

Attachment 4 - ISD Digitization Projects FY2021 Draft Summary

DIGITIZATION PROJECTS CURRENTLY APPROVED

| Department | Type | Project Name | Project Description | Volume | Project Status | % Complete | Project Mgr |
|------------|------------|--------------------------------|--|--|--|--|-------------|
| ACTTC | eForm | Mileage Form | Create online Mileage eForm with approval workflow. Also exploring enhancements to form functionality to include possible reporting. | N/A | Active | 50% | Debbie |
| CAO-ORR | eForm | LAC Intake Form | Create online form for public allowing Sonoma County authorization to individuals information | N/A | Active | 90% | Debbie |
| BOS | Scanning | Historical Documents | Reindexing documents to improve search efficiency | N/A | Active | 50% | Jim |
| HR | Scanning | Benefit Records | Scanning Benefit files to facilitate telework, shared access to records, and increased security. | 174 ft | Active | 35% | Debbie |
| IOLERO | eForm | Complaint Form | Allows public to submit an online complaint form | N/A | Active | 90% | Debbie |
| | OnBase | CDC | Department implementation (Phase 1) | 52 Employees | Active | 20% | Jim |
| | OnBase | Water Agency | Department Implementation | 240 Employees | Active | 80% | Jim |
| | OnBase | DHS - Environmental Health | Electronic Plan Review and Public Portal for Citizen Applications | 40 Employees | Active | 80% | Jim |
| | OnBase | Ag Preservation & Open Space | Department Implementation & Softfile Conversion (Phase 2) | 29 Employees | Active | 50% | Jim |
| CRA | eForm | Calamity Form | Create online Calamity form so public can inform CRA of property damage and trigger an assessment | 24 | Complete | 100% | Debbie |
| CRA | eForm | Address change form | Online address change request that the public can submit to | 652 | Complete | 100% | Debbie |
| CRA | eForm | Vote by Mail Application | An online application for individuals to choose to be come a permanent "vote by mail" voter | 681 | Complete | 100% | Debbie |
| HR | eForm | Staff Development Enhancements | Allows staff to submit staff development claims online. | 16,000 forms | Complete | 100% | Debbie |
| HR | eForm | HR Exit Survey | Create online form for staff to provide feedback when severing employment with a department (In pilot with Sheriff, HSD & TPW as of 10/7/20) | 2 | In Pilot | 90% | Debbie |
| All County | Adobe Sign | Digital Signatures & Workflow | Implement County wide platform to support digital signatures and workflow | 26 departments using Adobe Sign in some manner | Limited to single use scenerios and not business processes | Limited adoption due to resource constraints | Jim |
| All County | Onbase | Electronic Documents | Electronic document management enterprise platform digital | 1 million docs | On Going | | Jim |
| ACTTC | eForm | Travel Reiumbursement | Create online Travel Reimbursement form with approval | N/A | On Hold | 60% | Debbie |

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|------------------|------------|------------------------|--|---------------|---------|---------|----------|
| DHS | Scanning | Environmental Health | Digitization of historic permanent records to reduce physical printout and make available to staff online for review. On-hold due to Covid & Glass Fire. | | On Hold | 50% | Debbie |
| General Services | OnBase | ACTTC | Expand use to include department files | 102 Employees | On Hold | | Jim |
| Sheriff | Adobe Sign | Adobe Fill & Sign | Facility Work Orders & Contracts | 800 documents | Unknown | Unknown | Dept led |
| Probation | Adobe Sign | MegaSign | Training Acknowledgement Forms | 500 documents | Unknown | Unknown | Dept led |
| | Adobe Sign | Adobe Fill & Sign | Various forms | 500 documents | Unknown | Unknown | Dept led |
| CRA | eForm | Pollworker application | Allows public to volunteer for being a pollworker | 1569 | | | |
| | | OnBase - HSD | Unknown - separate installation of Onbase. Could be included in Enterprise agreement for cost future savings | | | | |

PROPOSED eFORMS & WORKFLOW PROJECTS

| Project Description | Dept | Forms | Estimated Hours | Rate | Total |
|-----------------------------------|------------------|-----------------------------------|-----------------|-------|----------|
| Documentation for Credit Card Use | ACTTC | CalCard | 160 | \$150 | \$24,000 |
| Filing into OnBase after eSign | Vinh | All | 100 | 150 | \$15,000 |
| File into OnBase/Lucity | TPW | Daily Activity | 100 | 150 | \$15,000 |
| eForm Review-Updates | General Services | Review for AutoFiling into OnBase | 80 | 150 | \$12,000 |
| On Boarding | | | | | |
| Federal Withholding | ACTTC | W-4 | 40 | 150 | \$6,000 |
| | ACTTC | I-9 Form | 40 | 150 | \$6,000 |
| State Withholding | ACTTC | DE-4 | 40 | 150 | \$6,000 |
| | ACTTC | Direct Deposit Authorization | 40 | 150 | \$6,000 |
| | ACTTC | Warrants Upon Death | 40 | 150 | \$6,000 |
| | ACTTC | Emergency Contact Information | 40 | 150 | \$6,000 |
| | HR - Benefits | Loyalty Oath | 20 | 150 | \$3,000 |
| | General Services | Prox Card Request | 40 | 150 | \$6,000 |
| | HR-Risk | Accident/incident report | 100 | 150 | \$15,000 |
| | General Services | Fleet car accident report | 40 | 150 | \$6,000 |

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TOTAL PROPOSED eFORMS & WORKFLOW PROJECTS

\$132,000

PROPOSED ONBASE PROJECTS

| Project | Department | Description | OnBase/ISD/N eko | Scanning | Project Cost |
|--|-------------------|-----------------------------|-----------------------------|-----------------|-------------------------|
| Department Implementation Automate Data Collection from PG&E Bills | Human Resources | OnBase - all divisions | \$40,000 | \$352,655 | \$392,655 |
| Department Implementation | General Services | OnBase/Kofax | \$25,000 | \$15,000 | \$40,000 |
| | General Services | OnBase -all divisions in GS | \$80,000 | \$40,000 | \$120,000 |
| Advanced Document Capture Robotic Process Automation | ISD | OnBase Scanning Software | \$25,000 | \$40,000 | \$65,000 |
| | ISD | 100 Bots (task automation) | \$80,000 | \$20,000 | \$100,000 |
| TOTAL PROPOSED ONBASE PROJECTS | | | | | \$717,655 |

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Current OnBase Use as of October 29,2020

| Department | Documents | Pages |
|--------------|------------------|-------------------|
| ACTTC | 870,266 | 1,491,972 |
| AGWM | 12,924 | 52,305 |
| APOSD | 6,546 | 6,584 |
| BOS | 203,209 | 216,719 |
| CNS | 227,978 | 281,623 |
| CRA | 1,432,961 | 7,610,525 |
| DHS | 611,436 | 4,127,036 |
| GS | 7,889 | 7,889 |
| HR | 2,826 | 79,048 |
| ISD | 4,091 | 4,757 |
| NSCAPCD | 1,887 | 1,887 |
| PRMD | 824,399 | 1,501,684 |
| SHF | 9,638 | 83,659 |
| SCWA | 28,064 | 204,784 |
| TPW | 85,826 | 188,362 |
| Total | 4,322,051 | 15,850,945 |

