

## **Fundamentals (2.e): Cost Recovery**

### **EnviroStor Cost Recovery/Statute of Limitation Screen**

*Develop a Cost Recovery page in EnviroStor to enable Program, Legal, Collections and the Cost Recovery Unit staff to track cost recovery-related information related to specific sites.*

**Goal:** Improve our cost recovery process by creating a cost recovery page in EnviroStor to enable Program, Legal, Collections, and Cost Recovery Unit staff to find information in one defined location. The EnviroStor Cost Recovery page will improve DTSC data sharing and provide timely information, thereby allowing DTSC to effectively recover its response costs.

Areas to improve in DTSC's cost recovery efforts include the: centralizing cost recovery document/data information management; standardizing information tracking; creating capability to retrieve cost recovery information in a timely fashion. This project will be addressed in phases. The initial phase will create a screen to display all information in a centralized location. The second phase will include enhancements to the Cost Recovery screen to include data entry capabilities for non-Program staff.

#### **Timeline:**

##### **Phase I: July 2013**

- Establish workgroup of key Program, Legal, Collections, and Cost Recovery Unit representatives and develop Project Plan.

##### **Phase II: July – September 2013**

- Workgroup identifies current business needs and processes of Program, Legal, Collections, and Cost Recovery Unit, and develops/documents proposed process.
- Develop draft roles and responsibilities with respect to proposed business processes.
- Solicit input and agreement from affected programs on proposed processes.
- Implement initial system changes and conduct testing.

##### **Phase III: October – March 2014**

- Develop draft version of new EnviroStor Cost Recovery page.
- Solicit feedback from Program, Legal, Collections, and Cost Recovery Unit staff and incorporate comments.
- Implement additional changes in EnviroStor systems.
- Implement Cost Recovery page.
- Implement system fixes as necessary.
- Develop documentation, schedule training as necessary.

**Next Steps: April 2014 – December 2014**

- Meet with workgroup and develop requirements for second phase of project.
- Create new user type and identify users who need write access to new screen.
- Implement new data entry fields and functionality.
- Develop documentation and schedule training as necessary.