

Nebraska State
Records Board
State Capitol, Suite 2300
Lincoln, NE 68509

John Gale
Chairman
(402) 471-4070
<http://www.nol.org>



**APPLICATION FOR STATE RECORDS BOARD GRANT
TO IMPROVE ACCESS TO PUBLIC INFORMATION
(State Agency Grant Application)**

State Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. Name of agency applying for grant Board of Barber Examiners

2. Title of project Barber Licensing System Update

3. Brief Description of Project

Convert the existing Barber Licensing System from the obsolete and unsupported Windows 3.1 operating system and dBase database platform to the widely used and supported Windows/MS Access environment.

3. Grant request amount \$ 25,000.00

4. Will there be a fee for accessing records associated with this project? NO*

Additional charges are assessed for the production of listings and labels. The authority to charge these fees is given in (71-219).

5. If yes, provide any statutory reference or authorization for the fee _____

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II. Grant Detail

1. Please describe the project in detail (you may attach this description)

This project would convert the existing system functions and features to the generally accepted and supported Windows environment using Access as the database. As such, present system function remains and only the hardware and software deployed are changed.

See attachment (Exhibit A) on system functionality.

Existing hardware was purchased in August of 1993 and the current application was developed and implemented in March of 1995. Current hardware/software are no longer supportable.

2. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

The Board of Barber Examiners will benefit from the information available from a more stable, reliable and supported system, which contains all licensee information. All individuals and businesses licensed through the Board of Barber Examiners (barbers, instructors, shop and school owners) will be better served by the proposed systems update.

3. Timeline for implementation (specific completion date must be provided, grant funds

lapse if not expended prior to completion date).

Implementation is expected to be completed by January 1, 2006. A conversion will occur as soon as possible to minimize the risk of continued operation of a non-supported system.

4. Agency contribution to project (labor, equipment etc.)

Computers, software, printers and balances due to IMServices, in excess of the \$25,000 will be funded from the Boards budget.

5. Has this project ever been submitted as a budget request (explain)?

NO: As a cash funded agency, sufficient monies have not been available to complete this project. This Grant is the only known source of available funds to accomplish this implementation.

6. Does the project require additional statutory authority (explain)?

NO.

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7. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

Project costs for Information Technology labor and materials are quite high and well beyond the financial abilities of the Board. As previously explained, this system project must be completed to assure proper, needed, and ongoing services to board clientele. The new system will be maintained by in-house technical users and IMServices personnel assuring ongoing performance.

8. Please describe how this project will enhance the delivery of state agency services or access to those services (you may attach a separate sheet if needed)

This project will enhance delivery of licensing services by:

- ° Providing a stable source of information to the Board and its employees.
- ° Stabilizing services provided and required by statutes.
- ° Providing accountability to the public and our licensee whom we serve.
- ° Providing the foundation for expanded and enhanced delivery, including the opportunity to place forms and applications on the internet.

9. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed)

Existing services provided by the Board can only be maintained if a stable, reliable system is in place. Therefore, this project will allow all existing efficiencies, collaboration and partnerships to be maintained and/or enhanced.

The Board of Barber Examiners has been and will continue to be focused on the needs and expectations of the client. The redevelopment of this application will position the Board to enhance and improve its operation and better meet the needs of the client.

III. Technical Information

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

Reference to: IMServices quote and suggestions marked as Exhibit B

2. Address any technical issues with the proposed technology including:

- **Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

No technical issues.

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3. Describe how technical support will be provided.

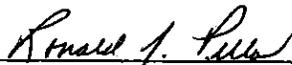
In-house technical users and IMServices personnel.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Ronald J. Pella

phone # 471-2051 E-mail barbers@barbers.state.ne.us

Signed this 1 day of August, 2005



Agency Director

Please Return to:

State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608

Possible Barber System Screens

Attached are possible screens for the new Barber Licensing system. Please review and provide any suggestions or comments – any fields you may want moved around, or fields left off, or fields not needed, or any other changes. These are just mock-ups, so any changes can be easily made at this time.

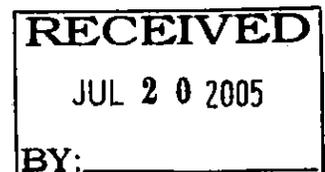
The actual screens may vary somewhat from these mockups, but they are designed to give you an idea of what the screen will look like.

The grey squares indicate command buttons.

We have attempted to leave space so changes can be noted on this document. We have also tried to retain some of the current system look and feel in order to make this new system easier to use.

System will ask for confirmations on deletes before deletes actually occur. If user answers no, then no deletes will occur.

Main Menu	2
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Main Menu

Barber Board Data Processing System Main Menu

1. Inquire, Add, Delete, Edit Licensees
2. Print Reports and Labels
3. Print Letters and Process Licenses
4. Quit

Option:

Enter

Quit

Inquire, Add, Edit, Delete Menu

Barber Board Data Processing System Inquire, Edit, Delete Menu

1. Barber Lastname
2. Barber by License Number
3. Instructor/Asst. Instructor by Lastname
4. Instructor/Asst. Instructor by License Number
5. Shop by Shop Name
6. Shop by License Number
7. School by Name
8. School by License Number
9. Quit Inquiries

Option:

Name:

License Number:

Barber Lastname Inquire, Add, Edit, Delete Screen

Barber Board Data Processing System – Barber Last Name

License Number:

Last Name: First:

Paycode: Renewal\Receipt No.:

Address 1:

Address 2:

City: St Zip

Phone: () -

Route Number:

Active/Inactive: Late/Restore/Other:

Violations:

Lic Type: Year: Issue Date: Last Rating:

Next would take you to the next lastname, previous to the previous lastname.

Some fields may have security lockout. This may be discussed further. Do we need violation fields?

Barber License Number Inquire, Add, Edit, Delete Screen

Barber Board Data Processing System – Barber License Number

License Number:

Last Name: First:

Paycode: Renewal\Receipt No.:

Address 1:

Address 2:

City: St Zip

Phone: () -

Route Number:

Active/Inactive: Late/Other: Restore/Other:

Violations:

Lic Type: Year: Issue Date: Last Rating:

Next would take you to the next license number, previous to the previous license number.

Instructor Last Name Inquire, Add, Edit, Delete Screen

Barber Board Data Processing System – Instructor Lastname

License Number:

Last Name: First:

Paycode: Renewal\Receipt No.:

Address 1:

Address 2:

City: St Zip

Social Security/Federal Number:

School Number:

Active/Inactive: Late/Restore/Other:

Violations:
Board Review
Compliance
Re-Inspection
Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type: Year: Issue Date: Last Rating:

P_F_NS: Lic Fee Pd: Exam Fee Pd:

Add

Edit

Delete

Inquire

Save

Next

Previous

Instructor Lic Number Inquire, Add, Edit, Delete Screen

Barber Board Data Processing System – Instructor Lic Number

License Number:

Last Name: First:

Paycode: Renewal/Receipt No.:

Address 1:

Address 2:

City: St Zip

Social Security/Federal Number:

School Number:

Active/Inactive: Late/Other: Restore/Other:

Violations: Board Review
Compliance
Re-Inspection
Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type: Year: Issue Date: Last Rating:

P_F_NS: Lic Fee Pd: Exam Fee Pd:

Shop Name Inquire, Add, Edit, Delete Screen

Barber Board Data Processing System – Shop Name

License Number:

Last Name:

First:

Renewal\Receipt No.:

Address 1:

Owner Licensee?: Yes
 No

Address 2:

City:

St

Zip

Phone: () -

Route Number:

Active/Inactive:

Late/Other:

Restore/Other:

Violations:

Board Review
Compliance
Re-Inspection
Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type:

Year:

Issue Date:

Last Rating:

P_F_NS:

Lic Fee Pd:

Exam Fee Pd:

Add

Edit

Delete

Inquire

Save

Next

Previous

Shop License Number Inquire, Add, Edit, Delete Screen

Barber Board Data Processing System – Shop License Number

License Number:

Last Name:

First:

Renewal/Receipt No.:

Address 1:

Owner Licensee?: Yes
 No

Address 2:

City:

St

Zip

Phone: () -

Route Number:

Active/Inactive:

Late/Restore/Other:

Violations: Board Review
 Compliance
 Re-Inspection
 Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type: Year: Issue Date: Last Rating:

P_F_NS: Lic Fee Pd: Exam Fee Pd:

Add

Edit

Delete

Inquire

Save

Next

Previous

School Name Inquire, Add, Edit, Delete Screen

Barber Board Data Processing System – School Name

License Number:

Last Name:

First:

Renewal No.

Address 1:

Address 2:

City:

St

Zip

Phone: () -

Active/Inactive:

Late/Other:

Restore/Other:

Violations:

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type: Year: Issue Date: Last Rating:

P_F_NS: Lic Fee Pd: Exam Fee Pd:

Add

Edit

Delete

Inquire

Save

Next

Previous

School License Number Inquire, Add, Edit, Delete Screen

Barber Board Data Processing System – School License Number

License Number:

Last Name:

First:

Renewal No.

Address 1:

Address 2:

City:

St

Zip

Phone: () -

Active/Inactive:

Late/Other:

Restore/Other:

Violations:

Board Review
Compliance
Re-Inspection
Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type: Year: Issue Date: Last Rating:

P_F_NS: Lic Fee Pd: Exam Fee Pd:

Add

Edit

Delete

Inquire

Save

Next

Previous

Report and Label Writer Menu

Barber Board Data Processing System Report and Label Writer Menu

License Types

Barber = B

Instructors/Assistants = I

Schools = SC

Shops = SH

Reports or Labels (R or L) ?

Order:

Alpha = A

Route = R

Violation = V

School = S

License Number = L

Zipcode = Z

Active, Inactive, or Both? (A, I, or B)

Late, Restore, or Other? (L, R, or O)

Omit License Number? (Y or N)

Violation Type:

Route Number:

Enter

Return to Main Menu

Reports to be printed include:

Board of Barber Examiners: Barber Listing

Board of Barber Examiners: Instructor and Ass. Listing

Board of Barber Examiners: School Listing

Board of Barber Examiners: Shop Listing

We will need a copy of all the reports, at least a page or two in order to be sure to be sure that we have the same fields and same order.

Print Letters and Process Licenses Menu

Barber Board Data Processing System Print Letters and Process Licenses Menu

1. Process Renewal Notices for Barbers and Instructors
2. Process Late Letters for Shops
3. Process Restore Letters
4. Print Renewal Notice Report
5. Process License Payments
6. Renewal Listing Report
7. Public listing Report
8. Labels

Option:

Type (B, I, S, SCH):

Enter

Return to Main Menu

We will need copies of these reports and letters to be sure we program them correctly.

Process Renewal Notices

Barber Board Data Processing System Process Renewal Notices

Year to Process Licenses for:

Enter

Return to Prev Menu

Test Printer Alignment

When the year is advanced, everyone who is Active will be marked as Inactive. They will remain inactive until the renewals are printed.

This function will automatically reset everybody to Active.

Test Printer Alignment

Barber Board Data Processing System **Test Printer Alignment**

Please put license forms in printer now to test alignment .

Test Printer Alignment

Return to Prev Screen

Proceed with Renewals

Pressing TEST PRINTER ALIGNMENT will print out 1 license filled with XXXXX in proper positions. This can be pressed multiple times until alignment is correct.

When alignment is correct, click on PROCEED WITH RENEWALS to continue the renewal process.

Barber Renewal Forms

<u>Barber Board Data Processing System</u>	
<u>Barber Renewal Forms</u>	
Have labels been printed? (Y or N)	<input type="text"/>
Last Renewal Notice Number:	<input type="text"/>
Number of copies of labels:	<input type="text"/>
<input type="button" value="Enter"/>	<input type="button" value="Return to Prev Menu"/>

Need to find out how/when this program is run. (See barbnew.prg)

If labels have not been printed, specified sets of labels in alpha order will be printed for all active licensees.

Barber licenses are printed from this screen.

We will also need a copy of the labels and label size to be sure it is programmed correctly.

Instructor Renewal Forms

Barber Board Data Processing System
Instructor Renewal Forms

Last Renewal Notice Number:

Need to find out how/when this program is run. (See instnew.prg)

Instructor licenses are printed from this screen.

Assistant Instructor Renewal Forms

Barber Board Data Processing System Assistant Instructor Renewal Forms

Last Renewal Notice Number:

Enter

Return to Prev Menu

Need to find out how/when this program is run. (See instrnew.prg)

Assistant Instructor licenses are printed from this screen.

Shop Renewal Forms

Barber Board Data Processing System Shop Renewal Forms

Last Renewal Notice Number:

Enter

Return to Prev Menu

Need to find out how/when this program is run. (See shopnew.prg)

Shop licenses are printed from this screen.

Print different form letters for licenses and no licensees. These will be in separate lists, each in alpha order. Labels will be printed in same order.

School Renewal Forms

Barber Board Data Processing System School Renewal Forms

Last Renewal Notice Number:

Enter

Return to Prev Menu

Need to find out how/when this program is run. (See schnew.prg)

School licenses are printed from this screen.

Process Restore Notices for Barbers and Instructors

<u>Barber Board Data Processing System</u>	
<u>Process Restore Notices</u>	
Year that License Fee was Not Received:	<input type="text"/>
Have labels been printed?	<input type="text"/>
<input type="button" value="Enter"/>	<input type="button" value="Return to Prev Menu"/>

If labels have not been printed, this screen will print one set of labels in alpha order for all inactive and restore licensees for barbers and instructors. (Is this only for shops? Need to look at who all gets letters.)

This form will also print a form letter (see page 3 of babsys4) to all the people who need to have licenses restored. There are the form letters for both barbers and instructors.

Do we need to a report of people who have been inactive 4 or more years?

Print Late Letters for Shops

<u>Barber Board Data Processing System</u>	
<u>Print Late Letters for Shops</u>	
Year that License Fee is Late:	<input type="text"/>
Have labels been printed?	<input type="text"/>
<input type="button" value="Enter"/>	<input type="button" value="Return to Prev Menu"/>

If labels have not been printed, this screen will print one set of labels in alpha number order for all inactive and late shops.

This form will also print a form letter (see page 6 of babsys4) to all the shops that are late in paying their fees and relicensing.

Print Renewal Report

Barber Board Data Processing System **Print Renewal Report**

Are you sure you want to renew licenses?

Click on YES to proceed with Renewal process.

YES

Return to Prev Menu

We will need a copy of this report.

Process License Payments

Barber Board Data Processing System **Process License Payments**

Are you sure you want to proceed?

Click on YES to proceed with Processing license payments.

YES

Return to Prev Menu

This will be done for Barbers, Instructors, Shops, and Schools.

Would you want a report to show all records updated?

(See barbsys4 page 9.)

Process License Payments (cont'd)

Barber Board Data Processing System
Process License Payments

License Number to be Paid:

First: Last:

Shop Name:

The Deposit Slip is now ready to be printed.
Please insert paper into the printer.
Please click on Ready to PRINT when paper is inserted.

Ready to Print

Return to Prev Menu

This will be done for Barbers, Instructors, Shops, and Schools.

We will need a copy of this report.

(See barbsys4 page 9.)

(See payment)

Barber Commission Estimate

This estimate is to convert the existing DBASE program to ACCESS.
Existing data and tables will be converted.
Functionality will be rewritten in ACCESS.

Existing Main tables

Tablename	Hours	Cost
BARBER	4	\$200
INSTR	4	\$200
SHOP	4	\$200
SCHOOL	4	\$200
STUDENT	4	\$200

Tables should convert fairly easily. However, it will take some time and effort to set up the indexes and relationships correctly.

System Generated Data Files

Tablename	Hours	Cost
BARBRPT	2	\$100
INSTRRPT	2	\$100
SHOPRPT	2	\$100
SCHRPT	2	\$100
STUDRPT	2	\$100
RESTFIL	2	\$100
RENFILE	2	\$100
SHOPLATE	2	\$100
RENRPRT	2	\$100
DEPFILE	2	\$100

These appear to be report files. The current system is using these to capture data for reports.

Program Functionality

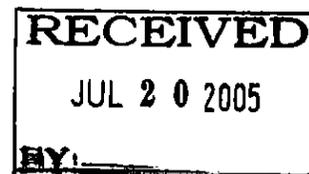
Main Menu	8	\$400
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1. Inquire on Licensees
2. Add, Delete, Edit Licensee Records
3. Print Reports and Labels
4. Print Letters and Process Licenses
5. Quit

1. Inquire on Licensees Menu	16	\$800
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Menu to allow inquiring, edit, deletes of following:

1. Barber Lastname
2. Barber by License Number
3. Instructor/Asst. Instructor by Lastname
4. Instructor/Asst. Instructor by License Number
5. Shop by Shop Name
6. Shop by License Number
7. School by Name



8. School by License Number

9. Student by Last Name

Not being Converted

Screens need to be able to move forward and backward between records.

Barber Inquiry	32	\$1,600
Instructor Inquiry	32	\$1,600
Shop Inquiry	32	\$1,600
School Inquiry	32	\$1,600

2. Report and Label Writer Menu 40 \$2,000

3. Print Reports and Labels	8	\$400
Renewal Notices	24	\$1,200
Test Alignment Screen	8	\$400
Barber Renewal Forms	24	\$1,200
Instructor Renewal Forms	24	\$1,200
Assistant Instructor Renewal Forms	24	\$1,200
Print Renewals and Form Letters	40	\$2,000
School Renewal Forms	24	\$1,200
Restore Notices	24	\$1,200
Late Letters for Shops	40	\$2,000
Renewal Report	32	\$1,600
Process Licensing Payments	32	\$1,600
Labels	24	\$1,200
Public Listing	24	\$1,200

Total: 584 Hours
Estimated Cost: \$29,200.00

Reports, Labels, and forms are included in the screen estimates making them appear higher than you would expect.

All work is time and materials. If the estimate is larger than the actual work needed, then only the time needed will be billed.

A new computer, monitor, and possibly a printer should be purchased for this system. The new computer should include a writable CD or extra USB ports for a backup solution. This is not included in this estimate.

