

# Annual Jail Inspections

Population Served: In excess of 10,000 inmates in 169 City and County Jails. (July 2012)

## PLAN

### 1) Getting Started

- Title 74 O.S. § 192(A) requires the Department to inspect all city and county jails at least once each year.
- Public Health Accreditation Board Standard 6.3.2(A) requires programs with IFMs to document compliance. Programs must provide a database or log of inspection reports with action taken, current status, follow-up, return inspections, and final disposition.

### 2) Assemble the Team

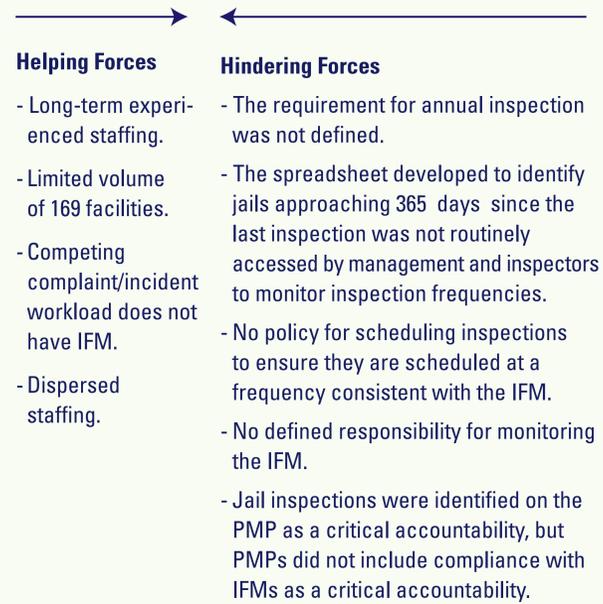
The team consisted of the Health Resources Development Service Chief, Jails Program Director, Administrative Assistant, and both jail inspectors.

### 3) Examine the Current Approach

- No policy defined the IFM (annual = 365 days) or established a practice for monitoring annual inspection frequency.
- Logs were maintained in spreadsheets organized with quarterly timelines for inspections, complaints, deaths, suicides, and escapes including the facility, date received or worked, and report mailed. Quarterly inspections were logged for most jails but not required.

- Performance Management Process (PMP) reviews did not include IFM compliance as a critical staff accountability.
- Limited resources did not allow the refilling of a vacant position; remaining inspectors advised to inspect not less than annually.

### JAIL INSPECTION PROGRAM · HELPING & HINDERING FORCES IN COMPLYING WITH INSPECTION FREQUENCY MANDATE



### 4) Identify Potential Solutions

- Calculate human resource needs based on an average of 4 hours to complete an annual inspection, the number of jails, distribution across the state and competing workload.
- Include facility proximity in scheduling to achieve efficiency.
- List facilities to include capacity, inmate count at last inspection, previous inspection date and days elapsed, whether a revisit was needed, and date of revisit.
- Provide a visual indicator when the number of days elapsed since last inspection approaches 365 days.
- Schedule staff for Excel training to enable staff to use the features of the Excel spreadsheet.
- Schedule staff for Time Management training.
- Implement routine monitoring of IFM status.
- Hire an additional jail inspector in order to be prepared for any contingencies requiring staff absence.

### 5) Develop an Improvement Theory

If revised scheduling and monitoring practices were put in place, then jail IFMs would be met.

AIM: By June 30, 2012, jail inspection frequencies will improve from 74.3% in FY2011 to 100% of all jails having an inspection interval of less than 365 days.

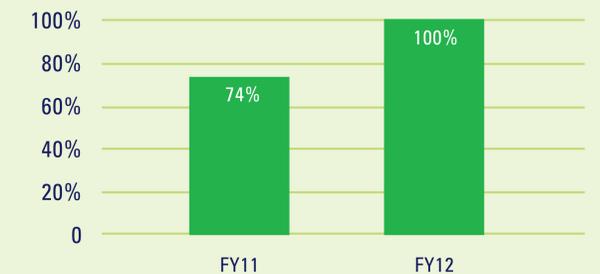
- Trained staff in viewing and filtering spreadsheets.
- Created policies for scheduling inspections to ensure they are scheduled at a frequency consistent with the IFM.
- Empowered the Chief, Director, and inspectors to monitor the status and ensure the IFM is met.
- Identified compliance with IFMs as a critical accountability on PMPs.

## CHECK

### 7) Study the Results

Inspections performed each month were subtracted from the total number of required inspections to determine the number of inspections remaining. The cumulative results of the monitored activity are reflected below.

JAILS INSPECTED AT MANDATED FREQUENCY



- By June 2012, jail inspection frequency compliance increased by 34.6% with all 169 jails inspected within 365 days of their prior inspection.

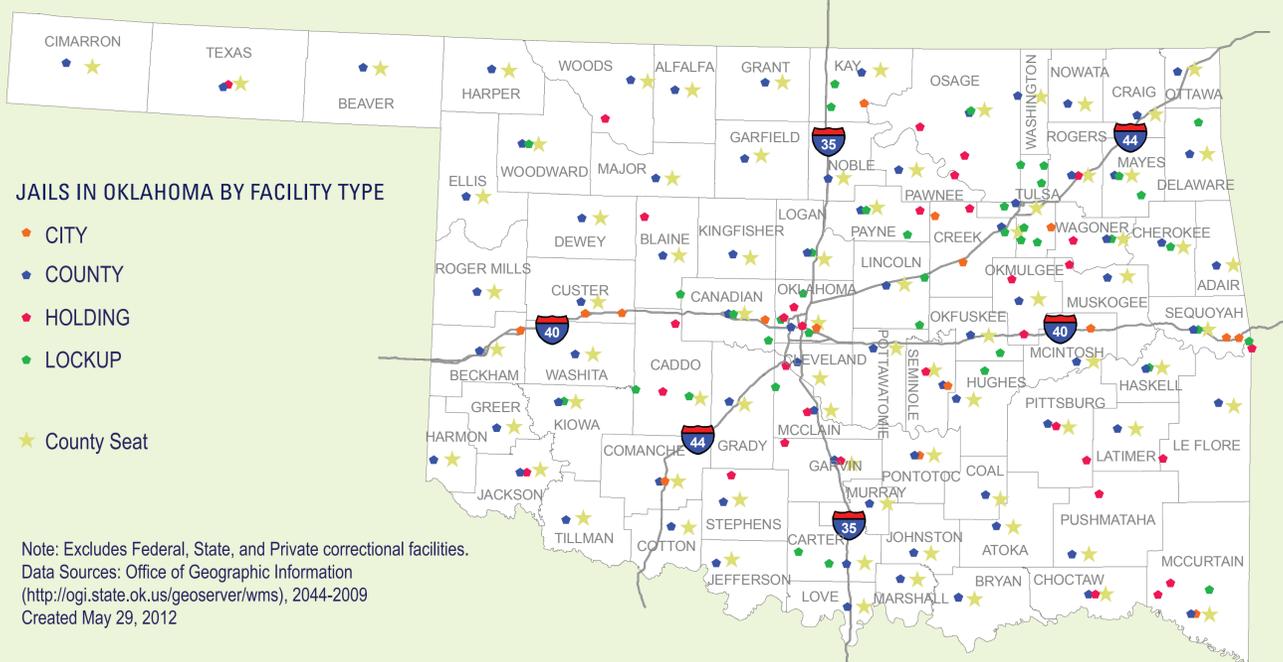
## ACT

### 8) Standardize the Improvement or Develop New Theory

The monitoring of inspection due dates is maintained in the spreadsheet and monitored by the Director. Inspections are scheduled one month prior to expiration of the renewal period. Inspection activity and status are reported monthly to the Chief.

### 9) Establish Future Plans

- Continue to monitor performance
- Institute audit protocol
- Migrate (or incorporate) scheduling and tracking function to a new electronic system, referred to as "AMANDA".



## DO

### 6) Test the Theory

- Modified the spreadsheet to identify inspection priorities. The spreadsheet contains the date of the last annual inspection and computes a color code of days elapsed since last inspection.

	A	F	G	H	I
	FACILITY	PRIOR PREVIOUS FULL INSPECTION	PREVIOUS FULL INSPECTION	LAST FULL INSPECTION	DAYS SINCE LAST INSPECTION
1					
2	Adair	6/16/2010	4/6/11	3/12/12	127
3	Alfalfa	8/14/2010	6/30/11	5/3/12	75
4	Anadarko PD	5/19/2010	5/11/11	4/5/12	103

