



Document Management Federation Considerations January 2018



NC FAST
North Carolina Families Accessing
Services through Technology



*Health and
Human Services*

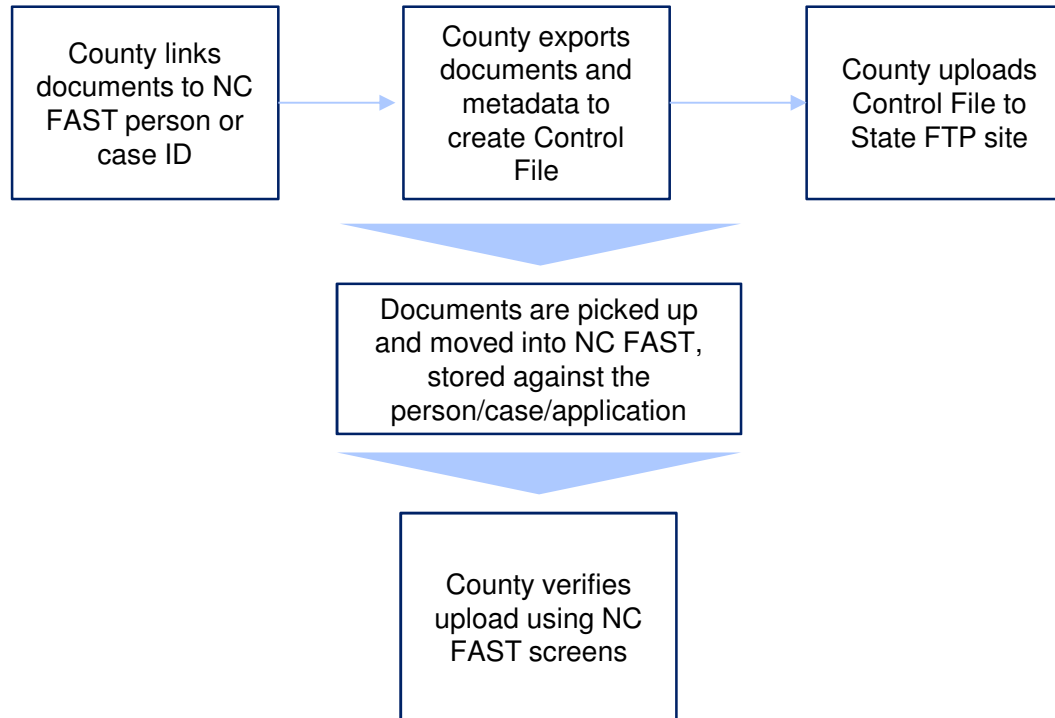
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Terminology

- **Conversion** – the process by which a county will migrate documents from their current document management system into the NC FAST system with the end goal of discontinuing the use of the county based system after the migration process is complete
- **Federation** – the process by which a county will migrate documents from their current document management system into the NC FAST system with the intent of continuing to use the county based system after migration. New documents would be migrated regularly, resulting in a process where use of the county based system continues, but allows the necessary documents to be stored in the NC FAST system as appropriate.
- **Control File** – the file that must be created at the county level to push the county's documents to a secure site to be ingested into NC FAST, this file must follow the standards supplied by NC FAST in order to ensure the documents can be stored correctly
- **FTP** – file transfer protocol, or method by which the county can securely send their file/documents to a location where NC FAST can retrieve and import it
- **Content Collector** – the tool that NC FAST will use to import the county file from the secure FTP location
- **Data Cap** – web-based tool that can be used during the initial scanning process to tag documents with certain metadata in order to attach the documents to the correct location in the system

High Level Migration Process Overview



Notes:

- Federating counties will repeat the above process and validate each time a new upload is completed
- Converting counties will repeat the above process until all targeted documents are migrated

Document Management Cost and Responsibility Details - State

- Provision and configure FileNet and Data Cap solution for Statewide use
- Store all documents/files associated with NC FAST programs
- Provide relevant training materials for Data Cap functions and other system considerations/impacts
- Provide specifications for creation of County Control Files to counties
- Provision and configure State Content Collector necessary to import County Control Files
- Configure and maintain State FTP site for County Control File upload

Document Management Cost and Responsibility Details - County

- Meet local workstation requirements including scanners and internet bandwidth
- Store all documents/files NOT associated with NC FAST programs (County option)
- Prepare data, including data cleansing, mapping, tagging and validating of all documents housed in existing County DMS systems that will be federated into FileNet
 - May require adding ability to add data elements into existing County DMS
- Create County Control Files in order to ready documents for import through State Content Collector
- Software to connect to State FTP site for County Control File upload
- Costs related to vendor-provided County DMS

Considerations

- Federating or Converting counties will be required to prepare documents according to the State format in order for federation into FileNet to occur
 - May require adding data elements, such as Case ID, not currently contained in County DMS
 - Counties will need to work with current vendor to ensure data elements are mapped correctly and to ensure documents are in appropriate format required for federation or conversion
- County Control Files will need to be pushed regularly to State FTP site in order for State Content Collector to obtain documents and ingest into FileNet
- Initial efforts and Control File layout for Pilot Counties may be able to serve as a template or starting point for other converting and federating counties