



Document Management for Audits in Education



About WLHS

Wisconsin Lutheran High School, commonly referred to as WLHS or Wisco, is a private preparatory religious high school in Milwaukee, Wisconsin.

WLHS services around 900 students, grades 9-12.

As a part of the school's commitment to its mission to reach as many of the area youth as possible, they participate in the government voucher program.

"James Imaging was very easy to work with and able to customize DocuWare to do what we needed it to do."

Dave Baacke, Dir of Operations, WLHS

The Voucher Programs

WLHS participates in two different government voucher programs:

- Milwaukee Parental Choice Program
- Wisconsin Parental Choice Program

These government assistance programs allow students that would not typically be able to have access to college prep or religious studies to attend WLHS.

The school has to collect a list of admission documents to prove the income qualifications and residency requirements for the students are met for either program.

Between the two voucher programs, there are 550 student records to keep on file. It is estimated that each record packet is worth \$9000 to the school.

The Audits

Since the voucher programs use public grants, the school needs to go through extensive, annual audits.

- Had to bring cases of documents to the auditors
- When a document was mis-filed, it took hours to relocate by manually going through the surrounding documents to look for it
- The files are off-site during the audits
- They have a 5-year retention policy for documents, AFTER the student graduates
- Space was becoming an issue with all the storage
- The voucher program administrators are staff members with full-time jobs besides taking on the administration of the documentation - time spent on administration was taking away from their main job functions.



The document management tool chosen for WLHS

The Time Savings for Wisconsin Lutheran

All documentation is now digital and organized. During an audit, all that is needed to do is to give the auditor read-only access to the digital filing cabinet for the voucher program. That's it!

As documents are turned in from the parents, they are reviewed and then stored via the DocuWare workflow and task manager. It takes less time to store documents in DocuWare than it did to copy the paper documents the old way.

All their needed documents are available with a quick search and linked together by document type and student name.

The new DocuWare system saved 87% of the time previously spent on audits, and 55% of the overall time on program administration.