

# Strategic Lean Project Report



**For Reporting Period:** January 1, 2016 through June 30, 2016

## I. General Information:

Lead agency name: Washington State School for the Blind

**Improvement project title: Outreach Data Collection**

**Date improvement project was initiated: 10/1/2015**

**Project type: New Project**

**Project is directly connected to:**

**If applicable, specify the alignment:**

Other

Improving efficiency and time management for itinerant Teachers of the Blind and Visually Impaired (TVI) and business office personnel.

**Report reviewed and approved by: Scott McCallum, Superintendent**

## II. Project Summary:

The Washington State School for the Blind improved the functions of teacher data collection, reporting and the billing process, resulting in eliminating paper forms that were used to submit data that is used for analyzing the educational needs of blind and visually impaired students (statewide). This process also greatly enhances the billing process which results in a much more efficient, streamlined billing process to local school districts in the state of Washington.

## III. Project Details:

<b>Identify the problem:</b>	WSSB Outreach TVI's travel a great distance across the state of Washington to serve their students; time is a precious commodity and by creating an online database to submit required data, this has decreased their time spent on paperwork. This process also improves accuracy of billing and reporting (internally and externally).
<b>Problem statement:</b>	Currently, one week of time compared to our target of one day is spent on data collection, compilation and billing, which we want to reach by 10/1/2016.
<b>Improvement description:</b>	Our Outreach department personnel worked with our IT department to create an efficient and effective database whereby Outreach TVI's can enter their student contact logs electronically which is then automatically populated to our billing department; reports for students served are then sent to the Outreach Director for her review to ensure that our resources (TVI's) are appropriately disbursed.
<b>Customer involvement:</b>	The Outreach department identified this time inefficiency during a quarterly meeting (amount of time to process paperwork); the team brainstormed the idea of creating an electronic database. Our IT department was brought in and one of our Outreach TVI's took the lead to work with IT to develop the database. Our school districts that we serve will also be able to receive instant and accurate reports regarding students that are served in their district.

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## IV. Project Details:

<b>Improved process as measured by:</b> <i>(Click those that apply)</i>	<b>Specific results achieved:</b> <i>(Complete the narrative boxes below)</i>	<b>Total Impact:</b> <i>(Actuals; Current Reporting Period)</i>	<b>Results status:</b>
<input checked="" type="checkbox"/> <b>Time</b>	Decreased amount of time by utilizing technology <b>from</b> paper processes <b>to</b> online data submission.	Still analyzing	Preliminary

## V. Contact information:

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