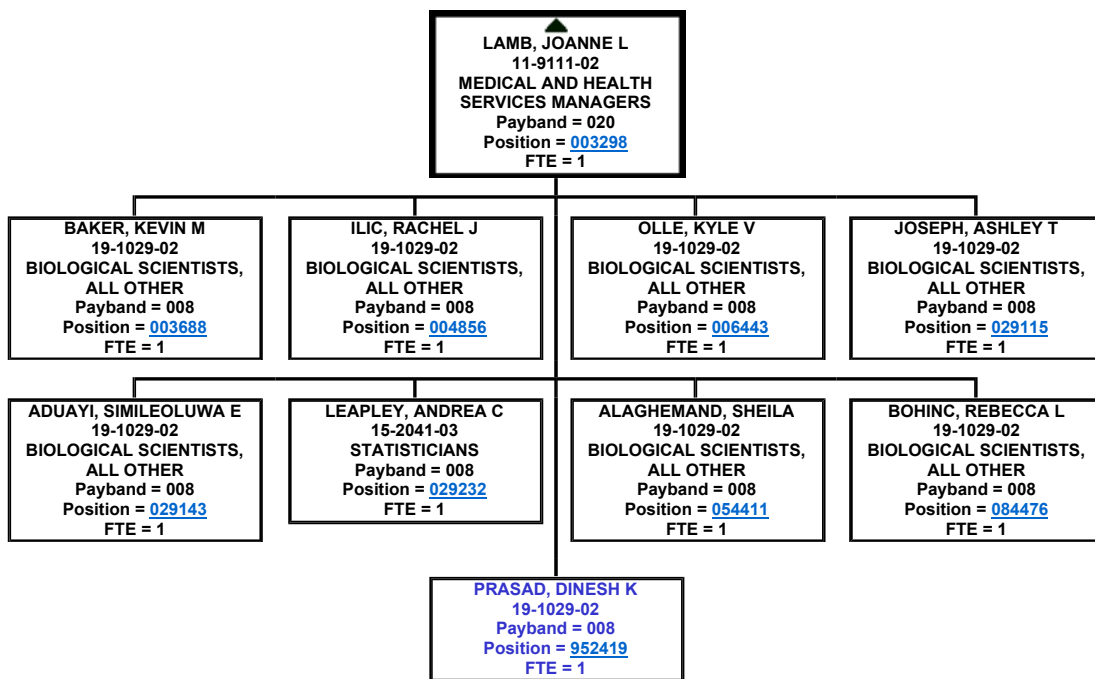


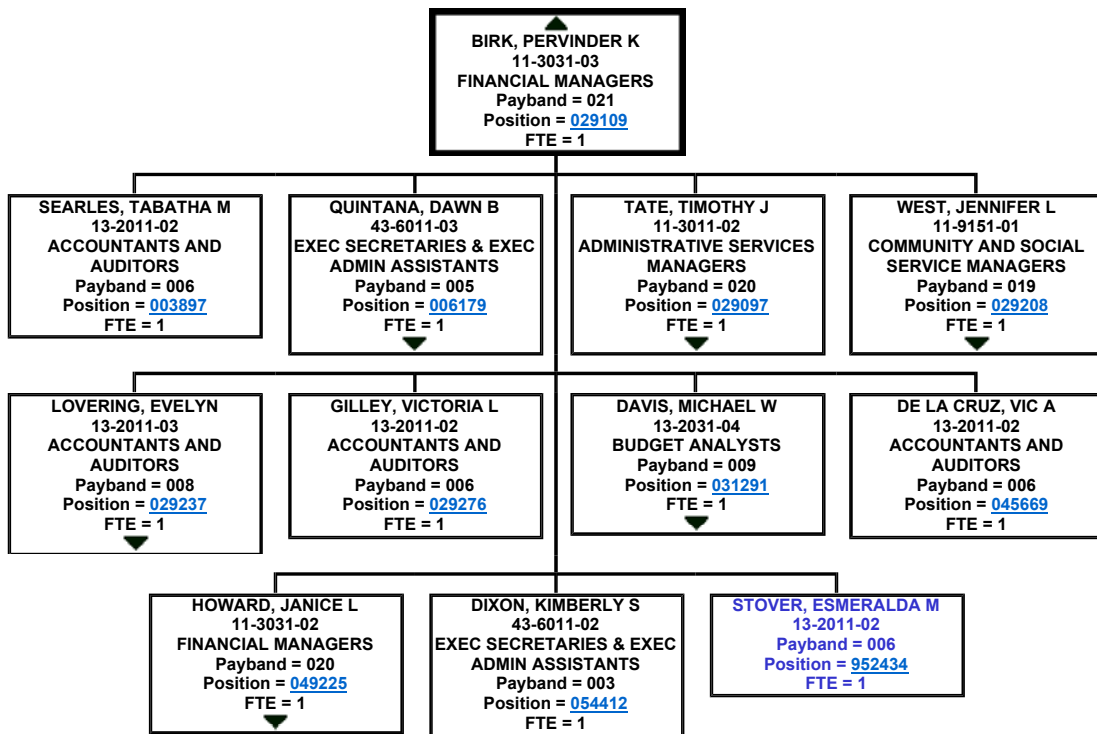


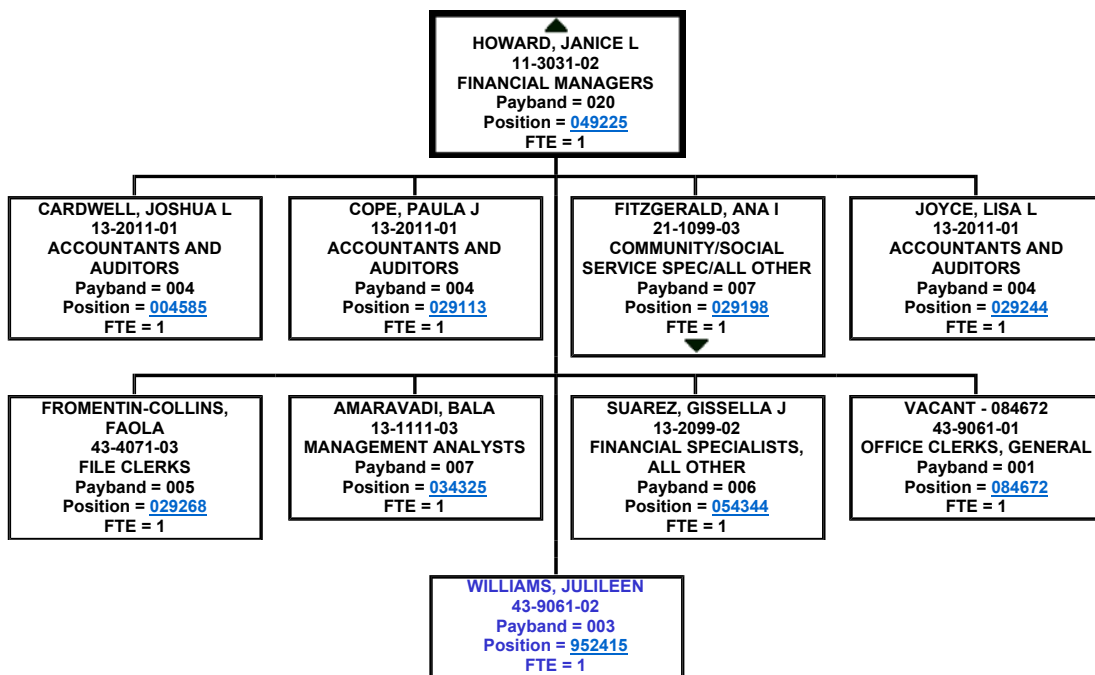
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11-2031-02  
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FUNDRAISING MANAGERS  
Payband = 020  
Position = [029107](#)  
FTE = 1

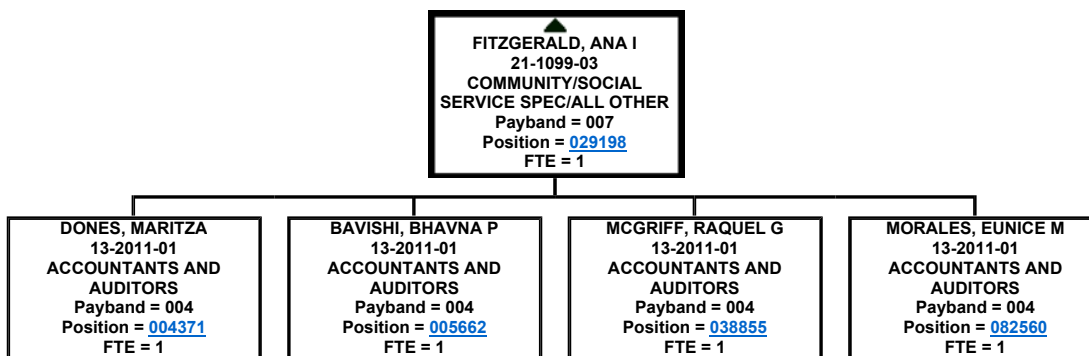
VACANT - 059545  
27-3031-02  
PUBLIC RELATIONS  
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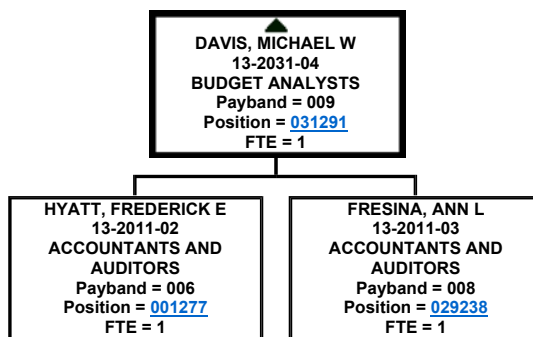
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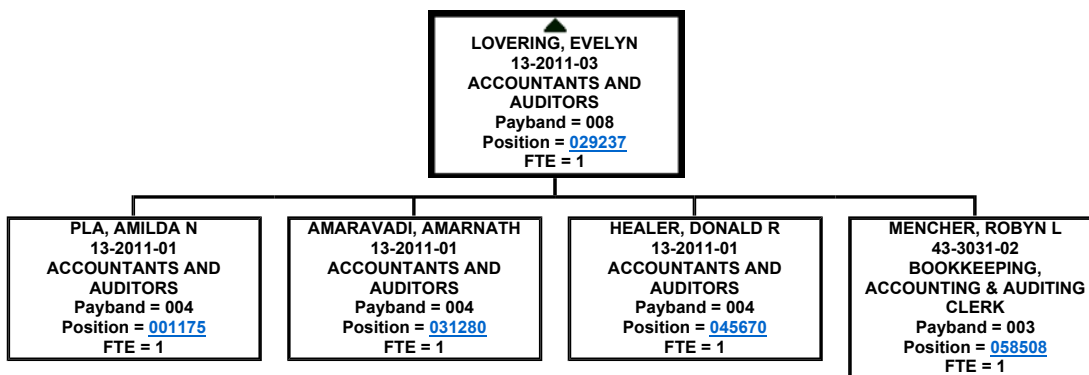


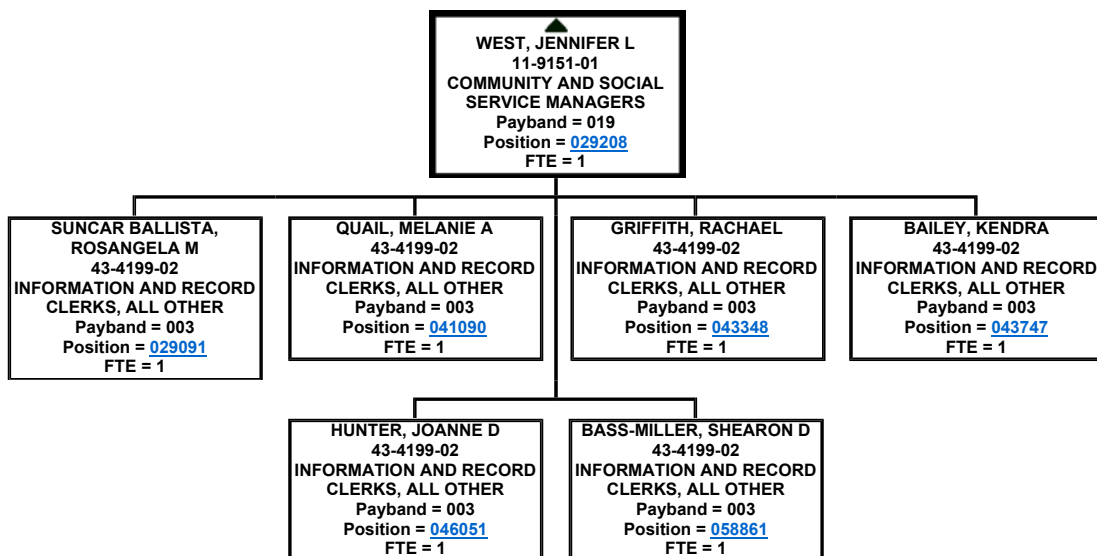




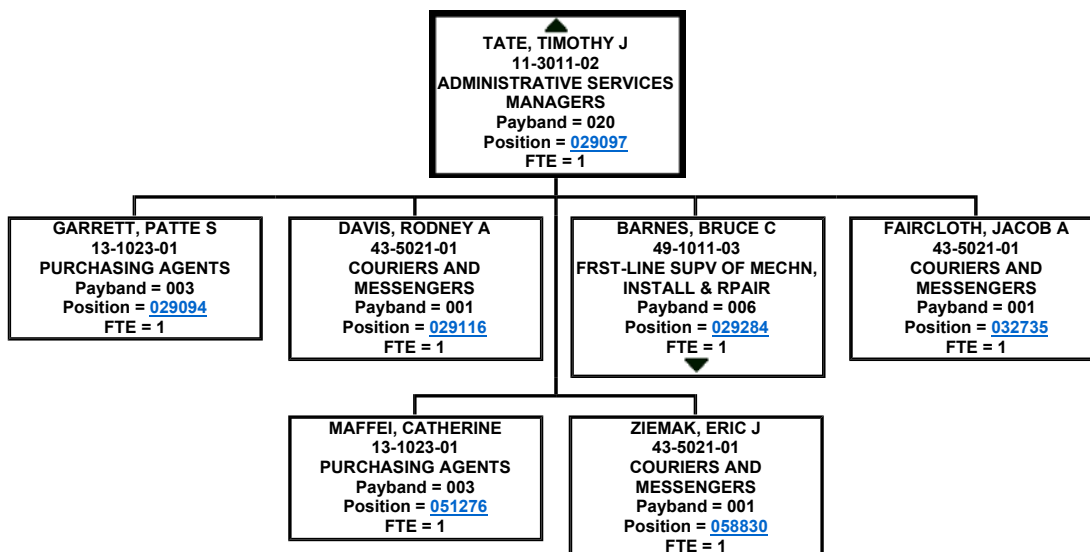


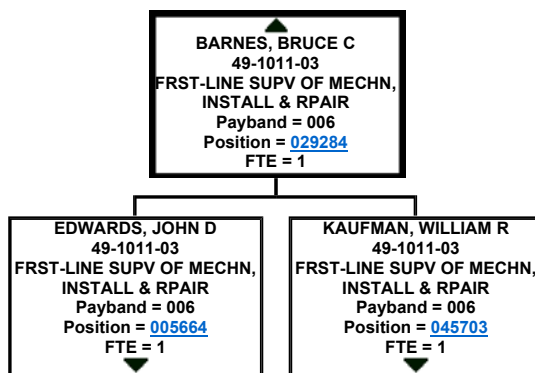


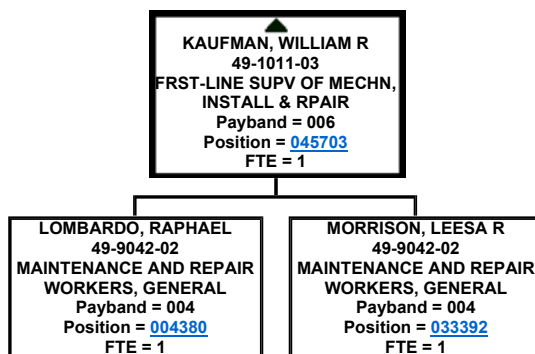


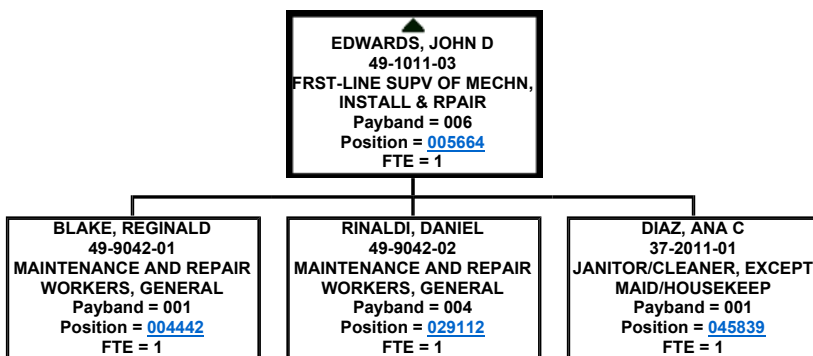


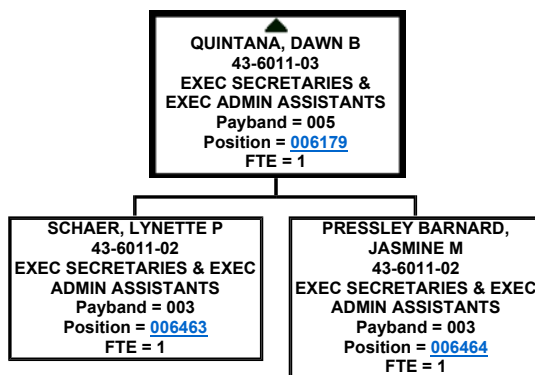


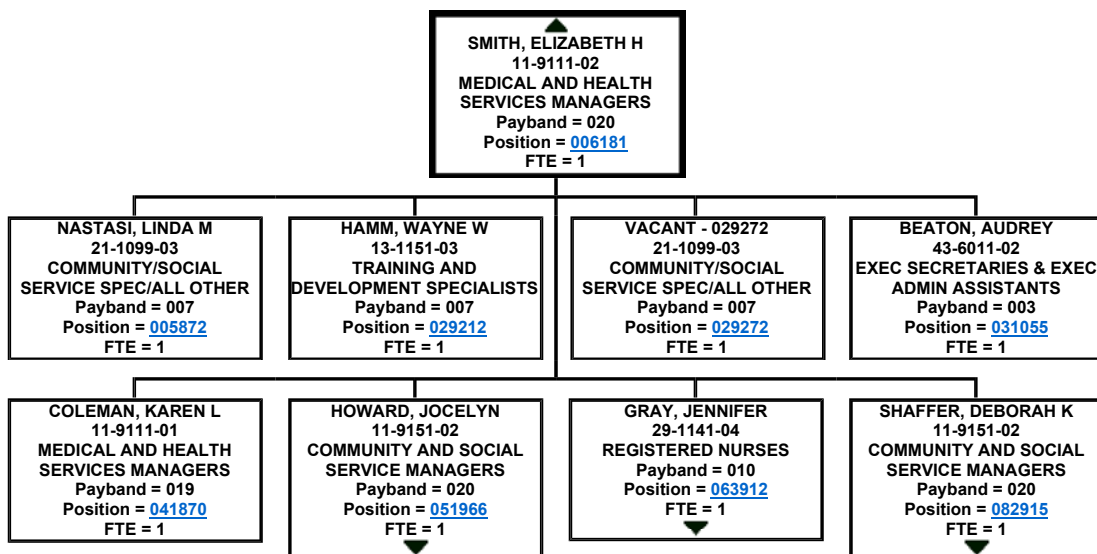


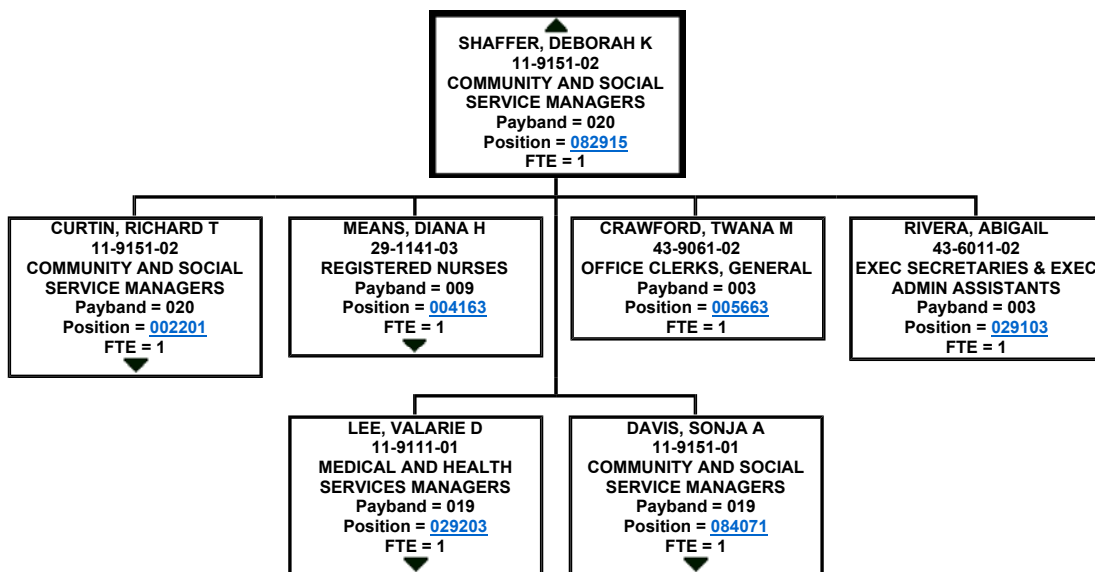


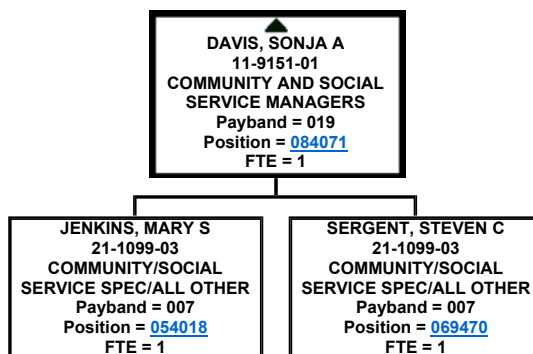




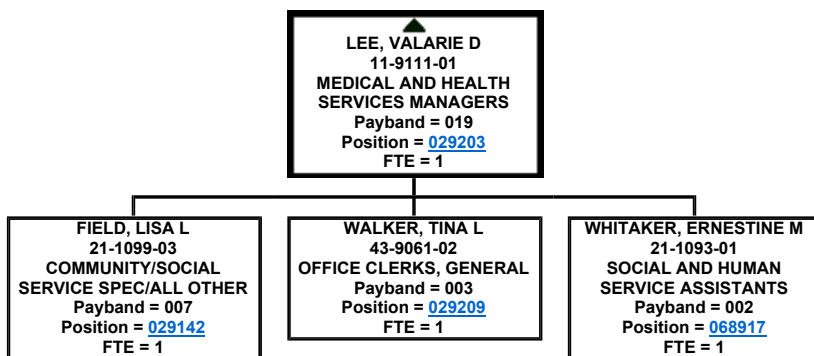


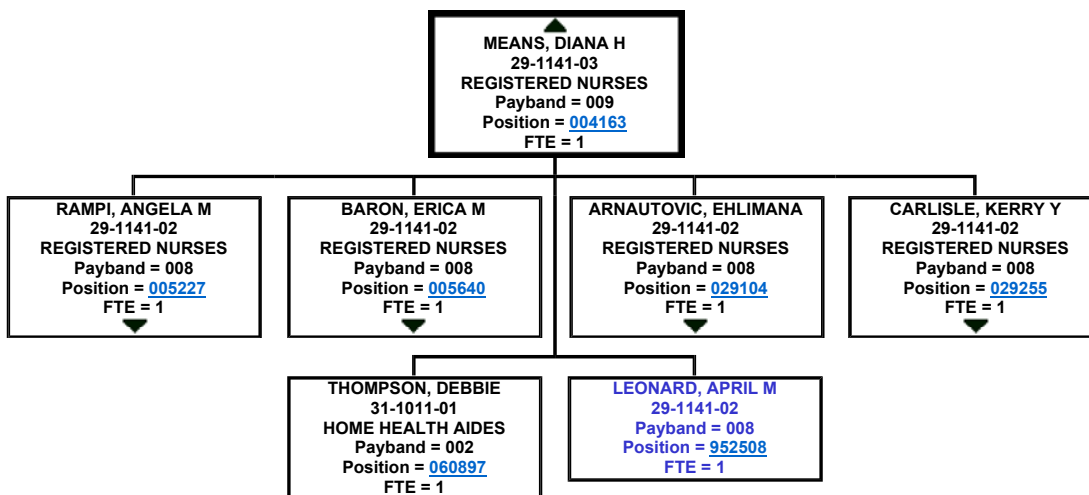


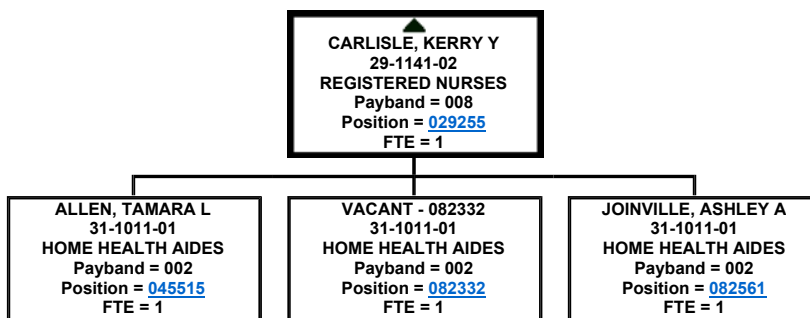


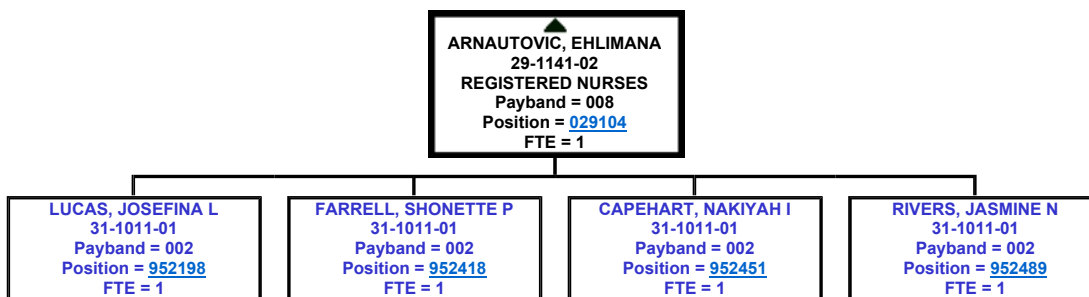


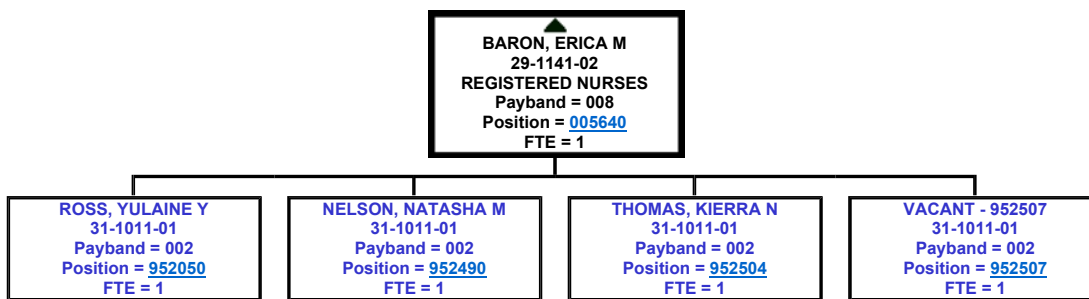


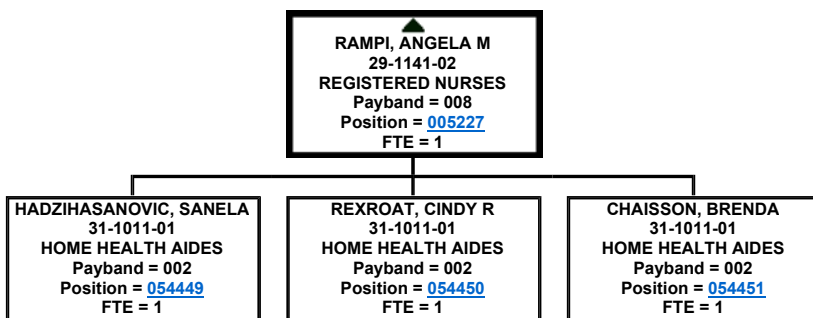


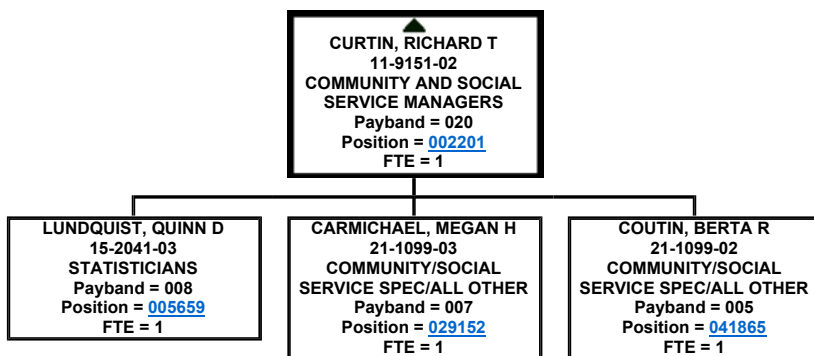


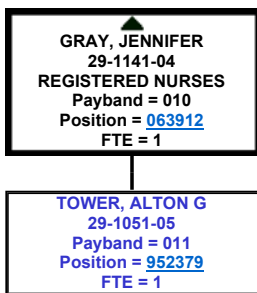




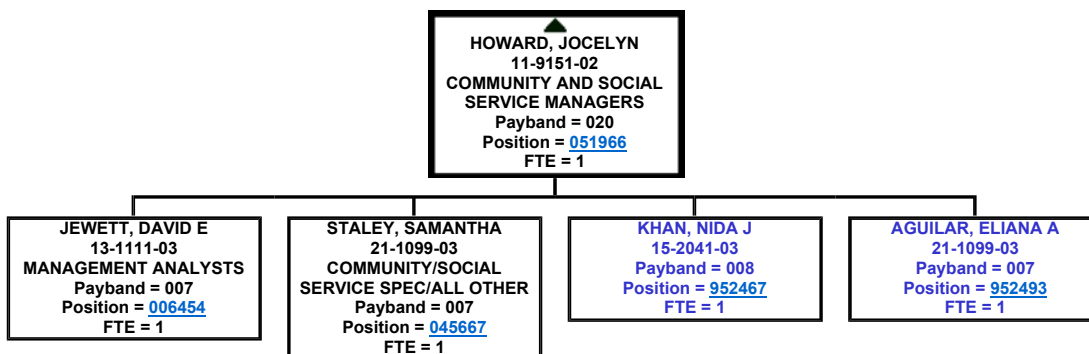


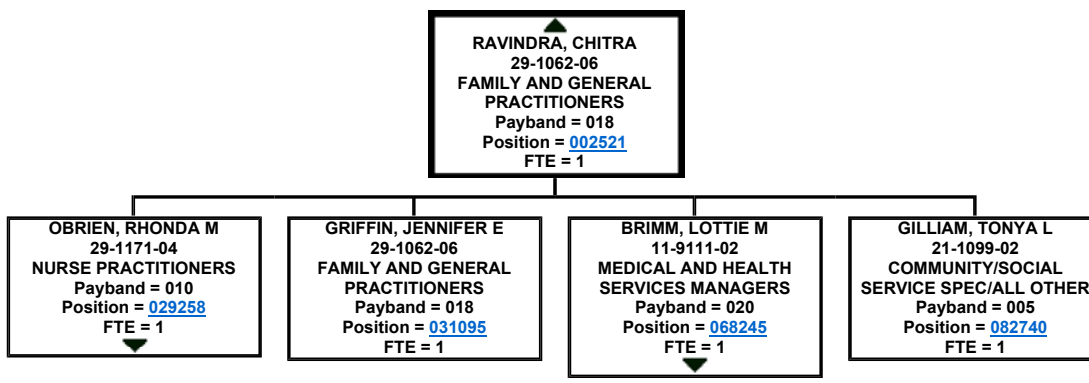


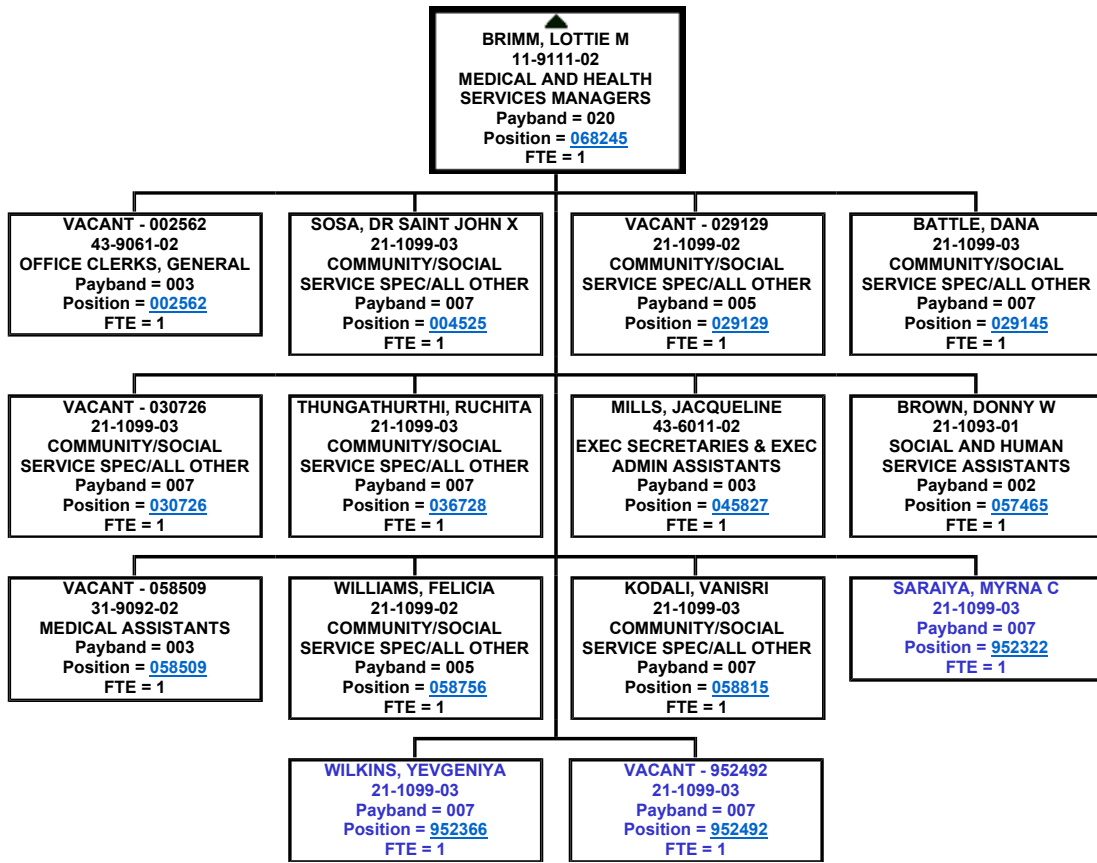












▲  
OBRIEN, RHONDA M  
29-1171-04  
NURSE PRACTITIONERS  
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Position = [029258](#)  
FTE = 1

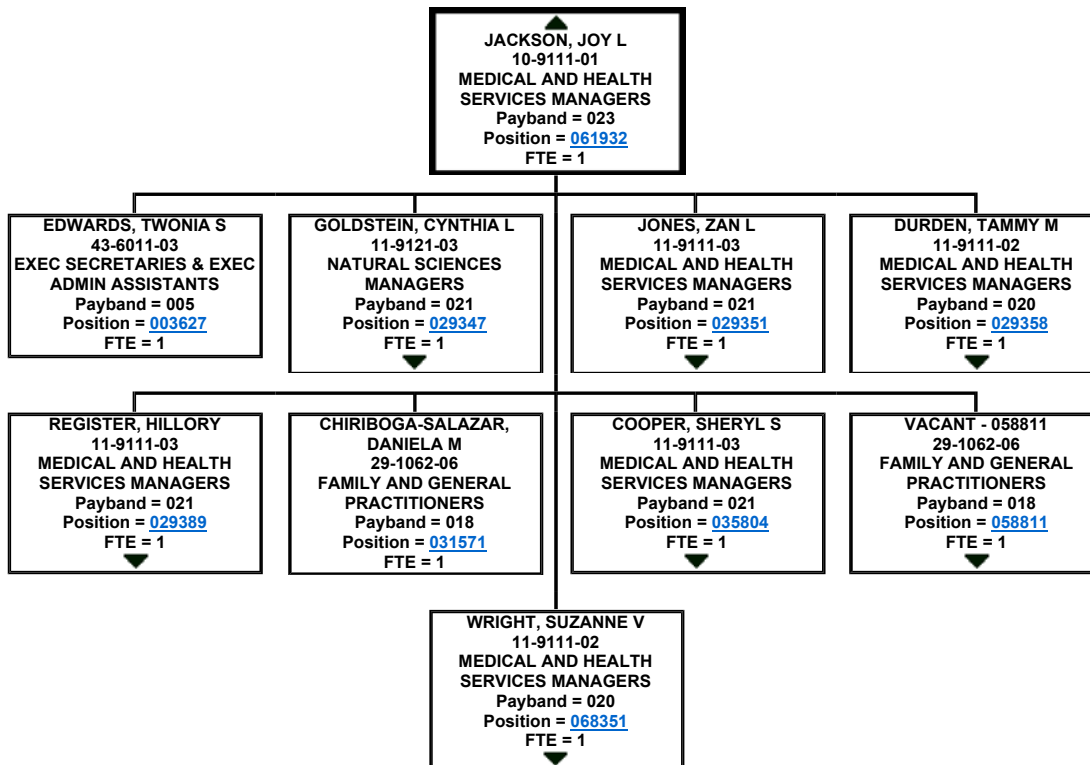
VACANT - 036532  
21-1099-02  
COMMUNITY/SOCIAL  
SERVICE SPEC/ALL OTHER  
Payband = 005  
Position = [036532](#)  
FTE = 1

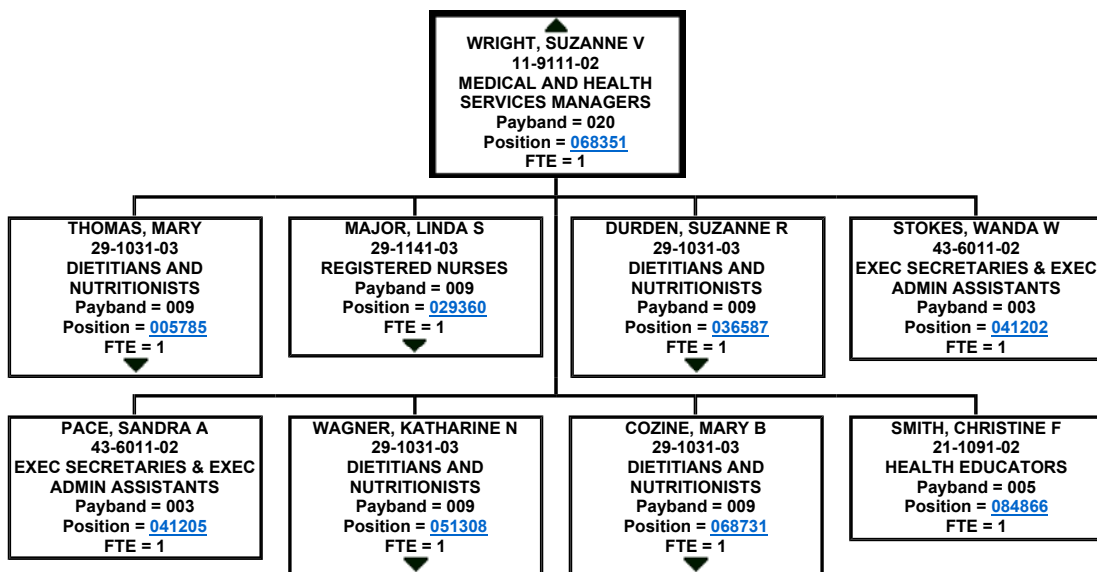
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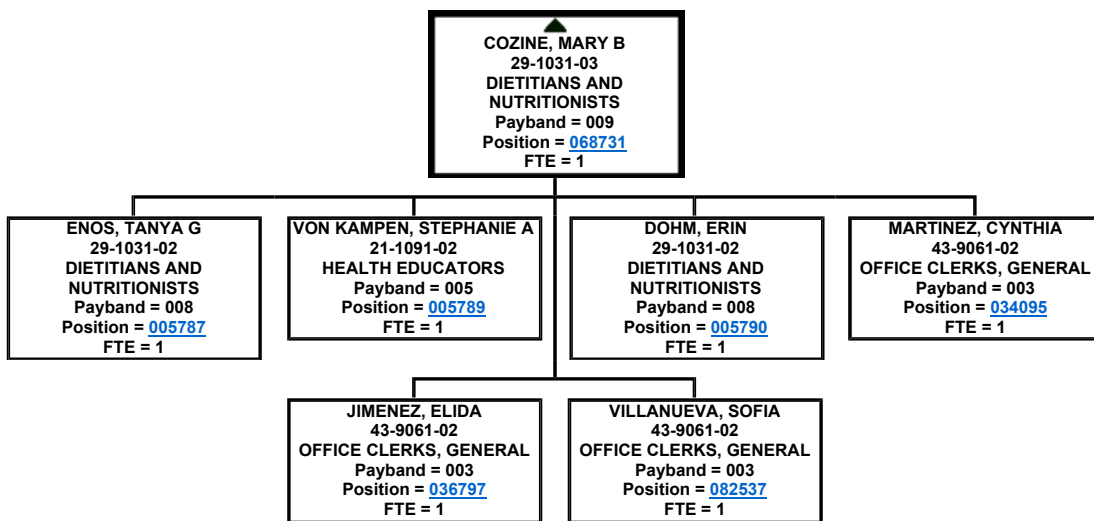
# CHD 53 - Polk County Health Department

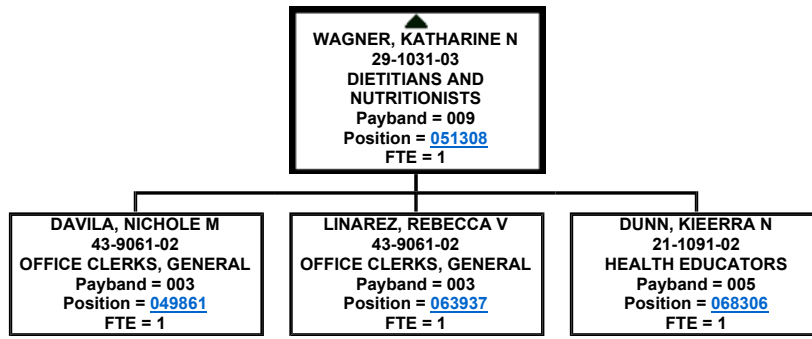
Created: 10/5/2016 10:19:00 AM

Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

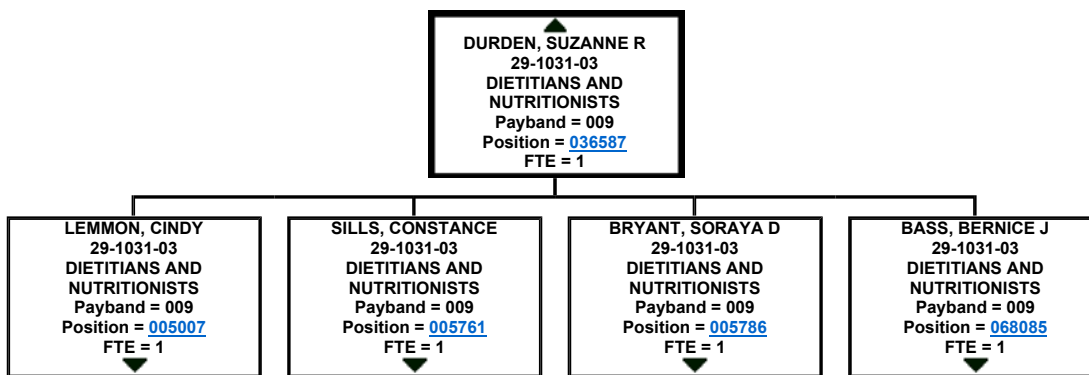


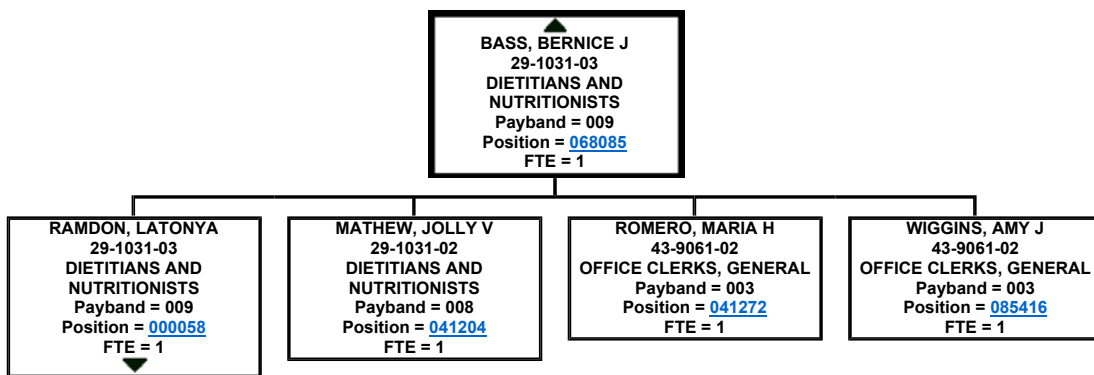


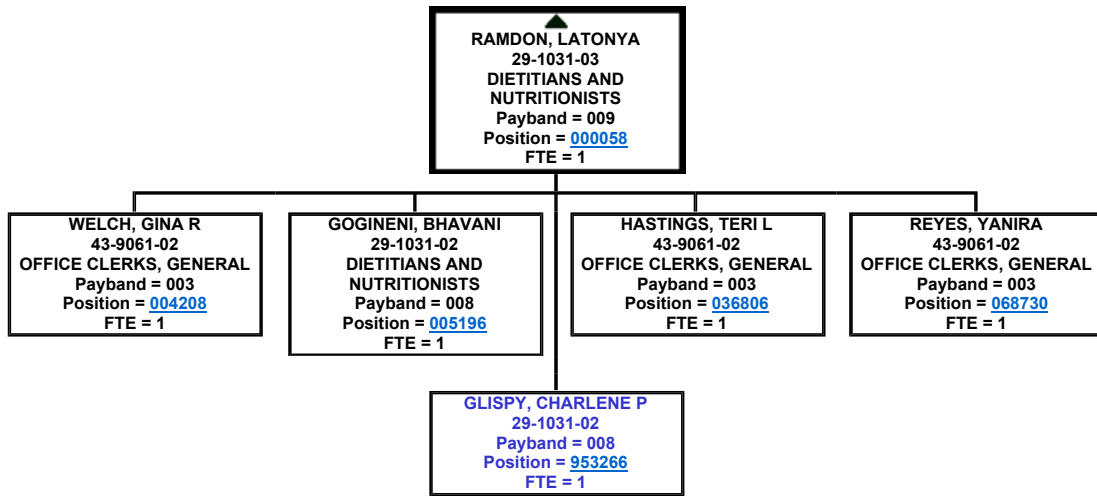


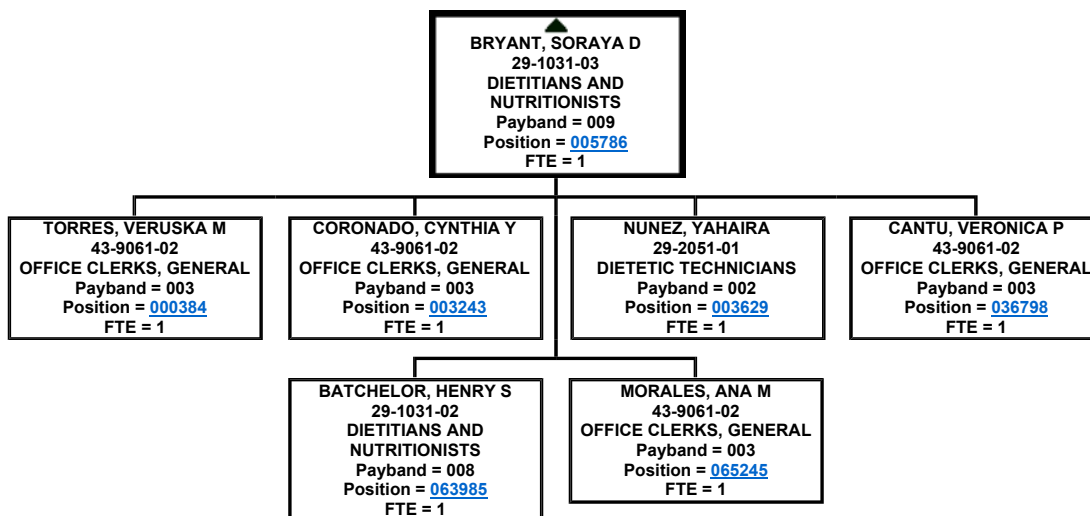


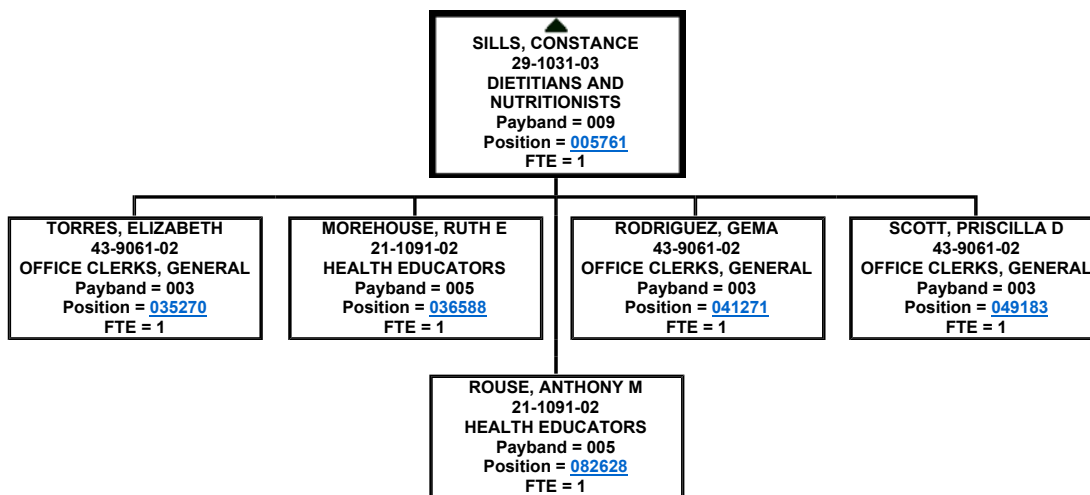


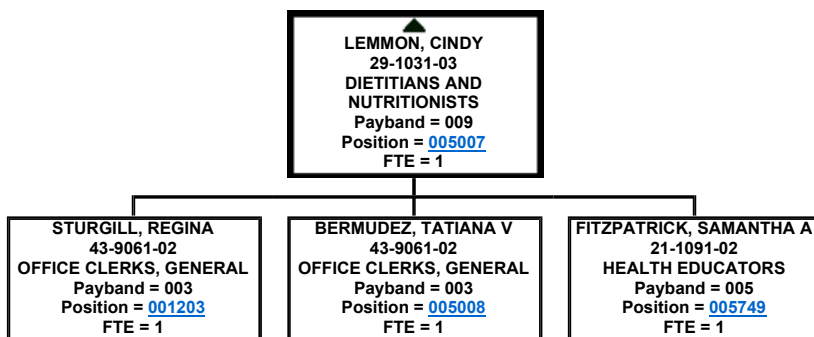


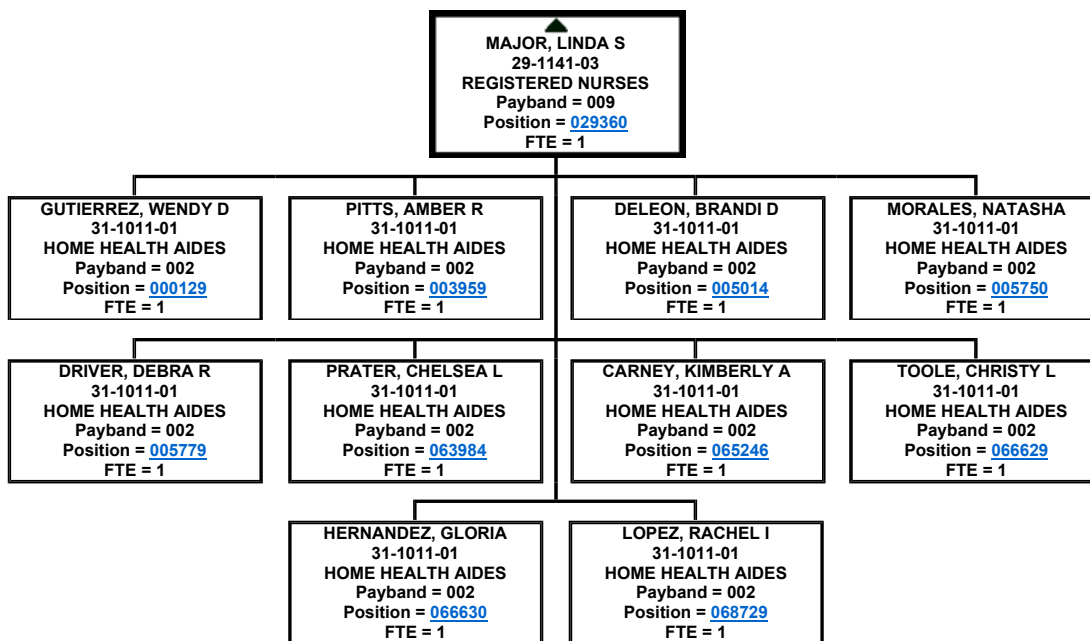


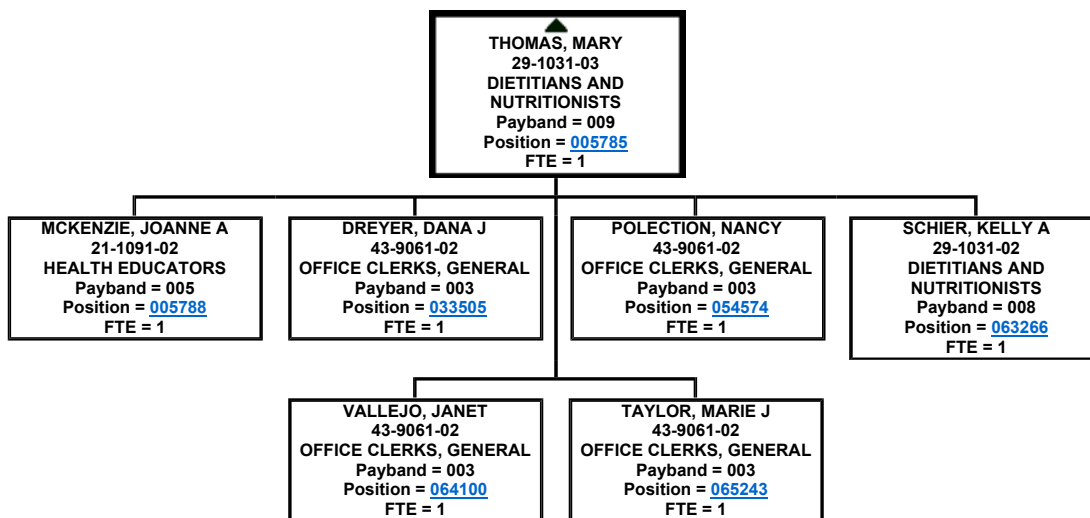




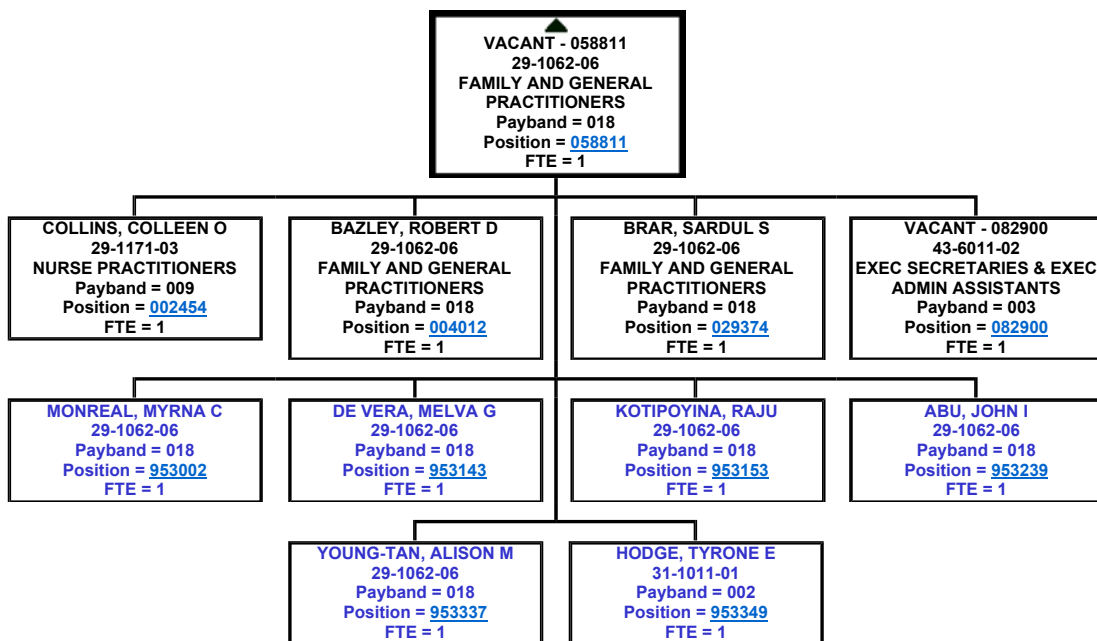


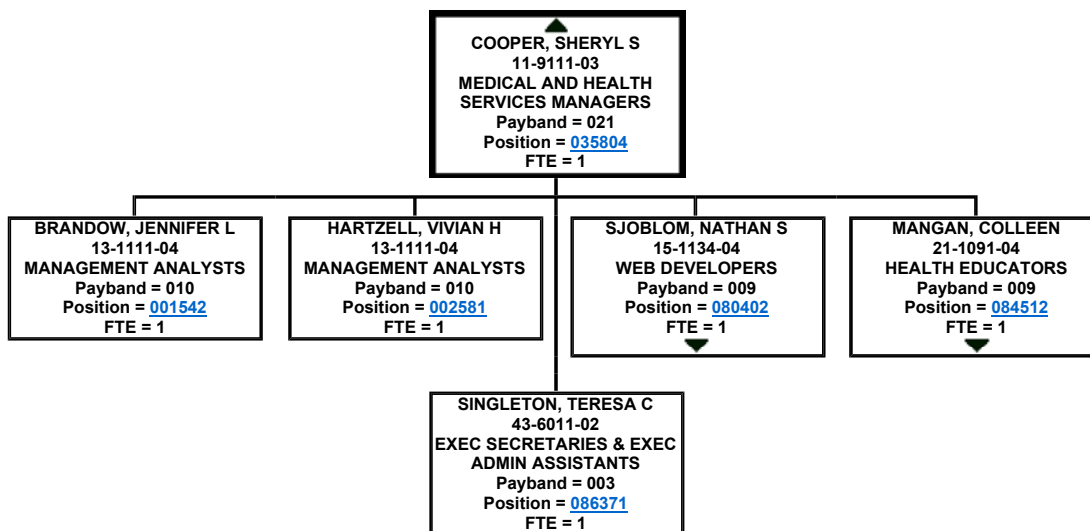


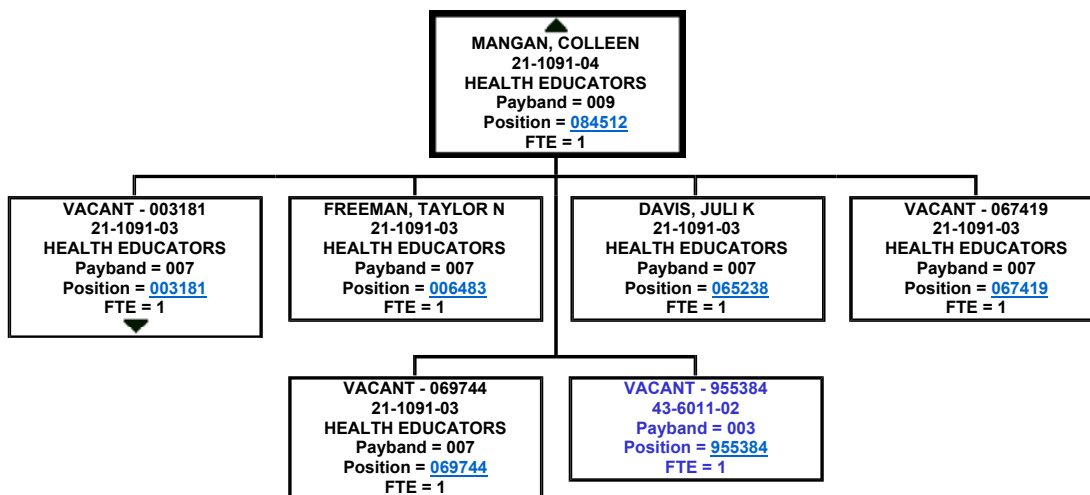


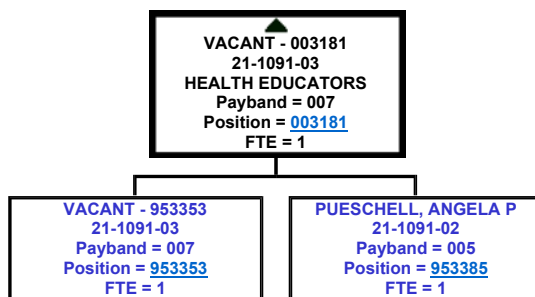


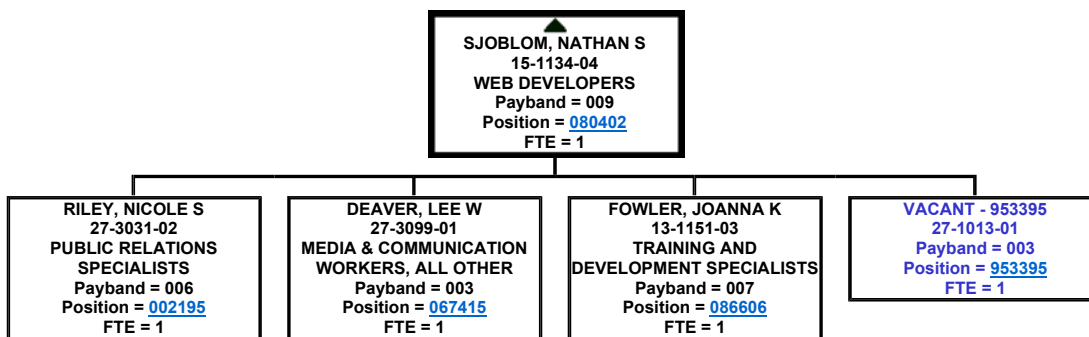


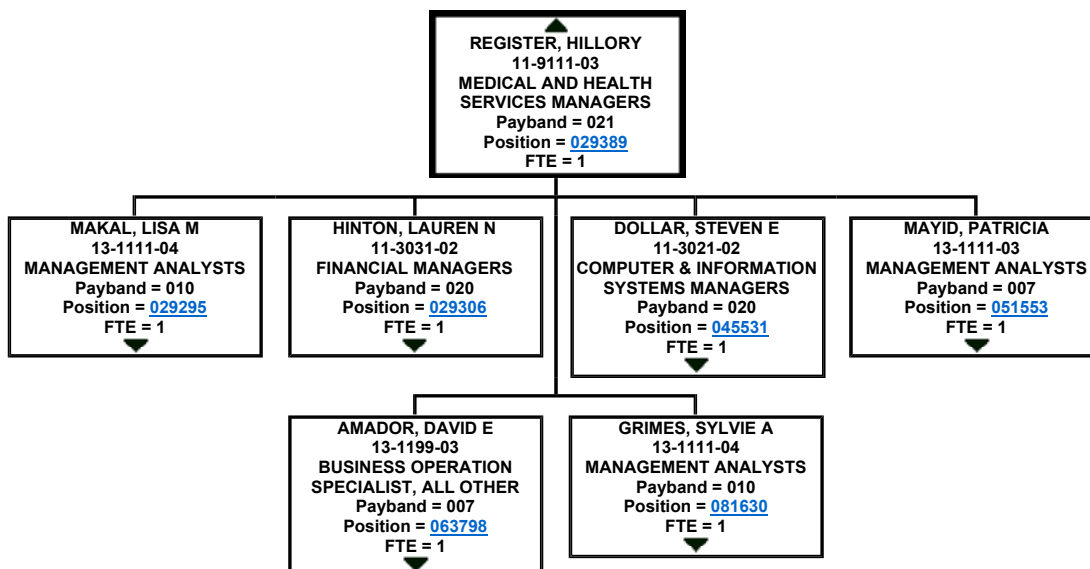


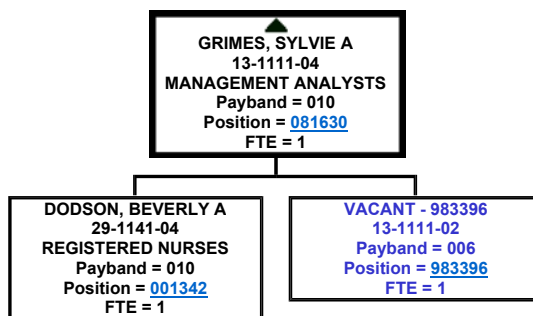


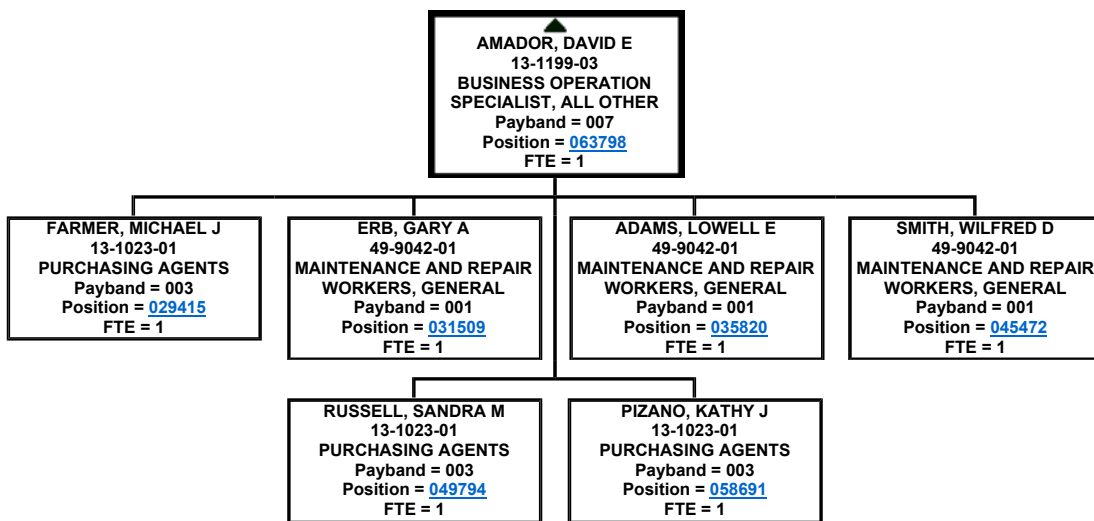




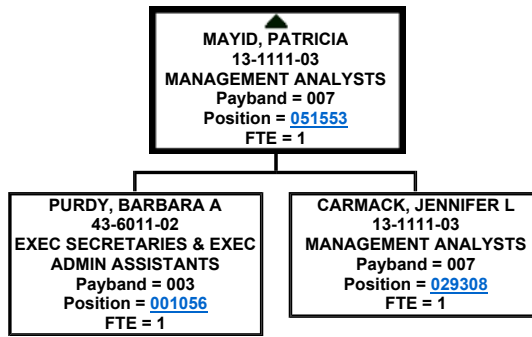


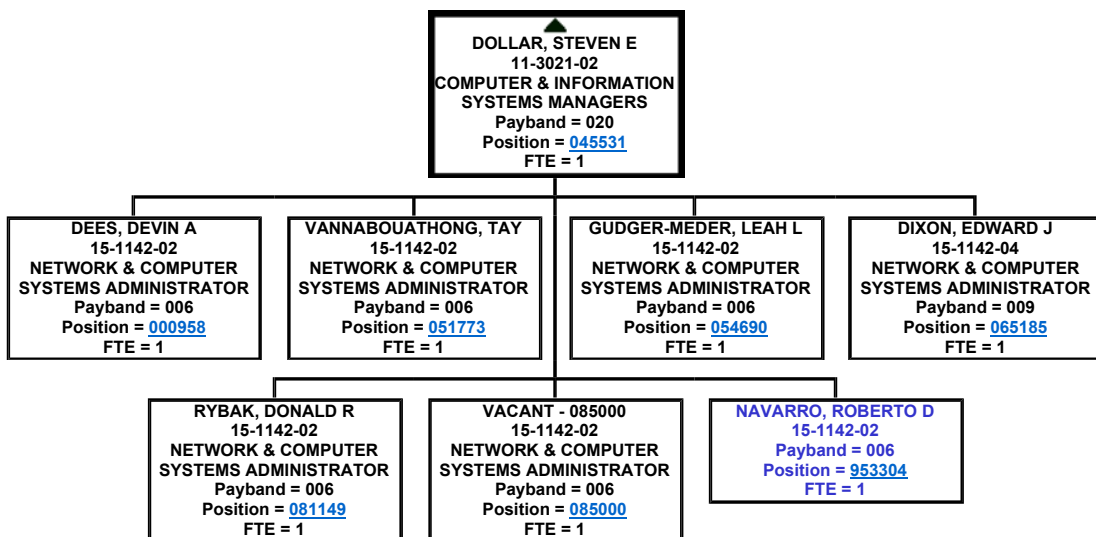


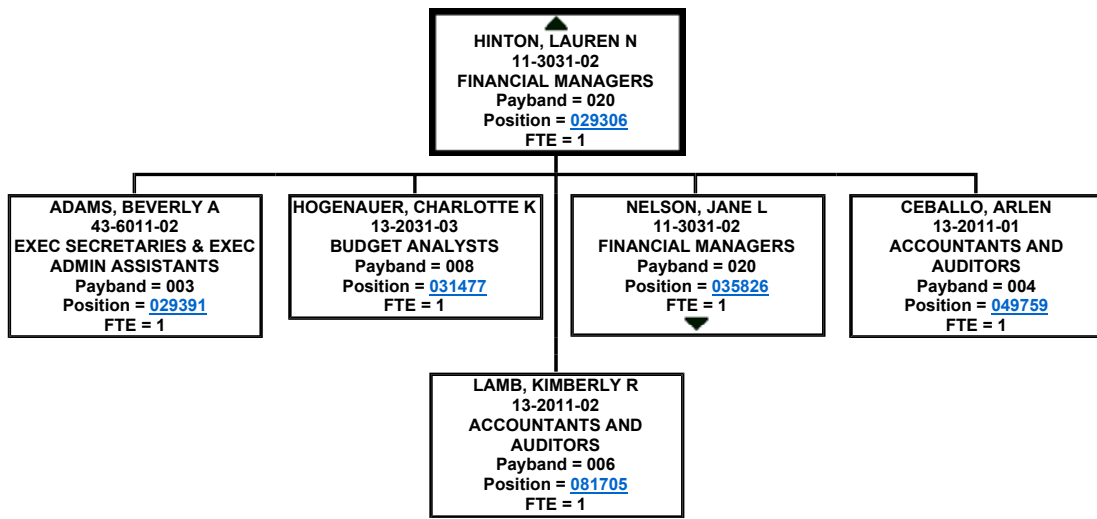


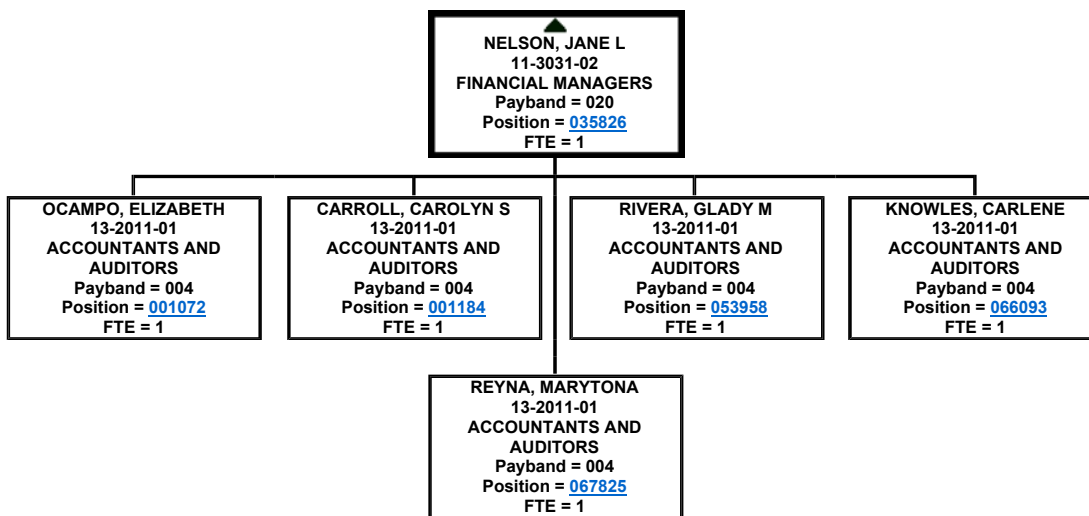


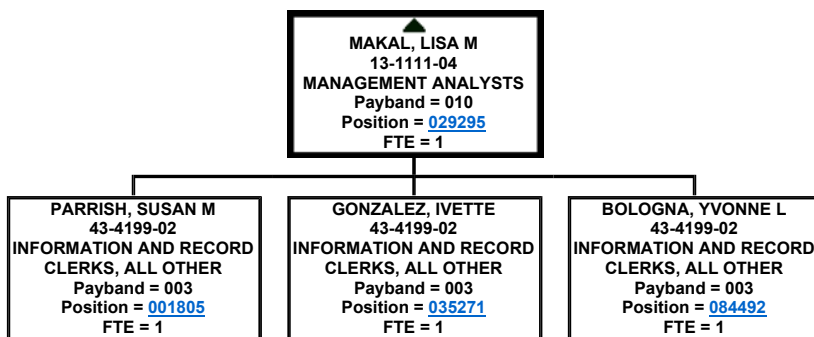


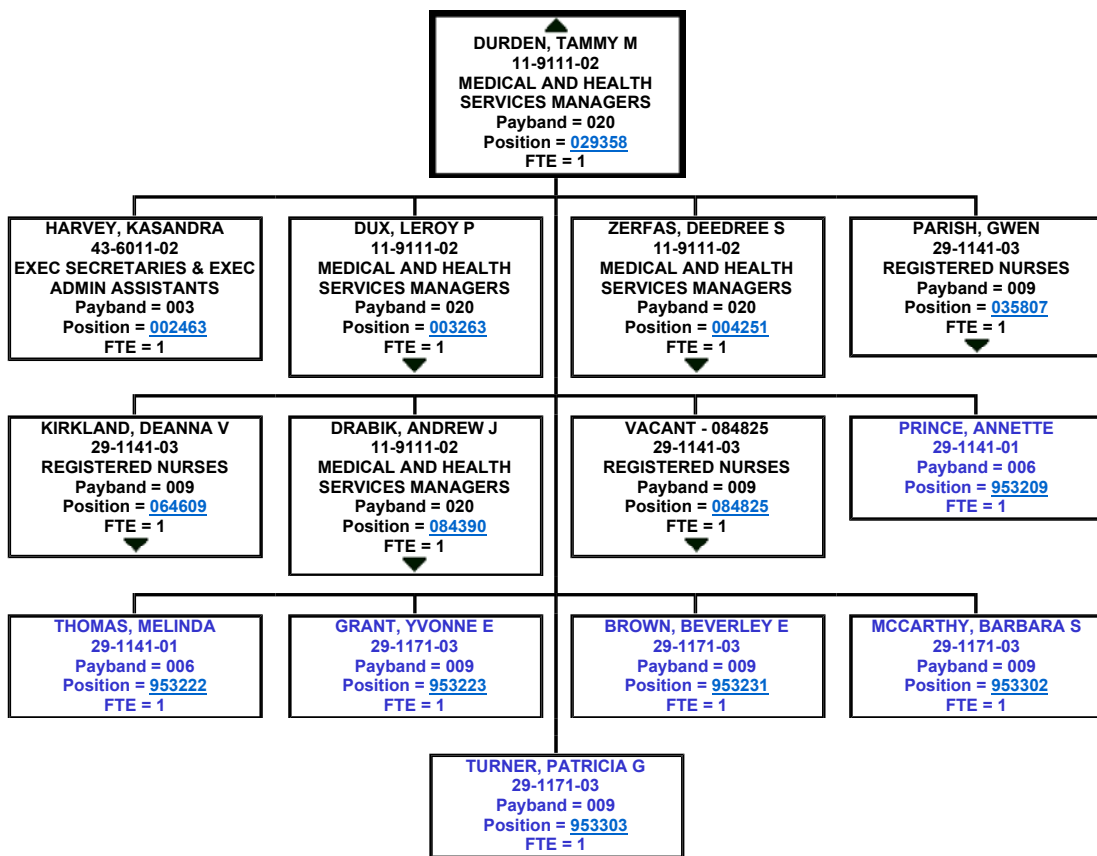


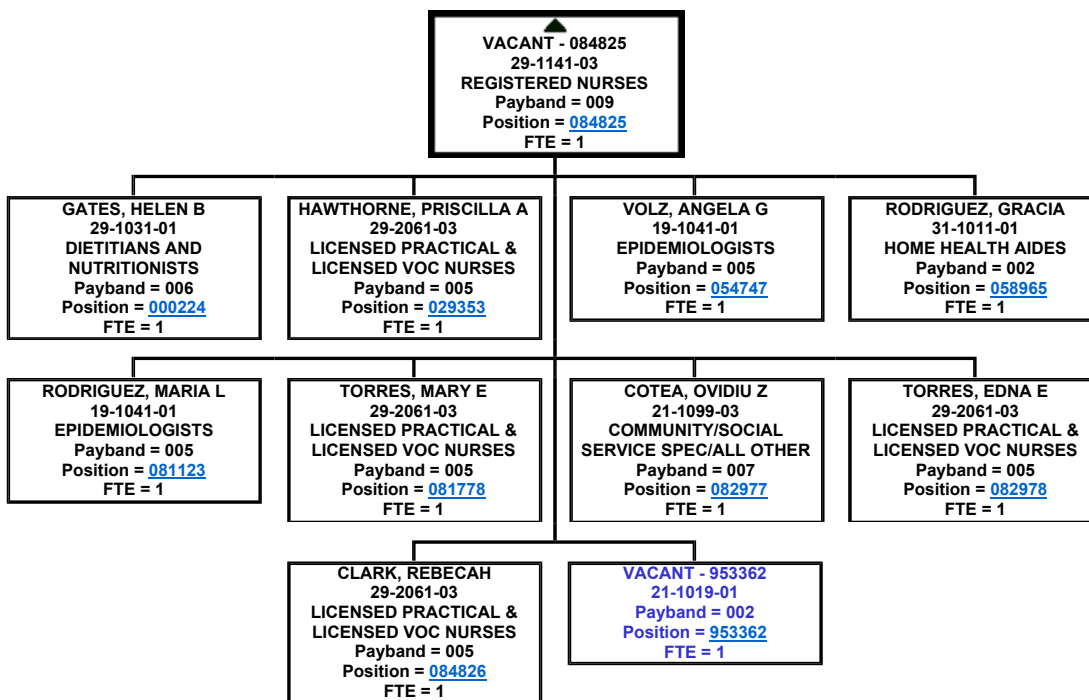


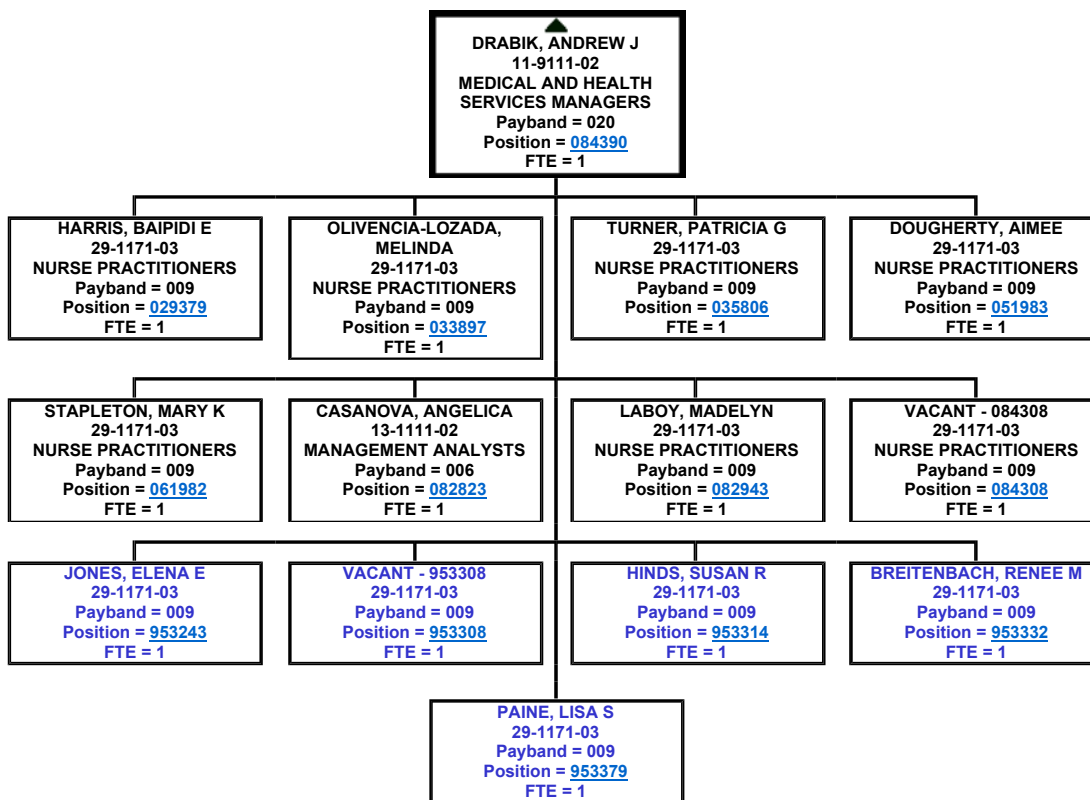




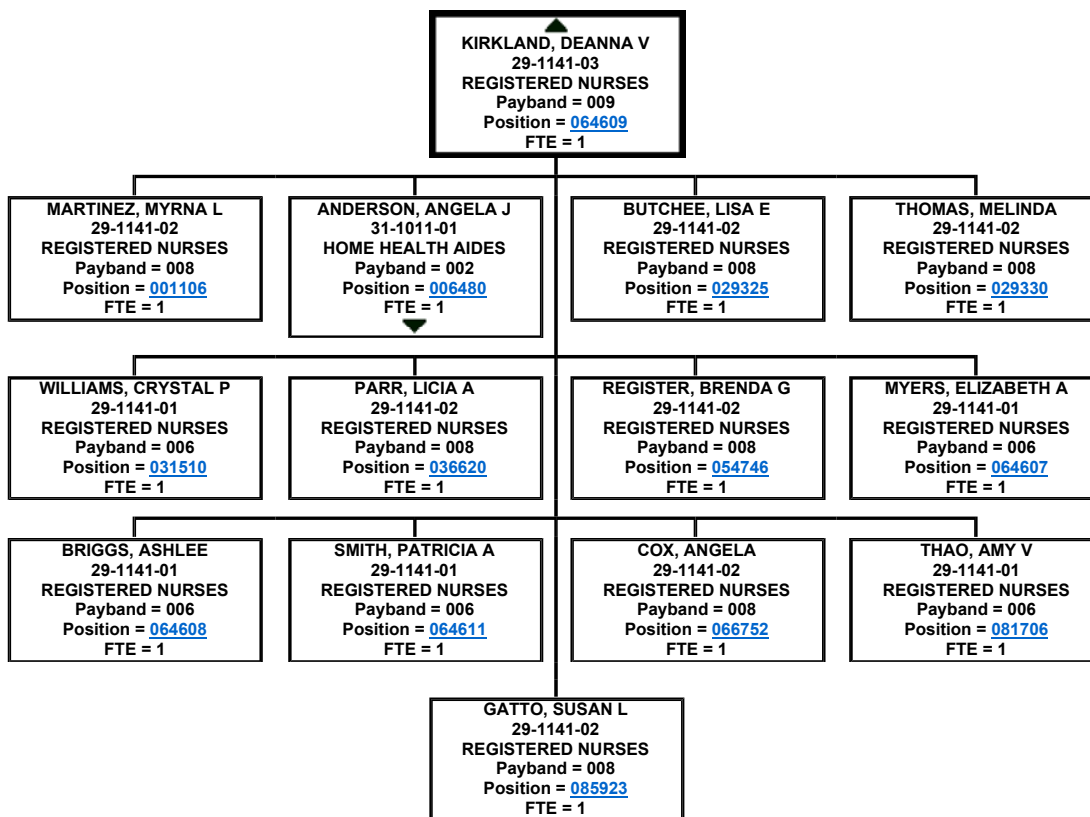


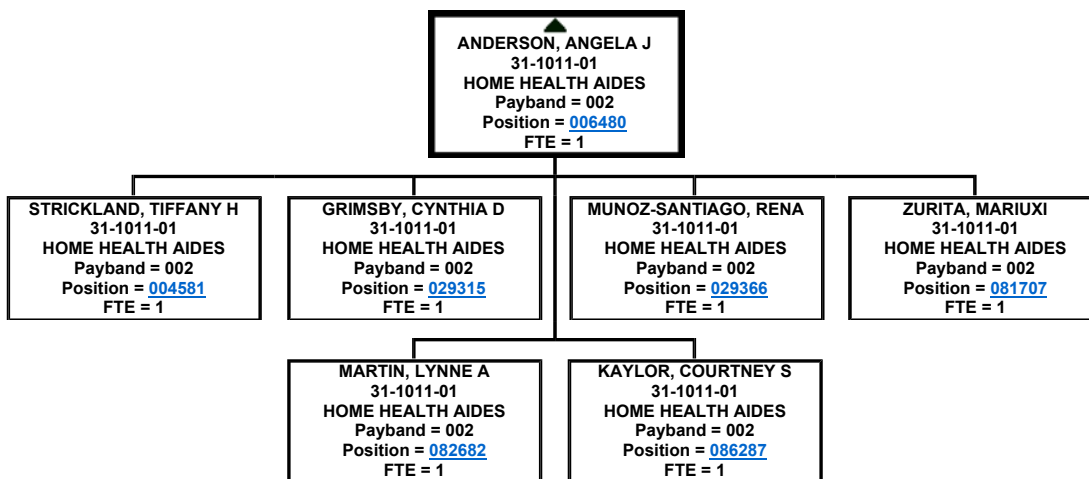


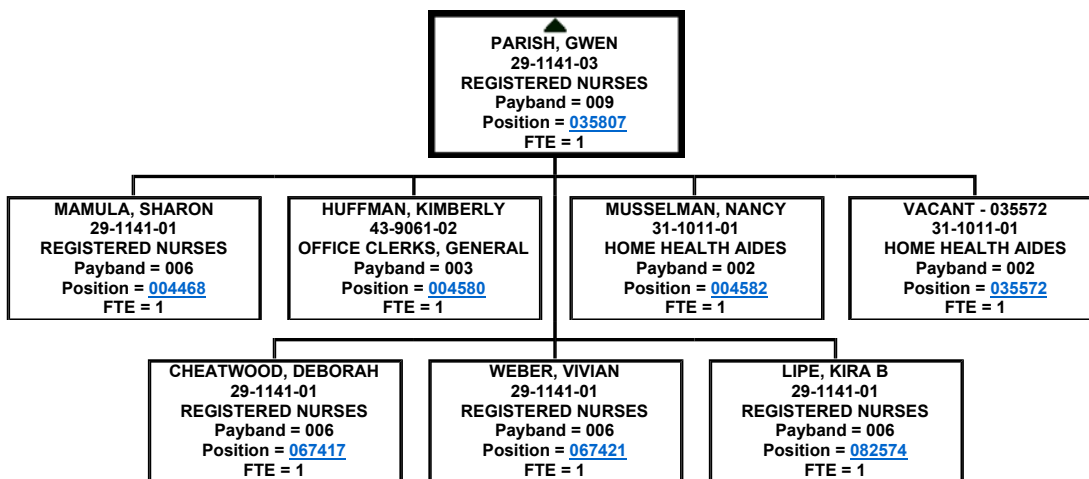


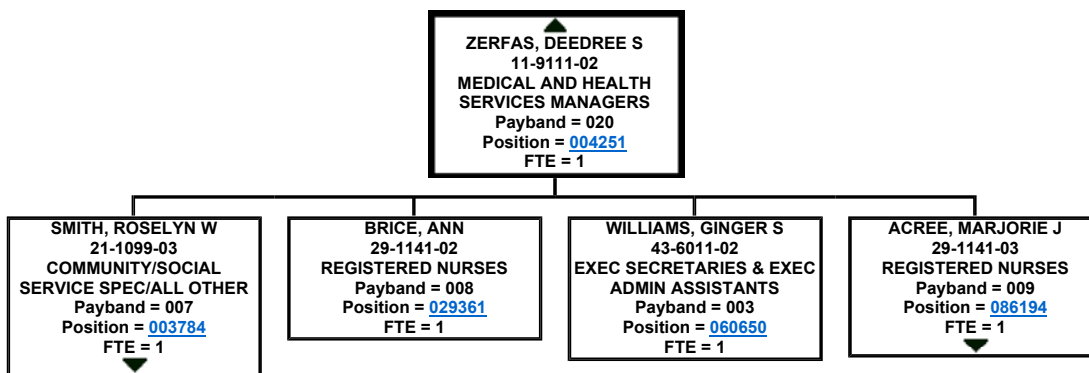


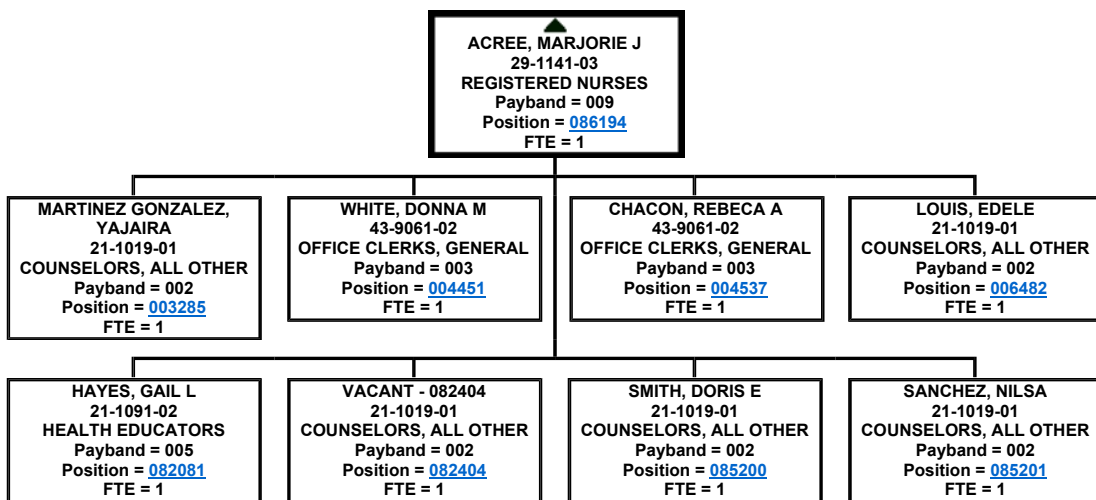


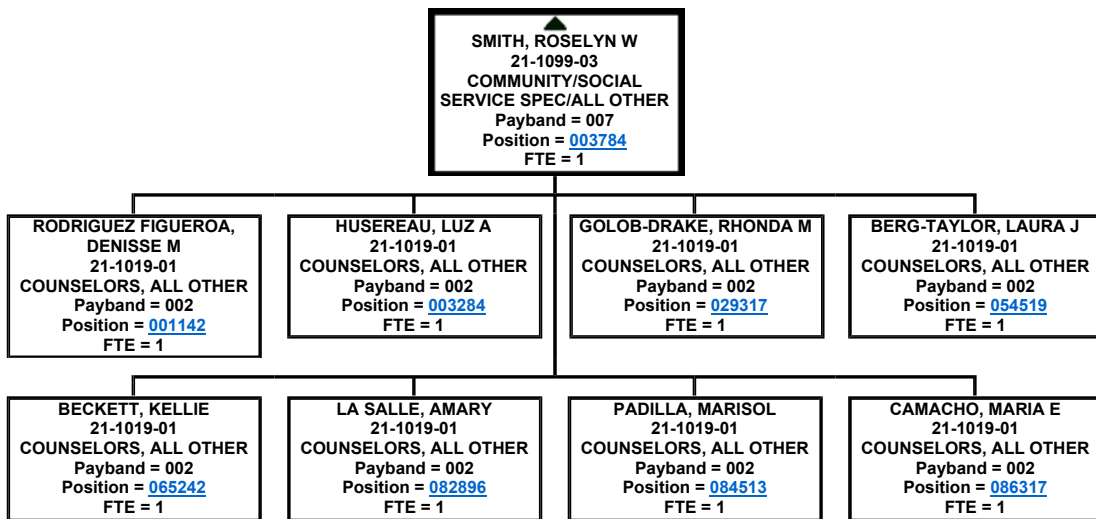


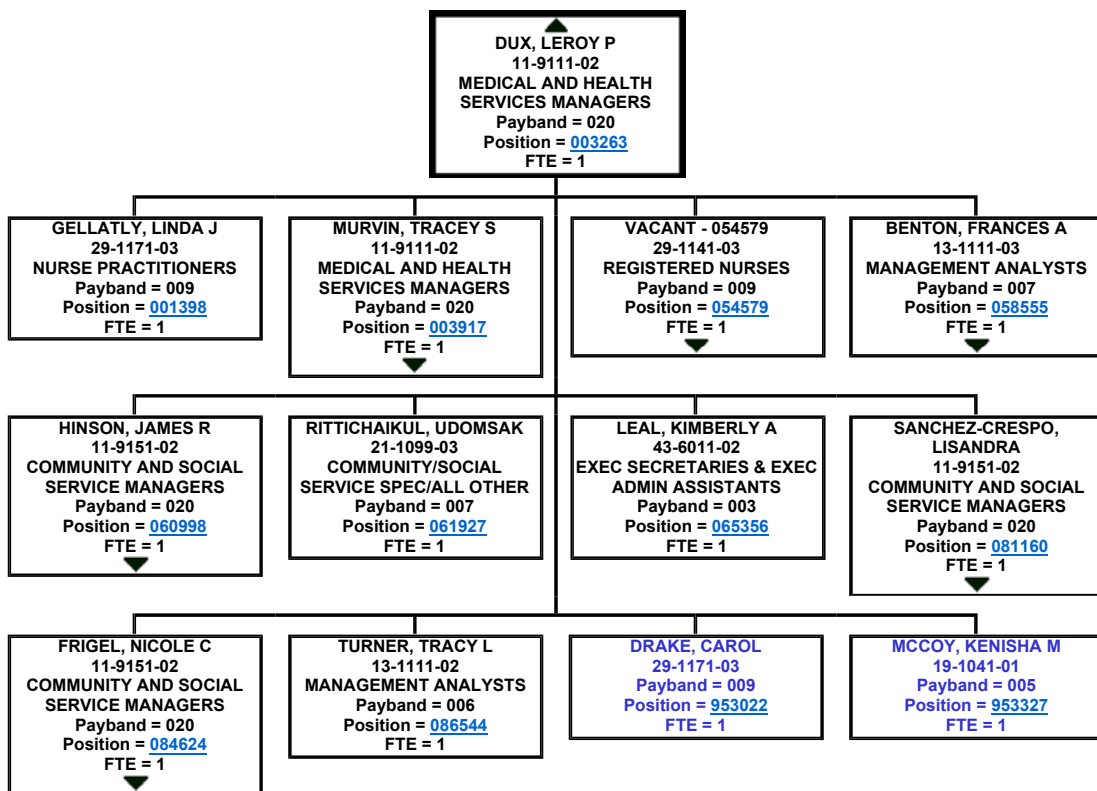


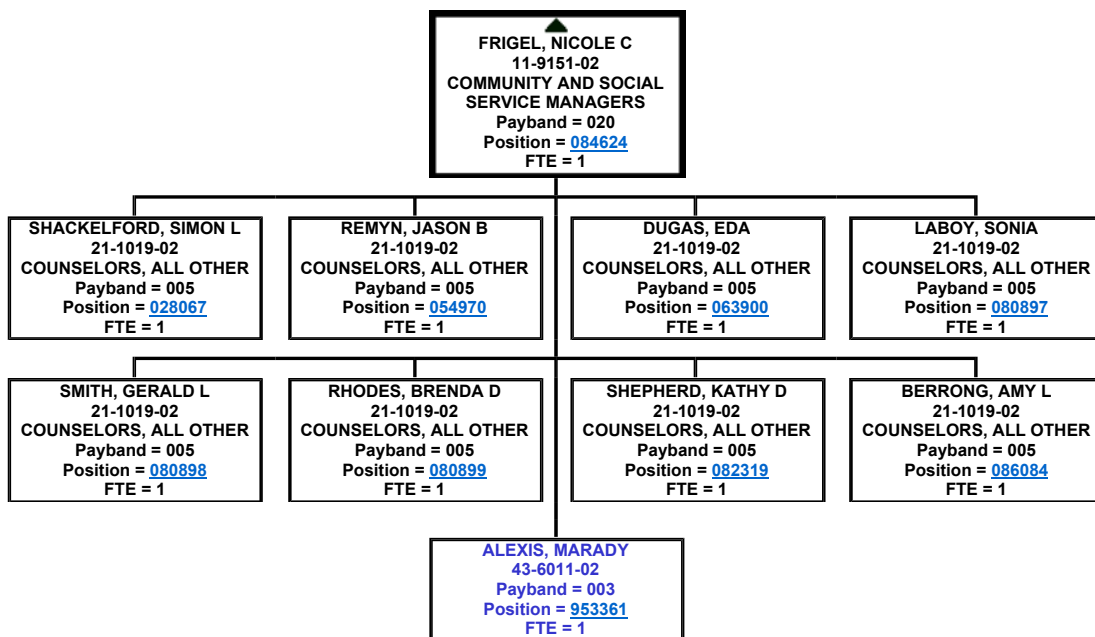




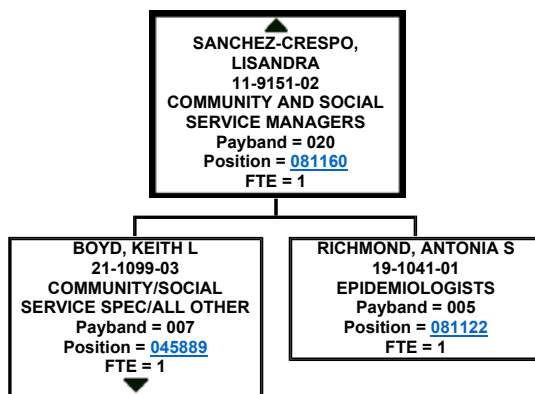


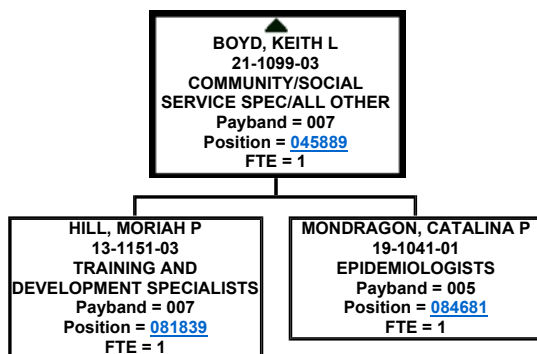


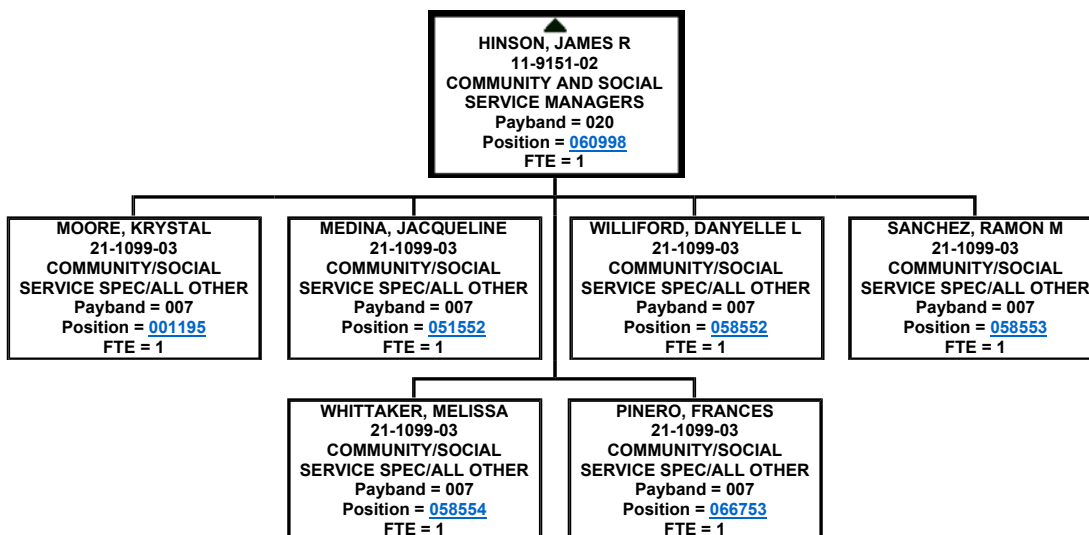


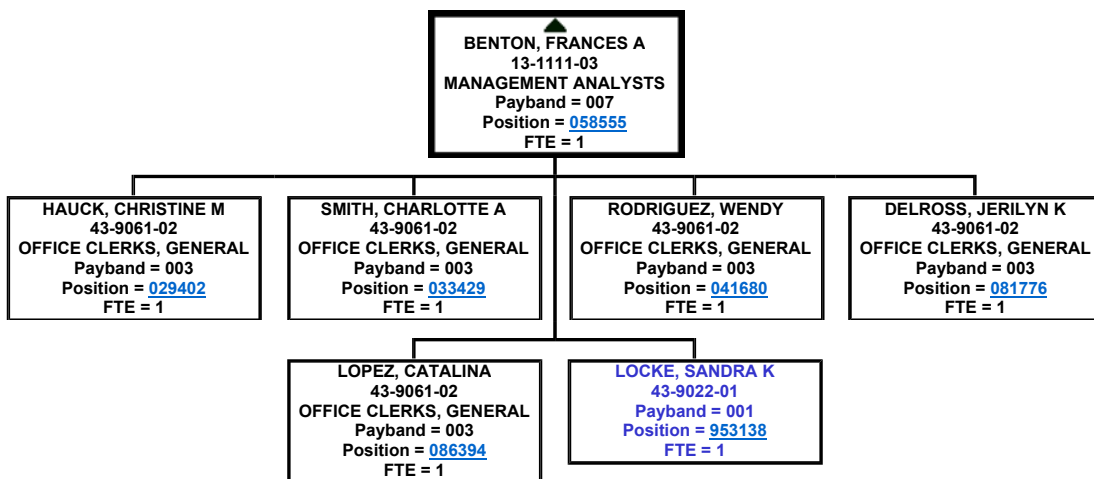


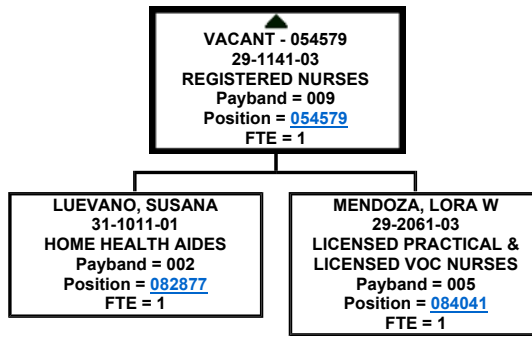


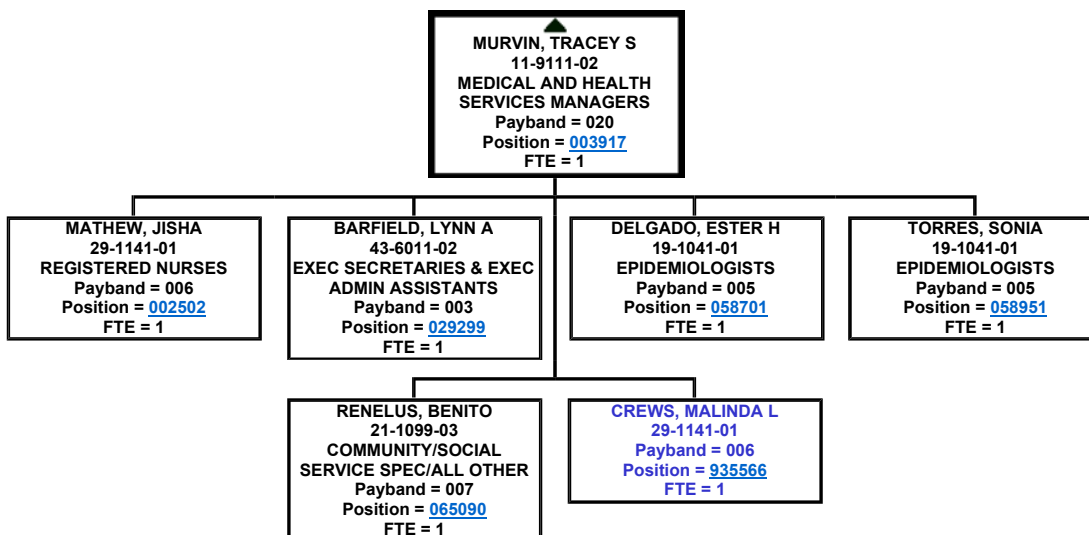


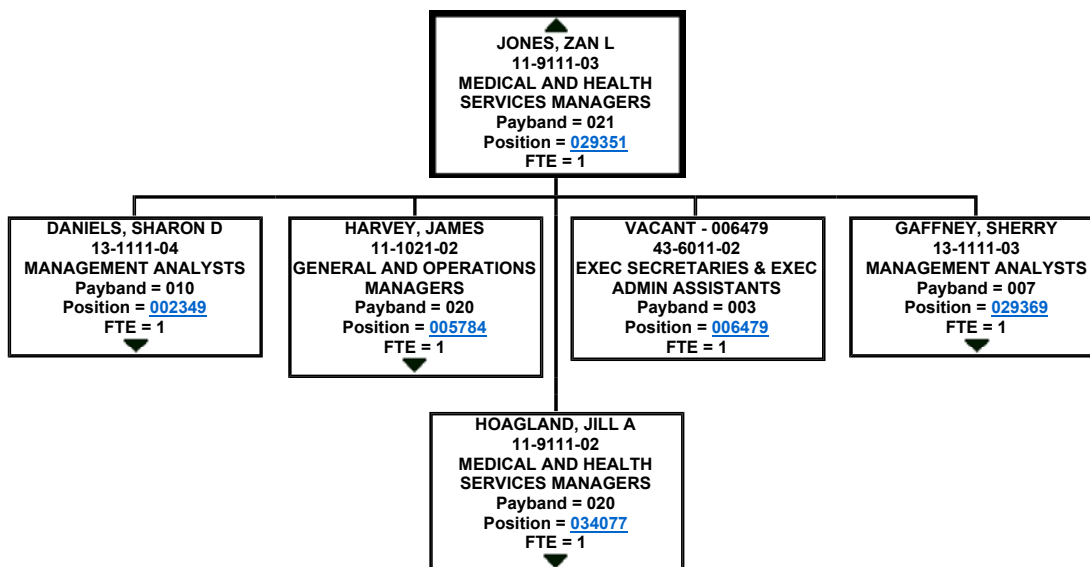


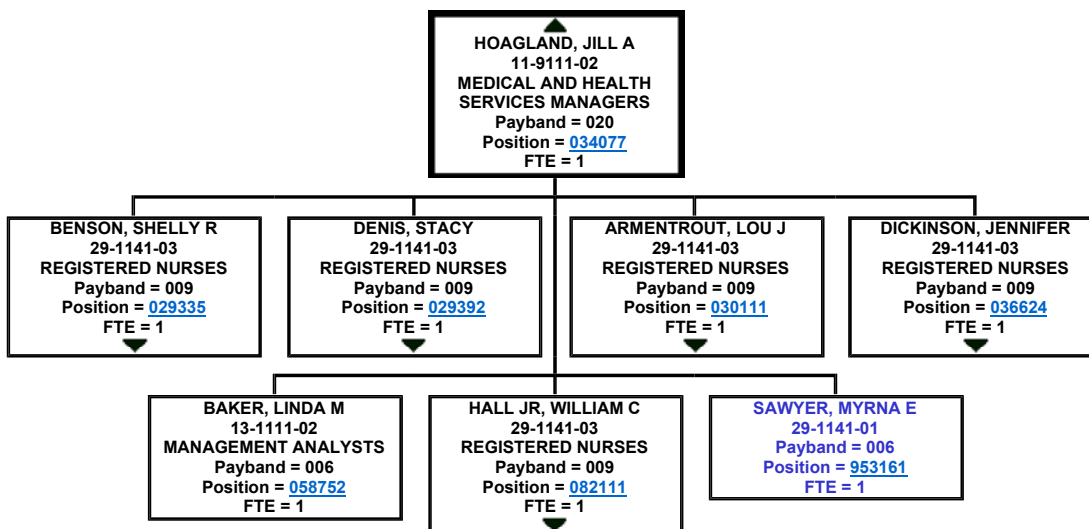




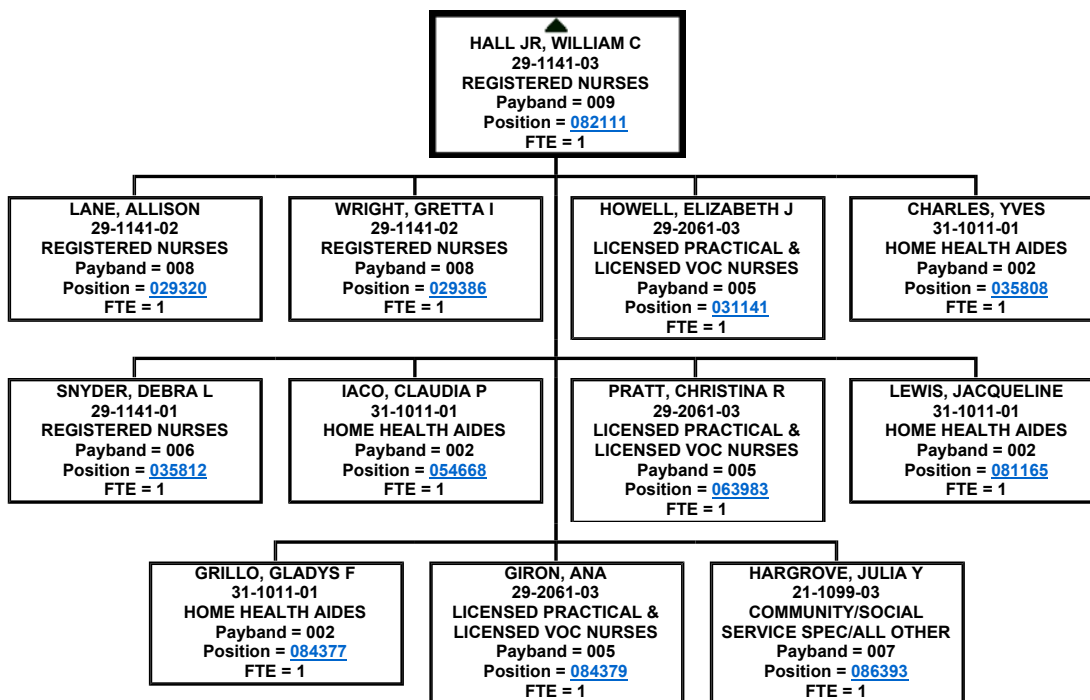


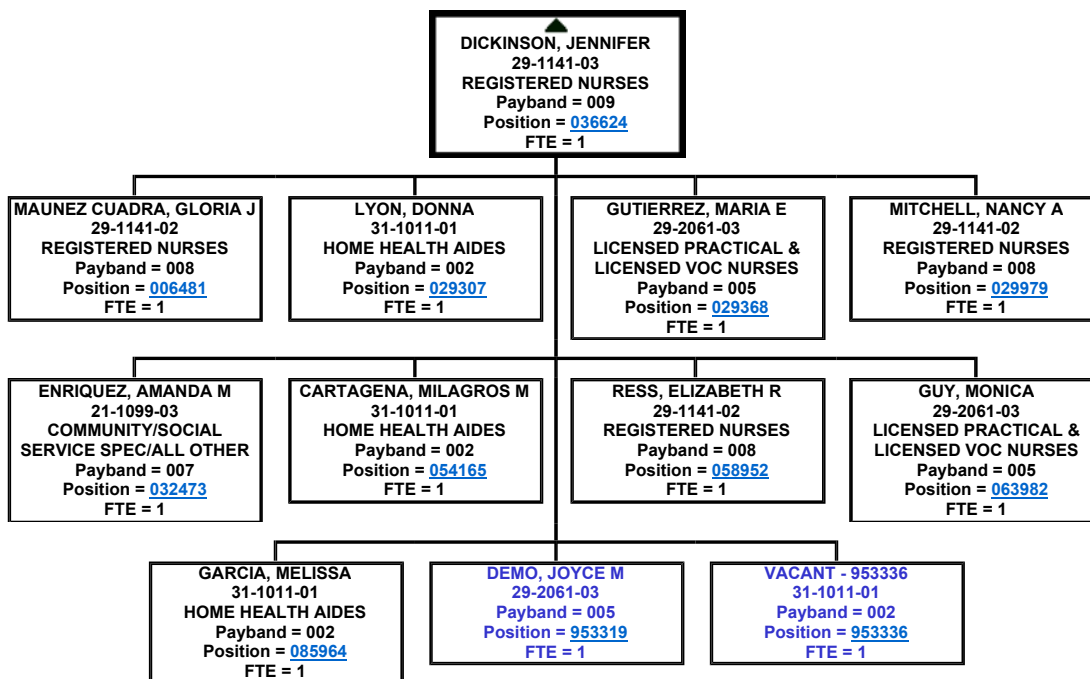


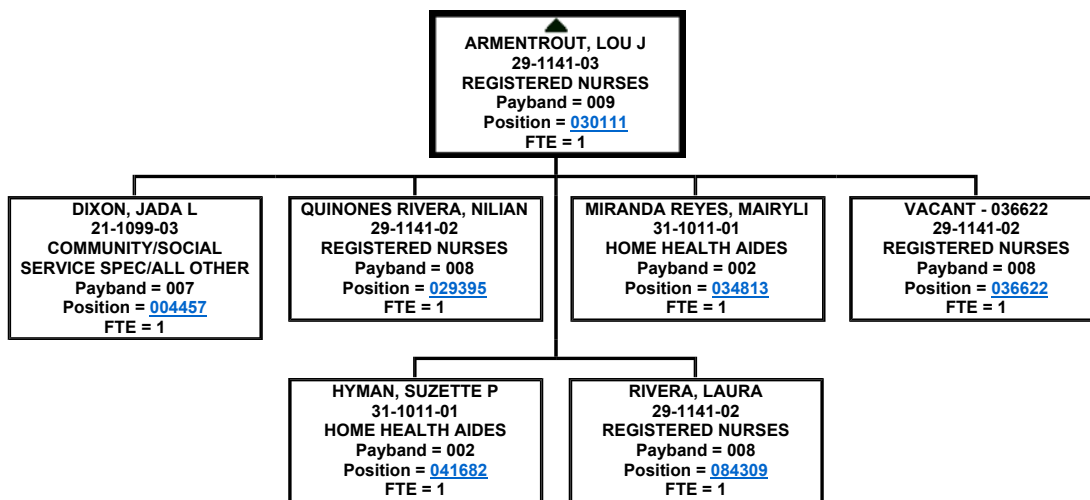


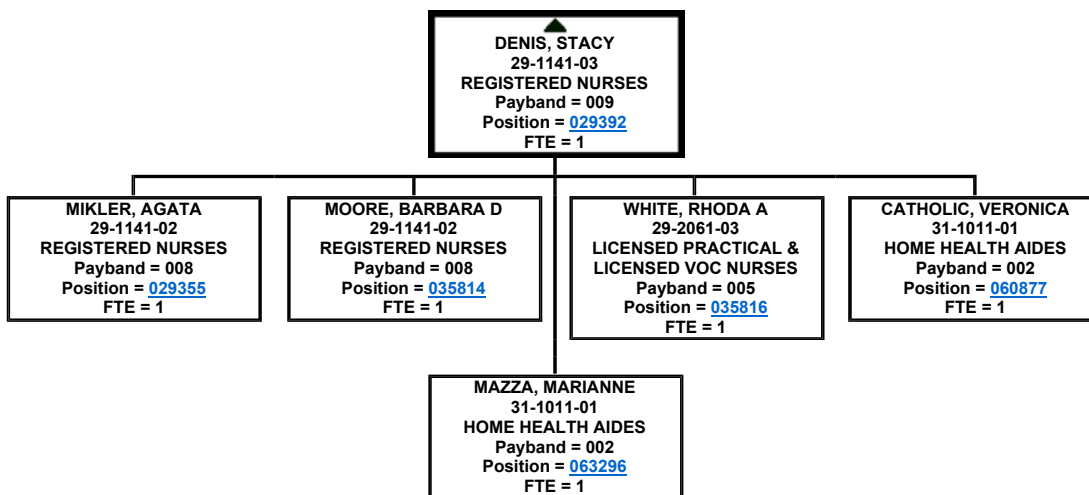


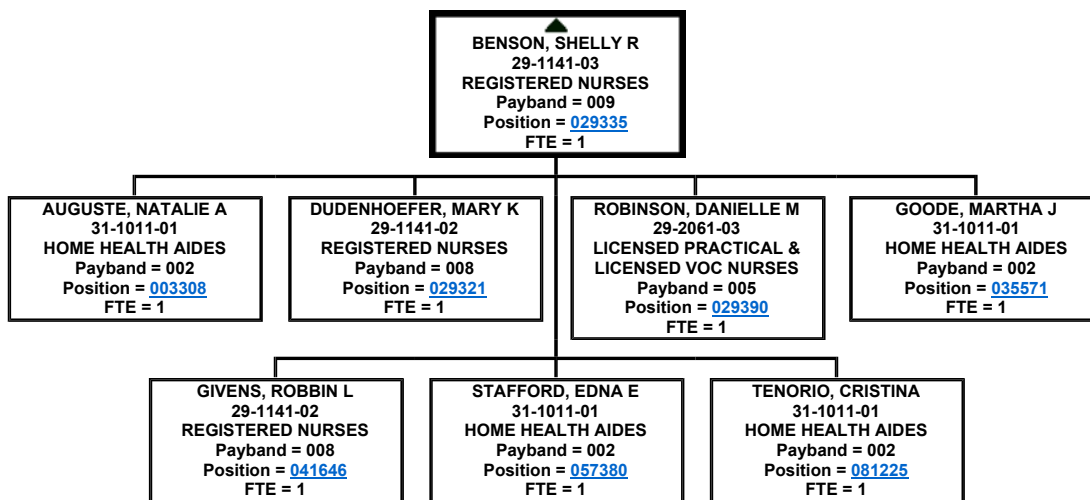


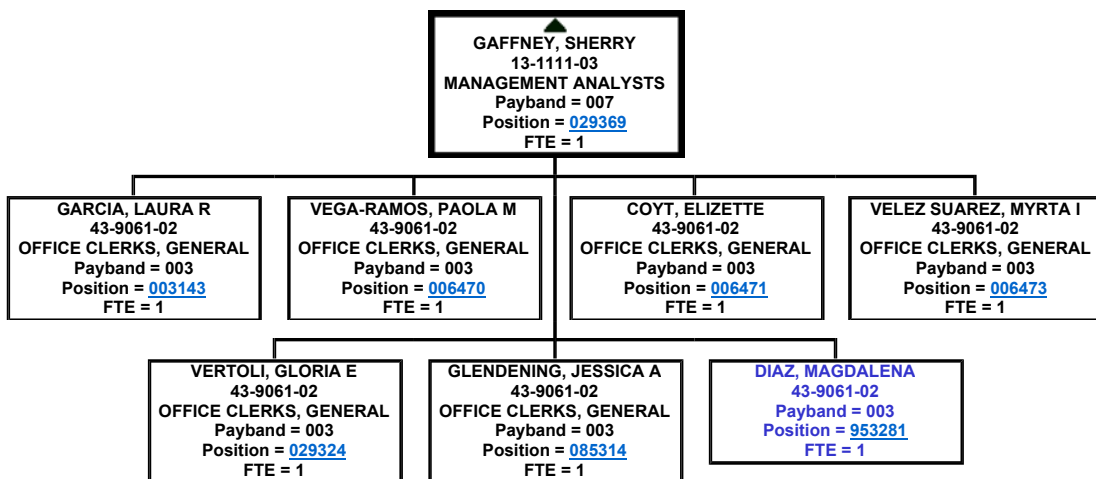


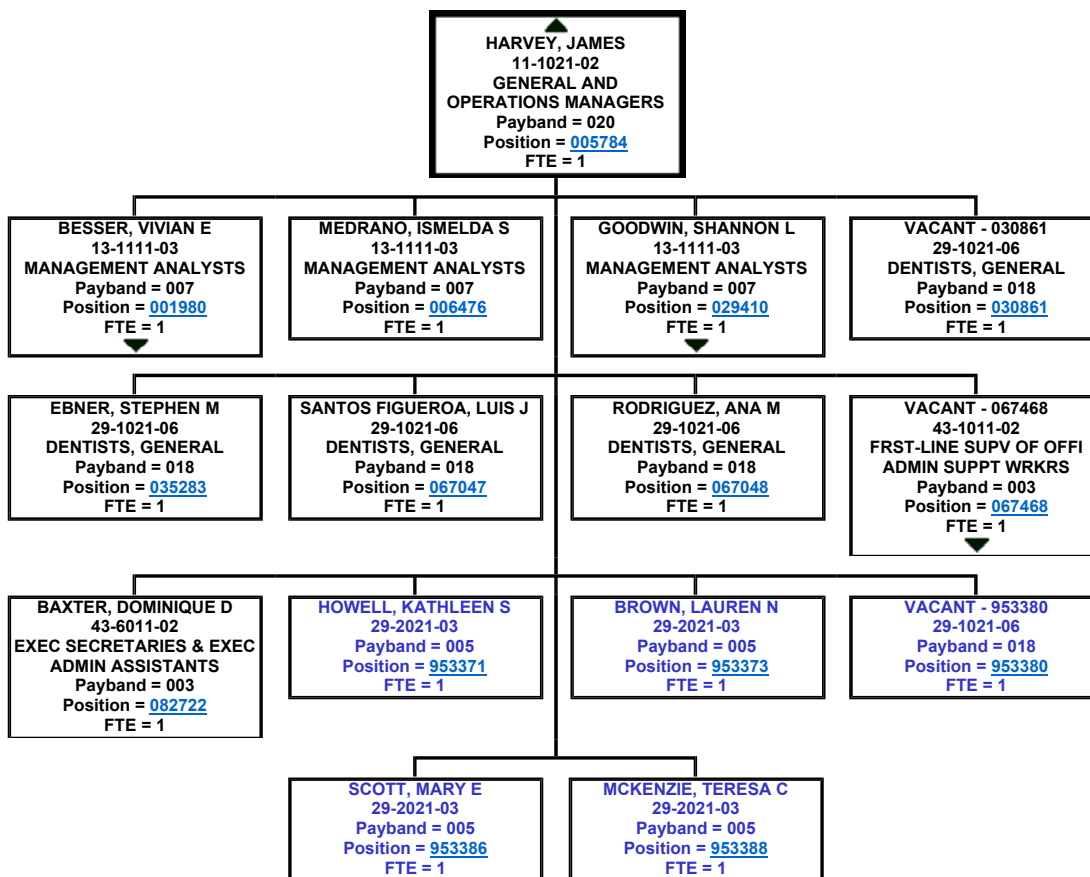


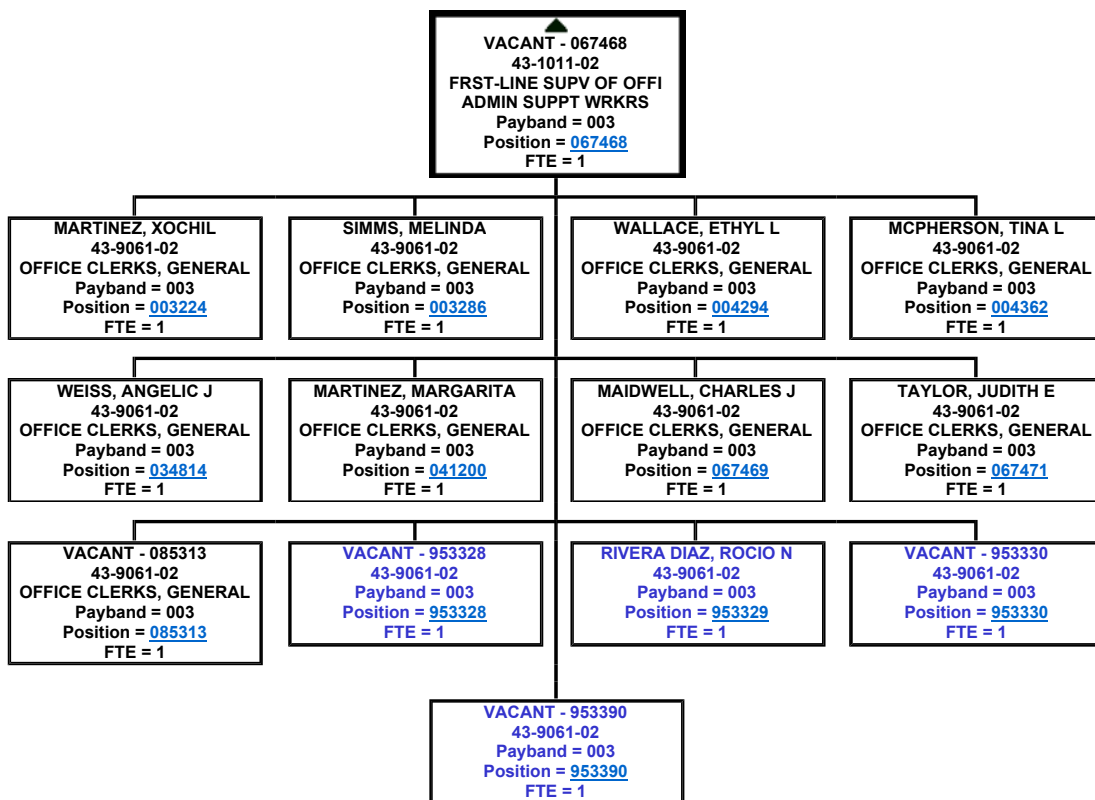




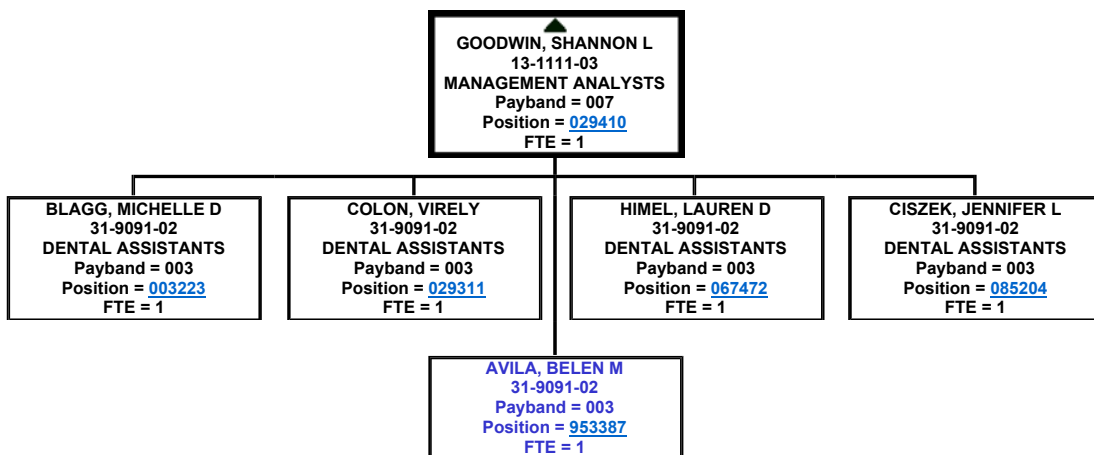


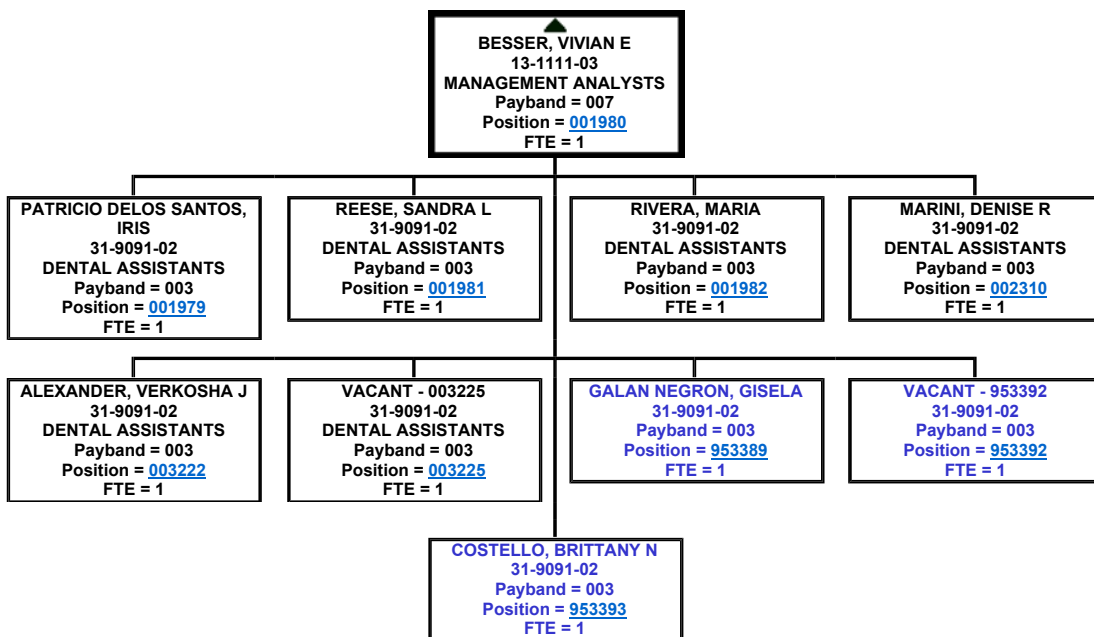


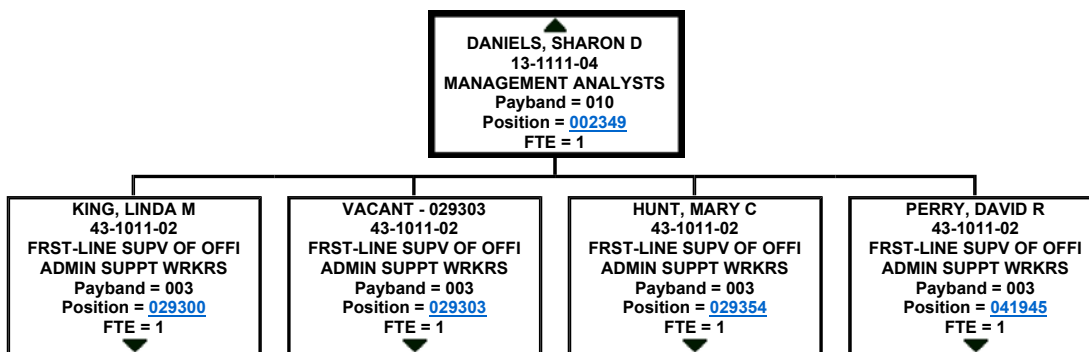


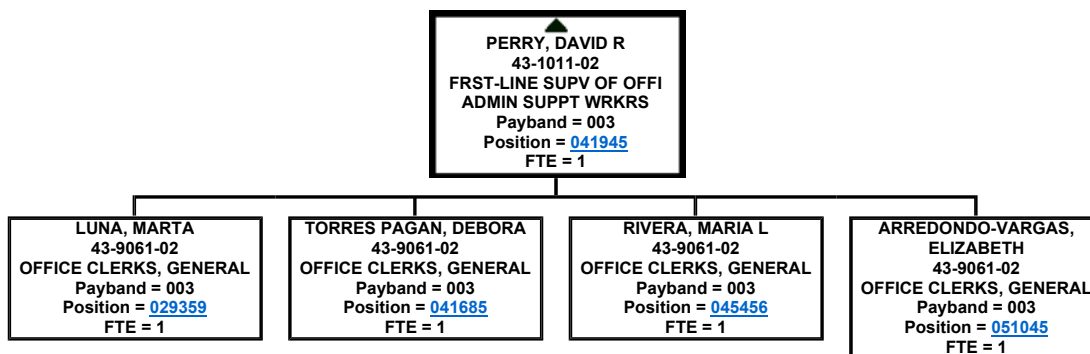


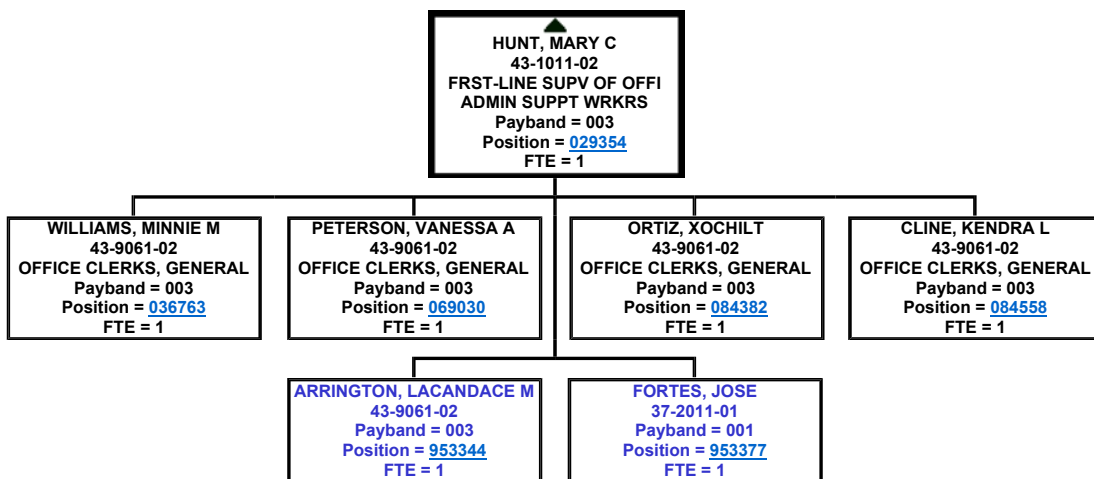


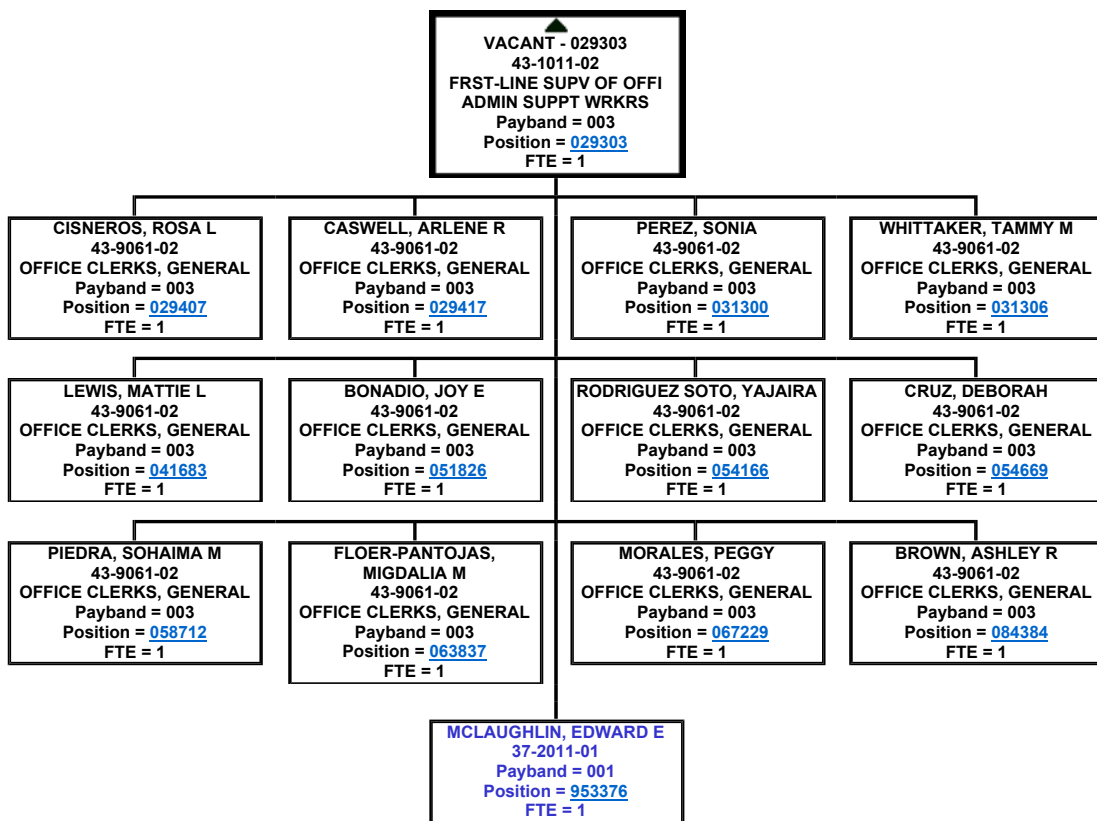


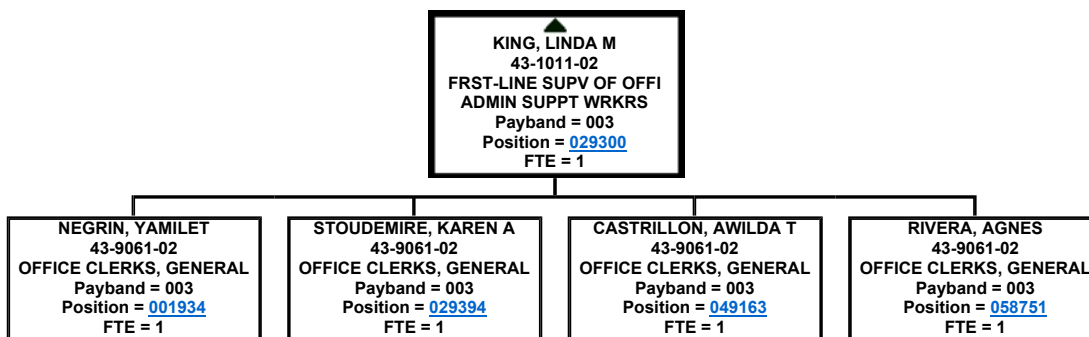


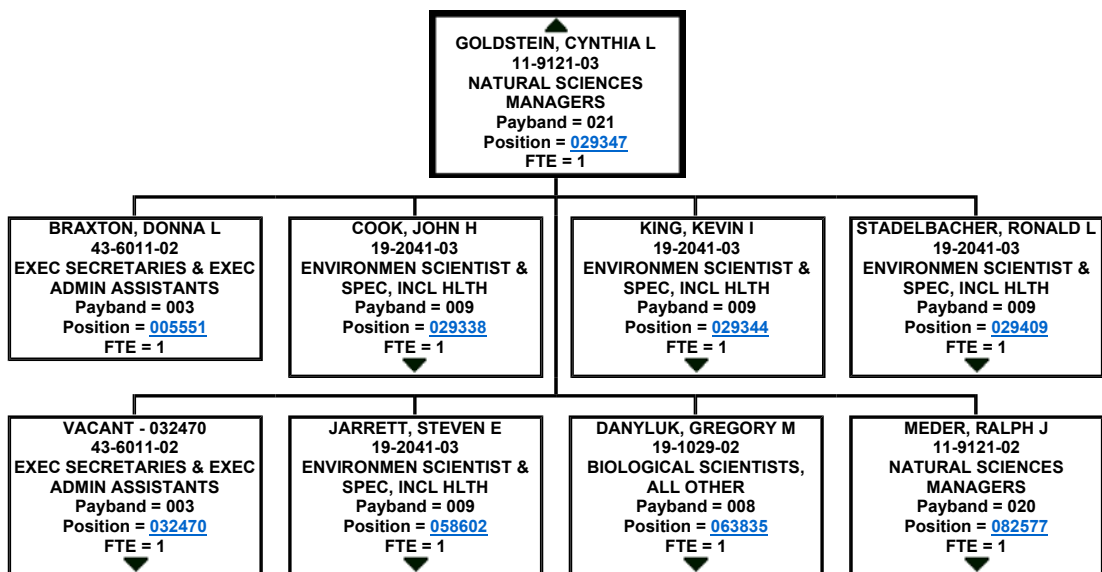




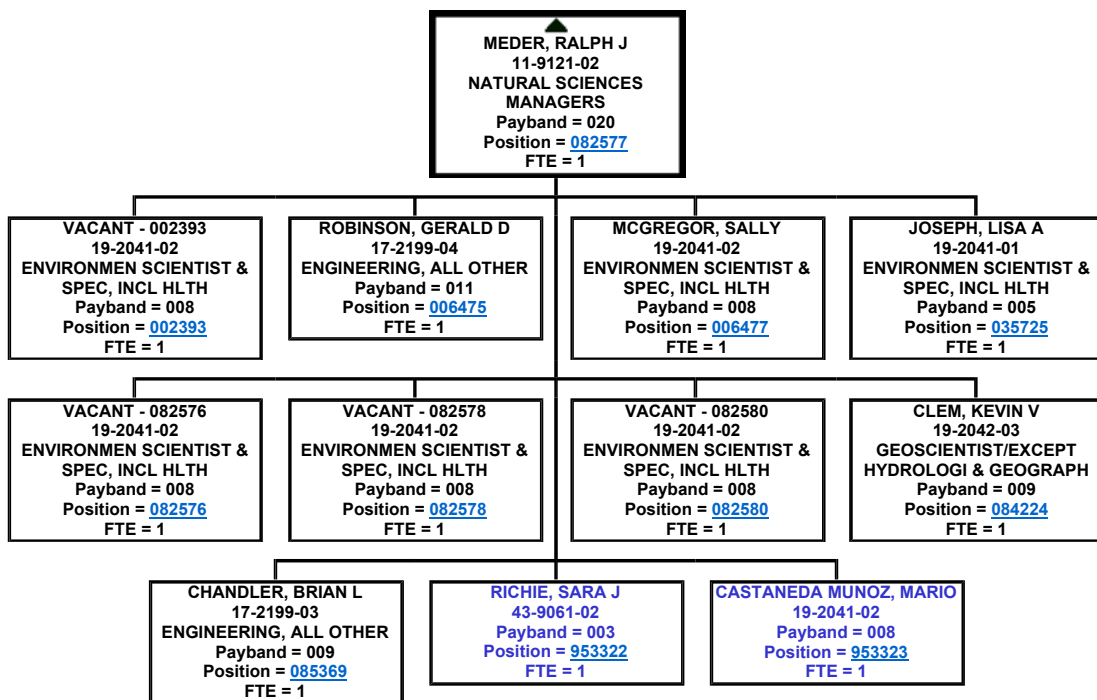


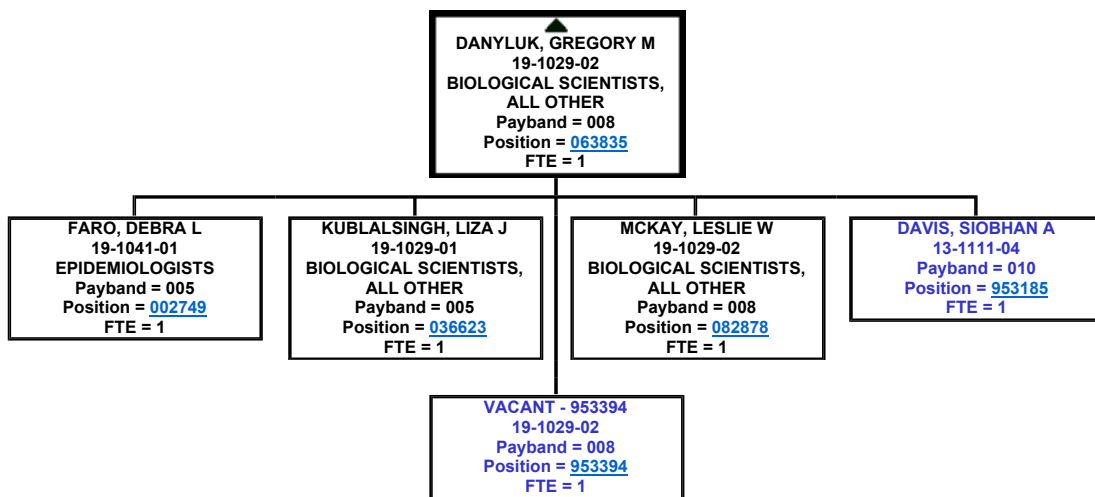


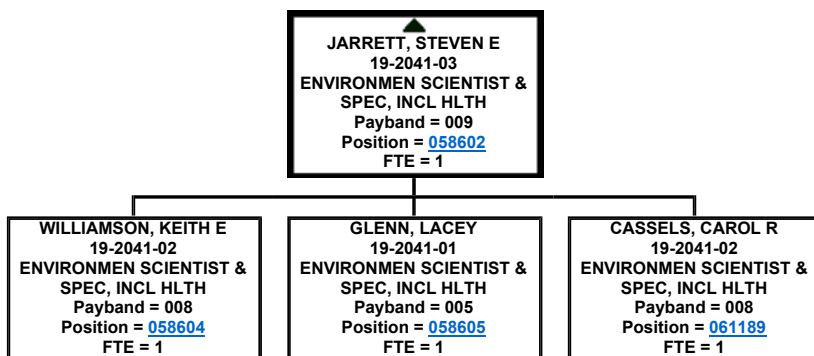


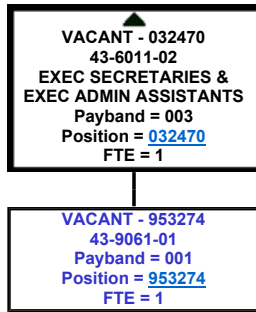


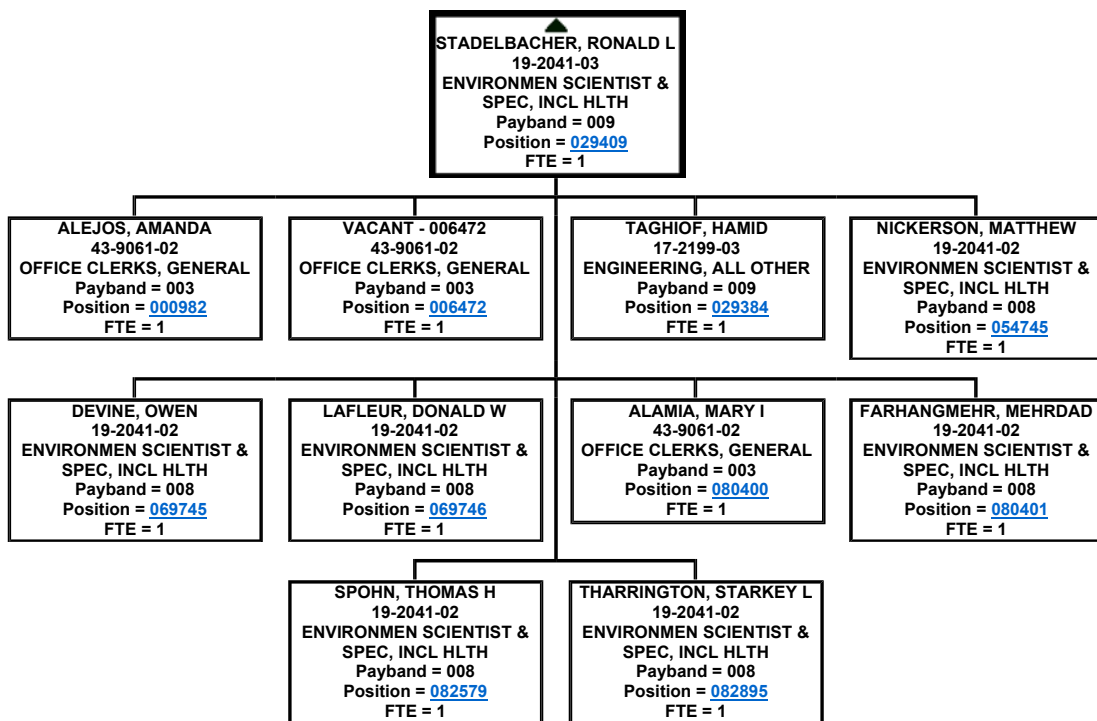


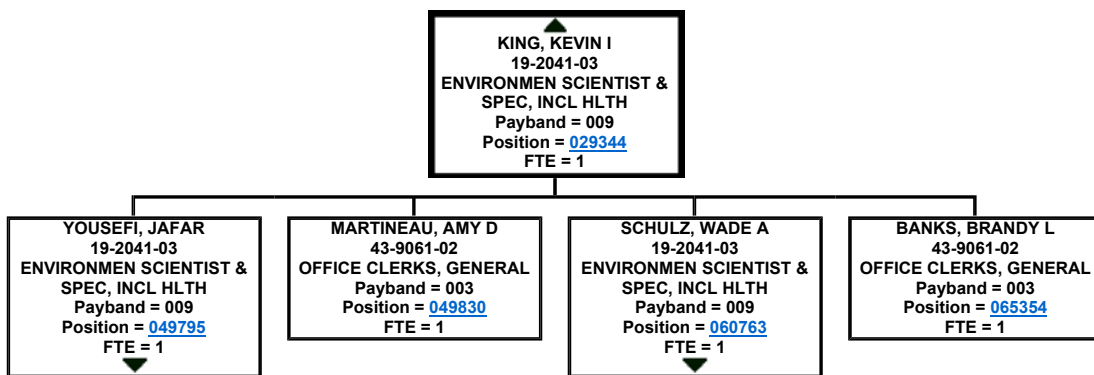


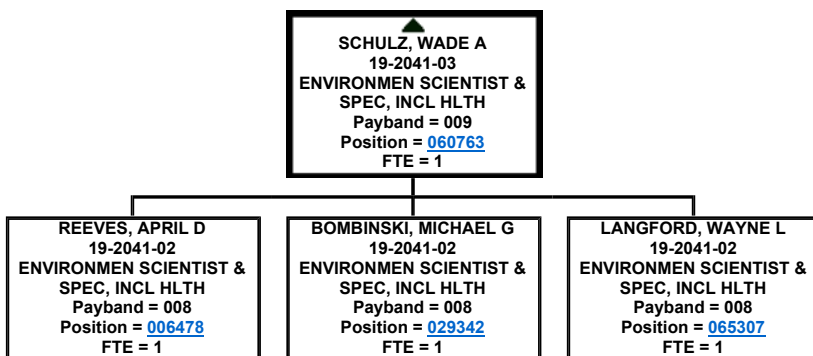


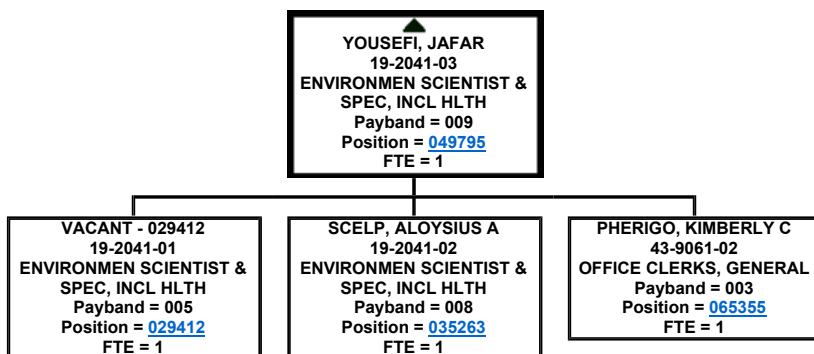




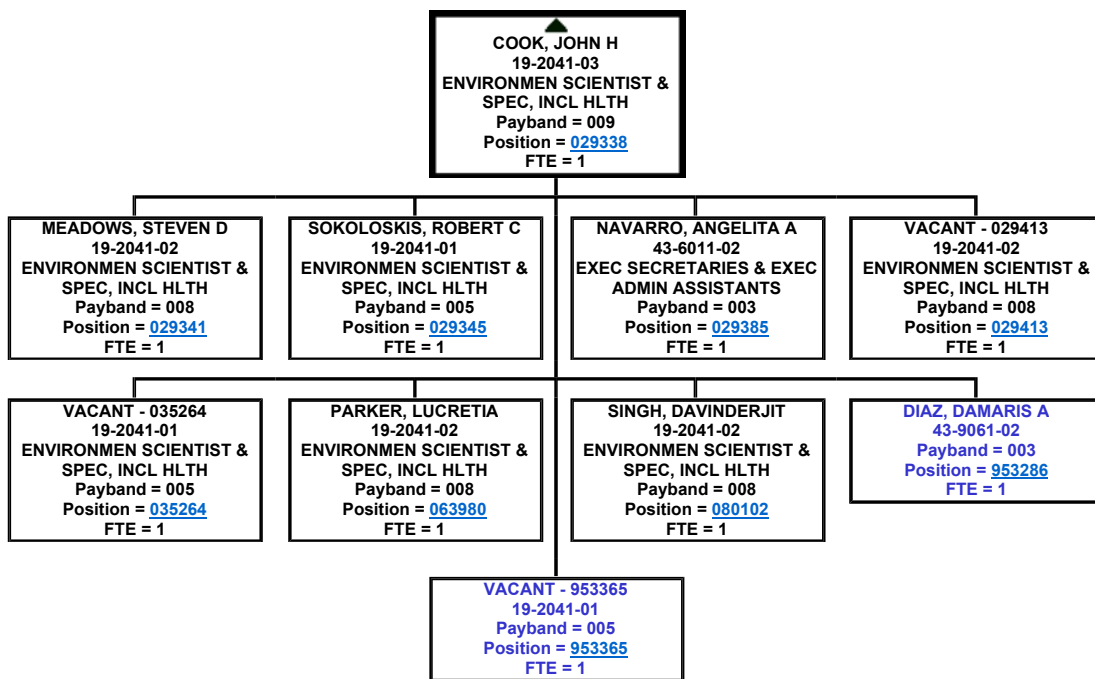








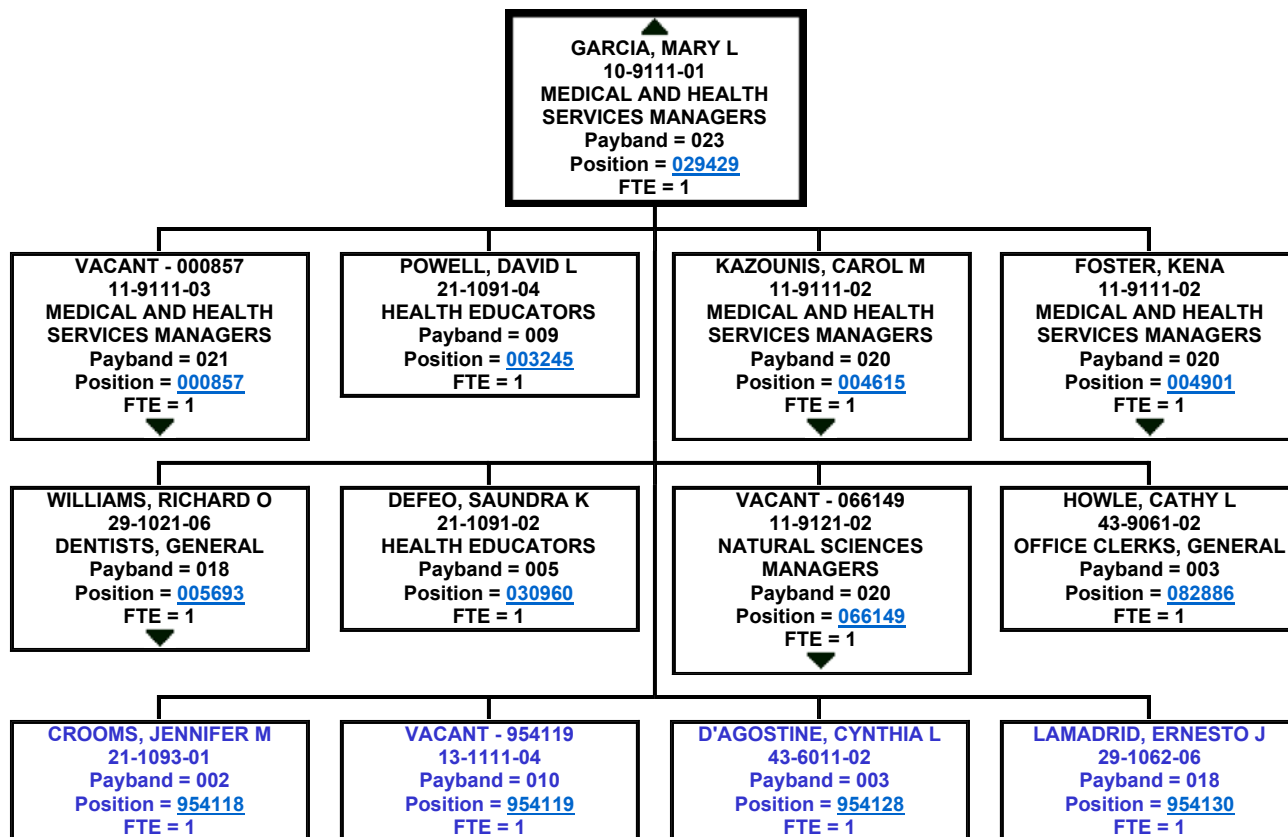


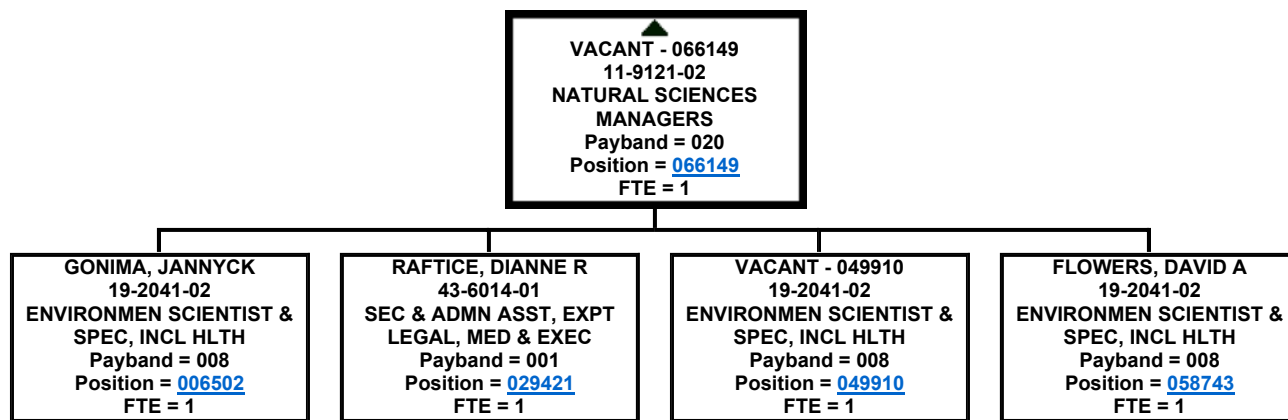


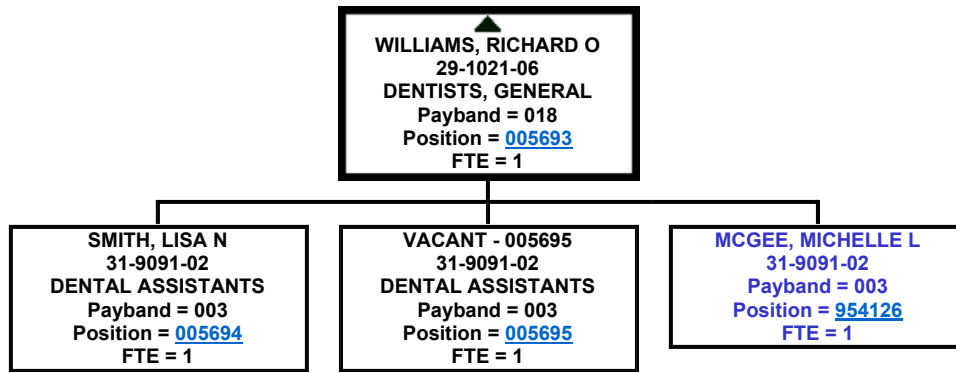
# CHD 54 - Putnam County Health Department

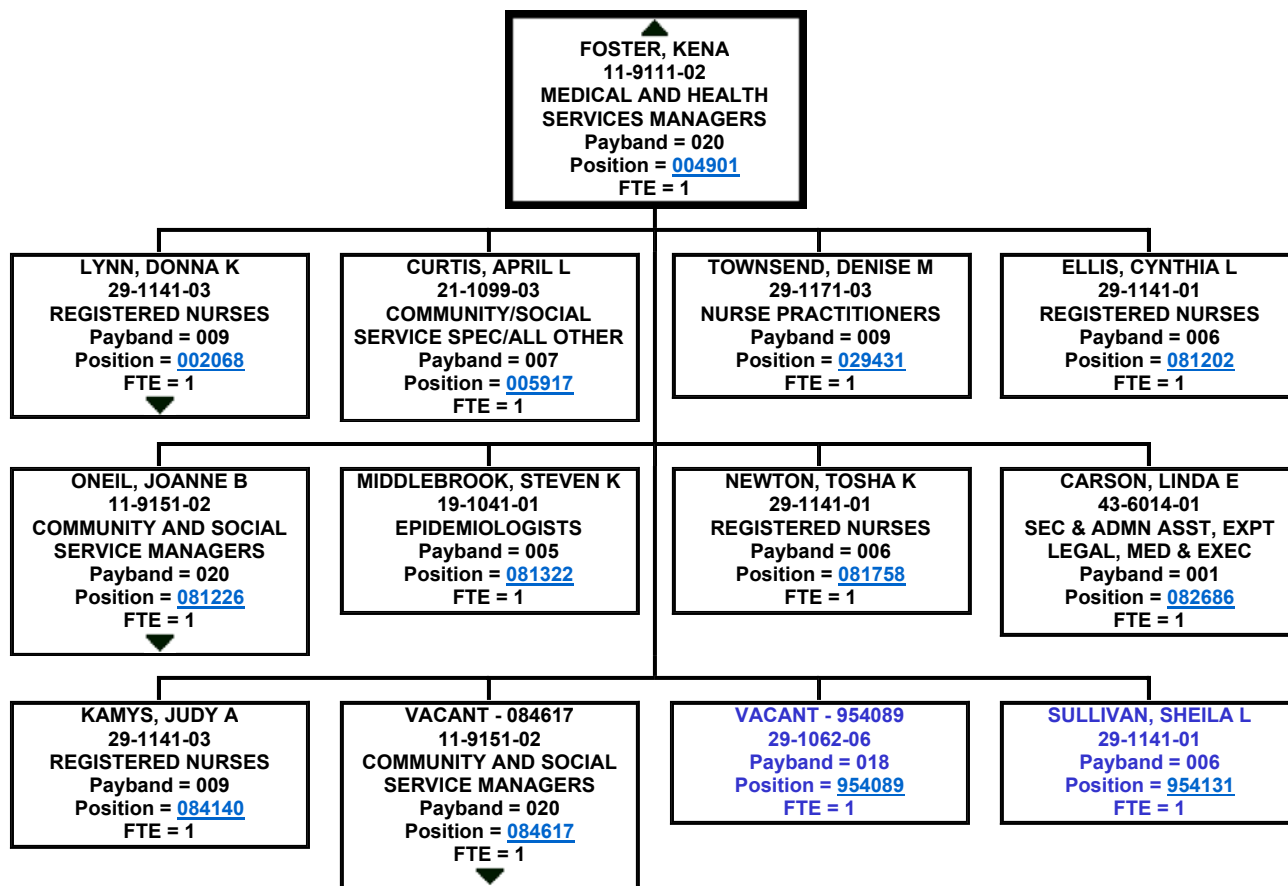
Created: 10/5/2016 10:19:00 AM

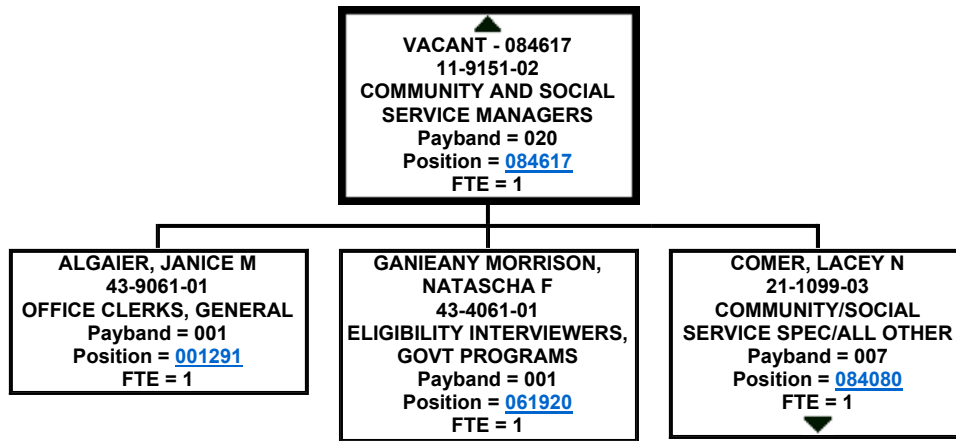
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

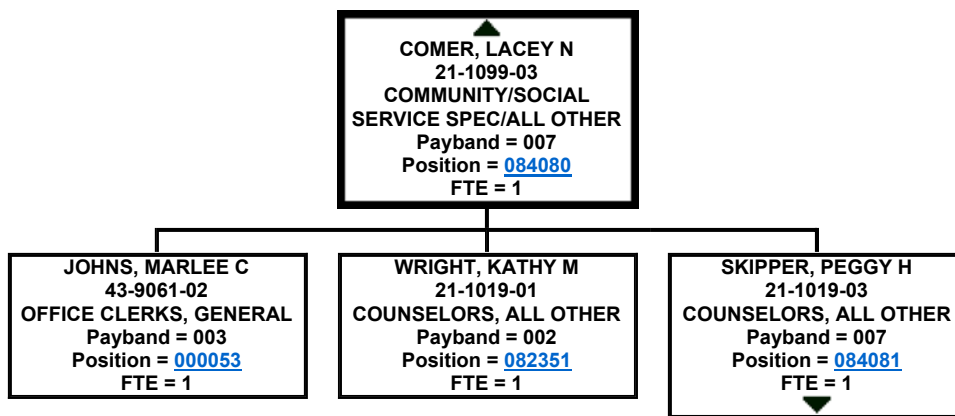


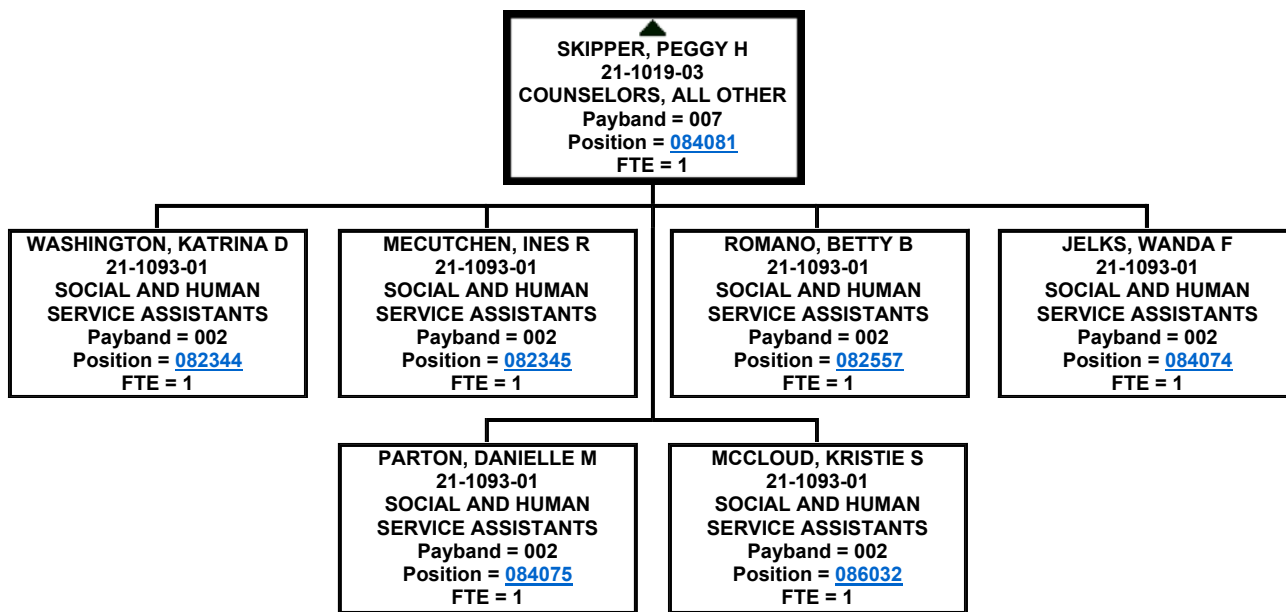




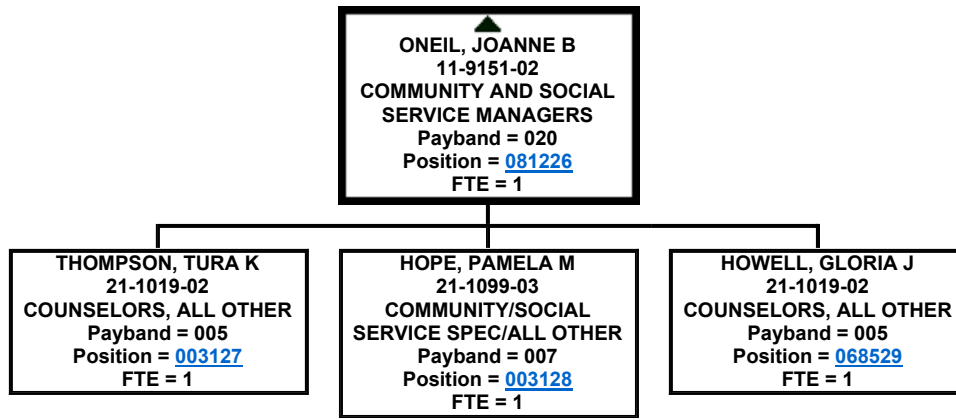


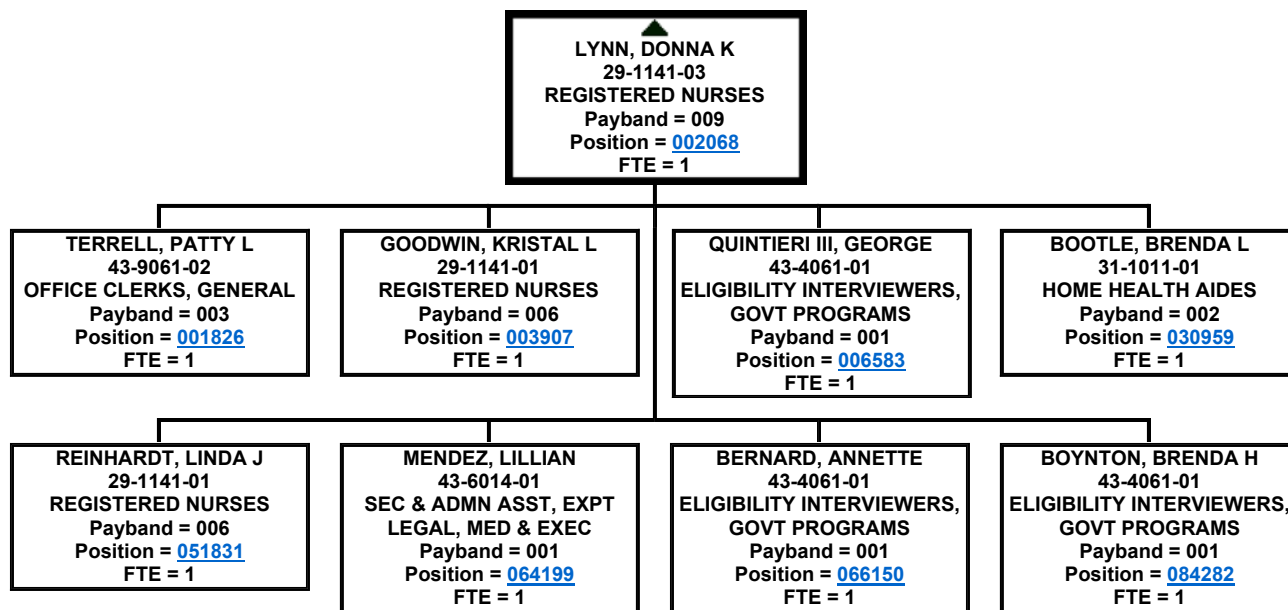


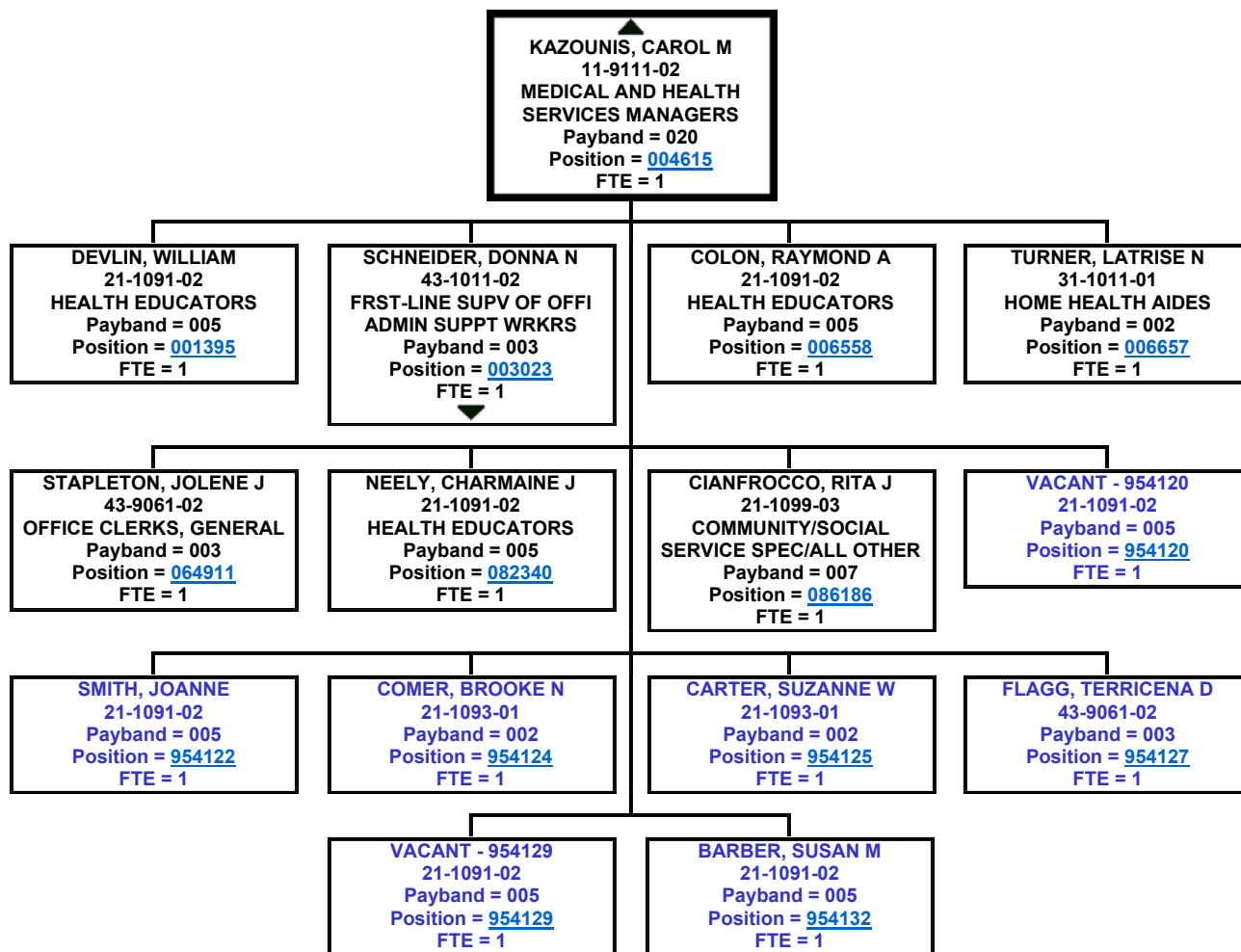


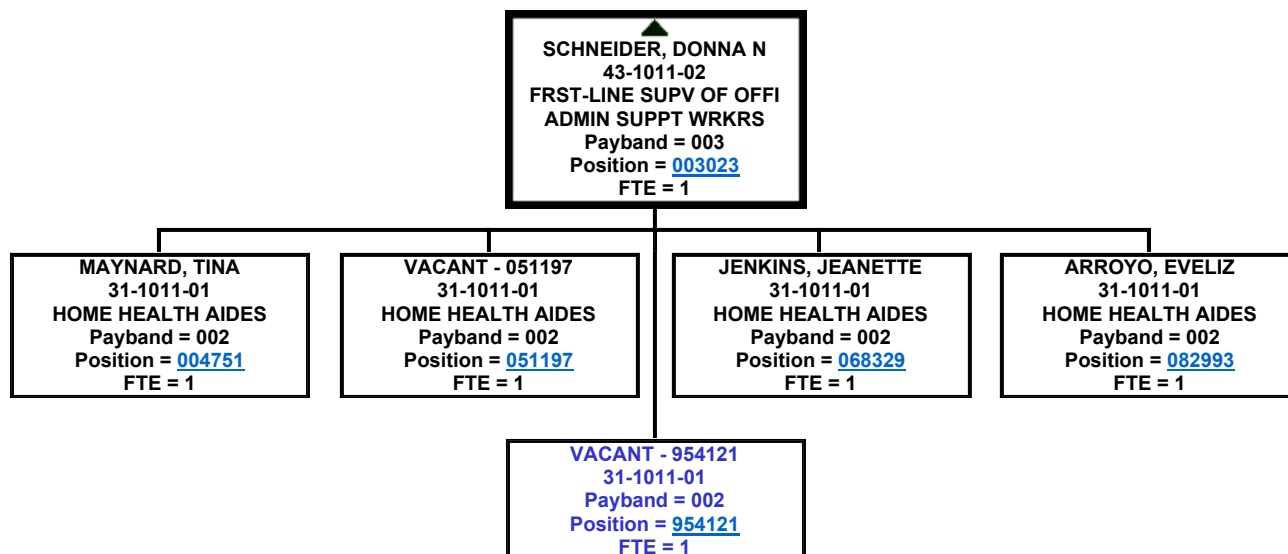


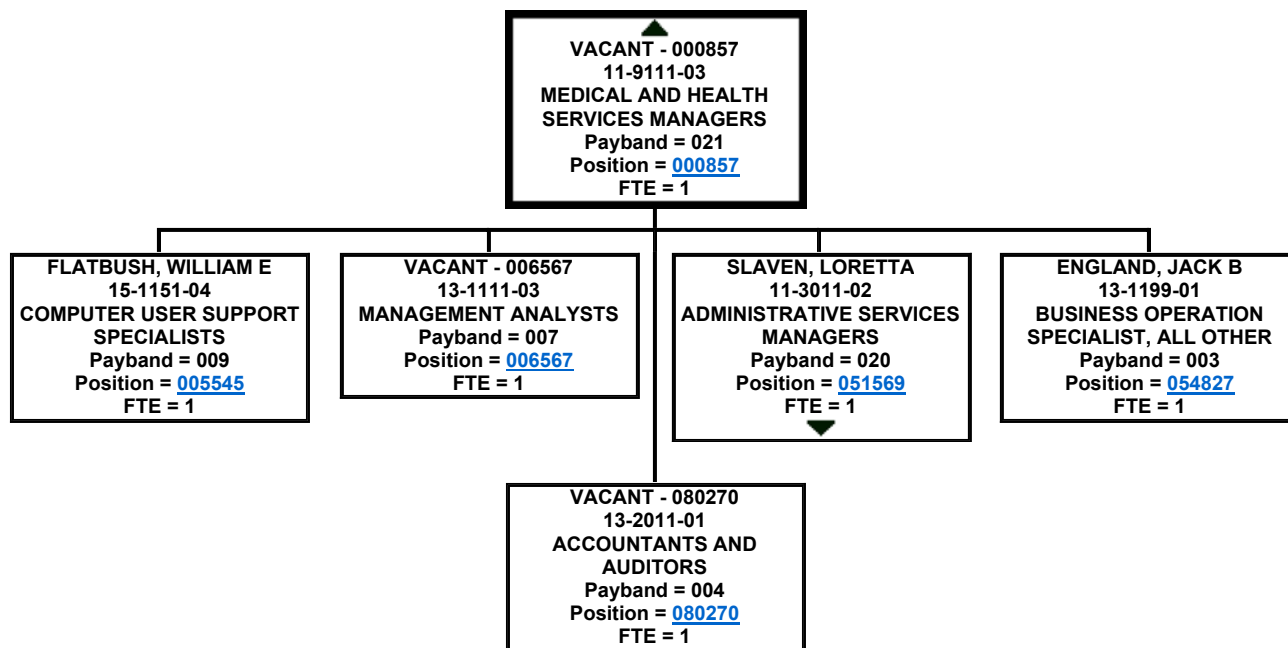


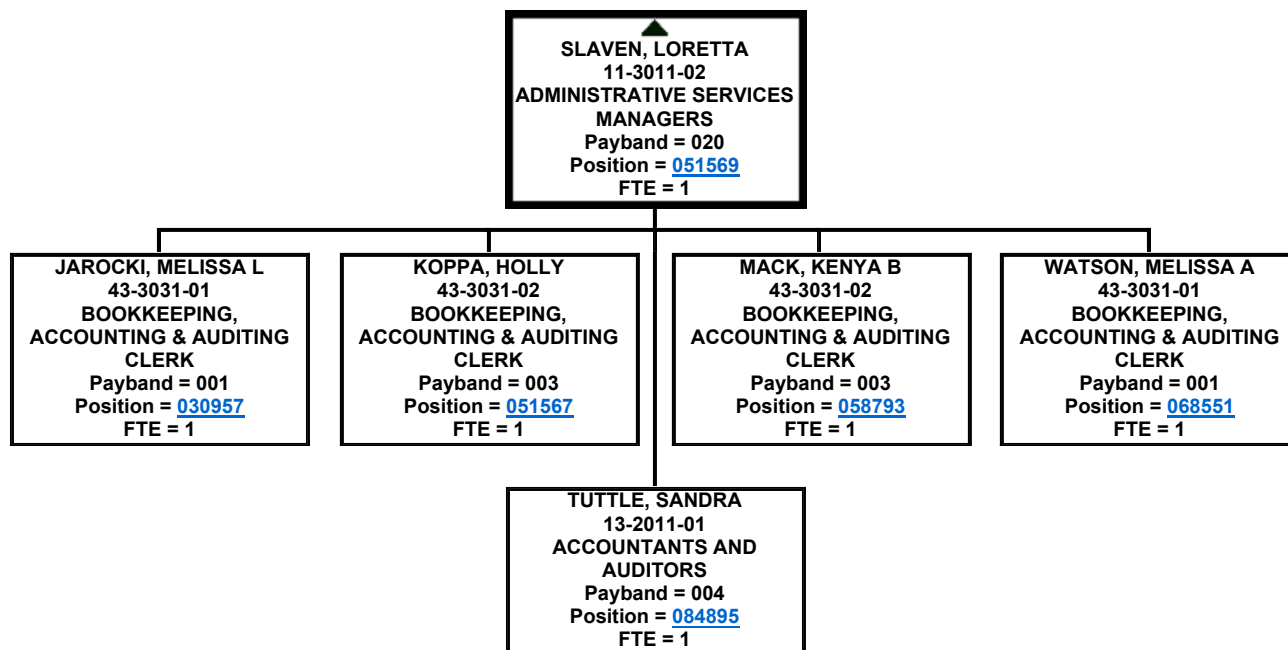








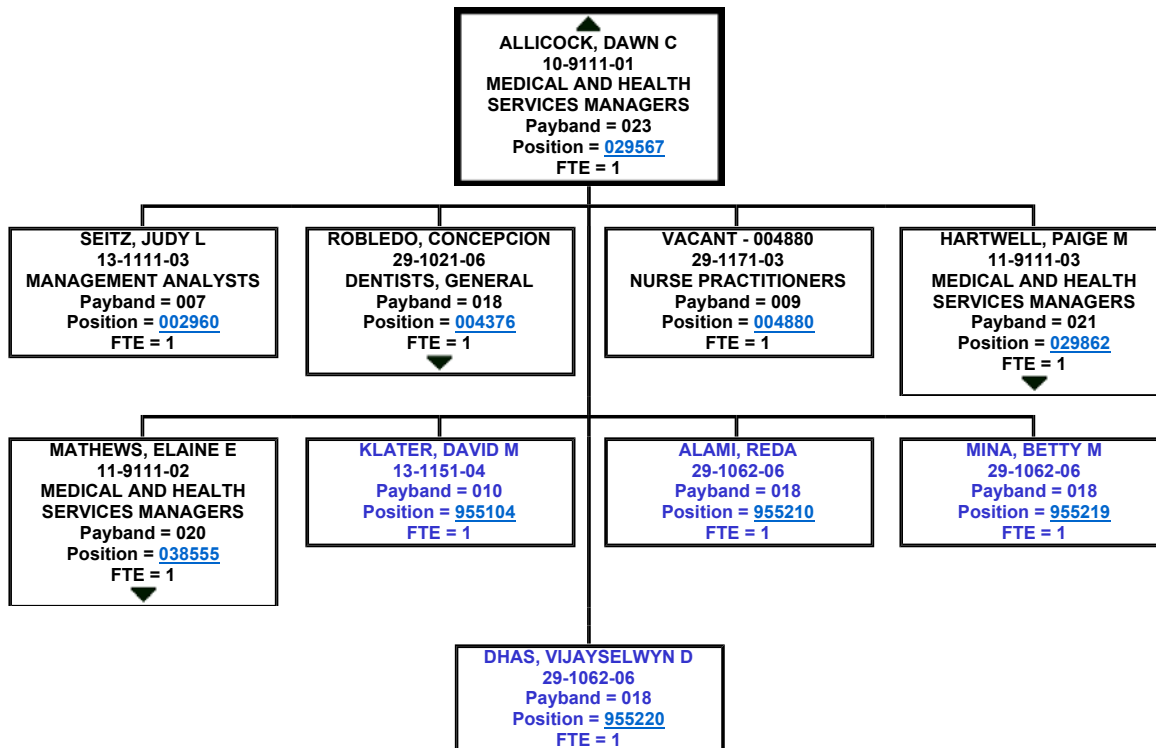


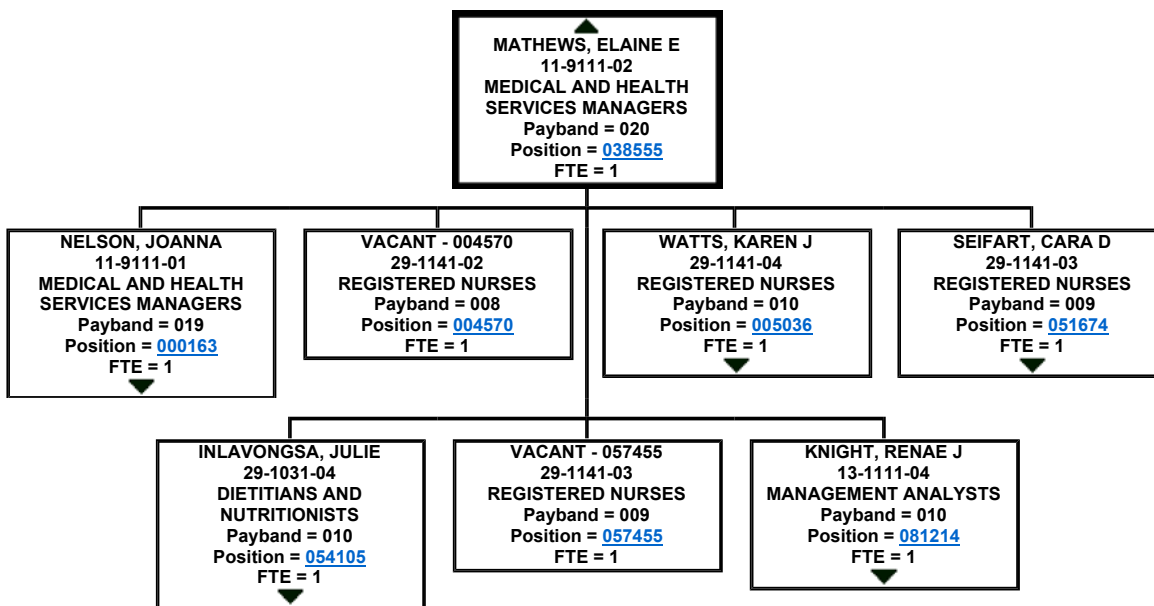


# CHD 55 - St. Johns County Health Department

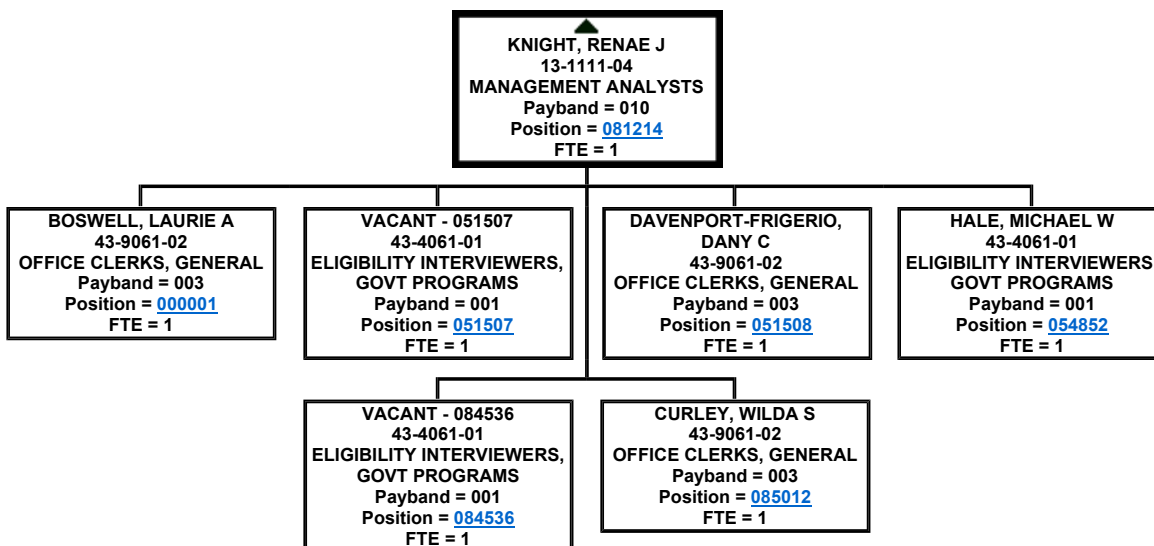
Created: 10/5/2016 10:19:00 AM

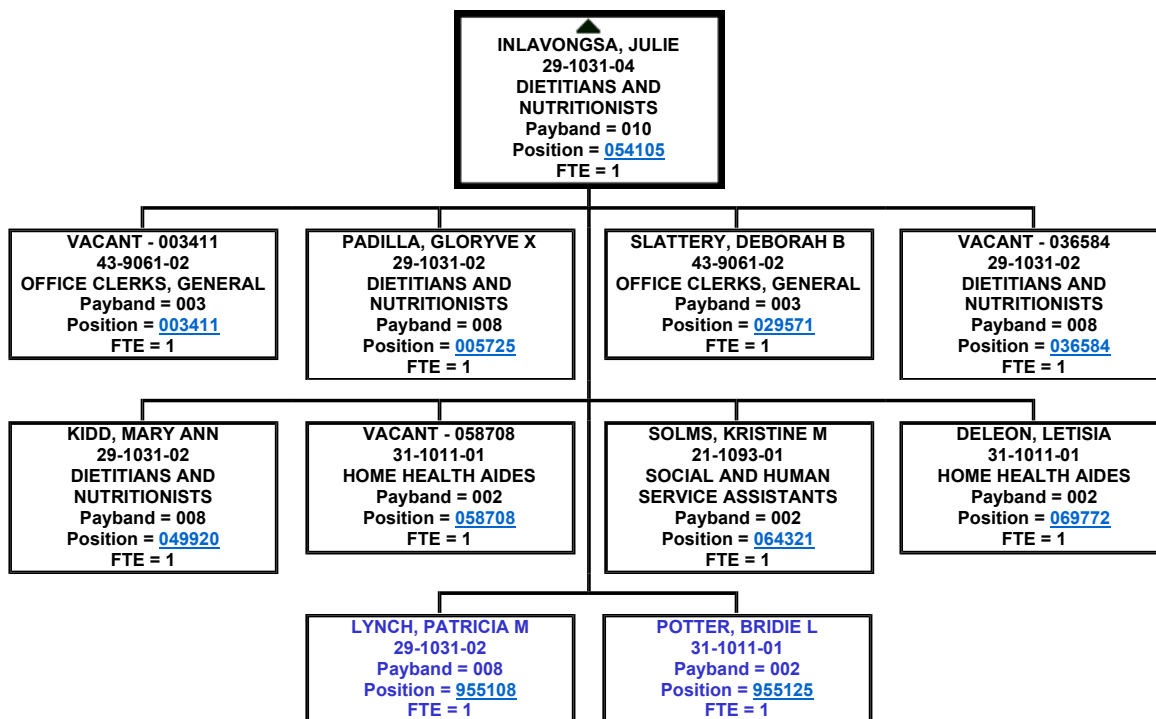
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

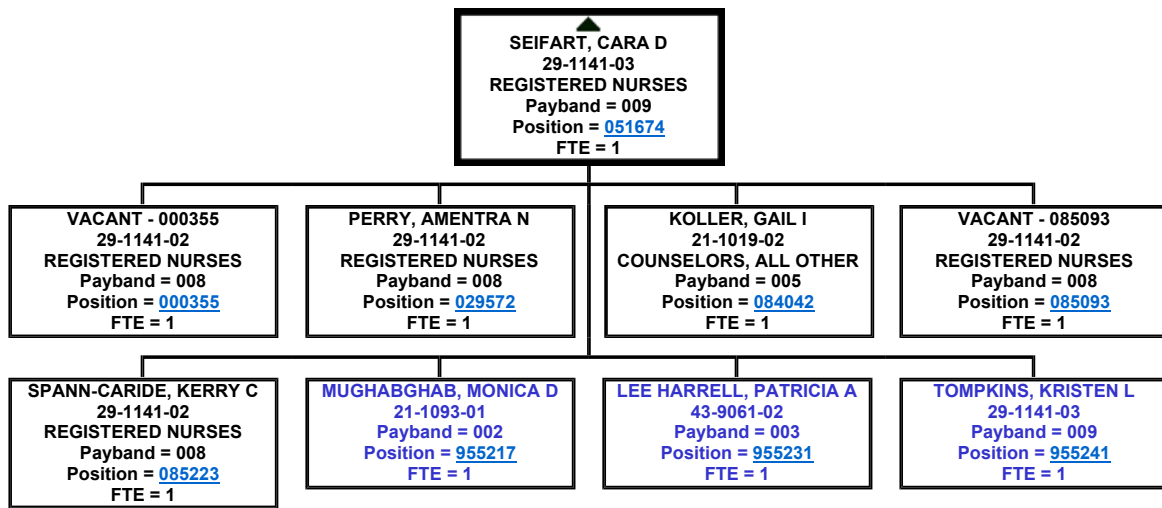


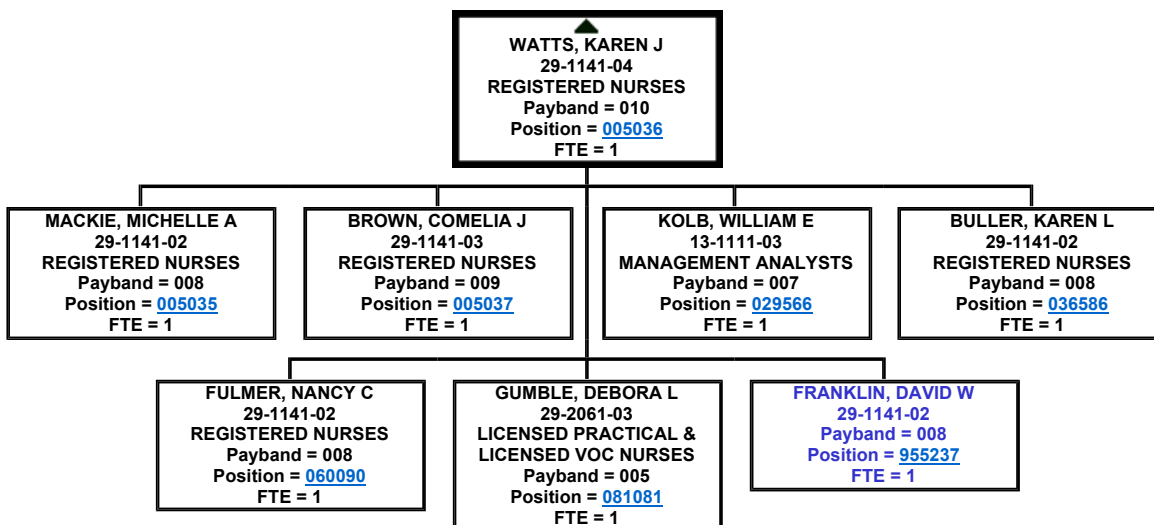


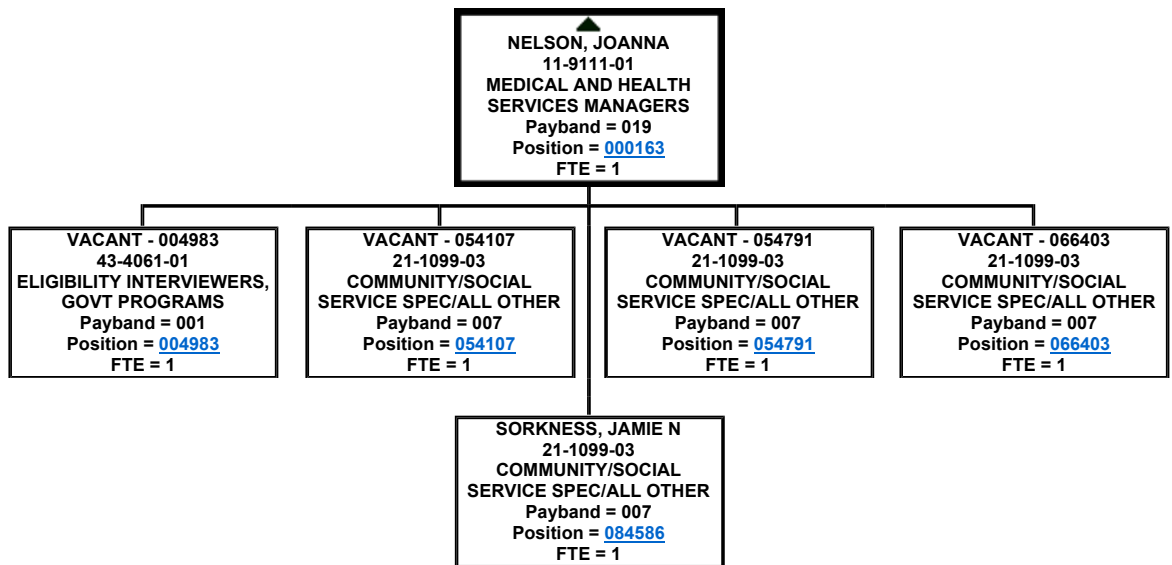


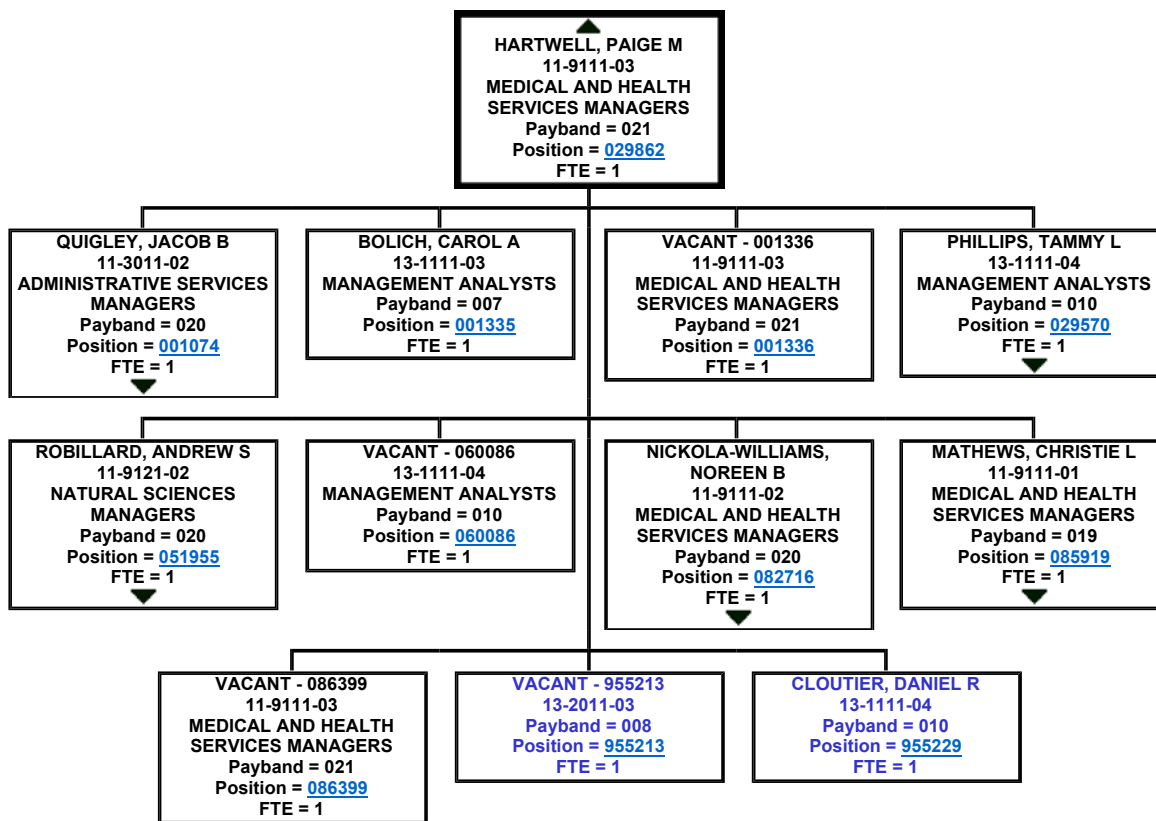


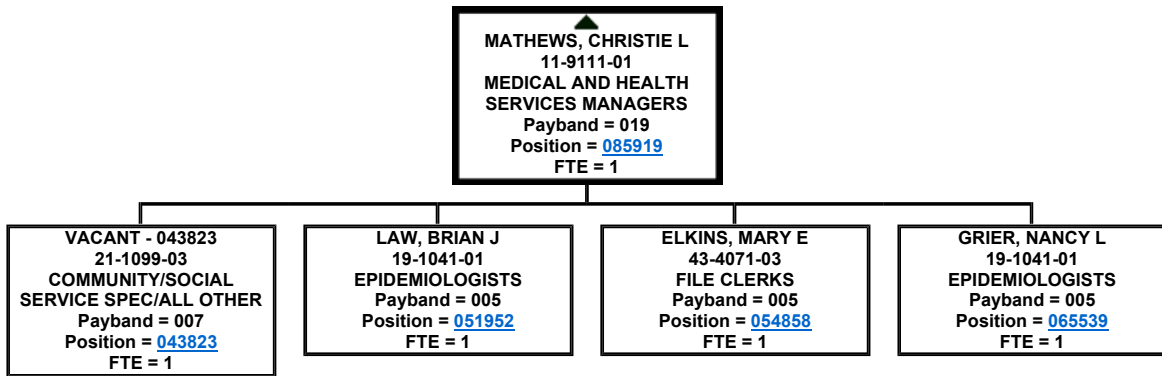


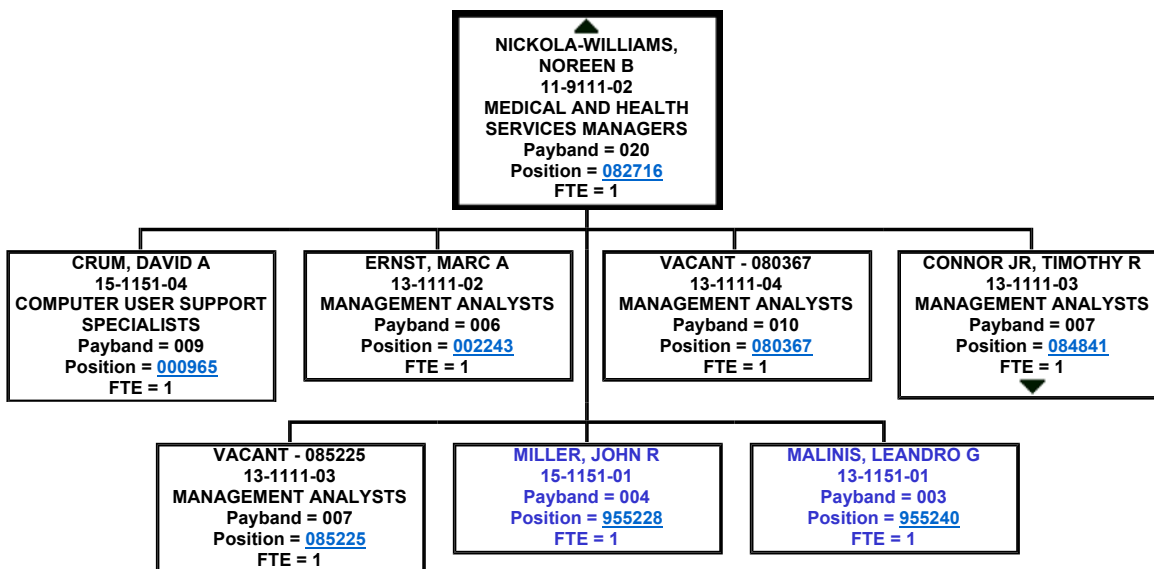




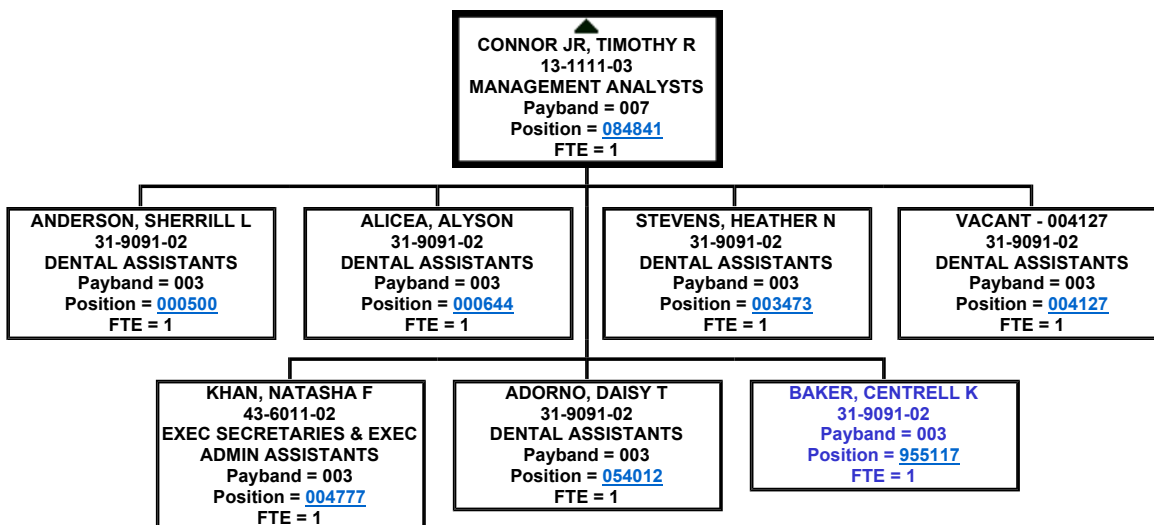


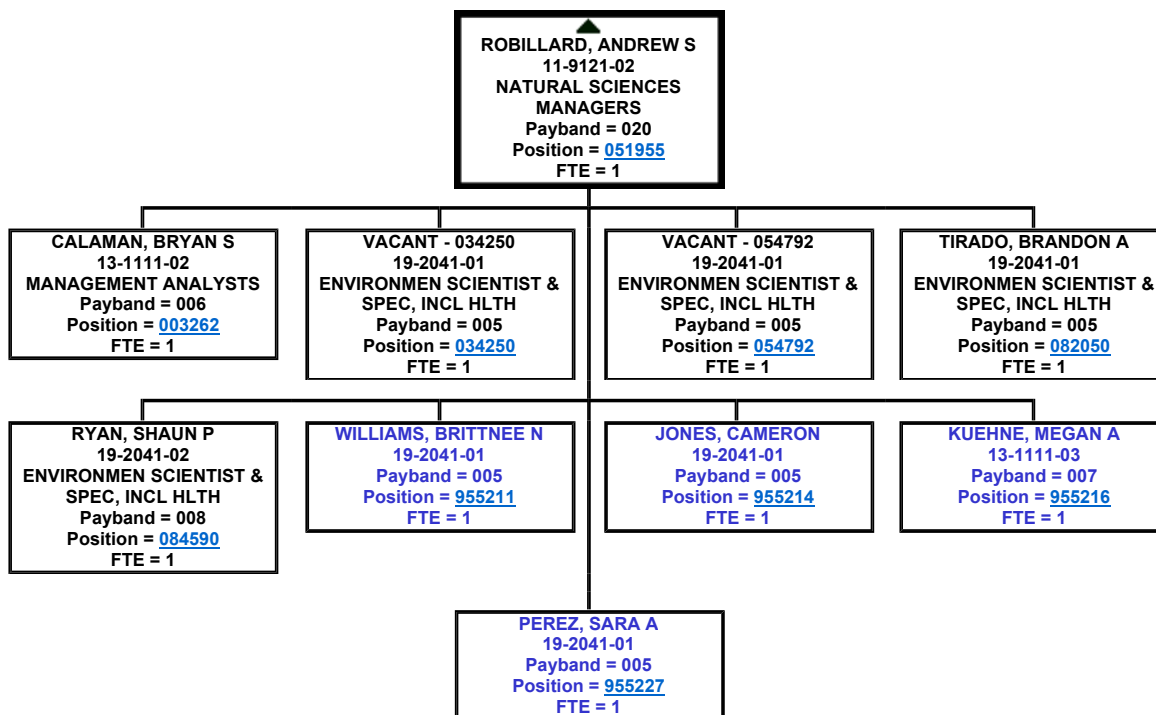


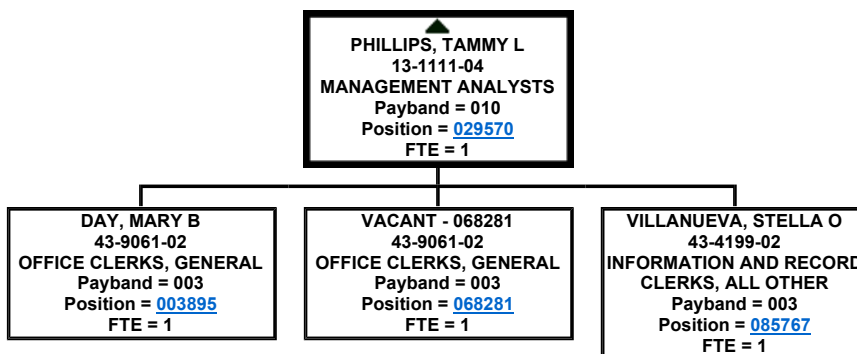


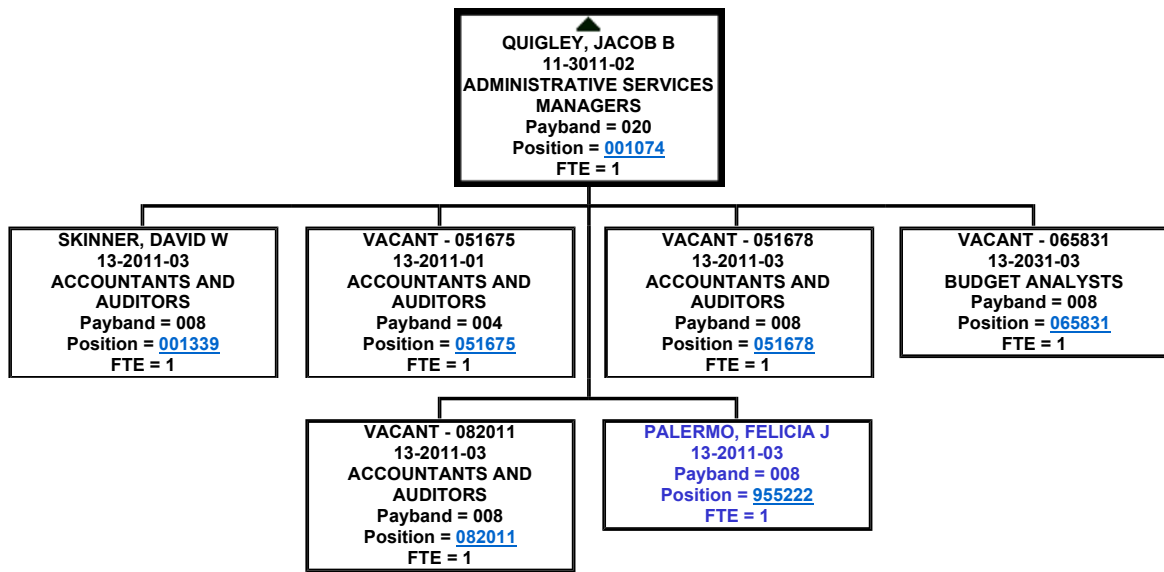


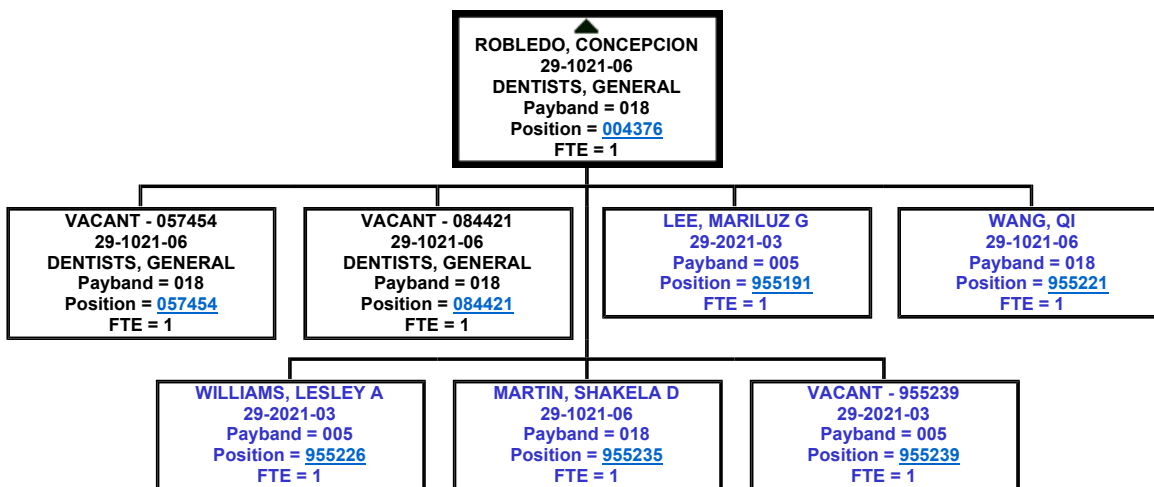










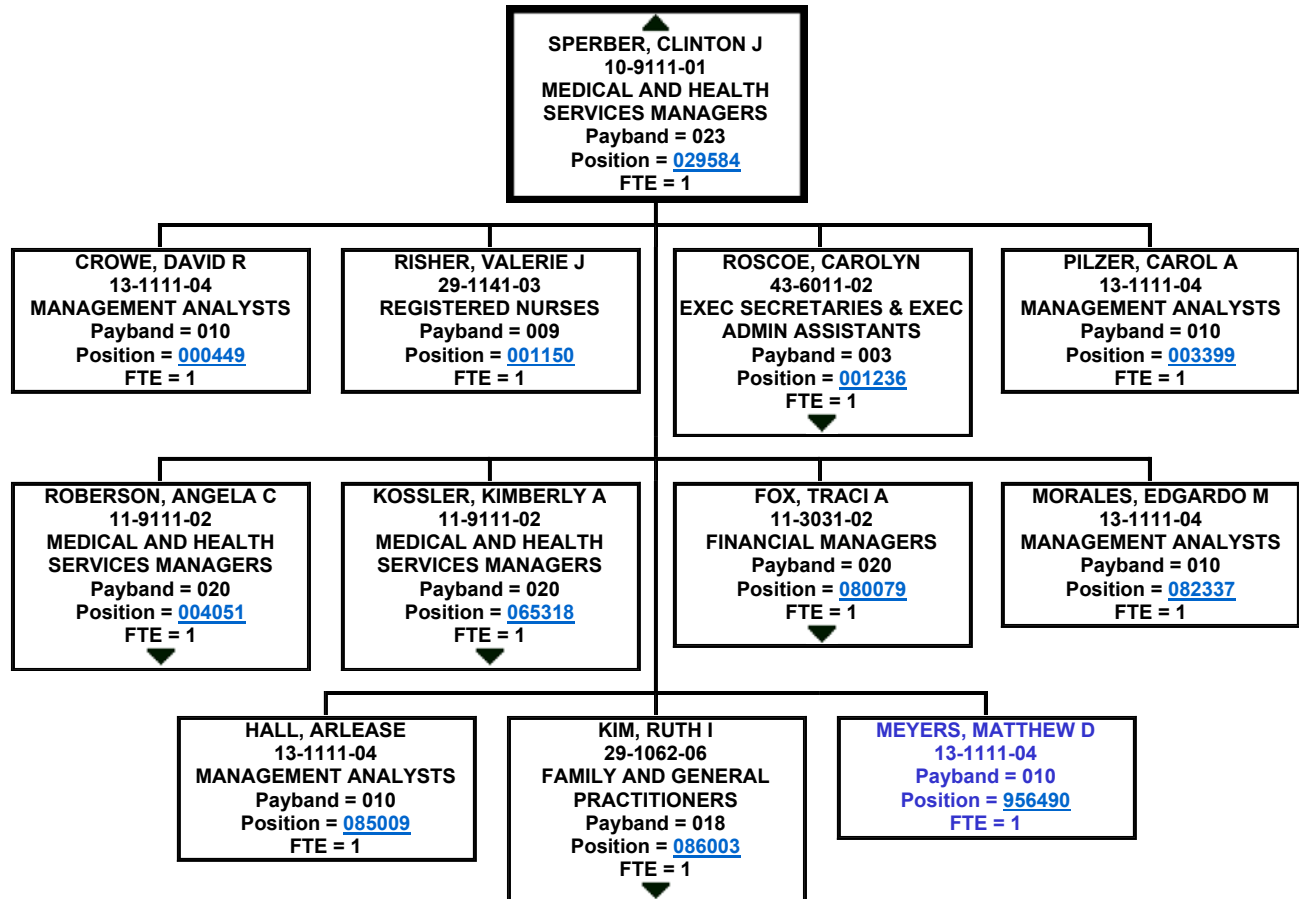


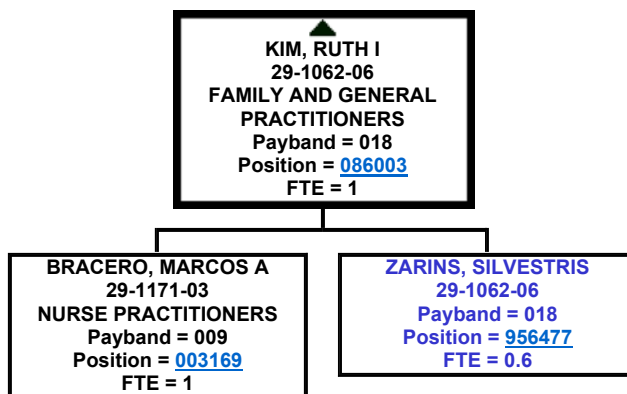
# CHD 56 - St. Lucie County Health Department

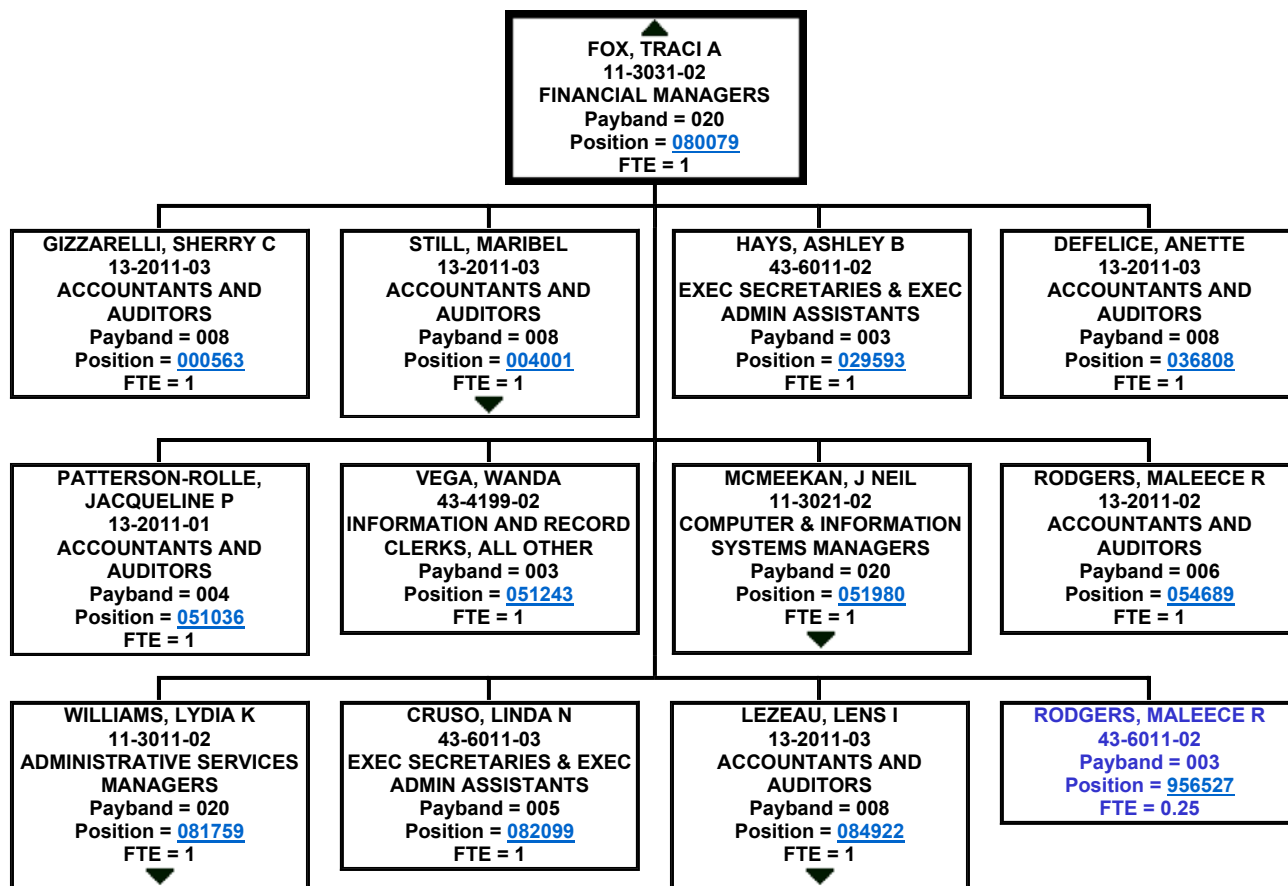
Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First**

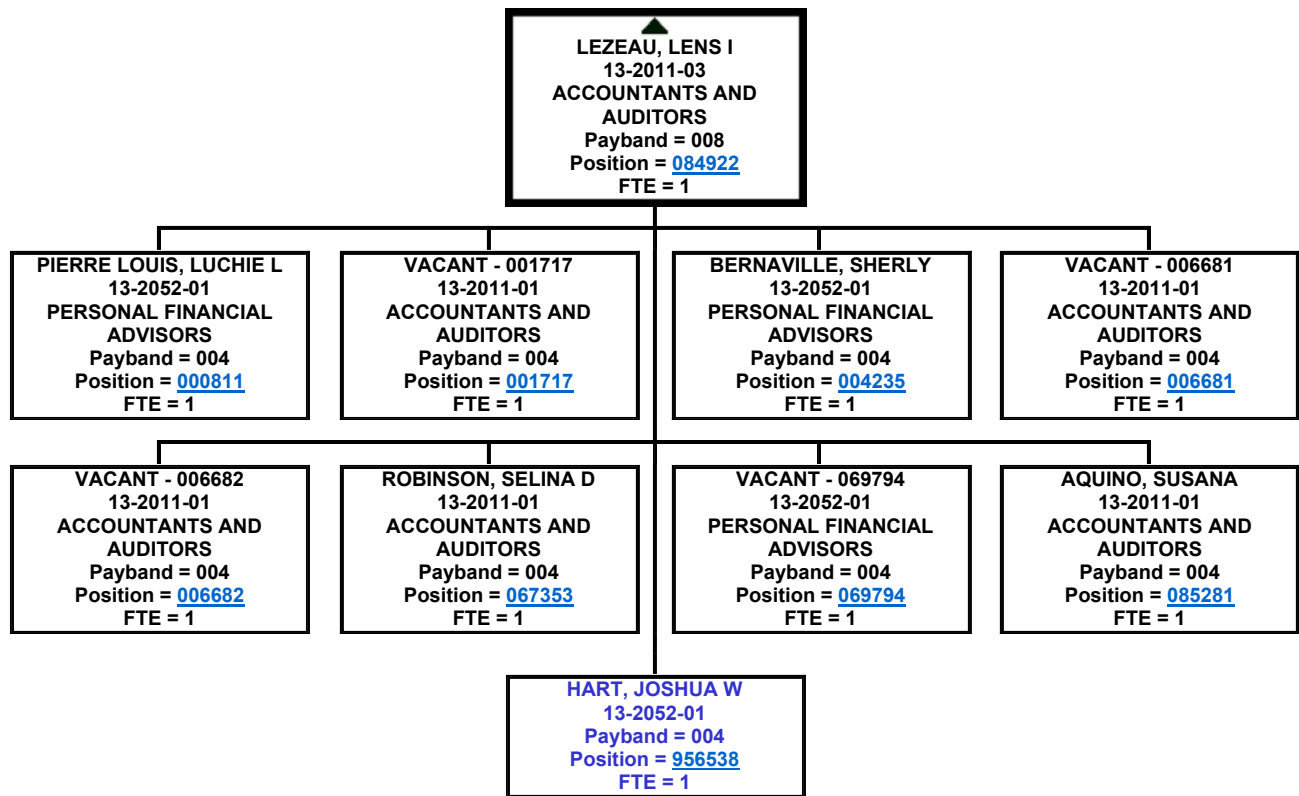
**Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

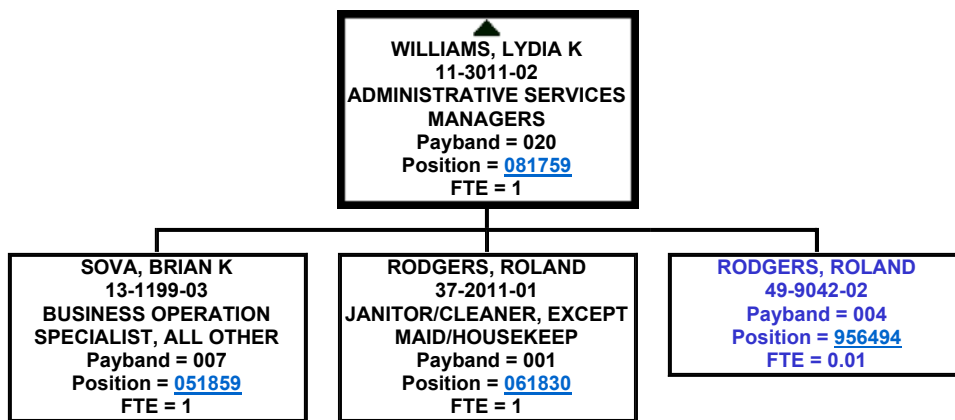


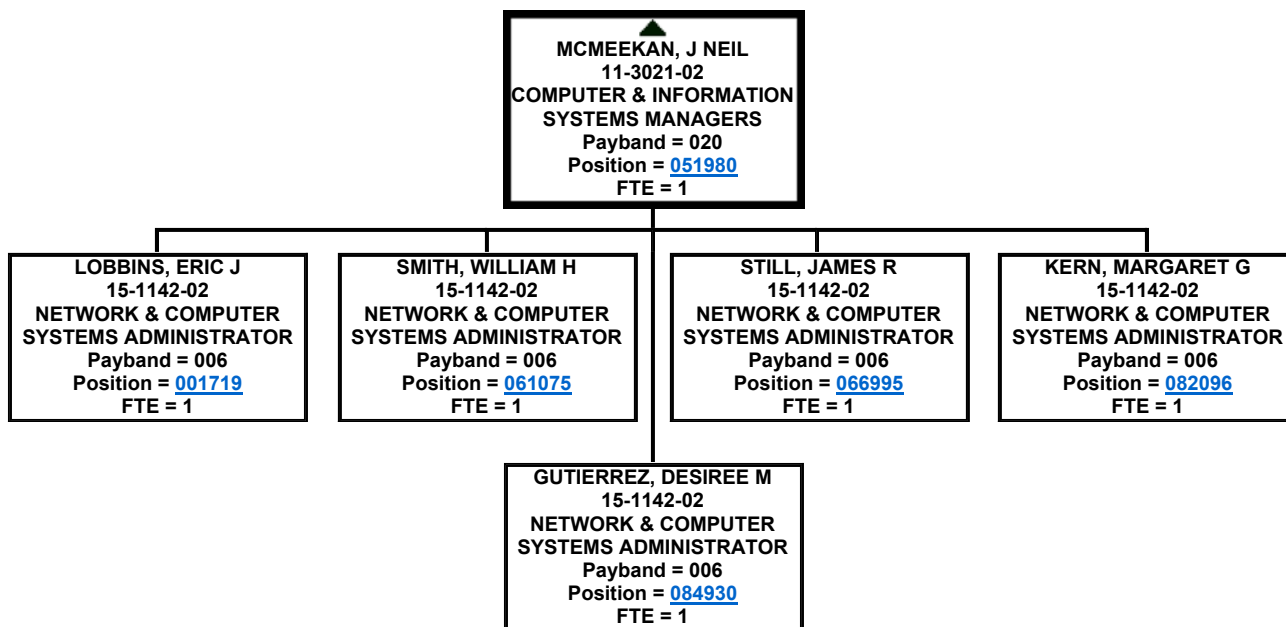


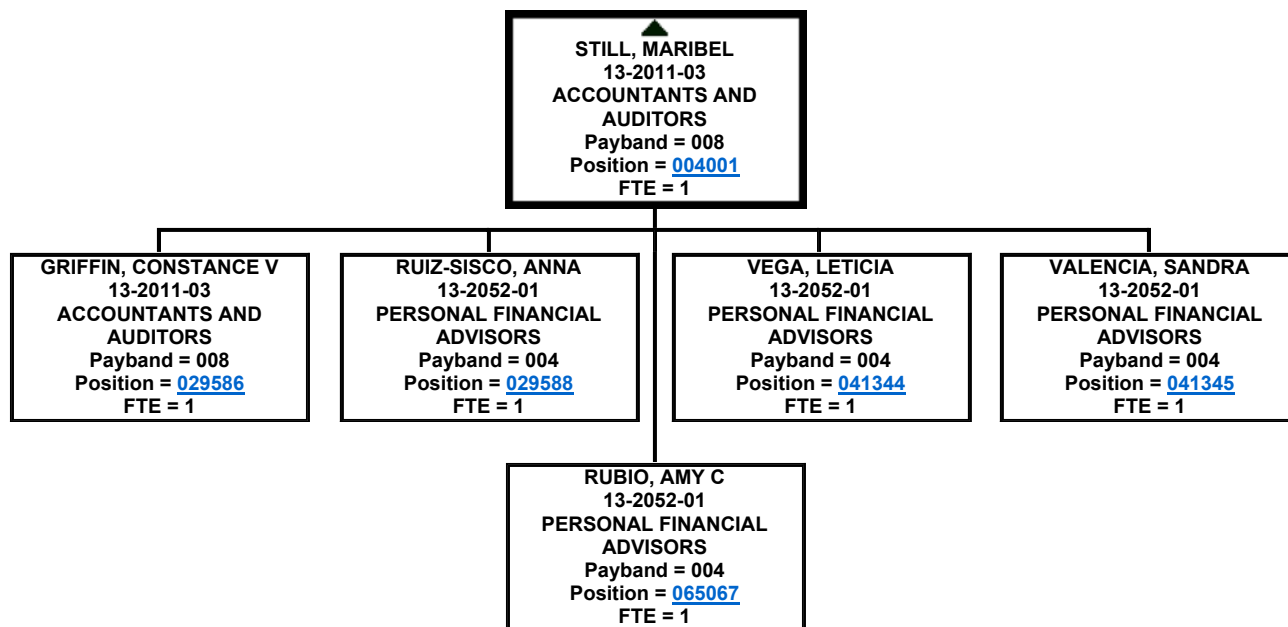


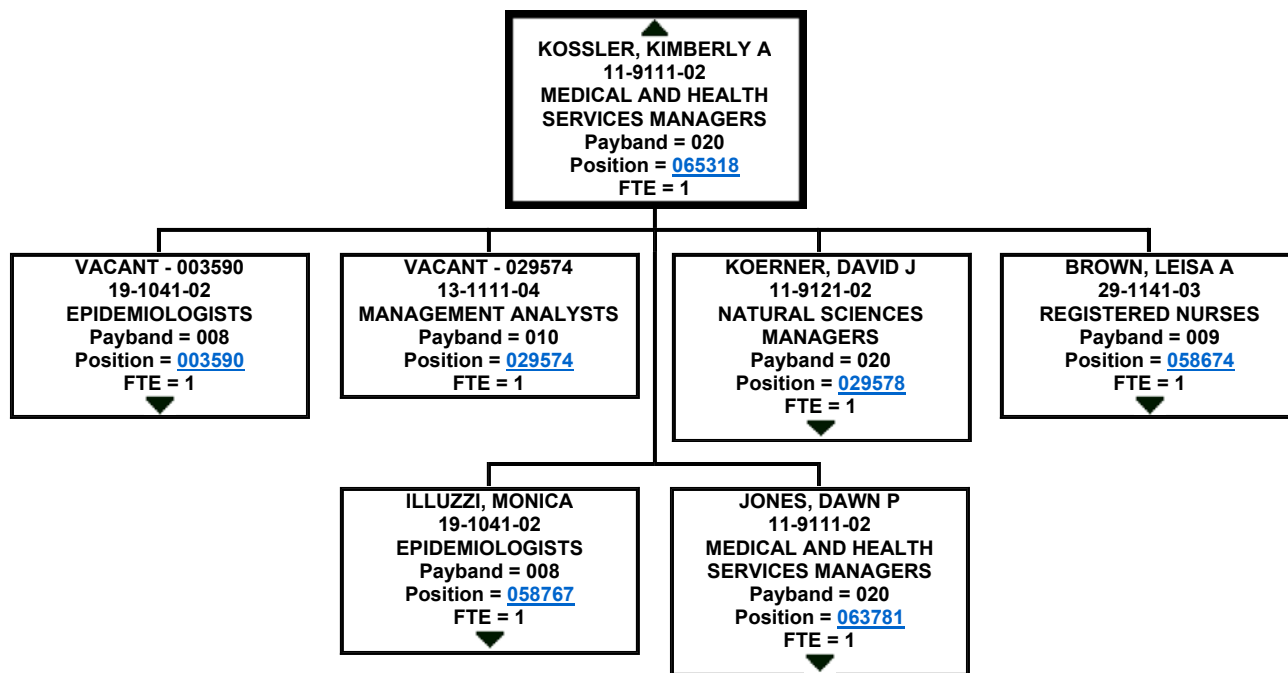


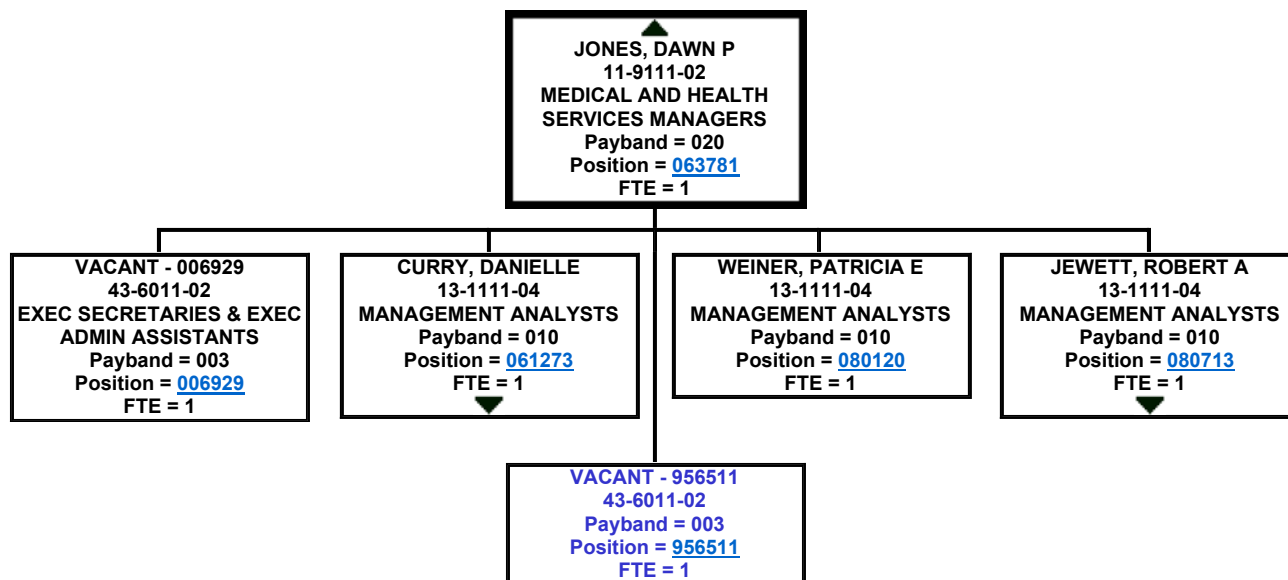


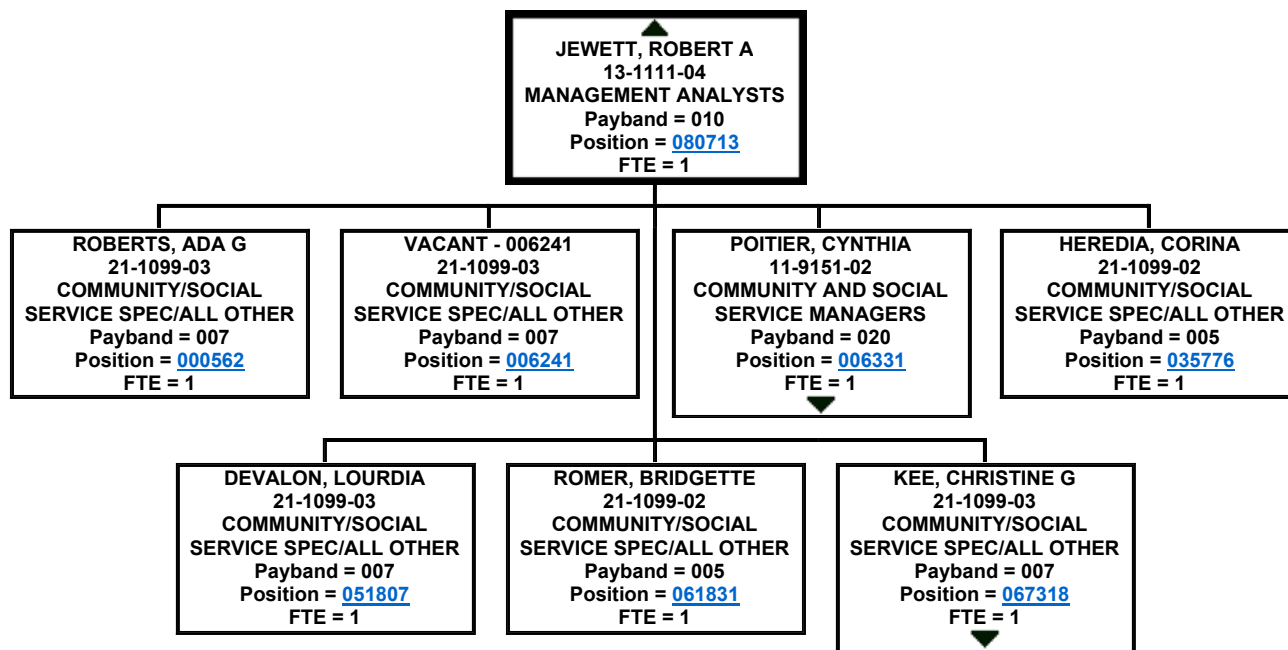


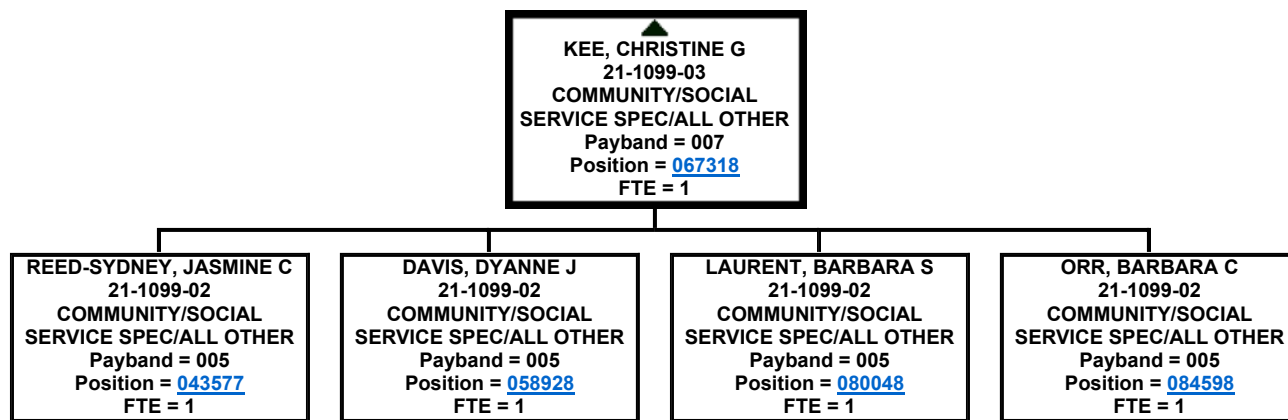




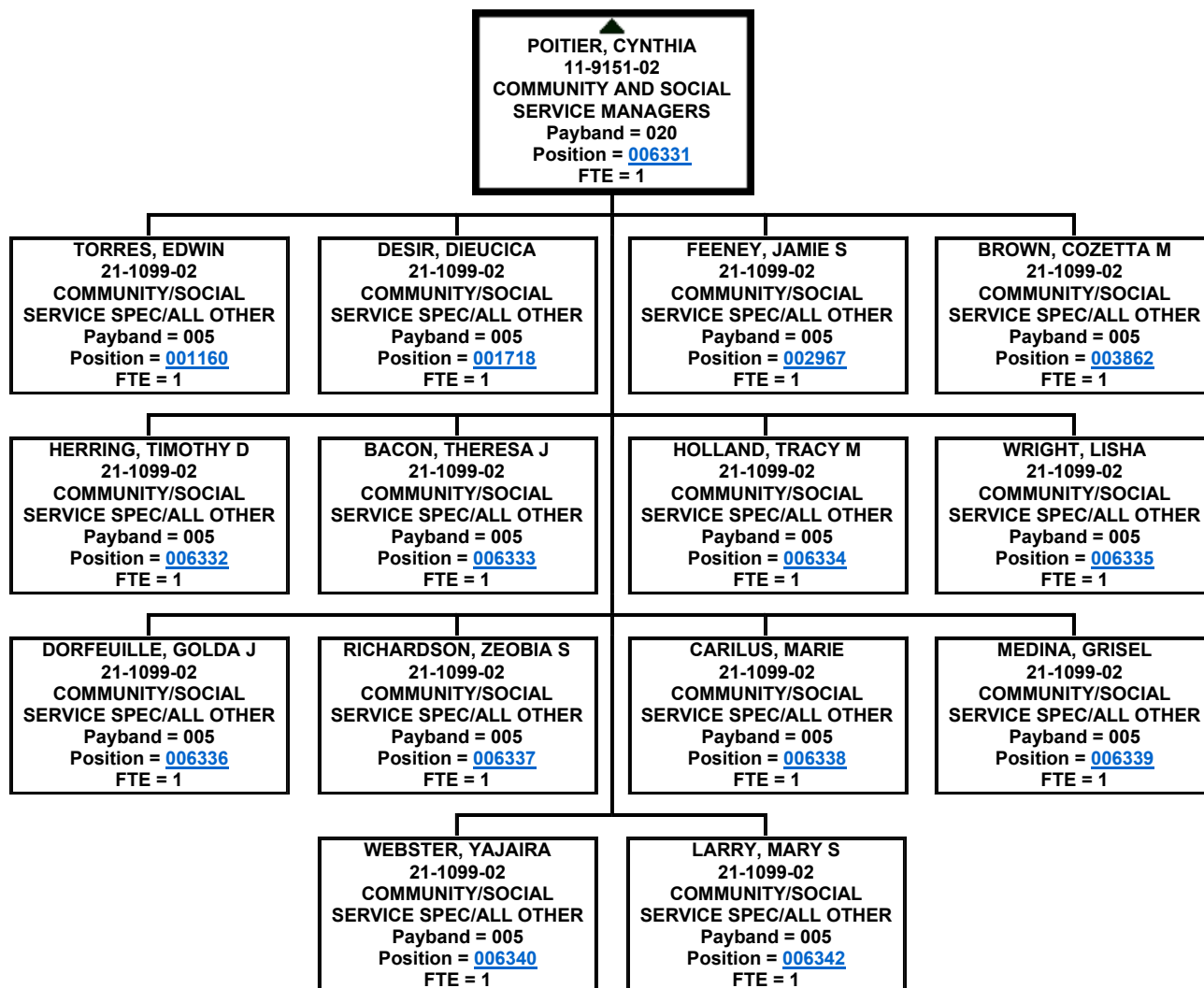


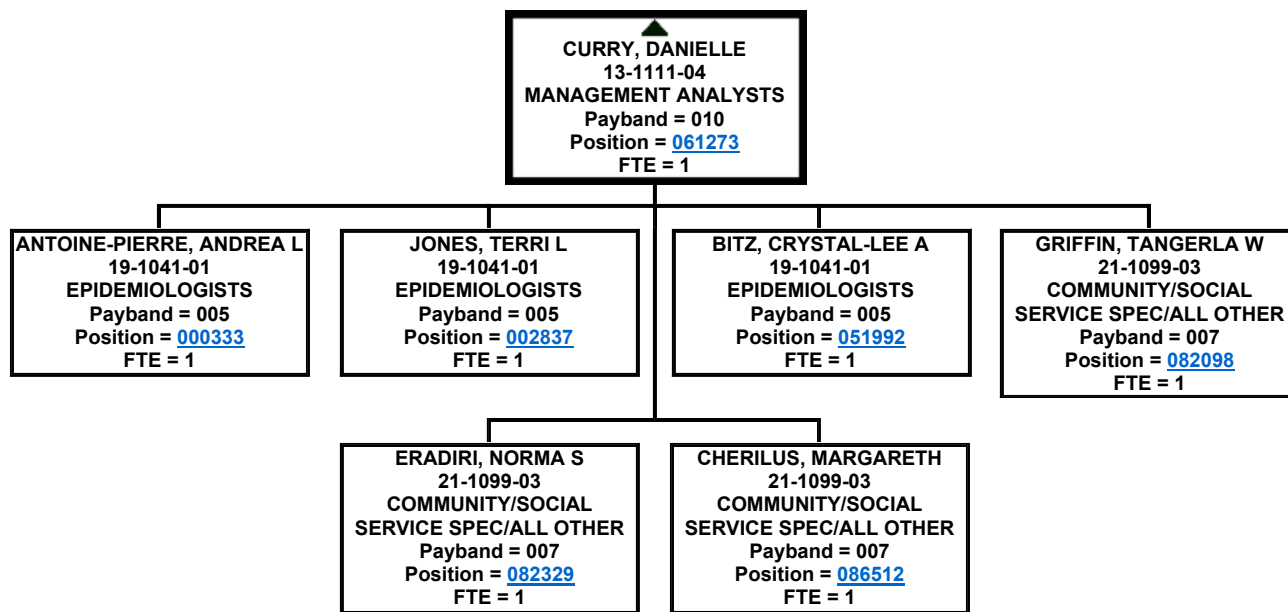


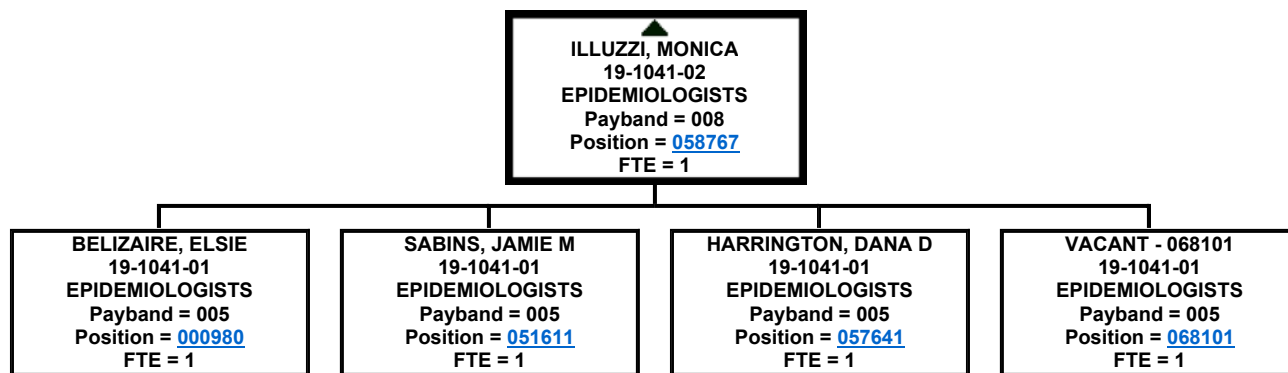


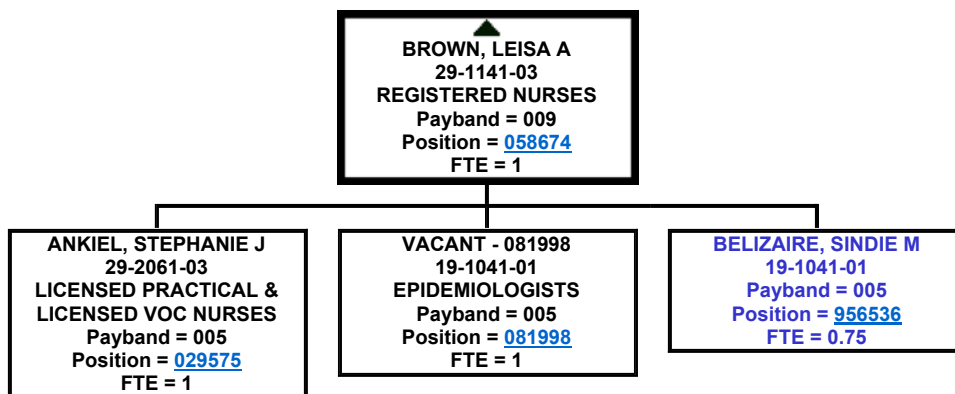


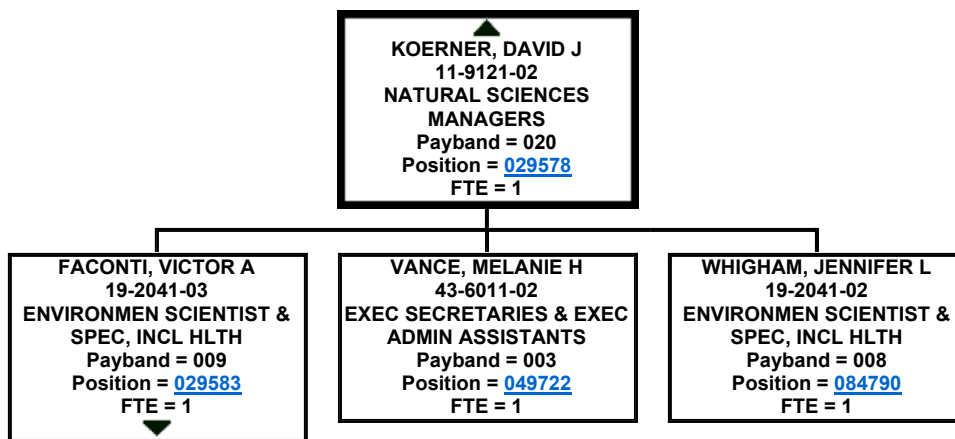


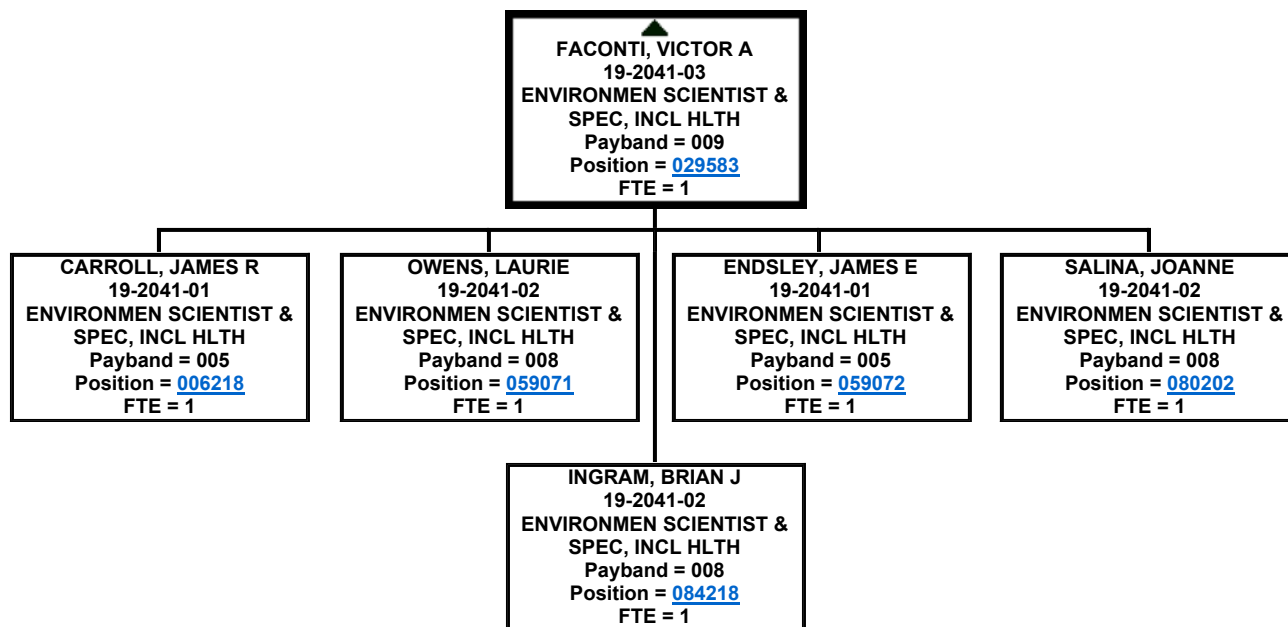


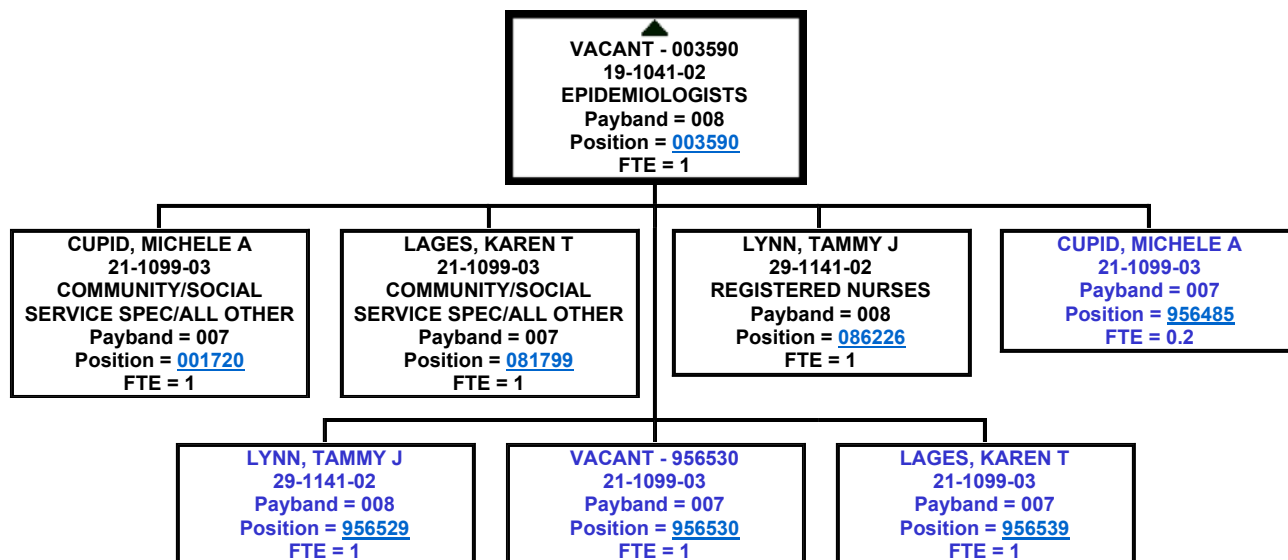


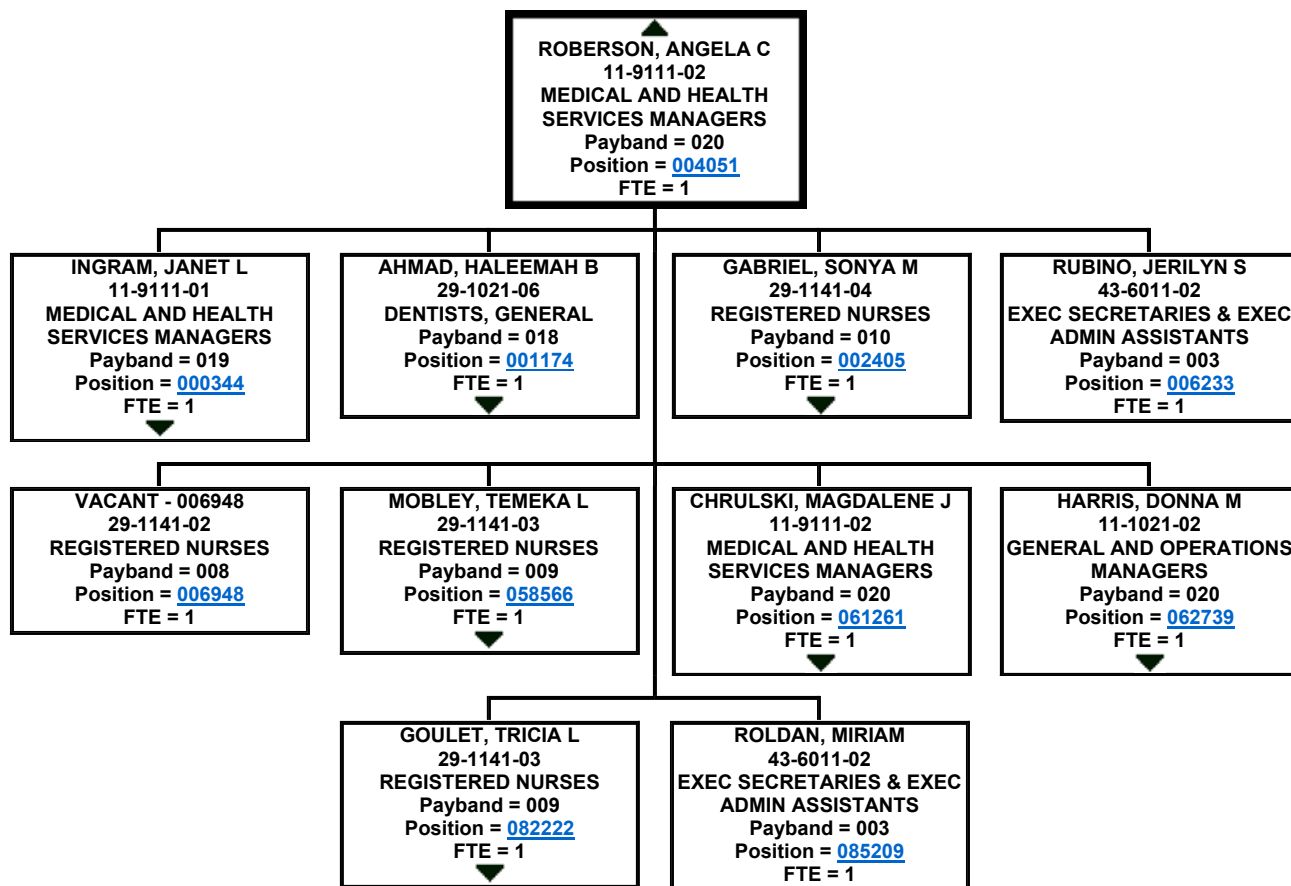




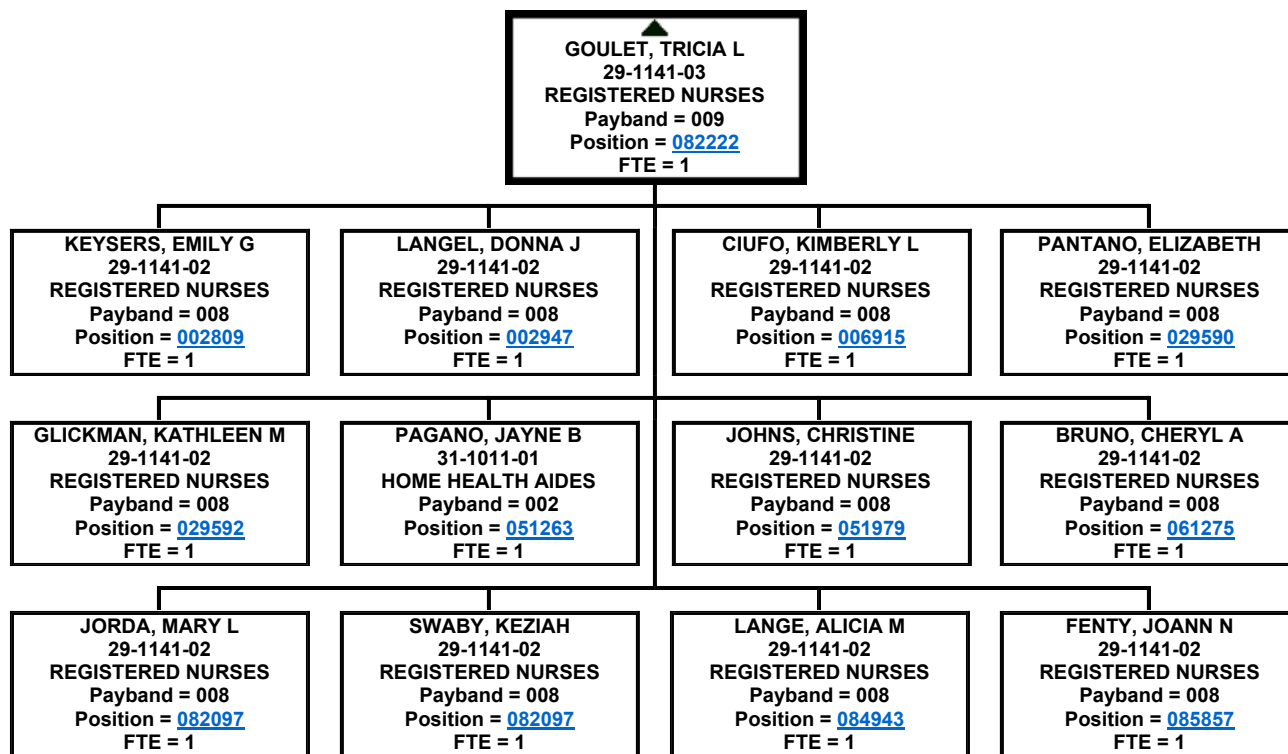


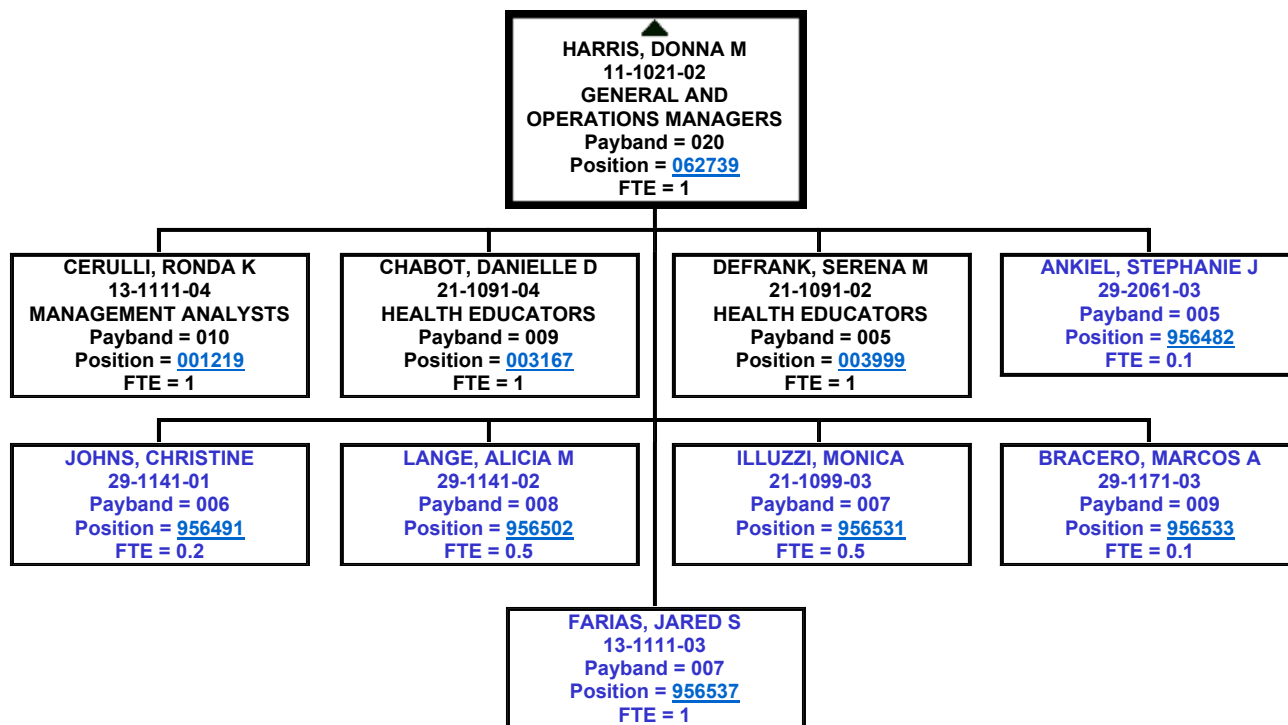


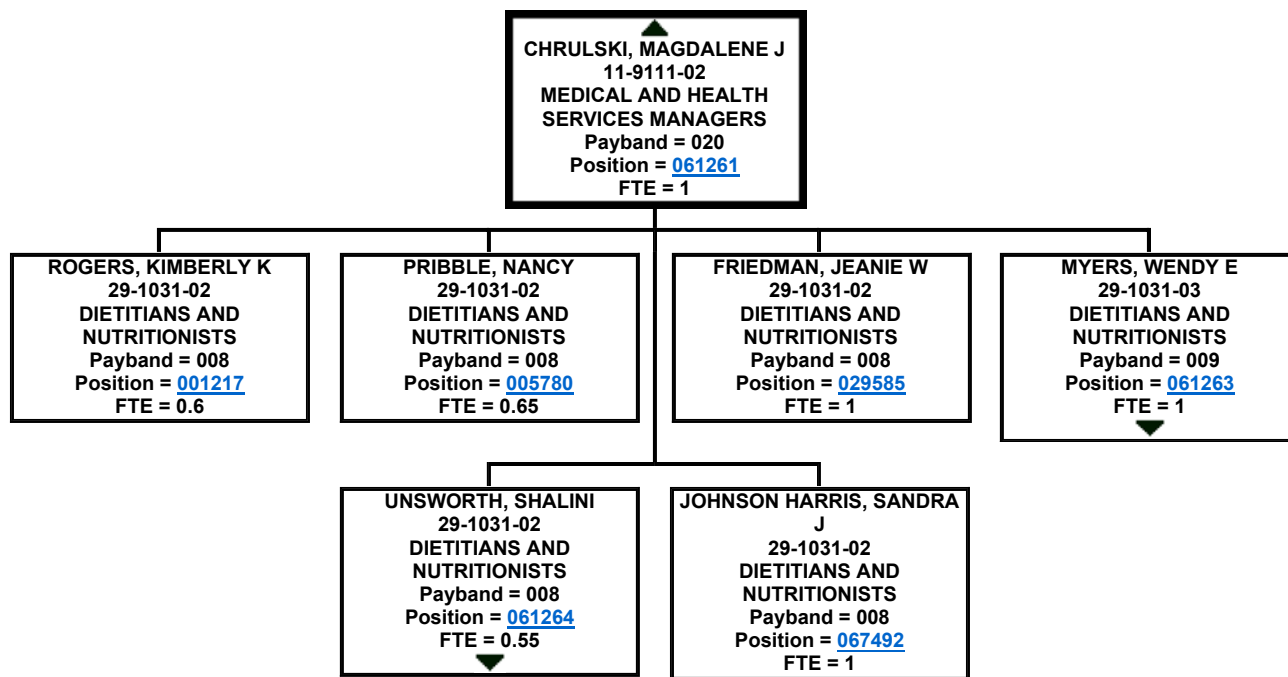


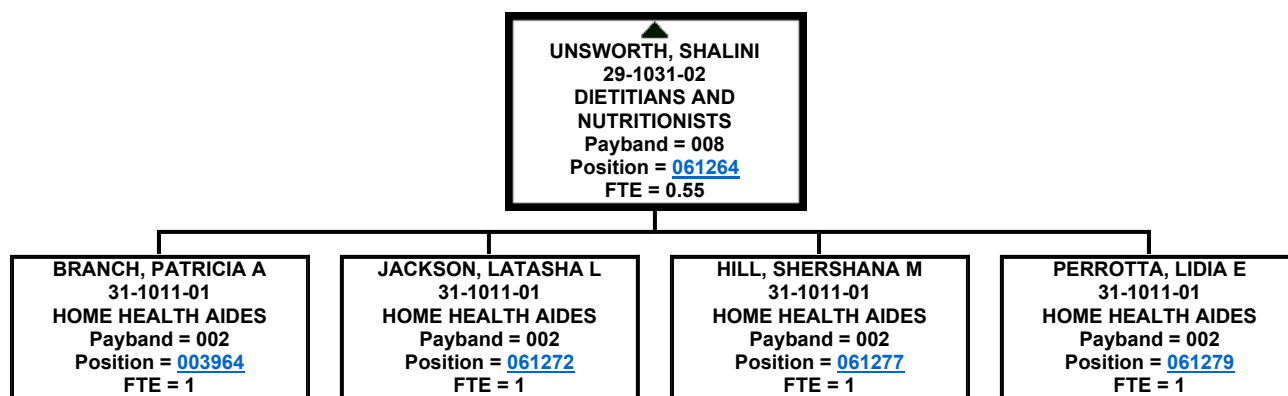


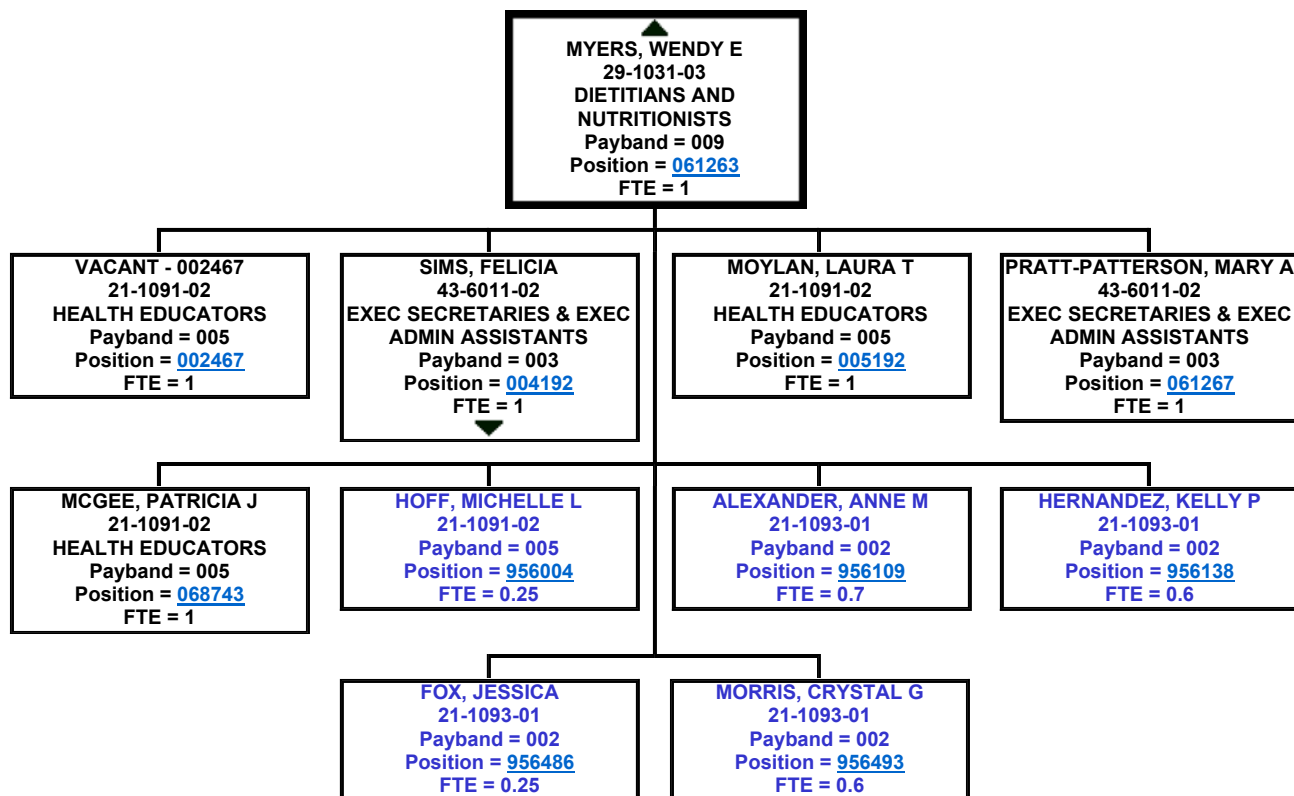


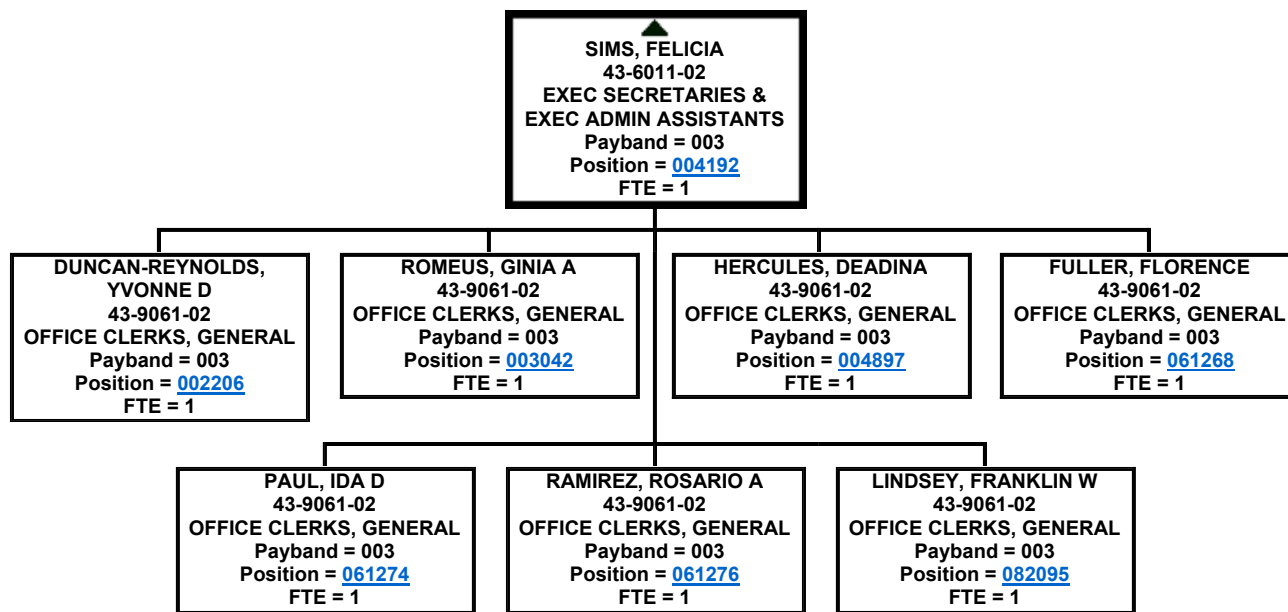


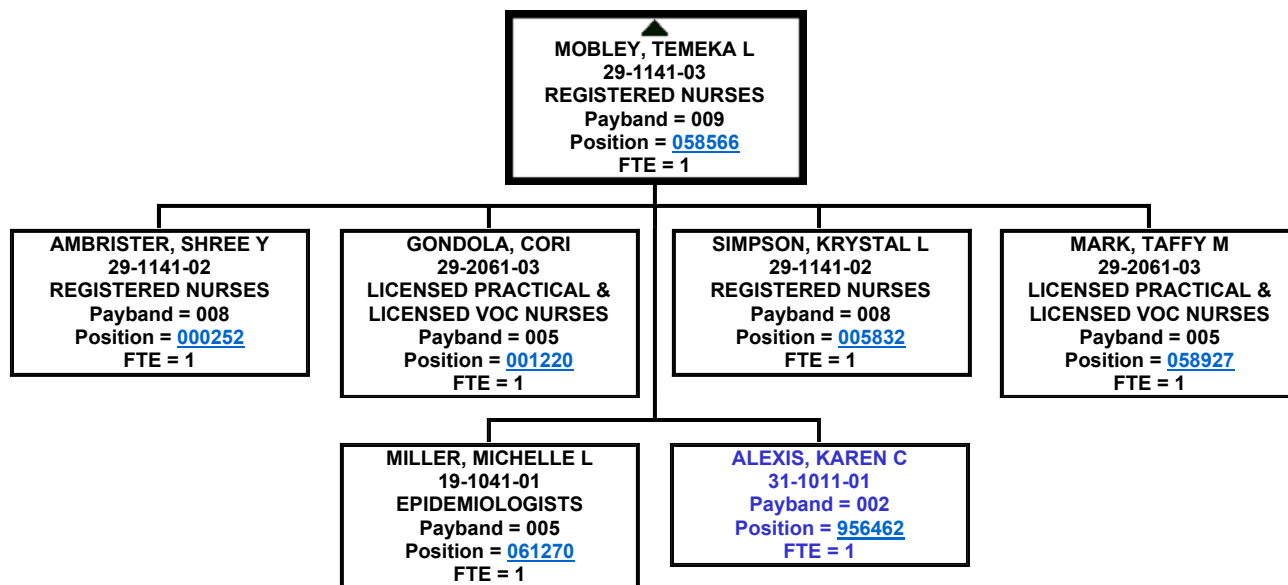


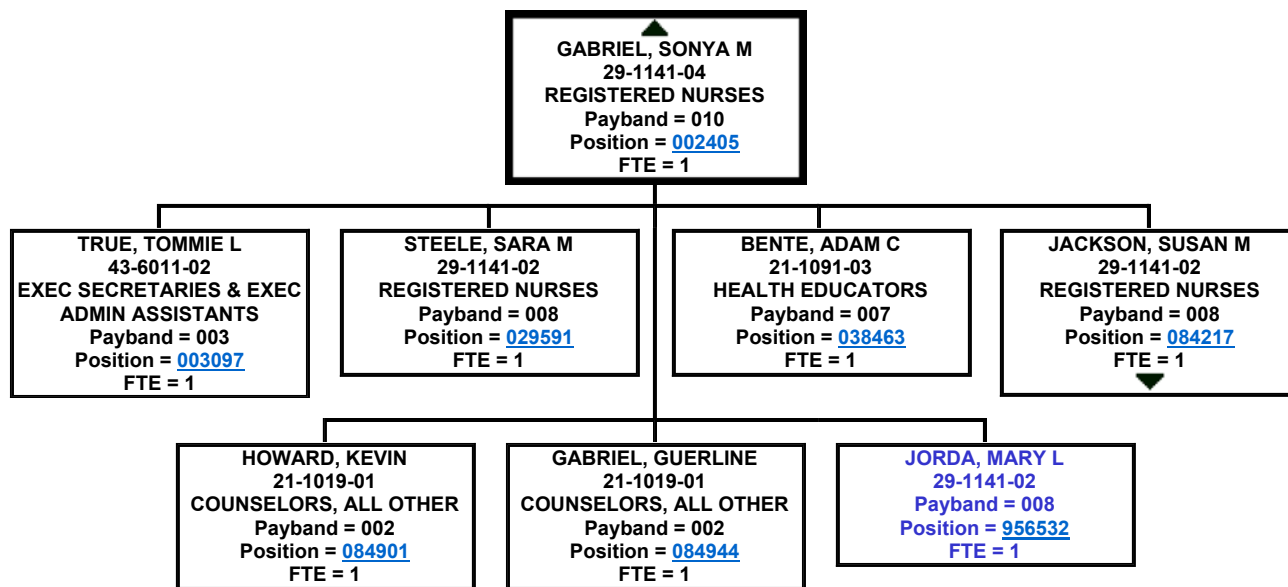




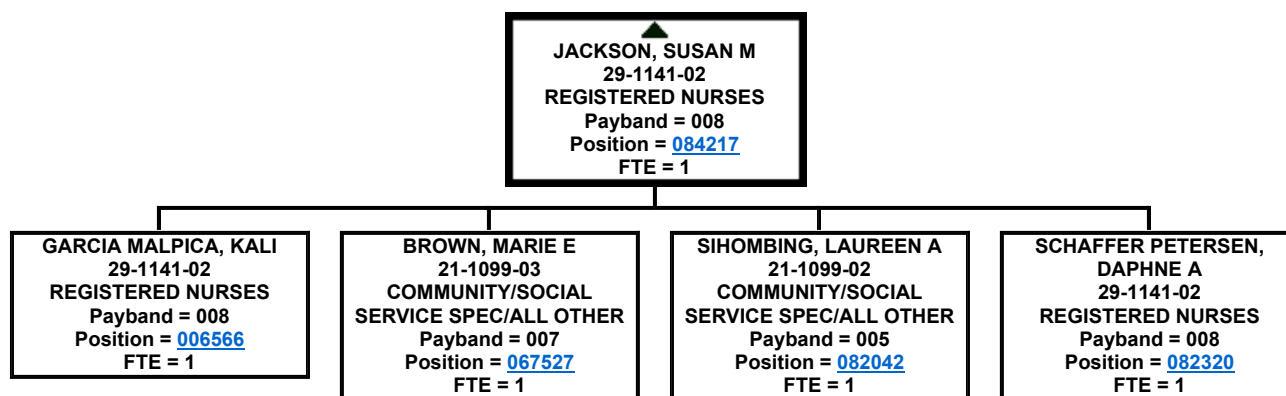


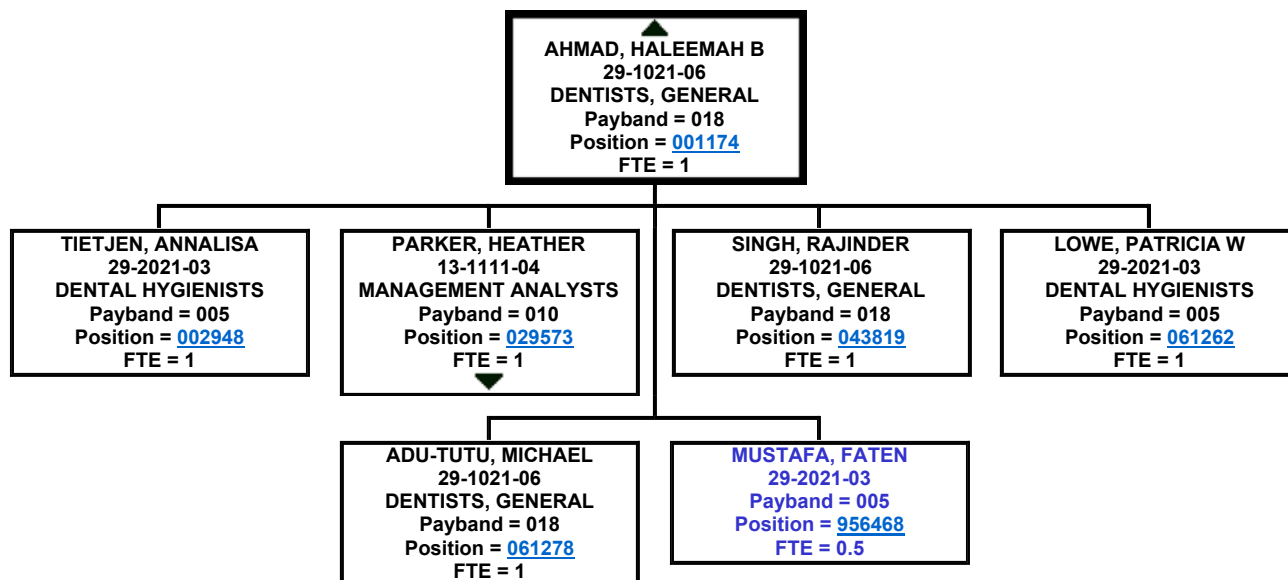


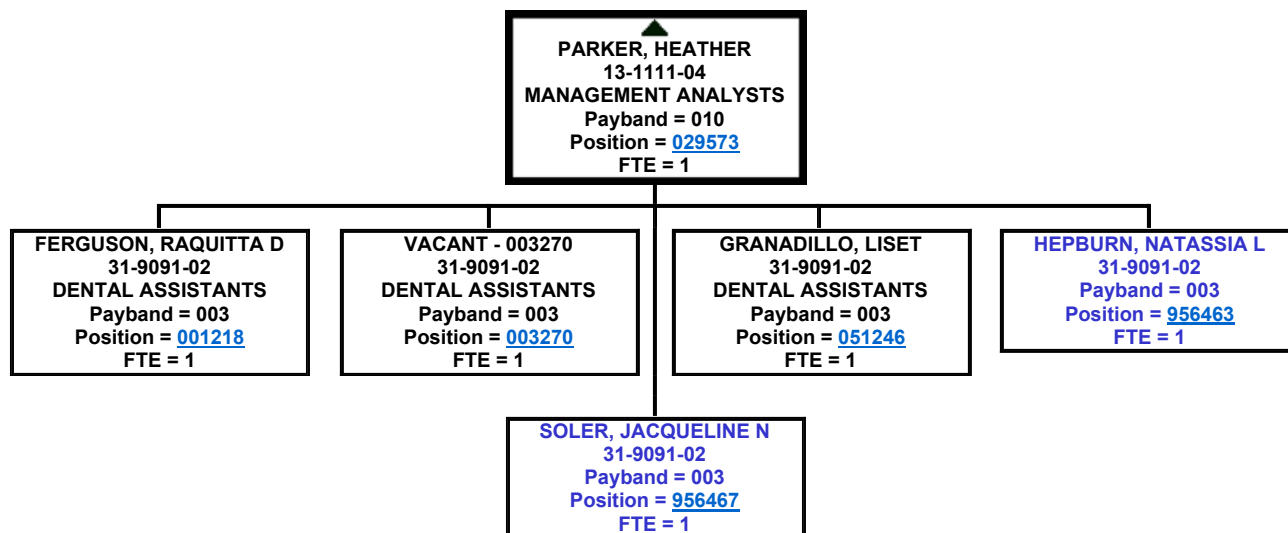












▲  
INGRAM, JANET L  
11-9111-01  
MEDICAL AND HEALTH  
SERVICES MANAGERS  
Payband = 019  
Position = [000344](#)  
FTE = 1

CHERY, MIRLAND R  
19-4099-01  
LIFE/PHYSICAL/SOCIAL SCI  
TECH, ALL OTHER  
Payband = 002  
Position = [051175](#)  
FTE = 1

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▲  
ROSCOE, CAROLYN  
43-6011-02  
EXEC SECRETARIES &  
EXEC ADMIN ASSISTANTS  
Payband = 003  
Position = [001236](#)  
FTE = 1

VACANT - [956528](#)  
43-9061-02  
Payband = 003  
Position = [956528](#)  
FTE = 0.6

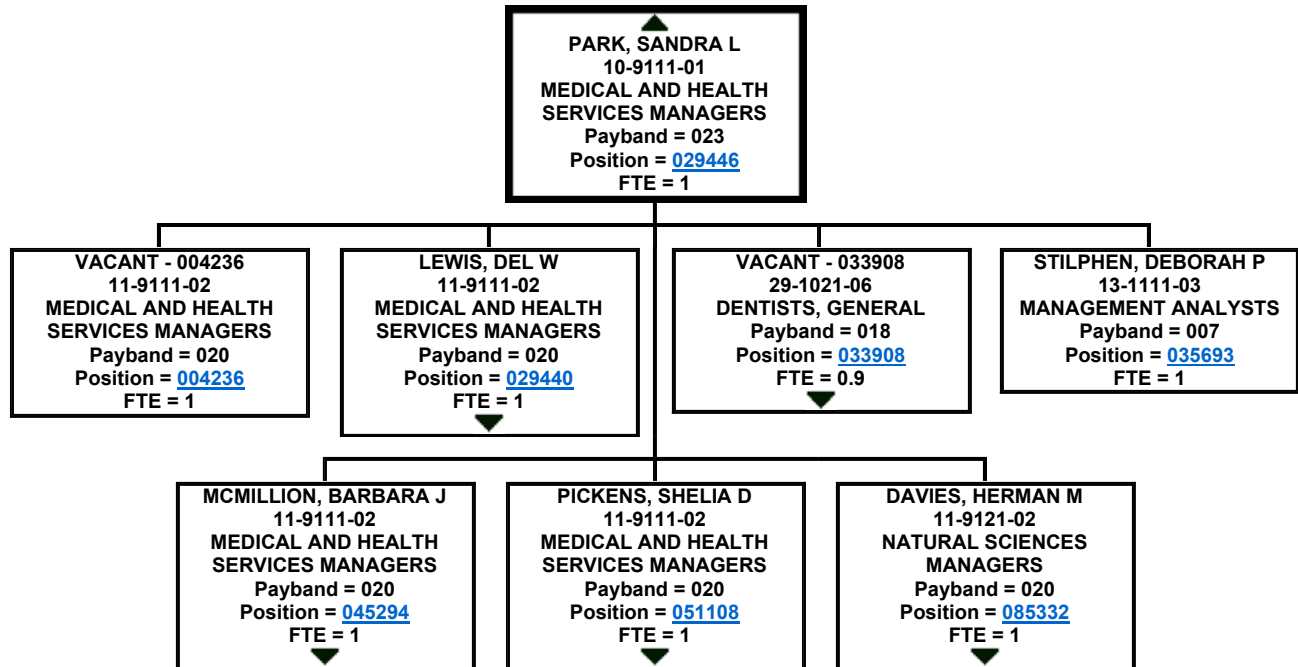
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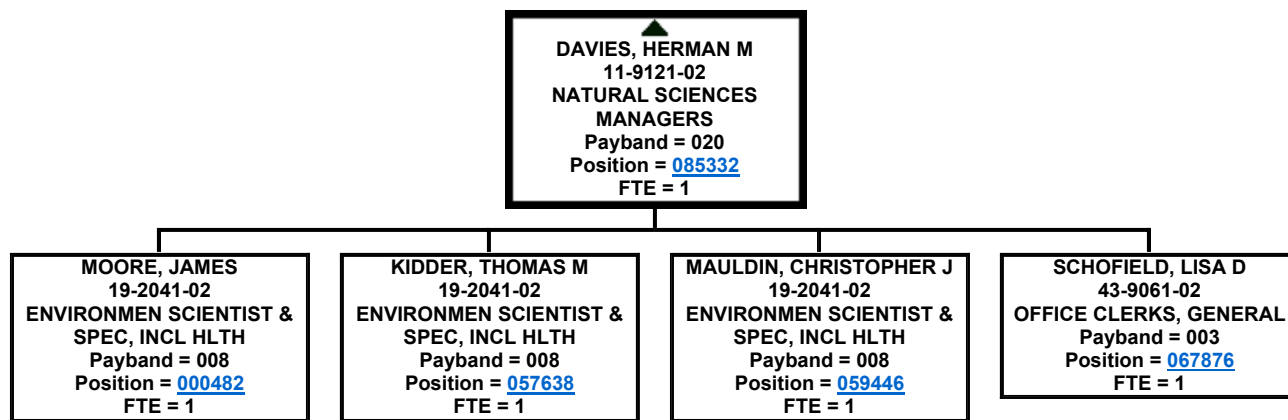
# CHD 57 - Santa Rosa County Health Department

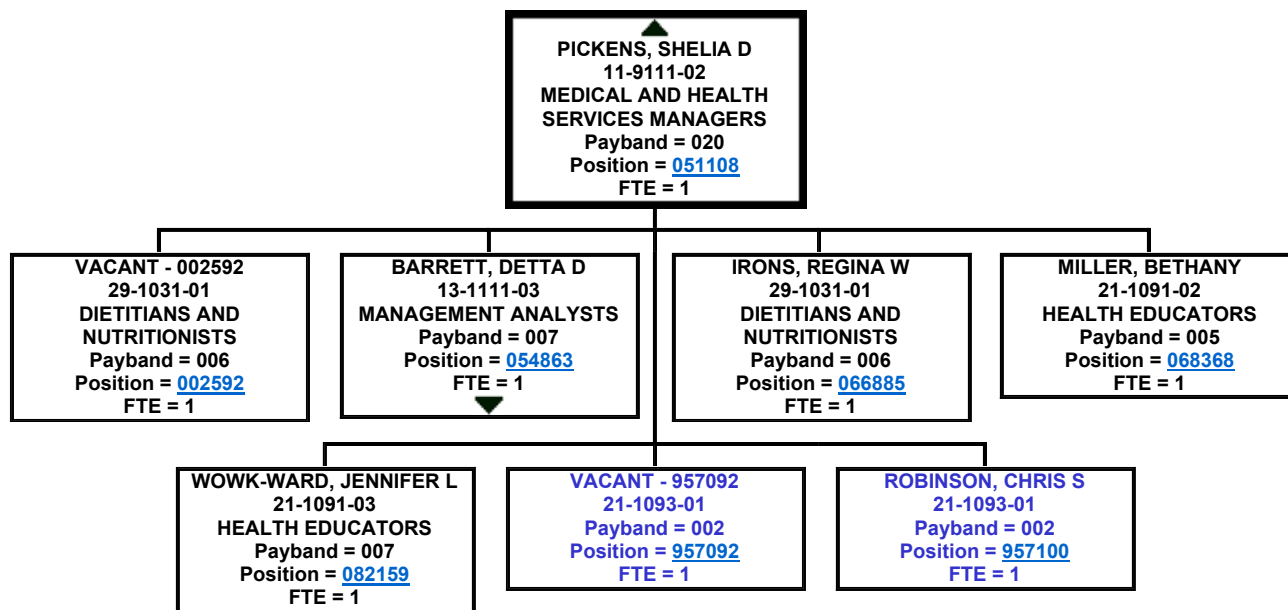
Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First**

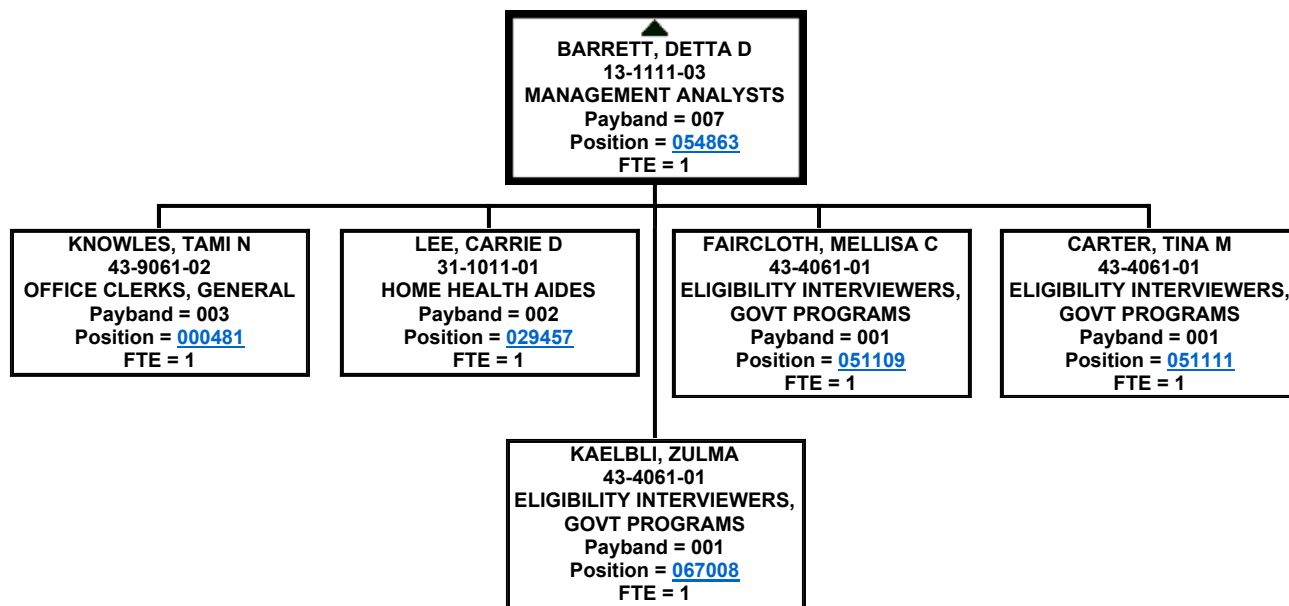
**Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

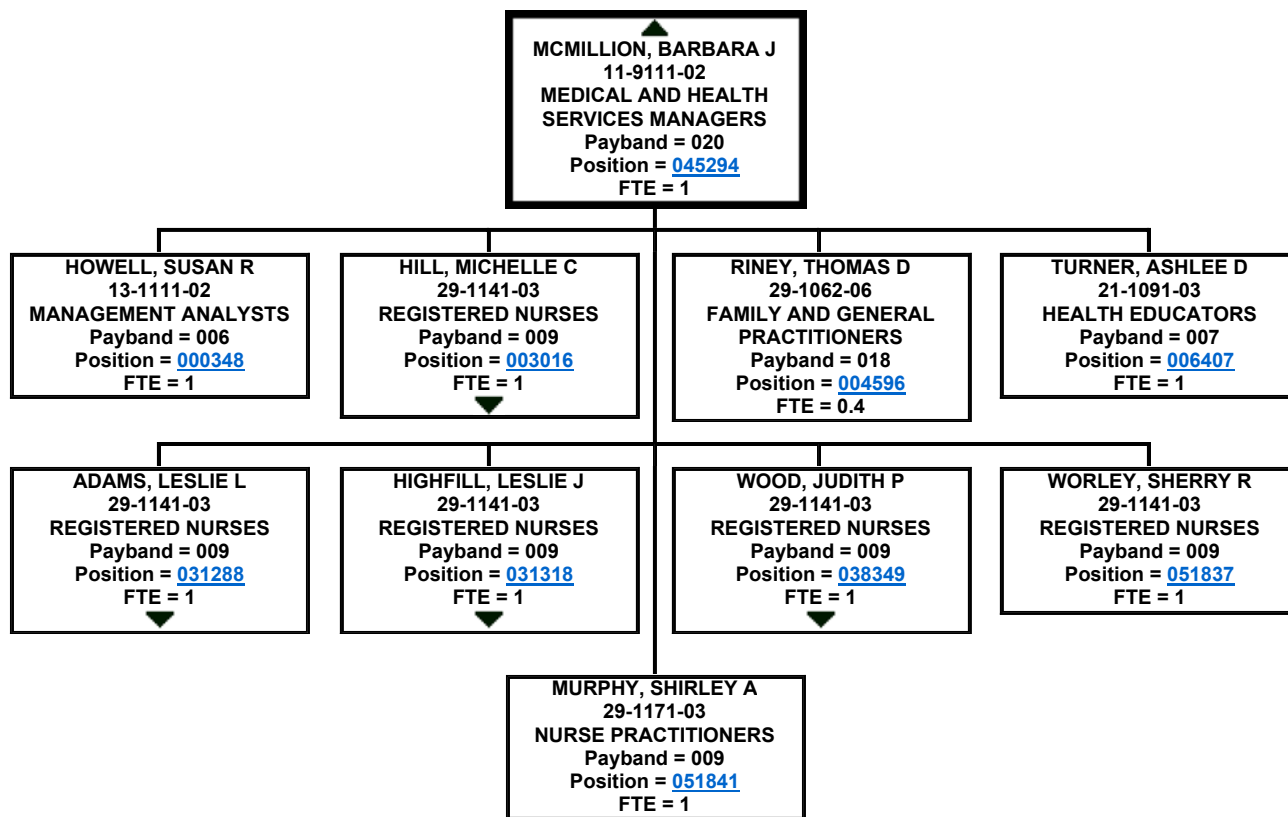


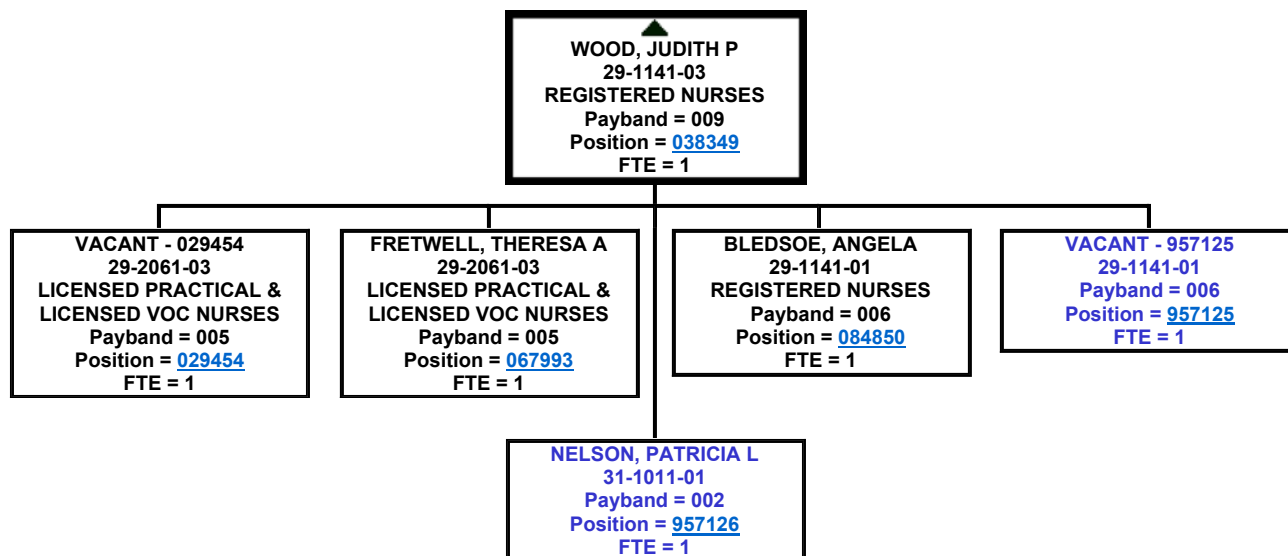


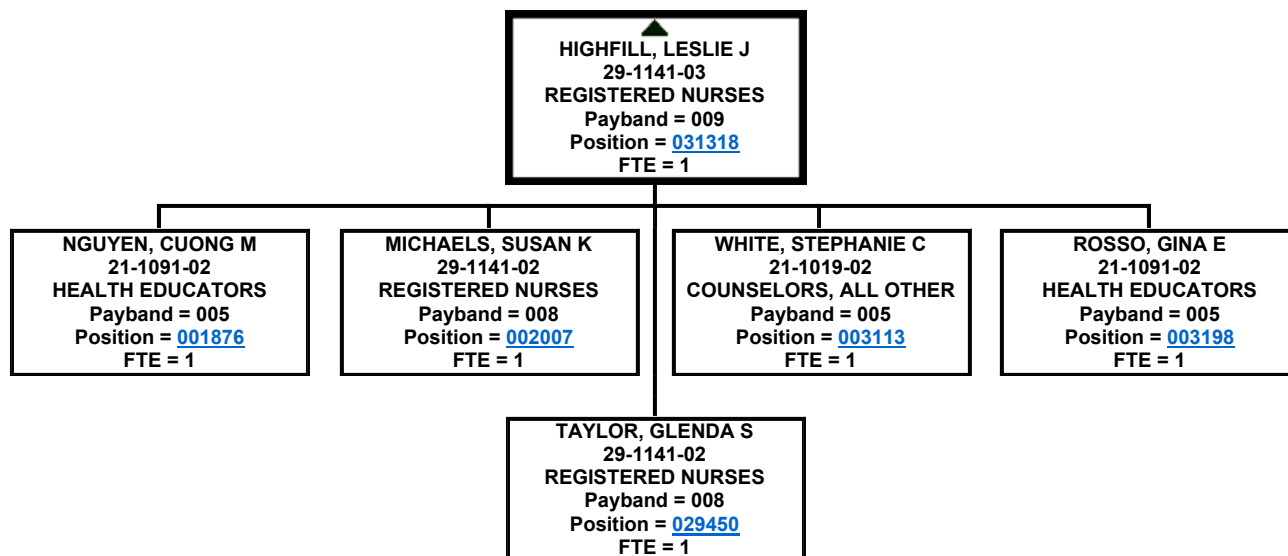


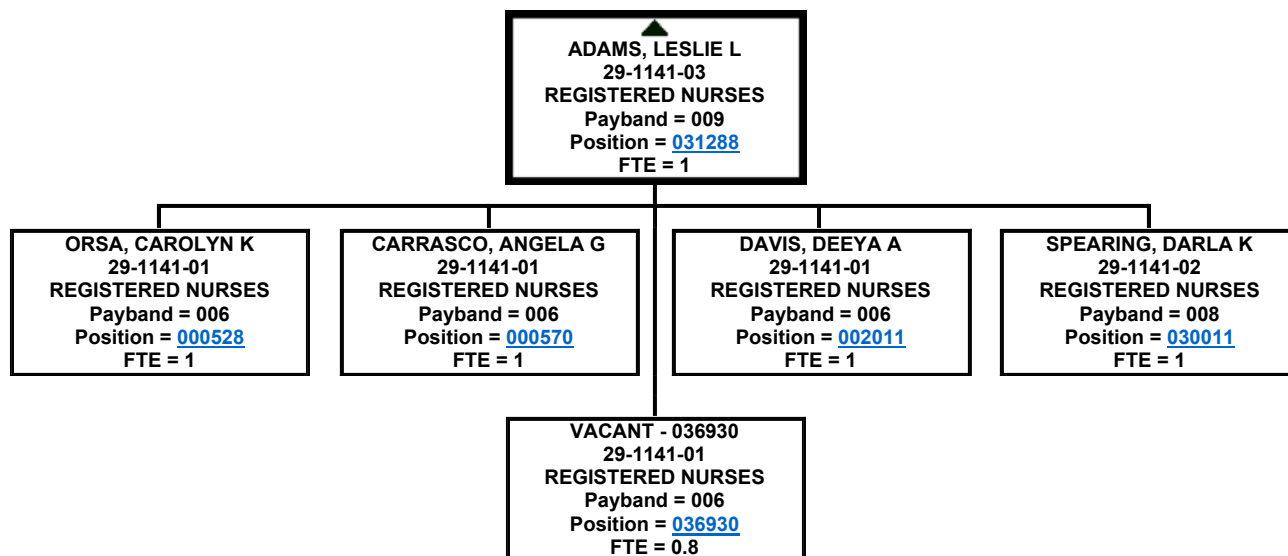


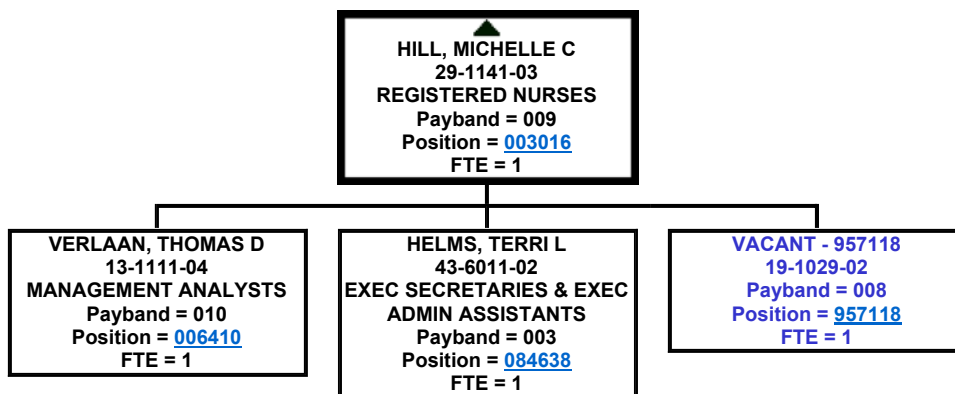


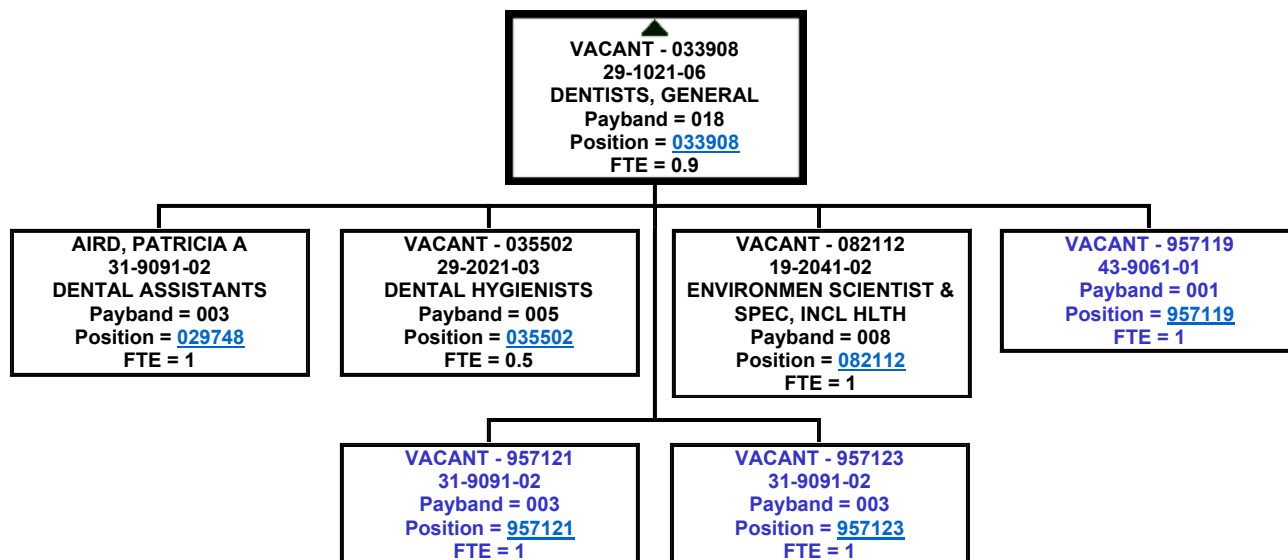


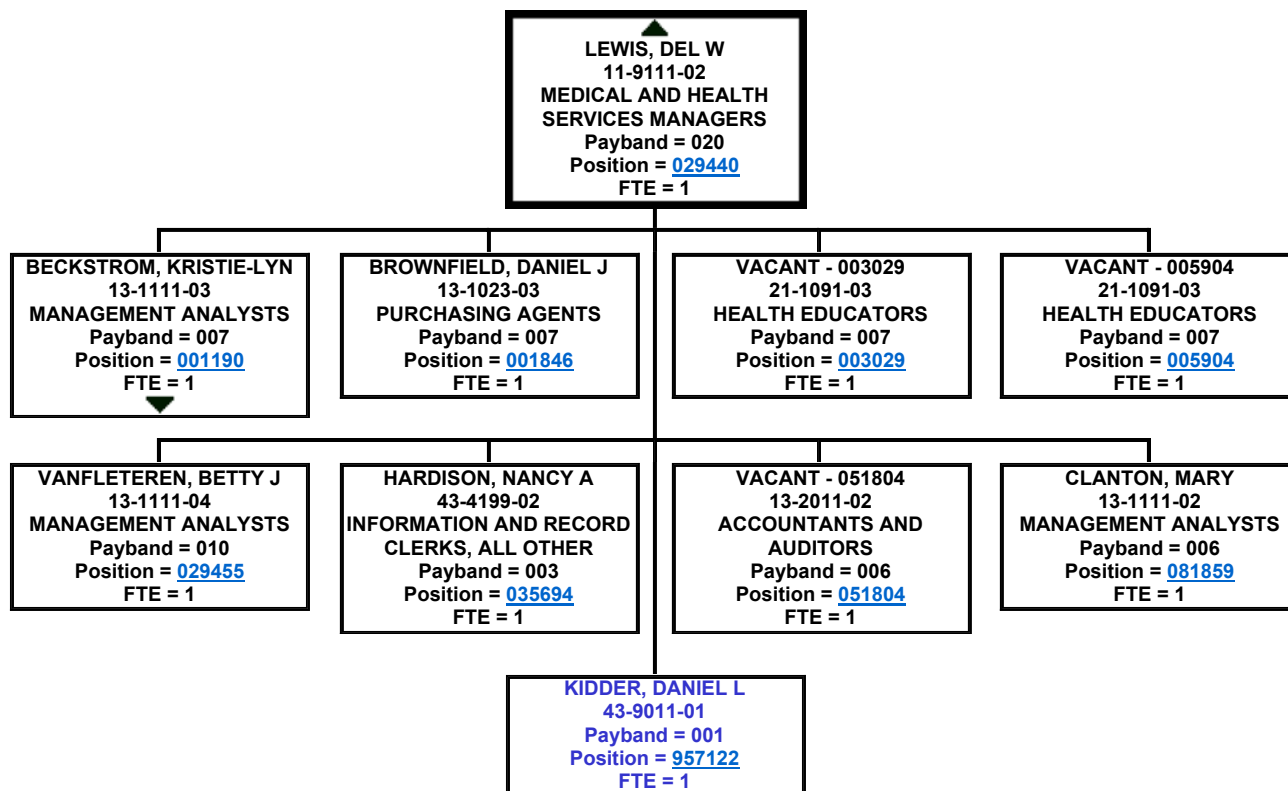




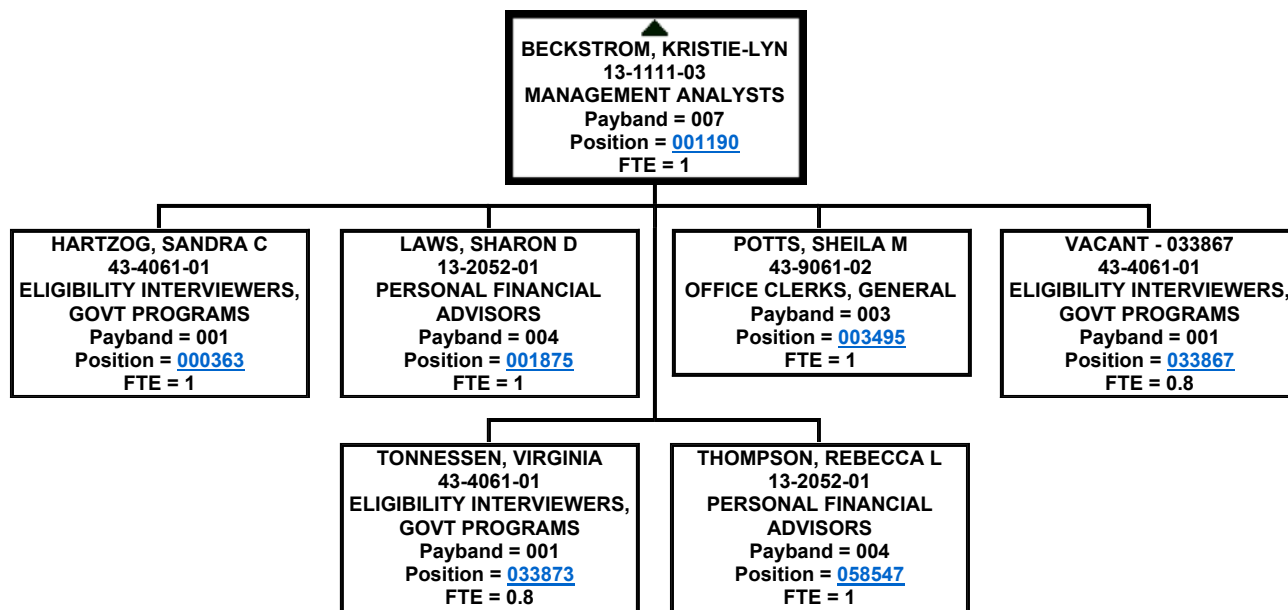








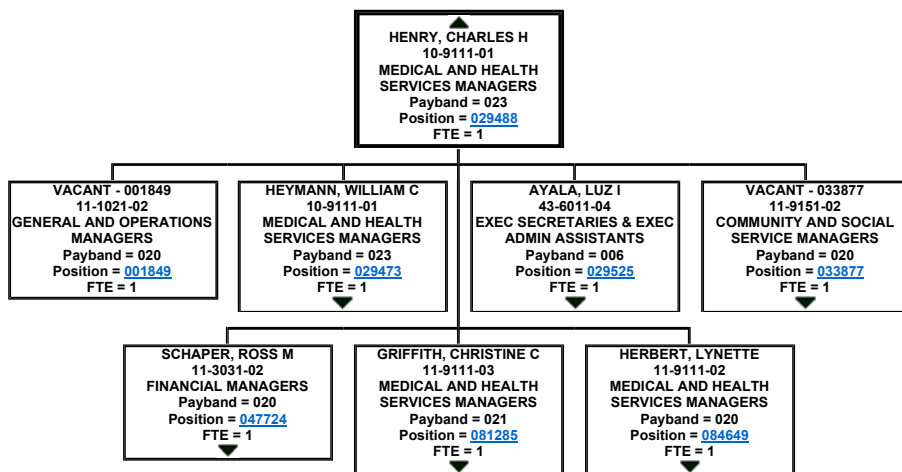


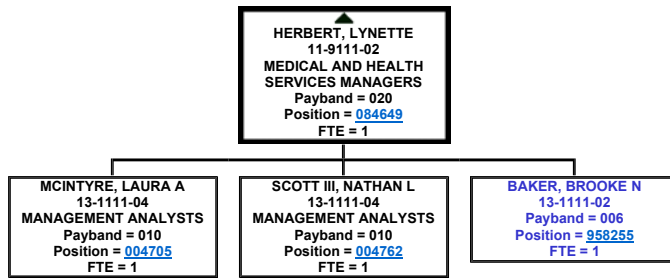


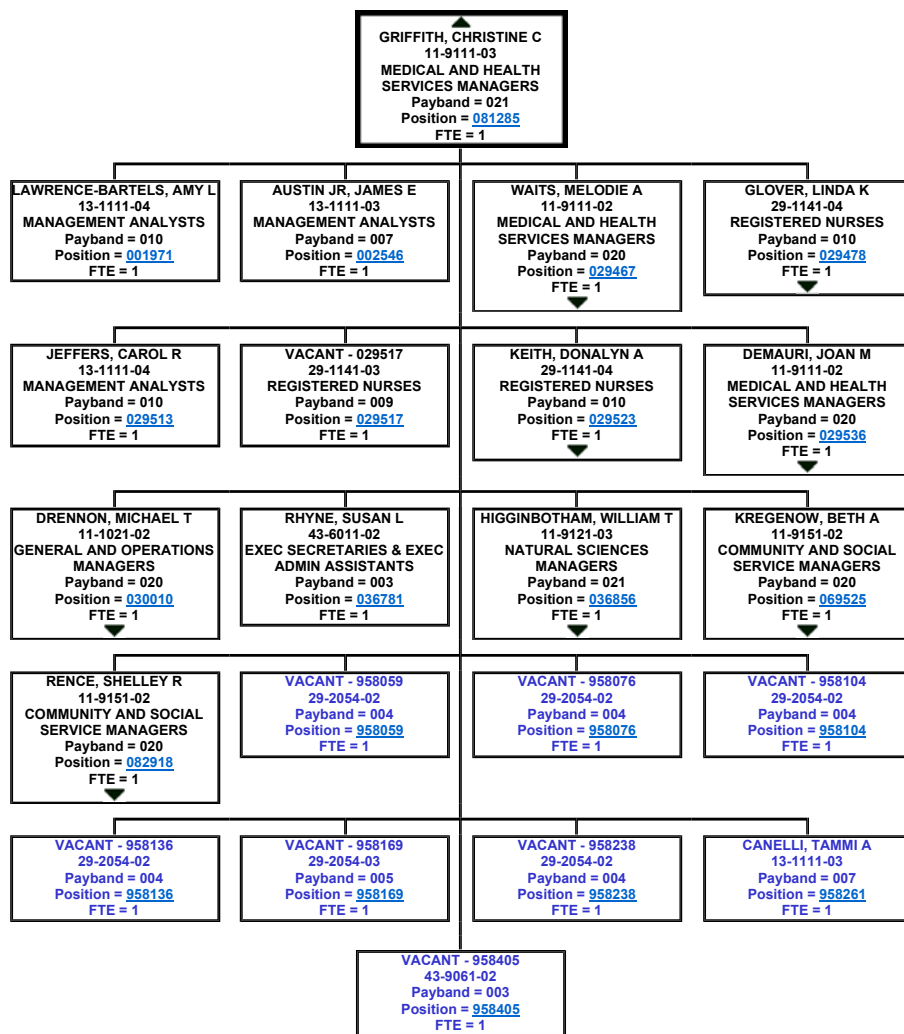
## CHD 58 - Sarasota County Health Department

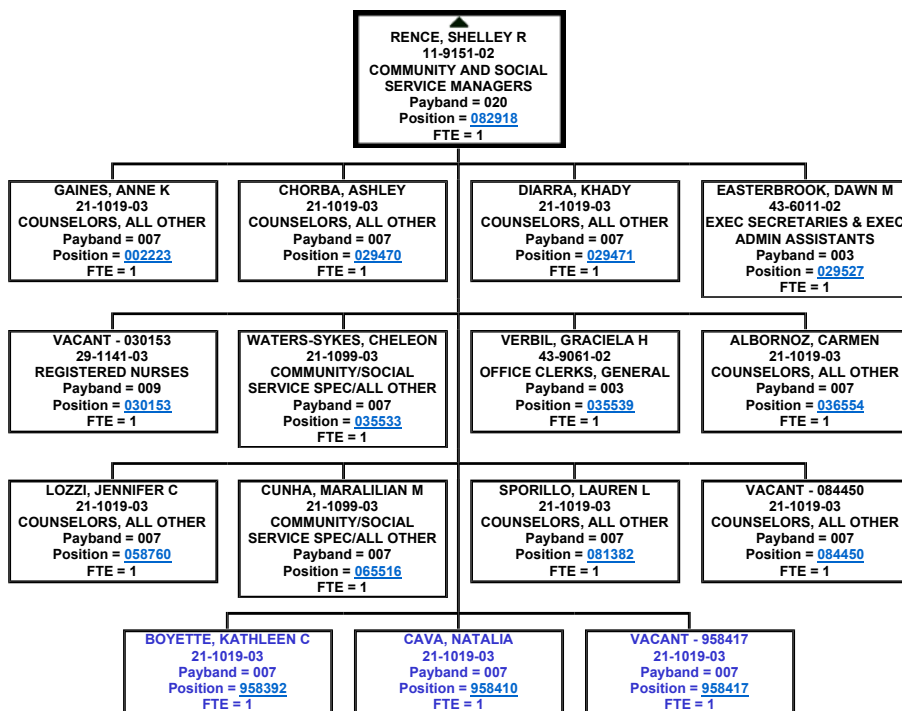
Created: 10/5/2016 10:19:00 AM

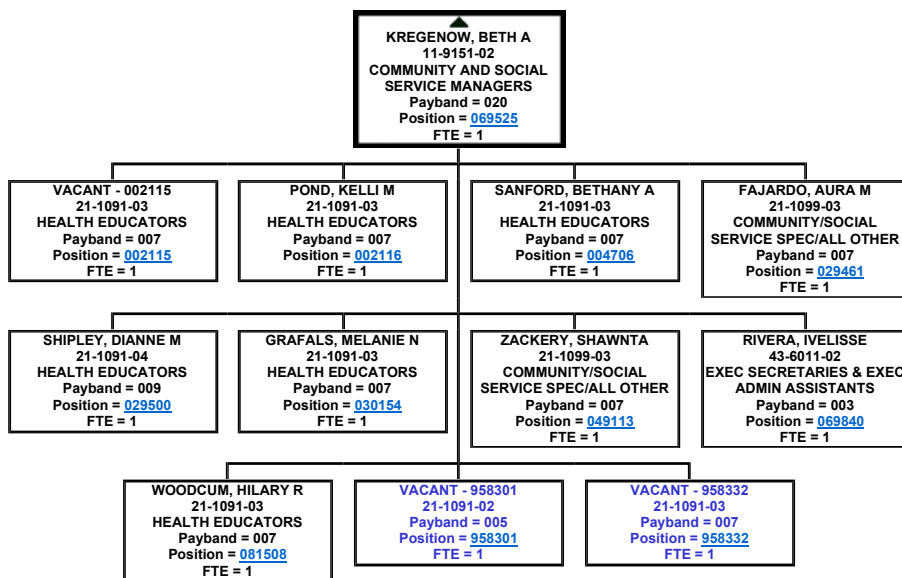
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

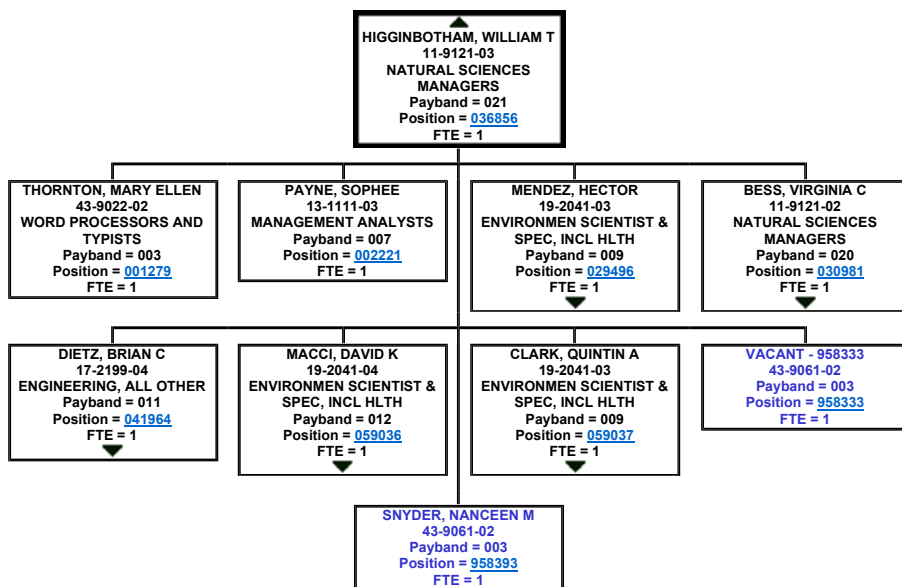


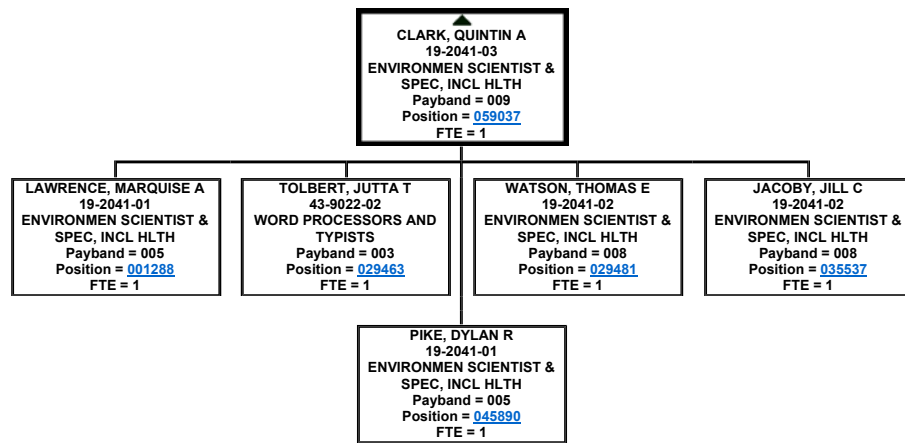




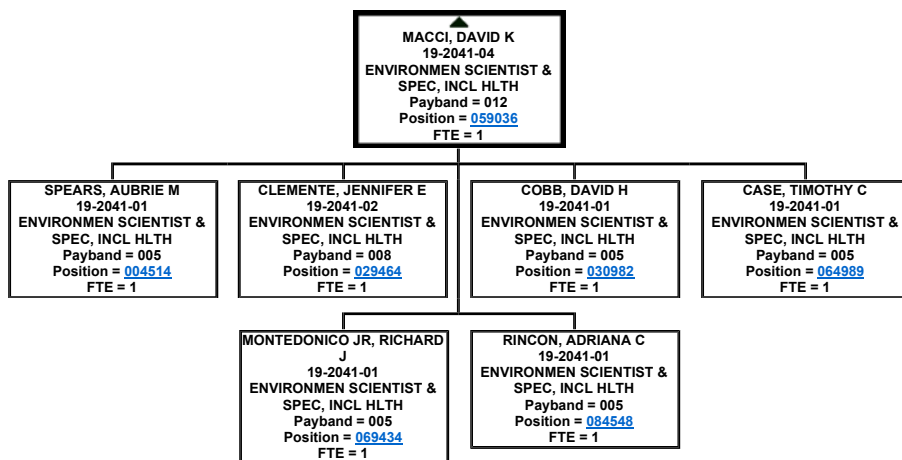


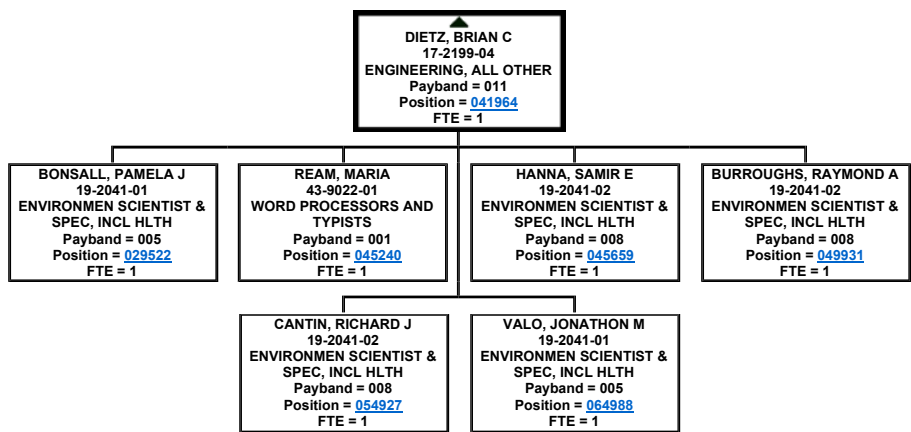


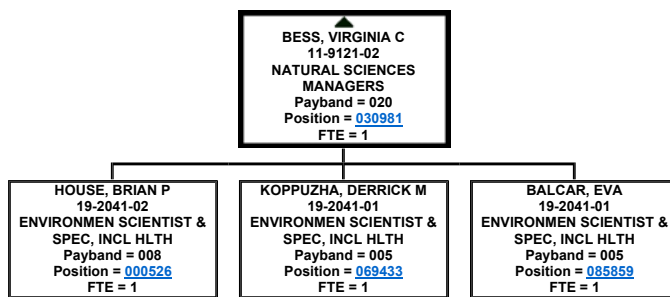


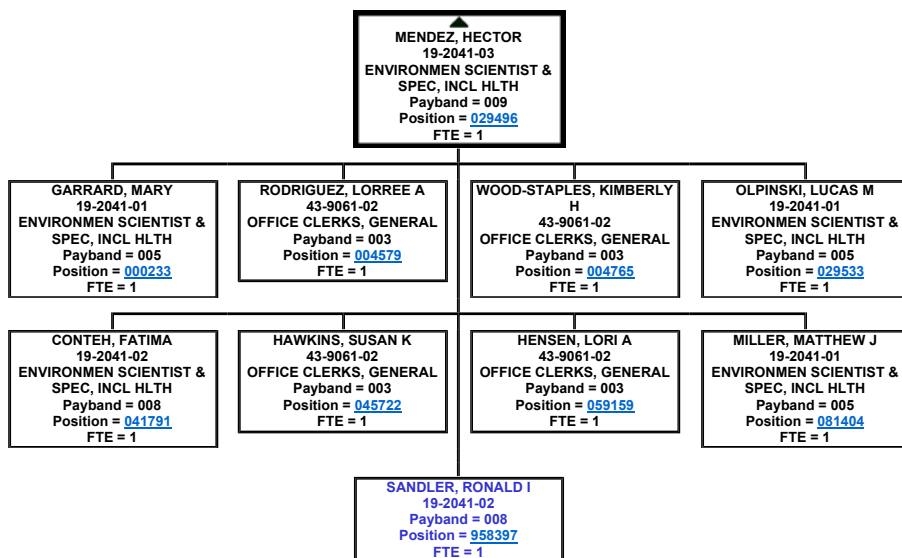


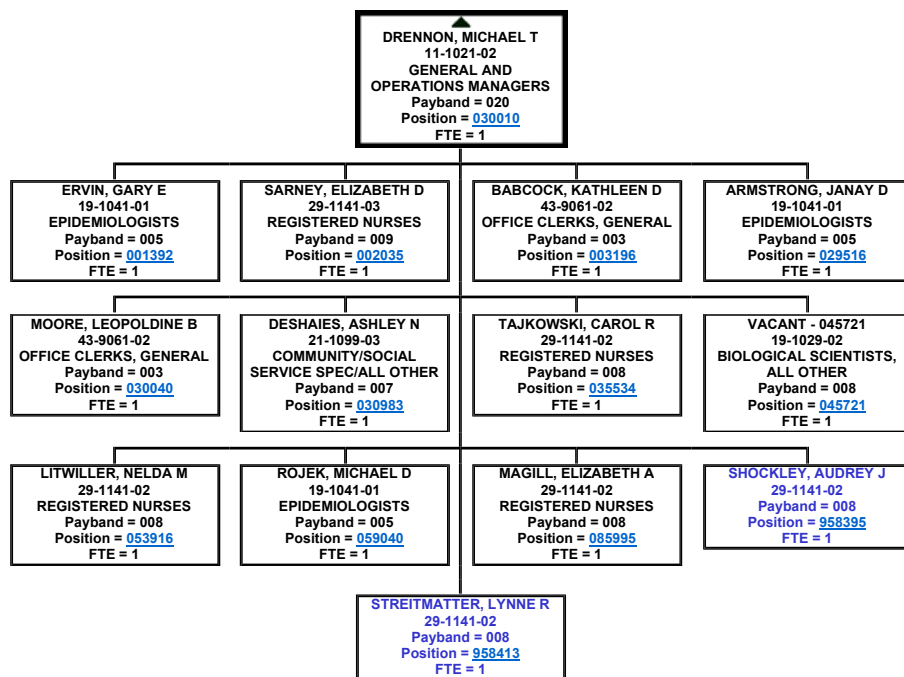


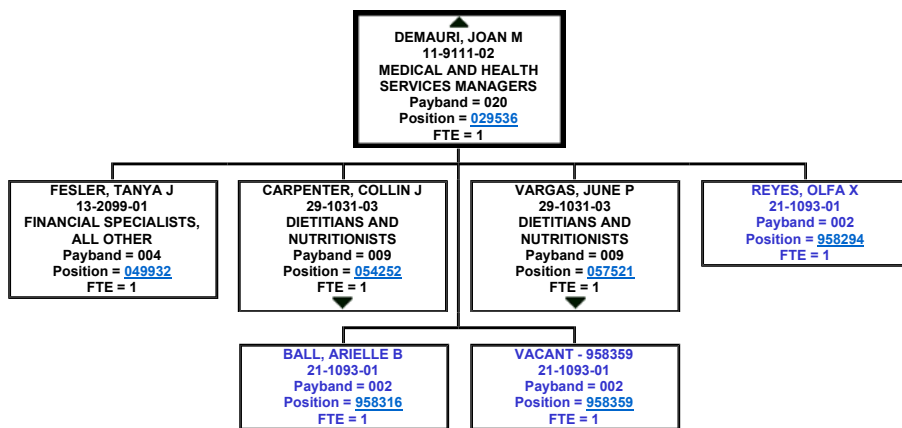


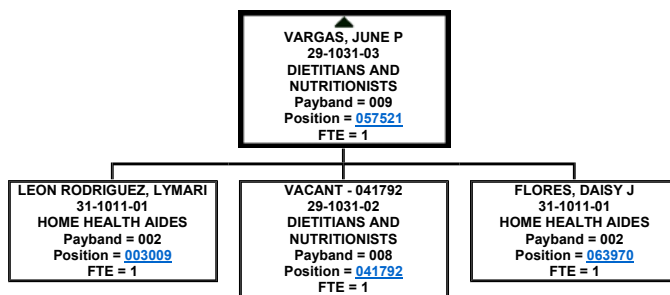


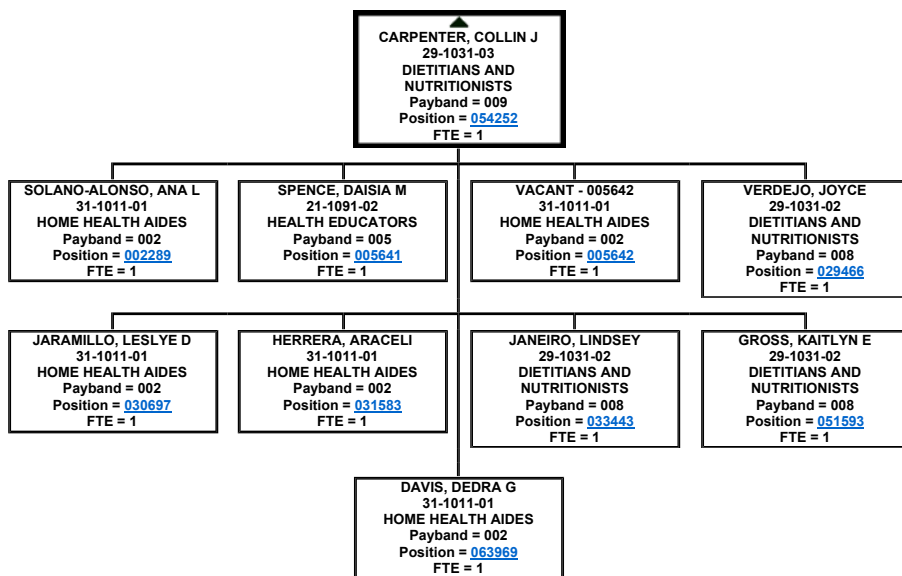




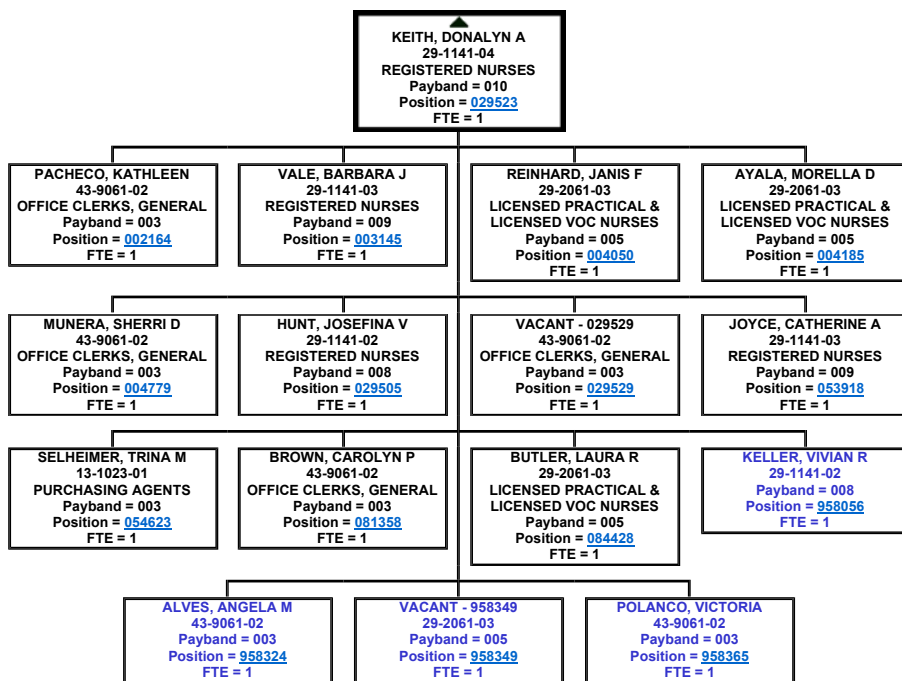


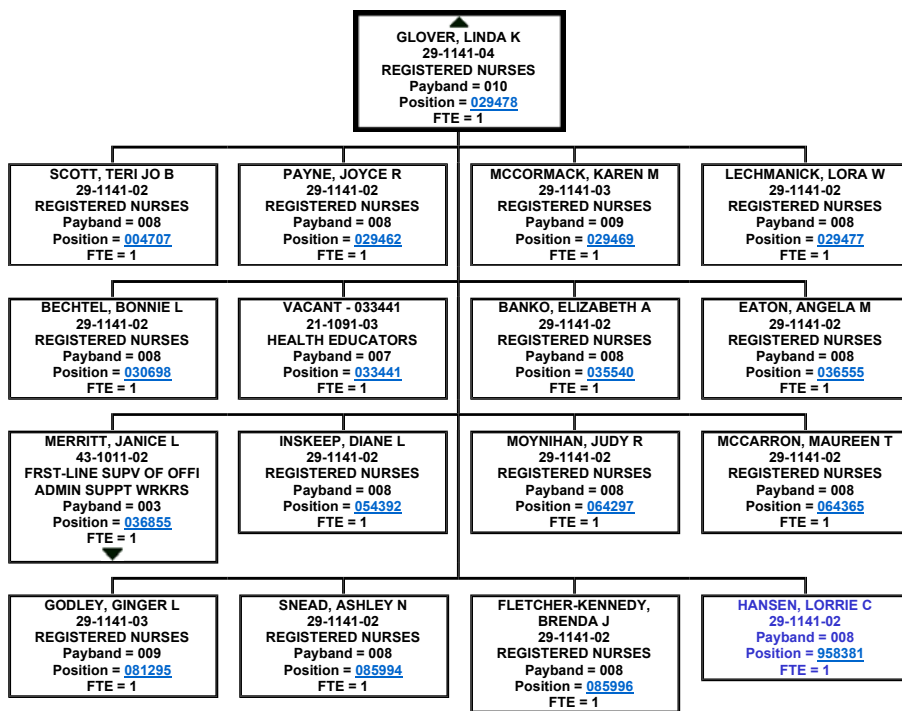


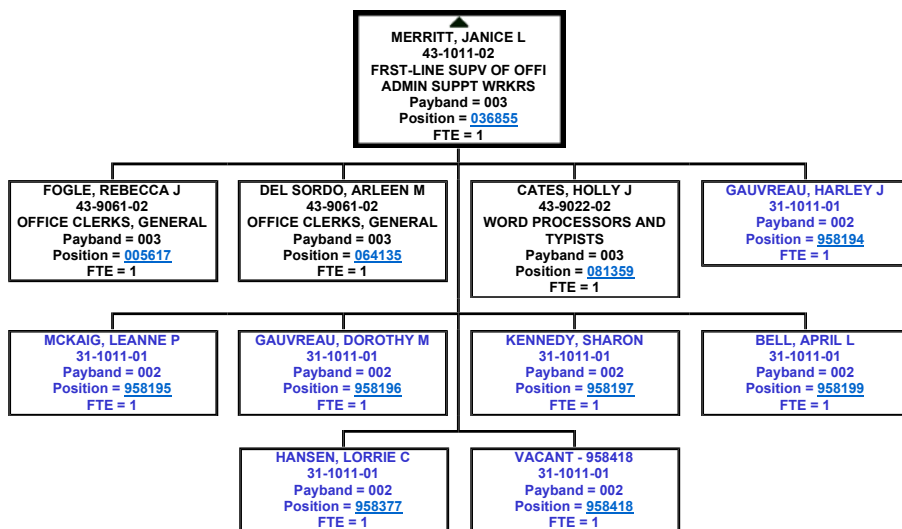


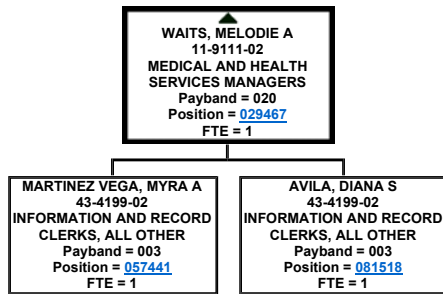


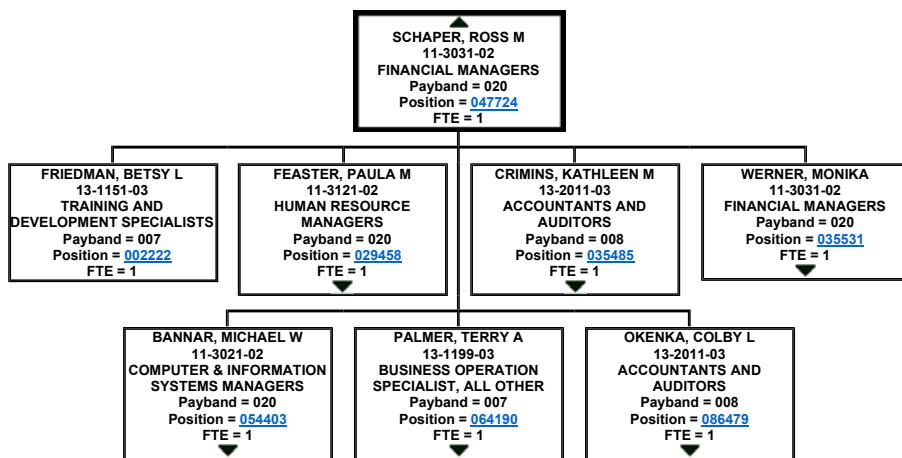


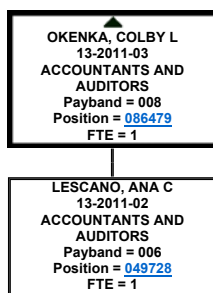


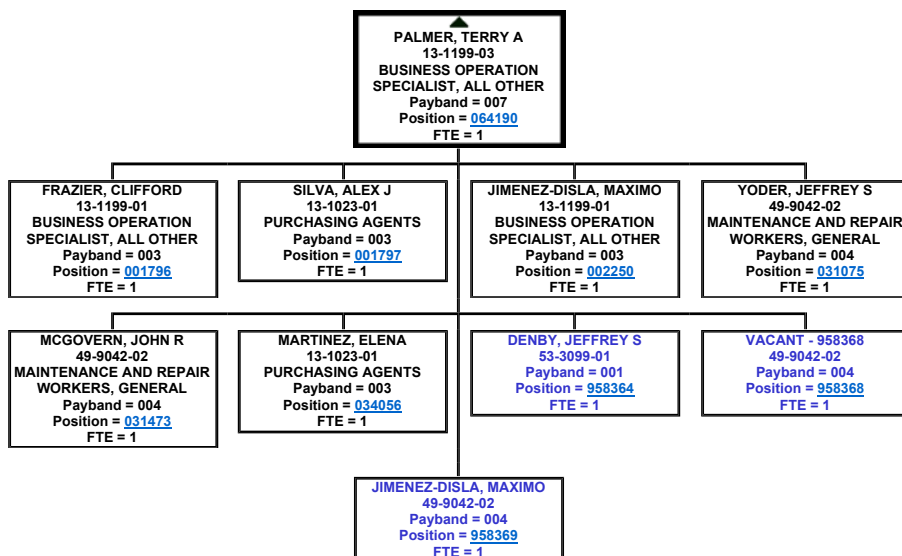


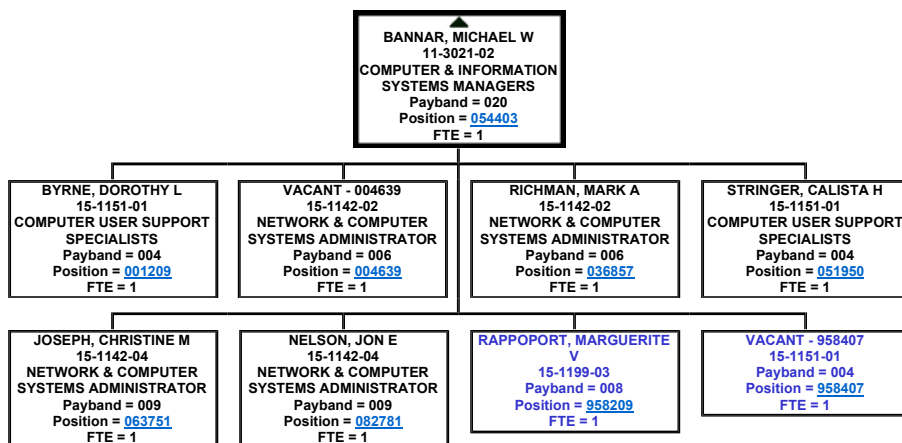










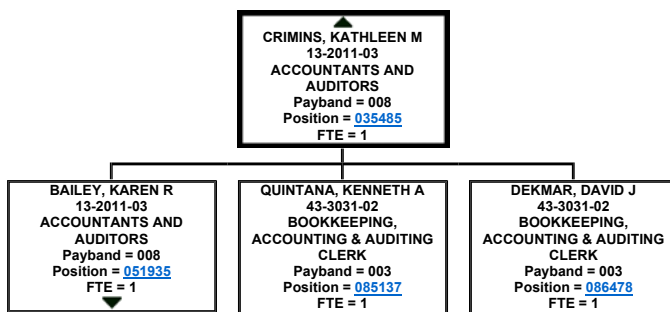


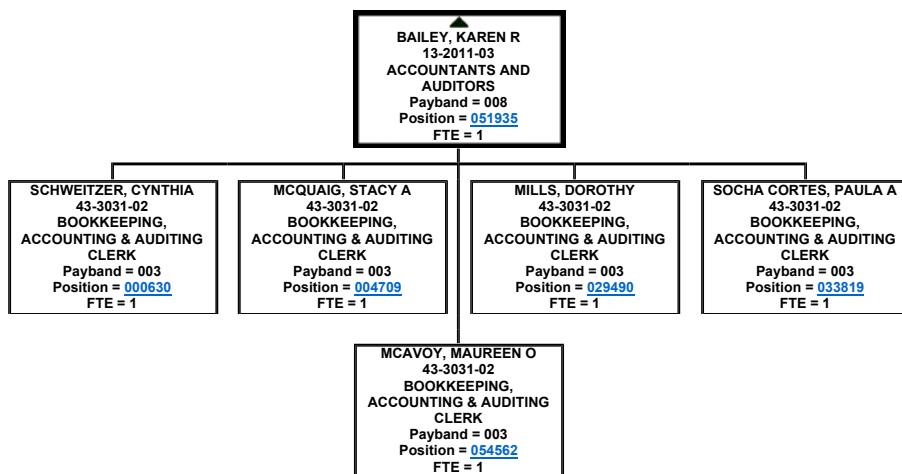


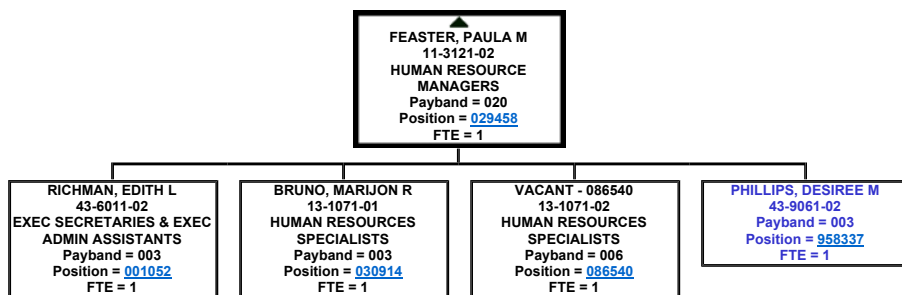
WERNER, MONIKA  
11-3031-02  
FINANCIAL MANAGERS  
Payband = 020  
Position = [035531](#)  
FTE = 1

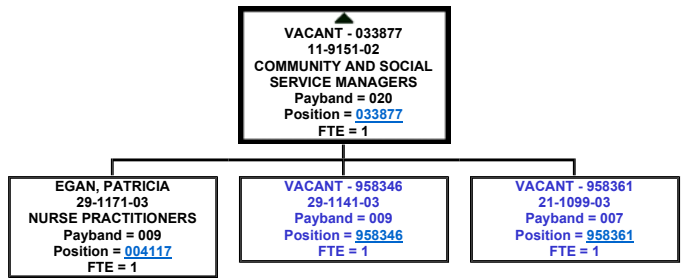
ROGERS, CAROL A  
13-2011-02  
ACCOUNTANTS AND  
AUDITORS  
Payband = 006  
Position = [029532](#)  
FTE = 1

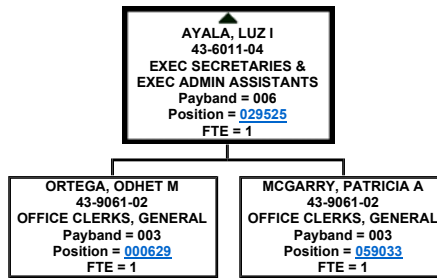
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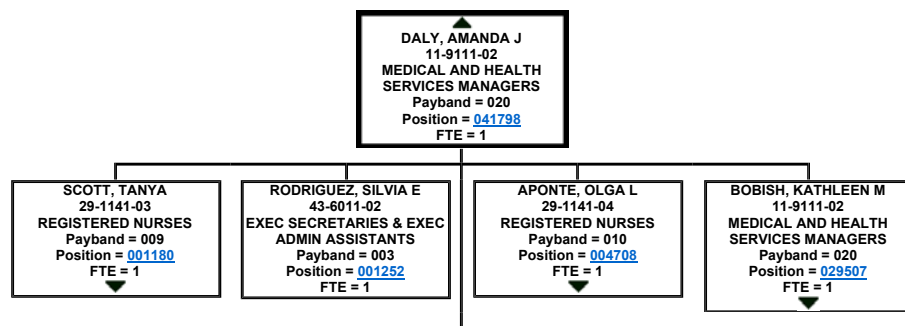


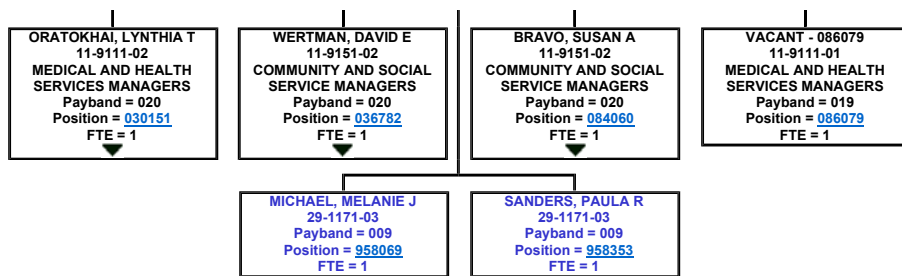




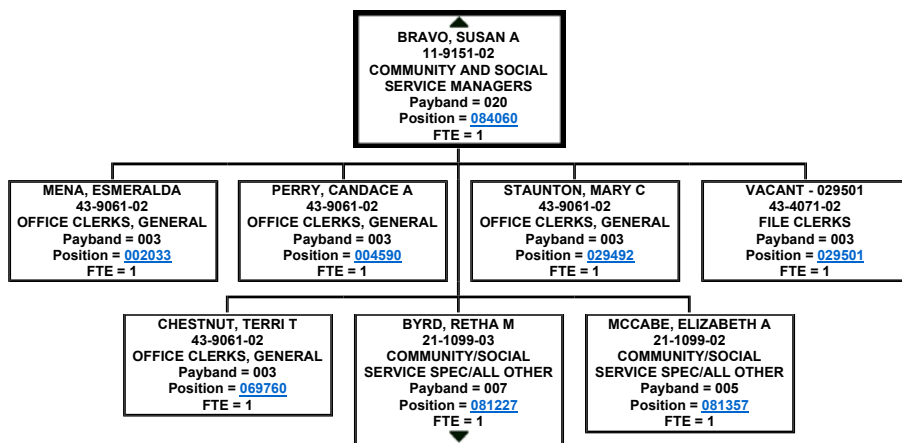


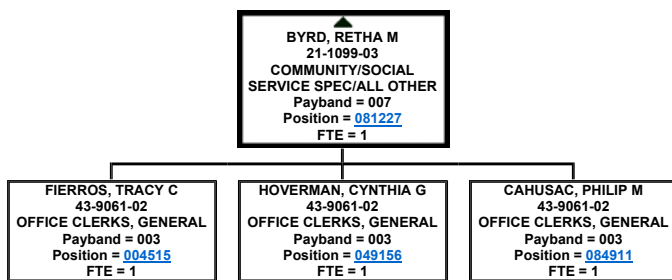


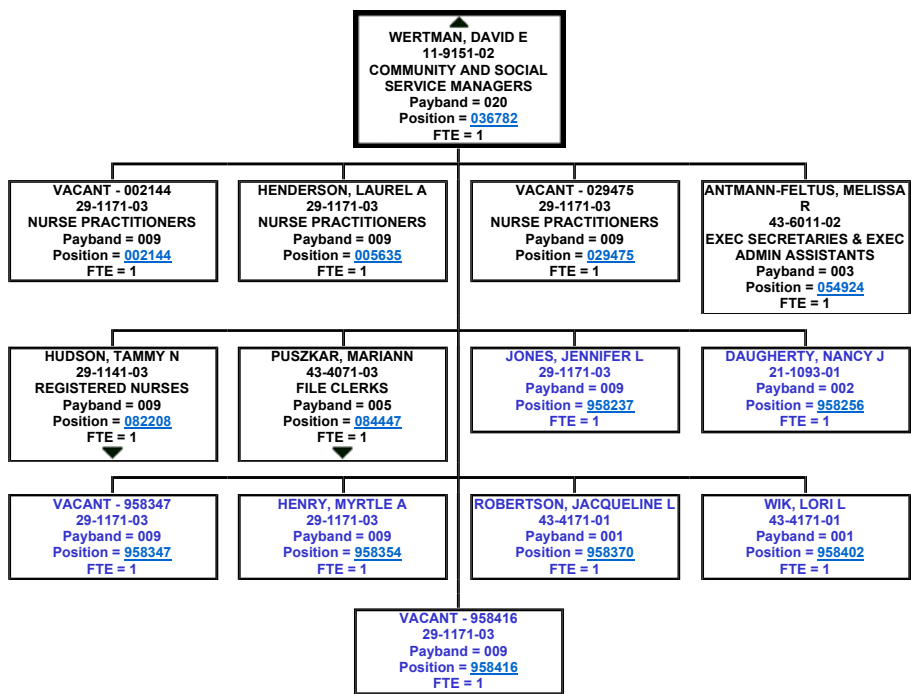


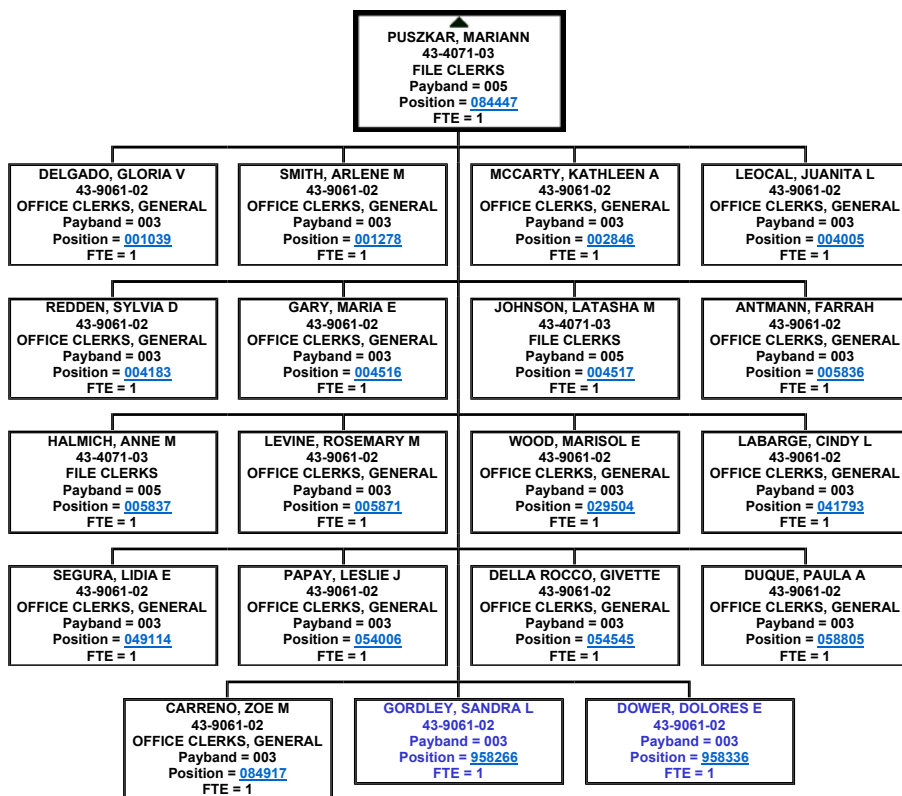


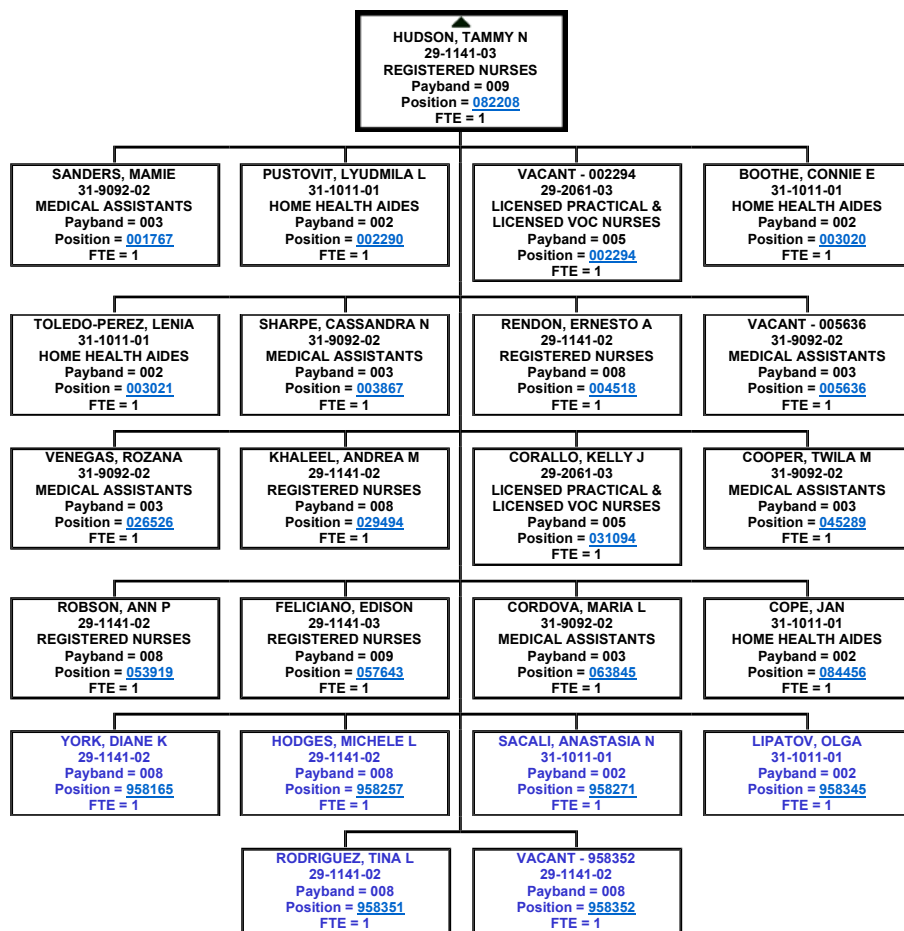


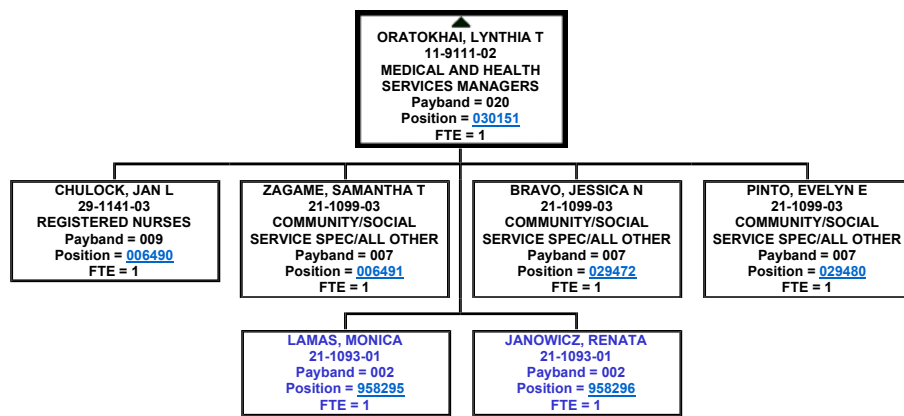


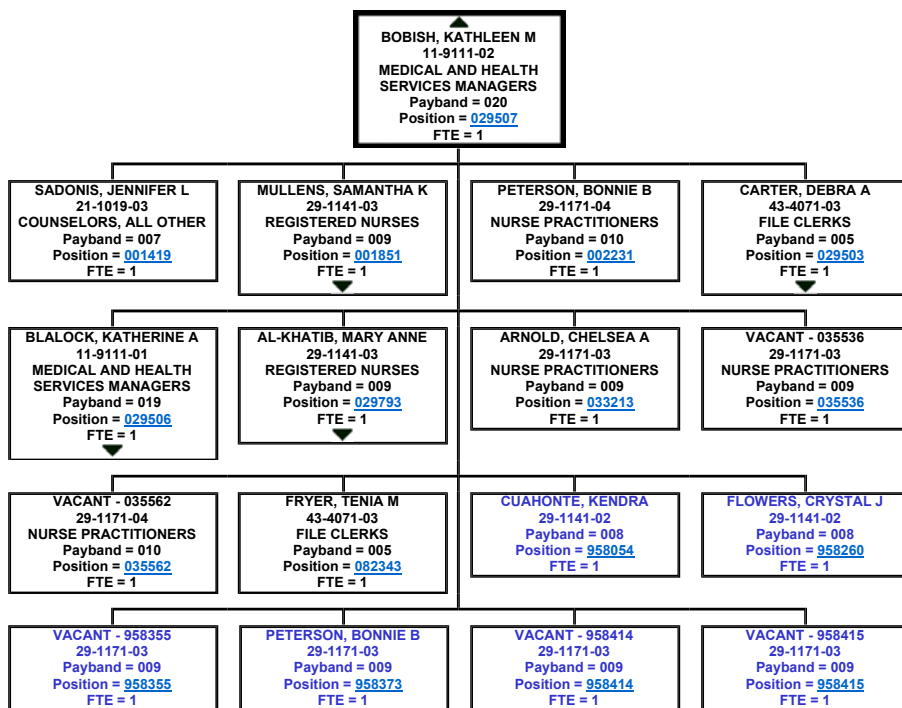


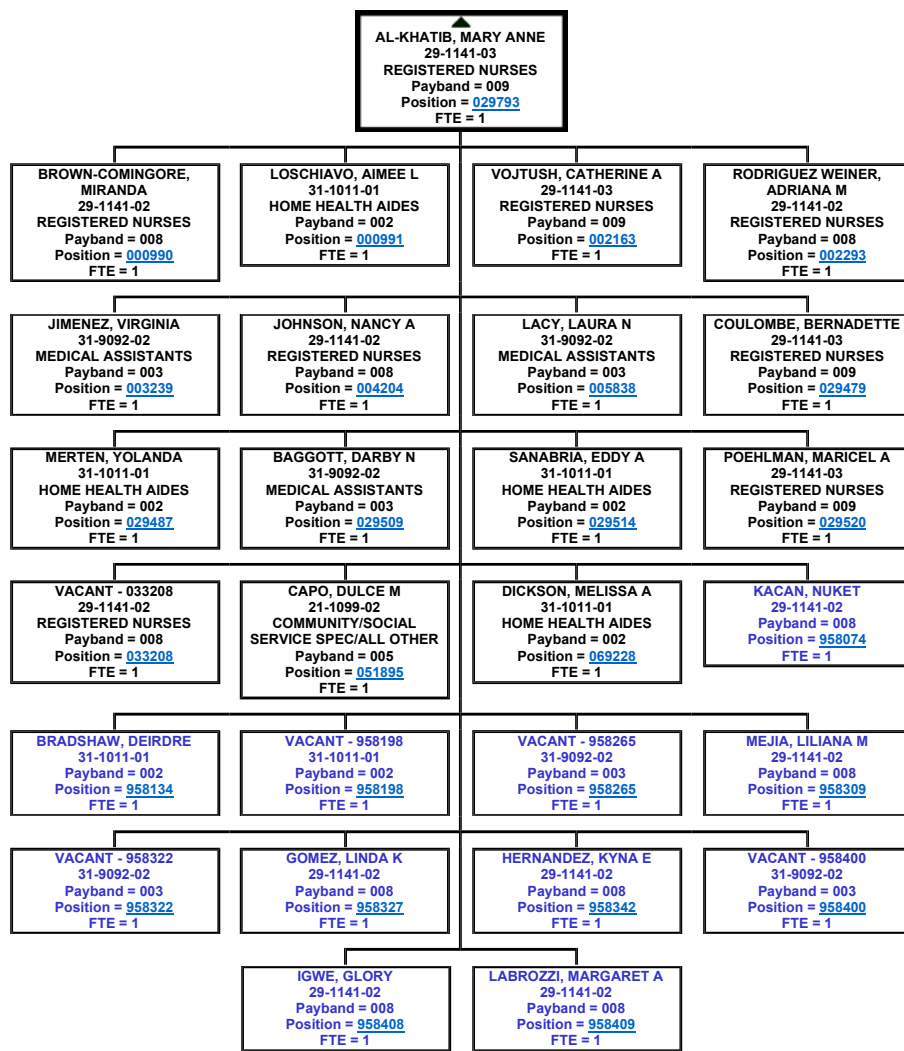




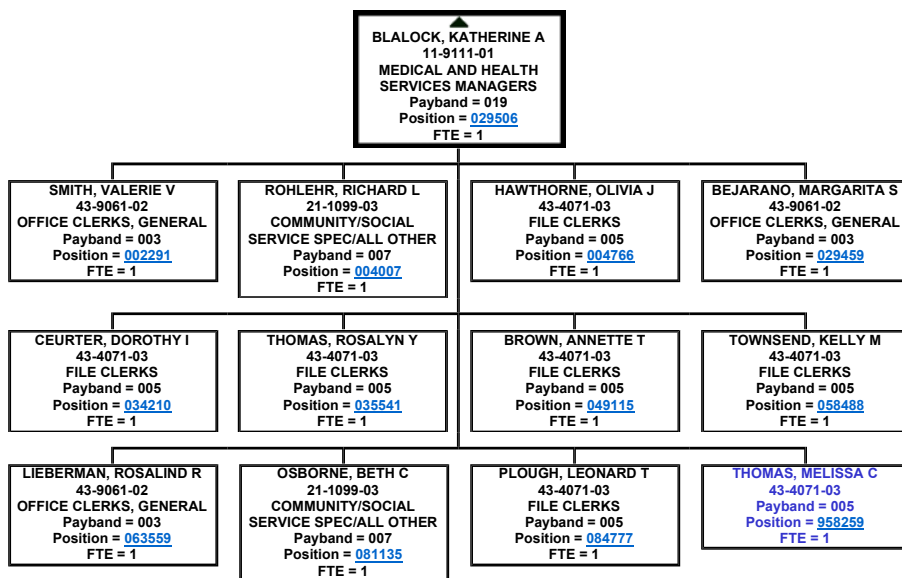


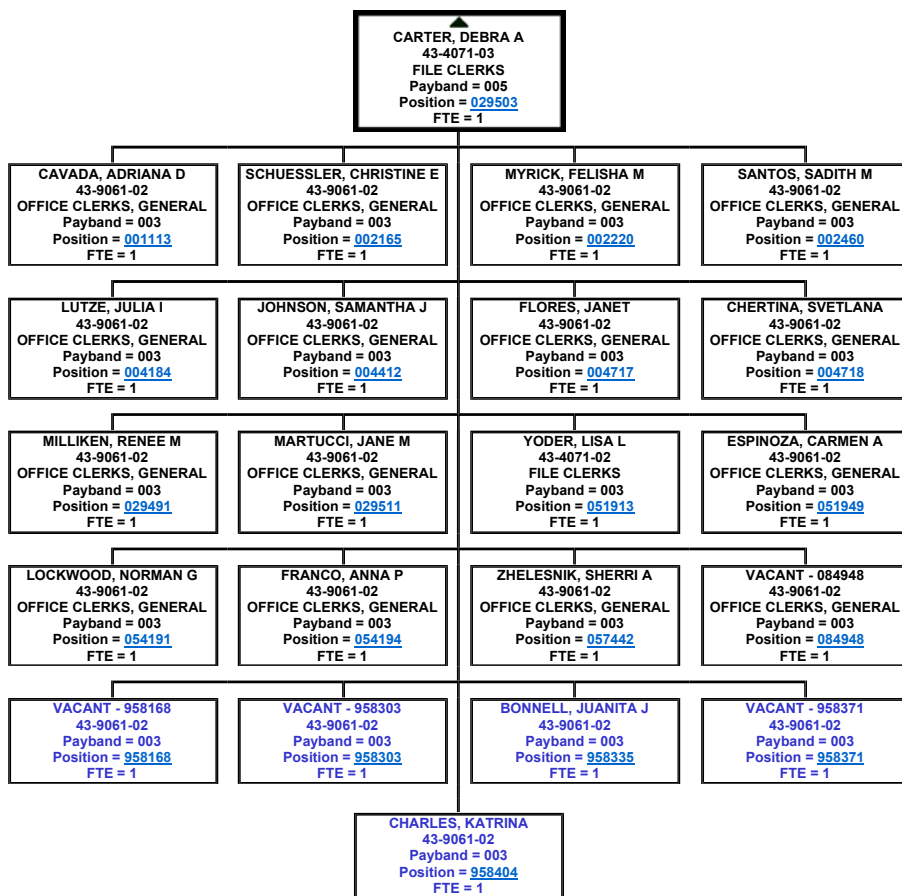


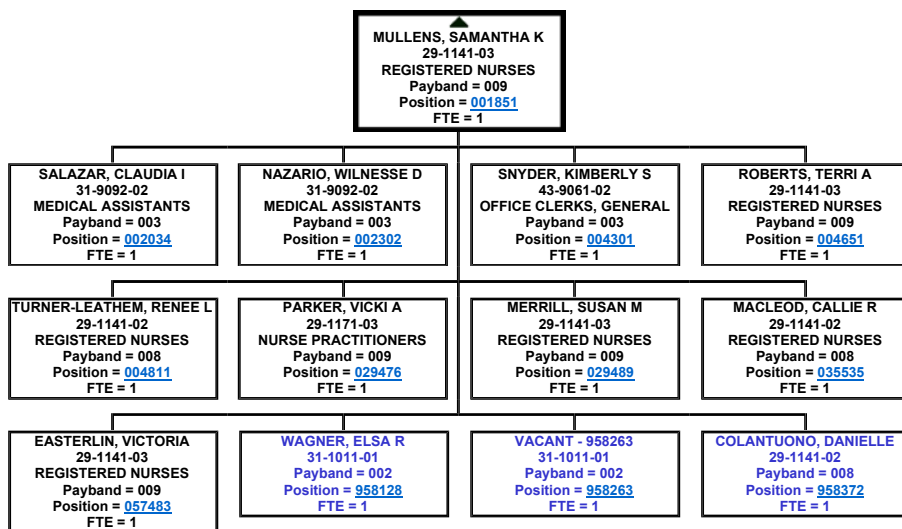


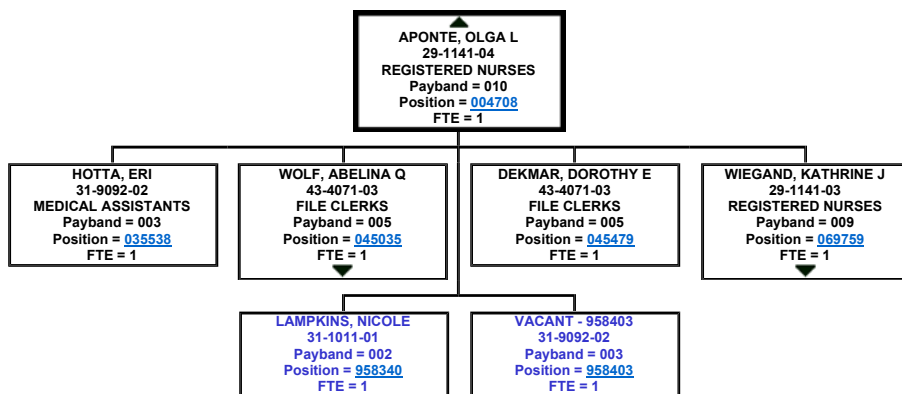


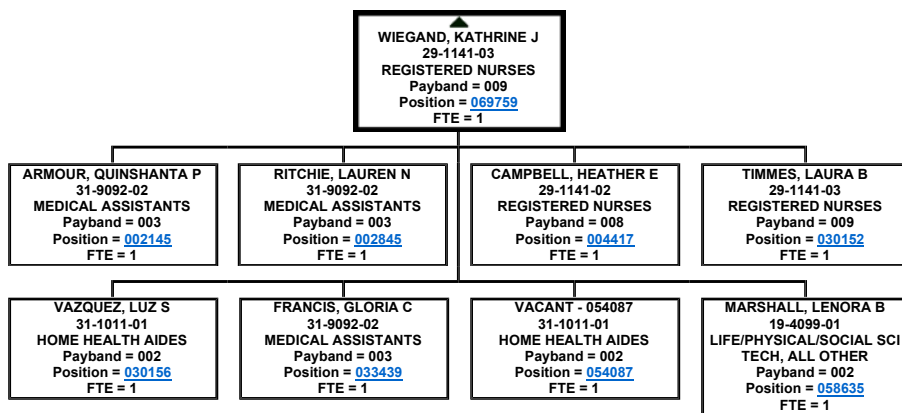


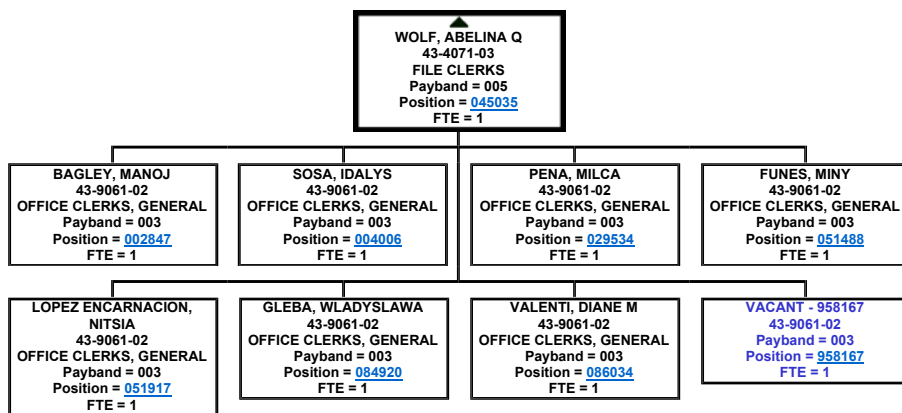


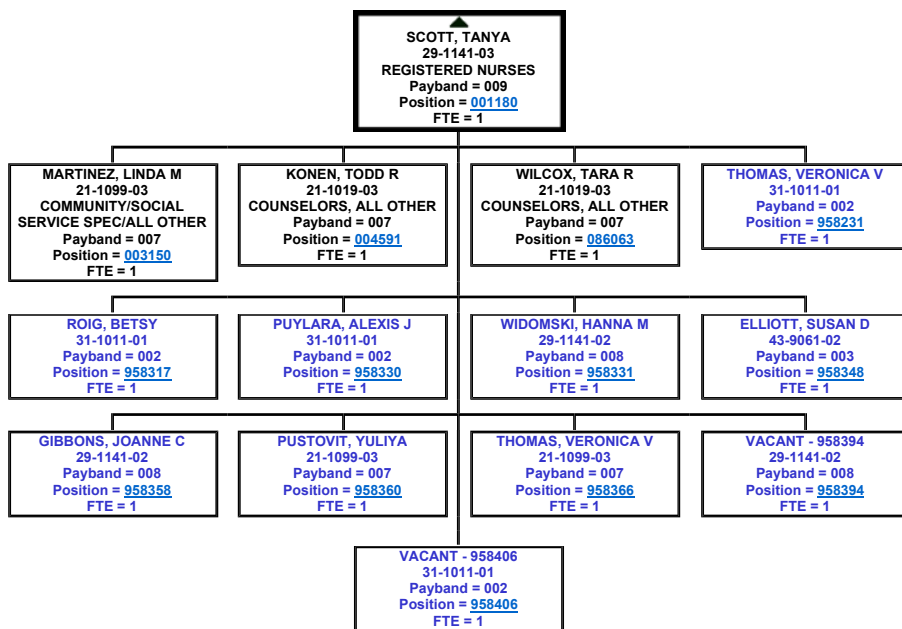


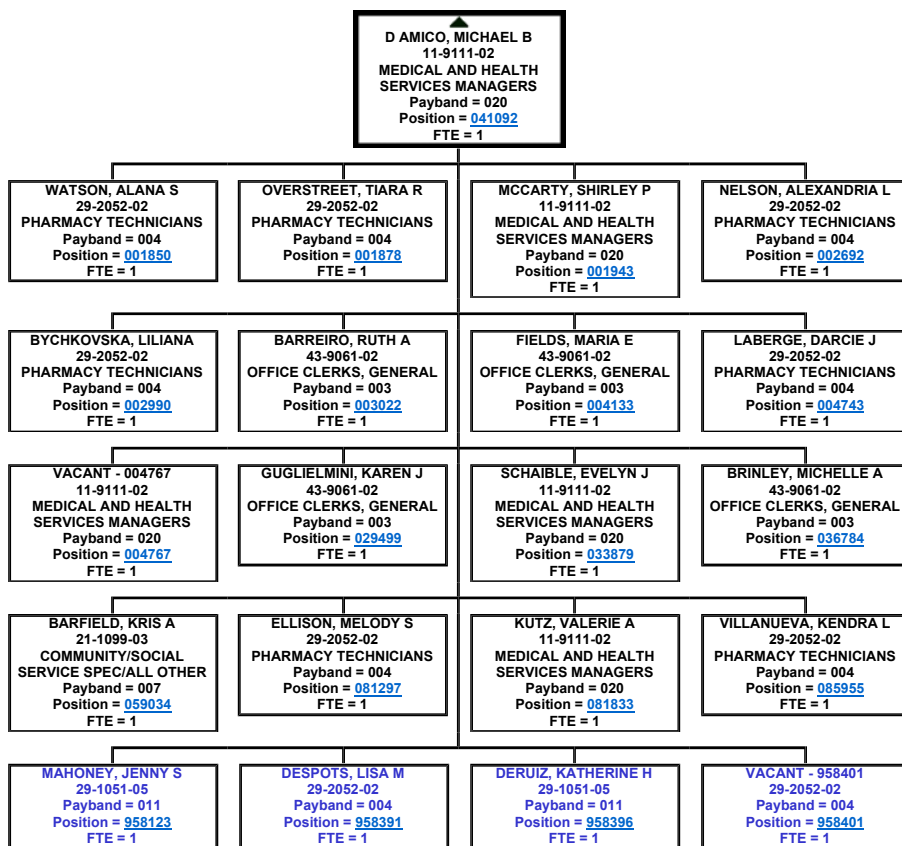




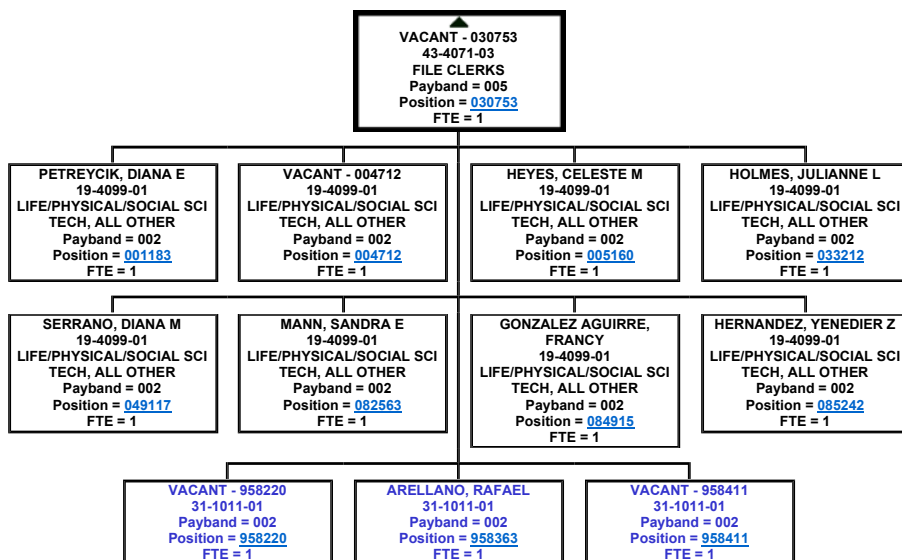


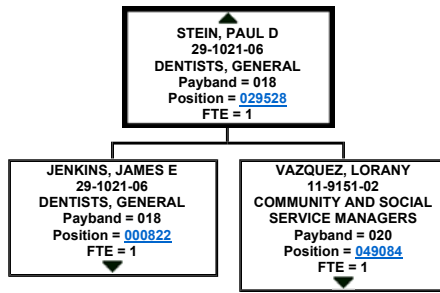


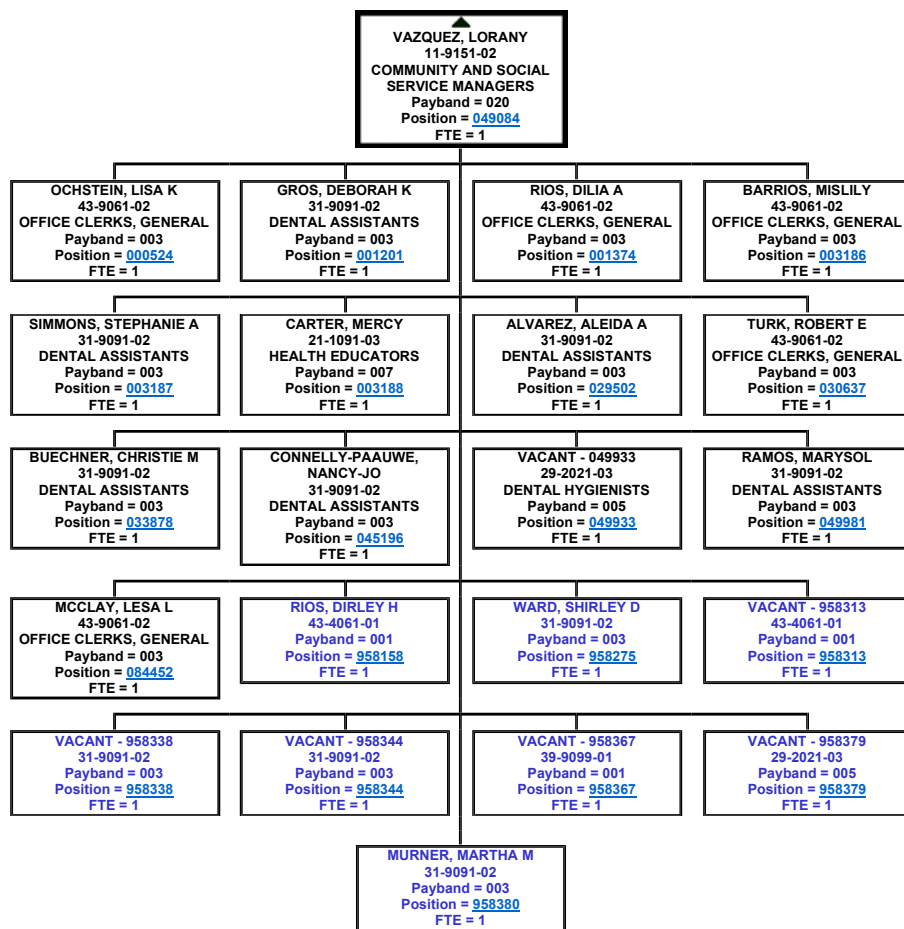


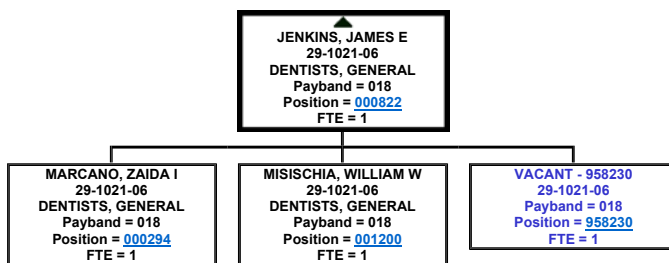








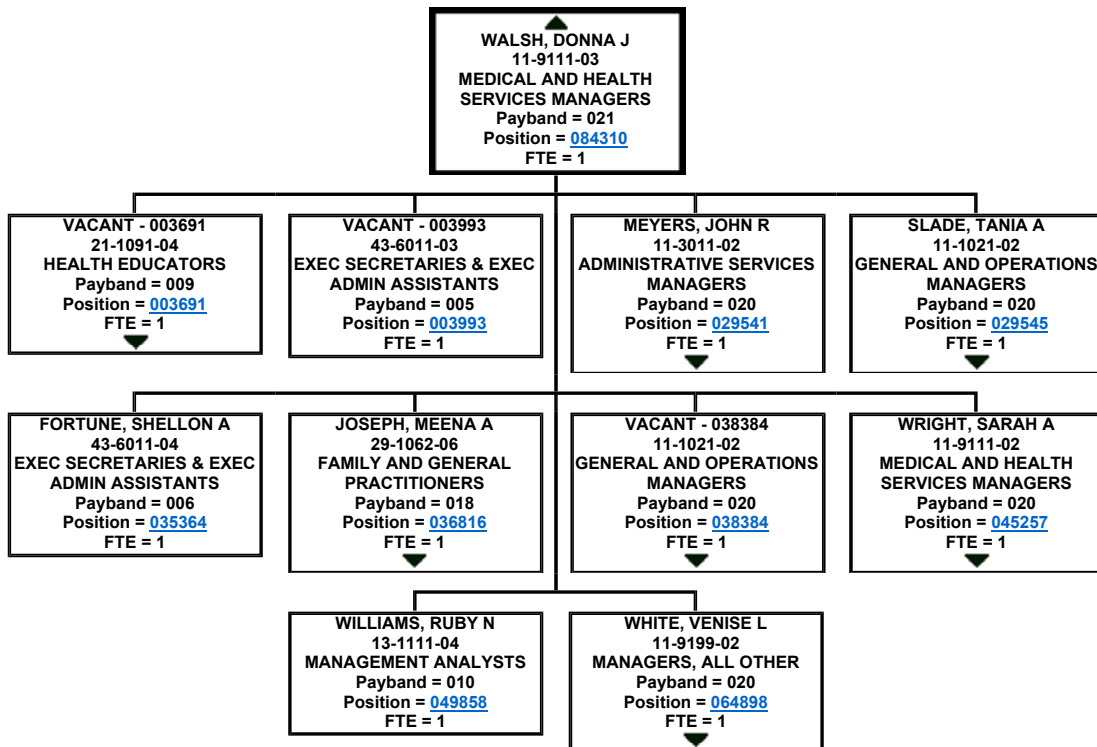


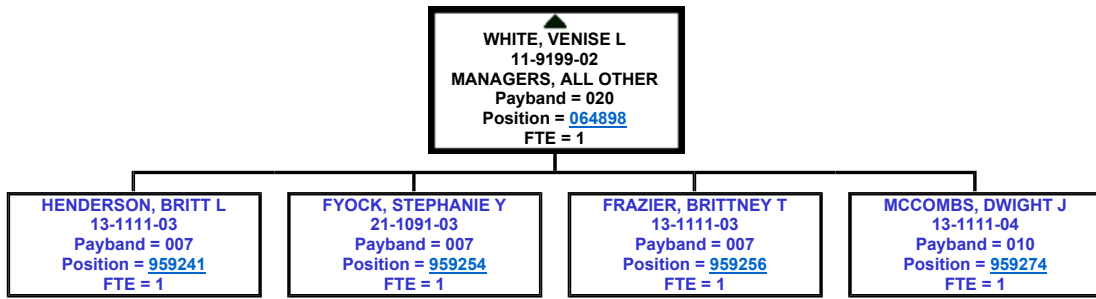


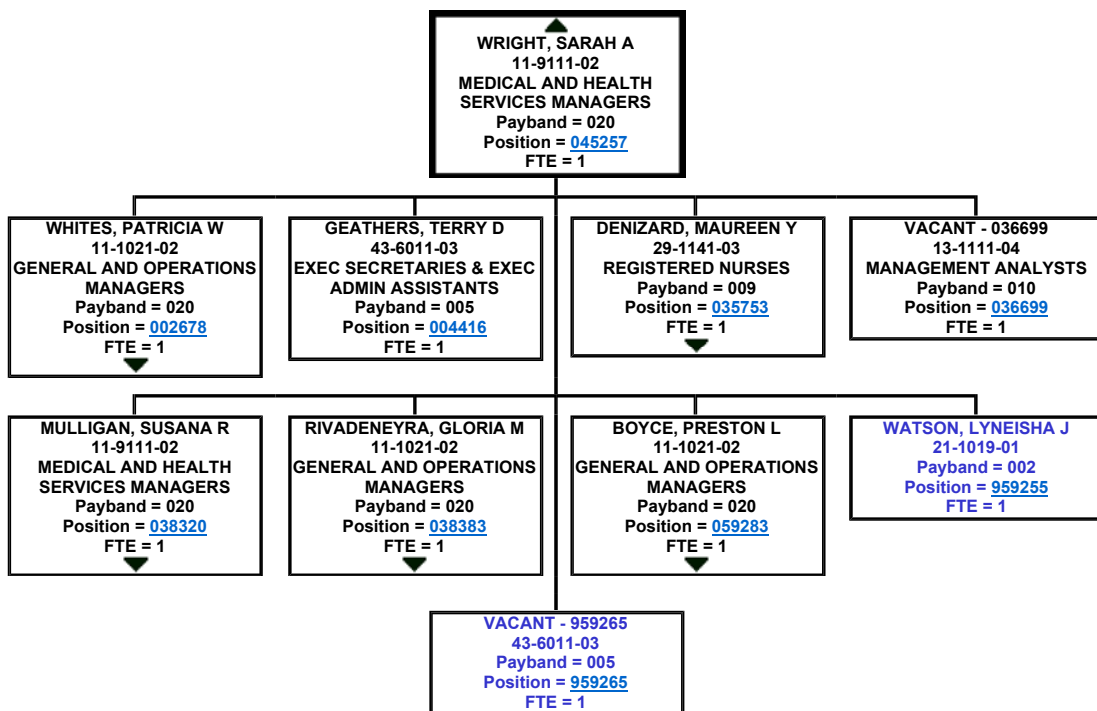
# CHD 59 - Seminole County Health Department

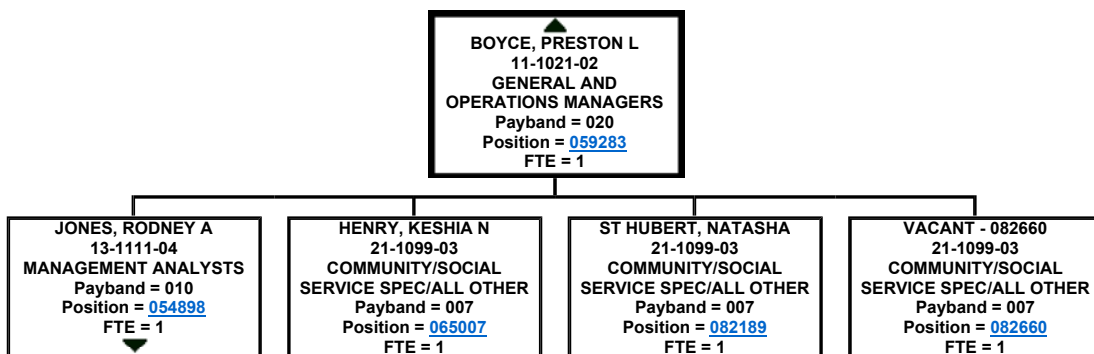
Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

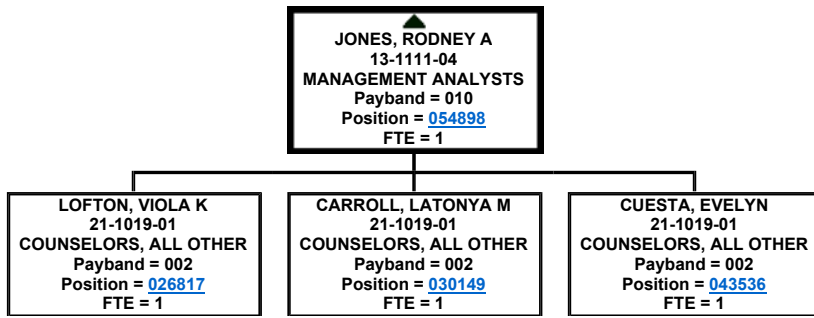


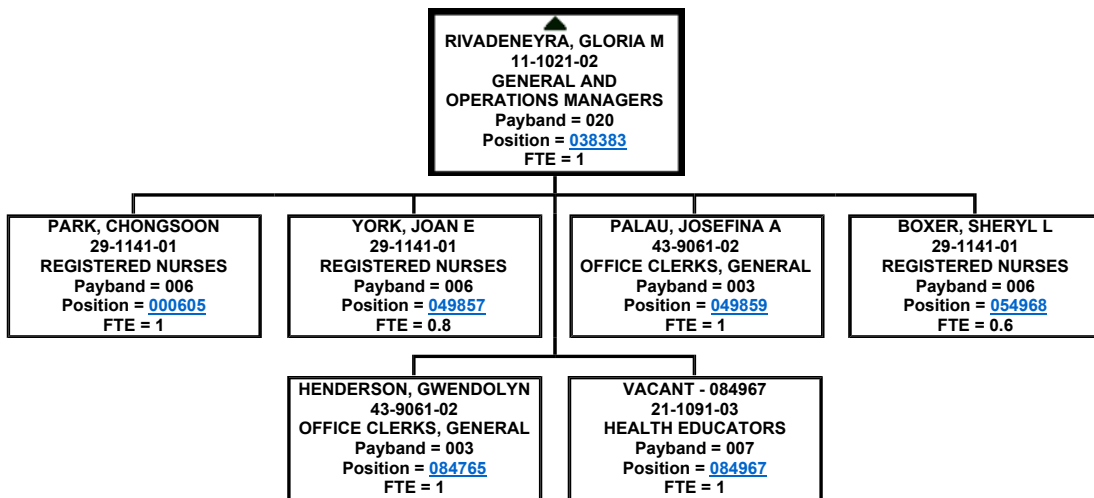


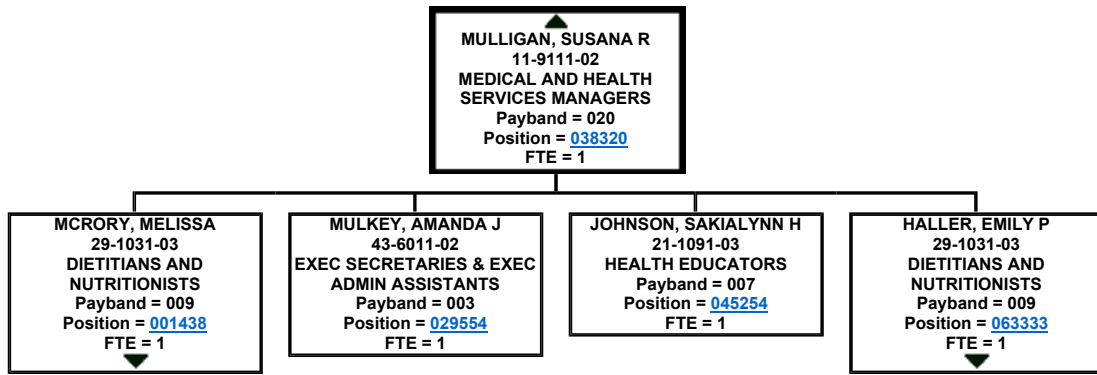


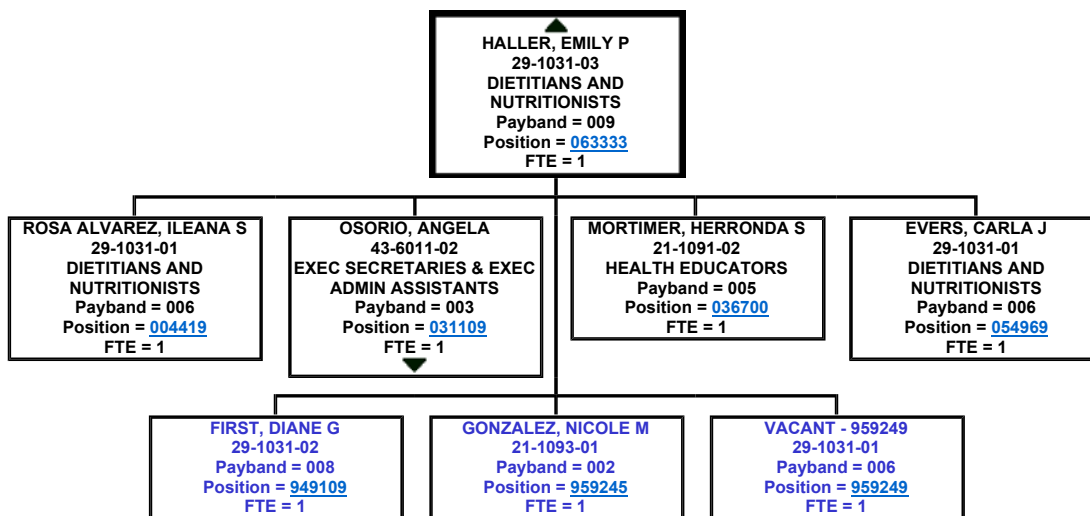


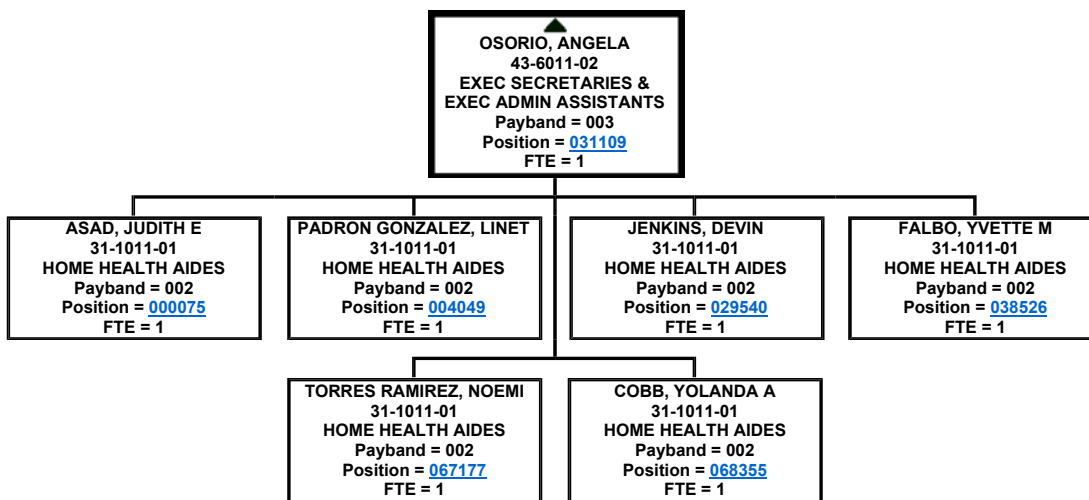


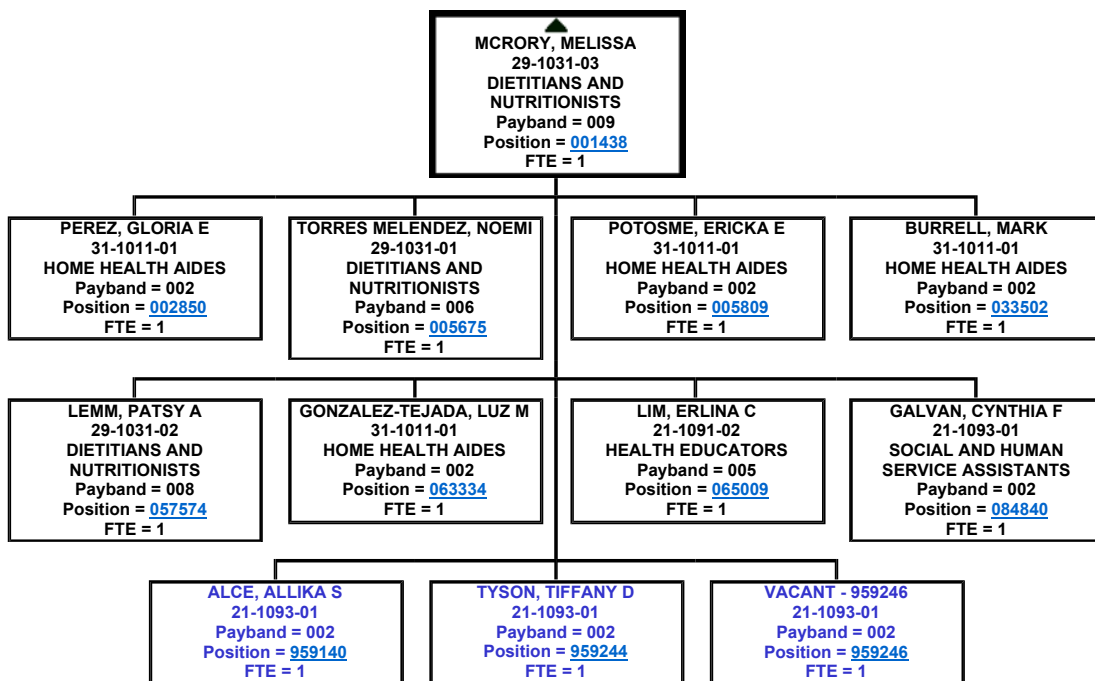


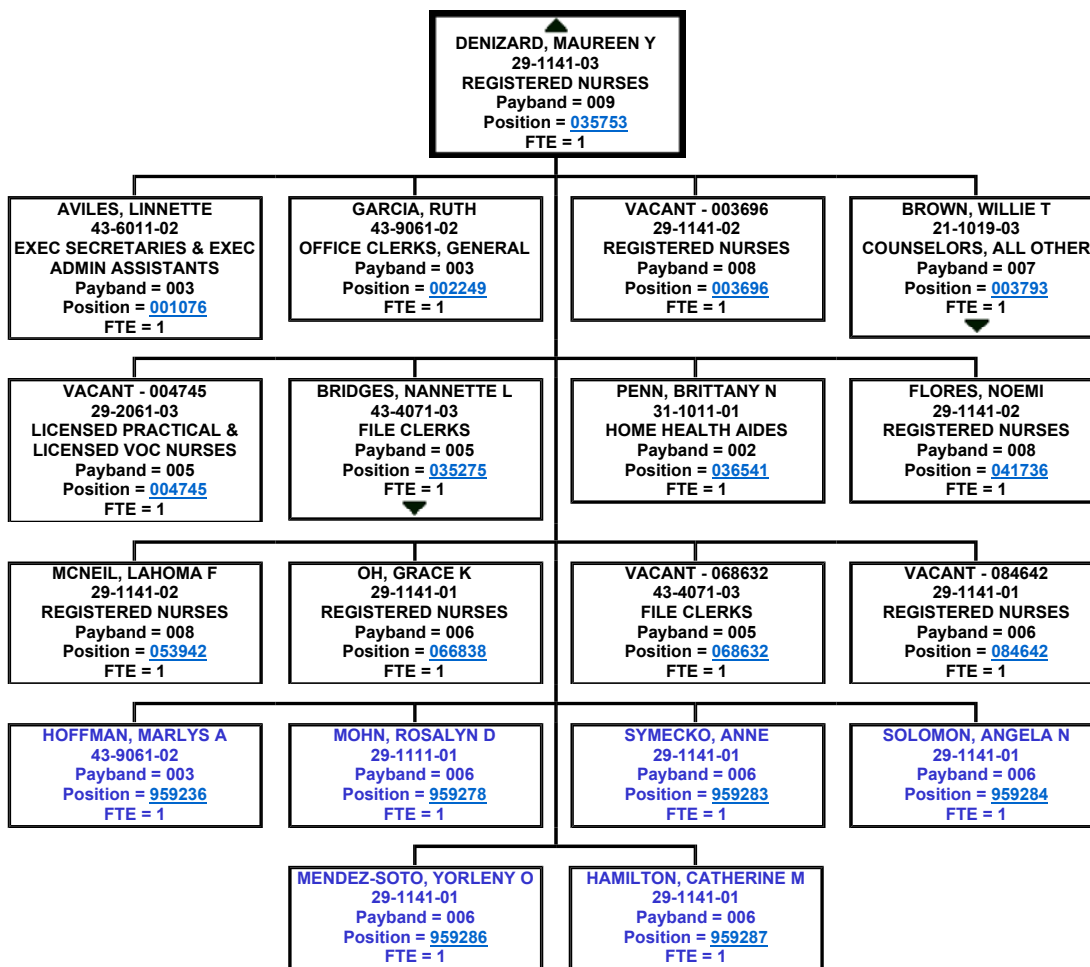


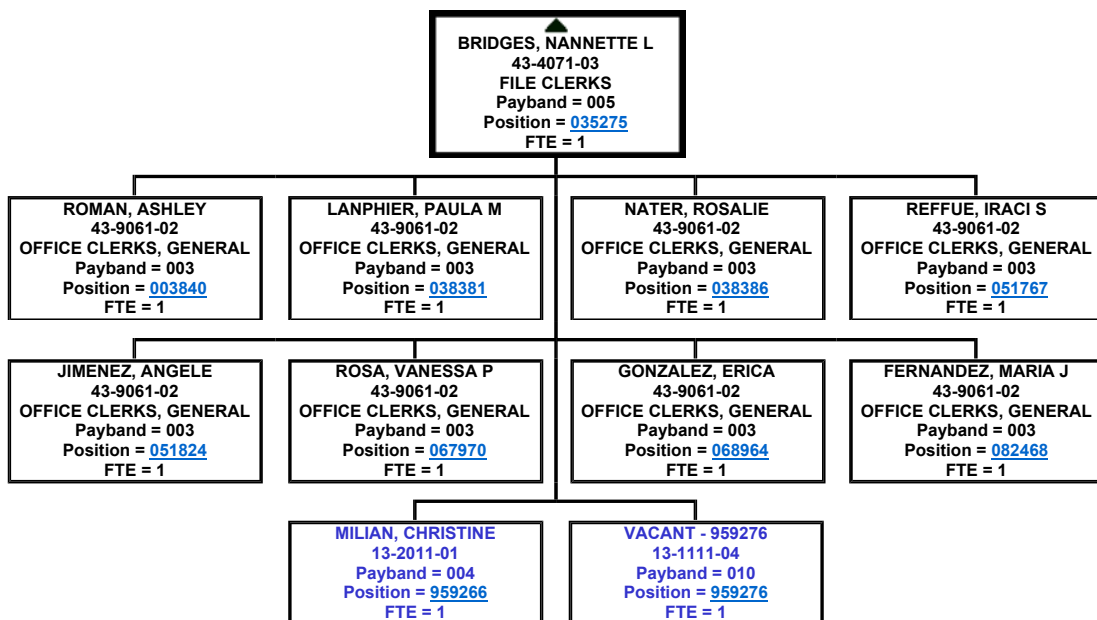




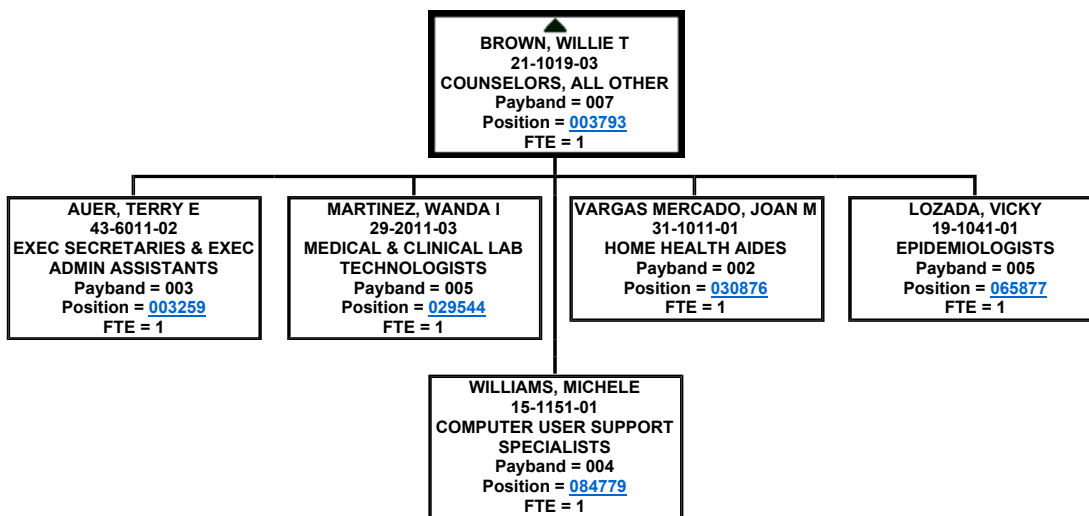


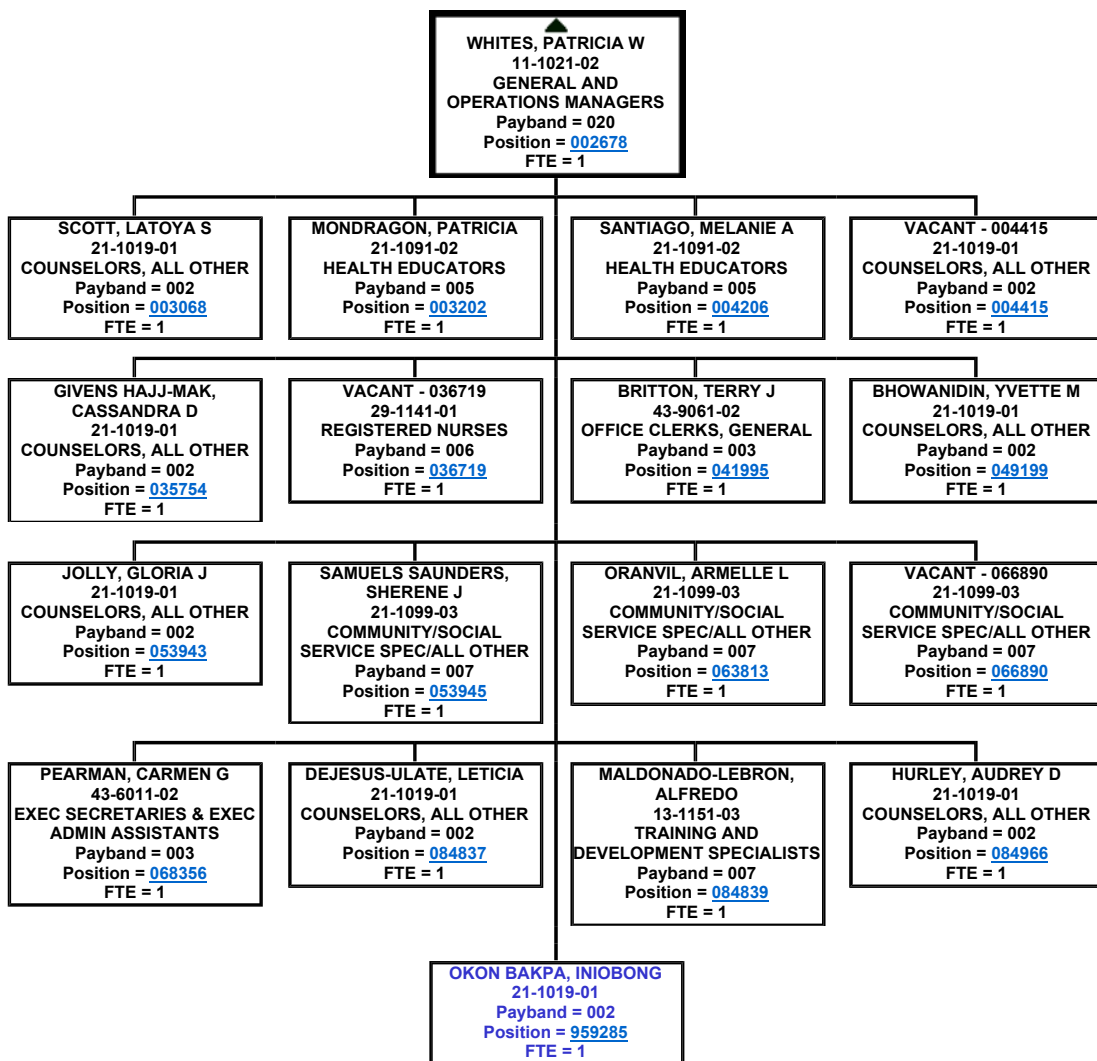


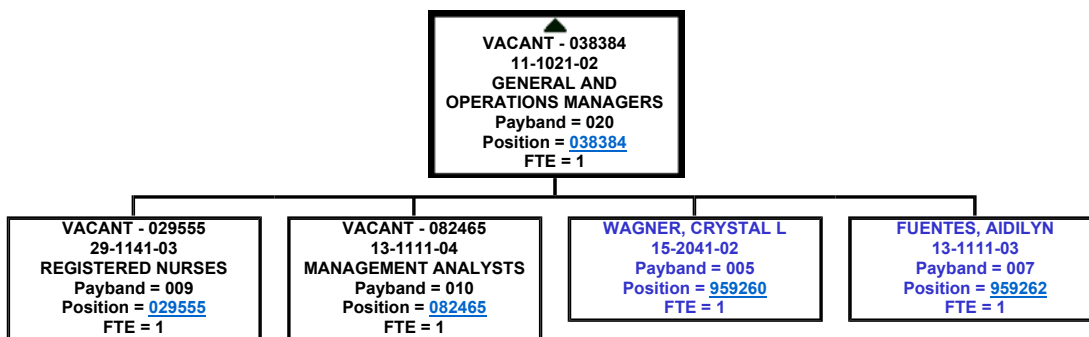


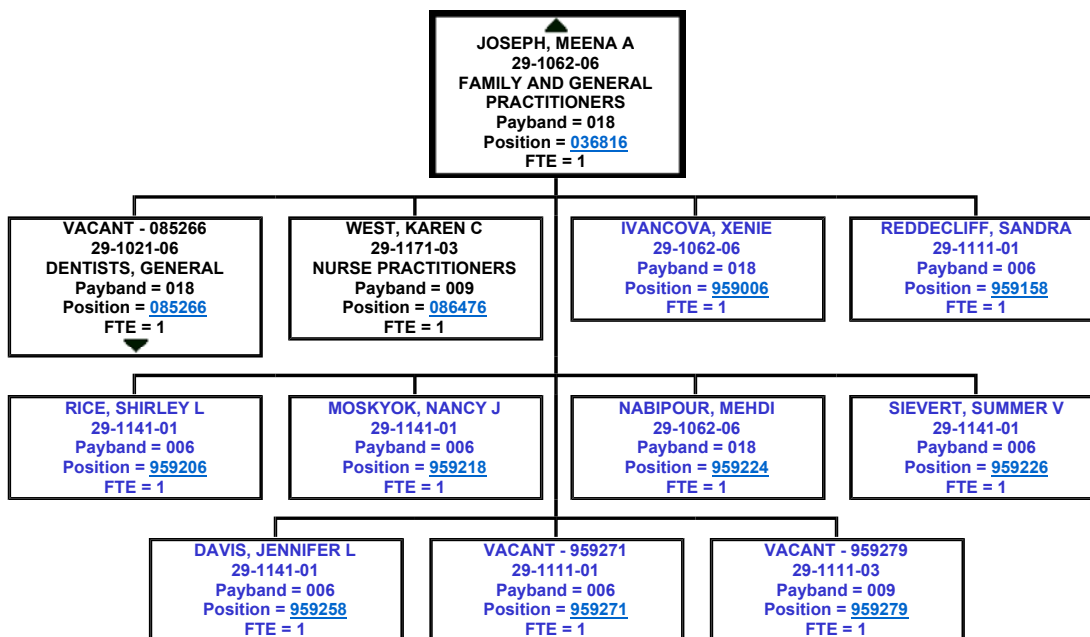


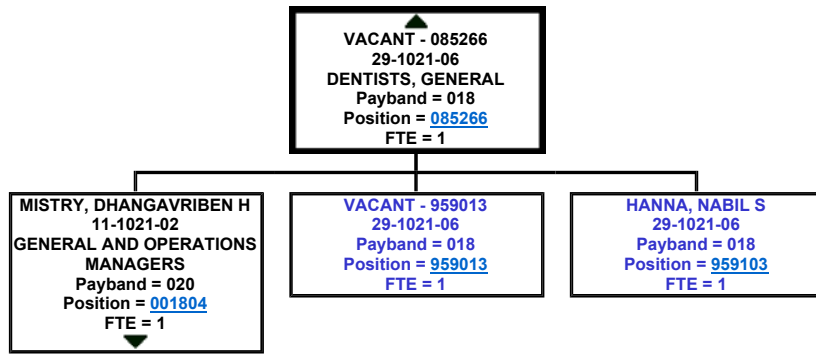


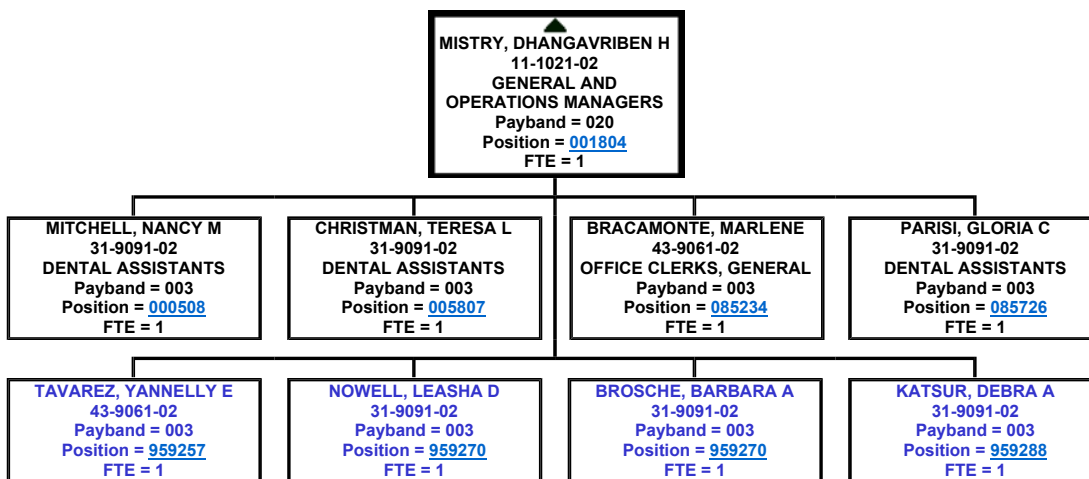


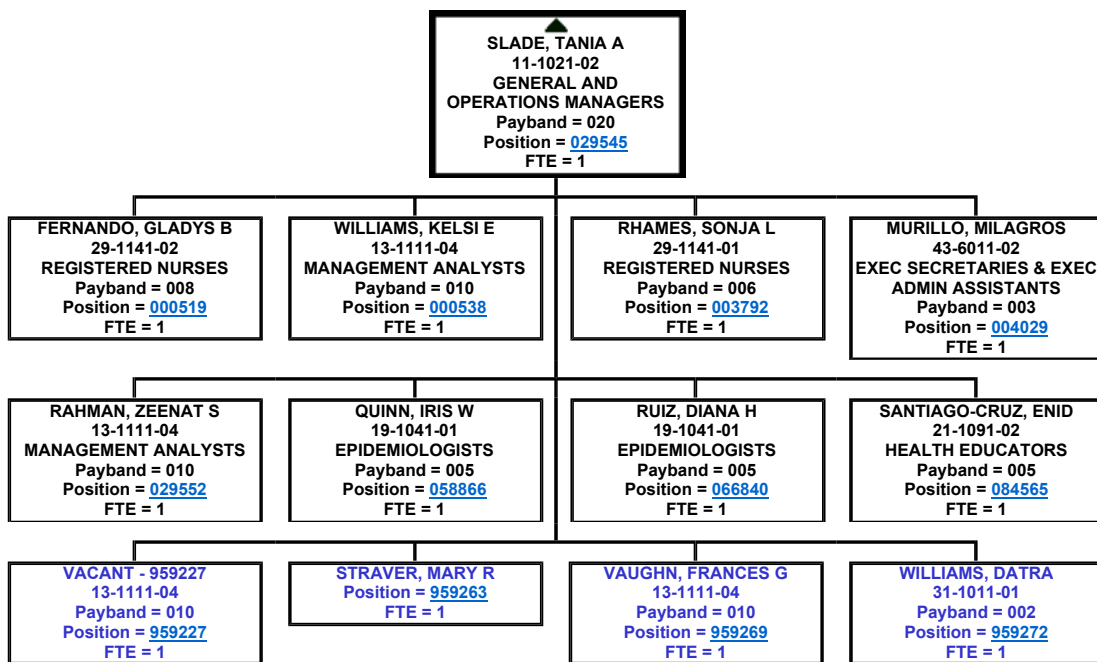


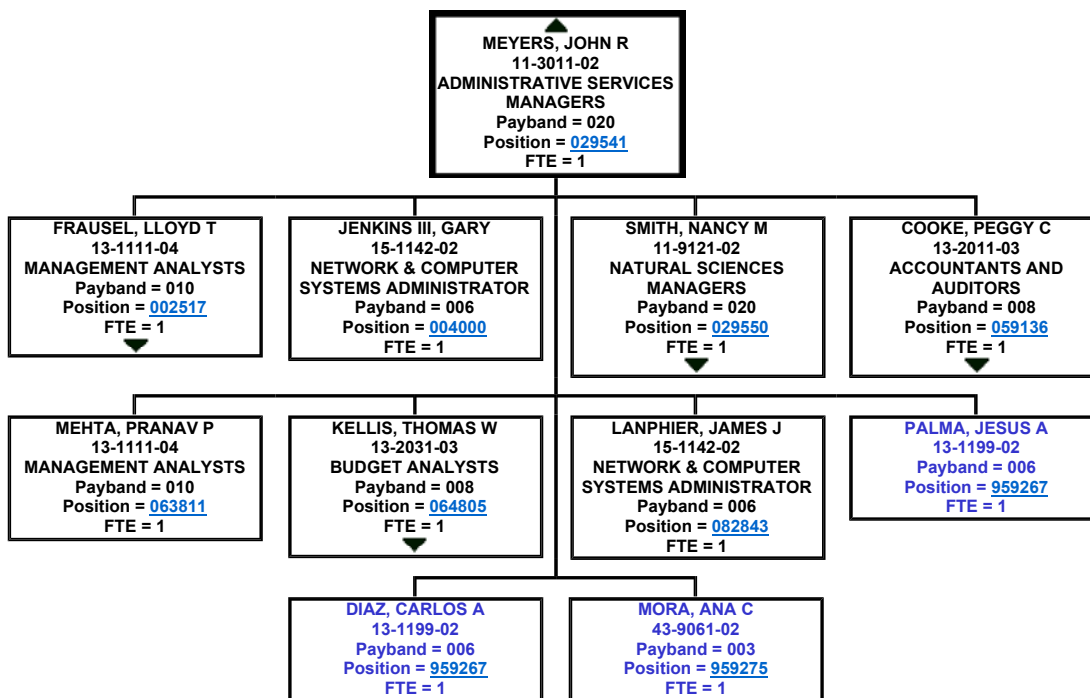




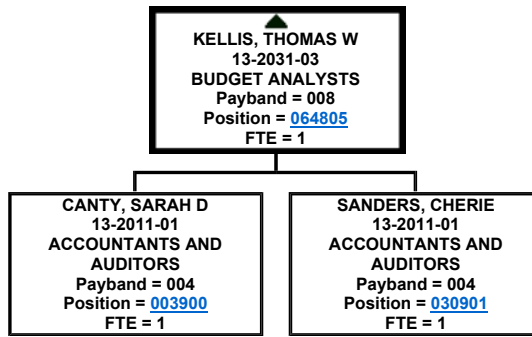


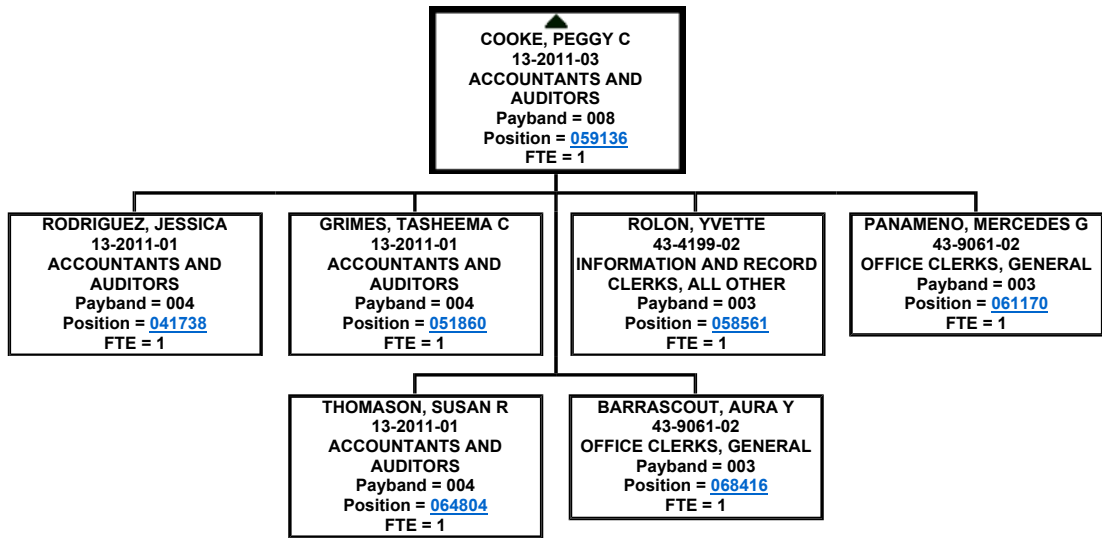


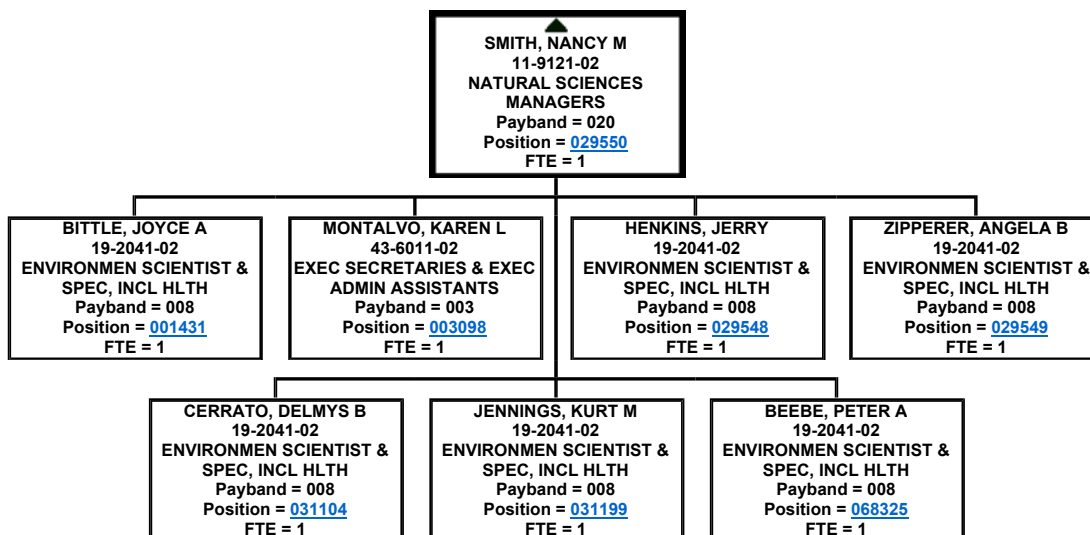


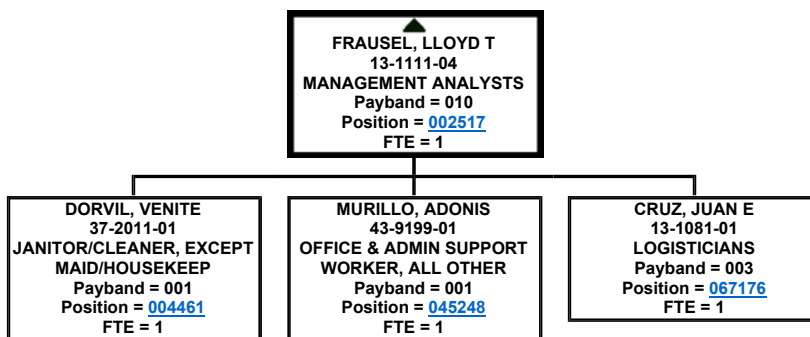


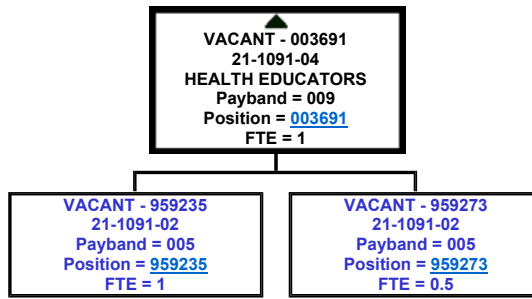








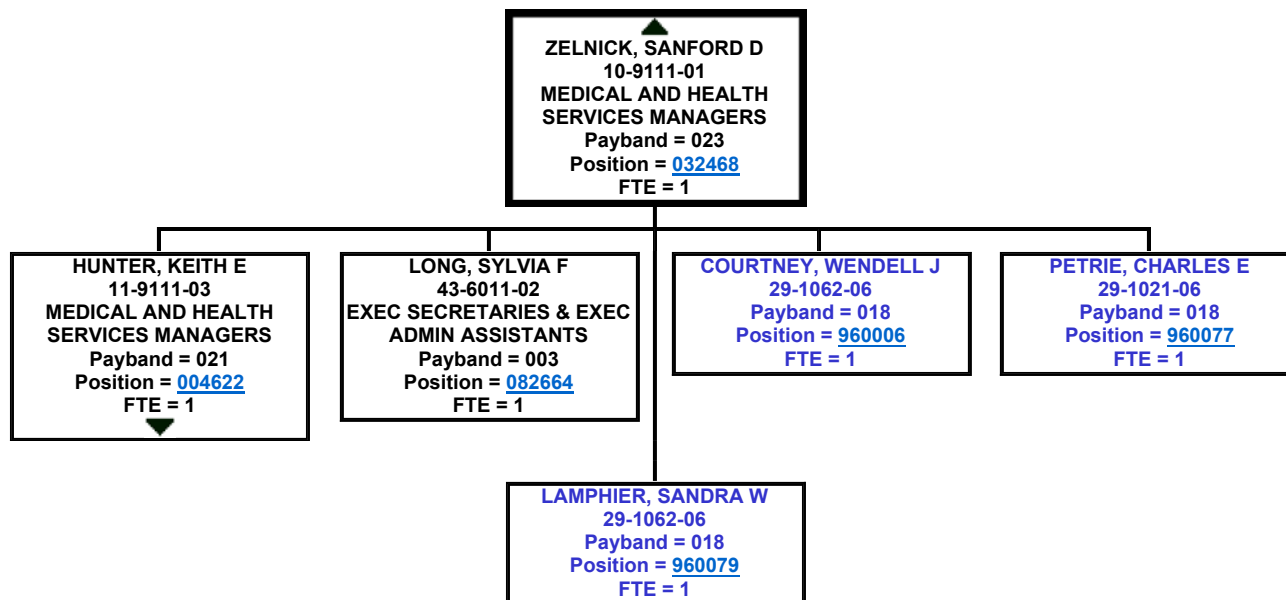


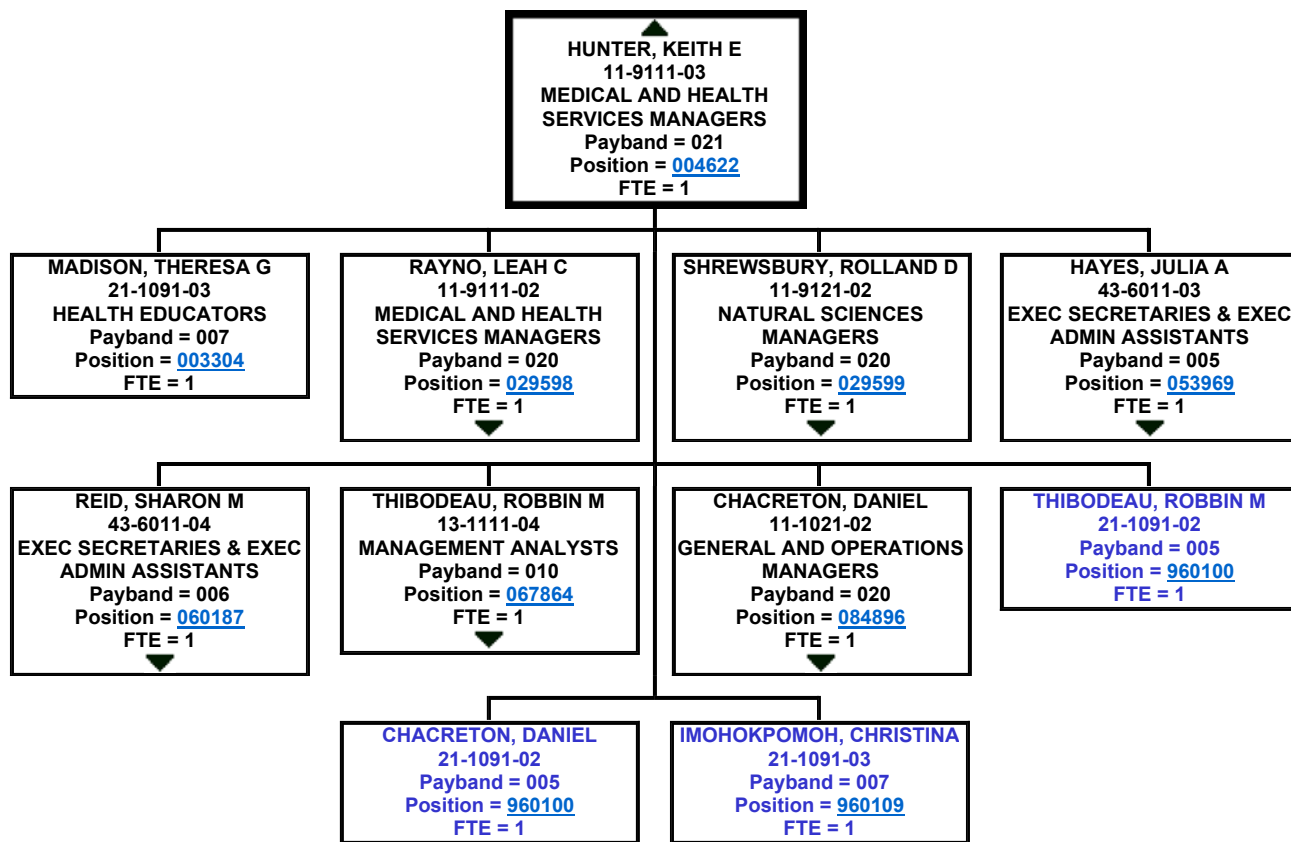


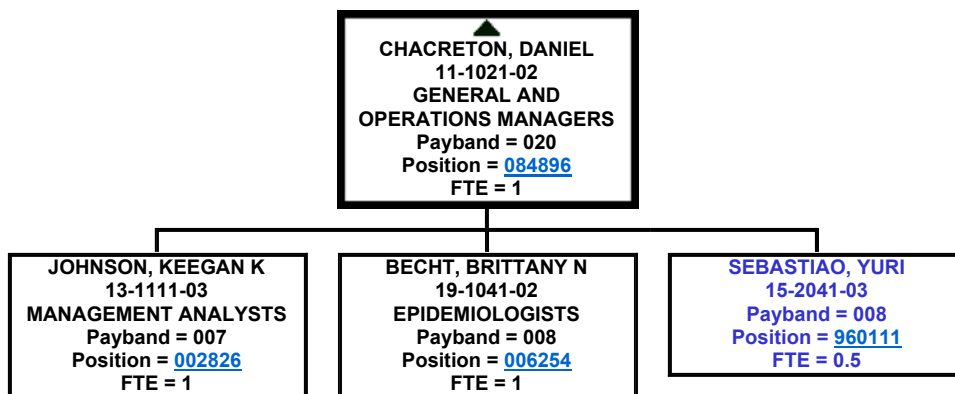
# CHD 60 - Sumter County Health Department

Created: 10/5/2016 10:19:00 AM

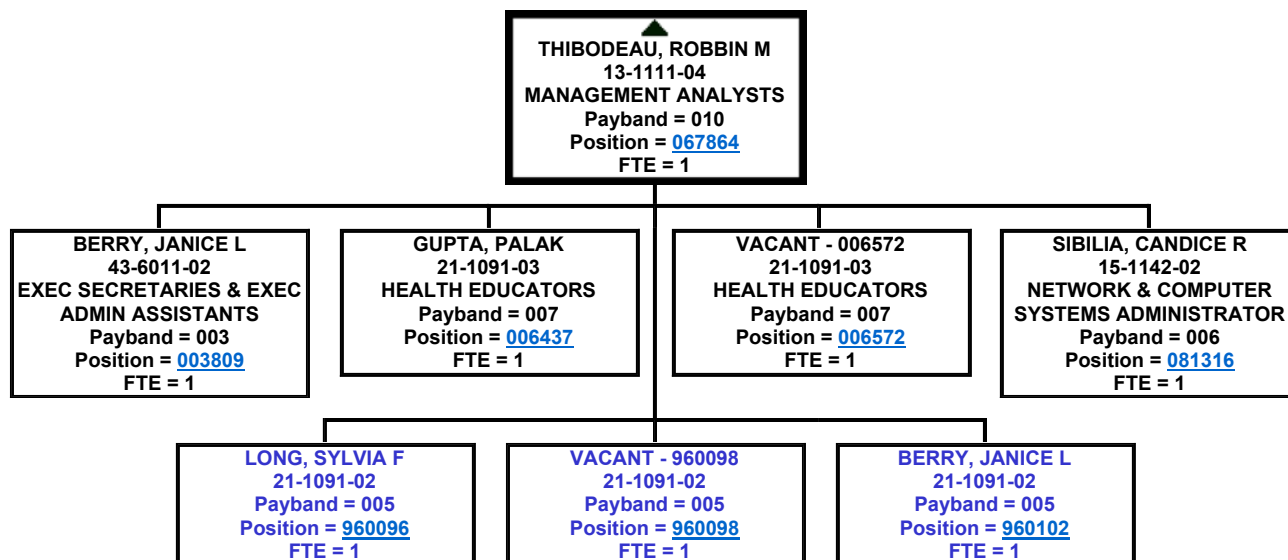
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

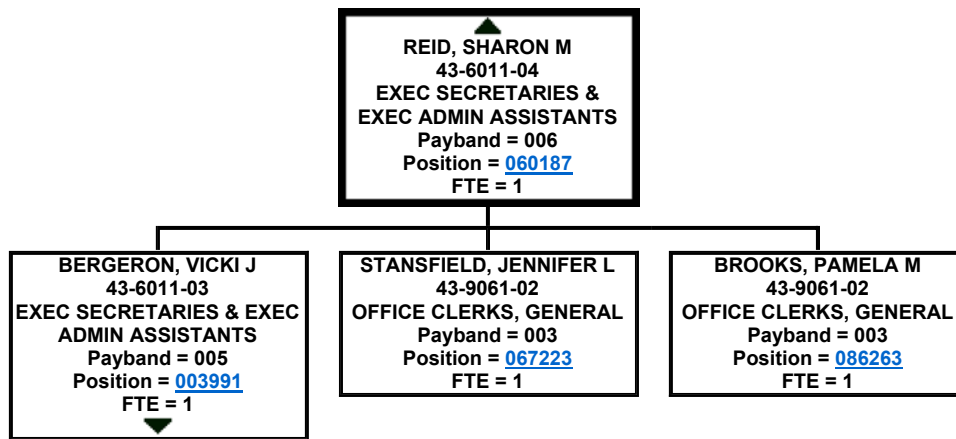


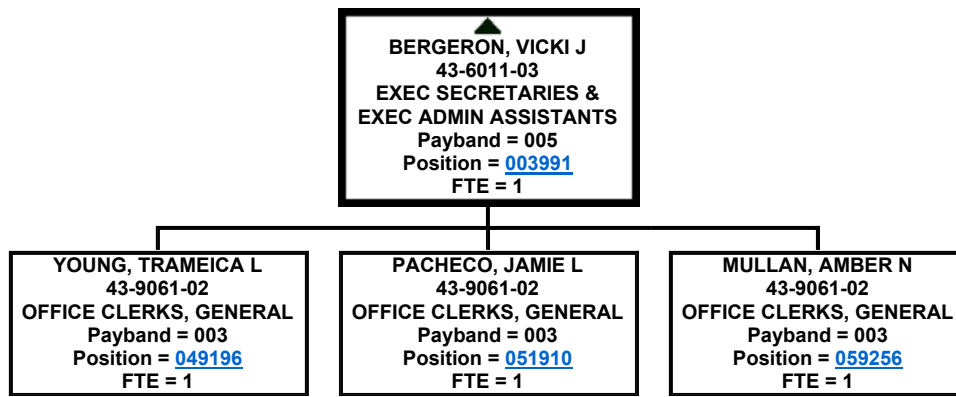


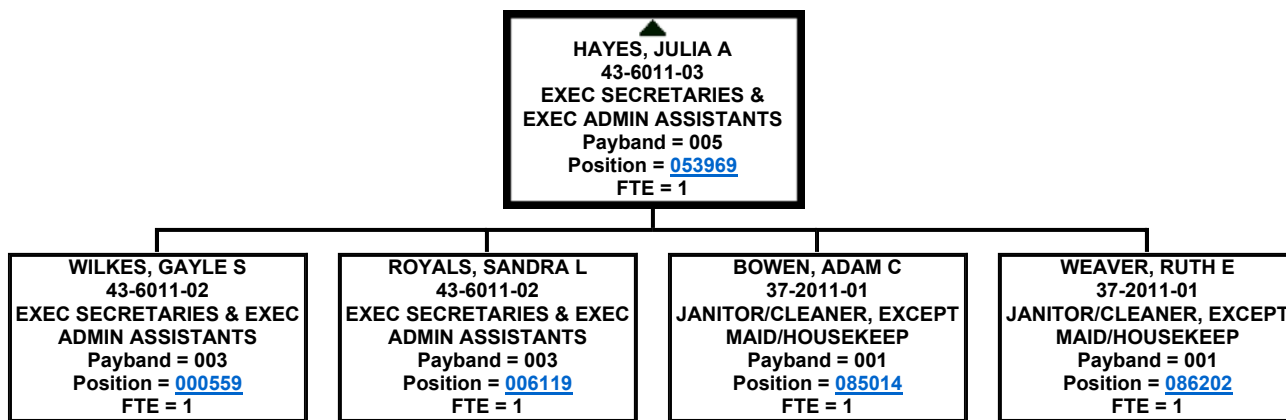


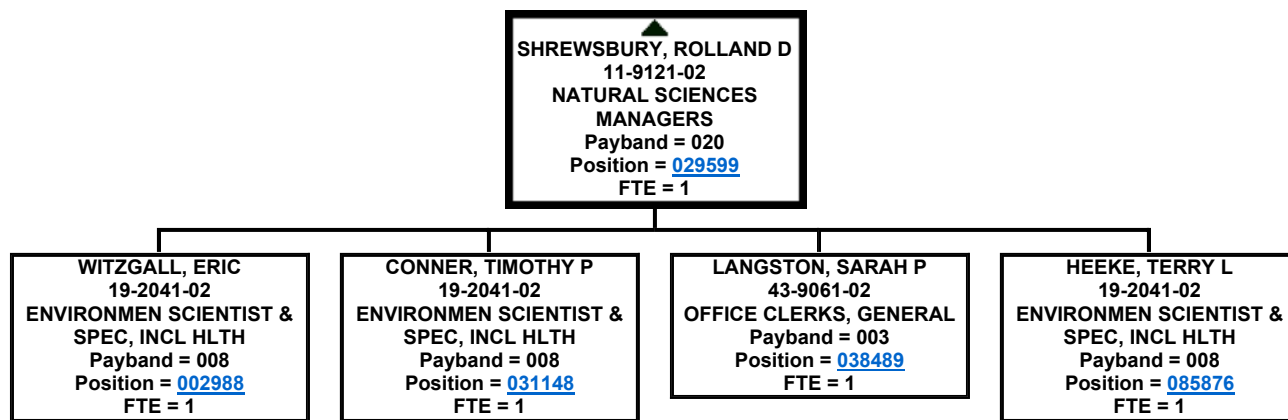


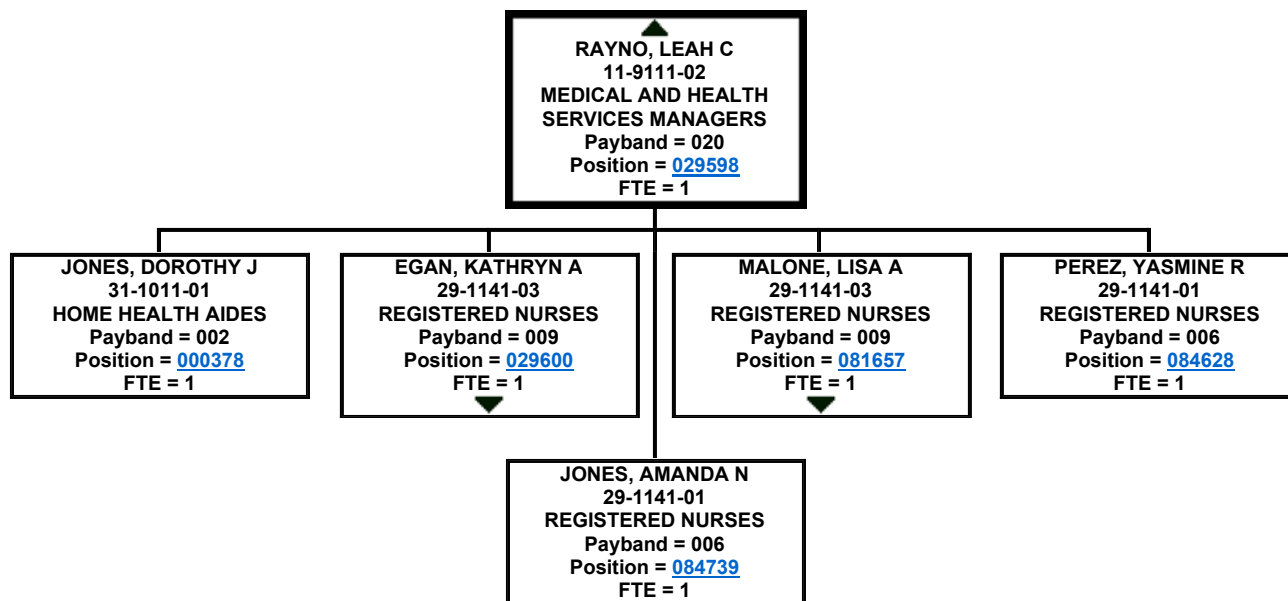


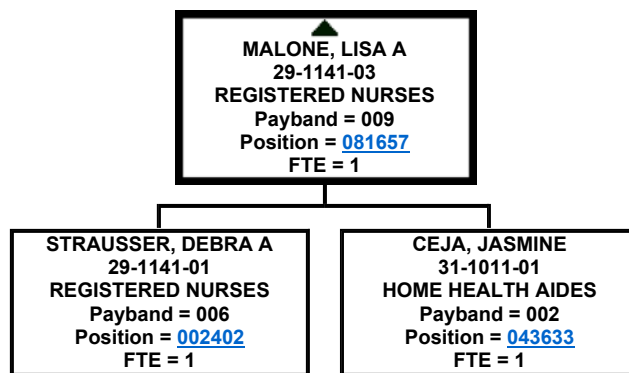


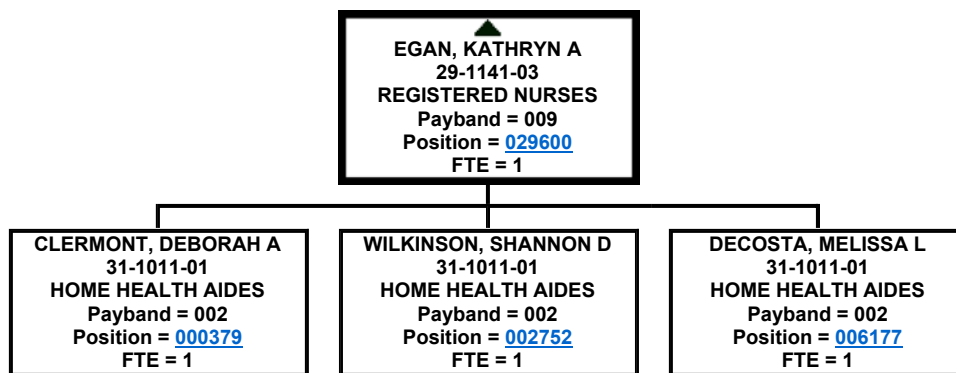










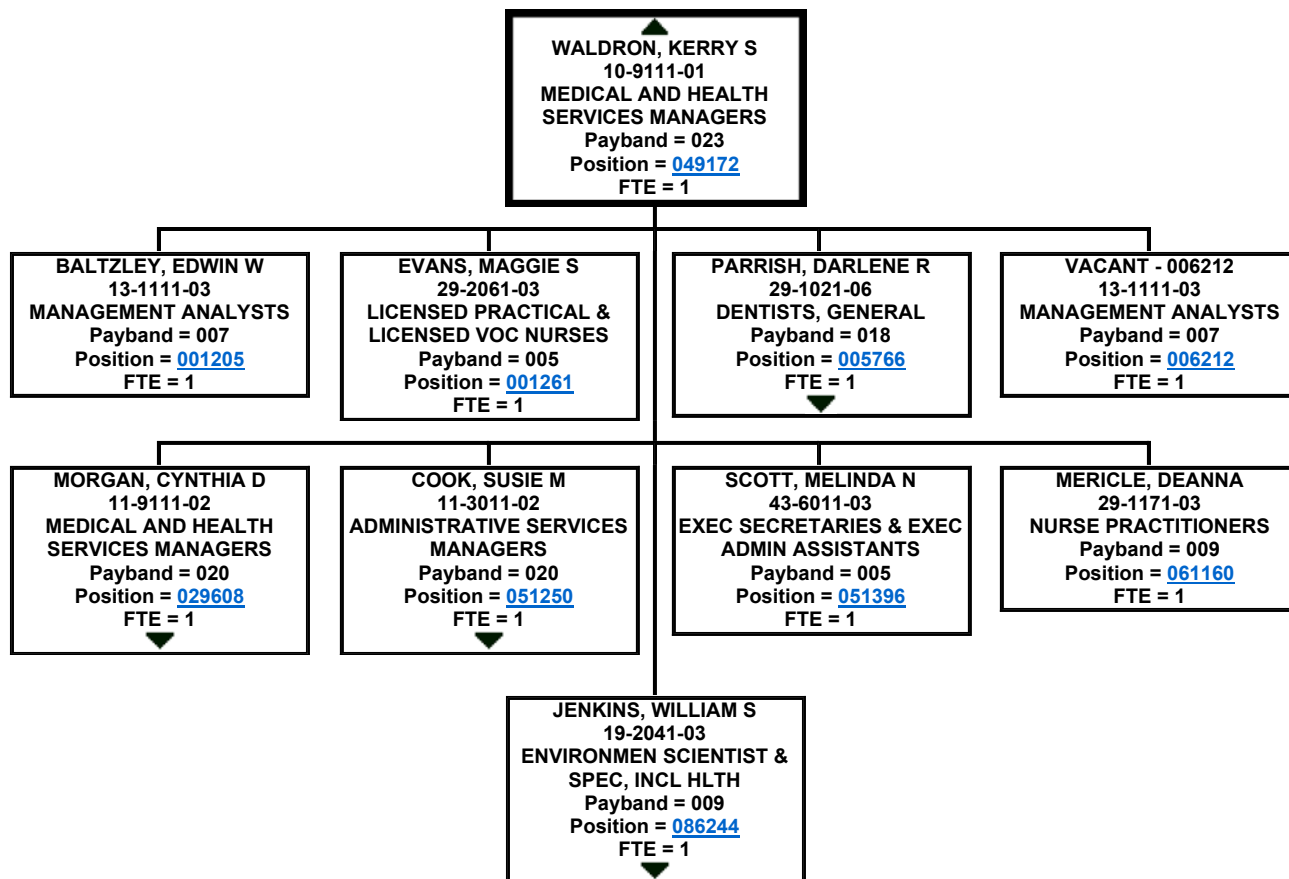


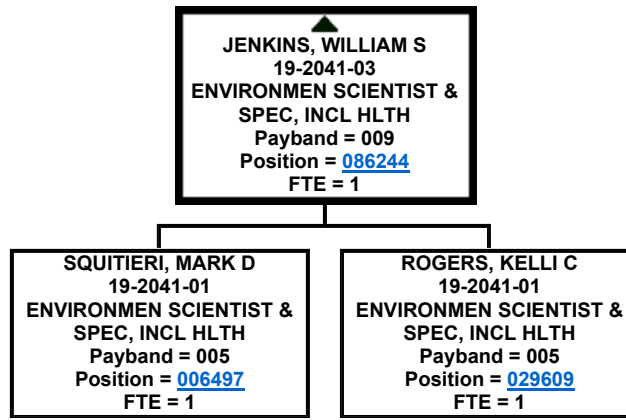


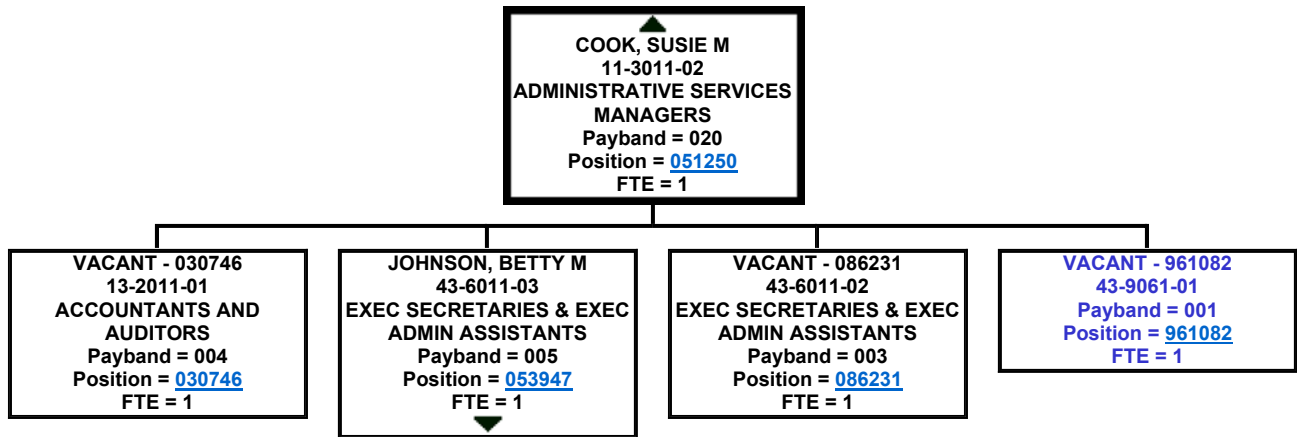
# CHD 61 - Suwannee County Health Department

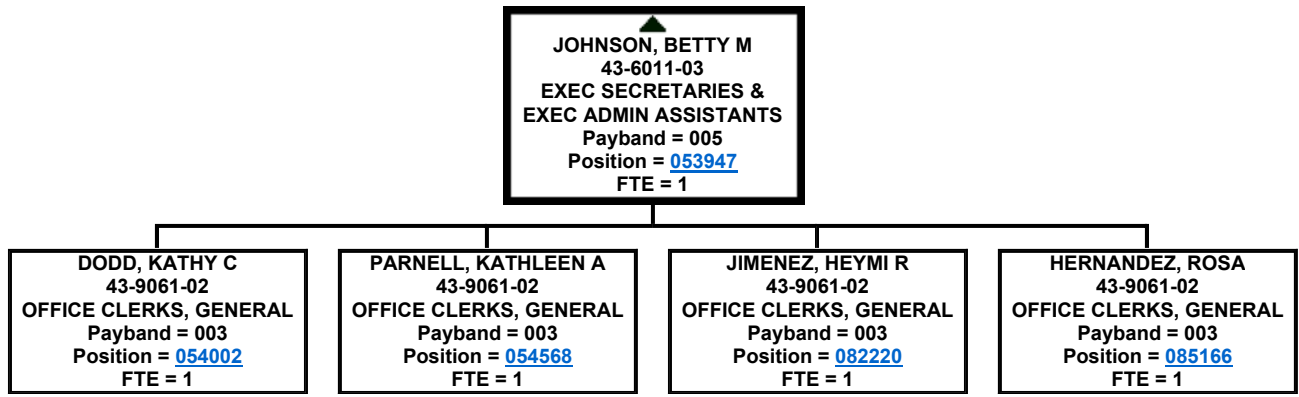
Created: 10/5/2016 10:19:00 AM

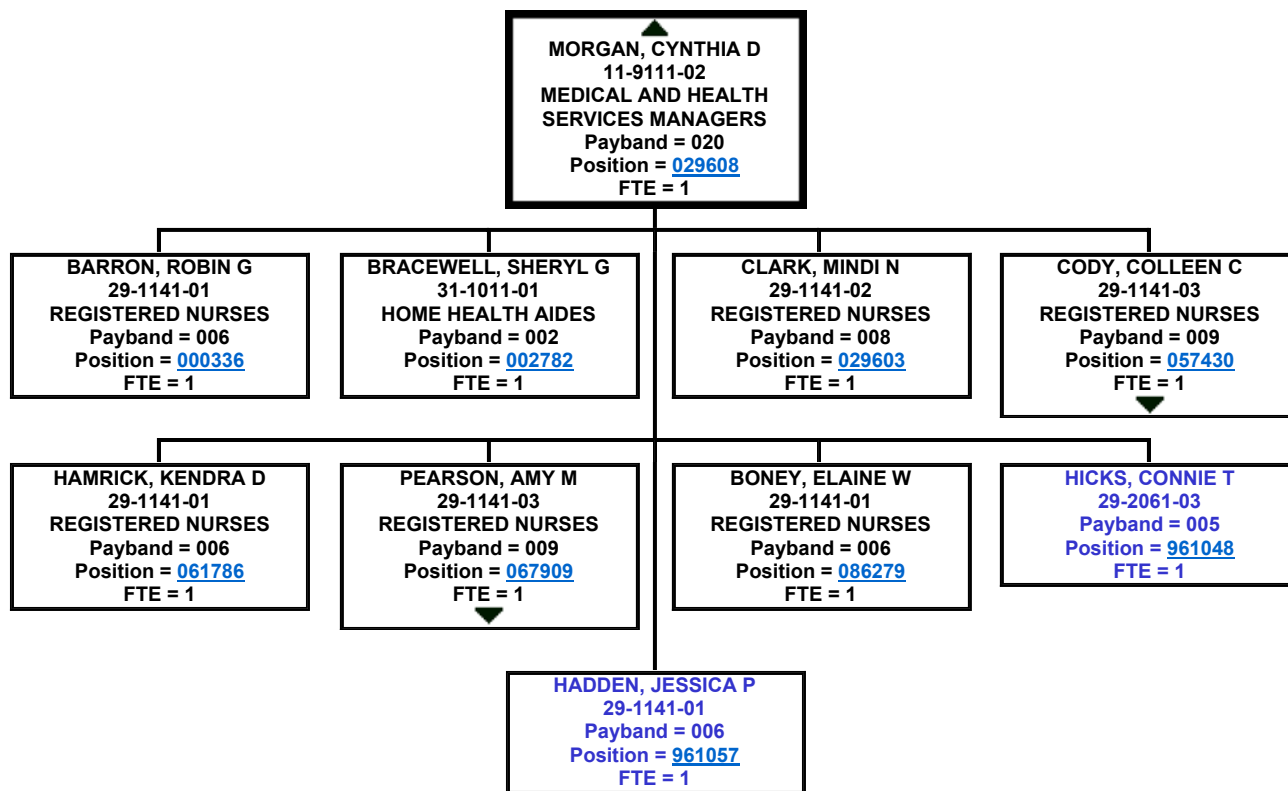
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

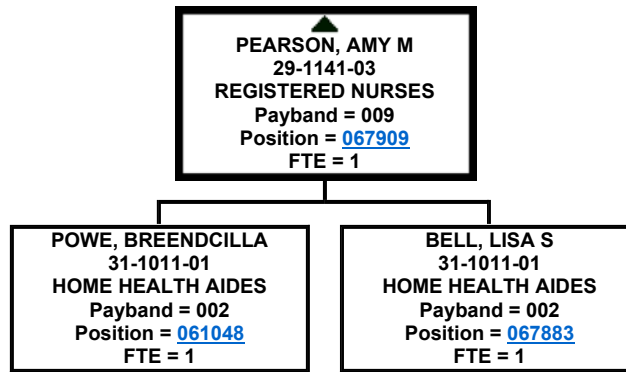


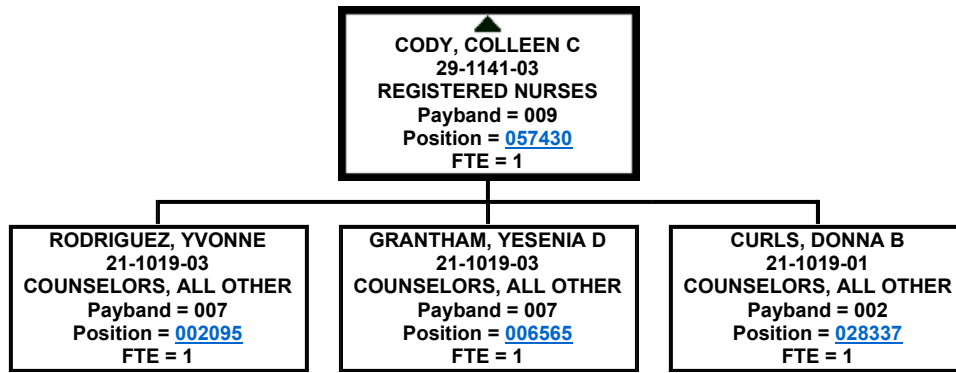


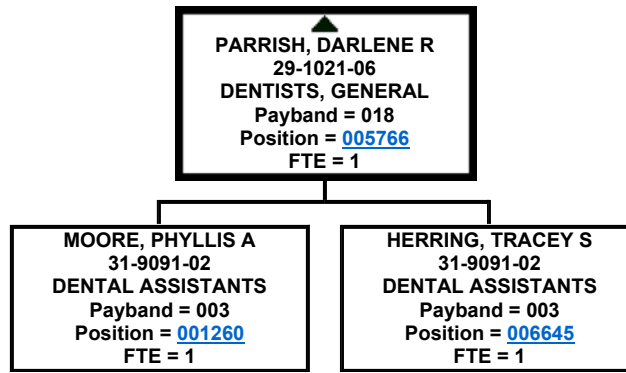










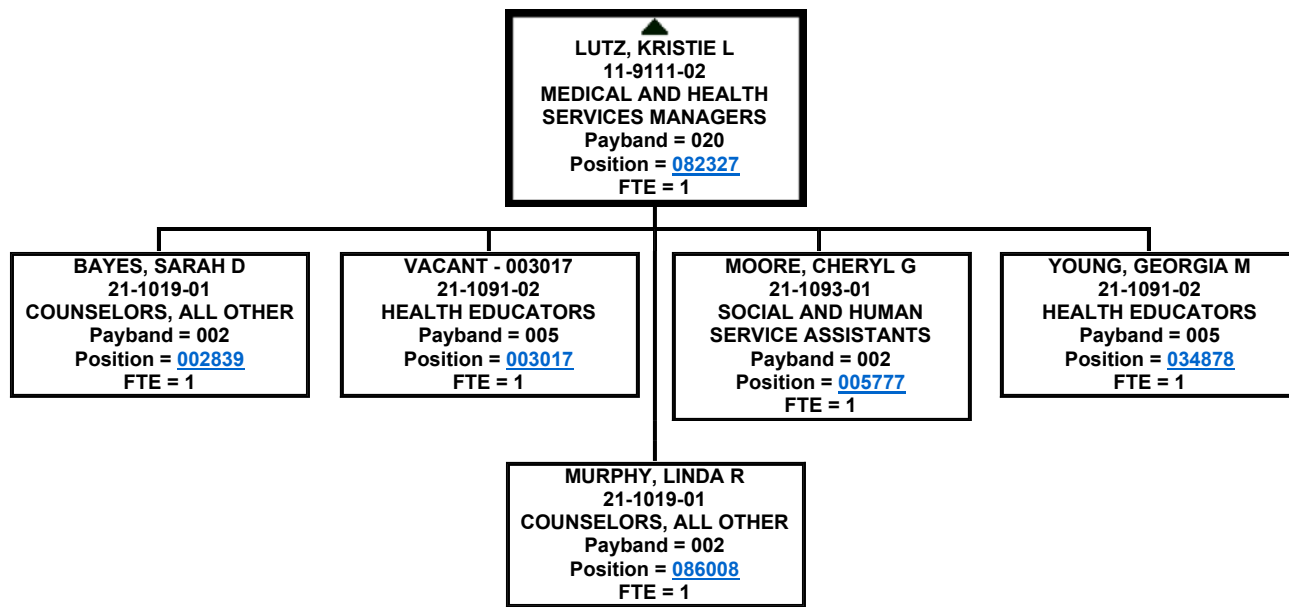


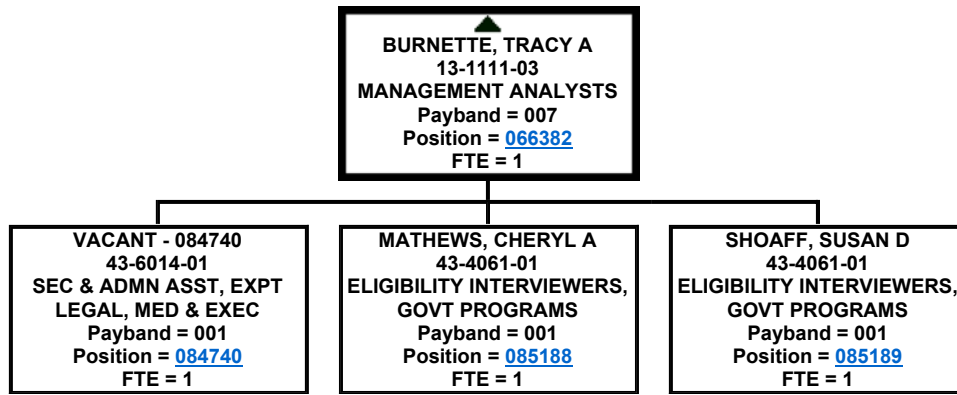


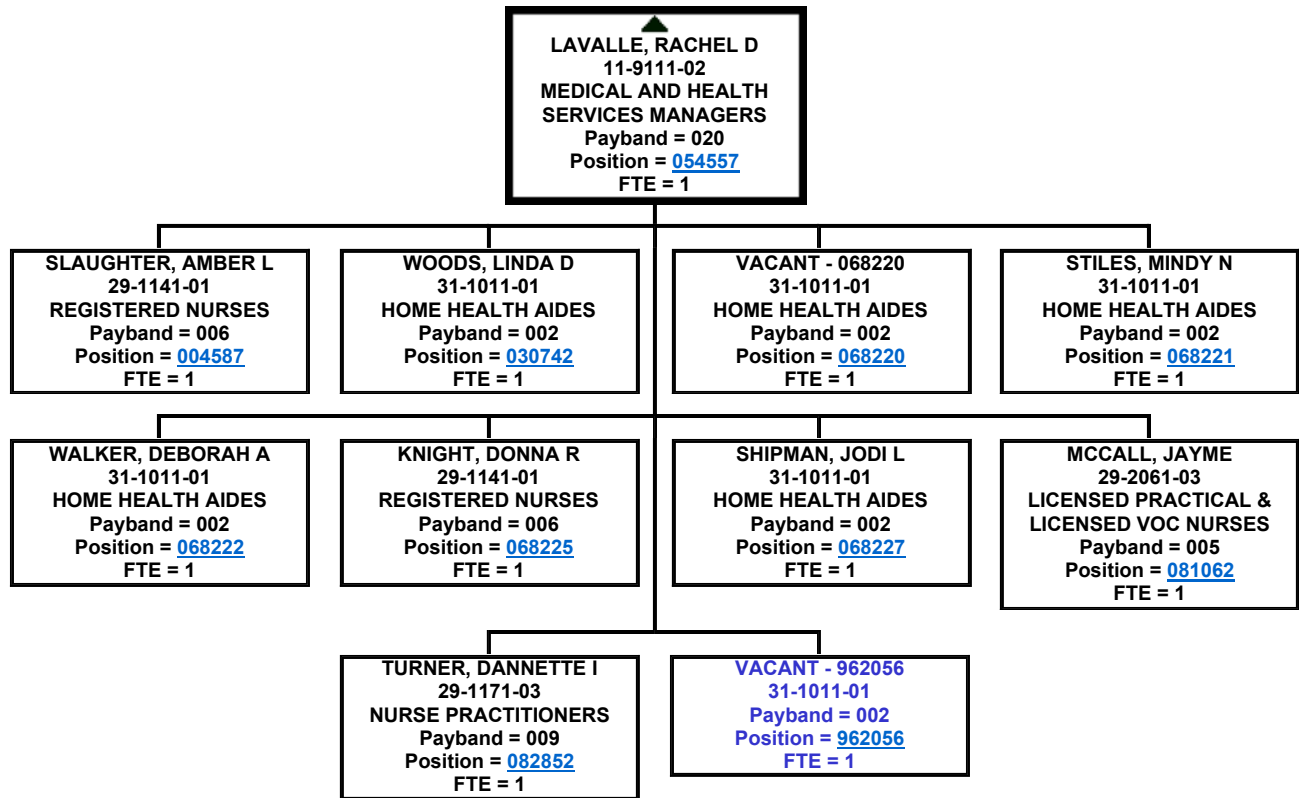
# CHD 62 - Taylor County Health Department

Created: 10/5/2016 10:19:00 AM

**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**



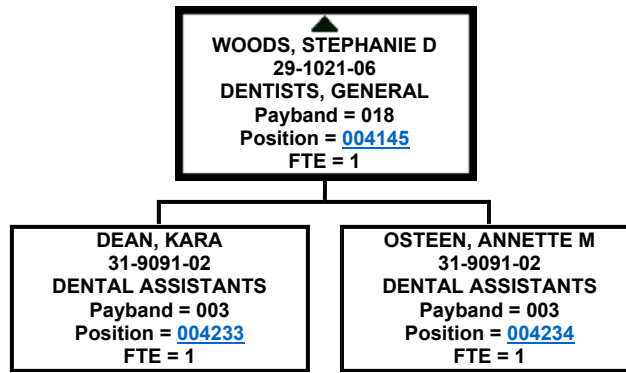




▲  
RACHAL, JAMES M  
11-9121-02  
NATURAL SCIENCES  
MANAGERS  
Payband = 020  
Position = [029612](#)  
FTE = 1

MURPHY, GERALD P  
49-9042-01  
MAINTENANCE AND REPAIR  
WORKERS, GENERAL  
Payband = 001  
Position = [001302](#)  
FTE = 1

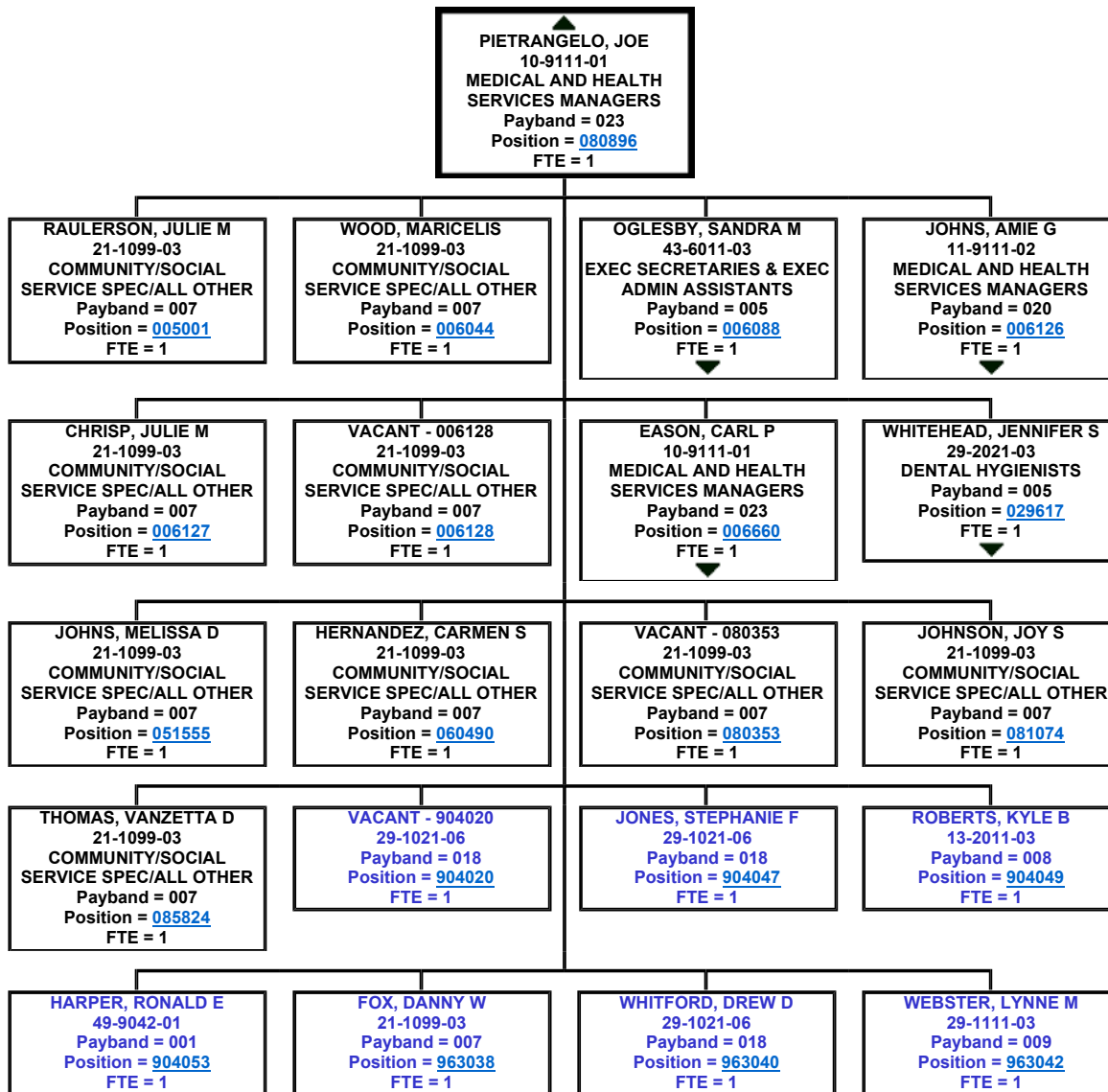
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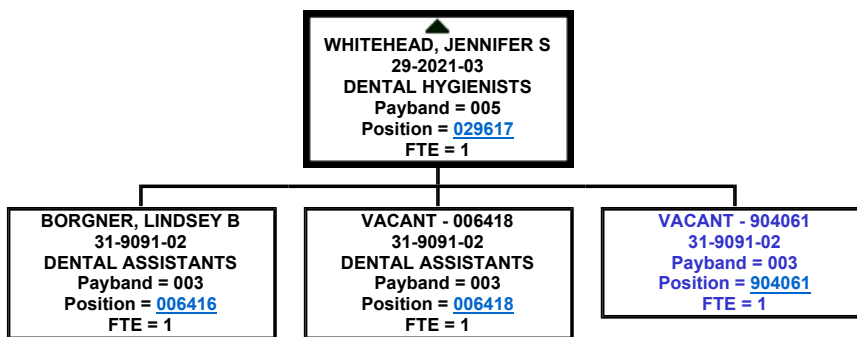


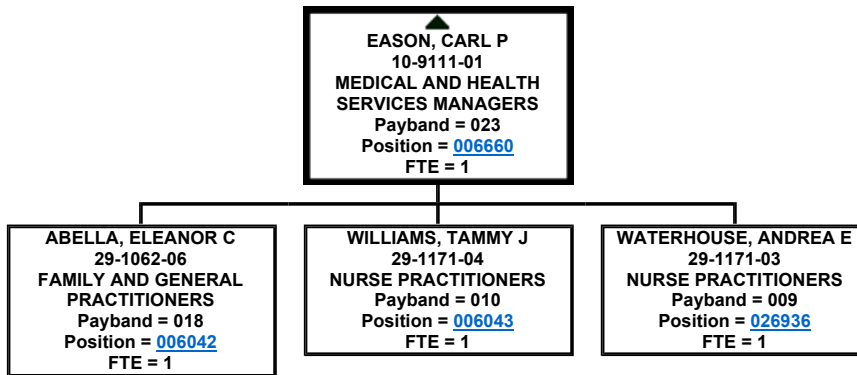
# CHD 63 - Union County Health Department

Created: 10/5/2016 10:19:00 AM

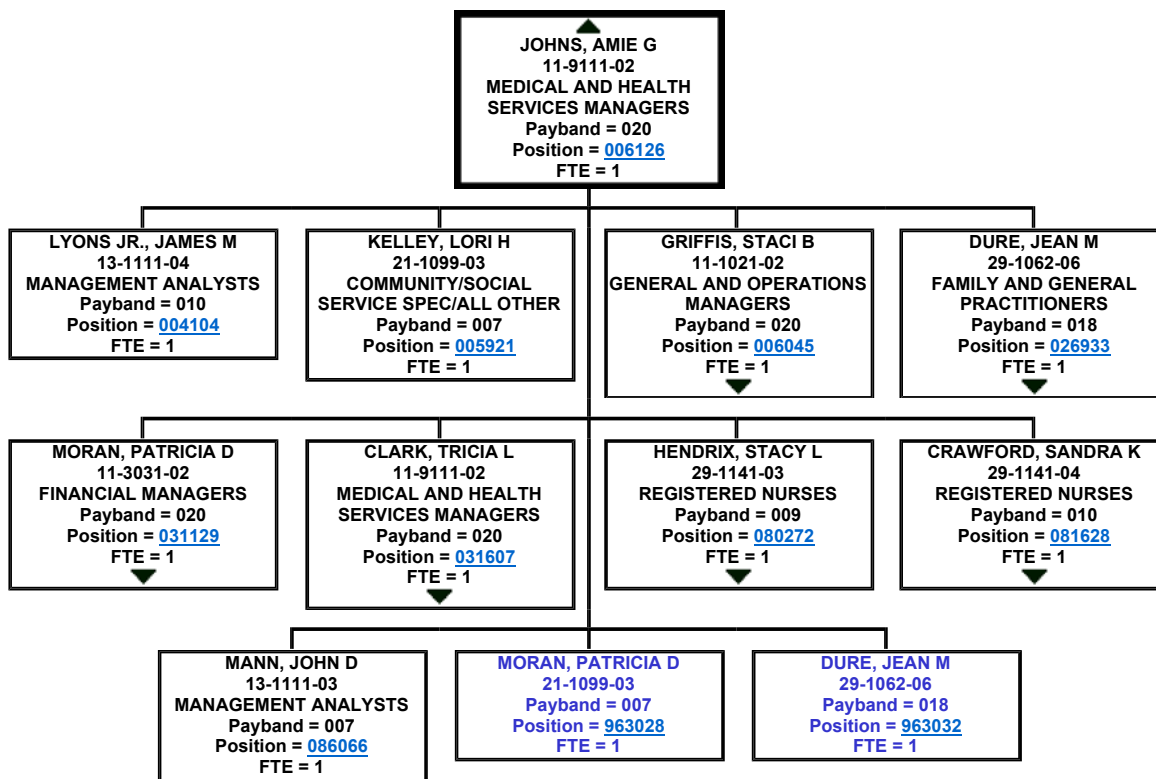
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

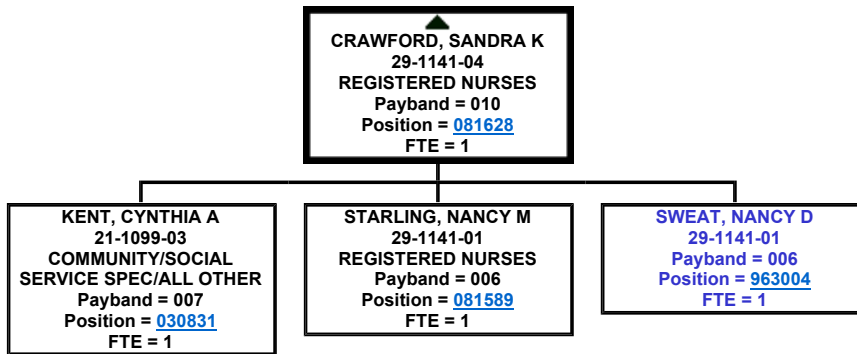


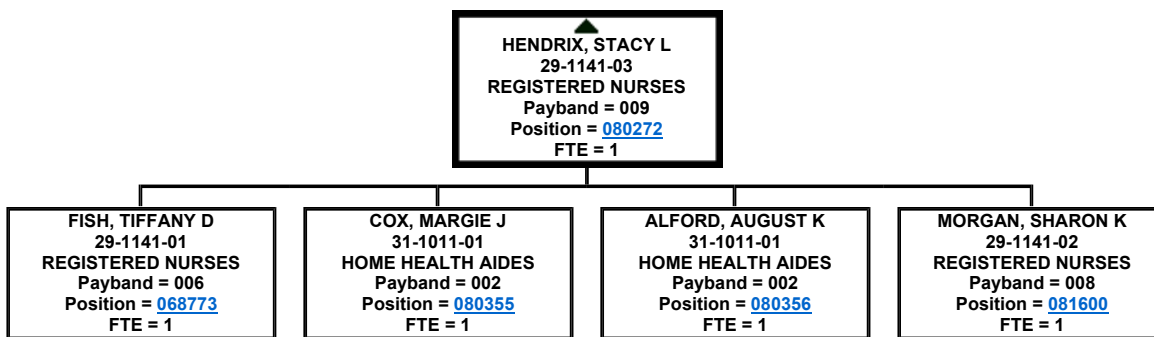


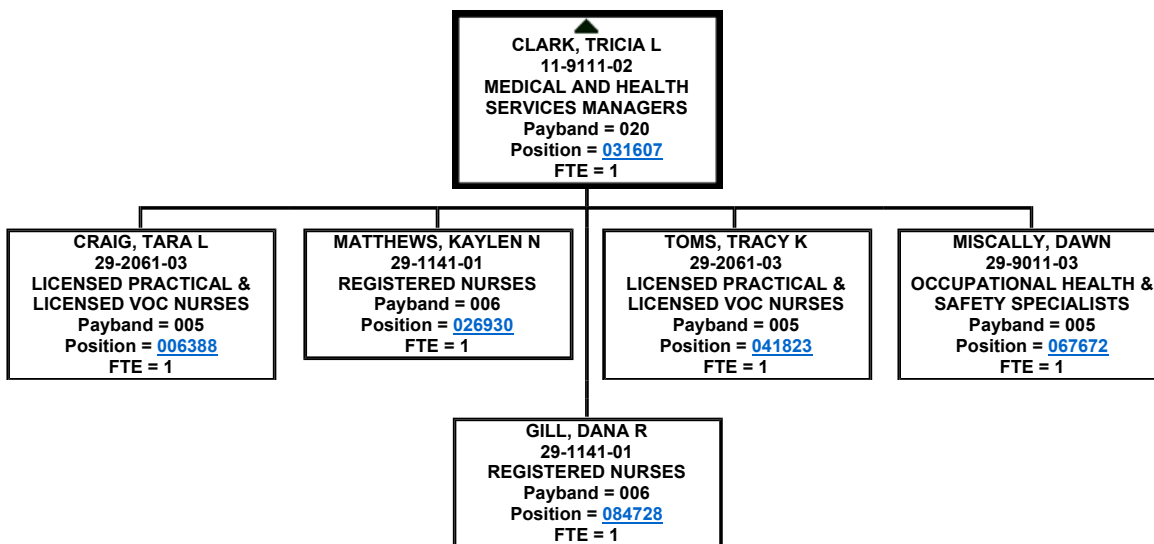


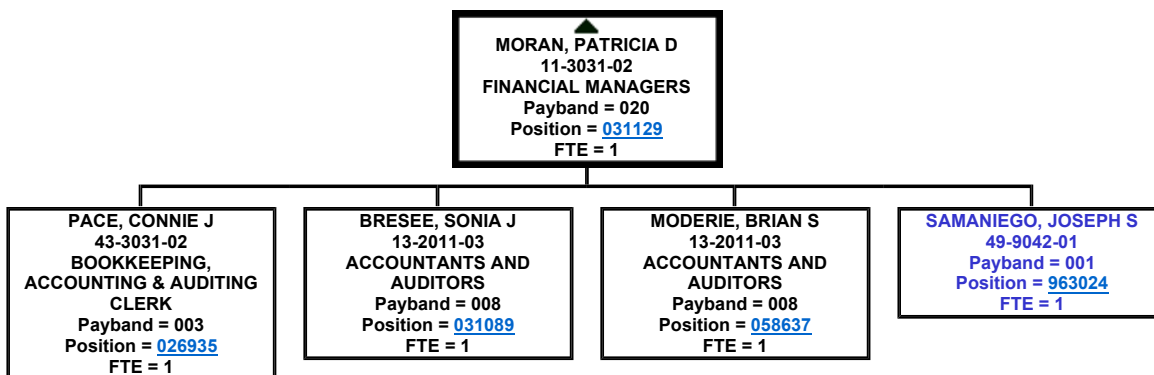


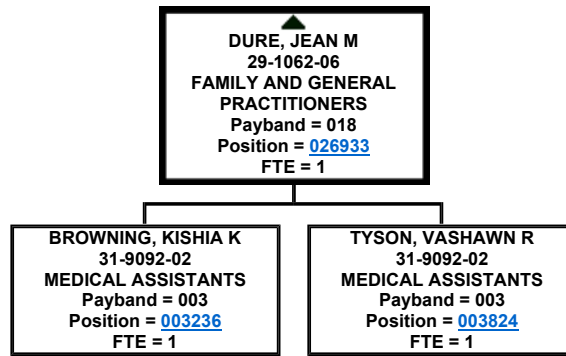


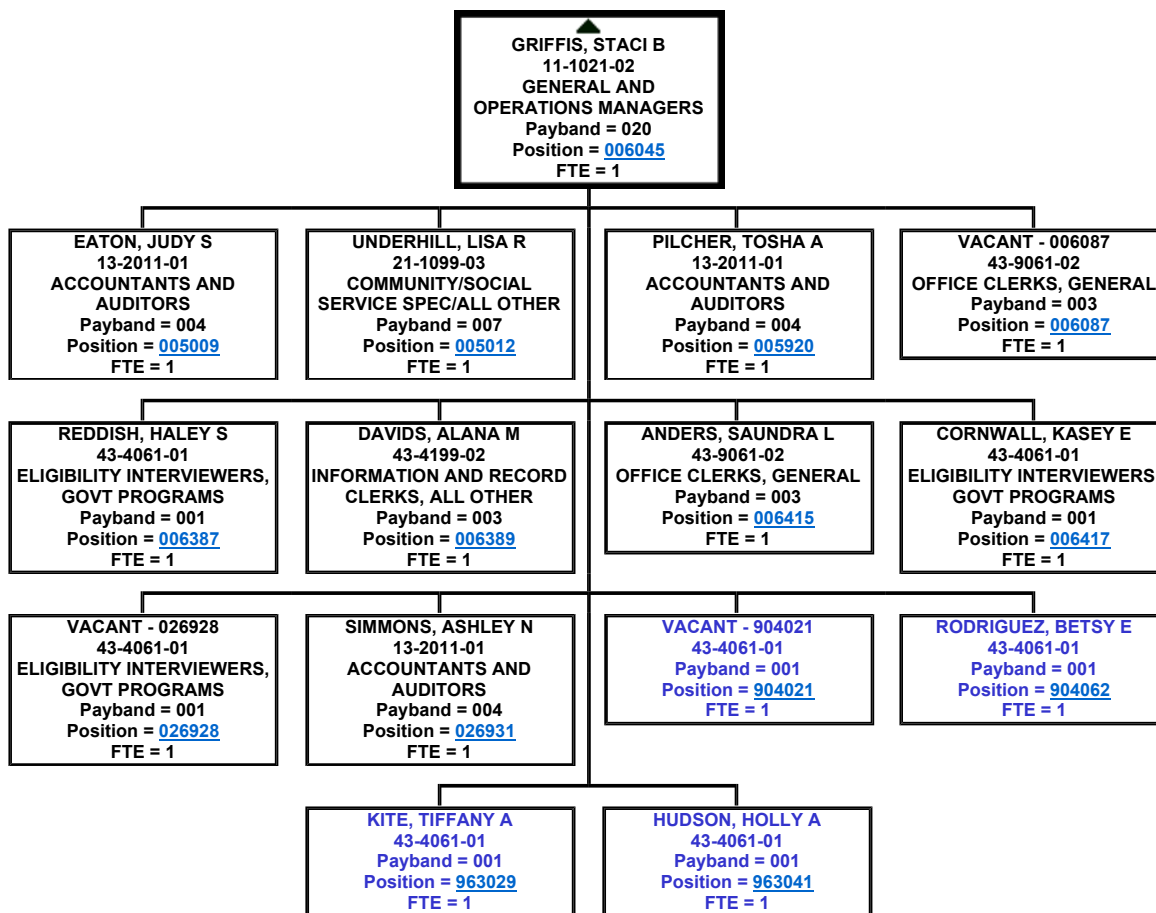


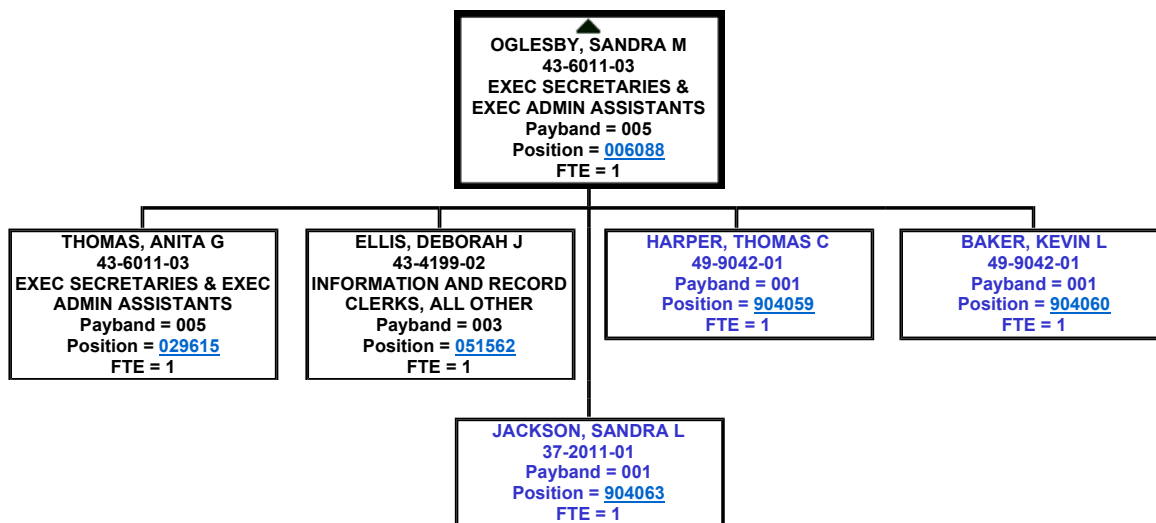










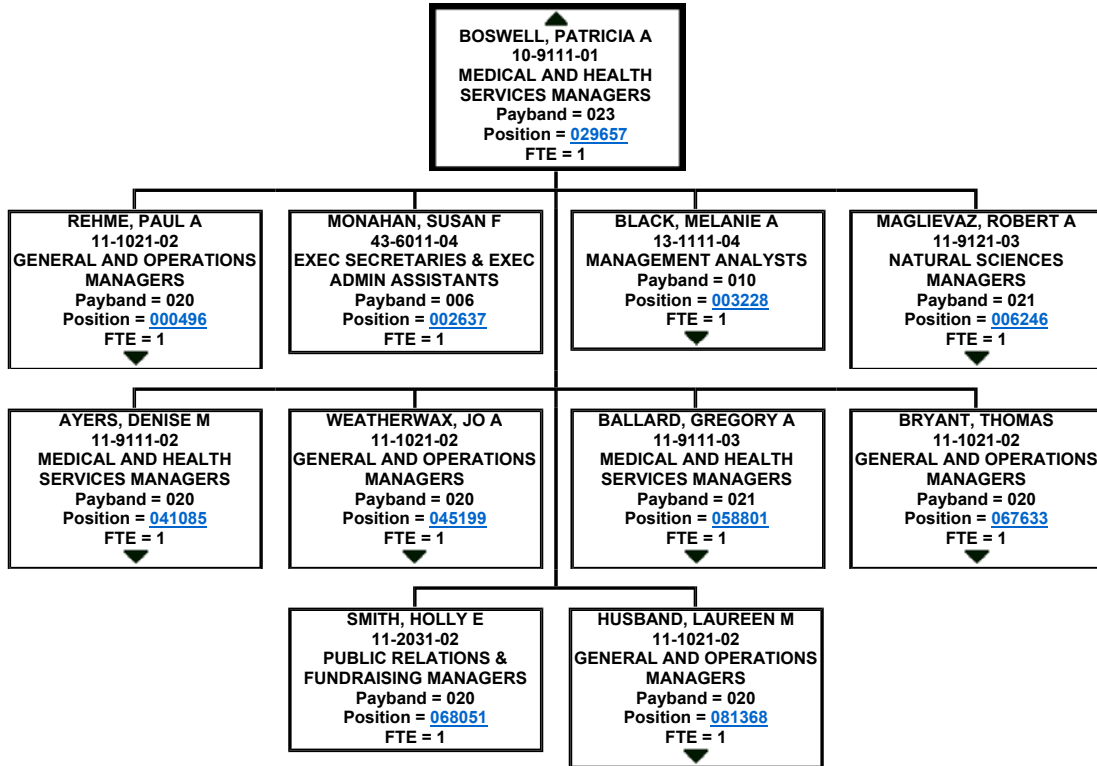


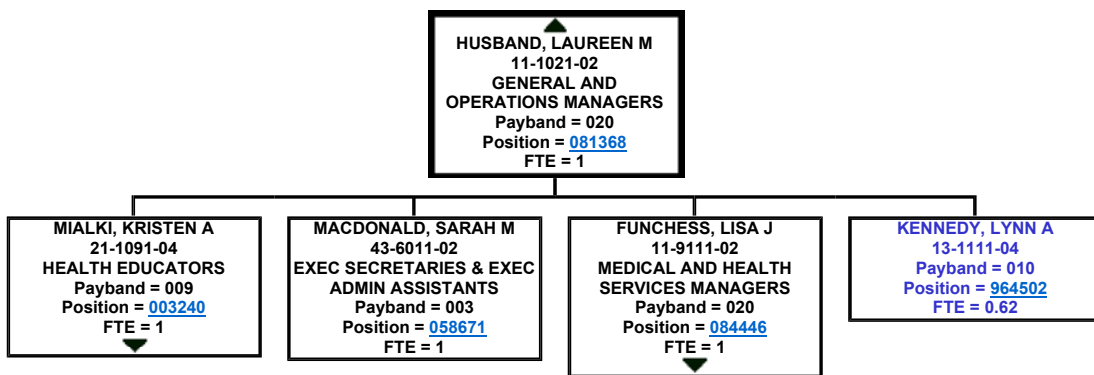


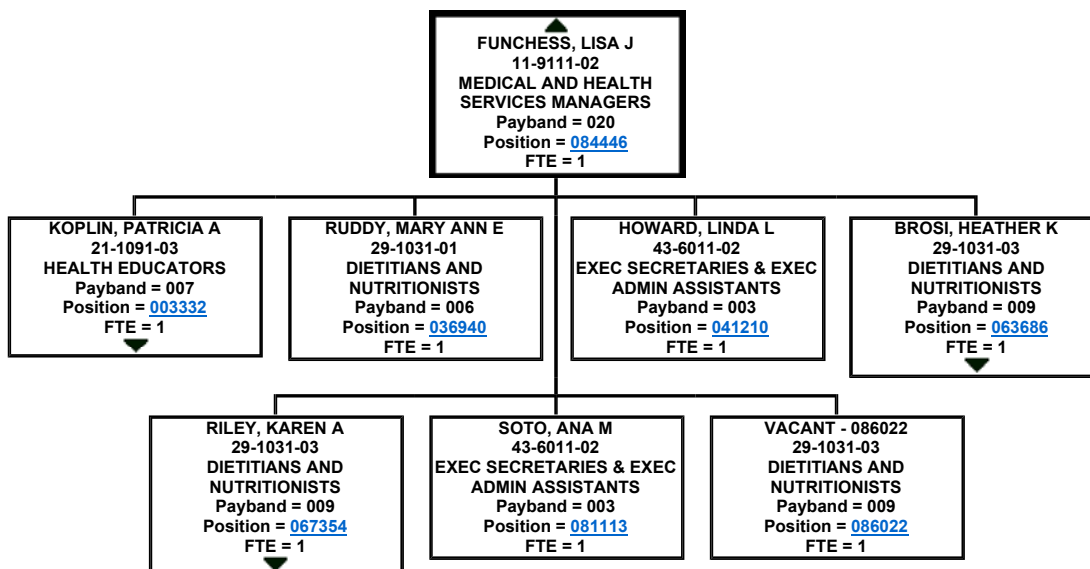
# CHD 64 - Volusia County Health Department

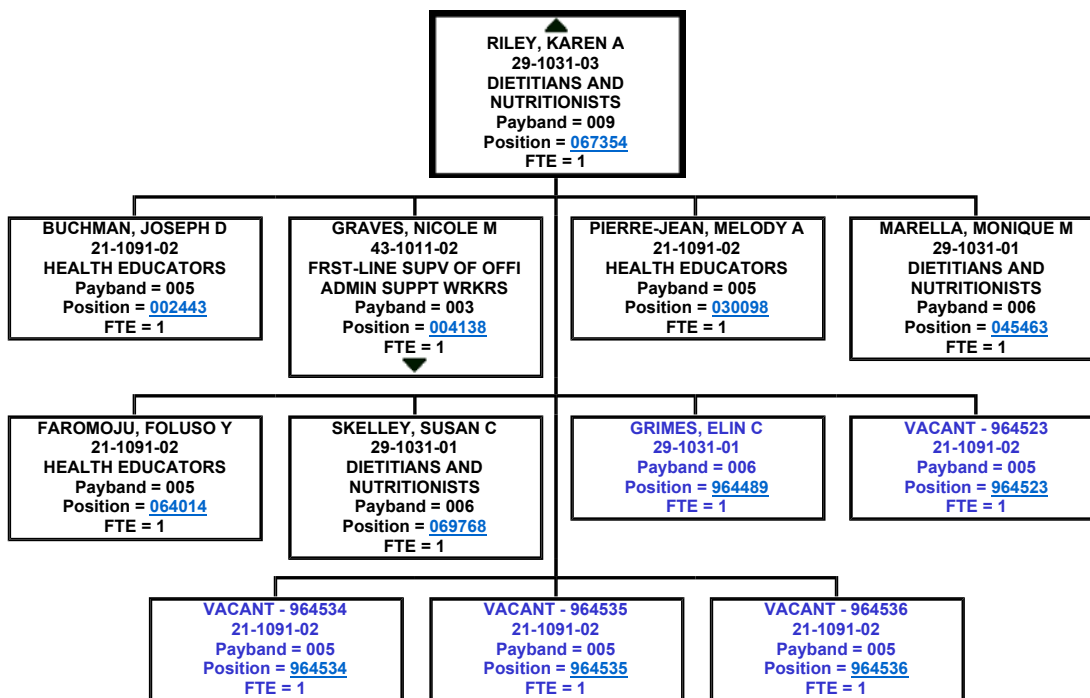
Created: 10/5/2016 10:19:00 AM

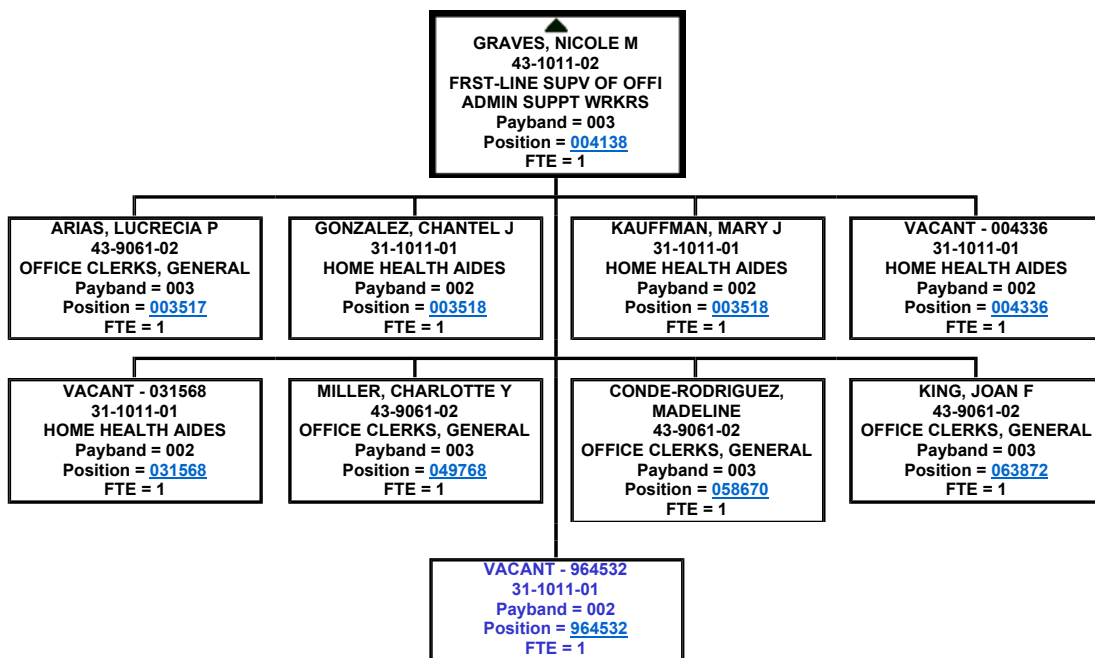
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

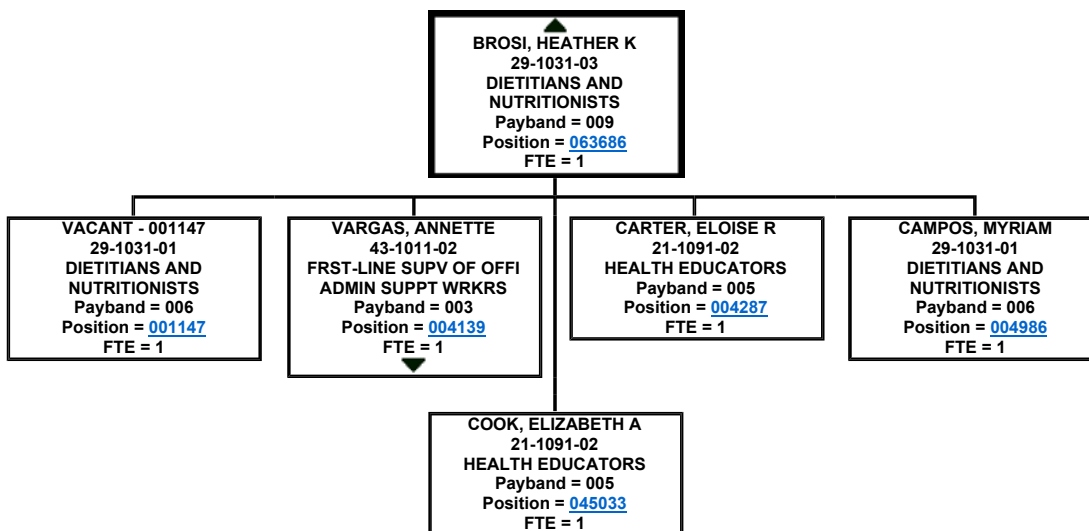


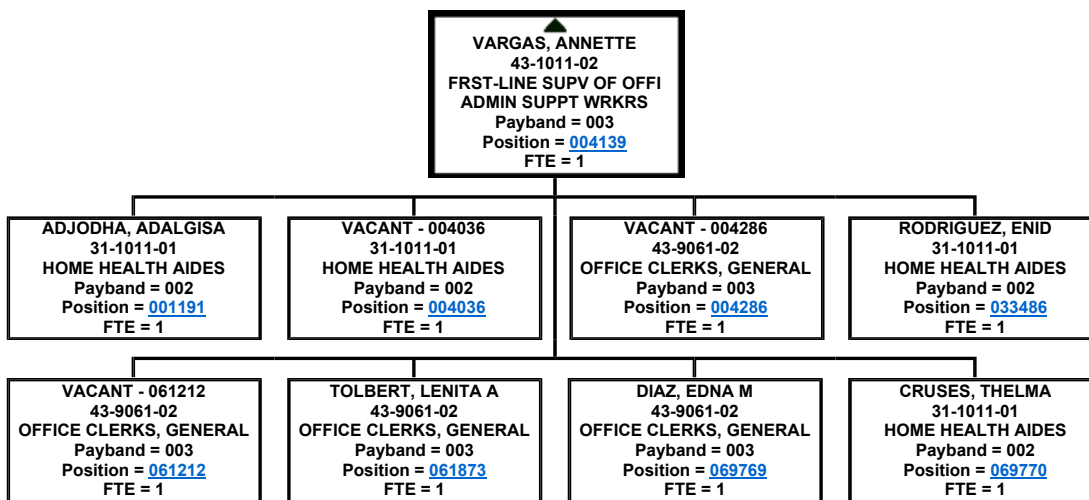


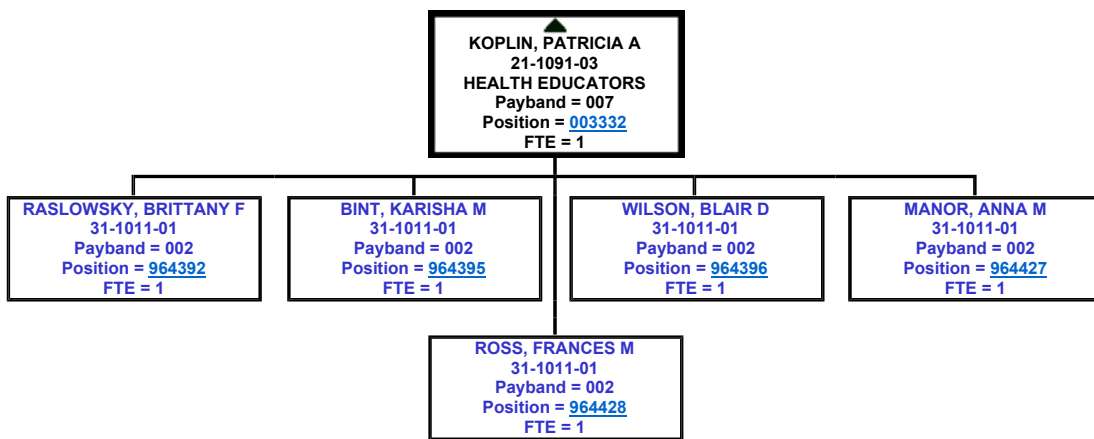




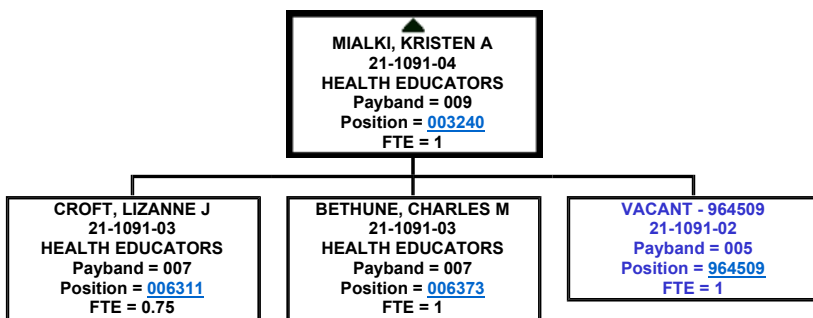


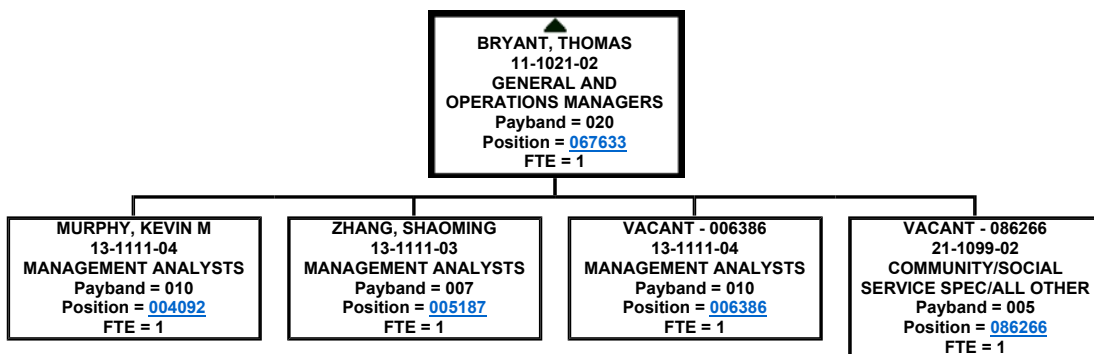


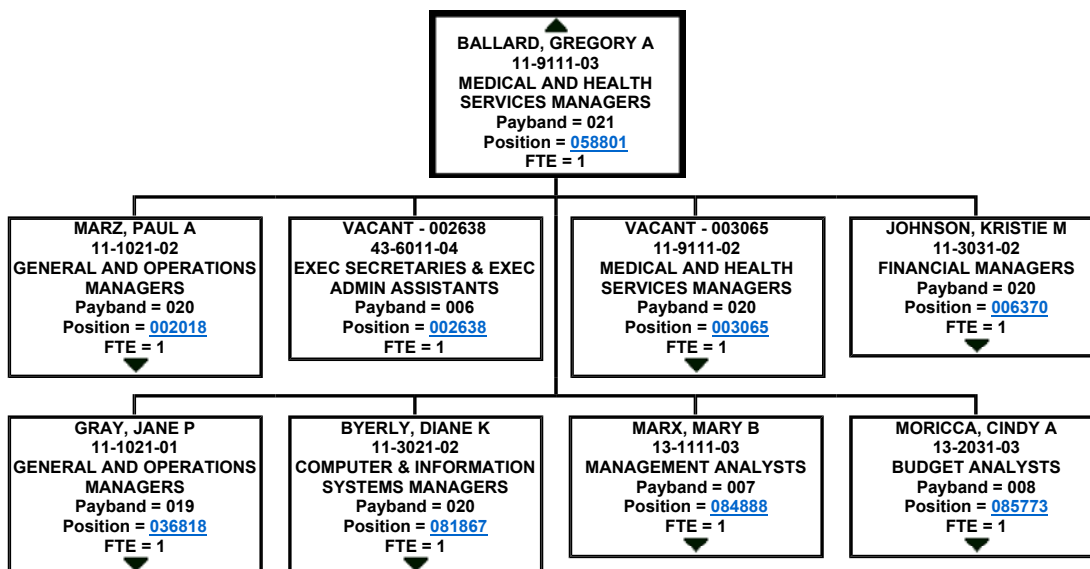


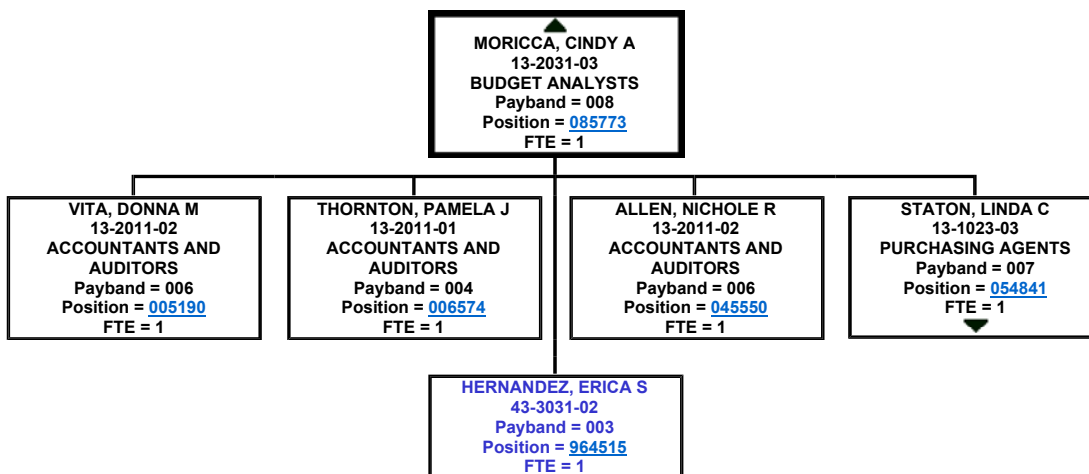


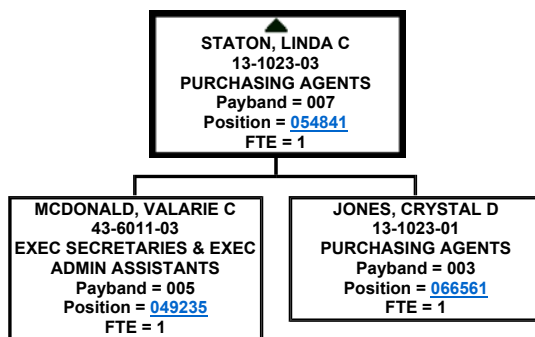


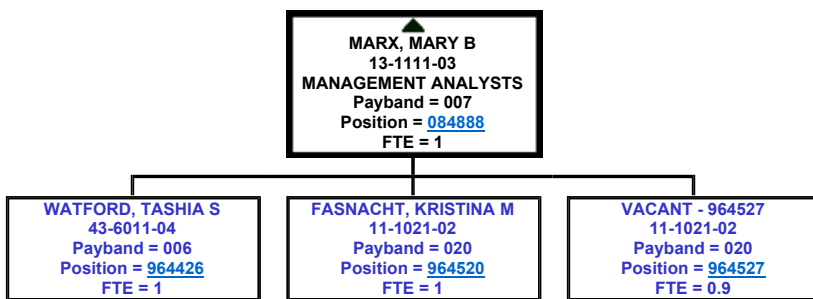


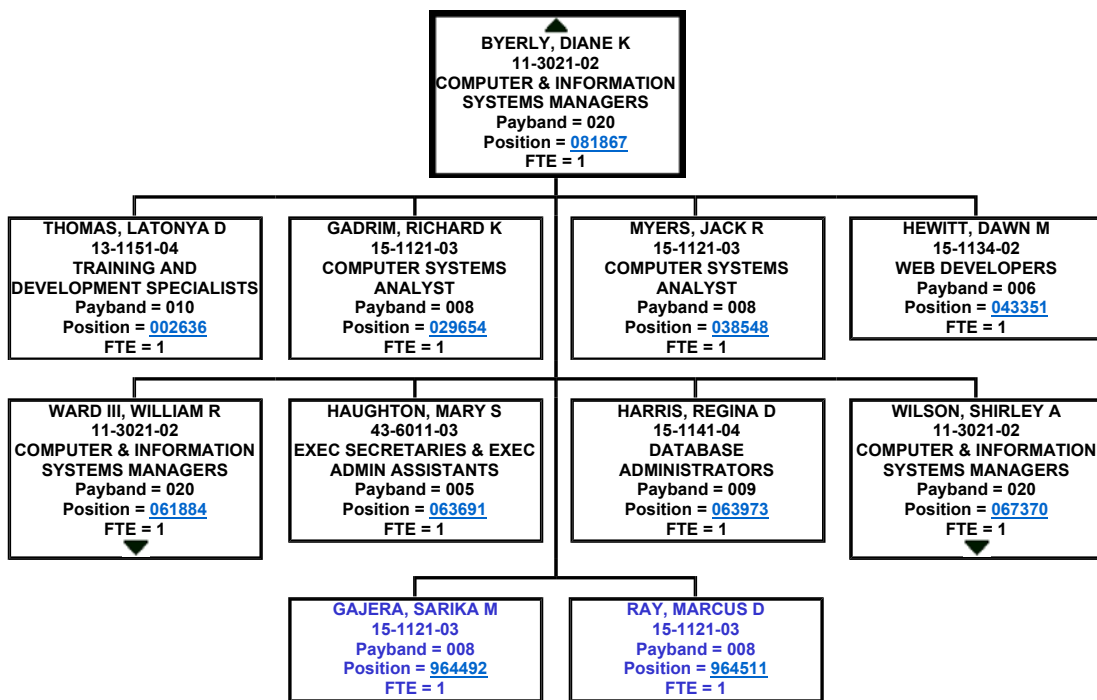


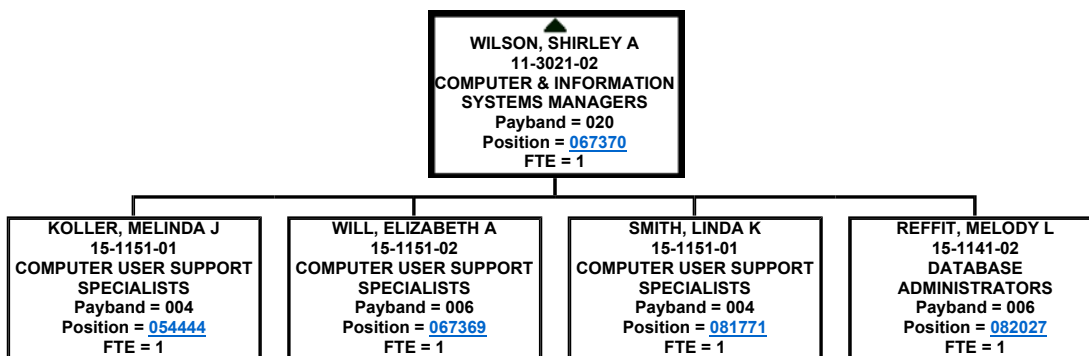




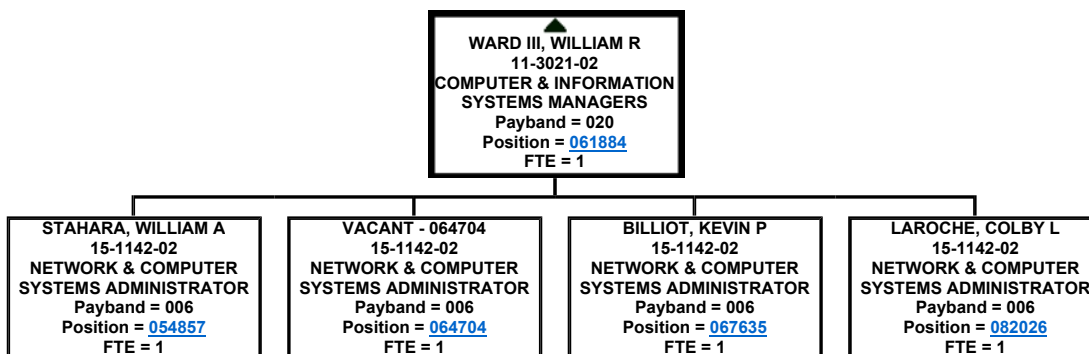


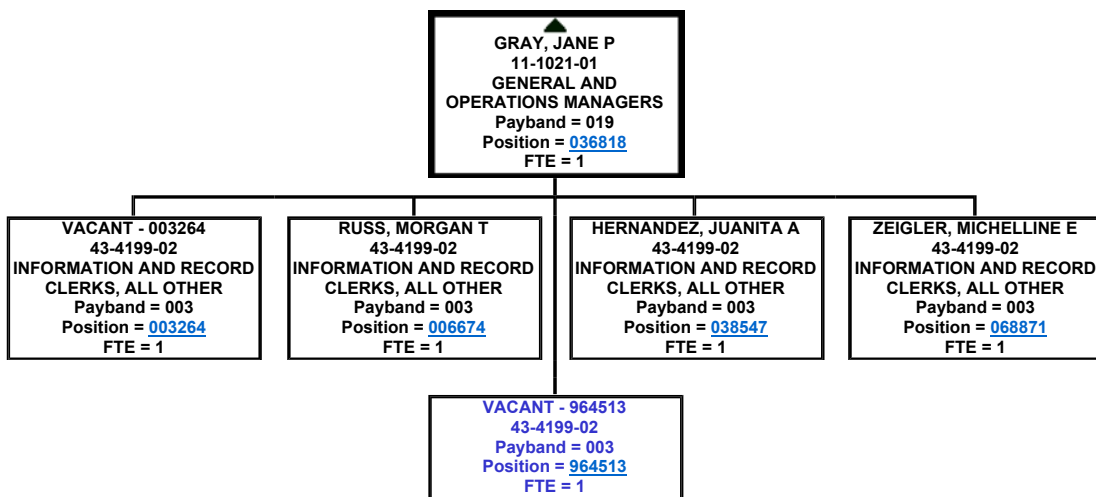


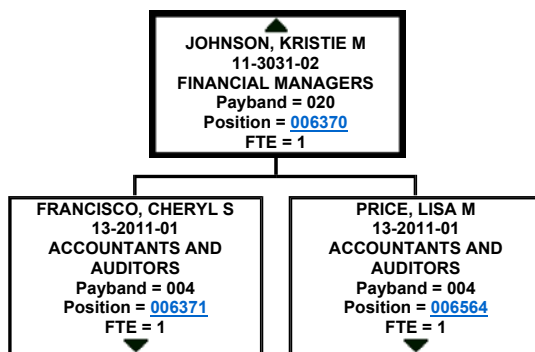


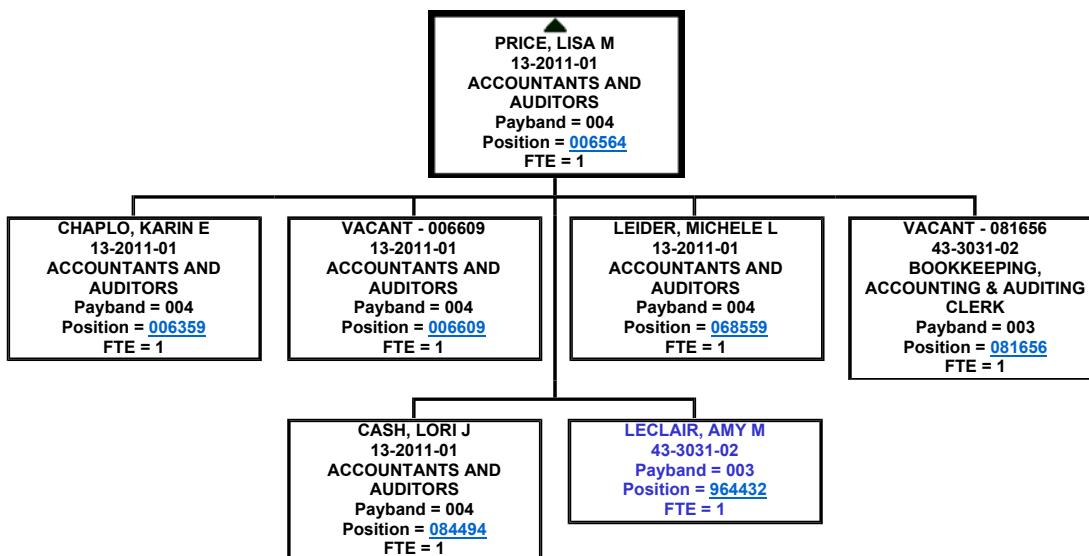


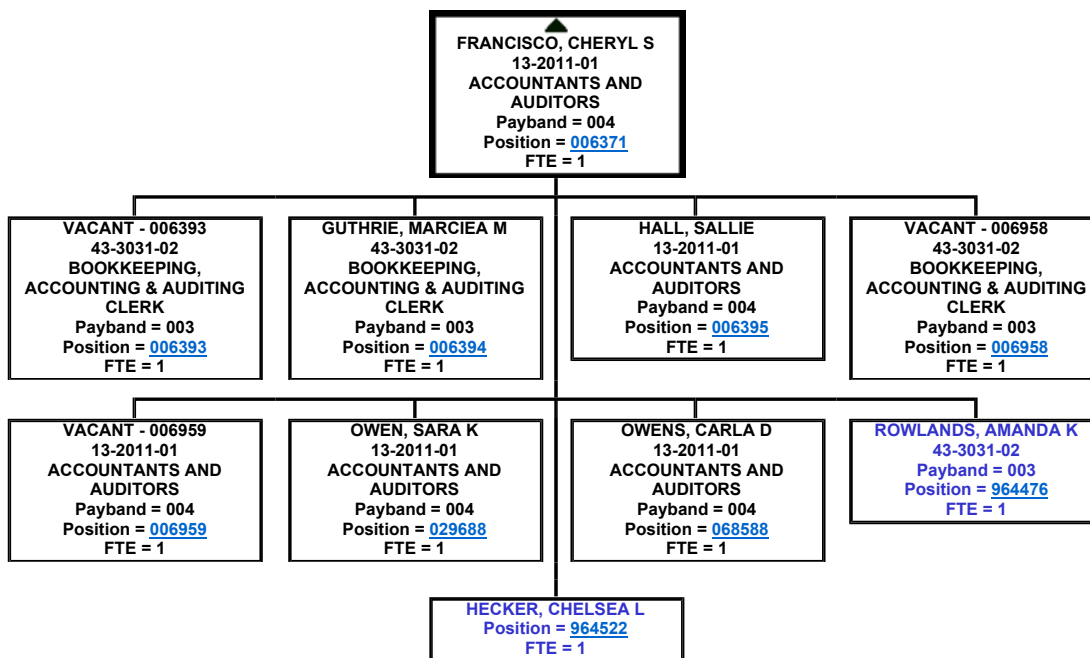


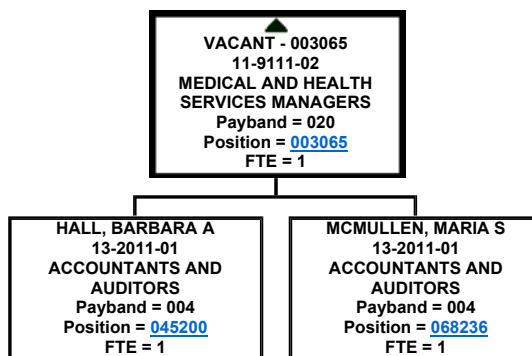


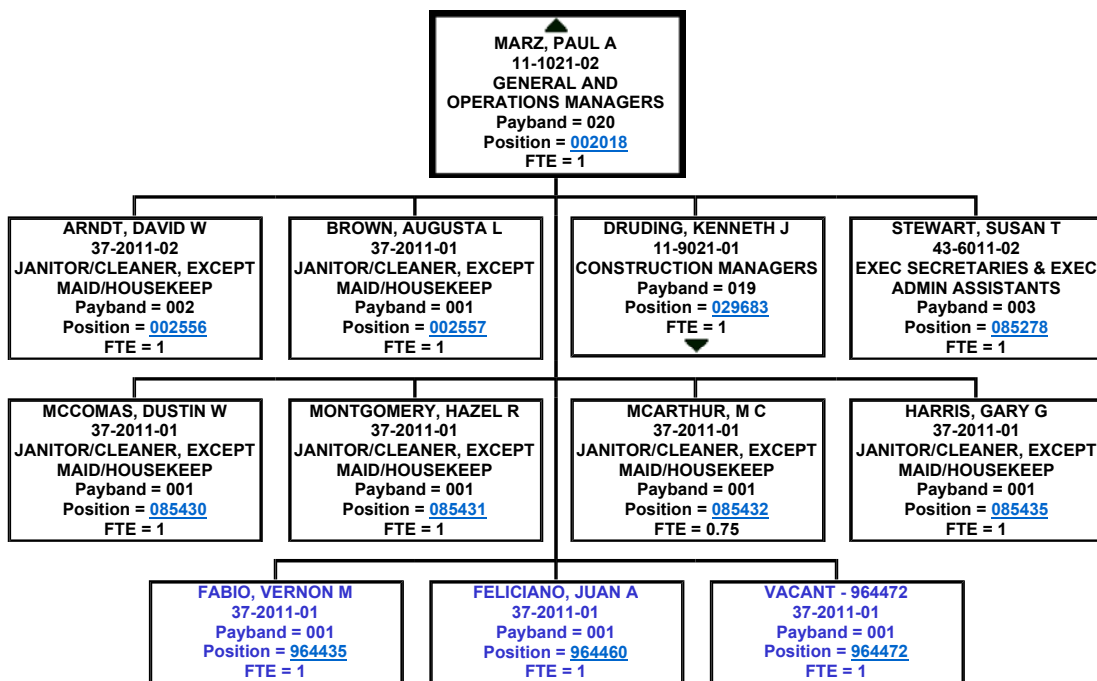


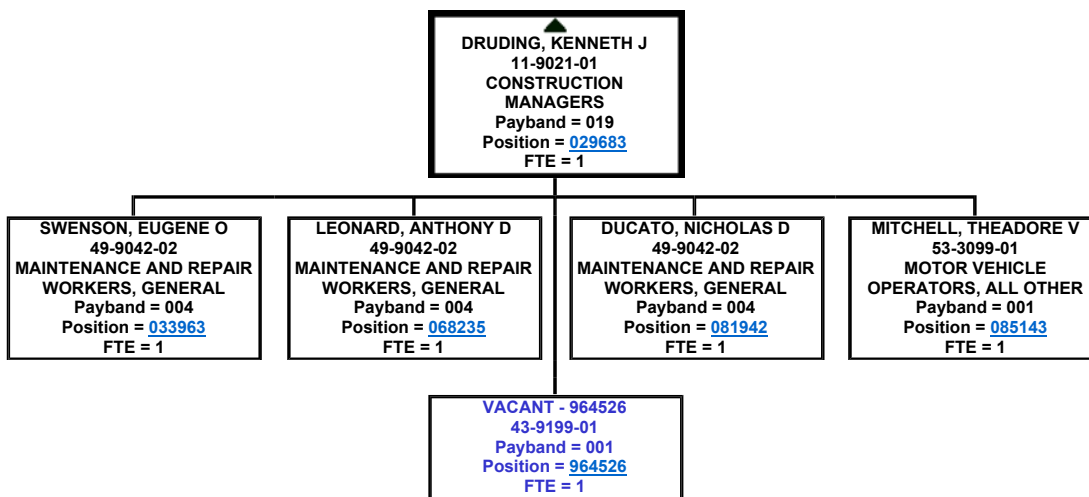




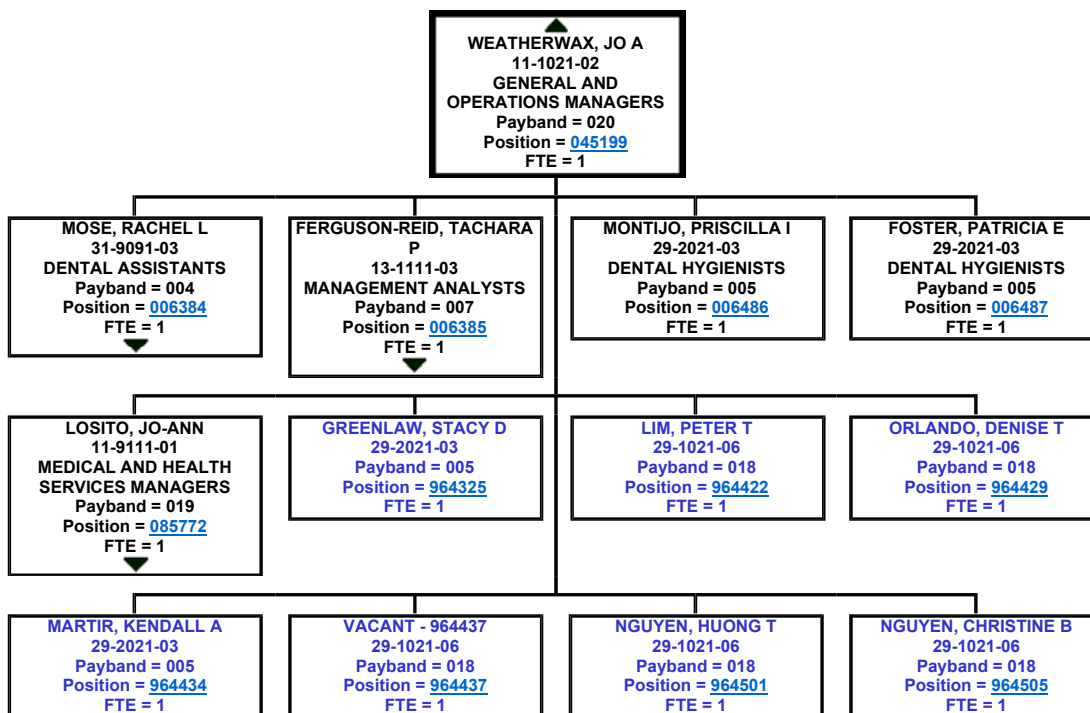


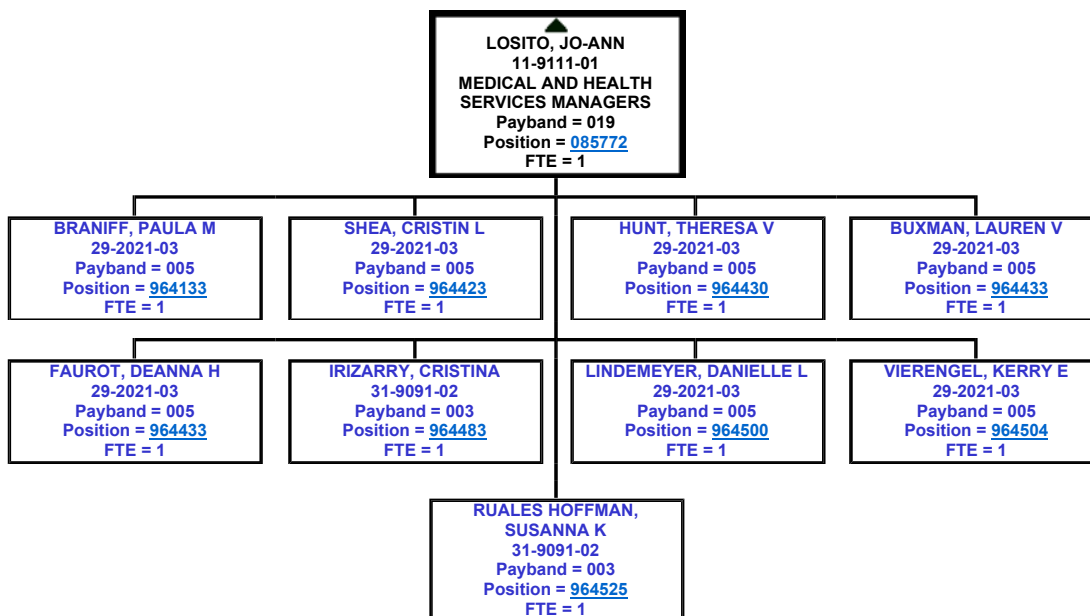


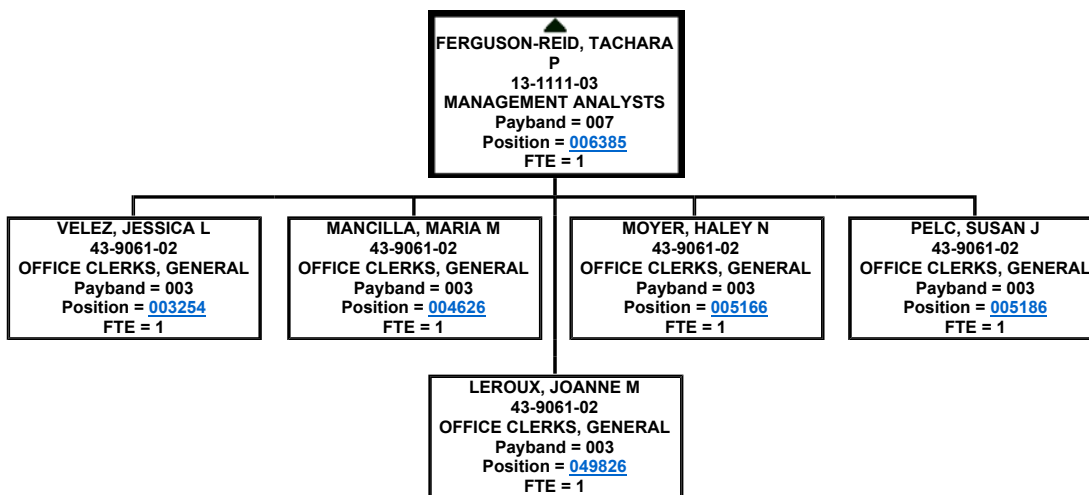


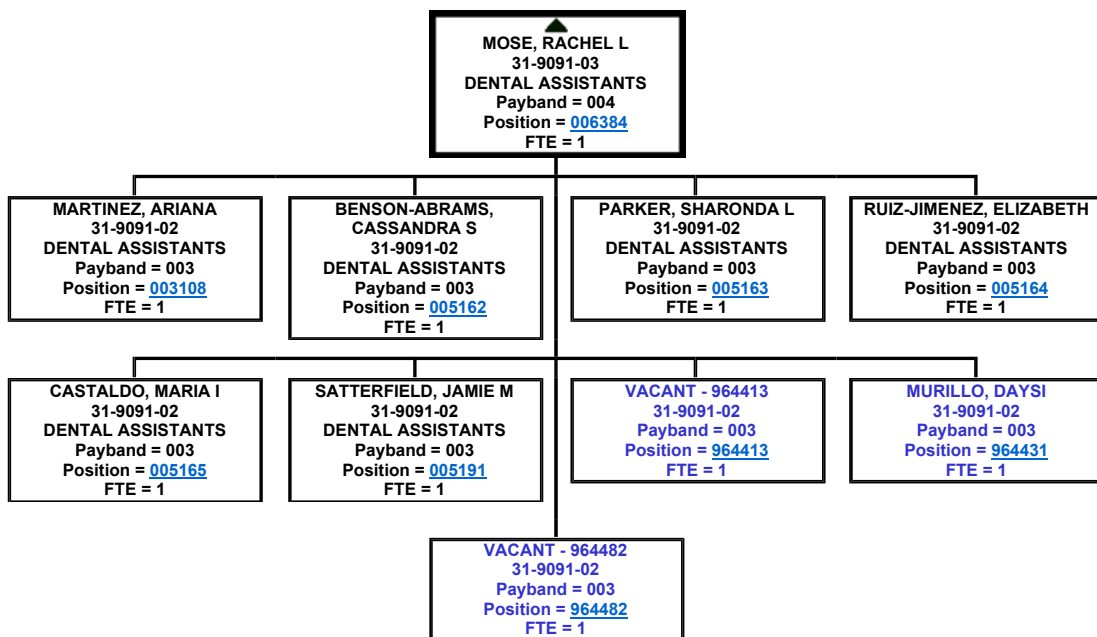


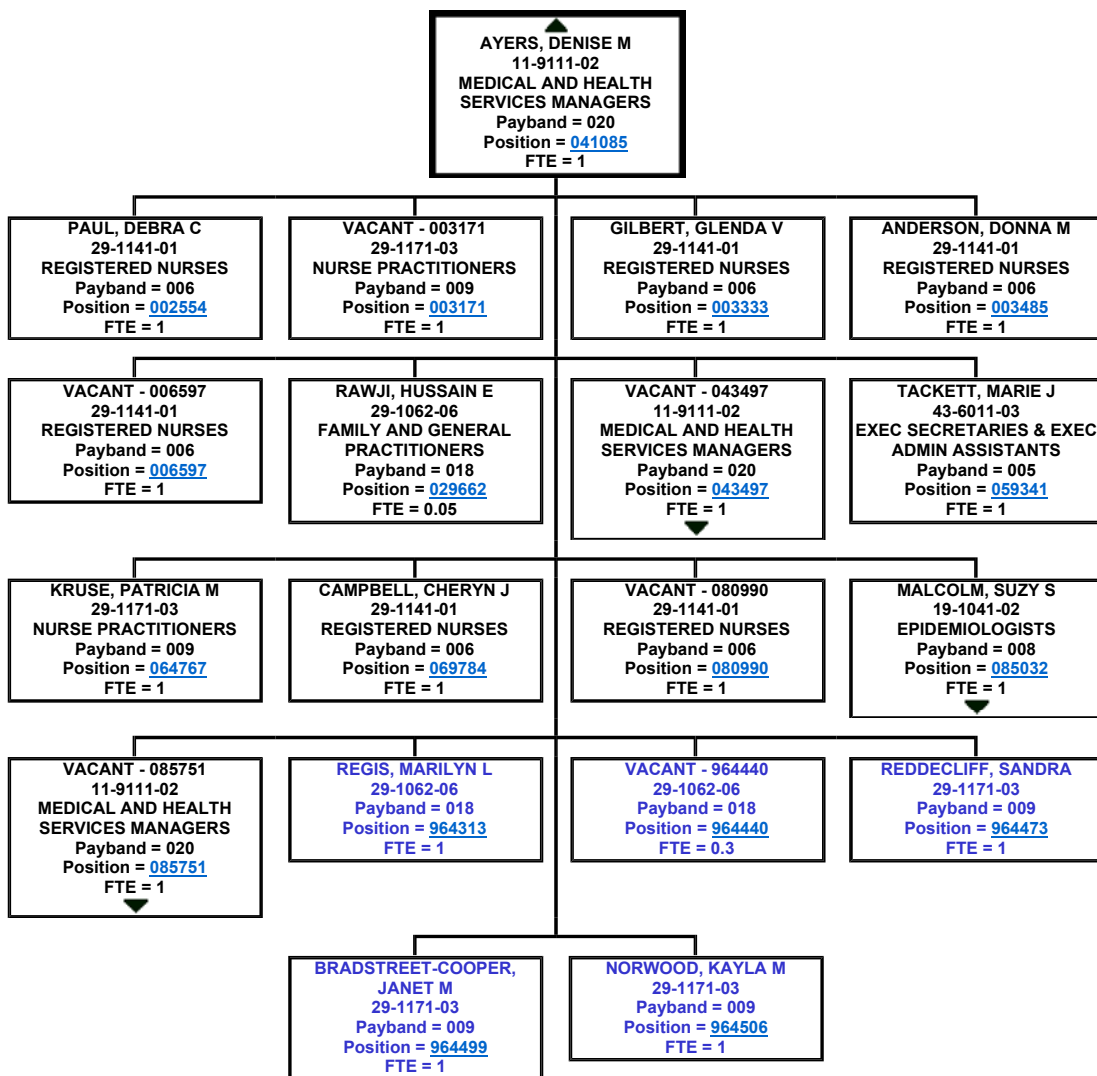


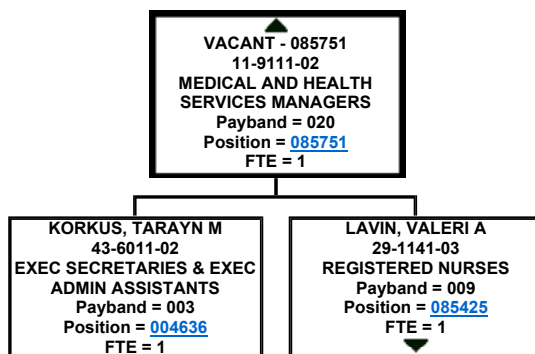








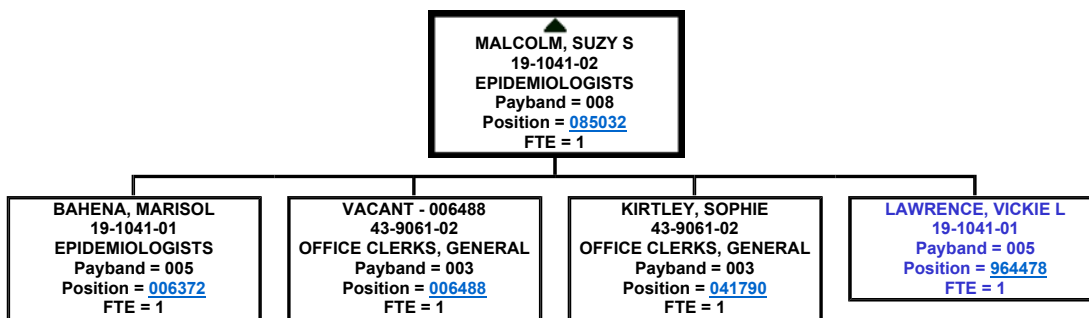




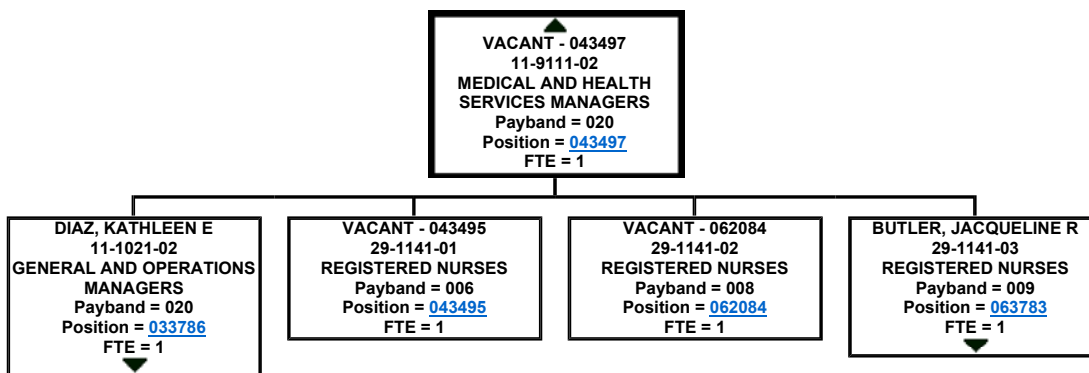
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LAVIN, VALERI A  
29-1141-03  
REGISTERED NURSES  
Payband = 009  
Position = [085425](#)  
FTE = 1

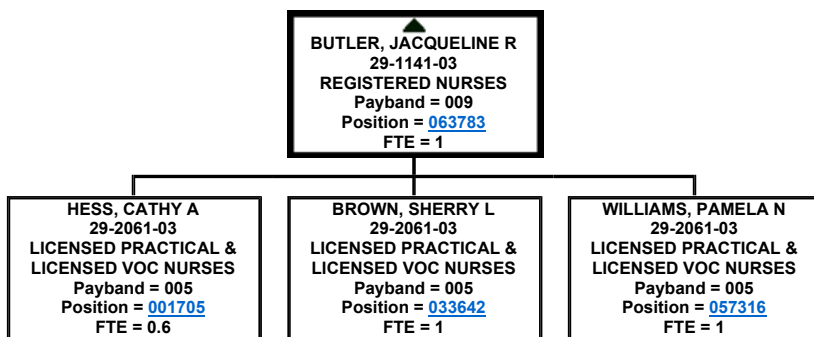
MORRIS, LAGINNA A  
29-2061-03  
LICENSED PRACTICAL &  
LICENSED VOC NURSES  
Payband = 005  
Position = [000505](#)  
FTE = 1

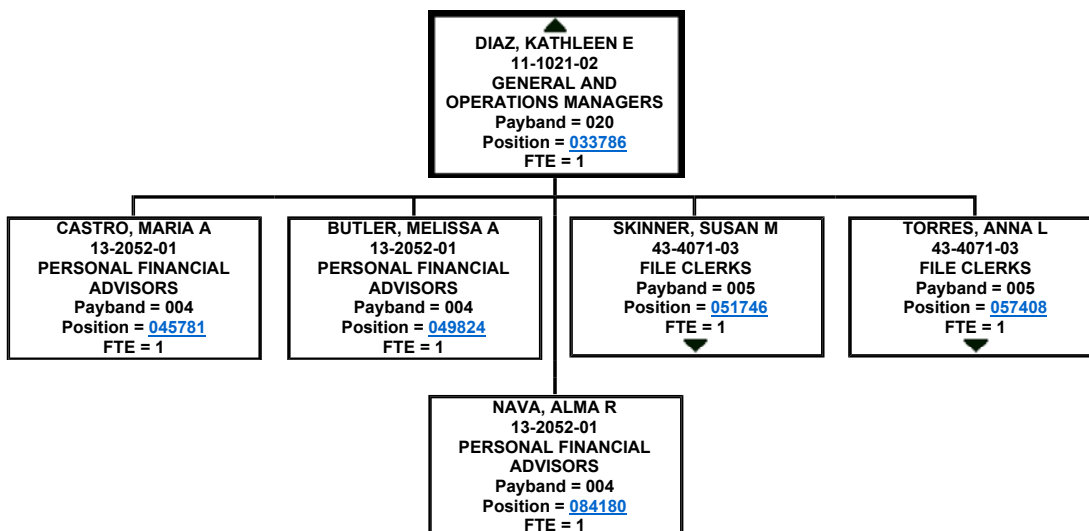
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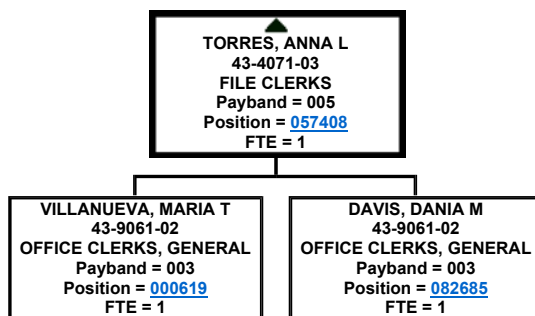


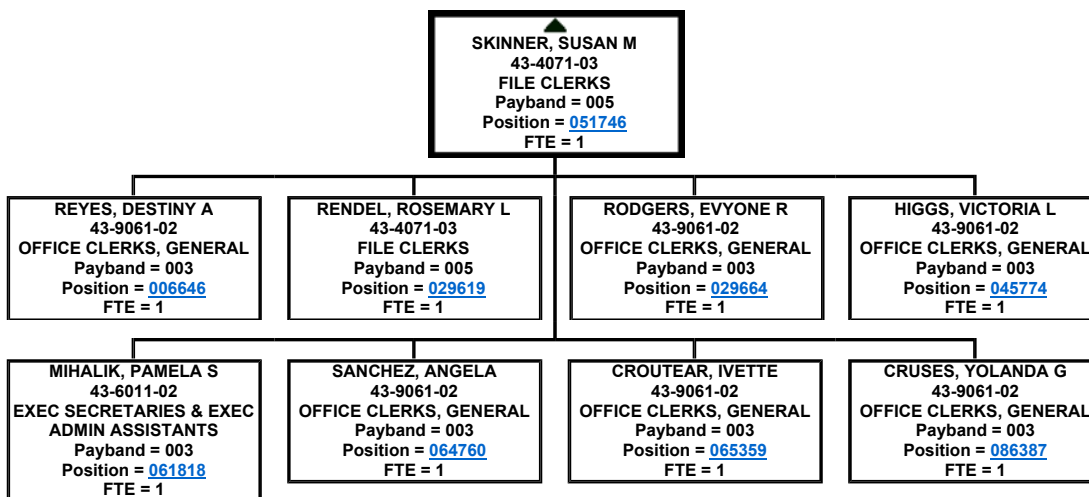


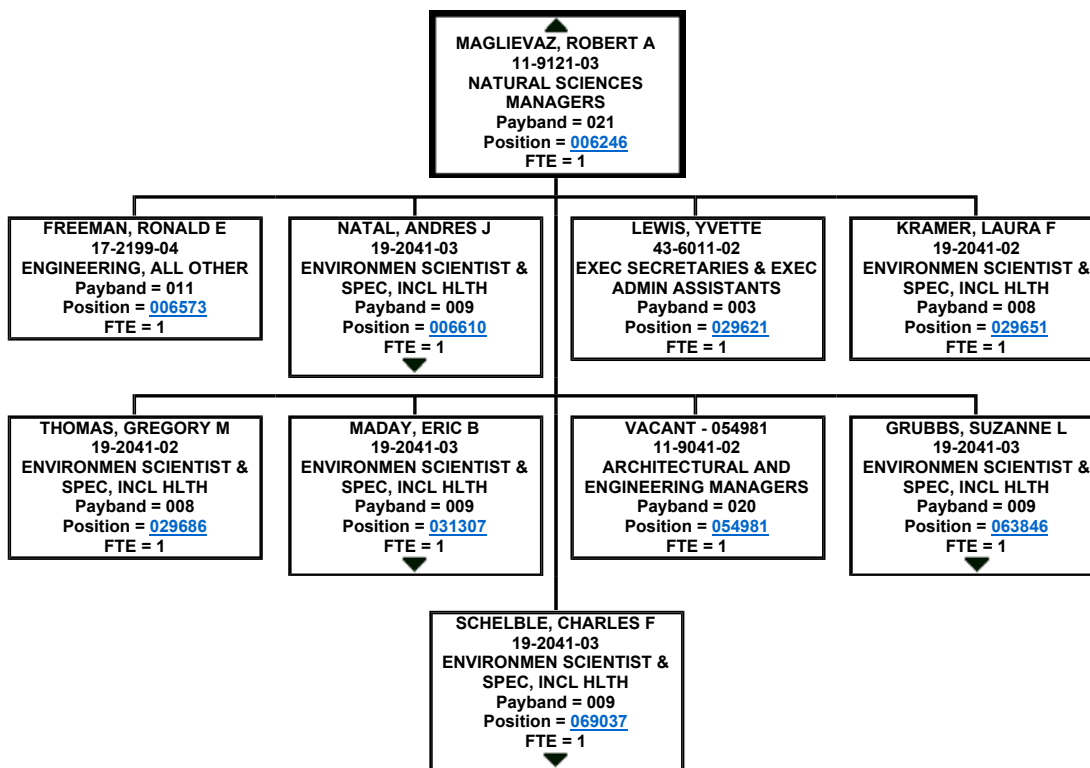


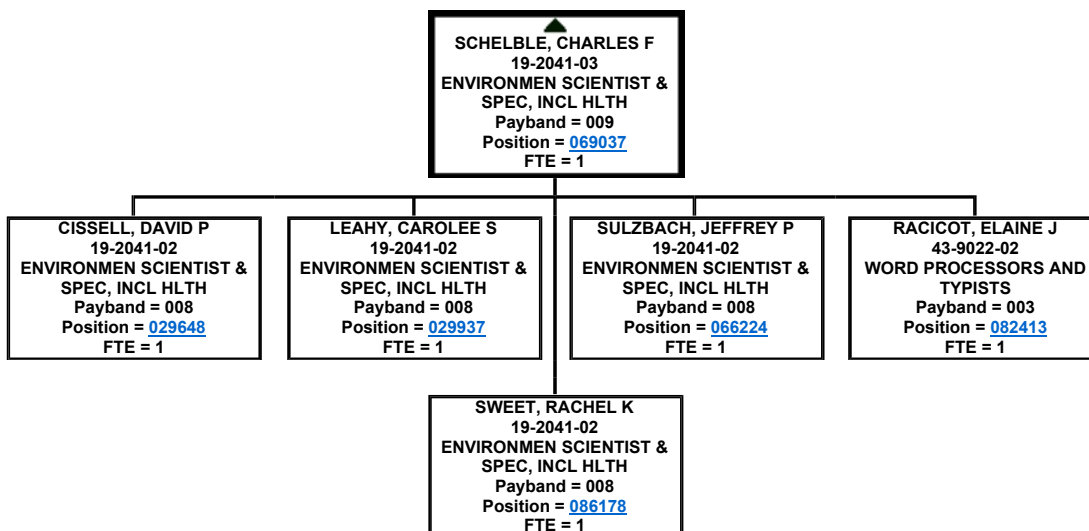


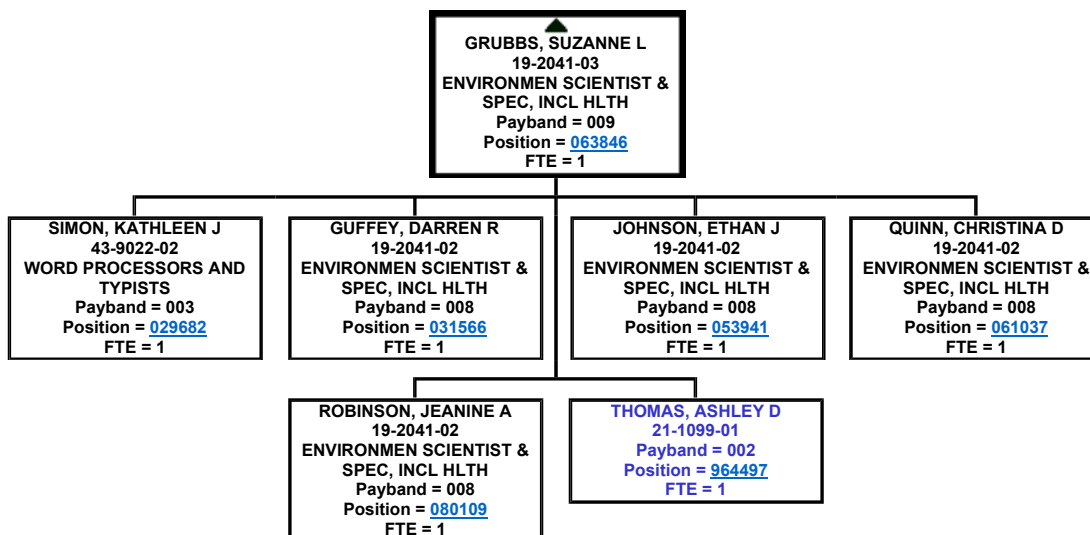




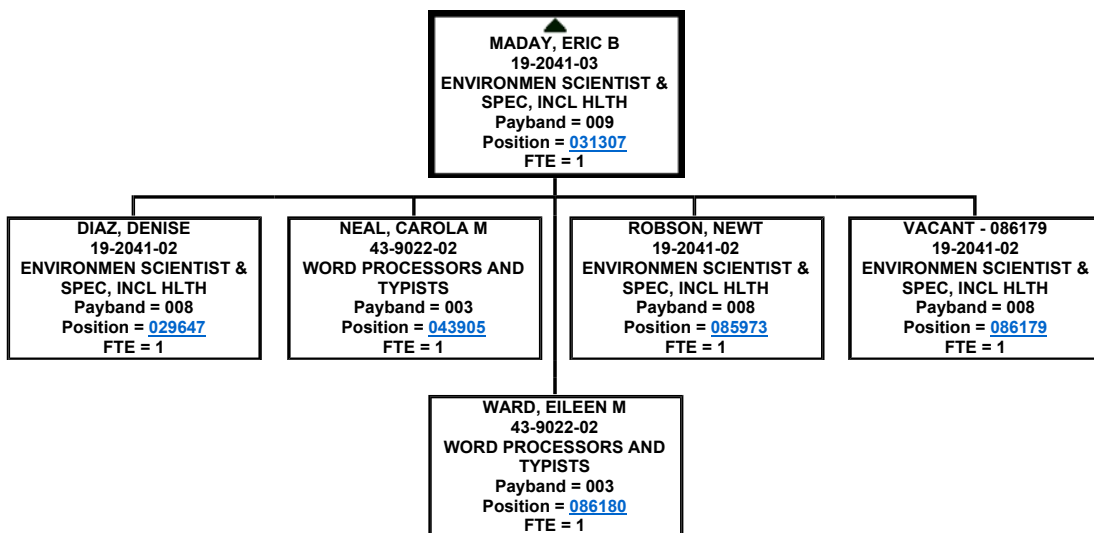


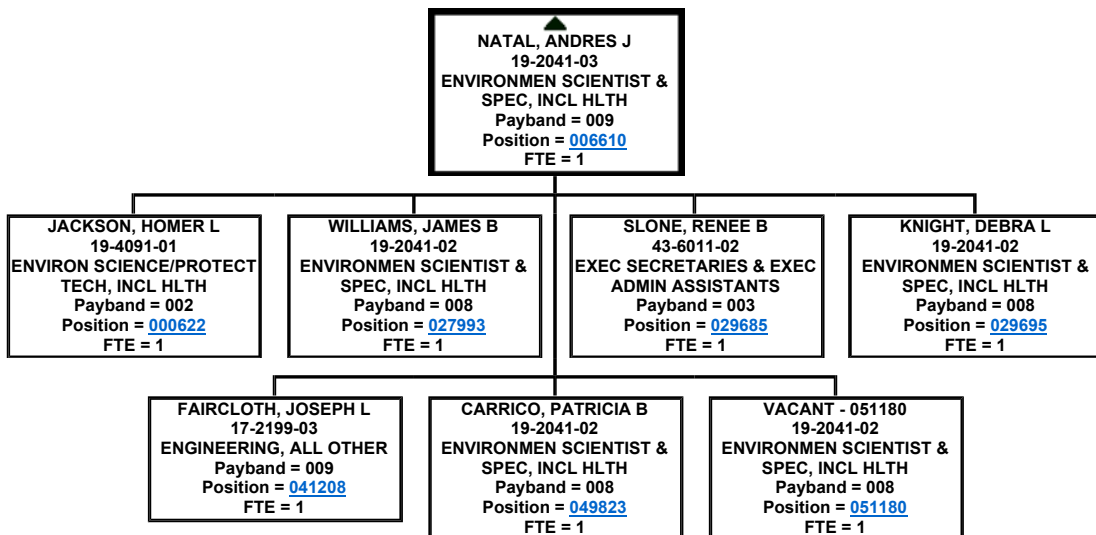


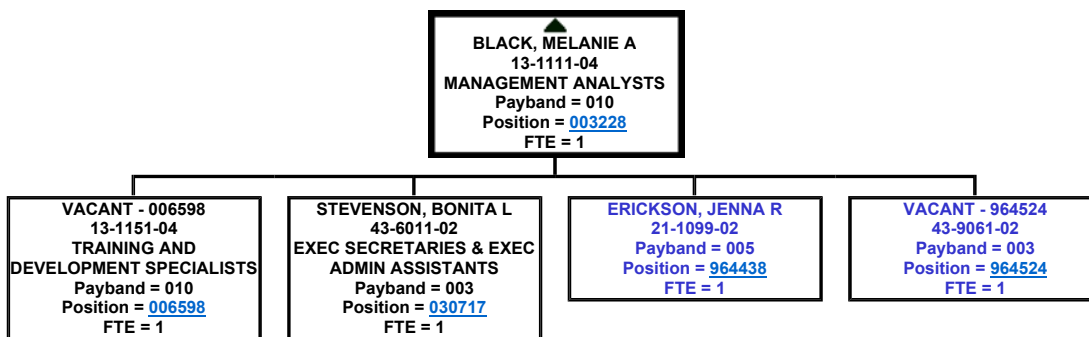


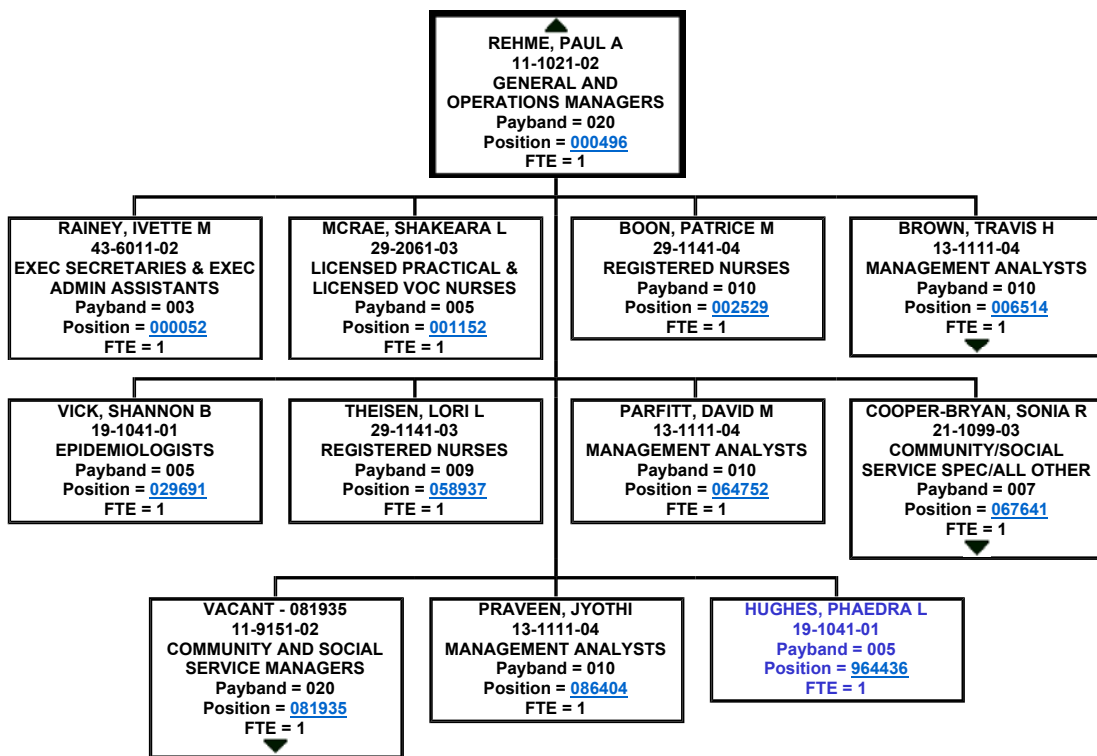


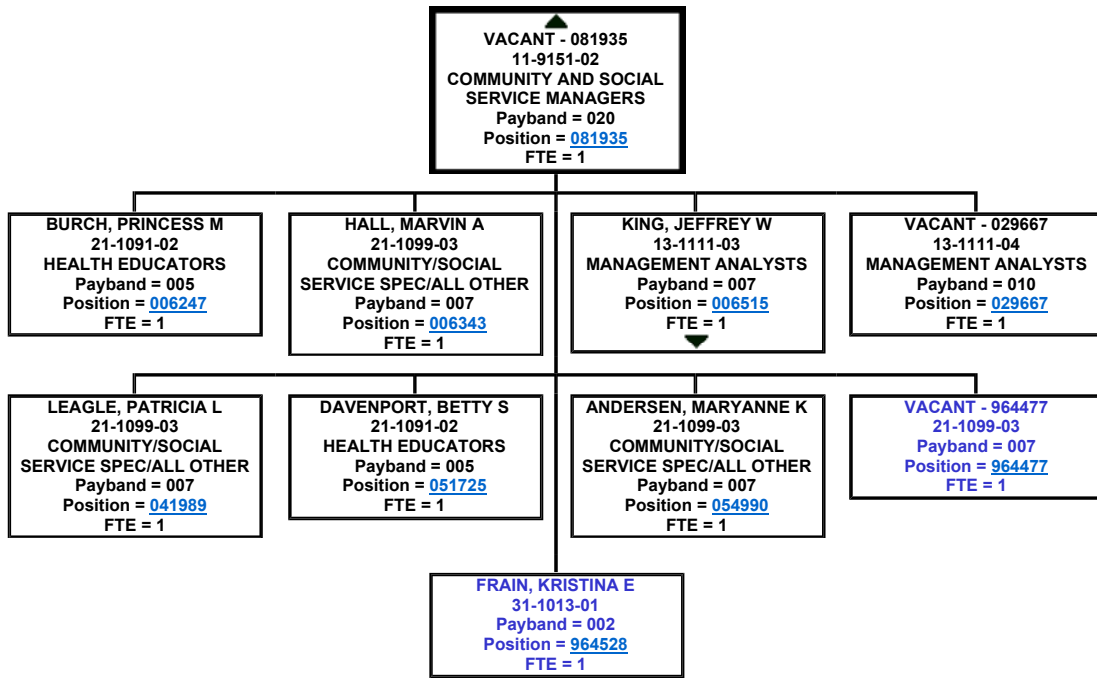


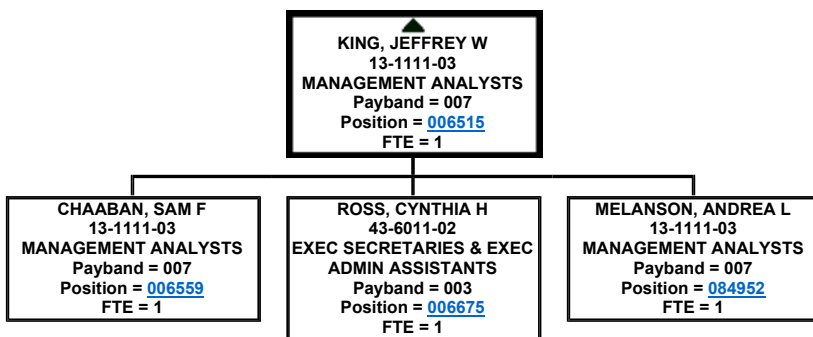


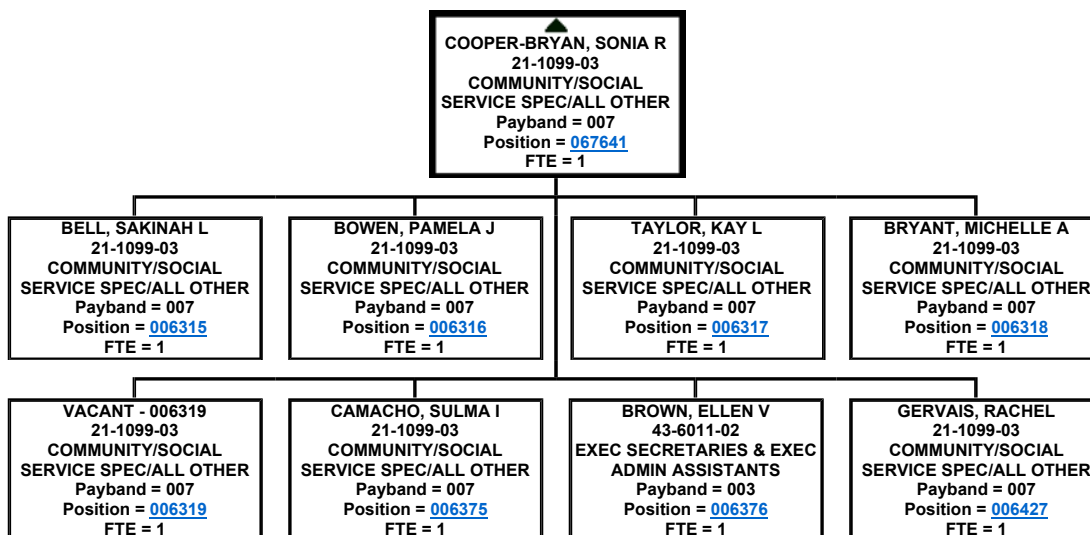


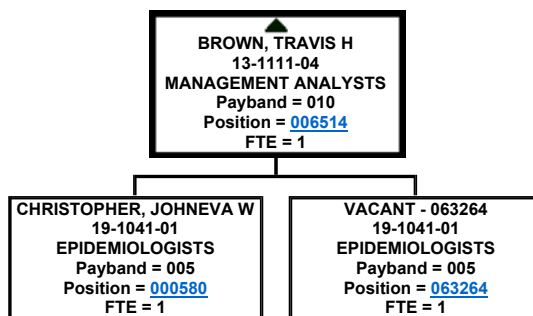










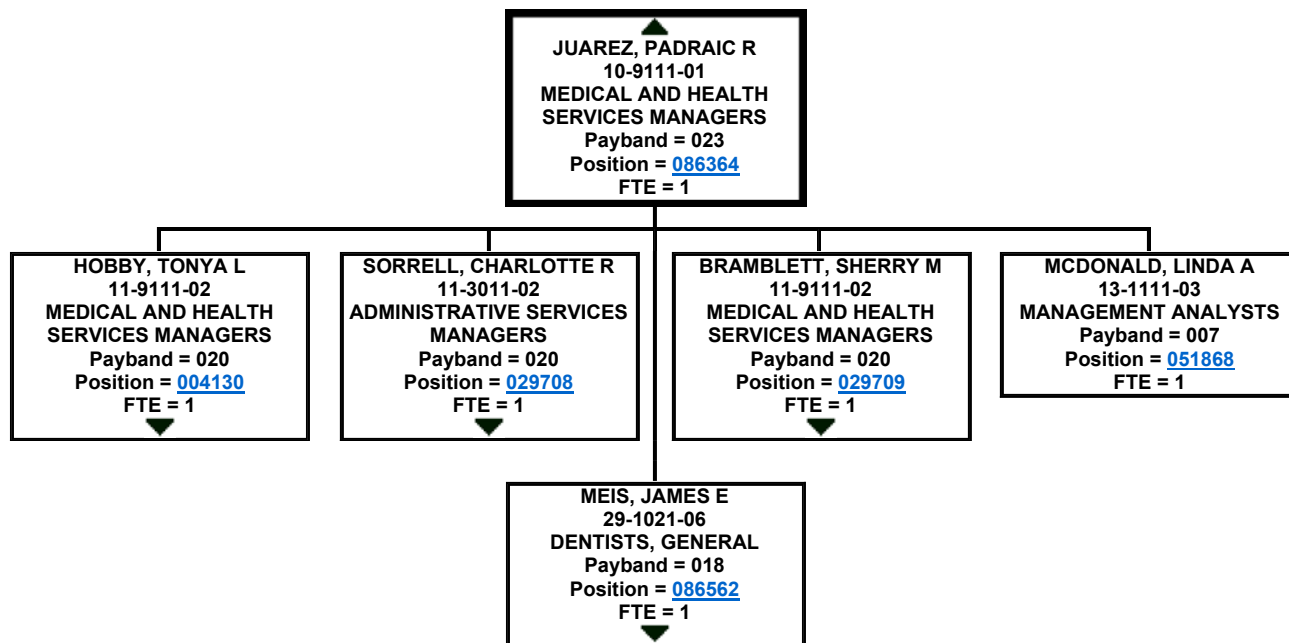


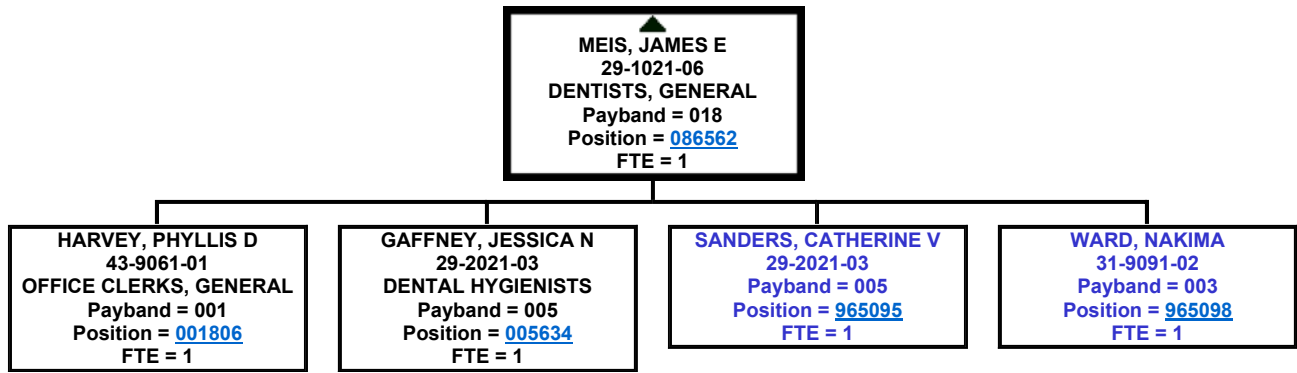


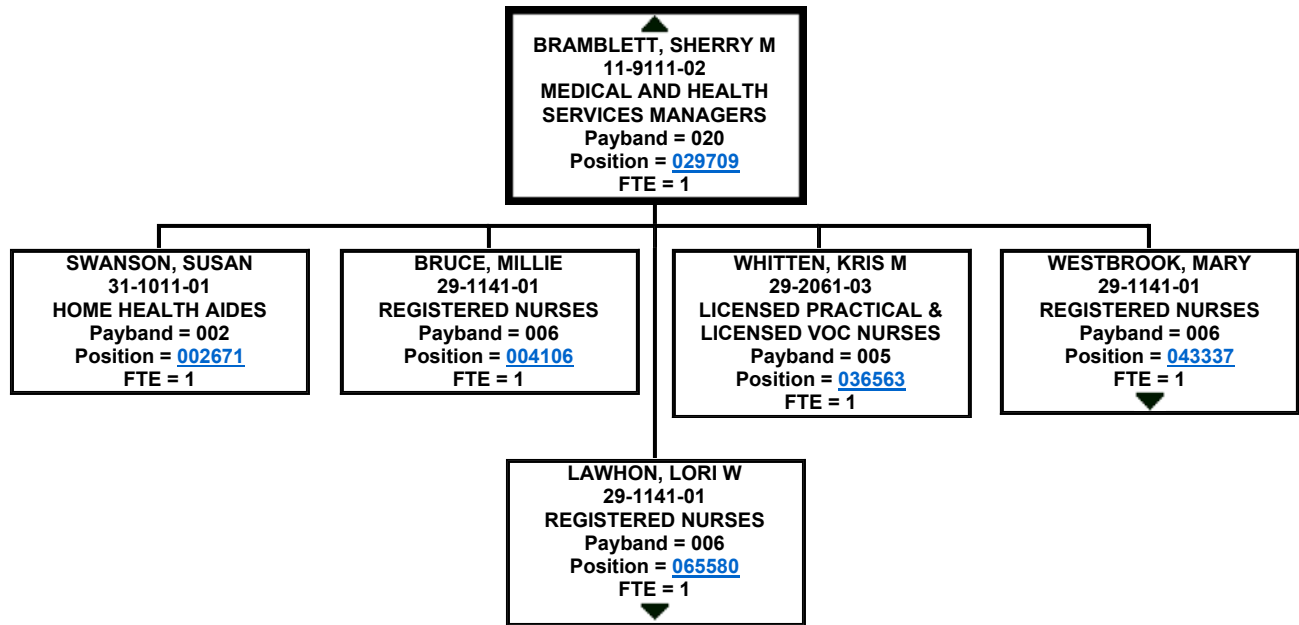
# CHD 65 - Wakulla County Health Department

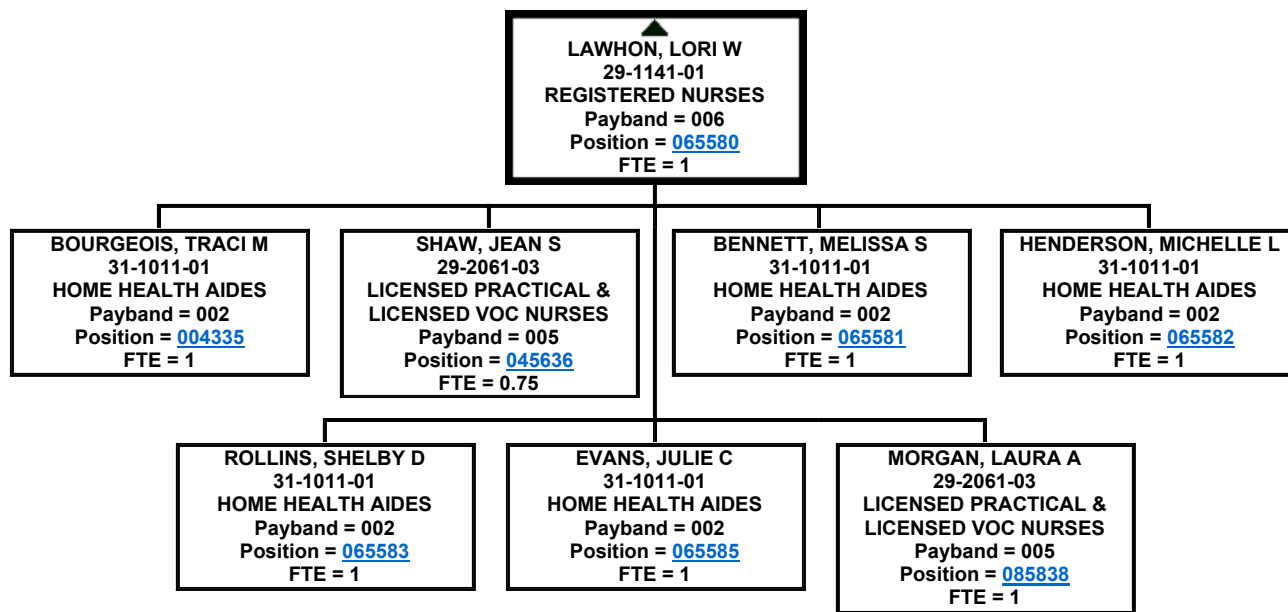
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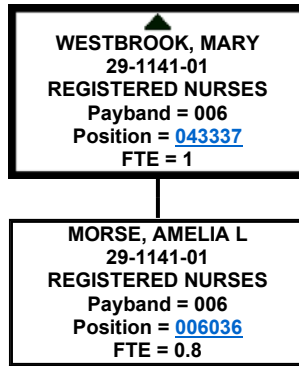
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

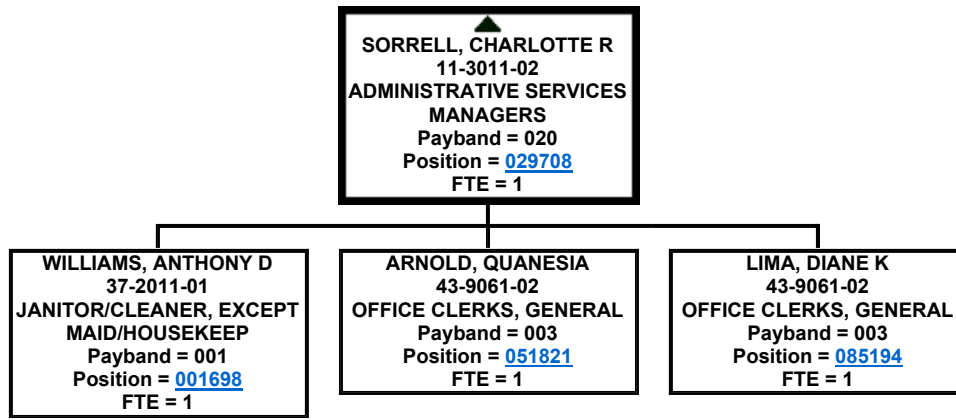


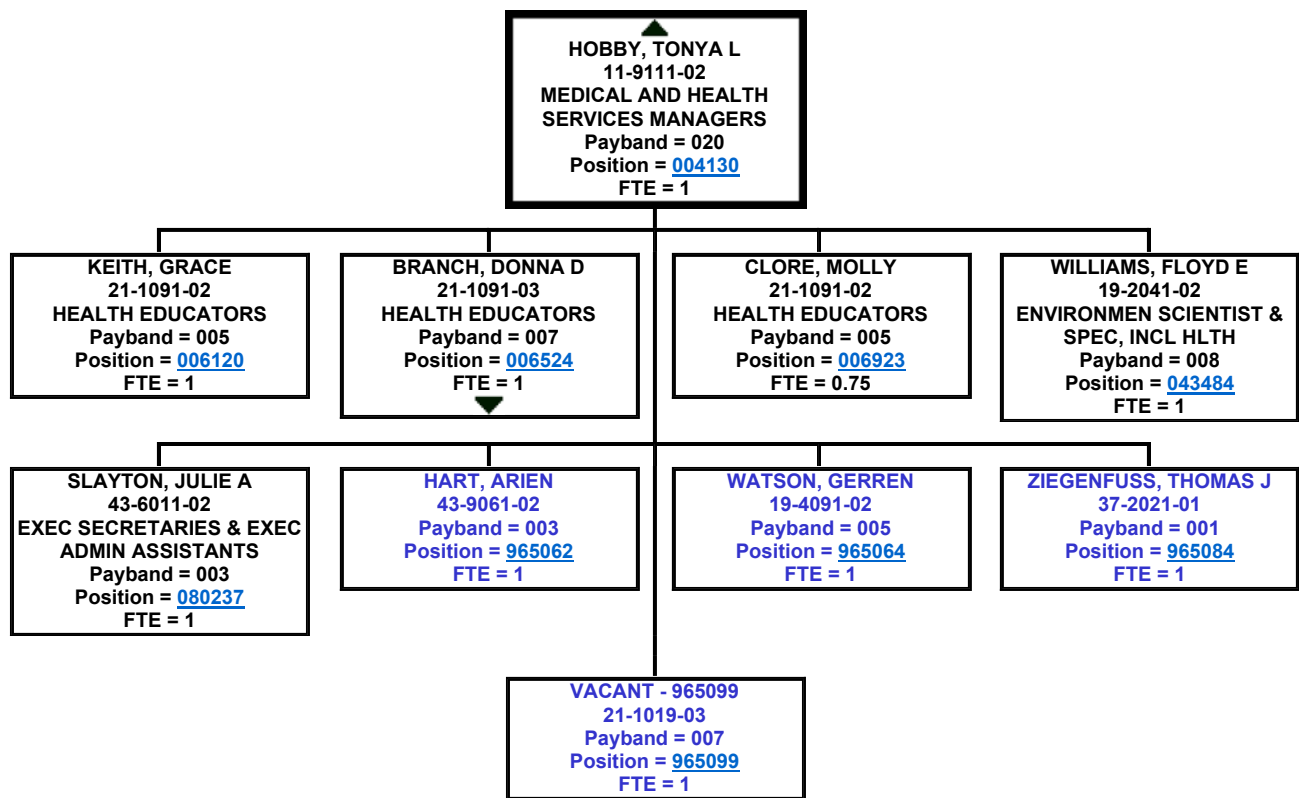


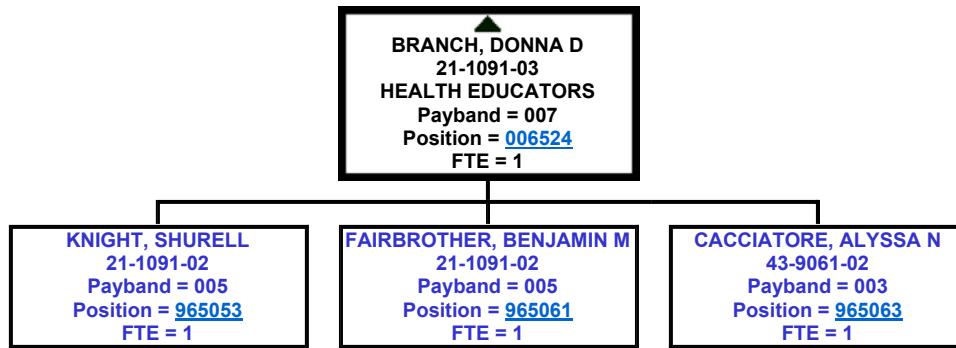










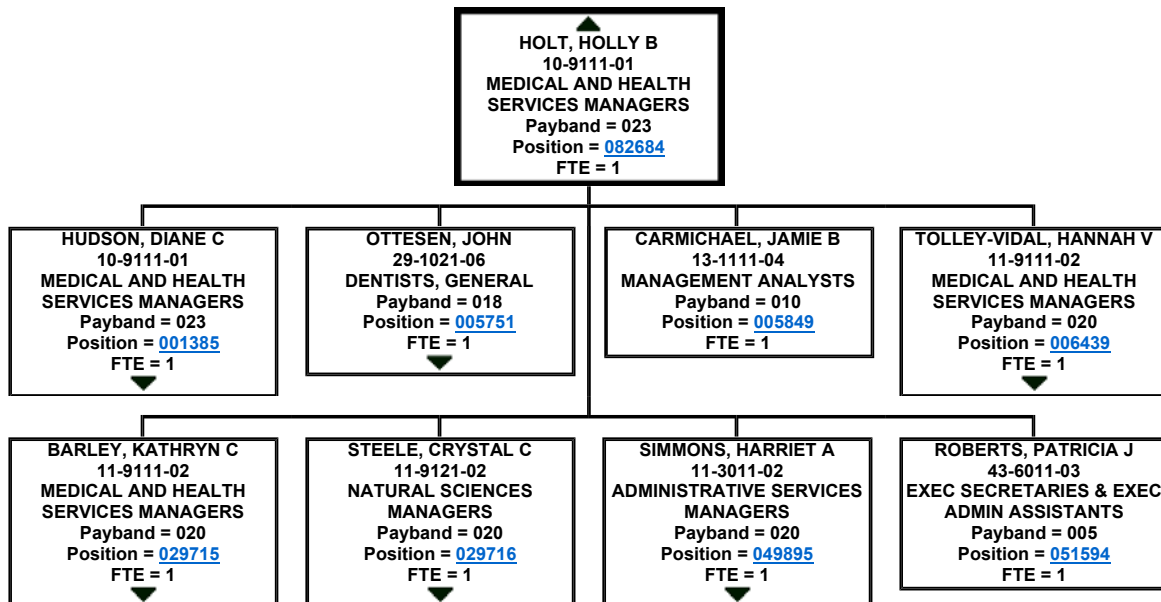


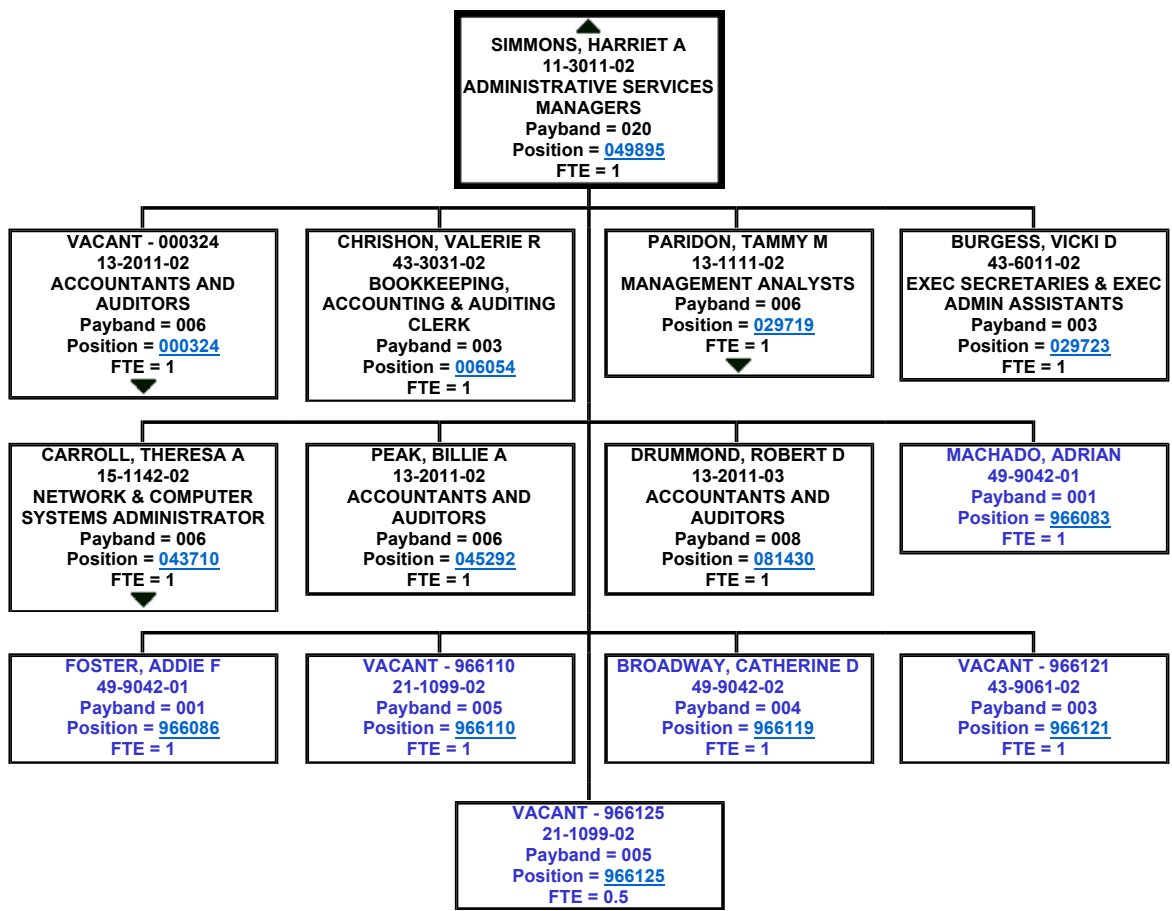


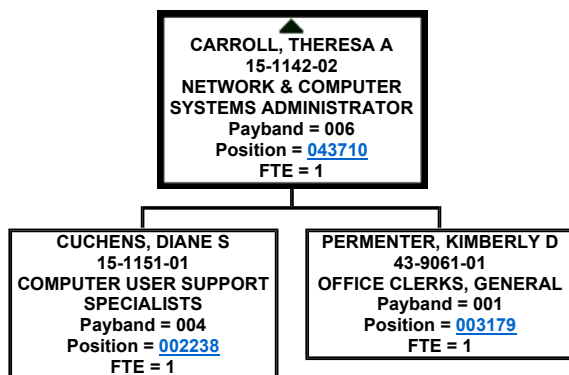
# CHD 66 - Walton County Health Department

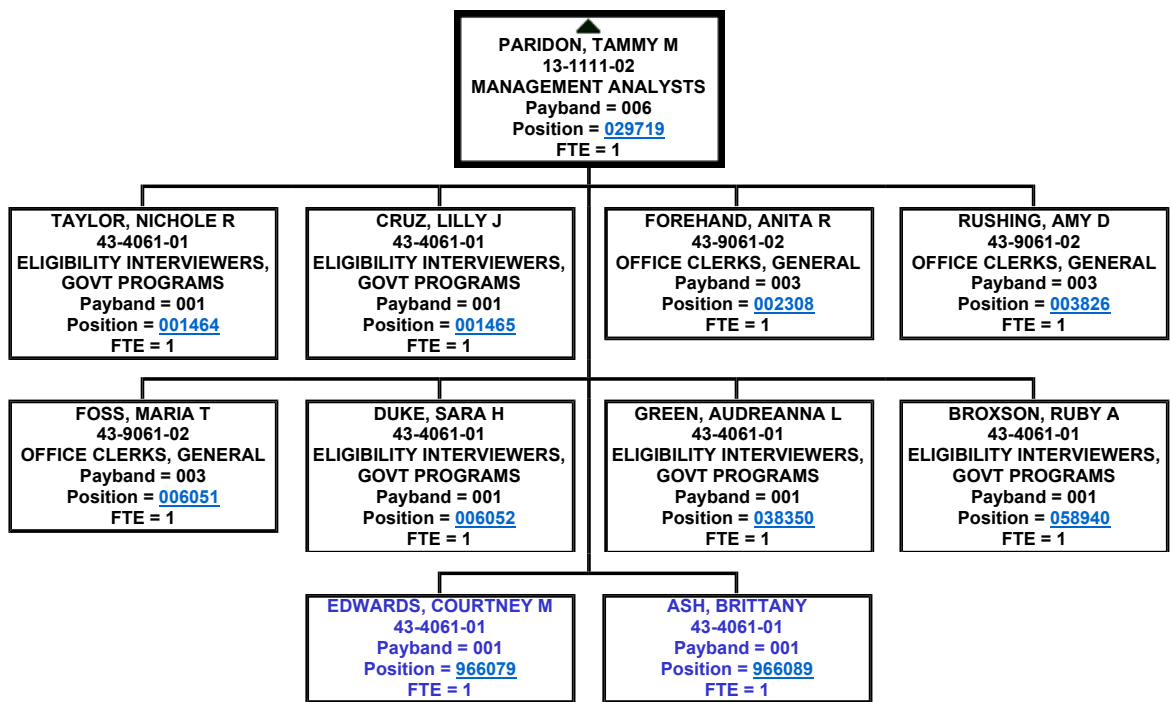
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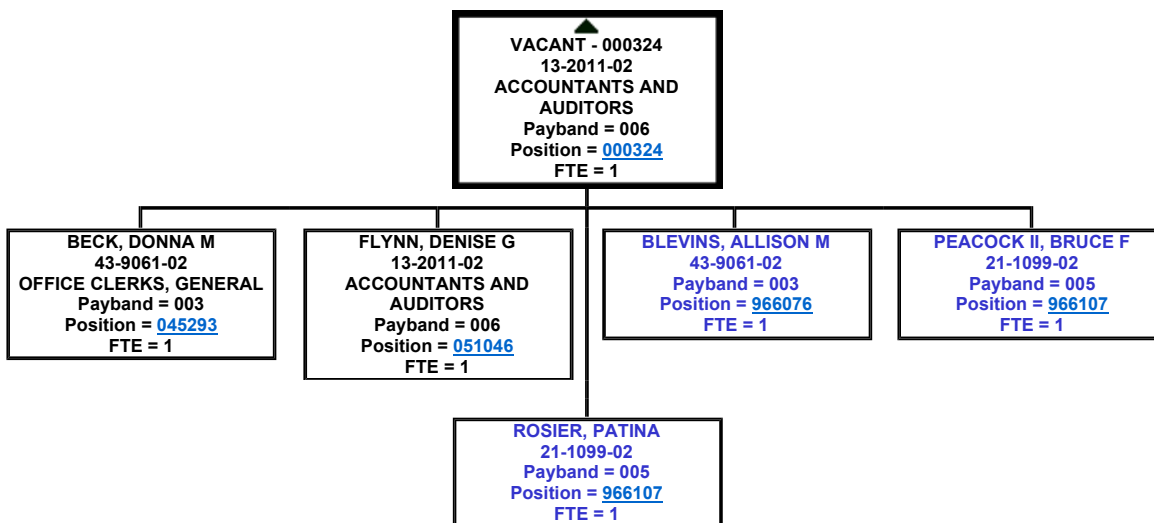
Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.

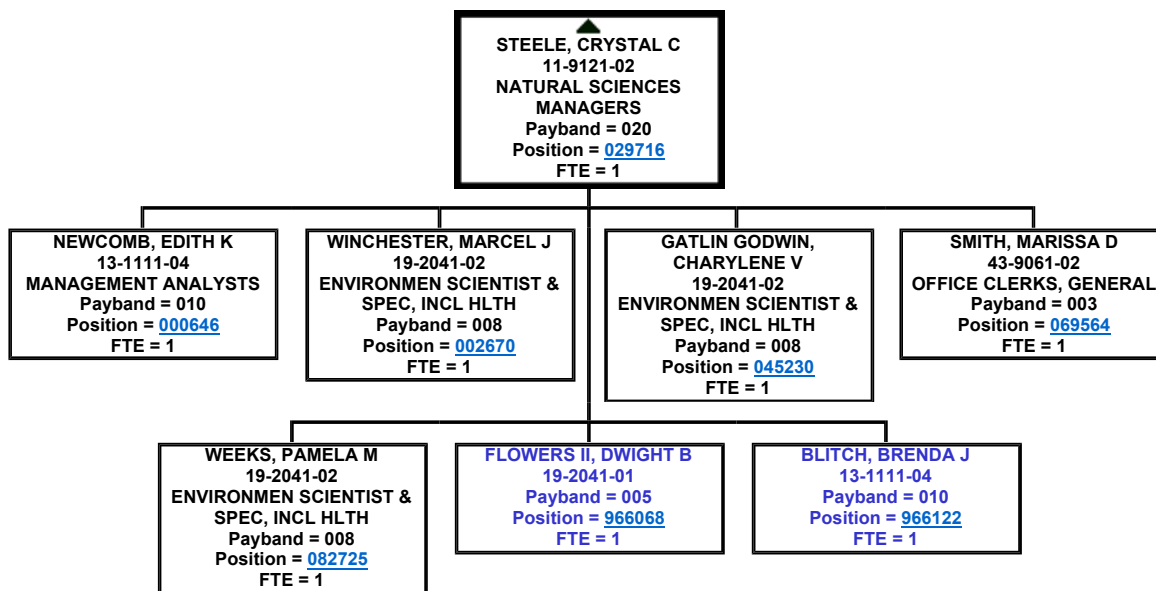


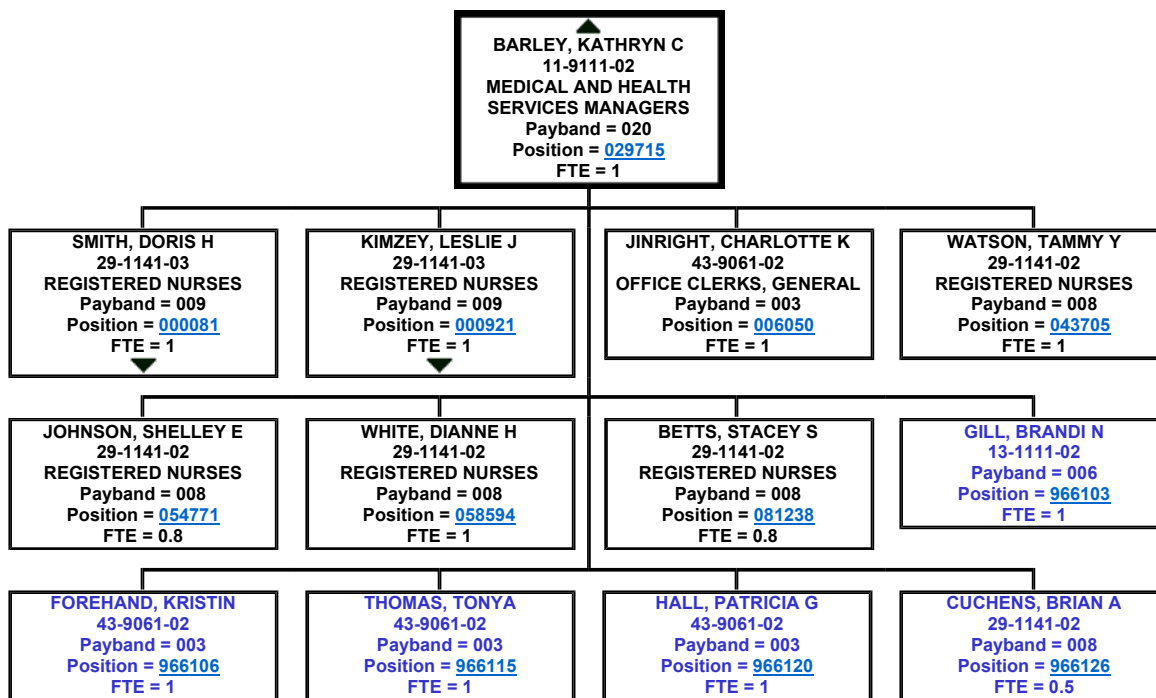


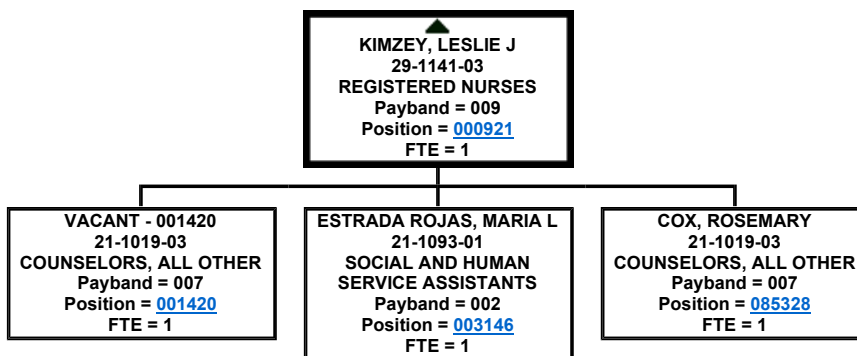




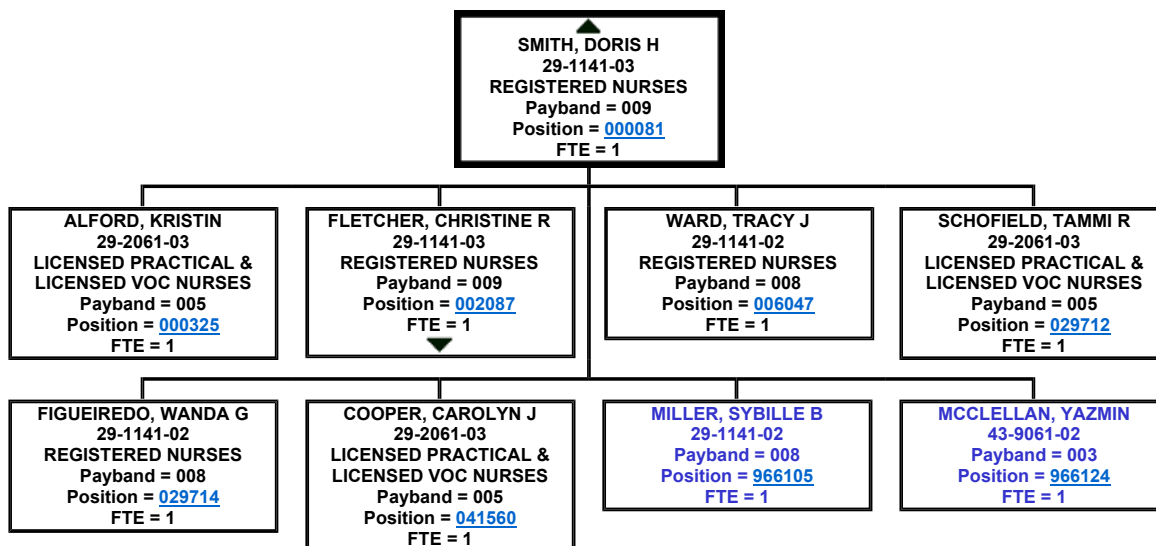


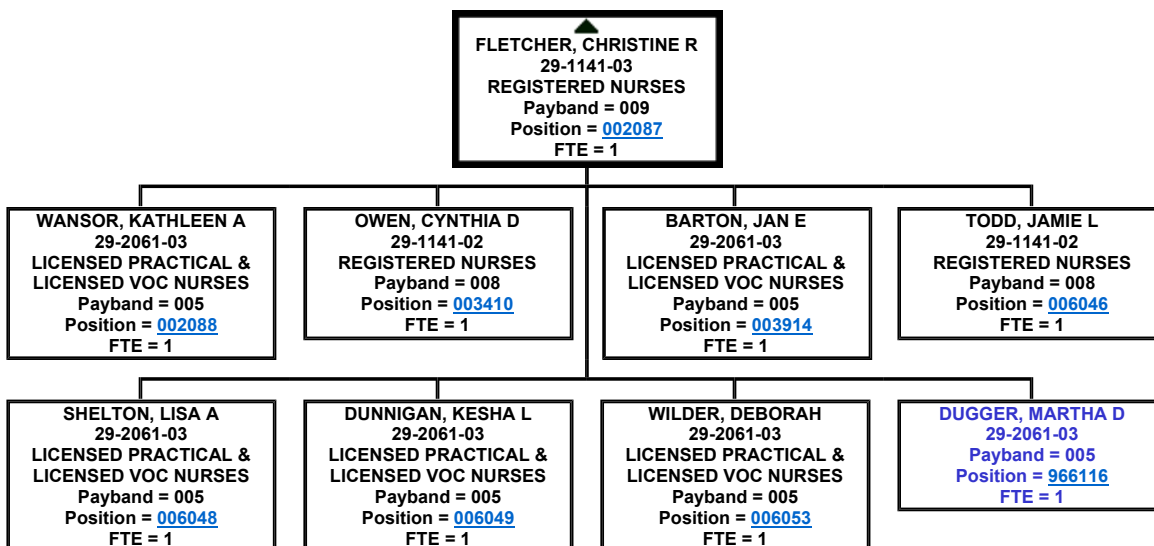


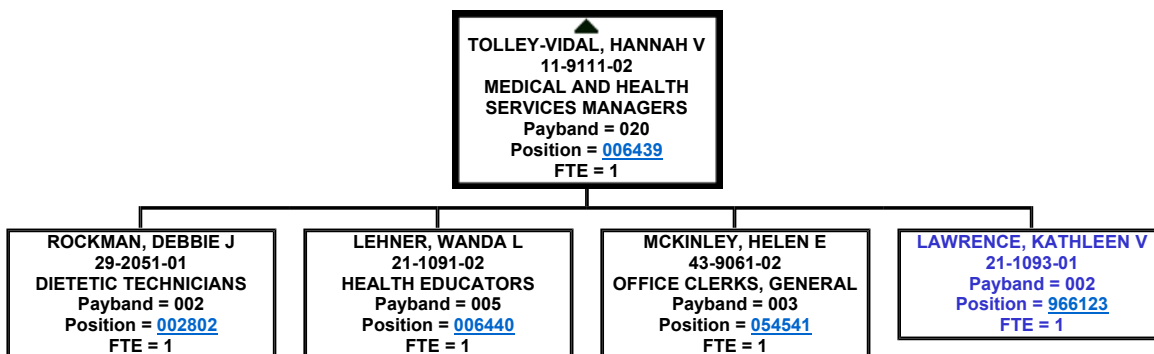


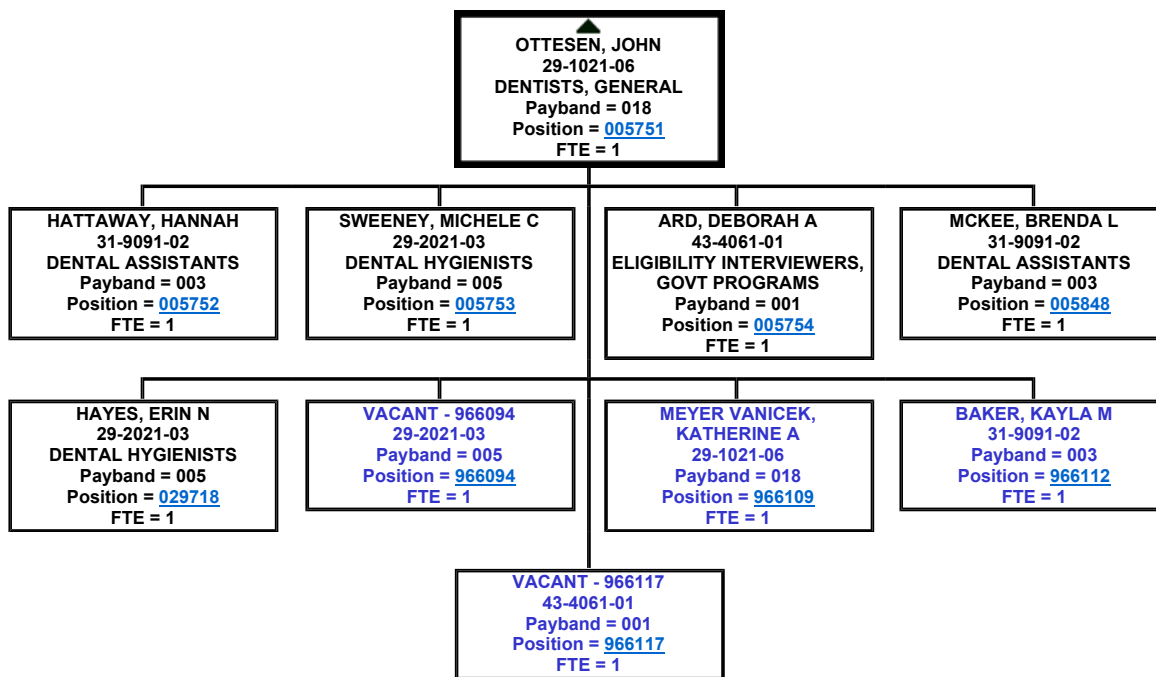


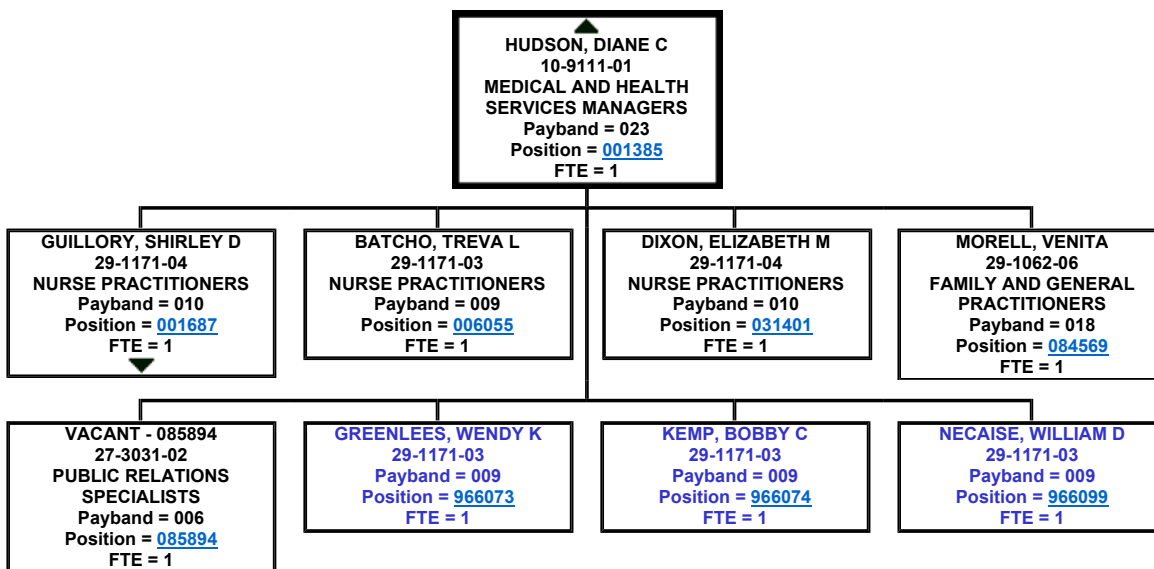


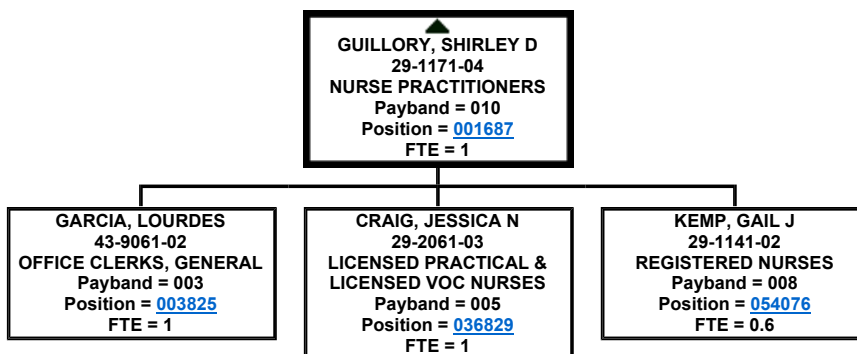








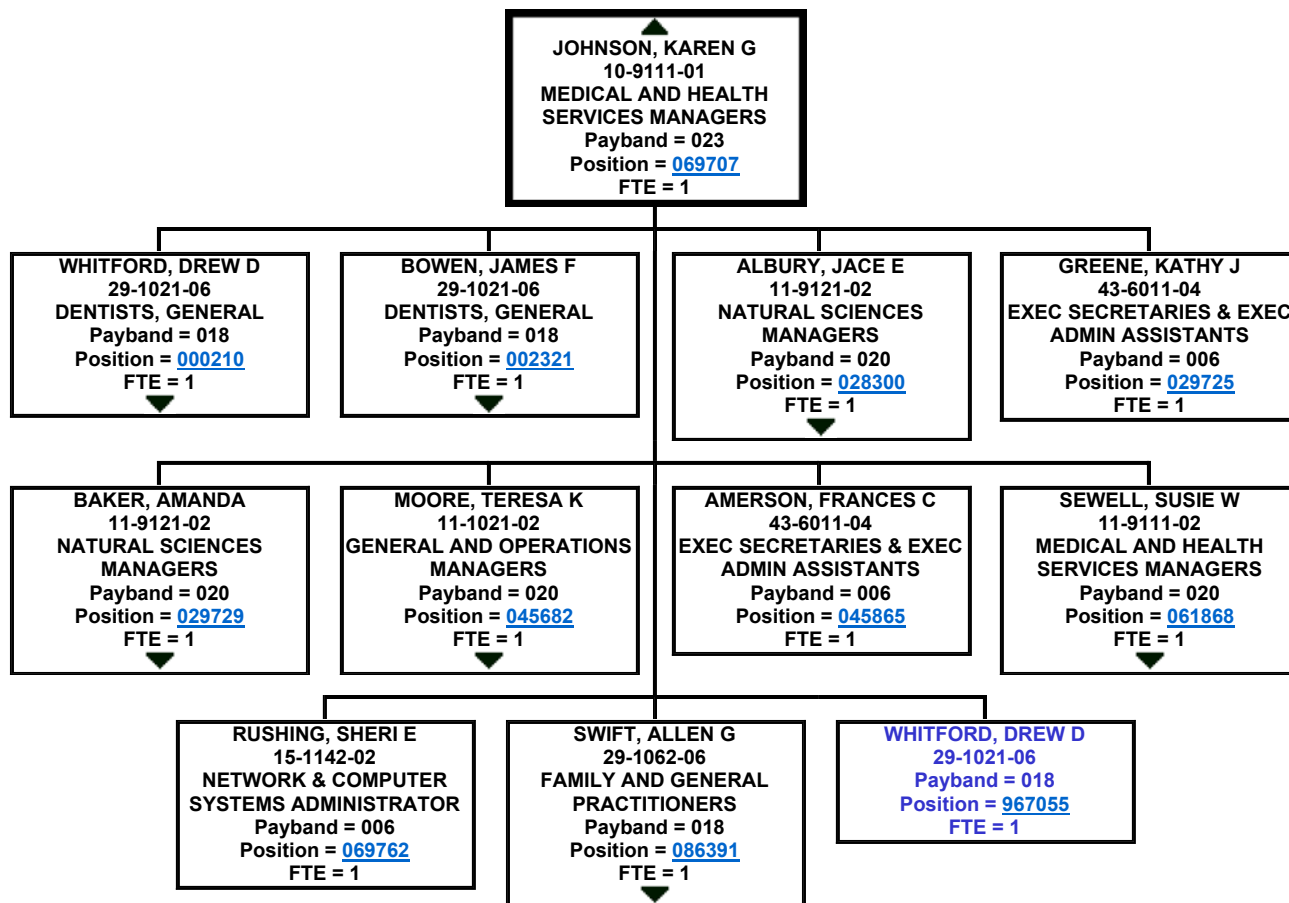


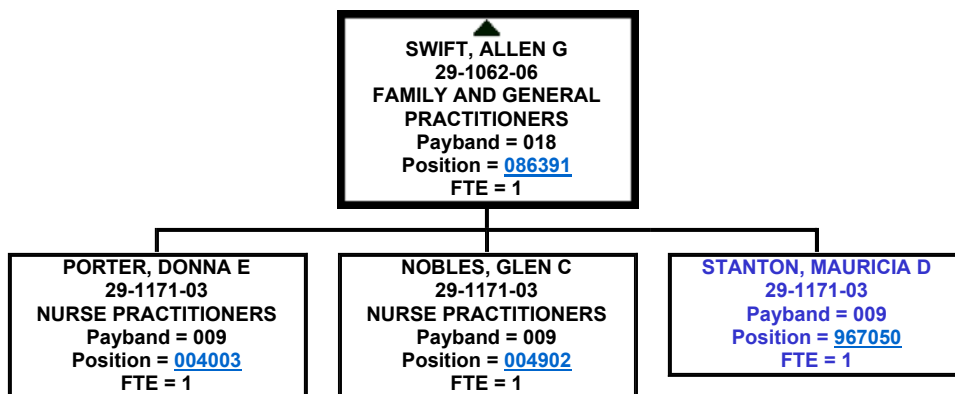


# CHD 67 - Washington County Health Department

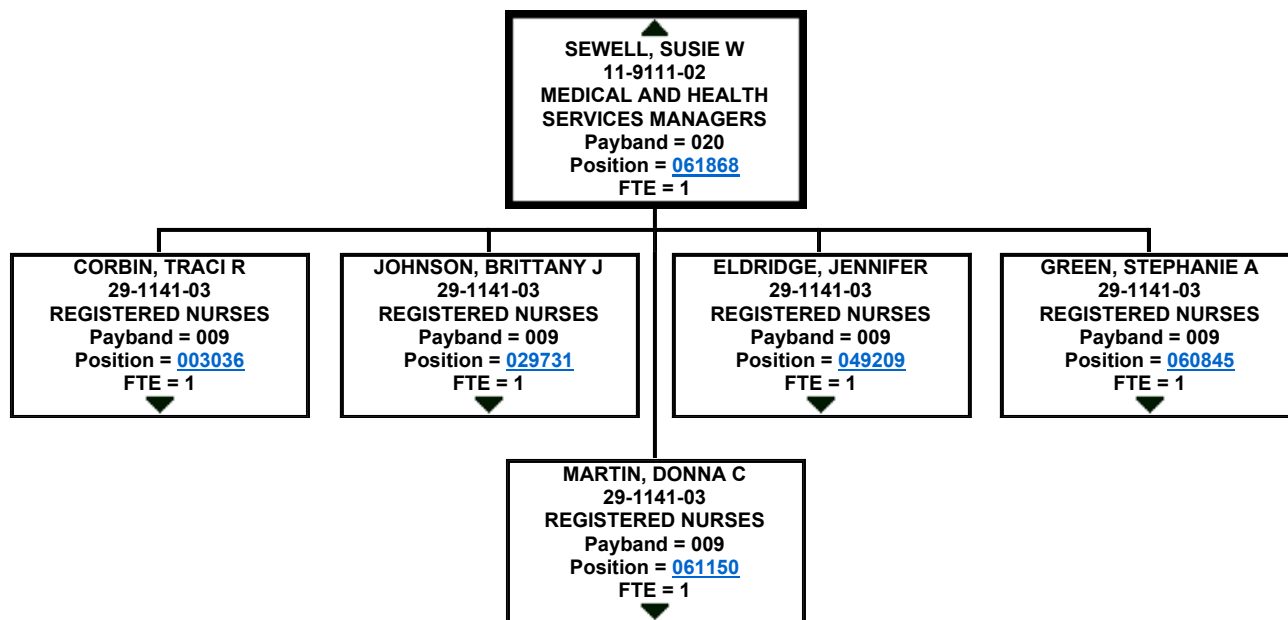
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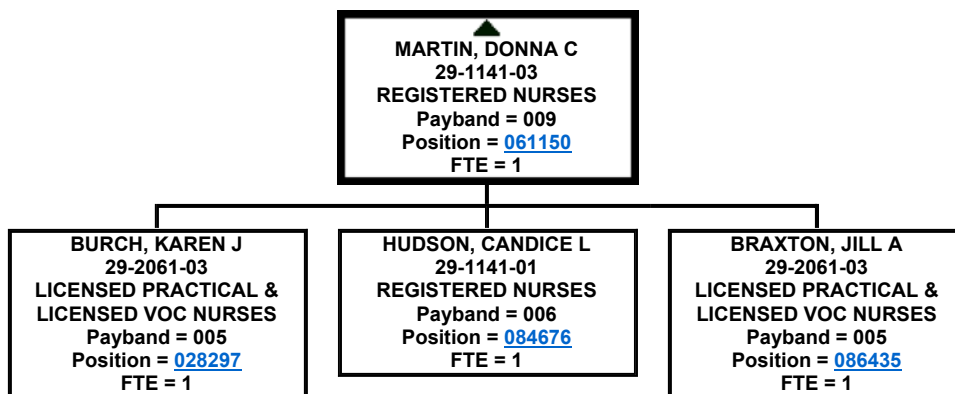
**Note: The FIRS Organization Charts are built by position hierarchy data extracted from the People First Data Warehouse. Detailed positions may not be accurately reflected for temporary assigned duties.**

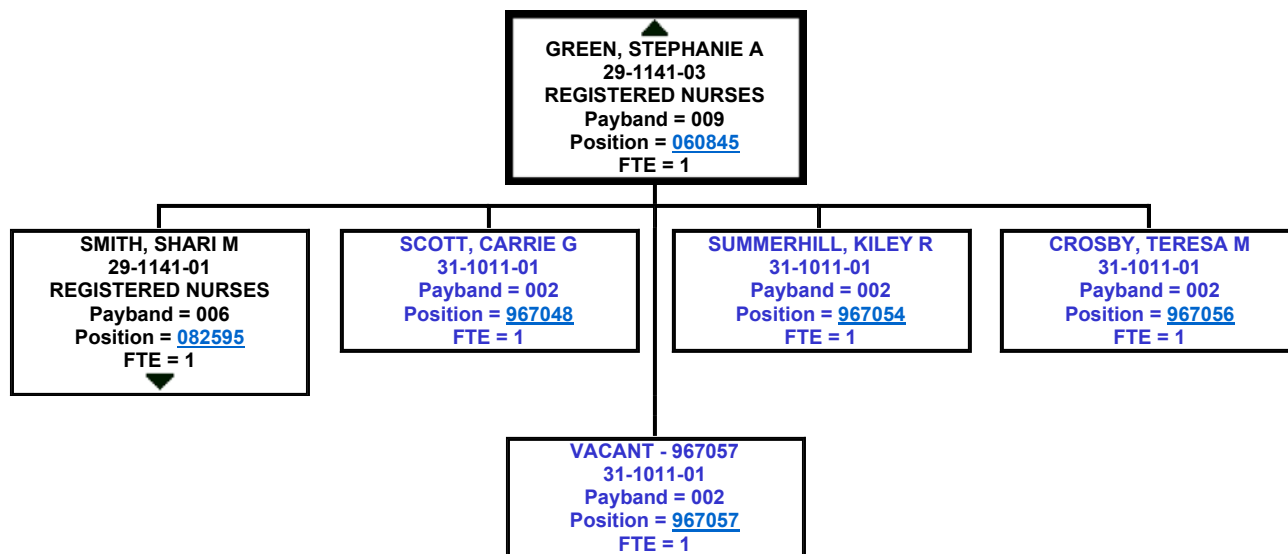


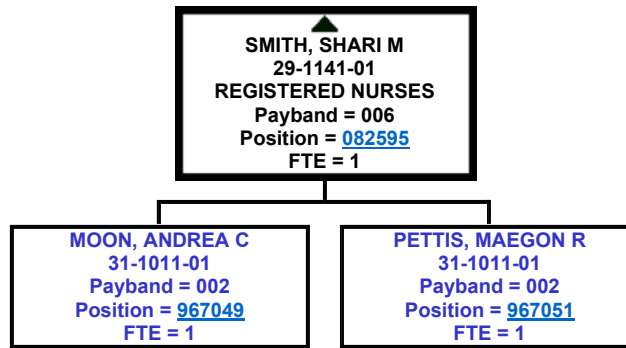


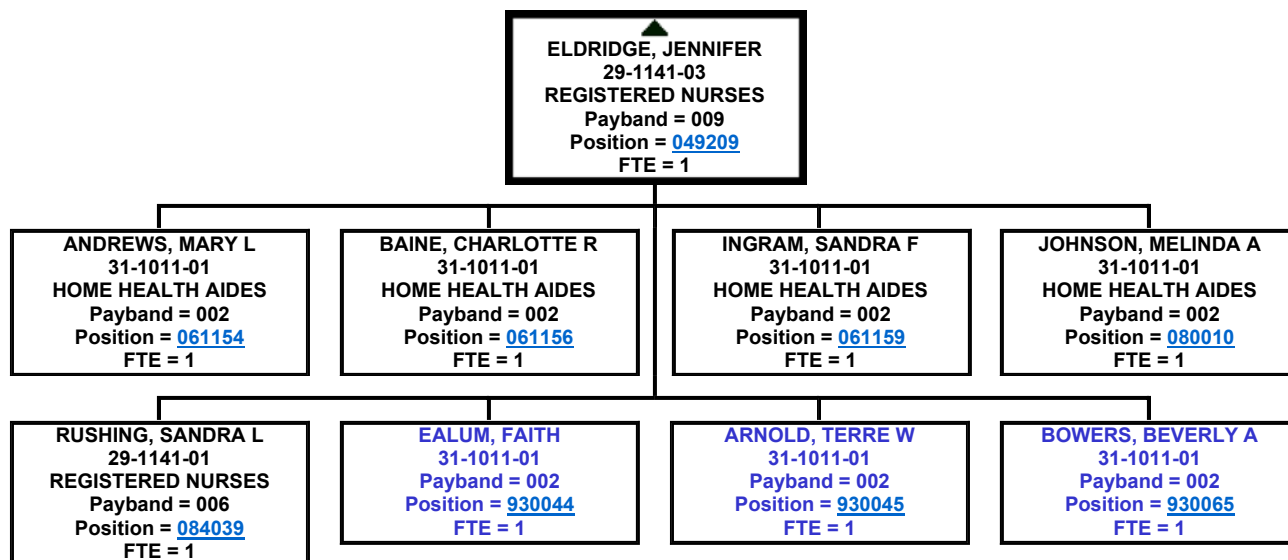


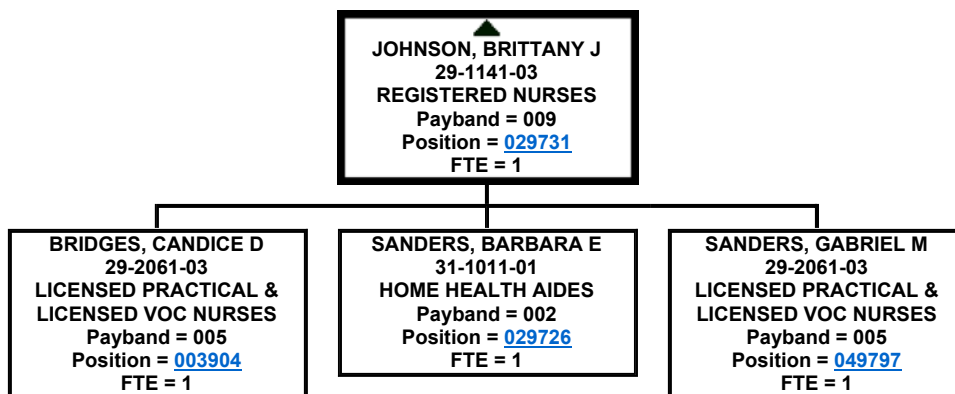


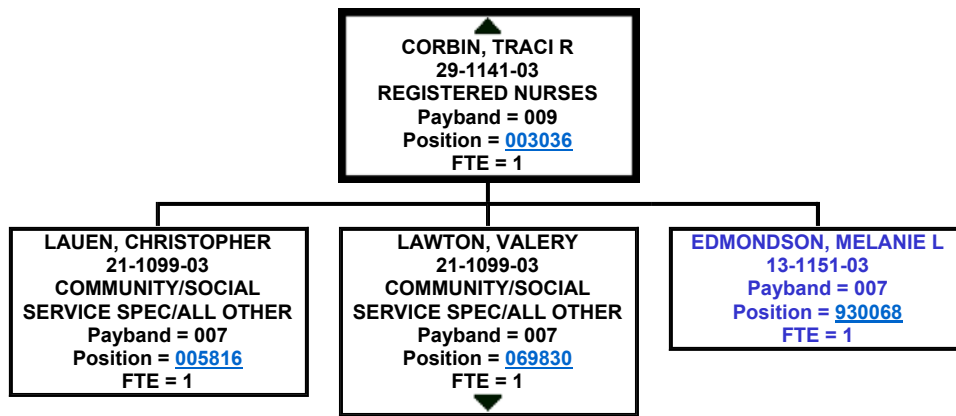


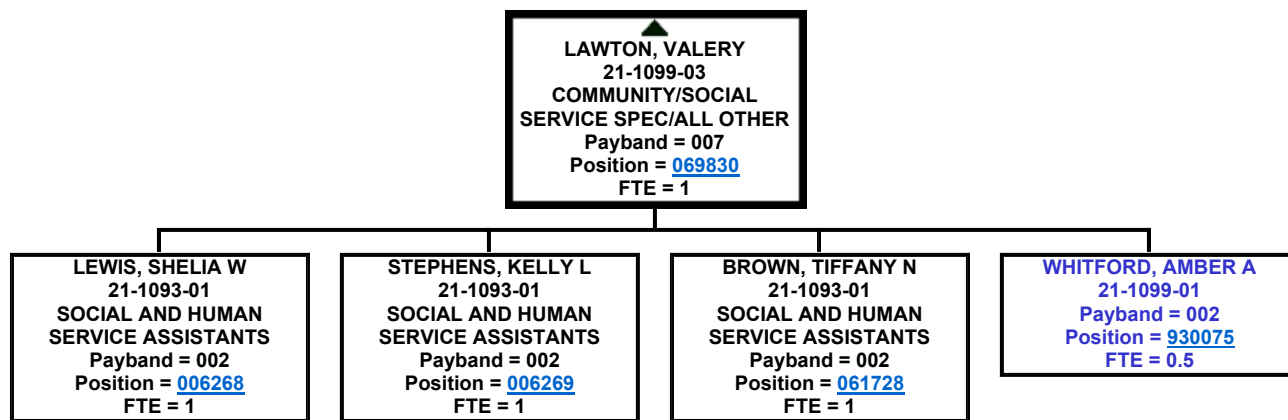




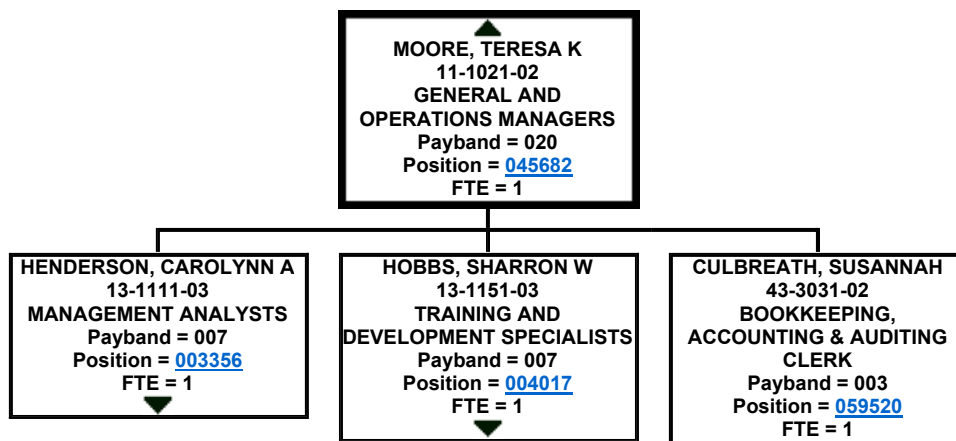


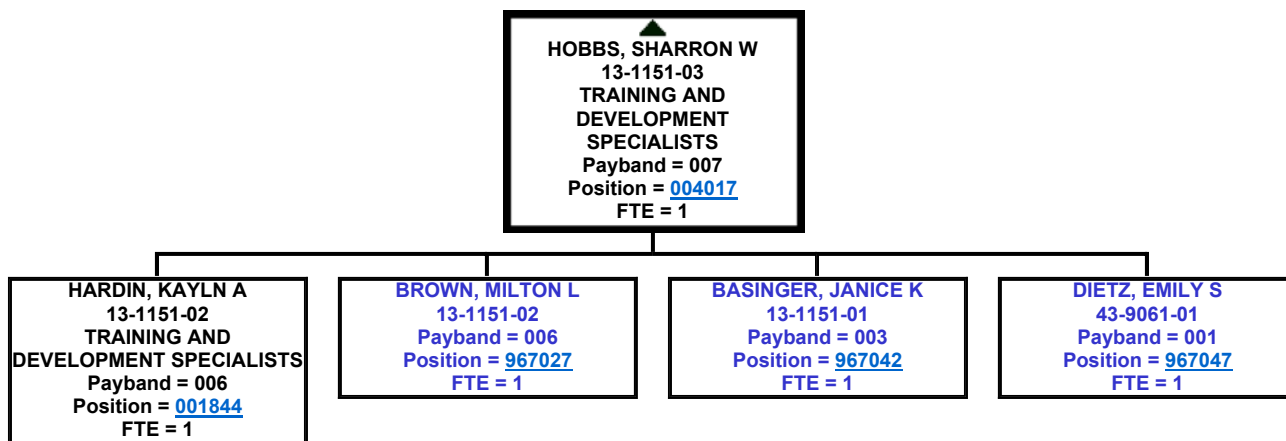


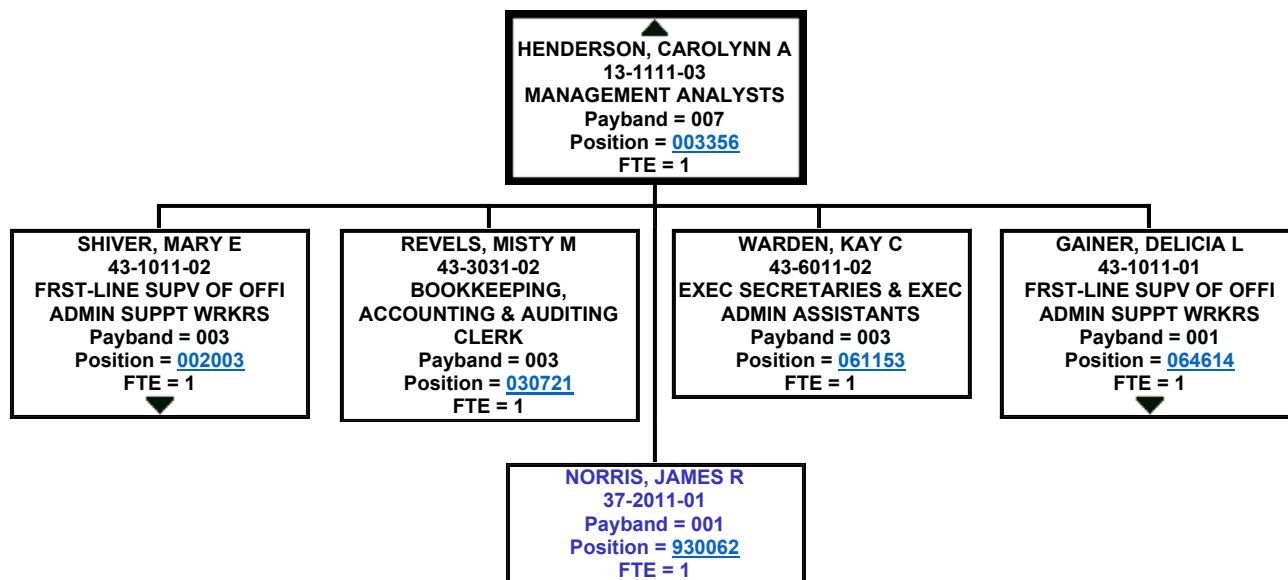


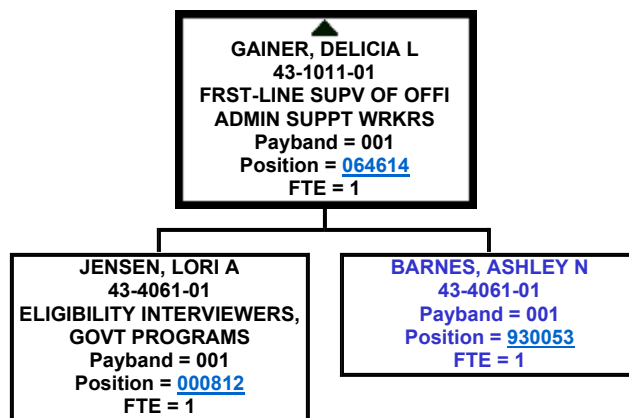


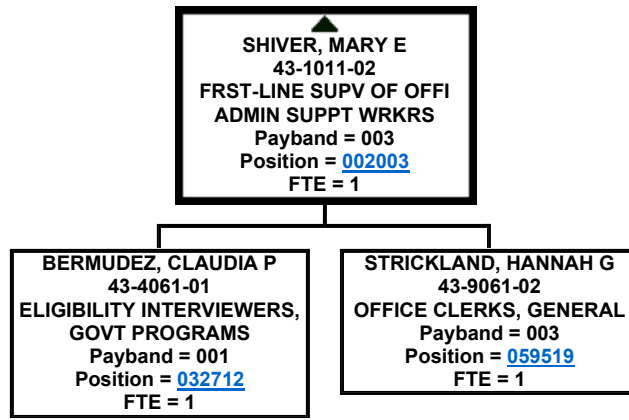


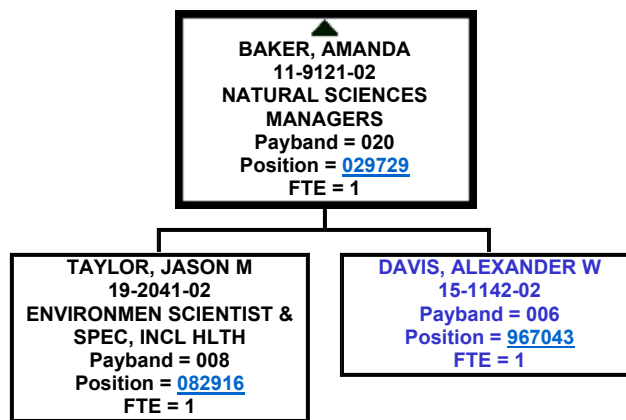


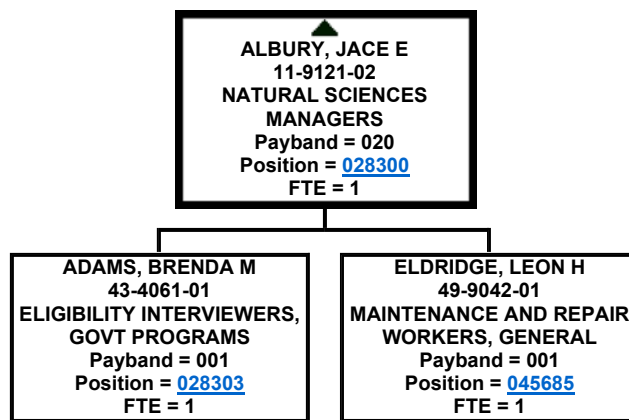


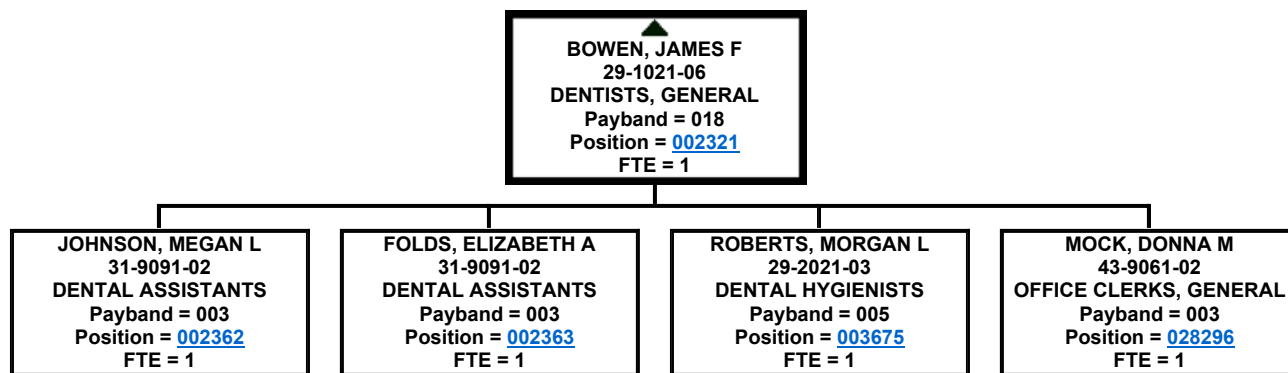




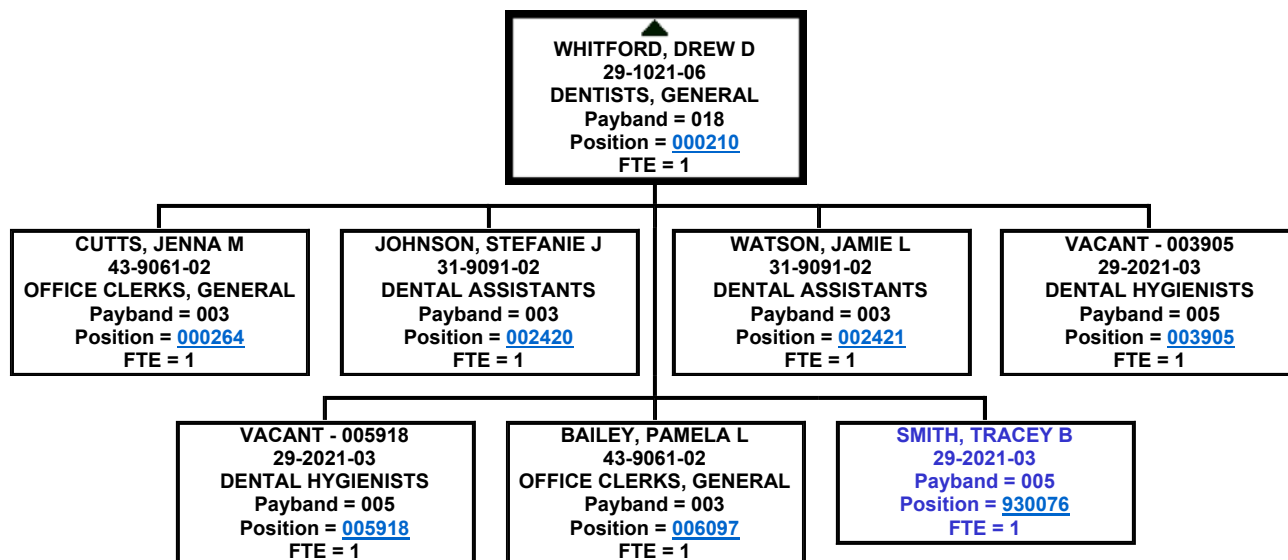












HEALTH, DEPARTMENT OF	FISCAL YEAR 2015-16				
	SECTION I: BUDGET		FIXED CAPITAL OUTLAY		
		OPERATING			
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		2,833,158,214	19,218,217		
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		623,646,483	-700,000		
FINAL BUDGET FOR AGENCY		3,456,804,697	18,518,217		
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					18,497,152
Anti-tobacco Marketing Activities * Number of anti-tobacco impressions.		4,057,298,374	0.01	23,735,206	
Community Based Anti-tobacco Activities * Number of community based tobacco intervention projects funded.		67	158,179.99	10,598,059	
Provide Quitline Services * Number of cessation services provided.		91,003	125.42	11,413,625	
State And Community Interventions - Area Health Education Centers (ahecs) * Total number of health care practitioners trained in tobacco dependence, patient referrals and systems change.		10,514	1,331.55	13,999,918	
Provide School Health Services * Number of school health services provided		25,750,000	2.39	61,668,573	
Provide Dental Health Services * Number of adults and children receiving county health department professional dental care.		221,707	313.68	69,545,148	
Provide Healthy Start Services * Number of Healthy Start clients provided by direct service providers.		351,669	310.19	109,085,277	
Provide Women, Infants And Children (wic) Nutrition Services * Number of monthly participants		483,885	714.89	345,922,475	
Child Care Food Nutrition * Number of child care meals served monthly		12,603,671	20.17	254,215,112	
Provide Family Planning Services * Number of family planning clients.		129,363	407.57	52,724,385	
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.		152,381	794.50	121,066,495	
Provide Chronic Disease Screening And Education Services * Number of persons receiving chronic disease community services from county health departments.		141,890	255.56	36,261,843	
Recruit Volunteers * Number of volunteers participating		23,182	20.77	481,428	
Provide Immunization Services * Number of immunization services provided		261,934	132.63	34,739,062	
Provide Sexually Transmitted Disease Services * Number of sexually transmitted disease clients.		89,348	420.84	37,601,494	
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		59,942	2,499.78	149,842,055	
Provide Tuberculosis Services * Number of tuberculosis medical, screening, tests, test read services.		157,233	309.00	48,585,542	
Provide Infectious Disease Surveillance * Number of epidemiological interview / follow-up services.		231,539	62.89	14,561,948	
Monitor And Regulate Facilities * Number of facility inspections.		184,246	155.06	28,569,316	
Monitor And Regulate Onsite Sewage Disposal (osds) Systems * Number of onsite sewage disposal systems inspected.		166,944	197.42	32,958,160	
Control Radiation Threats * Number of radiation facilities, devices and users regulated.		74,962	92.34	6,922,164	
Provide Community Hygiene Services * Number of Community Hygiene Health Services		65,199	117.48	7,659,847	
Monitor Water System/Groundwater Quality * Water system / storage tank inspections / plans reviewed.		125,607	55.55	6,977,947	
Record Vital Events - Chd * Number of vital events recorded.		418,842	26.87	11,253,448	
Process Vital Records *		669,393	14.61	9,781,969	
Provide Public Health Pharmacy Services * Number of drug packets, bottles, and scripts distributed/dispensed.		1,887,740	71.85	135,628,603	
Provide Public Health Laboratory Services * Number of relative workload units performed annually.		5,110,858	5.97	30,536,540	
Public Health Preparedness And Response To Bioterrorism * Number of services (vary considerably in scope)		87,352	491.09	42,898,039	
Statewide Research * Number of grants awarded annually		32	2,975,345.41	95,211,053	
Early Intervention Services * Number enrolled in early intervention program.		48,194	1,405.63	67,743,167	
Medical Services To Abused / Neglected Children * Number of Child Protection Team assessments		51,705	398.00	20,578,518	
Poison Control Centers * Number of telephone consultations.		141,539	33.66	4,764,208	
Children's Medical Services Network * Number of children enrolled		72,351	11,467.05	829,652,454	
Issue Licenses And Renewals * Health care practitioner licenses issued		533,021	70.81	37,744,581	
Investigate Unlicensed Activity * Number of unlicensed cases investigated.		1,437	1,036.27	1,489,127	
Profile Practitioners * Number of visits to practitioner profile website.		1,101,217	0.32	350,075	
Recruit Providers To Underserved Areas * Providers recruited to serve in underserved areas.		550	336.82	185,250	
Support Local Health Planning Councils * Number of Local Health Councils Supported.		11	103,314.00	1,136,454	
Support Rural Health Networks * Rural Health Networks supported.		9	153,957.56	1,385,618	
Rehabilitate Brain And Spinal Cord Injury Victims * Number of brain and spinal cord injured individuals served.		2,141	8,102.78	17,348,050	
Dispense Grant Funds To Local Providers * Number of disbursements.		105	70,181.48	7,369,055	
Trauma Services * Number of Verified Trauma Centers		31	440,516.48	13,656,011	
Provide Eligibility Determination For Benefits * Number of claims completed with accurate determinations		340,766	400.04	136,319,184	
Investigative Services * Number of practitioner cases investigated.		32,816	291.42	9,563,258	
Practitioner Regulation Legal Services * Number of practitioner cases resolved.		4,724	1,634.57	7,721,731	
Consumer Services * Number of complaints resolved.		25,921	87.72	2,273,668	
TOTAL				2,963,725,140	18,497,152
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER				228,649,437	
REVERSIONS				264,430,420	21,065
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				3,456,804,997	18,518,217

## 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: Michele Tallent

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 2016 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 2017-2018 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 2017-2018 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	#11 Tobacco Settlement/Tobacco Constitutional Amendment	B	0.8	N/A
b	#25 Medicaid Services - Brain and Spinal Cord Waiver	B	N/A	N/A
c	#27 Health Services - Early Steps	B	5.6	0
d	#27 Health Services - Biomedical Research	B	4.3	N/A
e	#27 Health Services - Poison Control Centers	B	2.4	3.6
f	#27 Health Services - Florida Pregnancy Support Services	B	1.4	N/A
g	#27 Health Services - Alzheimer's Disease Research	B	1.7	N/A
h	#27 Health Services - Federally Qualified Health Centers	B	9.1	N/A

- 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, Biomedical Research, Alzheimer's Research, Pregnancy Support Services, and Federally Qualified Health Centers are typically not requested by the department. The appropriations are given to the department during the legislative session. The Department is proposing to move the Brain and Spinal Cord Medicaid Waiver program to the Agency for Health Care Administration. The Early Steps program received \$11 million in recurring funding in 2015-2016. The Department is requesting to restore the non-recurring appropriation received by the Poison Control Centers in 2015-2016.

\* R/B = Revenue or Budget Driver



## ADMINISTRATIVE SUPPORT EXHIBITS AND SCHEDULES



# ADMINISTRATIVE SUPPORT SCHEDULE I SERIES

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Administrative Trust Fund
<b>LAS/PBS Fund Number:</b>	64100200
	2021

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$6,476,328.66</b>	(A)		\$6,476,328.66
ADD: Other Cash (See Instructions)	\$510.00	(B)		\$510.00
ADD: Investments		(C)		\$0.00
ADD: Outstanding Accounts Receivable	\$10,475,025.53	(D)	(\$13,584.01)	\$10,461,441.52
ADD: SWFS Adj B6400057&67 decrease a/r	\$0.00	(E)	(\$23,705.66)	(\$23,705.66)
<b>Total Cash plus Accounts Receivable</b>	<b>\$16,951,864.19</b>	(F)	(\$37,289.67)	\$16,914,574.52
LESS Allowances for Uncollectibles		(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$1,775,942.72)	(H)		(\$1,775,942.72)
Approved "B" Certified Forwards	(\$733,048.92)	(H)		(\$733,048.92)
Approved "FCO" Certified Forwards		(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$247.15)	(I)		(\$247.15)
LESS: BE TNFR to Multiple BEs	(\$1,116,716.78)			(\$1,116,716.78)
LESS: SWFS Adj B6400032 increase a/p	\$0.00	(J)	(\$104,906.57)	(\$104,906.57)
<b>Unreserved Fund Balance, 07/01/15</b>	<b>\$13,325,908.62</b>	(K)	<b>(\$142,196.24)</b>	\$13,183,712.38 **

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>LAS/PBS Fund Number:</b>	Administrative Trust Fund
	2021/64100200

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16.</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$15,034,443.86</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	(B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment B6400002 - increase a/r increase a/p	(\$13,584.01) (C)
SWFS Adjustment B6400032 increase accounts payable	(\$104,906.57) (C)
SWFS Adjustment B6400057 decrease accounts receivable	(\$4,603.60) (C)
SWFS Adjustment 64000067 decrease accounts receivable	(\$19,102.06) (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(\$733,048.92) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(D)
A/P not C/F-Operating Categories	\$141,230.46 (D)
BE TNFR to Multipl BEs	(\$1,116,716.78) (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$13,183,712.38</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$13,183,712.38</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2017 - 2018**

<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Tobacco Settlement Trust Fund
<b>Budget Entity:</b>	64100200
<b>LAS/PBS Fund Number:</b>	2122

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(167,917.87)	(A)			(167,917.87)
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	167,917.87	(E)			167,917.87
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>		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:	0.00	(J)			0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>0.00</b>	(K)	<b>0.00</b>		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**

<b>Budget Period: 2017 - 2018</b>
<b>Department Title:</b> Department of Health
<b>Trust Fund Title:</b> Tobacco Settlement Trust Fund
<b>LAS/PBS Fund Number:</b> 2122/64100200

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(167,917.87)"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
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="0.00"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
BE TNFR from 2122 64200100	<input type="text" value="167,917.87"/> (D)
	<input type="text" value="0.00"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<input type="text" value="0.00"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	64100200
	2261

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(\$963,049.91)	(A)		(\$963,049.91)
ADD: Other Cash (See Instructions)		(B)		\$0.00
ADD: Investments		(C)		\$0.00
ADD: Outstanding Accounts Receivable	\$4,000.00	(D)		\$4,000.00
ADD: BE TNFR from 2261 64200800	\$963,049.91	(E)		\$963,049.91
<b>Total Cash plus Accounts Receivable</b>	<b>\$4,000.00</b>	(F)	<b>\$0.00</b>	<b>\$4,000.00</b>
LESS Allowances for Uncollectibles		(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$4,000.00)	(H)		(\$4,000.00)
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
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$0.00</b>	(K)		<b>\$0.00</b> **

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	2261/64100200

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(\$933,636.57) (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	(B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment	(C)
SWFS Adjustment	(C)
<b>Add/Subtract Other Adjustment(s):</b>	
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	(\$29,413.34) (D)
Current Compensated Absences Liability (38600)	\$0.00 (D)
BE TNFR 2261 FR 64200800	\$963,049.91 (D)
	(D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$0.00</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	(F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

# SCHEDULE IV-B FOR WIDE AREA NETWORK BANDWIDTH UPGRADE

For Fiscal Year 2017-18



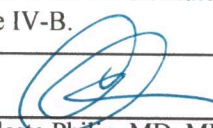
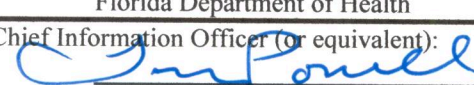
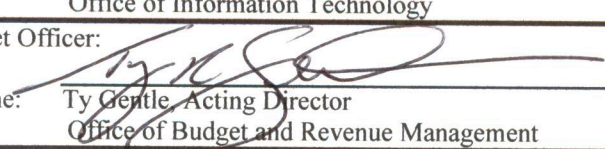
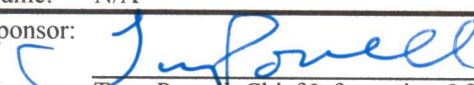
October 5, 2016

**FLORIDA DEPARTMENT OF HEALTH**

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### I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Health	Schedule IV-B Submission Date:
Project Name: Wide Area Network Bandwidth Upgrade	Is this project included in the Agency's LRPP? _____ Yes _____ No
FY 2017-18 LBR Issue Code:	FY 2017-18 LBR Issue Title:
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address):	
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: 	Date: 10/11/2016
Printed Name: Celeste Philip, MD, MPH, Surgeon General and Secretary Florida Department of Health	
Agency Chief Information Officer (or equivalent): 	Date: 10/11/2016
Printed Name: Tony Powell, Chief Information Officer Office of Information Technology	
Chief Budget Officer: 	Date: 10/11/2016
Printed Name: Ty Gentle, Acting Director Office of Budget and Revenue Management	
Planning Officer:	Date:
Printed Name: N/A	
Project Sponsor: 	Date: 10/11/2016
Printed Name: Tony Powell, Chief Information Officer Office of Information Technology	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Robert Poston, (850) 508-8825, Robert.poston@flhealth.gov
Cost Benefit Analysis:	Robert Poston, (850) 508-8825, Robert.poston@flhealth.gov
Risk Analysis:	Robert Poston, (850) 508-8825, Robert.poston@flhealth.gov
Technology Planning:	Robert Poston, (850) 508-8825, Robert.poston@flhealth.gov
Project Planning:	Robert Poston, (850) 508-8825, Robert.poston@flhealth.gov

## II. Schedule IV-B Business Case – Strategic Needs Assessment

### A. Background and Strategic Needs Assessment

#### 1. Business Need

The Florida Department of Health (DOH) is responsible for the health and safety of all citizens and visitors to the state (s.381.001 Florida Statutes). The mission of the Department is to protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts. As a public health agency, DOH monitors the health status of Floridians, investigates and manages health problems, and mobilizes local communities to address health-related issues. The Department develops policies and plans that support health goals, enforces laws and regulations that protect the health of all residents and visitors, links people to needed health care services, and provides services where necessary when people have difficulty accessing services from other providers. Five key issue areas are identified as factors that must be addressed in order to improve the health and safety of Florida's citizens and visitors: Healthy Mothers and Babies; Long, Healthy Life; Readiness for Emerging Health Threats; Effective Agency Processes; and Regulatory Efficiency. By targeting these key areas Florida's public health resources are strategically positioned to continue improving the health of all its residents.

The Florida Department of Health (DOH) delivers health related services and programs such as Environmental Health; Disease Control; County Health Departments (CHD); Medical Quality Assurance (MQA); Women, Infants, and Children (WIC); Children's Medical Services (CMS); Child Protection Teams (CPT); Bureau of Labs (BOL); Vital Statistics, etc. through more than 400 field offices located throughout the state. These field offices are supported by a network implementation best characterized as 1990's design where, due to limited network capacity, the servers were located in close proximity to the end users. The internet and information technology service delivery has evolved dramatically over the last two decades. However, the DOH network has not. In approximately 80% of the DOH field locations, the network bandwidth supporting the field office is less than the bandwidth available on a 4G cell phone. This lack of network bandwidth results in degraded delivery of health services to the citizens of Florida as well as increased DOH staff frustrations and inefficiencies.

In addition, the lack of wide area network bandwidth to each of the DOH field offices has led to the proliferation of local servers, local backup systems, and local disaster recovery methods. This environment increases exposure to security risks and inhibits the ability of DOH to leverage economies of scale through the use of the state data center services or cost effective cloud services.

Symptomatic proof of the overloaded DOH wide area network can be found in the attached Appendix E: DOH 2015-07-05 Min Utilization Incident Report. According to this report, approximately 60% of the DOH field office locations violated the State of Florida, My Florida Network (MFN) service level agreement (SLA) for more than 8,000 hours in one month alone. This report reflects the insufficient wide area network bandwidth available to support the current department network workload generated as a function of performing its core mission. It is also an indicator of the inability of the current network bandwidth to support the department efforts to move toward industry trends and best practices such as leveraging cloud strategies and technologies in electronic health records, collection and dissemination of disease information, vital statistic records, leveraging telemedicine, management and distribution of forensic child abuse interviews, etc.

Following are just a few examples of how the insufficiency of the DOH network bandwidth negatively affects delivery of health related services.

- **Bureau of Labs (BOL)**

The DOH Bureau of Labs is responsible in the testing of everything from newborn screening to bio-terrorism to Zika virus. In fact, the validation performed by the Bureau of Labs is often the sentinel event which triggers the DOH response to public health issues as well as disseminating results to federal agencies for national preparedness. The function performed by the lab and its ability to communicate information efficiently and effectively is critical, yet, the current network bandwidth supporting the Bureau of Labs is only slightly better than that available on a 4G cell phone (15 Mbps vs. 12 Mbps) and currently experiences network response degradation during

afternoon hours.

- **County Health Departments (CHD)**

The 67 DOH county health departments provide public health services and care to approximately 980,000 individuals annually in their respective communities. A standard, federally certified, practice management and electronic health record system, the Health Management System (HMS), is used at all locations to manage CHD clinical operations and patient care. This system relies on good network performance to efficiently support activities including, but not limited to, automated immunization tracking, patient care coordination, electronic Laboratory ordering and resulting, and e-prescribing for patients with communicable diseases, women’s health, and well child care. Staff have reported significant delays in many of the CHDs with intermittent HMS system response slowness. An analysis revealed 232 DOH locations violating the State of Florida, My Florida Network (MFN) service level agreement for more than 8,000 hours in one month and is a symptom of insufficient network bandwidth. Lack of network responsiveness increases clinic wait times, inhibits the ability to quickly process a patient during an encounter, and increases quantity of staff needed to capture information on paper and key it into HMS after the visit, thus defeating the intent of automated efficiency tools. One Pinellas CHD provider stated they sometimes feel they have to work twice as hard with computers in place than before clinic automation was introduced. This sentiment has been echoed by providers in several other CHDs as well.

- **Child Protection Team (CPT)**

One aspect of the CPT function, which is dramatically impacted by insufficient network bandwidth, is the distribution and management of the forensic interview. This interview is conducted by DOH service providers with the victim of an alleged child abuse case. The forensic interview is then made available to law enforcement, attorneys, other DOH personnel, and other professionals on a need to know basis. The current mechanism for distribution of those digital forensic recordings is via DVD. Each CPT office essentially exists as an island of information because there is not sufficient wide area network bandwidth to the offices to distribute the files electronically, to centralize collection and management of the recorded interviews, nor to permit shared viewing of the recordings within DOH itself.

Many of the DOH CPT field offices use videoconference equipment that supports business (Telehealth) and medical (Telemedicine) services. Many also have digital video and image recording systems. It is anticipated that all CPT digital video and image recording systems will be reconfigured or updated to record and/or backup to ‘the cloud’ in the future. Therefore, each system will place additional demands on network bandwidth that should be considered. The network bandwidth impact of digital image recording services using the Second Opinion Professional software (SOS) platform are also a consideration. The SOS platform is utilized to capture and manage digital still image (pictures) associated with physical and sexual abuse medical evaluations. These image related applications consume more wide area network bandwidth than non-image applications and compound the current network responsiveness issues.

According to the attached Appendix E: DOH 2015-07-05 Min Utilization Incident Report, 35% of the DOH CPT locations and staff were hampered by slow response time and lack of network responsiveness in delivering health related services to the abused and neglected children of Florida for approximately 344 hours in one month. With increased network bandwidth to the CPT locations, critical information in the protection of Florida’s children will be delivered and made available to the appropriate authorities in a more efficient, effective, and secure manner. The scenario with CMS locations is similar with 45% locations having more than 290 hours impacted by slow network responsiveness.

Another broader example of the impact of slow network responsiveness involves DOH’s movement toward using cloud based services by deploying Microsoft Office 365. The impact on the existing network bandwidth resulted in response time complaints by staff in many of the field offices. According to reports from the DOH field offices, many DOH Office 365 users are using the light weight, less functional web access version for email instead of using the normal Outlook email client due to the poor network responsiveness. This reaction by staff results in inefficiencies due to the limited functionality of the features



being used.

DOH has developed a roadmap to reduce the negative impact of the aged network design on the ability of its field offices to deliver quality health related services to citizens efficiently. The roadmap consists of initiatives which provide the foundation for DOH to better leverage new and emerging technologies and best practices for health service delivery in a more flexible and agile manner. It also reduces inhibitors to the department's ability to increase the quality, consistency, and sustainability of service performance and service management.

This budget request is for wide area network circuit upgrades only and will provide the network bandwidth foundation necessary to support the department in accomplishing its current mission and in moving forward toward its vision of being the healthiest state in the nation. This budget request will provide, each of the 400+ field offices, the increased wide area network bandwidth necessary to achieve consistently acceptable application performance, free the agency of the dependence on local servers for application delivery and file access, and enhance the adoption of Office 365 and other cloud-based tools while enabling a myriad of hosting options including cloud-based approaches. Appendix C: Master Workbook for All DOH Circuit Listings contains a listing of each of the DOH field office locations and the proposed wide area network bandwidth for that office.

## 2. Business Objectives

The objectives of this project are:

- To provide the wide area network bandwidth necessary for DOH to fulfill its core mission regarding the delivery of health related services with consistently acceptable application performance, to free the agency of the dependence on local servers for application delivery and file access, and to enhance the adoption of Office 365 and other cloud-based tools while enabling a myriad of hosting options including cloud-based approaches.
- To provide the foundation for DOH to position itself to take advantage of industry best practices in delivering health services including the use of cloud based technologies and approaches for collaboration, information dissemination and consolidation, etc. Without this project, DOH will not have the wide area network bandwidth to do so.

This project supports the Governor's Area-Specific Strategies of Civic and Governance Systems and Quality of Life and Quality Places and, in turn, the DOH LRPP GOAL 4: EFFECTIVE AGENCY PROCESSES. Performance measurement, continuous improvement, accountability and sustainability of the public health system are strategies DOH has adopted to ensure Florida's population is served efficiently and effectively. Highly functioning data collection and management systems, electronic health records and systems of health information exchange are necessary for understanding health problems and threats and for crafting policies and programs to address them. Florida's public health system should: use health information technology to improve the efficiency, effectiveness and quality of patient care coordination, patient safety and health care outcomes; ensure that its workforce is prepared, diverse and sustainable; and promote efficiency and effectiveness through performance management and collaboration among public entities. This request provides sufficient wide area network bandwidth which is one of the fundamental components for improving the use of health information technology.

## B. Baseline Analysis

### 1. Current Business Process(es)

The current wide area network bandwidth, supporting the more than 400+ DOH field locations, is not sufficient to support the current network workload generated by DOH staff in performance of their core duties. In over 80% of the DOH field locations, the network bandwidth supporting these offices is less than the bandwidth available on a 4G cell phone and results in poor application performance and inefficiency. Even in offices that do have greater network bandwidth, the bandwidth is not sufficient to meet the demand generated by the DOH workforce in performing the core mission of the department.

DOH took a step toward using cloud based services by deploying Microsoft Office 365. However, the impact on the existing network bandwidth resulted in response time complaints in many of the field offices.

In addition, as DOH took measures to increase endpoint security, the impact on response time was compounded. Some field offices were able to address the impact on performance but most were not. The bad response time issue still remains today, for many of the DOH locations, and is an inhibitor to effective job performance and results in an inefficient utilization of staff. The demands on network bandwidth will continue to grow with the adoption of cloud solutions in the future and will get worse unless corrective action is taken by increasing the wide area network bandwidth.

The lack of sufficient wide area network bandwidth to each of the DOH field offices has led to the proliferation of local servers, local backup systems, and local disaster recovery methods. This proliferation of disparate systems and technologies results in greater security risks, inefficiencies, and increased points of failure and inhibits the ability of DOH to leverage economies of scale through the use of the state data center services or cost effective cloud services.

The attached Appendix E: DOH 2015-07-05 Min Utilization Incident Report is an example of evidence that demonstrates that the current DOH wide area network bandwidth is not sufficient to sustain the workload of DOH in performance of its mission. According to the report, over 60% of the DOH field locations violated the MFN service level agreement for more than 8,000 hours in a single month. The average violation lasted for approximately one hour with the shortest violation being only 5 minutes and the longest 691 hours. This phenomenon results from the lack of adequate network bandwidth to support the current workload and is indicative of a significant constraint in supporting the department in the performance of its mission as well as efforts to improve health related services using cloud strategies and technologies.

## 2. Assumptions and Constraints

### a. Assumptions

- i. The desired network bandwidth can be provided to the DOH location by the local telco provider.
- ii. The DOH location building infrastructure is capable of handling the increased network bandwidth.
- iii. The current funding level available through USAC grants (Federal Rural Healthcare Program administered by the Universal Service Administration Company) will continue. Otherwise, additional budget requests will be necessary.

### b. Constraints

- i. Availability of recurring funding to increase the network bandwidth to sufficient levels.
- ii. Availability of the vendor to deliver the desired service to the desired location in the desired timeframe.
- iii. Availability of DOH staff to manage the implementation project according to the project schedule.

## C. Proposed Business Process Requirements

### 1. Proposed Business Process Requirements

Using the existing DMS DivTel process for increasing network bandwidth on My Florida Network (MFN), DOH proposes to provide increased network bandwidth to each field office location. This increased bandwidth is necessary for DOH:

- To fulfill its core mission regarding the delivery of health related services with consistently acceptable application performance.
- To free the agency of the dependence on local servers for application delivery and file access.
- To reduce the security exposure inherent in disparate distributed endpoints.
- To enhance the adoption of Office 365 and other cloud-based tools.
- To enable application hosting options including cloud-based approaches.
- To provide the foundation for DOH to position itself to take advantage of industry best practices

in health service delivery including the use of cloud based approaches for collaboration, information dissemination, consolidation, etc.

Without this funding, DOH will not have the network bandwidth to meet these objectives.

## 2. Business Solution Alternatives

- a. Do not upgrade the existing network bandwidth at DOH field locations. This alternative results in continued security risks, operational inefficiencies, client dissatisfaction, staff frustration, and lack of preparedness to adopt cloud strategies and solutions in the future.
- b. Upgrade the network bandwidth only at the DOH field locations which violate the State of Florida MFN service level agreement for network utilization. This alternative results in continued security risks, operational inefficiencies, client dissatisfaction, staff frustration, health service disparity by geographic location, and limits the department's capability to adopt cloud strategies and solutions in the future.
- c. Upgrade the network bandwidth at all DOH field locations. This alternative reduces security exposure, increases operational efficiency, increases client satisfaction, reduces staff frustration, and provides flexibility to the department to pursue cloud strategies and solutions as appropriate.

## 3. Rationale for Selection

The alternative selected is to upgrade the wide area network bandwidth at all DOH field locations as part of a single effort. Not upgrading the existing network bandwidth at all DOH field locations will result in an infrastructure environment that will continue to degrade relative to security, performance, and management and will severely inhibit the department in terms of positioning itself to take advantage of industry best practices for health service delivery that use cloud based approaches for collaboration, information dissemination, consolidation, etc.

Upgrading only the portion of the DOH network bandwidth, where field location workload causes a violation of the State of Florida MFN service level agreement for utilization, would be a temporary solution to a persistent and larger problem. Such an approach could lead to a geographic disparity in the consistency of the level of service as well as availability of services provided by DOH.

The deficiency of the existing DOH network bandwidth is so pervasive and the limitations it imposes are so great, the most efficient and effective approach to resolving the issue is to upgrade the entire wide area network bandwidth as a single effort.

To develop the wide area network bandwidth targets, DOH staff used results of the Capital Consortium Model Network project as well as direct examination of network utilization at key locations, the number of users at the location, and the functional role of the location as a guide. DOH staff then used the standard MFN tools for circuit capacity planning to size the network bandwidth for each site such that the three year projected network utilization levels would not exceed 60% to 65% of the allowable circuit utilization. The 60% to 65% circuit utilization target was used in order to allow for relief of current pent up bandwidth demand, and anticipated increased network usage over time. DOH staff consulted with DMS DivTel to review the approach and the results as well as explore potential data available for comparison regarding other agencies. The determination was made that, due to the differences in the applications used over the network, a simple comparison of number of sites and network bandwidth servicing those sites would not be sufficient. For instance, DHSMV has a large number of locations similar to DOH but the network traffic generated by DHSMV applications in performing their core mission, such as driver license renewal, is considerably different than the network traffic generated by DOH in performing its mission, such as updating electronic health records with diagnostic images and results. DMS DivTel was supportive of the techniques and targets used by DOH. The results of the analysis can be found in Appendix C: Master Workbook for All DOH Circuit Listings.

## 4. Recommended Business Solution

The recommended solution is to upgrade the wide area network bandwidth to each DOH field location and

utilize optical fiber circuitry where available. The level of network bandwidth upgrade is determined for each site based on an analysis of the number of users supported, unique functions provided by the location, and existing network utilization statistics. The use of optical fiber circuitry, as opposed to copper circuitry, will provide more flexibility in executing network bandwidth upgrades as future needs dictate. The results of the analysis can be found in Appendix C: Master Workbook for All DOH Circuit Listings.

### D. Functional and Technical Requirements

The following are the functional and technical requirements that must be met by the project:

- Provide sufficient wide area network bandwidth, to each DOH field office location, to facilitate the ability of DOH to deliver health related services and accomplish its core mission without negative impact due to poor network responsiveness.
- Address the wide area network bandwidth needs of each DOH field office in a manner that minimizes the estimated need for additional network bandwidth increases for the next three years.
- Deliver increased wide area network bandwidth via optical circuitry as opposed to copper circuitry in order to maximize flexibility in future growth.
- Provide increased wide area network bandwidth, to each DOH location, sufficient to support the department’s efforts to leverage cloud based approaches for collaboration, consolidation, and service delivery as well as achieve consistently acceptable application performance and free the agency of the dependence on local servers for application delivery and file access.

The following attachments reflect the functional and technical requirements analyses documentation developed and completed by the DOH.

- Appendix C: Master Workbook For All DOH Circuit Listing
- Appendix D: MFN Sites Matrix Tiers LBR Cost Projection
- Appendix E: DOH 2015-07-05 Min Utilization Incident Report

### III. Success Criteria

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	Consistently reliable and available wide area network bandwidth capacity at each DOH field office location that meets the expected demands of the DOH users in the performance of their duties.	The criteria will be measured through trouble tickets called in to the DOH Service Desk regarding network responsiveness as well as through the Monthly MFN Utilization Violation Report.	Clients of DOH and DOH staff	06/18

## IV. Schedule IV-B Benefits Realization and Cost Benefit Analysis

### A. Benefits Realization Table

BENEFITS REALIZATION TABLE					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	DOH health related services are delivered without being impacted by poor network responsiveness.	DOH clients and DOH staff will benefit.	The benefit is realized by increasing the wide area network bandwidth at each location to a capacity sufficient to support the current demands of DOH in fulfilling its core mission.	Measured through the monthly MFN Utilization Violation Report	06/18
2	DOH field office locations have wide area network bandwidth sufficient to support the department's efforts to leverage industry best practices and technologies.	DOH clients will benefit.	The benefit is realized by increasing the wide area network bandwidth at each location to a capacity sufficient to support the efforts of DOH to leverage cloud based approaches for collaboration, consolidation, and service delivery.	Measured using the monthly MFN Utilization Violation Report	06/18

### B. Cost Benefit Analysis (CBA)

The chart below summarizes the required CBA Forms which are included as Appendix A on the Florida Fiscal Portal and must be completed and submitted with the Schedule IV-B.

Cost Benefit Analysis	
Form	Description of Data Captured
CBA Form 1 - Net Tangible Benefits	<p>Agency Program Cost Elements: Existing program operational costs versus the expected program operational costs resulting from this project. The agency needs to identify the expected changes in operational costs for the program(s) that will be impacted by the proposed project.</p> <p>Tangible Benefits: Estimates for tangible benefits resulting from implementation of the proposed IT project, which correspond to the benefits identified in the Benefits Realization Table. These estimates appear in the year the benefits will be realized.</p>

Cost Benefit Analysis	
Form	Description of Data Captured
CBA Form 2 - Project Cost Analysis	<p>Baseline Project Budget: Estimated project costs.</p> <p>Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants.</p> <p>Characterization of Project Cost Estimate.</p>
CBA Form 3 - Project Investment Summary	<p>Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates:</p> <ul style="list-style-type: none"> <li>• Return on Investment</li> <li>• Payback Period</li> <li>• Breakeven Fiscal Year</li> <li>• Net Present Value</li> <li>• Internal Rate of Return</li> </ul>

## V. Schedule IV-B Major Project Risk Assessment

The Risk Assessment Tool and Risk Assessment Summary are included as Appendix B.

SCHEDULE IV-B FOR WIDE AREA NETWORK BANDWIDTH UPGRADE

Project	Wide Area Network Bandwidth Upgrade	
Agency	Department of Health	
FY 2017-18 LBR Issue Code:	FY 2017-18 LBR Issue Title:	
Issue Code	Issue Title	
Risk Assessment Contact Info (Name, Phone #, and E-mail Address):		
Robert Poston - (850) 508-8825 - robert.poston@flhealth.gov		
Executive Sponsor	Tony Powell	
Project Manager	Robert Poston	
Prepared By	Robert Poston	9/20/2016
<b>Risk Assessment Summary</b>		
Business Strategy		
	Level of Project Risk	
<b>Project Risk Area Breakdown</b>		
Risk Assessment Areas		<i>Risk Exposure</i>
Strategic Assessment		LOW
Technology Exposure Assessment		LOW
Organizational Change Management Assessment		MEDIUM
Communication Assessment		LOW
Fiscal Assessment		MEDIUM
Project Organization Assessment		MEDIUM
Project Management Assessment		MEDIUM
Project Complexity Assessment		MEDIUM
<i>Overall Project Risk</i>		MEDIUM

## VI. Schedule IV-B Technology Planning

### A. Current Information Technology Environment

#### 1. Current System

The Florida Department of Health (DOH) currently has 400+ field offices supporting the core mission of

the department. The current DOH network implementation is best characterized as 1990's design where, due to limited network capacity, the servers were located in close proximity to the end users. The internet and information technology service delivery has evolved dramatically over the last two decades. However, the DOH network has not. In over 80% of the DOH field locations, the network bandwidth supporting these offices is less than the bandwidth available on a 4G cell phone (10 Mbps).

**a. Description of Current System**

The current network is provided through the State of Florida, Department of Management Services, Division of Telecommunications SUNCOM/My Florida Network (MFN) state contract with the network services being provided by AT&T.

**b. Current System Resource Requirements**

The current hardware and software resources are provided, maintained, and managed by the vendor as part of the MFN charges. Since this is a circuit bandwidth only upgrade, the current DOH staff will be sufficient to manage the increased network bandwidth. The network upgrade project will require one additional contracted service staff to facilitate and manage the increased workload associated with the network upgrade process itself. This effort represents a peak in workload and is temporary for the life of this project only.

**c. Current System Performance**

The current network is overloaded as evidenced in the attached Appendix E: DOH 2015-07-05 Min Utilization Incident Report. According to this report, approximately 60% of the DOH field office locations violated the State of Florida My Florida Network (MFN) service level agreement (SLA) for more than 8,000 hours in one month alone. Reports subsequent to July, 2015, reflect similar circumstances.

DOH took a step toward using cloud based services by deploying Microsoft Office 365. However, the impact on the existing network bandwidth resulted in response time complaints in many of the field offices. According to reports from the DOH field offices, many DOH Office 365 users are using the light weight, less functional web access version instead of using the normal Outlook email client due to the poor network responsiveness.

In addition, as DOH took measures to increase endpoint security, the negative impact on response time was compounded. Some field offices were able to address the impact on performance but most were not. The bad response time issue still remains, today, for many of the DOH locations, and is an inhibitor to effective job performance and results in an inefficient utilization of staff.

**2. Information Technology Standards**

The State of Florida Service Level Agreement (SLA) for the My Florida Network specifies that the network utilization should not exceed 65% for more than 5 minutes in order for the SLA to remain in effect. The upgraded network bandwidths proposed in this Schedule IV-B take this standard into consideration and targets a utilization level that is 62% or less of the threshold value for a minimum of three years.

**B. Current Hardware and/or Software Inventory**

DOH does not have any current hardware and/or software that will be replaced by the Wide Area Network Bandwidth Upgrade project. The current and future hardware and software resources are provided, maintained, and managed by the vendor as part of the MFN charges.

**C. Proposed Technical Solution**

**1. Technical Solution Alternatives**

This project is to provide additional network bandwidth to DOH field locations. In accordance with Sections 282.703 F.S., all agencies of the Executive Branch of Florida government must use SUNCOM for telecommunications services or obtain an exemption from DivTel from this requirement. There are no



technical solution alternatives, which are consistent with Florida Statutes, other than upgrading the existing network circuits.

## 2. Rationale for Selection

Since there are no viable technical solution alternatives available which comply with Florida statutes, the rationale for a solution to deliver the required wide area network bandwidth to each DOH field location in order to meet the needs of DOH is to upgrade the existing network links.

## 3. Recommended Technical Solution

The recommended technical solution for providing increased wide area network bandwidth to each of the DOH field locations is to upgrade the existing network links using optical fiber media where available.

# D. Proposed Solution Description

## 1. Summary Description of Proposed System

The proposed system is a network circuit upgrade only. The solution is to upgrade the wide area network bandwidth to each DOH field location and utilize optical fiber circuitry where available. The level of network bandwidth upgrade is determined for each site based on an analysis of the number of users supported, unique functions provided by the location, and existing network utilization statistics. The use of optical fiber circuitry is preferred and will provide more flexibility in executing network bandwidth upgrades as future needs dictate. The recommended bandwidth to each DOH field office location is listed in Appendix C: Master Workbook for All DOH Circuit Listings. The associated MFN costs for the network bandwidth upgrades are provided in Appendix D: MFN Sites Matrix Tiers LBR Cost Projection.

## 2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

DOH has no hardware, software, nor additional FTE requirements for implementing the proposed wide area network upgrade. There are no required data center services but it does require the resources of the current My Florida Network (MFN) provider to implement and manage the network bandwidth upgrade. The project will also require one contracted services staff to facilitate and manage the temporary workload associated with the wide area network bandwidth upgrade deployment.

The requested funding for the proposed solution is contained in the attached Appendix A, 2017-18 Schedule IV-B Cost Benefit Analysis – DOH Wide Area Network Bandwidth Upgrade. The 2017-18 fiscal year cost has been prorated at 75% of the total expected request in order to reflect the lag of costs during the time required for deployment. In addition, for subsequent fiscal years, a 3% cost escalation has been built in to accommodate changes in requirements based on office location changes, office role changes, realignment of staff, etc.

# E. Capacity Planning

The proposed solution does not use any state resources which require infrastructure capacity planning. Infrastructure capacity planning is the responsibility of the MFN provider. However, MFN circuit capacity planning tools were used by DOH staff for projecting the wide area network bandwidth requirements of each DOH field location. In an effort to establish standards for network bandwidth facilities, an initial estimate of bandwidth was made based on the number of users at each location, the role of the particular location, and was validated based on the results of the Capital Consortium Model Network Project. The initial estimates were made using the following methodology with the heavier weight given to number of users.

- Tier 0 locations are the largest County Health Departments (CHD) and central resource hosting consortiums and CHDs with 500 or more users. These locations include Alachua, Broward, Dade, Duval, Hillsborough, Leon, Orange, Palm Beach, Pinellas, and Polk CHD main sites.
- Tier 1 locations are the main County Health Departments, Regional Children’s Medical Services, Headquarters Program Primary Sites and County Health Department large secondary locations with more than 50 users. This includes all Main CHD / CMS Regional locations,

Jacksonville LAB's, Vital Stats and Larger Secondary Offices.

- Tier 2 locations are secondary CHD and State Program sites with more than 25 but less than 50 users.
- Tier 3 locations are secondary CHD and State Program sites with at least 10 but less than 25 users.
- Tier 4 locations are secondary CHD and State Program sites with less than 10 users.

Using network information gathered from the Capital Consortium Model Network project, the following network bandwidths were assigned for each location tier.

- Tier 0 locations = 200 Mbps
- Tier 1 locations = 90 Mbps
- Tier 2 locations = 45 Mbps
- Tier 3 locations = 21 Mbps
- Tier 4 locations = 12 Mbps

DOH staff then used the standard MFN circuit capacity planning tools to estimate the network utilization for locations where their role classification and user counts did not align, validate locations with unique program requirements, and random sample locations with similar profiles to the Capital Consortium. Individual location bandwidths were adjusted as appropriate to maintain a target circuit utilization at no more than 62% of the SLA violation threshold value for at least the next three years.

## **VII. Schedule IV-B Project Management Planning**

The Project Management Plan is attached as Appendix F.

## **VIII. Appendices**

- Appendix A: 2017-18 Schedule IV-B Cost Benefit Analysis – DOH Wide Area Network Bandwidth Upgrade
- Appendix B: 2017-18 Schedule IV-B Project Risk Assessment – DOH Wide Area Network Bandwidth Upgrade
- Appendix C: Master Workbook For All DOH Circuit Listings
- Appendix D: MFN Sites Matrix Tiers LBR Cost Projection
- Appendix E: DOH 2015-07-05 Min Utilization Incident Report
- Appendix F: Project Management Plan - DOH Wide Area Network Bandwidth Upgrade

CBAForm 1 - Net Tangible Benefits

Agency	<u>Department of Health</u>	Project	<u>Network Bandwidth Upgrade</u>
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Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits -- CBAForm 1A															
Agency <i>(Recurring Costs Only -- No Project Costs)</i>	FY 2017-18			FY 2018-19			FY 2019-20			FY 2020-21			FY 2021-22		
	(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) Cost Change 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
<b>A. Personnel Costs -- Agency-Managed Staff</b>	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>A.b Total Staff</b>	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-1.a. State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-1.b. State FTEs (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-2.a. OPS Staff (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-3.a. Staff Augmentation (Contract Cost)	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3.b. Staff Augmentation (# of Contractors)	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>B. Application Maintenance Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-3. Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-4. Other <span style="float: right;"><i>Specify</i></span>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>C. Data Center Provider Costs</b>	\$5,565,591	\$4,714,221	\$10,279,812	\$5,732,559	\$6,474,197	\$12,206,756	\$5,904,535	\$6,668,423	\$12,572,958	\$6,081,672	\$6,868,475	\$12,950,147	\$6,264,122	\$7,074,530	\$13,338,651
C-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-3. Network / Hosting Services	\$5,565,591	\$4,714,221	\$10,279,812	\$5,732,559	\$6,474,197	\$12,206,756	\$5,904,535	\$6,668,423	\$12,572,958	\$6,081,672	\$6,868,475	\$12,950,147	\$6,264,122	\$7,074,530	\$13,338,651
C-4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other <span style="float: right;"><i>Specify</i></span>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>D. Plant &amp; Facility Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>E. Other Costs</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other <span style="float: right;"><i>Specify</i></span>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total of Recurring Operational Costs</b>	\$5,565,591	\$4,914,221	\$10,479,812	\$5,732,559	\$6,474,197	\$12,206,756	\$5,904,535	\$6,668,423	\$12,572,958	\$6,081,672	\$6,868,475	\$12,950,147	\$6,264,122	\$7,074,530	\$13,338,651
<b>F. Additional Tangible Benefits:</b>		\$0			\$0			\$0			\$0			\$0	
F-1. <span style="float: right;"><i>Specify</i></span>		\$0			\$0			\$0			\$0			\$0	
F-2. <span style="float: right;"><i>Specify</i></span>		\$0			\$0			\$0			\$0			\$0	
F-3. <span style="float: right;"><i>Specify</i></span>		\$0			\$0			\$0			\$0			\$0	
<b>Total Net Tangible Benefits:</b>		(\$4,914,221)			(\$6,474,197)			(\$6,668,423)			(\$6,868,475)			(\$7,074,530)	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE -- CBAForm 1B			
Choose Type		Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	<input checked="" type="checkbox"/>	Confidence Level	80%
Order of Magnitude	<input type="checkbox"/>	Confidence Level	
Placeholder	<input type="checkbox"/>	Confidence Level	

A	B		C	D	E	F		G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Department of Health	Network Bandwidth Upgrade		CBA Form 2A Baseline Project Budget																	
2	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.			FY2017-18			FY2018-19			FY2019-20			FY2020-21			FY2021-22			TOTAL		
3	\$ -			\$ 200,000			\$ -			\$ -			\$ -			\$ -			\$ 200,000		
4	Item Description (remove guidelines and annotate entries here)	Project Cost Element	Appropriation Category	Current & Previous Years Project- Related Cost	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	TOTAL	
5	Costs for all state employees working on the project.	FTE	S&B	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
6	Costs for all OPS employees working on the project.	OPS	OPS	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
7	Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ -	1.00	\$ 200,000	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ 200,000
8	Project management personnel and related deliverables.	Project Management	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
9	Project oversight to include Independent Verification & Validation (IV&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
10	Staffing costs for all professional services not included in other categories.	Consultants/Contractors	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
11	Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
12	Hardware purchases not included in data center services.	Hardware	OCO	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
13	Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
14	Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
15	All first-time training costs associated with the project.	Training	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
16	Include the quote received from the data center provider for project equipment and services. Only include one-time project costs in this row. Recurring, project-related data center costs are included in CBA Form 1A.	Data Center Services - One Time Costs	Data Center Category	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
17	Other contracted services not included in other categories.	Other Services	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
18	Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for detail)	Equipment	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
19	Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
20	Other project expenses not included in other categories.	Other Expenses	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
21	<b>Total</b>			\$ -	<b>1.00</b>	<b>\$ 200,000</b>	\$ -	<b>0.00</b>	\$ -	\$ -	<b>0.00</b>	\$ -	\$ -	<b>0.00</b>	\$ -	\$ -	<b>0.00</b>	\$ -	\$ -	<b>\$ 200,000</b>	

CBAForm 2 - Project Cost Analysis

Agency	<u>Department of Health</u>	Project		<u>Network Bandwidth Upgrade</u>
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
TOTAL PROJECT COSTS (*)	\$200,000	\$0	\$0	\$0	\$0	\$200,000
CUMULATIVE PROJECT COSTS <i>(includes Current &amp; Previous Years' Project-Related Costs)</i>	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Trust Fund	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input checked="" type="checkbox"/>	\$1,434,000	\$1,434,000	\$1,434,000	\$1,434,000	\$1,434,000	\$7,170,000
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT	\$1,634,000	\$1,434,000	\$1,434,000	\$1,434,000	\$1,434,000	\$7,370,000
CUMULATIVE INVESTMENT	\$1,634,000	\$3,068,000	\$4,502,000	\$5,936,000	\$7,370,000	

Characterization of Project Cost Estimate - CBAForm 2C			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous	x	Confidence Level	80%
Order of Magnitude		Confidence Level	
Placeholder		Confidence Level	

CBAForm 3 - Project Investment Summary

Agency	<u>Department of Health</u>	Project	<u>Network Bandwidth Upgrade</u>
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<i>COST BENEFIT ANALYSIS -- CBAForm 3A</i>						
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	TOTAL FOR ALL YEARS
Project Cost	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Net Tangible Benefits	(\$4,914,221)	(\$6,474,197)	(\$6,668,423)	(\$6,868,475)	(\$7,074,530)	(\$31,999,846)
Return on Investment	(\$5,114,221)	(\$6,474,197)	(\$6,668,423)	(\$6,868,475)	(\$7,074,530)	(\$32,199,846)
Year to Year Change in Program Staffing	1	0	0	0	0	

<i>RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B</i>		
Payback Period (years)	NO PAYBACK	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	NO PAYBACK	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	(\$28,684,162)	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.
Internal Rate of Return (IRR)	NO IRR	IRR is the project's rate of return.

<i>Investment Interest Earning Yield -- CBAForm 3C</i>					
Fiscal Year	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Cost of Capital	1.94%	2.07%	3.18%	4.32%	4.85%

	B	C	D	E	F	G	H		
3	<b>Project</b>		<i>Wide Area Network Bandwidth Upgrade</i>						
4									
5	<b>Agency</b>		<i>Department of Health</i>						
6	<b>FY 2017-18 LBR Issue Code:</b>			<b>FY 2017-18 LBR Issue Title:</b>					
7	<i>Issue Code</i>			<i>Issue Title</i>					
8	<b>Risk Assessment Contact Info (Name, Phone #, and E-mail Address):</b>								
9	<i>Robert Poston - (850) 508-8825 - robert.poston@flhealth.gov</i>								
10	<b>Executive Sponsor</b>		<i>Tony Powell</i>						
11	<b>Project Manager</b>		<i>Robert Poston</i>						
12	<b>Prepared By</b>		<i>Robert Poston</i>			<i>9/20/2016</i>			
14	<b>Risk Assessment Summary</b>								
15	<div style="border: 1px solid black; padding: 10px;"> <table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: middle;"> </td> <td style="width: 50%;"></td> </tr> </table> </div>								
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29									
30	<b>Level of Project Risk</b>								
31	<i>Least Risk</i>			<i>Most Risk</i>					
32									
34	<b>Project Risk Area Breakdown</b>								
35	<b>Risk Assessment Areas</b>						<i>Risk Exposure</i>		
36	<b>Strategic Assessment</b>						<b>LOW</b>		
37									
38	<b>Technology Exposure Assessment</b>						<b>LOW</b>		
39									
40	<b>Organizational Change Management Assessment</b>						<b>MEDIUM</b>		
41									
42	<b>Communication Assessment</b>						<b>LOW</b>		
43									
44	<b>Fiscal Assessment</b>						<b>MEDIUM</b>		
45									
46	<b>Project Organization Assessment</b>						<b>MEDIUM</b>		
47									
48	<b>Project Management Assessment</b>						<b>MEDIUM</b>		
49									
50	<b>Project Complexity Assessment</b>						<b>MEDIUM</b>		
51									
52									
53	<b>Overall Project Risk</b>						<b>MEDIUM</b>		

APPENDIX C Master Workbook For All DOH Circuit Listings

Program	Name of Site	Street Address	City	County	Current BW	# Users	User Based Tiers for LBR	User Based Tier 0 (200 Mbps)	User Based Tier 1 (90 Mbps)	User Based Tier 2 (45 Mbps)	User Based Tier 3 (21 Mbps)	User Based Tier 4 (12 Mbps)
DOH-DIV OF INFORMATION TECHNOLOGY	Alachua CHD01 Alachua Clinic	15530 Nw Us Hwy 441	Alachua	Alachua	9 Mbps	15	3	0	0	0	1	0
DOH-DIV OF MEDICAL QUALITY ASSURANCE	MQA ALACHUA	14101 NW HIGHWAY 441	GAINESVILLE	Alachua	6 Mbps	9	4	0	0	0	0	1
DOH-ALACHUA CNTY HLTH DEPT	Alachua CHD01 Main	224 SE 24th Street	Gainesville	Alachua	33 Mbps	279	0	1	0	0	0	0
DOH-ALACHUA CNTY HLTH DEPT	Alachua CHD01 GNSVILLE FAM SVC CTR	3600 NE 15th Street	Gainesville	Alachua	1.5 Mbps	9	4	0	0	0	0	1
DOH-ALACHUA CNTY HLTH DEPT	ACHD SW Clinic	816 S.W. 64th Terrace	Gainesville	Alachua	3 Mbps	16	3	0	0	0	1	0
DOH-ALACHUA CNTY HLTH DEPT	ALACHUA CHD01 WIC PARK AVENUE	910 NW 57TH ST	GAINESVILLE	Alachua	3 Mbps	7	4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Baker CHD02 Main	480 West Lowder Street	MacClenny	Baker	6 Mbps	52	1	0	1	0	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Baker County Health Department	480 West Lowder Street	MacClenny	Baker	3 Mbps		4	0	0	0	0	1
DOH-DIV OF CMS - REGIONAL CLINICS	CMS PANAMA CITY	230 NORTH TYNDALL PARKWAY	CALLAWAY	Bay	6 Mbps	39	2	0	0	1	0	0
DOH-CHLD PROTCTN TEAMS O2A-PANAMA CITY/B	CPT Bay Panama City	210 East 11th Street	Panama City	Bay	3 Mbps	23	3	0	0	0	1	0
DOH-BAY CNTY HLTH DEPT	Bay CHD03 McKenzie EH	225 McKenzie Avenue	Panama City	Bay	1.5 Mbps	7	4	0	0	0	0	1
DOH-BAY CNTY HLTH DEPT	Bay CHD03 Main Panama City	597 West 11th St	Panama City	Bay	8 Mbps	187	1	0	1	0	0	0
DOH-BAY CNTY HLTH DEPT	Bay CHD03 Village Health Center	819 East 11th Street	Panama City	Bay	1.5 Mbps	25	2	0	0	1	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Bay CHD03 Springfield OFC	408 School Avenue	Springfield	Bay	2 Mbps	5	4	0	0	0	0	1
DOH-BAY CNTY HLTH DEPT	Bay CHD03 Satellite Clinic	3518 E 15th St	Springfield	Bay	1.5 Mbps	14	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Bradford CHD04 Main Starke	1801 N Temple Ave	Starke	Bradford	3 Mbps	40	2	0	0	1	0	0
DOH-BROWARD CNTY HLTH DEPT	Broward CHD06 WIC Coral Springs	10077 NW 29th Street	Coral Springs	Broward	1.5 Mbps	12	3	0	0	0	1	0
DOH-BROWARD CNTY HLTH DEPT	Broward CHD06 Edgar Mills Center	900 NW 31st Avenue	Fort Lauderdale	Broward	3 Mbps	47	2	0	0	1	0	0
DOH-BROWARD CNTY HLTH DEPT	Broward CHD06 South Region Hlth Ctr	4105 Pembroke Road	Hollywood	Broward	3 Mbps	26	2	0	0	1	0	0
DOH-BREVARD CNTY HLTH DEPT	Brevard CHD05 Melbourne	2275 S. Babcock Street	Melbourne	Brevard	9 Mbps	56	1	0	1	0	0	0
DOH-CHLD PROTCTN TEAMS 07B-MELBOURNE/BRE	CPT Melbourne	6905 North Wickham Road	Melbourne	Brevard	3 Mbps	21	3	0	0	0	1	0
DOH-BROWARD CNTY HLTH DEPT	Broward CHD06 Paul Hughes Hlth Ctr	205 NW 6th Avenue	Pompano Beach	Broward	8 Mbps	13	3	0	0	0	1	0
DOH-BROWARD CNTY HLTH DEPT	Broward CHD06 N Reg Hth Ctr VOIP	601 West Atlantic Blvd	Pompano Beach	Broward	1.5 Mbps	19	3	0	0	0	1	0
DOH-BREVARD CNTY HLTH DEPT	Brevard CHD05 Rockledge	1748 Cedar Street	Rockledge	Brevard	2 Mbps	10	3	0	0	0	1	0
DOH-BREVARD CNTY HLTH DEPT	Brevard CHD05 Titusville Clinic	611 Singleton Ave	Titusville	Brevard	8 Mbps	37	2	0	0	1	0	0
DOH-BREVARD CNTY HLTH DEPT	Brevard CHD05 Viera Clinic	2555 Judge Fran Jamieson Way	Viera	Brevard	12 Mbps	117	1	0	1	0	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS05 BREVARD VIERA	2565 JUDGE FRAN JAMIESON WAY	VIERA	Brevard	8 Mbps	51	1	0	1	0	0	0
DOH-BREVARD CNTY HLTH DEPT	Brevard CHD05 Merritt Island	2575 N Courtenay Pkwy	Merritt Island	Brevard	8 Mbps	50	1	0	1	0	0	0
DOH-BROWARD CNTY HLTH DEPT	BROWARD CHD06 WIC CORAL SPRINGS VOIP	10077 BEN GEIGER DR.	CORAL SPRINGS	Broward	2 Mbps	12	3	0	0	0	1	0
DOH-BROWARD CNTY HLTH DEPT	Broward CHD06 Emergency Ops Davie Wareh	2230 SW 70th Ave	Davie	Broward	2 Mbps	2	4	0	0	0	0	1
DOH-DIV OF MEDICAL QUALITY ASSURANCE	MQA FORT LAUDERDALE	1400 WEST COMMERCIAL BLVD	Fort Lauderdale	Broward	6 Mbps	22	3	0	0	0	1	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS Fort Lauderdale	1625 SE 3RD AVE	Fort Lauderdale	Broward	4 Mbps	60	1	0	1	0	0	0
DOH-BROWARD CNTY HLTH DEPT	BROWARD CHD06 MAIN VOIP NETWORK	2421 SW 6TH AVENUE	Fort Lauderdale	Broward	3 Mbps	406	1	0	1	0	0	0
DOH-CHLD PROTCTN TEAMS 10-FT. LAUDERDALE	CPT Ft Lauderdale	400 N.E. 4TH STREET	Fort Lauderdale	Broward	4 Mbps	35	2	0	0	1	0	0
DOH-BROWARD CNTY HLTH DEPT	BROWARD CHD06 MAIN FT LAUD	780 SW 24TH STREET	Fort Lauderdale	Broward	21 Mbps	406	0	1	0	0	0	0
DOH-BROWARD CNTY HLTH DEPT	BROWARD CHD06 EDGAR MILLS VOIP	900 NW 31ST AVENUE	Fort Lauderdale	Broward	1.5 Mbps	47	2	0	0	1	0	0
DOH-BROWARD CNTY HLTH DEPT	BROWARD CHD06 SOUTH REGIONAL VOIP	4105 PEMBROKE ROAD	HOLLYWOOD	Broward	1.5 Mbps	26	2	0	0	1	0	0
DOH-DIV OF MEDICAL QUALITY ASSURANCE	MQA UNLICENSED ACTIVITY OFFICE	7369 SHERIDAN STREET	HOLLYWOOD	Broward	1.5 Mbps		4	0	0	0	0	1
DOH-BROWARD CNTY HLTH DEPT	BROWARD CHD06 SOUTH FIELD OFFICE	7999 PEMBROKE ROAD	HOLLYWOOD	Broward	3 Mbps	0	4	0	0	0	0	1
DOH-BROWARD CNTY HLTH DEPT	WIC Lauderdale Lakes	4481 - B North State Road 7	Lauderdale Lakes	Broward	6 Mbps	23	3	0	0	0	1	0
DOH-BROWARD CNTY HLTH DEPT	WIC Lauderdale Lakes VOIP NETWORK	4481 - B North State Road 7	Lauderdale Lakes	Broward	1.5 Mbps	23	3	0	0	0	1	0
DOH-BROWARD CNTY HLTH DEPT	Southwest WIC Office Data	8376 Pines Blvd	Pembroke Pines	Broward	6 Mbps	14	3	0	0	0	1	0
DOH-BROWARD CNTY HLTH DEPT	Southwest WIC Office VOIP	8376 Pines Blvd	Pembroke Pines	Broward	2 Mbps	14	3	0	0	0	1	0
DOH-BROWARD CNTY HLTH DEPT	Paul Hughes Hlth Ctr VOIP	205 NW 6TH AVENUE	POMPANO BEACH	Broward	1.5 Mbps	13	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Calhoun CHD07 Main	19611 SR 20 West	Blountstown	Calhoun	3 Mbps	21	2	0	0	1	0	0
DOH-CHARLOTTE CNTY HLTH DEPT	Charlotte CHD08 Loveland	1100 Loveland Blvd	Port Charlotte	Charlotte	12 Mbps	75	1	0	1	0	0	0
DOH-CHARLOTTE CNTY HLTH DEPT	Charlotte CHD08 EH Murdock	18500 Murdock Circle	Port Charlotte	Charlotte	6 Mbps	18	3	0	0	0	1	0
DOH-CITRUS CNTY HLTH DEPT	CITRUS CHD09 CRYSTAL RIVER OFC	117 NW HWY 19	CRYSTAL RIVER	Citrus	3 Mbps	0	4	0	0	0	0	1
DOH-CITRUS CNTY HLTH DEPT	Citrus CHD09 Inverness OFC	120 North Montgomery Ave	Inverness	Citrus	3 Mbps	15	3	0	0	0	1	0
DOH-CHLD PROTCTN TEAM-GAINESVILLE	CPT Lecanto	1410 S LECANTO HIGHWAY	Lecanto	Citrus	4 Mbps	9	4	0	0	0	0	1



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DOH-CITRUS CNTY HLTH DEPT	Citrus CHD09 Main Lecanto	3700 W Sovereign Path	Lecanto	Citrus	6 Mbps	60	1	0	1	0	0	0
DOH-CLAY CNTY HLTH DEPT	Clay CHD10 WIC Fleming Island	1845 Town Center Blvd	Fleming Island	Clay	2 Mbps	13	3	0	0	0	1	0
DOH-DIV OF EMERG PREPARED & COMM SUPPORT	Radiation HSERX Orange Park	705 WELLS ROAD	ORANGE PARK	Clay	1.5 Mbps		4	0	0	0	0	1
DOH-DIV OF EMERG PREPARED & COMM SUPPORT	Radiation HSERX Orange Park	705 Wells Road	ORANGE PARK	Clay	3 Mbps	5	4	0	0	0	0	1
DOH-CLAY CNTY HLTH DEPT	Clay CHD10 Main	1305 Idlewood Ave	Green Cove Springs	Clay	8 Mbps	49	2	0	0	1	0	0
DOH-CLAY CNTY HLTH DEPT	Clay CHD10 Bear Run Clinic	3229 Bear Run	Orange Park	Clay	8 Mbps	28	2	0	0	1	0	0
DOH-CHLD PROTCTN TEAMS 08C-NAPLES/COLLIER	CPT08C NAPLES	1036 6TH AVENUE NORTH	Naples	Collier	3 Mbps	14	3	0	0	0	1	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS11 COLLIER NAPLES OFFICE	1665 MEDICAL BLVD	Naples	Collier	6 Mbps	15	2	0	0	1	0	0
DOH-COLLIER CNTY HLTH DEPT	Collier CHD11 HR	2671 Airport Rd	Naples	Collier	6 Mbps	9	4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Collier CHD11 Main Naples	3339 Tamiami Trail East	Naples	Collier	9 Mbps	152	1	0	1	0	0	0
DOH-COLLIER CNTY HLTH DEPT	Collier CHD11 Immokalee Clinic	419 N. 1st Street	Immokalee	Collier	9 Mbps	22	3	0	0	0	1	0
DOH-COLLIER CNTY HLTH DEPT	Collier CHD11 Golden Gate Clinic	4945 Golden Gate Parkway	Naples	Collier	6 Mbps	7	4	0	0	0	0	1
DOH-COLLIER CNTY HLTH DEPT	Collier CHD11 ESC Office	8075 Lely Cultural Blvd	Naples	Collier	3 Mbps	4	4	0	0	0	0	1
DOH-COLUMBIA CNTY HLTH DEPT	Columbia CHD12 EH	135 NE Hernando Ave	Lake City	Columbia	1.5 Mbps	6	4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Columbia CHD12 Main	217 NE Franklin St	Lake City	Columbia	2 Mbps	41	2	0	0	2	1	0
DOH-CHLD PROTCTN TEAM-GAINESVILLE	CPT LAKE CITY	406 NE LAKE DESOTO CIRCLE	LAKE CITY	Columbia	4 Mbps	4	4	0	0	0	0	1
DOH-DADE CNTY HLTH DEPT	DADE CHD13 MEDICAL RECORDS WAREHOUSE	2190 NW 82ND AVE	DORAL	Dade	1.5 Mbps	6	4	0	0	0	0	1
DOH-DADE CNTY HLTH DEPT	DADE CHD13 BEACON CENTER	8323 NW 12TH ST	DORAL	Dade	6 Mbps	35	2	0	0	1	0	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 KODAK BLDG	8600 NW 17TH STREET	DORAL	Dade	1.5 Mbps	80	1	0	1	0	0	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 MIAMI EOC	9300 NW 41ST STREET	DORAL	Dade	1.5 Mbps	4	4	0	0	1.5	0	1
DOH-DADE CNTY HLTH DEPT	DADE CHD13 WIC HOMESTEAD	753 WEST PALM DRIVE	FLORIDA CITY	Dade	1.5 Mbps	15	3	0	0	0	1	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 WIC HIALEAH WEST	551 WEST 51 ST PLACE	HIALEAH	Dade	1.5 Mbps	20	3	0	0	0	1	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 JEFFERSON REAVES	1009 NW 5TH AVENUE	Miami	Dade	6 Mbps	12	3	0	0	0	1	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 JEFFERSON REAVES	1009 NW 5TH AVENUE	Miami	Dade	1.5 Mbps		4	0	0	0	0	1
DOH-DADE CNTY HLTH DEPT	Dade CHD13 WIC West Dade	11865 SW 26th Street	Miami	Dade	10 Mbps	32	2	0	0	1	0	0
DOH-DIV OF DISEASE CONTROL AND HEALTH PROTECT	BUREAU OF LABS MIAMI DADE	1325 NW 14TH AVENUE	Miami	Dade	10 Mbps	35	2	0	0	1	0	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 WIC NARANJA	13805 SW 264TH STREET	Miami	Dade	1.5 Mbps	5	4	0	0	0	0	1
DOH-DADE CNTY HLTH DEPT	DADE CHD13 WIC WEST FLAGLER	1490 NW 27TH AVE	Miami	Dade	1.5 Mbps	12	3	0	0	0	1	0
DOH-CHLD PROTCTN TEAMS 11S-MIAMI SOUTH/D	CPT MIAMI SOUTH U OF M	15321 SOUTH DIXIE HWY	Miami	Dade	1.5 Mbps	0	4	0	0	0	0	1
DOH-DADE CNTY HLTH DEPT	DADE CHD13 WIC UNIVERSITY	1607 SW 107TH AVENUE	Miami	Dade	1.5 Mbps	8	4	0	0	0	0	1
DOH-DIV OF COMMUNITY PUBLIC HEALTH	WIC UNIVERSITY OF MIAMI - PARK PLAZA WE	1611 NW 12 AVE	Miami	Dade	1.5 Mbps	0	4	0	0	0	0	1
DOH-DADE CNTY HLTH DEPT	Dade CHD13 Jackson Memorial Hospital	1611 NW 12th Ave	Miami	Dade	1.5 Mbps x 256 Kbps	15	3	0	0	0	1	0
DOH-DADE CNTY HLTH DEPT	Dade CHD13 Jackson Memorial Hospital	1611 NW 12th Ave	Miami	Dade	3 Mbps	2	4	0	0	0	0	1
DOH-DADE CNTY HLTH DEPT	DADE CHD13 MIS/IT WAREHOUSES	2250 NW 82ND AVENUE	Miami	Dade	4 Mbps	75	1	0	1	0	0	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 HIV ADAP MIS	2515 WEST FLAGLER STREET	Miami	Dade	10 Mbps	50	1	0	1	0	0	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 WIC LIBERTY CITY	2520 NW 75TH STREET	Miami	Dade	6 Mbps	20	3	0	0	0	1	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 LITTLE HAITI	300 NE 80TH TERRACE	Miami	Dade	6 Mbps	30	2	0	0	1	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS MIAMI DADE SO FLORIDA REGION	401 NW 2ND AVE NORTH TOWER	Miami	Dade	6 Mbps	43	1	0	1	0	0	0
DOH-DIV OF EMERG PREPARED & COMM SUPPORT	BSCP MIAMI DADE	401 NW 2ND AVENUE	Miami	Dade	1.5 Mbps	55	1	0	1	0	0	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 WIC CAROL CITY	4737 NW 183RD STREET	Miami	Dade	1.5 Mbps	15	3	0	0	0	1	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 WIC CORPORATE PARK	7785 NW 48TH STREET	Miami	Dade	8 Mbps	110	1	0	1	0	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	DADE CHD13 MAIN MIAMI	8175 NW 12TH STREET	Miami	Dade	8 Mbps	60	0	1	0	0	0	0
DOH-DIV OF MEDICAL QUALITY ASSURANCE	MQA MIAMI DADE ISU OFFICE	8350 NW 52ND TERRACE	Miami	Dade	6 Mbps	20	3	0	0	0	1	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 KODAK BLD	8600 NW 17TH STREET	Miami	Dade	10 Mbps	80	1	0	1	0	0	0
DOH-DIV OF DISABILITY DETERMINATION	DIV OF DISABILITY DETERMINATION	9495 SUNSET DRIVE	Miami	Dade	3 Mbps	10	3	0	0	0	1	0
DOH-DADE CNTY HLTH DEPT	DADE CHD13 WIC SOUTH MIAMI	6601 SW 62ND AVENUE	South Miami	Dade	1.5 Mbps	8	4	0	0	0	0	1
DOH-DESOTO CNTY HLTH DEPT	Desoto CHD14 Main	34 S Baldwin Ave	Arcadia	Dade	6 Mbps	57	1	0	1	0	0	0
DOH-DADE CNTY HLTH DEPT	Dade CHD13 Vital Records North	18680 NW 67th Ave	Hialeah	Dade	1.5 Mbps	5	4	0	0	0	0	1
DOH-DADE CNTY HLTH DEPT	Dade CHD13 WHFP Florida City Clinic	1600 NW 6th Court	Homestead	Dade	1.5 Mbps	10	3	0	0	0	1	0
DOH-DADE CNTY HLTH DEPT	Dade CHD13 MDC PIC	11805 SW 26th Street	Miami	Dade	10 Mbps	15	3	0	0	0	1	0

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DOH-DADE CNTY HLTH DEPT	Dade CHD13 Miami Hlth District Ctr	1350 NW 14th Street	Miami	Dade	10 Mbps	188	1	0	1	0	0	0
DOH-DADE CNTY HLTH DEPT	Dade CHD13 WIC North Miami Ctr	14101 NW 8th Ave	Miami	Dade	1.5 Mbps	40	2	0	0	1	0	0
DOH-DADE CNTY HLTH DEPT	Dade CHD13 West Perrine	18255 Homestead Avenue	Miami	Dade	8 Mbps	80	1	0	1	0	0	0
DOH-DADE CNTY HLTH DEPT	Dade CHD13 RHAP	315 NW 27th Ave	Miami	Dade	10 Mbps	75	1	0	1	0	0	0
DOH-DADE CNTY HLTH DEPT	Dade CHD13 Penalver	971 NW 2nd Street	Miami	Dade	10 Mbps	20	3	0	0	0	1	0
DOH-DADE CNTY HLTH DEPT	Dade CHD13 Golden Glades	1725 NW 167th Street	Miami Gardens	Dade	8 Mbps	50	1	0	1	0	0	0
DOH-DESOTO CNTY HLTH DEPT	DESOTO CHD14 PRIMARY CARE	1031 EAST OAK STREET	Arcadia	DeSoto	6 Mbps	30	2	0	0	1	0	0
DOH-DESOTO CNTY HLTH DEPT	DESOTO CHD	115 SOUTH BREVARD AVENUE	ARCADIA	DeSoto	0.768 Mbps	0	4	0	0	0	0	1
DOH-DESOTO CNTY HLTH DEPT	DESOTO CHD14 ARCADIA HICKORY	519 HICKORY STREET	Arcadia	DeSoto	1.5 Mbps	0	4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Dixie CHD15 Main Cross City	149 NE 241st St.	Cross City	Dixie	4 Mbps	20	3	0	0	0	1	0
DOH-DUVAL CNTY HLTH DEPT	Duval CHD16 West JAX HC	120 King Street	Jacksonville	Duval	10 Mbps Lite	6	4	0	0	10	0	1
DOH-DIV OF DISEASE CONTROL AND HEALTH PROTECT	BUREAU OF LABS JACKSONVILLE DUVAL	1217 PEARL STREET	Jacksonville	Duval	15 Mbps	210	1	0	1	0	0	0
DOH-EXECUTIVE STAFF	VITAL STATISTICS HQ OFFICE	1217 PEARL STREET	Jacksonville	Duval	12 Mbps	128	1	0	1	0	0	0
DOH-DUVAL CNTY HLTH DEPT	Duval CHD16 South Jax Dental	1722 University Blvd South	Jacksonville	Duval	3 Mbps	7	4	0	0	0	0	1
DOH-DIV OF MEDICAL QUALITY ASSURANCE	MQA JACKSONVILLE ISU	1912 HAMILTON STREET	Jacksonville	Duval	6 Mbps	12	3	0	0	0	1	0
DOH-DIV OF COMMUNITY PUBLIC HEALTH	CNP DUVAL NORTH REGION JAX	2050 ART MUSEUM DRIVE	Jacksonville	Duval	1.5 Mbps x 256 Kbps	1	4	0	0	0	0	1
DOH-DUVAL CNTY HLTH DEPT	DUVAL CHD16 ED BALL BUILDING	214 NORTH HOGAN STREET	Jacksonville	Duval	21 Mbps	5	0	1	0	0	0	0
DOH-DUVAL CNTY HLTH DEPT	DUVAL CHD16 ED BALL BUILDING LITE	214 NORTH HOGAN STREET	Jacksonville	Duval	100 Mbps Lite	6	1	0	1	0	0	0
DOH-DUVAL CNTY HLTH DEPT	Duval CHD16 Emerald Tiger WIC	3225 University Blvd South	Jacksonville	Duval	4 Mbps Lite	28	2	0	0	1	0	0
DOH-DUVAL CNTY HLTH DEPT	Duval CHD16 NORTH POINT DENTAL	3416 MONCRIEF RD	Jacksonville	Duval	10 Mbps Lite	4	4	0	0	0	0	1
DOH-DUVAL CNTY HLTH DEPT	DUVAL CHD16 NORTH POINT DENTAL	3416 MONCRIEF RD	Jacksonville	Duval	3 Mbps	3	4	0	0	0	0	1
DOH-DIV OF EMERG PREPARED & COMM SUPPORT	BSCIP / CCFP Jacksonville Office	3974 WOODCOCK DRIVE	Jacksonville	Duval	4 Mbps	5	4	0	0	0	0	1
DOH-CHLD PROTCTN TEAMS 04-JACKSONVILLE/D	CPT JACKSONVILLE FIRST COAST CPT	4539 Beach Blvd	Jacksonville	Duval	3 Mbps	30	2	0	0	1	0	0
DOH-DUVAL CNTY HLTH DEPT	Duval CHD16 Jail PTDF	500 East Adams Street	Jacksonville	Duval	1.5 Mbps	3	4	0	0	0	0	1
DOH-DUVAL CNTY HLTH DEPT	Duval CHD16 Main CHD	515 West 6th Street	Jacksonville	Duval	100 Mbps Lite	81	1	0	1	0	0	0
DOH-DUVAL CNTY HLTH DEPT	Duval CHD16 Main	515 West 6th Street	Jacksonville	Duval	12 Mbps	58	1	0	1	0	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Duval CHD16 Jacksonville Wesconnett	5150 Timmuquana Rd Suite 9	Jacksonville	Duval	4 Mbps	1	4	0	0	0	0	1
DOH-DUVAL CNTY HLTH DEPT	Duval CHD16 Jacksonville Wesconnett	5150 TIMMUQUANA RD SUITE 9	Jacksonville	Duval	100 Mbps Lite	30	2	0	0	1	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Duval CHD16 Pearl WIC	5322 North Pearl Street	Jacksonville	Duval	4 Mbps	30	2	0	0	1	0	0
DOH-DUVAL CNTY HLTH DEPT	Duval CHD16 Wesconnett Annex	5917 105th Street	Jacksonville	Duval	10 Mbps Lite	20	3	0	0	10	0	1
DOH-DIV OF DISABILITY DETERMINATION	DIV OF DISABILITY DETERMINATION	7825 BAYMEADOWS WAY	Jacksonville	Duval	3 Mbps		4	0	0	0	0	1
DOH-DIV OF CMS - REGIONAL CLINICS	CMS JACKSONVILLE AETNA BLDG	841 PRUDENTIAL DRIVE	Jacksonville	Duval	4 Mbps	4	4	0	0	0	0	1
DOH-DUVAL CNTY HLTH DEPT	Duval CHD16 900 Bldg	900 University Blvd North	Jacksonville	Duval	100 Mbps Lite	226	1	0	1	0	0	0
DOH-DUVAL CNTY HLTH DEPT	Duval CHD16 900 Bldg	900 University Blvd North	Jacksonville	Duval	21 Mbps	47	2	0	0	1	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS JACKSONVILLE	910 NORTH JEFFERSON STREET	Jacksonville	Duval	6 Mbps	80	1	0	1	0	0	0
DOH-DUVAL CNTY HLTH DEPT	DUVAL CHD16 BEACHES CLINIC	2344 3RD ST	Jacksonville Beach	Duval	10 Mbps Lite	17	3	0	0	0	1	0
DOH-ESCAMBIA CNTY HLTH DEPT	Escambia CHD17 Molino Ofc	3470 Highway 29 North	Cantonment	Escambia	1.5 Mbps	9	4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Escambia CHD17 Main	1295 W. Fairfield Drive	Pensacola	Escambia	8 Mbps	147	1	0	1	0	0	0
DOH-ESCAMBIA CNTY HLTH DEPT	Escambia CHD17 Downtown Pensacola	1300 West Gregory Street	Pensacola	Escambia	6 Mbps	67	1	0	1	0	0	0
DOH-CMS-CHLD PROTCTN TEAMS-PENSACOLA	CPT Pensacola	3401 N 12TH AVENUE	Pensacola	Escambia	4 Mbps	23	3	0	0	0	1	0
DOH-DIV OF MEDICAL QUALITY ASSURANCE	MQA PENSACOLA	5016 NORTH DAVIS HIGHWAY	Pensacola	Escambia	3 Mbps	6	4	0	0	0	0	1
DOH-DIV OF DISABILITY DETERMINATION	DIV OF DISABILITY DETERMINATION	5020 NORTH DAVIS HIGHWAY	Pensacola	Escambia	3 Mbps	106	1	0	1	0	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS PENSACOLA BAYOU OFFICE	5192 BAYOU BLVD	Pensacola	Escambia	6 Mbps	51	3	0	0	0	1	0
DOH-ESCAMBIA CNTY HLTH DEPT	Escambia CHD17 WIC Navy Pensacola	6000 W Highway 98	Pensacola	Escambia	1.5 Mbps	2	4	0	0	0	0	1
DOH-ESCAMBIA CNTY HLTH DEPT	Escambia CHD17 Northside Clinic	8390 N Palafox Street	Pensacola	Escambia	6 Mbps	25	2	0	0	1	0	0
DOH-FLAGLER CNTY HLTH DEPT	Flagler CHD18 Main Bunnell	301 Dr Carter Blvd	Bunnell	Flagler	6 Mbps	48	2	0	0	1	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Franklin CHD19 Main	139 12th Street	Apalachicola	Franklin	12 Mbps	29	1	0	1	0	0	0
DOH-FRANKLIN CNTY HLTH DEPT	Franklin CHD19 Carrabelle Clinic	106 NE 5th St	Carrabelle	Franklin	3 Mbps	10	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Gadsden CHD20 Main	278 LaSalle Lefall Drive	Quincy	Gadsden	12 Mbps	56	1	0	1	0	0	0
DOH-CHLD PROTCTN TEAM-GAINESVILLE	CPT Gainesville	1701 SW 16TH AVE	GAINESVILLE	Alachua	4 Mbps	36	2	0	0	1	0	0

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DOH-DIV OF INFORMATION TECHNOLOGY	Gilchrest CHD21 Main Trenton	119 First Avenue Ne	Trenton	Gilchrist	4 Mbps	17	2	0	0	1	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Glades CHD22 Main Moore Haven	1021 Health Park Drive	Moore Haven	Glades	3 Mbps	15	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Gulf CHD23 Main Port St Joe	2475 Garrison Avenue	Port St. Joe	Gulf	12 Mbps	35	1	0	1	0	0	0
DOH-GULF CNTY HLTH DEPT	Gulf CHD23 Wewa Clinic Hwy 22	807 West Highway 22	Wewahitchka	Gulf	12 Mbps	10	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Hamilton CHD24 Main	209 SE CENTRAL AVE	JASPER	Hamilton	3 Mbps	20	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Hardee CHD25 Main	115 KD Revell Road	Wauchula	Hardee	6 Mbps	36	1	0	1	0	0	0
DOH-HENDRY CNTY HLTH DEPT	Hendry CHD26 Clewiston Clinic	1100 S. Olympia Ave	Clewiston	Hendry	3 Mbps	25	2	0	0	1	0	0
DOH-HENDRY CNTY HLTH DEPT	Hendry CHD26 Main	1140 Pratt Blvd	Labelle	Hendry	6 Mbps	68	1	0	1	0	0	0
DOH-CHLD PROTCTN TEAM-GAINESVILLE	CPT Brooksville	880 KENNEDY BLVD	Brooksville	Hernando	3 Mbps	4	4	0	0	0	0	1
DOH-HERNANDO CNTY HLTH DEPT	Hernando CHD Main	7551 Forest Oaks Blvd	Spring Hill	Hernando	12 Mbps	106	1	0	1	0	0	0
DOH-HIGHLANDS CNTY HLTH DEPT	Highlands CHD28 Avon Park Clinic	400 South Lake Avenue	Avon Park	Highlands	12 Mbps	6	3	0	0	0	1	0
DOH-HIGHLANDS CNTY HLTH DEPT	Highlands CHD28 Lake Placid	106 North Main Avenue	Lake Placid	Highlands	12 Mbps	8	3	0	0	0	1	0
DOH-HIGHLANDS CNTY HLTH DEPT	Environmental Health Office	501 S Commerce Ave	Sebring	Highlands	3 Mbps	9	4	0	0	0	0	1
DOH-HIGHLANDS CNTY HLTH DEPT	HIGHLANDS CHD28 Sebring CLINIC	7205 S. GEORGE BLVD	Sebring	Highlands	12 Mbps	65	1	0	1	0	0	0
DOH-HILLSBOROUGH HLTH DEPT	Hillsborough CHD29 Brandon	212 South Moon Avenue	Brandon	Hillsborough	9 Mbps	9	4	0	0	0	0	1
DOH-HILLSBOROUGH HLTH DEPT	Hillsborough CHD29 Plant City	307 North Michigan Avenue	Plant City	Hillsborough	21 Mbps	11	2	0	0	1	0	0
DOH-HILLSBOROUGH HLTH DEPT	Hillsborough CHD29 Main	1105 E Kennedy Blvd	Tampa	Hillsborough	33 Mbps	253	0	1	0	0	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS Tampa CHILDRENS HOSPITAL	12220 BRUCE B. DOWNS BLVD	Tampa	Hillsborough	1.5 Mbps	63	1	0	1	0	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS29 HILLSBOROUGH TAMPA	13101 N. BRUCE B. DOWNS BLVD.	Tampa	Hillsborough	9 Mbps	88	1	0	1	0	0	0
DOH-DIV OF MEDICAL QUALITY ASSURANCE	PARK TRAMMELL BLDG 4TH FLOOR	1313 N TAMPA ST	Tampa	Hillsborough	9 Mbps	20	3	0	0	0	1	0
DOH-HILLSBOROUGH HLTH DEPT	University Area Health Center	13601 N 22ND ST	Tampa	Hillsborough	45 Mbps	21	3	0	0	0	1	0
DOH-HILLSBOROUGH HLTH DEPT	HILLSBOROUGH CHD29 JOYCE ELY CLINIC	205 14TH AVE SOUTH EAST	Tampa	Hillsborough	10 Mbps	16	3	0	0	0	1	0
DOH-HILLSBOROUGH HLTH DEPT	HILLSBOROUGH CHD29 COLLEGE HILL CTR	2313 EAST 28TH AVE	Tampa	Hillsborough	10 Mbps	16	3	0	0	0	1	0
DOH-CHLD PROTCTN TEAMS 6-TAMPA/HILLSBORO	CPT Hillsborough Tampa	2806 N Armenia Ave	Tampa	Hillsborough	3 Mbps	18	3	0	0	0	1	0
DOH-HILLSBOROUGH HLTH DEPT	HILLSBOROUGH CHD29 ST JOSEPHS	3030 W DR MLK JR BLVD	Tampa	Hillsborough	6 Mbps	2	4	0	0	0	0	1
DOH-DIV OF DISEASE CONTROL AND HEALTH PROTECT	BUREAU OF LABS TAMPA BRANCH	3602 SPECTRUM BLVD	Tampa	Hillsborough	6 Mbps	55	1	0	1	0	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Hayes - Tampa Data Center	412 E Madison Street	Tampa	Hillsborough	15 Mbps	1	1	0	1	0	0	0
DOH-HILLSBOROUGH HLTH DEPT	Floyd Kelton Clinic	4704B W. Montgomery Ave	Tampa	Hillsborough	12 Mbps	45	2	0	0	1	0	0
DOH-DIV OF EMERG PREPARED & COMM SUPPORT	BSCIP Tampa	6800 N DALE MABRY HWY	Tampa	Hillsborough	4 Mbps	7	4	0	0	0	0	1
DOH-DIV OF DISABILITY DETERMINATION	DIV OF DISABILITY DETERMINATION	6800 NORTH DALE MABRY HIGHWAY	Tampa	Hillsborough	3 Mbps		4	0	0	0	0	1
DOH-HILLSBOROUGH HLTH DEPT	HILLSBOROUGH CHD29 PALM RIVER WIC	7728 PALM RIVER ROAD	Tampa	Hillsborough	6 Mbps	3	4	0	0	0	0	1
DOH-HILLSBOROUGH HLTH DEPT	HILLSBOROUGH CHD29 SULPHUR SPRINGS	8605 NORTH MITCHELL AVE	Tampa	Hillsborough	12 Mbps	52	1	0	1	0	0	0
DOH-HILLSBOROUGH HLTH DEPT	HILLSBOROUGH CHD29 N HILLSB CLINIC	9827 SHELDON RD	Tampa	Hillsborough	10 Mbps	18	3	0	0	0	1	0
DOH-HOLMES CNTY HLTH DEPT	Holmes CHD30 Dental Clinic Bonifay	1177 East Hwy 90	Bonifay	Holmes	1.5 Mbps	5	4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Holmes CHD30 Main Bonifay	603 Scenic Circle	Bonifay	Holmes	3 Mbps	46	2	0	0	1	0	0
DOH-INDIAN RIVER CNTY HLTH DEPT	Indian River CHD31 Main Vero	1900 27th Street	Vero Beach	Indian River	12 Mbps	210	1	0	1	0	0	0
DOH-CHLD PROTCTN TEAMS 02A-PANAMA CITY/B	CPT GULF COAST CHILDREN'S ADVOCACY	4452 CLINTON STREET	MARIANNA	Jackson	1.5 Mbps	4	4	0	0	0	0	1
DOH-JACKSON CNTY HLTH DEPT	JACKSON CHD32 MAIN MARIANNA	4979 HEALTHY WAY	MARIANNA	Jackson	6 Mbps	67	1	0	1	0	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Jackson CHD32 WIC Office	8021 Old Spanish Trail	Sneads	Jackson	3 Mbps	3	4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Jefferson CHD33 Main Monticello	1255 W. Washington St.	Monticello	Jefferson	15 Mbps	42	3	0	0	0	1	0
DOH-LAFAYETTE CNTY HLTH DEPT	Lafayette CHD34 MAIN	140 SW VIRGINIA CIR.	MAYO	Lafayette	6 Mbps	8	4	0	0	0	0	1
DOH-LAKE CNTY HLTH DEPT	LAKE CHD35 CLERMONT WIC	560 WEST DESOTO STREET	CLERMONT	Lake	4 Mbps	8	4	0	0	0	0	1
DOH-LAKE CNTY HLTH DEPT	Lake CHD35 Clermont Health Ctr	875 Oakley Seaver Drive	Clermont	Lake	4 Mbps	7	4	0	0	0	0	1
DOH-LAKE CNTY HLTH DEPT	LAKE CHD35 MAIN EUSTIS	16140 HWY 441	EUSTIS	Lake	10 Mbps	49	1	0	1	0	0	0
DOH-LAKE CNTY HLTH DEPT	Lake CHD35 Dental Clinic	3261 Highway 27/441	Fruitland Park	Lake	4 Mbps	7	4	0	0	0	0	1
DOH-LAKE CNTY HLTH DEPT	Lake CHD35 Leesburg Site	1904 Griffin Road	Leesburg	Lake	4 Mbps	9	4	0	0	0	0	1
DOH-LAKE CNTY HLTH DEPT	Lake CHD35 Women's Wellness Ctr	2113 West Griffin Road	Leesburg	Lake	4 Mbps	8	4	0	0	0	0	1
DOH-CHLD PROTCTN TEAMS-LEESBURG	CPT Leesburg	300 S Canal Street	Leesburg	Lake	3 Mbps	18	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Lake Tavares EH	315 W MAIN STREET	TAVARES	Lake	6 Mbps	13	3	0	0	0	1	0
DOH-LAKE CNTY HLTH DEPT	Lake CHD35 Umatilla Clinic	249 E. Collins Street	Umatilla	Lake	10 Mbps	56	1	0	1	0	0	0

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DOH-LEE CNTY HLTH DEPT	Lee WIC16 Bonita Springs	28420 Bonita Crossings Blvd	Bonita Springs	Lee	12 Mbps		4	0	0	0	0	1
DOH-LEE CNTY HLTH DEPT	Lee CHD36 Michigan Ave Clinic	3920 Michigan Avenue	Fort Myers	Lee	12 Mbps	232	1	0	1	0	0	0
DOH-LEE CNTY HLTH DEPT	Lee CHD36 Danley Env Engineering	60 Danley Drive	Fort Myers	Lee	6 Mbps		4	0	0	0	0	1
DOH-DIV OF MEDICAL QUALITY ASSURANCE	MQA FORT MYERS	2295 VICTORIA AVENUE	FT. MYERS	Lee	6 Mbps	11	3	0	0	0	1	0
DOH-LEE CNTY HLTH DEPT	Lee CHD36 Main Hold	2295 Victoria Avenue	Ft. Myers	Lee	12 Mbps	263	1	0	1	0	0	0
DOH-CHLD PROTCTN TEAMS 08B-FT. MYERS/LEE	CPT Ft. Myers	3830 EVANS AVENUE	Ft. Myers	Lee	4 Mbps	29	2	0	0	1	0	0
DOH-LEE CNTY HLTH DEPT	Lee CHD36 Wic Lehigh Acres	5624 8th Street West	Lehigh Acres	Lee	6 Mbps	14	3	0	0	0	1	0
DOH-LEE CNTY HLTH DEPT	Lee CHD36 Pondella Road Clinic	83 Pondella Road	North Fort Myers	Lee	12 Mbps	33	2	0	0	1	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS Fort Myers	9800 SOUTH HEALTHPARK DRIVE	FT. MYERS	Lee	12 Mbps	33	1	0	1	0	0	0
DOH-DIV OF PUBLIC HLTH STATS & PERF MGMT	OEO Logistical Resource Center	109-2 Hamilton Park Dr	Tallahassee	Leon	3 Mbps	6	4	0	0	0	0	1
DOH-DIV OF CMS - REGIONAL CLINICS	TALLAHASSEE PEDIATRIC FOUNDATION	1126 LEE AVE	TALLAHASSEE	Leon	3 Mbps		4	0	0	0	0	1
DOH-DIV OF CMS - REGIONAL CLINICS	CMS PEDIATRIC FOUNDATION	1126-A LEE AVENUE	Tallahassee	Leon	1.5 Mbps x 256 Kbps		4	0	0	0	0	1
DOH-DIV OF PUBLIC HLTH STATS & PERF MGMT	Bureau Of Public Health Pharmacy	116A HAMILTON PARK RD	Tallahassee	Leon	90 Mbps	49	1	0	1	0	0	0
DOH-DIV OF DISABILITY DETERMINATION	DIV OF DISABILITY DETERMINATION	1321 EXECUTIVE CENTER DRIVE	Tallahassee	Leon	1.5 Mbps		4	0	0	0	0	1
DOH-DIV OF DISABILITY DETERMINATION	DIV OF DISABILITY DETERMINATION	1321 EXECUTIVE CENTER DRIVE	Tallahassee	Leon	1.5 Mbps		4	0	0	0	0	1
DOH-DIV OF DISABILITY DETERMINATION	DIV OF DISABILITY DETERMINATION	1321 EXECUTIVE CENTER DRIVE	Tallahassee	Leon	3 Mbps		4	0	0	0	0	1
DOH-DIV OF DISABILITY DETERMINATION	DIV OF DISABILITY DETERMINATION	1321 EXECUTIVE CENTER DRIVE	Tallahassee	Leon	6 Mbps		4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	DOH IT WAREHOUSE	1512 CAPITAL CIRCLE SE	TALLAHASSEE	Leon	1.5 Mbps		4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Leon CHD37 Roberts & Stevens	1515 Old Bainbridge Road	Tallahassee	Leon	90 Mbps	43	0	1	0	0	0	0
DOH-CHLD PROTCTN TEAMS 02B-TALLAHASSEE/L	CPT Leon Tallahassee	1801 Miccosukee Commons Dr	Tallahassee	Leon	3 Mbps	18	3	0	0	0	1	0
DOH-DIV OF MEDICAL QUALITY ASSURANCE	MQA IMAGE API	2002 OLD ST AUGUSTINE ROAD	TALLAHASSEE	Leon	12 Mbps		4	0	0	0	0	1
DOH-DIV OF CMS - REGIONAL CLINICS	CMS37 LEON TALLAHASSEE CLINIC	2390 PHILLIPS RD	Tallahassee	Leon	100 Mbps	27	2	0	0	1	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS LEON TALLAHASSEE	2390 PHILLIPS ROAD	Tallahassee	Leon	100 Mbps	101	1	0	1	0	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS LEON BIG BEND REGION	2390 PHILLIPS ROAD	TALLAHASSEE	Leon	12 Mbps	19	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Hayes - Tallahassee Data Center	2473 Care Drive	Tallahassee	Leon	90 Mbps		1	0	1	0	0	0
DOH-DIV OF DISABILITY DETERMINATION	DIV OF DISABILITY DETERMINATION	2571 EXECUTIVE CENTER CIRCLE E	Tallahassee	Leon	3 Mbps	6	4	0	3	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	SOUTHWOOD SHARED RESOURCE CENTER	2585 SHUMARD OAK BLVD	TALLAHASSEE	Leon	622 Mbps		1 Gbps	0	0	0	0	0
DOH-DIV OF DISABILITY DETERMINATION	DIV OF DISABILITY DETERMINATION	2586 SEAGATE DRIVE	Tallahassee	Leon	3 Mbps		4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Leon CHD37 Main	2965 Municipal Way	Tallahassee	Leon	200 Mbps	44	2	0	0	1	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Leon CHD37 EH Office	435 North Macomb St	Tallahassee	Leon	1.5 Mbps	12	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Leon CHD37 Orange Ave OFC	872 Orange Avenue W	Tallahassee	Leon	3 Mbps	16	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Leon CHD37 Railroad Clinic	912 Railroad Avenue	Tallahassee	Leon	3 Mbps	27	2	0	0	1	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	LEVY CHD38 HEALTHY FAMILIES	319 MONGO STREET	BRONSON	Levy	3 Mbps	6	4	0	0	0	0	1
DOH-LEVY CNTY HLTH DEPT	Levy CHD38 Main	66 W. Main Street	Bronson	Levy	6 Mbps	35	2	0	0	1	0	0
DOH-LIBERTY CNTY HLTH DEPT	Liberty CHD39 Community Spring CTR	10971 NW Spring Street	Bristol	Liberty	3 Mbps	15	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Liberty CHD39 Main Bristol	12832 NW Central Ave	Bristol	Liberty	12 Mbps	20	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Madison CHD40 Main 3rd Avenue	218 SW Third Ave	Madison	Madison	15 Mbps	45	1	0	1	0	0	0
DOH-MANATEE CNTY HLTH DEPT	Manatee CHD41 WIC Pine Village	1107 56th Ave Terrace E	Bradenton	Manatee	DSL	6	4	0	0	0	0	1
DOH-CHLD PROTCTN TEAMS 06A-BRADENTON/MAN	CPT Manatee Bradenton	1301 9th Ave W	Bradenton	Manatee	3 Mbps	14	3	0	0	0	1	0
DOH-MANATEE CNTY HLTH DEPT	Manatee CHD41 Main	410 6th Avenue E	Bradenton	Manatee	12 Mbps	138	1	0	1	0	0	0
DOH-MARION CNTY HLTH DEPT	Marion CHD42 Belleview	7055 SE 110 ST.	Belleview	Marion	3 Mbps	7	4	0	0	0	0	1
DOH-CPT OCALA-KIMBERLY'S COTTAGE	CPT Ocala	2800 NE 14th Street	Ocala	Marion	3 Mbps	18	3	0	0	0	1	0
DOH-MARION CNTY HLTH DEPT	Marion CHD42 Dental Clinic	1501 West Silver Springs Blvd	Ocala	Marion	1.5 Mbps	14	3	0	0	0	1	0
DOH-DIV OF COMMUNITY PUBLIC HEALTH	HSEFCNP OCALA OFFICE	1515 EAST SILVER SPRINGS ROAD	OCALA	Marion	1.5 Mbps x 256 Kbps		5	4	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Marion CHD42 Main	1801 SE 32nd Ave	Ocala	Marion	9 Mbps	245	1	0	1	0	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS Marion Ocala	3200 EAST SILVER SPRINGS BLVD	Ocala	Marion	10 Mbps	52	1	0	1	0	0	0
DOH-MARION CNTY HLTH DEPT	Marion CHD42 Reddick 152nd OFC	4500 NW 152 Avenue	Reddick	Marion	1.5 Mbps	7	4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Martin CHD43 Indian Town	16401 South West Farm Road	Indian Town	Martin	3 Mbps	8	4	0	0	0	0	1
DOH-CHLD PROTCTN TEAMS 15-STUART/ST. LUCIE	CPT15 Stuart Martin	1532 SW Mapp Rd	Palm City	Martin	3 Mbps	20	3	0	0	0	1	0

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Program	Name of Site	Street Address	City	County	Current BW	# Users	User Based Tiers for LBR	User Based Tier 0 (200 Mbps)	User Based Tier 1 (90 Mbps)	User Based Tier 2 (45 Mbps)	User Based Tier 3 (21 Mbps)	User Based Tier 4 (12 Mbps)
DOH-MARTIN CNTY HLTH DEPT	Martin CHD43 Main	3441 SE Willoughby Blvd	Stuart	Martin	8 Mbps	86	1	0	1	0	0	0
DOH-CHLD PROTCTN TEAMS 11N-MIAMI NORTH/D	CPT Miami	1150 NW 14h St	Miami	Miami-Dade	4 Mbps	21	3	0	0	0	1	0
DOH-MONROE CNTY HLTH DEPT	Monroe CHD44 Murray Nelson GOV CTR	102050 Overseas Highway	Key Largo	Monroe	6 Mbps	7	2	0	0	1	0	0
DOH-MONROE CNTY HLTH DEPT	Monroe CHD44 Roosevelt Sands CTR	105 Olivia Street	Key West	Monroe	6 Mbps		2	0	0	1	0	0
DOH-MONROE CNTY HLTH DEPT	Monroe CHD44 Main Simonton	1100 Simonton St	Key West	Monroe	12 Mbps	89	1	0	1	0	0	0
DOH-MONROE CNTY HLTH DEPT	Monroe CHD44 Key West	5503 College Road	Key West	Monroe	6 Mbps		4	0	0	0	0	1
DOH-DIV OF CMS - REGIONAL CLINICS	CMS MONROE MARATHON	10015 OVERSEAS HIGHWAY	MARATHON	Monroe	1.5 Mbps	3	4	0	0	0	0	1
DOH-MONROE CNTY HLTH DEPT	Monroe CHD44 Ruth Ivans	3333 Overseas Highway	Marathon	Monroe	6 Mbps	7	2	0	0	1	0	0
DOH-MONROE CNTY HLTH DEPT	Monroe CHD44 Roth Bldg	50 High Point Road	Tavernier	Monroe	6 Mbps	11	2	0	0	1	0	0
DOH-NASSAU CNTY HLTH DEPT	Nassau CHD45 Callahan Clinic	45377 Mickler St	Callahan	Nassau	3 Mbps	12	3	0	0	0	1	0
DOH-NASSAU CNTY HLTH DEPT	Nassau CHD45 Nectarine Clinic	1620 Nectarine Street	Fernandina Beach	Nassau	4 Mbps	20	3	0	0	0	1	0
DOH-NASSAU CNTY HLTH DEPT	Nassau CHD45 Main Fernandina	30 South 4th St	Fernandina Beach	Nassau	4 Mbps	7	4	0	0	0	0	1
DOH-NASSAU CNTY HLTH DEPT	Nassau CHD45 WIC Program	85 West Railroad Ave	Macclenny	Nassau	1.5 Mbps	4	4	0	0	0	0	1
DOH-NASSAU CNTY HLTH DEPT	NASSAU CHD45 EMERGENCY FLORIDA	77150 CITIZEN'S CIRCLE	YULEE	Nassau	12 Mbps	77	1	0	1	0	0	0
DOH-NASSAU CNTY HLTH DEPT	Nassau CHD45 Yulee Pages Clinic	86014 Pages Dairy Rd	Yulee	Nassau	4 Mbps	16	3	0	0	0	1	0
DOH-NASSAU CNTY HLTH DEPT	Nassau CHD45 Dental Clinic Felmore	86207 Felmor Rd	Yulee	Nassau	4 Mbps	10	3	0	0	0	1	0
DOH-NASSAU CNTY HLTH DEPT	NASSAU CHD45 ENVIRONMENTAL SVCS	96135 NASSAU PLACE	YULEE	Nassau	4 Mbps	8	4	0	0	0	0	1
DOH-NASSAU CNTY HLTH DEPT	Nassau CHD45 Hillard Clinic	37203 Pecan Street	Hilliard	Nassau	9 Mbps	15	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Okaloosa CHD46 Crestview	810 James Lee Rd	Crestview	Okaloosa	12 Mbps	17	3	0	0	0	1	0
DOH-OKALOOSA CNTY HLTH DEPT	Okaloosa CHD47 Main Fort Walton	221 Hospital Drive NE	Ft. Walton Beach	Okaloosa	33 Mbps	84	1	0	1	0	0	0
DOH-CMS-CHLD PROTCTN TEAMS-PENSACOLA	CPT Niceville	401 MCEWEN DRIVE	Niceville	Okaloosa	4 Mbps	11	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Okeechobee CHD47 MAIN SITE	1728 NORTHWEST 9TH AVE	Okeechobee	Okeechobee	3 Mbps	33	2	0	0	1	0	0
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 Ocoee West Story	475 W Story Rd	Ocoee	Orange	6 Mbps	60	1	0	1	0	0	0
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 Executive Center	1001 Executive Center Drive	Orlando	Orange	12 Mbps	75	1	0	1	0	0	0
DOH-DIV OF DISABILITY DETERMINATION	DDD Orlando	1010 Executive Center Dr	Orlando	Orange	3 Mbps	4	4	0	0	0	0	1
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 East Side Colonial	12050 E Colonial Dr	Orlando	Orange	4 Mbps	32	2	0	0	1	0	0
DOH-DIV OF EMERG PREPARED & COMM SUPPORT	RAD CONTROL ORLANDO ALL CHILDREN'S W	2044 ALL CHILDREN'S WAY	ORLANDO	Orange	3 Mbps	27	2	0	0	1	0	0
DOH-DIV OF EMERG PREPARED & COMM SUPPORT	BORC Orange Environmental Labs	2044 All Children's Way	Orlando	Orange	N/A	23	3	0	0	0	1	0
DOH-DIV OF COMMUNITY PUBLIC HEALTH	CHILD CARE FOOD PROGRAMS - Orlando	3101 MAGUIRE BLVD	Orlando	Orange	1.5 Mbps	6	4	0	0	0	0	1
DOH-DIV OF DISABILITY DETERMINATION	DIV OF DISABILITY DETERMINATION	3438 LAWTON ROAD	Orlando	Orange	3 Mbps	1	4	0	0	0	0	1
DOH-DIV OF MEDICAL QUALITY ASSURANCE	DOHFMMQA48	400 West Robinson St	Orlando	Orange	6 Mbps	37	2	0	0	1	0	0
DOH-DIV OF DISEASE CNTRL & HLTH PROTECT	Environmental Health - Orlando	400 West Robinson Street	Orlando	Orange	1.5 Mbps	8	4	0	0	0	0	1
DOH-DIV OF MEDICAL QUALITY ASSURANCE	MQA ORLANDO	400 WEST ROBINSON STREET	ORLANDO	Orange	6 Mbps	19	3	0	0	0	1	0
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 Hoffner	5449 S. Semoran Blvd	Orlando	Orange	3 Mbps	30	2	0	0	1	0	0
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 LK Underhill WIC/WH	5730 Lake Underhill	Orlando	Orange	4 Mbps	25	2	0	0	1	0	0
DOH-CHLD PROTCTN TEAMS 07-ORLANDO/ORANGE	CPT07A Orlando Orange County	601 West Michigan Street	Orlando	Orange	3 Mbps	43	2	0	0	1	0	0
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 Main Orlando	6101 Lake Ellenor Drive	Orlando	Orange	21 Mbps	460	0	1	0	0	0	0
DOH-ORANGE CNTY HLTH DEPT	Orange WIC Westside Orlando	6218 W COLONIAL DR	Orlando	Orange	N/A	15	3	0	0	0	1	0
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 EO WAREHOUSE	8026 SUNPORT DRIVE	ORLANDO	Orange	4 Mbps	28	2	0	0	1	0	0
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 Central	832 West Central	Orlando	Orange	21 Mbps	275	1	0	1	0	0	0
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 WINTER GARDEN SITE	13275 WEST COLONIAL DRIVE	WINTER GARDEN	Orange	3 Mbps	13	3	0	0	0	1	0
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 ORLANDO WINNE PALMER	44 LAKE BEAUTY DRIVE	ORLANDO	Orange	4 Mbps	0	4	0	0	0	0	1
DOH-DIV OF CMS - REGIONAL CLINICS	CMS05 ORLANDO	7000 LAKE ELLENOR DRIVE	ORLANDO	Orange	8 Mbps	55	1	0	1	0	0	0
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 Lila Mitchell	5151 Raleigh St	Orlando	Orange	6 Mbps	21	3	0	0	0	1	0
DOH-CHLD PROTCTN TEAMS 07-ORLANDO/ORANGE	CPT Kissimmee	110 West Neptune Rd	Kissimmee	Osceola	4 Mbps	11	3	0	0	0	1	0
DOH-OSCEOLA CNTY HLTH DEPT	Osceola CHD49 Stadium Bill Beck	1505 Bill Beck Blvd	Kissimmee	Osceola	6 Mbps	1	4	0	0	0	0	1
DOH-OSCEOLA CNTY HLTH DEPT	Osceola CHD49 Intercession City	1701 Business Center Lane	Kissimmee	Osceola	6 Mbps		4	0	0	0	0	1
DOH-OSCEOLA CNTY HLTH DEPT	Osceola CHD49 Main Kissimmee	1875 Fortune Road	Kissimmee	Osceola	12 Mbps	245	1	0	1	0	0	0
DOH-OSCEOLA CNTY HLTH DEPT	Osceola CHD49 BVL Clinic	2622 Simpson Road	Kissimmee	Osceola	1.5 Mbps		4	0	0	0	0	1
DOH-OSCEOLA CNTY HLTH DEPT	Osceola CHD49 Environmental Health	Court House Square	Kissimmee	Osceola	3 Mbps		4	0	0	0	0	1

APPENDIX C Master Workbook For All DOH Circuit Listings

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DOH-OSCEOLA CNTY HLTH DEPT	Osceola CHD49 Poinciana	109 North Doverplum Avenue	Poinciana	Osceola	15 Mbps	13	3	0	0	0	1	0
DOH-OSCEOLA CNTY HLTH DEPT	Osceola CHD49 Saint Cloud	1050 Grape Ave	Saint Cloud	Osceola	6 Mbps	5	4	0	0	0	0	1
DOH-PALM BCH CNTY HLTH DEPT	Palm Beach CHD50 Brumback Health Ctr	38754 State Rd. 80	Belle Glade	Palm Beach	10 Mbps	44	2	0	0	1	0	0
DOH-PALM BCH CNTY HLTH DEPT	Palm Beach CHD50 Delray Beach Annex	345 S. Congress Ave	Delray Bch	Palm Beach	10 Mbps	35	2	0	0	1	0	0
DOH-PALM BCH CNTY HLTH DEPT	Palm Beach CHD50 Delray Bch Hlth Cntr	225 S. Congress Ave	Delray Beach	Palm Beach	10 Mbps	76	1	0	1	0	0	0
DOH-PALM BCH CNTY HLTH DEPT	Palm Beach CHD50 Greenacres	5985 10th Ave North	Greenacres	Palm Beach	10 Mbps	31	2	0	0	1	0	0
DOH-PALM BCH CNTY HLTH DEPT	Palm Beach CHD50 Jupiter Hlth Clinic	6405 Indiantown Rd.	Jupiter	Palm Beach	3 Mbps	7	4	0	0	0	0	1
DOH-DIV OF MEDICAL QUALITY ASSURANCE	MQA ISU PALM BEACH	900 SOUTH US HWY 1	JUPITER	Palm Beach	6 Mbps	1	4	0	0	0	0	1
DOH-PALM BCH CNTY HLTH DEPT	Palm Beach CHD50 Lantana Hlth Cntr	1250 Southwinds Dr	Lantana	Palm Beach	10 Mbps	74	1	0	1	0	0	0
DOH-CHLD PROTCTN TEAMS 09-LAKE WORTH/PALM B	CPT09 Palm Beach	5305 GREENWOOD AVENUE	Palm Beach	Palm Beach	4 Mbps	28	2	0	0	1	0	0
DOH-PALM BCH CNTY HLTH DEPT	PALM BCH CHD50 RIVIERA BCH GEN SVCS	1050 15TH. ST. WEST	RIVIERA BEACH	Palm Beach	3 Mbps		4	0	0	3	0	1
DOH-PALM BCH CNTY HLTH DEPT	Palm Beach CHD50 Northeast	851 Avenue P	Riviera Beach	Palm Beach	10 Mbps	65	1	0	1	0	0	0
DOH-PALM BCH CNTY HLTH DEPT	Palm Beach CHD50 WPB Health Center	1150 45th. St	West Palm Beach	Palm Beach	10 Mbps	142	1	0	1	0	0	0
DOH-DIV OF EMERG PREPARED & COMM SUPPORT	BSCIP WEST PALM FORUM	1551 FORUM PLACE	WEST PALM BEACH	Palm Beach	1.5 Mbps	2	4	0	0	0	0	1
DOH-DIV OF CMS - REGIONAL CLINICS	CMS50 WEST PALM GREENWOOD	5101 GREENWOOD AVE	WEST PALM BEACH	Palm Beach	4 Mbps	51	1	0	1	0	0	0
DOH-PALM BCH CNTY HLTH DEPT	PALM BCH CHD50 ADMIN BLDG	800 CLEMATIS STREET	WEST PALM BEACH	Palm Beach	1.5 Mbps x 256	296	1	0	1	0	0	0
DOH-PALM BCH CNTY HLTH DEPT	Palm Beach CHD50 Main Site	800 Clematis Street	West Palm Beach	Palm Beach	21 Mbps	681	0	1	0	0	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	PALM BCH CHD50 RIVIERA BCH GEN SVCS	1050 15TH. ST. WEST	RIVIERA BEACH	Palm Beach	8 Mbps	40	2	0	0	1	0	0
DOH-PASCO CNTY HLTH DEPT	Pasco CHD51 Dade City	13941 15th Street	Dade City	Pasco	9 Mbps	42	2	0	0	1	0	0
DOH-PASCO CNTY HLTH DEPT	PASCO CHD51 COX ELEM DENTAL	37615 MARTIN LUTHER KING BLVD	Dade City	Pasco	9 Mbps	4	4	0	0	0	0	1
DOH-PASCO CNTY HLTH DEPT	Pasco CHD51 Hudson	11611 Denton Avenue	Hudson	Pasco	4 Mbps	14	3	0	0	0	1	0
DOH-PASCO CNTY HLTH DEPT	Pasco CHD51 Land O Lakes Clinic	4135 Land O Lakes Blvd	Land O'lakes	Pasco	3 Mbps	11	3	0	0	0	1	0
DOH-PASCO CNTY HLTH DEPT	Pasco CHD51 Main New Port Richey	10841 Little Rd	New Port Richey	Pasco	12 Mbps	128	1	0	1	0	0	0
DOH-PASCO CNTY HLTH DEPT	Pasco CHD51 Main Street Clinic	5640 Main St	New Port Richey	Pasco	9 Mbps	28	2	0	0	1	0	0
DOH-CHLD PROTCTN TEAMS 05B-NEW PORT RICH	CPT Pasco New Port Richey	7344 Little Road	New Port Richey	Pasco	3 Mbps	22	3	0	0	0	1	0
DOH-PASCO CNTY HLTH DEPT	Pasco CHD51 Zephyrhills	4717 Airport Rd	Zephyrhills	Pasco	1.5 Mbps	14	3	0	0	0	1	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS05A PINELLAS SUNCOAST CTR	2188 58TH STREET NORTH	CLEARWATER	Pinellas	3 Mbps	24	3	0	0	0	1	0
DOH-CHLD PROTCTN TEAMS 05A-PINELLAS PARK	CPT Clearwater	2960 Roosevelt Blvd	Clearwater	Pinellas	3 Mbps	25	2	0	0	1	0	0
DOH-PINELLAS CNTY HLTH DEPT	Pinellas CHD52 Clearwater Hlth Ctr	310 North Myrtle Ave	Clearwater	Pinellas	6 Mbps	81	1	0	1	0	0	0
DOH-PINELLAS CNTY HLTH DEPT	Pinellas CHD52 Boca Ciega HS	924 58th Street South	Gulf Port	Pinellas	6 Mbps	6	4	0	0	0	0	1
DOH-DIV OF COMMUNITY PUBLIC HEALTH	HSFCNP LARGO OFFICE	11351 ULMERTON ROAD WEST	LARGO	Pinellas	Kbps	4	4	0	0	0	0	1
DOH-PINELLAS CNTY HLTH DEPT	Pinellas CHD52 Largo Health Center	12420 130th Avenue North	Largo	Pinellas	6 Mbps	36	2	0	0	1	0	0
DOH-PINELLAS CNTY HLTH DEPT	PINELLAS CHD52 PINELLAS PK HS CLINIC	6305 118TH AVE	LARGO	Pinellas	6 Mbps	8	4	0	0	0	0	1
DOH-PINELLAS CNTY HLTH DEPT	Pinellas CHD52 Ulmerton Largo	8751 Ulmerton Road	Largo	Pinellas	90 Mbps	173	1	0	1	0	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS PINELLAS ST PETE	3491 GANDY BLVD	PINELLAS PARK	Pinellas	6 Mbps	58	1	0	1	0	0	0
DOH-PINELLAS CNTY HLTH DEPT	Pinellas CHD52 Pinellas Park Health Center	6350 76th Ave N	Pinellas Park	Pinellas	6 Mbps	63	1	0	1	0	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	PINELLAS CHD52 MAIN INTERNET SVCS	205 Dr Martin Luther King Jr St N	St Petersburg	Pinellas	12 Mbps	334	1	0	1	0	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Pinellas Data Center	205 Dr Martin Luther King Jr St N	St Petersburg	Pinellas	300 Mbps	670	0	1	0	0	0	0
DOH-PINELLAS CNTY HLTH DEPT	Pinellas CHD52 Northeast High Clnc	5500 16th Street North	St Petersburg	Pinellas	6 Mbps	8	4	0	0	0	0	1
DOH-DIV OF MEDICAL QUALITY ASSURANCE	MQA ST PETERSBURG	525 MIRROR LAKE DR SUITE 310A	ST. PETERSBURG	Pinellas	6 Mbps	17	3	0	0	0	1	0
DOH-PINELLAS CNTY HLTH DEPT	PINELLAS CHD52 GIBBS HIGH SCHOOL	850 34TH STREET S	ST. PETERSBURG	Pinellas	6 Mbps	7	4	0	0	0	0	1
DOH-DIV OF EMERG PREPARED & COMM SUPPORT	BSCIP	9400 4TH ST NORTH	ST. PETERSBURG	Hillsborough	1.5 Mbps		4	0	0	0	0	1
DOH-PINELLAS CNTY HLTH DEPT	Pinellas CHD52 Tarpon Health Center	301 South Disston Ave	Tarpon Springs	Pinellas	6 Mbps	22	3	0	0	0	1	0
DOH-CHLD PROTCTN TEAMS 14-BARTOW/POLK CN	CPT BARTOW	1260 GOLFVIEW AVE	BARTOW	Polk	3 Mbps	19	3	0	0	0	1	0
DOH-POLK CNTY HLTH DEPT	POLK CHD53 MAIN OFFICE	1290 GOLFVIEW AVENUE	BARTOW	Polk	21 Mbps	221	0	1	0	0	0	0
DOH-POLK CNTY HLTH DEPT	Polk CHD53 Haines City	1700 Baker Avenue E	Haines City	Polk	12 Mbps	35	2	0	0	1	0	0
DOH-POLK CNTY HLTH DEPT	Polk CHD53 Lake Wales Clinic	835 West Central Avenue	Lake Wales	Polk	12 Mbps	24	2	0	0	1	0	0
DOH-DIV OF COMMUNITY PUBLIC HEALTH	HSFCCP Central Region - Family Health Servi	123 North Kentucky Avenue	Lakeland	Polk	1.5 Mbps x 256 Kbps	1	4	0	0	0	0	1
DOH-POLK CNTY HLTH DEPT	Polk CHD53 Lakeland WIC	1291 Ariana Street	Lakeland	Polk	3 Mbps	11	3	0	0	0	1	0
DOH-DIV OF CMS - REGIONAL CLINICS	200 NORTH KENTUCKY AVENUE	200 NORTH KENTUCKY AVENUE	LAKELAND	Polk	6 Mbps	28	1	0	1	0	0	0

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DOH-POLK CNTY HLTH DEPT	POLK CHD53 LAKELAND CLINIC	3241 LAKELAND HILLS BLVD	LAKELAND	Polk	21 Mbps	86	1	0	1	0	0	0
DOH-POLK CNTY HLTH DEPT	Polk CHD53 WIC Winter Haven	1475 Dundee Road	Winter Haven	Polk	1.5 Mbps	5	4	0	0	0	0	1
DOH-POLK CNTY HLTH DEPT	Polk CHD53 Winter Hvn Environmental	3425 Lake Alfred Rd #5	Winter Haven	Polk	1.5 Mbps	4	4	0	0	0	0	1
DOH-POLK CNTY HLTH DEPT	Polk CHD53 Auburndale Health	1805 Hobbs Road	Auburndale	Polk	12 Mbps	58	1	0	1	0	0	0
DOH-PUTNAM CNTY HLTH DEPT	Putnam CHD54 Environmental Health	2509 Crill Avenue	Palatka	Putnam	1.5 Mbps	6	4	0	0	0	0	1
DOH-PUTNAM CNTY HLTH DEPT	Putnam CHD54 Main Palatka	2801 Kennedy Rd	Palatka	Putnam	6 Mbps	70	1	0	1	0	0	0
DOH-CHLD PROTCTN TEAMS 04-JACKSONVILLE/D	CPT PALATKA	507 ST JOHN'S AVENUE	PALATKA	Putnam	3 Mbps	4	4	0	0	3 Mbps	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	St. Johns CHD55 Main St	200 San Sebastian View	St Augustine	Saint Johns	4 Mbps	84	1	0	1	0	0	0
DOH-ST JOHNS CNTY HLTH DEPT	St John CHD55 Environmental Health	4040 Lewis Speedway	St Augustine	Saint Johns	1.5 Mbps	10	3	0	0	0	1	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS56 FORT PIERCE	1701 S. 23RD STREET	FORT PIERCE	Saint Lucie	4 Mbps	36	3	0	0	0	1	0
DOH-ST LUCIE CNTY HLTH DEPT	St Lucie CHD56 WIC St Lucie West	531 NW Lake Whitney Place	Port St Lucie	Saint Lucie	4 Mbps	27	2	0	0	4 Mbps	1	0
DOH-ST LUCIE CNTY HLTH DEPT	St Lucie CHD56 Main Site	5150 NW Milner Drive	Port St. Lucie	Saint Lucie	21 Mbps	96	1	0	1	0	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Santa Rosa CHD57 Gulf Breeze Midway	5840 Gulf Breeze Pkwy	Gulf Breeze	Santa Rosa	12 Mbps	5	4	0	0	0	0	1
DOH-CMS-CHLD PROTCTN TEAMS-PENSACOLA	CPT Milton	5643 STEWART STREET	MILTON	Santa Rosa	4 Mbps	6	4	0	0	0	0	1
DOH-CMS-CHLD PROTCTN TEAMS-PENSACOLA	CPT Pace	5565 Woodbine Rd	Pace	Santa Rosa	3 Mbps	0	4	0	0	0	0	1
DOH-SANTA ROSA CNTY HLTH DEPT	Santa Rosa CHD57 Jay Medical CTR	14122 Alabama Street	Jay	Santa Rosa	1.5 Mbps x 256 Kbps	5	4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Santa Rosa CHD57 Main Milton	5527 Stewart Street	Milton	Santa Rosa	4 Mbps	63	1	0	1	0	0	0
DOH-SARASOTA CNTY HLTH DEPT	Sarasota CHD58 North Port Fam Ctr	6950 Outreach Way	North Port	Sarasota	6 Mbps	85	1	0	1	0	0	0
DOH-SARASOTA CNTY HLTH DEPT	Sarasota CHD58 North County EH	1001 Sarasota Center Blvd	Sarasota	Sarasota	6 Mbps	22	3	0	0	0	1	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS58 SARASOTA WATCH	1500 INDEPENDANCE BLVD	Sarasota	Sarasota	1.5 Mbps		4	0	0	0	0	1
DOH-SARASOTA CNTY HLTH DEPT	Sarasota CHD58 17TH ST CHILDREN CLC	1750 17TH STREET	Sarasota	Sarasota	6 Mbps	28	2	0	0	1	0	0
DOH-SARASOTA CNTY HLTH DEPT	Sarasota CHD58 Landings SCHOOL HLTH	1950 Landings Blvd	Sarasota	Sarasota	6 Mbps	18	3	0	0	0	1	0
DOH-SARASOTA CNTY HLTH DEPT	Sarasota CHD58 Main Sarasota	2200 Ringling Blvd	Sarasota	Sarasota	15 Mbps	275	1	0	1	0	0	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS58 SARASOTA	6055 RAND BLVD	Sarasota	Sarasota	6 Mbps	31	2	0	0	1	0	0
DOH-CHLD PROTCTN TEAMS 08A-SARASOTA/SARA	CPT Sarasota	720 South Orange Ave	Sarasota	Sarasota	3 Mbps	13	3	0	0	0	1	0
DOH-SARASOTA CNTY HLTH DEPT	Sarasota CHD58 VENICE SO COUNTY EH	4000 S TAMIAMI TRAIL	VENICE	Sarasota	6 Mbps	14	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Seminole CHD59 Casselberry Clinic	132 Sausalito Road	Casselberry	Seminole	3 Mbps	8	4	0	0	0	0	1
DOH-ORANGE CNTY HLTH DEPT	Orange CHD48 Apopka Rock Springs	1111 N Rock Springs Rd	Orange	Seminole	4 Mbps	14	3	0	0	0	1	0
DOH-SEMINOLE CNTY HLTH DEPT	Seminole CHD59 Main Sanford	400 W Airport Blvd	Sanford	Seminole	12 Mbps	180	1	0	1	0	0	0
DOH-CHLD PROTCTN TEAMS-SANFORD/SEMINOLE	CPT SEMINOLE SANFORD	5467 NORTH RONALD REAGAN BLVD	SANFORD	Seminole	4 Mbps	12	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	St Lucie CHD56 LOGISTICS CENTER	3855 SOUTH US 1	Fort Pierce	St Lucie	3 Mbps	28	2	0	0	3 Mbps	1	0
DOH-ST LUCIE CNTY HLTH DEPT	St Lucie CHD56 Fort Pierce Site	714 AVENUE C	Fort Pierce	St Lucie	6 Mbps	71	1	0	1	0	0	0
DOH-SUMTER CNTY HLTH DEPT	Sumter CHD60 Main Bushnell	415 E. Noble Ave	Bushnell	Sumter	6 Mbps	46	2	0	0	1	0	0
DOH-SUMTER CNTY HLTH DEPT	Sumter CHD60 The Villages	8015 East County Road 466	The Villages	Sumter	1.5 Mbps	12	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Sumter CHD60 Wildwood Clinic	104 Rutland Street	Wildwood	Sumter	3 Mbps	16	3	0	0	0	1	0
DOH-SUWANNEE CNTY HLTH DEPT	Suwannee CHD61 Main	915 Nobles Ferry Rd.	Live Oak	Suwannee	6 Mbps	26	1	0	1	0	0	0
DOH-TAYLOR CNTY HLTH DEPT	Taylor CHD62 Main	1215 North Peacock Ave	Perry	Taylor	12 Mbps	28	2	0	0	1	0	0
DOH-UNION CNTY HLTH DEPT	New River Community Health Center	395 West Main St	Lake Butler	Union	3 Mbps	20	3	0	0	0	1	0
DOH-DIV OF INFORMATION TECHNOLOGY	Union CHD63 Main	495 E. Main St	Lake Butler	Union	3 Mbps	28	2	0	0	3 Mbps	1	0
DOH-VOLUSIA CNTY HLTH DEPT	Volusia CHD64 Main Holsonback	1845 Holsonback Dr	Daytona Beach	Volusia	21 Mbps	232	1	0	1	0	0	0
DOH-CHLD PROTCTN TEAMS 04-JACKSONVILLE/D	CPT Daytona	210 North Palmetto Ave	Daytona Beach	Volusia	4 Mbps	13	3	0	0	0	1	0
DOH-DIV OF CMS - REGIONAL CLINICS	CMS64 DAYTONA BEACH DELAND	421 S. KEECH STREET	DAYTONA BEACH	Volusia	6 Mbps	41	2	0	0	1	0	0
DOH-VOLUSIA CNTY HLTH DEPT	Volusia CHD64 NY Ave Ofc	120 East New York Avenue	Deland	Volusia	1.5 Mbps	7	4	0	0	0	0	1
DOH-VOLUSIA CNTY HLTH DEPT	Volusia CHD64 Deland EH	121 W. Rich Avenue	Deland	Volusia	6 Mbps	17	3	0	0	0	1	0
DOH-VOLUSIA CNTY HLTH DEPT	Volusia CHD64 Spring Garden	935 North Spring Garden Ave	Deland	Volusia	8 Mbps	0	4	0	0	0	0	1
DOH-VOLUSIA CNTY HLTH DEPT	Volusia CHD64 Jena Site	3151 Howland Blvd	Deltona	Volusia	6 Mbps	0	4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Volusia CHD64 New Smyrna	717 West Canal Street	New Smyrna Beach	Volusia	8 Mbps	15	3	0	0	0	1	0
DOH-VOLUSIA CNTY HLTH DEPT	Volusia CHD64 Orange City	775 Harley Strickland Blvd	Orange City	Volusia	N/A	35	2	0	0	1	0	0
DOH-DIV OF INFORMATION TECHNOLOGY	Wakulla CHD65 Main Oak Street	48 Oak Street	Crawfordville	Wakulla	3 Mbps	37	2	0	0	1	0	0
DOH-CMS-CHLD PROTCTN TEAMS-PENSACOLA	CPT DeFuniak Springs	336 College Ave	DeFuniak Springs	Walton	4 Mbps	4	4	0	0	0	0	1

APPENDIX C Master Workbook For All DOH Circuit Listings

Program	Name of Site	Street Address	City	County	Current BW	# Users	User Based Tiers for LBR	User Based Tier 0 (200 Mbps)	User Based Tier 1 (90 Mbps)	User Based Tier 2 (45 Mbps)	User Based Tier 3 (21 Mbps)	User Based Tier 4 (12 Mbps)
DOH-DIV OF INFORMATION TECHNOLOGY	Walton CHD66 Main	362 Highway 83	Defuniak Springs	Walton	6 Mbps	95	1	0	1	0	0	0
DOH-WALTON CNTY HLTH DEPT	Walton CHD66 Santa Rosa Beach Site	361 Greenway Trail	Santa Rosa	Walton	6 Mbps	10	3	0	0	0	1	0
DOH-CHLD PROTCTN TEAMS 02A-PANAMA CITY/B	CPT GULF COAST CHILDREN'S ADVOCACY	777 Main Street	CHIPLEY	Washington	1.5 Mbps	4	4	0	0	0	0	1
DOH-DIV OF INFORMATION TECHNOLOGY	Washington CHD67 Main Chipley	1338 South Blvd	Chipley	Washington	3 Mbps	48	2	0	0	1	0	0
DOH-DESOTO CNTY HLTH DEPT	DESOTO CHD14 ARCADIA HICKORY	34 South Baldwin Ave	Arcadia	DeSoto		41	2	0	0	1	0	0
DOH-DESOTO CNTY HLTH DEPT	DESOTO CHD14 ARCADIA HICKORY	21297 Olean Blvd., Suite B	Port Charlotte	DeSoto		3	4	0	0	0	0	1
DOH - DIV OF CMS (New office migrating from UF )	CMS Gainesville	1701 SW 16TH AVE	GAINESVILLE	Alachua		34	2	0	0	1	0	0
<b>Location Count by Tier</b>								<b>10</b>	<b>94</b>	<b>75</b>	<b>105</b>	<b>121</b>



**APPENDIX D**  
**MFN Sites Matrix Tiers LBR Cost Projection**

DOH Recommended Mix of Sites						
Bandwidth Tier	MFN Connection Speed	Quantity	Mthly Price	Sub-Total Mth	Annual Price	
<b>Tier 4</b>	12 Mbps Ethernet, incl Cisco 1921, Mileage Band 1	121	\$ 1,368.69	\$ 165,611.31	\$ 1,987,335.70	
<b>Tier 3</b>	21 Mbps Ethernet, incl Cisco 1921, Mileage Band 1	105	\$ 1,794.34	\$ 188,405.70	\$ 2,260,868.40	
<b>Tier 2</b>	45 Mbps Ethernet, incl Cisco 3925, Mileage Band 1	44	\$ 2,515.84	\$ 110,696.96	\$ 1,328,363.52	
	45 Mbps Ethernet, incl Cisco 3925, Mileage Band 2	23	\$ 3,137.37	\$ 72,159.40	\$ 865,912.77	
	45 Mbps Ethernet, incl Cisco 3925, Mileage Band 3	8	\$ 3,451.35	\$ 27,610.77	\$ 331,329.21	
<b>Tier 1</b>	90 Mbps Ethernet, incl Cisco 3925, Mileage Band 1	38	\$ 3,334.78	\$ 126,721.64	\$ 1,520,659.68	
	90 Mbps Ethernet, incl Cisco 3925, Mileage Band 2	28	\$ 3,929.77	\$ 110,033.65	\$ 1,320,403.82	
	90 Mbps Ethernet, incl Cisco 3925, Mileage Band 3	19	\$ 4,216.84	\$ 80,119.99	\$ 961,439.85	
	90 Mbps Ethernet, incl Cisco 3925, Mileage Band 4	9	\$ 4,387.29	\$ 39,485.59	\$ 473,827.12	
<b>Tier 0</b>	200 Mbps Ethernet, incl Cisco 3925, Mileage Band 1	8	\$ 5,308.01	\$ 42,464.08	\$ 509,568.96	
	200 Mbps Ethernet, incl Cisco 3925, Mileage Band 3	2	\$ 6,296.24	\$ 12,592.49	\$ 151,109.87	
		<b>405</b>			<b>\$ 11,710,818.90</b>	
Data Center Redundant Circuit	622 Mbps		11,700		\$ 140,400.00	
					<b>\$ 11,851,218.90</b>	
<p align="center"><i>*Note, 90 Mbps and above have 4 mileage bands; 0-10 miles, 10-25 miles, 25-35, and 35-50. Below 90 Mbps have three as they combine 0-10 and 10-25 for a single 0-25 band.</i></p>						

**APPENDIX E**  
**DOH 2015-07-05 Min Utilization Incident Report**

Program Area (All)

Site Name	Agency Code	Site City	Speed	CSA	Name	Values		
						Number of Occurrences	Sum of Duration (Min)	Average of Duration (Min)
0LN - MIAMIPE911 - Police Department Miami BMF	64A	Miami	12mb	64A-305472316	MFNJAXJCVL64A001.mfn.myflorida.com_Gi0/0	1	30.00	30.00
64A - Vital Statistics HQ Office	64A	Jacksonville	12mb	64A-305472316	MFNJAXJCVL64A001.mfn.myflorida.com_Gi0/0	142	19617.58	138.15
64D - MQA ISU Palm Beach	64D	Jupiter	6mb	64D@E06000613	MFNMIAJPTR64D002.mfn.myflorida.com_Gi0/0	15	1960.58	130.71
64D - MQA Jacksonville ISU	64D	Jacksonville	6mb	64D@E06002713	MFNJAXJCVL64D003.mfn.myflorida.com_Gi0/0	13	300.18	23.09
64D - MQA St Petersburg	64D	St Petersburg	6mb	64D@E06001913	MFNTAMSPBG64D045.mfn.myflorida.com_Gi0/1	2	45.08	22.54
64D - MQA Tampa Hillsborough	64D	Tampa	9mb	64D@E09021214	MFNTAMTAMP64D584.mfn.myflorida.com_Gi0/1	1	10.00	10.00
64E - Child Protection Team - Brooksville	64E	Brooksville	DS3 - 2 T-1	64E@F03011214	MFNGAIBKVL64E001.mfn.myflorida.com_MF1	1	15.03	15.03
64E - Child Protection Team - Gainesville	64E	Gainesville	DS3 - 2 T-1	64E-368925031	MFNGAIGSVL64E001.mfn.myflorida.com_MF1	4	65.02	16.25
64E - Child Protection Team - Milton	64E	Milton	DS3 - 2 T-1	64E@F03011414	MFNPENMLTN64E001.mfn.myflorida.com_MF1	2	50.02	25.01
64E - Child Protection Team - Pensacola	64E	Pensacola	DS3 - 2 T-1	64E@F03011314	MFNPENPNSC64E001.mfn.myflorida.com_MF1	14	510.28	36.45
64F - CMS - Tallahassee Pediatric Foundation	64F	Tallahassee	DS3 - 2 T-1	64F@F03138114	MFNTALTLHS64F003.mfn.myflorida.com_MF1	1	80.18	80.18
64F - CMS Ft Lauderdale	64F	Fort Lauderdale	4mb	64F@E04247011	MFNMIAFTLD64F002.mfn.myflorida.com_Fa0/0	35	1310.72	37.45
64F - CMS Lakeland Polk	64F	Lakeland	6mb	64F@E06113513	MFNTAMKLD64F525.mfn.myflorida.com_Gi0/0	26	935.47	35.98
64F - CMS Leon Tallahassee	64F	Tallahassee	12mb	64F-78652445	MFNTALTLHS64F002.mfn.myflorida.com_Gi0/0	12	160.05	13.34
64F - CMS Miami Dade Interim - Miami	64F	Miami	6mb	64F@E06025413	MFNMIAMIAM64F010.mfn.myflorida.com_Gi0/0	16	450.30	28.14
64F - CMS Pensacola Bayou Office	64F	Pensacola	6mb	64F@E06096313	MFNPENPNSC64F002.mfn.myflorida.com_Gi0/0	6	135.08	22.51
64F - CMS Pinellas St Pete	64F	Pinellas Park	6mb	64F@E06001314	MFNTAMPNP64F567.mfn.myflorida.com_Gi0/0	75	3116.30	41.55
64F - CMS11 Collier Naples Office	64F	NAPLES	6mb	64F@E06074309	MFNFTMNPLS64F002.mfn.myflorida.com_Fa0/1	6	605.95	100.99
64F - CMS36 Fort Myers Office	64F	Fort Myers	6mb	64F@E06074109	MFNFTMTMY64F002.mfn.myflorida.com_Gi0/1	10	880.43	88.04
64F - CMS50 West Palm Greenwood	64F	West Palm Beach	4mb	64F@E04200911	MFNMIAWPB64F003.mfn.myflorida.com_Fa0/0	42	2396.90	57.07
64F - CMS56 Fort Pierce	64F	Fort Pierce	4mb	64F@E04204311	MFNMIAFTPR64F002.mfn.myflorida.com_Gi0/0	71	2491.85	35.10
64F - CMS58 Sarasota Watch	64F	Sarasota	DS1 - Full T-1	64F@F01149207	MFNTAMSRST64F471.mfn.myflorida.com_Se0/0/0	14	4447.22	317.66
64F - DOH - CMS - Aetna Building - Jacksonville	64F	Jacksonville	4mb	64F@E04096113	MFNJAXJCVL64F003.mfn.myflorida.com_Gi0/0	1	20.00	20.00
64F - DOH - CMS64 - Daytona Beach	64N	Daytona Beach	6mb	64F@E06096513	MFNDAYDYBH64N003.mfn.myflorida.com_Gi0/0	6	135.12	22.52
64F - DOH - Division of CMS - Regional Clinics - Marion Cnty	64F	Ocala	10mb	64F-278373176	MFNTALLOCAL64F003.mfn.myflorida.com_Gi0/0	15	280.13	18.68
64F - DOH - PBCHD50 - Gen Svcs - Riviera Beach	64N	Riviera Beach	8mb	64N@E08096913	MFNMIARVBH64N004.mfn.myflorida.com_Gi0/0	3	115.07	38.36
64F - Pediatric Primary Care Foundation - Ocala	64F	Ocala	4mb	64F-443697823	MFNTALLOCAL64F002.mfn.myflorida.com_Gi0/0	19	12090.27	636.33
64G - OEO Logistics Response Center	64G	Tallahassee	DS3 - 2 T-1	64G@F03057809	MFNTALTLHS64G001.mfn.myflorida.com_MF1	4	140.07	35.02
					MFNTALTLHS64G001.mfn.myflorida.com_Se0/0/0	3	145.10	48.37
					MFNTALTLHS64G001.mfn.myflorida.com_Se0/1/0	3	145.05	48.35
64H - BSCIP Jacksonville	64H	Jacksonville	DS1 - Full T-1	64H@F01151407	MFNJAXJCVL64H001.mfn.myflorida.com_Se0/0/0	2	35.03	17.52
64H - BSCIP Miami Dade	64H	Miami	DS1 - Full T-1	64H@F01149907	MFNMIAMIAM64H001.mfn.myflorida.com_Se0/0/0	6	75.18	12.53
64I - Environmental Health - Orlando	64I	Orlando	DS1 - Full T-1	64I-515858090	MFNORLORLD64I001.mfn.myflorida.com_Se0/0/0	17	940.57	55.33
64L - Bureau of Labs - Miami Dade	64L	Miami	10mb	64L@E10159209	MFNMIAMIAM64L004.mfn.myflorida.com_Fa0/0	6	140.13	23.36
64L - Bureau of Labs Jacksonville Duval	64L	Jacksonville	15mb	64L@E15165207	MFNJAXJCVL64L001.mfn.myflorida.com_Gi0/0	22	480.13	21.82
64L - Bureau of Labs Pensacola Escambia	64L	Pensacola	4mb	64L@E04164907	MFNPENPNSC64L002.mfn.myflorida.com_Fa0/0	6	65.02	10.84
64L - Bureau of Labs Tampa Branch	64L	Tamps	6mb	64L@E06000107	MFNTAMTAMP64L501.mfn.myflorida.com_Fa0/0	24	560.50	23.35
					MFNTAMTAMP64L501.mfn.myflorida.com_Fa0/1	22	555.20	25.24
64M - Div of Disability Determination - SOFIA	64M	Tallahassee	DS3 - 2 T-1	64M@F03109908	MFNTALTLHS64M003.mfn.myflorida.com_MF1	17	555.27	32.66
					MFNTALTLHS64M003.mfn.myflorida.com_Se0/0/0	14	550.18	39.30
					MFNTALTLHS64M003.mfn.myflorida.com_Se0/1/0	15	555.35	37.02
64M - Div of Disability Determination - Tallahassee	64M	Tallahassee	DS1 - Full T-1	64M@F01031808	MFNTALTLHS64M002.mfn.myflorida.com_Se0/0/0	5	35.13	7.03
64N - Bay County CHD03 Sprngfld Ofc	64N	Springfield	2mb	64N@E02069611	MFNPANSPFD64N002.mfn.myflorida.com_Fa0/0	6	170.08	28.35
64N - Bradford CHD04 Main Starke	64N	Starke	DS3 - 2 T-1	64N@F03001907	MFNJAXSTRK64N001.mfn.myflorida.com_MF1	114	5173.40	45.38
					MFNJAXSTRK64N001.mfn.myflorida.com_Se0/0/0	115	5223.40	45.42
					MFNJAXSTRK64N001.mfn.myflorida.com_Se0/1/0	108	5202.83	48.17
64N - Broward CHD06 WIC Oakland Pk Clinic	64N	Lauderdale Lakes	2mb	K02@E02126714	MFNMIALRLK64N002.mfn.myflorida.com_Gi0/0	60	726.12	12.10
64N - CHD45 Hilliard Clinic - Nassua County	K25	Hilliard	DS3 - 6 T-1	K25@F09108313	MFNJAXHLRDK25001.mfn.myflorida.com_MF1	85	15689.27	184.58

**APPENDIX E  
DOH 2015-07-05 Min Utilization Incident Report**

Site Name	Agency Code	Site City	Speed	CSA	Name	Number of Occurrences	Sum of Duration (Min)	Average of Duration (Min)
64N - Collier CHD11 Main Naples	64N	NAPLES	9mb	64N@E09006307	MFNFTMNPLS64N001.mfn.myflorida.com_Fa0/1	33	825.80	25.02
64N - Columbia CHD12 EH - Lake City	64N	Lake City	2mb	64N@E02001007	MFNJAXLKCY64N001.mfn.myflorida.com_Se0/0/0	5	74.98	15.00
64N - Columbia CHD12 Main	64N	Lake City	2mb	64N@E02001007	MFNJAXLKCY64N002.mfn.myflorida.com_Fa0/0	109	4949.33	45.41
64N - Dade CHD13 Main Miami	64N	Miami	8mb	64N@E08006507	MFNMIAMIAM64N001.mfn.myflorida.com_Fa0/0	42	840.58	20.01
64N - Dept of Health - Jacksonville	K22	Jacksonville	4mb	64N@C1K089811	MLOJAXJCVLK22003.mfn.myflorida.com_Fa0/0	14	410.10	29.29
64N - Div of Information Technology - St. Johns Main	64N	St. Augustine	3mb	64N-487672554	MFNJAXSTAG64N004.mfn.myflorida.com_MF1	48	1441.57	30.03
64N - Dixie CHD15 Main Cross City	64N	Cross City	4mb	64N@E04029814	MFNGAICSCY64N005.mfn.myflorida.com_Gi0/0	54	2275.60	42.14
64N - Duval CHD16 Jacksonville Westcom	64N	Jacksonville	4mb	64N@E04090011	MFNJAXJCVL64N004.mfn.myflorida.com_Fa0/0	7	230.13	32.88
64N - Escambia CHD17 Main	64N	Pensacola	8mb	64N@E08006107	MFNPENPNCS64N001.mfn.myflorida.com_Fa0/0	92	2126.87	23.12
64N - Franklin CHD19 Carrabelle Clinic	64N	Carrabelle	DS1 - Full T-1	K43@F01119607	MFNPANCRBL64N001.mfn.myflorida.com_Se0/0/0	78	10406.67	133.42
64N - Franklin CHD19 Main	64N	Apalachicola	DS3 - 2 T-1	64N@F03000907	MFNPANAPLC64N001.mfn.myflorida.com_MF1	62	7562.68	121.98
64N - Gilcrest CHD21 Main Trenton - ME	64N	Trenton	4mb	64N@E04029714	MFNGAITREN64N001.mfn.myflorida.com_Gi0/0	38	2188.80	57.60
64N - Glades CHD22 Main Moore Haven	64N	Moore Haven	DS3 - 2 T-1	64N@F03108810	MFNTALMRHN64N001.mfn.myflorida.com_MF1	47	1177.55	25.05
					MFNTALMRHN64N001.mfn.myflorida.com_Se0/0/0	48	1182.97	24.65
					MFNTALMRHN64N001.mfn.myflorida.com_Se0/1/0	46	1208.38	26.27
64N - Gulf CHD23 Main Port St Joe	64N	Port St. Joe	DS3 - 2 T-1	64N@F03004907	MFNPANPTSJ64N002.mfn.myflorida.com_MF1	112	5414.15	48.34
					MFNPANPTSJ64N002.mfn.myflorida.com_Se0/0/0:0	107	5484.08	51.25
					MFNPANPTSJ64N002.mfn.myflorida.com_Se0/0/1:0	110	5474.75	49.77
64N - Gulf CHD23 WEWA Clinic Hwy 22	64N	Wewahitchka	DS3 - 2 T-1	K45@F03102008	MFNPANWWHT64N003.mfn.myflorida.com_MF1	74	16053.08	216.93
					MFNPANWWHT64N003.mfn.myflorida.com_Se0/0/0	38	7704.88	202.76
					MFNPANWWHT64N003.mfn.myflorida.com_Se0/1/0	75	17682.05	235.76
64N - Hardee CHD25 Main	64N	Wauchula	DS3 - 2 T-1	64N@F03001607	MFNFTMWCHL64N001.mfn.myflorida.com_MF1	51	1776.32	34.83
					MFNFTMWCHL64N001.mfn.myflorida.com_Se0/0/0	50	1796.47	35.93
					MFNFTMWCHL64N001.mfn.myflorida.com_Se0/1/0	53	1797.37	33.91
64N - Hendry CHD26 Main	64N	Labelle	DS3 - 2 T-1	64N@F03000607	MFNFTMLBL64N001.mfn.myflorida.com_MF1	57	1866.02	32.74
64N - Holmes CHD30 Main Bonifay	64N	Bonifay	DS3 - 2 T-1	64N@F03004607	MFNTALBNFY64N001.mfn.myflorida.com_Se0/0/0	74	9265.62	125.21
					MFNTALBNFY64N001.mfn.myflorida.com_Se0/1/0	78	9320.58	119.49
64N - Jackson CHD32 Main Marianna	64N	Marianna	DS3 - 2 T-1	64N@ F03231911	MFNTALMRNNG64N002.mfn.myflorida.com_MF1	83	2666.42	32.13
					MFNTALMRNNG64N002.mfn.myflorida.com_Se0/0/0	84	2714.18	32.31
					MFNTALMRNNG64N002.mfn.myflorida.com_Se0/1/0	79	2751.87	34.83
64N - Levy CHD38 Healthy Families	64N	Bronson	DS3 - 2 T-1	64N@F03104313	MFNGAIBRSN64N003.mfn.myflorida.com_MF1	6	325.12	54.19
64N - Liberty CHD39 Main Bristol	64N	Bristol	DS3 - 2 T-1	64N@F03000707	MFNPANBRST64N001.mfn.myflorida.com_MF1	28	580.47	20.73
					MFNPANBRST64N001.mfn.myflorida.com_Se0/0/0:0	26	540.57	20.79
					MFNPANBRST64N001.mfn.myflorida.com_Se0/0/1:0	26	575.50	22.13
64N - Manatee CHD41 Main-Room 147A	K38	Bradenton	12mb	K38@E12085013	MFNTAMBRTNK38462.mfn.myflorida.com_Gi0/0	13	315.25	24.25
64N - Nassau CHD45 Dental Clinic	64N	Yule	4mb	K25@E04068208	MFNJAXYULE64N001.mfn.myflorida.com_Fa0/0	1	10.10	10.10
64N - Nassau CHD45 Nectarine Clinic	64N	Fernandina Beach	6mb	K25@E06002307	MFNJAXFRBH64N002.mfn.myflorida.com_Fa0/0	10	760.25	76.02
64N - Nassau CHD45 Yulee Pages Clinic	64N	Yulee	8mb	K25@E06002207	MFNJAXYULE64N002.mfn.myflorida.com_Fa0/0	3	135.05	45.02
64N - Okeechobee CHD47 Main Site	64N	Okeechobee	DS3 - 2 T-1	64N@F03003407	MFNFTMOKCB64N001.mfn.myflorida.com_MF1	26	415.33	15.97
					MFNFTMOKCB64N001.mfn.myflorida.com_Se0/0/0	25	400.20	16.01
					MFNFTMOKCB64N001.mfn.myflorida.com_Se0/1/0	29	430.33	14.84
64N - Orange County CHD48 Lila Michelle	K16	Orlando	6mb	K16@E06010914	MFNORLORLDK16009.mfn.myflorida.com_Gi0/0	2	25.00	12.50
64N - Orange County CHD48-Mercy	64N	Orlando	6mb	K16@E06108607	MFNORLORLD64N002.mfn.myflorida.com_Fa0/0	2	20.02	10.01
64N - Pasco CHD51 Main New Port Richey	K04	New Port Richey	12mb	K04@E12083313	MFNTAMNPRCK04472.mfn.myflorida.com_Gi0/0	16	480.17	30.01
64N - Pinellas CHD52 Main Internet Svcs	64N	St Petersburg	12mb	64N@E12019309	MFNTAMSPBG64N716.mfn.myflorida.com_Gi0/1	2	25.03	12.52
64N - Rad Control Orlando All Children's	64H	Orlando	DS3 - 2 T-1	64H@F03139014	MFNORLORDK16009.mfn.myflorida.com_MF1	18	353.65	19.65
64N - Santa Rosa CHD57 Midway Clinic	64N	Gulf Breeze	DS3 - 2 T-1	64N@F03072213	MFNPENGLBR64N002.mfn.myflorida.com_MF1	7	375.40	53.63
64N - Seminole CHD59 Casselberry Clinic	64N	Casselberry	DS3 - 2 T-1	64N@F03016309	MFNFTMCSLB64N001.mfn.myflorida.com_MF1	5	60.03	12.01
					MFNFTMCSLB64N001.mfn.myflorida.com_Se0/0/0	4	55.03	13.76
					MFNFTMCSLB64N001.mfn.myflorida.com_Se0/1/0	5	60.03	12.01
64N - St Lucie CHD56 Fort Pierce Site	64N	Fort Pierce	6mb	K66@E06106008	MFNMIAFTPR64N001.mfn.myflorida.com_Fa0/0	30	545.47	18.18

**APPENDIX E  
DOH 2015-07-05 Min Utilization Incident Report**

Site Name	Agency Code	Site City	Speed	CSA	Name	Number of Occurrences	Sum of Duration (Min)	Average of Duration (Min)
64N - St Lucie CHD56 Logistics Center	64N	Fort Pierce	DS3 - 2 T-1	64N@F03024009	MFNMIAFTPR64N002.mfn.myflorida.com_MF1	19	450.63	23.72
					MFNMIAFTPR64N002.mfn.myflorida.com_Se0/0/0	21	460.72	21.94
					MFNMIAFTPR64N002.mfn.myflorida.com_Se0/1/0	21	466.25	22.20
64N - Taylor CHD62 Main	64N	Perry	DS3 - 2 T-1	64N@F03002407	MFNTALPRRY64N001.mfn.myflorida.com_Se0/0/0	16	300.15	18.76
					MFNTALPRRY64N001.mfn.myflorida.com_Se0/1/0	21	315.22	15.01
64N - Volusia CHD64 Deland EH	64N	Deland	6mb	K08@E06118607	MFNDAYDEL64N001.mfn.myflorida.com_Fa0/0	6	140.12	23.35
64N - Volusia CHD64 Main Holsonback	K08	Daytona Beach	21mb	K08@E21262911	MFNDAYDYBHK08003.mfn.myflorida.com_Gi0/0	9	110.08	12.23
64N - Volusia CHD64 New Smyrna	64N	New Smyrna Beach	8mb	64N@E08291011	MFNDAYNSBH64N001.mfn.myflorida.com_Fa0/0	2	30.00	15.00
64N - Wakulla CHD65 Main Oak Street	64N	Crawfordville	DS3 - 2 T-1	64N@F03005507	MFNTALCFVL64N001.mfn.myflorida.com_Se0/0/0	34	630.60	18.55
					MFNTALCFVL64N001.mfn.myflorida.com_Se0/1/0	36	645.80	17.94
64N - Washington CHD67 Main Chipley	64N	Chipley	DS3 - 2 T-1	64N@F03004007	MFNPANCHPL64N002.mfn.myflorida.com_MF1	93	6723.83	72.30
					MFNPANCHPL64N002.mfn.myflorida.com_Se0/0/0:0	85	6697.02	78.79
					MFNPANCHPL64N002.mfn.myflorida.com_Se0/0/1:0	89	6649.93	74.72
64R - DOH - Radiation HSERX Orange Park	64R	Orange Park	DS3 - 2 T-1	64R@F03140914	MFNJAXORPK64R003.mfn.myflorida.com_MF1	28	605.45	21.62
K01 - PBCHD50 Delray Annex -Delray Beach	K01	Delray Beach	10mb	K01@E10029314	MFNMIADLBHK01004.mfn.myflorida.com_Gi0/0	5	185.08	37.02
K01 - PBCHD50 Finance & Acctg	K01	Riviera Bch	4mb	K01@E04094613	MFNMIARVBHK01003.mfn.myflorida.com_Gi0/0	25	605.27	24.21
K01 - PBCHD50 Greenacres	K01	Greenacres	4mb	K01@E04018614	MFNMIAGRACK01002.mfn.myflorida.com_Gi0/0	11	310.23	28.20
K02 - Broward CDH06 Paul Hughes Heath Ctr - Pompano Beach	K02	Pompano Beach	4mb	K02-370289960	MFNMIAPMBHK02004.mfn.myflorida.com_Gi0/0	46	940.82	20.45
K02 - Broward CHD06 - Wholesale - Davie	K02	Davie	DS1 - Full T-1	K02@F01068107	MFNMIADAVEK02001.mfn.myflorida.com_Se0/0/0	8	1100.83	137.60
K02 - Broward CHD06 Edgar Mills Center	K02	Fort Lauderdale	DS3 - 2 T-1	K02@F03009610	MFNMIAFITLTK02002.mfn.myflorida.com_MF1	136	2497.90	18.37
					MFNMIAFITLTK02002.mfn.myflorida.com_Se0/0/0	128	2447.12	19.12
					MFNMIAFITLTK02002.mfn.myflorida.com_Se0/1/0	136	2489.38	18.30
K02 - Broward CHD06 Main 6th Ave Ft. Lauderdale	K02	Fort Lauderdale	21mb	K02@E21021314	MFNMIAFITLTK02005.mfn.myflorida.com_Gi0/0	67	1480.78	22.10
K02 - Broward CHD06 N Reg Hth Ctr	64N	Pompano Beach	DS1 - Full T-1	K02@F01129807	MFNMIAPMBH64N001.mfn.myflorida.com_Se0/0/0	211	3729.82	17.68
K02 - Broward CHD06 South Regional Center	K02	Hollywood	DS3 - 2 T-1	K02@F03163308	MFNMIHLWDK02001.mfn.myflorida.com_MF1	90	1250.87	13.90
					MFNMIHLWDK02001.mfn.myflorida.com_Se0/0/0	91	1320.47	14.51
					MFNMIHLWDK02001.mfn.myflorida.com_Se0/1/0	87	1295.85	14.89
K02 - Broward CHD06 WIC Coral Springs	K02	Coral Springs	2mb	K02@E02132514	MFNMIACRSGK02003.mfn.myflorida.com_Gi0/0	52	727.48	13.99
K03 - DOH - DeSoto CHD14 Main - Arcadia	K03	Arcadia	DS3 - 4 T-1	K03@F06073113	MFNTMARCDK03006.mfn.myflorida.com_MF1	2	65.03	32.52
K04 - Pasco CHD51 Land o Lakes Clinic	K04	Land O Lakes	DS3 - 2 T-1	K04@F03135714	MFNTAMLNLK04714.mfn.myflorida.com_MF1	4	70.08	17.52
K04 - Pasco CHD51 Zephyrhills	K04	Zephyrhills	DS1 - Full T-1	K04@F01001507	MFNTAMZPHYK04311.mfn.myflorida.com_Se0/0/0	69	8214.07	119.04
K05 - Pinellas CHD52 Center Bay Complex	K05	Largo	10mb	K05@E10263211	MFNTAMLRGOK05113.mfn.myflorida.com_Fa0/1	73	1366.08	18.71
K05 - Pinellas CHD52 Clearwater Hlth Ctr	K05	Clearwater	6mb	K05@E06158807	MFNTAMCLRWRK05491.mfn.myflorida.com_Fa0/0	60	1191.70	19.86
					MFNTAMCLRWRK05491.mfn.myflorida.com_Fa0/1	63	1166.13	18.51
K05 - Pinellas CHD52 Pinellas Pk Hlth Ctr	K05	Pinellas Park	6mb	K05@E06158907	MFNTAMPNPKK05492.mfn.myflorida.com_Fa0/1	5	96.83	19.37
K05 - Pinellas CHD52 Tarpon Health Center	K05	Tarpon Springs	6mb	K05@E06159007	MFNTAMTRSPK05493.mfn.myflorida.com_Fa0/1	1	15.05	15.05
K06 - Sumter CHD60 The Villages	K06	The Villages	DS1 - Full T-1	K06@F01113407	MFNTALLDLKK06001.mfn.myflorida.com_Se0/0/0	15	730.58	48.71
K07 - CHD13 WIC South Miami - Dade County	K07	Miami	DS1 - Full T-1	K07@F01200811	MFNMIASIMMK07003.mfn.myflorida.com_Se0/0/0	23	665.35	28.93
K07 - CHD13 WIC West Dade	K07	Miami	DS3 - 2 T-1	K07@F03024010	MFNMIAMIAMK07025.mfn.myflorida.com_MF1	47	1761.28	37.47
					MFNMIAMIAMK07025.mfn.myflorida.com_Se0/0/0	48	1776.13	37.00
					MFNMIAMIAMK07025.mfn.myflorida.com_Se0/1/0	41	1596.02	38.93
K07 - Dade CHD13 - Miami	K07	Miami	10mb	K07@E10208212	MFNMIAMIAMK07034.mfn.myflorida.com_Gi0/0	52	7458.88	143.44
K07 - Dade CHD13 Beacon Center	K07	Miami	8mb	K07@E06161109	MFNMIADRALK07007.mfn.myflorida.com_Fa0/0	48	1225.42	25.53
K07 - Dade CHD13 Golden Glades	K07	Miami	8mb	K07@E08168709	MFNMIAMGDNK07001.mfn.myflorida.com_Fa0/0	34	703.17	20.68
K07 - Dade CHD13 Kodak Bldg	K07	Doral	10mb	K07@E10208711	MFNMIADRALK07003.mfn.myflorida.com_Gi0/0	20	385.22	19.26
K07 - Dade CHD13 Little Haiti	K07	Miami	6mb	K07@E06161009	MFNMIAMIAMK07016.mfn.myflorida.com_Fa0/0	7	115.02	16.43
K07 - Dade CHD13 NW 82nd Ave	K07	Miami	DS1 - Full T-1	K07@F01177709	MFNMIADRALK07009.mfn.myflorida.com_Se0/0/0	5	95.03	19.01
K07 - Dade CHD13 Penalver	K07	Miami	DS1 - Full T-1	K07@F01200811	MFNMIAMIAMK07028.mfn.myflorida.com_Se0/0/0	19	690.37	36.34
K07 - Dade CHD13 RHAP	K07	Miami	10mb	K07@E10094009	MFNMIAMIAMK07013.mfn.myflorida.com_Fa0/0	4	55.03	13.76
K07 - Dade Chd13 Vital Records North	K07	Hialeah	DS1 - Full T-1	K07@F01154407	MFNMIAMIHLK07001.mfn.myflorida.com_Se0/0/0	26	650.37	25.01
K07 - Dade CHD13 West Perrine	K07	Miami	8mb	K07@E08161909	MFNMIAMIAMK07017.mfn.myflorida.com_Fa0/0	36	655.25	18.20

**APPENDIX E  
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Site Name	Agency Code	Site City	Speed	CSA	Name	Number of Occurrences	Sum of Duration (Min)	Average of Duration (Min)
K07 - Dade CHD13 WHFP Florida City Clinic	K07	Homestead	DS1 - Full T-1	K07@F01113610	MFNMIAMHSTK07003.mfn.myflorida.com_Se0/0/0	5	730.28	146.06
K07 - Dade CHD13 WIC - Liberty City	K07	Miami	6mb	K07@E06020814	MFNMIAMIAMK07040.mfn.myflorida.com_Gi0/0	5	90.03	18.01
K07 - Dade CHD13 Wic Carol City	K07	Miami	DS1 - Full T-1	K07@F01160007	MFNMIAMIAMK07004.mfn.myflorida.com_Se0/0/0	11	350.15	31.83
K07 - Dade CHD13 Wic Corporate Park	K07	Doral	8mb	K07@E08160107	MFNMIADRALK07004.mfn.myflorida.com_Gi0/0	7	125.22	17.89
K07 - Dade CHD13 WIC Homestead	K07	Florida City	DS1 - Full T-1	K07@F01130509	MFNMIADFCKYK07002.mfn.myflorida.com_Se0/0/0	13	455.13	35.01
K07 - Dade CHD13 WIC Naranja	K07	Homestead	DS1 - Full T-1	K07@F01161807	MFNMIAMHSTK07001.mfn.myflorida.com_Se0/0/0	18	920.28	51.13
K07 - Dade CHD13 Wic North Miami Beach	K07	North Miami Beach	DS1 - Full T-1	K07@F01161707	MFNMIANMBHK07001.mfn.myflorida.com_Se0/0/0	50	1585.70	31.71
K07 - Dade CHD13 Wic North Miami CTR	K07	Miami	DS1 - Full T-1	K07@F01162107	MFNMIAMIAMK07003.mfn.myflorida.com_Se0/0/0	50	1865.98	37.32
K07 - Dade CHD13 WIC University - Miami	K07	Miami	DS1 - Full T-1	K07@F01021414	MFNMIAMIAMK07039.mfn.myflorida.com_Se0/0/0	32	1360.70	42.52
K07 - Dade CHD13 Wic West Flagler	K07	Miami	DS1 - Full T-1	K07@F01181107	MFNMIAMIAMK07007.mfn.myflorida.com_Se0/0/0	25	1060.68	42.43
K07 - Dade CHD13 WIC West Hialeah	K07	Hialeah	DS1 - Full T-1	K07@F01018710	MFNMIAMHHLK07003.mfn.myflorida.com_Se0/0/0	84	2966.52	35.32
K09 - CHD09 Inverness Office - Citrus County	64N	Inverness	DS3 - 2 T-1	K09@F03150207	MFNTALINVR64N001.mfn.myflorida.com_MF1	45	2472.53	54.95
					MFNTALINVR64N001.mfn.myflorida.com_Se0/0/0	48	2511.97	52.33
					MFNTALINVR64N001.mfn.myflorida.com_Se0/1/0	46	2497.22	54.29
K10 - Levy CHD38 Main - Bronson	K10	Bronson	DS3 - 4 T-1	K10@F06072913	MFNGAIBRSNK10002.mfn.myflorida.com_MF1	8	160.07	20.01
K11 - Charlotte CHD08 EH Murdock	K11	Port Charlotte	6mb	K11@E06001214	MFNFTMPTCK11001.mfn.myflorida.com_Gi0/0	10	210.02	21.00
K12 - Escambia CHD17 Molino Office	K12	Cantonment	DS1 - Full T-1	K12@F01156407	MFNPENCNTMK12001.mfn.myflorida.com_Se0/0/0	6	245.15	40.86
K12 - Escambia CHD17 WIC Navy Pensacola	K12	Pensacola	DS1 - Full T-1	K12@F01156207	MFNPENPNCK12002.mfn.myflorida.com_Se0/0/0	2	20.00	10.00
K13 - Santa Rosa CHD57 Jay Medical Ctr	K13	Jay	1.5MBx256KB	K13@L01133907	MFNPENJAYK13001.mfn.myflorida.com_AT0/0/0	4	70.35	17.59
K13 - Santa Rosa CHD57 Main Milton	K13	Milton	4mb	K13@E04072013	MFNPENLTKN13001.mfn.myflorida.com_Gi0/0	65	1751.57	26.95
K14 - Marion CHD42 Dental Clinic	K14	Ocala	DS1 - Full T-1	K14@F01120108	MFNTALOCALK14002.mfn.myflorida.com_Se0/0/0	61	9248.90	151.62
K14 - Marion CHD42 Main	K14	Ocala	9mb	K14@E09080210	MFNTALOCALK14003.mfn.myflorida.com_Fa0/1	84	4453.12	53.01
K14 - Marion CHD42 Reddick 152nd Office	64N	Reddick	DS1 - Full T-1	K14@F01080408	MFNGAIRDDC64N001.mfn.myflorida.com_Se0/0/0	2	35.02	17.51
K15 - Polk CHD53 Auburndale Health	K15	Auburndale	12mb	K15@E12083613	MFNTAMABDLK15503.mfn.myflorida.com_Gi0/0	2	35.07	17.53
K15 - Polk CHD53 Haines City	K15	Haines City	12mb	K15@E12156812	MFNTAMHNCYK15019.mfn.myflorida.com_Gi0/1	1	10.00	10.00
K15 - Polk CHD53 Main Site - Bartow	K15	Bartow	21mb	K15@E21149712	MFNTAMBARTK15314.mfn.myflorida.com_Gi0/1	166	16116.30	97.09
K15 - Polk CHD53 Radiological Health Site - Winter Haven	K15	Winter Haven	DS1 - Full T-1	K15@F01165407	MFNTAMWVHNC15512.mfn.myflorida.com_Se0/0/0	4	85.08	21.27
K15 - Polk CHD53 WIC Winter Haven	K15	Winter Haven	DS1 - Full T-1	K15@F01066109	MFNTAMWVHNC15731.mfn.myflorida.com_Se0/0/0	6	75.08	12.51
K15 - Polk CHD53 WNHN Environmental	K15	Winter Haven	DS1 - Full T-1	K15@F01096608	MFNTAMWVHNC15649.mfn.myflorida.com_Se0/0/0	2	30.02	15.01
K16 - Orange CHD48 - Winter Garden	K16	Winter Garden	DS3 - 2 T-1	K16@F03000214	MFNFTMWVGRK16002.mfn.myflorida.com_MF1	5	90.02	18.00
K16 - Orange CHD48 Apopka Rock Springs	K16	Apopka	4mb	K16@E04082113	MFNTALAPPK16001.mfn.myflorida.com_Gi0/0	6	65.07	10.84
K16 - Orange CHD48 Central	K16	Orlando	21mb	K16@E21137514	MFNORLORLDK16005.mfn.myflorida.com_Gi0/0	6	395.13	65.86
K16 - Orange Chd48 East Side Colonial	K16	Orlando	4mb	K16@E04085213	MFNORLORLDK16010.mfn.myflorida.com_Gi0/0	3	50.00	16.67
K16 - Orange Chd48 Hoffner - Orlando	K16	Orlando	DS3 - 2 T-1	K16@F03004407	MFNORLORLDK16002.mfn.myflorida.com_MF1	22	360.25	16.38
					MFNORLORLDK16002.mfn.myflorida.com_Se0/0/0:0	21	390.18	18.58
					MFNORLORLDK16002.mfn.myflorida.com_Se0/0/1:0	21	375.47	17.88
K16 - Orange CHD48 Lk Underhill WIC/WH	K16	Orlando	4mb	K16@E04085313	MFNORLORLDK16013.mfn.myflorida.com_Gi0/0	3	35.02	11.67
K16 - Orange CHD48 Main Orlando	K16	Orlando	21mb	K16@E21146014	MFNORLORLDK16004.mfn.myflorida.com_Gi0/0	38	1265.77	33.31
K16 - Orange CHD48 Ocoee West Story	K16	Ocoee	6mb	K16@E06145714	MFNTALOCOEK16001.mfn.myflorida.com_Gi0/0	16	340.08	21.26
K19 - Alachua CHD01 Park Avenue - Gainesville	K19	Gainesville	DS3 - 2 T-1	K19@F03146414	MFNGAIGSVLK19004.mfn.myflorida.com_MF1	32	750.47	23.45
K19 - DOH - CHD 01 - ACHD SW Clinic	K19	Gainesville	0	0	MFNGAIGSVLK19005.mfn.myflorida.com_MF1	24	1185.93	49.41
K19 - DOH - CHD 01 Main - Alachua County	K19	Gainesville	15mb	K19@E15129314	MFNGAIGSVLK19003.mfn.myflorida.com_Gi0/0	72	2671.17	37.10
K21 - Brevard CHD05 - Melbourne	K21	Melbourne	9mb	K21@E09084413	MFNORLMLBRK21002.mfn.myflorida.com_Gi0/0	4	50.15	12.54
K21 - Brevard CHD05 - Rockledge	K21	Rockledge	10mb	K21@E02177509	MFNORLRCKL21001.mfn.myflorida.com_Fa0/0	3	35.00	11.67
K21 - Brevard CHD05 Viera Clinic	K21	Melbourne	12mb	K21@E12174109	MFNORLMLBRK21001.mfn.myflorida.com_Fa0/0	14	1070.25	76.45
K22 - DOH - Duval CHD16 - 900 Bldg - Jacksonville	K22	Jacksonville	21mb	K22@E21050613	MFNJAJCVLK22012.mfn.myflorida.com_Gi0/0	3	45.02	15.01
K22 - DOH - Duval CHD16 Beaches Clinic - Jacksonville Beach	K22	Jacksonville Beach	10mb	K22@C1K161714	MLOJAJCJBHK22001.mfn.myflorida.com_Gi0/0	1	5.02	5.02
K22 - DOH - Duval CHD16 - East Bay - Jacksonville	K22	Jacksonville	DS1 - Full T-1	K22@F01086311	MFNJAJCVLK22014.mfn.myflorida.com_Se0/0/0	1	10.00	10.00
K22 - DOH - Duval CHD16 - Ed Ball Building - Jacksonville	K22	Jacksonville	100mb	K22@C1K136314	MLOJAJCVLK22010.mfn.myflorida.com_Gi0/2	3	170.03	56.68
			4mb	K22-396141535	MFNJAJCVLK22021.mfn.myflorida.com_Gi0/0	6	95.03	15.84
K22 - DOH - Duval CHD16 - University Blvd - Jacksonville	K22	Jacksonville	4mb	K22@C1K089611	MLOJAJCVLK22005.mfn.myflorida.com_Fa0/0	3	145.00	48.33

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Site Name	Agency Code	Site City	Speed	CSA	Name	Number of Occurrences	Sum of Duration (Min)	Average of Duration (Min)
K22 - DOH - Duval CHD16 - Wesconnett Annex - Jacksonville	K22	Jacksonville	10mb	K22@C1K127814	MLOJAXJCVLK22009.mfn.myflorida.com_Gi0/0	3	35.00	11.67
K23 - Hendry CHD26 Clewiston Clinic	K23	Clewiston	DS3 - 2 T-1	K23@F03120107	MFNFTMCLTNK23001.mfn.myflorida.com_MF1	61	2306.93	37.82
					MFNFTMCLTNK23001.mfn.myflorida.com_Se0/0/0	61	2376.63	38.96
					MFNFTMCLTNK23001.mfn.myflorida.com_Se0/1/0	62	2361.90	38.10
K24 - Lake CHD35 - Leesburg	K24	Leesburg	DS1 - Full T-1	K24@F01250711	MFNTALLSBGK24001.mfn.myflorida.com_Se0/0/0	22	505.18	22.96
K24 - Lake CHD35 - Women's Wellness Center	K24	Leesburg	DS1 - Full T-1	K24-33377855	MFNTALLSBGK24002.mfn.myflorida.com_Se0/0/0	51	8344.45	163.62
K24 - Lake CHD35 Dental Clinic	K24	Fruitland Park	DS1 - Full T-1	K24@F01163508	MFNTALFTPKK24001.mfn.myflorida.com_Se0/0/0	17	435.18	25.60
K24 - Lake CHD35 Umatilla Clinic	K24	Umatilla	6mb	K24-453677674	MFNTALUMTLK24003.mfn.myflorida.com_Gi0/0	6	175.10	29.18
K25 - DOH - Kissimmee	K65	Kissimmee	DS1 - Full T-1	K65@F01254511	MFNFTMKSSMK65004.mfn.myflorida.com_Se0/0/0	44	7017.57	159.49
K25 - NASSAU- Baker WIC Clinic - MacClenny	K25	MacClenny	DS1 - Full T-1	K25-497408418	MFNJAXMCLNK25002.mfn.myflorida.com_Se0/0/0	12	490.33	40.86
K25 - Nassau CHD45 Callahan Clinic	64N	Callahan	DS3 - 2 T-1	K25@F03067708	MFNJAXCLHN64N001.mfn.myflorida.com_Se0/0/0	6	120.12	20.02
					MFNJAXCLHN64N001.mfn.myflorida.com_Se0/1/0	4	105.08	26.27
K25 - Nassau CHD45 Emergency Florida - Yulee	K25	Yulee	12mb	K25@E12082313	MFNJAXYULEK25002.mfn.myflorida.com_Gi0/0	68	5200.78	76.48
K25 - Nassau CHD45 Environmental Svcs	K25	Yulee	4mb	K25@E04061210	MFNJAXYULEK25001.mfn.myflorida.com_Fa0/0	2	70.03	35.02
K25 - Nassau CHD45 Main Fernandina	64N	Fernandina Beach	6mb	K25@E06002607	MFNJAXFRBH64N003.mfn.myflorida.com_Fa0/0	2	180.05	90.02
K28 - Baker CHD02 Main	64N	MacClenny	6mb	64N-7559261	MFNJAXMCLNK64N003.mfn.myflorida.com_Gi0/0	16	380.27	23.77
K29 - Lee CHD36 Danley Env Engineering	K29	Fort Myers	6mb	K29@E06116307	MFNFTMFTMYK29004.mfn.myflorida.com_Fa0/1	13	320.12	24.62
K29 - Lee CHD36 Jetport Loop Purchasing	K29	Lehigh Acres	6mb	K29@E06005507	MFNFTMLHACK29002.mfn.myflorida.com_Fa0/1	4	205.12	51.28
K29 - Lee CHD36 Main Hold	K29	Fort Myers	12mb	K29@E12085913	MFNFTMFTMYK29008.mfn.myflorida.com_Gi0/0	40	1371.15	34.28
K29 - Lee CHD36 Michigan Ave Clinic	K29	Fort Myers	12mb	K29@E12086613	MFNFTMFTMYK29001.mfn.myflorida.com_Gi0/0	22	525.37	23.88
K29 - Lee CHD36 Pondella Road Clinic	K29	North Fort Myers	12mb	K29@E12086413	MFNFTMFTMYK29009.mfn.myflorida.com_Gi0/0	12	400.05	33.34
K29 - Lee CHD36 WIC Lehigh Acres	K29	Lehigh Acres	6mb	K29@E06034910	MFNFTMLHACK29003.mfn.myflorida.com_Fa0/1	12	275.20	22.93
K29 - San Carlos WIC Site	K29	Fort Myers	6mb	K29@E06109607	MFNFTMFTMYK29002.mfn.myflorida.com_Fa0/1	8	135.07	16.88
K30 - Sarasota Center Blvd.	K30	Sarasota	6mb	K30@E06052213	MFNTAMSRSTK30373.mfn.myflorida.com_Fa0/1	11	240.12	21.83
K30 - Sarasota CHD58 Landings School Hlth	K30	Sarasota	DS1 - Full T-1	K30@F01173207	MFNTAMSRSTK30518.mfn.myflorida.com_Se0/0/0	9	150.32	16.70
K30 - Sarasota CHD58 Main Sarasota	K30	Sarasota	15mb	K30@E15145912	MFNTAMSRSTK30172.mfn.myflorida.com_Gi0/1	72	1955.67	27.16
K30 - Sarasota CHD58 North Port Fam Ctr	K30	North Port	6mb	K30@E06048913	MFNTAMNRPCK30378.mfn.myflorida.com_Fa0/1	81	5399.17	66.66
K30 - Sarasota CHD58 Venice EH	K30	Venice	6mb	K30@E06053113	MFNTAMVENCK30368.mfn.myflorida.com_Fa0/1	11	190.07	17.28
K31 - Leon CHD37 EH Office	K31	Tallahassee	DS1 - Full T-1	K31@F01022208	MFNTALTLHSK31001.mfn.myflorida.com_Se0/0/0	21	695.63	33.13
K32 - Clay CHD10 Bear Run Clinic	K32	Orange Park	8mb	K32@E08168711	MFNJAXORPKK32003.mfn.myflorida.com_Fa0/0	32	6836.15	213.63
K32 - Clay CHD10 Main	K32	Green Cove Springs	8mb	K32@E08168611	MFNJAXGCSPK32001.mfn.myflorida.com_Fa0/0	63	7881.60	125.10
K36 - Holmes CHD30 Dental Clinic Bonifay	K36	Bonifay	DS1 - Full T-1	K36@F01119207	MFNTALBNFYK36001.mfn.myflorida.com_Se0/0/0	14	930.57	66.47
K36 - Holmes CHD30 Health Start	K36	Bonifay	DS1 - Full T-1	K36@F01029210	MFNTALBNFYK36002.mfn.myflorida.com_Se0/0/0	2	35.00	17.50
K37 - CHD44 Murray - Nelson Gov Center - Key Largo	K37	Key Largo	DS3 - 4 T-1	K37@F06156809	MFNMIAKYLRK37002.mfn.myflorida.com_MF1	1	5.02	5.02
					MFNMIAKYLRK37002.mfn.myflorida.com_Se0/0/0:0	1	5.02	5.02
					MFNMIAKYLRK37002.mfn.myflorida.com_Se0/0/1:0	1	5.02	5.02
					MFNMIAKYLRK37002.mfn.myflorida.com_Se0/1/1:0	1	5.02	5.02
K37 - Monroe CHD44 Main Simonton	K37	Key West	12mb	K37@E12069409	MFNMIAKYWSK37003.mfn.myflorida.com_Fa0/0	2	20.00	10.00
K37 - Monroe CHD44 Roth Bldg	K37	Tavernier	6mb	K37@E06052609	MFNMIAIVRNK37001.mfn.myflorida.com_Fa0/0	13	255.12	19.62
K37 - Monroe CHD44 Ruth Ivans ME	K37	Marathon	6mb	K37@E06062709	MFNMIAMRTHK37003.mfn.myflorida.com_Fa0/0	4	250.08	62.52
K40 - CHD61 Main - Suwannee County	K40	Live Oak	6mb	K40@E06085613	MFNJXLVOKK40001.mfn.myflorida.com_Gi0/0	4	65.03	16.26
K41 - Bay CHD03 Main Panama City	K41	Panama City	DS3 - 6 T-1	K41@E08011814	MFNPANPNCKY41001.mfn.myflorida.com_Gi0/0	69	2012.97	29.17
K41 - Bay County CHD03 - Mckenzie EH - Panama City	K41	Panama City	DS1 - Full T-1	K41@F01132014	MFNPANPNCKY41004.mfn.myflorida.com_Se0/0/0	13	505.38	38.88
K41 - Bay County CHD03 Satellite Clinic	K41	Springfield	DS1 - Full T-1	K41@F01014011	MFNPANSPFDK41001.mfn.myflorida.com_Se0/0/0	14	927.48	66.25
K46 - Jefferson CHD33 Main Monticello	K46	Monticello	6mb	K46@E06067513	MFNTALMNTIK46002.mfn.myflorida.com_Gi0/0	30	550.20	18.34
K47 - 10971 NW Springs Street	K47	Bristol	DS3 - 2 T-1	K47@F03065211	MFNPANBRSTK47002.mfn.myflorida.com_MF1	5	130.03	26.01
					MFNPANBRSTK47002.mfn.myflorida.com_Se0/0/0	4	135.07	33.77
					MFNPANBRSTK47002.mfn.myflorida.com_Se0/1/0	5	130.03	26.01
K48 - Madison CHD40 Main 3rd Avenue	K48	Madison	6mb	K48@E06085413	MFNTALMDSNK48001.mfn.myflorida.com_Gi0/0	11	225.10	20.46
K51 - St John CHD55 Environmental Health	64N	St Augustine	DS1 - Full T-1	K51@F01003407	MFNJAXSTAG64N001.mfn.myflorida.com_Se0/0/0	25	3549.37	141.97
K52 - Flagler CHD18 Main Bunnell	K52	Bunnell	6mb	K52@E06055610	MFNDAYBNNLK52001.mfn.myflorida.com_Fa0/0	13	690.35	53.10

**APPENDIX E  
DOH 2015-07-05 Min Utilization Incident Report**

Site Name	Agency Code	Site City	Speed	CSA	Name	Number of Occurrences	Sum of Duration (Min)	Average of Duration (Min)
K56 - Commissioner's Office	K56	Palatka	DS1 - Full T-1	K56@F01136910	MFNJAXPLTKK56001.mfn.myflorida.com_Se0/0/0	5	250.23	50.05
K56 - Putnam CHD54 Main Palatka	K56	Palatka	6mb	K56@E06085813	MFNJAXPLTKK56002.mfn.myflorida.com_Gi0/0	8	180.12	22.51
K57 - CHD34 Main - Lafayette County	K57	Mayo	6mb	K57@E06085513	MFNJAXMAYDK57001.mfn.myflorida.com_Gi0/0	2	30.03	15.02
K58 - Collier CHD11 Immokalee Clinic	K58	Immokalee	9mb	K58@E09006307	MFNFTMIMKLS8001.mfn.myflorida.com_Gi0/0	6	130.08	21.68
K60 - Martin CHD43 Main	K60	Stuart	8mb	K60@E08002514	MFNMIASSTRTK60001.mfn.myflorida.com_Gi0/0	39	735.60	18.86
K63 - Hernando CHD27 Main Brooksville - ME	K63	Brooksville	12mb	K63@E12134710	MFNGAIBKVLK63001.mfn.myflorida.com_Fa0/0	9	170.13	18.90
K64 - Indian River CHD31 Main Veo	K64	Vero Beach	15mb	K64@E12049313	MFNMIAVRBHK64001.mfn.myflorida.com_Gi0/0	14	285.15	20.37
K65 - CHD49 Poinciana Clinic - Osceola County	K65	Poinciana	6mb	K65@E06025414	MFNTALPOINK65002.mfn.myflorida.com_Gi0/0	19	385.20	20.27
K65 - Osceola CHD49 Environmental Health	K65	Kissimmee	DS3 - 2 T-1	K65@F03095013	MFNFTMKSSMK65007.mfn.myflorida.com_MF1	1	15.02	15.02
K65 - Osceola CHD49 Main Kissimmee	K65	Kissimmee	12mb	K65@E12000914	MFNTALKSSMK65009.mfn.myflorida.com_Gi0/0	32	845.38	26.42
K66 - St Lucie CHD56 Main Site	K66	Port St Lucie	6mb	K66@E10078410	MFNMIAPTSLK66002.mfn.myflorida.com_Fa0/0	17	605.38	35.61
K66 - St Lucie CHD56 WIC St Lucie West	K66	Port St Lucie	4mb	K66-396138386	MFNMIAPTSLK66003.mfn.myflorida.com_Gi0/0	11	390.15	35.47
K67 - Walton CHD66 Santa Rosa Beach Site	K67	Santa Rosa Beach	6mb	K67@E06086813	MFNTALSNRSK67003.mfn.myflorida.com_Gi0/0	64	1975.37	30.87
K75 - CPT 06AA Mary Lee House	K75	Tampa	DS3 - 2 T-1	K75@F03010414	MFNTAMTAMPK75570.mfn.myflorida.com_MF1	3	8027.15	2675.72
K77 - CPT07A Orlando Orange County	K77	Orlando	DS3 - 2 T-1	K77-305472340	MFNORLORLDK77003.mfn.myflorida.com_MF1	1	5.02	5.02
K79 - CPT - CAC - Leesburg	K79	Leesburg	DS3 - 2 T-1	K79@F03099713	MFNTALLSBGK79002.mfn.myflorida.com_MF1	6	5674.68	945.78
					MFNTALLSBGK79002.mfn.myflorida.com_Se0/0/0	5	5653.90	1130.78
K80 - CPT07C Seminole CPT	K80	Sanford	DS3 - 2 T-1	K80@F03009714	MFNORLSNFRK80002.mfn.myflorida.com_MF1	1	65.02	65.02
K84 - CPT09 Palm Beach	K84	Palm Beach	DS3 - 2 T-1	K84@F03006414	MFNMIAWPBHK84001.mfn.myflorida.com_MF1	3	30.02	10.01
K85 - CPT10 Fort Lauderdale	K85	Fort Lauderdale	DS3 - 2 T-1	K85@F03248111	MFNMIAFITLDK85002.mfn.myflorida.com_MF1	23	520.47	22.63
K88 - CPT15 - Palm City	K88	Palm City	DS3 - 2 T-1	K88@F03003814	MFNMIAPLCYK88001.mfn.myflorida.com_MF1	2	10.05	5.03
K91 - CPT Miami North U of M	K91	Miami	DS3 - 2 T-1	K91-368926395	MFNMIAMIAMK91002.mfn.myflorida.com_MF1	1	5.02	5.02
#N/A	64F	#N/A	#N/A	#N/A	MFNORLMLBR64F002.mfn.myflorida.com_Fa0/0	19	390.27	20.54
					MFNORLORLD64F003.mfn.myflorida.com_Fa0/0	47	2836.47	60.35
					MFNPANCLWY64F001.mfn.myflorida.com_MF1	9	1470.85	163.43
					MFNPANCLWY64F001.mfn.myflorida.com_Se0/0/0	9	1491.93	165.77
					MFNPANCLWY64F001.mfn.myflorida.com_Se0/1/0	9	1480.67	164.52
					MFNTAMSRST64F750.mfn.myflorida.com_Se0/0/0:0	1	10.02	10.02
					MFNTAMSRST64F750.mfn.myflorida.com_Se0/0/1:0	1	10.00	10.00
					MFNTAMSRST64F750.mfn.myflorida.com_Se0/1/0:0	2	15.02	7.51
					MFNTAMSRST64F750.mfn.myflorida.com_Se0/1/1:0	1	10.00	10.00
					MFNTAMTAMP64F572.mfn.myflorida.com_Gi0/0	51	1580.67	30.99
	64N	#N/A	#N/A	#N/A	MFNORLORLD64N008.mfn.myflorida.com_Se0/0/0	13	285.28	21.94
	K07	#N/A	#N/A	#N/A	MFNMIADRALK07008.mfn.myflorida.com_Gi0/0	1	30.00	30.00
					MFNMIAMIAMK07023.mfn.myflorida.com_Fa0/0	215	16158.57	75.16
					MFNMIAMIAMK07041.mfn.myflorida.com_Gi0/0	8	310.07	38.76
	K11	#N/A	#N/A	#N/A	MFNFTMPCTCK11003.mfn.myflorida.com_Fa0/1	9	155.15	17.24
	K21	#N/A	#N/A	#N/A	MFNORLTTVLK21002.mfn.myflorida.com_Fa0/0	15	335.27	22.35
	K22	#N/A	#N/A	#N/A	MLOJAXJCVLK22001.mfn.myflorida.com_Gi0/0	4	115.00	28.75
	K26	#N/A	#N/A	#N/A	MFNORLSNFRK26001.mfn.myflorida.com_Fa0/0	27	340.30	12.60
	K58	#N/A	#N/A	#N/A	MFNFTMNPLSK58002.mfn.myflorida.com_Se0/1/0	1	5.02	5.02
	K65	#N/A	#N/A	#N/A	MFNTALSTCDK65001.mfn.myflorida.com_Gi0/0	2	55.02	27.51
	K73	#N/A	#N/A	#N/A	MFNTAMCLWRK73542.mfn.myflorida.com_MF1	2	25.07	12.53
<b>Grand Total</b>						<b>8581</b>	<b>481286.70</b>	<b>56.09</b>



**SCHEDULE IV-B APPENDIX F**  
**PROJECT MANAGEMENT PLAN**

**Wide Area Network Bandwidth Upgrade**

**Florida Department of Health**

***September 26, 2016***





## CONTACTS

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**SIGNATURE AND ACCEPTANCE PAGE**

I have reviewed this Project Management Plan (PMP) and agree that the content of the document is accurate and clearly describes the project management methodology for the project.

Signature:  Date: 10/10/16  
Print Name: Tony Powell  
Title: Chief Information Officer  
Agency: Florida Department of Health  
Role: Project Sponsor

Signature:  Date: 10/10/16  
Print Name: Robert Poston  
Title: IT Consultant  
Agency: Florida Department of Health  
Role: Project Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Role: \_\_\_\_\_

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## 1 EXECUTIVE SUMMARY

In order to be successful in supporting its core business mission, the Florida Department of Health (DOH) must redesign the way supporting IT services are delivered to its 400+ field offices. The current DOH network implementation is best characterized as 1990's design where, due to limited network capacity, the servers were located in close proximity to the end users. The internet and information technology service delivery has evolved dramatically over the last two decades. Unfortunately, the DOH network has not. In over 80% of the DOH field locations, the network bandwidth supporting these offices is less than the bandwidth available on a 4G cell phone network. This lack of network bandwidth results in degraded delivery of health services to the citizens of Florida as well as DOH staff frustrations and inefficiencies.

In an effort to reduce the negative impact of the aged network design on the ability of its field offices to deliver quality health services to citizens efficiently, DOH has developed a Roadmap to provide more efficient and cost effective IT services to its end users. The Roadmap consists of initiatives which will provide the foundation for DOH to better leverage new and emerging technologies and best practices in a more flexible and agile manner and reduce inhibitors to the ability to increase the quality, consistency, and sustainability of IT service performance and management. This foundational project is to deploy wide area network bandwidth upgrades at 400+ DOH field offices.

The wide area network bandwidth upgrade initiative directly addresses the need for greater network speed at 400+ DOH field offices. This increased speed is necessary for acceptable application performance, freeing the agency of the dependence on local servers for application delivery and file access, and the adoption of Office 365 and other cloud-based tools while enabling a myriad of hosting options including cloud-based approaches.

## 2 PROJECT SCOPE

### 2.1 Project Summary

Using the existing DMS DivTel process for increasing network bandwidth on SUNCOM/My Florida Network (MFN), DOH proposes to provide the increased wide area network bandwidth necessary for DOH to fulfill its core mission regarding the delivery of health related services. This increased wide area network bandwidth is required to provide consistently acceptable application performance, to free the agency of the dependence on local servers for application delivery and file access, and to enhance the adoption of Office 365 and other cloud-based tools while enabling a myriad of hosting options including cloud-based approaches. In addition, this project will provide the foundation for DOH to position itself to take advantage of industry best practices that use cloud based approaches for collaboration, consolidation, and health service delivery. Without this project, DOH will not have the network bandwidth to do so.

The deficiency of the existing DOH wide area network bandwidth is so pervasive and the limitations it imposes are so great, the most efficient and effective approach to resolving the issue is to upgrade the entire wide area network bandwidth as one effort.

DOH staff used wide area network utilization information from the Capital Consortium Model Network project as well as direct examination of network utilization at key locations combined with other metrics such as the number of users at the location and the role of the location as a guide to develop the wide area network bandwidth target per location. DOH staff then used standard MFN tools for circuit capacity planning to size the wide area network bandwidth such that the projected network utilization levels would not exceed 62% of the SLA violation threshold for a minimum of three years.

The proposed system is a wide area network circuit upgrade only. The solution is to upgrade the wide area network bandwidth to each DOH field location and utilize optical fiber circuitry where available. The level of wide area network bandwidth upgrade is determined for each site based on an analysis of the number of users supported, unique functions provided by the location, and existing network utilization statistics. The use of optical fiber circuitry is preferred and will provide more flexibility in executing network bandwidth upgrades as future needs dictate. The initial recommended bandwidth to each DOH field office location is listed in the Schedule IV-B documentation, [Appendix C: Master Workbook for All DOH Circuit Listings](#).

## 2.2 In Scope

The following activities are in scope for this project:

- Provide sufficient wide area network bandwidth to each DOH field office location to facilitate the ability of DOH to deliver health related services and accomplish its core mission without negative impact due to poor network responsiveness.
- Provide sufficient wide area network bandwidth to meet the needs of each DOH field office in a manner that minimizes the estimated need for additional network bandwidth increases for the next three years.
- Provide sufficient wide area network bandwidth to meet the needs of each DOH field office in a manner that does not violate the MFN utilization threshold service level agreement.
- Deliver increased wide area network bandwidth via optical circuitry as opposed to copper circuitry in order to maximize flexibility in future growth.
- Provide increased wide area network bandwidth, to each DOH location, sufficient to support the department's efforts to leverage cloud based approaches for collaboration, consolidation, and service delivery as well as achieve consistently acceptable application performance and free the agency of the dependence on local servers for application delivery and file access.
- Ordering circuit upgrades using the existing DMS DivTel procedure for upgrading SUNCOM/MFN circuits.
- Monitoring installation of the circuit upgrades.
- Validating the circuit speed and router configuration after installation.

## 2.3 Out of Scope

The following activities are out of scope for this project:

- Rationalization and consolidation of servers.
- Infrastructure modifications at field office locations for local area network (LAN) improvements.

## 2.4 Project Objectives

The objective of this project is to provide the increased wide area network bandwidth necessary for DOH to fulfill its core mission regarding the delivery of health related services with consistently acceptable application performance, to free the agency of the dependence on local servers for application delivery and file access, and to enhance the adoption of Office 365 and other cloud-based tools while enabling a myriad of hosting options including cloud-based approaches. In addition, this project will provide the foundation for DOH to position itself to take advantage of industry best practices that use cloud based approaches for collaboration, consolidation, and health service delivery. Without this project, DOH will not have the network bandwidth to accomplish these objectives.

This project supports the DOH LRPP GOAL 4: EFFECTIVE AGENCY PROCESSES. Performance measurement, continuous improvement, accountability and sustainability of the public health system are strategies DOH has adopted to ensure Florida's population is served efficiently and effectively. Highly functioning data collection and management systems, electronic health records and systems of health information exchange are necessary for understanding health problems and threats and for crafting policies and programs to address them. Florida's public health system should: use health information technology to improve the efficiency, effectiveness and quality of patient care coordination, patient safety and health care outcomes; ensure that its workforce is prepared, diverse and sustainable; and promote efficiency and effectiveness through performance management and collaboration among public entities. This project, sufficient wide area network bandwidth, provides one of the fundamental components for improving the use of health information technology.

## 2.5 Critical Success Factors

The following factors are critical to the success of this project:

- Strong support from key stakeholders.
- Effective communications.
- Detailed Project planning and management.
- State contract for SUNCOM/MFN in place.
- DivTel and vendor responsiveness.

## 2.6 Assumptions

The following are assumptions made relative the ability to deliver this project on time, on schedule, and on budget:

- The desired wide area network bandwidth can be provided to DOH locations by the local telco provider in the timeframe requested.
- The DOH location building infrastructure is capable of delivering and distributing the increased wide area network bandwidth.

- The SUNCOM/MFN contract rebid and award will not impact ability to deliver requested services.
- The SUNCOM/MFN contract rebid and award will not result in higher circuit costs.
- The SUNCOM/MFN contract rebid and award will not affect delivery schedules.
- The SUNCOM/MFN circuit capacity planning tools are accurate and available for use by DOH network staff.

## 2.7 Constraints

Following are constraints which, if not relieved, would jeopardize the success of this project:

- Availability of the vendor to deliver the desired service to the desired location in the desired timeframe.
- Availability of DOH staff to manage the implementation project according to the project schedule.
- Continuation of the current funding level available through USAC grants.
- The Legislative Budget Request for additional recurring funding is made available to DOH beginning 7/1/2017.
- DOH field office cooperation with timely responsiveness.
- At least one full time contract staff is available to plan, coordinate, and manage the network bandwidth upgrade deployment.

## 2.8 Interdependencies

The following initiatives are either directly or indirectly dependent on the successful completion of this project:

- Full deployment of Office 365 features at all DOH field locations.
- The DOH field office Server Rationalization initiative for the Health Management System (HMS) production and shadow servers as well as local file storage servers.
- The DOH initiative for Desktop Standardization.
- Child Protection Team forensic interview solution upgrade.
- Bureau of Vital Statistics system enhancements using HTML5.
- The proposal for HMS modifications for inter-county client visibility.

## 2.9 Milestones

- Initiate Phase complete.
- Planning Phase complete.
- Identify location and circuit speed for Network Bandwidth upgrade complete.
- Location wide area network bandwidth upgrade order complete.



- Location wide area network bandwidth upgrade installation complete.
- Validation of upgraded circuit speed and router configuration complete.
- All DOH field office locations wide area network bandwidth upgrade functional and verified.
- Execute Phase complete.
- Close Phase complete.

## 2.10 Deliverables

ID	Deliverable Description	Planned Completion
<b>Project Management Deliverables</b>		
1	Risk and Complexity Assessment - Pre-Charter	9/26/2016
2	Risk and Complexity Assessment - Initiation Gate	9/26/2016
3	Project Management Plan	9/26/2016
4	Project Charter	7/03/2017
5	Project Schedule	7/10/2017
6	Spending Plan	7/10/2017
7	Risk and Complexity Assessment - Planning Gate	7/14/2017
<b>Project Subject Deliverables</b>		
1	Master listing of All DOH locations with current and proposed circuit speeds	7/24/2017
2	Master listing of All DOH locations with new circuit speeds, installation completion date, speed verification date, and new monthly and annual cost.	6/30/2018

## 2.11 Requirements Traceability

The deliverable for this project is an upgrade to existing wide area network circuit speeds. The following are the functional and technical requirements that must be met by the project:

- Using the MFN circuit capacity planning tool and a minimum of 45 days of location circuit utilization as the baseline, project the wide area network bandwidth required such that the circuit utilization does not exceed 62% of the MFN Utilization Violation Threshold SLA prior to July, 2020.
- Using the target circuit bandwidth speed from the prior activity, map the required wide area network bandwidth requirement to the appropriate DOH standard bandwidth tier.
- Order the circuit upgrade per the identified location requirement and appropriate standard bandwidth tier.

- Ensure increased wide area network bandwidth via optical circuitry as opposed to copper circuitry where available.
- Validate location wide area network bandwidth upgrade is functional and meets requirements.

### 3 PROJECT APPROACH

The Traditional approach will be used for managing the project and is composed of the following five (5) phases:

1. Initiate
2. Plan and Design
3. Monitor and Control
4. Execute
5. Close

The approach for upgrading the wide area network bandwidth for the DOH field locations will be as follows:

1. Identify field office to be upgraded.
2. Using the prior three months (45 days minimum) as a utilization baseline, use existing MFN circuit capacity planning tool to validate that the recommended DOH upgraded bandwidth capacity does not exceed 62% of the MFN Utilization Violation threshold (SLA) before 07/2020.
3. Adjust proposed wide area network bandwidth as required for that location.
4. Use the existing DMS DivTel established process to order increased SUNCOM/MFN bandwidth.
5. Validate new circuit uses fiber, where available, rather than copper.
6. Validate new circuit and router installation.
7. Validate new circuit speed.

### 4 PROJECT ORGANIZATIONAL AND GOVERNANCE STRUCTURE

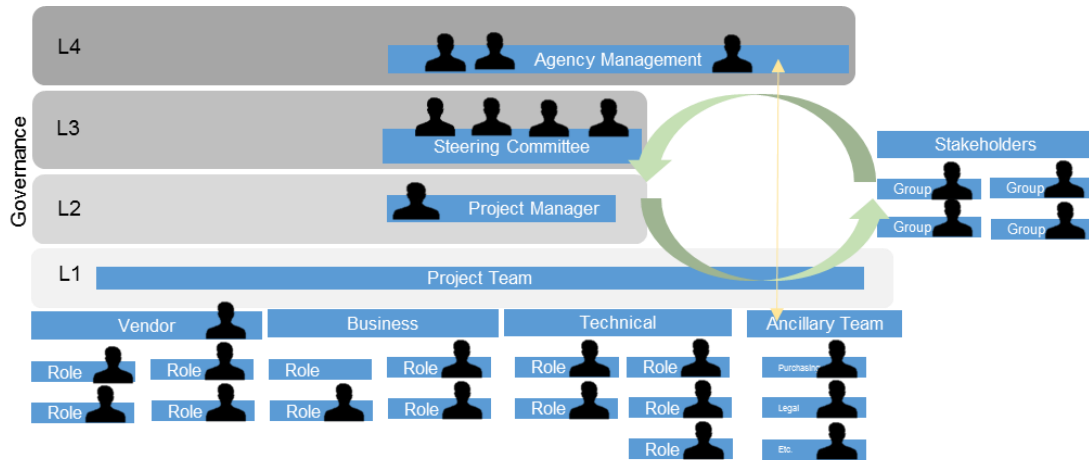
#### 4.1 Project Organizational & Governance Chart

The governance structure for this project will consist of a Project Steering Committee comprised of the Department CIO, Deputy CIO, CTO, ISM, and OIT Project Managers.

The following Roles are expected to participate in the execution of this project.

Roles	Description
<b>Project Steering Committee Member</b>	Provides governance for the project
<b>DOH Project Sponsor</b>	Provides Executive support for the project
<b>DOH Project Manager</b>	Manages the day-to-day activities of the project for FDOH

<b>DOH Field Office IT Manager</b>	Directs the day-to-day IT activities required to support the project
<b>DOH Field Office IT network staff</b>	Provides the day-to-day IT activities required to support the project.
<b>DOH OIT Network Manager</b>	Directs the day-to-day network activities required to support the project
<b>DOH OIT Network Staff</b>	Provides the day-to-day network activities required to support the project.



## 4.2 Identify Stakeholders

Name of Group or Individual (if known)	Role / Responsibility
Tony Powell	Executive Project Sponsor
DOH Field Office Location Managers	DOH location Administrator
Brett Hart	DOH OIT Network Manager

### 4.3 Identify Project Team

Name	Role
Tony Powell	Project Steering Committee Member DOH Project Sponsor
Joe Wright	Project Steering Committee Member
Shon Bynum	Project Steering Committee Member
Paul Chafin	Project Steering Committee Member
Robert Poston	Project Steering Committee Member DOH Project Manager
Tracy Barnes	Project Steering Committee Member
Bret Hart	DOH OIT Network Manager
Carol Kirk	DOH OIT Network Staff
Bruce Skipper	DOH OIT Network Staff
Various DOH field office location network staff	DOH OIT Network Staff

### 4.4 Project Governance Process

The Project Steering Committee will meet monthly to review Project Status and will serve as an escalation point for unresolved decisions and issues. As part of the monthly Project Status Meeting, the following items are reviewed:

- Project Current Status
- Risk Log
- Issue Log
- Action Item Log
- Cost Tracking
- Deliverable Acceptance Log
- Change Management Log
- Schedule Tracking
- Baseline Tracking

The document titled “Project Decision Escalation Matrix – DOH Wide Area Network Bandwidth Upgrade” identifies the responsibility and authority level(s) required to make or approve various levels of change to the schedule, budget or spending plan, scope, objectives or requirements. The CIO will be the final escalation point for unresolved decisions and issues.

### 4.5 Escalation Process

See separate document titled “Project Decision Escalation Matrix – DOH Wide Area Network Bandwidth Upgrade”.

## 5 RESOURCE PLAN

### 5.1 Human Resources

Process Name	Human Resource Management	
Process Description	This process includes the methods for acquiring resources, assigning roles and responsibilities, team development and ongoing updates to resource information during the project.	
Task	Description	Plan
Build Project Team and Organization	<p>Identify project resource needs, acquired staff, define resource roles and responsibilities, and make initial work assignments.</p> <p><b>Note:</b> The number and type of resources needed to execute this project will be documented in the DOH Project Workbook.</p> <p>Incorporate resource assignments in the project schedule and communicate baseline schedule to the team.</p>	<p>Frequency: Once during planning phase</p> <p>Producer: Project Manager</p> <p>Receiver: Project Team, Stakeholders</p>
Create Project Organizational Chart, Roles and Responsibilities matrix and Project Contact list	Build a project organization chart, project contact list and Roles and Responsibilities matrix to include in the DOH Project Workbook.	<p>Frequency: Once during planning phase</p> <p>Producer: Project Manager</p> <p>Receiver: Project Team</p>
Resource Development Plans	None required.	<p>Frequency: Once during planning phase</p> <p>Producer: Project Manager</p> <p>Receiver: Project Team</p>
Update Human Resource Project Information	<p>Keep resource roles, responsibilities, assignments, organizational charts and contact lists up to date as project moves through the life cycle.</p> <p>Resources added or removed from the project should be documented through the Change Management Process.</p>	<p>Frequency: As Needed</p> <p>Producer: Project Manager</p> <p>Receiver: Project Team, Stakeholders</p>

See the “Resources and Roles” tab of the Project Management Workbook – DOH Wide Area Network Bandwidth Upgrade” workbook for details.

## 5.2 Equipment/Materials Resources

This project will procure MFN circuit upgrades using the DMS DivTel established process for SUNCOM orders. The MFN provider is responsible for providing required equipment/material resources. The only anticipated potential material requirement is for network cables. These items will be procured using the standard DOH process for procurement.

## 6 WORK BREAKDOWN STRUCTURE

The primary deliverable of this project is upgraded wide area network circuits to the DOH field locations and does not require extensive state human resources for fulfillment. WBS is not necessary for this project.

## 7 PROJECT SCHEDULE MANAGEMENT PLAN

### 7.1 Project Schedule

A detailed project schedule will be developed after requested funding has been approved. The Project Start Date will be July 3, 2017 and the Project End Date will be June 30, 2018.

### 7.2 Schedule Management

This process includes the bi-weekly recording of work effort toward project tasks, deliverables and milestones. The schedule management process tracks project progress against the approved baselined schedule on a bi-weekly basis. The project Schedule is managed using the “Schedule Tracking” tab of the “Project Management Workbook – DOH Wide Area Network Bandwidth Upgrade”. The schedule is updated bi-weekly, reported in the bi-weekly Project Status Report, and reviewed by the Project Steering Committee in the monthly Project Status meetings.

Task	Description	Plan
Baseline project schedule <i>The original baseline project schedule is approved when the project Management Plan is approved.</i>	Baseline a MS-Project schedule which includes the in-scope deliverables, activities and tasks. The schedule will also include work effort estimates, duration estimates, and resource assignments.	Frequency: once Producer: Project Manager Customer(s) Project Team
Adjusted baselined project schedule <i>A revised baseline schedule is approved only if an adjustment Change Request is approved.</i>	Use Change Management to alter the baseline project schedule to reflect scope changes, task reassignments, etc. <i>See Change Management</i>	Frequency: as needed Producer: Project Manager

A **schedule variance threshold**, which will trigger the creation and execution of a recovery plan, is set at 15 business days for this project.

## 8 COST MANAGEMENT PLAN

### 8.1 Budget

The budget for this project will be available once the funding has been appropriated and will be tracked using the AST approved template in a separate document titled “Project Spend Plan – DOH Wide Area Network Bandwidth Upgrade” and the “Cost Tracking” tab of the “Project Management Workbook – DOH Wide Area Network Bandwidth Upgrade” workbook.

### 8.2 Project Spending Plan

The spend plan for this project will be established once the funding has been appropriated and will be tracked using the AST approved template in a separate document titled “Project Spend Plan – DOH Wide Area Network Bandwidth Upgrade” as well as the “Cost Tracking” tab of the “Project Management Workbook – DOH Wide Area Network Bandwidth Upgrade” workbook.

### 8.3 Cost Management

This process includes the plan for estimating the project cost, establishing a project budget, controlling cost and responding to cost variances from the baseline.

Task	Description	Plan
Estimate Project Costs	<p>Project costs will be estimated during the Initiation phase, included in the Project Proposal and then again at the end of the Planning phase as well as all subsequent Execution Phases or iterations.</p> <p>A top-down approach will be used during the Initiation Phase and a bottom-up approach during all subsequent phases.</p>	<p>Frequency: At the end of each phase or as needed</p> <p>Producer: Project Manager, Customer(s), Project Team</p> <p>Receiver: Project Sponsor</p>
Establish a Project Budget	<p>Based on the information derived from cost estimating, a project budget is established at the end of the Initiation Phase and again at the end of the Planning Phase.</p>	<p>Frequency: At the end of each Planning</p> <p>Producer: Project Manager</p> <p>Receiver: Project Sponsor</p>
Cost and Budget Control	<p>Throughout the project life cycle the actual project costs are compared to the project budget. Adjustments to the budget are requested through the change management process when necessary.</p> <p>If Reimbursement is required for project expenses an “Expense Report Form” is completed and submitted to Finance and Administration Manager or approval and disbursement.</p>	<p>Frequency: Weekly or as needed</p> <p>Producer: Project Manager,</p> <p>Receiver: Project Sponsor, Finance and Administration Manager</p>

Cost Variance Action	If the variance between the project budget and actual project costs reach the cost variance threshold defined in the project management plan, the project manager will create an issue to determine the impact to the project and the best course of action to resolve the problem.	Frequency: As needed Producer: Project Manager Receiver: Project Sponsor
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The cost variance threshold for this project will be 2%.

## 9 PROCUREMENT MANAGEMENT PLAN

### 9.1 Procurement Management Procedure

This process includes the plan for acquiring goods and services external to DOH. The Procurement Management plan is organized into two categories including material procurement and position procurement.

Task	Description	Plan
Procurement Request	Procurement requests must be processed through the DOH purchasing department and follow rule 60A – 1.004 for State Term Contracts.	Frequency: As needed Producer: Project Sponsor, Customer(s), project team Receiver: Project Sponsor
Identify and Request Material Purchase	Procurement requests must be processed through the DOH purchasing department and follow rule 60A – 1.004 for State Term Contracts.	Frequency: At the end of each phase or as needed Producer: Project Manager, Customer(s), project team Receiver: Project Sponsor
Identify and Request Position Procurement	Procurement requests must be processed through the DOH purchasing department and follow rule 60A – 1.004 for State Term Contracts.	Frequency: As needed Producer: Project Manager, Receiver: Human Resource Manager



## 10 COMMUNICATIONS MANAGEMENT PLAN

Key Terms	Definition
Steering Committee	A group of individuals appointed to provide input and guidance to the project team.
Key Stakeholder	A person whose support is critical to the success of the project.
Agency Management	Executive and senior-level managers
Project Team	The people actively working on the project.
SME	Subject Matter Expert
Sponsor	A person who provides behind-the-scene assistance to project personnel. Acts as an advisor in decision-making and problem resolution.
Stakeholders	Any person or group that has a vested interest in the success of the project.

### 10.1 Assess Stakeholders

The Stakeholders will receive the bi-weekly Project Status Reports via email as well as have access to the internal DOH Project repository site.

### 10.2 Communication Plan

See separate document titled “Project Communications Plan – DOH Wide Area Network Bandwidth Upgrade”.

### 10.3 Communications Tracking

See the “Risk Log”, “Issue Log”, and “Action Item Log” tabs of the “Project Management Workbook – DOH Wide Area Network Bandwidth Upgrade” workbook.

### 10.4 Documentation Standards

The following software standards will be used for this project:

- MS Word for text documents
- MS Excel for spreadsheets
- MS Project for project schedules
- .PDF for distributed status reports

### 10.5 Centralized Document Repository

All project documents and project subject documents will be available on the internal DOH IT Projects SharePoint website for the “Wide Area Network Bandwidth Upgrade” project.

## 11 CHANGE MANAGEMENT PLAN

### 11.1 Change Management Roles and Responsibilities

**Change Request Authority** – Tony Powell

**Change Request Producer(s)** – Robert Poston

**Change Request Reviewer(s)** – Tracy Barnes, Joe Wright, Shon Bynum, Paul Chafin

**Change Request Review and Approval Period** – 3 business days.

### 11.2 Change Control Process

This process includes the plan for managing the project scope through Change Management. Any changes to the project’s deliverables, work products, resources, schedule, budget, technical approach or management approach should go through the change management process.

Change requests are evaluated and assigned one or more of the following change types:

Type	Description
Scope	Change affecting scope
Schedule	Change affecting time
Cost	Change affecting cost

**Scope Change** – any change to the project’s performance measures defined by the approved and baselined deliverables, work products, resources, schedule, budget, technical approach or management approach. Scope changes usually can be further classified as having impact on the project’s time, cost or quality.

**Schedule Change** – any change to the project which impacts the original baselined schedule.

**Cost Change** – any change to the project that impacts the project budget.

Task	Description	Plan
Identify Change	Communicate the need for a change to the Project Manager and document the change as a scope, design or informational request.	Frequency: As needed Producer: Project Manager, customer(s), project team Receiver: Project manager
Initiate Change Request (CR)	Log the Change Request, complete a Change Request form, and submit it for review, discussion and disposition.	Frequency: Within <b>1 day</b> Producer: Project Manager Receiver: Customer(s)
Evaluate Change Request	Project personnel review the CR and provide an estimated level of effort to process, and develop a proposed solution for the suggested change.	Frequency: As needed Producer: Project Manager, customer(s), project team Receiver: Project manager

Dispose the change request	Approve or reject each Change Request in writing (paper or email).  If the Change Request is approved, make funds, staff and/or other resources available as needed to implement the change in a timely manner	Frequency: Within <b><u>3 days</u></b> Producer: Customer(s) Receiver: Project Manager
Open Issue if no response	If a Change Request is not approved or rejected promptly, open an Issue to track the problem and prepare to alter the Change Request as needed because of the delay. The Issue must be assigned to a management level above the tardy customer(s).	Frequency: Within <b><u>5 days</u></b> Producer: Project Manager Receiver: Customer(s)
Log CR disposition	Update the Change Request Log with the approval or rejection and file the Change Request in the Project Notebook	Frequency: Within <b><u>1 day</u></b> Producer: Project Manager Receiver: N/A
Incorporate approved CR	If a Change Request is approved, take appropriate action to incorporate it in a timely manner.	Frequency: As needed Producer: Project Manager Receiver: Project Manager
Apply CR to schedule	If the change request is approved the project manager must then make the appropriate changes to the project schedule. This may include adding new tasks, increasing hours on existing tasks or removing tasks from the schedule.	Frequency: Within <b><u>2 days</u></b> Producer: Project Manager Receiver: N/A
Re-baseline the schedule if appropriate	In most cases, If a change request results in an increase in scope requiring additional work effort and tasks, the project manager should re-baseline the project schedule. This is necessary to redefine the standards to which the project success will be measured.	Frequency: As needed Producer: Project Manager Receiver: N/A

### 11.3 Track Project Changes

See the “Change Management Log” tab of the “Project Management Workbook – DOH Wide Area Network Bandwidth Upgrade” workbook.

## 12 ORGANIZATIONAL CHANGE MANAGEMENT PLAN

This project is to upgrade existing wide area network bandwidth and will have no impact on the organizational structure. The anticipated impact to the organization is improved network responsiveness which requires no action by the organization recipients. Organizational Change Management is not necessary for this project.

## 13 QUALITY MANAGEMENT PLAN

The Quality Management process includes the plan for both Quality Assurance and Quality Control. Quality Assurance includes the procedures designed to ensure that the project uses the processes necessary to meet the project requirements. Quality Control includes the procedures designed to monitor the specific project results to determine whether they meet the defined project quality standards.

**Quality Assurance reviews** will be satisfied by audits which may be conducted by the AST, Inspector General, or Auditor General as part of their normal roles and responsibilities. Any findings which result from a Quality Assurance review (audit) will be addressed and documented in a Quality Assurance report and included in the project documentation folder labeled “Quality Management”.

### 13.1 Quality Assurance Activities

The Quality Assurance Review process includes the following tasks:

Task	Description	Plan
Participate in QA Review	Respond to project audit requests from the AST, Inspector General, or Auditor General and provide information as requested.	Frequency: As Required Producer: Project Officer, Receiver: Project Manager
Review the QA Report	Meet with the auditing body to review any findings of deficiency in the project documentation.	Frequency: Once per review Producer: Project Officer Receiver: Project Manager
Create QA Review Report	Based on information gathered during the QA review, complete the QA Report which includes recommendations for improvement if necessary.	Frequency: Once per review Producer: Project Officer Receiver: Project Manager
Deliver QA Report	Provide copies of the final QA Report to the Project Manager and other appropriate management staff within one week following the initial QA review with the auditing body.	Frequency: Once per review Producer: Project Officer Receiver: Project Manager, Appropriate Management Staff

### 13.2 Quality Control Activities

The Quality Control process for this project will be to ensure that the most recent network utilization for each DOH field location is used as the baseline for the MFN circuit capacity planning tool to project a 40 – 45% target circuit utilization for 07/2020 or after. In addition, the circuit speed will be tested after the installation is completed to ensure it meets expectations. The Issues Log will be used to record and track technical issues during quality control tests.

## 14 DELIVERABLE ACCEPTANCE PLAN

This process defines the plan for managing scope through acceptance management. Acceptance of a deliverable means the approver has given a “go” to use this deliverable as input to related future deliverables. Acceptance of deliverables on a timely basis is critical in order to avoid delays to the project and must be based on pre-approved acceptance criteria defined within the approved project management plan.

### 14.1 Deliverable Review Team

**Deliverable Acceptance Authority** – Tony Powell

**Deliverable Acceptance Producer(s)** – Robert Poston

**Deliverable Acceptance Reviewer(s)** – Tracy Barnes, Joe Wright, Shon Bynum, Paul Chafin

**Deliverable Acceptance Review and Approval Period** – 5 days.

### 14.2 Deliverable Acceptance Criteria

The deliverables for this project are as follows:

1. Master listing of All DOH locations with current and proposed circuit speeds.
2. Master listing of All DOH locations with new circuit speeds, installation completion date, speed verification date, and new monthly and annual cost.

Deliverable #1 and #2 must be completed using the content and format specified by DOH.

The deliverables will be reviewed for the following criteria:

- Content
- Correctness
- Completeness
- Clarity
- Functional content and accuracy
- Project standards/format
- Scope
- Technical content

Deliverable Acceptance Criteria:

Criteria	Description
Content	Ensure that the content is appropriate and meets the intent. Verify the document meets the requirements specified in the contract/Statement of Work. If applicable, verify the document conforms to the specified industry and/or government standards, statutes, rules, policies and procedures.
Correctness	Ensure the deliverable is technically correct, clear, consistent, and testable or verifiable (if appropriate). Although typographical errors found during the analysis will be identified, the emphasis of the review is technical issues, not editorial issues.

Completeness	Ensure the topic is covered in a comprehensive fashion and no sections are incomplete.
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### 14.3 Deliverable Review and Approval Process

Task	Description	Plan
Submit an Approval Request	Submit an Approval request for the deliverable requiring approval.	Frequency: As needed Producer: Project Manager Receiver: Approvers
Reject a deliverable	If the deliverable does not meet the acceptance criteria defined in the project management plan, reject the Approval request, note the failed criteria in the Remarks, and notify the project manager of the rejection.	Frequency: Within <b>5 days</b> Producer: Approver Receiver: Project Manager
Remediate the deliverable and resubmit an Approval request.	If the deliverable was rejected, initiate fixes to meet the acceptance criteria and resubmit a new approval request.	Frequency: Once per deliverable Producer: Project Manager Receiver: Approver(s)
Accept the deliverable	When the deliverable meets the acceptance criteria, approve the Approval request and notify the project manager by email.	Frequency: Within <b>3 days</b> Producer: Approver(s) Receiver: Project Manager
Log the deliverable acceptance	The acceptance of the deliverable is documented in the Acceptance Log.	Frequency: Within <b>1 day</b> Producer: Project Manager
Submit Final Project Acceptance Form	At the conclusion of the project, after all project deliverables are approved, a Final Project Acceptance Form is completed. Then an Approval request is submitted for the Acceptance.	Frequency: Once per project Producer: Project Manager Receiver: Approver(s)

See the “Deliverable Acceptance Log” tab of the “Project Management Workbook – DOH Wide Area Network Bandwidth Upgrade” workbook.

## 15 RISK MANAGEMENT

### 15.1 Risk & Complexity Assessment

Risk & Complexity Assessments	Category
Pre-Charter Risk & Complexity Category	1 – Low Risk, Low Complexity
Initiation Gate Risk & Complexity Category	1 – Low Risk, Low Complexity
Planning Gate Risk & Complexity Category	
Event Driven Risk & Complexity Category	

The Risk & Complexity Assessment will be completed after funding is appropriated. See separate document titled “Project Risk and Complexity Assessment – DOH Wide Area Network Bandwidth Upgrade”.

## 15.2 Risk Management Plan

This process includes the plan for risk identification, assessment, response and control. Risks are possible (but not certain) events that might impact the project. The following tasks outline how the risk management process should be executed.

Task	Description	Plan
Identify risks	List in a Project Risk Log the uncertain events whose occurrence could adversely impact satisfactory project completion. Identify event probability and potential impact(s).	Frequency: At start of each phase and as needed Producer: Project Manager, customer(s), project team Audience: Stakeholders
Choose risk response	For each identified risk, determine the risk response to be one of the following:  <ol style="list-style-type: none"> <li>1. Accept</li> <li>2. Avoid</li> <li>3. Reduce</li> <li>4. Share</li> <li>5. Transfer</li> </ol>	Frequency: Once Producer: Project Manager, customer(s) Audience: Stakeholders
Plan risk response strategy	Update the MS-Project schedule with the identified risk response tasks. The risk response includes the following:  <b>Mitigation Strategy</b> - how the project plans to avoid, reduce, etc. the risk.  <b>Contingency Plan</b> – what will occur if and when the risk actually occurs?	Frequency: Once Producer: Project Manager Audience: Stakeholders
Approve risk response	Submit the Risk Log as an attachment to the Project Management Plan deliverable and request approval.	Frequency: Once Producer: Project Manager, customer(s) Audience: Stakeholders
Assess regularly	As needed, update the Risk Log with new risks, remove expired risks and update the MS-Project Schedule and Plan using Change Management.	Frequency: At least monthly Producer: Project Manager, customer(s) Audience: Stakeholders
Recognize risk occurrence	If a risk event occurs, open an issue or execute the contingency plan.	Frequency: As needed Producer: Project Manager

	<i>See Issue Management.</i>	Audience: Stakeholders
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### 15.3 Risk Identification

See the “Risk Log” tab of the “Project Management Workbook – DOH Wide Area Network Bandwidth Upgrade” workbook

### 15.4 Risk Analysis

Risk Probability and Impact will be assessed using the following criteria:

Probability:

- 4: Highly likely/probable (76%-100%)
- 3: Likely (51%-75%)
- 2: Somewhat likely (26%-50%)
- 1: Unlikely/improbable (0%-25%)

Impact:

- 4: Critical: Threatens the viability of the project
- 3: Severe: Threatens project / severely reduces benefits
- 2: Moderate: May delay project /reduce project benefits
- 1: Minimal/minor: Minimal or no impact on project

The total Risk score will be the sum of the Probability score and the Impact score.

See the “Risk Log” tab of the “Project Management Workbook – DOH Wide Area Network Bandwidth Upgrade” workbook.

### 15.5 Risk Mitigation

See the “Risk Log” tab of the “Project Management Workbook – DOH Wide Area Network Bandwidth Upgrade” workbook.

## 16 ISSUE MANAGEMENT PLAN

An issue is defined as anything that could impact execution of the project plan. As issues are identified they will be documented and tracked by the project manager. Issues are also tracked in an issue log. The Issues Management process is documented below.

Task	Description	Plan
Recognize and report issue	<p>Issue initiator (anyone) informs Project Manager of the issue in person, email or status report.</p> <p>The Project Manager records the issue in the Issue Log.</p> <p>The Project Manager informs the issue owner of the issue.</p>	<p>Frequency: As needed</p> <p>Initiator: All</p> <p>Audience: All stakeholders and resources</p>
Communicate issues	<p>The Project Manager includes all active issues in the Project Status Report and meeting minutes.</p>	<p>Frequency: Bi-Weekly</p> <p>Initiator: Project Manager</p>



		Audience: All stakeholders and resources
Review open issues	The Project Manager encourages information sharing during Project Status Meetings and Sponsor Status Meetings to ensure accurate status, priority, etc. and facilitate timely resolution.	Frequency: At each status meeting Initiator: Project Manager Audience: All status meeting attendees
Update open issues	The issue owner informs the Project Manager of issue resolution progress and significant documentation. The Project Manager records resolution progress in the project Issues Log and alters the priority, resolution owner, etc. as needed to get resolution in a timely manner. The Project Manager saves significant issue documents in the Project's document library.	Frequency: Weekly or as needed Initiator: Project Manager Audience: All Stakeholders and resources
Escalate issues	The Project Manager escalates an issue to the Customer(s) and/or Sponsor(s) if the project team seems unlikely to attain resolution in a timely manner. The Customer(s) will promptly: (a) provide resources to achieve issue resolution, or (b) approve a Change Request that eliminates the issue	Frequency: As needed Initiator: Project Manager Audience: Sponsor(s), customer(s)
Cancel an issue	The Project Manager will close an issue as "Cancelled" if requested by the issue initiator.	Frequency: As needed Initiator: Project Manager Audience: All
Resolve an issue	The issue owner informs the issue initiator and the Project Manager of an answer or solution that resolves the issue. The issue initiator informs the issue owner and Project Manager that the resolution is satisfactory, or the specific reason(s) that the resolution is unsatisfactory. When the resolution is satisfactory, the Project Manager will close an issue as "Resolved."	Frequency: As needed Initiator: Issue owner, issue initiator, Project Manager Audience: All

See the "Issue Log" tab of the "Project Management Workbook – DOH Wide Area Network Bandwidth Upgrade" workbook.

## 17 SYSTEM SECURITY PLAN

This project is to provide upgraded wide area network circuit bandwidth only. A system security plan is not applicable to this project.



**Action Item Log**

<b>Project</b>	Wide Area Network Bandwidth Upgrade	<b>Project #</b>	0
<b>Project Manager</b>	Robert Poston	<b>Sponsor</b>	Tony Powell
<b>R&amp;C Category</b>	1 - Low Risk, Low Complexity	<b>Worksheet Updated</b>	9/26/2016

ID	Action Item	Owner	Priority	Status	Source	Date Assigned	Planned Completion	Actual Completion	Comments / Status Notes
			H / M / L	Options are: New Open Pending Completed	Mgt Team Stakeholder etc.				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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15									
16									



**Project Baseline Management and Tracking**

Baseline #	Date a New Baseline was Established	Cause of Re-Baselining	What was changed for this re-baselining?		
			Schedule?	Cost?	Scope?



**Change Management Log**

<b>Project</b>	Wide Area Network Bandwidth Upgrade	<b>Project #</b>	0
<b>Project Manager</b>	Robert Poston	<b>Sponsor</b>	Tony Powell
<b>R&amp;C Category</b>	1 - Low Risk, Low Complexity	<b>Worksheet Updated</b>	9/26/2016

Change Control Number	Change Description	Priority	Originator	Date Entered	Change Owner	Date Assigned	Date Due	Impact				Date Presented	Approval Authority	Approval Status	Date of Decision
								Scope Change? Y / N Describe	Cost Change? Y / N Describe	Schedule Change? Y / N Describe	Event Driven R&C Category				
		H / M / L	Who identified the change needed?									Who will decide what action is taken on the change?	Options are: In review Rejected Deferred Approved Escalated		
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
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18															
19															
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21															
22															
23															
24															
25															



Project Close-Out Discussion	
For projects with R & C Assessment scores of 1 and 2, all that is required is to document the project's accomplishments against the project budget, scope and schedule. Include a discussion of the lessons learned.	
Use the questions below to summarize your Lessons-Learned discussion. Enter comments in the areas provided. <b>Focus on Lessons Learned that will help in future projects.</b> (Insert rows as needed)	
A. List this project's biggest successes.	
Description	Factors that Promoted this Success
B. List other successes that the team would like highlighted:	
Description	Factors that Promoted this Success
C. List areas of potential improvement.	
Thing needing improvement	Description
D. Enter other comments:	

**NOTE: For projects with R & C Assessment scores of 3 or 4, a Project Closeout Report (PCR) and Post Implementation Review (PIR) Report are required.**



**Project Cost Tracking**

Spend Item		Current Baseline Planned Cost (Initially Baseline 1)	Current (updated) Planned Cost	Project Budget Variance %	Spent to Date	Remaining Current Baseline Budget Remaining	Variance % of 'Spent to Date' to Current Baseline
<b>Internal Costs</b>							
<b>Salaries</b>							
	resource			0.0%		0.00	0.0%
	resource			0.0%		0.00	0.0%
	resource			0.0%		0.00	0.0%
	<b>Total Salaries</b>	0.00	0.00	0.0%	0.00	0.00	0.0%
<b>Other</b>							
	Expense			0.0%		0.00	0.0%
	Expense			0.0%		0.00	0.0%
	<b>Total Other</b>	0.00	0.00	0.0%	0.00	0.00	0.0%
	<b>Reserve Internal Costs</b>			0.0%		0.00	0.0%
<b>Total Internal Costs</b>		0.00	0.00	0.0%	0.00	0.00	0.0%
<b>External Costs</b>							
<b>Contracted Services</b>							
	Vendor 1	0.00	0.00	0.0%	0.00	0.00	0.0%
	Vendor 2	0.00	0.00	0.0%	0.00	0.00	0.0%
				0.0%		0.00	0.0%
	<b>Total Contracted Services</b>	0.00	0.00	0.0%	0.00	0.00	0.0%
<b>Capital Outlay</b>							
	Item 1			0.0%	0.00	0.00	0.0%
				0.0%		0.00	0.0%
	<b>Total Capital Outlay</b>	0.00	0.00	0.0%	0.00	0.00	0.0%
<b>Expense</b>							
	Item 1	0.00	0.00	0.0%	0.00	0.00	0.0%
				0.0%		0.00	0.0%
	<b>Total Expense</b>	0.00	0.00	0.0%	0.00	0.00	0.0%
	<b>Reserve External Costs</b>	0.00	0.00	0.0%	0.00	0.00	0.0%
<b>Total External Costs</b>		0.00	0.00	0.0%	0.00	0.00	0.0%



<b>Total Tracking Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	0.00	0.0%	

If < 4%, then green  
If between 4% and 20%, then yellow  
If more than 20%, then red



Deliverable Acceptance Tracking Log								
Project		Wide Area Network Bandwidth Upgrade		Project #		0		
Project Manager		Robert Poston		Sponsor		Tony Powell		
R&C Category		1 - Low Risk, Low Complexity		Worksheet Updated		9/26/2016		
ID	Deliverable Description	Planned Completion	Status	Actual Completion	Approver	Date Submitted for Approval	Decision	Decision Date
<b>Project Management Deliverables</b>								
1	Risk and Complexity Assessment - Pre-Charter	9/26/2016		9/26/2016	N/A	N/A		
2	Risk and Complexity Assessment - Initiation Gate	9/26/2016		9/26/2016	N/A	N/A		
3	Project Management Plan	9/26/2016		9/26/2016	N/A	N/A		
4	Project Charter	7/3/2017	Not Submitted		Tony Powell			
6	Project Schedule	7/10/2017	Not Submitted		Tony Powell			
7	Spending Plan	7/10/2017	Not Submitted		Tony Powell			
8	Risk and Complexity Assessment - Planning Gate	7/14/2017			N/A	N/A		
<b>Project Subject Deliverables</b>								
1	Master listing of All DOH locations with current and proposed circuit speeds	7/24/2017	Not Submitted		Tony Powell			
2	Master listing of All DOH locations with new circuit speeds, installation completion date, speed verification date, and new monthly and annual cost.	6/30/2018	Not Submitted		Tony Powell			







## Project Management Workbook

Project Statement			
<b>Project Name</b>	Wide Area Network Bandwidth Upgrade	<b>Project #</b>	Project #
<b>Project Sponsor</b>	Tony Powell	<b>Project Owner</b>	Project Owner Name
<b>Project Manager</b>	Robert Poston	<b>Customer Contact</b>	Customer Contact Name
<b>Project Start Date</b>	7/3/2017	<b>Estimated Completion Date</b>	6/30/2018
<a href="#">Project Plan Link</a>		<a href="#">Risk &amp; Complexity Assessment Link</a>	
<a href="#">Project Charter Link</a>			
<b>Executive Summary</b> <i>Describe why this project is necessary and what desired outcome is expected.</i>	<p>Using the existing DMS DivTel process for increasing network bandwidth on SUNCOM/My Florida Network (MFN), DOH proposes to provide the increased wide area network bandwidth necessary for DOH to fulfill its core mission regarding the delivery of health related services. This increased wide area network bandwidth is required to provide consistently acceptable application performance, to free the agency of the dependence on local servers for application delivery and file access, and to enhance the adoption of Office 365 and other cloud-based tools while enabling a myriad of hosting options including cloud-based approaches. In addition, this project will provide the foundation for DOH to position itself to take advantage of industry best practices that use cloud based approaches for collaboration, consolidation, and health service delivery. Without this project, DOH will not have the network bandwidth to do so.</p> <p>The proposed system is a wide area network circuit upgrade only. The solution is to upgrade the wide area network bandwidth to each DOH field location and utilize optical fiber circuitry where available. The level of wide area network bandwidth upgrade is determined for each site based on an analysis of the number of users supported, unique functions provided by the location, and existing network utilization statistics. The use of optical fiber circuitry is preferred and will provide more flexibility in executing network bandwidth upgrades as future needs dictate.</p>		
<b>Project Objectives</b> <i>What is included and not included in this project?</i>	<b>Objectives</b>		
	<p><b>In Scope</b></p> <p>Provide sufficient wide area network bandwidth to each DOH field office location to facilitate the ability of DOH to deliver health related services and accomplish its core mission without negative impact due to poor network responsiveness.</p> <p>Provide sufficient wide area network bandwidth to meet the needs of each DOH field office in a manner that minimizes the estimated need for additional network bandwidth increases for the next three years.</p> <p>Provide sufficient wide area network bandwidth to meet the needs of each DOH field office in a manner that does not violate the MFN utilization threshold service level agreement.</p> <p>Deliver increased wide area network bandwidth via optical circuitry as opposed to copper circuitry in order to maximize flexibility in future growth.</p>		



## Project Management Workbook

	<p>Provide increased wide area network bandwidth, to each DOH location, sufficient to support the department's efforts to leverage cloud based approaches for collaboration, consolidation, and service delivery as well as achieve consistently acceptable application performance and free the agency of the dependence on local servers for application delivery and file access.</p> <p>Ordering circuit upgrades using the existing DMS DivTel procedure for upgrading SUNCOM/MFN circuits. Monitoring installation of the circuit upgrades. Validating the circuit speed and router configuration after installation.</p> <p><b>Out of Scope</b> Rationalization of consolidated servers Infrastructure modifications at field office locations for local area network (LAN) improvements.</p>
<p><b>Critical Success Factors</b> <i>Include what the customer must see in the solution to be satisfied.</i></p>	<p><b>Critical Success Factors</b></p> <p>Strong support from key stakeholders.</p> <p>Effective communications between project personnel, vendors, and stakeholders.</p> <p>Detailed project planning and management.</p> <p>State contract for SUNCOM/MFN in place.</p> <p>DivTel and vendor responsiveness.</p>
<p><b>Current Status</b> <i>Provide a current general status of the project's health.</i></p>	<p><b>Current Status</b></p>
<p><b>Where are we</b> <i>Describe where we are in the project currently, and what's next</i></p>	<p><b>Where Are We and What's Next</b></p>

**Resources and Roles**

Roles	Description	Number Needed
<b>Project Steering Committee Member</b>	Provides governance for the project	6
<b>DOH Project Sponsor</b>	Provides Executive support for the project	1
<b>DOH Project Manager</b>	Manages the day-to-day activities of the project for FDOH	1
<b>DOH Field Office IT Manager</b>	Directs the day-to-day field office activities required to support the project	1 per location
<b>DOH Field Office IT Network Staff</b>	Provides the day-to-day field office IT activities required to support the project.	1 per location
<b>DOH OIT Network Manager</b>	Directs the day-to-day network activities required to support the project	1
<b>DOH OIT Network Staff</b>	Provides the day-to-day network activities required to support the project.	3

(Identify Role and full time equivalent for each resource. Ex. .25, .5, .75, 1)

Name	Role	Phone	E-mail Address	% of Use
<b>Tony Powell</b>	Project Steering Committee Member FDOH Project Sponsor	(850) 245-4699	<a href="mailto:Tony.Powell@flhealth.gov">Tony.Powell@flhealth.gov</a>	4%
<b>Joe Wright</b>	Project Steering Committee Member	(850) 245-4239	<a href="mailto:Joe.Wright@flhealth.gov">Joe.Wright@flhealth.gov</a>	3%
<b>Shon Bynum</b>	Project Steering Committee Member	(850) 245-4686	<a href="mailto:Shon.Bynum@flhealth.gov">Shon.Bynum@flhealth.gov</a>	3%
<b>Paul Chafin</b>	Project Steering Committee Member		<a href="mailto:Paul.Chafin@flhealth.gov">Paul.Chafin@flhealth.gov</a>	5%
<b>Robert Poston</b>	Project Steering Committee Member DOH Project Manager	(850) 245-4444 x 3271	<a href="mailto:Robert.Poston@flhealth.gov">Robert.Poston@flhealth.gov</a>	50%
<b>Tracy Barnes</b>	Project Steering Committee Member	(850) 245-4444 x 3283	<a href="mailto:Tracy.Barnes@flhealth.gov">Tracy.Barnes@flhealth.gov</a>	5%
<b>One per DOH Field Office location</b>	Field Office IT Manager			5%
<b>One per DOH Field Office location</b>	Field Office IT Network staff			10%
<b>Bret Hart</b>	DOH OIT Network Manager	(850) 528-4226	<a href="mailto:Bret.Hart@flhealth.gov">Bret.Hart@flhealth.gov</a>	10%
<b>Carol Kirk</b>	DOH OIT Network Staff		<a href="mailto:Carol.Kirk@flhealth.gov">Carol.Kirk@flhealth.gov</a>	20%
<b>Bruce Skipper</b>	DOH OIT Network Staff		<a href="mailto:Bruce.Skipper@flhealth.gov">Bruce.Skipper@flhealth.gov</a>	10%
<b>Deployment Contractor</b>	DOH OIT Network Staff			100%

Role 1	Role 2	Role 3	Role 4



### Risk Management Log

<b>Project</b>	Wide Area Network Bandwidth Upgrade	<b>Project #</b>		<i>Fill in items to the left on this worksheet and it will populate to all logs. Worksheet Update must be completed for each sheet.</i>
<b>Project Manager</b>	Robert Poston	<b>Sponsor</b>	Tony Powell	
<b>R&amp;C Category</b>	1 - Low Risk, Low Complexity	<b>Worksheet Updated</b>	9/26/2016	

Risk #	Risk Description	Date Entered	Identified By	Probability	Impact	Score	Priority	Tolerance	Impacted Area(s)	Risk Mitigation Strategy	Risk Mitigation / Response Description	Risk Owner	Review Cycle	Status	Date Closed
						Highest = 8 Lowest = 2	H / M / L	H / M / L	Options are: Schedule Cost Scope Quality	Options are: Avoidance Transference Mitigation Acceptance			Options are: Weekly Monthly Quarterly Monitor	New Stable Increasing Decreasing Closed	
1						0									
						0									
						0									
						0									
						0									







**Project Scope Tracking**

ID	Baseline 1 Scope Items - Be Specific	Was this item removed in scope changes below? (leave blank if no)
1	Using the MFN circuit capacity planning tool and a minimum of 45 days of location circuit utilization as the baseline, project the wide area network bandwidth required such that the circuit utilization does not exceed 62% of the MFN Utilization Violation Threshold SLA prior to July, 2020.	
2	Using the target circuit bandwidth speed from the prior activity, map the required wide area network bandwidth requirement to the appropriate DOH standard bandwidth tier.	
3	Order the circuit upgrade per the identified location requirement and appropriate standard bandwidth tier.	
4	Ensure increased wide area network bandwidth via optical circuitry as opposed to copper circuitry where available.	
5	Validate location wide area network bandwidth upgrade is functional and meets requirements.	
6		
7		

ID	New Scope Item or Deleted Scope Item	Added or Removed	Date of Change	Change Management Number	New Baseline Number
1					
2					
3					
4					
5					

ID	Items specifically determined to be -- Out of Scope -- at the beginning of project
1	Rationalization of consolidated servers
2	Infrastructure modifications at field office locations for local area network (LAN) improvements.






**Communications Plan**

<b>Project</b>	Wide Area Network Bandwidth Upgrade	<b>Project #</b>	
<b>Project Manager</b>	Robert Poston	<b>Sponsor</b>	Tony Powell
<b>R&amp;C Category</b>	1 - Low Risk, Low Complexity		9/26/2016


ID	Communication	Description / Purpose	Frequency	Format	Template Used	Owner	Recipient/ Attendees
1	Project Planning Kickoff Meeting	This meeting is the kickoff of the Planning Phase of the project. It will include a review of the high level scope and objectives of the project and begin the discussion about the project plan and the deliverables, milestones and work activities that will define the project.	Once	Meeting		PM	Project Team Project Sponsor Project Stakeholders
2	Project Kick-off meeting	Review project scope; review key elements of the project management plan; introduce sponsors and project team	Once	Meeting		PM	Project Team Project Sponsor Project Stakeholders
3	Project Status Reporting	Keep recipients apprised of project status, accomplishments for the week, expected accomplishments for the next week and a list of any active risks, issues or action items associated with the project.	Bi-weekly beginning two (2) weeks after Project kickoff	PDF distributed via email	Status Report Form	PM	Project Team Project Sponsor Project Stakeholders
4	Project Risks, Issues, Action Items, Decisions, and Change Requests	Project Risks, Issues, Actions, Decisions and Change Requests will be documented, tracked and reported on during the project status meetings. The tracking of these items will occur in separate lists on the Project SharePoint site.	As project requires	Included in Project Status Report and available on project Sharepoint site		PM	Project Team Project Sponsor Project Stakeholders
5	Documentation and Deliverables	All project documents will be stored on the Project SharePoint site.	As project requires	Included in Project Status Report and available on project Sharepoint site		PM	Project Team Project Sponsor Project Stakeholders
6							
7							

**PROJECT DECISION ESCALATION MATRIX**

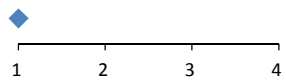
<b>Project</b>	Vide Area Network Bandwidth Upgrad			<b>Project #</b>	
<b>Project Manager</b>	Robert Poston			<b>Sponsor</b>	Tony Powell
<b>R&amp;C Category</b>	1 - Low Risk, Low Complexity			<b>Worksheet Updated</b>	9/26/2016
<b>Governance Body</b>	<b>Potential Impact</b>	<b>Scope</b>	<b>Schedule</b>	<b>Cost</b>	<b>Risk/Issues</b>
<b><u>DOH Chief Information Officer</u></b>	Unresolved decisions or issues	Unresolved decisions or issues	Unresolved decisions or issues	Unresolved decisions or issues	Unresolved decisions or issues
<b><u>Project Steering Committee</u></b>	<b>High Impact</b> Project results could be heavily impacted No resolution plan	Deferral of functionality with impact to Business Objective(s) Legislative and/or Policy changes	Missed phase gate Schedule delays which could impact missing key deliverables or project completion date.	Spending over/under budget +/- 2% for the reporting period. Changes to the project budget or allocations within budget categories.	Decisions involving potential risks and issues that may have an impact on project success.
<b><u>Project Manager</u></b>	<b>Medium impact</b> Project results impacted	Deferral of functionality but no impact to business objectives Workaround exists	Impact >5 to 15 business days, can be managed with the functioning team.	Spending over/under budget +/- 1% for the reporting period.	New risks and issues do not pose a significant threat to the project success.
<b><u>Team Manager or Lead</u></b>	<b>Low impact</b> Project results not significantly impacted	Minor changes to a functioning team's scope or requirement delays that can be managed within the team. Workaround exists.	Impact 5 business days or less. Does not impact any other task on the critical path. Managed within the functioning team.	Impact can be managed within the functioning team.	New risks and issues do not pose a significant threat to functioning team. Impact can be managed within functioning team.

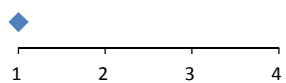
AST Risk Complexity Assessment Summary

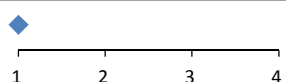
PROJECT RISK & COMPLEXITY ASSESSMENT SUMMARY			
AGENCY:	Florida Department of Health		
PROJECT:	Wide Area Network Bandwidth Upgrade		

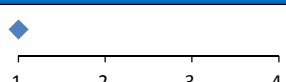


Form Title: AST Project Risk & Complexity Assessment Tool  
 Form Number: AST-F-0505A  
 Effective Date: 07/15 (incorporated into Rule 74-1.006, F.A.C.)

Activate Assessment?				PROJECT CATEGORY	
Yes	1) PRE-CHARTER PHASE				
Select Yes / No	▲	Pre-Charter Risk Score	226.92		Low Risk
		Pre-Charter Complexity Score	108.11		Low Complexity
		PROJECT CATEGORY			1

Activate Assessment?				PROJECT CATEGORY	
Yes	2) INITIATION PHASE				
Select Yes / No	▲	Initiation Risk Score	172.73		Low Risk
		Initiation Complexity Score	191.30		Low Complexity
		PROJECT CATEGORY			1

Activate Assessment?				PROJECT CATEGORY	
No	3) PLANNING PHASE				
Select Yes / No	▲	Planning Risk Score	Not Scored		
		Planning Complexity Score	Not Scored		
		<i>Used for Event-Driven Complexity score also.</i>			
		PROJECT CATEGORY		1	

Activate Assessment?				PROJECT CATEGORY	
No	4) EVENT-DRIVEN ASSESSMENT				
Select Yes / No	▲	Event-Driven Risk Score	Not Scored		
		Event-Driven Complexity Score	Not Scored		
		<i>Carried forward from Planning Complexity score.</i>			
		PROJECT CATEGORY		1	

OVERALL PROJECT RISK & COMPLEXITY ASSESSMENT				OVERALL PROJECT CATEGORY
		Overall Risk Score	199.83	Low Risk
		Overall Complexity Score	149.71	Low Complexity
		PROJECT CATEGORY		1

INSTRUCTIONS

1) Activate an Assessment:

- Select "Yes" or "No" from the "Activate Assessment" drop-down list.
  - "Yes" activates the assessment.
  - "No" deactivates the assessment.

NOTES:

- Make sure that the current assessment is activated and assessments for all previous project phases are activated. Start with the Pre-Charter Assessment and proceed toward the current project phase. **Do not activate assessments for future project phases.**

- Questions in activated assessments that are left blank will default to their highest possible score, which will count toward the overall (cumulative) score and corresponding project category.

- Questions in deactivated assessments will not be scored and will not count toward the overall (cumulative) score and corresponding project category.

2) Once an assessment is activated, answer its questions by selecting one response for each question from the drop-down list in the box located directly to the right of each question.

NOTES:

- **Do not leave any questions blank.** Questions left blank will default to their highest possible score.

- If a question is not applicable, select "NA" from the drop-down list. The "NA" response option is available for all questions.

**AST Risk Complexity Assessment Summary**

**SCORING EXPLANATION**

These assessments align projects by risk and complexity levels into one (1) of four (4) Risk and Complexity (R&C) Categories, which determine the amount of project management control required. The diagram below indicates the distribution of risk and complexity levels into the R&C Category:

<b>RISK &amp; COMPLEXITY ASSESSMENT - PROJECT CATEGORY LOOKUP TABLE</b>			
<b>Risk</b>	<b>Low Complexity</b>	<b>Medium Complexity</b>	<b>High Complexity</b>
<b>Low Risk</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Medium Risk</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>High Risk</b>	<b>3</b>	<b>3</b>	<b>4</b>

- **Category 4** represents High Risk and High Complexity projects.
- **Category 3** represents High Risk and Medium Complexity projects, High Risk and Low Complexity projects, or Medium Risk and High Complexity projects.
- **Category 2** represents Medium Risk and Medium Complexity projects, Medium Risk and Low Complexity projects, or Low Risk and High Complexity projects.
- **Category 1** represents Low Risk and Medium Complexity projects or Low Risk and Low Complexity projects.

Each assessment is scored in range from 100 to 500, with 100 being the lowest possible score (corresponding to the lowest possible risk or complexity score, and 500 being the highest possible score (corresponding to the highest possible risk or complexity score). Scores for each assessment are rolled up cumulatively into an overall Risk & Complexity score, which in turn corresponds to the Project Risk & Complexity Category as indicated in the table above.

**3) Assessment scores and their corresponding Project Risk & Complexity Category are automatically calculated and tabulated in the "Summary" tab.**

**NOTES:**

- Upon proceeding to the next project phase, or when performing an Event-Driven Risk & Complexity Assessment, make sure that the assessments from all previous project phases are activated.

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2017- 18**

**Department:** Health

**Chief Internal Auditor:** Michael J. Bennett, CIA

**Budget Entity:** 64100200

**Phone Number:** 850-245-4150

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
R-1516DOH-010	February 17, 2016	Deputy Secretary for County Health Systems (Office)	<i>Medicaid Health Maintenance Organizations (HMOs) generally did not include interest with reimbursement of past due claims.</i> The Office should assist county health departments (CHDs) to improve billing efforts with Medicaid HMOs by encouraging more electronically filed claims with Medicaid HMOs.	The Office through monthly billing hub calls, and in collaboration with the Bureau of Informatics through their Health Management System (HMS) billing special interest group calls, will continue to troubleshoot barriers to electronic claims for CHDs. Further, the Office will continue to run reports on a reoccurring basis to monitor electronic versus paper claim utilization.	
R-1516DOH-010	February 17, 2016	Bureau of Finance & Accounting (Bureau)	<i>Department of Health (Department) policy did not cite Chapter 641 Part I, Florida Statutes (F.S.), which authorizes HMOs and stipulates different requirements from those of other insurance carriers.</i> The Bureau should revise language that includes and agrees with Chapter 641, Part I, F.S., in its next revision to Department policy 56-66, <i>Accounts Receivable</i> , (Policy). The Bureau should also develop interim guidance until the Bureau updates its Policy.	Policy has been revised to agree with Chapter 641, Part 1, F.S.	
R-1516DOH-015	April 6, 2016	Office of Budget & Revenue Management (Office)	<i>There were inconsistencies between Florida Accounting Information Resource (FLAIR) and Employee Activity Records (EARs) for salaries and benefits costs charged to the Program.</i> The Office of Budget & Revenue Management staff in charge of the Financial & Information Reporting System (FIRS) should request that fiscal management at CHDs analyze the Timekeeping Payroll Reallocation Sets in FIRS for all employees to ensure Primary Component Codes and Other Cost Accumulators (OCAs) are correct, not just for OCA SRS16- <i>Refugee Health Screening Reimbursement</i> , but for all programs. This will improve the accuracy in reporting employee time.	The Office addressed the importance of accurate redistributions of payroll costs at the statewide FIRS & Budget Training the last week of March, 2016. The discussion emphasized the importance of ensuring salary costs are only charged to funds appropriate for each program. The Office will continue to emphasize this importance through periodic trainings and other communications to CHD staff.	
R1516DOH-017	April 14, 2016	Bureau of Personnel and Human Resource Management (Bureau)	<i>The Department did not have a process in place to efficiently identify and manage information related to all contracted employees.</i> The Bureau should develop a process to efficiently identify and manage information related to all contracted employees.	All current and new contract staff will be placed in the Bureau's electronic system, Cherwell, upon implementation.	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
R1516DOH-017	April 14, 2016	Bureau of Personnel and Human Resource Management (Bureau)	<i>Contracted employees did not always undergo a background screening in accordance with applicable statutory, rule, Department policy and contractual requirements.</i> For contracted employees hired into positions designated by the Department as sensitive positions, the Bureau should be the sole responsible party to conduct level 2 background screenings to assure compliance with Section 110.1127(2)(a), F.S.	All current and new contract staff will be placed in the Bureau's electronic system, Cherwell, upon implementation.	
R1516DOH-017	April 14, 2016	Bureau of Personnel and Human Resource Management (Bureau)	<i>Contracted employees did not always undergo a background screening in accordance with applicable statutory, rule, Department policy and contractual requirements.</i> The Bureau should develop a monitoring process to ensure all contracted employees are screened in accordance with statutory, rule, Department policy and contractual requirements.	All current and new contract staff will be placed in the Bureau's electronic system, Cherwell, upon implementation.	
R1516DOH-017	April 14, 2016	Bureau of Personnel and Human Resource Management (Bureau)	<i>Department policy did not require contracted employees in sensitive positions undergo five-year screenings for continued employment.</i> The Bureau should update DOHP 60-5-15, <i>Background Screening</i> , to reflect its position that contracted employees undergo a five-year screening for continued employment.	Department policy 60-5-15, <i>Background Screening</i> , will be updated to include language requiring contracted staff in sensitive positions undergo five year rescreenings.	
R1516DOH-017	April 14, 2016	Bureau of Personnel and Human Resource Management (Bureau)	<i>Department policy did not require contracted employees in sensitive positions undergo five-year screenings for continued employment.</i> The Bureau should develop a monitoring process to ensure contracted employees undergo a five-year screening.	Once all contract staff are placed in the Bureau's electronic system Cherwell, the system will be able to notify the Bureau that a five-year screening is required.	
R1516DOH-017	April 14, 2016	Bureau of Personnel and Human Resource Management (Bureau)	<i>The Department did not utilize a process to ensure the competencies listed on the job advertisement agree with those listed on the related position description.</i> The Bureau should require the Region Recruitment Representative ensure the competencies on the advertisement agree to those on the position description prior to approval.	Department policy, DOHP 60-21-13, <i>Recruitment and Selection</i> , will be updated to include language requiring that the knowledge, skills, and abilities listed in the position description agree with the job advertisement. In addition, this is a step included in the new recruitment process for the Regionalization Project.	
R1516DOH-017	April 14, 2016	Bureau of Personnel and Human Resource Management (Bureau)	<i>Department policy included vague language regarding documentation that should be maintained during the Employment Qualification Verification process.</i> The Bureau should update DOHP 60-21-13, <i>Recruitment and Selection</i> , to clarify the documentation that must be maintained if official copies of transcripts, degrees or licenses cannot be obtained.	Department policy 60-21-13, <i>Recruitment and Selection</i> , will be updated to clarify the language regarding the verification of college credentials, and the required documentation that should be maintained in the official personnel files. In addition, this is a step included in the new recruitment process for the Regionalization Project.	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
R1516DOH-017	April 14, 2016	Bureau of Personnel and Human Resource Management (Bureau)	<p><i>Department policy included vague language regarding documentation that should be maintained during the Employment Qualification Verification process.</i></p> <p>The Bureau should update DOHP 60-21-13, <i>Recruitment and Selection</i>, to clarify the documentation that must be maintained to evidence a candidate possessed the equivalent work experience required for the position, where applicable.</p>	<p>Department policy 60-21-13, <i>Recruitment and Selection</i>, will be updated to clarify the language regarding the verification of college credentials, and the required documentation that should be maintained in the official personnel files. In addition, this is a step included in the new recruitment process for the Regionalization Project.</p>	
R1516DOH-017	April 14, 2016	Bureau of Personnel and Human Resource Management (Bureau)	<p><i>The Department did not ensure consistent implementation of the Employment Qualification Verification Process.</i></p> <p>The Bureau should finalize and implement the monitoring process currently under development to ensure consistent implementation of Employment Qualification Verification by the Region Recruitment Representatives.</p>	<p>As part of the Bureau's Regionalization project a monitoring tool will be developed in January 2017 with the first monitoring visit scheduled to occur in April 2017. Part of the monitoring process will be to ensure consistent implementation of employment qualification verification.</p>	
2016-014	September 3, 2015	Bureau of Finance & Accounting (Bureau)	<p><i>As similarly noted in our report No. 2014-025, Department controls did not always ensure the accurate recording of Biomedical Research Program (Program) expenditures. Additionally, Department controls were not always adequate to ensure that Program invoices were timely paid.</i></p> <p>We recommend that Department management enhance procedures to ensure the accurate coding of Florida Accounting Information Resource (FLAIR) expenditure transactions, in compliance with the Department of Financial Services' guidance.</p>	<p>The Bureau's Disbursements section provided Prompt Payment and Date Stamp training to Program staff. The Bureau's Contracts section provided additional training on Prompt Payment, and the proper use of transaction dates.</p> <p>The Bureau's Travel section provided a training on the proper use of out-of-state versus instate object codes.</p>	



REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2016-014	September 3, 2015	Bureau of Finance & Accounting (Bureau)	<p><i>As similarly noted in our report No. 2014-025, Department controls did not always ensure the accurate recording of Biomedical Research Program (Program) expenditures. Additionally, Department controls were not always adequate to ensure that Program invoices were timely paid.</i></p> <p>We recommend that Department management take steps to ensure that all Program payment documentation is timely approved in accordance with Department policies and procedures.</p>	<p>Program staff have taken action to ensure invoices are processed timely in accordance with Department policies and procedures: • Date stamping of all deliverables and invoices was implemented in April 2015. • After review of deliverables and invoices, should any corrections be needed, Program staff contacts the grantee in writing with required revisions before payment can be processed. Once revised deliverables and invoices are received, they are date stamped and the invoice is processed for payment in accordance to Department policies and procedures. The email correspondence to the grantee will be attached as supporting documentation with the invoice packet. • A new internal Invoice Review Routing Form was created to ensure all Program payment documentation is timely approved in accordance with prompt payment policies and procedures. The form reflects the number of invoices for review, date invoices were received, and prominently displays the latest date the invoice and deliverables must be approved by in order to meet prompt payment requirements. • Program staff attended a training on prompt payment compliance conducted by the Bureau.</p>	
2016-087	February 11, 2016	Bureau of Finance & Accounting (Bureau)	<p><i>Department of Health (Department) controls over employee access to FLAIR continue to need improvement to reduce the risk of unauthorized disclosure, modification, or destruction of Department data.</i></p> <p>To aid in the identification and resolution of any instances where excess or incompatible FLAIR user access privileges have been granted or access privileges are no longer required, we recommend that Department management conduct periodic reviews of FLAIR access privileges in accordance with established policies and procedures.</p>	<p>The Administrative and Financial Application Management (AFAM) section in the Bureau now performs a monthly review of FLAIR users. The review compares FLAIR data and Resource Access Control Facility data to People First data. The AFAM section also now reviews and compares a semi-monthly termination report and Personnel Action Request (PAR) emails that identify employee role changes, to ensure FLAIR access for terminated employees is removed. The termination report is received from the Purchasing Card Administrator in the Bureau. The PAR emails are received from the Bureau of Personnel and Human Resource Management (Personnel).</p>	
2016-087	February 11, 2016	Bureau of Finance & Accounting (Bureau)	<p><i>Department of Health (Department) controls over employee access to FLAIR continue to need improvement to reduce the risk of unauthorized disclosure, modification, or destruction of Department data.</i></p> <p>We recommend that Department management ensure that FLAIR access privileges are timely deactivated upon an employee's separation from Department employment or transfer to a position where a new user account is required.</p>	<p>The Administrative and Financial Application Management (AFAM) section in the Bureau now performs a monthly review of FLAIR users. The review compares FLAIR data and Resource Access Control Facility data to People First data. The AFAM section also now reviews and compares a semi-monthly termination report and Personnel Action Request (PAR) emails that identify employee role changes, to ensure FLAIR access for terminated employees is removed.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2016-087	February 11, 2016	Bureau of Finance & Accounting (Bureau)	<p><i>As similarly noted in our report No. 2014-014, the Department did not always timely cancel purchasing cards upon a cardholder's separation from Department employment.</i></p> <p>We again recommend that Department management promptly cancel purchasing cards upon a cardholder's separation from Department employment.</p>	The Bureau receives email notifications from the Personnel for each employee separation. To monitor this process, an Employee Separation report from the People First website is run twice a month. In addition, the Employee Verification report from the Department of Financial Services' Purchasing Card website is run twice a month.	
2016-087	February 11, 2016	Bureau of Personnel and Human Resource Management	<p><i>Department staff did not always appropriately conduct leave balance audits for employees separating from Department employment. A similar finding was noted in prior audit reports, most recently in our report No. 2014-014.</i></p> <p>To provide for the proper conduct of leave audits, Department management should continue staff training efforts and ensure that staff adhere to established procedures and utilize standard leave audit templates.</p>	The Department is transitioning the county health departments (CHDs) to six Human Resource (HR) regions. Each region, as part of the transition, will be trained in all aspects of HR management, and will comply with consistent practices that have been developed for each area of HR. In addition, a monitoring tool, to be used annually, is being developed to ensure each HR region office complies with processes.	
2016-087	February 11, 2016	Division of Administration	<p><i>The Department had not conducted periodic reviews of user access privileges to Department applications in accordance with established policies and procedures. In addition, as similarly noted in our report No. 2014-014, information technology access to Department applications was not always timely deactivated upon a users' separation from employment.</i></p> <p>We again recommend that Department management strengthen controls, including the establishment of applicable policies and procedures for the conduct of periodic reviews of Automated Receipts System (ARS) access privileges, to ensure that access privileges are timely deactivated upon a users' separation from employment.</p>	A monthly user validation of ARS users has been added to the monthly FLAIR User Audit.	
2016-087	February 11, 2016	Office of Information Technology (IT)	<p><i>The Department had not conducted periodic reviews of user access privileges to Department applications in accordance with established policies and procedures. In addition, as similarly noted in our report No. 2014-014, information technology access to Department applications was not always timely deactivated upon a users' separation from employment.</i></p> <p>We again recommend that Department management strengthen controls, including the establishment of applicable policies and procedures for the conduct of periodic reviews of Active Directory (AD) access privileges, to ensure that access privileges are timely deactivated upon a users' separation from employment.</p>	IT will create a utility system that will allow appropriate supervisors and up-the-chain managers to deactivate user AD accounts. Upon a manager taking action to deactivate a user's AD account, no other human intervention will be required. The option will be provided to deactivate immediately or deactivate on an upcoming date. The utility system will be worked into the Human Resources (HR) process as well, to ensure this step is accomplished. IT will recommend to the Divisions and Offices that, where possible, Single Sign On (which integrates with AD) be implemented for their applications so that access to a business system will not be possible once a user's AD account has been deactivated.	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2016-087	February 11, 2016	Office of Information Technology (IT)	<p><i>The Department had not conducted periodic reviews of user access privileges to Department applications in accordance with established policies and procedures. In addition, as similarly noted in our report No. 2014-014, information technology access to Department applications was not always timely deactivated upon a users' separation from employment.</i></p> <p>We again recommend that Department management strengthen controls, including the establishment of applicable policies and procedures for the conduct of periodic reviews of the Health Management System (HMS) access privileges, to ensure that access privileges are timely deactivated upon a users' separation from employment.</p>	There is currently not a consistent policy for CHD staff governing the restriction and removal of employee access rights to HMS in the event of a separation from the Department or a change of position. For separations, the current procedure is to immediately suspend Department network access.	

Office of Policy and Budget - June 2016

# Fiscal Year 2017-18 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Administrative Support

Agency Budget Officer/OPB Analyst Name: Ty Gentle / Walter Liebrich

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	64100200		
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## 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 (no trust fund files for narrative columns)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? <b>(CSDI)</b>	Y		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y		

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y		
1.4 Has security been set correctly to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status? <b>(CSDR, CSA)</b>	Y		
<b>TIP</b> 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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>			

## 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		

## 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		
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### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y		
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y		

		n or Service (Budget Entity)		
Action		64100200		
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, a Special Categories appropriation category (10XXXX) should be used.			
<b>4. EXHIBIT D (EADR, EXD)</b>				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y		
4.2	Is the program component code and title used correct?	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>				
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? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2015-16 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.			
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>				
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.			
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>				

		n or Service (Budget Entity)		
Action		64100200		
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 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 pages 67 through 69 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 72 of the LBR Instructions?	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #17-001?	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. <b>(PLRR, PLMO)</b>	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y		
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.	Y		
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y		

		n or Service (Budget Entity)		
Action		64100200		
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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y		
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y		
<b>AUDIT:</b>				
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. ( <b>EADR, FSIA - Report should print "No Records Selected For Reporting"</b> )	Y		
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	Y		
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	Y		
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	Y		
7.24	Have FCO appropriations been entered into the nonrecurring column (A04)? ( <b>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)</b> )	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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2017-18 data center costs, this can be completed by using the State Data Center data processing services category (210001).			
TIP	If an appropriation made in the FY 2016-17 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.			
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>				
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y		

		n or Service (Budget Entity)		
Action		64100200		
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; fixed capital outlay adjustment 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 section 215.32(2)(b), Florida Statutes - 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 section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		
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 General Revenue Service Charge nonoperating amounts included in Section II?	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y		



		n or Service (Budget Entity)		
Action		64100200		
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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y		
8.28	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		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y		
<b>AUDITS:</b>				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y		
8.31	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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y		
8.32	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. <b>(SC1R, DEPT)</b>	Y		
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I?	Y		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 130 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.			
<b>9. SCHEDULE II (PSCR, SC2)</b>				
<b>AUDIT:</b>				

		n or Service (Budget Entity)		
Action		64100200		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> 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 161 of the LBR Instructions.)	Y		
<b>10. SCHEDULE III (PSCR, SC3)</b>				
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y		
<b>11. SCHEDULE IV (EADR, SC4)</b>				
11.1	Are the correct Information Technology (IT) issue codes used?	Y		
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.			
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>				
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		
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>				
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A		
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y		
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>				
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 107-109 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		
<b>AUDIT:</b>				
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	Y		
<b>16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>				

		n or Service (Budget Entity)		
Action		64100200		
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, 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		
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>				
16.3	Does the FY 2015-16 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	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: <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y		
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y		
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	Y		
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y		
<b>AUDITS - GENERAL INFORMATION</b>				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.			
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>				
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		

		n or Service (Budget Entity)		
Action		64100200		
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		
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.			
<b>19. FLORIDA FISCAL PORTAL</b>				
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		



# COMMUNITY HEALTH PROMOTION EXHIBITS AND SCHEDULES



# COMMUNITY HEALTH PROMOTION SCHEDULE I SERIES



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Administrative Trust Fund
<b>LAS/PBS Fund Number:</b>	64200100
	2021

	Balance as of 6/30/2016	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(\$196,520.19) (A)		(\$196,520.19)
ADD: Other Cash (See Instructions)			\$0.00
ADD: Investments			\$0.00
ADD: Outstanding Accounts Receivable			\$0.00
ADD: Transfer from 2021 64100200	\$215,079.85 (E)		\$215,079.85
<b>Total Cash plus Accounts Receivable</b>	<b>\$18,559.66</b> (F)	\$0.00	\$18,559.66
LESS Allowances for Uncollectibles			\$0.00
LESS Approved "A" Certified Forwards	(\$10,012.75) (H)		(\$10,012.75)
Approved "B" Certified Forwards	(\$8,466.91) (H)		(\$8,466.91)
Approved "FCO" Certified Forwards			\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$80.00) (I)		(\$80.00)
LESS:	\$0.00 (J)		\$0.00
LESS:			\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$0.00</b> (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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Administrative Trust Fund
<b>LAS/PBS Fund Number:</b>	2021/64200100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(\$206,666.40) (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	(B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	(C)
SWFS Adjustment # and Description	(C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(\$8,466.91) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(D)
A/P not C/F-Operating Categories	\$53.46 (D)
BE TNFR from 2021 64100200	\$215,079.85 (D)
BE TNFR from 64200800	(D)
	(D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$0.00</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$0.00</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2017 - 2018
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Rape Crisis Trust Fund
<b>LAS/PBS Fund Number:</b>	64200100
	2089

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	\$677,574.78	(A)		\$677,574.78
ADD: Other Cash (See Instructions)	\$231.51	(B)		\$231.51
ADD: Investments	\$0.00	(C)		\$0.00
ADD: Outstanding Accounts Receivable	\$0.00	(D)		\$0.00
ADD:	\$0.00	(E)		\$0.00
<b>Total Cash plus Accounts Receivable</b>	\$677,806.29	(F)	\$0.00	\$677,806.29
LESS: Allowances for Uncollectibles	\$0.00	(G)		\$0.00
LESS: Approved "A" Certified Forwards	(\$91,823.16)	(H)		(\$91,823.16)
Approved "B" Certified Forwards	\$0.00	(H)		\$0.00
Approved "FCO" Certified Forwards	\$0.00	(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$38,947.93)	(I)		(\$38,947.93)
LESS: _____		(J)		\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	\$547,035.20	(K)	\$0.00	\$547,035.20 **

**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**

	<b>Budget Period: 2017 - 2018</b>
<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Rape Crisis Trust Fund
<b>LAS/PBS Fund Number:</b>	2089/64200100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="\$546,988.43"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text" value="\$0.00"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text" value="\$0.00"/> (C)
SWFS Adjustment # and Description	<input type="text" value="\$0.00"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="\$0.00"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="\$46.77"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="\$547,035.20"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<input type="text" value="\$547,035.20"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="\$0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Tobacco Settlement Trust Fund
<b>LAS/PBS Fund Number:</b>	64200100
	2122

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,236,443.66	(A)			3,236,443.66
ADD: Other Cash (See Instructions)	0.00	(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable	13,654,128.00	(D)	415,000.00		14,069,128.00
ADD: Anticipated Receivable from DFS 2123	259,396.01	(E)			259,396.01
<b>Total Cash plus Accounts Receivable</b>	<b>17,149,967.67</b>	(F)	<b>415,000.00</b>		<b>17,564,967.67</b>
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	(15,040,469.26)	(H)			(15,040,469.26)
Approved "B" Certified Forwards	(269,109.45)	(H)			(269,109.45)
Approved "FCO" Certified Forwards		(H)			0.00
LESS: B6400007 payable to 2245		(I)	(415,000.00)		(415,000.00)
LESS: BE TNFR to 64300100/200700/100200	(1,840,388.96)	(J)			(1,840,388.96)
<b>Unreserved Fund Balance, 07/01/16</b>	<b>0.00</b>	(K)	<b>0.00</b>		<b>0.00</b> **

**Notes:**

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\*\* 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**

<b>Budget Period: 2017 - 2018</b>
<b>Department Title:</b> Department of Health
<b>Trust Fund Title:</b> Tobacco Settlement Trust Fund
<b>LAS/PBS Fund Number:</b> 2122/64200100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,846,253.02 (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment #B6400007-payable to 2245	415,000.00 (C)
SWFS Adjustment #B6400024-receivable from DFS	(415,000.00) (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(269,109.45) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	0.00 (D)
A/P not C/F-Operating Categories	3,849.38 (D)
BE TNFR TO 2122 64100200	(167,917.87) (D)
BE TNFR TO 2122 64200700	(41,880.61) (D)
BE TNFR to 2122 64300100	(1,630,590.48) (D)
Anticipated Receivable DFS 2123	259,396.01 (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>0.00 (E)</b>
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>0.00 (F)</b>
<b>DIFFERENCE:</b>	<b>0.00 (G)*</b>

**\*SHOULD EQUAL ZERO.**

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2017 - 2018**

<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Epilepsy Trust Fund
<b>Budget Entity:</b>	64200100
<b>LAS/PBS Fund Number:</b>	2197/64200100

	Balance as of 6/30/2016	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	667,957.34 (A)		667,957.34
	170.00		
ADD: Other Cash (See Instructions)	0.00 (B)		0.00
ADD: Investments	0.00 (C)		0.00
ADD: Outstanding Accounts Receivable	0.00 (D)		0.00
ADD: CASH IN TREASURY UNVERIFIED	0.00 (E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>668,127.34 (F)</b>	<b>0.00</b>	<b>667,957.34</b>
LESS Allowances for Uncollectibles	0.00 (G)		0.00
LESS Approved "A" Certified Forwards	(85,684.08) (H)		(85,684.08)
Approved "B" Certified Forwards	0.00 (H)		0.00
Approved "FCO" Certified Forwards	0.00 (H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(14,902.56) (I)		(14,902.56)
LESS: _____	(J)		0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$567,540.70 (K)</b>	<b>0.00</b>	<b>\$567,370.70 **</b>

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Epilepsy Trust Fund
<b>LAS/PBS Fund Number:</b>	2197/64200100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="\$567,532.81"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="\$7.89"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="\$567,540.70"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<input type="text" value="\$567,540.70"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="\$0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2017 - 2018**

<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Biomedical Research Trust Fund
<b>Budget Entity:</b>	64200100
<b>LAS/PBS Fund Number:</b>	2245

	Balance as of 6/30/2016	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	34,694,440.57 (A)		34,694,440.57
ADD: Other Cash (See Instructions)			0.00
ADD: Investments			0.00
ADD: Outstanding Accounts Receivable	6,752.40 (D)	415,000.00	421,752.40
ADD: BE TNFR from 64200800	17,395,817.06 (E)		17,395,817.06
<b>Total Cash plus Accounts Receivable</b>	<b>52,097,010.03 (F)</b>	<b>415,000.00</b>	<b>52,512,010.03</b>
LESS Allowances for Uncollectibles			0.00
LESS Approved "A" Certified Forwards	(15,377,597.08) (H)	0.00	(15,377,597.08)
Approved "B" Certified Forwards	(16,407,714.02) (H)		(16,407,714.02)
Approved Carry Forward	(15,384,993.87) (H)		(15,384,993.87)
LESS: Other Accounts Payable (Nonoperating)			0.00
LESS: _____			0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>4,926,705.06 (K)</b>	<b>415,000.00</b>	<b>5,341,705.06 **</b>

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Biomedical Research Trust Fund
<b>LAS/PBS Fund Number:</b>	2245/64200100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	19,323,518.61 (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment #B64XXXXXX - increase receivable	415,000.00 (C)
SWFS Adjustment	0.00 (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(16,407,714.02) (D)
Approved Carry Forward	(15,384,993.87) (D)
A/P not C/F-Operating Categories	77.28 (D)
BE TNFR from 64200800	17,395,817.06 (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>5,341,705.06 (E)</b>
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>5,341,705.06 (F)</b>
<b>DIFFERENCE:</b>	<b>0.00 (G)*</b>

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	64200100
	2261

	Balance as of 6/30/2016	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	\$15,565,975.74 (A)		\$15,565,975.74
ADD: Other Cash (See Instructions)	\$611.28 (B)		\$611.28
ADD: Investments	(\$0.21) (C)		(\$0.21)
ADD: Outstanding Accounts Receivable	\$21,606,785.31 (D)	\$0.00	\$21,606,785.31
ADD: Cash in State Treasury Unverified	\$0.00 (E)		\$0.00
<b>Total Cash plus Accounts Receivable</b>	\$37,173,372.12 (F)	\$0.00	\$37,173,372.12
LESS Allowances for Uncollectibles			\$0.00
LESS Approved "A" Certified Forwards	(\$20,524,536.56) (H)		(\$20,524,536.56)
Approved "B" Certified Forwards	(\$955,994.09) (H)		(\$955,994.09)
Approved "FCO" Certified Forwards			\$0.00
LESS: Other Accounts Payable (Nonoperating)			\$0.00
LESS:	\$0.00 (J)		\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	\$15,692,841.47 (K)	\$0.00	\$15,692,841.47 **

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>LAS/PBS Fund Number:</b>	Federal Grant Trust Fund
	2261/64200100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$16,447,309.16</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # B64	\$0.00 (C)
SWFS Adjustment	
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(\$955,994.09) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	\$201,526.40 (D)
Current Compensated Absences Liability	\$0.00 (D)
	\$0.00 (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$15,692,841.47</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$15,692,841.47</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2017 - 2018**

<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Grants & Donations Trust Fund
<b>Budget Entity:</b>	64200100
<b>LAS/PBS Fund Number:</b>	2339

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(\$81,443.59)	(A)			(\$81,443.59)
ADD: Other Cash (See Instructions)	\$0.00	(B)			\$0.00
ADD: Investments		(C)			\$0.00
ADD: Outstanding Accounts Receivable		(D)			\$0.00
ADD: BE TNFR fr 2339 64200800	\$81,443.59	(E)			\$81,443.59
<b>Total Cash plus Accounts Receivable</b>	\$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:	\$0.00	(J)			\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	\$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: 2017 - 2018**

**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, 07/01/16**

Total all GLC's 5XXXX for governmental funds; (\$81,443.59) (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 \$0.00 (D)

BE TNFR fr 64200800 \$81,443.59 (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

<b>Department Title:</b>	Budget Period: 2017 - 2018 Department of Health
<b>Trust Fund Title:</b>	Maternal & Children Health Block Grant Trust Fund
<b>Budget Entity:</b>	64200100
<b>LAS/PBS Fund Number:</b>	2475

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	\$1,580,127.99	(A)		\$1,580,127.99
ADD: Other Cash (See Instructions)		(B)		\$0.00
ADD: Investments		(C)		\$0.00
ADD: Outstanding Accounts Receivable	\$796,521.50	(D)		\$796,521.50
ADD: _____	\$0.00	(E)		\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$2,376,649.49</b>	(F)	<b>\$0.00</b>	<b>\$2,376,649.49</b>
LESS: Allowances for Uncollectibles		(G)		\$0.00
LESS: Approved "A" Certified Forwards	(\$704,714.75)	(H)		(\$704,714.75)
Approved "B" Certified Forwards	(\$97,677.82)	(H)		(\$97,677.82)
Approved "FCO" Certified Forwards		(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	\$0.00	(I)		\$0.00
LESS: BE TNFR to 64300100	(\$1,120,915.32)	(J)		(\$1,120,915.32)
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$453,341.60</b>	(K)	<b>\$0.00</b>	<b>\$453,341.60</b> **

**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 2016

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

<b>Budget Period:</b> 2017 - 2018
<b>Department Title:</b> Department of Health
<b>Trust Fund Title:</b> Maternal & Children Health Block Grant Trust Fund
<b>LAS/PBS Fund Number:</b> 2475 / 64200100

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/16**

Total all GLC's 5XXXX for governmental funds; **\$1,665,505.65** (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 (\$97,677.82) (D)

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

A/P not C/F-Operating Categories \$558.02 (D)

Compensated Absenses \$5,871.07 (D)

BE TNFR to 64300100 (\$1,120,915.32) (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:**

**\$453,341.60** (E)

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

**\$0.00** (F)

**DIFFERENCE:**

**\$453,341.60** (G)\*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Preventative Health Services Block Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	64200100
	2539

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$328,588.83</b>	(A)		\$328,588.83
ADD: Other Cash (See Instructions)		(B)		\$0.00
ADD: Investments		(C)		\$0.00
ADD: Outstanding Accounts Receivable	\$244,130.93	(D)		\$244,130.93
ADD:		(E)		\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$572,719.76</b>	(F)	<b>\$0.00</b>	<b>\$572,719.76</b>
LESS Allowances for Uncollectibles		(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$244,030.93)	(H)		(\$244,030.93)
Approved "B" Certified Forwards	(\$100.00)	(H)		(\$100.00)
Approved "FCO" Certified Forwards		(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		\$0.00
LESS: _____		(J)		\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$328,588.83</b>	(K)	<b>\$0.00</b>	<b>\$328,588.83</b> **

**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**

<b>Budget Period: 2017 - 2018</b>	
<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Preventative Health Services Block Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	2539/64200100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds;	<b>\$328,506.76</b> (A)
GLC 539XX for proprietary and fiduciary funds	
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(\$100.00) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	\$182.07 (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$328,588.83</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$328,588.83</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2017- 18**

**Department:** Health

**Chief Internal Auditor:** Michael J. Bennett, CIA

**Budget Entity:** 64200100

**Phone Number:** 850-245-4150

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
2016-014	September 3, 2015	Biomedical Research Program (Program)	<p><i>As similarly noted in our report No. 2014-025, the Program did not ensure that grant recipients were appropriately monitored and in some instances, paid amounts to recipients that exceeded the amounts expended by the recipients.</i></p> <p>We recommend that Program management ensure that appropriate monitoring of grant recipients is performed. Such monitoring should include verifying that recipient financial records support reported expenditures.</p>	<p>The Program established the following procedures and steps to monitor grant awards:</p> <ul style="list-style-type: none"> <li>• The Quarterly Progress Summary Report is reviewed and approved by the grant manager and unit supervisor.</li> <li>• The Quarterly Financial Status Report is reviewed and approved by the grant manager and unit supervisor.</li> <li>• Each quarterly “Fixed-Payment” invoice is reviewed and approved by the grant manager and unit supervisor.</li> <li>• The Quarterly Expenditure Summary Report (QESR). This was an added deliverable to the Terms in April 2015 for fiscal year 2014-2015 grants and all future grant awards. This was added to ensure the grantee’s financial records support the reported expenditures. The QESR will provide a detailed description and supporting documentation of expenditures by budget category for each quarter of the grant. The QESR will be reviewed and reconciled against the approved grant budget by the grant manager. After the grant manager reviews and approves the QESR, it is then routed to the Director of the Public Health Research Unit for review and approval. This review will begin upon the receipt the first quarterly invoice of fiscal year 2015-2016.</li> </ul> <p>Additionally, we perform the following financial monitoring of grant expenditures: (1) The Program created a desk monitoring tool that is used on a monthly basis by the Grant Manager to ensure grant files contain all the required documentation. This review is signed by the Grant Manager and the Unit Supervisor. (2) The Grant Manager and Unit Budget Coordinator performs a monthly spending plan reconciliation to ensure all grant funds are recorded properly.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2016-014	September 3, 2015	Biomedical Research Program (Program)	<p><i>As similarly noted in our report No. 2014-025, the Program did not ensure that grant recipients were appropriately monitored and in some instances, paid amounts to recipients that exceeded the amounts expended by the recipients.</i></p> <p>We recommend that Department of Health (Department) management enhance grant payment procedures to require that all payments made in excess of amounts expended by grant recipients be supported by documentation demonstrating the purpose for such payments.</p>	<p>The final invoice amount is based on a reconciliation of all costs associated with the project not to exceed the fixed amount indicated in Attachment II of the Terms. The grantee's final invoice will be adjusted and reduced for any disallowed expenditures, funds unaccounted for due to non-submission of required deliverables, or other unused grant funds at the end of the grant period. This method ensures that at the completion of the grant, the grantee is only paid for their approved expenditures during the life of the grant. If the grantee's expenditures indicate that they owe the Department a refund – the final payment will not be made and a refund check will be issued for the difference.</p>	
2016-014	September 3, 2015	Biomedical Research Program (Program)	<p><i>Program grant applications and agreements could be enhanced to specify that grant recipients are to adhere to the policies and procedures outlined in the Department's Grant Administration Manual (Manual). In addition, the Department did not always ensure that Program grant agreements were properly reviewed and approved prior to execution. Similar instances were noted in our report No. 2014-025.</i></p> <p>We recommend that Department management revise the standard Program grant applications and agreements to specifically require recipients to adhere to the Manual and ensure that Program grant agreements are properly reviewed and approved prior to execution.</p>	<p>Terms continue to be pre-approved in writing by the Office of General Counsel before they are sent to grant recipients. Supporting documentation of this approval is filed in the grant file along with an electronic copy saved on the Program shared drive. Additionally, Program staff includes a copy of the Office of General Counsel approval when routing the Terms for execution. Program staff updated and finalized the Manual for use by grantees. The Manual will be sent to the Principal Investigators and Sponsored Research Officials with the executed fiscal year 2015-2016 Terms. All required forms are now included in the Manual to consolidate forms and information, facilitate understanding and reduce errors. These agreements are projected to be executed by March 1, 2016. Effective Fiscal Year 2016-17, the Manual will become an attachment to the Terms for a seamless, long-term Program reference and to provide further instruction.</p>	

# Fiscal Year 2017-18 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Community Health Promotion

Agency Budget Officer/OPB Analyst Name: Ty Gentle / Walter Liebrich

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	64200100		
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## 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 (no trust fund files for narrative columns)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? <b>(CSDI)</b>	Y		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y		

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y		
1.4 Has security been set correctly to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status? <b>(CSDR, CSA)</b>	Y		
<b>TIP</b> 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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>			

## 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		

## 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		
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### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y		
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y		

		n or Service (Budget Entity)		
Action		64200100		
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, a Special Categories appropriation category (10XXXX) should be used.			
<b>4. EXHIBIT D (EADR, EXD)</b>				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y		
4.2	Is the program component code and title used correct?	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>				
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? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2015-16 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.			
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>				
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.			
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>				

		n or Service (Budget Entity)		
Action		64200100		
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 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 pages 67 through 69 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 72 of the LBR Instructions?	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #17-001?	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. <b>(PLRR, PLMO)</b>	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y		
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.	Y		
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y		

		n or Service (Budget Entity)		
Action		64200100		
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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y		
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y		
<b>AUDIT:</b>				
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y		
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y		
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y		
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y		
7.24	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(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))</b>	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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2017-18 data center costs, this can be completed by using the State Data Center data processing services category (210001).			
TIP	If an appropriation made in the FY 2016-17 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.			
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>				
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y		

		n or Service (Budget Entity)		
Action		64200100		
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; fixed capital outlay adjustment 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 section 215.32(2)(b), Florida Statutes - 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 section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		
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 General Revenue Service Charge nonoperating amounts included in Section II?	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y		



		n or Service (Budget Entity)		
Action		64200100		
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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y		
8.28	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		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y		
<b>AUDITS:</b>				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y		
8.31	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? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	Y		
8.32	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. ( <b>SC1R, DEPT</b> )	Y		
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I?	Y		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 130 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.			
<b>9. SCHEDULE II (PSCR, SC2)</b>				
<b>AUDIT:</b>				

		n or Service (Budget Entity)		
Action		64200100		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> 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 161 of the LBR Instructions.)	Y		
<b>10. SCHEDULE III (PSCR, SC3)</b>				
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y		
<b>11. SCHEDULE IV (EADR, SC4)</b>				
11.1	Are the correct Information Technology (IT) issue codes used?	Y		
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.			
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>				
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		
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>				
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A		
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y		
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>				
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 107-109 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		
<b>AUDIT:</b>				
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	Y		
<b>16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>				

		n or Service (Budget Entity)		
Action		64200100		
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, 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		
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>				
16.3	Does the FY 2015-16 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	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: <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y		
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y		
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	Y		
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y		
<b>AUDITS - GENERAL INFORMATION</b>				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.			
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>				
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		

		n or Service (Budget Entity)		
Action		64200100		
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		
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.			
<b>19. FLORIDA FISCAL PORTAL</b>				
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		



# DISEASE CONTROL AND HEALTH PROTECTION EXHIBITS AND SCHEDULES



# DISEASE CONTROL AND HEALTH PROTECTION SCHEDULE I SERIES

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Administrative Trust Fund
<b>LAS/PBS Fund Number:</b>	64200200
	2021

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$1,193,218.91</b>	(A)			\$1,193,218.91
ADD: Other Cash (See Instructions)		(B)			\$0.00
ADD: Investments		(C)			\$0.00
ADD: Outstanding Accounts Receivable	\$300.00	(D)			\$300.00
ADD: _____		(E)			\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$1,193,518.91</b>	(F)	<b>\$0.00</b>		<b>\$1,193,518.91</b>
LESS Allowances for Uncollectibles		(G)			\$0.00
LESS Approved "A" Certified Forwards	(\$87,364.29)	(H)			(\$87,364.29)
Approved "B" Certified Forwards	(\$30.94)	(H)			(\$30.94)
Approved "FCO" Certified Forwards		(H)			\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$389.85)	(I)			(\$389.85)
LESS: _____		(J)			\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$1,105,733.83</b>	(K)	<b>\$0.00</b>		<b>\$1,105,733.83</b> **

**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: 2017 - 2018**

**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, 07/01/16**

Total all GLC's 5XXXX for governmental funds; \$1,105,715.44 (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 (\$30.94) (D)

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

A/P not C/F-Operating Categories \$49.33 (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** \$1,105,733.83 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** \$1,105,733.83 (F)

**DIFFERENCE:** \$0.00 (G)\*

**\*SHOULD EQUAL ZERO.**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Operations & Maintenance Trust Fund
<b>LAS/PBS Fund Number:</b>	Disease Control and Health Protection
	2516/64200200

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	\$6,404,238.36	(A)		\$6,404,238.36
ADD: Other Cash (See Instructions)	\$0.00	(B)		\$0.00
ADD: Investments	\$0.00	(C)		\$0.00
ADD: Outstanding Accounts Receivable		(D)		\$0.00
ADD: _____	\$0.00	(E)		\$0.00
<b>Total Cash plus Accounts Receivable</b>	\$6,404,238.36	(F)	\$0.00	\$6,404,238.36
LESS Allowances for Uncollectibles	\$0.00	(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$651,169.00)	(H)		(\$651,169.00)
Approved "B" Certified Forwards	\$0.00	(H)		\$0.00
Approved "FCO" Certified Forwards	\$0.00	(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	\$0.00	(I)		\$0.00
LESS: _____	\$0.00	(J)		\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	\$5,753,069.36	(K)	\$0.00	\$5,753,069.36 **

**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**

<b>Budget Period: 2017 - 2018</b>	
<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Operations & Maintenance Trust Fund
<b>LAS/PBS Fund Number:</b>	2516/64200200

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds;	\$5,753,069.36 (A)
GLC 539XX for proprietary and fiduciary funds	
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	\$0.00 (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	_____ (C)
SWFS Adjustment # and Description	_____ (C)
<b>Add/Subtract Other Adjustment(s):</b>	
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	_____ (D)
	_____ (D)
	_____ (D)
	_____ (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	\$5,753,069.36 (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	\$5,753,069.36 (F)
<b>DIFFERENCE:</b>	\$0.00 (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	64200200
	2261

	Balance as of 6/30/2016	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(\$4,197,333.12) (A)		(\$4,197,333.12)
ADD: Other Cash (See Instructions)	\$596.84 (B)		\$596.84
ADD: Investments	\$0.21 (C)		\$0.21
ADD: Outstanding Accounts Receivable	\$6,192,848.06 (D)		\$6,192,848.06
ADD: BE Transfer from 64200800	\$5,145,279.19 (E)		\$5,145,279.19
<b>Total Cash plus Accounts Receivable</b>	<b>\$7,141,391.18 (F)</b>	<b>\$0.00</b>	<b>\$7,141,391.18</b>
LESS Allowances for Uncollectibles			\$0.00
LESS Approved "A" Certified Forwards	(\$6,403,153.26) (H)		(\$6,403,153.26)
Approved "B" Certified Forwards	(\$738,237.92) (H)		(\$738,237.92)
Approved "FCO" Certified Forwards			\$0.00
LESS: Other Accounts Payable (Nonoperating)			\$0.00
LESS:			\$0.00
LESS:			\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$0.00 (K)</b>		<b>\$0.00 **</b>

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	2261/64200200

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(\$4,414,623.05) (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment	
SWFS Adjustment	
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(\$738,237.92) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	\$7,581.78 (D)
BE Transfer from 64200800	\$5,145,279.19 (D)

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$0.00</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$0.00</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Grants & Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	64200200
	2339

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$2,691,238.15</b>	(A)		\$2,691,238.15
ADD: Other Cash (See Instructions)		(B)		\$0.00
ADD: Investments		(C)		\$0.00
ADD: Outstanding Accounts Receivable	\$311,183.62	(D)	\$0.00	\$311,183.62
ADD: SWFS Adj B6400010 increase receivable		(E)	\$4,184.12	\$4,184.12
<b>Total Cash plus Accounts Receivable</b>	<b>\$3,002,421.77</b>	(F)	<b>\$4,184.12</b>	\$3,006,605.89
LESS Allowances for Uncollectibles		(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$213,832.72)	(H)		(\$213,832.72)
Approved "B" Certified Forwards	(\$28,229.55)	(H)		(\$28,229.55)
Approved "FCO" Certified Forwards		(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$1,720.20)	(I)		(\$1,720.20)
LESS: SWFS Adj B6400044 increase payable	\$0.00	(J)	(\$1,118.44)	(\$1,118.44)
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$2,758,639.30</b>	(K)	<b>\$3,065.68</b>	\$2,761,704.98 **

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Grants & Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	2339/64200200

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$2,764,053.93</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
	(B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # B6400010 Increase Receivable	\$4,184.12 (C)
SWFS Adjustment # B6400018 increase payable	(\$1,118.44) (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(\$28,229.55) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(D)
A/P not C/F-Operating Categories	\$22,814.92 (D)
	\$0.00 (D)
	(D)
	(D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$2,761,704.98</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$2,761,704.98</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Planning & Evaluation Trust Fund
<b>LAS/PBS Fund Number:</b>	64200200
	2531

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$10,403,638.72</b>	(A)		\$10,403,638.72
ADD: Other Cash (See Instructions)	<b>\$82,002.92</b>	(B)		\$82,002.92
ADD: Investments	\$0.00	(C)		\$0.00
ADD: Outstanding Accounts Receivable	\$7,321.20	(D)	\$0.00	\$7,321.20
ADD: UNVERIFIED CASH	<b>\$0.00</b>	(E)		\$0.00
ADD:	<b>\$0.00</b>	(E)		\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$10,492,962.84</b>	(F)	<b>\$0.00</b>	<b>\$10,492,962.84</b>
LESS Allowances for Uncollectibles	\$0.00	(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$950,490.75)	(H)		(\$950,490.75)
Approved "B" Certified Forwards	(\$335,840.49)	(H)		(\$335,840.49)
Approved "FCO" Certified Forwards	\$0.00	(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$76,539.48)	(I)		(\$76,539.48)
LESS: BE Transfer to 64200800	(\$2,509,209.13)	(J)		(\$2,509,209.13)
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$6,620,882.99</b>	(K)	<b>\$0.00</b>	<b>\$6,620,882.99</b> **

**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**

<b>Budget Period:</b> 2017 - 2018
<b>Department Title:</b> Department of Health
<b>Trust Fund Title:</b> Planning & Evaluation Trust Fund
<b>LAS/PBS Fund Number:</b> 2531/64200200

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$9,456,247.60</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<b>\$0.00</b> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	_____ (C)
SWFS Adjustment # and Description	<b>\$0.00</b> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<b>(\$335,840.49)</b> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<b>\$0.00</b> (D)
A/P not C/F-Operating Categories	<b>\$9,685.01</b> (D)
	<b>\$0.00</b> (D)
BE Transfer to 64200800	<b>(\$2,509,209.13)</b> (D)
	_____ (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$6,620,882.99</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$6,620,882.99</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2017 - 2018
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Radiation Protection Trust Fund
<b>LAS/PBS Fund Number:</b>	64200200
	2569

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$539,475.32</b>	(A)			\$539,475.32
ADD: Other Cash (See Instructions)		(B)			\$0.00
ADD: Investments		(C)			\$0.00
ADD: Outstanding Accounts Receivable		(D)			\$0.00
ADD: UNVERIFIED CASH	<b>\$0.00</b>	(E)			\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$539,475.32</b>	(F)	<b>\$0.00</b>		<b>\$539,475.32</b>
LESS: Allowances for Uncollectibles		(G)			\$0.00
LESS: Approved "A" Certified Forwards	(\$10,496.93)	(H)			(\$10,496.93)
Approved "B" Certified Forwards	\$0.00	(H)			\$0.00
Approved "FCO" Certified Forwards		(H)			\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$3,192.00)	(I)			(\$3,192.00)
Transfer From BE 64200600	\$17.09	(J)			\$17.09
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$525,803.48</b>	(K)	<b>\$0.00</b>		<b>\$525,803.48</b> **

**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**

<b>Budget Period:</b>	<b>2017 - 2018</b>
<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Radiation Protection Trust Fund
<b>LAS/PBS Fund Number:</b>	2569/64200200

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$521,128.35</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<b>\$0.00</b> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<b>\$0.00</b> (C)
SWFS Adjustment # and Description	<b>\$0.00</b> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<b>\$0.00</b> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<b>\$0.00</b> (D)
A/P not C/F-Operating Categories	<b>\$4,658.04</b> (D)
Transfer from 64200600	<b>\$17.09</b> (D)
	<b></b> (D)
	<b></b> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$525,803.48</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$525,803.48</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Radiation Protection Trust Fund
<b>LAS/PBS Fund Number:</b>	64200600
	2569

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$17.09</b>	(A)			\$17.09
ADD: Other Cash (See Instructions)	\$0.00	(B)			\$0.00
ADD: Investments		(C)			\$0.00
ADD: Outstanding Accounts Receivable	\$0.00	(D)			\$0.00
ADD: Cash in Treasury Unverified	\$0.00	(E)			\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$17.09</b>	(F)	<b>\$0.00</b>		<b>\$17.09</b>
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)	\$0.00	(I)			\$0.00
LESS: BE Transfer 64200200	(\$17.09)	(J)			(\$17.09)
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$0.00</b>	(K)	<b>\$0.00</b>		<b>\$0.00</b> **

**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**

<b>Budget Period: 2017 - 2018</b>	
<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Radiation Protection Trust Fund
<b>LAS/PBS Fund Number:</b>	2569/64200600

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds;	<b>\$17.09</b> (A)
GLC 539XX for proprietary and fiduciary funds	
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	\$0.00 (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	\$0.00 (D)
BE TNFR from 64200600	(\$17.09) (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$0.00</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$0.00</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2017- 18**

**Department:** Health

**Chief Internal Auditor:** Michael J. Bennett, CIA

**Budget Entity:** 64200200

**Phone Number:** 850-245-4150

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
A-1415DOH-025	June 8, 2016	HIV/AIDS & Hepatitis Program (Office)	CONFIDENTIAL - Issues with general security controls. The Office should address the issues.	The issues are being addressed.	
A-1415DOH-025	June 8, 2016	HIV/AIDS & Hepatitis Program (Office)	CONFIDENTIAL - Issues with application controls. The Office should address the issues.	The issues are being addressed.	
R-1516DOH-015	April 6, 2016	Refugee Health Program (Program)	<p><i>There were inconsistencies between Florida Accounting Information Resource (FLAIR) and Employee Activity Records (EARs) for salaries and benefits costs charged to the Program.</i></p> <p>The Program should continue its monitoring of time charged by county health department (CHD) staff to Program Component (PC) 18 in the EARs module of HMS. The monitoring should include continued training to CHD staff that charge time to PC 18.</p>	<p>The Program actively informs CHD staff about programmatic and fiscal expectations by utilizing multiple means of communication. Each year, the Program facilitates a conference call to review the Program Guidelines. In addition, the staff hosts a bi-monthly conference call with all of CHDs, provides one-on-one orientation conference calls with CHDs individually, and offers on-going technical assistance via email and phone. The Program will continue to support these efforts in the future. Program staff began sending EARs to Payroll Reports to the CHDs in February 2015, requesting that staff review and confirm that all Program staff were coding their time in EARs to PC 18, and that they were establishing reallocation sets in the Financial &amp; Information Reporting System (FIRS) to ensure that staff time is billing to Other Cost Accumulator (OCA) SRS##. The CHDs were also routinely reminded to charge all Program expenditures and contractual services to OCA SRS## via the communication channels described above. These efforts were necessary in order to prepare and better facilitate the CHDs' transitioning from the Program's payment methodology of fee-for-service to cost reimbursement.</p> <p>The Program Analyst routinely monitors program charges. She reviews all CHD monthly expenditures and identifies areas of concern, and contacts the CHDs directly, as needed, to resolve identified issues. The Program Analyst will continue to monitor program charges on a monthly basis and provide technical assistance as necessary.</p> <p>The FIRS project team in Daytona Beach can also provide the CHDs with FIRS training on a scheduled and ad hoc basis. Training includes EARs Coding and Reallocation sets. This information will be included in the bi-monthly conference call minutes.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2016-087	February 11, 2016	Division of Disease Control and Health Protection	<p><i>The Department had not conducted periodic reviews of user access privileges to Department applications in accordance with established policies and procedures. In addition, as similarly noted in our report No. 2014-014, information technology access to Department applications was not always timely deactivated upon a users' separation from employment.</i></p> <p>We again recommend that Department management strengthen controls, including the establishment of applicable policies and procedures for the conduct of periodic reviews of Environmental Health Database (EHD) access privileges, to ensure that access privileges are timely deactivated upon a users' separation from employment.</p>	<p>The processes defined in the response for EHD have been successfully activated. EHD receives a data feed each night which contains the active directory information for all active users. On the last day of every month, all active EHD users are compared against the active directory table to determine if the user exists as an active user in the active directory table. If not, the user account is marked as inactive in EHD. The inactive accounts are then removed from the Exchange users group. Environmental Health Directors are reminded of the Inactive Users List every month and have been fulfilling the requirement to remove users from all access points (Active Directory and EHD). The checks and balances are now in place to assure staff, after leaving an Environmental Health field office, no longer will have access to EHD.</p>	
2016-159	March 29, 2016	Refugee Health Program	<p><i>The Florida Department of Health (Department) did not always correctly allocate salary and benefits expenditures to the Refugee and Entrant Assistance – State-Administered Programs (REAP).</i></p> <p>We again recommend that the Department ensure that the salary and benefit costs charged to REAP are appropriate and properly supported.</p>	<p>Employee No. 1 – The Florida Accounting and Information Resource (FLAIR) system was adjusted for the time Employee No. 1 worked in REAP. Employee No. 2 - FLAIR was adjusted for the time Employee No. 2 worked in REAP. Employee No. 3 - The settlement disbursement was charged in error to the OCA SRSER-Refugee Health Screening Expense Reimbursement. This issue was resolved by DOH-Miami-Dade staff who worked with the Department's Bureau of Finance &amp; Accounting and Bureau of Personnel and Human Resource Management. The charges were reversed and appropriately coded.</p>	

# Fiscal Year 2017-18 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Disease Control and Health Protection

Agency Budget Officer/OPB Analyst Name: Ty Gentle / Walter Liebrich

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	64200200		
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## 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 (no trust fund files for narrative columns)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? <b>(CSDI)</b>	Y		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y		

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y		
1.4 Has security been set correctly to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status? <b>(CSDR, CSA)</b>	Y		
<b>TIP</b> 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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>			

## 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		

## 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		
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### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y		
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y		

		n or Service (Budget Entity)		
Action		64200200		
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, a Special Categories appropriation category (10XXXX) should be used.			
<b>4. EXHIBIT D (EADR, EXD)</b>				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y		
4.2	Is the program component code and title used correct?	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>				
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? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2015-16 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.			
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>				
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.			
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>				



		n or Service (Budget Entity)		
Action		64200200		
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 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 pages 67 through 69 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 72 of the LBR Instructions?	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #17-001?	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. <b>(PLRR, PLMO)</b>	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y		
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.	Y		
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y		

		n or Service (Budget Entity)		
Action		64200200		
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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y		
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y		
<b>AUDIT:</b>				
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y		
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y		
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y		
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y		
7.24	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(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))</b>	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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2017-18 data center costs, this can be completed by using the State Data Center data processing services category (210001).			
TIP	If an appropriation made in the FY 2016-17 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.			
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>				
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y		

		n or Service (Budget Entity)		
Action		64200200		
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; fixed capital outlay adjustment 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 section 215.32(2)(b), Florida Statutes - 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 section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		
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 General Revenue Service Charge nonoperating amounts included in Section II?	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y		

		n or Service (Budget Entity)		
Action		64200200		
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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y		
8.28	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		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y		
<b>AUDITS:</b>				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y		
8.31	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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y		
8.32	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. <b>(SC1R, DEPT)</b>	Y		
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I?	Y		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 130 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.			
<b>9. SCHEDULE II (PSCR, SC2)</b>				
<b>AUDIT:</b>				

		n or Service (Budget Entity)		
Action		64200200		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> 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 161 of the LBR Instructions.)	Y		
<b>10. SCHEDULE III (PSCR, SC3)</b>				
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y		
<b>11. SCHEDULE IV (EADR, SC4)</b>				
11.1	Are the correct Information Technology (IT) issue codes used?	Y		
<b>TIP</b> If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.				
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>				
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		
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>				
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A		
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y		
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>				
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 107-109 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		
<b>AUDIT:</b>				
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	Y		
<b>16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>				

		n or Service (Budget Entity)		
Action		64200200		
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, 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		
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>				
16.3	Does the FY 2015-16 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	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: <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y		
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y		
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	Y		
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y		
<b>AUDITS - GENERAL INFORMATION</b>				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.			
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>				
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		

		n or Service (Budget Entity)		
Action		64200200		
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		
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.			
<b>19. FLORIDA FISCAL PORTAL</b>				
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		



# COUNTY HEALTH DEPARTMENT LOCAL HEALTH NEEDS EXHIBITS AND SCHEDULES





# COUNTY HEALTH DEPARTMENT LOCAL HEALTH NEEDS SCHEDULE I SERIES

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2017 - 2018**

<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Tobacco Settlement Trust Fund
<b>Budget Entity:</b>	64200700
<b>LAS/PBS Fund Number:</b>	2122

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(41,880.61)	(A)			(41,880.61)
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 64200100	41,880.61	(E)			41,880.61
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>		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:	0.00	(J)			0.00
LESS:		(J)			0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>0.00</b>	(K)	<b>0.00</b>		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**

	<b>Budget Period: 2017 - 2018</b>
<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Tobacco Settlement Trust Fund
<b>LAS/PBS Fund Number:</b>	2122/64200700

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(41,880.61)"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
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 64200100	<input type="text" value="41,880.61"/> (D)
	<input type="text" value="0.00"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<input type="text" value="0.00"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	County Health Department Trust Fund
<b>LAS/PBS Fund Number:</b>	2141/64200700

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	53,277,718.27	(A)			53,277,718.27
ADD: Other Cash (See Instructions)	1,734,776.02	(B)			1,734,776.02
ADD: Investments	73,073,655.21	(C)			73,073,655.21
ADD: Outstanding Accounts Receivable	33,466,018.83	(D)	0.00		33,466,018.83
ADD: _____	0.00	(E)			0.00
<b>Total Cash plus Accounts Receivable</b>	<b>161,552,168.33</b>	(F)	<b>0.00</b>		161,552,168.33
LESS Allowances for Uncollectibles	(4,432,107.55)	(G)			(4,432,107.55)
LESS Approved "A" Certified Forwards	(26,893,000.20)	(H)			(26,893,000.20)
Approved "B" Certified Forwards	(6,325,006.12)	(H)			(6,325,006.12)
Approved "FCO" Certified Forwards	(29,411,994.13)	(H)			(29,411,994.13)
LESS: Other Accounts Payable (Nonoperating)	(125,690.44)	(I)			(125,690.44)
LESS: LASPBS CF Less GLC 3XXXX CF (LASPBS does not equal trial balance)	(676.83)	(J)			(676.83)
<b>Unreserved Fund Balance, 07/01/16</b>	<b>94,363,693.06</b>	(K)	<b>0.00</b>		94,363,693.06 **

**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**

<b>Budget Period: 2017 - 2018</b>	
<b>Department Title:</b>	<u>Department of Health</u>
<b>Trust Fund Title:</b>	<u>County Health Department Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2141/64200700</u>

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	142,159,801.13 (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	(13,825,581.52) (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment #B64000XX Reduce accounts recievable to DEP	(C)
SWFS Adjustment #B64000XX Reduce accounts recievable to DEP	(C)
SWFS Adjustment #B6400	(C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(6,325,006.12) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(29,411,994.13) (D)
A/P not C/F-Operating Categories	1,766,473.70 (D)
A/P not C/F-FCO Categories	(D)
Difference between LASPBS and DOH Trial Balance	(D)
	(D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>94,363,693.06 (E)</b>
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>94,363,693.06 (F)</b>
<b>DIFFERENCE:</b>	<b>0.00 (G)*</b>

**\*SHOULD EQUAL ZERO.**

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2017- 18**

**Department:** Health

**Chief Internal Auditor:** Michael J. Bennett, CIA

**Budget Entity:** 64200700

**Phone Number:** 850-245-4150

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
R-1415DOH-021	December 18, 2015	County Health Departments (CHDs)	<p><i>Various general controls were found to be deficient or non-existent within the 22 CHDs visited.</i></p> <p>The Office of Deputy Secretary for County Health Systems should discuss these deficiencies and areas of concern with all CHDs in an effort to improve operations statewide.</p>	<p>The Office of Deputy Secretary for County Health Systems will review the deficiencies and areas of concern with all CHDs. We will distribute the published report to all Health Officers and CHD Business Managers. Discussions will occur at each CHD Health Officer Consortia meeting and at each Regional Business Managers meeting.</p>	

*Office of Policy and Budget - June 2016*

# Fiscal Year 2017-18 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / County Health Department Local Health Needs

Agency Budget Officer/OPB Analyst Name: Ty Gentle / Walter Liebrich

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	64200700		
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## 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 (no trust fund files for narrative columns)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? <b>(CSDI)</b>	Y		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y		

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y		
1.4 Has security been set correctly to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status? <b>(CSDR, CSA)</b>	Y		
<b>TIP</b> 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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>			

## 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		

## 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		
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### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y		
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y		

		n or Service (Budget Entity)		
Action		64200700		
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, a Special Categories appropriation category (10XXXX) should be used.			
<b>4. EXHIBIT D (EADR, EXD)</b>				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y		
4.2	Is the program component code and title used correct?	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>				
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? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2015-16 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.			
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>				
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.			
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>				



		n or Service (Budget Entity)		
Action		64200700		
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 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 pages 67 through 69 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 72 of the LBR Instructions?	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #17-001?	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. <b>(PLRR, PLMO)</b>	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y		
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.	Y		
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y		

		n or Service (Budget Entity)		
Action		64200700		
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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y		
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y		
<b>AUDIT:</b>				
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. ( <b>EADR, FSIA - Report should print "No Records Selected For Reporting"</b> )	Y		
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	Y		
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	Y		
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	Y		
7.24	Have FCO appropriations been entered into the nonrecurring column (A04)? ( <b>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)</b> )	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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2017-18 data center costs, this can be completed by using the State Data Center data processing services category (210001).			
TIP	If an appropriation made in the FY 2016-17 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.			
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>				
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y		

		n or Service (Budget Entity)		
Action		64200700		
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; fixed capital outlay adjustment 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 section 215.32(2)(b), Florida Statutes - 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 section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		
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 General Revenue Service Charge nonoperating amounts included in Section II?	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y		

		n or Service (Budget Entity)		
Action		64200700		
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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y		
8.28	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		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y		
<b>AUDITS:</b>				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y		
8.31	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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y		
8.32	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. <b>(SC1R, DEPT)</b>	Y		
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I?	Y		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 130 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.			
<b>9. SCHEDULE II (PSCR, SC2)</b>				
<b>AUDIT:</b>				

		n or Service (Budget Entity)		
Action		64200700		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> 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 161 of the LBR Instructions.)	Y		
<b>10. SCHEDULE III (PSCR, SC3)</b>				
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y		
<b>11. SCHEDULE IV (EADR, SC4)</b>				
11.1	Are the correct Information Technology (IT) issue codes used?	Y		
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.			
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>				
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		
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>				
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A		
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y		
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>				
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 107-109 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		
<b>AUDIT:</b>				
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	Y		
<b>16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>				

		n or Service (Budget Entity)		
Action		64200700		
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, 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		
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>				
16.3	Does the FY 2015-16 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	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: <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y		
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y		
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	Y		
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y		
<b>AUDITS - GENERAL INFORMATION</b>				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.			
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>				
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		

		n or Service (Budget Entity)		
Action		64200700		
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		
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.			
<b>19. FLORIDA FISCAL PORTAL</b>				
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		



# STATEWIDE PUBLIC HEALTH SUPPORT SERVICES EXHIBITS AND SCHEDULES





# STATEWIDE PUBLIC HEALTH SUPPORT SERVICES SCHEDULE I SERIES

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Administrative Trust Fund
<b>LAS/PBS Fund Number:</b>	64200800
	2021

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(750,501.07)	(A)			(750,501.07)
ADD: Other Cash (See Instructions)		(B)			0.00
ADD:	0.00	(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: BE TNFR from 64100200	901,636.93	(E)			901,636.93
<b>Total Cash plus Accounts Receivable</b>	<b>151,135.86</b>	(F)	<b>0.00</b>		<b>151,135.86</b>
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	(25,633.84)	(H)			(25,633.84)
Approved "B" Certified Forwards	(125,502.02)	(H)			(125,502.02)
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
LESS: _____		(J)			0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>0.00</b>	(K)	<b>0.00</b>		<b>0.00</b> **

**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**

<b>Budget Period: 2017 - 2018</b>	
<b>Department Title:</b>	<u>Department of Health</u>
<b>Trust Fund Title:</b>	<u>Administrative Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2021/64200800</u>

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(776,220.82)"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(125,502.02)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="85.91"/> (D)
BE TNFR from 2021 64100200	<input type="text" value="901,636.93"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<input type="text" value="0.00"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2017 - 2018**

<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Emergency Medical Services Trust Fund
<b>Budget Entity:</b>	64200800
<b>LAS/PBS Fund Number:</b>	2192

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$10,130,899.70</b>	(A)		\$10,130,899.70
ADD: Other Cash (See Instructions)	\$48,599.79	(B)		\$48,599.79
ADD: Investments		(C)		\$0.00
ADD: Outstanding Accounts Receivable	\$72,671.60	(D)	\$0.00	\$72,671.60
ADD: CASH IN TREASURY UNVERIFIED	\$0.00	(E)		\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$10,252,171.09</b>	(F)	<b>\$0.00</b>	\$10,252,171.09
LESS Allowances for Uncollectibles		(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$84,298.12)	(H)		(\$84,298.12)
Approved "B" Certified Forwards	(\$34,173.16)	(H)		(\$34,173.16)
Approved "FCO" Certified Forwards		(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$359,332.81)	(I)	\$0.00	(\$359,332.81)
LESS:		(J)		\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$9,774,367.00</b>	(K)	<b>\$0.00</b>	\$9,774,367.00 **

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Emergency Medical Services Trust Funds
<b>LAS/PBS Fund Number:</b>	2192/64200800

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$9,807,554.59</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<b>\$0.00</b> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment	<b>\$0.00</b> (C)
SWFS Adjustment	<b>\$0.00</b> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<b>(\$34,173.16)</b> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<b>\$0.00</b> (D)
A/P not C/F-Operating Categories	<b>\$985.57</b> (D)
	<b></b> (D)
	<b></b> (D)
	<b></b> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$9,774,367.00</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$9,774,367.00</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Biomedical Research Trust Fund
<b>LAS/PBS Fund Number:</b>	64200800
	2245

	Balance as of 6/30/2016	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(2,275,021.73) (A)		(2,275,021.73)
ADD: Other Cash (See Instructions)			0.00
ADD: Investments	21,691,428.87 (C)		21,691,428.87
ADD: Outstanding Accounts Receivable	34,653.39 (D)		34,653.39
ADD: Interest	0.00 (E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>19,451,060.53 (F)</b>	<b>0.00</b>	<b>19,451,060.53</b>
LESS Allowances for Uncollectibles			0.00
LESS Approved "A" Certified Forwards	0.00 (H)		0.00
Approved "B" Certified Forwards			0.00
Approved Carry Forward	(2,055,243.47) (H)		(2,055,243.47)
LESS:	0.00 (I)		0.00
LESS: BE TNFR to 64200100	(17,395,817.06) (J)		(17,395,817.06)
<b>Unreserved Fund Balance, 07/01/16</b>	<b>0.00 (K)</b>	<b>0.00</b>	<b>0.00 **</b>

**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**

<b>Budget Period: 2017 - 2018</b>
<b>Department Title:</b> Department of Health
<b>Trust Fund Title:</b> Biomedical Research Trust Fund
<b>LAS/PBS Fund Number:</b> 2245/64200800

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="\$19,448,891.39"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="\$0.00"/> (D)
Approved Carry Forward	<input type="text" value="(\$2,055,243.47)"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="\$2,169.14"/> (D)
	<input type="text" value="\$0.00"/> (D)
BE TNFR to 64200100	<input type="text" value="(\$17,395,817.06)"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="\$0.00"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<input type="text" value="\$0.00"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="\$0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2017 - 2018
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	64200800
	2261

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	\$11,609,832.17	(A)		\$11,609,832.17
ADD: Other Cash (See Instructions)	\$572.40	(B)		\$572.40
ADD: Investments	\$13,457,232.70	(C)		\$13,457,232.70
ADD: Outstanding Accounts Receivable	\$6,125,141.67	(D)		\$6,125,141.67
ADD: B6400056 - reduce receivable		(E)	(\$22,348.75)	(\$22,348.75)
ADD: _____		(E)		\$0.00
<b>Total Cash plus Accounts Receivable</b>	\$31,192,778.94	(F)	(\$22,348.75)	\$31,170,430.19
LESS Allowances for Uncollectibles		(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$2,882,981.67)	(H)		(\$2,882,981.67)
Approved "B" Certified Forwards	(\$3,135,186.17)	(H)		(\$3,135,186.17)
Approved "FCO" Certified Forwards		(H)		\$0.00
LESS: B6400028 - decrease payable		(I)	\$92.07	\$92.07
LESS: BE TNFR 2261 to 64100200	(\$963,049.91)	(J)		(\$963,049.91)
LESS: BE TNFR 2261 to 64200200	(\$5,145,279.19)	(J)		(\$5,145,279.19)
LESS: BE TNFR 2261 to 64400100	(\$44,345.31)	(J)		(\$44,345.31)
<b>Unreserved Fund Balance, 07/01/16</b>	\$19,021,936.69	(K)	(\$22,256.68)	\$18,999,680.01 **

**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**

<b>Budget Period: 2017 - 2018</b>
<b>Department Title:</b> Department of Health
<b>Trust Fund Title:</b> Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b> 2261/64200800

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>			
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<table border="1"> <tr> <td>\$53,427,116.75</td> <td>(A)</td> </tr> </table>	\$53,427,116.75	(A)
\$53,427,116.75	(A)		
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<table border="1"> <tr> <td>(\$25,123,038.59)</td> <td>(B)</td> </tr> </table>	(\$25,123,038.59)	(B)
(\$25,123,038.59)	(B)		
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>			
SWFS Adjustment #B6400056 - reduce receivable	<table border="1"> <tr> <td>(\$22,348.75)</td> <td>(C)</td> </tr> </table>	(\$22,348.75)	(C)
(\$22,348.75)	(C)		
SWFS Adjustment #B6400028 - reduce payable	<table border="1"> <tr> <td>\$92.07</td> <td>(C)</td> </tr> </table>	\$92.07	(C)
\$92.07	(C)		
<b>Add/Subtract Other Adjustment(s):</b>			
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<table border="1"> <tr> <td>(\$3,135,186.17)</td> <td>(D)</td> </tr> </table>	(\$3,135,186.17)	(D)
(\$3,135,186.17)	(D)		
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<table border="1"> <tr> <td></td> <td>(D)</td> </tr> </table>		(D)
	(D)		
A/P not C/F-Operating Categories	<table border="1"> <tr> <td>\$5,719.11</td> <td>(D)</td> </tr> </table>	\$5,719.11	(D)
\$5,719.11	(D)		
BE TNFR 2261 to 64100200	<table border="1"> <tr> <td>(\$963,049.91)</td> <td>(D)</td> </tr> </table>	(\$963,049.91)	(D)
(\$963,049.91)	(D)		
BE TNFR 2261 to 64200200	<table border="1"> <tr> <td>(\$5,145,279.19)</td> <td>(D)</td> </tr> </table>	(\$5,145,279.19)	(D)
(\$5,145,279.19)	(D)		
BE TNFR 2261 to 64400100	<table border="1"> <tr> <td>(\$44,345.31)</td> <td>(D)</td> </tr> </table>	(\$44,345.31)	(D)
(\$44,345.31)	(D)		
	<table border="1"> <tr> <td></td> <td>(D)</td> </tr> </table>		(D)
	(D)		
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<table border="1"> <tr> <td>\$18,999,680.01</td> <td>(E)</td> </tr> </table>	\$18,999,680.01	(E)
\$18,999,680.01	(E)		
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<table border="1"> <tr> <td>\$18,999,680.01</td> <td>(F)</td> </tr> </table>	\$18,999,680.01	(F)
\$18,999,680.01	(F)		
<b>DIFFERENCE:</b>	<table border="1"> <tr> <td>\$0.00</td> <td>(G)*</td> </tr> </table>	\$0.00	(G)*
\$0.00	(G)*		

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Grants & Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	64200800
	2339

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	\$6,623,217.73	(A)			\$6,623,217.73
ADD: Other Cash (See Instructions)	\$95.00	(B)			\$95.00
ADD: Investments		(C)			\$0.00
ADD: Outstanding Accounts Receivable	\$3,798,704.88	(D)			\$3,798,704.88
ADD:	\$0.00	(E)			\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$10,422,017.61</b>	(F)	<b>\$0.00</b>		\$10,422,017.61
LESS Allowances for Uncollectibles		(G)			\$0.00
LESS Approved "A" Certified Forwards	(\$486,249.92)	(H)			(\$486,249.92)
Approved "B" Certified Forwards	(\$5,036.50)	(H)			(\$5,036.50)
Approved "FCO" Certified Forwards		(H)			\$0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			\$0.00
LESS: BE TNFR to 64400100/64200100	(\$1,013,575.14)	(J)	(\$8,588.00)		(\$1,022,163.14)
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$8,917,156.05</b>	(K)	<b>(\$8,588.00)</b>		\$8,908,568.05 **

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Grants & Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	2339/64200800

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$10,687,196.17</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<b>(\$1,605,415.83)</b> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment #B6400018 reduce receivable	<b>(\$8,588.00)</b> (C)
SWFS Adjustment # and Description	_____ (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<b>(\$5,036.50)</b> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<b>\$0.00</b> (D)
A/P not C/F-Operating Categories	<b>\$853,987.35</b> (D)
BE TNFR to 2339 64200100	<b>(\$81,443.59)</b> (D)
BE TNFR to 2339 64300100	<b>(\$825,250.46)</b> (D)
BE TNFR to 2339 64400100	<b>(\$106,881.09)</b> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$8,908,568.05</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$8,908,568.05</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Brain & Spinal Cord Injury Program Trust Fund
<b>LAS/PBS Fund Number:</b>	64200800
	2390

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$5,472,659.33</b>	(A)			\$5,472,659.33
ADD: Other Cash (See Instructions)	\$3.38	(B)			\$3.38
ADD: Investments		(C)			\$0.00
ADD: Outstanding Accounts Receivable	\$66,985.67	(D)	\$0.00		\$66,985.67
ADD: UNVERIFIED CASH	\$13,799.01	(E)			\$13,799.01
<b>Total Cash plus Accounts Receivable</b>	<b>\$5,553,447.39</b>	(F)	<b>\$0.00</b>		<b>\$5,553,447.39</b>
LESS Allowances for Uncollectibles		(G)			\$0.00
LESS Approved "A" Certified Forwards	(\$652,917.26)	(H)	\$0.00		(\$652,917.26)
Approved "B" Certified Forwards	(\$228,697.53)	(H)			(\$228,697.53)
Approved "FCO" Certified Forwards		(H)			\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$237,394.45)	(I)			(\$237,394.45)
LESS:	\$0.00	(J)			\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$4,434,438.15</b>	(K)	<b>\$0.00</b>		<b>\$4,434,438.15</b> **

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>LAS/PBS Fund Number:</b>	Brain & Spinal Cord Injury Program Trust Fund
	2390/64200800

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$3,465,157.09</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment and Description	\$0.00 (C)
SWFS Adjustment and Description	\$0.00 (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(\$228,697.53) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	\$1,197,978.59 (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$4,434,438.15</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$4,434,438.15</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Planning & Evaluation Trust Fund
<b>LAS/PBS Fund Number:</b>	64200800
	2531

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$1,068,790.18</b>	(A)			\$1,068,790.18
ADD: Other Cash (See Instructions)	\$66,745.06	(B)			\$66,745.06
ADD: Investments	\$0.00	(C)			\$0.00
ADD: Outstanding Accounts Receivable	\$1,242,280.04	(D)	\$0.00		\$1,242,280.04
ADD: B6400046 - Reduce Receivable	\$0.00	(E)	(\$51,611.11)		(\$51,611.11)
ADD:	\$0.00	(E)			\$0.00
ADD: BE Transfer from 64200200	\$2,509,209.13				\$2,509,209.13
<b>Total Cash plus Accounts Receivable</b>	<b>\$4,887,024.41</b>	(F)			<b>\$4,835,413.30</b>
LESS Allowances for Uncollectibles	\$0.00	(G)			\$0.00
LESS Approved "A" Certified Forwards	(\$263,183.02)	(H)			(\$263,183.02)
Approved "B" Certified Forwards	(\$222,610.25)	(H)			(\$222,610.25)
Approved "FCO" Certified Forwards	(\$4,204,712.78)	(H)			(\$4,204,712.78)
LESS: Other Accounts Payable (Nonoperating)	(\$144,907.25)	(I)	\$0.00		(\$144,907.25)
LESS: _____		(J)			\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$51,611.11</b>	(K)	<b>(\$51,611.11)</b>		<b>\$0.00</b> **

**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**

<b>Budget Period:</b> 2017 - 2018
<b>Department Title:</b> Department of Health
<b>Trust Fund Title:</b> Planning & Evaluation Trust Fund
<b>LAS/PBS Fund Number:</b> 2531/64200800

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$2,025,405.25</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<b>(\$66,199.79)</b> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # B6400046 - Reduce Receivable	<b>(\$51,611.11)</b> (C)
SWFS Adjustment # and Description	<b>\$0.00</b> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<b>(\$222,610.25)</b> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<b>(\$4,204,712.78)</b> (D)
A/P not C/F-Operating Categories	<b>\$10,519.55</b> (D)
	<b>\$0.00</b> (D)
	<b>\$0.00</b> (D)
BE transfer from 64200200	<b>\$2,509,209.13</b> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$0.00</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$0.00</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Radiation Protection Trust Fund
<b>LAS/PBS Fund Number:</b>	64200800
	2569

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$5,102,296.80</b>	(A)		\$5,102,296.80
ADD: Other Cash (See Instructions)	\$17,688.05	(B)		\$17,688.05
ADD: Investments		(C)		\$0.00
ADD: Outstanding Accounts Receivable	\$404,316.16	(D)		\$404,316.16
ADD: Cash in Treasury Unverified		(E)		\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$5,524,301.01</b>	(F)	<b>\$0.00</b>	<b>\$5,524,301.01</b>
LESS Allowances for Uncollectibles		(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$210,039.68)	(H)		(\$210,039.68)
Approved "B" Certified Forwards	(\$71,389.10)	(H)		(\$71,389.10)
Approved "FCO" Certified Forwards	(\$624,800.00)	(H)		(\$624,800.00)
LESS: Other Accounts Payable (Nonoperating)	(\$95,623.91)	(I)		(\$95,623.91)
LESS:		(J)		\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$4,522,448.32</b>	(K)	<b>\$0.00</b>	<b>\$4,522,448.32</b> **

**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**

<b>Budget Period:</b> 2017 - 2018
<b>Department Title:</b> Department of Health
<b>Trust Fund Title:</b> Radiation Protection Trust Fund
<b>LAS/PBS Fund Number:</b> 2569/64200800

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="\$5,204,725.83"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(\$71,389.10)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="\$13,911.59"/> (D)
Approved "FCO" Certified Forwards	<input type="text" value="(\$624,800.00)"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="\$4,522,448.32"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<input type="text" value="\$4,522,448.32"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="\$0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2017- 18**

**Department:** Health

**Chief Internal Auditor:** Michael J. Bennett, CIA

**Budget Entity:** 64200800

**Phone Number:** 850-245-4150

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
R-1415DOH-019	January 6, 2016	Bureau of Radiation Control (Bureau)	<p><i>Inspections of X-ray tubes were not always completed or reported as completed by the scheduled due date.</i></p> <p>The Bureau should place emphasis on scheduled X-ray inspections that are past due and address staffing resource issues to ensure all X-ray inspections are completed within the required statutory deadlines.</p>	<p>Though the Bureau's action plan will address the oldest inspections, with the recent loss of two inspection full time equivalents (FTE), the Bureau can only expect to decrease the overdue inspection volume over time. The Bureau has implemented the following changes to address the issues. (1) Central Office staff now manage and staff the Broward region inspections. The past due inspection volume will not increase. (2) Inspection regions are now better balanced because positions have been reallocated. Although this process will not fully staff the regions to 100% of the incoming assignment volume, all the regions will be staffed to at least 75%. This will not solve the past due inspection backlog but it will slow or prevent the further increase of the past due assignment volume. (3) The Fort Myers Region is no longer an issue after it became fully staffed and was able to address past due assignments with a full staff. (4) Two of the regions that have the most significant volume of past due inspections are the Northern (Jacksonville) and Southern (Miami/Broward). These regions have implemented a priority assignment policy that will assign only past due inspections (oldest). Although this policy will result in all their completed inspections being past due, it will prevent the length in past due periods of the assignments. Although there are insufficient inspectors to catch up on the assignment backlog, they can try maintaining equilibrium. If the regions can inspect the past due volume to match the incoming volume, they will eventually cycle through all the past dues until all assignments are performed at or near their proper frequencies. (5) As this review report explained, it has been the Bureau's policy to prioritize past due inspections. We will continue to follow the policy and prioritize past due inspections in all inspection regions. Furthermore, the Bureau is working to address all anomalous past due assignments in the database.</p> <p>Conclusion- The Bureau's Inspection Program will prevent further significant regression of overdue inspection volume so long as the Bureau can maintain current staffing.</p>	
R-1415DOH-019	January 6, 2016	Bureau of Radiation Control (Bureau)	<p><i>Some Registrants did not pay fees timely.</i></p> <p>Program staff should implement a process to improve more timely collection of renewal fees in addition to registration fees for new Registrants and additional tubes.</p>	<p>The Bureau is working with the Office of General Counsel to process administrative complaints to collect the fees. However, the Bureau will discuss this issue with that Office to determine whether additional measures may be taken.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
R-1415DOH-019	January 6, 2016	Bureau of Radiation Control (Bureau)	<p><i>The Program's Standard Operating Procedure that discusses the timely deposit of receipts did not agree with Department policy.</i></p> <p>The Program should revise its Standard Operating Procedure titled, <i>Mail Opening, Receiving and Depositing Fees</i> , to agree with Department Policy 57-07-15.</p>	The Bureau has revised and implemented the Standard Operating Procedure.	
R-1415DOH-019	January 6, 2016	Bureau of Radiation Control (Bureau)	<p><i>The Bureau did not report uncollected registration/renewal fees at fiscal year-end to be recorded as Accounts Receivable in year-end financial statements.</i></p> <p>The Bureau should obtain a final determination from the Bureau of Finance &amp; Accounting or other appropriate source as to whether uncollected fees as of fiscal year-end should be recorded as Accounts Receivable. Should the final determination be that uncollected fees should be recorded, the balance at the end of each fiscal year should be reported in the online Year-end Forms Reporting System.</p>	The Bureau of Finance and Accounting has concluded that uncollected registration/renewal fees are not considered Accounts Receivable and therefore should not be recorded at fiscal year-end.	
R-1415DOH-019	January 6, 2016	Bureau of Radiation Control (Bureau)	<p><i>The Bureau's Performance Measure in the Department's Long-Range Program Plan was not based on performance.</i></p> <p>The Bureau should continue with efforts to replace the current performance measure with measures that are more valid for the Bureau.</p>	The Bureau addressed this issue.	
R-1415DOH-019	January 6, 2016	Bureau of Radiation Control (Bureau)	<p><i>The Bureau last updated its procedure used to determine enforcement actions in 1996.</i></p> <p>The Bureau should publish updated procedures used to determine enforcement actions.</p>	The Bureau drafted an updated procedure in September 2014 and the rule process initiated. The procedure was adopted in Rule June 3, 2015. The Bureau will determine whether the procedure needs review and approval by the Department's Office of Chief of Staff. Since the procedure was adopted in Rule June 3, 2015, no requirement for review or approval is necessary.	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
R-1415DOH-027	December 9, 2015	Bureau of Vital Statistics (Bureau)	<p><i>Safety Paper Inventory Logs (Logs) did not always capture the required data fields.</i></p> <p>The Bureau should continue to provide ongoing outreach and training to Local Registrars, Chief Deputy Registrars, and Tax Collectors regarding the importance of capturing all required data fields on the physical inventory log.</p>	<p>(1) The annual Chief Deputy Registrar (CDR) Self-Assessment Tool (SAT) has been revised to include county health department (CHD) satellite offices and all of the Tax Collector (TC) offices under their responsibility.</p> <p>(2) Bureau staff discussed the requirement for CDRs to monitor the TC Log during their quarterly site visit, as well as, the requirement that TCs use the Log found in the back of the TOM (Tax Collector Operations Manual), during a monthly CDR conference call. Furthermore, the CDRs were reminded to advise their TCs that completing the Log is not enough; they must actually conduct a physical inventory.</p> <p>(3) The newly created TC SAT will be presented to all TC offices in January 2016 during our inaugural quarterly conference calls. Completing the Log on a monthly basis is included as an item on the TC SAT.</p> <p>(4) Reviewing and ensuring the accuracy and completeness of the TCs Log has been added to the CDR SAT.</p> <p>(5) Additional slides have been added to the TC PowerPoint training presentation to address maintaining and reviewing the TCs Log.</p>	
R-1415DOH-027	December 9, 2015	Bureau of Vital Statistics (Bureau)	<p><i>Two Chief Deputy Registrars were unable to provide Letters of Authorizations for each location.</i></p> <p>The Bureau should ensure the Tax Collectors submit a new <i>Letter of Authorization</i> upon implementing birth certificate issuance at a new location.</p>	<p>The two <i>Letters of Authorization</i> exceptions identified during this review have been corrected by the CDRs.</p>	
R-1415DOH-027	December 9, 2015	Bureau of Vital Statistics (Bureau)	<p><i>Two Chief Deputy Registrars were unable to provide Letters of Authorizations for each location.</i></p> <p>The Bureau should communicate with the Local Registrars, Chief Deputy Registrars, and the Tax Collectors the importance of submitting a new Letter of Authorization upon changes of staff authorized to receive and sign for safety paper.</p>	<p>During the October 8, 2015 CDR monthly conference call we discussed the requirement to have a Letter of Authorization for each TC location and to ensure the letter is updated each time there is a change in TC personnel.</p>	
R-1415DOH-027	December 9, 2015	Bureau of Vital Statistics (Bureau)	<p><i>Two Chief Deputy Registrars were unable to provide Letters of Authorizations for each location.</i></p> <p>The Bureau should consider incorporating a step within their various monitoring efforts to help ensure Chief Deputy Registrars only deliver safety paper to individuals authorized to receive safety paper for the Tax Collector location at the time of delivery.</p>	<p>The following item has been added to the TC SAT – “Authorization on file with CHD designating who is authorized to receive shipments of safety paper and only delivered to those on the list”.</p> <p>The following item has been added on the CDR SAT – “During the past year, only CHD and TC (if applicable) authorized person, as shown on letter on file at state office, has receipted safety paper”.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2016-087	February 11, 2016	Bureau of Public Health Pharmacy (Bureau)	<p><i>As similarly noted in our report No. 2014-014, the Bureau did not always conduct physical inventory counts and adjust inventory records in accordance with established procedures.</i></p> <p>We again recommend that Bureau management ensure that physical inventory counts are performed in accordance with established procedures and that differences, if any, between physical inventory counts and inventory records are appropriately investigated prior to adjusting inventory records.</p>	<p>BPHP 058-16, <i>Procedure for Inventory Reconciliation and Documentation for Logistics</i> , and BPHP 022-16, <i>Inventory Management Systems and Functions</i> , was revised. The Bureau is replacing the QS/1® pharmacy management software. The Pharmaceutical Forms System (PFS) is implementing a new automated inventory module.</p>	
2016-087	February 11, 2016	Bureau of Public Health Pharmacy (Bureau)	<p><i>The Bureau did not maintain complete and accurate records of drugs returned from county health departments (CHDs) and, as similarly noted in our report No. 2014-014, the CHDs did not always use Bureau Return Merchandise Authorization (RMA) forms when returning drugs to the Central Pharmacy and the warehouse.</i></p> <p>We recommend that Bureau management maintain complete and accurate records of all drugs returned from the CHDs.</p>	<p>PFS now contains a Quarantine Module for record keeping, which includes RMAs. BPHP 036-16, <i>Procedure for On-site Receiving of Pharmaceuticals</i> , and BPHP 044-16, <i>Procedure for the Quarantine and Disposition of Pharmaceuticals</i> , have been revised to emphasize the steps for CHDs returning drugs to follow, by using the RMA form. The steps in these IOPs have been discussed on the Statewide Pharmaceutical conference calls. DOHP 395-1, <i>Public Health Pharmacy Policy and Procedures for County Health Departments</i> , has been revised and is currently under review by management. The return of quarantined/expired pharmaceuticals continues to be discussed on the Statewide Pharmaceutical conference calls.</p>	
2016-087	February 11, 2016	Bureau of Public Health Pharmacy (Bureau)	<p><i>The Bureau did not maintain complete and accurate records of drugs returned from county health departments (CHDs) and, as similarly noted in our report No. 2014-014, the CHDs did not always use Bureau Return Merchandise Authorization (RMA) forms when returning drugs to the Central Pharmacy and the warehouse.</i></p> <p>We recommend that Bureau management work with CHD staff to use PFS to properly document the return of all prescription drugs to the Central Pharmacy and the warehouse in accordance with established procedures.</p>	<p>BPHP 044-16, <i>Procedure for the Quarantine and Disposition of Pharmaceuticals</i> , has been revised. The requirement for RMA forms will be discussed on the Statewide Pharmaceutical conference call, Medical Directors' conference call, Nursing Directors' conference call, and at the Division Leadership Meetings. Department policy 395-1, <i>Public Health Pharmacy Policy and Procedures for County Health Departments</i> , is currently under review by management.</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2016-087	February 11, 2016	Bureau of Public Health Pharmacy (Bureau)	<p><i>The Department had not conducted periodic reviews of user access privileges to Department applications in accordance with established policies and procedures. In addition, as similarly noted in our report No. 2014-014, information technology access to Department applications was not always timely deactivated upon a users' separation from employment.</i></p> <p>We again recommend that Department management strengthen controls, including the establishment of applicable policies and procedures for the conduct of periodic reviews of the Pharmaceutical Forms System (PFS) access privileges, to ensure that access privileges are timely deactivated upon a users' separation from employment.</p>	<p>BPHP 052-16, <i>Personnel Hiring and Exit/Separation Process</i> , has been revised. A maintenance request has been submitted to system consultants to meet the user account deactivation requirements. The PFS system requirements will be revised to deactivate terminated employees within 30-60 days instead of 90 days.</p>	

Office of Policy and Budget - June 2016

# Fiscal Year 2017-18 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Statewide Public Health Support Services

Agency Budget Officer/OPB Analyst Name: Ty Gentle / Walter Liebrich

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	64200800		
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## 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 (no trust fund files for narrative columns)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? <b>(CSDI)</b>	Y		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y		

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y		
1.4 Has security been set correctly to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status? <b>(CSDR, CSA)</b>	Y		
<b>TIP</b> 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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>			

## 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		

## 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		
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### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y		
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y		

		n or Service (Budget Entity)		
Action		64200800		
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, a Special Categories appropriation category (10XXXX) should be used.			
<b>4. EXHIBIT D (EADR, EXD)</b>				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y		
4.2	Is the program component code and title used correct?	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>				
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? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2015-16 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.			
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>				
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.			
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>				



		n or Service (Budget Entity)		
Action		64200800		
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 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 pages 67 through 69 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 72 of the LBR Instructions?	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #17-001?	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. <b>(PLRR, PLMO)</b>	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y		
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.	Y		
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y		

		n or Service (Budget Entity)		
Action		64200800		
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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y		
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y		
<b>AUDIT:</b>				
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. ( <b>EADR, FSIA - Report should print "No Records Selected For Reporting"</b> )	Y		
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	Y		
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	Y		
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	Y		
7.24	Have FCO appropriations been entered into the nonrecurring column (A04)? ( <b>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)</b> )	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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2017-18 data center costs, this can be completed by using the State Data Center data processing services category (210001).			
TIP	If an appropriation made in the FY 2016-17 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.			
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>				
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y		

		n or Service (Budget Entity)		
Action		64200800		
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; fixed capital outlay adjustment 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 section 215.32(2)(b), Florida Statutes - 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 section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		
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 General Revenue Service Charge nonoperating amounts included in Section II?	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y		

		n or Service (Budget Entity)		
Action		64200800		
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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y		
8.28	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		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y		
<b>AUDITS:</b>				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y		
8.31	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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y		
8.32	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. <b>(SC1R, DEPT)</b>	Y		
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I?	Y		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 130 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.			
<b>9. SCHEDULE II (PSCR, SC2)</b>				
<b>AUDIT:</b>				

		n or Service (Budget Entity)		
Action		64200800		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> 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 161 of the LBR Instructions.)	Y		
<b>10. SCHEDULE III (PSCR, SC3)</b>				
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y		
<b>11. SCHEDULE IV (EADR, SC4)</b>				
11.1	Are the correct Information Technology (IT) issue codes used?	Y		
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.			
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>				
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		
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>				
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A		
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y		
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>				
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 107-109 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		
<b>AUDIT:</b>				
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	Y		
<b>16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>				

		n or Service (Budget Entity)		
Action		64200800		
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, 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		
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>				
16.3	Does the FY 2015-16 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	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: <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y		
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y		
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	Y		
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y		
<b>AUDITS - GENERAL INFORMATION</b>				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.			
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>				
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		

		n or Service (Budget Entity)		
Action		64200800		
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		
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.			
<b>19. FLORIDA FISCAL PORTAL</b>				
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		



# CHILDREN'S MEDICAL SERVICES EXHIBITS AND SCHEDULES





# CHILDREN'S MEDICAL SERVICES SCHEDULE I SERIES

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Tobacco Settlement Trust Fund
<b>LAS/PBS Fund Number:</b>	64300100
	2122

	Balance as of 6/30/2016	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(1,630,590.48) (A)		(1,630,590.48)
ADD: Other Cash (See Instructions)	0.00 (B)		0.00
ADD: Investments	0.00 (C)		0.00
ADD: Outstanding Accounts Receivable	0.00 (D)		0.00
ADD: BE TNFR from 64200100	1,630,590.48 (E)		1,630,590.48
<b>Total Cash plus Accounts Receivable</b>	0.00 (F)	0.00	0.00
LESS Allowances for Uncollectibles			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	0.00 (H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00 (I)		0.00
LESS:			0.00
<b>Unreserved Fund Balance, 07/01/16</b>	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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Tobacco Settlement Trust Fund
<b>LAS/PBS Fund Number:</b>	2122/64300100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(1,630,590.48)"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="0.00"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
BE TNFR from 2122 64200100	<input type="text" value="1,630,590.48"/> (D)
	<input type="text" value="0.00"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<input type="text" value="0.00"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	64300100
	2168

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$17,466,026.87</b>	(A)		\$17,466,026.87
ADD: Other Cash (See Instructions)	\$5,033.58	(B)		\$5,033.58
ADD: Investments	\$10,933,952.21	(C)		\$10,933,952.21
ADD: Outstanding Accounts Receivable	\$52,993,688.25	(D)	(\$1,080,573.70)	\$51,913,114.55
ADD: UNVERIFIED CASH	\$0.00	(E)		\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$81,398,700.91</b>	(F)	<b>(\$1,080,573.70)</b>	<b>\$80,318,127.21</b>
LESS Allowances for Uncollectibles		(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$62,046,571.07)	(H)	\$0.00	(\$62,046,571.07)
Approved "B" Certified Forwards	(\$26,645,176.89)	(H)		(\$26,645,176.89)
Approved "FCO" Certified Forwards	\$0.00	(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$843.76)	(I)	\$843.76	\$0.00
Approved "B" Certified Forward Adjustme	\$23,399,908.00	(J)		\$23,399,908.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$16,106,017.19</b>	(K)	<b>(\$1,079,729.94)</b>	<b>\$15,026,287.25</b> **

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	2168/64300100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>					
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<table border="1"> <tr> <td>\$19,273,932.69</td> <td>(A)</td> </tr> </table>	\$19,273,932.69	(A)		
\$19,273,932.69	(A)				
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<table border="1"> <tr> <td>\$0.00</td> <td>(B)</td> </tr> </table>	\$0.00	(B)		
\$0.00	(B)				
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>					
SWFS Adjustment #B6400034	<table border="1"> <tr> <td>(\$1,080,573.70)</td> <td>(C)</td> </tr> </table>	(\$1,080,573.70)	(C)		
(\$1,080,573.70)	(C)				
SWFS Adjustment #B6400015	<table border="1"> <tr> <td>\$843.76</td> <td>(C)</td> </tr> </table>	\$843.76	(C)		
\$843.76	(C)				
<b>Add/Subtract Other Adjustment(s):</b>					
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<table border="1"> <tr> <td>(\$26,645,176.89)</td> <td>(D)</td> </tr> </table>	(\$26,645,176.89)	(D)		
(\$26,645,176.89)	(D)				
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<table border="1"> <tr> <td>\$0.00</td> <td>(D)</td> </tr> </table>	\$0.00	(D)		
\$0.00	(D)				
A/P not C/F-Operating Categories	<table border="1"> <tr> <td>\$41,755.72</td> <td>(D)</td> </tr> </table>	\$41,755.72	(D)		
\$41,755.72	(D)				
Compensated Absences	<table border="1"> <tr> <td>\$35,597.67</td> <td>(D)</td> </tr> </table>	\$35,597.67	(D)		
\$35,597.67	(D)				
Approved "B" Carry Forward Adjustments (encumbrances are overstated)	<table border="1"> <tr> <td>\$23,399,908.00</td> <td>(D)</td> </tr> <tr> <td>\$0.00</td> <td>(D)</td> </tr> </table>	\$23,399,908.00	(D)	\$0.00	(D)
\$23,399,908.00	(D)				
\$0.00	(D)				
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<table border="1"> <tr> <td>\$15,026,287.25</td> <td>(E)</td> </tr> </table>	\$15,026,287.25	(E)		
\$15,026,287.25	(E)				
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<table border="1"> <tr> <td>\$15,026,287.25</td> <td>(F)</td> </tr> </table>	\$15,026,287.25	(F)		
\$15,026,287.25	(F)				
<b>DIFFERENCE:</b>	<table border="1"> <tr> <td>\$0.00</td> <td>(G)*</td> </tr> </table>	\$0.00	(G)*		
\$0.00	(G)*				

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	64300100
	2261

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$10,548,557.66</b>	(A)	[ ]	\$10,548,557.66
ADD: Other Cash (See Instructions)	\$0.00	(B)	[ ]	\$0.00
ADD: Investments	[ ]	(C)	[ ]	\$0.00
ADD: Outstanding Accounts Receivable	\$18,287,091.68	(D)	[ ]	\$18,287,091.68
ADD: _____	[ ]	(E)	[ ]	\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$28,835,649.34</b>	(F)	<b>\$0.00</b>	<b>\$28,835,649.34</b>
LESS Allowances for Uncollectibles	[ ]	(G)	[ ]	\$0.00
LESS Approved "A" Certified Forwards	(\$16,888,998.56)	(H)	\$0.00	(\$16,888,998.56)
Approved "B" Certified Forwards	(\$220,363.53)	(H)	[ ]	(\$220,363.53)
Approved "FCO" Certified Forwards	[ ]	(H)	[ ]	\$0.00
LESS: Other Accounts Payable (Nonoperating)	[ ]	(I)	[ ]	\$0.00
LESS: _____	[ ]	(J)	[ ]	\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$11,726,287.25</b>	(K)	[ ]	<b>\$11,726,287.25</b> **

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	2261/64300100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$11,940,850.91</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment #B64	\$0.00 (C)
SWFS Adjustment	
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(\$220,363.53) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	\$5,799.87 (D)
A/P Encumbrance/Payable Adjustment	
Current Compensated Absences Liability	\$0.00 (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$11,726,287.25</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$11,726,287.25</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Grants & Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	64300100
	2339

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(\$825,250.46)	(A)			(\$825,250.46)
ADD: Other Cash (See Instructions)		(B)			\$0.00
ADD: Investments		(C)			\$0.00
ADD: Outstanding Accounts Receivable		(D)			\$0.00
ADD: BE TNFR from 2339 64200800	\$825,250.46	(E)			\$825,250.46
<b>Total Cash plus Accounts Receivable</b>	<b>\$0.00</b>	(F)	<b>\$0.00</b>		\$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:	\$0.00	(J)			\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$0.00</b>	(K)	<b>\$0.00</b>		\$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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Grants & Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	2339/64300100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(\$825,250.46) (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	(B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	(C)
SWFS Adjustment # and Description	(C)
<b>Add/Subtract Other Adjustment(s):</b>	
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 64200800	\$825,250.46 (D)
	(D)
	(D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$0.00 (E)</b>
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$0.00 (F)</b>
<b>DIFFERENCE:</b>	<b>\$0.00 (G)*</b>

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Maternal & Children Health Block Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	64300100
	2475

	Balance as of 6/30/2016	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(\$1,120,915.32) (A)		(\$1,120,915.32)
ADD: Other Cash (See Instructions)			\$0.00
ADD: Investments			\$0.00
ADD: Outstanding Accounts Receivable	\$2,459,971.32 (D)		\$2,459,971.32
ADD: BE TRNF from 64200100	\$1,120,915.32 (E)		\$1,120,915.32
<b>Total Cash plus Accounts Receivable</b>	<b>\$2,459,971.32 (F)</b>	<b>\$0.00</b>	<b>\$2,459,971.32</b>
LESS Allowances for Uncollectibles			\$0.00
LESS Approved "A" Certified Forwards	(\$6,088.93) (H)		(\$6,088.93)
Approved "B" Certified Forwards	(\$2,453,882.39) (H)		(\$2,453,882.39)
Approved "FCO" Certified Forwards			\$0.00
LESS: Other Accounts Payable (Nonoperating)			\$0.00
			\$0.00
<b>Unreserved Fund Balance, 07/01/15</b>	<b>\$0.00 (K)</b>	<b>\$0.00</b>	<b>(\$0.00)**</b>

**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**

<b>Budget Period: 2017 - 2018</b>	
<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Maternal & Children Health Block Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	2475/64300100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$1,332,967.07</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(\$2,453,882.39) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	\$0.00 (D)
BE TRNF from 64200100	\$1,120,915.32 (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$0.00</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$0.00</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Social Services Block Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	64300100
	2639

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$2,308,262.67</b>	(A)			\$2,308,262.67
ADD: Other Cash (See Instructions)		(B)			\$0.00
ADD: Investments		(C)			\$0.00
ADD: Outstanding Accounts Receivable		(D)			\$0.00
ADD: _____		(E)			\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$2,308,262.67</b>	(F)	<b>\$0.00</b>		<b>\$2,308,262.67</b>
LESS Allowances for Uncollectibles		(G)			\$0.00
LESS Approved "A" Certified Forwards	(\$621.94)	(H)			(\$621.94)
Approved "B" Certified Forwards	(\$1,132,517.00)	(H)			(\$1,132,517.00)
Approved "FCO" Certified Forwards		(H)			\$0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			\$0.00
LESS: _____		(J)			\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$1,175,123.73</b>	(K)	<b>\$0.00</b>		<b>\$1,175,123.73</b> **

**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**

<b>Budget Period:</b>	<b>2017 - 2018</b>
<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Social Services Block Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	2639/64300100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="\$2,307,640.73"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	<input type="text"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(\$1,132,517.00)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="\$0.00"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="\$1,175,123.73"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<input type="text" value="\$1,175,123.73"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="\$0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2017- 18**

**Department:** Health

**Chief Internal Auditor:** Michael J. Bennett, CIA

**Budget Entity:** 64300100

**Phone Number:** 850-245-4150

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2016-087	February 11, 2016	Division of Children's Medical Services (CMS)	<p><i>As similarly noted in prior audit reports, most recently in our report No. 2014-014, the Department did not always document the basis for CMS's contract awards in accordance with established policies and procedures or evidence that such services were obtained in the best interests of the State.</i></p> <p>We again recommend that Department management ensure that the basis for CMS contract awards is appropriately and adequately documented in accordance with established policies and procedures and that such documentation evidence that CMS services are obtained in the best interests of the State.</p>	<p>Training on Department policy and procedures for contract managers was completed on or before February 29, 2016. We verified that all contract managers reviewed policy and procedures for contract managers, and that all contract managers had taken the required on-line contract management training as required by the Office of Contracts (Office). We now ensure all contract managers are not only aware of upcoming training opportunities, but attend all required trainings. Training on Department policy and procedures for purchasing and methods of procurement, DOHP 250-9-14, <i>Purchasing</i> , and IOP 250-01-15, <i>Methods of Procurement</i> , was completed on or before February 29, 2016. A process is also in place for the CMS Contract Administration Unit to review all procurement documents before submission to purchasing.</p>	
2016-087	February 11, 2016	Office of CMS Managed Care Plan (CMS MCP)	<p><i>As similarly noted in prior audit reports, most recently in our report No. 2014-014, the Department did not always document the basis for CMS's contract awards in accordance with established policies and procedures or evidence that such services were obtained in the best interests of the State.</i></p> <p>We again recommend that Department management ensure that the basis for CMS contract awards is appropriately and adequately documented in accordance with established policies and procedures and that such documentation evidence that CMS services are obtained in the best interests of the State.</p>	<p>All CMS MCP contract managers have reviewed and attested to knowledge of pertinent law, policies, procedures, and have completed all trainings offered by the Department's Office through the Department's online learning management system. A new Office Administrator for the CMS MCP was hired in May 2016. The Office is responsible for over 60 contracts and is in the process of reviewing those contracts to ensure that contract files are in compliance with established policies and procedures, as well as ensuring timely completion of required training.</p>	

# Fiscal Year 2017-18 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Children's Special Health Care

Agency Budget Officer/OPB Analyst Name: Ty Gentle / Walter Liebrich

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	64300100		
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## 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 (no trust fund files for narrative columns)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? <b>(CSDI)</b>	Y		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y		

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y		
1.4 Has security been set correctly to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status? <b>(CSDR, CSA)</b>	Y		
<b>TIP</b> 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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>			

## 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		

## 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		
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### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y		
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y		

		n or Service (Budget Entity)		
Action		64300100		
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, a Special Categories appropriation category (10XXXX) should be used.			
<b>4. EXHIBIT D (EADR, EXD)</b>				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y		
4.2	Is the program component code and title used correct?	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>				
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? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2015-16 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.			
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>				
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.			
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>				



		n or Service (Budget Entity)		
Action		64300100		
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 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 pages 67 through 69 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 72 of the LBR Instructions?	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #17-001?	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. <b>(PLRR, PLMO)</b>	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y		
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.	Y		
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y		

		n or Service (Budget Entity)		
Action		64300100		
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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y		
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y		
<b>AUDIT:</b>				
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. ( <b>EADR, FSIA - Report should print "No Records Selected For Reporting"</b> )	Y		
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	Y		
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	Y		
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	Y		
7.24	Have FCO appropriations been entered into the nonrecurring column (A04)? ( <b>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)</b> )	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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2017-18 data center costs, this can be completed by using the State Data Center data processing services category (210001).			
TIP	If an appropriation made in the FY 2016-17 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.			
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>				
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y		

		n or Service (Budget Entity)		
Action		64300100		
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; fixed capital outlay adjustment 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 section 215.32(2)(b), Florida Statutes - 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 section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		
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 General Revenue Service Charge nonoperating amounts included in Section II?	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y		

		n or Service (Budget Entity)		
Action		64300100		
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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y		
8.28	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		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y		
<b>AUDITS:</b>				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y		
8.31	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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y		
8.32	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. <b>(SC1R, DEPT)</b>	Y		
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I?	Y		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 130 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.			
<b>9. SCHEDULE II (PSCR, SC2)</b>				
<b>AUDIT:</b>				

		n or Service (Budget Entity)		
Action		64300100		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> 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 161 of the LBR Instructions.)	Y		
<b>10. SCHEDULE III (PSCR, SC3)</b>				
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y		
<b>11. SCHEDULE IV (EADR, SC4)</b>				
11.1	Are the correct Information Technology (IT) issue codes used?	Y		
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.			
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>				
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		
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>				
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A		
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y		
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>				
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 107-109 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		
<b>AUDIT:</b>				
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	Y		
<b>16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>				

		n or Service (Budget Entity)		
Action		64300100		
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, 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		
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>				
16.3	Does the FY 2015-16 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	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: <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y		
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y		
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	Y		
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y		
<b>AUDITS - GENERAL INFORMATION</b>				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.			
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>				
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		

		n or Service (Budget Entity)		
Action		64300100		
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		
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.			
<b>19. FLORIDA FISCAL PORTAL</b>				
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		



# MEDICAL QUALITY ASSURANCE EXHIBITS AND SCHEDULES





# MEDICAL QUALITY ASSURANCE SCHEDULE I SERIES

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	64400100
	2261

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(44,345.31)	(A)			(44,345.31)
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable	32.50	(D)			32.50
ADD: BE TNFR 2261 FR 64200800	44,345.31	(E)			44,345.31
<b>Total Cash plus Accounts Receivable</b>	<b>32.50</b>	(F)	<b>0.00</b>		<b>32.50</b>
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	(32.50)	(H)			(32.50)
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
<b>Unreserved Fund Balance, 07/01/16</b>	<b>0.00</b>	(K)			<b>0.00</b> **

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	2261/64400100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(44,377.81)"/> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment	<input type="text"/> (C)
SWFS Adjustment	<input type="text"/> (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="0.00"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="32.50"/> (D)
BE TNFR 2261 FR 64200800	<input type="text" value="44,345.31"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<input type="text" value="0.00"/> (F)
<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2017 - 2018**

<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Grants & Donations Trust Fund
<b>Budget Entity:</b>	64400100
<b>LAS/PBS Fund Number:</b>	2339

	Balance as of 6/30/2016	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	(\$98,661.41) (A)		(\$98,661.41)
ADD: Other Cash (See Instructions)			\$0.00
ADD: Investments			\$0.00
ADD: Outstanding Accounts Receivable			\$0.00
ADD: BE TNFR from 64200800	\$106,881.09 (E)		\$106,881.09
<b>Total Cash plus Accounts Receivable</b>	<b>\$8,219.68 (F)</b>	<b>\$0.00</b>	\$8,219.68
LESS Allowances for Uncollectibles			\$0.00
LESS Approved "A" Certified Forwards	(\$8,219.68) (H)		(\$8,219.68)
Approved "B" Certified Forwards			\$0.00
Approved "FCO" Certified Forwards			\$0.00
LESS: Other Accounts Payable (Nonoperating)			\$0.00
LESS: _____			\$0.00
<b>Unreserved Fund Balance, 07/01/16</b>	<b>(\$0.00) (K)</b>	<b>\$0.00</b>	(\$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**

<b>Budget Period: 2017 - 2018</b>	
<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	Grants & Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	2339/64400100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(\$106,936.73) (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	(B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	(C)
SWFS Adjustment # and Description	(C)
<b>Add/Subtract Other Adjustment(s):</b>	
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	\$55.64 (D)
BE TNFR from 64200800	\$106,881.09 (D)
	(D)
	(D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$0.00</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$0.00</b> (F)
<b>DIFFERENCE:</b>	<b>\$0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Medical Quality Assurance Trust Fund
<b>LAS/PBS Fund Number:</b>	64400100
	2352

	Balance as of 6/30/2016	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	32,434,864.81 (A)		32,434,864.81
ADD: Other Cash (See Instructions)	1,056,439.98 (B)		1,056,439.98
ADD: Investments			0.00
ADD: Outstanding Accounts Receivable	2,140,980.44 (D)		2,140,980.44
ADD: B6400069-reduce receivable	0.00 (E)	(51,946.70)	(51,946.70)
<b>Total Cash plus Accounts Receivable</b>	<b>35,632,285.23 (F)</b>	<b>(51,946.70)</b>	<b>35,580,338.53</b>
LESS Allowances for Uncollectibles	(667,676.29) (G)		(667,676.29)
LESS Approved "A" Certified Forwards	(2,517,075.58) (H)	0.00	(2,517,075.58)
Approved "B" Certified Forwards	(1,125,393.76) (H)		(1,125,393.76)
Approved "FCO" Certified Forwards			0.00
LESS: Other Accounts Payable (Nonoperating)	(1,510,515.19) (I)		(1,510,515.19)
LESS: B6400005 and B6400045		(102,274.26) (J)	(102,274.26)
<b>Unreserved Fund Balance, 07/01/16</b>	<b>29,811,624.41 (K)</b>	<b>(154,220.96)</b>	<b>29,657,403.45 **</b>

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Medical Quality Assurance Trust Fund
<b>LAS/PBS Fund Number:</b>	2352/64400100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	28,758,646.34 (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment #B6400005 - increase accounts payable	(155,002.43) (C)
SWFS Adjustment #B6400045 - reduce accounts payable	52,728.17 (C)
SWFS Adjustment #B6400069 - reduce account receivable	(51,946.70) (C)
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,125,393.76) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	867,802.40 (D)
G/L 486XX - Long Term Compensated Absences Liability	1,310,569.43 (D)
	(D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	29,657,403.45 (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	29,657,403.45 (F)
<b>DIFFERENCE:</b>	0.00 (G)*

**\*SHOULD EQUAL ZERO.**

# Fiscal Year 2017-18 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Medical Quality Assurance

Agency Budget Officer/OPB Analyst Name: Ty Gentle / Walter Liebrich

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	64400100		
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## 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 (no trust fund files for narrative columns)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? <b>(CSDI)</b>	Y		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y		

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y		
1.4 Has security been set correctly to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status? <b>(CSDR, CSA)</b>	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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>			

## 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		

## 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		
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### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y		
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y		



		n or Service (Budget Entity)		
Action		64400100		
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, a Special Categories appropriation category (10XXXX) should be used.			
<b>4. EXHIBIT D (EADR, EXD)</b>				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y		
4.2	Is the program component code and title used correct?	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>				
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? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2015-16 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.			
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>				
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.			
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>				

		n or Service (Budget Entity)		
Action		64400100		
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 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 pages 67 through 69 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 72 of the LBR Instructions?	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #17-001?	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. <b>(PLRR, PLMO)</b>	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y		
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.	Y		
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y		

		n or Service (Budget Entity)		
Action		64400100		
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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y		
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y		
<b>AUDIT:</b>				
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. ( <b>EADR, FSIA - Report should print "No Records Selected For Reporting"</b> )	Y		
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	Y		
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	Y		
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	Y		
7.24	Have FCO appropriations been entered into the nonrecurring column (A04)? ( <b>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)</b> )	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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2017-18 data center costs, this can be completed by using the State Data Center data processing services category (210001).			
TIP	If an appropriation made in the FY 2016-17 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.			
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>				
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y		

		n or Service (Budget Entity)		
Action		64400100		
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; fixed capital outlay adjustment 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 section 215.32(2)(b), Florida Statutes - 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 section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		
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 General Revenue Service Charge nonoperating amounts included in Section II?	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y		

		n or Service (Budget Entity)		
Action		64400100		
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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y		
8.28	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		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y		
<b>AUDITS:</b>				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y		
8.31	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? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y		
8.32	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. <b>(SC1R, DEPT)</b>	Y		
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I?	Y		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 130 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.			
<b>9. SCHEDULE II (PSCR, SC2)</b>				
<b>AUDIT:</b>				

		n or Service (Budget Entity)		
Action		64400100		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> 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 161 of the LBR Instructions.)	Y		
<b>10. SCHEDULE III (PSCR, SC3)</b>				
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y		
<b>11. SCHEDULE IV (EADR, SC4)</b>				
11.1	Are the correct Information Technology (IT) issue codes used?	Y		
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.			
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>				
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		
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>				
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A		
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y		
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>				
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 107-109 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		
<b>AUDIT:</b>				
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	Y		
<b>16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>				

		n or Service (Budget Entity)		
Action		64400100		
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, 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		
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>				
16.3	Does the FY 2015-16 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	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: <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y		
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y		
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	Y		
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y		
<b>AUDITS - GENERAL INFORMATION</b>				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.			
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>				
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		

		n or Service (Budget Entity)		
Action		64400100		
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		
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.			
<b>19. FLORIDA FISCAL PORTAL</b>				
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		





## DISABILITY DETERMINATIONS EXHIBITS AND SCHEDULES



# DISABILITY DETERMINATIONS SCHEDULE I SERIES

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	64500100
	2261

	Balance as of 6/30/2016		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	149,182.63	(A)		149,182.63
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	6,096.03	(D)	0.00	6,096.03
ADD:		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>155,278.66</b>	(F)	<b>0.00</b>	<b>155,278.66</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(25,189.11)	(H)		(25,189.11)
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
<b>Unreserved Fund Balance, 07/01/16</b>	<b>130,089.55</b>	(K)		<b>130,089.55</b> **

**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**

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b> Department of Health
<b>Trust Fund Title:</b>	Federal Grant Trust Fund
<b>LAS/PBS Fund Number:</b>	2261/64500100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	130,089.55 (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment #B64	0.00 (C)
SWFS Adjustment	
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	0.00 (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	0.00 (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	130,089.55 (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	130,089.55 (F)
<b>DIFFERENCE:</b>	0.00 (G)*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2017 - 2018</b>
<b>Trust Fund Title:</b>	Department of Health
<b>Budget Entity:</b>	United States Trust Fund
<b>LAS/PBS Fund Number:</b>	64500100
	2738

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$4,639,565.95</b>	(A)			\$4,639,565.95
ADD: Other Cash (See Instructions)	\$39.00	(B)			\$39.00
ADD: Investments		(C)			\$0.00
ADD: Outstanding Accounts Receivable	\$7,010,273.44	(D)			\$7,010,273.44
ADD: UNVERIFIED CASH	\$0.00	(E)			\$0.00
<b>Total Cash plus Accounts Receivable</b>	<b>\$11,649,878.39</b>	(F)	<b>\$0.00</b>		\$11,649,878.39
LESS Allowances for Uncollectibles		(G)			\$0.00
LESS Approved "A" Certified Forwards	(\$5,568,904.47)	(H)			(\$5,568,904.47)
Approved "B" Certified Forwards	(\$1,522,423.72)	(H)			(\$1,522,423.72)
Approved "FCO" Certified Forwards		(H)			\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$68,802.14)	(I)			(\$68,802.14)
LESS: SWFS Adj B6400030 reduce payable		(J)	\$9,452.42		\$9,452.42
<b>Unreserved Fund Balance, 07/01/16</b>	<b>\$4,489,748.06</b>	(K)	<b>\$9,452.42</b>		\$4,499,200.48 **

**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**

<b>Budget Period: 2017 - 2018</b>	
<b>Department Title:</b>	Department of Health
<b>Trust Fund Title:</b>	United States Trust Fund
<b>LAS/PBS Fund Number:</b>	2738/64500100

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/16</b>	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>\$5,885,079.85</b> (A)
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # Account Payable B6400030 reduce payable	\$9,452.42 (C)
SWFS Adjustment # and Description	
<b>Add/Subtract Other Adjustment(s):</b>	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(\$1,522,423.72) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	\$127,091.93 (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>\$4,499,200.48</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>\$4,499,200.48</b> (F)
<b>DIFFERENCE:</b>	<b>0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

## Fiscal Year 2017-18 LBR Technical Review Checklist

Department/Budget Entity (Service): HEALTH / Disability Determinations

Agency Budget Officer/OPB Analyst Name: Ty Gentle / Walter Liebrich

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 (no trust fund files for narrative columns)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? <b>(CSDI)</b>	Y		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y		

#### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y		
1.4 Has security been set correctly to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status? <b>(CSDR, CSA)</b>	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. <b>A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.</b>			

### 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		

### 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		
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#### 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y		
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y		

		Program or Service (Budget Entity Codes)		
Action		64500100		
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, a Special Categories appropriation category (10XXXX) should be used.			
<b>4. EXHIBIT D (EADR, EXD)</b>				
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y		
4.2	Is the program component code and title used correct?	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y		
<b>AUDITS:</b>				
5.2	Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)</b>	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)</b>	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 2015-16 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.			
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)</b>				
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.			
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>				



		Program or Service (Budget Entity Codes)		
Action		64500100		
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 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 pages 67 through 69 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 72 of the LBR Instructions?	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #17-001?	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. <b>(PLRR, PLMO)</b>	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y		
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.	Y		
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	Y		

		Program or Service (Budget Entity Codes)		
Action		64500100		
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, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y		
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y		
<b>AUDIT:</b>				
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y		
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y		
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y		
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y		
7.24	Have FCO appropriations been entered into the nonrecurring column (A04)? <b>(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))</b>	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 <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.			
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2017-18 data center costs, this can be completed by using the State Data Center data processing services category (210001).			
TIP	If an appropriation made in the FY 2016-17 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.			
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>				

		Program or Service (Budget Entity Codes)		
Action		64500100		
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; fixed capital outlay adjustment 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 section 215.32(2)(b), Florida Statutes - 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 section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y		
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 General Revenue Service Charge nonoperating amounts included in Section II?	Y		

		Program or Service (Budget Entity Codes)		
Action		64500100		
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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y		
8.28	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		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y		
<b>AUDITS:</b>				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y		
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line D) 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? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	Y		
8.32	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. ( <b>SC1R, DEPT</b> )	Y		
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I?	Y		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 130 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.			
<b>9. SCHEDULE II (PSCR, SC2)</b>				
<b>AUDIT:</b>				

		Program or Service (Budget Entity Codes)		
Action		64500100		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? <b>(BRAR, BRAA - Report should print "No Records Selected For This Request")</b> 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 161 of the LBR Instructions.)	Y		
<b>10. SCHEDULE III (PSCR, SC3)</b>				
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	Y		
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 99 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y		
<b>11. SCHEDULE IV (EADR, SC4)</b>				
11.1	Are the correct Information Technology (IT) issue codes used?	Y		
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.			
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>				
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		
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>				
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A		
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>				
14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y		
<b>15. SCHEDULE VIIIC (EADR, S8C)</b> <b>(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)</b>				
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 107-109 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		
<b>AUDIT:</b>				
15.6	Do the issues net to zero at the department level? <b>(GENR, LBR5)</b>	Y		
<b>16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)</b>				

		Program or Service (Budget Entity Codes)		
Action		64500100		
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, 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		
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>				
16.3	Does the FY 2015-16 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	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: <b>Audit #3</b> 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? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.			
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y		
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y		
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 134 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	Y		
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y		
<b>AUDITS - GENERAL INFORMATION</b>				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 160-162) 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.			
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>				
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		

		Program or Service (Budget Entity Codes)		
Action		64500100		
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		
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.			
<b>19. FLORIDA FISCAL PORTAL</b>				
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		