

## Task Instructions

**Task ID:** TRNG25

**Wave:** CMS

**Audience:** Select Agencies – AHCA, DACS, DBPR, DCF, DEO, DEP, DFS, DLA, DMA, DMS, DOAH, DOE, DOEA, DOH, DOR, DOT, HSMV, LOT

**Task Name:** Identify and Prepare Participants for the Training Design Focus Groups

**Task Type:** Training

**Task Due Date:** June 12, 2020

## Task Overview

The Training Design Focus Groups planned for July 2020 will support the creation of end user training materials for the CMS Wave. During these focus groups, representative agency participants will be asked to review and provide feedback on the topics planned for the CMS Wave training based off the CMS Wave business process models. The intent of the focus groups is to confirm Florida PALM-provided training topics and identify topics that agencies will need to provide to their end users. Participants are expected to review the applicable CMS Wave business process models prior to attending the Training Design Focus Groups.

Your agency has been identified to participate in one or more Training Focus Group sessions. Table 1 lists the session(s) your agency is requested to attend.

Table 1: Focus Group Agency Identification

Topic of Focus Group	Agency Participants	Planned Dates
Navigation, Reporting, and Chart of Accounts	<ul style="list-style-type: none"> <li>Department of Education</li> <li>Department of Financial Services – Office of Finance and Budget</li> <li>Department of Financial Services – Office of Florida Financial Education</li> <li>Department of Financial Services – Treasury</li> <li>Department of Health</li> <li>Department of Legal Affairs</li> <li>Department of Management Services</li> <li>Department of Military Affairs</li> <li>Department of Transportation</li> <li>Division of Administrative Hearings</li> </ul>	July 21, 2020 from 9:00am – 12:00pm
Account Management and Financial Reporting – Trust Fund Investment/Disinvestment	<ul style="list-style-type: none"> <li>Agency for Health Care Administration</li> <li>Department of Business and Professional Regulation</li> <li>Department of Financial Services – Accounting and Auditing</li> <li>Department of Financial Services – Office of Finance and Budget</li> <li>Department of Financial Services – Office of Florida Financial Education</li> <li>Department of Financial Services – Treasury</li> </ul>	July 22, 2020 from 9:00am – 12:00pm

Topic of Focus Group	Agency Participants	Planned Dates
	<ul style="list-style-type: none"> <li>• Department of Health</li> <li>• Department of Lottery</li> <li>• Florida Department of Agriculture and Consumer Services</li> </ul>	
Cash Management and Treasury Management – Depositing and Bank Accounts processes including Consolidated Revolving Account	<ul style="list-style-type: none"> <li>• Department of Children and Families</li> <li>• Department of Economic Opportunity</li> <li>• Department of Elder Affairs</li> <li>• Department of Financial Services – Accounting and Auditing</li> <li>• Department of Financial Services – Office of Florida Financial Education</li> <li>• Department of Financial Services – Treasury</li> <li>• Department of Highway Safety and Motor Vehicles</li> <li>• Department of Revenue</li> <li>• Florida Department of Environmental Protection</li> </ul>	July 23, 2020 from 9:00am – 12:00pm

To facilitate your agency’s participation in the Training Design Focus Groups, please identify **one participant** for each session where your agency has been identified as an “Agency Participant” in the Table 1. If your agency has been identified for multiple focus group sessions, you may send a different participant to each group or the same participant to all sessions. The Project recommends identifying someone from your Change Champion Network who has been engaged in Florida PALM activities, is familiar with the CMS Wave processes, is a subject matter expert for the topic(s), and/or may be an identified Super User to attend.

### What will Florida PALM Team do with this Information?

The Florida PALM Team will send Training Design Focus Group invitations to the identified participant(s) within your agency.

### Task Instructions

Please work with your Training Liaison to coordinate who will be completing each of the items involved with this task.

Instructions
1) Identify one participant for each focus group where your agency has been identified as a participant.
2) Email the following information to <a href="mailto:FloridaPALM@myfloridacfo.com">FloridaPALM@myfloridacfo.com</a> using the table provided in the email for each identified participant: <ul style="list-style-type: none"> <li>a. Topic of Focus Group</li> <li>b. First and last name,</li> <li>c. Email address, and</li> <li>d. Change Champion Network Role, if applicable.</li> </ul>
3) Provide participant(s) by <b>June 12, 2020</b> .