



Quality Division Use Only

Quality Tracking # 2022-PAR8 Date Quality Division Notified: 7/6/2022

Division: Biology/DNA Division Section: Biology/DNA

Identified Through: Daily Operations  
If other, state source: \_\_\_\_\_

**Description of Original Process:**  
The CODIS Unit historically reviewed CODIS matches using paper documentation in a case file. This included printing match detail reports, checklists, and supporting eligibility documents.

**Description of Improved Process:**  
The CODIS Unit transitioned to a more efficient virtual workflow to review and track CODIS matches with a design consistent with the DNA virtual workflow. The CODIS Administrator communicated the improved process to all Forensic Biology staff in a section meeting on July 7, 2022. Some improvements as a result of this new process include:

1. CODIS documents will be available to all staff with Laboratory Information Management System access without the need to pull case files.
2. Client Services/Case Management specialists no longer need to pull or return as many case files for the CODIS Unit.
3. The CODIS Unit reduced the use of office equipment (i.e. printer, scanner) and office supplies (i.e. paper, pens, paper clips, rubber bands, sticky notes) to perform tasks.
4. The CODIS Unit staff have flexibility to perform more tasks remotely than the previous workflow allowed.
5. The CODIS Unit strengthened their communication as staff navigated the new process to ensure consistency in implementation and documentation.

Staff Member: Jennifer Clay

Date: 7/28/2022

Immediate Supervisor: Courtney Head

Date: 9/1/2022

Division Director: Amy Castillo

Date: 9/27/2022

Quality Director: Erika Ziemak

Date Closed: 9/27/2022