



Data Systems & Workflow Solutions

*Better-aligned workflows. More reliable data.
More dependable reporting and decision support.*

For data, reporting, workflow, and implementation challenges that
need practical structure.

THE DOMAS GROUP LLC

Raleigh-Durham, North Carolina

Well-designed systems account for how people actually work.

People, processes, data, business rules, and technology all shape operational and data outcomes.

Organizations depend on people, processes, data, business rules, and technology working together. As needs change, gaps can emerge in any part of that system: workflows may become difficult to sustain, data may require substantial reconciliation or restructuring before it can be used, or existing technology may not adequately support the organization's reporting, operational, or decision-making needs.

These conditions can show up as repeated manual work, unclear handoffs, inconsistent definitions, missing or conflicting data, reporting delays, workarounds, or outputs that require significant effort before they are ready for use.



DOMAS uses a systems lens to assess gaps, inconsistencies, redundancies, unknowns, and manual work so solutions are matched to the real problem.

Usable data	Clear workflows	Consistent reporting	Better decision support
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The strongest operational systems often work quietly in the background. They provide the right support for the intended outcomes, reduce unnecessary effort, and help people focus their attention where judgment, expertise, and human interaction matter most.

How DOMAS can support your data and operations

Support may include building a focused solution, aligning what already exists, or evaluating technology options.

Custom data solutions development

Design and build focused data solutions that improve how data move, are processed, and are used across operational and reporting needs.

Data integration & reporting: combine, restructure, reconcile, validate, and transform data; encode business and reporting rules; and produce repeatable datasets and outputs.

Custom tools & automation: build custom tools and automated workflows that bridge system gaps, reduce repetitive processing, and make recurring tasks easier to run.

Connected solutions: use APIs, database connections, scheduled processing, secure file retrieval, or system uploads when appropriate and technically feasible.

Workflow & systems alignment

Clarify intended operational and data outcomes, understand how work currently moves across people, systems, files, programs, and teams, and determine whether the need is better alignment of what already exists, a process change, or a technical solution.

Vendor evaluation & implementation support

Translate operational and data needs into requirements, assess vendor capabilities, participate in demos or technical discussions, and support implementation planning, testing, and handoffs.

Examples of focused solutions

Validated reporting package

Combine recurring exports, apply agreed rules and checks, and produce repeatable reporting outputs.

Rules-based custom tool

Build a custom tool that applies program or reporting rules and flags records that need review.

Automated data preparation

Automate recurring data preparation now handled across spreadsheets, files, or manual steps.

DOMAS starts with the intended outcomes, then determines whether to improve what exists or build something focused to fill the gap.

The practical operational layer

Where people, data, workflows, business rules, and existing technology come together.

Technology alone does not determine whether day-to-day operations produce the intended outcomes. Organizations need the right combination of tools, data flows, business rules, handoffs, validation steps, and operating processes to support their goals.

DOMAS focuses on this practical operational layer - helping organizations improve how people, data, processes, and technology work together.

Align before building

Clarify workflows, needs, and decision criteria before committing to a process, tool, or vendor.

Reduce unnecessary manual effort

Reduce repetitive handling, restructuring, calculations, reconciliation, and report preparation where appropriate.

Bridge practical gaps

Use custom tools, automations, and data workflows to bridge gaps between existing systems without replacing the entire technology environment.

Improve consistency & traceability

Document requirements, rules, validations, decisions, and handoffs so recurring work is easier to understand and reproduce.

Strengthen implementation

Identify workflow, data, reporting, and operational considerations before they become difficult-to-maintain workarounds.

Build continuity & internal capacity

Reduce dependence on informal knowledge and support clearer ownership and maintenance over time.

DOMAS does not build enterprise-scale integration platforms or large-scale applications. We do build custom data tools and automations that bridge gaps between existing systems, automate repeatable data and workflow steps, and support defined operational needs.

How the service works

A structured process that starts with understanding the problem before defining the solution.

1	Start with the challenge	Share the data, reporting, system, or workflow challenge you are trying to improve. This may begin through a brief inquiry or introductory conversation.
2	20-minute introductory call	A 20-minute introductory call is used to learn more about the challenge, answer initial questions, and determine whether it is a fit for further work.
3	45-minute working session	A complimentary 45-minute working session clarifies the challenge, intended outcomes, current workflow, and where deeper exploration may be needed. This session informs the focus of the paid exploratory engagement.
4	Paid exploratory engagement - \$1,750	DOMAS conducts focused exploratory work to clarify the relevant workflow, data sources, definitions, business rules, reporting expectations, technical considerations, and other factors needed to understand the problem. You receive a concise summary of findings, priority areas, and recommended next steps.
5	Define the scope of work	If you are interested in a proposal for the recommended next steps, DOMAS will use the findings from the paid exploratory engagement to define the recommended scope of work, including deliverables, project boundaries, dependencies, timeline, responsibilities, and investment. You decide whether to proceed.
6	Complete approved work	If accepted, DOMAS completes the approved phase or phases, which may include workflow or systems alignment, custom data solutions, data integration and reporting, vendor support, testing, or implementation coordination.
7	Project closeout	DOMAS delivers final agreed outputs, documentation, transition or handoff guidance, and a closeout summary. Ongoing managed reporting, maintenance, or enhancement support is separately scoped when applicable.

Additional exploratory activities: Additional stakeholder interviews, focus groups, vendor or software reviews, extended assessments, or other activities beyond the standard exploratory scope may require additional fees. Any added work is discussed and approved in advance.

The right next step may be clearer definitions, better workflow-to-data alignment, a more reliable reporting workflow, or a custom tool or automation.

Choose how recurring reporting is operated

DOMAS can hand off a completed reporting workflow for internal operation or continue running it on an agreed schedule.

Client-operated reporting

DOMAS designs, builds, tests, and documents the agreed workflow for your organization to operate internally.

Depending on scope, this may include documented processing steps, business and validation rules, focused tools or configuration files, SOPs and user guidance, QA procedures, maintenance considerations, and training or tutorial materials.

DOMAS-managed reporting

For defined recurring reporting needs, DOMAS can continue operating the agreed workflow on a monthly, quarterly, annual, or other agreed schedule.

Managed reporting is built around defined source data, documented business rules, agreed validation checks, and predefined outputs so the process remains consistent and manageable.

A managed reporting cycle may include:

1	Source intake	Receive agreed source files or retrieve them through an approved method.
2	Process	Run the defined preparation, transformation, and calculation workflow.
3	Validate & reconcile	Apply agreed checks and review missing, conflicting, unmatched, or unexpected records.
4	QA review	Review workflow results and exceptions according to the approved process.
5	Generate outputs	Produce the predefined reporting files, tables, or other agreed deliverables.
6	Deliver	Provide the completed reporting package on the agreed schedule.

Get consistent reporting without having to operate the workflow internally.

Managed reporting is a defined recurring service based on agreed source inputs, business rules, validations, schedule, and outputs. It is not unlimited reporting support.

Changes to source systems, file structures, business rules, reporting requirements, or agreed outputs may require a revised scope.

Embedded Data Workforce Capacity Building

Optional - Build the workflow. Build the internal capacity.

Organizations may optionally designate a team member, new hire, or intern to participate hands-on alongside DOMAS during appropriate stages of the engagement. The goal is to strengthen internal understanding of the resulting workflow, processes, and tools while the work is being delivered.

Depending on the engagement, participation may include:

Workflow review

Understand how staff activities, systems, data sources, business rules, review steps, and outputs fit together.

Requirements clarification

Participate in documenting workflow, data, reporting, and implementation requirements.

Data structure review

Examine inputs, field structures, mappings, relationships, formats, and recurring preparation needs.

Business-rule implementation

Follow how approved classification, mapping, attribution, calculation, and review rules are translated into the workflow.

Validation & testing

Help review checks, expected scenarios, edge cases, and source-to-output results.

Implementation participation

Build familiarity with testing, vendor or internal-team coordination, rollout considerations, and issue tracking when applicable.

Documentation

Contribute to workflow, business-rule, technical, testing, and maintenance documentation.

Maintenance & handoff

Learn how the delivered workflow should be maintained, reviewed, and appropriately adapted over time.

The goal is to deliver the work while strengthening the organization's internal capacity to understand, support, and maintain the resulting workflow over time.

Capacity-building engagements are separately scoped based on the participant's existing background, the complexity of the engagement, and the desired level of hands-on participation. For DOMAS-managed workflows, capacity building may also support a planned future transition to client operation.

What you receive

Deliverables matched to the engagement.

Workflow & requirements documentation

Current-state findings, future-state workflow recommendations, data and reporting requirements, decision criteria, assumptions, and implementation considerations as applicable.

Custom data solutions & processing workflows

When included, custom data tools, automations, configuration files, and documented methods for combining, restructuring, validating, reconciling, and preparing data from agreed sources.

Reporting workflows & outputs

Repeatable processing steps and agreed Excel, CSV, PDF, PowerPoint, dashboard-ready, or other outputs. Depending on scope, the workflow may be delivered for internal operation or operated by DOMAS on a recurring schedule.

Vendor evaluation materials

When included, requirements matrices, evaluation criteria, demo questions, capability comparisons, gap notes, and implementation considerations.

Testing & implementation support

Testing plans, issue tracking, acceptance criteria, rollout recommendations, coordination support, and defined post-delivery support as scoped.

Handoff & continuity materials

SOPs, technical or workflow documentation, user guidance, video tutorials when appropriate, maintenance considerations, and future enhancement options.

Not every engagement includes every deliverable. The approved scope defines what is produced, what the client provides, testing responsibilities, ownership or source-code terms when applicable, and any maintenance or enhancement options.

Data access & technical options

Use the intake, connection, and processing methods that fit your environment.

Representative sample data

Provide synthetic or appropriately deidentified sample data that preserves the real file structure, column names, formats, categories, missing values, relationships, and representative edge cases.

Local file structure scan

Use a local utility to generate a metadata summary describing file structure, fields, formats, counts, and patterns without intentionally exporting row-level values. Your organization reviews the summary before submission.

Secure protected data review

When identifiable or protected information is necessary, required agreements and secure transfer arrangements must be completed before data are submitted. Protected or confidential data should never be submitted through the preliminary inquiry form.

Optional connected capabilities

API extraction

Available when technically feasible and separately scoped.

Database connections

Available when technically feasible and separately scoped.

Secure file retrieval

Available when technically feasible and separately scoped.

Scheduled processing

Available when technically feasible and separately scoped.

Automated report generation

Available when technically feasible and separately scoped.

System uploads

Available when technically feasible and separately scoped.

Connected workflows require additional technical review, testing, security considerations, maintenance planning, and coordination with the organization's IT team or system vendor. Vendor support may also include requirements review, demo participation, capability comparison, and implementation coordination when included in scope.

Is this a fit?

Strong candidates have a defined data, reporting, workflow, system, or implementation challenge that needs practical structure.

Common signs

• Work moves across multiple systems, files, programs, or teams.	• A new vendor or platform is being evaluated and the organization needs clearer requirements or decision criteria.
• Business or reporting rules live primarily in staff knowledge.	• A funded or operational implementation still needs workflow, data, reporting, or handoff planning.
• Data must be reconciled, restructured, or validated before it can be used for reporting or decision support.	• Staff spend significant time coordinating information across files, teams, or systems.
• A recurring report requires substantial manual preparation each cycle.	• The organization wants a reporting workflow built but may prefer DOMAS to operate it.
• Existing platforms do not fully support the workflow your team actually follows.	• The problem is too important for an informal workaround but too focused for a large enterprise project.

Start with a 20-Minute Introductory Call

Schedule a brief introductory conversation to discuss the data, reporting, system, or workflow challenge you would like to improve and determine whether DOMAS may be a fit.

No preparation or payment is required for the introductory call. Do not submit protected or confidential data through the scheduling page.

Website datasystems.thedomasgroup.com	Scheduling scheduling.thedomasgroup.com	Email contactus@thedomasgroup.com
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Support, Updates, and Service Boundaries

DOMAS Data Systems & Workflow Solutions are designed for defined data, reporting, workflow, and implementation needs within the practical operational layer surrounding existing technology. Engagements may include custom data solution development, data integration and reporting, workflow and systems analysis, vendor evaluation, and implementation support. Changes to an approved scope, source systems, file formats, APIs, business rules, outputs, authentication requirements, or operating environments may require a separate quote. Optional maintenance, enhancement, and managed reporting support may be available. Managed reporting is limited to the agreed workflow, source inputs, business rules, validations, schedule, and outputs; material changes may require a revised scope.

DOMAS does not provide enterprise application development, full EHR implementation services, enterprise data warehouses, large transactional systems, complex multiuser portals, cybersecurity or IT administration, legal, or compliance services. Requests requiring real-time synchronization, many simultaneous users, complex identity or permission management, continuous monitoring, high-availability infrastructure, extensive system write-back, rapidly changing interfaces, or a large hosted software ecosystem may require another provider or a larger implementation team.

Vendor evaluation and implementation coordination are advisory and technical support services. Procurement decisions, contract negotiation, legal review, cybersecurity certification, and final vendor-selection authority remain with the client. Each organization remains responsible for its own security, privacy, access-control, compliance, procurement, and technology-approval requirements.