

## **Data Management & Technology Committee Update to WDC**

**November 18, 2021**

The Data Management & Technology Committee has been working with WDD staff to purchase various modules and tools that will help assist our local American Job Center (AJC) staff with their case management responsibilities. These new or restored modules and tools supports the American Job Centers efforts in maintaining high service delivery outcomes while protecting individuals returning to work. Recently, on October 1, the remote signature for electronic document signing has been restored in HireNet Hawaii. Documents that utilize the remote signature functionality are encrypted to ensure full security and an audit trail is maintained for each signature on file.

Additionally, the Committee through the WDD has recently completed the supplemental contract for the integration of the Document Management module in HireNet Hawaii. The Document Management module will transform and modernize the way our AJC staff collect participant documentation. The Document Management module will allow scanned documents to be captured and reviewed online and stored securely in HireNet Hawaii's central database. This module will support all WIOA programs that utilize HireNet Hawaii. The Document Management module also includes the ability to attach documents to case notes and program verifications, as well as tagging and retrieving documents associated with a participant record. Future communication is forthcoming including a bulletin, outlining the guidelines and use of the new module. In addition, training for all staff at the American Job Center on the use of the module will also be scheduled.