



Detailed Lean Improvement Project Report

For the June 1, 2014, through December 31, 2014, reporting period

Agency name:

Department of Ecology

Improvement project title:

Watershed Health Monitoring Electronic Forms

Date improvement project initiated:

01/01/2013

Summary:

The Department of Ecology improved the watershed health monitoring data entry process resulting in an anticipated time savings of 0.5 FTE.

Details:

Description of the problem: Staff in the watershed health monitoring unit/section used paper forms to collect stream health monitoring data in the field. Back in the office the completed forms needed to be scanned into an electronic format which created numerous character-recognition errors. The errors needed to be fixed before the data could be uploaded into the master data system. It was a very labor intensive process that enabled mistakes in the data.

Description of the improvement: Staff now use new electronic forms, designed for computer tablets, to collect the data in the field. The new forms have built-in mistake proofing, improving data quality. The data is automatically synched up with the master database when the staff are within WiFi range of Ecology's computer network.

Specific results expected:

- \$50,000 in salary saved, per year, by reducing the amount of time staff needed for data entry-related and quality assurance work.
- Significantly higher quality data due to the built-in error checking that more reliably and thoroughly catches errors than the older manual process.

How we involved customers or stakeholders in this effort:

Ecology has several local government and tribal partners who also collect data for the watershed health monitoring program. We involved them in testing and refining the forms. They are now using the new electronic forms allowing them to also save time and improve data quality.

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