

# Strategic Lean Project Report



**For Reporting Period:** July 1, 2016 through December 31, 2016

## I. General Information:

**Lead agency name:** Washington Student Achievement Council

**Improvement project title:** College Bound Scholarship Felony Checks

**Date improvement project was initiated:** 8/1/2016

**Project type:** New Project

**Project is directly connected to:**

- Results Washington performance measure
- Agency Strategic Plan

**If applicable, specify the alignment:**

Goal 5 – Outcome Measure 1.1a, 1.2a

WSAC Internal Plan Goal 2, Objective 2: Incorporate Lean and other process improvements

**Report reviewed and approved by:** Dr. Rachelle Sharpe, WSAC Executive Deputy Director

## II. Project Summary:

The Washington Student Achievement Council improved its College Bound Scholarship felony check process for the fall of 2016, resulting in a reduction in cost from \$168,000 to \$1,500 and reduction in processing time from 233 hours to 20 hours.

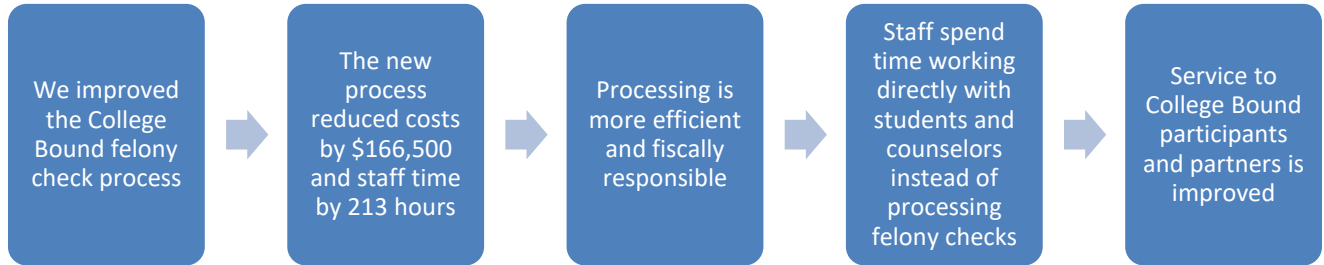
## III. Project Details:

- Identify the problem:** Statute requires that students receiving the College Bound Scholarship not be convicted of a felony. The current review process is disproportionately costly and time-consuming given that the number of students barred from the program for this reason is very small. Of about 14,000 students reviewed in 2016, only one was identified as having a felony conviction.
- Problem statement:** Currently, each record reviewed through the Washington State Patrol costs \$12.00 and takes one minute to process. Identifying the one relevant student record in 2016 would have cost \$168,000 and 233 hours, compared to the improved result of \$1,500 and 20 hours.
- Improvement description:** WSAC staff sought out a secure review process that would reduce the cost and effort required to identify the small number of students impacted by the felony conviction rule. Staff found that the LexisNexis public records search company allows for records to be processed in batches. As such, 14,000 student records were uploaded to the LexisNexis batching system via a secured site. This site returned six students with public records hits sufficient to warrant follow-up. Staff then sent these six records to the Washington State Patrol to confirm conviction. One student was returned via this process.

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## IV. Impact to Washingtonians:



## V. Project Results:

Improved process as measured by: <i>(Click those that apply)</i>	Specific results achieved: <i>(Complete the narrative boxes below)</i>	Total Impact: <i>(Actuals; Current Reporting Period)</i>	Results status:
<input checked="" type="checkbox"/> <b>Cost</b>	COST AVOIDANCE: Washington State Patrol process costs \$12 per check x 14,000 = \$168,000 vs. Lexis Nexis process costs \$0.10 (returned records, \$0.03) x 14,000 and a sampling of returned records = \$1,500	Savings of \$166,500	Final
<input checked="" type="checkbox"/> <b>Time</b>	TIME AVOIDANCE: Washington State Patrol process of 233 hours vs LexisNexis process of 20 hours	Savings of 213 hours	Final

## VI. Contact information:

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