

# ACRONYMS

A&D	Alcohol and Drug	JJIS	Juvenile Justice Information System
ADA	Americans with Disabilities Act	JPPO	Juvenile Parole and Probation Officer
ADP	Average Daily Population	LEDS	Law Enforcement Data System
ADPICS	Advanced Purchasing and Inventory System	LOS	Length of Stay
AFSCME	Association of Federal, State, County & Municipal Employees	MYCF	MacLaren Youth Correctional Facility
AG	Attorney General	NCYCF	North Coast Youth Correctional Facility
BFOQ	Bona fide Occupational Qualifications	Non-PICS	Payroll costs not generated by Position Inventory Control System
BRS	Behavioral Rehabilitation Services	OCCF	Oregon Commission on Children & Families
CAF	Children, Adult and Families	OCYCF	Oak Creek Youth Correctional Facility
CCM	Community Case Management	ODE	Oregon Department of Education
CO	Capital Outlay	OEA	Office of Economic Analysis
COLA	Cost of Living Adjustment	OF	Other Funds
COP	Certificate of Participation	OMAP	Office of Medical Assistance Programs
CPC	Correctional Program Checklist	OMHAS	Office of Mental Health and Addiction Services
CPI	Consumer Price Index	OPE	Other Payroll Expenses
CRB	Citizen Review Board	ORBITS	Oregon's Budget Information Tracking System
DAS	Department of Administrative Services	ORS	Oregon Revised Statute
DBA	Discretionary Bed Allocation	OVRS	Office of Vocational Rehabilitation Services
DHS	Department of Human Services	OYA	Oregon Youth Authority
DOC	Department of Corrections	PbS	Performance-based Standards
DOJ	Department of Justice	PICS	Position Inventory Control System
DPSST	Department of Public Safety Standards and Training	POP	Policy Option Package
EBL	Essential Budget Level	PS	Personal Services
ECHO	Effective Communication with Handicapped Offenders	PSR	Public Safety Reserve
EEO/AA	Equal Employment Opportunity, Affirmative Action	QMHP	Qualified Mental Health Professional
EOYCF	Eastern Oregon Youth Correctional Facility	RFP	Request for Proposal
FC	Foster Care	RMS	Random Moment Sample
FF	Federal Funds	RVYCF	Rogue Valley Youth Correctional Facility
FFT	Functional Family Therapy	S&S	Services and Supplies
FTE	Full-Time Equivalent	SEIU	Service Employees International Union
GED	General Education Diploma	SFMS	State Financial Management System
GF	General Fund	SP	Special Payments
GLC	Group Life Coordinator	SPD	Seniors and People with Disabilities
HVAC	Heating, Ventilating and Air Conditioning	TF	Total Funds
HYCF	Hillcrest Youth Correctional Facility	YCF	Youth Correctional Facility
JCAHO	Joint Comm. on Accreditation of Healthcare Organizations	YWTP	Young Women's Transition Program

# INFORMATION TECHNOLOGY PROJECTS IN 2009-11

(THAT EQUAL OR EXCEED \$150,000)

Agency Name:	<u>OREGON YOUTH AUTHORITY</u>		
Project Name:	JJIS ENCRYPTION – ORACLE SECURE CLIENT		
Mandated Project?	No, but encryption is a highly recommended security practice		By: Legislature, Federal Gov, Other (identify it) Recommended by Oregon Statute (SB 583), DAS policy; HIPAA; 45 CFR
Base Budget or POP?	<u>POP</u> - 303		Which agency or state plans or goals does it align with and/or support? This is aligned with the State’s goal to keep Oregon’s data safe .
State Data Center Impact	Yes		The SDC must enable to the Oracle Secure Client license.

<p><b>Project Description:</b>                  JJIS data should be encrypted. Currently JJIS data is not encrypted when it travels over the various state, county, and public data lines. JJIS data must be encryption from “end-point-to-end-point” (server to desktop) regardless of the networks over which the data travels. Encryption would be accomplished through Oracle® Secure Client licenses.</p>							
<b>Cost Summary</b>							
Total estimated cost by fund (09-11):	General Fund	Lottery Funds	Other Funds	Non-Limited	Federal Funds	Non-Limited	Total Funds
	\$300,000	\$0	\$0	\$0	\$0	\$0	\$
Total estimated cost by fund (all biennia):	\$	\$	\$	\$	\$	\$	\$
Estimated Cost by category (09-11):	Personal Services	Services & Supplies	Capital Outlay	Special Payments	Debt Service		
	\$	\$300,000	\$	\$	\$		
Estimated Cost by category (all biennia):	\$	\$	\$	\$	\$		

State Data Center Cost Estimate (09-11):	Positions: Internal
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# INFORMATION TECHNOLOGY PROJECTS IN 2009-11

Expected Start Date:	<a href="#">07/01/09</a>
Expected Completion Date:	

Contractor	
FTE:	

Agency Request

Governor's Recommended

Legislatively Adopted

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# INFORMATION TECHNOLOGY PROJECTS IN 2009-11

(THAT EQUAL OR EXCEED \$150,000)

Agency Name:	<u>OREGON YOUTH AUTHORITY</u>		
Project Name:	INFORMATION & TECHNOLOGY SECURITY		
Mandated Project?	Yes		By: Legislature, Federal Gov, Other (identify it) DAS Policy
Base Budget or POP?	<u>POP 303</u>		Which agency or state plans or goals does it align with and/or support? This is aligned with the State's goal to keep Oregon's data safe.
State Data Center Impact	No		

Project Description: OYA must comply with the requirements of SB 583 and the DAS policies regarding information and information technology security. To do so, OYA must implement a comprehensive information and technology security program that provides for the administrative, technical, and physical safeguards of the information in JJIS and OYA.

Cost Summary							
Total estimated cost by fund (09-11):	General Fund	Lottery Funds	Other Funds	Non-Limited	Federal Funds	Non-Limited	Total Funds
	\$467,345	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$
Total estimated cost by fund (all biennia):	\$	\$	\$	\$	\$	\$	\$
Estimated Cost by category (09-11):	Personal Services	Services & Supplies	Capital Outlay	Special Payments	Debt Service		
	\$393,369	\$73,976	\$	\$	\$		
Estimated Cost by category (all biennia):	\$	\$	\$	\$	\$		

State Data Center Cost Estimate (09-11):	
Expected Start Date:	<u>07/01/09</u>
Expected Completion Date:	

Positions: Internal	<u>2</u>
Contractor	
FTE:	<u>2.00</u>

# INFORMATION TECHNOLOGY PROJECTS IN 2009-11

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## **FACILITY PROPOSAL IMPACT ON WORK SPACE REQUIREMENTS**

OYA does not anticipate any changes of workspace during the 2009-11 biennium.

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## AUDIT RESPONSE REPORT OREGON YOUTH AUTHORITY

### Secretary of State Audits

1. Statewide audits of Oregon Comprehensive Annual Financial Report (CAFR) for fiscal year 2005:

**Findings:** No reportable conditions

2. Statewide audits of Oregon Comprehensive Annual Financial Report (CAFR) for fiscal year 2004:

**Findings:** No reportable conditions

3. Statewide audit of Oregon Comprehensive Annual Financial Report, (CAFR) for fiscal year 2003:

**Findings:** No reportable conditions

4. Evaluation of Juvenile Justice Information System (JJIS) General and Application Controls, Audit Report 2002-44 dated 11/27/02:

### **Findings and Agency Actions:**

- a) conclude the processes for ensuring complete data in JJIS,

- Completed: Data errors that were the result of data conversion were immediately corrected. JJIS Policy has been developed to guide data entry practices and to ensure complete data collection.

- b) finalize and communicate to JJIS users policies and requirements related to recording and data correction,

- Completed: JJIS Policy has been developed, distributed, and posted on the JJIS website.

- c) modify access profiles to provide access on a least-need basis and develop request forms that agree with the access profiles,

- Completed: OYA has developed security role “templates” based on job duties. The security roles are based on need-to-know basis to perform a job. Security templates eliminate confusion or misinterpretation of the security roles.

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- d) authorize an individual to implement, monitor and enforce the security rules,
- Completed: The OYA Assistant Director, Business Services, is designated as the person responsible to implement, monitor, and enforce the security rules. In addition, a .5 FTE position was designated and provides technical assistance, day to day monitoring of security, and training to other security coordinators.
- e) separate the process of implementing changes to the system from the design and development phases.
- Completed: Processes were put in place to separate implementation of changes from system development. Formal change management processes are in place.

*Agency Response*: OYA generally agrees with the findings.

## 5. Availability of Juvenile Offender Data, Audit Report 2005-21 dated 8/12/05:

### ***Findings and Agency Actions:***

- a) include in annual reports a summary of data variations, including potential reasons for these variations, and data trends,
- In progress: OYA and the JJIS Steering Committee have completed two reports containing historical trends and data variations; Recidivism Charts and Trends, and Total Referral Charts and Trends. The reports can be found on the OYA website at [http://www.oregon.gov/OYA/jjis\\_data\\_eval\\_rpts.shtml](http://www.oregon.gov/OYA/jjis_data_eval_rpts.shtml). A trend report for juvenile detention is in progress.
- b) work through the JJIS Steering Committee to capture in JJIS or collect from county juvenile officials' restitution and community service data and proceed with its plan to make the data available in report form,
- Completed: The first annual Restitution and Community Service reports were published in April 2006. Reports are located at <http://www.oregon.gov/OYA> under the JJIS Data & Evaluation Reports link.
- c) continue working with the JJIS Steering committee and county officials to explore options for including treatment data in JJIS,
- In progress: The JJIS Steering Committee identified resolving issues related to HIPAA as a top priority. Multiple technical solutions have already been implemented to support confidentiality requirements. Discussion with the Oregon Juvenile Department Directors Association is planned for fall 2008.
- d) request that the Department of Education make available a report on education services provided to incarcerated juveniles through the Youth Corrections Education program.
- No action taken

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## Secretary of State Audits Division Reviews

### 1. “Change of Director”, 2004:

**Findings:** “OYA took appropriate action to protect state assets upon the former director’s separation from the agency”

### 2. SPOTS - Small Purchase Order Transaction System”, 2004:

**Findings:** Preliminary data analysis conducted and Information requested by Secretary of State Audits Division; OYA provided review and clarification. No report issued.

## OYA INTERNAL AUDITS

### **Internal audits currently in progress**

- Agency Performance Measurement System
- Agency Fraud and Waste Prevention and Awareness, and Agency Risk Management
- Development of Agency Wide Risk Management Process

### **Audits completed in 2005:**

#### OYA Foster Care System Audit

##### **Findings:**

#### 1. Agency should refine or develop standards and criteria for:

- screening of Family Foster Care (FFC) Providers,
- identifying inadequate & proper care,
- monitoring activities of OYA Juvenile Probation and Parole Officers (JPPO)
- matching the skills, abilities, and level of supervision of the placement to the youth’s needs.

2. Agency should develop sufficient procedures and training for certifiers conducting interviews and assessing Family Foster Care provider applications and re-certifications and provide training to FFC providers, certifiers and JPPO to effectively identify indicators of inadequate care.

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3. Agency should enhance development of:

- appropriate placement options to meet the level of supervision and needs of the youth,
- goals and objectives for family foster care placements,
- performance measures for family foster care outcomes and key tasks that are intended to produce safe placements,
- a strategic plan for prioritizing resources and changes.

*Agency Response: Agency agreed with the recommendations and has begun making the changes commensurate with the recommendations. As part of these changes the oversight of the FFC program was moved to the OYA Program Office. The Internal Auditor will be performing a follow up audit during October 2006.*

## **Audits completed in 2006:**

- Review for and a response to the Secretary of State Audits Division on the use of and billing for Gang Transition Services
- Review of Administrative Trust Accounts at MacLaren Youth Correctional Facility

**Findings:** OYA should work with Multnomah County to develop more clear and accurate processes for the monthly reporting process.

*Agency Response: Agency agreed with the findings and has put new processes into place to address the audit findings and recommendations.*

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## AFFIRMATIVE ACTION REPORT

This is a report on the composition of Oregon Youth Authority's (OYA) workforce, a comparison with Department of Administrative Services (DAS) parity standards, the accomplishments made, setbacks that we have experienced, and suggested steps to improve outcomes. The time frame for analysis is from July 1, 2006 through June 30, 2008.

The Oregon Youth Authority was created in January 1996, and immediately embarked upon an ambitious affirmative action program designed to truly achieve a diverse and equitable workforce. From January of 1996 until January of 2006 there were steady gains in the number of employees in protected classes. However, in the 2003-05 biennium, OYA suffered significant budget cuts which led to the closure of four Youth Correctional Facilities and additional position losses in our Field Operations and Program Support. Since then the agency has partially reopened two of the four closed facilities and recalled a number of employees who were laid off during those cuts. Even with substantial layoffs, the number of people of color, women, and persons with disabilities working for OYA has remained remarkably close to the percentages we had on record for 2004.

### PROGRESS IN MEETING AFFIRMATIVE ACTION GOALS Total Agency Workforce

	As of 6/30/04	As of 6/30/06	As of 6/30/08
<b>All Employees</b>	976	1023	1013
<b>Women</b>	337 34.5%	375 36.7%	420 37.7%
<b>People of Color</b>	147 15.1%	162 15.8%	179 16.0%
<b>Disabled</b>	34 3.5%	30 2.9%	24 2.2%

(Statistics compiled from "Current vs. Baseline Analysis Affirmative Action Report from DAS Human Resource Services Division," report QAAPRGRS, as specified in budget instructions)

The representation of women and people of color gained when OYA expanded in 1996/97 has been maintained at a consistent pace. In almost all equal employment opportunity (EEO) job categories for both women and people of color, OYA has met or exceeded the statewide parity standards established by DAS. Unfortunately the significant gains in the representation of persons with disabilities during the same period have not continued at the same pace.

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## Upper/Middle Management Positions

There is fair balance and equity of representation among the highest levels of leaders in the organization. 13.5% of employees in upper and middle management are People of Color. OYA has fulfilled its goals listed in the agency's Affirmative Action Plan and achieved the DAS parity standards in the upper management representing 20% which is above DAS parity of 12.2%. OYA middle management represents 12% slightly below DAS parity of 13.6%.

The present representation of women in upper management positions (Salary Range 31 and above or PEM-D and above) is 50%, which exceeds DAS parity standards of 36.6%. Representation of women in middle management positions (Salary Range 24-30) is 27.3% below DAS parity standards of 43%.

Representation of persons with disabilities serving in upper and middle management is below DAS parity figures of 6%.

## Total Workforce

The representation of people of color in the agency is 16%. The state workforce representation is 11.0%.

Although for an agency with correctional facilities and probation and parole staff, representation of women is strong. Overall, 38% of the OYA staff is women.

The representation of persons who disclosed disabilities in the agency has decreased from 30 to 24 disabled individuals or 2.9% to 2.2%.

## Protective Service Occupations

In the EEO job group that includes the most employees (667), (Group Life Coordinators, Juvenile Parole/Probation Officers, Juvenile Parole/Probation Assistants, and Youth Corrections Unit Coordinators), the parity standard calls for 72 people of color. The agency employs 131, some 59 people of color staff above equitable representation. This is particularly noteworthy, since these occupations have direct interaction and supervision of incarcerated youth or youth on parole or probation in the community. Line staff, which this job group represents, more closely reflects the diversity of the youth residing in our correctional facilities and under OYA supervision in the community.

Representation of women for this job group has increased significantly since 2004. Currently, 167 women (or 25%) work as frontline staff – there are 15 females over DAS parity standards. This is an accomplishment for OYA given the traditional difficulty of hiring women into correctional positions.

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## Appointments

The hiring and promotion rate for people of color thus far this biennium has been at the rate of 11.4% of all agency appointments. Out of 253 appointments reported between July 1, 2006 and June 30, 2008, 64 were people of color.

The hiring and promotion rate for women thus far in the biennium has been at the rate of 50% of all appointments. Of the 253 appointments reported in the current biennium, 128 were women.

From July 1, 2006 to June 30, 2008 there have been 2 persons who disclosed a disability that was hired. Unfortunately, 5 employees with disabilities separated from state service during the same period.

## Agency Shortfalls and Underrepresentation in the Workforce

The shortfall in the agency workforce composition is the low representation (2.2%) of persons who disclose a disability. Well over half of the positions in the agency require supervision and control of youth offenders. Bona Fide Occupational Requirements for the job include physical mobility and base line hearing and sight standards as well as the ability to drive motor vehicles. These occupational requirements limit some job applicants with disabilities who may lack such motor skills and normal sensory perception.

## Affirmative Action Goals

The agency continues to update goals/strategies and the OYA Affirmative Action Plan:

- Hire additional Persons with Disabilities in all job categories.
- Increase representation of Women in Middle Management positions (i.e. Treatment Managers, etc.)
- Increase representation of People of Color in Middle Management positions (i.e. Treatment Managers, etc.).
- Increase retention of Women and People of Color employees in all job categories.
- Increase representation of Women in Protective Services positions (i.e. Group Life Coordinators, Youth Corrections Unit Coordinators, Juvenile Parole/Probation Officers, and Juvenile Parole/Probation Assistants).
- Increase representation of People of Color in Professional/Computer Analysts positions.

An emphasis for Affirmative Action outreach and recruitment continues to focus on recruiting people with disabilities. The long-term goal is a workforce where 6% of employees disclose a disability. Every time the agency pulls a Certificate of Eligible list of job applicants any and all qualified disabled candidates are included. Candidates from the list are always offered the opportunity to interview for vacant positions.

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Oregon Youth Authority's commitment to diversity is demonstrated by devoting financial and personnel resources to the issue. OYA has six full-time staff positions assigned to Minority Services. In addition, Hillcrest and MacLaren Youth Correctional Facilities have full-time Multi-Cultural Services staff. Each correctional facility has designated staff members to represent and coordinate minority affairs. Although their primary responsibility is providing racial and cultural diversity services for minority offenders, a secondary role is to assist in outreach to the minority community and recruitment of minority job applicants. OYA staff members and managers assist and/or participate throughout the year at various job fairs, recruitment and/or diversity events to represent OYA. By developing strong relationships with local community organizations representing the interests of people of color in Oregon, the interest and possibility of working for OYA is created.