

**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 12/31/2015

Total Funds Requested: \$ 78,000

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

Accumulative Total Capital Fund Expenditures to Date:

To date we have spent \$27,928.53 which leaves \$50,071.47 remaining as a balance to be spent. In the upcoming year, we will be working with a consultant who is already working in the Department of Consumer Protection to assist us in improving the integration of our mobile inspections with our currently licensing software. The consultant will also help us in developing online applications and improving the workflow of our Department as it pertains especially to the initial inspection. Finally, we have \$16,715.80 reserved for the data plans of the iPad. The remaining \$3,355.67 will be spent on licenses for software like Adobe Pro.

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

Summary of Progress Achieved to Date:

All of our forms have been created and are either finalized or in late stages of testing. We have found that the ability to use these forms has streamlined our new inspection process and eliminated the majority of data reentry after the actual inspection. Combined with the iPad we are able to add information into our software system and approve credentials in a single interaction with the registrant if the inspection is acceptable. One of our more complicated inspections has seen decreases in actual inspection time, report generation and post inspection work gathering documentation.

In general, it appears that the posting of our inspection and the addition of required documentation pages has helped our registrants better prepare for our inspection.

Agents and registrants continue to benefit from greater access to email. This facilitates greater communication with the registrant thereby improving scheduling, better knowledge of inspection requirements and faster credential approval times.

Issues and Risks:

Some of our issues remain the same. The keyboard issue has been resolved with the new product. We thought that SharePoint would be further along at this time, however BEST has not yet upgraded to the 2013 software release which should improve access to our information in the field. We are in the midst of an evaluation of our licensing software and that will certainly change some of our business process should the vendor change.

Next Steps & Project Milestones:

There are a couple of new milestones. The Department has approved three new medical marijuana dispensary facilities and the corresponding inspection document will be used for those for the first time. This will be the first full year that we have access to the fillable forms for inspections. Working on the online application and the improvement of the initial workflow coupled with the forms should really provide a good barometer of the benefits of this system. In conversations with BEST, I have learned that there is a plan to implement SharePoint 2013 and once that is deployed we will test it with them on the iPad. Finally, the Department of Consumer Protection along with a number of other Departments in the State of Connecticut are reviewing new software vendors all of which are required to present a mobile application. We have used our experience to assist in creating the requirements for that module and hope that the changes going forward will permit this process to truly streamline the process to its fullest extent