

**IT INVESTMENT CAPITAL FUND
PROJECT STATUS REPORT**

To: Information Technology Strategy and Investment Committee
John Vittner, Office of Policy & Management

FROM: Department of Consumer Protection Drug Control Division

AGENCY/PROJECT NAME: DCP / Initial Inspection Efficiency Enhancement

PROJECT MANAGER: Rodrick Marriott

REPORTING PERIOD: Project Inception through 6/30/2015

Total Funds Requested: \$ 78,000

Bond Commission Approval(s): Date: Nov. 2014 Amount: \$ 78,000

Accumulative Total Capital Fund Expenditures to Date: \$ 21,970.44 This figure does not include the recent order for the keyboard, case and vehicle mount since payment has not been made yet for these items as well as the data plan charges for May and June. The data plans are billed by BEST and the latest bill received in July was for April services.

Brief Project Description/Summary: Improvement of the initial inspection process of in-state registrants

Summary of Progress Achieved to Date: All of the devices (iPads with accessories) have been distributed to the Drug Control Division that were purchased. This allows the Drug Control Agents access to their email which is facilitating more rapid scheduling of inspections. In addition, we have been working with our internal Information Technology Department and BEST to gain access to our licensing system and shared folders.

There are a total of three inspection forms that have been completely recreated to operate in the new electronic environment. The new inspection forms are fillable on the tablet device and are ready for in the field, on-site use. Inspection forms contain statute and regulations where appropriate to allow the registrants to quickly determine and correct their deficiencies. Completed inspections can be emailed directly to the registrant provided the agents have adequate internet access on site and the registration can be approved if the inspection is compliant. Additionally, the completed forms have been posted on our external website for registrants to review prior to our arrival. The remaining forms are in development and testing. The entire process is synchronicity with our LEAN initiatives.

Issues and Risks: One of the largest issue that we have is the Bluetooth keyboard/case issue. The first product, although from a reputable company, is not designed for the amount of use we are subjecting it to. We have ordered a different model keyboard which we should be receiving shortly to test and plan to send the inadequate keyboards back to the manufacturer as a warranty issue.

We are actively working to find a software solution to assist with form creation and the use of logic in the forms in the Apple environment. In addition, the elicense team is working on specifications for a new software system for the Department that should incorporate a more robust inspection module.

We do run the risk of duplicating our form creation process with any new Department software purchase, however we believe that it would not be prudent to wait for a new software solution. Instead, we intend to create the benchmark for the future of our inspection forms, which has driven the specifications for the requirements of the new licensing system and will allow us to convert our forms more rapidly after the new software is in place.

Next Steps & Project Milestones: The next big step will be to have the Division's field agents using the electronic inspection forms with fillable data capabilities as well as having a sample of all forms posted on our website for our registrants to review prior to our initial inspections. We also hope to have all of the inspection forms in a usable format by the end of August and have them posted on the external website.