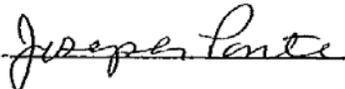


POLICY TITLE: REPORTS PROVIDED TO MANAGEMENT		PAGE <u>1</u> OF <u>4</u>
POLICY NUMBER: 5.2.1		
CHAPTER 5: MANAGEMENT INFORMATION SYSTEMS		
	STATE OF MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner:	PROFESSIONAL STANDARDS: See Section VII
		
EFFECTIVE DATE: November 17, 2003	LATEST REVISION: July 1, 2013	CHECK ONLY IF APA [<input type="checkbox"/>]

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections to provide agency administrators with quarterly reports from the Information Technology Division, to aid management in staying informed to enable prompt reaction to changing trends.

The effectiveness of the information system, as it relates to overall facility management, shall be evaluated annually, in writing.

IV. CONTENTS

- Procedure A: Data Gathering and Report Content
- Procedure B: Analysis of New Report Requirements
- Procedure C: New Reports Development

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Data Gathering and Report Content

1. Data shall be entered into CORIS from personnel in all areas of the Department, including the facilities and Community Corrections. The following CORIS reports can be run by management or can be provided to management on a per request basis. Additional statistical reports as requested shall be developed and provided as a separate management reporting web interface to CORIS.
 - a. Community Statistics shall include: (Domestic Violence Treatment, Electronic Monitoring, Employment, Home Visits, Mental Health Treatment, Public Service Work, Sex Offender Treatment, Substance Abuse Testing, Substance Abuse Treatment.
 - b. Population Reports by: General Population, Infirmary, Protective Custody, Administrative Segregation, Disciplinary Segregation, Mental Health Housing, High Risk Housing, Therapeutic Community, Transitional Treatment Program, and Medically Challenged Unit.
 - c. Inter-Facility Movements
 - d. Job Assignments
 - e. Projected Release Date Report
 - f. Recommended Transfer Report
 - g. Sex Offender Report
 - h. Good Time Summary Reports
 - i. Incident Summary Reports
 - j. Custody Level-by Client
 - k. Special Management
 - l. Caseload Report
 - m. Number of Youth Under Supervision
 - n. Investigation/ Reports Activity
 - o. Dispositional Activity
 - p. Caseload Counts
 - q. Juvenile clients transferred out-of-state

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
5.2.1 Reports Provided to Management	5. Management Information Systems	Page 2 of 4 7/1/13R

- r. Counts of Warrants
- s. List of Open Warrants
- t. Probation Revocations
- u. Returns to Facilities
- v. Closed Case Report
- w. Detention Requests
- x. Intake Activity

Procedure B: Analysis of New Report Requirements

1. Information Technology staff shall review reports developed from management highlighting program reporting improvements or additions required.
2. With the aid of management, Information Technology staff shall determine the scope and priority of report additions to be developed.

Procedure C: New Reports Development

1. Information Technology staff shall strive to maintain and enhance report development expertise within the Department.
2. When significant enhancements are required to meet program reporting requirements, Information Technology staff shall pursue contracting expertise.

VII. PROFESSIONAL STANDARDS

ACA:

- ACI- 4-4100** The institution contributes to, has access to and uses an organized system of information storage, retrieval, and review. The information system is part of an overall research and decision-making capacity relating to both inmate and operational needs.
- ACI - 4-4102** The institution or parent agency collaborates with criminal justice and service agencies in information gathering, exchange, and standardization.
- ACI - 4-4106** The effectiveness of the information system as it relates to overall institutional management is evaluated in writing at least annually.
- 4-ACRS-7D-05** Procedures govern access to and use of an organized system of information, analysis, collection, storage, retrieval, reporting, and review.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
5.2.1 Reports Provided to Management	5. Management Information Systems	Page 3 of 4 7/1/13R

- 4-ACRS-7D-06** The facility or parent agency cooperates with other criminal justice agencies in information gathering, exchange and standardization.
- 4-JCF-6F-04** The facility contributes to, has access to, and uses an organized system of information storage, retrieval, and review. The information system is part of an overall research and decision-making process relating to both juvenile and operational needs.
- 4-JCF-6F-05** The effectiveness of the information system as it relates to overall facility management is evaluated in writing annually.
- 4-JCF-6F-07** The facility or parent agency collaborates with juvenile justice and service agencies in information gathering, exchange, and standardization.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
5.2.1 Reports Provided to Management	5. Management Information Systems	Page 4 of 4 7/1/13R