Montana State Legislature

Exhibit Number: 15

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DCADCF Contract Audit
Corrective Action Plan
November 2003 – revised 11/14/03

Sec. #	Item #	Identified Issue	Mgmt. View	CAP-Corrective Action Plan	Assigned	Target Date / Status
01	01-00-04	Implement policy manual	Agree	Policy manual implemented on October 31 – training plan proceeding.	Admin.	October 31 / ongoing
	01-00-05	Implement policy manual	Agree	Policy manual implemented on October 31 – training plan proceeding.	Admin.	October 31 / ongoing
	01-00-06	Notification of Monitor	Agree	Directive to Administrative Staff	Walters	November 15, 2003
02						
03	None	None	NA	NA	NA	NA
04	04-00-05	Implementation of policies	Agree	Policy manual implemented on October 31 – training plan proceeding.	Admin.	October 31 / ongoing
	04-00-06	Provide Monitor with updated personnel list.	Agree	Email current list to Monitor and insure updates are forwarded.	Walters	November 1, 2003 - **DONE**
	Spec. Finding.	Inadequate method for accounting for personnel through Central Control.	Agree	Implement log-book protocol for all employees reporting for duty. Issue directive to all staff to report.	Walters Green	December 1, 2003
05	None	NA	NA	NA	NA	NA
06	06-01-02	Annual training plan.	Agree	Develop a spreadsheet-based system for planning annual training that includes all departments and timeframes. Training coordinator to submit quarterly reports on	Walters Kadrmas	December 15, 2003

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Jan. 19, 2005
2. Dept. of
1 Corr.

10	10-00-01	Medical logs	Agree	Implement single log system	K. Dahl	**DONE**
	10-00-05	Revise policies	Agree	Implement policy manual	Admin.	**DONE**
	10-00-13	Staff Training	Agree	See 06-08-01 – suicide prevention training schedule as a part of annual calendar	Walters Kadrmas K. Dahl	November 15, 2003
	10-00-23	Policies	Agree	Implement policy manual	Admin.	**DONE**
	10-01-01	Policies	Partial	Policies have been implemented; specific procedures are outlined in the "Programs Manual". Programs Director will develop SOP Manual that includes detailed language.	Walters LaPlante	February 1, 2004
	10-01-06	Procedures	Agree	See 10-01-01	Walters LaPlante	February 1, 2004
	10-01-10	Printing hard copies of notes for file.	Agree	The notes are printed, but slow being filed. Several options can be pursued to solve filing problem – (1) add a PT position to assist Programs (not currently budgeted); (2) reduce group size per guidelines, enabling P.D. to have more time to file.	Walters LaPlante	(1) – July 2004 (2) – January 1, 2004
	10-01-11	Behavioral rehearsals in groups.	Disagree	Principles are included currently. Will generate procedures using language more consistent with MSP's modality.	LaPlante	January 1, 2004
	10-01-13	Peer review.	Agree	Peer review plan with Pine Hills or MWP.	LaPlante	January 1, 2004
	10-01-16	Seeing segregation Inmates within 24 hours.	Agree	Pursue relief staffing plan with area licensed counselor to free up time for PD.	Walters LaPlante	December 1, 2003
11	11-00-02	Staffing	Disagree	We have discussed this issue at length in every audit. This is a contracted service. Aramark trains, schedules and manages their staff. To date, we haven't missed a meal due to a staff shortage. Inmate incidents in the kitchen are minimal. This is not a concern.	NA	NA
	11-00-07	Issuing utensils	Agree	Develop a management plan with security and food service to issue utensils.	Kadrmas Aramark	December 1, 2003
	11-00-08	Restricting certain items	Agree	Aramark will develop an inventory security plan.	Aramark	December 1, 2003

	12-09-04	Post order language on keys.	Agree	Appropriately revise post orders.	Kadrmas Nodland Green	March 15, 2004
	12-09-06	P.O. language on broken keys	Agree	Appropriately revise post orders.	Kadrmas Nodland Green	March 15, 2004
	12-09-08	24-hour key inventory	Agree	Compile a more accurate inventory system.	Kadrmas Wiseman	February 1, 2004
	12-09-10	Daily key count.	Agree	Revise key count procedure to include Engineering and Administrative keys.	Kadrmas Wiseman	February 1, 2004
	12-09-18	Key hooks/chits for emergency keys.	Agree	Assign specific key hooks and chits.	Kadrmas Wiseman	February 1, 2004
	12-10-04	Designate tool control officer.	Agree	Assign single tool control officer.	Green	June 1, 2004
	12-10-05	Tool control.	Agree	See 12-10-04.	Green	June 1, 2004
	12-10-06	Class A tools.	Agree	Revise security / tool control practices re: Class A tools.	Green Kadrmas	June 1, 2004
	12-10-07	Tool inventories	Agree	Revise tool control practices re: inventories.	Green	June 1, 2004
	12-10-09	Marking tools.	Agree	Revise tool control practice re: tool markings.	Green	June 1, 2004
	12-10-10	Unmarked Class A tools.	Agree	Revise tool control practice re: tool markings.	Green	June 1, 2004
	12-10-11	Separation of tools.	Agree	Revise tool control practice re: separation.	Green	June 1, 2004
	12-10-13	Shadow boards.	Agree	Implement shadow boards.	Green	June 1, 2004
	12-10-14	Kitchen shadow boards.	Agree	Revise kitchen practice re: shadowing tools.	Green	June 1, 2004
	12-10-17	Disposal of damaged tools.	Agree	Assign single tool control officer.	Green	June 1, 2004
	12-10-18	Inconsistency in tool control practices.	Agree	Assign single tool control officer.	Green	June 1, 2004
	12-11-08	Non-functioning exterior lights.	Agree	Repair / replace lights.	Engineering	December 15, 2003
	Spec. Findings	Designation of armorer.	Agree	Issue administrative directive assigning armorer and assistant armorer.	Walters	November 15, 2003
	Spec.	Armory location	Agree	Request inclusion in S.O. secure armory; implement	Kadrmas	December 1,

				designated officers to assist illiterate inmates.		
	14-00-08	Signature page for manual.	Agree	Include signature page in revised manual.	Walters	**DONE**
	14-00-09	Community resources.	Agree	Development community resources handout for inmates.	Walters	May 1, 2004
	Spec. Findings	"Facility has regressed in this area".	Disagree	The orientation model in place is exactly the same as the previous audit version. This is in inaccurate statement.	NA	NA
15	15-00-03	Religious attendance language.	Agree	Include language in the orientation and program manuals and policies that state inmates are not required to attend.	Walters	DONE
16	16-00-05	Grievance information during orientation.	Agree	Include detailed grievance steps in the orientation manual.	Walters	DONE
17	17-03-03	Disciplinary training.	Agree	Schedule additional training through DOC / MSP.	Kadrmas	December 1, 2003
18	18-00-07	Updated treatment waiting lists provided to classification staff.	Agree	Issue administrative directive to Programs Director to provide waiting list to classification staff.	Walters	**DONE**
19	NA	NA	NA	NA	NA	NA
20	20-00-30	Walk-through during visitation.	Agree	Issue administrative directive to Visitation Officer re: doing more frequent walk-through during visitations.	Walters	**DONE**
21	21-01-01	No GED teacher.	Agree	Continue to pursue a GED teacher through the DCC contract.	LaPlante Walters	Ongoing
	21-03-02	Group numbers too high.	Agree	P.D. to lower group numbers to a maximum of sixteen.	LaPlante	Completion of current group cycle.

		control.		inventories and shadow boards.	Malkuch	2004
28	28-00-02	Searches of outdoor recreation area; supervision of indoor recreation.	Agree	Implement system of weekly documented searches of the outdoor and indoor recreation areas by the graveyard shift; issue directive to assign direct supervision to indoor recreation for C Pod.	Kadrmas Walters	March 15, 2003 ********** **DONE**
29	29-00-15	Security seals on electronic devices.	Agree	Implement security protocol for sealing electronic devices.	Kadrmas Byron	January 15, 2004
30	30-00-01	Policy	Agree	Implement new policy manual.	Admin.	**DONE**
	30-00-04	ACIS Training.	Agree	Schedule ACIS training with DOC staff.	Walters Kadrmas	January 1, 2003
31	NA	NA	NA	NA	NA	NA
32	NA	NA	NA	NA	NA	NA
33	33-00-01	MSDS Sheets	Agree	Place MSDS sheets in laundry and storage room.	Engineering	December 1, 2003
	33-00-03	Perpetual inventory of hazardous materials.	Agree	Implement inventory system.	Engineering	December 1, 2003
	33-00-07	Haz-Mat training	Agree	Schedule hazardous materials training as a part of the annual calendar.	Kadrmas	December 15, 2003
	33-00-08	Chemical storage in laundry.	Agree	Design and implement a more secure storage system.	Engineering	December 15, 2003