

REPORT TO THE LEGISLATURE

Pursuant to P.A. 63 of 2011

Section 304 – Employee Cost Saving Initiative Program – October 2012

Section 304 - The director of the department shall maintain a staff savings initiative program to invite employees to submit suggestions for savings costs for the department. The department shall report semiannually to the senate and house appropriations subcommittees on corrections, the senate and house fiscal agencies, and the state budget director on the suggestions submitted under this section, the implementation plan for those suggestions with which the department agrees, and an explanation of any disagreements with suggestions.

In order to comply with the requirement of Section 304, the Department of Corrections published an article in the FYI Employee Newsletter informing staff to submit their suggestions for cost saving suggestions. Below is an update to the April, 2012 Employee Cost Saving Suggestion Report:

SUGGESTION	IMPLEMENTATION PLAN / REASON NOT IMPLEMENTED
<p>2012-04-001 - <u>Prisoner Counselor Files - Purging/Destroying</u> - Plans were to purge all prisoner counselor files, only so that at a later point in time they would be disposed of altogether. An alternate ‘flagging’ method was proposed.</p>	<p>After review of the current status with OMNI and proposed changes to this IT platform, plans for purging/destroying of prisoner counselor files were rescinded. This was done on July 18, 2012.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input type="checkbox"/></p>
<p>2012-04-002 (1) - <u>Prisoner Clothing - Accessories and Standard Issue</u> - Prisoners receive certain accessory items (e.g., ball caps) as a matter of routine, and unnecessarily. Allow inmates to only request clothing items once per year, on the anniversary of their incarceration date (or on an as needed basis). Charge prisoners for destruction of their blues (anything other than normal wear and tear).</p>	<p>Ball caps were removed as required items to be issued (PD 04.07.110, February 2012). Sheets and other linen items are being reviewed to determine an appropriate exchange system to reduce the required number given to prisoners. Currently we have a workgroup looking at the appropriate amount of clothing for prisoners. The recent change to prisoner clothing did reduce the amount of clothing required to be issued.</p> <p>In addition, there is always the option to review a prisoner who is misusing state issued items, including clothing, and handle appropriately. This includes a long established prisoner misconduct process that assesses the prisoner the cost of the property, if found guilty.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>

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<p>2012-04-002 (2) - <u>Facility Alternative Energy Sources</u> - Place wind mills that generate electricity at some of the prisons close to the lakes, and solar panels on top of all the facility roofs.</p>	<p>Both forms of alternate energy sources have been considered by the Physical Plant Division. At this time we are unable to pursue either of the two types listed because no funds are available to cover the start-up cost (design, construction, installation, and modification to existing utility systems); also, the State of Michigan is prevented from generating power and returning it back into the power grid.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Further/Ongoing Review <input type="checkbox"/></p>
<p>2012-04-002 (3) - <u>Energy/Utilities Conservation (Electricity)</u> - Replace light switches with sensors that shut lights off in areas with no one in it.</p>	<p>Many facilities are already replacing the conventional light switches with the newer sensor type as suggested. Such changes are coordinated, performed, and paid for by each respective CFA site. The time line for making such modifications is set by each facility.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>
<p>2012-04-002 (4) - <u>Energy/Utilities Conservation (Water)</u> - Install waterless urinals and automatic (motion sensing) sinks.</p>	<p>A number of facilities previously replaced their conventional water flushing urinals with the waterless type in housing units, Prisoner Services areas, and Administration Buildings. Due to the very low water flow passing through these fixtures, however, we experienced significant maintenance problems. The problems - failing sewer lines and/or strong odors, were caused by the very small amount of water actually being flushed down the drains. Subsequently, waterless urinals are being replaced with conventional flush-type urinal fixtures.</p> <p>Sink faucets equipped with motion sensors to activate the water supply have also been considered, but we are unable to pursue this due to what it would take to upgrade utility services for each affected sink.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Further/Ongoing Review <input type="checkbox"/></p>
<p>2012-04-003 - Withdrawn by submitting employee.</p>	

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<p>2012-04-004 (1) - <u>Denied Prisoner Intake Property (Jails)</u> - At Reception and Guidance Center (RGC), all incoming prisoner property, except legal work, personal pictures and personal mail, is either mailed out (packaged in cardboard boxes and packing tape provided by the state), or destroyed. The volume is very high, and it is very time consuming - sometimes causing overtime. County jails that are holding the prisoners, new-commits and parole violators should offer the option for the property to be left there for someone to pick up. This would reduce the cost to the state, and reduce the unintentional introduction of contraband to RGC.</p>	<p>A workgroup is reviewing the property prisoners bring when entering RGC, and we continue to collaborate with sending agencies/facilities to ensure they do not send any property which a prisoner is not allowed to have. An agency decision requires further evaluation.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>
<p>2012-04-004 (2) - <u>Denied Prisoner Intake Property (PV's)</u> - The same is true of property belonging to Parole Violators (PV) at the Ryan Correctional Facility (RRF), who come to RGC. RRF should handle the property to be mailed out or picked up, not RGC. This would reduce the cost to the state, and reduce the unintentional introduction of contraband to RGC.</p>	<p>A workgroup is reviewing the property prisoners bring when entering RGC, and we continue to collaborate with sending agencies/facilities to ensure they do not send any property which a prisoner is not allowed to have. An agency decision requires further evaluation.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>
<p>2012-04-004 (3) - <u>Abandoned/Contraband/Rejected Prisoner Property</u> - Clothing that is not sent home or otherwise to be destroyed, but which is in good repair, should be donated to charity or sold to make extra revenue. Many times, expensive clothing, boots, shoes, leather coats, watches, I-Pods, cell-phones, and other costly items are destroyed because inmates have no where to send the items. They should be sold for profit to our budget, not thrown into a compactor at our state's expense.</p>	<p>PD 04.07.112 "Prisoner Personal Property" allows for various disposal options for property confiscated from or turned in by a prisoner. Sending the property home at prisoner's expense is only one option. Another option is to donate the property to a charity approved by the Warden. The prisoner may choose this option or the hearing officer may order it. As a result of recently enacted legislation supported by this Department, PD 04.07.112 was revised effective July 9, 2012 to require serviceable cell phones and other cellular devices confiscated from prisoners to be donated to charity, once no longer needed for criminal prosecution. The Department, however, has no legal authority to sell contraband prisoner property or property turned in by a prisoner.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Further/Ongoing Review <input type="checkbox"/></p>

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<p>2012-04-005 - <u>Prisoner Quartermaster Account</u> - An account should be established for each prisoner for Quartermaster issue. The prisoner would be allowed a certain dollar amount to use every 6 months based on Michigan State Industry (MSI) prices. Once that is gone, they would get no more issue until the beginning of the next cycle. Perhaps as an added incentive, a percentage of any leftover allowance would be credited to their account.</p>	<p>Currently, PD 04.07.110 identifies how and under what circumstances a prisoner can exchange or be charged for clothing in his/her possession, and outlines allowable items and how and under what circumstances the prisoner can exchange or be charged for prisoner clothing. It is also at the discretion of staff to ensure prisoner compliance. This would most definitely result in additional increases to MDOC expenses, for Procurement and Budget staff who would have to monitor and manage the accounts.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Further/Ongoing Review <input type="checkbox"/></p>
<p>2012-04-006 (1) - <u>Paper Towels in Housing Units</u> - Like those in active duty with the Marine Corps, prisoners do not need to be provided with paper towels. If they want to dry their hands when going to the restroom, they can take the towel the MDOC provides them.</p>	<p>Most facilities - if not all, have removed paper towels from use in restrooms for both prisoners and staff. This was done due to the costs associated with paper towels, as well as their use in plugging toilets and being discarded on the floor. Instead of paper towels, facilities have begun installing electric hand driers, even some of the new high velocity type.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input type="checkbox"/></p>
<p>2012-04-006 (2) - <u>Toilet Paper for Prisoners</u> - Prisoners use toilet paper excessively and wastefully. Issue 2 rolls every week, put a check by their name at time of issuance, and expect them to make it last. If s/he wanted more, it would be available in the Prisoner Store for purchase.</p>	<p>This suggestion is already being reviewed by workgroups involved with facility efficiencies.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>

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<p>2012-04-006 (3) - Prisoner Itineraries and Call-Outs - Every day in my unit of 79 prisoners, we get a list of prisoners who have callouts - a set <u>sorted by offender number</u> (approx. 25 sheets), and a set <u>sorted by start/lock</u> (approx. 25 sheets). Each prisoner also receives a copy of his callouts himself (another 65 to 79 sheets). That's 129 sheets of paper per day <u>minimum</u> per unit (some units have as many as 160 prisoners). It amounts to over 2000 sheets of paper for this one project (Prisoner Itineraries) alone, every day, for just my facility, excluding the cost of ink and staff processing time, and the cost of doing business this way is staggering!</p> <p>Instead of individual pieces of paper, simply post one sheet of paper (two or three if it's needed) securely in a bulletin board case inside each unit, with each prisoner's name and advising them of their next day's obligations. This properly puts the burden upon the prisoner to check the board every night, and jot down needed information of where to be the next day. Failure to show up is on the prisoner.</p>	<p>This suggestion is related to the 'Prisoner Itinerary' as part of the OCMS portion of our OMNI database system. The problem identified has been noted many times by staff from all levels, at all facilities, including being advanced through the Warden's Efficiencies Committee. A request to modify OCMS has been submitted to DTMB via ADSS. The solution to this problem is IT driven and our IT priorities are many. The requested software change is not currently at the top of the priority list.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>
<p>2012-04-007 - Withdrawn by submitting employee.</p>	
<p>2012-04-008 - Facility Prisoner Weight Pits - The negative outcomes of prisoner weight pits are enormous, are overwhelm the department almost everyday.</p> <ul style="list-style-type: none"> The time, equipment, and staff allocated to the use of weight pits, and the associated cost, is very significant. The fights that originate/break out among and/or between prisoners are quite frequent, at times resulting in serious injuries to both prisoners and staff requiring both on-site and off-site medical attention and expenses. <p>Why do prisoners need to be able to lift 200, 300 and even more pounds? What is the positive outcome, especially for the department and general public? Prisoners can get more health benefits from doing simple and light exercises, such as walking, jogging, and other appropriate safe and cost effective exercises.</p>	<p>The costs associated with purchasing equipment related to weight pits are the responsibility of the prisoner benefit funds. While it is true there are fights between prisoners occurring, the department has taken proactive steps to reduce injuries to both staff and prisoners. The most recent is the introduction of the use of Tasers to stop fights and minimize injuries to all involved.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>

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<p>2012-04-009 - <u>Collapsing Employee Classification/Pay Levels</u> - The Department has eliminated RUOs and seems to be getting rid of ARUS's.</p> <p>With elimination of those layers of staff, the Department may as well reduce RUMs from a 13 level down to an 11 level. There is no need for them to be at shift commander pay, as there is no wage compression, and they only need to be a supervisor (or rather just eliminate RUM's altogether). Once RUM's are brought down to an 11 level, there really isn't any reason for the Deputy Wardens, Wardens, and RPA's to be at the level they are at. Just slide everyone in the department down one or two pay grades. That should save millions. And get rid of RPA's, as there are only two. Get rid of all Captains, except for one per facility.</p> <p>If you are going to reduce one classification in pay, then reduce them all.</p>	<p>Staffing realignment to achieve the highest level of operational efficiency is a departmental goal that we continually strive to achieve. However, the department must balance these goals with the safety and security of its operations. The abolishment of positions or the reduction in levels is not a decision that is taken lightly. While the department does have the ability to make decisions regarding staffing and abolishment of positions, it does not have unilateral authority to change classifications or levels that are inconsistent with established Civil Service concepts. The concepts regarding supervisory responsibilities, appropriate classification and appropriate levels are not just developed for the Department of Corrections; they are developed for all state departments. While the efficiencies recommended in this suggestion could be considered, they may be difficult to implement given the recent efficiencies; i.e. abolishment of ADWs, reduction of Resident Unit Managers, current and future reduction of Assistant Resident Unit Supervisor positions, the use of Prison Counselors in Housing Units, etc. and Civil Service restrictions.</p> <p>Given the extensive efficiencies that have recently occurred, we do not recommend that this suggestion be approved.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Further/Ongoing Review <input type="checkbox"/></p>
<p>2012-04-010 - <u>Employee Suggestion Program</u> - Sinai Hospital of Detroit once had an incentive program to encourage all the employees to come up with changes that would save money. The person submitting a cost-saving idea that was implemented would receive 10% of the cost saved for the first year of its implementation. For example, a resident suggested that a routine blood test, completed on all admissions to labor and delivery, was clinically unnecessary. The change was adopted and saved the hospital \$20,000 per year. The doctor received \$2000 for his idea. Maybe the SOM could start a similar program.</p>	<p>The MDOC's budget bill (FY 2011-12, P.A. 63 of 2011, Section 304), which mandates that the Director of the department shall maintain a staff savings initiative program to invite employees to submit suggestions for saving costs for the department. The department is required to report semiannually to the senate and house appropriations subcommittees on corrections, the senate and house fiscal agencies, and the state budget director on the suggestions submitted under this section, the implementation plan for those suggestions with which the department agrees, and an explanation of any disagreements with suggestions. This mandate remains in the boilerplate for FY 2012-13. This program is already in place.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input type="checkbox"/></p>

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<p>2012-04-011 - Paper Forms - Kiosks - Prisoner Use - One of our biggest money pits is paper products (e.g., kites, health care kites, grievances, QM orders, etc). Place these forms on the computer. With computers in the housing units, prisoners could log into it and send an electronic message to the appropriate person or area of the facility, instead of printing paper. A confirmation number could be given to the inmate sending it.</p>	<p>Prisoners are not allowed access to computers, except on an MDOC network to meet the very limited school or work assignment requirements as outlined in PD 01.04.105 <u>Use of Department Computer Equipment, Software and Services</u>. Offenders allowed to use computers and data processing resources pursuant to this policy shall do so only while under direct and continuous staff supervision. However, it may be possible to add this functionality to the Prisoner Kiosks in the future, as these are not part of an MDOC computer network. In the meantime, we have asked facilities to stop using pre-printed Kite forms once existing supplies are exhausted. Plain paper can be used instead at a significantly reduced cost. Many of the forms currently used by MDOC are available through DAS on the computer. These may be printed as needed at a reduced cost in comparison to pre-printed forms from the print shop. Grievances and Quartermaster forms are multi-part which, by policy, requires the prisoner and others to be given a file copy in accordance with the distribution indicated on the bottom of the form. Some of these forms are also available through DAS, but require printing on multi-part paper.</p> <p>Adopt, if access to forms can be made available through Prisoner Kiosks.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>

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<p>2012-04-012 (1) - Facility 'Fire Marshalls' Positions - Eliminate - Communities where we have our facilities already have full-time local Fire Marshalls, whose job is to do the same things we pay our own Fire Marshalls to do. MDOC staff must go through yearly training on conducting Fire/Safety inspections. Instead, utilize local Fire Marshalls to inspect our facilities prior to any inspection, to insure we are up-to-code.</p>	<p>The safety and well being of staff and inmates, along with the protection of state property (assets) is critical. Facility Fire Safety Inspectors are responsible for conducting comprehensive Monthly Fire Safety Inspections of all 33 occupied correctional facilities, and the 20 closed facilities. The Supervisors in turn conduct a more in-depth Annual Inspection of all occupied facilities. No other State agency is capable of providing this type of critical service. These same staff also conduct Monthly and Annual Occupational Health and Safety Inspections of all occupied correctional facilities, and participate in providing much needed consultation and training services to facility staff.</p> <ul style="list-style-type: none"> • Not all communities around the state (especially in the UP) have fire Inspectors or Fire Marshalls. • Our Facility inspectors do monthly Safety and Fire inspections. We would not get this service on a monthly basis from LARA or local Fire Departments. • Fire Marshalls in local jurisdictions do not have authority in state facilities according to Public ACT 207. • The fire inspectors understand the complexity of prisons and how to apply the codes specific to these settings. Other fire inspectors do not have this in depth knowledge. • We would have to pay for both safety and fire inspections through a contract company. Facilities use the fire inspectors as technical resources, being able to call on them when needed. • There would not be the same level of accountability for institutions to follow the fire and safety codes. <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Further/Ongoing Review <input type="checkbox"/></p>

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<p>2012-04-012 (2) - Promotions Within - Supervisory and Administrative Personnel - Current procedure for promoting within the Department re-invents the wheel every time we fill a vacancy. Postings have to be made, resumes have to be sorted, interviews have to be held, and 2-3 months later the position is filled - maybe. Delays cause extended use of overtime for fill-in coverage. The current method does little to bring new ideas, new blood and a different perspective to our facilities.</p> <p>Make a written test ‘job specific’ for each position. If an individual wants to promote to a position, they should be able to demonstrate to some degree the knowledge needed for that position, and knowledge of Department policy, by a passing grade via a written test. All applicants would be advised as to what the exam will cover, so all have an equal opportunity to pass it. Points can be added to those applicants of underutilized groups, to comply with department hiring practices. Based upon a passing score, all applicants will be interviewed by a board comprised of trained interviewers. Again, points can be added to insure compliance with department hiring practices. All those who have scored above a predetermined cut-off point will have their test score added to their interview score, and then placed into a state-wide hiring pool for that position. All applicants fill out their preference for were they would accept a position. When a position opens, the first person on the list is offered that job. Those on the promotion list may decline an offer twice, but if they decline a third time they will then go to the bottom of the list. This list will remain active for one year, or until it has been exhausted at which time the process begins again.</p> <p>This maintains a readily available qualified group of individuals to fill vacancies as necessary. It provides a tool to spot problems which may otherwise be unseen at a facility. If there is a pattern of qualified individuals continuing to decline a promotion at a certain facility, there may well be an administrative problem that needs to be looked into.</p>	<p>The selection process pursuant to the Civil Service Commission Rule 1-6, <u>Merit, Efficiency, and Fitness</u> requires that “All appointments and promotions to positions in the classified service, all measures for the control and regulation of employment in classified positions, and all separations from classified positions shall be based on merit, efficiency, and fitness, as provided in the civil service rules and regulations”. Just taking a test, being placed on a list and being selected based on when an individual was placed on a list is not consistent with the merit principals.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Further/Ongoing Review <input type="checkbox"/></p>

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<p>2012-04-013 - Data Storage Management - Cost and Accessibility - Previously, involuntary process treatment hearings were recorded with microcassette tapes. At the end of October 2011, a digital recorder was purchased that utilizes CDs, resulting in enhanced recordings, instantaneous information sharing, and most importantly cost savings. After being digitally recorded, they are stored on the computer as well as burned to a CD. The audio quality is immeasurably improved.</p> <p>Information access and sharing is the key improvement, but the cost savings is significant. Converting from the microcassette tape to CDs realizes a cost savings, and immeasurable savings will be found in reducing staff time spent finding and retrieving documents.</p> <p>Scanning signed/completed documents from the hearing and saving them on the computer means the information can be relayed electronically practically instantaneously, when needed.</p> <p>If we were to provide a designated space, possibly located in the new ShareNet, accessible to Panel Coordinators with ‘author’ rights for their facilities panel data, and ‘read-only’ rights assigned to the applicable rest of the CMHP staff, we would be able to eliminate the need to purchase CDs altogether. This would realize a HUGE savings.</p>	<p>The problem presented here is one where audio files and documents need to be stored and then shared among multiple users. Network storage is not ‘free’ - as it may seem. The current method of storing these files on the MDOC network and then sharing them via CD is something that does presently incur a cost. And, while it seems that using portable media to share files may be less efficient, other solutions that DTMB can provide are more expensive than the current method.</p> <p>Factors to consider: Microsoft SharePoint is an excellent forum for sharing documents and other text-based files. However, SharePoint is not a good solution for media management and storage. For one, SharePoint has an upload cap of 50MB. That means, if an audio file is larger than 50MB, then it cannot be stored on SharePoint. Additionally, using DVD-R media to share audio files has a lower cost per Gigabyte (GB) than the alternate solutions provided below:</p> <p><u>Current Solution (already in place)</u> A 100 pack of DVD-R media (4.7GB capacity) has a cost of \$44.79. Broken down that is a one-time cost ~\$0.45 per disc or ~\$0.10 per GB of storage. The current audio files and documents are stored on a networked drive referred to as SAN Storage. SAN storage is \$2.10 per GB per month (includes backup). As an example, 500GB of storage using SAN has a cost of \$1,050 per month and \$12,600 per year. SAN storage also allows quick accessibility to files and allows them to be manipulated and moved around with ease.</p> <p><u>Alternate Solutions</u> SharePoint storage (when utilized) has a cost of \$4.61 per GB per month (includes backup). As an example, 500GB capacity of SharePoint storage would be \$2,305.00 per month and \$27,660 per year. Alternative NAS storage options have a cost of \$1.24 per GB per month (includes backup). As an example, 500GB of NAS storage would be \$620.00 per month and \$7,440.00 per year. While cheaper than SAN storage, the functionality of NAS storage is not well suited for actively-managed files. It is slow and moving them around is not efficient.</p> <p>The current mechanism for storing and sharing these files is not currently broken. In this specific case, the issue should be addressed within the Bureau of Health Care Services, to determine if the status quo for storing and sharing the files should be maintained, or if an alternate solution should be pursued (whether more efficient sharing and storing of this data is worth the higher costs). In the meantime, perhaps staff who manage the Mental Health Services SharePoint page can create some limited-access folders to share the text-based documents related to this process.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>

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<p>2012-04-014 - <u>Prisoner Kiosks - Telephone Minutes</u> - With the Kiosk in the units, prisoners should be able to send a message directly to the Business Office in order to add telephone minutes, instead of having to fill out telephone disbursements on paper and send them into the Business Office for processing. There is no real reason to have an ARUS signature on the form.</p>	<p>We are in the process of having the telephone time disbursements put on the KIOSKs, which would accomplish what is in this employee suggestion. This involves working with the vendor and ADSS to design the necessary software interface. We were already working with the vendor and ADSS to bring additional functionality to the KIOSK. This will take a certain period of time to accomplish.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>
<p>2012-04-015 - <u>Paper Forms - Kiosks - Prisoner Use</u> - A kiosk for prisoners to input their clinic, mental health, dental and other kinds of kites would save money after an initial investment in the technology. The handling of the paper kites is labor intensive and slow. There is a risk that the kite could be lost before it gets to the correct providers. An electronic kite could be triaged and acted upon more quickly by the appropriate provider, preventing more serious complications and saving money. Fewer personnel would be handling the paper kite. Kites filed in an inmate's paper chart are not only inaccessible during the filing process but can never be accessed in the electronic medical record.</p>	<p>We agree that additional functionality should be added to the KIOSKS and Kites is one area that has been discussed. Each additional function involves working with the vendor and ADSS to design the necessary software interface. We were already working with the vendor and ADSS to bring additional functionality to the KIOSK. This will take a certain period of time to accomplish.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>
<p>2012-04-016 - <u>Commercial/Advertising Station on Prisoner Cable Network</u> - The Ohio DOC places advertising in their correctional facilities to generate revenue. Advertising could be included in our own prisoner cable television channel line-up. This advertising could be from vendors that inmates are allowed to purchase from. The vendor would have to pay in order to have an advertisement on the station.</p>	<p>Facilities have a channel available on the prisoner TV system on which they can run any content. This is how we presented informational DVDs for the new store process. Vendor advertising would be a way of generating revenue that benefits the prisoner population without taking the funds from either the prisoners or their families. The concept is interesting and certainly worth further review. If we offered this option to all approved vendors and provided the parameters as to allowable content, duration of airing, cost, etc., this option would definitely be something to consider. Review further for possible implementation.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>

REPORT TO THE LEGISLATURE - Pursuant to P.A. 63 of 2011, Section 304 – Employee Cost Saving Initiative Program – October 2012

SUGGESTION	IMPLEMENTATION PLAN / REASON NOT IMPLEMENTED
<p>2012-04-017 - Prisoner Itineraries and Call-Outs - Install touch screen systems in housing units, like the ones that already exist for store operations. Post offender callouts on these touch screen systems daily. This would eliminate the thousands of reams of paper and costly high speed copiers, toner, repairs, etc. that are required to print callouts daily. The system could also be used to track prisoner movement within the institution via a check in/out process through these touch screens if desired. Savings would be substantial in man hours as well, since callouts would no longer need to be hand delivered to every inmate daily. We could easily look up prior callouts via computer system eliminating the need to store hundreds of sheets of paper for the 30 days required by policy.</p>	<p>This is related to the Prisoner Itinerary as part of the OCMS portion of our OMNI database system. The problem identified has been noted many times by staff from all levels at all facilities, including being advanced through the Warden’s Efficiencies Committee. A request to modify OCMS has been submitted to DTMB via ADSS. The solution to this problem is IT driven and our IT priorities are many. The requested software change is not currently at the top of the priority list. Prisoners are not allowed access to computers, except on an MDOC network to meet the very limited school or work assignment requirements as outlined in PD 01.04.105 Use of Department Computer Equipment, Software and Services. Offenders allowed to use computers and data processing resources pursuant to this policy shall do so only while under direct and continuous staff supervision. It might be possible to add this functionality to the Prisoner Kiosks in the future, as these are not part of an MDOC computer network, however, DTMB/ADSS would need to allow an interface between the Kiosk and OCMS to download itinerary information. Adding the functionality to the Kiosk may not be practical as the demand for prisoner access to the Kiosk terminal would increase dramatically. Will support once it reaches the top of the Department’s IT priorities list.</p> <p>Agency Decision - Adopt: Implemented Previously or Since <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Further/Ongoing Review <input checked="" type="checkbox"/></p>