

E-Document Management/e-Content Management (ECM)

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September 19, 2011





Objectives this morning

- Bring folks up to speed on the overall project goals and current status
- Discuss/identify which documents are to be scanned during phase zero
- Present and discuss index/meta data
- Discuss scanning options
- Discuss resource coordination/keys phase zero tasks
- Identify a single point of contact in each office that Mike Ahern/Axia/District AA will work with to coordinate and schedule with.

Project Overview

- This project will result in scanning many current hard copy files to a searchable electronic format and will develop a tool to make future documents searchable electronically.
- The Goal of this project is to reduce hard copy generation and storage of documents and records.
- The scope of phase zero is to make all 2007 to present noncompliance documents searchable via the web as a proof of concept for other documents



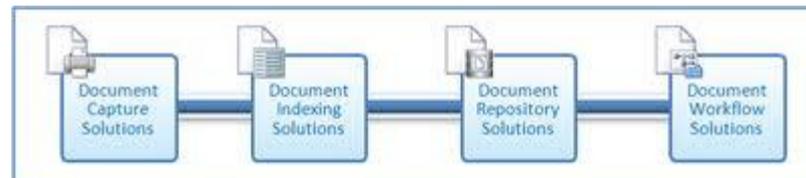
Current Status

- **Progress since June**

- All offices have been educated on what ECM is and how it can be a resource
 - Reduced storage
 - Searchability
 - Integrations with existing systems
 - Workflows
- Document types have been identified along with estimated quantities
- RFP has been largely developed and will hit the street in the next couple of weeks

- **Where we go from here**

- Multi-phase plan to 2015
- Begin phase zero planning and implementation
 - Director's Journal/AGO Orders
 - DO/LAA non compliance and return to compliance documents



Things to consider as we plan phase zero and get underway

- What documents should be pulled?
 - How to handle attachments
 - How to categorize
 - How much indexing is available or should be applied?
 - What index values to apply?
- Which scan method to use (and whether by doc type)?
 - Barcode labels
 - Barcode/QR code sheets
 - Zonal OCR
- Structured/organized paper versus unstructured
- Where to put it after it has been scanned
- Coordinating scan and contractor activities
 - District
 - Local Air Agency



Phase 0 Suggested Milestones

Time Frame	Description
Sept 1, 2011	• Phase 0 Start
Sept 2011	• Planning Complete
Sept 2011	• Start Doc Prep/Scan/QA Training
Oct 2011	• Start Document Scanning
Nov 25, 2011	• Complete Document Scanning
Nov 28, 2011	• Start Final System Test
Dec 5, 2011	• Start Rollout
Dec 31, 2011	• Phase 0 Complete

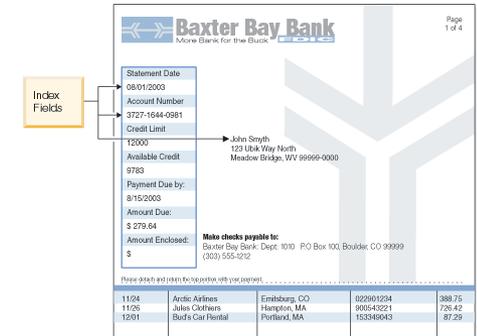
Key concept to think about

- **Hard Copy Files**

- Physical location important
- Organizational structure important

- **ECM Files**

- Ingestion important
- Categorization important
- Index values important



Index Fields

Statement Date	08/01/2003
Account Number	3727-6544-0981
Credit Limit	12000
Available Credit	9783
Payment Due by:	8/15/2003
Amount Due:	\$ 278.84
Amount Enclosed:	\$

John Smyth
123 Oak Way North
Meadow Bridge, WI 99999-0000

Make checks payable to:
Baxter Bay Bank Dept. 1010 P.O. Box 100, Boulder, CO 99999
(303) 555-1212

11/04	Arctic Airlines	Emmsburg, CO	022901234	388 75
11/05	Jules Clothiers	Hampson, MA	901543221	726 42
12/01	Bucks Car Rental	Portland, MA	153346945	87 29



Project Level Phase 0 Key Tasks

- Gather all Non-Compliance Documents from 2007-2011.
- Define barcoding/scanning conventions and/or establish OCR strategy.
- Allocate required Oracle storage on the EPA network.
- Procure appropriate type and number of scanners and barcode printers.
- Train Ohio EPA staff for document prep/scan/QA.
- Scan/import documents with a defined set of index values.
- QA the scanned/imported documents.
- Develop/Test/Implement mechanism for web self-service.
- Document procedures, standards, and guidelines relevant to Phase 0.



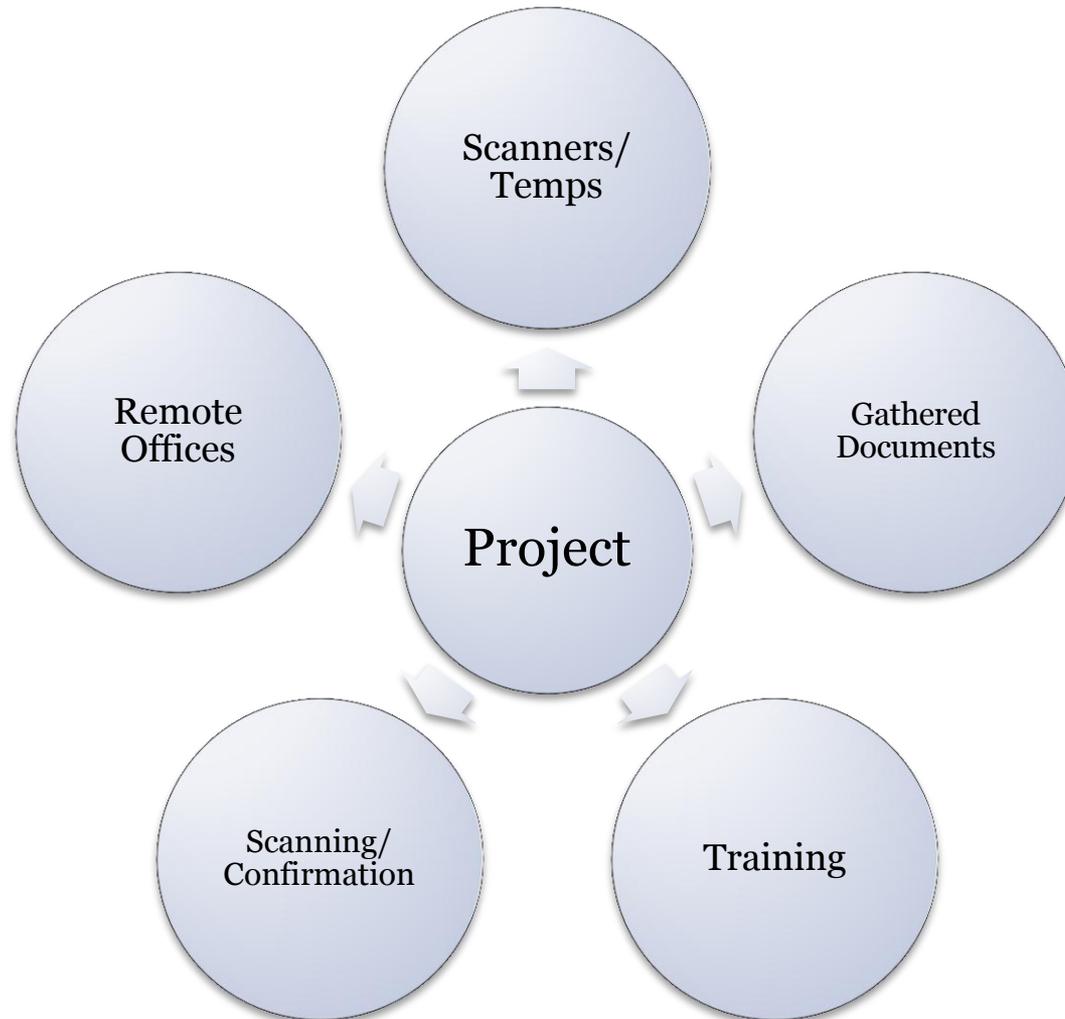
Phase 0 Scope

- The following 2007 to 2011 document types in scope:
 - Notice of Violation
 - Return to Compliance
 - Enforcement Orders
- In scope documents will be identified, gathered, prepped, and scanned.
- The Ohio EPA network and Oracle facilities will hold the entire volume of scanned non-compliance documents.
- A suitable number and type of scanners and barcode printers will be leveraged from current equipment or procured for the effort.
- A public facing self-service facility to retrieve NCD's through the Ohio EPA Portal will be developed and implemented.

Phase 0 Assumptions – LAA/EPA staff

- Ohio EPA subject matter experts and staff will fulfill/assist with key Phase 0 tasks as requested. Tasks include, but are not limited to, the following:
 - ITS - Obtain the necessary scanners and barcode printers.
 - Perform the physical finding, gathering and QA of all in-scope documents.
 - DO/LAA's – DO/LAA Issued NOV's and Return to Compliance Letters
 - CO – CO Issued NOV's and Return to Compliance Letters
 - CO Legal – Orders from Journal Room and AGO (May need assistance from CO DMWM).
 - ITS - Secure and configure Ohio EPA network and Oracle facilities.
 - ITS - Develop, test, and implement web facilities (using the APEX development tool) for retrieval of scanned documents through the Ohio EPA Portal.
 - eDoc Proj. Team - Work with Contractor to develop strategies for QA, back-file, and day forward strategies relevant to Phase 0.
 - eDoc Proj. Team - Work with the Contractor to develop proper documentation on procedures, standards and guidelines relevant to Phase 0.

Dependencies and Resources



Looking Ahead

- Identify key attributes per document type
- Choose scan strategy by Office/document type
- Begin pulling files (and adding barcode sheets if need be)
- Plan for period between pulling files and scanning (months at them most)
- Coordinate scan date(s)/resources
- Confirm scanned documents in ECM



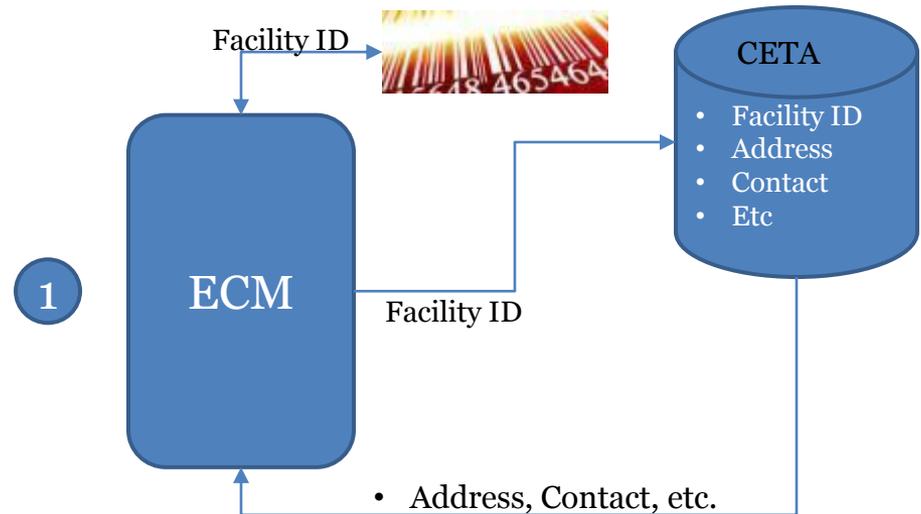
Final needs for today

Identify Document Types

- Notice of Violation (Permit)
- Open Burning
- Asbestos
- Nuisance

Identify Scan Options

1. Barcode with associated data
2. Zonal OCR
3. Barcode with hand entry off hardcopy



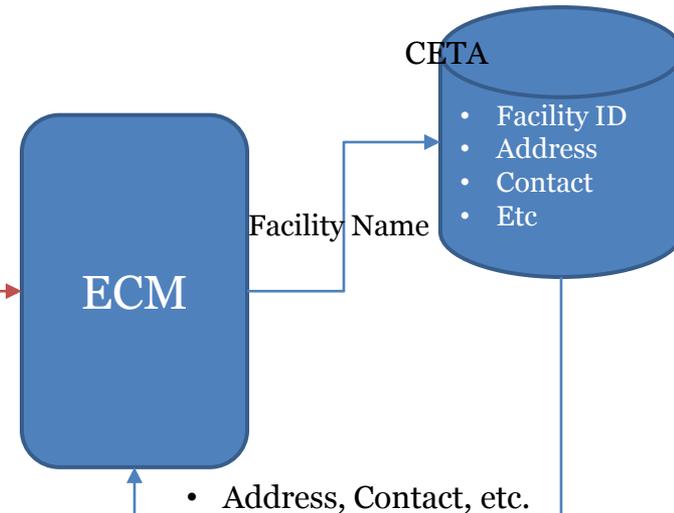
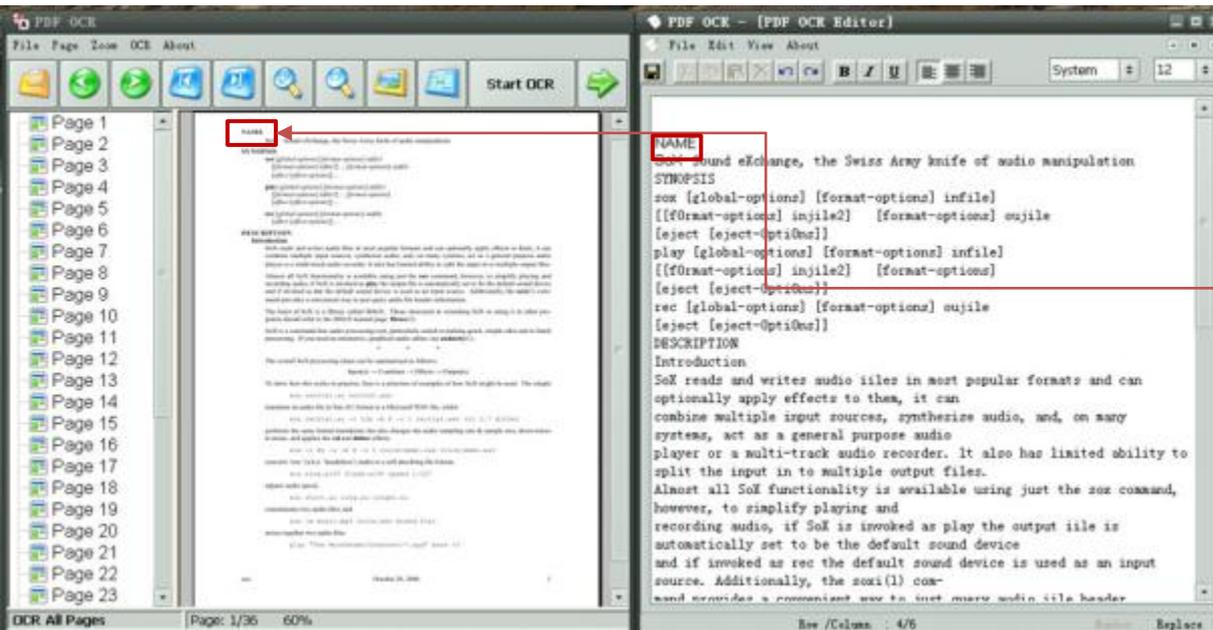
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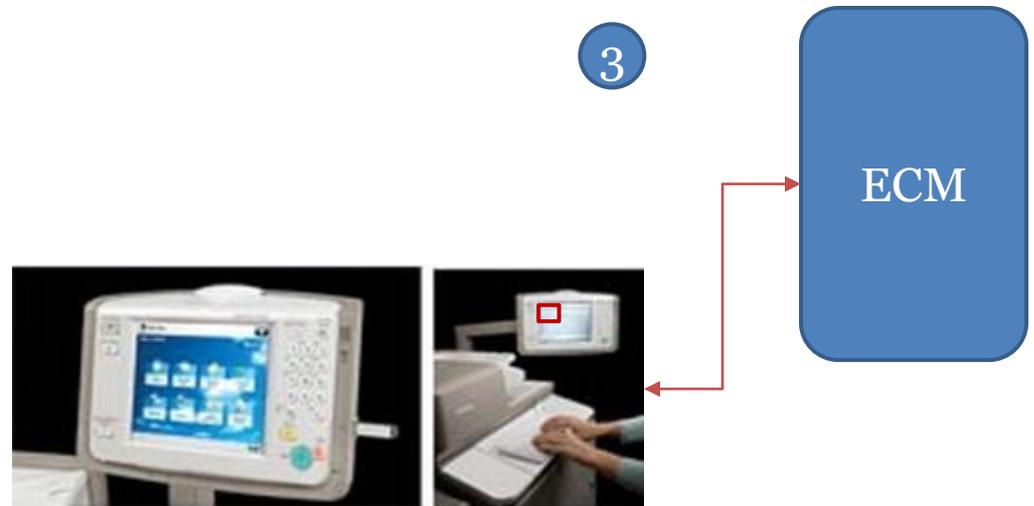
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Value	Description	BASE	DAPC
		CDO NEDO NWDO SWDO SEDO Toledo RAPCA HCDES Portsmouth Akron Canton Cleveland Lake County General Health District Mahoning-Trumbull APC Agency Central Office Mobile Sources	
Office Location	Which office location created this document?		
Department*	To which division or functional office does this document pertain? (eg DMWM, DDAPC, LEGAL, etc)	DAPC, DDAGW, DERR, DMWM, DSW	N/A
Sub-department*	To which office subdivision does this document pertain? (department specific)	See right, if applicable	
Program	To which program does this document pertain	See right, if applicable	
Media*	Air, Land, Water	AIR, LAND, WATER	N/A
ID Info*	Location to store any IDs related to the document.	N/A	N/A
Organization Name	Addressee Organization Name	N/A	N/A
Address on Document	Complete street address, including suite number	N/A	N/A
City	Addressee City	N/A	N/A
State	Addressee State	N/A	N/A
Zip Code	Addressee Zip Code	N/A	N/A
Name	Name of facility or location where activity took place	N/A	N/A
Address or location	Complete street address, including suite number, or narrative descripton (1/3 mile from xyz intersection)	N/A	N/A
Township	Facility City / Township	N/A	N/A
County	Facility County	N/A	N/A
State	Facility State	N/A	N/A
Zip Code	Facility Zip Code	N/A	N/A
GIS Coordinates	Coordinates of facility	N/A	N/A
Project Name	Common name of project	N/A	N/A
Project Type	Type of project	See right, if applicable	
Received Date	Date item was received.	N/A	N/A
Sent Date	Date item was sent.	N/A	N/A
Due Date	Date item is due.	N/A	N/A
Expiration/Termination Date	Date item expires or is terminated.	N/A	N/A
Issuance Date	Date item was issued.	N/A	N/A
Journalization Date	Date item was journalized.	N/A	N/A
Effective Date	Date item is in force.	N/A	N/A
Document Type	What kind of document is this?	NOV, RTC, CFO, UFO, JO	N/A
Document Sub-Type	What category of document type is this?	See right, if applicable	Permit, Open Burning, Asbestos, Nuisance



Office Sponsors/Leads

Office	Location Coordinators/Sponsors	Primary Contact info
CDO	Adam Ward	
NEDO	Ed Fasko	
NWDO	Mark Budge	
SWDO	Tom Schneider	
SEDO	Bruce Weinberg	
Toledo	Karen Granata	
RAPCA	John Paul	
HCDES	Bradley Miller	
Portsmouth	Cindy Charles	
Akron	Bob Hasenyager	
Canton	Terri Dzienis	
Cleveland	George Baker	
Lake County General Health District	Bert Mechenbier	
Mahoning-Trumbull APC Agency	Tara Cioffi	
Central Office	Bob Hodanbosi	Sharon Stills
Mobile Sources	Mike Riggelman	