Utah Board of Pardons & Parole

February 2017

Presentation to the Executive Offices and Criminal Justice Committee
Utah System Needs

- Calendaring
- Case Analysis-Time Accounting
- Disclosure of Information to the Offender
- Board Decision Making & Voting
Plan Overview

- Leverage existing technology
- Utilize documents already in other systems
- Contract with private vendor
- The Board enters information into Corrections’ system
- Build modules in O-Track
Three Phases: Document Management, Decisions, Calendaring

Current Efforts: Developing Detailed System Design = 276 Functions
Three Phases: Document Management, Decisions, Calendaring

Current Efforts:
Developing Detailed System Design = 276 Functions
Current Timeline Milestones

<table>
<thead>
<tr>
<th>Need</th>
<th>Current Efforts</th>
<th>Moving Forward</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COMPLETE Earned Time Program Phase I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COMPLETE Calendar Phase I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARCH 2017 Web-Base Conversion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUMMER 2017 Document Management Phase I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FALL 2017 Sentencing Guidelines</td>
<td></td>
</tr>
</tbody>
</table>
Current Timeline Timeline Milestones

Spring FY20

- DOCUMENT MANAGEMENT
- DECISIONS
- CALENDAR
Electronic Accelerated Timeline

Fall FY19

Phase I: DOCUMENT MNGMT
Scanning Begins

Phase II: DECISIONS
Coding

Phase II: DECISIONS
Testing

Phase II: DECISIONS
Rollout

Phase II: DECISIONS
Post Production

Phase II: DOCUMENT MNGMT
Scanning Complete

Phase III: DECISIONS
Analysis & Design

Phase III: CALENDAR
Analysis & Design

Phase III: CALENDAR Coding

Phase III: CALENDAR Testing

Phase III: CALENDAR Rollout

Ongoing Support

July FY18 | October FY18 | March FY18 | June FY18 | July FY19 | September FY19
Electronic Accelerated Timeline

- DTS + DOC + BOPP = 14 months
- Total = $2.1 million (additional $720K)
- Hiring 6 additional contract programmers, business analyst, database administrator, and project manager
- Additional equipment and space required
- Hiring 4 temporary staff to help scan up to 20K files in 14 months.
Agency Challenges

Accelerated Timeline for 14 Month Plan

- Internal factors
  - Small Staff Size: Currently have 11 line staff to scan documents
  - Organizational culture change
  - Retirements (72% hearing officials)
  - Assumes training temp staff to cover for Subject Matter Expert (SME) employees working on development and testing phases
Agency Challenges

Accelerated Timeline for 14 Month Plan

- External factors
  - SDM Expert from National Institute Corrections (NIC)
  - Time and resource availability of partners such as DOC, DTS
  - Many phases of the project must be completed in order to be successful
  - DTS working on projects together with DOC an BOPP
Why Converting to Electronic Records is Vital?

- Intra/inter agency communication
- Performance measurements
- Transparency and accessibility
- Structured decision making
- Best use of State resources
- Records management risk to flood and fire
Cost Analysis

2.5 Year Plan (Board Recommended Option)

- FY18 $1.38 million
- $313,933 ongoing

14 Month Plan

- FY18 $2.1 million
- $313,933 ongoing