

Agency IT Strategic Plan

Secretariat: Public Safety

Agency Code: 750

Agency: Department of Correctional Education

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Agency Profile & Strategic Direction

Agency Mission Statement:

To provide quality educational programs that enable incarcerated youth and adults to become responsible, productive, tax-paying members of their communities.

Agency IT Vision Statement:

The Department of Correctional Education (DCE) IT vision is one of an ever changing landscape due to advances in computer technology and architecture.

Since 1998, the DCE central office has upgraded from a DOS based network system (LANtastic) to Windows 2000. In addition the desktop client has been upgraded from Windows 3.1 to Windows 2000. We have also joined the capitol campus network, which gives us high speed access to the internet.

At the same time, the DCE has upgraded it's field location computers from DOS and Windows 3.1 to Windows 98, NT 4 and Windows 2000.

In addition, the DCE has installed more than 15 local area networks to enhance the administrative work in our schools. This gives us better reporting and tracking capabilities throughout the system.

We have installed more than 20 academic classroom networks to enable our students in the Department of Juvenile Justice youth facilities to have a better chance at meeting the SOL and GED requirements during their incarceration.

For those incarcerated in the Department of Corrections facilities, these academic networks offer a better chance to meet the GED and Functional Literacy requirements.

In addition to the academic networks, the DCE has a multitude of vocational classroom networks that are designed to give our students the best chance at finding suitable employment upon release from incarceration. These include computer repair, business education, CAD, A+ certification and many other classes designed to meet the needs of employers.

As our partners at DOC and DJJ continue to upgrade and enhance connectivity in the widespread and varied locations we serve, we are working closely to ensure we can take advantage of the ever changing technology landscape, while at the same time ensuring that the security and safety of our systems is maintained.

Since our students are in secure facilities, our greatest challenge is to use technology to bring them the best educational opportunities, while maintaining the security of the facilities in which we work.

As technology changes, it is imperative that we use it to ensure our students are ready to meet the demands that will be placed upon them when they return to society and that we have provided them the best chance for success in their future employment search.

Total Employees: 784

Total IT Employees: 9



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Project Selection Criteria:

The Department of Correctional Education management meets monthly in a senior staff meeting to discuss agency business. Potential projects are brought before the members for discussion and to determine which critical issues the project will address and the required results of such a project. Since we normally do projects in-house, with current staff, only one project at a time is allowed, due to staffing and budget constraints. No requests for additional funding have been required in the past for projects determined to be necessary.

Business Case Development:

Once a project has been determined to have value, a business lead is assigned to handle the development of a business case for the project. This lead also asks for a team to help develop the requirements for the project, determine the cost and establish a timeline for completion. DCE has been using methodologies contained in the Policies and Procedures Manual from Prentice Hall.

Risk Assessment Methodologies:

Normally projects that are determined to be of value to DCE are developed in-house and are funded with operational funds and are considered to be at very low risk. Short term projects that are handled by outside consultants are required to have all details furnished in advance with timelines and associated costs, so risk is minimized.

Prioritization Schema:

The Department of Correctional Education normally does not manage more than one project at a time. Our funding comes from operational funds and the projects are done in-house, so prioritization has not been an issue in the past.

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Core Business Activities:

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
ELEMENTARY AND SECONDARY EDUCATION INSTRUCTION, SUPERVISION, AND ASSISTANCE	Efforts to provide both instruction and statewide supervision and assistance to localities delivering elementary and secondary education.	Instruction	Efforts to provide academic elementary and secondary instruction.
ELEMENTARY AND SECONDARY EDUCATION INSTRUCTION, SUPERVISION, AND ASSISTANCE	Efforts to provide both instruction and statewide supervision and assistance to localities delivering elementary and secondary education.	Administrative and Support Services	Efforts to provide overall administrative and logistical support services.

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Key Customers Associated With Each Core Business Activity :

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
ELEMENTARY AND SECONDARY EDUCATION INSTRUCTION, SUPERVISION, AND ASSISTANCE	Efforts to provide both instruction and statewide supervision and assistance to localities delivering elementary and secondary education.	Instruction	Efforts to provide academic elementary and secondary instruction.
<p>Key Customers</p> <p>Citizens of Virginia – Taxpayers and legal residents of the Commonwealth who have a direct stake in overall quality of life and public safety.</p> <p>DCE Employees: Instructional and administrative staff who provide educational services and programs to Virginia’s inmate populations.</p> <p>DCE Students – Juvenile and adult offenders committed to correctional facilities in Virginia.</p> <p>Other Organizations: Internal/external stakeholders seeking program effectiveness.</p>			
ELEMENTARY AND SECONDARY EDUCATION INSTRUCTION, SUPERVISION, AND ASSISTANCE	Efforts to provide both instruction and statewide supervision and assistance to localities delivering elementary and secondary education.	Administrative and Support Services	Efforts to provide overall administrative and logistical support services.
<p>Key Customers</p> <p>Citizens of Virginia – Taxpayers and legal residents of the Commonwealth who have a direct stake in overall quality of life and public safety.</p> <p>DCE Employees: Instructional and administrative staff who provide educational services and programs to Virginia’s inmate population.</p> <p>DCE Students – Juvenile and adult offenders committed to correctional institutions in Virginia.</p> <p>Other Organizations: Internal/external stakeholders seeking program effectiveness.</p>			

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Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>
Continue to provide comprehensive financial information and training to staff. Implement eVA agency wide and centralize purchasing of common items.	Enables better budgeting and purchasing power. And allows input in the management of DCE operations and funding.
Develop and maintain working relationships with our partners, the Department of Corrections and the Department of Juvenile Justice to ensure un-interrupted delivery of academic and vocational programs in the facilities.	Better understanding of the educational benefits of un-interrupted classroom attendance by students.
	<p>Closer working relationship to ensure connectivity using our partners high speed access for DCE business needs.</p> <p>Provide a trained core of workers for use by DOC and DJJ in the facilities.</p>
Expand instructional resources through dorm tutoring programs and deploy current educational and transitional resources to sites with the highest release rates, including Community Corrections sites.	<p>Ensure that inmates, detainees, divertees, parolees and probationers are afforded educational services that provide skills to reduce recidivism.</p> <p>Increase data available to do studies and evaluate programs and other educational initiatives.</p> <p>Increase student achievement in a shorter time span and serve more students.</p>
Expand professional development training for DCE teachers and staff to include training related to remediation, technology, special education and other programs to meet local, state (DOE) and federal standards and requirements.	<p>Improved delivery of academic and vocational material.</p> <p>Increased use of technology and computer based material in the classroom setting.</p> <p>More highly trained staff and increased productivity which better serves our student population in both adult and juvenile facilities.</p>

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<p>Human Resources will refer candidates that are eligible for licensure for teaching vacancies. Provide ongoing support for licensure requirements. Provide information on certification and re-certification and inform principals and managers of issues/problems related to teacher certification.</p> <p>Provide agency employees the latest in computer technology for enhanced productivity and work performance through evaluation of emerging technology to ensure the agency is equipped to meet the goals of the agency as a whole.</p> <p>Provide DCE teachers effective instructional strategies, current and quality materials, computer assisted programs, distance learning capabilities, and ensure that curricula is current and meets SOL, NCLB, GED and DOE requirements. Curricula should meet business and industry standards and needs.</p> <p>Provide ongoing training to all staff on agency policies and procedures; document staff training and annually review policies and procedures. Provide background checks, perform random drug testing and review and analyze workplace safety data.</p>	<p>Ensure that all schools have teachers who are properly licensed and endorsed in the subject being taught.</p> <p>Enhance productivity and workflow.</p> <p>Implementation of federal regulations for the federal legislation, No Child Left Behind.</p> <p>Improved instruction and student learning.</p> <p>Improved overall student achievement.</p> <p>Improved passing rate for career and technical education program students.</p> <p>Improved passing rate on End of Course SOL tests.</p> <p>Improved scoring and passing rate for GED tests.</p> <p>Improved compliance with applicable Agency, State and Federal policies and procedures. Reduced agency liability. Compliance with DOC and DJJ security standards and Executive Order 52(99); Workplace safety and health.</p>
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Major IT Projects

Approved for Preliminary Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for inclusion in your IT Strategic Plan. A project proposal must be submitted to the CIO before the project(s) will be considered for planning approval. Procurements in support of the project(s) are not approved for submission to the VITA Project Management Division (PMD) for execution until the project has been Approved for Planning by the CIO. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for preliminary planning.

Approved for Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the Secretariat Oversight Committee and the CIO. Projects "Approved for Planning" must be formally approved for development by the Commonwealth IT Investment Board prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for planning.

Active Projects — The following project(s) are(is) scheduled to continue in the 2004-2006 Budget Biennium as an Active Project. All Active Projects must be tracked on the Commonwealth Information Technology Major Projects Dashboard and are subject to monthly review by the CIO. The CIO is authorized to assess progress of all Active Projects and recommend termination of a project to the Commonwealth IT Investment Board.

There are no major projects in the active projects category.

Collaboration Opportunity — The following project(s) is (are) designated as a Collaboration Opportunity. Your agency should consult with the other agencies listed on the corresponding collaboration report and evaluate whether collaboration between agencies on these projects is feasible. The results of your collaboration efforts and evaluation should be reported when the project is presented to the Commonwealth IT Investment Board for "Development Approval".

There are no collaboration opportunity projects.

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Major IT Procurements

Approved Major IT Procurements - The following major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved major procurements.

Disapproved Major IT Procurements - The following major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved major procurements.

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Non-major IT Projects

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<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no non-major projects approved for planning.

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Non-major IT Procurements

Approved Non-major IT Procurements - The following non-major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved non-major procurements.

Disapproved Non-major IT Procurements - The following non-major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved non-major procurements.