

*Virginia Executive Institute*  
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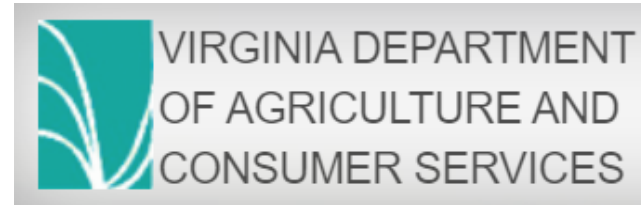
# Public Sector Digital Transformation



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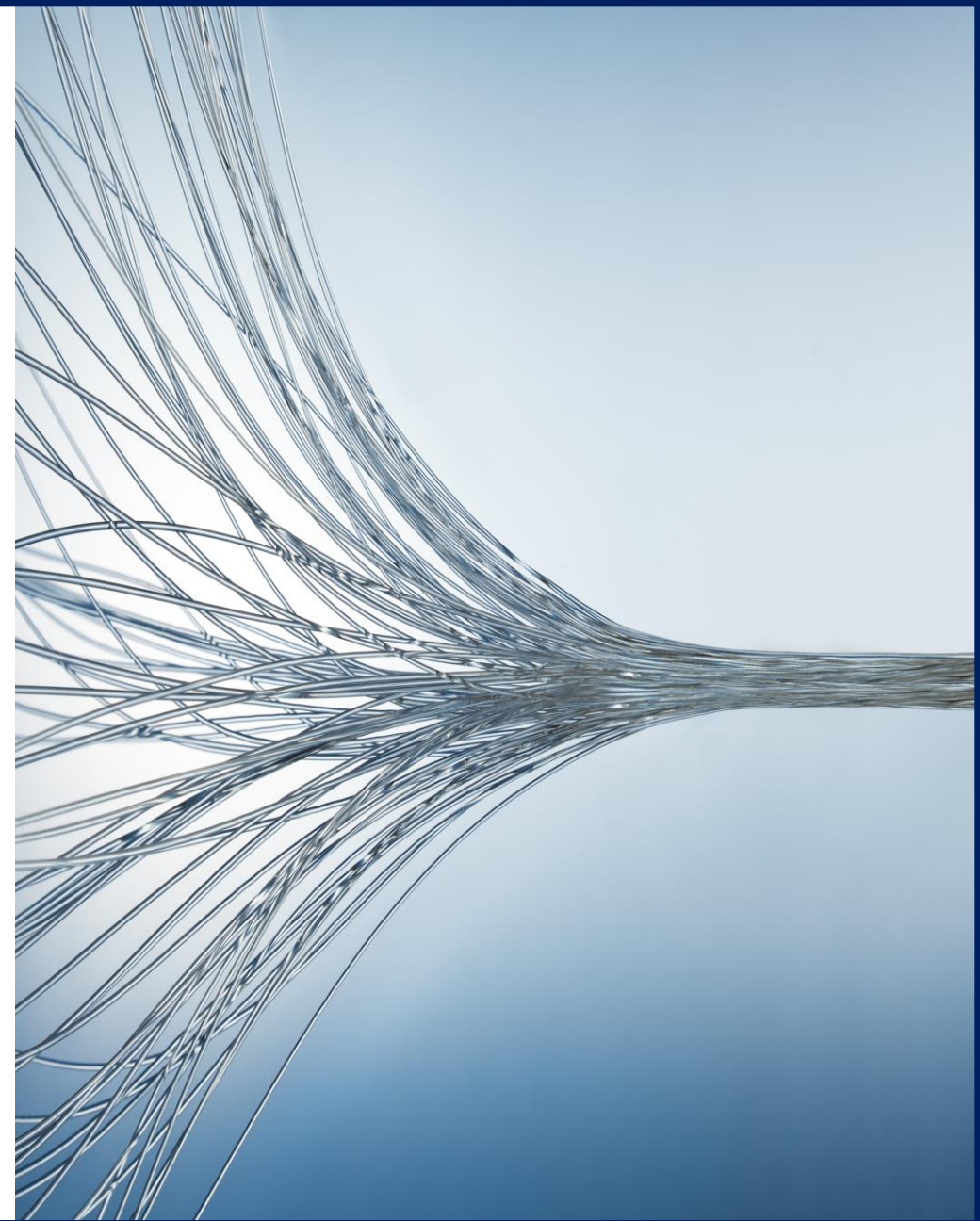


**Kelly Zeoli**



# Digital Transformation

- **Improve** efficiencies through digitalization, as much of state government is still weighed down by inefficient paper processes
- **Automate** government document management and focus more on stakeholder needs through digital claim intake and processing from any device and custom-built portals
- **Optimize** and track business processes so work gets done more quickly
- **Streamline** content and accelerate contract approvals
- **Standardize** workflow across every department including Finance, Administration, and Human Resources to speed up repeatable work

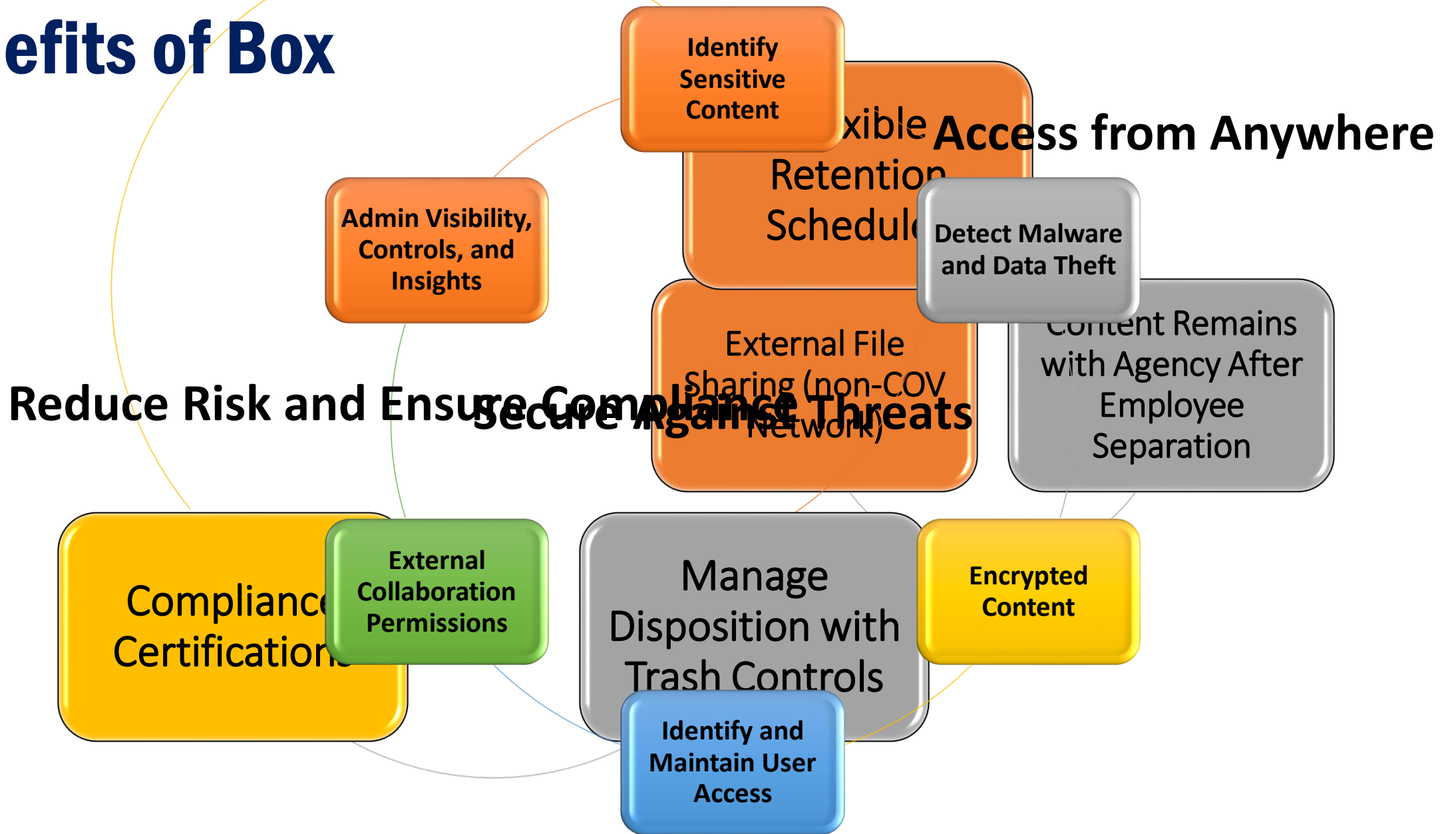


# Why Microsoft Box for Digital Transformation?

- Conforms with over 12 Governmental Compliance Standards including:
  - HIPAA
  - Federal Tax Information (FTI) Privacy and Security
  - International Standard (ISO) for Protection of Personal Identifiable Information (PII)
- Provided through VITA
- Meets Code of VA policies for e-signatures
- Mobile technology compatible
- Microsoft 365 compatible



# Benefits of Box



# Box Application for Human Resources Processes



Hiring  
Process



Onboarding



Secured  
Digital  
Storage

# Hiring Process



Agency Hiring  
Request

Pay Action  
Worksheet

Budget Review

Management  
Approvals

Offer

# Onboarding



DISTRIBUTE AGENCY  
OVERVIEW VIDEO



HIRING FORMS



IMPORTANT POLICIES  
AND PROCEDURES



ACCESS DOCUMENTS TO  
EMPLOYEE AND  
SUPERVISOR



ALLOW EXCHANGE OF  
DOCUMENTS THROUGH  
SECURED FOLDER



# Secured Digital Storage

Personnel File

Training Files

Evaluation Files



# Investment in Microsoft Box

## Outlays

- Box Unlimited Storage License: \$67.42 per user per month
- Box 10 GB Limited Storage License: \$12.83 per user per month
- Initial Scanning for Current Documents



## Benefits

- No On-going Library of VA Storage Fees
- No On-going Physical File Space or Storage Fees
- Reduce Paper and Printing Costs
- Automated File Retention Schedule
- Staff Time Savings

# Governmental Use of Box

## Washington D.C. Office of the Attorney General

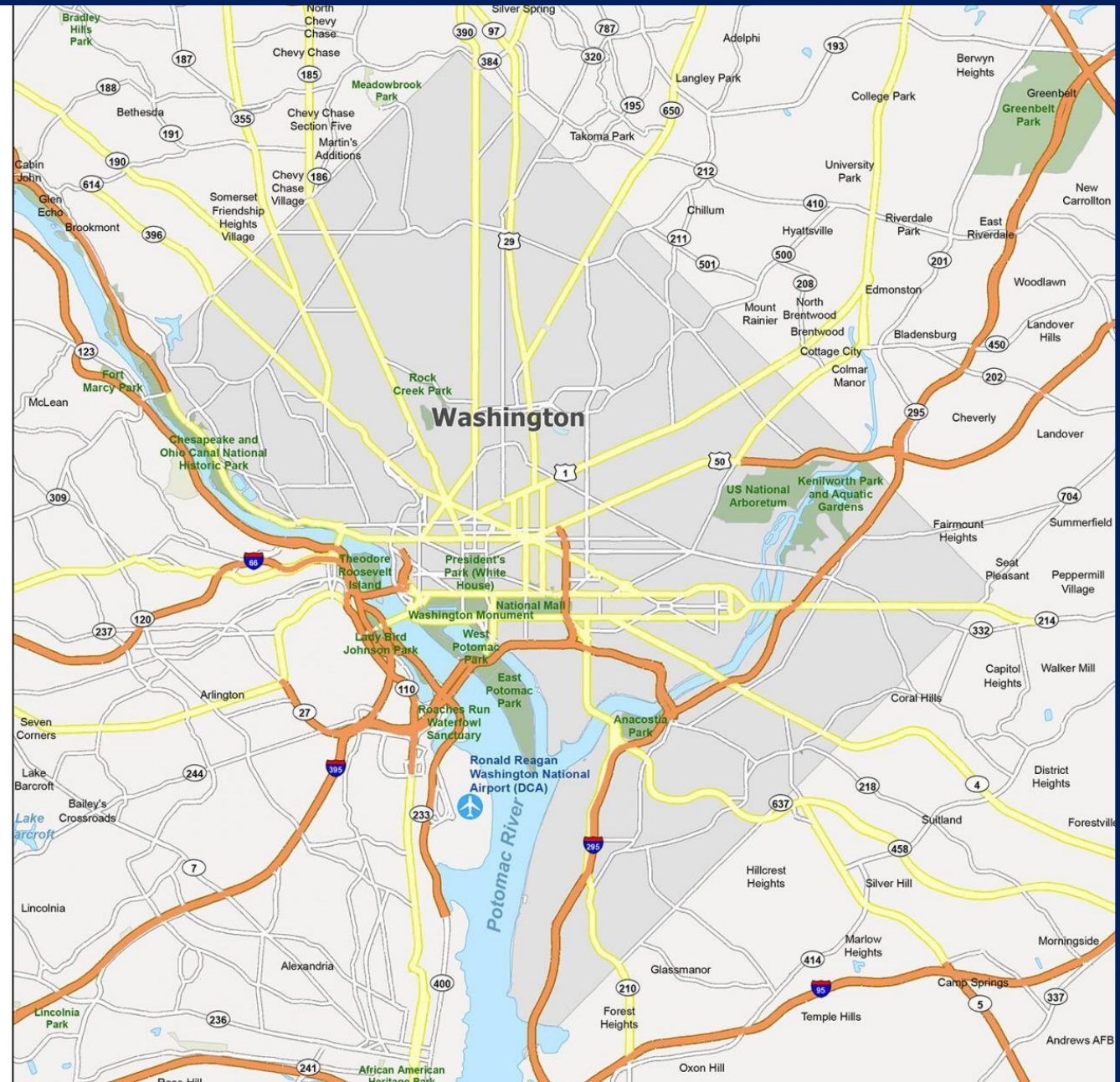
E-signatures made legal  
processes electronic  
and remote enabled

Instant child support  
case filings that once  
took 4-8 weeks to  
complete.

Sped up payments to  
45,000 custodial  
parents

800 attorneys and  
support staff use Box to  
collaborate on cases

Interagency  
collaboration with the  
DC Superior Court  
through the electronic  
evidence program



A word cloud of business and technology terms arranged in a circular pattern. The words are: process, standardization, collaboration, secure, automation, efficiencies, digitalization, access, compliant, e-signatures, mobile, productivity, and improvements. The words are in various colors (pink, orange, purple, grey, yellow) and fonts (sans-serif, script).