DSS-J Strategic Action Plan

Work Plan, updated July 2011, MOK

Strategy 1: Increase the overall demand for public safety data

	Action	Lead /Team	Status - 7/20/2011	Status - 5/15/2011	Status - 1/15/2011	Next Steps
1	LPSCC staff continue to guide discussions by the Board of County Commissioners and LPSCC's Executive Committee toward the use of data and analysis to inform budget and policy decisions	Peter Ozanne		Presented LPSCC budget to Board, highlighting DSS-J and opportunities for expanded use. MOK		Ongoing
2	Request notifications from County and City Board Clerks when a public safety APR is submitted	Matt O'Keefe		No progress. MOK	Elizabeth has contacted County board clerk	LPSCC staff will contact Board Staff organizer (Corie Wiren) to discuss best way to identify public safety topics coming before the Board; LPSCC staff need to contact city board clerks
3	Gather support from agency heads and elected officials whose analysts may be asked to either collect or help analyze some of the relevant data	Peter Ozanne		Ongoing, strong support from PPB strategic services division. MOK	PS leaders supportive of unsuccessful EBDM application	
4	Allot time on LPSCC agenda for council members to review trends and discuss data	Matt O'Keefe	Ongoing. MOK	10-20 minutes dedicated on LPSCC Exec agenda for discussion data in the brief and analysis of data in DSS-J. MOK	Should be done in coordination with publishing of LPSCC's public safety brief	Discuss allocation of time on LPSCC agendas at the February retreat; provide copies of brief at LPSCC meetings
5	In tandem with improvements to LPSCC's website, post a link or comment box on LPSCC's website whereby people can make requests for data, analysis, or information; requests could be handled by staff or forwarded to the appropriate agency; see DA's system as example	Matt O'Keefe, Web Team		n/a	Completed (8/10)	
6	Develop package of products that can be used to inform key stakeholders about the uses of DSS-J	Matt O'Keefe, Doug Bray, Jim Hennings, Gail McKeel	DSS_J Brief Reviewed by Policy Committee, minor changes are made. Document is now complete. MOK	DSS_J Brief drafted, presented to Policy Committee, soliciting input for final draft. MOK	Initial projects identified at April meeting and list of strategies for dissemination developed; PAO developed new logo for DSS-J; DSS-J page on the LPSCC website	Need to develop 3 page DSSJ brief and include this information on the LPSCC website

Strategy 2: Expand the use of DSS-J data in reports used by LPSCC and its member agencies

	Action	Lead /Team		Status 5/15/2011	Status / Notes	Next Steps
1	Work on getting users access to the cubes through Excel and Access	IT	Cube access is now possible Using Report Builder and Excel 07. MOK	Working with Joe Brookins to test access and develop materials for training users. MOK		After replacement of Datamart
2	Pilot SSRS and SSAS Report Models as an alternative to Cognos. Replicate and improve the Cognos catalog in the SSRS report model.	IT	In progress. MOK	Working with Joe Brookins to test access and develop materials for training users. MOK		After determine if views can replace catalogs
3	Provide templates for dashboards, mapping, other formats.	IT	In progress. MOK	Developed a proof of concept map with Ben Harper, GIS Analyst. Working to tie in census, community resource info. MOK		After determine if views can replace catalogs
4	Enable users to develop their own reporting by providing training and consulting	IT, Larry Reilly		Met with Elise Nicholson to discuss process for training Cognos users on SSRS and Cognos replacement. Looking at developing written materials, workshop trainings and online help materials. MOK		Post-migration
5	Incorporate new templates into standard reporting as required.	IT				Post-migration
6	Explore use of Google documents and gadgets as reporting tools	Matt O'Keefe, Matt O'Keefe, PSAT	No progress. MOK	No progress. MOK	Matt O'Keefe presented Google tools to PSAT in April 2010	Depending on interest in using Google tools, may need to sort out data security and confidentiality issues
7	Work with County GIS to explore opportunities for mapping and integration with the GIS Enterprise system	Matt O'Keefe, Amy Esnard; Policy Team	In progress. MOK	Developed a proof of concept map with Ben Harper, GIS Analyst. Working to tie in census, community resource info. MOK	Elizabeth has worked with other agencies on initial discussion of "Youth Atlas" project; issues around data security and rights to share data with GIS	Help facilitate connection between County GIS and representatives of PPDS, but probably not appropriate to set up data sharing
8	Use DSS-J data to develop a regular report on performance measures included in agency program offers (requiring help from IT, Budget Office, SAP?)	Matt O'Keefe		Developing a project proposal to develop and track public safety indicators and benchmarks. Performance measures in program offers are being considered, although these numbers are often derived from data not available in DSS-J. MOK	Budget information and performance measures (derived from DSS-J) included in the July/August public safety brief	Consider developing report in webtool that would provide information on performance measures; good way to demonstrate inter-agency linking
9	Work with Chiquita Rollins to develop more substantive DV reports and statistics	IT, Matt O'Keefe, Chiquita Rollins	Complete	Complete	Completed. Elizabeth and Tom worked with Chiquita Rollins, Annie Neal, Martha Strawn Morris and Courtney Kemmer to develop Domestic Violence brief in October 2010.	

Strategy 3: Establish clear lines of authority and refine the organizational structure of DSS-J

	Action	Lead /Team		Status 5/15/2011	Status / Notes	Next Steps
1	Form "Senior Analysts Team"	Peter Ozanne, Matt O'Keefe	The DSSJ Policy Group will hopefully fill this role. MOK			
2	Incorporate some duties of the Security Committee into the Policy Committee to streamline process and ensure matters addressed through standing body	Policy Committee		n/a	Completed	
3	Schedule more PSAT meetings	Matt O'Keefe	Ongoing. MOK	Have been meeting with analysts individually. Meetings are project focused. This has resulted in greater buyt in from analysts group. MOK	No meeting since April 2010; analysts appear to be more networked within the public safety system and with other county / city agencies	

Strategy 4: Reduce the technology costs associated with DSS-J

	Action	Lead /Team		Status 5/15/2011	Status / Notes	Next Steps
1	Perform Cost-Benefit Analysis of migrating to new platform	Elise Nicholson			Completed (5/2010)	
2	Assemble team to identify data elements that can be removed from the system (and at what point)	Elise Nicholson, Matt O'Keefe				
3	Cognos à SQL Server Report Model	IT				
4	Informatica à SSIS	IT				
5	Oracle à SQL Server	IT				
6	Unix à Windows	IT				
7	Autosys à SQL Server	IT				

Strategy 5: Improve the accessibility of DSS-J's data tools

	Action	Lead /Team		Status 5/15/2011	Status / Notes	Next Steps
1	Survey or hold focus group of DSS-J users and DSS-J data consumers to determine (a) the type of data that they have or would like to have on a regular basis; (b) the extent to which agency managers, practitioners and researchers rely on DSS-J; and (c) how DSS-J can meet more of the operational needs of justice agencies and the research needs of the county.	Matt O'Keefe	Complete. MOK	Conducting a user requirements survey to identify essential functions of COGNOS and regular reports that use COGNOS queries for data. MOK	Pending review and approval of the policy committee, a survey of DSS-J users will be administered in January 2011. Survey is designed to satisfy ITAB funding requirements and collect information about how DSS-J tools are used.	Launch survey in 1/2011; goal = 100% response rate from Cognos users
2	Meet with DSS-J users to identify ways to increase the accessibility and "user friendliness" of DSS-J		Ongoing. MOK		Survey should address this strategy.	
3	Identify all users of DSS-J, not just those that have logged in (many customers get reports but never log in)	IT, Matt O'Keefe	Ongoing. MOK	Joe Brookins has generated a list of persons who have logged into dssj in the past year. Customers that recieve reports but do not log in include CJAC, Executive Committee, DCJ Adult and Juvenile Management, MSCO Management, MCDA Management. MOK	DSS-J data consumers include LPSCC members and attendees, and recipients of briefs and regular reports	Gail / Joe will generate list of individuals (a) with DSS-J log ins, (b) who have logged into DSS-J in the last six months; (c) who receive DSS-J reports; LPSCC staff will generate list of individuals who receive the public safety brief
4	Expand the number of DSS-J "General Users" by examining the list of current users who have logged in over the past six months and identifying additional agencies or users.	IT, Matt O'Keefe			New users = Chiquita Rollins; Elizabeth Kafel	Possible new users = Greg Stewart, Ellen Haines, Erin McCarley, Betsy Clapp
5	Reallocate Cognos licenses to ensure that the maximum number of agencies have access to this tool	Policy Committee	Complete. MOK	Provided Auditor's office with COGNOS and providing training on using the tool. MOK	Exploring whether Cognos can be accessed outside of County buildings (PPB, Portland Building)	After determine if views can replace catalogs
6	Pending discussion and approval by Policy Committee, change SWIS users to Super Users in Cognos	IT	Matt will contact MCSO RAU to determine their need for additional Court and DA data. It is unclear how MCSO will use this data and how it will support or improve operations. MOK		Need approval; part of a larger problem of getting analysts access to needed data on a routine basis	LPSCC staff will talk to MCSO to assess need for other system data and draft memo to policy committee
7	Develop a data dictionary and training manual for General Users of DSS-J Online and Power Users of Cognos (or its replacement).	Matt O'Keefe, IT	In progress, old data dictionary was extracted from Access database. Next step is to revise, edit and update. This is expected to occur parallel to SQL migration. MOK		Elizabeth developed a DSS-J data dictionary that lists all available fields in Cognos and an online data dictionary that lists out major concepts (on psat.wikidot. com); problems include making dictionary searchable, easy to read, and include values	LPSCC staff will develop a design for the data dictionary and begin to populate with key concepts and values

#	Action	Lead /Team		Status 5/15/2011	Status / Notes	Next Steps
8	Link data dictionary to DSS-J webtool	IT			Contingent on development of data dictionary	

Strategy 6: Improve the breadth, depth, and accuracy of data in DSS-J

#	Action	Lead /Team		Status 5/15/2011	Status / Notes	Next Steps
1	Provide scheduled audit reports to show how well data matches across DSS-J.	IT	Item discussed by DSSJ migration team. Determining process and reporting methods. MOK		Joe Brookings would like to develop prototypes for different report types	Reassessment of person linking, including usefulness of driver's licenses in identify persons; should be completed pre-migration; allocate DSS-J staff time if this strategy is high-priority
2	Use dashboards to update customers on data quality.	IT			Dashboards might include # of entries rejected / # of entries received, by source and by reason	Consider including webpage on LPSCC website devoted to DSS-J updates (problems, questions, project updates, etc.)
3	Reformat the current audit reports to better point to where the data problems are.	IT				
4	Have staff dedicated to verifying the data from the business operations point of view.	IT				
5	Have a yearly effort to certify the quality of the data.	Business managers				
6	Determine the feasibility of including data from: a. GPD b. LEDS c. MPD	IT	No progress on LEDS, MPD. MOK		a. Completed; IIGA approved by agencies (9/10) and BCC (11/10) b. No progress c. No progress	
7	Continue to validate DOC data and ensure that most appropriate data is sourced from the DOC system in order to make corrections and community corrections data accessible to analysts and other DSS-J users through the Web tool and Cognos (or its replacement).	Gail McKeel, Diana Manthe	Matt is working to align DOC data in DSSJ with that in DCJ Datastage. Objective is to develop a DSSJ query that returns a list of DCJ active offenders identical to that in Datastage server. MOK	Including DOC data in Criminal History reports is on hold pending migration and resolution of DCJ concerns and suggestions for organizing this data, and what data elements to use. MOK	**Completed; DOC data set for incorporation into the Criminal History summaries in DSS-J; how data will be used in Cognos and other reports has not been determined**	Policy committee should approve inclusion of DOC data in Criminal History summary
8	Expand data linking between systems by training Cognos users how to link data between systems	Matt O'Keefe	Obsolete. MOK		Dave Braaksma taught Elizabeth to link data from an excel pick list; Joe taught Elizabeth how to increase the number of cases eligible for matching	May be removed if Cognos replaced by SQL tools
9	Develop a shared drive or website for DSS-J users to report and help troubleshoot data problems and anomalies. County IT will be responsible for ensuring that all problems reported are resolved or forwarded onto to the appropriate source agency.	IT, Web Team		Matt and Joe are working to identify a shared folder for common DSSJ documents and past reports. MOK	Goal of this action item is to create a community in which DSS-J users and managers can exchange information, discuss problems, share methodology, and receive support; it is also intended to serve as a repository for answers to common questions / problems (e.g., how is bench probation coded in OJIN?)	LPSCC staff will talk to Julia Duncan about how best to set up a "DSS-J community."
10	Expand the Sentencing Support Tool by allowing users to access common combinations of dispositions (versus independent sentencing elements) and more sophisticated measures of recidivism (such as frequency and severity).	Judge Marcus, Matt O'Keefe, IT			Seems reasonable to include sentencing outcomes based on the court case outcome analysis cube (prison +/ jail +/ supervision, etc.); would also like to include diversion outcomes that appear as "dismissals" - sentenced to diversion but case dismissed?	After replacement of datamart, explore changes to Sentencing Support
11	Explore IGA with Washington County to use their arrest and reported incident data in DSS-J	Policy Committee				Discuss at future DSS-J policy committee meeting; if acceptable, determine contact within Washington County Sheriff's Office

Strategy 7: Capitalize on the knowledge and expertise of DSS-J staff and users

#	Action	Lead /Team		Status 5/15/2011	Status / Notes	Next Steps
1	Form a DSS-J – CJIS workgroup to study and address the needs identified in the CJIS feasibility study for increases in interagency data and connectivity	Scott Marcy, Matt O'Keefe, IT, Public Safety Planning Group			Elizabeth has reviewed list of CJIS recommendations for applicability to DSS-J	
2	Use DSS-J database knowledge to provide technical assistance and suggestions as PPDS changes its system	IT				
3	Notice data analysts and program managers of policy-level meetings (such as LPSCC, CJAC, etc.)	Matt O'Keefe	Ongoing. MOK	Matt has noticed Auditor and MCSO relating to CJAC agenda items. MOK	Elizabeth added PSAT members to the LPSCC listserv	

4	Encourage additional analysts to use DSS-J and consult County IT for help in creating their own reports	IT			Contingent on migration	
5	Consult, hold brown bags, schedule 'conferences'	IT, PSAT	Developed an 'Evidence Based Decision Making' presentation for Comm. Shiprack highlighting the County's investment in DSSj and related outcomes. MOK	Planning a panel discussion at CJCC meeting in June focused on DSSJ project and using data to make decisions. MOK	No action	
6	Use blogs, wikis and other information-sharing tools to distribute knowledge and answer questions.	Matt O'Keefe, IT, PSAT			DSS-J page on website could provide forum for information sharing	
7	Formalize the DSS-J project request process and prioritize DSS-J staff time for certain projects.	DSS-J Policy Committee	IT maintains a list of maintenance, enhancements, and report projects for DSSJ. Matt maintains a list of requested research and analysis of data in DSSJ. MOK	Matt, Elise and Joe are currently working on this. MOK	It is expected that once migration occurs, users will have greater ability to make and share their own reports, freeing up DSS-J staff time to pursue other projects.	