



Monday, May 16th, 2016 from 1:00 to 1:50pm

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OASIS IN THE DESERT

OMS Preparation Best Practices

Not just another presentation about an OMS refresh project



INTRODUCTIONS



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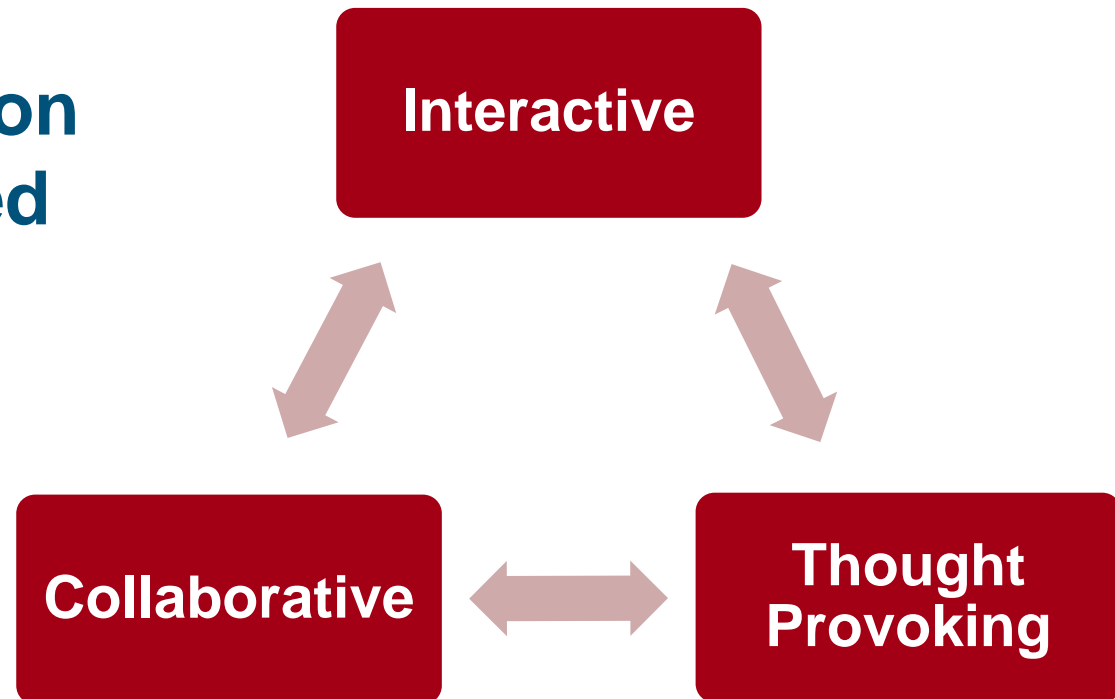
TODAY'S AGENDA

- **Introductions**
- **What to Expect**
- **Presentation Goals and Objectives**
- **Defining a Governance Structure**
- **Stakeholder Engagement**
- **Technology Acquisition Discipline**



WHAT TO EXPECT

**This session
is intended
to be...**





PRESENTATION GOALS AND OBJECTIVES

- **Provide a roadmap for OMS replacement projects**
- **Leverage NMCD OMS Project Lessons Learned**
- **Review how CTA Specifications can be useful**
- **Engage others in the room regarding their experiences**



DEFINING A GOVERNANCE STRUCTURE

- **Project Sponsor**
- **Executive Steering Committee**
- **“Working” Committee**
- **Ad hoc Technical and Business Groups**
- **Proposal Evaluation Team**

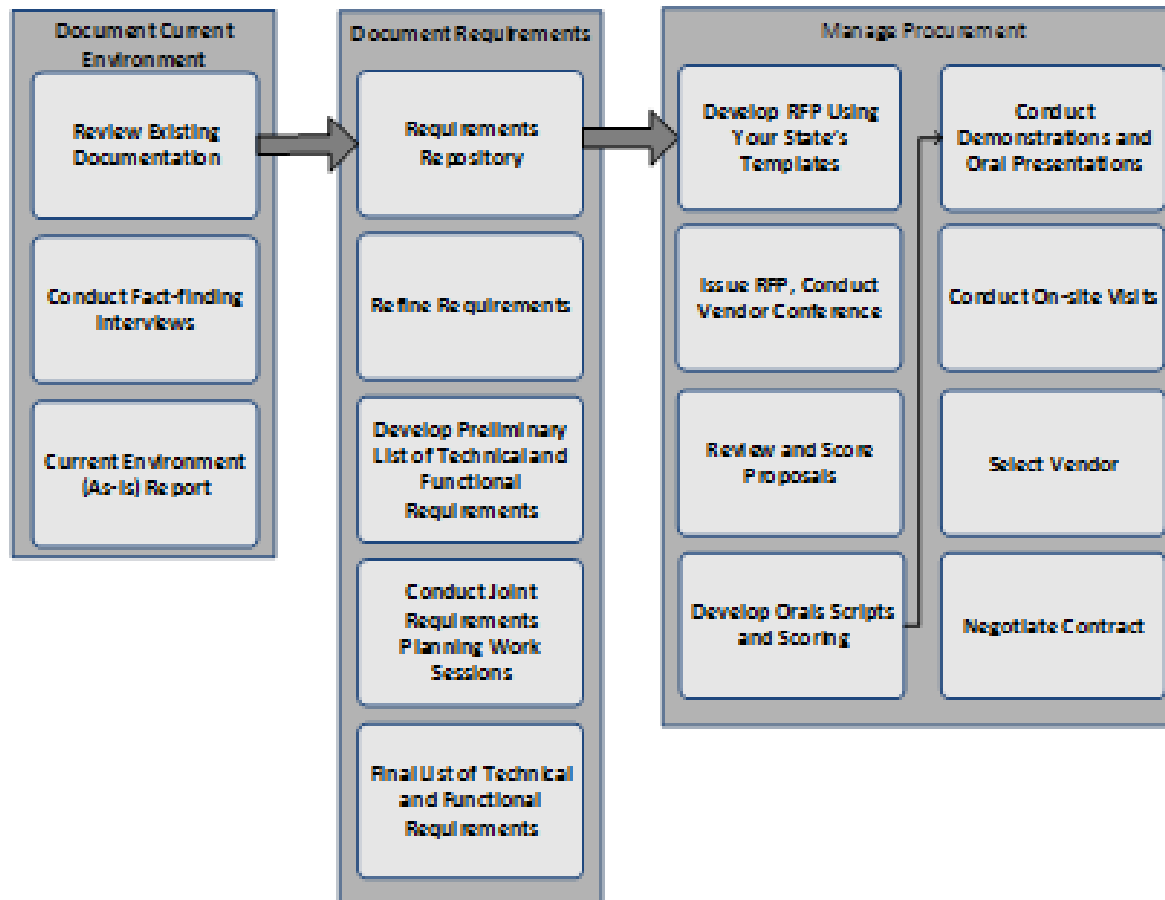


STAKEHOLDER ENGAGEMENT

- Engagement at multiple levels (top – down)
- **Critical Success Factor: Planning in advance of physical meetings occurring**
- **“Getting the right people to the table”**
- **“Early and often engagement about the definition of requirements, refinement of them, development of vision statements”**
 - ✓ **Getting to the right level of detail**
 - ✓ **Many stakeholders engaged; significant investment**
- **Scheduling and conducting regular *Steering Committee* and *Working Committee* meetings**

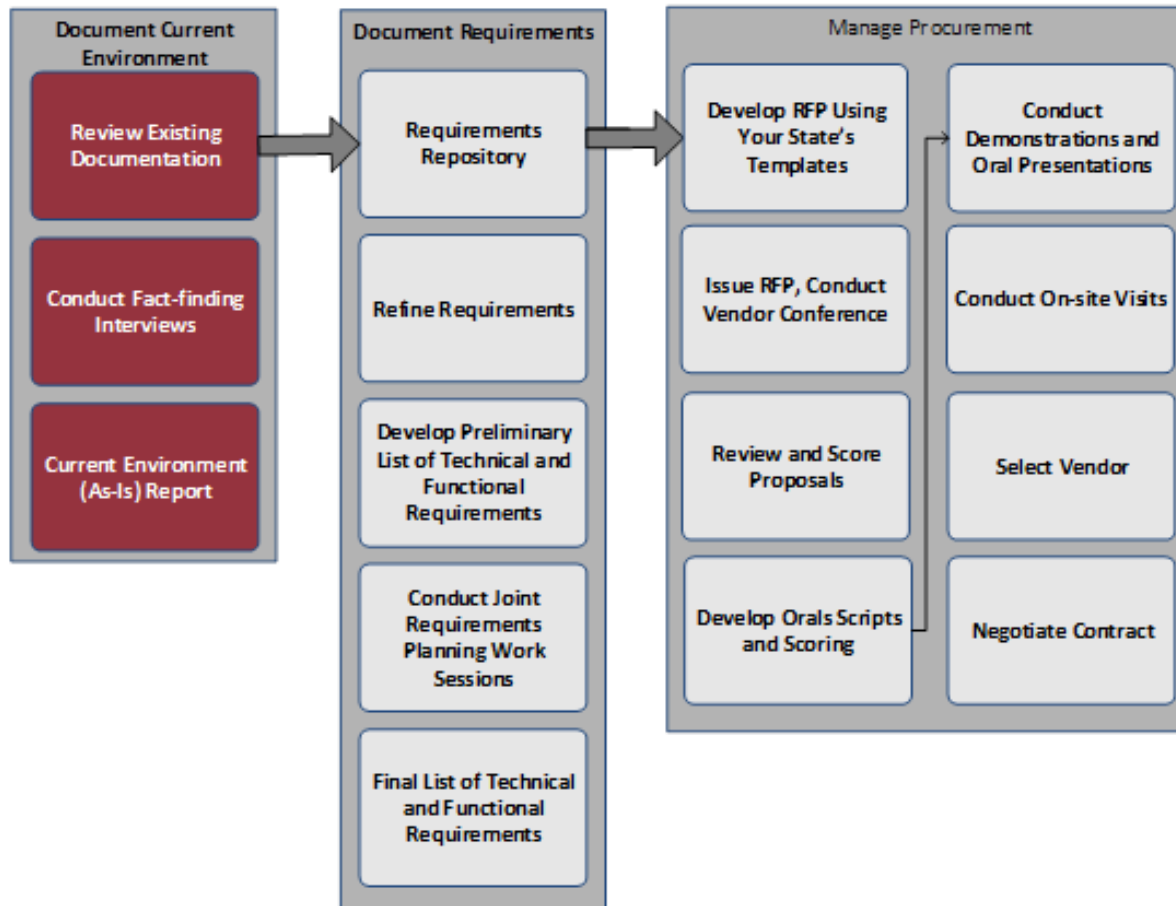


TECHNOLOGY ACQUISITION DISCIPLINE





DOCUMENT CURRENT ENVIRONMENT





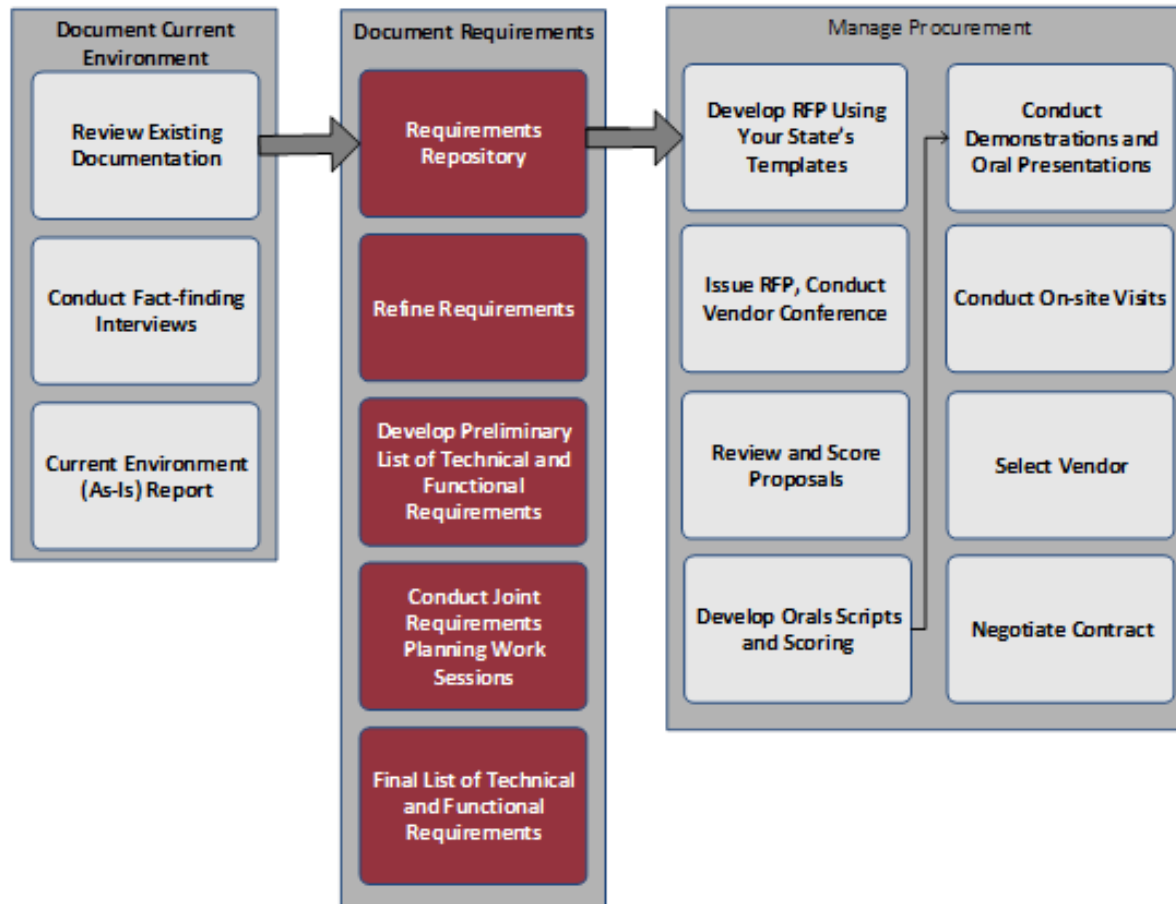
DOCUMENT CURRENT ENVIRONMENT

Business Process "As-Is" Description

| Housing / Bed Management As-Is | |
|--|---|
| Functional Area Description (As-Is) | <p>In this business function, Housing and Bed Management assigned offenders to a facility unit and bed based on the consideration of the following factors: classification and risk assessments, program needs, medical needs, and institutional bed space needs.</p> <p>Housing and Bed Management also oversees offender movements within a facility (intra-facility), between distinct facilities (inter-facility), and is critical for location verification of an offender in real time.</p> |
| Predecessors | <p>✓ Offender has been classified at RDC based on conviction, sentence, identified gang affiliation, enemy list, and results of security and risk analysis</p> |
| Trigger Event | <p>Trigger events may include:</p> <ul style="list-style-type: none">• Offender is transported to facility or off-site (for medical attention or court appearance) with accompanying change sheet• Bed/Unit change requested by shift commander and approved by the control center• Bed/Unit change required to make accommodations for incoming offenders with specific facility restrictions |
| Stakeholders Involved | <ul style="list-style-type: none">• Classification Bureau Chief: confirms facility capacity based on current occupancy data in order to make offender facility assignment• Receiving Facility Site Staff: Housing Unit, Shift Commander, Control Center, Master Controls, Classification Officer |



DOCUMENT REQUIREMENTS





DOCUMENT REQUIREMENTS

Requirements Characteristics

- **Correct**
- **Unambiguous**
- **Complete**
- **Consistent**
- **Ranked**
- **Verifiable**
- **Modifiable**
- **Traceable**



DOCUMENT REQUIREMENTS

IEEE Degrees of Necessity

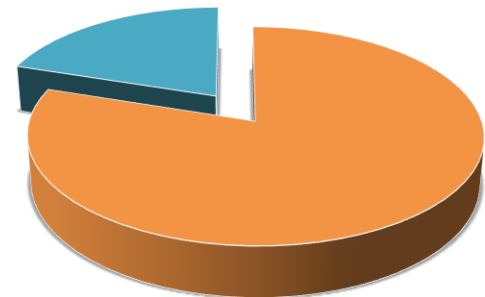
- **Essential**
- **Conditional**
- **Optional**



DOCUMENT REQUIREMENTS

Requirements Definition

- **Develop Preliminary Functional and Technical Requirements**
- **Define “Mandatory” Requirements**
- **Results = 80% of requirements defined**

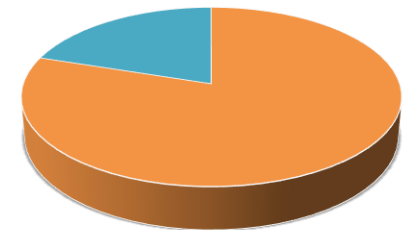




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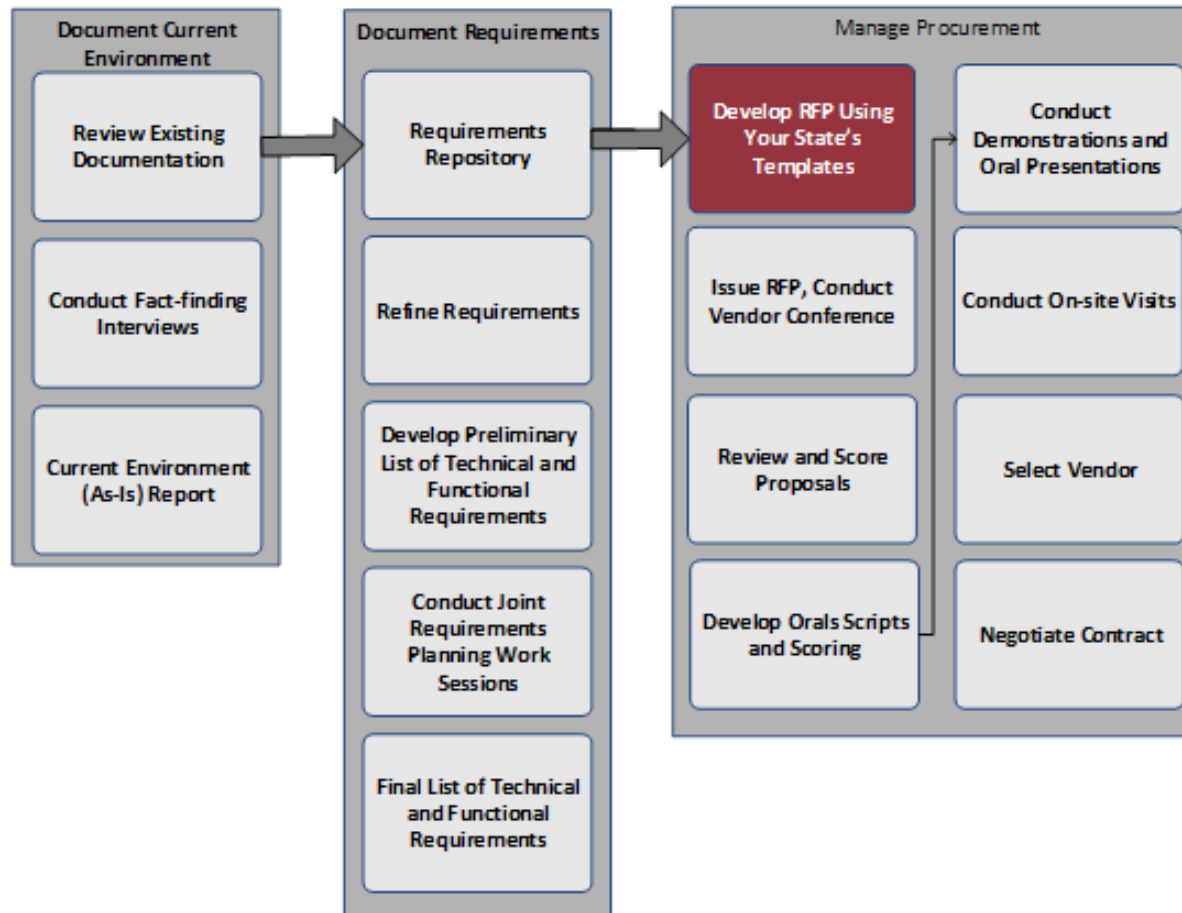
NEW Requirements Definition

- Leverage Industry Standards
- Review the Market
- Conduct Joint Requirement Planning (JRP) Sessions
- Document Final Requirements
- Results = 100% of the requirements defined





DOCUMENT REQUIREMENTS





RFP DEVELOPMENT

- **Leverage your agency's RFP template**
- **Understand discretionary components**
- **“Borrow” what has worked**
- **Make it your own**
 - **Describe your vision**
 - **Ensure scope clarity**



DOCUMENT OMS VISION

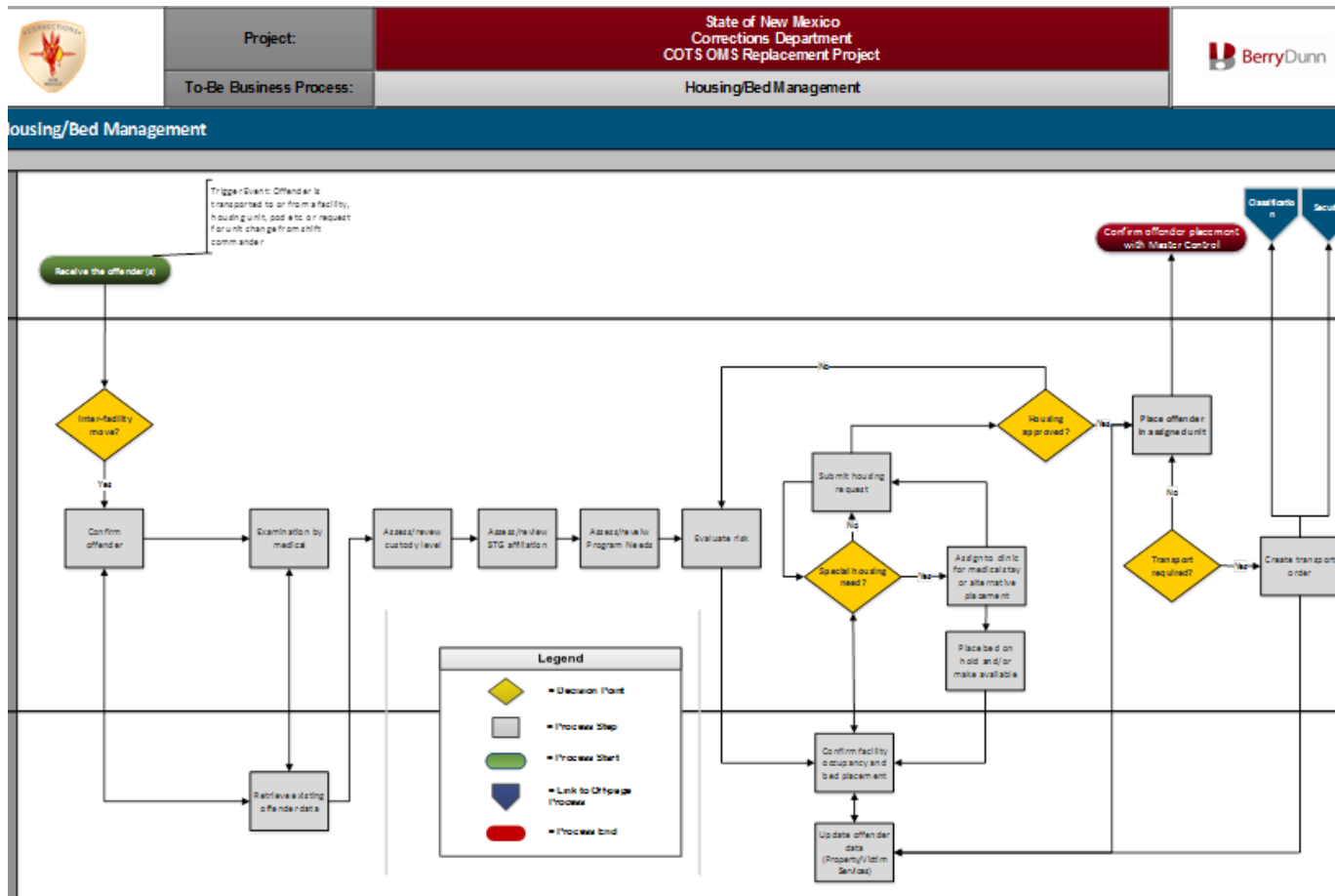
Business Process "To-Be" Description

| Housing / Bed Management To-Be | |
|--|--|
| Future Vision Description (To-Be) | <p>Comprehensive offender placement tracking will allow NMCD to verify the location of any inmate in real-time. In order for this to occur, the OMS will track and monitor all bed assignments, available facility/unit/cell space, and all offender moves as they occur over time. OMS will provide the ability to track case notes and highlight factors considered in making both initial and subsequent housing and bed assignments.</p> <p>The creation of housing control maps, or GIS reports, will greatly enhance NMCD's ability to track all offenders within a facility as they are linked to a unit, cell, and bed placement. Color mapping will further expedite bed management as occupied, placed on hold, and available beds are clearly identified.</p> |
| Input: | <ul style="list-style-type: none"> • Offender classification and custody level • Classification or other holds • Offender status: victim, predator • Inmate enemy list • Gang affiliation • Risk assessment results • Medical needs |
| Future COTS OMS System Interfaces | <p>Future interfaces may include:</p> <ul style="list-style-type: none"> • AODA: Administrative Office of District Attorney • APPRISS • GIS Application • NM Courts |
| Output: | <p>Housing and Bed Management information should link to the following functional areas:</p> <ul style="list-style-type: none"> • Victim services • Offender Property • Security/Transportation |



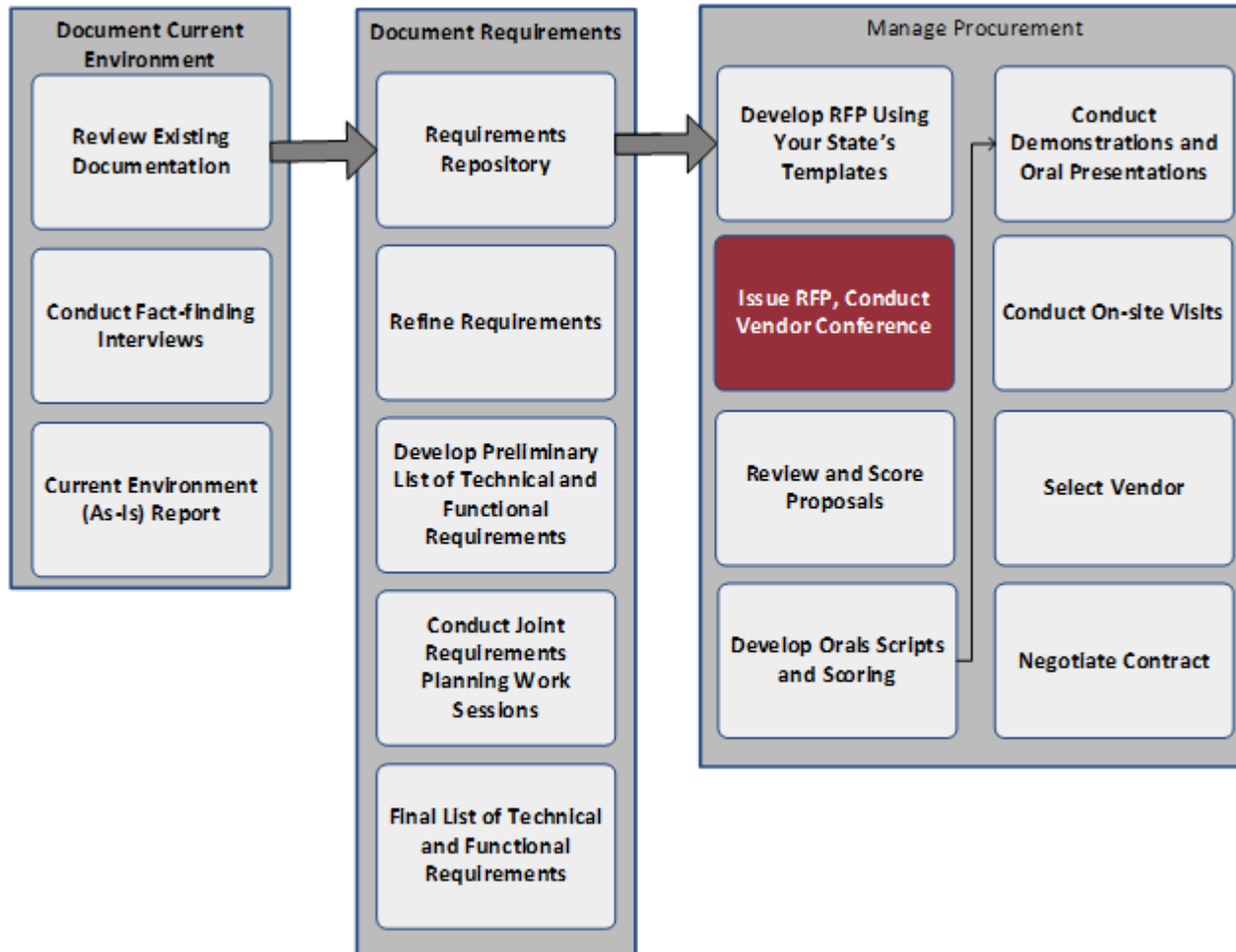
DOCUMENT OMS VISION

Business Process "To-Be" Diagram





NEXT STEPS





THANK YOU!



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