**DIGITECH SYSTEMS**

# Texans Can Academies Eliminates Paper Pains with PaperVision® Enterprise

**W**hen Fernando Marino, the Director of Business Solutions, was tasked with improving the student enrollment process at Texans Can Academies, he quickly realized the paper in his department wasn't the only paper causing problems. The school was literally drowning in paper. "Everywhere you looked in the enrollment offices, there were stacks of paper," said Marino. "It was apparent to me that we needed to digitize our paper records for a variety of reasons."

After implementing PaperVision Enterprise and PaperFlow across multiple departments, Texans Can Academies has saved over $1 million dollars in one school year.

**ECMNOW!**™

**EfficiencyNOW!**

Records can be located in minutes instead of days

**ControlNOW!**

All documents are 100% protected from loss, theft or natural disaster

**MoneyNOW!**

Saved over $1 million dollars by eliminating paper records and invoices

## The Situation

For over thirty years, Texans Can Academies has worked to become a premier dropout recovery school system for high school students who are seeking a non-traditional opportunity to earn a high school diploma as the first step to a fulfilling and productive life.

With thirteen campuses, across the state of Texas, they are dedicated to providing the highest quality education for all students, especially those who have struggled in a traditional high school setting. Currently, over 5,000 students are enrolled, and their graduation rate is 2,000 students per year.

For years, student registration was a very laborious activity. Students turned in handwritten forms that staff members then processed and filed into file cabinets. Due to the nature of the environment and process, registrations were often misplace, resulting in duplicated enrollment.

When Marino visited other departments he could see they also had a paper problem. Soon, he had involved the Accounts Payable (AP), the Purchasing department, and Human Resources (HR), in his plan. The AP department wasn't communicating with the Purchasing the department, resulting in occasional errors in invoice payments. The HR department had sensitive employee and student records that require compliance with federal regulations, such as the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). These federal laws regulate how student educational records and private health information is protected, shared, and secured. Digitizing these records would assist with the security of such sensitive information.

Thus, it became apparent how eliminating paper across the entire organization would save time, improve efficiency, and increase physical space that could be used for what is most important - the students and provide better security for sensitive information.

## The Solution

Texans Can Academies worked with CASO, a Digitech Systems reseller, to craft a solution. They wanted an easy-to-use and easy-to-learn system that would allow them to digitize student records, invoices and purchase orders. They chose PaperVision Enterprise, because it was easy for them to manage in-house.  CASO is handling the scanning of more than thirty years of paper records. They started in August 2016 with the smallest department, Finance, then moved to HR and are now scanning all prior, current, and past student records.

**ECMNOW!**™

Today, student registration is handled 100% online, then combined with any scanned paper files, and uploaded into PaperVision Enterprise. When the Finance department is done with purchase orders for the day, they scan and upload the invoices and checks into the system, so anyone can instantly see what has been paid the day prior.

> "PaperVision Enterprise is fantastic! Now when a student shows up for enrollment, we don't have to delay their enrollment and tell them to come back in a week when we finally find their records. The system is saving us more than $1 million dollars every year!"
>
> - Fernando Marino, Director of Business Solutions
> Texans Can Academies

Instead of spending half their time looking for missing student records, Marino's staff can locate the records in seconds or minutes instead of as long as 12-20 days. They now spend the extra time helping students get started with classes immediately.  It's made the entire process more efficient. Marino said his favorite feature is the search function. "Even if you are looking for something and you only have a piece of information to go by, you can type that in and boom! There it is! This has helped improve the perception of our department so much. Instead of our standard answer, 'I don't know, I'll have to get back to you'; now we know right away."

Texans Can Academies also has better control of information. With paper documents, there is always the fear of private student records being compromised, but PaperVision Enterprise requires users to login before they can view records. In addition, because all student and financial records have been converted to an electronic format, they are now 100% protected from loss, theft or natural disaster.

Certainly the most measurable benefit Texans Can Academics has seen from the implementation is the money savings. Marino was tasked with reducing expenses by $200K in a single school year. The conversion to electronic records has saved the school over $1 million dollars. Marino credits the savings with allowing the organization to grow, "Thanks to the money we have saved with PaperVision Enterprise, we are able to hire more teachers, and now we actually have the classroom space for them!"

Savings have been so remarkable that Texans Can Academies continues to roll out the new process despite district budget pressures, with an estimated completion date of June 2017.

## About CASO Document Management

CASO has been an innovator in developing practical, cost-effective imaging services and document management systems since 1994. With a management team totaling more than 100 years of experience, they have a proven track record with even the largest commercial and government requirements. CASO is a recognized Circle of Excellence reseller with Digitech Systems. CASO offers a full-range of imaging services or a comprehensive custom solution tailored to each company, industry or specific project. They support hundreds of regional and national clients in government, finance, education, healthcare, manufacturing and other sectors. To learn more about CASO, call 888.388.CASO or go to www.caso.com.