School District of Palm Beach County enhances operational efficiency with HP Process Automation

Industry
Education

Objective
The school district needed to deploy forms and processes quickly, on an electronic system that provides over 2,000 forms used by over 25,000 employees and 170,000 students and parents.

Approach
Replaced a time-consuming, paper-based process with an automated digital solution that understands and acts on document content.

IT matters
• HP Process Automation
• Systems integration by Informa Software, an HP partner

Business matters
HP Process Automation has significantly reduced the time and costs associated with the management of business processes.

"Our previous manual paper-based processing of forms was simply not meeting the needs of our students, faculty, employees and other constituent groups."

– Kara Rubinson, General Manager of IT Applications, The School District of Palm Beach County

Palm Beach County School District, the twelfth largest school district in the nation, uses HP Process Automation to automate its traditional paper-based processing of more than 2,000 administrative forms into an automated electronic process based on understanding document content.

HP Autonomy's Certified Partner, Informa Software, was the systems integrator for the project.

About the School District of Palm Beach County

The school District of Palm Beach County is the fifth largest school system in Florida and the 12th largest in the country. It is the only urban school district in Florida that has earned an "A" rating from the Florida Department of Education for the eighth consecutive year. With 185 schools and approximately 180,000 students, the district's school grades are among the highest in the state.

The challenge

Traditional paper-based processes are often complex in nature, involving legally binding documentation, multiple layers of approval, signatures, and a significant amount of paperwork. The School District needed to be able to deploy forms and processes quickly on an electronic system, with minimal custom development.

When outlining requirements for the new system, the school district noted security, scalability, compliance support, and ease of integration as the top goals.

The solution

The HP Process Automation solution provides the school district with the capabilities to create electronic forms, capture electronic signatures, and facilitate workflows for 25,000 school district employees, and 170,000 students and parents. The forms include those for student enrollment, human resources, payroll, and finance.

With HP Process Automation, the school district can rapidly transform all documents and forms into digital data. From there, the system immediately triggers a workflow to allow a secure audit trail to be captured at every step of the process.

In addition, the HP solution automates form processing by understanding the content of the documents, allowing the data to be automatically and immediately validated for accuracy as it is being entered. The ability to streamline processes in this way has reduced the time and costs associated with the management of business processes.

The results

The School District now has over 2,000 administrative forms managed by HP Process Automation. As one example, the district's Human Resources department was recently directed to put together an online course on their Code of Ethics for 25,000 employees. Each participant was required to watch a video, take a test, and then sign a form stating that they read the policy. The signed form then goes into each participant's personnel file. In the past, staff members would have to hand sign, scan manually, and put a paper form into each person's personnel file, which was very labor and time intensive. Now, with HP Process Automation, the employees are able to watch the video, take an online test, and electronically sign a form that gets automatically routed to their personnel file within minutes. Automating this one process has saved the school district an enormous amount of time and money, and improved operational efficiency.

About Informa Software

Informa Software delivers industry-proven software solutions and services to address a wide range of business challenges. With extensive expertise in document management, electronic forms, workflow, and network fax, Informa Software provides technology solutions for clients ranging from small businesses to the Fortune 500, and government/non-profit agencies at the local, state, and federal levels.

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About HP Autonomy

HP Autonomy is a global leader in software that processes unstructured human information, including social media, email, video, audio, text and web pages. Using HP Autonomy's information management and analytics technologies, organizations can extract meaning in real time from data in virtually any format or language, including structured data. A range of purpose-built market offerings helps organizations drive greater value through information analytics, unified information access, archiving, eDiscovery, enterprise content management, data protection and marketing optimization. Additional information is available at **autonomy.com**.

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