



COMPLIANCE



COMPETENCY



PRODUCTIVITY

i.on my - Governance Risk Management and Compliance

Modules and Functions summary

Contact Us:



1300 659



+61 (0)7 5580 1598



info@ionmy.com.au



ionmycalls



i.onmy.com.au

Governance

Checklists, Actions, Alerts and Reminders

Enhance governance structures, and operations, that link risk, structural and human resources activities to business objectives



Risk Management

Checklists, Actions, Alerts and Reminders

Dynamic robust framework that is risk standards compliant (AS:4360). Address strategic and operational risks.



Compliance

Checklists, Actions, Alerts and Reminders

Compliance

A structured framework to meet legislative requirements for Accidents/Incidents, hazard identification and chemical/drug management.



Regulations

Evidence reporting mapped to regulations (e.g. disability, family services).



Accreditation

Evidence reporting mapped to industry specific accreditation (e.g. aged care standards and outcomes).



Quality

Continuous Quality Improvement functions to assist managing compliance audits and provide inputs to lessons learned.



Human Resources

Checklists, Actions, Alerts and Reminders

Workforce

Core HR functionality for your workforce, (excluding payroll and rostering).



Self

Self Service Portal
Leave, Timesheets,
Personal details
profile



Community

Managing your broader community (e.g. visitors, Volunteers, relatives, residents, students etc).



Survey

Survey and performance evaluation tool





Reporting

Automated scheduling and emailing of reports on your defined periodic basis to your nominated receivers. i.on my provides a variety of reporting options:

- exceptions
- dashboards
- bar charts
- pie charts
- trend analysis
- drill down data
- interactive tables
- sample reports
- calendar reports
- alerts & reminder

Graphical management dashboards instantly flag areas of interest/concern to verify your controls in response to risks and hazards and that compliance obligations are being met. Dashboards also provide drill down to detailed data analysis and results for operational details.

Sample exportable reports for data modeling and further graphing are built into the system and include multiple filters. An ad hoc report writer also exists. Every screen within i.on my is print friendly: simply print or preview any page and you will see just the relevant data, no menus or graphics.



Reminder and Alerts (trigger event and periodic)

User defined business rules establish alert timing and recipients, as well as the message delivered. There are 2 types of reminders, event generated and date generated:

- Event generated reminders occur when a function is executed in the system, e.g. a risk, an accident
- Date generated reminders e.g. when an action associated with a risk is to be undertaken, or a follow up when an activity has not been completed.

With all alerts you define who to send the message(s) to and the message content; you may also direct alert/reminders to a person's SMS and/or email account, so they do not even have to have email or be in the i.on my system to receive a reminder. Additionally you may establish periodic reminders. This functionality ensures timely actioning/follow up/advice across your organisation and Improved productivity due to freeing up resources to work on core business activities rather than administrative tracking.



Checklists and Actions

Dynamic powerful checklist and action capability that ensures your "To Do" Items are managed and those who need to know what they need to know are Informed when they need to know. Actions includes a sophisticated messaging system that traces emails sent and received and automatically posts them into the appropriate record within i.on my – a delight for auditors and providing evidence of you addressing your duty of care.



Governance

To enhance governance structures and operations and to link risk, structural and human resource activities to business objectives:

- Organisational structure and chart (units, positions, committees, people, jobs and roles)
- Corporate planning, hooking objectives/tasks to organisational activity
- Centralisation and standardisation of policies and procedures with multiple search and filter options
- Enhanced document management, tracking and auditability
- Committee meetings agendas, minutes, actions and follow up
- Corporate Social Responsibility – evidence and reporting
- Dashboard reporting



Risk Management

Dynamic, flexible, robust framework that is risk standard compliant (AS:4360), and works to address your duty of care. Tools to establish a systematic approach and process risks throughout their lifecycle from identification, analysis, evaluation, treatment, monitoring through to reporting.

This is achieved via creating your nominated risk matrices (eg strategic, operational, OH&S) where each matrix includes highly tailorable user defined 'likelihood', and 'consequence' profiles that map to an algorithm that in turn translates to an overall rating. Multiple risk elements with their specific ratings are analysed to form the overall rating. This ensures you meet the standards but are able to address it in a style, language and culture that suits your organisation;

- Risk (strategic and operational) identification, analysis, evaluation, treatment, monitoring and reporting.
- Risk Assessment checklists and corrective actions with automated and timed reminders and alerts as well as user defined escalation
- Risk Targets and Risk Registers.
- Exportable features for further reporting and analysis (Excel, Word, html, xml, csv)



Compliance

A structured framework to meet legislative requirements for accident and Incident management, hazard identification as well as chemical/drug management:

- Accident/Incident recording with automated alerts on initial occurrence and follow up reminders (on your nominated frequency) for associated actions
- Accident/Incident investigation, notifications and actioning
- Powerful communications and audit capability that captures and records associated email 'discussions' regarding accidents/incidents and assigned actions
- Accident/Incident reporting is graphical with filters and trend analysis as well as registers
- Hazard identification, mitigation, actioning and reporting (note: able to hot link to your MSDS system)
- Hazard checklists and actions with automated alerts and reminders
- Hazard Targets and Hazard Register
- Chemical/Drug Management – inventory listing/register and chemical manifest mapped to legally allowable quantities (note: able to hot link to your MSDS system)
- Policies/Procedures – a centralised library with multiple filter options for Policies and Procedures, guidelines, standard operating practices etc. Includes reminders of due dates for reviews. These are able to be applied at subgroup levels eg (disability care, community care).



Regulations

Evidence recording and reporting tools that assist in meeting regulatory requirements (e.g. disability services, family services). Provides objective proof of meeting the stated requirement when validators/auditors arrive to assess your compliance with the regulations.

- Benchmarking capability via gathering and making available indicators of good practices for facilities to select and tailor.
- Regulatory requirements and outcomes are flexible and able to cater for ACT, industry and country specific differences.



Accreditation

Evidence recording and reporting tools that assists in meeting legislative quality standards with associated outcomes, as well as provide objective proof of meeting the stated requirement when validators/auditors arrive to assess your accreditation standing.

- Benchmarking capability via gathering and making available indicators of good practices for facilities to select and tailor.
- Accreditation quality standards and principles are flexible and able to cater for industry and country specific differences.



Quality

Continuous improvement functions that are able to be used to manage compliance audits and provide inputs to lessons learned and future Improvements for the overall organisation.

- Continuous Quality Improvement (CQI): dynamic building of your CQI list and hooking to associated accreditation and regulation outcomes
- Philosophy
- Suggestion/Complaint/Compliment handling, including automated allocation of associated actions.
- Evaluations



Surveys

A highly flexible 'survey' system is included - the user creates the required survey/appraisal – this is then made available online via i.on my logins and/or via a specified URL for web access for employees, staff, clients or members of your community to complete. The data is captured, summarised and available for your analysis. This is a very simple tool to use yet is highly valuable and has multiple applications as applied to staff, clients, visitors, general community etc.



Your Community

This is where you may record and manage records of those in your broader community, e.g. those in care, relatives, visitors, volunteers, doctor/pharmacist, government officials. Key functions available for use are:

- Biographical
- Contacts/NOK
- Tracking of vaccinations and immunity as well as allergies/conditions
- Accidents
- Suggestions
- Checklists
- Actions
- Alerts & reminders



HR (Human Resources)

i.on my is also a HR system, however is not a payroll or rostering system. It includes functions such as:

- Positions and jobs
- Biographical details including photo and birthday reminders
- Contact details – office, home, next of kin/emergency
- Checklists eg; for areas such as induction, probation, disciplinary, termination
- Actions – activities the employee is responsible for completing, including associated alerts and reminders Metrics (performance reviews)
- Development (skills, training)
- Expiring credentials e.g. highlighting staff who don't have credentials required by legislation such as police checks or blue cards and sending reminders of upcoming credential expiry.
- Staff Health such as keeping tracking of vaccinations and immunity as well as allergies/conditions
- Employment details e.g. salary, wages, hours
- Leave management – creation, submission and approval process with automated alerts and reminders
- Absenteeism analysis – graphical report
- Asset register
- Staff profiles
- Interfacing to existing payroll and leave systems.



Help

4 levels of help are built into the application:

1. Field specific tool tips – where user defined help may be crafted and added to a specific field. It is simple for users to know if a tool tip is included as it is identified in the system by [?] appearing next to a field,
2. Page specific user defined hints and tips and process help – organisational specific function/process help pages are available and accessible via a help icon – note this help may include URL hyperlinks to other databases/information sources.
3. System Reference Help – each page includes a system provided explanation of the function, page and data fields.
4. On line help – access to a 24 hour available Online Help System. Questions are 'mined' through our knowledgebase and you may receive an automatic response that answers your question. If your query is more specific or not in the knowledgebase you will receive a response from one our service representatives within 24 hours.



Security

Security profiles and security groups are maintained via menu options and your systems administrator can define, view or edit access per user.

Objectives of our security subsystem:

- To only allow access to authenticated users
- To restrict functionality to appropriate groups of people
- To restrict access to certain data
- To control the type of access to the data (e.g. read, change, approve, create, delete)
- To produce an audit trail of logins, logouts, and changes to the data.
- To provide secure communication with the server

Concepts

- User groups - Users are assigned to groups and security is defined by group
- Policy Area - A group of functionality where consistent security policy can be applied e.g. Hazards, Employees
- Access policy - The definition of which data can be seen by a User Group Policies include "All", None, My Org Unit only, My Org Unit and all Units below, Selected Org Units
- Permission grid for a particular object such as a menu item, the actions that can be taken by various user groups.



Data Auditing

i.on my currently records changes to data (Adds, Changes and Deletes) and can also record when people view data.

A configuration screen allows administrators to determine what is audited. Note that changes to audit settings are themselves audited.

User Logins and Logouts are also recorded, along with the user's IP address.



Highly Flexible

When we say our system is flexible we mean **highly flexible** – here is our proof:

- You can determine which fields are mandatory
- You can re-label/rename fields to suit your purposes
- You can rename menus
- You get to determine the order in which menus appear
- You decide the order of options within a menu
- You can build your own user defined screens
- You may even brand the system with your own logo.

Contact Us:



1300 659



ionmycalls



+61 (0)7 5580 1598



i.onmy.com.au



info@ionmy.com.au