CSF Workforce Planning Recommendations: Implementation Plan

Recommendation	Start Date
Rec: SBC to Notify CSF re Discipline	
Discussions with Supreme Court	7/19/2016
Draft Specs & Post Position	7/16/2016
Hire and Train	8/31/2016
Rec: Email Status Notifications	
Email Communication Implemented	6/1/2016
Develop and Implement Notification Sche	6/30/2016
Automate Notification (New CMS)	
Rec: Centralize Pending Files	
Move Files	7/15/2016
Electronic File Storage (New CMS)	
Rec: Automate Case List	
Data Automation in Place	6/1/2016
Rec: CSF Electronic Access to OCTC CMS Files	
To be implemented with new CMS	
Rec: Evalutate CSF Staffing	
Complete Class and Comp Study	6/1/2016
Implement Class and Comp Recs	10/31/2016
Rec: Publish Detailed Reports	
Define data elements	7/13/2016
Add fields to AS400	8/31/2016
Produce reports	10/31/2016
Rec: Increase CSF Fee	
CSF Study Mandated by Fee Bill	8/15/2016
Rec: Automate CFSC Documents	
Document Scanning	6/1/2016
Secure Website	7/15/2016
Full Implementation	9/30/2016