

# [ Scanning the Horizon for Opportunities ]

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Minnesota Governor's Council  
on Developmental Disabilities  
2002- 2008

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# [ 2002 Council Pilot Project

- Diana Krogstad, Metro Work Center
- Crew of four worked daily over 15 months to scan 28,000 documents
- Partners in Policymaking records and materials of dissolving institutions



Des 9/11  
 BOB LARSON  
 LORRY X  
 JERRY DUDA  
 BARB LARSON 4-16-04  
 DIANE  
 JAMA JATA  
 RIMA  
 4-16-04  
 PAM DUNN  
 KITS NASH  
 4-16-04

# [ Pilot Project Conclusions ]

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- Real work opportunities
  - Paper files expensive to store
  - Scanning is business solution for public and private sectors
  - Technology employment fits people with developmental disabilities
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# [ Resources Produced ]

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- *Digital Imaging How To's*
  - *Records Management: Handbook of Legal Requirements and Practical Considerations*
  - Guided by Katie Engler, data practices and records management expert
  - Engler promoted document imaging at MNGRIN
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# Discovering the Early Adopters



May 2003  
six imagers  
MRCI - Blue  
Earth County



# 2004 MN Dept. of Human Services

- MnSOCS took on imaging project
- Heidi Forbes, placement coordinator, managed the project





MN Dept. of Human Services and MnSOCS in St. Paul



- 16 people trained for document preparation/scanning
- four teams/two shifts
- 12 month period
- 1.3 million documents

MN Dept. of Human Services and MnSOCS in St. Paul

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# [ 2004 Work Team Created ]

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- Bill Harreld
  - Personal contacts state, county, city
  - Work station design
- MnDACA and MN Hab Coalition expanded master contract list
- **2005 MarketResponse International Employer Survey-** quality work

# Olmsted County Dept of Corrections



- Two hired for imaging
- PossAbilities of Southern Minnesota and
- Ability Building Center in Rochester involved

# [ Rice County

- County Attorney's office files scanned
- Four employed with KCQ



# 2005 Riverside Community Bank, Otsego

- One employed through Options



# Media Activities

- Contract with Wallace Group for Communications
- Verdict, *Digital Partnering with the Legal Profession*, Shamus O'Meara

## Trio converts important MINCO paper files into computer files

for Nearly scann

As all of us — pe alike — move a trail, more way becoming obsolete at ioned.” We’ve replac mimeograph machine scanners. And now v files with electronic f for storage filling cab tinue to expand their

With almost 50 years Minco has rooms full filled with files at its in Fridley. The comp tures, and markets cr engineering customer Customer files are th inspection records, p blueprints, detailed d important paperwork years.

How could all of this be transferred easily computers? How cou tain accountability fo mation and be able t



## Workers with disabilities get a boost from digital conversions

With 20 percent of its floor space consumed by file cabinets, the crowded Minnesota Department of Human Services realized it had a problem with paper.

The agency's solution might be a sign of things to come.

It hired 16 of its own clients with disabilities, trained them to convert paper documents to digital images, and 18 months later this corner of state government has 3.5 million fewer pages of documents in storage boxes.

"It was either this or look into 'bunk cubicles,'" said Monica Crocker, coordinator of the electronic docu-

ment management system at the department.

Advocates for the disabled see digital conversions as a potential mother lode for their clients: Governments, banks, law firms and health care companies are all looking to the promise of computer disk storage to liberate them from their paper burdens. And conversions — especially the repetitive process of removing staples, taping rips and opening folded papers so they can be electronically scanned — is ideal work for many with physical, cognitive or emotional disabilities.



Work & Life WORKPLACE COLUMN H.J. Cummings



Richard Green removed staples from documents in preparation for electronic scanning as part of efforts by the Minnesota Department of Human Services to reduce its paper storage needs. The program hires people with disabilities to do the preparation and scanning work.

Glen Stubbe/Star Tribune



Lyle Wedebrand



Sharon Kampa



## Effort to link jobs in imaging, people with disabilities

BY ELLEN P. GABLER STAFF WRITER

The Governor's Council on Developmental Disabilities wants to save companies time and money as they enter the digital age. It's urging firms to hire people with disabilities to help convert paper documents into electronic records.

Document imaging is a good job for people with developmental disabilities, said Cobeen Sieck, the council's executive director.

The council is holding programs for employers around the state to explain the perks of using digital imaging and filling those jobs with people who have developmental disabilities.

In 2000, people with disabilities scanned tens of thousands of documents for the state's

Department of Human Services, Wiecek said. Other places have followed suit including Blue Earth and Olmsted counties, as well as private companies such as banks and law firms.

Many nonprofits coordinate such programs, but the council wants more businesses to buy in. The process not only helps employ people with disabilities, but is good for business, the council stresses.

Tronix Inc. is just one example.

Staff at the \$8.5 million St. Paul firm spent too much time searching for documents, said owner Thomas Pollock.

So this fall the binding and binding supply company hired three people with developmental disabilities to digitize its paper documents.

In two months, a year's worth of customer cards were digitally recorded into the computer system. Employees can now scour documents via their computers. Pollock estimates a project will annually save him the salaries of two or three full-time workers.

**MORE:** Risk: Push by Minco to hire people with developmental disabilities to do digital imaging jobs. Coordinating organization: Governor's Council on Developmental Disabilities. Why: Help firms digitize documents and provide jobs for people with developmental disabilities. Web site: www.mncc.org

RISE REPORTER

Minco was named Rise's 'Community Business Partner of the Year' for 2004

AUG 31 2001  
AUGUST 2006  
Vol. 29, No. 3

# [ 2005 Trendex

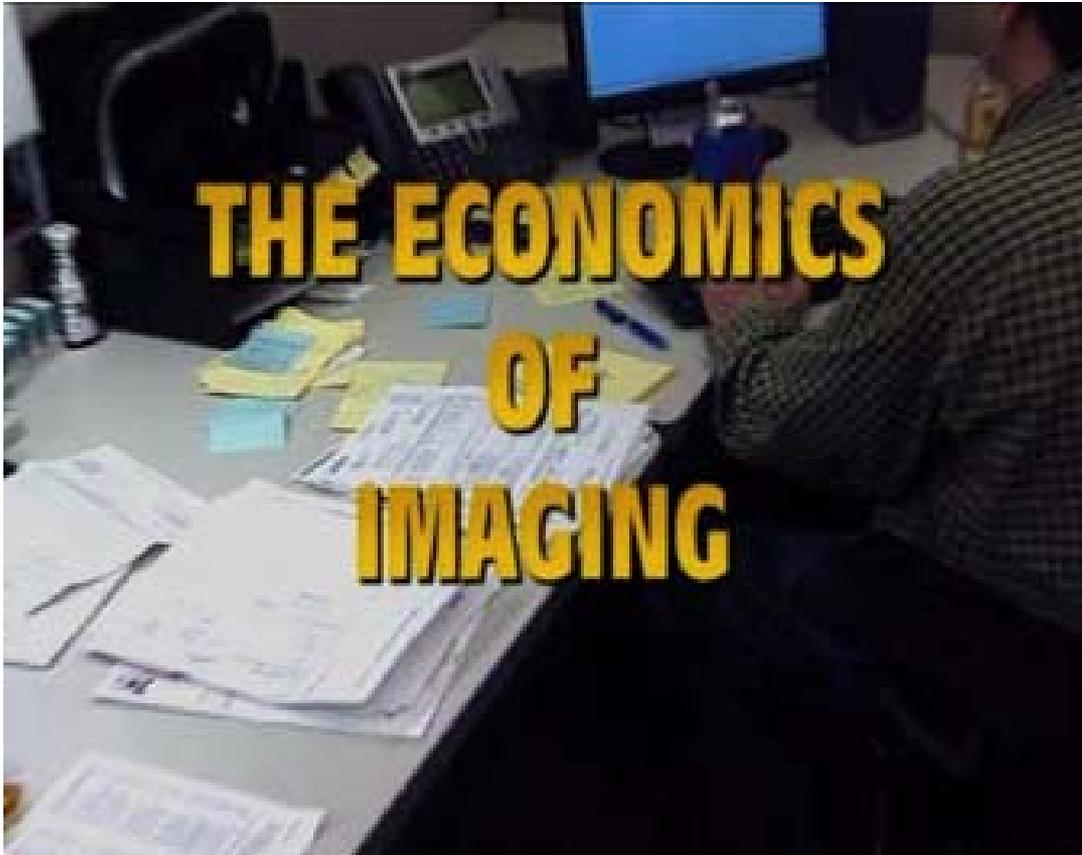


- St. Paul business hires four through Lifeworks
- 9 month project



Imaging crew with Trendex CEO

# Economics of Imaging DVD



- Dana Badgerow, Dept. of Admin
- DHS/MnSOS
- Blue Earth County/MRCI
- Olmsted County/ABC
- Trendex/Lifeworks

# 2006 Statewide Workshops



- Clay Baer, Crabtree Companies, and Heidi Forbes, MnSOCS Awarded

- Fergus Falls
- Crookston
- Mankato
- Willmar
- Duluth
- St. Cloud
- Rochester
- Eagan
- Arden Hills
- Chanhassen
- Plymouth
- 175 attending

# 2006 Johnson & Condon, PA

- Midway Training Services scanning contract
- Five people hired
- Shamus O'Meara key role



# Added Attention

- June 2006, Computerworld Honors Laureate Program Award for DHS
- Presentations to over 2400 in business and non-profits
- Mark Scipioni, Mgmt Analysis – expand scanning in government
- Brenda Willard, Materials Mgmt Div., scanning contracts to favor workforce with developmental disabilities

# [ 2006-2007 Work Expands ]

- Dan Reed, PRI, hosts meetings to share experience
- Work gains:
  - Rochester United Way
  - Beltmann Group
  - Twin City Fan
  - Leonard, Street & Deinard
  - Minn. Pollution Control Agency
  - Hiawatha Homes
  - Community Action Council
- Reps. Berns, Madore and Kahn support document imaging funding legislation

# Changing Face of Technology DVD

- Beltmann Group - Merrick, Inc.
  - American Building Contractors - AccessAbility
  - Johnson & Condon P.A. - MTS
  - Blue Cross Blue Shield - Lifeworks
  - Xiotech- Opportunity Partners
- **International Summit Creative Award -- Communicator Award**



**THE CHANGING FACE OF TECHNOLOGY  
DOCUMENT IMAGING MEETS THE CHALLENGE**

(CLOSED CAPTIONED)



# AUTISM Advocate

October 2007 Volume 46 No. 1

FEATURE

## Off to Work

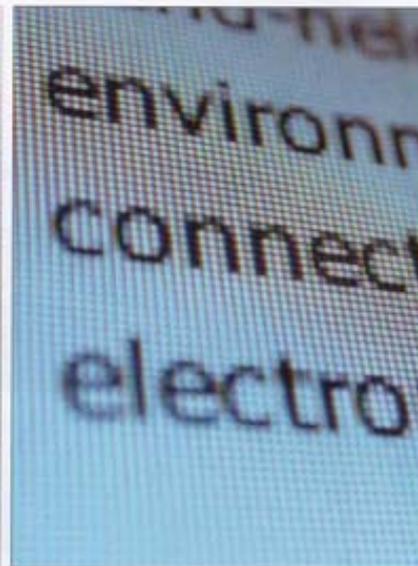
Finding Meaningful Employment  
for Adults with Autism

FIRST EDITION 2007 Edition 46 No. 1

## Digital Imaging

*Good for Adults on the Spectrum, Good for Business*

BY ROBIN GURLEY



OFTEN, IF PEOPLE WITH DEVELOPMENTAL DISABILITIES CAN OBTAIN PAID JOBS AT ALL, THEY TEND TO BE LOW-PAYING POSITIONS IN SERVICE INDUSTRIES, SUCH AS FAST FOOD, LAUNDRY AND JANITORIAL SERVICES. SKILLED OFFICE JOBS NORMALLY ARE CONSIDERED TO BE OUT OF REACH

This innovative partnership, spearheaded by the Minnesota Governor's Council on Developmental Disabilities, is providing adults with developmental disabilities (including those with autism) with good jobs and wages, and simplifying record-keeping for many organizations in the state. Adults with developmental disabilities are being put to work

# League of Minnesota Cities

## MINNESOTA CITIES

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### TECH WINDOW

## Employing People with Disabilities for Document Imaging

*By Sherie Willard*

**A**n overriding goal of local government managers is to regularly work to make their organizations work better. Some of the most productive improve their operations by exploring and implementing new technologies or new

space needed for paper laden file cabinets. Also noteworthy are the benefits of temporary or contract workers, available near minimum wage as opposed to staff with full status and benefits. County Social Services Director Bob Meyer did a cost study and determined the per page conversion cost was 8 cents a page.

are logged-in automatically, allowing for quick selection of files containing key identifiers. A citizen no longer must wait for a clerk to retrieve a file, saving time that could be better spent elsewhere.

Cities making their first attempt to upgrade their records management are apt to have substantial backlogs of

# Federal Judge Donovan Frank

## U.S. District Court, St. Paul

- 2007 Council presentation on including people with developmental disabilities
- Video created for Council web page



# [ MTS Storefront

- Specializing in document imaging



# 2007 ProAct Imaging in Red Wing

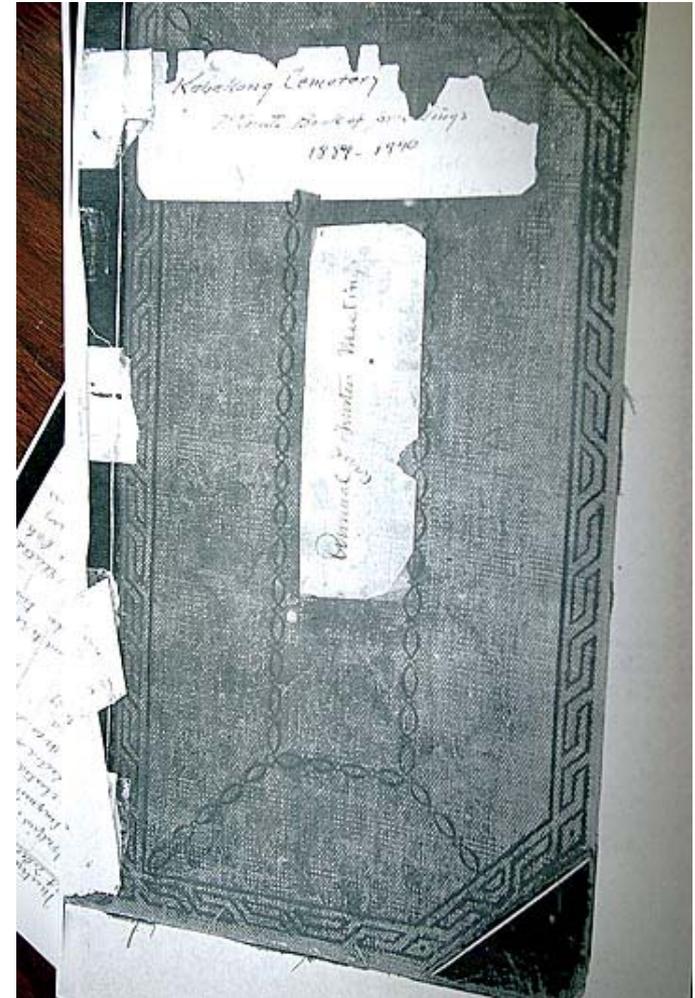


- Goodhue County offices
- Norwood Promotional Products



# 2008 - Chisago Lakes Achievement Center

- Scanning for Kahbakong Cemetery Board in Taylor's Falls



# March 2008 RFP: Materials Mgmt. Division of Dept. of Admin.

- Day programs and private businesses
- Preference for employing people with developmental disabilities
- MMD's Andy Doran managed review0
- Awards given to:
  - ACS State & Local Solutions
  - Ability Building Center
  - AccessAbility, Inc.
  - Cities Digital
  - Midway Training Services
  - MnSOCS
  - River City Data

# [ ISD 916



## Adult Employment

Digital Imaging Leads to Job for Arizona Man with Autism

BY SHARY DENES

## Dakota County PIONEER PRESS

FRIDAY 8-16-2008

twincities.com

### Northeast metro



PIONEER PRESS: JEAN PIERI

Aaron Erdman, left, and Joshua Balamut spent the summer converting paper documents to digital records.

## Work is good fit, offers 'perfectionists' life skills

Young people with autism master a valuable trade at School District 916

By Megan Boldt  
mboldt@pioneerpress.com

autism.

A new program through the Northeast Metro 916 Intermediate School District, which provides special education and other services to 10 school districts, helped him hone his computer skills and learn to live on his own.

When it comes to navigating the world of technology, 20-year-old Aaron Erdman can run circles around his peers. He knows the ins and outs of computers so well he can fix almost any problem.

But the New Brighton man sometimes struggles with life skills such as socializing or cooking a meal. Erdman has

Erdman and other students learned to convert paper documents to digital images during

LIFE SKILLS, 4B >

# Digital Imaging on the Move

- Real progress
- Desirable and rewarding work for people with intellectual and developmental disabilities
- Council Chair Shamus O'Meara recognitions
  - Employers
  - State government
  - Team members
  - Day programs