

Agency IT Strategic Plan

Secretariat: Public Safety

Agency Code: 777

Agency: Department of Juvenile Justice

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Agency Profile & Strategic Direction

Agency Mission Statement:

Protect the public through a balanced approach of comprehensive services that prevents and reduces juvenile crime through partnerships with families, schools, communities, law enforcement and other agencies, while providing delinquent youth the opportunity to become responsible, productive citizens.

Agency IT Vision Statement:

Agency Technology Vision:

DJJ's technology vision is to provide the automation tools and environment necessary to support critical functions to the maximum extent possible. In June 1998 DJJ established a plan to modernize automation to provide unique applications, hardware and communications to satisfy requirements of stakeholders. The plan continues to be based on the analysis of functional requirements associated with primary business activities and will be supported by automation. Areas which were not supported became primary targets for further development. This approach has been extremely successful in developing the agency's Juvenile Tracking System. Since June 1998, the number of applications available to support critical mission and function has gone from 4 to 6, and the number of data elements available for tracking progress has increased from approximately 400 to over 1700. The number of PCs available to users in the field increased from approximately 300 and some dumb terminals, to 1,800 networked PCs: new networks have been developed, both WAN and Lan, to support users at all DJJ locations; and the security is higher than it has ever been.. Accurate information is being provided to stakeholders throughout state government; electronic-mail accounts have been established at all levels to expedite communications among 2000 users, and access to Internet data is available throughout DJJ. It is the intent to continue to build on these successes to achieve support to stakeholders at all levels.

Total Employees: 2,728

Total IT Employees: 23

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Project Selection Criteria:

Projects are discussed and agreed upon between IT and functional personnel from the Community Services and Institution Divisions. In meetings with DJJ Regional Operations Managers and meetings with Senior personnel representing the institutions, requirements are discussed and formalized. Once that is done, those requirements are reviewed by deputy level management for priorities.

Business Case Development:

Business cases are built based on agency-level requirements, and cost/benefit considerations. Cases are defined and discussed with MIS and functional project managers, then presented to agency senior management for final review and approval.

Risk Assessment Methodologies:

Risk analysis and assessments are done in accordance with DTP life-cycle management guidance. Project risks in each of the agencies PBAs are identified for all projects, evaluated, and monitored throughout the life-cycle.

Prioritization Schema:

The DJJ Information Technology Steering Committee consisting (deputies from each functional area in the agency) was formed to review outstanding projects. Projects requirements are identified and defined in IT planning process and brought before this committee for prioritization.

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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
EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Executive Management	This program may be used with the prior written approval of the Department of Planning and Budget
STANDARDS OF LIVING	Efforts to maintain or enhance the economic independence and self-sufficiency of individuals and/or families.	Protective Services	Efforts to provide services to care for and to protect the rights and futures of individuals.
CRIME DETERRENCE, SUPPRESSION AND CONTROL	Efforts to prevent crime, fraud, and other illegal or dangerous activities, investigate and detect criminal or illegal acts, and apprehend and detain violators of the law.	Crime Deterrence	Efforts to prevent the occurrence of law violations within the Commonwealth.
CRIME DETERRENCE, SUPPRESSION AND CONTROL	Efforts to prevent crime, fraud, and other illegal or dangerous activities, investigate and detect criminal or illegal acts, and apprehend and detain violators of the law.	Administrative and Support Services	Efforts to provide overall administrative and logistical support services.
CONFINEMENT AND COMMUNITY CUSTODY	Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.	Community-Based Custody	Efforts to provide alternatives to institutionalization of those offenders (juvenile and adult) who do not need secure confinement, but who can remain in the community and utilize its services.

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<p>CONFINEMENT AND COMMUNITY CUSTODY</p>	<p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p>	<p>Probation and Reentry Services</p>	<p>Efforts to provide supervised custody of offenders within the community as an alternative to institutionalization and to continue the provision of community rehabilitative services to them after their release from confinement.</p>
<p>CONFINEMENT AND COMMUNITY CUSTODY</p>	<p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p>	<p>Confinement and Custody Research, Planning, and Coordination</p>	<p>Efforts to provide research, planning, and coordination for state confinement and community custody.</p>
<p>CONFINEMENT AND COMMUNITY CUSTODY</p>	<p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p>	<p>Financial Assistance for Confinement in Local Facilities</p>	<p>Efforts to reimburse local governments for state offenders confined in local jails and detention homes.</p>
<p>CONFINEMENT AND COMMUNITY CUSTODY</p>	<p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p>	<p>Secure Confinement</p>	<p>Efforts to hold offenders in secure confinement until such time as they can be returned to the community.</p>

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CONFINEMENT AND COMMUNITY CUSTODY	Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.	Corrections Special Reserve Fund	Efforts to meet the Commonwealth's obligations to fund increases in correctional center costs resulting from legislation affecting inmate populations.
CONFINEMENT AND COMMUNITY CUSTODY	Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.	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
CRIME DETERRENCE, SUPPRESSION AND CONTROL	Efforts to prevent crime, fraud, and other illegal or dangerous activities, investigate and detect criminal or illegal acts, and apprehend and detain violators of the law.	Crime Deterrence	Efforts to prevent the occurrence of law violations within the Commonwealth.
Key Customers			
DJJ Staff			
General public			
Juvenile and Domestic Relations District Courts			
Juvenile offenders – including all levels of offenders, in the community and in the institutions			
Localities			
CRIME DETERRENCE, SUPPRESSION AND CONTROL	Efforts to prevent crime, fraud, and other illegal or dangerous activities, investigate and detect criminal or illegal acts, and apprehend and detain violators of the law.	Administrative and Support Services	Efforts to provide overall administrative and logistical support services.
Key Customers			
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<p>CONFINEMENT AND COMMUNITY CUSTODY</p> <p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p> <p>Key Customers</p> <ul style="list-style-type: none"> DJJ Staff General public Juvenile and Domestic Relations District Courts Juvenile offenders – including all levels of offenders, in the community and in the institutions Localities 	<p>Community-Based Custody</p>	<p>Efforts to provide alternatives to institutionalization of those offenders (juvenile and adult) who do not need secure confinement, but who can remain in the community and utilize its services.</p>
<p>CONFINEMENT AND COMMUNITY CUSTODY</p> <p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p> <p>Key Customers</p> <ul style="list-style-type: none"> General public – including Department of Juvenile Justice Staff Juvenile and Domestic Relations District Courts Juvenile offenders – including all levels of offenders, in the community and in the institutions Localities 	<p>Probation and Reentry Services</p>	<p>Efforts to provide supervised custody of offenders within the community as an alternative to institutionalization and to continue the provision of community rehabilitative services to them after their release from confinement.</p>
<p>CONFINEMENT AND COMMUNITY CUSTODY</p> <p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p> <p>Key Customers</p>	<p>Confinement and Custody Research, Planning, and Coordination</p>	<p>Efforts to provide research, planning, and coordination for state confinement and community custody.</p>



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<p>General public – including Department of Juvenile Justice Staff Juvenile and Domestic Relations District Courts Juvenile offenders – including all levels of offenders, in the community and in the institutions Localities</p>			
<p>CONFINEMENT AND COMMUNITY CUSTODY</p>	<p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p>	<p>Financial Assistance for Confinement in Local Facilities</p>	<p>Efforts to reimburse local governments for state offenders confined in local jails and detention homes.</p>
<p>Key Customers</p> <p>General public – including Department of Juvenile Justice Staff Juvenile and Domestic Relations District Courts Juvenile offenders – including all levels of offenders, in the community and in the institutions Localities</p>			
<p>CONFINEMENT AND COMMUNITY CUSTODY</p>	<p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p>	<p>Secure Confinement</p>	<p>Efforts to hold offenders in secure confinement until such time as they can be returned to the community.</p>
<p>Key Customers</p> <p>General public – including Department of Juvenile Justice Staff Juvenile and Domestic Relations District Courts Juvenile offenders – including all levels of offenders, in the community and in the institutions Localities</p>			

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<p>CONFINEMENT AND COMMUNITY CUSTODY</p> <p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p> <p>Key Customers</p> <ul style="list-style-type: none"> General public – including Department of Juvenile Justice Staff Juvenile and Domestic Relations District Courts Juvenile offenders – including all levels of offenders, in the community and in the institutions Localities 	<p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p>	<p>Corrections Special Reserve Fund</p>	<p>Efforts to meet the Commonwealth's obligations to fund increases in correctional center costs resulting from legislation affecting inmate populations.</p>
<p>CONFINEMENT AND COMMUNITY CUSTODY</p> <p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p> <p>Key Customers</p> <ul style="list-style-type: none"> General public – including Department of Juvenile Justice Staff Juvenile and Domestic Relations District Courts Juvenile offenders – including all levels of offenders, in the community and in the institutions Localities 	<p>Efforts to protect the public from illegal behavior of an offender until such time as the offender is believed rehabilitated, either in secure confinement or in community custody, and is released.</p>	<p>Administrative and Support Services</p>	<p>Efforts to provide overall administrative and logistical support services.</p>
<p>STANDARDS OF LIVING</p> <p>Efforts to maintain or enhance the economic independence and self-sufficiency of individuals and/ or families.</p> <p>Key Customers</p> <ul style="list-style-type: none"> General public – including Department of Juvenile Justice Staff Juvenile and Domestic Relations District Courts Juvenile offenders – including all levels of offenders, in the community and in the institutions Localities 	<p>Efforts to maintain or enhance the economic independence and self-sufficiency of individuals and/ or families.</p>	<p>Protective Services</p>	<p>Efforts to provide services to care for and to protect the rights and futures of individuals.</p>

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EXECUTIVE MANAGEMENT

Efforts to assist the Governor in statewide management of state activities.

Executive Management

This program may be used with the prior written approval of the Department of Planning and Budget

Key Customers

- General public – including Department of Juvenile Justice Staff
- Juvenile and Domestic Relations District Courts
- Juvenile offenders – including all levels of offenders, in the community and in the institutions
- Localities

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Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>
Institutional Services	<ul style="list-style-type: none">i. Committed youth complete treatment programs prior to releaseii. Committed youth remain secure (i.e., do not escape)iii. Committed youth gain skills needed for success upon release
Pre-commitment Services	<ul style="list-style-type: none">i. Reduced delinquent behavior among juveniles served in the community ii. Appropriate juvenile offenders placed in secure pre-dispositional detentionii. Appropriate juvenile offenders placed in secure pre-dispositional detentioniii. Juvenile offenders placed in appropriate community programsiii. Juvenile offenders placed in appropriate community programs
Transitional Services	<ul style="list-style-type: none">i. Juveniles released from correctional centers do not commit new offensesii. Juveniles released from correctional centers participate in either school or employment activitiesiii. Juveniles released from correctional centers receive appropriate transitional services to help them return to the community

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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

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 CIO. Projects "Approved for Planning" must be formally approved for development by the CIO 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>

Project Formal Title	Planned Start Date	Planned Completion Date	Estimate At Completion
Juvenile Tracking System Phase 6	07/01/2004	06/30/2006	\$442,000.00

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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.