Intellinetics

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WHY YOU NEED TO AUTOMATE YOUR EMPLOYEE ONBOARDING PROCESS

AND

HOW TO DO IT.

(AUTOMATED ELECTRONIC FORMS PROCESSING FOR HUMAN SERVICE PROVIDERS)

Less
Paper.
More

Provider-Difficult Questions

1. How difficult is it to find good employees?
2. How difficult is it to keep good employees?
3. How much is it costing you to find, onboard, train and retain employees?

Employment Costs

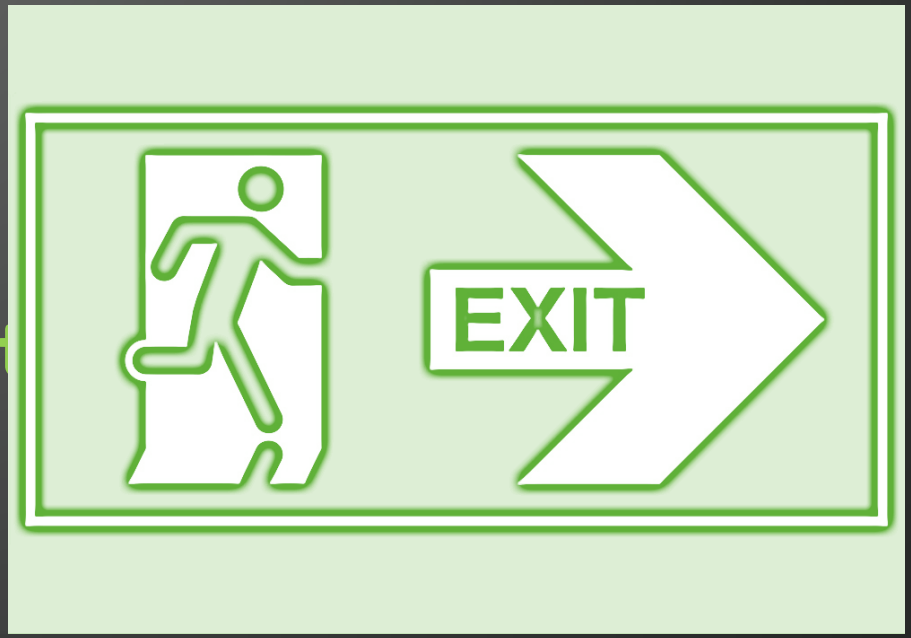
According to a study by the Institute for the Future of Aging Services (IFAS) estimates $2500 per employee in direct costs (hiring and training) to replace a direct care worker.

Employment Costs

- Lost productivity until a replacement is trained
- Reduced service quality
- Lost client revenues and/or reimbursement
- Lost clients
- Negative impact on employee morale

Employment Issues

One study found for home health providers that there is a to 60 percent turnover rate, wit 80 to 90 percent leaving their employer within the first year. (IFAS)



The Results

Massive amounts of paperwork

Massive amounts of paper

Massive amounts of time

Delay of providing services

Distraction from training and orientation

The Results

Provide a great first impression
Are ready when they arrive for training and orientation
They are on the job faster, improving care and billing
Ease the burden on current HR employees

Focus less on formalities and more on creating better first days!

RECRUTING
EMPLOYMENT
HUMAN RESOURCES
CAREER
STAFF
MANAGEMENT

Two Largest Paper Intensive Processes

- Applicant Tracking
  - Paper applications
  - Hiring workflow process
- Employee Onboarding Paperwork
  - Typical onboarding packets/forms
  - Follow-up forms

Employee Onboarding Paperwork

a) Reduce the stress of HR employees and the new employee during the onboarding process
b) Save Time - and the environment
   a) Eliminate the tracking/handling of physical paper
   b) Eliminate the storage of physical paper
c) Reduce the time tracking down missing forms or form errors
d) Creates a better first day for new hire
e) Creates a great first impression

Frees HR personnel up to do more of the stuff that actually matters.

Employee Onboarding Automation

a) Quickly get employee documentation to the new employee via an email
b) New employee can fill in at their own pace - leave and come back to where they were
c) Fill out the forms on any device - Computer, tablet, smart phone
d) Forms are easily routed internally to whoever needs to see them, or add information
e) Electronic forms are pushed directly to electronic storage for future access and secure storage

Frees HR personnel up to do more of the stuff that actually matters.

The Solution

Electronic Document Management (EDM) and Electronic Forms Processing

According to research done by Price Waterhouse Coopers, the costs of paper are staggering:

- Employees spend **15% of their time** searching for documents
- The average filing cabinet costs **$26,100 to purchase, fill and maintain**
- Approximately **3 percent of all files are misfiled or lost**
- Paper Records **double every 3 years**
- **70% of businesses would fail** if they suffered catastrophic loss of paper-based documents due to fire or flood+.

+ Source: www.thepaperlessproject.com

PRIMARY DRIVERS EDM

More Time For Consumers

Refocus your organizational goals back to your mission

Revenue Growth and Protection

Drive revenue by operating more efficiently as an organization

Compliance

Ensure legal compliance and audit-ready information

Reduced Costs and Risks

Security

HIPAA

Disaster Recover

Fraud Protection

eForm Processing

Noah Julyk

Droplet

eForms and workflow automation

SHOW OF HANDS!

- Who likes filling out paperwork?
- Who enjoys tracking down delinquent documents?
- **Blurt it out:** on average how much time do you spend on approvals?

eForm Processing

IN A NUTSHELL

- Electronic (non .pdf) versions of paper forms
- Intelligent workflow routing
- Automated form pathways
- As easy to use as a piece of paper

WHY?

- Easier than asking the secretary “who this form is supposed to be sent to”
- Limits time waste
- Expedites approval processes
- Built-in audit trails

HOW IS THIS ACHIEVED?

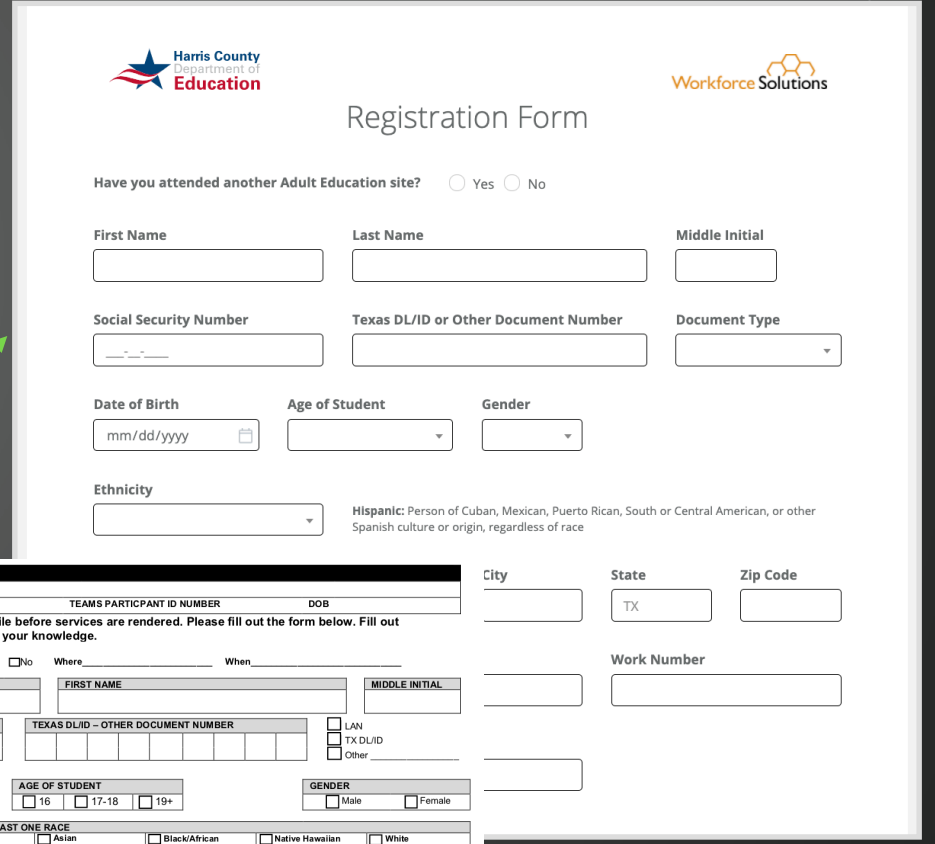
- Do you want to hire an entire IT team dedicated to form management & creation?
  - Probably not…
    A. Costly
    B. Training
    C. Ramp-up time

HOW IS THIS ACHIEVED?

- Third party partner will perform the same document creation workflow automation task in a fraction of the time for significantly less cost
- You're hiring a team immediate experts on the subject matter
- Zero training or onboarding

YOUR ONBOARDING PROCESS CAN LOOK LIKE THIS:

- Fully customized eForm
- Completely automated workflow
- Absolute birds-eye view for admins
- Up to date on a process in real time



Harris County Department of Education

Workforce Solutions

Registration Form

Have you attended another Adult Education site? Yes No

First Name | Last Name | Middle Initial

Social Security Number | Texas DL/ID or Other Document Number | Document Type

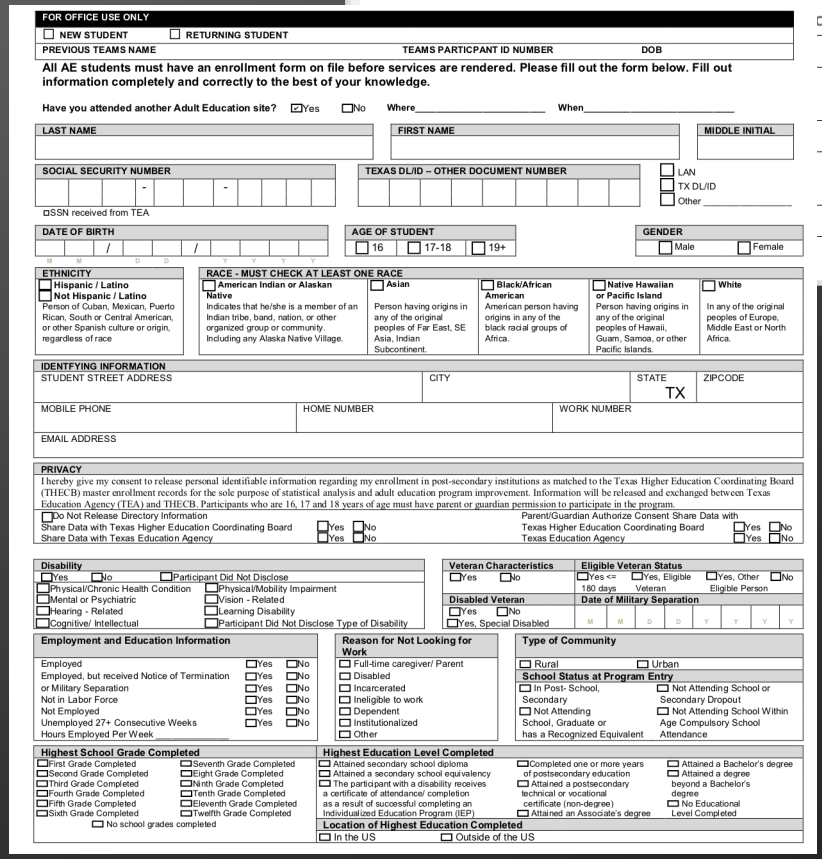
Date of Birth | Age of Student | Gender

Ethnicity

Hispanic: Person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

City | State (TX) | Zip Code

Work Number



FOR OFFICE USE ONLY

NEW STUDENT RETURNING STUDENT

PREVIOUS TEAMS NAME | TEAMS PARTICPANT ID NUMBER | DOB

All AE students must have an enrollment form on file before services are rendered. Please fill out the form below. Fill out information completely and correctly to the best of your knowledge.

Have you attended another Adult Education site? Yes No Where_____ When_____

LAST NAME | FIRST NAME | MIDDLE INITIAL

SOCIAL SECURITY NUMBER | TEXAS DL/ID – OTHER DOCUMENT NUMBER | LAN | TX DL/ID | Other

SSN received from TEA

DATE OF BIRTH | AGE OF STUDENT (16 | 17-18 | 19+) | GENDER (Male | Female)

ETHNICITY

Hispanic / Latino

Not Hispanic / Latino

Person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

RACE - MUST CHECK AT LEAST ONE RACE

American Indian or Alaskan Native — Indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native Village.

Asian — Person having origins in any of the original peoples of Far East, SE Asia, Indian Subcontinent.

Black/African American — American person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Island — Person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White — In any of the original peoples of Europe, Middle East or North Africa.

IDENTFYING INFORMATION

STUDENT STREET ADDRESS | CITY | STATE (TX) | ZIPCODE

MOBILE PHONE | HOME NUMBER | WORK NUMBER

EMAIL ADDRESS

PRIVACY

I hereby give my consent to release personal identifiable information regarding my enrollment in post-secondary institutions as matched to the Texas Higher Education Coordinating Board (THECB) master enrollment records for the sole purpose of statistical analysis and adult education program improvement. Information will be released and exchanged between Texas Education Agency (TEA) and THECB. Participants who are 16, 17 and 18 years of age must have parent or guardian permission to participate in the program.

Do Not Release Directory Information

Share Data with Texas Higher Education Coordinating Board Yes No

Share Data with Texas Education Agency Yes No

Parent/Guardian Authorize Consent Share Data with Texas Higher Education Coordinating Board Yes No

Texas Education Agency Yes No

Disability

Yes No Participant Did Not Disclose

Physical/Chronic Health Condition | Physical/Mobility Impairment

Mental or Psychiatric | Vision - Related

Hearing - Related | Learning Disability

Cognitive/ Intellectual | Participant Did Not Disclose Type of Disability

Veteran Characteristics: Yes No

Eligible Veteran Status: Yes <= 180 days | Yes, Eligible Veteran | Yes, Other Eligible Person | No

Disabled Veteran: Yes No | Yes, Special Disabled

Date of Military Separation

Employment and Education Information

Employed	Yes	No
Employed, but received Notice of Termination or Military Separation	Yes	No
Not in Labor Force	Yes	No
Not Employed	Yes	No
Unemployed 27+ Consecutive Weeks	Yes	No

Hours Employed Per Week _____

Reason for Not Looking for Work

Full-time caregiver/ Parent | Disabled | Incarcerated | Ineligible to work | Dependent | Institutionalized | Other

Type of Community: Rural Urban

School Status at Program Entry

In Post- School, Secondary | Not Attending School or Secondary Dropout

Not Attending School, Graduate or has a Recognized Equivalent | Not Attending School Within Age Compulsory School Attendance

Highest School Grade Completed

First Grade Completed | Second Grade Completed | Third Grade Completed | Fourth Grade Completed | Fifth Grade Completed | Sixth Grade Completed | Seventh Grade Completed | Eight Grade Completed | Ninth Grade Completed | Tenth Grade Completed | Eleventh Grade Completed | Twelfth Grade Completed | No school grades completed

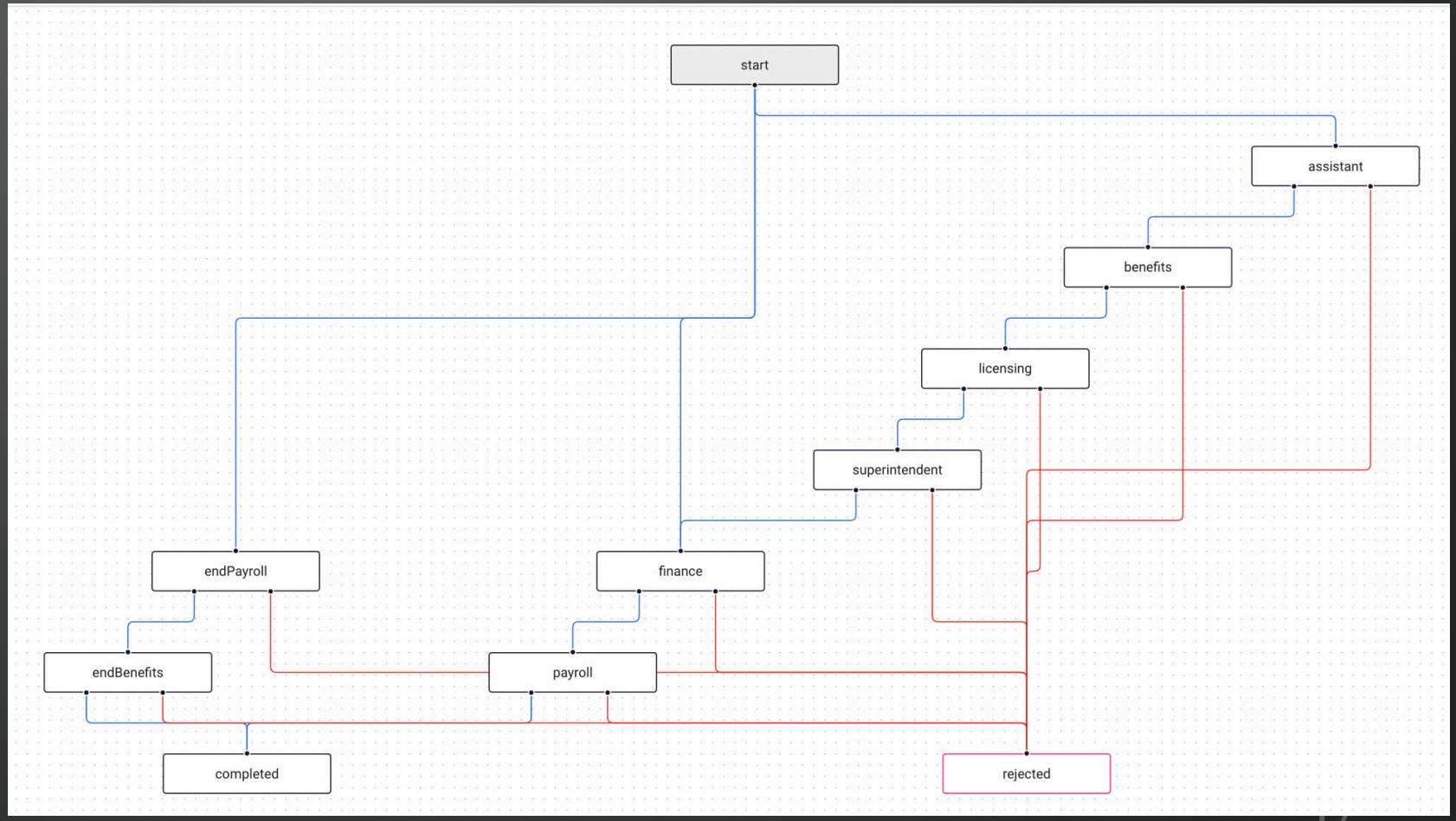
Highest Education Level Completed

Attained secondary school diploma | Attained a secondary school equivalency | The participant with a disability receives a certificate of attendance/ completion as a result of successful completing an Individualized Education Program (IEP) | Completed one or more years of postsecondary education | Attained a postsecondary technical or vocational certificate (non-degree) | Attained an Associate's degree | Attained a Bachelor's degree | Attained a degree beyond a Bachelor's degree | No Educational Level Completed

Location of Highest Education Completed: In the US | Outside of the US

EXAMPLE OF A CONDITIONAL WORKFLOW

- Automatically routes
- Intelligently routes
- Zero:
  - downloads
  - wet signatures
  - printing/scanning



Caption

WHAT A TYPICAL ONBOARDING PACKET MAY LOOK LIKE

https://demo1.app.droplet.io/home

Less
Paper.
More

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THANK YOU

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