

Cost Recovery

EnviroStor Enhancements for Cost Recovery

Incorporate cost tracking codes (Site/Project Code) request and closeout processes into DTSC's EnviroStor data system.

Goal: Complete ongoing work for requesting and closing cost tracking codes (Site/Project Codes), and other activities, in the EnviroStor data system.

Cost tracking codes (Site/ Project Codes) are used by DTSC staff to identify the appropriate entity – such as the Potential Responsible Party – to bill for their work. An issue that was identified during the Cost Recovery improvement process was the ability to tie project data that is tracked in EnviroStor to financial data. Incorporating the cost tracking code request and closeout processes in EnviroStor will: improve DTSC data sharing across systems by ensuring that cost tracking codes are accurately tied to a site/ project; 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 that cost tracking codes are closed in a timely manner so that all billable charges are billed to the correct parties and additional resources are not spent on staff timesheet amendments.

Background: DTSC successfully implemented a pilot program for requesting cost tracking codes through the EnviroStor data system in June 2013. Thus far, results from the pilot users have been favorable. This work plan is a continuation of efforts started as part of DTSC's Fixing the Foundation initiative. The objectives of this work plan include:

1. Final implementation of EnviroStor cost tracking code request/closeout processes.
2. Populate Statute of Limitation (SOL) data for cost recovery in EnviroStor and create tracking reports to ensure SOL periods do not expire.
3. Complete system modifications to the cost tracking code format as required by implementation of the State's Financial Information System (FI\$Cal.)
4. Complete modifications to the Cost Recovery Page in EnviroStor.

Timeline:

6 months: July 2014-December 2014

- Cost Tracking Code Request and Closeout
 - Establish workgroup of key Program representatives and develop Project Plan.
 - Workgroup documents current business processes and defines roles and responsibilities.
 - Analyze cost tracking code request and closeout pilot test results for process improvement opportunities.
- Population of SOL dates

- Determine Audit Legacy Site SOL dates and populate SOL dates in EnviroStor.
- Construct SOL Tracking Report using data on Audit Legacy sites that reflect the current status of pending SOL expirations.
- Modifications to Cost Tracking Code Format
 - Assess changes required by FI\$Cal.
- Cost Recovery Page:
 - Modify Cost Recovery Page as needed to reflect current business processes.
 - Provide training to staff on how to input and extract information from the Cost Recovery Page.

12 Months: January 2015-June 2015

- Cost Tracking Code Request and Closeout
 - Complete initial system changes and conduct testing.
 - Complete changes in EnviroStor systems.
 - Complete training materials and provide user training.
 - Complete cost tracking code request and closeout project.
 - Modify system as required.
- Modifications for Cost Tracking Code Format
 - Complete changes required by FI\$Cal.

Beyond June 2015

- Perform ongoing system maintenance to Cost Recovery Page to reflect evolving business processes.

¹ The Financial Information System for California (FI\$Cal Project) is a business transformation project for state government in the areas of budgeting, accounting, procurement, and cash management. The project will prepare the state systems and workforce to function in an integrated financial management system environment.