



FLORIDA
DEPARTMENT of
CORRECTIONS

Governor
RON DESANTIS
Secretary
MARK S. INCH

501 South Calhoun Street, Tallahassee, FL 32399-2500

www.dc.state.fl.us

LEGISLATIVE BUDGET REQUEST

Department of Corrections
Tallahassee
September 16, 2019

Mr. Chris Spencer, Policy Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, FL 32399-0001

Mr. Eric Pridgeon, Staff Director
House Appropriations Committee
221 Capitol
Tallahassee, FL 32399-1300

Ms. Cindy Kynoch, Staff Director
Senate Committee on Appropriations
201 Capitol
Tallahassee, FL 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Corrections 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 2020-21 Fiscal Year. This submission has been approved by Mark S. Inch, Secretary.

Sincerely,

Mark S. Inch
Secretary

DEPARTMENT OF CORRECTIONS
PAY ADDITIVE REQUEST
TEMPORARY SPECIAL DUTY – GENERAL
FOR FISCAL YEAR 2020-2021

The Department of Corrections requests the use of the **Temporary Special Duty (TSD) – General**, additive addressed in Section 110.2035(7)(a), F.S., as a regular and warranted management tool to appropriately compensate career service employees for performing duties in varying circumstances. Examples of these circumstances are:

- Providing appropriate work coverage and compensation for career service employees working out of title when an incumbent is absent for an extended period of time due to reasons that do not currently fall under the statutory direction of the TSD – Absent Co-Worker Additive. Examples of these reasons include but not limited to when the incumbent absent for extended sick leave, Family Supportive Work Program, or workers compensation claims.
- As a management tool, when the Department of Corrections may be considering privatization or out-sourcing of functions, programs, or facilities and the final decisions are impending but per statute, services must continue in the interim, the agency can provide appropriate labor support using existing resources, thereby, reducing costs associated with hiring additional temporary employees. Additionally, the agency can accomplish higher level work at a reduction of the cost to the department.
- Use of this additive for out of title compensation would compensate existing employees who temporarily perform higher level duties of a vacant position when filling such a position would impact the vacancy lapse factors established for institutions and program areas.

The employee's immediate supervisor must submit a request in writing through their chain of command including the program areas' budget manager for approval to use this additive. Once the employee has been approved to perform the higher-level duties, the incumbent must work more than 22 workdays within any six consecutive months, and she/he will be eligible to receive a TSD additive on the 23rd day for performing these special duties.

The additive will be authorized for 90 days internally. Each additional 90-day request must be pre-approved by the Department of Corrections Human Resources Office, the Department of Management Services and Executive Office of the Governor (EOG) or Legislature.

The additive will be calculated at up to 15 percent of the employee's base rate of pay for the period of time the employee is assigned the TSD responsibilities.

The table below reflects the amount that was paid in Fiscal Year 2018-2019 for the TSD additive, which includes position classifications and the number of positions that were paid.

Class Title	Total Paid in FY 18-19	Number of Positions
CONSTRUCTION PROJECTS CONSULTANT II	\$1,197.64	1
CORRECTIONAL OFFICER CAPTAIN	\$14,162.92	18
CORRECTIONAL OFFICER LIEUTENANT	\$30,272.08	43
CORRECTIONAL OFFICER MAJOR - SES	\$12,418.46	6
CORRECTIONAL OFFICER SERGEANT	\$8,998.32	15
CORRECTIONAL SERVICES ASST CONSULTANT	\$919.24	1
ELECTRONIC TECHNICIAN II	\$1,445.00	1
INSPECTOR SUPERVISOR - DC	\$664.84	1
MAINTENANCE & CONSTRUCTION SUPT - SES	\$1,078.52	1
MASTER ELECTRICIAN	\$3,346.09	2
SENIOR CLASSIFICATION OFFICER	\$1,905.02	1
STAFF ASSISTANT	\$1,153.56	1
VOCATIONAL FOOD SERVICE COORDINATOR	\$2,380.72	1
Grand Total	\$79,942.41	92

The following collective bargaining agreements contain language regarding the TSD:

- Security Services Unit (SSU) Article 21- Compensation for Temporary Special Duty in Higher Level Position
- FNA Article 21- Compensation for Temporary Special Duty in Higher Position
- AFSCME Article 21- Compensation for Temporary Special Duty in Higher Position

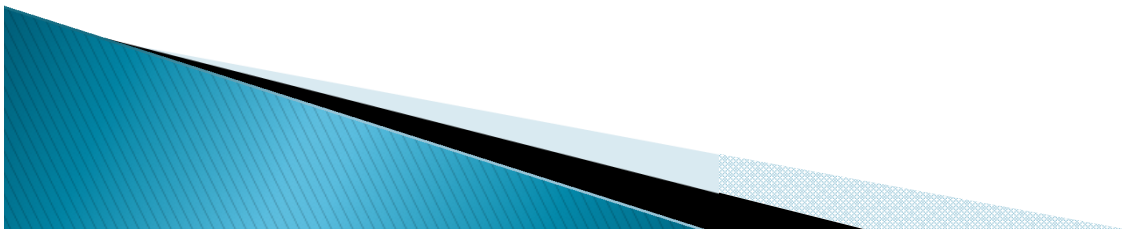
Each of the above agreements contains language that states, “Each time an employee is designated in writing by the employee’s immediate supervisor to act in a vacant established position in a higher broadband level than the employee’s current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with Rule 60L-32, Florida Administrative Code, beginning with the 23rd day..”

Please note that all of the contracts for the fiscal year 2018-2019 have been ratified and signed by the Governor.

The agency is not requesting additional appropriations for the use of these additives, as costs associated with the TSD additive will be managed with existing resources.



Department Level Exhibits and Schedules



Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
August 23, 2019

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Disability Rights Florida, Inc., v Julie Jones et al.

Court with Jurisdiction: U.S. District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:16cv-0047

Summary of Complaint: Plaintiff claimed that the Department systematically violated certain federal laws that protect inmates with disabilities, including hearing, visual and mobility impairment.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law has been challenged. The complaint alleges a violation of ADA and the Rehabilitation Act, 29 U.S.C. 794.

Status of the Case: The parties have settled the case. The parties currently conducting site visits for compliance review and this review will be ongoing.

Agency Attorney: Albert Bowden, Esq. Office of the Attorney General, PL-01, The Capitol, Tallahassee, Florida 32399-1050.

Plaintiff's Attorneys: Dante Trevisani, Esq. and Erica Selig, Florida Justice Institute, Inc., 3750 Miami Tower, 100 S.E. Second Street, Miami, Florida 33131, David Boyer, Esq. and Molly Paris, Esq., Disability Rights Florida, 1930 Harrison Street, Suite 104, Hollywood, Florida 33020, and Sharon Caserta, Morgan & Morgan, 76 South Laura Street, Suite 1100, Jacksonville, Florida 32202.

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Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Prison Legal News (PLN), a project of the Human Rights Defense Center, a not-for-profit, Washington Charitable Corporation v. The GEO Group, Inc.(GEO), a Florida Corporation, Corrections Corporation of America (CCA), a Tennessee Corporation, registered in and doing business in the State of Florida, and Kenneth S. Tucker, in his official capacity as Secretary of the Florida Department of Corrections

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Numbers: 4:12cv239-MW/CAS(Northern District); 15-14220(Eleventh Circuit Court of Appeals); 18-355(United States Supreme Court)

Summary of Complaint: Plaintiff claims that the Defendants, through their application of Rule 33-501.401(3) F.A.C., rejects publications if it contains advertisements or promotes three way calling, pen pal services, and purchase of products or services with postage stamps. Plaintiff claims that this has caused substantial harm to Plaintiff by denying its right to send literature to inmate subscribers and chills Plaintiff's ability to communicate with inmate subscribers.

Amount of the Claim: The complaint seeks declaratory judgment and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims violations of the First, Fifth and Fourteenth Amendments to the US Constitution.

Status of the Case: On January 9, 2019, the United States Supreme Court denied the certiorari petition. The parties are currently before the district court addressing the issue of attorneys' fees and costs.

Agency Attorney: Marcus Graper, Esq., Office of the Attorney General, Dept. of Legal Affairs, PL-01, The Capitol, Tallahassee, Florida 32399.

Plaintiffs' Attorneys: Dante Trevisani, Esq., Florida Justice Institute, Inc., 3750 Miami Tower, 100 S.E. Second Street, Miami, Florida 33131, Benjamin J. Stevenson, P.O. Box 12723, Pensacola, Florida 32591 and Sabarish Neelakanta, Esq., Human Rights Defense Center, P.O. Box 2420, Brattleboro, VT 05303.

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August 23, 2019

Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Mark Davis, Mark Gerald, Jesse Guardado, Joseph Jordan, Khalid Pasha, Robert Rimmer, John Troy, Steven Stein, and Gray Whitton, on behalf of themselves and all others similarly situated v. Julie Jones, et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Jacksonville Division

Case Number: 3:17cv820-J-34PDB

Summary of Complaint: The lawsuit is regarding the conditions of confinement and due process rights of inmates who are on death row.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The Plaintiffs allege a violation of the Eighth and Fourteenth Amendments of the US Constitution.

Status of the Case: On March 28, 2019, the court issued an order denying the Defendants motion to dismiss. On May 6, 2019, the Defendants' answer was filed. On July 25, 2019, a settlement conference was held; however, no settlement was reached at that time, but the parties agreed to continue settlement negotiations. A telephonic conference is scheduled for August 27, 2019 for the parties to continue settlement negotiations.

Agency Attorney: Joe Belitzky, Esq., Office of the Attorney General, PL-01, The Capitol, Tallahassee, Florida 32399.

Plaintiffs' Attorneys: Linda McDermott, Esq. and Martin McClain, Esq., 141 NE 30th Street, Wilton Manors, Florida 33334, Seth A. Rosenthal, Esq. and Claire Wheeler, Esq., 575 7th Street NW, Washington, DC 20004, Maggie T. Grace, Esq., Evan Shea, Esq., and Matthew T. Shea, Esq., 750 E. Pratt Street, Suite 900, Baltimore, MD 21202.

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Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: William R. Davis v. Barry Reddish and Julie Jones

Court with Jurisdiction: United States District Court, Middle District of Florida,
Jacksonville Division

Case Number: 3:18cv353

Summary of Complaint: Plaintiff challenges the State of Florida's lethal injection protocol that was adopted which uses the drug etomidate as the first drug in a three-drug protocol.

Amount of the Claim: The complaint declaratory and injunctive relief.

**Specific Law(s)
Challenged:** No state law is specifically challenged. The complaint claims a violation of the Eighth and Fourteenth Amendments of the United States Constitution.

Status of the Case: On August 2, 2019, the court issued an order denying the Defendants' motion to dismiss. The Defendants' answer to the complaint is due by August 30, 2019, and a case management report is due by September 20, 2019.

Agency Attorneys: Joe Belitzky, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399 and Scott Browne, Esq., Office of the Attorney General, 3507 E. Frontage Road, Suite 200, Tampa, Florida 33607.

Plaintiff's Attorneys: Marie DeLiberato, Esq., P.O. Box 18988, Tampa, Florida 33679, Carol A. Wright, Esq., and Raheel Ahmed, Esq., 400 N. Tampa Street, Suite 2700, Tampa, Florida 33602.

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Agency: Department of Corrections

Contact Person: Cheryl D. Roberts, Assistant General Counsel Phone: (850) 717-3046

Names of the Parties: Brittany Bass, as the Parent and Natural Guardian of JC a Minor as the Natural Heir of James Carter v. State of Florida, et al.

Court with Jurisdiction: United States District Court, Northern District of Florida, Panama City Division

Case Number: 5:19cv22

Summary of Complaint: Plaintiff alleges that James Carter suffered from a number of health issues, including diabetes. Plaintiff alleges that James Carter experienced severe abdominal pain for a period of several days in November 2016 and did not see a licensed medical doctor and was treated with only milk of magnesium. Plaintiff alleges that after several days James Carter was hospitalized with ketoacidosis and eventually passed away on November 15, 2016.

Amount of the Claim: The complaint seeks compensatory and punitive damages.

Specific Law(s) Challenged: The complaint claims a violation of 42 U.S.C. §1983, Eighth and Fourteenth Amendments to US Constitution; liability for wrongful death under Florida's Wrongful Death Statute §768.19; liability for loss of consortium.

Status of the Case: Defendant's motion to dismiss Plaintiff's complaint has been filed. On August 5, 2019, the court denied without prejudice Plaintiff's motion to substitute party plaintiff and motion for leave to file an amended complaint. On August 15, 2019, Plaintiff's amended motion to substitute party plaintiff and motion for leave to file first amended complaint along with the amended complaint was filed.

Agency Attorney: Jeffrey Weiss, Esq., Brown, Garganese, Weiss, 111 N Orange Ave, Ste. 2000, Orlando, Florida 32801.

Plaintiff's Attorneys: Craig Lynd, Esq. and Jeffrey Kaufman, Jr., Kaufman & Lynd PLLC, 200 East Robinson, Suite 250, Orlando, Florida 32801.

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Agency: Department of Corrections

Contact Person: Cheryl D. Roberts, Assistant General Counsel Phone: (850) 717-3046

Names of the Parties: Belinda Chambliss and Lisa M. Jordan Holmes as Co-Personal Representatives of the Estate of De'Metris Jordan v. Florida Department of Corrections, as agency of the State of Florida, et al.

Court with Jurisdiction: Nineteenth Judicial Circuit, Martin County, Florida

Case Number: 13-1126-CA

Summary of Complaint: The Plaintiff alleges that despite the attempt of self-harm by inmate Jordan by placing a noose around his neck, the Department failed to use care for inmate Jordan by providing adequate and proper mental health/medical services to inmate Jordan, a minor. On July 31, 2011, inmate Jordan was found unresponsive in his cell with a noose fashioned from a sheet around his neck. Inmate Jordan was transferred to Shands Hospital and was pronounced deceased August 1, 2011.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of 42 U.S.C. §1983, Fourteenth Amendment of the US Constitution, and the Wrongful Death Act.

Status of the Case: The Department's answer and affirmative defenses to the amended complaint has been filed. The parties are still engaging in discovery.

Agency Attorneys: James O. Williams, Esq. and Lee J. Baggett, Esq., 50 E. Ocean Blvd., Suite 203, Stuart, Florida 34994.

Plaintiffs' Attorney: Donald N. Watson, Esq., 221 E. Osceola Street, Stuart, Florida 34994.

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Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Amanda Cimillo, as Personal Representative of the Estate of Randall Jordan-Aparo, Deceased and Minor Child Aparo, The Natural Child of Randall Jordan-Aparo By and Through Her Mother and Natural Guardian Amanda Cimillo

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:16cv584-RH-CAS

Summary of Complaint: Plaintiff alleges that Jordan-Aparo was found dead in his cell and no resuscitation efforts were made. Plaintiff also claims that Jordan-Aparo had symptoms and warnings of his medical condition but was not provided adequate medical attention.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of the Eighth Amendment of the US Constitution.

Status of the Case: The parties have settled this case. **This case is considered closed and will be removed from next year's report.**

Agency Attorneys: William Peter Martin, Esq., 1591 Summit Lake Drive, Suite 200, Tallahassee, Florida 32317 (Defendant FDC and Andrews). Brian Keri, Esq., 3375-H Capital Circle NE, Suite 4, Tallahassee, Florida 32308, (Defendants Austin, Brown, Burch, Gillikin, Hamm, Hampton, Martina, and Spangler), Jeffrey Howell, Esq., 215 S. Monroe Street, Suite 802, P.O. Box 1351, Tallahassee, Florida 32302 (Defendants Goodwin, Greene, Housholder, Jones, and Riley).

Plaintiff's Attorney: Steven R. Andrews, Esq., 822 N. Monroe Street, Tallahassee, Florida 32303.

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Agency: Department of Corrections

Contact Person: Cheryl D. Roberts, Assistant General Counsel Phone: (850) 717-3046

Names of the Parties: Rayshell Fairley, as Personal Representative of Jeffrey Fairley, deceased v. Florida Department of Corrections, et al.

Court with Jurisdiction: United States District Court, Northern District, Tallahassee Division

Case Number: 2019 CA 758

Summary of Complaint: Plaintiff alleges that the Department had knowledge of the fact that contraband substances including the synthetic cannabinoid “SPICE” were available to inmates. Plaintiff alleges that Defendant had knowledge that Jeffrey Fairley admitted to smoking “SPICE” and being high and staff observed him as high on a prior occasion. Plaintiff alleges that two days after Jeffrey Fairley was released from disciplinary confinement, he was found by inmates passed out and unconscious on the bathroom floor and placed in his bunk. Plaintiff alleges that staff did not dispatch for medical personnel and as a result Jeffrey Fairley passed away.

Amount of the Claim: The complaint seeks damages.

**Specific Law(s)
Challenged:** The complaint claims a violation of state law negligence and wrongful death, 42 USC §1983, and the Eighth Amendment of the US Constitution.

Status of the Case: The Department’s answer was filed on April 30, 2019. The parties are currently engaging in discovery.

Agency Attorney: Jamie Ito, Esq., Ito Law, PLLC, 411 Wilson Ave., Tallahassee, Florida 32303.

Plaintiff’s Attorney: Leslie Goller, Esq., Terrell, Hogan, Yegelwel, PA., 233 East Bay Street, 8th Floor, Jacksonville, Florida 32202.

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Significant Litigation Impacting Budget, Policy, or Agency Functions
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Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Lorine Gaines, as Personal Representative of the Estate and Mother of Vincent Gaines v. Julie Jones, in her official and individual capacities; Kevin Jordan, individually; Corizon Health, Inc.; and Does 1-20; in their individual capacities

Court with Jurisdiction: United States District Court, Middle District of Florida, Jacksonville Division

Case Number: 3:18cv1332

Summary of Complaint: This is a wrongful death case stemming from allegations that Vincent Gaines was denied and deprived entirely of adequate nutrition and treatment for his basic and serious mental health and medical needs during a critical period which resulted in his malnutrition, starvation, and death.

Amount of the Claim: The complaint seeks damages and declaratory relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint alleges a violation of 42 U.S.C §1983, Eighth and Fourteenth Amendments to the U.S. Constitution, American with Disabilities Act and Rehabilitation Act.

Status of the Case: On April 30, 2019, Defendants' Inch, Jones and Jordan's answer was filed. Also, on April 30, 2019, Defendant Corizon's answer was filed. The parties are currently engaged in discovery.

Agency Attorneys: Joel Steven Carter, Esq. and Miriam Coles, Esq., P.O. Drawer 14079, Tallahassee, Florida 32317.

Plaintiff's Attorneys: Sabarish Neelakanta, Esq., Daniel Marshall, Esq., Masimba Maxwell Mutamba, Esq., Human Rights Defense Center, P.O. Box 1151, Lake Worth, Florida 33460 and Edwin Ferguson, Esq., 41 West 27th Street, Riviera Beach, Florida 33404, and John Scarola, Esq., P.O. Drawer 3626, West Palm Beach, Florida 33409.

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Agency: Department of Corrections

Contact Person: Cheryl D. Roberts, Assistant General Counsel Phone: (850) 717-3046

Names of the Parties: Carolyn Green, as Personal Representative of the Estate of Joshua Williams v. Florida Department of Corrections, et al.

Court with Jurisdiction: Fourth Judicial Circuit, Duval County, Florida

Case Number: 16-2015-CA-6806

Summary of Complaint: Plaintiff alleges that Joshua Williams sustained physical injuries following a fight in the yard during recreation. Plaintiff alleges that Joshua Williams was stabbed twenty-one times by two inmates and received a life-threatening laceration to his liver requiring immediate medical attention. Plaintiff alleges that FDC staff failed to call 911 immediately and did not provide medical attention to Joshua Williams for fifteen minutes.

Amount of the Claim: The complaint seeks damages.

**Specific Law(s)
Challenged:** The complaint claims a violation of state law negligence and negligent training and supervision and wrongful death under §768.28, Florida Statutes.

Status of the Case: On May 13, 2019, the Department's motion to dismiss and motion for more definite statement was filed. Plaintiff's response to the motions has been filed. Plaintiff filed a motion to refer parties to mediation on April 25, 2019.

Agency Attorneys: Kevin Fitzsimmons, Esq. and Madeleine Vaughn, Esq., Post Office Box 3373, Tampa, Florida 33601.

Plaintiff's Attorney: Robert Slama, Esq., 6817 Southpoint Pkwy, Ste. 2504, Jacksonville, Florida 32216.

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Agency: Department of Corrections

Contact Person: Cheryl D. Roberts, Assistant General Counsel Phone: (850) 717-3046

Names of the Parties: Marianne Guterma, as personal representative of Robert Guterma, Sr. v. Florida Department of Corrections, Dr. Edmond Alaka, and Daisamma Varghese, ARNP

Court with Jurisdiction: Third Judicial Circuit, Suwannee County, Florida

Case Number: 2015-CA-000250

Summary of Complaint: The personal representative of the Estate of Robert Guterma Sr. claims that Guterma died as a result of not receiving adequate medical care for hypertension while in the custody of the Department.

Amount of the Claim: Plaintiff seeks compensatory and punitive damages.

**Specific Law(s)
Challenged:** No state law is specifically challenged. The complaint claims a violation of 42 U.S.C. § 1983.

Status of the Case: The parties are currently engaging in discovery. The trial date has been continued and the court will issue a future order setting a trial date.

Agency Attorneys: Charles G. Eichhorn, Jr., Esq. and Maria F. Gibson, Esq., Quintairos, Prieto, Wood & Boyer, P.A., 4190 Belfort Road, Suite 450, Jacksonville, FL 32216.

Plaintiff Attorney: Matthew Kachergus, Esq., Sheppard, White, Kachergus & DeMaggio, P.A., 215 Washington Street, Jacksonville, Florida 32202.

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August 23, 2019

Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Elizabeth Halveland, individually and as a Personal Representative of the Estate of Michael Halveland, deceased, vs. Isaac Andrews, both in his individual and official capacity, Carlton Spooner, both in his individual and official capacity, and Jennifer Reeves, both in her individual and official capacity

Court with Jurisdiction: Fourteenth Judicial Circuit, Washington County, Florida

Case Number: 2015 CA 125

Summary of Complaint: Complaint alleges that Defendants failed to perform their duty to use reasonable care to ensure Plaintiff's safety and well-being, leading to Plaintiff's death.

Amount of the Claim: The complaint seeks compensatory damages.

**Specific Law(s)
Challenged:** No state law is specifically challenged. This case is a wrongful death action.

Status of the Case: The trial court denied plaintiff leave to amend the third amended complaint and dismissed the case with prejudice. The case was appealed before the First District Court of Appeal for the State of Florida who reinstated the third amended complaint June 19, 2019.

Agency Attorney: Dean Johnson, Esq. Office of the Attorney General, PL-01, The Capitol, Tallahassee, FL 32399-1050.

Plaintiff's Attorney: Megan Cunningham, Esq., Finnell, McGuinness, Nezami & Andux, P.A., 2114 Oak St, Jacksonville, FL 32204.

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Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Adelaida Hofmann, as personal representative of the Estate of Michael Hofmann, on behalf of the Estate and the Survivors, v. Dept. of Corrections, et al.

Court with Jurisdiction: United States District Court, Northern District, Tallahassee Division

Case Number: 4:18-cv-575

Summary of Complaint: Complaint alleges violations of the ADA and section 1983 for failure to provide proper accommodation for inmate's mental disability and failure to provide medical care.

Amount of the Claim: The complaint seeks compensatory damages.

**Specific Law(s)
Challenged:** No state law is specifically challenged. This case is a wrongful death action.

Status of the Case: This case is currently in discovery.

Agency Attorney: Brian C. Keri, Esq., The Law Offices of Brian C. Keri, PA, 3375-H Capital Circle NW, Suite 4, Tallahassee, FL 32308

Plaintiff's Attorney: Ryan Andrews, Law Offices of Steven Andrews, P.A., 822 N Monroe St, Tallahassee, FL 32303.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
August 23, 2019

Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Chandra Kantor, as personal representative of the Estate of Hanuman Joyce, on behalf of the Estate and the Survivors, Chandra Kantor and Ramayana Baba v. Dept. of Corrections

Court with Jurisdiction: United States District Court, Northern District, Pensacola Division

Case Number: 3:16cv449

Summary of Complaint: Complaint alleges that Mr. Joyce was denied and deprived treatment for his serious medical needs during transport from an outside hospital back to a Department institution which resulted in his death.

Amount of the Claim: The complaint seeks compensatory damages.

**Specific Law(s)
Challenged:** No state law is specifically challenged. This case is a wrongful death action.

Status of the Case: The case was settled. **This case is considered closed and will be removed from the report for the next fiscal year.**

Agency Attorney: Michelle Hendrix, Vernis and Bowling of Northwest Florida, P.A., 315 Palafox St., Pensacola, FL 32502.

Plaintiff's Attorney: James Cook, Law Office of James Cook, 314 West Jefferson St, Tallahassee, FL 32301.

Schedule VII: Agency Litigation Inventory
Significant Litigation Impacting Budget, Policy, or Agency Functions
August 23, 2019

Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Makisha Lawson, as next friend and personal representative of Dillan Lawson, v. Heath Holland, et al.

Court with Jurisdiction: United States District Court, Northern District, Panama City Division

Case Number: 5:19-cv-88

Summary of Complaint: Complaint alleges violations of section 1983 for failure to intervene and protect.

Amount of the Claim: The complaint seeks compensatory damages.

**Specific Law(s)
Challenged:** No state law is specifically challenged. This case is a wrongful death action.

Status of the Case: This case is currently in discovery.

Agency Attorney: Jeffrey Howell, Esq. Jeffrey S Howell PA, 2898-6 Mahan Dr, Tallahassee, FL 32308

Plaintiff's Attorney: Dixie Powell, Powell Injury Law, 602 S Main St, Crestview, FL 32526.

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August 23, 2019

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Robert Pernell Rowe, Sr. and Normal Jean Rowe as the personal representative of the Estate of Rudolph Pernell Rowe, Jr. v. Julie Jones, et al

Court with Jurisdiction: Seventh Judicial Circuit, St. Johns County, Florida

Case Number: 2018 CA 1547

Summary of Complaint: This is a wrongful death case stemming from allegations that the Decedent suffered a traumatic brain injury that affected his mental health and cognitive abilities related to excessive physical force on part of the Department's employees and medical staff. Decedent was admitted to the Mental Health Unit at Lake Correctional Institution and on December 23, 2016, Decedent was found unresponsive, leaning over the toilet of his cell having vomited. Plaintiff claims that the defendants failed to adhere to the notice and due process requirements of the Informed Consent Law,

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: 945.48 Florida Statutes (2016), 766.103 Florida Statutes (2018), 42 U.S.C. § 1983,

Status of the Case: On April 22, 2019, counsel for the Defendants filed a motion to dismiss the amended complaint for failure to state a claim. The District Court dismissed the federal claims and declines to exercise supplemental jurisdiction over the state law cause of action. The case was remanded back to St. Johns County, Florida where a Motion to Dismiss as to Defendants Jones, Frizzel and Excellent has been filed and a Plaintiff has filed a Motion to Strike Defendant's Motions to Dismiss.

Agency Attorney: Leonard Hackett, Esq., Vernis & Bowling of North Florida, P.A., 4309 Salisbury Road, Jacksonville, FL 32216. (Atty. For the Department).

Plaintiff's Attorney: Shannon Brook Schott, Esq., 135 W. Adams Street, Jacksonville, Florida 32202.

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Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Joanne M. Shea as the personal representative of the Estate of Brian Otstot v. Florida Department of Corrections

Court with Jurisdiction: Second Judicial Circuit, Leon County, Florida

Case Number: 2019 CA 159

Summary of Complaint: This is a wrongful death case stemming from allegations that the Department failed to properly classify, house, and supervise the decedent and come to his aid and protect decedent from being killed by another inmate.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged

Status of the Case: On April 8, 2019, a motion to dismiss was filed. The parties are engaging in discovery.

Agency Attorneys: Dale J. Paleschic, Esq. and Alec G. Masson, Esq., Luks, Santaniello, Petrillo & Jones, 6265 Old Water Oak Rd, Suite 201, Tallahassee, FL 32312. (Atty. For the Department).

Plaintiff's Attorneys: Lavenia D. Santos, Esq. and Anna Lenchus, Esq., 1300 N. Federal Highway, Suite 110, Boca Raton, FL 33434.

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August 23, 2019

Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Anice Slaughter, as Personal Representative of the Estate of Jorge Slaughter v. Florida Department of Corrections

Court with Jurisdiction: First Judicial Circuit, Escambia County, Florida

Case Number: 2018 CA 290

Summary of Complaint: This is a wrongful death case stemming from negligence. Plaintiff states she was notified that her son was in an altercation and died.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: On August 1, 2018, the court entered an order of referral for mandatory mediation. Mediation has been scheduled for November 11, 2019 at 9:00 a.m.

Agency Attorney: E. Nicole Palmer, Wade, Palmer & Shoemaker, P.A., 14 North Palafox Street, P.O. Box 13510, Pensacola, Florida 32591-13510.

Plaintiff's Attorney: Jermaine Thompson, Jermaine O'Neil Thompson, PA, 1620 W. Oakland Park Blvd. Suite 400, Oakland Park, Florida 32311.

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Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Douglas B. Stalley as the personal representative of the Estate of Jose Gregory Villegas v. Cumbie, et. al

Court with Jurisdiction: Middle District, Ocala Division

Case Number: 5:19-cv-00280-JSM-PRL

Summary of Complaint: This is a wrongful death case stemming from allegations that the Department failed to provide proper medical care for decedent when he was found unresponsive in his cell due to the ingestion of the K-2 drug.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: On June 28, 2019, the Defendants' attorney filed a Motion to Dismiss Complaint and the court denied the motion without prejudice on August 7, 2019, and directed the Plaintiff to replead within fourteen days from the date of the August 7, 2019 order. On August 9, 2019, Plaintiff filed an amended complaint.

Agency Attorney: Jeffrey Weiss, Esq., Garganese, Weiss & D'Agresta, PA, 111 N Orange Ave, Suite 2000, Orlando, FL 32801.

Plaintiff's Attorney: Alan Landerman, Esq., Haliczzer, Pettis & Schwamm, PA, 225 E Robinson St., Suite 475, Landmark Center Two, Orlando, FL 32801.

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Agency: Department of Corrections

Contact Person: Gayla Grant Phone: (850) 717-9789

Names of the Parties: Monica Stone v. Robert Hendry, et al.

Court with Jurisdiction: Eleventh Circuit Court of Appeal, Atlanta, Georgia

Case Number: 2:17cv14177-RLR(District Court); 2017 CA 291(Martin County);
19-10207(Eleventh Circuit Court of Appeal)

Summary of Complaint: This is a wrongful death case stemming from allegations by the Plaintiff that former inmate Christopher Cox was murdered by a fellow inmate and the correctional officers and personnel at the prison were negligent when they failed to timely respond to the other inmates' in Cox's dormitory, calls and signals for help. The Plaintiff also alleges that staff were negligent in rendering aid in a timely manner to Cox who should have never been placed in a cell with his attacker.

Amount of the Claim: The complaint seeks damages.

**Specific Law(s)
Challenged:** No state law is specifically challenged.

Status of the Case: On October 12, 2018, the Southern District Court entered a Second Report and Recommendation granting the Motions for Summary Judgment (DE 130, 142, 144 & 150) in favor of Defendants Hendry, Feipel, Rose, Bailes, and Nurse Conrad. The Court also recommended that the Defendants' Motion to Dismiss/Strike Claims for Damages be denied as moot. On November 21, 2018, the district judge adopted the Report and Recommendation. The court severed the complaint as to count IV (state law claim) and remanded that count back to state court. An appeal is pending regarding the granting of the motion for summary judgment. There has been no significant activity in the Martin County case since the remand.

Agency Attorneys: Phillip B. Wiseberg, Esq. and James O. Williams, Jr., Esq., 11300 U.S. Highway One, Suite 300, North Palm Beach, Florida 33408 (Defendants Hendry and Feipel). Christopher J. Whitelock, Esq., 300 SE 13th Street, Ft. Lauderdale, Florida 33316 (Defendants Rose and Bailes). Barry A. Postman, Esq., 1645 Palm Beach Lakes Blvd., West Palm Beach, Florida 33401 (Defendant Conrad).

Plaintiff's Attorney: James Cook, 314 West Jefferson Street, Tallahassee, FL 32301.

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Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Ryan Tierney as representative of the Estate of Michelle Tierney v Julie Jones et al.

Court with Jurisdiction: U.S. District Court, Northern District Florida, Tallahassee Division, Second Circuit Leon County.

Case Number: 4:17cv-0005-WS-CAS and 2016 CA 2692.

Summary of Complaint: This is a wrongful death action stemming from allegations that an inmate died in custody due to receiving inadequate medical care from the agency's health care vendor.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: The gist of the complaint is based upon negligence but there is also a count pursuant to 42 U.S.C. 1983.

Status of the Case: On September 4, 2018, the court issued an order adopting the magistrate's report and recommendation and granting in part the Defendant's corrected motion for summary judgment. The Court granted the motion as to count III, the lone federal claim. The case is remanded to the state court to resolve the issues of state law. On October 26, 2018, the state court entered an order referring case to mediation and on January 11, 2019, the parties entered into an agreement. A final order dismissing the case with prejudice was entered on March 15, 2019. **This case is considered closed and will be removed from the report next fiscal year.**

Agency Attorneys: Donna Marie LaPlante, Esq., Office of Attorney General, PL-01, The Capitol, Tallahassee, Florida 32399-1050. S. Renee Stephens Lundy, Dean Ringers Morgan & Lawton PA, 201 E. Pine Street Ste. 1200, Orlando, Florida 32801 (Atty. For Corizon and Department).

Plaintiff's Attorney: Daryl Parks, Esq. and Barbara Walker, Esq., 240 North Magnolia Drive, Tallahassee, Florida 32301.

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Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Maria Vidal, as the Personal Representative of the Estate of Anthony Vidal Marie v. Florida Department of Corrections

Court with Jurisdiction: Eleventh Judicial Circuit, Miami-Dade County, Florida

Case Number: 2018 CA 018812

Summary of Complaint: This is a wrongful death case stemming from allegations that the Department failed to protect, classify, house and supervise Vidal. Plaintiff alleges that the monitor was cut off and guards could not hear his screams for help or other inmates yelling for them to intervene.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: Parties are still in the discovery process. A hearing on Plaintiff's Second Motion to compel Discovery from Defendant Florida Department of Corrections has been scheduled for September 11, 2019 at 3:00 p.m.

Agency Attorney: Sheridan Weissenborn, Esq., Dutton Law Group, P.A., 9700 S. Dixie Highway, Suite 940, Miami, FL 33156. (Atty. For the Department).

Plaintiff's Attorneys: Ray Taseff, Esq. and Erica Selig, Esq., Florida Justice Institute, Inc. 3750 Miami Tower, 100 S.E. Second Street, Miami, Florida 33131-2309.

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Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Kawana Walker, individually, and as the Personal Representative of the Estate of Latondra Ellington v. Florida Department of Corrections, et al.

Court with Jurisdiction: Second Judicial Circuit, Leon County, Florida

Case Number: 2016 CA 1564

Summary of Complaint: This is a wrongful death action stemming from allegations that the inmate, after being placed in protective management, was found unresponsive with lethal amounts of drugs in her system. It is further claimed that an autopsy revealed that inmate had blunt force injuries.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: The parties are currently engaged in discovery. A jury trial is scheduled to begin February 24, 2020.

Agency Attorneys: Britt Thomas, Esq. and Anthony Johnson, Esq., Office of the Attorney General, Department of Legal Affairs, PL-01, The Capitol, Tallahassee, Florida 32399.

Plaintiff's Attorneys: Anthony D. Thomas, Esq. and Daryl Parks, Esq., 240 North Magnolia Drive, Tallahassee, Florida 32301.

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Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Judith Walton as the personal representative of the Estate of Frank Smith v. Florida Department of Corrections

Court with Jurisdiction: United States District Court, Middle District, Jacksonville Division

Case Number: 3:16-cv-1130-J-39JRK

Summary of Complaint: This is a wrongful death case stemming from allegations that the Department interfered with timely medical treatment to save decedent and failed to intervene to prevent such interference, after an unlawful use of force was used on the decedent during a transport that resulted in his death.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No specific state law is challenged. Plaintiff alleges a violation of ADA and Rehabilitation Act.

Status of the Case: The Defendants' answer has been filed. Parties are engaging in discovery.

Agency Attorneys: Michael Andrew Price, Esq., Vernis & Bowling of North Florida, 4309 Salisbury Road, Jacksonville, FL 32216.

Plaintiff's Attorney: James Cook, Esq., 314 W Jefferson St. Tallahassee, FL 32301.

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Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Wilfred Wilkerson as the personal representative of the Estate of Randall David Wilkerson v. Florida Department of Corrections, et al.

Court with Jurisdiction: Sixteenth Judicial Circuit, Union County, Florida

Case Number: 2018 CA 90

Summary of Complaint: This is a wrongful death case stemming from allegations that the Department failed to properly classify, house, and supervise the decedent and negligently failed to timely come to his aid when decedent was attacked and brutally beaten by his cellmate.

Amount of the Claim: The complaint seeks damages.

Specific Law(s) Challenged: No state law is specifically challenged.

Status of the Case: The court entered an order scheduling a case management conference for October 24, 2019 at 10:45 a.m.

Agency Attorney: Michael Price, Esq., Vernis & Bowling of North Florida, P.A., 4309 Salisbury Road, Jacksonville, FL 32216. (Atty. For the Department).

Plaintiff's Attorney: Jared Wilkerson, Esq., 3955 Riverside Avenue, Suite 203, Jacksonville, FL 32205.

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Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: William Demler v. Mark Inch

Court with Jurisdiction: United States District Court for the Northern District of Florida

Case Number: 4:19-cv-94

Summary of Complaint: Plaintiff alleges that the department violated the takings clause and fourteenth amendment of the U.S. Constitution when confiscating inmates' mp3 players and wishes to certify the suit as a class action on behalf of all inmates similarly situated.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

**Specific Law(s)
Challenged:** No specific state law is challenged. The Plaintiff alleges a violation of the Takings Clause and 14th Amendment of US Constitution.

Status of the Case: On August 21, 2019, the Defendant's motion for summary judgment was filed.

Agency Attorney: Miguel Olivella, Esq. Office of the Attorney General, PL-01, The Capitol, Tallahassee, FL 32399-1050.

Plaintiffs' Attorneys: Shawn Heller, Esq., Social Justice Law Collective, 974 Howard Ave, Dunedin, FL 34698 and Dante Trevisani, Esq., Florida Justice Institute, 3750 Miami Tower, 100 SE Second St, Miami, FL 33131.

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Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Matthew Rodriguez, et al. v. Mark Inch, et al.

Court with Jurisdiction: United States District Court, Southern District. Ft. Pierce Division

Case Number: 19-cv-14137-ROSENBERG/MAYNARD

Summary of Complaint: Plaintiff alleges that the department violated the takings clause and fourteenth amendment of the U.S. Constitution when confiscating inmates' mp3 players and wishes to certify the suit as a class action on behalf of all inmates similarly situated.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

**Specific Law(s)
Challenged:** No specific state law is challenged. The Plaintiffs allege a violation of the Takings Clause and 14th Amendment of US Constitution.

Status of the Case: The Department was served on August 13, 2019.

Agency Attorney: Miguel Olivella, Esq., Office of the Attorney General, PL-01, The Capitol, Tallahassee, FL 32399-1050.

Plaintiffs' Attorneys: Scott David Hirsch, Scott Hirsch Law Group, 7301 W Palmetto Park Road Suite 207A, Boca Raton, FL 33433; Erika Denise Rodriguez, Rodriguez Law & Advocacy, P.A., 7301 W Palmetto Park Road, Suite 207A, Boca Raton, FL 33433; Joshua Michael Entin, Entin Law Group P.A., 633 S. Andrews Avenue, Suite 500, Ft. Lauderdale, FL 33301.

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Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Carl Hoffer, Ronald McPherson, and Roland Molina, individually and on behalf of a Class of persons similarly situated v. Julie L. Jones

Court with Jurisdiction: Eleventh Circuit Court of Appeals, Atlanta, Georgia

Case Number: 19-11921 (Eleventh Circuit); 4:17cv214-MW/CAS(Northern District)

Summary of Complaint: Plaintiffs state that the Department is not giving inmates with hepatitis C the treatment that they need. The Plaintiffs are seeking to have this case deemed a class action lawsuit. In addition to filing a complaint, the Plaintiffs filed a motion for preliminary injunction and motion to certify class.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of the Eighth Amendment of the US Constitution, ADA, and Rehabilitation Act.

Status of the Case: On April 18, 2019, the court issued an order on the cross motions for summary judgment. The case is currently on appeal. The Department's brief was filed on August 5, 2019 and the appendix was filed on August 12, 2019. The Department continues to file monthly status reports in the district court.

Agency Attorneys: Albert Bowden, Esq., and James Percival, II, Esq., and Edward Wenger, Esq., Office of the Attorney General, Department of Legal Affairs, PL-01, The Capitol, Tallahassee, Florida 32399.

Plaintiffs' Attorneys: Dante Pasquale Trevisani, Esq., Erica Selig, Esq., Ray Taseff, Esq. Esq., 3750 Bank of America Tower, 100 SE Second Street, Miami, Florida 33131.

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Agency: Department of Corrections

Contact Person: Cheryl D. Roberts, Assistant General Counsel Phone: (850) 717-3046

Names of the Parties: Jamie Barnhill v. Mark Inch

Court with Jurisdiction: United States District Court, Northern District, Tallahassee Division

Case Number: 4:18cv564

Summary of Complaint: Plaintiff is a transgender woman who is currently in FDC custody and alleges that she is denied medically necessary treatment for her Gender Dysphoria.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No specific state law is challenged. The Plaintiff alleges a violation of 42 U.S.C. §1983, Eighth and Fourteenth Amendment of the US Constitution.

Status of the Case: Defendant's response to Plaintiff's amended complaint has been filed. On August 23, 2019, the Defendants response to the motion for preliminary injunction was filed.

Agency Attorney: Kristen Lonergan, Esq. and Marcus Graper, Esq., Office of the Attorney General Office, PL-01, the Capitol, Tallahassee, Florida 32399.

Plaintiff's Attorney: Pro Se.

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Agency: Department of Corrections

Contact Person: Cheryl D. Roberts, Assistant General Counsel Phone: (850) 717-3046

Names of the Parties: Charles Brant v. J. Palmer, et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Jacksonville Division

Case Number: 3:13cv412-J-32MCR

Summary of Complaint: Plaintiff states that the Florida's lethal injection is unnecessarily risky with infliction of pain and suffering and creates a substantial risk of serious harm.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The Complaint claims a violation of the Eighth and Fourteenth Amendments of the United States Constitution.

Status of the Case: On December 17, 2018, Plaintiff filed Amended Complaint. On January 28, 2019, Defendants' Motion to Dismiss Plaintiff's Amended Complaint was filed. On February 8, 2019, Plaintiff was granted an extension of time to file a response to Defendants' Motion to Dismiss. On March 14, 2019, Plaintiff filed Response in Opposition to Defendants' Motion to Dismiss.

Agency Attorneys: Scott Browne, Esq., Office of the Attorney General, 3507 E. Frontage Road, Suite 200, Tampa, Florida 33607 and Joe Belitzky, Esq., Office of the Attorney General, PL-01, The Capitol, Tallahassee, Florida 32399.

Plaintiff's Attorney: Marie-Louise Samuels Parmer, Esq., The Samuels Parmer Law Firm, PA, P.O. Box 18988, Tampa, FL 33679.

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Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: James Hand, et al., v. Rick Scott, Julie Jones, Pam Bondi et.al.

Court with Jurisdiction: Eleventh Circuit Court of Appeal, Atlanta, Georgia

Case Number: 18-11388(Eleventh Circuit); 4:17cv128 (District Court)

Summary of Complaint: Plaintiffs filed a complaint on March 13, 2017, alleging that Florida is just one of four states which denies convicted felons the right to vote until they successfully petition for the restoration of their civil rights. Plaintiff also claims that Florida leaves the decision up to the absolute discretion of public officials and further that inmates and offenders have to wait either 5 or 7 years after their sentence is complete, depending on the seriousness of the felony conviction, to apply for restoration of their civil rights.

Amount of the Claim: The complaint seeks declaratory judgment, injunctive relief, certification as a class action lawsuit and attorney fees and costs.

Specific Law(s) Challenged: No state law is specifically challenged. The Plaintiffs filed suit under 42 U.S.C. §1983 alleging violations of Plaintiffs' rights under the 1st and 14th Amendments to the United States Constitution.

Status of the Case: The district court granted summary judgment and permanently enjoined defendants from enforcing the current unconstitutional vote-restoration scheme. Defendants are also permanently enjoined from ending all vote-restoration processes. The injunctions entered by the district court are stayed and this case is currently on appeal before the United States Court of Appeals for the Eleventh Circuit.

Agency Attorneys: Jonathan Glogau, Esq. and Lance Neff, Esq., Amit Agarwal Esq., and Jordan Pratt, Esq., Office of the Attorney General, PL-01, The Capitol, Tallahassee, FL 32399-1050.

Plaintiffs' Attorneys: Diana Martin, Esq., Theodore Leopold, Esq., and Poorad Razavi, Esq., of Cohen, Millstein, Sellers and Toll, 2925 PGA Blvd., Suite 200, Palm Beach Gardens, FL. 33410; Jonathan Lee Sherman, Esq., and Brittne Baker, Esq., Fair Elections Legal Network, 1825 K St. NW, Suite 450, Washington, DC 20006.

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Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Jac'Quann (Admire) Harvard, et al. v. Mark Inch, in his official capacity as Secretary of the Florida Department of Corrections, and Florida Department of Corrections, an Agency of the State of Florida

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:19cv212-MW-CAS

Summary of Complaint: Plaintiffs allege that the policies and practices of the Department subject Plaintiffs and Plaintiff class to a risk of serious harm and deprives them of the minimal civilized measure of life's necessities and human dignity through excessive and inappropriate use of isolation.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of the Eighth and Fourteenth Amendments of the US Constitution, ADA, and Rehabilitation Act.

Status of the Case: The Department's motions to dismiss and transfer venue were filed on August 6, 2019.

Agency Attorney: Daniel Gerber, Esq. and Samantha Duke, Esq., 300 S. Orange Avenue, Orlando, Florida 32801.

Plaintiffs' Attorneys: Christopher Jones, Esq. and Andrea Costello, Esq., 14260 W. Newberry Road, Suite 412, Newberry, Florida 32669, Jennifer Painter, Esq., P.O. Box 533986, Orlando, Florida 32853, Sumayya Saleh, Esq. and Shalini Agarwal, Esq., P.O. Box 10788, Tallahassee, Florida 32302, Dante Pasquale Trevisani, Esq., and Laura Ferro, Esq., 3750 Bank of America Tower, 100 SE Second Street, Miami, Florida 33131, Lisa Graybill, Esq., 201 St. Charles Avenue, Suite 2000, New Orleans, LA 70170, and Kelly Knapp, Esq., P.O. Box 370037, Miami, Florida 33137.

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Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Ross J. Lawson, Plaintiff v. Florida Department of Corrections, et al.

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:04CV105-MP/AK

Summary of Complaint: This is an action for a declaratory judgment alleging a violation of civil rights related to the practice of Judaism. The Plaintiff is an Orthodox Jewish inmate who contends that the Department substantially burdens the exercise of his religion by denying him kosher diet, Maariv services, Havdalah, Tefillin, and Sukkot.

Amount of the Claim: Plaintiff seeks compensatory damages and punitive damages, and injunctive relief directing the Department to provide prepackaged kosher diet meals.

Specific Law(s) Challenged: The complaint claims a violation of Florida Religious Restoration Act of 1998, Religious Land Use and Institutionalized Persons Act (RLUIPA).

Status of the Case: The court granted summary judgment in favor of the defendants on October 19, 2018. **This case is considered closed and will be removed from the report for the next fiscal year.**

Agency Attorney: Erik Kverne, Esq., Office of the Attorney General, Dept. of Legal Affairs, The Capitol, PL-01, Tallahassee, Florida 32399-1050.

Plaintiff's Attorney: Pro Se.

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Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Reilyn Keohane v. Julie Jones, et al

Court with Jurisdiction: United States District Court, Northern District of Florida, Tallahassee Division

Case Number: 4:16cv511

Summary of Complaint: Plaintiff is a transgender woman who is currently in the custody of FDC and is allegedly being denied medically necessary treatment for her Gender Dysphoria. Plaintiff brings this action to compel Defendants to treat her serious medical need consistent with her constitutional rights under the Eighth Amendment to the United States Constitution.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The Complaint claims a violation of the Eighth Amendment of the United States Constitution.

Status of the Case: On August 22, 2018, The Court DECLARED Defendant's Former Procedure 602.053, ECF No. 3-15, is unconstitutional as a blanket ban on medical treatment for inmates diagnosed with gender dysphoria. Defendant is PERMANENTLY ENJOINED from reenacting and enforcing this policy. The Court also entered a PERMANENT INJUNCTION against Defendant requiring it to permit Ms. Keohane access to Defendant's female clothing and grooming standards and requiring Defendant to continue to provide Ms. Keohane with hormone therapy so long as it is not medically contraindicated and while Ms. Keohane remains in Defendant's custody. Case is on appeal to the U.S. Court of Appeals for the 11th Circuit. Oral Argument was held on August 22, 2019.

Agency Attorney: Kirkland Reid, Esq., Jones Walker LLP, Suite 1200, 11 N Water St, Mobile, AL 36602.

Plaintiff's Attorneys: Matthew Grosack, DLA Piper US LLP, 200 S Biscayne Blvd, Ste 2500, Miami, FL 33131; Daniel Tilley, ACLU Foundation of Florida, Inc., 4500 Biscayne Blvd, Ste 340, Miami, FL 33137 .

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Agency: Department of Corrections

Contact Person: Sean J. Anderson, Assistant General Counsel Phone: (850) 717-3597

Names of the Parties: Donald Martinetti v. Kenneth S. Tucker, Secretary of the Florida Department of Corrections, in his official capacity

Court with Jurisdiction: United States District Court, Southern District of Florida, West Palm Beach Division

Case Number: 11cv81146-Hurley/Hopkins

Summary of Complaint: Plaintiff alleges that he is confined to a wheelchair due to degenerative disc disease of the spine. Plaintiff claims that the Department failed to comply with the ADA act by failing to develop a transition plan for structural compliance for facilities built after 1992 and failed to make modifications to allow compliance with the act in facilities built. Plaintiff also alleges that there was a failure to follow a medical specialist's recommendations, failure to provide disability aids, and failure to have the ADA coordinator respond to grievances. The case has been settled.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Title II of the ADA and Rehabilitation Act.

Status of the Case: The parties entered into a settlement agreement in December 2012; however, the Plaintiff subsequently filed a motion to re-open the case and enforce the stipulations of settlement. The parties are working towards submitting a proposed stipulated order to resolve the motion. The case has been settled, however the Plaintiff claims FDC has failed to comply with the terms of the settlement. The parties are working on drafting the terms of a mutually agreeable order in an attempt to resolve the case. There has not been any activity in this case since the last report.

Agency Attorneys: John Bajger, Esq. Office of the Attorney General, 1515 N. Flagler Drive, 9th Floor, West Palm Beach, Florida 33401.

Plaintiff's Attorneys: Karen Marcell, Esq., 300 North Maitland Avenue, Maitland, Florida 32751.

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Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: Robert J. Perry v. Florida Department of Corrections

Court with Jurisdiction: Second Judicial Circuit Court, Leon County, Florida

Case Number: 2019 CA 198

Summary of Complaint: Plaintiff is a transgender woman and alleges that she is not being treated properly for Gender Dysphoria.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

**Specific Law(s)
Challenged:** No state law is specifically challenged.

Status of the Case: The Department's motion to dismiss was filed on April 19, 2019 and is pending.

Agency Attorney: Kristen Lonergan, Esq., Office of the Attorney General, Department of Legal Affairs, PL-01, The Capitol, Tallahassee, Florida 32399.

Plaintiff's Attorney: Pro Se

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Agency: Department of Corrections

Contact Person: Gayla Grant, Assistant General Counsel Phone: (850) 717-9789

Names of the Parties: Henry Sireci v. Florida State Prison, et al.

Court with Jurisdiction: United States District Court, Middle District of Florida, Orlando Division

Case Number: 6:13cv631-ACC-KRS

Summary of Complaint: Plaintiff states that Florida's lethal injection is unnecessarily risky with infliction of pain and suffering and creates a substantial risk of serious harm.

Amount of the Claim: The complaint seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The Complaint claims a violation of the Eighth and Fourteenth Amendments of the United States Constitution.

Status of the Case: On September 8, 2016, Court entered order staying case until such times as the Supreme Court of Florida issues its decision in case *Hurst v. State* and ordered parties within 30 days of Supreme Court of Florida issue a mandate for decision to notify the court of the decision and advise the court how they intend to proceed. On February 10, 2017, court entered order continue stay pending the final disposition of whether *Hurst* applies retroactively and ordered party to file another joint status report in 30 days regarding the retroactivity of *Hurst*. Plaintiff filed status report on March 27, 2017 to continue stay or in the alternative allow him 120 days to exhaust his remedies with respect to the intervening change to Florida's Lethal Injection Protocol. On March 28, 2017, the Department filed status report that *Hurst* will be retroactively applied to cases that were not final when *Ring* opinion was issued and the counsels for Defendants and Plaintiff have conferred and do not agree on the proper course of conduct for the pending case, seeking 20 days from the date of any order following status update for Defendant to file a motion for dismissal. There has not been any activity in the case since March 2017.

Agency Attorneys: Scott A. Browne, Esq., Office of the Attorney General, 3507 E. Frontage Road, Suite 200, Tampa, Florida 33607.

Plaintiff's Attorneys: Maria E. DeLiberato, Esq. and Julissa R. Fontan, Esq., Capital Collateral Regional Counsel, 12973 N. Telecom Parkway, Temple Terrace, Florida 33637, and Moe Keshavarzi, Esq., 333 S. Hope Street, Los Angeles, CA 90071.

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Agency: Department of Corrections

Contact Person: Alexandria Williams, Attorney Supervisor Phone: (850) 717-3603

Names of the Parties: United States of America v. Secretary, Florida Department of Corrections, and Florida Department of Corrections

Court with Jurisdiction: United States District Court, Southern District of Florida, Miami Division

Case Number: 1:12cv22958 (District Court)

Summary of Complaint: This is an action filed by the federal government alleging that the Department is forcing inmates to violate their core religious beliefs by refusing to offer kosher meals. The complaint further alleges that the Department's refusal to provide kosher meals to inmates substantially burdens their religious exercise.

Amount of the Claim: Plaintiff seeks declaratory and injunctive relief.

Specific Law(s) Challenged: No state law is specifically challenged. The complaint claims a violation of Religious Land Use and Institutionalized Persons Act (RLUIPA).

Status of the Case: On January 9, 2019, the court issued an order terminating the injunction. **This case is considered closed and will be removed from next year's report.**

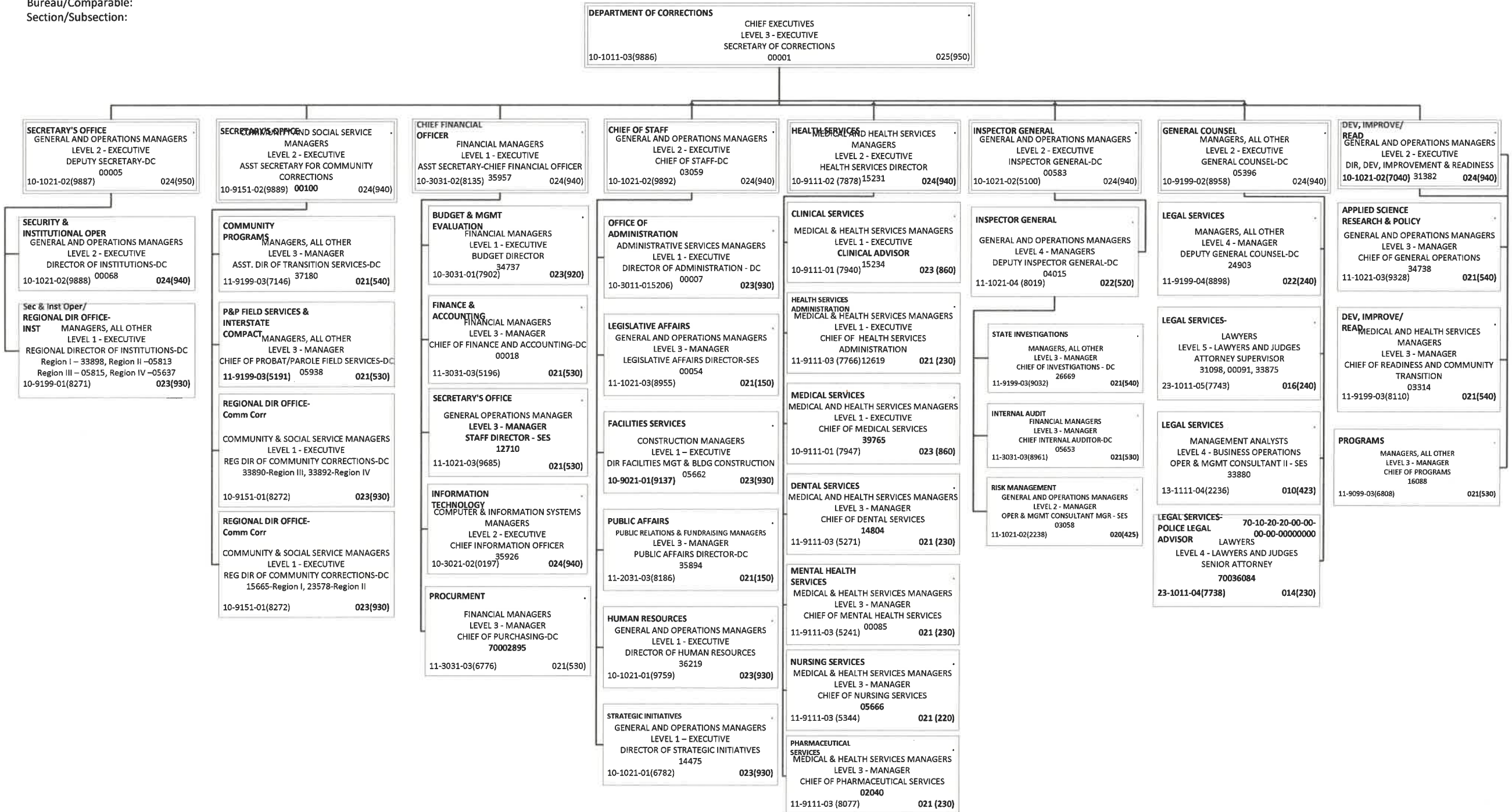
Agency Attorney: Erik Kverne, Esq. Office of the Attorney General, Dept. of Legal Affairs, PL-01, The Capitol, Tallahassee, Florida 32399-1050.

Plaintiff's Attorneys: Michael J. Songer, Esq., Timothy D. Mygatt, Esq., and Deena Fox, Esq., United States Department of Justice, Civil Rights Division, 950 Pennsylvania Avenue, N.W., Washington, DC 20530 and Jeffrey S. Blumberg, Esq., 601 D. Street, NW, 5th Floor, Washington, D.C. 20004 and Veronica Harrell-Jones, Esq., 99 NE 4th Street, Miami, FL 33132.

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable:
 Bureau/Comparable:
 Section/Subsection:

AGENCY OVERVIEW

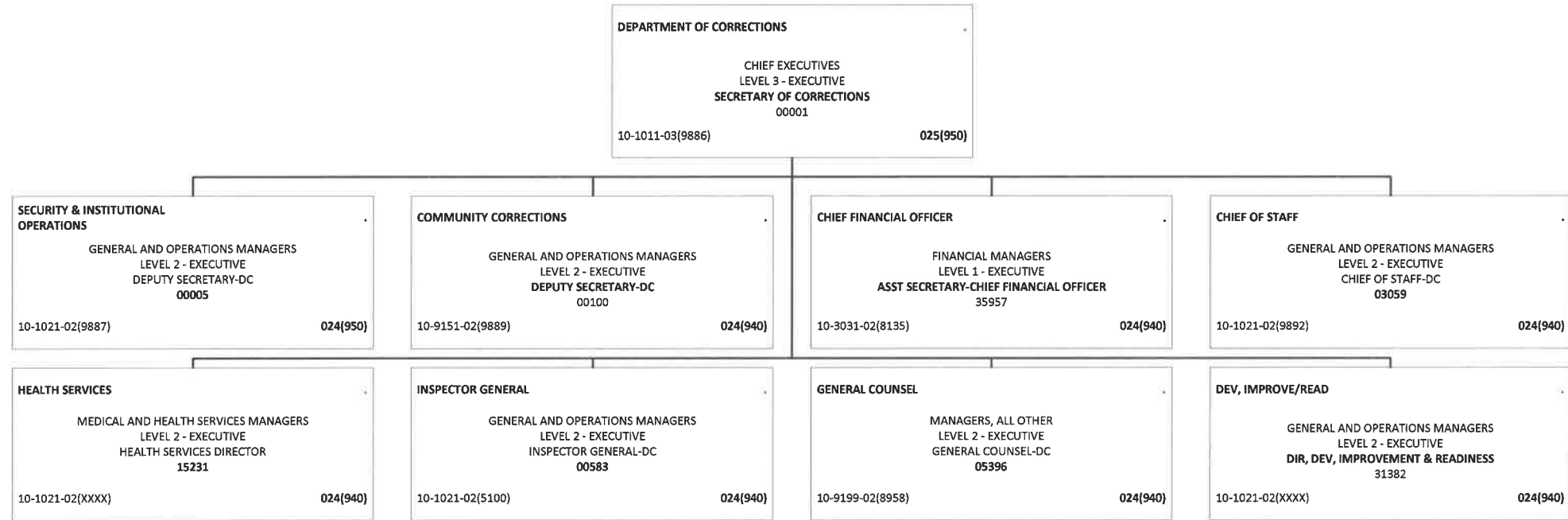
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Name of Agency: DEPARTMENT OF CORRECTIONS/OFFICE OF THE SECRETARY
 Division/Comparable:
 Bureau/Comparable:
 Section/Subsection:

SECRETARY'S OFFICE

CURRENT



DIR. OF INSTITUTIONS

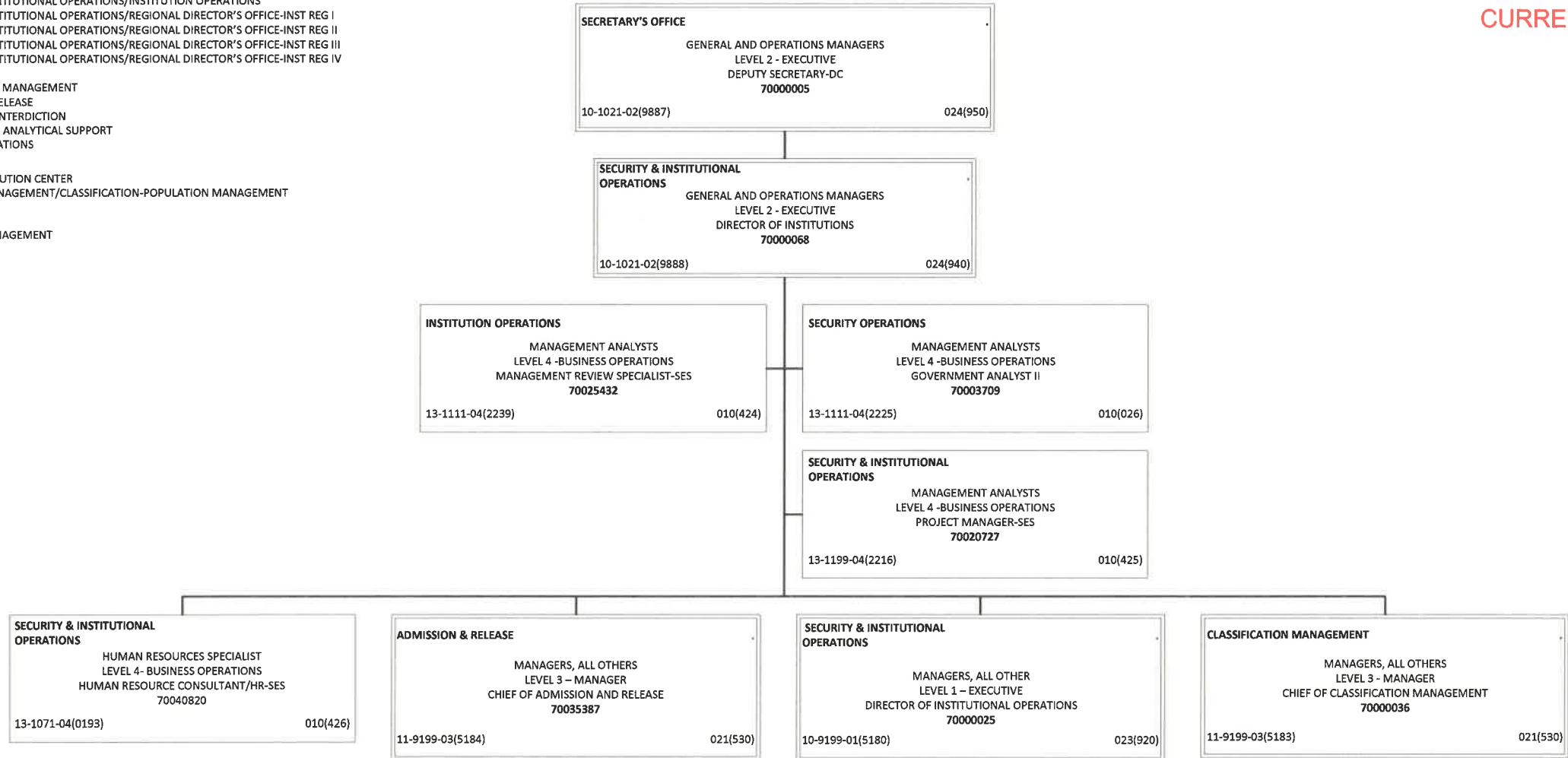
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Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: DEUPTY SECRETARY/SECURITY & INSTITUTIONAL OPERATIONS
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 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG I
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG III
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG IV

Bureau/Comparable: CLASSIFICATION MANAGEMENT
 Bureau/Comparable: ADMISSION & RELEASE
 Bureau/Comparable: COLLECTION & INTERDICTION
 Bureau/Comparable: INTELLIGENCE & ANALYTICAL SUPPORT
 Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: RECORDS DISTRIBUTION CENTER
 Section/Subsection: POPULATION MANAGEMENT/CLASSIFICATION-POPULATION MANAGEMENT
 Section/Subsection: PREA
 Section/Subsection: AUDITS
 Section/Subsection: EMERGENCY MANAGEMENT
 Section/Subsection: EAC



OVERVIEW

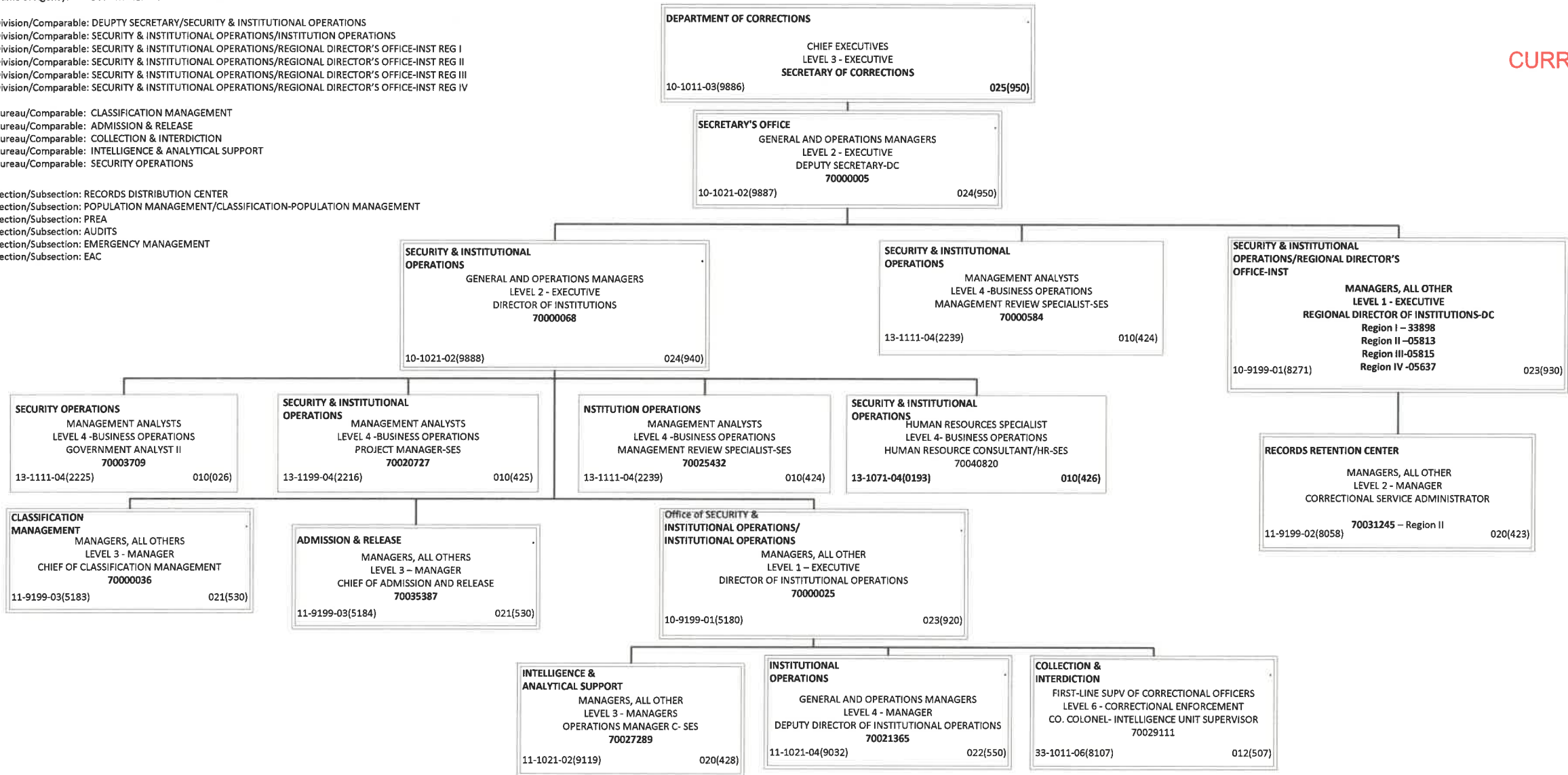
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Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: DEUPTY SECRETARY/SECURITY & INSTITUTIONAL OPERATIONS
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 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG I
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG III
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG IV

Bureau/Comparable: CLASSIFICATION MANAGEMENT
 Bureau/Comparable: ADMISSION & RELEASE
 Bureau/Comparable: COLLECTION & INTERDICTION
 Bureau/Comparable: INTELLIGENCE & ANALYTICAL SUPPORT
 Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: RECORDS DISTRIBUTION CENTER
 Section/Subsection: POPULATION MANAGEMENT/CLASSIFICATION-POPULATION MANAGEMENT
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 Section/Subsection: AUDITS
 Section/Subsection: EMERGENCY MANAGEMENT
 Section/Subsection: EAC



Name of Agency: DEPARTMENT OF CORRECTIONS

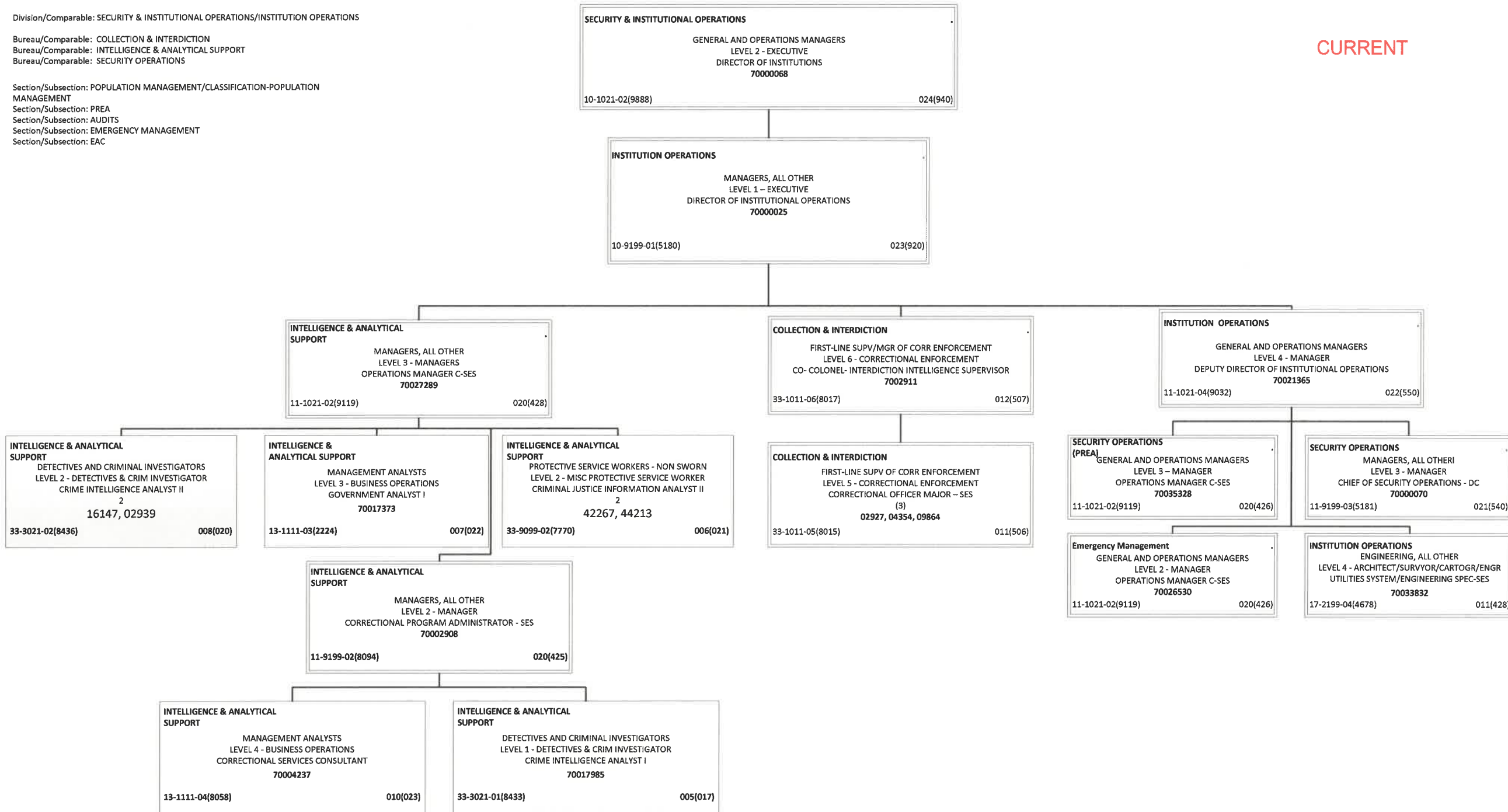
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Bureau/Comparable: COLLECTION & INTERDICTION
Bureau/Comparable: INTELLIGENCE & ANALYTICAL SUPPORT
Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: POPULATION MANAGEMENT/CLASSIFICATION-POPULATION MANAGEMENT
Section/Subsection: PREA
Section/Subsection: AUDITS
Section/Subsection: EMERGENCY MANAGEMENT
Section/Subsection: EAC

DIR. INSITUTIONAL OPERATIONS - DIRECTOR

CURRENT



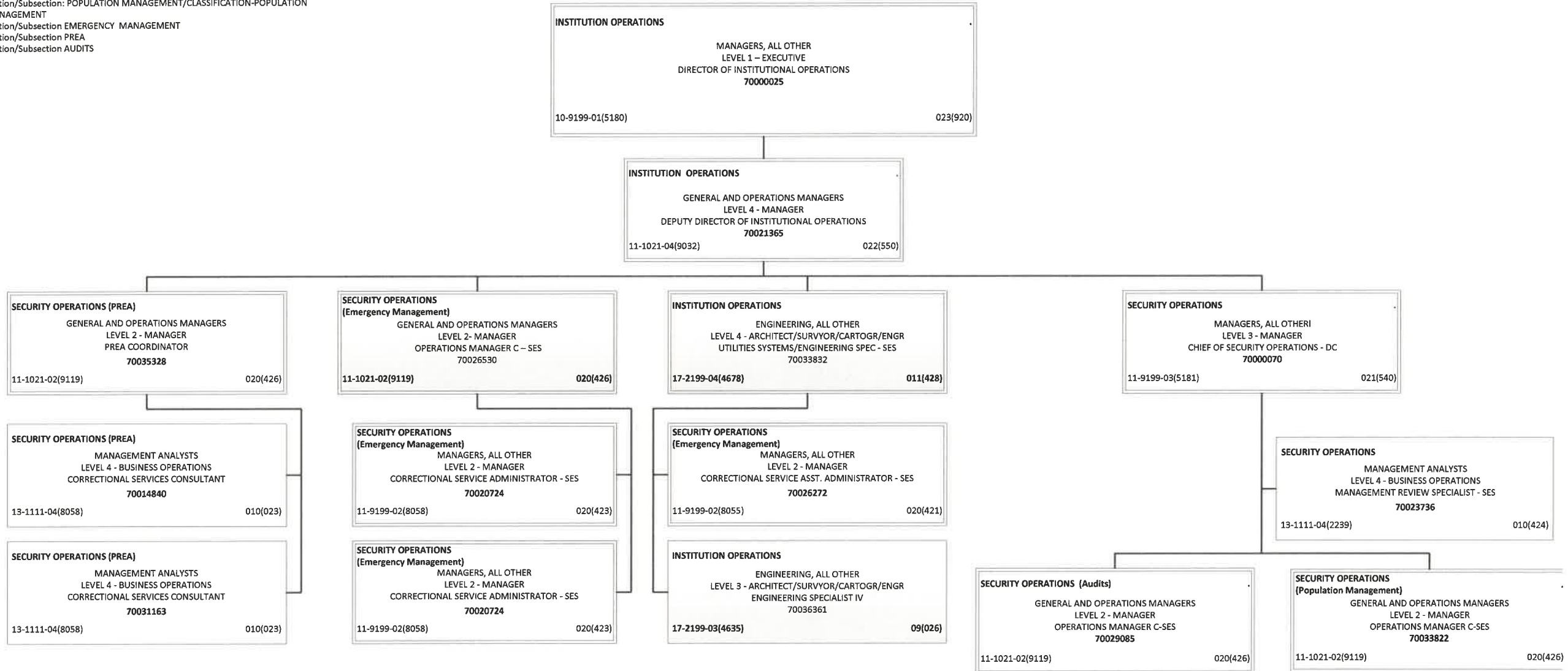
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: COLLECTION & INTERDICTION
 Bureau/Comparable: INTELLIGENCE & ANALYTICAL SUPPORT
 Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: POPULATION MANAGEMENT/CLASSIFICATION-POPULATION MANAGEMENT
 Section/Subsection EMERGENCY MANAGEMENT
 Section/Subsection PREA
 Section/Subsection AUDITS



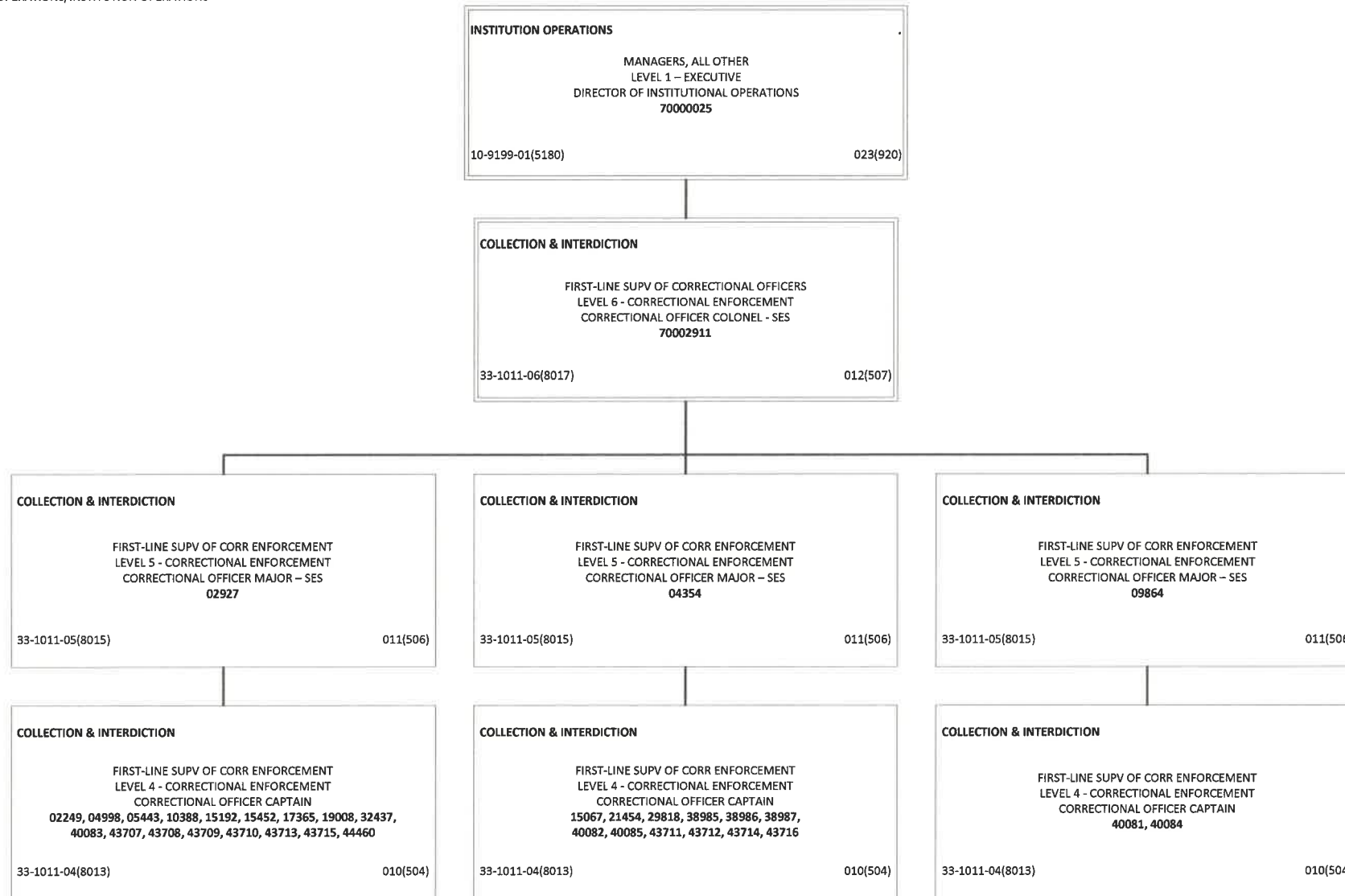
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: COLLECTION & INTERDICTION

COLLECTION & INTERDICTION

CURRENT



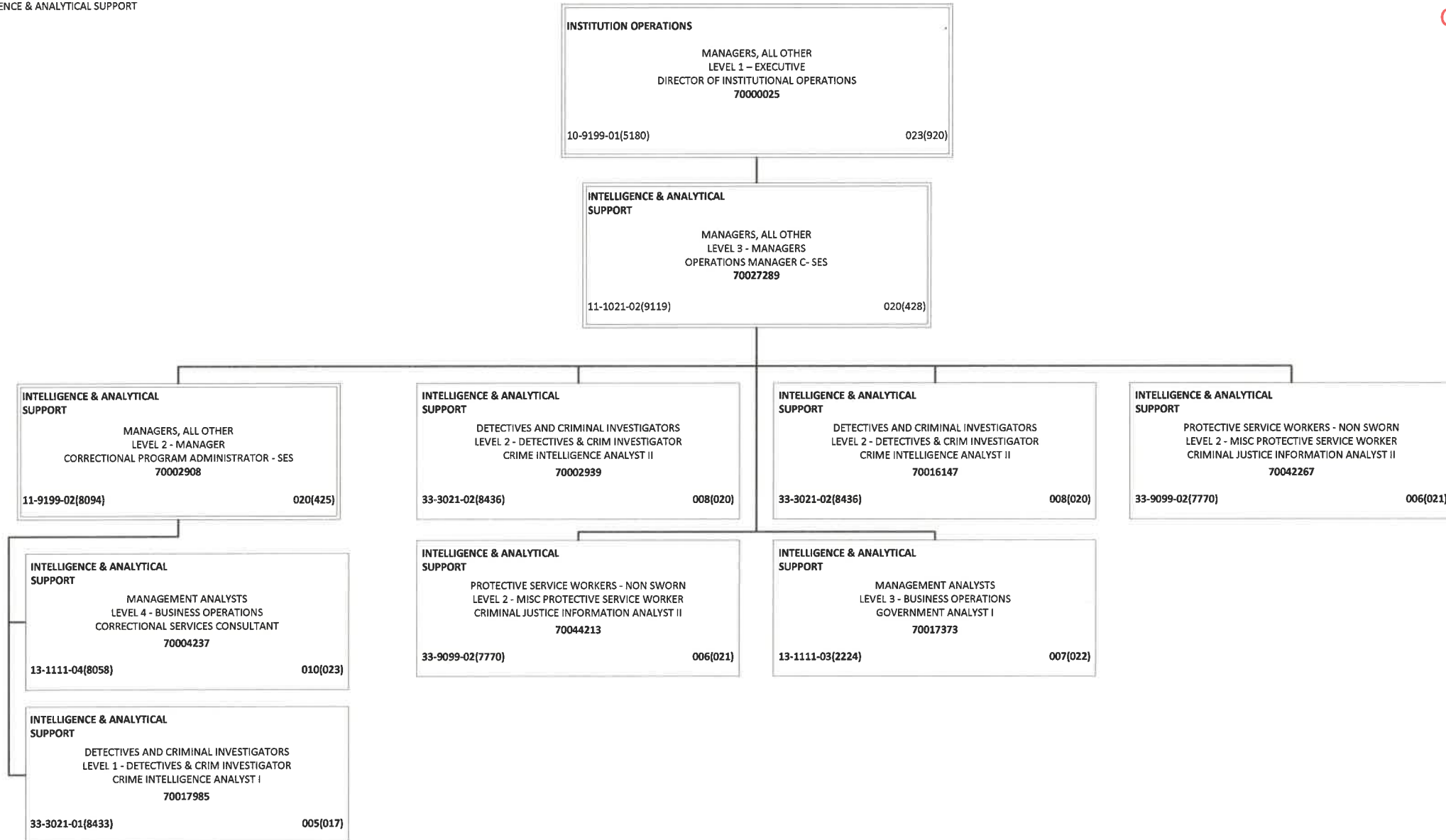
Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: INTELLIGENCE & ANALYTICAL SUPPORT

INTELLIGENCE & ANALYTICAL SUPPORT

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS

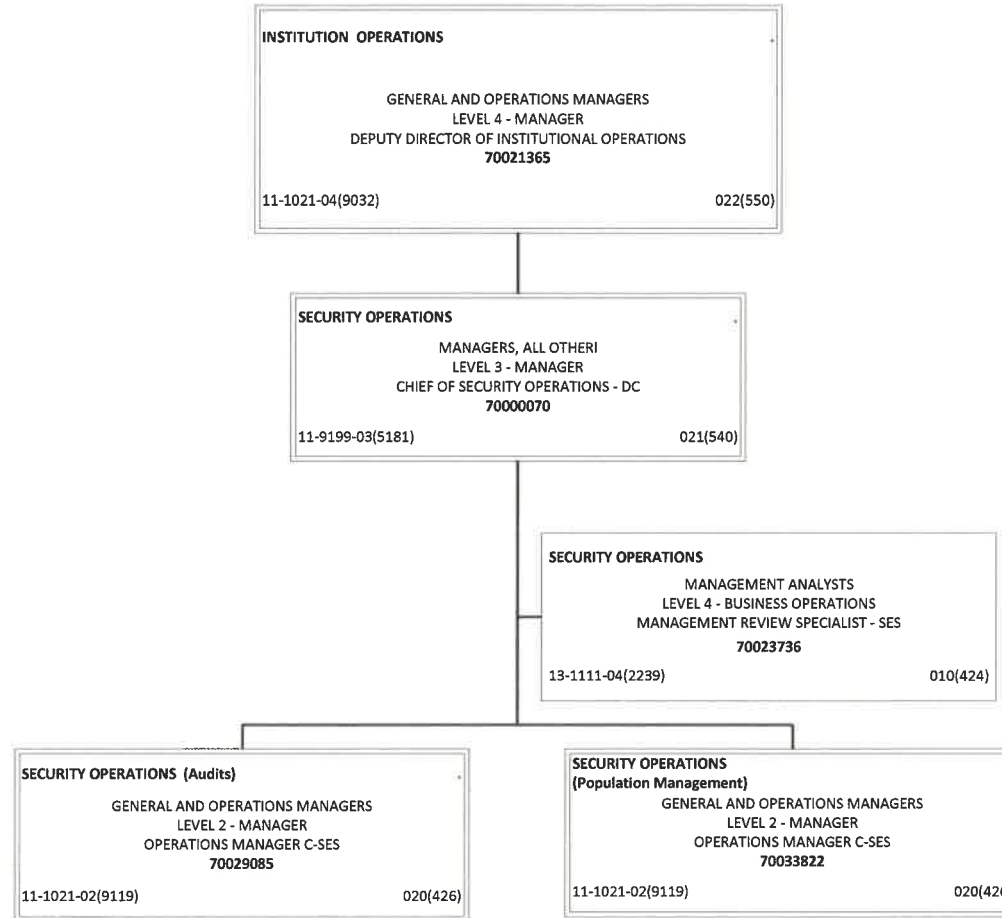
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Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: AUDITS
Section/Subsection: POPULATION MANAGEMENT/CLASSIFICATION-POPULATION MANAGEMENT

CHIEF SECURITY OPERATIONS

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS

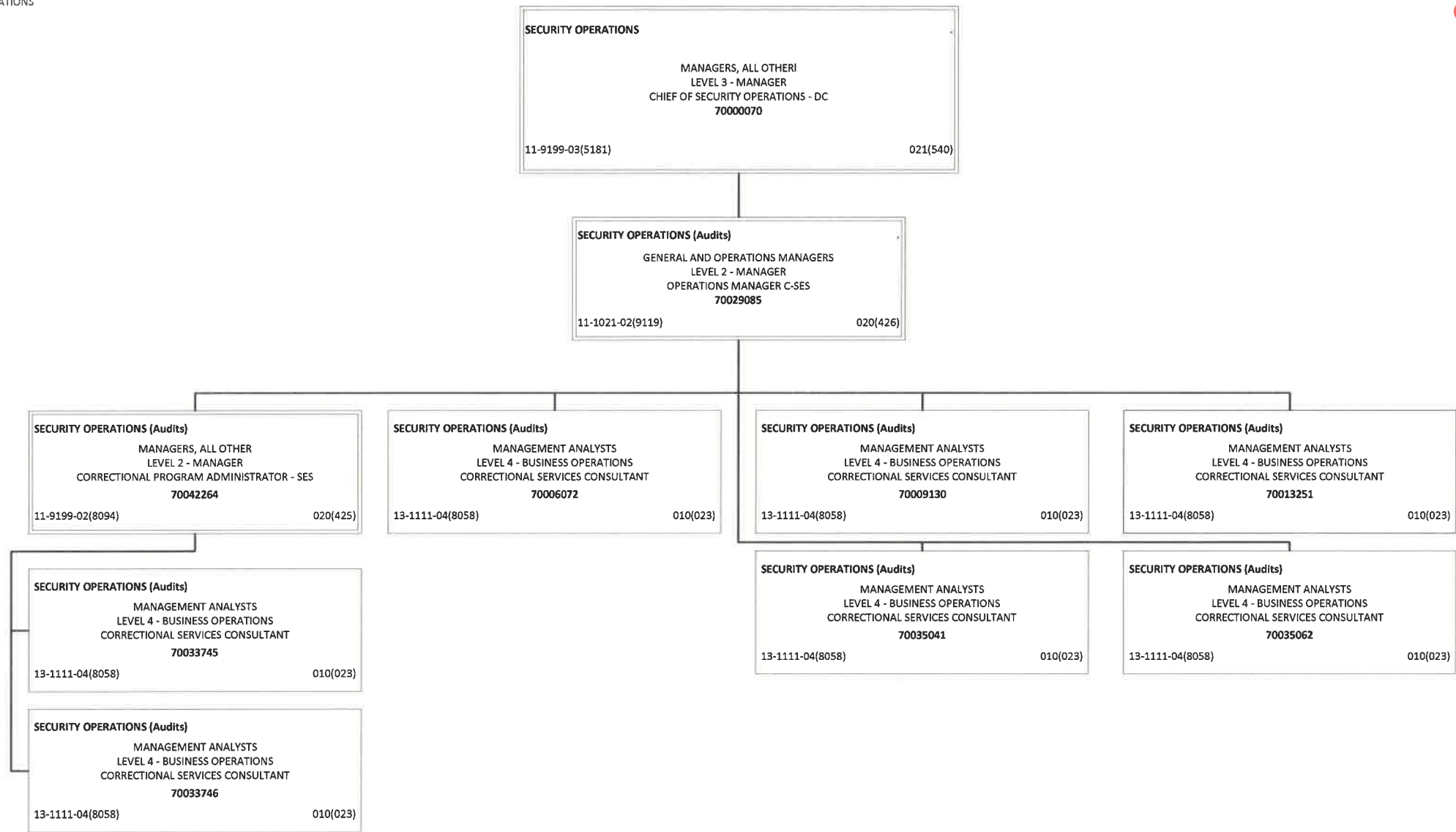
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: AUDITS

SECURITY OPERATIONS Audits

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS

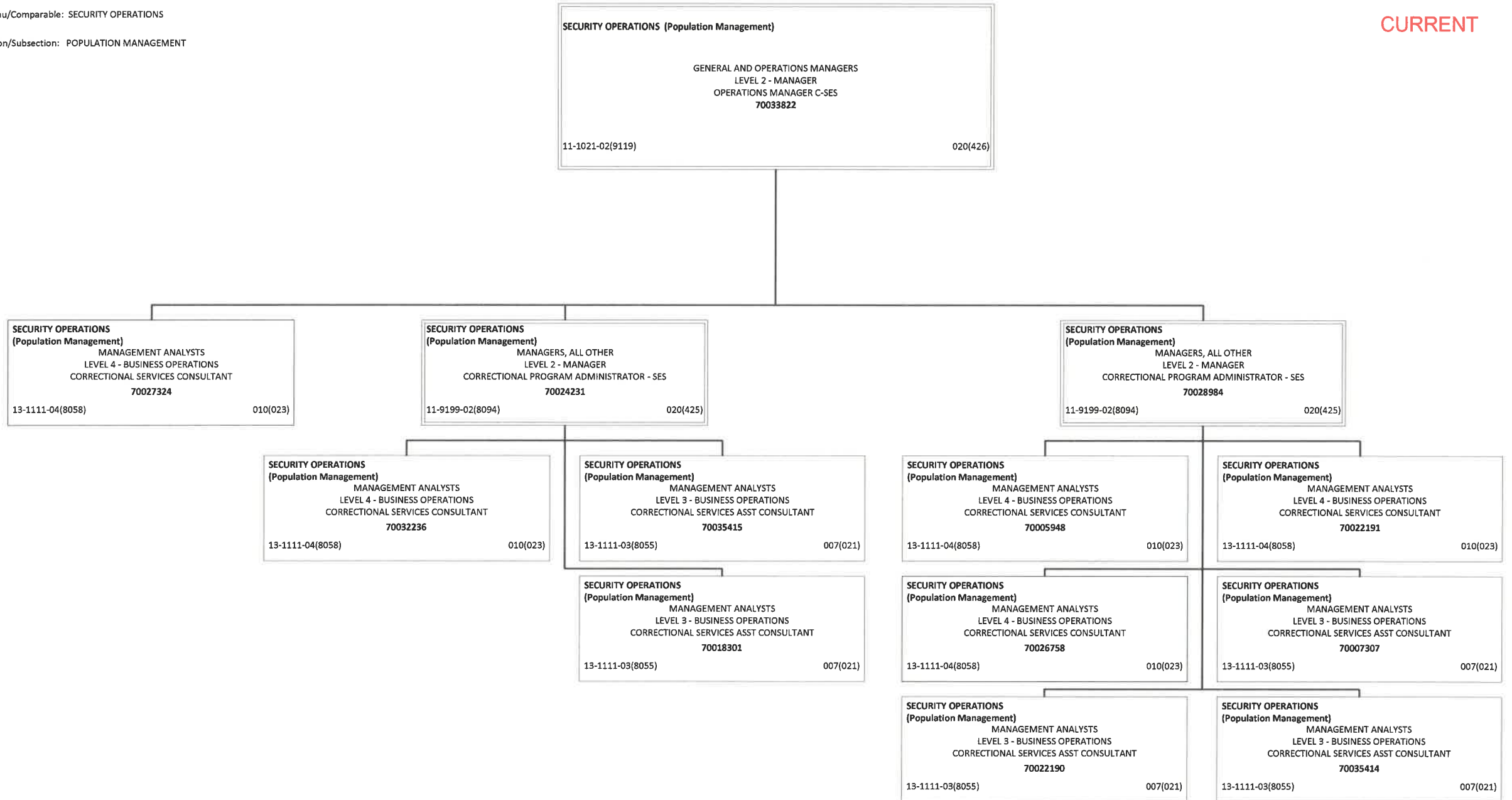
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: POPULATION MANAGEMENT

SECURITY OPERATIONS Population Management (Operations Manager 33822)

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS

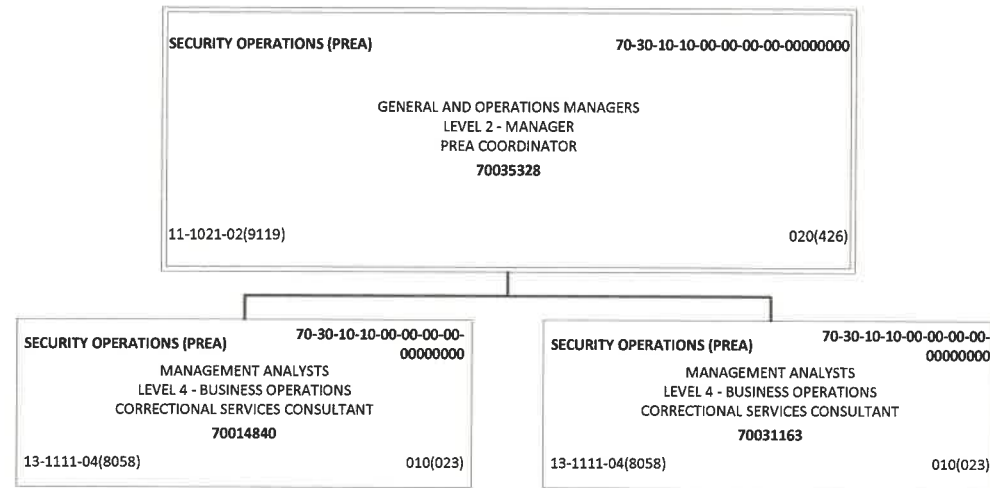
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Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection:

SECURITY OPERATIONS - PREA

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS

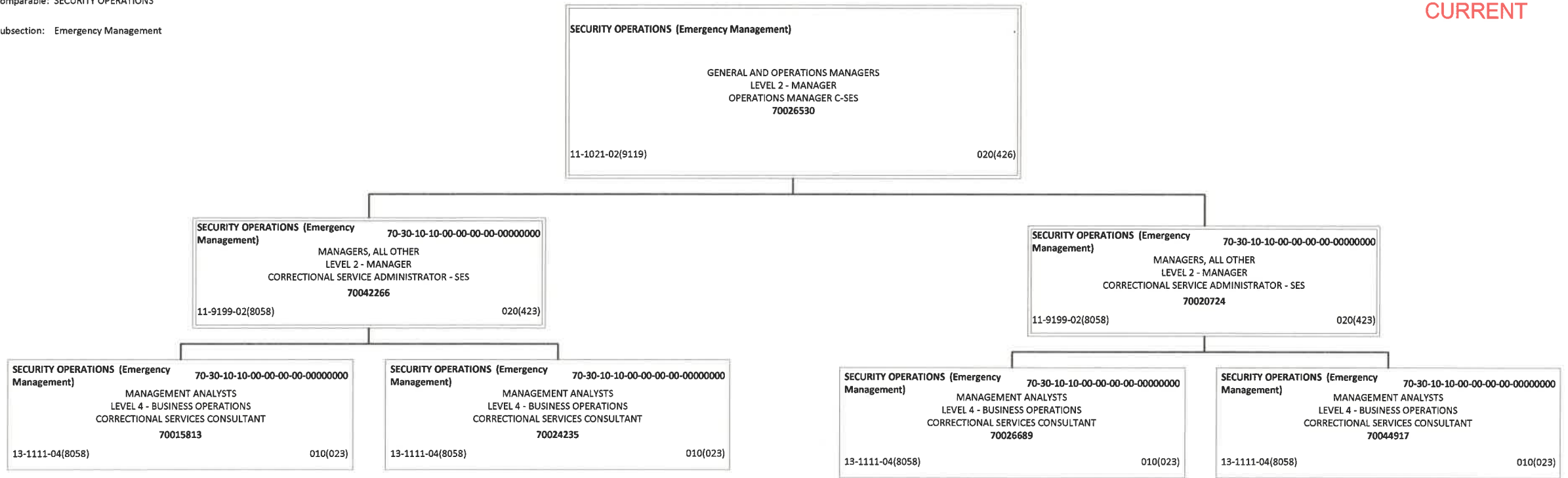
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: Emergency Management

SECURITY OPERATIONS - Emergency (Operations Manager 26530)

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/INSTITUTION OPERATIONS

Bureau/Comparable: SECURITY OPERATIONS

Section/Subsection: Emergency Management

SECURITY OPERATIONS - EAC (Correctional Svc. Asst. Administrator - SES 26272)

CURRENT

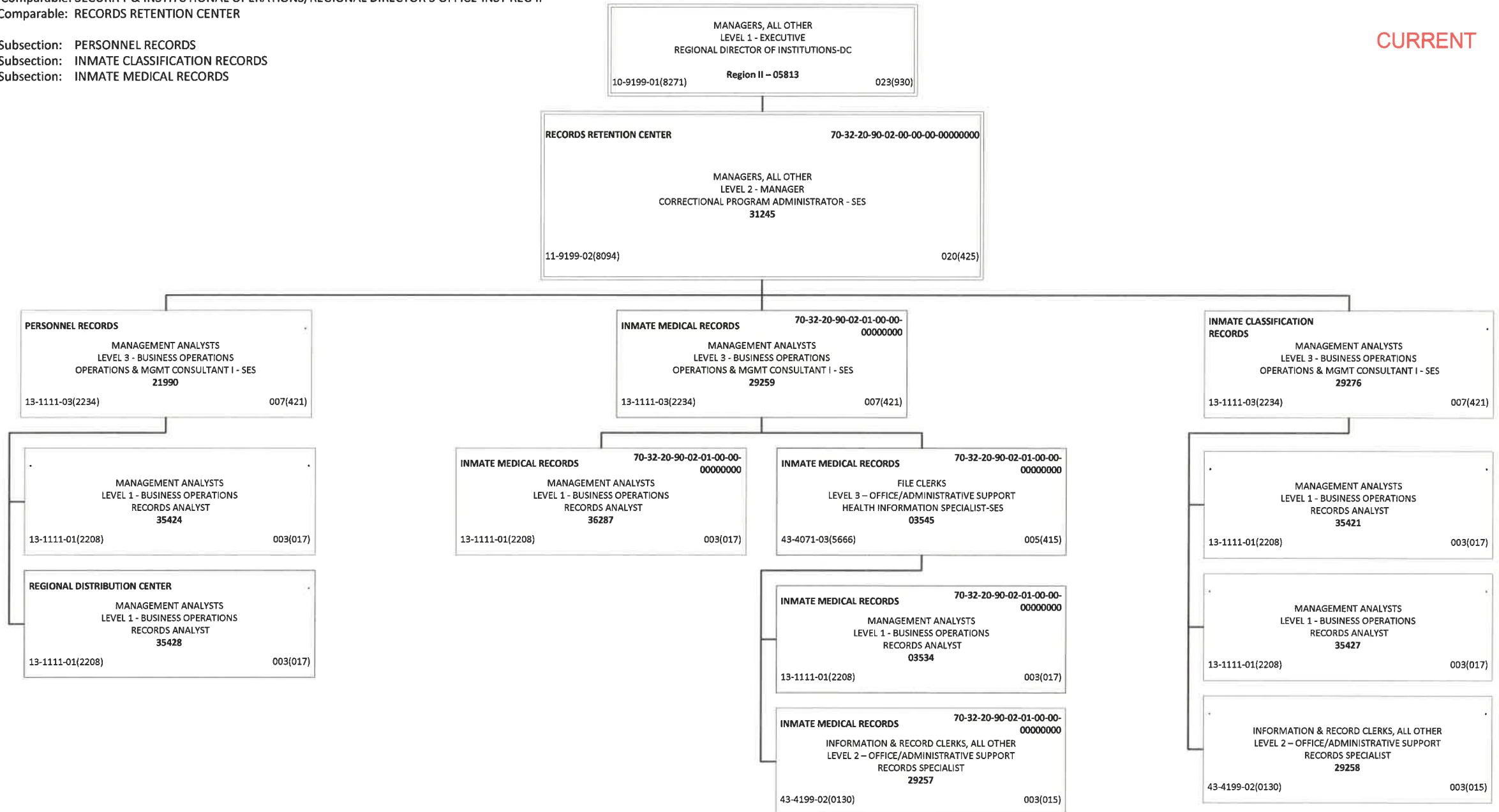


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECORDS RETENTION CENTER

Section/Subsection: PERSONNEL RECORDS
 Section/Subsection: INMATE CLASSIFICATION RECORDS
 Section/Subsection: INMATE MEDICAL RECORDS

REGIONAL DISTRIBUTION CENTER

CURRENT



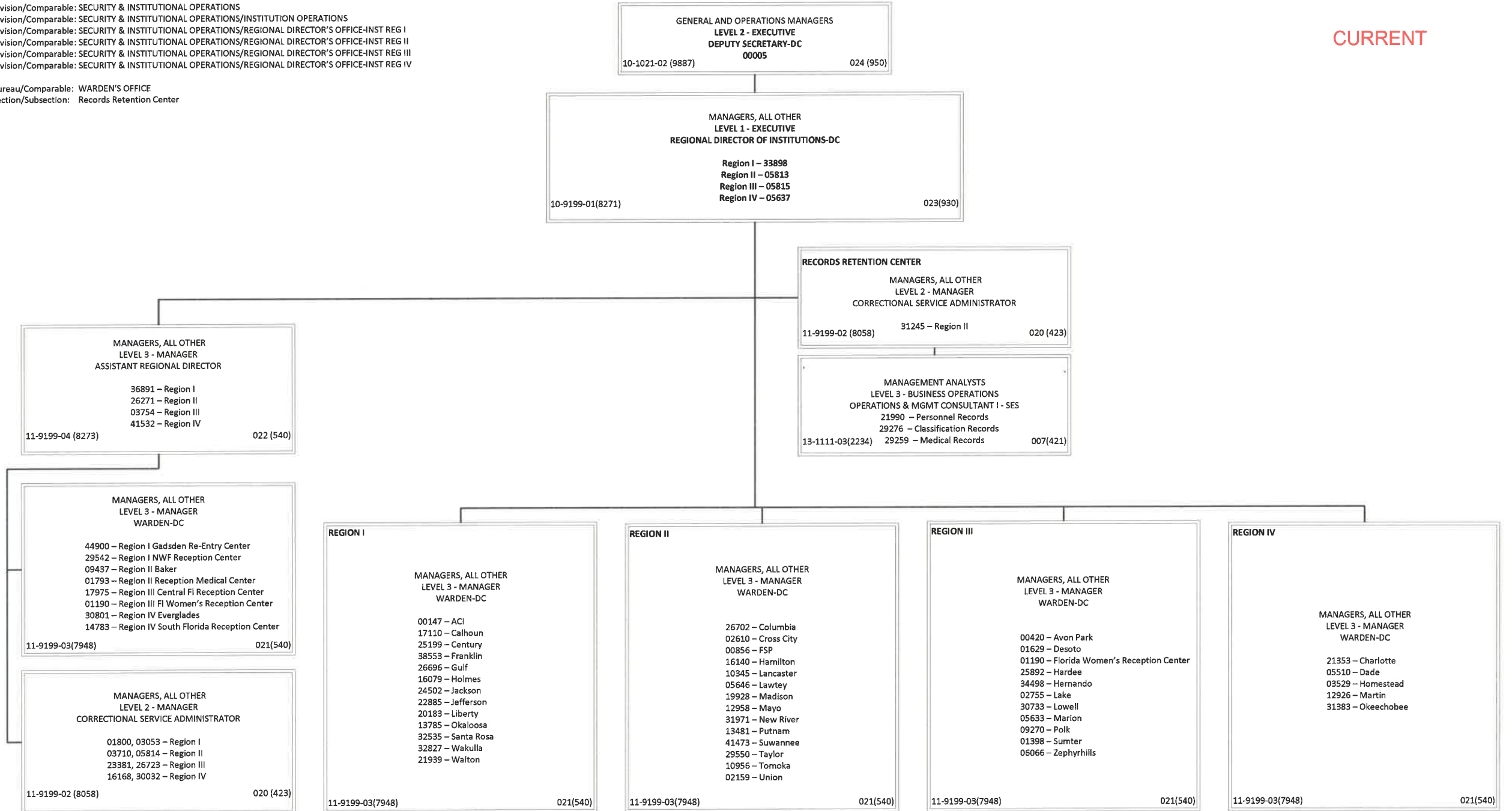
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Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
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Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG III
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG IV

Bureau/Comparable: WARDEN'S OFFICE
Section/Subsection: Records Retention Center

REGIONAL DIRECTOR'S OFFICE OVERVIEW

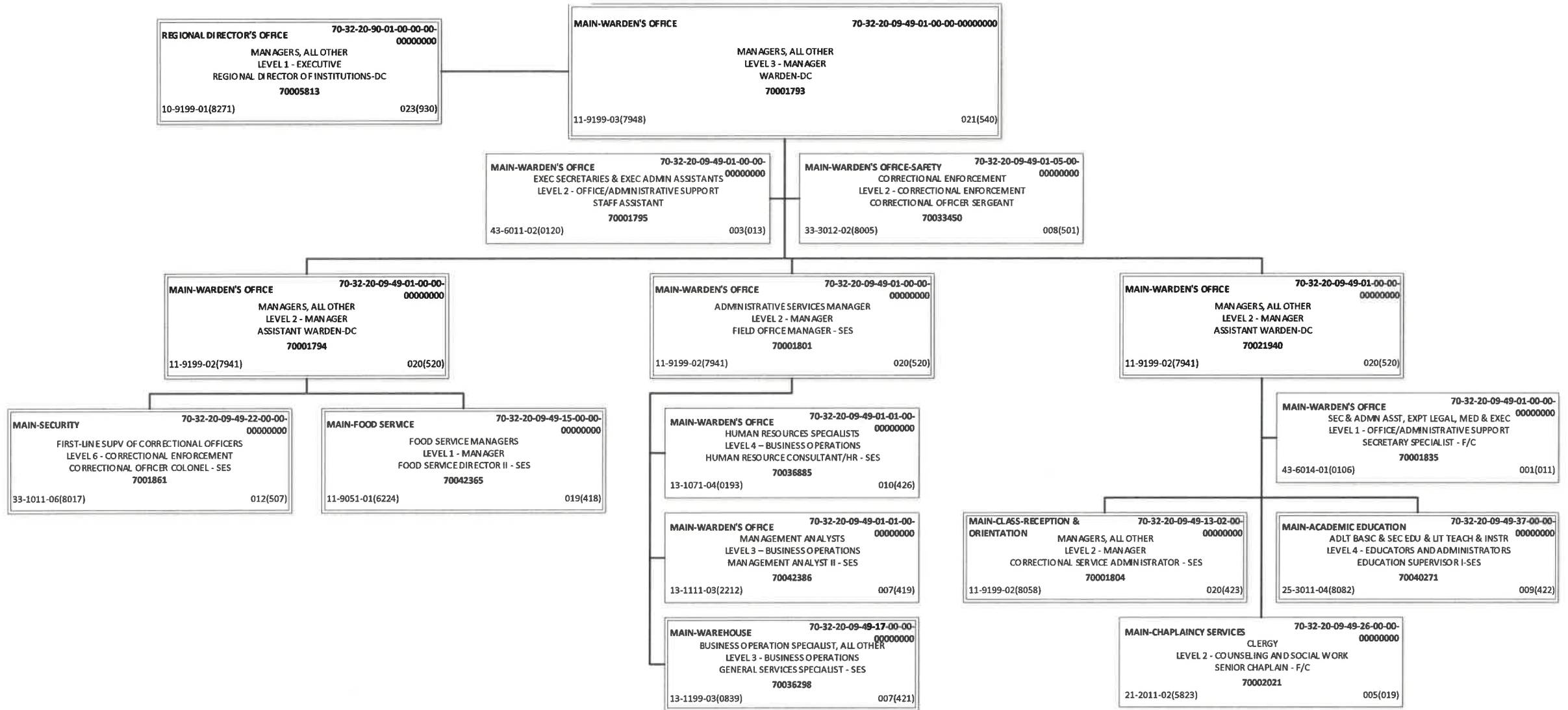
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER WARDEN'S OFFICE
 Section/Subsection:

RECEPTION & MEDICAL CENTER - WARDEN'S OFFICE

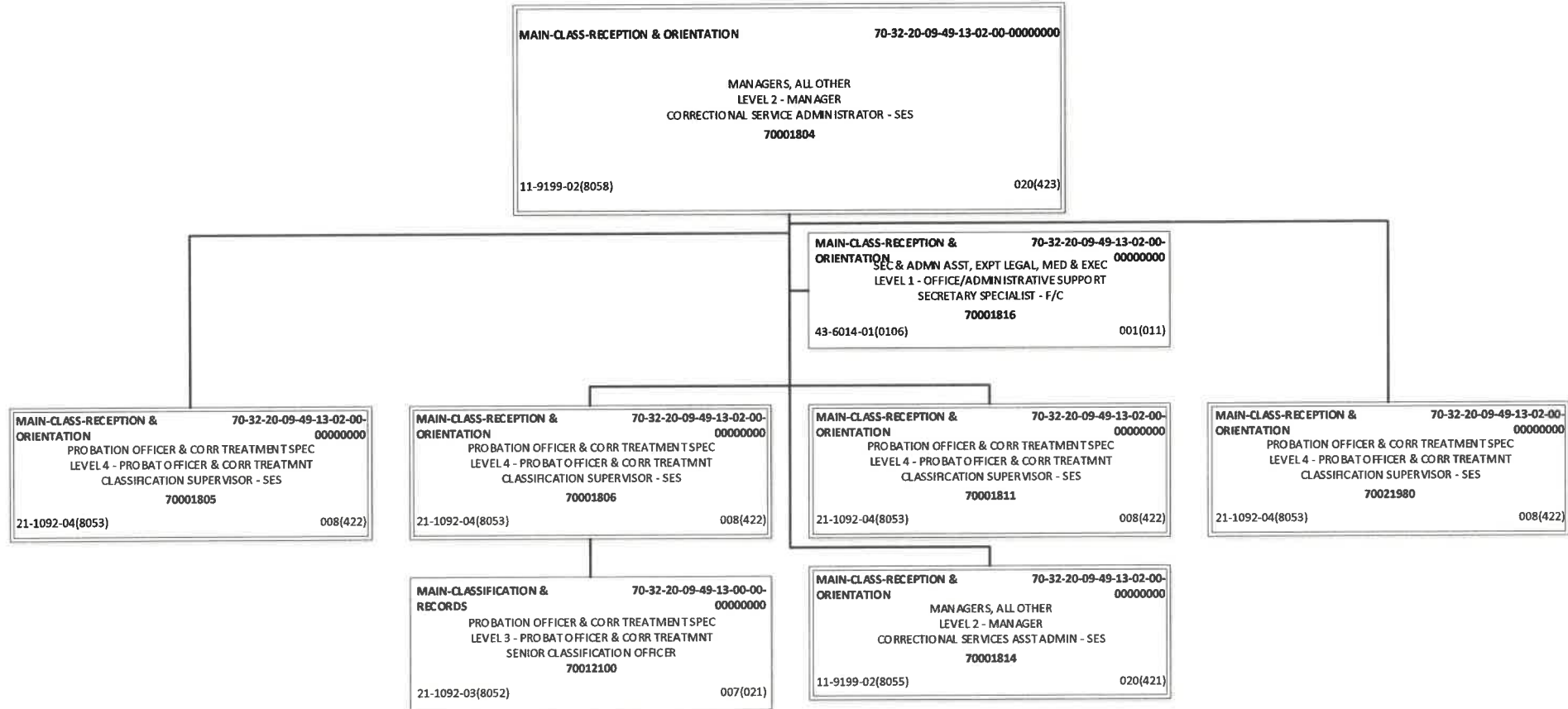
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

RECEPTION & MEDICAL CENTER - CLASSIFICATION - RECEPTION & ORIENTATION (ADMINISTRATOR)

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

RECEPTION & MEDICAL CENTER - CLASSIFICATION - RECEPTION & ORIENTATION (01805)

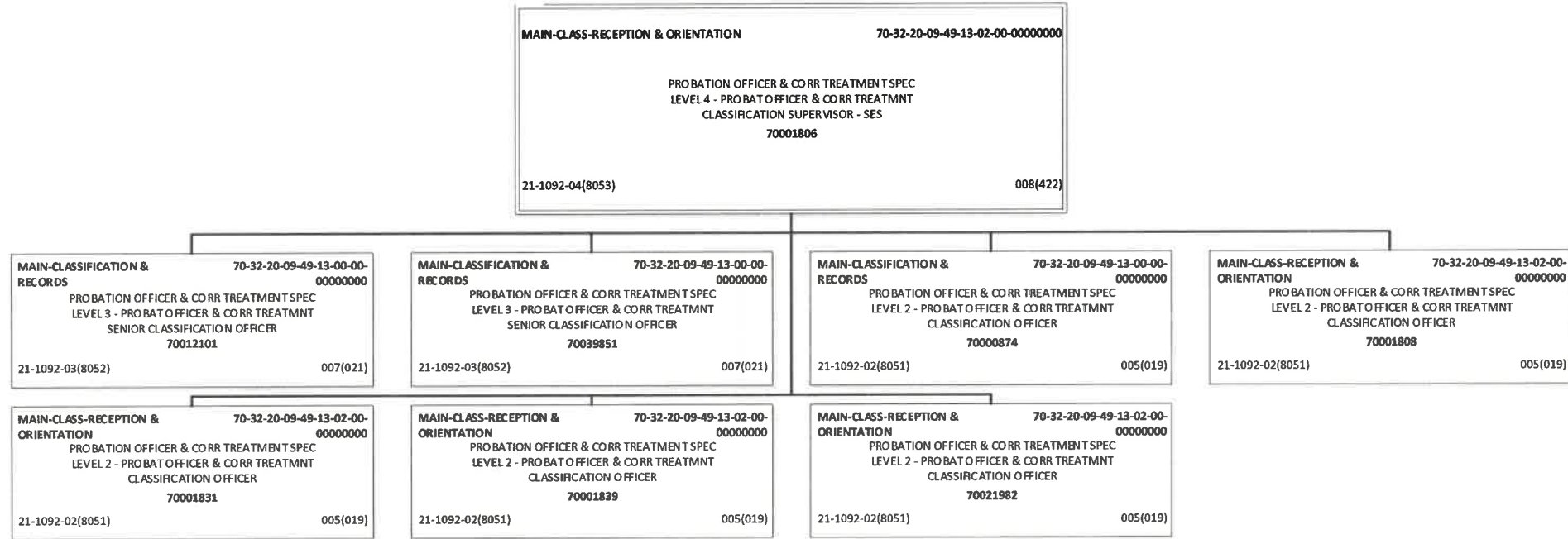
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

RECEPTION & MEDICAL CENTER - CLASSIFICATION - RECEPTION & ORIENTATION (01806)

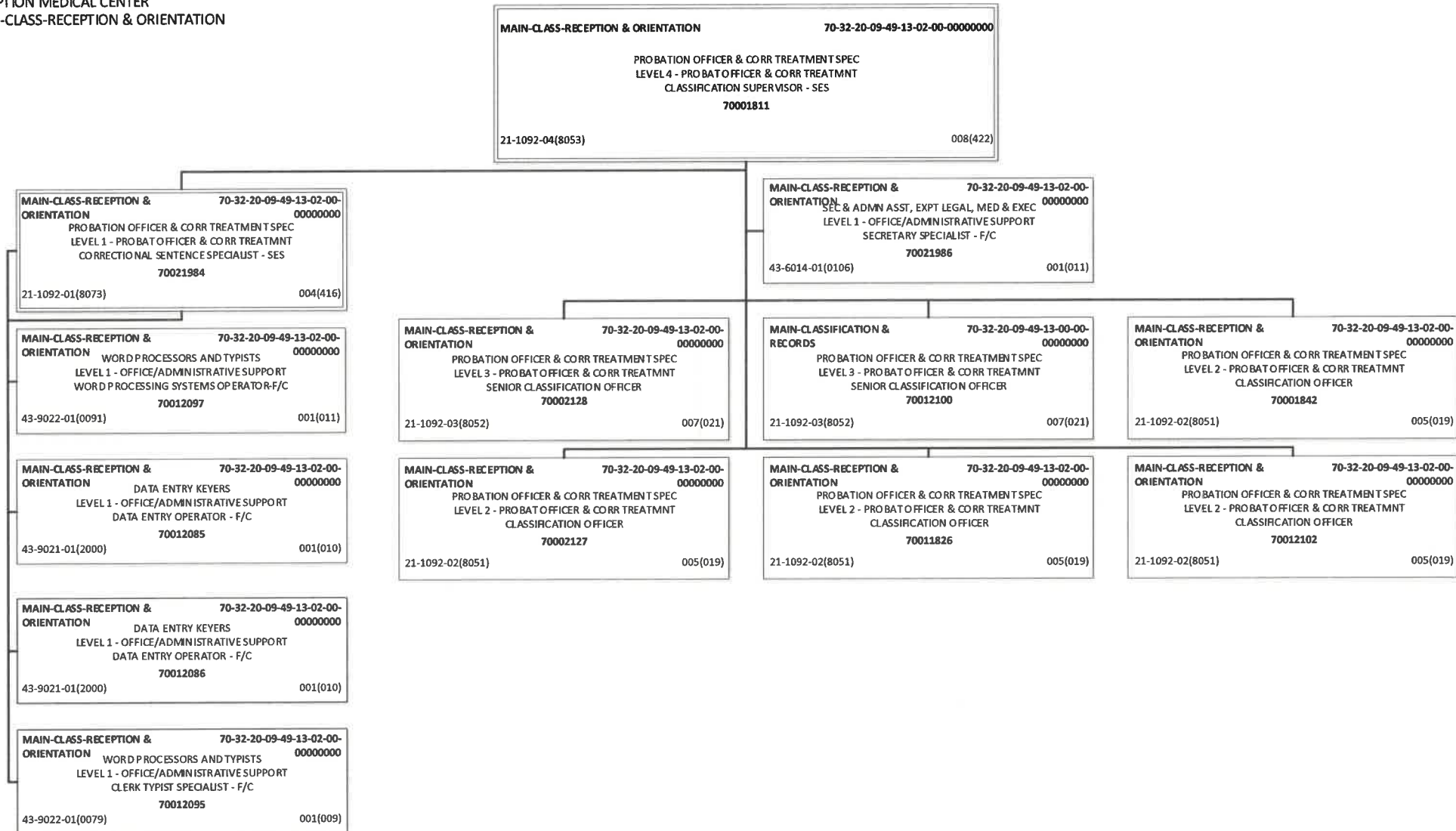
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RECEPTION & MEDICAL CENTER - CLASSIFICATION - RECEPTION & ORIENTATION (01811)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST
 REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

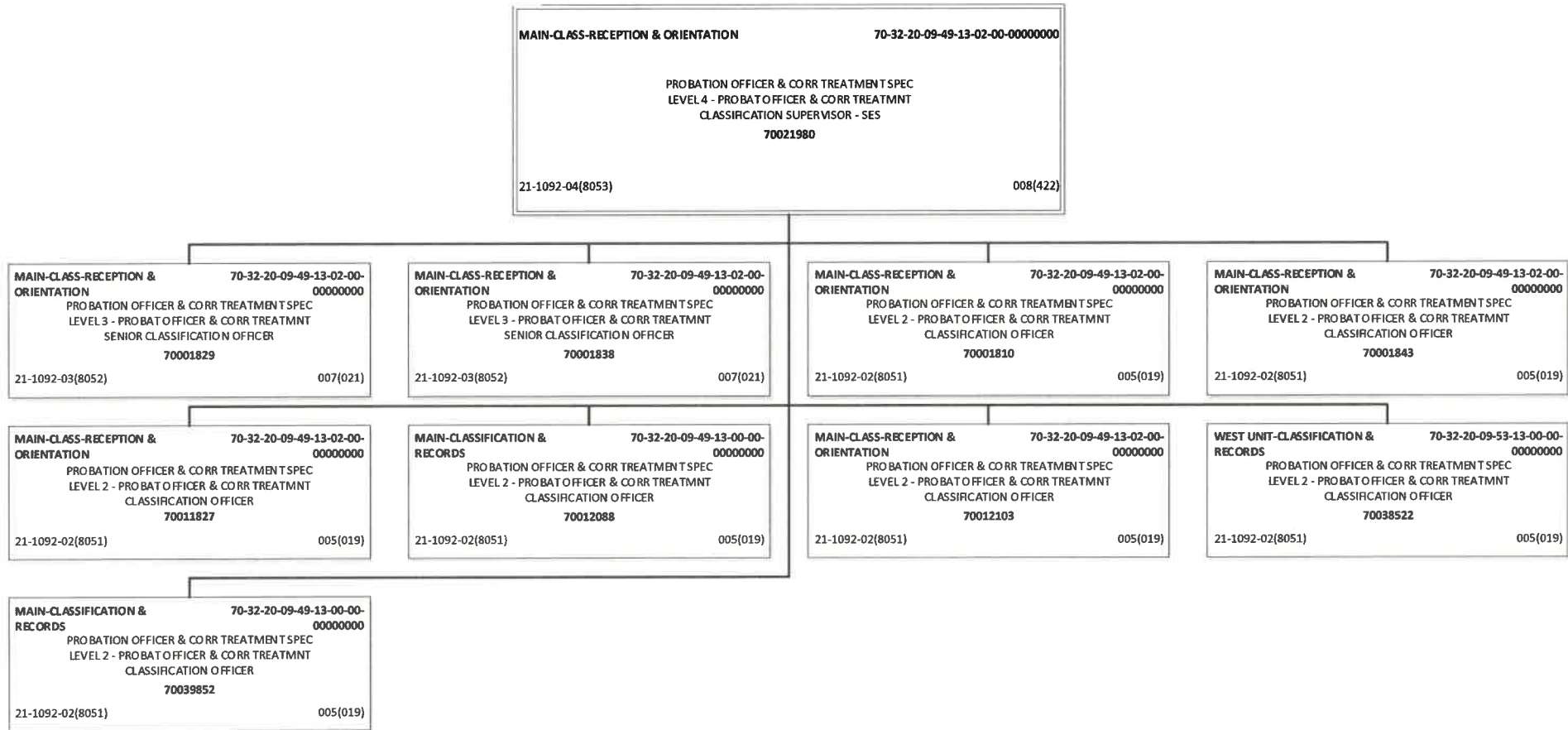
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RECEPTION & MEDICAL CENTER - CLASSIFICATION - RECEPTION & ORIENTATION (21980)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

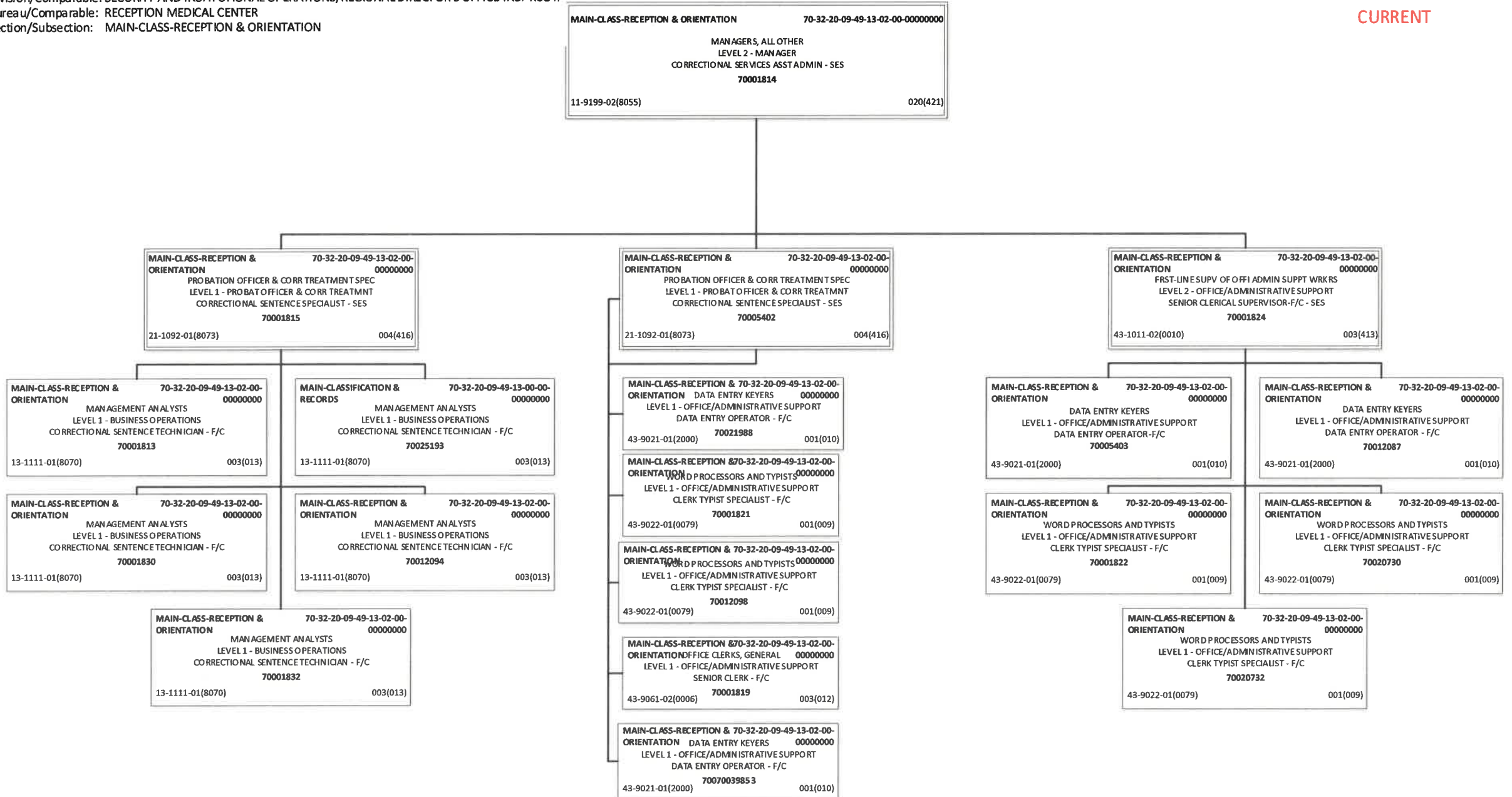
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-CLASS-RECEPTION & ORIENTATION

RECEPTION & MEDICAL CENTER - CLASSIFICATION - RECEPTION & ORIENTATION (ASST ADMIN)

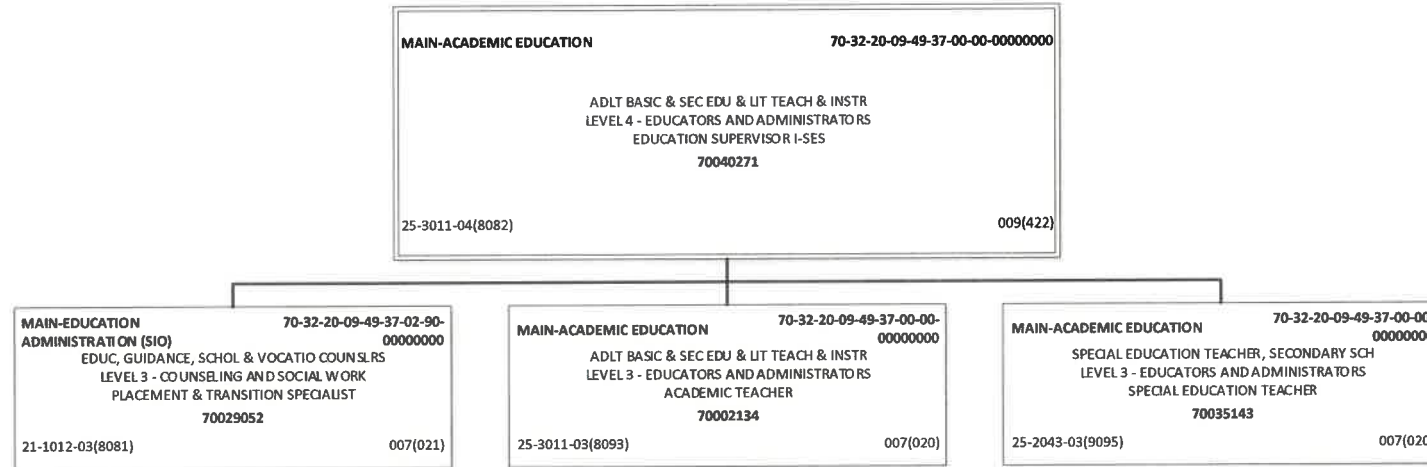
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RECEPTION & MEDICAL CENTER - ADADEMIC EDUCATION

CURRENT

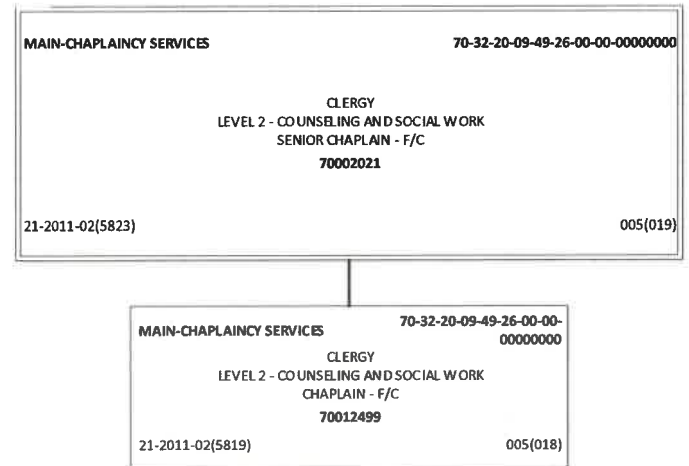
Name of Agency: DEPARTMENT OF CORRECTIONS
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 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-ACADEMIC EDUCATION



RECEPTION & MEDICAL CENTER - CHAPLANCY SERVICES

Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
Bureau/Comparable: RECEPTION MEDICAL CENTER
Section/Subsection: MAIN-CHAPLANCY SERVICES

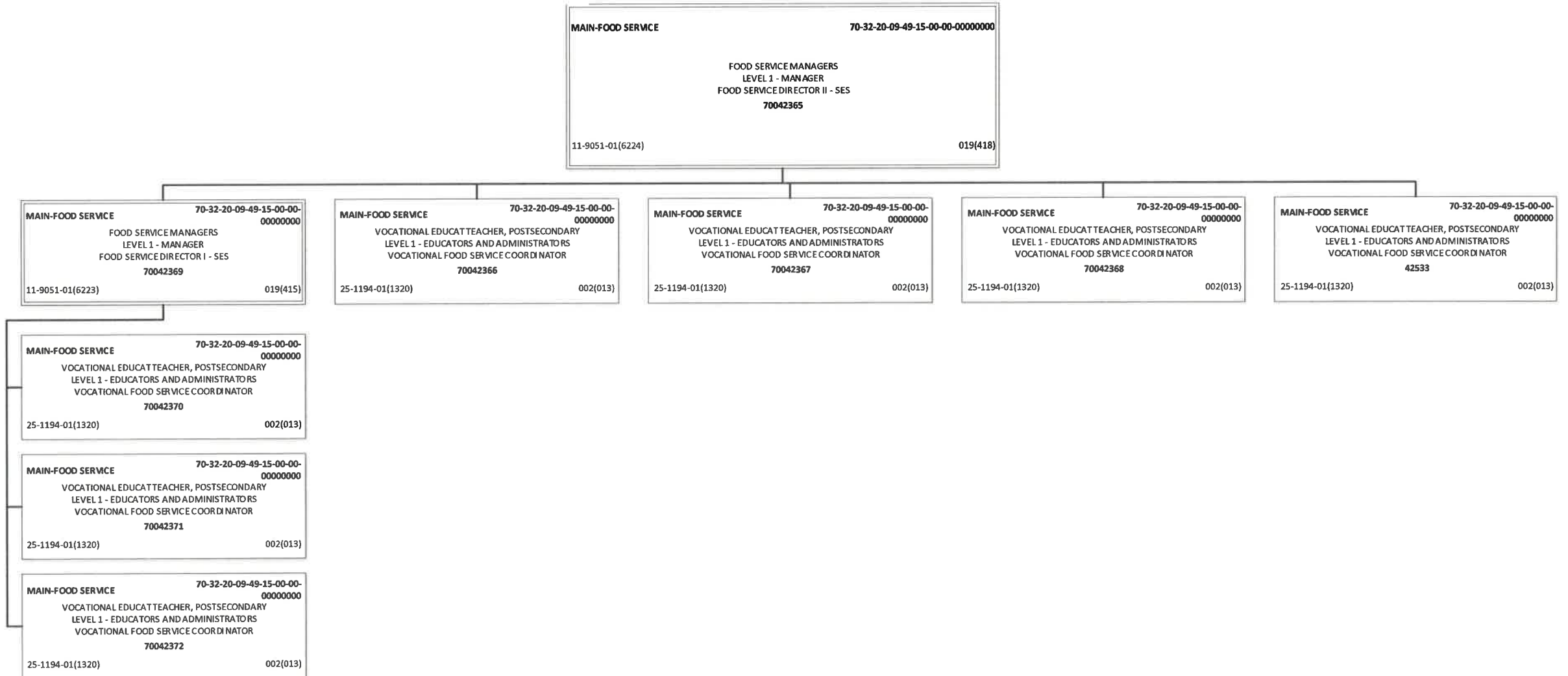
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-FOOD SERVICE

RECEPTION & MEDICAL CENTER - FOOD SERVICE

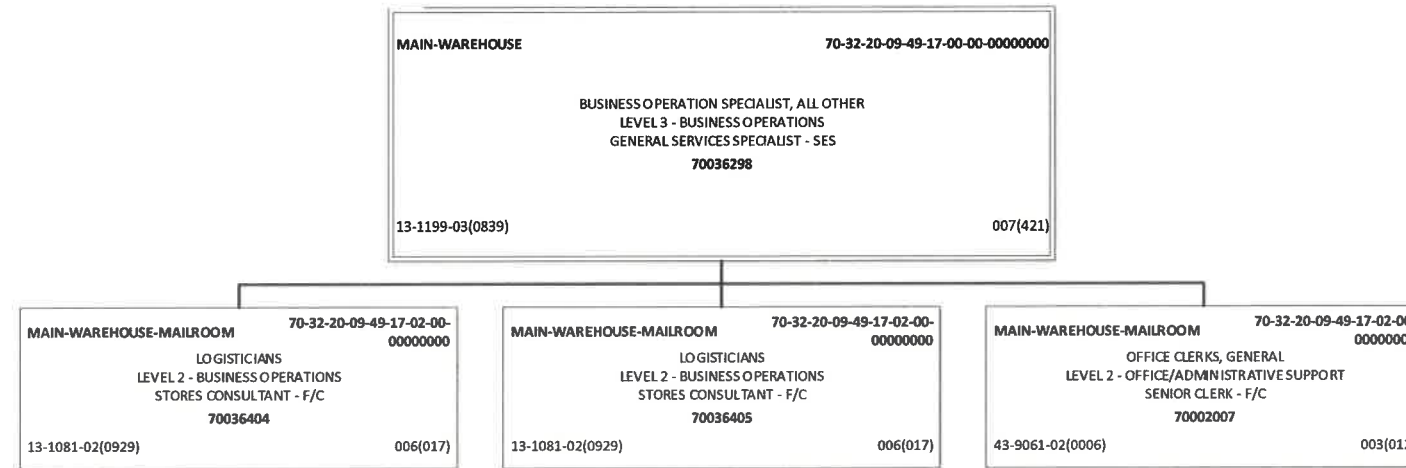
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-WAREHOUSE

RECEPTION & MEDICAL CENTER - WAREHOUSE

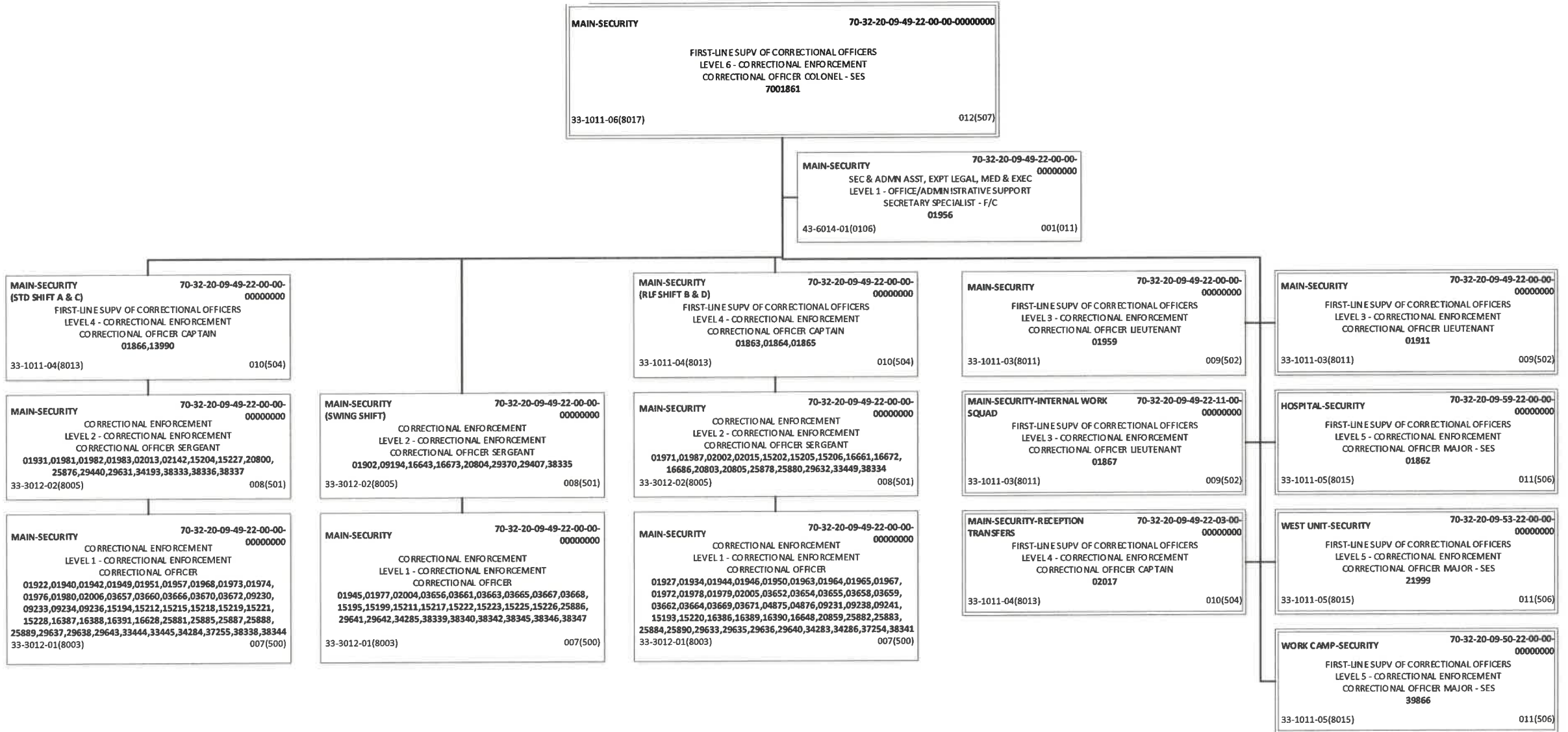
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RECEPTION & MEDICAL CENTER - SECURITY MAIN

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-SECURITY

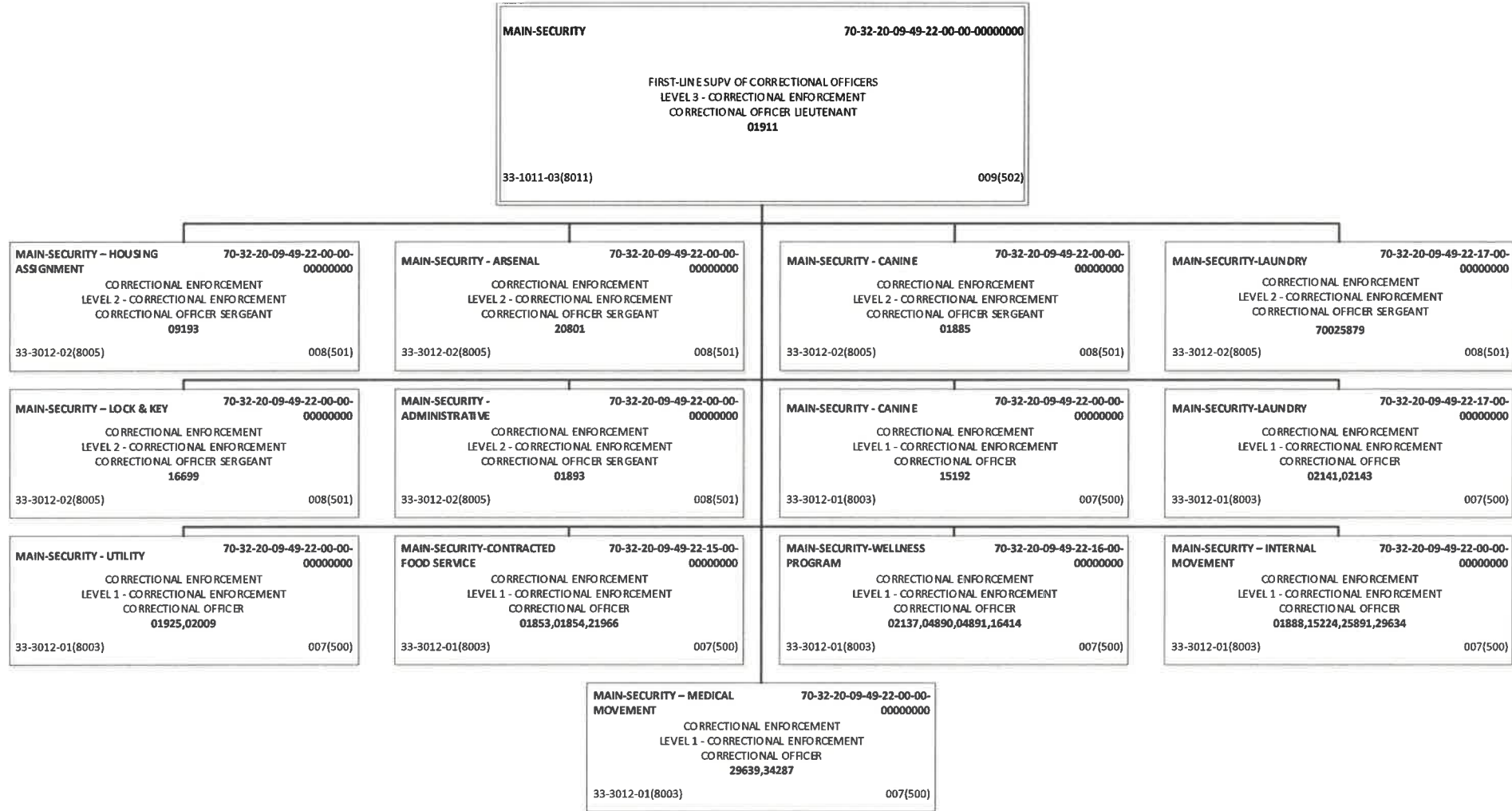
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-SECURITY

RECEPTION & MEDICAL CENTER - SECURITY MAIN - ADMIN

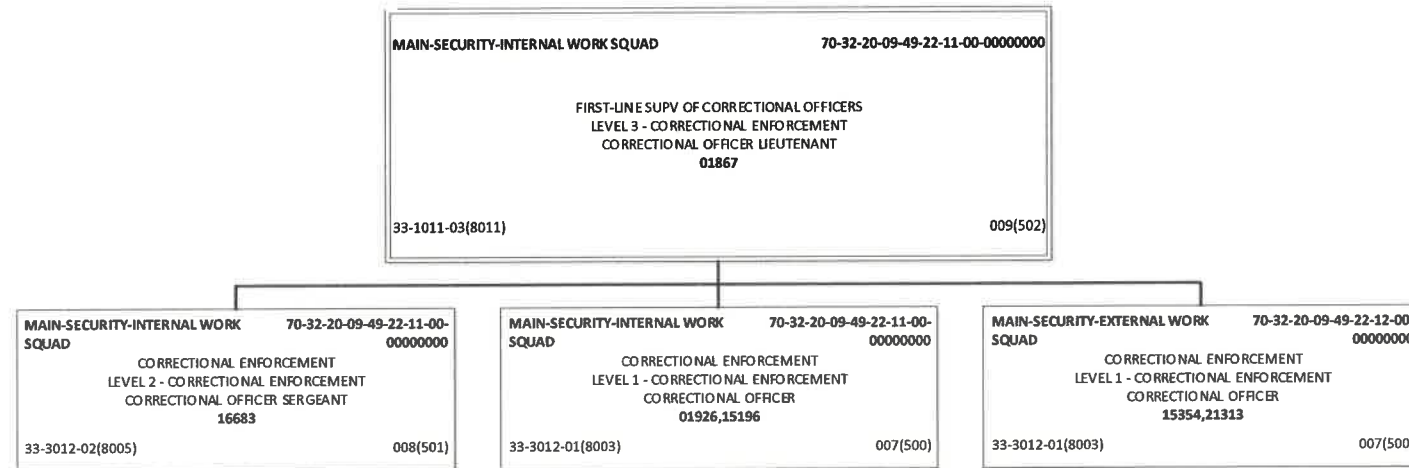
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-SECURITY-INTERNAL WORK SQUAD

RECEPTION & MEDICAL CENTER - SECURITY MAIN - WORK SQUAD

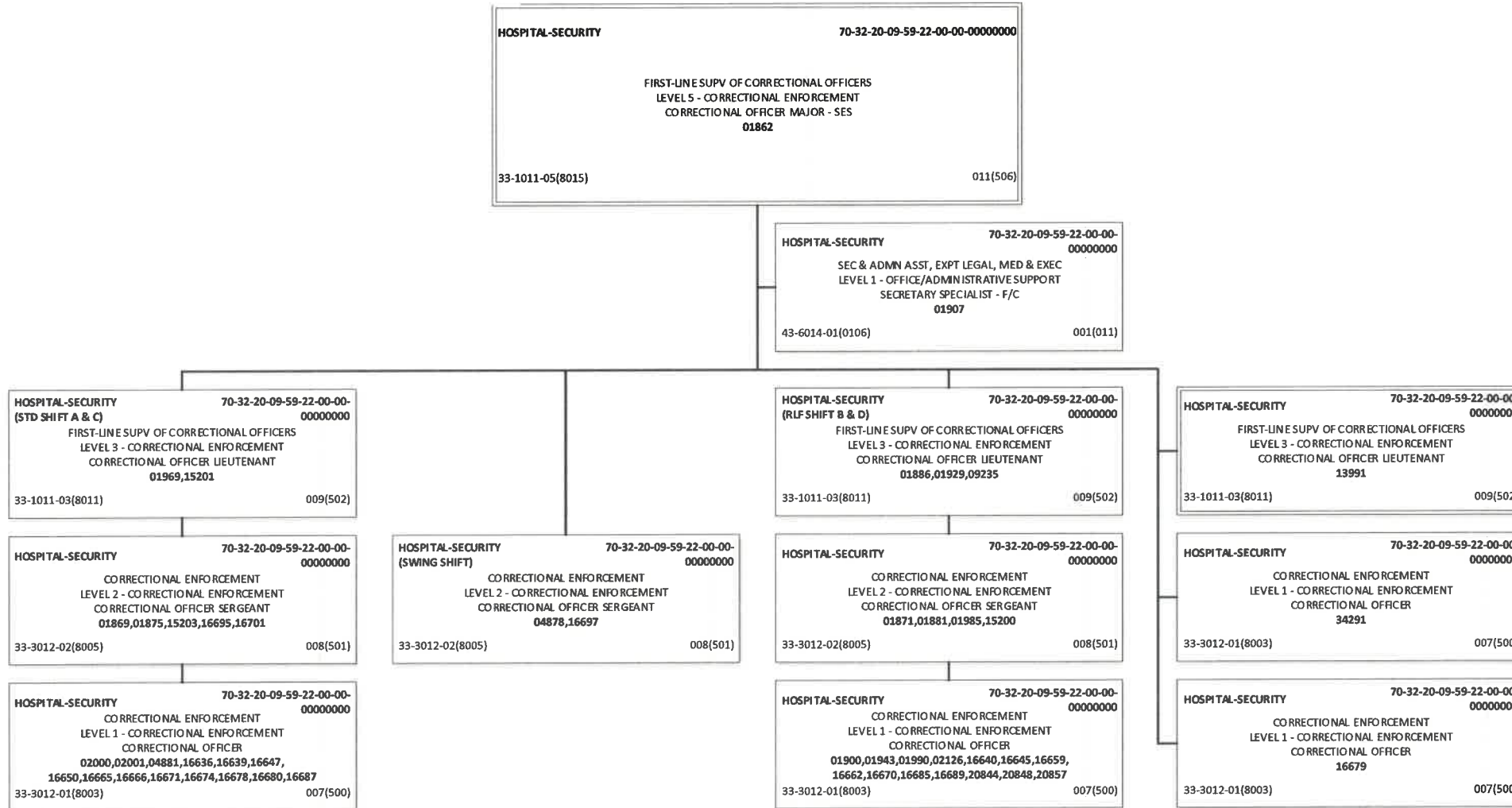
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: HOSPITAL-SECURITY

RECEPTION & MEDICAL CENTER - SECURITY HOSPITAL

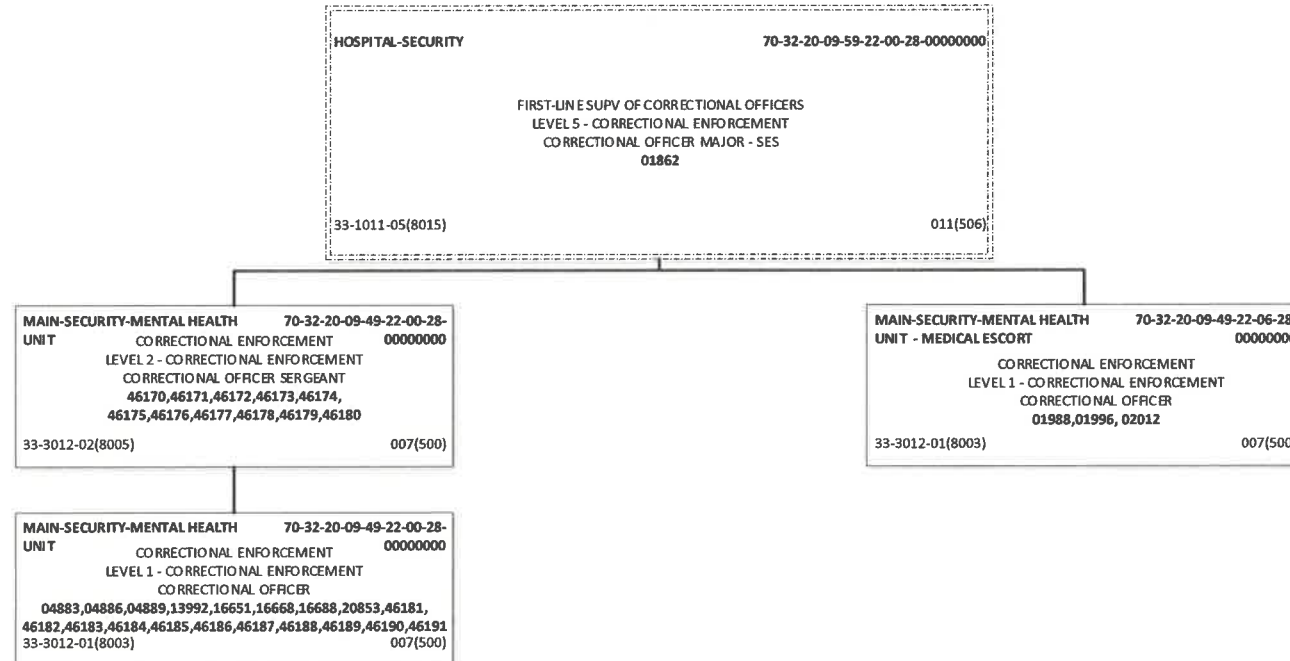
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-SECURITY-MENTAL HEALTH UNIT

RECEPTION & MEDICAL CENTER - MENTAL HEALTH UNIT

CURRENT



RECEPTION & MEDICAL CENTER - SECURITY HOSPITAL - ADMIN

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: HOSPITAL-SECURITY (Administration)

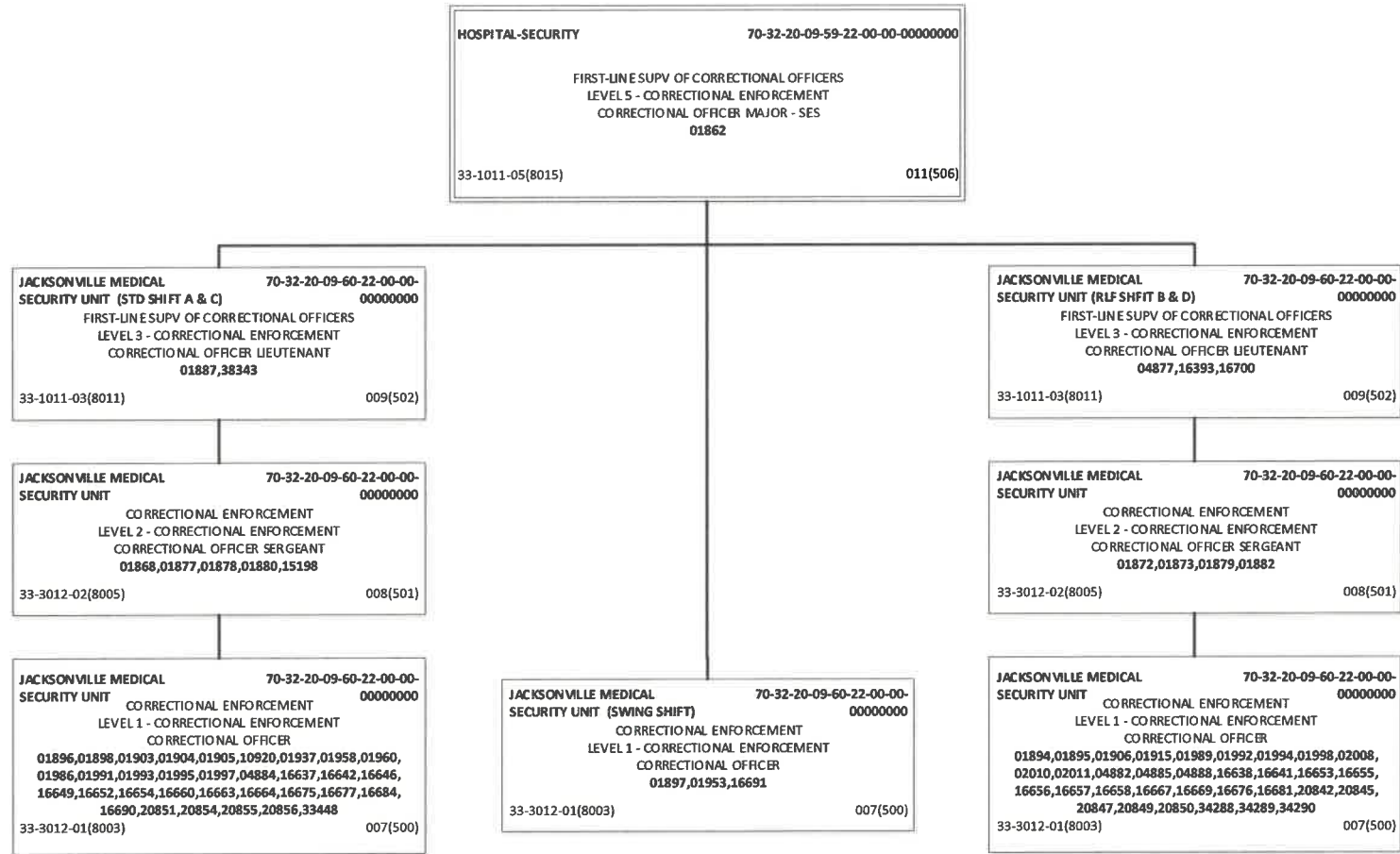
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 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: HOSPITAL-SECURITY (Jacksonville Medical Security)

RECEPTION & MEDICAL CENTER - SECURITY HOSPITAL - JACKSONVILLE MEDICAL SECURITY UNIT

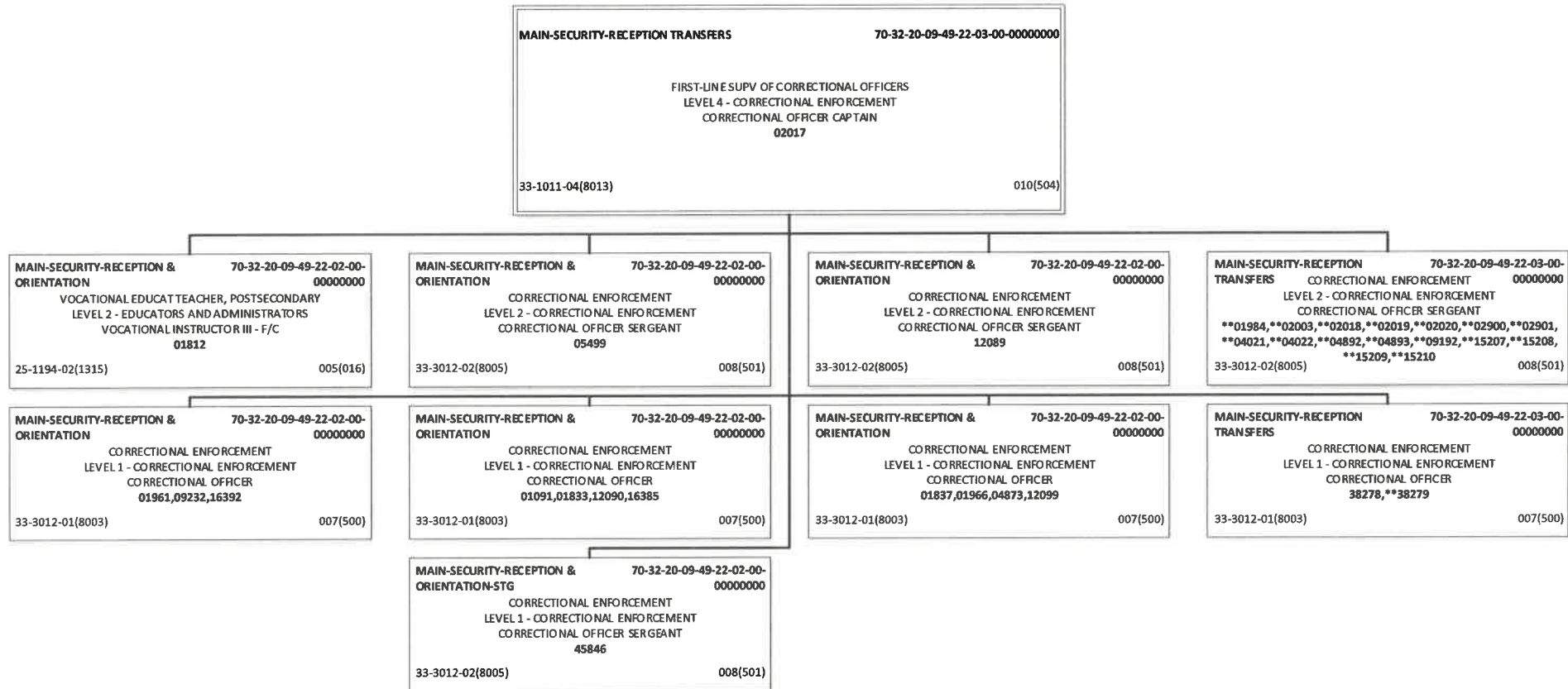
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: MAIN-SECURITY-RECEPTION TRANSFERS

RECEPTION & MEDICAL CENTER - SECURITY MAIN - RECEPTION TRANSFERS

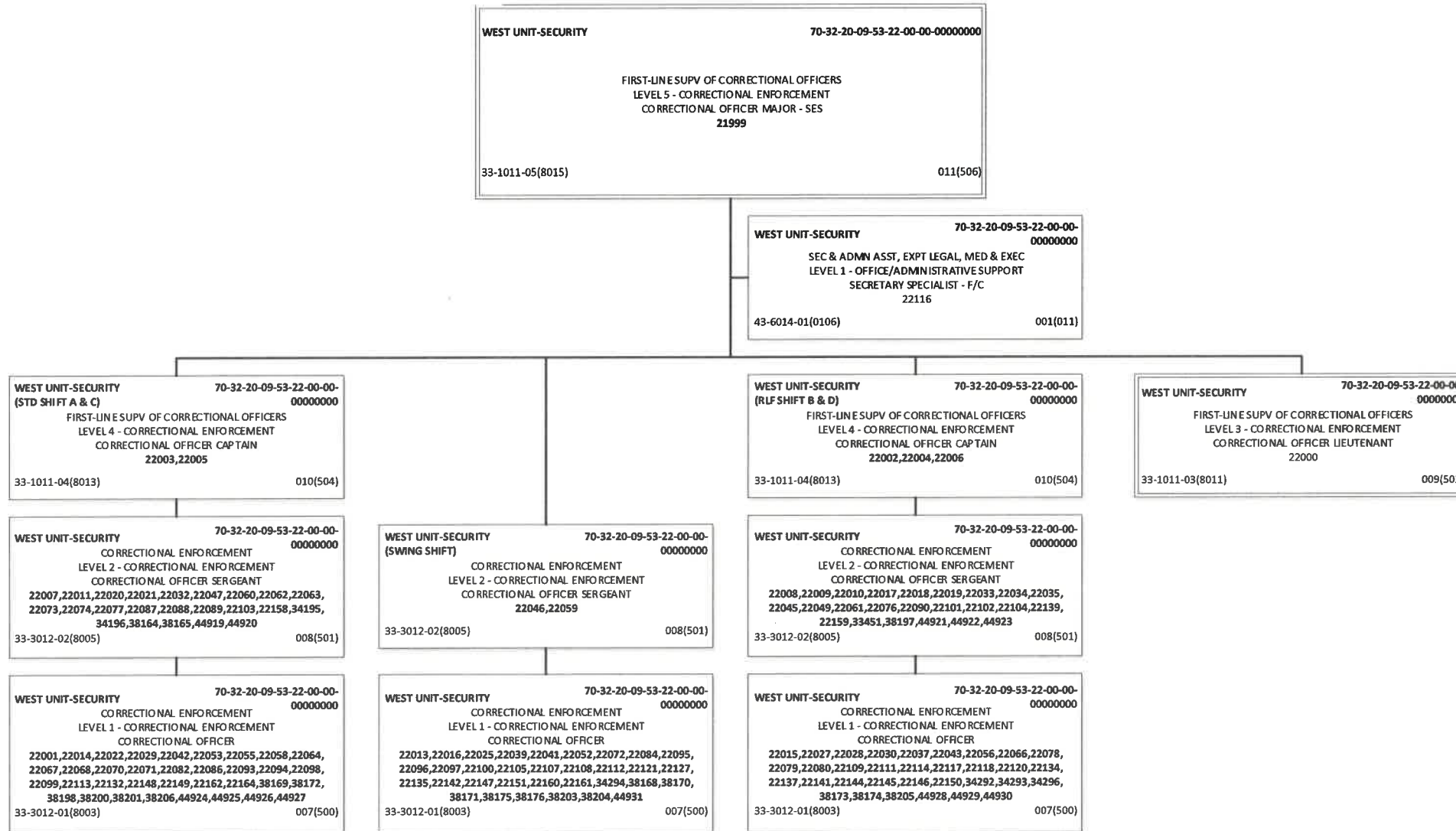
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: WEST UNIT-SECURITY

RECEPTION & MEDICAL CENTER - SECURITY - WEST UNIT

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: WEST UNIT-SECURITY

RECEPTION & MEDICAL CENTER - SECURITY - WEST UNIT - ADMIN

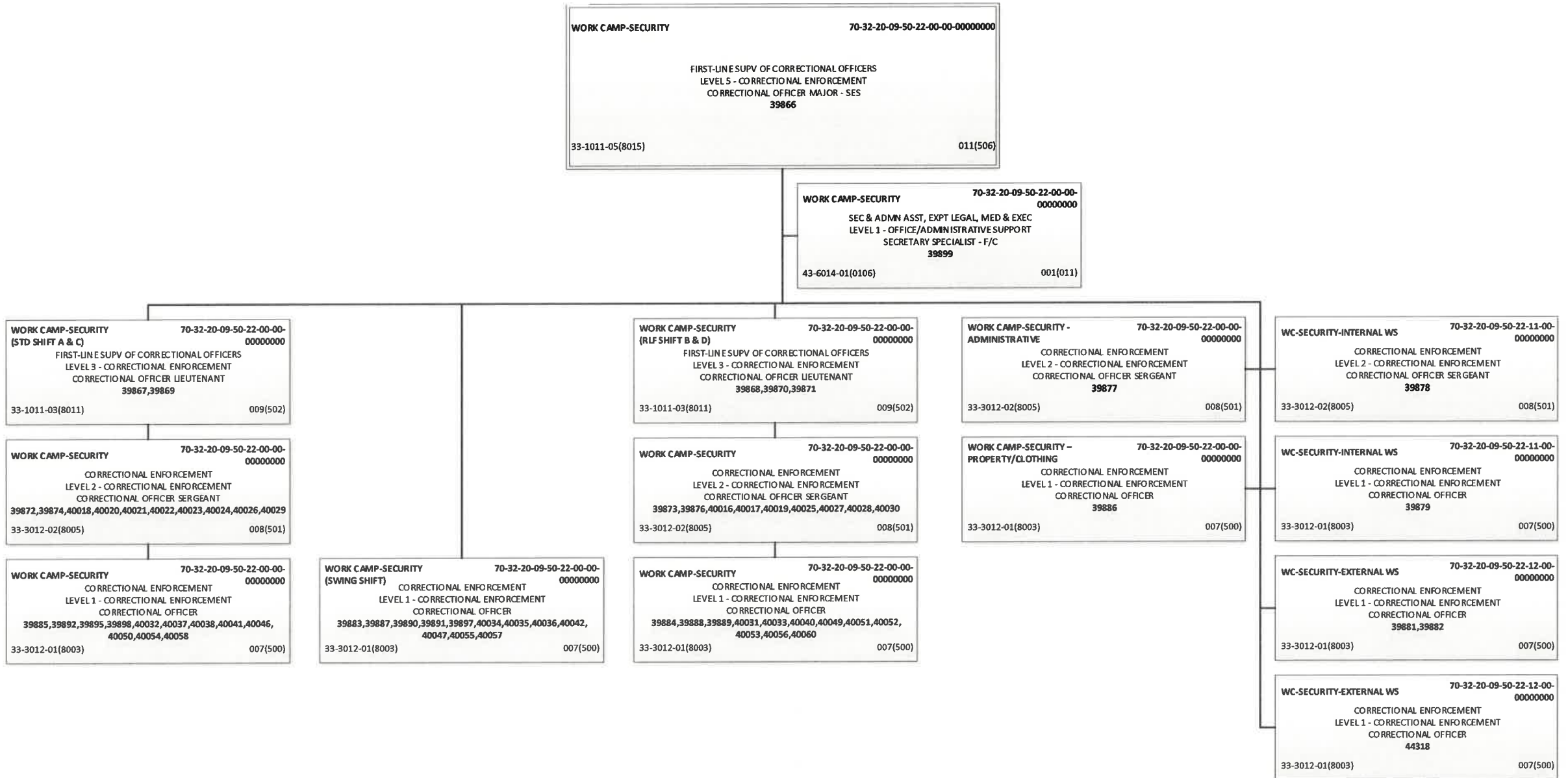
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY AND INSTITUTIONAL OPERATIONS/REGIONAL DIRECTOR'S OFFICE-INST REG II
 Bureau/Comparable: RECEPTION MEDICAL CENTER
 Section/Subsection: WORK CAMP-SECURITY

RECEPTION & MEDICAL CENTER - SECURITY - WORK CAMP

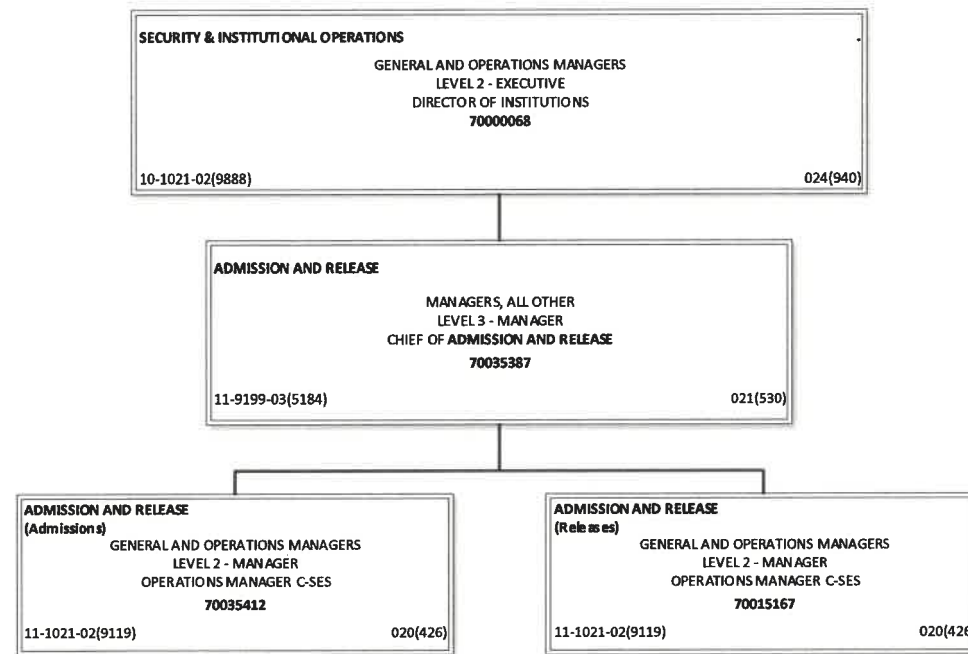
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Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
Bureau/Comparable: ADMISSION AND RELEASE
Section/Subsection:

ADMISSIONS AND RELEASES

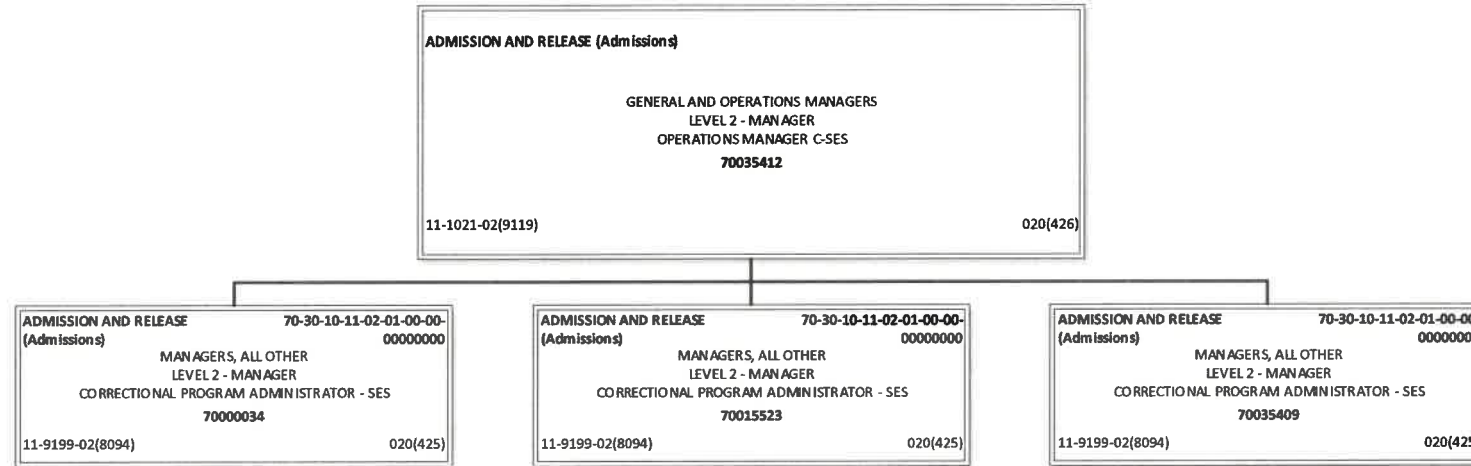
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Admissions

ADMISSIONS (Operations Manager 35412)

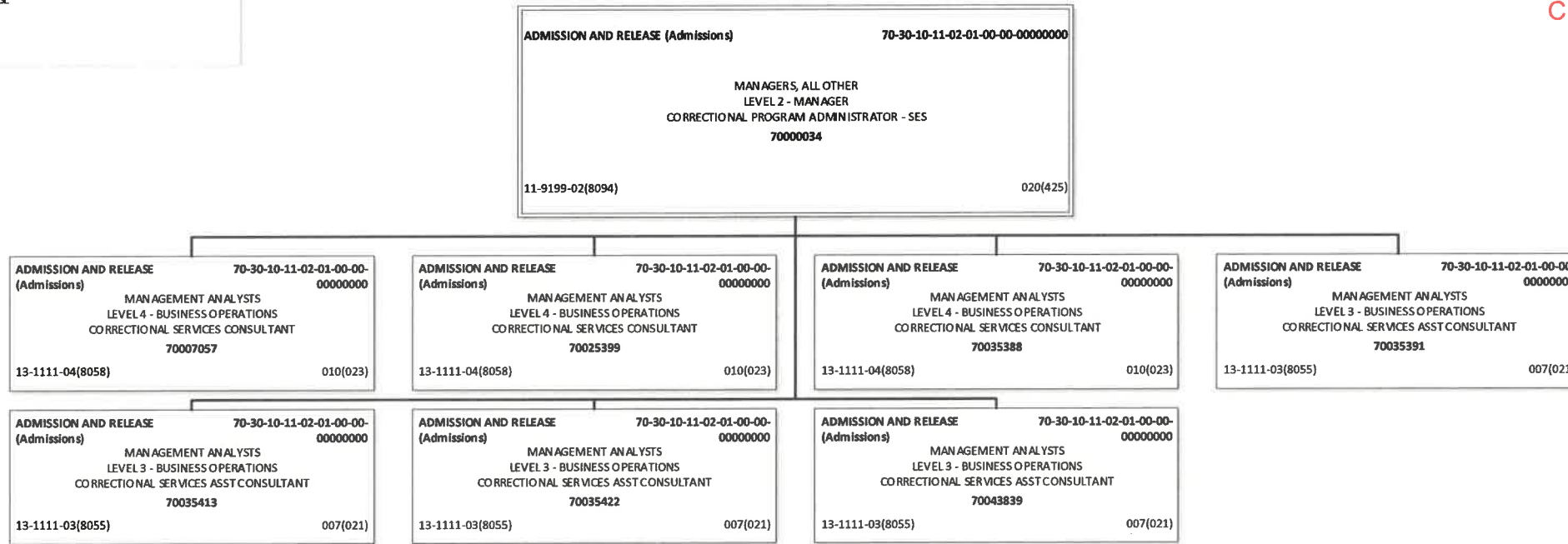
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Name of Agency: DEPARTMENT OF CORRECTIONS
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 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Admissions

ADMISSIONS (Correctional Program Administrator 00034)

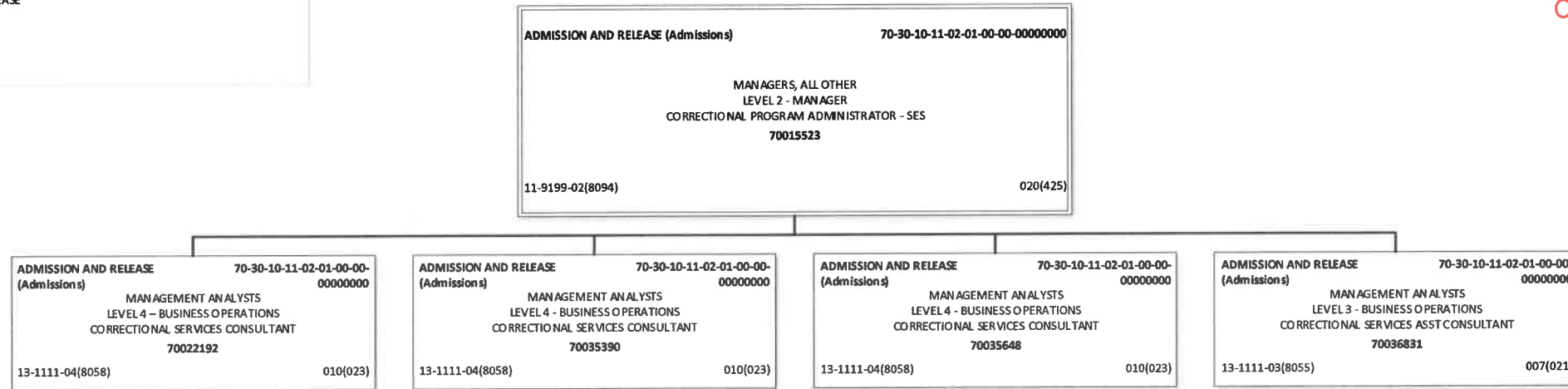
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Name of Agency: DEPARTMENT OF CORRECTIONS
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Bureau/Comparable: ADMISSION AND RELEASE
Section/Subsection: Admissions

ADMISSIONS (Correctional Program Administrator 15523)

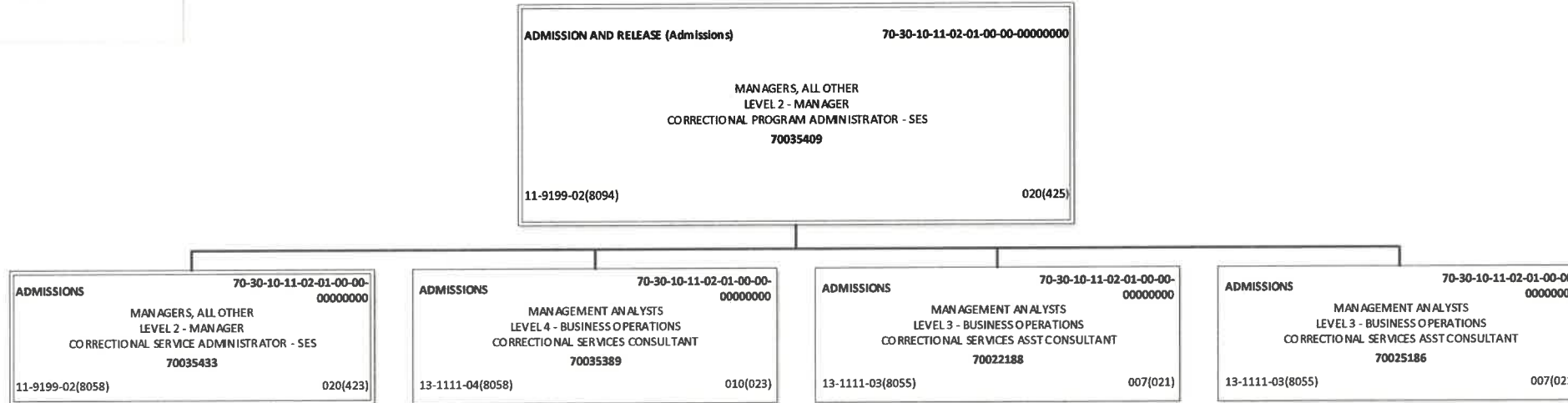
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Admissions

ADMISSIONS (Correctional Program Administrator 35409)

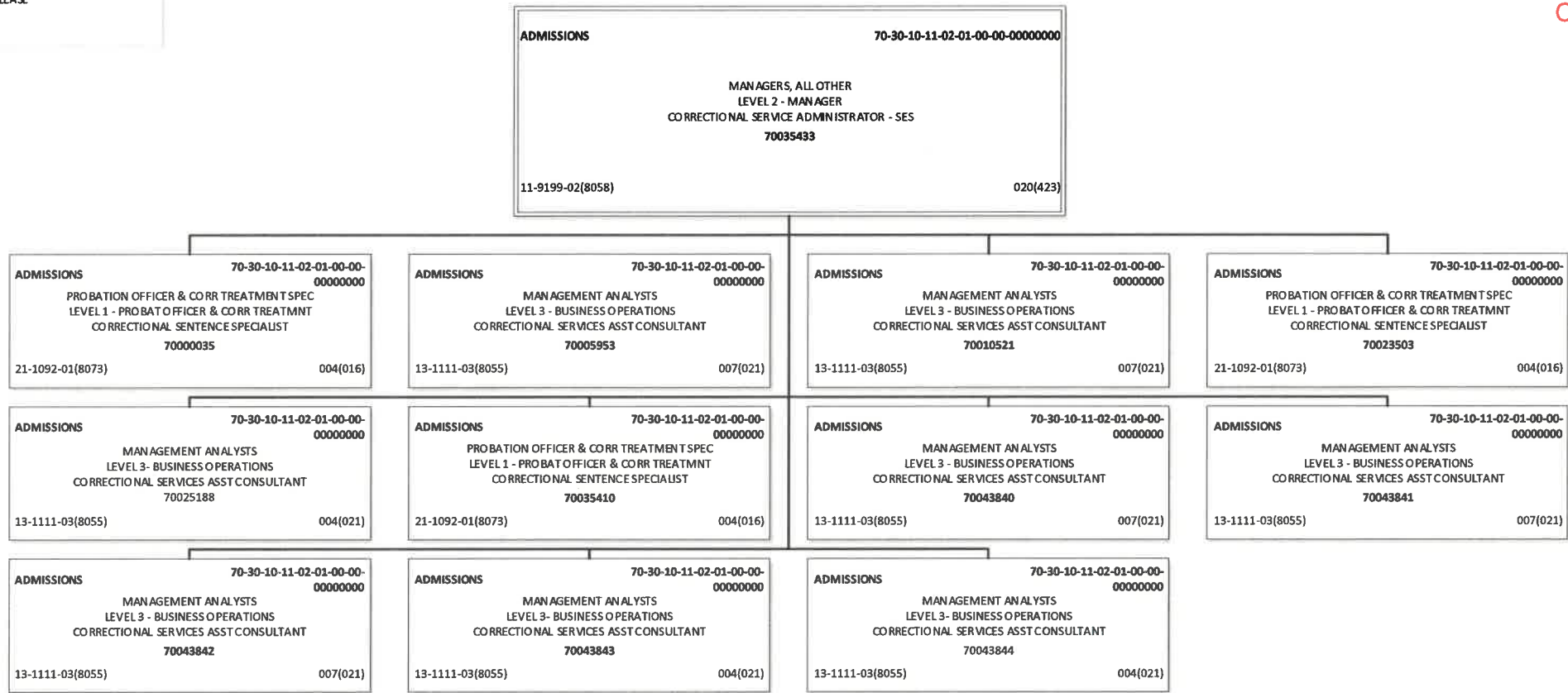
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Admissions

ADMISSIONS (Correctional Service Administrator 35433)

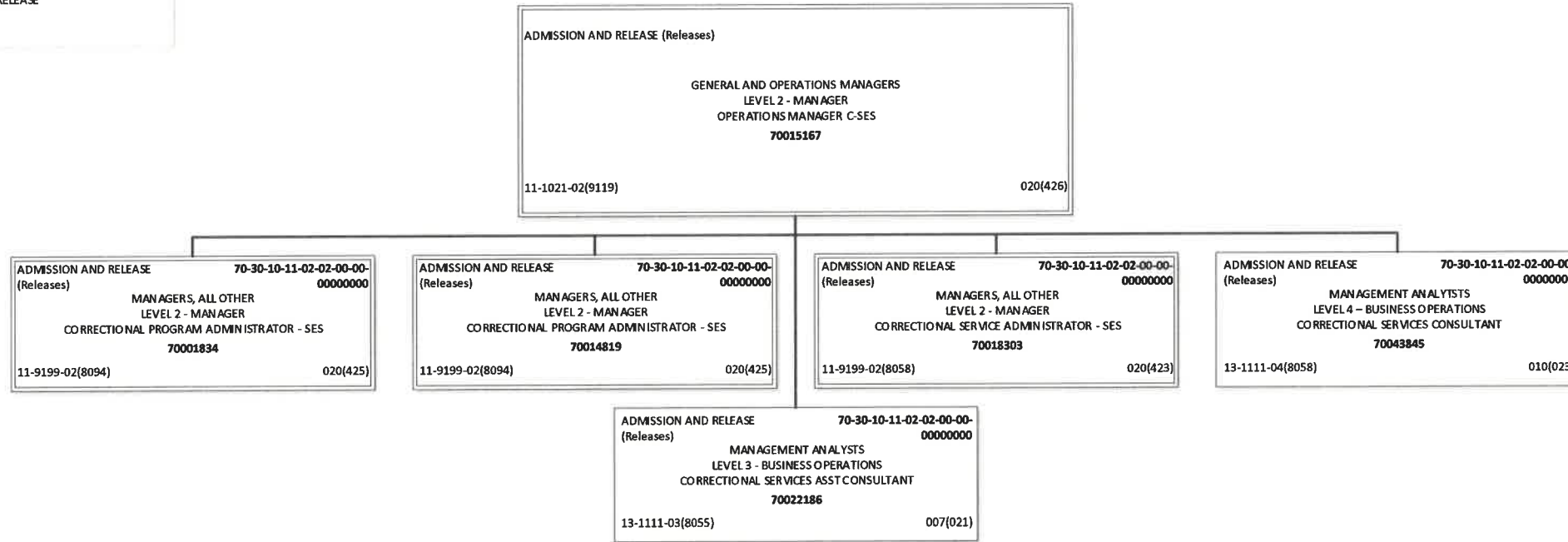
CURRENT



RELEASES (Operations Manager 15167)

CURRENT

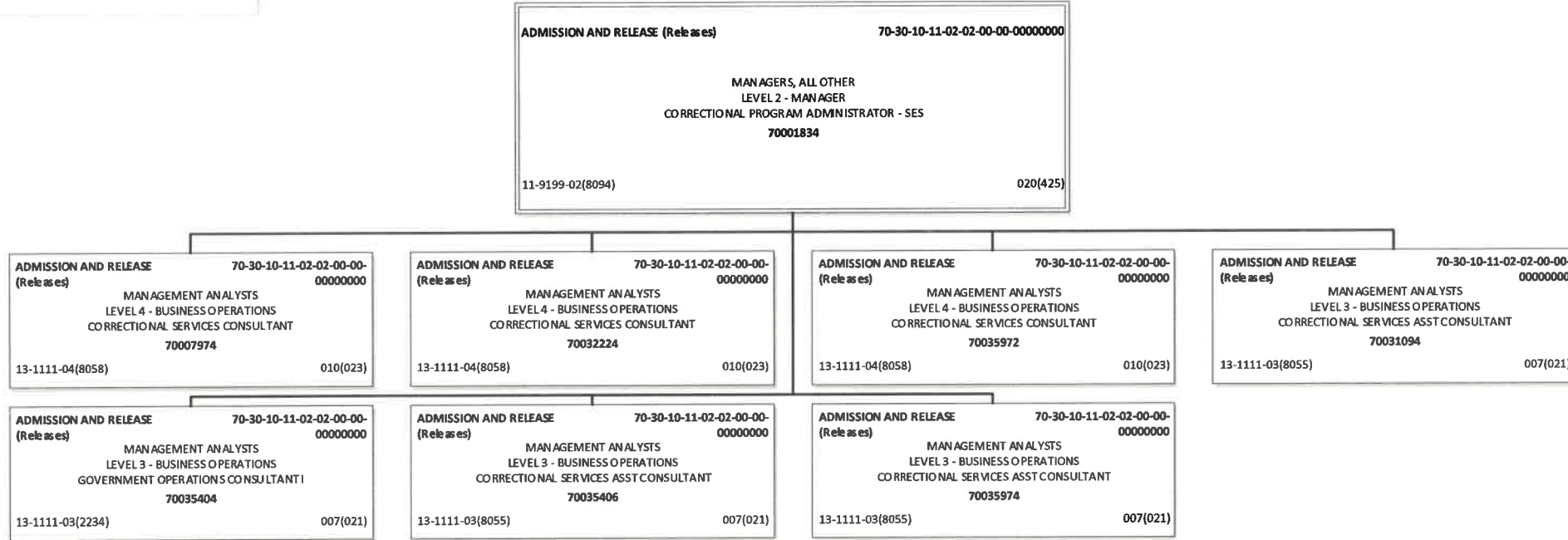
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Releases



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: ADMISSION AND RELEASE
 Section/Subsection: Releases

RELEASES (Correctional Program Administrator 01834)

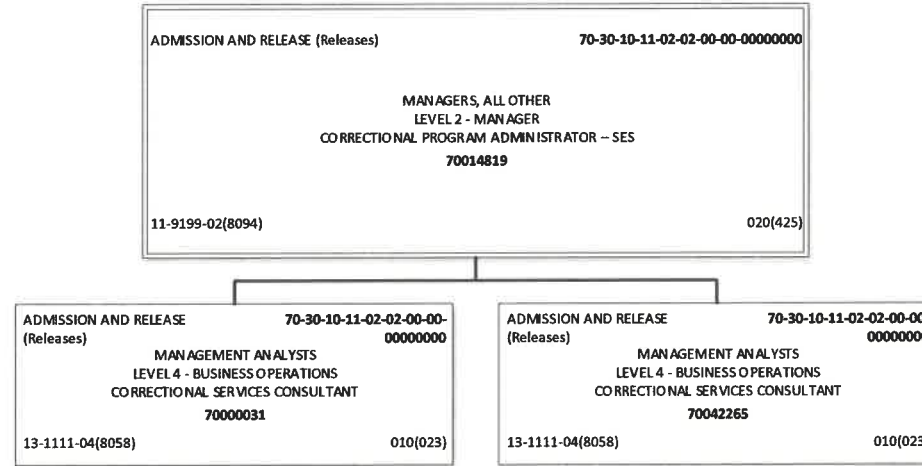
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
Bureau/Comparable: ADMISSION AND RELEASE
Section/Subsection: Releases

RELEASES (Correctional Service Administrator 14819)

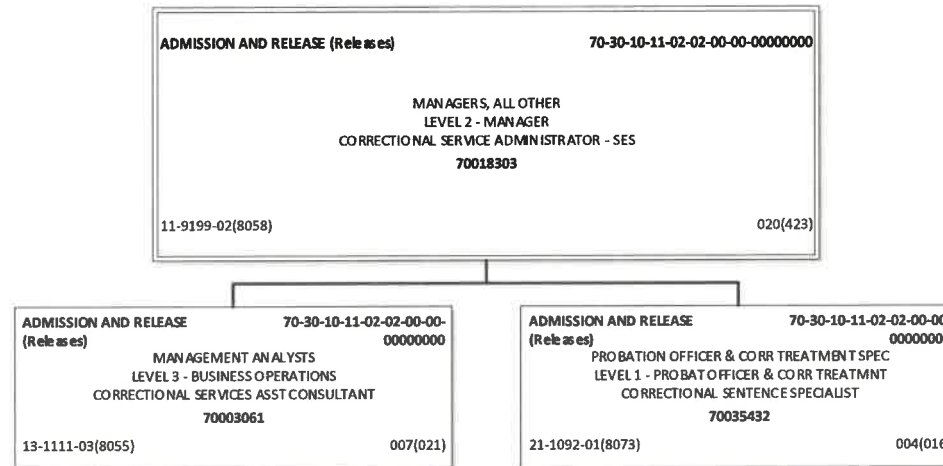
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
Bureau/Comparable: ADMISSION AND RELEASE
Section/Subsection: Releases

RELEASES (Correctional Service Administrator 18303)

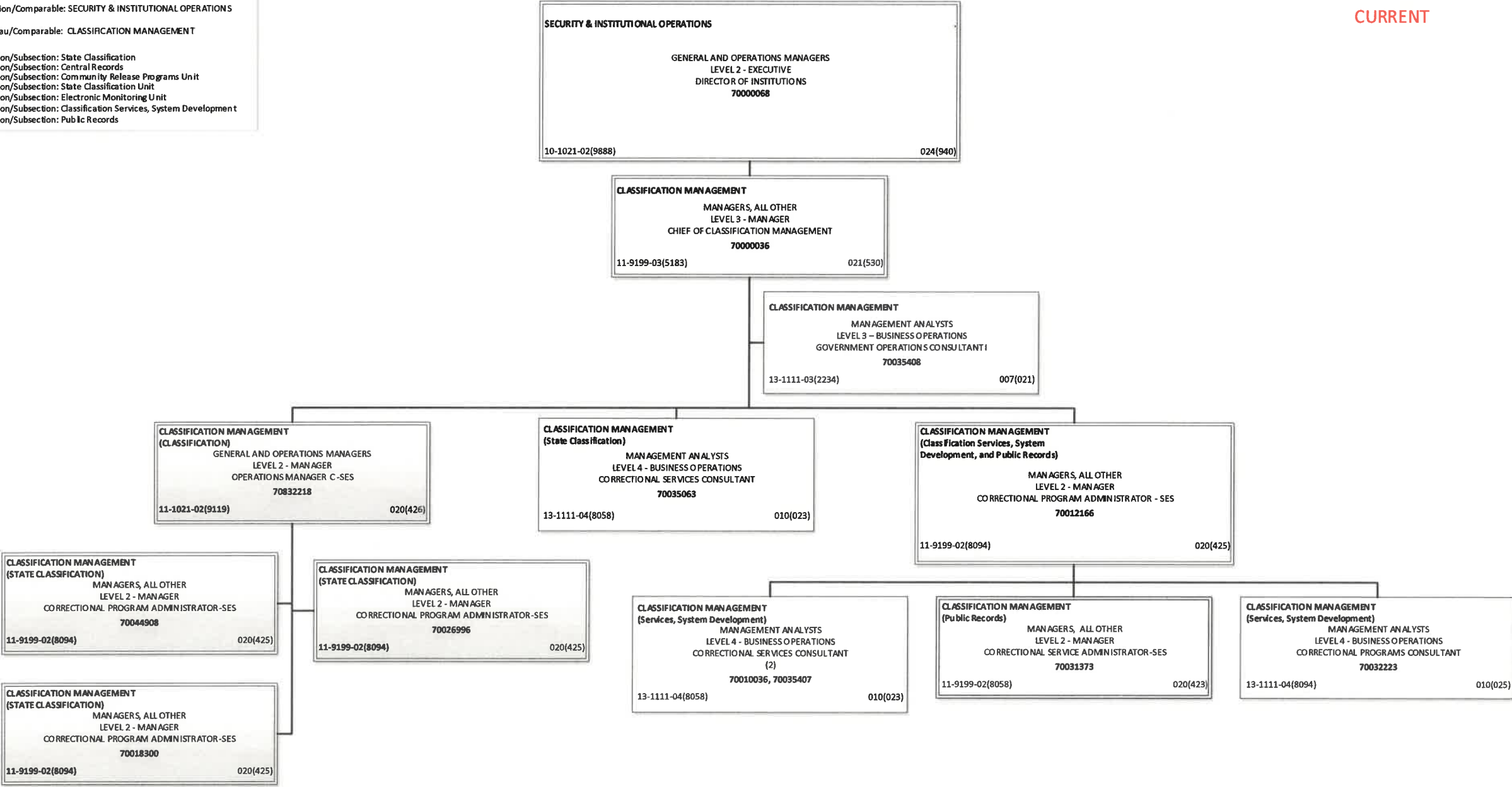
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: CLASSIFICATION MANAGEMENT
 Section/Subsection: State Classification
 Section/Subsection: Central Records
 Section/Subsection: Community Release Programs Unit
 Section/Subsection: State Classification Unit
 Section/Subsection: Electronic Monitoring Unit
 Section/Subsection: Classification Services, System Development
 Section/Subsection: Public Records

CLASSIFICATION MANAGEMENT OVERVIEW

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: CLASSIFICATION MANAGEMENT

Section/Subsection: Community Release Programs
 Section/Subsection: State Classification
 Section/Subsection: Electronic Monitoring

OPERATIONS MANAGER C- SES (32218)

CURRENT

CLASSIFICATION MANAGEMENT
 MANAGERS, ALL OTHER
 LEVEL 3 - MANAGER
 CHIEF OF CLASSIFICATION MANAGEMENT
 70000036
 11-9199-03(5183) 021(530)

CLASSIFICATION MANAGEMENT (Classification)
 GENERAL AND OPERATIONS MANAGERS
 LEVEL 2 - MANAGER
 OPERATIONS MANAGER C-SES
 70032218
 11-1021-02(9119) 020(426)

CLASSIFICATION MANAGEMENT (Classification)
 EXEC SECRETARIES & EXEC ADMIN ASSISTANTS
 LEVEL 2 - OFFICE/ADMINISTRATIVE SUPPORT
 ADMINISTRATIVE SECRETARY
 70002909
 43-6011-02(0108) 003(012)

CLASSIFICATION MANAGEMENT (Community Release Programs)
 MANAGERS, ALL OTHER
 LEVEL 2 - MANAGER
 CORRECTIONAL PROGRAM ADMINISTRATOR - SES
 70018300
 11-9199-02(8094) 020(425)

CLASSIFICATION MANAGEMENT (Electronic Monitoring)
 MANAGERS, ALL OTHER
 LEVEL 2 - MANAGER
 CORRECTIONAL PROGRAM ADMINISTRATOR-SES
 70044908
 11-9199-02(8094) 020(425)

CLASSIFICATION MANAGEMENT (Community Release Programs)
 MANAGERS, ALL OTHER
 LEVEL 2 - MANAGER
 CORRECTIONAL SERVICE ADMINISTRATOR - SES
 70011324
 11-9199-02(8058) 020(423)

CLASSIFICATION MANAGEMENT (Community Release Programs)
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 CORRECTIONAL SERVICES CONSULTANT
 70044910
 13-1111-04(8058) 010(023)

CLASSIFICATION MANAGEMENT (STATE CLASSIFICATION)
 MANAGERS, ALL OTHER
 LEVEL 2 - MANAGER
 CORRECTIONAL PROGRAM ADMINISTRATOR - SES
 70026966
 11-9199-02(8094) 020(425)

CLASSIFICATION MANAGEMENT (Electronic Monitoring)
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 CORRECTIONAL SERVICES CONSULTANT (2)
 40653, 44909
 13-1111-04(8058) 010(023)

CLASSIFICATION MANAGEMENT (Community Release Programs)
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 CORRECTIONAL SERVICES CONSULTANT (2)
 28107, 39087
 13-1111-04(8058) 010(023)

CLASSIFICATION MANAGEMENT (State Classification)
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 MANAGEMENT REVIEW SPECIALIST - SES
 70033829
 13-1111-04(2239) 010(424)

CLASSIFICATION MANAGEMENT (State Classification)
 MANAGERS, ALL OTHER
 LEVEL 2 - MANAGER
 CORRECTIONAL SERVICE ADMINISTRATOR - SES
 70017146
 11-9199-02(8058) 020(423)

CLASSIFICATION MANAGEMENT (State Classification)
 MANAGERS, ALL OTHER
 LEVEL 2 - MANAGER
 CORRECTIONAL SERVICE ADMINISTRATOR - SES
 70010358
 11-9199-02(8058) 020(423)

CLASSIFICATION MANAGEMENT (State Classification)
 MANAGERS, ALL OTHER
 LEVEL 2 - MANAGER
 CORRECTIONAL SERVICE ADMINISTRATOR - SES
 70016912
 11-9199-02(8058) 020(423)

CLASSIFICATION MANAGEMENT (State Classification)
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 CORRECTIONAL SERVICES CONSULTANT (3)
 16417, 1790, 27769
 13-1111-04(8058) 010(023)

CLASSIFICATION MANAGEMENT (State Classification)
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 CORRECTIONAL SERVICES CONSULTANT (3)
 18299, 38960, 40847
 13-1111-04(8058) 010(023)

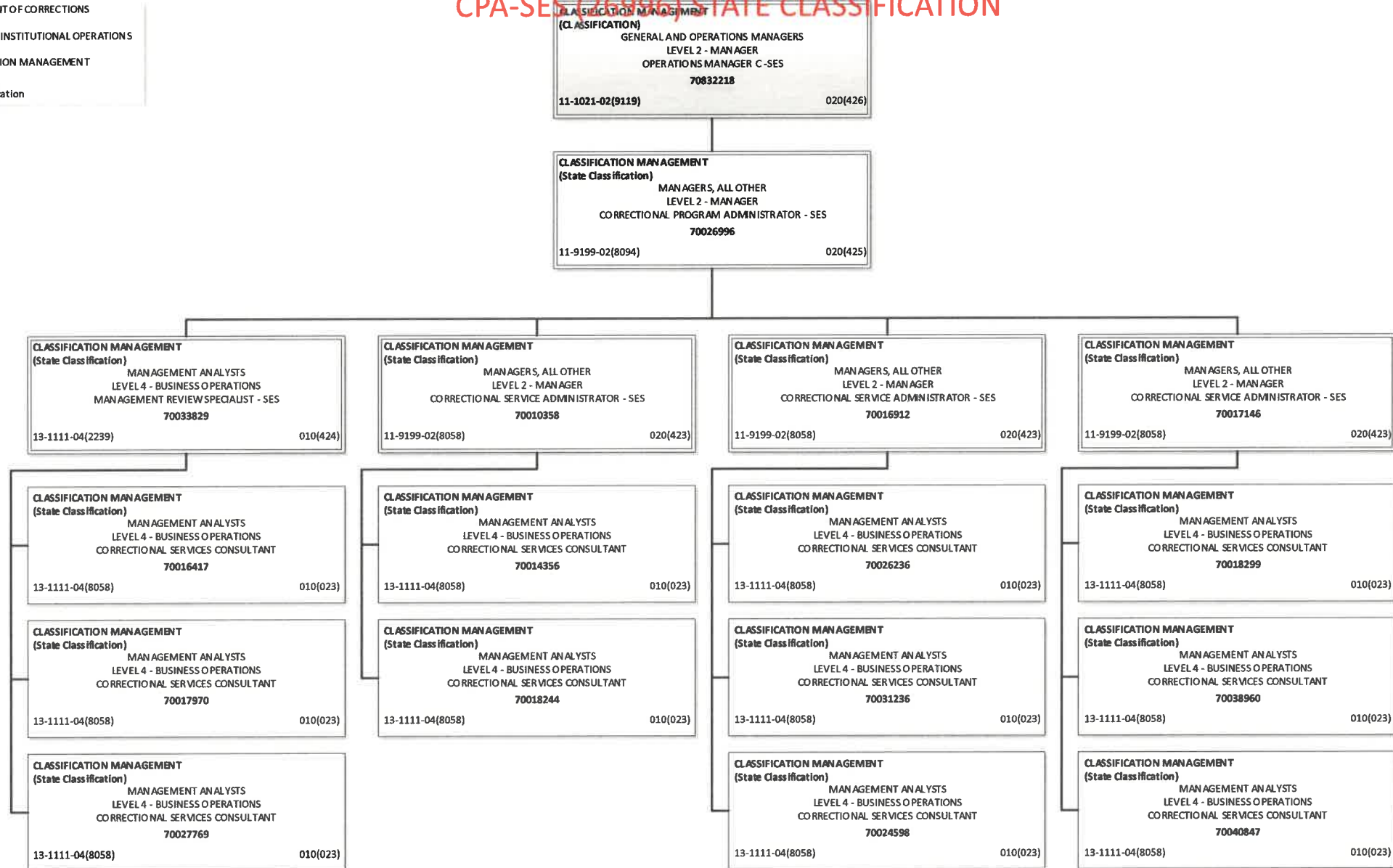
CLASSIFICATION MANAGEMENT (State Classification)
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 CORRECTIONAL SERVICES CONSULTANT (2)
 14356, 18244
 13-1111-04(8058) 010(023)

CLASSIFICATION MANAGEMENT (State Classification)
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 CORRECTIONAL SERVICES CONSULTANT (3)
 36226, 24598, 31236
 13-1111-04(8058) 010(023)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: CLASSIFICATION MANAGEMENT
 Section/Subsection: State Classification

CPA-SES (26996) STATE CLASSIFICATION

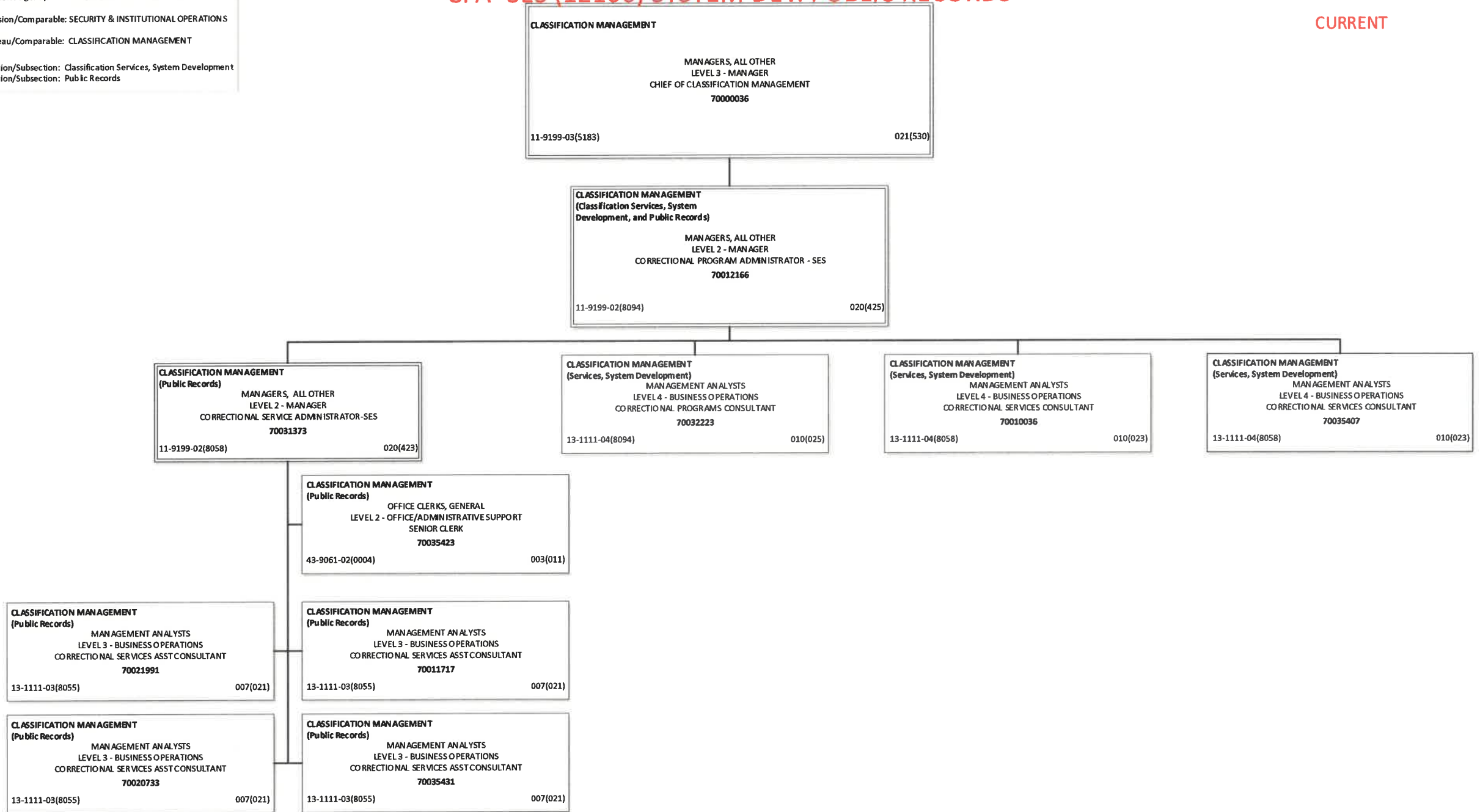
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: SECURITY & INSTITUTIONAL OPERATIONS
 Bureau/Comparable: CLASSIFICATION MANAGEMENT
 Section/Subsection: Classification Services, System Development
 Section/Subsection: Public Records

CPA- SES (12166) SYSTEM DEV. PUBLIC RECORDS

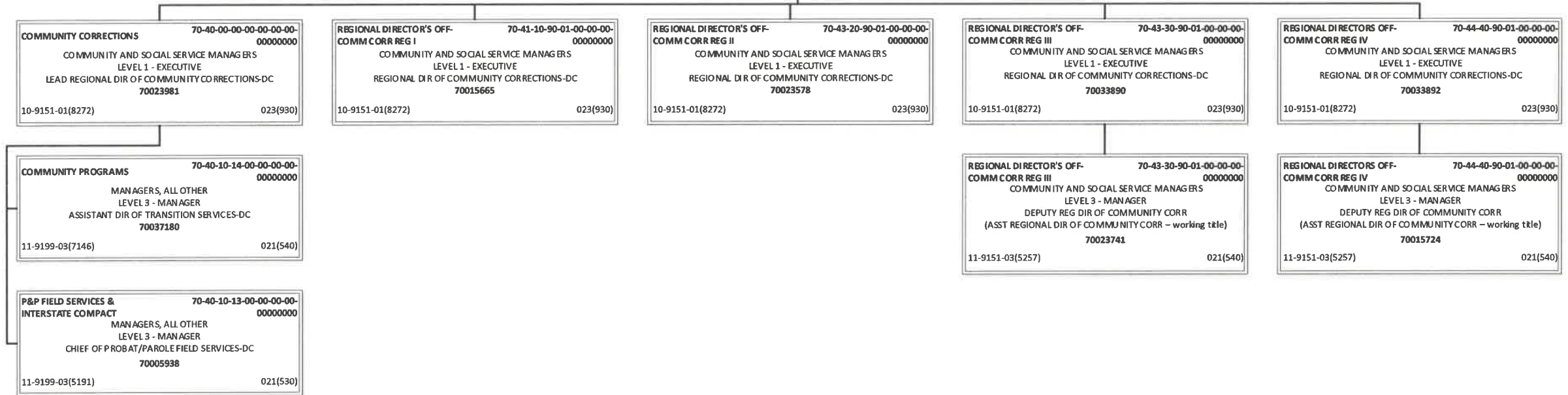
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS
 Bu reau/Comparable: COMMUNITY PROGRAMS
 Bu reau/Comparable: P&P FIELD SERVICES & INTERSTATE COMPACT
 Section/Subsection:

COMMUNITY CORRECTIONS

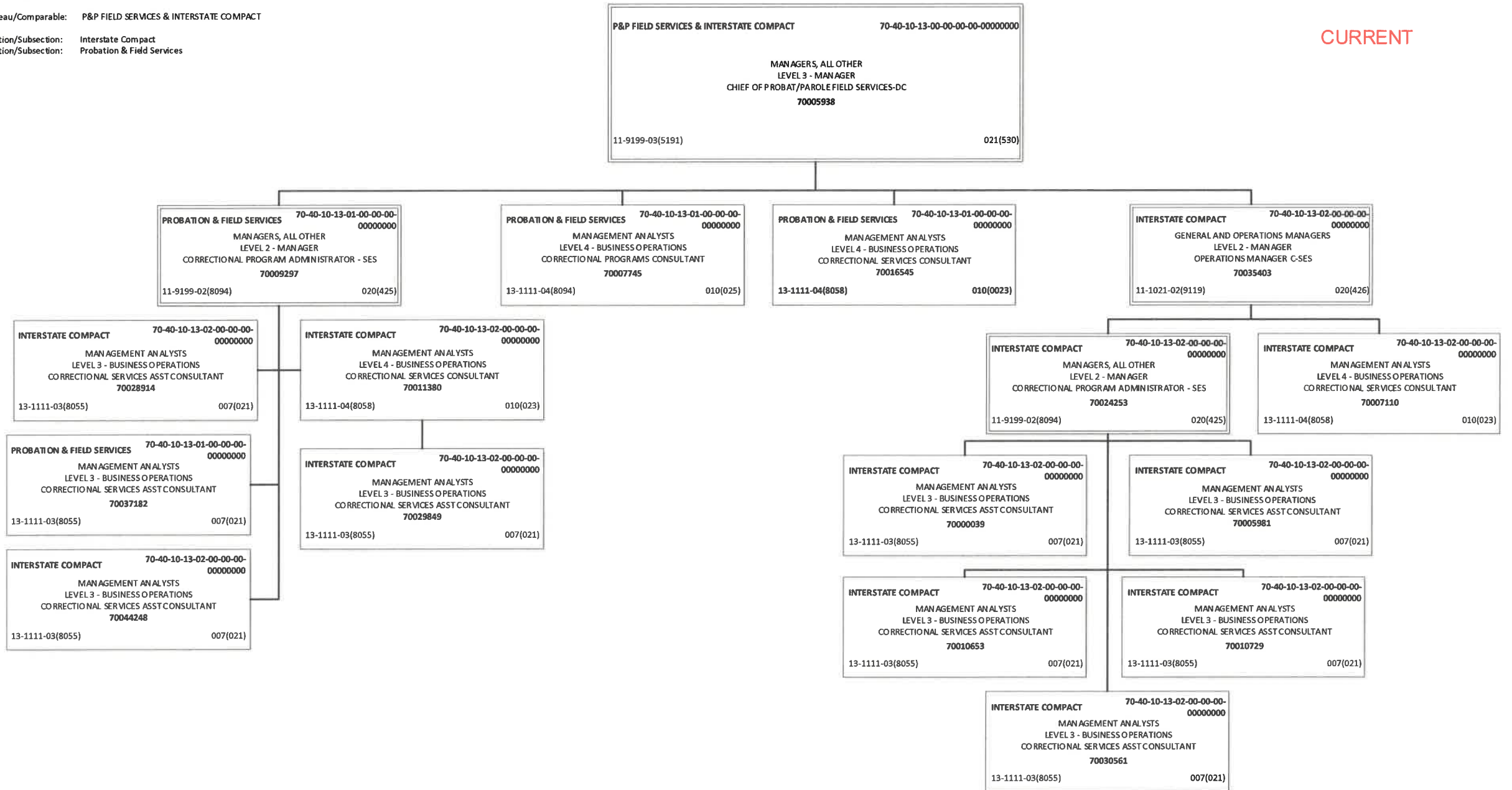
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P&P FIELD SERVICES & INTERSTATE COMPACT

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS
 Bureau/Comparable: P&P FIELD SERVICES & INTERSTATE COMPACT
 Section/Subsection: Interstate Compact
 Section/Subsection: Probation & Field Services

CURRENT



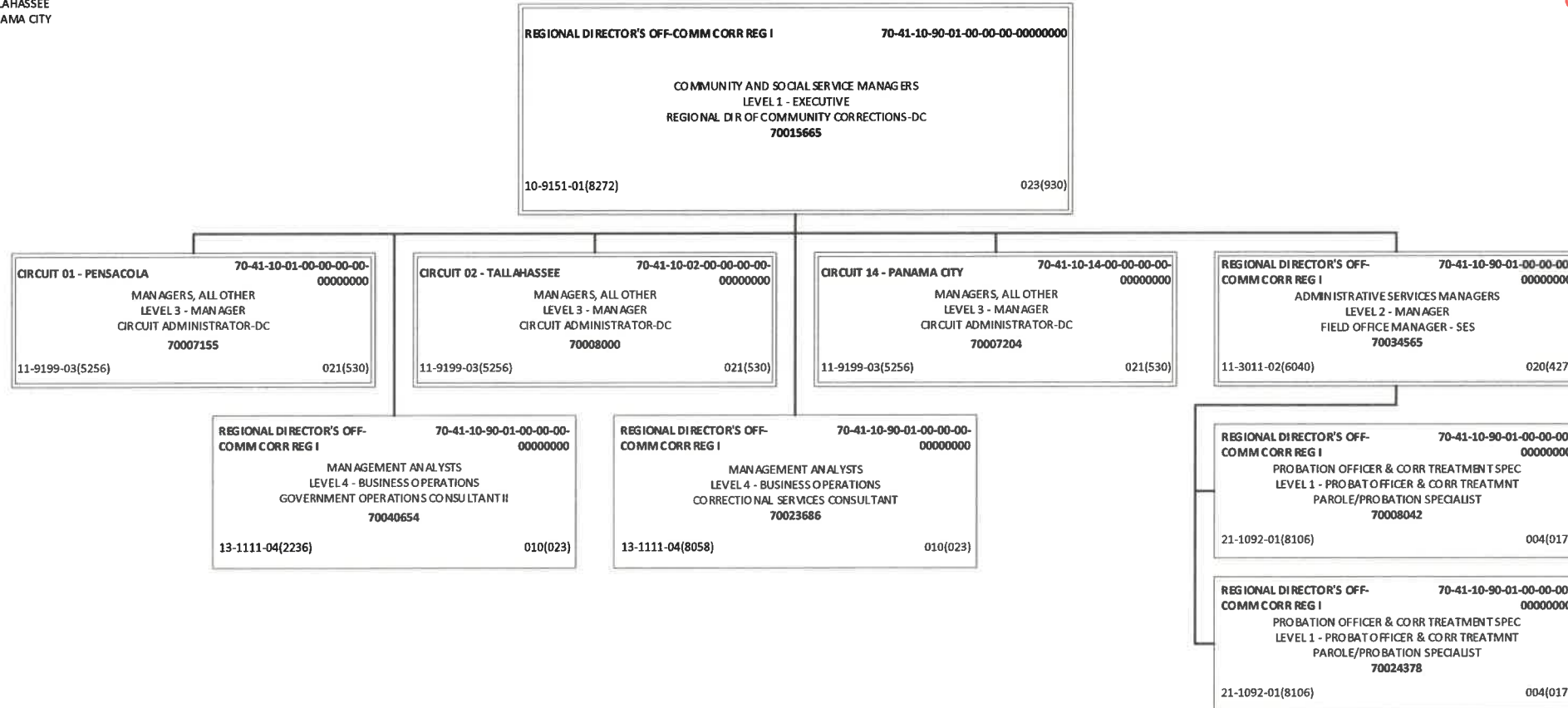
REGION I

CURRENT

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF
 COMM CORR REG I

Bureau/Comparable: CIRCUIT 01 - PENSACOLA
 Bureau/Comparable: CIRCUIT 02 - TALLAHASSEE
 Bureau/Comparable: CIRCUIT 14 - PANAMA CITY

Section/Subsection:



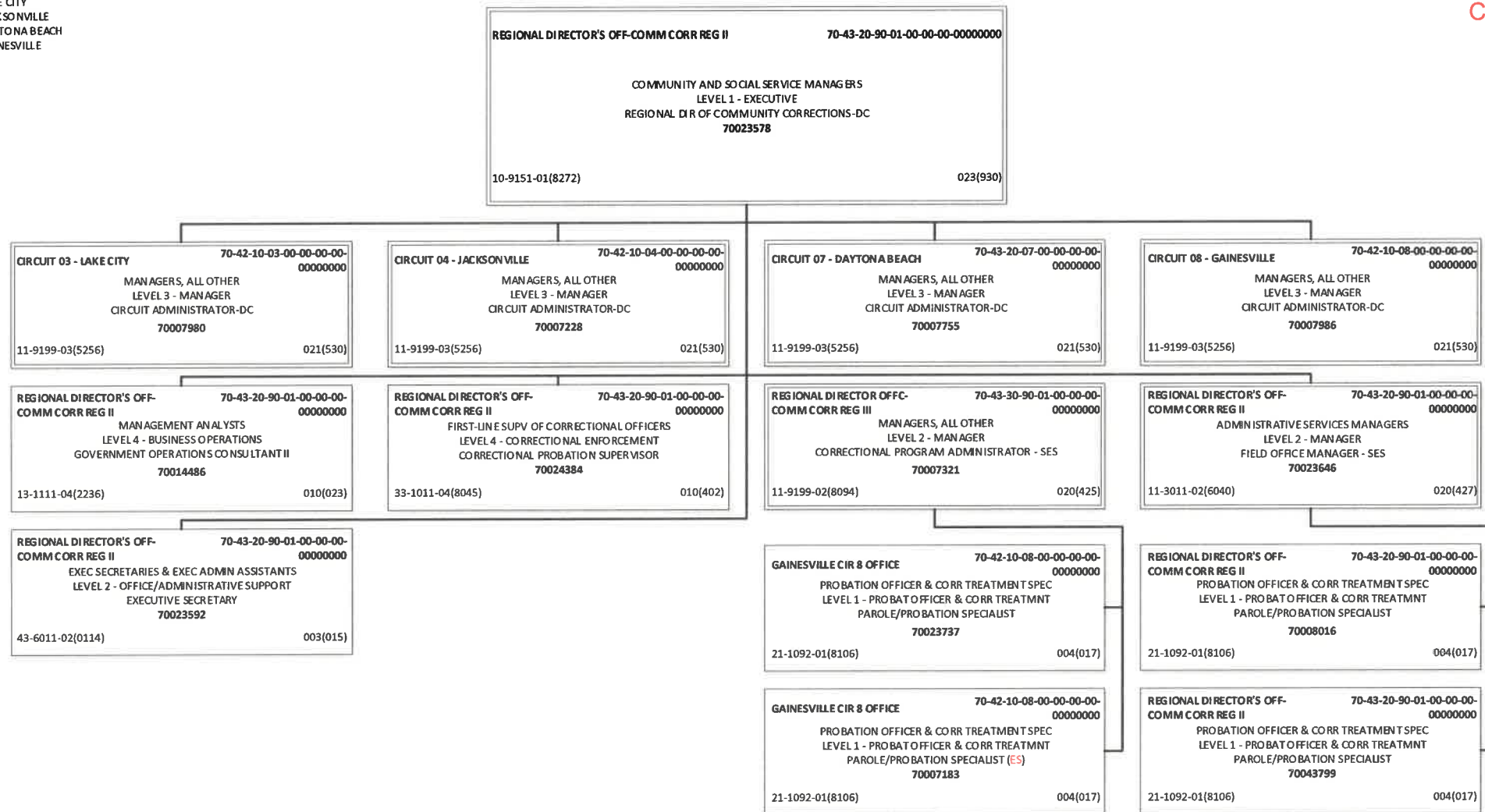
REGION II

CURRENT

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF
 COMM CORR REG II

Bureau/Comparable: CIRCUIT 03 - LAKE CITY
 Bureau/Comparable: CIRCUIT 04 - JACKSONVILLE
 Bureau/Comparable: CIRCUIT 07 - DAYTONA BEACH
 Bureau/Comparable: CIRCUIT 08 - GAINESVILLE

Section/Subsection:



REGION III

CURRENT

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG III

Bureau/Comparable: CIRCUIT 05 - TAVARES
 Bureau/Comparable: CIRCUIT 06 - CLEARWATER
 Bureau/Comparable: CIRCUIT 09 - ORLANDO
 Bureau/Comparable: CIRCUIT 10 - LAKELAND
 Bureau/Comparable: CIRCUIT 12 - SARASOTA
 Bureau/Comparable: CIRCUIT 13 - TAMPA
 Bureau/Comparable: CIRCUIT 18 - SANFORD

Section/Subsection:



REGIONAL DIRECTOR OFF-COMM CORR REG III - LEASING
 70-43-30-90-01-90-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70002174
 13-1111-04(2236) 010(023)

REGIONAL DIRECTOR'S OFF-COMM CORR REG III - LEASING
 70-43-30-90-01-90-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70032544
 13-1111-03(2236) 010(023)

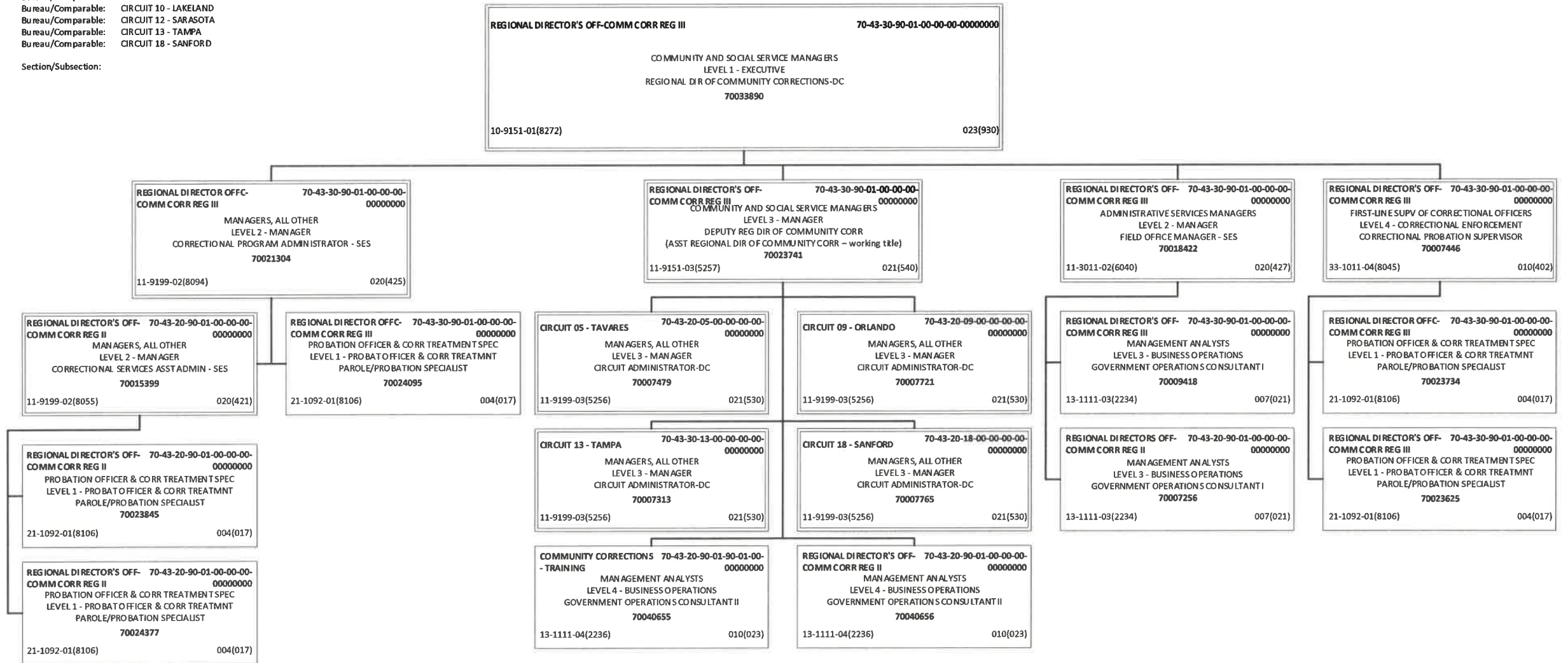
REGION III (cont.)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG III

Bureau/Comparable: CIRCUIT 05 - TAVARES
 Bureau/Comparable: CIRCUIT 06 - CLEARWATER
 Bureau/Comparable: CIRCUIT 09 - ORLANDO
 Bureau/Comparable: CIRCUIT 10 - LAKELAND
 Bureau/Comparable: CIRCUIT 12 - SARASOTA
 Bureau/Comparable: CIRCUIT 13 - TAMPA
 Bureau/Comparable: CIRCUIT 18 - SANFORD

Section/Subsection:

CURRENT



REGION IV

CURRENT

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG IV

Bureau/Comparable: CIRCUIT 11 - MIAMI
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BCH
 Bureau/Comparable: CIRCUIT 16 - KEY WEST
 Bureau/Comparable: CIRCUIT 17 - FT LAUDERDALE
 Bureau/Comparable: CIRCUIT 19 - FT PIERCE
 Bureau/Comparable: CIRCUIT 20 - FT MYERS

Section/Subsection:

REGIONAL DIRECTORS OFF-COMM CORR REG IV 70-44-40-90-01-00-00-00-00000000
 COMMUNITY AND SOCIAL SERVICE MANAGERS
 LEVEL 1 - EXECUTIVE
 REGIONAL DIR OF COMMUNITY CORRECTIONS-DC
 70033892
 10-9151-01(8272) 023(930)

REGIONAL DIRECTOR OFF-COMM CORR REG III 70-43-30-90-01-00-00-00-00000000
 EXEC SECRETARIES & EXEC ADMIN ASSISTANTS
 LEVEL 2 - OFFICE/ADMINISTRATIVE SUPPORT
 EXECUTIVE SECRETARY
 70005902
 43-6011-02(0114) 003(015)

REGIONAL DIRECTORS OFF-COMM CORR REG IV 70-44-40-90-01-00-00-00-00000000
 COMMUNITY AND SOCIAL SERVICE MANAGERS
 LEVEL 3 - MANAGER
 DEPUTY REG DIR OF COMMUNITY CORR
 (ASST REGIONAL DIR OF COMMUNITY CORR - working title)
 70015724
 11-9151-03(5257) 021(540)

REGIONAL DIRECTORS OFF-COMM CORR REG IV 70-44-40-90-01-00-00-00-00000000
 FIRST-LINE SUPV OF CORRECTIONAL OFFICERS
 LEVEL 4 - CORRECTIONAL ENFORCEMENT
 CORRECTIONAL PROBATION SUPERVISOR
 70007582
 33-1011-04(8045) 010(402)

COMMUNITY CORRECTIONS - TRAINING 70-44-40-90-01-90-01-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70040657
 13-1111-04(2236) 010(023)

REGIONAL DIRECTORS OFF-COMM CORR REG IV 70-44-40-90-01-00-00-00-00000000
 ADMINISTRATIVE SERVICES MANAGERS
 LEVEL 2 - MANAGER
 FIELD OFFICE MANAGER - SES
 70018608
 11-3011-02(6040) 020(427)

CIRCUIT 11 - MIAMI 70-44-40-11-00-00-00-00-00000000
 MANAGERS, ALL OTHER
 LEVEL 3 - MANAGER
 CIRCUIT ADMINISTRATOR-DC
 70007498
 11-9199-03(5256) 021(530)

CIRCUIT 15 - WEST PALM BCH 70-44-40-15-00-00-00-00-00000000
 MANAGERS, ALL OTHER
 LEVEL 3 - MANAGER
 CIRCUIT ADMINISTRATOR-DC
 70007814
 11-9199-03(5256) 021(530)

CIRCUIT 16 - KEY WEST 70-44-40-16-00-00-00-00-00000000
 MANAGERS, ALL OTHER
 LEVEL 3 - MANAGER
 CIRCUIT ADMINISTRATOR-DC
 70007617
 11-9199-03(5256) 021(530)

CIRCUIT 17 - FT LAUDERDALE 70-44-40-17-00-00-00-00-00000000
 MANAGERS, ALL OTHER
 LEVEL 3 - MANAGER
 CIRCUIT ADMINISTRATOR-DC
 70007900
 11-9199-03(5256) 021(530)

CIRCUIT 19 - FT PIERCE 70-43-40-19-00-00-00-00-00000000
 MANAGERS, ALL OTHER
 LEVEL 3 - MANAGER
 CIRCUIT ADMINISTRATOR-DC
 70007865
 11-9199-03(5256) 021(530)

CIRCUIT 20 - FT MYERS 70-43-30-20-00-00-00-00-00000000
 MANAGERS, ALL OTHER
 LEVEL 3 - MANAGER
 CIRCUIT ADMINISTRATOR-DC
 70007878
 11-9199-03(5256) 021(530)

REGIONAL DIRECTORS OFF-COMM CORR REG IV 70-44-40-90-01-00-00-00-00000000
 MANAGERS, ALL OTHER
 LEVEL 2 - MANAGER
 CORRECTIONAL SERVICES ASST ADMIN - SES
 70023973
 11-9199-02(8055) 020(421)

REGIONAL DIRECTORS OFF-COMM CORR REG IV 70-44-40-90-01-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 3 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT I
 70007968
 13-1111-03(2234) 007(021)

REGIONAL DIRECTORS OFF-COMM CORR REG IV 70-44-40-90-01-00-00-00-00000000
 PROBATION OFFICER & CORR TREATMENT SPEC
 LEVEL 1 - PROBATION OFFICER & CORR TREATMENT
 PAROLE/PROBATION SPECIALIST
 70007520
 21-1092-01(8106) 004(017)

REGIONAL DIRECTORS OFF-COMM CORR REG IV 70-44-40-90-01-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 CORRECTIONAL SERVICES CONSULTANT
 70007063
 13-1111-04(8058) 010(023)

REGIONAL DIRECTORS OFF-COMM CORR REG IV 70-44-40-90-01-00-00-00-00000000
 PROBATION OFFICER & CORR TREATMENT SPEC
 LEVEL 1 - PROBATION OFFICER & CORR TREATMENT
 PAROLE/PROBATION SPECIALIST
 70035013
 21-1092-01(8106) 004(017)

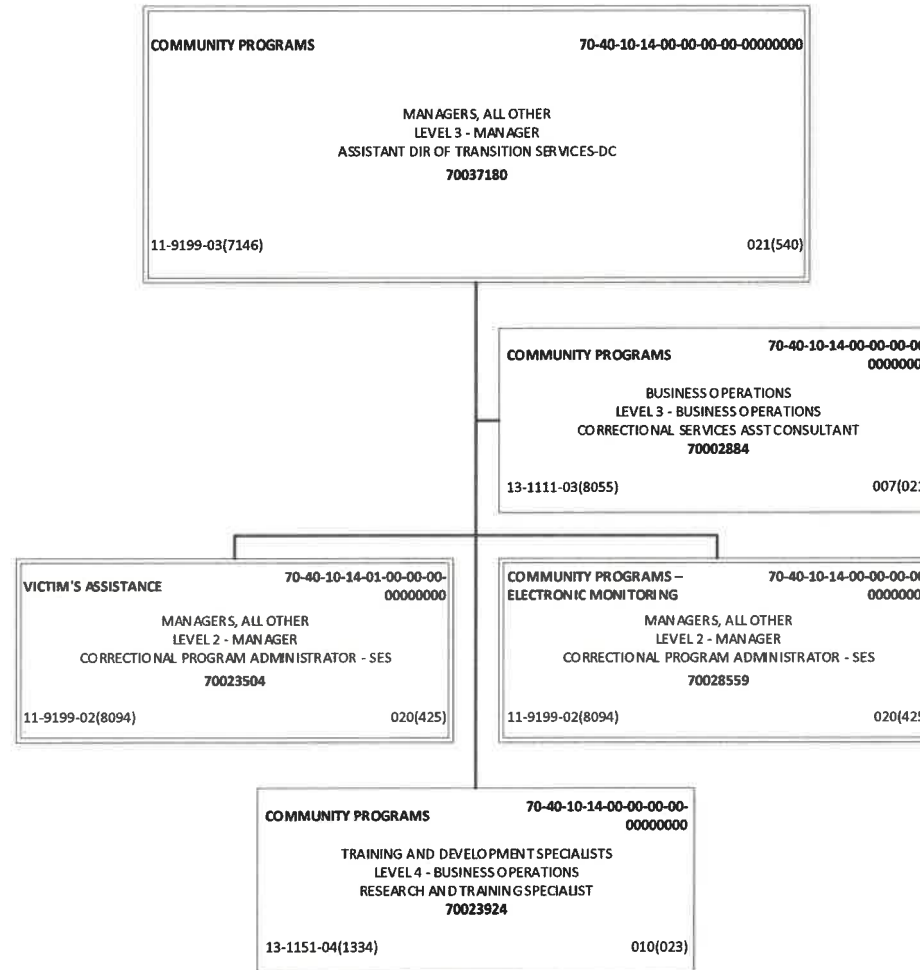
REGIONAL DIRECTORS OFF-COMM CORR REG IV 70-44-40-90-01-00-00-00-00000000
 PROBATION OFFICER & CORR TREATMENT SPEC
 LEVEL 1 - PROBATION OFFICER & CORR TREATMENT
 PAROLE/PROBATION SPECIALIST
 70023931
 21-1092-01(8106) 004(017)

REGIONAL DIRECTORS OFF-COMM CORR REG IV 70-44-40-90-01-00-00-00-00000000
 PROBATION OFFICER & CORR TREATMENT SPEC
 LEVEL 1 - PROBATION OFFICER & CORR TREATMENT
 PAROLE/PROBATION SPECIALIST
 70030637
 21-1092-01(8106) 004(017)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS
 Bureau/Comparable: COMMUNITY PROGRAMS

COMMUNITY PROGRAMS

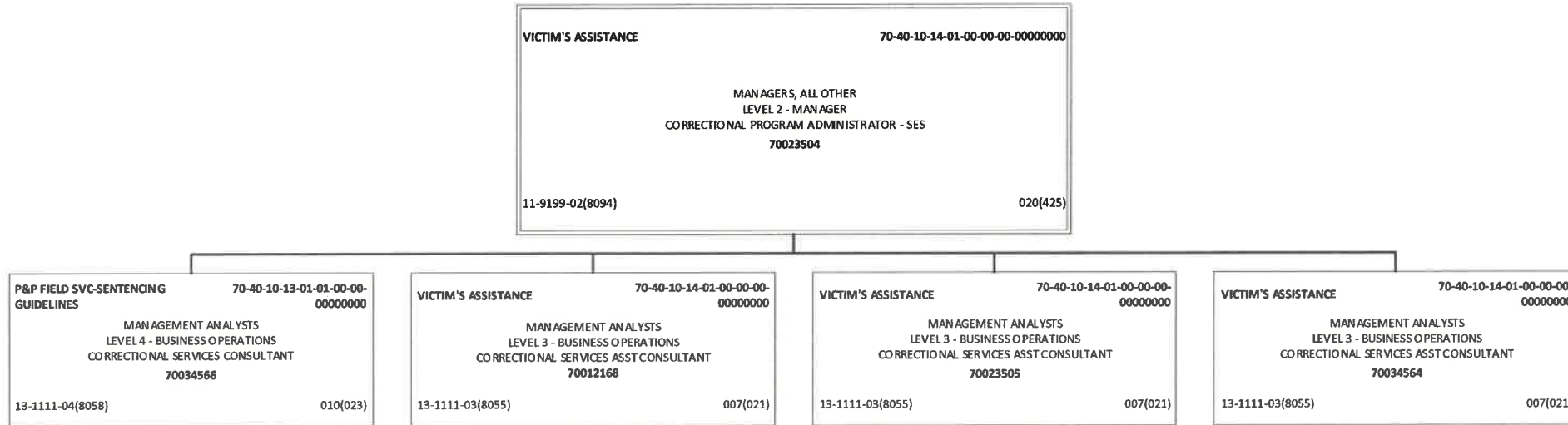
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS
 Bureau/Comparable: COMMUNITY PROGRAMS
 Sect/Sub-Section: VICTIM'S ASSISTANCE

VICTIM'S ASSISTANCE

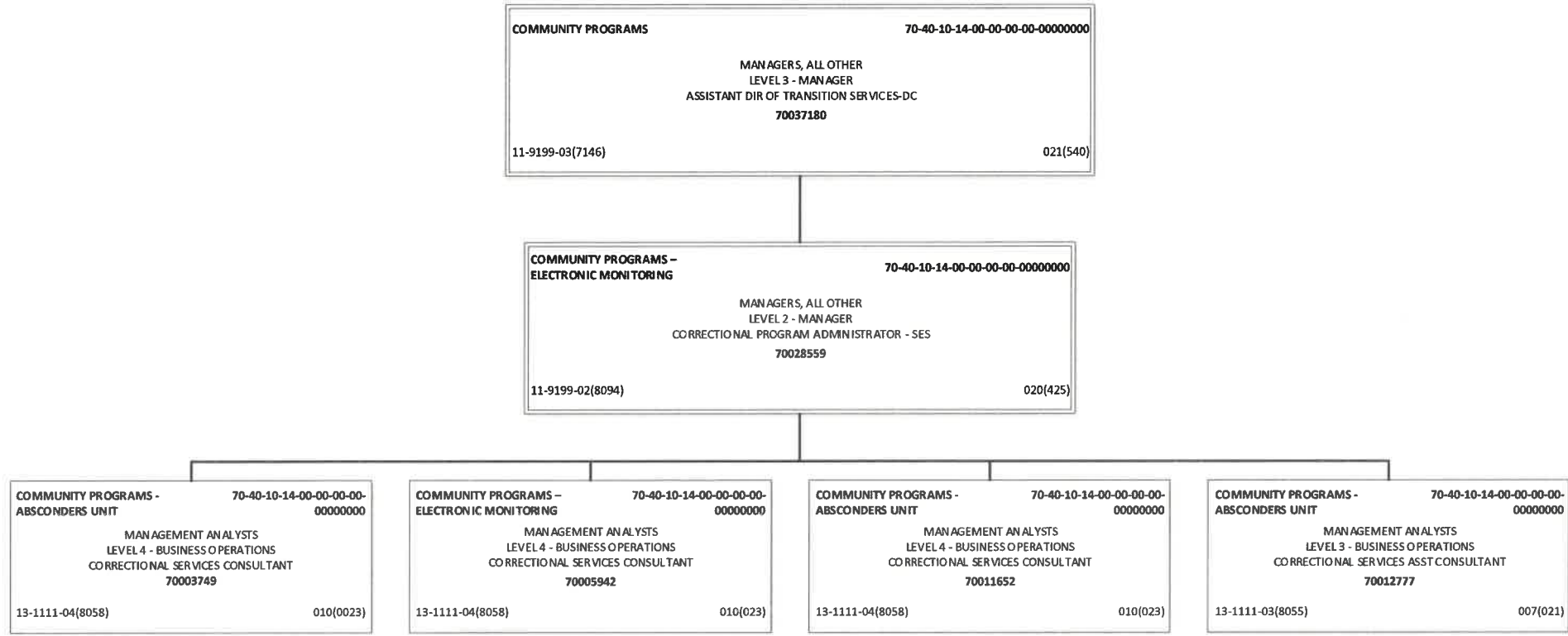
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ELECTRONIC MONITORING

CURRENT

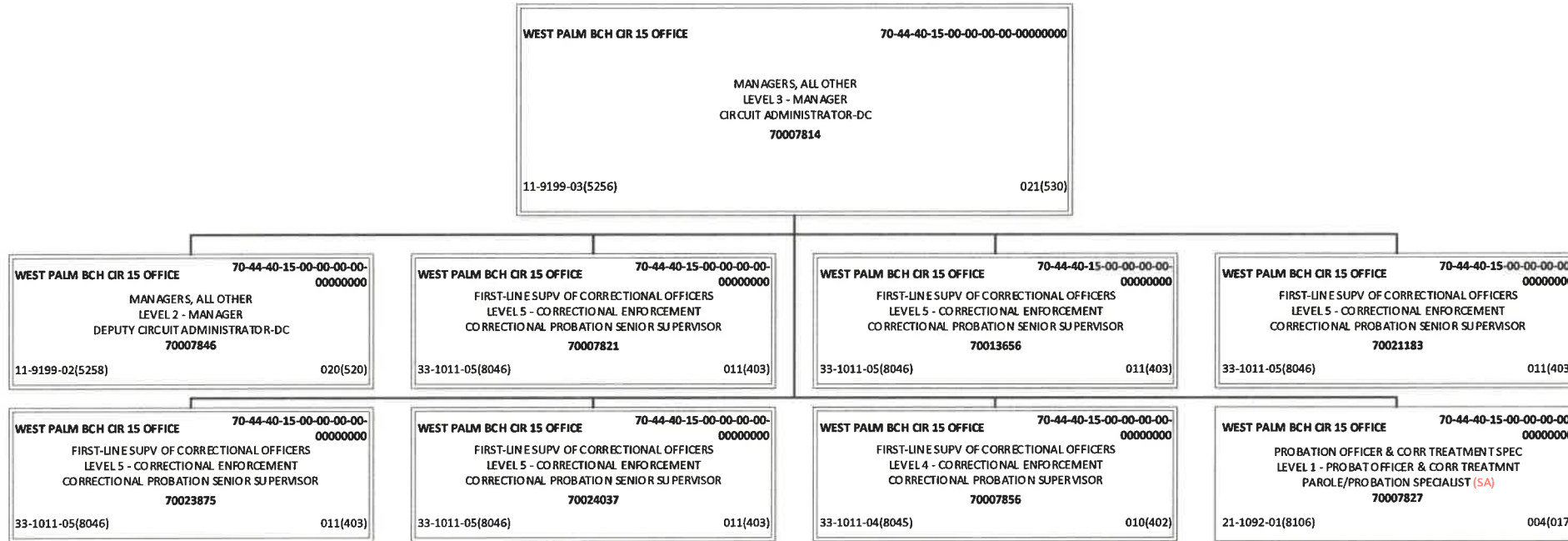
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS
 Bureau/Comparable: COMMUNITY PROGRAMS
 Sect/Sub-Section: SECURITY



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CA 07814)

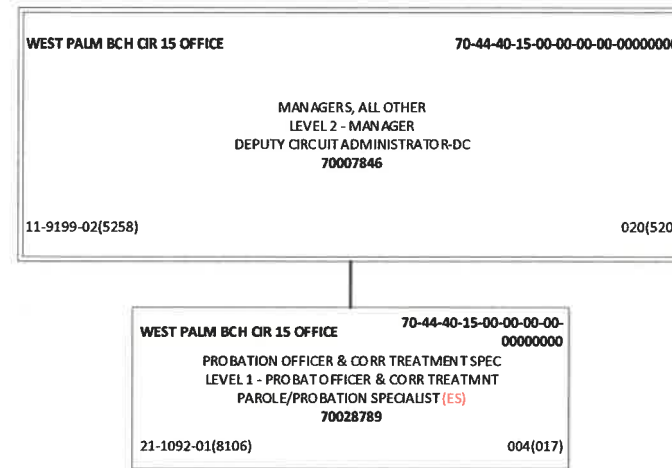
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (DCA 07846)

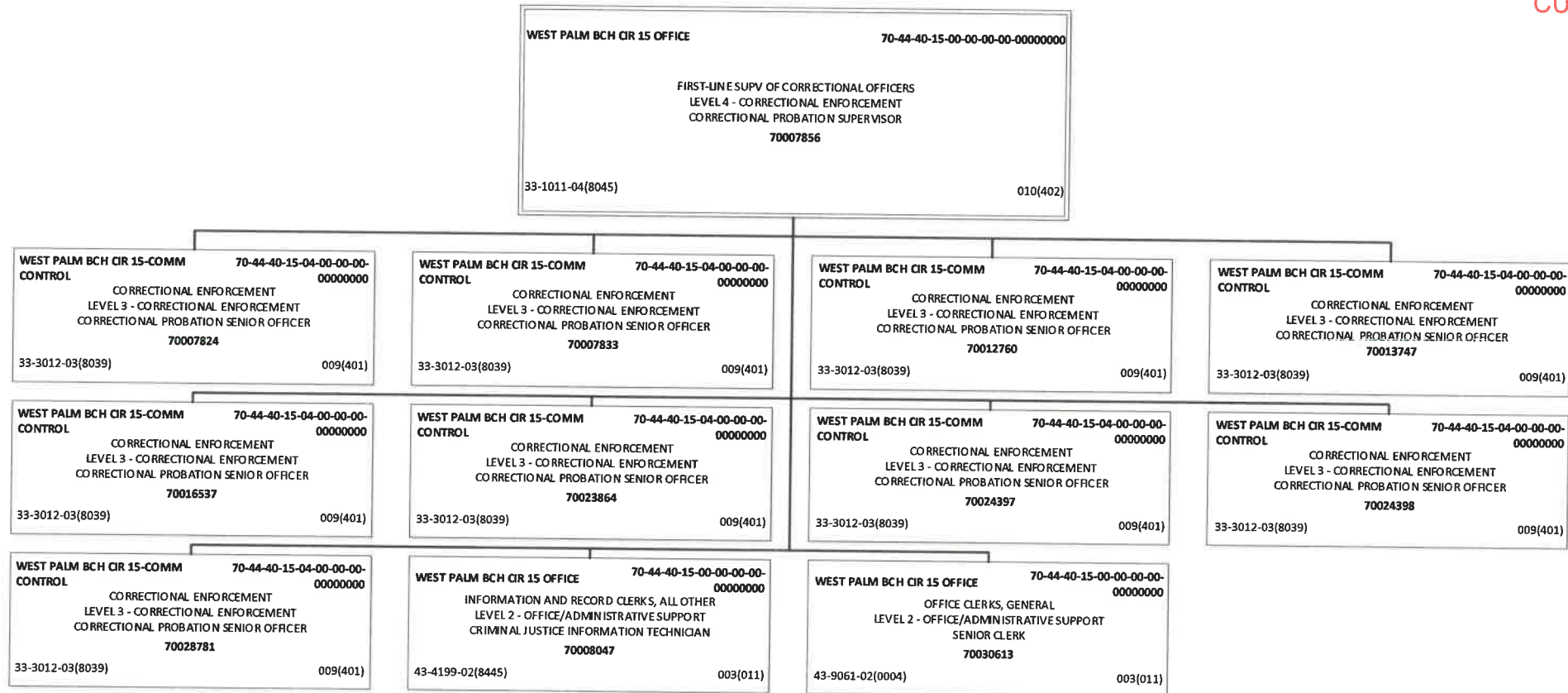
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPSupv 07856)

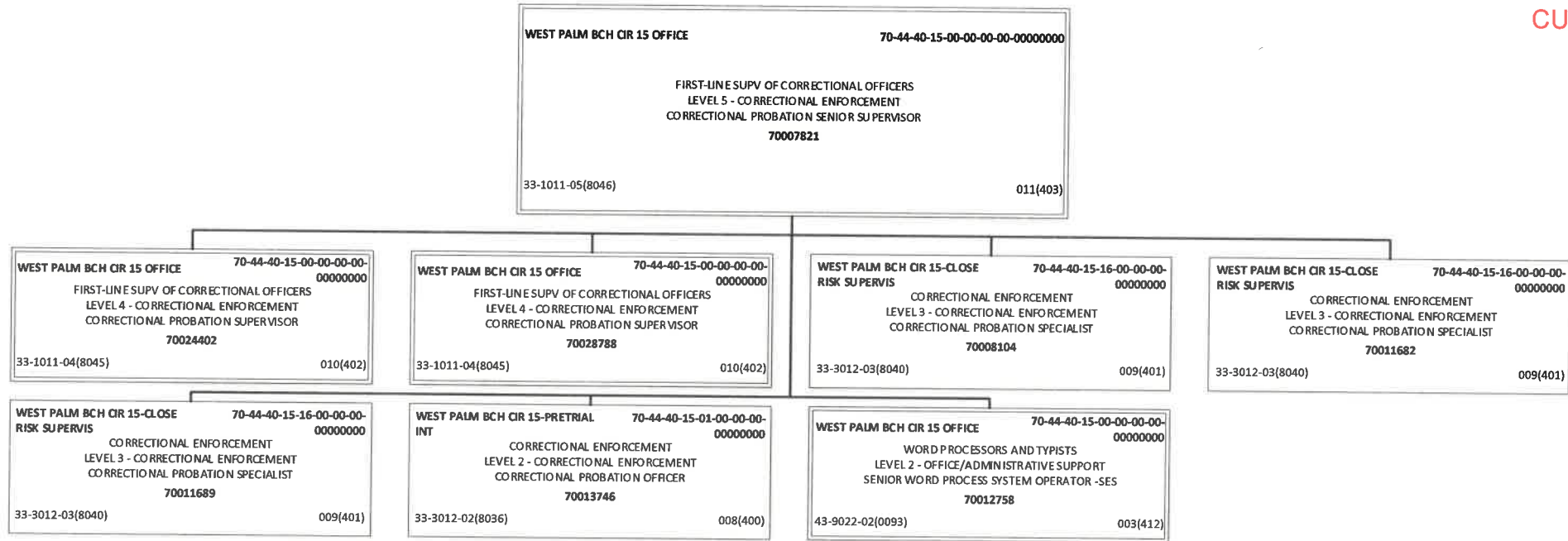
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPSS 07821)

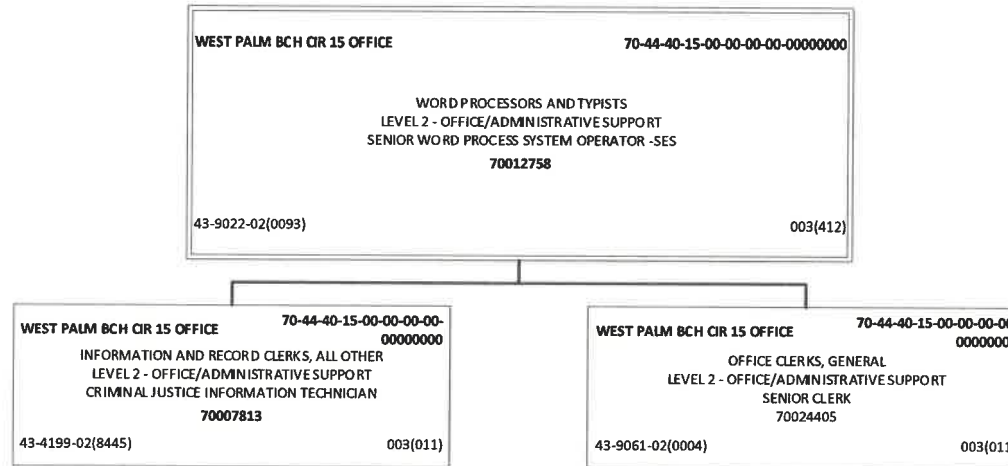
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (SWPSO-SES 12758)

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 – WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPSupv 24402)

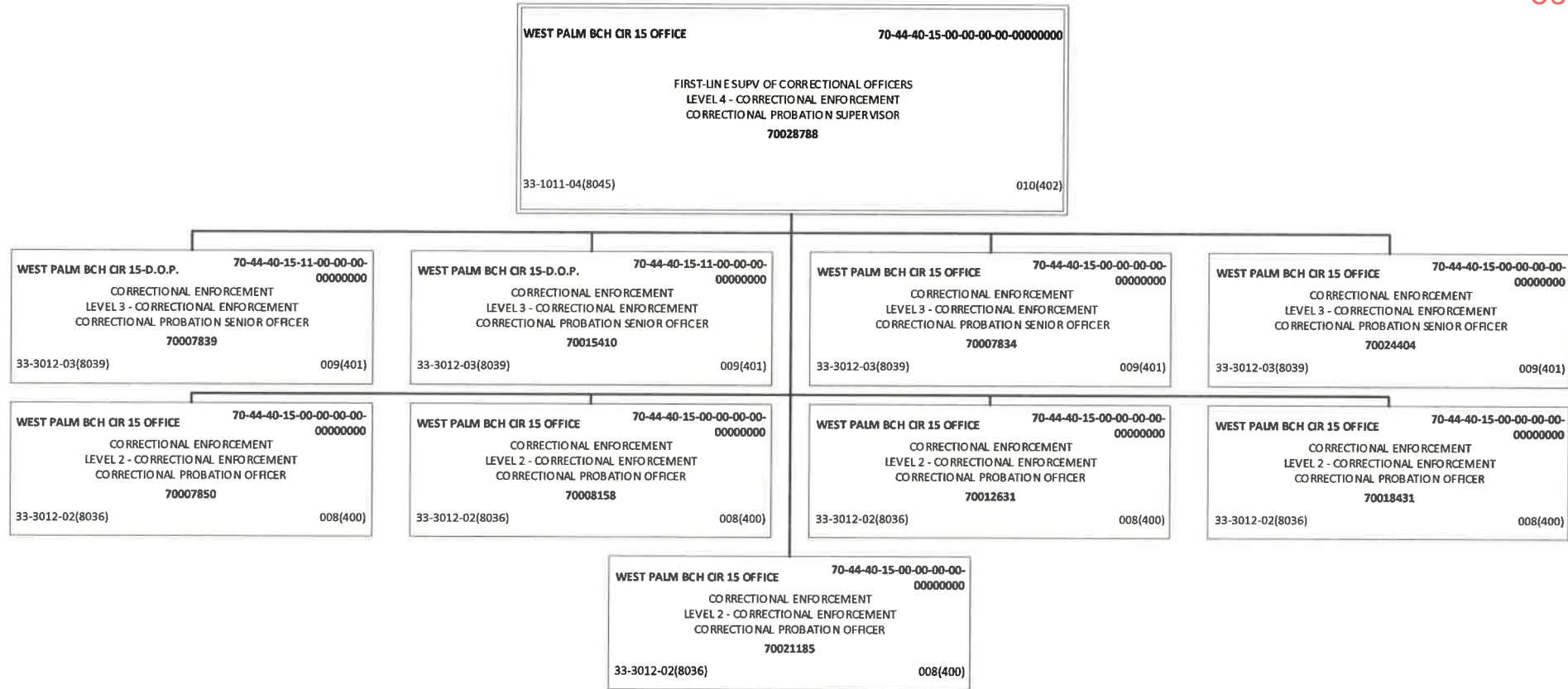
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPSupv 28788)

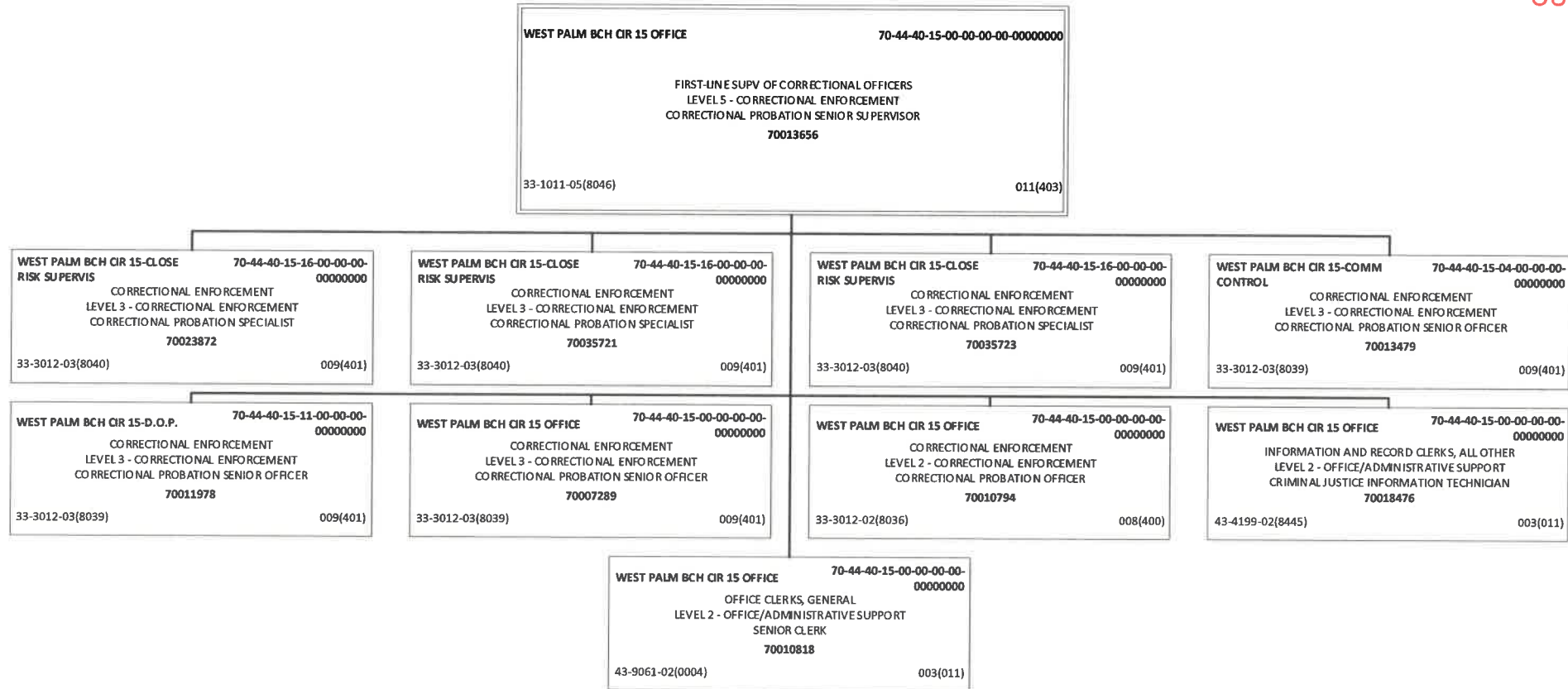
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPSS 13656)

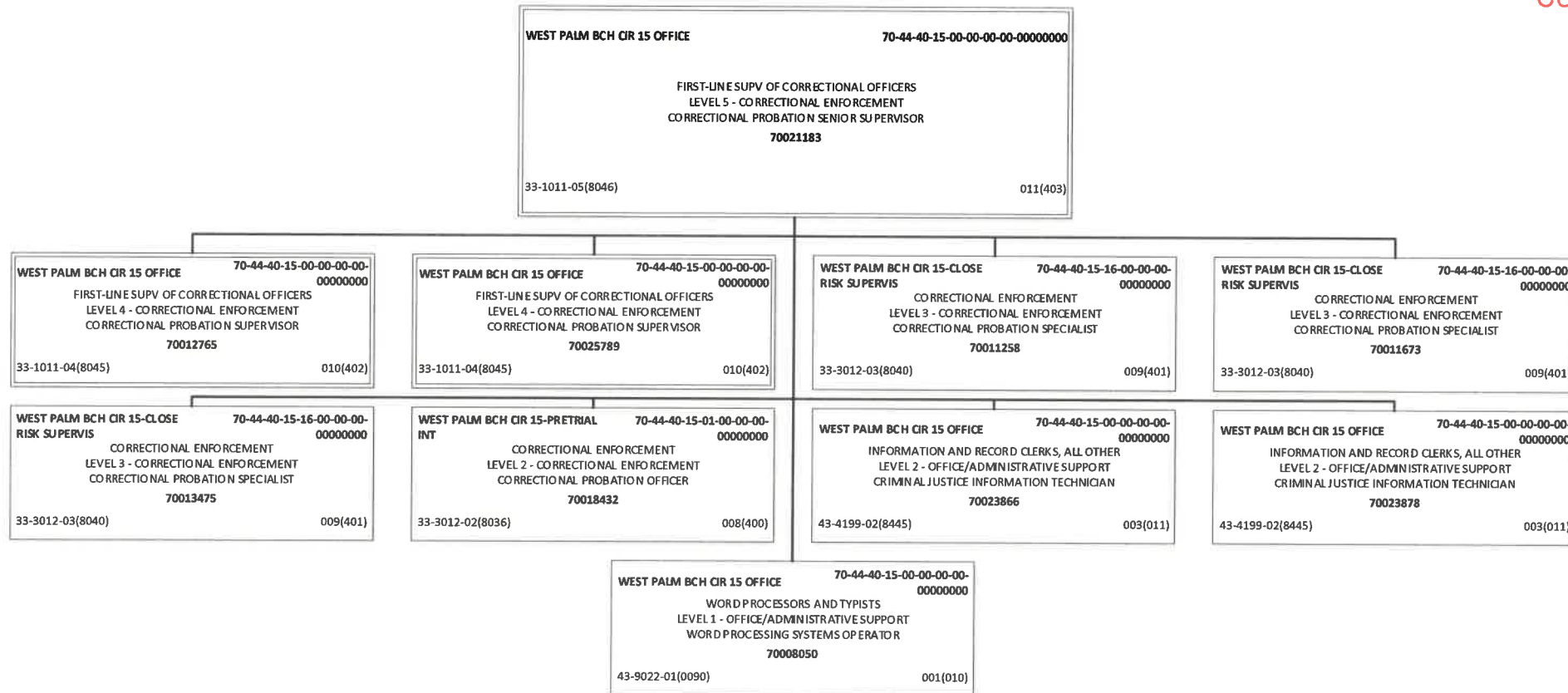
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPSS 21183)

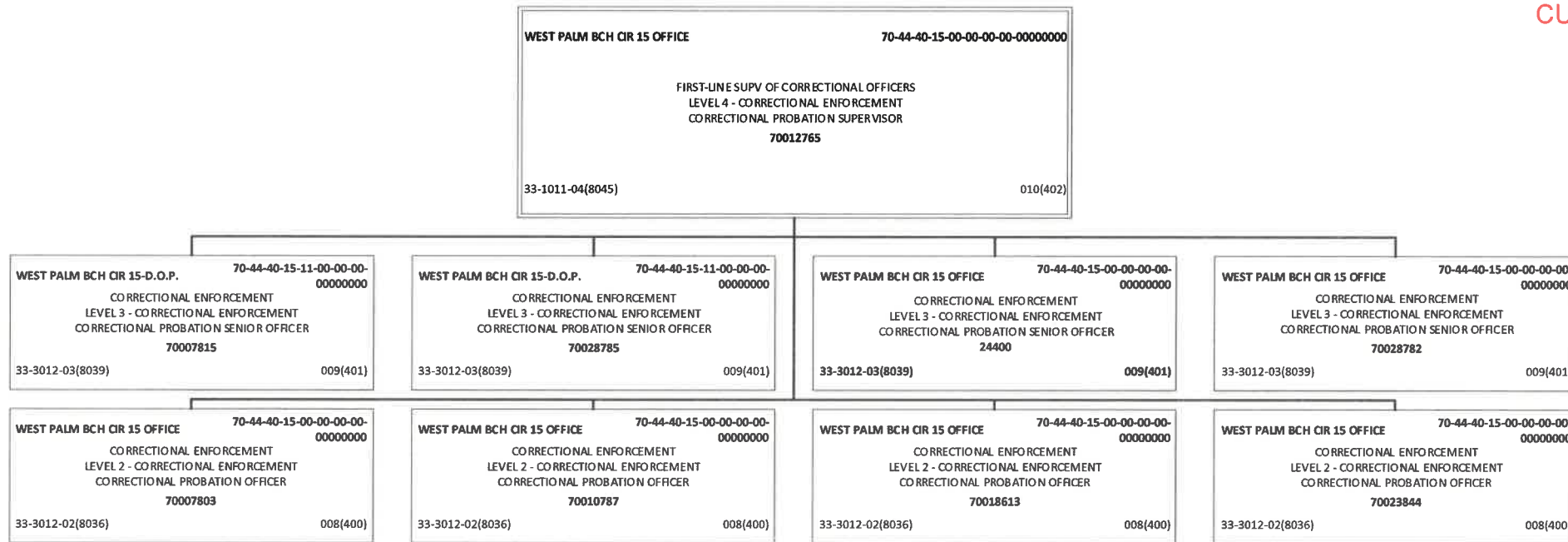
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPSupv 12765)

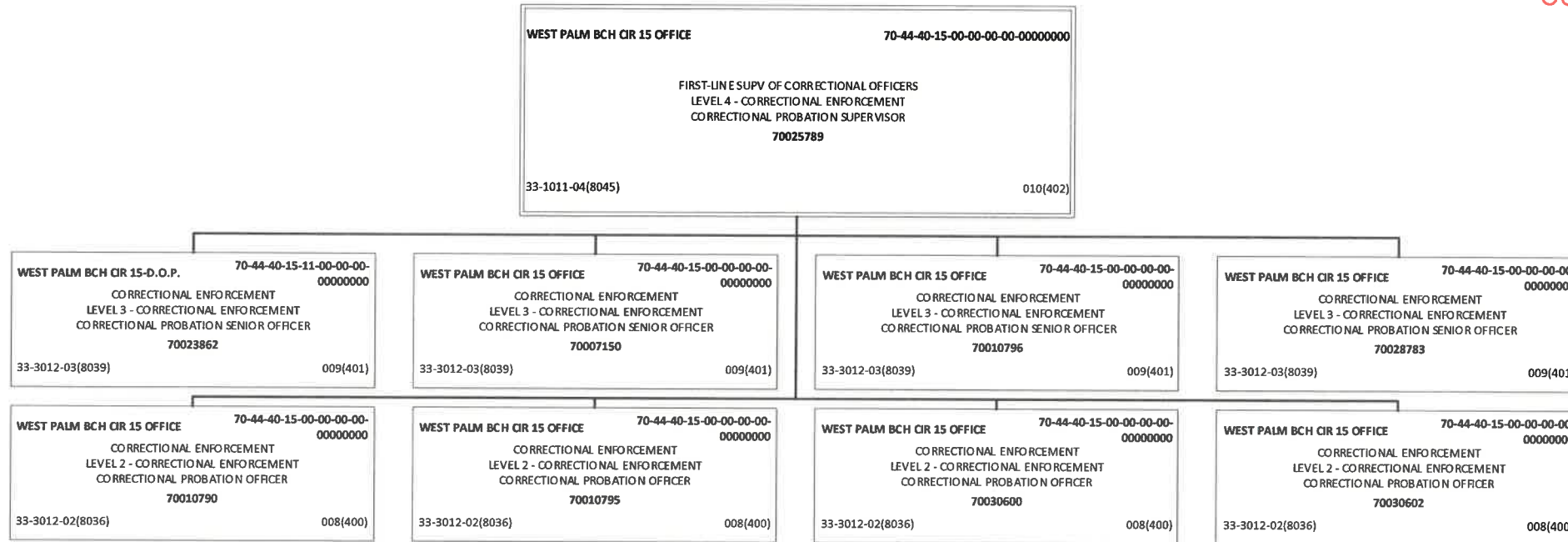
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPSupv 25789)

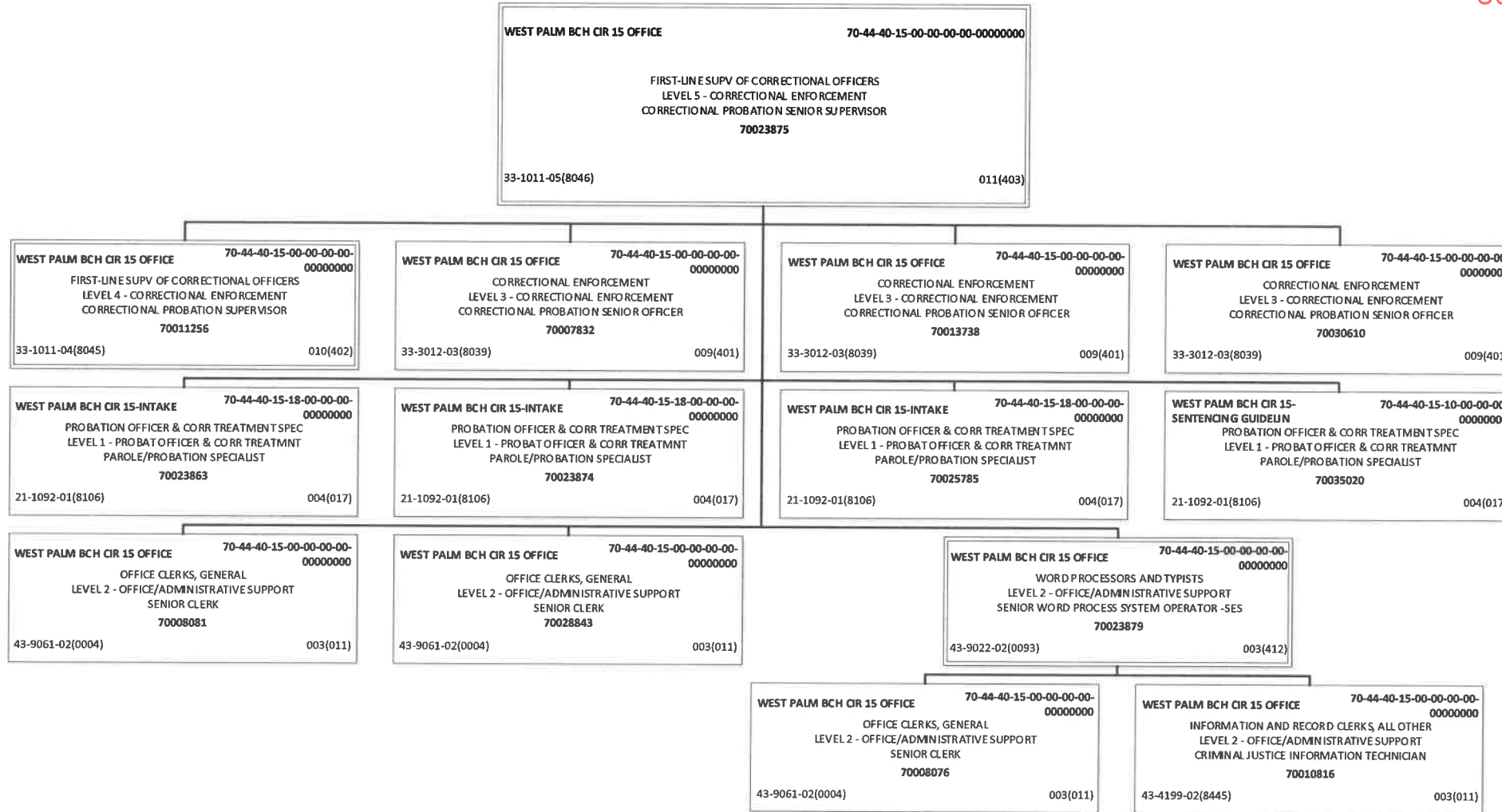
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPSS 23875)

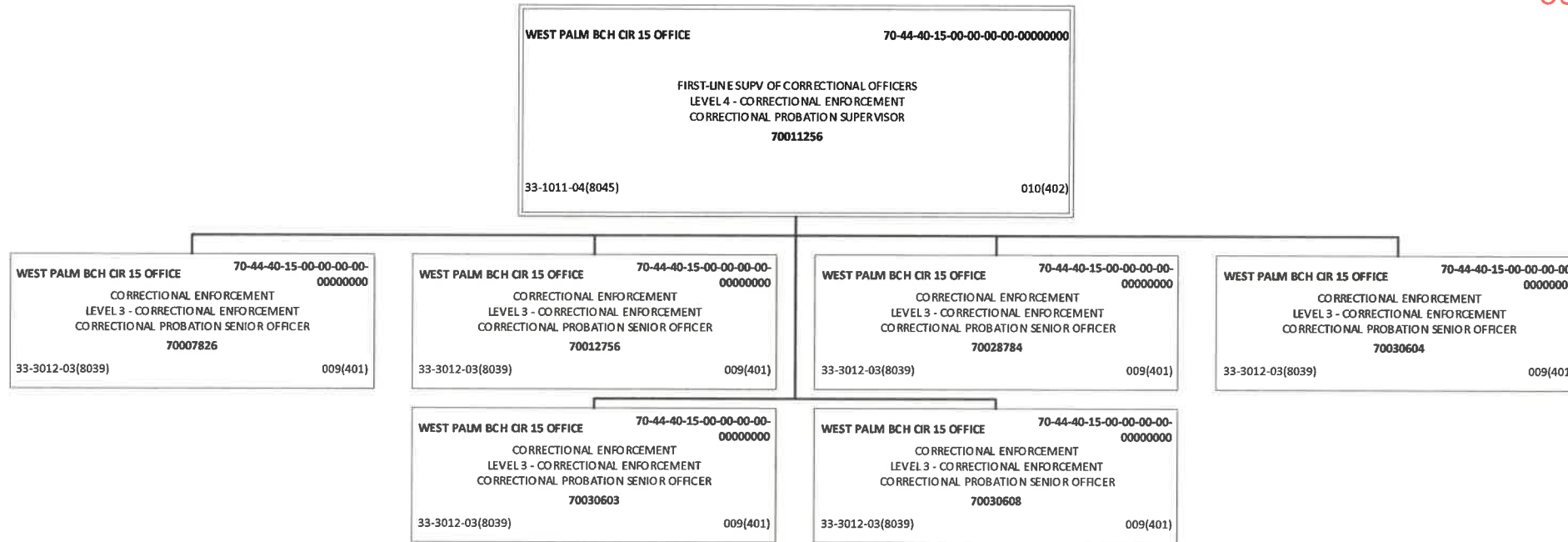
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 CPSupv 11256)

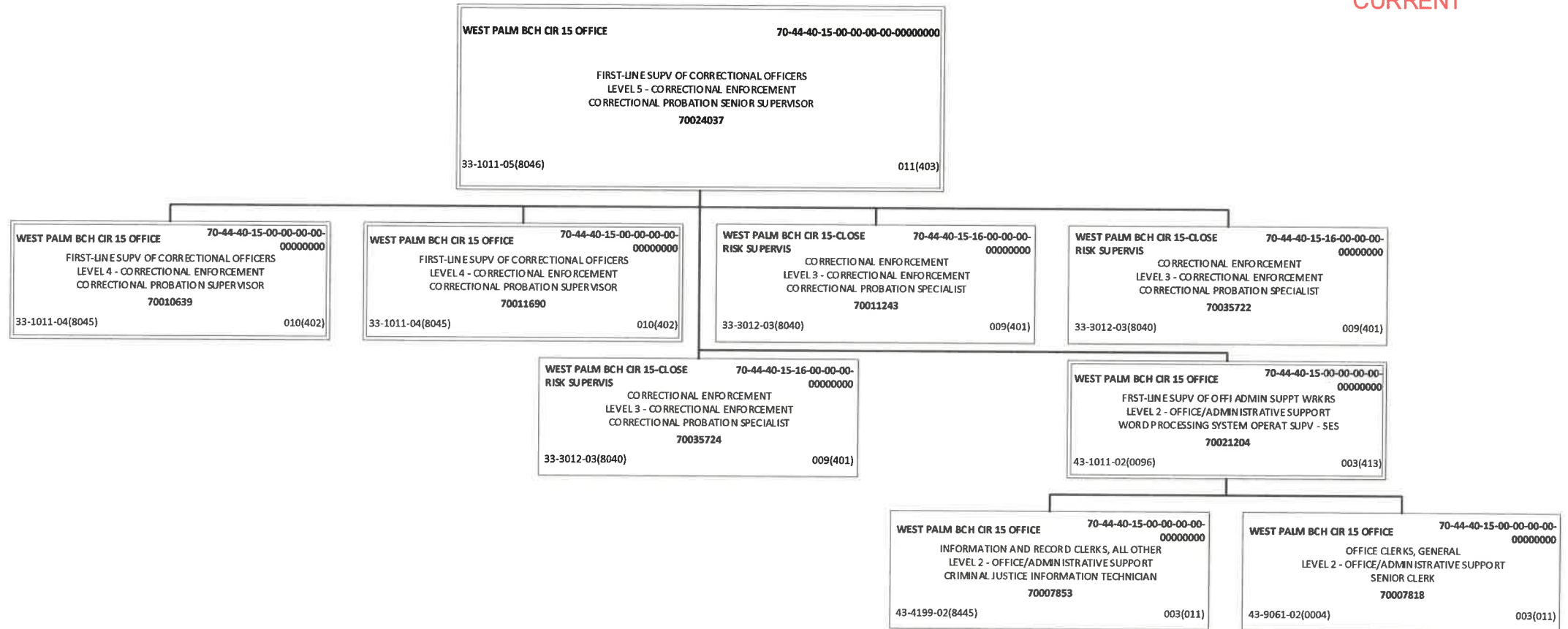
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPSS 24037)

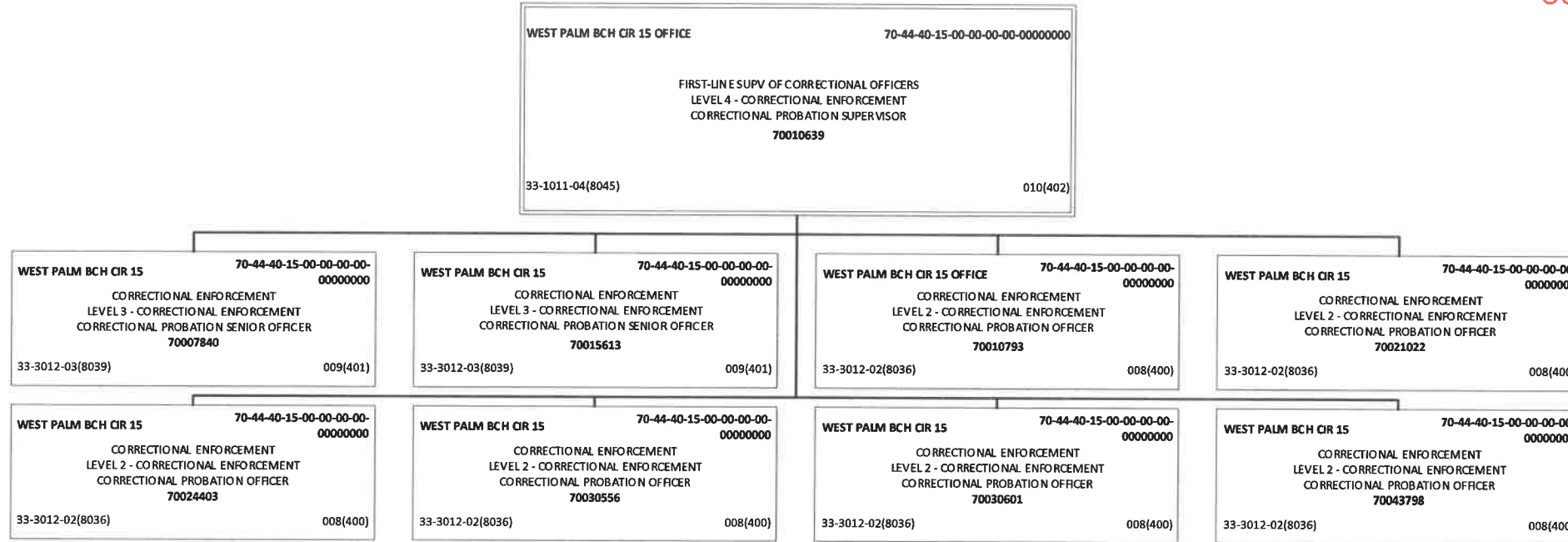
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 - WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPSupv 10639)

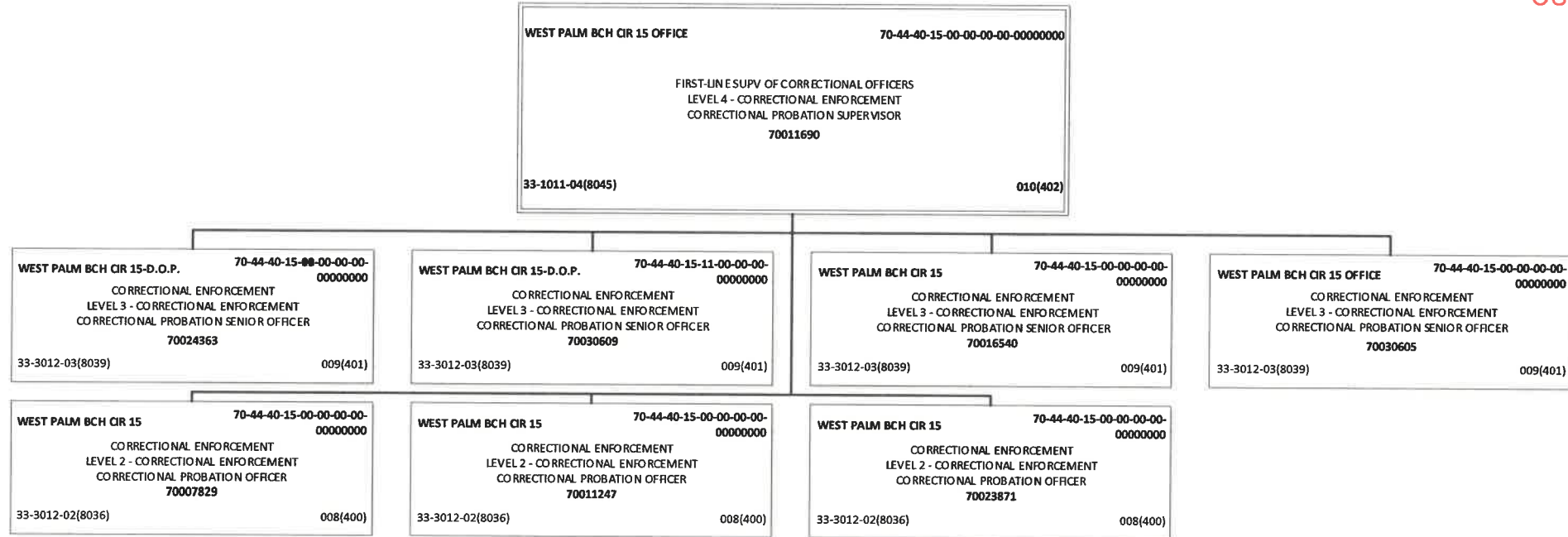
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: COMMUNITY CORRECTIONS/REGIONAL DIRECTOR'S OFF COMM CORR REG 4
 Bureau/Comparable: CIRCUIT 15 – WEST PALM BEACH

WEST PALM BEACH - CIRCUIT 15 (CPS 11690)

CURRENT



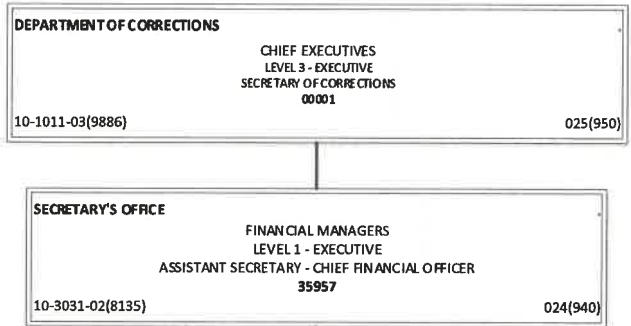
CHIEF FINANCIAL OFFICER

CURRENT

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: INFORMATION MANAGEMENT
 Bureau/Comparable: BUSINESS SOLUTIONS
 Bureau/Comparable: SYSTEMS DEVELOPMENT
 Bureau/Comparable: INFRASTRUCTURE & OPERATIONS
 Bureau/Comparable: FIELD TECHNOLOGY SERVICES
 Section/Subsection: INFORMATION SECURITY

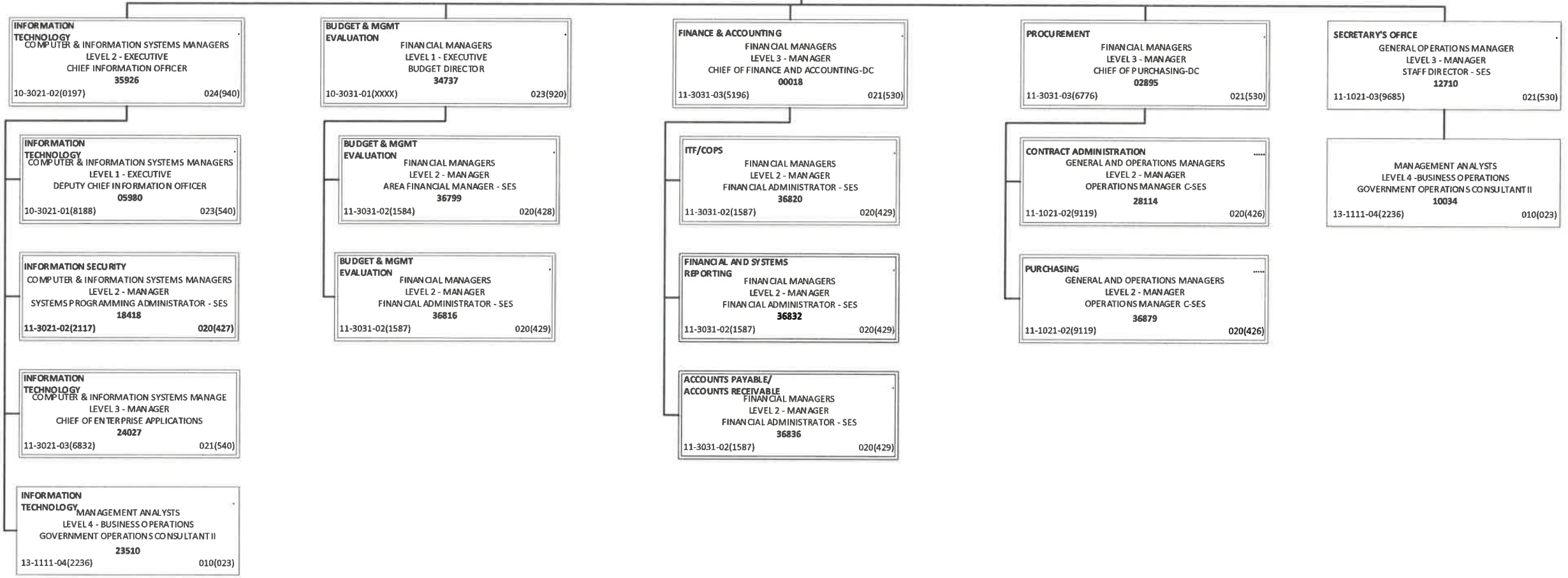
Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: BUDGET & MGMT. EVALUATION
 Bureau/Comparable: FINANCE & ACCOUNTING
 Section/Subsection: ITF/COPS
 Section/Subsection: FINANCIAL AND SYSTEMS REPORTING
 Section/Subsection: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE
 Section/Subsection: PROP INV./FIELD AUDIT

Division/Comparable: CHIEF FINANCIAL OFFICER/PROCUREMENT
 Bureau/Comparable: PURCHASING
 Bureau/Comparable: CONTRACT ADMINISTRATION



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Statute 282.318(4), "Information Technology Security Act", to include: Reporting to Agency Head



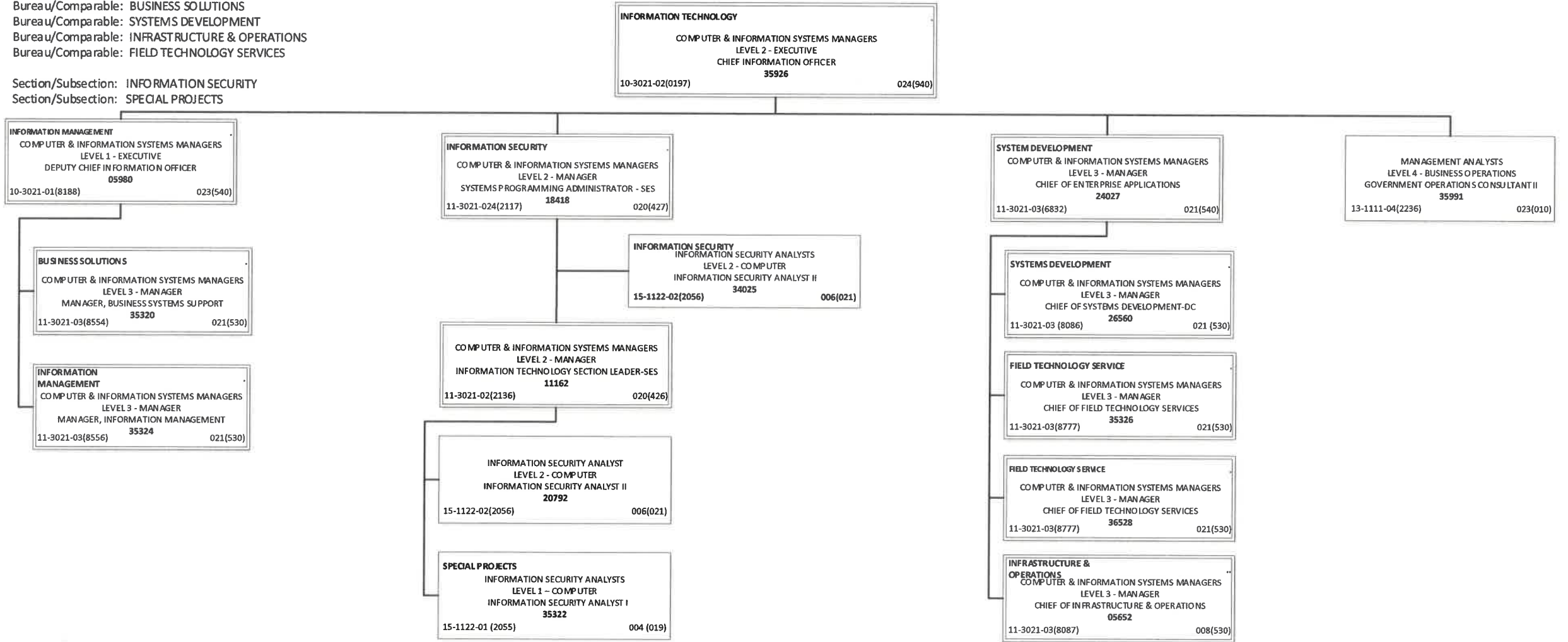
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY

OIT-Information Technology

CURRENT

Bureau/Comparable: INFORMATION MANAGEMENT
 Bureau/Comparable: BUSINESS SOLUTIONS
 Bureau/Comparable: SYSTEMS DEVELOPMENT
 Bureau/Comparable: INFRASTRUCTURE & OPERATIONS
 Bureau/Comparable: FIELD TECHNOLOGY SERVICES

Section/Subsection: INFORMATION SECURITY
 Section/Subsection: SPECIAL PROJECTS

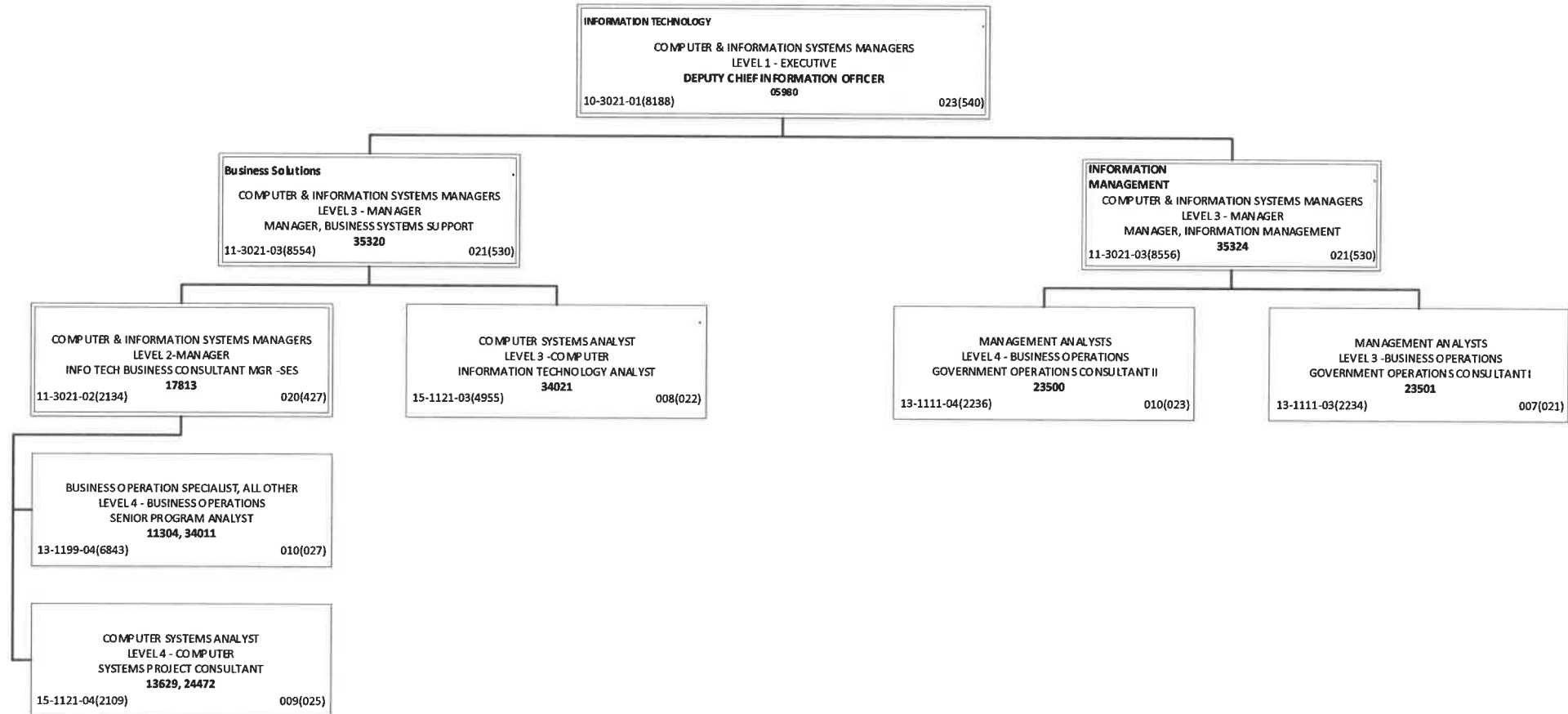


Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY

Bureau/Comparable: BUSINESS SOLUTIONS
Bureau/Comparable: INFORMATION MANAGEMENT

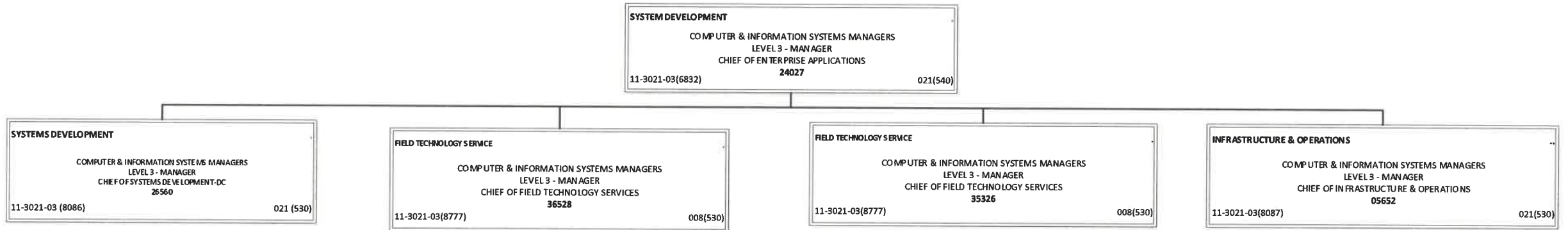
OIT-Business Solutions

CURRENT



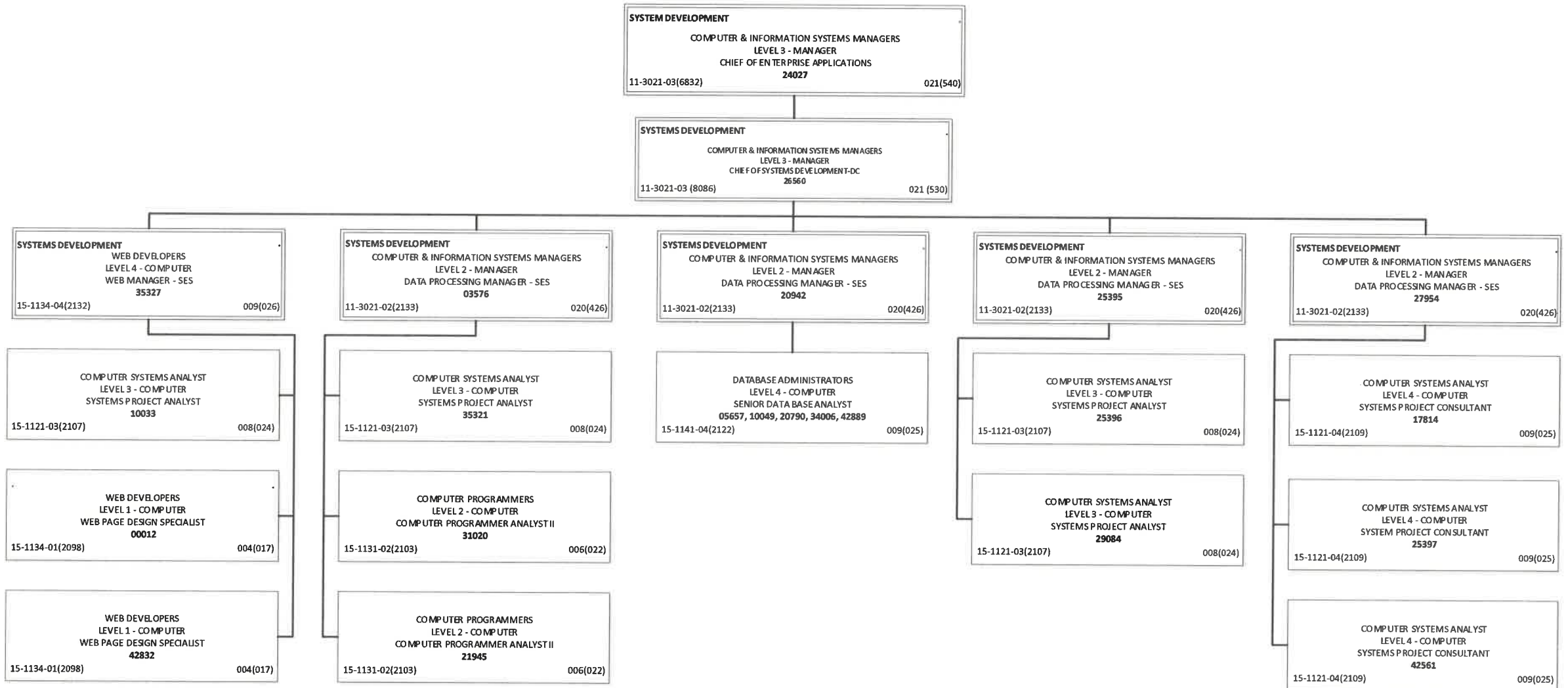
OIT-ENTERPRISE APPLICATIONS

CURRENT



OIT-Systems Development

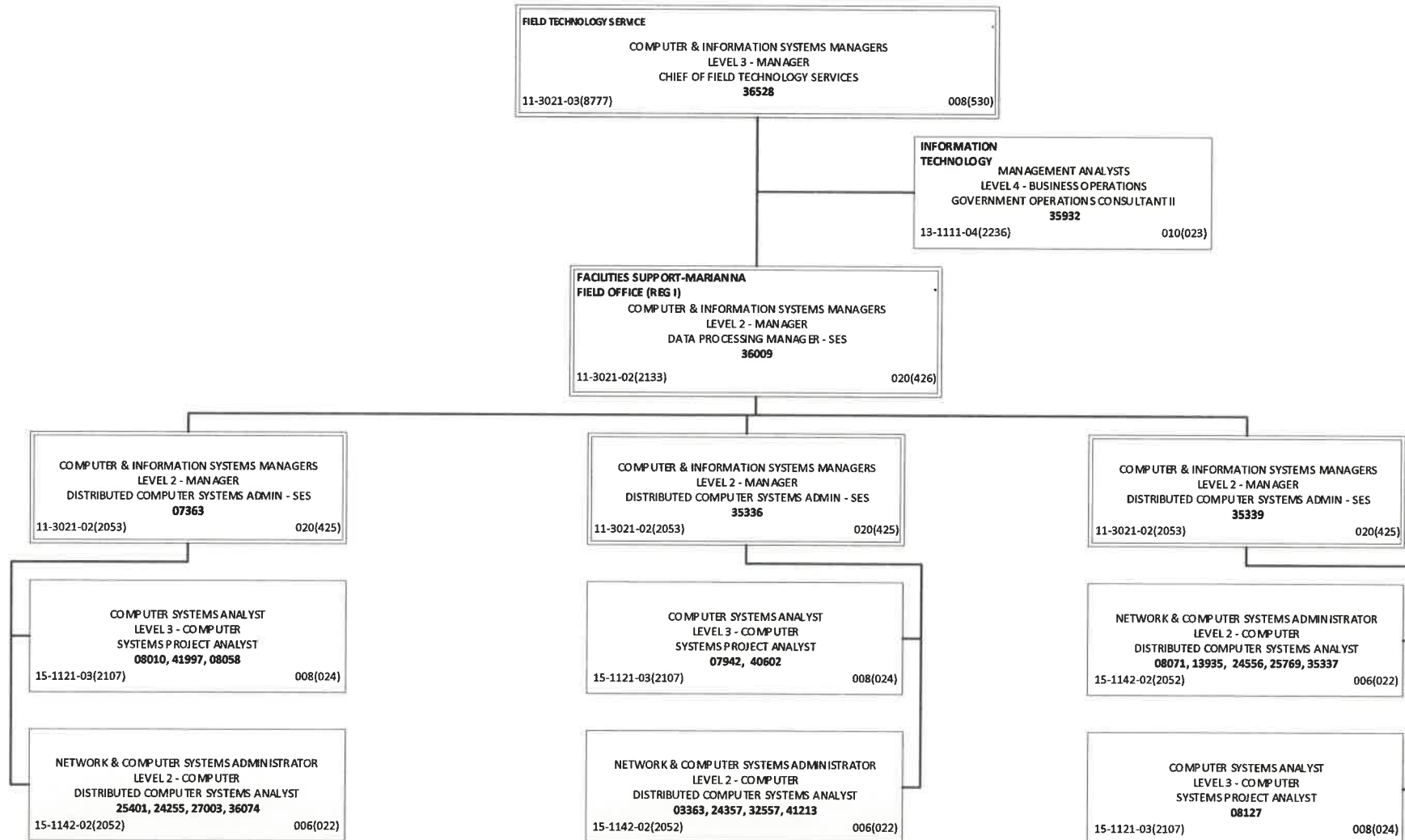
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: FACILITIES SUPPORT/FIELD SUPPORT
 Section/Subsection: REG I

OIT-Facilities Support/Field Support REG I

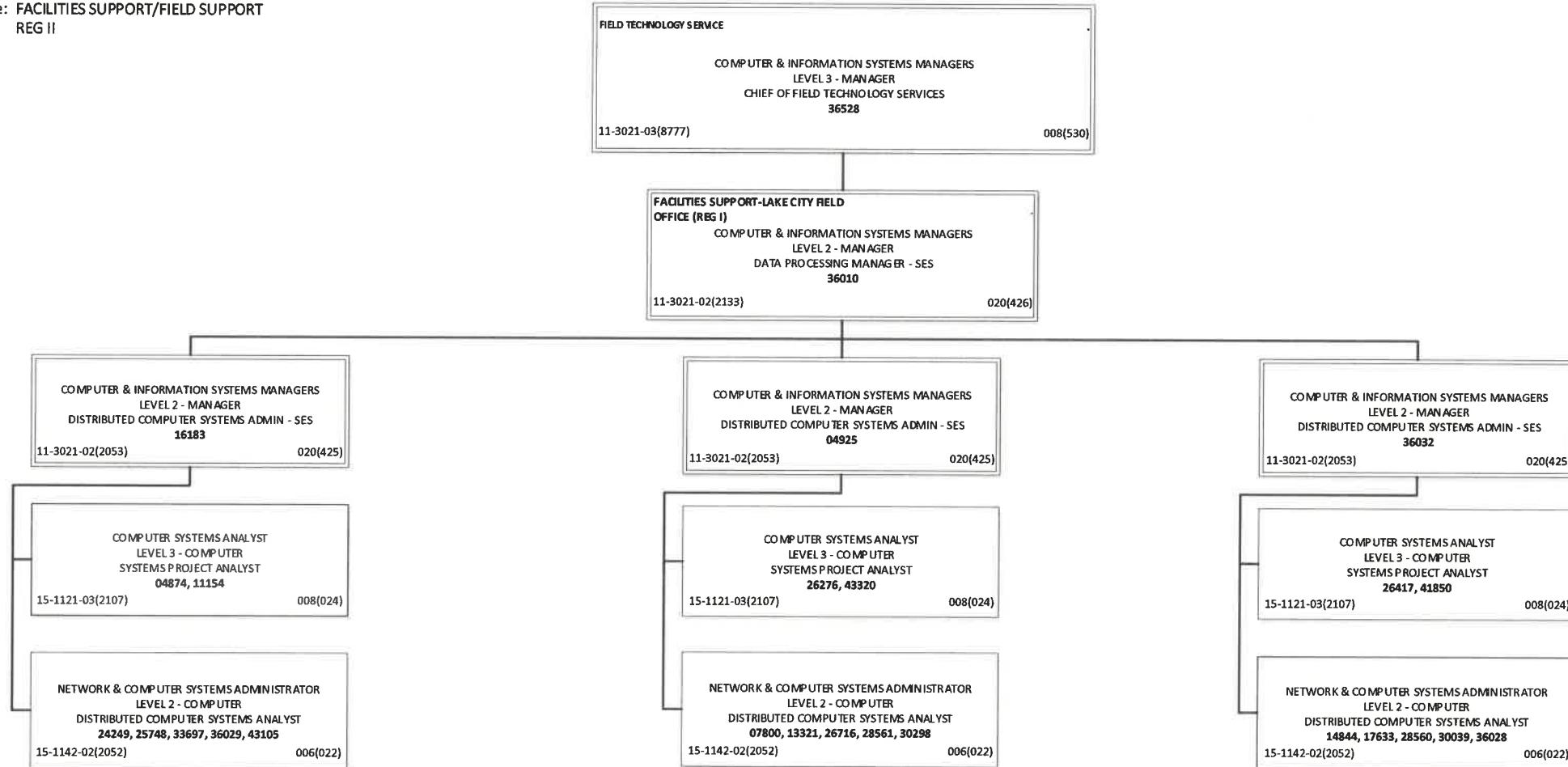
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: FACILITIES SUPPORT/FIELD SUPPORT
 Section/Subsection: REG II

OIT-Facilities Support/Field Support REG II

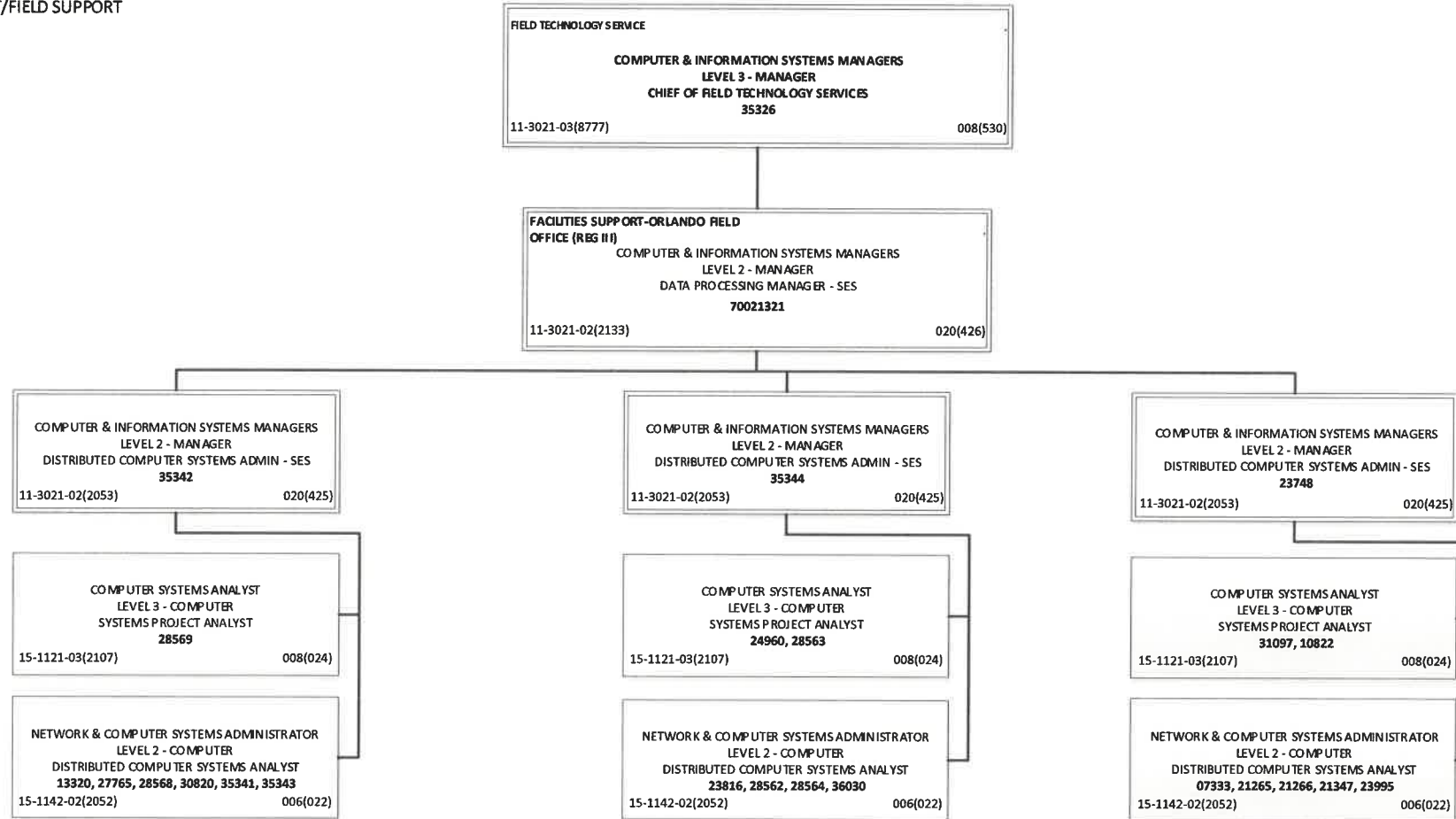
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: FACILITIES SUPPORT/FIELD SUPPORT
 Section/Subsection: REG III

OIT-Facilities Support/Field Support REG III

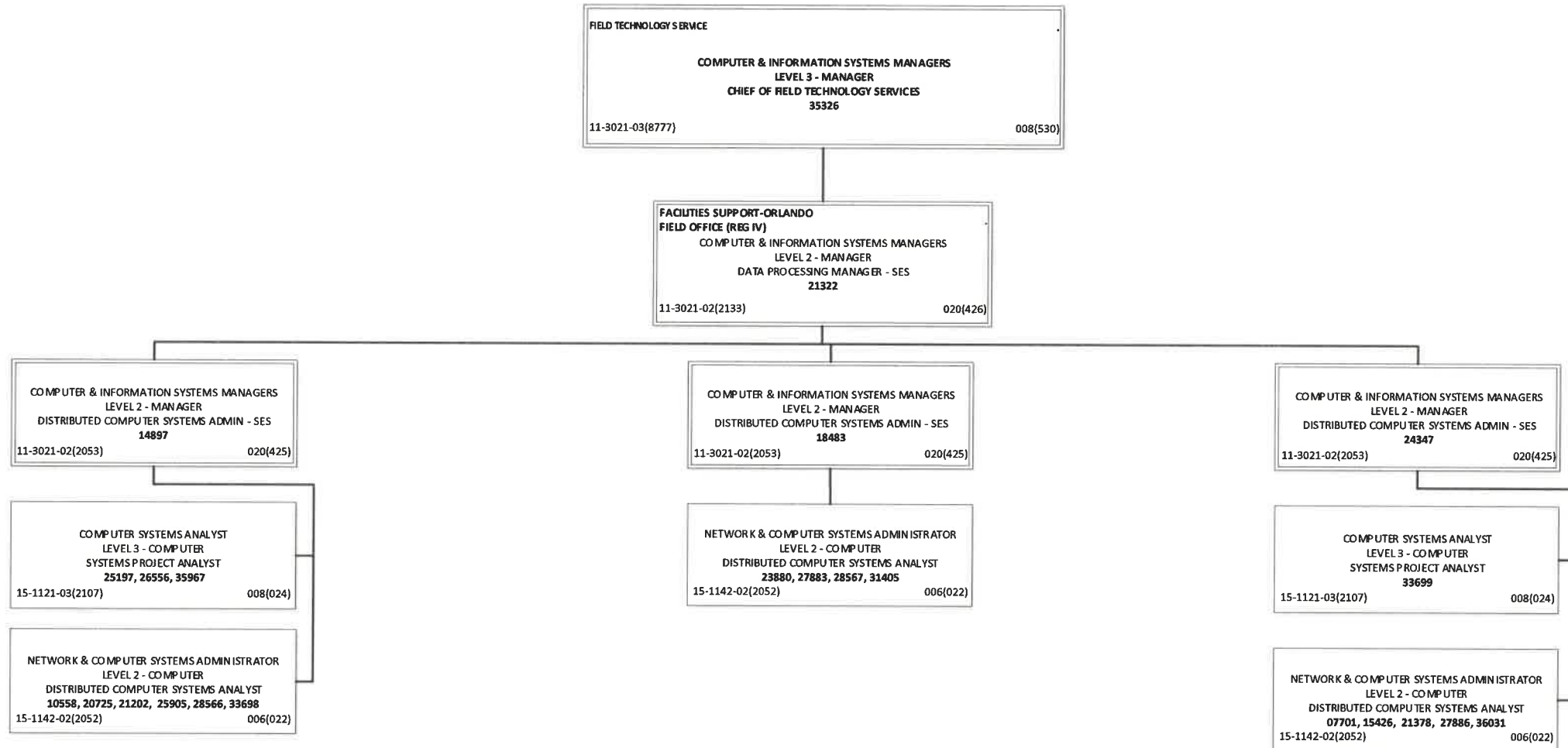
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: FACILITIES SUPPORT/FIELD SUPPORT
 Section/Subsection: REG IV

OIT-Facilities Support/Field Support REG IV

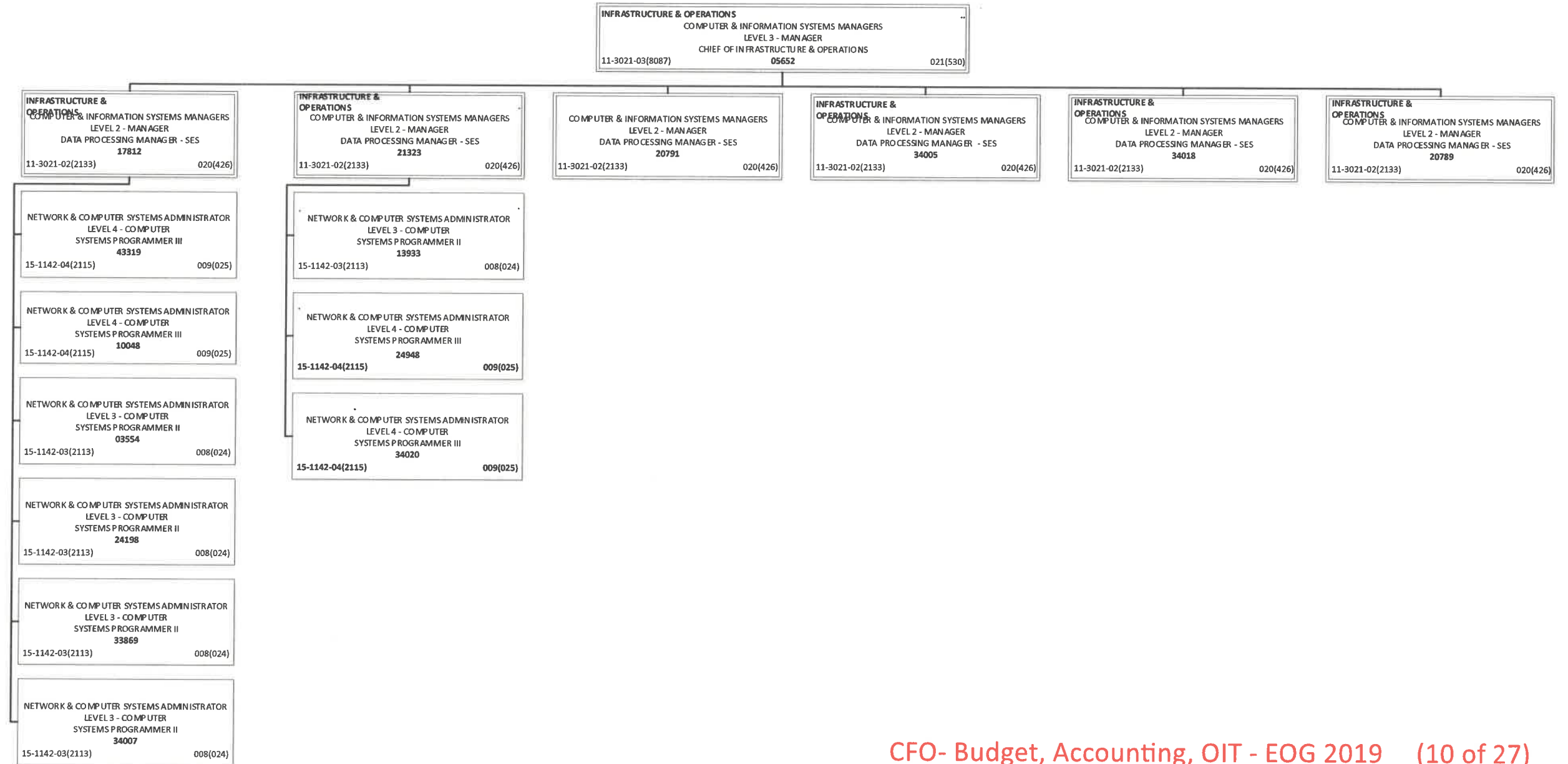
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: INFRASTRUCTURE & OPERATIONS
 Section/Subsection:

OIT-Infrastructure&Operations (1)

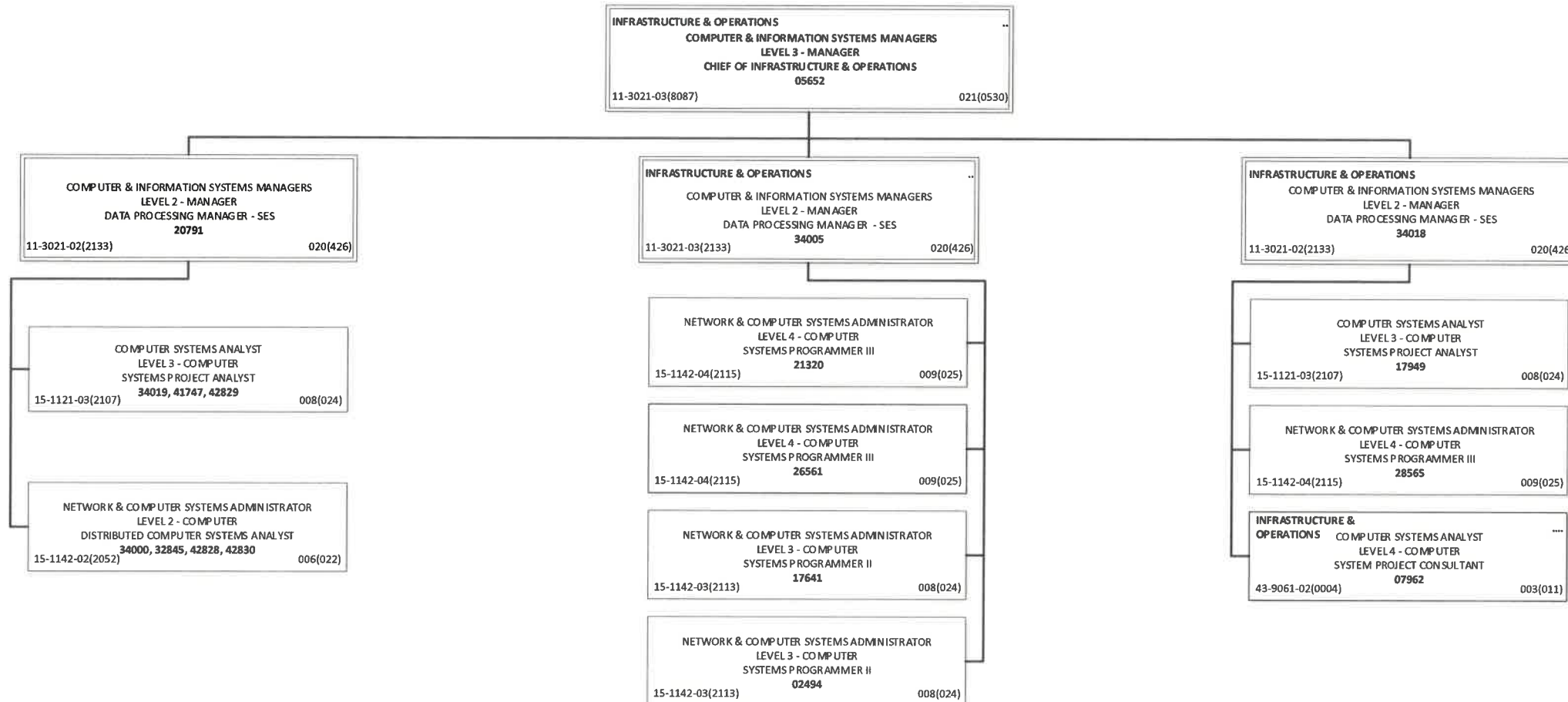
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: INFRASTRUCTURE & OPERATIONS
 Section/Subsection:

OIT-Infrastructure&Operations (2)

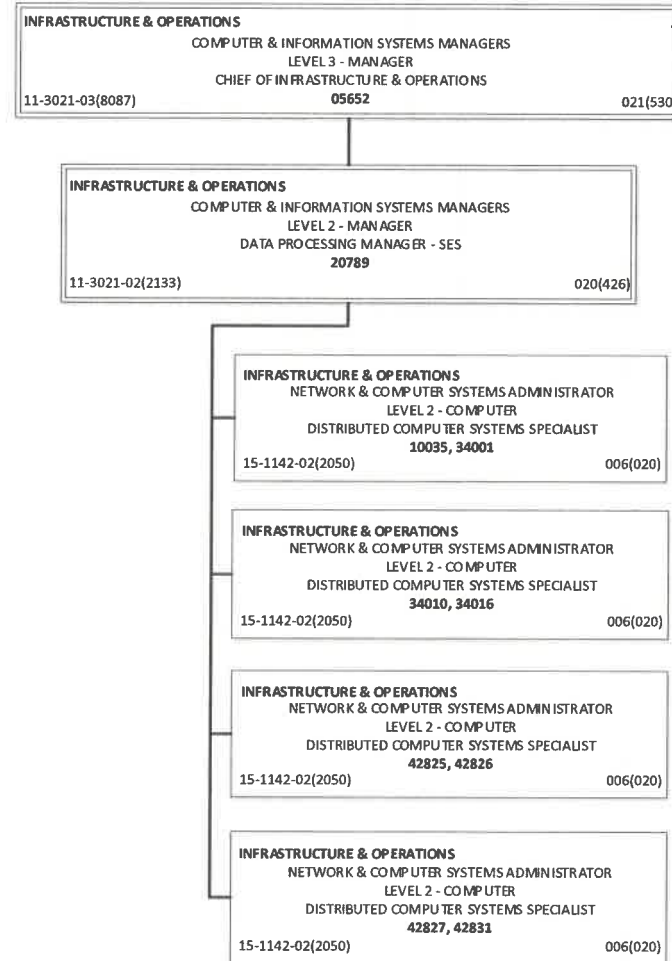
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER/INFORMATION TECHNOLOGY
 Bureau/Comparable: INFRASTRUCTURE & OPERATIONS
 Section/Subsection:

OIT-Infrastructure&Operations (3)

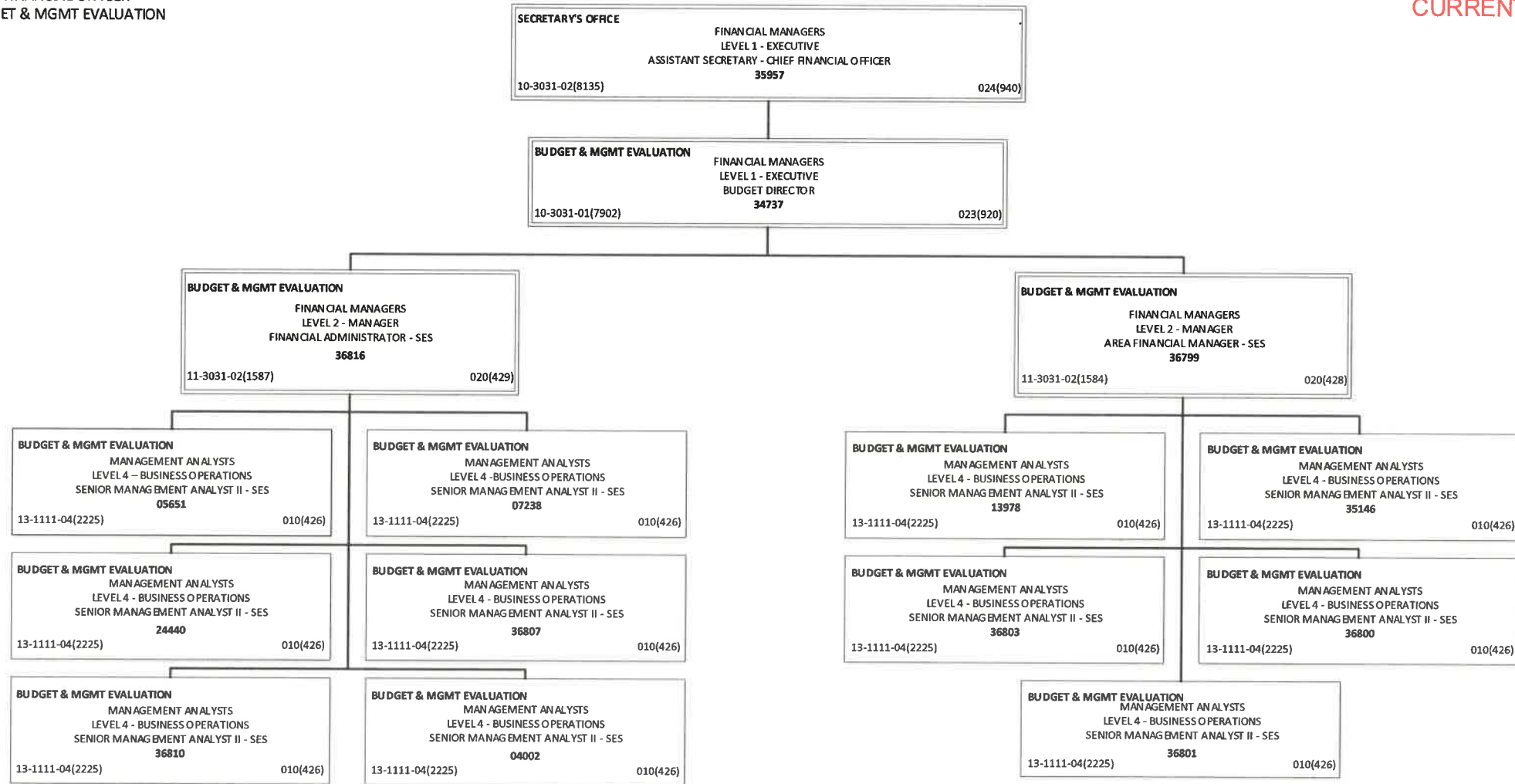
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: BUDGET & MGMT EVALUATION

BUDGET

CURRENT

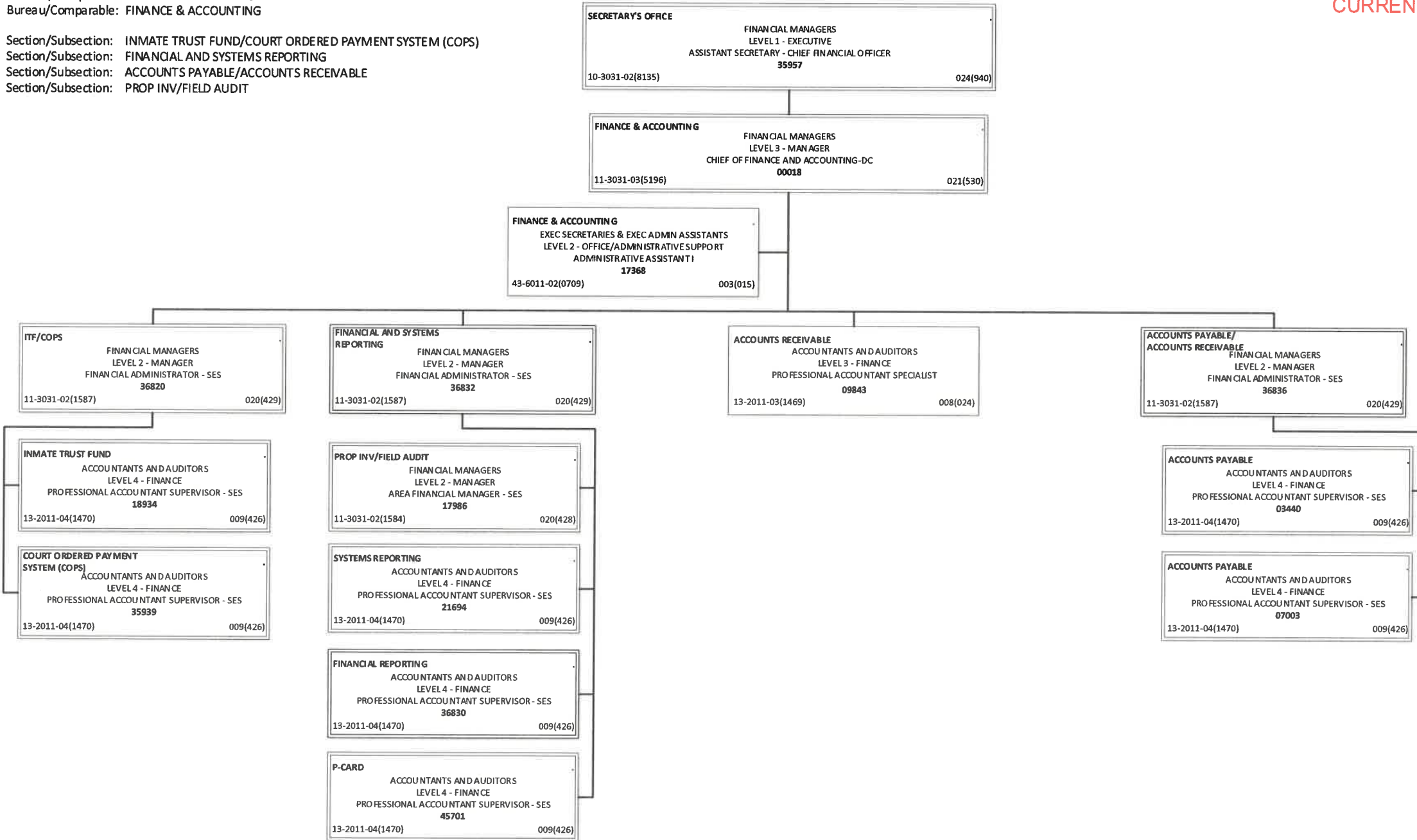


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: INMATE TRUST FUND/COURT ORDERED PAYMENT SYSTEM (COPS)
 Section/Subsection: FINANCIAL AND SYSTEMS REPORTING
 Section/Subsection: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE
 Section/Subsection: PROP INV/FIELD AUDIT

F&A Overview

CURRENT

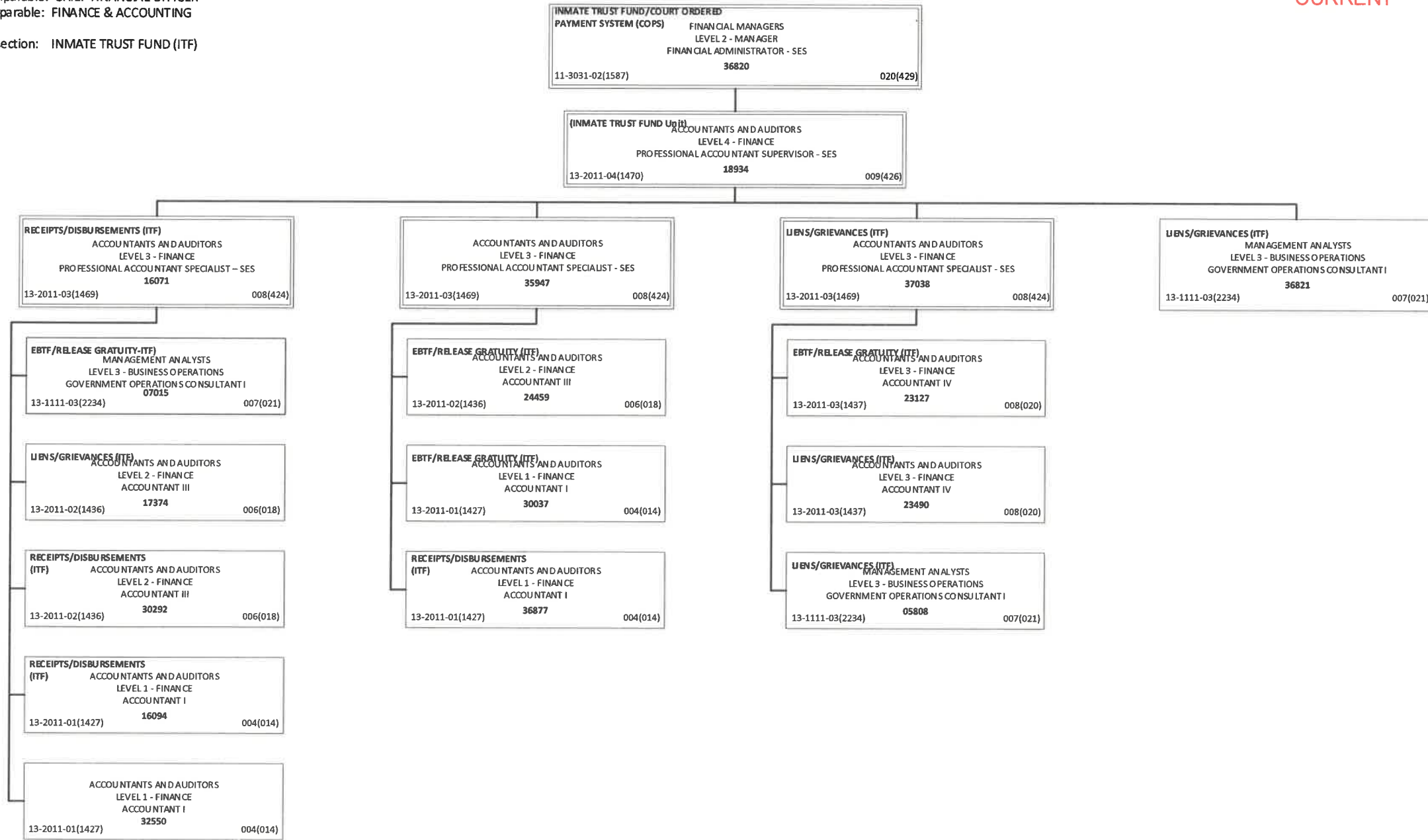


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: INMATE TRUST FUND (ITF)

F&A-ITF/COPS (ITF Unit)

CURRENT

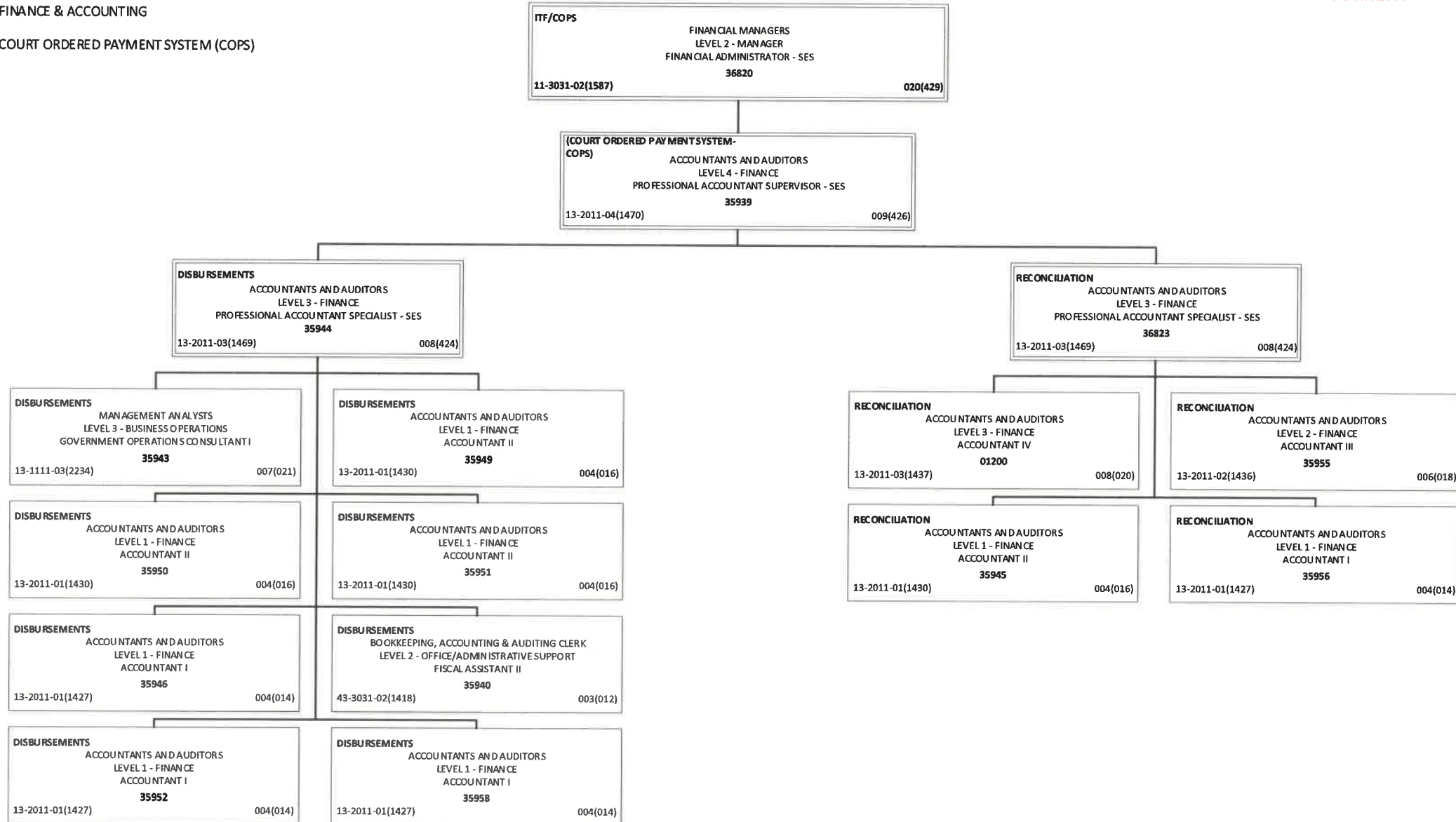


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: COURT ORDERED PAYMENT SYSTEM (COPS)

F&A-ITF/COPS (COPS Unit)

CURRENT

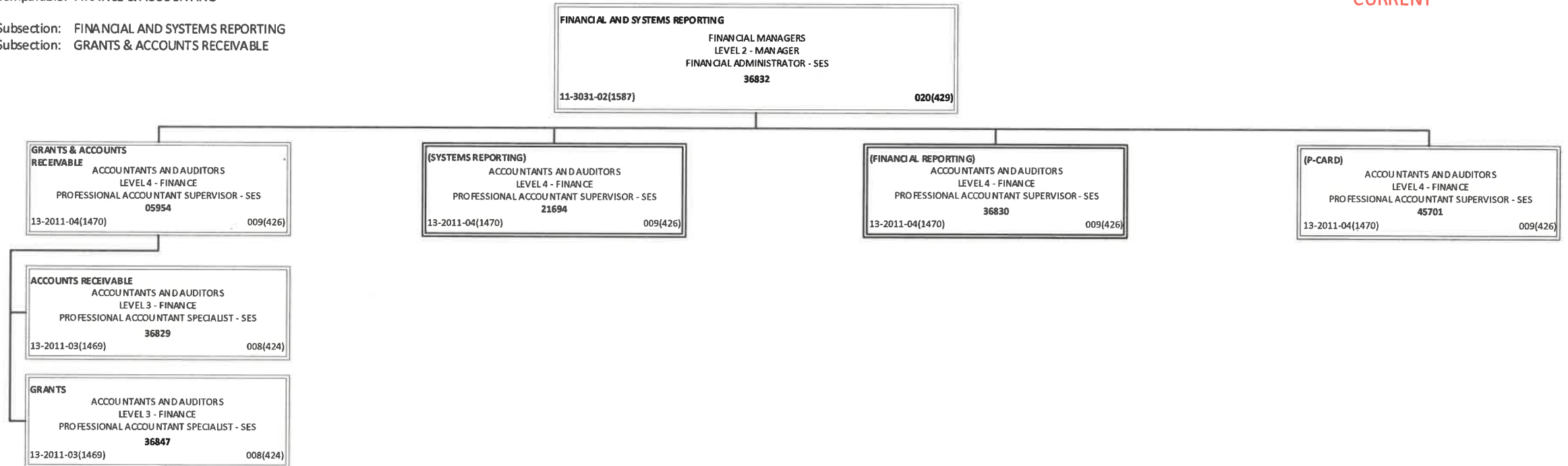


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

F&A-Financial & Systems Reporting 1/2

CURRENT

Section/Subsection: FINANCIAL AND SYSTEMS REPORTING
 Section/Subsection: GRANTS & ACCOUNTS RECEIVABLE

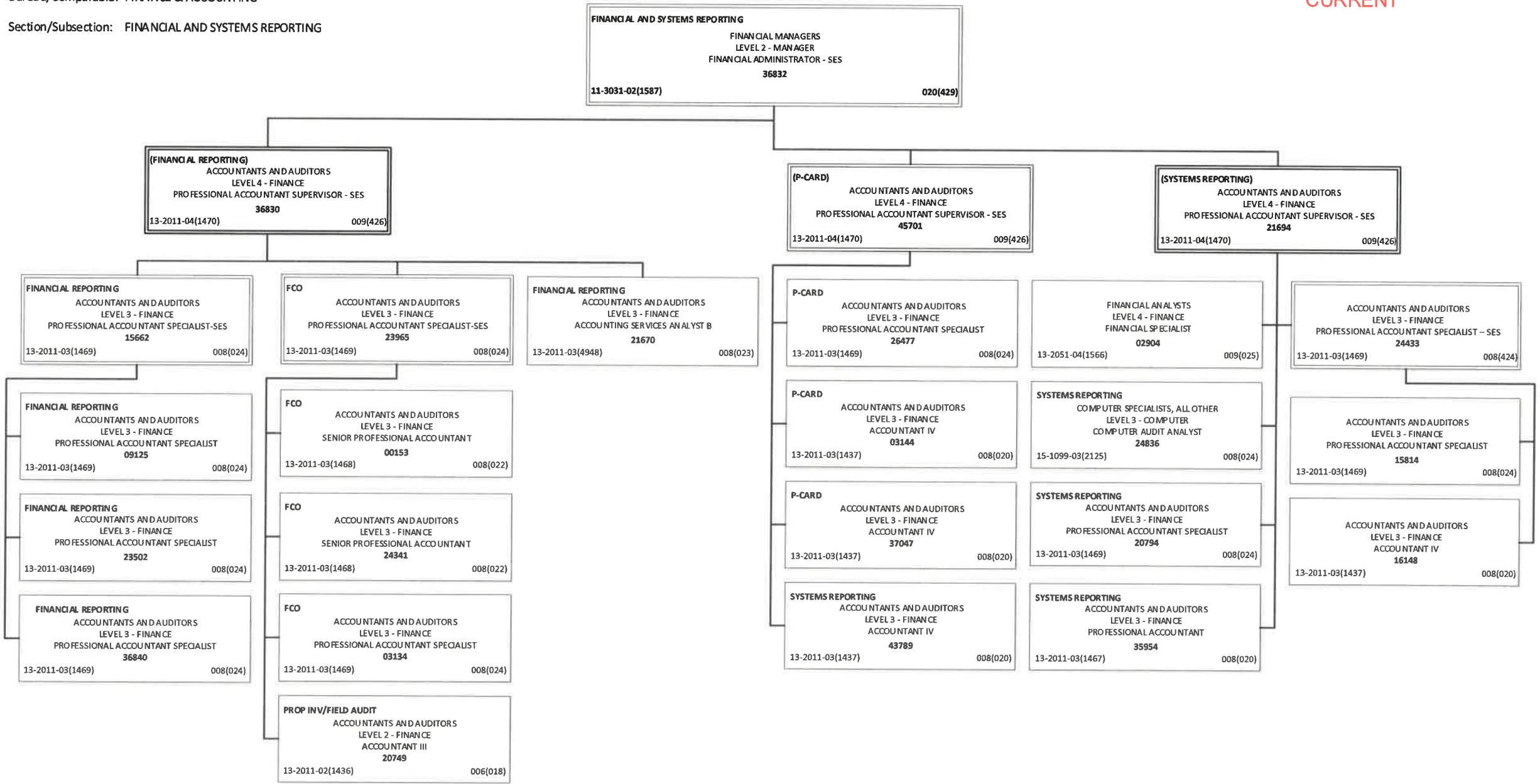


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

F&A-Financial & Systems Reporting 2/2

CURRENT

Section/Subsection: FINANCIAL AND SYSTEMS REPORTING

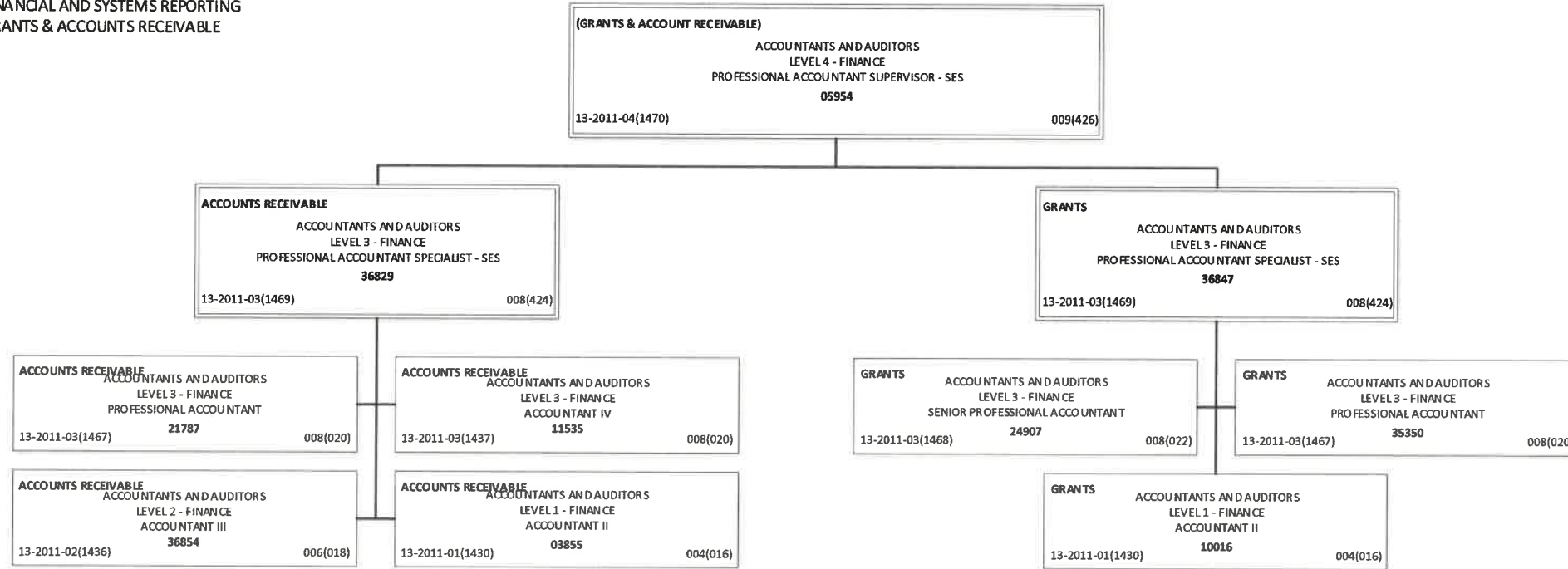


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: FINANCIAL AND SYSTEMS REPORTING
 Section/Subsection: GRANTS & ACCOUNTS RECEIVABLE

F&A-AP/AR Accounts Receivable

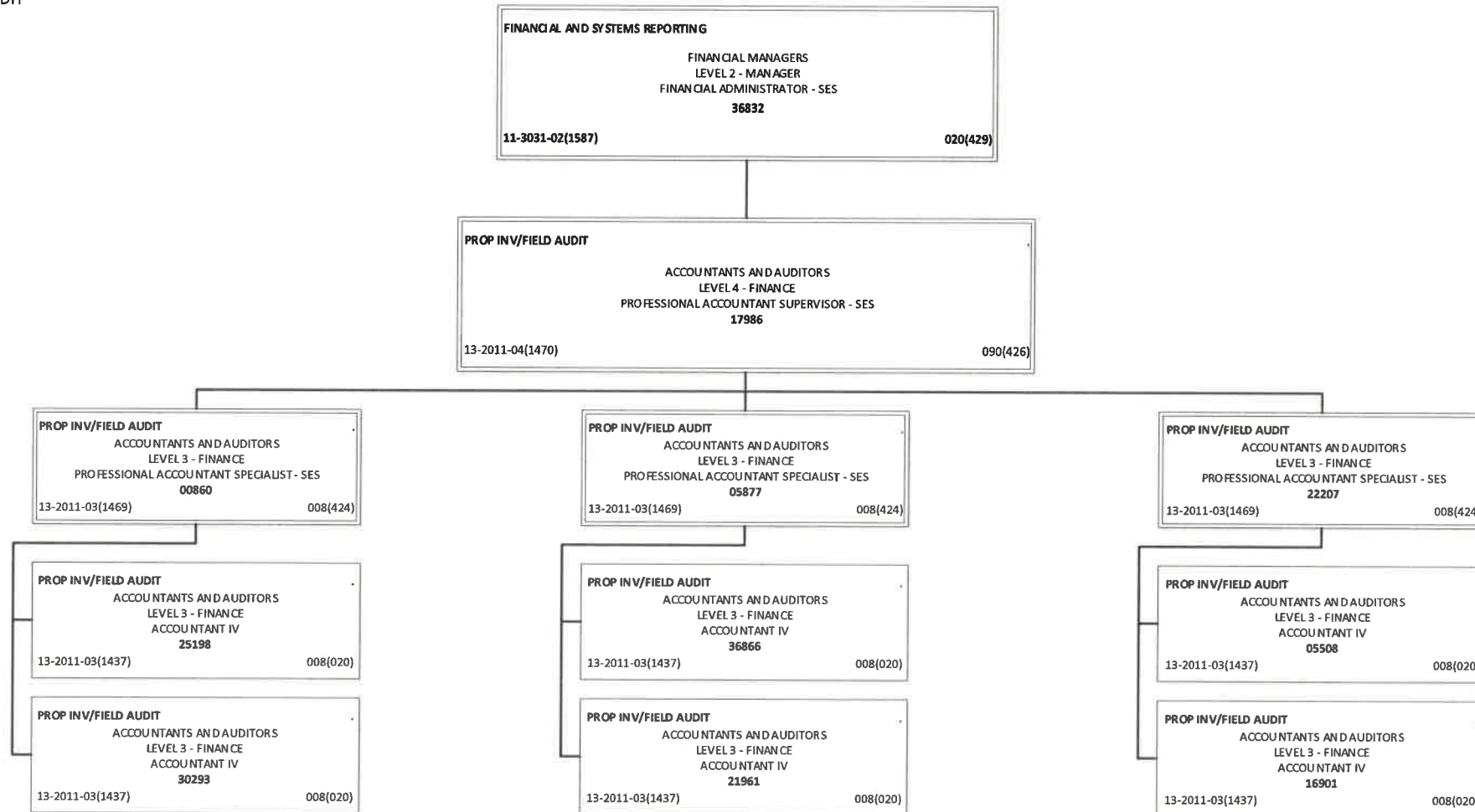
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING
 Section/Subsection: PROP INV/FIELD AUDIT

F&A-Property Inv/Field Audit

CURRENT

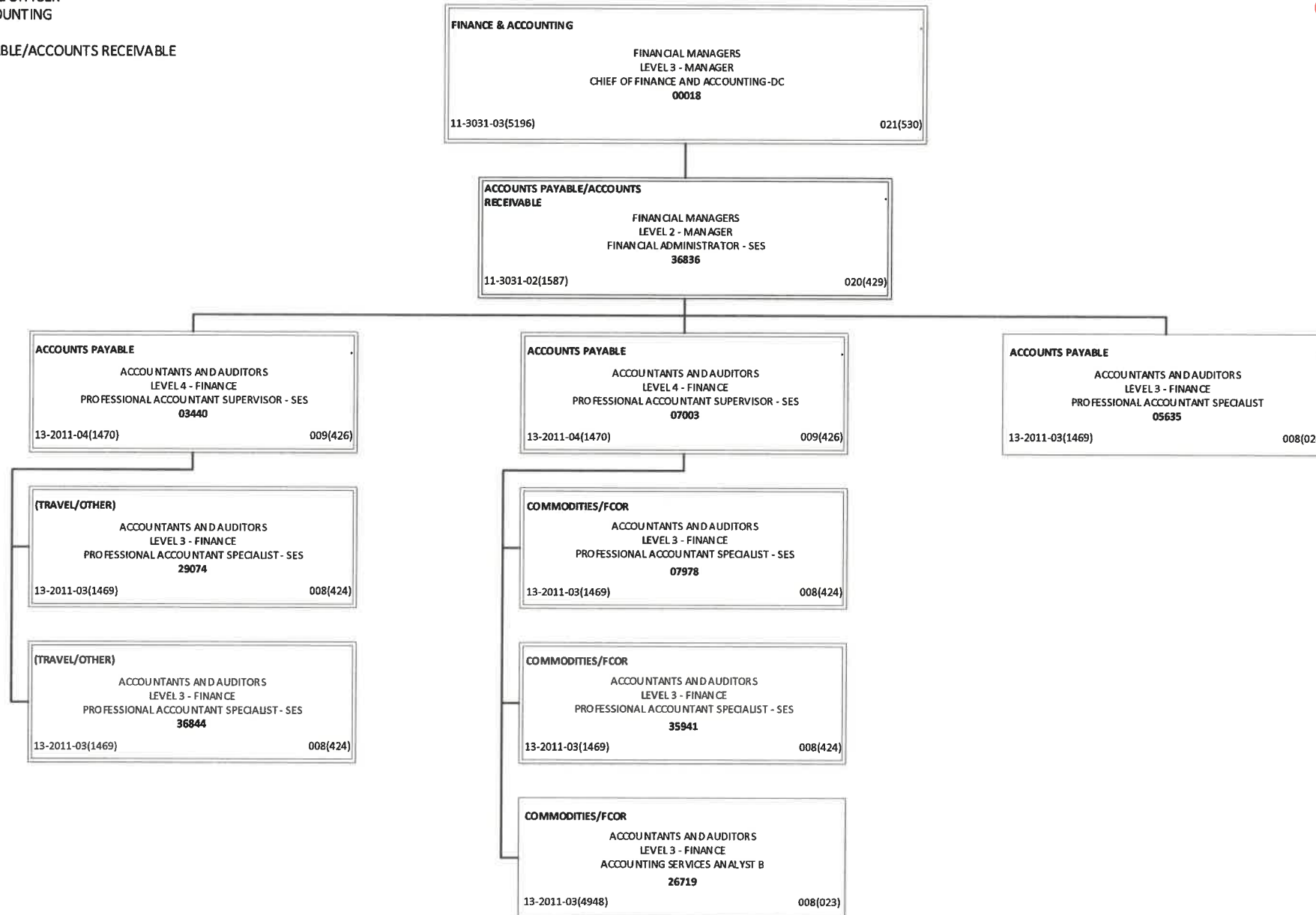


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

Section/Subsection: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

F&A-AP/AR Overview

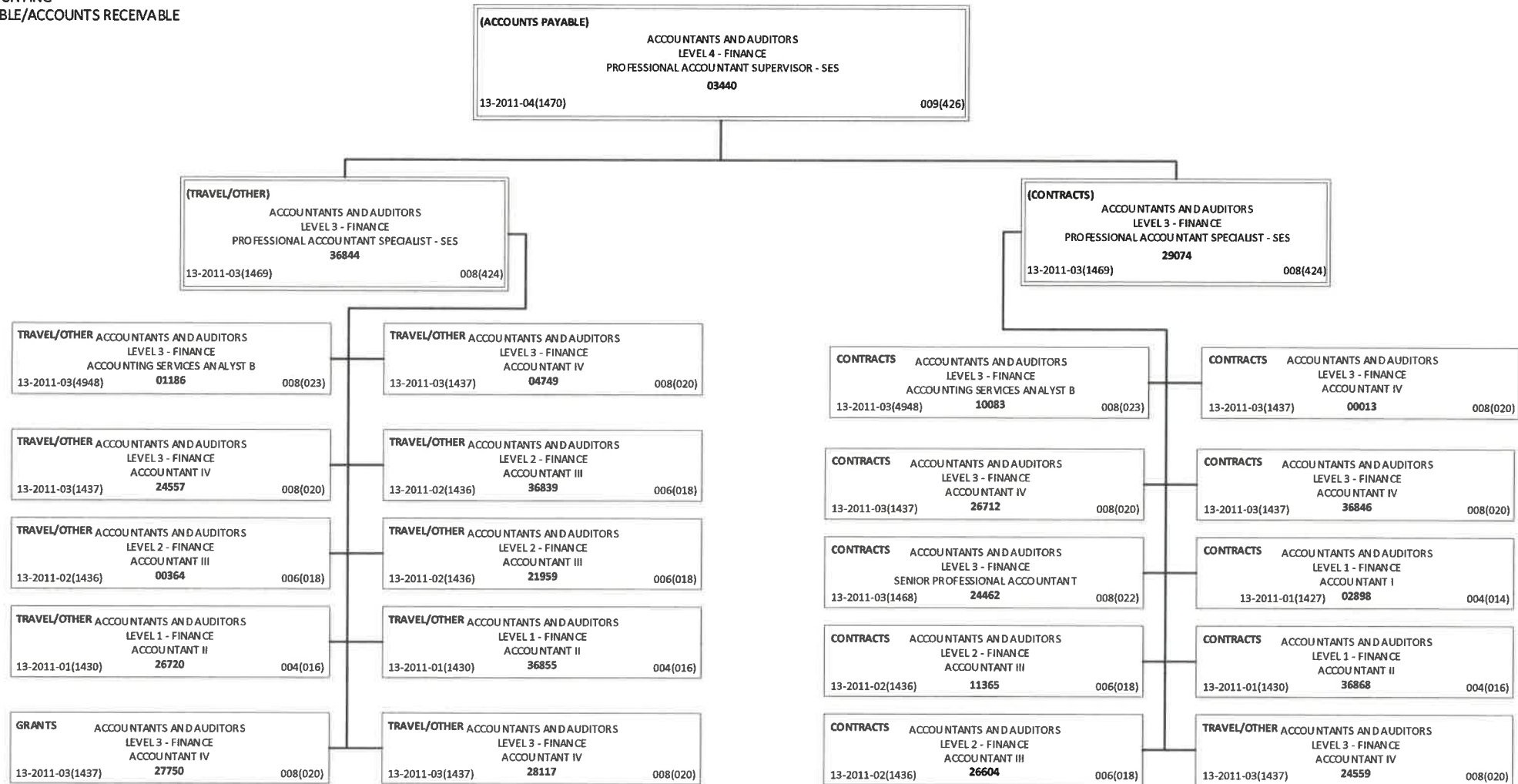
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING
 Section/Subsection: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

F&A-AP/AR Accounts Payable (Travel/Contracts)

CURRENT

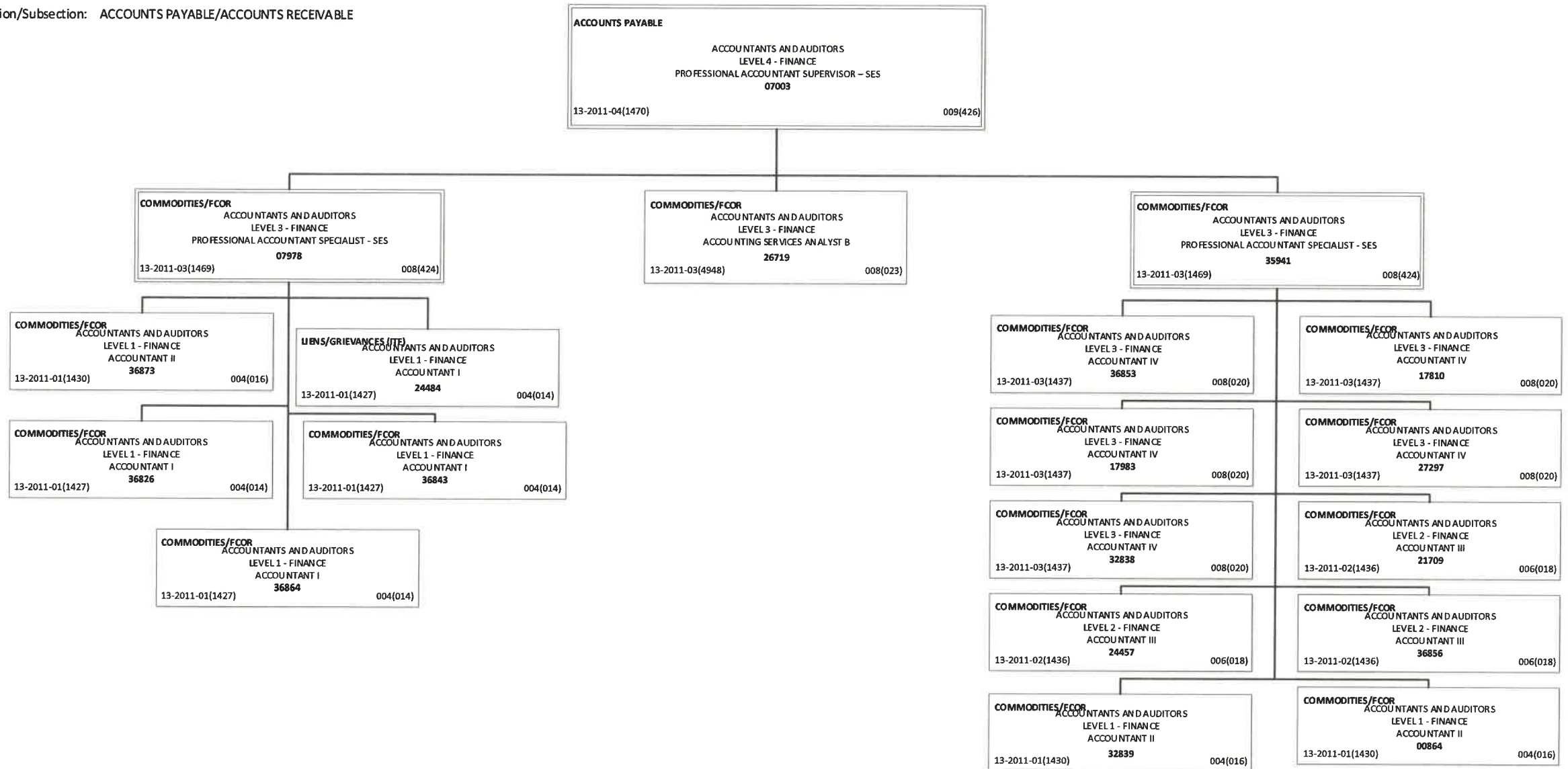


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF FINANCIAL OFFICER
 Bureau/Comparable: FINANCE & ACCOUNTING

F&A-AP/AR Accounts Payable (Commodities/FCOR)

CURRENT

Section/Subsection: ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

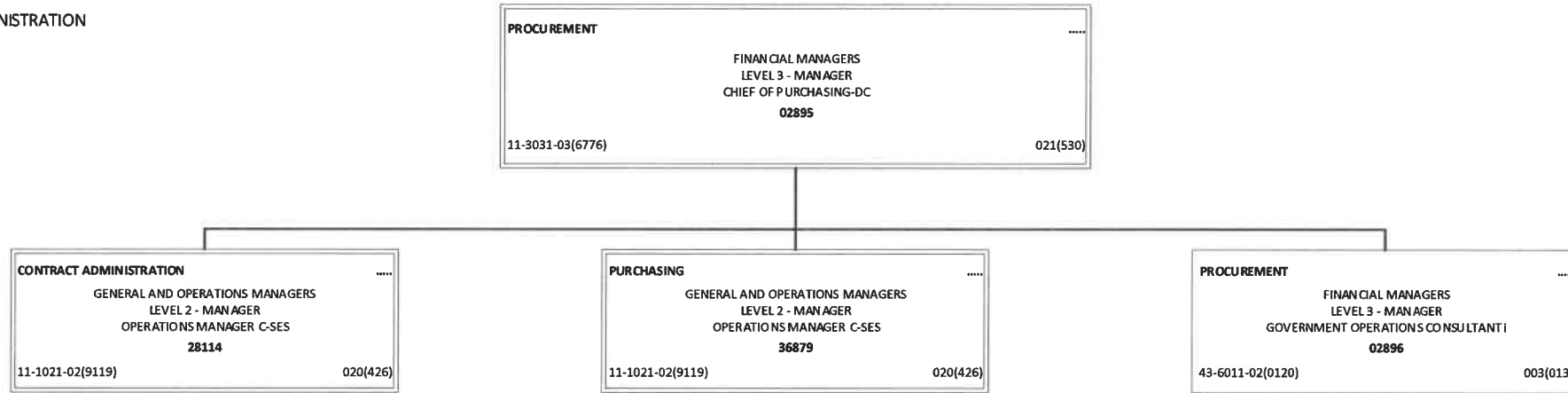


Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/BUREAU OF PROCUREMENT

Bureau/Comparable: PROCUREMENT
Section/Subsection: PURCHASING
Section/Subsection: CONTRACT ADMINISTRATION

PROCUREMENT

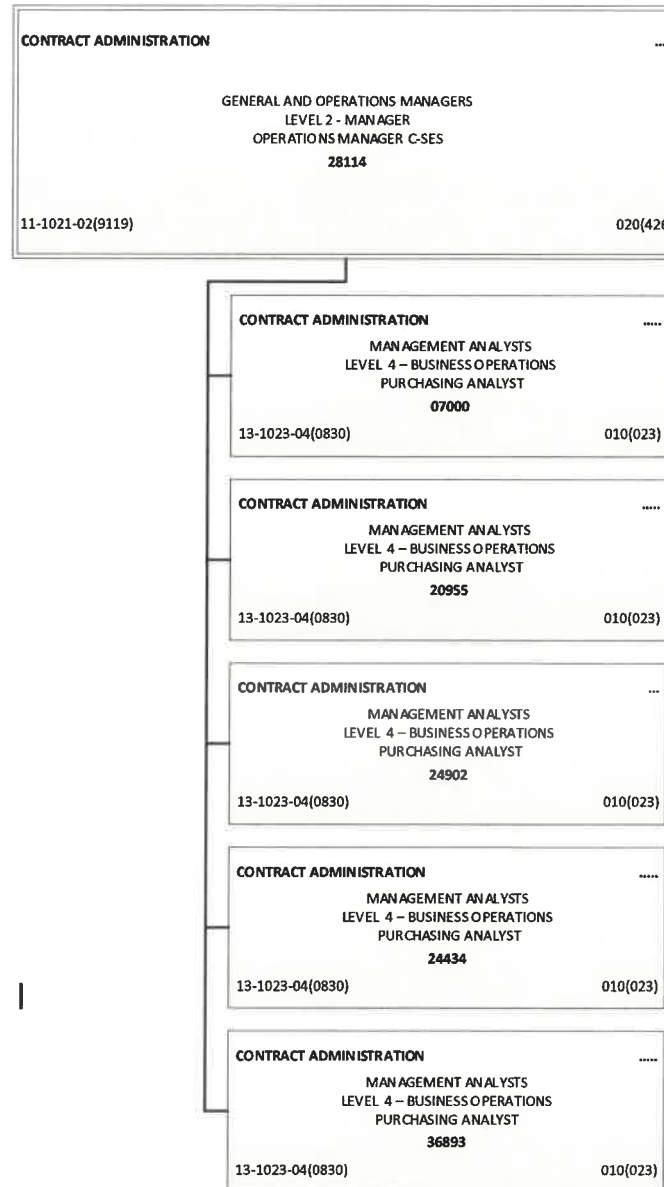
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/BUREAU OF PROCUREMENT
 Bureau/Comparable: PROCUREMENT
 Section/Subsection: CONTRACT ADMINISTRATION

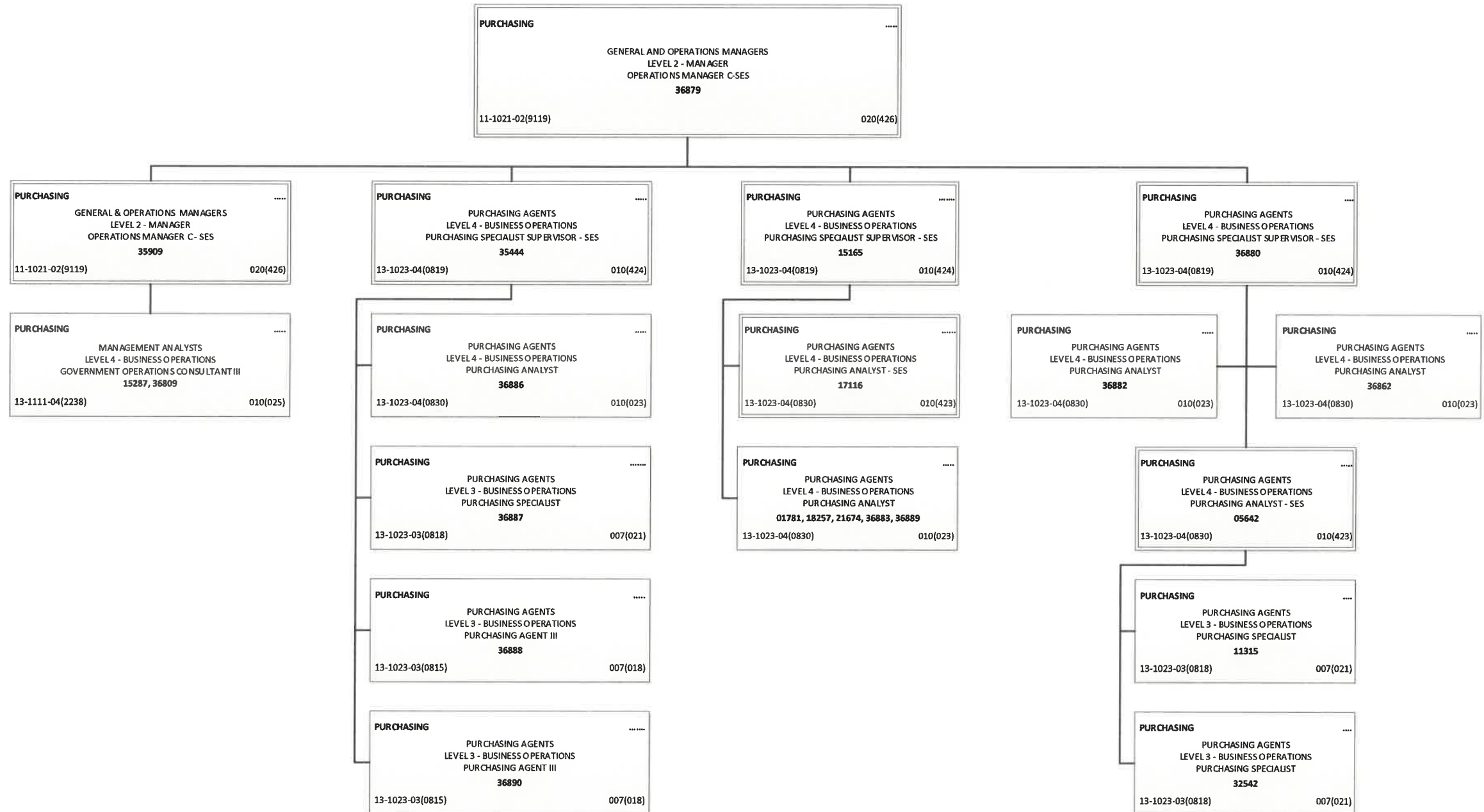
CONTRACT ADMINISTRATION

CURRENT



Purchasing (36879)

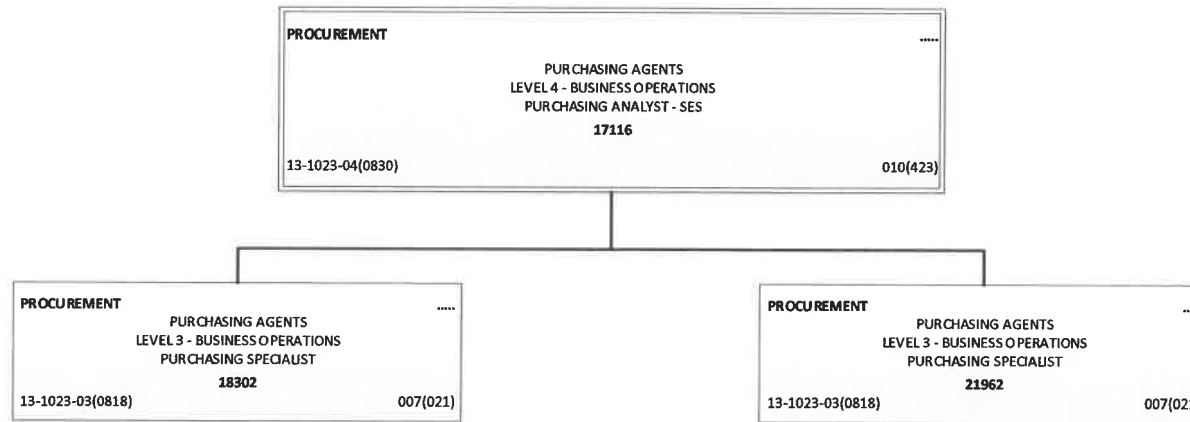
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Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/BUREAU OF PROCUREMENT
Bureau/Comparable: PROCUREMENT

Purchasing (17116)

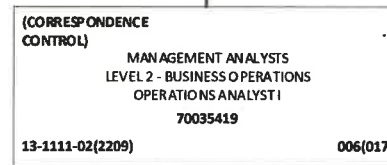
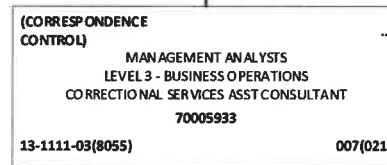
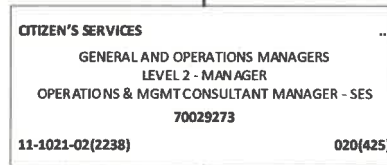
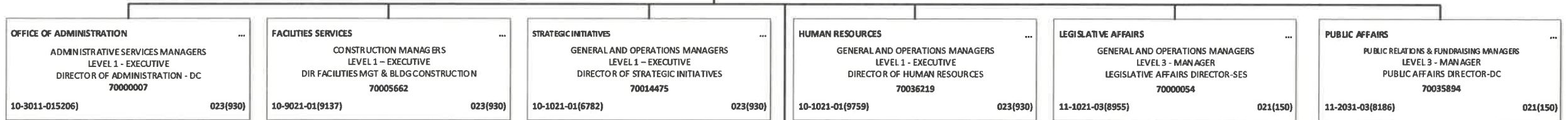
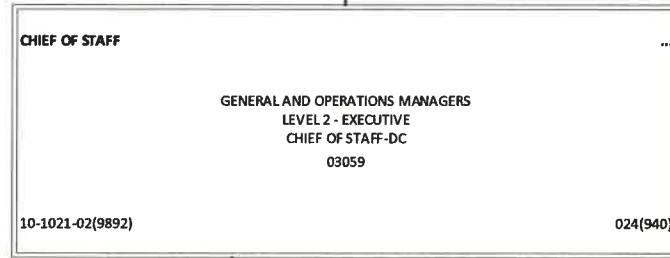
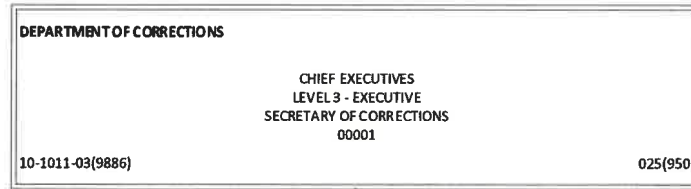
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF
 Bureau/Comparable:

CHIEF OF STAFF Overview

CURRENT



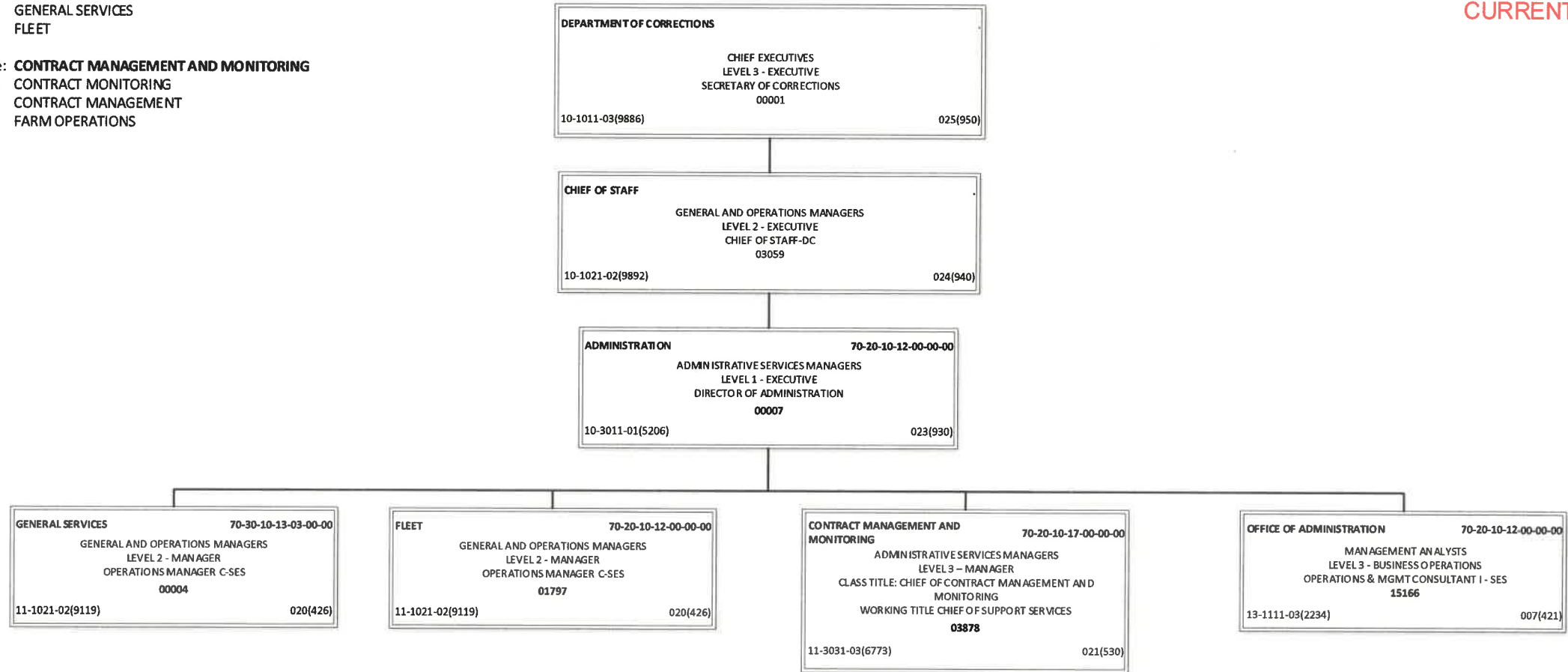
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION

Bureau/Comparable: **ADMINISTRATION SERVICES**
 Section/Subsection: GENERAL SERVICES
 Section/Subsection: FLEET

Bureau/Comparable: **CONTRACT MANAGEMENT AND MONITORING**
 Section/Subsection: CONTRACT MONITORING
 Section/Subsection: CONTRACT MANAGEMENT
 Subsection: FARM OPERATIONS

OFFICE OF ADMINISTRATION (OVERVIEW)

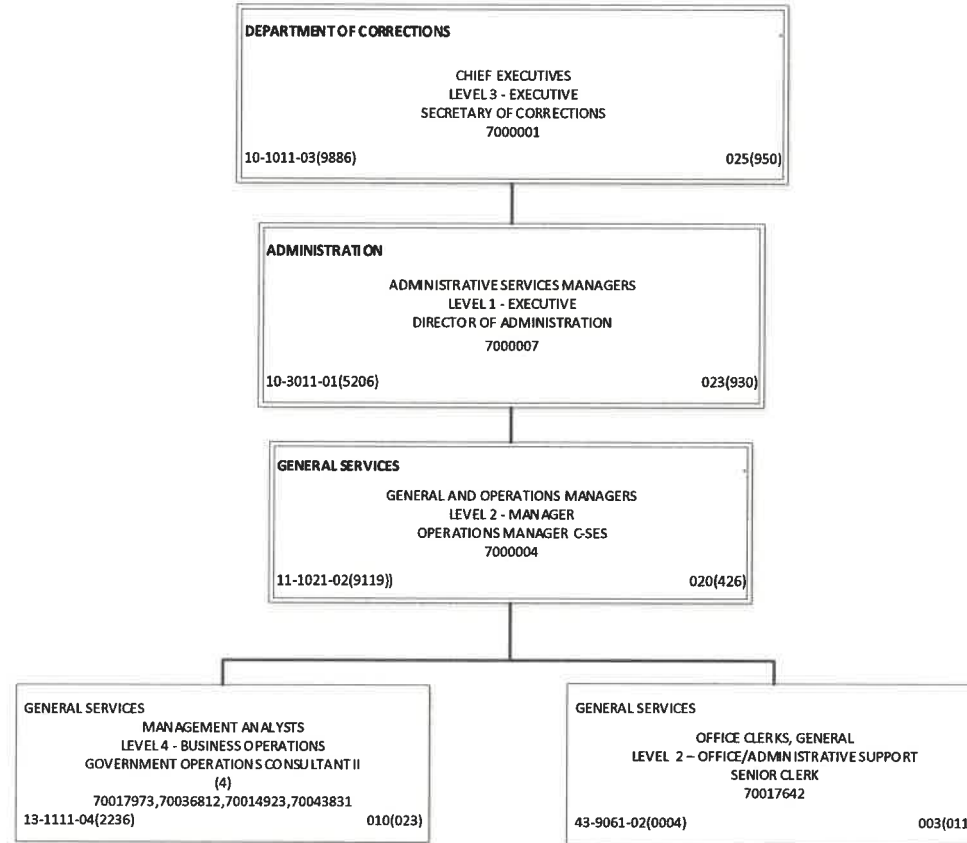
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: ADMINISTRATION SERVICES
 Section/Subsection: GENERAL SERVICES

GENERAL SERVICES

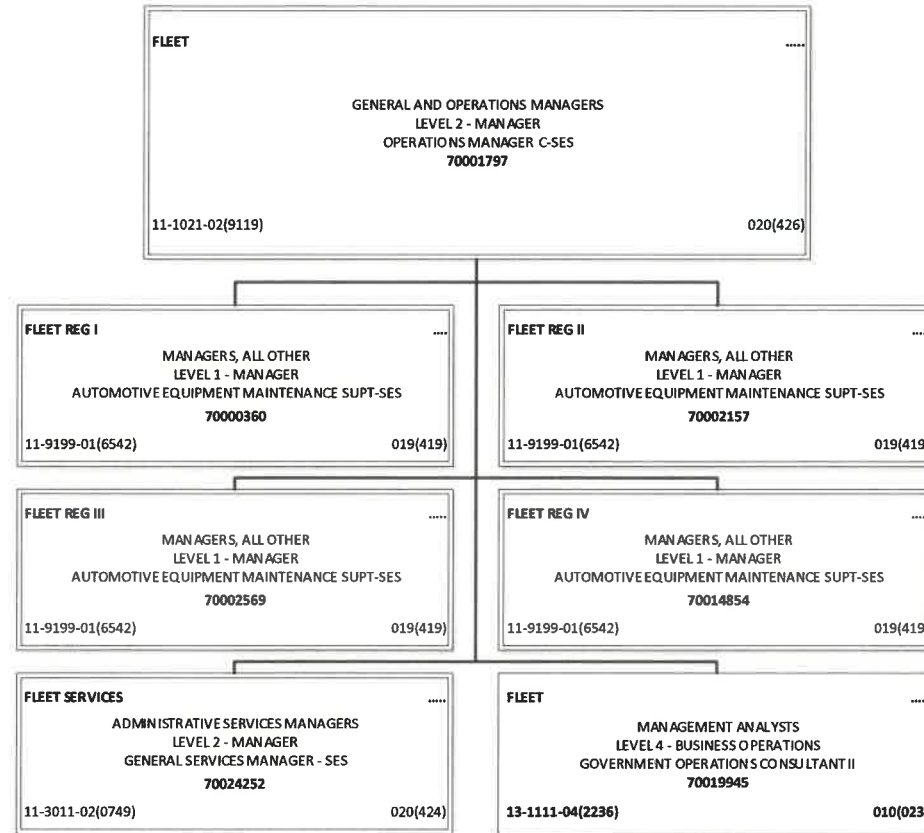
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: **ADMINISTRATION SERVICES**
 Section/Subsection: FLEET

FLEET SERVICES OVERVIEW

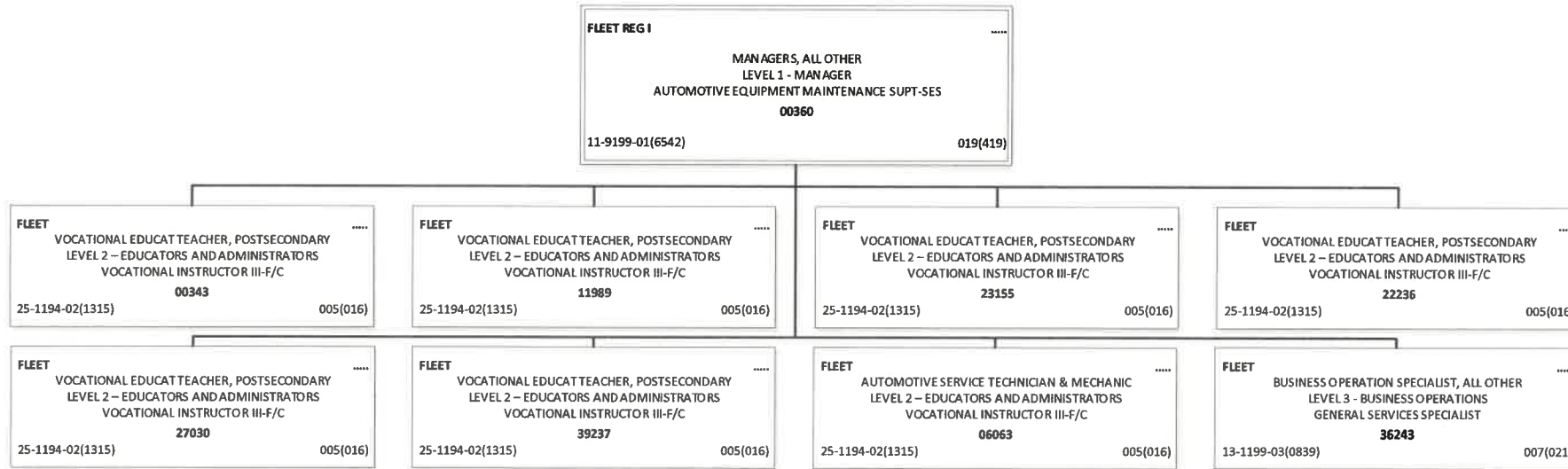
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: ADMINISTRATION SERVICES
 Section/Subsection: FLEET REG I

FLEET REG I

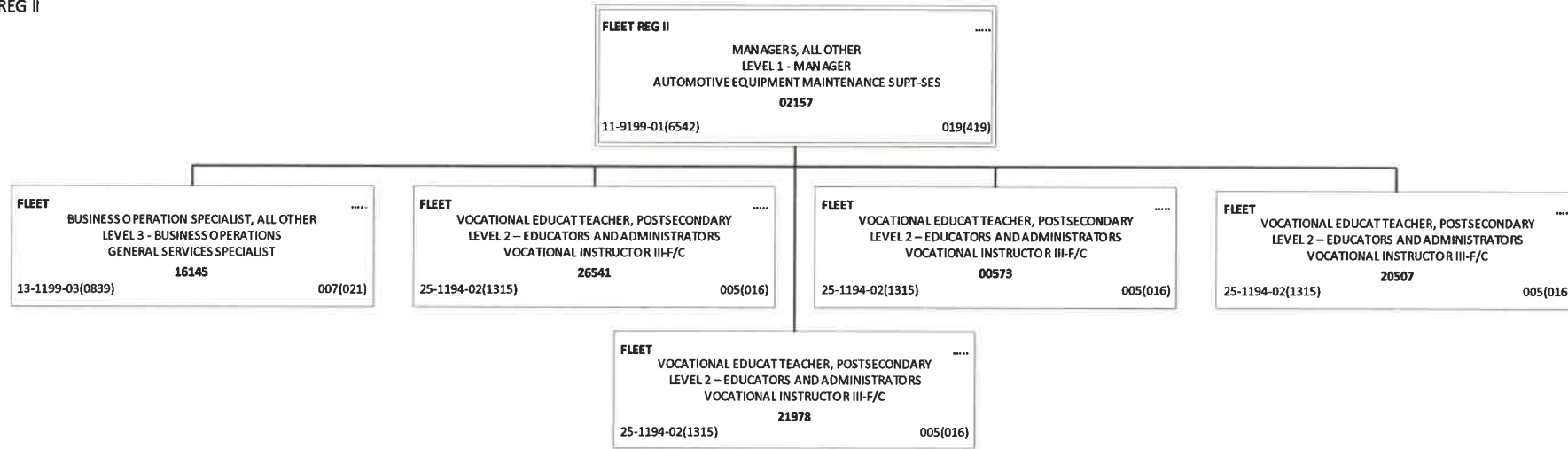
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: ADMINISTRATION SERVICES
 Section/Subsection: FLEET REG II

FLEET REG II

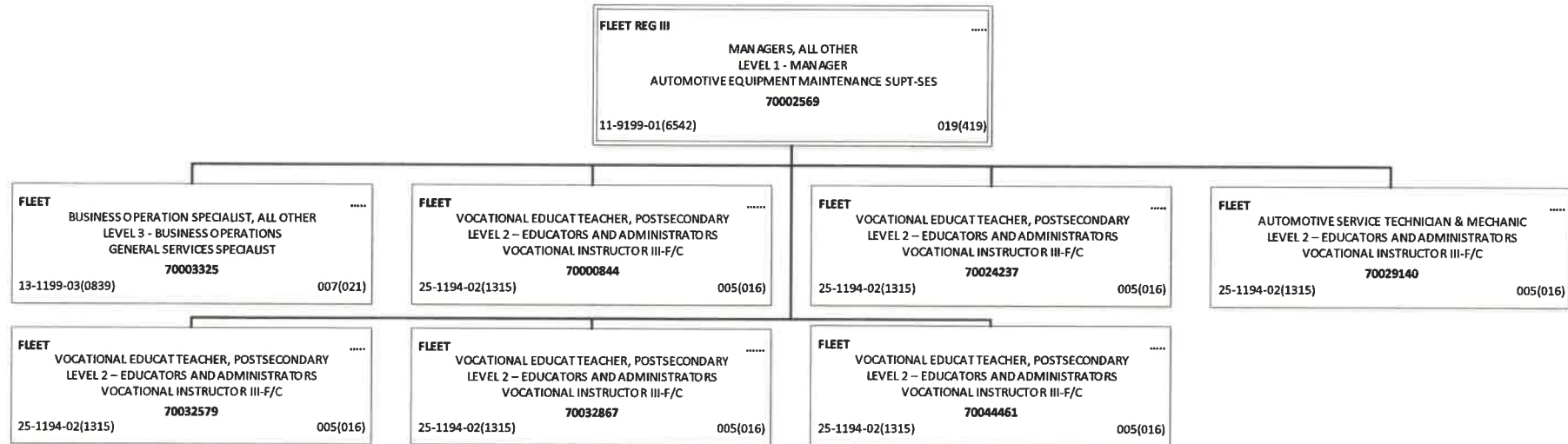
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 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: ADMINISTRATION SERVICES
 Section/Subsection: FLEET REG III

FLEET REG III

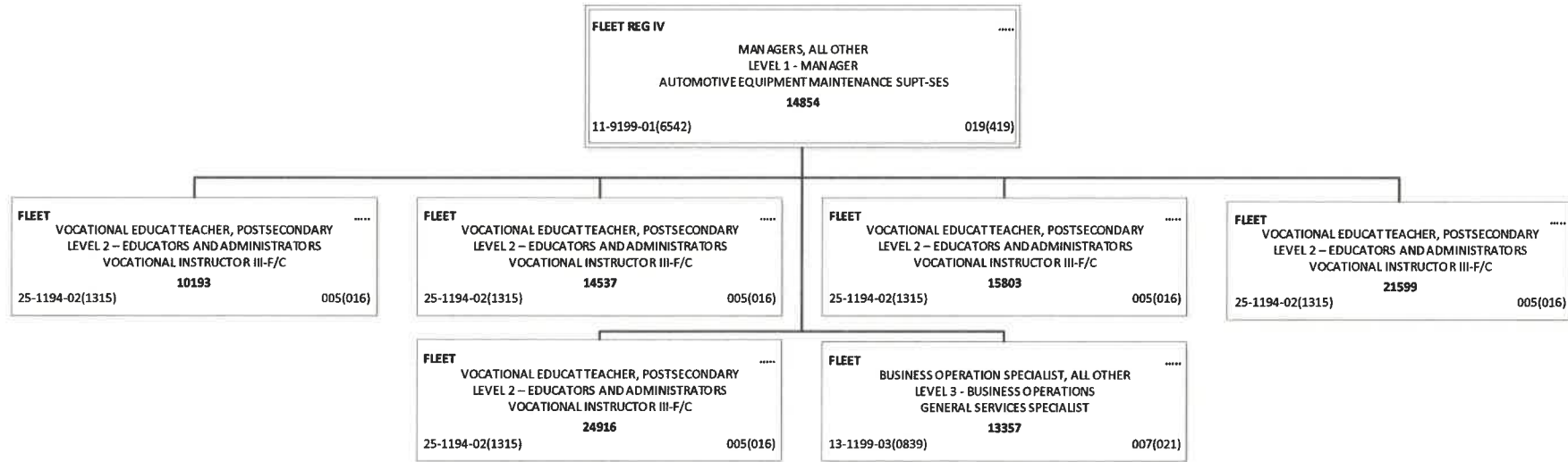
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: **ADMINISTRATION SERVICES**
 Section/Subsection: FLEET REG IV

FLEET REG IV

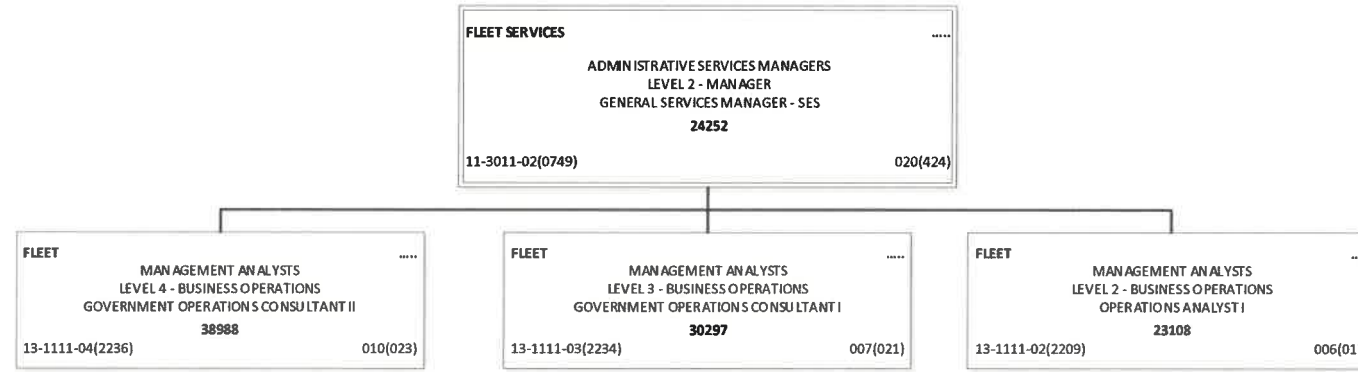
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: **ADMINISTRATION SERVICES**
 Section/Subsection: FLEET SERVICES

FLEET SERVICES

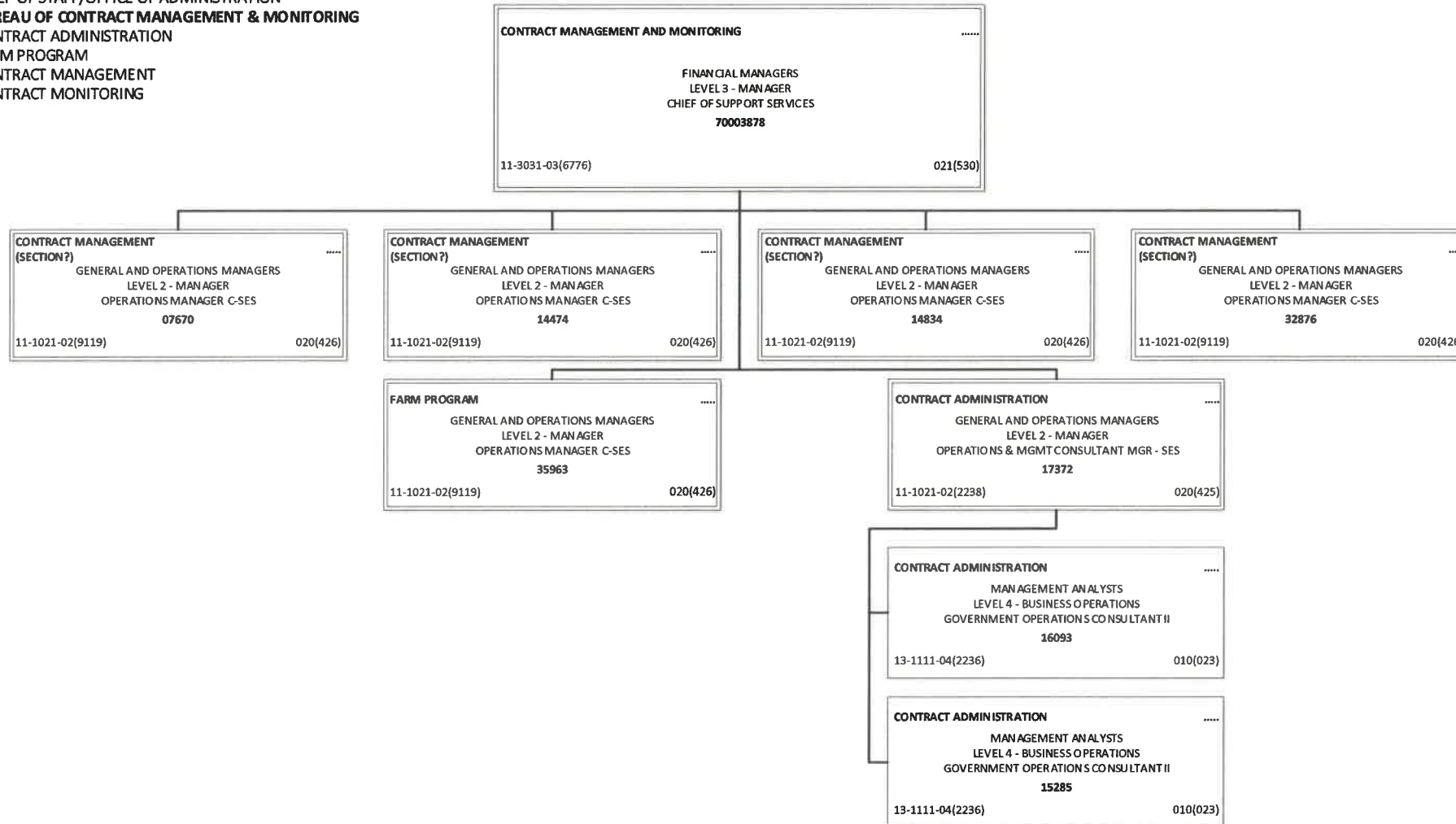
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CONTRACT MANAGEMENT & MONITORING OVERVIEW

CURRENT

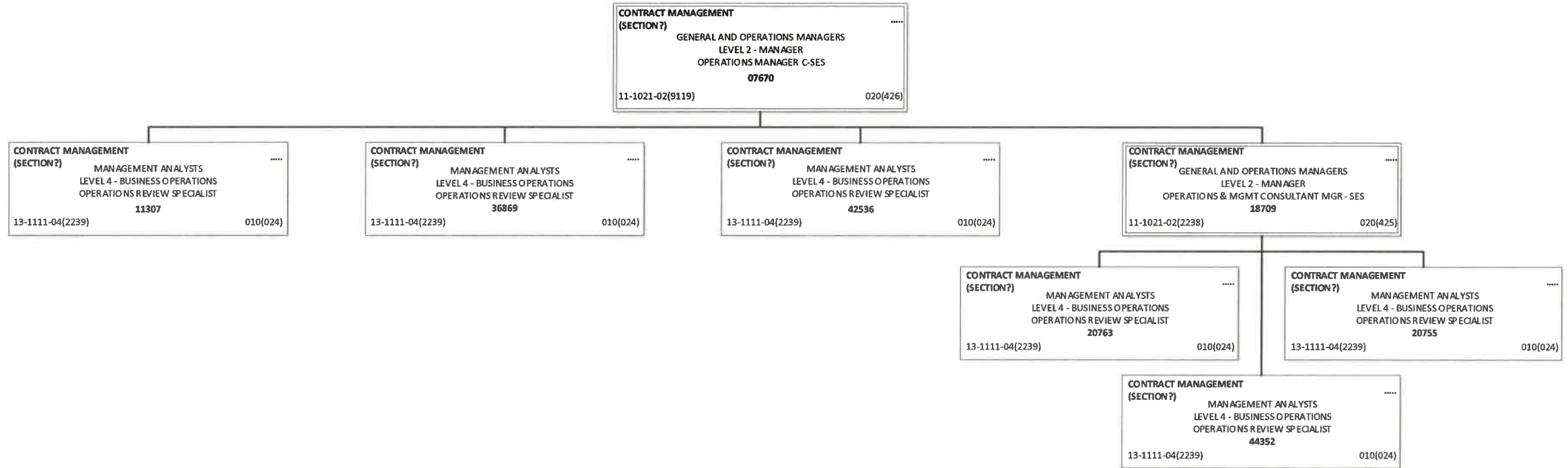
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: **BUREAU OF CONTRACT MANAGEMENT & MONITORING**
 Section/Subsection: CONTRACT ADMINISTRATION
 Section/Subsection: FARM PROGRAM
 Section/Subsection: CONTRACT MANAGEMENT
 Section/Subsection: CONTRACT MONITORING



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: **CONTRACT MANAGEMENT & MONITORING**
 Section/Subsection: CONTRACT MANAGEMENT (SECTION?)

CONTRACT MANAGEMENT (07670)

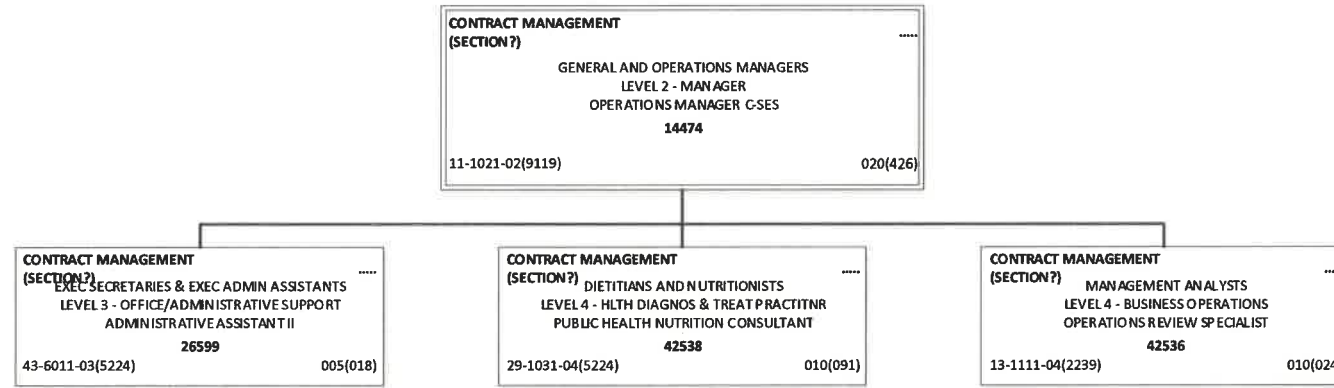
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Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
Bureau/Comparable: **CONTRACT MANAGEMENT & MONITORING**
Section/Subsection: CONTRACT MANAGEMENT (SECTION?)

CONTRACT MANAGEMENT (14474)

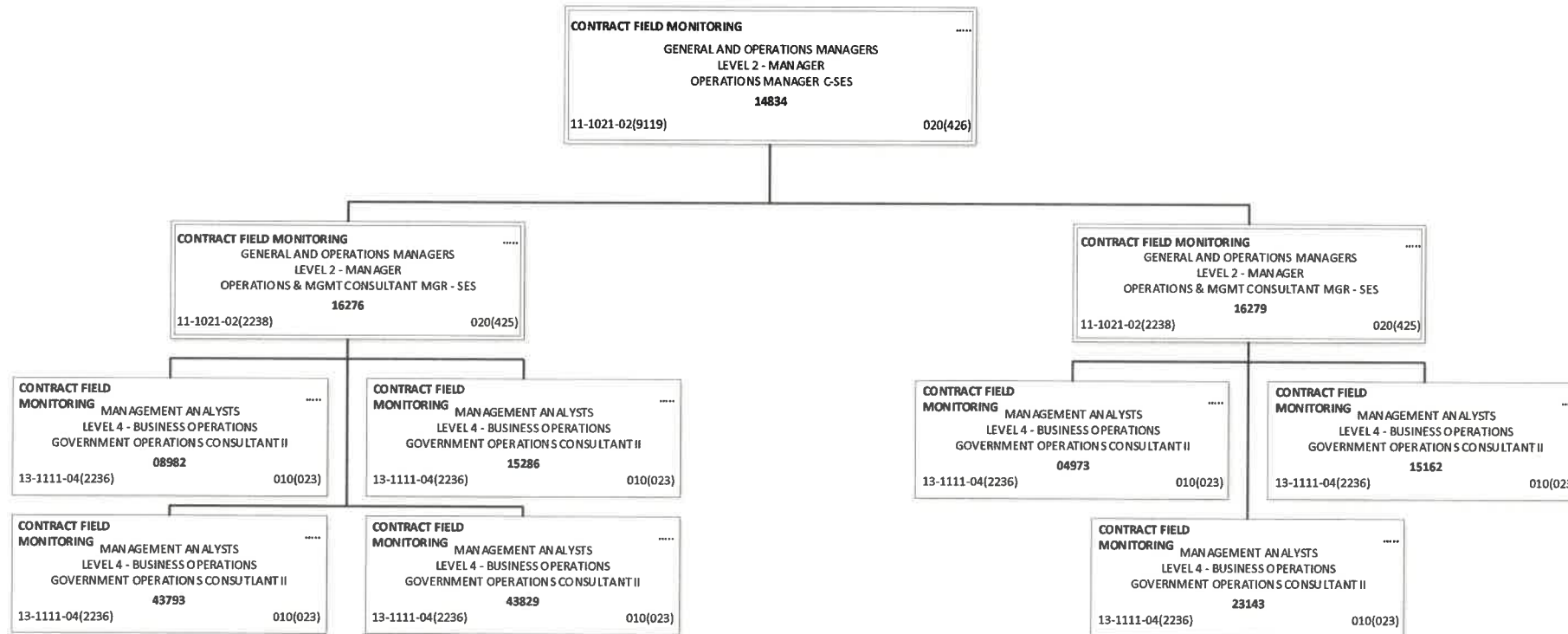
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION
 Bureau/Comparable: **CONTRACT MANAGEMENT & MONITORING**
 Section/Subsection: **CONTRACT FIELD MONITORING**

CONTRACT FIELD MONITORING

CURRENT



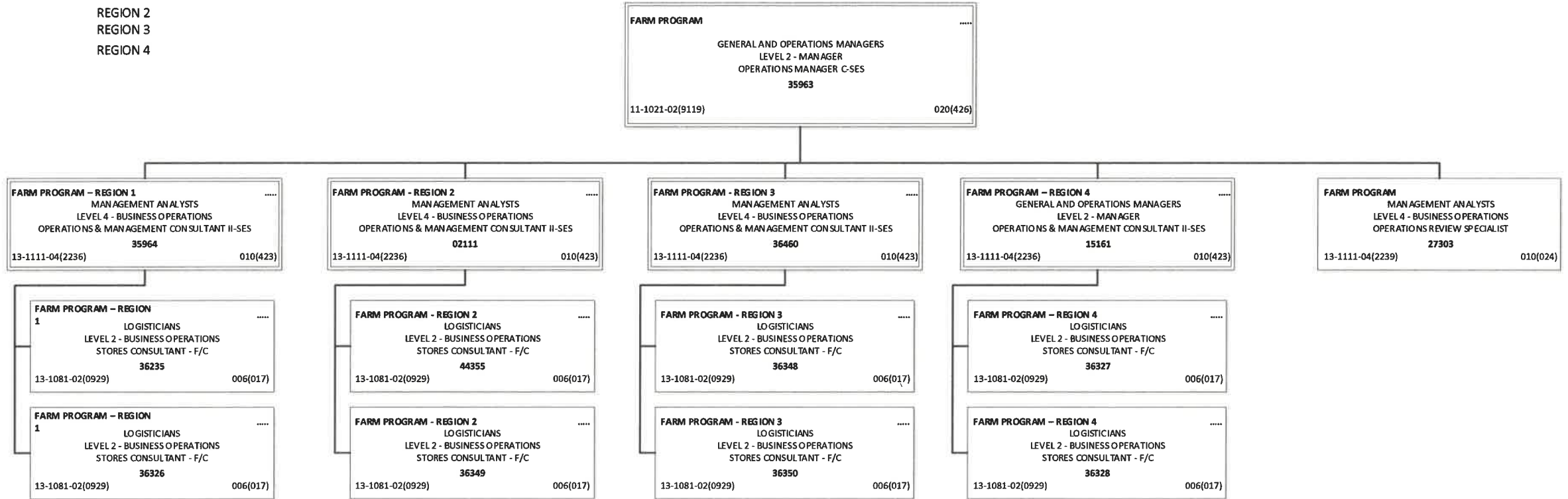
Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/OFFICE OF ADMINISTRATION

Bureau/Comparable: **CONTRACT MANAGEMENT AND MONITORING**

Section/Subsection: FARM PROGRAM
REGION 1
REGION 2
REGION 3
REGION 4

FARM PROGRAMS

CURRENT

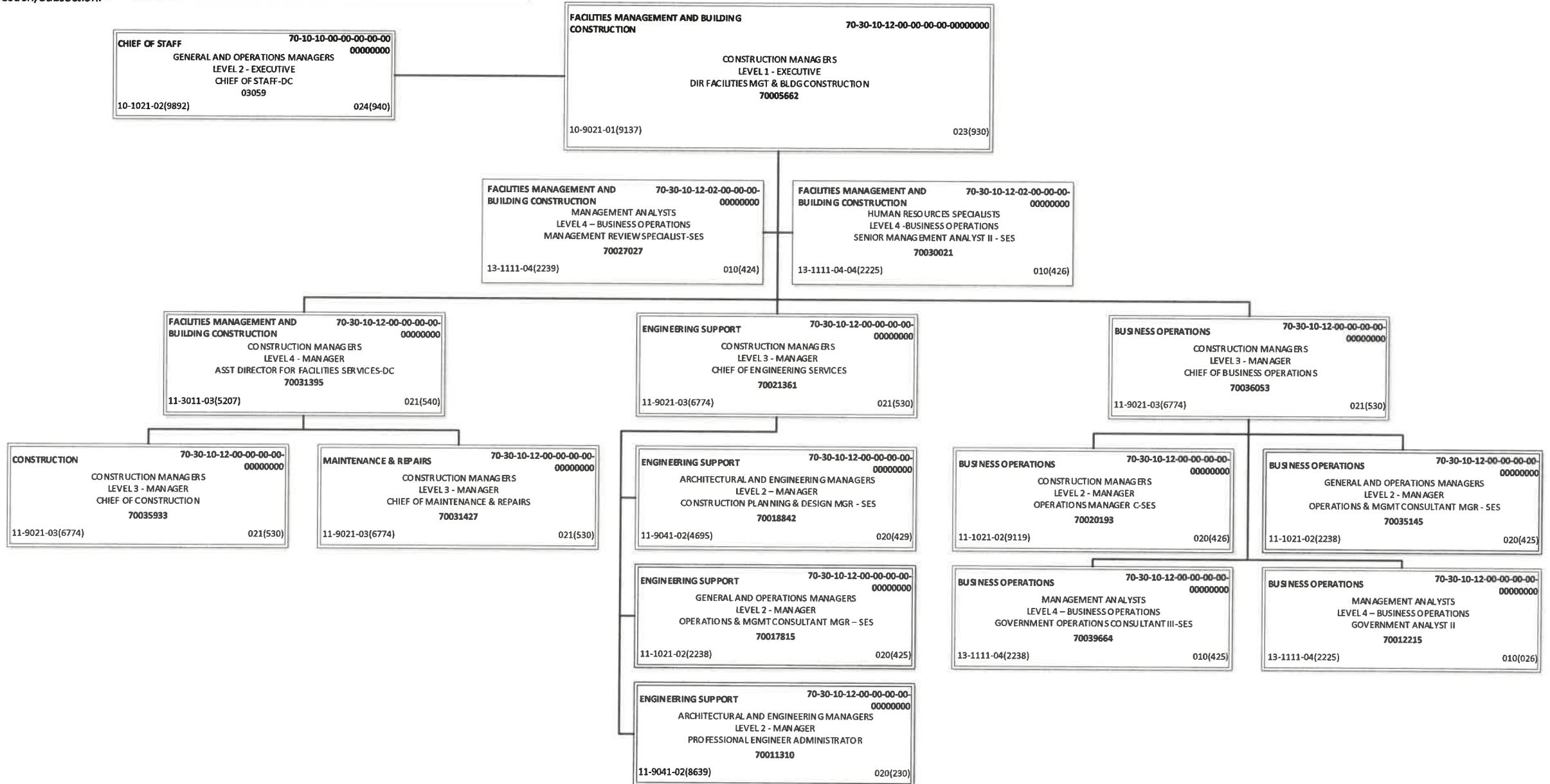


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/FACILITIES MANAGEMENT AND BUILDING CONSTRUCTION

Bureau/Comparable: CONSTRUCTION
 Bureau/Comparable: MAINTENANCE AND REPAIRS
 Bureau/Comparable: ENGINEERING SUPPORT
 Bureau/Comparable: BUSINESS OPERATIONS
 Section/Subsection:

FACILITIES - Overview

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/FACILITIES MANAGEMENT AND BUILDING CONSTRUCTION
 Bureau/Comparable: BUREAU OF BUSINESS OPERATIONS
 Section/Subsection:

BUSINESS OPERATIONS

CURRENT

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 CONSTRUCTION MANAGERS
 LEVEL 3 - MANAGER
 CHIEF OF BUSINESS OPERATIONS
 70036053
 11-9199-03(XXXX) 021(530)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 3 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT I
 70001168
 13-1111-03(2234) 007(021)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 CONSTRUCTION MANAGERS
 LEVEL 2 - MANAGER
 OPERATIONS MANAGER C-SES
 70020193
 11-1021-02(9119) 020(426)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 GENERAL AND OPERATIONS MANAGERS
 LEVEL 2 - MANAGER
 OPERATIONS & MGMT CONSULTANT MGR - SES
 70035145
 11-1021-02(2238) 020(425)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 GENERAL AND OPERATIONS MANAGERS
 LEVEL 2 - MANAGERS
 OPERATIONS & MGMT CONSULTANT MGR - SES
 70039664
 11-1021-02(2238) 020(425)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 GENERAL AND OPERATIONS MANAGERS
 LEVEL 2 - MANAGERS
 OPERATIONS & MGMT CONSULTANT MGR - SES
 70012215
 11-1021-02(2238) 020(425)

BUSINESS OPERATIONS-REG I 70-30-10-12-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70024904
 13-1111-04(2236) 010(023)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT III
 70014248
 13-1111-04(2238) 010(025)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70000017
 13-1111-04(2236) 010(023)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70035317
 13-1111-04(2236) 010(023)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 BUSINESS OPERATIONS
 LEVEL 4 - BUSINESS OPERATIONS
 SENIOR ACQUISITION REVIEW AGENT
 70017625
 13-1199-04(4459) 010(024)

BUSINESS OPERATIONS-REG II 70-30-10-12-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70036128
 13-1111-04(2236) 010(023)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70002174
 13-1111-04(2236) 010(023)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70012924
 13-1111-04(2236) 010(023)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 3 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT I
 70004526
 13-1111-03(2234) 007(021)

BUSINESS OPERATIONS 70-30-10-12-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 3 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT I
 70014820
 13-1111-03(2224) 007(022)

BUSINESS OPERATIONS-REG III 70-30-10-12-00-00-00-00000000
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 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70004485
 13-1111-04(2236) 010(023)

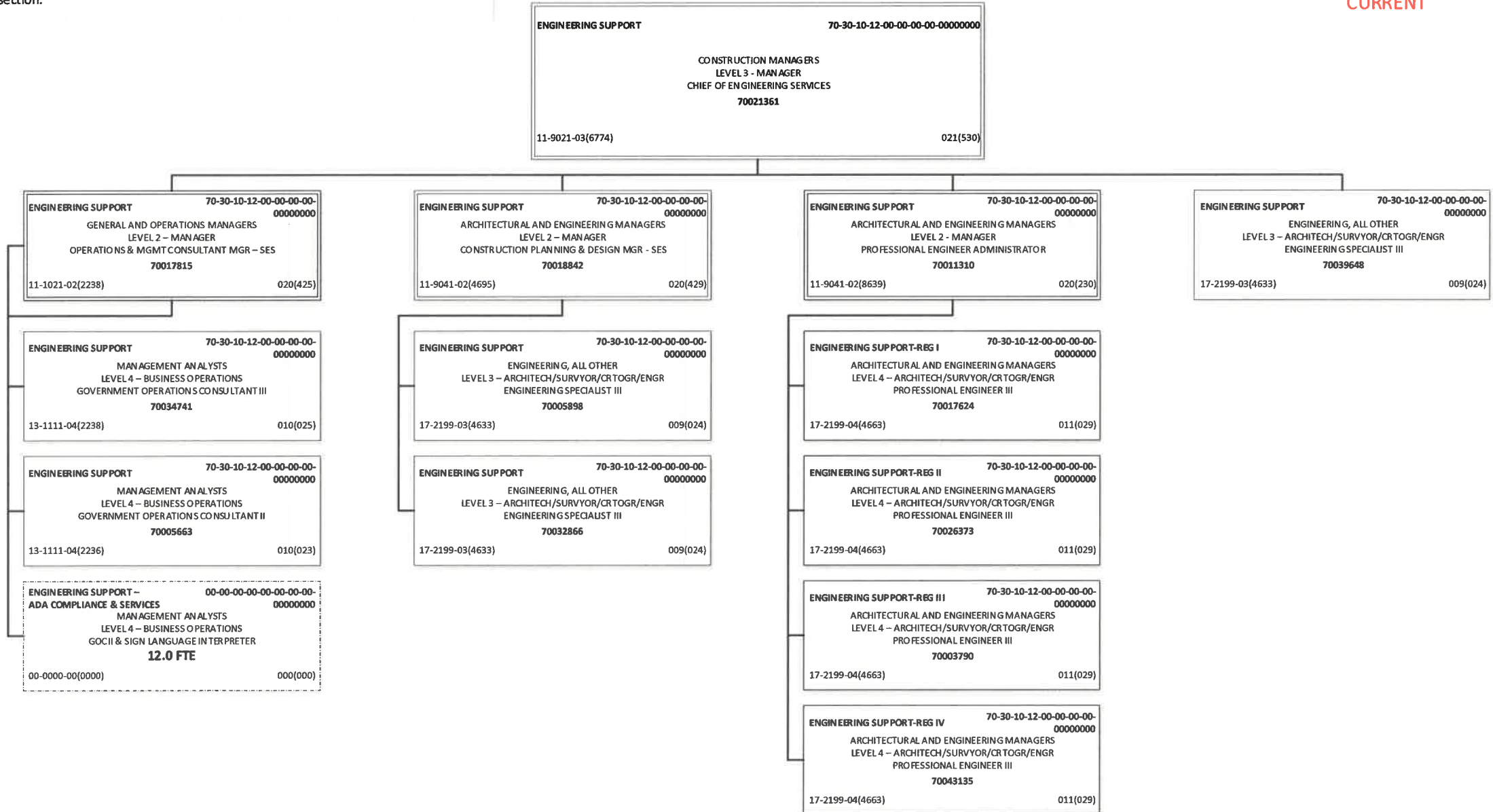
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 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70032544
 13-1111-04(2236) 010(023)

BUSINESS OPERATIONS-REG IV 70-30-10-12-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70030316
 13-1111-04(2236) 010(023)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/FACILITIES MANAGEMENT AND BUILDING CONSTRUCTION
 Bureau/Comparable: ENGINEERING SUPPORT
 Section/Subsection:

ENGINEERING SUPPORT

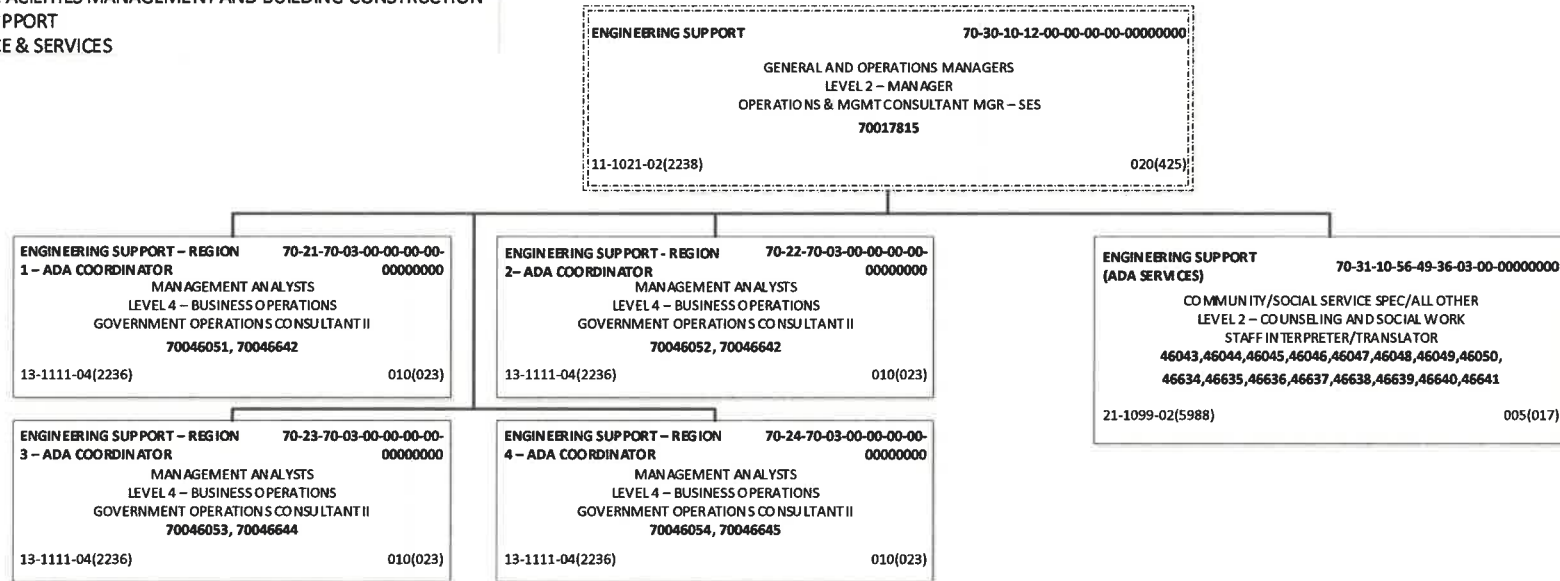
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/FACILITIES MANAGEMENT AND BUILDING CONSTRUCTION
 Bureau/Comparable: ENGINEERING SUPPORT
 Section/Subsection: ADA COMPLIANCE & SERVICES

ENGINEERING SUPPORT - ADA COMPLIANCE

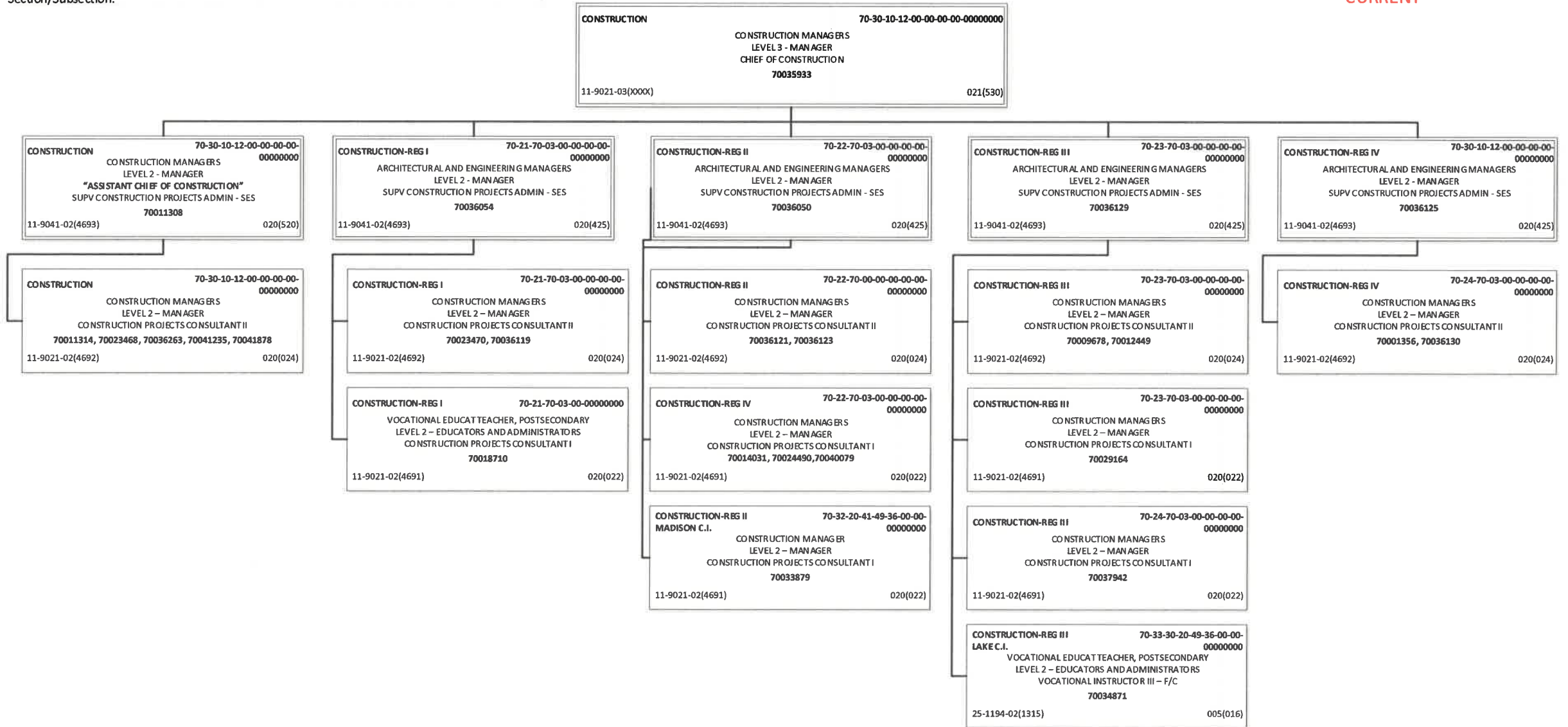
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/FACILITIES MANAGEMENT AND BUILDING CONSTRUCTION
 Bureau/Comparable: CONSTRUCTION
 Section/Subsection:

CONSTRUCTION

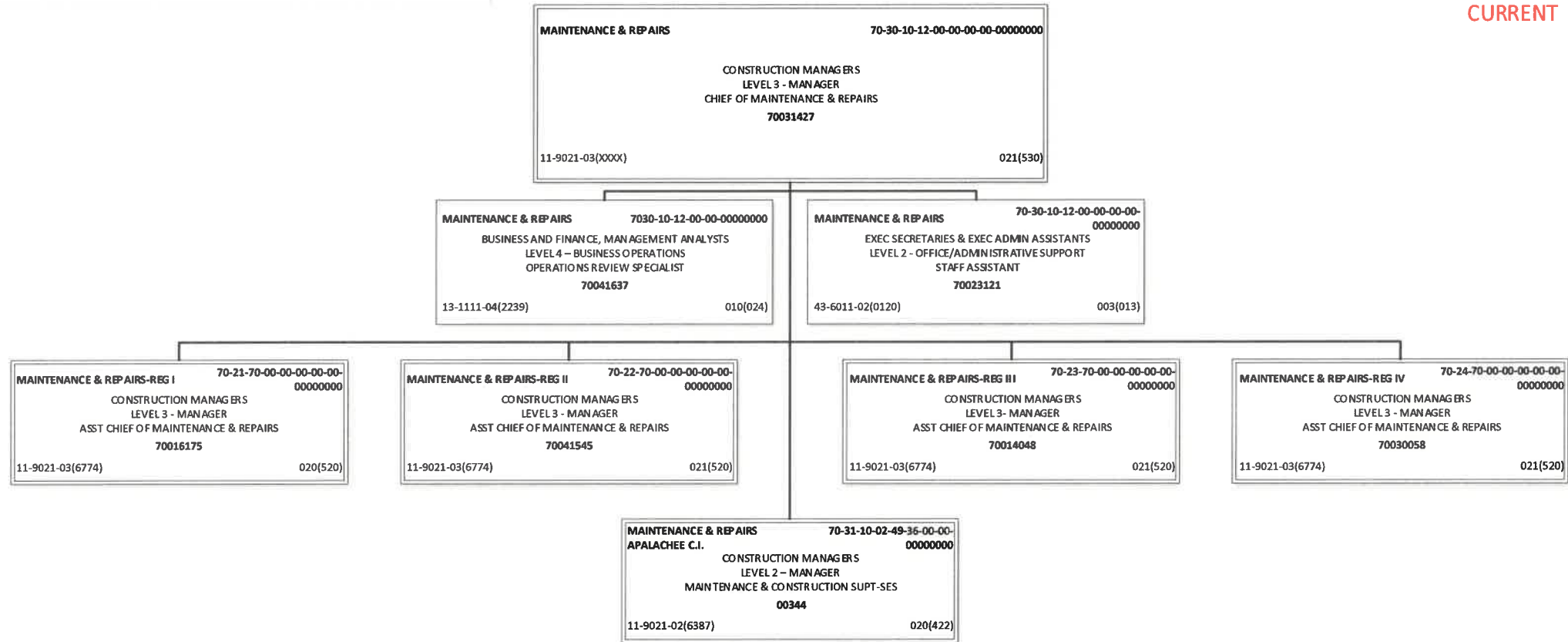
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/FACILITIES MANAGEMENT AND BUILDING CONSTRUCTION
 Bureau/Comparable: BUREAU OF MAINTENANCE & REPAIRS
 Section/Subsection:

MAINT & REPAIRS - Overview

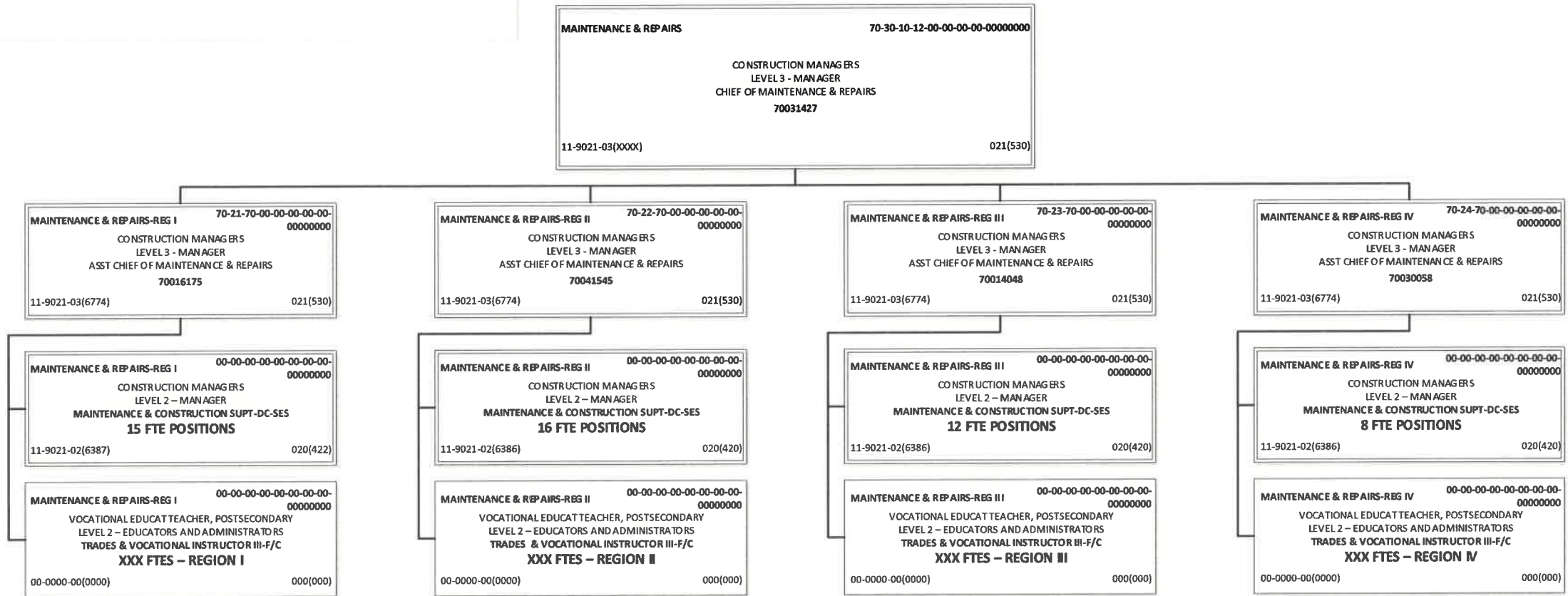
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MAINT & REPAIRS - Regional Overview

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/FACILITIES MANAGEMENT AND BUILDING CONSTRUCTION
 Bureau/Comparable: MAINTENANCE AND REPAIRS
 Section/Subsection: Regional Overview

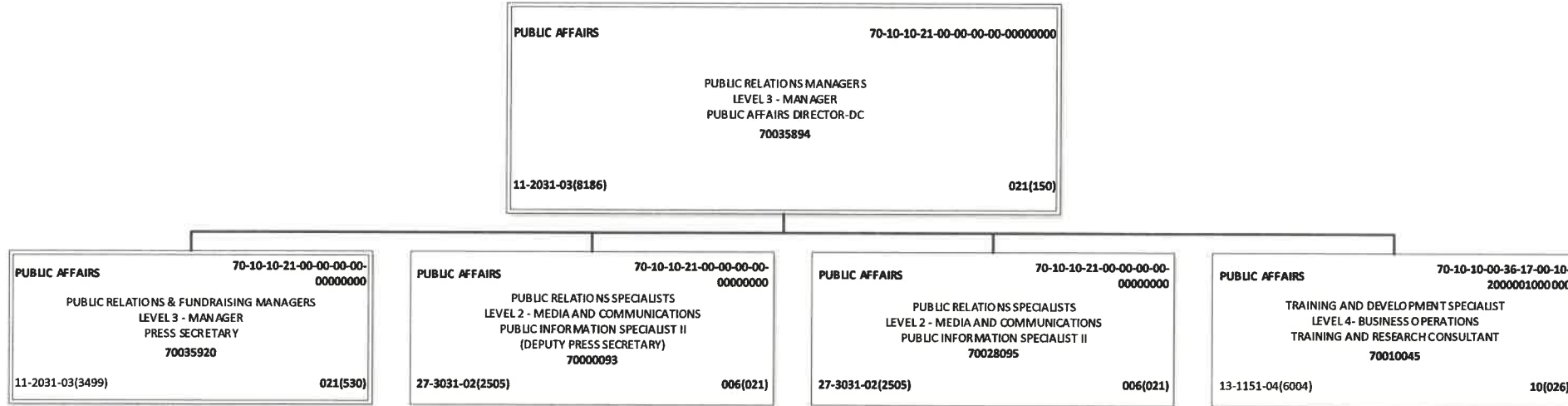
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PUBLIC AFFAIRS

CURRENT

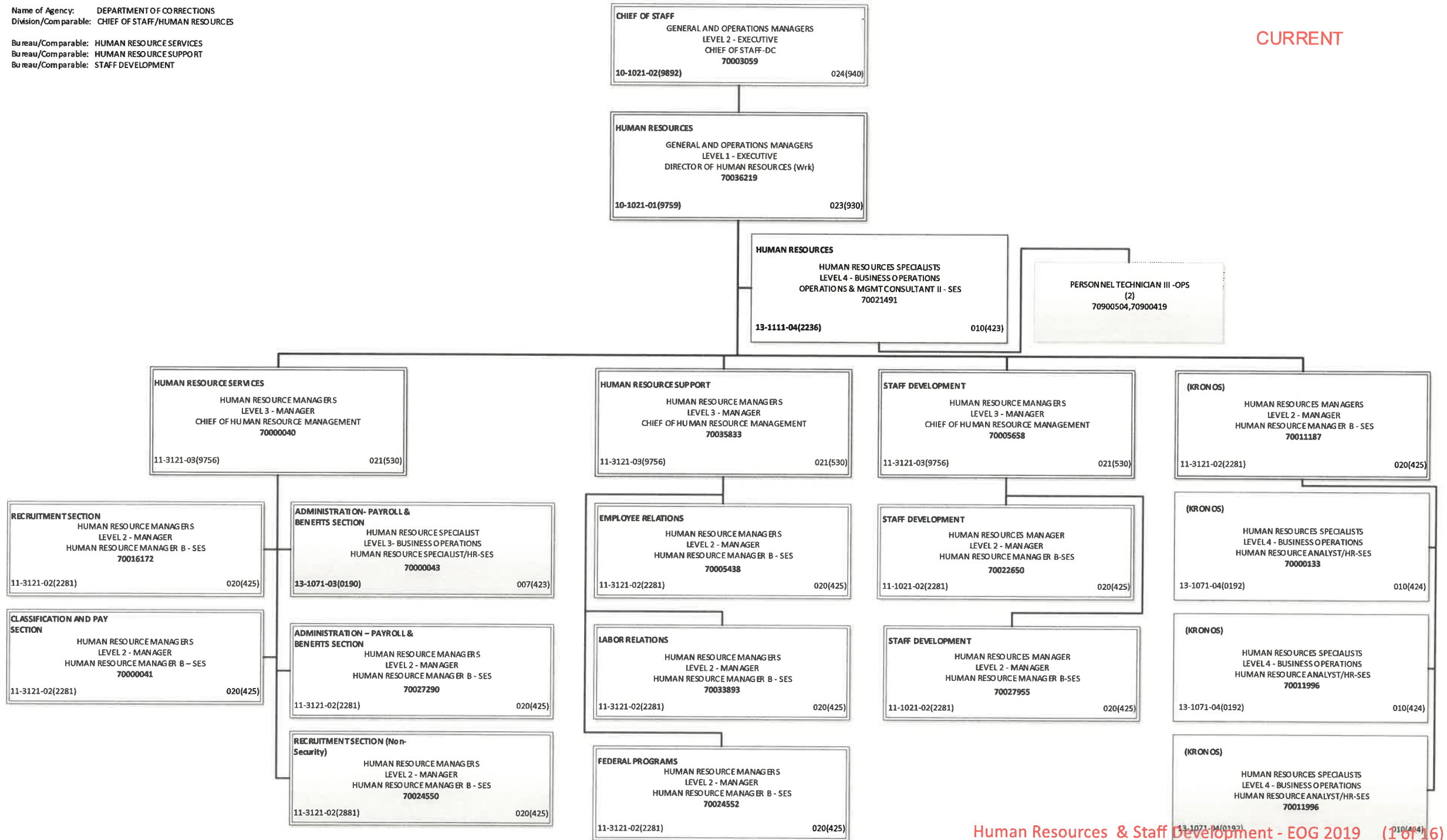
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/STRATEGIC INITIATIVES
 Division/Comparable: CHIEF OF STAFF/POLICY MANAGEMENT AND INMATE APPEALS
 Division/Comparable: CHIEF OF STAFF
 Bureau/Comparable: PUBLIC AFFAIRS
 Section/Subsection:



HR - Overview

CURRENT

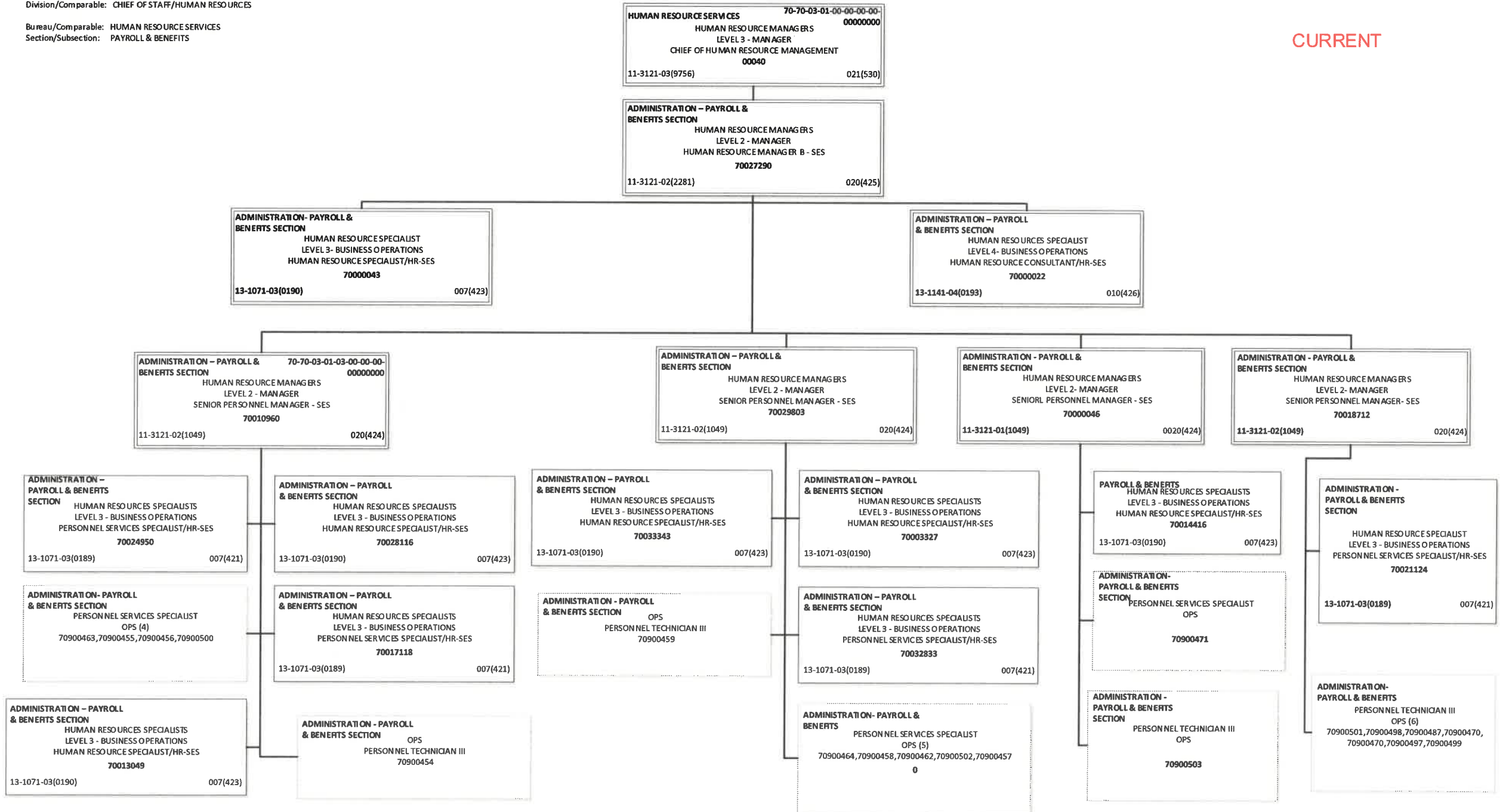
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: HUMAN RESOURCE SERVICES
 Bureau/Comparable: HUMAN RESOURCE SUPPORT
 Bureau/Comparable: STAFF DEVELOPMENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: HUMAN RESOURCE SERVICES
 Section/Subsection: PAYROLL & BENEFITS

HR - Administration (Payroll)

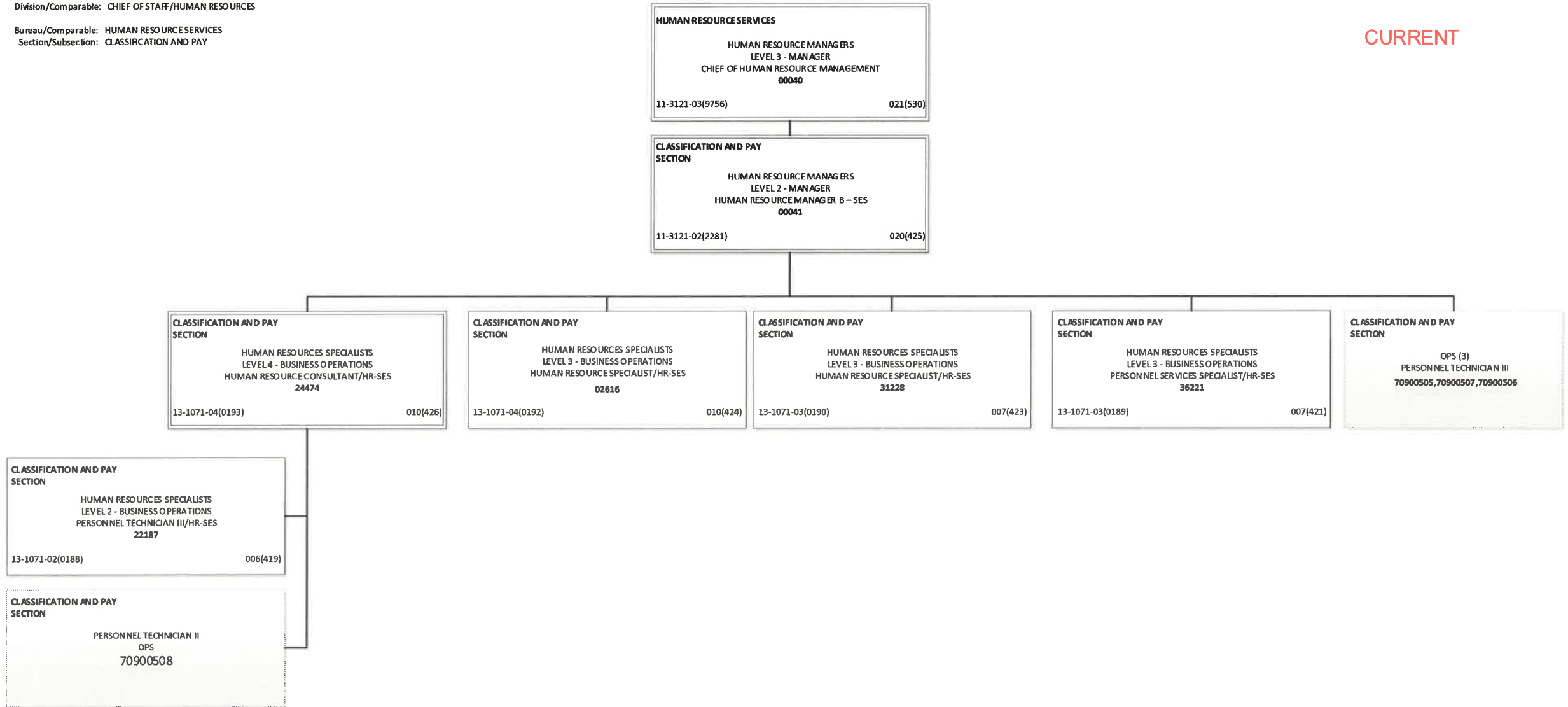
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: HUMAN RESOURCE SERVICES
 Section/Subsection: CLASSIFICATION AND PAY

HR - Classification and Pay

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: HUMAN RESOURCE SERVICES
 Section/Subsection: RECRUITMENT-SECURITY

HR - Recruitment (S)

CURRENT

HUMAN RESOURCE SERVICES
 HUMAN RESOURCE MANAGERS
 LEVEL 3 - MANAGER
 CHIEF OF HUMAN RESOURCE MANAGEMENT
 00040
 11-3121-03(9756) 021(530)

RECRUITMENT SECTION
 HUMAN RESOURCE MANAGERS
 LEVEL 2 - MANAGER
 HUMAN RESOURCE MANAGER B - SES
 70016172
 11-3121-02(2281) 020(425)

RECRUITMENT SECTION (Security)
 HUMAN RESOURCE MANAGERS
 LEVEL 2 - MANAGER
 SENIOR PERSONNEL MANAGER - SES
 70014228
 11-3121-02(1049) 020(424)

RECRUITMENT SECTION (Intake)
 HUMAN RESOURCE MANAGERS
 LEVEL 2 - MANAGER
 SENIOR PERSONNEL MANAGER - SES
 70000152
 11-3121-02(1049) 020(424)

RECRUITMENT SECTION (Certification)
 HUMAN RESOURCES SPECIALISTS
 LEVEL 4 - BUSINESS OPERATIONS
 HUMAN RESOURCE ANALYST /HR-SES
 70016081
 13-1071-04(0192) 008(424)

RECRUITMENT SECTION (Security)
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 HUMAN RESOURCE SPECIALIST/HR-SES
 12629
 13-1071-03(0190) 007(423)

RECRUITMENT SECTION (Security)
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 HUMAN RESOURCE SPECIALIST/HR-SES
 70017117
 13-1071-03(0190) 007(423)

RECRUITMENT SECTION (Intake)
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 HUMAN RESOURCE SPECIALIST/HR-SES
 70023129
 13-1071-03(0190) 007(423)

RECRUITMENT SECTION (Certification)
 HUMAN RESOURCES SPECIALISTS
 LEVEL 2 - BUSINESS OPERATIONS
 PERSONNEL TECHNICIAN III/HR-SES
 70009123
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Security)
 HUMAN RESOURCES SPECIALISTS
 LEVEL 2 - BUSINESS OPERATIONS
 PERSONNEL TECHNICIAN III/HR-SES
 70017369
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Security)
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 PERSONNEL SERVICES SPECIALIST/HR-SES
 70013787
 13-1071-03(0189) 007(421)

RECRUITMENT SECTION (Intake)
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 PERSONNEL SERVICES SPECIALIST/HR-SES
 70018721
 13-1071-03(0189) 007(421)

RECRUITMENT SECTION (Certification)
 HUMAN RESOURCES SPECIALISTS
 LEVEL 2 - BUSINESS OPERATIONS
 PERSONNEL TECHNICIAN III/HR-SES
 70030808
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Security)
 HUMAN RESOURCES SPECIALISTS
 LEVEL 2 - BUSINESS OPERATIONS
 PERSONNEL TECHNICIAN III/HR-SES
 70018235
 13-1071-02(0188) 006(419)

RECRUITMENT SECTION (Security)
 PERSONNEL TECHNICIAN III
 OPS (4)
 70900483,70900484,70900477,70900472,
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Intake)
 HUMAN RESOURCES SPECIALISTS
 LEVEL 2 - BUSINESS OPERATIONS
 PERSONNEL TECHNICIAN III/HR-SES
 70005639
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Certification)
 PERSONNEL TECHNICIAN III
 OPS
 70900485
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Security)
 PERSONNEL TECHNICIAN II
 OPS (5)
 70900490,70900476,70900479,70900474,70900489
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Intake)
 PERSONNEL TECHNICIAN III
 OPS (2)
 70900445,70900446
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Certification)
 PERSONNEL TECHNICIAN II
 OPS
 70900475
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Security)
 PERSONNEL AIDE
 OPS (4)
 70900451,70900452,70900473
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Intake)
 PERSONNEL TECHNICIAN II
 OPS (5)
 70900469,70900444,,70900443,70900478,70900435
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Certification)
 PERSONNEL TECHNICIAN I
 OPS (2)
 70900486,70900450
 13-1071-02(0188) 003(419)

RECRUITMENT SECTION (Intake)
 PERSONNEL AIDE
 OPS (2)
 70900468,70900467
 13-1071-02(0188) 003(419)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: HUMAN RESOURCE SUPPORT
 Section/Subsection: EMPLOYEE RELATIONS
 Section/Subsection: LABOR RELATIONS
 Section/Subsection:

HR - LR ER
HUMAN RESOURCE SUPPORT
 HUMAN RESOURCE MANAGERS
 LEVEL 3 - MANAGER
 CHIEF OF HUMAN RESOURCE MANAGEMENT
 70035833
 11-3121-03(9756) 021(530)

CURRENT

EMPLOYEE RELATIONS
 HUMAN RESOURCE MANAGERS
 LEVEL 2 - MANAGER
 HUMAN RESOURCE MANAGER B - SES
 70005438
 11-3121-02(2281) 020(425)

LABOR RELATIONS
 HUMAN RESOURCE MANAGERS
 LEVEL 2 - MANAGER
 HUMAN RESOURCE MANAGER B - SES
 70033893
 11-3121-02(2281) 020(425)

EMPLOYEE RELATIONS
 HUMAN RESOURCE MANAGERS
 LEVEL 2 - MANAGER
 SENIOR PERSONNEL MANAGER - SES
 70000165
 11-3121-02(1049) 020(424)

EMPLOYEE RELATIONS
 HUMAN RESOURCE MANAGERS
 LEVEL 2 - MANAGER
 SENIOR PERSONNEL MANAGER - SES
 70024949
 11-3121-02(1049) 020(424)

LABOR RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 HUMAN RESOURCE SPECIALIST/HR-SES
 70011514
 13-1071-03(0190) 007(423)

LABOR RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 PERSONNEL SERVICES SPECIALIST/HR-SES
 70020944
 13-1071-03(0189) 007(421)

EMPLOYEE RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 PERSONNEL SERVICES SPECIALIST/HR-SES
 70024338
 13-1071-03(0199) 009(421)

EMPLOYEE RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 4 - BUSINESS OPERATIONS
 HUMAN RESOURCE ANALYST/HR-SES
 70027538
 13-1071-04(0192) 010(424)

EMPLOYEE RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 4 - BUSINESS OPERATIONS
 HUMAN RESOURCE ANALYST/HR-SES
 70021696
 13-1071-04(0192) 010(424)

LABOR RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 PERSONNEL SERVICES SPECIALIST/HR-SES
 70031678
 13-1071-03(0189) 007(421)

LABOR RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 2 - BUSINESS OPERATIONS
 PERSONNEL TECHNICIAN III/HR-SES
 70017996
 13-1071-02(0188) 003(419)

EMPLOYEE RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 PERSONNEL SERVICES SPECIALIST/HR-SES
 70009440
 13-1071-03(0189) 007(421)

EMPLOYEE RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 2 - BUSINESS OPERATIONS
 PERSONNEL TECHNICIAN III/HR-SES
 70012096
 13-1071-02(0188) 003(419)

EMPLOYEE RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 PERSONNEL SERVICES SPECIALIST/HR-SES
 70003250
 13-1071-03(0189) 007(421)

LABOR RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 PERSONNEL SERVICES SPECIALIST/HR-SES
 70031678
 13-1071-03(0189) 007(421)

LABOR RELATIONS
 OPS (3)
 PERSONNEL TECHNICIAN III
 70900488, 70900466, 70900448

EMPLOYEE RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 PERSONNEL SERVICES SPECIALIST/HR-SES
 70028106
 13-1071-03(0189) 007(421)

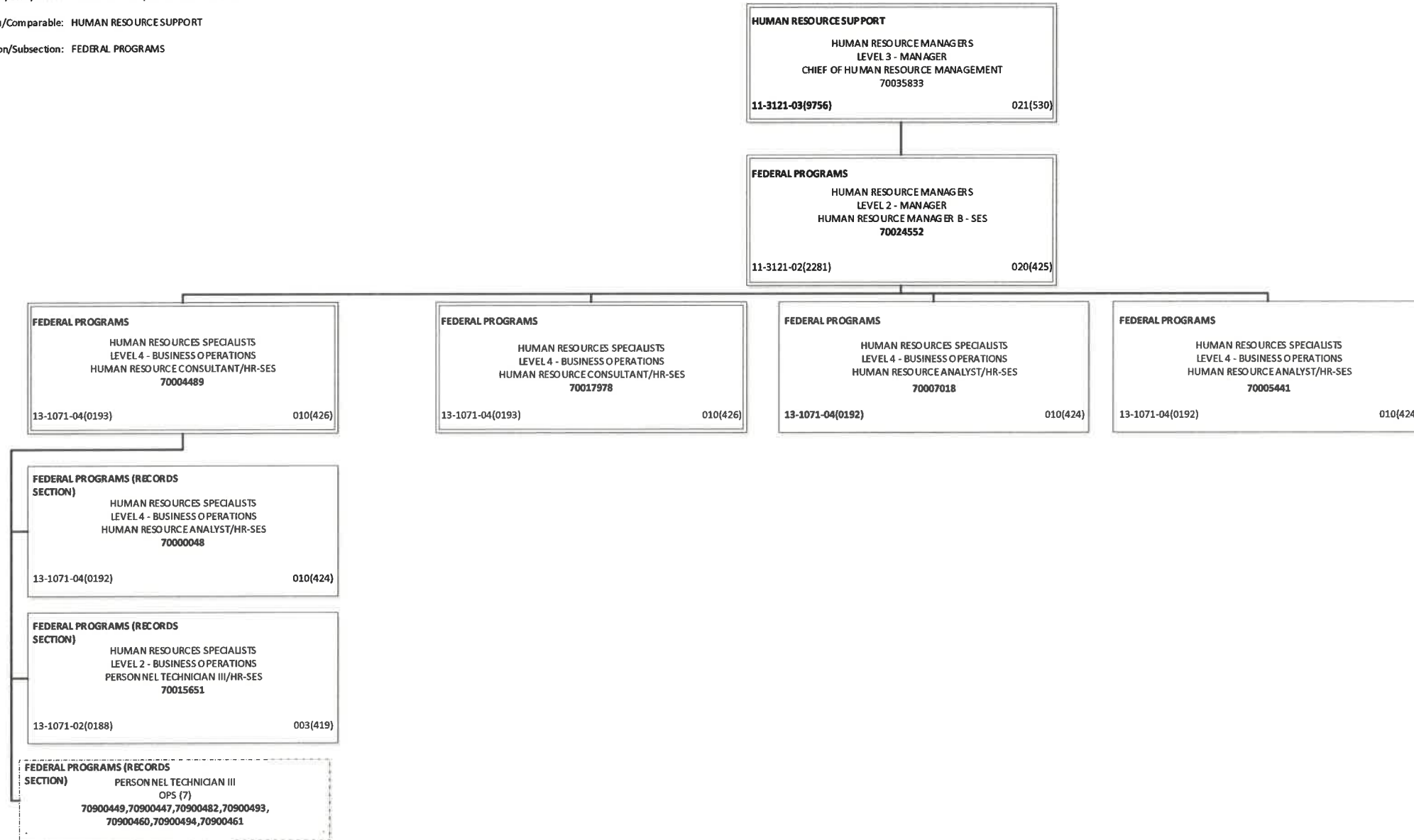
EMPLOYEE RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 PERSONNEL SERVICES SPECIALIST/HR-SES
 70024957
 13-1071-03(0189) 007(421)

EMPLOYEE RELATIONS
 HUMAN RESOURCES SPECIALISTS
 LEVEL 3 - BUSINESS OPERATIONS
 PERSONNEL SERVICES SPECIALIST/HR-SES
 70000166
 13-1071-03(0189) 007(421)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: HUMAN RESOURCE SUPPORT
 Section/Subsection: FEDERAL PROGRAMS

HR - Federal Programs

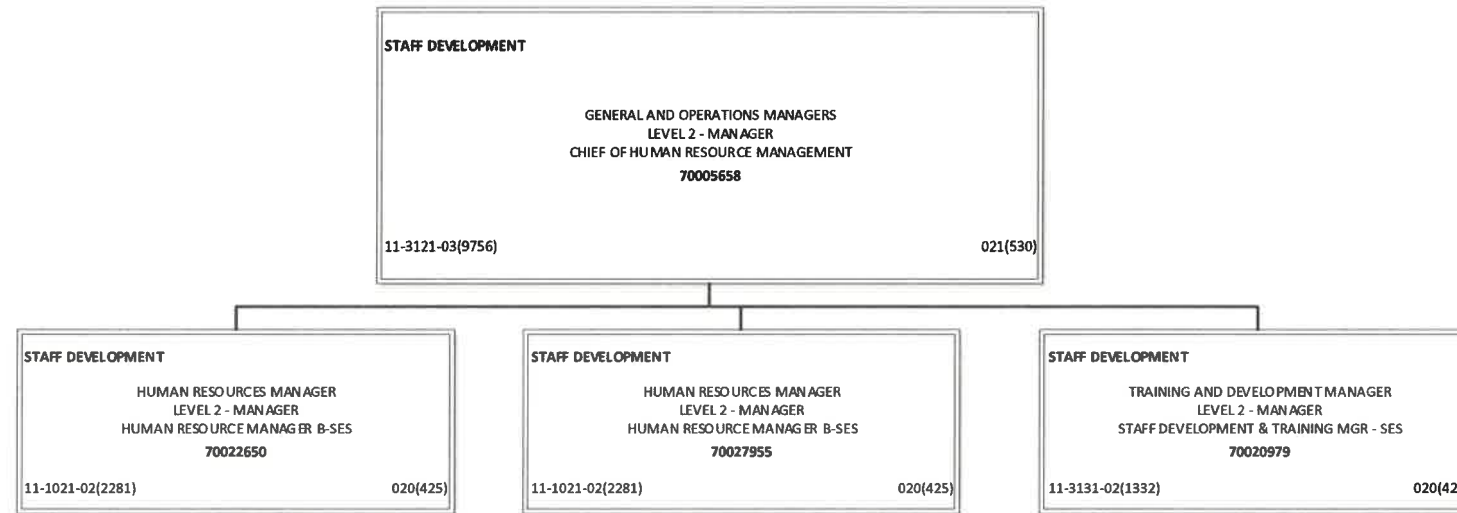
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Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
Bureau/Comparable: STAFF DEVELOPMENT
Section/Subsection:

STAFF DEVELOPMENT (05658)

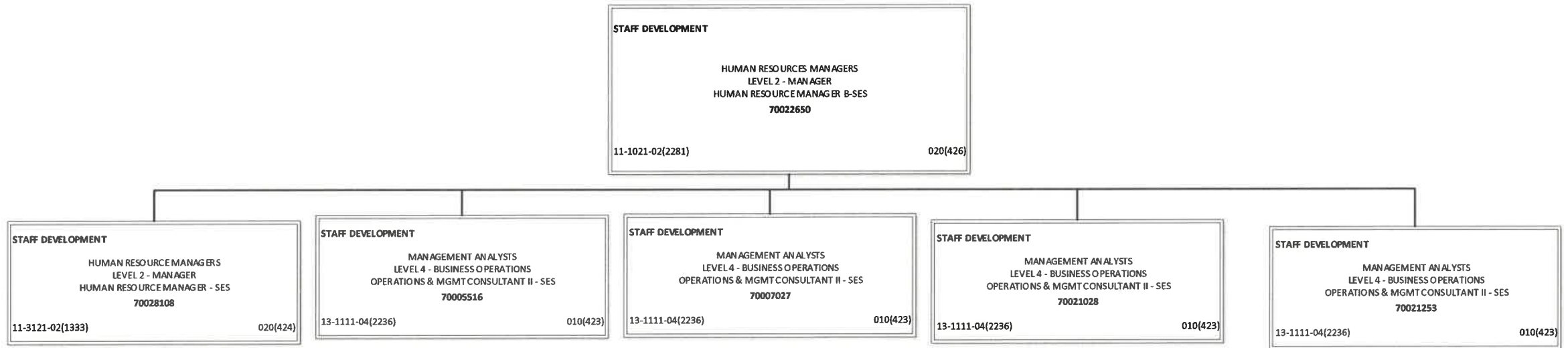
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Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
Bureau/Comparable: STAFF DEVELOPMENT
Section/Subsection:

SD (OPERATIONS MANAGER C-SES 22650)

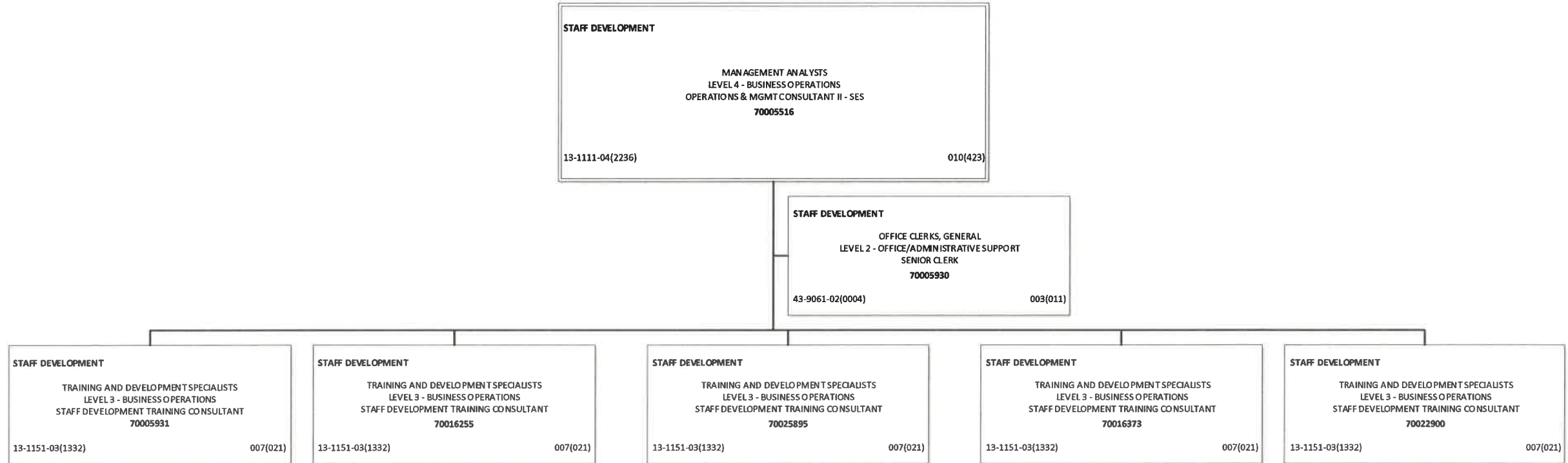
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: STAFF DEVELOPMENT
 Section/Subsection:

SD (OPERATIONS & MGMT CONSULTANT II-SES 05516)

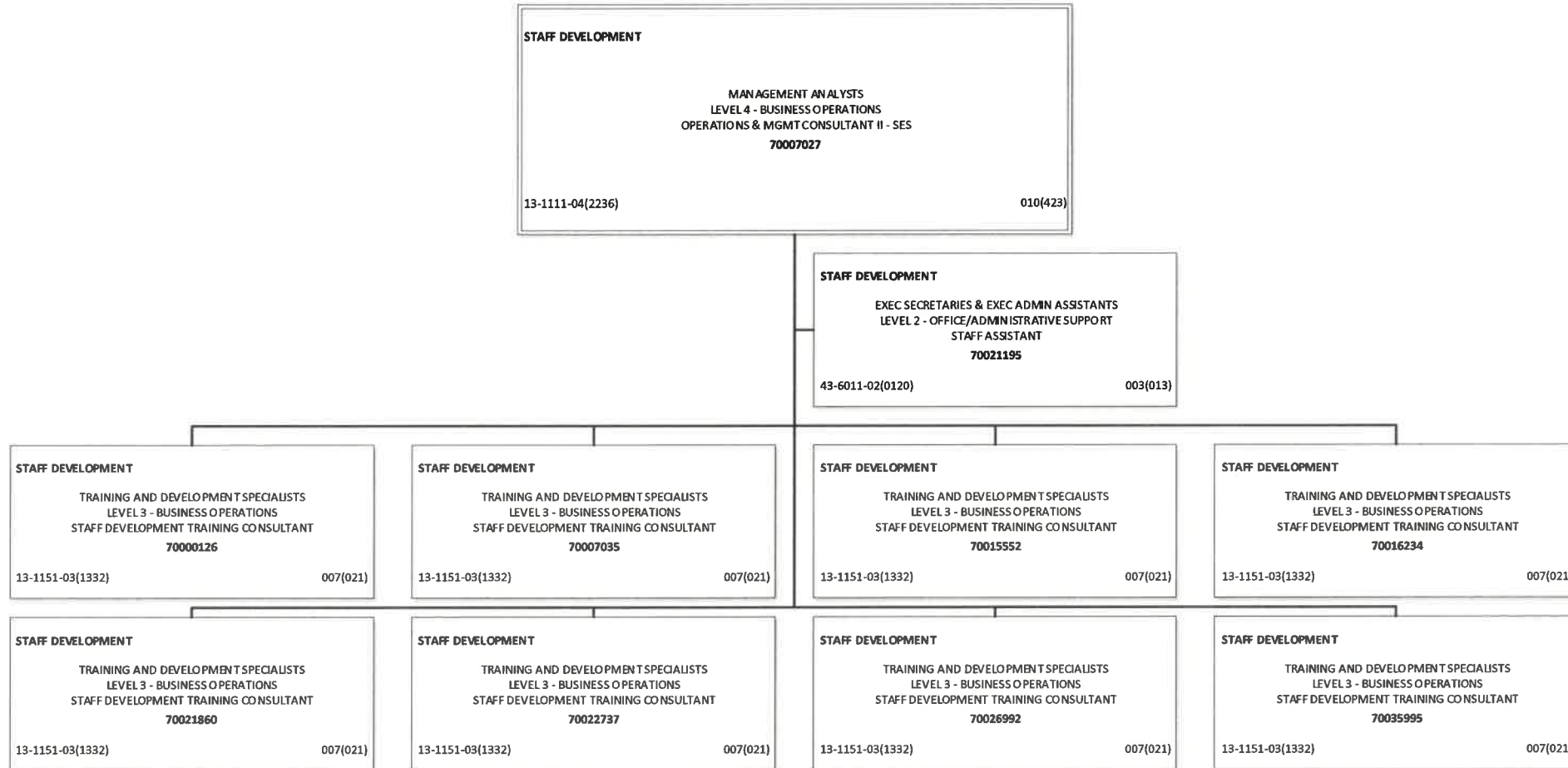
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: STAFF DEVELOPMENT
 Section/Subsection:

SD (OPERATIONS & MGMT CONSULTANT II-SES 07027)

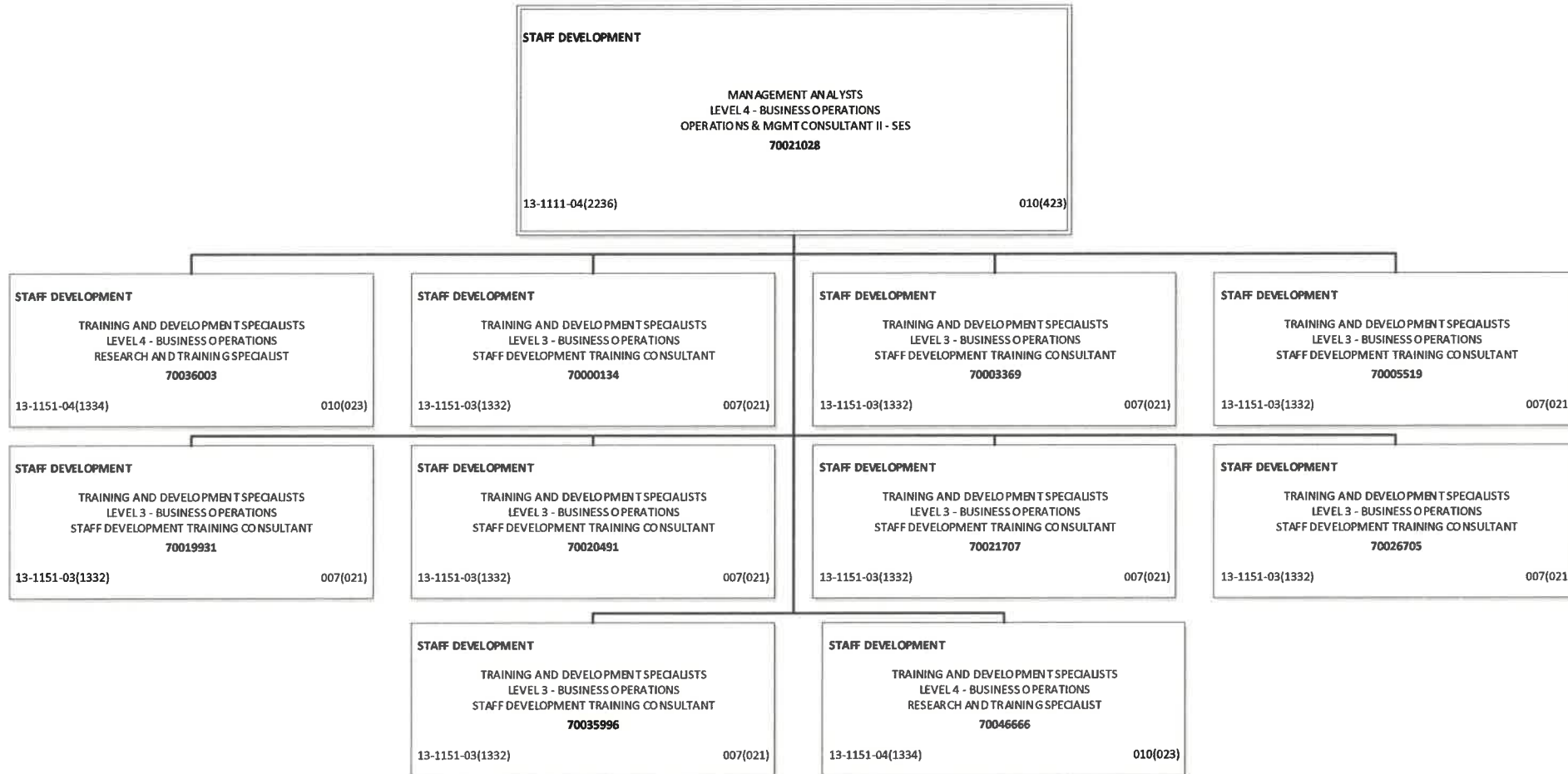
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: STAFF DEVELOPMENT
 Section/Subsection:

SD (OPERATIONS & MGMT CONSULTANT II-SES 21028)

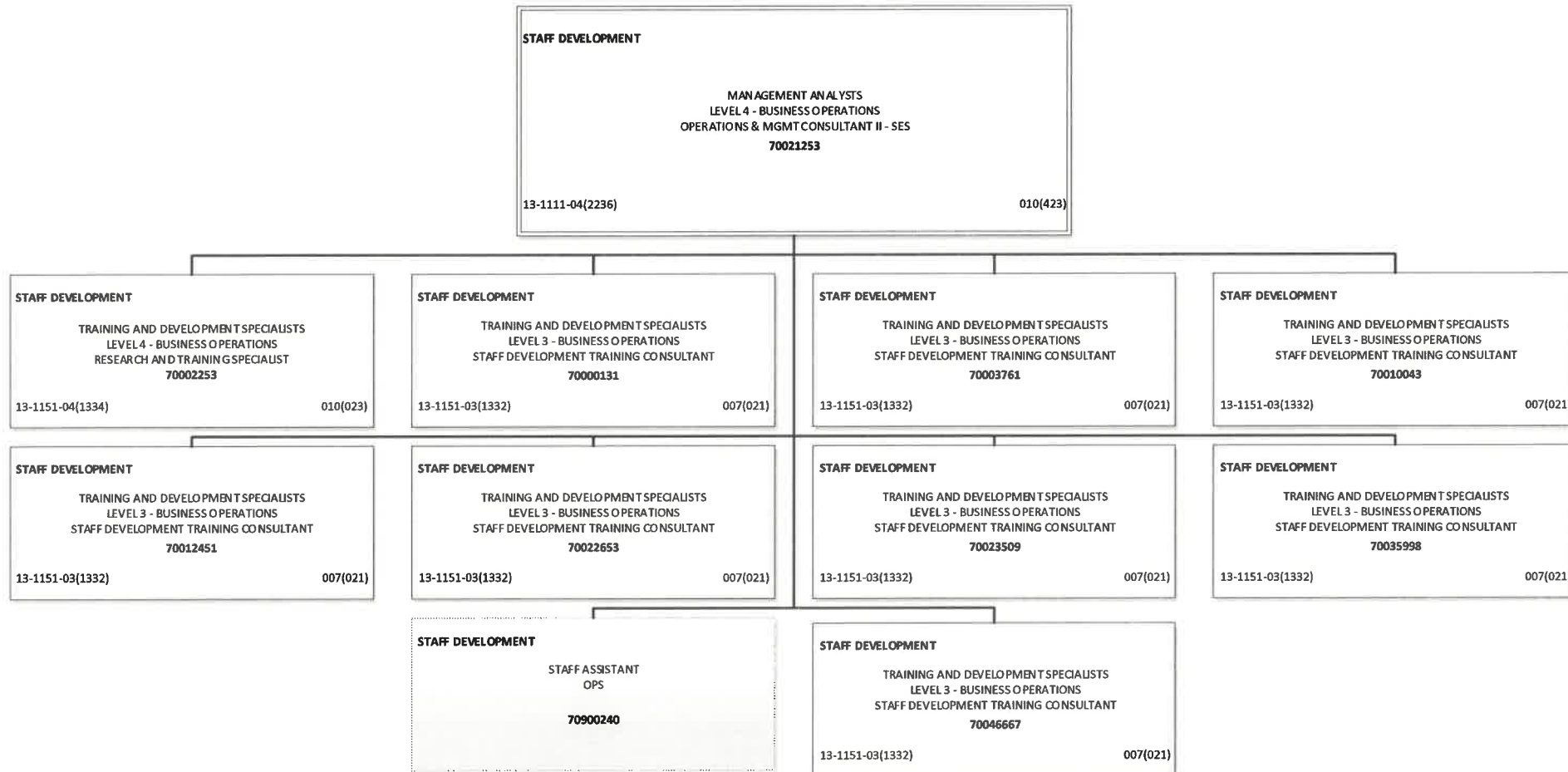
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: STAFF DEVELOPMENT
 Section/Subsection:

SD (OPERATIONS & MGMT CONSULTANT II-SES 21253)

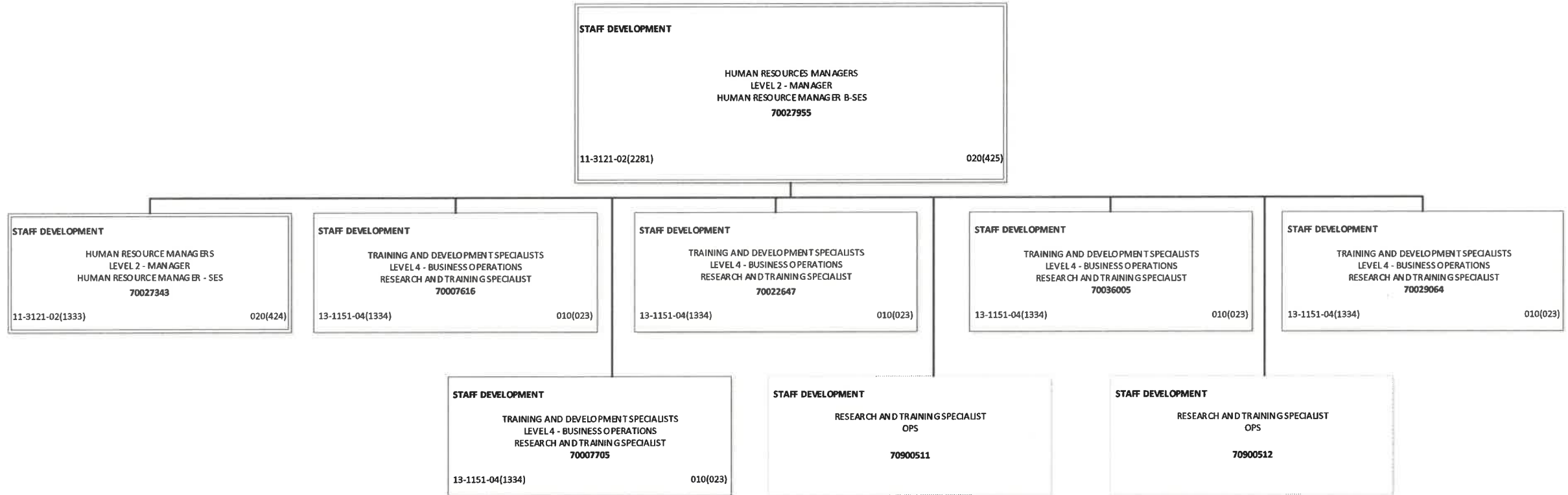
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
 Bureau/Comparable: STAFF DEVELOPMENT
 Section/Subsection:

SD (OPERATIONS MANAGER C-SES 27955)

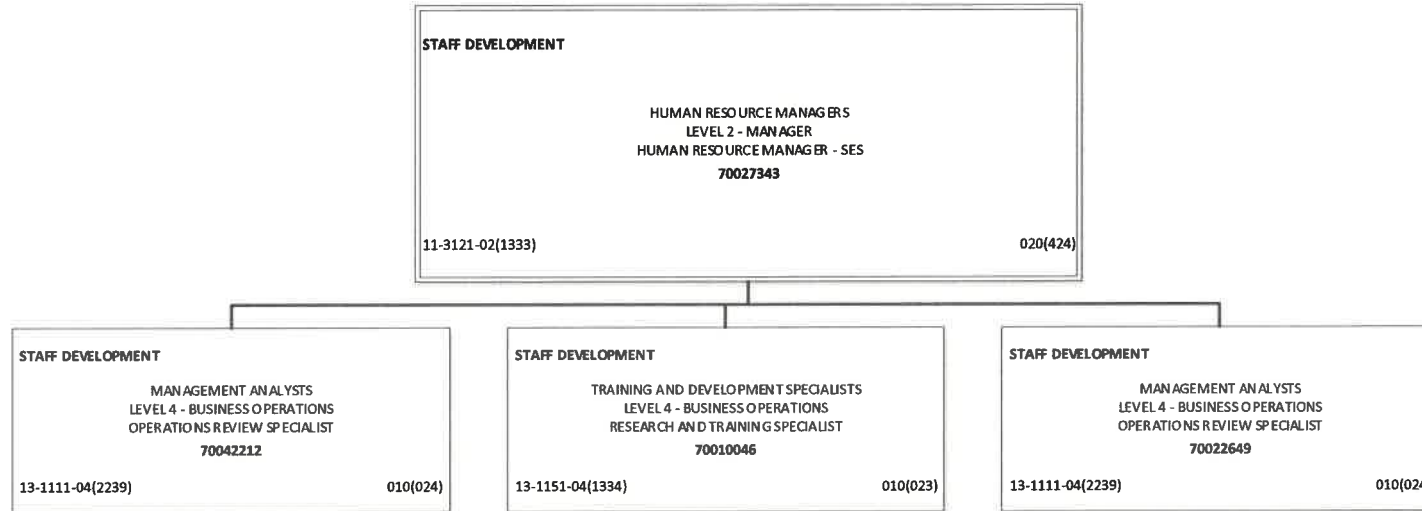
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Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
Bureau/Comparable: STAFF DEVELOPMENT
Section/Subsection:

SD (HR MANAGER-SES 27343)

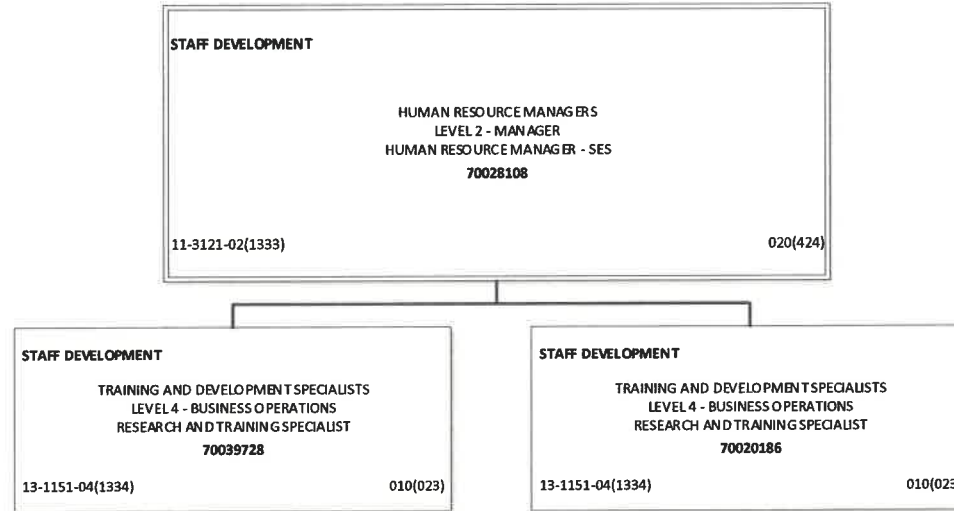
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Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: CHIEF OF STAFF/HUMAN RESOURCES
Bureau/Comparable: STAFF DEVELOPMENT
Section/Subsection:

SD (HR MANAGER-SES 28108)

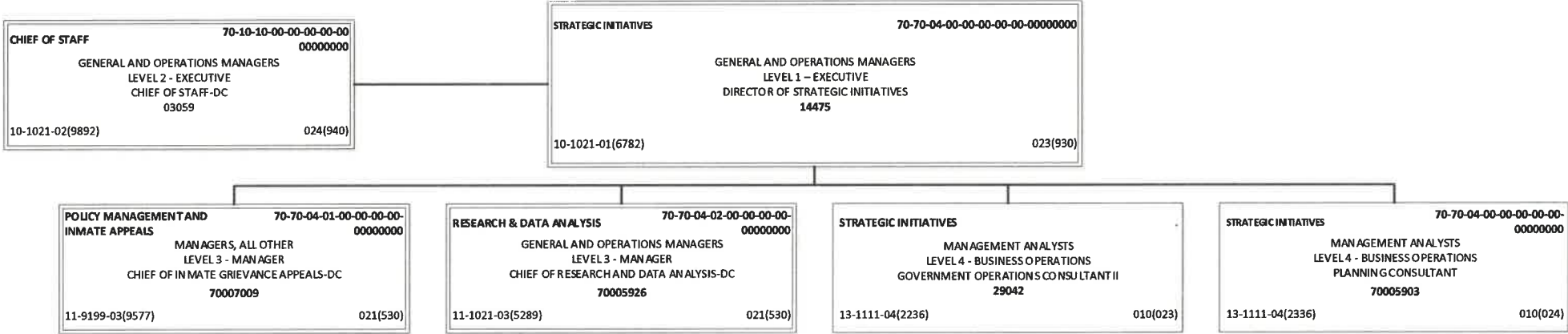
CURRENT



STRATEGIC INITIATIVES

CURRENT

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: CHIEF OF STAFF/STRATEGIC INITIATIVES
 Bureau/Comparable: POLICY MANAGEMENT AND INMATE APPEALS
 Bureau/Comparable: RESEARCH & DATA ANALYSIS
 Section/Subsection:



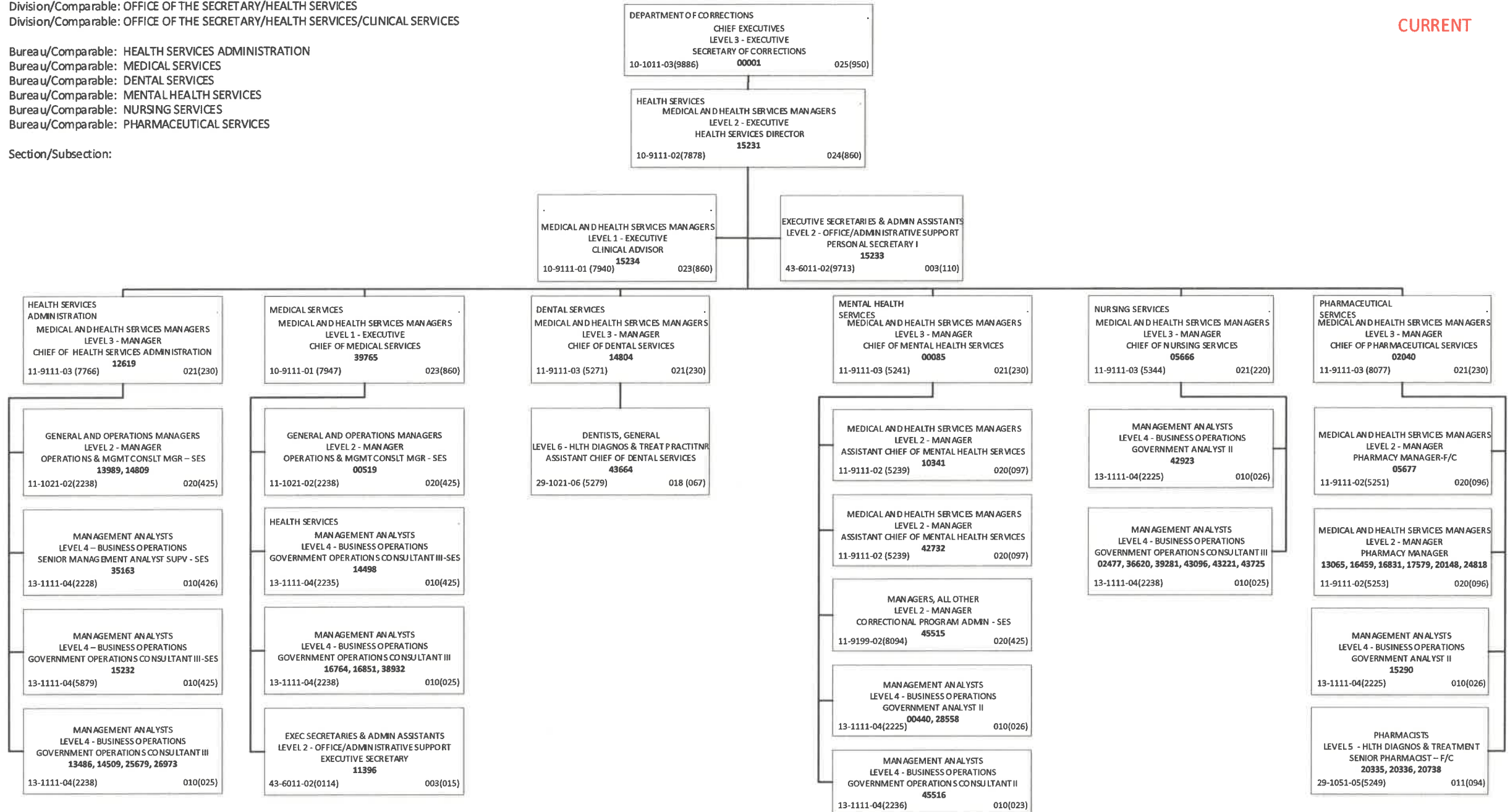
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES/CLINICAL SERVICES

Bureau/Comparable: HEALTH SERVICES ADMINISTRATION
 Bureau/Comparable: MEDICAL SERVICES
 Bureau/Comparable: DENTAL SERVICES
 Bureau/Comparable: MENTAL HEALTH SERVICES
 Bureau/Comparable: NURSING SERVICES
 Bureau/Comparable: PHARMACEUTICAL SERVICES

Section/Subsection:

OVERVIEW

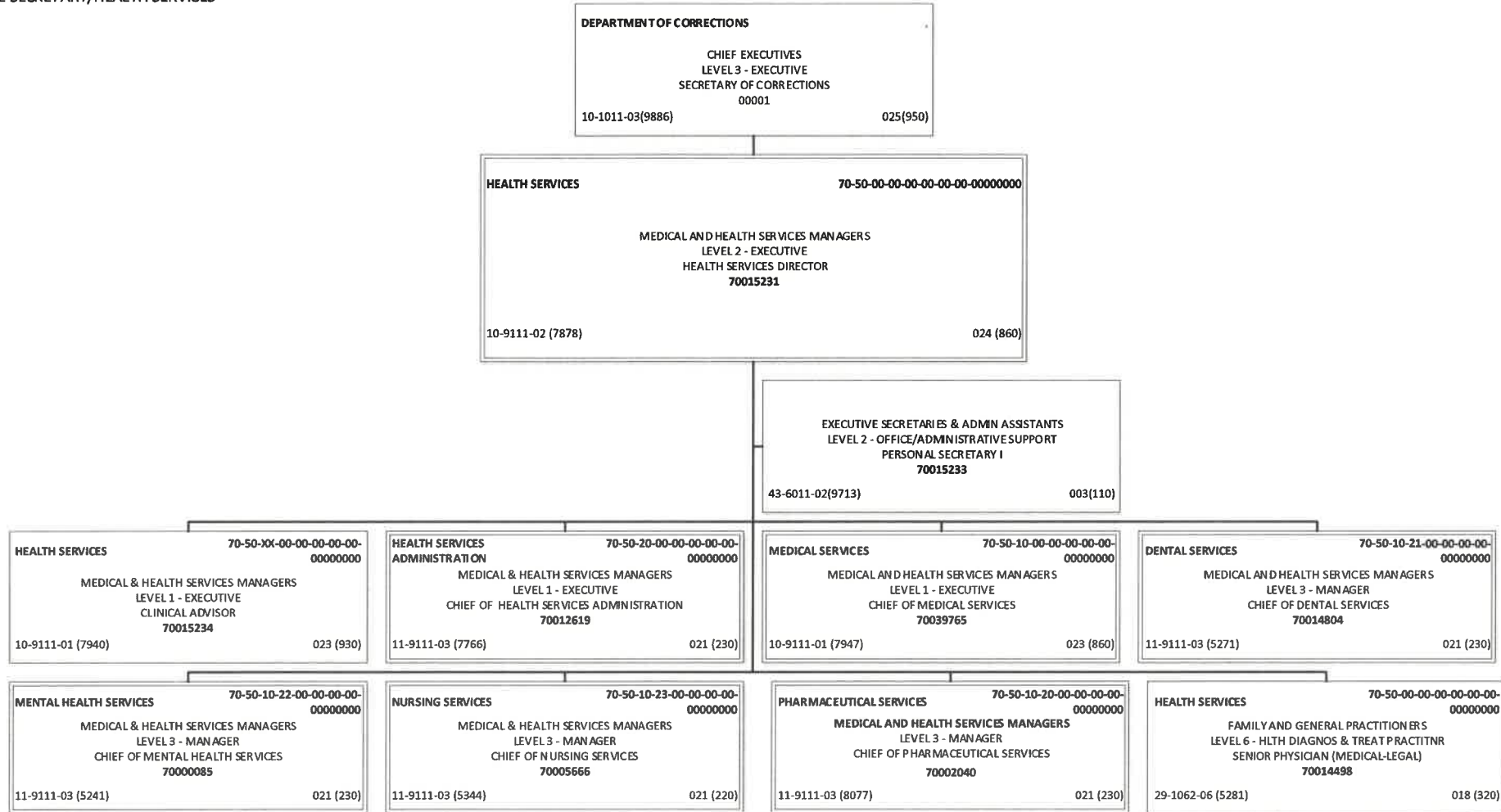
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable:
 Section/Subsection:

HEALTH SERVICES - DIRECTOR (15231)

CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: HEALTH SERVICES ADMINISTRATION

HEALTH SERVICE ADMINISTRATION (12619)

CURRENT

Section/Subsection: MEDICAL SERVICES-AIDS-GRANT
 Section/Subsection: CONTRACTS

HEALTH SERVICES 70-50-00-00-00-00-00-00-00000000
 MEDICAL AND HEALTH SERVICES MANAGERS
 LEVEL 2 - EXECUTIVE
 HEALTH SERVICES DIRECTOR
 70015231
 10-9111-02 (7878) 024 (860)

HEALTH SERVICES ADMINISTRATION 70-50-20-00-00-00-00-00-00000000
 MEDICAL & HEALTH SERVICES MANAGERS
 LEVEL 1 - EXECUTIVE
 CHIEF OF HEALTH SERVICES ADMINISTRATION
 70012619
 11-9111-03 (7766) 021 (230)

HEALTH SERVICES ADMINISTRATION (R3) 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT III
 70013486
 13-1111-04(2238) 010(025)

HEALTH SERVICES ADMINISTRATION (R1) 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT III
 70014509
 13-1111-04(2238) 010(025)

HEALTH SERVICES ADMINISTRATION (R2) 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT III
 70025679
 13-1111-04(2238) 010(025)

HEALTH SERVICES ADMINISTRATION 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT III
 70026973
 13-1111-04(2238) 010(025)

CONTRACTS 70-50-20-00-00-00-00-00-00000000
 GENERAL AND OPERATIONS MANAGERS
 LEVEL 2 - MANAGER
 OPERATIONS MANAGER C-SES
 70035163
 11-1021-02(9119) 020(426)

MEDICAL SERVICES-AIDS-GRANT 70-50-10-25-91-00-00-00-00000000
 GENERAL AND OPERATIONS MANAGERS
 LEVEL 2 - MANAGER
 OPERATIONS & MGMT CONSULTANT MGR - SES
 70013989
 11-1021-02(2238) 020(425)

CONTRACTS 70-50-20-00-00-00-00-00-00000000
 GENERAL AND OPERATIONS MANAGERS
 LEVEL 2 - MANAGER
 OPERATIONS & MGMT CONSULTANT MGR - SES
 70014809
 11-1021-02(2238) 020(425)

HEALTH SERVICES ADMINISTRATION 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT III
 70015232
 13-1111-04(2238) 010(025)

CONTRACTS 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT ANALYST II
 70018955
 13-1111-04(2225) 010(026)

MEDICAL SERVICES-AIDS-GRANT 70-50-10-25-91-00-00-00-00000000
 COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER
 LEVEL 3 - COUNSELING AND SOCIAL WORK
 HUMAN SERVICES PROGRAM CONSULTANT II
 70029850
 21-1099-03(5919) 007(022)

MEDICAL SERVICES-AIDS-GRANT 70-50-10-25-91-00-00-00-00000000
 COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER
 LEVEL 3 - COUNSELING AND SOCIAL WORK
 HUMAN SERVICES PROGRAM CONSULTANT III
 70002070
 21-1099-03(5920) 007(023)

CONTRACTS (R3) 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 3 - BUSINESS OPERATIONS
 GOVERNMENT ANALYST I
 70026159
 13-1111-03(2224) 007(022)

HEALTH SERVICES ADMINISTRATION 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 3 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT I
 70005672
 13-1111-03(2234) 007(021)

CONTRACTS 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 GOVERNMENT OPERATIONS CONSULTANT II
 70017634
 13-1111-04(2236) 010(023)

MEDICAL SERVICES-AIDS-GRANT 70-50-10-25-91-00-00-00-00000000
 COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER
 LEVEL 3 - COUNSELING AND SOCIAL WORK
 HUMAN SERVICES PROGRAM CONSULTANT III
 70016418
 21-1099-03(5920) 007(023)

MEDICAL SERVICES-AIDS-GRANT 70-50-10-25-91-00-00-00-00000000
 COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER
 LEVEL 3 - COUNSELING AND SOCIAL WORK
 HUMAN SERVICES PROGRAM CONSULTANT III
 70035153
 21-1099-03(5920) 007(023)

CONTRACTS (R1) 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 3 - BUSINESS OPERATIONS
 GOVERNMENT ANALYST I
 70028909
 13-1111-03(2224) 007(022)

HEALTH SERVICES ADMINISTRATION 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 3 - BUSINESS OPERATIONS
 OPERATIONS ANALYST II
 70014842
 13-1111-03(2212) 007(019)

CONTRACTS 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 4 - BUSINESS OPERATIONS
 OPERATIONS REVIEW SPECIALIST
 70036881
 13-1111-04(2239) 010(024)

MEDICAL SERVICES-AIDS-GRANT 70-50-10-25-91-00-00-00-00000000
 COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER
 LEVEL 3 - COUNSELING AND SOCIAL WORK
 HUMAN SERVICES PROGRAM CONSULTANT II
 70014845
 21-1099-03(5919) 007(022)

MEDICAL SERVICES-AIDS-GRANT 70-50-10-25-91-00-00-00-00000000
 COMMUNITY/SOCIAL SERVICE SPEC/ALL OTHER
 LEVEL 3 - COUNSELING AND SOCIAL WORK
 HUMAN SERVICES PROGRAM CONSULTANT II
 70042724
 21-1099-03(5919) 007(022)

CONTRACTS (R2) 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 3 - BUSINESS OPERATIONS
 GOVERNMENT ANALYST I
 70040529
 13-1111-03(2224) 007(022)

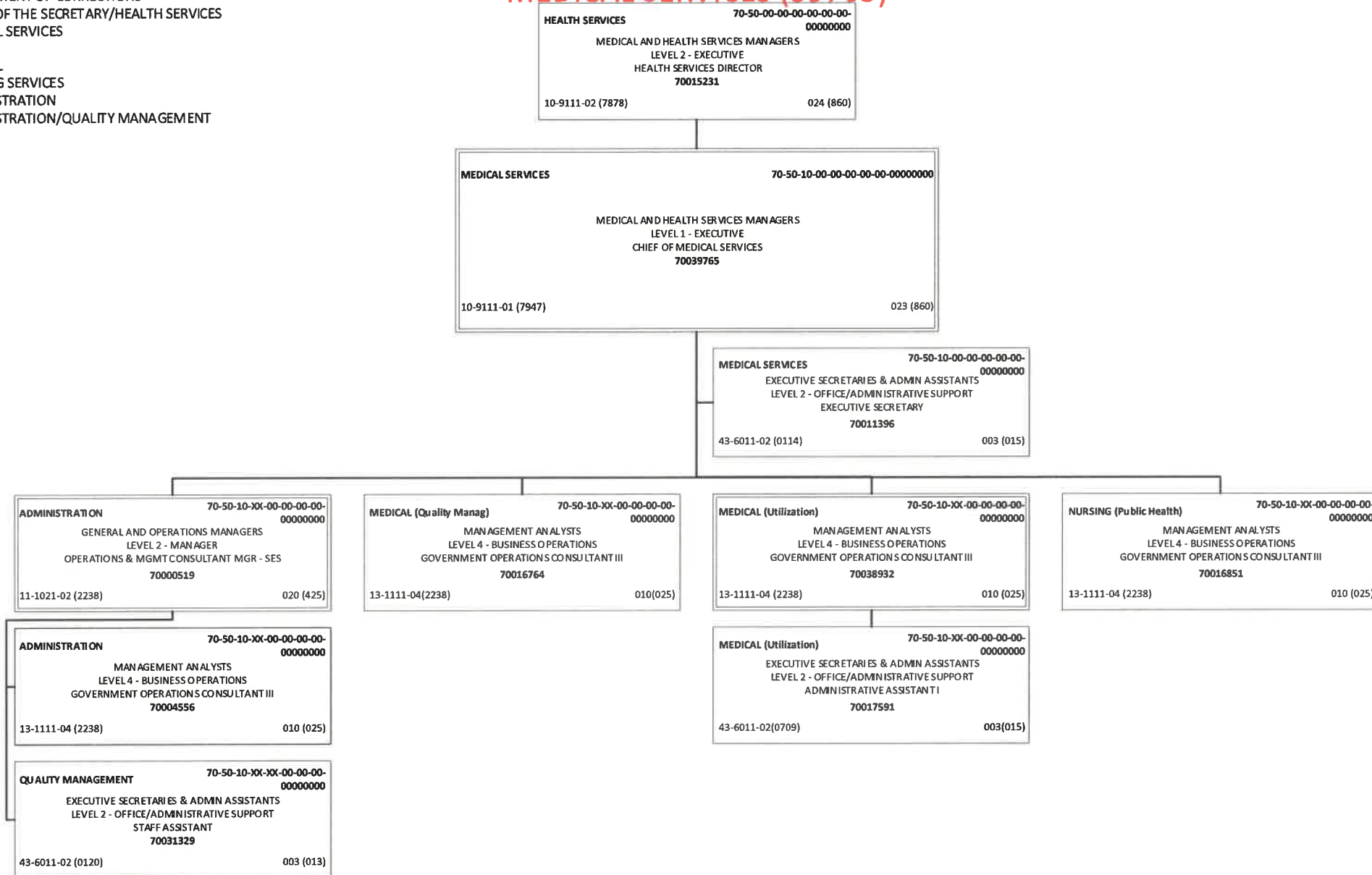
CONTRACTS 70-50-20-00-00-00-00-00-00000000
 MANAGEMENT ANALYSTS
 LEVEL 3 - BUSINESS OPERATIONS
 OPERATIONS ANALYST II
 70035051
 13-1111-03(2212) 007(019)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: MEDICAL SERVICES

Section/Subsection: MEDICAL
 Section/Subsection: NURSING SERVICES
 Section/Subsection: ADMINISTRATION
 Section/Subsection: ADMINISTRATION/QUALITY MANAGEMENT

MEDICAL SERVICES (39765)

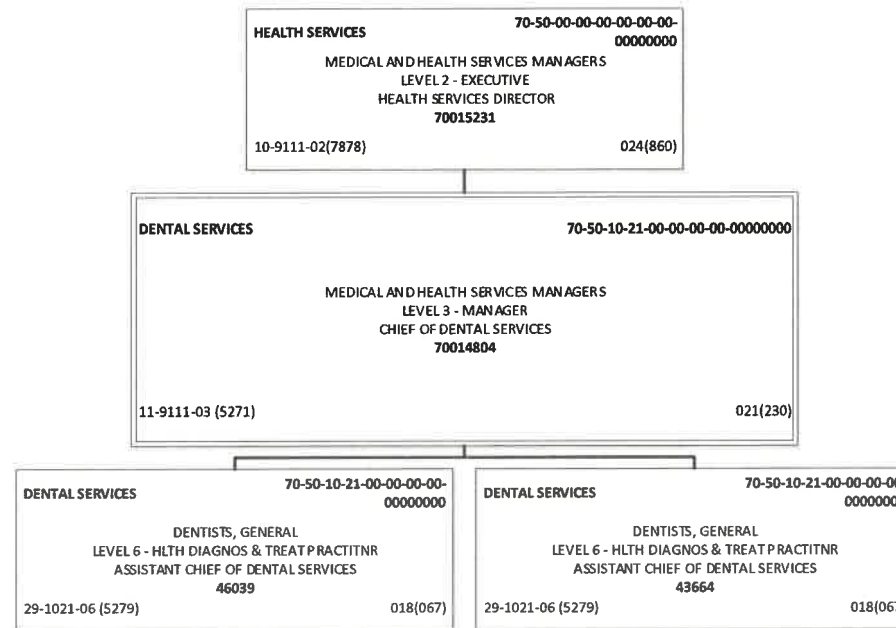
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: DENTAL SERVICES
 Section/Subsection:

DENTAL SERVICES (14804)

CURRENT

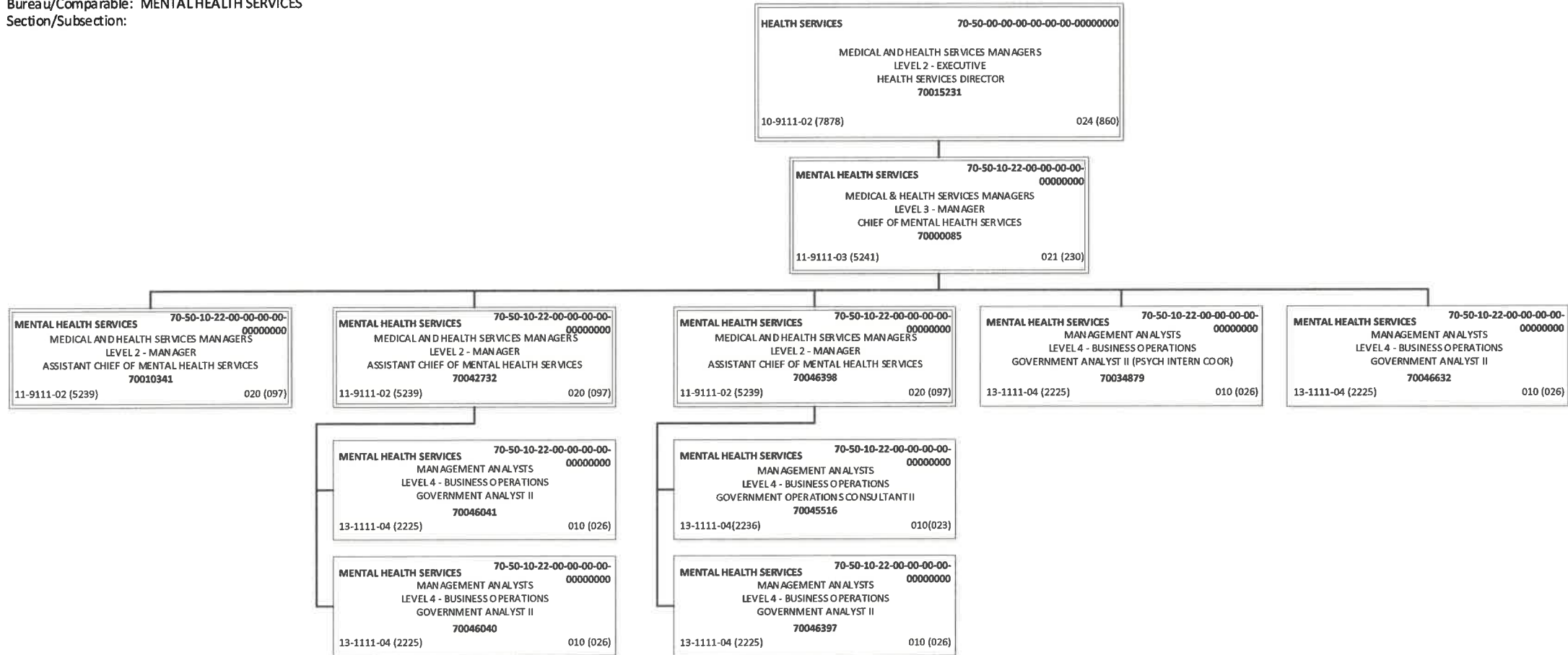


#46039 Established per LBR 2017-2018.

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: MENTAL HEALTH SERVICES
 Section/Subsection:

MENTAL HEALTH SERVICES (00085)

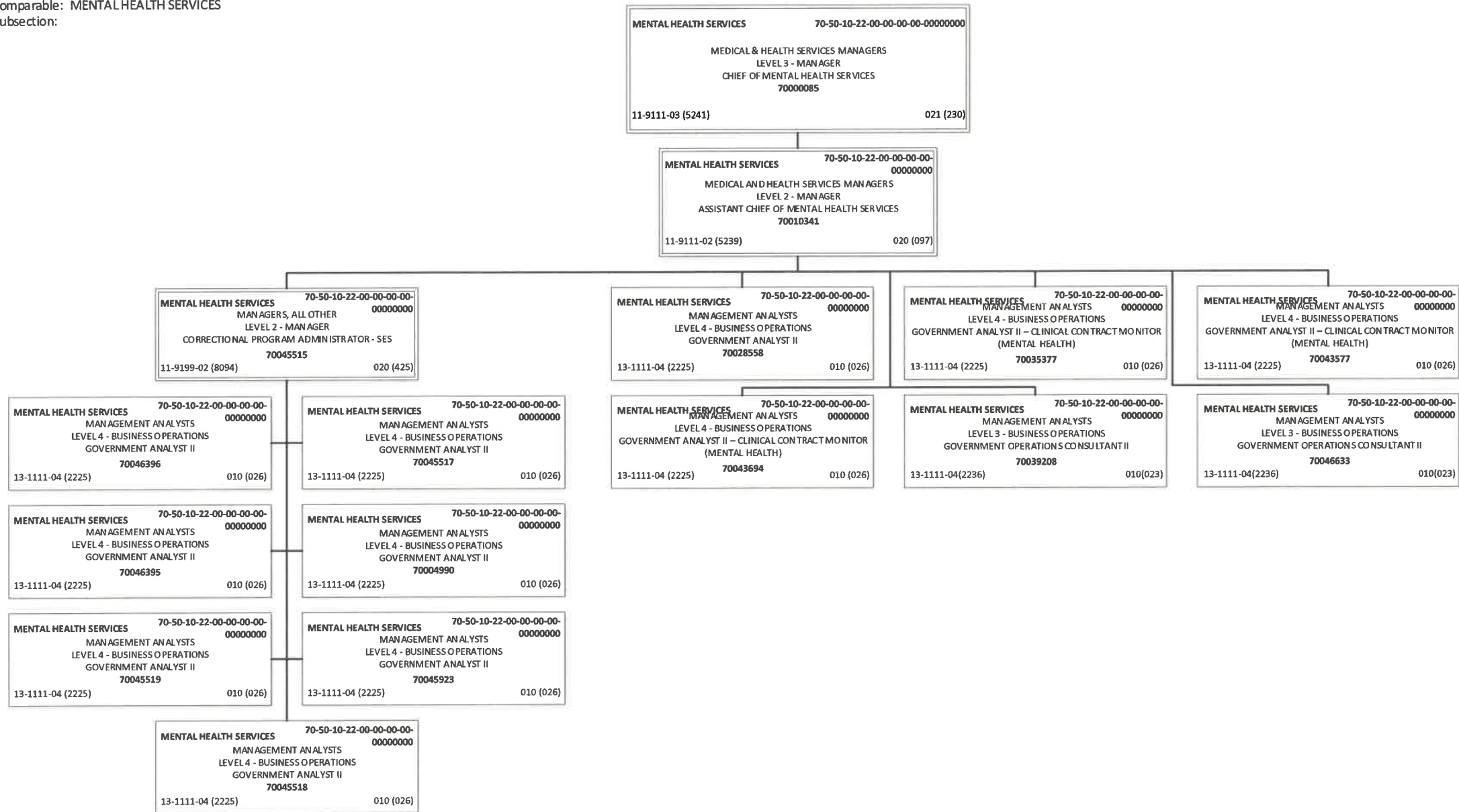
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: MENTAL HEALTH SERVICES
 Section/Subsection:

MENTAL HEALTH SERVICES (10341)

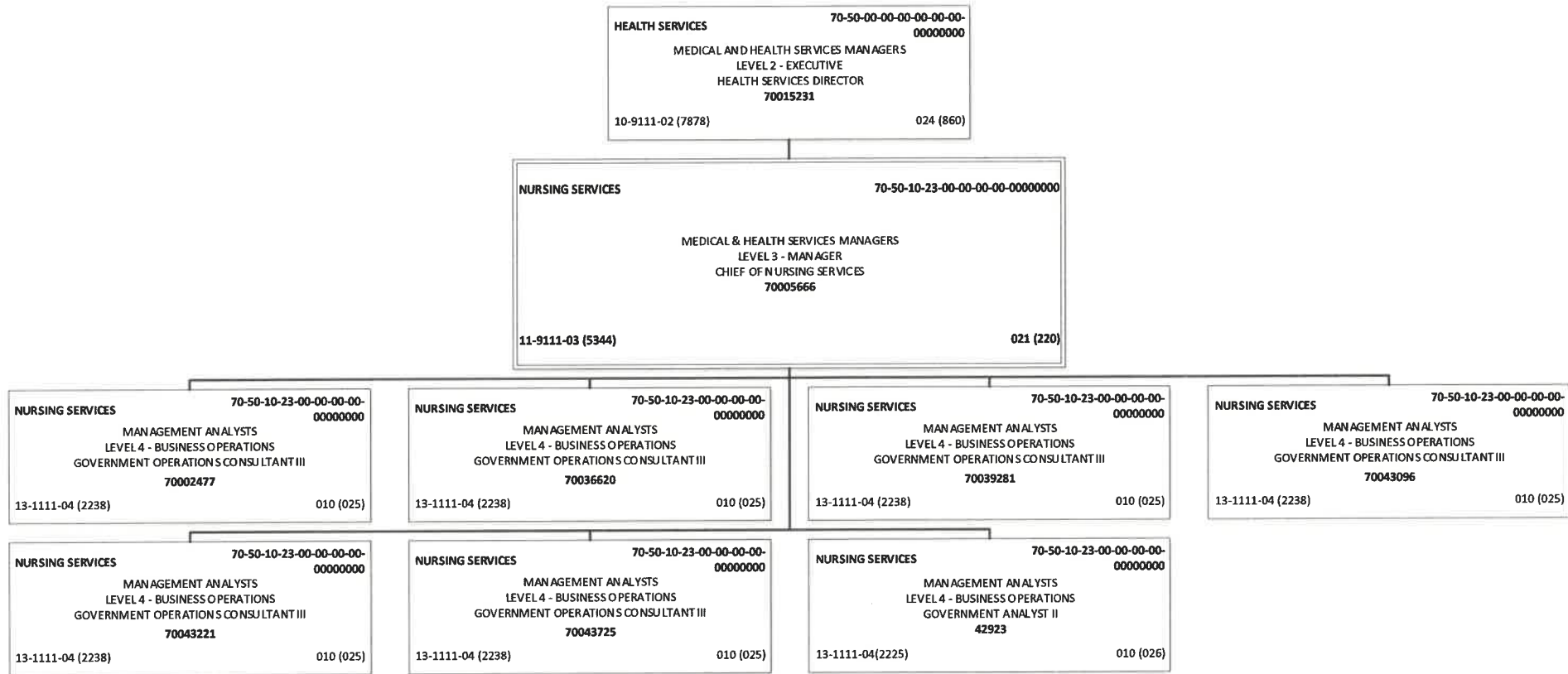
CURRENT



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: NURSING SERVICES
 Section/Subsection:

NURSING SERVICES (05666)

CURRENT

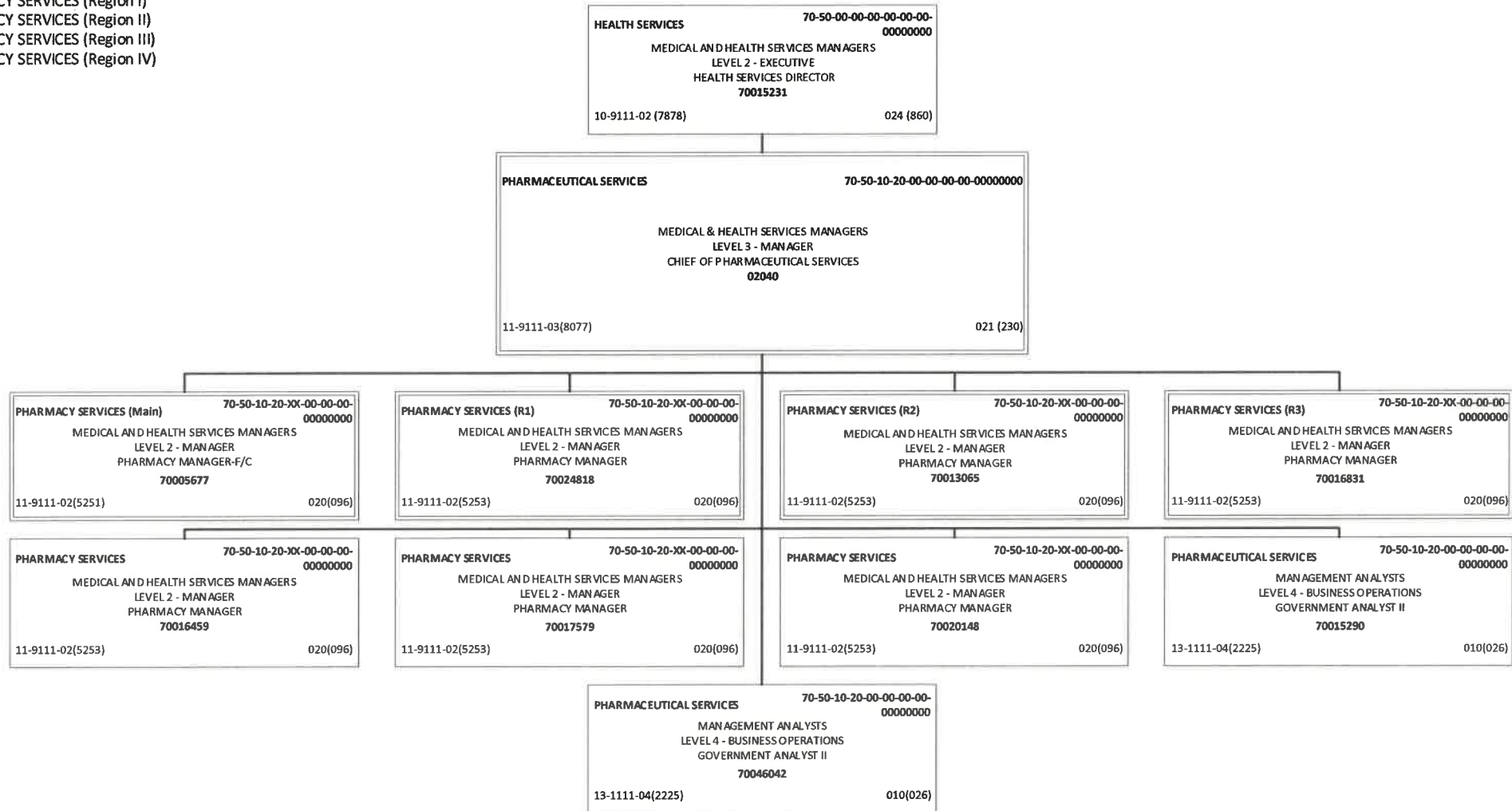


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: PHARMACEUTICAL SERVICES

PHARMACEUTICAL SERVICES (02040)

CURRENT

Section/Subsection: PHARMACY SERVICES (Region I)
 Section/Subsection: PHARMACY SERVICES (Region II)
 Section/Subsection: PHARMACY SERVICES (Region III)
 Section/Subsection: PHARMACY SERVICES (Region IV)

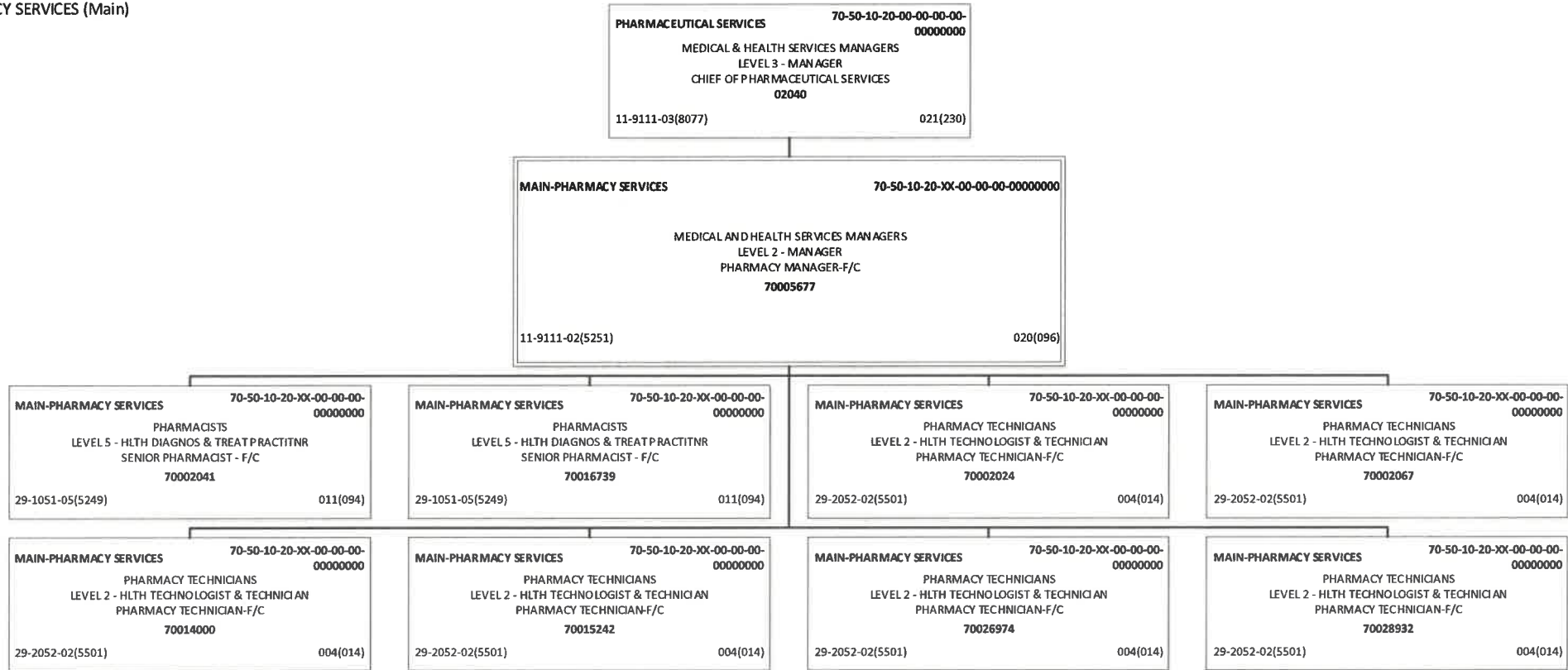


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: PHARMACEUTICAL SERVICES

PHARMACY SERVICES (Main - 05677)

CURRENT

Section/Subsection: PHARMACY SERVICES (Main)

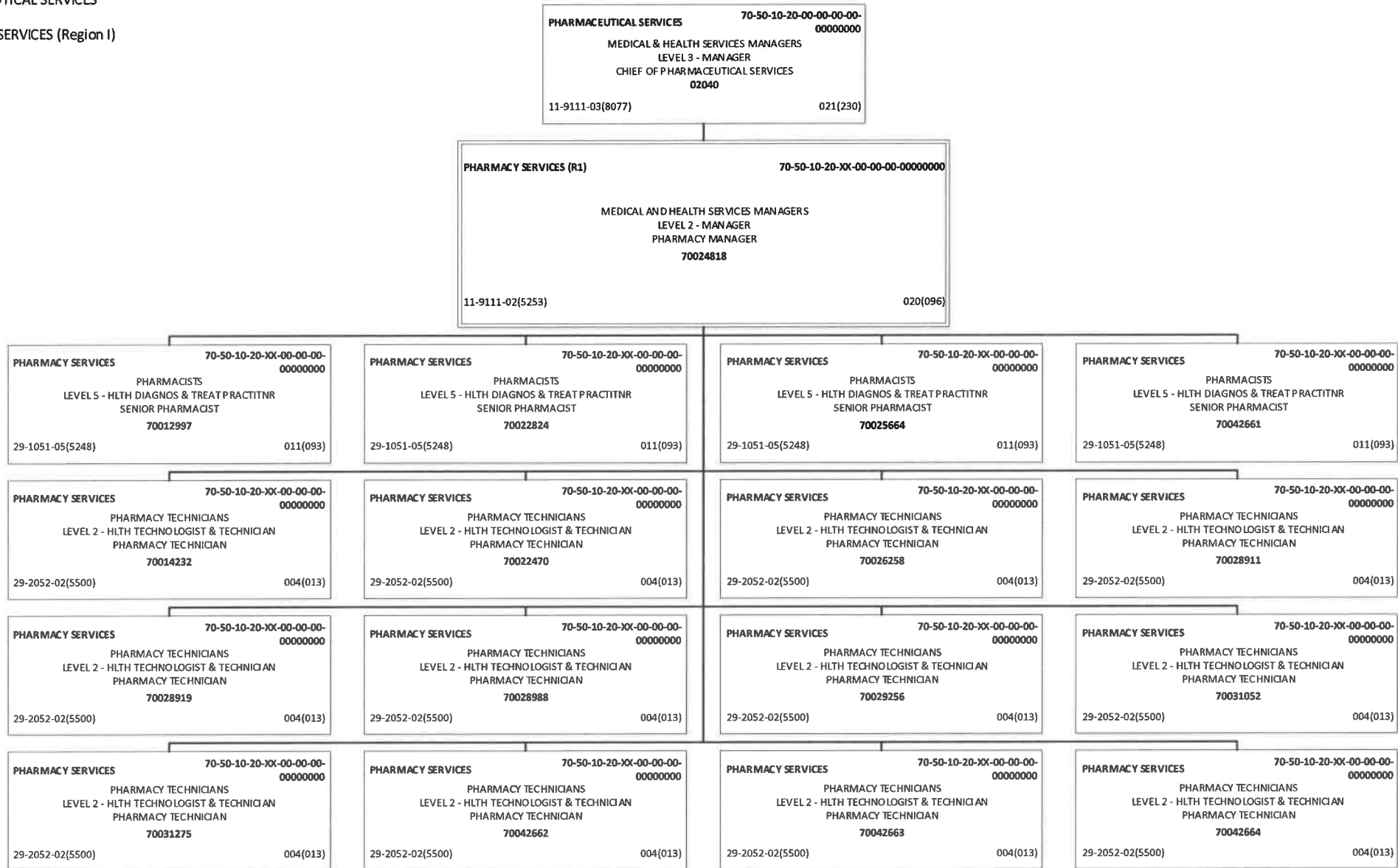


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: PHARMACEUTICAL SERVICES

PHARMACY SERVICES (R1 - 24818)

CURRENT

Section/Subsection: PHARMACY SERVICES (Region I)

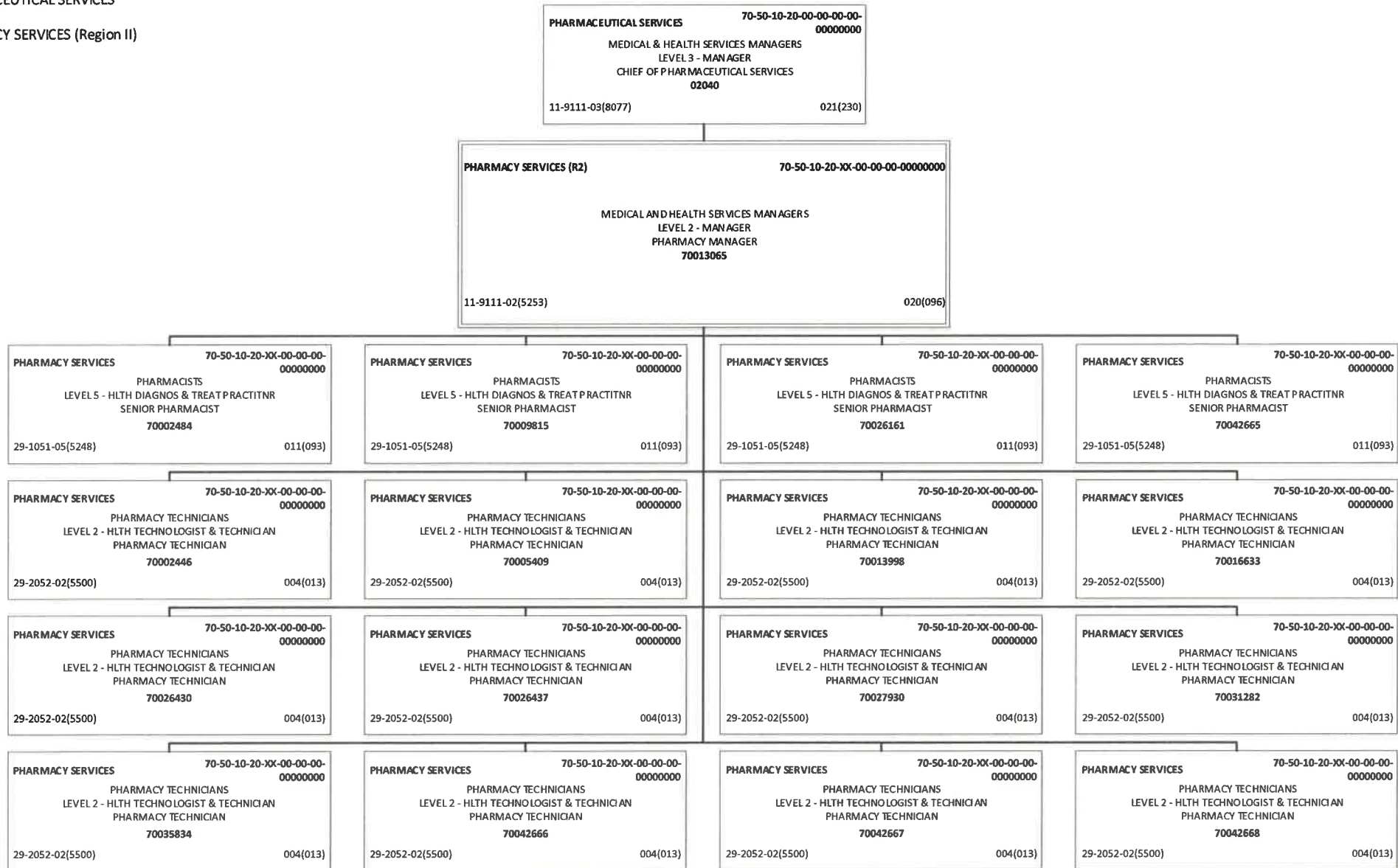


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: PHARMACEUTICAL SERVICES

PHARMACY SERVICES (R2 - 13065)

CURRENT

Section/Subsection: PHARMACY SERVICES (Region II)

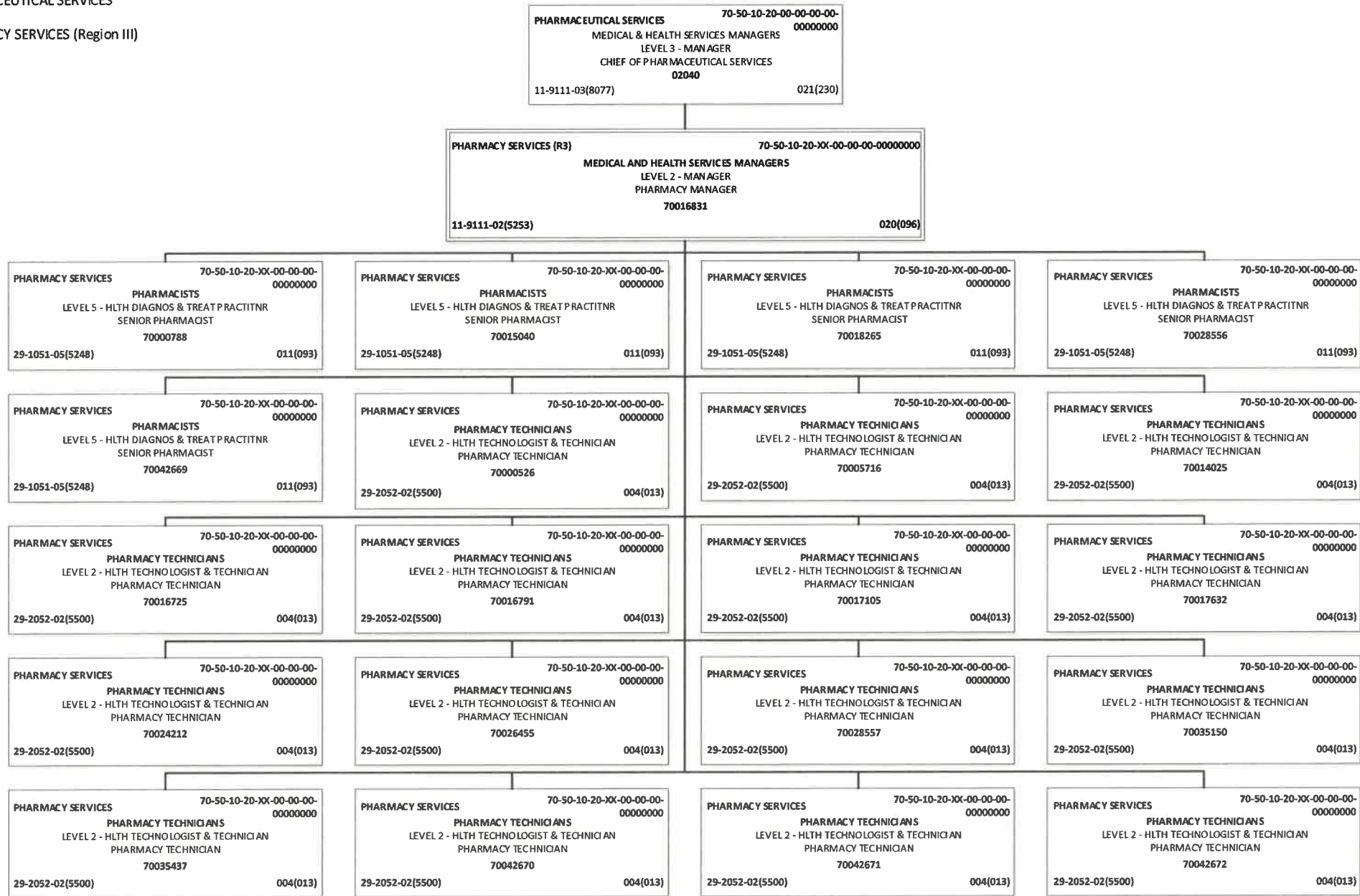


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/HEALTH SERVICES
 Bureau/Comparable: PHARMACEUTICAL SERVICES

PHARMACY SERVICES (R3 - 16831)

CURRENT

Section/Subsection: PHARMACY SERVICES (Region III)



Name of Agency: DEPARTMENT OF CORRECTIONS

Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: STATE INVESTIGATIONS

Bureau/Comparable: INTERNAL AUDIT

INSPECTOR GENERAL OVERVIEW

CURRENT

DEPARTMENT OF CORRECTIONS	CHIEF EXECUTIVES LEVEL 3 - EXECUTIVE SECRETARY OF CORRECTIONS	
10-1011-03(9886)	7000001	025(950)

INSPECTOR GENERAL	GENERAL AND OPERATIONS MANAGERS LEVEL 4 - MANAGERS INSPECTOR GENERAL-DC	
10-1021-02 (5100)	7000583	024(940)

INSPECTOR GENERAL	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS LEVEL 3 - OFFICE/ADMINISTRATIVE SUPPORT ADMINISTRATIVE ASSISTANT II - SES	
43-6011-03(0712)	7000006	005(418)

INSPECTOR GENERAL	GENERAL AND OPERATIONS MANAGERS LEVEL 4 - MANAGERS DEPUTY INSPECTOR GENERAL-DC	
11-1021-04 (8019)	7004015	022(520)

INSPECTOR GENERAL	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS LEVEL 2 - OFFICE/ADMINISTRATIVE SUPPORT EXECUTIVE SECRETARY - SES	
43-6011-02(0115)	7025873	003(415)

STATE INVESTIGATIONS	MANAGERS, ALL OTHER LEVEL 3 - MANAGER CHIEF OF INVESTIGATIONS - DC	
11-9199-03(9032)	7026669	021(540)

INTERNAL AUDIT	FINANCIAL MANAGERS LEVEL 3 - MANAGER CHIEF INTERNAL AUDITOR-DC	
11-3031-03(8961)	7005653	021(530)

STATE INVESTIGATIONS (Headquarters)	MANAGERS, ALL OTHER LEVEL 2 - MANAGER ASST CHIEF OF INVESTIGATIONS - DC	
11-9199-02(9019)	7002648	020(520)

STATE INVESTIGATIONS (North/NW Region)	MANAGERS, ALL OTHER LEVEL 2 - MANAGER ASST CHIEF OF INVESTIGATIONS - DC	
11-9199-02(9019)	7026658	020(520)

STATE INVESTIGATIONS (Central Region)	MANAGERS, ALL OTHER LEVEL 2 - MANAGER ASST CHIEF OF INVESTIGATIONS - DC	
11-9199-02(9019)	7002892	020(520)

RISK MANAGEMENT	GENERAL AND OPERATIONS MANAGERS LEVEL 2 - MANAGER OPERATIONS & MGMT CONSULTANT MGR - SES	
11-1021-02(2238)	7003058	020(425)

CONTRACT MANAGEMENT REVIEW	ACCOUNTANTS AND AUDITORS LEVEL 4 - FINANCE PROFESSIONAL ACCOUNTANT SUPERVISOR - SES	
13-2011-04(1470)	7000003	009(426)

CORRECTIONS INTELLIGENCE	GENERAL AND OPERATIONS MANAGERS LEVEL 2 - MANAGER OPERATIONS MANAGER C - SES	
11-1021-02(9119)	7014461	020(426)

STATE INVESTIGATIONS	FIRST LINE SUPERVISOR OF CORRECTIONAL OFFICERS LEVEL 6 - CORRECTIONAL ENFORCEMENT INSPECTOR SUPERVISOR - DC	
33-1011-06(8029)	7011491	012(189)

STATE INVESTIGATIONS (South Region)	MANAGERS, ALL OTHER LEVEL 2 - MANAGER ASST CHIEF OF INVESTIGATIONS - DC	
11-9199-02(9019)	7026646	020(520)

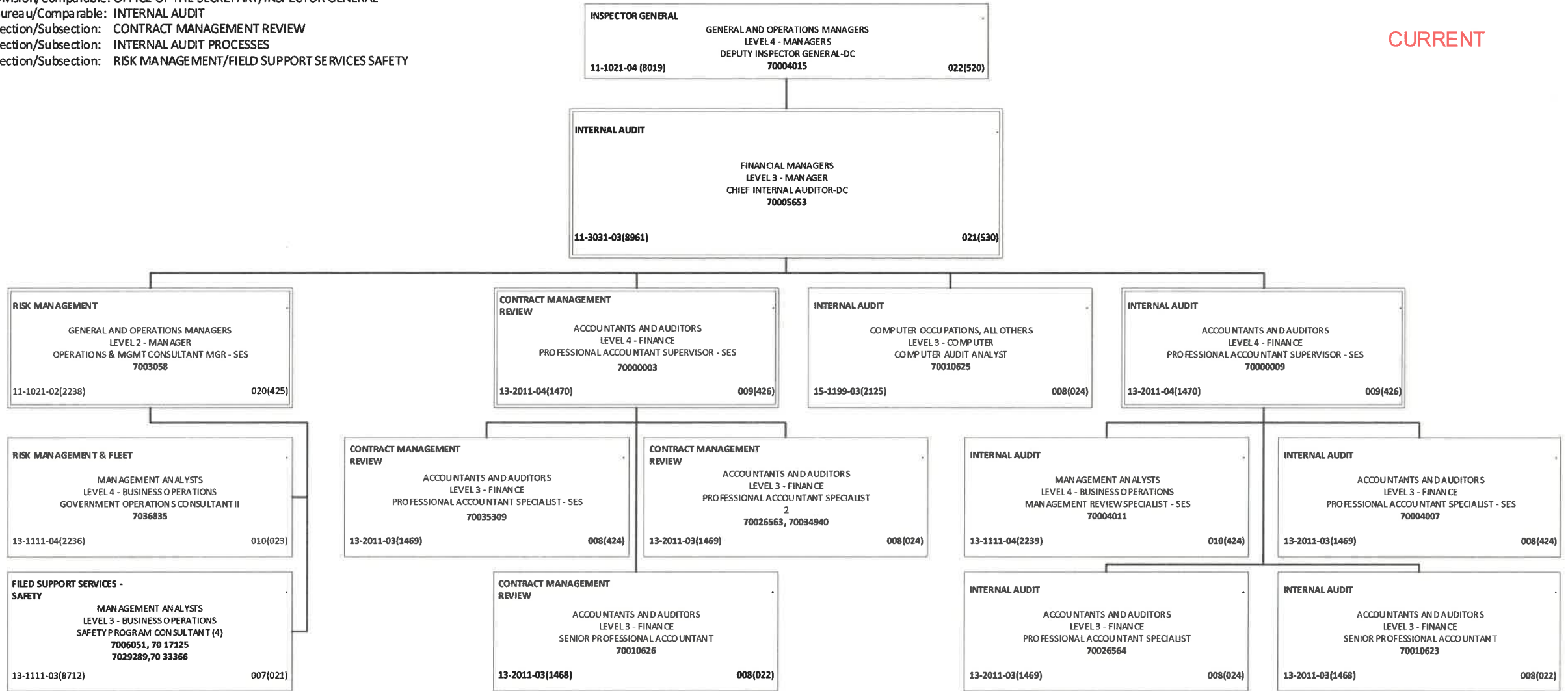
STATE INVESTIGATIONS (Special Investigations)	MANAGERS, ALL OTHER LEVEL 2 - MANAGER ASST CHIEF OF INVESTIGATIONS - DC	
11-9199-02(9019)	17954	020(520)

INTERNAL AUDIT PROCESSES	ACCOUNTANTS AND AUDITORS LEVEL 4 - FINANCE PROFESSIONAL ACCOUNTANT SUPERVISOR - SES	
13-2011-04(1470)	7000009	009(426)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL
 Bureau/Comparable: INTERNAL AUDIT
 Section/Subsection: CONTRACT MANAGEMENT REVIEW
 Section/Subsection: INTERNAL AUDIT PROCESSES
 Section/Subsection: RISK MANAGEMENT/FIELD SUPPORT SERVICES SAFETY

Internal Process, Contract Management, and Risk Management

CURRENT



Intake, Compliance

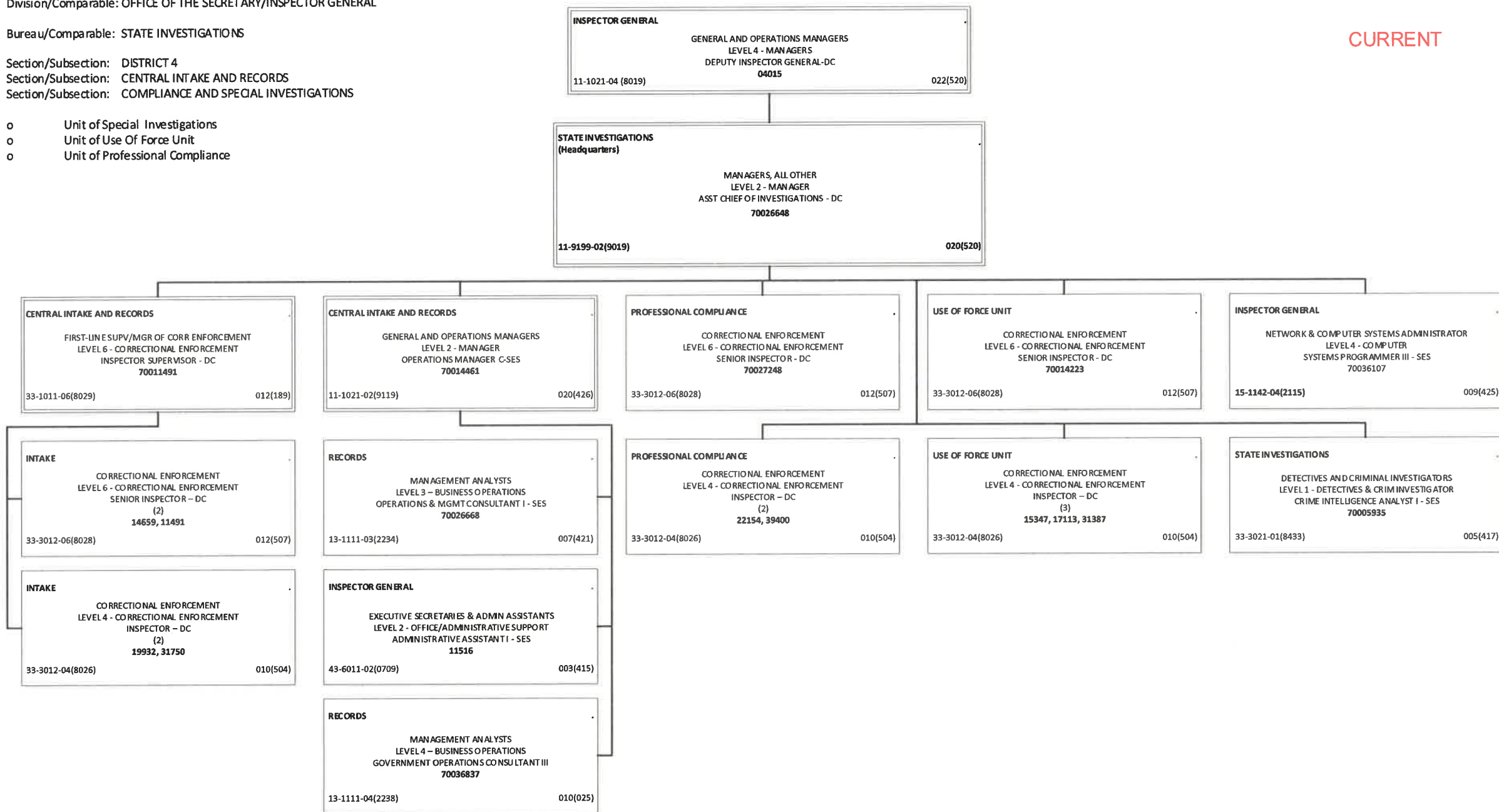
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: STATE INVESTIGATIONS

Section/Subsection: DISTRICT 4
 Section/Subsection: CENTRAL INTAKE AND RECORDS
 Section/Subsection: COMPLIANCE AND SPECIAL INVESTIGATIONS

CURRENT

- o Unit of Special Investigations
- o Unit of Use Of Force Unit
- o Unit of Professional Compliance



Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: STATE INVESTIGATIONS

Section/Subsection: DISTRICT 1
 Section/Subsection: DISTRICT 2
 Section/Subsection: DISTRICT 3
 Section/Subsection: DISTRICT 4

Districts 1,2,3,4

CURRENT



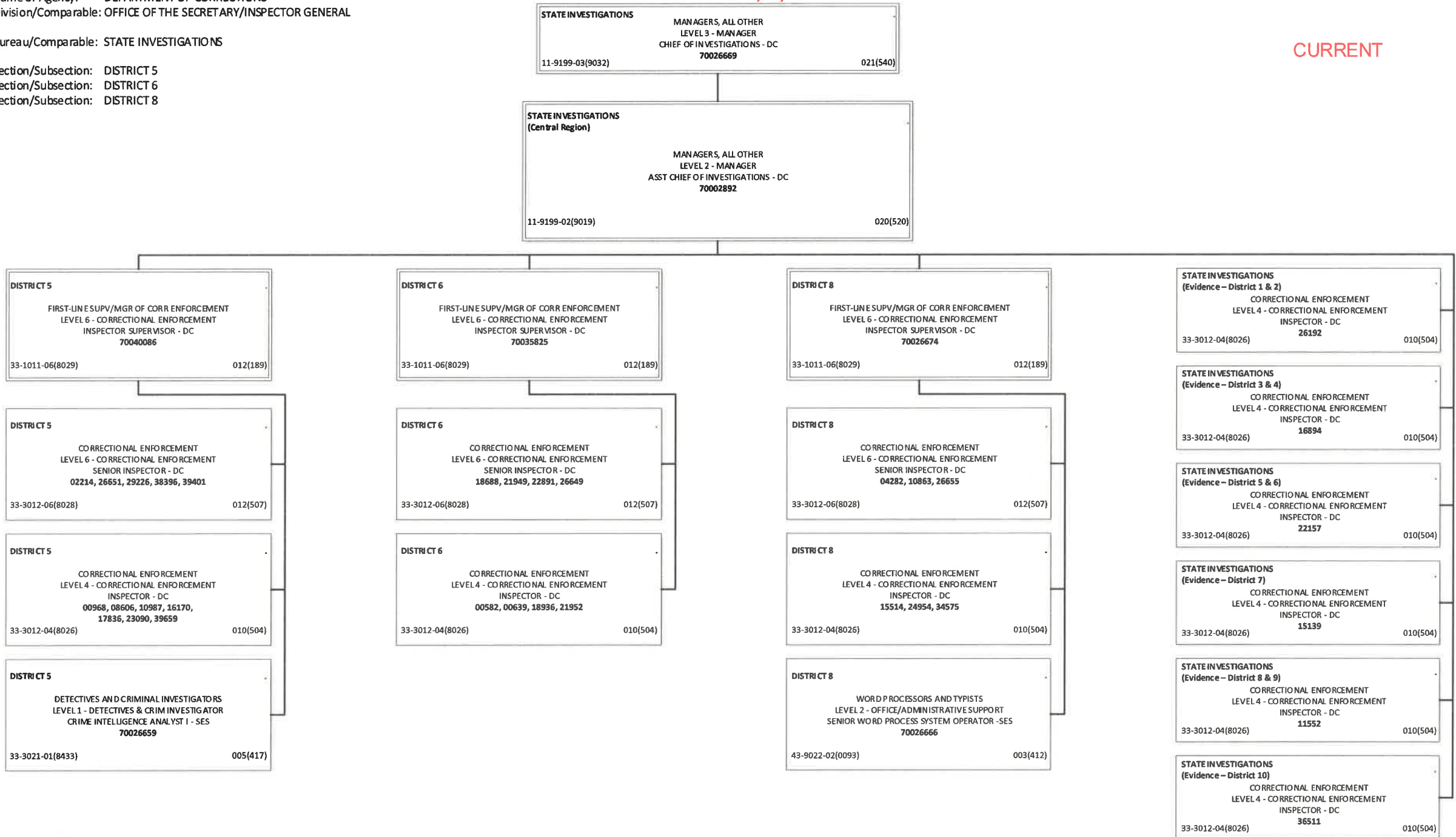
Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: STATE INVESTIGATIONS

Section/Subsection: DISTRICT 5
 Section/Subsection: DISTRICT 6
 Section/Subsection: DISTRICT 8

Districts 5, 6, 8

CURRENT



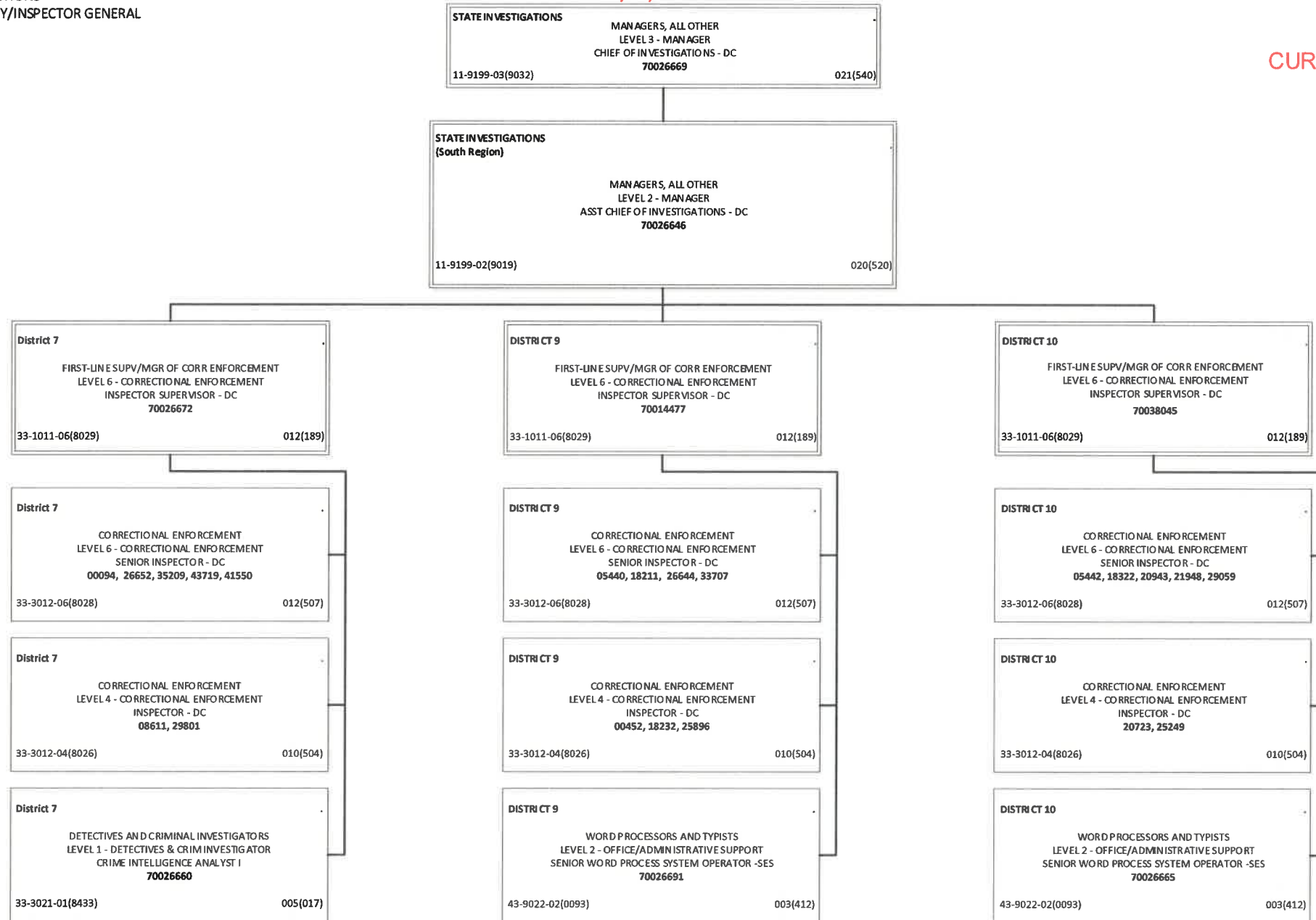
Name of Agency: DEPARTMENT OF CORRECTIONS
Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: STATE INVESTIGATIONS

Section/Subsection: DISTRICT 7
Section/Subsection: DISTRICT 9
Section/Subsection: DISTRICT 10

Districts 7, 9, 10

CURRENT



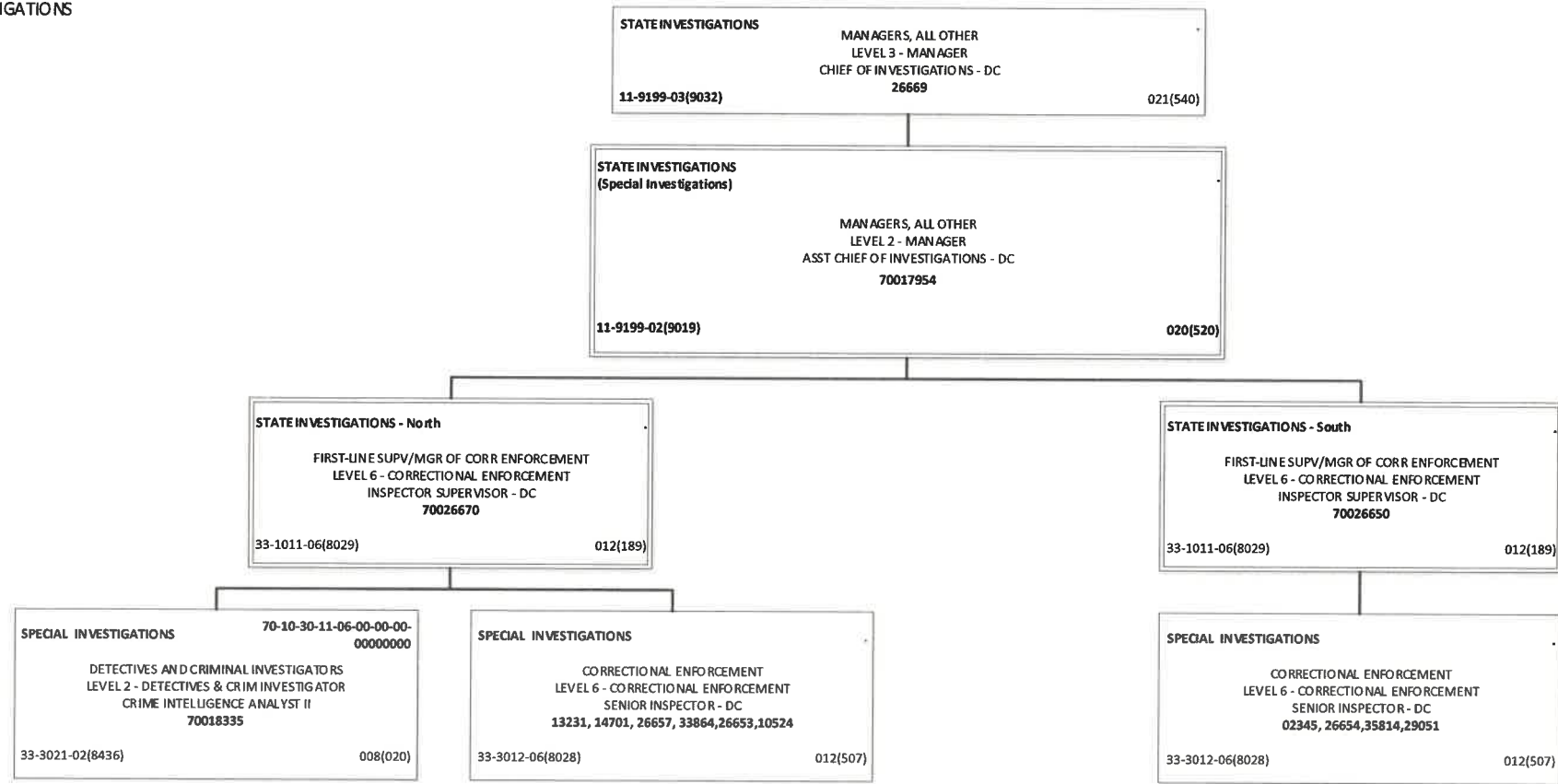
Special Investigations Unit

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/INSPECTOR GENERAL

Bureau/Comparable: STATE INVESTIGATIONS

Section/Subsection:

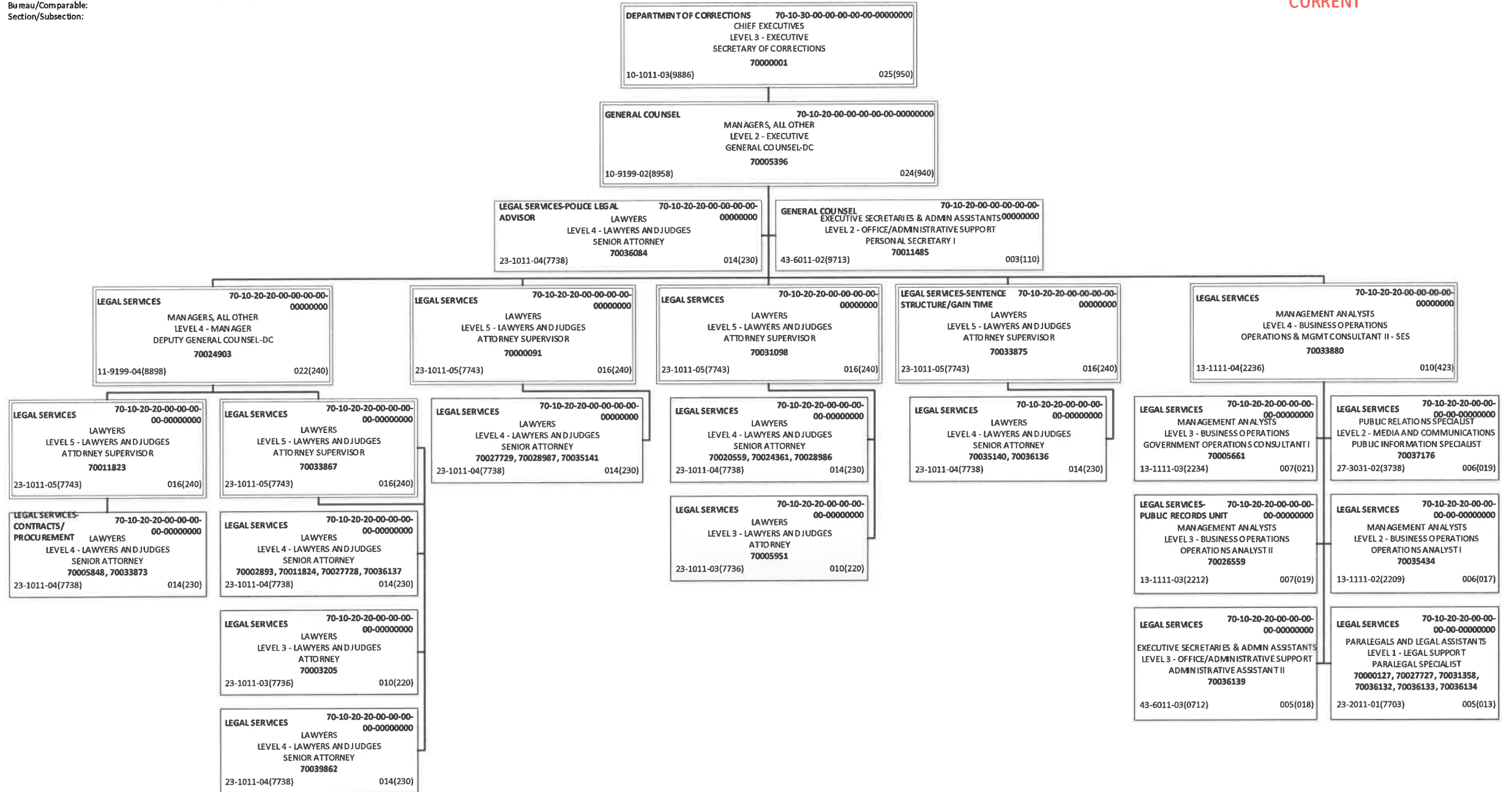
CURRENT



GC OVERVIEW

CURRENT

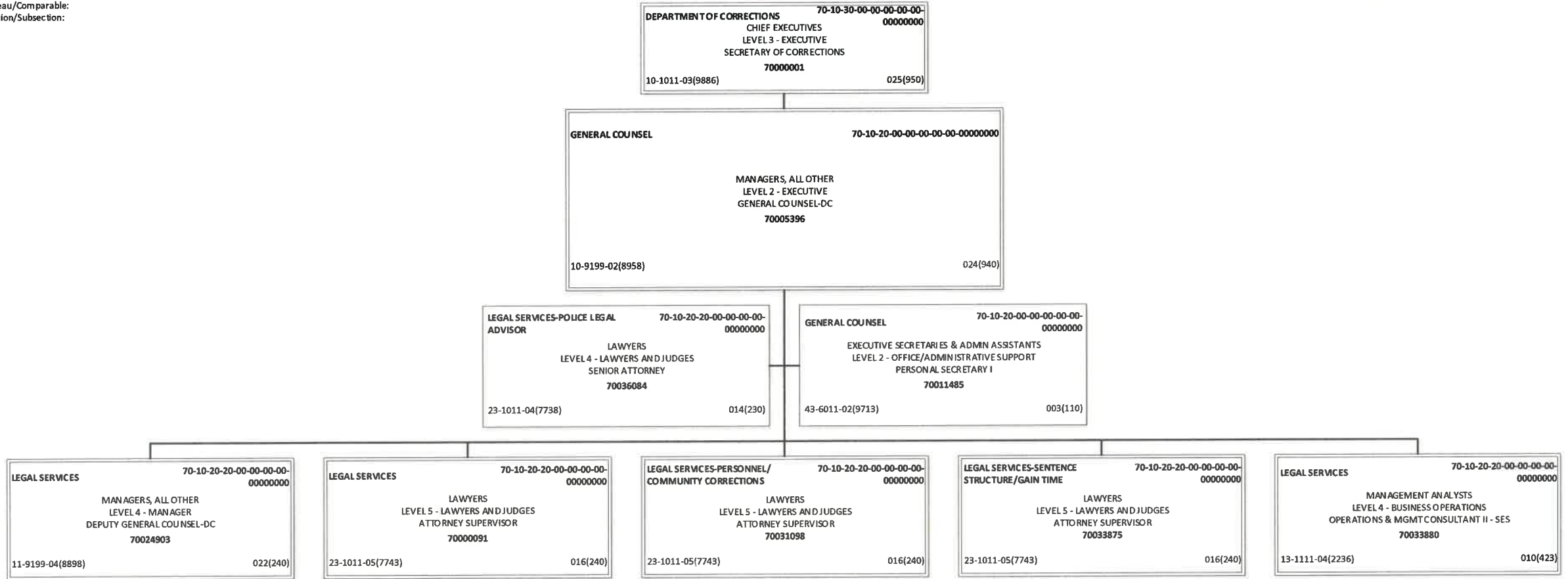
Name of Agency: Department of Corrections
 Division/Comparable: Office Of The Secretary/General Counsel
 Bureau/Comparable:
 Section/Subsection:



Name of Agency: Department of Corrections
 Division/Comparable: Office Of The Secretary/General Counsel
 Bureau/Comparable:
 Section/Subsection:

GENERAL COUNSEL 70005396

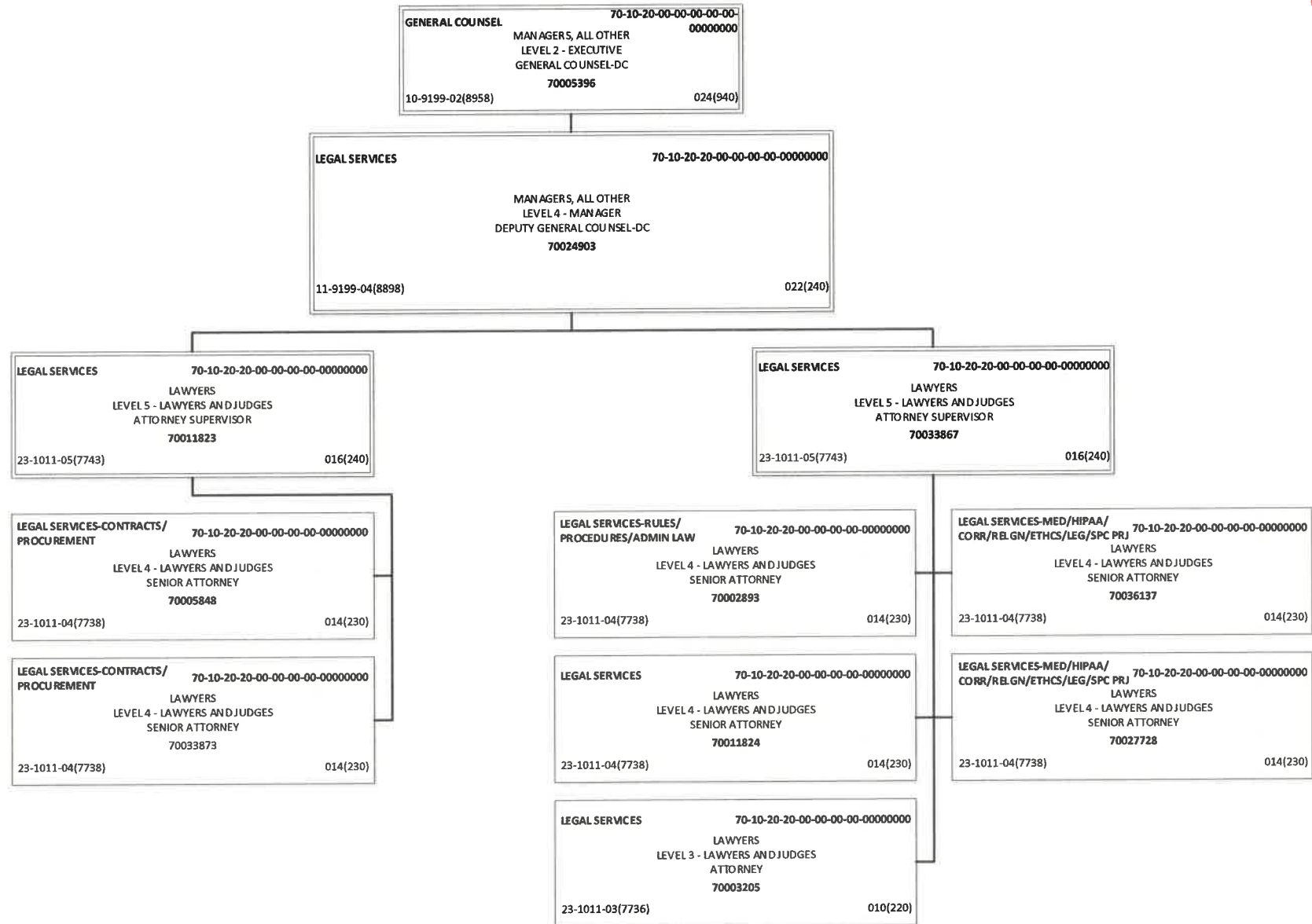
CURRENT



Name of Agency: Department of Corrections
 Division/Comparable: Office Of The Secretary/General Counsel
 Bureau/Comparable: Legal Services/Deputy General Counsel-DC
 Section/Subsection:

LEGAL SERVICES (Deputy General Counsel 70024903)

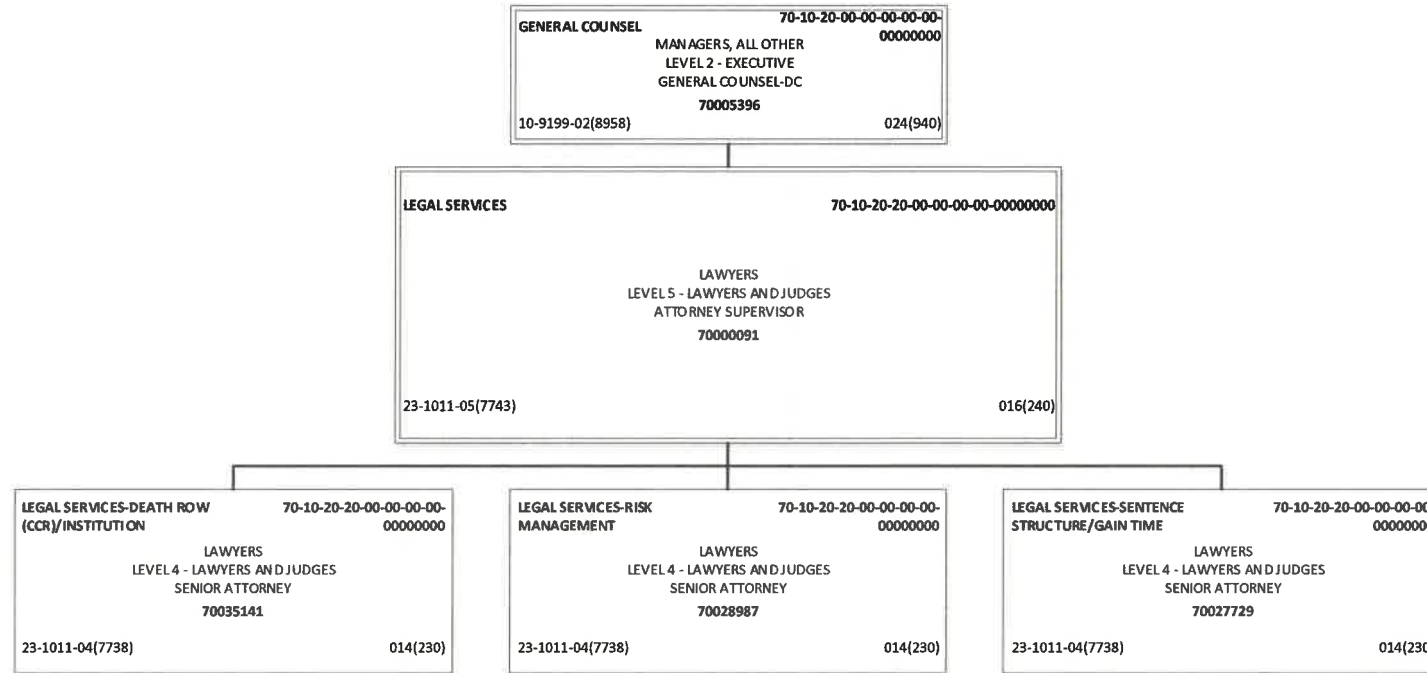
CURRENT



Name of Agency: Department of Corrections
 Division/Comparable: Office Of The Secretary/General Counsel
 Bureau/Comparable: Legal Services
 Section/Subsection:

LEGAL SERVICES (Attorney 7000091)

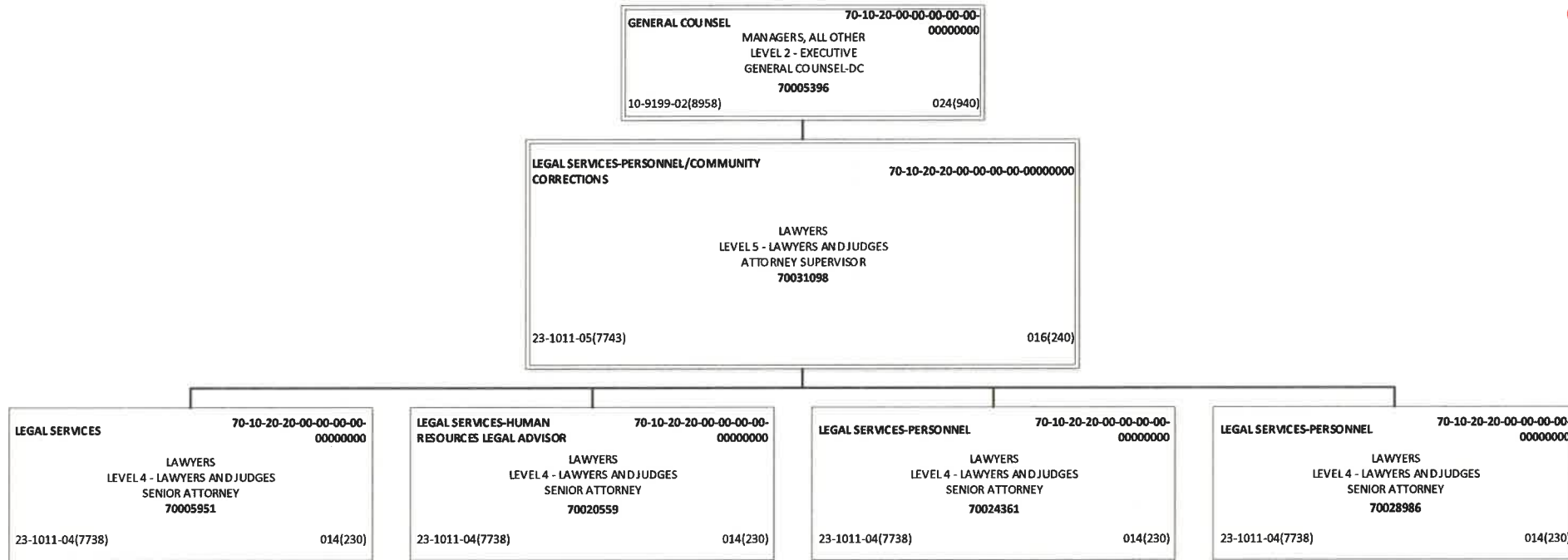
CURRENT



Name of Agency: Department of Corrections
 Division/Comparable: Office Of The Secretary/General Counsel
 Bureau/Comparable: Legal Services
 Section/Subsection:

LEGAL SERVICES (Attorney Supervisor 70031098)

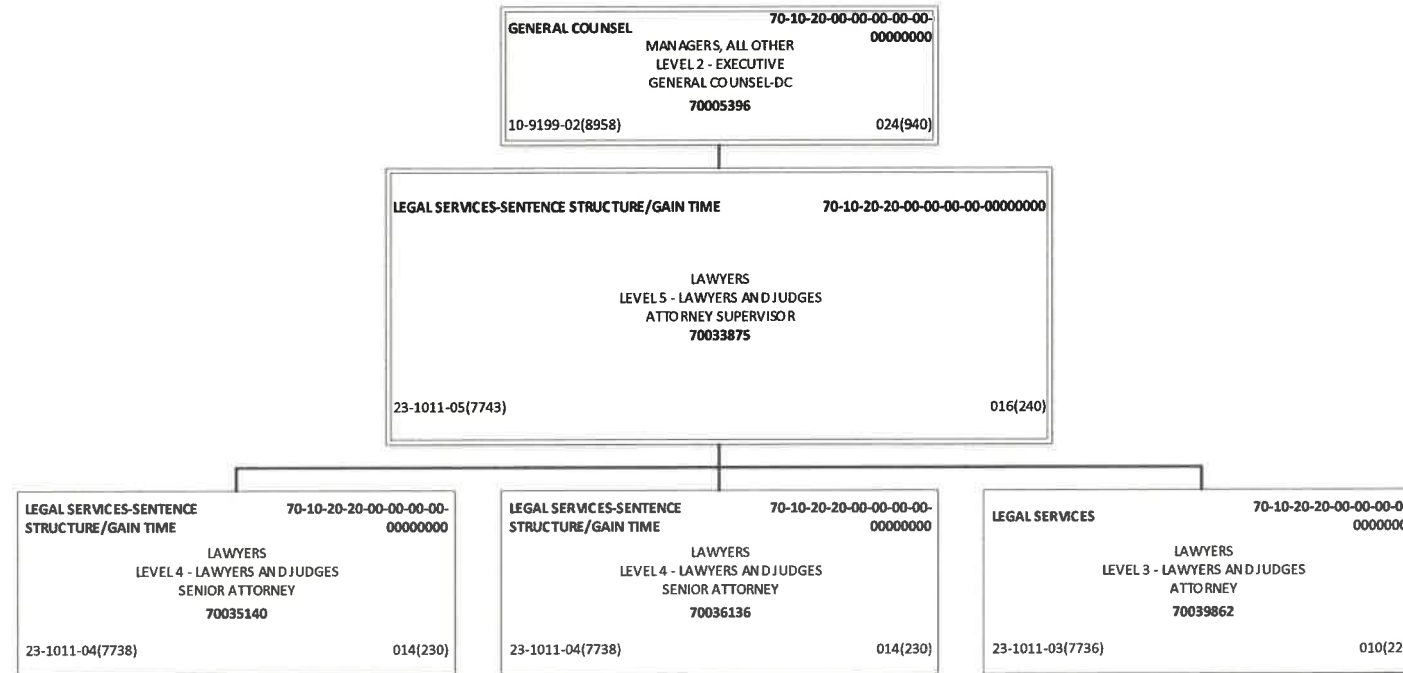
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Name of Agency: Department of Corrections
 Division/Comparable: Office Of The Secretary/General Counsel
 Bureau/Comparable: Legal Services
 Section/Subsection:

LEGAL SERVICES (Attorney Supervisor 70033875)

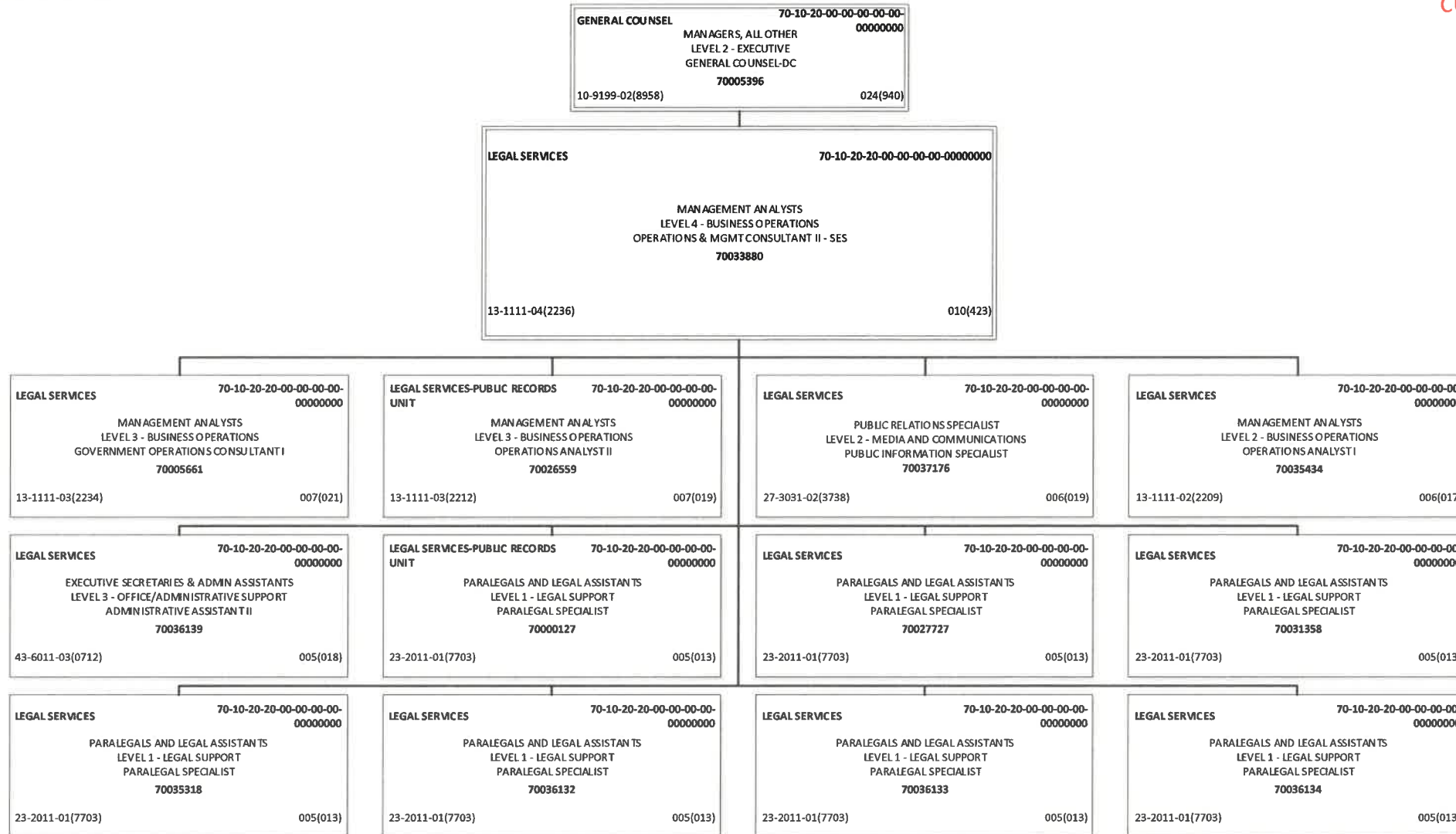
CURRENT



Name of Agency: Department of Corrections
 Division/Comparable: Office Of The Secretary/General Counsel
 Bureau/Comparable: Legal Services
 Section/Subsection:

LEGAL SERVICES (OMC II 70033880)

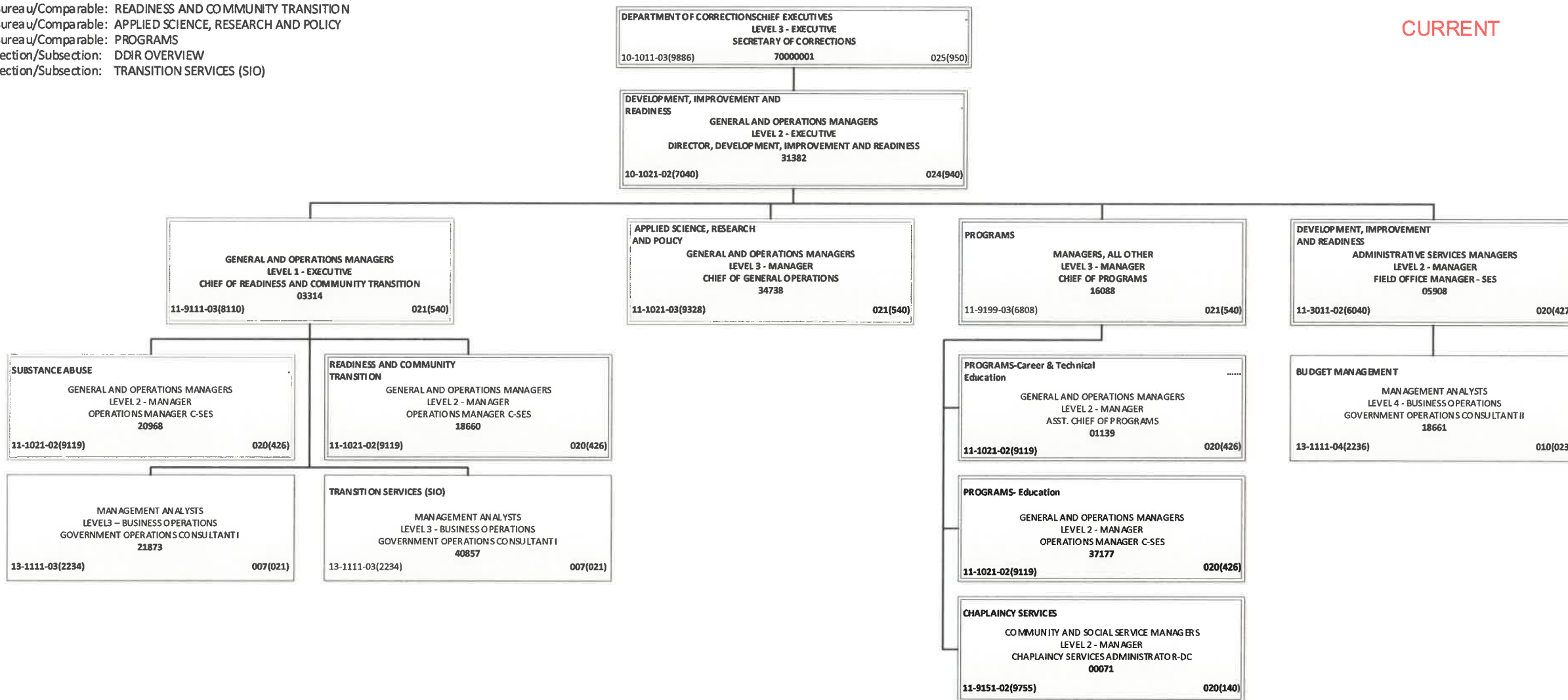
CURRENT



DDIR OVERVIEW

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: READINESS AND COMMUNITY TRANSITION
 Bureau/Comparable: APPLIED SCIENCE, RESEARCH AND POLICY
 Bureau/Comparable: PROGRAMS
 Section/Subsection: DDIR OVERVIEW
 Section/Subsection: TRANSITION SERVICES (SIO)

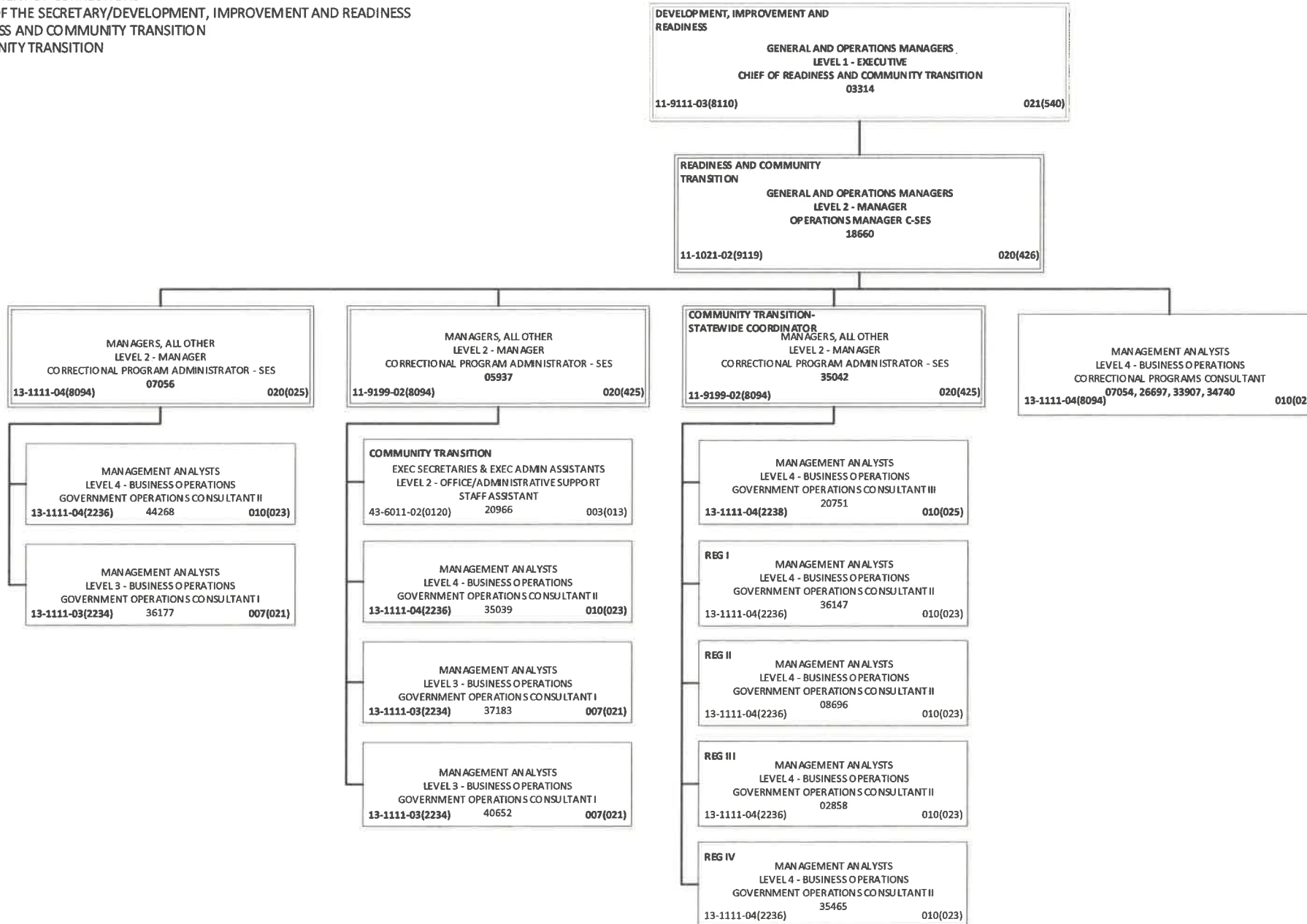
CURRENT



READINESS AND COMMUNITY TRANSITION

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: READINESS AND COMMUNITY TRANSITION
 Section/Subsection: COMMUNITY TRANSITION

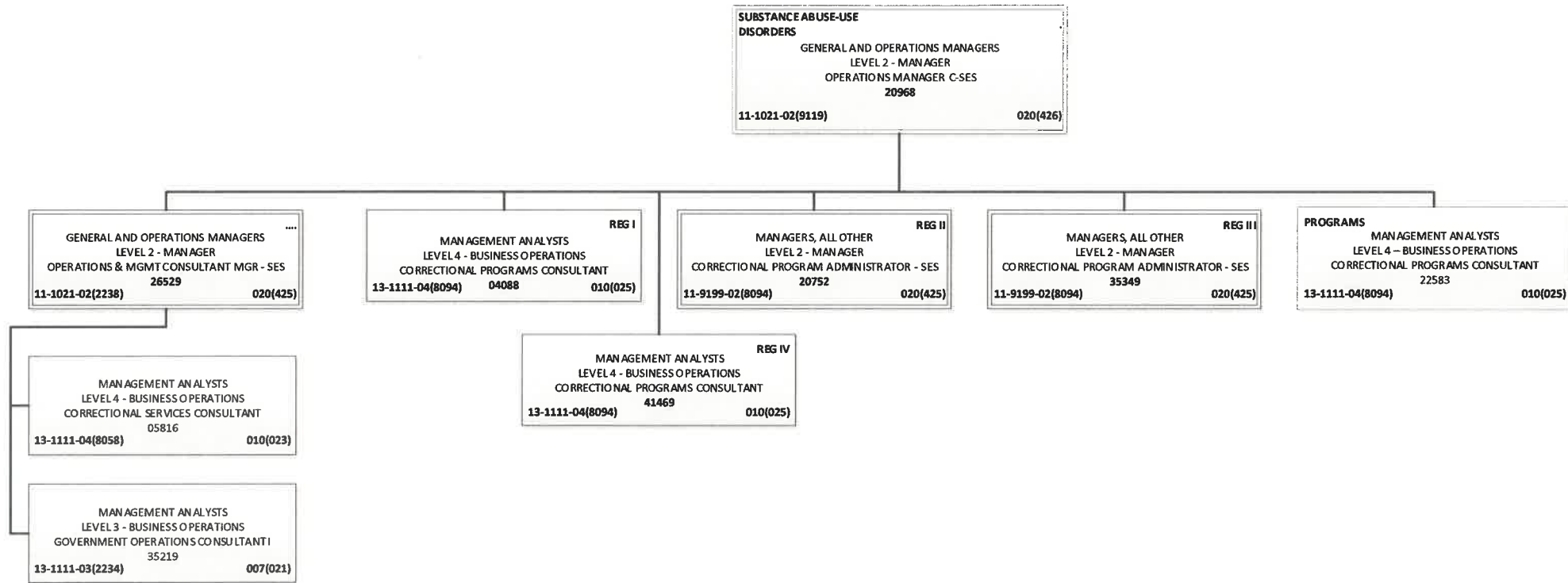
CURRENT



SUBSTANCE ABUSE

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: READINESS AND COMMUNITY TRANSITION
 Section/Subsection: SUBSTANCE ABUSE

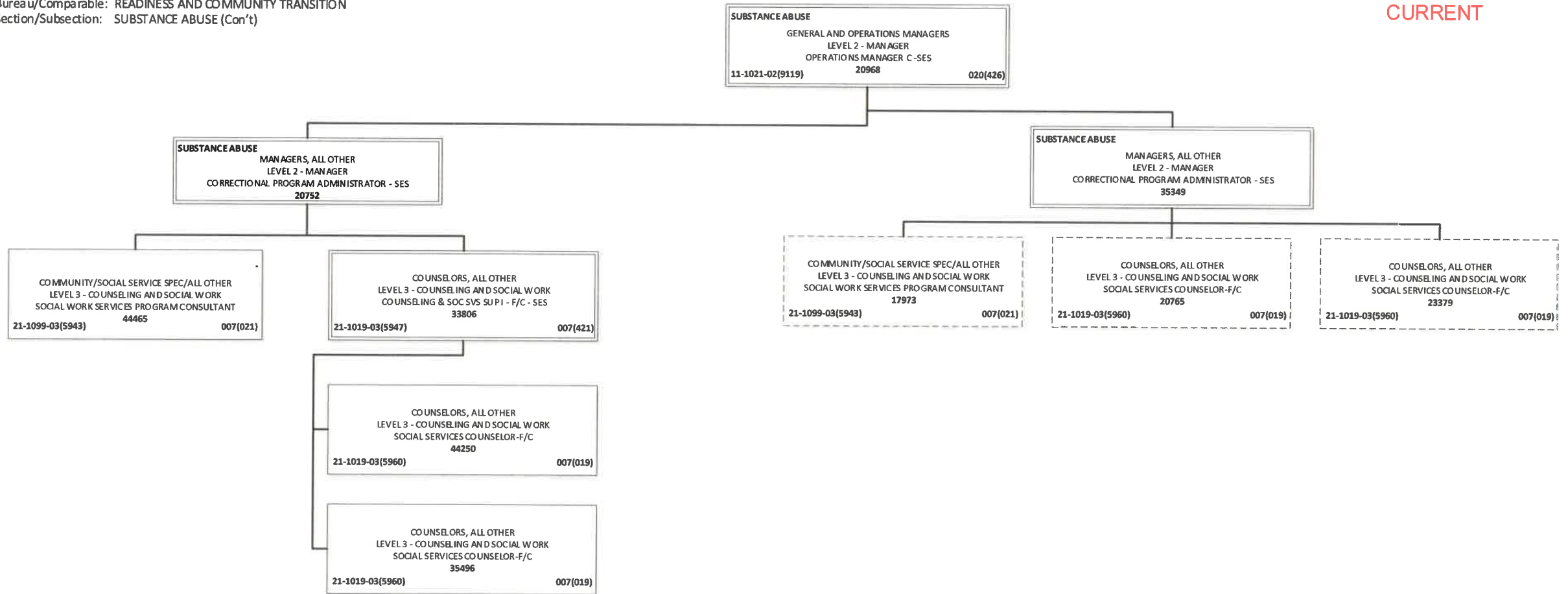
CURRENT



SUBSTANCE ABUSE (CON'T)

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: READINESS AND COMMUNITY TRANSITION
 Section/Subsection: SUBSTANCE ABUSE (Con't)

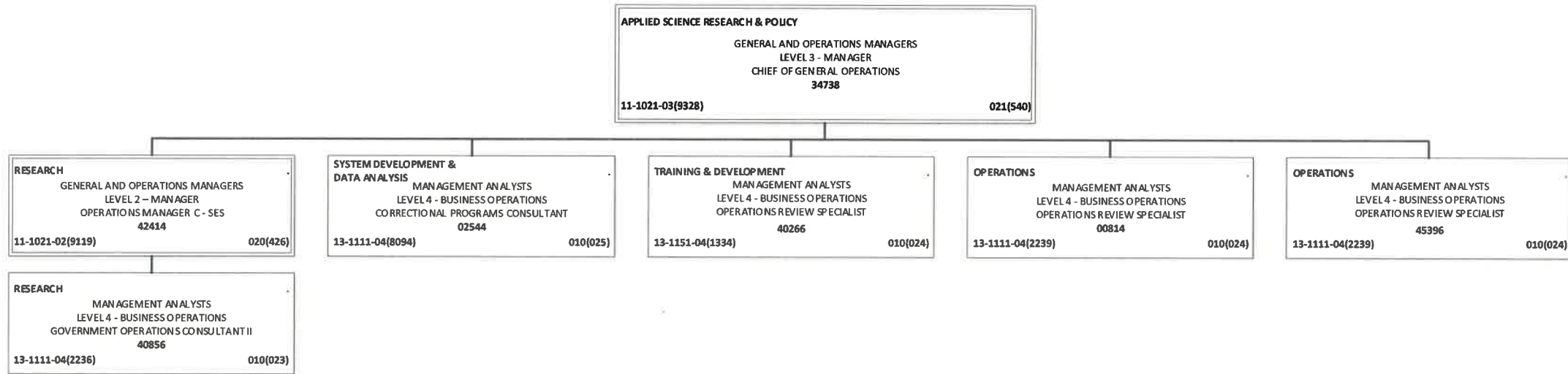
CURRENT



APPLIED SCIENCE RESEARCH & POLICY

Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: APPLIED SCIENCE RESEARCH & POLICY

CURRENT

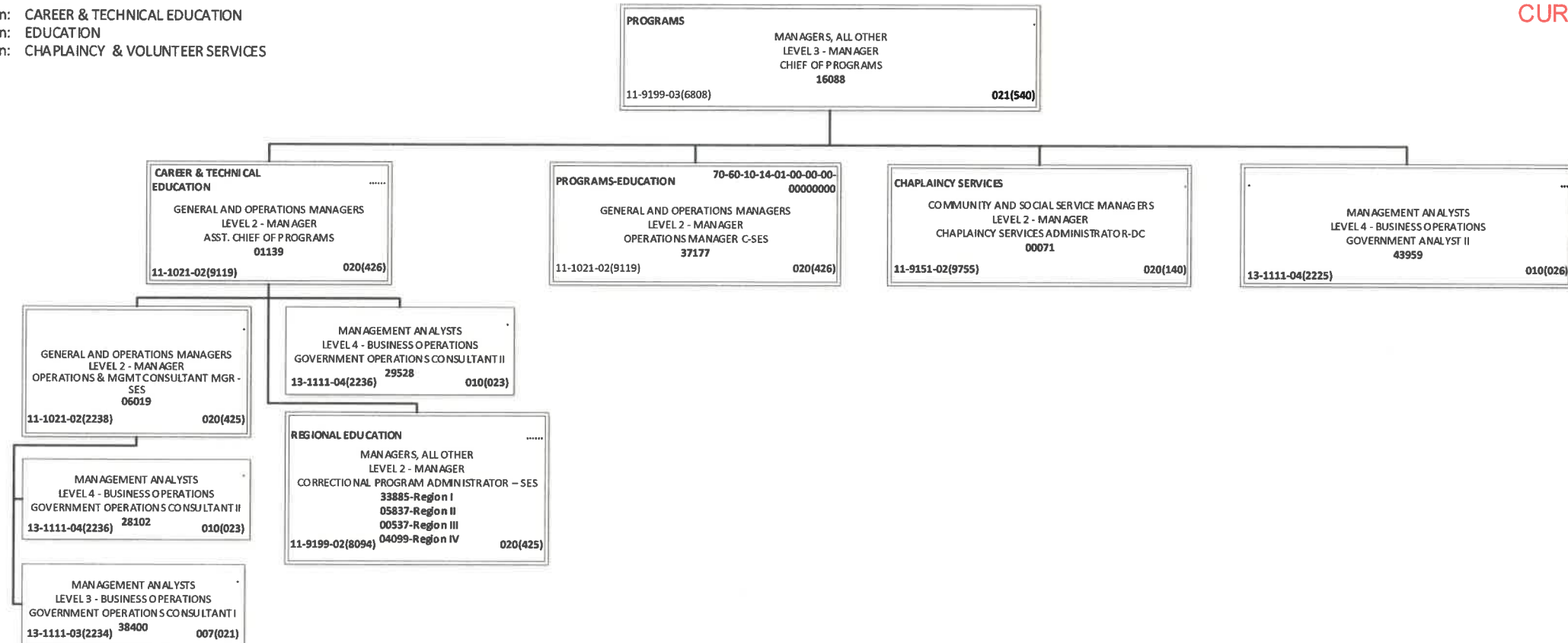


Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: PROGRAMS

Section/Subsection: CAREER & TECHNICAL EDUCATION
 Section/Subsection: EDUCATION
 Section/Subsection: CHAPLAINCY & VOLUNTEER SERVICES

PROGRAMS OVERVIEW

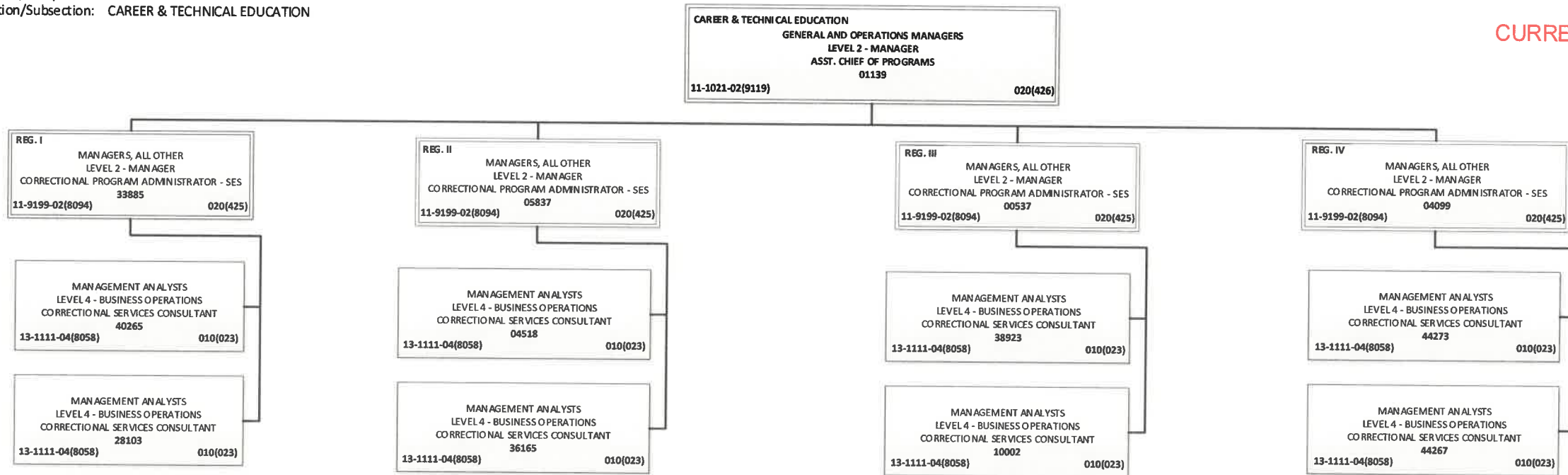
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: PROGRAMS
 Section/Subsection: CAREER & TECHNICAL EDUCATION

CAREER & TECHNICAL EDUCATION

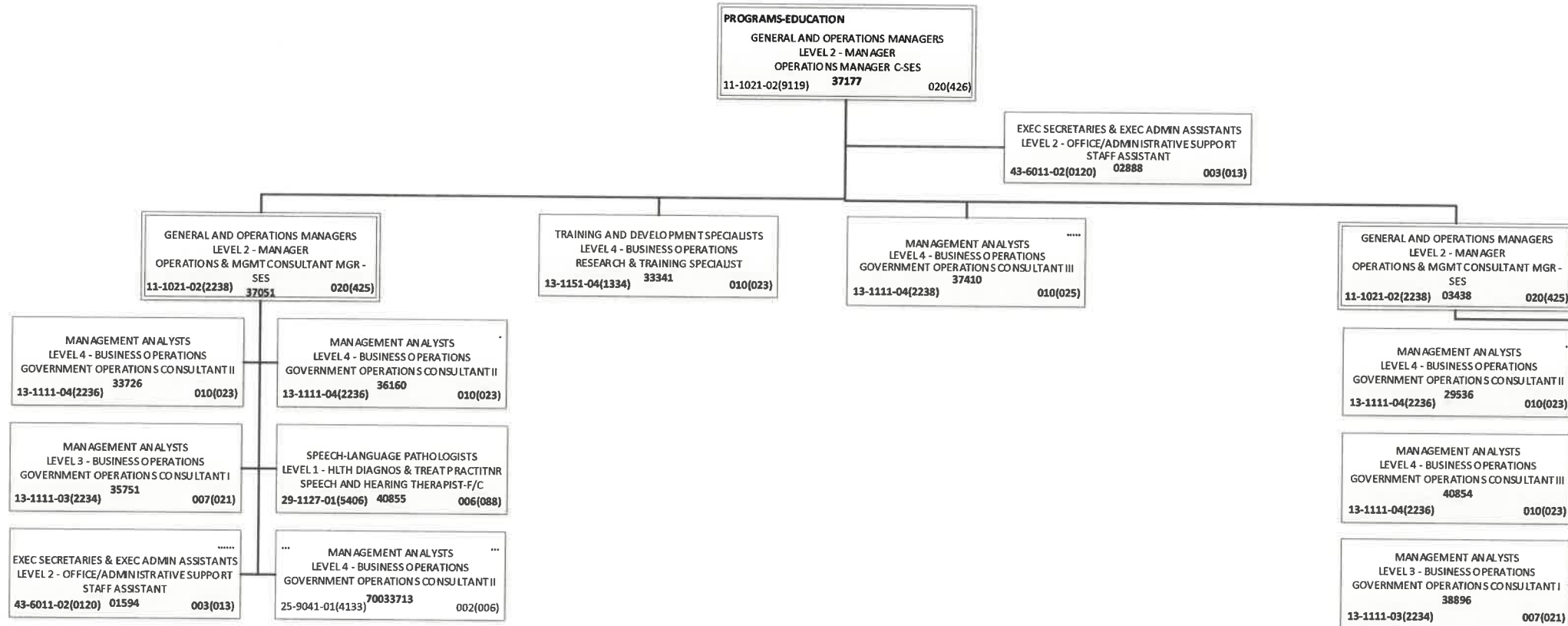
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 Bureau/Comparable: PROGRAMS
 Section/Subsection: EDUCATION

EDUCATION

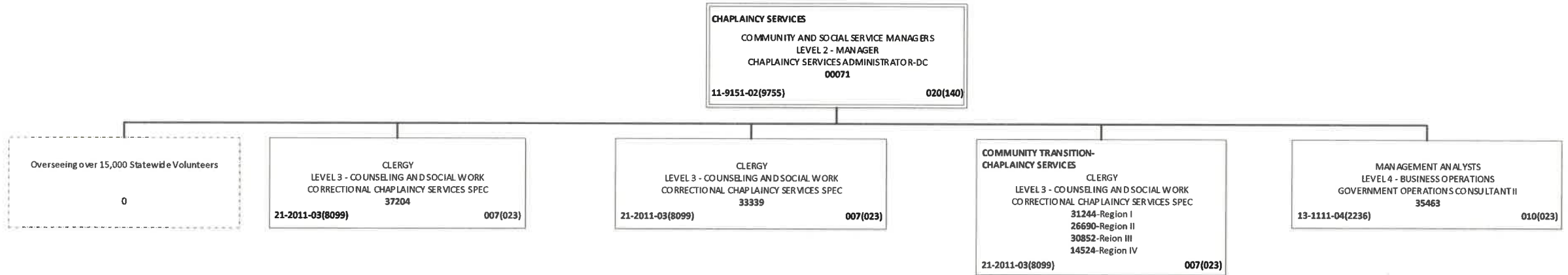
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Name of Agency: DEPARTMENT OF CORRECTIONS
 Division/Comparable: OFFICE OF THE SECRETARY/DEVELOPMENT, IMPROVEMENT AND READINESS
 Bureau/Comparable: PROGRAMS
 Section/Subsection: CHAPLAINCY & VOLUNTEERS

CHAPLAINCY & VOLUNTEERS

CURRENT



**SCHEDULE XIII
PROPOSED CONSOLIDATED FINANCING OF DEFERRED-PAYMENT
COMMODITY CONTRACTS**

Contact Information
Agency: Department of Corrections
Name: Mark Tallent
Phone: (850)717-3019
E-mail address: Mark.Tallent@fdc.myflorida.com

Deferred-payment commodity contracts are approved by the Department of Financial Services (department). The rules governing these contracts are in Chapter 69I-3, *Florida Administrative Code* and may be accessed via the following website <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69I-3>. Information on the program and other associated information on the Consolidated Equipment Financing Program and Guaranteed Energy Savings Contracts may be accessed via the following website <http://www.myfloridacfo.com/Division/AA/StateAgencies/default.htm> under the Financing tab.

For each proposed deferred-payment commodity contract that exceeds the threshold for Category IV as defined in Section 287.017, *Florida Statutes*, complete the following information and submit Department of Financial Services forms Lease Checklist DFS-A1-411 and CEFP Checklist DFS-A1-410 with this schedule.

1. Commodities proposed for purchase.
Purchase of security enhancements and other equipment located in facilities statewide.
2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.
The purchase of security enhancements and other equipment is expected to be from a state or agency term contract in accordance with appropriate purchasing statutes and rules.
3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).
Historically, financing equipment is the most economical means of purchasing items when the Department does not have funds to cover the purchase in one lump sum.
4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.
The Department proposes to utilize the existing base appropriation for security enhancements and other equipment.

Schedule XIV Variance from Long Range Financial Outlook

Agency: Department of Corrections

Contact: Mark 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 2019 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 2020-2021 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 2020-2021 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Disability Rights Florida-Inmates with Disabilities	B	\$1.2M	\$1.2M
b	Disability Rights Florida-Inmate Mental Health Treatment	B	\$28.8M	\$17.9M
c	Treatment of Inmates Infected with Hepatitis C	B	\$28.1M	\$1.00
d	General Pharmaceutical Drugs	B	\$8.2M	-
e	Education and Training Programs	B	\$1.2M	\$7.0M
f	Maintenance, Repairs and Capital Improvements	B	\$5.0M	\$7.8M

- 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.

B. The Outlook is based on a three-year average of prior funding. The Department's request is based on actual need for FY 20-21.
 C. The Outlook is based on a three-year funding average. The Department's request is a place holder pending pending further review.
 D. The Outlook is based on a two-year funding average. Based on current recurring appropriation and projected expenditures, the Department does not anticipate additional need for FY 20-21.
 E. The Outlook is based on a three-year funding average. The Department's request includes expansion of career, technical, academic and wellness programming to meet criminogenic need.
 F. The Outlook is based on average funding over the last three years. The Department's request is based on critical need and anticipated ability to complete capital improvements within the fiscal year.

* R/B = Revenue or Budget Driver

SCHEDULE IV-B FOR ELECTRONIC MEDICAL RECORDS (EMR)

NETWORK EXPANSION

For Fiscal Year 2020-21



09-16-2019

FLORIDA DEPARTMENT OF CORRECTIONS

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SCHEDULE IV-B FOR ELECTRONIC MEDICAL RECORDS (EMR) NETWORK EXPANSION

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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Corrections	Schedule IV-B Submission Date: 9-16-19
Project Name: Electronic Medical Records (EMR) Network Expansion	Is this project included in the Agency's LRPP? _____ Yes _____ No
FY 2020-21 LBR Issue Code: 36306C0	FY 2020-21 LBR Issue Title: Electronic Health Records Expansion
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Wendy Ling, 850-717-3333, wendy.ling@fdc.myflorida.com	
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: _____
Printed Name: Mark S. Inch	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name: Wendy Ling	
Budget Officer: _____	Date: _____
Printed Name: Mark Tallent	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: _____	Date: _____
Printed Name:	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Wendy Ling, 850-717-3333, wendy.ling@fdc.myflorida.com
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Technology Planning:	Srini Kishore, 850-717-3717, Srinivasa.kishore@fdc.myflorida.com
Project Planning:	Wendy Ling, 850-717-3333, , wendy.ling@fdc.myflorida.com

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

A. Background and Strategic Needs Assessment

Pursuant to Chapter 945, Florida Statutes (F.S.), the Florida Department of Corrections (Department or FDC) is entrusted with the care and custody of inmates in Florida prisons. The FDC is the third largest state prison system in the country with an annual budget of \$2.7 billion, approximately 96,000 inmates incarcerated, and nearly 166,000 offenders under community supervision.

The Department’s mission is to provide a continuum of services to meet the needs of those entrusted to their care, creating a safe and professional environment with the outcome of reduced victimization, safer communities, and an emphasis on the premium of life. To that end, FDC provides dozens of academic, vocational, and substance abuse programs to inmates and offenders, including GED, adult basic education and mandatory literacy, printing and graphics, carpentry and digital design, and Alcoholics Anonymous and Narcotics Anonymous. Given that most of those who serve time in prison and on supervision will reenter society, the Department is focusing on equipping its inmates and offenders with the tools they will need to become productive citizens.

The Department is comprised of two major functional components, Institutions and Community Corrections, along with support entities and staff.

Office of Community Corrections

The Office of Community Corrections in Central Office assists the administration in carrying out its mission for public safety by providing support, technical assistance, and policy for approximately 2,620 Community Corrections staff in the state. There are two bureaus under the direction of the Office of Community Corrections with the following responsibilities.

a) Bureau of Interstate Compact and Probation and Parole Field Services

- Responsible for the statewide administration of the Interstate Compact for Adult Offender Supervision. Reciprocal agreements between Florida and 49 other states, the District of Columbia, Puerto Rico, and the Virgin Islands, which allow for the controlled movement and transfer of adult probationers and parolees across state lines for reasons of employment, education, and reunification with family.
- Develops, implements, revises, and monitors supervision programs in the areas of probation, community control, drug offender probation, sex offender probation, conditional release supervision, addiction recovery supervision, and pretrial intervention; provides technical assistance to field staff and responds to inquiries from the public and other criminal justice agencies and entities.
- Responsible for Community Corrections operational areas including development and updates to statewide Community Corrections rules, policies, and forms.
- Provides maintenance and enhancements to the Offender Based Information System (OBIS) for all screens, management reports, and applications owned by Community Corrections including the risk system, workload formula, automated case review, geographic information system, and Court Ordered Payment System (COPS); serves as help desk to the field for these systems.
- Acts as liaison for criminal punishment code/sentencing guidelines, processes statewide Community Corrections offender photographs for the web, and handles requests related to offender records.
- Monitors and coordinates operational review and analysis and manages the formulation and preparation of legislative proposals relating to probation and parole.

b) Bureau of Community Programs and Victim Services

- Develops, implements, revises, and monitors programs within the Office of Community Corrections.
- Provides technical assistance and oversight of the Community Corrections basic recruit academy and coordinates in-service certification and re-certification for active and auxiliary Correctional Probation Officers (CPO) and staff.

SCHEDULE IV-B FOR ELECTRONIC MEDICAL RECORDS (EMR) NETWORK EXPANSION

- Absconder unit staff identifies, investigates, tracks, and coordinates the apprehension of offenders who abscond from supervision and have outstanding arrest warrants. The absconder unit works in conjunction with state and local law enforcement, as well as the probation officers in the field, other Fugitive Units, and Task Forces, throughout the country in locating and apprehending fugitives.
- Electronic monitoring unit staff provides management and oversight of the statewide electronic monitoring program, which includes both active GPS and radio frequency monitoring. Electronic monitoring unit staff is responsible for database maintenance to ensure accuracy and budget compliance related to invoicing from vendors. The electronic monitoring staff conducts equipment audits, contract performance evaluations and acts as a help desk to resolve issues associated with electronic monitoring.
- Victim Services unit staff assist victims of crimes committed by inmates in the Department's custody or under their supervision in the community. The primary function of the unit is to notify victims prior to an inmate's release from incarceration. Victim Services also provides referral services to victims with specific needs, such as counseling, support groups, crimes compensation, and crisis intervention. Victim Services serves as the Administrative Office for the Statewide VINE (Victim Information and Notification Everyday) automated service.

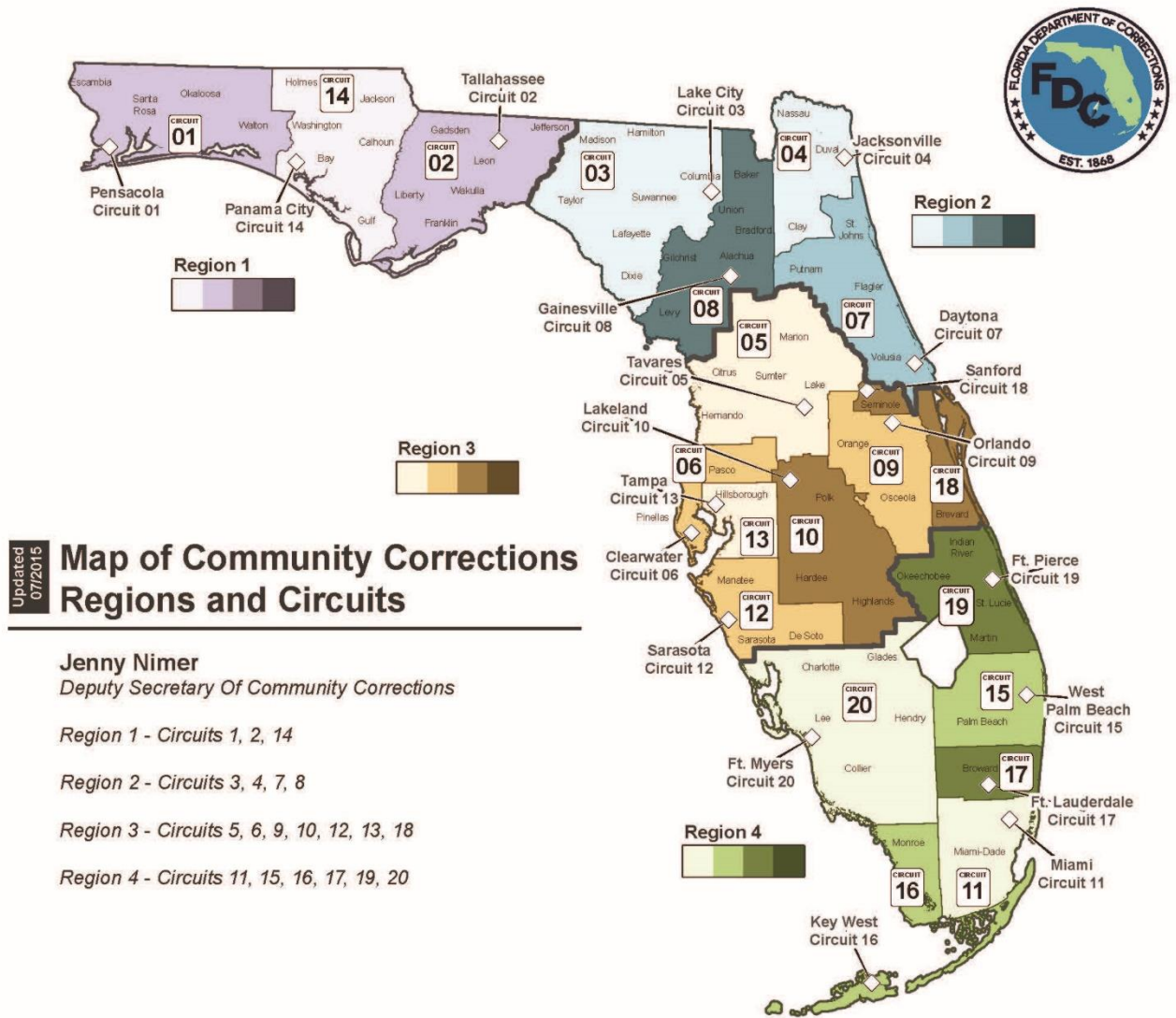


Exhibit 1: Map of Community Corrections Regions and Circuits

SCHEDULE IV-B FOR ELECTRONIC MEDICAL RECORDS (EMR) NETWORK EXPANSION

Office of Institutions

The Office of Institutions is responsible for the supervision of all four institutional regions and operational management of all correctional facilities; auditing security at facilities; maintaining accreditation standards; special operations; membership on the State Emergency Response Team (SERT); tracking incident reports; maintaining records on all inmates incarcerated; assisting law enforcement in their investigations; monitoring and interpreting court orders; establishing security standards for all facilities; maintaining the inmate transportation system; conducting training programs on security issues, classification, records, sentence structure, and court orders, as well as other related areas; and establishing policy and direction for all classification and records functions from reception to release.

FDC has 149 facilities statewide, including 49 major institutions, 17 annexes, seven private facilities, 33 work camps, four road prisons, two forestry camps, one boot camp, and 13 FDC operated work release centers along with 20 more work release centers operated by various private vendors.

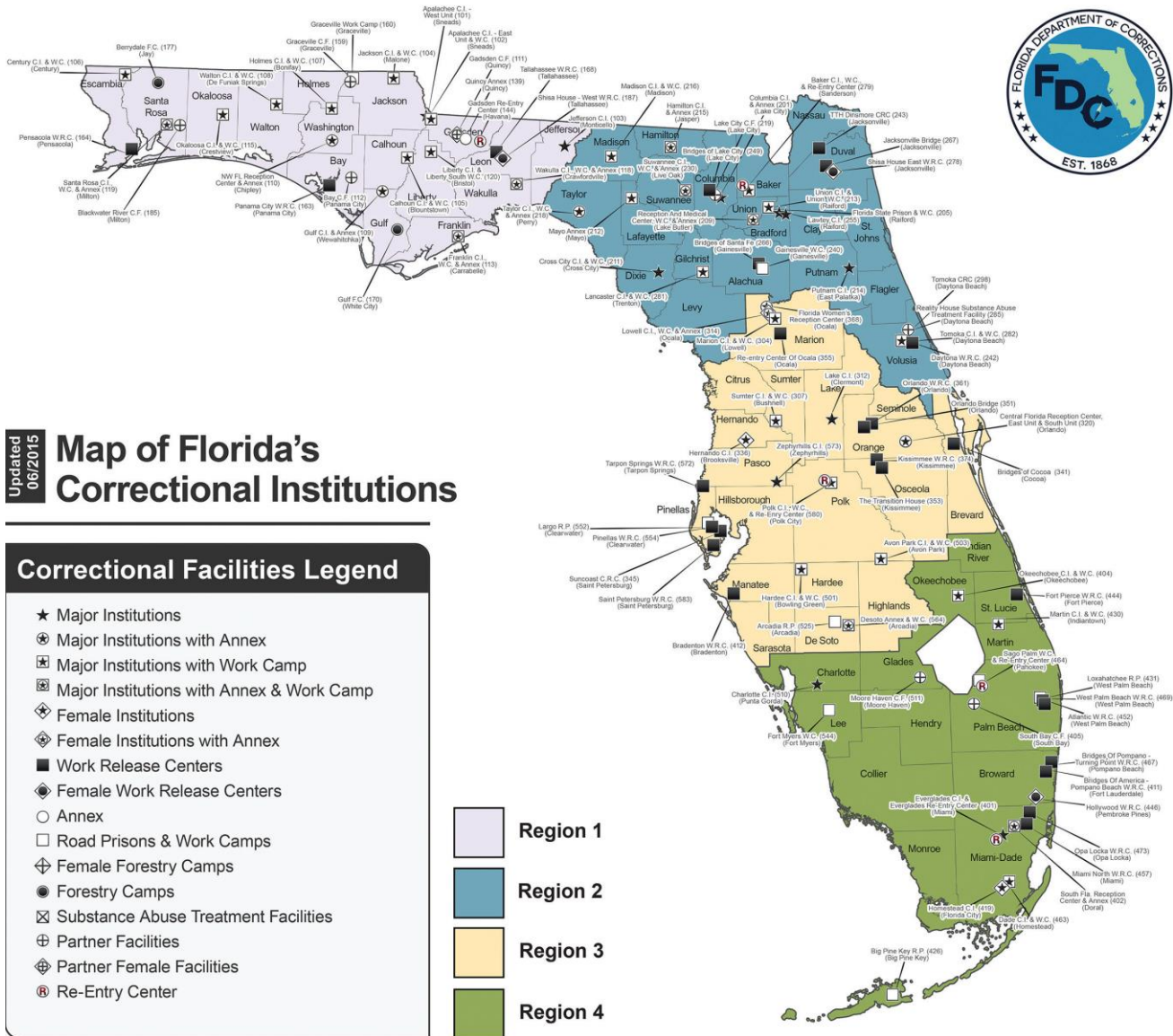


Exhibit 1 Map of Florida's Correctional Institutions

1. Business Need

The Department's Information Technology (IT) infrastructure—network and systems—has lacked critical investments in over 30 years. This lack of investment has opened the Department up to increased risk of cyber-attacks and the inability to incorporate basic, modern technology in the agency's everyday practice. The Department relies on paper-based systems and manual processes to ensure public safety by providing the daily care, health, and wellness of over 96,000 incarcerated inmates and supervising approximately 166,000 offenders on probation. Along with staff members and paper-based systems aging technology applications serves as the backbone of the business of corrections, but a lack of focus on IT modernization over an extended period of years has landed the Department in an inefficient and inflexible business position.

The IT infrastructure and systems at the Department struggles to meet basic operational support needs and cannot meet the demand for often the most basic business solutions due to lack of modernization. The Department seeks to reduce dependencies on redundant paper-based systems and manual processes, allowing the Department to focus on our core mission and values of providing a continuum of services to meet the needs of those entrusted to our care, reducing recidivism and ensuring safer communities by redirecting staff time with inmates and time spent supervising offenders.

As such, the Department recently negotiated the critical electronic medical record (EMR) solution as a value-add component of the health services contract. In order to implement the solution, the Department must invest in critical network upgrades to support all connectivity needs. The Department sites were all provisioned with circuit sizes based on the number of user devices (PCs/tablets) at each location with average bandwidth requirements based on the projected usage by applications and VoIP phone connections. Network traffic has grown steadily over time and routine monitoring has shown evidence of poor response times and dropped phone calls. Even without the new EMR, the contracted health services provider is adding several more workstations at each site to meet their contractual obligations. Because of this, the contracted provider's IT staff have been working with Department IT staff to estimate specific bandwidth needs and requirements to support the additional workstations and bi-directional network traffic at each site.

There are several major areas of functional support needing modernization, however, this Schedule IV-B centers on funding needed to support the new EMR by expanding network circuits statewide, which requires additional hardware and significant construction to achieve the necessary connectivity. The proposed funding also includes recurring funds for the annual expanded circuit costs. Without the proposed funding investment, the current network infrastructure will be unable to support the new electronic medical record system. The network infrastructure will continue to be the primary limitation in future initiatives and pose an ever-increasing cyber-security risk for the segregation of staff and inmate network use.

2. Business Objectives

The primary business objective for this effort is to significantly augment the network infrastructure statewide to support the new electronic medical record system (EMR). The network expansion will enable health services staff to access the new EMR, supporting the overall mission of providing healthcare for Florida's incarcerated offenders. The Department will engage the Department of Management Services (DMS) to coordinate the circuit expansion and all required construction with the MyFloridaNetwork 2 (MFN2) provider and the local telecommunications companies.

Health services staff must perform several duties during their shift and the new EMR offers multiple time and cost savings to the Department. However, without the additional network infrastructure, staff will be unable to fully realize the benefits of using the new system to eliminate paper processes and cumbersome/duplicative data entry.

These and more needs like these require the end-point devices to be connected to FDC network. At present, the FDC network is confined to administration buildings in the correctional facilities. Though the EMR is enabled for use on mobile end-point devices, the unavailability of the network due to limited capacity of existing circuit sizes will result in staff using paper to capture information at the source and transfer to the EMR later.

Under this initiative, the Department plans to expand the network circuits currently in use at all primary correctional facilities. The proposed expansion accounts for the potential to run fiber to additional buildings at each site for future business and network capacity needs.

Scope of work:

The EMR network expansion will be conducted over a 2-year period and include the following tasks:

- a) Construction needed to bring necessary cable from MFN2 drop into the main building;
- b) Installation of the needed hardware: Access points, Controllers, Mobility masters, 24 port POE Switches, Core switches, mounting hardware, UPS etc.;
- c) Configuring the network;
- d) Increasing bandwidth at each facility to handle additional traffic

B. Baseline Analysis

1. Current Business Process(es)

The Department sought to eliminate paper-based medical records and negotiated with the contracted health services provider to implement an electronic medical record (EMR) solution and automate health services for increased staff efficiencies, and increased accuracy and greater transparency in health services data and costs. These functions are performed in medical units at the institutions and to perform these tasks, high speed connectivity to FDC network is essential. Existing infrastructure for our institutions does not account for the capacity needs of EMR access.

2. Assumptions and Constraints

The EMR Network Expansion is dependent on several assumptions and constraints. Assumptions refer to things which are, based on functional, technical, statutory, and/or best practices, **believed** to have potential impact on the overall goals of the project. Constraints are defined as things which are **known** to prevail today (or which will be required in the future) which limit or influence subsequent functionality, the technical environment, budgets, implementation planning, project execution, and operations and maintenance activities.

a) Assumptions

- The Department desires a two-year implementation for construction and circuit expansion.
- DMS/local telecommunications (telco) vendors can complete construction in the designated time frame, in the sequence prescribed, and in alignment with budgetary allocations/restrictions.
- FDC desires to increase operational efficiencies and effectiveness and to eliminate manual processes which rely upon paper forms.
- Any operational efficiencies and resource gains FDC realizes from the implementation of the new system will be allocated to activities which directly support the Department's mission.
- Information security is paramount, compliance with NIST, CJIS, PII and HIPAA standards will continue to be followed as well as compliance with Rule 74-2, F.A.C. - Florida Cybersecurity Standards and Rule 74-3, F.A.C. - Data Center Operations.
- The project team (Department, DMS, telco vendors) will be staffed appropriately to complete construction and implement infrastructure changes.
- The leadership and stakeholder involvement needed to support the project will be provided.
- User workstations are current and able to support use of new technologies.
- Technologies (workstations or mobile devices) used to enter data without using paper can be used in facilities without impact to officer, staff, or inmate safety.
- The Department will conduct any implementation in adherence with Rule 74-1, F.A.C. - Florida Information Technology Project Management and Oversight Standards (PM Rule).
- Safety, for internal and external entities, is an overarching goal of the Department.
- Operational continuity is mandatory; there can be no break in meeting the mission of the Department.

b) Constraints

- State statutory changes, changes in administrative rules, and FDC policy changes could affect the project.
- Project funding is appropriated annually and may be subject to periodic releases throughout the year.
- There is a limit to what current staffing levels can support with respect to initiative implementation within a given year.

C. Proposed Business Process Requirements

1. Functional Requirements

Functional Requirements are defined as those items which must be met to address the business processes of the Department; that which must be supported to perform the actual business of FDC. The EMR Network Expansion project has a functional requirement to provide quick response time to transmission of and accessing electronic medical records. Health services use the FDC network for all data transfers to and from locations to the provider’s data center. Adding electronic health records creates a burden on the existing network with the enormous amount of additional traffic. Despite upgrades with the new MFN2 circuits, almost all facilities have circuits which already exceed capacity resulting in degraded performance of all applications. Implementation of the new EMR requires increased bandwidth. To meet the bandwidth requirement, existing circuits currently not on a fiber connection from the local telco hub need to be upgraded to connect on fiber. In turn, upgrading to fiber requires additional construction. Hence, the objective is to expand the existing MFN2 network circuits at all 52 primary institutions, ensuring any required construction for expansion is completed timely.

2. Technical Requirements

Technical Requirements are defined as those items which must be met to address the information technology processes of the Department; that must be supported from a technical perspective to meet FDC technical environment needs and compliance to Rule 74-2, F.A.C. - Florida Cybersecurity Standards, Rule 74-3, F.A.C. - Data Center Operations. The Department will be coordinating with DMS and their contracted MFN2 provider for specifying all technical requirements for the EMR Network Expansion project. As noted above, the objective is to expand the existing MFN2 network circuits at all 52 primary institutions, ensuring any required construction for expansion is completed timely.

3. Business Solution Alternatives

The Department researched the options available given the use case, capacity needs, and time constraints. As such, the following options were considered:

- **Providing an exclusive circuit of the required size on cellular network using multiple individual device cellular connections.** Though a technically feasible solution, there are two major influencing factors which make this less preferred option. First is, the recurring cost of the number of cellular lines required will be significantly more than the recurring cost utilizing MFN2. Second factor is that several facilities being at remote locations which do not have strong enough cellular signal for providing reliable continuous connectivity. Remote location of those institutions with relatively low civilian population hence low user base does not justify cellular service expansion by the providers.
- **Providing an exclusive Remote Broadband Service (RBS2) circuit for EMR network needs:** Though this is also a technically feasible solution, one of the constraints of remote location is the same as that with providing cellular network. In addition, this will also require special construction provided telco facilities are not currently available. Additional constraint with RBS2 is the bandwidth is not the same in both the directions. EMR needs similar bandwidths for upload and download.
- **Leave the network as-is.** This is not a true option, as leaving the network in its existing state would offer no benefit to the state in using the new EMR, would degrade existing network connectivity for all customers, and limits any future initiatives requiring network connectivity.

4. Rationale for Selection

Potential solutions were evaluated against their likelihood to deliver the necessary functionality, risk in implementing, estimated cost, and estimated implementation timeframe. Wireless, Remote Broadband Service (RBS2) and MFN2 fiber connection options were analyzed in detail considering all the technical features. To handle the additional traffic due to EMR, the bandwidth expansion is required to meet the new capacity requirements to transmit data to the vendor's data center and retrieve on demand with the required performance.

5. Recommended Business Solution

To provide the required network infrastructure for EMR, the Department shall coordinate with DMS to engage local telecommunications companies statewide for construction needs to establish the necessary last mile connection between the MFN2 drop and main building of the institution, thereby allowing the permanent expansion of circuit capacity at all 52 primary corrections facilities.

III. Success Criteria

The success of EMR Network Expansion project will be based on several quantitative and qualitative factors. Each of these factors are in alignment with the business objectives and proposed business process requirements outlined in the Strategic Needs Assessment section of this document, as well as the overall vision and mission of the Department.

The major success criteria for the project, along with the Key Performance Indicators (KPIs), are listed in the table below. The success criteria and the KPIs shall form the basis of any contracts pursued to implement the final solution, including baseline measurement and several interim measurements before the final benefit realization report finishes.

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	The EMR Network Expansion will provide increased bandwidth to cover needs of Electronic Health Record transmission	<ul style="list-style-type: none"> Real-time exchange of Electronic Health Records between Centurion data center and health centers 	Health Services Corrections staff Wardens & Regional directors	12/2022
2	The EMR Network Expansion will provide network capacity to allow future expansion of bandwidths to cover needs of other initiatives under consideration.	<ul style="list-style-type: none"> Access to real-time information in the Central Office. Prompt dissemination of information collected from the institutions. 	All Department staff	12/2022
3	The project will be completed on-schedule, following an approved project plan.	<ul style="list-style-type: none"> Interim project milestones Independent Verification and Validation (IV&V) reports 	All Department staff	12/2022
4	The project will be completed within the prescribed budget constraints defined in advance of project initiation.	<ul style="list-style-type: none"> Project financial data 	All Department staff	12/2022

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

The EMR Network Expansion project is intended to provide for the network infrastructure statewide to support the new electronic medical record system. The network expansion will enable health services staff to access the new EMR, supporting the overall mission of healthcare for Florida's incarcerated offenders. The Department will engage the Department of Management Services (DMS) to coordinate the circuit expansion and all required construction with the MFN2 provider and the local telecommunications companies. This project will enable the Department to plan and implement substantial improvements in how the day-to-day activities of the Department are operated, managed, and delivered.

The EMR Network Expansion project benefits described in this analysis will be the result of aligning the Department's business processes with technology best practices to maximize ROI. Benefits will accrue as costly and outdated components of the current system are incrementally replaced, in combination with targeted improvements in existing business processes. The tangible benefits are driven by a mix of automation, technology maintenance efficiencies, and operational efficiencies. An explanation of how the benefits are calculated is provided in Section A. Benefits Realization Table.

A. Benefits Realization Table

The Benefits Realization Table describes the benefits which accrue from implementation, including estimated values computed for the tangible benefits. The tangible benefits are assessed against business conditions and are conservatively estimated. For additional benefits, please see Appendix B, ROI Calculations for CEHR.

BENEFITS REALIZATION TABLE						
#	Description of Benefit	Tangible/ Intangible	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date
1	Reduced data entry time for Health Services staff resulting in more time on critical business functions.		Inmates, Offenders, General Public	Data entry time is reduced by an estimated 10%.	Compare data entry time on current system to new system during the pilot.	12/2021
2	Reduced staff time to handle paperwork resulting in more time recruiting qualified candidates.		Inmates, Offenders, General Public	The staff time spent duplicating and handling paperwork is reduced by 100%.	Compare the staff time handling paperwork to the staff time handling the digital files.	12/2021
3	Reduced cost of printing consumables, packaging, and shipping.		Agency, Inmates, Offenders, General Public	The total printing consumables, packaging, and shipping is reduced.	Compare the cost of printing and shipping paperwork to the cost of distributing the digital files.	12/2021
4	Reduced cost of lease space for storage of paperwork.		Agency, Inmates, Offenders, General Public	New recruitment documents will be archived in the cloud rather than in file rooms.	The cost of new storage space will be zero.	12/2021
5	Reduced time to perform audits resulting in more time for site inspections.		Agency, Inmates, Offenders, General Public	One day of auditing paperwork is eliminated.	Compare the time to audit the paper logs to the time to audit the digital logs.	12/2021

SCHEDULE IV-B FOR ELECTRONIC MEDICAL RECORDS (EMR) NETWORK EXPANSION

B. Cost Benefit Analysis (CBA)

This section contains the CBA Forms that present the cost and benefit analyses for the EMR Network Expansion project. Given the five-year timeline established in the CBA Forms, Payback Period and Breakeven Fiscal Year cannot be determined if they extend beyond five years. As such, a seven-year CBA has been prepared for this section to demonstrate the true financial value of the EMR Network Expansion project. The various CBA forms, as well as the detailed cost and benefits calculations, can be found in the spreadsheets provided with this submission.

CBAForm 1 - Net Tangible Benefits

Agency	<u>Corrections</u>	Project	<u>EMR Network Expansion</u>
--------	--------------------	---------	------------------------------

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 2020-21			FY 2021-22			FY 2022-23			FY 2023-24			FY 2024-25		
	(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	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel Costs -- Agency-Managed Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.b Total Staff	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-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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3.b. Staff Augmentation (# of Contractors)	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
B. Application Maintenance Costs	\$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 <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Data Center Provider Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other <i>Data Center Payment</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Other Costs	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000
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 <i>MyFloridaNet Circuits</i>	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000
Total of Recurring Operational Costs	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000	\$2,800,000	\$742,000	\$3,542,000
F. Additional Tangible Benefits:		\$0			\$0			\$0			\$0			\$0	
F-1. <i>Specify</i>		\$0			\$0			\$0			\$0			\$0	
F-2. <i>Specify</i>		\$0			\$0			\$0			\$0			\$0	
F-3. <i>Specify</i>		\$0			\$0			\$0			\$0			\$0	
Total Net Tangible Benefits:		(\$742,000)			(\$742,000)			(\$742,000)			(\$742,000)			(\$742,000)	

SCHEDULE IV-B FOR ELECTRONIC MEDICAL RECORDS (EMR) NETWORK EXPANSION

Corrections		EMR Network Expansion		CBA Form 2A Baseline Project Budget					
Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.				FY2020-21			FY2021-22		
				\$ 2,625,000			\$ 2,625,000		
Item Description <i>(remove guidelines and annotate entries here)</i>	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
Costs for all state employees working on the project.	FTE	S&B	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -
Costs for all OPS employees working on the project.	OPS	OPS	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -
Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ -	0.00	\$ -	\$ -	2.00	\$ -	\$ -
Project management personnel and related deliverables.	Project Management	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -
Project oversight to include Independent Verification & Validation (IV&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -
Staffing costs for all professional services not included in other categories.	Consultants/Contractors	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -
Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -
Hardware purchases not included in data center services.	Hardware	OCO	\$ -		\$ -	\$ -		\$ -	\$ -
Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -
Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -
All first-time training costs associated with the project.	Training	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -
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	\$ -		\$ -	\$ -		\$ -	\$ -
Other contracted services not included in other categories.	Other Services	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -
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	\$ -		\$ -	\$ -		\$ -	\$ -
Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -		\$ -	\$ -		\$ -	\$ -
Other project expenses not included in other categories.	Other Expenses	Expense	\$ -		\$ 2,625,000	\$ -		\$ 2,625,000	\$ -
Total			\$ -	0.00	\$ 2,625,000	\$ -	2.00	\$ 2,625,000	\$ -

SCHEDULE IV-B FOR ELECTRONIC MEDICAL RECORDS (EMR) NETWORK EXPANSION

CBAForm 2 - Project Cost Analysis

Agency	<u>Corrections</u>	Project	<u>EMR Network Expansion</u>
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	
TOTAL PROJECT COSTS (*)	\$2,625,000	\$2,625,000	\$0	\$0	\$0	\$5,250,000
CUMULATIVE PROJECT COSTS <i>(includes Current & Previous Years' Project-Related)</i>	\$2,625,000	\$5,250,000	\$5,250,000	\$5,250,000	\$5,250,000	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	
General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Trust Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT	\$0	\$0	\$0	\$0	\$0	\$0
CUMULATIVE INVESTMENT	\$0	\$0	\$0	\$0	\$0	\$0

CBAForm 3 - Project Investment Summary

Agency	<u>Corrections</u>	Project	<u>EMR Network Expansion</u>
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COST BENEFIT ANALYSIS -- CBAForm 3A						
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTAL FOR ALL YEARS
Project Cost	\$2,625,000	\$2,625,000	\$0	\$0	\$0	\$5,250,000
Net Tangible Benefits	(\$742,000)	(\$742,000)	(\$742,000)	(\$742,000)	(\$742,000)	(\$3,710,000)
Return on Investment	(\$3,367,000)	(\$3,367,000)	(\$742,000)	(\$742,000)	(\$742,000)	(\$8,960,000)
Year to Year Change in Program Staffing	0	0	0	0	0	

RETURN ON INVESTMENT ANALYSIS -- CBAForm 3B		
Payback Period (years)	NO PAYBACK	Payback Period is the time required to recover the investment costs of the project.
Breakeven Fiscal Year	NO PAYBACK	Fiscal Year during which the project's investment costs are recovered.
Net Present Value (NPV)	(\$8,422,294)	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.

V. Schedule IV-B Major Project Risk Assessment

Figure 4-1 – Risk Assessment Summary is a graphical representation of the results computed by the risk assessment tool. This project is not a traditional system integration project and therefore, the results of the assessment should be considered with that in mind. In addition, the Department’s Project Management Plan template includes a process to continually identify, assess, and mitigate risk throughout the life of the project.

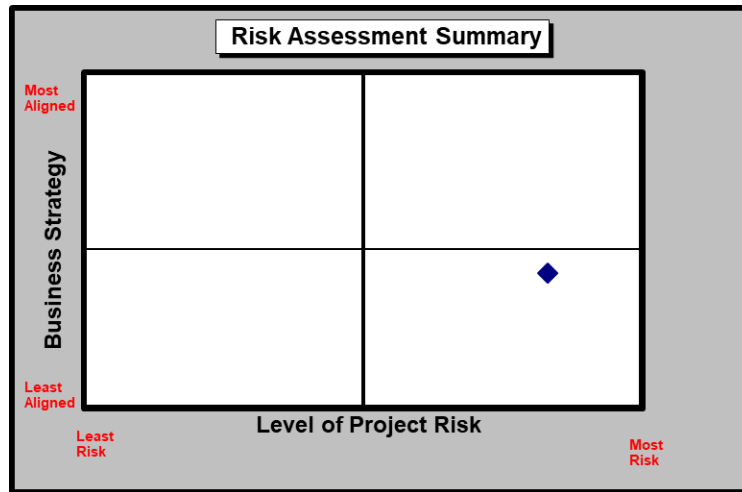


Figure 4-1 – Risk Assessment Summary

Figure 4-2 – Risk Area Breakdown illustrates the risk assessment areas that were evaluated, and the breakdown of the risk exposure assessed in each area.

Project Risk Area Breakdown	
Risk Assessment Areas	Risk Exposure
Strategic Assessment	MEDIUM
Technology Exposure Assessment	MEDIUM
Organizational Change Management Assessment	HIGH
Communication Assessment	HIGH
Fiscal Assessment	HIGH
Project Organization Assessment	HIGH
Project Management Assessment	MEDIUM
Project Complexity Assessment	HIGH
Overall Project Risk	HIGH

Figure 4-2 – Risk Area Breakdown

VI. Schedule IV-B Technology Planning

A. Current Information Technology Environment

The Department’s current wide-area network infrastructure was recently upgraded with the MyFloridaNetwork-2 project, but did not expand to accommodate the explosive capacity and demands for data transmission needs such as EMR. Instead, the Department examined and upgraded only select sites based on historical data, budget and time constraints, and outside influencers, adopting a “patch and paint” methodology rather than true capacity planning. Older technologies have been maintained and very few progressive technologies have been adopted to reflect changes in the Department’s organization, statutory mandates and customer expectations. As such, the current network and applications environment is outdated, rigid, and lacks the modernization required to adopt new cyber-security features. Figure 5-1 – Current Network Topology illustrates the rigid infrastructure and redundancy of the current technology environment.

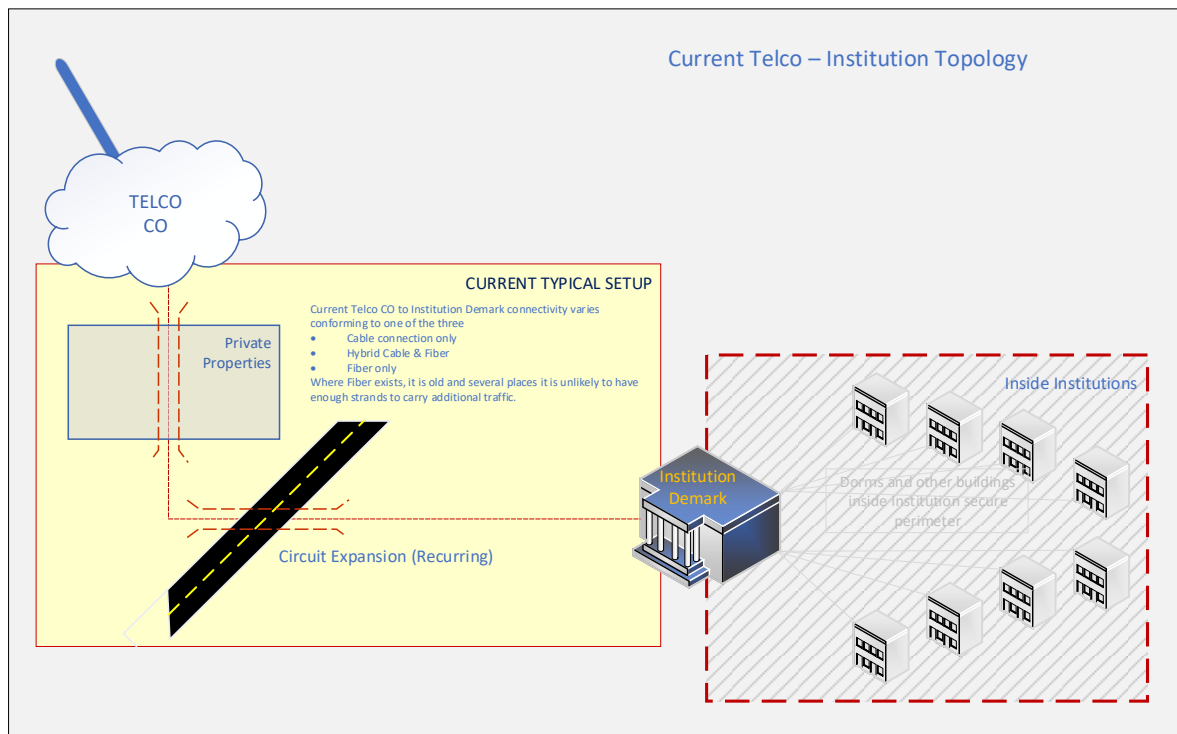


Figure 5-1 – Current Network Infrastructure / Topology

1. Current System

At present, FDC network is confined to administration buildings in the correctional facilities. Current connections between the telco CO and institution demark are varying with bandwidths ranging from 8MBPS to 130 MBPS. Institutions having with a circuit size less than 25MBPS do not have fiber connectivity between telco CO and institution demark. It is not known if those institutions connected on fiber have enough strands to handle additional EMR load.

a. Current System Resource Requirements

Currently, many initiatives being taken up by various programs cannot be supported.

b. Current System Performance

Currently, due to lack of bandwidth, many institutions are reporting degraded performance of applications they use on a day-to-day basis. With EMR being implemented in 2020, traffic on the main line will increase significantly resulting in further performance degradation of applications riding on the same network.

2. Information Technology Standards

The Department will work with DMS to ensure any applicable standards are applied.

B. Current Hardware and/or Software Inventory

The Department's wide-area network infrastructure is owned and operated by the MFN2 provider and the local telecommunications companies. All new hardware and software pertaining to this proposed solution will also be owned by the MFN2 provider and the local telecommunications companies. The Department is only purchasing telecommunication services to expand the wide-area network infrastructure to support EMR.

C. Proposed Technical Solution

1. Summary Description of Proposed Solution

The proposed solution integrates the need for a substantial network backbone to support current and future growth needs for the Department to transform how technology is adopted and used going forward.

Component	System Type	Technology	Connectivity	Security / Privacy Considerations	Development / Procurement Approach	Internal / External Interfaces	Maturity / Longevity of Technology
Network	N/A	MFN2	Fiber buildout/circuit size expansion to support Department staff needs	Federal & State Compliance (CJIS, HIPPA) FDC OIT Security Policy	DMS	All FDC Systems	High

2. Rationale for Selection

Potential solutions were evaluated against their likelihood to deliver the necessary functionality, risk in implementing, estimated cost, and estimated implementation timeframe. Wireless, Remote Broadband Service (RBS2) and MFN2 fiber connection options were analyzed in detail considering all the technical features. To handle the additional traffic due to EMR, the bandwidth expansion is required to meet the new capacity requirements to transmit data to the vendor’s data center and retrieve on demand with the required performance.

3. Recommended Technical Solution

To provide the required network infrastructure for EMR, the Department shall coordinate with DMS to engage local telecommunications companies statewide for construction needs to establish the necessary last mile connection between the MFN2 drop and main building of the institution, thereby allowing the permanent expansion of circuit capacity at all 52 primary corrections facilities.

D. Proposed Solution Description

1. Summary Description of Proposed System

The Department will engage DMS for all 52 primary institutions for the EMR network expansion over 2-year period and include the following tasks:

- a) Construction needed to bring necessary cable from MFN2 drop into the main building;
- b) Configuring the network;
- c) Increasing bandwidth at each facility to handle additional traffic

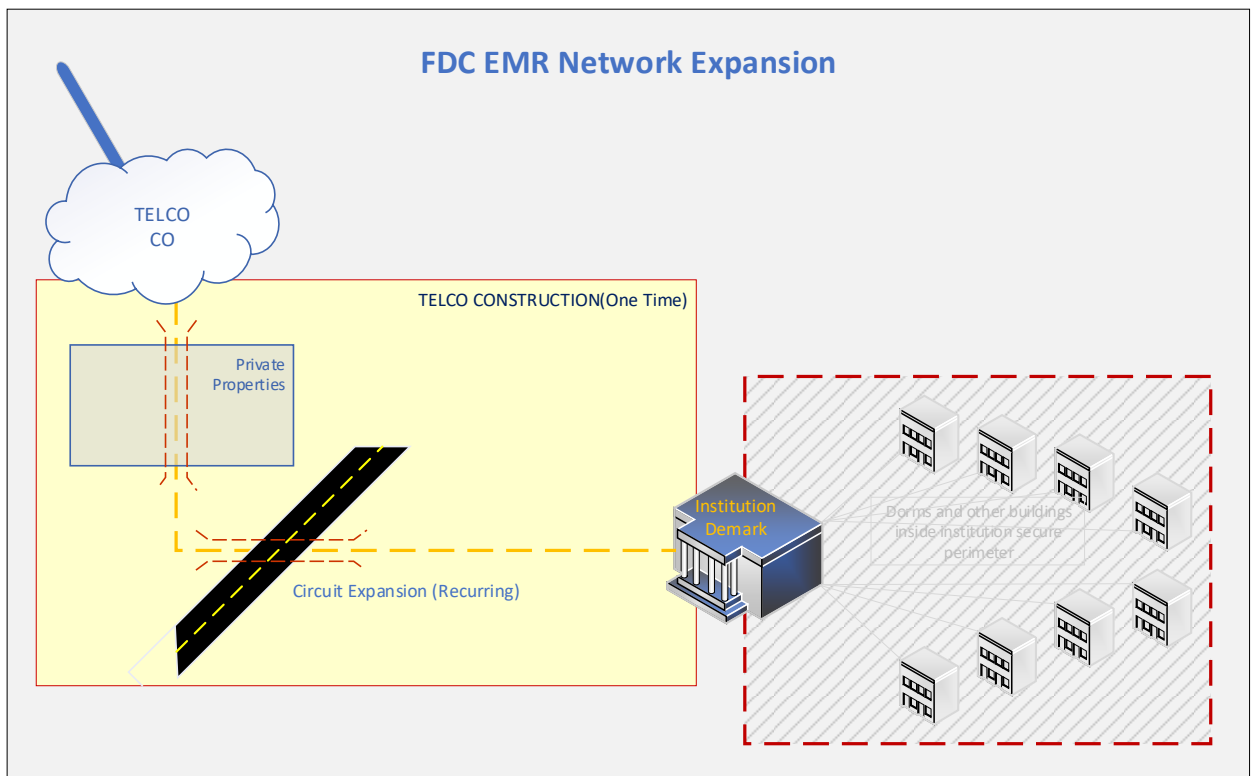


Figure-3: FDC EMR Network Expansion

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

The primary resource requirements are the funds to engage DMS and the respective MFN2 vendor to

coordinate the objectives of this project.

E. Capacity Planning

Capacity planning is the discipline to ensure the IT infrastructure and applications are in place at the right time to provide the right services at the right price. All new applications should be architected to plan for future FDC Digital Transformation projects, developed using modern, standards-based platforms, and built for maximum flexibility and expansion.

Capacity planning is inherent in this overall request. As technologies progress and staff and inmate needs grow, the Department seeks to be able to support these progressive technologies with the infrastructure backbone to support future needs. At this time, the Department has assessed the existing network architecture and potential requests that may require substantial network services over the next 10-20 years.

New services will be developed using a layered platform approach, enabling business transformation as well as progressive technology adoption.

VII. Schedule IV-B Project Management Planning

The Department uses a project management framework based on the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK). Please see the following appendices for more information:

Appendix C – Project Management Plan template

Appendix D –High-Level Project Timeline

Appendix E – Risks, Action Items, Issues, and Decisions (RAID) Log Template

Appendix F – DST (Formerly AST) Risk Assessment

VIII. Appendix A: Acronyms

Acronym	Description
API	Application Programming Interface
AST	Agency for State Technology (now DST)
CJIS	Criminal Justice Information System
DMS	Department of Management Services
DST	Division of State Technology (previously AST)
EMR	Electronic Medical Record
FDC	Florida Department of Corrections
HIPPA	Health Insurance Portability and Accountability Act
HTTPS	Hypertext Transfer Protocol Secure
IES	Information Exchange Services
IVR	Interactive Voice Response
MFN2	My Florida Network 2
NIST	National Institute of Standards and Technology
OIT	Office of Information Technology
OBIS	Offender Based Information System
PDC	Primary Data Center
POE	Power Over Ethernet
RAD	Rapid Application Development
RAID	Risks, Action Items, Issues, and Decisions
RBS2	Remote Broadband Service
SFTP	Secure File Transfer Protocol
SLA	Service Level Agreement
SOA	Service Oriented Architecture
UI	User Interface
UPS	Universal Power Supply

IX. Appendix B: ROI Calculations for CEHR (Centricity Electronic Health Records)

ROI Calculations for CEHR

Area of Savings	Avg. Annual Savings	Calculation/Description	Questions
Reduce Your Compliance Costs			
Formulary medication compliance ratio	13.7% of total non-formulary medications or 5.1% of total medications	<p>CEHR supports medication formularies. Savings are calculated by subtracting the current formulary compliance rate (expressed as percentage of 100) from 98, and then multiplying this number by the annual cost of non-formulary medications.</p> <p><i>Annual non-formulary costs X .137 = annual savings or Annual medications cost X .051 = annual savings.</i></p>	<p>What is your current formulary compliance rate (%)?</p> <p>What is your annual cost of non-formulary medications?</p>
Duplicate Lab Tests	28% of total lab costs	<p>CEHR uses OffenderID for all labs and automatically matches the lab result back to the health record when it is received electronically from the contracted lab vendor.</p> <p><i>Annual cost of labs X .28 = annual savings.</i></p>	<p>What lab panels do you order?</p> <p>What is your annual cost for these labs?</p>
Duplicate Radiology Tests	19% of total radiology costs	<p>CEHR uses OffenderID for all orders and automatically matches the read back to the health record when it is received electronically from the radiology vendor.</p> <p><i>Annual cost of labs X .38 = annual savings.</i></p>	<p>What are the annual costs of labs requested in duplicate lab tests?</p>
Chronic Care Clinics	3 Hospital bed days per facility with chronic care clinics and enrollment >100 inmates	<p>Because of scheduling and chronic care clinic functionality, combined with re-enrollment at intake and continuity of medical records due to OffenderID being a shared primary key, inmates will receive proactive care for their chronic illnesses. On average our customer's average 3 hospital days per year, per facility that meets the criteria to the left.</p> <p><i>3 days X avg. cost per hospital day X number of qualifying facilities = annual saving.</i></p>	<p>What is the average cost per hospital bed day?</p> <p>How many inmates does your facility average at any given time?</p>
Off-site record storage (if applicable)	10% of off-site storage costs	<p>Hard drive space is extremely inexpensive. Combined with proper DB&R methodology there is no need to store paper medical records in off-site facilities. Given a 10 year retention period, 10% of this cost can be recouped annually until year 10, when there will be no more off site storage needs.</p> <p><i>Annual storage costs X .10 = annual savings.</i></p>	<p>What is your annual cost for storing paper charts?</p>

Litigation costs	18% of total pre-court payouts	<p>Most payouts are due to inadequate documentation, differences in the way healthcare is delivered or gaps in care. CEHR supports eliminating all of these areas of risk. All of the shortcomings of the current and inadequate EHR system or paper chart are eliminated; access time, movement issues and consistency. Health records are electronic, and unlimited numbers of people can access and document on them immediately. They are available regardless of where the offender is, or how often they move.</p> <p><i>Annual litigation payouts X .18 = annual savings.</i></p>	<p>What is the average of total annual litigation payouts by your organization for the past three years?</p>
Reduce Your Staffing Costs			
Offender movement efficiencies	7% of custody staff costs	<p>Because CEHR interfaces with the offender management system medical scheduling data can be sent back to the OMS. This allows for officer efficiencies including offender transportation/movement. Consolidated movement lists can be created rather than adding medical movement needs manually.</p> <p><i>Annual custody staff costs X .07 = annual savings.</i></p>	<p>How many custody staff do you employ, and what are your annual custody staff costs?</p>
Management reporting	4.8% of annual cost of care	<p>Due to the comprehensive reporting capabilities within the CEHR system and features like health maintenance and similar proactive medical care protocols, counties are able to manage their cost of care much better. In addition, the manual labor and inefficiencies associated with extracting data from paper charts is reduced or eliminated. This results in an average reduction in the annual cost of care of 4.8%. States who have aggressively built management reports and enacted policies designed to increase oversight have seen much larger savings.</p> <p><i>Annual cost of healthcare X .048 = annual savings.</i></p>	<p>What was the total cost of providing healthcare last year?</p>
Medication Distribution FTEs	-1.1 FTE per facility	<p>CEHR automates most of pill counting needs of medication distribution. In addition, the labor necessary to mark medications as administered or issued is greatly reduced. Due to this an average of 1.1 FTEs can be repurposed in each facility that has 4-6 pill call locations.</p> <p><i>1.1 X avg. nurse compensation X number of facilities = annual savings.</i></p>	<p>How many pill call locations do you have?</p> <p>How many FTE's do you have distributing medication?</p> <p>What is the annual FTE cost for medical distributors, salary plus benefits?</p>

Medical records manipulation	.88 FTEs per facility with population > 1,000	<p>CEHR eliminates the need for chart pulls and chart movement. It also greatly reduces the need to insert paper documents into charts, or to locate charts when an offender returns to custody.</p> <p><i>Avg. cost of medical records FTE X .88 X number of facilities = annual savings.</i></p>	<p>How many FTE's do you have in Medical Records?</p> <p>What is the annual salary (plus benefits) for a Medical Records FTE?</p> <p>How many hours do you spend on chart pulls, and chart movement?</p> <p>How many hours do you spend on adding loose paper to charts?</p>
Lab Results	1.15 FTE nurse per 1,135 lab results	<p>CEHR automatically matches inbound lab results to the correct offender and notifies your staff. This eliminates the need for doctors to ask about results, nursing staff to check if results are back, the need for nursing staff to notify doctor that results are back, and doctor to wait for chart pull to see results. This also increases quality and timeliness of care which is factored into the savings and expressed as FTE value.</p>	<p>How many labs do you order annually?</p>
Report production - staff time savings	.85 FTE per single FTE used for report production	<p>CEHR includes many tools to automate and augment reporting within facilities and up the management chain. Ad-hoc reporting tools greatly enhance staff ability to create reports on any data collected within the system. Background business processor automatically generates and delivers these reports on whatever schedule the staff desires, and in many different ways and formats.</p> <p><i>Annual FTE cost of report production X .85 = annual savings.</i></p>	<p>How many staff do you employ for report production?</p> <p>What percent of their time is spent generating reports?</p> <p>What is the annual salary (plus benefits) for an FTE that does report production?</p>
Dental/Medical overlap	11% of dental costs	<p>Because CEHR includes integrated dental the abuse of medications and services when inmates get dental work done is eliminated. Also, the integrated dental component replaces the need for and costs associated with your current dental record solution.</p> <p><i>Annual cost of dental services X .11 = annual savings.</i></p>	<p>What was your annual cost of dental services in FY 2018 (if applicable)?</p>
Lower Staff Turnover costs	25% of annual staff turnover costs	<p>CEHR helps relieve much of the frustration healthcare staff experience. CEHR promotes staff spending more time with their inmates, and less time documenting healthcare.</p> <p><i>Annual turnover/training costs X .25 = annual savings</i></p>	<p>Please provide a breakdown of your healthcare staff by role and hours worked per week. What is your average healthcare staff turnover? What is the average cost to train new employees?</p>

Lower costs for requests for information	65% of cost to produce requests for information	CEHR greatly reduces the cost of creating responses to the many requests for information clinics receive each day from lawyers, government and family members. <i>Annual costs to meet requests for information X .65 = annual savings</i>	What costs do you incur fulfilling requests for information? What staff is involved in fulfilling a request?
Reduce Your Operating Costs			
Reduce office supplies costs	65% of annual cost for office supplies (if going from paper to electronic)	CEHR clients see an average of 65% reduction in the cost of office supplies when moving from a paper charting environment to CEHR.	What is your annual cost for office supplies?
Reduced material costs	.88% of cost of medical forms	CEHR reduces or eliminates many of the materials costs associated with delivering and documenting healthcare such as paper pads, forms, chart folders and most other paper materials since everything is electronic. <i>Annual cost of paper products for healthcare X .88 = annual savings</i>	What is the cost of paper products used in healthcare delivery? Some costs include, but are not limited to, paper pads, forms, chart folders, chart dividers, and other paper material. If possible, please provide an estimate of the cost of each paper chart.
CDC compliance reporting	90% of costs associated with producing CDC reports	CEHR greatly reduces the cost of complying with CDC reporting standards for TST and STD data by automating the creation and delivery of this information. <i>Annual costs to meet CDC reporting requirements X .90 = annual savings</i>	What are your annual costs associated with meeting CDC reporting requirements?
Reduce overall reporting costs	75% of costs associated with producing recurring operating reports	CEHR reduces the cost of producing recurring reports such as Health Services Report (HSR) and other frequently or regularly produced reports.	How many hours are spent producing each type of recurring report (A)? How many times per year are each report produced (B)? How many facilities produce these reports (C)? For each type of report multiply AxBxC and then sum all results. Multiply the sum by .75

X. Appendix C: Project Management Plan Template



Florida Department of Corrections
Office of Information Technology
Project Management Office

Project Name

Project Management Plan

Date of Project

General

Contact Information

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

Florida Department of Corrections
501 S. Calhoun Street
Tallahassee, FL 32399
Attention: Project Manager Name
Project Manager, OIT
Phone: XXX-XXX

File Information

File Location: All project files will be saved in the Project Name Project Control Book (PCB).

Revision History

Date	Version	Revised By	Description

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1 Executive Summary

[The language for this section is located in the project charter.]

2 Project Scope [Required Section]

[The project scope defines all the work that must be done to complete the project successfully. Identify what is “in scope” as well as what is “out of scope”. Discuss how the project scope and objectives trace back through the Project Charter.]

2.1 In Scope

[Define the scope of the project. Include all service(s) and result(s) included in the project’s scope.]

2.2 Out of Scope

[Identify what is excluded from the project. Explicitly stating what is out of scope helps to manage stakeholders’ expectations.]

3 Project Objectives

3.1 Project Objectives

[Provide the project objectives. These objectives should be focused solely to the project and used to discern the success of the project activities. The business objectives (developed as part of the business case and project charter) may be linked to the project objectives but will not have the same focus.]

3.2 Critical Success Factors

[Review and ensure factors are applicable to the project. Any factors not listed or not applicable, should be added/removed as needed.]

Critical success factors are listed below:

1. Management Support –Executive management support is necessary to provide resources and authority to the project team.
2. Project Management Plans – All plans (risk, issue, etc.) must be clearly defined and understood by the project team.
3. Human Resources – selection of team members must be based on their knowledge and skill set as it pertains to the project objectives.
4. Response Time – Timely feedback must be received by/to the project team and executive management to ensure the project is not negatively impacted.
5. Communication – The necessary information must be distributed to all project team members in an effective and efficient manner.

3.3 Assumptions

Assumptions are defined as circumstances and events outside of the total control of the project team that need to occur for the project to be successful.

The following assumptions have been identified for the project:

[Assumptions are factors considered to be true, real, or certain, without proof or demonstration. In this section, list or describe the assumptions used in planning the project.]

3.4 Constraints

Constraints are defined as the conditions or circumstances limiting the project relative to scope, quality, schedule, budget, and resources.

The following constraints have been identified for the project:

[Constraints are factors affecting the execution of a project. In this section, list or describe the specific internal or external restrictions or limitations that affect the execution of the project. For example, contractual and funding provisions are generally considered to be constraints.]

3.5 Requirements Traceability

[A requirement is a singular documented need of what a particular product or service should be or perform. It is a statement that identifies a necessary attribute, capability, function, characteristic, or quality of a system or service in order for it to have value and utility to a user.]

A Requirements Traceability Matrix (RTM) documents the life of a requirement and provides traceability between associated requirements and throughout the completion of the project (including, but not limited to, design and test). It enables users to find the origin of each requirement and track every change that was made to this requirement ensuring that the final deliverable has all the originally planned functionality.

The RTM is often created as a separate document from the project management plan.

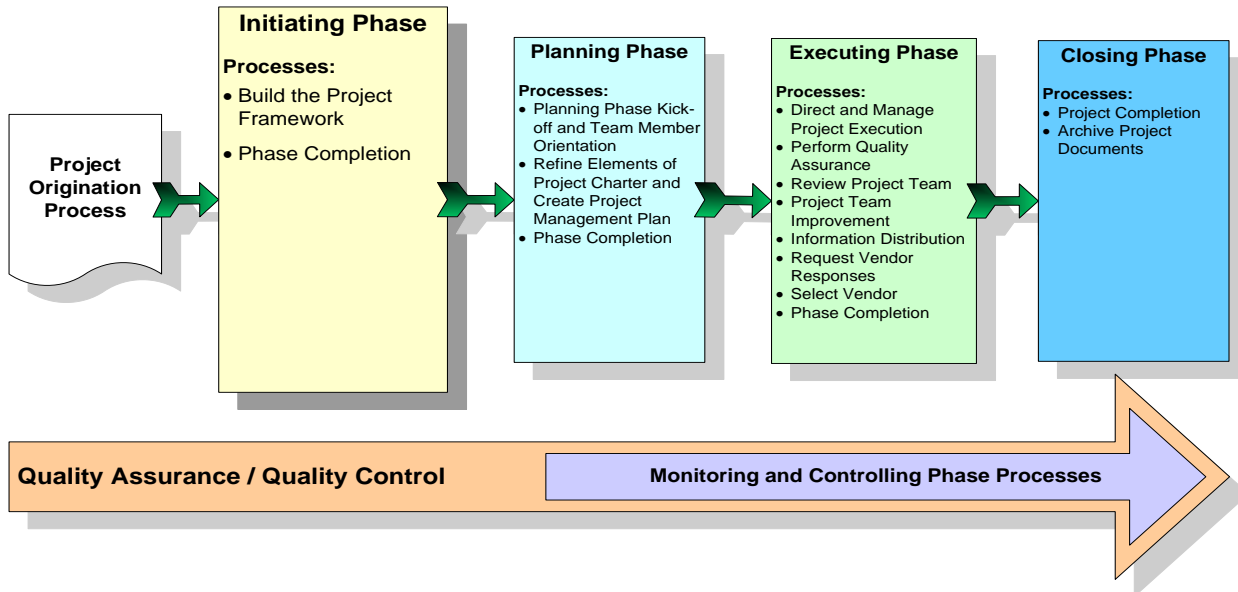
In this section, provide a short, high-level summary of major requirements and a reference to where detailed requirements documents and the RTM may be accessed.]

The Requirements Traceability Matrix document will be stored in the PMO Project Control Book (PCB) under the appropriate project name and folder in accordance with the prescribed file structure.

4 Project Approach

[This section describes your tactics for managing the project and developing the solution. Describe the approaches you will use for development, data migration (if applicable), and testing. Discuss the Software Development Life Cycle (SDLC), or other methodologies or frameworks (waterfall, agile, hybrid, etc.) that will be used to complete the project. Include a description of any major project steps (phases, gates, sprints, etc.).]

The project lifecycle will include the Planning, Execution, Monitoring and Controlling, and Closure Phases.



The Initiation Phase was completed with the approval of the Project Charter. The signed charter can be found in the Project Charter folder using the following path:

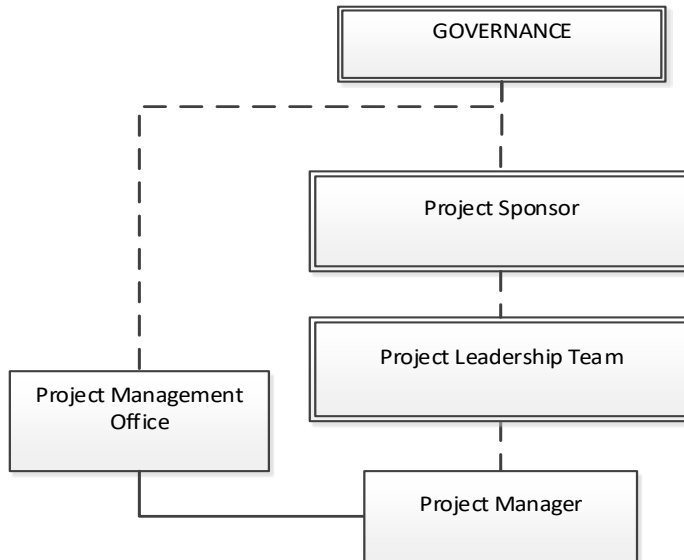
[Attach link to the project charter]

The Planning Phase will include the Kick-off meeting and completion of project documentation.

During the Execution Phase, the project will:

5 Project Organizational and Governance Structure

5.1 Project Organizational & Governance Chart



5.2 Identify Stakeholders

[Identify a list of the key stakeholders (organizations and individuals) are affected by and/or interact with the project, or any of the systems, services or activities that are affected by the project.]

The following are considered key stakeholders for the project:

[Language for this section is located in the Project charter.]

5.3 Identify Project Team

[If known, identify sections or individuals planned for the project team along with their roles and responsibilities.]

The chart below outlines the Project Team Roles and Responsibilities.

[Review and determine which roles are applicable to the project]

Role	Responsibility	Name(s)
Governance Committee	Review of the project request and escalation point during the project lifecycle.	Governance Committee Members

Project Sponsor	Advocate for the project and escalation point during the project lifecycle.	Name of Sponsor
Project Leadership Team (PLT)	<p>Advocate for the project, Project Manager and project team while providing leadership and guidance in the overall success of the project.</p> <p>Responsibilities include the following:</p> <ol style="list-style-type: none"> 1. Provide the overall direction and support of the project 2. Initiate and provide funding for the project if necessary 3. Escalation point for the project 4. Decision point for the project. Review, approve, or disapprove and determine whether proceed with any major project deliverable or milestone 5. Empower the Project Manager to achieve project goals; 6. Support the Project Manager in obtaining resources and tools needed to conduct the project; 7. Require regular status briefings and reviews and communicates pertinent information to stakeholders as necessary; 8. Review status, resolve issues and mitigate risks for the project; 9. Review and approve or disapprove any changes to the project's scope, schedule or budget. <p><i>PLT member may delegate this role to a staff member with decision-making authority, however they are responsible for ensuring the quality and completion of the responsibilities.</i></p>	List the names of PLT Members
Project Manager	<p>Acts on behalf of the Project Sponsor to manage the project in accordance with the Florida Department of Corrections (FDC)/Office of Information Technology (OIT)/Project Management Office (PMO) guidelines.</p> <p>Responsibilities include the following:</p> <ol style="list-style-type: none"> 1. Acts as the Point of Contact for the project. 2. Provide the day-to-day planning and oversight of the project in accordance with the approved scope, schedule and budget. This includes but is not limited to the following: <ol style="list-style-type: none"> a. Develop and maintain the Project Management Plan which includes the project scope; 	Project Manager Name

	<ul style="list-style-type: none"> b. Develop and maintain the project Spending Plan at least monthly; c. Develop and maintain the project schedule at least weekly; d. Manage project risks, issues, and action items. This includes maintaining a Risk Log, Issue Log, Action Item Log and Decision Log; e. Ensure the project team is well-organized, adequately skilled and staffed and working towards project goals; f. Maintain communications with project team, stakeholders and end users according to the Communication Plan; g. Manage project change requests according to the Change Management Plan. This includes maintaining a Change Log; h. Remove or escalate impediments that impact the project team; i. Complete all required documentation and reporting as required by the FDC/OIT PMO. <p>3. Provide a status report that includes:</p> <ul style="list-style-type: none"> a. An assessment of the status of the project; b. Status of the project budget (variance between planned and actual expenditures). c. Identification and status of any issues and the proposed resolution. d. Identification of risks and the status. e. Identification of any changes to the project’s scope, schedule or budget. 	
<p>Business Lead/ Functional Manager</p>	<p>Business Expert/Functional Manager that is the advocate for the business and is responsible for the following:</p> <ul style="list-style-type: none"> 1. Oversight and approval of all business aspects of the solution; 2. Provide a perspective of current and future business requirements; 3. Facilitate the gathering of business requirements; 4. Document and maintain the business requirements; 	<p>List Names of Business Lead/Functional Manager</p>

	<ol style="list-style-type: none"> 5. Review and provide guidance on test cases and the test plan; 6. Review and prioritize the results of failed test cases and determine whether the result is due to a coding error, incorrect requirement or missed requirement; 7. Escalate project and product issues and/or risks to the Project Manager; 8. Document training materials and provide training of the product to the end-users. <p><i>Business Lead/Functional Manager may delegate tasks to staff, however they are responsible for ensuring the quality and completion of the task.</i></p>	
Business Subject Matter Experts (SME)	<p>Business end user that understands the business and will provide expertise to the project.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Provide a perspective of current and future business requirements and assist with the identification of business requirements; 2. Document and execute test cases and the test plan; 3. Conduct user acceptance testing (UAT) to validate each business requirement; 4. Document failed test cases and notify the Business Lead/Functional Manager; 5. Escalate project and product issues and/or risks to the Project Manager; 	
Stakeholder	<p>Individuals/organizations that are actively involved in the project or whose interest may be affected as a result of project execution or completion. Stakeholders may also exert influence over the project's objectives and outcomes.</p>	
End User	Receive or request data from the product.	

5.4 Project Governance Process

The Florida Department of Corrections (FDC) Governance establishes a framework that aligns information technology strategy with the business strategy by which FDC leadership can make informed decisions on behalf of key stakeholders.

FDC Governance is composed of representatives from across the Agency, all of whom are appointed by Executive Leadership. The General Counsel serves as advisory representatives.

The Governance members are responsible for prioritizing FDC projects to ensure the projects are in alignment with FDC priorities and provide oversight and monitoring of the prioritized projects. The Project Manager will provide monthly updates to FDC Governance.

5.5 Project Escalation Process

[Describe the roles, responsibilities, processes, and triggers for project escalation. Include reporting and escalation parameters for variances in schedule, cost, and scope.]

6 Resource Management

6.1 Human Resources

Human Resource Management is the process developed to effectively identify, acquire, and manage the resources needed to meet the project objectives. This includes defining necessary resources, assessing appropriate skill sets, and determining when and how long the resources are needed for the project.

The resources and the work effort required to complete the project will be documented in the project schedule. The project schedule will be stored in the PMO Project Control Book (PCB) under the appropriate project name and folder in accordance with the prescribed file structure.

6.2 Equipment/Materials Resources [Use section if applicable]

[Identify types of equipment, software or other materials, and the purpose and quantities required. Specify the procurement method planned to obtain these resources and the funding sources to be used. Discuss any related assumptions or constraints. Describe plans for maintenance, support, upgrades, decommissioning, software licensing and renewal, and any future purchases that may be necessary.]

7 Schedule Management Plan and Work Breakdown Structure

7.1 Schedule Management

The purpose of the Schedule Management Plan is to define the policies, procedures, and documentation all phases of the project. Using the tools and techniques presented within this process, the project team will be able to collectively define and maintain the integrated project schedule.

Once the Project Schedule is developed, reviewed, and approved, it is saved as the original schedule baseline. This original baseline should not be changed unless there is an approved change request.

The critical path, as calculated by the schedule management software, is the longest continuous path of activities with zero or negative float through a project. The duration of the activities on the critical path controls the duration of the entire project; a delay to any of these activities will delay the finish date of the entire project. For this reason, it is essential that critical path activities for each sub-component be identified and changes to them be more closely monitored and managed than non-critical activities. The Project Manager is responsible for monitoring the critical path and reporting the critical path status to the Project Sponsor after each weekly status

update and when analysis of change requests indicates that the critical path is impacted or in danger of being impacted.

The method to report progress for each task is described below:

Progress Percentages for tasks that are NOT milestones:

- 0%, Not Started
- 25%, Task Started and < 50% complete based on effort
- 50%, Task is => 50% and <75% complete based on effort
- 75%, Task is => 75% and <100% complete based on effort
- 100%, Task Complete

Progress Percentages for milestones (zero-day duration tasks):

- 0%, Milestone not achieved/reached
- 100%, Milestone achieved/reached

Slipping Tasks

A slipping task is defined as a Work Breakdown Structure (WBS) work item that is not going to be completed on or before the scheduled date. If a member of the project team anticipates that a project task may not be completed by the established deadline, the team member will notify the Project Manager immediately via e-mail. The e-mail should include the cause for the delay and a new date by which the task is projected to be completed. The Project Manager will assess the project schedule for impact, and either adjust the schedule or escalate the issue for further discussion. The slipping task and impact will also be reported at the project status meeting.

The Project Manager will perform the following tasks to manage the project schedule:

- Review progress during the status meeting; this will identify slippage early in the process and allow for response.
- Review progress at the status meeting to verify that work is proceeding as previously scheduled. This will include walkthroughs of the products, artifacts, and deliverables.
- Based on the criticality of the tasks, the Project Manager will:
 - Establish response plans for the slipping tasks.
 - Determine the impact to schedule and budget.
 - Inform the project team of the overall impact of the slippage, identify associated tasks that are also in jeopardy, and present a response strategy. The Project Manager will schedule a meeting with the Project Sponsor if a task slippage impacts a deliverable or milestone where options and impacts will be presented.
 - Document the slippage and response strategy in the next project status report.

7.2 Project Schedule

The schedule is a living document and may have tasks, deliverables, and/or milestones added and removed throughout the project lifecycle. The Project Schedule will be updated at least

8.3 Project Spend Plan

The Project Manager will develop and maintain an overall Spend Plan for the project which estimates the anticipated expenditures by month and review and update the Spend Plan to reflect actual expenditures to date. The variance between planned and actual expenditures will also be reported at least monthly. The Spend Plan will be stored in the PMO Project Control Book (PCB) under the appropriate project name and folder in accordance with the prescribed file structure.

9 Procurement Management Plan [Use Section if applicable]

9.1 Procurement Management Procedure

[Describe the product or service procurements necessary to complete the project, the timing of the procurement(s), the types of procurement(s), the process to complete these procurement(s), and the overall responsibility for standard procurement process tasks such as (but not limited to) development of a statement of work, development of the procurement document, evaluation and negotiation with the vendor(s).

If applicable, describe any special processes (including applicable rules or statute) that are required to fund the project or procure the necessary goods or services. This might include a discussion of grant funding and the timelines and processes of obtaining, managing and reporting on these funds or special requirements for Legislative funding.]

9.2 Contracts Management Procedure

[Describe the contract management practices of the project. Include contract owners and other responsible parties, the requirements for monitoring and administering the contract, and the process for contract payment. Address the process for contract amendments resulting from the change control process.]

10 Communications Management Plan

The Communications Plan determines the communication needs of the stakeholders. It documents what information will be distributed, how it will be distributed, to whom it will be distributed, and the timing of distribution. It also documents how to collect, store, file, and make corrections to previously published materials.

The Communication Plan will be updated and distributed via email whenever there is a change to the Plan.

10.1 Communications Tracking

Below is the Communication Tracking table which describes what, when and how project artifacts will be communicated.

Communication Tracking				
Description	Target Audience	Delivery Method	Delivery Frequency	Owner
Project Status Report	PLT/Project Sponsor	PDF delivered via email or saved to the SharePoint site.	Weekly	Project Manager

Description	Target Audience	Delivery Frequency	Owner

10.2 Documentation Standards and Central Document Repository

Project artifacts will be created and maintained using Microsoft Word, Excel, Project, and Visio. A PDF version of all final (accepted/approved) documents will be stored in the appropriate folder.

All project documentation will be stored in the PMO Project Control Book (PCB) under the appropriate project name in accordance with the prescribed file structure.

11 Change Management Plan

The Change Management Plan describes the change control process for tracking and approving all project changes.

A change is defined as an addition, modification, or deletion to any element within the established project scope, schedule, or budget. Changes can occur throughout the life of the project. Once a perceived need to make a change to the project is discovered, analysis must occur to ensure that all impacts are well documented and understood by all affected. To accomplish this, a clearly defined methodology for change needs to be utilized to ensure that complete consensus exists on the part of the project team. Additionally, executive management should be advised of what is to be expected when the change is implemented and the potential impacts of the change.

11.1 Change Management Roles and Responsibilities

Role	Responsibility	Authority
Requester	<ul style="list-style-type: none"> Identify, document, and submit a project change request to the Project Manager. 	Inform
Project Team Member	<ul style="list-style-type: none"> Complete impact analysis of the change request; includes the work effort to complete the requested change. 	Inform Responsible Consult

Project Manager	<ul style="list-style-type: none"> • Manage the change request process; • Ensure impact analysis of the change request is completed by the appropriate project team members; • Review change request for completeness and impact quantification (impact to the scope, schedule and budget) prior to review by the Project Sponsor; • Maintain the change request log • Present the change request to the Project Sponsor; • Report on the change request status and decision as appropriate; • Update project artifacts as needed. 	Inform Verify Responsible Consult
Project Leadership Team (PLT)	<ul style="list-style-type: none"> • Approve or reject the change request; • Provide information/direction on the impact to the project or agency as necessary; • Escalates the change request to the Governance if necessary. 	Inform Responsible Verify Consult Accept
Governance	<ul style="list-style-type: none"> • Approves or rejects the change request. 	Inform Responsible Accept

11.2 Change Control Process

Below is a brief description of the change control process.

- A change to the project is identified.
- A change request is submitted to the project manager.
- The project manager will ensure the change is within the project's scope, identify impacts to the project's cost, schedule and resources, and obtain specific requirements to implement the change.
- Change request is then evaluated for technical feasibility.
- Results of the change request evaluation are provided to the PLT.
- PLT may approve, reject or escalate to Governance.
 - If escalated, Governance team members will review the request and vote to either approve or reject the request.
- Requestor is notified of decision.

11.3 Track Project Changes

All Change Request Forms will be stored in the PMO Project Control Book (PCB) under the appropriate project name and folder in accordance with the prescribed file structure.

12 Organizational Change Management

[Review this section and complete based on the requirements of the project]

Organizational Change Management is a structured approach to ensure that changes are implemented smoothly and successfully to achieve lasting benefits.

The project team will analyze the requirements and their overall impact. Based on the results of this analysis, deliverables will be identified and tracked in the project schedule to ensure all end-users are prepared. Deliverables may include training or procedures and policy changes.

12.1 Training

A resource will be identified to write training documentation and perform training as deemed necessary by the Project Sponsor.

13 Quality Management Plan

The Quality Management Plan describes how quality will be managed throughout the lifecycle of the project.

[The focus of quality assurance is on the processes used in the project. The goal of quality assurance is to improve processes so that defects do not arise when the product is being developed. Describe the activities that will be used to monitor quality, how quality activities will be documented, responsibilities for all quality activities, and training of team members]

13.1 Quality Assurance Activities

[The focus of quality assurance is on the processes used in the project. The goal of quality assurance is to improve processes so that defects do not arise when the product is being developed. Describe the activities that will be used to monitor quality, how quality activities will be documented, responsibilities for all quality activities, and training of team members]

14 Deliverable Acceptance Plan

The Deliverable Acceptance Plan is to facilitate the timely review of project deliverables and ensure deliverable approvals are tracked and recorded. All accepted deliverable documentation will be stored in the PMO Project Control Book (PCB) under the appropriate project name and folder in accordance with the prescribed file structure.

14.1 Deliverable Acceptance Criteria

Deliverables will be reviewed prior to acceptance for quality to ensure the following:

- Content
- Correctness
- Completeness
- Clarity
- Contractual requirements
- Functional content and accuracy
- Performance impact
- Project standards/format
- Scope

- Technical content
- Value/benefit

14.2 Deliverable Review and Approval Process

The Contract Manager in coordination with the Project Manager will identify the appropriate reviewers based on the specific deliverable. The Contract Manager and the Project Manager will work together to follow the process outlined below.

15 Risk Management Plan

The Risk Management Plan documents the process of determining the appropriate approach and plan for the risk management activities in a project. A project risk is an event that if it occurs may have an impact on a project's scope, schedule, and/or budget.

The Project Manager will list all *new* and *high* risks on the weekly/monthly status report and on the status meeting agenda for general communication to the project team members.

15.1 Risk & Complexity Assessment

Risk & Complexity Assessments	Category
Pre-Charter Risk & Complexity Category	1
Initiation Gate Risk & Complexity Category	1
Planning Gate Risk & Complexity Category	TBD
Event Driven Risk & Complexity Category	TBD

15.3 Risk Identification

Risks for the project may be identified by any stakeholder, end user, management personnel, or external source. A newly identified risk must be documented in written format (via e-mail, memo, risk or issue spreadsheet, or meeting minutes) and provided to the Project Manager. The risk will be added to Risk Log by the Project Manager.

15.4 Risk Analysis

The probability and impact of occurrence for each identified risk will be assessed by the Project Manager with input from the project team using the following approach:

Probability

- High – Greater than <70%> probability of occurrence
- Medium – Between <30%> and <70%> probability of occurrence
- Low – Below <30%> probability of occurrence

Impact

- High – Risk that has the potential to significantly impact the project's scope, schedule, and/or budget.

- Medium – Risk that has the potential to impact project’s scope, schedule, and/or budget.
- Low – Risk that has relatively little impact on the project’s scope, schedule, and/or budget.

Impact	H	Yellow	Red	Red
	M	Green	Yellow	Red
	L	Green	Green	Yellow
		L	M	H
		Probability		

For risks that are considered *high* (red zone), mitigation plans will be developed to control the impacts to the project. All *high* risks will be documented and communicated to the Project Sponsor.

16 Issue Management Plan

The Issue Management Plan establishes the process used to identify and resolve issues that arise due to an unplanned event or a materialized risk. A project issue is an event that has occurred and requires immediate resolution or it will result in an impact on the project’s scope, schedule, and/or budget.

Issues for the project may be identified by any stakeholder, end user, management personnel, or external source. A newly identified issue must be documented in written format (via e-mail, memo, risk or issue spreadsheet, or meeting minutes) and provided to the Project Manager. The issue will be added to the Issue Log by the Project Manager. The Project Manager will list all issues on the weekly/monthly status report and the status of the issue will be reviewed at the status meeting for progress tracking and communication purposes.

All issues will be considered *critical* and have a plan for management and resolution which will be developed to control the impacts to the project. The Project Manager will manage the issue to ensure escalation and resolution is timely and effective.

17 System Security Plan

See Rule Chapter 71-2, Florida Administrative Code (F.A.C.), for a description of the requirements for the System Security Plan. If applicable, the System Security Plan will be provided as a separate document.

Signature and Acceptance Page

[The Project Sponsor and Project Manager signatures are required. If the project has a PLT, each member of the PLT should review and sign.]

I have reviewed this Project Management Plan (PMP) and agree that the content of the document is accurate as of this point in the project and clearly describes management for the project. I understand that this document serves as the source of project information and will be updated as required.

Name
Title
Project Sponsor

Date

Name
Title
Project Leadership Team

Date

Name
Title
Project Leadership Team

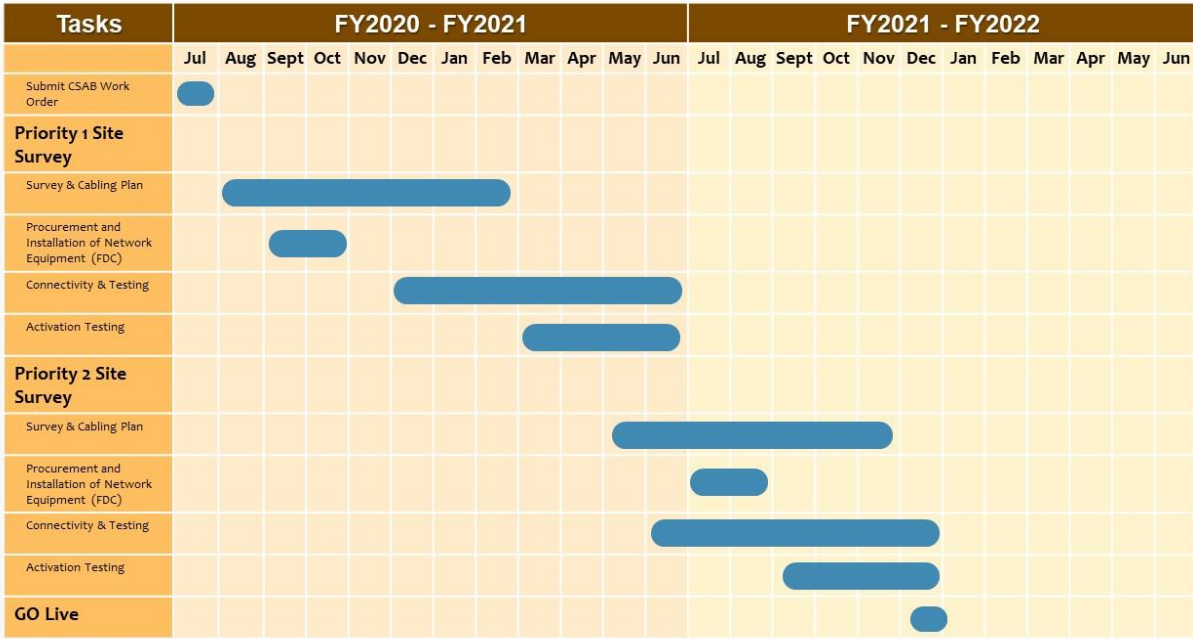
Date

Name
Project Manager

Date

XI. Appendix D: High Level Project Timeline

The anticipated project duration is two years. However, the timeline below represents a compressed effort ending in December 2021 per the EMR project needs. The Department seeks to engage DMS at the earliest opportunity and the timeline will be adjusted pending additional information as it becomes available.



XII. Appendix E: RAID Log Template

There is template which provides a consolidated log for the project manager to track Risks, Action items, Issues, and Decisions (RAID),

Risk Management Log



Project	EMR Network Expansion	Project #	
Project Manager	Manit Patel	Sponsor	Wendy Ling / Tom Reimers
R&C Category		Worksheet Updated	

Fill in items to the left on this worksheet and it will populate to all logs. Worksheet Update must be completed for each sheet.

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

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	Linkage to Other Logs				Comments	Risk Realized - Mitigation / Contingency Activities Taken
																Issue Log #	Action Log #	Decision Log #	Change Control Log #		
						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	Options are: New Stable Increasing Decreasing Closed							
1	If project communications are not managed effectively for both internal and external stakeholders, then service and functionality issues may lead to negative project perceptions and erode overall support.	9/2/2019	W. Ling	2	4	6	H	L	Quality	Mitigation	The project team will create a robust communication plan and maintain continual stakeholder communication to facilitate buy-in.	FDC Project Manager	Monthly	New							
2	If the Department incurs full time IT personnel turnover, then the inability to retain skilled personnel could impact the program schedule.	9/2/2019	W. Ling	2	3	5	M	M	Schedule Quality	Monitor	Monitor	FDC Project Manager	Monthly	New							

XIII. Appendix F: DST Risk Assessment



Risk & Complexity Assessment Model for State Information Technology Projects

Purpose: In order to determine the level of risk associated with the undertaking of a project effort, this worksheet presents a series of risk and complexity questions. Each question has a weighted value. Once the assessment is complete, the project is classified into one of four project categories from low risk/low complexity to high risk/high complexity. Based on the project’s risk and complexity categorization, project management best practice risk mitigation strategies become required. Mitigation strategies include the mandatory creation of certain project management artifacts, status reporting, governance oversight, scope/schedule/budget accuracy thresholds, and independent verification and validation (IV&V) support.

Form Title: AST Project Risk & Complexity Assessment Tool
Form Number: AST-F-0505A
Effective Date: 07/15 (incorporated into Rule 74-1.002, F.A.C.)

Scope: All state government information technology work efforts (projects) conducted for the State of Florida.
 "Project" as defined in Florida Statutes means an endeavor that has a defined start and end point; is undertaken to create or modify a unique product, service, or result; and has specific objectives that, when attained, signify completion.

Authority: Section 282.0051, Florida Statutes

INDEX

Tab	Description
Summary & Instructions	Instructions for completing assessments. Activates and summarizes assessment scoring.
Risk - Pre-Select	Questions and scoring criteria to determine Risk score for the Pre-Select Phase.
Complexity - Pre-Select	Questions and scoring criteria to determine Complexity score for the Pre-Select Phase.
Risk - Initiation	Questions and scoring criteria to determine Risk score for the Initiation Phase.
Complexity - Initiation	Questions and scoring criteria to determine Complexity score for the Initiation Phase.
Risk - Planning	Questions and scoring criteria to determine Risk score for the Planning Phase.
Complexity - Planning	Questions and scoring criteria to determine Complexity score for the Planning Phase.
Risk - Execution	Questions and scoring criteria to determine Risk score for the Execution Phase.
Project Category Lookup	Project Risk & Complexity Category Lookup table, based on Risk & Complexity scores.

REVISION HISTORY

Version	Date	Initials & Comments

AST Risk Complexity Assessment Summary

PROJECT RISK & COMPLEXITY ASSESSMENT SUMMARY			
AGENCY:	Department of Corrections		
PROJECT:	FDC EMR Network Expansion		



Form Title: AST Project Risk & Complexity Assessment Tool
 Form Number: AST-F-0505A
 Effective Date: 07/15 (incorporated into Rule 74-1.002, F.A.C.)

Activate Assessment?			PROJECT CATEGORY
Yes	1) PRE-CHARTER PHASE		
Select Yes / No	Pre-Charter Risk Score	250.00	Medium Risk
	Pre-Charter Complexity Score	200.00	Low Complexity
	PROJECT CATEGORY	2	1 2 3 4

Activate Assessment?			PROJECT CATEGORY
Yes	2) INITIATION PHASE		
Select Yes / No	Initiation Risk Score	100.00	Low Risk
	Initiation Complexity Score	100.00	Low Complexity
	PROJECT CATEGORY	1	1 2 3 4

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	1 2 3 4

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	1 2 3 4

OVERALL PROJECT RISK & COMPLEXITY ASSESSMENT			OVERALL PROJECT CATEGORY
	Overall Risk Score	175.00	Low Risk
	Overall Complexity Score	150.00	Low Complexity
	PROJECT CATEGORY	1	1 2 3 4

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:

RISK & COMPLEXITY ASSESSMENT - PROJECT CATEGORY LOOKUP TABLE			
Risk	Low Complexity	Medium Complexity	High Complexity
Low Risk	1	1	2
Medium Risk	2	2	3
High Risk	3	3	4

- **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.

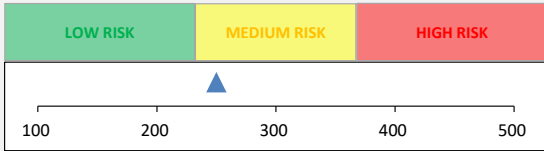
3) Assessment scores and their corresponding Project Risk & Complexity Category are automatically calculated and tabulated in the "Summary" tab.

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.

IT Risk Questions - Pre-Charter Phase	Comments	Risk Rank	SELECT ANSWER
<p>The Pre-Charter Risk Assessment is performed at the beginning of the Initiation Phase of the project. During this assessment, the Agency will review priorities and business need, assess the project and analyze factors that can impact project success. The resulting project category will establish the project management control requirements to be applied during the project Initiation phase. Select one response for each question listed below. Do not leave any questions blank. If a question is not applicable, select "NA" from the drop-down list.</p>		<p>Form Title: AST Project Risk & Complexity Assessment Tool Form Number: AST-F-0505A Effective Date: 07/15 (incorporated into Rule 74-1.002, F.A.C.)</p>	
<p>1) What is the estimated total project cost?</p> <ul style="list-style-type: none"> a. > \$5,000,000 b. \$1,000,001 to \$5,000,000 c. \$500,001 to \$1,000,000 d. \$250,000 to \$500,000 e. < \$250,000 		<p>3.85 3.08 2.31 1.54 0.77</p>	<p>C</p>
<p>2) How was the basis of estimate determined?</p> <ul style="list-style-type: none"> a. Other methodology b. Consulting professional or agency judgment c. Comparative (analogous) project evaluation d. Based on the sum of estimates of each WBS element (top down or bottom up) 		<p>3.85 3.08 1.54 0.77</p>	<p>B</p>
<p>3) How important is the project to meeting the agency's Strategic Goals and Objectives as set forth in the agency's Long Range Program Plan (LRPP)?</p> <ul style="list-style-type: none"> a. The project is critical to meeting Agency's Strategic Goals and Objectives. b. The project is important to meeting Agency's Strategic Goals and Objectives. c. The project has little or no direct impact on Agency's Strategic Goals and Objectives. 		<p>3.85 2.31 0.77</p>	<p>A</p>
<p>4) Has the agency successfully executed projects with similar scope, schedule, and/or cost within the past two years?</p> <ul style="list-style-type: none"> a. No b. Yes 		<p>3.85 0.77</p>	<p>A</p>
<p>5) What is the level of project management maturity within your organization?</p> <ul style="list-style-type: none"> a. Not mature--mostly ad hoc project management processes b. Somewhat mature--an even mix of ad hoc and established, best-practice project management processes c. Moderately mature--using established, best-practice project management processes, but not always consistently d. Mature--using established, best-practice project management processes consistently 		<p>3.85 3.08 1.54 0.77</p>	<p>D</p>
<p>6) Does the project impact mission-critical supporting business processes?</p> <ul style="list-style-type: none"> a. Yes b. No 		<p>3.85 0.77</p>	<p>A</p>
<p>7) What is the potential organizational impact to State agencies with proceeding with this project?</p> <ul style="list-style-type: none"> a. Requires re-engineering of organizations and processes affecting multiple agencies b. Requires re-engineering of organizations and processes within our agency only c. Requires no re-engineering of organizations and processes 		<p>3.85 2.31 0.77</p>	<p>C</p>
<p>8) How critical is the project to meeting externally generated mandates (Executive, Legislative, or Judicial)?</p> <ul style="list-style-type: none"> a. The project is mandatory for accomplishment of external mandates. b. The project has little or no direct impact on accomplishment of external mandates. 		<p>3.85 0.77</p>	<p>B</p>
<p>9) What is the level of certainty in the estimated scope of the project?</p> <ul style="list-style-type: none"> a. Low – Scope could change (increase or decrease). b. High – Scope is clearly fixed and will not change. 		<p>3.85 0.77</p>	<p>B</p>
<p>10) What is the level of certainty in the estimated cost of the project?</p> <ul style="list-style-type: none"> a. Low – Cost estimate is not supported by experience or comparative analysis. b. Medium – Cost estimate is based on a comparative analysis of multiple similar projects. c. High – Cost estimate based on hands-on experience and similar projects under similar conditions. 		<p>3.85 2.31 0.77</p>	<p>C</p>
<p>11) What is the level of certainty in the estimated duration of the project?</p> <ul style="list-style-type: none"> a. Low – Duration estimate is not supported by experience or comparative analysis. b. Medium – Duration estimate is based on a comparative analysis of multiple similar projects. c. High – Duration estimate based on hands-on experience and similar projects under similar conditions. 		<p>3.85 2.31 0.77</p>	<p>B</p>
<p>12) If the project plans to use GAA funding, do project funds cross fiscal year budgets?</p> <ul style="list-style-type: none"> a. Yes b. No c. This project does not plan to use GAA funding 		<p>3.85 2.31 0.77</p>	<p>C</p>

250.0000



High Risk: 368 - 500
Medium Risk: 234 - 367
Low Risk: 100 - 233

RED FLAG SETTING

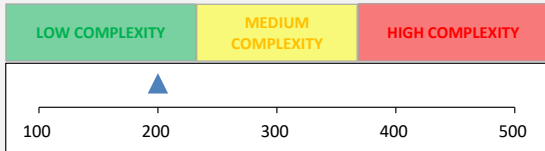
Medium_Risk

IT Complexity Questions - Pre-Charter Phase	Comments	Complexity Rank	SELECT ANSWER
<p>The Pre-Charter Complexity Assessment is performed at the beginning of the Initiation Phase of the project. Complexity is a risk modifier in that it can exacerbate or mitigate the impact of Risk on the successful completion of the project. The resulting project category will establish the project management control requirements to be applied during the project Initiation phase. Select one response for each question listed below. Do not leave any questions blank. If a question is not applicable, select "NA" from the drop-down list.</p>		<p>Form Title: AST Project Risk & Complexity Assessment Tool Form Number: AST-F-0505A Effective Date: 07/15 (incorporated into Rule 74-1.002, F.A.C.)</p>	
<p>1) Are agency business processes <u>directly</u> impacted by the project? <i>Business processes that are "directly impacted" by the project are specific business processes that are measurably effected by the project. Some projects, such as upgrading personal computers, may not have any business processes directly impacted by the project, only those that are indirectly impacted.</i></p> <p>a. Yes b. No</p>	2.70 0.54	B	
<p>2) Are there interrelated projects that are dependent upon this project, or upon which this project depends (either for inputs, outputs, or resources)?</p> <p>a. This project is dependent on one or more other projects, AND one or more other projects are dependent on this project. b. This project is dependent on one or more other projects. c. One or more other projects are dependent on this project. d. This project has no interdependencies.</p>	2.70 2.16 1.08 0.54	C	
<p>3) Are the organizational structure and functional responsibilities clearly defined for this project?</p> <p>a. Organizational structure and functional responsibilities are not defined. b. Organizational structure and functional responsibilities are defined.</p>	2.70 0.54	A	
<p>4) What role does the agency's IT department play in this project?</p> <ul style="list-style-type: none"> • Participates in project governance • Provides project management • Ensures clear scope and requirements definition • Provides subject matter expertise in technical areas <p>a. None of the above, or only one of the above b. Two of the above c. Three of the above d. All of the above</p>	2.70 2.16 1.08 0.54	D	
<p>5) Will this project drive a need for organizational change management?</p> <p>a. Yes b. No</p>	2.70 0.54	B	
<p>6) Who are the primary customers for the potential solution?</p> <p>a. The public b. Employees at multiple agencies c. Employees at our agency only</p>	2.70 1.62 0.54	C	
<p>7) Are multiple project procurements required?</p> <p>a. Yes b. No</p>	2.70 0.54	B	
<p>8) How much of the Agency's business is being reengineered as part of the project?</p> <p>a. > 75% of Agency business processes are being reengineered. b. 51 - 75% of Agency business processes are being reengineered. c. 26 - 50% of Agency business processes are being reengineered. d. 0 - 25% of Agency business processes are being reengineered. e. No business process reengineering</p>	2.70 2.16 1.62 1.08 0.54	E	
<p>9) Are Subject Matter Experts available to participate in the definition of project requirements and scope?</p> <p>a. No b. Yes</p>	2.70 0.54	B	
<p>10) Are the operating procedures and business process diagrams that define and illustrate the work currently accomplished (by the effort under consideration) accurate and up-to-date?</p> <p>a. Procedures and process flow diagrams do not exist. b. Procedures and process flow diagrams are partially documented. c. All procedures and process flow diagrams are up to date and validated.</p>	2.70 1.62 0.54	B	
<p>11) Is documentation for the existing system (as it relates to this project) kept up-to-date with system design documents, specifications, and Operations & Maintenance guides?</p> <p>a. No b. Yes</p>	2.70 0.54	A	

IT Complexity Questions - Pre-Charter Phase	Comments	Complexity Rank	SELECT ANSWER
<p>12) For the existing system (as it relates to this project), is trained staff available to interpret system behavior?</p> <p>a. No b. Yes</p>		<p>2.70 0.54</p>	<p>B</p>

<p>13) Will the project involve protected data (Employee, Recipient, etc.)?</p> <p>a. Yes b. No</p>		<p>2.70 0.54</p>	<p>A</p>
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200.0000



High Complexity: 368 - 500
Medium Complexity: 234 - 367
Low Complexity: 100 - 233

Low_Complexity

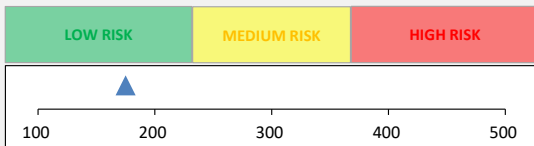
PRE-CHARTER PHASE CATEGORY 2

NOTIFY GOVERNANCE? NOTIFY

IT Risk Questions - Project Initiation	Comments	Risk Rank	SELECT ANSWER
<p>The Initiation Phase Gate Risk Assessment is performed at the end of the Initiation Phase following completion of initial project documentation. During this assessment, the Agency will review Initiation documents and the Pre-Charter R&C Assessment. This assessment will confirm or adjust the project's risk & complexity level and the resulting project category, examine the effectiveness of Initiation phase activities, and establish requirements for the project Planning Phase. Select one response for each question listed below. Do not leave any questions blank. If a question is not applicable, select "NA" from the drop-down list.</p>		<p>Form Title: AST Project Risk & Complexity Assessment Tool Form Number: AST-F-0505A Effective Date: 07/15 (incorporated into Rule 74-1.002, F.A.C.)</p>	
<p>1) What level of confidence does the Project Management Team have in the estimated cost of the project?</p> <ul style="list-style-type: none"> a. Confidence in estimated project expenditures is less than or equal to 85%. b. Confidence in estimated project expenditures is greater than 85% and less than or equal to 95%. c. Confidence in estimated project expenditures is greater than 95% and less than or equal to 100%. 		<p>1.52 0.91 0.30</p>	<p>C</p>
<p>2) Is this project critical to support the primary functions for which the requesting agency is responsible?</p> <ul style="list-style-type: none"> a. Directly involves the effectiveness and efficiency of the agency's primary functions. b. Contributes to enabling the agency's primary functions. c. Indirectly impacts, or has minimal impact, to the agency's primary functions. 		<p>1.52 0.91 0.30</p>	<p>C</p>
<p>3) Is this project dependent on the deliverable(s) from another project, organization, or agency?</p> <ul style="list-style-type: none"> a. A project deliverable from another project, organization, or Agency is required. b. The project will utilize other project deliverables. c. Other deliverables will enhance the project. d. No other deliverables are required. 		<p>1.52 1.21 0.61 0.30</p>	<p>D</p>
<p>4) Is the project dependent on limited resources controlled by an external entity?</p> <ul style="list-style-type: none"> a. Project requires external resources. b. Project requires no external resources. 		<p>1.52 0.30</p>	<p>B</p>
<p>5) Does the project sponsor have direct authority over all the resources needed for the project (including funding, equipment, facilities, and human resources)?</p> <ul style="list-style-type: none"> a. The project sponsor has authority over none of the resources needed for the project. b. The project sponsor has authority over some of the resources needed for the project. c. The project sponsor has authority over most of the resources needed for the project. d. The project sponsor has authority over all of the resources needed for the project. 		<p>1.52 1.21 0.61 0.30</p>	<p>D</p>
<p>6) How will failure of the project impact the stakeholders?</p> <ul style="list-style-type: none"> a. Impact of project failure on stakeholders is high. b. Impact of project failure on stakeholders is between high and moderate. c. Impact of project failure on stakeholders is between moderate and minimal. 		<p>1.52 0.91 0.30</p>	<p>C</p>
<p>7) Does the project impact the state at an enterprise level?</p> <ul style="list-style-type: none"> a. Yes b. No 		<p>1.52 0.30</p>	<p>B</p>
<p>8) What is the level of assurance that stakeholders will deliver resources as promised?</p> <ul style="list-style-type: none"> a. Minimal - there is no history that stakeholders have delivered promised resources in the past. b. High - stakeholders have a proven history of delivering all promised resources on time. 		<p>1.52 0.30</p>	<p>B</p>
<p>9) Are there any projected changes of critical or key stakeholders over the life of the project? <i>"Critical Stakeholders" are those essential stakeholders that must be involved with the project in order to achieve success, e.g., the project sponsor. "Key Stakeholders" are those vital stakeholders that need to be involved with the project, but their turnover is not directly tied to project success, e.g., a member of an executive steering committee.</i></p> <ul style="list-style-type: none"> a. Yes, change of critical stakeholders is anticipated. b. Yes, change of key stakeholders is anticipated. c. No 		<p>1.52 0.91 0.30</p>	<p>C</p>
<p>10) Is the agency project manager assigned to this project certified by PMI® (PgMP®, PMP®, CAPM®, Agile Certified Practitioner®, etc.)?</p> <ul style="list-style-type: none"> a. No b. Yes 		<p>1.52 0.30</p>	<p>B</p>
<p>11) Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?</p> <ul style="list-style-type: none"> a. No b. Some, but not all [reword] c. Yes 		<p>1.52 0.91 0.30</p>	<p>C</p>
<p>12) Do business users and subject matter experts have sufficient skills and experience given the size and complexity of the project?</p> <ul style="list-style-type: none"> a. Business users and subject matter experts have never attempted a project of this size and 		<p>1.52</p>	<p>C</p>

IT Risk Questions - Project Initiation	Comments	Risk Rank	SELECT ANSWER
b. Business users and subject matter experts have skills and experience from previous projects, but not from projects of similar size and complexity.		0.91	
c. Business users and subject matter experts have extensive skills and experience from a previous project of similar size and complexity.		0.30	
13) Does the assigned project manager have the specific experience (proven ability) to successfully execute a project of this scope and complexity?			
a. PM has never participated in a project of this scope and complexity.		1.52	C
b. PM managed a similar project but with smaller scope and complexity.		0.91	
c. PM has managed a project of this scope and complexity.		0.30	
14) What percent of the project team has experience with the selected development methodology or selected implementation approach for the project?			
a. < 50 %		1.52	C
b. 50 – 75 %		0.91	
c. 76 – 100 %		0.30	
15) What percent of the agency's IT leadership has experience with the development methodology or selected implementation approach for the project?			
a. < 50 %		1.52	C
b. 50 – 75 %		0.91	
c. 76 – 100 %		0.30	
16) How clearly defined and understood are the goals and objectives of this project by a majority of the project team and stakeholders?			
a. The goals and objectives of this project are vague and open to interpretation.		1.52	B
b. The goals and objectives of this project are well defined and understood.		0.30	
17) Is the boundary between what is in the project scope and what is not in the project scope clearly documented?			
a. No		1.52	B
b. Yes		0.30	
18) Has the project charter been reviewed and approved by all key stakeholders, including the project sponsor?			
a. No		1.52	B
b. Yes		0.30	
19) How was the estimated completion date for this project determined?			
a. Completion date has not yet been determined or estimated.		1.52	C
b. Completion date is driven by the need to meet a defined time constraint.		0.91	
c. There is no mandated time constraint. The schedule will be developed based on scope of work and resource availability.		0.30	
20) What is the estimated budget for this project?			
a. Greater than \$1 million		1.52	C
b. Between \$250,000 and \$1 million		0.91	
c. Less than \$250,000		0.30	
21) Are there multiple agencies engaged as participants in this project?			
a. Yes		1.52	B
b. No		0.30	

100.0000



Risk Pre-Charter Score 250.0000
 Plus: Risk Initiation Score 100.0000
 Cumulative Risk Score 350.0000
 Average Risk Score 175.0000

High Risk: 368 - 500
 Medium Risk: 234 - 367
 Low Risk: 100 - 233

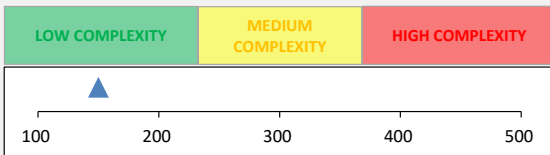
RED FLAG SETTING

Low_Complexity

IT Complexity Questions - Project Initiation	Comments	Complexity Rank	SELECT ANSWER
<p>The Initiation Phase Gate Complexity Assessment is performed at the end of the Initiation Phase following completion of initial project documentation. Complexity is a risk modifier in that it can exacerbate or mitigate the impact of Risk on the successful completion of the project. This assessment will confirm or adjust the project's risk & complexity level and the resulting project category, examine the effectiveness of Initiation phase activities, and establish requirements for the project Planning Phase. Select one response for each question listed below. Do not leave any questions blank. If a question is not applicable, select "NA" from the drop-down list.</p>		<p>Form Title: AST Project Risk & Complexity Assessment Tool Form Number: AST-F-0505A Effective Date: 07/15 (incorporated into Rule 74-1.002, F.A.C.)</p>	
<p>1) What is the level of new technology or infrastructure impact required by the project?</p> <ul style="list-style-type: none"> a. Requires significant level of new technologies or changes to critical systems. b. Requires moderate level of new technologies or changes to critical systems. c. Requires minimal-to-no new technologies or changes to critical systems. 		<p>2.17 1.30 0.43</p>	<p>C</p>
<p>2) What is the expected duration of the time period between the acceptance of the Project Charter to the end of Execution Phase?</p> <ul style="list-style-type: none"> a. > 24 months b. 13-24 months c. 6-12 months d. < 6 months 		<p>2.17 1.74 0.87 0.43</p>	<p>D</p>
<p>3) Amount of resources being managed:</p> <p>a) How many physical project team locations have to be managed?</p> <ul style="list-style-type: none"> a. > 4 b. 1 - 4 c. 1 <p>b) How many physical locations are associated with the solution implementation?</p> <ul style="list-style-type: none"> a. > 25 b. 6 - 25 c. 2 - 5 d. 1 		<p>2.17 1.30 0.43 2.17 1.74 0.87 0.43</p>	<p>C D</p>
<p>4) How many end users are going to be using the delivered product(s)?</p> <ul style="list-style-type: none"> a. > 200 b. 100 - 200 c. 25 - 99 d. < 25 		<p>2.17 1.74 0.87 0.43</p>	<p>D</p>
<p>5) How clearly defined are the project's major milestones and deliverables?</p> <ul style="list-style-type: none"> a. Major milestones and deliverables are not defined and scheduled. b. Major milestones and deliverables are defined in detail with logical sequence and included in the schedule. 		<p>2.17 0.43</p>	<p>B</p>
<p>6) How many vendors are involved with this project (for applications, infrastructure, network, etc.)?</p> <ul style="list-style-type: none"> a. More than one vendor b. One vendor c. No vendors 		<p>2.17 1.30 0.43</p>	<p>C</p>
<p>7) How many constraints have been identified that influence the selection of a specific solution to resolve the business problem?</p> <p><i>Constraints can include but are not limited to time, funding, personnel, facilities, and management limitations.</i></p> <ul style="list-style-type: none"> a. 1 or more b. None 		<p>2.17 0.43</p>	<p>B</p>
<p>8) Are there any open issues relating to the integration with other projects that could impact the completion of key milestones?</p> <ul style="list-style-type: none"> a. Integration issues have been identified that will impact the project schedule, and there is no contingency plan in place to avoid adverse impact. b. Integration issues have been defined in Issue tracking that could impact the project milestones, but contingency plans have been implemented to keep the project on schedule. c. All dependencies and integration requirements are on-schedule, and there are no anticipated impacts. This information is verified on a regular basis via status and project communications. 		<p>2.17 1.30 0.43</p>	<p>C</p>
<p>9) Does this project require data conversion?</p> <ul style="list-style-type: none"> a. Yes b. No 		<p>2.17 0.43</p>	<p>B</p>
<p>10) What percentage of human resources (business and IT) assigned to the project are also shared resources with other agency operations and/or projects or from other agencies?</p> <p><i>Percentage of human resources = (# project team members shared) / (total project team).</i></p> <ul style="list-style-type: none"> a. 81 - 100% b. 51 - 80% 		<p>2.17 1.74</p>	<p>D</p>

IT Complexity Questions - Project Initiation	Comments	Complexity Rank	SELECT ANSWER
c. 21 - 50%		0.87	
d. 0 - 20%		0.43	
11) How many primary stakeholders are there?			
a. > 5		2.17	B
b. 1 - 5		0.43	
12) Does the Project Sponsor:			
a) Have an understanding of IT project management?			
a. No		2.17	B
b. Yes		0.43	
b) Have experience in the business or functional domain?			
a. No		2.17	B
b. Yes		0.43	
13) What is the Project Manager's authority over the project?			
<i>Authority is defined as the formal and legitimate control specified in a charter that gives a project manager power to act in the name of the sponsor or on behalf of the organization on matters pertaining to project integration, cost, schedule, scope, risk, human resources, procurements, quality, and communications.</i>			
a. Little authority		2.17	C
b. Some authority		1.30	
c. Complete authority		0.43	
14) Is the schedule end date fixed (by legislative mandate, contract end date, vendor support expiration, etc.)?			
a. Yes		2.17	B
b. No		0.43	
15) Is there more than one funding source for this project?			
a. Yes		2.17	B
b. No		0.43	

100.0000

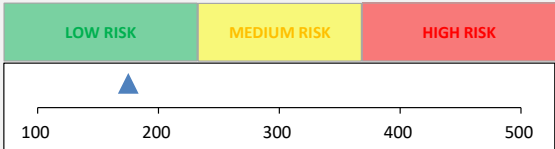


Complexity Pre-Charter Score	200.0000
Plus: Complexity Initiation Score	100.0000
Cumulative Complexity Score	300.0000
Average Complexity Score	150.0000

High Complexity: 368 - 500	
Medium Complexity: 234 - 367	
Low Complexity: 100 - 233	Low_Complexity

INITIATION PHASE CATEGORY 1

IT Risk Questions - Project Planning	Comments	Risk Rank	SELECT ANSWER
<p>The Planning Phase Gate Risk Assessment is performed at the end of the Planning Phase. During this assessment, the Agency will review planning documents and previous R&C Assessments. This assessment will confirm or adjust the risk & complexity level and the resulting project category, examine the effectiveness of Planning phase activities, and establish requirements for the project Execution and Monitoring and Control phases. Select one response for each question listed below. Do not leave any questions blank. If a question is not applicable, select "NA" from the drop-down list.</p>		<p>Form Title: AST Project Risk & Complexity Assessment Tool Form Number: AST-F-0505A Effective Date: 07/15 (incorporated into Rule 74-1.002, F.A.C.)</p>	
<p>1) Data Dependency: a) Is the project dependent on data from other sources? a. Yes b. No</p> <p>b) Is the project dependent on data that is currently not available? a. Yes b. No</p>		<p>2.63 0.53</p> <p>2.63 0.53</p>	<p>B</p> <p>B</p>
<p>2) Is the project going to be reliant on a sole vendor? a. Yes b. No</p>		<p>2.63 0.53</p>	<p>B</p>
<p>3) Will the primary solutions vendor support the technical solution after project completion? a. No b. Yes</p>		<p>2.63 0.53</p>	<p>B</p>
<p>4) End user anticipated involvement: a) What is the anticipated involvement of End Users with System Requirements and Design? a. Minimal or no user involvement in System Requirements and Design. b. Play minor roles in System Requirements and Design. c. Highly involved in System Requirements and Design. d. End user involvement is not required for System Requirements and Design.</p> <p>b) What is the anticipated involvement of End Users with User Acceptance Testing? a. Minimal or no end user involvement with user acceptance testing. b. Play minor roles with testing. c. Highly involved with testing. d. End user does not interact with the system.</p>		<p>2.63 2.11 1.05 0.53</p> <p>2.63 2.11 1.05 0.53</p>	<p>D</p> <p>D</p>
<p>5) Are exit criteria established for each project phase? a. No b. Yes</p>		<p>2.63 0.53</p>	<p>B</p>
<p>6) Does the project schedule incorporate incremental and comprehensive stakeholder reviews of project deliverables? a. No b. Yes</p>		<p>2.63 0.53</p>	<p>B</p>
<p>7) Are acceptance criteria identified for all deliverables? a. No b. Yes</p>		<p>2.63 0.53</p>	<p>B</p>
<p>8) If a vendor implementation is required, has the vendor successfully implemented the selected solution in another organization? a. Vendor has never implemented the selected solution. b. Vendor has provided more than one reference indicating that they have <u>successfully</u> implemented the selected solution. c. A vendor is not required for implementation.</p>		<p>2.63 1.58 0.53</p>	<p>C</p>
<p>9) Is there contingency built into the project schedule to accommodate the mitigation of schedule risks? a. No b. Yes</p>		<p>2.63 0.53</p>	<p>B</p>
<p>10) Are appropriate sourcing lead times built into the schedule? <i>Examples of sourcing lead times include the lead times for procurements and Requests for Service.</i> a. Sourcing lead times are not built into the schedule. b. Sourcing lead times are estimated and scheduled.</p>		<p>2.63 0.53</p>	<p>B</p>
<p>11) Change management process: a) Does the project's governance process include a defined change management process to handle changing requirements?</p>			

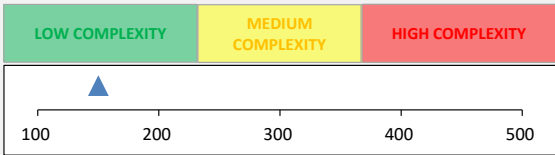
IT Risk Questions - Project Planning	Comments	Risk Rank	SELECT ANSWER																		
a. No b. Yes b) Does the project have routine change management meetings? a. No b. Yes		2.63 0.53 2.63 0.53	B B																		
12) Are quality assurance methods defined? a. No b. Yes		2.63 0.53	B																		
13) Have appropriate SMEs been engaged to support the project (legal, procurement, security, budget, technology, business, etc)? a. No b. Some input is still needed c. Yes		2.63 1.58 0.53	C																		
14) Is there a documented timeline for the next phase of the project? a. Project schedule is not yet developed b. Project schedule has been completed at the milestone level c. Detailed project schedule is complete, but not yet baselined d. Detailed project schedule is complete and baselined		2.63 2.11 1.05 0.53	D																		
15) Are all necessary resources (equipment, software, office space, etc.) for the next phase of the project readily available? a. No b. Yes		2.63 0.53	B																		
16) Does the Organizational Change Management Plan address impacts to the business? a. No b. Yes		2.63 0.53	B																		
17) Have the costs associated with the organizational changes been identified and budgeted? a. No b. Yes c. Not applicable		2.63 1.58 0.53	C																		
18) Does the Project Plan clearly identify Integration requirements with other systems or dependencies on other projects that are outside the direct control of the project team? a. No b. Yes		2.63 0.53	B																		
			Not Scored																		
			<table border="1"> <tr> <td>Risk Pre-Charter Score</td> <td>250.0000</td> </tr> <tr> <td>Plus: Risk Initiation Score</td> <td>100.0000</td> </tr> <tr> <td>Plus: Risk Planning Score</td> <td>Not Scored</td> </tr> <tr> <td>Cumulative Risk Score</td> <td>350.0000</td> </tr> <tr> <td>Average Risk Score</td> <td>175.0000</td> </tr> <tr> <td>High Risk: 368 - 500</td> <td></td> </tr> <tr> <td>Medium Risk: 234 - 367</td> <td></td> </tr> <tr> <td>Low Risk: 100 - 233</td> <td></td> </tr> <tr> <td>RED FLAG SETTING</td> <td></td> </tr> </table>	Risk Pre-Charter Score	250.0000	Plus: Risk Initiation Score	100.0000	Plus: Risk Planning Score	Not Scored	Cumulative Risk Score	350.0000	Average Risk Score	175.0000	High Risk: 368 - 500		Medium Risk: 234 - 367		Low Risk: 100 - 233		RED FLAG SETTING	
Risk Pre-Charter Score	250.0000																				
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Medium Risk: 234 - 367																					
Low Risk: 100 - 233																					
RED FLAG SETTING																					

IT Complexity Questions - Project Planning	Comments	Complexity Rank	SELECT ANSWER
<p>The Planning Phase Gate Complexity Assessment is performed at the end of the Planning Phase. Complexity is a risk modifier in that it can exacerbate or mitigate the impact of Risk on the successful completion of the project. This assessment will confirm or adjust the risk & complexity level and the resulting project category, examine the effectiveness of Planning phase activities, and establish requirements for the project Execution and Monitoring and Control phases. Select one response for each question listed below. Do not leave any questions blank. If a question is not applicable, select "NA" from the drop-down list.</p>		<p>Form Title: AST Project Risk & Complexity Assessment Tool Form Number: AST-F-0505A Effective Date: 07/15 (incorporated into Rule 74-1.002, F.A.C.)</p>	
<p>1) In order to meet requirements, will the project solution drive a need for:</p> <p>a) An increased level of testing from original projections?</p> <p>a. Yes b. No</p> <p>b) Less flexibility in the project schedule?</p> <p>a. Yes b. No</p> <p>c) More rigid development and internal project processes?</p> <p>a. Yes b. No</p>		<p>2.76 0.55</p> <p>2.76 0.55</p> <p>2.76 0.55</p>	<p>B</p> <p>B</p> <p>B</p>
<p>2) Has the complexity of the project required additional efforts to monitor scope / schedule / cost or quality parameters?</p> <p>a. Yes b. No</p>		<p>2.76 0.55</p>	<p>B</p>
<p>3) How many stakeholders need separate or unique communications?</p> <p><i>Unique communications refers to any individual or tailored communications with any individual stakeholder or group of stakeholders.</i></p> <p>a. Four or more b. One to three c. None</p>		<p>2.76 1.66 0.55</p>	<p>C</p>
<p>4) Are there clear lines of authority and accountability for tasks and deliverables within the project team?</p> <p><i>Clear lines of authority and accountability are those that are apparent, easily perceived, and free from confusion, doubt, or ambiguity.</i></p> <p>a. No b. Yes</p>		<p>2.76 0.55</p>	<p>B</p>
<p>5) How many work packages are associated with the project?</p> <p><i>The work defined at the lowest level of the Work Breakdown Structure for which cost and duration can be estimated and managed. (PMBOK®, 5th Edition)</i></p> <p>a. > 200 b. 101 - 200 c. 51 - 100 d. 1 - 50</p>		<p>2.76 2.21 1.10 0.55</p>	<p>D</p>
<p>6) Regarding the system development lifecycle methodology selected for the project, does the project staff have experience with the selected methodology?</p> <p><i>A "system development methodology" in software engineering is a framework that is used to develop an information system. Common methodologies include Agile, Waterfall, Spiral Development, Prototyping, Incremental, Rapid Application Development, etc.</i></p> <p>a. The project staff requires training for the selected methodology. b. The project staff has knowledge of, but limited experience with, the selected methodology. c. The project staff has extensive experience with the selected methodology.</p>		<p>2.76 1.66 0.55</p>	<p>C</p>
<p>7) Are there any new requirements determined after Project Planning that will drive a need for additional funding?</p> <p>a. Yes b. No</p>		<p>2.76 0.55</p>	<p>B</p>
<p>8) Does the project team require any additional training in order to be effective on the project (for technical, functional, or business skills)?</p> <p>a. All require training b. Most require training c. Some require training d. None require training</p>		<p>2.76 2.21 1.10 0.55</p>	<p>D</p>
<p>9) Do the project team members have experience with an IT project of this magnitude and scope?</p> <p>a. None have experience b. Some have experience c. Most have experience d. All have experience</p>		<p>2.76 2.21 1.10 0.55</p>	<p>D</p>


IT Complexity Questions - Project Planning	Comments	Complexity Rank	SELECT ANSWER
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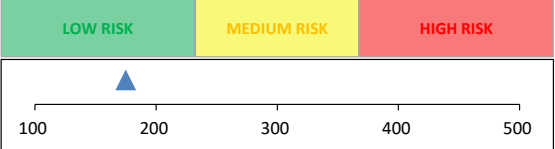
10) Do the project team members have experience working together as a project team? a. No team members have experience working together as a project team. b. Some team members have experience working together as a project team. c. All team members have experience working together as a project team.		2.76 1.66 0.55	C
11) Is the size of the project team appropriate for the size and complexity of the project effort? a. No b. Yes		2.76 0.55	B
12) What is the size of the project team? a. > 20 project team members b. Between 5 and 20 project team members c. < 5 project team members		2.76 1.66 0.55	C
13) Are appropriately skilled resources available for the next phase of the project? a. Resources are not available for all roles. Significant preemption for other support activities is anticipated, and/or a high turnover is anticipated. b. Resources are available. Minimal turnover or preemption for other support activities is expected.		2.76 0.55	B
14) What percentage of the project team members are co-located? a. < 25% of team is in the same location. b. 25 - 49% of team is in the same location. c. 50 - 90% of team is in the same location. d. > 90% of team is in the same location.		2.76 2.21 1.10 0.55	D
15) How would you evaluate the complexity of the business processes impacted by the project? <i>Consider the number of inputs that the business processes require, the number of steps within those processes, the number of people involved in those processes, and the number of outputs that the processes are expected to produce.</i> a. High complexity b. Moderate complexity c. Minimal complexity		2.76 1.66 0.55	C

Not Scored



Complexity Pre-Charter Score	200.0000	
Plus: Complexity Initiation Score	100.0000	
Plus: Complexity Planning Score	Not Scored	
Cumulative Complexity Score	300.0000	
Average Complexity Score	150.0000	
High Complexity: 368 - 500		
Medium Complexity: 234 - 367		
Low Complexity: 100 - 233		Low Complexity
PLANNING PHASE CATEGORY		1

IT Risk Questions - Event-Driven Assessment	Comments	Risk Rank	SELECT ANSWER
<p>The Event-Driven Risk Assessment is performed if the project experiences a significant change, or cumulative changes (in cost, schedule, or scope), from the project baseline. During this assessment, the Agency will review project change control request(s), Initiation and Planning documents, and previous R&C assessments. This assessment will confirm or adjust the project's risk & complexity level and the resulting project category, and determine if review and amendment to project management baselines are needed. Select one response for each question listed below. Do not leave any questions blank. If a question is not applicable, select "NA" from the drop-down list.</p>		<p>Form Title: AST Project Risk & Complexity Assessment Tool Form Number: AST-F-0505A Effective Date: 07/15 (incorporated into Rule 74-1.002, F.A.C.)</p>	
<p>1) To what degree are stakeholders impacting the schedule by not providing timely decisions?</p> <p>a. Time required for critical decisions exceeds available schedule. b. Critical decisions are resolved within available schedule.</p>		<p>3.13 0.63</p>	<p>B</p>
<p>2) Has an assumption used for planning and management of the project been proven invalid?</p> <p>a. Yes, and there is an impact to the project. b. Yes, but there minimal-to-no impact to the project. c. No</p>		<p>3.13 1.88 0.63</p>	<p>C</p>
<p>3) Is the project making progress in its current phase?</p> <p>a. Progress is behind schedule by 10% or more. b. Progress is on or ahead of schedule.</p>		<p>3.13 0.63</p>	<p>B</p>
<p>4) Is the project being managed in compliance with the project management plan?</p> <p>a. No, or the project management plan was inadequate. b. Yes</p>		<p>3.13 0.63</p>	<p>B</p>
<p>5) Has requirements elaboration resulted in a requirements variance sufficient to force changes to project schedule, scope, or cost?</p> <p>a. Yes b. No</p>		<p>3.13 0.63</p>	<p>B</p>
<p>6) Has project testing criteria and methodology been verified and validated?</p> <p>a. No b. Yes</p>		<p>3.13 0.63</p>	<p>B</p>
<p>7) Is the project team effectively executing the project through well defined, repeatable processes?</p> <p>a. No b. Yes</p>		<p>3.13 0.63</p>	<p>B</p>
<p>8) Will the project require:</p> <p>a) An increased level of testing from projections?</p> <p>a. Yes b. No</p>		<p>3.13 0.63</p>	<p>B</p>
<p>b) An increase in the duration of the project schedule?</p> <p>a. Yes b. No</p>		<p>3.13 0.63</p>	<p>B</p>
<p>c) An increase in the project's baselined cost?</p> <p>a. Yes b. No</p>		<p>3.13 0.63</p>	<p>B</p>
			<p>Not Scored</p>
		<p>Risk Pre-Charter Score 250.0000 Plus: Risk Initiation Score 100.0000 Plus: Risk Planning Score Not Scored Plus: Risk Event-Driven Score Not Scored</p>	
		<p>Score from Complexity_Planning 0.0000</p>	
		<p>Event Driven Risk Score 350.0000 Cumulative Risk Score 175.0000</p>	
		<p>High Risk: 368 - 500 Medium Risk: 234 - 367 Low Risk: 100 - 233</p>	<p>Low_Risk</p>

IT Risk Questions - Event-Driven Assessment	Comments	Risk Rank	SELECT ANSWER
 <p>LOW RISK MEDIUM RISK HIGH RISK</p> <p>100 200 300 400 500</p>	<p>RED FLAG SETTING</p> <p>Planning Complexity Completed?</p> <p>Planning Complexity Rating <i>Defaults to High_Complexity if Planning Complexity is not completed for the Event-Driven Assessment.</i></p> <p>EVENT-DRIVEN CATEGORY</p>	<p><input type="text"/></p> <p>NO</p> <p>Low_Complexity</p> <p>1</p>	

RISK & COMPLEXITY ASSESSMENT - PROJECT CATEGORY LOOKUP TABLE			
Risk	High_Complexity	Medium_Complexity	Low_Complexity
High_Risk	4	3	3
Medium_Risk	3	2	2
Low_Risk	2	1	1

Form Title: AST Project Risk & Complexity Assessment Tool
Form Number: AST-F-0505A
Effective Date: 07/15 (incorporated into Rule 74-1.002, F.A.C.)

RISK & COMPLEXITY ASSESSMENT - PROJECT CATEGORY SCORING BY PHASE			
Pre-Charter	Medium_Risk	Low_Complexity	2
Initiation	Low_Risk	Low_Complexity	1
Planning	Low_Risk	Low_Complexity	1
Event-Driven	Low_Risk	Low_Complexity	1

AGENCY / DEPARTMENT

<Department Name>

AHCA	Agency for Health Care Administration
APD	Agency for Persons with Disabilities
AST	Agency for State Technology
CITRUS	Department of Citrus
DACS	Department of Agriculture & Consumer Services
DBPR	Department of Business & Professional Regulation
DCF	Department of Children & Families
DEM	Department of Emergency Management
DEP	Department of Environmental Protection
DEO	Department of Economic Opportunity
DFS	Department of Financial Services
DJJ	Department of Juvenile Justice
DMA	Department of Military Affairs
DMS	Department of Management Services
DOC	Department of Corrections
DOE	Florida Department of Education
DOH	Florida Department of Health
DOR	Florida Department of Revenue
DOS	Florida Department of State
DOT	Florida Department of Transportation
DVA	Florida Department of Veterans' Affairs
ELC	Early Learning Coalition
FL	Florida Lottery
FDEA	Florida Department of Elder Affairs
FDLE	Florida Department of Law Enforcement
HSMV	Department of Highway Safety & Motor Vehicles
OFR	Office of Financial Regulation
OIR	Office of Insurance Regulation

INSERT ROWS ABOVE THIS LINE TO UPDATE DROP-DOWN LIST

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: Department of Corrections **Budget Period 2020 - 2021**
Budget Entity: Correctional Facilities Maintenance and Repair

(1)	(2)	(3)	(4)
SECTION I	ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(A) \$11,126,175.14	\$15,099,875.00	\$20,132,250.00
Principal	(B) \$30,595,000.00	\$25,845,000.00	\$31,330,000.00
Repayment of Loans	(C)		
Fiscal Agent or Other Fees	(D) \$4,535.24	\$31,500.00	\$35,000.00
Other Debt Service	(E)		
Total Debt Service	(F) \$41,725,710.38	\$40,976,375.00	\$51,497,250.00

Explanation: This information reflects bond series 2015A and 2018A (Refinance of 2008A, 2009A, 2009B, 2009C) and proposed bond financing. The tables following Section II below provide detailed breakdowns of the individual series.

SECTION II

ISSUE: Proposed Bond to Finance Construction of Mental Health Facility at Lake C.I.

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
5%	6/30/2040	\$210,746,494.00		
(6)	(7)	(8)	(9)	
	ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021	
Interest on Debt	(G)		\$6,357,250.00	
Principal	(H)		\$4,180,000.00	
Fiscal Agent or Other Fees	(I)		\$3,500.00	
Other	(J)			
Total Debt Service	(K)		\$10,540,750.00	

ISSUE: Graceville Correctional Facility - Series 2008A (Refinanced 2018A)

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
3.250 - 5.000%	8/1/2027	\$26,045,000.00	-	-
	ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021	
Interest on Debt	(G) \$312,057.76			
Principal	(H) \$1,270,000.00			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K) \$1,582,057.76	\$0.00	\$0.00	

ISSUE: Blackwater Correctional Facility - Formerly 2009A (Refinanced 2018A)

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
4.000 - 5.250%	8/1/2028	\$130,770,000.00	-	-
		ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(G)	\$2,223,458.73		
Principal	(H)	\$6,300,000.00		
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)	\$8,523,458.73	\$0.00	\$0.00

ISSUE: Various Facilities - U.S. Bank - Series 2009B & 2009C (Refinanced 2018A)

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
1.250 - 6.825%	8/1/2029	\$336,985,000.00		
		ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(G)	\$2,220,062.86		
Principal	(H)	\$15,435,000.00		
Fiscal Agent or Other Fees	(I)	\$500.00		
Other	(J)			
Total Debt Service	(K)	\$17,655,562.86	\$0.00	\$0.00

ISSUE: Lake City Correctional Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
5.000%	8/1/2025	\$11,725,000.00	\$6,575,000.00	\$5,675,000.00
		ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(G)	\$380,885.92	\$350,125.00	\$306,250.00
Principal	(H)	\$900,000.00	\$855,000.00	\$900,000.00
Fiscal Agent or Other Fees	(I)	\$672.54	\$3,500.00	\$3,500.00
Other	(J)	-	-	-
Total Debt Service	(K)	\$1,281,558.46	\$1,208,625.00	\$1,209,750.00

ISSUE: South Bay Correctional Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
5.000%	8/1/2025	\$15,730,000.00	\$7,735,000.00	\$6,675,000.00
		ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(G)	\$447,954.52	\$411,875.00	\$360,250.00
Principal	(H)	\$1,055,000.00	\$1,005,000.00	\$1,060,000.00
Fiscal Agent or Other Fees	(I)	\$672.54	\$3,500.00	\$3,500.00
Other	(J)	-	-	-
Total Debt Service	(K)	\$1,503,627.06	\$1,420,375.00	\$1,423,750.00

ISSUE: Bay Correctional Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
5.000%	8/1/2025	\$6,800,500.00	\$4,141,000.00	\$3,573,500.00
		ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(G)	\$239,856.74	\$220,537.50	\$192,862.50
Principal	(H)	\$563,500.00	\$539,500.00	\$567,500.00
Fiscal Agent or Other Fees	(I)	\$672.54	\$3,500.00	\$3,500.00
Other	(J)			
Total Debt Service	(K)	\$804,029.28	\$763,537.50	\$763,862.50

ISSUE: Gadsden Correctional Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
5.000%	8/1/2025	\$10,880,800.00	\$6,625,600.00	\$5,717,600.00
		ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(G)	\$383,770.79	\$352,860.00	\$308,580.00
Principal	(H)	\$901,600.00	\$863,200.00	\$908,000.00
Fiscal Agent or Other Fees	(I)	\$672.54	\$3,500.00	\$3,500.00
Other	(J)			
Total Debt Service	(K)	\$1,286,043.33	\$1,219,560.00	\$1,220,080.00

ISSUE: Moore Haven Correctional Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
5.000%	8/1/2025	\$8,840,650.00	\$5,383,300.00	\$4,645,550.00
		ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(G)	\$311,813.77	\$286,698.75	\$250,721.25
Principal	(H)	\$732,550.00	\$701,350.00	\$737,750.00
Fiscal Agent or Other Fees	(I)	\$672.54	\$3,500.00	\$3,500.00
Other	(J)			
Total Debt Service	(K)	\$1,045,036.31	\$991,548.75	\$991,971.25

ISSUE: Graceville Correctional Facility - Series 2015A

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
5.000%	8/1/2025	\$41,483,050.00	\$25,260,100.00	\$21,798,350.00
		ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(G)	\$1,463,126.12	\$1,345,278.75	\$1,176,461.25
Principal	(H)	\$3,437,350.00	\$3,290,950.00	\$3,461,750.00
Fiscal Agent or Other Fees	(I)	\$672.54	\$3,500.00	\$3,500.00
Other	(J)			
Total Debt Service	(K)	\$4,901,148.66	\$4,639,728.75	\$4,641,711.25

ISSUE: Graceville Correctional Facility - Series 2018A (Formely 2008A)

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
5.000%	11/1/2027	\$11,265,000.00	\$10,250,000.00	\$9,180,000.00
		ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(G)	\$140,540.00	\$537,875.00	\$485,750.00
Principal	(H)		\$1,015,000.00	\$1,070,000.00
Fiscal Agent or Other Fees	(I)		\$3,500.00	\$3,500.00
Other	(J)			
Total Debt Service	(K)	\$140,540.00	\$1,556,375.00	\$1,559,250.00

ISSUE: Blackwater Correctional Facility - Series 2018A (Formely 2009A)

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
5.000%	11/1/2028	\$67,265,000.00	\$61,945,000.00	\$56,360,000.00
		ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(G)	\$839,185.35	\$3,230,250.00	\$2,957,625.00
Principal	(H)		\$5,320,000.00	\$5,585,000.00
Fiscal Agent or Other Fees	(I)		\$3,500.00	\$3,500.00
Other	(J)			
Total Debt Service	(K)	\$839,185.35	\$8,553,750.00	\$8,546,125.00

ISSUE: Various Facilities - U.S. Bank Series 2018A (Formely 2009B & 2009C)

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2020	JUNE 30, 2021
5.000%	11/1/2029	\$173,415,000.00	\$161,160,000.00	\$148,300,000.00
		ACTUAL FY 2018 - 2019	ESTIMATED FY 2019 - 2020	REQUEST FY 2020 - 2021
Interest on Debt	(G)	\$2,163,462.58	\$8,364,375.00	\$7,736,500.00
Principal	(H)		\$12,255,000.00	\$12,860,000.00
Fiscal Agent or Other Fees	(I)		\$3,500.00	\$3,500.00
Other	(J)			
Total Debt Service	(K)	\$2,163,462.58	\$20,622,875.00	\$20,600,000.00

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2020 ____ - **2021** ____

Department: Office of Inspector General

Chief Internal Auditor: Paul Strickland

Budget Entity: Bureau of Internal Audit

Phone Number: 717-3408

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A17013	9/25/2018	Office of Financial Management and Office of Institutions	<p>Finding: Court ordered obligations were not always recorded in COPS for inmates working in the PIE and PRIDE programs as required by Department rule.</p> <p>Recommendation: The Office of Institutions ensure all court ordered obligations are opened as required by Department rule.</p> <p>Finding: The Department does not have a process to ensure court ordered payments for inmates working in the PIE and PRIDE programs are always received as required.</p> <p>Recommendation: The Office of Institutions and Bureau of Finance and Accounting collectively take steps to ensure court ordered obligations are received as required.</p>	<p>Management agreed with and responded to the finding. They are taking or plan to take appropriate action to rectify the audit issues.</p> <p>Management agreed with and responded to the finding. They are taking or plan to take appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p> <p>Inspector General's Office/Bureau of Internal Audit</p>
A17017	11/15/2018	Office of Financial Management and Office of Institutions	<p>Finding: Inmate earnings were not always submitted to be deposited in the Inmate Trust Fund.</p> <p>Recommendation: The Department's Office of Institutions ensure that all funds received by employed inmates are deposited in the Inmate Trust Fund as required by Department rule.</p>	<p>Management agreed with and responded to the finding. They are taking or plan to take appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p>

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2020 ____ - **2021** ____

Department: Office of Inspector General

Chief Internal Auditor: Paul Strickland

Budget Entity: Bureau of Internal Audit

Phone Number: 717-3408

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding: Inmates were not always charged the correct subsistence.</p> <p>Recommendation: The Offices of Institutions and Financial Management develop a directive to guide CRC staff on entering net earnings as defined in rule and charging the correct subsistence in all circumstances such as cash tips and multiple paychecks for the same period.</p> <p>Finding: COPS obligations are not always calculated correctly and deducted from inmates' earnings.</p> <p>Recommendation: The Office of Institutions ensure that COPS obligations owed by inmates are calculated correctly and deducted from earnings.</p> <p>Finding: The Department did not ensure that all inmates had the required savings.</p> <p>Recommendation: The Office of Institutions ensures no less than 10% of inmates' net earnings are saved for disbursement upon their release.</p>	<p>Management agreed with and responded to the finding. They are taking or plan to take appropriate action to rectify the audit issues.</p> <p>Management agreed with and responded to the finding. They are taking or plan to take appropriate action to rectify the audit issues.</p> <p>Management agreed with and responded to the finding. They are taking or plan to take appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p> <p>Inspector General's Office/Bureau of Internal Audit</p> <p>Inspector General's Office/Bureau of Internal Audit</p>

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2020 ____ - **2021** ____

Department: Office of Inspector General

Chief Internal Auditor: Paul Strickland

Budget Entity: Bureau of Internal Audit

Phone Number: 717-3408

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			<p>Finding:The Department has not ensured employed inmates are supporting their dependents.</p> <p>Recommendation: The Office of Institutions ensure inmate Monetary Reimbursement Agreements and Personalized Program Plans are completed correctly.</p> <p>Recommendation: The Office of Institutions, in consultation with the Office of Financial Management, establish and implement a process to collect and disburse family dependent deductions.</p>	<p>Management agreed with and responded to the finding. They are taking or plan to take appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p>
			<p>Finding: Weekly cash draws designated for redeposit were not always entered into inmates' accounts in the Inmate Trust Fund.</p> <p>Recommendation: The Office of Institutions, in conjunction with the Office of Financial Management, develop and implement controls to mitigate the risk associated with undistributed cash draws.</p>	<p>Management agreed with and responded to the finding. They are taking or plan to take appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p>
			<p>Finding: The duties of preparing and depositing funds are not always segregated.</p>	<p>Management agreed with and responded to the finding. They are taking or plan to take appropriate action to rectify the audit issues.</p>	<p>Inspector General's Office/Bureau of Internal Audit</p>

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2020 ____ - **2021** ____

Department: Office of Inspector General

Chief Internal Auditor: Paul Strickland

Budget Entity: Bureau of Internal Audit

Phone Number: 717-3408

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			Recommendation: The Office of Institutions ensure Community Release Centers are segregating the duties of preparing the deposit and making the deposit as required in the Florida Department of Corrections Work Release Manual.		
A18005	10/30/2018	Office of Inspector General	This audit contained one (1) finding; however, the Management agreed with and results of the audit are deemed confidential based on the confidential procedures of the Office of Inspector General.	responded to the finding. They are taking or plan to take appropriate action to rectify the audit issues.	Inspector General's Office/Bureau of Internal Audit
A17001	5/1/2019	Office of Human Resources	<p data-bbox="833 911 1314 967">Finding: Salary overpayments are occurring and are not being identified by payroll staff.</p> <p data-bbox="833 1073 1314 1219">Recommendation: Payroll proactively identify unapproved timesheets after Friday and notify supervisors (e.g. by email) to approve the timesheets, regardless of whether the employee submitted it for approval.</p> <p data-bbox="833 1235 1314 1357">Recommendation:Timesheets with Leave Without Pay approved beyond Friday but in time to cancel the warrant are identified and acted upon.</p> <p data-bbox="833 1398 1314 1520">Recommendation: Payroll develop a process to monitor the remaining unapproved timesheets, and upon supervisory approval of the timesheets, initiate collection efforts on salary overpayments.</p>	Management agreed with and responded to the finding. They are taking or plan to take appropriate action to rectify the audit issues.	Inspector General's Office/Bureau of Internal Audit

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2020 ____ - 2021 ____

Department: Office of Inspector General

Chief Internal Auditor: Paul Strickland

Budget Entity: Bureau of Internal Audit

Phone Number: 717-3408

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			<p>Recommendation: Payroll develop a process to independently verify that warrants are cancelled or collection efforts are initiated on overpaid employees.</p> <p>Recommendation: Payroll pursue automation options with the Office of Information Technology.</p>		

Fiscal Year 2020-21 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections/Department Level

Agency Budget Officer/OPB Analyst Name: Mark Tallent/Erica Cucinella

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					

1. GENERAL

<p>1.1 Are Columns A01, A04, A05, A94, A95, A96, A36, A10, 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)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? 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)? (CSDI or Web LBR Column Security)</p>					
<p>1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)</p>					

AUDITS:

<p>1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)</p>					
<p>1.4 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)</p>					
<p>TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. 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 to the portal.</p>					

2. EXHIBIT A (EADR, EXA)

<p>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 58 of the LBR Instructions?</p>					
<p>2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?</p>					
<p>2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?</p>					

3. EXHIBIT B (EXBR, EXB)

<p>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.</p>					
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AUDITS:

		Program or Service (Budget Entity Codes)				
Action						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")					
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")					
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.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?					
4.2	Is the program component code and title used correct?					
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)					
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")					
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)					
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)					
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.					

		Program or Service (Budget Entity Codes)				
Action						
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 2018-19 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
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. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?					
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 of the LBR Instructions.)					
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 66 through 68 of the LBR Instructions.)					
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?					
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?					
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.)					
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.					
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD A/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 94 and 95 of the LBR Instructions.)					
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?					
7.9	Does the issue narrative reference the specific county(ies) where applicable?					
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 #20-002?					

		Program or Service (Budget Entity Codes)				
Action						
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)					
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?					
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?					
7.14	Do the amounts reflect appropriate FSI assignments?					
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.					
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 27 and 90 of the LBR Instructions.)					
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, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?					
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?					
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?					
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)					
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)					
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)					
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))					Y
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

		Program or Service (Budget Entity Codes)				
Action						
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2019-20 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?					Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?					Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?					Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?					N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; 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, 001270, 001870, 001970)?					Y
8.10	Are the statutory authority references correct?					Y

Action		Program or Service (Budget Entity Codes)				
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?					N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?					Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?					Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?					Y
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?					N/A
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?					Y
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
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, Section III?					Y
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?					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?					N/A
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

AUDITS:

		Program or Service (Budget Entity Codes)				
Action						
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")					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. (SC1R, DEPT)					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 of the Schedule 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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 159 of the LBR Instructions.)					
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)					
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.					
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?					
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.					
12. SCHEDULE VIIIA (EADR, SC8A)						

		Program or Service (Budget Entity Codes)				
Action						
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 be included in the priority listing.					Y
13. SCHEDULE VIII B-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIII B-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						
14.1	Do the reductions comply with the instructions provided on pages 101 through 103 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? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)					N/A
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
15. SCHEDULE VIII C (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)						
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?					N/A
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 104-106 of the LBR instructions?					N/A
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?					N/A
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)					N/A
16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 107-111 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to 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
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2018-19 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)					Y
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")					Y

		Program or Service (Budget Entity Codes)				
Action						
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")					Y
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)					Y
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")					Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 112 through 156 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 132 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US ?					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
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 158-160) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?					Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?					Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?					Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?					Y
18.5	Are the appropriate counties identified in the narrative?					N/A-issues are statewide
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?					Y

	Program or Service (Budget Entity Codes)				
Action					
<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>					
19. FLORIDA FISCAL PORTAL					
<p>19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?</p>	Y				

Fiscal Year 2020-21 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Department of Corrections/Administration
Agency Budget Officer/OPB Analyst Name: Mark Tallent/Erica Cucinella

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	70010200	70010400			

1. GENERAL

1.1 Are Columns A01, 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)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? 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)? (CSDC or Web LBR Column Security)	Y	Y			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDC)	Y	Y			

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y			
1.4 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y			

TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. 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 to the portal.

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	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	Y			

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A			
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AUDITS:

Action		Program or Service (Budget Entity Codes)				
		70010200	70010400			
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y			
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y			
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.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	Y	Y			
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y			
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					

		Program or Service (Budget Entity Codes)				
Action		70010200	70010400			
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 2017-18 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
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. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y			
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions.)	N/A	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.)	N/A	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?	N/A	Y			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	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.)	N/A	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 95 and 96 of the LBR Instructions.)	N/A	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #19-002?	N/A	N/A			

Action		Program or Service (Budget Entity Codes)				
		70010200	70010400			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A			
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.)	N/A	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A	Y			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y			
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A			
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

Action		Program or Service (Budget Entity Codes)				
		70010200	70010400			
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 72 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2018-19 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?					Submitted at Department Level
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?					Submitted at Department Level
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?					Submitted at Department Level
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?					Submitted at Department Level
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)?					Submitted at Department Level
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?					Submitted at Department Level
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?					Submitted at Department Level
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?					Submitted at Department Level
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)?					Submitted at Department Level
8.10	Are the statutory authority references correct?					Submitted at Department Level

Action		Program or Service (Budget Entity Codes)				
		70010200	70010400			
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.)	Submitted at Department Level				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Submitted at Department Level				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level				
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.)	Submitted at Department Level				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Submitted at Department Level				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level				
AUDITS:						

		Program or Service (Budget Entity Codes)				
Action		70010200	70010400			
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Submitted at Department Level				
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. (SC1R, DEPT)	Submitted at Department Level				
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 of the Schedule I?	Submitted at Department Level				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Submitted at Department Level				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	N/A	N/A			
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)	N/A	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A			
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	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.					
12. SCHEDULE VIIIA (EADR, SC8A)						

		Program or Service (Budget Entity Codes)				
Action		70010200	70010400			
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 be included in the priority listing.	Submitted at Department Level				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	N/A	N/A			
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	N/A				
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)						
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A				
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at Department Level				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at Department Level				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2017-18 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Submitted at Department Level				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Submitted at Department Level				

		Program or Service (Budget Entity Codes)				
Action		70010200	70010400			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Submitted at Department Level				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Submitted at Department Level				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at Department Level				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of the LBR Instructions), and are they accurate and complete?	Submitted at Department Level				
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Submitted at Department Level				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level				
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Submitted at Department Level				
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) ?	Submitted at Department Level				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 157-159) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A			

	Program or Service (Budget Entity Codes)								
Action	70010200	70010400							
<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>									
19. FLORIDA FISCAL PORTAL									
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?				Y	Y			

Fiscal Year 2020-21 LBR Technical Review Checklist

Department/Budget Entity (Service): Corrections/ Security and Institutional Operations

Agency Budget Officer/OPB Analyst Name: Mark Tallent/Erica Cucinella

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

Action	Program or Service (Budget Entity Codes)				
	70031000	70031100	70031200	70031300	70031400

1. GENERAL

1.1	Are Columns A01, A04, A05, A94, A95, A96, A36, A10, 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)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? 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)? (CSDI or Web LBR Column Security)	Y	Y	Y	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y

AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4	Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y	Y	Y	Y

TIP	The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. 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 to the portal.					
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2. EXHIBIT A (EADR, EXA)

2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A	N/A	N/A	N/A
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AUDITS:

		Program or Service (Budget Entity Codes)				
Action		70031000	70031100	70031200	70031300	70031400
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A	Y	Y	Y	Y
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	N/A	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	N/A	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					

Action		Program or Service (Budget Entity Codes)				
		70031000	70031100	70031200	70031300	70031400
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 2018-19 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
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. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 66 through 68 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A	N/A	N/A	N/A	N/A
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	N/A	Y	N/A	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADAC)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 94 and 95 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #20-002?	N/A	N/A	N/A	N/A	N/A

		Program or Service (Budget Entity Codes)				
Action		70031000	70031100	70031200	70031300	70031400
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A	N/A	N/A
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 27 and 90 of the LBR Instructions.)	N/A	Y	N/A	N/A	N/A
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A	N/A	N/A	N/A	N/A
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	N/A	N/A	N/A
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A	N/A	N/A
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

		Program or Service (Budget Entity Codes)				
Action		70031000	70031100	70031200	70031300	70031400
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2019-20 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at Department Level				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at Department Level				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at Department Level				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at Department Level				
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)?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
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, 001270, 001870, 001970)?	Submitted at Department Level				
8.10	Are the statutory authority references correct?	Submitted at Department Level				

		Program or Service (Budget Entity Codes)				
Action		70031000	70031100	70031200	70031300	70031400
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.)	Submitted at Department Level				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Submitted at Department Level				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level				
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.)	Submitted at Department Level				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Submitted at Department Level				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level				
AUDITS:						

		Program or Service (Budget Entity Codes)				
Action		70031000	70031100	70031200	70031300	70031400
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Submitted at Department Level				
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. (SC1R, DEPT)	Submitted at Department Level				
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 of the Schedule I?	Submitted at Department Level				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Submitted at Department Level				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 159 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	NA	NA	NA	NA	NA
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A
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.					
12. SCHEDULE VIIIA (EADR, SC8A)		Submitted at Department Level				

		Program or Service (Budget Entity Codes)				
Action		70031000	70031100	70031200	70031300	70031400
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 be included in the priority listing.					
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	NA	NA	NA	NA	NA
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						
14.1	Do the reductions comply with the instructions provided on pages 101 through 103 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? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Submitted at Department Level				
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)						
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 104-106 of the LBR instructions?	N/A				
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 107-111 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at Department Level				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at Department Level				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2018-19 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A	Y	Y	Y	Y
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Submitted at Department Level				

		Program or Service (Budget Entity Codes)				
Action		70031000	70031100	70031200	70031300	70031400
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Submitted at Department Level				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Submitted at Department Level				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at Department Level				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 112 through 156 of the LBR Instructions), and are they accurate and complete?	Submitted at Department Level				
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Submitted at Department Level				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level				
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 132 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US ?	Submitted at Department Level				
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) ?	Submitted at Department Level				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 158-160) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately				
18.5	Are the appropriate counties identified in the narrative?	FCO Submitted Separately				
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?	FCO Submitted Separately				

	Program or Service (Budget Entity Codes)				
Action	70031000	70031100	70031200	70031300	70031400

<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>	
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19. FLORIDA FISCAL PORTAL						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y

Fiscal Year 2020-21 LBR Technical Review Checklist

Department/Budget Entity (Service): Corrections/ Security and Institutional Operations

Agency Budget Officer/OPB Analyst Name: Mark Tallent/Erica Cucinella

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

Action	Program or Service (Budget Entity Codes)				
	70031500	70031600	70031800	70031900	70032000

1. GENERAL

1.1	Are Columns A01, A04, A05, A94, A95, A96, A36, A10, 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)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? 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)? (CSDI or Web LBR Column Security)	Y	Y	Y	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y

AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4	Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y	Y	Y	Y

TIP	The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. 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 to the portal.					
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2. EXHIBIT A (EADR, EXA)

2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A	N/A	N/A	N/A
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AUDITS:

		Program or Service (Budget Entity Codes)				
Action		70031500	70031600	70031800	70031900	70032000
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					

Action		Program or Service (Budget Entity Codes)				
		70031500	70031600	70031800	70031900	70032000
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 2018-19 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
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. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 66 through 68 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A	N/A	N/A	N/A	N/A
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	N/A	N/A	N/A	Y	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	NA	Y	Y	NA
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADAC)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 94 and 95 of the LBR Instructions.)	Y	NA	Y	Y	NA
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #20-002?	N/A	N/A	N/A	N/A	N/A

Action		Program or Service (Budget Entity Codes)				
		70031500	70031600	70031800	70031900	70032000
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A	N/A	N/A
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 27 and 90 of the LBR Instructions.)	N/A	N/A	N/A	Y	N/A
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A	N/A	N/A	N/A	N/A
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	N/A	N/A	N/A
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	N/A	Y	Y	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A	N/A	N/A
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

		Program or Service (Budget Entity Codes)				
Action		70031500	70031600	70031800	70031900	70032000
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2019-20 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at Department Level				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at Department Level				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at Department Level				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at Department Level				
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)?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
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, 001270, 001870, 001970)?	Submitted at Department Level				
8.10	Are the statutory authority references correct?	Submitted at Department Level				

Action		Program or Service (Budget Entity Codes)				
		70031500	70031600	70031800	70031900	70032000
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.)	Submitted at Department Level				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level				
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?	Submitted at Department Level				
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?	Submitted at Department Level				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Submitted at Department Level				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level				
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.)	Submitted at Department Level				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level				
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Submitted at Department Level				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Submitted at Department Level				
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?	Submitted at Department Level				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level				
AUDITS:						

		Program or Service (Budget Entity Codes)				
Action		70031500	70031600	70031800	70031900	70032000
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Submitted at Department Level				
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. (SC1R, DEPT)	Submitted at Department Level				
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 of the Schedule I?	Submitted at Department Level				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Submitted at Department Level				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 159 of the LBR Instructions.)	Y	NA	Y	Y	NA
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	NA	NA	NA	NA	NA
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	NA	Y	Y	NA
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A
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.					
12. SCHEDULE VIIIA (EADR, SC8A)		Submitted at Department Level				

		Program or Service (Budget Entity Codes)				
Action		70031500	70031600	70031800	70031900	70032000
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 be included in the priority listing.					
13. SCHEDULE VIII B-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					NA NA NA NA NA
14. SCHEDULE VIII B-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						
14.1	Do the reductions comply with the instructions provided on pages 101 through 103 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? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)					Submitted at Department Level
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
15. SCHEDULE VIII C (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)						
15.1	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?					Submitted at Department Level
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 104-106 of the LBR instructions?					Submitted at Department Level
15.3	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?					Submitted at Department Level
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)					Submitted at Department Level
16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 107-111 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)					Submitted at Department Level
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?					Submitted at Department Level
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2018-19 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)					Y Y Y Y Y
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")					Submitted at Department Level

		Program or Service (Budget Entity Codes)				
Action		70031500	70031600	70031800	70031900	70032000
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Submitted at Department Level				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Submitted at Department Level				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at Department Level				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 112 through 156 of the LBR Instructions), and are they accurate and complete?	Submitted at Department Level				
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Submitted at Department Level				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level				
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 132 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US	Submitted at Department Level				
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) ?	Submitted at Department Level				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 158-160) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately				
18.5	Are the appropriate counties identified in the narrative?	FCO Submitted Separately				
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?	FCO Submitted Separately				

	Program or Service (Budget Entity Codes)				
Action	70031500	70031600	70031800	70031900	70032000

<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>	
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19. FLORIDA FISCAL PORTAL						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y

Fiscal Year 2020-21 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Department of Corrections/Community Corrections
Agency Budget Officer/OPB Analyst Name: Mark Tallent/Erica Cucinella

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	70050100				

1. GENERAL

1.1 Are Columns A01, A04, A05, A94, A95, A96, A36, A10, 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)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? 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)? (CSDI or Web LBR Column Security)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y				

TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. 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 to the portal.

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 58 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 28)? 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.	N/A				
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AUDITS:

		Program or Service (Budget Entity Codes)				
Action		70050100				
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					

		Program or Service (Budget Entity Codes)				
Action		70050100				
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 2018-19 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
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. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 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 66 through 68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 94 and 95 of the LBR Instructions.)	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #20-002?	N/A				

		Program or Service (Budget Entity Codes)				
Action		70050100				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	N/A				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
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 27 and 90 of the LBR Instructions.)	Y				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

		Program or Service (Budget Entity Codes)			
Action		70050100			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2019-20 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at Department Level			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at Department Level			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at Department Level			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at Department Level			
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)?	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
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, 001270, 001870, 001970)?	Submitted at Department Level			
8.10	Are the statutory authority references correct?	Submitted at Department Level			

		Program or Service (Budget Entity Codes)			
Action		70050100			
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.)	Submitted at Department Level			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Submitted at Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level			
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.)	Submitted at Department Level			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level			
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Submitted at Department Level			
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Submitted at Department Level			
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?	Submitted at Department Level			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Submitted at Department Level			
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?	Submitted at Department Level			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level			
AUDITS:					

		Program or Service (Budget Entity Codes)				
Action		70050100				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Submitted at Department Level				
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. (SC1R, DEPT)	Submitted at Department Level				
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 of the Schedule I?	Submitted at Department Level				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Submitted at Department Level				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 159 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						

		Program or Service (Budget Entity Codes)				
Action		70050100				
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 be included in the priority listing.	Submitted at Department Level				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR					
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)						
14.1	Do the reductions comply with the instructions provided on pages 101 through 103 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? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	N/A				
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)						
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 104-106 of the LBR instructions?	N/A				
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 107-111 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at Department Level				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at Department Level				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2018-19 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Submitted at Department Level				

		Program or Service (Budget Entity Codes)			
Action		70050100			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Submitted at Department Level			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Submitted at Department Level			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at Department Level			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 112 through 156 of the LBR Instructions), and are they accurate and complete?	Submitted at Department Level			
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Submitted at Department Level			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level			
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 132 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Submitted at Department Level			
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) ?	Submitted at Department Level			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 158-160) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A			

	Program or Service (Budget Entity Codes)			
Action	70050100			

<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>	
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19. FLORIDA FISCAL PORTAL				
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y		

Fiscal Year 2020-21 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Department of Corrections/Health Services
Agency Budget Officer/OPB Analyst Name: Mark Tallent/Erica Cucinella

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	70251000				

1. GENERAL

1.1 Are Columns A01, A04, A05, A94, A95, A96, A36, A10, 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)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? 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)? (CSDI or Web LBR Column Security)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. 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 to the portal.					

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 58 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 28)? 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.	N/A				
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AUDITS:

		Program or Service (Budget Entity Codes)				
Action		70251000				
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					

		Program or Service (Budget Entity Codes)				
Action		70251000				
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 2018-19 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
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. Note that there is a \$5,000 allowance at the department level.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 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 66 through 68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 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.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 94 and 95 of the LBR Instructions.)					N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?					N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?					N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #20-002?	N/A				

		Program or Service (Budget Entity Codes)				
Action		70251000				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
7.16	Do the 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 27 and 90 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

		Program or Service (Budget Entity Codes)			
Action		70251000			
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.				
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).				
TIP	If an appropriation made in the FY 2019-20 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at Department Level			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at Department Level			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at Department Level			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at Department Level			
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)?	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
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, 001270, 001870, 001970)?	Submitted at Department Level			
8.10	Are the statutory authority references correct?	Submitted at Department Level			

		Program or Service (Budget Entity Codes)			
Action		70251000			
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.)	Submitted at Department Level			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Submitted at Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level			
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.)	Submitted at Department Level			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level			
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Submitted at Department Level			
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Submitted at Department Level			
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?	Submitted at Department Level			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Submitted at Department Level			
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?	Submitted at Department Level			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level			
AUDITS:					

		Program or Service (Budget Entity Codes)				
Action		70251000				
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level				
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Submitted at Department Level				
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. (SC1R, DEPT)	Submitted at Department Level				
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 of the Schedule I?	Submitted at Department Level				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Submitted at Department Level				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 159 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	NA				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						

		Program or Service (Budget Entity Codes)			
Action		70251000			
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 be included in the priority listing.	Submitted at Department Level			
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	NA			
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)					
14.1	Do the reductions comply with the instructions provided on pages 101 through 103 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? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Submitted at Department Level			
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.				
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)					
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 104-106 of the LBR instructions?	N/A			
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A			
AUDIT:					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A			
16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 107-111 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to 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?	Submitted at Department Level			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2018-19 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y			
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Submitted at Department Level			

		Program or Service (Budget Entity Codes)			
Action		70251000			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Submitted at Department Level			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Submitted at Department Level			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at Department Level			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 112 through 156 of the LBR Instructions), and are they accurate and complete?	Submitted at Department Level			
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Submitted at Department Level			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level			
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 132 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Submitted at Department Level			
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) ?	Submitted at Department Level			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 158-160) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately			
18.5	Are the appropriate counties identified in the narrative?	FCO Submitted Separately			
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?	FCO Submitted Separately			

	Program or Service (Budget Entity Codes)			
Action	70251000			

<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>	
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19. FLORIDA FISCAL PORTAL				
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y		

Fiscal Year 2020-21 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Corrections/ Education and Programs

Agency Budget Officer/OPB Analyst Name: Mark Tallent/ Erica Cucinella

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

Action	Program or Service (Budget Entity Code)			
	70450100	70450200	70450300	70450400

1. GENERAL

1.1	Are Columns A01, A04, A05, A94, A95, A96, A36, A10, 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)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? 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)? (CSDI or Web LBR Column Security)	Y	Y	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y

AUDITS:

1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y
1.4	Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y	Y	Y

TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. 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 to the portal.

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 58 of the LBR Instructions?	Y	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A	N/A	N/A
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AUDITS:

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.				
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.				
4. EXHIBIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.				
5. EXHIBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y
AUDITS:					
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.				
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.				

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
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 2018-19 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.				
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. Note that there is a \$5,000 allowance at the department level.				
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 of the LBR Instructions.)	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 66 through 68 of the LBR Instructions.)	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A	N/A	N/A	N/A
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	N/A	N/A	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	N/A	N/A
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 94 and 95 of the LBR Instructions.)	N/A	Y	N/A	N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #20-002?	N/A	N/A	Y	N/A

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	Y	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	N/A	Y	Y	N/A
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A	N/A
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 27 and 90 of the LBR Instructions.)	N/A	N/A	N/A	N/A
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A	N/A	N/A	N/A
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A	Y	Y	N/A
AUDIT:					
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	Y	N/A	N/A
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A	N/A
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				

	Program or Service (Budget Entity Code)			
Action	70450100	70450200	70450300	70450400

TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.	
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.	
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).	
TIP	If an appropriation made in the FY 2019-20 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.	

8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Submitted at Department Level
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Submitted at Department Level
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Submitted at Department Level
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Submitted at Department Level
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)?	Submitted at Department Level
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?	Submitted at Department Level
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?	Submitted at Department Level
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?	Submitted at Department Level
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, 001270, 001870, 001970)?	Submitted at Department Level
8.10	Are the statutory authority references correct?	Submitted at Department Level

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
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.)	Submitted at Department Level			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Submitted at Department Level			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Submitted at Department Level			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Submitted at Department Level			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Submitted at Department Level			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Submitted at Department Level			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Submitted at Department Level			
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?	Submitted at Department Level			
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?	Submitted at Department Level			
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Submitted at Department Level			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Submitted at Department Level			
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.)	Submitted at Department Level			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Submitted at Department Level			
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Submitted at Department Level			
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Submitted at Department Level			
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?	Submitted at Department Level			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Submitted at Department Level			
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?	Submitted at Department Level			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Submitted at Department Level			

AUDITS:

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Submitted at Department Level			
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Submitted at Department Level			
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. (SC1R, DEPT)	Submitted at Department Level			
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 of the Schedule I?	Submitted at Department Level			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Submitted at Department Level			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See page 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 159 of the LBR Instructions.)	N/A	Y	N/A	N/A
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	N/A	Y	N/A	N/A
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	Y	N/A	N/A
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A
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.				
12. SCHEDULE VIIIA (EADR, SC8A)					

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
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 be included in the priority listing.	Submitted at Department Level			
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)					
14.1	Do the reductions comply with the instructions provided on pages 101 through 103 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? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Submitted at Department Level			
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.				
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)					
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 104-106 of the LBR instructions?	N/A			
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A			
AUDIT:					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A			
16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 107-111 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted at Department Level			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Submitted at Department Level			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2018-19 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Submitted at Department Level			

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Submitted at Department Level			
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Submitted at Department Level			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Submitted at Department Level			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 112 through 156 of the LBR Instructions), and are they accurate and complete?	Submitted at Department Level			
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Submitted at Department Level			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Submitted at Department Level			
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 132 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Submitted at Department Level			
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) ?	Submitted at Department Level			
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 158-160) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	FCO Submitted Separately			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	FCO Submitted Separately			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	FCO Submitted Separately			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	FCO Submitted Separately			
18.5	Are the appropriate counties identified in the narrative?	FCO Submitted Separately			
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?	FCO Submitted Separately			

		Program or Service (Budget Entity Code)			
Action		70450100	70450200	70450300	70450400
<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>					
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y