

REPORT TO THE LEGISLATURE
Pursuant to P.A. 84 of 2015
Article V, Section 403
EPIC Program

Sec. 403. By February 1, the department shall report to the senate and house appropriations subcommittees on corrections, the legislative corrections ombudsman, the senate and house fiscal agencies, and the state budget director on the department's EPIC program. The report shall include the following: the exact scope and purpose of the EPIC program, the areas of the department that have received any EPIC resources, the line items in part 1 that are expected to recognize savings due to the EPIC program, the identified areas of the department where the EPIC program has changed the department's policy, and the number of the full-time equivalent positions in the department that are assigned to the EPIC program during the prior fiscal year.

The exact scope and purpose of the EPIC Unit is as follows: The EPIC structure empowers every employee within the Department to recognize, identify, and submit suggestions and recommendations of improved operations through the use of EPIC teams. EPIC teams are empowered to develop and craft suggestions, consistent with the identified scope of the team and in accordance with Policy Directive 01.04.110, "*Administrative Rules, Policies and Procedures*". EPIC teams have been charged with improving processes by forwarding recommendations that have been communicated, thoroughly vetted, and implemented, if approved throughout the Department.

The EPIC Unit has been a resource to all administrations within the department assisting with process improvement efforts.

Line items in part one that are expected to recognize savings due to the EPIC Unit were the improvements to the electronic monitoring of offenders which has saved \$4.3 million in the Field Operations Administration line item since 2013.

The EPIC Unit was responsible for creating the EPIC Policy Directive 01.01.110 "*Effective Process Improvement and Communication*", the EPIC Manual and the EPIC Online Training module. The EPIC Training Team revised Policy Directive 02.05.100 "*New Employee Training Program*"; Policy Directive 02.05.101 "*In-Service Training*"; Policy Directive 02.05.102 "*Training Committees*".

The number of full-time equivalent positions in the department that were assigned to the EPIC program during fiscal year 2015 was four.