

6.L. Document Production Standards

Summary of Savings Due to Improved Document Production Standards

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Documented Production Standards Strategies	Estimated 2018	Budgeted 2019
1. CAPPs Financials 9.2 & System of Contracting and Reporting (SCOR)	\$517	\$517
2. Default Xerox printer settings	N/A	N/A
3. Misc. transition from paper to electronic forms	\$19	\$19
4. IT User applications	\$189	\$189
5. Asset Management conversion to electronic tracking	\$0	\$20
6. Acceptable Use Agreement (AUA) automation	\$158	\$158
Total, All Strategies	\$883	\$903
Total Estimated Paper Volume Reduced	116,806	119,452

Description:
<p>1. Procurement processes throughout the HHS system (requests, solicitations, awards, developing contracts) are being transformed from manual processes to a common automated framework, and at least seven paper forms have been converted to electronic format. Since implementation began on Sept 1, 2017, these measures saved over 32,860 sheets of paper in the first two quarters of FY18 for a yearly estimated savings of 68,997 sheets. Additional savings are expected as other measures become functional.</p>
<p>2. Xerox printer default settings are being reset statewide to "no cover sheet" and "duplex printing". Although eliminating cover sheets and requiring duplex printing is expected to have a positive impact on paper usage, it is impossible to determine actual savings as a result of these measures.</p>
<p>3. Over 500 unique HHS forms are currently available online. Within the prescribed reporting period, at least four new documents were converted to electronic form with projected yearly savings of 2,551 sheets.</p>
<p>4. User requests regarding IT applications are processed through the HHS Enterprise Portal automated system, and averages 998 requests monthly, with average 2 sheets per request. Total monthly savings = 1,996 sheets, for yearly estimate of 25,149 sheets saved.</p>
<p>6. Asset Management currently processes an average of 107 two-page paper forms per month. An electronic RFID system will be launched in August 2018 which will replace the paper forms, saving an average of 2,646 sheets per year beginning in FY2019.</p>
<p>7. The Acceptable Use Agreement (AUA) is required annually. An electronic version of the eight-page form was launched on April 20, 2017. An average of 209 DSHS forms are processed per month, for a yearly savings average of 20,064 sheets of paper.</p>

