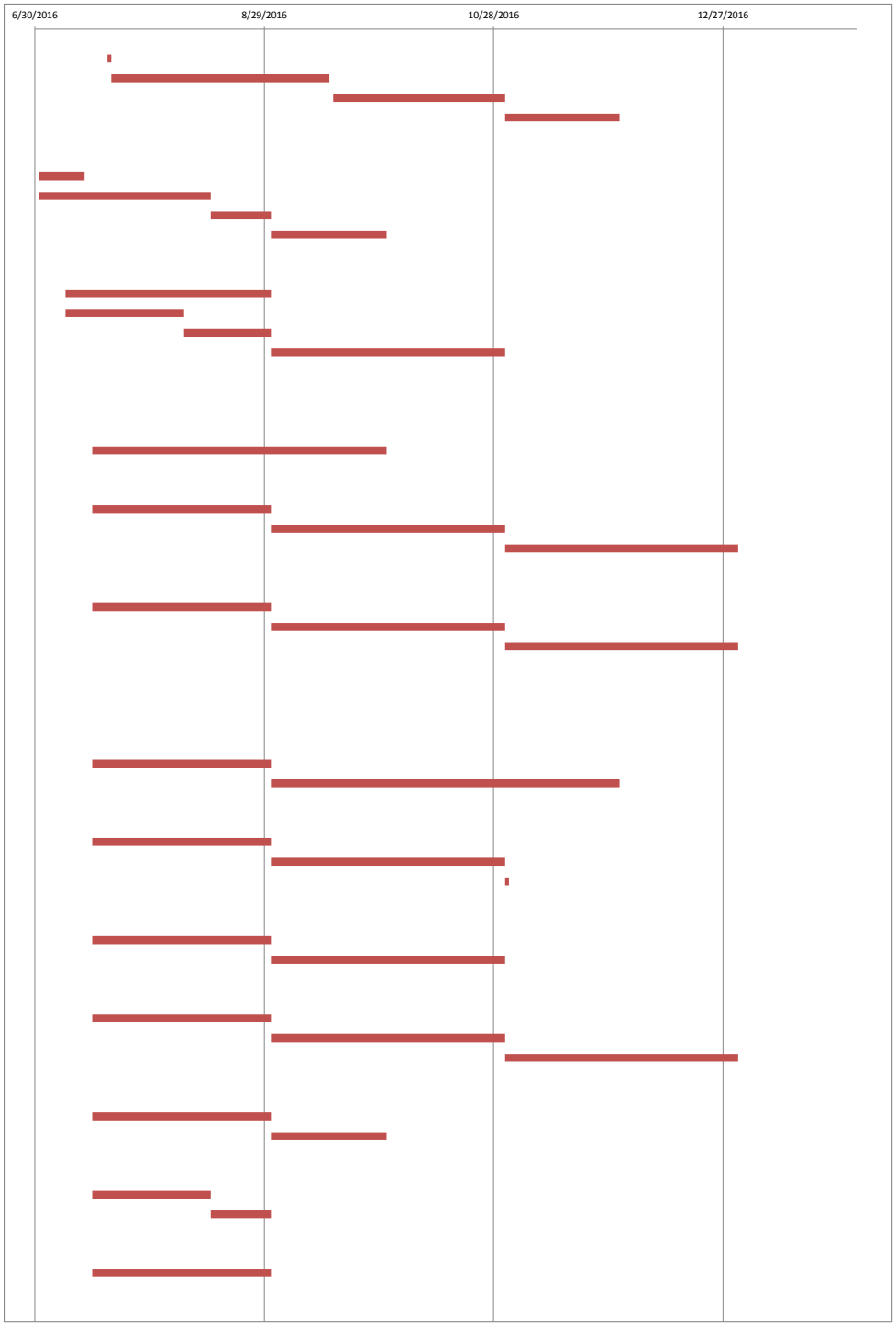
Office of Probation Workforce Planning Recommendations: Implementation Plan

Recommendation	Start Date
Rec: Eliminate Requirement to monitor resignations	
Meet with Supreme Court	7/19/2016
Draft Memo to Supreme Court	7/20/2016
Receive response	9/16/2016
Cease monitoring	10/31/2016
Rec: Eliminate Monitoring of ALDs	
Identify ALD caseload	7/1/2016
Review process for monitoring Standards	7/1/2016
Finalize technical requirements	8/15/2016
AS 400 review, validation and finalization of transfer	8/31/2016
Rec: Monitoring Compliance Practices	
Meet with SBC	7/8/2016
Identify Technical Assistance Requirements	7/8/2016
Create Probation Matrix Grid	8/8/2016
Contract Technical Assistance Implementation	8/31/2016
Rec: Upgrade CMS	
Rec: Respondent Portal	
Test, review and validate portal	7/15/2016
Rec: Third Party Portal	
Develop technical Requirements for Portal	7/15/2016
Create Portals for third party submissions	8/31/2016
Test, review and validate portal	10/31/2016
Rec: Automated Reminder Notification	
Investigate technology options	7/15/2016
Review and discuss with IT	8/31/2016
Create Protocol	10/31/2016
Rec: Convert case files to e-files	
Upgrade CMS	
Rec: Increase access to AS 400 data	
Develop business rules for access	7/15/2016
Test, review and validate new access	8/31/2016
Rec: Create Supervising Deputy	
Draft Specs & Post Position	7/15/2016
Hire and Train	8/31/2016
Transfer Senior Attorney to OCTC	10/31/2016
Rec: Create LAP & Probation Manager	
Draft Specs & Post Position	7/15/2016
Hire and Train	8/31/2016
Rec: Track Restitution	
Meet with departments	7/15/2016
Develop procedures and technical requirements	8/31/2016
Implement tracking changes to restitution	10/31/2016
Rec: Respondents Survey	
Develop Survey questions	7/15/2016
Test, review and validate survey	8/31/2016
Rec: Track Recidivism Rate	
Develop technical requirements	7/15/2016
produce reports	8/15/2016
Rec: Subpoena Authority	
Discuss Subpoena Authority with SBC	7/15/2016
Draft language for rule change