

Priority Strategies and Action Plans

PRIORITY STRATEGIES

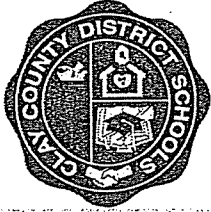
AND

ACTION PLANS

**Paperwork Reduction/
Forms Control**

PAPERWORK REDUCTION/FORMS CONTROL

17. We will provide the most effective and appropriate technologies to reduce time, space and forms.



Priority Strategies and Action Plans

Strategy # 17

We will provide the most effective and appropriate technologies to reduce time, space and forms.

To achieve this strategy, the School District of Clay County will implement the following action plan(s):

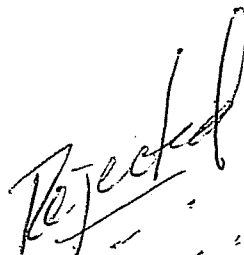
1. Implement software required to manage the routing of electronic documents requiring multiple people to provide approval. Purchase or develop.
2. Provide for a work flow process that can support the annual evaluation process using electronic signatures.
3. Provide for a work flow process that will automate and improve the present leave form process for support, administration and instructional employees. Utilize electronic signatures.
4. Provide for a most efficient and cost effective process to capture time and attendance for all employees. Allow for electronic approval and attestation of worked hours.
5. ESE documentation efficiency study and recommendation subject to Sunshine Connections.
6. Review and rationalize process required to file Medicaid claims for services.
7. Develop on-line forms to replace selected forms.
8. Investigate payroll notification on web or e-mail.
9. (skip)
10. Study forms and reduce by combining and eliminating.

**SCHOOL DISTRICT OF CLAY COUNTY
STRATEGIC PLANNING
ACTION PLANS**

Strategy #: 17
Plan #: 1

SPECIFIC RESULTS:

Implement software required to manage the routing of electronic documents requiring multiple people to provide approval. Purchase or develop.

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Define Requirements for a Work Flow Tool.	
2	Identify Candidate Software <ul style="list-style-type: none"> a. Build our own based on Reporting Hierarchy from Terms Extract or create a Process Flow System with Electronic Signatures b. API c. Others 	
3	Select a solution, Create a Plan, Assign Resources, Document the Interfaces	
4	Assign Resources	
5	Develop the Solution, Test, Document Process, Train Staff in use, Implement the Solution	
6	Resources <ul style="list-style-type: none"> a. Programmer(3), HR(3), Instruction(3), Maintenance(3), Help Desk b. 2007-2008 If Purchased \$25,000 c. 2007-2008 If Developed 6 Man Months d. Savings <ul style="list-style-type: none"> i. Creates the basis for handling multiple Work Flow Process Issues that will reduce labor, and paper. 	2007-08 \$25,000 

Measurement (Criteria for Success):

Software is purchased installed and operational with one Workflow Process.

**SCHOOL DISTRICT OF CLAY COUNTY
STRATEGIC PLANNING
ACTION PLANS**

Strategy #: 17
Plan #: 2

SPECIFIC RESULTS:

Provide for a Work Flow process that can support the Annual Evaluation Process using Electronic Signatures.

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Identify Required Resources – This is the first and easiest implementation of a Work Flow Process and should precede more complicated processes.	
2	Define Work Flow process Requirements	
3	Create a plan	
4	Assign Resources	
5	Develop the Solution, Test, Document Process, Train Staff in use, Implement the Solution	
6	<p>Resources</p> <ul style="list-style-type: none"> a. HR Management, Programmer(2), Trainer b. Consultant c. Savings <ul style="list-style-type: none"> i. Forms – 3 page preprinted ii. Labor to order, print, deliver, file, scan iii. Labor to fill in the employee information manually that is presently in terms. d. Quality Improvements <ul style="list-style-type: none"> i. Electronic Interface reduces errors 	<p>2007-08 \$10,000</p> <p style="font-size: 2em; font-family: cursive; opacity: 0.5;"><i>Rejected</i></p>

Measurement (Criteria for Success):

Process has been converted to Work Flow - Paperless

**SCHOOL DISTRICT OF CLAY COUNTY
STRATEGIC PLANNING
ACTION PLANS**

Strategy #: 17
Plan #: 3

SPECIFIC RESULTS:

Provide for a Work Flow Process that will automate and improve the present Leave Form Processes for Support, Administrative, and Instructional employees. Utilize Electronic Signatures.

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Identify Required Resources	
2	Define Work Flow process Requirements	
3	Create a plan	
4	Assign Resources	
5	Develop the Solution, Test, Document Process, Train Staff in use, Implement the Solution	
6.	<p>Resources</p> <ul style="list-style-type: none"> a. Payroll Manager, Programmer(2), Trainer b. Consultant c. Savings in General Fund <ul style="list-style-type: none"> i. Forms - 4 page preprinted ii. Labor to order, print, deliver, file, scan iii. Labor to initial, date, tag, and sign replaced with Electronic Editing and Approval iv. Labor to manually enter the approved Leave d. Quality Improvements <ul style="list-style-type: none"> i. Immediate Editing against contracts ii. Immediate approval based on management preset rules 	<p>2008-09 \$20,000</p> <p style="font-size: 2em; font-family: cursive;"><i>Rejected</i></p>

Measurement (Criteria for Success):

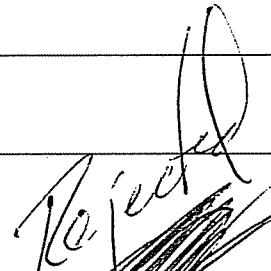
Process is complete with minimal or no paper and using electronic signatures.

**SCHOOL DISTRICT OF CLAY COUNTY
STRATEGIC PLANNING
ACTION PLANS**

Strategy #: 17
Plan #: 4

SPECIFIC RESULTS:

Provide for a most efficient and cost effective process to capture Time and Attendance for all employees. Allow for electronic approval and attestation of worked hours.

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Identify Possible Solutions a. Build Internet Application? b. Purchase IP enabled Time Clocks? c. Install Kiosks at desired locations? d. Install Smart Card Readers at desired locations with biometrics? Outsource Development	
2	Define Work Flow process Requirements, Create a plan, Assign Resources	
3	Develop the Solution, Test, Document Process, Train Staff in use, Implement the Solution	

**SCHOOL DISTRICT OF CLAY COUNTY
STRATEGIC PLANNING
ACTION PLANS**

Strategy #: 17
Plan #: 4

SPECIFIC RESULTS:

Provide for a most efficient and cost effective process to capture Time and Attendance for all employees. Allow for electronic approval and attestation of worked hours.

4	<p>Resources</p> <ul style="list-style-type: none"> a. Payroll Manager, Programmer(2), Trainer, CIO, School based people(at least 3) b. Consultant \$20,000 c. IS Resources Needed (6 Man-months) d. Hardware and Smart Card equipment? \$40,000 e. Savings <ul style="list-style-type: none"> i. Forms Processing – No more Forms ii. Labor to order, print, deliver, file, scan, Calculate Hours, enter hours into system. iii. Labor to initial, date, tag, and sign replaced with Electronic Editing and Approval iv. Can be used with Electronic Lock Access Strategy to capture time in and out. f. Quality Improvements <ul style="list-style-type: none"> i. Real Time entry of Time, Entry comes right off the clock, Reduces errors in calculating hours for pay and overtime hours. ii. Management can have proactive emails identifying missing employees as of 8:00 am. iii. Less Management time spent initialing manual lists. 	<p>2008-09 \$20,000</p> <p>6 man months</p> <p>2008-09 \$40,000</p>
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Revised

Measurement (Criteria for Success):

Elimination of manual time sheets and multiple management signatures. Electronic interface of calculated and edited Payroll times.

**SCHOOL DISTRICT OF CLAY COUNTY
STRATEGIC PLANNING
ACTION PLANS**

Strategy #: 17
Plan #: 5

SPECIFIC RESULTS:
ESE documentation efficiency study and recommendation subject to Sunshine Connections.

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Determine Requirements when published from DOE	
2	Project will occur in 2007-2008	
3	Resources a. IS b. Instruction	3 Man-Months? ?
		<i>Approved</i>

Measurement (Criteria for Success):

Sunshine Connections is implemented.

**SCHOOL DISTRICT OF CLAY COUNTY
STRATEGIC PLANNING
ACTION PLANS**

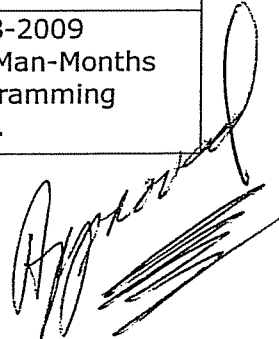
Strategy #: 17
Plan #: 6

SPECIFIC RESULTS:
Review and rationalize processes required to file Medicaid Claims for Services.

#	Activity/Action Step(s) (Number each one)	Resources Required
1	<p>Present manual based process requires service providers to complete 3 different reports that are sent to ESE support employees for processing. This occurs monthly with a lag time of about 4 weeks. As the district has grown the volume of paper work has outgrown the labor required.</p> <p>Forms to be analyzed:</p> <ul style="list-style-type: none"> Medicaid Therapy Claim Drug administration Claim Transportation Claim <p>ESE staff has identified Speech Therapies that are eligible for Medicaid Claims that presently are not being claimed. Present burden is too great to be able to support what is needed to process speech.</p> <p>Staff needs time to educate the public on the benefit to the School District of Medicaid. To get the benefit the parent must enroll so that SDCC can make the claim. SDCC has 20% participation while other counties have around 60%.</p>	
2	<p>Potential Improvements</p> <p>Create preprinted claim forms with bar coded student IDs on the forms. Use new purchased software to Optically recognize the information on the form and create digital logs. Maintain the scanned image according to Records Laws.</p> <p>Create Web based logs and have information directly entered in a student IEP on line and spin the information to a Medicaid Claim form.</p>	
3	SDCC IS people to coordinate study and develop details.	2008-2009 2-3 Man-Months programming time.

Measurement (Criteria for Success):

Automated interface and reduced labor to process claims.



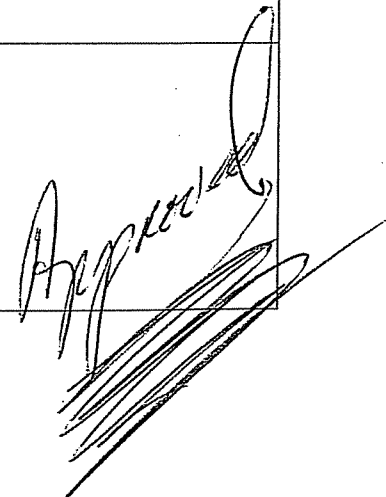
**SCHOOL DISTRICT OF CLAY COUNTY
STRATEGIC PLANNING
ACTION PLANS**

Strategy #: 17
Plan #: 7

SPECIFIC RESULTS:

Develop ON-Line Forms to replace selected forms.

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Identify Candidates for replacement. (Forms Committee) <ul style="list-style-type: none"> a. Develop a list of forms b. Project is not well defined until the Forms Committee can create a list. The list will determine the resources needed. 	
2	Resources <ul style="list-style-type: none"> a. Forms Committee b. IS 	2 Man-Months / Year

Approved


Measurement (Criteria for Success):

One or more Forms are converted and feeding backend systems.

**SCHOOL DISTRICT OF CLAY COUNTY
STRATEGIC PLANNING
ACTION PLANS**

Strategy #: 17
Plan #: 8

SPECIFIC RESULTS:

Investigate payroll notification on Web or eMail.

#	Activity/Action Step(s) (Number each one)	Resources Required
	Combined into 17.4	

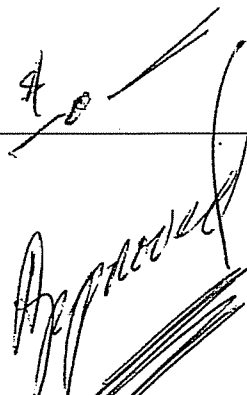
Revised

Measurement (Criteria for Success):

**SCHOOL DISTRICT OF CLAY COUNTY
STRATEGIC PLANNING
ACTION PLANS**

Strategy #: 17
Plan #: 10

SPECIFIC RESULTS:
Study Forms and Reduce by combining and eliminating.

#	Activity/Action Step(s) (Number each one)	Resources Required
	Combined into 17.7	
		

Measurement (Criteria for Success):

One or more Forms are combined and some are eliminated.