	Policy Number	Total Pages
KENTUCKY CORRECTIONS Policies and Procedures	5.2	4
	Date Filed	Effective Date
	*	September 20, 2005

References	Subject
KRS 196.030, 196.035 ACA 4-4100, 4-4101, 4-4102,4-4106 P & P ACA 3-3104, 3-3105, 3-3106, 3-3107	**MANAGEMENT INFORMATION SYSTEMS**

I. DEFINITIONS

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

"Standard information" means information that is readily available such as the number of admissions and releases per week and the number of inmates under the jurisdiction of Corrections at a given time.

"Demand information" means information that is not readily available such as the number of inmate admissions or releases during a specific 12-month period by offense, length of stay and type of release, usually generated only when a special report is required.

II. POLICY and PROCEDURES

Corrections maintains both manual and automated management information systems which facilitate decision making, research and timely responses both to Corrections requests and outside inquiries. To achieve these goals, Corrections shall:

A. Use an organized system of information retrieval and review as part of an overall research capacity.

B. Identify information needs prior to the collection of data for the management information system.

C. Establish, with staff participation, policies and procedures for collecting, recording, organizing, processing and reporting data developed for management information purposes. These policies shall be reviewed at least annually.

D. Collaborate with other criminal justice systems and human service agencies in information gathering, exchange and standardization.

E.   Establish procedures for receiving regular reports from individuals in charge of the information system and research program.

F.   Control the security of the information and data collection system, including verification, access to data and protection of the privacy of inmates.

G.   A management information system may be handwritten documents, computer generated documents or research reports. Corrections may use all methods. Each is designed to accomplish the following:

H.   Operation of an Information System

Corrections Information and Technology (IT) staff shall establish the system's capability for demand information by performing the following tasks:

    a.   Analyzing reports generated in the past.

    b.   Reviewing Corrections program goals and objectives to ascertain data needs.

    c.   Providing a written summary of the staff's findings to ensure that potential demand information may be incorporated in the management information system, if appropriate.

I.   Information System Evaluation

To ascertain that standard information meets the Corrections needs the following steps shall be taken:

    a.   Encourage input from staff to determine which types of standard information they believe to be most useful.

    b.   Compile standard information and, when possible, incorporate it into the management information system.

J.   Responsibility for the Information System Organization

    1.   Corrections contact for data processing shall be designated as the person in charge of the Corrections information system.

2. In order to avoid duplication of effort and costs, the IT staff shall make every effort to collaborate with other agencies and facilities in the collection and dissemination of standardized information.

3. To ensure maximum efficiency and compatibility, the IT staff shall review all requests for additions to the management information systems. This shall include freestanding systems, office automation computer equipment and software as well as additions to the mainframe system.

4. The IT Branch Manager shall assign staff to perform the following tasks related to the management information system.

   a. Collect and report data on a regular basis.

   b. Compile data by category and compute the relevant statistics.

   c. Prepare actual management information reports for dissemination and distribution in a timely manner to all appropriate staff.

5. Staff whose job duties are primarily in management of an information system in a particular location or area within the Department of Corrections, but do not work under the direction of the IT Branch, shall adhere to the guidelines listed above.

K. Information Delivery

The information system shall have the capacity to deliver standard information and demand information. Corrections IT Branch is aware of both the capabilities and limitations of the system and shall ensure that the information required for the successful operation Corrections shall be available.

L. System Review

The IT Branch reviews at least annually, all aspects of the management information system for relevance, completeness, effectiveness and efficiency.

M. Retrieval and Review of Information Collected

l. The system shall generate regular reports summarizing the data collected.

2.   The IT Branch Manager shall determine the organizational form of the data after consulting with staff.

3.   Reports shall be reviewed by the Commissioner and other staff.

4.   Program adjustments and future program plans developed in part or in full as a result of these reviews shall make written reference to the appropriate reports.

5.   The IT Branch Manager shall provide, at a minimum, quarterly reports to the Administrator of field services.

N.   Security of Information Collected

l.   Information collected that identifies inmates shall be kept in a secure file.

2.   Release of privileged information that identifies individuals shall be accompanied by an appropriate signed release.

INFORMATION RELEASE FORM

This is to certify that I, _____,
(Full Name)
_____ do hereby give the Kentucky Department of Corrections all my rights, title

and interest to the information contained in _____ on this

_____ day of _____, 20___, with the understanding that it will be used for

research purposes. Prior to release of this information, however, I wish to place upon it the

following restrictions:

SUBJECT   DEPARTMENT OF CORRECTIONS

Signature_____   Signature_____

Date_____   Date_____