



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Rick Scott, Governor

Wansley Walters, Secretary

LEGISLATIVE BUDGET REQUEST

Department of Juvenile Justice

Tallahassee

October 15, 2013

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

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

Mike Hansen, Staff Director
Senate Budget Committee
201 The 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 2014-15 Fiscal Year.

A handwritten signature in blue ink that reads "Wansley Walters".

Wansley Walters
Secretary

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<http://www.djj.state.fl.us>

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.

**Temporary Special Duty – General Pay Additives Implementation Plan
for Fiscal Year 2014-2015**

The Department of Juvenile Justice (DJJ) proposes the following plan to implement the temporary special duties – general pay additive:

- The department will use existing resources to grant the temporary special duties – general pay additive, when warranted, based on the duties and responsibilities of a position.
- Description of the pay additive and the circumstances for use:

This additive may be recommended for career service classes for a period of ninety (90) days, when a position has been assigned temporary duties and responsibilities not customarily assigned to the position (e.g. assigned duties of a vacant position or working on a special project). This pay additive is a valuable management tool that allows the department to recognize and compensate employees for identified duties without providing a permanent pay increase.

- Effective day, amount and time period:

An employee who is covered by the current American Federation of State, County and Municipal Employees’ (AFSCME) collective bargaining agreement and who meets the requirements of Article 21, Out of Title Work, shall be eligible to receive a temporary special duties-general pay additive on the 23rd day in an amount up to 5% of the employee’s rate of pay for a period not to exceed ninety (90) days. For employees not covered by the current AFSCME’s collective bargaining agreement, this additive may be requested in an amount up to 5% of the employee’s rate of pay for a period not to exceed ninety (90) days. The department may approve an extension of the ninety (90) days period, if necessary, after reviewing the circumstances under which the additive was implemented.

- Classes and number of positions affected:

<u>Class Code</u>	<u>Class Title</u>	<u>Number of Positions</u>
See Class Listing	See Class Listing	2,499

- Historical data:

Pay additives have been used since the creation of DJJ on October 1, 1994; for reasons such as maintaining the required number of staff to client ratio and specialized training required to perform the duties. Since People First does not have a specific code to identify Temporary Special Duties – General pay additive, it is not possible to capture the utilization and number of persons involved for last fiscal year.

- Estimated annual cost:

This additive has the potential to impact any of our current 2,499 Career Service position incumbents statewide. The amount will not exceed 5% of an employee's current rate of pay.

- Collective Bargaining Units Impacted:

The American Federation of State County and Municipal Employees (AFSCME) and the Florida Nursing Association (FNA) are impacted:

Article 21 of AFSCME...“Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a vacant established position in a higher broadband level than the employee's current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Rules of the State Personnel System, beginning with the 23rd day.”

Article 21 of FNA...“Each time an employee is officially designated by the appropriate supervisor to act in a position in a higher broadband level than the employee's current level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six (6) consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with Rule 60L-32, Florida Administrative Code, beginning the 23rd day.”

Class Code	Class Title	Pay Grade Code	Pay Plan	Bi Weekly Min	Bi Weekly Max	Broadband Code	Bband Occupation Title	Bband Min Bi Wkly Amt	Bband Max Bi Wkly Amt	Pay Plan Desc	Cbu	Cbu Desc	Ot Eligible
1427	ACCOUNTANT I	014	01	\$945.37	\$1,577.35	13-2011-01	ACCOUNTANTS AND AUDITORS	\$834.33	\$2,298.33	Career Service	05	PROFESSIONAL - AFSCME	Y
1430	ACCOUNTANT II	016	01	\$1,020.79	\$1,750.44	13-2011-01	ACCOUNTANTS AND AUDITORS	\$834.33	\$2,298.33	Career Service	05	PROFESSIONAL - AFSCME	Y
1436	ACCOUNTANT III	018	01	\$1,128.63	\$1,966.78	13-2011-02	ACCOUNTANTS AND AUDITORS	\$991.31	\$2,730.73	Career Service	05	PROFESSIONAL - AFSCME	N
1437	ACCOUNTANT IV	020	01	\$1,257.57	\$2,236.06	13-2011-03	ACCOUNTANTS AND AUDITORS	\$1,177.77	\$3,406.61	Career Service	05	PROFESSIONAL - AFSCME	N
1448	ACCOUNTING SERVICES ADMINISTRATOR - SES	423	08	\$1,486.92	\$2,996.43	11-3031-02	FINANCIAL MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
4947	ACCOUNTING SERVICES ANALYST A	021	01	\$1,326.98	\$2,383.89	13-2011-03	ACCOUNTANTS AND AUDITORS	\$1,177.77	\$3,406.61	Career Service	05	PROFESSIONAL - AFSCME	N
1445	ACCOUNTING SERVICES SUPERVISOR II - SES	422	08	\$1,402.60	\$2,698.42	13-2011-03	ACCOUNTANTS AND AUDITORS	\$1,177.77	\$3,406.61	SES	89	NOT REPRESENTED	N
0709	ADMINISTRATIVE ASSISTANT I	015	01	\$979.97	\$1,660.87	43-6011-02	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$765.48	\$2,108.65	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
0709	ADMINISTRATIVE ASSISTANT I	015	01	\$979.97	\$1,660.87	43-6011-02	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$765.48	\$2,108.65	Career Service	05	PROFESSIONAL - AFSCME	Y
0709	ADMINISTRATIVE ASSISTANT I - SES	415	08	\$979.97	\$1,828.81	43-6011-02	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$765.48	\$2,108.65	SES	89	NOT REPRESENTED	Y
0712	ADMINISTRATIVE ASSISTANT II	018	01	\$1,128.63	\$1,966.78	43-6011-03	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$909.43	\$2,505.21	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
0712	ADMINISTRATIVE ASSISTANT II - SES	418	08	\$1,128.63	\$2,261.03	43-6011-03	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$909.43	\$2,505.21	SES	89	NOT REPRESENTED	Y
0714	ADMINISTRATIVE ASSISTANT III - SES	421	08	\$1,326.98	\$2,442.87	43-6011-04	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$991.31	\$2,730.73	SES	89	NOT REPRESENTED	N
0108	ADMINISTRATIVE SECRETARY	012	01	\$863.60	\$1,426.08	43-6011-02	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$765.48	\$2,108.65	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y

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0108	ADMINISTRATIVE SECRETARY- SES	412	08	\$863.60	\$1,486.02	43-6011-02	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$765.48	\$2,108.65	SES	89	NOT REPRESENTED	Y
4521	ARCHITECT SUPERVISOR - SES	427	08	\$1,901.03	\$3,925.42	17-1022-05	SURVEYORS	\$1,662.52	\$4,808.72	SES	87	SUPERVISORY - NOT REPRESENTED	N
5715	ASSISTANT DETENTION CENTER SUPT II - SES	421	08	\$1,326.98	\$2,442.87	11-9151-02	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$1,017.15	\$4,483.13	SES	87	SUPERVISORY - NOT REPRESENTED	N
5715	ASSISTANT DETENTION CENTER SUPT II - SES	421	08	\$1,326.98	\$2,442.87	11-9151-02	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
5723	ASSISTANT HALFWAY FACILITY SUPT - SES	419	08	\$1,191.87	\$2,631.97	11-9151-01	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$813.72	\$3,586.44	SES	89	NOT REPRESENTED	N
6814	ASSISTANT SEC FOR DETENTION SERVICES-DJJ	940	09	\$2,483.02	\$5,859.49	10-9151-02	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$2,183.84	\$9,625.29	SMS	99	NOT REPRESENTED	N
6816	ASST SEC FOR PREVENT & VICTIM SERV-DJJ	940	09	\$2,483.02	\$5,859.49	10-9151-02	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$2,183.84	\$9,625.29	SMS	99	NOT REPRESENTED	N
6813	ASST SEC FOR PROB & COMMUNITY CORR-DJJ	940	09	\$2,483.02	\$5,859.49	10-9151-02	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$2,183.84	\$9,625.29	SMS	99	NOT REPRESENTED	N
6815	ASST SEC FOR RESIDENTIAL & CORR FAC-DJJ	940	09	\$2,483.02	\$5,859.49	10-9151-02	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$2,183.84	\$9,625.29	SMS	99	NOT REPRESENTED	N
7736	ATTORNEY	220	08	\$1,503.21	\$3,765.35	23-1011-03	LAWYERS	\$1,399.29	\$4,047.35	SES	81	ST EMP ATTORNEYS GUILD (SEAG) - FPD	N
9433	AUDIT ADMINISTRATOR	530	08	\$1,737.44	\$3,904.83	11-3031-03	FINANCIAL MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
5230	BEHAVIORAL SPECIALIST	089	01	\$1,165.45	\$2,448.68	19-3099-03	SOCIAL SCIENTISTS & RELATED WORKERS, ALL	\$1,177.77	\$3,406.61	Career Service	04	PROFESSIONAL HEALTH CARE - FNA	N
1237	BENEFITS TECHNICIAN	016	01	\$1,020.79	\$1,750.44	13-1072-01	COMP, BENEFIT & JOB ANALYSIS SPEC	\$765.48	\$2,108.65	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	N
6837	CHIEF MEDICAL OFFICER	940	09	\$2,483.02	\$5,859.49	10-9111-01	MEDICAL AND HEALTH SERVICES MANAGERS	\$1,819.86	\$8,422.12	SMS	99	NOT REPRESENTED	N
9431	CHIEF OF BUDGET-DJJ	530	08	\$1,737.44	\$3,904.83	11-3031-03	FINANCIAL MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
6824	CHIEF OF CONTRACT DEVELOPMENT & PLANNING	530	08	\$1,737.44	\$3,904.83	11-3061-03	PURCHASING MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
8220	CHIEF OF CONTRACTS	530	08	\$1,737.44	\$3,904.83	11-3061-03	PURCHASING MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
9768	CHIEF OF FINANCE AND ACCOUNTING-DJJ	530	08	\$1,737.44	\$3,904.83	11-3031-03	FINANCIAL MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
9430	CHIEF OF GENERAL SERVICES-DJJ	530	08	\$1,737.44	\$3,904.83	11-3011-03	ADMINISTRATIVE SERVICES MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N

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8865	CHIEF OF MGMT INFORMATION SERVICES-DJJ	540	08	\$2,035.30	\$4,759.15	11-3021-03	COMPUTER & INFORMATION SYSTEMS MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
9429	CHIEF OF PERSONNEL-DJJ	530	08	\$1,737.44	\$3,904.83	11-3040-03	HUMAN RESOURCES MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
6826	CHIEF OF POLICY DEVELOPMENT & PLANNING	530	08	\$1,737.44	\$3,904.83	11-1021-03	GENERAL AND OPERATIONS MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
9422	CHIEF OF QUALITY IMPROVEMENT	530	08	\$1,737.44	\$3,904.83	11-1021-03	GENERAL AND OPERATIONS MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
6811	CHIEF OF STAFF-DJJ	940	09	\$2,483.02	\$5,859.49	10-1021-02	GENERAL AND OPERATIONS MANAGERS	\$2,183.84	\$9,625.29	SMS	99	NOT REPRESENTED	N
6836	CHIEF PROBATION OFFICER/MANAGER-DJJ	530	08	\$1,737.44	\$3,904.83	11-9199-03	MANAGERS, ALL OTHER	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
9490	COMMUNICATIONS ADMINISTRATOR-DJJ	530	08	\$1,737.44	\$3,904.83	11-2031-03	PUBLIC RELATIONS MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
8715	COMMUNITY RELATIONS ADMINISTRATOR	160	08	\$1,747.37	\$3,896.14	11-2031-02	PUBLIC RELATIONS MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
2020	COMPUTER OPERATOR I	011	01	\$828.19	\$1,359.86	43-9011-01	COMPUTER OPERATORS	\$644.28	\$1,774.79	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
4692	CONSTRUCTION PROJECTS CONSULTANT II	024	01	\$1,574.93	\$2,909.60	11-9021-02	CONSTRUCTION MANAGERS	\$1,017.15	\$4,483.13	Career Service	05	PROFESSIONAL - AFSCME	N
6526	CUSTODIAL WORKER	004	01	\$646.33	\$1,040.23	37-2011-01	JANITOR/CLEANER, EXCEPT MAID/HOUSEKEEP	\$644.28	\$1,774.79	Career Service	02	OPERATIONAL SERVICES - AFSCME	Y
2001	DATA ENTRY OPERATOR	009	01	\$767.94	\$1,247.10	43-9021-01	DATA ENTRY KEYERS	\$644.28	\$1,774.79	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
2133	DATA PROCESSING MANAGER - SES	426	08	\$1,783.89	\$3,701.97	11-3021-02	COMPUTER & INFORMATION SYSTEMS MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
9487	DEPUTY SECRETARY-DJJ	950	09	\$2,979.62	\$6,696.56	10-1021-02	GENERAL AND OPERATIONS MANAGERS	\$2,183.84	\$9,625.29	SMS	99	NOT REPRESENTED	N
9085	DETENTION SUPERINTENDENT-DJJ	520	08	\$1,503.21	\$3,346.97	11-9199-02	MANAGERS, ALL OTHER	\$1,017.15	\$4,483.13	SES	87	SUPERVISORY - NOT REPRESENTED	N
9085	DETENTION SUPERINTENDENT-DJJ	520	08	\$1,503.21	\$3,346.97	11-9199-02	MANAGERS, ALL OTHER	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
5203	DIETITIAN	086	01	\$982.23	\$2,063.75	29-1031-01	DIETITIANS AND NUTRITIONISTS	\$991.31	\$2,730.73	Career Service	04	PROFESSIONAL HEALTH CARE - FNA	N

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6840	DIR OF OFFICE OF PRGM ACCOUNTABILITY-DJJ	930	09	\$2,085.73	\$4,673.64	10-3011-01	ADMINISTRATIVE SERVICES MANAGERS	\$1,819.86	\$8,422.12	SMS	99	NOT REPRESENTED	N
6819	DIR OF RESIDENTIAL & CORR FACILITIES-DJJ	930	09	\$2,085.73	\$4,673.64	10-9151-01	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$1,819.86	\$8,422.12	SMS	99	NOT REPRESENTED	N
6812	DIRECTOR OF ADMINISTRATION	940	09	\$2,483.02	\$5,859.49	10-3011-02	ADMINISTRATIVE SERVICES MANAGERS	\$2,183.84	\$9,625.29	SMS	99	NOT REPRESENTED	N
6817	DIRECTOR OF DETENTION-DJJ	930	09	\$2,085.73	\$4,673.64	10-9151-01	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$1,819.86	\$8,422.12	SMS	99	NOT REPRESENTED	N
6818	DIRECTOR OF PROB & COMMUNITY CORR-DJJ	930	09	\$2,085.73	\$4,673.64	10-9151-01	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$1,819.86	\$8,422.12	SMS	99	NOT REPRESENTED	N
9044	DIRECTOR OF STAFF DEVELOPMENT & TRAINING	940	09	\$2,483.02	\$5,859.49	10-9199-01	MANAGERS, ALL OTHER	\$1,819.86	\$8,422.12	SMS	99	NOT REPRESENTED	N
2053	DISTRIBUTED COMPUTER SYSTEMS ADMIN - SES	425	08	\$1,673.36	\$3,386.55	11-3021-02	COMPUTER & INFORMATION SYSTEMS MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
2052	DISTRIBUTED COMPUTER SYSTEMS ANALYST	022	01	\$1,402.60	\$2,543.87	15-1071-02	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	\$991.31	\$2,730.73	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
1328	EDUCATION AND TRAINING SPECIALIST	018	01	\$1,128.63	\$1,966.78	13-1073-03	TRAINING AND DEVELOPMENT SPECIALISTS	\$1,080.50	\$2,976.45	Career Service	05	PROFESSIONAL - AFSCME	N
7252	EDUCATION POLICY ADMINISTRATOR-DJJ	530	08	\$1,737.44	\$3,904.83	11-1021-03	GENERAL AND OPERATIONS MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
0718	EXECUTIVE ASSISTANT I - SES	422	08	\$1,402.60	\$2,698.42	43-6011-04	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$991.31	\$2,730.73	SES	89	NOT REPRESENTED	N
0115	EXECUTIVE SECRETARY - SES	415	08	\$979.97	\$1,828.81	43-6011-02	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$765.48	\$2,108.65	SES	89	NOT REPRESENTED	N
1466	FINANCE & ACCOUNTING DIRECTOR III - SES	426	08	\$1,783.89	\$3,701.97	11-3031-02	FINANCIAL MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
1415	FISCAL ASSISTANT I	010	01	\$797.49	\$1,301.56	43-3031-01	BOOKKEEPING, ACCOUNTING & AUDITING CLERK	\$644.28	\$1,774.79	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
1418	FISCAL ASSISTANT II	012	01	\$863.60	\$1,426.08	43-3031-02	BOOKKEEPING, ACCOUNTING & AUDITING CLERK	\$765.48	\$2,108.65	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y

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1418	FISCAL ASSISTANT II - SES	412	08	\$863.60	\$1,486.02	43-3031-02	BOOKKEEPING, ACCOUNTING & AUDITING CLERK	\$765.48	\$2,108.65	SES	89	NOT REPRESENTED	Y
6215	FOOD PRODUCTION & SVS SUPV - SES	407	08	\$712.49	\$1,144.19	35-1012-01	FIRST-LINE SUPV/MGR FOOD PREP & SERV WK	\$702.27	\$1,934.51	SES	86	NON PROFESSIONAL SUPERVISORY UNIT-FPD	Y
6223	FOOD SERVICE DIRECTOR I - SES	415	08	\$979.97	\$1,828.81	11-9051-01	FOOD SERVICE MANAGERS	\$813.72	\$3,586.44	SES	89	NOT REPRESENTED	N
6224	FOOD SERVICE DIRECTOR II - SES	418	08	\$1,128.63	\$2,261.03	11-9051-01	FOOD SERVICE MANAGERS	\$813.72	\$3,586.44	SES	89	NOT REPRESENTED	N
6213	FOOD SUPPORT WORKER	006	01	\$688.85	\$1,112.25	35-2021-01	FOOD PREPARATION WORKERS	\$702.27	\$1,934.51	Career Service	03	HUMAN SERVICES - AFSCME	Y
9416	GENERAL COUNSEL-DJJ	940	09	\$2,483.02	\$5,859.49	10-9199-02	MANAGERS, ALL OTHER	\$2,183.84	\$9,625.29	SMS	99	NOT REPRESENTED	N
0839	GENERAL SERVICES SPECIALIST	021	01	\$1,326.98	\$2,383.89	13-1199-03	BUSINESS OPERATION SPECIALIST, ALL OTHER	\$1,080.50	\$2,976.45	Career Service	05	PROFESSIONAL - AFSCME	N
2224	GOVERNMENT ANALYST I	022	01	\$1,402.60	\$2,543.87	13-1111-03	MANAGEMENT ANALYSTS	\$1,080.50	\$2,976.45	Career Service	05	PROFESSIONAL - AFSCME	N
2225	GOVERNMENT ANALYST II	026	01	\$1,783.89	\$3,337.62	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	Career Service	05	PROFESSIONAL - AFSCME	N
2234	GOVERNMENT OPERATIONS CONSULTANT I	021	01	\$1,326.98	\$2,383.89	13-1111-03	MANAGEMENT ANALYSTS	\$1,080.50	\$2,976.45	Career Service	05	PROFESSIONAL - AFSCME	N
2236	GOVERNMENT OPERATIONS CONSULTANT II	023	01	\$1,486.92	\$2,724.03	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	Career Service	05	PROFESSIONAL - AFSCME	N
2238	GOVERNMENT OPERATIONS CONSULTANT III	025	01	\$1,673.36	\$3,115.65	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	Career Service	05	PROFESSIONAL - AFSCME	N
5724	HALFWAY FACILITY SUPERINTENDENT - SES	421	08	\$1,326.98	\$2,442.87	11-9151-01	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$813.72	\$3,586.44	SES	89	NOT REPRESENTED	N
5666	HEALTH INFORMATION SPECIALIST	015	01	\$979.97	\$1,660.87	43-4071-03	FILE CLERKS	\$909.43	\$2,505.21	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
1023	HUMAN RESOURCE ANALYST - SES	424	08	\$1,574.93	\$3,027.02	13-1079-04	HUMAN RESOUR/TRAIN/LABR RELAT SPEC, OTHR	\$1,399.29	\$4,047.35	SES	89	NOT REPRESENTED	N
9415	INSPECTOR GENERAL-DJJ	940	09	\$2,483.02	\$5,859.49	10-1021-02	GENERAL AND OPERATIONS MANAGERS	\$2,183.84	\$9,625.29	SMS	99	NOT REPRESENTED	N
2240	INSPECTOR SPECIALIST	024	01	\$1,574.93	\$2,909.60	13-1041-04	COMPLIANCE OFFICERS	\$1,399.29	\$4,047.35	Career Service	09	MANAGERIAL/CONFIDENTIAL-NOT REPRESENTED	N
2240	INSPECTOR SPECIALIST - SES	424	08	\$1,574.93	\$3,027.02	13-1041-04	COMPLIANCE OFFICERS	\$1,399.29	\$4,047.35	SES	89	NOT REPRESENTED	N

Class Code	Class Title	Pay Grade Code	Pay Plan	Bi Weekly Min	Bi Weekly Max	Broadband Code	Bband Occupation Title	Bband Min Bi Wkly Amt	Bband Max Bi Wkly Amt	Pay Plan Desc	Cbu	Cbu Desc	Ot Eligible
9434	INVESTIGATIONS ADMINISTRATOR-DJJ	530	08	\$1,737.44	\$3,904.83	11-9199-03	MANAGERS, ALL OTHER	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
5716	JUVENILE JUSTICE COUNSELOR	017	01	\$1,074.08	\$1,853.47	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	\$1,080.50	\$2,976.45	Career Service	05	PROFESSIONAL - AFSCME	Y
5722	JUVENILE JUSTICE COUNSELOR SUPV-SES	418	08	\$1,128.63	\$2,261.03	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	\$1,080.50	\$2,976.45	SES	87	SUPERVISORY - NOT REPRESENTED	N
5713	JUVENILE JUSTICE DETENTION OFF SUPV-SES	417	08	\$1,074.08	\$1,939.05	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	\$1,080.50	\$2,976.45	SES	87	SUPERVISORY - NOT REPRESENTED	Y
5711	JUVENILE JUSTICE DETENTION OFFICER I	015	01	\$979.97	\$1,660.87	21-1092-01	PROBATION OFFICER & CORR TREATMENT SPEC	\$834.33	\$2,298.33	Career Service	03	HUMAN SERVICES - AFSCME	Y
5712	JUVENILE JUSTICE DETENTION OFFICER II	016	01	\$1,020.79	\$1,750.44	21-1092-02	PROBATION OFFICER & CORR TREATMENT SPEC	\$909.43	\$2,505.21	Career Service	03	HUMAN SERVICES - AFSCME	Y
5717	JUVENILE JUSTICE RESIDENTIAL OFFICER	013	01	\$903.19	\$1,498.39	21-1092-01	PROBATION OFFICER & CORR TREATMENT SPEC	\$834.33	\$2,298.33	Career Service	03	HUMAN SERVICES - AFSCME	Y
5965	JUVENILE PROBATION OFFICER	018	01	\$1,128.63	\$1,966.78	21-1092-02	PROBATION OFFICER & CORR TREATMENT SPEC	\$909.43	\$2,505.21	Career Service	05	PROFESSIONAL - AFSCME	Y
5967	JUVENILE PROBATION OFFICER SUPV - SES	420	08	\$1,257.57	\$2,352.91	21-1092-04	PROBATION OFFICER & CORR TREATMENT SPEC	\$1,177.77	\$3,406.61	SES	87	SUPERVISORY - NOT REPRESENTED	N
5967	JUVENILE PROBATION OFFICER SUPV - SES	420	08	\$1,257.57	\$2,352.91	21-1092-04	PROBATION OFFICER & CORR TREATMENT SPEC	\$1,177.77	\$3,406.61	SES	89	NOT REPRESENTED	N
9345	LEGAL ADMINISTRATOR-DJJ	110	08	\$880.82	\$1,895.51	43-6011-02	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$765.48	\$2,108.65	SES	89	NOT REPRESENTED	N
0717	LEGISLATION SPECIALIST - SES	424	08	\$1,574.93	\$3,027.02	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	SES	89	NOT REPRESENTED	N
9087	LEGISLATIVE AFFAIRS DIRECTOR-DJJ	920	09	\$1,787.77	\$3,976.01	10-1021-01	GENERAL AND OPERATIONS MANAGERS	\$1,819.86	\$8,422.12	SMS	99	NOT REPRESENTED	N
5599	LICENSED PRACTICAL NURSE	014	01	\$945.37	\$1,577.35	29-2061-03	LICENSED PRACTICAL & LICENSED VOC NURSES	\$909.43	\$2,505.21	Career Service	03	HUMAN SERVICES - AFSCME	Y
6387	MAINTENANCE & CONSTRUCTION SUPT - SES	422	08	\$1,402.60	\$2,698.42	11-9021-02	CONSTRUCTION MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
6466	MAINTENANCE MECHANIC	014	01	\$945.37	\$1,577.35	49-9042-02	MAINTENANCE AND REPAIR WORKERS, GENERAL	\$834.33	\$2,298.33	Career Service	02	OPERATIONAL SERVICES - AFSCME	Y
6381	MAINTENANCE SUPERINTENDENT I - SES	418	08	\$1,128.63	\$2,261.03	11-9021-01	CONSTRUCTION MANAGERS	\$813.72	\$3,586.44	SES	89	NOT REPRESENTED	N
6382	MAINTENANCE SUPERINTENDENT II - SES	419	08	\$1,191.87	\$2,631.97	11-9021-02	CONSTRUCTION MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N

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2209	MANAGEMENT ANALYST I - SES	417	08	\$1,074.08	\$1,939.05	13-1111-02	MANAGEMENT ANALYSTS	\$991.31	\$2,730.73	SES	86	NON PROFESSIONAL SUPERVISORY UNIT-FPD	Y
2212	MANAGEMENT ANALYST II - SES	419	08	\$1,191.87	\$2,631.97	13-1111-03	MANAGEMENT ANALYSTS	\$1,080.50	\$2,976.45	SES	89	NOT REPRESENTED	N
2239	MANAGEMENT REVIEW SPECIALIST - SES	424	08	\$1,574.93	\$3,027.02	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	SES	89	NOT REPRESENTED	N
3150	MARKET RESEARCH ANALYST	020	01	\$1,257.57	\$2,236.06	19-3021-02	MARKET RESEARCH ANALYSTS	\$1,080.50	\$2,976.45	Career Service	09	MANAGERIAL/CONFIDENTIAL - NOT REPRESENTED	N
7680	MENTAL HLTH & SUBSTAN ABUSE SERV DIR-DJJ	530	08	\$1,737.44	\$3,904.83	11-9111-03	MEDICAL AND HEALTH SERVICES MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
5345	NURSING SERVICES DIRECTOR - SES	482	08	\$2,218.98	\$4,662.20	11-9111-02	MEDICAL AND HEALTH SERVICES MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
2047	OFFICE AUTOMATION ANALYST	022	01	\$1,402.60	\$2,543.87	15-1041-02	COMPUTER SUPPORT SPECIALISTS	\$991.31	\$2,730.73	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
2041	OFFICE AUTOMATION SPECIALIST I	015	01	\$979.97	\$1,660.87	15-1041-01	COMPUTER SUPPORT SPECIALISTS	\$834.33	\$2,298.33	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
2234	OPERATIONS & MGMT CONSULTANT I - SES	421	08	\$1,326.98	\$2,442.87	13-1111-03	MANAGEMENT ANALYSTS	\$1,080.50	\$2,976.45	SES	89	NOT REPRESENTED	N
2236	OPERATIONS & MGMT CONSULTANT II - SES	423	08	\$1,486.92	\$2,996.43	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	SES	86	NON PROFESSIONAL SUPERVISORY UNIT-FPD	N
2236	OPERATIONS & MGMT CONSULTANT II - SES	423	08	\$1,486.92	\$2,996.43	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	SES	89	NOT REPRESENTED	N
2238	OPERATIONS & MGMT CONSULTANT MGR - SES	425	08	\$1,673.36	\$3,386.55	11-1021-02	GENERAL AND OPERATIONS MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
2209	OPERATIONS ANALYST I	017	01	\$1,074.08	\$1,853.47	13-1111-02	MANAGEMENT ANALYSTS	\$991.31	\$2,730.73	Career Service	05	PROFESSIONAL - AFSCME	Y
2212	OPERATIONS ANALYST II	019	01	\$1,191.87	\$2,099.20	13-1111-03	MANAGEMENT ANALYSTS	\$1,080.50	\$2,976.45	Career Service	05	PROFESSIONAL - AFSCME	Y
6882	OPERATIONS AND PROGRAM MANAGER	530	08	\$1,737.44	\$3,904.83	11-1021-03	GENERAL AND OPERATIONS MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
2239	OPERATIONS REVIEW SPECIALIST	024	01	\$1,574.93	\$2,909.60	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	Career Service	05	PROFESSIONAL - AFSCME	N
9713	PERSONAL SECRETARY I	110	08	\$880.82	\$1,895.51	43-6011-02	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$765.48	\$2,108.65	SES	89	NOT REPRESENTED	Y
1015	PERSONNEL SERVICES SPECIALIST - SES	421	08	\$1,326.98	\$2,442.87	13-1079-03	HUMAN RESOUR/TRAIN/LABR RELAT SPEC, OTHR	\$1,080.50	\$2,976.45	SES	89	NOT REPRESENTED	N

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1014	PERSONNEL SERVICES SUPERVISOR - SES	421	08	\$1,326.98	\$2,442.87	13-1079-04	HUMAN RESOUR/TRAIN/LABR RELAT SPEC, OTHR	\$1,399.29	\$4,047.35	SES	89	NOT REPRESENTED	N
1006	PERSONNEL TECHNICIAN I - SES	414	08	\$945.37	\$1,637.30	13-1079-01	HUMAN RESOUR/TRAIN/LABR RELAT SPEC, OTHR	\$765.48	\$2,108.65	SES	89	NOT REPRESENTED	N
2315	PLANNER II	020	01	\$1,257.57	\$2,236.06	13-1111-03	MANAGEMENT ANALYSTS	\$1,080.50	\$2,976.45	Career Service	09	MANAGERIAL/CONFIDENTIAL - NOT REPRESENTED	N
1469	PROFESSIONAL ACCOUNTANT SPECIALIST - SES	424	08	\$1,574.93	\$3,027.02	13-2011-03	ACCOUNTANTS AND AUDITORS	\$1,177.77	\$3,406.61	SES	89	NOT REPRESENTED	N
5916	PROGRAM ADMINISTRATOR - SES	425	08	\$1,673.36	\$3,386.55	11-9151-02	COMMUNITY AND SOCIAL SERVICE MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
8221	PROGRAMS & POLICY COORDINATOR	530	08	\$1,737.44	\$3,904.83	11-1021-03	GENERAL AND OPERATIONS MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
0945	PROPERTY CONSULTANT	017	01	\$1,074.08	\$1,853.47	13-1023-03	PURCHASING AGENTS	\$1,080.50	\$2,976.45	Career Service	05	PROFESSIONAL - AFSCME	N
0939	PROPERTY SPECIALIST	014	01	\$945.37	\$1,577.35	13-1081-01	LOGISTICIANS	\$765.48	\$2,108.65	Career Service	05	PROFESSIONAL - AFSCME	Y
0815	PURCHASING AGENT III	018	01	\$1,128.63	\$1,966.78	13-1023-03	PURCHASING AGENTS	\$1,080.50	\$2,976.45	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	N
0818	PURCHASING SPECIALIST	021	01	\$1,326.98	\$2,383.89	13-1023-03	PURCHASING AGENTS	\$1,080.50	\$2,976.45	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	N
0806	PURCHASING TECHNICIAN	011	01	\$828.19	\$1,359.86	13-1023-01	PURCHASING AGENTS	\$765.48	\$2,108.65	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
2208	RECORDS ANALYST	017	01	\$1,074.08	\$1,853.47	13-1111-01	MANAGEMENT ANALYSTS	\$765.48	\$2,108.65	Career Service	05	PROFESSIONAL - AFSCME	N
5566	RECREATION THERAPY ANALYST	018	01	\$1,128.63	\$1,966.78	21-1015-02	REHABILITATION COUNSELORS	\$909.43	\$2,505.21	Career Service	05	PROFESSIONAL - AFSCME	N
5294	REGISTERED NURSE SPECIALIST	075	01	\$1,339.24	\$2,813.83	29-1111-02	REGISTERED NURSES	\$1,177.77	\$3,406.61	Career Service	04	PROFESSIONAL HEALTH CARE - FNA	Y
5306	REGISTERED NURSE SUPERVISOR	075	01	\$1,339.24	\$2,813.83	29-1111-03	REGISTERED NURSES	\$1,283.74	\$3,713.12	Career Service	04	PROFESSIONAL HEALTH CARE - FNA	N
5312	REGISTERED NURSING CONSULTANT	079	01	\$1,710.68	\$3,594.23	29-1111-04	REGISTERED NURSES	\$1,399.29	\$4,047.35	Career Service	04	PROFESSIONAL HEALTH CARE - FNA	N
5562	REHABILITATION THERAPIST	017	01	\$1,074.08	\$1,853.47	21-1015-02	REHABILITATION COUNSELORS	\$909.43	\$2,505.21	Career Service	05	PROFESSIONAL - AFSCME	Y

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8219	RESEARCH AND PLANNING DIRECTOR	530	08	\$1,737.44	\$3,904.83	11-3021-03	COMPUTER & INFORMATION SYSTEMS MANAGERS	\$1,271.44	\$5,884.06	SES	89	NOT REPRESENTED	N
9491	SECRETARY OF JUVENILE JUSTICE	950	09	\$2,979.62	\$6,696.56	10-1011-03	CHIEF EXECUTIVES	\$2,620.61	\$11,550.35	SMS	99	NOT REPRESENTED	N
0105	SECRETARY SPECIALIST	010	01	\$797.49	\$1,301.56	43-6014-01	SECRETARIES, EXCPT LEGAL, MEDICAL & EXEC	\$644.28	\$1,774.79	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
0104	SECRETARY SPECIALIST - SES	410	08	\$797.49	\$1,346.78	43-6014-01	SECRETARIES, EXCPT LEGAL, MEDICAL & EXEC	\$644.28	\$1,774.79	SES	86	NON PROFESSIONAL SUPERVISORY UNIT-FPD	Y
7738	SENIOR ATTORNEY	230	08	\$1,985.65	\$5,020.48	23-1011-04	LAWYERS	\$1,975.21	\$5,441.06	SES	81	ST EMP ATTORNEYS GUILD (SEAG) - FPD	N
7738	SENIOR ATTORNEY	230	08	\$1,985.65	\$5,020.48	23-1011-04	LAWYERS	\$1,975.21	\$5,441.06	SES	89	NOT REPRESENTED	N
0008	SENIOR CLERICAL SUPERVISOR - SES	412	08	\$863.60	\$1,486.02	43-1011-02	FIRST-LINE SUPV/MGR OF OFF/ADMIN SUP WKR	\$765.48	\$2,108.65	SES	86	NON PROFESSIONAL SUPERVISORY UNIT-FPD	Y
0004	SENIOR CLERK	011	01	\$828.19	\$1,359.86	43-9061-02	OFFICE CLERKS, GENERAL	\$765.48	\$2,108.65	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
0004	SENIOR CLERK - SES	411	08	\$828.19	\$1,405.07	43-9061-02	OFFICE CLERKS, GENERAL	\$765.48	\$2,108.65	SES	89	NOT REPRESENTED	N
5966	SENIOR JUVENILE PROBATION OFFICER	019	01	\$1,191.87	\$2,099.20	21-1092-03	PROBATION OFFICER & CORR TREATMENT SPEC	\$1,080.50	\$2,976.45	Career Service	05	PROFESSIONAL - AFSCME	Y
2224	SENIOR MANAGEMENT ANALYST I - SES	422	08	\$1,402.60	\$2,698.42	13-1111-03	MANAGEMENT ANALYSTS	\$1,080.50	\$2,976.45	SES	89	NOT REPRESENTED	N
2225	SENIOR MANAGEMENT ANALYST II - SES	426	08	\$1,783.89	\$3,701.97	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	SES	87	SUPERVISORY - NOT REPRESENTED	N
2225	SENIOR MANAGEMENT ANALYST II - SES	426	08	\$1,783.89	\$3,701.97	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	SES	89	NOT REPRESENTED	N
2228	SENIOR MANAGEMENT ANALYST SUPV - SES	426	08	\$1,783.89	\$3,701.97	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	SES	87	SUPERVISORY - NOT REPRESENTED	N
2228	SENIOR MANAGEMENT ANALYST SUPV - SES	426	08	\$1,783.89	\$3,701.97	13-1111-04	MANAGEMENT ANALYSTS	\$1,399.29	\$4,047.35	SES	89	NOT REPRESENTED	N
5281	SENIOR PHYSICIAN	320	08	\$3,003.29	\$7,157.59	29-1062-06	FAMILY AND GENERAL PRACTITIONERS	\$2,788.21	\$7,680.64	SES	80	PHYSICIAN UNIT - FPD	N
1468	SENIOR PROFESSIONAL ACCOUNTANT	022	01	\$1,402.60	\$2,543.87	13-2011-03	ACCOUNTANTS AND AUDITORS	\$1,177.77	\$3,406.61	Career Service	05	PROFESSIONAL - AFSCME	Y
1468	SENIOR PROFESSIONAL ACCOUNTANT	022	01	\$1,402.60	\$2,543.87	13-2011-03	ACCOUNTANTS AND AUDITORS	\$1,177.77	\$3,406.61	Career Service	05	PROFESSIONAL - AFSCME	N
5237	SENIOR PSYCHOLOGIST	095	01	\$1,686.49	\$3,543.45	19-3099-04	SOCIAL SCIENTISTS & RELATED WORKERS, ALL	\$1,525.23	\$4,201.50	Career Service	04	PROFESSIONAL HEALTH CARE - FNA	N

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8711	SENIOR SAFETY SPECIALIST - SES	416	08	\$1,020.79	\$1,810.37	29-9011-03	OCCUPATIONAL HEALTH & SAFETY SPECIALISTS	\$909.43	\$2,505.21	SES	89	NOT REPRESENTED	Y
5953	SOCIAL SERVICES COUNSELOR	018	01	\$1,128.63	\$1,966.78	21-1019-03	COUNSELORS, ALL OTHER	\$1,080.50	\$2,976.45	Career Service	05	PROFESSIONAL - AFSCME	N
0120	STAFF ASSISTANT	013	01	\$903.19	\$1,498.39	43-6011-02	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$765.48	\$2,108.65	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y
0120	STAFF ASSISTANT - SES	413	08	\$903.19	\$1,558.36	43-6011-02	EXECUTIVE SECRETARIES & ADMIN ASSISTANTS	\$765.48	\$2,108.65	SES	86	NON PROFESSIONAL SUPERVISORY UNIT-FPD	Y
9821	SUPERINTENDENT-DJJ	530	08	\$1,737.44	\$3,904.83	11-9199-02	MANAGERS, ALL OTHER	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
2117	SYSTEMS PROGRAMMING ADMINISTRATOR - SES	427	08	\$1,901.03	\$3,925.42	11-3021-02	COMPUTER & INFORMATION SYSTEMS MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
2107	SYSTEMS PROJECT ANALYST	024	01	\$1,574.93	\$2,909.60	15-1051-03	COMPUTER SYSTEMS ANALYSTS	\$1,177.77	\$3,406.61	Career Service	05	PROFESSIONAL - AFSCME	N
2109	SYSTEMS PROJECT CONSULTANT	025	01	\$1,673.36	\$3,115.65	15-1051-04	COMPUTER SYSTEMS ANALYSTS	\$1,283.74	\$3,713.12	Career Service	05	PROFESSIONAL - AFSCME	N
2039	TELECOMMUNICATIONS ADMINISTRATOR - SES	424	08	\$1,574.93	\$3,027.02	11-3021-02	COMPUTER & INFORMATION SYSTEMS MANAGERS	\$1,017.15	\$4,483.13	SES	89	NOT REPRESENTED	N
1330	TRAINING CONSULTANT	019	01	\$1,191.87	\$2,099.20	13-1073-03	TRAINING AND DEVELOPMENT SPECIALISTS	\$1,080.50	\$2,976.45	Career Service	05	PROFESSIONAL - AFSCME	N
1324	TRAINING SPECIALIST II	017	01	\$1,074.08	\$1,853.47	13-1073-02	TRAINING AND DEVELOPMENT SPECIALISTS	\$991.31	\$2,730.73	Career Service	09	MANAGERIAL/CONFIDENTIAL- NOT REPRESENTED	N
2132	WEB MANAGER	026	01	\$1,783.89	\$3,337.62	15-1071-04	NETWORK & COMPUTER SYSTEMS ADMINISTRATOR	\$1,283.74	\$3,713.12	Career Service	09	MANAGERIAL/CONFIDENTIAL- NOT REPRESENTED	N
0090	WORD PROCESSING SYSTEMS OPERATOR	010	01	\$797.49	\$1,301.56	43-9022-01	WORD PROCESSORS AND TYPISTS	\$644.28	\$1,774.79	Career Service	01	ADMINISTRATIVE & CLERICAL - AFSCME	Y

Florida Department of Juvenile Justice

Department Level Exhibits and Schedules



Wansley Walters, Secretary

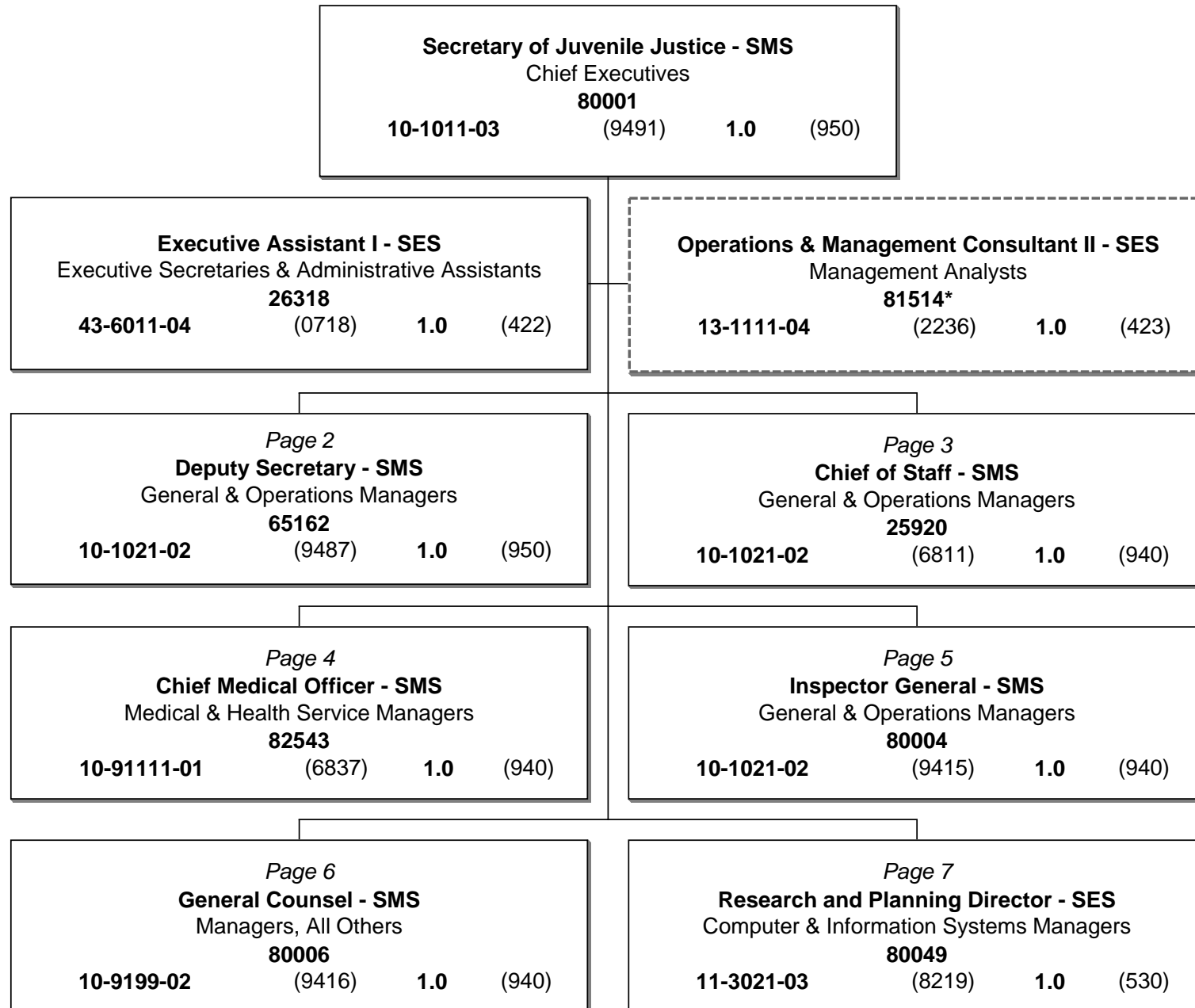
Schedule VII: Agency Litigation Inventory

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

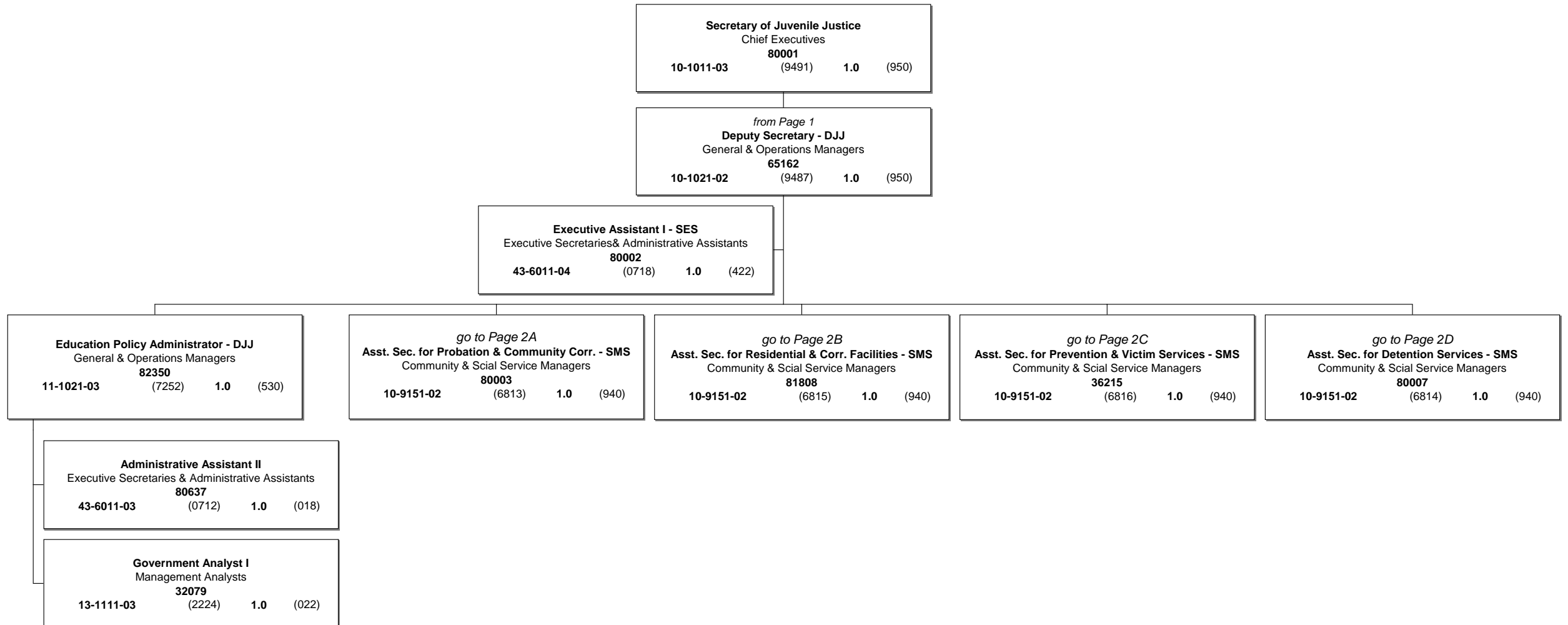
Agency:	Florida Department of Juvenile Justice		
Contact Person:	Michael J. Wheeler	Phone Number:	850-717-2450
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Okaloosa County and Nassau County, ET AL (Petitioners) vs. Florida Department of Juvenile Justice (Respondent)		
Court with Jurisdiction:	1st District Court of Appeals (1 st DCA) and Division of Administrative Hearings (DOAH)		
Case Number:	ID13-0465		
Summary of the Complaint:	Petitioners challenged the Florida Department of Juvenile Justice's rules adopted in July 2010 which determined the process by which funding of detention services would be shared between the state and non-fiscally constrained counties.		
Amount of the Claim:	\$80-200 million		
Specific Statutes or Laws (including GAA) Challenged:	Florida Statute 985.686 Florida Department of Juvenile Justice's Administrative Rules 63G-1.011 and 1.017		
Status of the Case:	ID13-0465 is currently before the 1st DCA and Cases 11-5894, 11-0995, 13-1442 and 13-2909 are before DOAH.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel John Milla	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	The lawsuit is not a class action suit and the Plaintiffs will be Represented by the Law Firm of Nabors, Giblin & Nickerson, P.A. and attorneys for the individual counties.		

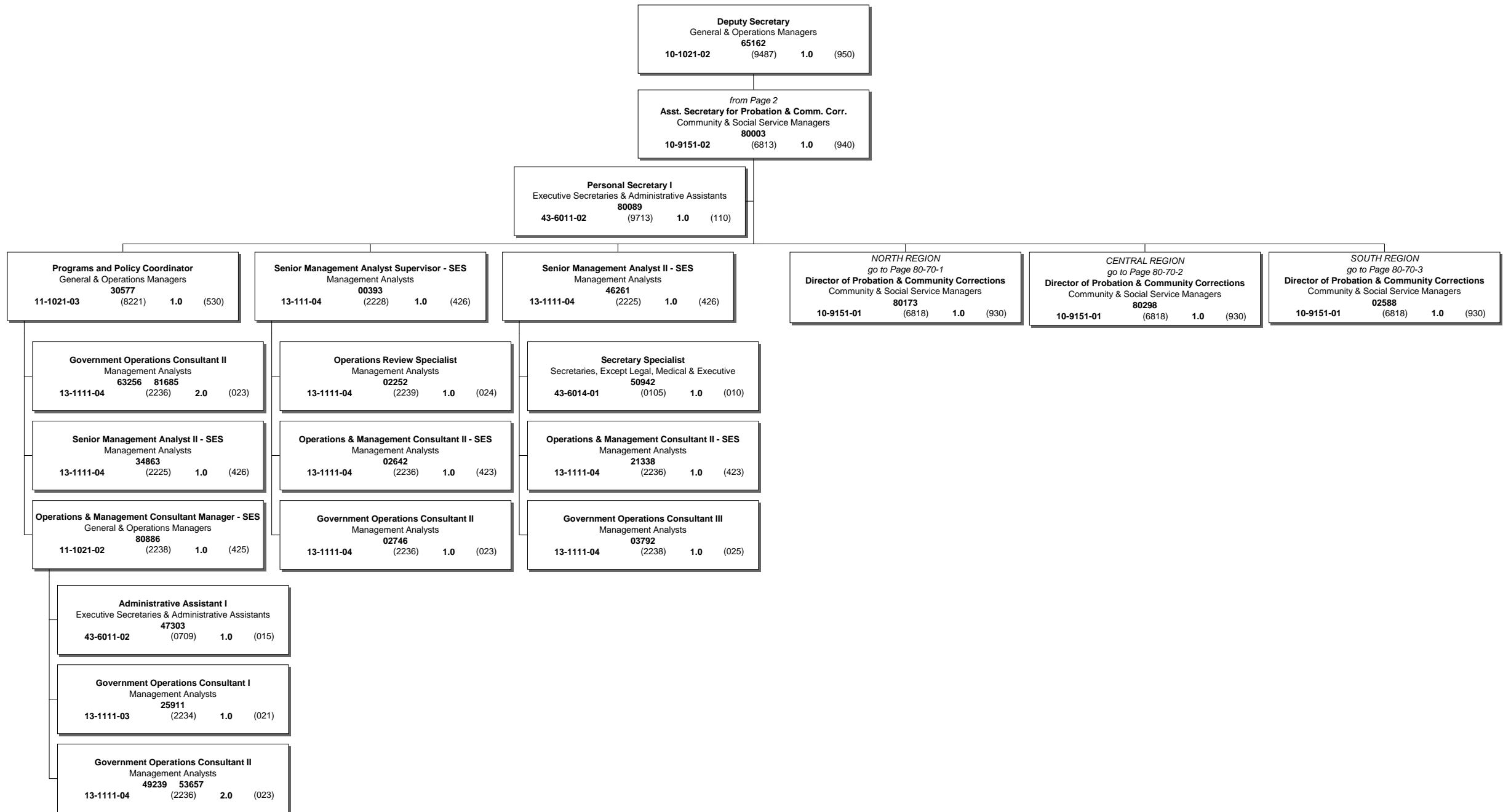
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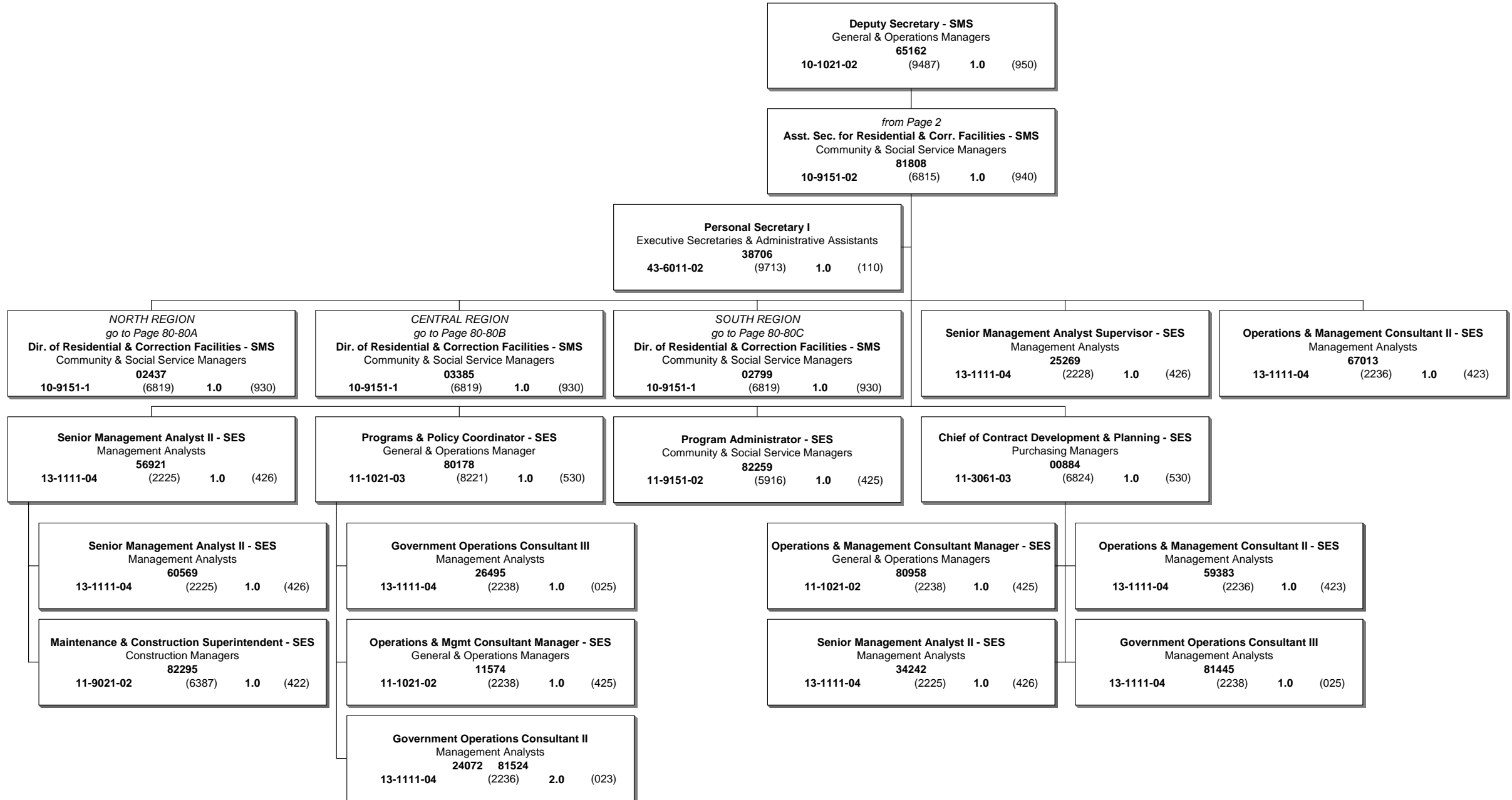
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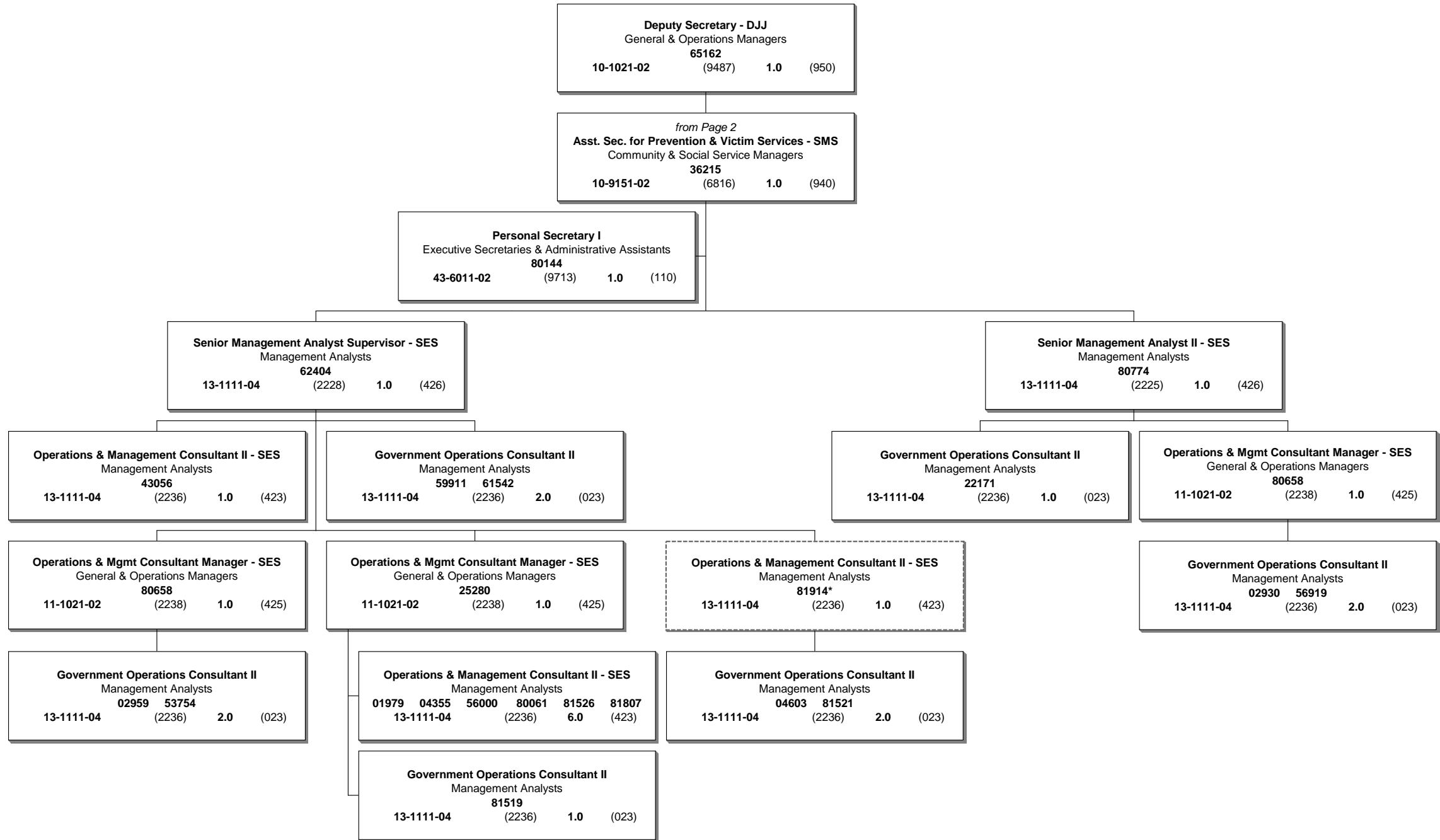


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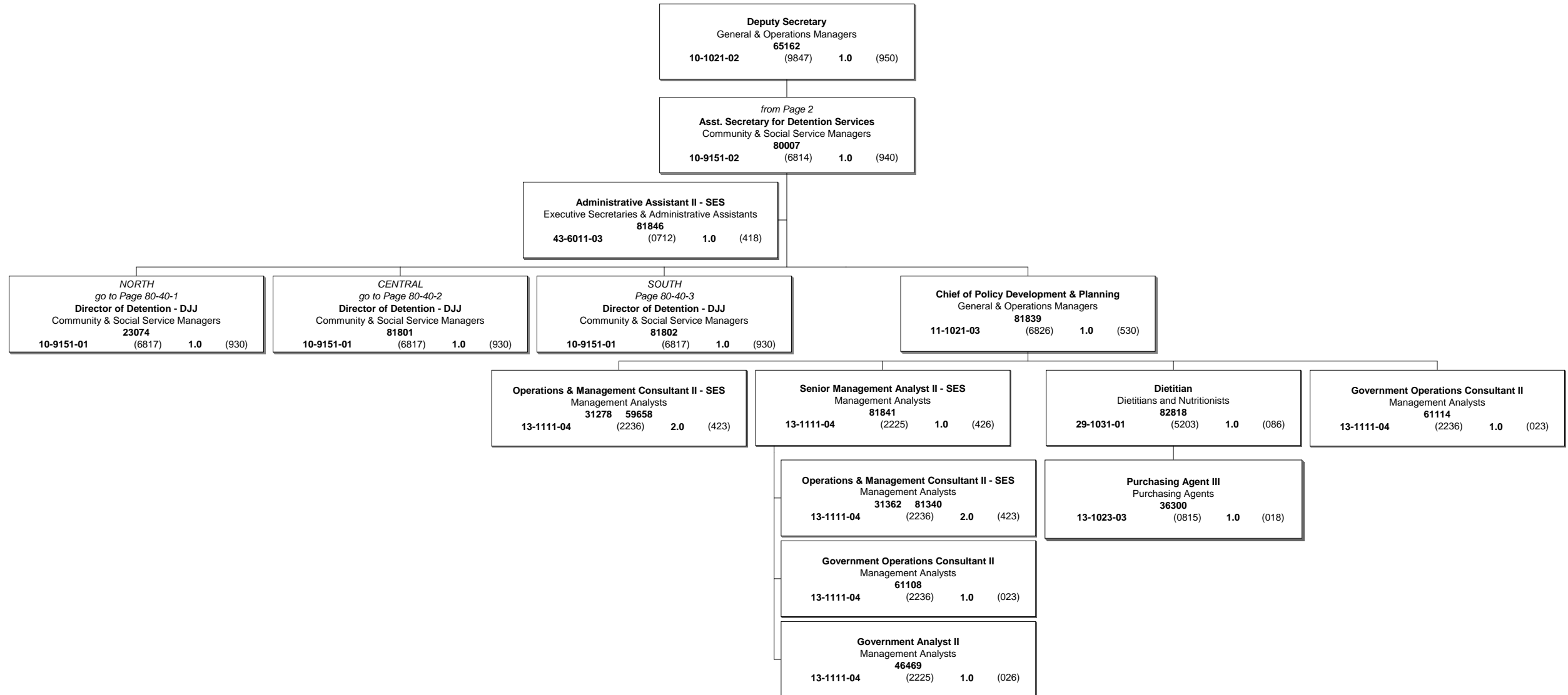






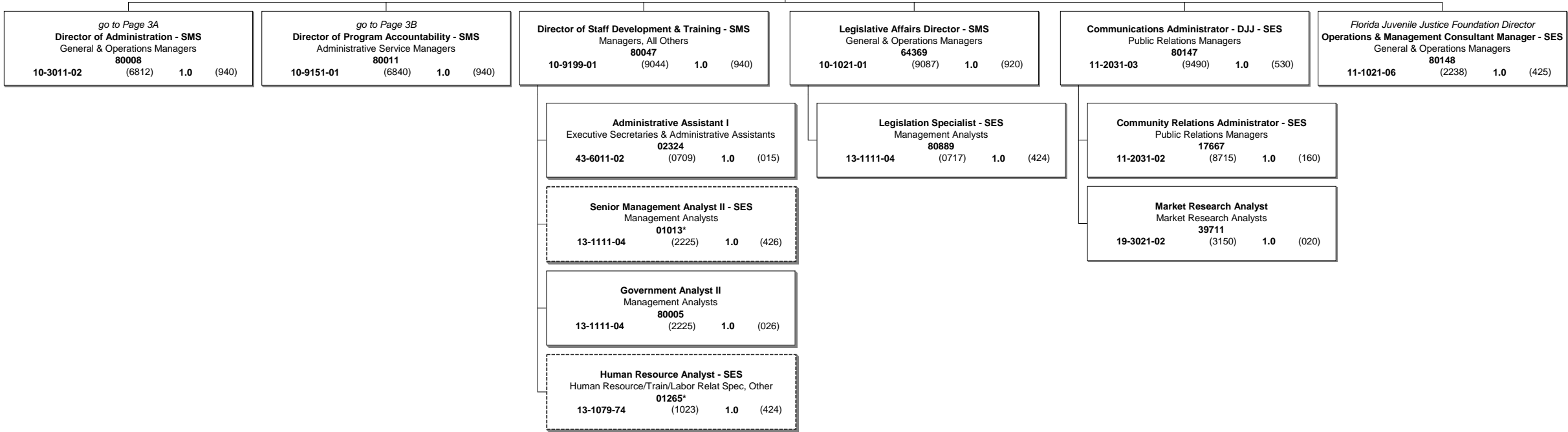


*Funded by Residential



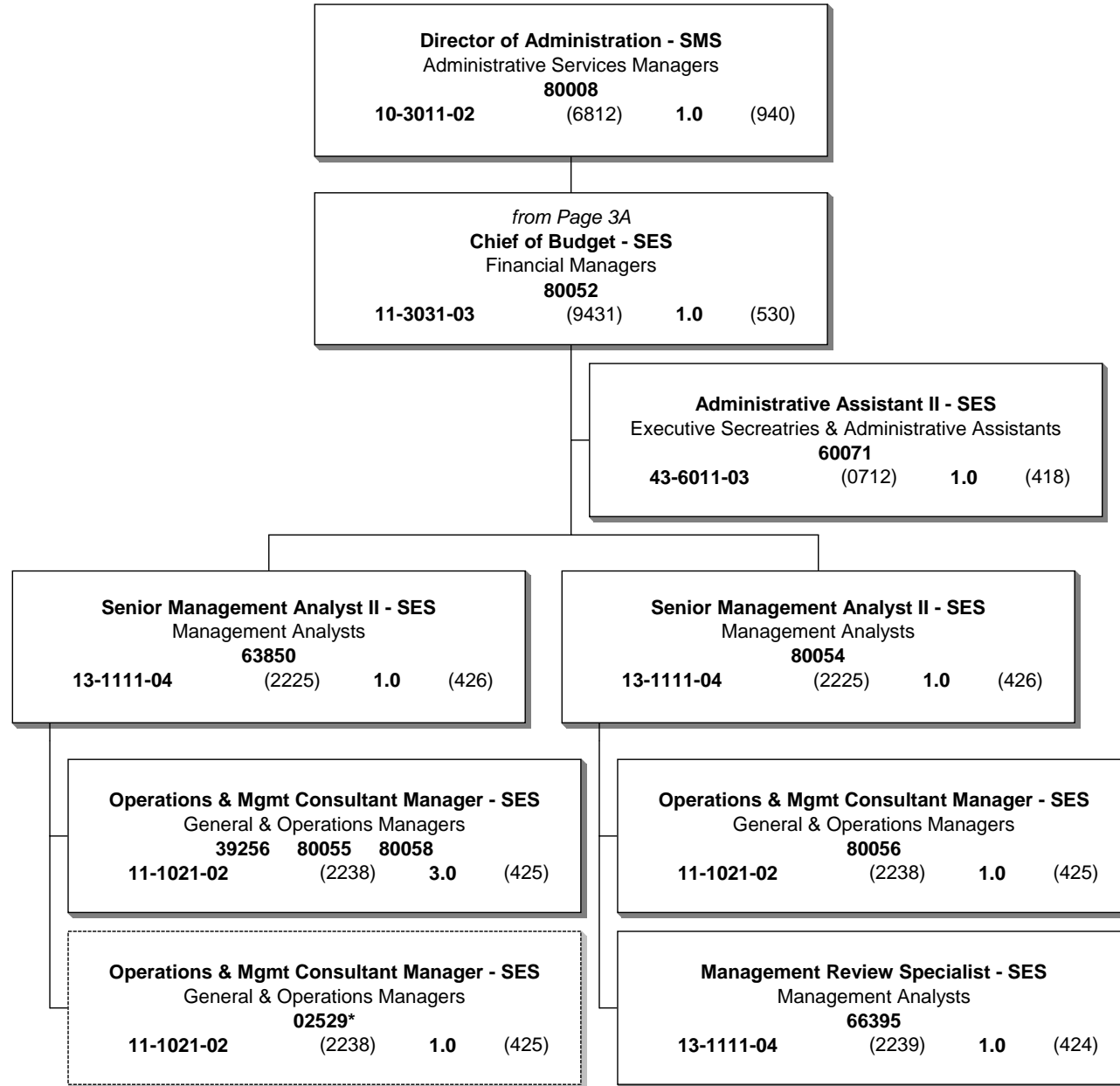
Secretary of Juvenile Justice
 Chief of Executives
80001
 10-1011-03 (9491) 1.0 (950)

from Page 1
Chief of Staff - SMS
 General & Operations Managers
25920
 10-1021-02 (6811) 1.0 (940)

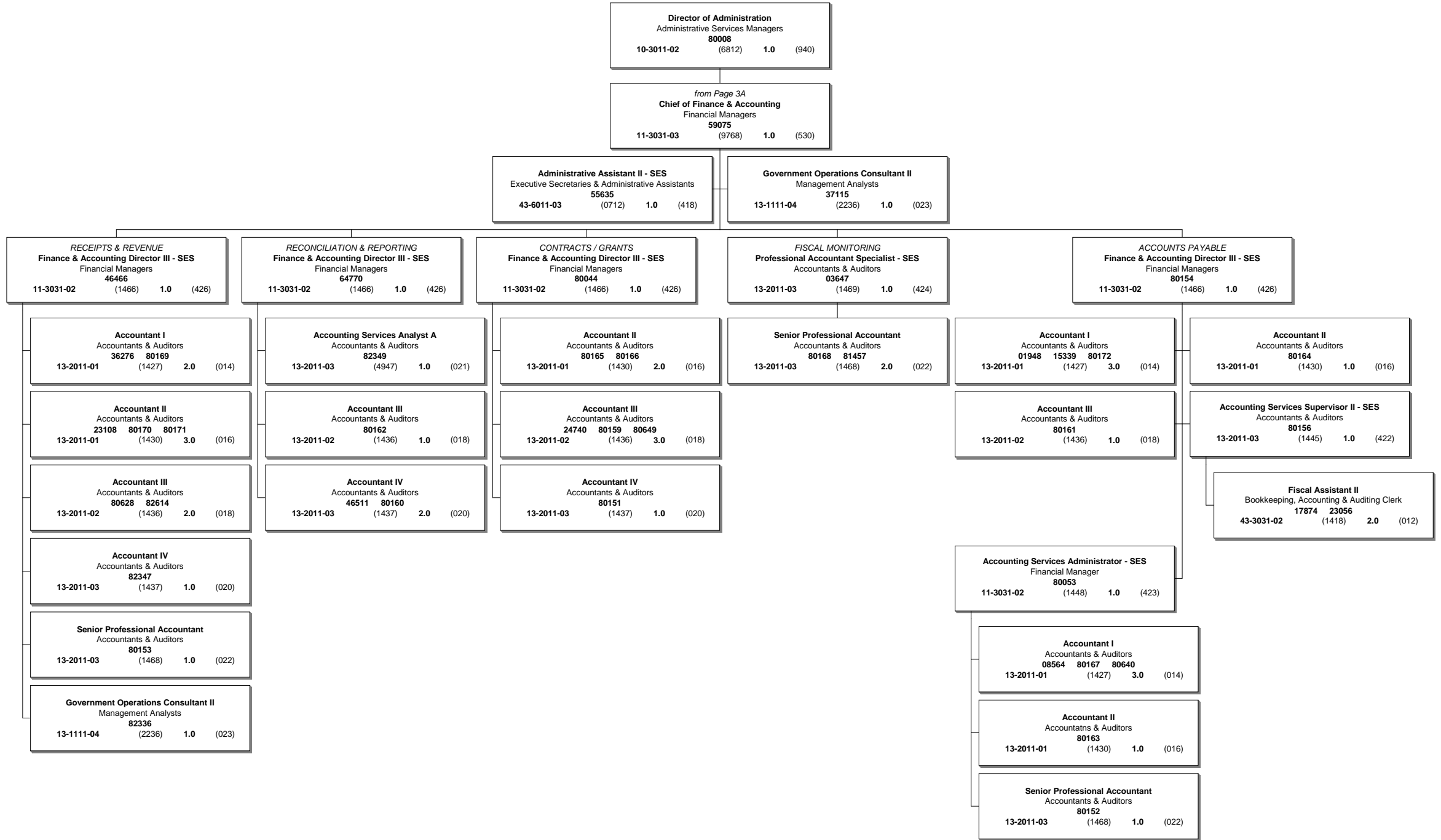


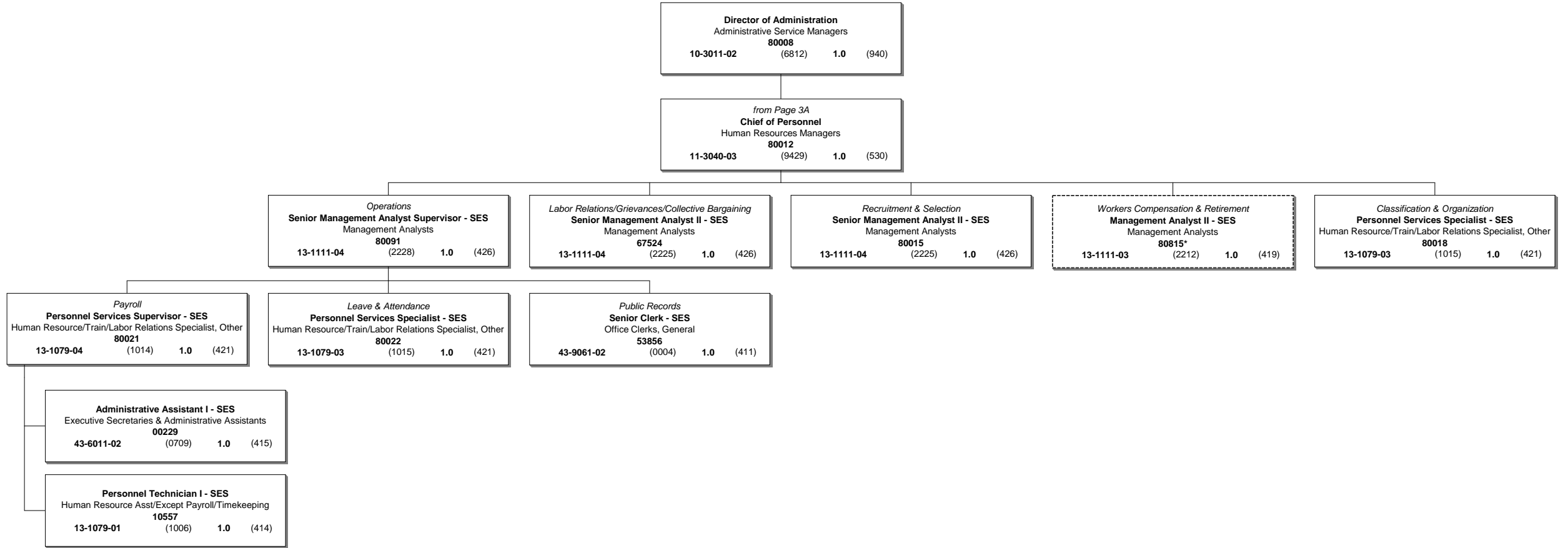
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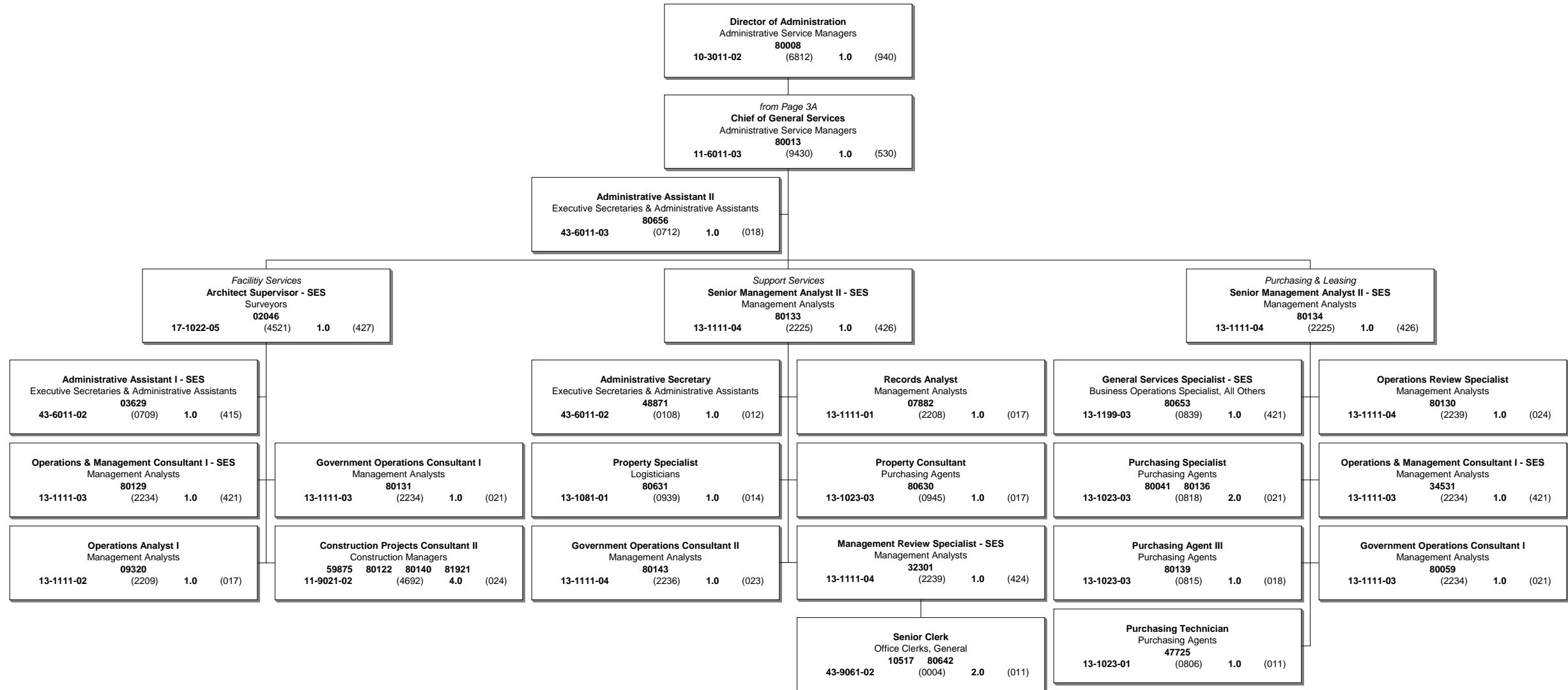


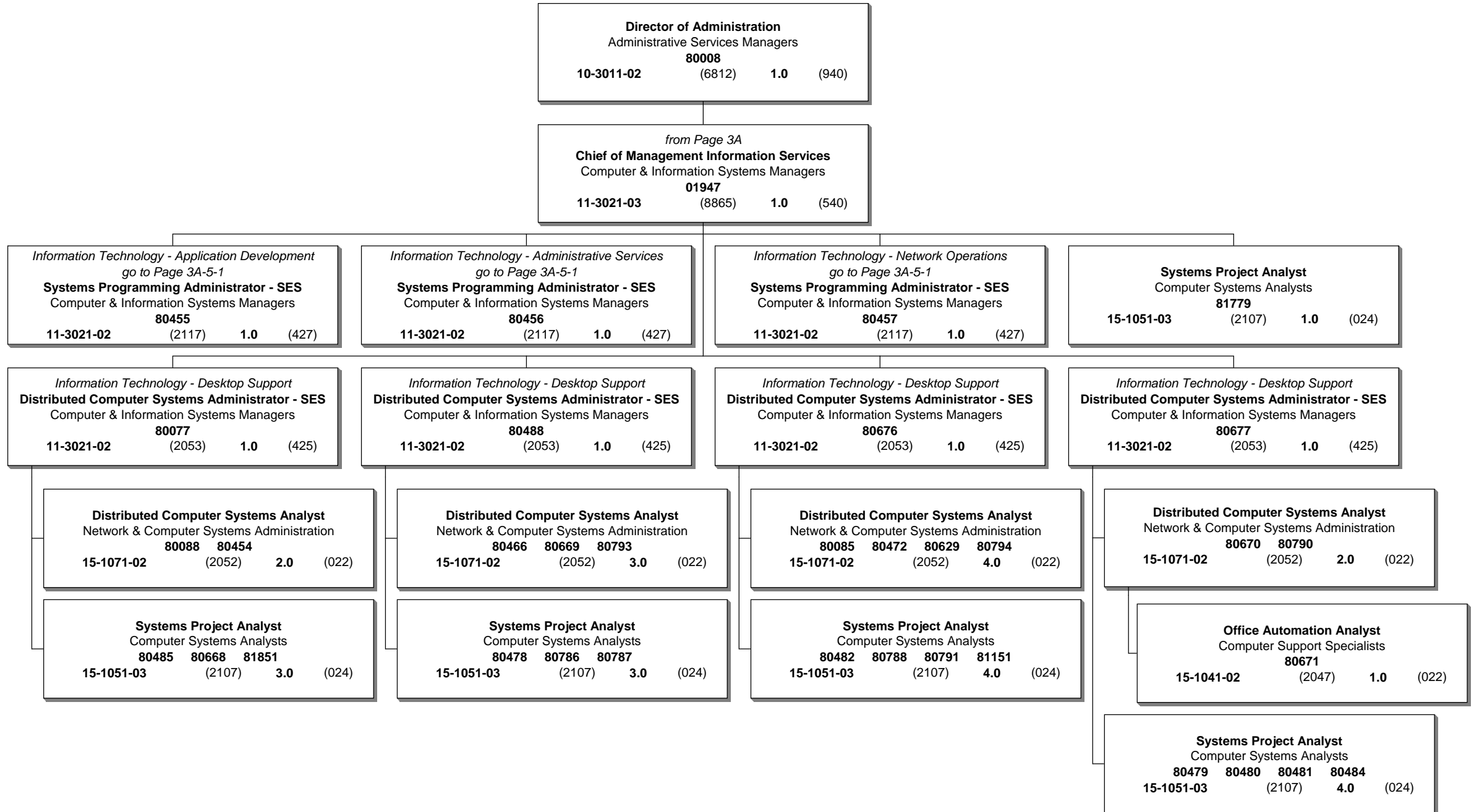


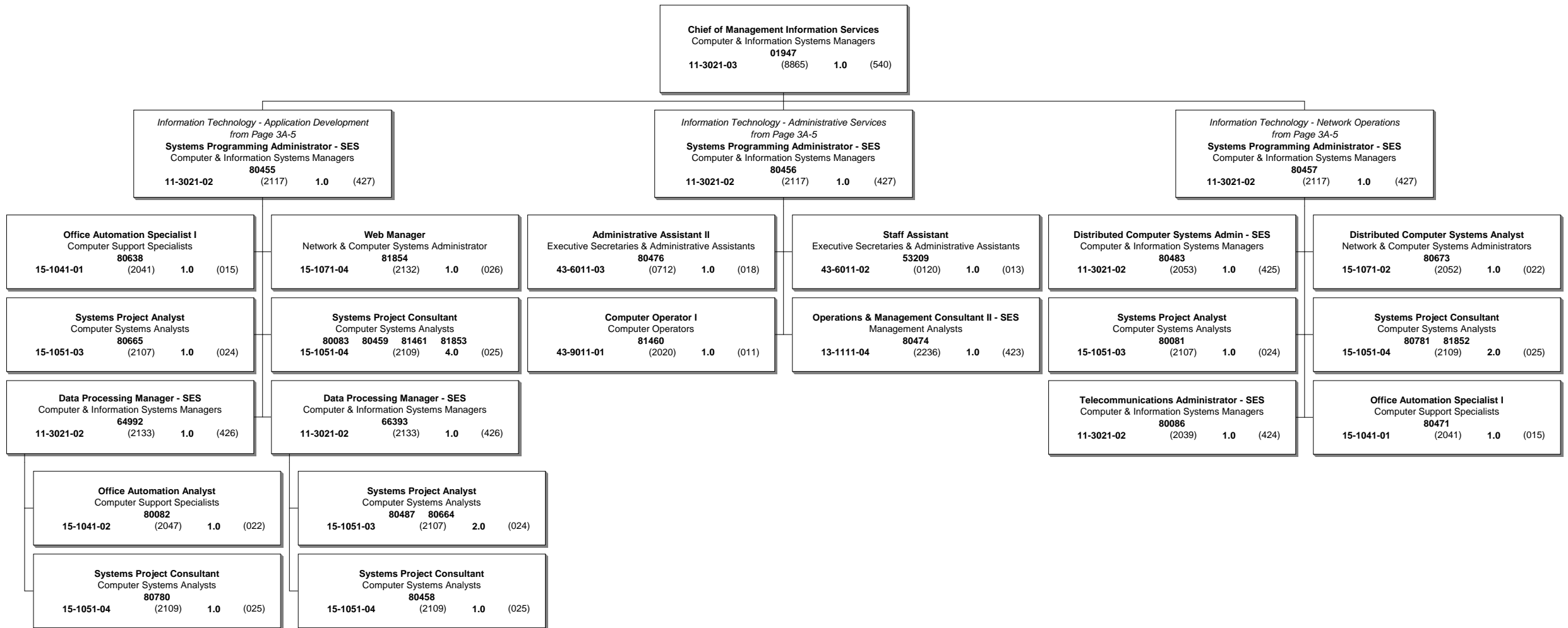
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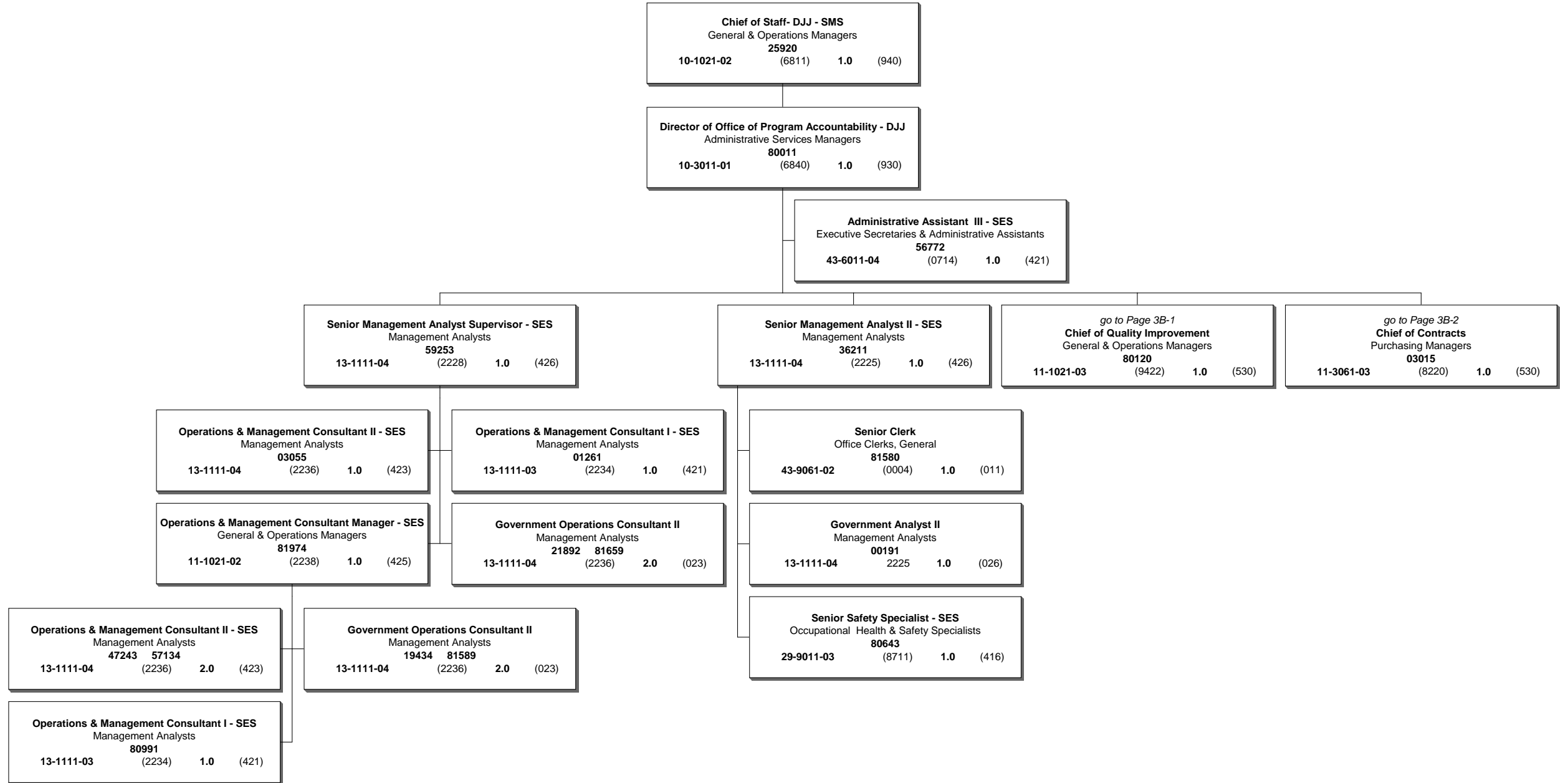












Director of Office of Program Accountability - DJJ
 Administrative Services Managers
80011
 10-3011-01 (6840) 1.0 (930)

from Page 3B
Chief of Quality Improvement
 General & Operations Managers
80120
 11-1021-03 (9422) 1.0 (530)

Administrative Secretary
 Executive Secretaries & Administrative Assistants
24437
 43-6011-02 (0108) 1.0 (012)

Operations & Management Consultant II - SES
 Management Analysts
31398
 13-1111-04 (2236) 1.0 (423)

Administrative Assistant II - SES
 Executive Secretaries & Administrative Assistants
81456
 43-6011-03 (0712) 1.0 (018)

Government Operations Consultant II
 Management Analysts
03648
 13-1111-04 (2236) 1.0 (023)

Government Analyst II
 Management Analysts
80100
 13-1111-04 2225 1.0 (026)

Program Administrator - SES
 Community & Social Service Managers
63851
 11-9151-02 (5916) 1.0 (425)

Jacksonville Office
Program Administrator - SES
 Community & Social Service Managers
80092
 11-9151-02 (5916) 1.0 (425)

Tampa Office
Program Administrator - SES
 Community & Social Service Managers
80093
 11-9151-02 (5916) 1.0 (425)

Orlando Office
Program Administrator - SES
 Community & Social Service Managers
80094
 11-9151-02 (5916) 1.0 (425)

Ft. Lauderdale Office
Program Administrator - SES
 Community & Social Service Managers
80103
 11-9151-02 (5916) 1.0 (425)

Programming and Technical Assistance
Senior Management Analyst Supv. - SES
 Management Analysts
81508
 13-1111-04 (2228) 1.0 (426)

Management Review Specialist - SES
 Management Analysts
80102
 13-1111-04 (2239) 1.0 (424)

Administrative Secretary
 Executive Secretaries & Administrative Assistants
20739
 43-6011-02 (0108) 1.0 (012)

Administrative Secretary
 Executive Secretaries & Administrative Assistants
29054
 43-6011-02 (0108) 1.0 (012)

Administrative Secretary
 Executive Secretaries & Administrative Assistants
37842
 43-6011-02 (0108) 1.0 (012)

Management Review Specialist - SES
 Management Analysts
80118 80119
 13-1111-04 (2239) 2.0 (424)

Northwest Florida
Operations & Management Consultant Manager - SES
 General & Operations Managers
46204
 11-1021-02 (2238) 1.0 (425)

Government Analyst I
 Management Analysts
80104
 13-1111-03 (2224) 1.0 (022)

Management Review Specialist - SES
 Management Analysts
80101
 13-1111-04 (2239) 1.0 (424)

Management Review Specialist - SES
 Management Analysts
80108 80110
 13-1111-04 (2239) 2.0 (424)

Management Review Specialist - SES
 Management Analysts
80096
 13-1111-04 (2239) 1.0 (424)

Government Analyst I
 Management Analysts
80116 80117
 13-1111-03 (2224) 2.0 (022)

Northeast Florida
Government Analyst I
 Management Analysts
80114
 13-1111-03 (2224) 1.0 (022)

Operations Review Specialist
 Management Analysts
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Government Analyst I
 Management Analysts
80097 80099
 13-1111-03 (2224) 2.0 (022)

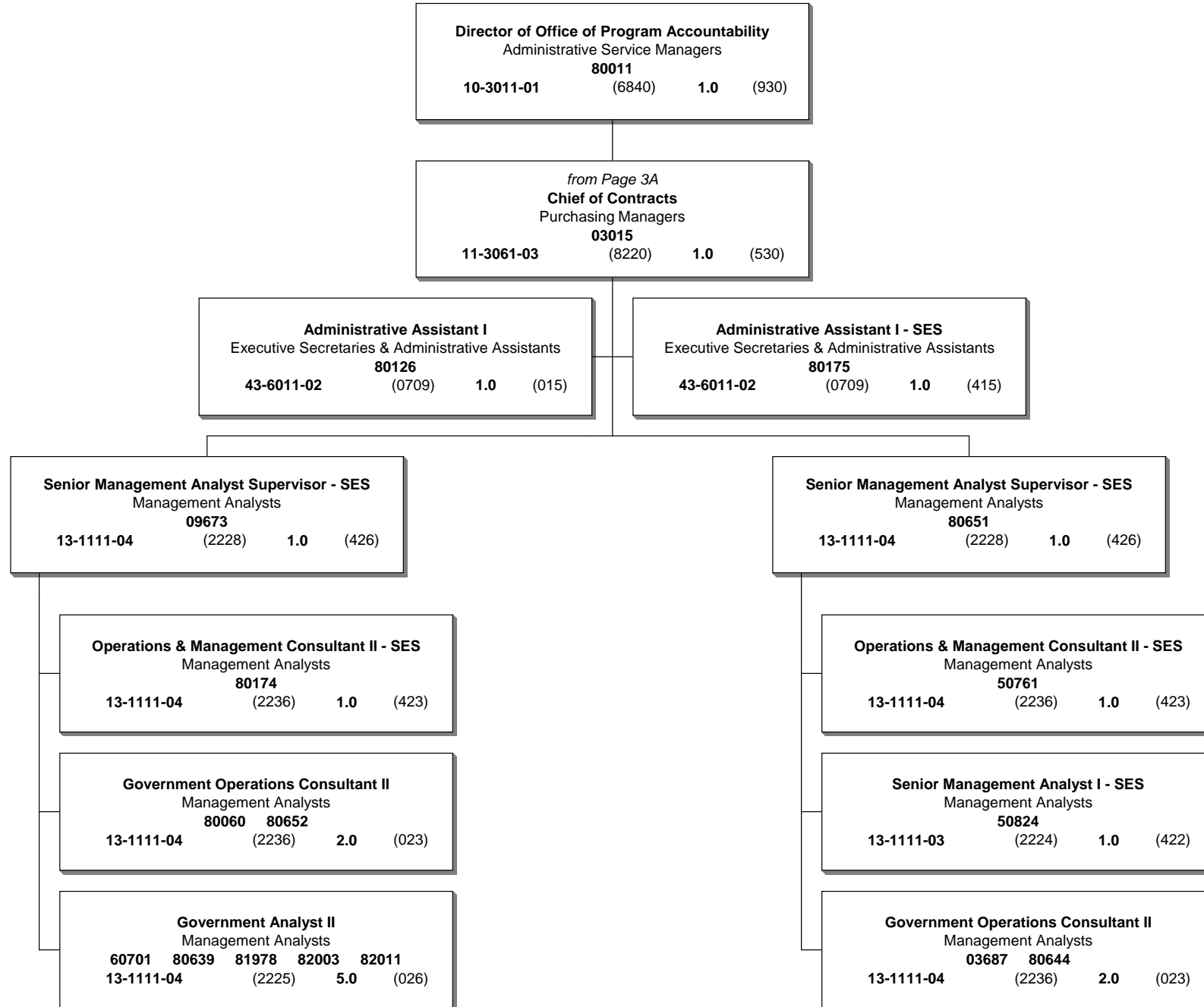
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 Management Analysts
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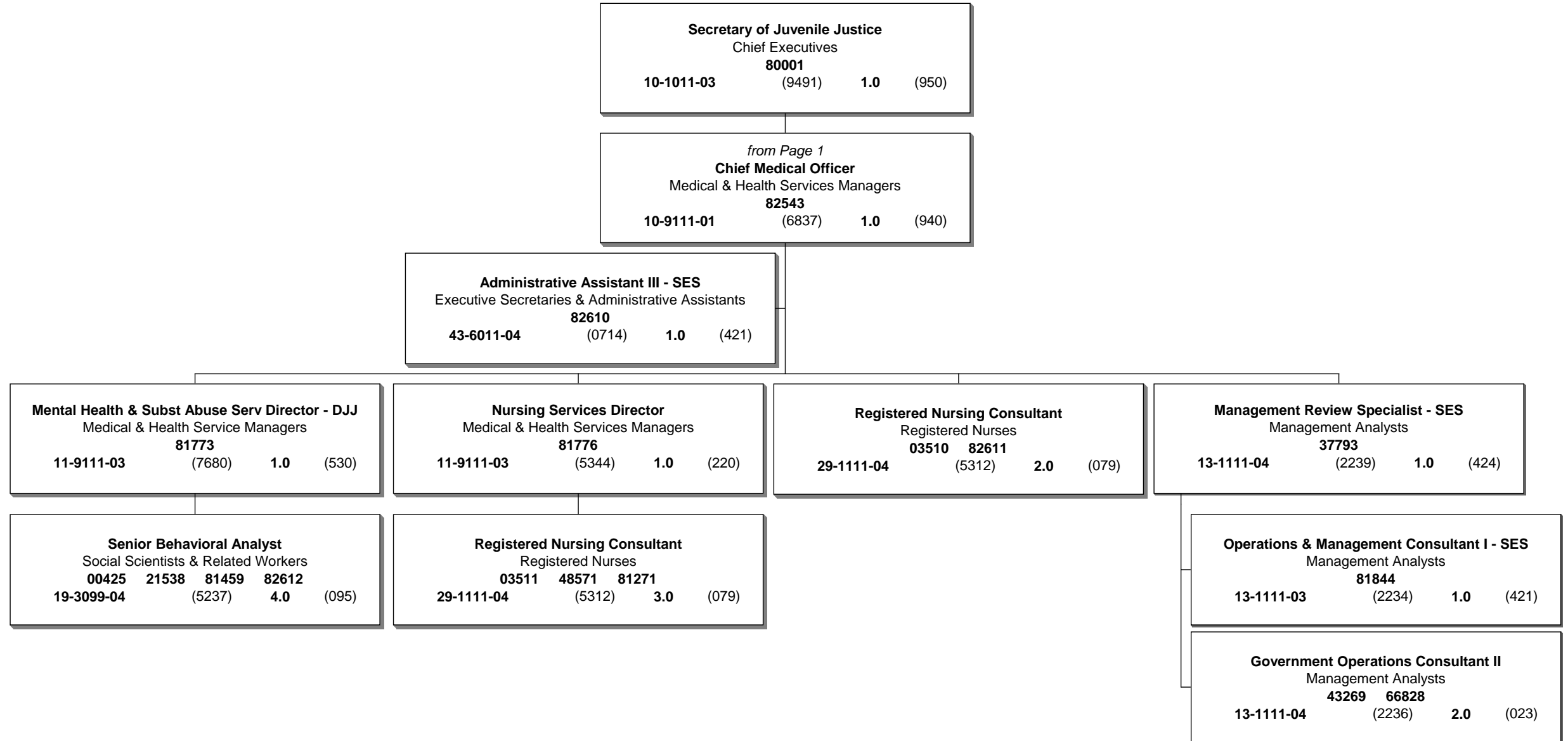
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 Management Analysts
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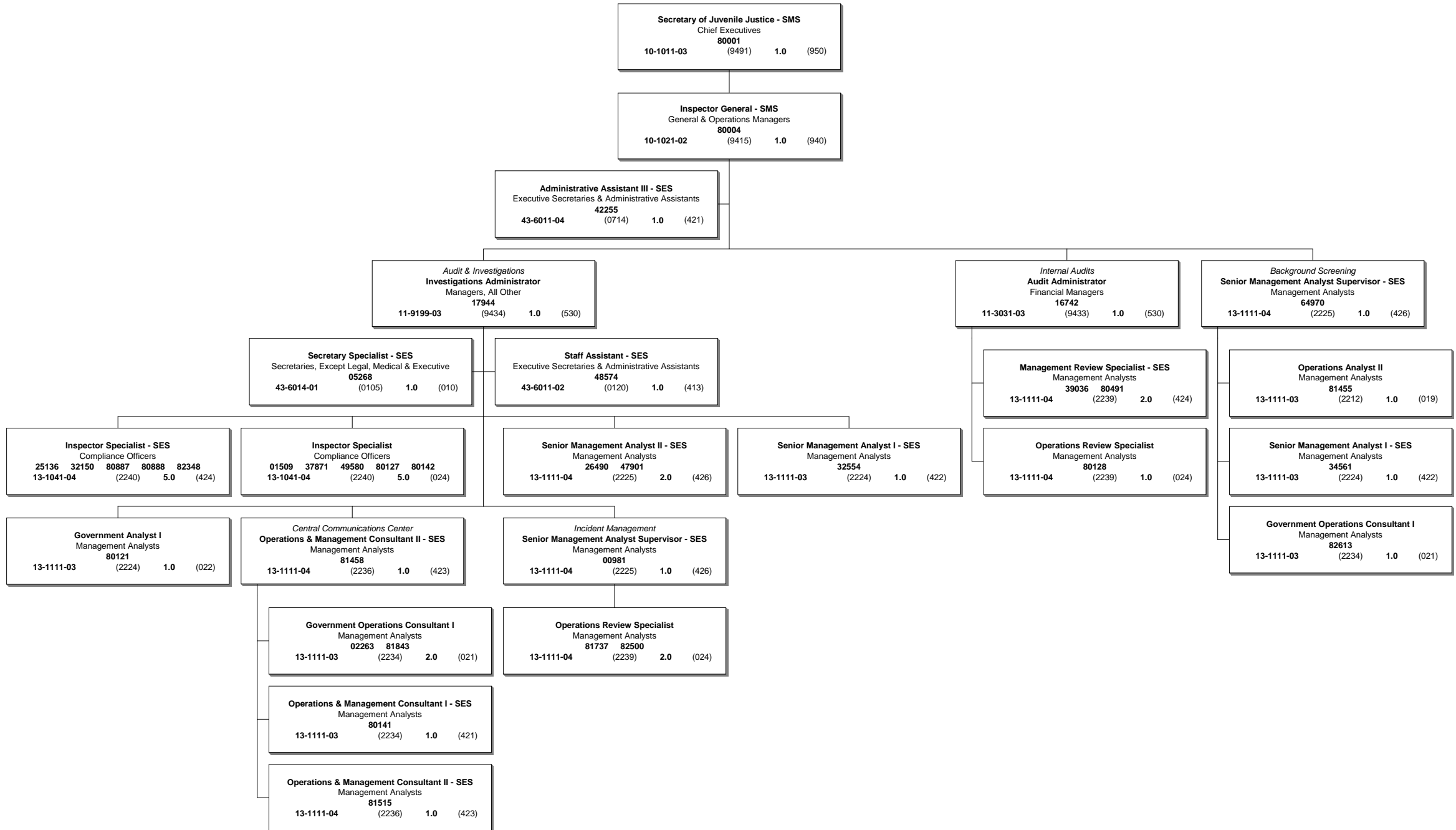
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Management Review Specialist - SES
 Management Analysts
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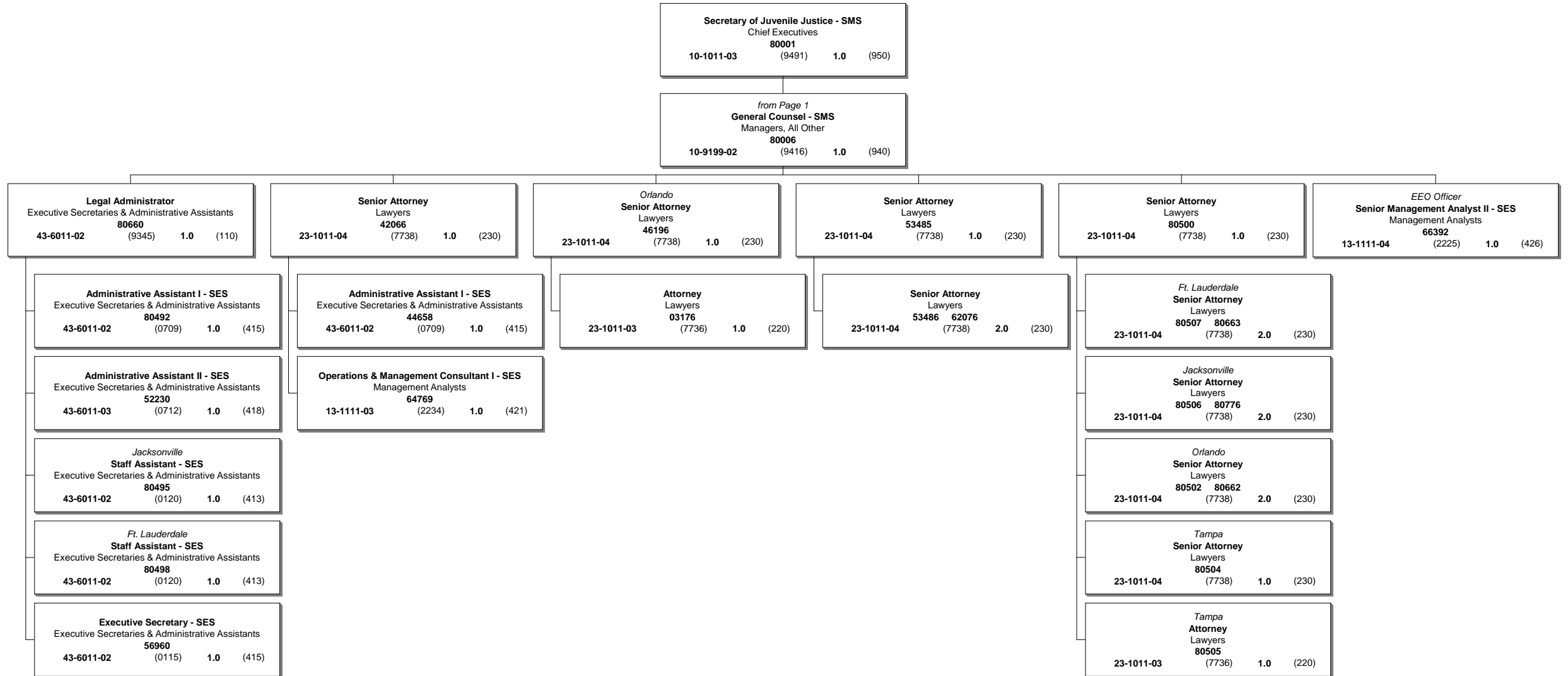
South Florida
Operations & Management Consultant II - SES
 Management Analysts
01987
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Fort Lauderdale
Government Analyst I
 Management Analysts
81513
 13-1111-03 (2224) 1.0 (022)









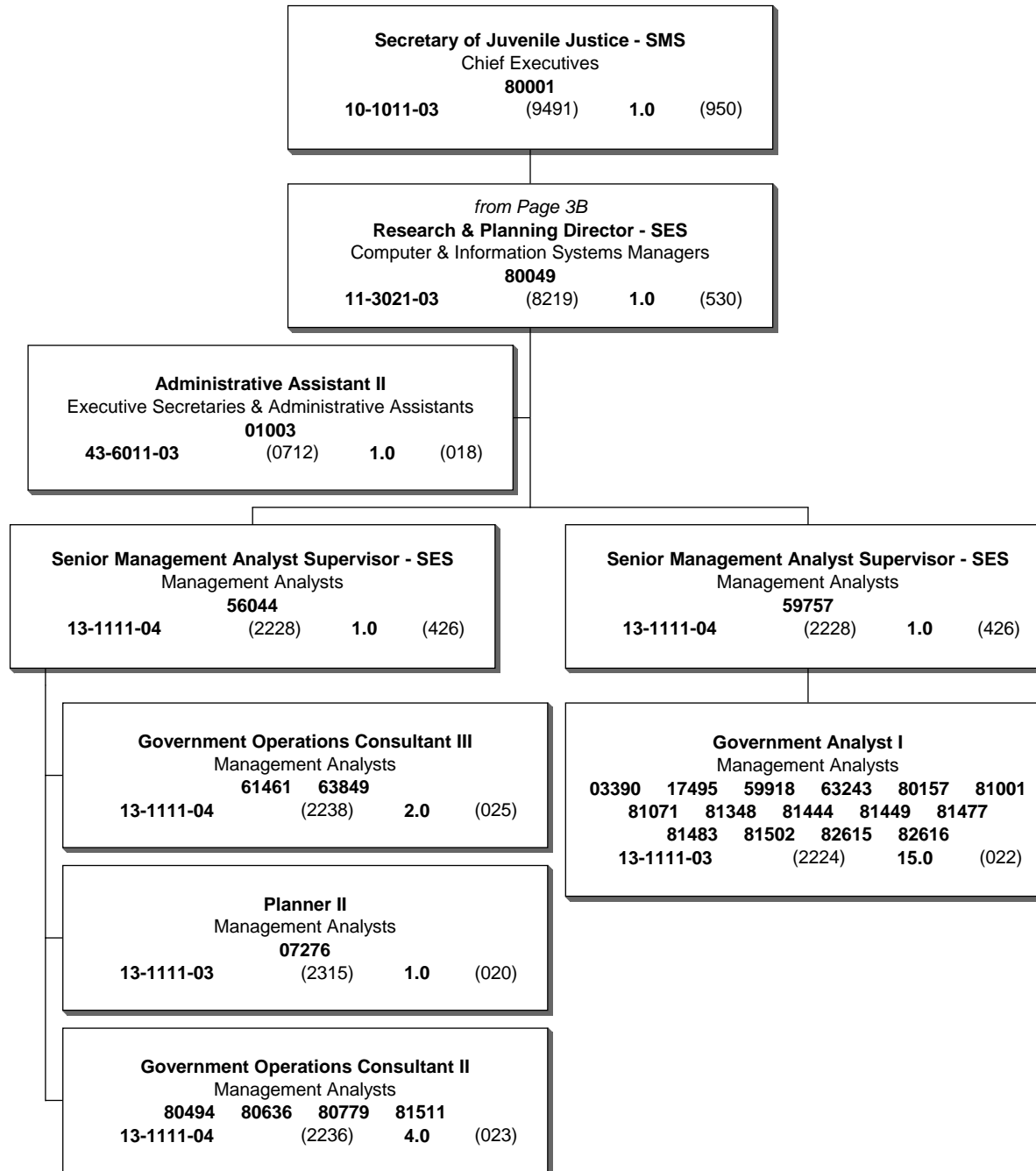


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Asst. Secretary for Detention Services
 Community & Social Service Managers
80007
10-9151-02 (6814) **1.0** (940)

CENTRAL
from Page 80-40 (also Page 2D Headquarters)
Director of Detention - DJJ
 Community & Social Service Managers
81801
10-9151-01 (6817) **1.0** (930)

Administrative Assistant II - SES
 Executive Secretaries & Administrative Assistants
02683
43-6011-03 (0712) **1.0** (418)

Operations & Management Consultant II - SES
 Management Analysts
03956
13-1111-04 (2236) **1.0** (423)

Senior Management Analyst II - SES
 Management Analysts
66058
13-1111-04 (2225) **1.0** (426)

go to Page 80-40-2A
Operations & Program Manager
 General & Operations Managers
59284
11-1021-03 (6882) **1.0** (530)

go to Page 40-6A
Pasco Regional Detention Center
Detention Superintendent - DJJ
 Managers, All Other
52089
11-9199-02 (9085) **1.0** (520)

go to Page 40-6B
Pinellas Regional Detention Center
Detention Superintendent - DJJ
 Managers, All Other
03969
11-9199-02 (9085) **1.0** (520)

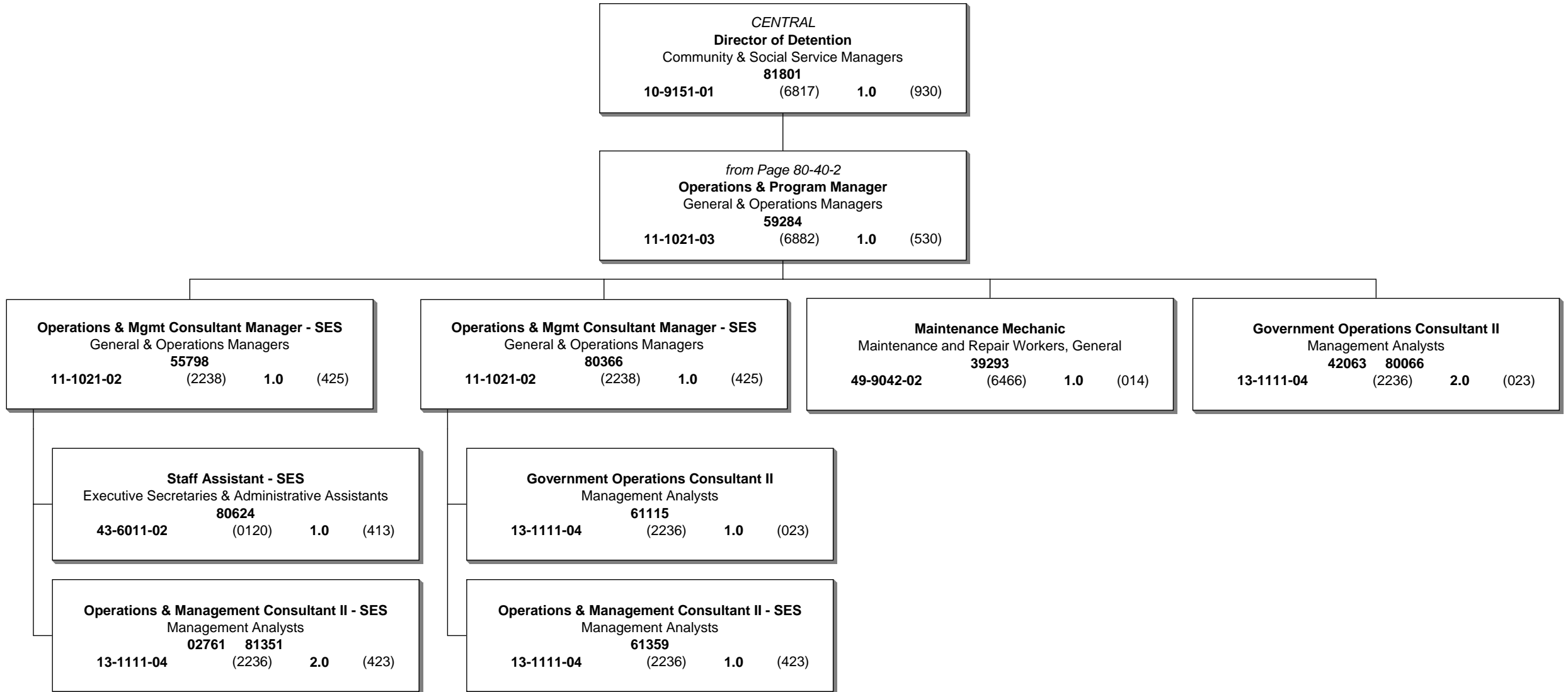
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Orange Regional Detention Center
Detention Superintendent - DJJ
 Managers, All Other
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11-9199-02 (9085) **1.0** (520)

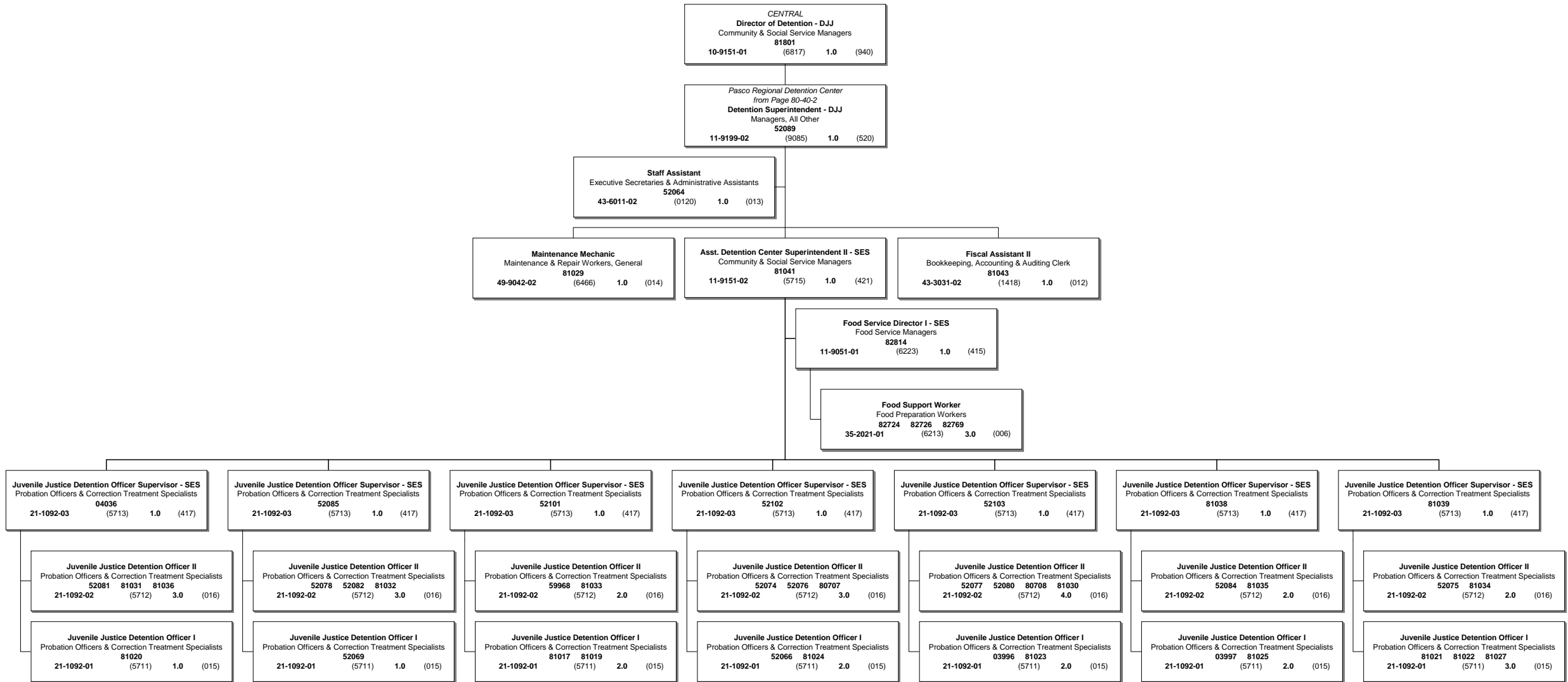
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Manatee Regional Detention Center
Detention Superintendent - DJJ
 Managers, All Other
04083
11-9199-02 (9085) **1.0** (520)

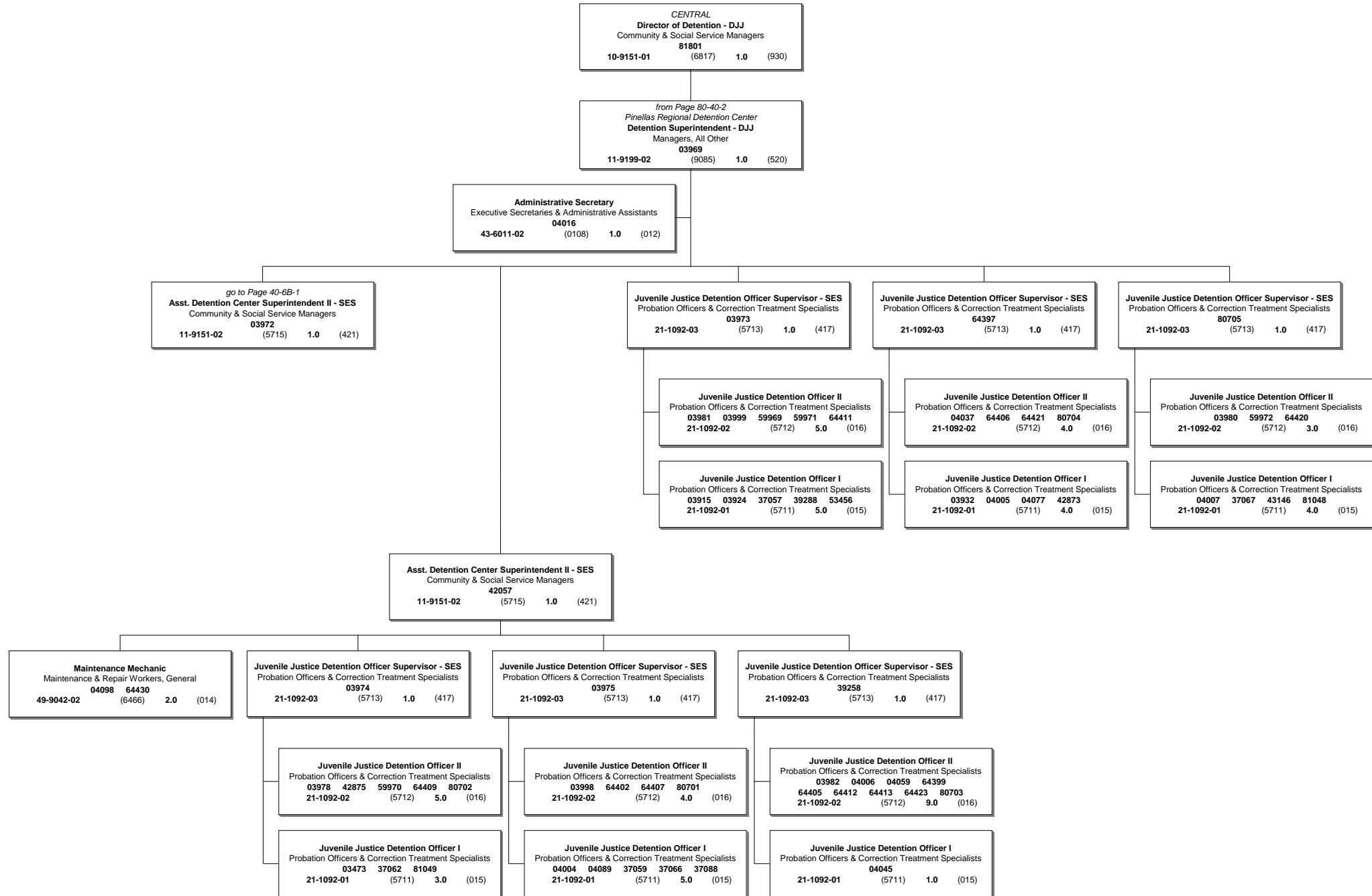
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Hillsborough West Detention Center
Detention Superintendent - DJJ
 Managers, All Other
03897
11-9199-02 (9085) **1.0** (520)

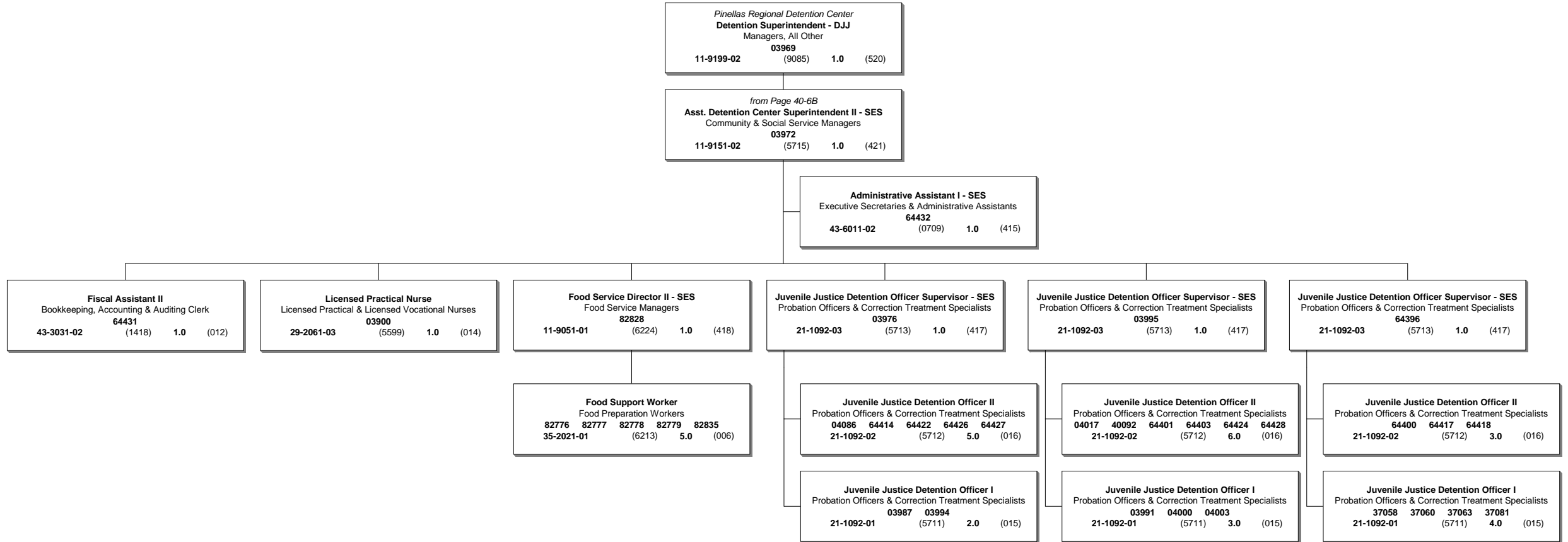
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Brevard Regional Detention Center
Detention Superintendent - DJJ
 Managers, All Other
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11-9199-02 (9085) **1.0** (520)

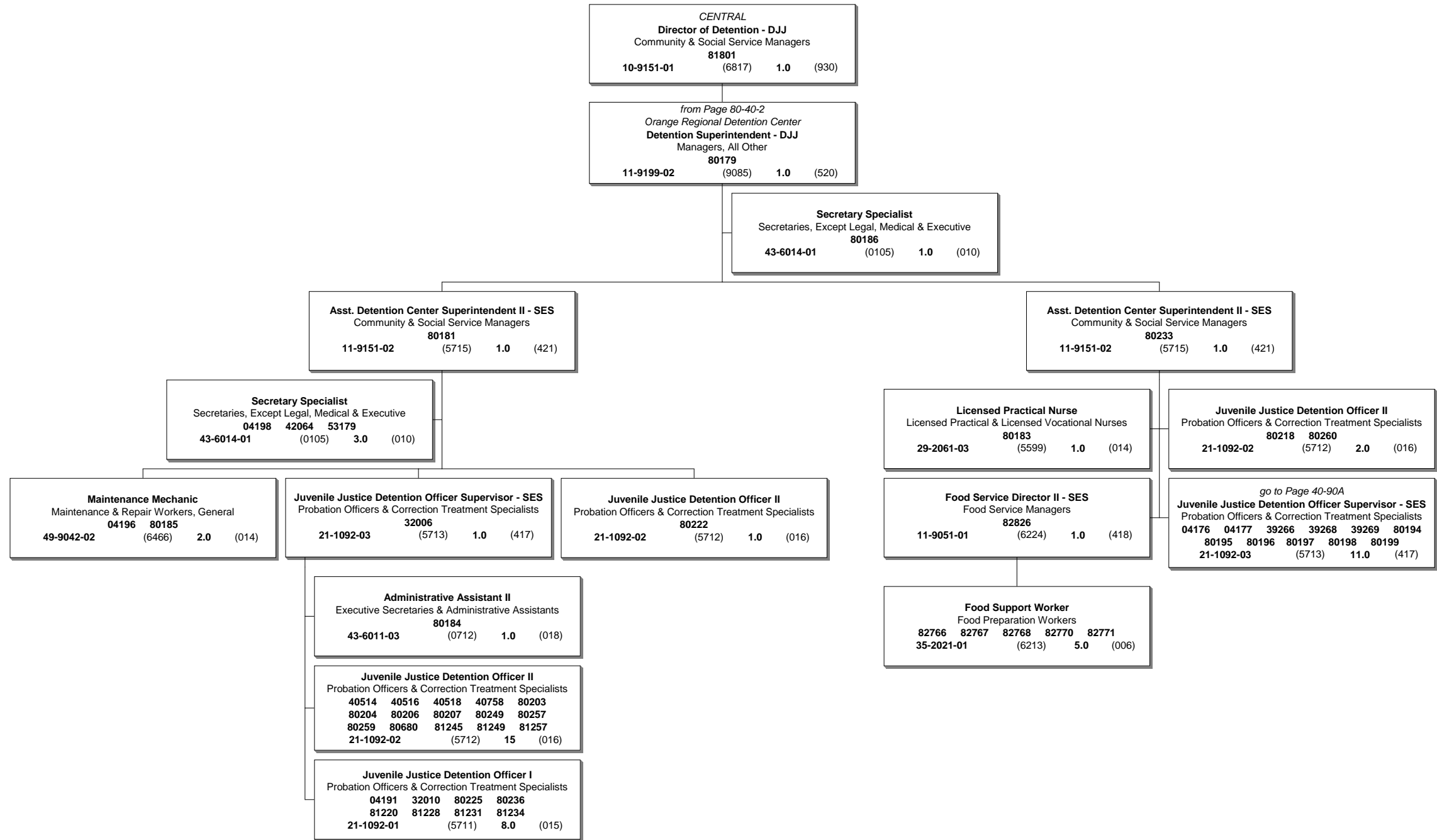
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 Management Analysts
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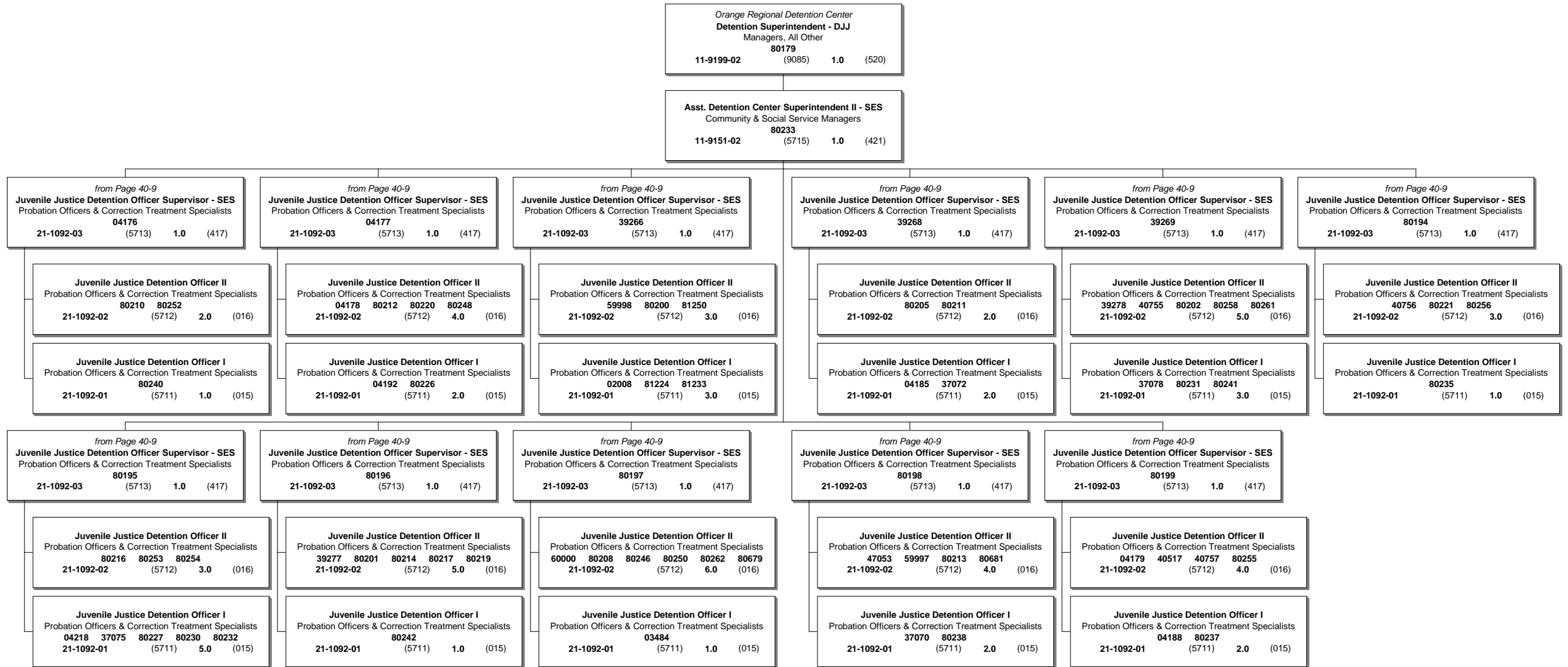


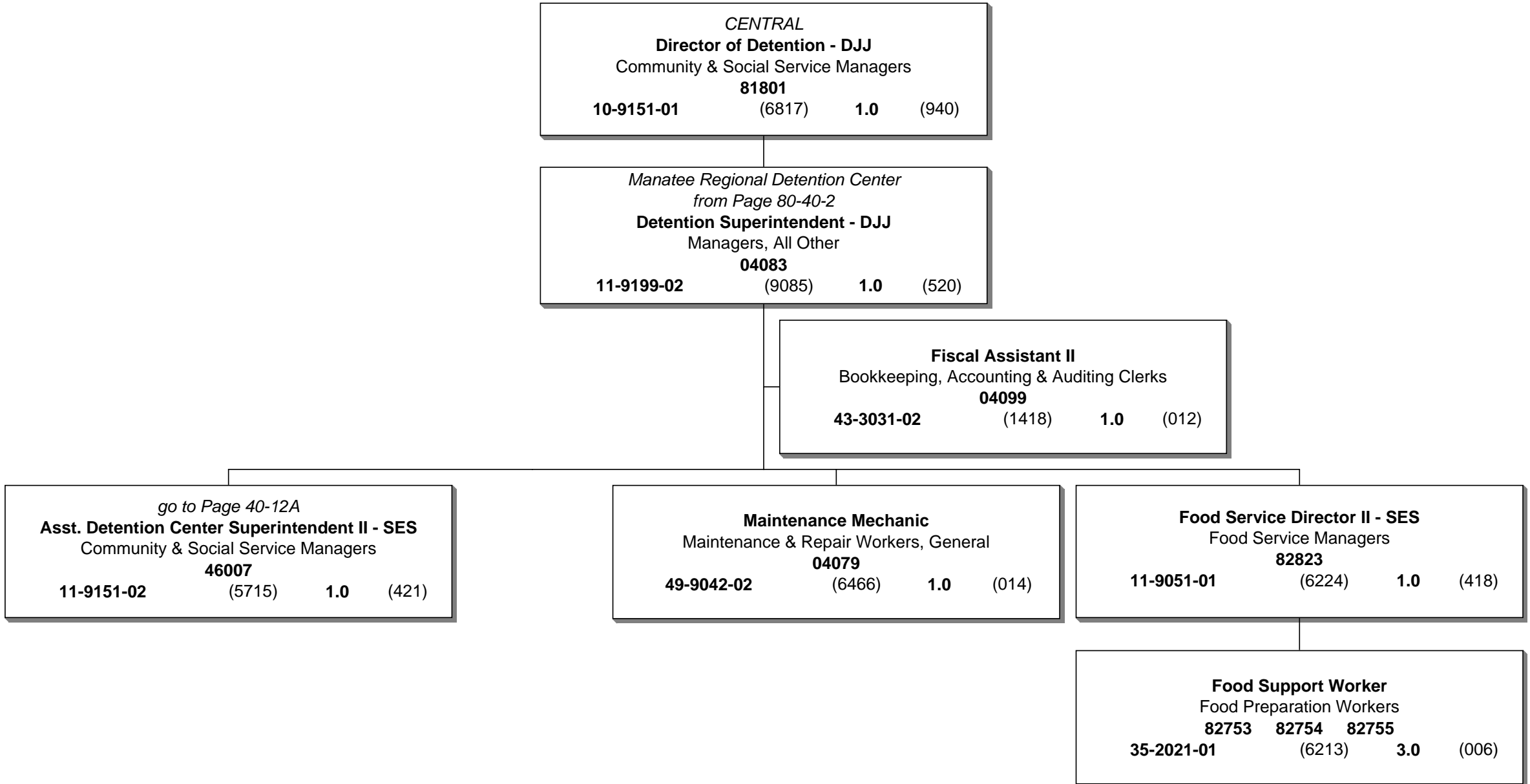


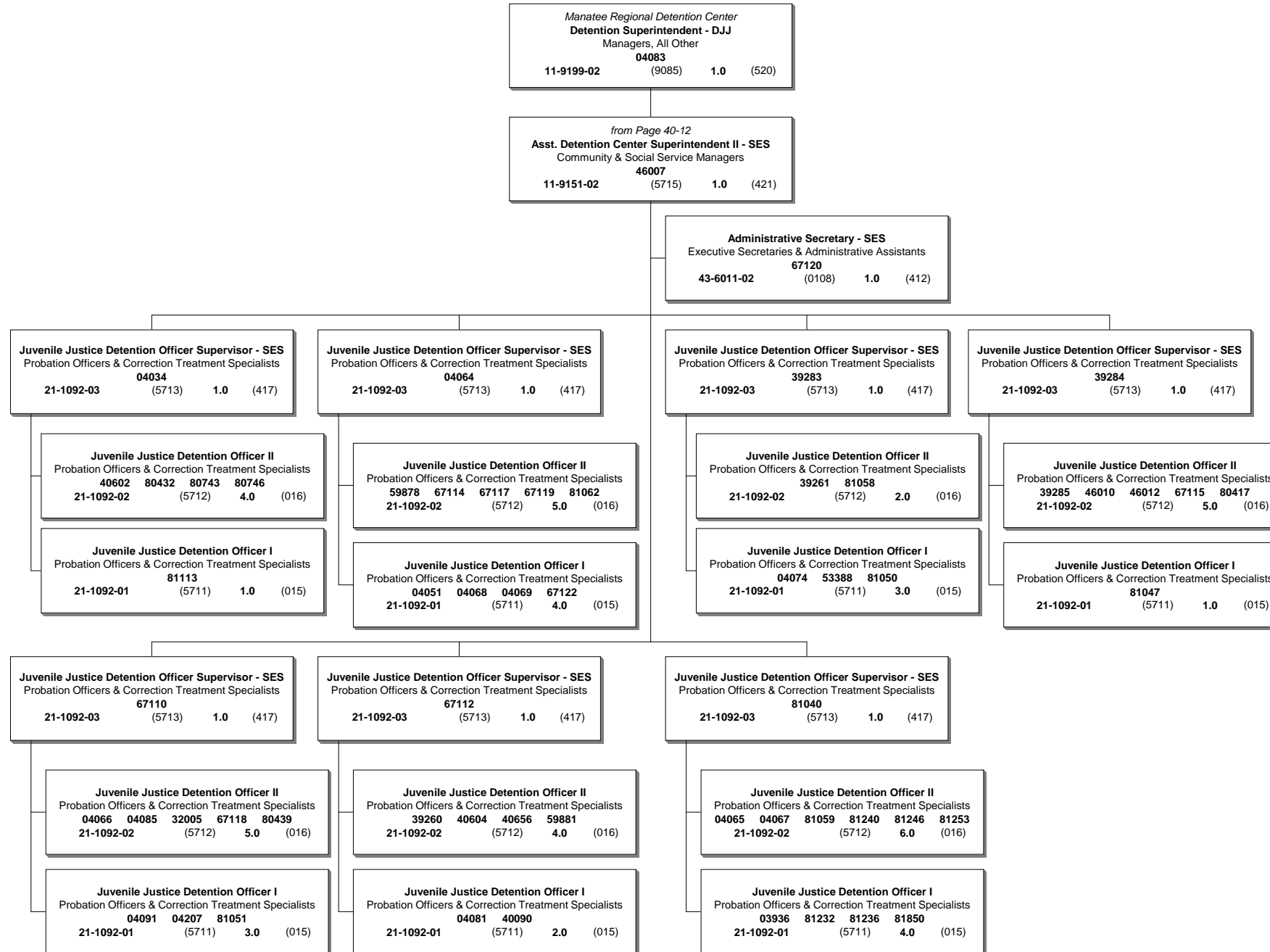


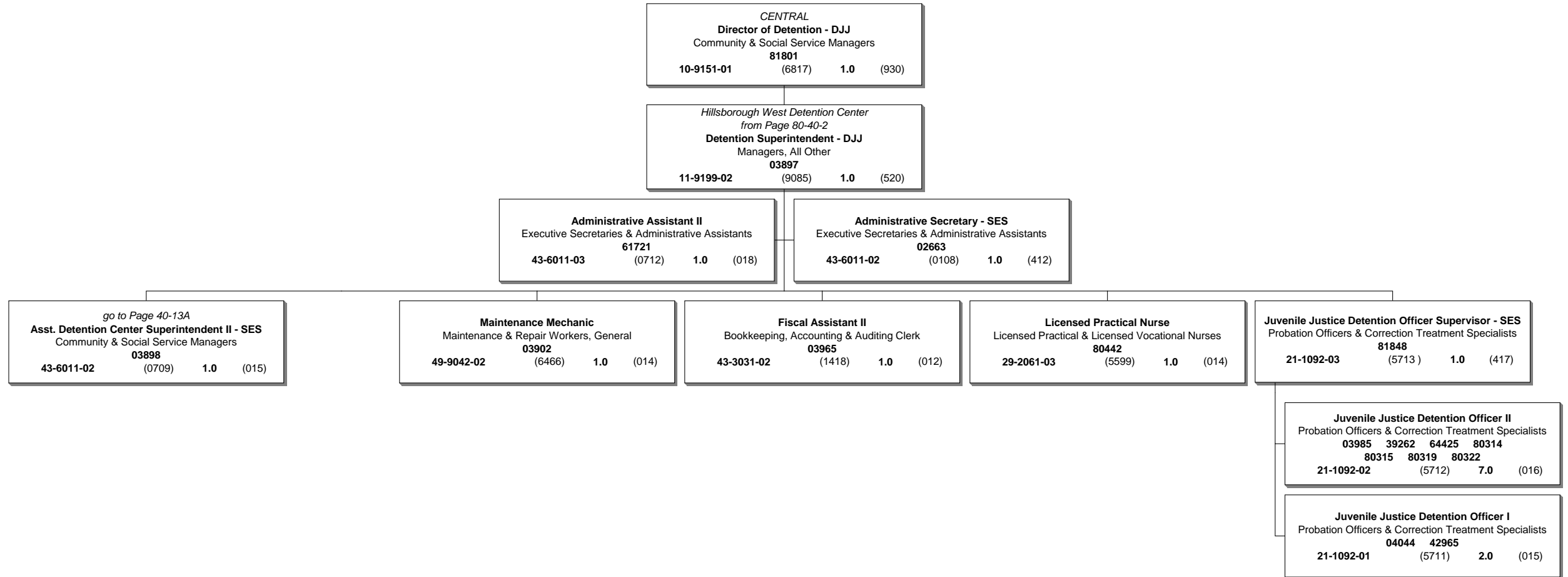


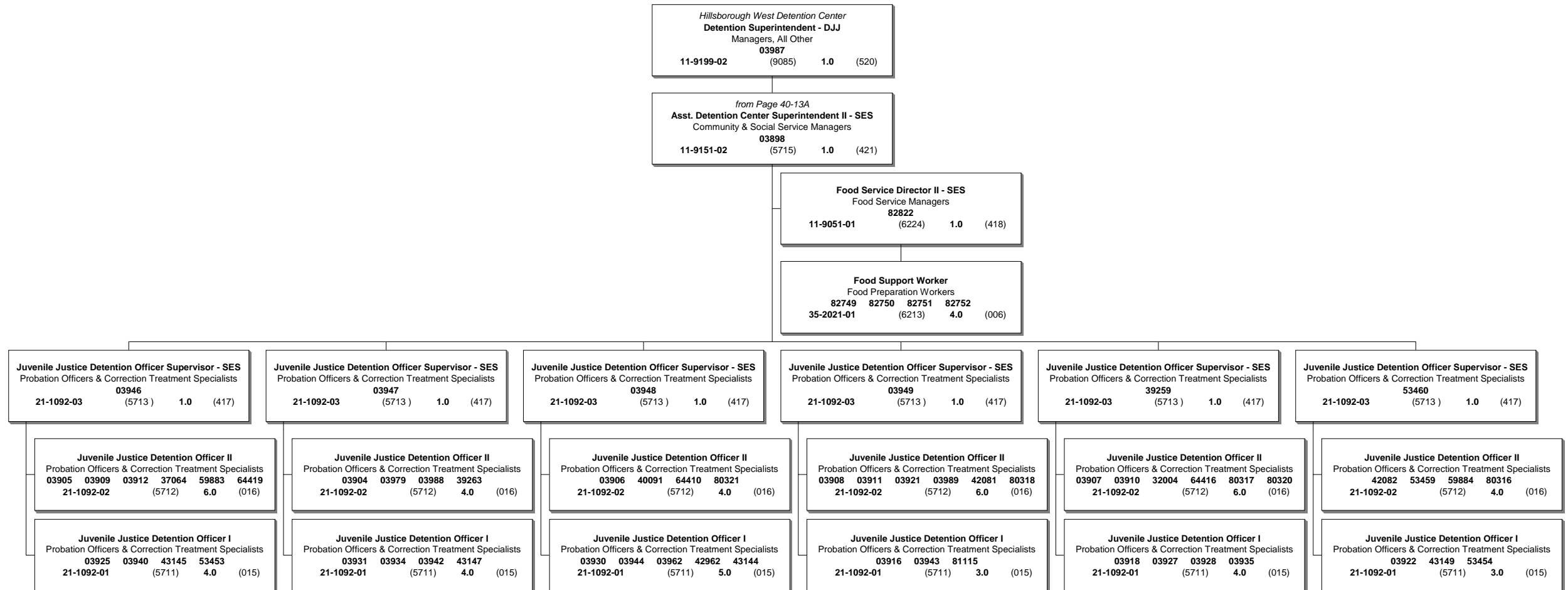


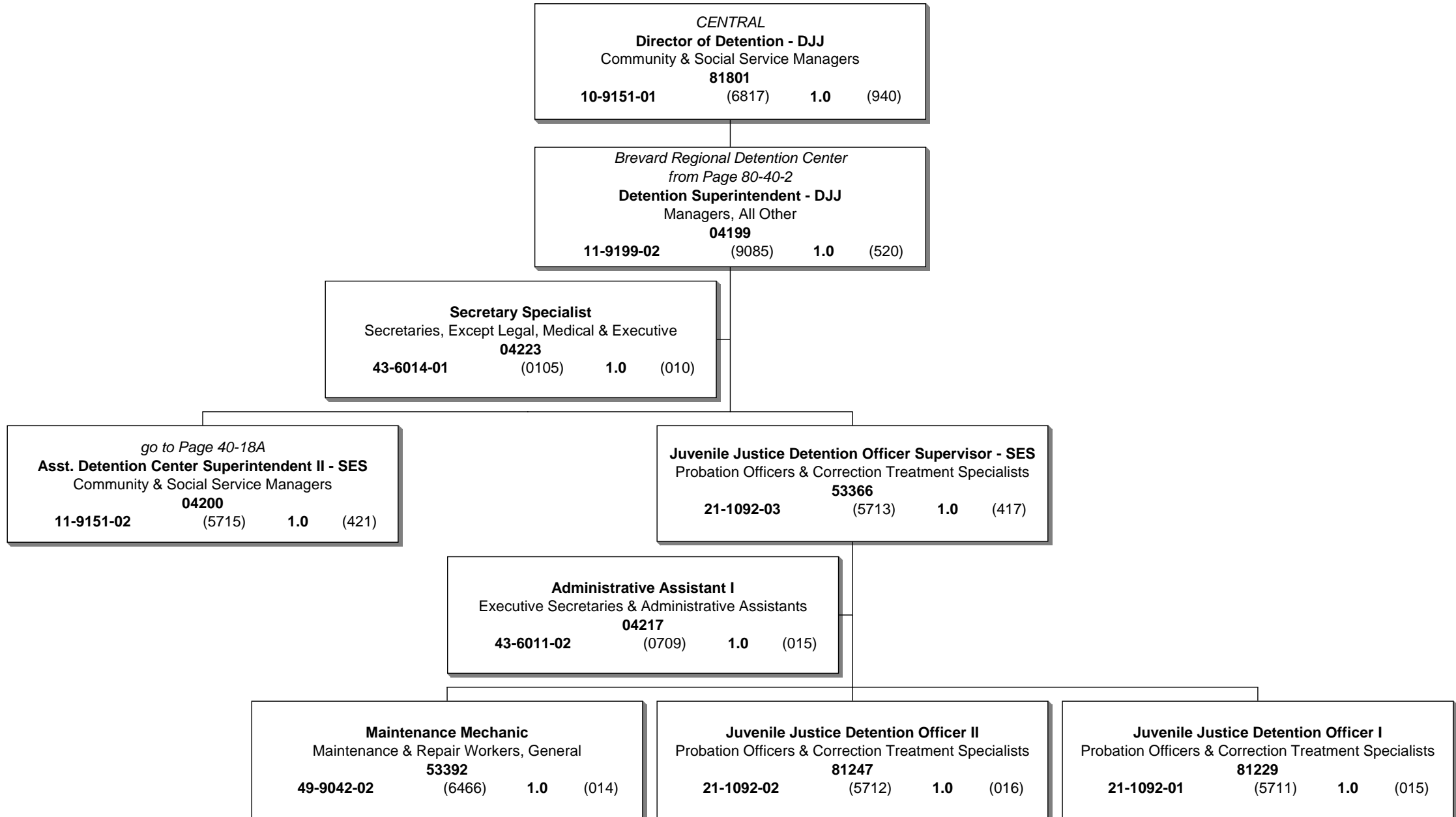












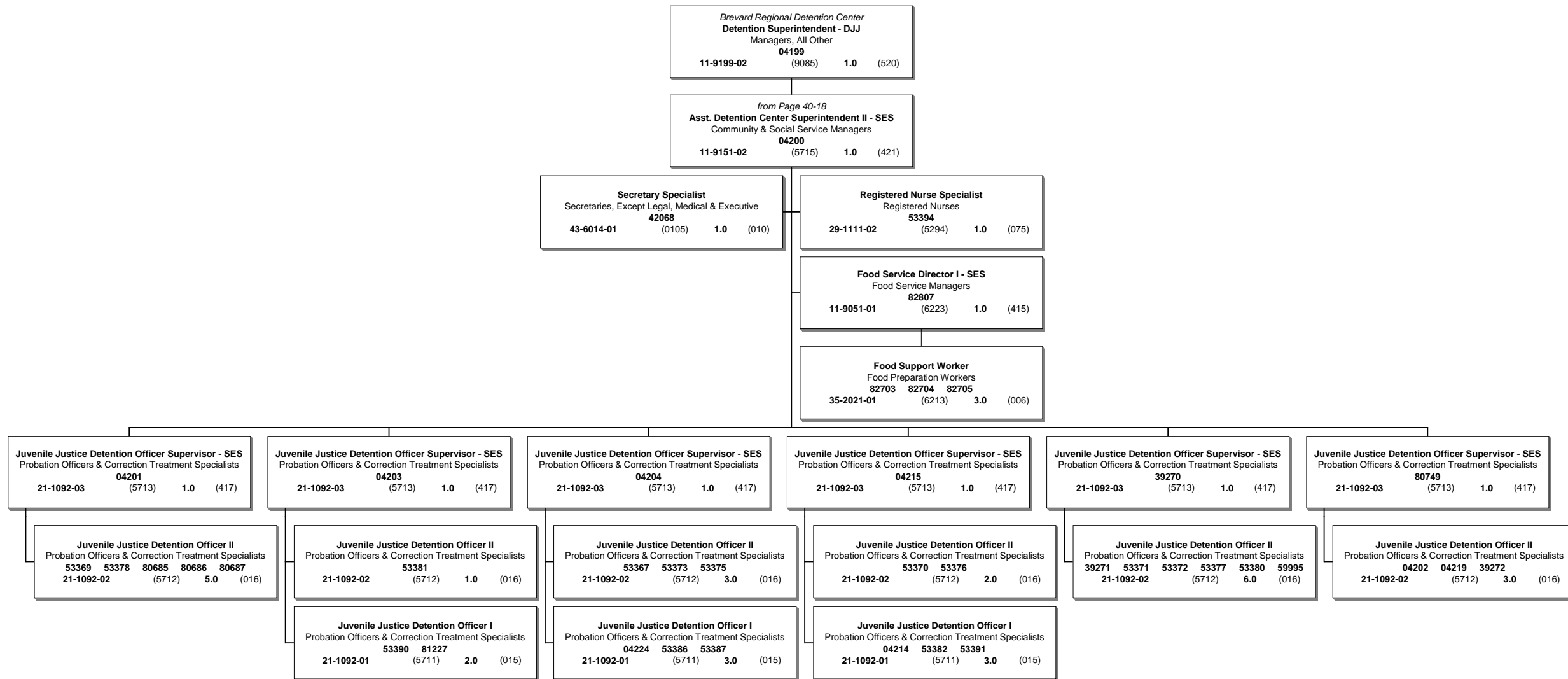


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Escambia Detention Center

Page 40-1B

Leon Detention Center

Page 40-2

Duval Detention Center

Page 40-4, 40-4A

Marion Detention Center

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Volusia Detention Center

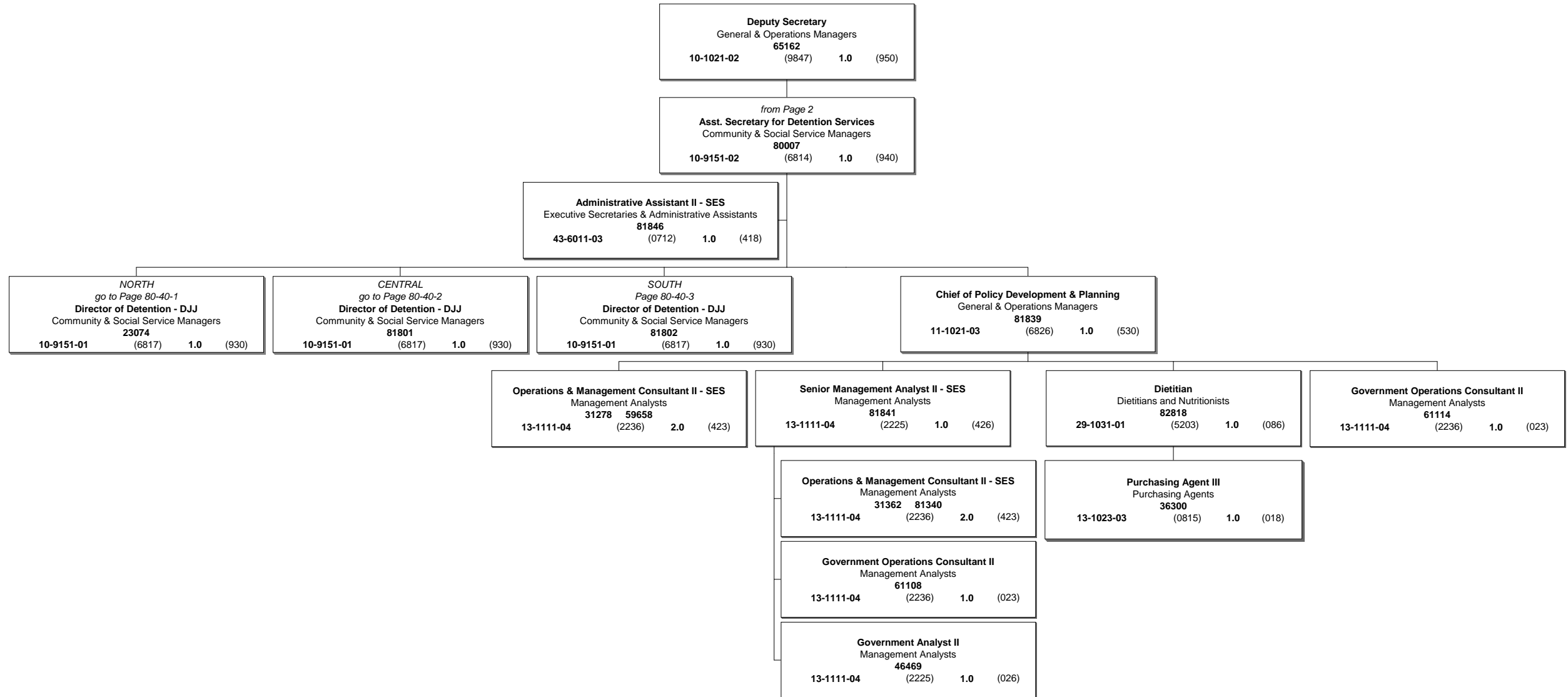
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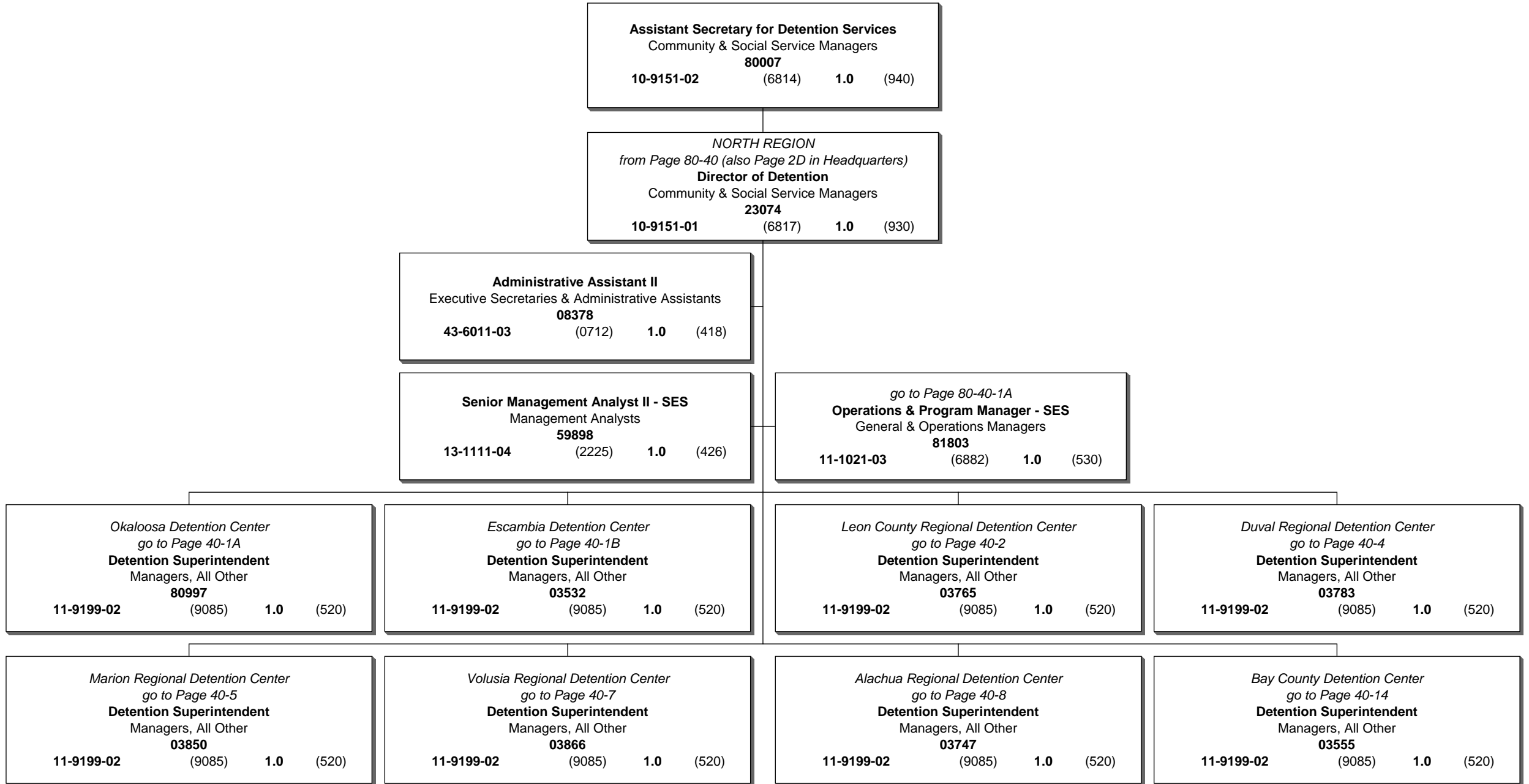
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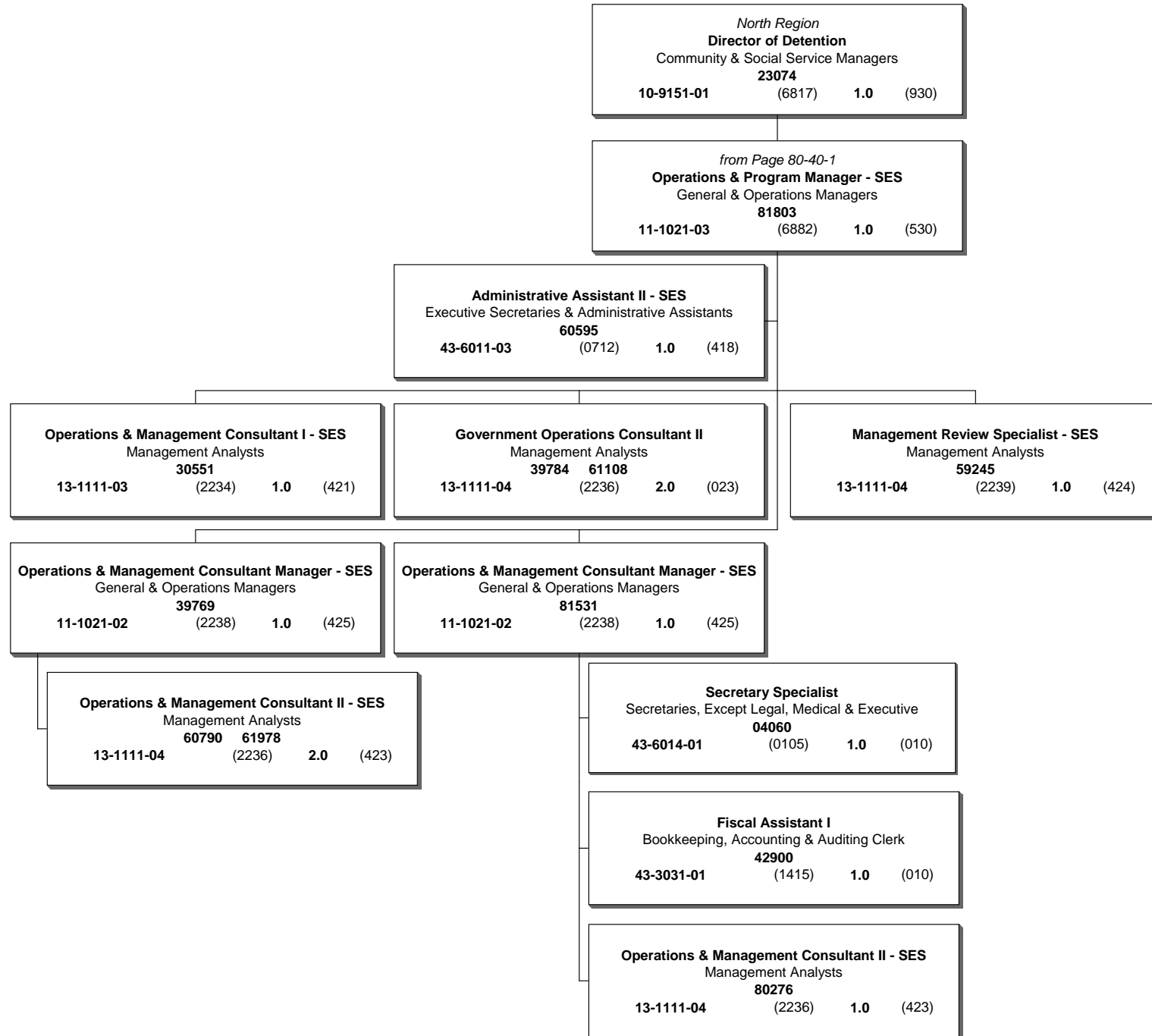
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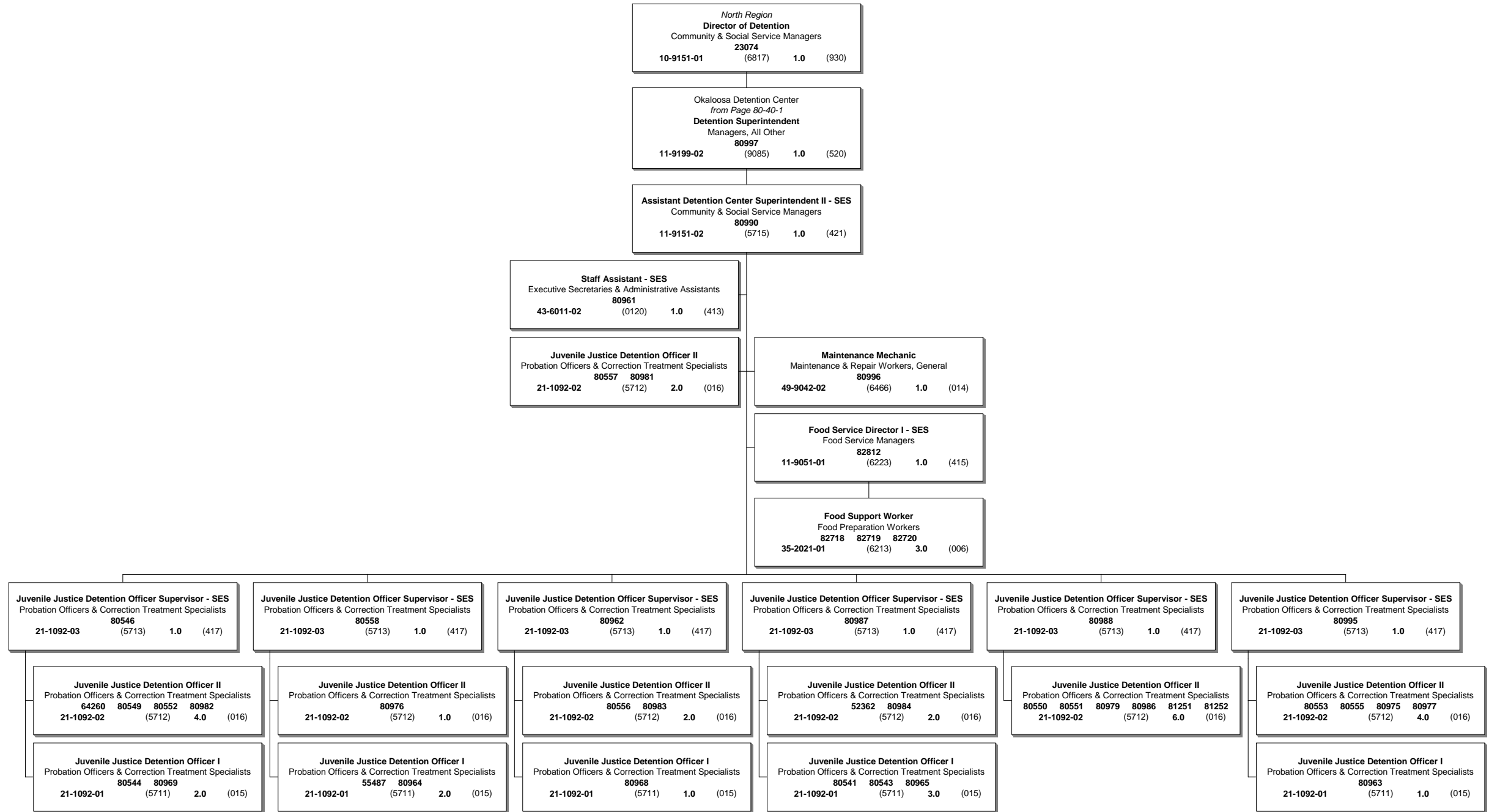
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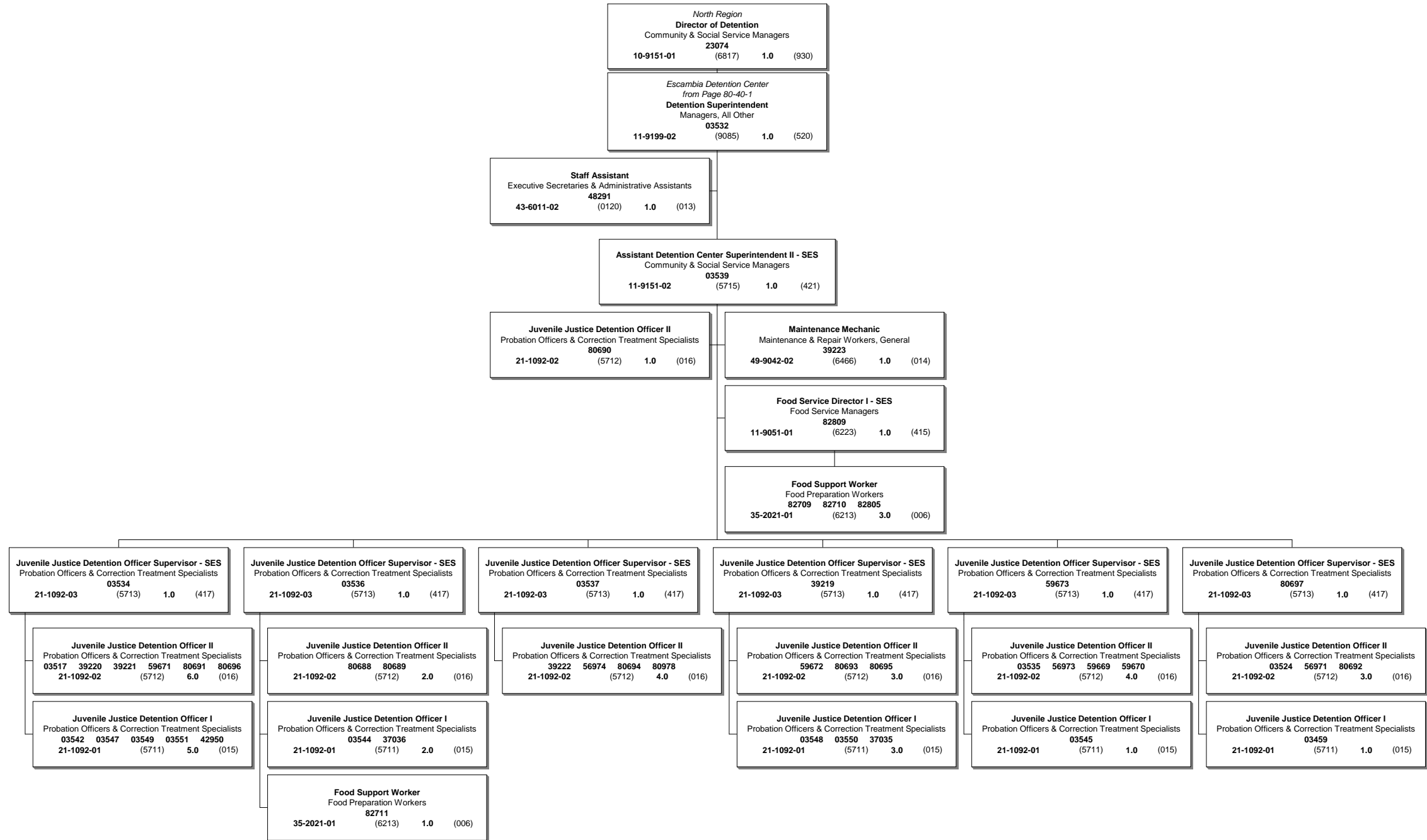
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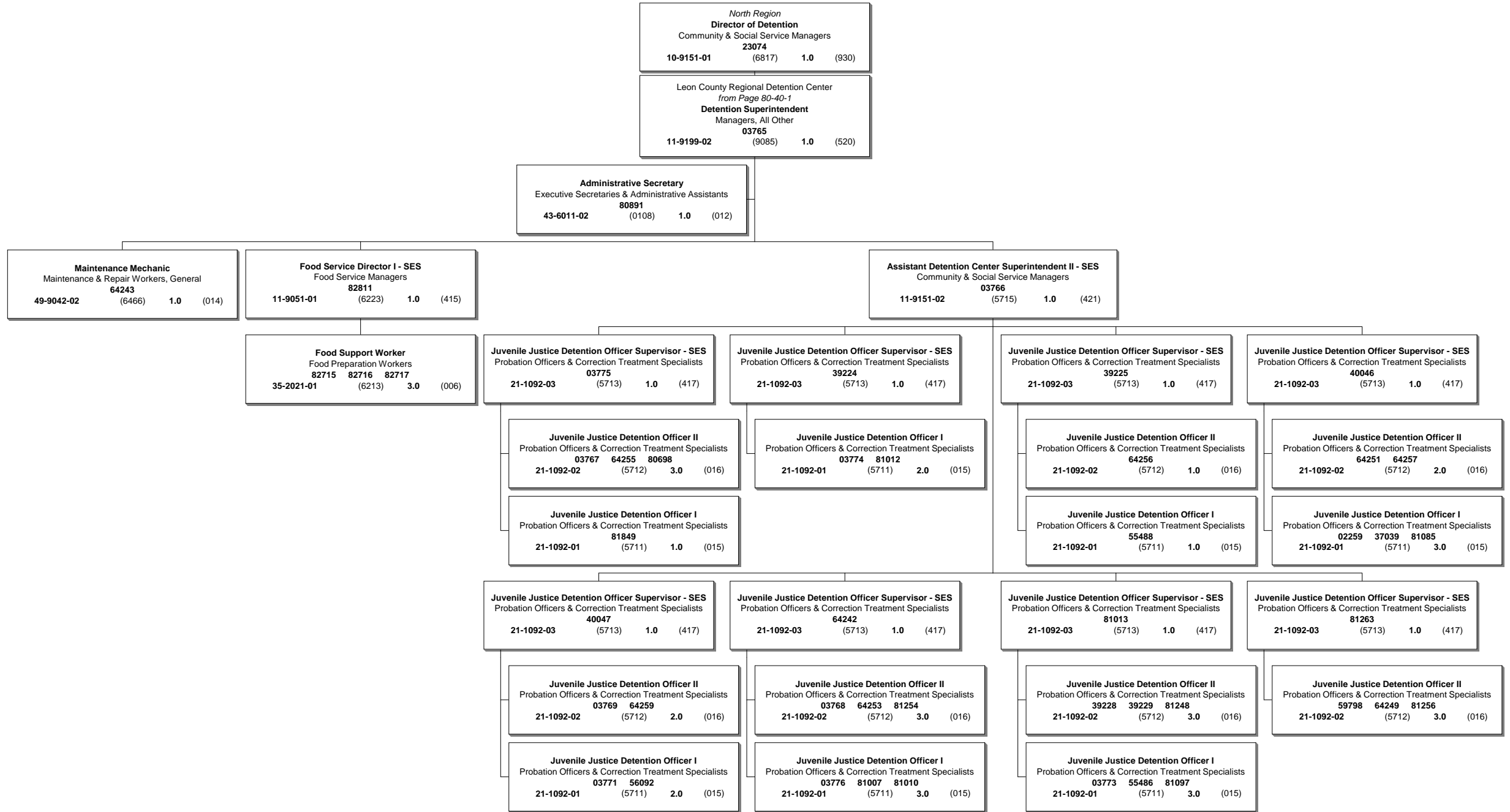


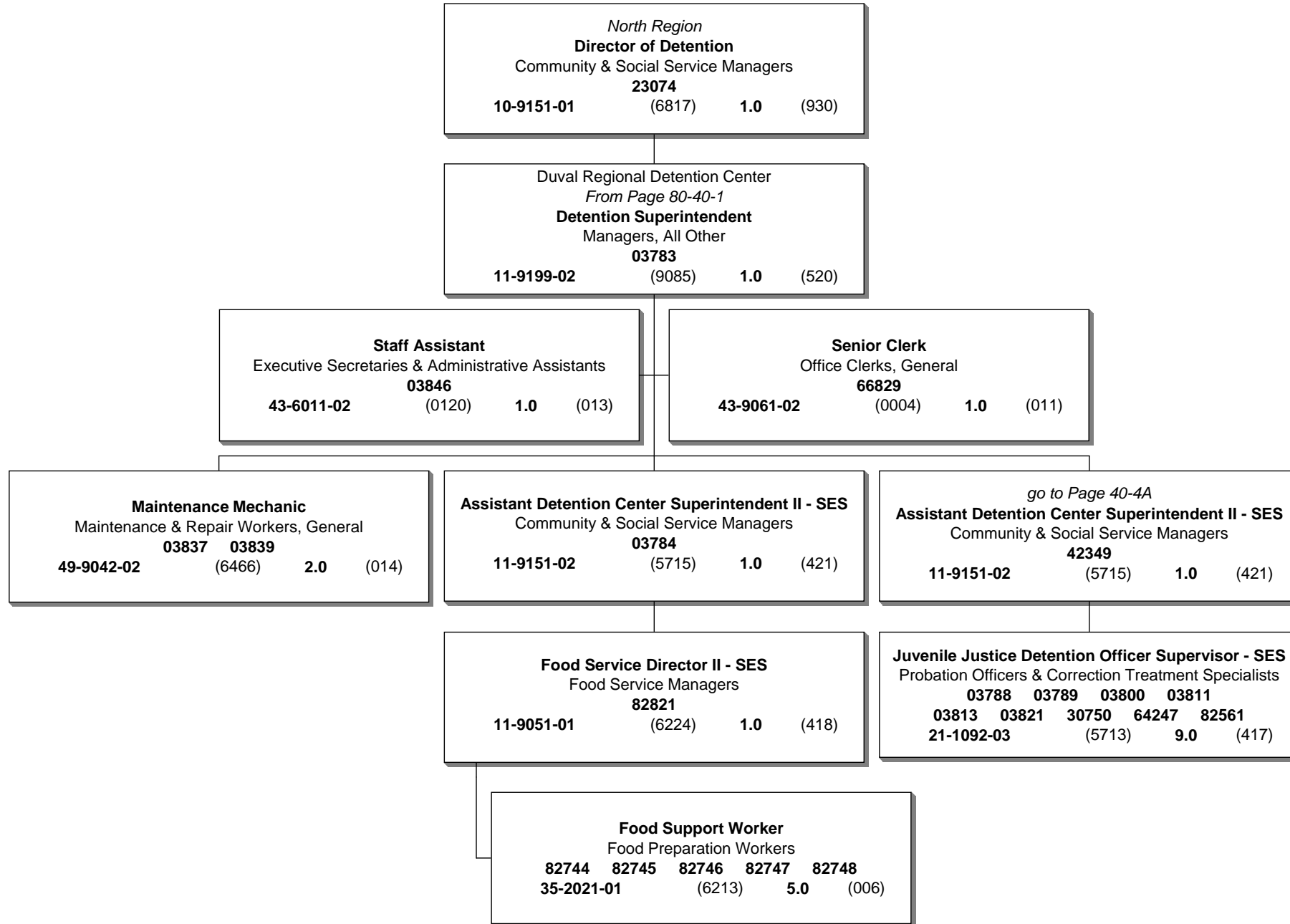


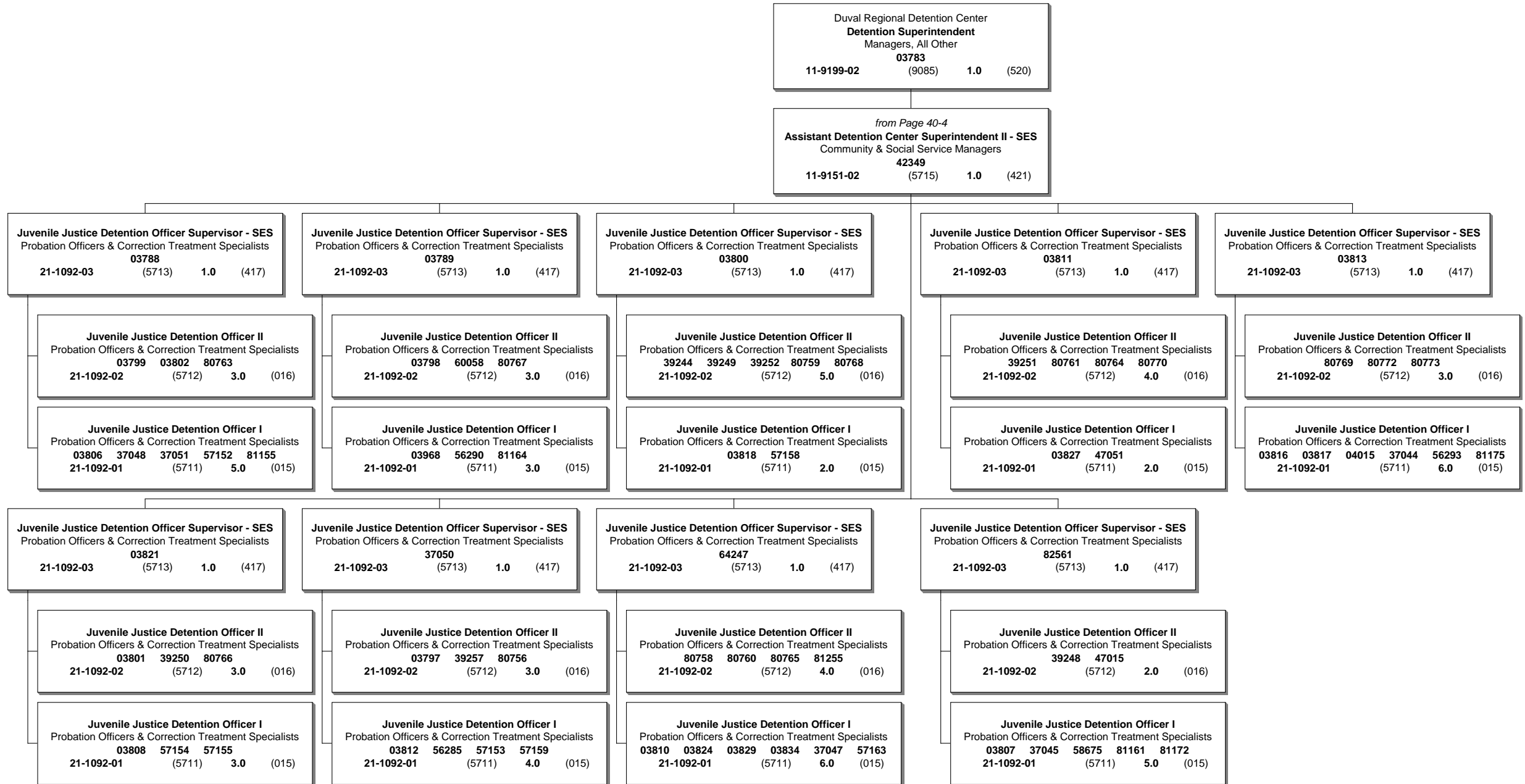


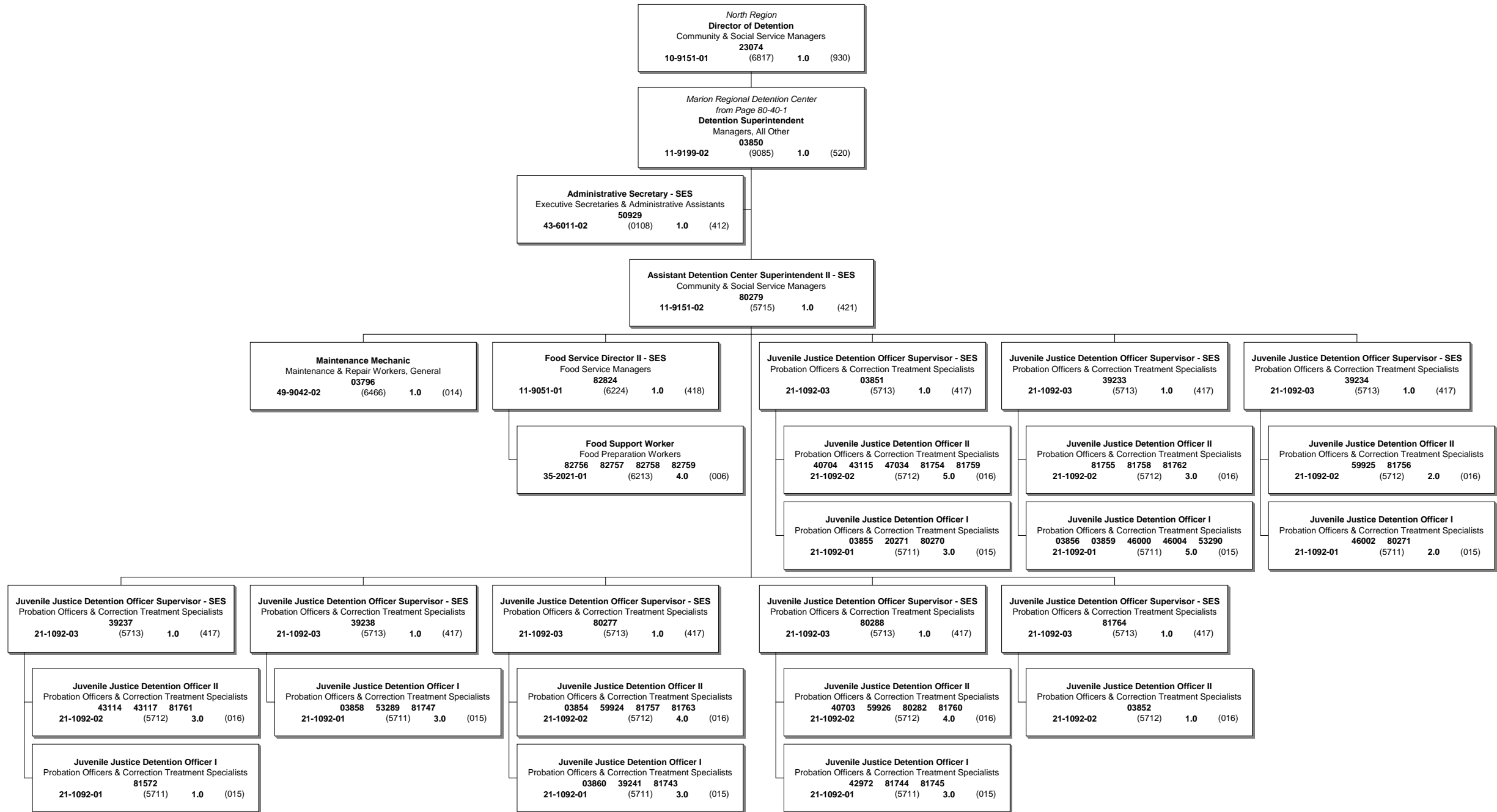












North Region
Director of Detention
 Community & Social Service Managers
23074
10-9151-01 (6817) **1.0** (930)

Volusia Regional Detention Center
 from Page 80-40-1
Detention Superintendent
 Managers, All Other
03866
11-9199-02 (9085) **1.0** (520)

Assistant Detention Center Superintendent II - SES
 Community & Social Service Managers
03426
11-9151-02 (5715) **1.0** (421)

Maintenance Mechanic
 Maintenance & Repair Workers, General
03885
49-9042-02 (6466) **1.0** (014)

Fiscal Assistant II - SES
 Bookkeeping, Accounting & Auditing Clerk
03886
43-3031-02 (1418) **1.0** (412)

Food Service Director II - SES
 Food Service Managers
82832
11-9051-01 (6224) **1.0** (418)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03878
21-1092-03 (5713) **1.0** (417)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03879
21-1092-03 (5713) **1.0** (417)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
39242
21-1092-03 (5713) **1.0** (417)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
39243
21-1092-03 (5713) **1.0** (417)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
39247
21-1092-03 (5713) **1.0** (417)

Food Support Worker
 Food Preparation Workers
82790 82791 82792 82793
35-2021-01 (6213) **4.0** (006)

Juvenile Justice Detention Officer II
 Probation Officers & Correction Treatment Specialists
39246 80274 81105 81109
21-1092-02 (5712) **4.0** (016)

Juvenile Justice Detention Officer II
 Probation Officers & Correction Treatment Specialists
39245 47027 80731 81108
21-1092-02 (5712) **4.0** (016)

Juvenile Justice Detention Officer II
 Probation Officers & Correction Treatment Specialists
81103 81107
21-1092-02 (5712) **2.0** (016)

Juvenile Justice Detention Officer II
 Probation Officers & Correction Treatment Specialists
03853 80732 80737
21-1092-02 (5712) **3.0** (016)

Juvenile Justice Detention Officer II
 Probation Officers & Correction Treatment Specialists
03814 60079 80727 80730
21-1092-02 (5712) **4.0** (016)

Juvenile Justice Detention Officer I
 Probation Officers & Correction Treatment Specialists
42359 46001 56094 81089 81094
21-1092-01 (5711) **5.0** (015)

Juvenile Justice Detention Officer I
 Probation Officers & Correction Treatment Specialists
03828 03830 03876 81083
21-1092-01 (5711) **4.0** (015)

Juvenile Justice Detention Officer I
 Probation Officers & Correction Treatment Specialists
03822
21-1092-01 (5711) **1.0** (015)

Juvenile Justice Detention Officer I
 Probation Officers & Correction Treatment Specialists
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21-1092-01 (5711) **5.0** (015)

Juvenile Justice Detention Officer I
 Probation Officers & Correction Treatment Specialists
53504 81082
21-1092-01 (5711) **2.0** (015)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
80738
21-1092-03 (5713) **1.0** (417)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
80739
21-1092-03 (5713) **1.0** (417)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
81110
21-1092-03 (5713) **1.0** (417)

Juvenile Justice Detention Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
81111
21-1092-03 (5713) **1.0** (417)

Juvenile Justice Detention Officer II
 Probation Officers & Correction Treatment Specialists
39253 39255 80284 80733
21-1092-02 (5712) **4.0** (016)

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 Probation Officers & Correction Treatment Specialists
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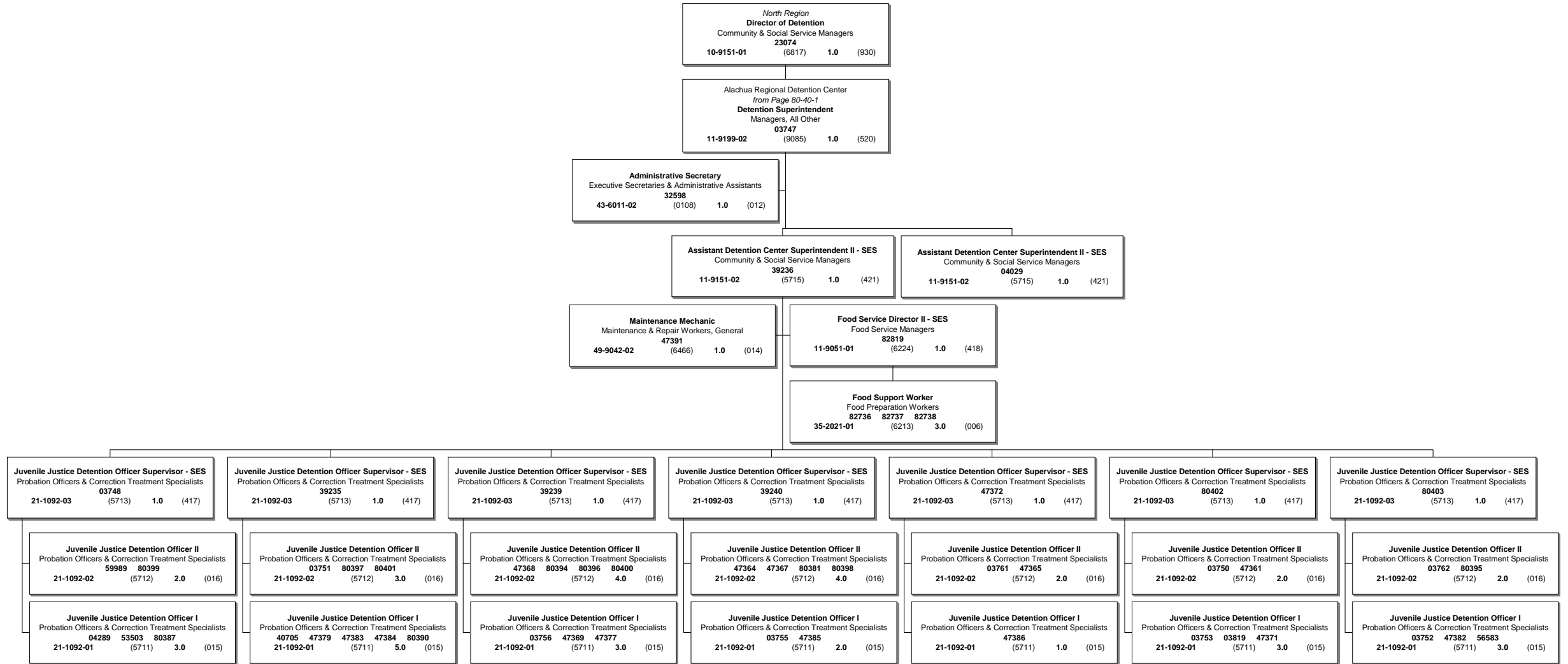
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 Probation Officers & Correction Treatment Specialists
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 Probation Officers & Correction Treatment Specialists
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21-1092-02 (5712) **3.0** (016)

Juvenile Justice Detention Officer I
 Probation Officers & Correction Treatment Specialists
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 Probation Officers & Correction Treatment Specialists
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21-1092-01 (5711) **4.0** (015)



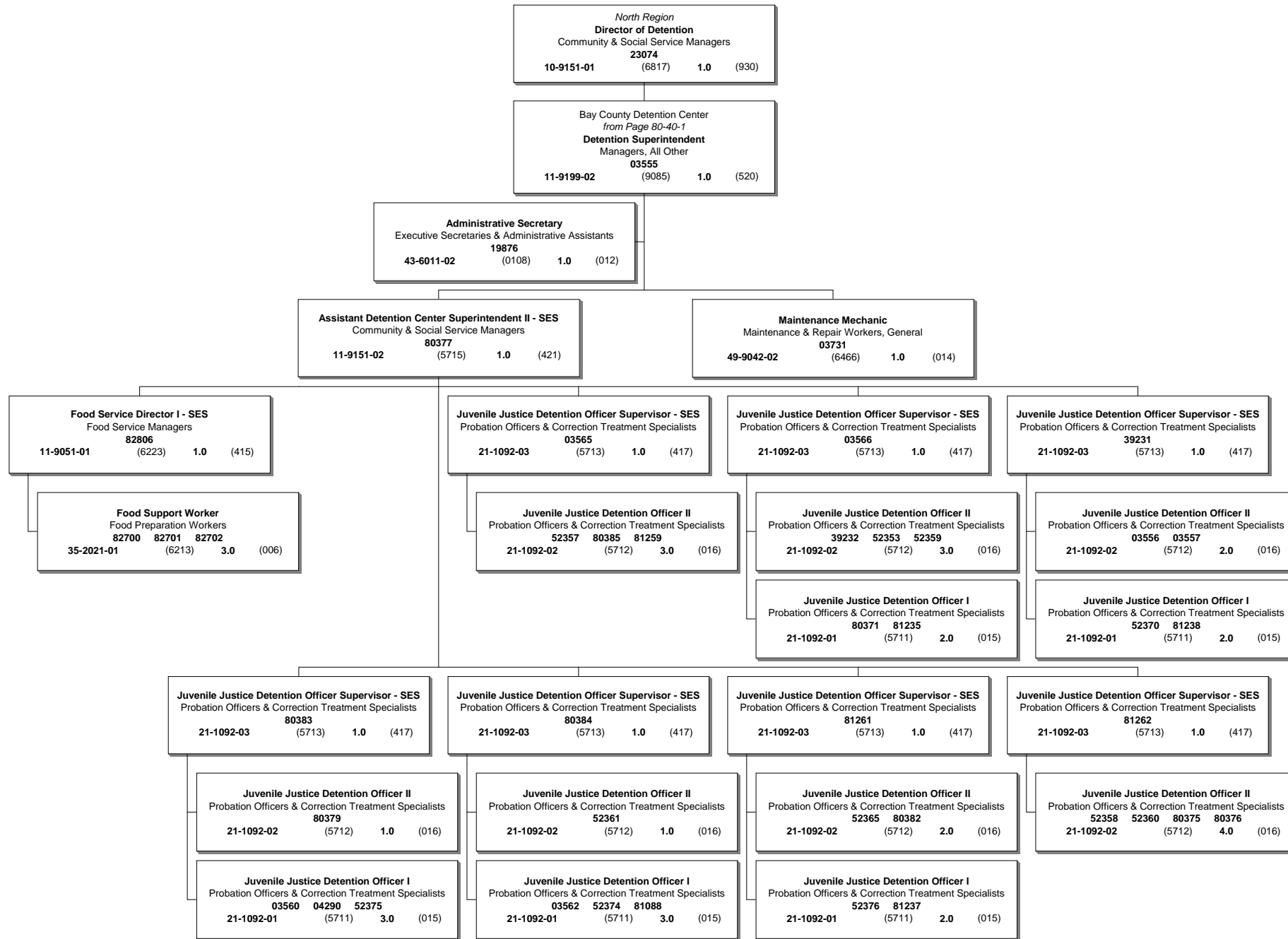


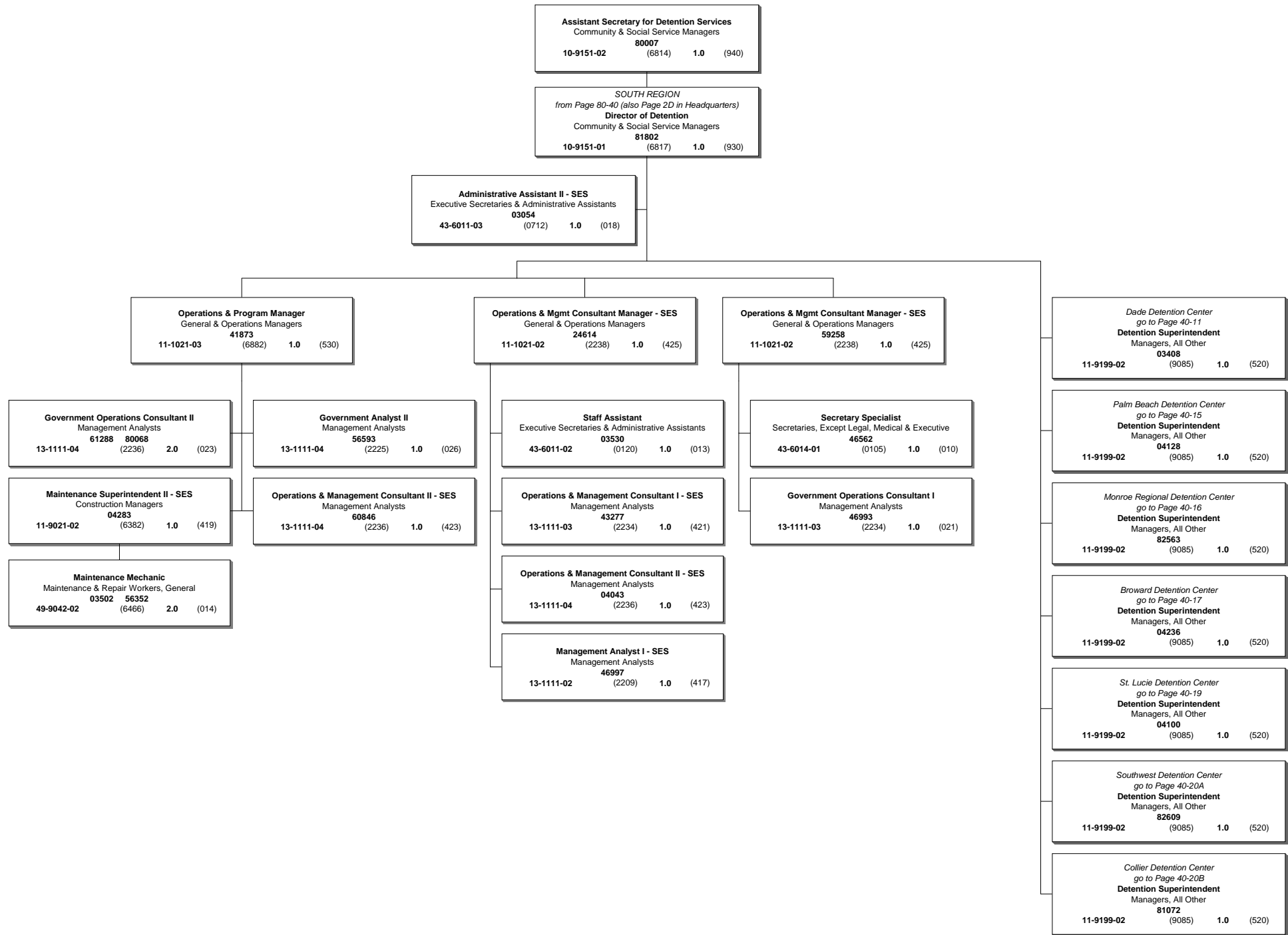
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South Region – Director of Detention

Dade Regional Detention Center
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Monroe Regional Detention Center
Broward Regional Detention Center
St. Lucie Regional Detention Center
Southwest Regional Detention Center
Collier Regional Detention Center

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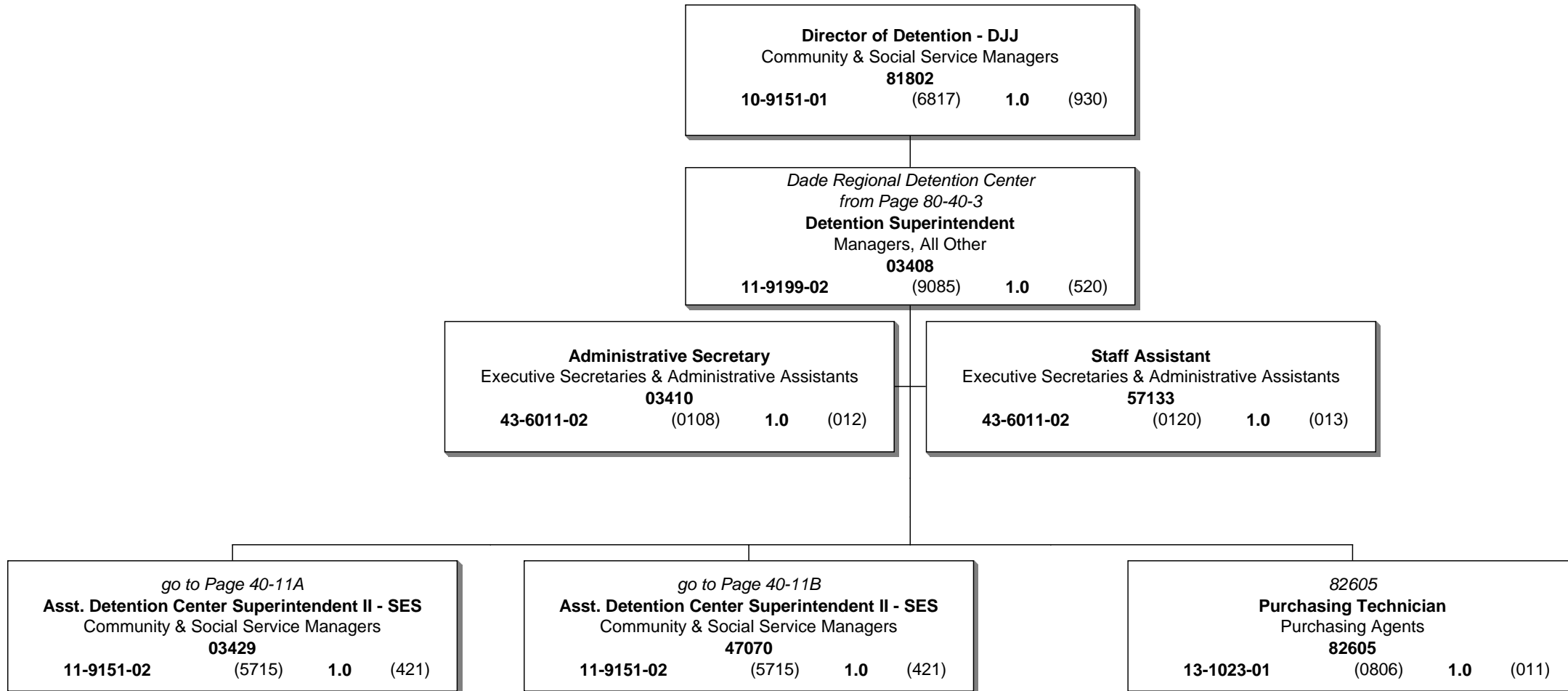
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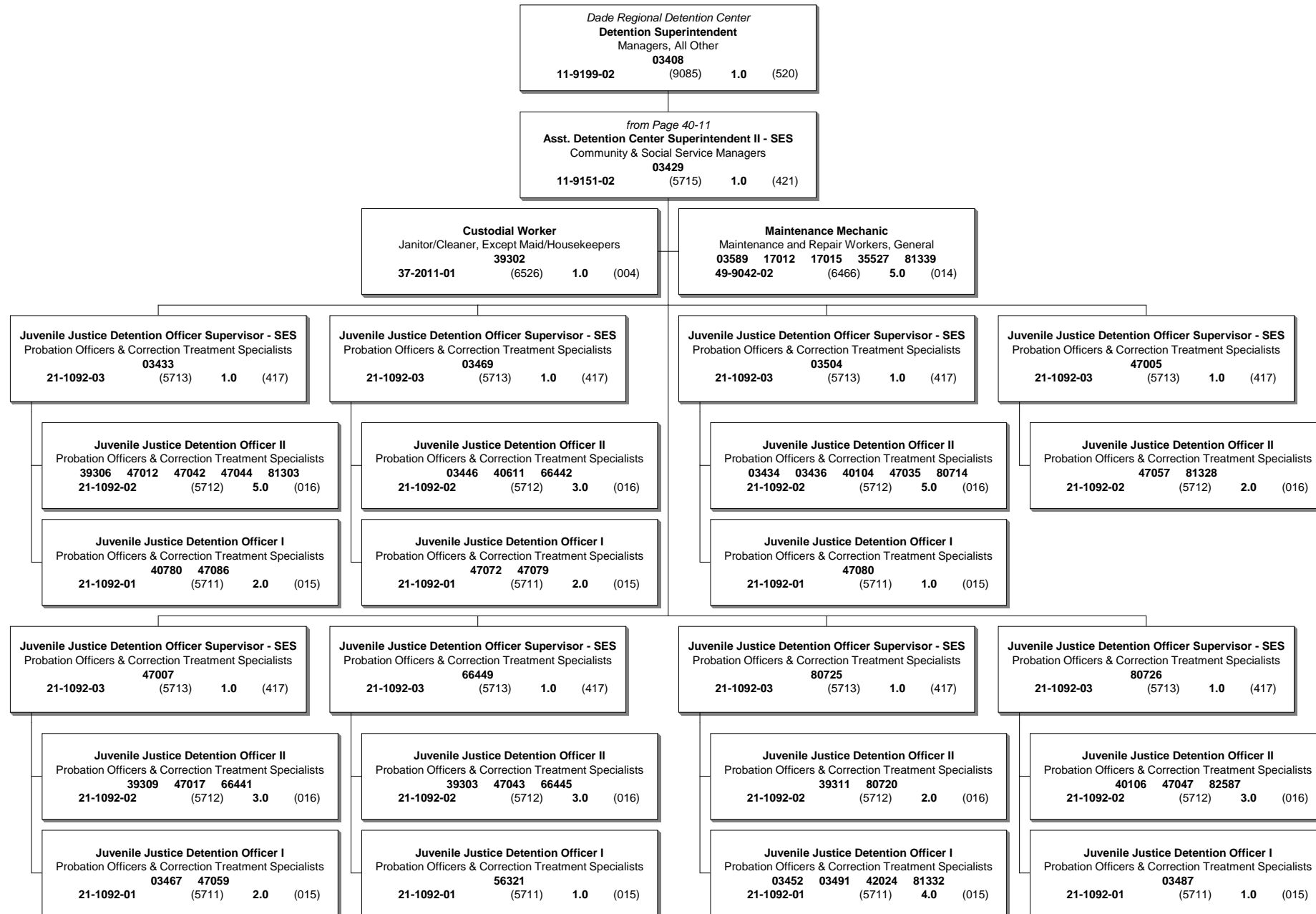


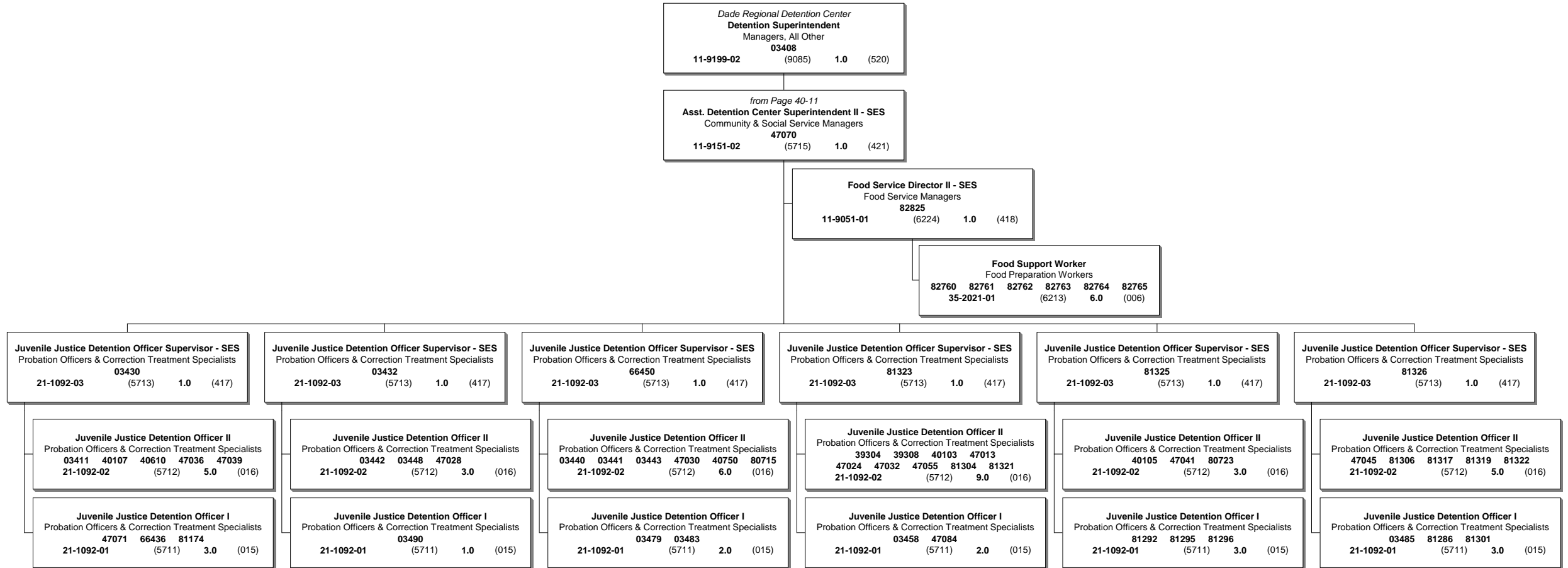
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 41 - DETENTION SERVICES
 30 - SOUTH REGION
 11 - CIRCUIT
 25 - DADE REGIONAL DETENTION CENTER

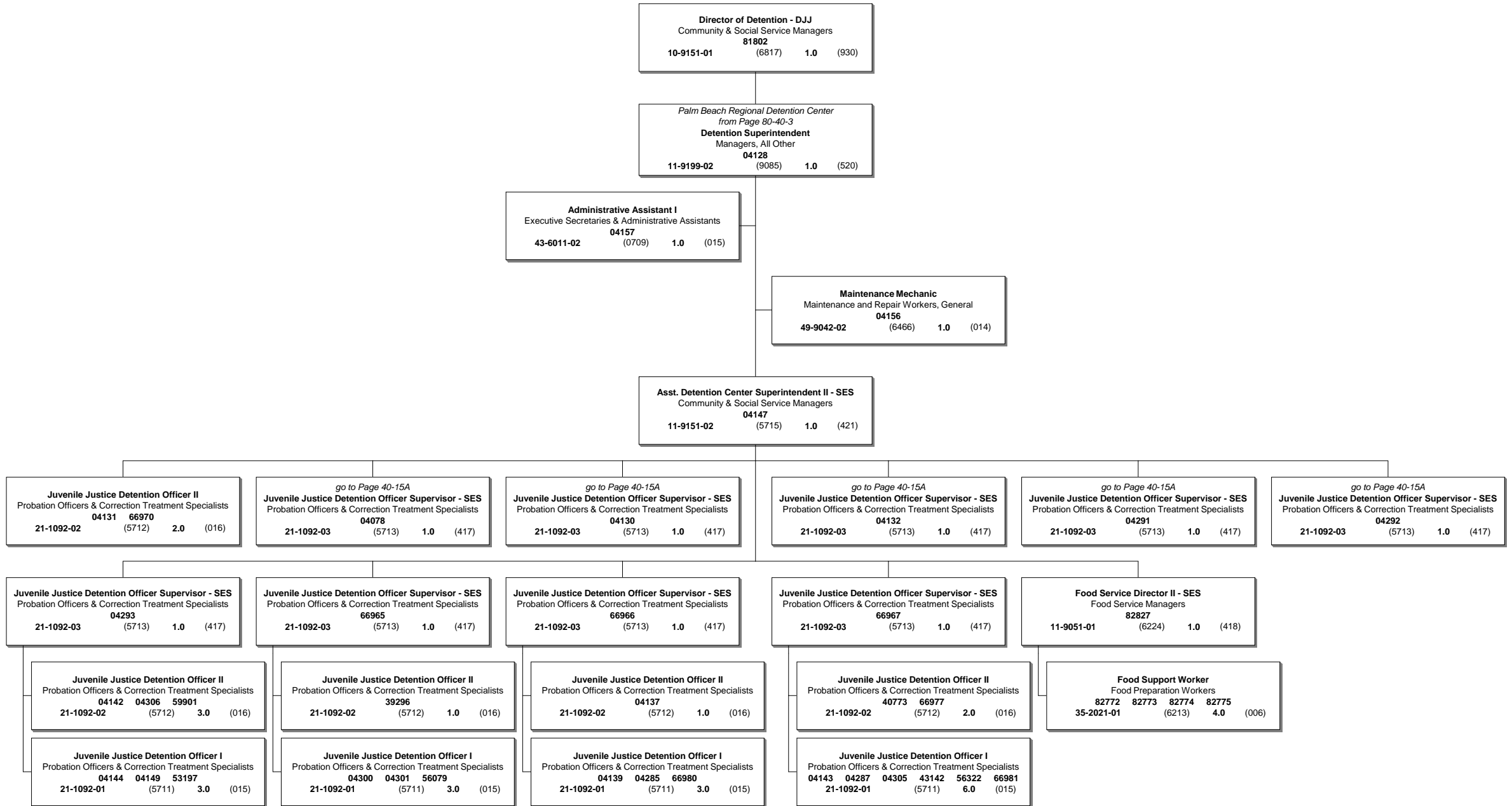
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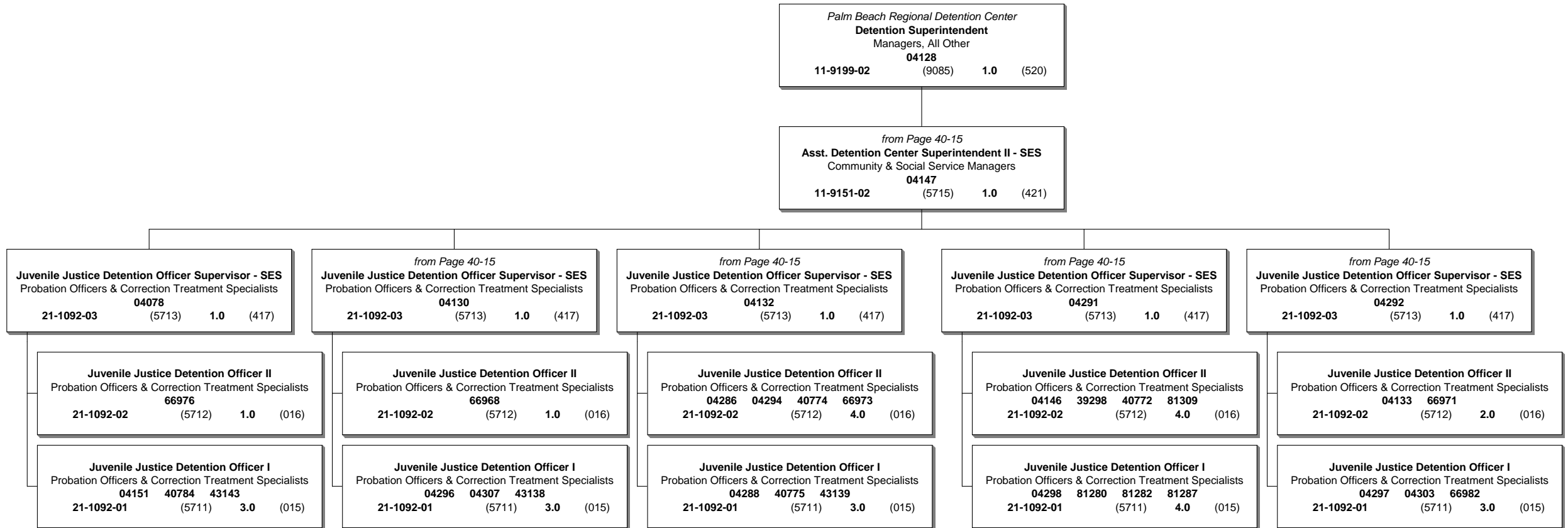
Verified by: Jennifer Boswell
 Effective: 05/10/2013

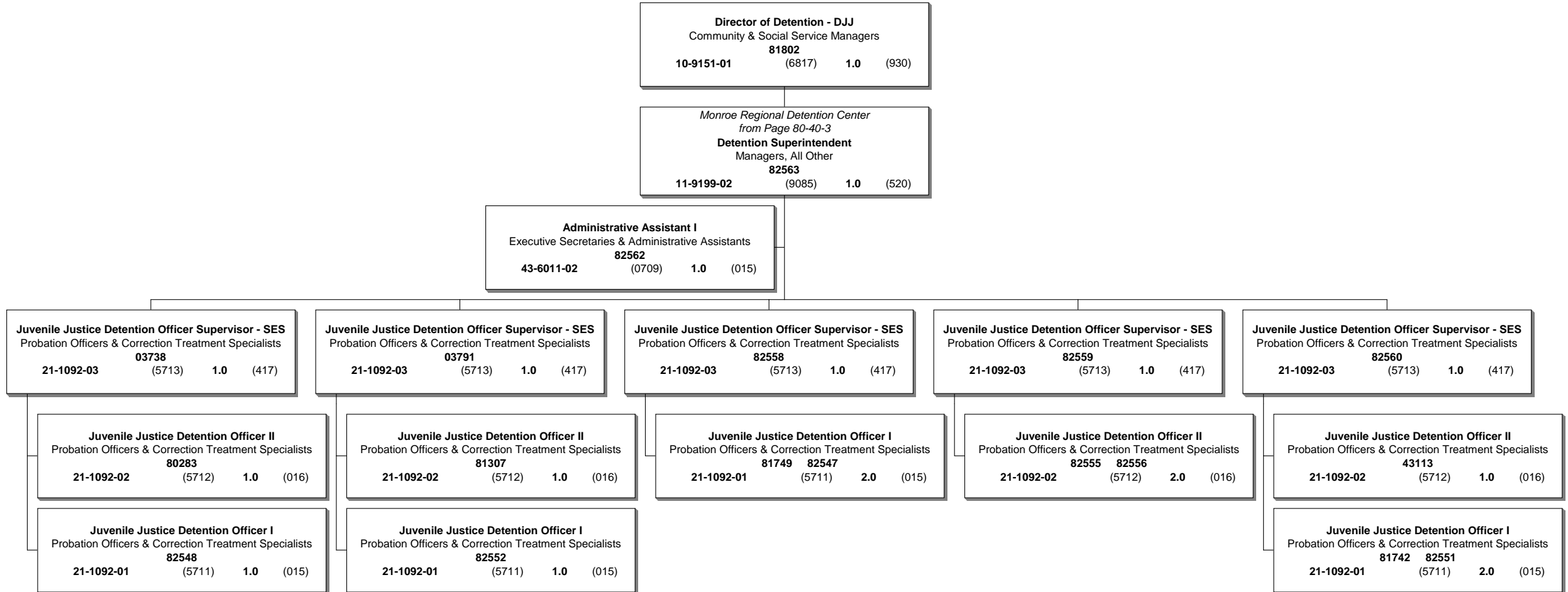


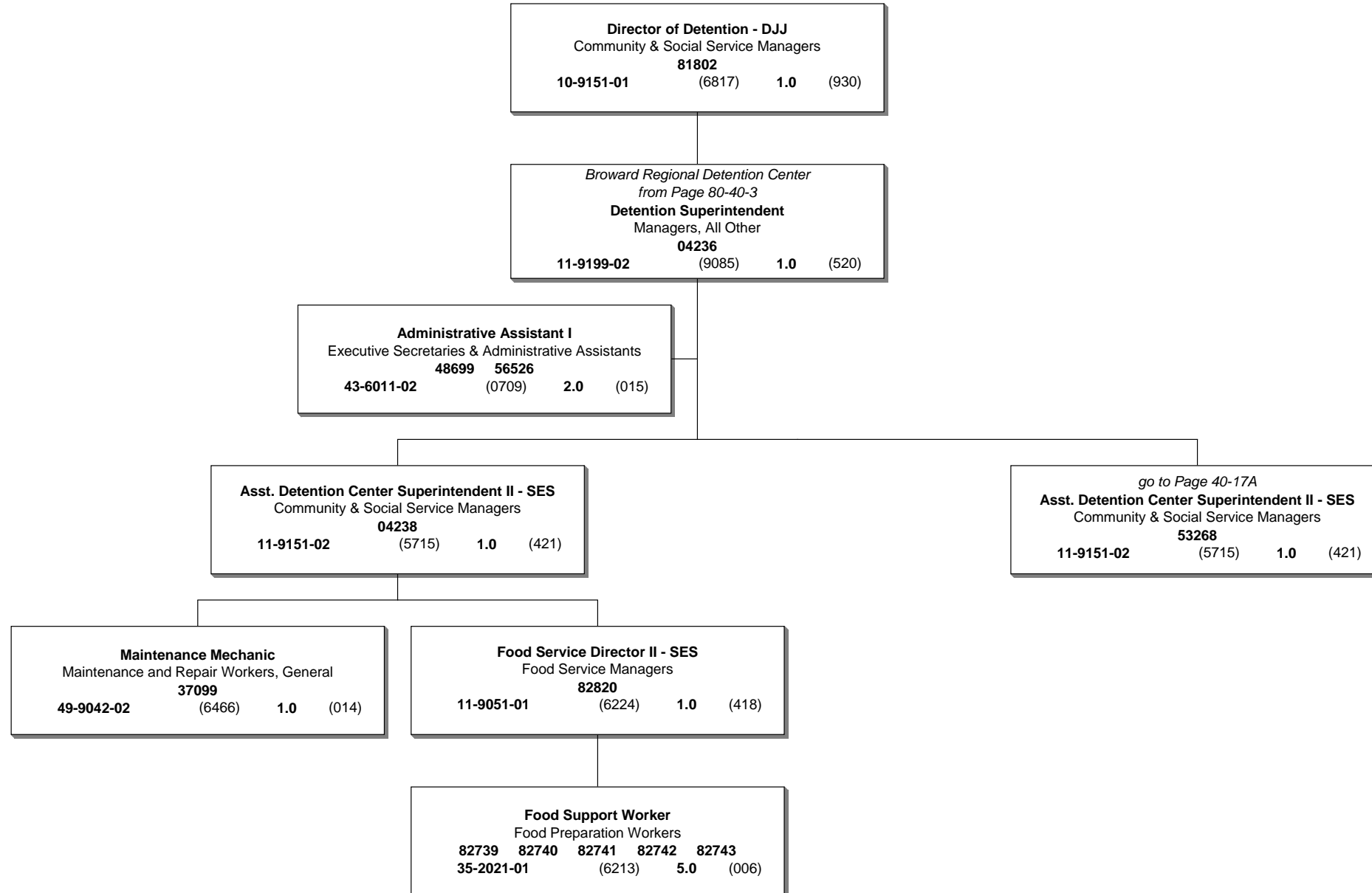


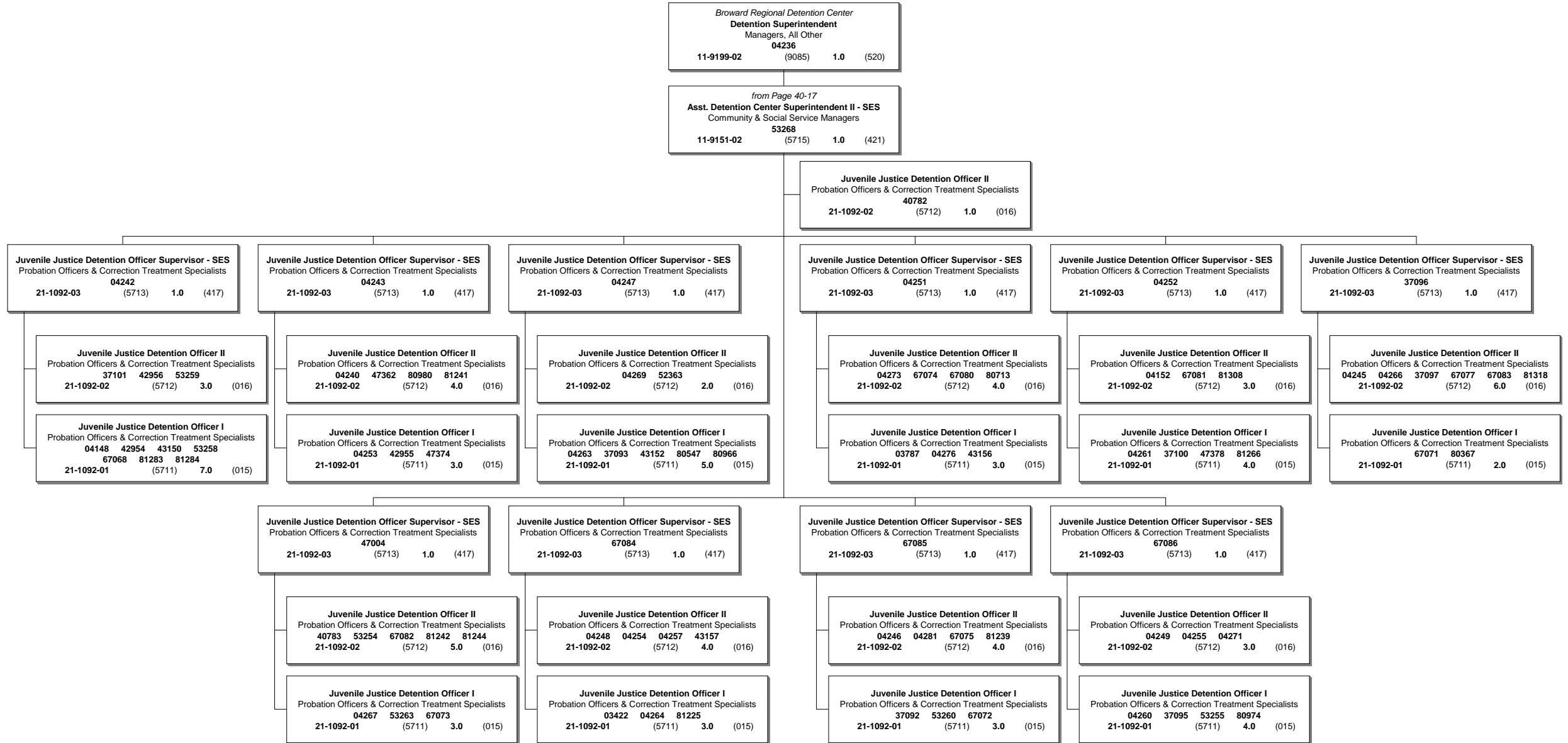


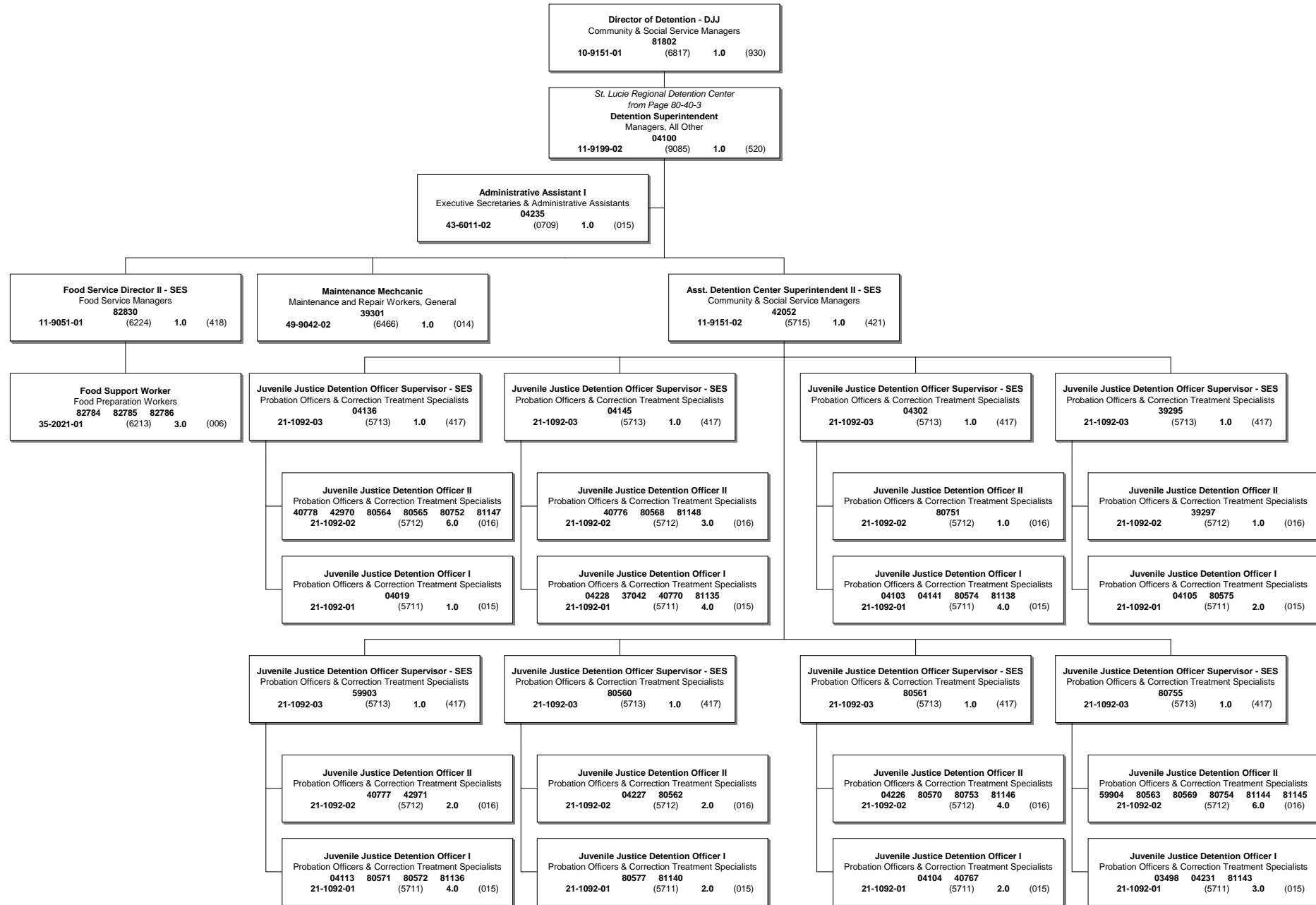


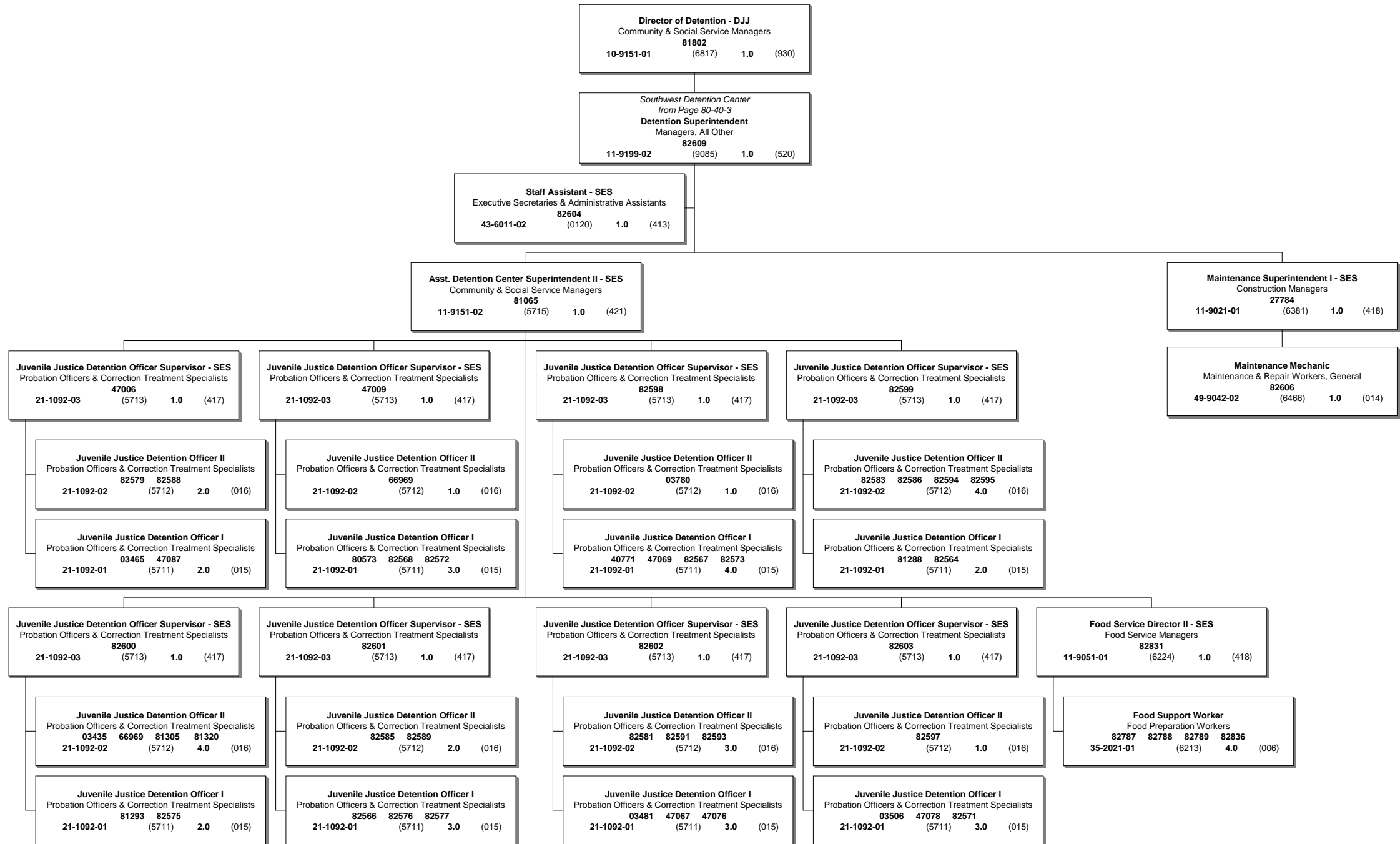












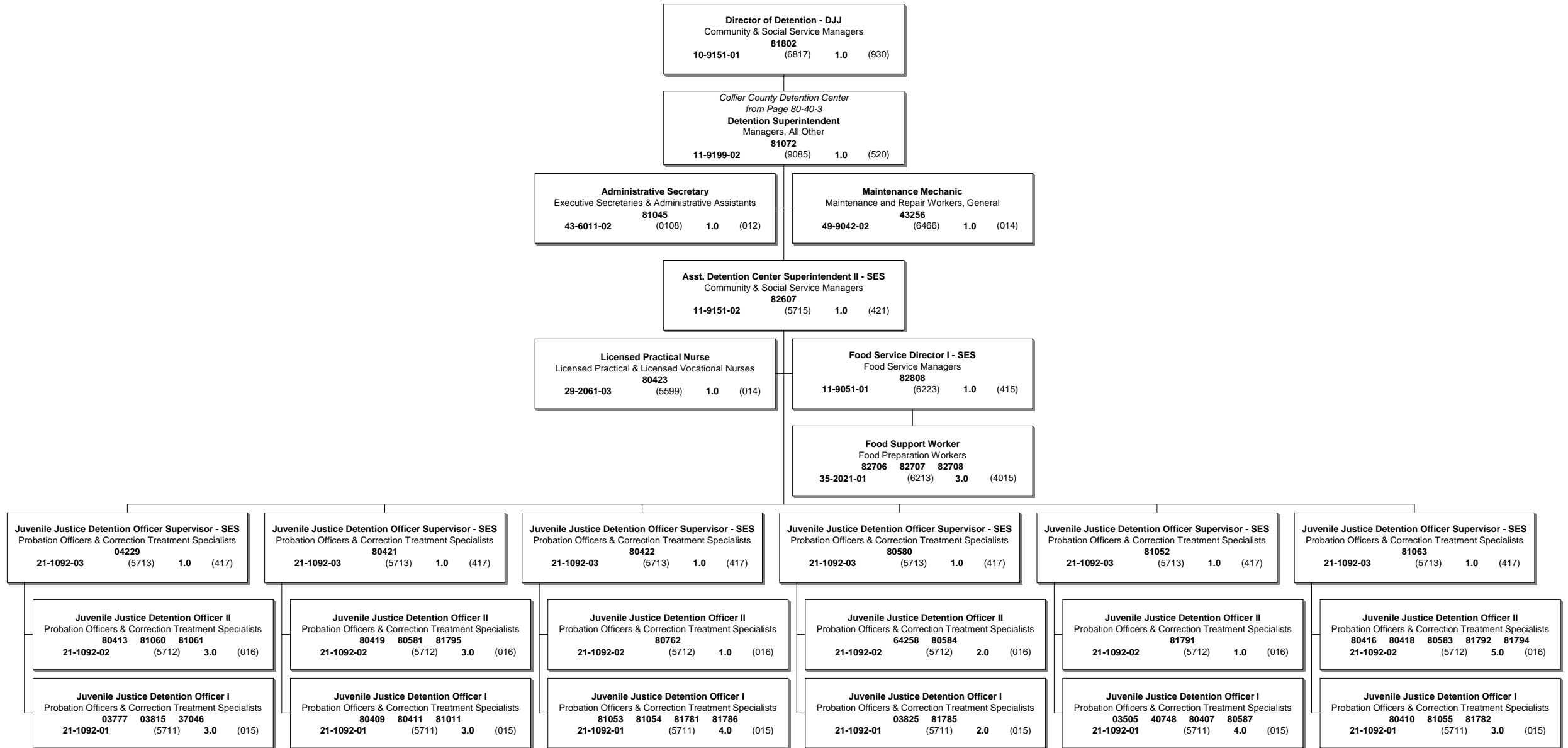


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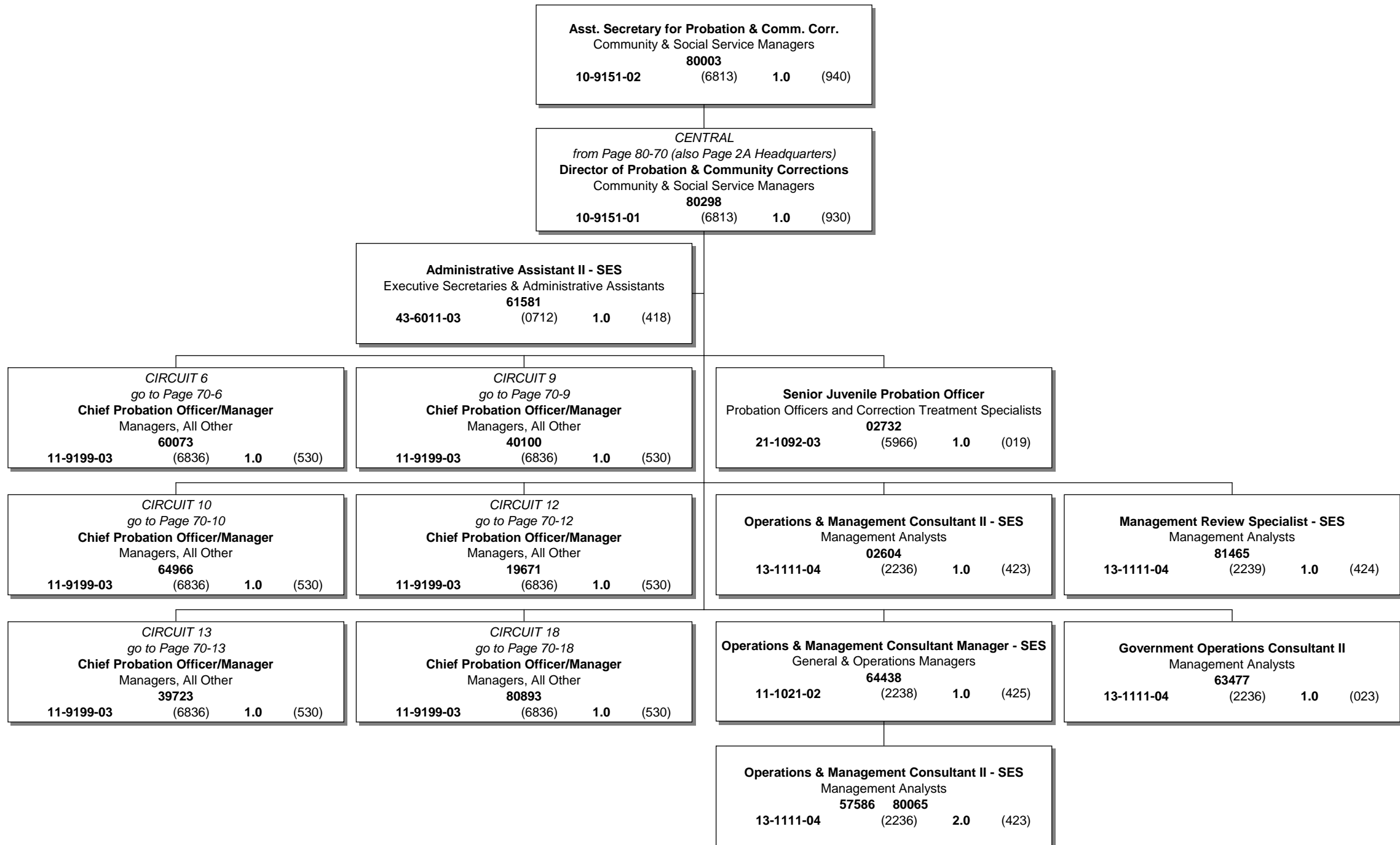
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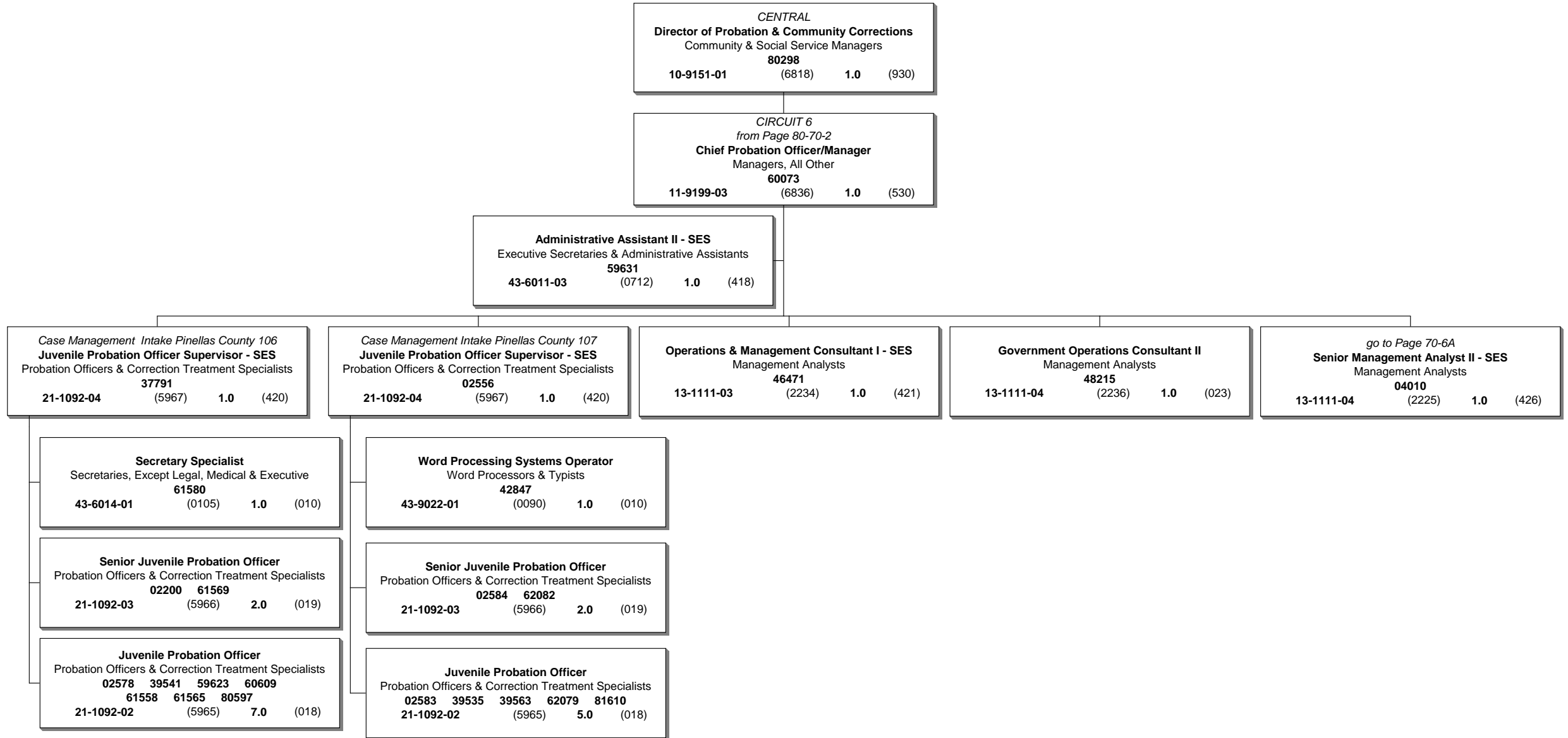
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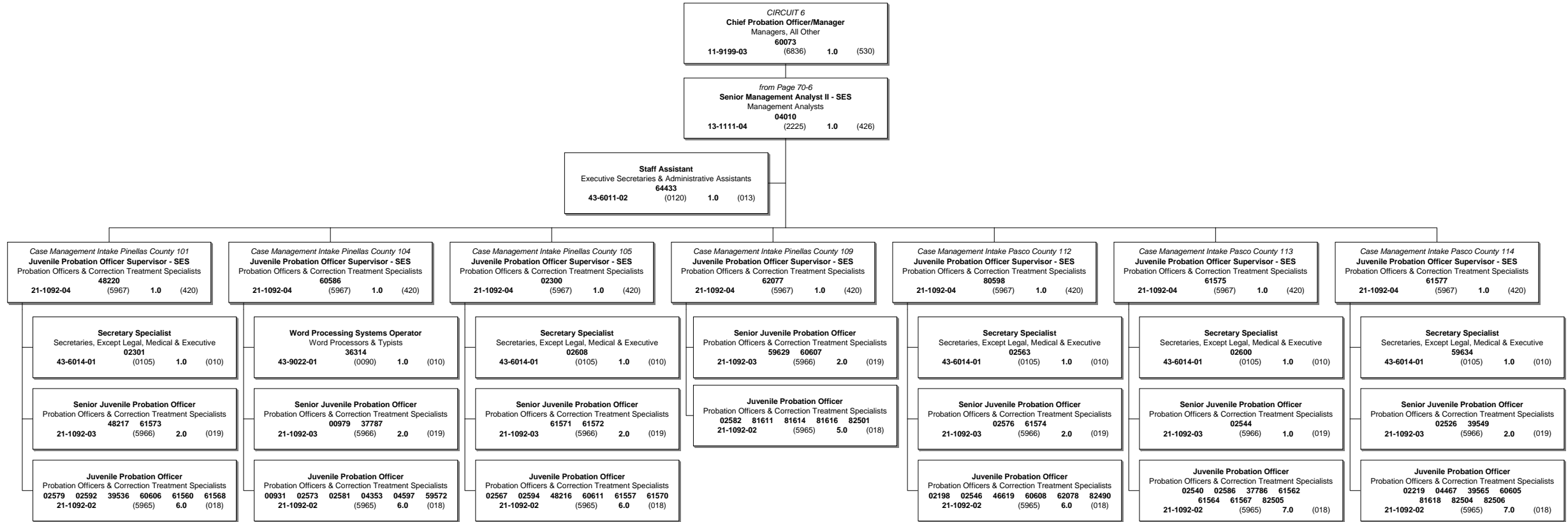
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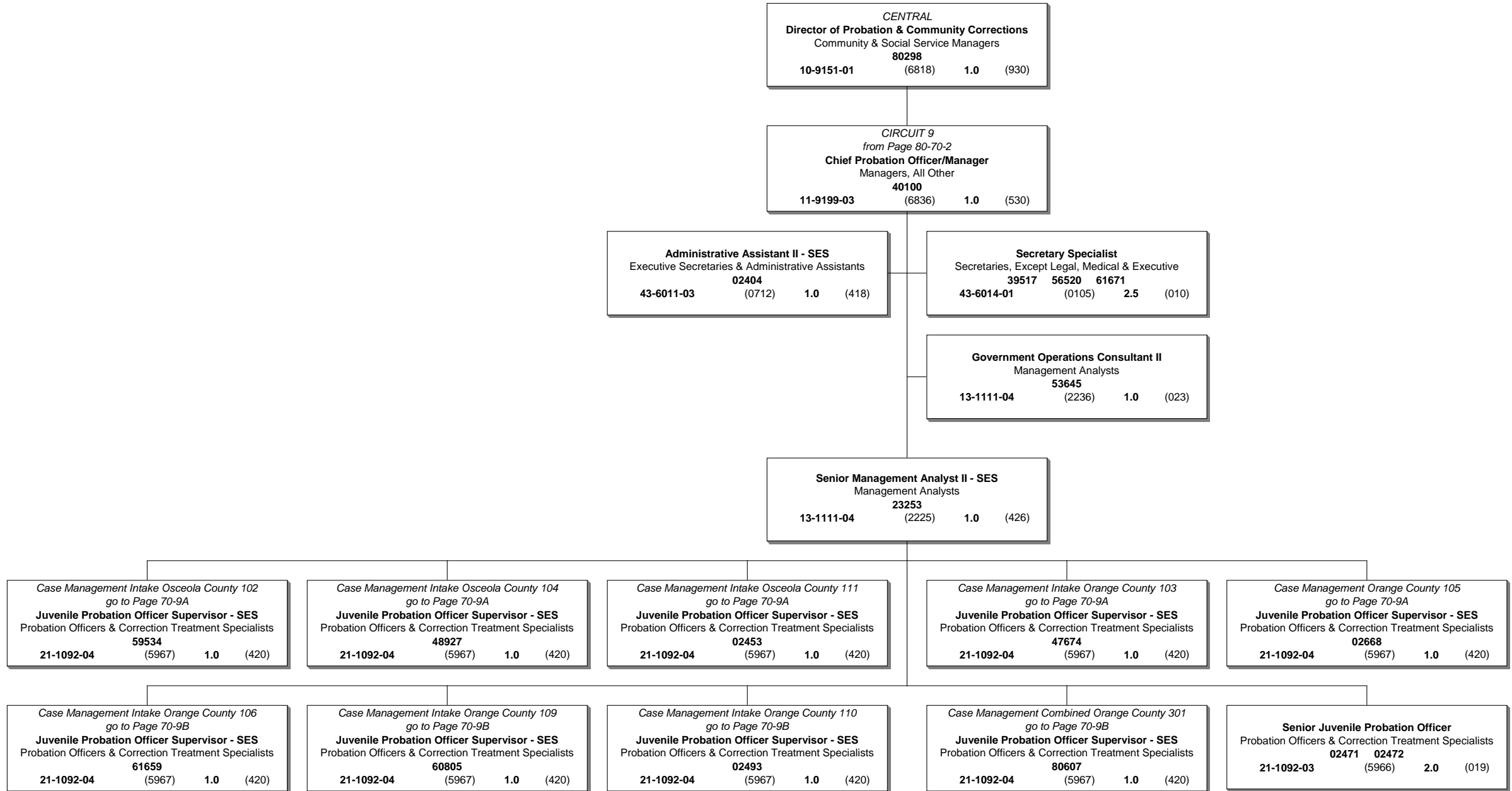
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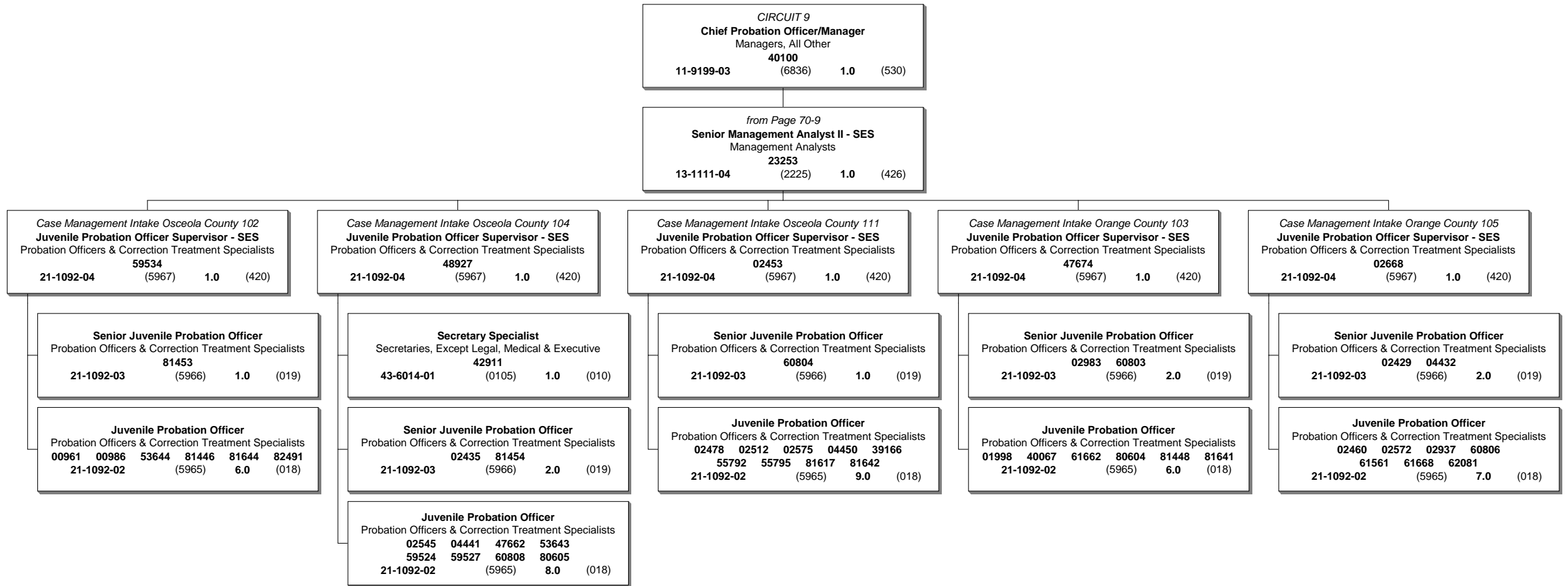
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CIRCUIT 9
Chief Probation Officer/Manager
 Managers, All Other
40100
11-9199-03 (6836) **1.0** (530)

from Page 70-9
Senior Management Analyst II - SES
 Management Analysts
23253
13-1111-04 (2225) **1.0** (426)

Case Management Intake Orange County 106
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
61659
21-1092-04 (5967) **1.0** (420)

Case Management Intake Orange County 109
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
60805
21-1092-04 (5967) **1.0** (420)

Case Management Intake Orange County 110
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
02493
21-1092-04 (5967) **1.0** (420)

Case Management Combined Orange County 301
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
80607
21-1092-04 (5967) **1.0** (420)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
59531 61110
21-1092-03 (5966) **2.0** (019)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
24060
21-1092-03 (5966) **1.0** (019)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
61660
21-1092-03 (5966) **1.0** (019)

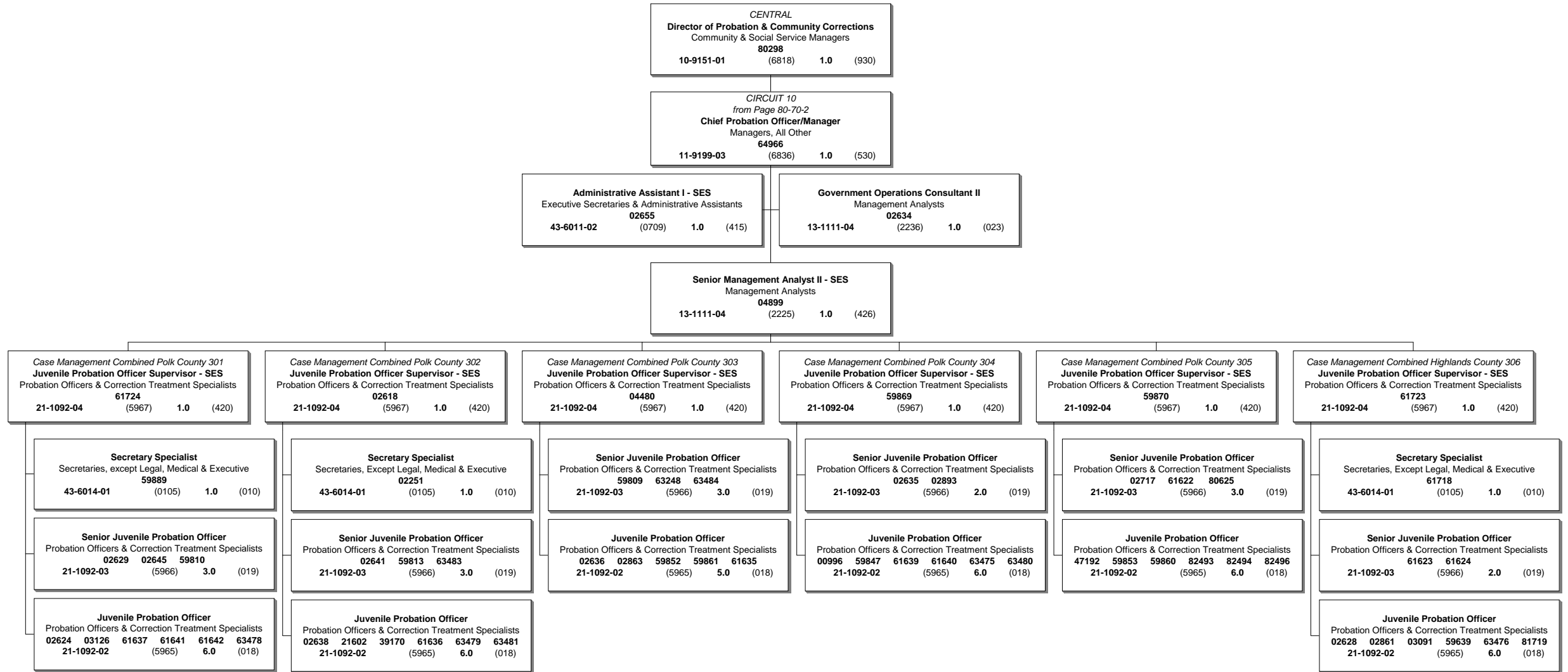
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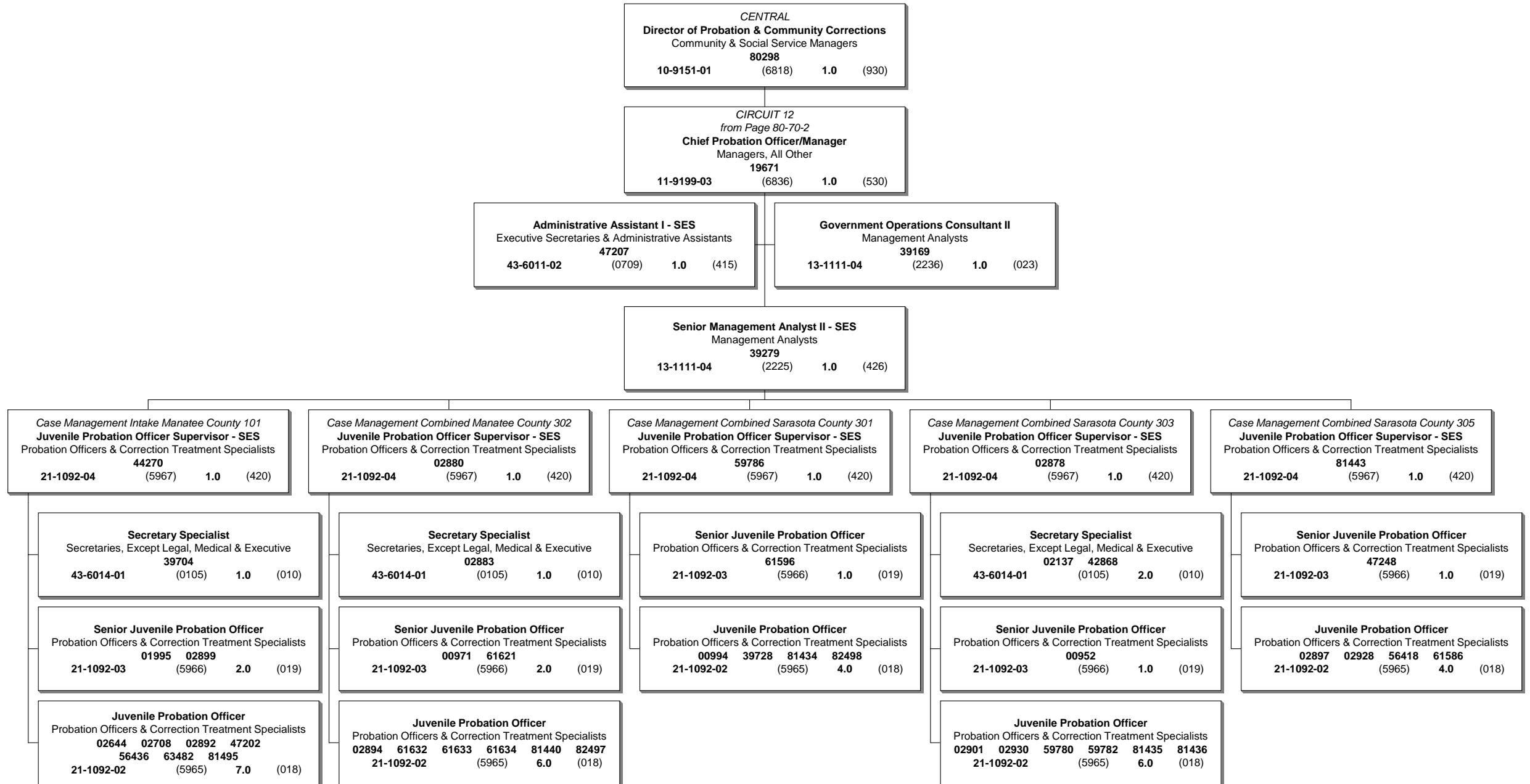
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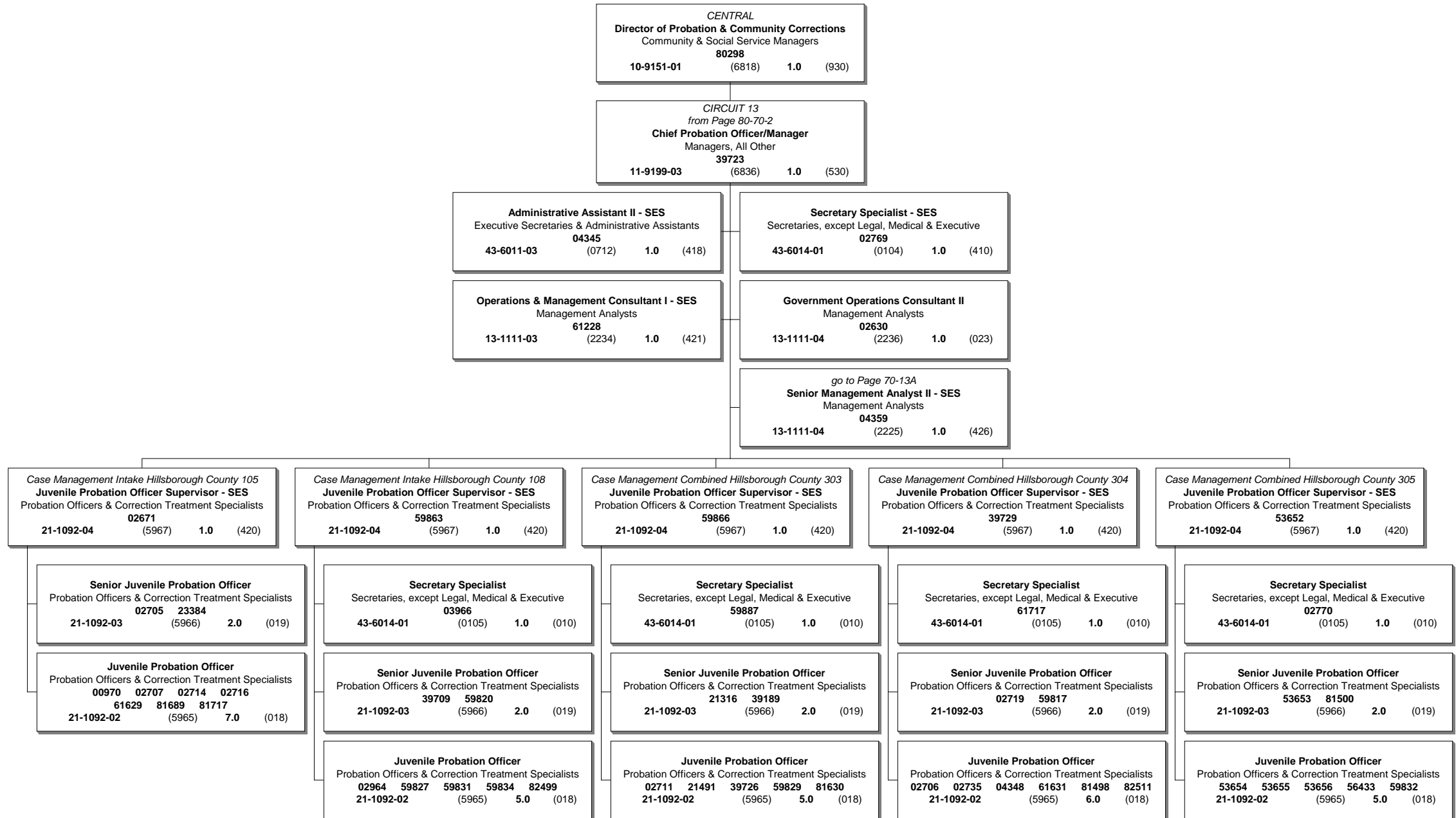
Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
47660 80606 81447 81629
82507 82508 82510
21-1092-02 (5965) **7.0** (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02475 39826 59525 62048 81637 82492
21-1092-02 (5965) **6.0** (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02378 39827 47149 59521
61663 61664 82509
21-1092-02 (5965) **7.0** (018)







CIRCUIT 13
Chief Probation Officer/Manager
 Managers, All Other
39723
11-9199-03 (6836) **1.0** (530)

from Page 70-13
Senior Management Analyst II - SES
 Management Analysts
04359
13-1111-04 (2225) **1.0** (426)

Case Management Intake Hillsborough County 101
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
39720
21-1092-04 (5967) **1.0** (420)

Case Management Intake Hillsborough County 103
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
61722
21-1092-04 (5967) **1.0** (420)

Case Management Intake Hillsborough County 106
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
02670
21-1092-04 (5967) **1.0** (420)

Case Management Combined Hillsborough County 301
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
02734
21-1092-04 (5967) **1.0** (420)

Case Management Combined Hillsborough County 302
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
81501
21-1092-04 (5967) **1.0** (420)

Secretary Specialist
 Secretaries, except Legal, Medical & Executive
39703
43-6014-01 (0105) **1.0** (010)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
61619 61620
21-1092-03 (5966) **2.0** (019)

Secretary Specialist
 Secretaries, except Legal, Medical & Executive
02678
43-6014-01 (0105) **1.0** (010)

Secretary Specialiss
 Secretaries, except Legal, Medical & Executive
00987
43-6014-01 (0105) **1.0** (010)

Secretary Specialist
 Secretaries, except Legal, Medical & Executive
02675
43-6014-01 (0105) **1.0** (010)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
00989 02691
21-1092-03 (5966) **2.0** (019)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02695 02702 23372 61625
61626 61628 80601
21-1092-02 (5965) **7.0** (018)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02725 04484
21-1092-03 (5966) **2.0** (019)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03096 81496
21-1092-03 (5966) **2.0** (019)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02738 59818 59819
21-1092-03 (5966) **3.0** (019)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
00956 02688 02689 02741
39708 80600 81499
21-1092-02 (5965) **7.0** (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02631 02718 02739 59833 81632
21-1092-02 (5965) **5.0** (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02710 02713 46704 59824 59828
21-1092-02 (5965) **5.0** (018)

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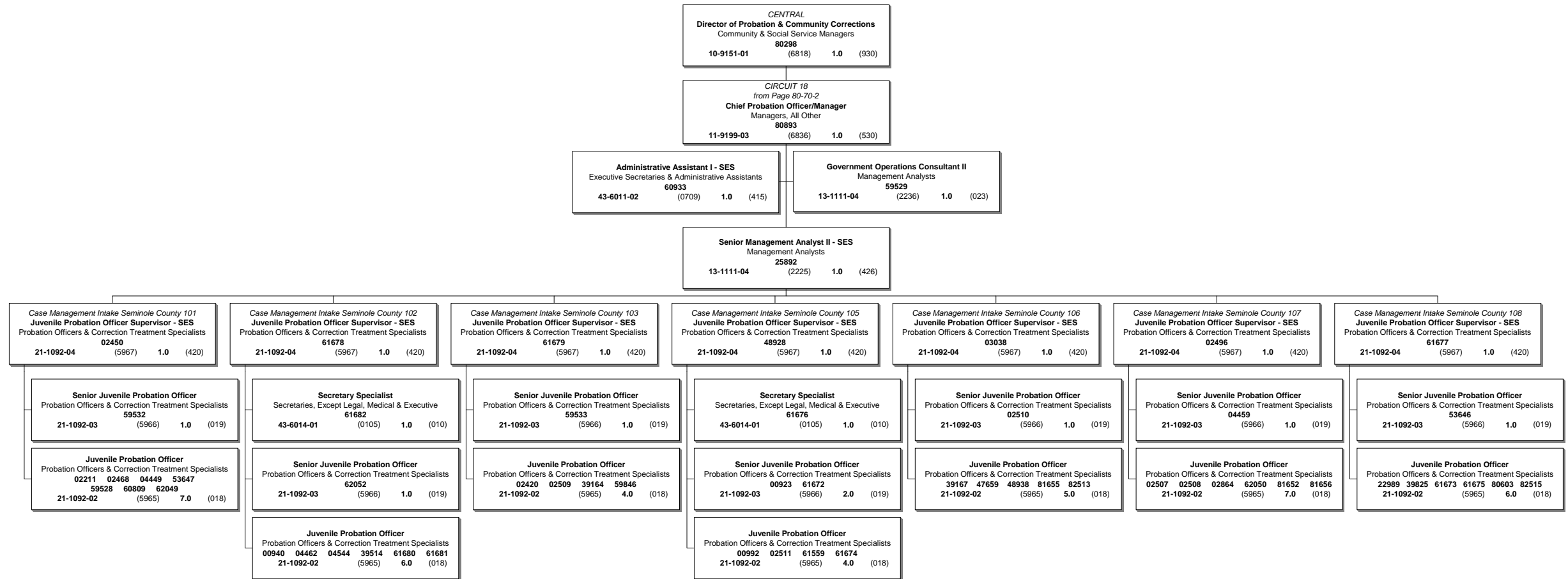


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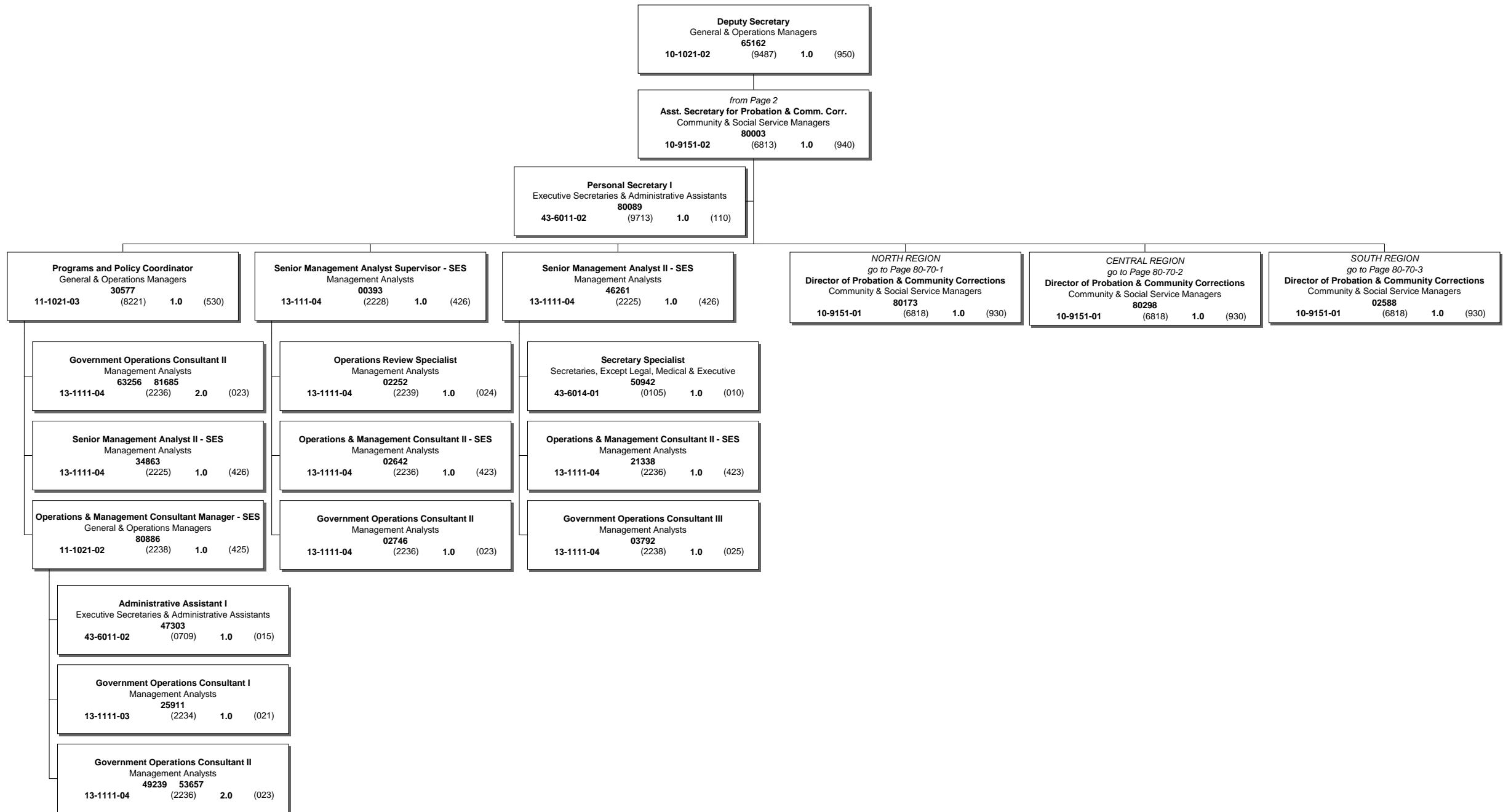
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Case Mgmt Combined Gilchrist County 301

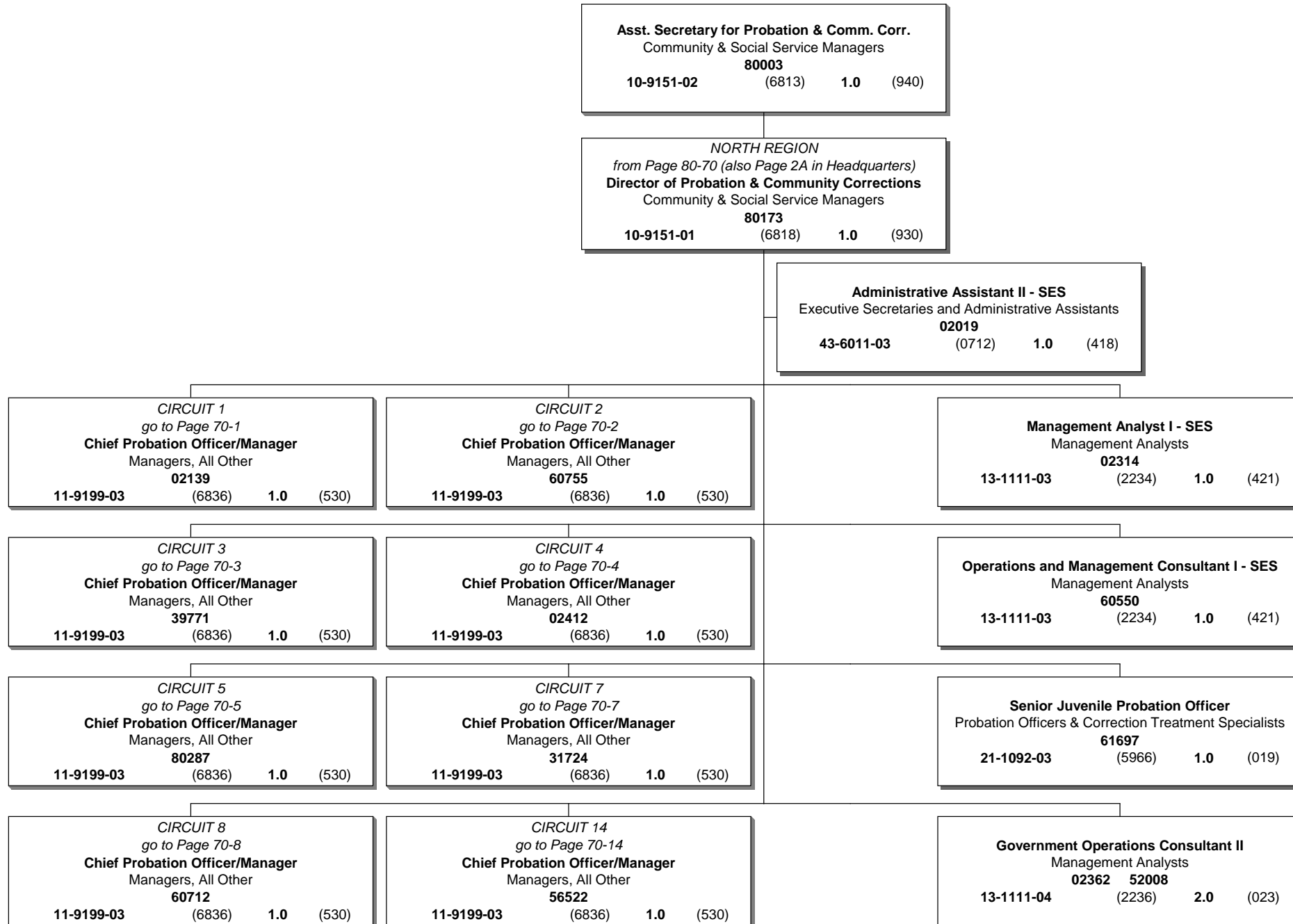
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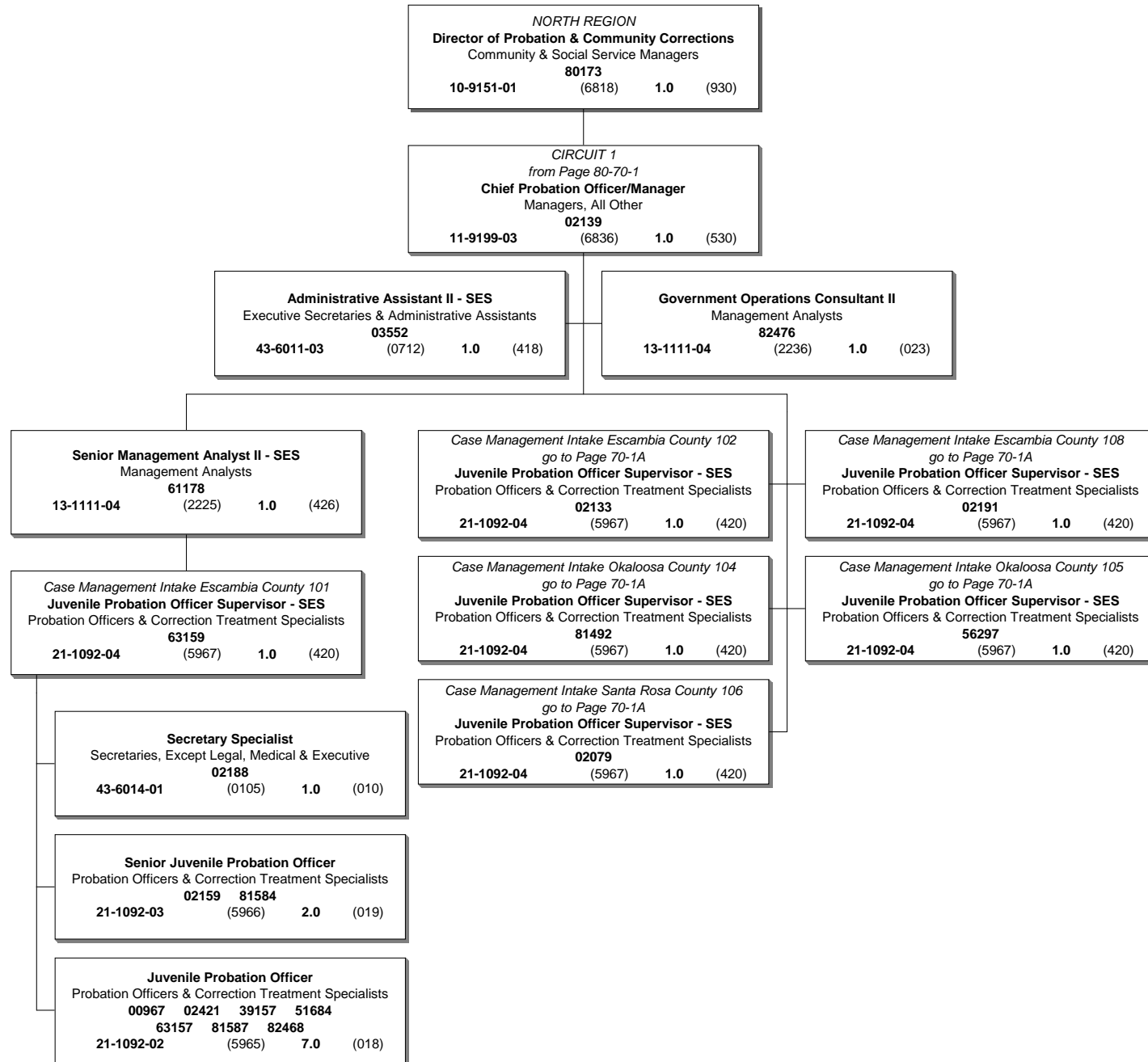
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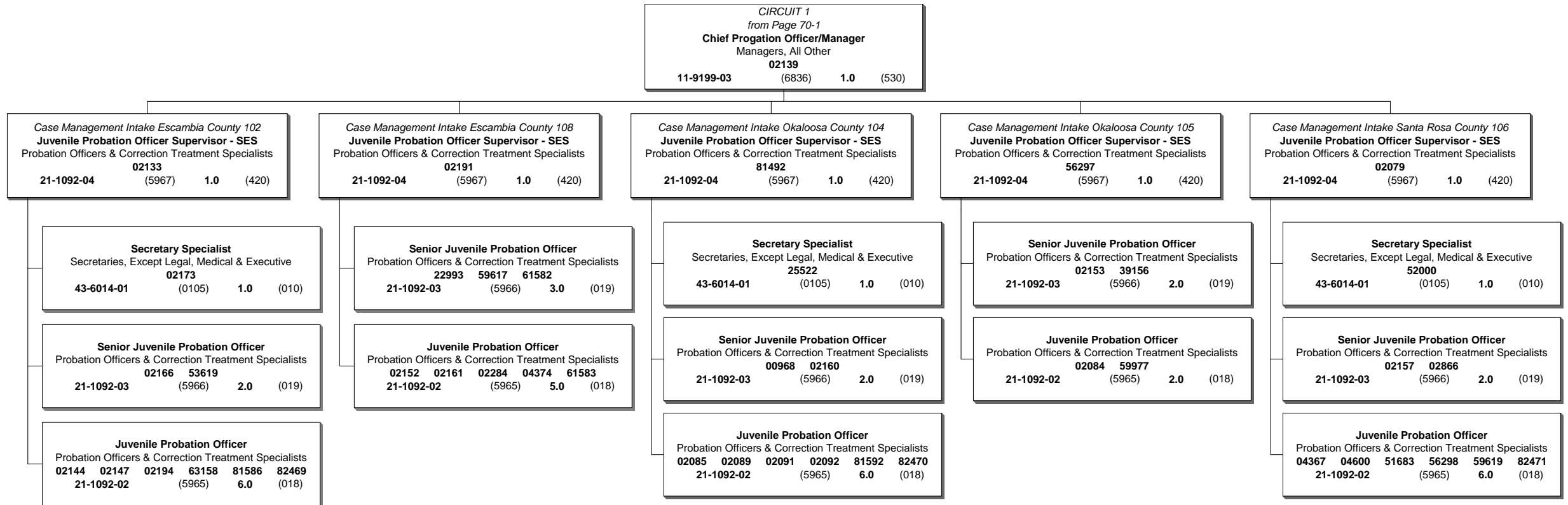
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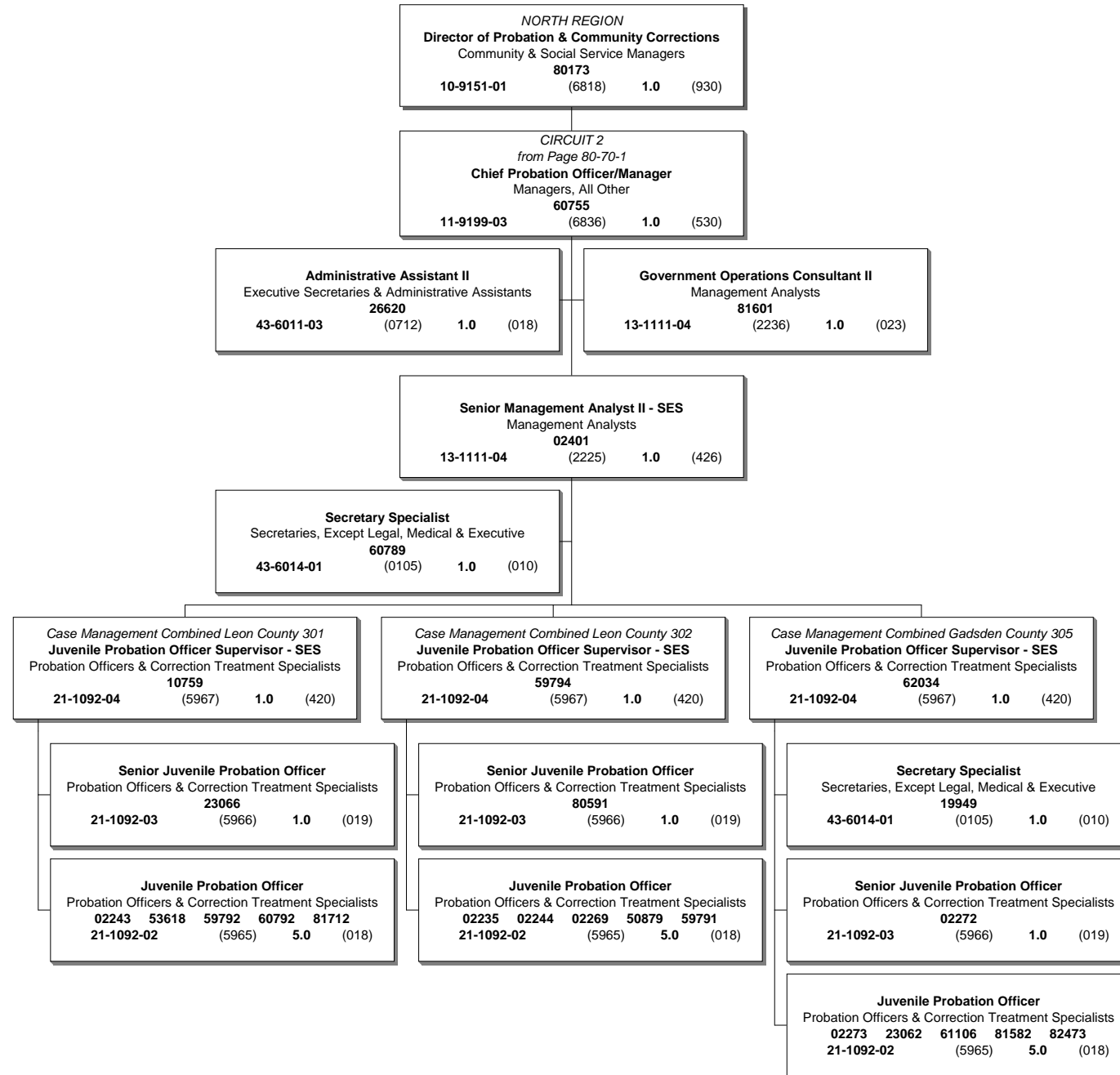
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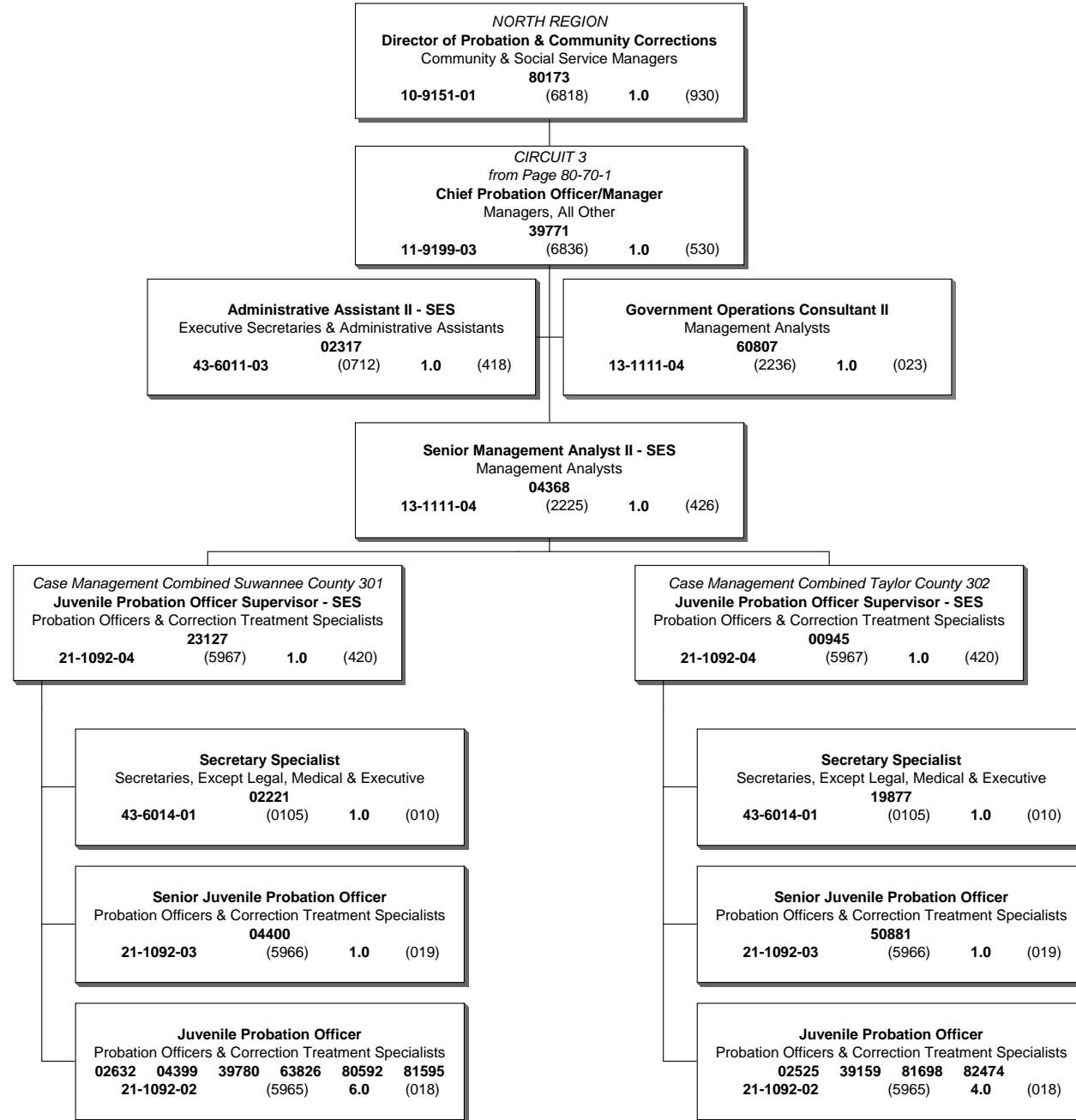


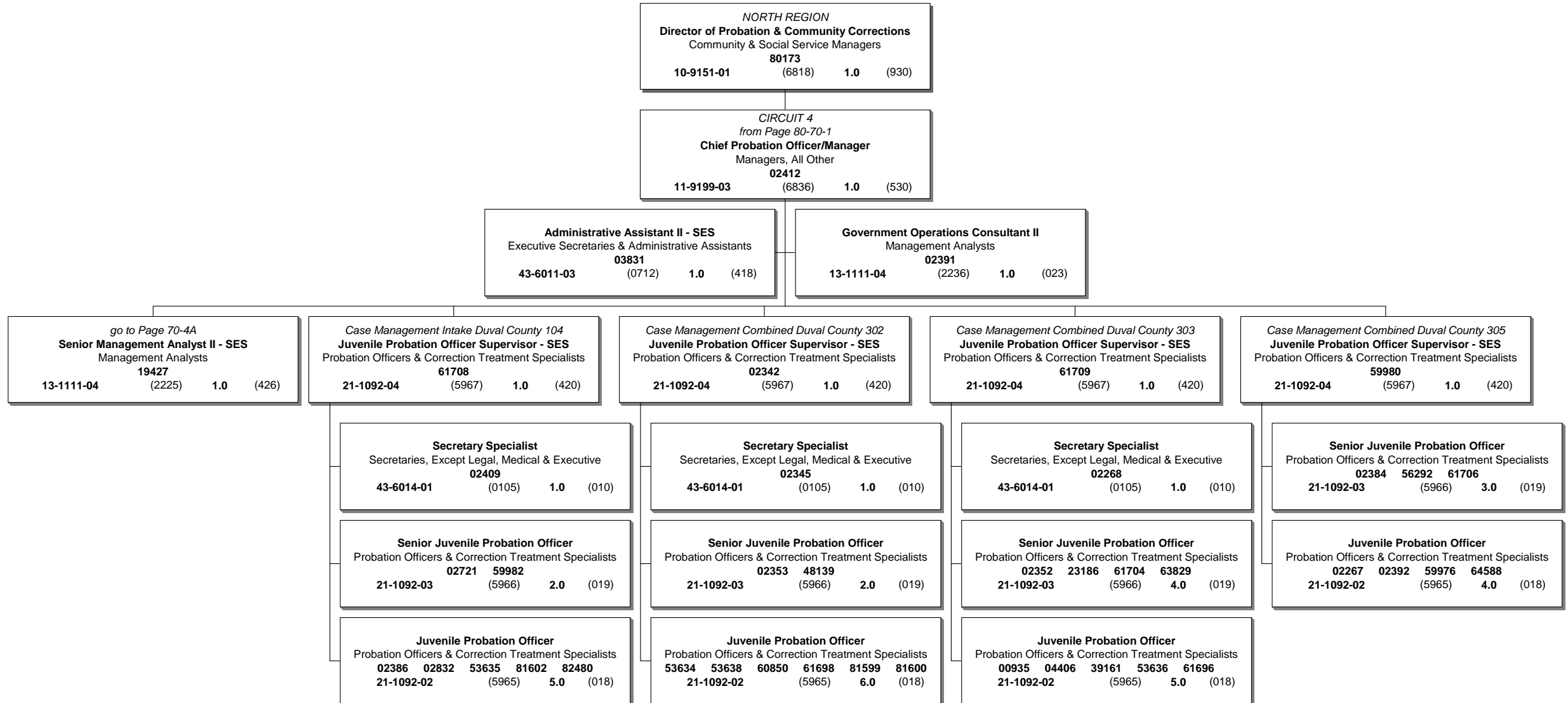


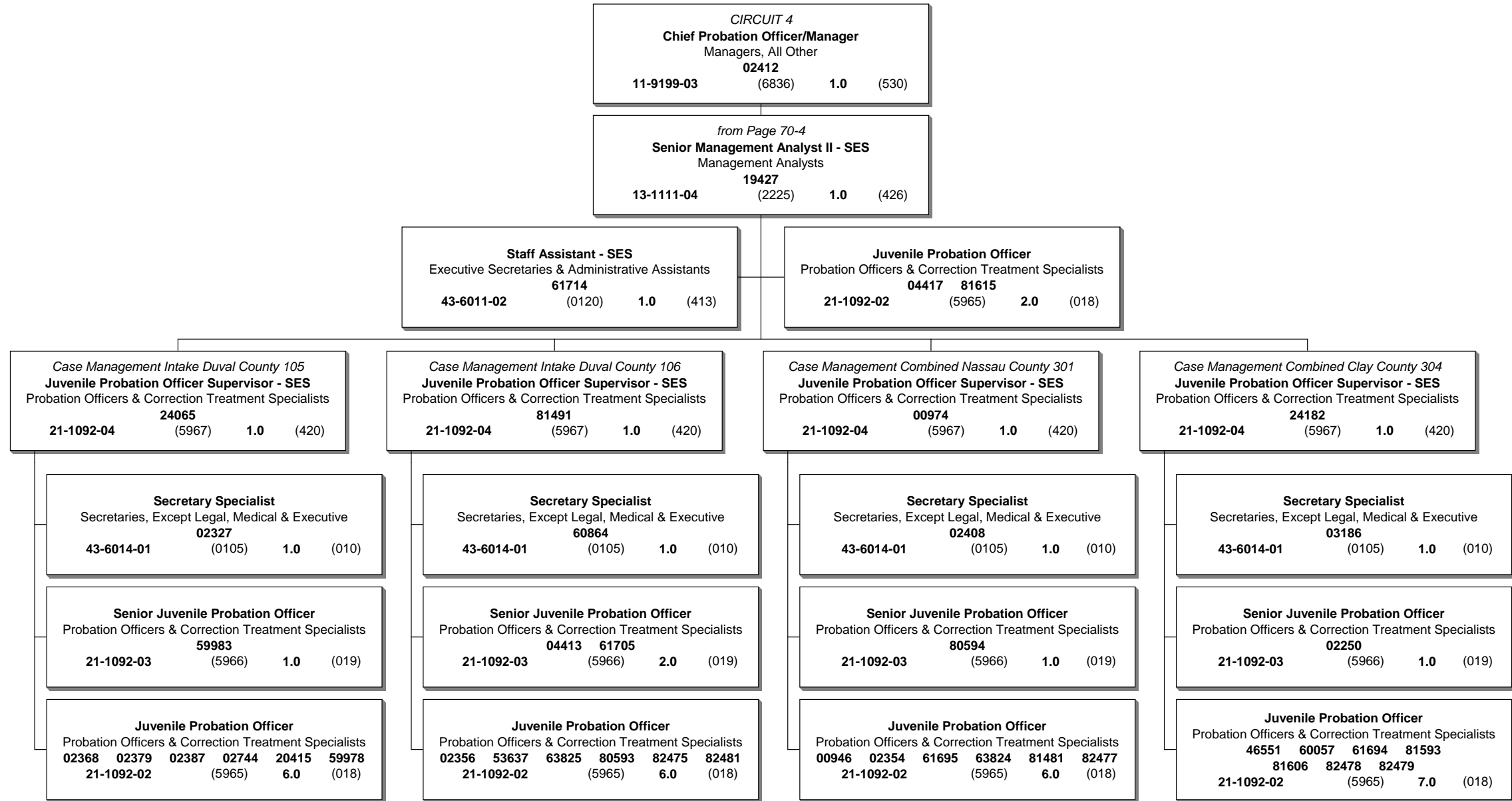


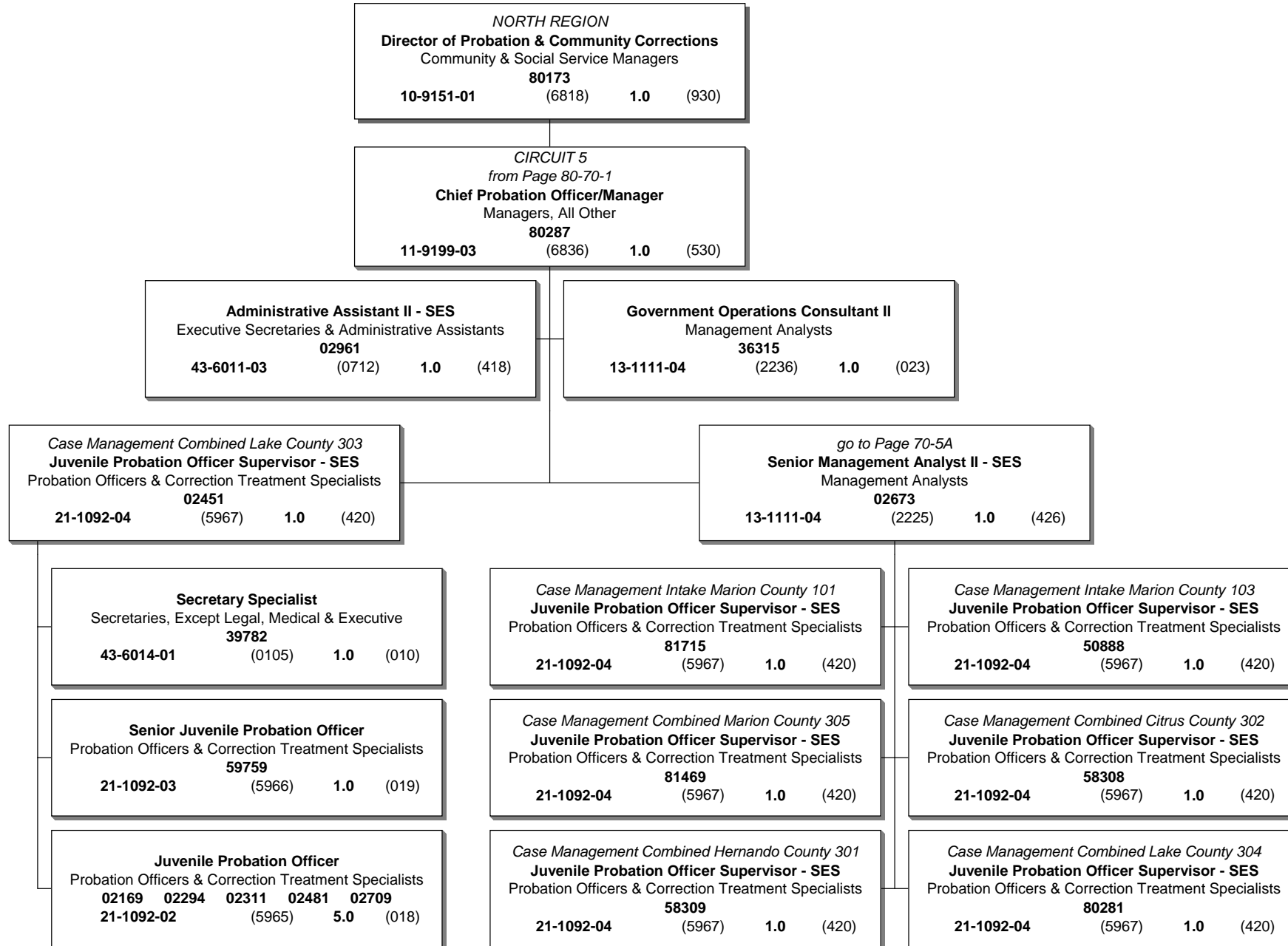


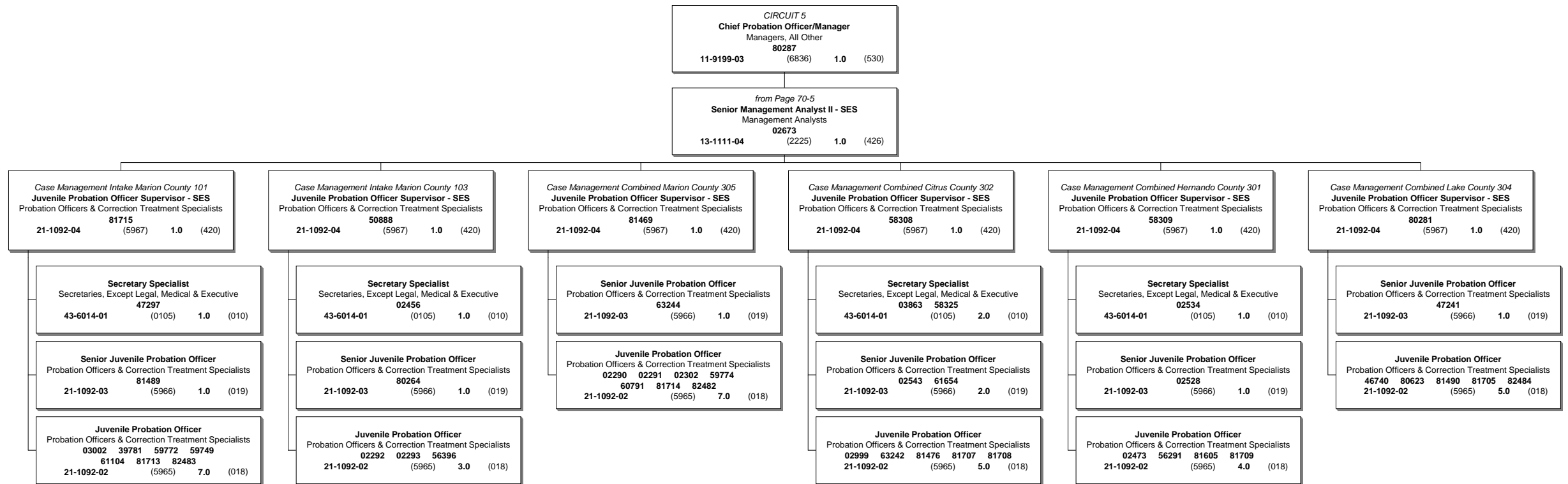


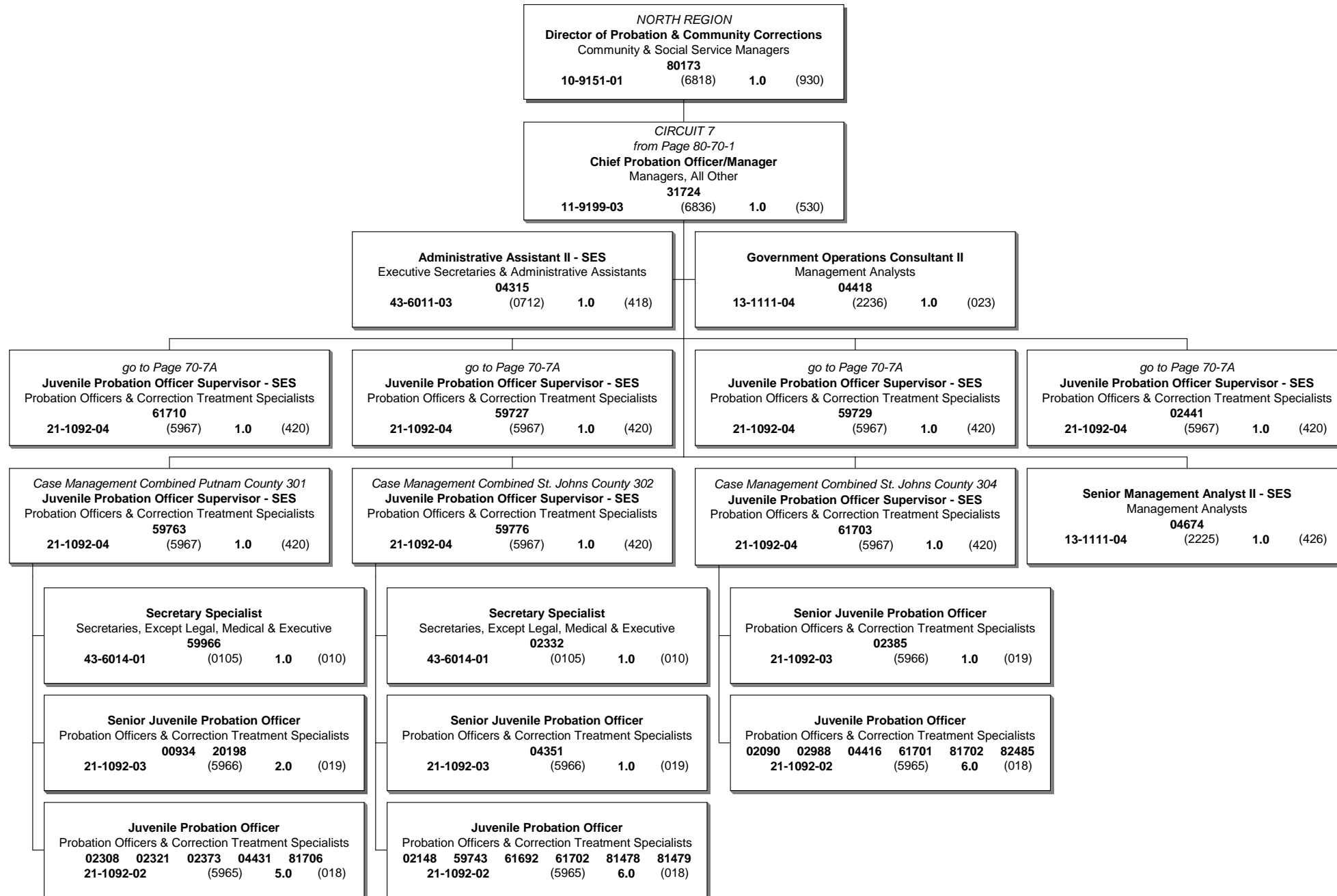




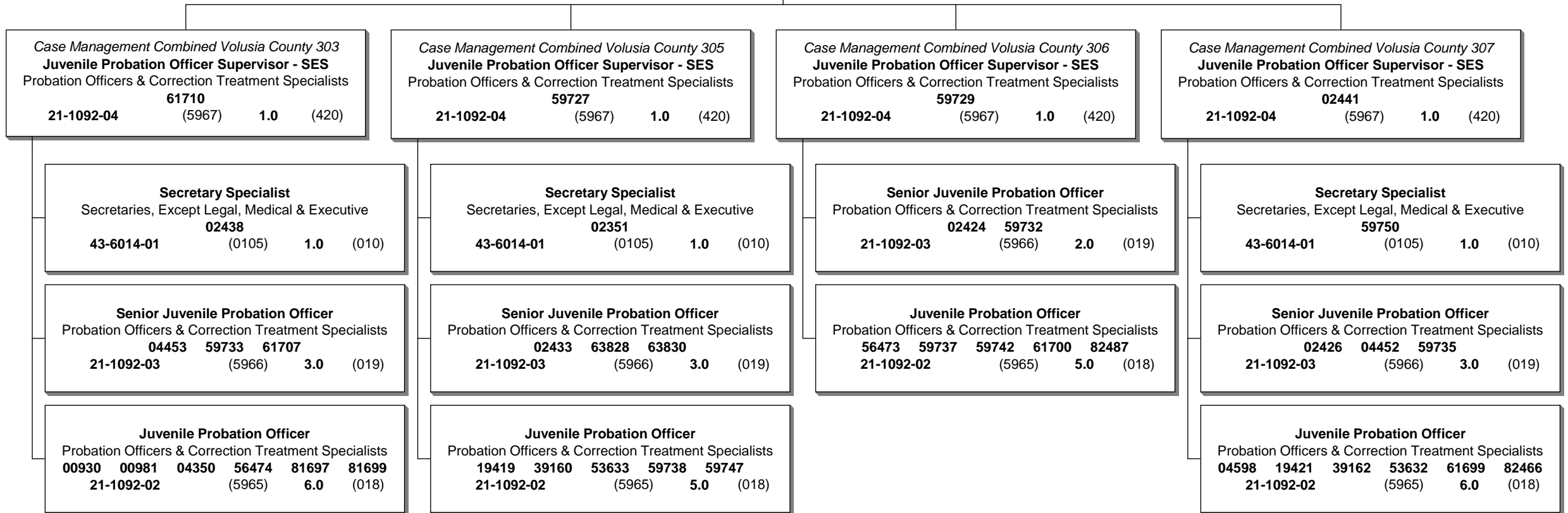


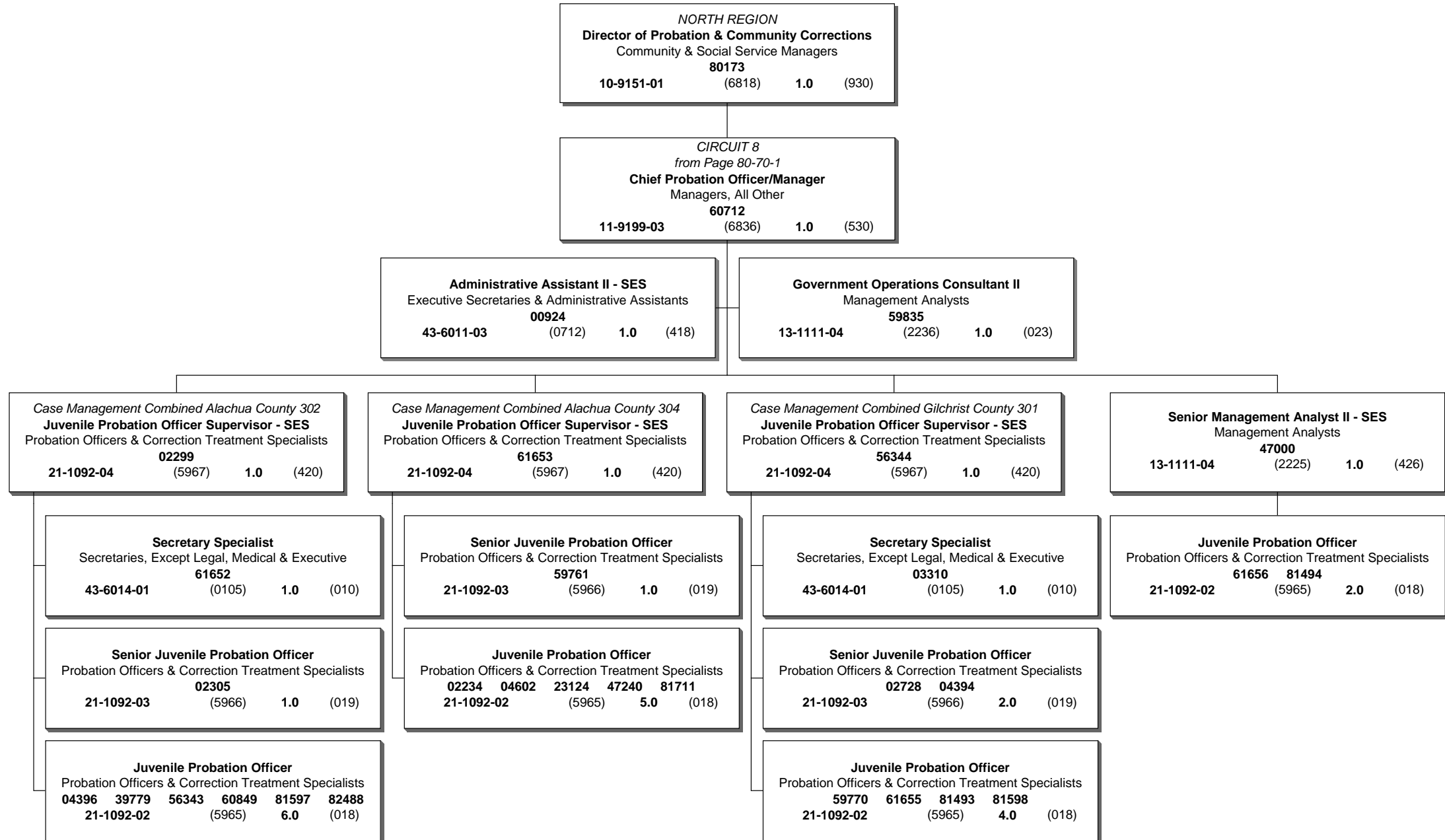






CIRCUIT 7
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Chief Probation Officer/Manager
 Managers, All Other
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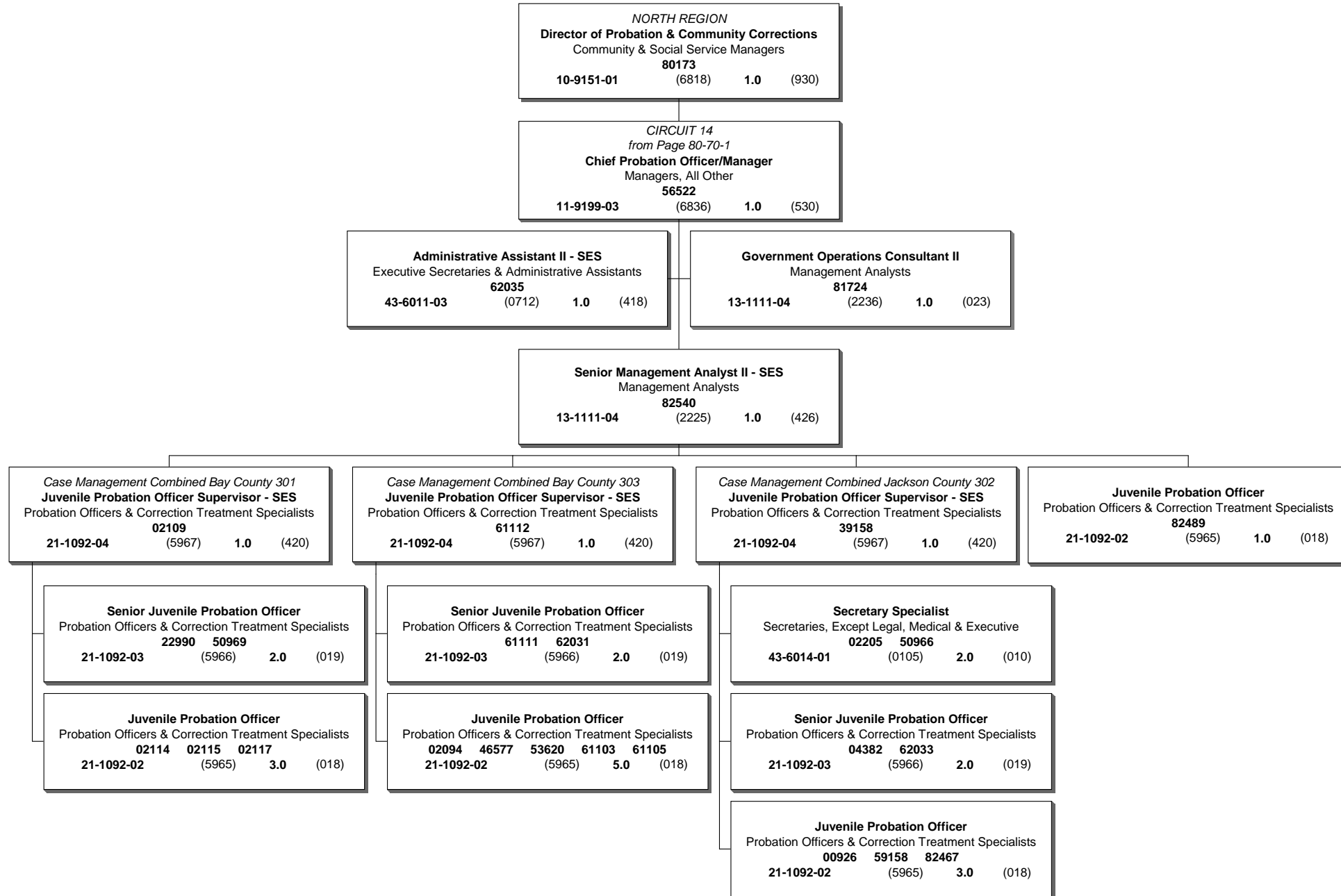


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Asst. Secretary for Probation & Community Corr.
 Community & Social Service Managers
80003
10-9151-02 (6813) **1.0** (940)

SOUTH REGION
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Director of Probation & Community Corrections
 Community & Social Service Managers
02588
10-9151-01 (6818) **1.0** (930)

Administrative Assistant II - SES
 Executive Secretaries and Administrative Assistants
40152
43-6011-03 (0712) **1.0** (418)

Secretary Specialist
 Secretaries, Except Legal, Medical & Executive
02684
43-6014-01 (0105) **1.0** (010)

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Chief Probation Officer/Manager
 Managers, All Other
59601
11-9199-03 (6836) **1.0** (530)

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Chief Probation Officer/Manager
 Managers, All Other
56616
11-9199-03 (6836) **1.0** (530)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
39500 47146
21-1092-03 (5966) **2.0** (019)

CIRCUIT 16 (South Region)
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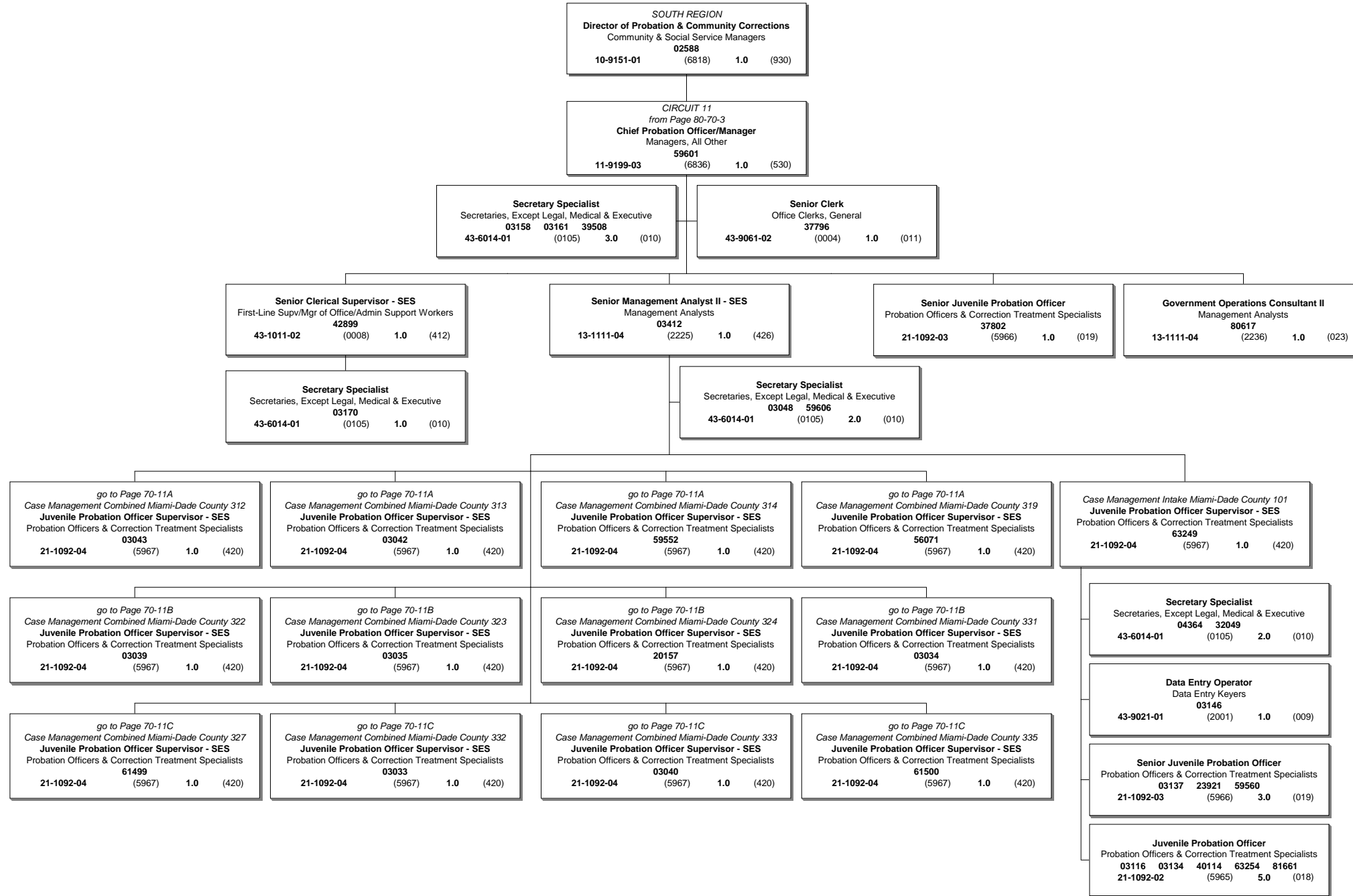
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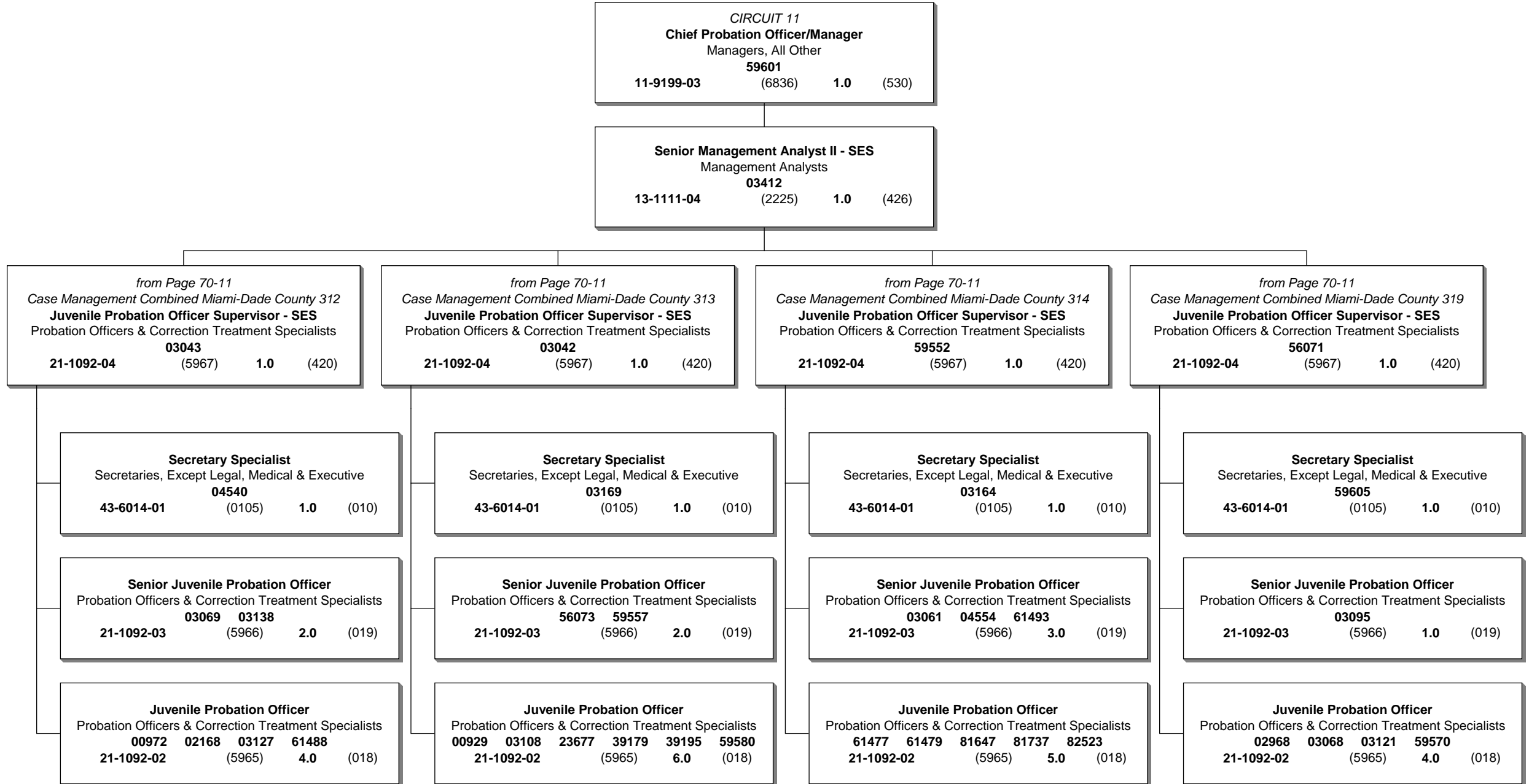
Operations and Management Consultant II - SES
 Management Analysts
42906
13-1111-04 (2236) **1.0** (423)

Government Operations Consultant II
 Management Analysts
03527 61545 82527
13-1111-04 (2236) **3.0** (023)

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Chief Probation Officer/Manager
 Managers, All Other
81800
11-9199-03 (6836) **1.0** (530)

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Chief Probation Officer/Manager
 Managers, All Other
60731
11-9199-03 (6836) **1.0** (530)





CIRCUIT 11
Chief Probation Officer/Manager
 Managers, All Other
59601
11-9199-03 (6836) **1.0** (530)

Senior Management Analyst II - SES
 Management Analysts
03412
13-1111-04 (2225) **1.0** (426)

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Case Management Combined Miami-Dade County 322
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03039
21-1092-04 (5967) **1.0** (420)

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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03035
21-1092-04 (5967) **1.0** (420)

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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
20157
21-1092-04 (5967) **1.0** (420)

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Case Management Combined Miami-Dade County 331
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03034
21-1092-04 (5967) **1.0** (420)

Secretary Specialist
 Secretaries, Except Legal, Medical & Executive
03050
43-6014-01 (0105) **1.0** (010)

Secretary Specialist
 Secretaries, Except Legal, Medical & Executive
03162
43-6014-01 (0105) **1.0** (010)

Secretary Specialist
 Secretaries, Except Legal, Medical & Executive
40151 59604
43-6014-01 (0105) **2.0** (010)

Secretary Specialist
 Secretaries, Except Legal, Medical & Executive
03157
43-6014-01 (0105) **1.0** (010)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03094 03118 03135
21-1092-03 (5966) **3.0** (019)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02672 03090
21-1092-03 (5966) **2.0** (019)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03112 04547
21-1092-03 (5966) **2.0** (019)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03060 56070
21-1092-03 (5966) **2.0** (019)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02674 03114 39178 81623 82528 82536
21-1092-02 (5965) **6.0** (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02667 03087 03088 04347 59573 81662
21-1092-02 (5965) **6.0** (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
39505 59571 61589 63257 81649
21-1092-02 (5965) **5.0** (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02199 02867 03073 03074 82516
21-1092-02 (5965) **5.0** (018)

CIRCUIT 11
Chief Probation Officer/Manager
 Managers, All Other
59601
11-9199-03 (6836) **1.0** (530)

Senior Management Analyst II - SES
 Management Analysts
03412
13-1111-04 (2225) **1.0** (426)

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Case Management Combined Miami-Dade County 327
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
61499
21-1092-04 (5967) **1.0** (420)

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Case Management Combined Miami-Dade County 332
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03033
21-1092-04 (5967) **1.0** (420)

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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
03040
21-1092-04 (5967) **1.0** (420)

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Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
61500
21-1092-04 (5967) **1.0** (420)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
37801 61495
21-1092-03 (5966) **2.0** (019)

Secretary Specialist
 Secretaries, Except Legal, Medical & Executive
03167
43-6014-01 (0105) **1.0** (010)

Secretary Specialist
 Secretaries, Except Legal, Medical & Executive
02871 36176
43-6014-01 (0105) **2.0** (010)

Secretary Specialist
 Secretaries, Except Legal, Medical & Executive
61459
43-6014-01 (0105) **1.0** (010)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03083 59569 59581 61476 61480
21-1092-02 (5965) **5.0** (018)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03139 39180
21-1092-03 (5966) **2.0** (019)

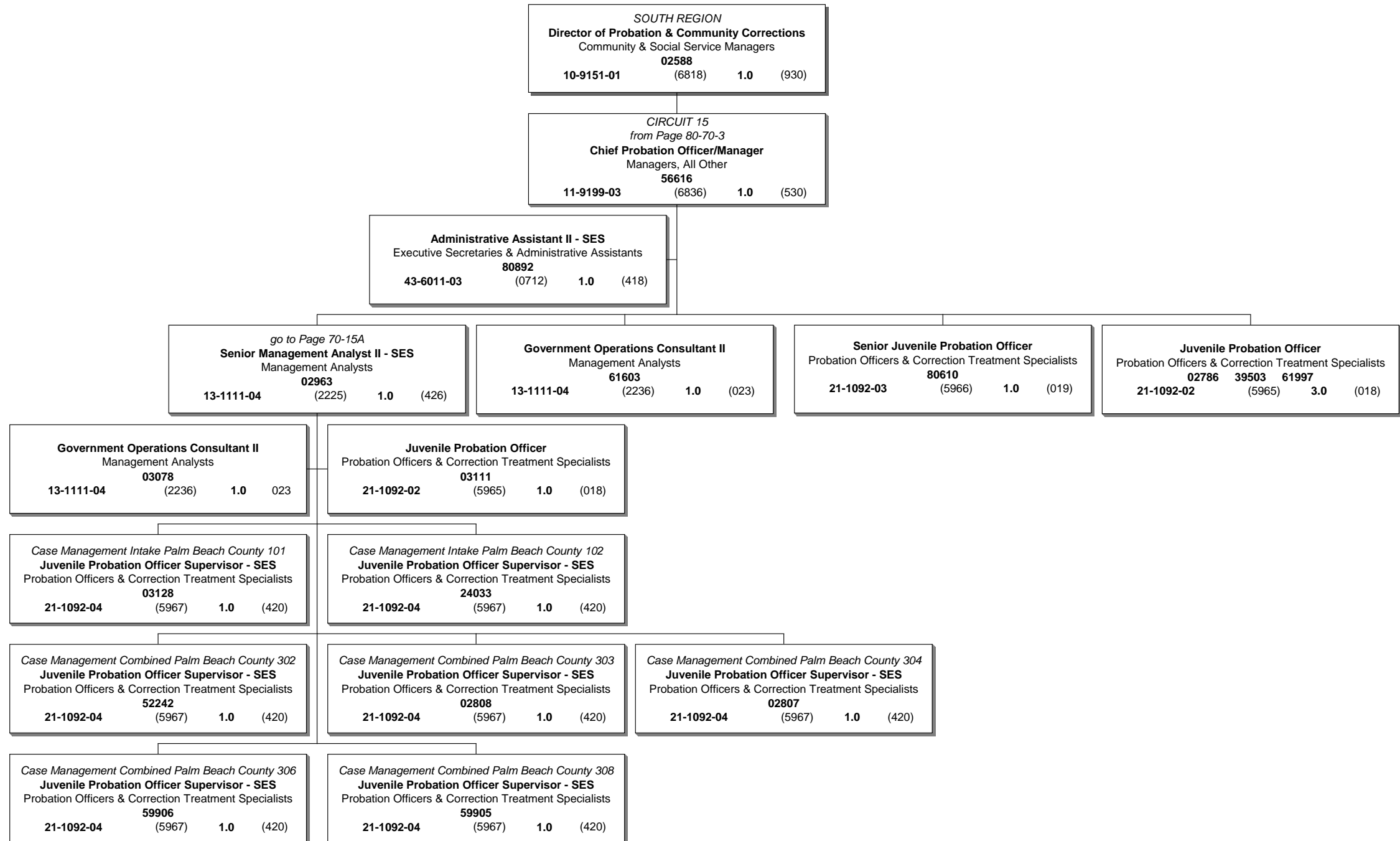
Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
03063 61492
21-1092-03 (5966) **2.0** (019)

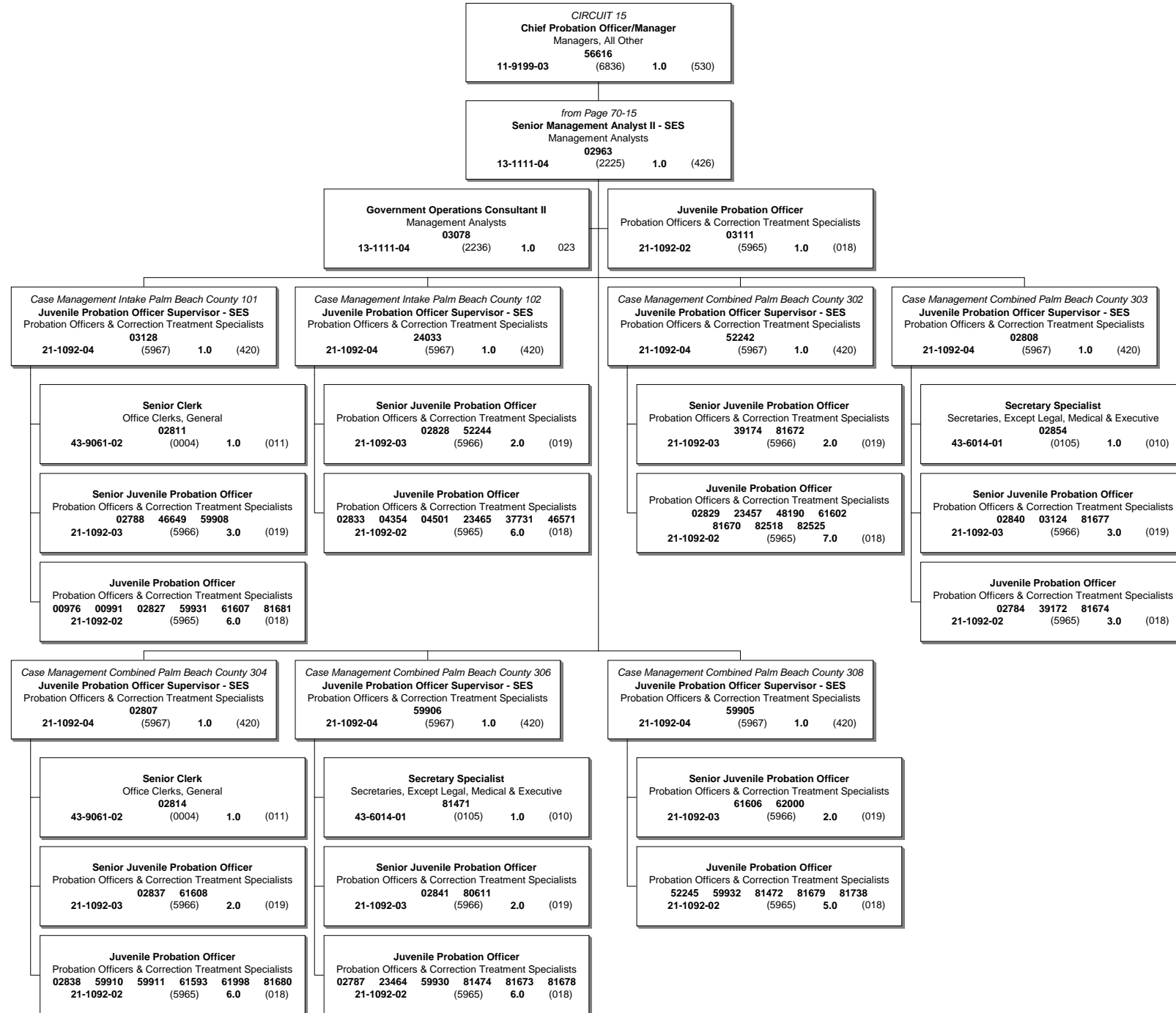
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61491 61496
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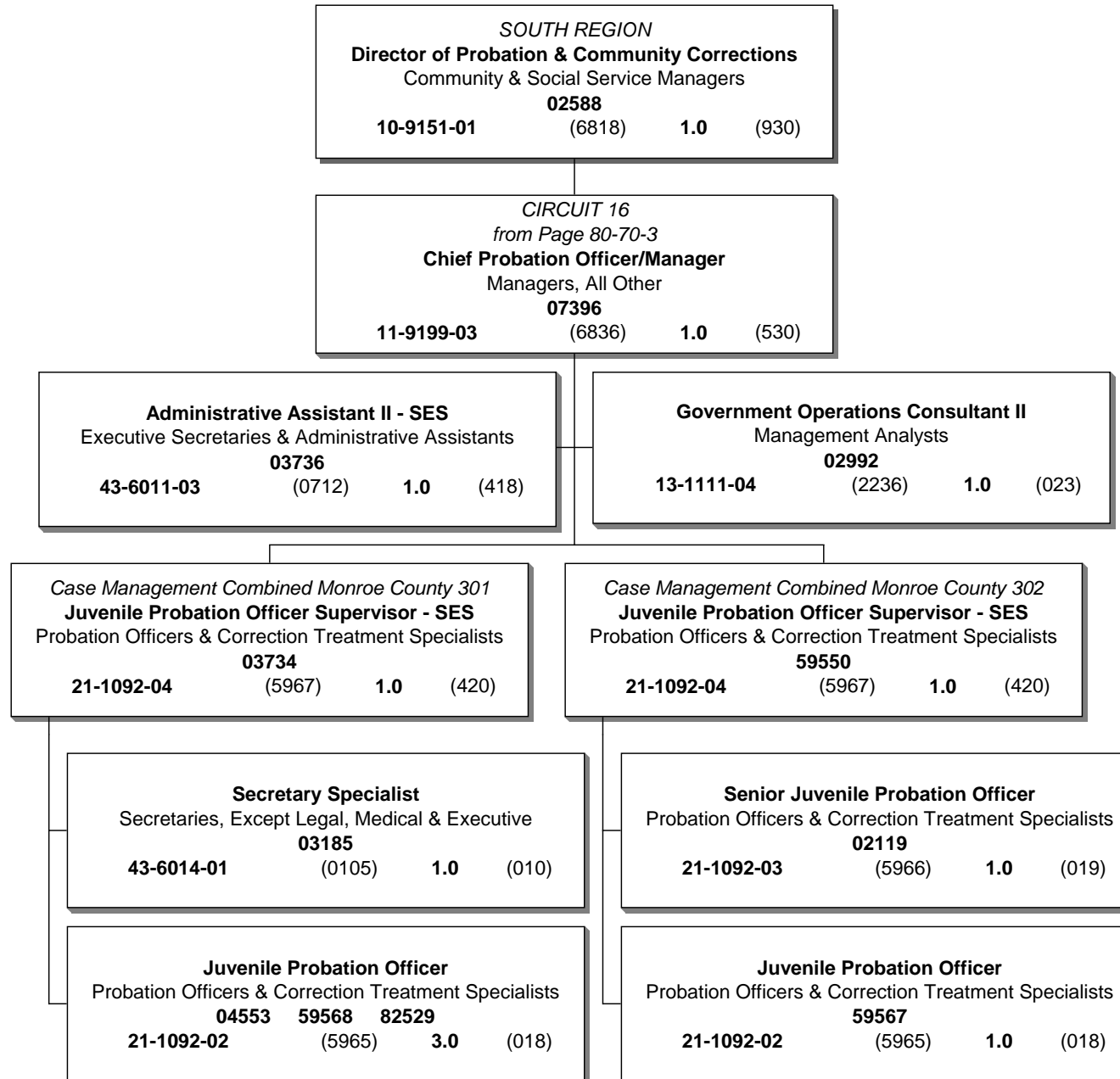
Juvenile Probation Officer
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03119 03130 81669 82524
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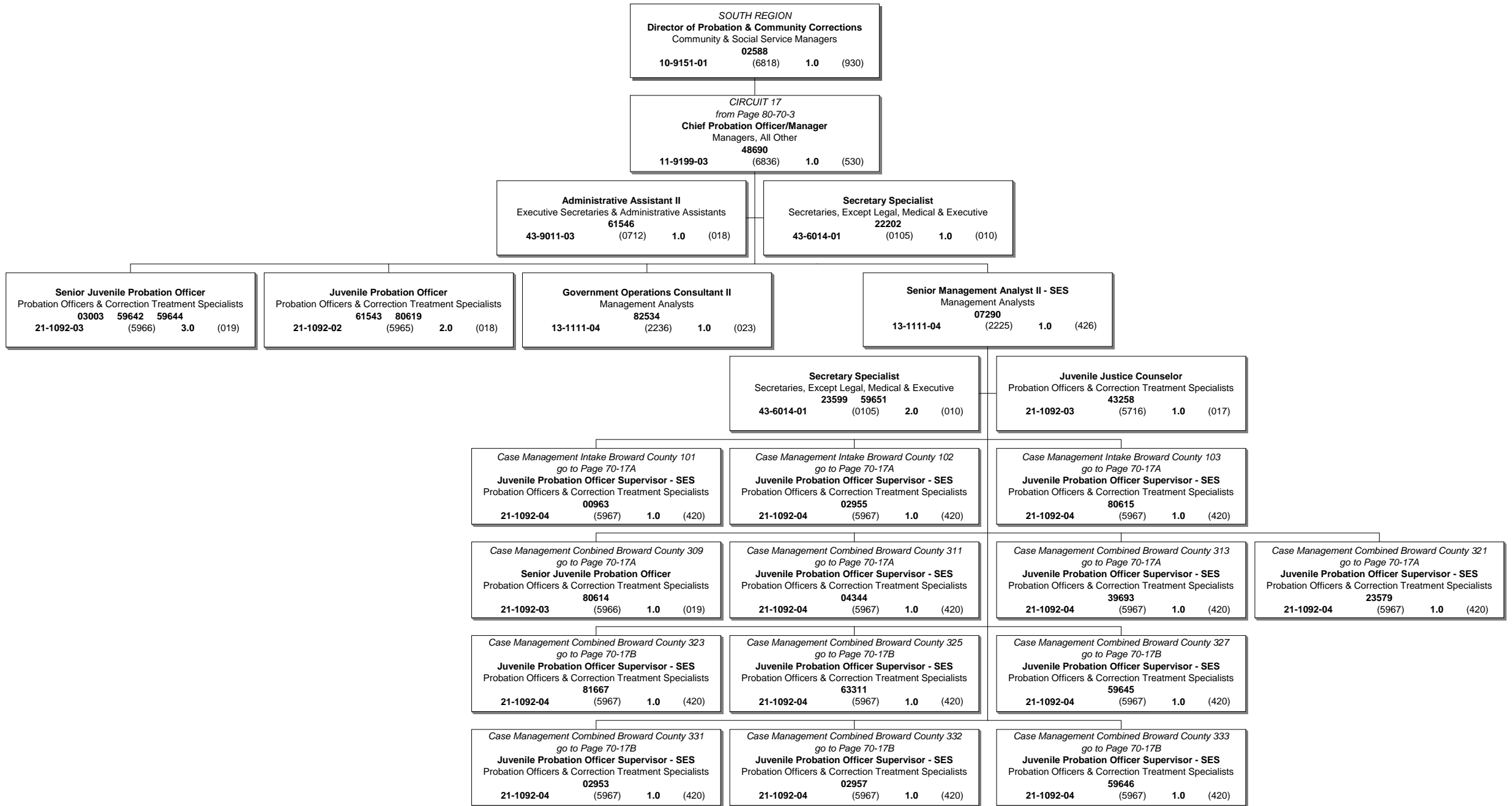
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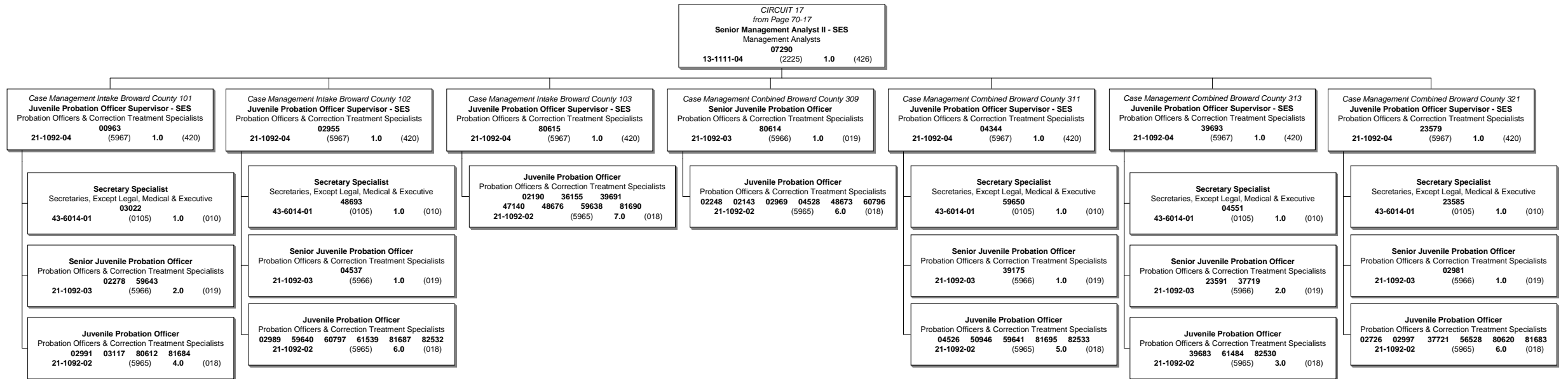
Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
61487 61489 80616 81583 81733
21-1092-02 (5965) **5.0** (018)



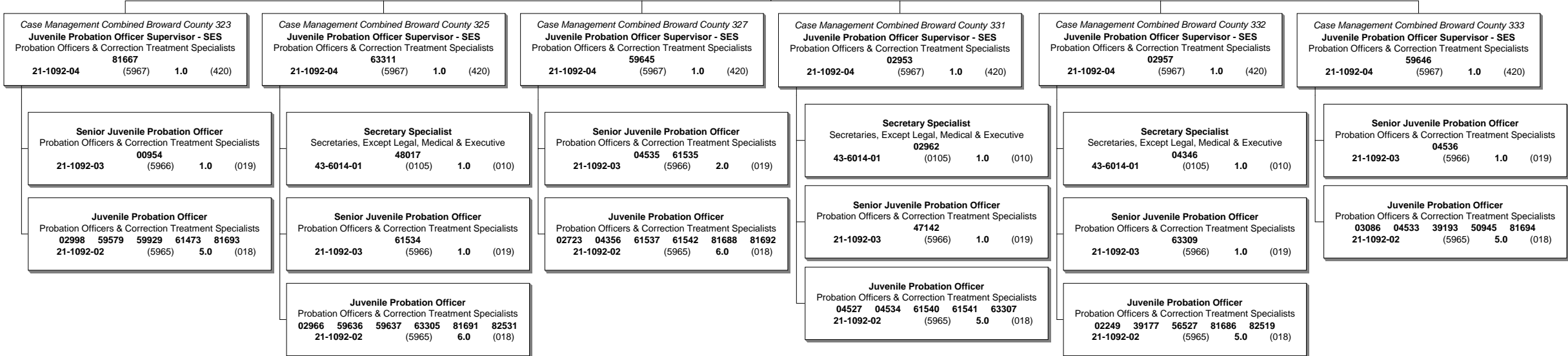


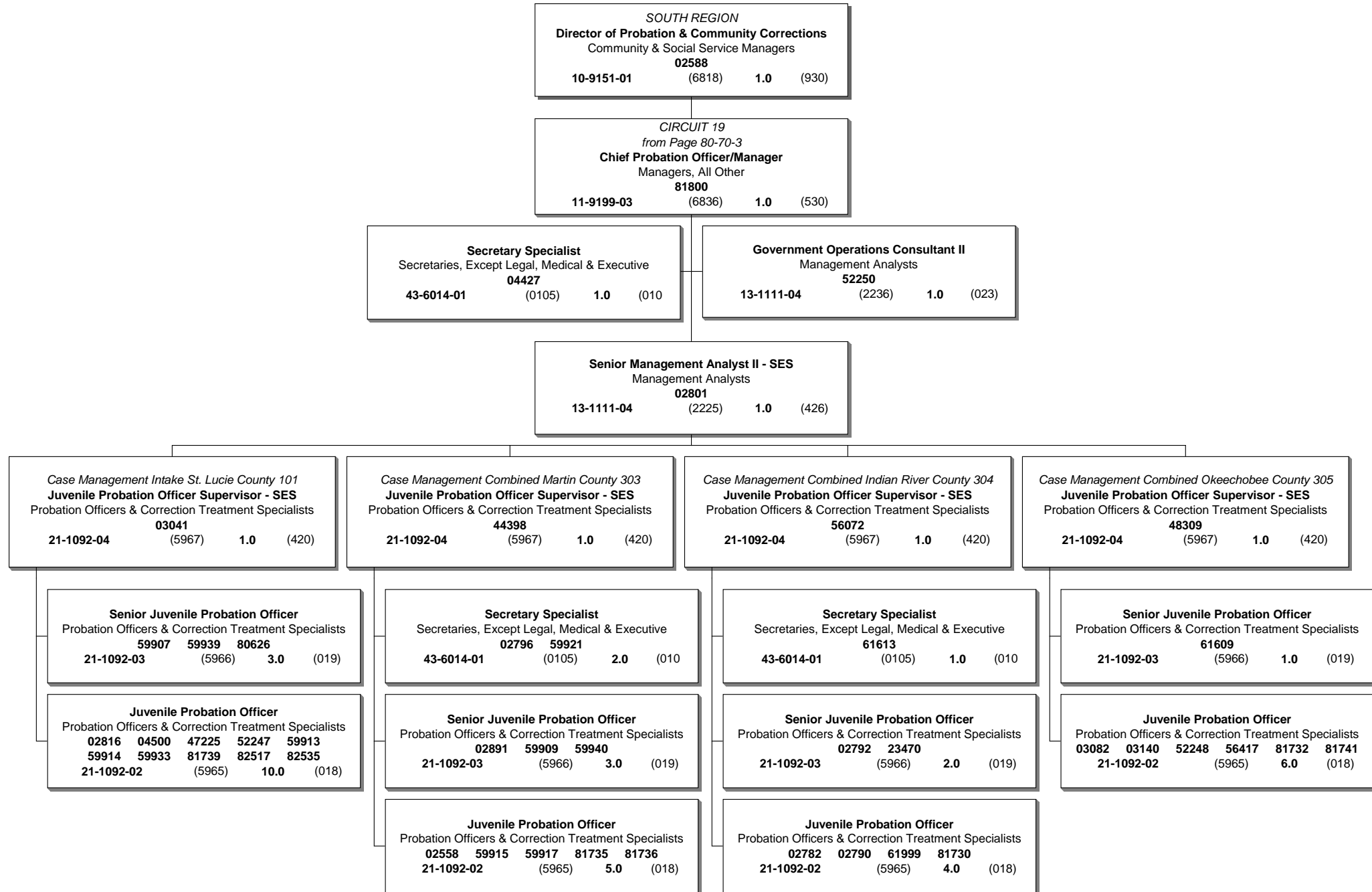






CIRCUIT 17
 from Page 70-17
Senior Management Analyst II - SES
 Management Analysts
07290
13-1111-04 (2225) 1.0 (426)





SOUTH REGION
Director of Probation & Community Corrections
 Community & Social Service Managers
02588
10-9151-01 (6818) **1.0** (930)

CIRCUIT 20
 from Page 80-70-3
Chief Probation Officer/Manager
 Managers, All Other
60731
11-9199-03 (6836) **1.0** (530)

Administrative Assistant I
 Executive Secretaries & Administrative Assistants
59788
43-6011-02 (0709) **1.0** (015)

Government Operations Consultant II
 Management Analysts
82520
13-1111-04 (2236) **1.0** (023)

Senior Management Analyst II - SES
 Management Analysts
03240
13-1111-04 (2225) **1.0** (426)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
61587
21-1092-02 (5965) **1.0** (018)

Case Management Intake Lee County 101
 go to Page 70-20A
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
02919
21-1092-04 (5967) **1.0** (019)

Case Management Intake Lee County 103
 go to Page 70-20A
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
04555
21-1092-04 (5967) **1.0** (019)

Case Management Combined Lee County 303
 go to Page 70-20A
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
46092
21-1092-04 (5967) **1.0** (019)

Case Management Combined Lee County 304
 go to Page 70-20A
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
60547
21-1092-04 (5967) **1.0** (019)

Case Management Combined Lee County 305
 go to Page 70-20A
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
80609
21-1092-04 (5967) **1.0** (019)

Case Management Intake Collier County 102
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
61597
21-1092-04 (5967) **1.0** (019)

Case Management Combined Hendry County 301
Juvenile Probation Officer Supervisor - SES
 Probation Officers & Correction Treatment Specialists
02931
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Juvenile Probation Officer Supervisor - SES
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21-1092-03 (5966) **2.0** (019)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
59783 81663
21-1092-02 (5965) **2.0** (018)

Senior Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
61595 81441
21-1092-03 (5966) **2.0** (019)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
01999 02727 02785 02927
04514 63301 81437 82537
21-1092-02 (5965) **8.0** (018)

Juvenile Probation Officer
 Probation Officers & Correction Treatment Specialists
02905 04511 61481 81660
21-1092-02 (5965) **4.0** (018)

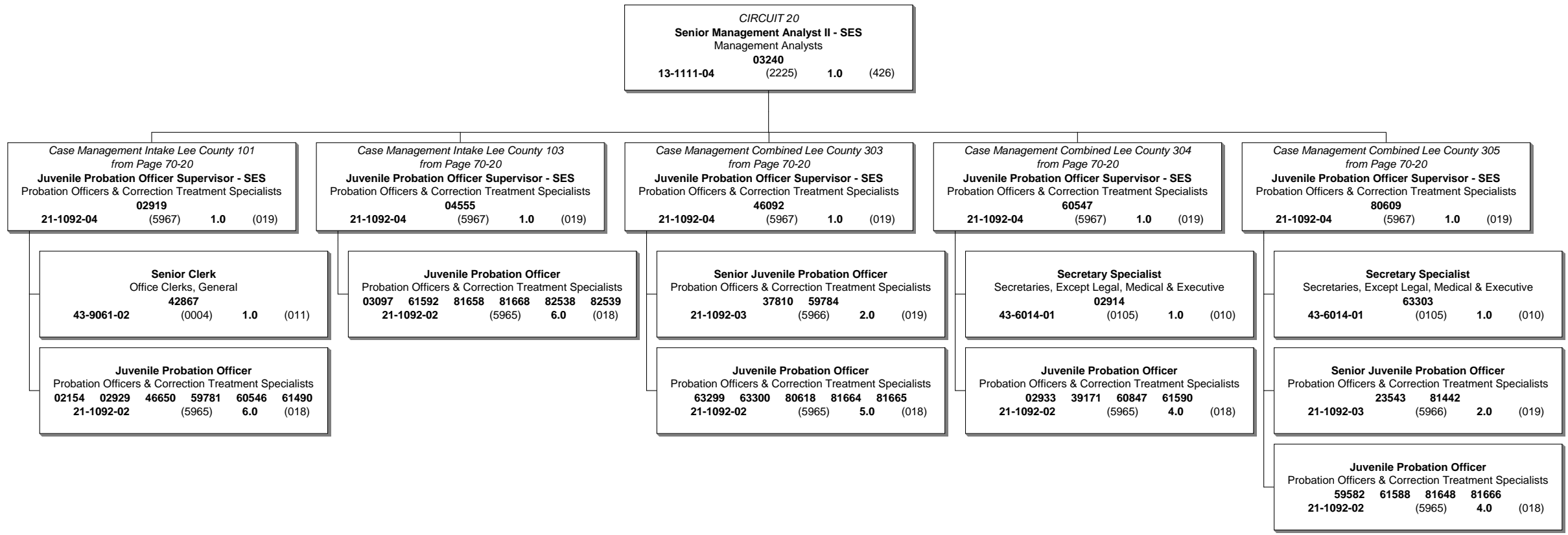
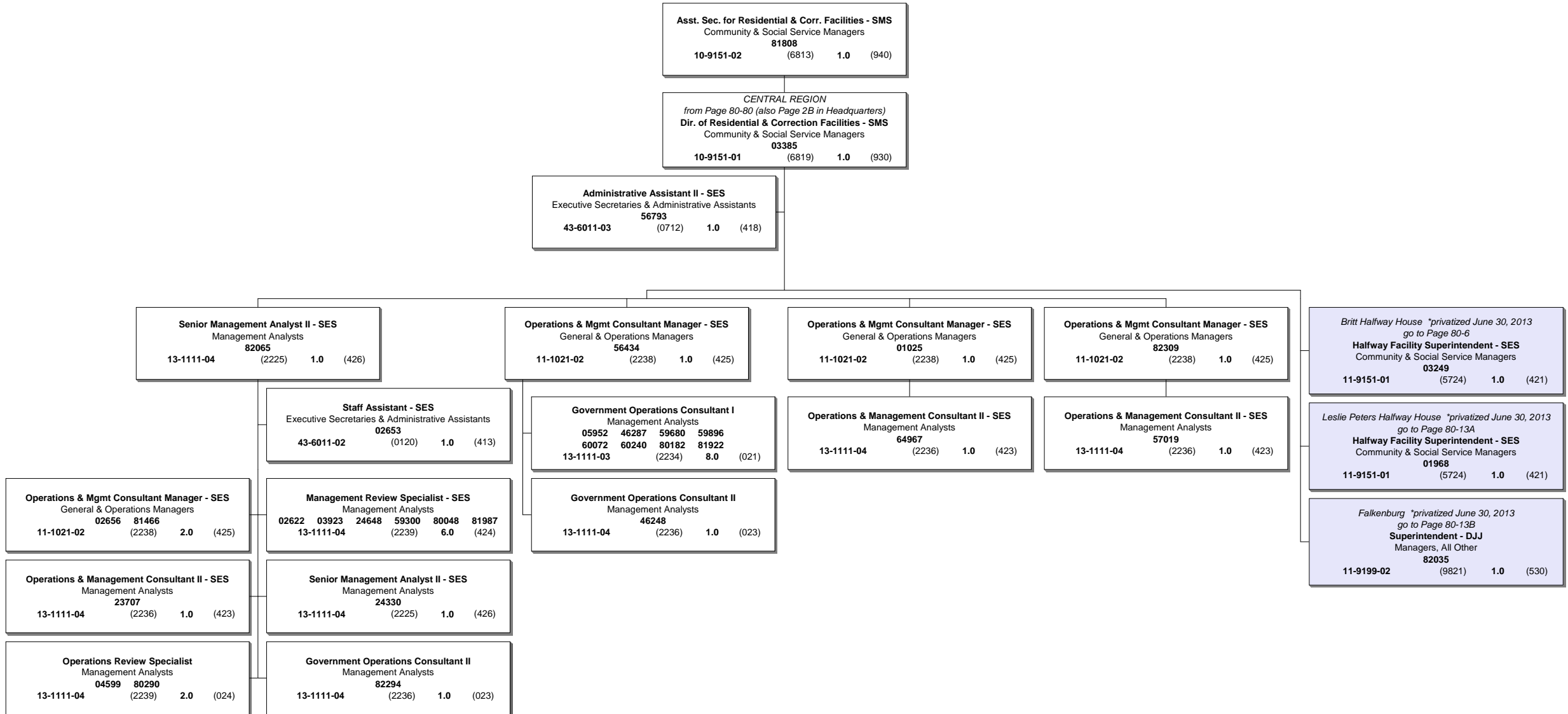
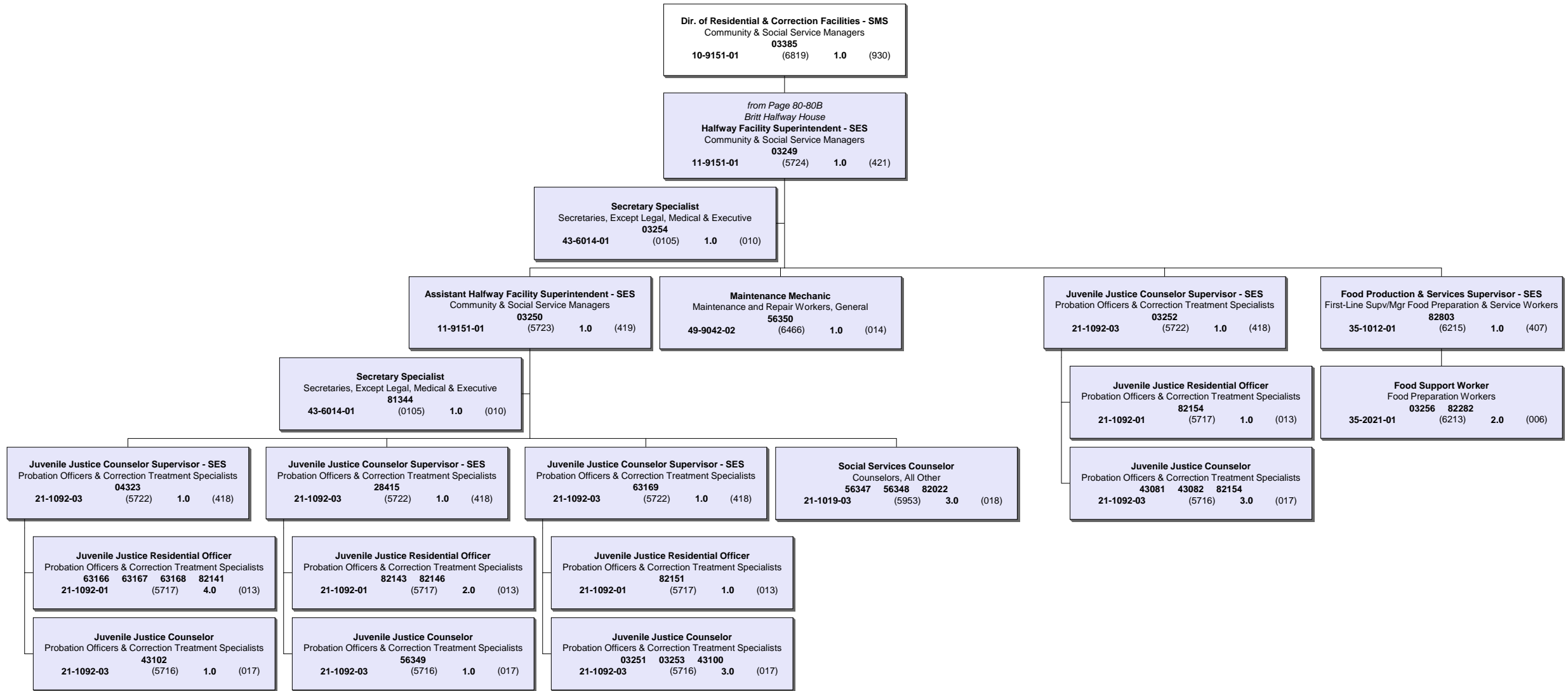


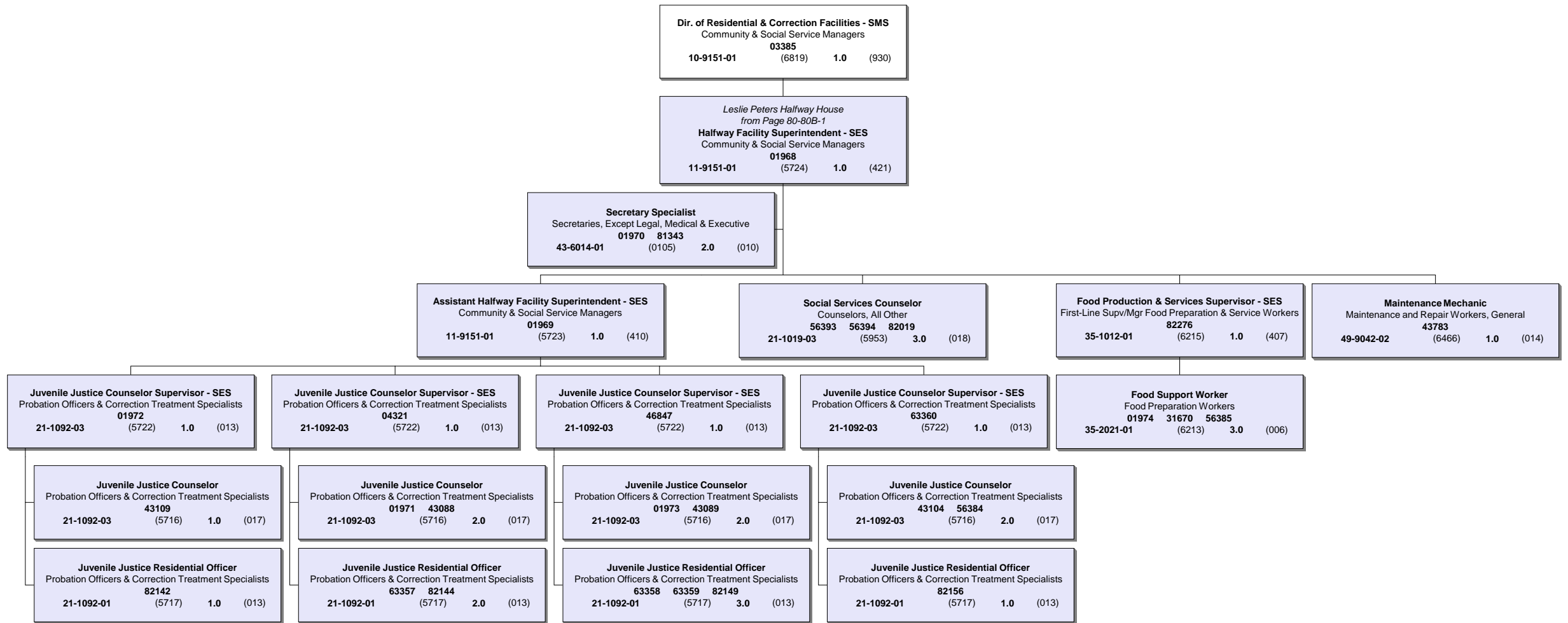
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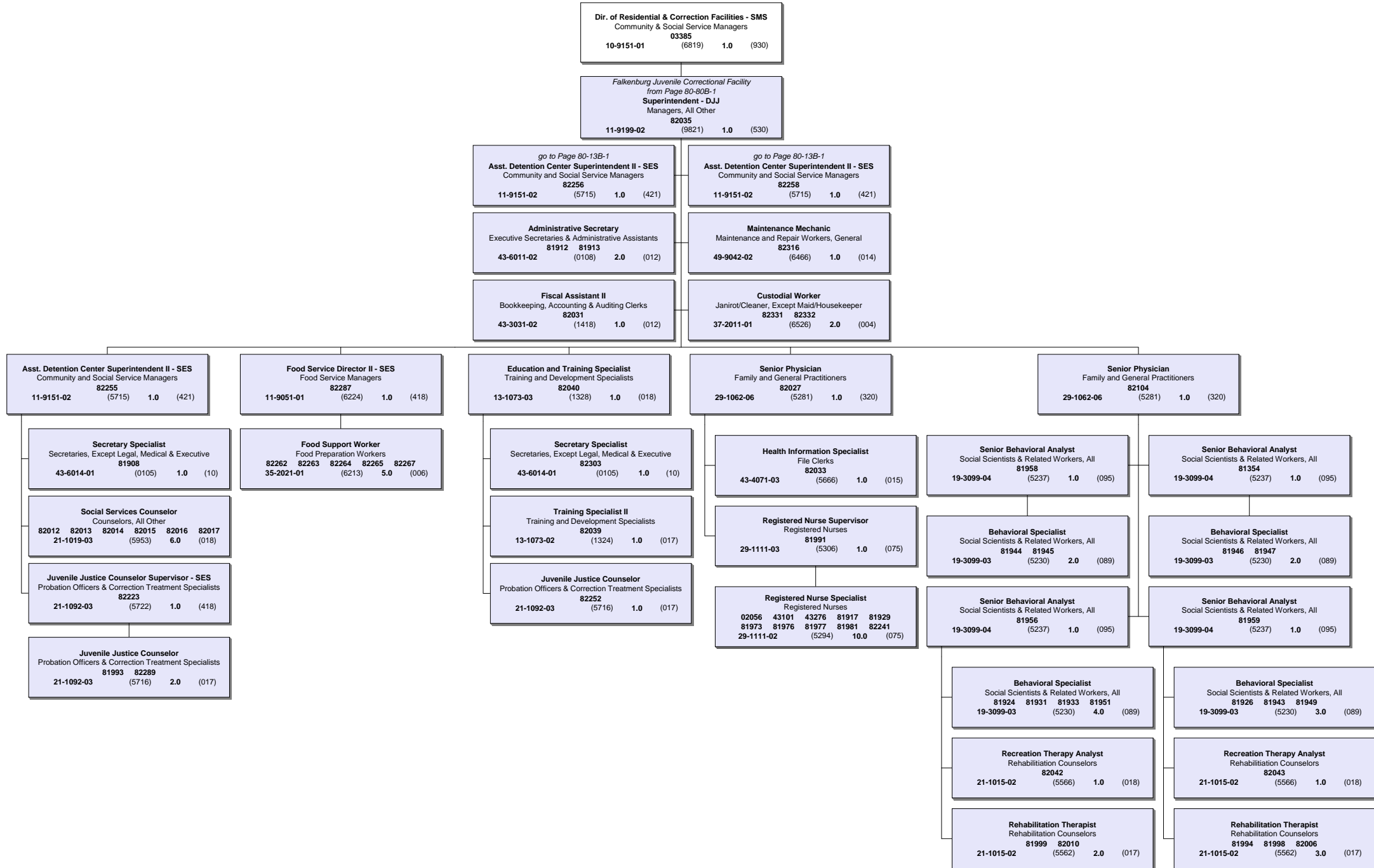
Central Region - Director of Residential & Correctional Facilities	Page 80-80B
<i>Britt Halfway House*</i>	<i>Page 80-6</i>
<i>Leslie Peters Halfway House*</i>	<i>Page 80-13A</i>
<i>Falkenburg Academy*</i>	<i>Page 80-13B, 80-13B-1</i>

**Facilities privatized June 30, 2013*









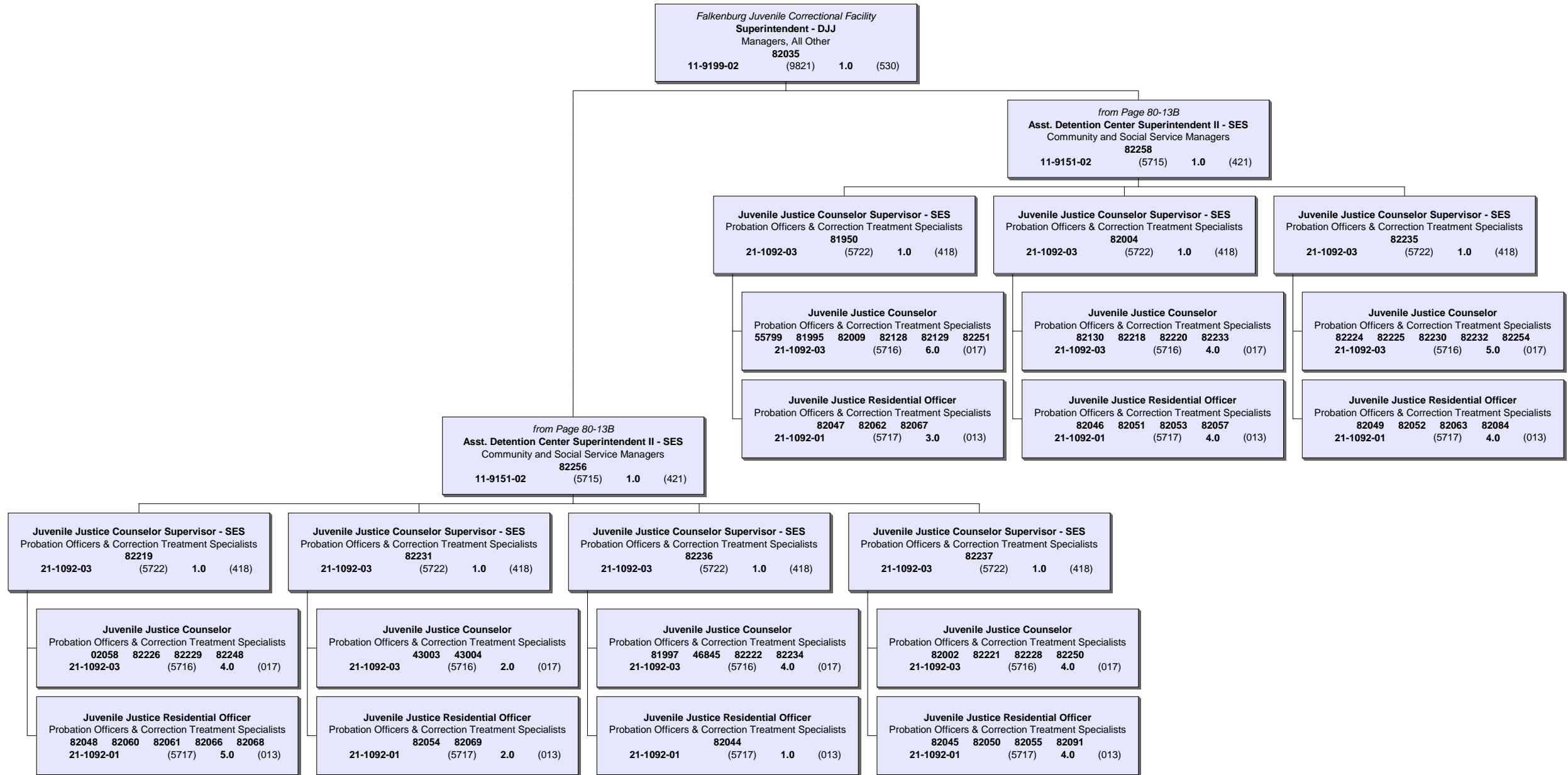
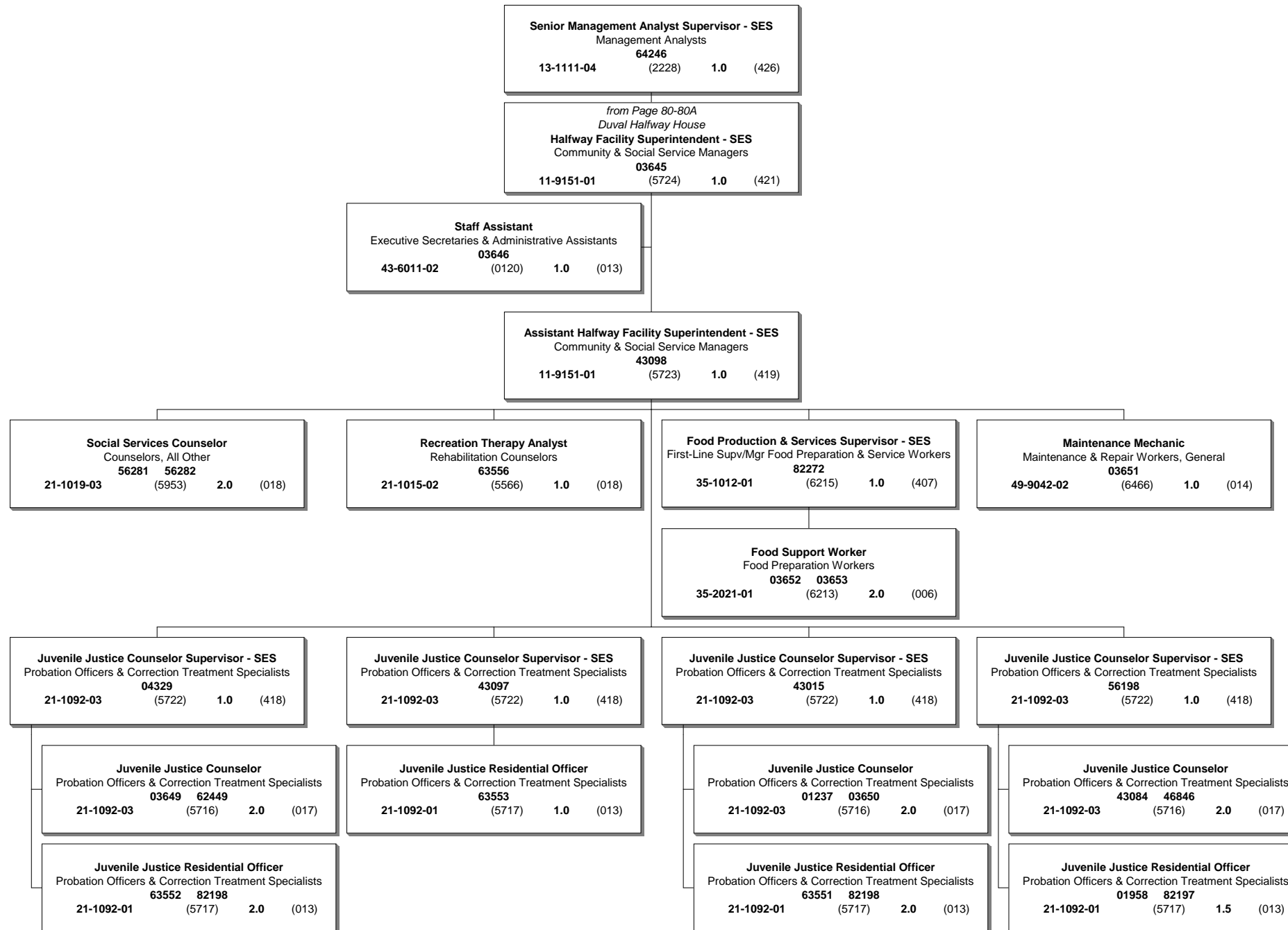
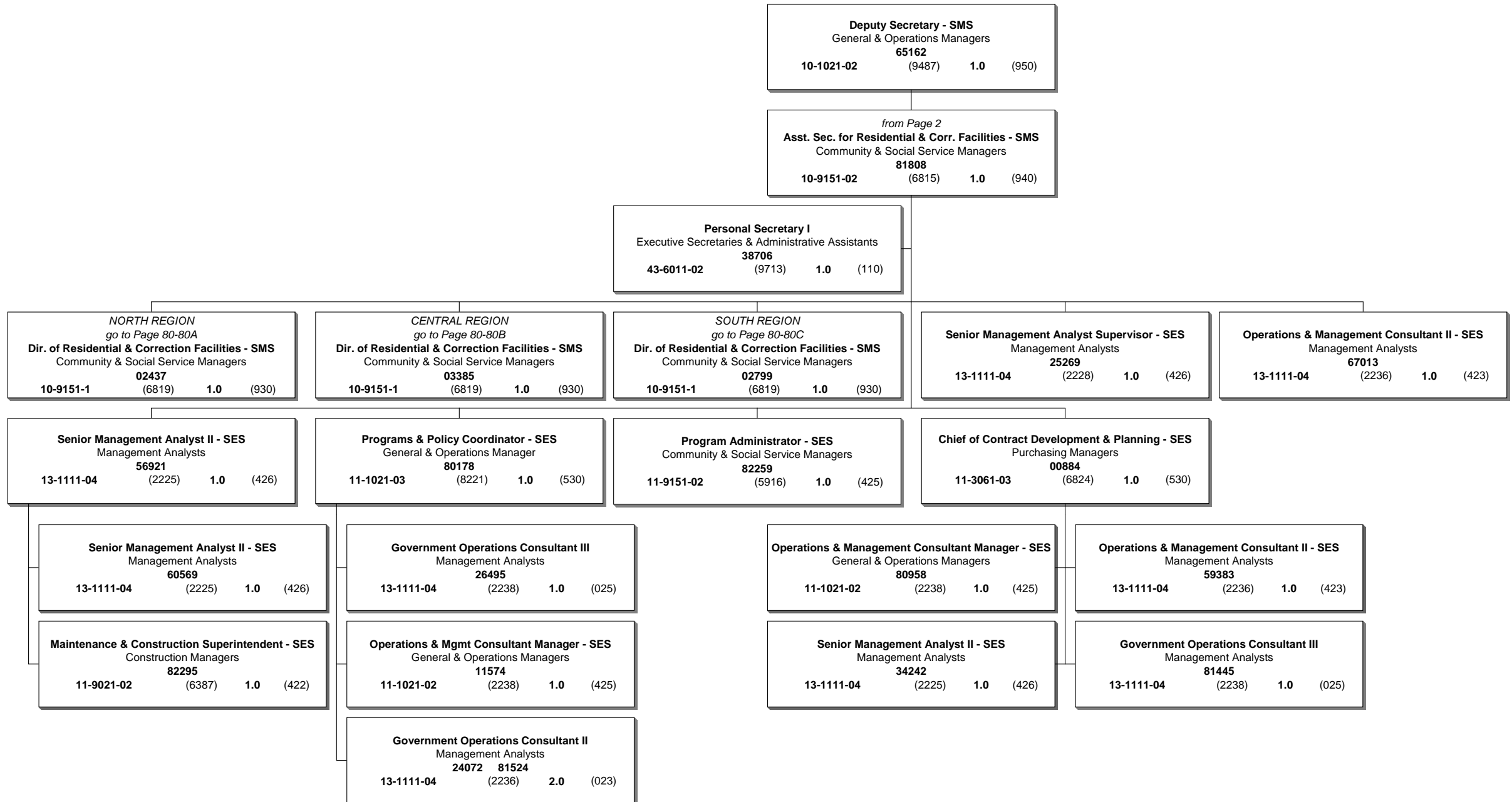


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Assistant Secretary for Residential & Correctional Facilities	Page 80-80	<i>(also Page 2B in Headquarters)</i>
Programs & Policy Coordinator		
Contract Development & Planning		
North Region – Director of Residential & Correctional Facilities	Page 80-80A	
<i>Pensacola Boys Base Halfway House*</i>		
<i>Duval Halfway House*</i>	<i>Page 80-4</i>	

**Facilities privatized*





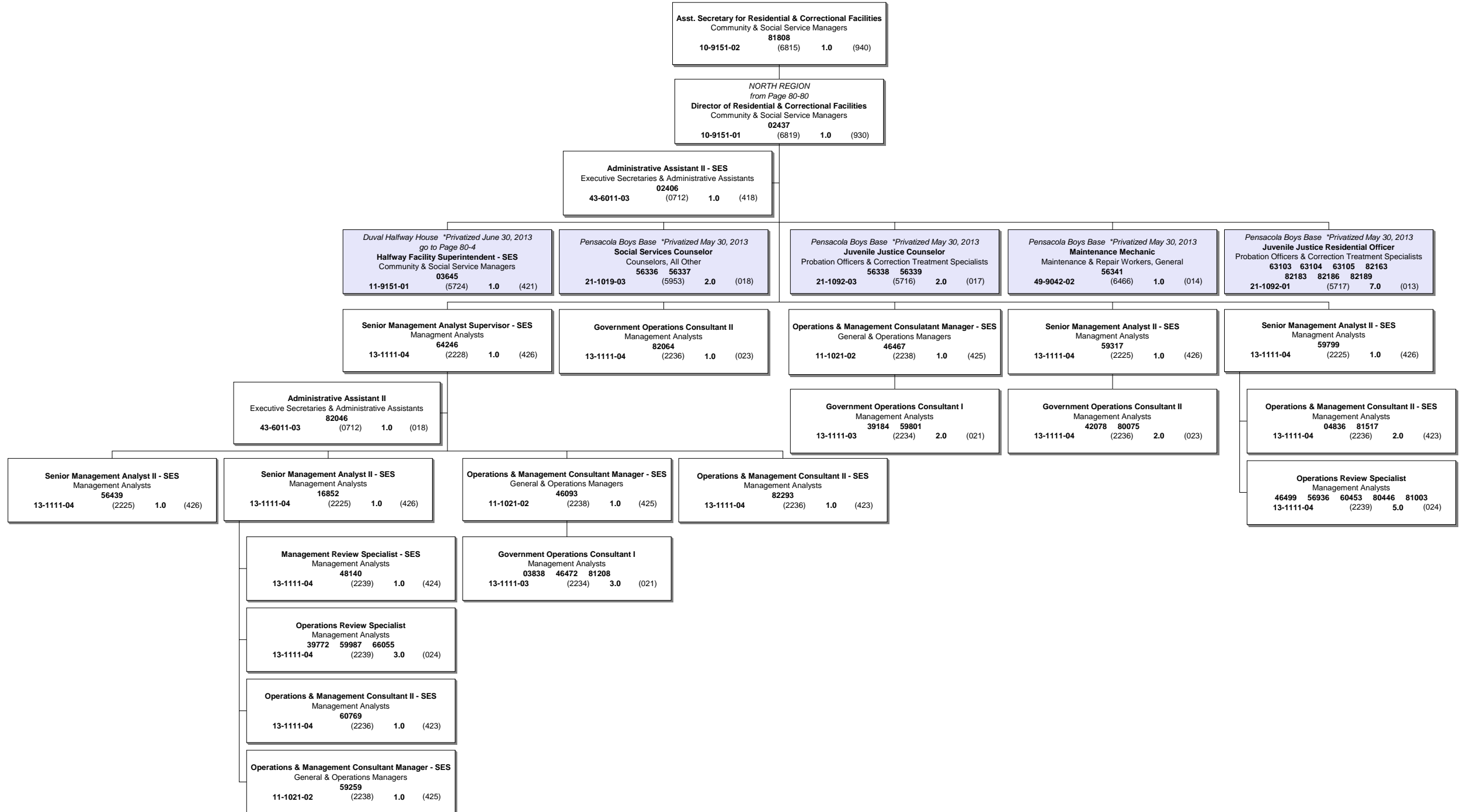


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South Region – Director of Residential & Correctional Facilities Page 80-80C

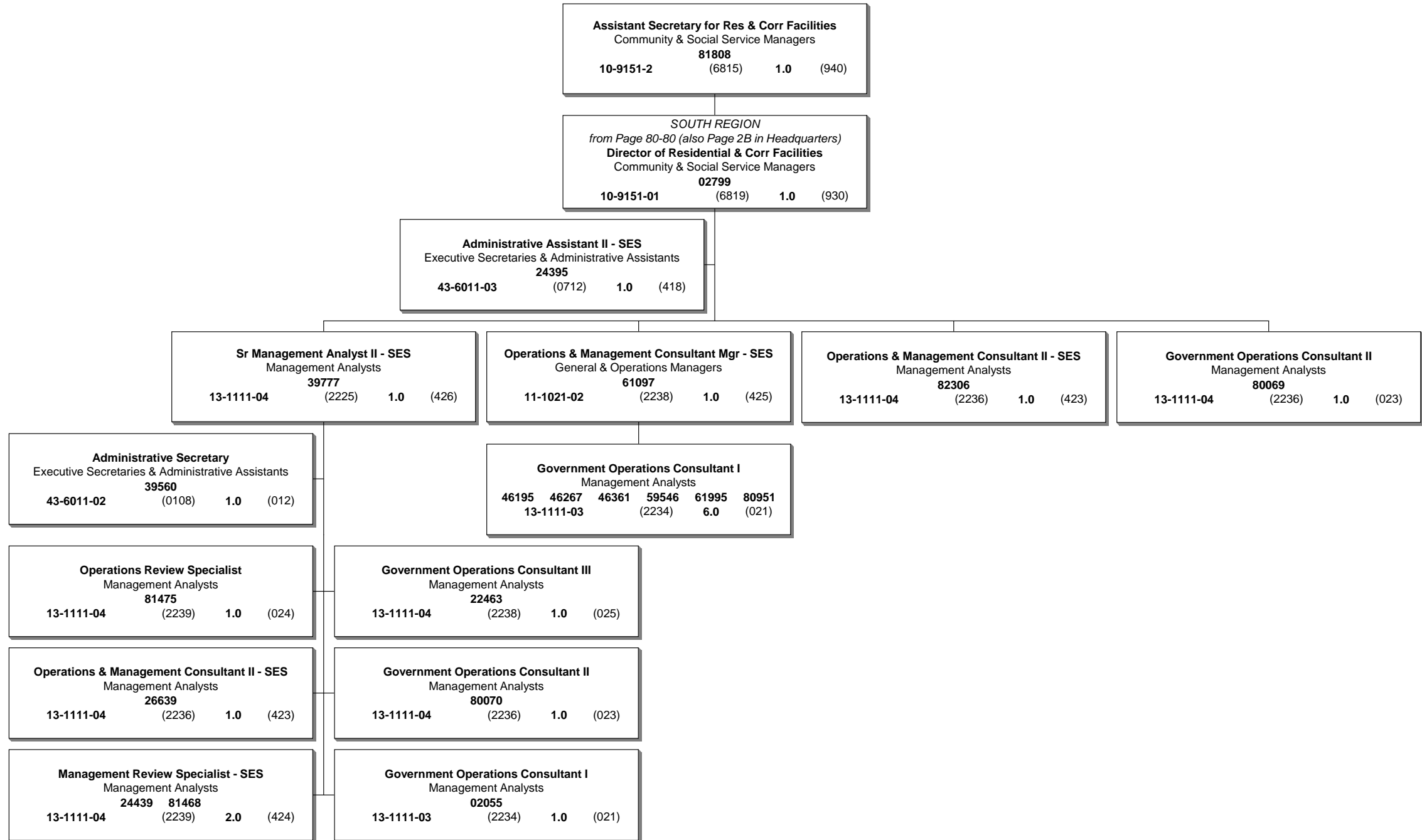
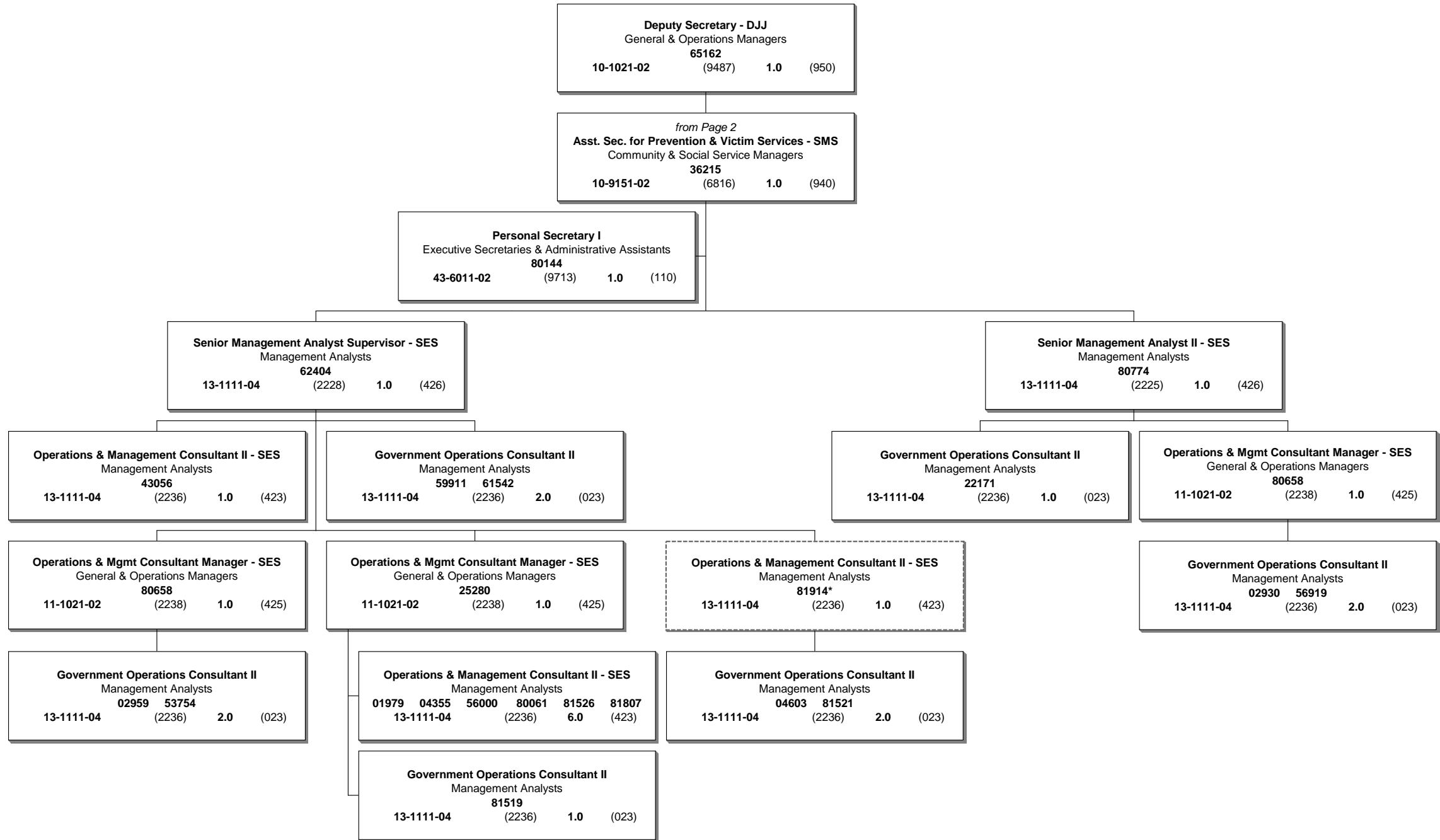


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Assistant Secretary of Prevention and Victim Services

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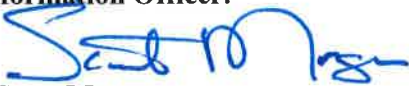



*Funded by Residential

JUVENILE JUSTICE, DEPARTMENT OF		FISCAL YEAR 2012-13			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		521,827,521		3,806,244	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		-1,800,821		-200,000	
FINAL BUDGET FOR AGENCY		520,026,700		3,606,244	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					3,586,144
Secure Supervision * Number of cases served.		35,066	2,423.31	84,975,857	
Health Services * Number of cases served		40,677	265.08	10,782,573	
Mental Health Services * Number of cases served		35,066	94.02	3,296,805	
Food Services * Number of resident days food services are provided		343,634	15.91	5,467,797	
Transportation * Number of Miles Youths Transported		576,223	2.48	1,427,589	
Facilities, Repair Maintenance * Square feet maintained		994,077	2.15	2,135,168	
Counseling And Supervision - Contracted * Number of youths served		6,370	7,945.50	50,612,830	
Counseling And Supervision - State Provided * Number of youths served		29,470	1,619.58	47,729,008	
Juvenile Assessment Center Administration * Number of youths served		30,277	111.20	3,366,936	
Intake And Screening * Number of cases served		84,532	434.14	36,699,102	
Diversion * Number of youths served		30,181	183.50	5,538,336	
Sex Offender Treatment * Number of youths served		598	20,097.82	12,018,498	
Independent Living * Number of youths served		64	7,352.94	470,588	
Mental Health Treatment * Number of youths served		955	582.17	555,971	
Substance Abuse Treatment * Number of youths served		3,829	4,975.24	19,050,199	
Care And Custody * Number of youths served		5,611	22,478.64	126,127,646	
Behavioral Training And Life Skills * Number of youth served		5,611	585.53	3,285,430	
Vocational Training * Number of youths served		5,346	526.08	2,812,415	
Secure Mental Health Treatment Facility * Number of youths served		127	59,192.16	7,517,404	
Secure Children-in-need-of-services / Families-in-need-of-services * Number of youths served		8	4,687.50	37,500	
Non-secure Children-in-need-of-services / Families-in-need-of-services * Number of youths served		13,436	2,270.12	30,501,374	
Female Diversion Programs * Number of youths served		2,127	5,151.40	10,957,031	
School Attendance * Number of youths served		1,072	632.15	677,665	
Violence Reduction * Number of youth served		8,495	365.41	3,104,168	
Afterschool Programming * Number of youths served		2,578	179.32	462,288	
Central Communications Center * Number of incidents referred for review		8,573	41.46	355,435	
Juvenile Justice System Improvements * Number of programs impacted		20	115,585.80	2,311,717	
TOTAL				472,277,330	3,586,144
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				47,749,501	20,100
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				520,026,831	3,606,244

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

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

**SCHEDULE XIIB: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES
EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS**

Schedule XII-B Cover Sheet and Agency Project Approval	
Agency: Department of Juvenile Justice	Schedule XII-B Submission Date: October 15, 2013
Project Name: Major Outsourcing and Privatization Initiatives	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2014-2015 LBR Issue Code: N/A	FY 2014-2015 LBR Issue Title: N/A
Agency Contact for Schedule XII-B (Name, Phone #, and E-mail address): Laura K. Moneyham, (850) 717-2530, Laura.Moneyham@djj.state.fl.us	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule XII-B in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII-B.	
Agency Head:  Printed Name: Wansley Walters	Date: 10/9/13
Agency Chief Information Officer: (If applicable)  Printed Name: Scott Morgan	Date: 9/27/2013
Budget Officer:  Printed Name: Vickie J. Harris	Date: 9/24/13
Planning Officer:  Printed Name: Amy Johnson	Date: 9/25/13
Project Sponsor:  Printed Name: Laura K. Moneyham	Date: 9/24/13

**SCHEDULE XIIB-1: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES
EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS
– BACKGROUND INFORMATION**

Background Information	
1.	<p>Provide a narrative summary describing the agency’s decision to outsource or privatize the service or activity.</p> <p>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.</p> <p>Attached is the business plan prepared by the Department of Juvenile Justice’s Residential Corrections Program to affect the privatization of the four (4) remaining Non-Secure Residential Commitment state-operated facilities by July 1, 2013. (See Attachment 1)</p>
2.	<p>Have the anticipated cost savings and benefits of the initiative been realized? Explain.</p> <p>The privatization of the Escambia Boys Base (formerly Pensacola Boys Base Halfway House (HWH)) was effective June 1, 2013. The privatization of the Charles Britt Academy, Duval Academy and Les Peters Academy (formerly Charles Britt HWH, Duval HWH and Les Peters HWH) were effective July 1, 2013. Sufficient time has not elapsed for the department to make and provide an informed response to this question.</p>
3.	<p>Provide a narrative description of the competitive solicitation used to outsource or privatize the service or activity.</p> <p>Attach a copy of any competitive solicitation documents, requests for quote(s), service level agreements, or similar documents issued by the agency for this competitive solicitation, which are deemed by the agency not to be confidential or exempt from public records requirements if available.</p> <p>The Department of Juvenile Justice’s Residential Corrections Program used the Invitation to Negotiate (ITN) process for competitive solicitation.</p>
4.	<p>Section 287.057(13)(a), <i>Florida Statutes</i>, allows for the renewal of contracts for commodities and contractual services 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.</p> <p>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.</p> <p>The privatization of the Escambia Boys Base was effective June 1, 2013. The privatization of the Charles Britt Academy, Duval Academy and Les Peters Academy were effective July 1, 2013. Per Section IIIA.2., the department has the option to renew all contracts upon the same terms and conditions, the duration of which may not exceed the term of the original contract, or three years, whichever is longer. The first</p>

<p>contract renewal for the Escambia Boys Base will occur in fiscal year (FY) 2017-18. The first renewals for the Charles Britt Academy, Duval Academy and Les Peters Academy contracts will occur in FY 2018-19.</p>
<p>5. For the outsourced or privatized service or activity, has the contractor satisfactorily complied with all service level requirements? Provide narrative summary describing service level requirements compliance or noncompliance and the method used by the agency for monitoring progress in achieving the specified performance standards within the contract.</p>
<p>The first privatization was effective June 1, 2013, and the remaining privatizations were effective July 1, 2013. Sufficient time has not elapsed for the department to make and provide an informed response to this question. For service level requirements, copies of the executed contracts are attached. Monitoring is being conducted in accordance with the department's policies and procedures and Quality Improvement (QI) standards.</p>
<p>6. Describe any unexpected benefits from outsourcing or privatization of the service or activity.</p>
<p>The privatization of the Escambia Boys Base was effective June 1, 2013. The privatization of the Charles Britt Academy, Duval Academy and Les Peters Academy were effective July 1, 2013. Sufficient time has not elapsed for the department to make and provide an informed response to this question.</p>
<p>7. Describe any unexpected problems or issues with the outsourcing or privatization of the service or activity.</p>
<p>The department has not experienced unexpected problems or issues with the privatization of these facilities.</p>
<p>8. Briefly describe your agency's overall level of satisfaction with the results of outsourcing or privatization of the service or activity.</p>
<p>The privatization of the Escambia Boys Base was effective June 1, 2013. The privatization of the Charles Britt Academy, Duval Academy and Les Peters Academy were effective July 1, 2013. Sufficient time has not elapsed for the department to make and provide an informed response to this question.</p>
<p>9. What lessons learned should be shared with other agencies considering the outsourcing or privatization of a similar service or activity?</p>
<p>Actions the department conducted which may be of service to other agencies are as follows:</p> <ul style="list-style-type: none"> • Face to face visits to inform affected staff as soon as the decision was made to privatize were conducted by the department's Executive Leadership Team and/or Management Team Members; • Scheduled sufficient time between the issuance of the ITN and the privatization to be able to successfully publish the ITN and related documents, conduct negotiations, and award the contract; • Timely activated the department's Workforce Transition plan and team in order that affected staff may obtain state employment in positions which they were qualified as desired. There was significant team effort between the different bureaus/branches regarding matching affected staff's interests and qualifications to vacant positions.

Attachment 1

Department of Juvenile Justice
Transition of State Operated Residential Programs to
Private Provider Operation

EXECUTIVE SUMMARY:

The state of Florida has approximately 3,000 residential beds for the continued care of delinquent youth committed to the custody of the Department of Juvenile Justice. Of this number, 156 beds (5%) are operated by the state while the vast majority (95%) are operated by private providers who contract with the Department. The privatization of residential services has taken place over a number of years but has accelerated considerably over the past two years with legislative mandated bed reductions being made exclusively to state operated facilities. With the legislative intent to privatize these services along with the department's goal of providing services to youth in the most efficient and least disruptive way possible, the business plan is to privatize the remaining beds in an orderly and planned fashion. This will ensure continuation of needed services for youth, allow time for the department to address the incumbent employment issues, and provide a documented cost savings to the state.

There are five remaining state operated residential programs: Pensacola Boys Base Halfway House, Duval Halfway House, Britt Halfway House, Les Peters Halfway House, and the Falkenburg Juvenile Correctional Facility – Mental Health. The total current year budget for all five facilities is \$15.5 million. The projected first full year private provider cost is \$13 million plus a potential \$0.8 million in costs related to state employee leave payouts. The second full year of the contracts would reduce to \$12 million as the private providers become eligible for behavior health overlay services reimbursement. Overall, the proposed action will provide \$1.75 million in reduced residential costs in the first full year of operation and \$3.5 million in annual recurring reduced costs in the second year and beyond.

The Department of Juvenile Justice plans, with Legislative approval, to reinvest these savings into prevention services, community-based interventions, as well as and increasing the availability of transitional services such as vocational programming, education, employment, transitional housing and transportation. This represents one of the department's primary strategies in its **Roadmap to System Excellence**.¹

¹ See <http://www.djj.state.fl.us/roadmap-to-system-excellence>.

BENCHMARKING – DESCRIBING CURRENT SERVICE

Chapter 985.601(1) directs the department to “plan, develop, and coordinate comprehensive services and programs statewide for the prevention, early intervention, control, and rehabilitative treatment of delinquent behavior.” Chapter 985.601 (3)(a) directs the department to “develop or contract for diversified and innovative programs to provide rehabilitative treatment, including early intervention and prevention, diversion, comprehensive intake, case management, diagnostic and classification assessments, individual and family counseling, shelter care, diversified detention care emphasizing alternatives to secure detention, diversified probation, halfway houses, foster homes, community-based substance abuse treatment services, community-based mental health treatment services, community-based residential and nonresidential programs, mother-infant programs, and environmental programs. Each program shall place particular emphasis on reintegration and conditional release for all children in the program.”

Chapter 985.03(46), sections (a)-(e) define the restrictiveness levels of commitment, ranging from minimum-risk residential programs to maximum risk residential programs.

Chapter 985.644(1) provides “The department may contract with the Federal Government, other state departments and agencies, county and municipal governments and agencies, public and private agencies, and private individuals and corporations in carrying out the purposes of, and the responsibilities established in, this chapter.”

As of October 3, 2012 the department had an operating capacity of 2969 residential beds separated into 104 programs. Currently ninety five percent (95%) of all commitment facilities are contracted with private vendors and five percent (5%) are state operated. The five state-operated programs are as follows:

- Pensacola Boys Base Halfway House:

This is a moderate risk program for boys ages 14-18 that require mental health overlay services. In FY 11/12, this was a 28-bed facility. In FY 12/13 the capacity was reduced to 20 beds. In FY 11/12, the facility had 23 FTEs and has 21 FTEs for FY 12/13. The direct care and supervision of youth is provided by state employees and the mental health, medical and food services are contracted with private vendors. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,710,802 (Risk Management insurance is excluded since it is based on past exposure and is therefore a continuing cost). Of the 21 current FTEs, 21 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Staff Assistant; Maintenance Mechanic; Assistant Superintendent; Facility Superintendent. 7 staff have less than 6 years of service, 8 staff have 6-15 years of service, 6 staff have 15-25 years of service, and 0 have 25-30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of “81%--Commendable” and for FY 12/13 they achieved a “Satisfactory Compliance” in all but one indicator. The program achieved limited compliance in tool

management, which was immediately rectified by the program. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 54 youth who had a recidivism rate of 29%.

- Duval Halfway House:

This is a moderate risk program for boys ages 14-18 that require mental health overlay services. In FY 11/12, this was a 28-bed facility. In FY 12/13 the capacity was reduced to 20 beds. In FY 11/12, the facility had 26.5 FTEs and has 23.5 FTEs for FY 12/13. The direct care/supervision of youth and food services are provided by state employees and the mental health and medical services are contracted with private vendors. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,658,998. Of the 23.5 current FTEs, 22.5 are filled and include the following position types: Residential Officer/ Counselor; Recreation Therapy Analyst; Counselor Supervisor; Social Services Counselor; Staff Assistant; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Assistant Superintendent; Facility Superintendent. 12 staff have less than 6 years of service, 9 staff have 6-15 years of service, 2 staff have 15-25 years of service, and 0 have 25-30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of "75%--Acceptable Rating". The FY 12/13 QI report has not yet been completed; however the program failed four (4) indicators (In-service Training, Delinquency Intervention Services, Safety Agreements for Outside Contractors, and Behavioral Management Monitoring) that the program is developing a corrective action plan for. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 57 youth who had a recidivism rate of 51%.

- Britt Halfway House:

This is a moderate risk program for boys ages 14-18 that require substance abuse treatment overlay services. This is a 28-bed facility. The total number of FTEs for FY 11/12 and FY 12/13 is 35. All services are provided by state employees including direct care and supervision, case management, substance abuse treatment, mental health treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,909,016. Of the 35 FTEs, 32 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Secretary Specialist; Assistant Superintendent; Facility Superintendent. 16 staff have less than 6 years of service, 11 staff have 6-15 years of service, 3 staff have 15-25 years of service, 0 have 25-30 years of service, and 2 have more than 30 years of service.

The program demonstrated performance measures within expected ranges, including achieving "Satisfactory Compliance" in all but two indicators. The program achieved limited

compliance in Transportation and Medication Administration, which were immediately rectified by the program. The program has not a FY 12/13 QI site visit, as of this writing. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 46 youth who had a recidivism rate of 43%.

- Les Peters Halfway House:

This has been a 28-bed moderate risk program for boys ages 14-18 that require substance abuse treatment services overlay services. Effective 10/1/12, the program is being redesigned to be a 24 bed “step-down” program for youth from the Falkenburg Juvenile Correctional Facility – Mental Health providing the same level of intensive mental health services but at a non-secure risk level allowing these youth to successfully transition back into the community. The total number of FTEs for FY 11/12 and FY 12/13 is 34.5. All services are provided by state employees including direct care and supervision, case management, substance abuse treatment, mental health treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,982,926. Of the 34.5 FTEs, 32.5 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Secretary Specialist; Assistant Superintendent; Facility Superintendent. 11 staff have less than 6 years of service, 15 staff have 6-15 years of service, 3 staff have 15-25 years of service, 2 have 25-30 years of service and 2 have more than 30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of “81%--Commendable” and for 12/13 achieved “Satisfactory Compliance” in all but one indicator. The program achieved limited compliance in tool management, which was immediately rectified by the program. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 42 youth who had a recidivism rate of 44%.

- Falkenburg Juvenile Correctional Facility – Mental Health :

This is a high risk program for boys ages 14-18 that require intensive mental health and substance abuse treatment services. In FY 11/12, this was a 70-bed facility. In FY 12/13 the capacity was reduced to 60 beds. In FY 11/12, the facility had 125 FTEs and has 113 FTEs for FY 12/13. All services are provided by state employees including direct care and supervision, case management, intensive mental health treatment, substance abuse treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$8,266,687. Of the 113 current FTEs, 105 are filled and include the following position types: Residential Officer/ Counselor; Recreation Therapy Analyst; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Registered Nurse Supervisor; Senior Physician; Education and Training Specialist; Training Specialist; Health Information Specialist; Custodial Worker;

Maintenance Mechanic; Maintenance Superintendent; Food Support Worker; Food Production Supervisor; Secretary Specialist; Administrative Secretary; Administrative Assistant; Government Operations Consultant; Operations and Management Consultant; Assistant Superintendent; Facility Superintendent. 49 staff have less than 6 years of service, 30 staff have 6-15 years of service, 16 staff have 15-25 years of service, 7 have 25-30 years of service and 3 have more than 30 years of service.

As the program was designed and operational effective 9/1/11 there was no QA review done for FY 11/12 and there is no Comprehensive Accountability Report (CAR) data to provide a recidivism rate at this time.

RATIONALE – THE BASIS FOR THE PROJECT

The project proposes to transition the remaining five state-operated residential commitment programs to privatized, contracted services. The transition would begin during FY 2012-13 and would be completed in FY 2013-14 by October 1, 2013. The three key components of this project include: administrative efficiencies, services delivery, and physical plant considerations.

Administrative Efficiencies – As noted previously, 95% of the Department’s residential commitment services are privatized and delivered through various contracted providers throughout the state. Throughout the history of DJJ, the existence of provider operated residential facilities has been a component of the juvenile justice continuum, balanced with a component of state-operated programs. Over the past several years, there has been a continuing trend to reduce the portion of residential services that are operated by the state. During the past two years, the Legislature has included specific proviso language requiring the reduction of state-operated beds before the reduction of provider operated beds when implementing bed reductions.

“From the funds in Specific Appropriations 1238 through 1261, the Department of Juvenile Justice shall first make residential bed reductions in both non-secure and secure beds that are operated by the department before reducing privately operated non-secure or secure residential beds.”²

This has led to the closing of facilities with limited planning time (60-90 days’ notice), resulting in a significant impact on the delivery of services to youth and staff employment options. The proposed project provides for a more planned transition from state-operated to private operated in order to more effectively and efficiently deal with staffing issues and minimize the impact on the delivery of services to the youth in the program.

² See Chapter 2012-118, Laws of Florida, page 175.

The administrative efficiency of staffing both a state-operated and private contracted system is based on a balanced level of services – state-operated and contracted services. As the proportion of state-operated programs has been continually reduced in recent years, these efficiencies have been eroded. With only 5% of the residential capacity being state-operated, maintaining administrative support services for these facilities is not cost effective.

Service Delivery - The continuation of the services provided by the existing state-operated programs are essential for ensuring that the continuum of services is sufficient to meet the needs of the state. The continuum of residential services must address not only the number of beds, but also youth to be served, types of specialized services needed, physical plant needs, and geographic distribution. A part of the project included reviewing the services currently provided by these programs to determine if any adjustments are needed to meet the anticipated service needs. The services provided by the existing state operated programs are critical to maintaining sufficient services in the residential continuum throughout the state. However, an analysis of the services provided by each of the facilities, and the capacity needs of the state indicates that some adjustments to services are needed to more effectively and efficiently address service delivery. The service delivery adjustments include changing the Duval program from mental health overlay beds to a substance abuse program, and establishing Les Peters as a step-down program for youth transitioning out of Falkenburg. The services at Pensacola and Britt will remain as they are currently provided.

Physical Plant – The transition from state-operated to privatized services must ensure that the facilities that currently house these five state-operated programs continue to be used and maintained as the sites for these services. The administrative efficiencies of the proposed project are, in part, predicated on the continued use of these five facilities for services in the future. The procurement process will require that any potential provider commit to housing the program in the existing site. The state has invested significant resources in building and maintaining each of these facilities. They are well-established in the communities in which they are located and are equipped to most effectively and efficiently deliver the services to be provided. In addition, requiring the continued use of these state owned facilities, as opposed to allowing for the option of provider-offered facilities, will likely increase the number of potential providers that compete to provide these services.

PROJECT ASSUMPTIONS and METHODOLOGIES

The proposed project is based on a number of assumptions dealing with the existing state-operated services. The key assumptions are:

- The state and Legislative trend of reducing state-operated beds vs. contracted services beds will continue.
- The need for moderate risk, overlay beds will continue to decline, but there will be a continued need for specialized services and secure programs.
- Maintaining the administrative support services needed for state-operated programs, which is only 5% of the capacity, is an inefficient use of resources. It will be more cost-effective to transition these services from state-operated to privatized.
- The services that are provided by these programs are a critical part of the residential capacity continuum and need to continue to be provided.
- The physical plants that currently house the five state-operated facilities are the best options as locations for continuing to provide the services under a privatized structure.
- A planned, methodical transition process over the next year, that allows the services to continue under a privatized system, is a better option than having programs closed with short notice and no plan for continuation of the services.

The methodology that will be used focuses on taking a proactive approach to addressing the future of state-operated programs. As noted earlier, for the past two years the Legislature has identified state-operated programs for reductions prior to reductions in provider programs, resulting in disruption of services and staff. The Department has developed a detailed process to transition these services in an orderly and efficient manner. The details of this process are provided in the Procurement Process section of this document.

HOW RECOMMENDED SOLUTION WAS FORMULATED

From October 2012 through January 2013, an Intent to Negotiate (ITN) will be posted on the Vendor Bid System (VBS) for all five (5) procurements: Pensacola Boys Base, Duval Halfway House, Britt Halfway House, Falkenburg Juvenile Correctional Facility – Mental Health and Les Peters Halfway House (see below for detailed timelines). Approximately a month from posting, proposals are due and upon submission of technical, past performance and cost proposals, each are reviewed by applicable areas. Scores for all proposals are then compiled by the Bureau of Contracts and a ranking is determined, proposers are notified if selected for oral presentations. Oral presentations are held with the top three ranking respondents and a debriefing is held with the evaluation/negotiation team members, after the presentations. Scores for all proposals are then compiled by the Bureau of Contracts and a Short List/Ranking of Respondents for Final Negotiations is posted on the VBS and negotiations take place. The final notice of award is anticipated to be posted on the VBS between March and June and approximately two (2) to three (3) months is allocated for facility transition to occur before the contract begins.

IDENTIFY IMPACT OF PROJECT TO STATE AND AGENCY

The impact of the project must be considered from both a personnel perspective and a service delivery perspective.

Personnel - The primary impact will be on the existing state personnel that staff the five programs that will be privatized. There will be efforts made to place those interested in continued state service in other state positions. The department has vacancies, particularly in Detention and Probation services and will work closely with those offices in placing individuals who qualify and desire to stay in a state position. In the past, when other state-operated residential programs were reduced, it was possible for some of the staff to transfer to positions within other state-operated facilities. Given that once the five programs are privatized, there will be no more state operated residential programs, the options for placement of the staff working in these facilities is more limited than in the past. The details of personnel issues will be addressed in the Employee Transition Management Plan section of this proposal.

It is also expected that a large portion of the state staff in the state-operated programs will be interested in continuing to work with the program under the privatized structure. As a part of the procurement process, steps will be taken to give priority consideration for employment to interested staff currently working in the program.

Service Delivery – With the exception of the adjustments to some of the specialized services to be done in the Duval and Les Peters programs, it is expected that there should be no discernible impact on the quality and quantity of the services delivered. Programs will continue to be monitored on an on-going basis and will also be subject to the DJJ quality improvement review process.

While the transition from state-operated to private may not impact the program services that are to be provided, it is important to be cognizant of the fact that historically one of the functions of the state-operated programs was to serve as a type of “safety net” to meet service delivery needs that may not be able to be addressed at a particular time by a private provider. State operated programs could also serve as sites for pilot initiatives to pursue innovation programming for limited cost since there are no contract requirements to consider as there are with private provider. In addition, the staff of these programs were available to assist the Department in the situations requiring their specialized expertise. With the elimination of the remainder of the Residential state operated programs the Department will need to address filling this gap in some fashion...

EMPLOYEE TRANSITION MANAGEMENT PLAN –

The Department has an approved Workforce Transition Plan that is used to address the needs of adversely affected staff in the event of the loss of state positions. Developing this project to privatize the affected facilities well in advance of the actual changeover allows staff significant

notice so that each can individually determine what the best course of action for them is. Additionally, the Workforce Transition Plan has specific actions to assist staff with future employment based on agency vacancies as well as the employee interests. The department has vacancies, particularly in Detention and Probation services, and will work closely with those offices in placing individuals who qualify and desire to stay in a state position. We will also work with DMS and other agencies in job placement along with Florida's local Workforce Boards.

IDENTIFICATION OF CRITICAL SUCCESS FACTORS

The transition from state-operated to private provider operated will have minimal impact on the critical success factors. All expectations and measures of success for residential commitment programs are the same – regardless of whether they are operated by the state or a private provider. The major difference is that with a private provider, the contract is the vehicle that is used to specify the program requirements. While there may be some unique contractual issues based on a specialized program type, overall the performance measures and outcomes, the quality improvement standards, the reporting requirements, and program monitoring will be those that are applied to all residential programs throughout the state. All residential programs must operate in accordance with the provisions of the administrative rules for the operation of residential services. Issues such as utilization, length of stay, PAR incidents, youth arrests, use of force, etc. are currently monitored for all programs as various measures of performance and success.

PROCUREMENT PROCESS

The solicitation process is done for each procurement and is managed by the Bureau of Contracts; this project would begin with posting an Invitation to Negotiate (ITN) on the Vendor Bid System (VBS). Utilizing the Invitation to Negotiate allows the State of Florida to obtain the best value and comprehensive services to meet the needs of youth. ITNs allow flexibility for innovative delinquency interventions and treatment models and includes the negotiation of achievable performance measures, which will assist the Department in meeting its' reform goals.

Prior to posting an ITN, an evaluation/negotiation team is appointed. This team is comprised of lead staff such as regional directors, senior management and subject matter experts. A solicitation conference call is held for all respondents to have the opportunity to ask questions they may have and questions/answers are posted on the VBS. The anticipated number of respondents could range from approximately eight (8) to twelve (12). Upon submission of technical, past performance and cost proposals, each are reviewed by applicable areas. Technical proposals are evaluated by the evaluation/negotiation team members, the Bureau of Residential Contract Development evaluates past performance and cost proposals are reviewed by the Bureau of Contracts.

A briefing meeting is held with the evaluation/negotiation team members to answer any questions or provide clarification and to ensure all materials were in receipt prior to evaluation, debriefing meetings are held after review of the proposals to discuss locations of requirements in each technical proposal and scores. Provider eligibility and qualifications are determined by review of key program components, ranging from management capabilities, performance outcomes, staffing and training, specialized services and transition. Points are allocated for each component with a maximum of three (3) points for areas which exceed expectations, and a minimum of zero (0) points for not meeting the expectations. Scores for all proposals are then compiled by the Bureau of Contracts and a ranking is determined, proposers are notified if selected for oral presentations. Oral presentations are held with the top three ranking respondents and a debriefing is held with the evaluation/negotiation team members, after the presentations. A Short List/Ranking of Respondents for Final Negotiations is posted on the VBS and negotiations take place. The final notice of award is posted on the VBS and Bureau of Contracts compiles the final contract document. Contract terms are anticipated to be for a period of five (5) years, with renewal options for durations up to the original term which may occur at the end of the original five (5) year term based on satisfactory performance.

Upon contract execution, all contracts are monitored. Program monitoring provides the Department with information necessary to assess the programmatic accountability of its providers. Both contracted programs as well as state operated programs are monitored in the same manner and will continue to be monitored to include all aspects of program performance, based on required terms and conditions and services/deliverables. Program monitoring is conducted both on and off-site at all programs to ensure contract compliance with Florida Statutes, Rules of the Florida Administrative Code, departmental policies and procedures, and contract terms and conditions. Monitoring activities may be announced or unannounced and may be conducted during nontraditional hours when applicable. In conjunction with standard program monitoring, programs also undergo Quality Improvement (QI) reviews in which program monitors also participate. Any deficiencies or issues that arise during the QI reviews require additional monitoring to be completed. Administrative monitoring is required, at a minimum, once per year on each contract and is conducted by the contract manager. To assure programmatic financial integrity is maintained, the contract manager reviews the accuracy of contract payments as they relate to programmatic requirements and service quality. Additional areas of oversight include the ability for issues or concerns at programs to be reported through a Centralized Communications Center (CCC), this allows for both youth and staff to report any incident as necessary, which result in program or administrative reviews to be conducted for investigation.

The anticipated timeline for state operated conversions is indicated below:

PENSACOLA BOYS BASE

Program	PENSACOLA BOYS BASE (28 beds)
Anticipated start date of program	5/1/13
Release of solicitation	Wednesday, October 24, 2012
Mandatory Site Visit (for state-owned/leased facilities only)	Wednesday, October 31, 2012
Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference	Monday, November 5, 2012 by COB
Deadline for Submission of Intent to Attend Solicitation Conference Form	Monday, November 5, 2012 by COB
Solicitation Conference/Conference Call	Wednesday, November 14, 2012
Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond	Wednesday, November 21, 2012
Anticipated date that answers to written questions will be posted on the web site	Wednesday, December 5, 2012
Responses due and opened	Tuesday, January 8, 2013
Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)	Friday, January 11, 2013
Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call	Wednesday-Thursday, January 30-31, 2013 * Time allocated due to the large amount of expected interest.
Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING)	Wednesday-Thursday, February 13-14, 2013
Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.	Immediately following Oral Presentations
Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”	Thursday, February 21, 2013
Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)	Monday-Tuesday, March 4-5, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
Anticipated date of posting of Notice of Final Agency Decision	Tuesday, March 12, 2013
Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)	Approx. 2-3 months
Anticipated Contract Execution Date/Start of Contracts	Wednesday, May 1, 2013

** Additional considerations during this time: Solicitations other than state operated conversions.

**This timeline is contingent upon no protests being received.

DUVAL HALFWAY HOUSE

Program	DUVAL HALFWAY HOUSE (28 beds)
Anticipated start date of program	7/1/13
Release of solicitation	Thursday November 1, 2012
Mandatory Site Visit (for state-owned/leased facilities only)	Thursday November 8, 2012
Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference	Wednesday, November 14, 2012 by COB
Deadline for Submission of Intent to Attend Solicitation Conference Form	Wednesday, November 14, 2012 by COB
Solicitation Conference/Conference Call	Tuesday, November 27, 2012
Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond	Thursday, December 6, 2012
Anticipated date that answers to written questions will be posted on the web site	Tuesday, December 18, 2012
Responses due and opened	Thursday, January 17, 2013
Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)	Tuesday, January 22, 2013
Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call	Monday-Tuesday, February 25-26, 2013* Time allocated due to the large amount of expected interest.
Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING)	Wednesday-Thursday, March 13-14, 2013
Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.	Immediately following Oral Presentations
Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”	Friday, March 22, 2013
Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)	Monday-Wednesday, April 1-3, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
Anticipated date of posting of Notice of Final Agency Decision	Thursday, April, 18 2013
Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)	Approx. 2-3 months
Anticipated Contract Execution Date/Start of Contracts	Monday, July 1, 2013

** Additional considerations during this time: Solicitations other than state operated conversions.

**This timeline is contingent upon no protests being received.

BRITT HALFWAY HOUSE

Program	BRITT HALFWAY HOUSE (28 beds)
Anticipated start date of program	7/1/13
Release of solicitation	Friday, November 2, 2012
Mandatory Site Visit (for state-owned/leased facilities only)	Friday, November 9, 2012
Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference	Thursday, November 15, 2012 by COB
Deadline for Submission of Intent to Attend Solicitation Conference Form	Thursday, November 15, 2012 by COB
Solicitation Conference/Conference Call	Wednesday, November 28, 2012
Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond	Friday, December 7, 2012
Anticipated date that answers to written questions will be posted on the web site	Wednesday, December 18, 2012
Responses due and opened	Friday, January 18, 2013
Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)	Wednesday, January 23, 2013
Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call	Tuesday-Wednesday, February 26-27, 2013* Time allocated due to the large amount of expected interest.
Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING)	Thursday-Friday, March 14-15, 2013
Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.	Immediately following Oral Presentations
Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”	Monday, March 25, 2013
Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)	Tuesday-Thursday, April 2-4, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
Anticipated date of posting of Notice of Final Agency Decision	Friday, April 19, 2013
Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)	Approx. 2-3 months
Anticipated Contract Execution Date/Start of Contracts	Monday, July 1, 2013

** Additional considerations during this time: Solicitations other than state operated conversions.

**This timeline is contingent upon no protests being received.

FALKENBURG JUVENILE CORRECTIONAL FACILITY AND LES PETERS HALFWAY HOUSE

Program	FALKENBURG JUVENILE CORRECTIONAL FACILITY (60 beds) & LES PETERS HALFWAY HOUSE (24 bed step-down/transition)
Anticipated start date of program	10/1/13
Release of solicitation	Monday, January 7, 2013
Mandatory Site Visit (for state-owned/leased facilities only)	Wednesday, January 23, 2013
Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference	Monday, January 28, 2013 by COB
Deadline for Submission of Intent to Attend Solicitation Conference Form	Monday, January 28, 2013 by COB
Solicitation Conference/Conference Call	Monday, February 11, 2013
Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond	Tuesday, February 19, 2013
Anticipated date that answers to written questions will be posted on the web site	Friday, March 1, 2013
Responses due and opened	Monday, April 1, 2013
Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)	Monday, April 4, 2013
Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call	Tuesday-Wednesday, April 30-May 1, 2013* Time allocated due to the large amount of expected interest.
Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING)	Wednesday-Thursday, May 15-16, 2013
Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.	Immediately following Oral Presentations
Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”	Wednesday, May 22, 2013
Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)	Tuesday-Thursday, May 28-June 6, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
Anticipated date of posting of Notice of Final Agency Decision	Wednesday, June 12, 2013
Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)	Approx. 3 months
Anticipated Contract Execution Date/Start of Contracts	Tuesday, October 1, 2013

** Additional considerations during this time: Solicitations other than state operated conversions.

**This timeline is contingent upon no protests being received.

The following are excerpts from standard contract language regarding requirements for data security, digital rights, and ownership of intellectual property:

RECORDS REQUIREMENTS

Record Retention

The Provider shall maintain programmatic and administrative books, records, and documents (including electronic storage media), for a minimum of five (5) years in accordance with chapters 119 and 257, Florida Statutes, and the Florida Department of State Record Retention Schedule located at <http://dilis.dos.state.fl.us/recordsmgmt>. The Provider shall maintain youth records, which are programmatic in nature in a secure location with access limited to duly authorized Department and Provider staff. Upon expiration of this Contract, the Provider shall return all youth records to the Department. The Provider shall ensure 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. In the event any work is subcontracted, the Provider shall require each subcontractor to maintain and allow access to such records for audit purposes in the same manner. The Provider shall retain sufficient records demonstrating its compliance with the terms of this Contract for a period of five (5) years from the date the audit report is issued, and shall allow the Department, or its designee, Comptroller, or Auditor General access to such records upon request. The Provider shall ensure that all working papers are made available to the Department, or its designee, Comptroller, or Auditor General upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.

Transfer of Records

Upon completion or termination of the Contract, the Provider shall cooperate with the Department to facilitate the transfer and return of records to the Department, at no cost to the Department. All records provided to or developed by the Provider for this Contract are the property of the Department.

Copyrights and Right to Data

1. 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.
2. 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. Ownership of intellectual property created as a result

of the services delivered under this Contract will reside with the Department.

Confidentiality

1. Pursuant to section 985.04, Florida Statutes, all information obtained in the course of this Contract regarding youth in the care of the Department is confidential. The Provider shall comply fully with all security procedures of the State and the Department in performance of the Contract. The Provider shall not divulge to third parties any confidential information obtained by the Provider or its agents, distributors, resellers, subcontractor, officers or employees in the course of performing Contract work, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the State or Department. The Provider shall not be required to keep confidential information or material that is publicly available through no fault of the Provider, material that the Provider developed independently without relying on the State's or Department's confidential information, or material that is otherwise obtainable under State law as a public record. The Provider shall take appropriate steps to ensure its personnel, agents, and subcontractors protect confidentiality. The warranties of this paragraph shall survive the Contract.
2. The Provider shall comply with all requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulation applicable to entities covered under HIPAA, issued by the Department of Health and Human Services, entitled "Standards for Privacy of Individually Identifiable Health Information" (45 CFR Parts 160 and 164, effective April 14, 2000), if applicable under this Contract.

MIS Security

In accordance with Rule 71A-1.005 (1)-(5) F.A.C., Contractors, Providers, and Partners employed by the Department or acting on behalf of the Department shall comply with all applicable security policies, and employ adequate security measures to protect the Department's information, applications, data, resources, and services. When applicable, network connection agreements shall be executed for third-party network connections prior to connection to the Department's internal network.

CONCLUSION:

The proposed action of transitioning the remaining state operated residential facilities to private provider operations addresses the goals of all stakeholders.

- It ensures the continuation of critically needed services for youth in most need of comprehensive treatment services.
- It continues the state's commitment to public safety by ensuring residential beds will be reserved for those youth that pose the greatest risk to public safety.
- It provides a reduction in residential costs which will be reinvested into the front end of the system. This will lead to preventing and diverting more youth from entering the juvenile justice system, thereby reducing juvenile delinquency and turning around the lives of troubled youth in the most effective manner.
- It allows for a smooth transition for youth, employees, and the private provider in the changeover from one service delivery type to another.
- It provides for increased competition within the private sector which can lead to improved services as well as lower costs.

SCHEDULE XIIB-2: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS - COST AND DELIVERABLES DATA

Section 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 2012 - 2013	\$166,631	\$166,631	N/A	N/A
FY 2013 - 2014	\$7,831,571	N/A	N/A	N/A
FY 2014 - 2015	\$7,831,571	N/A	N/A	N/A
FY 2015 - 2016	\$7,831,571	N/A	N/A	N/A
FY 2016 - 2017	\$7,831,571	N/A	N/A	N/A
FY 2017 - 2018	\$7,664,941	N/A	N/A	N/A

* The department is calculating the savings on an annual basis, not a monthly basis.

Variance	Reasons			
Cost	N/A			
Savings	N/A			


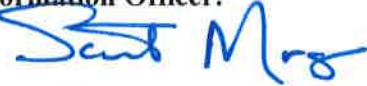



Section II: Deliverables and Milestones Schedule

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

Deliverables and Milestones	Original	Actual Date/ Revised Date
Appropriate care and custody of the youth being served	N/A	N/A

Variance	Reasons			
Schedule	N/A			

**SCHEDULE XIIB: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES
EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS**

Schedule XII-B Cover Sheet and Agency Project Approval	
Agency: Department of Juvenile Justice	Schedule XII-B Submission Date: October 15, 2013
Project Name: Major Outsourcing and Privatization Initiatives	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2014-2015 LBR Issue Code: N/A	FY 2014-2015 LBR Issue Title: N/A
Agency Contact for Schedule XII-B (Name, Phone #, and E-mail address): Laura K. Moneyham, (850) 717-2530, Laura.Moneyham@djj.state.fl.us	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule XII-B in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII-B.	
Agency Head:  Printed Name: Wansley Walters	Date: 10/9/13
Agency Chief Information Officer: (If applicable)  Printed Name: Scott Morgan	Date: 9/27/2013
Budget Officer:  Printed Name: Vickie J. Harris	Date: 9/24/13
Planning Officer:  Printed Name: Amy Johnson	Date: 9/25/13
Project Sponsor:  Printed Name: Laura K. Moneyham	Date: 9/24/13

**SCHEDULE XIIB-1: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES
EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS
– BACKGROUND INFORMATION**

Background Information	
1.	<p>Provide a narrative summary describing the agency’s decision to outsource or privatize the service or activity.</p> <p>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.</p> <p>Attached is the business plan prepared by the Department of Juvenile Justice’s Residential Corrections Program to affect the privatization of the one (1) remaining Secure Residential Commitment state-operated facility by July 1, 2013. (See Attachment 1)</p>
2.	<p>Have the anticipated cost savings and benefits of the initiative been realized? Explain.</p> <p>The privatization of the Tampa Residential Facility (formerly Falkenburg Juvenile Correctional Facility) was effective July 1, 2013. Sufficient time has not elapsed for the department to make and provide an informed response to this question.</p>
3.	<p>Provide a narrative description of the competitive solicitation used to outsource or privatize the service or activity.</p> <p>Attach a copy of any competitive solicitation documents, requests for quote(s), service level agreements, or similar documents issued by the agency for this competitive solicitation, which are deemed by the agency not to be confidential or exempt from public records requirements if available.</p> <p>The Department of Juvenile Justice’s Residential Corrections Program used the Invitation to Negotiate (ITN) process for competitive solicitation.</p>
4.	<p>Section 287.057(13)(a), <i>Florida Statutes</i>, allows for the renewal of contracts for commodities and contractual services 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.</p> <p>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.</p> <p>The privatization of the Tampa Residential Facility (formerly Falkenburg Juvenile Correctional Facility) was effective July 1, 2013. Per Section IIIA.2., the department has the option to renew this contract upon the same terms and conditions, the duration of which may not exceed the term of the original contract, or three years, whichever is longer. The first contract renewal will occur in FY 2018-19.</p>

<p>5. For the outsourced or privatized service or activity, has the contractor satisfactorily complied with all service level requirements? Provide narrative summary describing service level requirements compliance or noncompliance and the method used by the agency for monitoring progress in achieving the specified performance standards within the contract.</p>
<p>The privatization was effective July 1, 2013. Sufficient time has not elapsed for the department to make and provide an informed response to this question. For service level requirements, copies of the executed contracts are attached. Monitoring is being conducted in accordance with the department's policies and procedures and Quality Improvement (QI) standards.</p>
<p>6. Describe any unexpected benefits from outsourcing or privatization of the service or activity.</p>
<p>The privatization of the Tampa Residential Facility (formerly Falkenburg Juvenile Correctional Facility) was effective July 1, 2013. Sufficient time has not elapsed for the department to make and provide an informed response to this question.</p>
<p>7. Describe any unexpected problems or issues with the outsourcing or privatization of the service or activity.</p>
<p>The department has not experienced unexpected problems or issues with the privatization of this facility.</p>
<p>8. Briefly describe your agency's overall level of satisfaction with the results of outsourcing or privatization of the service or activity.</p>
<p>The privatization of the Tampa Residential Facility (formerly Falkenburg Juvenile Correctional Facility) was effective July 1, 2013. Sufficient time has not elapsed for the department to make and provide an informed response to this question.</p>
<p>9. What lessons learned should be shared with other agencies considering the outsourcing or privatization of a similar service or activity?</p>
<p>Actions the department conducted which may be of service to other agencies are as follows:</p> <ul style="list-style-type: none"> • Face to face visits to inform affected staff as soon as the decision was made to privatize were conducted by the department's Executive Leadership Team and/or Management Team Members; • Scheduled sufficient time between the issuance of the ITN and the privatization to be able to successfully publish the ITN and related documents, conduct negotiations, and award the contract; • Timely activated the department's Workforce Transition plan and team in order that affected staff may obtain state employment in positions which they were qualified as desired. There was significant team effort between the different bureaus/branches regarding matching affected staff's interests and qualifications to vacant positions.

Attachment 1

Department of Juvenile Justice
Transition of State Operated Residential Programs to
Private Provider Operation

EXECUTIVE SUMMARY:

The state of Florida has approximately 3,000 residential beds for the continued care of delinquent youth committed to the custody of the Department of Juvenile Justice. Of this number, 156 beds (5%) are operated by the state while the vast majority (95%) are operated by private providers who contract with the Department. The privatization of residential services has taken place over a number of years but has accelerated considerably over the past two years with legislative mandated bed reductions being made exclusively to state operated facilities. With the legislative intent to privatize these services along with the department's goal of providing services to youth in the most efficient and least disruptive way possible, the business plan is to privatize the remaining beds in an orderly and planned fashion. This will ensure continuation of needed services for youth, allow time for the department to address the incumbent employment issues, and provide a documented cost savings to the state.

There are five remaining state operated residential programs: Pensacola Boys Base Halfway House, Duval Halfway House, Britt Halfway House, Les Peters Halfway House, and the Falkenburg Juvenile Correctional Facility – Mental Health. The total current year budget for all five facilities is \$15.5 million. The projected first full year private provider cost is \$13 million plus a potential \$0.8 million in costs related to state employee leave payouts. The second full year of the contracts would reduce to \$12 million as the private providers become eligible for behavior health overlay services reimbursement. Overall, the proposed action will provide \$1.75 million in reduced residential costs in the first full year of operation and \$3.5 million in annual recurring reduced costs in the second year and beyond.

The Department of Juvenile Justice plans, with Legislative approval, to reinvest these savings into prevention services, community-based interventions, as well as and increasing the availability of transitional services such as vocational programming, education, employment, transitional housing and transportation. This represents one of the department's primary strategies in its **Roadmap to System Excellence**.¹

¹ See <http://www.djj.state.fl.us/roadmap-to-system-excellence>.

BENCHMARKING – DESCRIBING CURRENT SERVICE

Chapter 985.601(1) directs the department to “plan, develop, and coordinate comprehensive services and programs statewide for the prevention, early intervention, control, and rehabilitative treatment of delinquent behavior.” Chapter 985.601 (3)(a) directs the department to “develop or contract for diversified and innovative programs to provide rehabilitative treatment, including early intervention and prevention, diversion, comprehensive intake, case management, diagnostic and classification assessments, individual and family counseling, shelter care, diversified detention care emphasizing alternatives to secure detention, diversified probation, halfway houses, foster homes, community-based substance abuse treatment services, community-based mental health treatment services, community-based residential and nonresidential programs, mother-infant programs, and environmental programs. Each program shall place particular emphasis on reintegration and conditional release for all children in the program.”

Chapter 985.03(46), sections (a)-(e) define the restrictiveness levels of commitment, ranging from minimum-risk residential programs to maximum risk residential programs.

Chapter 985.644(1) provides “The department may contract with the Federal Government, other state departments and agencies, county and municipal governments and agencies, public and private agencies, and private individuals and corporations in carrying out the purposes of, and the responsibilities established in, this chapter.”

As of October 3, 2012 the department had an operating capacity of 2969 residential beds separated into 104 programs. Currently ninety five percent (95%) of all commitment facilities are contracted with private vendors and five percent (5%) are state operated. The five state-operated programs are as follows:

- Pensacola Boys Base Halfway House:

This is a moderate risk program for boys ages 14-18 that require mental health overlay services. In FY 11/12, this was a 28-bed facility. In FY 12/13 the capacity was reduced to 20 beds. In FY 11/12, the facility had 23 FTEs and has 21 FTEs for FY 12/13. The direct care and supervision of youth is provided by state employees and the mental health, medical and food services are contracted with private vendors. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,710,802 (Risk Management insurance is excluded since it is based on past exposure and is therefore a continuing cost). Of the 21 current FTEs, 21 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Staff Assistant; Maintenance Mechanic; Assistant Superintendent; Facility Superintendent. 7 staff have less than 6 years of service, 8 staff have 6-15 years of service, 6 staff have 15-25 years of service, and 0 have 25-30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of “81%--Commendable” and for FY 12/13 they achieved a “Satisfactory Compliance” in all but one indicator. The program achieved limited compliance in tool

management, which was immediately rectified by the program. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 54 youth who had a recidivism rate of 29%.

- Duval Halfway House:

This is a moderate risk program for boys ages 14-18 that require mental health overlay services. In FY 11/12, this was a 28-bed facility. In FY 12/13 the capacity was reduced to 20 beds. In FY 11/12, the facility had 26.5 FTEs and has 23.5 FTEs for FY 12/13. The direct care/supervision of youth and food services are provided by state employees and the mental health and medical services are contracted with private vendors. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,658,998. Of the 23.5 current FTEs, 22.5 are filled and include the following position types: Residential Officer/ Counselor; Recreation Therapy Analyst; Counselor Supervisor; Social Services Counselor; Staff Assistant; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Assistant Superintendent; Facility Superintendent. 12 staff have less than 6 years of service, 9 staff have 6-15 years of service, 2 staff have 15-25 years of service, and 0 have 25-30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of "75%--Acceptable Rating". The FY 12/13 QI report has not yet been completed; however the program failed four (4) indicators (In-service Training, Delinquency Intervention Services, Safety Agreements for Outside Contractors, and Behavioral Management Monitoring) that the program is developing a corrective action plan for. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 57 youth who had a recidivism rate of 51%.

- Britt Halfway House:

This is a moderate risk program for boys ages 14-18 that require substance abuse treatment overlay services. This is a 28-bed facility. The total number of FTEs for FY 11/12 and FY 12/13 is 35. All services are provided by state employees including direct care and supervision, case management, substance abuse treatment, mental health treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,909,016. Of the 35 FTEs, 32 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Secretary Specialist; Assistant Superintendent; Facility Superintendent. 16 staff have less than 6 years of service, 11 staff have 6-15 years of service, 3 staff have 15-25 years of service, 0 have 25-30 years of service, and 2 have more than 30 years of service.

The program demonstrated performance measures within expected ranges, including achieving "Satisfactory Compliance" in all but two indicators. The program achieved limited

compliance in Transportation and Medication Administration, which were immediately rectified by the program. The program has not a FY 12/13 QI site visit, as of this writing. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 46 youth who had a recidivism rate of 43%.

- Les Peters Halfway House:

This has been a 28-bed moderate risk program for boys ages 14-18 that require substance abuse treatment services overlay services. Effective 10/1/12, the program is being redesigned to be a 24 bed “step-down” program for youth from the Falkenburg Juvenile Correctional Facility – Mental Health providing the same level of intensive mental health services but at a non-secure risk level allowing these youth to successfully transition back into the community. The total number of FTEs for FY 11/12 and FY 12/13 is 34.5. All services are provided by state employees including direct care and supervision, case management, substance abuse treatment, mental health treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$1,982,926. Of the 34.5 FTEs, 32.5 are filled and include the following position types: Residential Officer/ Counselor; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Maintenance Mechanic; Food Support Worker; Food Production Supervisor; Secretary Specialist; Assistant Superintendent; Facility Superintendent. 11 staff have less than 6 years of service, 15 staff have 6-15 years of service, 3 staff have 15-25 years of service, 2 have 25-30 years of service and 2 have more than 30 years of service.

The program demonstrated performance measures within expected ranges, including a FY 11/12 QA rating of “81%--Commendable” and for 12/13 achieved “Satisfactory Compliance” in all but one indicator. The program achieved limited compliance in tool management, which was immediately rectified by the program. The FY 11/12 Comprehensive Accountability Report (CAR) indicates that for FY 09/10, the program released 42 youth who had a recidivism rate of 44%.

- Falkenburg Juvenile Correctional Facility – Mental Health :

This is a high risk program for boys ages 14-18 that require intensive mental health and substance abuse treatment services. In FY 11/12, this was a 70-bed facility. In FY 12/13 the capacity was reduced to 60 beds. In FY 11/12, the facility had 125 FTEs and has 113 FTEs for FY 12/13. All services are provided by state employees including direct care and supervision, case management, intensive mental health treatment, substance abuse treatment, medical, and food services. The total budget for FY 12/13 including Grants and Aids Contracted Services is \$8,266,687. Of the 113 current FTEs, 105 are filled and include the following position types: Residential Officer/ Counselor; Recreation Therapy Analyst; Counselor Supervisor; Social Services Counselor; Behavioral Specialist; Senior Behavioral Specialist; Registered Nurse Specialist; Registered Nurse Supervisor; Senior Physician; Education and Training Specialist; Training Specialist; Health Information Specialist; Custodial Worker;

Maintenance Mechanic; Maintenance Superintendent; Food Support Worker; Food Production Supervisor; Secretary Specialist; Administrative Secretary; Administrative Assistant; Government Operations Consultant; Operations and Management Consultant; Assistant Superintendent; Facility Superintendent. 49 staff have less than 6 years of service, 30 staff have 6-15 years of service, 16 staff have 15-25 years of service, 7 have 25-30 years of service and 3 have more than 30 years of service.

As the program was designed and operational effective 9/1/11 there was no QA review done for FY 11/12 and there is no Comprehensive Accountability Report (CAR) data to provide a recidivism rate at this time.

RATIONALE – THE BASIS FOR THE PROJECT

The project proposes to transition the remaining five state-operated residential commitment programs to privatized, contracted services. The transition would begin during FY 2012-13 and would be completed in FY 2013-14 by October 1, 2013. The three key components of this project include: administrative efficiencies, services delivery, and physical plant considerations.

Administrative Efficiencies – As noted previously, 95% of the Department’s residential commitment services are privatized and delivered through various contracted providers throughout the state. Throughout the history of DJJ, the existence of provider operated residential facilities has been a component of the juvenile justice continuum, balanced with a component of state-operated programs. Over the past several years, there has been a continuing trend to reduce the portion of residential services that are operated by the state. During the past two years, the Legislature has included specific proviso language requiring the reduction of state-operated beds before the reduction of provider operated beds when implementing bed reductions.

“From the funds in Specific Appropriations 1238 through 1261, the Department of Juvenile Justice shall first make residential bed reductions in both non-secure and secure beds that are operated by the department before reducing privately operated non-secure or secure residential beds.”²

This has led to the closing of facilities with limited planning time (60-90 days’ notice), resulting in a significant impact on the delivery of services to youth and staff employment options. The proposed project provides for a more planned transition from state-operated to private operated in order to more effectively and efficiently deal with staffing issues and minimize the impact on the delivery of services to the youth in the program.

² See Chapter 2012-118, Laws of Florida, page 175.

The administrative efficiency of staffing both a state-operated and private contracted system is based on a balanced level of services – state-operated and contracted services. As the proportion of state-operated programs has been continually reduced in recent years, these efficiencies have been eroded. With only 5% of the residential capacity being state-operated, maintaining administrative support services for these facilities is not cost effective.

Service Delivery - The continuation of the services provided by the existing state-operated programs are essential for ensuring that the continuum of services is sufficient to meet the needs of the state. The continuum of residential services must address not only the number of beds, but also youth to be served, types of specialized services needed, physical plant needs, and geographic distribution. A part of the project included reviewing the services currently provided by these programs to determine if any adjustments are needed to meet the anticipated service needs. The services provided by the existing state operated programs are critical to maintaining sufficient services in the residential continuum throughout the state. However, an analysis of the services provided by each of the facilities, and the capacity needs of the state indicates that some adjustments to services are needed to more effectively and efficiently address service delivery. The service delivery adjustments include changing the Duval program from mental health overlay beds to a substance abuse program, and establishing Les Peters as a step-down program for youth transitioning out of Falkenburg. The services at Pensacola and Britt will remain as they are currently provided.

Physical Plant – The transition from state-operated to privatized services must ensure that the facilities that currently house these five state-operated programs continue to be used and maintained as the sites for these services. The administrative efficiencies of the proposed project are, in part, predicated on the continued use of these five facilities for services in the future. The procurement process will require that any potential provider commit to housing the program in the existing site. The state has invested significant resources in building and maintaining each of these facilities. They are well-established in the communities in which they are located and are equipped to most effectively and efficiently deliver the services to be provided. In addition, requiring the continued use of these state owned facilities, as opposed to allowing for the option of provider-offered facilities, will likely increase the number of potential providers that compete to provide these services.

PROJECT ASSUMPTIONS and METHODOLOGIES

The proposed project is based on a number of assumptions dealing with the existing state-operated services. The key assumptions are:

- The state and Legislative trend of reducing state-operated beds vs. contracted services beds will continue.
- The need for moderate risk, overlay beds will continue to decline, but there will be a continued need for specialized services and secure programs.
- Maintaining the administrative support services needed for state-operated programs, which is only 5% of the capacity, is an inefficient use of resources. It will be more cost-effective to transition these services from state-operated to privatized.
- The services that are provided by these programs are a critical part of the residential capacity continuum and need to continue to be provided.
- The physical plants that currently house the five state-operated facilities are the best options as locations for continuing to provide the services under a privatized structure.
- A planned, methodical transition process over the next year, that allows the services to continue under a privatized system, is a better option than having programs closed with short notice and no plan for continuation of the services.

The methodology that will be used focuses on taking a proactive approach to addressing the future of state-operated programs. As noted earlier, for the past two years the Legislature has identified state-operated programs for reductions prior to reductions in provider programs, resulting in disruption of services and staff. The Department has developed a detailed process to transition these services in an orderly and efficient manner. The details of this process are provided in the Procurement Process section of this document.

HOW RECOMMENDED SOLUTION WAS FORMULATED

From October 2012 through January 2013, an Intent to Negotiate (ITN) will be posted on the Vendor Bid System (VBS) for all five (5) procurements: Pensacola Boys Base, Duval Halfway House, Britt Halfway House, Falkenburg Juvenile Correctional Facility – Mental Health and Les Peters Halfway House (see below for detailed timelines). Approximately a month from posting, proposals are due and upon submission of technical, past performance and cost proposals, each are reviewed by applicable areas. Scores for all proposals are then compiled by the Bureau of Contracts and a ranking is determined, proposers are notified if selected for oral presentations. Oral presentations are held with the top three ranking respondents and a debriefing is held with the evaluation/negotiation team members, after the presentations. Scores for all proposals are then compiled by the Bureau of Contracts and a Short List/Ranking of Respondents for Final Negotiations is posted on the VBS and negotiations take place. The final notice of award is anticipated to be posted on the VBS between March and June and approximately two (2) to three (3) months is allocated for facility transition to occur before the contract begins.

IDENTIFY IMPACT OF PROJECT TO STATE AND AGENCY

The impact of the project must be considered from both a personnel perspective and a service delivery perspective.

Personnel - The primary impact will be on the existing state personnel that staff the five programs that will be privatized. There will be efforts made to place those interested in continued state service in other state positions. The department has vacancies, particularly in Detention and Probation services and will work closely with those offices in placing individuals who qualify and desire to stay in a state position. In the past, when other state-operated residential programs were reduced, it was possible for some of the staff to transfer to positions within other state-operated facilities. Given that once the five programs are privatized, there will be no more state operated residential programs, the options for placement of the staff working in these facilities is more limited than in the past. The details of personnel issues will be addressed in the Employee Transition Management Plan section of this proposal.

It is also expected that a large portion of the state staff in the state-operated programs will be interested in continuing to work with the program under the privatized structure. As a part of the procurement process, steps will be taken to give priority consideration for employment to interested staff currently working in the program.

Service Delivery – With the exception of the adjustments to some of the specialized services to be done in the Duval and Les Peters programs, it is expected that there should be no discernible impact on the quality and quantity of the services delivered. Programs will continue to be monitored on an on-going basis and will also be subject to the DJJ quality improvement review process.

While the transition from state-operated to private may not impact the program services that are to be provided, it is important to be cognizant of the fact that historically one of the functions of the state-operated programs was to serve as a type of “safety net” to meet service delivery needs that may not be able to be addressed at a particular time by a private provider. State operated programs could also serve as sites for pilot initiatives to pursue innovation programming for limited cost since there are no contract requirements to consider as there are with private provider. In addition, the staff of these programs were available to assist the Department in the situations requiring their specialized expertise. With the elimination of the remainder of the Residential state operated programs the Department will need to address filling this gap in some fashion...

EMPLOYEE TRANSITION MANAGEMENT PLAN –

The Department has an approved Workforce Transition Plan that is used to address the needs of adversely affected staff in the event of the loss of state positions. Developing this project to privatize the affected facilities well in advance of the actual changeover allows staff significant

notice so that each can individually determine what the best course of action for them is. Additionally, the Workforce Transition Plan has specific actions to assist staff with future employment based on agency vacancies as well as the employee interests. The department has vacancies, particularly in Detention and Probation services, and will work closely with those offices in placing individuals who qualify and desire to stay in a state position. We will also work with DMS and other agencies in job placement along with Florida's local Workforce Boards.

IDENTIFICATION OF CRITICAL SUCCESS FACTORS

The transition from state-operated to private provider operated will have minimal impact on the critical success factors. All expectations and measures of success for residential commitment programs are the same – regardless of whether they are operated by the state or a private provider. The major difference is that with a private provider, the contract is the vehicle that is used to specify the program requirements. While there may be some unique contractual issues based on a specialized program type, overall the performance measures and outcomes, the quality improvement standards, the reporting requirements, and program monitoring will be those that are applied to all residential programs throughout the state. All residential programs must operate in accordance with the provisions of the administrative rules for the operation of residential services. Issues such as utilization, length of stay, PAR incidents, youth arrests, use of force, etc. are currently monitored for all programs as various measures of performance and success.

PROCUREMENT PROCESS

The solicitation process is done for each procurement and is managed by the Bureau of Contracts; this project would begin with posting an Invitation to Negotiate (ITN) on the Vendor Bid System (VBS). Utilizing the Invitation to Negotiate allows the State of Florida to obtain the best value and comprehensive services to meet the needs of youth. ITNs allow flexibility for innovative delinquency interventions and treatment models and includes the negotiation of achievable performance measures, which will assist the Department in meeting its' reform goals.

Prior to posting an ITN, an evaluation/negotiation team is appointed. This team is comprised of lead staff such as regional directors, senior management and subject matter experts. A solicitation conference call is held for all respondents to have the opportunity to ask questions they may have and questions/answers are posted on the VBS. The anticipated number of respondents could range from approximately eight (8) to twelve (12). Upon submission of technical, past performance and cost proposals, each are reviewed by applicable areas. Technical proposals are evaluated by the evaluation/negotiation team members, the Bureau of Residential Contract Development evaluates past performance and cost proposals are reviewed by the Bureau of Contracts.

A briefing meeting is held with the evaluation/negotiation team members to answer any questions or provide clarification and to ensure all materials were in receipt prior to evaluation, debriefing meetings are held after review of the proposals to discuss locations of requirements in each technical proposal and scores. Provider eligibility and qualifications are determined by review of key program components, ranging from management capabilities, performance outcomes, staffing and training, specialized services and transition. Points are allocated for each component with a maximum of three (3) points for areas which exceed expectations, and a minimum of zero (0) points for not meeting the expectations. Scores for all proposals are then compiled by the Bureau of Contracts and a ranking is determined, proposers are notified if selected for oral presentations. Oral presentations are held with the top three ranking respondents and a debriefing is held with the evaluation/negotiation team members, after the presentations. A Short List/Ranking of Respondents for Final Negotiations is posted on the VBS and negotiations take place. The final notice of award is posted on the VBS and Bureau of Contracts compiles the final contract document. Contract terms are anticipated to be for a period of five (5) years, with renewal options for durations up to the original term which may occur at the end of the original five (5) year term based on satisfactory performance.

Upon contract execution, all contracts are monitored. Program monitoring provides the Department with information necessary to assess the programmatic accountability of its providers. Both contracted programs as well as state operated programs are monitored in the same manner and will continue to be monitored to include all aspects of program performance, based on required terms and conditions and services/deliverables. Program monitoring is conducted both on and off-site at all programs to ensure contract compliance with Florida Statutes, Rules of the Florida Administrative Code, departmental policies and procedures, and contract terms and conditions. Monitoring activities may be announced or unannounced and may be conducted during nontraditional hours when applicable. In conjunction with standard program monitoring, programs also undergo Quality Improvement (QI) reviews in which program monitors also participate. Any deficiencies or issues that arise during the QI reviews require additional monitoring to be completed. Administrative monitoring is required, at a minimum, once per year on each contract and is conducted by the contract manager. To assure programmatic financial integrity is maintained, the contract manager reviews the accuracy of contract payments as they relate to programmatic requirements and service quality. Additional areas of oversight include the ability for issues or concerns at programs to be reported through a Centralized Communications Center (CCC), this allows for both youth and staff to report any incident as necessary, which result in program or administrative reviews to be conducted for investigation.

The anticipated timeline for state operated conversions is indicated below:

PENSACOLA BOYS BASE

Program	PENSACOLA BOYS BASE (28 beds)
Anticipated start date of program	5/1/13
Release of solicitation	Wednesday, October 24, 2012
Mandatory Site Visit (for state-owned/leased facilities only)	Wednesday, October 31, 2012
Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference	Monday, November 5, 2012 by COB
Deadline for Submission of Intent to Attend Solicitation Conference Form	Monday, November 5, 2012 by COB
Solicitation Conference/Conference Call	Wednesday, November 14, 2012
Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond	Wednesday, November 21, 2012
Anticipated date that answers to written questions will be posted on the web site	Wednesday, December 5, 2012
Responses due and opened	Tuesday, January 8, 2013
Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)	Friday, January 11, 2013
Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call	Wednesday-Thursday, January 30-31, 2013 * Time allocated due to the large amount of expected interest.
Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING)	Wednesday-Thursday, February 13-14, 2013
Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.	Immediately following Oral Presentations
Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”	Thursday, February 21, 2013
Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)	Monday-Tuesday, March 4-5, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
Anticipated date of posting of Notice of Final Agency Decision	Tuesday, March 12, 2013
Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)	Approx. 2-3 months
Anticipated Contract Execution Date/Start of Contracts	Wednesday, May 1, 2013

** Additional considerations during this time: Solicitations other than state operated conversions.

**This timeline is contingent upon no protests being received.

DUVAL HALFWAY HOUSE

Program	DUVAL HALFWAY HOUSE (28 beds)
Anticipated start date of program	7/1/13
Release of solicitation	Thursday November 1, 2012
Mandatory Site Visit (for state-owned/leased facilities only)	Thursday November 8, 2012
Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference	Wednesday, November 14, 2012 by COB
Deadline for Submission of Intent to Attend Solicitation Conference Form	Wednesday, November 14, 2012 by COB
Solicitation Conference/Conference Call	Tuesday, November 27, 2012
Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond	Thursday, December 6, 2012
Anticipated date that answers to written questions will be posted on the web site	Tuesday, December 18, 2012
Responses due and opened	Thursday, January 17, 2013
Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)	Tuesday, January 22, 2013
Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call	Monday-Tuesday, February 25-26, 2013* Time allocated due to the large amount of expected interest.
Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING)	Wednesday-Thursday, March 13-14, 2013
Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.	Immediately following Oral Presentations
Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”	Friday, March 22, 2013
Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)	Monday-Wednesday, April 1-3, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
Anticipated date of posting of Notice of Final Agency Decision	Thursday, April, 18 2013
Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)	Approx. 2-3 months
Anticipated Contract Execution Date/Start of Contracts	Monday, July 1, 2013

** Additional considerations during this time: Solicitations other than state operated conversions.

**This timeline is contingent upon no protests being received.

BRITT HALFWAY HOUSE

Program	BRITT HALFWAY HOUSE (28 beds)
Anticipated start date of program	7/1/13
Release of solicitation	Friday, November 2, 2012
Mandatory Site Visit (for state-owned/leased facilities only)	Friday, November 9, 2012
Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference	Thursday, November 15, 2012 by COB
Deadline for Submission of Intent to Attend Solicitation Conference Form	Thursday, November 15, 2012 by COB
Solicitation Conference/Conference Call	Wednesday, November 28, 2012
Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond	Friday, December 7, 2012
Anticipated date that answers to written questions will be posted on the web site	Wednesday, December 18, 2012
Responses due and opened	Friday, January 18, 2013
Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)	Wednesday, January 23, 2013
Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call	Tuesday-Wednesday, February 26-27, 2013* Time allocated due to the large amount of expected interest.
Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING)	Thursday-Friday, March 14-15, 2013
Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.	Immediately following Oral Presentations
Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”	Monday, March 25, 2013
Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)	Tuesday-Thursday, April 2-4, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
Anticipated date of posting of Notice of Final Agency Decision	Friday, April 19, 2013
Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)	Approx. 2-3 months
Anticipated Contract Execution Date/Start of Contracts	Monday, July 1, 2013

** Additional considerations during this time: Solicitations other than state operated conversions.

**This timeline is contingent upon no protests being received.

FALKENBURG JUVENILE CORRECTIONAL FACILITY AND LES PETERS HALFWAY HOUSE

Program	FALKENBURG JUVENILE CORRECTIONAL FACILITY (60 beds) & LES PETERS HALFWAY HOUSE (24 bed step-down/transition)
Anticipated start date of program	10/1/13
Release of solicitation	Monday, January 7, 2013
Mandatory Site Visit (for state-owned/leased facilities only)	Wednesday, January 23, 2013
Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference	Monday, January 28, 2013 by COB
Deadline for Submission of Intent to Attend Solicitation Conference Form	Monday, January 28, 2013 by COB
Solicitation Conference/Conference Call	Monday, February 11, 2013
Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Respond	Tuesday, February 19, 2013
Anticipated date that answers to written questions will be posted on the web site	Friday, March 1, 2013
Responses due and opened	Monday, April 1, 2013
Evaluator Briefing (Instructions and Confirmation or Receipt of Materials for Written Narrative Response Evaluation)	Monday, April 4, 2013
Evaluator Debriefing (Written Narrative Responses) Discuss page #s and scores only-Conference call	Tuesday-Wednesday, April 30-May 1, 2013* Time allocated due to the large amount of expected interest.
Oral Presentations (Final Dates and Times to be Communicated to Ranking Respondents selected for Oral Presentations and posted on VBS) (3 ORALS FOR 2 HOURS EACH with DEBRIEFING IMMEDIATELY FOLLOWING)	Wednesday-Thursday, May 15-16, 2013
Evaluator Debriefing (Oral Presentations) NO COMMENTS-SCORES FOR ORAL WILL BE PROVIDED DURING DEBRIEFING WHICH WILL BE ON THE RECORD.	Immediately following Oral Presentations
Anticipated Posting of Notice of Agency Decision “Short List/Ranking of Respondents for Final Negotiations”	Wednesday, May 22, 2013
Anticipated Week/Dates of Negotiations (Final Dates and Times to be Communicated to Ranking Respondents selected for Final Negotiation and posted on VBS)	Tuesday-Thursday, May 28-June 6, 2013* Time allocated due to concurrent negotiations with up to 3 of the top ranking respondents from the oral presentations.
Anticipated date of posting of Notice of Final Agency Decision	Wednesday, June 12, 2013
Transition Planning (Recruit, interview and train staff, complete background screening and drug testing, develop contracts for medical/mental health staff (i.e. DHA, Psychiatrist), coordinate and transfer facility services, obtain DCF licensure for substance abuse)	Approx. 3 months
Anticipated Contract Execution Date/Start of Contracts	Tuesday, October 1, 2013

** Additional considerations during this time: Solicitations other than state operated conversions.

**This timeline is contingent upon no protests being received.

The following are excerpts from standard contract language regarding requirements for data security, digital rights, and ownership of intellectual property:

RECORDS REQUIREMENTS

Record Retention

The Provider shall maintain programmatic and administrative books, records, and documents (including electronic storage media), for a minimum of five (5) years in accordance with chapters 119 and 257, Florida Statutes, and the Florida Department of State Record Retention Schedule located at <http://dilis.dos.state.fl.us/recordsmgmt>. The Provider shall maintain youth records, which are programmatic in nature in a secure location with access limited to duly authorized Department and Provider staff. Upon expiration of this Contract, the Provider shall return all youth records to the Department. The Provider shall ensure 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. In the event any work is subcontracted, the Provider shall require each subcontractor to maintain and allow access to such records for audit purposes in the same manner. The Provider shall retain sufficient records demonstrating its compliance with the terms of this Contract for a period of five (5) years from the date the audit report is issued, and shall allow the Department, or its designee, Comptroller, or Auditor General access to such records upon request. The Provider shall ensure that all working papers are made available to the Department, or its designee, Comptroller, or Auditor General upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.

Transfer of Records

Upon completion or termination of the Contract, the Provider shall cooperate with the Department to facilitate the transfer and return of records to the Department, at no cost to the Department. All records provided to or developed by the Provider for this Contract are the property of the Department.

Copyrights and Right to Data

1. 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.
2. 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. Ownership of intellectual property created as a result

of the services delivered under this Contract will reside with the Department.

Confidentiality

1. Pursuant to section 985.04, Florida Statutes, all information obtained in the course of this Contract regarding youth in the care of the Department is confidential. The Provider shall comply fully with all security procedures of the State and the Department in performance of the Contract. The Provider shall not divulge to third parties any confidential information obtained by the Provider or its agents, distributors, resellers, subcontractor, officers or employees in the course of performing Contract work, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the State or Department. The Provider shall not be required to keep confidential information or material that is publicly available through no fault of the Provider, material that the Provider developed independently without relying on the State's or Department's confidential information, or material that is otherwise obtainable under State law as a public record. The Provider shall take appropriate steps to ensure its personnel, agents, and subcontractors protect confidentiality. The warranties of this paragraph shall survive the Contract.
2. The Provider shall comply with all requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulation applicable to entities covered under HIPAA, issued by the Department of Health and Human Services, entitled "Standards for Privacy of Individually Identifiable Health Information" (45 CFR Parts 160 and 164, effective April 14, 2000), if applicable under this Contract.

MIS Security

In accordance with Rule 71A-1.005 (1)-(5) F.A.C., Contractors, Providers, and Partners employed by the Department or acting on behalf of the Department shall comply with all applicable security policies, and employ adequate security measures to protect the Department's information, applications, data, resources, and services. When applicable, network connection agreements shall be executed for third-party network connections prior to connection to the Department's internal network.

CONCLUSION:

The proposed action of transitioning the remaining state operated residential facilities to private provider operations addresses the goals of all stakeholders.

- It ensures the continuation of critically needed services for youth in most need of comprehensive treatment services.
- It continues the state's commitment to public safety by ensuring residential beds will be reserved for those youth that pose the greatest risk to public safety.
- It provides a reduction in residential costs which will be reinvested into the front end of the system. This will lead to preventing and diverting more youth from entering the juvenile justice system, thereby reducing juvenile delinquency and turning around the lives of troubled youth in the most effective manner.
- It allows for a smooth transition for youth, employees, and the private provider in the changeover from one service delivery type to another.
- It provides for increased competition within the private sector which can lead to improved services as well as lower costs.

SCHEDULE XIIB-2: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS - COST AND DELIVERABLES DATA

Section 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 2013 - 2014	\$5,436,456	N/A	*	N/A
FY 2014 - 2015	\$5,436,456	N/A	N/A	N/A
FY 2015 - 2016	\$5,436,456	N/A	N/A	N/A
FY 2016 - 2017	\$5,436,456	N/A	N/A	N/A
FY 2017 - 2018	\$5,436,456	N/A	N/A	N/A

* The department is calculating the savings on an annual basis, not a monthly basis.

Variance	Reasons			
Cost	N/A			
Savings	N/A			

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
Appropriate care and custody of the youth being served	N/A	N/A

Variance	Reasons			
Schedule	N/A			

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

Contact Information
Agency: Department of Juvenile Justice (DJJ)
Name: Michele Lewis
Phone: (850)717-2741
E-mail address: Michele.Lewis@djj.state.fl.us

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

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

1. Commodities proposed for purchase.
Replacement and installation of data and telecom equipment located in the Knight and Alexander Buildings, Tallahassee, Florida, with the commodity code 730310 for the telephone system was completed in May of 2013.
2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.
The department applied for and was approved for the Consolidated Equipment Financing Program (CEFP).
3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).
The CEFP allows the department to repay the cost of the data and telecom equipment over a period of sixty (60) months. The DJJ did not have the funds to cover the purchase in one lump sum. The amortization schedule is attached.
4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.
Funds in Specific Appropriation 1116, of the Fiscal Year 2013-14 General Appropriations Act, are being used for the payment of the contract.

Office of Policy and Budget – July 2013

EQUIPMENT SCHEDULE NO. 1

TO MASTER EQUIPMENT FINANCING AGREEMENT

EQUIPMENT SCHEDULE, RENTAL PAYMENTS, ETC.

The following Equipment comprises an Equipment Group which is the subject of an Agency Lease dated as of May 15, 2013 (the "Agency Lease"), between the undersigned Lessor and (the "Lessee"). The State of Florida Master Equipment Financing Agreement dated as of November 1, 2012, by and between the Chief Financial Officer of the State of Florida and Banc of America Public Capital Corp. is incorporated herein in its entirety, and Lessee hereby reaffirms all of its representations and warranties contained in said Agreement.

EQUIPMENT GROUP LOCATION

The Equipment Group will be located at one or more of the following addresses.

State of Florida, Department of Juvenile Justice
2737 Centerview Drive
Tallahassee, FL 32399

EQUIPMENT SCHEDULE NO. 1

EQUIPMENT LIST

<u>DESCRIPTION</u>	<u>MODEL/ SERIAL NUMBER</u>	<u>QUANTITY</u>	<u>COST PER UNIT</u>	<u>EXTENDED PRICE</u>	<u>WEIGHTED AVERAGE USEFUL LIFE</u>
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Vendor: Siemens Enterprise Communications, Inc.

Equipment: Data and Telecom Equipment

TOTAL PURCHASE PRICE \$280,823.77

Less Reductions:

Discounts \$0.00

Trade In \$0.00

Initial Pmt. \$0.00

Total Reductions

\$ 0.00

AMOUNT FINANCED

\$280,823.77

B-2

EQUIPMENT SCHEDULE NO. 1

RENTAL PAYMENTS

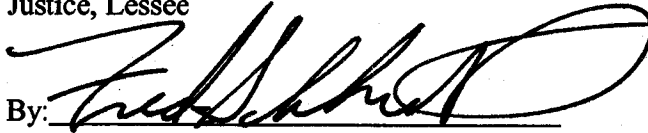
Lessee: State of Florida, Department of Juvenile Justice
Name of Contractor: Siemens Enterprise Communications, Inc.
Amount to be Financed: \$280,823.77
Lessor Commitment Date: May 15, 2013
Interest Rate: 1.3843%


The initial rental payment is due ten (10) days after the Funding Date and subsequent payments shall be due quarterly thereafter (commencing 90 days after the Funding Date).

Lessee will make 20 Rental Payments of \$14,506.79 each. The first payment, consisting of Principal only, is due on May 15, 2013, and the subsequent payments, consisting of Principal and Interest, shall be due as set forth in the attached schedule.

State of Florida, Department of Juvenile Justice, Lessee

Banc of America Public Capital Corp, Lessor

By: 

By: 

Title: Fred Schunknecht, Director of Admin.

Title: Authorized Agent

Date: 5/1/2013

Date: 5/15/13

**EQUIPMENT SCHEDULE NO. 1
PAYMENT SCHEDULE**

Funding Date: May 15, 2013

PAYMENT NUMBER	PAYMENT DATE	TOTAL PAYMENT	PRINCIPAL COMPONENT	INTEREST	BALANCE	PAYMENT PRICE*
				COMPONENT 1.3843%		
1	May-15-13	14,506.79	14,506.79		266,316.98	N/A
2	Aug-15-13	14,506.79	13,585.14	921.65	252,731.84	N/A
3	Nov-15-13	14,506.79	13,632.15	874.64	239,099.69	N/A
4	Feb-15-14	14,506.79	13,679.33	827.46	225,420.36	N/A
5	May-15-14	14,506.79	13,726.67	780.12	211,693.69	N/A
6	Aug-15-14	14,506.79	13,774.17	732.62	197,919.52	N/A
7	Nov-15-14	14,506.79	13,821.84	684.95	184,097.68	N/A
8	Feb-15-15	14,506.79	13,869.68	637.11	170,228.00	N/A
9	May-15-15	14,506.79	13,917.68	589.11	156,310.32	N/A
10	Aug-15-15	14,506.79	13,965.84	540.95	142,344.48	N/A
11	Nov-15-15	14,506.79	14,014.17	492.62	128,330.31	128,330.31
12	Feb-15-16	14,506.79	14,062.67	444.12	114,267.64	114,267.64
13	May-15-16	14,506.79	14,111.35	395.44	100,156.29	100,156.29
14	Aug-15-16	14,506.79	14,160.17	346.62	85,996.12	85,996.12
15	Nov-15-16	14,506.79	14,209.18	297.61	71,786.94	71,786.94
16	Feb-15-17	14,506.79	14,258.36	248.43	57,528.58	57,528.58
17	May-15-17	14,506.79	14,307.70	199.09	43,220.88	43,220.88
18	Aug-15-17	14,506.79	14,357.22	149.57	28,863.66	28,863.66
19	Nov-15-17	14,506.79	14,406.90	99.89	14,456.76	14,456.76
20	Feb-15-18	14,506.79	14,456.76	50.03	0.00	0.00
Total		290,135.80	280,823.77	9,312.03		

* Does not include Rental Payment due on such date plus any other amounts accrued and unpaid on such date.

ACKNOWLEDGMENT OF PAYMENT SCHEDULE:

Department of Financial Services

By: *David James*

Print Name: David James

Title: Senior Management Analyst II

EQUIPMENT SCHEDULE NO. 1

CERTIFICATE OF ACCEPTANCE AND ACKNOWLEDGMENT OF AGENCY LEASE

I, the undersigned, hereby certify that I am the duly qualified and acting officer of Lessee identified below and, with respect to the above-referenced Equipment Schedule dated May 15, 2013, to the Agency Lease dated as of May 15, 2013, by and between Lessee and Banc of America Public Capital Corp ("Lessor"), represent and warrant that:

1. The equipment described in Exhibit B, page B-2 (the "Equipment Group") purchased from Siemens Enterprise Communications, Inc., and properly invoiced, has been delivered and installed in accordance with Lessee's Specifications, is in good working order and is fully operational and has been fully accepted by Lessee on the 15th day of May, 2013.

2. Lessee has legally available funds in its current fiscal year sufficient to pay all Rental Payments required to be paid under the Agency Lease during the current Fiscal Year of Lessee, and, such money will be applied in payment of all such Rental Payments due and payable during such current Fiscal Year.

3. During the Lease Term, the Equipment Group will be used by Lessee to perform essential governmental functions. Such functions are:

Voice and data Network functions at Department
Headquarters buildings

4. There is no litigation, action, suit or proceeding pending or before any court, administrative agency, arbitrator or governmental body that challenges the organization or existence of Lessee the authority of Lessee or its officers or its employees to enter into the Agency Lease; the proper authorization, approval and execution of the Agency Lease or any related other documents; the appropriation of money, or any other action taken by Lessee to provide money, sufficient to make Rental Payments coming due under the Agency Lease in Lessee's current Fiscal Year; or the ability of Lessee otherwise to perform its obligations under the Lease and the transactions contemplated thereby.

5. Rental Payments shall be due and payable by Lessee on the dates and in the amounts indicated on Page B-4 of the above-referenced Equipment Schedule.

6. No Non-Appropriation and no Event of Default or any event which, with the passage of time or the giving of notice, would constitute a default has occurred under the Agreement.

7. Lessee will maintain each item of equipment in the Equipment Group in good operating condition based on reasonable and customary practices for such equipment, with normal wear and tear excepted. The equipment financed under this Agreement may not be removed, sold or transferred to another party without the prior written permission of the Chief Financial Officer.

8. All capitalized terms herein have the meanings ascribed to them in the Agreement.

AGENCY ACKNOWLEDGMENT REGARDING THE AGENCY LEASE

Lessee desires to obtain certain equipment, and Lessee hereby determines that it is necessary and desirable and in the best interests of Lessee to enter into an Agency Lease (the "Agency Lease") with Banc of America Public Capital Corp ("Lessor") for the purposes of financing the acquisition of the Equipment described in Equipment Schedule No. 1. The execution and delivery of the Agency Lease, the exhibits and schedules thereto and such other instruments and documents related thereto, by Lessee and the financing of the acquisition of such Equipment have been approved by Lessee, and Lessee acknowledges that, by execution hereof, Lessee agrees to be bound by the provisions applicable to "Lessee" under the State of Florida Master Equipment Financing Agreement between Lessor and the State of Florida dated as of November 1, 2012.

Lessee: State of Florida, Department of Juvenile Justice

By: 

Title: Fred Schuknecht, Director of Admin.

Date: 5/1/2013

ARBITRAGE AND TAX CERTIFICATE

I, the undersigned, hereby certify that I am the duly qualified and acting officer of the agency of the State of Florida identified below ("Lessee"), and that in my official capacity as such officer, I am responsible for executing and delivering on behalf of Lessee the Agency Lease as defined in that certain State of Florida Master Equipment Financing Agreement dated as of November 1, 2012, (the "Master Lease Agreement") by and between the State of Florida and Banc of America Public Capital Corp ("Lessor") and as evidenced by Equipment Schedule No. 1. This Certificate is being issued pursuant to Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), and Treasury Regulations, Sections 1.148-0 through 1.148-11 and 1.150-1 and 1.150-2 (the "Regulations"). The following facts, estimates and circumstances are in existence on the date of this Certificate or are reasonably expected to occur hereafter.

1. The Agency Lease provides for the financing by Lessor of the acquisition of certain equipment described in Equipment Schedule No. 1 thereto (the "Equipment") and the lease of the Equipment by Lessee from Lessor. Pursuant to the Agency Lease, Lessee is required to make Rental Payments with respect to the Equipment, comprising principal and interest, on the dates and in the amounts set forth in applicable Equipment Schedule to the Agency Lease.

2. A contract or purchase order dated as of 4/16/2013, providing for the acquisition and delivery of the Equipment has been executed between Lessee and Siemens Enterprise Communications, Inc.

3. The Equipment will be acquired and installed with due diligence and, based upon the provisions of the contract or purchase order described in paragraph 4 hereof, the Equipment will be acquired and installed on or before May 15, 2013.

4. All of the spendable proceeds of the financing will be expended on the Equipment and related expenses within three years from May 15, 2013.

5. The original proceeds of Equipment Schedule No. 1, and the interest to be earned thereon (collectively, the "gross proceeds of the financing"), do not exceed the amount necessary for the purpose for which the Lease and such Equipment Schedule are issued.

6. The interest of Lessee in the Equipment has not been and is not expected during the term of the Agency Lease to be sold or disposed of by Lessee.

7. No sinking fund is expected to be created by Lessee with respect to the Agency Lease and the Rental Payments.

8. Lessee hereby covenants to comply with all requirements of the Code and Regulations relating to the rebate of arbitrage profit to the United States of America. It is expected that all gross proceeds of the financing will be expended on the Equipment no later than the day which is six months after the date of issuance of Equipment Schedule No. 1.

9. Neither the proceeds of the financing nor the Equipment financed therewith shall be used for any "private business use" within the meaning of Section 141(b)(6) of the Code. No proceeds of the financing will be used to make or finance a loan to another person.

10. The payment of Rental Payments is not guaranteed, directly or indirectly, in whole or in part by the United States or any agency or instrumentality thereof, nor is it otherwise federally guaranteed within the meaning of Section 149(b) of the Code.

11. To the best of the knowledge and belief of the undersigned, the expectations of Lessee, as set forth above, are reasonable, and there are no present facts, estimates and circumstances which would change the foregoing expectations.

12. Lessee has not been notified of the listing or proposed listing of it by the Internal Revenue Service as an issuer whose arbitrage certificates may not be relied upon.

WITNESS my hand this 15th day of May.

Lessee: ~~State of Florida, Department of Juvenile Justice~~

By:

Title:

Fred Schutnecht, Director of Administration

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Department of Juvenile Justice

Contact: Vickie J. Harris

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2013 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2013-2014 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2014-2015 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Department of Juvenile Justice - Prevention and Intervention Programs	B	3.4 M	637,500
b	Department of Juvenile Justice - Behavioral Health Overlay Services	B	22.7 M	10,761,242
c	Department of Juvenile Justice - Shared Detention Cost	B	39.3 M	39,375,426
d	Maintenance, Repairs, and Capital Improvements - Statewide Buildings - Critical	B	2.8 M	3,726,665
e				
f				

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

Item a - The department's issue requests General Revenue funding in the amount of \$637,500 to serve 50 at-risk middle and high school aged girls in Clay County. The new PACE Center will provide nontraditional educational settings, gender-specific life management curriculum, psychological counseling, health counseling, community service, and transition and placement services for at-risk girls. The Long Range Financial Outlook's projection for this driver is based on a four-year appropriation average. Item b - The department's issue requests General Revenue funding in the amount of \$10,761,242 to support continuation of mental health, substance abuse, and health services for youth in residential non-secure contracted programs. Federal funding previously provided by the Center for Medicare and Medicaid Services under the Medicaid, Children in Care Program will no longer be provided to support youth in DJJ's non-secure residential commitment programs because these youth are not eligible for Medicaid participation during their stay in a program. The issue amount is based on the population reduction in non-secure programs and the Federal Financial Participation (FFP) of 59.01% for FY 2014-15. The Long Range Financial Outlook's projection for this budget driver includes \$10.6 million for FY 2013-14 and \$12.1 million for FY 2014-15. Item d - The department's issues include the \$2.8 million projected in the Long Range Financial Outlook for this budget driver and additional funding requests for other needs with maintaining the state's property.

* R/B = Revenue or Budget Driver

Office of Policy and Budget - July 2013

Florida Department of Juvenile Justice

Juvenile Detention Program

Detention Centers

Exhibits or Schedules



Wansley Walters, Secretary

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

For Budget Period: 2014 - 2015

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu

Budget Entity: Detention Centers

Phone Number: 850-717-2468

(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-1213DJJ-003	2012-2013	Audit of Palm Beach Regional Juvenile Detention Center Operations	<p>Finding and Recommendation 1: Protective Action Response (PAR) reports were not reviewed within the required timeframes. The audit recommends the Palm Beach Regional Juvenile Detention Center (PBRJDC) management increase their oversight to verify PAR reports are reviewed in accordance with F.A.C. 63H-1.007 and the PBRJDC PAR Facility Operation Procedure (FOP). Confirming PAR reports are reviewed within the time periods specified will ensure that protective action responses are used only during appropriate situations and with appropriate techniques.</p> <p>Finding and Recommendation 2: Supervisors or officers were not consistently reviewing log books during the beginning of their shifts. The audit recommends the PBRJDC superintendent review the FOP for log book reviews, ensure the FOP provides an effective review process or make necessary changes, and provide oversight to confirm the reviews are conducted in accordance with the procedures.</p> <p>Finding and Recommendation 3: Confinement reports were not reviewed within the required timeframes. The audit recommends the PBRJDC management increase their oversight to verify confinement reports are reviewed in accordance with F.A.C. 63G-2.012(4). Confirming reports are reviewed within the time periods required will provide assurance that confinement is used only when necessary and for the least amount of time.</p> <p>Finding and Recommendation 4: While using Mental Health and Substance Abuse (MHSA) quarterly reports, it was noted that supervision documentation for unlicensed clinicians was not in accordance with the department's MHSA Services Manual requirements; comprehensive assessments completed by a community provider through their agreement with Probation were not routinely provided to the facility by Probation; a youth that needed a comprehensive assessment was not assessed by the community provider; suicide risk screening instruments were not completed properly by all parties; and youth with elevated positive achievement change tool scales did not receive a detention facility management health referral. The audit recommends the PBRJDC management, Designated Mental Health Authority (DMHA), and regional Office of Health Services (OHS) staff continue to provide oversight and monitor the MHSA services to ensure the improvements are sustained.</p>	<p>During November 2012 and January 2013 regional staff conducted on-site visits / desk top reviews of the Facility Management System (FMS) at PBRJDC. Deficiencies were noted and management continues to monitor the PBRJDC. In March 2013, there was an administration change at PBRJDC. Douglas Kane was designated as the Acting Superintendent and Sharon Shore was designated as the Acting Assistant Superintendent. The following has occurred:</p> <ul style="list-style-type: none"> • PAR rates dropped from 17.57 in March 2013 to 5.24 in April 2013. • Training for completion, accuracy, and timeliness of reviews for all youth involved in a PAR action for supervisory staff was conducted June 11, 2013. • A Quality Improvement (QI) review conducted May 28-30, 2013 revealed QI Indicators 1.09 Logbook Reviews and 1.08 Logbook Maintenance all had a satisfactory compliance rating. • Confinement rates dropped from 25.09 in March 2013 to 12.22 in April 2013. • Training for completion, accuracy, and timeliness of reviews for all youth involved in a confinement for supervisory staff was conducted June 11, 2013. • Detention Services established a handbook workgroup to develop guidelines to augment the Secure Detention rule. Estimated completion date is November 2013. • Detention Services developed the Annual Internal Review standards to rate all detention centers annually. To date, 19 of 21 detention centers have been reviewed. 	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

For Budget Period: 2014 - 2015

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu

Budget Entity: Detention Centers

Phone Number: 850-717-2468

(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-1213DJJ-003 continued	2012-2013	Audit of Palm Beach Regional Juvenile Detention Center Operations	<p>Finding and Recommendation 5: The Detention Service Manual (DSM) is out of date and contains references to departmental policies that no longer exist. The audit recommends Detention Services update the DSM to provide effective guidance to detention centers and monitoring personnel.</p> <p>Finding and Recommendation 6: Facility operation procedures, drills, and training required are listed in several sources, identifying process and documentation requirements and evaluating for compliance is complex and inefficient. The audit recommends Detention Services provide a policy that will identify and integrate all required FOPs, mandatory drill requirements, and mandatory training requirements for detention centers.</p> <p>Finding and Recommendation 7: Facility review teams are reviewing criteria that does not correspond to criteria within statutes, rules, department policies, procedures or manuals, or FOPs. The audit recommends Detention Services establish procedures for their review teams to ensure deficiencies identified are specified as either not in compliance with documented criteria or not in compliance with best practices. If a review team identifies a deficiency that should be corrected with a best practice, then Detention Services should be notified. Detention Services should evaluate the best practice and determine whether or not the best practice should be included in policies and procedures.</p> <p>Finding and Recommendation 8: The Health Services Manual and the PBRJDC Sick Call Facility Operation Procedure provide guidance that allows supervisors up to four hours to review sick call requests to determine if there is an immediate need. If the supervisors review the sick call requests sooner after submission, youth that may need over-the-counter medication could receive treatment within a shorter period of time. The audit recommends the OHS and Detention Services review the sick call request guidance. Specifically, determine if the guidance that allows supervisors up to four hours to review sick call requests will provide effective medical care for the youth.</p>	<ul style="list-style-type: none"> • New features added to the Juvenile Justice Information Systems (JJIS) prompt shift supervisors to identify youth that submit sick call requests when a nurse is not on-site. This is expected to “go-live” in July 2013 and training will be provided. This new checkpoint system should provide increased oversight and verification that all sick call requests are reviewed promptly. • Detention Regional Registered Nursing Consultants are reviewing all sick call FOPs. • Direct care staff has received training to notify the shift supervisor when a nurse is not on duty and a youth in distress has submitted a sick call request. • Procedures for youth intakes were improved and oversight by administration and DMHA has increased. Improvement was also noted in the completion of Suicide Risk Screening Instrument (SRSI) and mental health referrals. 	
A-1213DJJ-004	2012-2013	Audit of Regional Personnel Functions	<p>Finding and Recommendation: Detention Facility Management System did not have reliable time keeping records for detention center officers. The audit recommends Detention Services tests, implements, maintains, and monitors an effective and efficient time keeping system in all detention centers. Additionally, to ensure the new time keeping system is maintaining accurate records in accordance with federal and state regulations, the department should identify and document policies and procedures to periodically sample the records in the new time keeping system in order to reconcile with the records in People First for officers at detention centers.</p>	<p>During the audit, Detention Services purchased time keeping systems for detention centers to record accurate employee work hours. The new system will use biometric technology to record employee work hours. The system is also expected to generate reports that could be used for officers time keeping management. Detention Services planned to develop staff training for implementation of the new time keeping system in detention centers.</p>	

Florida Department of Juvenile Justice
Residential Corrections Program
Non-Secure Residential Commitment
Department Level Exhibits and Schedules



Wansley Walters, Secretary

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

For Budget Period: 2014 - 2015

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu

Budget Entity: Non-Secure Residential Commitment

Phone Number: 850-717-2468

(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-1213DJJ-005	2012-2013	Audit of Medical Services in Selected Residential Facilities	<p>Finding and Recommendation 1: The residential facilities did not have proper controls in place to ensure that the Designated Health Authority (DHA) complied with department contract guidelines. The audit recommends the Office of Residential Services monitor on-site timeframes of DHAs to ensure compliance with conditions and stipulations outlined in provider contracts with the department.</p> <p>Finding and Recommendation 2: Medical drills were not conducted for each shift, at a minimum, on a quarterly basis; emergency medical drills documents were incomplete or confusing; and the lack of sufficient management review of emergency drills may have contributed to these deficiencies. The audit recommends that the Office of Residential Services ensure that residential facilities conduct emergency drills in accordance with the department's Health Services (DHS) Manual.</p> <p>Finding and Recommendation 3: The process of transferring sick calls to the sick call index is manual and very tedious. The audit recommends the department explore the feasibility of changing the process of transferring sick calls to the sick call index from a manual to an electronic process.</p> <p>Finding and Recommendation 4: Facilities did not always have documentation such as a letter of agreement with another health service provider to ensure uninterrupted medical staff coverage. The audit recommends the Office of Residential Services monitor the compliance of the guidelines related to medical staff's vacation and absences contained in contracts with the department.</p> <p>Finding and Recommendation 5: The DHA's approving date pertaining to nursing protocol reviews did not comply with the DHS Manual which requires, at a minimum, an annual review of all policies and procedures. The audit recommends the Office of Residential Services ensure medical treatment protocols are reviewed and approved in a timely manner at residential facilities.</p> <p>Finding and Recommendation 6: Several health care records for youth were not maintained in accordance with the department's Health Services Manual. The audit recommends the Office of Residential Services ensure individual health care records at residential facilities comply with the department's Health Services Manual.</p> <p>Finding and Recommendation 7: The department's Health Services Manual needs to be updated to comply with Rule 63E-7, Operation of Residential Programs, pertaining to the Authority for Evaluation and Treatment. The audit recommends the department continue in its goal of updating its rules, policies, and procedures.</p>	<ol style="list-style-type: none"> 1. The Office of Residential Services concurs with the recommendation and Regional Offices will be instructed to ensure that program monitors address this issue as part of their monitoring efforts. 2. The Office of Residential Services concurs with the recommendation and Regional Offices will be instructed to ensure that program monitors address this issue as part of their monitoring efforts. 3. The Office of Residential Services concurs with the recommendation and will be available to work with other entities in the department to address changing to an electronic process. 4. The Office of Residential Services concurs with the recommendation and Regional Offices will be instructed to ensure that program monitors address this issue as part of their monitoring efforts. 5. The Office of Residential Services concurs with the recommendation and Regional Offices will be instructed to ensure that program monitors address this issue as part of their monitoring efforts. 6. The Office of Residential Services concurs with the recommendation and Regional Offices will be instructed to ensure that program monitors address this issue as part of their monitoring efforts. 7. The Office of Health Services has submitted the draft administrative rule to the department's General Counsel for scheduling of an upcoming rule workshop. 	

Florida Department of Juvenile Justice

Residential Corrections Program

Secure Residential Commitment

Exhibits or Schedules



Wansley Walters, Secretary

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: 80 Juvenile Justice **Budget Period 2014 - 15**
Budget Entity: 80800200 Secure Residential Commitment

(1)	(2)	(3)	(4)
SECTION I	ACTUAL FY 2012 - 13	ESTIMATED FY 2013 - 14	REQUEST FY 2014 - 15
Interest on Debt (A)	521,896	455,494	385,594
Principal (B)	1,259,971	1,326,979	1,416,373
Repayment of Loans (C)			
Fiscal Agent or Other Fees (D)			
Other Debt Service (E)	4,277	4,277	4,277
Total Debt Service (F)	1,786,144	1,786,750	1,806,244

Explanation: The Department of Juvenile Justice is contractually obligated to pay lease payments for Hastings Comprehensive Mental Health Treatment Program (85-Bed Juvenile Facility) located in St. Johns County. This facility is operated by G4S Youth Services, LLC.

SECTION II

ISSUE:

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2014	June 30, 2015
(6)		(7)	(8)	(9)
		ACTUAL FY 2012 - 13	ESTIMATED FY 2013 - 14	REQUEST FY 2014 - 15
Interest on Debt (G)				
Principal (H)				
Fiscal Agent or Other Fees (I)				
Other (J)				
Total Debt Service (K)				

ISSUE:

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	June 30, 2014	June 30, 2015
		ACTUAL FY 2012 - 13	ESTIMATED FY 2013 - 14	REQUEST FY 2014 - 15
Interest on Debt (G)				
Principal (H)				
Fiscal Agent or Other Fees (I)				
Other (J)				
Total Debt Service (K)				

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

For Budget Period: 2014 - 2015

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu

Budget Entity: Secure Residential Commitment

Phone Number: 850-717-2468

(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-1213DJJ-005	2012-2013	Audit of Medical Services in Selected Residential Facilities	<p>Finding and Recommendation 1: The residential facilities did not have proper controls in place to ensure that the Designated Health Authority (DHA) complied with department contract guidelines. The audit recommends the Office of Residential Services monitor on-site timeframes of DHAs to ensure compliance with conditions and stipulations outlined in provider contracts with the department.</p> <p>Finding and Recommendation 2: Medical drills were not conducted for each shift, at a minimum, on a quarterly basis; emergency medical drills documents were incomplete or confusing; and the lack of sufficient management review of emergency drills may have contributed to these deficiencies. The audit recommends that the Office of Residential Services ensure that residential facilities conduct emergency drills in accordance with the department's Health Services (DHS) Manual.</p> <p>Finding and Recommendation 3: The process of transferring sick calls to the sick call index is manual and very tedious. The audit recommends the department explore the feasibility of changing the process of transferring sick calls to the sick call index from a manual to an electronic process.</p> <p>Finding and Recommendation 4: Facilities did not always have documentation such as a letter of agreement with another health service provider to ensure uninterrupted medical staff coverage. The audit recommends the Office of Residential Services monitor the compliance of the guidelines related to medical staff's vacation and absences contained in contracts with the department.</p> <p>Finding and Recommendation 5: The DHA's approving date pertaining to nursing protocol reviews did not comply with the DHS Manual which requires, at a minimum, an annual review of all policies and procedures. The audit recommends the Office of Residential Services ensure medical treatment protocols are reviewed and approved in a timely manner at residential facilities.</p> <p>Finding and Recommendation 6: Several health care records for youth were not maintained in accordance with the department's Health Services Manual. The audit recommends the Office of Residential Services ensure individual health care records at residential facilities comply with the department's Health Services Manual.</p> <p>Finding and Recommendation 7: The department's Health Services Manual needs to be updated to comply with Rule 63E-7, Operation of Residential Programs, pertaining to the Authority for Evaluation and Treatment. The audit recommends the department continue in its goal of updating its rules, policies, and procedures.</p>	<ol style="list-style-type: none"> 1. The Office of Residential Services concurs with the recommendation and Regional Offices will be instructed to ensure that program monitors address this issue as part of their monitoring efforts. 2. The Office of Residential Services concurs with the recommendation and Regional Offices will be instructed to ensure that program monitors address this issue as part of their monitoring efforts. 3. The Office or Residential Services concurs with the recommendation and will be available to work with other entities in the department to address changing to an electronic process. 4. The Office of Residential Services concurs with the recommendation and Regional Offices will be instructed to ensure that program monitors address this issue as part of their monitoring efforts. 5. The Office of Residential Services concurs with the recommendation and Regional Offices will be instructed to ensure that program monitors address this issue as part of their monitoring efforts. 6. The Office of Residential Services concurs with the recommendation and Regional Offices will be instructed to ensure that program monitors address this issue as part of their monitoring efforts. 7. The Office of Health Services has submitted the draft administrative rule to the department's General Counsel for scheduling of an upcoming rule workshop. 	

**Florida Department of Juvenile Justice
Prevention and Victim Services
Delinquency Prevention and Diversion
Department Level Exhibits and Schedules**



Wansley Walters, Secretary

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

For Budget Period: 2014 - 2015

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu

Budget Entity: Delinquency Prevention and Diversion

Phone Number: 850-717-2468

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
A-1213DJJ-008	2012-2013	Audit of Practical Academic Cultural Education (PACE) Center for Girls, Inc.	<p>Finding and Recommendation 1: PACE's Finance Policies and Procedures were last updated on December 1, 2009 and do not reflect key positions on the current organizational chart. The audit recommends that PACE updates its policies and procedures to reflect changes in its organizational structure.</p> <p>Finding and Recommendation 2: PACE's policies and procedures, and chart of accounts coding pertaining to non-expendable tangible personal property require recording personal property greater than \$1,000 which differs from Chapter 691-72, Florida Administrative Code and Contract #1451. The audit recommends that PACE updates its policies and procedures and chart of accounts to comply with the State of Florida and the department's criteria for recording property for inventory purposes that is charged to operational expenses dollars received from the department.</p>	PACE Center for Girls, Inc. concurs with both findings and at the conclusion of the audit, PACE was already in the process of updating its policies and procedures.	

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice / Detention Centers
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Griffin Kolchakian

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. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y				
---	---	--	--	--	--

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				
--	---	--	--	--	--

		Program or Service (Budget Entity Codes)				
Action		80400100				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/J	Negative is created as a result of rounding. Additionally, columns B04 and B08 do not match due to rounding.			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2012-13 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		80400100				
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	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				

		Program or Service (Budget Entity Codes)				
Action		80400100				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/J	existing detention facilities.			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
7.16	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 88 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		80400100				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2013-14 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB 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 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 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	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 Chapter 2009-78, Laws of Florida, 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		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? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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	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	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				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A				

		Program or Service (Budget Entity Codes)				
Action		80400100				
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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	Y				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	N/A				

		Program or Service (Budget Entity Codes)				
Action		80400100				
14. SCHEDULE VIII B-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A				
15. SCHEDULE VIII C (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	N/A				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A				

		Program or Service (Budget Entity Codes)				
Action		80400100				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
AUDITS - GENERAL INFORMATION						
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.						
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.						
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
19. FLORIDA FISCAL PORTAL						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Community Supervision
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Griffin Kolchakian

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	80700700				

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A				
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
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		Program or Service (Budget Entity Codes)				
Action		80700700				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A	D1's are associated with old budgets: Aftercare Services/Conditional Release, Juvenile Probation, and Non-Residential Delinquency Rehabilitation and D1's are in compliance with instructions.			
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/A				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N/A				

		Program or Service (Budget Entity Codes)				
Action		80700700				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2012-13 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	N/A				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	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				

		Program or Service (Budget Entity Codes)			
Action		80700700			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A			
7.16	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y			
AUDIT:					
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A			

		Program or Service (Budget Entity Codes)				
Action		80700700				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)))	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds .					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2013-14 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB 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 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				

Action		Program or Service (Budget Entity Codes)				
		80700700				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	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 Chapter 2009-78, Laws of Florida, 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				
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? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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	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	N/A				

		Program or Service (Budget Entity Codes)				
Action		80700700				
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				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				

		Program or Service (Budget Entity Codes)			
Action		80700700			
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A			
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	N/A			
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A			
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A			
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A			
AUDIT:					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A			
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	N/A			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A			

		Program or Service (Budget Entity Codes)				
Action		80700700				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A				

	Program or Service (Budget Entity Codes)			
Action	80700700			
<p>TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.</p>				
19. FLORIDA FISCAL PORTAL				
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y		

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Community Interventions and Services
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Griffin Kolchakian

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)				
80700800					

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A				
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
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		Program or Service (Budget Entity Codes)				
Action		80700800				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A	D1's are associated with old budgets: Aftercare Services/Conditional Release, Juvenile Probation, and Non-Residential Delinquency Rehabilitation and D1's are in compliance with instructions.			
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	N/A				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	N/A				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	N/A				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					

		Program or Service (Budget Entity Codes)				
Action		80700800				
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2012-13 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	N/A				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	N/A				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80700800				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	N/A				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
7.16	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 88 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				

		Program or Service (Budget Entity Codes)				
Action		80700800				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2013-14 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB 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 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				

		Program or Service (Budget Entity Codes)				
Action		80700800				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	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 Chapter 2009-78, Laws of Florida, 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				
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? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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				

		Program or Service (Budget Entity Codes)				
Action		80700800				
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				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					

		Program or Service (Budget Entity Codes)				
Action		80700800				
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						
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12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A				
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80700800				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					

		Program or Service (Budget Entity Codes)				
Action		80700800				
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.						
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
19. FLORIDA FISCAL PORTAL						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Executive Direction/Support Services
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Griffin Kolchakian

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	80750100				

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A				
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
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		Program or Service (Budget Entity Codes)				
Action		80750100				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2012-13 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		80750100				
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	N/A				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				

		Program or Service (Budget Entity Codes)				
Action		80750100				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
7.16	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 88 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

		Program or Service (Budget Entity Codes)				
Action		80750100				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2013-14 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB 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 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 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80750100				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	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? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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:						

		Program or Service (Budget Entity Codes)				
Action		80750100				
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	N/A				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	N/A				

		Program or Service (Budget Entity Codes)			
Action		80750100			
14. SCHEDULE VIII B-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A			
15. SCHEDULE VIII C (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A			
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A			
AUDIT:					
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A			
16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A			
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A			

		Program or Service (Budget Entity Codes)				
Action		80750100				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
19. FLORIDA FISCAL PORTAL						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Information Technology
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Griffin Kolchakain

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	80750200				

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A				
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
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		Program or Service (Budget Entity Codes)				
Action		80750200				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the subtitle "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2012-13 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					

	Program or Service (Budget Entity Codes)
Action	80750200

6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?	Y			
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.				
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	N/A			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	N/A			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y			

		Program or Service (Budget Entity Codes)				
Action		80750200				
7.15	Are the 33XXXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
7.16	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 88 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					

		Program or Service (Budget 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 2013-14 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A			
8.2	Has a Schedule I and Schedule IB 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 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 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	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 Chapter 2009-78, Laws of Florida, 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			
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			

		Program or Service (Budget Entity Codes)				
Action		80750200				
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? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					

		Program or Service (Budget Entity Codes)			
Action		80750200			
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	N/A			
10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A			
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIIIA-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A			
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	N/A			
14. SCHEDULE VIIIB-2 (EADR, S8B2)					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A			
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)					
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A			
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A			
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A			

		Program or Service (Budget Entity Codes)				
Action		80750200				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	N/A				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				

	Program or Service (Budget Entity Codes)			
Action	80750200			

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A			
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				

19. FLORIDA FISCAL PORTAL

19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			
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Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice / Non-Secure Residential Commitment

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Griffin Kolchakian

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	80800100			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A				
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
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		Program or Service (Budget Entity Codes)				
Action		80800100				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2012-13 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		80800100				
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A				
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, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	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				

		Program or Service (Budget Entity Codes)			
Action		80800100			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	Y			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y			
7.16	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 88 of the LBR Instructions.)	N/A			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y			
AUDIT:					
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y			
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y			
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A			
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y			
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.				

		Program or Service (Budget Entity Codes)				
Action		80800100				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2013-14 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB 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 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 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	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 Chapter 2009-78, Laws of Florida, 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		80800100				
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? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800100				
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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A				
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800100				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				

		Program or Service (Budget Entity Codes)				
Action		80800100				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
19. FLORIDA FISCAL PORTAL						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice / Secure Residential Commitment
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Griffin Kolchakian

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	80800200				
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1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A				
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				

		Program or Service (Budget Entity Codes)				
Action		80800200				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2012-13 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				

		Program or Service (Budget Entity Codes)			
Action		80800200			
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A			
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, where appropriate?	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	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?	Y			

		Program or Service (Budget Entity Codes)				
Action		80800200				
7.15	Are the 33XXXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y				
7.16	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 88 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					

		Program or Service (Budget 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 2013-14 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB 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 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 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	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 Chapter 2009-78, Laws of Florida, 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				
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				

		Program or Service (Budget Entity Codes)				
Action		80800200				
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? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					

		Program or Service (Budget Entity Codes)				
Action		80800200				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	Y				
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y				
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A				
15. SCHEDULE VIIIC (EADR, S8C)						
(LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80800200				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y				

		Program or Service (Budget Entity Codes)				
Action		80800200				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y				
18.5	Are the appropriate counties identified in the narrative?	Y				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
19. FLORIDA FISCAL PORTAL						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice/Delinquency Prevention and Diversion

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Griffin Kolchakian

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	80900100			

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y				
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y				

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Has security been set correctly? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y				
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?	Y				

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A				
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
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		Program or Service (Budget Entity Codes)				
Action		80900100				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2012-13 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		80900100				
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A				
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, where appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	N/A				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A				

		Program or Service (Budget Entity Codes)				
Action		80900100				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A				
7.16	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 88 of the LBR Instructions.)	N/A				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y				
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y				
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y				
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A				
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A				
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					

		Program or Service (Budget Entity Codes)				
Action		80900100				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2013-14 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A				
8.2	Has a Schedule I and Schedule IB 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 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 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	N/A				
8.10	Are the statutory authority references correct?	N/A				

		Program or Service (Budget Entity Codes)				
Action		80900100				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	N/A				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	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? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A				
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				

	Program or Service (Budget Entity Codes)
Action	80900100

AUDITS:

8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	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 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					

9. SCHEDULE II (PSCR, SC2)

AUDIT:

9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	N/A				
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10. SCHEDULE III (PSCR, SC3)

10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A				
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A				

11. SCHEDULE IV (EADR, SC4)

11.1	Are the correct Information Technology (IT) issue codes used?	N/A				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					

12. SCHEDULE VIIIA (EADR, SC8A)

12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIIIA-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	N/A				
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	NOT REQUIRED FOR THIS YEAR	N/A				
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	Program or Service (Budget Entity Codes)			
Action	80900100			

14. SCHEDULE VIII B-2 (EADR, S8B2)

14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	N/A				
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**15. SCHEDULE VIII C (EADR, S8C)
(LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)**

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	N/A				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	N/A				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				

AUDIT:

15.6	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
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16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)

16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	N/A				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A				

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	N/A				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A				

		Program or Service (Budget Entity Codes)				
Action		80900100				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A				
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
19. FLORIDA FISCAL PORTAL						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): Juvenile Justice
Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Griffin Kolchakian

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	DEPT				

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)					
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)					

AUDITS:

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. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?					
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?					
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?					
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 29) been followed?					

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.					
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AUDITS:

3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")					
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		Program or Service (Budget Entity Codes)				
Action		DEPT				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")					
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?					
4.2	Is the program component code and title used correct?					
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)					
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")					
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)					
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)					
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2012-13 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		DEPT				
<p>TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.</p>						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1 Are issues appropriately aligned with appropriation categories?						
<p>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.</p>						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)						
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 67-68 of the LBR Instructions.)						
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?						
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?						
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)						
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.						
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.						
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?						
7.9 Does the issue narrative reference the specific county(ies) where applicable?						
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?						
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)						

		Program or Service (Budget Entity Codes)				
Action		DEPT				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?					
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?					
7.14	Do the amounts reflect appropriate FSI assignments?					
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.					
7.16	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 88 of the LBR Instructions.)					
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?					
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?					
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?					
AUDIT:						
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")					
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)					
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)					
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)					
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))					
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					

		Program or Service (Budget Entity Codes)				
Action		DEPT				
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2013-14 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y				
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y				
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y				
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y				
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y				
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A				
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
8.10	Are the statutory authority references correct?	Y				
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y				
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y				

Action		Program or Service (Budget Entity Codes)				
		DEPT				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y				
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y				
8.25	Are current year September operating reversions appropriately shown in column A02?	Y				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y				
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y				

		Program or Service (Budget Entity Codes)				
Action		DEPT				
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y				
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)					
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)					
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.					
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?					
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Y				
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	NOT REQUIRED FOR THIS YEAR	N/A				
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y				
15. SCHEDULE VIIIC (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y				

		Program or Service (Budget Entity Codes)				
Action		DEPT				
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y				
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y				
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	Y				
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y				
AUDIT:						
15.6	Do the issues net to zero at the department level? (GENR, LBR5)	Y				
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y				
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

	Program or Service (Budget Entity Codes)			
Action	DEPT			

17. MANUALLY PREPARED EXHIBITS & SCHEDULES				
17.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y		
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y		
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y		

AUDITS - GENERAL INFORMATION				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.			
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.			

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)				
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?			
18.5	Are the appropriate counties identified in the narrative?			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?			
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.			

19. FLORIDA FISCAL PORTAL				
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?			