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Sent: Tuesday, August 18, 2020 3:53 PM

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Subject: UNION NOTIFICATION: OGC DEC- ADR TOOL

Good Afternoon,

This email serves as notification to the Union of the introduction of a Analyst Dashboard Report (ADR) for Field and HQ Departmental Enforcement Center (DEC) employees. The Bargaining Unit employees are identified in the attachment. Currently there is no one place for DEC employees (Enforcement and Financial Analysts) to review the progress of their work assignments/referrals. Using Power BI analytics and existing database information we are able to establish such a tool. The ADR will aid DEC employees in prioritizing their workload and improve the DEC's ability to carry out its mission.

The Departmental Enforcement Center (DEC) will implement the ADR tool by utilizing existing systems of record and their related databases. The DEC is responsible for reviewing and processing referrals that come from the Department's Office of Housing's Office of Multi-Family Housing and Office of Healthcare Programs. On average the DEC receives over 2000 referrals each year. Currently DEC employees are required to enter data into the Office of Housing's systems of record as well as the DEC Activities Report SharePoint tool. The new ADR tool will allow an Analyst to see in real time DEC Referral Detail, Aged Status of Referrals, Type of Referral, Count Measure, and the Categorical Filters (slicers) settings group, which consist of the Satellite Office, Analyst Name, Referral Type, and Case Status. This is done using existing databases and requires no additional data search or querying on the part of the HQ or Field employees.

Management will implement this tool early in November 2020, and provide training for the employees on how to use the new tracking tool soon after implementation. This duty already exists within what the employees are currently being required to do, so the EPPES will not change. Employees will not be penalized for any down time between systems.