



Board of Behavioral Sciences

Memo

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To: Board Members

Date: October 26, 2022

From: Steve Sodergren
Executive Officer

Subject: Organizational Development Report

BREEZE SYSTEM UPDATES

During the last quarter, staff worked with the Office of Information Services (OIS) to complete approximately 17 updates to the Breeze system which included changes to automated letters. Currently, there are 20 updates waiting to be developed and implemented.

PROCESS IMPROVEMENT PROJECT

Staff has worked with DCA's Organizational Improvement Office (OIO) to complete the As-Is mapping of forty of the Board's workflow processes. OIO and Board staff will begin working on completing the Could-Be maps. The Could-Be maps will determine will process improvements can be made.

DIGITIZING RECORDS

The DCA's Records Imaging Service Unit has performed a test run on the scanning and indexing process, and the process has been provisionally approved. BBS staff has begun the process of prepping files to be digitized. At the time of this report BBS staff has sent eight full boxes of files to be digitized. Each box contains approximately 60 files. Currently, DCA has determined they can process four boxes per week, which equals approximately 240 files digitized per week. As the process continues, we hope to be able to increase the amount of boxes sent to the Records Imaging Service Unit per week.