

Information Technology Capital Investment Program
Project Close Out Report

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

From: David Krayski

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Agency: Department of Mental Health and Addiction Services
Project: Scheduling and Timekeeping System Requirements Phase

Project Start Date: 8/1/2015



Project End Date: 11/1/2016



Project Manager: Cindy Butterfield

Total Funds Requested: \$35,000

Total Funds Allotted to Agency: \$35,000

Accumulative Total Capital Fund Expenditures to Date: \$35,000

Brief Project Description/Summary:

DMHAS seeks to modernize the current scheduling and timekeeping processes. DMHAS provides essential care at facilities that operate 24 hours a day, 7 days a week. A complex scheduling system is used to ensure adequate coverage. DMHAS has multiple locations statewide and approximately 3,200 employees. The process for scheduling and timekeeping has changed little over the last several decades and is extremely labor intensive, creating conditions for inaccurate reporting. DMHAS seeks to automate the scheduling and timekeeping systems, taking advantage of efficiencies that the majority of private sector Mental Health providers use and are also used by other State governments operating the same types of facilities. During the Requirements Phase of this project, DMHAS is seeking funds to create a statement of work to analyze the work flow and requirements.

List Project Goals and Deliverables Completed:

(Please provide a brief summary of the goals and deliverables that were implemented. Please reference the IT Capital Investment Brief for the initial goals of the projects.)

The planning phase goal was producing the system business requirements for the RFP. This goal was achieved. The goals for the system selection included achieving greater efficiency through automating manual processes, ensuring safe staffing levels, managing leaves and detailed reporting capabilities. All of these requirements can be achieved with the selected software.

Project Replication Opportunities:

(Are there opportunities to repeat or leverage the project solution by other state agencies? Please provide a brief explanation.)

The RFP was issued for DMHAS, DAS and DESPP. DCF, DDS, DVA and DMV are eager to pursue this solution as soon as the contract is awarded.

Key Lessons Learned:

(Provide any lessons learned or experienced during this project that may be helpful to other agencies starting a similar project.)

Coordinating activities across multiple agencies can be challenging in achieving deadlines.