

Fundamentals (2.d): Cost Recovery EnviroStor Enhancements for Cost Recovery

Incorporate cost tracking code request and closeout processes into DTSC's EnviroStor data system.

Goal: Improve cost recovery process for, requesting and closing cost tracking codes (Site/Project Codes) by incorporating the request process into the EnviroStor data system.

Incorporating the Site/Project Code process into EnviroStor will: improve DTSC data sharing; improve ability to link cost tracking codes to projects in DTSC's EnviroStor project management system; enhance cost tracking capabilities; provide timely billing information to and from the Cost Recovery Billing Unit; allow tracking of information provided in site code request forms; and ensure cost tracking codes are closed in a timely manner.

Timeline:

Phase I: April - June 2013

- Establish workgroup of key Program representatives and develop Project Plan.
- Implement interim Site/Project Code request form and process.

Phase II: July – September 2013

- Workgroup documents current business process and creates new business process. Develop draft roles and responsibilities.

Phase III: October – March 2013

- Statute of Limitation/Cost Recovery Screen.

Next Steps: April 2014 - June 2014

- Implement initial system changes and conduct testing.
- Implement changes in EnviroStor systems.
- Implement Site Code Request/Close Out System.
- Develop training materials and schedule training for affected staff.
- Implement system fixes as necessary.