

	State of Alaska Department of Corrections Policies and Procedures		Index #:	501.01	Page 1 of 3	
			Effective:	11/26/12		
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	Chapter:	Management Information Research				
Subject:	Management Information and Research System					

I. Authority

In accordance with 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. Reference

Alaska Statutes

AS 33.30.030

III. Purpose

To set forth policy and procedure governing the Department's system of data collection, maintenance and capabilities for collecting, storing and disseminating information.

IV. Application

To all employees.

V. Definitions

As used in this document, the following definitions shall apply:

A. Standard Information

Information required for administrative and operational management.

B. Demand Information

Special information produced upon request such as the number of admissions or releases.

VI. Policy

The Department will maintain a system of information collection, storing, retrieval, reporting, review, and dissemination which will be capable of delivering information useful for profiling the services provided by the department and identifying trends.

VII. Procedures

A. Departmental management information and research will be conducted by or through the Research and Records Unit under the supervision of a research analyst. The Research and Records Unit will be administratively supervised by the Director of Administrative Services.

B. The management information and research system may be a computerized system and a resource collection of documents, brochures and research data to accomplish the following:

1. To ascertain that standard information meets the needs of the department, the following steps shall be taken routinely:
 - a. Survey similar agencies to determine types of management information being collected;
 - b. Survey division directors; superintendents and regional administrator to determine which types of standards information they believe to be most useful for management; and

- c. Compile standard information into a format as determined by stakeholders, a summary of findings and incorporate into the management information system as follows:
 - (1) Reports developed in cooperation with DOC stakeholders;
 - (2) Reports for federal partners;
 - (3) Reports for State of Alaska Departments and Divisions where data sharing agreements are in place;
 - (4) Other state, federal, private, and non-profit agencies with established data sharing agreements; and
 - (5) The annual report prepared and distributed during the first quarter of each year.
 - d. Standard information will be routinely distributed to individuals and agencies outside the department as directed by the Commissioner.
 2. The Research Analyst shall determine the system's capability for demand information by performing the following task:
 - a. Analyzing reports generated in the past;
 - b. Reviewing institutional and probation and parole program goals and objectives as to ascertain that the data supplied is relevant;
 - c. Maintain a resource collection of printed materials and computer programs up-to-date and available for research and production of demand information; and
 - d. Initiate the oversee information gathering and disseminate research and reports as required.
 - C. Information System Organization
The Research Analyst will perform or shall assign staff to perform the following tasks related to the management information system:
 1. Collection and reporting of data on a regular basis and supply appropriate reporting forms;
 2. Compile data by category and computing the aggregates;
 3. Compiling law data by category and computing the aggregates;
 4. Preparing the actual management information reports for dissemination in a timely manner to all appropriate staff per B. above; and
 5. Review the information system at least twice a year for accuracy, relevance, completeness, effectiveness and efficiency.
 - D. Retrieval and Review of Information Collected
 1. The system shall generate recurring reports summarizing the data collected;
 2. The Research Analyst shall determine the organizational form of the data after consulting with staff; and
 3. The Research and Records Unit will maintain of log of all data requests.
 - E. Security of Information Collected
Information collected which identifies prisoners or other clientele must be handled according to State and Departmental regulations governing confidentiality and security of Criminal Justice Information.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

11/28/2012



Date

Joseph D. Schmidt, Commissioner
Department of Corrections