

Information Technology Capital Investment Program  
Project Status Report

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

**From:** Christy Scott

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**Agency:** Department of Administrative Services

**Project:** OCC - Electronic Filing and Case Management System

**Project Manager:** Christy Scott

**Reporting Period:** Project Inception through 06/30/2021

**Total Funds Requested:** \$70,000

**Total Funds Allotted to Agency:** \$70,000

**Accumulative Total Capital Fund Expenditures to Date:** \$0

**Brief Project Description/Summary:**

Implement software for the Office of the Claims Commissioner that allows for electronic filing and tracking of cases.

**Summary of Progress Achieved to Date:**

We continue to work with the vendor to fine tune the internal case management component of the software based on our staff's user experiences, as issues arise. We have specifically focused on expanding and improving the software's search functionality to improve the experience of both the legal researcher and the searcher looking to understand the office's caseload for public policy purposes.

We are continuing our work developing the public portal, including how it will be used by the public, how it will be managed by and incorporated into the work of staff, and what content it will contain.

**Issues and Risks:**

There are currently no identified risks or issues for the project.

**Next Steps & Project Milestones:**

The vendor's project manager, OCC staff and the Claims Commissioner meet weekly to discuss our progress, review changes implemented by the vendor, and plan our next steps. We continue to develop the components of the public portal. After that process is complete, OCC staff and volunteer outside users will test the portal configuration and provide feedback. After completion of testing, the vendor expects to complete production within four weeks.

No capital funds have been expended to date because the vendor prefers payment in full upon completed delivery of the configured software. Annual hosting and software licensing fees are being paid with General Fund funds.