

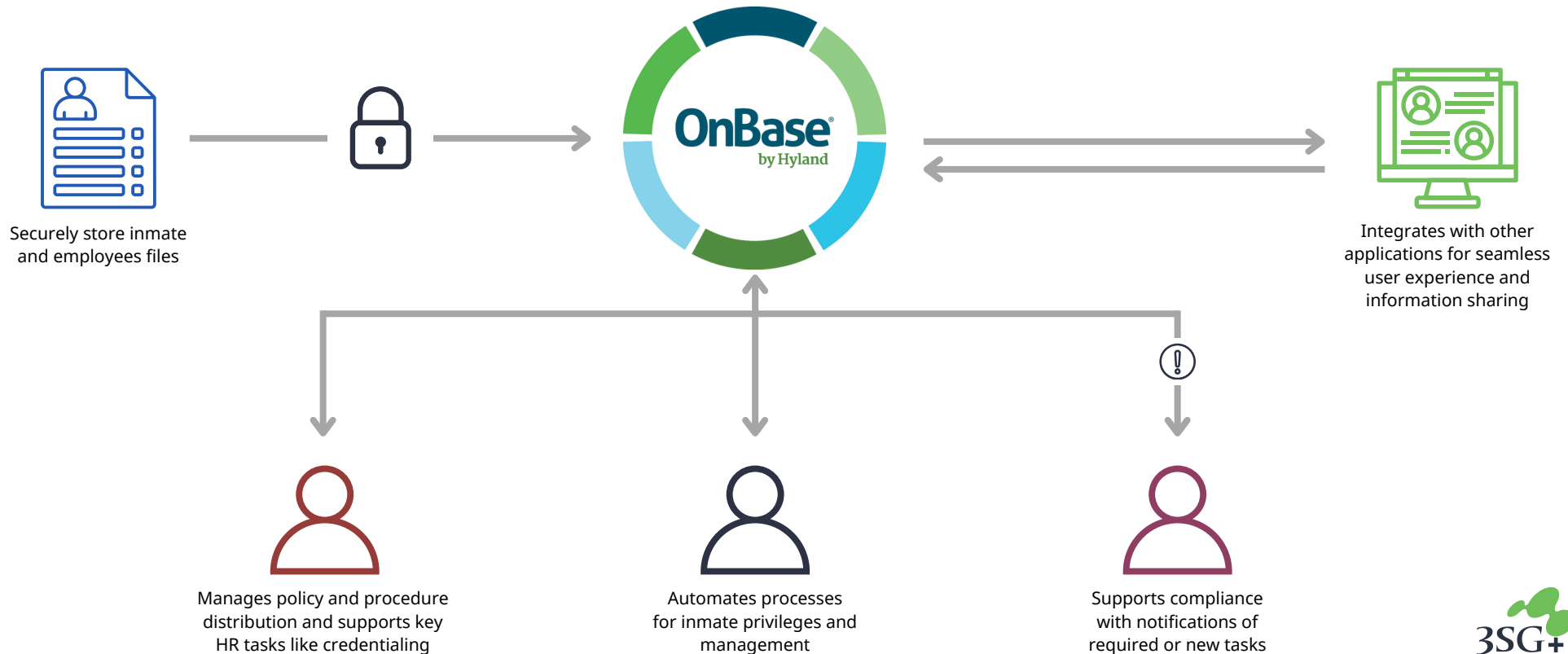
HYLAND ONBASE SOLUTIONS FOR CORRECTIONS

Drive efficiency and compliance with secure files and automated processes

- ✓ **Inmate and employee files**
- ✓ **Inspection and investigation forms and recordings**
- ✓ **Purchasing and contract management automation**
- ✓ **Training and certification management**

Jails and correctional facilities must manage strict compliance responsibilities and large volumes of forms, documents and records that they need to store, secure and regularly access. In many cases, departments store these records in a combination of paper filing cabinets, emails, spreadsheets or disparate line-of business applications. This creates a compliance risk due to the potential for lost or misplaced records, while also causing process slowdowns by forcing staff to spend unproductive time searching for information or switching between multiple systems to find needed information.

Managing today's jail and corrections facilities, which face overcrowded inmate populations and staffing shortages, requires solutions that can drive efficiency across multiple locations, improve inmate processing and support significant compliance responsibilities. A modern content service platform with a suite of configurable capabilities can help correctional facilities meet these challenges and provide a foundation for reducing costs while facilitating compliance and improving operational efficiencies.



OnBase by Hyland enables facilities to automate the processes that govern inmate privileges and corrections management.

CREATES A SECURE, CENTRAL LOCATION FOR INMATE AND EMPLOYEE FILES

Hyland's content services solution provides a single, secure and centralized location for all inmate, employee and facilities documents, including digital media. This simplifies the storage and retrieval of documents — such as photos, videos and audio files — which saves staff time by allowing them to instantly access required information online from any location. Electronic document and online case management enhance handling of inmate records, such as transfers, disciplinary actions and paroles.

By reducing the use of paper files, filing cabinets, emails and spreadsheets for key processes, departments also lessen the risk of lost or misplaced records — simplifying compliance. A content services platform also integrates directly with line-of-business applications, enabling staff to easily access required documents from within their preferred system. As a result, staff no longer need to switch between different applications, further saving time and keeping files secure and retrievable from any location.

AUTOMATES REVIEW AND APPROVAL PROCESSES

In addition to eliminating paper, a content services solution provides a platform for automating the review and approval processes that govern inmate privileges and management for better control, safer responses and more efficient inmate processing. With automated workflow, tasks and requirements are enforced, formalizing processes and increasing visibility into their status. Using timers, notifications and reminders, staff can remain aware of tasks, required steps and new work for faster, paperless processes.

Additionally, the platform helps safeguard compliance efforts by providing a complete electronic audit trail of every process. As each task in a process is completed and moved to the next step, it is tracked for future review should any questions arise. Managers can look at any active process to gauge progress or identify bottlenecks — increasing visibility and identifying processes for improvement.

A content services platform also provides efficiencies for human resources, procurement and purchasing departments. The solution distributes new policies and procedures to staff electronically and automatically tracks their acknowledgment. It can also assess staff's comprehension of new policies and procedures by testing them afterwards.

Because the solution securely digitizes employee records, it can store required documentation for certifications and credentials or identify them as missing. It can also manage recurring renewal deadlines to ensure timely completion of the requirements necessary to retain credentials and certifications.

A modern content services platform enables procurement and purchasing departments to connect documents to their ERP and accounting solutions for fast research and retrieval, regardless of location. The same investment, integration tools and automation functionalities that support inmate processes and human resources can enforce and speed up purchasing processes.

