DEPARTMENT OF CORRECTIONS

Policy Number:	**102.040**
Title:	**Performance Measures**
Effective Date:	**4/17/18**

PURPOSE: To ensure that short and long range planning takes place to define and measure the extent to which the department is accomplishing its mission.

APPLICABILITY: Department-wide

DEFINITIONS:

Outcomes reporting – a measure that assesses the actual results of an organization's actions. A means for a quantified comparison between the intended and actual result which indicates the extent to which a service has achieved its goals or objectives, met the needs of its service population, or met commonly accepted professional standards (e.g., the recidivism rate of sex offenders two years after completing treatment).

Performance report – a report compiled by the Department of Corrections once every two years and submitted to the Minnesota Legislature in odd-numbered years, specifying the DOC's mission, goals, objectives, annual statistics, recidivism reporting, and other outcome reporting as specified in Minn. Stat. § 241.016.

Recidivism – for purposes of the performance report, the department measures recidivism in two ways:

1. Any new felony conviction at one, two, and three years following release from prison; and
2. Any prison reincarceration resulting from a new felony conviction at one, two, and three years.

Staff Survey – tool used by DOC administration to gain input from employees on agency mission and objectives.

Strategic Plan – the documented process for defining the department's priorities and focus to meet its mission.

PROCEDURES:

A. The director of planning and performance collaborates with department administration and division managers during the development of the agency's strategic plan.

B. The director of planning and performance collaborates with division managers in the preparation of outcomes reporting, including the performance report in odd-numbered years and the outcomes report in even-numbered years. Reports must be posted to the public website by February 1 of the applicable year.

C. The planning and performance unit provides technical assistance to the department by assisting with short and long range planning efforts and by responding to data requests pertinent to the performance report.

D. Any legislative reports delegated to the planning and performance unit are completed according to the assigned timelines. The planning and performance unit must maintain a calendar of legislative reports assigned to the unit.

E. The director of planning and performance ensures that previous performance reports and any available historical information are available to provide the department with a foundation for decision making.

F. The department uses the results of staff surveys and the performance report for planning, managing, and budgeting.

INTERNAL CONTROLS:

A. The planning and performance unit maintains a calendar of legislative reports assigned to the unit.

B. The performance reports are posted to the department's public website by February 1 of each odd-numbered year.

C. The outcomes reports are posted to the department's public website by February 1 of each even-numbered year.

ACA STANDARDS: 2-CO-1A-04, 4-4002, 1-ABC-1A-05, 4-APPFS-3D-04, and 4-JCF-6A-02

REFERENCES: Minn. Stat. §§ 241.01, subd. 3a(i); 241.01, subd. 3b (6)(7); and 241.016

REPLACES: Policy 102.040, "Performance Measures," 8/2/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support