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Enforcement Tracking System (ETS) automates the tracking of enforcement actions. ETS also provides necessary interactions with related processes such as budget planning, procurement, policy and guidance, Freedom of Information Act requests, and performance reporting. ETS takes advantage of web portal and web-based application frameworks and current database technologies to provide an economical and incremental approach to process improvements, enhanced communications, and task automation that is both scalable and extensible to agency-level mandates for technology and security.

## Overall Solution

- **Functionality:** based upon assigned roles in the system, users will be able to track tasks and status at the Office, Division, Portfolio, or Case level. Depending on lifecycle functionality, case details and attachments can be viewed. A checklist of tasks and milestones can be updated from the case summary screen.
- **Role-based access:** the Administrator can assign View, Create, Modify, Approve ability to roles to maintain version control, audit trails and activity history, maintain alerts and email notifications, and to restrict access to data and document files as required.
- **Database:** database provide performance features such as data partitioning and automatic backup/restore capabilities, as well as sorting, filtering and querying at the database level to eliminate cumbersome and error-prone spreadsheet download/manipulate/upload processes.
- **Scanning and document import:** document scanning, indexing, tagging and retrieval.
- **Digital signatures:** depending on regulatory and policy constraints, digital signatures can be implemented to speed final delivery of document packages.
- **Data export:** as required, data can be exported to Excel spreadsheets for transmission to other offices or other agencies.
- **Interfaces:** batch file interfaces will be created to data stores to maintain data integrity, automatically validate records, speed overall processes and reduce errors.
- **Correspondence:** Issue formal correspondence (Document Request Letters, Pre-Penalty Letters, Closeout Letters, Warning Letters, etc.) using document templates, digital signatures, and data merge.
- **GeoMapping:** Use satellite imagery to map case statistics

## Benefits

- Facilitating the collection of standard case information
- Providing standard procedures for initiating and implementing case actions
- Monitoring delinquency and enforcement activity
- Tracking of collections
- Management reporting
- Automatically generate notices and triggering appropriate enforcement measures
- Increase access to data through a single repository and eliminating duplication of task