



Human Resources Management

New Employee Training DVD

A series of five training videos, in DVD format, produced by Agency for Health Care Administration staff for the Office of the Attorney General, can be modified to fit any state agency. For more information, please contact Martin Holland at (850) 414-7560 or hollandm@ahca.myflorida.com. 2007 AHCA-001

Improved Time Accounting Reporting Process

A time validation process replaces bubble sheets and a scanner with one that utilizes the PeopleFirst system. Staff now records time worked into PeopleFirst through the use of charge objects. For more information, please contact Janet Parramore at (850) 921-9141 or parramoj@ahca.myflorida.com. 2007 AHCA-008

Streamlined Analysis for Salary Projections

A salary and benefits worksheet facilitates quarterly projections with increased accuracy and time savings. For more information, please contact Tom Denmark at (850) 922-8414 or denmark@ahca.myflorida.com. 2007 AHCA-010

AWIKS Time Management System

A system to administer employee time for payroll purposes saved approximately \$120,000 plus annual licensing fees of more than \$20,000, while decreasing employee error. For more information, please contact Nancy Osborne at (407) 897-2880 ext. 1168 or at nancy.osborne@awi.state.fl.us. 2007 AWI-005

Emergency Contact and Personal Asset System Database

An employee emergency contact/location and personal asset tracking database system reduces time developing and maintaining emergency contact and location information on Department of Agriculture and Consumer Services employees. It also improves accountability of department-issued assets when employees separate from the department by ensuring purchase cards and other credit cards are cancelled in a timely manner. For more information, please contact Paul Palmiotto at (850) 921-6235 or palmiop@doacs.state.fl.us. 2007 DACS-001

Time and Accomplishments Reporting System

A cooperative assistance reporting system (CARS) tracks the time and accomplishments of cooperative forestry assistance foresters statewide. CARS replaced 42 databases that were difficult and time consuming to operate, and which resulted in duplicate reporting. CARS updates a time and accounting reporting system, reducing data entry time for state employees by one-third because they now file one report instead of two. A report generator provides timely comprehensive activity reports that are also useful to supervisors as a personnel management tool. For more information, please contact Susan Crona at (850) 410-0746 or cronas@doacs.state.fl.us. 2007 DACS-007



Employee Discipline

A process to ensure fair, impartial discipline to employees includes a tracking database to find discipline on any given employee and tracking numbers to help retrieve hard copies. For more information, please contact Willa Beckley at (850) 487-6599 or willa.beckley@dbpr.state.fl.us. 2007 DBPR-002

Electronic Forms Streamline Employee Appraisal Process

Standardized forms assist supervisors' data collection to track employee performance on a monthly basis. The forms roll up automatically for the annual employee performance appraisal. For more information, please contact Marion Little at (305) 377-5460 or marion.little@dcf.state.fl.us. 2007 DCF-007

Benefit Calculator

An automated tool called "Benefit Calculator" enables Department of Children and Families employees to see a fuller range of their compensation and to calculate the dollar value of their benefits. Annual estimated time savings from department wide implementation is \$360,000. For more information, please contact Rose Marie Worley at (850) 921-0052 or rose_marie_worley@dcf.state.fl.us. 2007 DCF-012

Reduced Employee Overtime

An advance scheduling procedure reduced paid overtime by approximately \$192,015 at Florida State Hospital. For more information, please contact Tom Davis at (850) 663-7286 or tom_davis@dcf.state.fl.us. 2007 DCF-015

Career Development and Succession Planning

A structured process for planning career development goals identifies key positions that are targeted for succession planning as incumbents retire or advance. For more information, please contact Connie Cloud at (904) 723-2074 or connie_cloud@dcf.state.fl.us. 2007 DCF-038

Improved Budgeting and Savings Habits of Employees

A money management curriculum for employed individuals in a state mental health treatment facility increased the percentage of those who saved at least \$5 per pay period from 36% in August 2005 to 59% in April 2006. For more information, please contact Cheryl Malinowski at (904) 259-6211 or Cheryl_Malinowski@dcf.state.fl.us. 2007 DCF-065

Web-based Training for Nursing

Web-based training for nursing staff addresses challenges related to completion of new hire training and annual core training. It allows nursing staff to complete required training at their convenience, complete courses for CEU credits, and enhance competencies in areas such as workplace safety, CPR, First Aid, and MANDT. For more information, please contact Grady Carthon at (352) 375-8484 or grady_carthon@dcf.state.fl.us. 2007 DCF-078



Training Program Increases Retention of Direct Care Staff

A training program for applicants for entry level direct care positions who do not have a college education enables them to receive certification through classroom and on site job training by completing a 180 hour program. Persons going through this program have an 80% retention rate versus 50% for those not going through it. For more information, please contact Grady Carthon at (352) 375-8484 or grady_carthon@dcf.state.fl.us. 2007 DCF-080

Overtime Reduction

A new procedure reduced overtime paid to security department staff at the Department of North Florida Evaluation and Treatment Center in Gainesville by \$75,000 in six months. For more information, please contact Ken Huddleston at (352) 375-8484 ext. 225 or ken_huddleston@dcf.state.fl.us. 2007 DCF-081

Human Resources Intranet Website

A human resources webpage provides information previously either unavailable or difficult to find and/or access by 14,000 Department of Children and Families employees. For more information, please contact Marsha Ryan at (850) 488-8308 or marsha_ryan@dcf.state.fl.us. 2007 DCF-082

Standardized Department New Employee Orientation Program

A new-employee orientation process resulted from process mapping to show responsibility at each level of the process, and developing operating procedures. Quality improvement tools will help to monitor the program's effectiveness. Previously, the orientation process had no continuity from area to area for more than 13,000 Department of Children and Families employees. For more information, please contact Stephen Eaton at (850) 921-8572 or stephen_eaton@dcf.state.fl.us. 2007 DCF-084

Cumulative Employee Earnings Program

A cumulative employee earnings program enables human resources staff to view the payment history of any Department of Children and Families or Agency for Persons with Disabilities employee from fiscal year 1999-2000 to 2005-06 for estimated annual time savings of \$186,690. For more information, please contact York Shuler at (850) 414-1581 or york_shuler@dcf.state.fl.us. 2007 DCF-087

Missing Timesheet On-Line Application

A web based tool provides approximately 1,600 Department of Children and Families managers, supervisors, employees and human resources professionals timely information to help meet the agency's 2005-08 Strategic Plan objective to submit time sheets on time for annual estimated time savings of \$85,000. For more information, please contact York Shuler at (850) 414-1581 or york_shuler@dcf.state.fl.us. 2007 DCF-088

Employee Disaster Planning Web Based Tool

A web based tool provides Department of Children and Families managers, supervisors, employees, and human resources professionals, relevant and timely information for disaster planning and recovery operations. The Agency for Persons with Disabilities also has access to

After adapting and implementing one of the achievements above, please submit a nomination for a Prudential Financial - Davis Productivity Award of up to \$2,500. Instructions and forms are available at www.floridatxwatch.org. The full list of adaptable achievements is on the website, as well. For further information, please contact your agency awards coordinator or Ms. Clarissa Dunlap, Executive Director of the Prudential Financial - Davis Productivity Awards, cdunlap@floridatxwatch.org or (850) 222-5052.



this webpage, which includes information on office closings, timesheet preparation, leaves of absence, compensation, disaster recovery reporting, and frequently asked questions. The web page is updated for each declared tropical storm, hurricane and disaster. For more information, please contact Linda Wotring at (850) 922-5145 or linda_wotring@dcf.state.fl.us. 2007 DCF-089

Remote Access Portal for Telecommuting and Emergency Applications

A secure internet portal enables the Department of Children and Families to expand its capability to provide access to services by clients, community partners, and department staff who work from home or other remote locations - especially during emergencies. This initiative positions the department for additional savings when, during emergency operations, temporary staff are deployed to help handle increased demand for services. Limited access can be granted to temporary staff at almost no cost. For more information, please contact David Warfel at (850) 922-6347 or david_warfel@dcf.state.fl.us. 2007 DCF-098

Inspector Training Modules in Key Industrial Sectors

Multi-media, sector-specific training modules help environmental field inspectors to learn about advances in production processes and emerging technologies in the large, complex facilities they must inspect. For more information, please contact Vince Seibold at (904) 807-3301 or vince.seibold@dep.state.fl.us. 2007 DEP-023

Background Investigations

A procedure for performing comprehensive criminal and civil background checks on individuals can be completed in a matter of days instead of weeks. This procedure facilitates immediate background information if necessary, enabling the Florida Office of Financial Regulation to better serve state financial institutions and the banking public by helping to determine whether individuals are qualified to serve in a fiduciary capacity. For more information, please contact Joseph Matthews at (850) 410-9800. 2007 DFS-012

Master Employee Information System

A system to manage and maintain staffs contact information, special needs shelter assignments, training records, equipment custody records, and other employee information is available from the Volusia County Health Department. For more information, please contact Jack Myers at (386) 274-0873 or Jack_Myers@doh.state.fl.us. 2007 DOH-009

Training on Workplace Violence and Anti-terrorism

A training program, "Preventing Workplace Violence", raises prevention awareness, defining the problem and its parameters, as well as anti-terrorist awareness, teaching employees risk factors and prevention strategies. This program has resulted in valuable training to the leaders of the Florida Department of Health, through the Public Health Leadership Institute of Florida, as well as trainings at the hospital and throughout the local communities, in addition to its reach into other states. For more information, please contact Dana Vogelsang at (561) 582-5666 or Dana_Vogelsang@doh.state.fl.us. 2007 DOH-013



Reduced Administrative Costs of Disaster Reimbursement

A disaster time keeping system increases efficiency and reduces costs associated with documentation required for Federal Emergency Management Agency reimbursement of labor costs for disaster response and recovery efforts. This system can track events of any type or size, whether local or statewide. For more information, please contact Roger Twitchell at (850) 245-4444 ext. 3028 or Roger_Twitchell@doh.state.fl.us. 2007 DOH-048

Administrative Services Outcome Monitoring Report

A database system saves time collecting information; combines information from several different sources; and integrates graphics, data, text, and symbols to produce reports. The system provides continuous access to information and allows multiple points of data entry, thereby enabling more than one person to maintain data. For more information, please contact Marguerite Rappoport at (941) 861-2603 or marguerite_rappoport@doh.state.fl.us. 2007 DOH-046

New Employee Orientation

A training matrix related to the Department of Health's TRAK-IT system provides orientation for new employees and continuing education for existing staff. For more information, please contact Bill Brookman at (305) 853-1901 or william_brookman@doh.state.fl.us. 2007 DOH-050

Staff Verification System

A system that provides historical and current information concerning employees of 300 outsourced providers enables hiring agents to determine the need for further inquiry into prospective employees' employment histories, based on previous problems working with juveniles. For more information, please contact Jacqueline Suttle at (850) 488-9084 or jackie.suttle@djj.state.fl.us. 2007 DJJ-017

Background Screening

One-step criminal background screening, including simultaneous electronic submission of fingerprints to the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI), produces criminal history responses from FDLE and the FBI within 72 hours. For more information, please contact Myra Burks at (850) 921-6338 or myra.burks@djj.state.fl.us. 2007 DJJ-018

Video Interviews

On-campus interviews are important forums for recruiting prospective attorneys. Rather than travel to law schools, an attorney interview team used a video conferencing system already in place at the Public Defender's Office, 13th Judicial Circuit (Hillsborough County), and implemented a process for conducting interviews via video-teleconference with an estimated annual savings of \$10,000. For more information, please contact Nicole Hanscom at (813) 277-0876 or hanscomn@pd13.state.fl.us. 2007 JAC-001

People First Video Demonstrations

Training videos demonstrate how to perform various procedures in the People First system, such as completing a timesheet, creating a flex schedule, and navigating health and benefits

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screens. Estimated added value for a seven-month period due to creation and utilization of these videos was \$600,537. For more information, please contact Suzetta Furlong at (850) 922-1987 or suzetta.furlong@dms.myflorida.com. 2007 DMS-002

Pay-As-You-Wait™ Travel Reimbursement Service

A travel reimbursement process reduces the time that travelers wait to receive payment after submitting reimbursement requests from an average of one week to five to ten minutes. The only additional cost of implementing this process is an off-the-shelf software program costing approximately \$40. For more information, please contact Kelly Lutz at (850) 414-4819 or Kelly.lutz@dot.state.fl.us. 2007 DOT-019

Expenditure Tracking Program

An expenditure tracking program enables managers to know, in real time, how much money has been spent or committed, and how much remains in the fiscal year budget allocation. A search function determines the amount of money that has been spent for travel and how much of each employee's travel expenses have been used. For more information, please contact Cesar Ricardo at (954) 475-4102 ext. 136 or cesar.recardo@dot.state.fl.us. 2007 DOT-024

Desktop Safety Training

An on-line safety training module provides a mandatory four hours of monthly safety training to maintenance employees. Previously, employees had to travel to the District maintenance office to receive training. For more information, please contact William Wang at (954) 777-4203 or william.wang@dot.state.fl.us. 2007 DOT-028