



Alice Serranon

Data Integration



Sylvia Sanchez



Data Integration

Sylvia Sanchez

*Office Specialist, Early Learning Services
Achiever | Connectedness | Input | Learner | Strategic*

Alice Serran

*Admin. Assistant IV, Workforce & Organization Development
Learner | Analytical | Relator | Harmony | Intellection*

Professional Development Goals

- To grow as an employee in this organization and gain leadership skills
- To make use of resources outside our respective departments



Professional Development Goals

- To connect with mentors and leaders who we don't usually get to work with
- To step out of our comfort zone





Goal:

Be a premier service organization

Values:

Collaboration, Innovation, Strengths-Based

ChildPlus

- Child's enrollment info.
- Employee's assigned site
- Employee's Education



Head Start Current Process



Employment Svcs meets with new hire



Employment Svcs scans and sends forms



Head Start updates ChildPlus database



WOD Current Process



Employment Svcs
meets with new hire



Employment Svcs
scans/sends forms



Employment Svcs
enters info in QSS



Program submits
New Hire Enter Form



TSB Helpdesk creates
employee profile/email

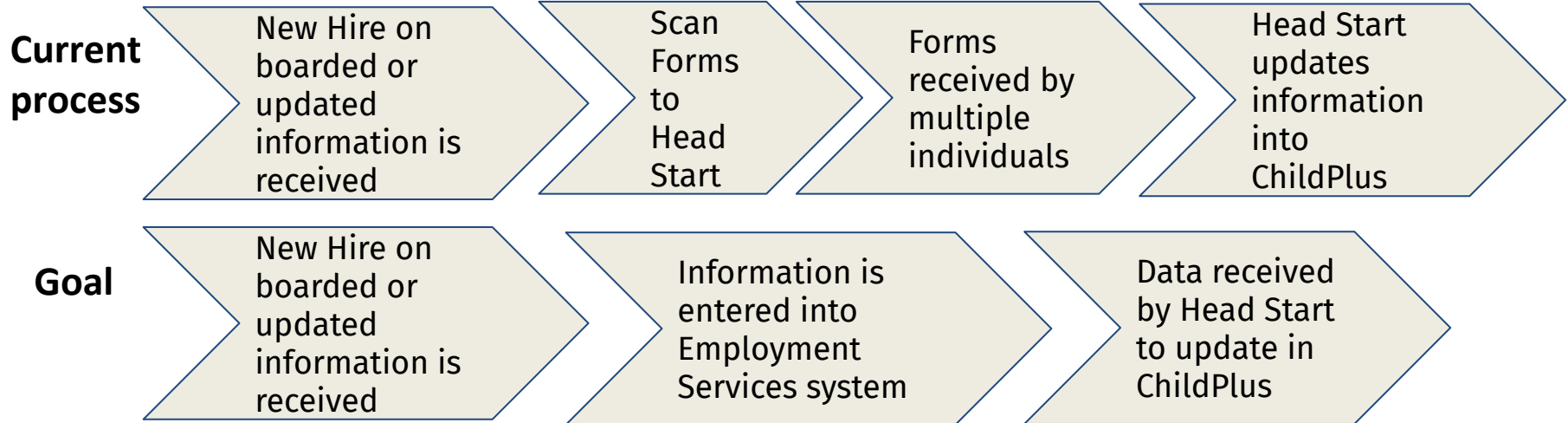


WOD updates
databases

Project Goals

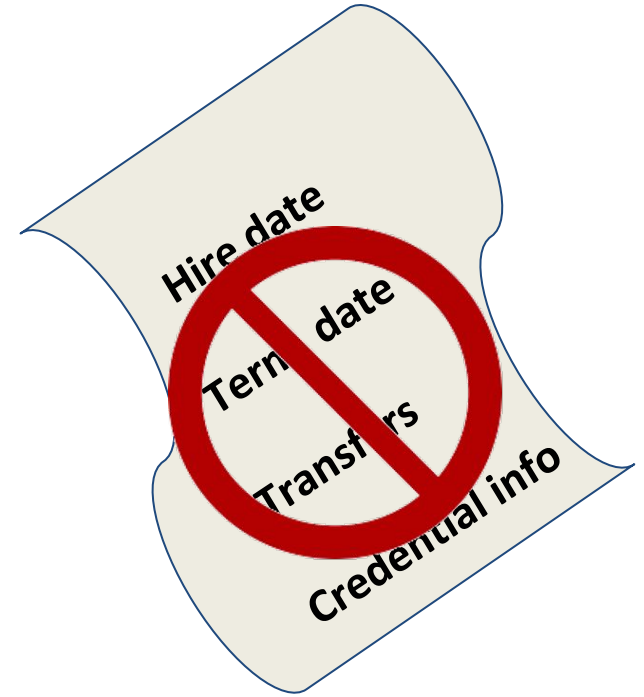


Automate manual processes to enhance efficiency and accuracy



Project Goals *cont.*

Efficiency in updating
and maintaining
records



Project Goals *cont.*

Contribute to SCCOE
being a premier
service organization



Project Goals *cont.*

Use technology and software to the fullest

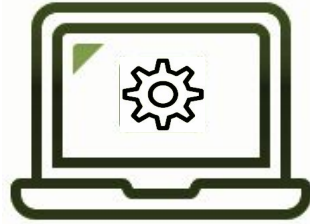


Project Accomplishments and Successes



Worked with departments to discuss automating the process

Project Accomplishments and Successes



Employment Services
System to
automatically send
information **every week**

Head Start updates
ChildPlus database



Professional Development Accomplishments and Successes

Improved
leadership skills



Professional Development Accomplishments and Successes *cont.*



Collaborated with
key people from
other departments

Challenges

- Limitations of ChildPlus
- Security and confidentiality

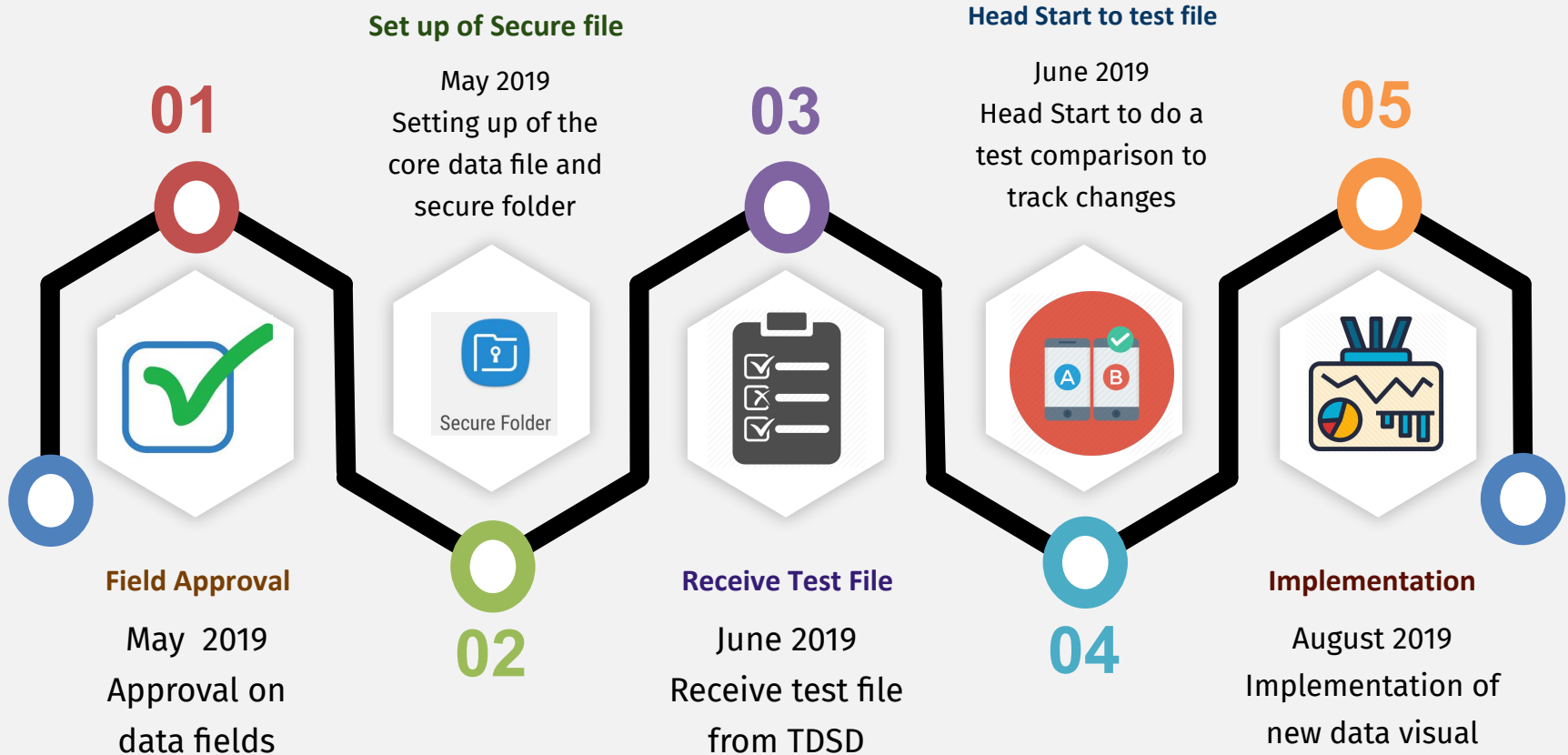


Challenges

- Time
- Lack of confidence



Timeline



Long Term Goals



- Head Start
- WOD

thank you

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