

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Charlie Crist, Governor

Frank Peterman, Jr., Secretary

LEGISLATIVE BUDGET REQUEST

Department of Juvenile Justice

Tallahassee

October 15, 2008

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

Mr. Michael Hansen, Budget Director House Policy and Budget Council 418 Capitol Tallahassee, Florida 32399-1300

Ms. Cynthia Kelly, Staff Director Senate Fiscal Policy & Calendar Committee 201 Capitol Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Juvenile Justice 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 2009-2010 Fiscal Year. Secretary Frank Peterman, Jr., has approved this submission.

Sheree Keeler

Director of Administration

There I Keller

2737 Centerview Drive • Tallahassee, Florida 32399-3100 • (850) 488-1850 http://www.djj.state.fl.us

Department Level Exhibits and Schedules



Frank Peterman, Jr., SECRETARY

Schedule VII: Agency Litigation Inventory

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

the Governor's website.							
Agency:	Depai	artment of Juvenile Justice					
Contact Person:	Scott	C. Wright		Phone Number:	(850) 922-2295		
Names of the Casa	(If	Com	pass Group USA, In	nc. and Trinity Ser	vices Group, Inc.		
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)		v. State of Florida, Department of Management Services (DMS); State of Florida, Department of Juvenile Justice (DJJ); State of Florida, Department of Financial Services (DFS); Tom Gallagher, in his official capacity as State of Florida, Chief Financial Officer					
Court with Jurisdiction:		Leon County Circuit Court					
Case Number:		05-CA-999					
Summary of the Complaint:		That DJJ breached its food service purchase order and state term contract with Compass/Trinity resulting in an underpayment to Compass/Trinity of approximately \$900,000. Compass/Trinity also alleges that DMS as contract signatory has liability and DFS for refusing to issue a warrant for payment bears some liability.					
Amount of the Claim:		\$900,000					
Specific Statutes or Laws (including GA Challenged:							
Status of the Case:		Complaint and answers filed in 2005. Discovery (exchange of documents by the parties and depositions taken) essentially completed. In July 2008 Compass/Trinity asked court in motion for summary judgment to decide as a matter of law that Compass Trinity is entitled to prevail. Court did not grant motion. In July 2008 Compass/Trinity asked that the case be set for trial.					
Who is representing record) the state in			Agency Counsel:				
lawsuit? Check all t		X	Office of the Attor	ney General or Div	vision of Risk Management		
apply.			Outside Contract C	Counsel			
If the lawsuit is a claction (whether the is certified or not), provide the name of firm or firms representing the plaintiff(s).	class						

Office of Policy and Budget – July 2008

ORGANIZATION CHARTS

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VERIFIED BY: Sara Gamble

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75 - HEADQUARTERS

00 - OFFICE OF THE SECRETARY

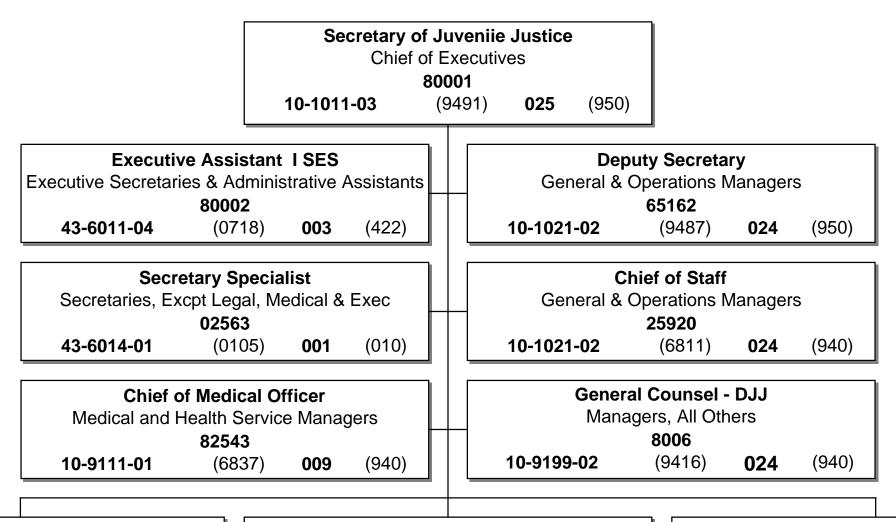
00100 - SECRETARY OFFICE

SUBMITTED:

VERIFIED BY: Sara Gamble

Effective: 9-12-08

CURRENT



Inspector General

General & Operations Managers

80004

10-1021-02

(9415)

024

(940)

Director of Interagency Operations Administrative Services Managers

80011

10-3011-01

(6840)

009 (930) **Law Enforcement Major**

Law Enforcement

81818

11-3040-03

(9429)

800

(530)

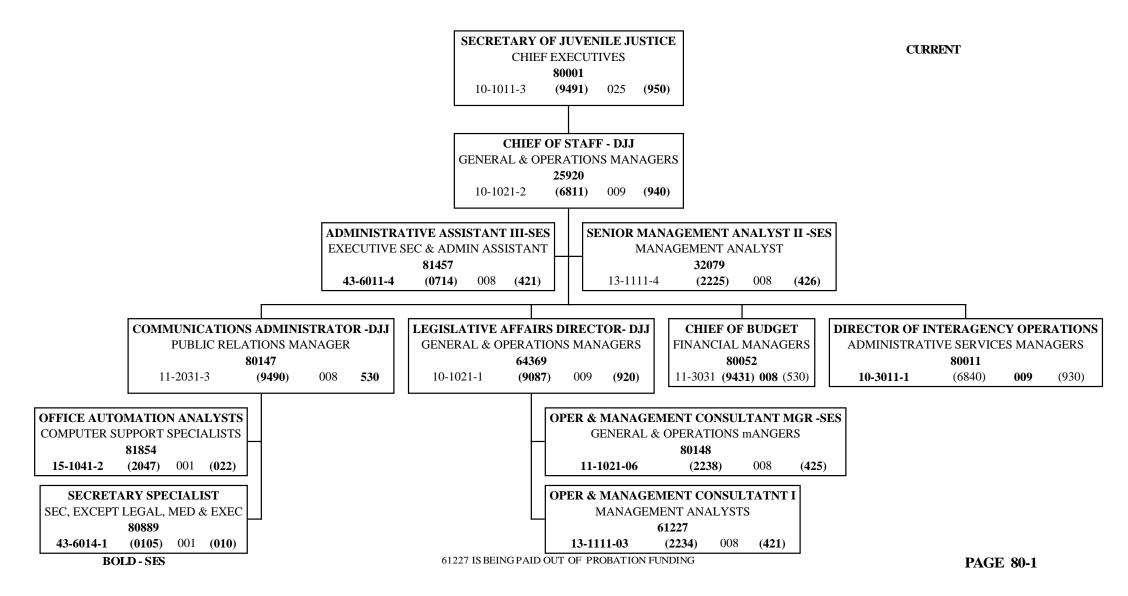
75 - HEADQUARTERS

00 - OFFICE OF THE SECRETARY

0015 - CHIEF OF STAFF

10 - LEGISLATIVE AFFAIRS ADMINISTRATION

30 - AGENCY COMMUNICATIONS ADMIN.



SUBMITTED:

VERIFIED BY: Sara Gamble

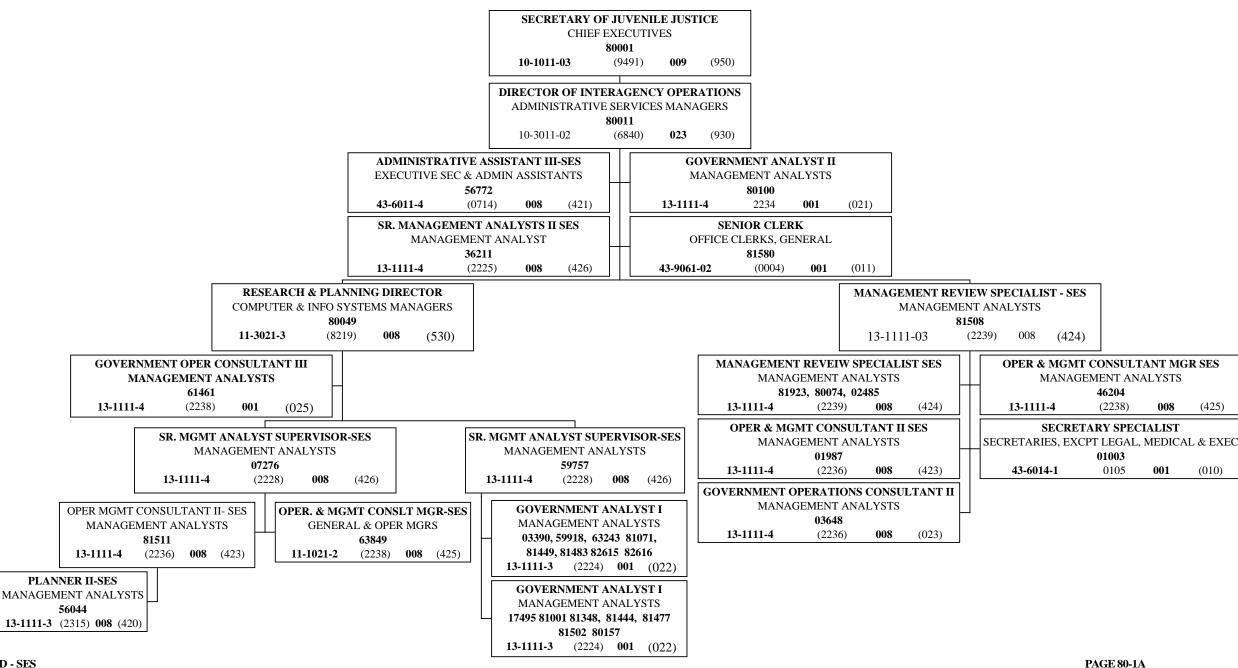
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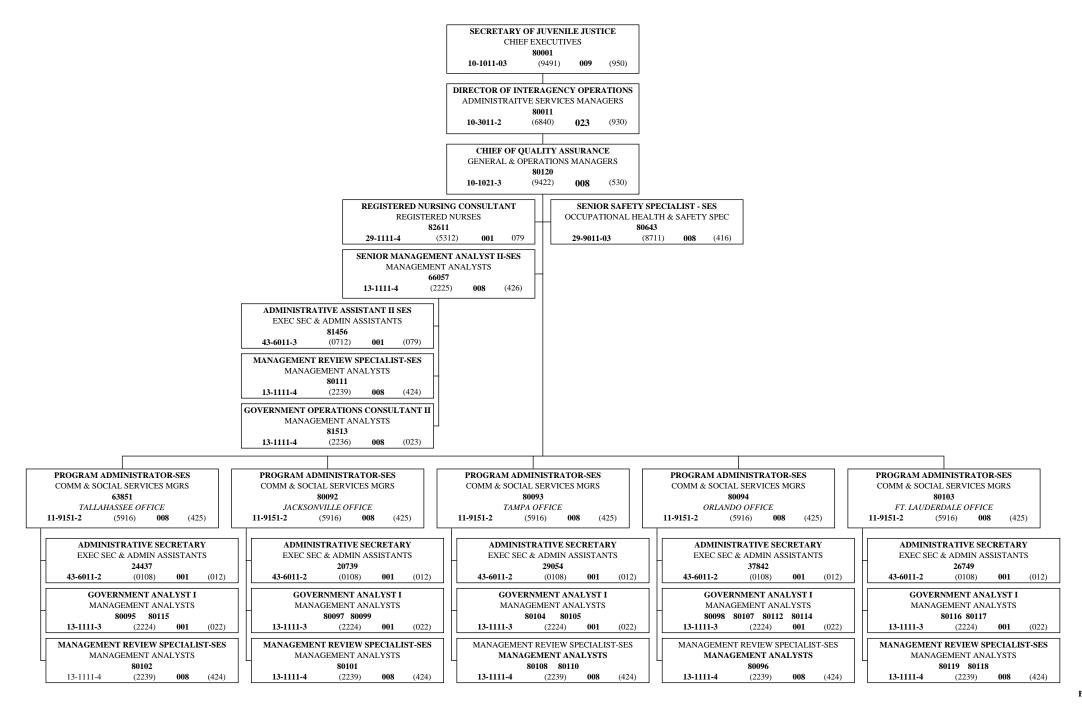
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VERIFIED BY: Sara Gamble EFFECTIVE: 9-5-08



SUBMITTED:

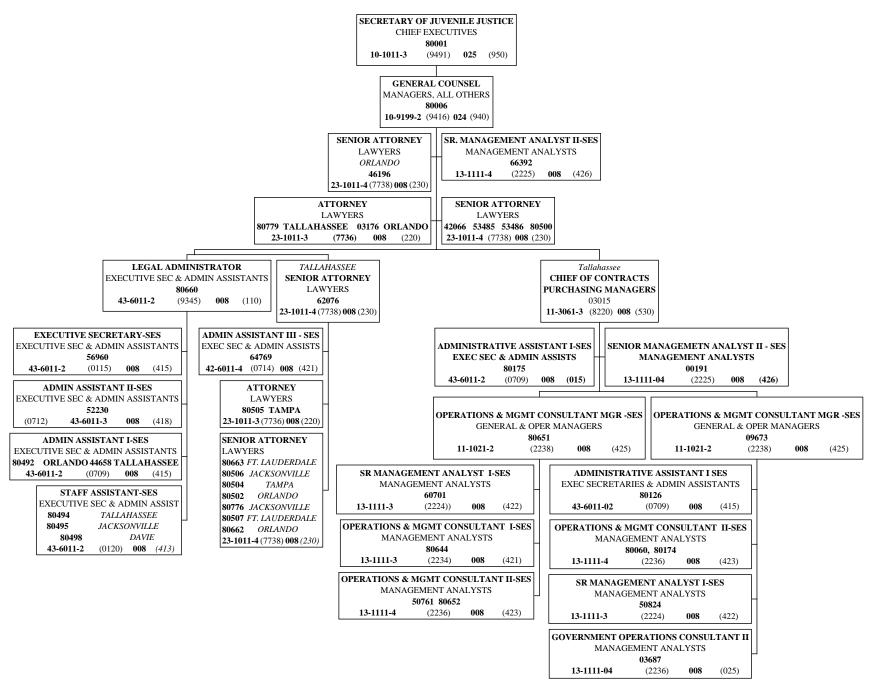
VERIFIED BY: Sara Gamble EFFECTIVE: 9-4-08



CONTRACTS

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8-4-08



75 - HEADQUARTERS

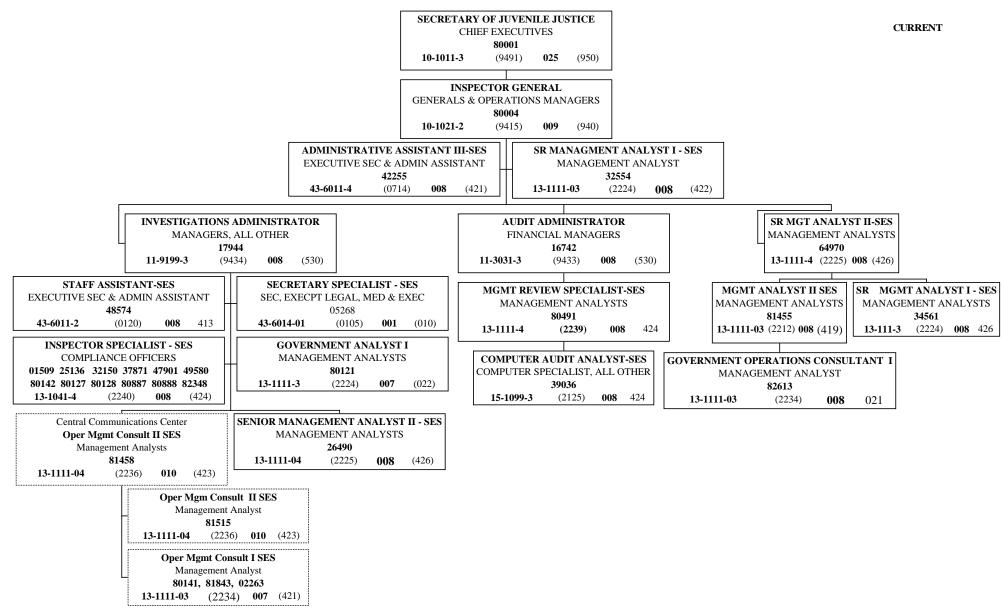
00 - OFFICE OF THE SECRETARY

00 - OFFICE OF THE INSPECTOR GENERAL

111 - INVESTIGATIONS

113 - AUDIT ADMINISTRATION

SUBMITTED:
VERIFIED BY: Sara Gamble
EFFECTIVE: 9-9-08



BOLD - SES

------broken lines mean positions are funded under Residential Correctional Facilities Created new Inspector Specialist position 8-6-07

PAGE 80-3

80 - DEPARTMENT OF JUVENILE JUSTICE 75 - HEADQUARTERS 00 - OFFICE OF THE SECRETARY 0016 - ASSISTANT SECRETARY FOR STAFF

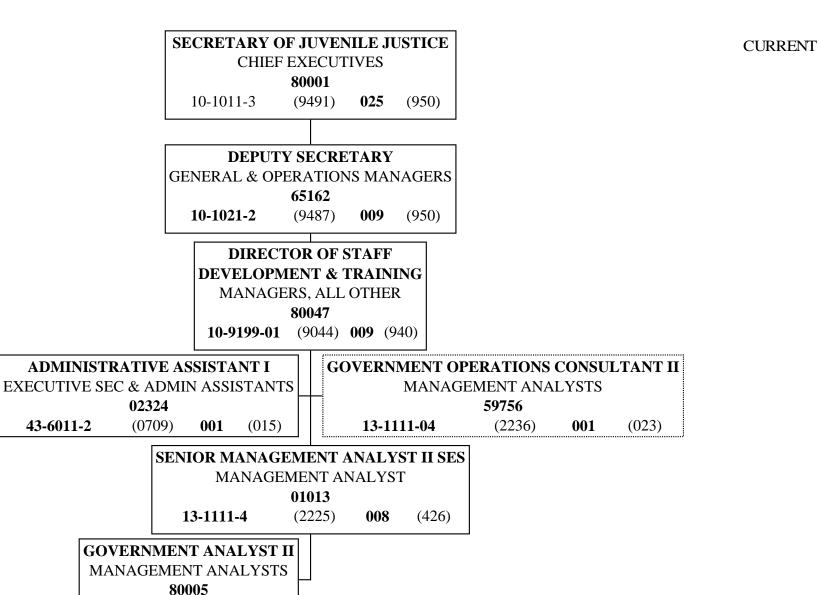
DEVELOPMENT & TRAINING

43-6011-2

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 9-9-08



Position 59756 is being funding from 8041200200, Detention Central

13-1111-4 (2225) **001** (026)

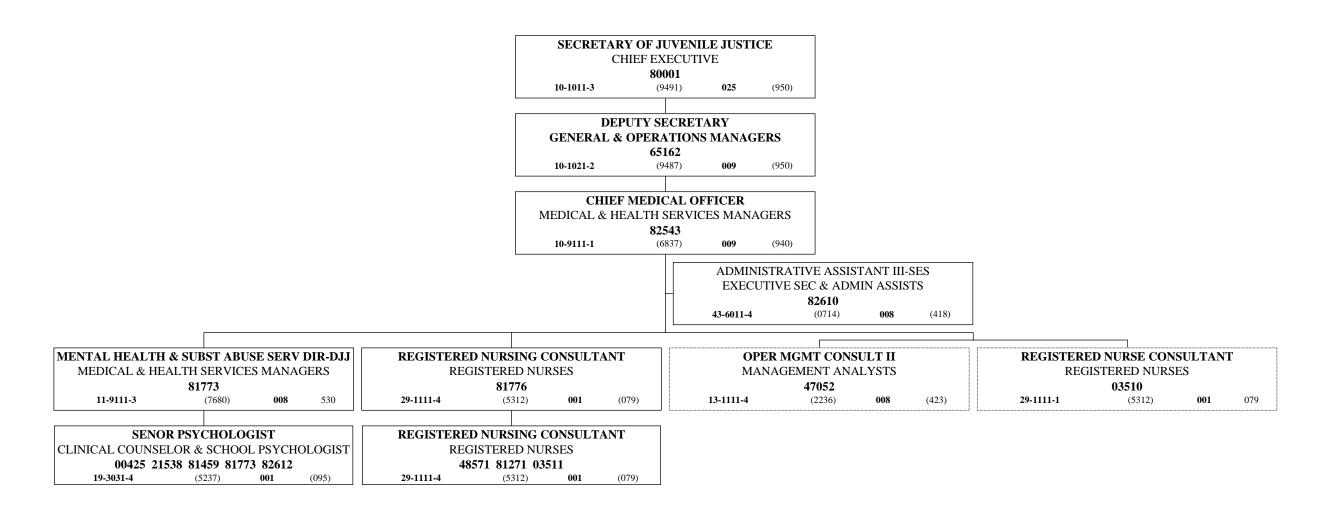
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VERIFIED BY: Sara Gamble EFFECTIVE: 9-11-08

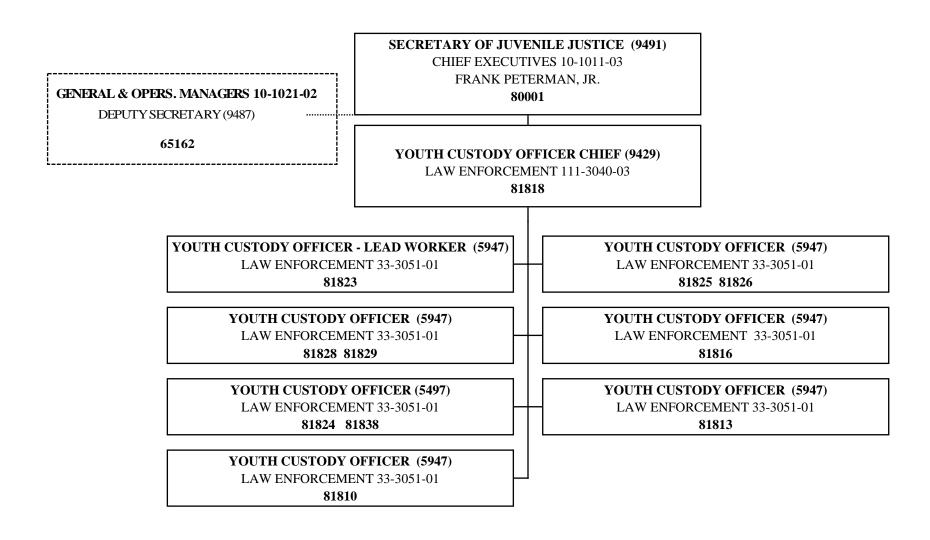
CURRENT

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YOUTH CUSTODY OFFICERS

VERIFIED BY: Sara Gamble EFFECTIVE DATE: 7-1-08



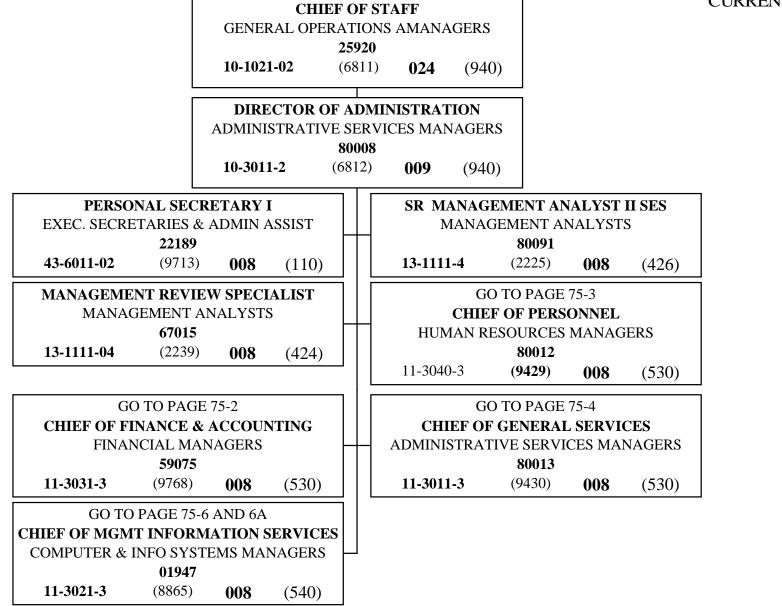
75 - HEADQUARTERS

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VERIFIED BY: Sara Gamble

EFFECTIVE: 9-4-08





BOLD - SES PAGE 75

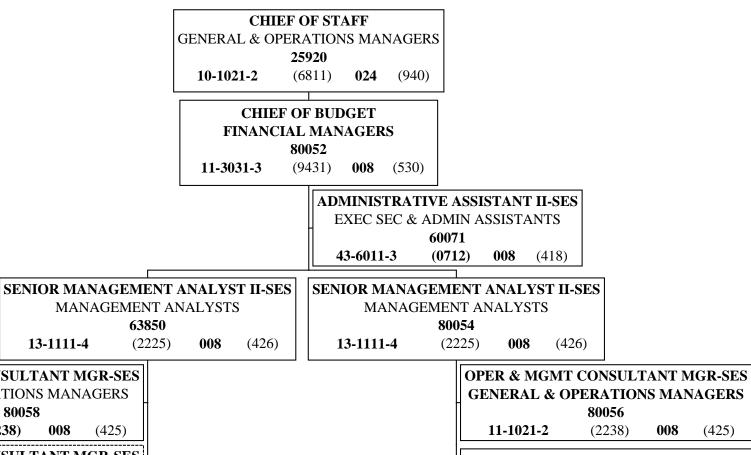
75 - HEADOUARTERS

00 - OFFICE OF THE SECRETARY

00 - CHIEF OF STAFF **BUDGET OFFICE** SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 02-02-07

CURRENT



GENERAL & OPERATIONS MANAGERS 02529 (2238)008 (425)11-1021-2 **OPER & MGMT CONSULTANT MGR-SES** GENERAL & OPERATIONS MANAGERS 39256 11-1021-2 (2238)008 (425)

OPER & MGMT CONSULTANT MGR-SES

GENERAL & OPERATIONS MANAGERS

80055 80058

11-1021-2

(2238)

OPER & MGMT CONSULTANT MGR-SES

13-1111-4

008

(425)

MGMT REVIEW SPECIALIST-SES MANAGEMENT ANALYSTS

66395 (2239)13-1111-4

008 (424)

(425)

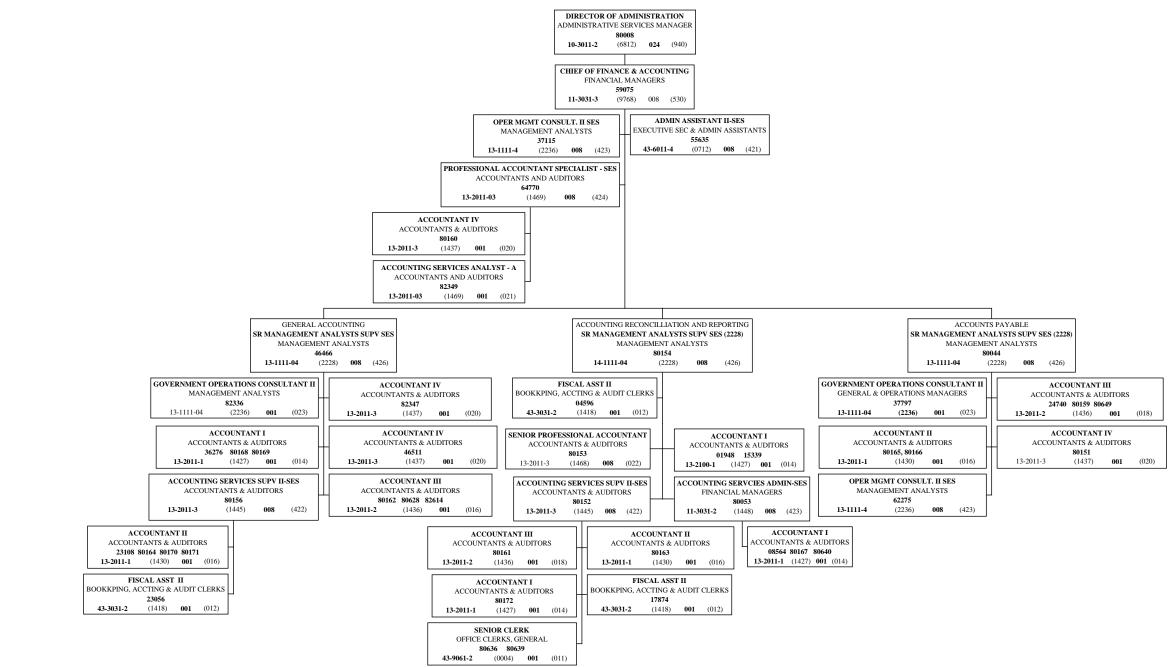
75 - HEADQUARTERS

00 - OFFICE OF THE SECRETARY

00 - DIRECTOR OF ADMINISTRATION FINANCE & ACCOUNTING

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 9-9-08

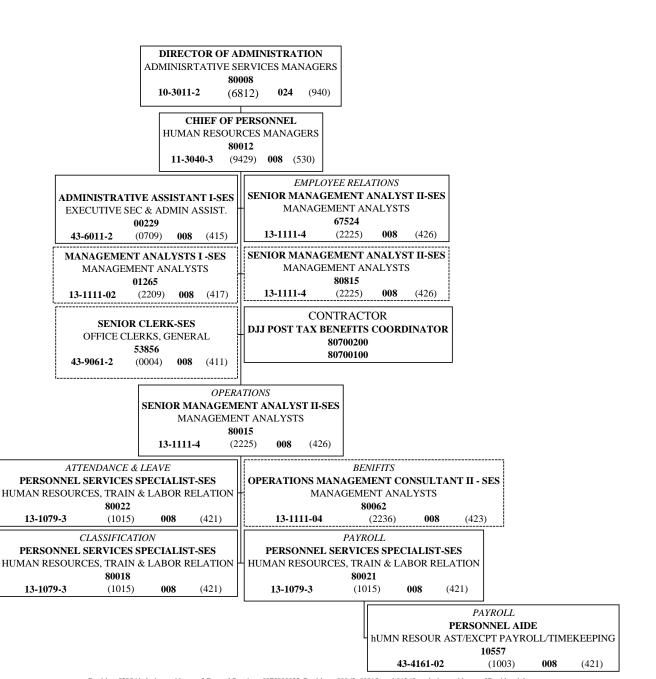


- 80 DEPARTMENT OF JUVENILE JUSTICE
- 75 HEADQUARTERS
- 00 OFFICE OF THE SECRETARY
- 00 DIRECTOR OF ADMINISTRATION
- 22 PERSONNEL

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 5/16/08



75 - HEADQUARTERS

SUBMITTED: VERIFIED BY: Sara Gamble 00 - OFFICE OF THE SECRETARY EFFECTIVE: 9-15-08 00 - DIRECTOR OF ADMINISTRATION 2320 - GENERAL SERVICES DIRECTOR OF ADMINISTRATION **CURRENT** ADMINISTRATIVE SERVICES MANAGERS 80008 10-3011-1 (6812) **024** (940) CHIEF OF GENERAL SERVICES ADMINISTRATIVE SERVICES MANAGERS 80013 11-3011-3 (9430) **008** (530) ADMINISTRATIVE ASSISTANT II -SES EXECUTIVE SEC & ADMIN ASSISTANTS 80656 43-6011-3 (0712)**008** (418) PURCHASING & LEASING FACILITY SERVICES SENIOR MANAGEMENT ANALYST II-SES SENIOR MANAGEMENT ANALYST II-SES ARCHITECT SUPERVISOR-SES MANAGEMENT ANALYST MANAGEMENT ANALYST SURVEYORS 80134 80133 02046 13-1111-4 (2225)008 (426) 13-1111-4 (2225)**008** (426) 17-1022-5 (4521)008 (427)ADMINISTRATIVE SECRETARY-SES PROPERTY CONSULTANT ADMINISTRATIVE ASSISTANT I-SES GENERAL SERVICES SPECIALIST-SES OPERATIONS & MGMT CONSULTANT 1 EXECUTIVE SEC & ADMIN ASSISTANTS PURCHASING AGENTS EXE SEC & ADMIN ASSISTANTS BUSINESS SPEC, ALL OTHER MANAGEMENT ANALYSTS 48871 80630 03629 80653 34531, 80059 43-6011-2 (0108) **008** (412) 13-1023-3 (0945) **001** (017) 43-6011-2 (0709)008 (415)13-1199-3 **(0839) 008** (421) 13-1111-3 (2234) **008** (421) GOVERNMENT OPER CONSULTANT II PROPERTY SPECIALIST **OPER. & MGMT CONSLT I-SES** PURCHASING SPECIALIST PURCHASING TECHNICIAN MANAGEMENT ANALYSTS MANAGEMENT ANALYSTS LOGISTICIANS PURCHASING AGENTS PURCHASING AGENTS 80143 80129 80631 47725 80041, 80136 13-1111-3 (2236) **001** (023) 13-1081-1 **001** (014) 13-1111-3 (2234)001 (0939)(421)(0818) **001** (021) 13-1023-3 13-1023-1 (0806)**001** (011) GOVERNMENT OPERATIONS CONSULTANT I MANAGEMENT REVEIW SPEC-SES PURCHASING AGENT III MANAGEMENT REVEIW SPEC-SES OFFICE OPER MANAGER II-SES MANAGEMENT ANALYSTS PURCHASING AGENTS MANAGEMENT ANALYSTS MANAGEMENT ANALYSTS FIRST-LINE SUPV/MGR OFFICE & ADMIN 80131 80139 80130 32301 80140 (2234)008 13-1111-3 (021)13-1023-3 (0815)**001** (018) 13-1111-4 (2239)008 (424) **13-1111-4** (2239) **008** (424) 43-1011-4 (0165) **008** (421) OPERATIONS ANALYST I MANAGEMENT ANALYSTS SENIOR CLERK RECORDS ANALYST 09320 OFFICE CLERKS, GENERAL

BOLD -SES

10517 80641 80642

43-9061-2

(0004) **001** (011)

13-1111-2

11-9021-2

(2209)

CONSTRUCTION PROJECTS CONSULTANT II CONSTRUCTION MANAGERS 59875 67113 80122 81921

(4692)

001

001

(017)

(024)

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MANAGEMENT ANALYSTS

07882

13-1111-1 (2208) 001 (017)

75 - HEADOUARTERS

00 - OFFICE OF THE SECRETARY

00 - DIRECTOR OF ADMINISTRATION

30 - OFFICE OF MANAGEMENT INFORMATION SYSTEMS

SUBMITTED: VERIFIED BY: Sara Gamble EFFECTIVE: 12-26-06

CURRENT

DIRECTOR OF ADMINISTRATION

ADMINISTRATIVE SERVICES MANAGERS

80008

(6812)

10-3011-2

(940)

DISTRICT SUPPORT - DATA ADMINISTRATION - SECURITY

CHIEF OF MANAGEMENT INFO SERVICES

COMP & INFO SYSTEMS MANAGERS

11-3021-3

(8865)

021

024

(540)

SYSTEMS PROJECT CONSULTANT COMPUTER SYSTEMS ANALYST

81341

15-1051-4

(2109)

025 (001)

SYSTEMS PROGRAMMING ADMIN SES **COMPUTER & INFO SYSTEMS MGRS**

80455 80456 80457

11-3021-2

(2117)

008

(427)

SYSTEMS PROJECT ANALYSTS COMPUTER SYSTEMS ANALYST

81779

Central Region

DISTRIB COMPUTER SYSTEMS ADMIN-SES

COMPUTER & INFO SYSTEMS MGRS

80676

15-1051-3

(2107)

024 (001)

Southeast Region

DISTRIB COMPUTER SYSTEMS ADMIN-SES **COMPUTER & INFO SYSTEMS MGRS**

80677

Northwest Region

DISTRIB COMPUTER SYSTEMS ADMIN-SES **COMPUTER & INFO SYSTEMS MGRS**

80077

008

11-3021-2 (2053)

Northeast Region

DISTRIB COMPUTER SYSTEMS ADMIN-SES

COMPUTER & INFO SYSTEMS MGRS

80488

008

(425)

11-3021-2

(2053)

008 (425) 11-3021-2

(2053)

008

(425)

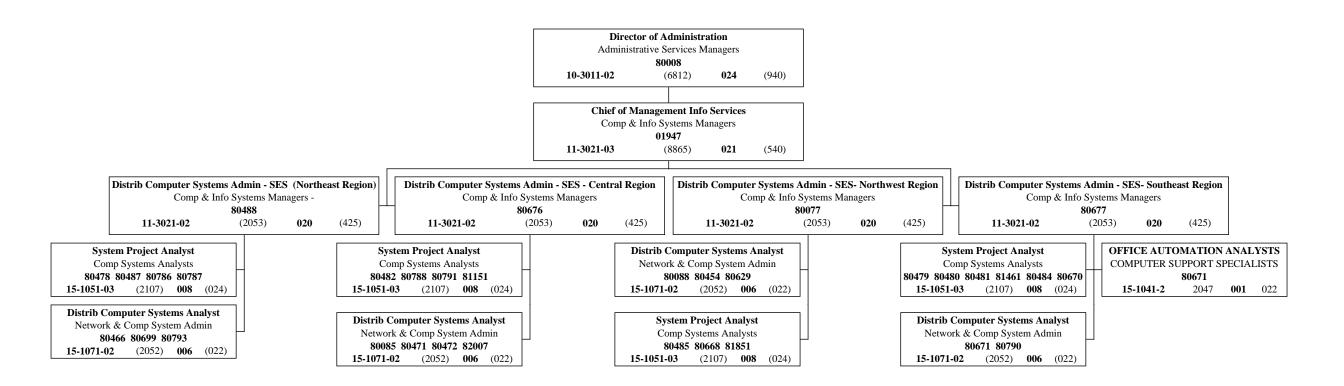
11-3021-2

(2053)

(425)

- 80 DEPARTMENT OF JUVENILE JUSTICE
- **75 HEADQUARTERS**
- 00 OFFICE OF THE SECRETARY
- 00 ASST. SECRETARY FOR ADMINISTRATION
- 30 OFFICE OF MANAGEMENT INFORMATION SYSTEMS DIST. SUPPORT/DATA ADMIN/SECURITY NETWORK & COMPUTER SYSTEMS

SUBMITTED: VERIFIED BY: SARA GAMBLE EFFECTIVE: 12-26-06

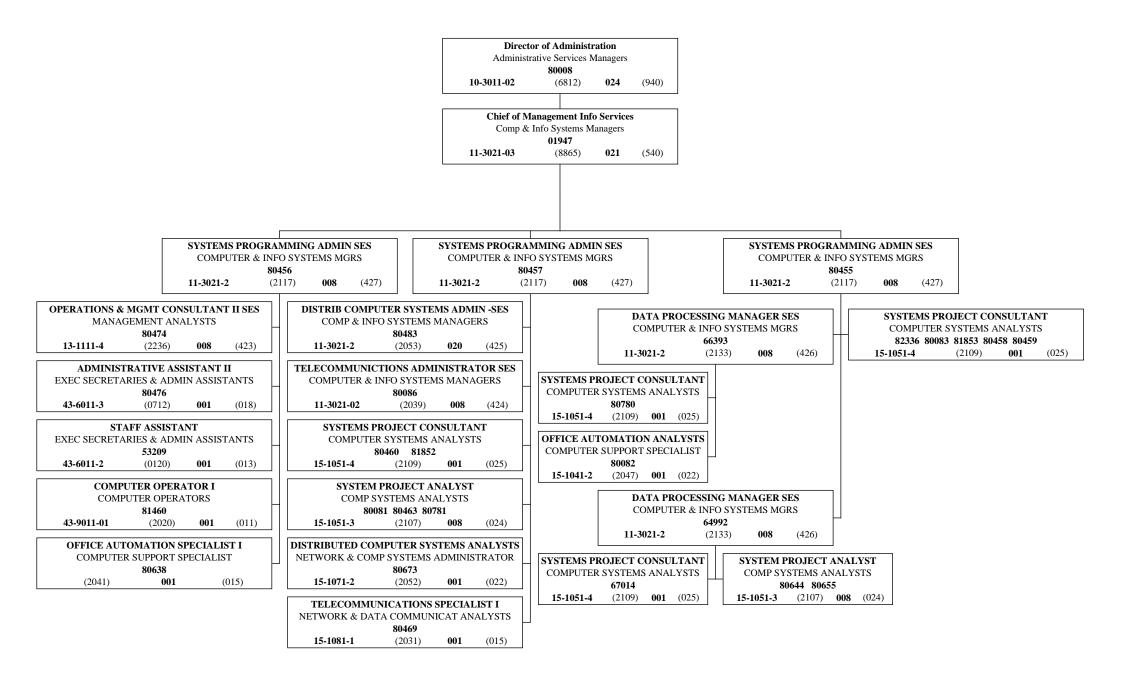


75 - HEADQUARTERS

00 - OFFICE OF THE SECRETARY

00 - ASST. SECRETARY FOR ADMINISTRATION

30 - OFFICE OF MANAGEMENT INFO SYSTEMS APPLICATION DEVELOPMENT SUBMITTED: VERIFIED BY: SARA GAMBLE EFFECTIVE: 06/13/08



40 - DETENTION SERVICES

10 - REGION (NORTH) ORGANIZATION CHARTS

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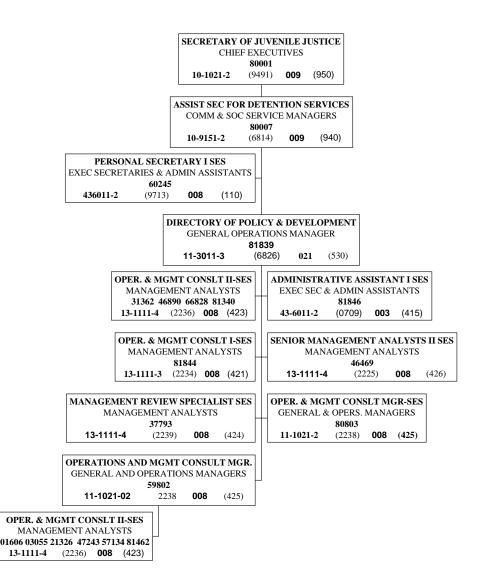
VERIFIED BY: Sara Gamble

EFFECTIVE: 2/1/07

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CIRC02 LEON REGIONAL DETENTION CENTER		N2-1	N2-1A
CIRC04 DUVAL REGIONAL DETENTION CENTER		N4-1	
CIRC05 MARION REGIONAL DETENTION CENTER		N5-1	
CIRC07 VOLUSIA REGIONAL DETENTION CENTER		N7-1	
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CIRC08 ALACHUA REGIONAL DETENTION CENTER		N8-1	
CIRC14 BAY REGIONAL DETENTION CENTER		N-14-1	N14-1A

41 -ASSISTANT SECRETARY FOR DETENTION SERVICES HEADQUARTERS

SUBMITTED: _ VERIFIED BY: Sara Gamble EFFECTIVE: 9-8-08 **CURRENT**



BOLD - SES Page 80-40

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42900

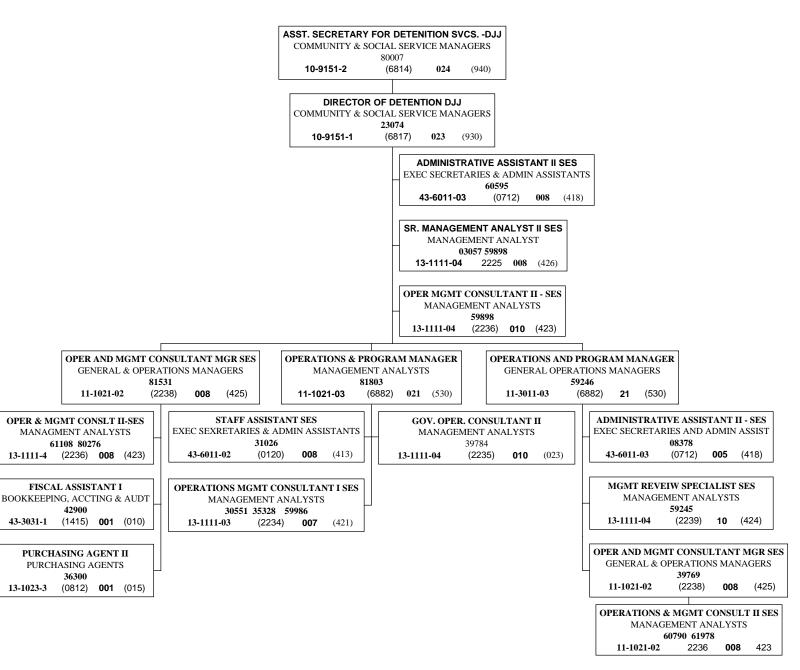
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41 - DETENTION SERVICES

10 - REGION (NORTH)

VERIFIED BY: Sara Gamble EFFECTIVE: 9-11-08



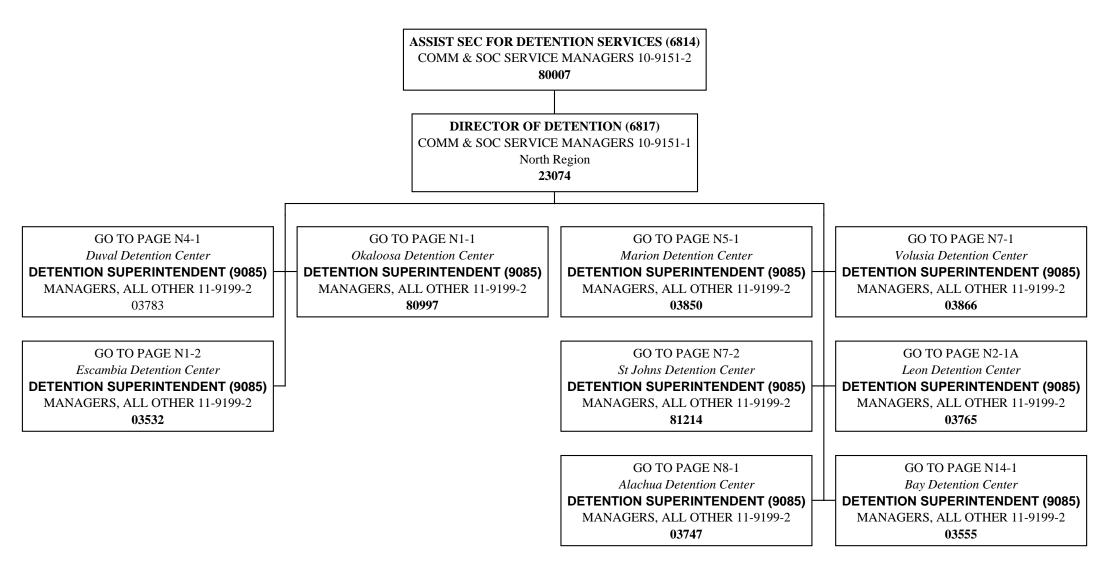
41 - DETENTION SERVICES

10 - REGION (NORTH) 0021 - EAST

0022 - WEST

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CURRENT



BOLD

80-40-1A

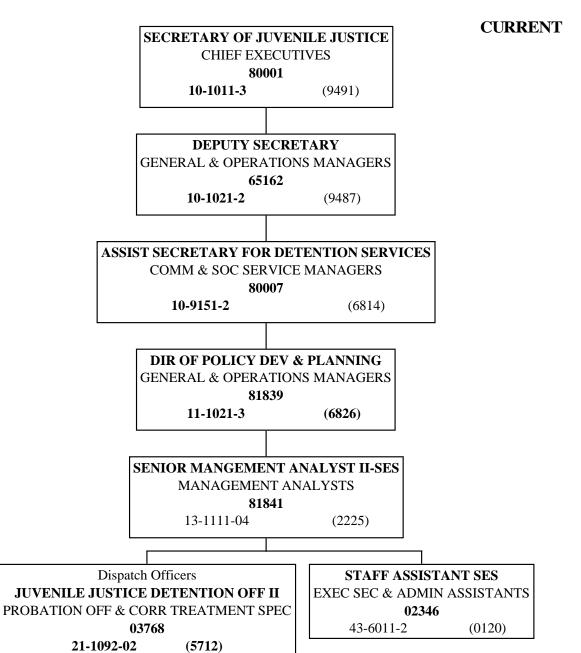
40 - ASST. SECRETARY FOR DETENTION SERVICES

28 - STATEWIDE OFFENDER TRANSPORTATION PROGRAM

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 2/1/07



BOLD - SES PAGE 80-40A

41 - DETENTION SERVICES

10 - REGION (NORTH)

01 - CIRCUIT

2500 -OKALOOSA REGIONAL DETENTION CTR.

00 - ADMIN. SHIFT - 7AM - 3PM

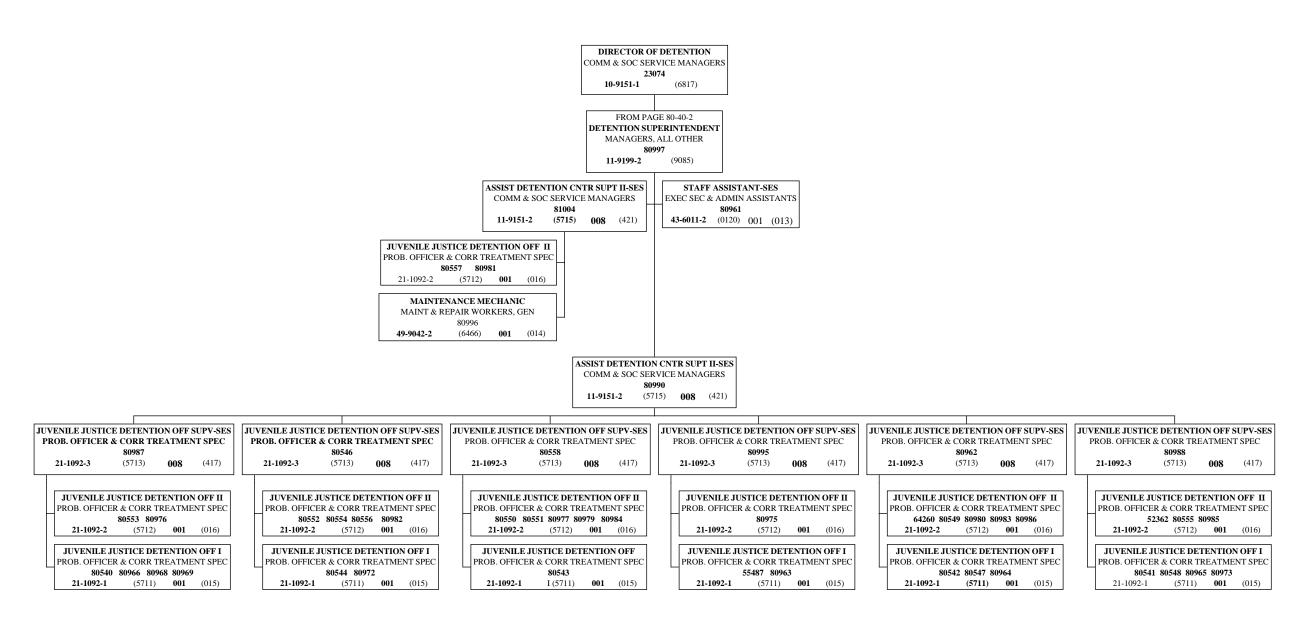
01 - EVENING SHIFT - 3PM - 11PM

02 - NIGHT SHIFT - 11PM - 7AM

03 - ROTATING 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7-1-08



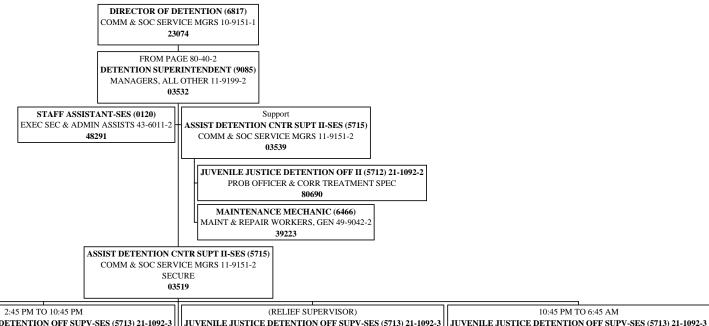
- 41 DETENTION CENTERS
- 10 REGION (NORTH)
- 01 CIRCUIT

2500 - ESCAMBIA REGIONAL DETENTION CTR.

- 00 ADMIN. SHIFT 7AM 3PM
- 01 NIGHT SHIFT- 3PM 11PM
- 02 EVENING SHIFT 11PM 7AM
- 03 ROTATING 01 -TRUST FUND

SUBMITTED: VERIFIED BY: Sara Gamble EFFECTIVE: 7-1-08

CURRENT



PROB OFFICER & CORR TREATMENT SPEC

03536

JUVENILE JUSTICE DETENTION OFF I (5711) 21-1092-1

PROB OFFICER & CORR TREATMENT SPEC

03546 37036 42951

JUVENILE JUSTICE DETENTION OFF II (5712) 21-1092-2

PROB OFFICER & CORR TREATMENT SPEC

80688 80689

6:30AM TO 2:30 PM JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 21-1092-3 JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 21-1092-3 PROB OFFICER & CORR TREATMENT SPEC PROB OFFICER & CORR TREATMENT SPEC 59673 39219 JUVENILE JUSTICE DETENTION OFF I (5711) 21-1092-1 JUVENILE JUSTICE DETENTION OFF I (5711) 21-1092-1 PROB OFFICER & CORR TREATMENT SPEC PROB OFFICER & CORR TREATMENT SPEC 03545 03544 03548 03550 37035 JUVENILE JUSTICE DETENTION OFF II (5712) 21-1092-2 JUVENILE JUSTICE DETENTION OFF II (5712) 21-1092-2 PROB OFFICER & CORR TREATMENT SPEC PROB OFFICER & CORR TREATMENT SPEC 03535 59669 59670 56973 80693 80695 59672 6:45 AM TO 2:45 PM 7:30 AM TO 4:30 PM JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 21-1092-3 JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 21-1092-3 PROB OFFICER & CORR TREATMENT SPEC PROB OFFICER & CORR TREATMENT SPEC JUVENILE JUSTICE DETENTION OFF I (5711) 21-1092-1 JUVENILE JUSTICE DETENTION OFF I (5711) 21-1092-1 PROB OFFICER & CORR TREATMENT SPEC PROB OFFICER & CORR TREATMENT SPEC 03459 80971 JUVENILE JUSTICE DETENTION OFF II (5712) 21-1092-2 JUVENILE JUSTICE DETENTION OFF II (5712) 21-1092-2 PROB OFFICER & CORR TREATMENT SPEC PROB OFFICER & CORR TREATMENT SPEC 39222 56974 80694 80978 81251 81252 03524 56971 80692

JUVENILE JUSTICE DETENTION OFF I (5711) 21-1092-1 PROB OFFICER & CORR TREATMENT SPEC 03542 03543 03547 03549 03551 42950

10:45 PM TO 6:45 AM

PROB OFFICER & CORR TREATMENT SPEC

03534

JUVENILE JUSTICE DETENTION OFF II (5712) 21-1092-2 PROB OFFICER & CORR TREATMENT SPEC 03517 39220 39221 59671 80691 80696

BOLD - SES PAGE N1-2

- 41 DETENTION SERVICES
- 10 RIGION (NORTH)
- 02 CIRCUIT
- 2500 LEON REGIONAL DETENTION CENTER

DIRECTOR OF DETENTION (6817) COMMUNITY & SOCIAL SERVICE MANAGERS 10-9151-1 23074

> FROM PAGE 80-40-2 DETENTION SUPERINTENDENT (9085) MANAGERS, ALL OTHER 11-9199-2 03765

ADMINISTRATIVE SECRETARY-SES (0108) EXEC SEC & ADMIN ASSISTANTS 43-6011-2 80891 GO TO PAGE N2-1A
ASSIST DETENTION CNTR SUPT II-SES (5715)
COMMUNITY & SOCIAL SERVICE MANAGERS 11-9151-2
03770

VERIFIED BY; Sara Gamble

EFFECTIVE: 9-17-08

GO TO PAGE N2-1A
ASSIST DETENTION CNTR SUPT II-SES (5715)
COMMUNITY & SOCIAL SERVICE MANAGERS 11-9151-2
03766

PAGE N2-1

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41 - DETENTION SERVICES

10 - REGION (NORTH)

02 - CIRCUIT

2500 - LEON REGIONAL DETENTION CENTER

00 - ADMIN. SHIFT

01 - SHIFT - I

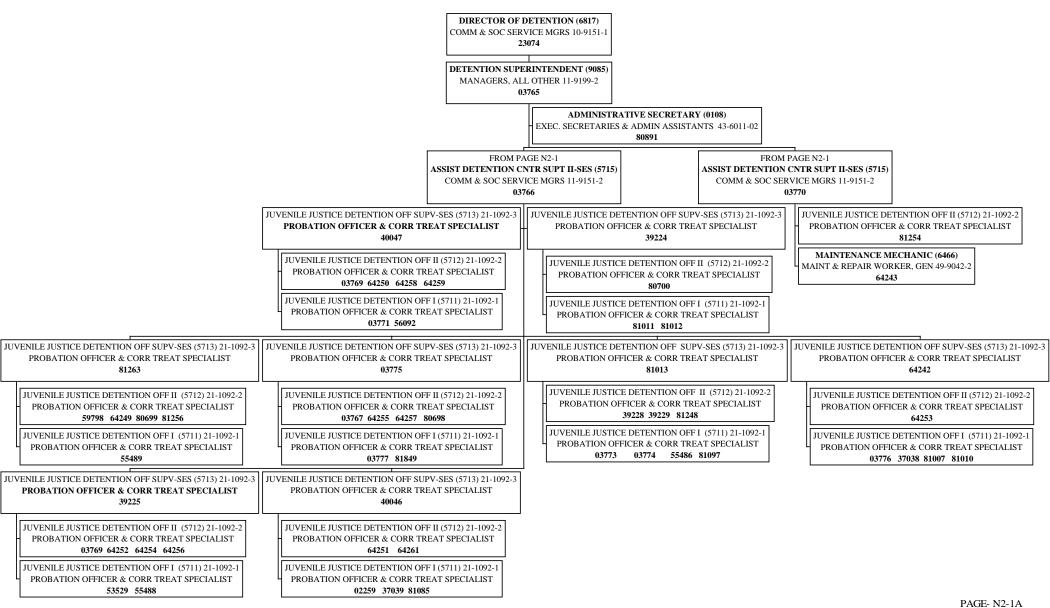
02 - SHIFT - II

03 - ROTATING SHIFT

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8/11/08

CURRENT



BOLD - SES

41 - DETENTION SERVICES

10 - REGION (NORTH)

04 - CIRCUIT

00 - ADMIN. SHIFT - 7AM - 3PM

01 - EVENING SHIFT - 3PM - 11PM

02 - NIGHT SHIFT - 11PM - 7AM 03 - ROTATING 01 - TRUST FUND

2500 - DUVAL REGIONAL DETENTION CTR.

CURRENT

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7-22-08

DIRECTOR OF DETENTION (6817) OMM & SOC SERVICE MANAGERS 10-9151-1 23074

FROM PAGE 80-40-2 DETENTION SUPERINTENDENT (9085) MANAGERS, ALL OTHER 11-9199-2

MAINTENANCE MECHANIC (6466) MAINT & REPAIR WORKERS, GEN 49-9042-2 03839

03837

STAFF ASSISTANT-SES (0120)

EXEC SEC & ADMIN ASSISTS 43-6011-2 03846

ASSIST DETENTION CNTR SUPT II-SES (5715) COMM & SOC SERVICE MANAGERS 11-9151-2 42349

> ASSIST DETENTION CNTR SUPT II-SES (5715) | SENIOR CLERK (OOO4) 43-9061-02 COMM & SOC SERVICE MANAGERS 11-9151-2

OFFICE CLERKS, GENERAL

03784 66829 7 AM TO 3 AM SHIFT 3 PM TO 11 PM SHIFT 3 PM TO 11 PM SHIFT 7 AM TO 3 PM SHIFT JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 29-1092-3 | JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 29-1092-3 || JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 29-1092-3 JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 29-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST 03788 03800 03811 37050 JUVENILE JUSTICE DETENTION OFF II (5712) 29-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 39249 80757 80759 80768 80773 03799 03802 80763 39251 80761 80764 80770 03797 39257 80756 JUVENILE JUSTICE DETENTION OFF I (5711) 29-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 03804 03818 03829 03833 37049 57153 57156 57157 57158 57162 03806 03089 37046 37048 57152 03462 03807 03827 03812 03825 03832 03968 57153 57159 JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 29-1092-3 11 PM TO 7 AM SHIFT 7 AM TO 3 PM SHIFT 3 PM TO 11 PM SHIFT PROBATION OFFICER & CORR TREAT SPECIALIST JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 29-1092-3 JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 29-1092-3 JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 29-1092-3 64247 PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST 03813 03791 03821 JUVENILE JUSTICE DETENTION OFF II (5712) 29-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 81255 80758 80765 03780 39244 39252 47015 03760 03801 39250 80766 39248 80769 80771 80772 JUVENILE JUSTICE DETENTION OFF I (5711) 29-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST

03810 03824 03834 37047 57151 87163

37053 04289 56285 56298 58675

03808 03816 03819 57154 57155

03815 03817 04015 37044 56290 56293

TRANSPORTATION JUVENILE JUSTICE DETENTION OFF II (5712)29-1092-2 PROBATION OFFICER & CORR 39248

JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 29-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST 03789

> JUVENILE JUSTICE DETENTION OFF II (5712) 29-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 03798 60058 80762 80767

> JUVENILE JUSTICE DETENTION OFF I (5711) 29-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 37045 37052 56288

41 - DETENTION SERVICES

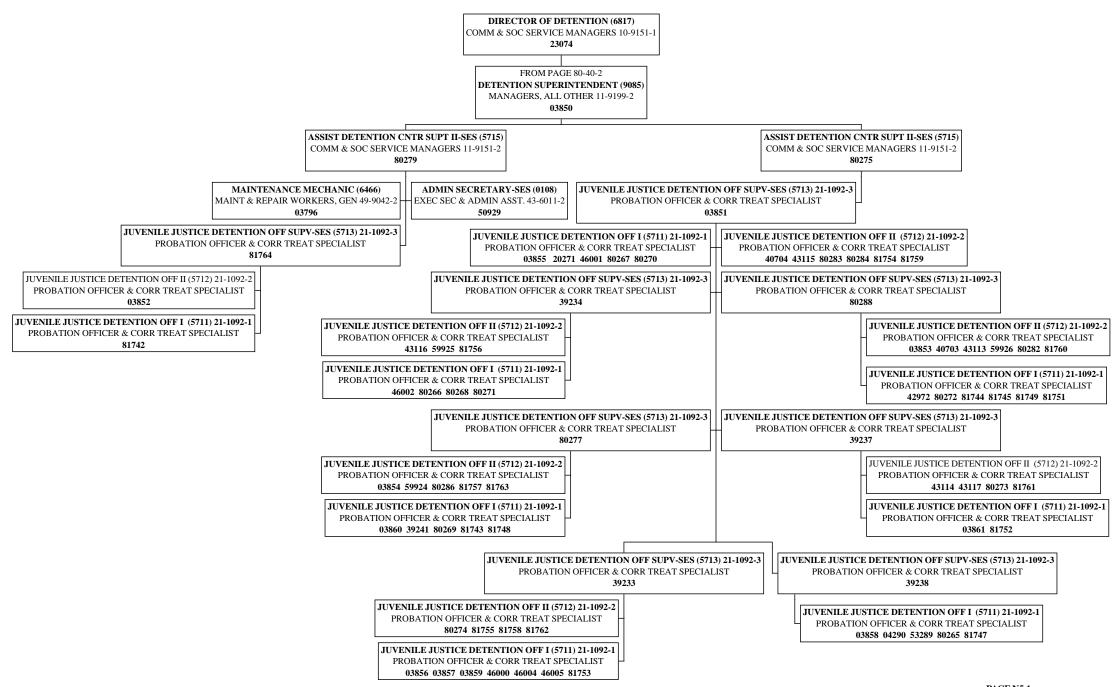
10 - REGION (NORTH)

05 - CIRCUIT

2500 - MARION REGIONAL DET. CENTER

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7-1-08



41 - DETENTION SERVICES

10 - REGION (NORTH)

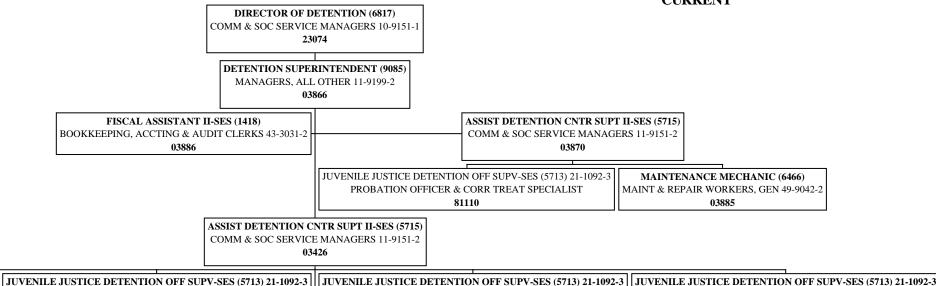
07 - CIRCUIT

2500 - VOLUSIA CO REGION DETENTION CTR

Chart Title SUBMITTED:

> VERIFIED BY: Sara Gamble EFFECTIVE: 7-1-08

CURRENT



JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 21-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST 03878

PROBATION OFFICER & CORR TREAT SPECIALIST 03879

PROBATION OFFICER & CORR TREAT SPECIALIST 39243

PROBATION OFFICER & CORR TREAT SPECIALIST 39247

JUVENILE JUSTICE DETENTION OFF II (5712) 21-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 03803 39245 39246 40513 81102 81103 81105 81109

JUVENILE JUSTICE DETENTION OFF II (5712) 21-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 03967 04008 47027 60080 80728 80731 81108

JUVENILE JUSTICE DETENTION OFF II (5712) 21-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 03826 03867 80732 80732 80736 80737

JUVENILE JUSTICE DETENTION OFF II (5712) 21-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 03814 6007980727 80730 81107

JUVENILE JUSTICE DETENTION OFF I (5711) 21-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 03830 42359 56094 81080 81089 81091 81094 81096

JUVENILE JUSTICE DETENTION OFF I (5711) 21-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 03822 03828 03874 03876 81083 81090

JUVENILE JUSTICE DETENTION OFF I (5711) 21-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 56093 81086 81087 81093 81095 81099

JUVENILE JUSTICE DETENTION OFF I (5711) 21-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 37043 53504 81081 81082 81088 81100

JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 21-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST 80738

JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 21-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST 80739

PROBATION OFFICER & CORR TREAT SPECIALIST 81111

JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 21-1092-3 JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) 21-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST 39242

JUVENILE JUSTICE DETENTION OFF II (5712) 21-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 39253 39255 80733 80735

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JUVENILE JUSTICE DETENTION OFF I (5711) 21-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 03873 52093 81084 81098

41 - DETENTION SERVICES

10 - REGION (NORTH)

07 - CIRCUIT

2510 - ST. JOHN REGIONAL DETENTION CTR.

00 - ADMIN. SHIFT - 7 AM - 3 PM

01 - EVENING SHIFT - 3 PM - 11 PM

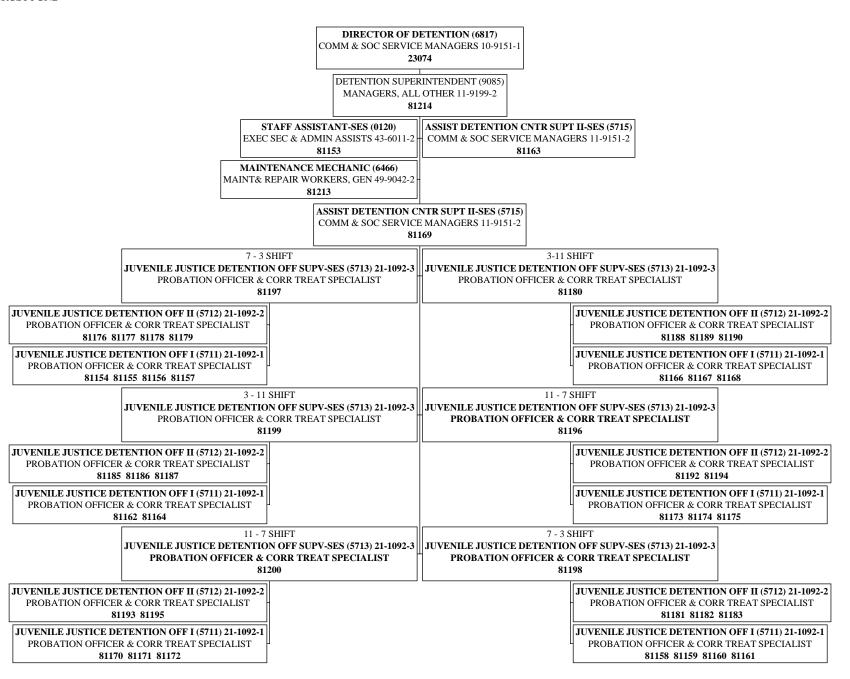
02 - NIGHT SHIFT - 11 PM - 7 AM 01 -TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 7-1-08

CURRENT



BOLD - SES

80 - DEPARTMENT OF JUVENILE JUSTICE 41 - DETENTION SERVICES

10 - REGION (NORTH) 08 - CIRCUIT

2500 - ALACHUA REGIONAL DETENTION CTR.

SUBMITTED:

80403

JUVENILE JUSTICE DETENTION II (5712) 21-1092-2

PROBATION OFFICER & CORR TREAT SPECIALIST

03762 59989 80400 80401

JUVENILE JUSTICE DETENTION I (5711) 21-1092-1

PROBATION OFFICER & CORR TREAT SPECIALIST

03756 47382 47383 80390

VERIFIED BY: Sara Gamble EFFECTIVE: 7-1-08



DETENTION SUPERINTENDENT (9085) MANAGERS, ALL OTHER 11-9199-2 03747 ADMIN SECRETARY-SES (0108) EXEC SEC & ADMIN ASSISTS 43-6011-2 32598

ASSIST DETENTION CNTR SUPT II-SES (5715) COMM & SOC SERVICE MANAGERS 11-9151-2

ASSIST DETENTION CNTR SUPT II-SES (5715) COMM & SOC SERVICE MANAGERS 11-9151-2 39236

MAINTENANCE MECHANIC (6466) MAINT & REPAIR WORKERS, GEN 49-9042-2 80388 47391

JUVENILE JUSTICE DETENTION SUPV-SES (5713) 21-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST 47372

JUVENILE JUSTICE DETENTION II (5712) 21-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 47361

JUVENILE JUSTICE DETENTION I (5711) 21-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 03759 47370 47378 47386 80392

JUVENILE JUSTICE DETENTION SUPV-SES (5713) 21-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST 03748

JUVENILE JUSTICE DETENTION II (5712) 21-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 03751 47363

JUVENILE JUSTICE DETENTION I (5711) 21-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 03758, 20183 .50 FTE, 47373 47381

JUVENILE JUSTICE DETENTION SUPV-SES (5713) 21-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST

JUVENILE JUSTICE DETENTION II (5712) 21-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 03750 03761 47369 JUVENILE JUSTICE DETENTION I (5711) 21-1092-1

PROBATION OFFICER & CORR TREAT SPECIALIST 03422 47362 47381 80394 80396

JUVENILE JUSTICE DETENTION SUPV-SES (5713) 21-1092-3 JUVENILE JUSTICE DETENTION SUPV-SES (5713) 21-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST

JUVENILE JUSTICE DETENTION II (5712) 21-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 47367 47368 80397 80399

JUVENILE JUSTICE DETENTION I (5711) 21-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 03753 47371 47377 80387 80389

JUVENILE JUSTICE DETENTION SUPV-SES (5713) 21-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST

JUVENILE JUSTICE DETENTION II (5712) 21-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 47364 47366

JUVENILE JUSTICE DETENTION I (5711) 21-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 03752 03754 03755 40705 47384 80391 80393

JUVENILE JUSTICE DETENTION SUPV-SES (5713) 21-1092-3 PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST 39240

> JUVENILE JUSTICE DETENTION II (5712) 21-1092-2 PROBATION OFFICER & CORR TREAT SPECIALIST 47365 80381 80395 80398

> JUVENILE JUSTICE DETENTION I (5711) 21-1092-1 PROBATION OFFICER & CORR TREAT SPECIALIST 47375 47379 47385 56583 80386

BOLD - SES PAGE N8-1

41 - DETENTION SERVICES

10 - REGION (NORTH)

14 - CIRCUIT

2500 - BAY REGIONAL DETENTION CENTER

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 7-22-08

CURRENT



COMM & SOC SERVICE MANAGERS 10-9151-1 23074

DETENTION SUPERINTENDENT (9085)

MANAGERS, ALL OTHER 11-9199-2 03555

ADMIN SECRETARY (0108)

EXECUTIVE SEC & ADMIN ASSISTANTS 43-6011-2 19876

ASSIST DETENTION CNTR SUPT II-SES (5715)

COMM & SOC SERVICE MANAGERS 11-9151-2 80377

MAINTENANCE MECHANIC (6466)

MAINTENANCE & REPAIR WORKERS, GENERAL 49-9042-02 03731

GO TO PAGE N14-1A

ASSIST DETENTION CNTR SUPT II-SES (5715)

COMM & SOC SERVICE MANAGERS 11-9151-2

03520

BOLD - SES PAGE N-14-1

03565

52353 52366 80376 80385

03560 03562 80371

41 - DETENTION SERVICES

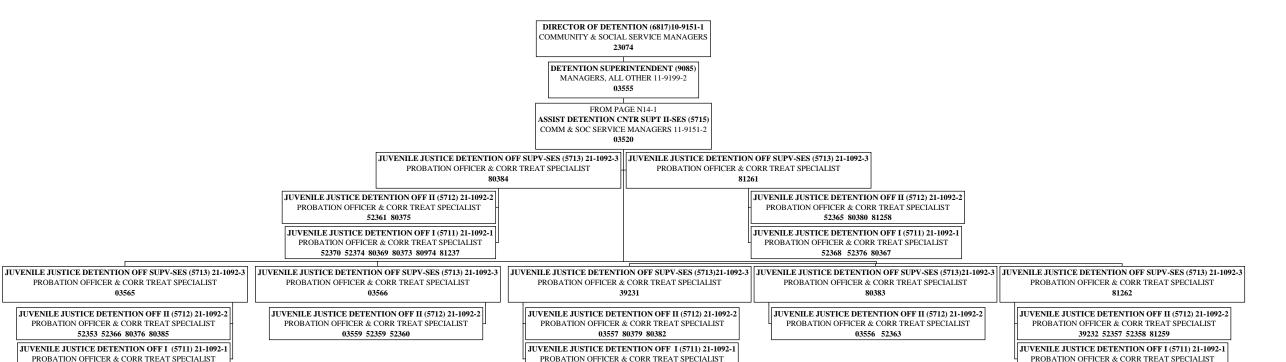
10 - REGION (NORTH)

14 - CIRCUIT 2500 - BAY REGION DETENTION CENTER SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7-1-08

81238

CURRENT



BOLD -SES PAGE N14-1A

47374 52375

40 - DETENTION SERVICES

20 - REGION (CENTRAL) **OGANIZATION CHARTS**

TABLE OF CONTENTS

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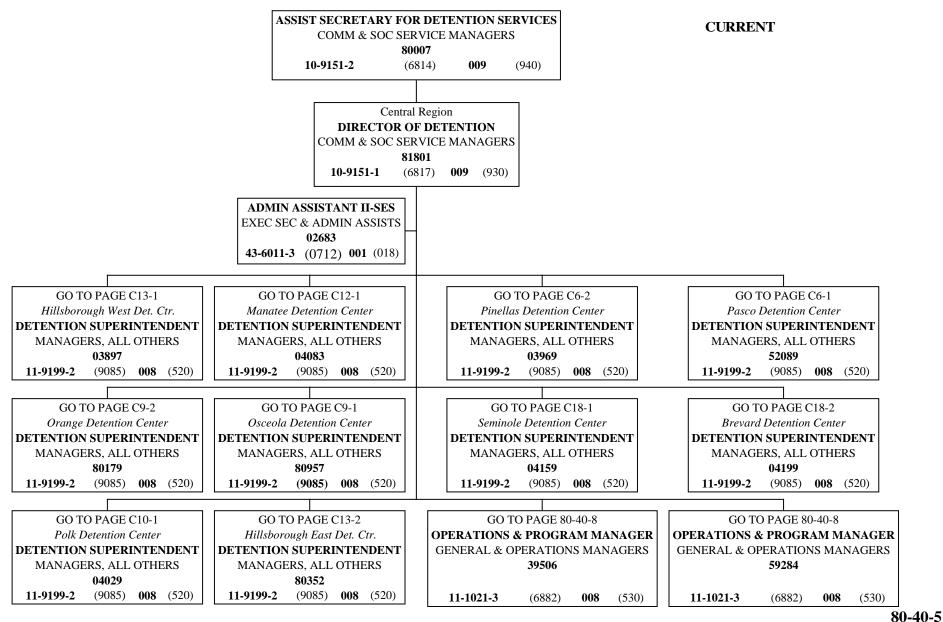
EFFECTIVE: 1-3-07

DIRECTOR OF DETENTION CENTRAL EAST AND WEST CENTRAL	80-40-5
DETENTION - CENTRAL	80-40-8, 80-40-8A
CIRC06 PASCO REGIONAL DETENTION CENTER	C6-1
PINELLAS REGIONAL DETENTION CENTER	C6-2
CIRC09 OSCEOLA REGIONAL DETENTION CENTER	C9-1
ORANGE REGIONAL DETENTION CENTER	C9-2
CIRC10 POLK REGIONAL DETENTION CENTER	C10-1
CIRC12 MANATEE REGIONAL DETENTION CENTER	C12-1
CIRC13 WEST HILLSBOROUGH REGIONAL DETENTION CENTER	C13-1
EAST HILLSBOROUGH REGIONAL DETENTION CENTER	C13-2
CIRC18 SEMINOLE REGIONAL DETENTION CENTER	C18-1
BREVARD REGIONAL DETENTION CENTER	C18-2

41 - DIRECTOR OF DETENTION SERVICES (CENTRAL)

0021- REGION (EAST CENTRAL)

0022- REGION (WEST CENTRAL)



VERIFIED BY: Sara Gamble

8-7-08

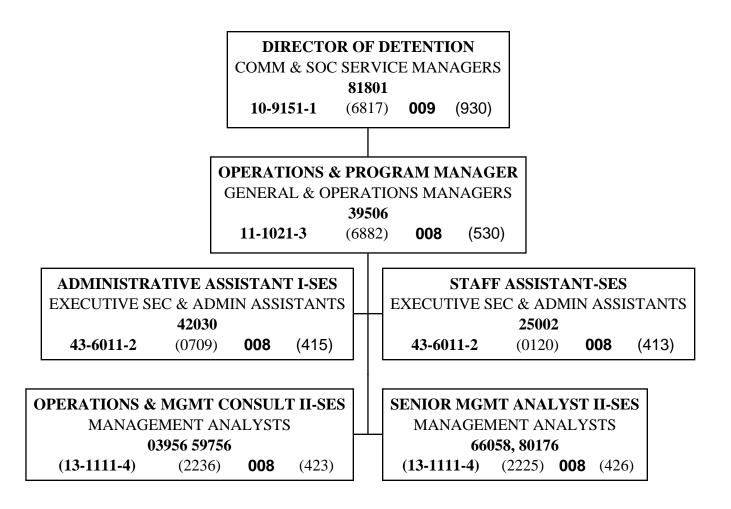
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SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 9-11-08

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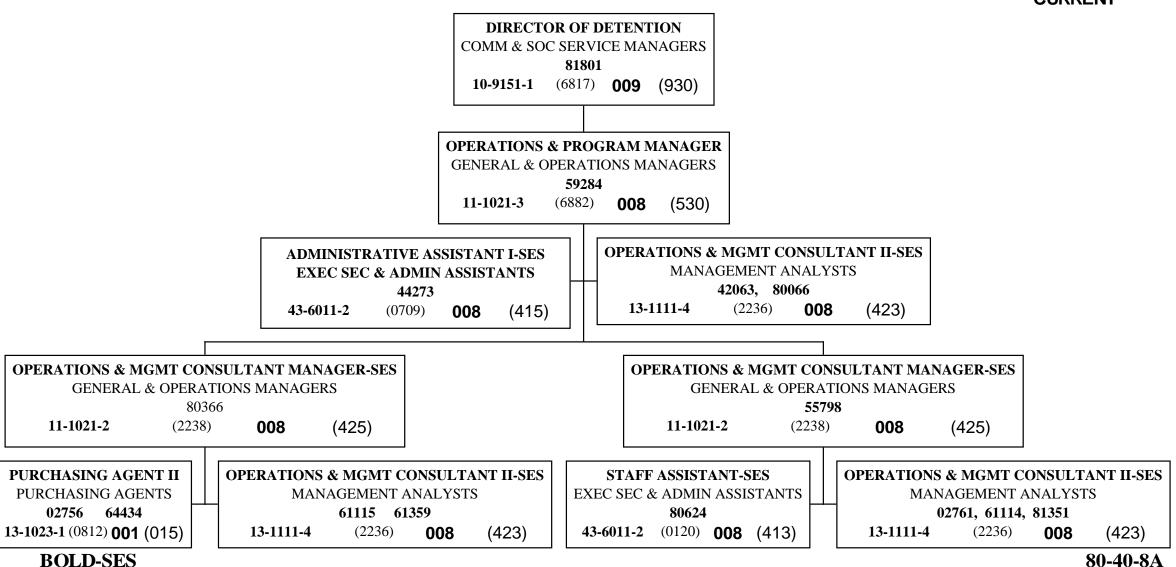


BOLD-SES 80-40-8

CENTRAL REGION

S UBMITTED:

VERIFIED BY: Sara



- 41 DETENTIONS SERVICES
- 20 REGION (CENTRAL)
- 06 CIRCUIT
- 2500 PASCO REGIONAL DETENTION CENTER
 - 00 ADMIN. SHIFT
 - 01 EVENING SHIFT
 - 02 NIGHT SHIFT
 - 03 ROTATING SHIFT 01 TRUST FUND

CURRENT

VERIFIED BY: Sara Gamble

EFFECTIVE: 7-1-08

DIRECTOR OF DETENTION COMM & SOC SERVICE MANAGERS 10-9151-1 (6817) 009 (930) DETENTION SUPERINTENDENT MANAGERS, ALL OTHERS 52089 11-9199-2 008 (520) (9085) STAFF ASSISTANT MAINTENANCE MECHANIC MAINT & REPAIR WORKERS, GEN EXEC SEC & ADMIN ASSISTS 81029 43-6011-2 (0120)001 (013) 49-9042-2 (6466) 001 (014) FISCAL ASSISTANT I BOOKKEEPING, ACCTING & AUDIT CLERKS 43-3031-2 (1415) 001 (012) ASSIST DETENTION CNTR SUPT II-SES ASSIST DETENTION CNTR SUPT II-SES COMM & SOC SERVICE MGRS COMM & SOC SERVICE MGRS 11-9151-2 (5715) (421) 11-9151-2 (5715) JUVENILE JUSTICE DETENTION OFF SUPV-SES JUVENILE JUSTICE DETENTION OFF SUPV-SES JUVENILE JUSTICE DETENTION OFF SUPV-SES PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-3 (5713) 008 (417) 21-1092-3 (5713) 008 (417) 21-1092-3 (5713) 008 (417) JUVENILE JUSTICE DETENTION OFF II JUVENILE JUSTICE DETENTION OFF II JUVENILE JUSTICE DETENTION OFF II ROBATION OFFICER & CORR TREAT SPECIALIST ROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST 52077 52084 59968 52075 52076 52083 80706 81033 (5712) 001 (016) (5712) **001** (016) 21-1092-2 21-1092-2 (5712) 21-1092-2 JUVENILE JUSTICE DETENTION OFF I JUVENILE JUSTICE DETENTION OFF I JUVENILE JUSTICE DETENTION OFF I ROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST 81019 81026 03996 03997 81015 81021 52069 52071 81016 81022 81023 81024 81025 81027 (5711) 21-1092-1 (5711) 21-1092-1 (5711) 001 JUVENILE JUSTICE DETENTION OFF SUPV-SES JUVENILE JUSTICE DETENTION OFF SUPV-SES PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST 52103 52102 21-1092-3 008 (417) (5713) 008 (417) 21-1092-3 (5713) JUVENILE JUSTICE DETENTION OFF II JUVENILE JUSTICE DETENTION OFF II PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST 52074 80707 81031 52080 52081 80708 81034 81036 (5712) 001 (5712) **001** (016) JUVENILE JUSTICE DETENTION OFF I JUVENILE JUSTICE DETENTION OFF I PROBATION OFFICER & CORR TREAT SPECIALIST PROBATION OFFICER & CORR TREAT SPECIALIST 52066 52068 81017 81028 03984 81020 21-1092-1 (5711) 001 21-1092-1 001 JUVENILE JUSTICE DETENTION OFF SUPV-SES PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-3 (5713) 008 (417) JUVENILE JUSTICE DETENTION OFF II PROBATION OFFICER & CORR TREAT SPECIALIST 52078 52082 81030 81032 81035 21-1092-2 JUVENILE JUSTICE DETENTION OFF 1 PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-1 (5711) 001 (015)

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41 - DETENTION SERVICES

20 - REGION (CENTRAL)

06 - CIRCUIT

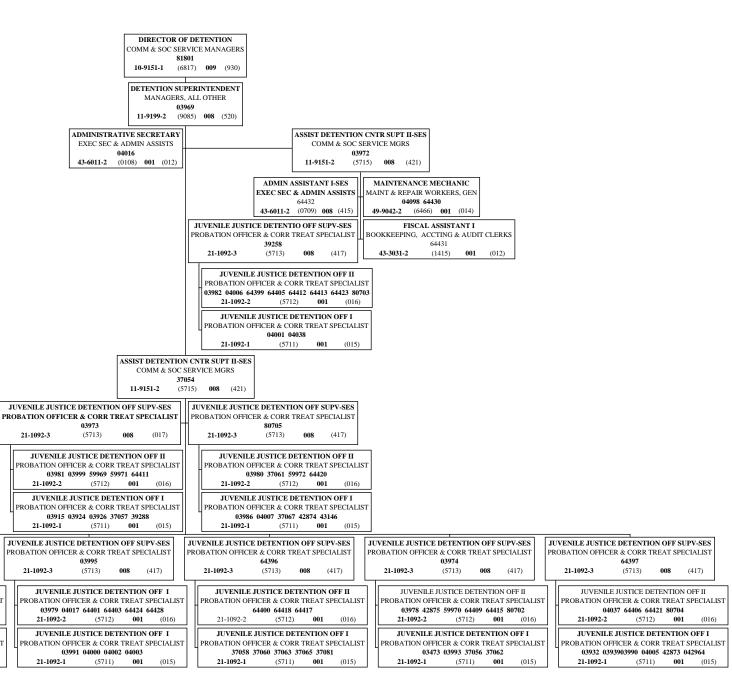
2510 - PINELLAS REGIONAL DETENTION CTR.

00 - ADMIN SHIFT

01 - SHIFT I

02 - SHIFT II 03 - ROTATING SHIFT VERIFIED BY: Sara Gamble EFFECTIVE: 7/1/08

CURRENT



JUVENILE JUSTICE DETENTION OFF SUPV-SES

PROBATION OFFICER & CORR TREAT SPECIALIST

03976

(5713)

JUVENILE JUSTICE DETENTION OFF II

PROBATION OFFICER & CORR TREAT SPECIALIST

(5712)

(5711) **001**

64414 64419 64422 64426 64427

JUVENILE JUSTICE DETENTION OFF I

PROBATION OFFICER & CORR TREAT SPECIALIST

03987 03992 03994 37055

008 (417)

21-1092-3

21-1092-2

21-1092-1

JUVENILE JUSTICE DETENTION OFF SUPV-SES

PROBATION OFFICER & CORR TREAT SPECIALIST

03975

(5713)

JUVENILE JUSTICE DETENTION OFF II

PROBATION OFFICER & CORR TREAT SPECIALIST

(5712)

JUVENILE JUSTICE DETENTION OFF I

(5711) **001**

PROBATION OFFICER & CORR TREAT SPECIALIST

37059 37066 37088 04004

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008

(417)

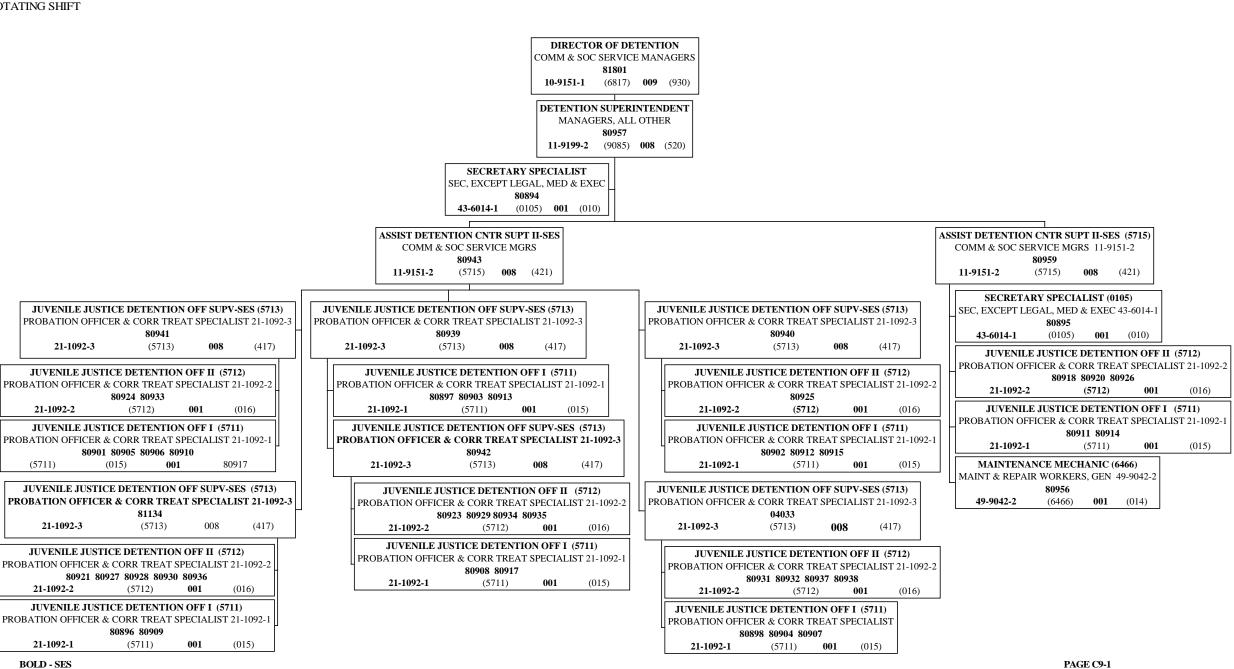
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21-1092-3

21-1092-2

21-1092-1

- 80 DEPARTMENT OF JUVENILE JUSTICE
- 41 DETENTION SERVICES
- 20 REGION (CENTRAL)
- 09 CIRCUIT
- 2510 OSCEOLA REGIONAL DETENTION CTR.
- 00 ADMIN. SHIFT
- 01 SHIFT I
- 02 SHIFT II
- 03 ROTATING SHIFT



SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8-7-08

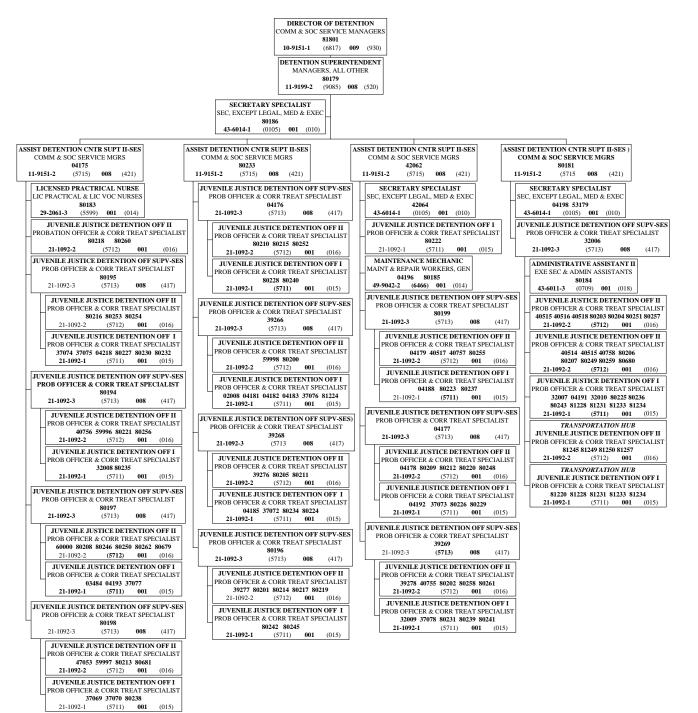
41 - DETENTION SERVICES

20 - REGION (CENTRAL)

00 - CIRCUIT

2500 - ORANGE REGIONAL DETENTION CTR. 804120002800 - TRANSPORTATION HUB SUBMITTED: VERIFIED BY: Sara Gamble EFFECTIVE: 8-7-08

CURRENT



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10 - CIRCUIT

2500 - POLK REGIONAL DETENTION CENTER

SUBMITTED: VERIFIED BY: Sara Gamble EFFECTIVE: 8-7-08

	COMM & SOC SI 8 10-9151-1 (
	COMM & SOC 37	N CNTR SUPT II-SES SERVICE MGRS 7085 5715) 008 (421)	COMM & SOC	N CNTR SUPT II-SES SERVICE MGRS 057 715) 008 (421)
UVENILE JUSTICE DENENTION OFFICER SUPV-SES PROBATION OFFICER & CORR TREAT SPECIALIST 04036 21-1092-3 (5713) 008 (417)	JUVENILE JUSTICE DENENTION OFFICER SUPV-SES PROBATION OFFICER & CORR TREAT SPECIALIST 80750 21-1092-3 (5713) 008 (417)		JUVENILE JUSTICE DENENTION OFFICER SUPV-SES PROBATION OFFICER & CORR TREAT SPECIALIST 80441 21-1092-3 (5713) 008 (417)	LICENSED PRACTRICAL NURSE LIC PRACTICAL & LIC VOC NURSES 80442 29-2061-3 (5599) 001 (014)
JUVENILE JUSTICE DENENTION OFFICER II PROBATION OFFICER & CORR TREAT SPECIALIST 39291 40602 80742 81133 21-1092-2 (5712) 001 (016) JUVENILE JUSTICE DENENTION OFFICER I PROBATION OFFICER & CORR TREAT SPECIALIST 04120 80427 80429 80899 80900 81118 21-1092-1 (5711) 001 (015)	JUVENILE JUSTICE DENENTION OFFICER II PROBATION OFFICER & CORR TREAT SPECIALIST 04059 80434 80437 21-1092-2 (5712) 001 (016) JUVENILE JUSTICE DENENTION OFFICER I PROBATION OFFICER & CORR TREAT SPECIALIST 03971 04050 04055 53456 81113 81125 21-1092-1 (5711) 001 (015)	JUVENILE JUSTICE DENENTION OFFICER II PROBATION OFFICER & CORR TREAT SPECIALIST 59877 59880 80741 80745 21-1092-2 (5712) 001 (016) JUVENILE JUSTICE DENENTION OFFICER I PROBATION OFFICER & CORR TREAT SPECIALIST 37084 80431 81114 81123 81127 81128 21-1092-1 (5711) 001 (015)	JUVENILE JUSTICE DENENTION OFFICER II PROBATION OFFICER & CORR TREAT SPECIALIST 39292 40604 59878 80436 80438 80439 21-1092-2 (5712) 001 (016) JUVENILE JUSTICE DENENTION OFFICER I PROBATION OFFICER & CORR TREAT SPECIALIST 80430 81119 81120 21-1092-1 (5711) 001 (015)	ADMINISTRATIVE ASSISTANT II EXE SEC & ADMIN ASSISTS 80440 43-6011-3 (0712) 001 (018) SECRETARY SPECIALST (0105) SECRETARIES, EXCPT LEGAL, MEDICAL & EXEC 42056 43-6041-01 (0105) 001 (010) JUVENILE JUSTICE DENENTION OFFICER SUPV-SES
UVENILE JUSTICE DENENTION OFFICER SUPV-SES PROBATION OFFICER & CORR TREAT SPECIALIST 80749 21-1092-3 (5713) 008 (417)	JUVENILE JUSTICE DENENTION OFFICER SUPV-SES PROBATION OFFICER & CORR TREAT SPECIALIST 04035 21-1092-3 (5713) 008 (417)			PROBATION OFFICER & CORR TREAT SPECIALIST 40605 21-1092-3 (5713)
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22202	21-1092-1 (5711) 001 (015)	I		PROBATION OFFICER & CORR TREAT SPECIALIST 04053 21-1092-3 (5713) 008 (417)
				MAINTENANCE MECHANIC MAINT & REPAIR WORKERS, GEN 39293 49-9042-2 (6466) 001 (014) JUVENILE JUSTICE DENTENTION OFFICER II PROBATION OFFICER & CORR TREAT SPECIALIST 04042 04047 59882 80432 80435 80743 80746 21-1092-2 (5712) 001 (016)

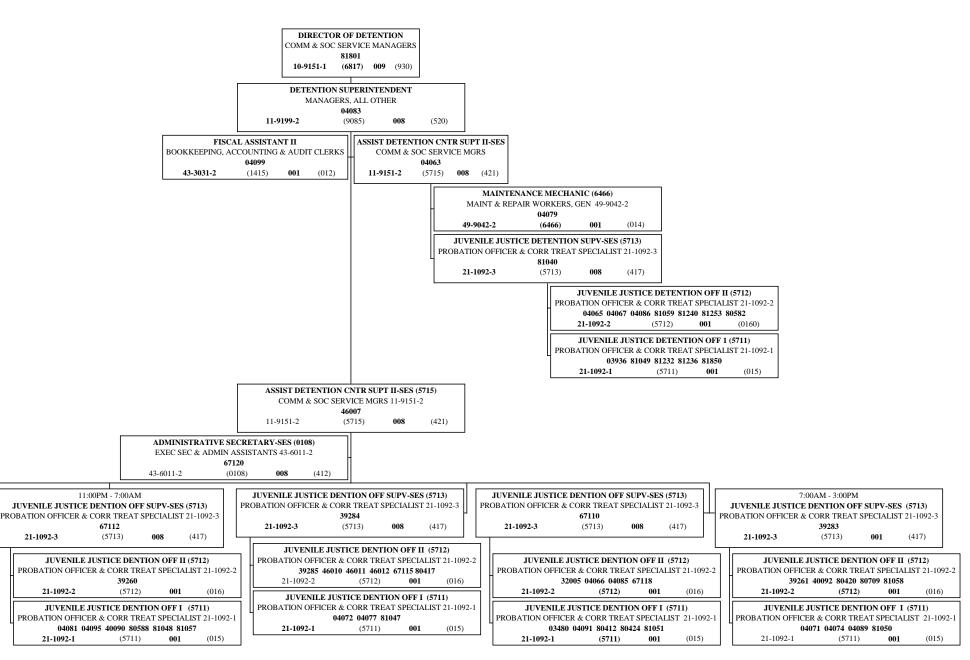
- 41 DIVISION OF DETENTION SERVICES
- 20 REGION (CENTRAL)
- 12 CIRCUIT

2500 - MANATEE REGIONAL DETENTION CTR

- 00 ADMIN SHIFT
- 01 EVENING SHIFT
- 02 NIGHT SHIFT
- 03 ROTATING 01 TRUST FUND

VERIFIED BY: Sara Gamble EFFECTIVE: 8-7-08

CURRENT



JUVENILE JUSTICE DENTION OFF SUPV-SES (5713)

PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-3

(5713)

JUVENILE JUSTICE DENTION OFF II (5712)

PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-2 04039 67114 67116 67117 67119 81062

(5712)

JUVENILE JUSTICE DENTION OFF 1 (5711)

PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-1

04068 04069 67121 67122 80405 81046

(5711)

008

001

(417)

21-1092-3

21-1092-2

21-1092-1

21-1092-3

21-1092-2

21-1092-1

20 - REGION (CENTRAL)

13 - CIRCUIT

2500 - WEST HILLSBOROUGH REGIONAL DETENTION CTR

00 - ADMIN SHIFT

01 - EVENING SHIFT

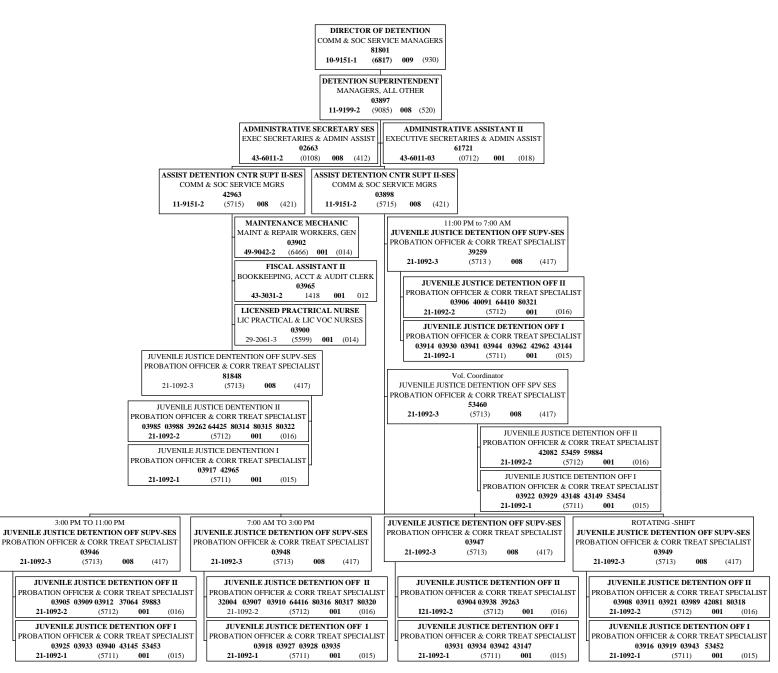
02 - NIGHT SHIFT

03 - ROTATING 01 - TRUST FUND

CURRENT

VERIFIED BY: Sara Gamble

EFFECTIVE: 7-1-08



3:00 PM TO 11:00 PM

03946

(5712)

(5711)

21-1092-3

21-1092-2

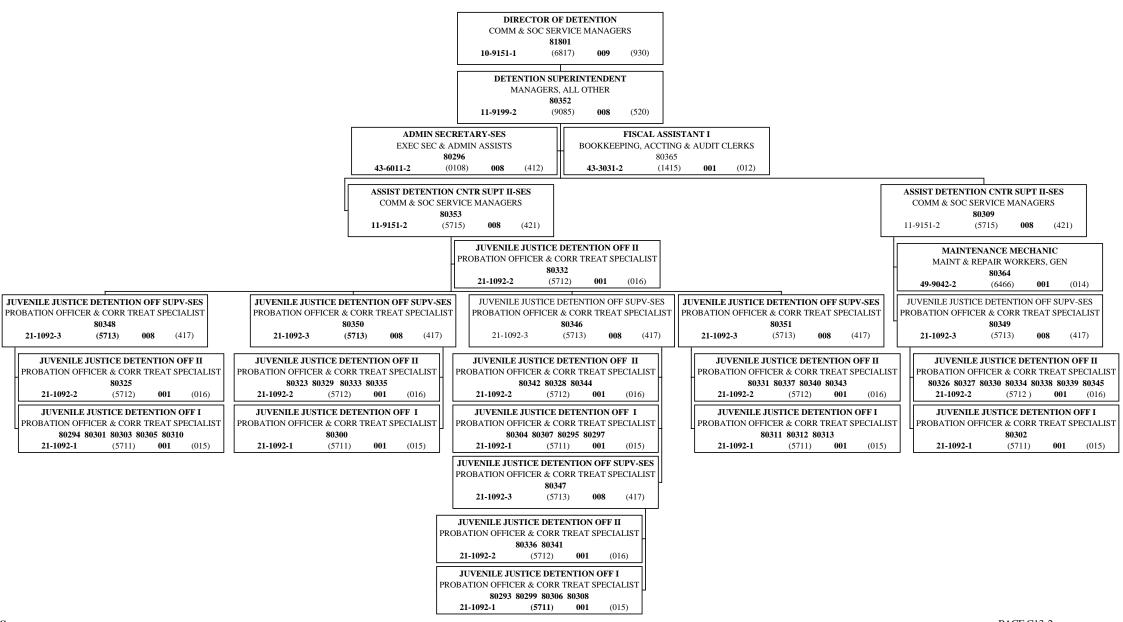
21-1092-1

- 80 DEPARTMENT OF JUVENILE JUSTICE
- 41 DETENTION SERVICES
- 20 REGION (CENTRAL)
- 13 CIRCUIT
- 2510 EAST HILLSBOROUGH REGIONAL DETENTION CTR.
- 00 ADMIN SHIFT
- 01 EVENING SHIFT
- 02 NIGHT SHIFT
- 03 ROTATING 01- TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 8-7-08

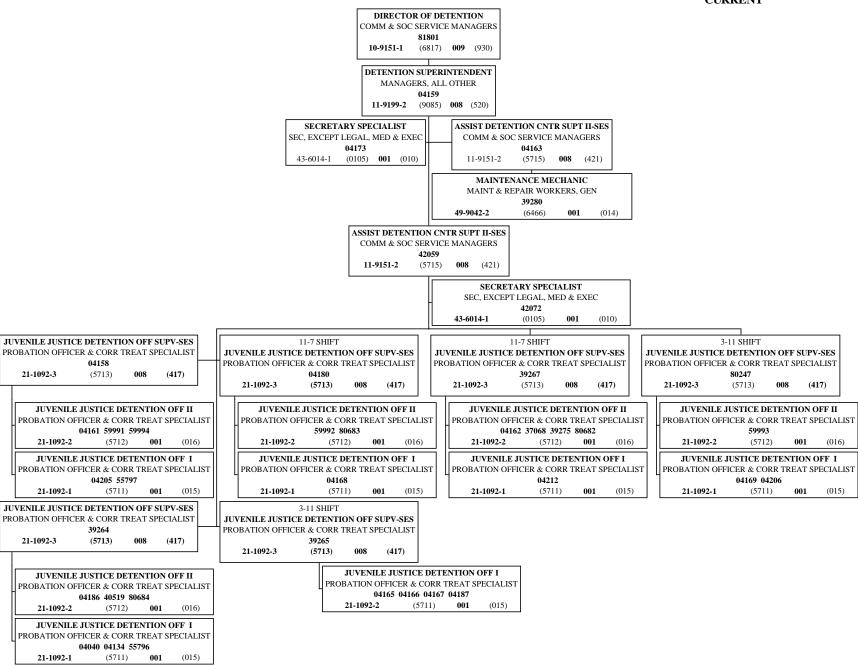


- 41 DETENTION SERVICES
- 20 REGION (CENTRAL)
- 18 CIRCUIT

2510 - SEMINOLE REGIONAL DETENTION CTR.

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7-1-08



41 - DETENTION SERVICES

20 - REGION (CENTRAL)

18 - CIRCUIT

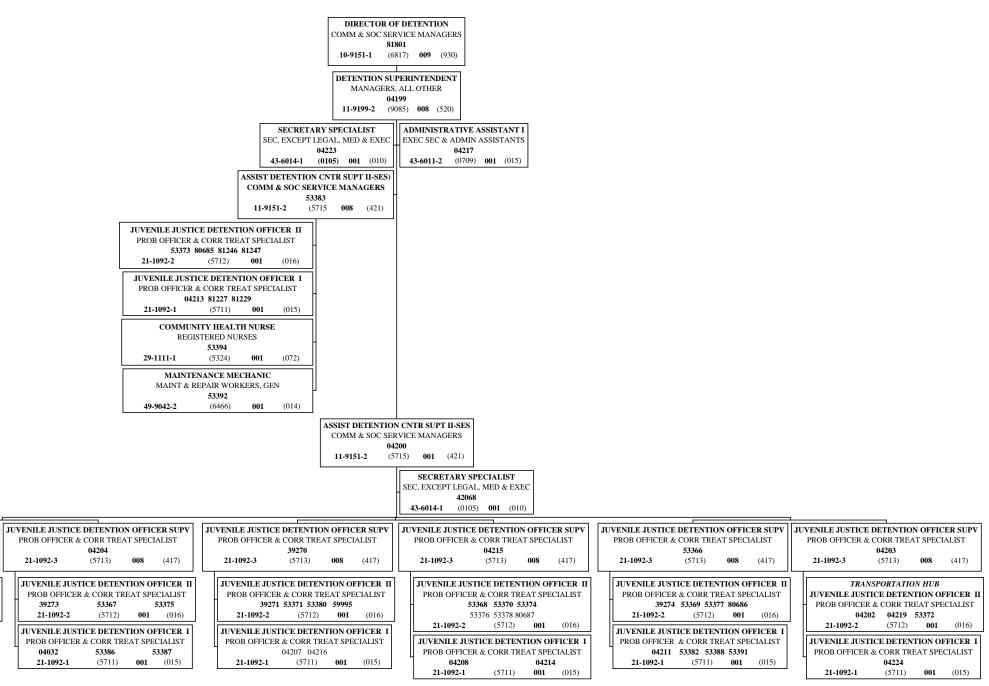
2510 - BREVARD REGIONAL DETENTION CTR.

804120002800 - TRANSPORTATION HUB

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7-1-08

CURRENT



21-1092-3

21-1092-2

21-1092-1

JUVENILE JUSTICE DETENTION OFFICER SUPV

PROB OFFICER & CORR TREAT SPECIALIST

04201

(5713)

JUVENILE JUSTICE DETENTION OFFICER II

PROB OFFICER & CORR TREAT SPECIALIST

39272 53379 53381

JUVENILE JUSTICE DETENTION OFFICER I

PROB OFFICER & CORR TREAT SPECIALIST

(5711)

008 (417)

001 (015)

(5712) **001** (016)

21-1092-3

39273

04032

21-1092-1

21-1092-2

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VERIFIED BY: Sara Gamble

EFFECTIVE:

80 - DEPARTMENT OF JUVENILE JUSTICE

40 - DETENTION SERVICES

30 - REGION (SOUTH) ORGANIZATION CHARTS

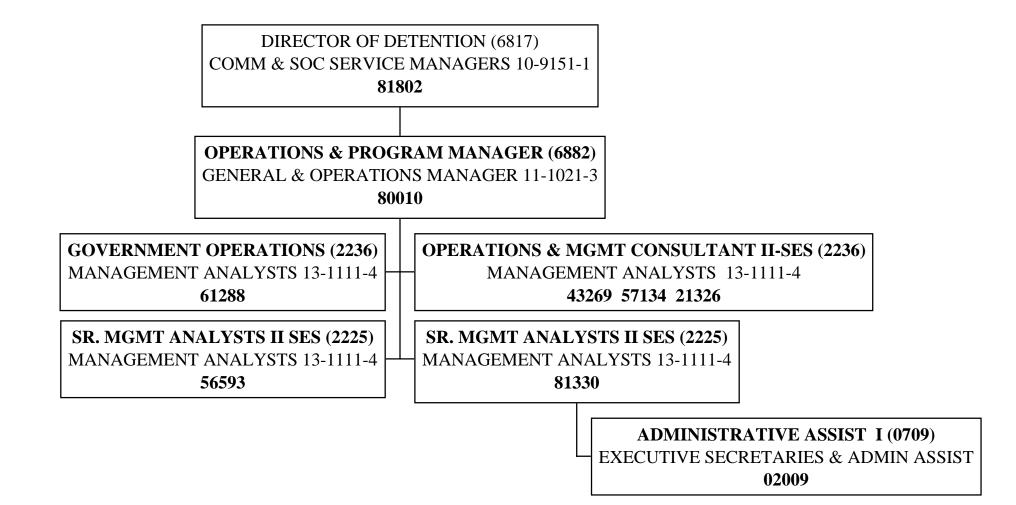
> **DIRECTOR OF DETENTION SOUTH** 80-40-9 **SOUTH REGION** 80-40-10, 40-11 DETENTION SERVICES SOUTHWEST AND SOUTHEAST 80-40-12 CIRCUIT 11 DADE REGIONAL DETENTION CENTER S11-1 & S11-1A, S11-1B WEST DADE REGIONAL DETENTION CENTER S11-2 S15-1 & S15-1A CIRCUIT 15 PALM BEACH REGIONAL DETENTION CENTER CIRCUIT 16 MONROE REGIONAL DETENTION CENTER S16 CIRCUIT 17 BROWARD REGIONAL DETENTION CENTER S17-1 & S 17-1A CIRUCIT 19 ST. LUCIE REGIONAL DETENTION CENTER S19-1 CIRCUIT 20 SOUTHWEST REGIONAL DETENTION CENTER S20-1 CIRCUIT 20 COLLIER REGIONAL DETENTION CENTER S20-2

41 - DETENTION SERVICES

30 - REGION (SOUTH)

SUBMITTED:

VE RIFIED BY: Sara Gamble EFFECTIVE 9-11-08

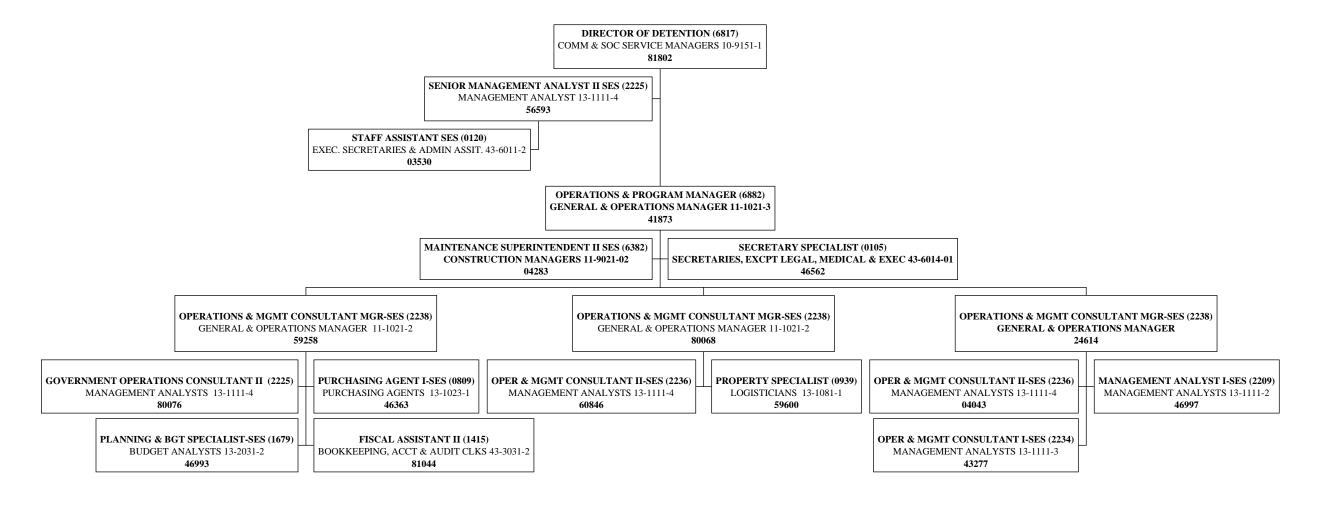


41 - DETENTION SERVICES

30 - REGION (SOUTH)

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 3/15/07



40 - DETENTION SERVICES

30 - REGION (SOUTH)

0021 - EAST

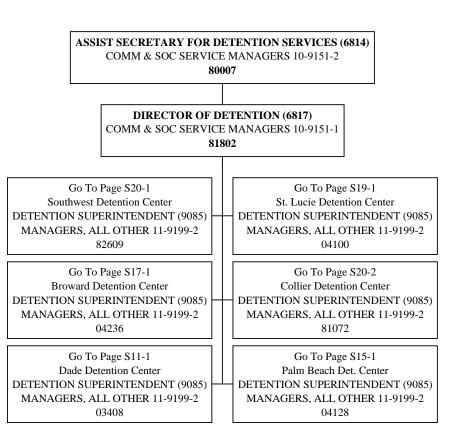
0022 - WEST

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE 2/27/07

CURRENT



BOLD - SES 80-40-12

41 - DETENTION SERVICES

BOLD - SES

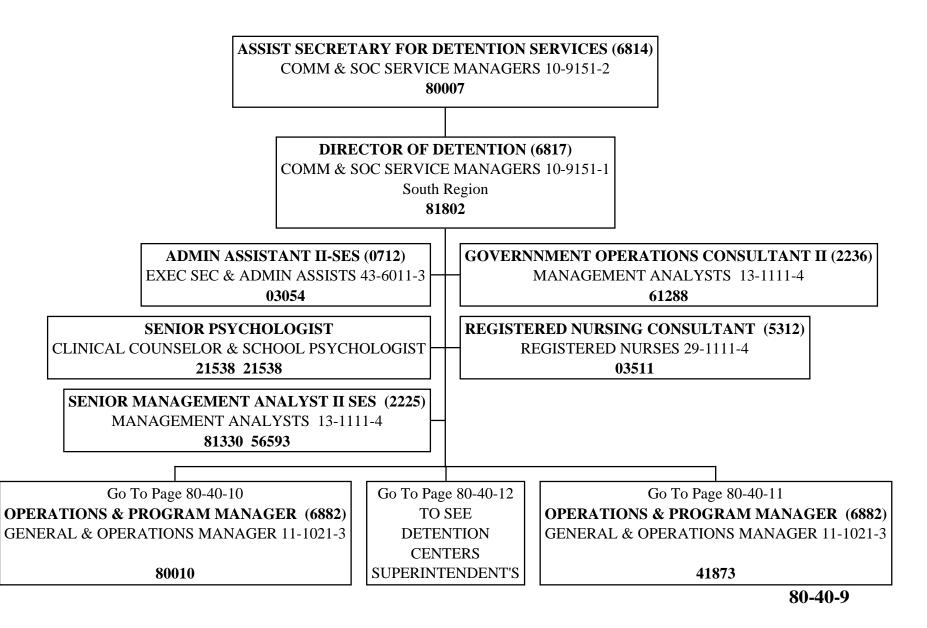
30 - REGION (SOUTH)

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 11-14-07

CURRENT



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41 - DETENTION SERVICES

30 - REGION (SOUTH)

11 - CIRCUIT

25 - DADE REGIONAL DETENTION CENTER

30 - FAC., REPAIR & MAINTENANCE

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 2-27-07

CURRENT

DIRECTOR OF DETENTION (6817)

COMMUNITY & SOCIAL SERVICE MANAGERS 10-9151-1 81802

OPERATIONS AND PROGRAM MANAGER - SES (6882)

MANAGERS, ALL OTHER 11-1021-3 **80010**

DETENTION SUPERINTENDENT SES (9085)

MANAGERS, ALL OTHER 11-9199-2 03408

ADMINISTRATIVE SECRETARY (0108)

EXECUTIVE SEC & ADMIN ASSISTANTS 43-6011-2 03410

ASSISTANT DETENTION CENTER SUPT II SES (5715)

COMMUNITY & SOCIAL SERVICE MANAGERS 11-9151-2 03409 03429 47070 66451

MAINTENANCE SUPERINTENDENT I SES (6381)

CONSTRUCTION MANAGERS 11-9021-1 **27784**

STAFF ASSISTANT (0120)

EXEC SECRETARIES & ADMIN ASSISTANTS 43-6011-2 57133

BOLD -SES PAGE S-11-1

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41 - DETENTION SERVICES

30 - REGION (SOUTH)

11 - CIRCUIT

2500 - DADE REGIONAL DETENTION CTR

00 - ADMIN SHIFT - 7:00 AM - 3:00 PM

01 - EVENING SHIFT - 3:00 PM - 11:00 PM

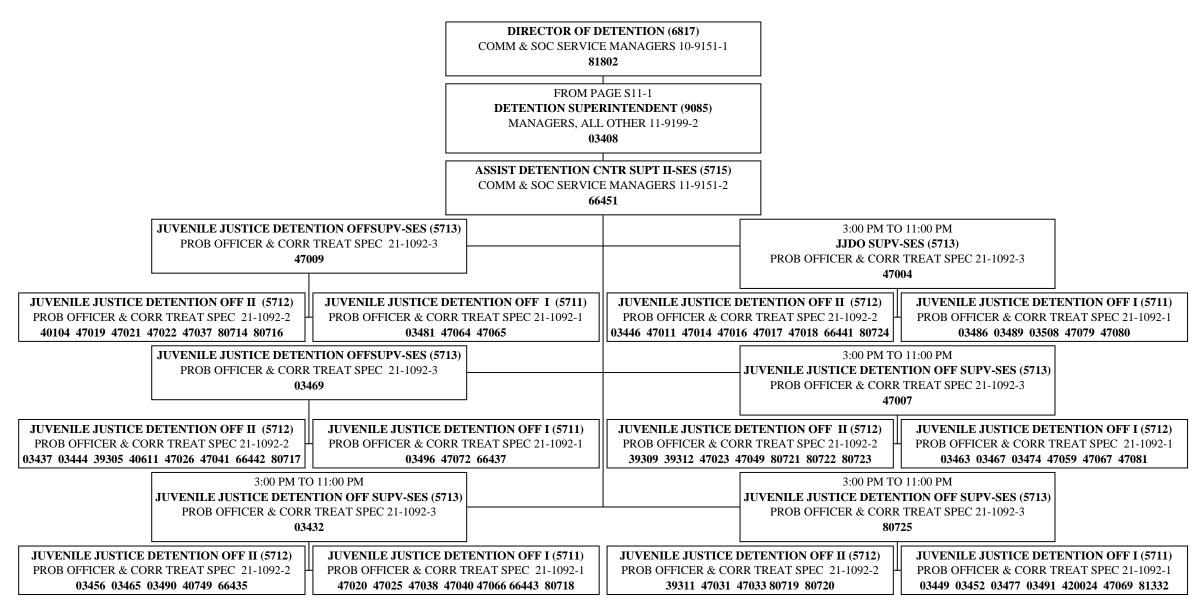
02 - NIGHT SHIFT - 11:00 PM - 7:00 AM

03 - ROTATING

01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7-31-08



41 - DETENTION SERVICES

30 - REGION (SOUTH)

11 - CIRCUIT

2500 - DADE REGIONAL DETENTION CTR

00 - ADMIN SHIFT - 7:00 AM - 3:00 PM

01 - EVENING SHIFT - 3:00 PM - 11:00 PM

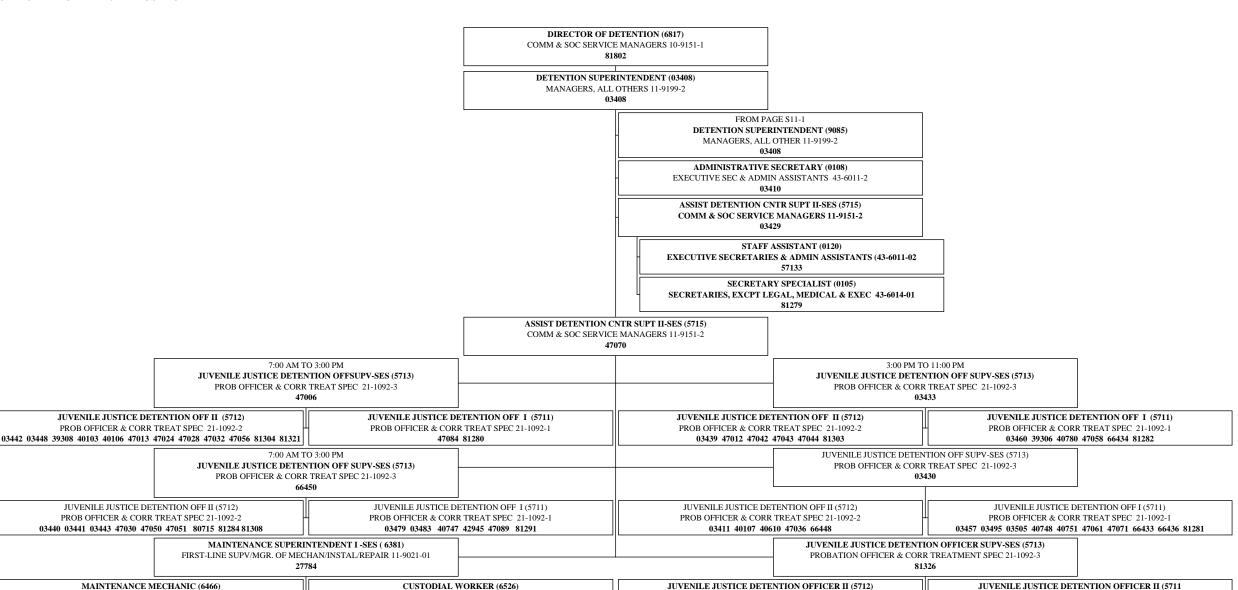
02 - NIGHT SHIFT - 11:00 PM - 7:00 AM

03 - ROTATING 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7/1/08

Current



MAINTENANCE & REPAIRS WORKERS GENERAL 49-9042-2

17012 03589 35527 81339

PLUMBER (6441) PIPELAYERS 47-2151-2 17015 PROBATION OFFICER & CORR TREATMENT SPEC 21-1092-1

81286 81287 81297 81299 81300 81301 81305

PROBATION OFFICER & CORR TREATMENT SPEC 21-1092-2

47045 81306 81311 81317 81319 81320 81322

JANITOR/CLEANER, EXCEPT MAID/HOUSEKEEPER 37-2011-1

39302

41 - DETENTION SERVICES

30 - REGION (SOUTH)

11 - CIRCUIT

2510 - DADE WEST REGIONAL DETENTION CTR

SUBMITTED:

VERIFIED BY: Sara S. Gamble

EFFECTIVE: 07/1/08

CURRENT

DIRECTOR OF DETENTION (6817)

COMM & SOC SERVICE MANAGERS 10-9151-1 81802

DETENTION SUPERINTENDENTS SES (9085) MANAGERS, ALL OTHER 11-9199-2

03408

FROM PAGE S11-1A

ASSIST DETENTION CNTR SUPT II SES (5715) COMM & SOC SERVICE MANAGERS 11-9151 -02

03409

JUVENILE JUSTICE DETENTION OFFICER II (5712) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-2

81305

JUVENILE JUSTICE DETENTION OFFICER SUPV-SES (5713) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-3

JUVENILE JUSTICE DETENTION OFFICER II (5712)

PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-2

39310 40108 47046 47055

JUVENILE JUSTICE DETENTION OFFICER II (5712)

PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-2

03435 03447 40109 66439 66446

JUVENILE JUSTICE DETENTION OFFICER I (5711) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-1 03451 03466 03487 47092 81329

81323

JUVENILE JUSTICE DETENTION OFFICER SUPV-SES (5713) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-3 81325

JUVENILE JUSTICE DETENTION OFFICER II (5712)

40105

JUVENILE JUSTICE DETENTION OFFICER I (5711) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-1 03458 03475 03488 47075

PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-2

JUVENILE JUSTICE DETENTION OFFICER I (5711) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-1 47085 81288 81290 81292 81294 81295 81296

JUVENILE JUSTICE DETENTION OFFICER SUPV-SES (5713) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-3 80726

JUVENILE JUSTICE DETENTION OFFICER SUPV-SES (5713) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-3 47005

JUVENILE JUSTICE DETENTION OFFICER II (5712) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-2

03445 39304 40101 40102 47034 47039 47048 47057 66447 81328

JUVENILE JUSTICE DETENTION OFFICER SUPV-SES (5713) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-3

66449

JUVENILE JUSTICE DETENTION OFFICER SUPV-SES (5713) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-3 03504

JUVENILE JUSTICE DETENTION OFFICER II (5712) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-2 39303 39313 47029 47087 66445

JUVENILE JUSTICE DETENTION OFFICER I (5711)

PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-1 03506 47076 47088 56321

JUVENILE JUSTICE DETENTION OFFICER II (5712) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-2 03434 03436 47035 66440 66444

JUVENILE JUSTICE DETENTION OFFICER I (5711) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-1 03485 40781 47074 47077 47078

PAGE - S11-2

MOVED 81279 TO 47070 BOLD - SES

41 - DETENTION SERVICES

30 - REGION (SOUTH)

15 - CIRCUIT

2500 - PALM BEACH REGIONAL DETENTION CTR.

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 3/1/07

DIRECTOR OF DETENTION (6817)

COMM & SOC SERVICE MANAGERS 10-9151-1 81802 **CURRENT**

FROM PAGE 80-40-12

DETENTION SUPERINTENDENT (9085)

MANAGERS, ALL OTHER 11-9199-2 04128

ADMIN ASSISTANT I (0709)

EXECUTIVE SEC & ADMIN ASSISTANTS 43-6011-2 04157 FISCAL ASSISTANT I (1415)

BOOKKPING, ACCTING & AUDIT CLERKS 43-3031-1 42051

ASSIST DETENTION CNTR SUPT II-SES (5715) COMM & SOC SERVICE MANAGERS 11-9151-2 42050

TRANSPORTATION

JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713)

PROB OFFICER & CORR TREAT SPECIALIST 21-1092-3
66966

JUVENILE JUSTICE DETENTION OFF II (5712)

PROB OFFICER & CORR TREAT SPECIALIST 21-1092-2 04295

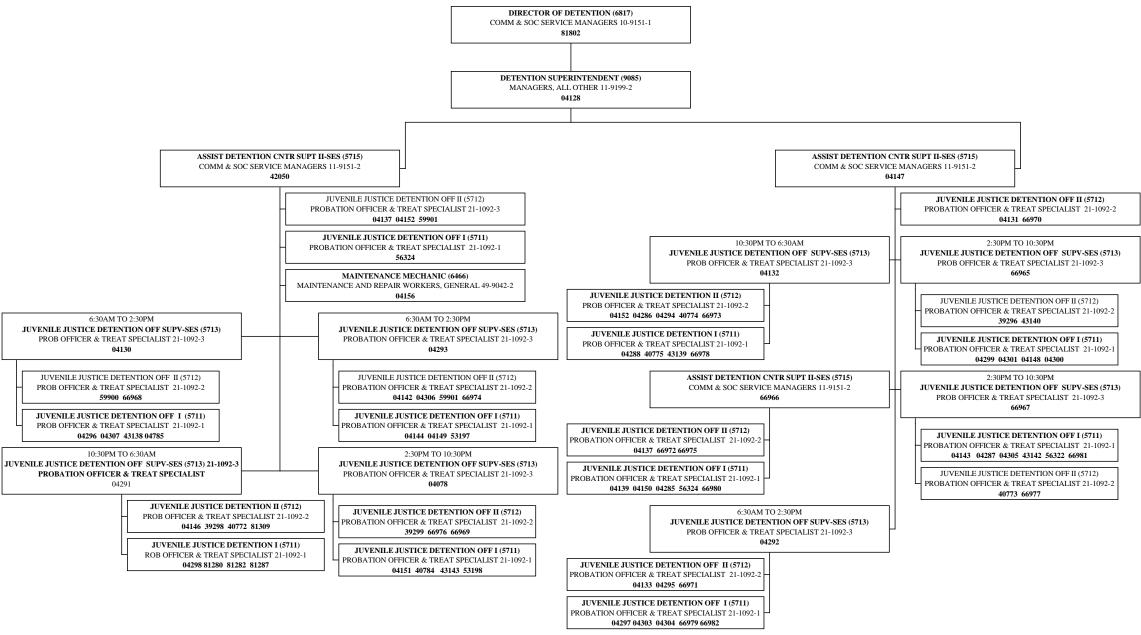
JUVENILE JUSTICE DETENTION OFF I (5711)

PROB OFFICER & CORR TREAT SPECIALIST 21-1092-1 04297

BOLD-SES PAGE S-15-1

- 41 DETENTION SERVICES
- 30 REGION (SOUTH)
- 15 CIRCUIT
- 250 PALM BEACH REGIONAL DETENTION CTR.
 - 00 ADMIN SHIFT 6:30AM 2:30PM
- 01 EVENING SHIFT 2:30PM 10:30PM
- 02 NIGHT SHIFT 10:30PM TO 6:30 AM
- 03 ROTATING
- 01- TRUST FUND

SUBMITTED:
VERIFIED BY: Sara Gamble
EFFECTIVE: 7-1-08



41 - DETENTION SERVICES

30 - REGION (SOUTH)

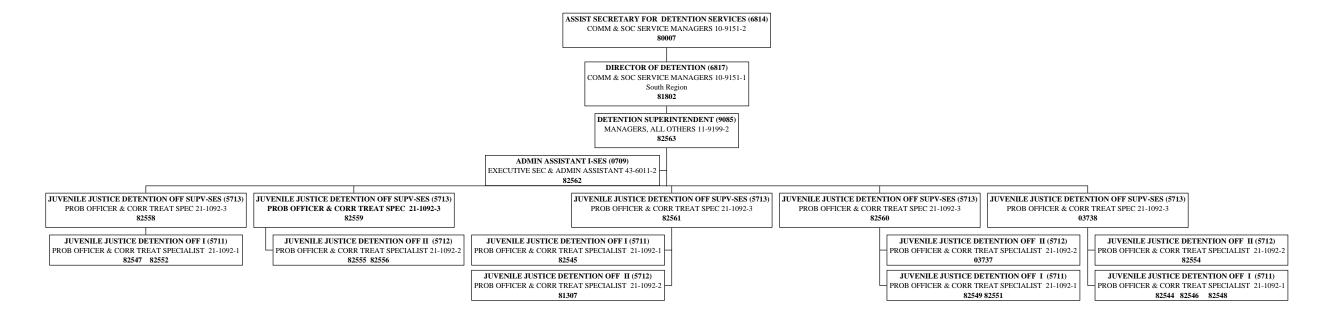
16 - CIRCUIT

2500 - MONROE REGIONAL DETENTION CENTER

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7/1/08

CURRENT



Page S-16

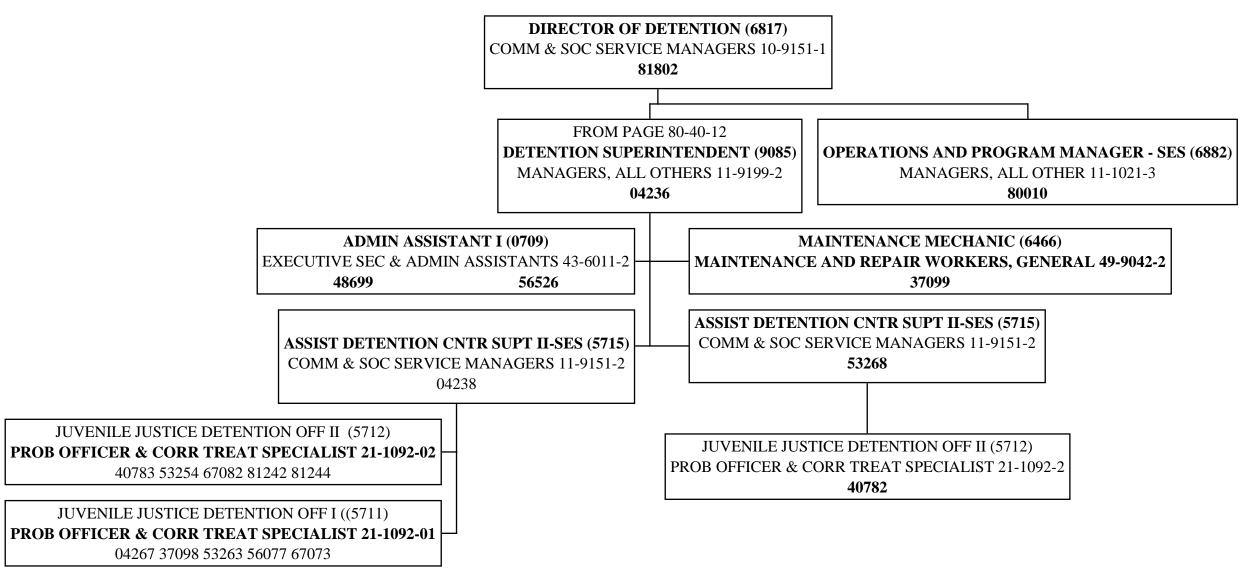
- 80 DEPARTMENT OF JUVENILE JUSTICE
- 41 DETENTION SERVICES
- 30 REGION (SOUTH)
- 17 CIRCUIT
- 2500 BROWARD REGIONAL DETENTION CTR.

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 4-16-08

CURRENT



PAGE- S17-1

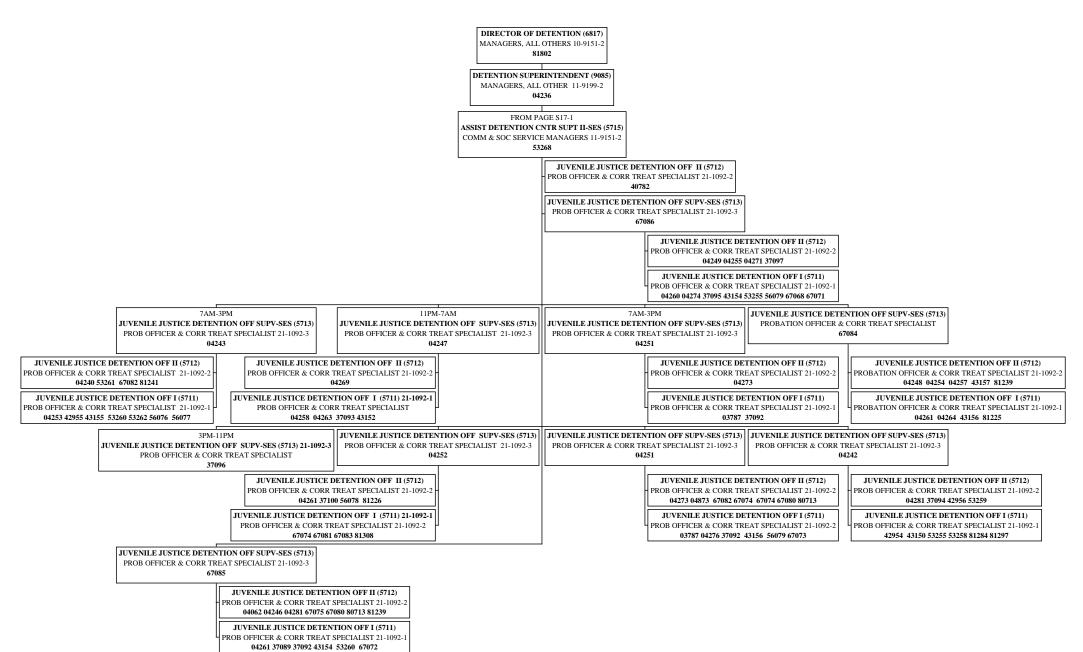
- 41 DETENTION SERVICES
- 30 REGION (SOUTH) 17 - CIRCUIT

2500 - BROWARD REGIONAL DETENTION CENTER

- 00 ADMIN SHIFT 7AM 3PM
- 01 EVENING SHIFT 3PM 11PM
- 02 NIGHT SHIFT 11PM 7AM

03 - ROTATING 01- TRUST FUND SUBMITTED:

VEFIFIED BY: Sara Gamble EFFECTIVE: 4-16-08



41 - DETENTION SERVICES

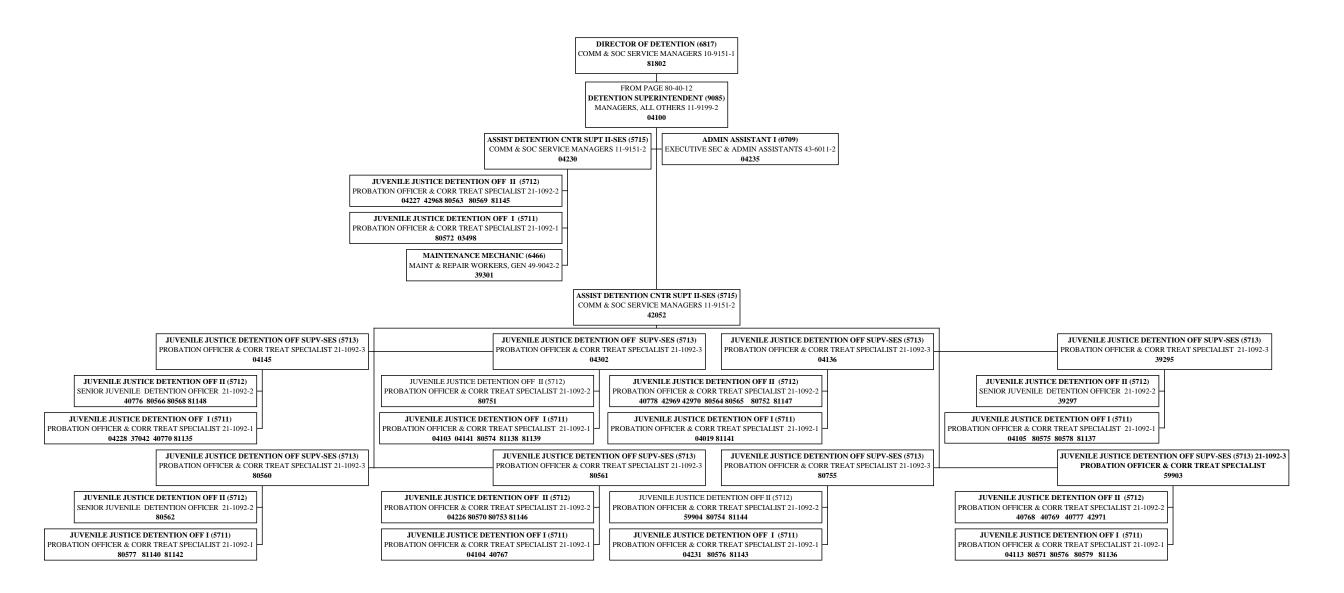
30 - REGION (SOUTH)

19 - CIRCUIT

2500 - ST. LUCIE REGIONAL DETENTION CTR.

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7-1-08



41 - DETENTION SERVICES

30 - REGION (SOUTH)

20 - CIRCUIT

2510 - COLLIER REGIONAL DETENTION CTR

JUVENILE JUSTICE DETENTION OFF II (5712)
PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-2
80416 80583 81791 81792 81795

JUVENILE JUSTICE DETENTION OFF I (5711)
PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-1
81783 81784

00 - ADMIN SHIFT - 7:00 AM - 3:00 PM

01 - EVENING SHIFT - 3:00 PM - 11:00 PM

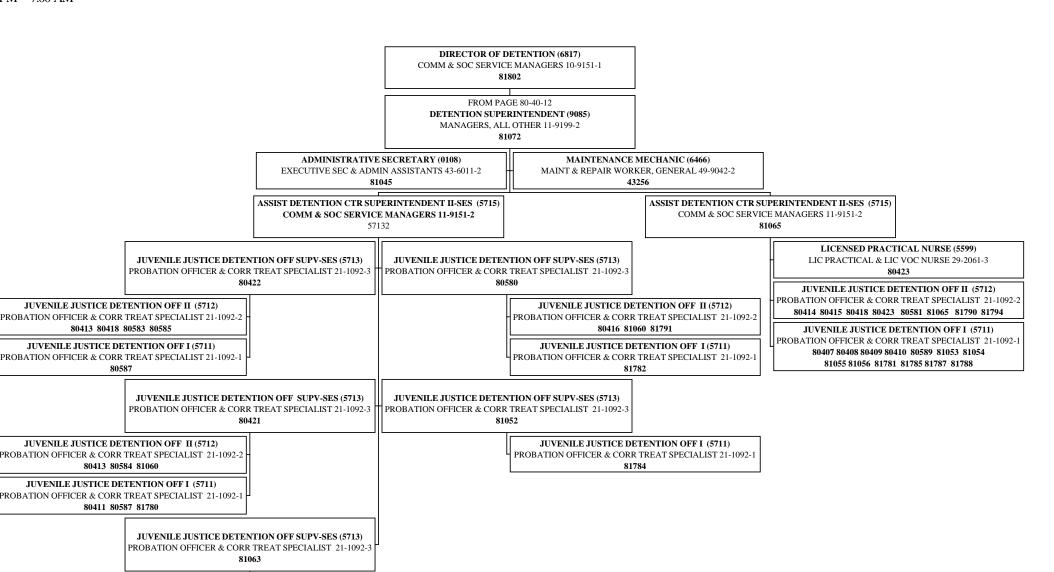
02 - NIGHT SHIFT - 11:00 PM - 7:00 AM

03 - ROTATING

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7/1/08

CURRENT



BOLD - SES PAGE S20-2
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41 - DETENTION SERVICES

30 - REGION (SOUTH)

20 - CIRCUIT

2510 - COLLIER REGIONAL DETENTION CTR

00 - ADMIN SHIFT - 7:00 AM - 3:00 PM

01 - EVENING SHIFT - 3:00 PM - 11:00 PM

02 - NIGHT SHIFT - 11:00 PM - 7:00 AM

03 - ROTATING

SUBMITTED:

VERIFIED BY: Sara Gamble

LICENSED PRACTICAL NURSE (5599)

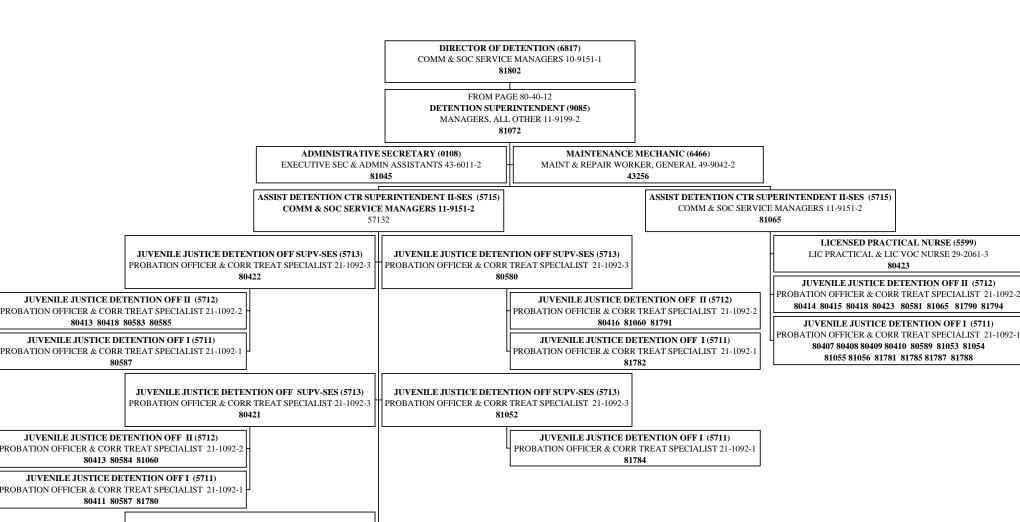
80423

80407 80408 80409 80410 80589 81053 81054

81055 81056 81781 81785 81787 81788

EFFECTIVE: 7/1/08

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81783 81784

80413 80418 80583 80585

80587

80413 80584 81060

80411 80587 81780

JUVENILE JUSTICE DETENTION OFF II (5712) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-2 80416 80583 81791 81792 81795 JUVENILE JUSTICE DETENTION OFF I (5711) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-1

JUVENILE JUSTICE DETENTION OFF SUPV-SES (5713) PROBATION OFFICER & CORR TREAT SPECIALIST 21-1092-3 81063

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VERIFIED BY: Sara Gamble

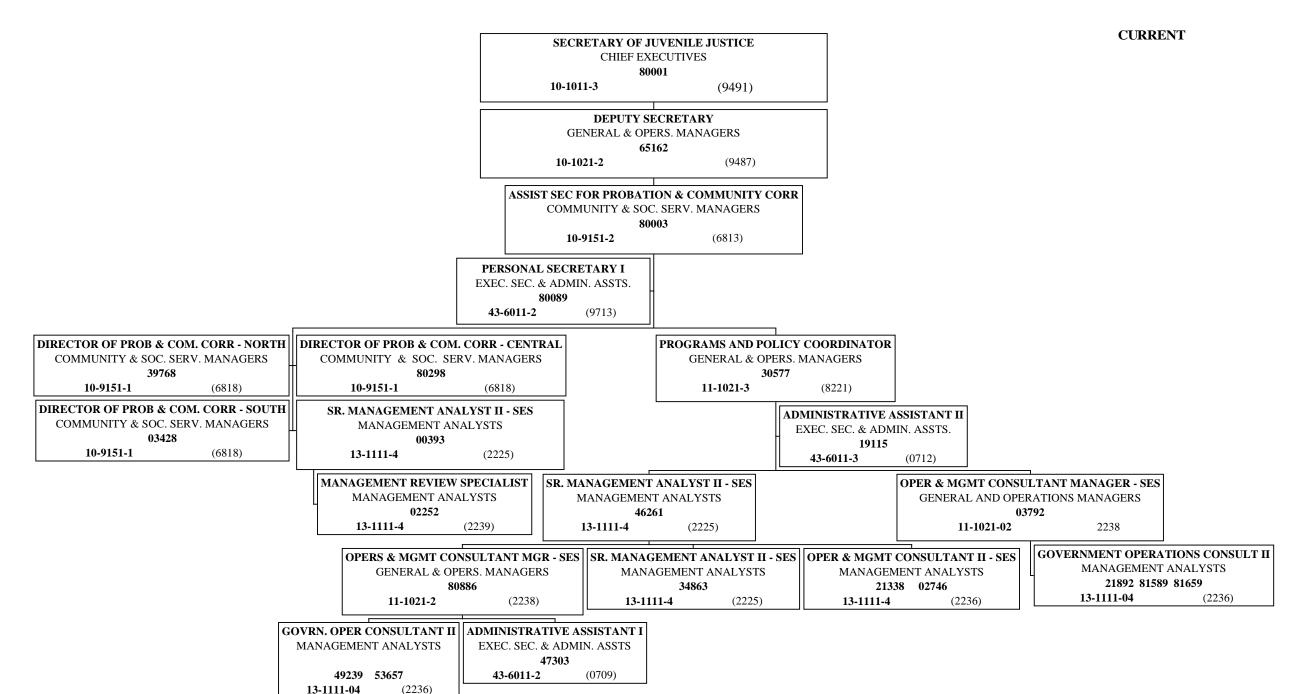
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72 - PROBATION & COMMUNITY CORR. 10 - REGION (NORTH) ORGANIZATION CHARTS

ASSISTANT SECRETARYPROGRAMS & POLICIES AND OPER SUPPORT	30-70
DIRECTOR'S OFFICE - NORTH REGION	80-70-1
CIRCUIT 1 CASE MGMT. UNIT 101 &102 ESCAMBIA CO.	1-1B
JUVENILE ASSESSMENT CENTER	1-2B
CIRCUIT 1 CASE MGMT. OKALOOSA/FT. WALTON/CRESTVIEW/SANTA ROSA/MILTON CO.	1-3B
CIRCUIT 2 CASE MGMT. LEON CO. INTAKE UNITS	2-1B
CIRCUIT 3 CASE MGMT. SUWANNEE/COLUMBIA/HAMILTON UNITS & TAYLOR COMBINED UNITS	3-1B
CIRUCIT 4 CASE MGMT. DUVAL CO. INTAKE UNIT 101,102 & 103	-1, 4-1A
CIRCUIT 4 CASE MGMT. DUVAL CO. INTAKE UNIT 104	4-2A
DUVAL CO. COMMUNITY CONTRO UNITS	
DUVAL CO. UNIT 204	
CIRCUIT 4 CASE MGMT. DUVAL CO. INTAKE UNIT 103, NASSAU CO. UNIT, CLAY CO. UNITS	4-3A
DETENTION SCREENING JACKSONVILLE, DUVAL DETENTION SCREENING	
CIRCUIT 5 CASE MGMT. EAST LAKE/WEST LAKE/HERNADO/SUMTER/CITRUS/MARION CO UNIT	S 5-1B
CIRCUIT 7 CASE MGMT. VOLUSIA/ST. HOHNS/PUTNAM CO. UNITS	7-1B
CIRCUIT 8 CASE MGMT. ALACHUA/GILCRIST CO UNITS	8-1B
CIRCUIT 14 CASE MGMT. BAY CO. INTAKE UNITS	14-1A

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 2-22-08

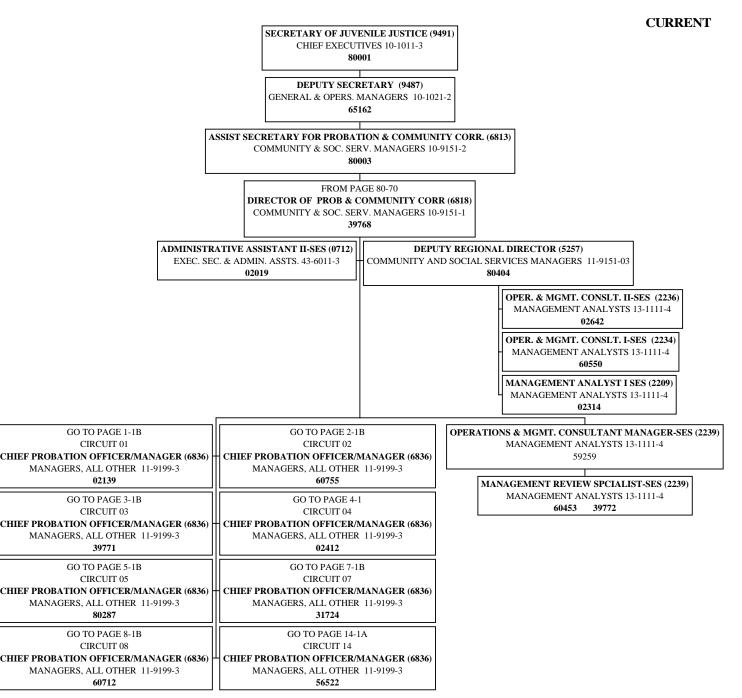


72 - PROBATION & COMM. CORR.

10 - REGION (NORTH)

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7-13-07



80-70-1 **BOLD - SES**

GO TO PAGE 1-1B

CIRCUIT 01

02139

GO TO PAGE 3-1B

CIRCUIT 03

39771

GO TO PAGE 5-1B

CIRCUIT 05

80287

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CIRCUIT 08

60712

72 - PROBATION & COMM. CORR.

10 - REGION (NORTH)

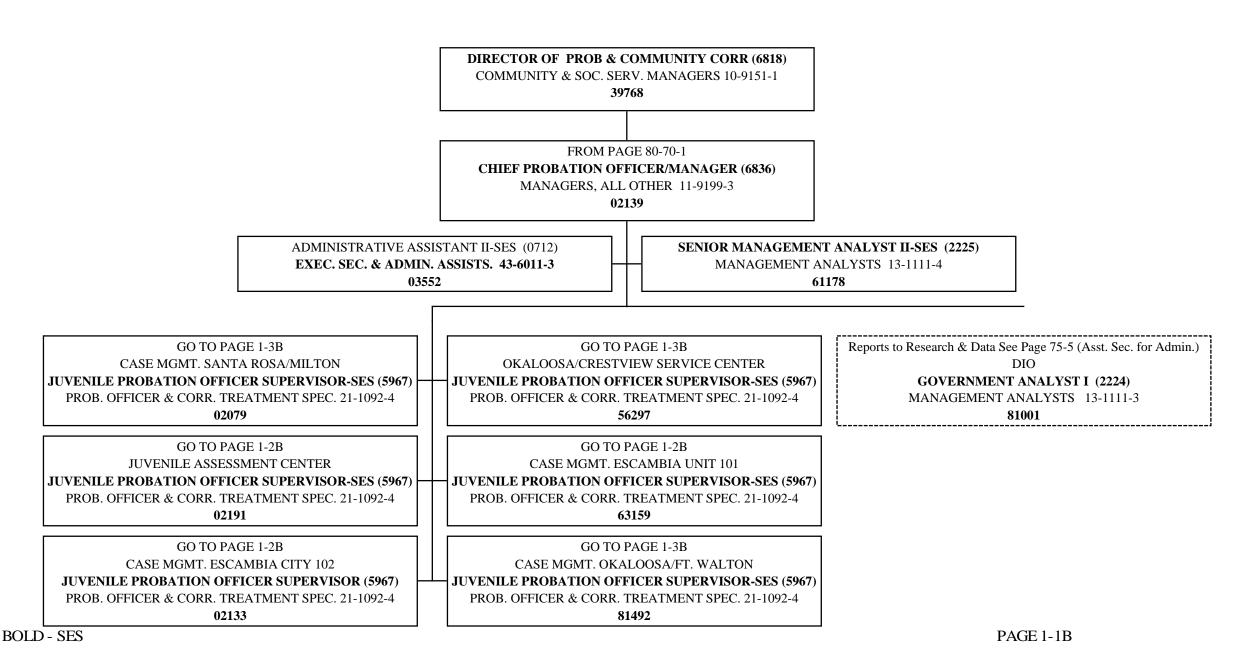
01 - CIRCUIT

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 2/28/08

CURRENT



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72 - PROBATION & COMM. CORR.

10 - REGION (NORTH)

01 - CIRCUI T

1010, 1020 & 108 CASE MGMT. ESCAMBIA CITY

00 - ADMIN. SHIFT

01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 8-6-08

CURRENT

DIRECTOR OF PROB & COMMUNITY CORR (6818)

COMMUNITY & SOC. SERV. MANAGERS 10-9151-1 39768

CHIEF PROBATION OFFICER/MANAGER (6836)

MANAGERS, ALL OTHER 11-9199-3

02139

ADMINISTRATIVE ASSISTANT II SES (0712)

EXEC.SECRETARIES & ADMIN ASSIST 43-6011-03

03552

SR. MANAGEMENT ANALYSTS II SES

MANAGEMENT ANALYSTS

61178

FROM PAGE 1-1B

CASES MANAGEMENT INTAKE - ESCAMBIA CITY 108

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

02191

FROM PAGE 1-1B

CASE MGMT ESCAMBIA CITY - UNIT 102

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

02133

FROM PAGE 1-1B

CASE MGMT ESCAMBIA CITY - UNIT 101

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

63159

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

02181

SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3 22993 59617 61582

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 02141 02152 02161 02284 04374 61583

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

02173

SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3 02166 53619

Intensive Supervision

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

81585 81586

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

02144 02147 02194 56298 63158 80590 82469

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

02188

SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

02159 81584

Intensive Supervision

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

81587

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

00967 02164 02421 39157 51684 63157 82468

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72 - PROBATION & COMM. CORR.

10 - REGION (NORTH)

01 - CIRCUIT

CASE MANAGEMENT UNITS

1040 - OKALOOSA/FT WALTON

1050 - OKALOOSA/CRESTVIEW

1060 - SANTA ROSA/MILTON

00 - ADMIN. SHIFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 8-6-08

CURRENT

DIRECTOR OF PROB & COMMUNITY CORR (6818)

COMMUNITY & SOC. SERV. MANAGERS 10-9151-1 39768

CHIEF PROBATION OFFICER/MANAGER (6836)

MANAGERS, ALL OTHER 11-9199-3

02139

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02079

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56297

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JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

81492

SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3 00968 02160 02196

Intensive Supervision

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

81592

JUVENILE PROBATION OFFICER (5965)

SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

61697

04600

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

52000

02157

04367

59619

02866

51683

82471

SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

39156

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

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59977

SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

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JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

04368

82465

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

02085 02089 02091 02092 82470 82476

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1 25522

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02 - CIRCUIT

1010 - LEON CASE MANAGEMENT INTAKE

5010 - INTENSIVE SUPERVISION

00 - ADMIN SHIFT 01 -TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 8-6-08

CURRENT

DIRECTOR OF PROB & COMMUNITY CORR (6818)

COMMUNITY & SOC. SERV. MANAGERS 10-9151-1 39768

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60755

 ${\bf ADMINISTRATIVE\ ASSISTANT\ II\text{-}SES\ \ (0712)}$

EXEC. SEC. & ADMIN. ASSTS. 43-6011-3 26620 SENIOR MANAGEMENT ANALYST II-SES (2225)

MANAGEMENT ANALYSTS 13-1111-4

02401

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

60789

LEON COUNTY

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

10759

LEON COUNTY

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

59794

GADSDEN COUNTY

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

62034

Reports to Research & Data See Page 75-5 (Asst. Sec. for Admin.)

DIO

GOVERNMENT ANALYST I (2224)

MANAGEMENT ANALYSTS 13-1111-3 **81477**

SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

23066 46576

Intensive Supervision

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 81712

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 02220 02243 53618 59792 60792 SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

61110

80591

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 02235 02244 02269 50879 59791

Intensive Supervision

JUVENILE PROBATION OFFICER (5965)

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82472

SENIOR JUVENILE PROBATION OFFICER (5966) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

02272 59793

Intensive Supervision

JUVENILE PROBATION OFFICER (5965)

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JUVENILE PROBATION OFFICER (5965)

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SECRETARY SPECIALIST (0105)

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3010 - SUWANNEE/COLUMBIA/HAMIILTON UNIT

3020 - TAYLOR COMBINED UNIT

5010 - INTENSIVE SUPERVISION

00 - ADMIN SHIFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 2/8/08

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10 - REGION (NORTH)

04 - CIRCUIT

SUBMITTED:

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CURRENT

DIRECTOR OF PROB & COMMUNITY CORR (6818)

COMMUNITY & SOC. SERV. MANAGERS 10-9151-1 39768

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MANAGERS, ALL OTHER 11-9199-3

02412

ADMINISTRATIVE ASSISTANT II-SES (0712)

EXEC. SEC. & ADMINS. ASSTS. 43-6011-3

03831

SENIOR MANAGEMENT ANALYST II-SES (2225) MANAGEMENT ANALYSTS 13-1111-4

20336

SENIOR MANAGEMENT ANALYST II-SES (2225) MANAGEMENT ANALYSTS 13-1111-4

STAFF ASSISTANT-SES (0120)

EXEC SEC. & ADMINS. ASSTS. 43-6011-2

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DUVAL CASE MGMT. COMM. CONTROL UNIT 202

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61709

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DUVAL CASE MGMT. COMM. CONTROL UNIT 203

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

59980

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DUVAL CASE MGMT. INTAKE UNIT 102

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967) H JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

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DUVAL CASE MGMT. UNIT 204

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02344

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24182

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JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

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JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

81491

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10 - REGION (NORTH)

04 - CIRCUIT

DUVAL CASE MANAGEMENT 1010, 1020 & 1030 INTAKE

00 - AMIN. SHIFT 01- TRUST FUND

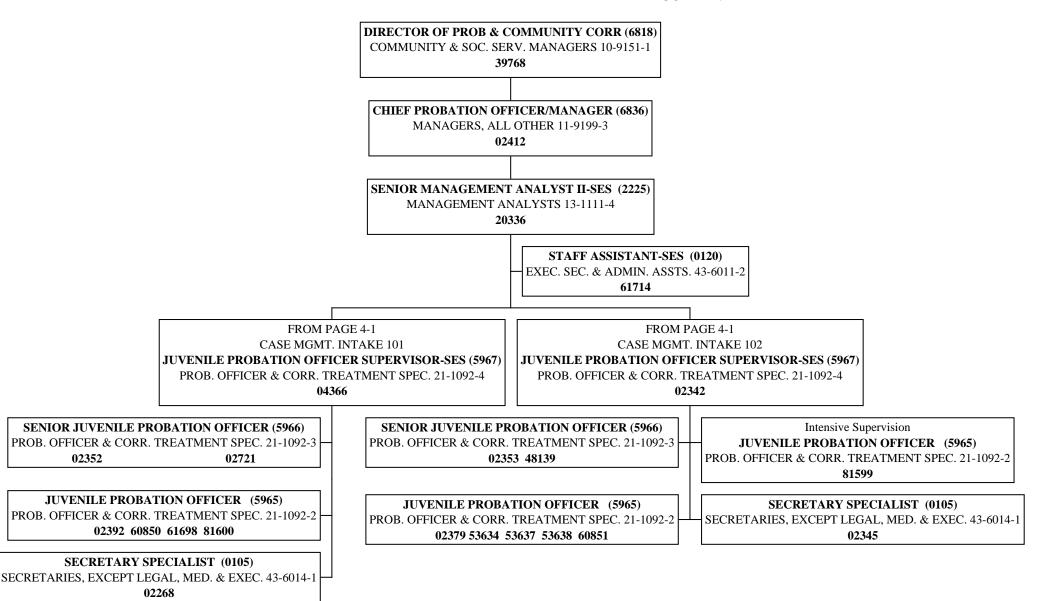
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SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 12/06/06

CURRENT



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80 - DEPARTMENT OF JUVENILE JUSTICE
72 - PROBATION & COMM. CORR.
10 - REGION (NORTH)
04 - CIRCUIT
1030 - DUVAL CASE MGMT. INTAKE
1040 - DUVAL CASE MGMT. INTAKE
2020 - DUVAL CASE MGMT. COMM. CONTROL
2030 - DUVAL CASE MGMT. COMM. CONTROL

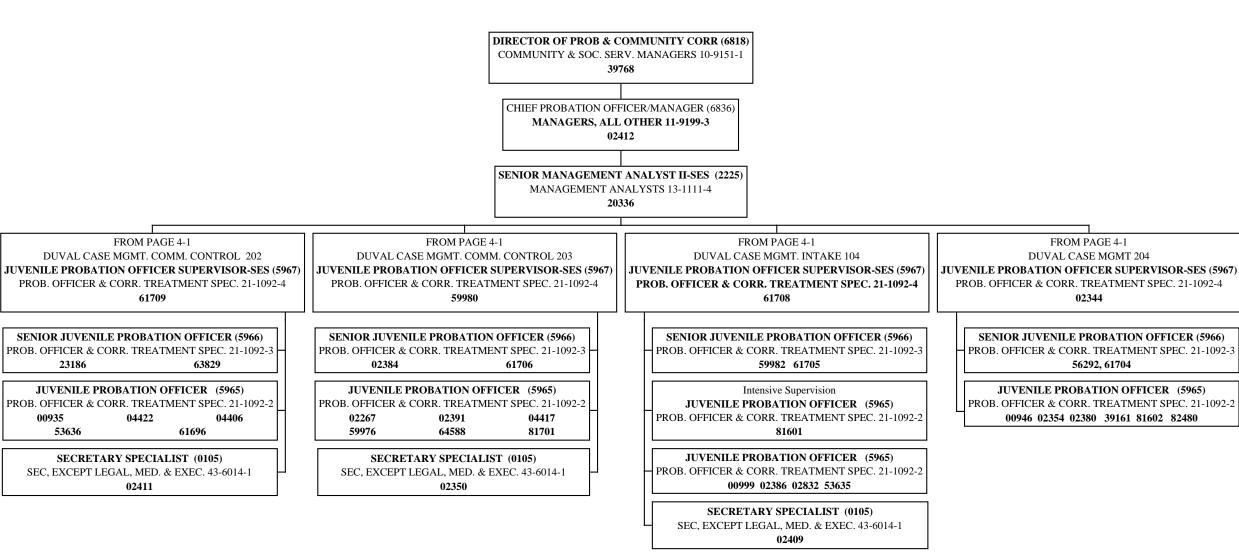
2040 - DUVAL CASE MANAGEMENT

00 - AMIN. SHIFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8-06-08

CURRENT



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10 - REGION (NORTH)

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3010 - NASSAU

3030 & 3040 - CLAY

2600 - DUVAL DETENTION SCREENING

2610 - DET. SCREENING - JACKSONVILLE

5010 - INTENSIVE SUPERVISION

00 - ADMIN. SHIFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8-6-08

CURRENT

DIRECTOR OF PROB & COMMUNITY CORR (6818)

COMMUNITY & SOC. SERV. MANAGERS 10-9151-1 39768

CHIEF PROBATION OFFICER/MANAGER (6836)

MANAGERS, ALL OTHER 11-9199-3 02412

SENIOR MANAGEMENT ANALYST II-SES (2225)

MANAGEMENT ANALYSTS 13-1111-4

19427

301 - NASSAU

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 00974

SECRETARY SPECIALIST (0105)

SEC, EXCEPT LEGAL, MED. & EXEC. 43-6014-1

02408

80594

304 - CLAY

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

24182

SECRETARY SPECIALIST (0105) SEC, EXCEPT LEGAL, MED. & EXEC. 43-6014-1 03186

SENIOR JUVENILE PROBATION OFFICER (5966) SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 61695 63824 81480 81481 82477

Intensive Supervision

02250

JUVENILE PROBATION OFFICER (5965)

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JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 02362 46551 60057 61693 61694 82478 82479

DUVAL DETENTION SCREENING

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 24065

SECRETARY SPECIALIST (0105)

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SENIOR JUVENILE PROBATION OFFICER (5966)

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DETENTION SCREENING JACKSONVILLE JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 81491

SECRETARY SPECIALIST (0105)

SEC, EXCEPT LEGAL, MED. & EXEC. 43-6014-1

60864

SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

04413 20446

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

02356 63825 80593 81480

82475 82481

BOLD - SES PAGE 4-3A 72 - PROBATION & COMM. CORR.

10 - REGION (NORTH)

05 - CIRCUIT

CASE MANAGEMENT UNITS

1020 - LAKE CO. WEST

1030 - INTAKE MARION CO.

2020 - LAKE CO. EAST

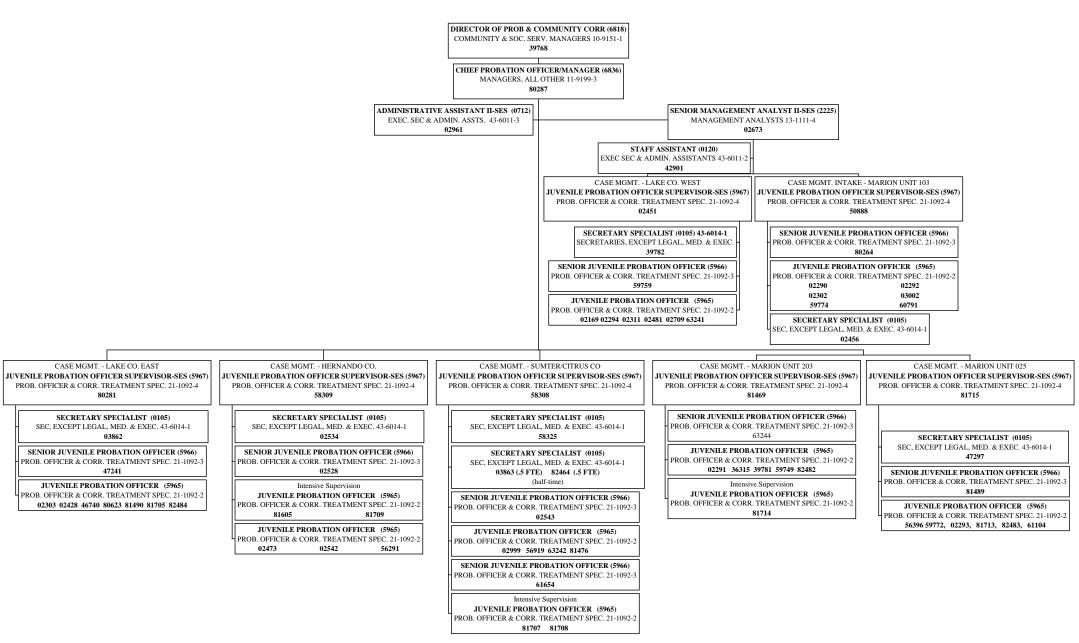
2030 - MARION CO. 3010 - HERNANDO CO.

3020 - SUMTER/CITRUS CO.

00 - ADMIN. SHIFT 01 - TRUST

VERIFIED BY: Sara Gamble EFFECTIVE: 5/9/08

CURRENT



10 - REGION (NORTH)

CASES MANAGEMENT UNITS

3010 - PUTNAM CO 3020 - ST. JOHNS CO.

3030 - VOLUSIA CO. 3050 - VOLUSIA CO.

3040 - VOLUSIA CO. & ST. JOHNS CO.

3060 - VOLUSIA CO. COMBINED

3070 - VOLUSIA CO, COMBINED

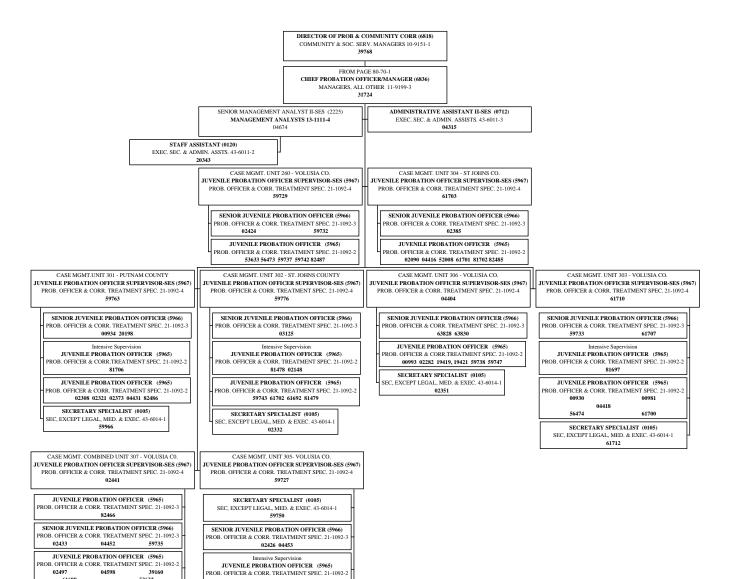
2600 - DET VOLUSIA CO

00 - ADMIN. SHIFT 01 - TRUST FUND

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SECRETARY SPECIALIST (0105) SEC, EXCEPT LEGAL, MED. & EXEC. 43-6014-1

72 - PROBATION & COMM. CORR.

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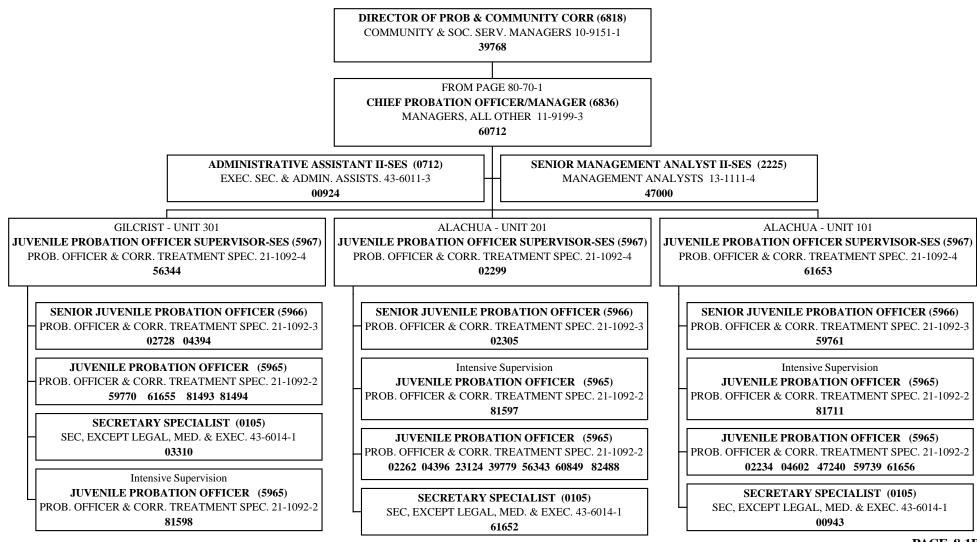
5010 - INTENSIVE SUPERVISION

00 - ADMIN. SHIFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 10-5-07

CURRENT



BOLD - SES PAGE 8-1B

72 - PROBATION & COMM. CORR.

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14 - CIRCUIT

1010 - CASE MGMT. INTAKE - BAY CO.

5010 - INTENSIVE SUPERVISION

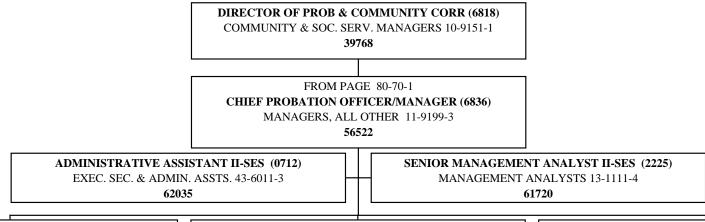
00 - ADMIN. SHIFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 7-1-08

CURRENT



CASE MGMT. INTAKE - BAY CO.

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

02109 (Bay Co.)

SENIOR JUVENILE PROBATION OFFICER (5966)
PROB. OFFICER & CORR, TREATMENT SPEC. 21-1092-3

62031 (Gulf Co.)

JUVENILE PROBATION OFFICER (5965)

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02117 (Bay Co.)

22990 (Bay Co.)

61103 (Bay Co.)

50969 (Bay Co.)

SECRETARY SPECIALIST (0105)

SEC, EXCEPT LEGAL, MED. & EXEC. 43-6014-1 02110 (Bay Co.)

02110 (Bay Co.) 02206 (Bay Co.) CASE MGMT. INTAKE - BAY CO.

JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)
PROB. OFFICER & CORR. TREATMENT. SPEC. 21-1092-4

50965 (Jackson Co.)

SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3 04382 (Washington Co.)

62033 (Calhoun Co.)

JUVENILE PROBATION OFFICER (5965)

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00926 (Washington Co.)

02217, 82489 (Jackson Co.)

59158 (Jackson Co.)

SECRETARY SPECIALIST (0105)

SEC, EXCEPT LEGAL, MED. & EXEC. 43-6014-1

02205 (Jackson Co.) 50966 (Washington Co.) JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)
PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4
61112 (Bay Co.)

SENIOR JUVENILE PROBATION OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

39158

Intensive Supervision

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

81700

JUVENILE PROBATION OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

02094

46577

61111

53620

61105

82467

SECRETARY SPECIALIST (0105)

SEC, EXCEPT LEGAL, MED. & EXEC. 43-6014-1

03318

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ORGANIZATION CHARTS

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VERIFIED BY: Sara Gamble

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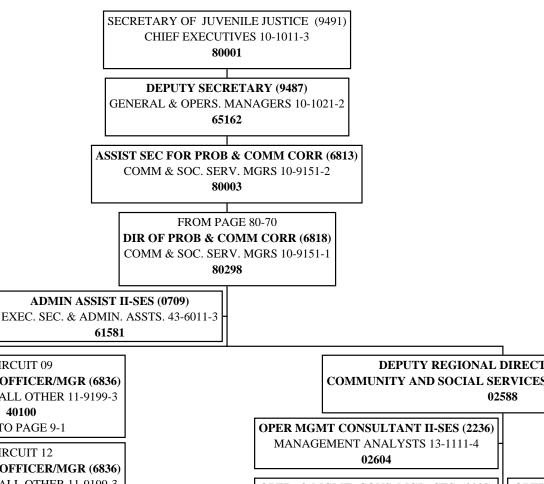
72 - PROBATION & COMM. CORR.

20 - REGION (CENTRAL)

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 7-1-08

CURRENT



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MGMT REVIEW SPECIALIST SES(2239) MANAGEMENT ANALYST 13-1111-3 81465

OPER. & MGMT. CONS. II-SES (2236) MANAGEMENT ANALYSTS 13-1111-4 23707

OPER. & MGMT. CONS. MGR.-SES (2238) 64438

OPER. & MGMT. CONS. II-SES (2236) MANAGEMENT ANALYSTS 13-1111-4 57586 80065

80-70-3

80 - DEPARTMENT OF JUVENILE JUSTICE 72 - PROBATION & COMM. CORR 20 - REGION (CENTRAL) 06 - CIRCUIT

SUBMITTED: VERIFIED BY: Sara Gamble EFFECTIVE: 2/22/08

DIRECTOR OF PROB & COMM CORR (6818) COMMUNITY & SOC. SERV. MANAGER 10-9151-1 80298 **CURRENT** FROM PAGE 80-70-3 CHIEF PROBATION OFFICER/MGR (6836) MANAGERS, ALL OTHER 11-9199-3 60073 OPER MGMT CONSULTANT I-SES (2234) ADMIN ASSISTANT II-SES (0712) MANAGEMENT ANALYSTS 13-1111-3 EXEC. SEC. & ADMIN. ASSTS.43-6011-3 46471 59631 STAFF ASSISTANT-SES (0120) EXEC. SEC. & ADMIN. ASSTS.43-6011-2 64433 SENIOR MANAGEMENT ANALYSTS II-SES (2225) Reports to Research & Data See Page 75-5 (Asst. Sec. for Admin.) MANAGEMENT ANALYSTS 13-1111-4 DIO 04010 81502 GO TO PAGE 6-4A GO TO PAGE 6-4A

47154 SR. JUVENILE PROB OFFICER (5966) SECRETARY SPECIALIST (0105) PROB. OFFICER & CORR. TREATMENT SPEC 21-1092-3. SEC, EXCEPT LEGAL, MED. & EXEC 43-6014-1 37787 02563 GO TO PAGE 6-3A GO TO PAGE 6-3A CASE MGMT. - ST. PETE UNIT 106 CASE MGMT. - ST. PETE UNIT 107 JUVENILE PROB OFFICER SUPERVISOR-SES (5967) JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 37791 02556 GO TO PAGE 6-3A GO TO PAGE 6-3A CASE MGMT. - ST. PETE UNIT 110 CASE MGMT. - ST. PETE UNIT 109 JUVENILE PROB OFFICER SUPERVISOR-SES (5967) JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

SENIOR MANAGEMENT ANALYST II SES (2225)

MANAGEMENT ANALYSTS 13-1111-4

GO TO PAGE 6-3A GO TO PAGE 6-2A CASE MGMT. - ST. PETE 105 CASE MGMT. - LARGO UNIT 102 JUVENILE PROB OFFICER SUPERVISOR-SES (5967) JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 61576 02300

GO TO PAGE 6-2A CASE MGMT. - LARGO UNIT 101 JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 48220 **BOLD - SES**

80598

GO TO PAGE 6-2A CASE MGMT - LARGO UNIT 104

62077

JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 61577

CASE MGMT. - NEW PORT RICHEY UNIT 112 JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 02103

GO TO PAGE 6-4A CASE MGMT. - NEW PORT RICHEY UNIT 114 JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 21256

CASE MGMT. - ST. PETE UNIT 108 JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 60592

GO TO PAGE 6-3A

GOVERNMENT ANALYSTS- I (2224) MANAGEMENT ANALYSTS 13-1111-3

CASE MGMT. - DADE CITY UNIT 113 JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 61575

PINELLAS COUNTY DET. SCREENING JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 60586

GO TO PAGE 6-4A

PAGE 6-1A

72 - PROBATION & COMM. CORR.

20 - REGION (CENTRAL)

06 - CIRCUIT

CASE MANAGEMENT UNITS

1010 - LARGO UNIT

1020 - LARGO UNIT

1040 - LARGO UNIT

5010 - INTENSIVE SUPERVISION

00 - ADMIN. SH IFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8-6-08

CURRENT

DIR OF PROB & COMM CORR (6818)

COMM & SOC. SERV. MANAGERS 10-9151-1 **80298**

CHIEF PROB OFFICER/MGR (6836)

MANAGERS, ALL OTHER 11-9199-3 **60073**

FROM PAGE 6-1A

SR MGMT ANALYST II-SES (2225)

MANAGEMENT ANALYSTS 13-1111-4

47154

SECRETARY SPECIALIST (0105)

SEC, EXCEPT LEGAL, MED. & EXEC 43-6014-1 02563

SR JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3 37787

CASE MGMT. - LARGO UNIT 104

JUVENILE PROB OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 61577 CASE MGMT. - LARGO UNIT 101

JUVENILE PROB OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 48220

WORD PROCESSING SYS OPER (0090)

WORD PROCESSORS & TYPISTS 43-9022-1 36314

SR JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3 61569 61573

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 04352 59623 61565 61566

SR JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3 48217 59630

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 02322 02592 61557 61560 61568

BOLD - SES PAGE 6-2A

80 - DEPARTMENT OF JUVENILE JUSTICE 72 - PROBATION & COMM. CORR. 20 - REGION (CENTRAL) 06 - CIRCUIT 1050 - ST. PETE UNIT 1060 - ST PETE UNIT 1070 - ST. PETE UNIT 1080 - ST. PETE UNIT 1090 - ST. PETE UNIT 1100 - ST. PETE UNIT 5010 - INTENSIVE SUPERVISION 00 - ADMIN. SHIFT 01 - TRUST FUND DIR OF PROB & COMM CORR (6818) COMM & SOC. SERV. MGRS 10-9151-1 80298 CHIEF PROB OFFICER/MANAGER (6836) MANAGERS, ALL OTHER 11-9199-3 60073

CASE MGMT. - ST. PETE UNIT 106

JUVENILE PROB OFFICER SUPV-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC 21-1092-4

37791

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

61580

SR JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC 21-1092-3

36310

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

02582 39536 39541 61558

CASE MGMT. - ST. PETE UNIT 105

JUVENILE PROB OFFICER SUPV-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

61576

SECRETARY SPECIALIST (0105)

SEC, EXCEPT LEGAL, MED, & EXEC, 43-6014-1

61579

JPO (5965) 21-1092-2

PROB. OFFICER & CORR. TREATMENT SPEC.

02743

59629

02567

04597

SR JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

61571

02594

60611

CASE MGMT. - ST. PETE UNIT 109 JUVENILE PROB OFFICER SUPV-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 PROB. OFFICER & CORR. TREATMENT SPEC 21-1092-4 62077

> SR JUVENILE PROB OFFICER (5966) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3 60607

SUBMITTED:

EFFECTIVE:

CURRENT

VERIFIED BY: Sara Gamble

8-06-08

Intensive Supervision JUVENILE PROB OFFICER (5965) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 81610 81611 81614 81615 81616 82501

CASE MGMT.- ST. PETE UNIT 110 JUVENILE PROB OFFICER SUPV-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC.21-1092-4 80598

SR JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

00979 JUVENILE PROB OFFICER (5965) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

02581 37786 39563 80597

BOLD - SES PAGE 6-3A

FROM PAGE 6-1A SR MGMT ANALYST II-SES (2225) MANAGEMENT ANALYSTS 13-1111-4 47154

CASE MGMT. - ST. PETE UNIT 107

JUVENILE PROB OFFICER SUPV-SES (5967)

02556

WORD PROC SYSTEMS OPERATOR (0090)

WORD PROCESSORS & TYPISTS 43-9022-1

42847

61572

SR JUVENILE PROB OFFICER (5966) 21-1092-3

PROB. OFFICER & CORR. TREATMENT SPEC.

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

02578 02583 48215 62079

62082

Page 89 of 355

- 80 DEPARTMENT OF JUVENILE JUSTICE
- 72 PROBATION & COMM. CORR.
- 20 REGION (CENTRAL)
- 06 CIRCUIT

CASE MANAGEMENT UNITS

- 1120 NW PT RICHEY UNIT
- 1130 DADE CITY UNIT
- 1140 NW PT RICHEY UNIT
- 2600 PASCO DET. SCREENING
- 2610 PINELLAS DET. SCREENING

00 - ADMIN. SHIFT 01 -TRUST FUND

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

02586

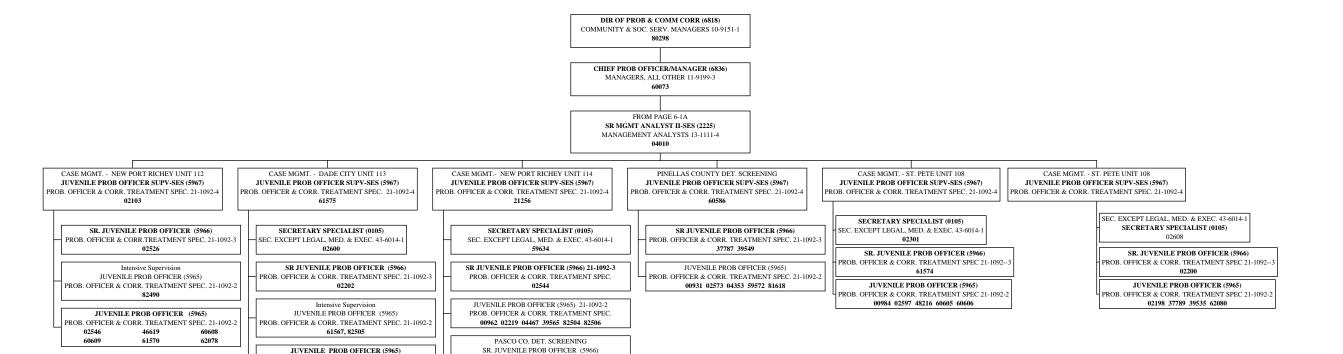
61564

02540

61562

SUBMITTED: VERIFIED BY: Sara Gamble EFFECTIVE: 8-6-08

CURRENT



PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

02576

72 - PROBATION & COMM. CORR.

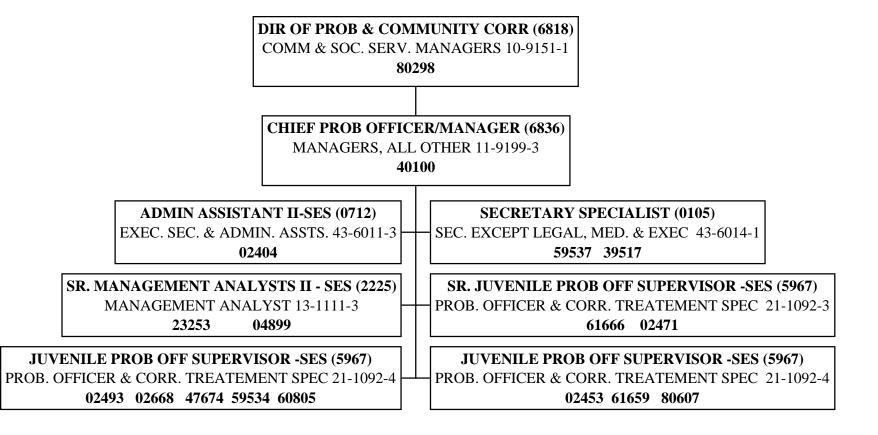
20 - REGION (CENTRAL)

09 - CIRCUIT

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 02/22/08

CURRENT



BOLD- SES PAGE 9-1

Page 91 of 355

72 - PROBATION & COMM, CORR.

20 - REGION (CENTRAL)

09 - CIRCUIT

OSCEOLA. UNITS

1020 - CASE MGMT. IMPACT UNIT

1030, 1060, 1070, 1080, 1090, CASEMGMT. UNITS

1100 & 1110

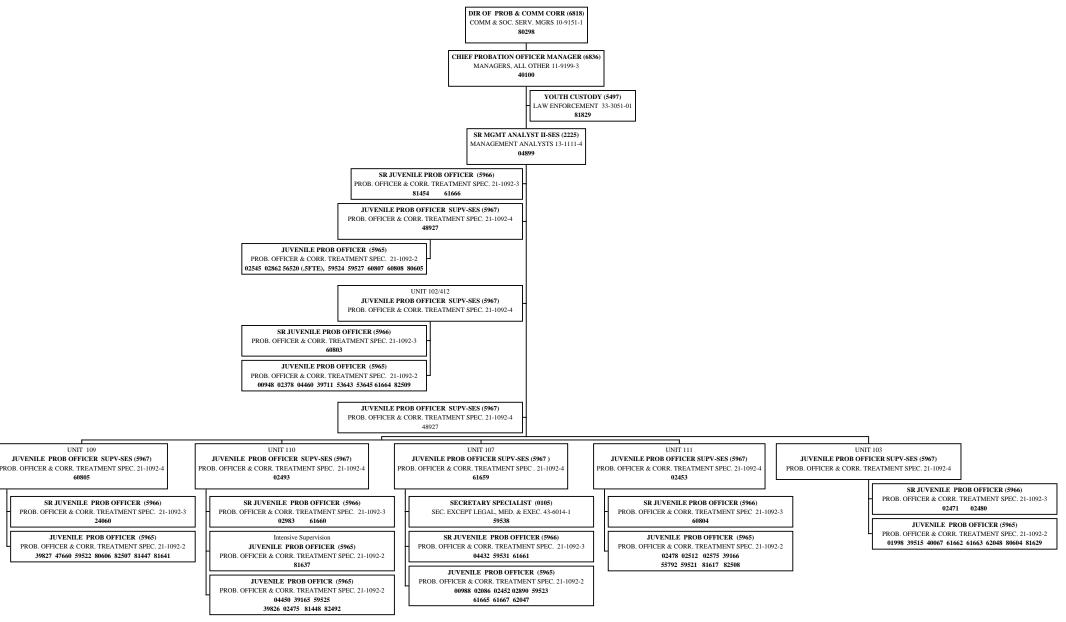
501 - INTENSIVE SUPERVISION

00 - ADMIN. SHIFT 01 - TRUST FUND

80712009101 - AFTERCARE SUPERVISION

SUBMITTED: VERIFIED BY: Sara Gamble EFFECTIVE: 8-15-07

CURRENT



72 - PROB. & COMM. CORR.

20 - REGION (CENTRAL)

09 - CIRCUIT

CASE MANAGEMENT UNITS

1040 - OCEOLA UNIT

1120 - OCEOLA UNIT

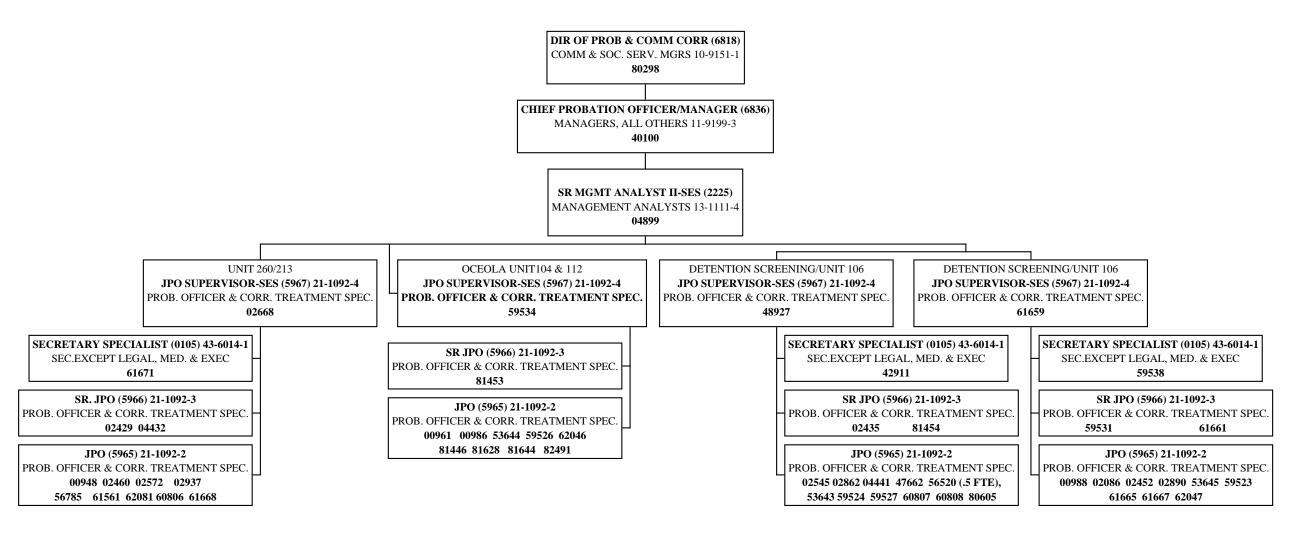
00 - ADMIN. SHIFT 01 - TRUST FUND

260- ORANGE C. DET. SCREENING

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 6-25-08

CURRENT

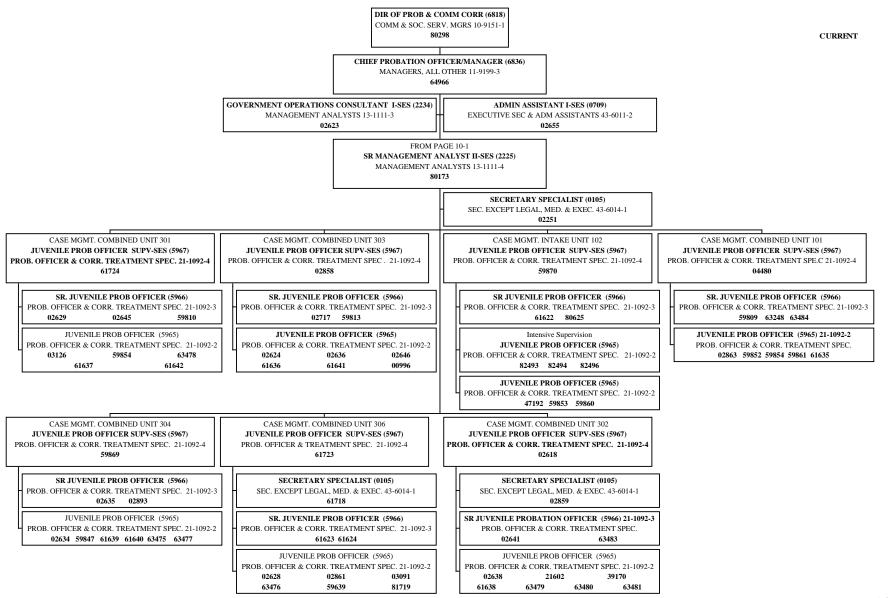


BOLD - SES ADDING 56520 UNDER 48927 PAGE 9-1B

- 80 DEPARTMENT OF JUVENILE JUSTICE
- 72 PROBATION & COMM. CORR.
- 20 REGION (CENTRAL)
- 10 CIRCUIT

CASE MANAGMENT UNIT
1010 & 1020 POLK CO. - INTAKE UNITS
3010, 3020, 3030, & 3040 -POLK CO. COMBINED UNITS
3060 - SEBRING CO. COMBINED UNIT
00 - ADMIN. - SHIFT 01 - TRUST FUND

SUBMITTED:
VERIFIED BY: Sara Gamble
EFFECTIVE: 8-11-08



72 - PROBATION & COMM. CORR.

20 - REGION (CENTRAL)

12 - CIRCUIT

CASE MANAGEMENT UNITS

3040 - SARASOTA UNIT

3050 - VENICE

3070 - ARCADIA UNIT

5010 - INTENSIVE SUPERVISION

00 - ADMIN. SHIFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 08/7/08

CURRENT

DIR OF PROB & COMMUNITY CORR (6818)

COMMUNITY & SOC. SERV. MANAGERS 10-9151-01

80298

CHIEF PROB OFFICER/MANAGER (6836)

MANAGERS, ALL OTHER 11-9199-3

19671

SR MGMT ANALYST II-SES (2225)

MANAGEMENT ANALYSTS 13-1111-4

39279

FROM PAGE 12

CASE MGMT. UNITS

CASE MGMT. SARASOTA

JUVENILE PROB OFF SUPERVISOR-SES (5967)
PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

59786

CASE MGMT. VENICE

JUVENILE PROB OFF SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

81443

SECRETARY SPECIALIST (0105)

CASE MGMT. SARASOTA

JUVENILE PROB OFF SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

02878

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

02137 42868

SR JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

00952

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. $\,21\text{-}1092\text{-}2$

02901 02930 48226 59780 59782 81435 81436

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

02882

SR JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

61596

Intensive Supervision

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR.TREATMENT SPEC. 21-1092-2

82498

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

00994 39169 39728 81434

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

02881

SR JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC.21-1092-3

47248

Intensive Supervision

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR.TREATMENT SPEC. 21-1092-2

81624

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

02928 02987 56418 61586

PAGE 12-1

- 80 DEPARTMENT OF JUVENILE JUSTICE
- 72 PROBATION & COMM. CORR.
- 20 REGION (CENTRAL)
- 12 CIRCUIT

MANATEE CO. CASE MANAGMENT UNITS 3010, 3020 & 3030

5010 - INTENSIVE SUPERVISION

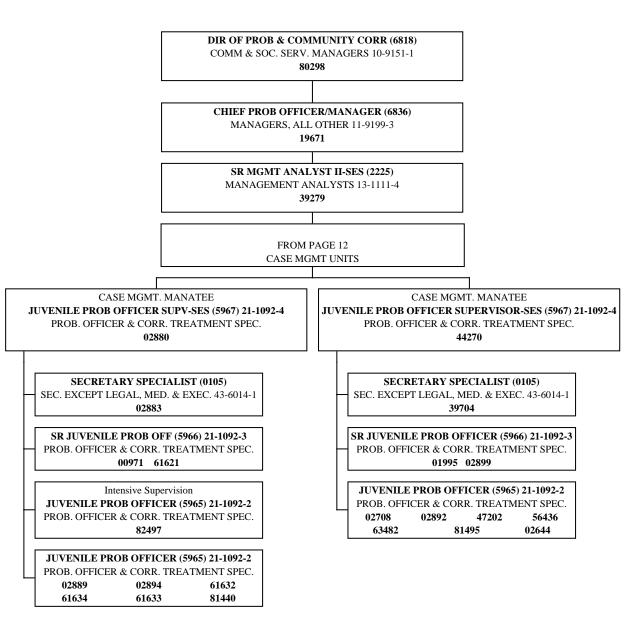
00 - ADMIN SHIFT 01

01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 08/7/08

CURRENT



72 - PROBATION & COMM. CORR.

20 - REGION (CENTRAL)

13 - CIRCUIT

HILLSBOROUGH CASE MANAGEMENT UNITS

1010, 1050 & 1060 - CASE MGMT.

1030 - CASE MGMT, INTAKE UNIT

5010 - INTENSIVE SUPERVISION

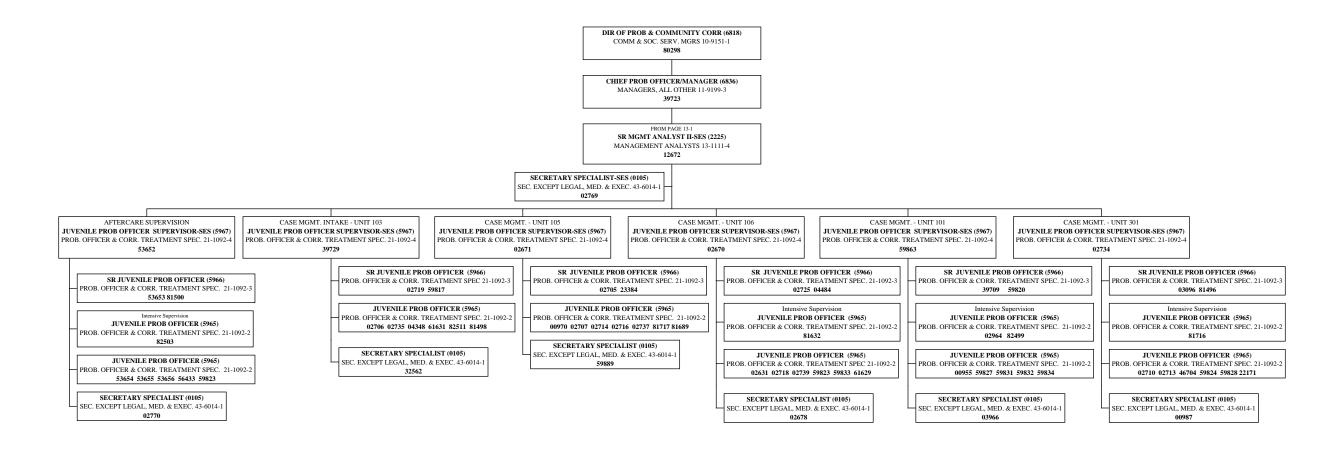
301, 3050 - CASE MGMT. COMBINED UNIT

00 - ADMIN. SHIFT 01 - TRUST FUND

807120131010 - AFTERCARE SUPERVISION

SUBMITTED:
VERIFIED BY: Sara Gamble
EFFECTIVE: 8-6-08

CURRENT



BOLD - SES

MOVED POSITION 61227 OUT FROM UNDER 12672 TO TALLAHSSEE UNDER LEGAFFAIRS

PAGE 13-2

72 - PROBATION & COMM. CORR.

20 - REGION (CENTRAL)

13 - CIRCUIT

HILLSBOROUGH CASE MANAGEMENT

1080 & 1090

3020, 3030 & 3060 COMBINED UNITS

5010 - INTENSIVE SUPERVISION

2600 - HILLSBOROUGH DETENTION SCREENING

00 - ADMIN, SHIFT 01 TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8-6-08

CURRENT

DIR OF PROB & COMMUNITY CORR (6818) COMM & SOC. SERV. MANAGERS 10-9151-1

CHIEF PROB OFFICER/MANAGER (6836) MANAGERS, ALL OTHER 39723

FROM PAGE 13-1 SR MGMT ANALYST II-SES (2225) MANAGEMENT ANALYSTS 13-1111-4 04359

CASE MGMT. COMBINED - UNIT 303 JUVENILE PROB OFFICER SUPERVISOR-SES (5967)

CASE MGMT. - UNIT 109 JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 61722

> SECRETARY SPECIALIST (0105) SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1 39703

SR JUVENILE PROB OFFICER (5966) PROB, OFFICER & CORR, TREATMENT SPEC, 21-1092-3 00989 02691

JUVENILE PROB OFFICER (5965) PROB. OFFICER & CORR. TREATMENT SPEC 21-1092-2 02688 02741 00956 39708 81499 80600 02630 02689

SECRETARY SPECIALIST (0105) SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1 61717

SR JUVENILE PROB OFFICER (5966) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3 02738 61619 61620

JUVENILE PROB OFFICER (5965) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 02702 23372 61625 61627 61626 61628 02695

CASE MGMT. UNIT 108 JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 59866

DETENTION SCREENING JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 81501

SECRETARY SPECIALIST (0105) SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1 59887

SR JUVENILE PROB OFFICER (5966) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

Intensive Supervision JUVENILE PROB OFFICER (5965) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 81630

JUVENILE PROB OFFICER (5965) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 02711 02732 21491 39726 59829 80601

SECRETARY SPECIALIST (0105) SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1 02675

SR JUVENILE PROB OFFICER (5966) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

JUVENILE PROB OFFICER (5965) PROB.OFFICER & CORR. TREATMENT SPEC. 21-1092-2 02700 02736 59826 59830 59835 81497 82500

CASE MGMT, UNIT COMBINED - 306 JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4 02668

> SECRETARY SPECIALIST (0105) SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1 02675

> > Intensive Supervision

JUVENILE PROB OFFICER (5965) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 82500

SR JUVENILE PROB OFFICER (5966) PROB, OFFICER & CORR, TREATMENT SPEC. 21-1092-3

JUVENILE PROB OFFICER (5965) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 02700 59826 59830 59835

72 - PROBATION & COMM. CORR.

20 - REGION (CENTRAL)

18 - CIRCUIT

VERIFIED BY: ____Sara Gamble ______

EFFECTIVE: 7-1-06

DIR OF PROB & COMMUNITY CORR (6818) COMM & SOC. SERV. MANAGERS 10-9151-1 80298

FROM PAGE 80-70-3

CHIEF PROB OFFICER/MANAGER (6836) MANAGERS, ALL OTHER 10-9199-3

80893

ADMIN ASSISTANT I-SES (0709) EXEC. SEC & ADMIN. ASSIST. 43-6011-2 60933

> SR MGMT ANALYST II-SES (2225) MANAGEMENT ANALYSTS 13-1111-4 25892

GO TO PAGE 18-1B
CASE MGMT. - SEMINOLE CO.
JPO SUPERVISOR-SES (5967) 21-1092-4
PROB. OFFICER & CORR. TREATMENT SPEC.

02450

61678

GO TO PAGE 18-1A CASE MGMT. - COCOA

JPO SUPERVISOR-SES (5967) 21-1092-4 PROB. OFFICER & CORR. TREATMENT SPEC.

03038

02496

61677

GO TO PAGE 18-1A
CASE MGMT. - MELBOURNE
JPO SUPERVISOR-SES (5967) 21-1092-4
PROB. OFFICER & CORR. TREATMENT SPEC.
48928

BOLD - SES PAGE 18-1

72 - PROBATION & COMM. CORR.

20 - REGION (CENTRAL)

18 - CIRCUIT

1050 - CASE MGMT. UNIT MELBOURNE

1060 - CASE MGMT. UNIT COCOA

1070 - CASE MGMT. UNIT COCOA

1080 - CASE MGMT. UNIT COCOA

2610 - COCOA DETENTION SCREENING 00 - ADMIN SHIFT 01 - TRUST SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 08/7/08

CURRENT

DIR OF PROB & COMMUNITY CORR (6818)

COMM & SOC. SERV. MGRS 10-9151-1 **80298**

CHIEF PROB OFFICER/MANAGER (6836)

MANAGERS, ALL OTHER 11-9199-3 **80893**

ADMINISTRATIVE ASSISANT I SES (0709)

EXEC. SECRETARIES & ADMIN ASST 43-6011-2

60933

SR MGMT ANALYST II-SES (2225)

MANAGEMENT ANALYSTS 13-1111-4 25892

CASE MGMT. -UNIT 105 MELBOURNE UNIT

JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

48928

CASE MGMT. UNIT 106 - COCOA

JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

02498

03038

CASE MGMT. UNIT 107 - COCOA

JUVENILE PROB OFFICER SUPERVISOR-SES (5967) PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

02496

CASE MGMT. UNIT 108 - COCOA

JUVENILE PROB OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

SR. JUVENILE PROB OFFICER (5966) 21-1092-3

PROB. OFFICER & CORR. TREATMENT SPEC.

53646

JUVENILE PROB OFFICER (5965)

61677

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

61676

SR JUVENILE PROB OFFICER (5966) 21-1092-3 PROB. OFFICER & CORR. TREATMENT SPEC.

00923 6

62053

61672

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

00992 59529

02505 61674

02505 61559

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

SR. JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

02510

Intensive Supervision

81655

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

02511 39167 47659 48938 81450 82513

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

60810

SR JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3
04459

Intensive Supervision

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC 21-1092-2

81652 81656

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC 21-1092-2 02507 02508 02864 62050 82514 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2 22989 39825 04430 55794 61673 61675 80603 82515

1-1092-2

BOLD - SES

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72 - PROBATION & COMM. CORR.

20 - REGION (CENTRAL)

18 - CIRCUIT

1010 CASE MGMT. SEMINOLE UNIT

1020 CASE MGMT. SEMINOLE UNIT

1040 CASE MGMT. SEMINOLE UNIT

2600 - SEMINOLE DETENTION SCREENING

00 - ADMIN. SHIFT 01 TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 8/7/08

CURRENT

DIR OF PROB & COMM CORR (6818)

COMM & SOC. SERV. MANAGER 10-9151-1 **80298**

CHIEF PROB OFFICER/MANAGER (6836)

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80893

SR MGMT ANALYST II-SES (2225)

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02450

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1

01930

SR. JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

59532

JUVENILE PROB OFFICER (5965)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2

02211

53647

BOLD - SES

02468

59528

82512

CASE MGMT. UNIT 102 - SEMINOLE COUNTY **JUVENILE PROB OFFICER SUPERVISOR-SES (5967)** PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4

61678

CASE MGMT. UNIT 101, 102

JUVENILE PROB OFFICER SUPERVISOR-SES (5967)

PROB. OFFICER & CORR. TREATMENT SPEC.21-1092-4

SECRETARY SPECIALIST (0105) SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1 61682

SR JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3

62052

JUVENILE PROB OFFICER (5965) 21-1092-2 PROB. OFFICER & CORR. TREATMENT SPEC.

 00940
 04462
 04544

 39514
 61680
 61681

SR. JUVENILE PROB OFFICER (5966)

PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3 59533

JUVENILE PROB OFFICER (5965)
PROB. OFFICER & CORR. TREATMENT SPEC 21-1092-2
39164, 02420, 02509, 59846

60809 62049

02197

04449

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72 - PROBATION & COMM. CORR.

30 - REGION (SOUTH)

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 9/16/08

CURRENT

SECRETARY OF JUVENILE JUSTICE (9491) CHIEF EXECUTIVES 10-1011-3 80001

DEPUTY SECRETARY (9487) GENERAL & OPERS. MANAGERS 10-1021-2 65162

ASSIST SEC FOR PROBATION & COMMUNITY CORR. (6813) COMMUNITY & SOC. SERV. MANAGERS 80003

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ADMINISTRATIVE ASSISTANT II-SES (0712) EXEC. SEC. & ADMIN. ASSTS. 43-6011-3 40152

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CHIEF PROBATION OFFICER/MANAGER (6836)

MANAGERS, ALL OTHER 11-9199-3

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CHIEF PROBATION OFFICER/MANAGER (6836) MANAGERS, ALL OTHER 11-9199-3

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CIRCUIT 17

CHIEF PROBATION OFFICER/MANAGER (6836)

MANAGERS, ALL OTHER 11-9199-3

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CIRCUIT 20

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02962 80070

OPER & MGMT CONSULTANT MGR-SES (2238) || OPER. & MGMT. CONSLT. II-SES (2236) **GENERAL & OPERS. MANAGERS 11-1021-2**

22463

SECRETARY SPECIALIST (0105)

SEC, EXEPT LEGAL, MED. & EXEC. 43-6014-1

02684

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03527, 42906, 61545

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GOVERNMENT ANALYST I (2224)

MANAGEMENT ANALYSTS 13-1111-3

81449

72 - PROBATION & COMM. CORR.

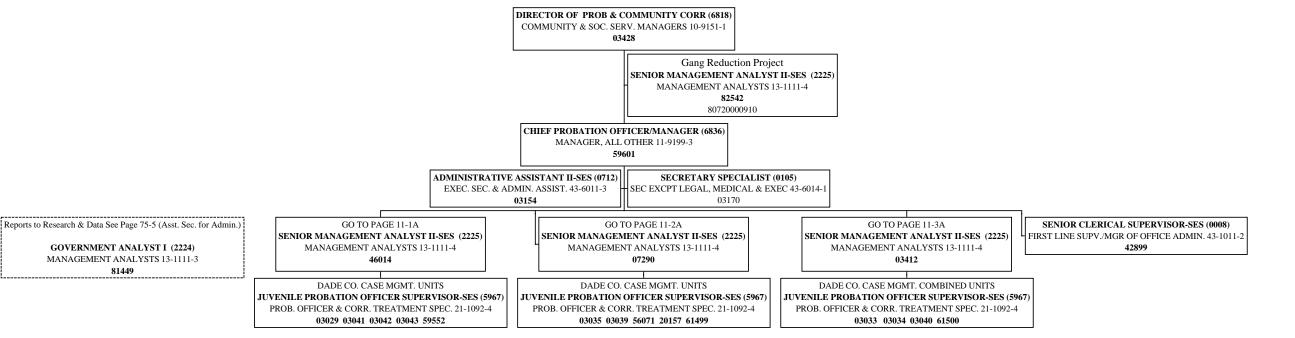
30 - REGION (SOUTH)

11 - CIRCUIT

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 02/22/08

CURRENT



BOLD-SES **PAGE 11-1A** 72 - PROBATION & COMM. CORR.

30 - REGION (SOUTH)

11 - CIRCUIT

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3230 - CASE MGMT. COMBINED UNIT 323

3260 - CASE MGMT COMBINED SUPERVISION UNIT 733

3270 - CASE MGMT. COMBINED CENTRAL UNIT 705

2600 - DADE CO. DETENTION SC REENING

5010 - INTENSIVE SUPERVISION

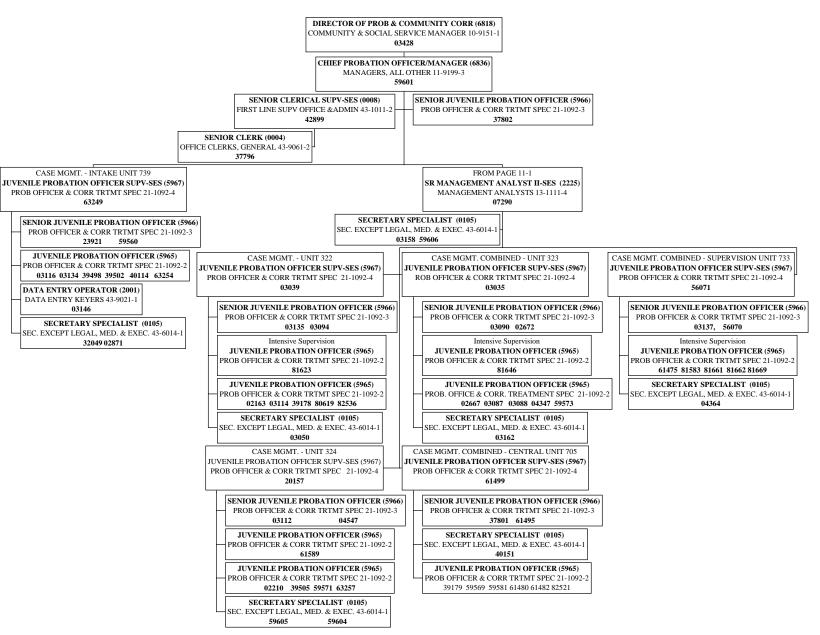
00 - ADMIN. SHIFT

CURRENT

EFFECTIVE: 8/7/08

SUBMITTED:

VERIFIED BY: Sara Gamble



80 - DEPARTMENT OF JUVENILE JUSTICE
72 - PROBATION & COMM. CORR.
30 - REGION (SOUTH)
11 - CIRCUIT
CASE MGMT. COMBINED SOUTH
3310 - UNIT 408
3320 - UNIT 414
3330 - UNIT 703
3340 - UNIT 702
3360 - UNIT 702
3360 - UNIT 424
5010 - INTENSIVE SUPERVISION

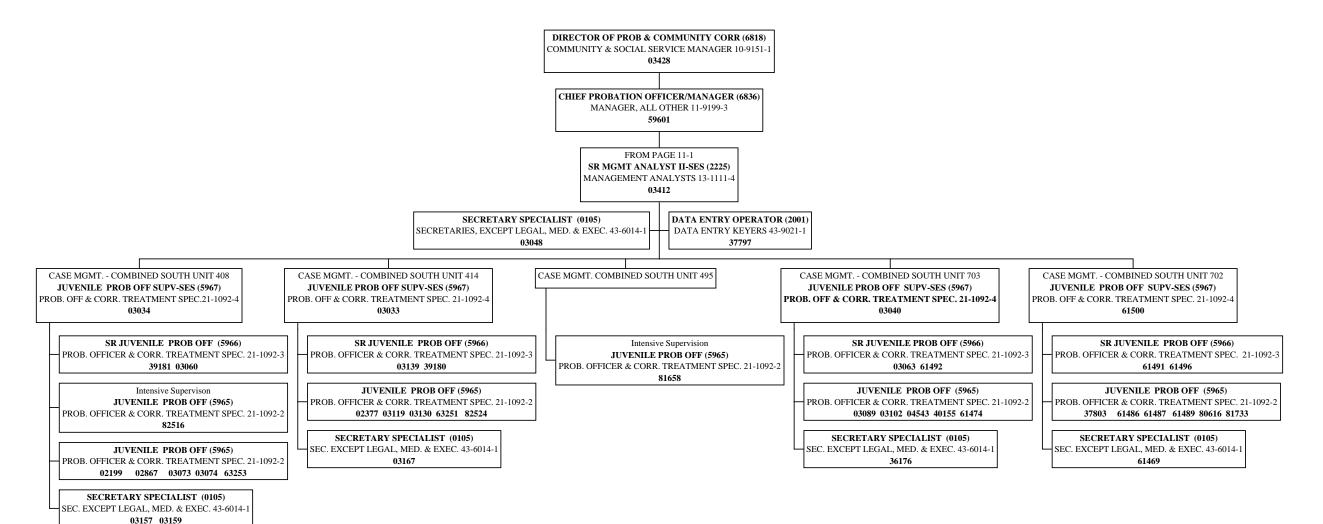
01 - TRUST FUND

00 - ADMIN, SHIFT

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8-7-08

CURRENT



72 - PROBATION & COMM. CORR.

30 - REGION (SOUTH)

11 - CIRCUIT

CASE MGMT. DADE COUNTY 3110, 3120, 3130, 3140 & 3190 - UNITS 311, 312, 313, 314 AND 319

5010 - INTENSIVE SUPERVISION

00 - ADMIN. SHIFT 01 - TRUST FUND SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8/07/08

CURRENT

DIRECTOR OF PROB & COMMUNITY CORR (6818)

COMMUNITY & SOC. SERV. MANAGERS 10-9151-1 03428

CHIEF PROBATION OFFICER/MANAGER (6836)

MANAGER, ALL OTHER 11-9199-3

59601

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46014

SECRETARY SPECIALIST (0105)

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CASE MGMT. - UNIT 311 JUVENILE PROB OFFICER SUPV-SES (5967) PROB OFCR & CORR TRTMT SPEC 21-1092-4 03041

SR JUVENILE PROBATION OFFICER (5966) PROB OFCR & CORR TRTMT SPEC 21-1092-3 03061 03118

Intensive Supervision

JUVENILE PROBATION OFFICER (5965) PROB OFCR & CORR TRTMT SPEC 21-1092-2 81647

JUVENILE PROBATION OFFICER (5965) PROB OFCR & CORR TRTMT SPEC 21-1092-2 00929 02674 03108 61488 82528

SECRETARY SPECIALIST (0105) SEC EXCPT LEGAL, MEDICAL & EXEC 43-6014-1 03058

CASE MGMT. - UNIT 312

JUVENILE PROB OFFICER SUPV-SES (5967) PROB OFCR & CORR TRTMT SPEC 21-1092-4

03043

SR JUVENILE PROBATION OFFICER (5966) PROB OFCR & CORR TRTMT SPEC 21-1092-3 03069 03138

Intensive Supervision

JUVENILE PROBATION OFFICER (5965) PROB OFCR & CORR TRTMT SPEC 21-1092-2 03127 81724

JUVENILE PROBATION OFFICER (5965) PROB OFCR & CORR TRTMT SPEC 21-1092-2 00972 02168 03078 03111 39500

SECRETARY SPECIALIST (0105) SEC EXCPT LEGAL, MEDICAL & EXEC 43-6014-1 04540

CASE MGMT. - UNIT 313

JUVENILE PROB OFFICER SUPV-SES (5967) PROB OFCR & CORR TRTMT SPEC 21-1092-4

03042

SR JUVENILE PROBATION OFFICER (5966) PROB OFCR & CORR TRTMT SPEC 21-1092-3 56073, 59557

Intensive Supervision

JUVENILE PROBATION OFFICER (5965) PROB OFCR & CORR TRTMT SPEC 21-1092-2

81649

JUVENILE PROBATION OFFICER (5965) PROB OFCR & CORR TRTMT SPEC 21-1092-2 03083 23677 39195 59575 59580 80617

SECRETARY SPECIALIST (0105) SEC EXCPT LEGAL, MEDICAL & EXEC 43-6014-1 03169

CASE MGMT. - UNIT 314

JUVENILE PROB OFFICER SUPV-SES (5967) PROB OFCR & CORR TRTMT SPEC 21-1092-4

59552

SR JUVENILE PROBATION OFFICER (5966) PROB OFCR & CORR TRTMT SPEC 21-1092-3 04554 61493

JUVENILE PROBATION OFFICER (5965) PROB OFCR & CORR TRTMT SPEC 21-1092-2 61476 61477 61478 61479 81737 82523

SECRETARY SPECIALIST (0105) SEC EXCPT LEGAL, MEDICAL & EXEC 43-6014-1 03164

CASE MGMT. - UNIT 319

JUVENILE PROB OFFICER SUPV-SES (5967) PROB OFCR & CORR TRTMT SPEC 21-1092-4 03029

SR JUVENILE PROBATION OFFICER (5966)

PROB OFCR & CORR TRTMT SPEC 21-1092-30 03095

JUVENILE PROBATION OFFICER (5965) PROB OFCR & CORR TRTMT SPEC 21-1092-2

02968 03068 03121 59570 63256

SECRETARY SPECIALIST (0105) USEC EXCPT LEGAL, MEDICAL & EXEC 43-6014-1 03144

BOLD - SES **PAGE 11-1B** 72 - PROB. & COMM. CORRECTIONS

30 - REGION (SOUTH)

15 - CIRCUIT

PALM BEACH UNITS

1010 - CASE MGMT. INTAKE

CASE MGMT. COMBINED UNITS

3010, 3020, 3030, 3040, 3050, 306 & 3080 - UNITS

301, 302, 303, 304, 305, 306 & 308

2600 - PALM BEACH CO. DETENTION SCREENING

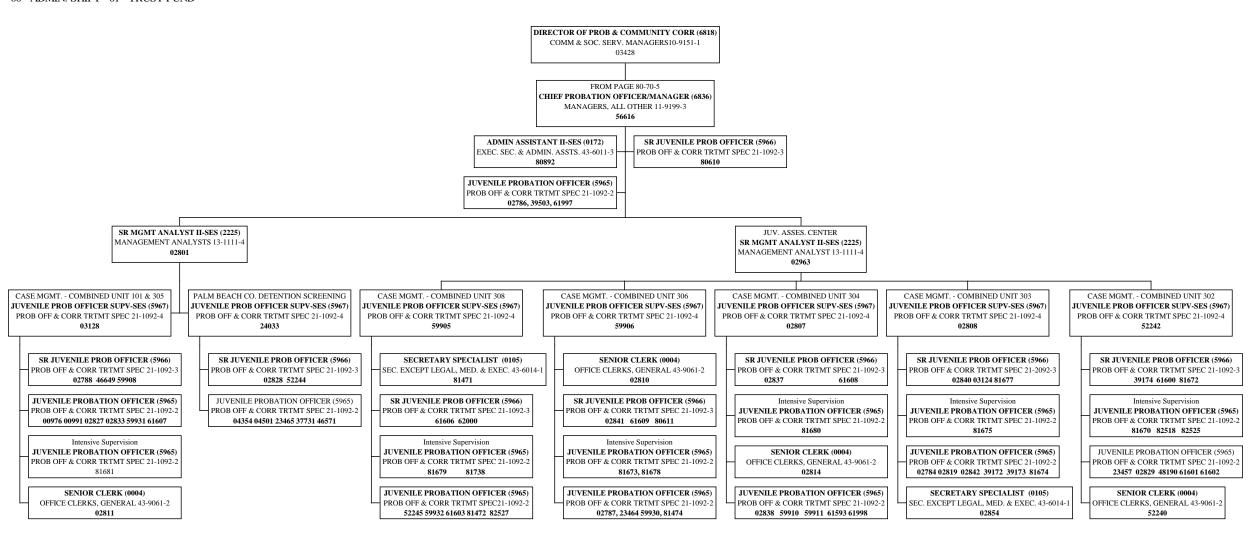
5010 - INTENSIVE SUPERVISION

00 - ADMIN. SHIFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8-6-08

CURRENT



72 - PROBATION & COMM. CORR.

30 - REGION (SOUTH)

16 - CIRCUIT

3010 - CASE MANAGEMENT

3020 - CASE MANAGEMENT

5010 - INTENSIVE SUPERVISION

00 - ADMIN. SHIFT 01 - TRUST FUND

80413011250 - DADE DETENTION CENTER

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE:: 5/9/08

CURRENT

DIRECTOR OF PROB & COMMUNITY CORR (6818)

COMMUNITY & SOC. SERV. MANAGERS 10-9151-1 03428

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CHIEF PROBATION OFFICER/MANAGER (6836)

MANAGERS, ALL OTHER 11-9199-3 **07396**

ADMIN ASSISTANT II-SES (0172)

EXEC. SEC. & ADMIN. ASSTS. 43-6011-3 03736

CASE MGMT. - UNIT 301

JUVENILE PROBATION OFFICER SUPV-SES (5967)

PROBATION OFFICER & CORR TREAT SPEC 21-1092-4 03734 CASE MGMT. - UNIT 302

JUVENILE PROBATION OFFICER SUPV-SES (5967)

PROBATION OFFICER & CORR TREAT SPEC 21-1092-4 59550

SR JUVENILE PROBATION OFFICER (5966)

PROBATION OFFICER & CORR TREAT SPEC 21-1092-3
02119

JUVENILE PROBATION OFFICER (5965)

PROBATION OFFICER & CORR TREAT SPEC 21-1092-2 03085 04553 59568 59916

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1 **03143**

SR JUVENILE PROBATION OFFICER (5966)

PROBATION OFFICER & CORR TREAT SPEC 21-1092-3
03182

JUVENILE PROBATION OFFICER (5965)
PROBATION OFFICER & CORR TREAT SPEC 21-1092-2
59567 82529

SECRETARY SPECIALIST (0105)

SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1 03185

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30 - REGION (SOUTH)

17 - CIRCUIT

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3230 - UNIT 10-2-175 3240 - UNIT 10-2-200

3310 - UNIT 10-3-100

3320 - UNIT 10-3-253 3330 - UNIT 10-3-254

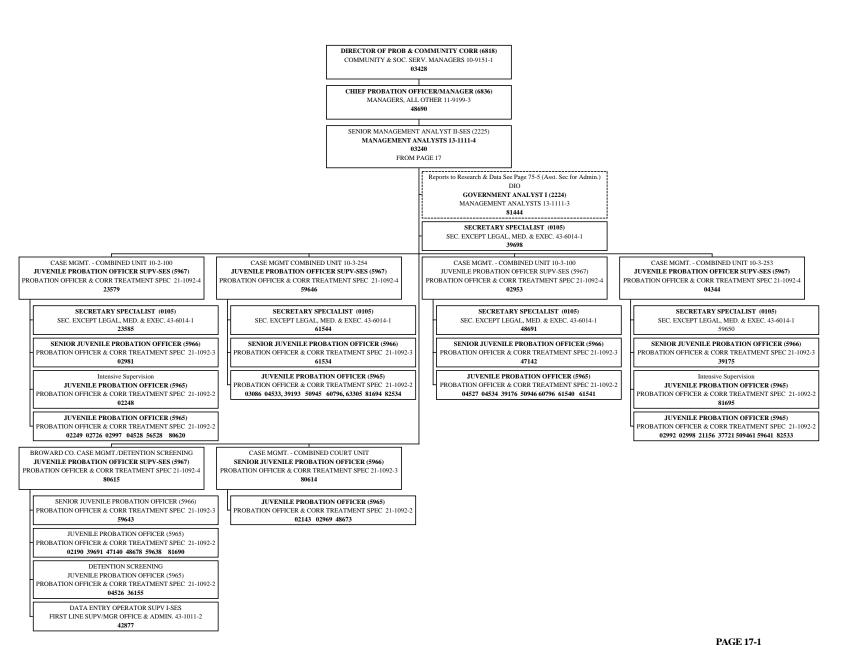
2600 - BROWARD CO. DETENTION SCREENING

5010 - INTENSIVE SUPERVISION

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8-6-08

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72 - PROB. & COMM. CORR.

30 - REGION (SOUTH)

17 - CIRCUIT - CASE MGMT. COMBINED UNITS

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3120 - UNIT 10-1-212

3130 - UNIT 10-1-222

3220 - UNIT 10-2-150

3250 - UNIT 10-2-250

3260 - UNIT 10-2-300

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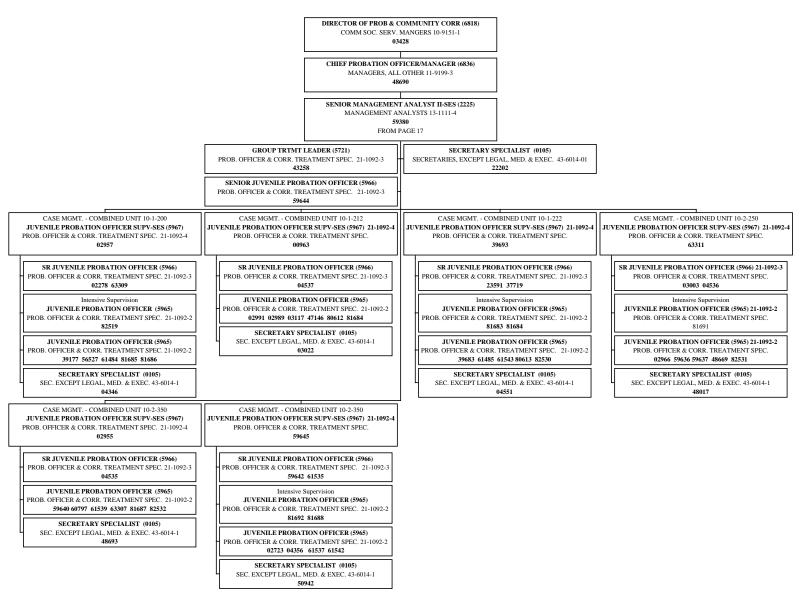
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SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 8-6-08

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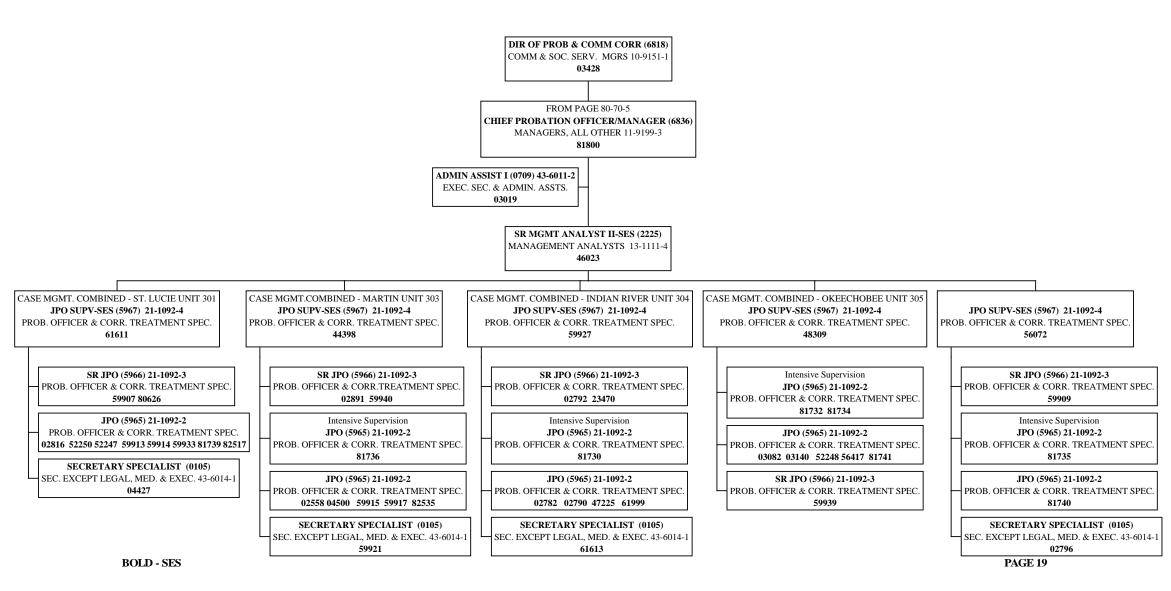


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- 80 DEPARTMENT OF JUVENILE JUSTICE
- 72 PROBATION & COMM. CORR.
- 30 REGION (SOUTH)
- 19 CIRCUIT

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- 3010 ST. LUCIE
- 3020 ST. LUCIE
- 3030 MARTIN
- 3040 INDIAN RIVER
- 3050 OKEECHOBEE
- 5010 INTENSIVE SUPERVISION
 - 00 ADMIN. SHIFT 01 TRUST FUND



SUBMITTED:

CURRENT

VERIFIED BY: Sara Gamble

EFFECTIVE: 12/14/07

72 - PROBATION & COMM. CORRECTIONS

30 - REGION (SOUTH)

20 - CIRCUIT

CASE MANAGEMENT UNITS

1010 - FT. MYERS 1020 - NAPLES

1040 - CASE MGMT. INTAKE LEE CO. JAC UNIT

2010 - E. FT. MYERS 2020 - S. FT. MYERS

2030 - CAPE CORAL 2040 - IMMOKALEE

2050 - CASE MGMT. COMMUNITY CONTROL - UNIT 2009

2610 - COLLIER DETENTION SCREENING

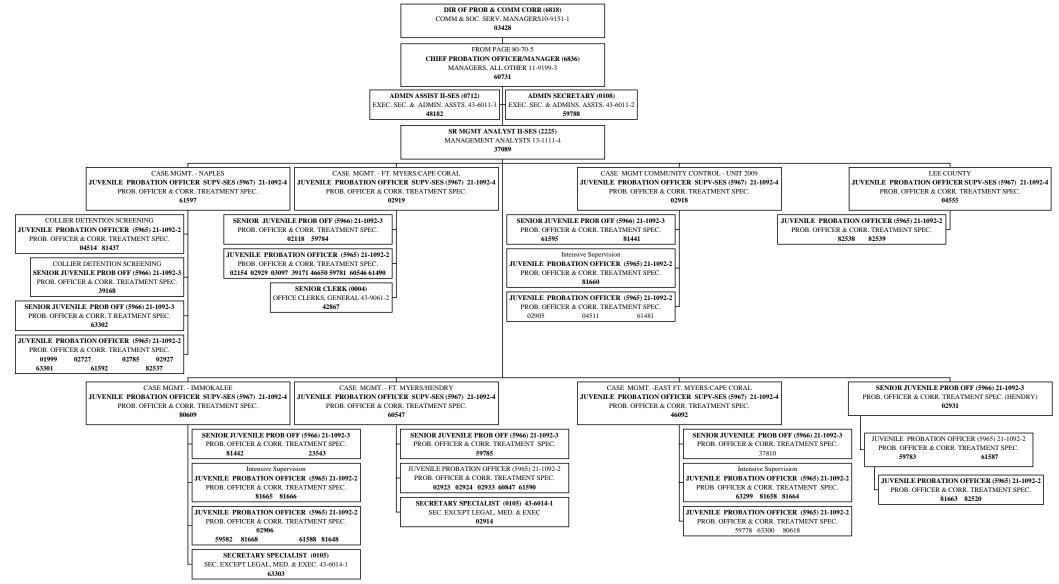
3010 - HENDRY CO.

5010 - INTENSIVE SUPERVISION

01 - ADMIN. SHIFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8-6-08



80 - DEPARTMENT OF JUVENILE JUSTICE 80 - RESIDENTIAL AND CORR FACILITIES REGION - NORTH

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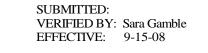
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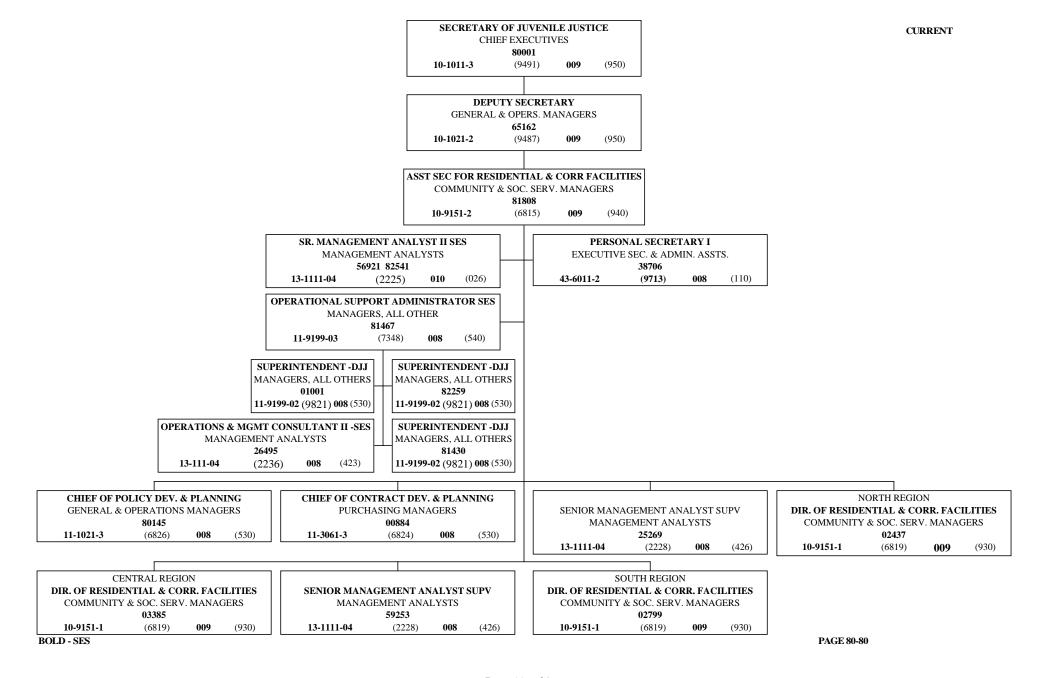
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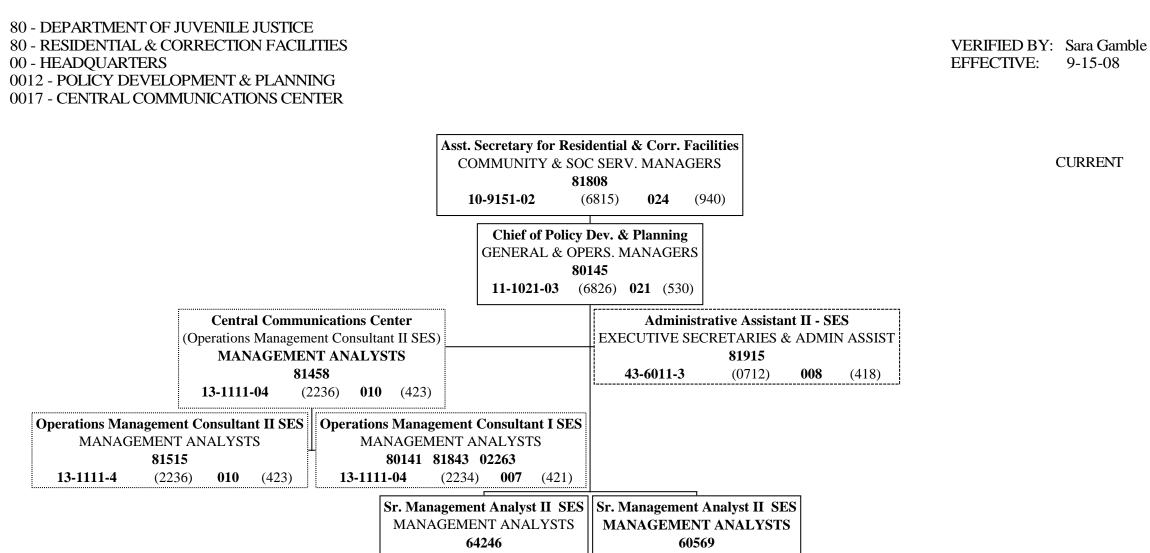
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80 - DEPARTMENT OF JUVENILE JUSTICE 80 - ASSISTANT SECRETARY FOR RESIDENTIAL AND CORRECTIONAL FACILITIES HEADQUARTERS and NORTH REGION







MANAGEMENT ANALYSTS 81514 81524

13-1111-4

(2236) **010**

(423)

Sr. Management Analyst II SES

MANAGEMENT ANALYSTS

64246

13-1111-04 (2225) 010 (026)

Sr. Management Analyst II SES

MANAGEMENT ANALYSTS

60569

13-1111-04 (2225) 010 (026)

Sr. Management Analyst II SES

MANAGEMENT ANALYSTS

13-1111-04 (2236) 010 (423)

Operations Management Consultant II SES

Broken Lines report to Inspector General Office, positions are still being funded by Residential, AAII Positon funded by Sec Office

80-1

80 - RESIDENTIAL AND CORRECTIONAL FACILITIES

00 - HEADQUARTERS

0011 - CONTRACT DEVELOPMENT & PLANNING

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 4/16/08

CURRENT

ASST SEC FOR RESIDENTIAL & CORR FACILITIES (6815)
COMMUNITY & SOC. SERV. MANAGERS 10-9151-2

81808

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00884

ADMIN ASSISTANT III-SES (0714)

EXEC. SEC. & ADMIN. ASSTS. 43-6011-4

24072

OPERATIONS MGMT CONSULTANT MGR-SES (2238)
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80958

SR MGMT ANALYST II-SES (2225)
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34242

OPERATION MGMT. CONSULTANT II-SES (2236)
MANAGEMENT ANALYSTS 13-1111-4
59383

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82 - RESIDENTIAL AND CORRECTIONAL FACILITIES 11 - REGION (NORTH)

VERIFIED BY: Sara Gamble EFFECTIVE DATE: 9-15-08

CURRENT

ASST SEC FOR RESIDENTIAL & CORR FACILITIES (6815) COMMUNITY & SOC. SERV. MANAGERS 10-9151-2

81808

NORTH REGION

DIRECTOR OF RESIDENTIAL & CORR. FACILITIES (6819)

COMMUNITY & SOC. SERV. MANAGERS 10-9151-1 02437

OPER & MGMT CONSLT MGR (2238)

MANAGEMENT ANALYSTS 11-1021-02 46093

OPER & MGMT CONSLT MGR (2238)

MANAGEMENT ANALYSTS 11-1021-02 46467

HALFWAY FACILITY SUPERINTENDENT SES (5724) MANAGERS, ALL OTHER 11-9151-1 03274 03645

ADMIN ASSISTANT II SES (0712)

EXEC. SEC. & ADMIN ASSTS 43-6011-3 02406

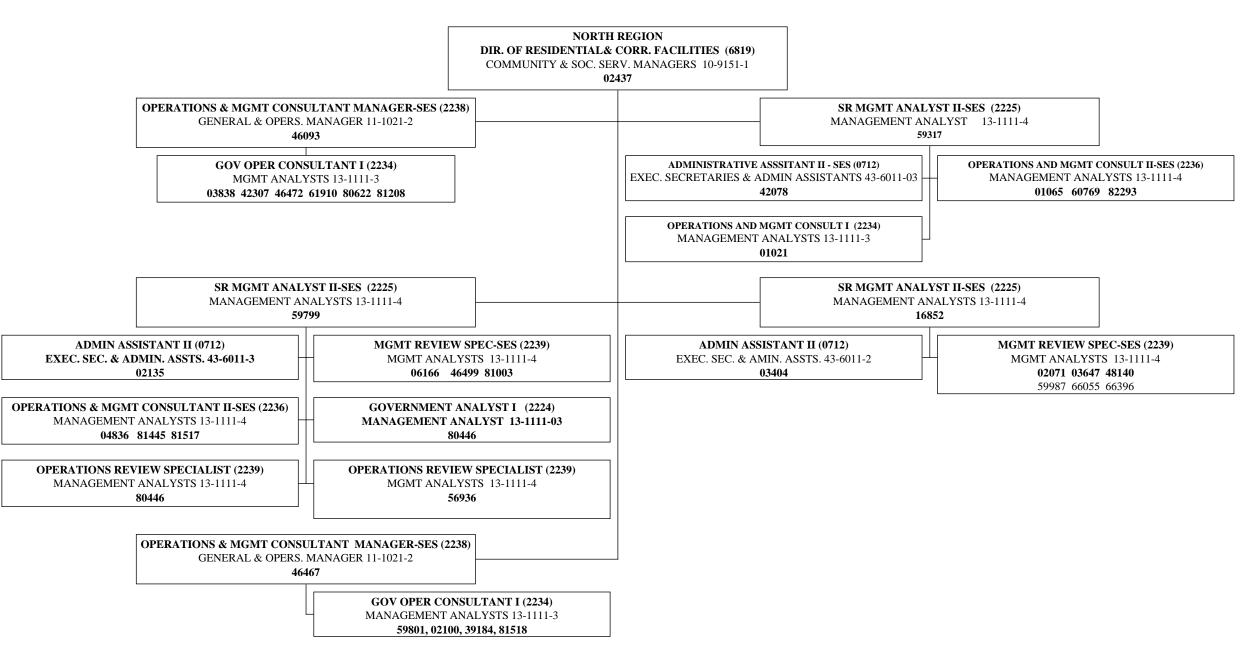
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80075

SENIOR MANAGEMENT ANALYST II-SES(2225) MANAGEMENT ANALYSTS 13-1111-04 16852 59317 59799

SUBMITTED: VERIFIED BY: Sara Gamble

EFFECTIVE: 4-16-08



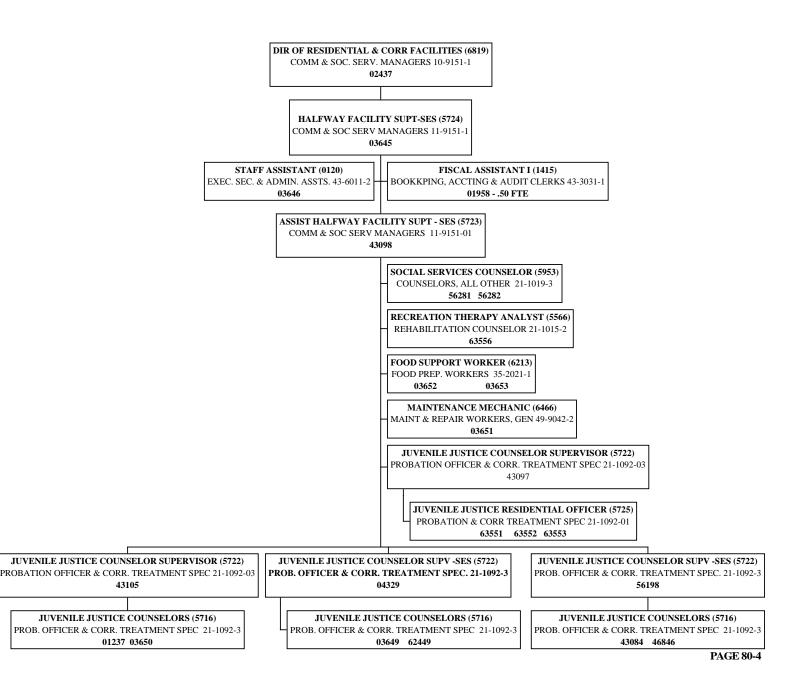
80 - DEPARTMENT OF JUVENILE JUSTICE 81 - NON-SECURE RESIDENTIAL COMMITMENT PROGRAMS 12 - REGION (NORTH) 04 - CIRCUIT 6010 - DUVAL HALFWAY HOUSE

00 - SHIFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 6/16/08

CURRENT



BOLD - SES

43105

01237 03650

80 - DEPARTMENT OF JUVENILE JUSTICE 81 - NON SECURE RESIDENTIAL COMMITMENT

PROGRAMS

11 - REGION (NORTH)

01 - CIRCUIT

6000 - HALFWAY HOUSE - PENSACOLA BOYS BASE

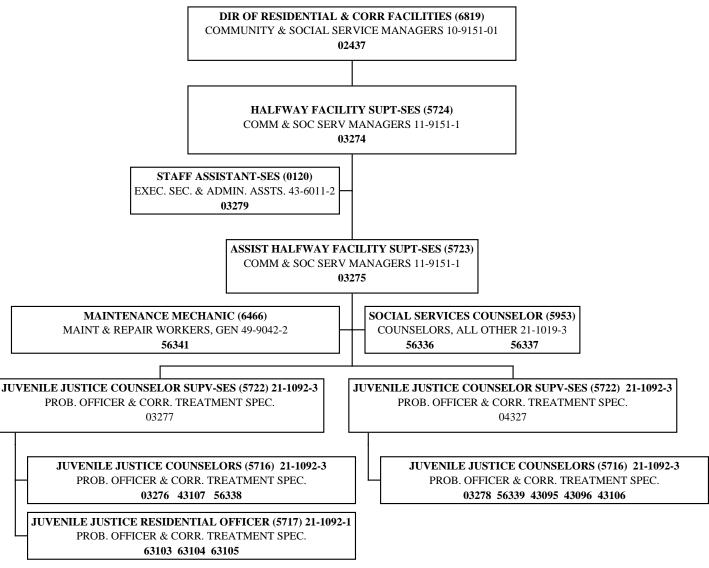
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SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 4/16/08

CURRENT



BOLD - SES

82 - SECURE RESIDENTIAL COMMITMENT **PROGRAMS**

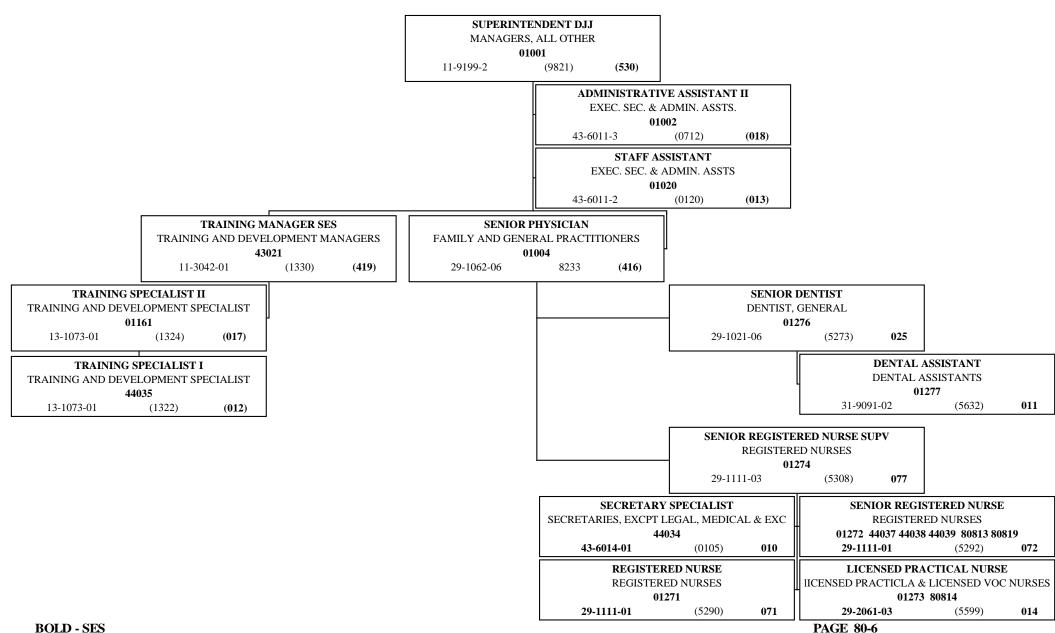
11 - REGION (NORTH)

14 - CIRCUIT

82 - DOZIER SCHOOL

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 04/16/08



82 - SECURE RESIDENTIAL COMMITMENT ROGRAMS

11 - REGION (NORTHWEST)

14 - CIRCUIT

82 - DOZIER SCHOOL

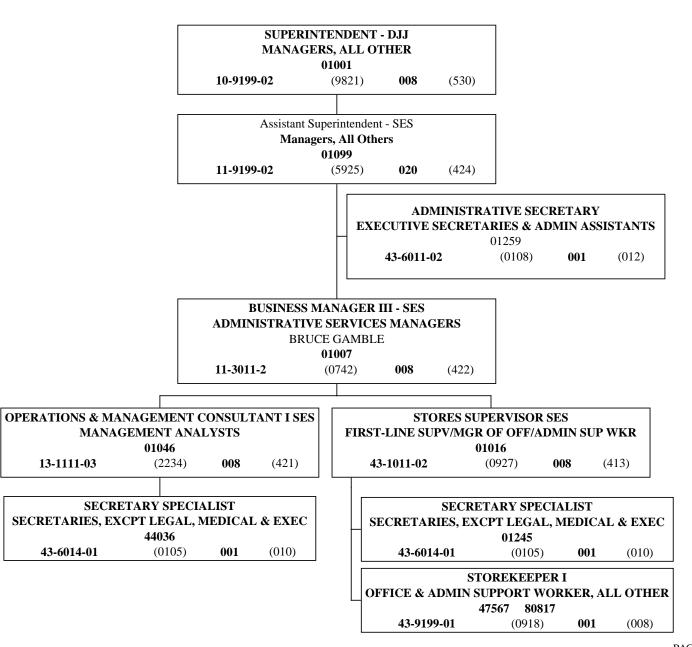
25 - SCHOOL ACTIVITIES

40 - HOME LIFE

SUBMITTED:

VERIFIED BY Sara Gamble EFFECTIVE: 4/08/08

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43-6014-01

82 - SECURE RESIDENTIAL COMMITMENT ROGRAMS

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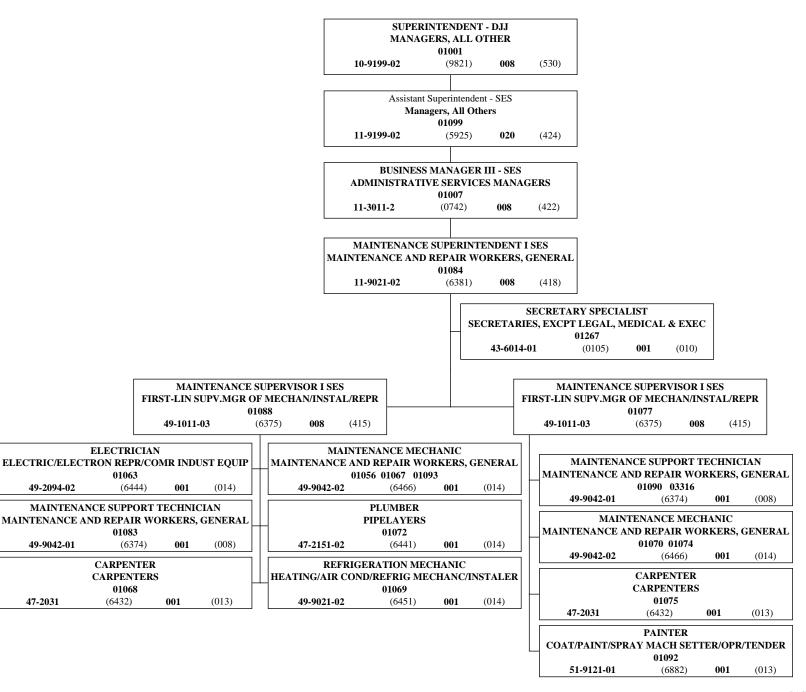
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11 - REGION (NORTH)

14 - CIRCUIT

82 - DOZIER SCHOOL BUILDING AND GROUNDS

SUBMITTED: VERIFIED BY Sara Gamble EFFECTIVE: 04/16/08

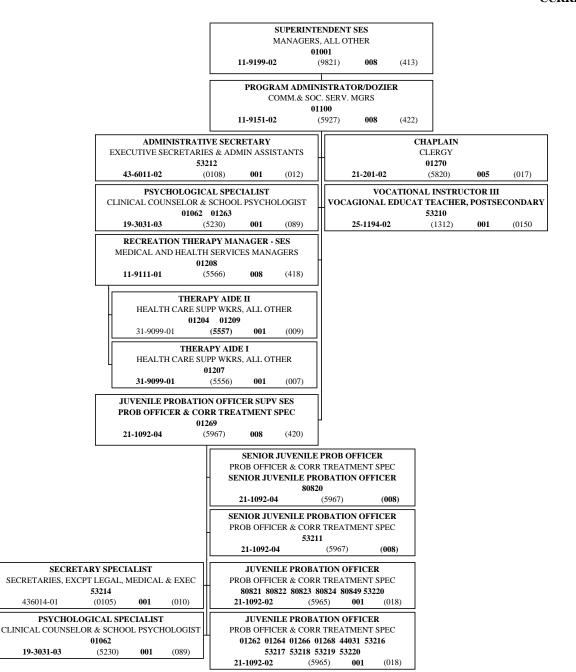


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- 25 SCHOOL ACTIVITIES
- 40 HOME LIFE
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SUBMITTED: VERIFIED BY: Sare Cambel EFFECTIVE: 4/16/08

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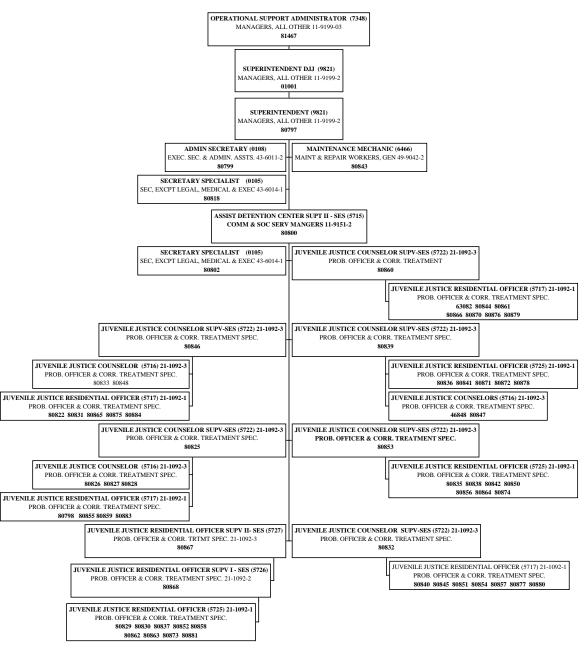
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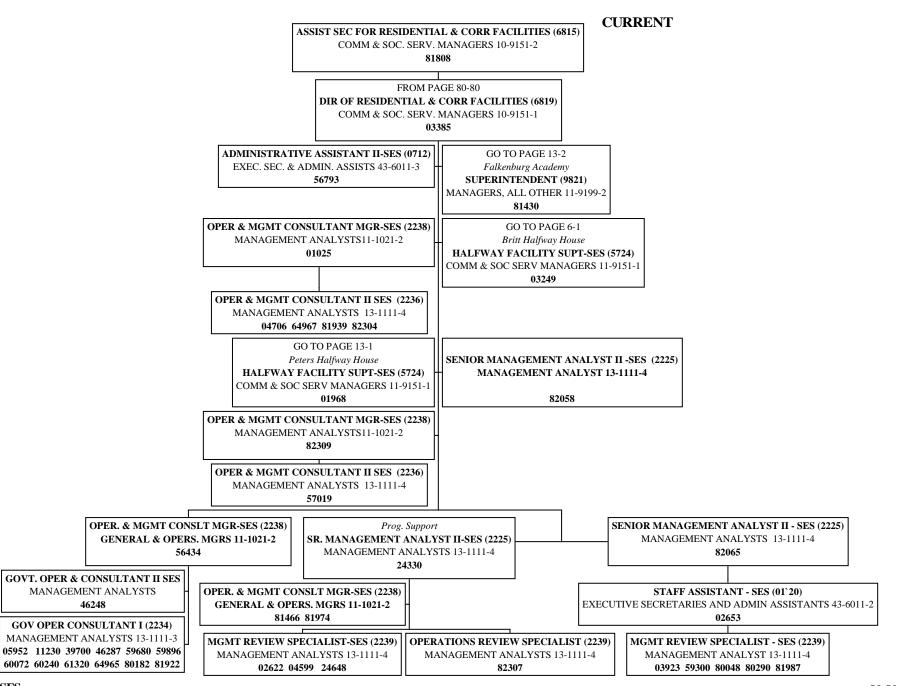
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SUBMITTED:

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EFFECTIVE: 8-18-08



MANAGEMENT ANALYSTS

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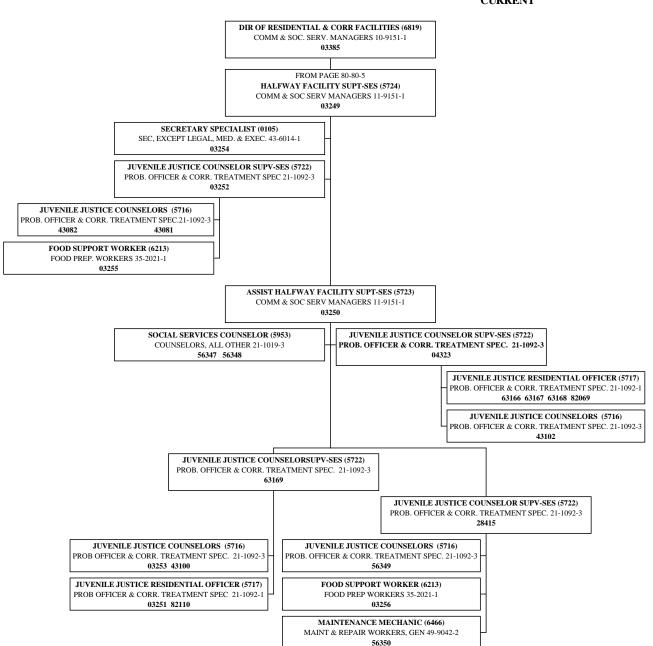
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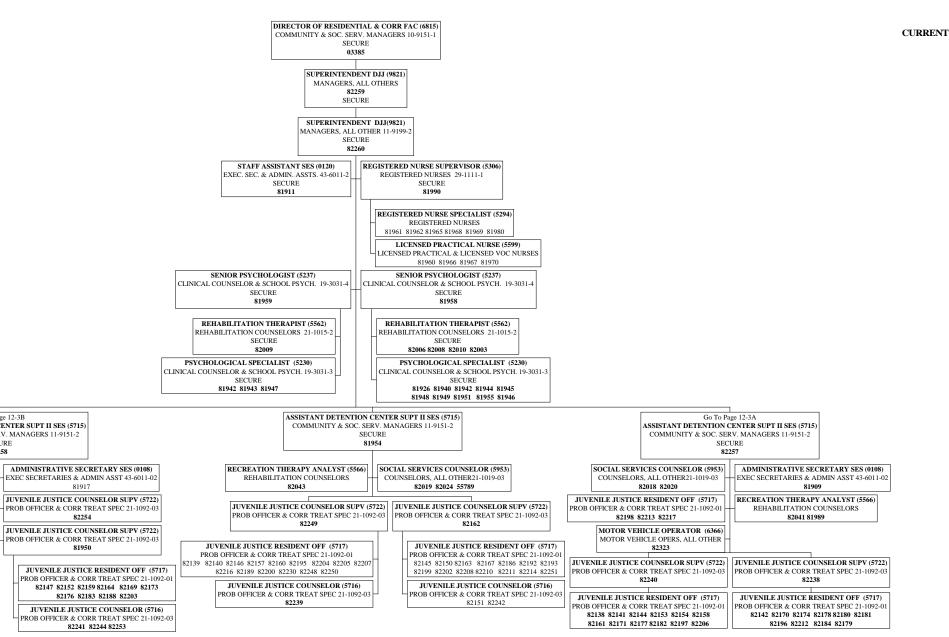
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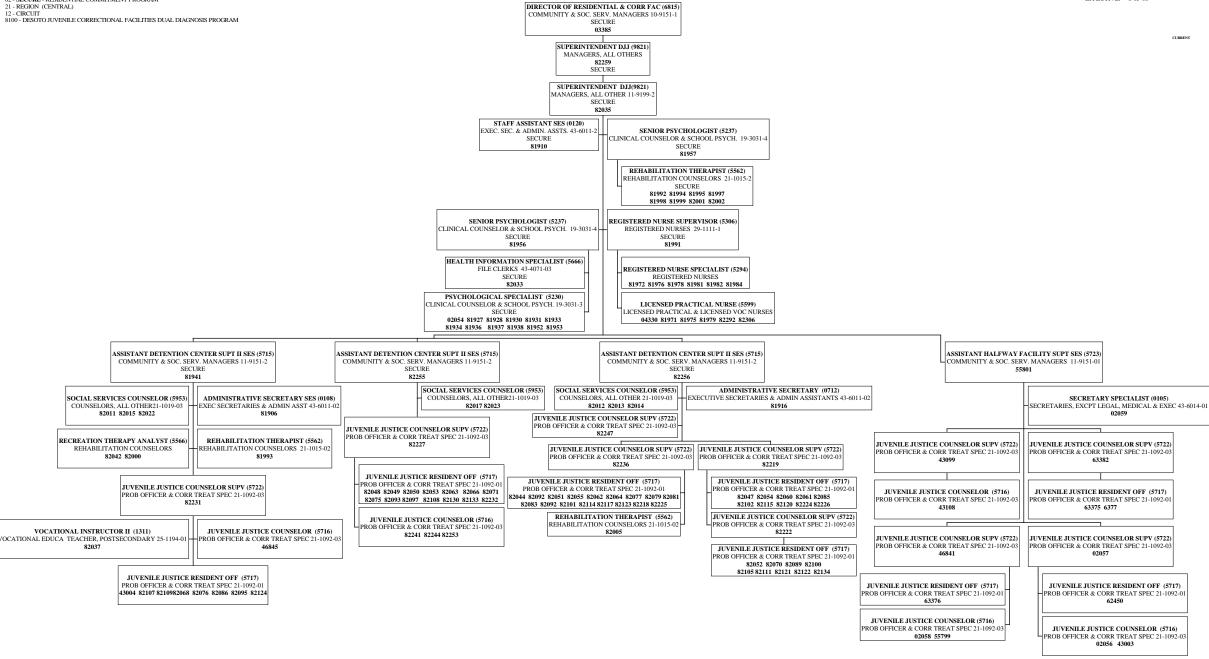
DIAGNOSIS PROGRAM

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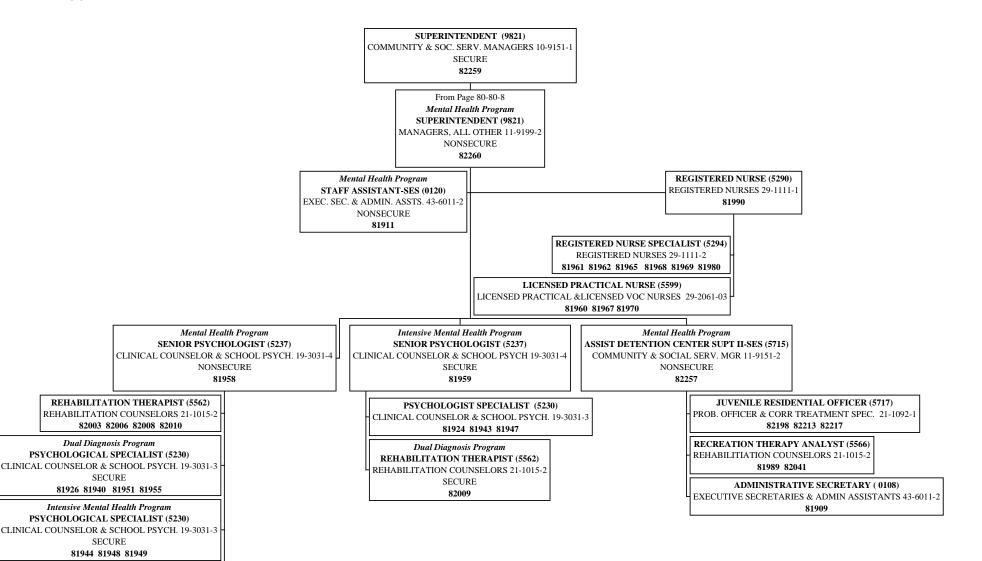
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SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 8-18-08

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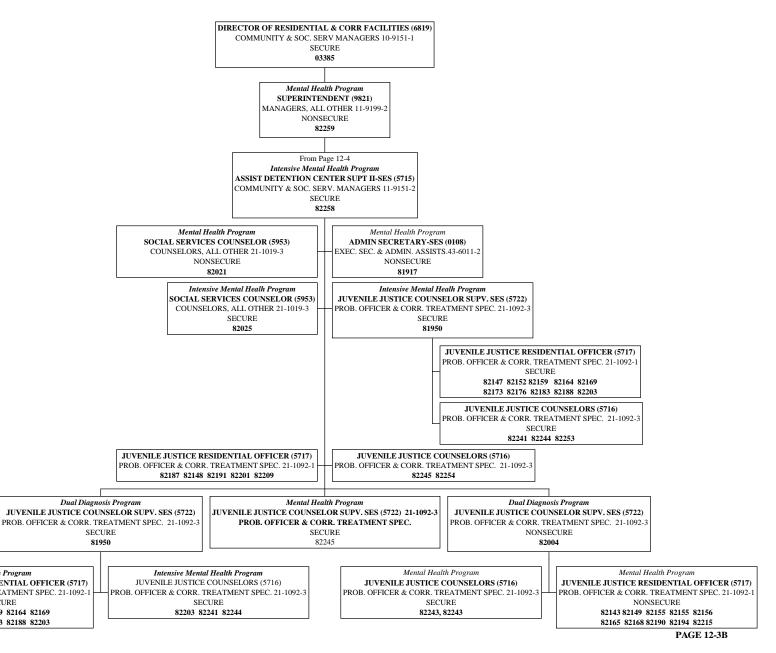
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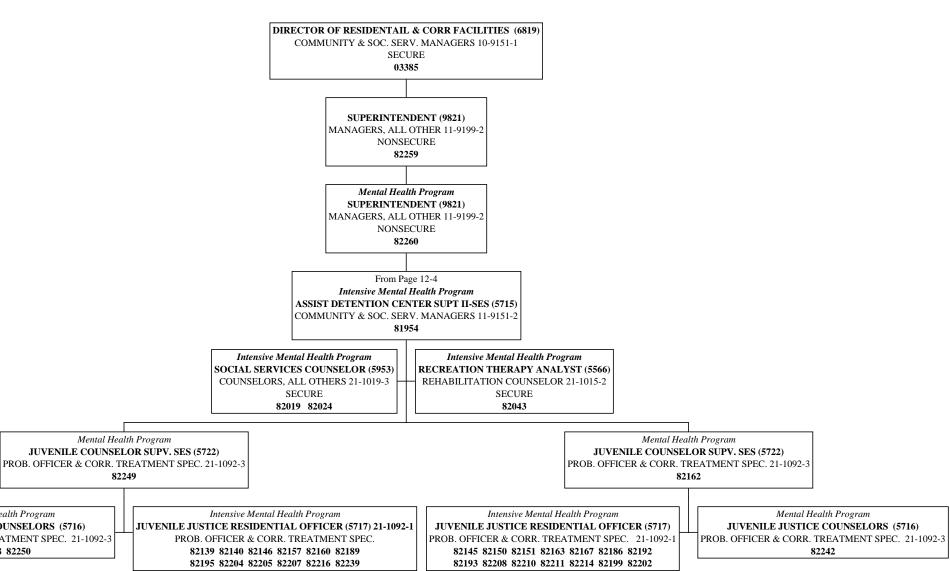
82230 82248 82250

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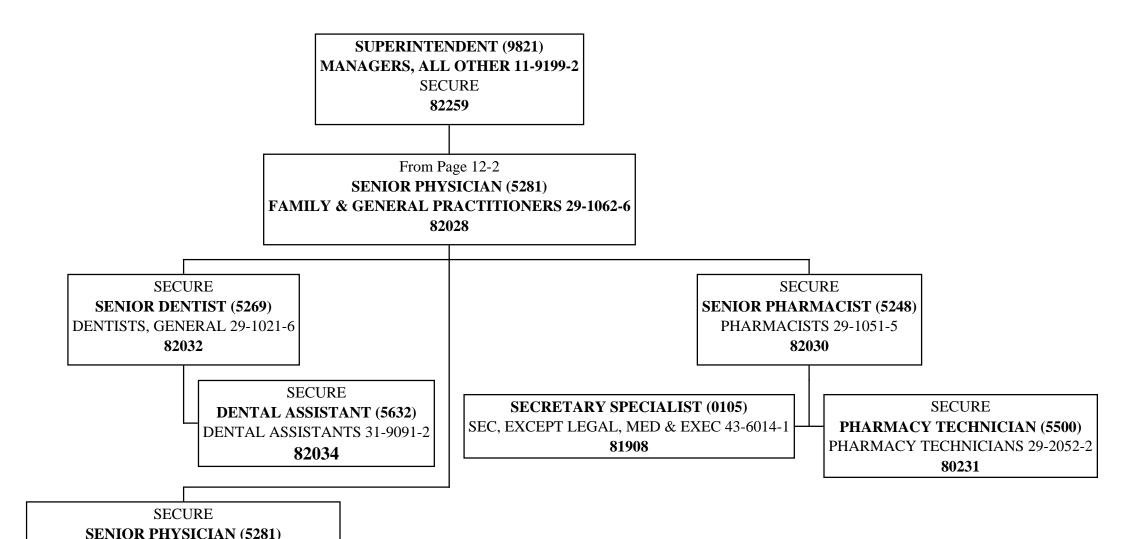
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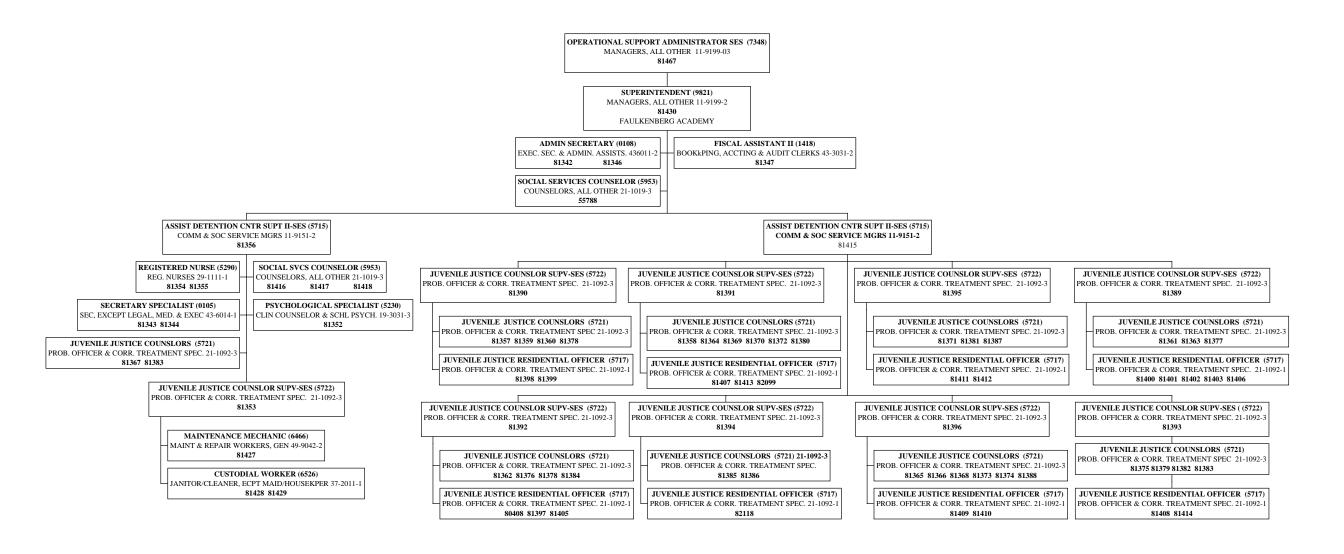
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SUBMITTED:
VERIFIED BY: Sara Gamble
EFFECTIVE: 9-15-08



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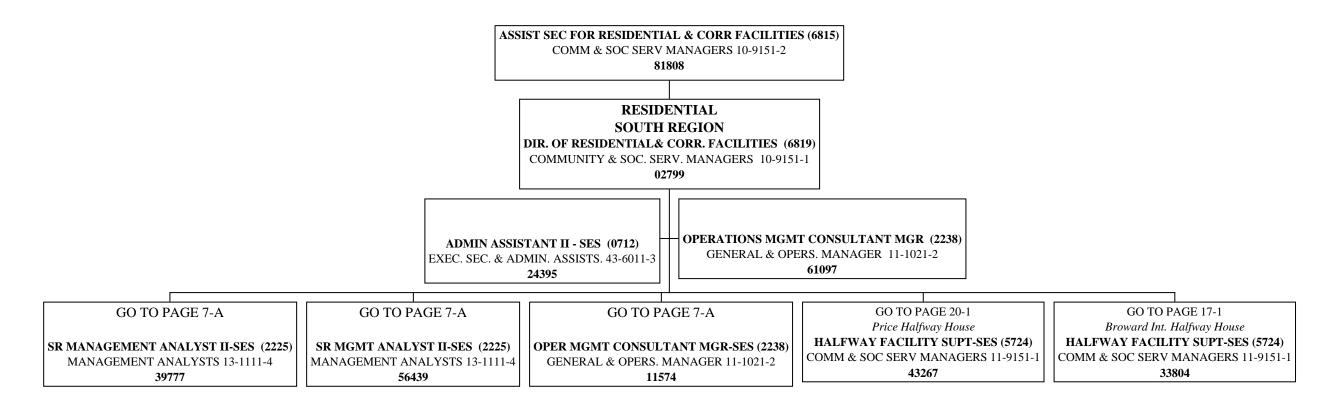
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SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 4/18/08



82 - DIRECTOR OF RESIDENTIAL & CORR. FACILITIES

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SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 6/13/08

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25269

GOV OPER CONSULTANT I (2234)

MANAGEMENT ANALYSTS 13-1111-3

44180 46361 46366 46195 59546 61995

ADMINISTRATIVE SECRETARY (0108)

EXEC SECRET & ADMIN ASSIST43-6011-02

39560

MGMT REVIEW SPECIALIST SES (2239)

MANAGEMENT ANALYSTS 13-1111-4 24439 59253 81468

OPER MGMT CONSULT II-SES (2236)

MANAGEMENT ANALYSTS 13-1111-4

19536 26639 82055

OPER MGMT CONSULT I-SES (2234)

MANAGEMENT ANALYSTS 13-1111-3

02055

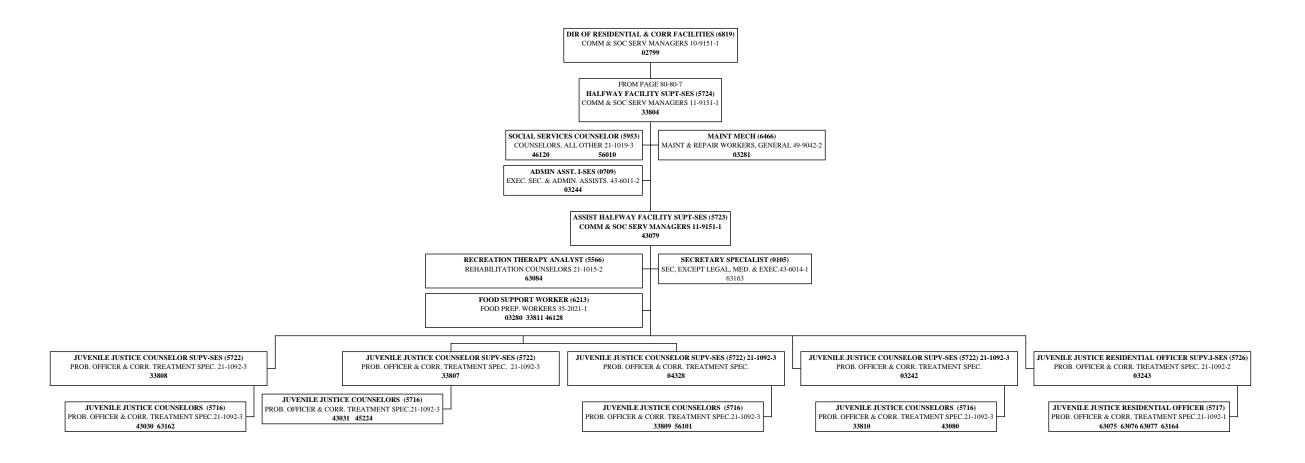
- 80 DEPARTMENT OF JUVENILE JUSTICE
- 82 SECURE RESIDENTIAL COMMITMENT PROGRAMS
- 30 REGION (SOUTH)
- 17 CIRCUIT

8000 - BROWARD INTENSIVE HALFWAY HOUSE

00 - SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble EFFECTIVE: 03-21-07

CURRENT



PAGE 17-1

80 - DEPARTMENT OF JUVENILE JUSTICE

82 - NON-SECURE RESIDENTIAL COMMITMENT PROGRAMS

30 - REGION (SOUTH)

17 - CIRCUIT

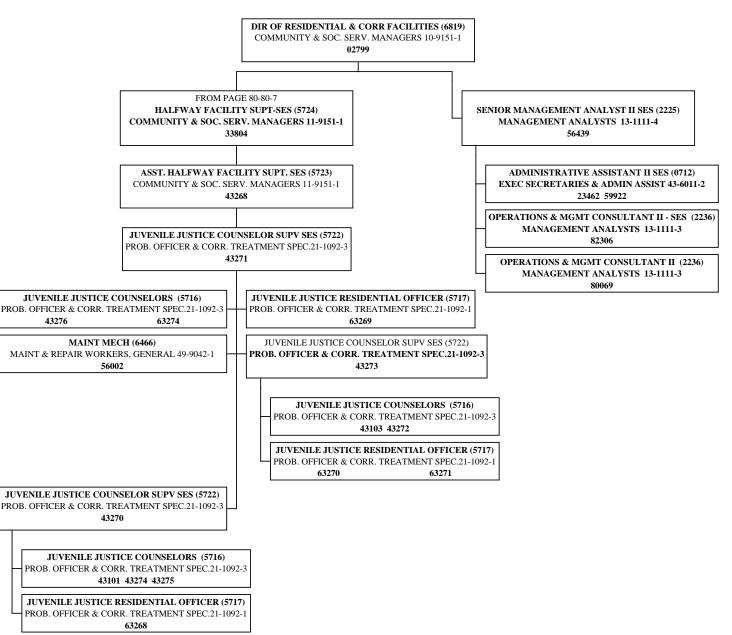
8000 - BROWARD HALFWAY HOUSE

00 - SHIFT 01 - TRUST FUND

SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 04/18/08

CURRENT



BOLD - SES

80 - DEPARTMENT OF JUVENILE JUSTICE 81 - NON-SECURE RESIDENTIAL COMMITMENT **PROGRAMS** 21 - REGION (SOUTH)

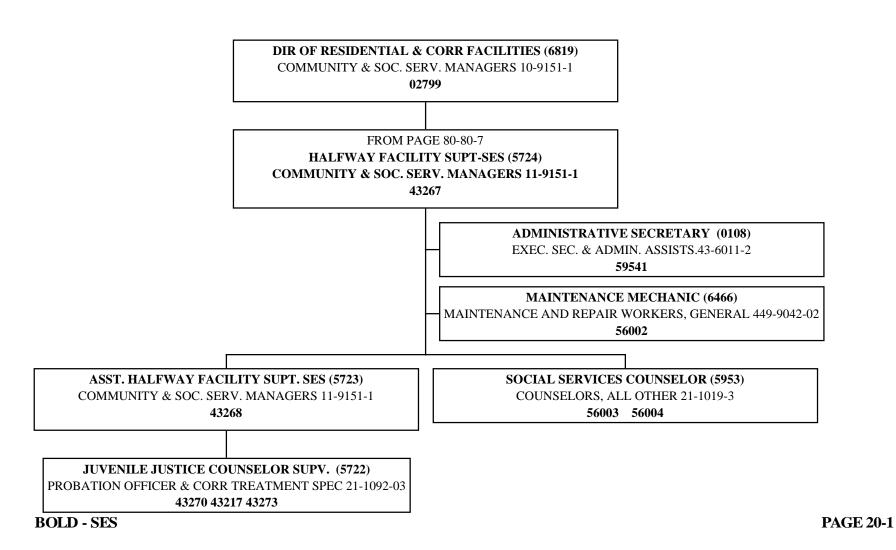
20 - CIRCUIT

6000 - PRICE HALFWAY HOUSE

00 - SHIFT 01 - TRUST FUND SUBMITTED:

VERIFIED BY: Sara Gamble EFFECTIVE: 05/19/08

CURRENT



Page 146 of 355

80 - DEPARTMENT OF JUVENILE JUSTICE 90 - PREVENTION AND VICTIM SERVICES TABLE OF CONTENTS

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE: 1-5-07

ASSISTANT SECRETARY OF PREVENTION & VICTIM SERVICES PREVENTION & DIVERSION SERVICE

80-90 HQ 80-90 - 1

43-60112

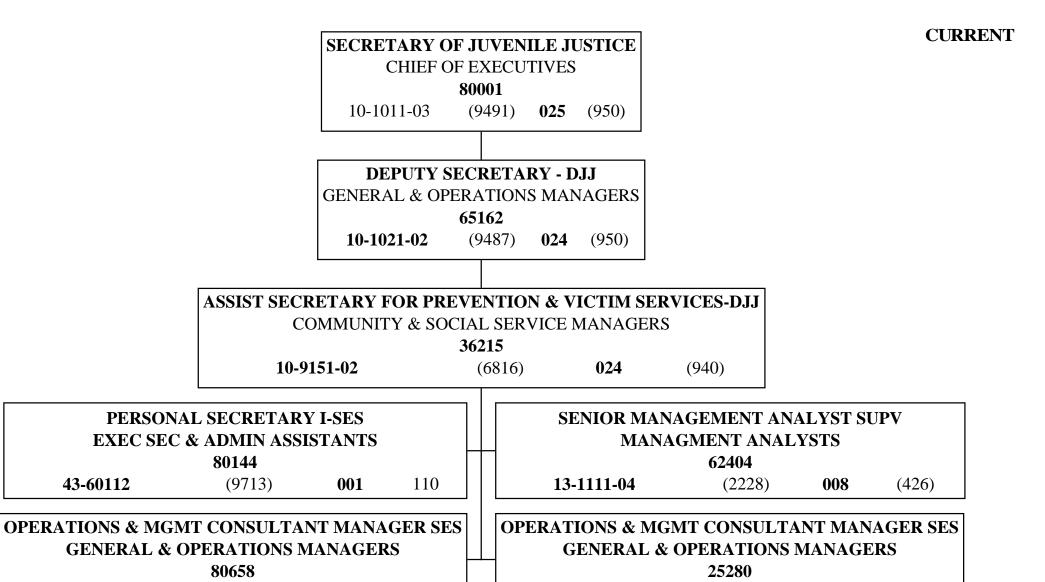
11-1021-02

(2228)

SUBMITTED:

VERIFIED BY: SARA GAMBLE

EFFECTIVE: 9-4-08



11-1021-02

(2238)

008

80-90 HO

(425)

(425)

008

- 80 DEPARTMENT OF JUVENILE JUSTICE
- 90 OFFICE OF PREVENTION AND VICTIM SERVICES
- 15 PREVENTION & DIVERSION SERVICES
- 25 PARTNERSHIP & VOLUNTEER SERVICES

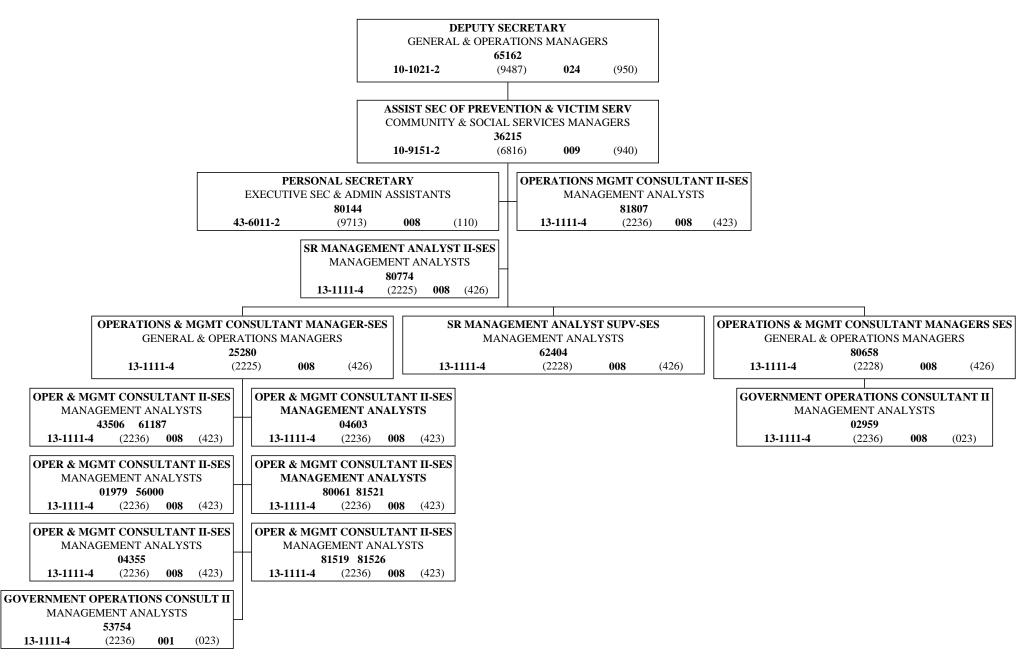
40 - JJDP

SUBMITTED:

VERIFIED BY: Sara Gamble

EFFECTIVE 9-19-08

CURRENT



JUVENILE JUSTICE, DEPARTMENT OF			FISCAL YEAR 2007-08	
SECTION I: BUDGET		OPERATI	NG	FIXED CAPITAL OUTLA
OTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			709,263,124	6,982,48
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc. INAL BUDGET FOR AGENCY			(20,793,694) 688,469,430	(400,000 6,582,48
	Number of		(2) Expenditures	
SECTION II: ACTIVITIES * MEASURES	Units	(1) Unit Cost	(Allocated)	(3) FCO
xecutive Direction, Administrative Support and Information Technology (2)				6,578,17
Secure Supervision * Number of cases served. Health Services * Number of cases served	51,691 62,786	2,387.31 163.46	123,402,653 10,263,222	
Mental Health Services * Number of cases served	51,691	63.47	3,280,732	
Food Services * Number of resident days food services are provided Transportation * Number of Miles Youths Transported	602,618 557,105	13.27 3.31	7,995,212 1,843,262	
Facilities, Repair Maintenance * Square feet maintained	1,019,953	3.24	3,304,718	
Counseling And Supervision - Contracted * Number of youths served Counseling And Supervision - State Provided * Number of youths served	10,338 41,696	5,478.12 1,473.11	56,632,836 61,422,740	
Apprehension * Number of youths served	1,721	652.84	1,123,542	
Juvenile Assessment Center Administration * Number of youths served	80,082	78.19	6,261,683	
Intake And Screening * Number of cases served Diversion * Number of youths served	144,503 38,327	269.60 129.51	38,957,545 4,963,794	
Sex Offender Treatment * Number of youths served	972	16,382.73	15,924,011	
Independent Living * Number of youths served Montal Hoalth Teatment * Number of youths served	71 2,989	6,390.14 709.05	453,700	
Mental Health Treatment * Number of youths served Substance Abuse Treatment * Number of youths served	2,989	1,923.96	2,119,338 9,029,144	
Care And Custody * Number of youths served	11,095	19,256.73	213,653,391	
Behavioral Training And Life Skills * Number of youth served Vocational Training * Number of youths served	11,095 10,631	2,182.67 324.73	24,216,710 3,452,154	
Secure Mental Health Treatment Facility * Number of youth served	680	31,010.66	21,087,250	
Secure Children-in-need-of-services /Families-in-need-of-services *Number of youths served	21	7,142.86	150,000	
Non-secure Children-in-need-of-services / Families-in-need-of-services "Number of youths served Female Diversion Programs "Number of youths served	15,800 1,959	2,159.78 5,674.24	34,124,489 11,115,830	
School Attendance * Number of youths served	4,954	697.27	3,454,300	
Employment Services * Number of youth served	168	4,013.52	674,271	
Violence Reduction * Number of youth served Afterschool Programming * Number of youths served	6,207 4,365	1,163.55 444.88	7,222,180 1,941,906	
Central Communications Center * Number of incidents reported	1,699	271.39	461,098	
		 		
OTAL			668,531,711	6,578,17
SECTION III: RECONCILIATION TO BUDGET				
ASS THROUGHS TRANSFER - STATE AGENCIES				
AID TO LOCAL GOVERNMENTS				
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS OTHER				
EVERSIONS			19,937,798	4,30
OTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)			688,469,509	6,582,48
	UMMARY		550,707,507	0,302,40

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

SCHEDULE XIIB: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS

	Schedule XII-B Cover Sheet and Agency Pro	ject Approval			
	Agency: Department of Juvenile Justice		B Submission Date: October 15, 2008		
	Project Name: Privatization of 188 state operated residential commitment beds	Is this project included in the Agency's LRI Yes X No			
	FY 2009-2010 LBR Issue Code: n/a	FY 2009-2010	LBR Issue Title: n/a		
	Agency Contact for Schedule XII-B (Name, Phone #, and E-mail address): Darryl Olson, (850) 921-4188, Darryl Olson@djj.state.fl.us				
	AGENCY APPROV	AL SIGNATU	RES		
	I am submitting the attached Schedule XII-B in supply I have reviewed and agree with the information in the				
	Agency Head: Stack Leferman, Jr., Secretary		Date:		
1	Agency Chief Information Officer:		Date:		
	(If applicable) N ∫ A Printed Name:				
	Budget Officer:		Date:		
	Viche J. Harris Printed Name: Vickie J. Harris		10/9/08		
	Planning Officer:	Date:			
	Printed Name: Beth Davis		10-9-08		
	Project Sponsor:		Date:		
	Puhud Klumfu Printed Name: Darryl Olson		10/9/08		

SCHEDULE XIIB-1: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS – BACKGROUND INFORMATION

Background Information

1. Provide a narrative summary describing the agency's decision to outsource or privatize the service or activity.

Attach to Schedule XII-B copies of the original business case and cost benefit analysis. If these documents are unavailable, attach any documents which state the original intention of the outsourcing or privatization initiative that will detail its goals, objectives, and expected outcomes. Such documents may include (a) original legislative budget requests, (b) original budget amendments, (c) legislative presentations, or (d) agency planning documents.

During the 2003 legislative session the Legislature required that 188 non-secure commitment beds be contracted with private providers and that 149.5 FTE's from those programs be placed in reserve.

(see Attachment 1)

2. Have the anticipated cost savings and benefits of the initiative been realized? Explain.

Initially, as anticipated, there were cost savings realized from this initiative. However, one of the programs lost its provider and became one of the reductions required during the 2005 legislative session. Additionally, contracted providers received per diem increases during the periods FY 2003-04 through FY 2006-07. These increased costs, as well as cost increases at the time contracts are renewed have resulted in the anticipated savings not being realized.

3. Provide a narrative description of the type of procurement method used to outsource or privatize the service or activity.

Attach a copy of any solicitation documents, requests for quote, or similar document issued by the agency for this procurement.

The 188 beds were spread out over 9 different programs. Seven contracts were procured through the Request For Proposal (RFP) process (see Attachment 2). Two contracts had expansion language in their contracts that were exercised through contract amendments (see Attachment 3).

4. Section 287.057(14), *Florida Statutes*, allows contracts for commodities and contractual services to be renewed for a period that may not exceed 3 years or the term of the original contract, whichever period is longer. Such renewals are contingent upon satisfactory performance evaluations by the agency and subject to the availability of funds.

For the outsourced or privatized service or activity, identify the number of times the contract has been renewed and specify the renewal period of each. Attach a copy of the documentation verifying the contractor's satisfactory performance compliance required prior to each renewal.

One of the contracts was amended to include expansion language on its final annual renewal. Two of the programs changed providers during FY 2006-07, and one program changed to a different provider during FY-2007-08. One of the programs was taken off-line but may reopen during the FY 2008-09.

5. For the outsourced or privatized service or activity, has the contractor satisfactorily complied with all service level requirements? Provide a narrative summary describing service level requirements compliance or noncompliance.

Compliance with service level requirements has varied greatly depending on the program and the provider. One contract provider requested to terminate their contract in June 2005. This termination resulted in the program being closed and ultimately the funding was reduced. Three programs have changed providers because of performance issues and one program remains off-line because of poor performance.

6. Describe any unexpected benefits from outsourcing or privatization of the service or activity. None noted.

7. Describe any unexpected problems or issues with the outsourcing or privatization of the service or activity.

The Department has realized fewer providers bidding on contracts resulting in fewer options available in a selection pool for the awarding of contracts when contracts have been terminated. Furthermore, a provider exercised their right to request a contract termination in the middle of a contract period. These actions resulted in the department relocating youth and placing beds off-line while solicitation of new providers took place.

8. Briefly describe your agency's overall level of satisfaction with the results of outsourcing or privatization of the service or activity.

Overall, the Department is satisfied with the contracted programs. However, two issues that continue to directly impact the Department's ability to provide consistent, quality service to youth include: (1) the level of training received by the contracted direct care staff and (2) the low pay rate for contracted direct care staff that results in extremely high staff turn-over.

9. What lessons learned should be shared with other agencies considering the outsourcing or privatization of a similar service or activity?

To ensure quality service delivery it is necessary to provide adequate staff for monitoring contracts and following up on corrective action issues.

Office of Policy and Budget – July 2008

SCHEDULE XIIB-2: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS - COST AND DELIVERABLES DATA

Sectin I: Cost Data

For each outsourced or privatized service or activity, complete the cost analysis below:

Fiscal Year	Planned Costs	Actual/Revised Costs	Planned Savings	Actual/Revised Savings
FY 2003 - 2004	\$6,536,930	\$4,376,439	\$528,653	\$2,160,491
FY 2004 - 2005	\$6,536,930	\$5,942,492	\$528,653	\$594,438
FY 2005 - 2006	\$5,135,330	\$5,060,939	\$528,653	\$74,391
FY 2006 - 2007	\$5,135,330	\$5,057,345	\$528,653	\$77,985
FY 2007 - 2008	\$5,135,330	\$5,389,339	\$528,653	(\$254,009)
FY 0000 - 0000				
FY 0000 - 0000				
FY 0000 - 0000				
FY 0000 - 0000				
FY 0000 - 0000				

Variance	Reasons		
Cost	because of a bed reduction that occurred	The "Actual Cost" increased because of newly negotiated contracts and increased per diem rates.	
Savings			Savings were higher than anticipated in the first year because some of the state programs had to close earlier than anticipated due to the Department's inability to maintain staff in a closing program.

Section II: Deliverables and Milestones Schedule

For each outsourced or privatized service or activity, complete the deliverables and milestones schedule below:

Deliverables and Milestones	Original	Actual Date/ Revised Date
Nine (9) different providers were to bring on-line 188 moderate-risk residential commitment beds. Contracts varied in size and sex of youth served. One contract was for specialized vocational services. Programs are required to pass a Quality Assurance Review annually.	October 1, 2003	

Variance	Reasons		
Schedule			

Office of Policy and Budget - July, 2007

ATTACHMENT 1

CONFERENCE	REPORT ON BEE	CTT DTTT D TT
SECTION 4 - CRIMINAL JUSTICE AND CORRECTIONS	•	•
1080 SPECIAL CATEGORIES TRANSFER TO DEPARTMENT OF MANAGEMENT SERVICES - HUMAN RESOURCES SERVICES PURCHASED PER STATEWIDE CONTRACT FROM GENERAL REVENUE FUND	119,507	
TOTAL: EXECUTIVE DIRECTION AND SUPPORT SERVICES FROM GENERAL REVENUE FUND	14,896,781	4,412,004
TOTAL POSITIONS	240	19,308,785
INFORMATION TECHNOLOGY		•
1081 SALARIES AND BENEFITS POSITIONS FROM GENERAL REVENUE FUND	65 3,101,702	
1082 EXPENSES FROM GENERAL REVENUE FUND FROM ADMINISTRATIVE TRUST FUND FROM GRANTS AND DONATIONS TRUST FUND	3,133,362	49,793 29,111
10B3 OPERATING CAPITAL OUTLAY FROM GENERAL REVENUE FUND	103,149	
1084 SPECIAL CATEGORIES RISK MANAGEMENT INSURANCE FROM GENERAL REVENUE FUND	6,944	
TOTAL: INFORMATION TECHNOLOGY FROM GENERAL REVENUE FUND	6,345,157	7B,904
TOTAL ALL FUNDS	65	6,424,061
PROGRAM: RESIDENTIAL CORRECTIONS PROGRAM		
From the funds in Specific Appropriations 1 Department shall provide monthly reports iden commitment beds in operation on the last day of t listing of facilities that opened, closed, or capacity during the reporting period.	he month and a	a detailed
NON-SECURE RESIDENTIAL COMMITMENT		
1085 SALARIES AND BENEFITS POSITIONS FROM GENERAL REVENUE FUND FROM SOCIAL SERVICES BLOCK GRANT TRUST FUND	445 B,265,210	2,671,24B
From the funds and positions in Specific Approperate to placed in reserve effective October 1, of the necessary contracts to outsource 18 non-secure residential commitment beds.	711115 THE 1813CH	EXECULTOR
Funds are provided in Specific Appropriations 10 Department to operate 188 general offender bed general offender beds for 12 months and 10 months.	85 through 10: s for three m 0 specialty b	95 for the onths, 262 eds for 12
1086 OTHER PERSONAL SERVICES FROM GENERAL REVENUE FUND FROM GRANTS AND DONATIONS TRUST FUND	112,066	31,862
1087 EXPENSES FROM GENERAL REVENUE FUND FROM GRANTS AND DONATIONS TRUST FUND FROM SOCIAL SERVICES BLOCK GRANT TRUST FUND	2,061,645	338,099 451,327
1088 OPERATING CAPITAL OUTLAY FROM GRANTS AND DONATIONS TRUST FUND		21,231
1089 FOOD PRODUCTS FROM GENERAL REVENUE FUND	372,084	

ATTACHMENT 2

ATTACHMENT A

SUBMIT PROPOSAL TO:
Department of Juvenile Justice
Shirley Lamb, Contract Administrator,
2737 Centerview Drive, Sulte 114
Tallahassee, FL 32399-3100
E-Mail: Shirley.lamb@djj.state.fl.us

STATE OF FLORIDA

REQUEST FOR PROPOSAL

	new Drive, Suite 114		HERCEOI FUR F	RUPUSAL
Tallahassee, FL 32399-3100		CONTRACTUAL SERVICES		
E-Mail: Shirley.lamb@djj.state.fl.us				
Telephone Nu	mber: (850)921-6780		Bidder Acknowledgr	ment
Page 2 of 45		PENED ON August 19, 2003	1 2:20 D M	- DD00000000000000000000000000000000000
Pages	and may not be withdrawn	within 120 days after such da	di Z.30 F.IVI.	PROPOSAL NO. S6J01
	ING DATE: July 28, 2003	PROPOSAL TITLE: A 22 h	te and time.	
		Walker Halfway House.	ed program for moderate risk females. The prog	ram name shall be Francis
STATE PURCH	IASING SUBSYSTEM (SPU	RS) VENDOR NUMBER [DUNS NUMBER	
VENDOR NAM	E		REASON FOR NO PROPOSAL:	
L				
VENDOR MAIL	ING ADDRESS			
CITY - STATE -	710			
CITT-STATE	- 211-		POSTING OF PROPOSAL TABLE. Bic tabulations with recommended awards will be posted for rev	
AREA CODE	TELEPHONE NUMBER:		where bids were opered and will remain posted for a period of 72 h	nurs. Failure to file a procest within time
	FREE NUMBER:		prescribed in Section 120.57(2), or influre to post the hond or other allowed for filling a head shall constitute a waiver of proceeding	r recurry required by law within the time
			Persong will be on or about. September 2, 2003	parameter tas, rising comments
I certify that this Pr	oposal is made without prior under	standing, agreement, or connection		
with any corporatio	n firm, or person submitting a Propi	osal for the same materials, supplies llusion or fraud. I agree to abide by		
all conditions of thi	's Proposal and certify that I am auf	horized to slan this Proposal for the		
Proposer and that I	the Proposer is in compliance with	all requirements of the Request for	AUTHORIZED SIGNATURE (MANUAL)
to an agency for the	out not timited to, cerutication requ State of Florida, the Proposer offe	virements. In submitting a Proposal is		•
accepted, the Propo	isar will convey, sall, assign or tran	sfer to the State of Florids all rights,		
title and interest in	title and interest in and to all causes of action it may now or hereafter acquire under the Anti-frust laws of the United States and the State of Florida for the price fixing relating to		AUTHORIZED SIGNATURE (T	YPED) TITLE
the particular comm	nadities or services purchased or e	corns for the price tixing relating to equired by the State of Florida. At		
the State's discretion	n, such assignment shall be made .	and become effective at the time the		
purchasing agency	tenders final payment to the Propos	er,		

GENERAL CONDITIONS

SEALED PROPOSAL: All proposal sheets and this original advice/degment form must be executed and submitted in a sealed envelope. [DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE.] The face of the envelope shall contain, in addition to the above address, the date and time of the proposal opening and the proposal number. Proposal prices not submitted on attached proposal price sheets when required shall be rejected. All proposal sea subject to the conditions specified herein. Those which do not comply with these conditions are subject to reject on

- EXECUTION OF PROPOSAL: Proposal must contain a manual signature of authorized representative in the space provided above. Proposal must be typed or printed in ink. Use of ensable ink is not permitted. All corrections made by the proposer to this proposa: price must be initiated. The company name and SPURS vendor number shall appear on each page of the bid as required. Complete ordering instructions must be submitted with the proposal. If you are not a registered vendor with the Department of Management Services, contact State Purchasing, 4050 Espianade Way, Suite 360, Tallahassee, FL 32399-0950, (850) 487-4634 immediately.
- 2. NO PROPOSAL SUBMITTED: If not submitting a croposal, respond by returning only this proposer acknowledgment form, marking it "NO PROPOSAL and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justificable reason for such failure, non-conformence to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the supplier's name from the proposal mailing list. NOTE: To qualify as a respondent, proposer must submit a "NO PROPOSAL", and it must be received no later than the stated proposal opening date and hour.
- 3. PROPOSAL OPENING: Shall be public, on the date, recation and the time specified on the acknowledgment form. It is the proposer's responsibility to assure that his proposel is delivered at the proper time and place of the proposel opening. Proposals which for any reason are not so delivered, will not be considered. Ofters by telegram or telephone are not acceptable. A proposal may not be attend after opening of the price proposals. NOTE: Proposal labulations will be furnished upon written request with an enclosed, self-addressed, slamped envelope and payment of a prodetermined (see Proposal files may be examined during notinal working hours by appointment. Proposal labulations will not be provided by telephone.
- PRICE, TERMS AND PAYMENT: Firm prices shall be proposed and include all services rendered to the purchaser.
 - (a) TAXES: The State of Florida does not pay Federal Excise and Sales taxes or direct purchases of services. See lax exemption number on face of purchase order. This exemption does not apply to purchases of services in the performance of contracts for the improvement of state-owned real property as defined in Chapter 192. F.S.
 - [b] DISCOUNTS: Cash discount for prompt payment shall not be considered in determining the lowest net coal for proposal evaluation purposes.
 - (c) MISTAKES: Proposers are expected to examine the conditions, scope of work, proposal prices extensions, and all instructions partaining to the services involved. Failure to do so will be at the proposer's risk. Unit prices bid will govern in award.
- (d) INVOICING AND PAYMENT: The contractor shall be paid upon submission of properly certified invoices to the purchaser at the prices stipulated on the contract at the time the order is placed, after delivery and acceplance of goods, less deductions if any, as provided, invoices shall contain the contract number, purchase order number and the contractor's SPURS vendor number. An original and these (3) copies of the invoice shall be submitted. The final payment shall not be made until after the contract is compelee unless the State has agreed otherwise. Invoices for fees or cother compensation for services or expenses submitted in accordance with the railes at or below those specified in Sections 112.051 and 287 DS8, F.S., INTEREST PENALTIES: Payment shall be made an accordance with Societion 215 422, F.S., which states the contractor's rights and the State agency's responsibilities contenting interest penalties and time limits for payment of invoices. VENDOR RESPONSE SYSTEM: To access an interactive Voice Response System for vendor payment inquiry. Vendors may call (850) 413.7765 between 7 a.m. and 6 p.m. Manday through Friday to check on the status of payments by State agencies. The system can accommodate English and Spanish speaking calers. VENDOR OMBUDSMAN: Vendors providing goods and services to an agency should be aware of the following time frames. Upon receipt, an agency has five [5] working days to inspect and approve the goods and services, unless the bid specifications purchase order or contract specifies otherwise. An agency has 20 days to deliver a request for payment (voucher) to the Department of Banking and Finance. The 20 days are measured from the latter of the date the Invoice is received or the poods or services are received, inspected and approved. If a payment is not available within 40 days, a separate interest penalty set by the Comptroller pursuant to Section 55 03, F.S., will be due and payable, in addition to the involce emount, to the vendor. To obtain the applicable interest rate, co
- (e) ANNUAL APPROPRIATIONS: The Slate of Florida's performence and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.
- 5. CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112. F.S. Proposers must disclose with their proposel the name of any officer, director, or agent who is also an employee of the State of Florida, or any of its agencies. Further, all proposers must disclose the name of any State employee who owns, directly or indirectly an interest of five (5%) or more in the proposer's firm or any of its branches. In accordance with Chapter 287, F.S., no person or firm receiving a contract that has not been procured pursuant to Section 287.C57(2) or (3), F.S., to perform a feesibility study of the potential amplementation of a subsequent contract, participating in the drafting of a request for proposal, or developing a program for future implementation shall be eligible to contract with the agency for any contracts dealing with that specific subject matter; and proposers must disclose with their proposal any such conflict of interest.

Page 2 of 45

RFP/CONTRACT #S6J01

ATTACHMENT A

- AWARDS: As the best interest of the State may require, the right is reserved to reject any and all proposats or waive any minor irregularity or technicality in proposats received. Proposers are cautioned to make no assumptions unless their proposal has been evaluated as being responsive. All awards made as a result of this proposal shall conform to applicable Florida Statutes.
- INTERPRETATIONS/DISPUTES: Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the bid opening. Inquiries must reference the date of bid opening and bid number. No Interpretation shall be considered binding unless provided in writing by the State of Florida in response to requests in full compliance with this provision. Any parson who is adversely affected by a State Purchasing decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or inlended decision shall file a protest in compliance with Chapter 28-110. 7 Fiorida Administrative Code. Fallure to file a protest within the time prescribed in Section 120.57(3), F.S. or failure to post the bond other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.
- NOTICE OF PROTEST BONDING REQUIREMENT: Any person who files an action ā. protesting a decision or intended decision pertaining to contracts administered by State Purchasing or a State agency pursuant to Section 120,57(3), F.S., shall post with State Purchasing or the State agency at the time of filing the formal written protest or within the 10 day period allowed for filing the formal written protest, a bond payable to the State Purchasing or the State agency in an amount equal to 1 percent of State Purchasing or State agency's estimate of the total volume of the contract or ES,000, whichever is less, which bond shat be conditioned upon the payment of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. For protest of decisions or intended decisions of State Purchasing portaining to appendise requests for approval of exceptional purchases, the bond shall be in the amount equal to 1 percent of the requesting appendix astimate of the contract amount for the exceptional purchase requested or \$5,000, whichever is test, in lieu of a bond State Purchasing or the State appendix may, in either case, accept a cashler's check or money order in the amount of the bond. FAILURE TO FILE THE PROPER BOND AT THE REQUIRED TIME WILL RESULT IN A DENIAL OF THE
- GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be survexnment at the STRICT NONS; in the event any governmental restrictions may be imposed which would necessitate eitheration of the material quality of the successful in this proposal to their completion, it shall be the responsibility of the auccessful proposer to notify the purchaser at once, indicating in his latter the specific regulation which required an alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the State.

- DEFAULT: Failure to perform according to this proposal and/or resuring contract shall be cause for your firm to be found in default in which event any and all re-procurement costs may be charged apainst your firm. Any violations of these elipulations may also result in:

 a) Contractor's name being removed from State Purchasing vandor mailing list.

 All State apencies being advised not to do business with the contractor without written approval of State Purchasing.
- LEGAL REQUIREMENTS: Applicable provision of the Federal, State, county and local laws, and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a proposal response hereto and the State of Forida, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any proposer shall not constitute a cognizable defense against the legal effect thereof.
- ADVERTISING: In submitting a proposal, proposer agrees not to use the results there from as a part of any commercial advertising.
- ASSIGNMENT: Any Purchase Order issued pursuant to this request for proposal and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.
- LIABILITY: On any contract resulting from this proposal the proposar shall hold and save the State of Florida, its officers, agents, and employees harmless against dains by third parties resulting from the contractor's breach of this contract or the contractor's negligence. This requirement does not apply to contract between governmental agencies.
- FACILITIES: The State reserves the right to inspect the proposer's facility at any time with
- CANCELLATION: The State shall have the right to unliateral concellation for refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the contractor in conjunction with
- PUBLIC RECORDS: Any material submitted in response to this Request for Proposal will become a public document pursuant to Section 119,07, F.S. This includes material which the responding proposer might consider to be confidential or a trade secret. Any claim of confidential or a trade secret. Any claim of confidential or a trade secret.

ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE. THIS SHEET AND THE ACCOMPANYING PROPOSAL CONSTITUTE AN OFFER FROM THE BIDDER. IF ANY OR ALL PARTS OF THE BID ARE ACCEPTED BY THE STATE OF FLORIDA, AN AUTHORIZED REPRESENTATIVE OF THE AGENCY SHALL AFFIX HIS SIGNATURE HERETO, AND THIS SHALL THEN CONSTITUTE THE WRITTEN AGREEMENT BETWEEN PARTIES. THE CONDITIONS OF THIS FORM BECOME A PART OF THE WRITTEN AGREEMENT BETWEEN

STATE OF FLORIDA DEPARTMENT OF:		
BY:	Contract Number	
Authorized Agency Signature	Effective	
(Date)		

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ATTACHMENT B - GENERAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS

I. Solicitation Number S6J01

)

II. <u>Solicitation Type</u> Request for Proposals (RFP) for a 22-bed program for moderate risk

females as described in the Scope of Services (Exhibit 1). The program

name shall be the Francis Walker Halfway House.

Program services shall also include a 22-slot substance abuse overlay

service described in the Scope of Services (Exhibit 1).

III. Date of RFP Issuance July 28, 2003

IV. <u>Issuing Office</u> Shirley Lamb

Bureau of Contracting and Purchasing Florida Department of Juvenile Justice

The Knight Building, Suite 114

2737 Centerview Drive

Tallahassee, Florida 32399-3100 Telephone: (850) 921-6780

E-Mail Address: Shirley.lamb@djj.state.fl.us

V. General Information

Calendar of Events

Listed below are the important actions and dates/times by which the actions must be taken or completed. All references to "days" in this document refer to calendar days unless otherwise specified. If the Department finds it necessary to change any of these dates and/or times, the change will be accomplished by an addendum and will be posted on the "MyFlorida" website http://fcn.state.fl.us/owa vbs/owa/vbs www.search.matching ads page. All listed times are local time in Tallahassee, Florida.

RELEGION DE LES SINS	E BIMELE	
July 28, 2003	C.O.B.	Release of RFP
August 1, 2003	10:00	OPTIONAL Site Visit (If date and time designated)
	A.M.	
August 7, 2003	5:00	Last date and time written questions will be accepted
	P.M.	· ·
August 11, 2003	C.O.B.	Anticipated date that answers to written questions will be posted on the
		web site
August 19, 2003	2:30	Proposals due and Opened
	P.M.	
September 2,	C.O.B.	Anticipated date of posting of Agency Decision
2003	<u> </u>	
October 1, 2003		Anticipated Contract start date

B. <u>Time, Date and Place Proposals are Due</u>

Proposals must be received <u>NO LATER</u> than the date and time specified in the Calendar of Events (Section V. A.), and submitted to the Department of Juvenile Justice (Department or DJJ) at the address identified in Section IV.

<u>Caution:</u> A proposal received at the designated office after the exact time specified will not be considered, as specified by the General Conditions of Attachment A.

C. The program shall operate from a Department-owned/leased facility located at 5332 Riveredge Road, Titusville, FL 32780. The site visit will be held at the facility if the date and time are specified in the Calendar of Events (Section V. A.). For driving directions to the facility for the site visit, please use one of the websites listed below:

http://maps.yahoo.com/py/ddResults.py?Pyt=Tmap

http://www.mapquest.com/directions/

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Please insert the street address of point of origin (departure) and the address of the facility to obtain driving directions.

- D. On or about the date specified in the Calendar of Events (Section V. A.), the Department's Notice of Agency Decision will be posted on the "MyFlorida" website http://fcn.state.fl.us/owa_vbs/owaivbs_www.main_menu. Click on "Search Advertisements," and use the drop down list to select the Department of Juvenile Justice. Click "Initiate Search," select the RFP and double click on the RFP number. Call the Department's Contract Administrator at the telephone number listed in Section IV if you have any questions regarding accessing the website.
- E. The Department reserves the right to modify non-material terms of the RFP prior to execution of the Contract resulting from this RFP, when such modification is determined to be in the best interest of the State of Florida.

VI. Solicitation Information

L Definitions

- 1. Provider: The term "Provider" refers to the proposing entity named on the State of Florida Request for Contractual Services Bidder Acknowledgement Form (PUR 7033). For purposes of Attachment C, "Provider" is defined to also include: any and all subsidiaries of the prospective Provider where the prospective Provider owns 80% or more of the common stock of the subsidiary; the parent corporation of the prospective Provider, and any and all subsidiaries of the parent corporation of the prospective Provider, and any and all subsidiaries of the parent corporation of the prospective Provider where the parent owns 80% of the common stock of the prospective Provider and the parent's subsidiaries.
- State of Florida Request for Contractual Services Bidder Acknowledgement Form (PUR 7033):
 This form shall be identified in this document as Attachment A.
- B. Prospective Providers shall submit an original and six (6) copies of their proposal (Volumes 1, 2 and 3), including a 3.5-inch computer disk that contains the complete proposal saved in Microsoft Word 1997-2000. One technical proposal, that shall be identified as "Original" on the cover shall bear an original signature(s) on the first page of Attachment A. One financial proposal shall also be identified as "Original" on the cover and shall bear an original signature(s) on Attachment J Cost Sheet. One Past Performance financial proposal shall also be identified as "Original" on the cover. Use of legible reproductions of signed originals is authorized for all other copies of the proposal. See instructions for proposal preparation in Section XVIII, and submittal information in Section V.
- C. All dates in this procurement, and other RFP requirements, are subject to change. Modifications of the schedule or changes to the RFP shall be provided through addendum posted on the website identified above. Prospective Providers are responsible for checking the website for any changes.

VII. Prospective Provider Questions

INFORMATION WILL NOT BE AVAILABLE ORALLY. All inquiries shall be in writing and be sent to the Contract Administrator at shirley.lamb@dij.state.fl.us or by mail or by facsimile (850/921-6588) and shall be received by the date specified in the Calendar of Events (Section V. A.). The prospective Provider is responsible for ensuring that the Contract Administrator received the inquiry. The Department will not take any further questions on this RFP after close of business that day. The Department's responses to questions will be posted at http://fcn.state.fl.us/owa-vbs/owa/vbs-www.main-menu as an addendum to this RFP on the date specified in the Calendar of Events (Section V. A.). Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any prospective Provider. From the date this RFP is issued until a Notice of Agency Decision, no contact related to the RFP will be allowed between a prospective Provider and any Department staff, with the exception of written communication to the Contract Administrator. Any unauthorized contact may disqualify the prospective Provider.

VIII. Number of Awards

The Department anticipates the issuance of one Contract as a result of this solicitation.

IX. Protests THIS PROTEST PROCEDURE REPLACES THE REQUIREMENTS OF ITEM 8 OF ATTACHMENT

Protests must be filed with the Office of General Counsel, Florida Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, within the time prescribed in section 120.57(3). Florida Statutes, and chapter 28-110, Florida Administrative Code. Notices delivered by hand delivery or delivery service shall be to the Agency Clerk, Office of General Counsel, at the above address, with a copy to the Department's Contract Administrator responsible for this solicitation.

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Failure to file a protest within the time prescribed in section 120.57 (3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond, shall constitute a waiver of proceedings under chapter 120, Florida Statutes. Written notices, formal requests and proceedings must conform to the requirements set forth in chapter 28-110, Florida Administrative Code.

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the department or agency pursuant to section 120.57(3), Florida Statutes, shall post with the department or the agency at the time of filing the formal written protest a bond payable to the department or agency in an amount equal to 1 percent of the estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the profestor or, if no contract price was submitted, the department or agency shall estimate the contract amount based on factors including, but not limited to, the price of previous or existing contracts for similar commodities or contractual services, the amount appropriated by the Legislature for the contract, or the fair market value of similar commodities or contractual services. The agency shall provide the estimated contract amount to the Provider within 72 hours, excluding Saturdays, Sundays, and state holidays, after the filing of the notice of protest by the Provider. The estimated contract amount is not subject to protest pursuant to section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs and charges that are adjudged against the protestor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the department or agency may, in either case, accept a cashier's check, official bank check, or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the department or agency prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. This section shall not apply to protests filed by the Office of Supplier Diversity. Upon payment of such costs and charges by the protestor, the bond, cashier's check, official bank check, or money order shall be returned to the protestor. If, after the completion of the administrative hearing process and any appellate court proceedings, the protestor prevails, the protestor shall recover from the department or agency all costs and charges which shall be included in the final order or judgment, excluding attorney's fees.

X. Vendor Registration

Prior to entering into a Contract with the Department, the selected Provider(s) must be registered with the Florida Department of Management Services (DMS) Vendor Registration System. To access online registration, log on to www.myflorida.com, and click on the 'MyFloridaMarketPlace / e-Pro' link under 'Hot Topics.' Once on the 'MyFloridaMarketPlace' website, click on the 'Online Vendor Registration' link to begin registration. In order to register, you will need the following information:

- A. Company name
- B. Tax ID type and number Social Security Number (SSN) or Federal Employer Identification Number (FEIN)
- C. Tax filing information, including the business name on your 1099 tax form (where applicable)
- D. Location information:
 - A business name for each company location (if different from the company name)
 - A complete address for each location (including details for sending purchase orders, payments, and bills to each location)
 - A contact person for each of your locations
- E. Commodity codes that describe the products and/or services your company provides
- F. Your CMBE (Certified Minority Business Enterprises) information
- G. State-issued sequence number and PIN—available from DMS by faxing a request on company letterhead to 850-414-8331.

XI. Contract Period and Renewal

The Contract is expected to begin on or about October 1, 2003, and shall end at midnight on September 30, 2006. The Contract may be renewed for a term equal to the term of the original contract, upon the terms and conditions contained herein. Exercise of the renewal option is at the Department's sole discretion and shall be contingent upon satisfactory performance evaluations by the Department, availability of funds and other factors deemed relevant by the Department.

XII. Type of Contract Contemplated

A fixed price Contract is anticipated. A copy of the proposed contract containing all requirements is included as Attachment G.

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XIII. Annual Maximum Contract Dollar Amount

Service Type	Number of Youth	Per Diem \$	Payment Days	Maximum Available Payment
Program Operations	22	\$85.00	365	\$682,550.00
Start-Up				
Mental Health Overlay Services (if applicable)				
Residential Substance Abuse Treatment Services (if applicable)	22	\$30.00	365	\$240,900.00
VOITIS Substance Abuse Treatment Service (if applicable)				
Other Services			••	

Annual Maximum Contract Dollar Amount	\$923,450.00

The Maximum Contract Dollar Amount will be the Annual Maximum Contract Dollar Amount multiplied by the number of years in the initial term of the Contract. For terms of less that one (1) year, the amount will be pro-rated.

EXCEEDING THE ANNUAL MAXIMUM CONTRACT DOLLAR AMOUNT IS A FATAL CRITERION. ANY PROPOSAL WITH A COST EXCEEDING THE ANNUAL MAXIMUM CONTRACT DOLLAR AMOUNT WILL BE REJECTED.

XIV. Options

The Department reserves the right to exercise one or more of the options in the Options language in the event the Department's needs for residential programming changes. The Department shall allow the Provider 30 days to assess any proposed increases or changes in services. If agreed upon by both parties, the Provider shall submit to the Department, in writing, an implementation plan to accommodate the proposed increases or changes in services. Upon Department approval of the implementation plan, any increases or changes in services shall be evidenced by an amendment executed by both parties. Changes agreed to under these options may result in a change to the Maximum Contract Dollar Amount. However the Program Operations (base care and custody) per diem, which does not include Mental Health Overlay Services (MHOS), Residential Substance Abuse Treatment (RSAT), Violent Offender Incarceration and Truth-In-Sentencing (VOI/TIS) or other overlay services, shall not exceed the per diem amount specified in the Contract.

- A. Option for Increased Units of Service
 - The Department has the option to modify the Contract, by exercising the option to increase units of service by an amount that shall not exceed fifty percent (50%) of the base number of units of service. Further details regarding the exercise of this option are provided in Attachment G, Section II, Compensation, D. 1. The cost of this option shall not exceed the per diem amount specified in the Contract.
- B. Option for Changes in Contract Services

The Department has the option to modify the Contract, including adding or reducing services, reducing program capacity, changing the restrictiveness level, gender type served in the program, or location of the program during the Contract term. The cost of this option shall not exceed the per diem amount specified in the Contract.

Further details regarding the exercise of these options are provided in Attachment G, Section II, Compensation, D.2.

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XV. Subcontracting

The prospective Provider shall not subcontract, assign, or transfer any of the services sought under this RFP, without the written consent of the Department, except that subcontractors identified in the prospective Provider's - Form available proposal (Attachment F, "CMBE Subcontracting Utilization Plan" http://www.dij.state.fi.us/agency/contracts/index.html), may be substituted one for the other as long as the commitment to the same or higher percentage level of Certified Minority Business Enterprise (CMBE) participation for subcontracted services is maintained.

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The Department supports diversity in its Procurement Program and requests that prospective Providers use all subcontracting opportunities afforded by this solicitation to embrace diversity. The award of subcontracts by prospective Providers should reflect the full diversity of the citizens of the State of Florida. The Office of Supplier Diversity (OSD) website http://osd.dms.state.fl.us/ includes a list of Certified Minority Business Enterprises (CMBEs) that could be offered subcontracting opportunities.

XVI. Faith-Based Non-Discrimination Clause

Pursuant to section 985.404(3)(b, c), Florida Statutes, the Department intends that, whenever possible and reasonable, it will make every effort to consider qualified faith-based organizations on an equal basis with other private organizations when selecting providers of services to juveniles.

XVII. Elaborate Proposals

It is not necessary to prepare proposals using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. Proposals should be prepared in accordance with the instructions herein. The Department is not responsible for and, therefore, shall not reimburse any costs incurred in the preparation or submission of the proposal submitted in response to this RFP. The Department shall be liable for payment only as provided in a fully executed contract.

XVIII. General Instructions for Preparation of the Proposal

The instructions for this RFP are designed to ensure that all proposals are reviewed and evaluated in a consistent manner, as well as to minimize costs and response time. INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED OR EVALUATED. All proposals must contain the sections outlined below. Those sections are called "Tabs." A "Tab", as used here, is a section separator, offset and labeled, (Example: "Tab 1, Attachment A"), so that each evaluator can easily turn to "Tabbed" sections during the evaluation process. Failure to have all copies properly "tabbed" makes it much more difficult for the Department to evaluate the proposal. Failure of the prospective Provider to provide any of the information required in either Volume 1 (the Technical Proposal), Volume 2 (the Financial Proposal) and/or Volume 3 (Past Performance) portions of the RFP shall result in no points being awarded for that element of the evaluation. The proposal shall consist of the following parts:

- A. Acknowledgement Form - Volume 1, Tab 1
 - Attachment A shall be completed as instructed. The original signature must be on the first page of Attachment A. Information provided on this form shall include the prospective Provider's Dun & Bradstreet (DUNS) number. FAILURE TO SUBMIT THE FULLY COMPLETED, ORIGINALLY SIGNED ATTACHMENT A SHALL RESULT IN THE PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE, REJECTED.
- B.

<u>Prospective Provider Transmittal Letter – Volume 1, Tab 2</u>
The letter must provide the name, title, address and telephone number of the prospective Provider's official contact and an alternate, if available and the Provider's Federal Employment Identification (FEID) Number. The Provider shall also identify who has the authority to bind the prospective Provider and shall be available by telephone or in person as may be appropriate regarding the solicitation.

Technical Proposal - Volume 1, Tabs 3 - 5 C.

> The Technical Proposal (described below in paragraphs 1-4) shall be prepared in the format listed below utilizing 8,5" x 11" paper with one-inch margins top, bottom and sides. Each prospective Provider shall limit the Technical Proposal to no more than 60 (sixty) consecutive pages. Pages submitted in excess of the specified limit will be removed prior to evaluation and will not be evaluated. Any attachments, charts, photos, maps, diagrams, or other material shall be counted in the page limitation established for the Technical Proposal.

The technical proposal package shall contain the following sections in the following sequence:

- Introductory Statement Volume 1, Tab 3 ----1. This section should be an introductory statement of the general strategy and methodology that will be used to achieve the project goals.
- 2. Management Capability - Volume 1, Tab 4
 - Management Capability- Services

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This section shall reasonably and logically identify the management approach to plan, control, and manage the program, in accordance with requirements identified in Exhibit 1 to Attachment G, Scope of Services. This section shall also identify how the prospective Provider's organizational structure provides the capability to perform the services required.

- b. Management Capability Options In this section, the prospective Provider shall identify its capabilities to meet the requirements of Section XIV. Options. The prospective Provider shall define the amount of space available if the Department exercises the option of additional units of service. The prospective Provider shall also define its capacity to respond to changes in Contract services.
- Management Capability- Facility
 <u>Department owned or leased</u>: Prospective Providers shall address any relevant issues regarding services in the DJJ-owned facility.
- Program Services Volume 1, Tab 5
 This section shall describe the program services to accomplish the services being procured under this solicitation. Program services shall be in accordance with Exhibit 1, Scope of Services.

D. <u>Financial Proposal (Volume 2)</u>

- Cost or Price Volume 2, Tab 1
 - a. The prospective Provider shall provide a cost for the program by returning Attachment J Cost Sheet and Attachment H1 through H6, Budget Sheets available at: http://www.dij.state.fl.us/agency/contracts/index.html. The cost must include all services, material and labor necessary to complete the Scope of Services (Exhibit 1) as described in this RFP and the prospective Provider's proposal. A renewal cost shall also be entered on Attachment J.
 - b. The prospective Provider shall provide, in Attachment H available at: http://www.dij.state.fl.us/agency/contracts/index.html, all information requested, including the number of full-time equivalent employees for each occupational specialty/category of personnel, all hourly rates of personnel anticipated to be used and the anticipated number of hours necessary to accomplish the Scope of Services. The prospective Provider shall also itemize any other expenses anticipated in the operation of the program (e.g., materials and travel, as well as percentages for the application of overhead, fringe benefits, general and administrative expenses, and fees.) The prospective Provider shall total all itemized expenses and provide a total cost to perform the services proposed in this solicitation and its proposal.
 - c. The prospective Provider shall propose to the Department an unfilled rate no less than \$5.00 per diem and no more than \$10.00 per diem from the proposed filled bed rate per bed. The unfilled bed rate shall reflect costs not incurred when a bed is vacant.
 - d. (See Section XIII.) The prospective Provider shall propose the amount of Phase-In funds necessary to the program in Volume 2 of its proposal and shall also propose the number of days such funding would be necessary and provide specific justification for that determination as evidenced by a list of all proposed expenditures. If the prospective Provider does not require phase-in funding then Volume 1 and 2 of the proposal shall reflect this and the reasons why it is not necessary. No Phase-In funding will be provided by the Department if the prospective Provider does not include Phase-In costs in Volume 2 of the proposal.
- 2. Supplier Evaluation Report (SER) Volume 2, Tab 2

The Department will assign evaluation points on the prospective Provider's financial capability to perform the services outlined in this RFP. The Department requires submission of the prospective Provider's Supplier Evaluation Report (SER) prepared by Dun & Bradstreet (D&B). The Supplier Evaluation Report is a standard report detailing financial and operational capability. The prospective Provider shall request the report from D&B as described in Attachment I - available at: http://www.dij.state.fl.us/agency/contracts/index.html. The prospective Provider shall pay D&B to send the SER to the prospective Provider through electronic means. The cost of the preparation of the D&B report shall be the responsibility of the prospective Provider. The SER report will be a part of the prospective Provider's response in Financial Proposal, Volume 2 of the RFP proposal. It is the prospective Provider's responsibility to order and submit the SER in a timely manner. Points for the SER will only be awarded if the DUNS number (identified on page 1 of Attachment A) of the prospective

Provider is identical to the DUNS number on the SER. Prospective Providers are advised to allow sufficient time before the proposal due date for the D&B processing.

3. Certified Minority Business (CMBE) Subcontracting Utilization Plan - Volume 2, Tab 3 The prospective Provider shall describe its plan and/or methods to encourage diversity and utilize minority businesses in the performance of the services described in this solicitation. The information provided in this section shall address the plan described in Attachment F available at: http://www.djj.state.fl.us/agency/contracts/index.html of the RFP. prospective Provider shall also include documentation supporting the CMBE Plan, for each Florida CMBE subcontractor listed OΠ Attachment http://www.djj.state.fl.us/agency/contracts/index.html, that the prospective Provider intends to utilize in the program procured. Florida CMBEs must meet all CMBE eligibility criteria and be certified as a CMBE by the Office of Supplier Diversity (OSD) of the Florida Department of Management Services. The documentation shall be a 1-page letter supplied by the subcontractor on its letterhead stationery, stating the intent of the subcontractor to participate in the program and clearly identifying the Department Solicitation Number.

E. Past Performance – (Volume 3)

The purpose of this section is for the prospective Provider to demonstrate its knowledge and experience in operating similar programs by providing information requested on the enclosed Attachment C, Part I, II and/or III. Each prospective Provider shall limit the Past Performance section to no more than 15 pages. These pages include Attachment C, Part I, II, and/or III and all required supporting documentation. On the forms provided (Attachment C, Part I II and/or III), the prospective Provider shall provide, if applicable, information regarding its past performance in the State of Florida, information regarding programs operated by the prospective Provider that have attained professional accreditation, and information regarding past performance in the United States outside of the State of Florida. The prospective Provider shall complete Attachment C and attach supporting documentation for Part II and/or III, if applicable. Failure to complete and return Attachment C for this RFP or supporting documentation, if applicable, shall result in a zero (0) score for Past Performance. Prospective providers shall include the Attachment C, Part I, II and/or III for this RFP and the required supporting documents in Volume III. Failure to include these documents in Volume III shall result in zero (0) points being awarded for Past Performance. Further instructions on how to complete this section may be found in Attachment C.

F. Mailing Label

Prospective Providers submitting proposals in response to this solicitation shall affix the label below (or a copy thereof) to the lower, left hand corner outside of all envelopes or containers containing their proposals. Prospective Providers shall complete the information on the label prior to affixing the label.

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G. Violent Offender Incarceration and Truth-In-Sentencing (VOI/TIS)

The Provider shall provide residential substance abuse overlay services as specified in the U. S. Department of Justice and FDLE Violent Offender Incarceration and Truth in Sentencing (VOI/TIS) Drug Testing, Intervention and Sanctions Program sub-grant project entitled "DJJ Residential Substance Abuse Services" as awarded to the Department. The requirements for these VOI/TIS residential substance abuse overlay services are on the Department's website at http://www.dij.state.fl.us/agency/contracts/index.html. The Provider shall comply with all VOI/TIS sub-grant requirements. The sub-grant and the reporting requirements will be incorporated into the Contract as if fully set forth therein.

ATTACHMENT C

EVALUATION OF PAST PERFORMANCE FOR RESIDENTIAL COMMITMENT PROGRAMS

This attachment only considers the past performance of the prospective Provider as defined in Section XVIII of Attachment B. Failure to provide the required supporting information for Parts II or III of the attachment shall result in a score of zero (0) for that section.

If the prospective Provider has received Florida Department of Juvenile Justice Quality Assurance (QA) Reviews and/or recidivism rate results for its Residential Commitment programs, that prospective Provider shall complete Parts I and III. Only scores from Parts I and III shall be considered for these prospective Providers. A prospective Provider who is operating or has operated Residential Commitment program(s) in Florida must complete Part I of Attachment C. To complete Part I of Attachment C, the prospective Provider shall list all residential program information requested for each category. Failure to submit the attached Part I shall result in a score of zero (0) for this section. Part I of other RFP's will not be considered.

All other prospective Providers shall complete Parts II and III. Only scores from Part II and III shall be considered for these prospective Providers. Failure to provide the required supporting information for Parts II or III of the attachment shall result in a score of zero (0) for that section.

Prospective Providers shall submit Attachment C information and documents for this RFP in Volume 3. Past Performance documents submitted in other sections of the proposal will receive a zero (0) score for Past Performance.

Total available points for Past Performance:

PART I

-Average QA	100 points	75 points for Performance scores and 25 points for Compliance Scores for a total of 100, Scores are determined by averaging all program Q. A. scores. Programs with a failed score will receive a score of 0 (zero), to be averaged into the score.
•Failure to Report	-10 points	Points shall be deducted at increments of 2 points for each incident for a maximum deduction of 10 points.
•Escapes		Negative points will be deducted as follows:
		point shall be deducted per escape for each Low Risk Program points shall be deducted per escape for each Moderate Risk Program points shall be deducted per escape for each High Risk Program points shall be deducted per escape for each Maximum Risk Program
-Combined Success Rate (Percentage of youth who do not recidivate)	100	Points are awarded after determining that a minimum of 50% of the programs meet or exceed the Legislative standard, (bottom right corner of Attachment C, Part I). If "no," no points are awarded. If "yes," points are based on the percentage of youth who did not recidivate in all programs.
TOTAL	200 POINTS	

PART II

TOTAL	120 POINTS				
	-80 points	Points shall be deducted for up to four (4) programs in states other than Florida, which have been determined to be "below average or failure" by the monitoring system of the contracting government agency.			
•Out of State	120 points	plints for up to 6 (six) programs in states other than Florida which have sen determined to be in good standing or compliance with that state's positioning system. All supporting documentation must be provided in der to receive these points.			
		Prospective Providers completing Attachment C Part II can receive 20			

PART III

•Certifications	30 points	10 points for each program that is currently accredited by the organizations mentioned in Part III. All supporting documentation must be provided.
TOTAL	30 POINTS	

Total Available Points Parts I and III 230
Total Available Points for Parts II and III 150

Data S	Data Sheet: Past Per	ast Perf	Attach ormand	ment of R	Attachment C Part I rmance Of Residential	ırt I tial Cor	ımitment	Attachment C Part I formance Of Residential Commitment Programs	RFP/CONTRACT #S6J01 ams
	・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・			・関連を	こうからと	言う言語			2
			REPING	nben			RFP ISSUE		
Numer	Contract	Ersuram (C)	coram saalon op Begin En Dates	ogram, Ri Bration, Ri d Date	ost Racemt OA erformance fireeffage Score	Most Recent Compliance Recentage	Fajlure To Escal Report Escal	Program Program Most Recent Most Recent Pailure Number of Completions Completions Dates Dates Performance Completions Report Escapes Completions Number of Completions Not Complete Report Escapes Completions Not Complete Report Escapes Complete Not Comp	Adjudications/ of
								!	
						;			
								; !	
Department Use Only									
*As found in the program contract									

'As found in the program contract			
² This information is only to aid the Department in identifying the program name.	2000-200	2000-2001 PBB Recidivism Standards	Standards
³ During the past year from the date of RFP issuance, the restrictiveness level for the majority of the time the Vendor operated the program.	l <u>evel</u>	Recidivism Rate	Success Rate
First date Vendor operated the program.	Low	47.00%	53%
"Last date Vendor operated the program or, if the current Provider, the date the contract will expire. "Most recent Quality Assurance Deformance programs and provider and the contract will expire.	Moderate	47.00%	53%
most result, available of ellottialing barcellings soole published on or before ladte of the RFP. (Most repet Cirally Assurance Compliance near and accompanies of the compliance of the compli	High	47.00%	53%
published on or before the issue date of the RFP.	Maximum	47.00%	53%

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The number of fallure to report "A" or "B" incidents during the past year from the date of RFP issuance.

^{*}The number of incidents of escape during the past year from the date of RFP issuance. Escapes are defined using criteria of the FDJJ Office of the Inspector General.

In The number of youth completing the program during FY 2000-2001 as documented in the Department's 2003 Outcome Evaluation Report.

"The 2000-2001 Adjudication/Conviction rate as reported in the Department's 2003 Outcome Evaluation Report, pages 171-174. The Vendor must have operated the program for all of Fiscal Year 2000-2001 unless there have been no previous providers operating this program to qualify for points.

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PART II: Evaluation Questionnaire for Past Performance in the United States Outside of Florida

Within the last three calendar years (including the year of RFP issuance), has the prospective Provider operated one or more juvenile justice residential commitment programs contracted by a government entity within the United States (or its territories) outside the State of Florida for a period of more than one year and received recognition as being compliant and or in good standing by the monitoring system of the contracting government agency? Documentation from the contracting governmental agency must be submitted in order for points to be scored under this section. This documentation must be a monitoring report(s) with a rating scale that identifies the programs as being *compliant* and/or *in good standing*. Personal assessments or letters of recommendation will not be accepted.

Vac

Yes No	The state of the s		
Calendar Year Name of Program Provider Name on the Contract	(20	Name of Program Provider Name on Contract	(20)
DUNS#	normanian com	DUNS#	
Calendar Year Name of Program Provider Name on the Contract	(20	Name of Program Provider Name on Contract	(20)
DUNS#	and a facility of the second o	DUNS#	
Calendar Year Name of Program Provider Name on the Contract	(20)	Name of Program Provider Name on Contract	(20)
DUNS#	Windowski -	DUNS#	MANAGA
Within the last three calendar you one or more juvenile justice re United States (or its territories) rating of below average or failure program is negatively assessed	esidential commitment pro outside the State of Floric re by the monitoring syster I twenty (20) points.	grams contracted by a gov la for a period of more than	vernment entity within the none year and received a
Yes No			
Calendar Year Name of Program Provider Name on the Contract	(20)	Name of Program Provider Name on Contract	(20)
DUNS#		DUNS#	
Calendar Year Name of Program Provider Name on the Contract	(20)	Name of Program Provider Name on Contract	(20)
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					RFP/CC	INTRACT #S6.	J01
DUNS#				DUNS#			
PART III:	Evaluation Que	estionnaire for Prof	ession	al Accreditation in £	he United States	;	
Jnited States (1) American C 2) Rehabilitati 3) Council on (4) Joint Commorgrams cited (Attach a copy	hat are currently a correctional Associan Accreditation (CO Accreditation (CO hission on Accreditation (CO) distribution on Accreditation of the Marketter (CO)	accredited and in gor clation (ACA); Commission (CARF); A); or itation of Health Care eived accreditation	od stan e Organ during f. Pro	the prospective Prospective Pro	ns by: vider's operation	of the progra	ım.
/es	No			·			
Name of Progra Provider Name Contract			(10)	Name of Program Provider Name on Contract		(1	0)
DUNS#				DUNS#			

(10)

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Name of Program Provider Name on the Contract

DUNS#

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ATTACHMENT D - EVALUATION CRITERIA

			Prospective Providers who operate DJJ contracted residential programs in Florida	Prospective Providers who do not operate DJJ contracted residential programs in Florida.
A.	Pro	nchment A posal is disqualified if not completed and signed by an norized representative of the prospective Provider	O	0
В,	Tra	nsmittal Letter	0	0
C.	Tec	hnical Proposal - Volume 1 (Up to maximum number of points)		
	1.	Introductory Statement	0	D
	2.	Management Capability	100	100
	3.	Program Services	400	400
D.	Fina	ncial Proposal - Volume 2 (Up to maximum number of points)		
	1.	Cost	100	100
	2.	Supplier Evaluation Report (SER)	100	100
	3.	Certified Minority Business Enterprise Anticipated CMBE spending as evidenced by the CMBE Subcontracting Utilization Plan	70	70
E.	Past	Performance – Volume 3	230	150
тот	AL M	AXIMUM POINTS	1000	920

Evaluation Criteria

The Department will use the following methods to score the Cost or Price, the D&B Supplier Evaluation Report, and the Certified Minority Utilization Plan.

Cost Evaluation Criteria

The score for cost will be based upon the lowest cost submitted by all prospective Providers. The total available points for cost are 100 points. Therefore, the prospective Provider who submits the <u>lowest</u> total cost proposal shall receive 100 points. Total cost for the purposes of evaluation shall be the Annual Maximum Contract Dollar Amount multiplied by the term of the Contract. All others will receive a score that is equal to 100 points minus the percentage difference above the lowest proposal. For example, if the second lowest proposal is 10% higher than the lowest proposal, the second prospective Provider will receive a score of 90 points (i.e., 100 points minus 10% of 100 [or 10 points] equals 90 points).

2. Supplier Evaluation Report Evaluation Criteria

One D&B Supplier Evaluation Report (SER) must be submitted by the prospective Provider in the Financial Proposal, Volume 2 of the RFP proposal for every proposal submitted. The form to order this report is available at: http://www.dij.state.fl.us/agency/contracts/index.html.

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The Department will use the following rating scale: SER Risk Score

Risk Score		Points Assigned
1 L	owest Risk	100
2		90
3		80
4	•	70
5		60
6		50
7	•	40
8		30
9 н	ighest Risk	20

3. <u>CMBE Subcontracting Utilization Plan Criteria</u>

Points are possible under the following scoring criteria for CMBE subcontractor participation as evidenced by Attachment F, under Section D.3. The prospective Provider shall receive evaluation points for the percentage of the total proposed Contract price that consists of subcontracted CMBE dollars, as evidenced by Attachment F, in the initial term of the Contract up to a maximum of 70 points. The Department shall, on a monthly basis, monitor the Provider's compliance with the terms of the CMBE subcontracting utilization plan.

FOR EXAMPLE:

- 1. If the total CMBE subcontracted dollars are from 0% to .99% of the total proposed Contract price, the score will be 0 points.
- 2. If the total CMBE subcontracted dollars are from 1.0% to 1.49% of the total proposed Contract price, the score will be 1 point.
- 3. If the total CMBE subcontracted dollars are from 1.50% to 2.49% of the total proposed Contract price, the score will be 2 points, etc.
- 4. If the total CMBE subcontracted dollars are from 29.50% to 39.49% of the total proposed Contract price, the score will be 30 points.
- 5. If the total CMBE subcontracted dollars are from 39.50% to 49.49% of the total proposed Contract price, the score will be 40 points.
- 6. If the total CMBE subcontracted dollars are from 49.50% to 59.49% of the total proposed Contract price, the score will be 50 points.
- 7. If the total CMBE subcontracted dollars are from 59.50% to 69.49% of the total proposed Contract price, the score will be 60 points.
- If the total CMBE subcontracted dollars more than 69.50% of the total proposed Contract price, the score will be 70 points.

ATTACHMENT E - RFP PROPOSAL CHECKLIST

To foli	ensure that owing item	the proposal package submitted is completed and can be accepted, the Provider should be sure are fully completed and enclosed:	₃ the
1.	Name of the last o	Attachment A must be completed and signed. Failure to submit a fully completed, original signed Attachment A shall result in the proposal being deemed non-responsive therefore, rejected. The Provider should check to see that the following items have completed?	and
		 State Purchasing Subsystem (SPURS) Vendor Number (if no SPURS number, telephone number shown in General Conditions Item #1 and list Federal Employ Identification or Social Security Number); 	call yers
		b. Prospective Provider Name;	
		c. Prospective Provider Mailing Address;	
		d. City, State and Zip Code;	
		e. Area Code and Telephone Number;	
		f. Sign Form on First page only; and	
(_ L	h	g. Typed Name of Signatory and Title.	
וח חו	ne event tr	at Providers submit a proposal as a joint venture, each member of the joint venture must comp	olete
2.	sign a sep	arate Attachment A.	
		Transmittal letter which includes the name, title, address, and telephone number of the prospect	ctive
		Provider's official contact and an alternate, if available, who has the authority to bind prospective Provider.	the
3.		Technical Proposal, Volume 1 (See Attachment B, Section XVIII), limited to the stated maxim	
	-	page limit, that addresses the following subjects:	ium
		a. Introductory Statement;	
		b. Management Capability; and	
		c. Program Services.	
4.		Financial Proposal, Volume 2:	
		 a. Cost (Must be submitted on Attachment J, Cost Sheet and include Attachments H1 thro H6); 	ough
		 The prospective Provider must furnish a hard copy of the Supplier Evaluation Report in section; and 	this
		 A completed Certified Minority Business Subcontracting Plan (Attachment F - Available http://www.dji.state.fl.us/agency/contracts/index.html). 	e at
Cos	t proposa	s submitted in excess of the Annual Maximum Contract Dollar Amount Limit will result in	the
proj	posal bein	deemed non-responsive, and therefore, rejected.	
5.		Past Performance, Volume 3, limited to the stated maximum page limit, (Submitted on	the
		enclosed Attachment C)	
6.	-	Letters Demonstrating the CMBE Subcontracting Plan. See requirements in Attachment B, Sec XVIII, D.3.	
7.	t	Seven (7) complete copies, one (1) original and six (6) copies of Volumes 1, 2, and 3 and computer disk of the entire proposal must be submitted to the Department	3.5"
~~		•	
IHIS	CHECKL	ST (ATTACHMENT E) IS PROVIDED FOR THE CONVENIENCE OF THE PROVIDER ONLY A	AND

BE RELIED UPON IN LIEU OF THE INSTRUCTIONS OR REQUIREMENTS OF THIS SOLICITATION.

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ATTACHMENT G WILL BE COMPLETED AFTER A PROVIDER HAS BEEN SELECTED. ATTACHMENT G CONTRACT

THIS CONTRACT is entered into between the STATE OF FLORIDA, DEPARTMENT OF JUVENILE JUSTICE ("Department"), whose address is 2737 Centerview Drive, Tallahassee, Florida 32399-3100 and (NAME) ("Provider"), whose address is (address).

In consideration of the mutual benefits to be derived from performance under this Contract, the Department and the Provider do hereby agree as follows:

PERFORMANCE

A. The Department hereby contracts with the Provider to operate a 22-bed program for moderate risk females as described in the Scope of Services (Exhibit 1), to be provided at the state-owned or leased facility located at the following address: 5332 Riveredge Road, Titusville, FL 32780. The program name shall be Francis Walker Halfway House.

Program services shall also include a 22-slot substance abuse overlay service described in the Scope of Services (Exhibit 1).

B. The Provider shall perform all services in a proper and satisfactory manner in compliance with the terms and conditions set forth in this Contract, EXHIBIT 1, SCOPE OF SERVICES, and all other attachments or exhibits named or referenced. All references to "days" in this document refer to calendar days unless otherwise specified.

II. COMPENSATION

A. Contract Amount

The Annual Maximum Contract Dollar Amount of this Contract shall not exceed \$(Amount). The Maximum Contract Dollar Amount for the term of the Contract shall be achieved by multiplying the number of years in the initial term of the Contract by the Annual Maximum Contract Dollar Amount. For terms of less than one (1) year, the amount will be pro-rated. The Annual Amount of \$(Amount) is multiplied by 3 years and shall not exceed \$(Amount).

B. Method of Payment

As consideration for the services rendered by the Provider under this Contract, the Department will pay the Provider on a monthly basis in arrears. The Provider shall not receive payment for services rendered prior to the execution date of this Contract. Invoices for amounts due under this Contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof, pursuant to subsections (C) through (L) below (see Exhibit 2, Contract Payment Method).

C. Contract Term and Renewal

This Contract shall begin on October 1, 2003 or upon full execution, whichever is later, and shall end at midnight on September 30, 2006. In the event the parties sign this Contract on different dates, the latter date shall be the effective date. The Department may renew this Contract upon the same terms and conditions, for one renewal for the same term as the initial Contract period. The Maximum Contract Dollar Amount for such renewal term shall be \$(amount). Exercise of the renewal option is at the Department's sole discretion and shall be contingent, at a minimum, upon satisfactory performance evaluations by the Department and subject to the availability of funds.

D. Options

The Department reserves the right to exercise one or more of the options in the Options language in the event the Department's needs for residential programming change. The Department shall allow the Provider thirty (30) days to assess any requested increased units of service or changes in services. If agreed upon by both parties, the Provider shall submit to the Department, in writing, an implementation plan to accommodate the proposed increased units of service or changes in services. Upon Department approval of the implementation plan, any increased units of service or changes in services shall be evidenced by an amendment executed by both parties. The optioned services may not commence before execution of the amendment. Changes agreed to under these options may result in a change to the Maximum Contract Dollar Amount. However, the Program Operations (base care and custody) per diem, which does not include Mental Health Overlay Services (MHOS), Residential Substance Abuse Treatment (RSAT), Violent Offender Incarceration and Truth-In-Sentencing (VOI/TIS) or other overlay services, shall not exceed the per diem amount specified in the Contract.

Option for Increased Units of Service

The Department has the option to modify the Contract, by exercising the option to increase units of service by an amount not to exceed an additional fifty percent (50%) of the base number of units of service in the original Contract. Any increase in units of service shall be evidenced by an amendment executed by both parties. The optioned services may not commence before execution of the amendment. Delivery of additional units of service shall be upon the terms, conditions and rate agreed in the exercise of the options of this Contract, but will not exceed the per diem rate specified in the original Contract.

2. Option for Changes in Contract Services

The Department has the option to modify the Contract, including adding or reducing services, reducing program capacity, changing the restrictiveness level, gender type served in the program or location of the program during the Contract term. The optioned services may not commence before execution of the amendment. Delivery of changed services shall be upon the terms, conditions and rate agreed in the exercise of the options of this Contract, but will not exceed the per diem rate specified in the original Contract.

E. <u>Legislative Appropriation</u>

The State of Florida's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Florida Legislature.

F. Submission of Invoice, Invoice Processing and Interest Rate

A properly prepared invoice shall be submitted directly to the Contract Manager within ten (10) business days following the end of the month for which services were rendered. Pursuant to section 215.422, Florida Statutes, the Department's Contract Manager shall have five (5) business days, unless otherwise specified herein, to inspect and approve the services for payment; the Department must submit a request for payment to the Department of Financial Services within twenty (20) days; and the Department of Financial Services is given ten (10) days to issue a warrant. Days are calculated from the latter date the properly prepared invoice is received or services received, inspected, and approved. Invoice payment requirements do not start until a proper and correct invoice has been received. Invoices returned to a Provider for correction(s) will result in a delay in the payment. A Vendor Ombudsman, established within the Department of Financial Services, may be contacted if a Provider is experiencing problems in obtaining timely payment(s) from a State of Florida agency.

The Department will pay the Provider interest at a rate as established by section 55.03(1), Florida Statutes, on the unpaid balance, if a warrant in payment of an invoice is not issued within forty (40) days after receipt of a correct invoice and receipt, inspection, and approval of the goods and services. Interest payments of less than \$1.00 will not be enforced unless a Provider requests payment.

G. Final Invoice

The Provider shall submit the final invoice for payment to the Department no more than forty-five (45) days after the Contract ends or is terminated. If the Provider fails to do so, all rights to payments are forfeited and the Department will not honor any requests submitted after the above time period. Any payment due under the terms of this Contract may be withheld until the Provider complies with the requirements of this Contract, including submittal of all reports due from the Provider and the return of all Department-furnished property.

H. Assignment of Claims

The Provider may assign its rights to be paid amounts due or that become due as a result of performance of this Contract to a bank or other financing institution. Any assignment authorized shall cover unpaid amounts payable under this Contract and shall not be made to more than one party. All payments due under this Contract are subject to the availability of funds limitations as stated herein. The Provider shall base payments under this Contract on full and satisfactory Contract performance.

Reduction of Monthly Payments

The Department may reduce the amount of the monthly payment after:

- finding substantial evidence of the Provider's failure to perform the services required by the Contract.
- preparing written findings substantiating the Provider's failure to perform.
- notifying the Provider of the proposed reduction of the monthly payment, and providing an
 opportunity for discussion of the proposed reduction in payment. The amount of any reduction
 shall be based upon the negotiated costs of those services not performed during the payment
 period.

J. Supplemental Expenditure

The Department, at its option and without notice to the Provider, shall have the right to make any payment or expenditure that the Provider failed to have made under the Contract, to assure all contracted services will remain available to youth if the Provider fails to perform as required under this Contract. Such expenditures by the Department may include, but are not limited to, payment for repairs affecting life, health or safety of youth or staff, food and medical services, utilities, claims for which liens may be attached to the property, insurance premiums, and other supplementary goods or services. Any payment by the Department shall be without prejudice to any of the Department's rights or remedies under this Contract, at law, or in equity. All sums paid by the Department, including indirect costs incurred by the Department to bring the program into compliance with Contract requirements pursuant to this paragraph shall be immediately due and payable from the Provider. Such sums may be recovered by the Department by means of a reduction to a monthly invoice payment otherwise payable to the Provider under the Contract Payment Method. Recovery of the cost described above shall not relieve the Provider of the duty of full performance under the Contract.

K. <u>Travel Reimbursement</u>

Travel and per diem expenses for this program are included in the total cost of the services requested and additional travel expenses will not be authorized. Therefore, the requirements of section 112.061, Florida Statutes, do not apply to this Contract.

L. Phase-In Funding

The Department will reimburse the Provider for Phase-In expenses. Phase-In funding will be provided under the following conditions:

- Salaries and benefits and associated expenditures necessary to train appropriate staff prior to actual receipt of clients if the training is required by law (e.g., the Standards and Training Commission training) or written Departmental policy. For example, if the law or written Departmental policy requires 240 hours of training, the Provider would be eligible for six (6) weeks of Salaries and Benefits start-up for the employee being trained. Recruitment and hiring costs are not paid under start-up.
- 2. Phase-In costs are to be subjected to review and approval by the Contract Manager to determine exact needs and fair and reasonableness of cost/price. Payment will not be based on a flat per diem rate, but rather will be based on a proposed amount necessary to cover allowable costs.
- Phase-in funds will not be approved for those costs or items that are required for program operational expenses.
- 4. Youth shall be admitted to the program at the rate of <u>25</u> % of maximum Contract capacity per week until full program occupancy has been reached. The Provider shall be compensated at the rate provided in this Contract for filled and unfilled beds during this initial admission period.

The Department will pay the Provider phase-in funding not to exceed \$85,552.50. The Phase-in period will commence upon execution of this Contract and continue for 61 days.

III. LIABILITY

A. <u>Indemnification</u>

- Pursuant to section 768.28(11)(a), Florida Statutes, the Provider agrees that it and any of its employees, agents or subconfractors are agents and not employees of the State while acting within the scope of their duties and responsibilities to be performed under this Contract. The Provider further agrees to indemnify the Department, upon notice of any liabilities caused by the Provider or its employees' or agents' negligent or tortious acts or omissions within the scope of their employment under this Contract up to the limits of sovereign immunity as set forth in Florida law. The Provider further agrees to defend the Department and hold it harmless, upon receipt of the Department's notice of claim of indemnification to the Provider, against all claims, suits, judgments, damages or liabilities, including court costs and attorneys' fees incurred by the Department because of the negligent or tortious acts of the Provider or its employees, agents or subcontractors.
- 2. The Provider is responsible for all personal injury and property damage attributable to negligent acts or omissions of that party and the officers, employees or agents, thereof. Nothing herein shall be construed as an indemnity or a waiver of sovereign immunity enjoyed by any party hereto.

IV. TERMINATION

A. <u>For Department Convenience</u>

The Department may terminate this Contract, in whole or in part, without cause, for its convenience, and without additional cost to the Department, by giving no less than thirty (30) days written notice to the Provider.

B. <u>For Provider Convenience</u>

The Provider may terminate this Contract, without cause, for its convenience, by giving no less than ninety (90) days written notice to the Department, unless both parties mutually agree in writing to a different notice period. The Provider shall be operating in a state of compliance with the terms and conditions of the Contract at the time the notice is issued and shall remain compliant for the duration of the performance period.

C. For Default

The Department may terminate this Contract, in whole or in part, for default, pursuant to the provisions of chapter 60A-1.006(3), Florida Administrative Code, upon written notice to the Provider. If applicable, the Department may employ the default provisions in chapter 60A-1.006(3, 4), Florida Administrative Code. Waiver or breach of any provisions of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract. The provisions herein do not limit the Department's right to remedies at law or to damages (including, but not limited to, re-procurement cost). All termination notices shall be sent by certified mail, or other delivery service with proof of delivery as set forth in the Notice provision of this Contract.

D. Refusal to Allow Public Access to Records

This Contract may be unilaterally canceled by the Department for refusal by the Provider to allow public access to all documents, papers, letters, or other materials subject to the provisions of chapter 119, Florida Statutes, and made or received by the Provider in connection with this Contract.

V. MINORITY BUSINESS ENTERPRISE (MBE) UTILIZATION

MBE Utilization Reporting Procedures

The Provider shall submit to the Contract Manager, along with the monthly invoice, a copy of Exhibit 4, MBE Utilization Report Plan - Available at: http://www.dij.state.fl.us/agency/contracts/index.html, listing all payments made for supplies and services to Minority Business Enterprises (MBEs) during the invoice period. The listing shall identify the MBE code for each payment. The Department will monitor the Provider's compliance with the terms of Attachment F - Available at: http://www.dij.state.fl.us/agency/contracts/index.html and the Department's Certified Minority Business Enterprise Coordinator will work with the Provider to assist in correcting any identified deficiencies.

VI. RECORDS AND AUDIT REQUIREMENT

A. Financial and Compliance Audits

The Provider shall provide a financial and compliance audit to the Department as specified in Exhibit 6, AUDIT COMPLIANCE FORM - available at http://www.dij.state.fl.us/agency/contracts/index.html and ensure that all supporting documentation is available for review by the auditor. This program is a state project for purposes of the Florida Single Audit Act and Part II applies. The Catalogue of State Financial Assistance numbers for this program are (FILL IN FSAA NUMBER 80.XXX). The Provider shall comply with the audit and financial reporting requirements as provided in Exhibit 7, ANNUAL INDEPENDENT AUDIT FORM - available at: http://www.dij.state.fl.us/agency/contracts/index.html.

B. Records and Auditing Requirements

The Provider shall maintain books, records, and documents (including electronic storage media), for a minimum of five (5) years, in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by the Department under this Contract. The Provider shall assure that these records are available at all reasonable times to inspection, review, or audit by state and federal personnel and other personnel duly authorized by the Department.

C. <u>Duplication and Transfer of Records</u>

Upon completion or termination of the Contract, the Provider shall cooperate with the Department to facilitate the duplication and transfer of the records or documents during the required retention period.

VII. GENERAL TERMS & CONDITIONS

A. Governing Law and Venue

This Contract shall be construed in accordance with the laws of Florida. Each provision of this Contract shall be interpreted to be effective and valid under applicable law. If any provision of this Contract shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity. The remainder of any such provision and the remaining provisions of this Contract shall remain fully effective and valid. Venue for any proceeding regarding the proposal submitted by the Provider and the resulting Contract shall be Leon County, Florida.

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B. Order of Precedence

In the event of conflict between any part of the Provider's proposal incorporated into this Contract by reference and any other term of this Contract, the other terms of this Contract (and not the Provider's proposal) shall prevail.

C. Rights, Powers and Remedies

No delay or failure to exercise any right, power or remedy accruing to either party upon breach or default by either party under this Contract, shall impair any such right, power or remedy of either party; nor shall such delay or failure be construed as a waiver of any such breach or default, or any similar breach or default thereafter.

D. Third Party Rights

This Contract is neither intended nor shall it be construed to grant any rights, privileges or interest in any third party without the mutual written agreement of the parties hereto.

E. <u>Civil Rights</u>

No person, on the grounds of race, creed, color, national origin, age, sex, or disability, shall be excluded from participation in; be denied the proceeds or benefits of, or be otherwise subjected to discrimination in performance of this Contract.

F. P.R.LD.E

It is expressly understood and agreed that any articles which are the subject of, or required to carry out, this Contract shall be purchased from the corporation identified under chapter 946, Florida Statutes, in the same manner and under the same procedures set forth in section 946.515(2, 4), Florida Statutes, and for purposes of this Contract the person, firm or other business entity carrying out the provisions of this Contract shall be deemed to be substituted for this agency insofar as dealings with such corporation are concerned.

The "Corporation identified" is PRISON REHABILITATIVE INDUSTRIES AND DIVERSIFIED ENTERPRISES, INC. (P.R.I.D.E.) which may be contacted at:

P.R.I.D.E.

12425 28th Street North, Suite 103

St. Petersburg, Florida 33716

Telephone (727) 572-1987

G. <u>Legal and Policy Compliance</u>

The Provider shall comply with all local, state, and federal laws, rules, regulations and codes whenever work is performed under this Contract. The Provider shall comply with all Department policies and procedures. Any licenses or permits required for this Contract will be obtained by the Provider and maintained for the duration of this Contract.

H. Use of Funds for Lobbying Prohibited

The Provider shall comply with the provisions of section 216.347, Florida Statutes, which prohibits the expenditure of Contract funds for the purpose of lobbying the Legislature, judicial branch or a state agency.

I. Immigration & Nationality Act

The knowing employment of unauthorized aliens is a violation of section 274A (a) of the Immigration and Nationality Act. Such violation will be cause for unilateral cancellation of this Contract.

J. <u>Convicted Vendor List</u>

A Vendor, person or affiliate who has been placed on the Florida Convicted Vendor List pursuant to section 287.133, Florida Statutes, following a conviction for a public entity crime may not submit a proposal or bid on a contract to provide any goods or services to the Department, and may not be awarded or perform work as a supplier, subcontractor, or consultant under a contract with the Department, and may not transact business with the Department (in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO) for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor List.

K. <u>Discriminatory Vendor List</u>

In accordance with sections 287.094 and 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List:

May not submit a bid on a contract to provide goods or services to a public entity;

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 May not submit a bid on a contract with a public entity for the construction or repair of a public building or public work;

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- 3. May not submit bids or leases of real property to a public entity;
- 4. May not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and
- May not transact business with any public entity.

L. Americans With Disabilities Act Requirement

The Provider shall not exclude anyone from participating in; deny anyone the proceeds or benefits of, not otherwise subject any person(s) or subcontractors to any form of discrimination based on the grounds of race, creed, color, national origin, age, sex, or disability. The Provider shall comply with the pertinent portion of the Americans with Disabilities Act of 1990, Public Law 101-336.

M. Copyrights and Right to Data

Where activities supported by this Contract produce original writing, sound recordings, pictorial reproductions, drawings or other graphic representation and works of any similar nature, the Department has the right to use, duplicate and disclose such materials in whole or in part in any manner, for any purpose whatsoever, and to have others acting on behalf of the Department to do so. If the materials so developed are subject to copyright, trademark or patent, legal title and every right, interest, claim or demand of any kind in and to any patent, trademark or copyright, or application for the same, will vest in the State of Florida, Department of State, for the exclusive use and benefit of the State.

N. <u>Assignments and Subcontracts</u>

The Provider shall not assign responsibility of this Contract to another party or subcontract for any of the work contemplated under this Contract, nor transfer program services to another location without written approval of the Department. No such approval by the Department of any assignment or subcontract shall be deemed in any event to provide for the Department incurring any obligation in addition to the total dollar amount agreed upon in this Contract.

O. Incorporated By Reference

The Department's Request for Proposal that results in this Contract and the Provider's proposal are incorporated herein by reference.

P. Insurance

- The Provider shall maintain during the entire period of this Contract the following minimum types of insurance:
 - Employer's Liability Coverage with a minimum limit of \$100,000.00,
 - b. Comprehensive General Liability with a minimum limit of \$500,000.00 per occurrence.
 - Automobile Liability Insurance shall be required and shall provide bodily injury and property damage liability covering the operation of all vehicles used in conjunction with performance of this Contract;
 - 1) With a minimum limit for bodily injury of \$200,000.00 per person;
 - 2) With a minimum limit for bodily injury of \$500,000.00 per occurrence
 - 3) With a minimum limit for property damage of \$200,000.00 per occurrence
- The Provider shall maintain Worker's Compensation and Occupational Coverage as required by Florida law.
- 3. The Provider shall procure and maintain "fire and extended coverage" for all real property, improvements, furnishings and equipment thereon furnished by the Department in an amount equal to its full insurable replacement value. Such insurance shall name the State of Florida as a joint payee. The Department shall be able to recover the required coverage amount of the insurance under said policy should Provider not rebuild or repair any building that is required to be covered by this section that is completely or partially destroyed.
- 4. All insurance shall be in effect before the Provider commences services at or with Department-furnished property. The Provider shall deliver all Certificates of Insurance to the Department before the Department provides any funds. The Certificates shall be completed and signed by authorized Florida Resident Insurance Agents and delivered to the Department's Contract Manager. All certificates shall be dated and contain:
 - a. The name of the Provider, the program name, the name of the insurer, the name of the policy, its effective date, and its termination date:
 - A statement that the insurer will mail a notice to the Department Contract Manager at least thirty (30) days prior to any material changes in the provisions or cancellation of the policy; and
 - All coverage required in this Contract.

Q. <u>Information Resource Request</u>

The Provider shall receive written approval from the Department prior to the purchase of Information Resource Request (IRR) components used in the performance of contractual obligations under this Contract when the cumulative total cost is equal to or greater than five hundred dollars (\$500.00). The Provider shall secure written approval by means of a Department IRR form before the purchase of information technology components. The Contract Manager will serve as the liaison between the Provider and the Department's Management Information System (MIS) bureau during the completion of the IRR process. The IRR form is available from the Contract Administrator.

R. Use of Consultants

The Department's review of outsourcing agreement(s) associated with this Contract award does not relieve the Provider of the responsibility to:

- Manage the consultant;
- Demonstrate the value added and reasonableness of consultant pricing; and
- Meet all contractual obligations.

S. <u>Training Requirements</u>

Any person employed as a full-time or part-time staff, who provides direct care and custody of youth by a private entity under Contract to the Department, shall successfully complete all certification requirements within the first 180 days of employment in accordance with chapters 985 and 20, Florida Statutes and Department policies and manuals.

T. <u>Inspector General Requirements</u>

Pursuant to section 20.055, Florida Statutes, the Office of the Inspector General is responsible for providing direction for supervising and coordinating audits, investigations, and reviews relating to the programs and activities operated by or financed by the Department for the purpose of promoting economy and efficiency in the administration of, or preventing and detecting fraud, waste, and abuse in its programs and activities.

U. Incident Reporting

The Provider shall comply with the Department's Office of Inspector General's Statewide Incident Reporting Procedure that is available on the Department's website. Failure to comply with this procedure could result in cancellation of the Contract.

V. <u>Arrest Reporting Requirements</u>

The Provider shall implement a written procedure requiring all owners, operators, directors and caretaker/direct contact staff who have been arrested for <u>any</u> criminal offense to make a report of their arrest, either written or oral, to their immediate supervisor within three (3) business days of the arrest. This procedure shall require the imposition of corrective action for noncompliance.

W. <u>Background Screening</u>

The Provider shall comply with the Department's Office of the Inspector General's Statewide Procedure on Background Screening for Employees, Vendors, and Volunteers that is available on the Department's website. The Provider shall comply with the requirements for background screening as mandated in section 985.01, Florida Statutes. Failure to comply with the Department's background screening procedure may result in cancellation of the Contract.

X. Quality Assurance Standards

- The Department will evaluate the Provider's program, in accordance with section 985.412, Florida Statutes, to determine if the Provider is meeting minimum thresholds of performance pursuant to quality assurance standards.
- 2. The Provider shall achieve and maintain an overall "satisfactory" performance rating for applicable quality assurance standards. Failure to achieve an overall "satisfactory" rating shall cause the Department to cancel this Contract unless the Provider achieves an overall "satisfactory" rating within six (6) months, or unless the Department deems there are significant documented extenuating circumstances. In addition, the Department will not contract with the same Provider for the cancelled services for a period of twelve (12) consecutive months.
- 3. The Provider shall participate in a minimum of one on-site quality assurance review in another judicial circuit during the Contract year for each program operated by the Provider. The Provider shall assure that all staff participating in quality assurance reviews are at the management or supervisory level and have a minimum of a Bachelor's Degree unless a waiver request has been submitted and approved by the Department. All staff participating in quality assurance reviews must successfully complete the Quality Assurance Peer Reviewer Certification training. Participation in the training shall be at the Provider's expense.

Y. Monitoring

The Provider shall permit persons duly authorized by the Department to inspect any records, papers, documents, facilities, goods and services of the Provider which are relevant to this Contract, and

interview any clients and employees of the Provider under such conditions as the Department deems appropriate. Following such inspection, the Department will deliver to the Provider a list of its comments with regard to the manner in which said goods or services are being provided. The Provider shall rectify all noted deficiencies specified by the Department within the specified period of time set forth in the comments, or provide the Department with a reasonable and acceptable justification for not correcting the noted shortcomings. The Provider's failure to correct or justify within the time specified by the Department may result in the withholding of payments, being deemed in breach or default, or termination of this Contract.

Z. Contract Managers and Notices

Listed below are the Contract Managers for the respective parties. All matters shall be directed to the Contract Managers for appropriate action or disposition. Any and all notices shall be delivered to the parties at the following addresses:

Provider Department

Name Paul Wilson, Contract Manager Provider Department of Juvenile Justice Address 532 West Lake Mary Blvd. City, State Zip Code Sanford, FL 32771 Telephone: (XXX) XXX-XXXX Telephone: (407) 330-6976

After execution of this Contract, any changes in the information contained in this section will be provided to the other party in writing, shall be sent by United States Postal Service or other delivery service with proof of delivery, and a copy of the written notification shall be maintained in the official Contract record.

All notices required by this Contract or other communication regarding this Contract shall be sent by United States Postal Service or other delivery service with proof of delivery.

AA. MyFloridaMarketPlace Transaction Fee

The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to Section 287.057(23), Florida Statutes (2002), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the Provider shall pay to the State.

For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the Provider. If automatic deduction is not possible, the Provider shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), Florida Administrative Code. By submission of these reports and corresponding payments, the Provider certifies their correctness. All such reports and fee payments shall be subject to audit by the State or its designee.

The Provider shall receive a credit for any Transaction Fee paid by the Provider for the purchase of any item(s) if such item(s) are returned to the Provider through no fault, act, or omission of the Provider. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the Provider's failure to perform or comply with specifications or requirements of the agreement.

Failure to comply with these requirements shall constitute grounds for declaring the Provider in default and recovering re-procurement costs from the Provider in addition to all outstanding fees. PROVIDERS DELINQUENT IN PAYING TRANSACTION FEES MAY BE EXCLUDED FROM CONDUCTING FUTURE BUSINESS WITH THE STATE.

AB. Exemption from Transaction Fee

Pursuant to Rule 60A-1.032, Florida Administrative Code, disbursements of state financial assistance to a recipient as defined in the Florida Single Audit Act are exempt from the transaction fee.

AC. Captions

The captions, section numbers, article numbers, title and headings appearing in this agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such articles or sections of this agreement, nor in any way effect this agreement and shall not be construed to create a conflict with the provisions of this agreement.

VIII. SPECIAL TERMS AND CONDITIONS

A. <u>Non-Routine Health Services</u>

In all cases in which Medicaid services are not available (or the youth is not Medicaid eligible), the Provider shall seek reimbursement for non-routine medical, dental and behavioral health services from parents or guardians and/or other health plans or insurers for health benefits due the youth.

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If such costs are in excess of \$5000 per youth per incident, the Department will be responsible for paying the cost of services in excess of the maximum cost, if not recouped from other sources. The Department must approve payment for non-routine services and/or charges. The Contract Manager shall be notified prior to the delivery of non-routine services (if non-emergency) and as soon as possible following emergency services. Prior approval by the Department is not required in emergency cases.

B. <u>Service Delivery Documentation</u>

The Provider shall maintain records documenting the total number of youth and names (or unique identifiers) of youth to whom services were provided and the date(s) on which services were provided, so that an audit trail is available for review documenting delivery of service.

C. <u>Expendable Property – Food Items</u>

When a 30-day supply of staple food items/products is purchased, prior to the opening of a facility with start-up/pre-operational funds, the Provider will upon completion or termination of the Contract, return to the Department the dollar amount listed in the start-up/pre-operational budget for the purchase of these staple food items/products.

D. Non-Expendable Tangible Personal Property

- Title (ownership) to all non-expendable property shall be vested in the Department at the time
 of the purchase of the property if the property is acquired from:
 - a. Expenditure of funds provided by the Department under a cost-reimbursement Contract.
 - Expenditure of funds provided by the Department as "start-up."
 - c. Expenditure of funds provided by the Department as operational expense dollars for which a majority of the total cost of the property was directly allocated to the program budget.
- 2. All state-owned property acquired by the Provider through funding sources identified above, with a cost of \$1,000 or more and lasting more than one year, and hardback-covered bound books costing \$250 or more, shall be accounted for in accordance with chapter 10.300, Rules of the Auditor General. All such property, including replacements to state-owned property that is lost, destroyed, exhausted or surplused under the terms of this Contract, shall be returned to the Department upon Contract termination. Any replacements shall be in equal or greater value when returned to the Department.

Upon delivery of Department-Furnished Property to the Provider, the Provider assumes the risk and responsibility for its loss and damage.

- 3. All state-owned property with a cost of \$100 or more, but less than \$1,000 shall be accounted for by the Provider using a system developed by the Provider and approved by the Department. The Provider property accountability system shall contain, at a minimum: item number; item description; physical location of the property; serial or manufacturer's number, name, make, or name of manufacturer; model year; date purchased; method of procurement; and condition of property. The system shall be designed to reflect any changes to the status of property such as condition or disposition. All such property shall be either returned to the Department upon Contract termination or disposed of as instructed by the Department. Any replacements shall be in equal or greater value when returned to the Department.
- 4. The Provider shall submit to the Contract Manager, on a monthly basis, a listing of all items purchased that month for the program. The listing shall include a statement as to whether the items were purchased with Department or Provider funds and include supporting documentation of funds used.
- The Provider shall not dispose of state-owned property without the written permission of the Department. Department policies and procedures shall be followed when disposing of stateowned property.
- 6. The Provider shall not use any state-owned property for any purpose except the delivery of services identified in this Contract.
- The Provider shall submit a final inventory report for approval by the Department at conclusion
 of the Contract.
- The Provider shall submit an annual joint inventory report of all state-owned property and all Provider-owned property located at the facility to the Contract Manager.

 The Provider shall report annually to the Contract Manager.
- 9. The Provider shall report annually to the Contract Manager an inventory of all State-titled

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vehicles and non-State titled vehicles purchased with State funds. The Provider shall maintain a monthly vehicle log for each vehicle and submit the completed log to the Contract Manager by the 5th day of each month. When utilizing State-owned vehicles the Provider shall comply with the Department's Vehicle Operations Policy and Fleet Management Manual. The Department has furnished the Department-owned tangible personal property identified in Exhibit 5 for use with this Contract.

10. The Department found it necessary to purchase property through the Provider as opposed to direct acquisition for the following reason(s): (Check one or more)

The property is solely intended for use by the Provider in the delivery of the contracted services. The same or different Providers under subsequent continuing Contracts intend continued use of this property throughout its useful life. It is not intended for direct use by Department staff.

X 2. The property is critical to the delivery of the contracted services and the Department more appropriately identifies the cost as a Contract cost rather than Operating Capital Outlay.

 Direct purchase by the Provider is more efficient than Department purchase, which would include additional costs for storage, delivery, retrieval, disposal, etc.

E. Facility Standards, Department Property, Maintenance and Repair.

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The facility provided for use in connection with this Contract is state owned or leased. The Provider shall comply with standards required by fire and health authorities. The Provider shall ensure that all buildings and grounds, equipment and furnishings are maintained in a manner that provides a safe, sanitary and comfortable environment for youth, visitors and employees.

Department-Furnished Property

- a. The Provider shall keep records of all maintenance and repairs on all state-owned or leased facilities and grounds and shall give the Department reasonable opportunity to inspect such records. The Provider shall deliver the related records to the Department when requested. Record submittal is mandatory upon Contract termination.
- b. The Provider may not place any type of structure on, or make alterations to, Department furnished land or other property, without first having obtained the written approval from the Department's Bureau of General Services, Facility Services representative.
- C. Upon possession of Department-furnished property by the Provider, the Provider assumes the risk and responsibility for its loss and damage. At the expiration or termination of the Contract the Provider shall return the state-owned or leased facility and grounds to the Department in the same condition as on the initial date of this Contract, normal and ordinary wear and tear excluded. Failure to return the property in the condition required by this Contract shall result in the Department withholding payment of invoices in the amount required to reimburse the Department for repair or replacement costs. Notwithstanding any other provision in this Contract to the contrary, the Provider is liable for all consequential damages resulting from the Provider's failure to comply with the requirements of this Contract to maintain and repair the facility, grounds, utilities and equipment owned by the Department.
- d. Title to Department furnished property shall remain with the Department. The Provider shall use the Department-furnished property only in connection with this Contract.

Minor Maintenance and Repair Work

- a. The Provider shall protect, preserve, maintain (including normal parts replacement), and repair the facilities and grounds in accordance with industry standards and all applicable building codes and ordinances. All such maintenance and repair with a cost per incident of less than \$1,000.00 shall be considered Minor Maintenance and Repair Work.
- b. Minor Maintenance and Repair Work includes, but is not limited to:
 - Interior maintenance and repairs in accordance with generally accepted good practices, including repainting, worn or damaged floor coverings, lighting fixtures, and interior equipment and appliances as may be necessary due to normal usage;
 - Repair or replacement of fire and security alarm systems;
 - Replacement of broken windows;
 - Maintenance of interior and exterior grounds and parking area so as to conform to all applicable health and safety laws, ordinances and codes which are presently in effect and which may subsequently be enacted;

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Furnishing of pest control services;

- 6) General repair and maintenance of heating/ventilation and air-conditioning system including but not limited to filter replacement, annual inspections and cleaning of entire system and repair/replacement of parts as required;
- Repair of normal exterior structural wear and tear;
- Inspection and replacement of general electrical repair;
- Inspection and replacement general plumbing repair;

10) Hardware repair,

- All site maintenance including, but not limited to, lawn and grass care, care of all shrubs and landscaping and storm water ponds; and
- 12) Any other item normally required in maintenance for the proper operation of the facility.

Major Maintenance and Repair Work

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- a. The Provider shall utilize the Major Maintenance and Repair Fund (Fund) described below only to pay for Major Maintenance and Repair Work on state owned facilities. Maintenance and repair work with a per incident cost in excess of \$1,000.00 and as further described below shall be considered Major Maintenance and Repair Work. The Provider shall not accumulate or group required maintenance and repair in such a way that maintenance and repair items exceed the \$1,000.00 per incident cost. The Provider shall promptly report to the Department damages requiring major emergency repairs on all state owned or leased facilities and grounds.
- b. On the first day of each month after the effective date of the Contract, the Provider shall deposit in the Major Maintenance and Repair Reserve \$284.40 per month. This should be an interest bearing account created solely to maintain the Fund for that program. The amount shall reflect in the provider's submitted budget and shall be responsive and responsible in accordance with chapter 287, Florida Statutes. Monies in this Fund shall not be commingled with any other funds. The Provider shall have no rights to use the Fund or earnings except as set forth herein. The Provider shall provide bank account statements and reconciliation of fund balances to the Contract Manager each month. The balance remaining in the Fund at Contract termination shall be transferred to the succeeding Provider for that program or as directed by the
- c. Requests for payment from the Fund shall be submitted to the Department Contract Manager for approval by the Department before the repair is made, except in the case of a valid emergency, upon which case notice shall be give as soon as practicable. The request must describe the required repair and state the maximum cost. The request by the Provider and approval by the Department must be in writing. Upon receipt of that approval, the Major Maintenance and Repair Work cost shall be paid by the Provider, from the Fund.

Major Maintenance and Repair Work includes, but is not limited to:

- Heating, ventilation and air conditioning system;
- Electrical system fixtures and equipment;
- Plumbing systems, fixtures and supply and waste lines;
- 4) Utility conversions;
- 5) Roof;
- Major interior and exterior repainting;
- Waste water treatment systems;
- Emergency back up systems repair and maintenance or replacement;
- 9) Life safety systems, repair or replacement; and
- Electronic security systems, repair or replacement.

F. Occupancy Clause

The Provider shall not be entitled to payment for program operations until proof of compliance with the following conditions is submitted to the Department:

1. A current Certificate of Occurrence for a Provide

- A current Certificate of Occupancy for a Provider owned or leased facility has been issued by the building authority;
- All permits and fees have been paid;
- All safety and security systems and equipment are installed and operational in Provider-owned or leased facilities, and:
- Proof of required fire and liability insurance coverage is presented to the Department.

- G. Violent Offender Incarceration and Truth-In-Sentencing (VOI/TIS)

 The Provider shall provide residential substance abuse overlay services as specified in the U. S. Department of Justice and FDLE Violent Offender Incarceration and Truth in Sentencing (VOI/TIS) Drug Testing, Intervention and Sanctions Program sub-grant project entitled "DJJ Residential Substance Abuse Services" as awarded to the Florida Department of Juvenile Justice. The requirements for these VOI/TIS residential substance abuse overlay services are on the Department's website at http://www.dij.state.fl.us/agency/contracts/index.html. The Provider shall comply with all VOI/TIS sub-grant requirements. The sub-grant and the reporting requirements are incorporated into the Contract as if fully set forth herein.
- H. <u>Exhibits</u>
 Exhibits to be included as part of this Contract (some of which are incorporated by reference):

EXHIBIT	1	SCOPE OF SERVICES
EXHIBIT	2	CONTRACT PAYMENT METHOD
EXHIBIT	3	CONTRACT CENSUS REPORT
		Available at: http://www.dij.state.fl.us/agency/contracts/index.html
EXHIBIT	4	FLORIDA MBE UTILIZATION REPORT
		Available at: http://www.djj.state.fl.us/agency/contracts/index.html
EXHIBIT	5	DEPARTMENT-FURNISHED PROPERTY INVENTORY
EXHIBIT	6	FLORIDA SINGLE AUDIT ACT
		Available at: http://www.djj.state.fl.us/agency/contracts/index.html
EXHIBIT	6.1	FLORIDA SINGLE AUDIT ACT COMPLIANCE REPORT
		Available at: http://www.djj.state.fl.us/agency/contracts/index.html
EXHIBIT	7	INSTRUCTIONS FOR USING ANNUAL INDEPENDENT AUDIT
		FORM
		Available at: http://www.dij.state.fl.us/agency/contracts/index.html
EXHIBIT	7.1	INDEPENDENT AUDIT FORM
		Available at: http://www.dij.state.fl.us/agency/contracts/index.html

This Contract, which includes Exhibit 1 (Scope of Services), and all attachments and exhibits named herein that are attached hereto and incorporated by reference, represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Contract shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Contract, unless otherwise provided herein.

IN WITNESS THEREOF, the parties hereto have caused this Contract to be executed by their undersigned officials as duly authorized.

PROVIDER:	STATE OF FLORIDA DEPARTMENT OF JUVENILE JUSTICE
SIGNED BY:	SIGNED BY:
NAME:	NAME: Francisco J. Alarcon
TITLE:	TITLE: Deputy Secretary
DATE:	DATE:

THIS CONTRACT IS NOT VALID UNTIL BOTH PARTIES HAVE SIGNED AND DATED

EXHIBIT 1 SCOPE OF SERVICES

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I. Work Statement

The Florida Department of Juvenile Justice (DJJ) requires a Moderate Risk residential program for female youth who are committed to the Department after being assessed and classified as a moderate risk to public safety. The program is located in the East Central Region in Circuit 18. This is a state-owned building, and the address is 5332 Riveredge Drive, Titusville, Florida, 32780, Brevard County. This is an existing program currently known as the Frances Walker Halfway House.

The Provider shall design, develop, implement, and operate a gender-responsive, relationship-based, Moderate Risk residential program with a daily capacity of 22 females with substance abuse histories, who are committed to the Department after being assessed and classified as a moderate risk to public safety. The Provider's proposal shall utilize a restorative justice therapeutic model to serve 22 females between the ages of thirteen (13) to eighteen (18), 24 hours per day, 7 days per week. The Provider shall provide well-defined, relationship-based program models or theories that are defendable, measurable and applicable to female adolescent offenders.

A. Restorative Justice

The Provider shall provide a program that reflects the Restorative Justice philosophies and principles. The model shall incorporate restorative justice practices with gender-responsive programming for girls. The Provider shall provide a program that emphasizes treatment modalities designed to address delinquent, anti-social and criminal thinking and behaviors, including but not limited to, aggression replacement training; social skills training; problem solving training; academics; pre-vocational and vocational training; and life skills as they relate to women's issues. The Provider shall provide gender-responsive services designed to improve emotional and behavioral functioning and reduce the adverse effects of abuse, victimization, neglect, exploitation, broken unhealthy relationships and trauma. The Provider shall also provide health education and wellness activities focusing on adolescent girl's and women's issues.

B. Gender-specific Services

- The Provider shall focus on improving girls' emotional and behavioral functioning, addressing
 and eliminating behaviors that have contributed to the girls' delinquency, and promoting
 behaviors and competencies that encourage pro-social change, self-growth and law-abiding
 behavior.
- The Provider and staff will acknowledge and value the worth of girls, regardless of backgrounds and offense histories.
- The Provider shall look at a girl holistically, incorporating into the design of the program an understanding of all the relational, systemic, and societal factors in her life.

All contractual requirements to provide service, support, and related performance shall be available and provided when the girl enters the program. The anticipated average length of stay for each girl is 6 to 9 months.

II. Manner of Service Provision

The Provider shall provide program services consistent with program requirements and Department policies, procedures and manuals. The program services shall include, at a minimum, the following:

A. Care and Custody Services

The Provider shall provide care and custody to include proper supervision of girls during hours of program operation or service, transportation, and orientation of girls upon admission and throughout their length of stay. The Provider shall provide the following:

- 1. 24-hour awake supervision, 365 days per year.
- 2. Appropriate staffing ratios to include 1:10 awake, 1:12 sleep; and if appropriate, 1:5 for off-site activities to provide immediate response to emergencies, active supervision of the girls, and suitable and timely response to the everyday needs of girls while maintaining safety and security within the program.
- 3. No less than half of the required staff on each shift will be female.
- 4. An orientation process that begins within 24 hours of a girl's admission.

- Nutritious, well-balanced meals prepared and served in a manner that ensures the individual nutritional needs of each girl are taken into consideration and in accordance with Department policies and Florida Administrative Codes.
- Climate-appropriate clothing that fits properly, is in good repair and is clean; access to appropriate
 personal hygiene items; and clean bed linens and towels in accordance with FDJJ policy and
 procedures.
- 7. A safe and secure environment that complies with standards required by local fire and health authorities. Facilities and grounds shall be maintained in a manner that provides a safe, sanitary, and comfortable environment for girls, visitors, employees, and other individuals on-site.

The Provider shall submit a detailed weekly schedule of youth activities for each day of the week.

B. Admission and Eligibility Requirements

The Provider shall accept referrals for program admission only from the Department. Girls residing in the East Central Region shall be placed in this program. The Department may place girls from other regions, dependent upon the availability of beds.

If the Provider disagrees with the placement of a particular girl, the admission of the girl shall occur and the Provider may contact the East Central Regional Residential and Correctional Facilities Office for resolution.

The Provider shall accept new admissions Monday through Friday between 8:00 a.m. and 5:00 p.m. with the flexibility to provide admission services after hours, should the need arise. All admissions will be coordinated in advance with the local Commitment Manager and DJJ Probation Officer.

At the time of admission to the program, the Provider shall present a safe and nurturing environment with a gender-responsive program orientation to the girl, including but not limited to: written rules, regulations, program goals, services available, youth's rights, grievance procedure, rules of conduct, possible disciplinary action, and projected length of stay.

Intake, Strength and Needs Based Assessments

The Provider shall establish a comprehensive screening and assessment system that is gender responsive to females and identifies information about the girl from intake through discharge from the program. A Provider's established screening policies and practices can create gender-based barriers blocking a girl's access to needed services, and may inherently involve gender-based bias. The Provider shall work to prevent this from happening. The assessment will identify the strengths of each girl along with her needs. Assessment services shall include an initial needs and strength-based assessment process that results in the formulation of performance goals for the girl. The program's comprehensive screening and assessment system shall provide a baseline from which subsequent improvement and acquisition of competencies are measured, with additional assessments or evaluations being provided if needed throughout any girl's stay in the program. The Provider shall be responsible for the reporting of all admissions and releases in the Juvenile Justice Information System (JJIS) within 24 hours of the admission/release and for updating the projected release dates of youth at a minimum of once per week.

D. Case Management Services

The Provider shall provide case management services, which shall include coordination with the Department, agency staff, other agencies, as well as members of the community in the assessment of the individual needs of girls.

Goals and objectives that stress individualized performance plans using each girl's strengths shall be developed and used to benchmark each girl's required progress in the program. The Individual Performance Plan shall specifically outline program expectations for both the girl and the program staff. Ongoing review and re-negotiation of objectives and performance contracts shall be part of the program's case management services and include the program, the girl, the DJJ Juvenile Probation Officer (JPO) and the girl's family if appropriate.

In recognition of the importance of transition, reunification and reintegration with the family and community, the Provider shall design a performance and transition plan to account for at least the following elements of intervention recommended for girls' programs: sexual, spiritual, individual,

relational, societal, educational and communal. Each program component shall offer content and programming activities to address individual goals for each girl at every level.

The Provider shall notify the committing court, the DJJ Probation Officer, the girl's parents, and other pertinent individuals monthly on the girl's progress in the program.

E. Self-Sufficiency Planning

The Provider shall assess the needs and strengths of the girl regarding independent living arrangements in those situations where age and family circumstances indicate that independence and self-sufficiency are more realistic goals than reunification with the family. A plan shall be developed and staffed with all parties as early as possible after the girl's placement in the program. These services will address, at a minimum, future economic self-sufficiency in both a traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and child care, as appropriate for the 13-18 year olds.

The program shall emphasize the building of support systems such as: girls' and women's resource networks, childcare networks, transportation, racial, ethnic and cultural programs and advocacy organizations.

F. Health Services

The Provider shall ensure that the specialized health needs of adolescent girls are met. Such needs may include: a high incidence of sexually transmitted diseases, the need for gynecological services, a high incidence of chronic fatigue and headaches, a high incidence of endocrine disorders, the physical effects of domestic violence and abuse, HIV testing, effective family planning, counseling and education, obesity, eating disorders, stress management, and the need for pre-natal and post-natal care.

The Provider shall provide necessary and appropriate gender-responsive healthcare services (as required by the DJJ Health Services Manual), including but not limited to:

1. Routine Screenings and Evaluations

- Screening and Evaluation All girls entering a residential commitment program shall receive the appropriate routine screenings and evaluations. Routine screening and evaluations are those procedures, tests, examinations and assessments that are required by the Department to be provided for each girl.
- b. A comprehensive physical assessment to be completed within the required time frames of admission. The comprehensive physical assessment must have been performed within the last year for girls with no known chronic physical healthcare problems, and within 6 months for girls with known chronic physical healthcare problems.
- c. Assessment of tuberculosis status (In addition to assessment upon entry to the residential commitment program, tuberculosis status may be assessed at any subsequent point, based on risk, potential exposure to a clinical condition, and at any time ordered by the designated health authority).
- d. Gynecological services
- e. Pregnancy testing at the girl's request
- f. Screening for sexually transmitted diseases
- g. Assessments of immunization status.

The level of Provider or staff member described in the DJJ Health Services Manual shall complete screenings and evaluations. The admitting staff member shall complete the Facility Entry Physical Screening form at the time of the girl's admission to the residential commitment program. The facility entry physical screening process shall not take the place of the required medical evaluations, but shall include a review of gynecological needs, such as date of last menstruation, frequency and intensity of cramping and other gynecological needs.

2. Components of Care

In addition to the Routine Screenings and Evaluations listed above, the Provider shall provide the following components of care:

- a. Sick call care, at regularly scheduled hours on-site, with procedures for referral off-site when the sick call complaint warrants evaluation beyond the scope of onsite personnel.
- Episodic care (on-site first aid for minor complaints, emergency on-site care, and provisions and procedures for off-site emergency care when warranted.
- c. Ongoing treatment, monitoring and periodic evaluations for girls with chronic health problems. No greater than six months may elapse before a girl with a chronic health problem is assessed by a health care Provider at the level of an MD, DO, ARNP, or PA. Ongoing treatment shall include the updating of immunizations as determined by an MD, DO, PA, or ARNP in accordance with CDC recommendations for girls and adolescents.
- d. Medication Management, including safe and effective administration, secure storage and accountability, documentation, and appropriate monitoring.
- e. Infection Control Measures.
- f. Transitional Healthcare Planning for girls, especially those with chronic health problems who require arrangements to ensure continuity of care upon discharge.

3. Health Care Contracts and Agreements

In order to ensure the provision of the components of necessary and appropriate healthcare as listed above, the Provider shall maintain the following:

- Service provision contracts or agreements with healthcare professionals in the community to provide healthcare services as needed;
- b. A contract or agreement with a physician (MD or DO) licensed in the state of Florida to serve as the facility's designated health authority. The scope of responsibilities and function of this position shall be determined by the Provider and the physician, but at a minimum will include basic primary medical care to girls.
- c. A written agreement with an appropriately licensed local hospital to be utilized in the event of an emergency medical need, which cannot be addressed onsite through basic minor first aid or through basic established sick call procedures.
- d. A contract or agreement with a dentist duly licensed in the state of Florida to provide primary dental care when needed.
- Preference shall be given to medical and dental staff with experience in adolescent female health.

G. Mental Health and Health Education Programming

The Provider will ensure that a comprehensive mental health education program is provided to all girls, that includes the following:

- Emotional, physiological and physical development for adolescent girls
- Comprehensive HIV/AIDS education, including mechanisms for HIV counseling and testing;
- 3. Family planning education
- 4. OB/GYN issues
- 5. Pre-natal and Post-natal Care issues
- 6. Sexually Transmitted Disease Education
- General Education on Prevention of Communicable Diseases (for example, Tuberculosis)
- 8. Prevention of Accidents
- 9. Tobacco Prevention and Cessation
- 10. Alcohol and Substance Abuse Information
- 11. Nutrition Basics, such as
 - a. Eating Disorders
 - b. Body Image
 - c. Self Esteem
 - d. Cardiovascular Fitness
 - e. Personal Hygiene
 - f. Menstruation
 - g. Basics of Dental Hygiene
 - h, Anxiety Reduction
 - Coping with Anger & Depression (basic skills)

Provisions of this health education may be accomplished by on-site personnel, use of videos, group work, or published curricula developed for adolescents.

H. Staff Training

In conjunction with Department training requirements, the Provider shall ensure that all staff are trained on the following mental health and health-related topics:

- Gender-responsive services for adolescent delinquent females;
- 2. Physical and emotional development and common health issues of adolescent girls;
- 3. Restorative Justice Programming for girls, such as Circle's;
- Post Traumatic Stress Disorder (PTSD), victimization, exploitation, domestic violence, trauma and recovery issues;
- First Aid and Cardiopulmonary resuscitation:
- Universal precautions and blood borne pathogens, such training to meet that specified in Federal Rule CFR 1910.1030 (OSHA Standard);
- Basic principles of safe and effective medication administration if medications are to be administered by non-healthcare licensed staff members;
- Emergency evacuation procedures for girls with a medical alert system; and
- For staff conducting Intake, the Provider shall ensure training on the Massachusetts Youth Screening Instrument (M.A.Y.S.I.) and the Facility Entry Physical Health Screening form and process.

I. Medicaid Services

In residential programs operated by enrolled Medicaid Providers in which girls committed to the Department are eligible for Medicaid, the Provider shall provide Medicaid allowable services to those girls. If the Provider for that program is NOT an enrolled Medicaid Provider, the Provider shall seek local enrolled Medicaid Providers to provide eligible girls Medicaid allowable services.

If a girl is not eligible for Medicaid services, the Provider shall attempt to have medical or dental expenses covered by the girl's parents or guardians or their personal insurance company.

The Department is not responsible/liable for the costs of routine and necessary medical, dental or behavioral health care (habilitative) beyond the limits of per diem furnished to the Provider, under the terms and conditions of this contract.

J. OSHA Regulrements

The Provider shall develop and maintain (updated at least annually) a comprehensive education and prevention program which includes, at a minimum, the following:

- An Exposure Control Plan, which is written, site-specific (not generic) and meets all of the requirements of the OSHA Standard.
- 2. Observance of universal precautions by all staff.
- Comprehensive post-exposure evaluation and follow-up, including post-exposure medication (prophylaxis), following current recommendations by the Center for Disease Controt; monitoring for minor or major signs of disease post-exposure, and maintenance of post-exposure records as required by the OSHA Standard.
- 4. Availability of Hepatitis B immunizations at no cost to employees.

The Provider shall also provide for Blood Specimen or Oral Swabs Collection for DNA Testing (consistent with Florida Statutes and DJJ Policy and Procedures). The Provider shall also obtain imprints of the girl's left and right thumb prints to be attached to the FDLE request for DNA testing.

K. Mental Health and Substance Abuse Services

The Provider shall provide or arrange for mental health and substance abuse services in accordance with the Department's Mental Health and Substance Abuse Services Manual and DJJ policies. The Provider shall ensure that the girls in the program have on-site and off-site access to necessary and appropriate mental health and substance abuse services performed by qualified mental health and substance abuse professionals or service providers licensed in accordance with chapter 394, F.S., and/or chapter 397, F.S., and chapter 5D-30.003(15), Florida Administrative Code. The licensed mental health professional shall have experience and expertise working with adolescent girls and addressing their issues.

The Provider shall provide or arrange for a broad spectrum of mental health services as determined by the individual needs of the girl. These services will include:

- Mental health and substance abuse screening upon admission to determine if there are any immediate mental health or substance abuse needs.
- Comprehensive mental health evaluations, which include assessment of domestic violence and sexual abuse/victimization issues/needs.
- Individualized mental health treatment planning.
- Psychotherapy or professional counseling (i.e., individual, group and family therapy), which
 includes sexual and physical abuse, victimization issues and domestic violence.
- Psychopharmacological therapy and follow-up treatment, as necessary.
- Psychiatric services.
- 7. Individualized mental health transition planning.
- 8. Crisis Intervention and Suicide Prevention Services.
- 9. Emergency mental health or substance abuse care.
- Substance abuse services for girls that include services within a context of trauma, related to physical, sexual and emotional abuse, and domestic violence.

The Provider shall take into consideration each girl's cultural, ethnic background and gender in all aspects of mental health and substance abuse screening, assessment and treatment planning. The Provider shall ensure that treatment is based on the girl's individualized needs and strengths. When co-existing mental health and substance-related disorders exist, the Provider shall provide or arrange for integrated treatment tailored to address co-occurring mental health and substance-related disorders.

In residential programs operated by enrolled Medicaid Providers in which youth committed to the Department are eligible for Medicaid, the Provider shall provide Medicaid allowable services to youth. If the Provider for that program is not an enrolled Medicaid Provider, the Provider shall seek local Medicaid Providers to provide eligible youth Medicaid allowable services.

In residential programs designated for Medicaid Behavioral Health Overlay Services (BHOS), Behavioral Health Overlay Services shall be provided and billed in accordance with the Florida Medicaid Community Mental Health Coverage and Limitations Handbook.

The Provider shall develop working relationships with local mental health agencies or individuals in order to maintain a referral source for DJJ girls.

The Provider shall provide substance abuse services, specific to the 22 girls identified as needing substance abuse services. The Provider shall provide residential substance abuse treatment services as specified in the U.S. Department of Justice and Florida Department of Law Enforcement (FDLE) Violent Offender Incarceration and Truth-In-Sentencing (VOI/TIS) Drug Testing Intervention and Sanctions Program for State Prisoners sub-grant project entitled "DJJ Residential Substance Abuse Services as awarded to the Department. The requirements for these services are on the Department's website at http://www.dij.state.fl.us/agency/contracts/index.html. The Provider shall comply with all sub-grant requirements. The sub-grant and the reporting requirements will be incorporated into the Contract as if fully set forth therein.

L. Delinquency Programming and Services

The Provider shall provide delinquency programming and services intended to encourage pro-social behavior and attitudes. The Provider shall provide social skills training, inter-personal problem solving, including family conflict resolution, and training in moral reasoning and decision-making. The girls shall be provided a variety of positive and challenging learning experiences that are designed to increase the girl's pro-social behaviors, social responsibility, and awareness.

M. Group Work

The Provider shall offer a Group Work curriculum that focuses on women's issues (mutual responsibility between girls, women, their families and communities) and starts at the point where the girl is in her life.

The curriculum will not include Anger Management that tends to force a girl to internalize her feelings of anger, rather, the curriculum will allow the girl to use her voice and express her feelings of anger.

N. Women's History

The Provider will ensure that on a regular basis there is acknowledgement and celebration of historic females, from all cultural backgrounds. The program will hold special events or activities during the month of March, Women's History Month, celebrating the lives of women, and embracing the community and families of the girls.

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O. Mother-Daughter Relationships

The Provider will provide services that address the mother-daughter relationship for girls in their facility. These can be integrated into other areas of services with the understanding of the importance of the relationship between a mother and her daughter, whether positive or negative, and the impact it has on the girls in the facility. The strengths shall be encouraged, while addressing the need to improve this relationship.

P. Educational Services

Educational services shall be provided either directly by the local school district in which the juvenile justice program is located or through a contract between the local school district and the Provider. (See chapter 1003, Florida Statutes.)

Educational services shall be patterned after the classroom setting with a focus on possibilities for individualized achievement, especially for the achievement of the GED for those that meet the requirements.

The Provider shall submit a plan for addressing the educational needs of the program servicing 13-18 year olds in its proposal. The educational services should be specialized for this age group.

The Provider shall address a plan for addressing and assuring the needs of ESE students are met in its proposal.

Since these girls often demonstrate poor academic achievement or have not been supported in achieving academically; motivational, non-traditional and creative educational programming shall be encouraged. Education services shall include a competency-based remedial education program. Education services shall reflect an integration of the education program with other required components of this program so that maximum use is made of available resources.

The Provider shall make arrangements for educational space at the facility. This site is not equipped with education classrooms, offices, etc. The Provider's plan of where these services will be provided shall be discussed in its proposal. There is a portable building that is currently being utilized for classroom space that the Department leases from G.E. Capital Modular Units for \$684.70 per month (\$5.01 per square foot). If the new Provider desires to keep the current building, they would be responsible for assuming the lease.

Q. Pre-Vocational and Vocational Services

Traditional and non-traditional prevocational and vocational services shall be provided either directly by the local school district in which the juvenile justice program is located or through a contract between the local school district and the Provider. Pre-vocational and vocational instruction shall be provided so that the interests, aptitudes, and skills of the girls are developed, while building upon their existing strengths, in a manner supportive of their employability and providing an occupational advantage in their own community.

The Provider shall submit a proposal on how it can utilize workforce development funding to enhance vocational training certification. A copy of the Vocational Educational Plan can be found at: www.firn.edu/doe/commhome/pdf/ese10986.pdf.

R. Job Training and Placement

The Provider shall provide job training activities and placement resources for appropriate girls in the program to ensure an orderly transition into the workplace and acceptance of a positive work ethic.

S. Living Environment/Treatment Modalities

The Provider staff shall promote mentoring, positive role modeling and positive one-on-one and small group interactions and interventions. The Provider shall ensure the following:

- Involvement of the girls in program design, implementation and evaluation.
- Effective implementation of a behavioral management system (with clear expectations and consequences) that is based on a relatively small number of reasonable program expectations that are necessary for physically and emotionally safe and secure congregate living.
- Effective communication and listening techniques that promote opportunities for girls to be heard and understand the topics and issues of discussion.
- Recognition and nurturing of spirituality, exploration of individual and group belief systems, and societal responsibilities.
- Opportunities for girls to develop relationships of trust and interdependence with people already present in their lives (such as friends, relatives, or church members).
- Acknowledgement of the girl's knowledge of and experiences with racism, classism, sexism, homophobia, victimization, and dependency and the opportunity to overcome those barriers.
- Promotion of cultural diversity and identification.
- Fostering of the development of gender identity.
- Promotion of positive identity, self-esteem, self respect and respect for others.
- Facilitation and advocacy of social activism and opportunities to create positive changes to benefit girls on an individual level, within their relationships, and within the community and society as a whole.
- 11. Implementation of a peer leadership program that teaches responsibility and leadership skills.
- 12. Reasonable opportunities for visitation (especially when the girl has a child), correspondence and telephone access.
- Use of trained volunteers, mentors and other members from the community to interact with and share positive experiences with the girls.
- 14. Individualized treatment intended to resolve personal and family problems having a negative impact on the girl.
- 15. A comprehensive rehabilitative treatment program to address issues related to sexual abuse, physical abuse, and emotional abuse.
- 16. Promotion of non-violent problem resolution.

T. Religious Opportunities

The Provider will make diligent attempts to provide religious services and/or education that encompass all faiths: Muslim, Christianity, Judaism, Hinduism, Catholicism, etc.

The Provider shall provide programs that allow time for the girls to address their spiritual health. Information must be shared and time set aside for girls to explore their spirituality and inner strength; to develop hope; and to become strong, centered and at peace. This might include time for personal reflection, cultural traditions, rituals; and discussions about life, meaning, guidance, values, morals, and ethics. The Provider will also develop rites of passage celebrations for significant events, or milestones found in a girl's daily routine. Spiritual health is not necessarily the same as religion. Some girls may practice spirituality through religion, but that is their personal choice. Helping a girl find and keep her spirit, discover meaning in life, understand how she fits into the world, embrace the shared experiences of womanhood, gain confidence, and celebrate opportunities that lay ahead, sets a foundation of hope for the future.

U. Recreational and Leisure Time Activities

The Provider shall provide daily recreational and leisure time activities in ways that are physically challenging, educational, and constructive that can be used by the girl after release, (i.e. Aerobics, Tae Bo, Self-defense). These activities shall teach the girl healthy ways to maintain her own physical well being in addition to providing alternative ways of spending leisure time. Opportunities for age appropriate and gender-specific physical conditioning of each girl shall be a part of the overall recreational program. Indoor and outdoor activities shall be provided to all girls. Non-competitive activities shall be encouraged.

V. Restorative Justice Philosophy and Restorative Programming

Restorative Justice is a philosophy that views crime by focusing on repairing harm to people and relationships. The Provider shall ensure that the program's operation reflects the restorative justice philosophy. At a minimum, the Provider shall provide a restorative environment that (1) holds offenders accountable for their behavior, including the harm their crimes caused to the victim(s) and the community; (2) protects the public; (3) offers offenders opportunities for competency development in skill areas valued by the community in preparation for reintegration into productive community life; and (4) partners with community stakeholders.

The Provider shall foster a restorative community within the residential program, creating a culture that encourages staff and girls to be actively involved and give input, participate in decisions, practice leadership roles, use restorative conflict resolution strategies, and contribute to the community.

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Competency development shall facilitate skills valued by others in the community and should assist youth in (1) functioning in society in a meaningful, positive way, (2) becoming stronger in character, remorseful and empathetic, (3) becoming more connected to the community and recognizing potential to be positive members of the community, and (4) practicing opportunities to lead, belong, mentor, contribute, and make meaningful choices.

The Provider shall provide impact of crime instruction to youth to (1) assist them in accepting responsibility for the harm they have caused; (2) educate them on the impact of crime, thereby increasing their empathy for others; (3) provide a safe forum for victims to share their experiences with girls; (4) provide guidance to youth in how to restore their victims, families and communities; and (5) instill in girls a sense of community belonging and responsibility.

All aspects of the program shall reflect the restorative justice philosophy, including case planning processes, competency development, involvement in meaningful community service, restitution, conflict resolution, and victim and community involvement.

W. Community Involvement Opportunities

The Provider shall ensure girls meet all program and Department requirements for off-site activities (DJJ Policy and Procedures). The girls may earn opportunities for community involvement. These opportunities include, but shall not be limited to, providing supervised community work service hours, participating in group community service projects, and advocating for social change.

X. Transportation Services

The Provider shall be responsible for transporting new admissions from the local detention center to the program. The Provider shall provide transportation services for each girl for program-related reasons including, but not limited to:

- 1. Medical/Dental appointments
- 2. Work site/Community service projects
- Counseling appointments with community agencies
- 4. Emergency transportation
- 5. Transportation to and from home visits as needed
- Releases/Discharges

When a girl must appear in court the Provider may elect to transport the girl to court, using the appropriate transportation procedures, or transport the girl to the nearest detention center, and the Department will transport the girl to court. The Provider shall coordinate the transportation of girls with the respective transportation coordinator and detention center prior to the girl's arrival. Upon the girl's return from court the Department will notify the Provider.

For facility-to-facility administrative transfers the Provider is responsible for transporting the girl to the receiving facility, if the facility is in the same region. If the facility is in a different region the Provider will contact the nearest detention center to make arrangements and deliver the girl to that detention center, where the receiving Provider will then transport the girl to its facility. If the girl is in secure detention pending the transfer then the Department will transport the girl to the receiving facility regardless of region and location. The Provider may elect to complete all transportation services without the use of the Department as a resource.

The Provider is responsible for all transportation requiring the evacuation of the girls. The Provider shall assist in the transportation for girls that need to be transported outside of the catchment area.

In a collaborative effort the Provider, along with the JPO and Parent/Guardian, will coordinate transportation arrangements for the girl's release from the commitment program. As a last resort only, and after all other means for transportation of the girl home have been exhausted, the JPO can access the Statewide Transportation Offender Program (STOP) for assistance in transporting the offender home.

III. <u>Discharge Policy</u>

All discharges from the program shall follow the Department's policy and procedures for releases.

IV. Reports

The Provider shall submit the following reports. Any payment due under the terms of this Contract may be withheld until the Provider complies with the requirements of this Contract, including submittal of all reports due from the Provider.

Type of Report	Frequency	Due Date	Department of Juvenile Justice Receiving Party
Contract Invoice	Monthly	By the 10 th of each month for the preceding month	Contract Manager
Contract Census Report (Exhibit 8)	Monthly	By the 10 th of each month for the preceding month	Contract Manager
Certified Minority Business Enterprise (CMBE) Utilization Report (Exhibit 4)	Monthly	By the 10 th of each month for the preceding month	Contract Manager
Health Services Statistical Report	Monthly	By the 10 th of each month for the preceding month	Direct entry on the JJIS Internet Website
Department-Furnished Property Inventory	Annually	January – April each year	Contract Manager
Office of the Inspector General Background Investigations – Annual Affidavit of Compliance with Good Moral Character Standards	Annually	The end of each contract year.	Office of the Inspector General & Contract Manager
Florida Single Audit Act – Audit Compliance Report (Exhibit 6.1)	Annually	Within 90 days of the end of each contract years	Office of the Inspector General & Contract Manager
Annual Independent Audit Form (Exhibit 7.1)	Annually	Within 90 days of the end of each contract years	Bureau of Contracting & Purchasing, Tallahassee
Substance Abuse Treatment Report	Monthly	By the 10 th of each month for the preceding month.	Contract Manager
"Just Read" Report	Quarterly		Contract Manager
Proof of Insurance	Annually:		
VOITIS - Residential Substance Abuse Treatment Services Monthly Report (for Providers that receive VOITIS funding)	Monthly	By the 10 th of each month for the preceding month.	Residential & Correctional Facilities Office, Tallahassee
VOITIS - Residential Substance Abuse Treatment Services (RSAT) Quarterly Report (for Providers that receive VOITIS funding)	Quarterly		Florida Department of Law Enforcement
Monthly Vehicle Log (for Providers that use State vehicles)	Monthly	By the 5 th of each month for the preceding month.	Contract Manager
Monthly Energy Consumption Report (for Providers that operate in a state owned/leased facility)	Monthly	By the 10 th of each — month for the preceding month.	Contract Manager

V. <u>Performance Measures, Performance Data, and Performance-based Program Budgeting (PB2)</u> Requirements

The Provider shall utilize methods to measure and capture performance data for each youth, while maintaining the mutually agreed upon continuity of service outlined in the Scope of Services and other contractual service requirements described in this contract.

The Provider shall comply with current reporting requirements pertaining to PB2 measures (i.e. reporting to the Office of the Inspector General for youth escapes and youth-on-staff and youth-on-youth batteries).

The Department shall conduct outcome evaluation, recidivism studies, and other program assessments. These evaluations and studies shall consider the content of the program, program components, and the duration of the program. The Department may request program and performance data from the Provider in order to conduct evaluations, studies, or assessments of programs and program service delivery.

The data gathered from PB2, outcome evaluation, recidivism studies, and other program assessments shall be used by the Department for long-term program planning, performance based budgeting, and legislative budget requests. The results may be used in the rating of the program for its future funding.

VI. Pre-Operational Review

Prior to a Provider assuming operation of an existing program or opening of a new program, the Department may conduct a Pre-Operational Review. This Pre-Operational Review should take place approximately 30 days prior to the operation (youth admissions) of the program to ensure the Provider is ready to begin service delivery and programmatic operations. If the Department determines that the findings of the Pre-Operational Review indicate deficiencies that merit delaying the opening of the program, contract actions may be taken to delay the admissions of girls or delay payment of operational funds. A copy of the Pre-Operational Review document will be provided to the Provider upon execution of the Contract.

EXHIBIT 2 WILL BE COMPLETED AFTER A PROVIDER HAS BEEN SELECTED. EXHIBIT 2 CONTRACT PAYMENT METHOD

Service Type	Number of Youth	Per Diem \$	Payment Days	Maximum Payment
Program	22		1095	
Operations		İ		
Start-Up			· · · · · · · · · · · · · · · · · · ·	
Mental Health				
Overlay Services				
Residential			•	-
Substance Abuse				
Treatment		1		
Services	•			
VOITIS Substance	22		1095	
Abuse Treatment			1000	
Service				
Other Services				
Maximum				
Available				
Payment for all				
Services in this		1		
Contract]		

The unfilled bed	per diem ra	ate is:	

The Provider shall submit a monthly invoice with sufficient documentation to fully justify payment for the number of days for filled beds and unfilled beds. The Provider shall report, in accordance with Department policy, all youth admissions, releases and "inactive status." Failure by the Provider to promptly report may result in a reduction in the monthly invoice. The following definitions apply to this section.

Filled Beds

A filled bed is defined as a bed that is occupied by a youth. There are some cases where youth are absent from the program but the Department still considers the bed to be filled. In these cases the Department will pay the Provider at the filled bed rate. These cases include:

- 1. youth participating in an approved program activity
- 2. youth participating in approved home or work visits
- 3. youth participating in other approved travel
- 4. youth transported to court appearances who are gone longer than 48 hours

In the case of a youth placed in a medical or mental health program who is gone less than 5 days the bed shall be considered filled and the Department will pay the Provider at the filled bed rate. For medical or mental health placements that exceed 5 days, the Provider shall notify the Chief Commitment Manager in the region, who will notify the Regional Director. The Department shall advise the Provider of the decision whether to consider the bed filled or unfilled.

Unfilled Beds

An unfilled bed is defined as a bed that is not occupied by a youth (youth released from the program).

Inactive Status

The Provider shall comply with the Department's policy pertaining to the Placement of Inactive Youth (FDJJ-8325 or subsequent revisions). The Policy requires that Providers notify the Department when a youth has been away from the program longer than 48 hours. There are some cases where youth are absent from the program but the Department still considers the bed to be filled. In these cases the Department will pay the Provider at the <u>filled</u> bed rate. These cases include:

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- 1. youth placed in secure detention or jail who are gone less than 48 hours
- 2. youth who escape from the program and are gone less than 48 hours

In reference to the above noted items 1-2, the Department still considers the bed to be filled up to the 48-hour time period. After the 48 hours, the Department will pay the Provider at the <u>unfilled</u> bed rate, until the bed is "filled" by another youth or the original youth returns.

RFP/CONTRACT #S6J01 EXHIBIT 5 - DEPARTMENT-FURNISHED PROPERTY INVENTORY

The Department shall deliver to the Provider, at the same time and location(s) stated in the Contract, the Department-Furnished Property described below. If that property, suitable for the intended use, is not delivered to the Provider, the parties shall negotiate an equitable adjustment. All property marked with an "***", such as beds and furnishings, may be furnished incrementally based on the agreed upon phase-in schedule.

DEPARTMENT-FURNISHED PROPERTY INVENTORY LIST

Exhibit 5 will be attached to this RFP.	
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ATTACHMENT J - COST SHELL

ΥουπΗ		DAYS	(NUMBER OF YOUTH X FILLED BED PER DIEM X PAYMENT DAYS			
22	Filled	365	\$			
	\$	· 	!			
	Unfilled \$					
			\$240,900.00			
	RACT DOLLAR	AMOUNT for all				
Services in this RFP*						
PROPOSAL WILL NOT BE EVALUATED.						
	22 Language Control of the Control	22 Filled \$ Unfilled \$ JAL MAXIMUM CONTRACT DOLLAR P* ANNUAL MAXIMUM CONTRACT DOL EDS THE ANNUAL MAXIMUM CONT 3,450.00 STATED IN THE RFP, THE P	22 Filled 365 \$ Unfilled 5 S JAL MAXIMUM CONTRACT DOLLAR AMOUNT for all P* ANNUAL MAXIMUM CONTRACT DOLLAR AMOUNT EEDS THE ANNUAL MAXIMUM CONTRACT DOLLAR 3,450.00 STATED IN THE RFP, THE PROVIDER'S OPOSAL WILL NOT BE EVALUATED.			

*THE ANNUAL MAXIMUM CONTRACT DOLLAR AMOUNT WILL BE MULTIPLIED BY THE NUMBER OF YEARS IN THE INITIAL TERM OF THE CONTRACT FOR THE PURPOSES OF SCORING THE COST SECTION OF THIS PROPOSAL. TERMS OF LESS THAN ONE YEAR SHALL BE PRO-RATED.

In this table, Providers shall complete the cells:

- 1) to indicate the Filled Bed per diem for Program Operations (including the Start-Up period),
- 2) for the "Annual Maximum Payment" for Program Operations;
- 3) for Start-Up or Phase-In funding (if applicable);
- 4) the Unfilled Bed per diem; and
- 5) for the "Proposed Annual Maximum Contract Dollar Amount".

RENEWAL TERM DOLLAR AMOUNT PROPOSED: \$

(THE RENEWAL TERM is THE SAME NUMBER OF YEARS AS THE TERM OF THE ORIGINAL CONTRACT.)

This is to certify that the person signing this form is the person in the prospective Provider's organization responsible for, or authorized to, make binding decisions as to the price proposed.

SUBMITTED BY:

N- 1777 -		
	Provider Signature	
	Print Name	-
	Provider E-Mail Address	
	· Date	

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FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

JEB BUSH Governor

SIMONE MARSTILLER Interim Secretary



Office of Supplier Diversity 4050 Esplanade Way Suite 360 Tallahassee, Florida 32399-0950

> Telephone: 850-487-0915

Fax: 850-922-6852

Internet: www.MyFlorida.com

MEMORANDUM

DATE:

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July 28, 2003

TO:

Shirley Lamb, DJJ

FROM:

Sherry Fagg, Compliance Officer/OSD

SUBJECT:

Bid Reply

We have reviewed your Bid Preparation Form for project(s) #'s K6H03 and S6J01. After reviewing the form, the Office of Supplier Diversity has determined one or more of the following:

 Proje	ct should	be revi	ewed for	reservation	n for	MBE	participation	only.

_____Project should be rewritten to include minority participation.

X Proceed as is.

Additional Comments:

If your bid has been returned for review by your agency, one or more of these reasons may apply:

- 1. There were two or more MBEs that could provide this service.
- 2. The scope of work is not beyond that of a qualified/capable MBE.
- 3. The project could be broken into smaller bids.
- 4. The project could be reserved for MBE participation only.

If you have any questions, please contact me at 850/487-0915. Thank you!

/f



REQUEST FOR PROPOSAL #S6J01 FRANCIS WALKER HALFWAY HOUSE

DMS Class Code: 913-220

The Florida Department of Juvenile Justice (DJJ) is requesting proposals for a 22-bed moderate risk program for females with substance abuse histories. The Provider's proposal snall utilize a restorative justice therapeutic model to serve 22 females between the ages of thirteen (13) to eighteen (18), 24 hours per day, 7 days per week. The successful provider shall provide services as specified in the Request for Proposal ("RFP"). This is a new program. All services shall be provided consistent with the policies and procedures of the Department of Juvenile Justice and laws of the State of Florida.

Listed below are the important actions and dates/times by which the actions must be taken or completed. All listed times are local time in Tallahassee, Florida.

DATE	TIME	是自己的人员,我们就能够让了这个人的一种ACTION(1979)。在1986年,这个是否的自己是是不是一个的。				
201, 20, 2000	C.O.B.	Release of RFP				
August 1, 2003	10:00	OPTIONAL Site Visit (If date and time designated)				
	A.M.	, and and and and				
August 7, 2003	5:00 P.M.	Last date and time written questions will be accepted				
August 11, 2003	C.O.B.	Anticipated date that answers to written questions will be posted on the web site				
August 19, 2003	2:30 P.M.	Proposals due and Opened				
September 2, 2003	C.O.B.	Anticipated date of posting of Agency Decision				
October 1, 2003		Anticipated Contract start date				

Written or electronic requests for copies of this RFP shall be directed to: Shirley Lamb, Contract Administrator, Department of Juvenile Justice, Suite 114, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, telephone number (850) 921-6780, e-mail address Shirley.lamb@qij.state.fl.us.

All written inquiries shall be directed to Shirley Lamb at the above electronic address and shall be received by the date and time specified above. It is articipated that all written inquiries and their answers will be posted on the web site on the time and date noted above.

An original and six (6) copies and one 3.5 inch computer disk in Microsoft 1997-2000 format of the proposal shall be due and must be received by the Contract Administrator by the date and time specified above.

Proposals will be publicly opened at the time and date specified above, at the Department of Juvenile Justice, Bureau of Contracting and Purchasing, 2737 Centerview Drive, Tallahassee, Florida 32399-3100.

The Department will post the Notice of Agency Decision electronically on the web site noted below on or about the date specified above:

The Department reserves the right to reject any and all bids or accept minor irregularities in the best interest of the State.

To electronically access the RFP: The RFP is available on the State of Florida website at http://myflorida.com/. Click-on the menu choice "Government," "State Purchasing," "Vendor Bid System," click on "Search Advertisements," use the drop down list to select the Department of Juvenile Justice and fill in the RFP number.

It is the responsibility of all interested parties to monitor this site for any changing information prior to submitting their proposal.

NOTE: The complete RFP document and forms/attachments are available to download or view by clicking on the message at the bottom of the Vendor Bid System, Advertisement Detail page (Click here to view more related documents), also click the same link on the following page. To view the RFP click-on the file name "RFP specifications."

Note: When viewing the files, if a blank page appears click the Refresh button.

Certified Minority Business Enterprises are encouraged to participate.

REQUEST FOR PROPOSAL ADDENDUM

July 31, 2003

ADDENDUM #1 RFP #S6J01

DMS CLASS CODE: 913-220

TITLE: Frances Walker Halfway House

TIME DUE: 2:30 P.M.

DATE DUE: August 19, 2003

The subject Request for Proposal is hereby amended as follows:

The Department of Juvenile Justice offers the website below as an alternate to the Vendor Bid System to download this RFP and supporting documentation.

http://www.djj.state.fl.us/reference/policiesandprocedures/specialpostings.html

All other terms and conditions remain unchanged.

Please sign and return this Addendum #1 with your bid/proposal.

SIGNED BY:	
NAME:	
COMPANY:	,
TITLE:	
DATE:	

Rev. 3/27/03

ATTACHMENT 3

PARTMENT OF JUVENILE JUSTIC -RESIDENTIAL CONTRACT REVIEW FORM (Renewals/Amailments with NO cost)

AMENDMENT NO	RENEWAL NO. 1	DUJ CONTRACT NO.: 3600)
PROVIDER INFORMATION	CONTRACT SERVICE TYRE: Bas	c Care and Custody in Circuit 18
PROVIDER NAME The Center for Drug Free Living, INnc.	PREVIOUS CONTRACT NUMBER	- N/A DMS CLASS CODE: 913:220
WAILING ADDRESS	FSAA INFORMATION: RECIPIEN	T⊠ VENDOR: □ EXEMPT □ FSAA # 80-016
Post Office Box 538350	PROCUREMENT METHOD: 3 - RF	P RFP#: \$6J01
CITY Orlando	CONTRACT/INITIATION/MEMO/S	SORE RECEIVED (DATE): 7/24/06
STATE Florida ZIP 32853-8350	CONTRACT START DATE: 10/1/2	DD3 CONTRACT END DATE: 9/30/2009
CONTACT PERSON DICK Jacobs	CURRENT ACTION START DATE	10/1/2006 ACTION END. DATE: 9/30/2009
TELEPHONE (407) 245-0045	TOTAL AMOUNT OF CONTRACT	\$5.772,954.10. TYPE: A. Standard Contract.
YENDOR NUMBER F59-1532941-001	CURRENT FY ACTION AMOUNT	08.426,6783
CONTACT E-MAIL ADDRESS djacobs@cfdfl.com	METHOD OF PAYMENT: 2-Fixed	Price/Unit Price
	PROGRAM AREA OF RESPONSI	BILITY: Residential Services

SUBJECT /DESCRIPTION: The Department is exercising its option for the only renewal of this Contract in the amount of \$3,906;522,00 (\$94.92 per diem x 1095 days x 30 beds + \$30.00 per diem x 1095 days x 24 beds), for this

Contract that provides basic care and custody in Sircuit 18:

ORIGINAL ALL PREVIOUS FY 09-10 TOTAL FY 07-08 FY 08-09 FY 05-07 ORG CODE EQ OBJECT A/R YEARS \$2,019,132.50 Original 80-81-22-18-630 1A 750000 \$1,847,092.50 \$172,040,00 \$244,060.00 750000 80-81-22-18-260 4A \$244,060.00 \$438,380.00 80-81-22-18-260 750000 \$377,660.00 \$60,720.00 1A \$0.00 A1 No Change \$0.00 \$0.00 A2 No Change \$0.00 \$28,934.40 750000 \$3,238.40 80-81-22-18-630 \$25,696,00 A3 1Å \$0.00 \$0.00 A4 No Change \$17,996.66 A5 80-81-21-18-630 1A 750000 \$14,373.70 \$3,622.96 \$48,260.94 \$64,524.70 A6 80-81-21-18-630 1A 750000 \$16,263.76 \$21,900.00 750000 80-81-21-18-262 1A \$16,380.00 \$5,520.00 \$14,418.24 750000 \$14,418,24 A7 80-81-21-18-630 1A \$17,085.60 A8 80-81-21-18-630 1A 750000 \$17,085.60 \$261,979.20 \$3,118,122.00 \$1,039,374.00 \$1,039,374.00 RI 80-81-21-18-630 1A 750000 \$777,394.80 \$66,240.00 \$788,400.00 \$262,800.00 750000 \$262,800.00 80-81-21-18-250 1A \$196,560.00

FLAIR Account Code: 80-10-1-000100-80800100-00-100778-00 PREPARED BY: CONTRACT **CONTRACT MANAGER &** Johnny L. Alderman (407) 521-2672 **ADMINISTRATOR &** Geraldine Aman (850) 921-6721 TELEPHONE NUMBER TELEPHONE NUMBER Contract Administrator enters date(s) that approval was given via e-mail message from reviewers below. Dafe ** For Electronic Review TITLE Initial Initial Date * For Initial Date TITLE P) Г CA Supervisor F&A** CA Supervisor* General Bureau Chief* Bureau Chief Counsel** CMBE Coordinator* Contract Manager** Program** (for Residential renewals only) ŃΑ NA To Provider NA Budget**

\$1,302,174.00 \$1,302,174.00

\$328,219.20

\$6,772,954.10

\$2,573,523.14 \$1,266,863.76

COMMENTS:

TOTAL

RESIDENTIAL CONTRACT INITIATION MEMO

COMPLETE ONLY THOSE SECTIONS APPLICABLE TO THIS PROCUREMENT ACTION - BY USING THE TAB KEY Contract Manager: Please complete the first section, one of the next two and # 40 and route to Program Office

	COMPLET	E FOR	ALLF	REQUESTED	CONTRACT	ACTIONS
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#1 Contract Numb #3 Contract Mana	ger: Johnny L.	Current): S6Ji Alderman Add	01 ress: 8500	Laurel Hill	Program An Drive Orland	ea: Resid o, Florida	ential 32818 Tele	phone
Number: (407) 52 #4 Action Reques	ted: (Check On		I □ ITB □	Exempt	∣SS	wal 🛛 Ar	nendment []
Extension Em			ing P.O. B	ox 538350	Orlando, Flor	ida 3283	5 (407) 245-	0045
#6 Program Name Circuit: Circuit 18		ances Walker I	łalfway Ho	use	# Region: C	entral Re	gion	#8
#9 Facility Provide #12 Langth of Cor #14 Contract Start Budget Informati #16 Amount(s)	er Owned/Lease tract in Months Date: 10/01/06 on: For questi	:36 #13 If new	Contract, v #15 Con II HQ Budg	will Contract tract End D get.	ate: 09/30/09	enewal C	tlause Y ☐	
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Page 207 of 355

DÉPARTMENT OF JUVENILE JUSTICE FIRST CONTRACT RENEWAL FOR THE CENTER FOR DRUG FREE LIVING, INC.

This Renewal is entered into between the STATE OF FLORIDA, DEPARTMENT OF JUVENILE JUSTICE ("Department"), and THE CENTER FOR DRUG FREE LIVING, INC. ("Provider").

The Department and the Provider, on October 1, 2003, entered into a contract to provide basic care and custody in Circuit 18; and

The Contract has a renewal option, Section II, C., Page 1, that provides for renewal subject to the same terms and conditions as the original Contract and all amendments; and

The Department is exercising its option for the only renewal of this Contract.

Life to Date Contract Amount: \$2,866,432,10

Renewal (\$94.92 per diem x 1095 days x 30 beds): \$3,118,122,00

(\$30.00 per diem x 1095 days x 24 beds): \$788,400.00

New Life Contract Total: \$6,772,954.10

This Renewal shall begin on October 1, 2006, and end at midnight on September 30, 2009.

All terms and conditions of said original Contract and any attachments and amendments thereto shall remain in full force and effect for this renewal.

IN WITNESS WHEREOF, the parties have executed this Renewal by their undersigned officials as duly authorized.

PROVIDER:

SIGNED BY:

STATE OF FLORIDA

THE CENTER FOR DRUG FREE LIVING, INC. DEPARTMENT OF JUVENILE JUSTICE

NAME: Dick Jacobs NAME: CHARLES R. CHERVANIK

TITLE: President/CEO TITLE: ASSISTANT SECRETARY FOR RESIDENTIAL SERVICES

DATE: 9/18/06 DATE: 9 33 DC

VENDOR NUMBER: F59-1532941-001

THIS RENEWAL IS NOT VALID UNTIL BOTH PARTIES HAVE SIGNED AND DATED IT.

REV. 9/05

DEPARTMENT OF JUVENILE JUSTICE

JUVENILE DETENTION PROGRAM DETENTION CENTERS

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Period: 2008 - 2009

Budget Entity: Detention Centers Phone Number: (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD	(b)	SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
2008-024	2007-2008	Selected Administrative Activities and Follow- Up on Prior Audit Findings	procurement methods used.	In December 2007, the Department developed a Procurement Justification form and contracts checklist, which are now required for all new contracts. The Bureau of Contracts conducted a 100% review of all procurements conducted after January 01, 2007. MyFloridaMarketPlace fee language is included in the standard contract document.	
			involved in the provider selection and evaluation process.	file.	
			procedures, instruments, and efforts were not always documented or maintained in contract files.	Developed an Interagency Contract/Grant Improvement Workgroup. Program monitoring tools, risk assessments, and the Departments standard contract have all been revised.	
			some procurements.	Implemented management review procedures for certain daily transactions. FDJJ Policy 1407.03, Documentation of Financial Transactions, has been revised to include service type expenditure requirements.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS **Budget Period: 2008 - 2009**

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Detention Centers		l .	Phone Number: (850) 921-5698			
(1)	(2)	(3)	(4)	(5)	(6)	
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE	
			Finding 5: The Department did not have the necessary tools in place to allow Department decision makers ready access to accurate and reliable procurement data required for sound contract management.	The Bureau of Contracts, in conjunction with Management Information Systems (MIS), is in the process of developing a web-based Contract Management System.		
			Finding 6: The Department did not always comply with Florida Single Audit Act requirements.	FDJJ Policy 1810, Compliance With the Florida Single Audit Act, was implemented in February 2008. Program Office policies and procedures have also been revised to provide better direction for compliance with the Florida Single Audit Act.		
			Finding 7: The Department did not have uniform procedures for tracking and reviewing Financial Reporting Packages.	A Florida Single Audit Act tracking system is under development as a module within the web-based Contract Management System. Provisions for the review of financial reporting packages are also included in FDJJ 1810, Compliance With the Florida Single Audit Act.		
			Finding 8: The Department did not, in some instances, adequately resolve prior audit findings related to Florida Accounting Information Resource Subsystem access controls and cellular telephones (appropriateness of the charges).	Procedures have been established to ensure utilization of the Departments Employee Separation Notification System. Revised FDJJ Policy 1407.03, Documentation of Financial Transactions.		

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2008 - 2009

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity:	Detention Cente	rs	Phone Number: (850) 921-5698			
(1) REPORT NUMBER	(2) PERIOD ENDING	(3)	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE	
NUMBER 2008-029	ENDING 2007-2008	UNIT/AREA Juvenile Justice Detention Care Cost Sharing and Cost-of- Care Fees Including Follow-Up on Prior Audit Finding	utilized for billing the counties for the first five months of the 2005-06 fiscal year (the first fiscal year cost sharing was enacted). Without documentation the Department could not demonstrate that the amounts initially assessed the counties were determined in accordance with established methodology in the Department's rule. Finding 2: The Department did not maintain a dispute log to track the receipt, action taken, and final resolution of each disputed county charge. Furthermore, the Department had not established benchmarks that addressed time frames for Department response to disputes. As a result, Department decisions relative to disputes were not timely. Also, Department correspondence did not provide detailed responses for each disputed case and identified	All county disputes are now tracked by the Office of Administration and responses to the counties are detailed to provide an item by item response to each of the disputes submitted. With	CODE	
			effects the Department's final county invoices for detention usage.			

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS **Budget Period: 2008 - 2009 Department: Juvenile Justice** Chief Internal Auditor: Michael Yu, CIA **Budget Entity:** Detention Centers **Phone Number:** (850) 921-5698 **(2) (3) (4) (5) (6) (1)** REPORT PERIOD SUMMARY OF SUMMARY OF **ISSUE** CORRECTIVE ACTION TAKEN NUMBER **ENDING** UNIT/AREA FINDINGS AND RECOMMENDATIONS CODE **Finding 3:** Actual detention care cost used in The Department partially identified the Department's 2005-06 fiscal year-end \$13,363 of the \$132,273. Despite reconciliation did not agree (unexplained efforts we have not been able to difference of \$132,273) with the expenditures identify the remaining \$118,910. for detention care shown by the Florida Financial records for the 2006-07 Accounting Information Resource Subsystem fiscal year correctly reflected the (FLAIR). In addition, the Department failed to Department's accounts payables, timely reconcile differences between estimated receivables, and advance payments to and from the counties. Beginning in and actual detention cost, contrary to Section fiscal year 2007-08, all General 985.686(5), Florida Statutes, and, consequently, the counties were not timely invoiced or Revenue funds appropriated for the credited for detention usage. The untimely detention costs of fiscally constrained reconciliation also precluded the Department's counties are journal transferred to the timely adjustment of the General Revenue Fund Fund on a quarterly basis. special category established for fiscally constrained counties. Further, the Department did not ensure that financial records at June 30, 1996 accurately reported Shared County/State Juvenile Detention Trust Fund operations. Specifically, accounts payable totaling \$5,968,303, accounts receivable totaling \$3,678,313, and advances received totaling \$3,879,079 were not recorded. An estimated \$11 million deficit fund balance existed as of the end of the 2005-06 fiscal year for the Shared County/State Juvenile Detention Trust Fund. Finding 4: The Legislature should amend Senate Bill 2100 passed this 2008 Section 985.686(6), Florida Statutes, to legislative session and the name of the reference the Shared County/State Juvenile trust fund will be changed to reference Detention Trust Fund instead of the Juvenile the Shared County / State Juvenile Justice Grants and Donations Trust Fund. Detention Trust Fund, effective July 1 2008.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2008 - 2009

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity:	Budget Entity: Detention Centers		Phone Number: <u>(850)</u> 921-5698			
(1) REPORT	(2) PERIOD	(3)	(4) SUMMARY OF	(5) SUMMARY OF	(6) ISSUE	
NUMBER	ENDING	UNIT/AREA	\$7,541,281 in accounts receivable in FLAIR for cost-of-care fees at June 30, 2006. Additionally, the Department did not retain Accounts Receivable Management System (ARMS) data to support the reported accounts receivable fiscal year-end balance.		CODE	
			and actions relating to cost-of-care accounts continue to exist and impact the billing, collecting, and reporting of cost-of-care fees.	The Department's Accounts Receivable Management System (ARMS), while operational, still requires a substantial amount of modifications and upgrading. It is hoped that with the additional resources dedicated to this project that all pending upgrades and modifications to the ARMS system will be completed by October 2008.		
			submit cost-of-care delinquent accounts to the State collection agent and failed to submit uncollectible cost-of-care accounts to the Department of Financial Services for write-off approval.	Finance and Accounting has substantially reduced the number of delinquent accounts by electronically submitting in excess of 60,000 accounts to the current state contract provider for collection services. Finance and Accounting is currently working with the Department of Financial Services (DFS) and the General Revenue Cooperation (GRC) to determine an appropriate process for transmitting accounts for write-off approval.		

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Detention Centers Phone Number: (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-10-0708-004	2008-2009	Department of Juvenile Justice Residential Commitment Programs Behavior Management Systems	guidance provided to residential commitment programs in designing, implementing, and	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			residential commitment programs were not implemented and administered properly.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			direct care staff were not adequately trained on implementing and administering the behavior	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			in residential commitment programs were not adequately monitored at the state level and were	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			selected programs' behavior management systems did not effectively provide	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	

Budget Period: 2008 - 2009

Office of Policy and Budget - July 2008

LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice / Detention Centers

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Theda Roberts

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	80400100				
1 CEN						
1. GEN	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				
AUDITS						
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4	Has security been set correctly? (CSDR, CSA)	Y				
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					
2. EXH	IBIT 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 53 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 25)? Do they clearly describe the issue?	Y				
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y				
3. EXH	IBIT B (EADR, EXB)					
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A				

		Progra	m or Servi	ce (Budge	t Entity Co	odes)
	Action	80400100				
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (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 B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHI	BIT 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 56 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. EXHI	BIT 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 G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data					

		Progra	m or Servi	ce (Budge	t Entity Co	odes)
	Action	80400100				
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
	agency must adjust Column A01.					
TIP	Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and					
	carry/certifications forward in A01 are less than FY 2007-08 approved budget.					
	Amounts should be positive.					
TIP	If G08 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 G08					
	was created.					
6. EXH	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only	y .)				
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed					
	for this particular appropriation category/issue sort. Exhibit D-3 is also a useful					
	report when identifying negative appropriation category problems.					
7. EXH	(BIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15					
	through 29 of the LBR Instructions).	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the					
	explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	**				
		Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional					
	narrative requirements described on pages 63 and 64 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT	1 \ /A				
7.4	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,	11/11				
7.5	Operating Capital Outlay (OCO), and Human Resource Services Assessments					
	package? Is the nonrecurring portion in the nonrecurring column? (See pages E-					
	4 and E-5 of the LBR Instructions).	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are	1				
7.0	the amounts proportionate to the Salaries and Benefits request? Note: Salary					
	rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits	-				
,.,	amounts entered into the Other Salary Amounts transactions (OADA/C)?					
	Amounts entered into OAD are reflected in the Position Detail of Salaries and					
	Benefits section of the Exhibit D-3A.	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,	-				
,.0	where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?					
1.7	2 3 5 5 5 11 15 00 1 militari ve l'electrice die specific county (165) where applicable:	Y				

		Program	or Service (Bu	idget Entity C	odes)
	Action	80400100			
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	V			
7.11	A18 as instructed in Memo #09-002? When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should not be deleted. (PLRR, PLMO)	Y N/A			
7.12 7.13	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues	N/A			
	as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y			
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A			
7.16	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 or 363XXC0)?	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.		·	•	
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 61 through 64 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.				

		Drogre	m or Com	rica (Buda)	ot Entity C	odos)
	Action		m or servi	Tee (Budge	et Entity Co	odes)
	Action	80400100			<u> </u>	
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 2008-09 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.					
	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1)	<u>R, SC1D -</u>	Departr	nent Lev	el)	
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 been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
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)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section</i> 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, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				

		Program o	or Service (Budge	et Entity Codes)
	Action	80400100		
8.13	If there is no Consensus Estimating Conference forecast available, do the			
	revenue estimates appear to be reasonable?	N/A		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A		
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?	N/A		
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A		
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A		
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A		
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A		
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A		
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A		
AUDITS				
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A		

		Progra	m or Servi	ce (Budge	t Entity Co	odes)
	Action	80400100				
0.20	I. d. I. I. 20 A line of I II I D. I (Line I) I to d. I. I. 1		I			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1					
	Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A -					
	Report should print "No Discrepancies Exist For This Report")	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and					
	does Line A of the Schedule I equal the CFO amount? If not, the agency must					
	correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It					
	is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 119 of the					
	LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
	totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative					
	number. Any negative numbers must be fully justified.					
9. SCHE	EDULE 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 150 of the		Justifica	tion pro	vided in	issue
	LBR Instructions.)	N/J	narrativ	e		
10. SCH	EDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR					
	Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page					
10.2	89 of the LBR Instructions for appropriate use of the OAD transaction.) Use					
	OADI or OADR to identify agency other salary amounts requested.					
	Oribi of Oribic to identify agency other saidly amounts requested.	Y				
11. SCH	EDULE IV (EADR, SC4)		•			
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not		•			
	appear in the Schedule IV.					
12. SCH	EDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Departn	nent		
13. SCH	EDULE VIIIB-1	l				
13.1	This schedule is not required in the October 15, 2008 LBR submittal.	22/1				
	2000 222 000 000 000 000 000 000 000 00	N/A				

		Progra	m or Servi	ce (Budge	t Entity Co	odes)
	Action	80400100				
14 CCI	TEDLILE VILLE 4 (EADD COD4)					
	EDULE VIIIB-2 (EADR, S8B2)		l			
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of		D .		.1 C	1
	the LBR Instructions regarding a 10% reduction in recurring General Revenue		-		the Gen	
	and Trust Funds?	> T / T			on, but d	
		N/J		Trust F	und redu	iction.
	EDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed	l instruct	ions)			
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are					
	required to generate this spreadsheet via the LAS/PBS Web. (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.)	37	D	4		
		Y	Departn	ient		
	INCLUDED IN THE SCHEDULE XI REPORT:		1			
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile		-			
	to Column A01? (GENR, ACT1)	Y	Departn	nent		
15.3	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")	37	D	4		
15.4	D. d. E. 10 '-10 d. (ECO) '-11' '- (ACE0210) -1	Y	Departn	ient		
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain					
	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No	37	D .			
	Operating Categories Found")	Y	Departn	nent		
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities					
	which should appear in Section II? (Note: Audit #3 will identify those activities					
	that do NOT have a Record Type '5' and have not been identified as a 'Pass					
	Through' activity. These activities will be displayed in Section III with the					
	'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify					
	if these activities should be displayed in Section III. If not, an output standard					
	would need to be added for that activity and the Schedule XI submitted again.)					
		Y	Departn	nent		
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for		Departn	nent -		
	Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/J	Discrepa	ancy is c	lue to rou	ınding.
TIP	If Section I and Section III have a small difference, it may be due to rounding					
	and therefore will be acceptable.					
16. MAI	NUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147					
	of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?					
		Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate					
	level of detail?	Y	Departn	nent		

		Progra	m or Servi	ce (Budge	et Entity Co	odes)
	Action	80400100				
		-		-		
AUDITS	- GENERAL INFORMATION					
TIP	Review Section 6: Audits of the LBR Instructions for a list of audits and their					ļ
	descriptions.					ļ
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors					ļ
	are due to an agency reorganization to justify the audit error.					
17. CAP	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP					
	Instructions)?	N/A			<u> </u>	
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP					
İ	Instructions)?	N/A			<u> </u>	
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07,					
ı . <u></u> .	A08 and A09)?	N/A	<u> </u>	l	l'	
17.5	Are the appropriate counties identified in the narrative?	N/A				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to					
	Local Governments and Non-Profit Organizations must use the Grants and Aids					ŀ
	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.					

DEPARTMENT OF JUVENILE JUSTICE

PROBATION AND COMMUNITY CORRECTIONS PROGRAM AFTERCARE SERVICES/CONDITIONAL RELEASE

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Aftercare Services/Conditional Release **Phone Number:** (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
2008-024	2007-2008	Selected Administrative		In December 2007, the Department	
		Activities and Follow-	maintain documentation justifying the	developed a Procurement Justification	
		Up on Prior Audit	procurement methods used.	form and contracts checklist, which	
		Findings		are now required for all new contracts.	
				The Bureau of Contracts conducted a	
				100% review of all procurements	
				conducted after January 01, 2007.	
				MyFloridaMarketPlace fee language	
				is included in the standard contract	
				document.	
			Finding 2: The Department contract files did	Verification of completed Conflict of	
			not always contain the names of individuals	Interest forms is included on the	
			involved in the provider selection and evaluation	checklist completed for each contract	
			process.	file.	
			Finding 3: The Department monitoring	Developed an Interagency	
			procedures, instruments, and efforts were not	Contract/Grant Improvement	
			always documented or maintained in contract	Workgroup. Program monitoring	
			files.	tools, risk assessments, and the	
				Departments standard contract have	
				all been revised.	
			Finding 4: The Department did not maintain	Implemented management review	
				procedures for certain daily	
			some procurements.	transactions. FDJJ Policy 1407.03,	
				Documentation of Financial	
				Transactions, has been revised to	
				include service type expenditure	
				requirements.	

Budget Period: 2008 - 2009

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Period: 2008 - 2009

Budget Entity: Aftercare Services/Conditional Release Phone Number: (850) 921-5698

buuget Entity.	Aftercare Services	s/Conditional Release	_ Phone Number:	(830) 921-3098	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			Finding 5: The Department did not have the necessary tools in place to allow Department decision makers ready access to accurate and reliable procurement data required for sound contract management.	The Bureau of Contracts, in conjunction with Management Information Systems (MIS), is in the process of developing a web-based Contract Management System.	
			Finding 6: The Department did not always comply with Florida Single Audit Act requirements.	FDJJ Policy 1810, Compliance With the Florida Single Audit Act, was implemented in February 2008. Program Office policies and procedures have also been revised to provide better direction for compliance with the Florida Single Audit Act.	
			Finding 7: The Department did not have uniform procedures for tracking and reviewing Financial Reporting Packages.	A Florida Single Audit Act tracking system is under development as a module within the web-based Contract Management System. Provisions for the review of financial reporting packages are also included in FDJJ 1810, Compliance With the Florida Single Audit Act.	
			Finding 8: The Department did not, in some instances, adequately resolve prior audit findings related to Florida Accounting Information Resource Subsystem access controls and cellular telephones (appropriateness of the charges).	Procedures have been established to ensure utilization of the Departments Employee Separation Notification System. Revised FDJJ Policy 1407.03, Documentation of Financial Transactions.	

Chief Internal Auditor: Michael Yu, CIA **Department:** Juvenile Justice

Budget Period: 2008 - 2009

Budget Entity	: Aftercare Service	ces/Conditional Release	Phone Number:	(850) 921-5698	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2008-029	2007-2008	Juvenile Justice Detention Care Cost Sharing and Cost-of- Care Fees Including Follow-Up on Prior Audit Finding	Finding 1: The Department did not retain documentation to support the July 2005 initial shared detention care cost calculation estimates utilized for billing the counties for the first five months of the 2005-06 fiscal year (the first fiscal year cost sharing was enacted). Without documentation the Department could not demonstrate that the amounts initially assessed the counties were determined in accordance with established methodology in the Department's rule.	Beginning with fiscal year 2007-2008, all documentation used to calculate the beginning cost estimates and billing amounts per county are maintained on file and made available on the Department's internet page at http://www.djj.state.fl.us/costsharing/index.html	
			Finding 2: The Department did not maintain a dispute log to track the receipt, action taken, and final resolution of each disputed county charge. Furthermore, the Department had not established benchmarks that addressed time frames for Department response to disputes. As a result, Department decisions relative to disputes were not timely. Also, Department correspondence did not provide detailed responses for each disputed case and identified some disputed issues that had not been resolved at the time of the Department's year-end reconciliation. The accuracy of the year-end reconciliation of differences between estimated cost and actual detention care cost is dependent on the Department's timely response to, and resolution of, county dispute issues and effects the Department's final county invoices for detention usage.	responses to the counties are detailed to provide an item by item response to each of the disputes submitted. With	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

uaget Entity:	Aftercare Services	/Conditional Release	Phone Number:	(850) 921-5698	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			Finding 3: Actual detention care cost used in	The Department partially identified	
			the Department's 2005-06 fiscal year-end	\$13,363 of the \$132,273. Despite	
			reconciliation did not agree (unexplained	efforts we have not been able to	
			difference of \$132,273) with the expenditures	identify the remaining \$118,910.	
			for detention care shown by the Florida	Financial records for the 2006-07	
			Accounting Information Resource Subsystem	fiscal year correctly reflected the	
			(FLAIR). In addition, the Department failed to	Department's accounts payables,	
			timely reconcile differences between estimated	receivables, and advance payments to	
			and actual detention cost, contrary to Section	and from the counties. Beginning in	
			985.686(5), Florida Statutes, and, consequently,	fiscal year 2007-08, all General	
			the counties were not timely invoiced or	Revenue funds appropriated for the	
			credited for detention usage. The untimely	detention costs of fiscally constrained	
			reconciliation also precluded the Department's	counties are journal transferred to the	
			timely adjustment of the General Revenue Fund	Fund on a quarterly basis.	
			special category established for		
			fiscally constrained counties. Further, the		
			Department did not ensure that financial records		
			at June 30, 1996 accurately reported Shared		
			County/State Juvenile Detention Trust Fund		
			operations. Specifically, accounts payable		
			totaling \$5,968,303, accounts receivable totaling		
			\$3,678,313, and advances received totaling		
			\$3,879,079 were not recorded. An estimated		
			\$11 million deficit fund balance existed as of		
			the end of the 2005-06 fiscal year for the Shared		
			County/State Juvenile Detention Trust Fund.		
			Finding 4: The Legislature should amend	Senate Bill 2100 passed this 2008	
			Section 985.686(6), Florida Statutes, to	legislative session and the name of the	
			reference the Shared County/State Juvenile	trust fund will be changed to reference	
			Detention Trust Fund instead of the Juvenile	the Shared County / State Juvenile	
			Justice Grants and Donations Trust Fund.	Detention Trust Fund, effective July 1,	
	ī			2008.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

			_		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	\$7,541,281 in accounts receivable in FLAIR for cost-of-care fees at June 30, 2006. Additionally, the Department did not retain Accounts Receivable Management System (ARMS) data to support the reported accounts receivable fiscal year-end balance.		CODE
			and actions relating to cost-of-care accounts continue to exist and impact the billing, collecting, and reporting of cost-of-care fees.	The Department's Accounts Receivable Management System (ARMS), while operational, still requires a substantial amount of modifications and upgrading. It is hoped that with the additional resources dedicated to this project that all pending upgrades and modifications to the ARMS system will be completed by October 2008.	
			submit cost-of-care delinquent accounts to the State collection agent and failed to submit uncollectible cost-of-care accounts to the Department of Financial Services for write-off approval.	Finance and Accounting has substantially reduced the number of delinquent accounts by electronically submitting in excess of 60,000 accounts to the current state contract provider for collection services. Finance and Accounting is currently working with the Department of Financial Services (DFS) and the General Revenue Cooperation (GRC) to determine an appropriate process for transmitting accounts for write-off approval.	

Budget Period: 2008 - 2009

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Aftercare Services/Conditional Release Phone Number: (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-10-0708-004	2008-2009	Department of Juvenile Justice Residential	Finding 1: There was no sufficient level of guidance provided to residential commitment	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	CODE
			residential commitment programs were not implemented and administered properly.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			implementing and administering the behavior	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 4: The behavior management systems in residential commitment programs were not adequately monitored at the state level and were not properly supervised at the program level.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			selected programs' behavior management systems did not effectively provide	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	

Budget Period: 2008 - 2009

Office of Policy and Budget - July 2008

LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Aftercare Services/Conditional Release

Agency Budget Officer / OPB Analyst Name: Vickie J. Harris/Theda Roberts

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	80700100				
1. GEN	EDAI					
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				
AUDITS		· ·				
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4	Has security been set correctly? (CSDR, CSA)	Y				
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					
2. EXH	IBIT 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 53 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 25)? Do they clearly describe the issue?	Y				
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y				
3. EXH	IBIT B (EADR, EXB)					
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A				

		Progran	n or Service (Budget Entit	y Code	es)
	Action	80700100				
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and					
	A04): Are all appropriation categories positive by budget entity at the FSI level?					
	Are all nonrecurring amounts less than requested amounts? (NACR, NAC -					
	Report should print "No Negative Appropriation Categories Found")					
		Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to					
	Column B02? (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 B02: Compares Current Year Estimated column to a					
	backup of A02. This audit is necessary to ensure that the historical detail records					
	have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the					
	sub-title "Grants and Aids". For advance payment authority to local units of					
	government, the Aid to Local Government appropriation category (05XXXX)					
	should be used. For advance payment authority to non-profit organizations or					
	other units of state government, the Special Categories appropriation category					
	(10XXXX) should be used.					
4. EXHI	BIT 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 56 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.					
	BIT D-1 (ED1R, EXD1)	ı	T	1		
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:			I	ı		
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	*7				
	This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01					
	less than Column G07? (EXBR, EXBB - Negative differences need to be	3.7				
	corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does					
	Column A01 equal Column G08? (EXBR, EXBD - Differences need to be	Y				
TID	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.					

			Program	or Service (Budget Entit	y Code	es)
		Action	80700100				
Γ	TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
		agency must adjust Column A01.					
Γ	TIP	Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and					
		carry/certifications forward in A01 are less than FY 2007-08 approved budget.					
		Amounts should be positive.					
Γ	TIP	If G08 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 G08 was created.					
		BIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) Y				
	5.1	Are issues appropriately aligned with appropriation categories?	1				
1	TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for					
		this particular appropriation category/issue sort. Exhibit D-3 is also a useful report					
		when identifying negative appropriation category problems.					
7. E	EXHI	BIT D-3A (EADR, ED3A)					
	.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15					
		through 29 of the LBR Instructions).	Y				
7	.2	Does the issue narrative adequately explain the agency's request and is the					
		explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)					
		, 10	Y				
7	.3	Does the narrative for Information Technology (IT) issue follow the additional					
		narrative requirements described on pages 63 and 64 of the LBR Instructions?	37/4				
			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	27/1				
		component been identified and documented?	N/A				
7	.5	Does the issue narrative explain any variances from the Standard Expense,					
		Operating Capital Outlay (OCO), and Human Resource Services Assessments					
		package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4	NT/A				
		and E-5 of the LBR Instructions).	N/A				
7	.6	Does the salary rate request amount accurately reflect any new requests and are the					
		amounts proportionate to the Salaries and Benefits request? Note: Salary rate	NT/A				
		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	NT/A				
		Benefits section of the Exhibit D-3A.	N/A				
7	.8	Does the issue narrative include the Consensus Estimating Conference forecast,	37/4				
_		where appropriate?	N/A				
7	.9	Does the issue narrative reference the specific county(ies) where applicable?	v				
				•			

		Program	n or Service	(Budget Ent	ity Cod	es)
	Action	80700100				
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 #09-002?	N/A				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR , PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A Y			_	
7.14	Do the amounts reflect appropriate FSI assignments? Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)					
7.16	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 or 363XXC0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
AUDIT:						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 61 through 64 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.					

		Program	or Service (Budget Entit	y Code	es)
	Action	80700100				
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 2008-09 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. SCHE	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R	, SC1D - I	Departmen	t Level)		
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
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)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section</i> 215.32(2)(b), <i>Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				

		Program or Service (Budget Entity Codes)				
	Action	80700100				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
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?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A			<u> </u>	
AUDITS:			1			
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				

		Progran	or Service (Budget Entit	y Cod	es)
	Action	80700100				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1					
8.30	Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A -					
		NT/A				
0.21	Report should print "No Discrepancies Exist For This Report")	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does					
	Line A of the Schedule I equal the CFO amount? If not, the agency must correct					
	Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is					
	very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 119 of the					
	LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
	totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative					
	number. Any negative numbers must be fully justified.					
9. SCHE	DULE 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 150 of the					
	LBR Instructions.)	N/A				
10. SCH	EDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR					
	Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page					
	89 of the LBR Instructions for appropriate use of the OAD transaction.) Use					
	OADI or OADR to identify agency other salary amounts requested.					
		Y				
11. SCH	EDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear					
	in the Schedule IV.					
12. SCH	EDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the	,				
	Schedule VIII-A? Are the priority narrative explanations adequate?		Y-Dep	artment		
13. SCH	EDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					

		Program	y Code	es)		
	Action	80700100				
14 00	EDIN FLYWD A (FADD GODA)					
	EDULE VIIIB-2 (EADR, S8B2)		epartment -	_		
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the		ne 10% red			
	LBR Instructions regarding a 10% reduction in recurring General Revenue and	for Ge	neral Reve		ot Tru	st
	Trust Funds?			nd.		
	EDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed i	<u>instructio</u>	ns)			
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are					
	required to generate this spreadsheet via the LAS/PBS Web. (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-Depa	artment		
	INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to					
	Column A01? (GENR, ACT1)	Y				
15.3	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-Department				
15.4	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-Depa	artment		
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities		_	_	_	
	which should appear in Section II? (Note: Audit #3 will identify those activities					
	that do NOT have a Record Type '5' and have not been identified as a 'Pass					
	Through' activity. These activities will be displayed in Section III with the					
	'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if					
	these activities should be displayed in Section III. If not, an output standard would					
	need to be added for that activity and the Schedule XI submitted again.)					
	,		Y-Den	artment		
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for	N/J Der	partment -		nancy	v is
13.0	Agency) equal? (Audit #4 should print "No Discrepancies Found")	100 2-r	•	ounding.	Puit	,
TIP	If Section I and Section III have a small difference, it may be due to rounding and			<u> </u>		\dashv
111	therefore will be acceptable.					
14 MAN	NUALLY PREPARED EXHIBITS & SCHEDULES					\dashv
	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147				П	
16.1	1,	Y				
16.2	of the LBR Instructions), and are they accurate and complete?	1		 	\vdash	\vdash
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level	1		-		
10.3	of detail?	v	Departme	ent		
	of detail?	1	Departine	311t	1 1	1 1

		Progran	n or Service (Budget Entit	y Code	es)
	Action	80700100				
AUDITS	- GENERAL INFORMATION					
TIP	Review Section 6: Audits of the LBR Instructions for a list of audits and their					
	descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors					
	are due to an agency reorganization to justify the audit error.					
17. CAP	ITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?					
		N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP					
	Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08					
	and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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	1				
	Local Governments and Non-Profit Organizations - Fixed Capital Outlay major					
	appropriation category (140XXX) and include the sub-title "Grants and Aids".	1				
	These appropriations utilize a CIP-B form as justification.	1				
	II I	I				

DEPARTMENT OF JUVENILE JUSTICE

PROBATION AND COMMUNITY CORRECTIONS PROGRAM JUVENILE PROBATION

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Period: 2008 - 2009

Budget Entity: Juvenile Probation Phone Number: (850) 921-5698

(1) REPORT NUMBER 2008-024	(2) PERIOD ENDING 2007-2008	UNIT/AREA Selected Administrative Activities and Follow- Up on Prior Audit Findings	procurement methods used.	(5) SUMMARY OF CORRECTIVE ACTION TAKEN In December 2007, the Department developed a Procurement Justification form and contracts checklist, which are now required for all new contracts. The Bureau of Contracts conducted a	(6) ISSUE CODE
				100% review of all procurements conducted after January 01, 2007. MyFloridaMarketPlace fee language is included in the standard contract document.	
				file.	
			procedures, instruments, and efforts were not always documented or maintained in contract files.	Developed an Interagency Contract/Grant Improvement Workgroup. Program monitoring tools, risk assessments, and the Departments standard contract have all been revised.	
				Implemented management review procedures for certain daily transactions. FDJJ Policy 1407.03, Documentation of Financial Transactions, has been revised to include service type expenditure requirements.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Juvenile Probation **Phone Number:** (850) 921-5698

Budget Entity:	Juvenile Probatio	n	Phone Number: (850) 921-5698			
(1)	(2)	(3)	(4)	(5)	(6)	
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE	
			Finding 5: The Department did not have the necessary tools in place to allow Department decision makers ready access to accurate and reliable procurement data required for sound contract management.	The Bureau of Contracts, in conjunction with Management Information Systems (MIS), is in the process of developing a web-based Contract Management System.		
			Finding 6: The Department did not always comply with Florida Single Audit Act requirements.	FDJJ Policy 1810, Compliance With the Florida Single Audit Act, was implemented in February 2008. Program Office policies and procedures have also been revised to provide better direction for compliance with the Florida Single Audit Act.		
			Finding 7: The Department did not have uniform procedures for tracking and reviewing Financial Reporting Packages.	A Florida Single Audit Act tracking system is under development as a module within the web-based Contract Management System. Provisions for the review of financial reporting packages are also included in FDJJ 1810, Compliance With the Florida Single Audit Act.		
			Finding 8: The Department did not, in some instances, adequately resolve prior audit findings related to Florida Accounting Information Resource Subsystem access controls and cellular telephones (appropriateness of the charges).	Procedures have been established to ensure utilization of the Departments Employee Separation Notification System. Revised FDJJ Policy 1407.03, Documentation of Financial Transactions.		

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity:	Juvenile Probation	on	Phone Number:		
(1) REPORT	(2) PERIOD	(3)	(4) SUMMARY OF	(5) SUMMARY OF	(6) ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
2008-029	2007-2008	Juvenile Justice Detention Care Cost Sharing and Cost-of- Care Fees Including Follow-Up on Prior Audit Finding	months of the 2005-06 fiscal year (the first fiscal year cost sharing was enacted). Without	Beginning with fiscal year 2007-2008, all documentation used to calculate the beginning cost estimates and billing amounts per county are maintained on file and made available on the Department's internet page at http://www.djj.state.fl.us/costsharing/index.html	
			Furthermore, the Department had not established benchmarks that addressed time frames for Department response to disputes. As a result, Department decisions relative to disputes were not timely. Also, Department correspondence did not provide detailed responses for each disputed case and identified	All county disputes are now tracked by the Office of Administration and responses to the counties are detailed to provide an item by item response to each of the disputes submitted. With the implementation of the monthly billing system in July 2009, all disputes by a county and responses by the Department will be automated and the planned benchmark for Department response time is 10 calendar days.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS **Budget Period: 2008 - 2009 Department: Juvenile Justice** Chief Internal Auditor: Michael Yu, CIA **Budget Entity:** Juvenile Probation **Phone Number:** (850) 921-5698 **(2) (3) (4) (5) (6) (1)** REPORT PERIOD SUMMARY OF SUMMARY OF **ISSUE** CORRECTIVE ACTION TAKEN NUMBER **ENDING** UNIT/AREA FINDINGS AND RECOMMENDATIONS CODE **Finding 3:** Actual detention care cost used in The Department partially identified the Department's 2005-06 fiscal year-end \$13,363 of the \$132,273. Despite reconciliation did not agree (unexplained efforts we have not been able to difference of \$132,273) with the expenditures identify the remaining \$118,910. for detention care shown by the Florida Financial records for the 2006-07 Accounting Information Resource Subsystem fiscal year correctly reflected the (FLAIR). In addition, the Department failed to Department's accounts payables, timely reconcile differences between estimated receivables, and advance payments to and from the counties. Beginning in and actual detention cost, contrary to Section fiscal year 2007-08, all General 985.686(5), Florida Statutes, and, consequently, the counties were not timely invoiced or Revenue funds appropriated for the credited for detention usage. The untimely detention costs of fiscally constrained reconciliation also precluded the Department's counties are journal transferred to the timely adjustment of the General Revenue Fund Fund on a quarterly basis. special category established for fiscally constrained counties. Further, the Department did not ensure that financial records at June 30, 1996 accurately reported Shared County/State Juvenile Detention Trust Fund operations. Specifically, accounts payable totaling \$5,968,303, accounts receivable totaling \$3,678,313, and advances received totaling \$3,879,079 were not recorded. An estimated \$11 million deficit fund balance existed as of the end of the 2005-06 fiscal year for the Shared County/State Juvenile Detention Trust Fund. Finding 4: The Legislature should amend Senate Bill 2100 passed this 2008 Section 985.686(6), Florida Statutes, to legislative session and the name of the reference the Shared County/State Juvenile trust fund will be changed to reference Detention Trust Fund instead of the Juvenile the Shared County / State Juvenile Justice Grants and Donations Trust Fund. Detention Trust Fund, effective July 1 2008.

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

udget Entity:	Juvenile Probation	1	Phone Number:	(850) 921-5698	
(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
NUMBER	ENDING	OMI/AREA	Finding 5: The Department failed to record \$7,541,281 in accounts receivable in FLAIR for cost-of-care fees at June 30, 2006. Additionally, the Department did not retain Accounts Receivable Management System (ARMS) data to support the reported accounts receivable fiscal year-end balance.	Finance and Accounting has developed a desk procedure to outline	CODE
			and actions relating to cost-of-care accounts continue to exist and impact the billing, collecting, and reporting of cost-of-care fees.	The Department's Accounts Receivable Management System (ARMS), while operational, still requires a substantial amount of modifications and upgrading. It is hoped that with the additional resources dedicated to this project that all pending upgrades and modifications to the ARMS system will be completed by October 2008.	
			submit cost-of-care delinquent accounts to the State collection agent and failed to submit uncollectible cost-of-care accounts to the Department of Financial Services for write-off approval.	Finance and Accounting has substantially reduced the number of delinquent accounts by electronically submitting in excess of 60,000 accounts to the current state contract provider for collection services. Finance and Accounting is currently working with the Department of Financial Services (DFS) and the General Revenue Cooperation (GRC) to determine an appropriate process for transmitting accounts for write-off approval.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Juvenile Probation Phone Number: (850) 921-5698

			-		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-10-0708-004	2008-2009	Department of Juvenile Justice Residential Commitment Programs Behavior Management Systems		Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			residential commitment programs were not implemented and administered properly.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 3: Residential commitment programs direct care staff were not adequately trained on implementing and administering the behavior management system.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 4: The behavior management systems in residential commitment programs were not adequately monitored at the state level and were not properly supervised at the program level.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 5: The point model utilized in the selected programs' behavior management systems did not effectively provide opportunities for positive reinforcement, recognition for accomplishments, and did not promote fairness.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	

Budget Period: 2008 - 2009

Office of Policy and Budget - July 2008

LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Juvenile Probation

Agency Budget Officer / OPB Analyst Name: Vickie J. Harris/Theda Roberts

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.

(additiona	al sheets can be used as necessary), and "TIPS" are other areas to consider.	Program or S	ervice (Budget E	ntity Code	es)
	Action	80700200			
1. GENI	ERAL				
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)				
	Tot Diot Ett 1 status only. (CDD1)	Y			
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y			
AUDITS					
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y			
1.4	Has security been set correctly? (CSDR, CSA)	Y			
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.				
2. EXH	IBIT 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 53 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 25)? Do they clearly describe the issue?	Y			
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y			
	IBIT B (EADR, EXB)	•			
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A			

		Program	n or Service (Budget Entit	y Code	es)
	Action	80700200				
AUDITS						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to					
	Column B02? (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 B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
	BIT 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 56 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. EXHI	BIT 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 G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					

			Program	or Service (Budget Entit	y Code	es)
		Action	80700200				
	TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
	TIP	Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget.					
	TIP	Amounts should be positive. If G08 is not equal to A01, check the following: 1) the initial FLAIR					
	111	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 G08 was created.					
6.		BIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.					
	6.1	Are issues appropriately aligned with appropriation categories?	Y				
	TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report					
		when identifying negative appropriation category problems.					
		men identifying negative appropriation eategory problems.					
7.	EXHI	BIT D-3A (EADR, ED3A)					
	7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15					
		through 29 of the LBR Instructions).	Y				
	7.2	Does the issue narrative adequately explain the agency's request and is the					
		explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	Y				
	7.3	Does the narrative for Information Technology (IT) issue follow the additional					
		narrative requirements described on pages 63 and 64 of the LBR Instructions?	N/A				
	7.4	Are all issues with an IT component identified with a "Y" in the "IT	IN/A				
	/ . +	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,					
		Operating Capital Outlay (OCO), and Human Resource Services Assessments					
		package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4	NT/A				
	7.6	and E-5 of the LBR Instructions). Does the salary rate request amount accurately reflect any new requests and are the	N/A				
	7.0	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	*7				
	7.0	Benefits section of the Exhibit D-3A.	Y				
	7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
	7.9	Does the issue narrative reference the specific county(ies) where applicable?					
			Y				

		Progran	n or Service	(Budget Enti	ty Cod	es)
	Action	80700200				
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 #09-002?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR , PLMO)	N/A				
7.12 7.13	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues	N/A				
	as required for lump sum distributions?	Y				
7.14	Do the amounts reflect appropriate FSI assignments? Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	Y N/A				
7.16	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 or 363XXC0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
AUDIT:		1		ı	1	
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 61 through 64 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.					

		Program or Service (Budget Entity Codes)				
	Action	80700200				
TUD						
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 2008-09 General Appropriations Act duplicates					
111	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.					
e schi	CDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R	CC1D	Donoutmon	t I aval)		
8.1	Has a separate department level Schedule I and supporting documents package	, SCID - 1	<u> Берагинен</u>	t Levei)		
0.1	been submitted by the agency?	Y				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?					
0.2	Thas a Schedule I occir completed in LAS/I BS for each operating trust fund:	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust					
	funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial					
	Balance)?	N/A				
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)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as					
	applicable for transfers totaling \$100,000 or more for the fiscal year?					
		N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the					
	Schedule ID and applicable draft legislation been included for recreation,					
	modification or termination of existing trust funds?	N/A				
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,					
	000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue					
	source correct? (Refer to Section 215.20, F.S. for appropriate general revenue	37/4				
0.15	service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus	NT / 4				
	Estimating Conference forecasts?	N/A				

		Program or Service (Budget Entity Codes)				
	Action	80700200				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A			<u> </u>	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	N/A				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A				
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A				
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A				
AUDITS :						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				

		Program or Service (Budget Entity Cod				es)
	Action	80700200				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1					
0.00	Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A -					
	Report should print "No Discrepancies Exist For This Report")	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does					
	Line A of the Schedule I equal the CFO amount? If not, the agency must correct					
	Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is		ı			
	very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 119 of the					
	LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
	totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative					
	number. Any negative numbers must be fully justified.					
	CDULE II (PSCR, SC2)					
AUDIT:			T	1		
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 150 of the					
	LBR Instructions.)	N/A				
	EDULE III (PSCR, SC3)		T	ı		
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR					
	Instructions.)	Y				
10.2	Are amounts in Other Salary Amount appropriate and fully justified? (See page					
	89 of the LBR Instructions for appropriate use of the OAD transaction.) Use					
	OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCH	EDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear		I.	I		
	in the Schedule IV.					
12. SCH	EDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate?		Y-Dep	artment		
13. SCH	EDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					

		Program or Service (Budget Entity Codes)				es)
	Action	80700200				
14. SCH	EDULE VIIIB-2 (EADR, S8B2)	N/J De	epartment -	- The Depa	artme	nt
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the	meets the 10% reduction requirer				
	LBR Instructions regarding a 10% reduction in recurring General Revenue and	for Ge	neral Reve	enue but no	t Tru	st
	Trust Funds?			nd.		
15. SCH	EDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed in the last control of the LBR Instructions for detailed in the last control of the last con	instructio	ns)			
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are					
	required to generate this spreadsheet via the LAS/PBS Web. (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.)		V Don	out mo an t		
ALIDITO	INCLUDED IN THE COHEDINE VIDEDODT.		1-рер	artment		
	INCLUDED IN THE SCHEDULE XI REPORT:			Ī		
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to	Y				
15.2	Column A01? (GENR, ACT1)	1				
15.3	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-Department				
15.4	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	-Departme	ent		
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities					
	which should appear in Section II? (Note: Audit #3 will identify those activities					
	that do NOT have a Record Type '5' and have not been identified as a 'Pass					
	Through' activity. These activities will be displayed in Section III with the					
	'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if					
	these activities should be displayed in Section III. If not, an output standard would					
	need to be added for that activity and the Schedule XI submitted again.)					
		Y	-Departme	ent		
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for	N/J Dep	partment -	The discre	pancy	/ is
	Agency) equal? (Audit #4 should print "No Discrepancies Found")		rour	nding		
TIP	If Section I and Section III have a small difference, it may be due to rounding and					
	therefore will be acceptable.					
16. MAI	NUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147					
	of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?					
		Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level	.				
	of detail?	Ý	Departm	ent		

		Progran	n or Service (Budget Entit	y Code	es)
	Action	80700200				
AUDITS	- GENERAL INFORMATION					
TIP	Review Section 6: Audits of the LBR Instructions for a list of audits and their					
	descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors					
	are due to an agency reorganization to justify the audit error.					
17. CAP	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?					
		N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP					
	Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08					
	and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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.					

DEPARTMENT OF JUVENILE JUSTICE

PROBATION AND COMMUNITY CORRECTIONS PROGRAM NON-RESIDENTIAL DELINQUENCY REHABILITATION

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

 Department:
 Juvenile Justice
 Chief Internal Auditor:
 Michael Yu, CIA

Budget Period: 2008 - 2009

Budget Entity: Non-Residential Delinquency Rehabilitation Phone Number: (850) 921-5698

		<u> </u>	•		
(1)	(2)	(3)	(4)	(5)	TO
REPORT	PERIOD	IINIT/ADEA	SUMMARY OF	SUMMARY OF	IS!
NUMBER 2008-024	ENDING 2007-2008		FINDINGS AND RECOMMENDATIONS Finding 1: The Department did not always maintain documentation justifying the procurement methods used.	In December 2007, the Department developed a Procurement Justification form and contracts checklist, which are now required for all new contracts. The Bureau of Contracts conducted a 100% review of all procurements conducted after January 01, 2007. MyFloridaMarketPlace fee language is included in the standard contract document.	Cí
			Finding 2: The Department contract files did not always contain the names of individuals involved in the provider selection and evaluation process.	Verification of completed Conflict of Interest forms is included on the checklist completed for each contract file.	
			Finding 3: The Department monitoring procedures, instruments, and efforts were not always documented or maintained in contract files.	Developed an Interagency Contract/Grant Improvement Workgroup. Program monitoring tools, risk assessments, and the Departments standard contract have all been revised.	
			Finding 4: The Department did not maintain adequate support and evidence of approval for some procurements.	Implemented management review procedures for certain daily transactions. FDJJ Policy 1407.03, Documentation of Financial Transactions, has been revised to include service type expenditure requirements.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Period: 2008 - 2009

Sudget Entity: Non-Residential Delinquency Rehabilitation Phone Number: (850) 921-5698

Budget Entity:	Non-Residential	Delinquency Rehabilitation	Phone Number:	(850) 921-5698	
(1)	(2)	(3)	(4)	(5)	(
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	IS
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	C(
			Finding 5: The Department did not have the	The Bureau of Contracts, in	
			necessary tools in place to allow Department	conjunction with Management	
			decision makers ready access to accurate and	Information Systems (MIS), is in the	
			reliable procurement data required for sound	process of developing a web-based	
			contract management.	Contract Management System.	
			Finding 6: The Department did not always	FDJJ Policy 1810, Compliance With	
			comply with Florida Single Audit Act	the Florida Single Audit Act, was	
			requirements.	implemented in February 2008.	
				Program Office policies and	
				procedures have also been revised to	
				provide better direction for	
				compliance with the Florida Single	
				Audit Act.	
			Finding 7: The Department did not have	A Florida Single Audit Act tracking	
			uniform procedures for tracking and reviewing	system is under development as a	
			Financial Reporting Packages.	module within the web-based Contract	
				Management System. Provisions for	
				the review of financial reporting	
				packages are also included in FDJJ	
				1810, Compliance With the Florida	
				Single Audit Act.	
			English 9. The Department did not	D	
			Finding 8: The Department did not, in some	Procedures have been established to	
			instances, adequately resolve prior audit	ensure utilization of the Departments	
			findings related to Florida Accounting	Employee Separation Notification	
			Information Resource Subsystem access	System. Revised FDJJ Policy	
			controls and cellular telephones	1407.03, Documentation of Financial	
			(appropriateness of the charges).	Transactions.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Period: 2008 - 2009

Budget Entity: Non-Residential Delinquency Rehabilitation **Phone Number:** (850) 921-5698

Duaget Entity.	Non-Residential	Delinquency Renabilitation	- Pnone Number:	(830) 921-3098	
(1)	(2)	(3)	(4)	(5)	(
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	IS! C(
2008-029	2007-2008		Finding 1: The Department did not retain documentation to support the July 2005 initial shared detention care cost calculation estimates utilized for billing the counties for the first five months of the 2005-06 fiscal year (the first fiscal year cost sharing was enacted). Without documentation the Department could not demonstrate that the amounts initially assessed the counties were determined in accordance with established methodology in the Department's rule.	Beginning with fiscal year 2007-2008, all documentation used to calculate the beginning cost estimates and billing amounts per county are maintained on file and made available on the Department's internet page at http://www.djj.state.fl.us/costsharing/index.html	
			Finding 2: The Department did not maintain a dispute log to track the receipt, action taken, and final resolution of each disputed county charge. Furthermore, the Department had not established benchmarks that addressed time frames for Department response to disputes. As a result, Department decisions relative to disputes were not timely. Also, Department correspondence did not provide detailed responses for each disputed case and identified some disputed issues that had not been resolved at the time of the Department's year-end reconciliation. The accuracy of the year-end reconciliation of differences between estimated cost and actual detention care cost is dependent on the Department's timely response to, and resolution of, county dispute issues and effects the Department's final county invoices for detention usage.	responses to the counties are detailed to provide an item by item response to each of the disputes submitted. With	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Period: 2008 - 2009

Budget Entity:	Non-Residential	Delinquency Rehabilitation	Phone Number:	(850) 921-5698	
(1)	(2)	(3)	(4)	(5)	(
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	IS!
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	C(
			Finding 3: Actual detention care cost used in the Department's 2005-06 fiscal year-end reconciliation did not agree (unexplained difference of \$132,273) with the expenditures for detention care shown by the Florida Accounting Information Resource Subsystem (FLAIR). In addition, the Department failed to timely reconcile differences between estimated and actual detention cost, contrary to Section 985.686(5), Florida Statutes, and, consequently, the counties were not timely invoiced or credited for detention usage. The untimely reconciliation also precluded the Department's timely adjustment of the General Revenue Fund special category established for fiscally constrained counties. Further, the Department did not ensure that financial records at June 30, 1996 accurately reported Shared County/State Juvenile Detention Trust Fund operations. Specifically, accounts payable totaling \$5,968,303, accounts receivable totaling \$3,678,313, and advances received totaling \$3,879,079 were not recorded. An estimated \$11 million deficit fund balance existed as of the end of the 2005-06 fiscal year for the Shared	The Department partially identified \$13,363 of the \$132,273. Despite efforts we have not been able to identify the remaining \$118,910. Financial records for the 2006-07 fiscal year correctly reflected the Department's accounts payables, receivables, and advance payments to and from the counties. Beginning in fiscal year 2007-08, all General Revenue funds appropriated for the detention costs of fiscally constrained counties are journal transferred to the Fund on a quarterly basis.	
			County/State Juvenile Detention Trust Fund. Finding 4: The Legislature should amend Section 985.686(6), Florida Statutes, to reference the Shared County/State Juvenile Detention Trust Fund instead of the Juvenile Justice Grants and Donations Trust Fund.	Senate Bill 2100 passed this 2008 legislative session and the name of the trust fund will be changed to reference the Shared County / State Juvenile Detention Trust Fund, effective July 1, 2008.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

(1)	(2)	(3)	(4)	(5)	(
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	IS
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	C(
			Finding 5: The Department failed to record	Finance and Accounting has	
			\$7,541,281 in accounts receivable in FLAIR for	developed a desk procedure to outline	
			cost-of-care fees at June 30, 2006. Additionally,		
			the Department did not retain Accounts	accurate year-end accounts receivable	
			Receivable Management System (ARMS) data	balances. The Department retains	
			to support the reported accounts receivable	ARMS data to support the recorded	
			fiscal year-end balance.	balances and maintains back up of the	
				data in two different electronic	
				formats in two different locations.	
			Finding 6: Deficiencies in Department records	The Department's Accounts	
			and actions relating to cost-of-care accounts	Receivable Management System	
			continue to exist and impact the billing,	(ARMS), while operational, still	
			collecting, and reporting of cost-of-care fees.	requires a substantial amount of	
				modifications and upgrading. It is	
				hoped that with the additional	
				resources dedicated to this project that	
				all pending upgrades and	
				modifications to the ARMS system	
				will be completed by October 2008.	
			Finding 7: The Department failed to timely	Finance and Accounting has	
			submit cost-of-care delinquent accounts to the	substantially reduced the number of	
			State collection agent and failed to submit	delinquent accounts by electronically	
			uncollectible cost-of-care accounts to the	submitting in excess of 60,000 accounts to the current state contract	
			Department of Financial Services for write-off		
			approval.	provider for collection services.	
				Finance and Accounting is currently	
				working with the Department of	
				Financial Services (DFS) and the General Revenue Cooperation (GRC)	
				to determine an appropriate process	
				for transmitting accounts for write-off	
				approval.	

Budget Period: 2008 - 2009

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Period: 2008 - 2009

Budget Entity: Non-Residential Delinquency Rehabilitation Phone Number: (850) 921-5698

(1)	(2)	(3)	(4)	(5)	1
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	IS!
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	C(
A-10-0708-004	2008-2009	Department of Juvenile Justice Residential Commitment Programs Behavior Management Systems	Finding 1: There was no sufficient level of guidance provided to residential commitment programs in designing, implementing, and administering effective behavior management systems.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 2: Behavior management systems in residential commitment programs were not implemented and administered properly.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 3: Residential commitment programs direct care staff were not adequately trained on implementing and administering the behavior management system.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 4: The behavior management systems in residential commitment programs were not adequately monitored at the state level and were not properly supervised at the program level.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 5: The point model utilized in the selected programs' behavior management systems did not effectively provide opportunities for positive reinforcement, recognition for accomplishments, and did not promote fairness.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	

Office of Policy and Budget - July 2008

LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice\Non-Residential Delinquency Rehabilitation

Agency Budget Officer / OPB Analyst Name: Vickie J. Harris/Theda Roberts

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 S	ervice (Budget I	Entity Cod	es)
	Action	80700300			
1. GEN	EDAI				
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y			
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)				
AUDITS	<u> </u>	Y		•	
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y			
1.4	Has security been set correctly? (CSDR, CSA)	Y			
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.				
2. EXH	IBIT 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 53 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 25)? Do they clearly describe the issue?	Y			
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y			
3. EXH	IBIT B (EADR, EXB)				
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A			

		Progran	n or Service (Budget Entit	y Code	es)
	Action	80700300				
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and					
	A04): Are all appropriation categories positive by budget entity at the FSI level?					
	Are all nonrecurring amounts less than requested amounts? (NACR, NAC -					
	Report should print "No Negative Appropriation Categories Found")					
		Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to					
	Column B02? (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 B02: Compares Current Year Estimated column to a					
	backup of A02. This audit is necessary to ensure that the historical detail records					
	have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the					
	sub-title "Grants and Aids". For advance payment authority to local units of					
	government, the Aid to Local Government appropriation category (05XXXX)					
	should be used. For advance payment authority to non-profit organizations or					
	other units of state government, the Special Categories appropriation category					
	(10XXXX) should be used.					
4. EXHI	BIT 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 56 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. EXHI	BIT 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 G07? (EXBR, EXBB - Negative differences need to be					
	corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does					
	Column A01 equal Column G08? (EXBR, EXBD - Differences need to be					
	corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01					
	to correct the object amounts. In addition, the fund totals must be adjusted to					
	reflect the adjustment made to the object data.					

			Program	or Service (Budget Entit	y Code	es)
		Action	80700300				
	TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
	TIP	Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget.					
	TIP	Amounts should be positive. If G08 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 G08 was created.					
6.		BIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.		1			
	6.1	Are issues appropriately aligned with appropriation categories?	Y				
	TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7.		BIT D-3A (EADR, ED3A)					
	7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	Y				
	7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	Y				
	7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 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, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).	N/A				
	7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
	7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
	7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
	7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				

		Progran	or Service	(Budget Ent	ity Cod	es)
	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 #09-002? 1 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should not be deleted. (PLRR, PLMO) 2 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? 3 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? 4 Do the issues relating to salary and benefits have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.) 5 Do the issues relating to Information Technology (IT) have a "C" in the sixth position of the issue code (36XXCX) and are the correct issue codes used (361XXC0, 362XXC0 or 363XXC0)? A ret the issues relating to major audit findings and recommendations properly coded (4A0XXX0, 4B0XXX0)? A ret the issues relating to major audit findings and recommendations properly coded (4A0XXX0, 4B0XXXX0)? 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. 2 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 61 through 64 of the LBR Instructions.					
7.10	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					
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should not be deleted. (PLRR,					
7.12	when requesting additional positions?	N/A				
7.13	as required for lump sum distributions?				_	
7.14	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other					
7.16	position of the issue code (36XXXCX) and are the correct issue codes used	N/A				
7.17	• • • • • • • • • • • • • • • • • • • •	N/A				
AUDIT:					T	
7.18	•	Y				
TIP	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					
TIP	issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted.					
TIP	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					

		Program	or Service (Budget Entit	y Code	es)
	Action	80700300				
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 2008-09 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. SCHE	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R	, SC1D - I	Departmen	t Level)		
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
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)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section</i> 215.32(2)(b), <i>Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				

		Progran	n or Service (Budget E	ntity Cod	es)
	Action	80700300			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A			<u> </u>
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	N/A			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A			
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A			
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A			
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A			<u> </u>
AUDITS:			ı		
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A			

		Program	n or Service (Budget Entit	ty Code	es)
	Action	80700300				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1					
	Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A -					
	Report should print "No Discrepancies Exist For This Report")	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does					
	Line A of the Schedule I equal the CFO amount? If not, the agency must correct					
	Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is					
	very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 119 of the					
	LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
	totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative					
	number. Any negative numbers must be fully justified.					
	CDULE 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 150 of the	27/4				
	LBR Instructions.)	N/A				
	EDULE III (PSCR, SC3)				1	
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR	37/4				
10.5	Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page					
	89 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. SCH	EDULE IV (EADR, SC4)	- ,,				
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear			<u>I</u> .		
	in the Schedule IV.					
12. SCH	EDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate?		Y-Dep	artment		
13. SCH	EDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					

		Program	or Service (Budget Entit	v Cod	les)
	Action Action					
		00700300		Į.		
14. SCH	EDULE VIIIB-2 (EADR, S8B2)	N/J De	epartment -	- The Depa	artme	ent
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the	meets th	ne 10% red	luction req	uiren	nent
	LBR Instructions regarding a 10% reduction in recurring General Revenue and	for Ge	neral Reve	enue but no	ot Tru	ıst
	Trust Funds?		Fu	nd.		
15. SCH	EDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed in	instructio	ns)			
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are					
	required to generate this spreadsheet via the LAS/PBS Web. (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-Dep	artment		
15.2						
		Y				
15.3						
	· · · · · · · · · · · · · · · · · · ·					
	5)? (Audit #1 should print "No Activities Found")		V Dan			
15.4	D 4 F' 10 '(10 4 (E00) (('11 (' '((AOTE010) 1 (('		т-рер	artment		
15.4						
			V Don	out mont		
15.5			т-рер	artment		
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	need to be added for that activity and the Schedule XI submitted again.)					
			Y-Dep	artment		
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for					
	Agency) equal? (Audit #4 should print "No Discrepancies Found")					
		N/LD	4 4	TT1		
		N/J Dep			panc	y 1s
TELD	TOO of T 10 of THI HINGS IN 1 1 1 of THI		aue to r	ounding		
TIP						
	•					
		1		1		
16.1		3 .7				
		Y				1
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	v				
16.2	Are according to a short (Cabadula V) and at the according to	1			<u> </u>	_
16.3			V Dor	artmont		
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		Progran	n or Service (Budget Entit	y Code	es)
	Action	80700300				
AUDITS	- GENERAL INFORMATION					
TIP	Review Section 6: Audits of the LBR Instructions for a list of audits and their					
	descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors					
	are due to an agency reorganization to justify the audit error.					
17. CAP	ITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?					
		N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP					
	Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08					
	and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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	1				
	Local Governments and Non-Profit Organizations - Fixed Capital Outlay major	1				
	appropriation category (140XXX) and include the sub-title "Grants and Aids".					
	These appropriations utilize a CIP-B form as justification.	1				
	II I	I				

DEPARTMENT OF JUVENILE JUSTICE

OFFICE OF THE SECRETARY/ ASSISTANT SECRETARY FOR ADMINISTRATIVE SERVICES EXECUTIVE DIRECTION/SUPPORT SERVICES

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Executive Direction/Support Services **Phone Number:** (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
2008-024	2007-2008	Selected Administrative Activities and Follow- Up on Prior Audit Findings	maintain documentation justifying the procurement methods used.	In December 2007, the Department developed a Procurement Justification form and contracts checklist, which are now required for all new contracts. The Bureau of Contracts conducted a 100% review of all procurements conducted after January 01, 2007. MyFloridaMarketPlace fee language is included in the standard contract document.	
			involved in the provider selection and evaluation	Verification of completed Conflict of Interest forms is included on the checklist completed for each contract file.	
			procedures, instruments, and efforts were not always documented or maintained in contract files.	Developed an Interagency Contract/Grant Improvement Workgroup. Program monitoring tools, risk assessments, and the Departments standard contract have all been revised.	
			some procurements.	Implemented management review procedures for certain daily transactions. FDJJ Policy 1407.03, Documentation of Financial Transactions, has been revised to include service type expenditure requirements.	

Budget Period: 2008 - 2009

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Executive Direction/Support Services Phone Number: (850) 921-5698

Budget Entity. Executive Direction/Support Services		ion/support services	1 Hone (630) 921-3098		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			Finding 5: The Department did not have the necessary tools in place to allow Department decision makers ready access to accurate and reliable procurement data required for sound contract management.	The Bureau of Contracts, in conjunction with Management Information Systems (MIS), is in the process of developing a web-based Contract Management System.	
			Finding 6: The Department did not always comply with Florida Single Audit Act requirements.	FDJJ Policy 1810, Compliance With the Florida Single Audit Act, was implemented in February 2008. Program Office policies and procedures have also been revised to provide better direction for compliance with the Florida Single Audit Act.	
			Finding 7: The Department did not have uniform procedures for tracking and reviewing Financial Reporting Packages.	A Florida Single Audit Act tracking system is under development as a module within the web-based Contract Management System. Provisions for the review of financial reporting packages are also included in FDJJ 1810, Compliance With the Florida Single Audit Act.	
			Finding 8: The Department did not, in some instances, adequately resolve prior audit findings related to Florida Accounting Information Resource Subsystem access controls and cellular telephones (appropriateness of the charges).	Procedures have been established to ensure utilization of the Departments Employee Separation Notification System. Revised FDJJ Policy 1407.03, Documentation of Financial Transactions.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity	Executive Direction	ction/Support Services	Phone Number:	(850) 921-5698	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2008-029	2007-2008	Juvenile Justice Detention Care Cost Sharing and Cost-of- Care Fees Including Follow-Up on Prior Audit Finding	Finding 1: The Department did not retain documentation to support the July 2005 initial shared detention care cost calculation estimates utilized for billing the counties for the first five months of the 2005-06 fiscal year (the first fiscal year cost sharing was enacted). Without documentation the Department could not demonstrate that the amounts initially assessed the counties were determined in accordance with established methodology in the Department's rule.	Beginning with fiscal year 2007-2008, all documentation used to calculate the beginning cost estimates and billing amounts per county are maintained on file and made available on the Department's internet page at http://www.djj.state.fl.us/costsharing/index.html	CODI
			dispute log to track the receipt, action taken, and final resolution of each disputed county charge. Furthermore, the Department had not established benchmarks that addressed time frames for Department response to disputes. As a result, Department decisions relative to disputes were not timely. Also, Department correspondence did not provide detailed responses for each disputed case and identified	All county disputes are now tracked by the Office of Administration and responses to the counties are detailed to provide an item by item response to each of the disputes submitted. With the implementation of the monthly billing system in July 2009, all disputes by a county and responses by the Department will be automated and the planned benchmark for Department response time is 10 calendar days.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Executive Direction/Support Services Phone Number: (850) 921-5698

Budget Entity: Executive Direction/Support Services		n/Support Services	Phone Number: (850) 921-5698			
(1)	(2)	(3)	(4)	(5)	(6)	
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE	
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE	
			Finding 3: Actual detention care cost used in	The Department partially identified		
			the Department's 2005-06 fiscal year-end	\$13,363 of the \$132,273. Despite		
			reconciliation did not agree (unexplained	efforts we have not been able to		
			difference of \$132,273) with the expenditures	identify the remaining \$118,910.		
			for detention care shown by the Florida	Financial records for the 2006-07		
			Accounting Information Resource Subsystem	fiscal year correctly reflected the		
			(FLAIR). In addition, the Department failed to	Department's accounts payables,		
			timely reconcile differences between estimated	receivables, and advance payments to		
			and actual detention cost, contrary to Section	and from the counties. Beginning in		
			985.686(5), Florida Statutes, and, consequently,	fiscal year 2007-08, all General		
			the counties were not timely invoiced or	Revenue funds appropriated for the		
			credited for detention usage. The untimely	detention costs of fiscally constrained		
			reconciliation also precluded the Department's	counties are journal transferred to the		
			timely adjustment of the General Revenue Fund	Fund on a quarterly basis.		
			special category established for			
			fiscally constrained counties. Further, the			
			Department did not ensure that financial records			
			at June 30, 1996 accurately reported Shared			
			County/State Juvenile Detention Trust Fund			
			operations. Specifically, accounts payable			
			totaling \$5,968,303, accounts receivable totaling			
			\$3,678,313, and advances received totaling			
			\$3,879,079 were not recorded. An estimated			
			\$11 million deficit fund balance existed as of			
			the end of the 2005-06 fiscal year for the Shared			
			County/State Juvenile Detention Trust Fund.			
			-			
			Finding 4: The Legislature should amend	Senate Bill 2100 passed this 2008		
			Section 985.686(6), Florida Statutes, to	legislative session and the name of the		
			reference the Shared County/State Juvenile	trust fund will be changed to reference		
			Detention Trust Fund instead of the Juvenile	the Shared County / State Juvenile		
			Justice Grants and Donations Trust Fund.	Detention Trust Fund, effective July 1,		
			1	2008.		

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

iaget Entity:	Executive Direction	on/Support Services	Phone Number: (850) 921-5698		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			\$7,541,281 in accounts receivable in FLAIR for cost-of-care fees at June 30, 2006. Additionally, the Department did not retain Accounts Receivable Management System (ARMS) data to support the reported accounts receivable fiscal year-end balance.		
			and actions relating to cost-of-care accounts continue to exist and impact the billing, collecting, and reporting of cost-of-care fees.	The Department's Accounts Receivable Management System (ARMS), while operational, still requires a substantial amount of modifications and upgrading. It is hoped that with the additional resources dedicated to this project that all pending upgrades and modifications to the ARMS system will be completed by October 2008.	
			uncollectible cost-of-care accounts to the Department of Financial Services for write-off approval.	Finance and Accounting has substantially reduced the number of delinquent accounts by electronically submitting in excess of 60,000 accounts to the current state contract provider for collection services. Finance and Accounting is currently working with the Department of Financial Services (DFS) and the General Revenue Cooperation (GRC) to determine an appropriate process for transmitting accounts for write-off approval.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Executive Direction/Support Services **Phone Number:** (850) 921-5698

(1) REPORT	(2) PERIOD	(3)	(4) SUMMARY OF	(5) SUMMARY OF	(6) ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
A-10-0708-004	2008-2009	Department of Juvenile Justice Residential Commitment Programs Behavior Management Systems	Finding 1: There was no sufficient level of guidance provided to residential commitment	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			residential commitment programs were not implemented and administered properly.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			implementing and administering the behavior	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 4: The behavior management systems in residential commitment programs were not adequately monitored at the state level and were not properly supervised at the program level.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			selected programs' behavior management systems did not effectively provide	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	

Budget Period: 2008 - 2009

Office of Policy and Budget - July 2008

LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Executive Direction and Support Services

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Theda Roberts

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.

(uaumoni	at sneets can be used as necessary), and 11F3 are other areas to consider.	Program or Service (Budget Entity Co			Codes)	
	Action	80750100				
1. GEN	EDAI					
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)					
	TRANSPER CONTROL for Dist LAT status only: (CSDI)	Y				
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				
AUDITS				ı	1	
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4	Has security been set correctly? (CSDR, CSA)	Y				
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					
2. EXH	IBIT 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 53 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 25)? Do they clearly describe the issue?	Y				
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y				
	IBIT B (EADR, EXB)					-
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A				

		Progra	am or Serv	vice (Budg	et Entity (Codes)
	Action	80750100				
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (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 B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHII	BIT 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 56 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. EXHII	BIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:				Ī		
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 G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data					

		Progra	am or Serv	vice (Budg	et Entity C	Codes)
	Action	80750100				
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
111	agency must adjust Column A01.					
TIP	Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and					
	carry/certifications forward in A01 are less than FY 2007-08 approved budget.					
	Amounts should be positive.					
TIP	If G08 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 G08					
	was created.					
6. EXHI	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only	y.)				
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed					
	for this particular appropriation category/issue sort. Exhibit D-3 is also a useful					
	report when identifying negative appropriation category problems.					
	IBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15					
	through 29 of the LBR Instructions).	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the					
	explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional	1				
7.3	narrative requirements described on pages 63 and 64 of the LBR Instructions?					
	harrative requirements described on pages of and 64 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,					
	Operating Capital Outlay (OCO), and Human Resource Services Assessments					
	package? Is the nonrecurring portion in the nonrecurring column? (See pages E-					
	4 and E-5 of the LBR Instructions).	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are					
	the amounts proportionate to the Salaries and Benefits request? Note: Salary					
	rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits					
	amounts entered into the Other Salary Amounts transactions (OADA/C)?					
	Amounts entered into OAD are reflected in the Position Detail of Salaries and					
	Benefits section of the Exhibit D-3A.	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,	27/4				
7 ^	where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				

		Progra	m or Service	(Budget Entity	(Codes)
	Action	80750100			
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 #09-002?	Y			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	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? Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	Y N/A			
7.16	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 or 363XXC0)?	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
AUDIT:					
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 61 through 64 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.				

		Progr	am or Ser	vice (Budg	get Entity (Codes)
	Action	80750100				
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 2008-09 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.					
	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1	R, SC1D	- Depar	tment Le	vel)	
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 been completed in LAS/PBS for each operating trust fund?	N/A				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
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)?	N/A				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section</i> 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, 000799, 001510 and 001599)?	N/A				
8.10	Are the statutory authority references correct?	N/A				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				

		Program or S	Service (Budg	get Entity C	odes)
	Action	80750100			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A			
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?	N/A			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A			
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A			
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A			
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	N/A			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A			
AUDITS					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A			

		Program or Service (Budget Enti			et Entity	Codes)
	Action	80750100				
0.20						
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1					
	Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A -					
	Report should print "No Discrepancies Exist For This Report")	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and					
	does Line A of the Schedule I equal the CFO amount? If not, the agency must					
	correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It					
	is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 119 of the					
	LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
	totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative					
	number. Any negative numbers must be fully justified.					
9. SCHE	CDULE 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 Base Rate Audit on page 150 of the					
	LBR Instructions.)	N/A				
10. SCH	EDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR					
	Instructions.)	Y				
10.2	Are amounts in Other Salary Amount appropriate and fully justified? (See page					
	89 of the LBR Instructions for appropriate use of the OAD transaction.) Use					
	OADI or OADR to identify agency other salary amounts requested.	**				
		Y				
	EDULE IV (EADR, SC4)		1			
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not					
	appear in the Schedule IV.					
	EDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate?		Y -	Departn	nent	
13. SCH	EDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal					

		Program or Service (Budget Entit			et Entity (Codes)
	Action	80750100				
14. SCH	IEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	Department - The Department meets the 10% reduction requirement for General N/J Revenue but not Trust Fund				1
15. SCH	IEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed	l instru	ctions)			
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (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.)			Departn	nent	
AUDITS	INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.3	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 -	Departn	nent	
15.4	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 -	Departn	nent	
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which should appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)		Y -	Departn	nent	
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/J		nent - Th o roundi		pancy
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MA	NUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?		Y -	Departn	nent	

		Program or Service (Budget Entity Codes				
	Action	80750100				
AUDITS	- GENERAL INFORMATION					
TIP	Review Section 6: Audits of the LBR Instructions for a list of audits and their					
	descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors					
	are due to an agency reorganization to justify the audit error.					
17. CAP	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP					
	Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP					
	Instructions)?	N/A			<u> </u>	
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07,					
	A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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.					
		4				

DEPARTMENT OF JUVENILE JUSTICE

OFFICE OF THE SECRETARY/ ASSISTANT SECRETARY FOR ADMINISTRATIVE SERVICES INFORMATION TECHNOLOGY

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Information Technology **Phone Number:** (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
2008-024	2007-2008		Finding 1: The Department did not always maintain documentation justifying the procurement methods used.	In December 2007, the Department developed a Procurement Justification form and contracts checklist, which are now required for all new contracts. The Bureau of Contracts conducted a 100% review of all procurements conducted after January 01, 2007. MyFloridaMarketPlace fee language is included in the standard contract document.	CODE
				file.	
			always documented or maintained in contract files.	Developed an Interagency Contract/Grant Improvement Workgroup. Program monitoring tools, risk assessments, and the Departments standard contract have all been revised.	
				Implemented management review procedures for certain daily transactions. FDJJ Policy 1407.03, Documentation of Financial Transactions, has been revised to include service type expenditure requirements.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Information Technology Phone Number: (850) 921-5698

Dudget Entity.	IIIIOIIIIatioii Teci	mology	1 Holle 14thilber (630) 921-3098		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			Finding 5: The Department did not have the necessary tools in place to allow Department decision makers ready access to accurate and reliable procurement data required for sound contract management.	The Bureau of Contracts, in conjunction with Management Information Systems (MIS), is in the process of developing a web-based Contract Management System.	
			Finding 6: The Department did not always comply with Florida Single Audit Act requirements.	FDJJ Policy 1810, Compliance With the Florida Single Audit Act, was implemented in February 2008. Program Office policies and procedures have also been revised to provide better direction for compliance with the Florida Single Audit Act.	
			Finding 7: The Department did not have uniform procedures for tracking and reviewing Financial Reporting Packages.	A Florida Single Audit Act tracking system is under development as a module within the web-based Contract Management System. Provisions for the review of financial reporting packages are also included in FDJJ 1810, Compliance With the Florida Single Audit Act.	
			Finding 8: The Department did not, in some instances, adequately resolve prior audit findings related to Florida Accounting Information Resource Subsystem access controls and cellular telephones (appropriateness of the charges).	Procedures have been established to ensure utilization of the Departments Employee Separation Notification System. Revised FDJJ Policy 1407.03, Documentation of Financial Transactions.	

Department: <u>Juvenile Justice</u> Chief Internal Auditor: <u>Michael Yu, CIA</u>

Budget Entity: Information Technology		Phone Number:	Phone Number: (850) 921-5698				
(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE		
2008-029	2007-2008	Juvenile Justice Detention Care Cost Sharing and Cost-of- Care Fees Including Follow-Up on Prior Audit Finding	Finding 1: The Department did not retain documentation to support the July 2005 initial shared detention care cost calculation estimates	Beginning with fiscal year 2007-2008, all documentation used to calculate the beginning cost estimates and billing amounts per county are maintained on file and made available on the Department's internet page at http://www.djj.state.fl.us/costsharing/index.html	3322		
			Furthermore, the Department had not established benchmarks that addressed time frames for Department response to disputes. As a result, Department decisions relative to disputes were not timely. Also, Department correspondence did not provide detailed	responses to the counties are detailed to provide an item by item response to each of the disputes submitted. With the implementation of the monthly billing system in July 2009, all disputes by a county and responses by the Department will be automated and the planned benchmark for			

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS **Budget Period: 2008 - 2009 Department: Juvenile Justice** Chief Internal Auditor: Michael Yu, CIA **Budget Entity:** Information Technology **Phone Number:** (850) 921-5698 **(2) (3) (4) (5) (6) (1)** REPORT PERIOD SUMMARY OF SUMMARY OF **ISSUE** CORRECTIVE ACTION TAKEN NUMBER **ENDING** UNIT/AREA FINDINGS AND RECOMMENDATIONS CODE **Finding 3:** Actual detention care cost used in The Department partially identified the Department's 2005-06 fiscal year-end \$13,363 of the \$132,273. Despite reconciliation did not agree (unexplained efforts we have not been able to difference of \$132,273) with the expenditures identify the remaining \$118,910. for detention care shown by the Florida Financial records for the 2006-07 Accounting Information Resource Subsystem fiscal year correctly reflected the (FLAIR). In addition, the Department failed to Department's accounts payables, timely reconcile differences between estimated receivables, and advance payments to and from the counties. Beginning in and actual detention cost, contrary to Section fiscal year 2007-08, all General 985.686(5), Florida Statutes, and, consequently, the counties were not timely invoiced or Revenue funds appropriated for the credited for detention usage. The untimely detention costs of fiscally constrained reconciliation also precluded the Department's counties are journal transferred to the timely adjustment of the General Revenue Fund Fund on a quarterly basis. special category established for fiscally constrained counties. Further, the Department did not ensure that financial records at June 30, 1996 accurately reported Shared County/State Juvenile Detention Trust Fund operations. Specifically, accounts payable totaling \$5,968,303, accounts receivable totaling \$3,678,313, and advances received totaling \$3,879,079 were not recorded. An estimated \$11 million deficit fund balance existed as of the end of the 2005-06 fiscal year for the Shared County/State Juvenile Detention Trust Fund. Finding 4: The Legislature should amend Senate Bill 2100 passed this 2008 Section 985.686(6), Florida Statutes, to legislative session and the name of the reference the Shared County/State Juvenile trust fund will be changed to reference Detention Trust Fund instead of the Juvenile the Shared County / State Juvenile Justice Grants and Donations Trust Fund. Detention Trust Fund, effective July 1

2008.

Chief Internal Auditor: Michael Yu, CIA **Department:** Juvenile Justice

Budget Entity:	Information Tecl	hnology	Phone Number:	(850) 921-5698	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			Finding 5: The Department failed to record	Finance and Accounting has developed a desk procedure to outline	
			Finding 6: Deficiencies in Department records and actions relating to cost-of-care accounts continue to exist and impact the billing, collecting, and reporting of cost-of-care fees.	The Department's Accounts Receivable Management System (ARMS), while operational, still requires a substantial amount of modifications and upgrading. It is hoped that with the additional resources dedicated to this project that all pending upgrades and modifications to the ARMS system will be completed by October 2008.	
			Finding 7: The Department failed to timely submit cost-of-care delinquent accounts to the State collection agent and failed to submit uncollectible cost-of-care accounts to the Department of Financial Services for write-off approval.	Finance and Accounting has substantially reduced the number of delinquent accounts by electronically submitting in excess of 60,000 accounts to the current state contract provider for collection services. Finance and Accounting is currently working with the Department of Financial Services (DFS) and the General Revenue Cooperation (GRC) to determine an appropriate process for transmitting accounts for write-off approval.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Information Technology Phone Number: (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-10-0708-004	2008-2009	Department of Juvenile Justice Residential Commitment Programs Behavior Management Systems	Finding 1: There was no sufficient level of guidance provided to residential commitment programs in designing, implementing, and administering effective behavior management systems.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			residential commitment programs were not implemented and administered properly.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 3: Residential commitment programs direct care staff were not adequately trained on implementing and administering the behavior management system.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
				Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			systems did not effectively provide	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	

Budget Period: 2008 - 2009

Office of Policy and Budget - July 2008

LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Information Technology

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Theda Roberts

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.

(ааашоп	al sheets can be used as necessary), and "TIPS" are other areas to consider.	Program or S	ervice (Budget E	ntity Codes)
	Action	80750200		
1. GEN	ERAL			
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to			
	TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y		
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y		
AUDITS	S:			
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y		
1.4	Has security been set correctly? (CSDR, CSA)	Y		
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			
2. EXH	IBIT 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 53 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 25)? Do they clearly describe the issue?	Y		
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y		
3. EXH	IBIT B (EADR, EXB)			
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A		

		Progr	am or Serv	vice (Budg	get Entity (Codes)
	Action	80750200				
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (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 B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHI	BIT 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 56 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. EXHI	BIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:			ı	ı		
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 G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					

TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01. TIP Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive. TIP If G08 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 disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement at FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column G08 was created. 6. EXHBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) 6.1 Are issues appropriately aligned with appropriation categories? 7. EXHBIT D-3 (ED3R, ED3A) 7. Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.) 7. EXHBIT D-3 (ED3R, ED3A) 7. 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. Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions). 7. 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 amnualized. 7. Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into 0AD are reflected in the			Progra	ım or Ser	vice (Budg	et Entity (Codes)
agency must adjust Colum A01. TIP Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and cary/certifications forward in A01 are less than FV 2007-08 approved budget. Amounts should be positive. TIP If G08 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 G08 was created. 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) 6.1 Are issues appropriately aligned with appropriation categories? 7. EXHIBIT D-3 (EADR, ED3A) 7.1 Are the issue different and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions). 7. Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRP? (See page 62 of the LBR Instructions.) 7. Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 63 and 64 of the LBR Instructions? 7. 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. Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions). 7. Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring portion in the nonrecurring portion in the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions). 7. Does the issue narrative thoroughly explain/justify all Salaries an		Action	80750200				
TIP Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive. TIP If G08 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 G08 was created. 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) 6.1 Are issues appropriately aligned with appropriation categories? TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/sisue sort, Exhibit D-3 is also a useful report when identifying negative appropriation category problems. 7. EXHIBIT D-3A (EADR, ED3A) 7.1 Are the issue interactive adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.) 7. Does the inarrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 62 of the LBR Instructions.) 7. 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. Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions). 7. Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits amounts entered into OAD a	TIP						
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7.9 Does the issue narrative reference the specific county(ies) where applicable?	7.8						
			N/A		<u> </u>		
	7.9	Does the issue narrative reference the specific county(ies) where applicable?	NT/A				

		Progra	am or Ser	vice (Budg	get Entity (Codes)
	Action	80750200				
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 #09-002?	N/A				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues	N/A				
	as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments? Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	Y N/A				
7.16	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 or 363XXC0)?	Y				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
AUDIT:		•				
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 61 through 64 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.					

			Progra	ım or Ser	vice (Budg	get Entity	Codes)
		Action	80750200				
	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 2008-09 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.	SCHE	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1	R, SC1D	- Depar	tment Le	vel)	
	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 been completed in LAS/PBS for each operating trust fund?	N/A				
	8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
	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)?	N/A				
	8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
	8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
	8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section</i> 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, 000799, 001510 and 001599)?	N/A				
	8.10	Are the statutory authority references correct?	N/A				
	8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A				
	8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				

		Program o	r Service (Budg	get Entity Co	odes)
	Action	80750200			·
0.10					
8.13	If there is no Consensus Estimating Conference forecast available, do the				
	revenue estimates appear to be reasonable?	N/A			
8.14	Are the federal funds revenues reported in Section I broken out by individual				
	grant? Are the correct CFDA codes used?	N/A			
8.15	Are anticipated grants included and based on the state fiscal year (rather than				
	federal fiscal year)?	N/A			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-				
	3A?	N/A			
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?	N/A			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification				
	provided for exemption? Are the additional narrative requirements provided?				
		N/A			
8.20	Are appropriate service charge nonoperating amounts included in Section II?				
		N/A			
8.21	Are nonoperating expenditures to other budget entities/departments cross-				
0.21	referenced accurately?	N/A			
8.22	Do transfers balance between funds (within the agency as well as between	1,112			
0.22	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling				
	\$100,000 or more.)	N/A			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded	14/11			
6.23	in Section III?				
		N/A			
8.24	Are prior year September operating reversions appropriately shown in column				
	A01?	N/A			
8.25	Are current year September operating reversions appropriately shown in column				
0.20	A02?	N/A			
0.26		N/A			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust				
	fund as defined by the LBR Instructions, and is it reconciled to the agency				
	accounting records?	N/A			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year				
	accounting data as reflected in the agency accounting records, and is it provided				
	in sufficient detail for analysis?	N/A			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A			
AUDITS					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to				
-	eliminate the deficit).				
		N/A			

		Progra	am or Ser	vice (Budg	et Entity (Codes)
	Action	80750200				
0.20				1		
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1					
	Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A -					
	Report should print "No Discrepancies Exist For This Report")	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and					
	does Line A of the Schedule I equal the CFO amount? If not, the agency must					
	correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It					
	is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 119 of the					
	LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
	totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative					
	number. Any negative numbers must be fully justified.					
9. SCHE	CDULE 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 Base Rate Audit on page 150 of the					
	LBR Instructions.)	N/A				
10. SCH	EDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR					
	Instructions.)	Y				
10.2	Are amounts in Other Salary Amount appropriate and fully justified? (See page					
	89 of the LBR Instructions for appropriate use of the OAD transaction.) Use					
	OADI or OADR to identify agency other salary amounts requested.	37/1				
		N/A				
	EDULE IV (EADR, SC4)				1	1
11.1	Are the correct Information Technology (IT) issue codes used?	Y				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not					
	appear in the Schedule IV.					
	EDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate?		Y -	Departn	nent	
13. SCH	EDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LBR submittal.					

		Program or Service (Budget Entity				Codes)
	Action	80750200				<u> </u>
14. SCH	IEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of		1 -	nent - Th	-	
	the LBR Instructions regarding a 10% reduction in recurring General Revenue			he 10% r		
	and Trust Funds?		_	ment for		
		N/J	Revenu	e but not	t Trust F	'und.
15. SCH	IEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed	l instruc	ctions)			
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are					
	required to generate this spreadsheet via the LAS/PBS Web. (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.)		***	ъ .		
	A NOVA VIDED AN EVER A CAVEDAN E VI DEDODE		<u>Y -</u>	Departn	nent	
	S INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile	37				
15.0	to Column A01? (GENR, ACT1)	Y	<u></u>		<u> </u>	
15.3	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")		Υ -	Departn	nent	
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain			Departin	·····	
13.4	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No					
	Operating Categories Found")		Y -	Departn	nent	
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities			Bepartin		
13.3	which should appear in Section II? (Note: Audit #3 will identify those activities					
	that do NOT have a Record Type '5' and have not been identified as a 'Pass					
	Through' activity. These activities will be displayed in Section III with the					
	'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify					
	if these activities should be displayed in Section III. If not, an output standard					
	would need to be added for that activity and the Schedule XI submitted again.)					
	would need to be udded for that activity and the benedule 21 submitted again.)		Υ -	Departn	nent	
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for			nent - Th		nancy
15.0	Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/J	-	o roundii		r ·····
TIP	If Section I and Section III have a small difference, it may be due to rounding				<u> </u>	
	and therefore will be acceptable.					
16. MAI	NUALLY PREPARED EXHIBITS & SCHEDULES	-				
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147)			<u> </u>		
10.1	of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?					
10.2	appropriation entegory to an a comparation to Difficit D, where appreciate.	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate					
	level of detail?	1	Y -	Departn	nent	

		Progra	am or Serv	vice (Budg	et Entity (Codes)
	Action	80750200				
AUDITS	- GENERAL INFORMATION					
TIP	Review Section 6: Audits of the LBR Instructions for a list of audits and their					
	descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors					
	are due to an agency reorganization to justify the audit error.					
17. CAP	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP					
	Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP					
	Instructions)?	N/A	l		l	
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07,					
	A08 and A09)?	N/A	l		l	
17.5	Are the appropriate counties identified in the narrative?	N/A				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to					
	Local Governments and Non-Profit Organizations must use the Grants and Aids					
	to Local Governments and Non-Profit Organizations - Fixed Capital Outlay					
	major appropriation category (140XXX) and include the sub-title "Grants and					
	Aids". These appropriations utilize a CIP-B form as justification.					

DEPARTMENT OF JUVENILE JUSTICE

RESIDENTIAL CORRECTIONS PROGRAM NON-SECURE RESIDENTIAL COMMITMENT

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Non-Secure Residential Commitment **Phone Number:** (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
2008-024	2007-2008	Selected Administrative Activities and Follow- Up on Prior Audit Findings	procurement methods used.	In December 2007, the Department developed a Procurement Justification form and contracts checklist, which are now required for all new contracts. The Bureau of Contracts conducted a 100% review of all procurements conducted after January 01, 2007. MyFloridaMarketPlace fee language is included in the standard contract document.	
			Finding 2: The Department contract files did not always contain the names of individuals involved in the provider selection and evaluation process.	Verification of completed Conflict of Interest forms is included on the checklist completed for each contract file.	
			always documented or maintained in contract files.	Developed an Interagency Contract/Grant Improvement Workgroup. Program monitoring tools, risk assessments, and the Departments standard contract have all been revised.	
				Implemented management review procedures for certain daily transactions. FDJJ Policy 1407.03, Documentation of Financial Transactions, has been revised to include service type expenditure requirements.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity:	Non-Secure Resid	lential Commitment	Phone Number: (850) 921-5698		
(1) REPORT	(2) PERIOD	(3)	(4) SUMMARY OF	(5) SUMMARY OF	(6) ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			Finding 5: The Department did not have the necessary tools in place to allow Department decision makers ready access to accurate and reliable procurement data required for sound contract management.	The Bureau of Contracts, in conjunction with Management Information Systems (MIS), is in the process of developing a web-based Contract Management System.	
			Finding 6: The Department did not always comply with Florida Single Audit Act requirements.	FDJJ Policy 1810, Compliance With the Florida Single Audit Act, was implemented in February 2008. Program Office policies and procedures have also been revised to provide better direction for compliance with the Florida Single Audit Act.	
			Finding 7: The Department did not have uniform procedures for tracking and reviewing Financial Reporting Packages.	A Florida Single Audit Act tracking system is under development as a module within the web-based Contract Management System. Provisions for the review of financial reporting packages are also included in FDJJ 1810, Compliance With the Florida Single Audit Act.	
			Finding 8: The Department did not, in some instances, adequately resolve prior audit findings related to Florida Accounting Information Resource Subsystem access controls and cellular telephones (appropriateness of the charges).	Procedures have been established to ensure utilization of the Departments Employee Separation Notification System. Revised FDJJ Policy 1407.03, Documentation of Financial Transactions.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity	: Non-Secure Res	sidential Commitment	Phone Number:	(850) 921-5698	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
0008-029	2007-2008	Juvenile Justice Detention Care Cost Sharing and Cost-of- Care Fees Including Follow-Up on Prior Audit Finding	documentation to support the July 2005 initial shared detention care cost calculation estimates utilized for billing the counties for the first five months of the 2005-06 fiscal year (the first fiscal year cost sharing was enacted). Without documentation the Department could not	Beginning with fiscal year 2007-2008, all documentation used to calculate the beginning cost estimates and billing amounts per county are maintained on file and made available on the Department's internet page at http://www.djj.state.fl.us/costsharing/index.html	
			dispute log to track the receipt, action taken, and final resolution of each disputed county charge. Furthermore, the Department had not established benchmarks that addressed time frames for Department response to disputes. As a result, Department decisions relative to disputes were not timely. Also, Department correspondence did not provide detailed responses for each disputed case and identified some disputed issues that had not been resolved at the time of the Department's year-end reconciliation. The accuracy of the year-end reconciliation of differences between estimated cost and actual detention care cost is dependent on the Department's timely response	responses to the counties are detailed to provide an item by item response to each of the disputes submitted. With the implementation of the monthly billing system in July 2009, all disputes by a county and responses by the Department will be automated and the planned benchmark for	
			to, and resolution of, county dispute issues and effects the Department's final county invoices for detention usage.		

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS **Budget Period: 2008 - 2009 Department: Juvenile Justice** Chief Internal Auditor: Michael Yu, CIA **Budget Entity:** Non-Secure Residential Commitment **Phone Number:** (850) 921-5698 **(2) (3) (4) (5) (6) (1)** REPORT PERIOD SUMMARY OF SUMMARY OF **ISSUE** CORRECTIVE ACTION TAKEN NUMBER **ENDING** UNIT/AREA FINDINGS AND RECOMMENDATIONS CODE **Finding 3:** Actual detention care cost used in The Department partially identified the Department's 2005-06 fiscal year-end \$13,363 of the \$132,273. Despite reconciliation did not agree (unexplained efforts we have not been able to difference of \$132,273) with the expenditures identify the remaining \$118,910. for detention care shown by the Florida Financial records for the 2006-07 Accounting Information Resource Subsystem fiscal year correctly reflected the (FLAIR). In addition, the Department failed to Department's accounts payables, timely reconcile differences between estimated receivables, and advance payments to and from the counties. Beginning in and actual detention cost, contrary to Section fiscal year 2007-08, all General 985.686(5), Florida Statutes, and, consequently, Revenue funds appropriated for the the counties were not timely invoiced or credited for detention usage. The untimely detention costs of fiscally constrained reconciliation also precluded the Department's counties are journal transferred to the timely adjustment of the General Revenue Fund Fund on a quarterly basis. special category established for fiscally constrained counties. Further, the Department did not ensure that financial records at June 30, 1996 accurately reported Shared County/State Juvenile Detention Trust Fund operations. Specifically, accounts payable totaling \$5,968,303, accounts receivable totaling \$3,678,313, and advances received totaling \$3,879,079 were not recorded. An estimated \$11 million deficit fund balance existed as of the end of the 2005-06 fiscal year for the Shared County/State Juvenile Detention Trust Fund. Finding 4: The Legislature should amend Senate Bill 2100 passed this 2008 Section 985.686(6), Florida Statutes, to legislative session and the name of the

reference the Shared County/State Juvenile

Justice Grants and Donations Trust Fund.

Detention Trust Fund instead of the Juvenile

trust fund will be changed to reference

Detention Trust Fund, effective July 1

the Shared County / State Juvenile

2008.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS **Budget Period: 2008 - 2009 Department: Juvenile Justice** Chief Internal Auditor: Michael Yu, CIA **Budget Entity:** Non-Secure Residential Commitment **Phone Number:** (850) 921-5698 **(1) (2) (3) (4) (5) (6)** REPORT PERIOD SUMMARY OF SUMMARY OF ISSUE **NUMBER ENDING** UNIT/AREA FINDINGS AND RECOMMENDATIONS CORRECTIVE ACTION TAKEN CODE **Finding 5:** The Department failed to record Finance and Accounting has \$7,541,281 in accounts receivable in FLAIR for developed a desk procedure to outline cost-of-care fees at June 30, 2006. Additionally the process for recording timely and accurate year-end accounts receivable the Department did not retain Accounts balances. The Department retains Receivable Management System (ARMS) data to support the reported accounts receivable ARMS data to support the recorded fiscal year-end balance. balances and maintains back up of the data in two different electronic formats in two different locations. Finding 6: Deficiencies in Department records The Department's Accounts Receivable Management System and actions relating to cost-of-care accounts continue to exist and impact the billing, (ARMS), while operational, still collecting, and reporting of cost-of-care fees. requires a substantial amount of modifications and upgrading. It is hoped that with the additional resources dedicated to this project that all pending upgrades and modifications to the ARMS system

will be completed by October 2008.

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Non-Secure Residential Commitment Phone Number: (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			Finding 7: The Department failed to timely submit cost-of-care delinquent accounts to the State collection agent and failed to submit uncollectible cost-of-care accounts to the Department of Financial Services for write-off approval.	Finance and Accounting has substantially reduced the number of delinquent accounts by electronically submitting in excess of 60,000 accounts to the current state contract provider for collection services. Finance and Accounting is currently working with the Department of Financial Services (DFS) and the General Revenue Cooperation (GRC) to determine an appropriate process for transmitting accounts for write-off approval.	
A-10-0708-004	2008-2009	Department of Juvenile Justice Residential Commitment Programs Behavior Management Systems	Finding 1: There was no sufficient level of guidance provided to residential commitment programs in designing, implementing, and administering effective behavior management systems.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 2: Behavior management systems in residential commitment programs were not implemented and administered properly.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 3: Residential commitment programs direct care staff were not adequately trained on implementing and administering the behavior management system.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Non-Secure Residential Commitment **Phone Number:** (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			•	Management agrees with the finding	
			1 0	and is currently developing a	
			adequately monitored at the state level and were	corrective action plan to address the	
			not properly supervised at the program level.	issues.	
			Finding 5: The point model utilized in the	Management agrees with the finding	
			selected programs' behavior management	and is currently developing a	
			systems did not effectively provide	corrective action plan to address the	
			opportunities for positive reinforcement,	issues.	
			recognition for accomplishments, and did not		
			promote fairness.		

Office of Policy and Budget - July 2008

LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice / Non-Secure Residential Commitment

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Theda Roberts

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 (Budg	et Entity Codes)
	Action	80800100		
4 0722				
1. GEN	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)			
	TRANSPER CONTROL for DISPLAT status only: (CSDI)	Y		
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y		
AUDITS				
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y		
1.4	Has security been set correctly? (CSDR, CSA)	Y		
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.			
2. EXH	IBIT 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 53 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 25)? Do they clearly describe the issue?	Y		
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y		
3. EXH	IBIT B (EADR, EXB)			
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A		

		Program or Service (Budget Entity Codes)				Codes)
	Action	80800100				
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (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 B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHI	BIT 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 56 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. EXHI	BIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						ı
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 G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data					

			Progra	am or Ser	vice (Bud	get Entity	Codes)
		Action	80800100				
	TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
	H	agency must adjust Column A01.					
	TIP	Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and					
	111	carry/certifications forward in A01 are less than FY 2007-08 approved budget.					
		Amounts should be positive.					
	TIP	If G08 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 G08					
		was created.					
6.	EXHI	BIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only					
	6.1	Are issues appropriately aligned with appropriation categories?	Y				
	TIP	Exhibit D-3 is no longer required in the budget submission but may be needed					
		for this particular appropriation category/issue sort. Exhibit D-3 is also a useful					
		report when identifying negative appropriation category problems.					
_		DVED 44 (FADD ED44)					
7.		BIT D-3A (EADR, ED3A)				1	1
	7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions).	Y				
	7.2	Does the issue narrative adequately explain the agency's request and is the	1				
	1.2	explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)					
		explanation consistent with the LK(1): (See page 02 of the LBK instructions.)	Y				
	7.3	Does the narrative for Information Technology (IT) issue follow the additional					
		narrative requirements described on pages 63 and 64 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	27/4				
		component been identified and documented?	N/A				
	7.5	Does the issue narrative explain any variances from the Standard Expense,					
		Operating Capital Outlay (OCO), and Human Resource Services Assessments					
		package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions).	Y				
	7.6	Does the salary rate request amount accurately reflect any new requests and are	1				
	7.0	the amounts proportionate to the Salaries and Benefits request? Note: Salary					
		rate should always be annualized.	Y				
	7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits					
		amounts entered into the Other Salary Amounts transactions (OADA/C)?					
		Amounts entered into OAD are reflected in the Position Detail of Salaries and					
		Benefits section of the Exhibit D-3A.	Y				
	7.8	Does the issue narrative include the Consensus Estimating Conference forecast,					
		where appropriate?	N/A				
	7.9	Does the issue narrative reference the specific county(ies) where applicable?					
			Y				

		Progra	ım or Ser	vice (Budg	get Entity (Codes)
	Action	80800100				
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 #09-002?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues	N/A				
7.13	as required for lump sum distributions? Do the amounts reflect appropriate FSI assignments?	N/A Y				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A				
7.16	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 or 363XXC0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
AUDIT:				_		
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 61 through 64 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.					

			Progra	am or Ser	vice (Budg	get Entity	Codes)
		Action	80800100				
	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 2008-09 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.		EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1	R, SC1D	- Depar	tment Le	vel)	
	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 been completed in LAS/PBS for each operating trust fund?	N/A				
	8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
	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)?	N/A				
	8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
	8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
	8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section</i> 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, 000799, 001510 and 001599)?	N/A				
	8.10	Are the statutory authority references correct?	N/A				
	8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A				
	8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				

		Program or S	Service (Budget Ent	tity Codes)
	Action	80800100		
0.10				
8.13	If there is no Consensus Estimating Conference forecast available, do the			
	revenue estimates appear to be reasonable?	N/A		
8.14	Are the federal funds revenues reported in Section I broken out by individual			
	grant? Are the correct CFDA codes used?	N/A		
8.15	Are anticipated grants included and based on the state fiscal year (rather than			
	federal fiscal year)?	N/A		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-			
	3A?	N/A		
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?	N/A		
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification			
	provided for exemption? Are the additional narrative requirements provided?			
		N/A		
8.20	Are appropriate service charge nonoperating amounts included in Section II?			
		N/A		
8.21	Are nonoperating expenditures to other budget entities/departments cross-			
	referenced accurately?	N/A		
8.22	Do transfers balance between funds (within the agency as well as between			
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling			
	\$100,000 or more.)	N/A		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded			
0.23	in Section III?	NT/A		
		N/A		
8.24	Are prior year September operating reversions appropriately shown in column			
	A01?	N/A		
8.25	Are current year September operating reversions appropriately shown in column			
	A02?	N/A		
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust	14/21	-	_
8.20	fund as defined by the LBR Instructions, and is it reconciled to the agency			
	, , , , , , , , , , , , , , , , , , ,			
	accounting records?	N/A		
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year			
	accounting data as reflected in the agency accounting records, and is it provided			
	in sufficient detail for analysis?	N/A		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A		
AUDITS				
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to			
	eliminate the deficit).	N/A		
		1 N/ F1		

		Progr	am or Serv	vice (Budg	et Entity (Codes)
	Action	80800100				
0.20						
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1					
	Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A -					
	Report should print "No Discrepancies Exist For This Report")	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and					
	does Line A of the Schedule I equal the CFO amount? If not, the agency must					
	correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It					
	is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 119 of the					
	LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
	totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative					
	number. Any negative numbers must be fully justified.					
9. SCHE	EDULE 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 Base Rate Audit on page 150 of the					
	LBR Instructions.)	N/A				
10. SCH	EDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR					
	Instructions.)	Y				
10.2	Are amounts in Other Salary Amount appropriate and fully justified? (See page					
	89 of the LBR Instructions for appropriate use of the OAD transaction.) Use					
	OADI or OADR to identify agency other salary amounts requested.					
		Y				
	EDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not					
	appear in the Schedule IV.					
	EDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the				_	_
	Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Departn	nent		
13. SCH	EDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LRR submittal					

		Progr	am or Serv	vice (Budg	et Entity (Codes)
	Action	80800100				
14 SCF	HEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of		Departr	nent met	the Gen	eral
11.1	the LBR Instructions regarding a 10% reduction in recurring General Revenue		_	e reducti		
	and Trust Funds?	N/J		e Trust F		
15 SCH	HEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed			- 110501	0110 100	
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are	i ilisti uc				
13.1	required to generate this spreadsheet via the LAS/PBS Web. (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.)					
	level for any agency that does not provide this information.)	Y	Departn	nent		
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile					
	to Column A01? (GENR, ACT1)	Y	Departn	nent		
15.3	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	Departn	nent		
15.4	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	Departn	nent		
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities					
	which should appear in Section II? (Note: Audit #3 will identify those activities					
	that do NOT have a Record Type '5' and have not been identified as a 'Pass					
	Through' activity. These activities will be displayed in Section III with the					
	'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify					
	if these activities should be displayed in Section III. If not, an output standard					
	would need to be added for that activity and the Schedule XI submitted again.)					
		Y	Departn	nent		
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for		_	nent - Di	-	cy is
	Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/J	due to r	ounding		
TIP	If Section I and Section III have a small difference, it may be due to rounding					
	and therefore will be acceptable.					
	NUALLY PREPARED EXHIBITS & SCHEDULES		_			
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147					!
	of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	37				
16.2	A	Y	ļ			<u> </u>
16.3	Are agency organization charts (Schedule X) provided and at the appropriate	37	Dags			
	level of detail?	Y	Departn	nent		

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DEPARTMENT OF JUVENILE JUSTICE

RESIDENTIAL CORRECTIONS PROGRAM SECURE RESIDENTIAL COMMITMENT

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

	SCHEDULE V	I: DETAIL OF DE	BT SERVICE	
Department:	Juvenile Justice 80		Budget Period	2009 - 2010
Budget Entity:	Secure Residential	Commitment Progr		
(1)		(2) ACTUAL	(3) ESTIMATED	(4) REQUEST
SECTION I		FY 2007-2008	FY 2008-2009	FY 2009-2010
Interest on Debt	(A)	1,976,812	755,899	701,823
Principal	(B)	2,675,205	1,026,575	1,080,650
Repayment of Loans	(C)	2,073,203	1,020,373	1,000,030
Fiscal Agent or Other Fee	` ' -	11,973		
Other Debt Service	(E)	14,196		
Total Debt Service	(E) [(F)	4,678,186	1,782,473	1,782,473
	· · ·			
Explanation:			contractually obligated I Juvenile Residential T	
			perated by G4S Youth S	
			Beach and Polk Correct	
			l expenditures for FY 2	
			cilities. However, the E	stimated and Request
	columns will reflec	ct only the Hastings	facility.	
SECTION II				
ISSUE:	Hastings Youth Ac	•		
(1) INTEREST RATE	(2) MATURITY DATE	(3)	(4)	(5)
INTEREST RATE		19,984,100	June 30, 2009 13,763,286	June 30, 2010 12,682,636
(6)	0/1/2019	(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 2007-2008	FY 2008-2009	FY 2009-2010
Interest on Debt	(G)	807,269	755,899	701.022
	(-)	007,207	155,677	701,823
Principal	(H)	975,205	1,026,575	1,080,650
Principal Fiscal Agent or Other Fee	(H)			
_	(H)			
Fiscal Agent or Other Fee	(H) es (I)			
Fiscal Agent or Other Fee Other	(H) [(I) [(J) [(K) [975,205	1,026,575	1,080,650
Fiscal Agent or Other Fee Other Total Debt Service	(H) [(I) [(J) [(K) [975,205 1,782,474 y Correctional Facil	1,026,575	1,080,650
Fiscal Agent or Other Fee Other Total Debt Service ISSUE:	(H) (ST) (ST) (K) Palm Beach Count	975,205 1,782,474 y Correctional Facil ISSUE AMOUNT	1,026,575 1,782,473 ity Project, Pahokee - S JUNE 30, 20	1,080,650 1,782,473 deries 1995C JUNE 30, 20
Fiscal Agent or Other Fee Other Total Debt Service ISSUE:	(H) (ST) (ST) (K) Palm Beach Count	975,205 1,782,474 y Correctional Facil	1,026,575 1,782,473 htty Project, Pahokee - S	1,080,650 1,782,473 deries 1995C
Fiscal Agent or Other Fee Other Total Debt Service ISSUE:	(H) (ST) (ST) (K) Palm Beach Count	975,205 1,782,474 y Correctional Facil ISSUE AMOUNT ACTUAL	1,026,575 1,782,473 ity Project, Pahokee - S JUNE 30, 20 ESTIMATED	1,080,650 1,782,473 deries 1995C JUNE 30, 20 REQUEST
Fiscal Agent or Other Fee Other Total Debt Service ISSUE: INTEREST RATE	(H) (Signal of the second of	975,205 1,782,474 y Correctional Facil ISSUE AMOUNT ACTUAL FY 2007- 2008	1,026,575 1,782,473 ity Project, Pahokee - S JUNE 30, 20 ESTIMATED	1,080,650 1,782,473 deries 1995C JUNE 30, 20 REQUEST
Fiscal Agent or Other Fee Other Total Debt Service ISSUE: INTEREST RATE Interest on Debt	(H) (E) (I) (J) (K) Palm Beach Count MATURITY DATE (G) (H)	975,205 1,782,474 y Correctional Facil ISSUE AMOUNT ACTUAL FY 2007- 2008 602,322	1,026,575 1,782,473 ity Project, Pahokee - S JUNE 30, 20 ESTIMATED	1,080,650 1,782,473 deries 1995C JUNE 30, 20 REQUEST
Fiscal Agent or Other Fee Other Total Debt Service ISSUE: INTEREST RATE Interest on Debt Principal	(H) (SES) (H) (J) (K) Palm Beach Count MATURITY DATE (G) (H)	975,205 1,782,474 y Correctional Facil ISSUE AMOUNT ACTUAL FY 2007- 2008 602,322 875,000	1,026,575 1,782,473 ity Project, Pahokee - S JUNE 30, 20 ESTIMATED	1,080,650 1,782,473 deries 1995C JUNE 30, 20 REQUEST

Department:	Juvenile Justice 80		Budget Perio	d 2009 - 2010	
Budget Entity:	Secure Residential Commitment Program (80800200)				
(1)		(2) ACTUAL	(3) ESTIMATED	(4) REQUEST	
SECTION I		FY 2007-2008	FY 2008-2009	FY 2009-2010	
Interest on Debt	(A)				
Principal	(B)				
Repayment of Loans	(C)				
Fiscal Agent or Other Fees					
Other Debt Service	(E)				
Total Debt Service	(F)	-	-	-	
Explanation:	` ^ <u>-</u>				
Ехріанацон.					
SECTION II					
ISSUE:	Polk County Corre			(5)	
(1) INTEREST RATE	(2) MATURITY DATE	(3) ISSUE AMOUNT	(4) June 30, 2009	(5) June 30, 201	
II(IBIB)I IIII		ISSEL HATCHAI	June 20, 2007	5 dine 5 0, 201	
(6)		(7)	(8)	(9)	
		ACTUAL	ESTIMATED	REQUEST	
		FY 2007-2008	FY 20	FY 20	
Interest on Debt	(G)	567,222			
Principal	(H)	825,000			
Fiscal Agent or Other Fees	s (I)	5,986			
Other	(J)				
Total Debt Service	(K)	1,398,208	-	-	
ISSUE:					
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20	
		ACTUAL	ESTIMATED	REQUEST	
		FY 20	FY 20	FY 20	
	(G)				
Interest on Debt	(U)				
Principal	(H)				
	(H)				

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Period: 2008 - 2009

Budget Entity: Secure Residential Commitment Phone Number: (850) 921-5698

(4)		(3)	-		(6)
(1) REPORT	(2) PERIOD	(3)	(4) SUMMARY OF	(5) SUMMARY OF	(6) ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
2008-024	2007-2008	Selected Administrative Activities and Follow- Up on Prior Audit Findings		In December 2007, the Department developed a Procurement Justification form and contracts checklist, which are now required for all new contracts. The Bureau of Contracts conducted a 100% review of all procurements conducted after January 01, 2007. MyFloridaMarketPlace fee language is included in the standard contract document.	CODE
			Finding 2: The Department contract files did not always contain the names of individuals involved in the provider selection and evaluation process.	Verification of completed Conflict of Interest forms is included on the checklist completed for each contract file.	
			Finding 3: The Department monitoring procedures, instruments, and efforts were not always documented or maintained in contract files.	Developed an Interagency Contract/Grant Improvement Workgroup. Program monitoring tools, risk assessments, and the Departments standard contract have all been revised.	
			Finding 4: The Department did not maintain adequate support and evidence of approval for some procurements.	Implemented management review procedures for certain daily transactions. FDJJ Policy 1407.03, Documentation of Financial Transactions, has been revised to include service type expenditure requirements.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2008 - 2009

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Secure Residential Commitment Phone Number: (850) 921-5698

Budget Entity:	Secure Residenti	al Commitment	Phone Number: (850) 921-5698		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			Finding 5: The Department did not have the necessary tools in place to allow Department decision makers ready access to accurate and reliable procurement data required for sound contract management.	The Bureau of Contracts, in conjunction with Management Information Systems (MIS), is in the process of developing a web-based Contract Management System.	
			Finding 6: The Department did not always comply with Florida Single Audit Act requirements.	FDJJ Policy 1810, Compliance With the Florida Single Audit Act, was implemented in February 2008. Program Office policies and procedures have also been revised to provide better direction for compliance with the Florida Single Audit Act.	
			Finding 7: The Department did not have uniform procedures for tracking and reviewing Financial Reporting Packages.	A Florida Single Audit Act tracking system is under development as a module within the web-based Contract Management System. Provisions for the review of financial reporting packages are also included in FDJJ 1810, Compliance With the Florida Single Audit Act.	
			Finding 8: The Department did not, in some instances, adequately resolve prior audit findings related to Florida Accounting Information Resource Subsystem access controls and cellular telephones (appropriateness of the charges).	Procedures have been established to ensure utilization of the Departments Employee Separation Notification System. Revised FDJJ Policy 1407.03, Documentation of Financial Transactions.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Secure Residential Commitment Phone Number: (850) 921-5698					
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2008-029	2007-2008	Juvenile Justice Detention Care Cost Sharing and Cost-of- Care Fees Including Follow-Up on Prior Audit Finding	documentation to support the July 2005 initial shared detention care cost calculation estimates utilized for billing the counties for the first five months of the 2005-06 fiscal year (the first fiscal year cost sharing was enacted). Without documentation the Department could not	Beginning with fiscal year 2007-2008, all documentation used to calculate the beginning cost estimates and billing amounts per county are maintained on file and made available on the Department's internet page at http://www.djj.state.fl.us/costsharing/index.html	
			dispute log to track the receipt, action taken, and final resolution of each disputed county charge. Furthermore, the Department had not established benchmarks that addressed time frames for Department response to disputes. As a result, Department decisions relative to disputes were not timely. Also, Department correspondence did not provide detailed	responses to the counties are detailed to provide an item by item response to each of the disputes submitted. With the implementation of the monthly billing system in July 2009, all disputes by a county and responses by the Department will be automated and the planned benchmark for	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS **Budget Period: 2008 - 2009 Department: Juvenile Justice** Chief Internal Auditor: Michael Yu, CIA **Budget Entity:** Secure Residential Commitment **Phone Number:** (850) 921-5698 **(2) (3) (4) (5) (6) (1)** REPORT PERIOD SUMMARY OF SUMMARY OF **ISSUE** CORRECTIVE ACTION TAKEN NUMBER **ENDING** UNIT/AREA FINDINGS AND RECOMMENDATIONS CODE **Finding 3:** Actual detention care cost used in The Department partially identified the Department's 2005-06 fiscal year-end \$13,363 of the \$132,273. Despite reconciliation did not agree (unexplained efforts we have not been able to difference of \$132,273) with the expenditures identify the remaining \$118,910. for detention care shown by the Florida Financial records for the 2006-07 Accounting Information Resource Subsystem fiscal year correctly reflected the (FLAIR). In addition, the Department failed to Department's accounts payables, timely reconcile differences between estimated receivables, and advance payments to and from the counties. Beginning in and actual detention cost, contrary to Section fiscal year 2007-08, all General 985.686(5), Florida Statutes, and, consequently, Revenue funds appropriated for the the counties were not timely invoiced or credited for detention usage. The untimely detention costs of fiscally constrained reconciliation also precluded the Department's counties are journal transferred to the timely adjustment of the General Revenue Fund Fund on a quarterly basis. special category established for fiscally constrained counties. Further, the Department did not ensure that financial records at June 30, 1996 accurately reported Shared County/State Juvenile Detention Trust Fund operations. Specifically, accounts payable totaling \$5,968,303, accounts receivable totaling \$3,678,313, and advances received totaling \$3,879,079 were not recorded. An estimated \$11 million deficit fund balance existed as of the end of the 2005-06 fiscal year for the Shared County/State Juvenile Detention Trust Fund. Finding 4: The Legislature should amend Senate Bill 2100 passed this 2008 Section 985.686(6), Florida Statutes, to legislative session and the name of the reference the Shared County/State Juvenile trust fund will be changed to reference Detention Trust Fund instead of the Juvenile the Shared County / State Juvenile Justice Grants and Donations Trust Fund. Detention Trust Fund, effective July 1

2008.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2008 - 2009

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity:	Secure Residentia	al Commitment	Phone Number: (850) 921-5698			
(1)			(4)	(5)	(6)	
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE	
			\$7,541,281 in accounts receivable in FLAIR for cost-of-care fees at June 30, 2006. Additionally, the Department did not retain Accounts Receivable Management System (ARMS) data to support the reported accounts receivable fiscal year-end balance.			
			continue to exist and impact the billing, collecting, and reporting of cost-of-care fees.	The Department's Accounts Receivable Management System (ARMS), while operational, still requires a substantial amount of modifications and upgrading. It is hoped that with the additional resources dedicated to this project that all pending upgrades and modifications to the ARMS system will be completed by October 2008.		
			uncollectible cost-of-care accounts to the Department of Financial Services for write-off approval.	Finance and Accounting has substantially reduced the number of delinquent accounts by electronically submitting in excess of 60,000 accounts to the current state contract provider for collection services. Finance and Accounting is currently working with the Department of Financial Services (DFS) and the General Revenue Cooperation (GRC) to determine an appropriate process for transmitting accounts for write-off approval.		

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Secure Residential Commitment **Phone Number:** (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-10-0708-004	2008-2009	Department of Juvenile Justice Residential Commitment Programs Behavior Management Systems	guidance provided to residential commitment programs in designing, implementing, and	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			residential commitment programs were not implemented and administered properly.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			direct care staff were not adequately trained on implementing and administering the behavior	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			in residential commitment programs were not adequately monitored at the state level and were	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			selected programs' behavior management systems did not effectively provide	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	

Budget Period: 2008 - 2009

Office of Policy and Budget - July 2008

LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice / Secure Residential Commitment

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Theda Roberts

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)

		Progra	ım or Servic	e (Budget En	tity Codes)
	Action	80800200			
1. GEN	EDAI				
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y			
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y			
AUDITS	S:				
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y			
1.4	Has security been set correctly? (CSDR, CSA)	Y			
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.				
2. EXH 2.1	IBIT A (EADR, EXA) Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 53 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 25)? Do they clearly describe the issue?	Y			
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y			
	IBIT B (EADR, EXB)				
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A			

		Progra	am or Serv	ice (Budg	et Entity (Codes)
	Action	80800200				
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (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 B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHI	BIT 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 56 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. EXHI	BIT 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 G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data					

			Progra	am or Ser	vice (Bud	get Entity	Codes)
		Action	80800200				ĺ
	TID	If find totals and shiret totals do not some an accetive chiret amounts evict the	1				
	TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
	TIP	agency must adjust Column A01. Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and					
	HP						
		carry/certifications forward in A01 are less than FY 2007-08 approved budget. Amounts should be positive.					
	TIP	If G08 is not equal to A01, check the following: 1) the initial FLAIR					
	111	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 G08					
		was created.					
6	FYHI	BIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only	<u> </u>				
	6.1	Are issues appropriately aligned with appropriation categories?	y.) Y				
	TIP	Exhibit D-3 is no longer required in the budget submission but may be needed					<u> </u>
	111	for this particular appropriation category/issue sort. Exhibit D-3 is also a useful					
		report when identifying negative appropriation category problems.					
		report when identifying negative appropriation eategory problems.					
7.	EXHI	BIT D-3A (EADR, ED3A)	I				
	7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15					
		through 29 of the LBR Instructions).	Y				
,	7.2	Does the issue narrative adequately explain the agency's request and is the					
		explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)					
			Y				
	7.3	Does the narrative for Information Technology (IT) issue follow the additional					
		narrative requirements described on pages 63 and 64 of the LBR Instructions?	NT/A				
	7.4	A11 in ide IT ide ide ide ide ide ide ide	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	N/A				
	7.5	component been identified and documented?	IN/A				
	7.5	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments					
		package? Is the nonrecurring portion in the nonrecurring column? (See pages E-					
		4 and E-5 of the LBR Instructions).	Y				
	7.6	Does the salary rate request amount accurately reflect any new requests and are	1				
	7.0	the amounts proportionate to the Salaries and Benefits request? Note: Salary					
		rate should always be annualized.	Y				
	7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits					
	, . ,	amounts entered into the Other Salary Amounts transactions (OADA/C)?					
		Amounts entered into OAD are reflected in the Position Detail of Salaries and					
		Benefits section of the Exhibit D-3A.	Y				
	7.8	Does the issue narrative include the Consensus Estimating Conference forecast,					
	. ••	where appropriate?	N/A				
	7.9	Does the issue narrative reference the specific county(ies) where applicable?					1
		1	Y				

		Progra	am or Ser	vice (Budg	get Entity (Codes)
	Action	80800200				
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 #09-002?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? Do the amounts reflect appropriate FSI assignments?	N/A Y				
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A				
7.16	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 or 363XXC0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
AUDIT:		_		_		
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 61 through 64 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.					

			Progra	ım or Ser	vice (Budg	get Entity	Codes)
		Action	80800200				
	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 2008-09 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.		EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1	R, SC1D	- Depar	tment Le	vel)	1
	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 been completed in LAS/PBS for each operating trust fund?	N/A				
	8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	N/A				
	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)?	N/A				
	8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A				
	8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
	8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section</i> 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, 000799, 001510 and 001599)?	N/A				
	8.10	Are the statutory authority references correct?	N/A				
	8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A				
	8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				

		Program or S	Service (Budget En	tity Codes)
	Action	80800200		
0.10				
8.13	If there is no Consensus Estimating Conference forecast available, do the			
	revenue estimates appear to be reasonable?	N/A		
8.14	Are the federal funds revenues reported in Section I broken out by individual			
	grant? Are the correct CFDA codes used?	N/A		
8.15	Are anticipated grants included and based on the state fiscal year (rather than			
	federal fiscal year)?	N/A		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-			
	3A?	N/A		
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?	N/A		
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification			
	provided for exemption? Are the additional narrative requirements provided?			
		N/A		
8.20	Are appropriate service charge nonoperating amounts included in Section II?			
		N/A		
8.21	Are nonoperating expenditures to other budget entities/departments cross-			
	referenced accurately?	N/A		
8.22	Do transfers balance between funds (within the agency as well as between			
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling			
	\$100,000 or more.)	N/A		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded			
0.23	in Section III?	NT/A		
		N/A		
8.24	Are prior year September operating reversions appropriately shown in column			
	A01?	N/A		
8.25	Are current year September operating reversions appropriately shown in column			
	A02?	N/A		
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust	14/11		
0.20	fund as defined by the LBR Instructions, and is it reconciled to the agency			
	accounting records?			
		N/A		
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year			
	accounting data as reflected in the agency accounting records, and is it provided			
	in sufficient detail for analysis?	N/A		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A		
AUDITS				
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to			
	eliminate the deficit).	N/A		
		14/11		

		Progra	am or Serv	vice (Budg	et Entity (Codes)
	Action	80800200				
0.20				1		
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1					
	Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A -					
	Report should print "No Discrepancies Exist For This Report")	N/A				
8.31	Has a Department Level Reconciliation been provided for each trust fund and					
	does Line A of the Schedule I equal the CFO amount? If not, the agency must					
	correct Line A. (SC1R, DEPT)	N/A				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It					
	is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 119 of the					
	LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
	totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative					
	number. Any negative numbers must be fully justified.					
9. SCHE	EDULE 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 Base Rate Audit on page 150 of the					
	LBR Instructions.)	N/A				
10. SCH	EDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR					
	Instructions.)	Y				
10.2	Are amounts in Other Salary Amount appropriate and fully justified? (See page					
	89 of the LBR Instructions for appropriate use of the OAD transaction.) Use					
	OADI or OADR to identify agency other salary amounts requested.					
		Y				
	EDULE IV (EADR, SC4)	f		1		
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not					
	appear in the Schedule IV.					
	EDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Departn	nent		
13. SCH	EDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2008 LRR submittal					

		Progr	ram or Serv	vice (Budg	et Entity C	Codes)
	Action	80800200				
14. SCH	EDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of		Departn	nent met	the Gen	eral
	the LBR Instructions regarding a 10% reduction in recurring General Revenue		-		ion but d	
	and Trust Funds?	N/J	meet the	e Trust F	und redu	uction.
15. SCH	EDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed	instru	ctions)			
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are					
	required to generate this spreadsheet via the LAS/PBS Web. (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	Departn	nent		
	INCLUDED IN THE SCHEDULE XI REPORT:		T			
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile					
	to Column A01? (GENR, ACT1)	Y	Departn	nent		
15.3	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")	37	D .			
15.4	D. d. F. 10 (10 d. (E00)) (ACT0010) . 1	Y	Departn	nent		
15.4	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain					
	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No	3.7	Б.,			
	Operating Categories Found")	Y	Departn	nent		
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities					
	which should appear in Section II? (Note: Audit #3 will identify those activities					
	that do NOT have a Record Type '5' and have not been identified as a 'Pass					
	Through' activity. These activities will be displayed in Section III with the					
	'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify					
	if these activities should be displayed in Section III. If not, an output standard					
	would need to be added for that activity and the Schedule XI submitted again.)					
		Y	Departn			
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for		_		iscrepand	cy is
	Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/J	due to r	ounding		
TIP	If Section I and Section III have a small difference, it may be due to rounding					
	and therefore will be acceptable.					
16. MAN	NUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147					
	of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?					
		Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate		L			
	level of detail?	Y	Departn	nent		

		Progra	am or Serv	vice (Budg	get Entity (Codes)
	Action	80800200				
AUDITS	- GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAP	ITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP					
	Instructions)?	N/A				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP					
	Instructions)?	N/A				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07,					
	A08 and A09)?	N/A				
17.5	Are the appropriate counties identified in the narrative?	N/A				
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.					

DEPARTMENT OF JUVENILE JUSTICE

PREVENTION AND VICTIM SERVICES PROGRAM DELINQUENCY PREVENTION AND DIVERSION

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Delinquency Prevention and Diversion Phone Number: (850) 921-5698

			-		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2008-024	2007-2008	Selected Administrative Activities and Follow- Up on Prior Audit Findings	-	In December 2007, the Department developed a Procurement Justification form and contracts checklist, which are now required for all new contracts. The Bureau of Contracts conducted a 100% review of all procurements conducted after January 01, 2007. MyFloridaMarketPlace fee language is included in the standard contract document.	CODE
			Finding 2: The Department contract files did not always contain the names of individuals involved in the provider selection and evaluation process.	Verification of completed Conflict of Interest forms is included on the checklist completed for each contract file.	
			Finding 3: The Department monitoring procedures, instruments, and efforts were not always documented or maintained in contract files.	Developed an Interagency Contract/Grant Improvement Workgroup. Program monitoring tools, risk assessments, and the Departments standard contract have all been revised.	
			Finding 4: The Department did not maintain adequate support and evidence of approval for some procurements.	Implemented management review procedures for certain daily transactions. FDJJ Policy 1407.03, Documentation of Financial Transactions, has been revised to include service type expenditure requirements.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Period: 2008 - 2009

Budget Entity: Delinquency Prevention and Diversion **Phone Number:** (850) 921-5698

Budget Entity:	Delinquency Pre	vention and Diversion	_ Phone Number:	(850) 921-5698	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			Finding 5: The Department did not have the	The Bureau of Contracts, in	
			necessary tools in place to allow Department	conjunction with Management	
			decision makers ready access to accurate and	Information Systems (MIS), is in the	
			reliable procurement data required for sound	process of developing a web-based Contract Management System.	
			contract management.	Contract Management System.	
			Finding 6: The Department did not always	FDJJ Policy 1810, Compliance With	
			comply with Florida Single Audit Act	the Florida Single Audit Act, was	
			requirements.	implemented in February 2008.	
				Program Office policies and	
				procedures have also been revised to	
				provide better direction for	
				compliance with the Florida Single	
				Audit Act.	
			Finding 7: The Department did not have	A Florida Single Audit Act tracking	
			uniform procedures for tracking and reviewing	system is under development as a	
			Financial Reporting Packages.	module within the web-based Contract	
				Management System. Provisions for	
				the review of financial reporting	
				packages are also included in FDJJ	
				1810, Compliance With the Florida	
				Single Audit Act.	
			Finding 8: The Department did not, in some	Procedures have been established to	
			instances, adequately resolve prior audit	ensure utilization of the Departments	
			findings related to Florida Accounting	Employee Separation Notification	
			Information Resource Subsystem access	System. Revised FDJJ Policy	
			controls and cellular telephones	1407.03, Documentation of Financial	
			(appropriateness of the charges).	Transactions.	

Department: <u>Juvenile Justice</u> Chief Internal Auditor: <u>Michael Yu, CIA</u>

Budget Entity	Delinquency Pr	revention and Diversion	Phone Number:	(850) 921-5698	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
2008-029	2007-2008	Juvenile Justice Detention Care Cost Sharing and Cost-of- Care Fees Including Follow-Up on Prior Audit Finding	months of the 2005-06 fiscal year (the first fiscal year cost sharing was enacted). Without documentation the Department could not	Beginning with fiscal year 2007-2008, all documentation used to calculate the beginning cost estimates and billing amounts per county are maintained on file and made available on the Department's internet page at http://www.djj.state.fl.us/costsharing/index.html	
			dispute log to track the receipt, action taken, and final resolution of each disputed county charge. Furthermore, the Department had not established benchmarks that addressed time frames for Department response to disputes. As a result, Department decisions relative to disputes were not timely. Also, Department correspondence did not provide detailed responses for each disputed case and identified	responses to the counties are detailed to provide an item by item response to each of the disputes submitted. With	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2008 - 2009

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

idget Entity:	Delinquency Prev	ention and Diversion	Phone Number:	(850) 921-5698	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			Finding 3: Actual detention care cost used in	The Department partially identified	
			the Department's 2005-06 fiscal year-end	\$13,363 of the \$132,273. Despite	
			reconciliation did not agree (unexplained	efforts we have not been able to	
			difference of \$132,273) with the expenditures	identify the remaining \$118,910.	
			for detention care shown by the Florida	Financial records for the 2006-07	
			Accounting Information Resource Subsystem	fiscal year correctly reflected the	
			(FLAIR). In addition, the Department failed to	Department's accounts payables,	
			timely reconcile differences between estimated	receivables, and advance payments to	
			and actual detention cost, contrary to Section	and from the counties. Beginning in	
			985.686(5), Florida Statutes, and, consequently,	fiscal year 2007-08, all General	
			the counties were not timely invoiced or	Revenue funds appropriated for the	
			credited for detention usage. The untimely	detention costs of fiscally constrained	
			reconciliation also precluded the Department's	counties are journal transferred to the	
			timely adjustment of the General Revenue Fund	Fund on a quarterly basis.	
			special category established for		
			fiscally constrained counties. Further, the		
			Department did not ensure that financial records		
			at June 30, 1996 accurately reported Shared		
			County/State Juvenile Detention Trust Fund		
			operations. Specifically, accounts payable		
			totaling \$5,968,303, accounts receivable totaling		
			\$3,678,313, and advances received totaling		
			\$3,879,079 were not recorded. An estimated		
			\$11 million deficit fund balance existed as of		
			the end of the 2005-06 fiscal year for the Shared		
			County/State Juvenile Detention Trust Fund.		
			Finding 4: The Legislature should amend	Senate Bill 2100 passed this 2008	
			Section 985.686(6), Florida Statutes, to	legislative session and the name of the	
			reference the Shared County/State Juvenile	trust fund will be changed to reference	
			Detention Trust Fund instead of the Juvenile	the Shared County / State Juvenile	
			Justice Grants and Donations Trust Fund.	Detention Trust Fund, effective July 1,	
				2008.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Sudget Entity:	Delinquency Prev	vention and Diversion	Phone Number:	(850) 921-5698	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			\$7,541,281 in accounts receivable in FLAIR for cost-of-care fees at June 30, 2006. Additionally, the Department did not retain Accounts Receivable Management System (ARMS) data to support the reported accounts receivable fiscal year-end balance.		
			continue to exist and impact the billing, collecting, and reporting of cost-of-care fees.	The Department's Accounts Receivable Management System (ARMS), while operational, still requires a substantial amount of modifications and upgrading. It is hoped that with the additional resources dedicated to this project that all pending upgrades and modifications to the ARMS system will be completed by October 2008.	
			submit cost-of-care delinquent accounts to the State collection agent and failed to submit uncollectible cost-of-care accounts to the Department of Financial Services for write-off approval.	Finance and Accounting has substantially reduced the number of delinquent accounts by electronically submitting in excess of 60,000 accounts to the current state contract provider for collection services. Finance and Accounting is currently working with the Department of Financial Services (DFS) and the General Revenue Cooperation (GRC) to determine an appropriate process for transmitting accounts for write-off approval.	

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Period: 2008 - 2009

Budget Entity: Delinquency Prevention and Diversion **Phone Number:** (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
A-10-0708-004	2008-2009	Department of Juvenile Justice Residential	Finding 1: There was no sufficient level of guidance provided to residential commitment	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	CODE
			residential commitment programs were not implemented and administered properly.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			implementing and administering the behavior	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			Finding 4: The behavior management systems in residential commitment programs were not adequately monitored at the state level and were not properly supervised at the program level.	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	
			selected programs' behavior management systems did not effectively provide	Management agrees with the finding and is currently developing a corrective action plan to address the issues.	

Office of Policy and Budget - July 2008

LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Prevention and Victim Services

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Theda Roberts

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.

(aaaiiioni	al sheets can be used as necessary), and "TIPS" are other areas to consider.	Program or	Service (Bud	get Entity Cod	les)
	Action	80900100			
1. GEN	ERAL				
1.1	Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y			
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y			
AUDITS	S:				
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)				
1.4	Has security been set correctly? (CSDR, CSA)				
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.				
2. EXH	IBIT 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 53 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 25)? Do they clearly describe the issue?	Y			
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 25) been followed?	Y			
3. EXH	IBIT B (EADR, EXB)				
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A			

		Progra	am or Serv	vice (Budg	et Entity (Codes)
	Action	80900100				
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B02? (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 B02: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHI	BIT 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 56 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. EXHI	BIT 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 G07? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column G08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data					

		Progra	ım or Ser	vice (Budg	et Entity (Codes)
	Action	80900100				
						ı
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
	agency must adjust Column A01.					
TIP	Exhibit B - A01 less than G07: This audit is to ensure that the disbursements and					
	carry/certifications forward in A01 are less than FY 2007-08 approved budget.					
	Amounts should be positive.					
TIP	If G08 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 G08					
	was created.					
6. EXH	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only					
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed					
	for this particular appropriation category/issue sort. Exhibit D-3 is also a useful					
	report when identifying negative appropriation category problems.					
	IBIT D-3A (EADR, ED3A)			_		
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15					
	through 29 of the LBR Instructions).	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the					
	explanation consistent with the LRPP? (See page 62 of the LBR Instructions.)	* 7				
		Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional					
	narrative requirements described on pages 63 and 64 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT	IN/A				
7.4	_					
	COMPONENT?" field? If the issue contains an IT component, has that	N/A				
7.5	component been identified and documented?	1 \ /A				
7.3	Does the issue narrative explain any variances from the Standard Expense, Operating Capital Outlay (OCO), and Human Resource Services Assessments					
	package? Is the nonrecurring portion in the nonrecurring column? (See pages E-					
	4 and E-5 of the LBR Instructions).	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are	11/71				
7.0	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	IV/A				
7.7	amounts entered into the Other Salary Amounts transactions (OADA/C)?					
	· · · · · · · · · · · · · · · · · · ·					
	Amounts entered into OAD are reflected in the Position Detail of Salaries and	Y				
7.0	Benefits section of the Exhibit D-3A.	I				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,	NI/A				
7.0	where appropriate?	N/A		<u> </u>		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	NI/A				
		N/A		I		l

		Progr	am or Ser	vice (Budg	get Entity (Codes)
	Action	80900100				
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 #09-002?	Y				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues	N/A				
,,,,	as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y		<u> </u>		
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 24 and 80 of the LBR Instructions.)	N/A				
7.16	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 or 363XXC0)?	N/A				
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
AUDIT:		•			•	1
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 61 through 64 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.					

			Program or Service (Budget Entity Codes)						
		Action	80900100						
	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 2008-09 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.	SCHE	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1	R, SC1D	- Depar	tment Le	vel)			
	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 been completed in LAS/PBS for each operating trust fund?	N/A						
	8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	N/A						
	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)?	N/A						
	8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	N/A						
	8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A						
	8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section</i> 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, 000799, 001510 and 001599)?	N/A						
	8.10	Are the statutory authority references correct?	N/A						
	8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, F.S. for appropriate general revenue service charge percentage rates.)	N/A						
	8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A						

		Program or	Service (Budg	get Entity C	odes)
	Action	80900100			
0.12	If there is no Conseque Estimating Conference forecast available do the				
8.13	If there is no Consensus Estimating Conference forecast available, do the	NI/A			
0.14	revenue estimates appear to be reasonable?	N/A			
8.14	Are the federal funds revenues reported in Section I broken out by individual	27/4			
	grant? Are the correct CFDA codes used?	N/A			
8.15	Are anticipated grants included and based on the state fiscal year (rather than				
	federal fiscal year)?	N/A			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-	NT/A			
0.45	3A?	N/A			
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	27/4			
	latest and most accurate available?	N/A			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification				
	provided for exemption? Are the additional narrative requirements provided?				
		N/A			
8.20	Are appropriate service charge nonoperating amounts included in Section II?				
		N/A			
8.21	Are nonoperating expenditures to other budget entities/departments cross-				
	referenced accurately?	N/A			
8.22	Do transfers balance between funds (within the agency as well as between				
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling				
	\$100,000 or more.)	N/A			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded				
0.20	in Section III?	NI/A			
0.04		N/A			
8.24	Are prior year September operating reversions appropriately shown in column				
	A01?	N/A			
8.25	Are current year September operating reversions appropriately shown in column				
	A02?	N/A			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust	1 1/11			
0.20	fund as defined by the LBR Instructions, and is it reconciled to the agency				
	accounting records?				
		N/A			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year				
	accounting data as reflected in the agency accounting records, and is it provided				
	in sufficient detail for analysis?	N/A			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A			
AUDITS	S:				
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to				
	eliminate the deficit).	N/A			
		1 N / <i>F</i> A			

		Program or Service (Budget Entity Codes)							
	Action	80900100							
0.20				1		1			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1								
	Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A -								
	Report should print "No Discrepancies Exist For This Report")	N/A							
8.31	Has a Department Level Reconciliation been provided for each trust fund and								
	does Line A of the Schedule I equal the CFO amount? If not, the agency must								
	correct Line A. (SC1R, DEPT)	N/A							
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It								
	is very important that this schedule is as accurate as possible!								
TIP	Determine if the agency is scheduled for trust fund review. (See page 119 of the								
	LBR Instructions.)								
TIP	Review the unreserved fund balances and compare revenue totals to expenditure								
	totals to determine and understand the trust fund status.								
TIP	Typically nonoperating expenditures and revenues should not be a negative								
	number. Any negative numbers must be fully justified.								
9. SCHE	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 Base Rate Audit on page 150 of the								
	LBR Instructions.)	N/A							
10. SCH	EDULE III (PSCR, SC3)								
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 82 of the LBR								
	Instructions.)	Y							
10.2	Are amounts in Other Salary Amount appropriate and fully justified? (See page								
	89 of the LBR Instructions for appropriate use of the OAD transaction.) Use								
	OADI or OADR to identify agency other salary amounts requested.								
		Y							
	EDULE IV (EADR, SC4)	r		1		1			
11.1	Are the correct Information Technology (IT) issue codes used?	N/A							
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not								
	appear in the Schedule IV.								
	EDULE VIIIA (EADR, SC8A)								
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the		_						
	Schedule VIII-A? Are the priority narrative explanations adequate?		Y -	Departn	nent				
13. SCH	EDULE VIIIB-1								
13.1	This schedule is not required in the October 15, 2008 LRR submittal								

		Program or Service (Budget Entity Codes)				
	Action	80900100			,	
		00,00100		l .		
14. SCH	HEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 95 and 96 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	Department - The Department meets the 10% reduction requirement for General N/J Revenue but not Trust Fund.				1
15. SCH	IEDULE XI (LAS/PBS Web - see page 102 of the LBR Instructions for detailed	l instruc	ctions)			
15.1	Has the Schedule XI one page summary been e-mailed to OPB? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (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 - Department				
AUDITS	INCLUDED IN THE SCHEDULE XI REPORT:					
15.2	Does the FY 2007-08 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
15.3	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 -	Departn	nent	
15.4	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 - Department				
15.5	Has the agency provided the necessary demand (Record Type 5) for all activities which should appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)			Departn		
15.6	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/J	_	nent - Th o roundii		pancy
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MA	NUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 103 through 147 of the LBR Instructions), and are they accurate and complete?	Y				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y - Department				

,	Program or Service (Budget Entity Codes)				
Action	80900100				
- GENERAL INFORMATION					
Review Section 6: Audits of the LBR Instructions for a list of audits and their					
descriptions.					
Reorganizations may cause audit errors. Agencies must indicate that these errors					
are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP					
Instructions)?	N/A				
Do all CIP forms comply with CIP Instructions where applicable (see CIP					
Instructions)?	N/A				
Does the agency request include 5 year projections (Columns A03, A06, A07,					
A08 and A09)?	N/A				
Are the appropriate counties identified in the narrative?	N/A				
Requests for Fixed Capital Outlay appropriations which are Grants and Aids to				1	
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.					ļ
	Review Section 6: Audits of the LBR Instructions for a list of audits and their descriptions. Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error. ITAL IMPROVEMENTS PROGRAM (CIP) Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? Are the appropriate counties identified in the narrative? 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	Action Review Section 6: Audits of the LBR Instructions for a list of audits and their descriptions. Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error. ITAL IMPROVEMENTS PROGRAM (CIP) Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? N/A Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? Are the appropriate counties identified in the narrative? 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	Action Review Section 6: Audits of the LBR Instructions for a list of audits and their descriptions. Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error. ITAL IMPROVEMENTS PROGRAM (CIP) Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? N/A Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? Are the appropriate counties identified in the narrative? 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	Action Review Section 6: Audits of the LBR Instructions for a list of audits and their descriptions. Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error. ITAL IMPROVEMENTS PROGRAM (CIP) Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? N/A Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? Are the appropriate counties identified in the narrative? 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	Action Review Section 6: Audits of the LBR Instructions for a list of audits and their descriptions. Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error. ITAL IMPROVEMENTS PROGRAM (CIP) Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? Are the appropriate counties identified in the narrative? 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