

Paperless County Offices and E-Filing

68. Please provide/explain the following about the agency's planned e-filing system through which the agency asserts its 46 county offices will go paperless:

- a. flow chart outlining agency processes prior to implementation of the new system and a flow chart outlining processes with the new system;
Please see "Question 68 - E-filing Process Flow Charts" and "Question 68 - Process to Create Paper Files" attached.
- b. direct benefits expected for employees from implementation of the new system; and
E-Filing allows for Agents to have up-to-date information on an offender's case when they are not in the office. It also allows for agency internal partners to have access to case files for auditing purposes.
- c. history of the project and lessons learned from it (e.g., initial hesitations in feasibility, work with vendors, benefits of having internal stakeholders involved, etc.).
E-Filing was developed as a pilot program in April 2020 during the beginning of the COVID19 Pandemic. Because many employees began to work remotely, PPP wanted to create a system that would allow county office staff to have access to case files, while they conducted field work and maintained contact with the offender population.

The expansion of E-filing began in July 2021. Currently the Department has over 3,200 cases that are considered "E-File Ready." Thus far, staff in 10 counties has been trained. Counties will be trained by regions. As counties within regions are trained, an audit team will review files uploaded into the Offender Management System (OMS) to ensure documents are labeled correctly and placed into chronological order. Each county has been given a completion date to have all legacy cases transitioned into E-File.

E-File is completely developed by employees within PPP. The cost of E-Filing is \$14,500. This includes purchasing scanners, styluses to allow electronic signatures, and Adobe Pro software for automotive sorting and form labeling. If this project was outsourced, research reflects that the cost to the Agency would be over \$2.1 Million.

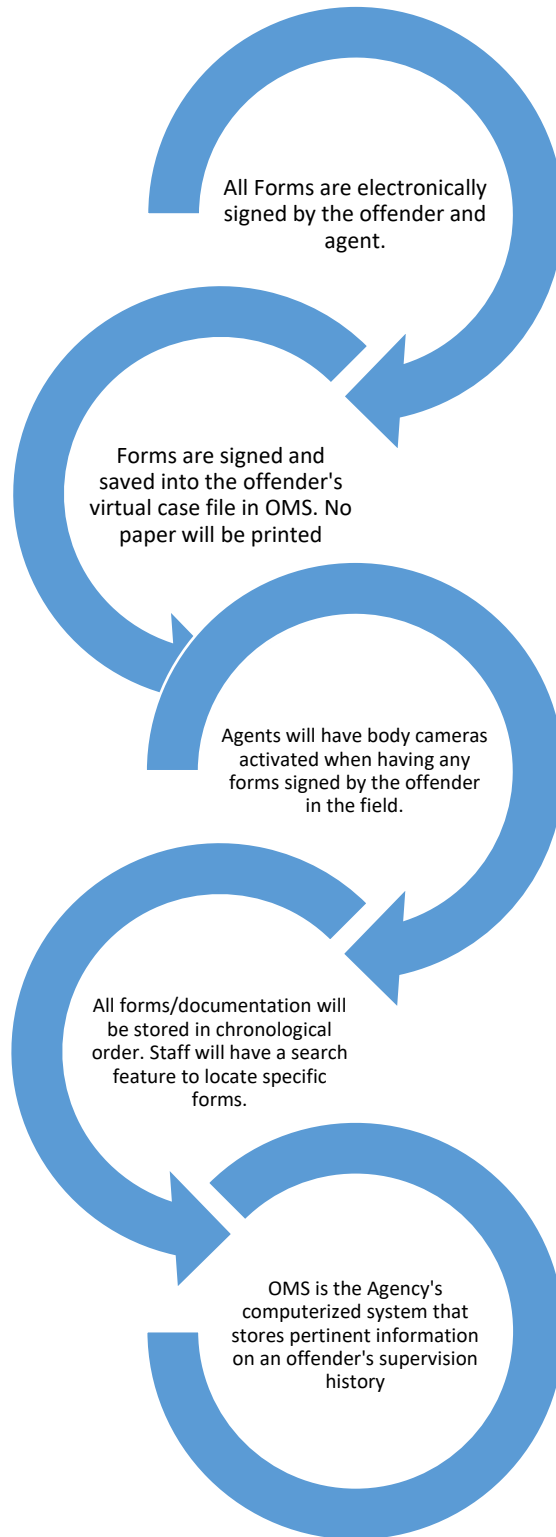
The benefits of using internal stakeholders are: (1) Knowledge of policies for creation of case files (2) Understanding of what processes are user-friendly for Agency employees (3) Ability to use current systems to offset cost (4) Staff Confidence is instilled in the process due to internal staff creation.

ELECTRONIC FILING

Standard Documents for Case File (E-File)

- Sentencing Sheet
- Indictment/Original Arrest Warrants
- Release Certificate (Releasees from SCDC)
- Criminal History
- CIP11
- Conditions of Supervision
- NOSAR Form
- Victim Information
- Project Cease Fire
- Public Service(If ordered)
- Referrals (treatment, anger management,ie)
- Release of Information Form
- DNA Form
- This includes all future documentation(refer to Chart 1 "Maintaining Documentation of Paper File").
- The above documents will be uploaded into the Offender Management System into the Offender's virtual case file

ELECTRONIC FILING



PROCESS IN CREATING PAPER FILE

Creating A Paper File

- Sentencing Sheet
- Indictment/Original Arrest Warrants
- Release Certificate (Releasees from SCDC)
- Criminal History
- CIP11
- Conditions of Supervision
- NOSAR Form
- Victim Information
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- Public Service (If ordered)
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Maintaining The Documentation of Paper File

- All Correnspondence from Victims
- Documentation/Progress reports from referral agencies
- Medical Forms
- Violations: Written Warning, Legal Process, 1106, updated Criminal History, and supporting evidence for the violation
- The History of an Offender's case file can generate an average of sixty sheet of paper, if he/she is on supervision for one case
- Additional paperwork related to the offender's case that may not be listed

Expenditures of Maintaining Paper File

- Cost of File Cabinets- \$300 to \$400 each. Currently, the Agency have over 600 file cabinets
- Stamps- Use for Transferring Case files through mail. Average case file to mail can cost \$5.00 in postage
- Paper files- \$37.60 per box
- Paper - \$32 per box
- Microphis- archived Files-\$200,000 per year
- Printers
- Approximately projected expenditures to maintain paper files- over \$1,500,000 per year