



CAS Forms Interface

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BACKGROUND & SHORTCOMINGS

- The current process is lengthy; depending on whether it's an upgrade or new service application only certain sections apply
- Outside agencies find it cumbersome to update an already submitted application; changes must be wholly re-submitted to CAS staff
- Outside agencies must contact CAS to determine progress and/or status of a submitted documents

GOALS & OBJECTIVES

- Streamline the application submission process; significantly improve turnaround time on CAS documents, and reduce human errors
- Allow CAS and external agencies to track the applications/documents, with status updates, which sets up a consistent workflow and approval process
- Allow external agencies to maintain their own contact information and delegate web portal permissions to individual users within their agency
- Create a foundation to easily implement future additions and upgrades to the web portal system

FUNCTIONALITY & IMPLEMENTATION

- Developed internally at the DOJ; save time by utilizing accounts already available on the CLEW website and existing methods of authentication
- Initial implementation is for the following forms:
 - HDC 0001 – CLETS Subscriber Agreement
 - HDC 0002 – CLETS Change Request
 - HDC 0010 – Misuse Form
 - HDC 0014 – CLETS Application

CURRENT STATUS

- General business requirements documentation being finalized
- Workflow chart and database requirements designed
- Projected to have early test-environment functionality ending in the 3rd or 4th quarter of 2019