

# Kansas Department of Corrections Action Plan 2022-2023

## Lane of Action 1: Building Upon Our Recruitment and Retention Efforts

What	Who	By When	Status October 2022
Produce an agency recruitment video – use interns (From Employee Env SIT)	Office of the Secretary	December 2023	First video completed in August 2022. KDOC YouTube channel shared with staff and stakeholders October 12, 2022.
Design a new Sec’s Challenge coin and KDOC flag (from Employee Env SIT)	Wellness Manager	Summer 2023	Not started
Launch “Family & Friends” Open Houses for all work units (from Employee Env SIT)	Wellness Manager	Summer 2023	Not started
Find tangible ways for staff who make mistakes to learn and grow from that experience. (Decrease management to worst case).	Wardens, Superintendent, Parole Directors, Central Office Directors	December 2023	Not started
Improve and give daily support to improved and expanded onboarding – new hires must be fully and effectively supported through coaching, mentoring, structured field training and on the job training (OJT) and have opportunities to engage with leadership.	Wardens, Superintendent, Parole Directors, Central Office Directors	December 2023	Not started

Increase use of success terminology (ex. successful not recidivism, retain not turnover) and promote successes by communicating them broadly.	Wardens, Superintendent, Parole Directors, Central Office Directors	December 2023	Not started
Update Supervisor and Annual Training on employee evaluation process and implement the Kansas Learning and Performance Management (KLPM) system.	Staff Development, Human Resources	December 2022	Not started
Review, and revise as necessary, the interview process to help identify candidates who demonstrate an understanding of evidence-based practice and the agencies mission and vision.	Human Resources, Secretary of Corrections, Wardens, Superintendent, Parole Directors, Central Office Directors	December 2022	Not started
Assess current onboarding processes and revise to support development of effective communication skills.	Staff Development	July 2023	In process
Identify opportunities for flexible work schedules in all work units (shift work and 8-5) and job classifications.	Core Team, Human Resources, Wardens, Superintendent, Parole Directors, Central Office Directors	December 2023	Not started
Contract with a qualified Human Resources firm to conduct a comprehensive assessment of KDOC recruiting and staff retention strategies and make recommendations on possible improvement.	Core Team, Human Resources	Spring 2023	Request for Proposal (RFP) posted October 10, 2022.

<p>Contract with qualified national experts to complete a staffing analysis for juvenile and adult correctional facilities.</p>	<p>Facilities Management</p>	<p>Summer 2023</p>	<p>Contract awarded and schedule for first 4 facilities (TCF, KJCC, LCF, HCF) in place. Onsite work began September 19, 2022</p>
<p>Restart the Staffing Analysis Implementation Project with the National Institute of Corrections (NIC) that was suspended during the pandemic. Project is focused upon developing internal capacity for staffing analysis at juvenile and adult facilities.</p>	<p>Facilities Management</p>	<p>Summer 2023</p>	<p>Project began in July 2022</p>

## Lane of Action 2: Build Upon Success

What	Who	By When	Status October 2022
Follow-up on the chair/computer issues and replacement plan (from Resource Deployment SIT)	Core Team	December 2023	In process
From the Communications SIT - AROC Sub-Team: Identify new additional means for employees, residents, persons on supervision and families to have a safe place to report concerns. Look at options like the current reporting of Equal Employment Opportunity (EEO) concerns.	Facilities Management, Community Based Services, Human Resources	December 2023	Not started
Implement intentional and reoccurring communication on the Pathway for Success and implementation at each specific worksite. Listen for changing needs and opportunities to improve implementation.	Wardens, Superintendent, Parole Directors, Central Office Directors	December 2023	Resources developed and shared summer of 2022 to help Wardens, Superintendent, Directors initiate at their work sites
Revise IMPP to reflect the Mission and Vision as reflected in the Pathway for Success Guiding Framework.	Policy Coordinator, Wardens, Superintendent, Parole Directors, Central Office Directors	December 2023	As IMPP's come up for review they have been revised. Continue revisions as each subsequent IMPP is reviewed.

### Lane of Action 3: Safety and Success of Persons Under Supervision and Residents

What	Who	By When	Status October 2022
Implement Positive Behavior Response (PBR) at all sites	Programs and Risk Reduction	December 2023	Multiple sites have piloted. IMPP for statewide use has been drafted.
Train all staff in effectively responding to behavior and coaching residents and persons under supervision regardless of the staff person's role or position.	Staff Development, Wardens, Superintendent, Parole Directors, Central Office Directors	July 2023	In process
Find tangible ways for persons under supervision and residents who make mistakes to learn and grow from that experience (decrease management to worst case).	Wardens, Superintendent, Parole Directors, Central Office Directors	December 2023	Not started

## Lane of Action 4: Redesign Our Work

What	Who	By When	Status October 2022
Incorporate building redesigns or replacement into 5-Year Capital Improvement Plan and requests of the Legislature for Major Capital Improvement Projects	Core Team	In each plan submitted annually	Updated Plan Submitted to Legislature July 2022
When seeking funding for renovations to existing facilities and rented spaces; consider wellness spaces for employees & healthy vending options in those projects	Core Team	December 2023	Not started
Leverage technology and get it into hands of staff to reduce staff time spent on tasks and increase effectiveness of those tasks (automate process whenever possible, form 9's, resident inventory, grievances, disciplinary reports, etc.)	Core Team, Information Technology (IT)	December 2023	Athena phase 1 and 2 funded and progressing
Deploy Wi-Fi and Tablets at all worksites so staff can do work in real time, not back at a desk later	Information Technology (IT)	December 2023	Funding appropriated. Hardware has been ordered
Review current implementation of Schedule Pro, adjust if required, and complete implementation at all correctional facilities.	Facilities Management, Human Resources	December 2023	Being reviewed to finalize and implement
Identify application(s) to interface with SHARP system to increase efficiency and reduce duplication of pay roll related tasks (time and leave requests, approvals, entry of time sheets, entry of payroll, etc.)	Core Team, Human Resources, Information Technology (IT)	December 2023	Not started

## Lane of Action 5: Focus on Wellness

What	Who	By When	Status October 2022
Create position and then hire a New Wellness Manager	Core Team	Sept 2022	Interviews scheduled in October
Review recommendations and good ideas from Wellness sub-team in Dec 2021 report to SMT	Wellness Manager	December 2022	Not started
Plan and implement an array of health and wellbeing activities that increase support of our employees.	Wellness Manager	December 2023	Not started
Provide statewide coordination of KDOC's peer support program to ensure provided interventions are consistent with employee wants and needs, available and accessible for all, and is responsive and adjusts as needed.	Wellness Manager	December 2023	Not started
Work with identified points of contact to develop employee childcare resources in close proximity to work sites and that meet the needs of our workforce.	Wellness Manager	December 2023	Not started
Provide education and communication about good wellness, well-being, health, peer support and available resources.	Wellness Manager	December 2023	Not started
Determine if appropriated state funds can be utilized to provide funded access to exercise/wellness facilities/activities (Gyms, yoga, massage, etc.) at all work units	Keith Bradshaw	December 2022	Guidelines Received from Department of Administration in October

## Lane of Action 6: Deepen Upper and Mid-Management Engagement

What	Who	By When	Status October 2022
Embed Pathways for Success into all training modules.	Staff Development	July 2023	Training being updated
Each Warden/Superintendent, Parole Director and Central Office Director identify and then make individual commitments to continue moving the Pathway for Success into action at their worksite.	Core Team	September 2022	Completed August 23, 2022
Identify resource and provide support for each Warden/Superintendent and Parole Director to have facilitated strategic planning process at their worksite to cascade the Pathway for Success throughout the department.	Core Team	December 2023	KJCC and ECF Initial Meetings Scheduled to occur in Oct 2022
Emphasize the value of leaders getting to know and investing in their employees.	Wardens, Superintendent, Parole Directors, Central Office Directors	December 2023	Began summer 2022
Evaluate performance differently, become strengths-based and provide career path advisement for employees.	Wardens, Superintendent, Parole Directors, Central Office Directors	December 2023	Not started
Build the network. Increase visits to other work units, support collaborative work among units, help connect staff to opportunities to transfer to other units to help increase knowledge and remove silos.	Wardens, Superintendent, Parole Directors, Central Office Directors	December 2023	Not started

Facilitated by Kathleen Harnish McKune



[www.teamtechinc.com](http://www.teamtechinc.com)