Reporting Level: 510-95-00-00-00	
Program: CENTRAL OFFICE - ADULT	

EXPLANATION OF PROGRAM COSTS

The Adult Services Central Office includes administration, human resources/payroll, technology & business analysis, fiscal operations and training. In addition, this includes medical services and plant services for the adult correctional facilities.

BUDGET BY TRADITIONAL LINE ITEM

Description	2021-23 Leg. Base Level	2023-25 Exec Rec	Percent of Total	Change from 21-23
Salary and Benefits	23,586,446	27,534,351	12%	3,947,905
Operating	24,700,473	33,378,386	15%	8,677,913
Capital	572,535	170,022,375	73%	169,449,840
Grants	-	-	0%	-
Total	**48,859,454**	**230,935,112**	**100%**	**182,075,658**
Funds				
General	48,150,117	64,958,138	28%	16,808,021
Other	709,337	165,976,974	72%	165,267,637
Total	**48,859,454**	**230,935,112**	**100%**	**182,075,658**
FTE	108.36	110.36	-	2.00

MATERIAL EXPENDITURES

Salary and Benefits – $27,534,351 – 12% of budget
     Administration/Human Resources – 17.56 FTE
     Fiscal Operations/Warehouse – 11.13 FTE
     Training – 6.38 FTE
     Plant Services – 21.77 FTE
     Medical /Dental /Pharmacy – 51.52 FTE

Other Operating Expenses – $33,378,386 – 15% of total budget

Buildings, Grounds, & Maintenance, Utilities, and Repairs – Maintenance expenditures, utilities, repairs and security equipment needed for the daily operations at the DOCR facilities (approximately 23% of operating budget)

IT Data Processing, IT Communications, IT Contractual Services – ITD Payments, (approximately 32% of operating budget)

Professional Fees and Services – Medical, plant, and administrative professional fees and services needed for the daily operations of the facilities. (approximately 24% of operating budget)

Medical, Dental, and Optical – Supplies needed by pharmacy, medical, dental, and optical services for the daily operations of the facilities. Budgeted amount reflects 340B pricing (approximately 16% of operating budget)

Travel, Office Supplies, Postage, Printing, Insurance and Misc. – travel expenditures, as well as supplies, postage, printing, insurance, and miscellaneous expenditures (approximately 5% of operating budget)

Capital Expenditures – $170,022,375 – 73% of total budget

Bond Payments
*Decision Packages:
*New Construction/Demolition - $1,550,000 JRCC Maintenance Shop **(SIIF)**
*New Construction - $161,200,000 Women's Facility in Mandan **(SIIF)**
*Extra Ordinary Repairs/Deferred Maintenance - $4,000,000
*Equipment > $5K: $829,500
    Body Scanner at MRC - $400,000
    MRCC Mower - $17,500
    Washing machines - $310,000
    Tattoo removal machine - $75,000 **(federal)**
    Point of Care Ultrasound machines (3) - $27,000
*IT Equipment/Software > $5K - $2,171,040
    IT Needs - $1,800,000 ($2 million total - **SIIF**)
    Policy Management Application - $271,040
    HR Timekeeping Application - $100,000

SIGNIFICANT CHANGES

Employee compensation - $3,947,905

Executive Recommendation for salary increases
Medical staff increases due to market / retention issues - November 2021

NET: Request 2 FTE
**Decision Package – 1 New FTE NDSP Plant Systems Mechanic $173,839

**Decision Package – 1 Temp to Authorized FTE Dental Assistant $206,812
    Remove Temp Salaries Dental Assistant ($181,890)
**Decision Package – 1 Temp to Authorized FTE MRCC Plant $159,773
    Remove Temp Salaries MRCC Plant ($141,806)
**Decision Package – 1 Temp to Authorized HR FTE $165,751
    Remove Temp Salaries HR ($125,783)
**Decision Package – (2) Transfer two Electronic Security FTE to NDIT
    Unification ($421,000) moved to operating

Operating Fees & Services – $8,677,913

Supplies IT related - $245,000
Training Supplies - $67,000
Building/Grounds Supplies - $161,000
Misc. Supplies - $148,000
Equipment < $5K - $781,000
    Electronic Equip system needs - $539,000 (Fence, PLC, Door Access, Intercom)
    *Decision Package - $242,000 New Cameras (88% of $275,000)
Utility Increases $629,000
    ($342,000 NDSP, $200,000 JRCC, $37,000 MRCC, HRCC $50,000)
Repairs - $185,000

*Decision Package - $6,332 Operating expenses FTE NDSP Systems Mechanic

DP increase $3.1 million:
    $1,059,620 IT cost to continue
    *Decision Package - $693,502 ND IT DP Shortage (88% of $788,070)
    *Decision Package - $288,000 Elite / DOCSTARS Support
    *Decision Package - $492,000 Avatar Support (2FTE)
    *Decision Package - $144,000 Business Analyst Support
    *Decision Package - $421,000 IT Unification (FTE moved to operating)

IT Contractual: $788,096
    *Decision Package - $307,000 DOCSTARS Enhancements **(SIIF)**
    *Decision Package - $481,096 EMR Maintenance/Support (88% of $546,700)

Operating Fees and Services - $73,000

Professional Fees and Services - $1,204,254
    *Decision Package - $666,160 Consultant for OMS (88% of $757,000)
    *Decision Package - $100,000 Team member/resident training & wellness
    *Decision Package - $438,094 Medical Inflation

Medical $1,530,809
    *Decision Package - $1,530,809 Increase Hep C treatment for residents

Capital Expenditures – $169,449,840
      Decision Package - Women's Facility in Mandan $161,200,000 **(SIIF)
      Decision Package - JRCC Maintenance Shop & Demo $1,550,000 **(SIIF)

      ($300,700) Bonds

      **Decision Package - Extra Ordinary Repairs/Deferred Maintenance $4,000,000

      **Decision Package - Body Scanner at MRCC $400,000
      **Decision Package – Turn mower at MRCC $17,500
      **Decision Package – Washing machines at MRCC $30,000
      **Decision Package – Industrial washing machines at JRCC $280,000
      Decision Package – Tattoo removal machine $75,000 **(Federal)
      **Decision Package – Point of Care Ultrasound (Qty 3) $27,000

      Decision Package – IT Project List $1,800,000 (80% of $2 million **SIIF)
      **Decision Package - Policy Management Software $271,040
      **Decision Package - HR Timekeeping Software $100,000

2021-23   CARES expenses were $1,729,411.74 in this department (medical salaries).
2021-23   ARPA expenses were $2,179,455.73 in this department
      SIRN $1,952,291.35 (Radios)
      XO Site Logic $222,215.34
      Medical costs (Deferred Admissions) $4,949.04

DOCR - ADULT CENTRAL OFFICE		2021-23 LEG	11/30/2022	REMAINING	2023-25	2023-25
Description	Acct Code	BASE BUDGET	BTD EXPEND	BALANCE	DECISION PKG	EXEC RECOMMEND
511000 - Salaries - Permanent	511000	$ 15,737,942	$ 11,314,821	$ 4,423,121	$ 178,139	$ 18,640,254
511900 - Salaries - Adjustment	511900	$ -	$ -	$ -	$ -	$ -
599110 - Salaries - Increase	599110	$ -	$ -	$ -	$ -	$ -
512000 - Salaries - Other	512000	$ -	$ -	$ -	$ -	$ 28,800
513000 - Temporary Salaries	513000	$ 840,835	$ 562,787	$ 278,048	$ (449,479)	$ 529,059
514000 - Overtime	514000	$ 463,200	$ 509,236	$ (46,036)	$ -	$ 545,935
516000 - Fringe Benefits	516000	$ 6,544,469	$ 4,648,756	$ 1,895,713	$ 106,212	$ 7,790,303
599160 - Fringe Benefits Increase	599160	$ -	$ -	$ -	$ -	$ -
521000 - Travel	521000	$ 245,211	$ 209,792	$ 35,419	$ 250	$ 310,280
531000 - Supplies - IT Software	531000	$ 482,040	$ 379,392	$ 102,648	$ -	$ 727,116
532000 - Supply/Material - Professional	532000	$ 121,598	$ 116,563	$ 5,035	$ -	$ 205,607
533000 - Food and Clothing	533000	$ 87,531	$ (36,214)	$ 123,745	$ -	$ 92,175
534000 - Bldg, Grounds, Vehicle Supply	534000	$ 1,030,597	$ 760,990	$ 269,607	$ -	$ 1,191,595
535000 - Miscellaneous Supplies	535000	$ 109,788	$ 119,027	$ (9,239)	$ 750	$ 258,638
536000 - Office Supplies	536000	$ 63,190	$ 18,788	$ 44,402	$ 300	$ 34,794
541000 - Postage	541000	$ 36,498	$ 20,575	$ 15,923	$ -	$ 31,498
542000 - Printing	542000	$ 16,277	$ 7,248	$ 9,029	$ -	$ 10,979
551000 - IT Equipment under $5,000	551000	$ 314,987	$ -	$ 314,987	$ 1,200	$ 45,000
552000 - Other Equipment under $5,000	552000	$ 49,041	$ 1,112,825	$ (1,063,784)	$ 242,000	$ 1,101,031
553000 - Office Equip & Furniture-Under	553000	$ 6,379	$ 188,989	$ (182,610)	$ 1,600	$ 5,279
561000 - Utilities	561000	$ 3,581,000	$ 2,698,897	$ 882,103	$ -	$ 4,210,000
571000 - Insurance	571000	$ 299,079	$ 347,603	$ (48,524)	$ -	$ 350,641
581000 - Rentals/Leases-Equipment&Other	581000	$ 90,323	$ 49,712	$ 40,611	$ -	$ 45,583
582000 - Rentals/Leases - Bldg/Land	582000	$ 5,367	$ -	$ 5,367	$ -	$ -
591000 - Repairs	591000	$ 939,072	$ 416,789	$ 522,283	$ -	$ 1,123,840
601000 - IT - Data Processing	601000	$ 5,349,844	$ 3,640,440	$ 1,709,404	$ 2,014,706	$ 8,388,883
602000 - IT - Communications	602000	$ 268,662	$ 188,617	$ 80,045	$ 720	$ 264,293
603000 - IT Contractual Services and Re	603000	$ 430,369	$ 21,066	$ 409,303	$ 788,096	$ 1,164,314
611000 - Professional Development	611000	$ 137,267	$ 75,097	$ 62,170	$ -	$ 78,867
621000 - Operating Fees and Services	621000	$ 237,710	$ 69,587	$ 168,123	$ -	$ 310,276
623000 - Professional Fees and Services	623000	$ 6,987,023	$ 5,517,059	$ 1,469,964	$ 1,204,254	$ 8,193,128
625000 - Medical, Dental and Optical	625000	$ 3,811,620	$ 2,195,967	$ 1,615,653	$ 1,530,809	$ 5,234,569
682000 - Land & Buildings	682000	$ -	$ -	$ -	$ 162,750,000	$ 162,750,000
683000 - Other Capital Payments	683000	$ 572,535	$ 588,038	$ (15,503)	$ -	$ 271,835
684000 - Extra Repairs/Deferred Main	684000	$ -	$ 2,462,843	$ (2,462,843)	$ 4,000,000	$ 4,000,000
691000 - Equipment Over $5000	691000	$ -	$ 34,998	$ (34,998)	$ 829,500	$ 829,500
692000 - Motor Vehicles	692000	$ -	$ -	$ -	$ -	$ -
693000 - IT Equip / Software Over $5000	693000	$ -	$ 1,174,030	$ (1,174,030)	$ 2,171,040	$ 2,171,040
712000 - Grants, Benefits & Claims	712000	$ -	$ 51,000	$ (51,000)	$ -	$ -
Total		$ 48,859,454	$ 39,465,317	$ 9,394,137	$ 175,370,097	$ 230,935,112
General Funds		$ 48,150,117	$ 35,336,673	$ 12,813,444	$ 10,438,097	$ 64,958,138
Federal Funds		$ 709,337	$ 4,128,618	$ (3,419,281)	$ 75,000	$ 701,320
Special Funds		$ -	$ 26	$ (26)	$ 164,857,000	$ 165,275,654
Total		$ 48,859,454	$ 39,465,317	$ 9,394,137	$ 175,370,097	$ 230,935,112
FTE		108.36	0.00	0.00	2.00	110.36

DECISION PACKAGES 2023-2025

DIVISION OF ADULT SVCS – CENTRAL OFFICE

1)

NDSP SYSTEMS MECHANIC (1-PLANT SERVICES) FTE REQUEST - $173,839

Salary & Benefits - $173,839
Operating - $6,332

With the current workload due to aging facilities and the severe shortage of security staff, we are need of an additional Systems Mechanic. Due to ongoing projects, we often have plant staff escorting contractors anywhere from 24-32 hours per week. NDSP currently has 4 systems mechanics and is often without half of its HVAC workforce for this reason. This makes it difficult to maintain the facility and complete repairs & preventative maintenance requests in a timely manner.

2)

TEMPORARY TO AUTHORIZED FTE REQUESTS - $82,857

Dental Assistant - $206,812 Salaries/Benefits
Remove Temporary Salaries – ($181,890)
The DOCR dentists are recognizing the need to have additional support to ensure patients keep moving through the chairs at a good pace. In the past we had two assistants working with one dentist at the Bismarck location. As one space was sanitized by an assistant the other area was ready for the dentist. With having two dentists there is a significant delay to prepare the space for the next patient. In addition, when one dentist is at a different clinic, we run into the same issue of not being able to keep both chairs full.

MRCC Janitorial - $159,773 Salaries/Benefits
Remove Temporary Salaries – ($141,806)
Currently, this is a full-time temporary custodial supervisor position that oversees the inmate janitorial and laundry crews. The DOCR cannot go without this position and funded state benefits would help with the attraction & retention of employees in this position.

Human Resources - $165,751 Salaries/Benefits
        Remove Temporary Salaries – ($125,783)

Human Resources has changed significantly in recent years, due to the pandemic and labor market challenges. At the DOCR, hiring has increased by more than 31%, separations have increased by more than 24%, and the number of job postings human resources creates to fill vacant positions has increased more than 270%. The number of applicants for Correctional Officer jobs has shrunk by more than 80%. In addition, DOCR Human Resources has had to increase usage and applications related to social media for recruitment purposes. The significant increases in frequency and volume of recruitment and separation activities have forced Human Resources to devote more time to those activities. In response to those increased needs, Human Resources brought on a temporary position to assist, which has helped. The team member in the temporary position has worked out well, which is critical to meet the needs of the DOCR, especially with 80-90 positions remaining vacant. Lastly, this position is needed to continue and expand on community outreach, communication, and social media for recruitment purposes.

IT Unification – move (2) two Electronic Security Technicians to NDIT

3)

ADDITIONAL FACILITY CAMERAS - $242,000 (TOTAL $275,000)

This request is for thirty (30) additional cameras within our facilities. The new cameras would be in new areas, which will require hardware infrastructure (fiber, camera, etc.)
The additional cameras would solve blind spot problems and security/safety concerns by allowing the control room operators visibility and the ability to react to security situations. Resident and staff safety are impacted.

4)

DATA PROCESSING INCREASE - $3.7 MILLION

$1,059,620 (of $1,263,724) Cost to continue

$288,000 Elite / DOCSTARS Support
        This request is to right-size our IT services due to IT Unification.
        DOCR currently has staff that manage and support our facility offender management system (Elite) and our community offender management system (DOCSTARS). This is to add 1 FTE to NDIT to support these software applications and free up DOCR staff time. One (1) FTE is equal to $12,000/month.

$492,000 AVATAR Support
        DOCR continue to staff are handle AVATAR support while this needs to be part of the IT Unification plan and transferred to NDIT. The request is for 2 FTE from NDIT for AVATAR support. NDIT has given us an estimated cost of $12,000/month for each FTE needed

for AVATAR support. This application serves all residents, medical and treatment staff, as well field as staff. Without support from NDIT, the application will not be able to function or remain viable. This also impacts ND HHS because DOCR shares this application with them.

$144,000 Business Analyst Support (BAAM)

 The business analyst account manager serves as a liaison between IT and business teams to monitor project progress, resolve operational issues, recommend actions, and provide updates on current operational tasks. This role serves as a subject matter expert and works closely with agencies to bridge technology and reporting teams within the Department of Corrections. Additionally, this role provides business analysis and understands the complex environment for one or more divisions of a large agency. DHHS utilized the role of a BAAM in their implementation and management of the MyAvatar App and helped them manage through a similarly difficult transition to an EHR. The BAAM increases coordination of resources and communications with DOCR & NDIT. This BAAM really works with the Day to Day operations within the agency.

$693,502 NDIT Data Processing Shortage (88% of $788,070)

 Initial estimations in data processing added to our base budget request limit were calculated lower than actual amounts. This request is for additional funding of our data processing line item.

 An initial base amount of 1,008 units for the technology fee were used, however, actual units are 1,120. A shortage of $169,344. ($63.00/unit). An initial base amount of 600 laptops were used to estimate desktop support. However, actual units are 890 machines varying in model. A shortage of $567,864. An initial base amount of 1,071 units of Office 365 premium was used. However, actual units are 1,120. A shortage of $50,862. ($43.25/unit)

$307,000 DOCSTARS Enhancements **(SIIF Funding)**

 DOCSTARS is the DOCR's community offender management system and used extensively in our Parole and Probation staff to manage individuals on supervision in the community. These enhancements are critical to the workflow involved in managing our individuals in the community as well as a critical reporting source for program efficiency and success.

 Parole and Probation staff, DOCR contractors and FTR staff utilize DOCSTARS. Updates are critical to ensure accurate and timely documentation of case management. Workflow will be negatively impacted as alternate solutions will have to be found which often results in more manpower.

$481,086 EMR Maintenance / Support   (88% of $546,700)

> The DOCR implemented AVATAR, the electronic medical records system that holds all resident medical information. It is imperative that we continue contracting support with the vendor for maintenance and support of the system to maintain our system of record.
>
> This is additional funding needed for the EMR maintenance and support. The EMR went live in the 2021-23 biennium. This will be a continuous expense. All staff and residents would be impacted by the funding decision. DOCR medical and treatment staff rely on this support to ensure the EMR system is viable and accessible for patient safety.

5)

CONSULTANT FOR OFFENDER MANAGEMENT SYSTEM - $666,160 (88% OF $757,000)

> The current Offender Management System is dated and costly. Interfacing to it has become a challenge which makes it difficult when trying to pull data for reporting. DOCR is in desperate need of updating our offender management system. NDIT estimated 6-8 months to complete this review and a cost of $757,000 for the consultant. This planning will provide the base for building a new Offender Management System from entry to exit for all resident and community supervision documents as well as overall case management. There are currently multiple systems and divisions that utilize different workflows. Understanding the needs of each area will require a complex business analysis of processes and identification of opportunities so an effective solution can be identified.
>
> The Offender Management System would be used by all DOCR staff, to include institutions, field and Central Office. If this is not funded, we will need to update our current system, Elite, which has limited functionality to meet all our needs. The estimated cost of to update Elite is $1.2 million.
>
> The consultant will need to formulate system requirements and specifications, create an RFI to better understand corrections software options available for consideration in the RFP process, identify any potential enhancements to current processes to improve workflows, funding for completion of the RFI and RFP, resource availability to complete this initiative and adoption rate of users to utilize new offender management and processes

6)
TEAM MEMBER / RESIDENT TRAINING AND WELLNESS - $100,000

Outsourced training for team members to help develop and implement trainings for staff and residents with the focus of well-being in a high stress work environment.
DOCR wants the most trained and educated work force because the impact our staff have to our residents.

7)
MEDICAL INFLATION - $438,094

See attached for medication inflation calculations

8)
INCREASE HEPATITIS C TREATMENT FOR RESIDENTS

2021 - 23 Hep C (Treat 78 people)	1,876,471	($24,057 per treatment)
2023 - 25 Hep C (Treat 240 people)	3,407,280	($14,197 per treatment)
Package for Increase in Hep C Treatments	1,530,809	

2023 - 2025 Estimate MMIS

	Male	Female	Total
FY2024 Estimated Resident Population	1,318	172	1,490
21-23 % Pop Billed Per Day (CBPD/CAPPD)	0.28%	0.28%	0.28%
Est # of Billings Per Day	3.68	0.48	4.16
# of days FY2024	365	365	365
Est # of Billings FY2024	1,343	175	1,518
As of *6/30/22* Ave Cost Per Resident	$ 1,609	$ 1,609	$ 1,609
Estimated FY 23 Inflationary Increase	2.60%	2.60%	2.60%
Estimated FY 23 Cost Per Resident	1,651	1,651	1,651
Estimate FY 24 Inflationary Increase	2.60%	2.60%	2.60%
Estimated FY 24 Cost Per Resident	1,693	1,693	1,693
Estimate FY 24 MMIS Cost	$ 2,274,240.41	$ 296,790.10	$ 2,571,030.51
FY2025 Estimated Resident Population	1,341	178	1,519
21-23 % Pop Billed Per Day (CBPD/CAPPD)	0.28%	0.28%	0.28%
Est # of Billings Per Day	3.74	0.50	4.24
# of days FY2025	365	365	365
Est # of Billings 2023-25	1,366	181	1,548
Estimated FY 24 Cost Per Resident	$ 1,693	$ 1,693	$ 1,693
Estimate FY 25 Inflationary Increase	2.60%	2.60%	2.60%
Estimated FY 25 Cost Per Resident	1,737	1,737	1,737
Estimate FY 25 MMIS Cost	$ 2,374,089.57	$ 315,128.97	$ 2,689,218.54
Total Estimated 23-25 MMIS Cost	$ 4,648,329.99	$ 611,919.07	$ 5,260,249.05

	Avg ADP 23-25	%	Amt per Facility
NDSP	646	42.9%	$ 2,257,887.63
JRCC	497	33.0%	$ 1,737,105.50
MRCC	187	12.4%	$ 653,599.05
HRCC	46	3.1%	$ 160,778.38
DWCRC	129	8.6%	$ 450,878.49
	1505	100.0%	$ 5,260,249.05

Decision Package (Amt increased in 21-23)
$ 767,556

NDSP	$ -	Put in base due to savings in Traveling Nurses
JRCC	$ 253,472	
MRCC	$ 95,371	
HRCC	$ 23,460	
DWCRC	$ 65,791	
	$ 438,093	

DOCR - DECISION PACKAGE 2023-25
EXTRAORDINARY REPAIRS / DEFERRED MAINTENANCE

LOCATION	COST	DESCRIPTION
JRCC	$ 100,000.00	Outside pavement and concrete repairs
JRCC	$ 139,480.00	ET Building automation
JRCC	$ 197,023.00	ET Building roofing repairs
NDSP	$ 35,800.00	Upgrade exisiting energy management control system
NDSP	$ 75,178.00	New carpet and baseboard for Treatment Department
NDSP	$ 55,000.00	Install desks in West Unit cells
NDSP	$ 180,000.00	Replacement Gates #3, #4, #5 RRI
NDSP	$ 300,000.00	Condensate Line
NDSP	$ 70,000.00	HVAC improvements
NDSP	$ 1,750,000.00	West Unit Plumbing
MRCC	$ 388,000.00	Main building repairs/upgrades
MRCC	$ 120,000.00	Kitchen / dining room repairs
MRCC	$ 20,000.00	Replacement pumps for sewer lift station
HRCC/YCC	$ 315,000.00	Electrical improvements
HRCC/YCC	$ 293,889.00	Building repairs (internal/external)
	$ 4,039,370.00	

DOCR 2023-25 XO /DEFERRED MAINTENANCE $4 MILLION

JRCC 2023-25 XO REPAIRS

1. **Outside Pavement & Concrete Repairs:**   **$100,000**
    The pavement located in the main parking lot of the Administration Building requires repair. Concrete in the Visitation & SAU Recreation yards is breaking up and heaving which creates safety concerns but also creates issues with the security fencing as well.

2. **ET Building Automation $139,480**
    The existing pneumatic controls are obsolete in this building making it difficult to control building temperatures. Replacing the outdated controls to new direct digital controls would correct this and save money in utilities as well.

3. **ET Building Roofing Repairs $197,023**
    The roof on the ET Building is past its useful life and is beginning to fail. These funds would include extensive repairs to that roof thus protecting the watertight integrity of the building and preventing any future water related damage.

NDSP 2023-25 XO REPAIRS

1. **Upgrade Existing Energy Management Control System $35,800**
    The existing Johnson Controls Metasys program is obsolete and in need of an upgrade. New software will be able to be supported and will also assist in the upgrading of various (obsolete) pneumatic controls located around the facility to the newer direct digital controls.

2. **New carpet and baseboard for NDSP Treatment Department $75,178**
    The existing carpet and baseboard in this area is original to the building (33 years old) and in bad need of replacement. Carpet is extremely dated and worn through in places and replacement carpet of this style is no longer available.

3. **Install Desks in NDSP West Unit Cells $55,000**
    The existing desks in the West Unit are more than 25 years old. The wooden tops are dilapidated, and the steel legs are in poor shape as well; thus allowing inmates to hide contraband in them. The current plan is to re-use the previously removed solid steel desks from the East Unit C Pod (Restoring Promise Unit) and install them into the West Unit. This is a highly labor-intensive undertaking and would need an outside contractor.

4. **Replacement Gates #3, #4, &#5 Roughrider Industries $180,000**
   The existing gates are original to the complex (42 years old) and are heavily worn, rusted, and the operators are at end of life and beginning to fail.

5. **Condensate Line $300,000**
   The main condensate return line to the NDSP Heating Plant Building is failing. This condensate line is original from 1981 when the plant was constructed. The current line is beginning to leak in several spots and is heavily pitted/eroded. We are unable to patch or weld portions of this pipe due to the metal being too thin in spots to weld. The NDSP plant produces steam 365 days per year/24 hours per day as steam is utilized for heating, hot water, and cooking at the facility. If this line were to be compromised the facility would lose these services for upwards of a month while the existing line is being replaced causing an unprecedented facility disruption.

6. **HVAC Improvements $70,000**
   The current Metasys Program controlling the HVAC functions at NDSP needs upgrade. This request includes replacement pumps, condensate tanks, and various steam line repairs.

7. **West Unit Plumbing $1,750,000**
   The current West Unit was constructed in 1960 and is the oldest housing unit located at the North Dakota State Penitentiary. This unit was originally constructed with cast iron plumbing and this plumbing is failing. The current plumbing in the unit also does not meet modern plumbing code so replacement is necessary.

MRCC 2023-25 XO REPAIRS

1. **Main Building Repairs / Upgrades $388,000**

   The Staff Desk Area is dilapidated and in need of replacement. The current staff desk also does not allow for controlled movement off and onto the desk area allowing residents to access this area. The current desk also needs a designated computer workstation as the existing one is not ergonomic for staff nor secure. The new desk would also provide for 360 degrees viewing of the area to include the highly utilized North Hallway ($70,000). The Visiting Room Bathroom is also in need of remodeling. This bathroom is utilized by the general public and in extremely poor condition. The ceiling has also had to be modified due to visitors hiding contraband for the residents ($10,000). Sprinkler system install/repair on the outside of the main building and ball diamond areas. ($30,000). Staff currently lack a designated outside break area. This

funding would be for a covered 20'X20' staff break area in accordance with the DOCR Strategic Plan of improving the workplace and working environment for staff. All exterior doors to the main building are slowly beginning to fail. These doors are energy inefficient and are also beginning to rust to include some of the frames being nearly rusted out ($68,000). New flooring for main building ($100,000). The existing geothermal system cannot meet the existing facility demands in hot weather. A supplemental chiller would help the system overcome these issues ($80,000). Replacement locks & miscellaneous upgrades in main building ($30,000).

4. **Kitchen/Dining Room Repairs $120,000**

   The Kitchen & Dining area of the MRCC is original to the facility and in extremely poor shape. Numerous repairs are needed in this building to include new heating units, some new kitchen equipment, new flooring, roofing repairs, and paint. These repairs will keep this building viable until a replacement solution is found.

5. **Replacement pumps for sewer lift station $20,000**

   The existing pumps are extremely worn and in need of replacement. These pumps remove all waste from the facility via forced main to the Bismarck Wastewater Treatment Plant.

HRCC/YCC 2023-2025 XO REPAIRS

1. **Electrical Improvements $315,000**

   Replace and upgrade main electrical service to Admin/School Building. Existing service is 1960 Federal Pacific equipment and parts are no longer available. As education peripherals continue to improve in technology the overall need for additional power and circuits increase to the building. Many existing panels are full, and breakers contained within them are not able to be replaced. $100,000. The Administration Building is currently without back-up emergency or stand-by power. The Administration Building serves as an emergency command center during times of emergency. More importantly, all facility communication to include phone service, camera systems, and network connectivity is powered via the Administration Building. Back-up power would ensure that these services remain available to the facility in the event of power failure $50,000. The electrical main service

to Centennial Hall is original to 1989 and in need of replacement. All food is prepared from this building for the entire facility and current electrical switchgear is obsolete $100,000. Motor control centers for Pine Cottage & Gymnasium Buildings are becoming obsolete. New parts are no longer available for repairs to be made. These MCC's control all HVAC AHU in these respective buildings and replacement will ensure operation of these systems $65,000.

2. **Building Repairs (Internal/External) $293,889**

Several buildings to include the Gymnasium, Administration, Pine Cottage, and Garage are in are need of repairs. The Gymnasium EFIS joints have failed caulking and repairs are necessary to maintain the watertight integrity of the building $60,389. The food preparation area needs a new ceiling as large portions of the existing ceiling are deteriorated due to heat and cooking vapors/grease $20,000. The flooring in this area is also in need of replacement. New flooring would increase durability, be more ergonomic, safer for staff, and require far less maintenance than the existing flooring $47,000. The garage used to store equipment and personal items for facility residents needs a new roof & siding. The existing wooden siding is rotted to the point of allowing rodents & the environmental elements to enter the building. A new roof & siding would protect this building from any future environmental damage and extend the life and usefulness of the building $16,500. The existing EFIS on Pine Cottage needs to be painted & sealed to protect the watertight integrity of the building $89,000. Construction of a metal enclosure over sewer grinder/electrical gear which currently processes all waste from the facility $25,000. Expansion of Administration parking lot to allow for more parking and more adequate snow removal $22,000. The Administration Building needs a new ceiling. The current ceiling is splined ceiling and original to the building (1961). All data and communication lines are above this ceiling. A modern drop style ceiling would save costs when modifications to these lines are necessary and allow for the original lighting to be upgraded to modern more efficient lighting $14,000.

DOCR 2023-25 EQUIPMENT > $5000 $829,500

1. **Body Scanner - MRCC**   **$400,000**

    The intended purpose of the Body Scanner at MRCC is to increase controls over
    contraband being brought in from residents moving from an uncontrolled
    community environment (for example: work release) to the controlled correction
    environment. This technology would also have the potential to eliminate the need for
    more intrusive search procedures for facilities with a large percentage of uncontrolled
    intakes from the community.

2. **Turn Mower - MRCC**   **$17,500**

    This is for the replacement of a mower that is extremely old and has a large number of
    hours.

3. **Washing machines – MRCC**   **$30,000**

    The existing washing machines at this facility are both residential & commercial type
    which is nowhere near adequate. Machine failure is currently costing a large amount of
    operating dollars. MRCC is washing approximately 500 pounds of laundry per day.
    $30,000 for a 60 pound industrial wash machine, 75 pound industrial dryer,
    delivery/install, and required electrical & venting work.

4. **Washing machines – JRCC**   **$280,000**

    The existing industrial wash machines serving both JRCC & NDSH are at the end of their
    useful life span. Both machines were originally built in 1984 and replacement parts are
    becoming difficult to find. The nearest available technicians to service these machines
    are in Syracuse, NY. Due to this we have had to utilize JRCC Maintenance Staff for
    repairs while paying for over the phone technical service. These machines are to the
    point of literally breaking down several times per month. Two new machines would
    alleviate the current maintenance issues and allow for better access to repair parts. The
    cost is for the machines, shipping, installation, and rigging costs.

5. **Tattoo removal machine**   **$75,000 (Grant)**

    The DOCR is establishing a First Impressions Program. This in-house program will
    identify and treat DOCR residents at all facilities who wish to remove facial,
    head and neck, and exposed hand tattoos that are offensive, distracting, depict violence
    or signify gang affiliation. This program will complement existing reentry
    programs. The goal is to help our returning community members to gain employment
    and obtain housing.

6. **Point of Care Ultrasounds (3) $27,000**

    DOCR medical providers are undergoing training to perform Point-of-Care ultrasound examinations using handheld ultrasound devices. Utilization for diagnosis at the bedside or in clinic will significantly decrease the number of off-site transports to emergency departments and to radiology facilities for diagnosis of pneumonia, congestive heart failure, deep venous thrombosis. It will also assist in the delivery of prenatal care. This will improve community safety and decrease transport resource costs as well as medical imaging costs.

DOCR 2023-25 IT EQUIPMENT > $5000 $2,171,040

1. **DOCR IT PROJECT LIST**   **$1,800,000 (80% OF $2 million)   SIIF Funding**
   See attached list and narratives

2. **Policy Management Software**   **$271,040**
   Implement a new system to document all complaints, internal affairs and criminal
   investigations. Functions of this system would support and drive workflow for
   investigations, PREA Audits (standards, management), Post Orders (management,
   workflow), Complaints (centralize repository, workflow) as well as
   develop efficiency in policy review and dissemination to staff.

3. **HR Timekeeping Software**   **$100,000**
   The current PeopleSoft Time and Labor model is inefficient in functionality for a 24x7
   operation like DOCR operates within daily. The reporting functions in PeopleSoft has
   difficulty producing meaningful labor analysis for DOCR's requirements.

DECISION PACKAGE - DOCR IT NEEDS

Rankings	Operations	Description
1	$ 495,000.00	IT Project List - Infrastructure Review (Consultant) NDSP/RRI
2	$ 271,040.00	IT Equip. List - intercom system for THU
3	$ 30,000.00	IT Equip. List - new fiber line at JRCC
4	$ 121,500.00	IT Project List - FTR automated reconciling
5	$ 21,040.00	IT Project List - Medical Case Planning Medical notes
6	$ 21,040.00	IT Project List - Medical HIV HEP C
7	$ 121,500.00	IT Project List - FTR Care plan
8	$ 21,040.00	IT Project List - Medical QA review on all new arrivals
9	$ 30,000.00	IT Equip. List - EDU Auto cad program
10	$ 21,040.00	IT Project List - TPS Statewide Victim Mgmt System
11	$ 121,040.00	IT Project List - TPS Data for Case Mgmt & Motivation
12	$ 121,040.00	IT Project List - Medical Virtual Visits to Avatar
13	$ 21,040.00	IT Project List - HR Criminal investigations
14	$ 21,040.00	IT Project List - HR Complaints
15	$ 121,500.00	IT Project List - FTR referral
16	$ 271,040.00	IT Project List - Data Mgmt Plan
17	$ 175,000.00	IT Project List - Medical RX Solution

$ 2,004,900.00

DECISION PACKAGE - DOCR IT NEEDS (Separate Decision Package)

Rankings	Operations	Description
1	$ 271,040.00	IT Project List - Policy Management Application
2	$ 100,000.00	IT Project List - Human Resources Timekeeping Application

$ 371,040.00

DOCR – DECISION PACKAGE $2 MILLION IT NEEDS

SIIF Funding

1   **$495,000.00**   **Infrastructure Review (Consultant) NDSP/RRI**

- Completion of an IT infrastructure Review facilitated by NDIT for the NDSP/RRI facilities to identify any needed vulnerabilities or enhancements in hardware, security and services.

2   **$271,040.00**   **Intercom system for THU**

- Located at the MRCC Transitional Housing (36 bed unit) and currently no communication channels other than 2 video cameras exit.
- The addition of this intercom will provide critical communication between residents and staff increasing awareness and security.

3   **$30,000.00**   **New fiber line at JRCC**

- The facility line is past its life expectancy and needs to be updated to provide critical access for staff to functional normally and without interruptions due to infrastructure.

4   **$121,500.00**   **Free Through Recovery automated reconciling**

- Automated reconciling for FTR with a manual reconciling option for discrepancy in outcome reporting between care coordinator and probation or parole officer.
- The current process is labor intensive and requires manually intervention on each payment.
- Add a Social Determinants of Health assessment in DOCSTARS to assist care coordinators to identifying barriers in addressing risk areas and more tools to improve evidence informed practices.

5   **$21,040.00**   **Medical Case Planning Medical notes**

- This is manually being completed by DON or designee weekly to ensure case planning committee.
- Currently this is a manual process requiring additional staff time from critical employees (providers, nurses).

6   **$21,040.00**   **Medical HIV HEP C**

- Automating our testing and reporting system with DOH/DHHS to better track, diagnose and treat HCV and HIV minimizes our risk of litigation and improves our throughput, lower our per patient cost and allow us to treat more of these vulnerable individuals in our cost-efficient setting.
- Maximizing our ability to treat HIV and to cure HCV during incarceration will decrease the spread of these illnesses in communities across our state.

- DOCR residents are 10-20 times more likely to suffer from HCV and HIV than individuals in the community.
- ND DOCR is the state's single largest HCV treatment provider. We treat and cure approximately 40 % of all residents arriving with HCV. Our patient pool represents about 15% of HCV positive individuals in the state.
- DOCR cure rate is above 98%, and our treatment completion rate is the highest in the state and our cost to treat is the lowest for all facilities in the state.

7 $121,500.00   Free Through Recovery Care plan

- Redesign the FTR Care Plan because it is cumbersome, outdated, difficult to train on and challenging to update.
- Provide an initial care plan, improved care plan modification and assistance with addressing LSI-R needs areas.

8 $21,040.00   Medical Q/A review on all new arrivals

- Create New Admission Sexually Transmitted Infection Lab Work process for new resident admissions to DOCR facilities.
- Lab work to be performed in partnership with the state lab through DOH/DHHS to continue to receive 340 B pricing on all of our prescriptions.
- Eligibility for 340B pricing has decreased pharmacy costs by 60% by becoming a covered entity under this HRSA program.
- If new resident admission lab work is missed and DOCR is out of compliance this would jeopardize substantial funding and potential financial impacts critical in DOCR providing adequate care.

9 $30,000.00   Education Auto cad program

- AutoCAD is a design software system utilized in drawings for manufacturing facilities, like Rough Rider Industries.
- This software is critical in resident's development as a competent team member and used to prepare residents for employment opportunities during and after custody as well as allow RRI to develop its workforce & capabilities.

10 $21,040.00   Transitional Planning Services Statewide Victim Management System

- Time/cost saving - Staff time saved and department cost would be lowered if victim information would be available in once centralized location for all advocates to access instead of running multiple case managements systems and dual entry of the data into separate systems.
- Information security – making the information accessible for all with access, the information would not need to be shared though email or other possibly non-secure means between each agency
- Timely Notification – Victims could be notified more timely if the agencies did not have to request and then wait for the information to be shared.

- Ease of update- if the information was stored in 1 system then when updates needed for demographic information needed for Grant application statistics or other uses, then it would update for all agencies, saving time and money for all.

11 $121,040.00 Transitional Planning Services Data for Case Management & Motivation

- Identifying resident strengths for CM's to incorporate into their case plans building rapport, goal setting, and promoting internal motivation.
- We are very good at identifying risk for residents this would shift some of the focus on building a better foundation from which they can hopefully succeed.
- Motivational Interviewing and Core Correctional Practices are principal techniques used by CM and PO's over the years to increase intrinsic motivation within our residents and clients. This will be building upon the foundation that is already in place.

12 $121,040.00 Medical Virtual Visits to Avatar

- Approximately 2/3 of DOCR Residents psychiatric evaluations and follow up visits are performed via telemedicine.
- Currently, these are performed on a separate system requiring a separate computer and a manual process for transferring the resident notes.
- We are working to partner with the Human Service Centers (HSC) more closely to provide assessments for both our seriously mentally ill residents nearing release, as well as residents who require sex offender assessments by the courts.
- Legally HSC is required to complete these assessments, however access has been extremely difficult due to using two different operating systems.
- Medical Virtual Visits also reduces the need for staff and resources to transport residents to appointments outside of security of a DOCR facility. Replacing off-site visits with virtual visits decreases staff demand and enhances safety and security in the community.

13 $21,040.00 Human Resources Criminal investigations

- The sharing of information is needed by investigators in order to coordinate investigation intelligence and work together to combat criminal activity within the facilities
- The application needs to be secure as well as lock down information on complaints that are still under investigation versus those that are completed in order to comply with state open records.

14 $21,040.00 Human Resources Complaints

- A program is needed to document all internal affairs investigations, the person assigned, the status of what has been done, format of reports and who has access to the reports.

15 $121,500.00   Free Through Recovery referral

- Redesign FTR referral in order to pull data on mental health, substance use and co-occurring diagnoses.
- Redesign will allow for additional information on new FTR referrals for care coordinators

16 $271,040.00   Data Management Plan

- For data to fuel DOCR initiatives, it must be readily available, of high quality, and relevant.
- Good data governance ensures the DOCR's ability to comply with all regulatory requirements, improve data security, creating and enforcing data distribution policies, prevent data errors and the misuse of personal or sensitive data.

17 $175,000.00   Medical RX Solution

- Provide integration of a prescription drug module in MyAvatar (current HER application) to streamline RX process and workflows.
- This would allow for seamless data transfer and increase visibility for providers during evaluations.
- This would also allow for parole and other field staff to review potential medications ahead of interactions. This can prove critical in field situations for safety reasons.

DOCR - DECISION PACKAGE $371,040 IT NEEDS

(Separate Decision Packages)

$271,040   Policy Management Application

- Implement a new system to document all complaints, internal affairs and criminal investigations. Functions of this system would support and drive workflow for investigations, PREA audits (standard, management), Post Orders (management, workflow), Complaints (centralize repository, workflow) as well as develop efficiency in policy review and dissemination to staff.

$100,000   Human Resources Timekeeping Application

- The current PeopleSoft Time and Labor module is inefficient in functionality for a 23x7 operation like DOCR operates within daily. The reporting functions in PeopleSoft has difficulty producing meaningful labor analysis for DOCR's requirements.