

Executive Directive



Title: Office of Grants, Policy, and Statistics (GPS)	Executive Directive Number: ADM.010.0012
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: OSPS.010.0012 Dated: 06/30/15
Related ACA Standards: 2-CO-1A-12, 13, and 18; 4-4010	Responsible Authority: <i>Christina Deuty</i> Executive Director – Office of Grants, Policy, and Statistics
Related MCCS Standards: N/A	Effective Date: April 15, 2016 Number of Pages: 3

Stephen T. Moyer
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Secretary

William G. Stewart
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Deputy Secretary
for Administration

.01 Purpose.

This directive continues the Office of Grants, Policy and Statistics (GPS) as part of the Office of the Secretary of the Department of Public Safety and Correctional Services (Department) and updates duties and responsibilities of GPS.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

- A. The Department shall effectively manage administrative processes and operational responsibilities.
- B. GPS shall lead and coordinate Department-wide responsibilities concerning the management of grants, policy and procedures, statistical projects, performance measurement process, and special projects.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.
 - (1) Data.
 - (a) “Data” means aggregate information concerning the Department or a unit of the Department that is related to or may be interpreted as being related to management, analysis, and performance of operational and administrative responsibilities.
 - (b) “Data” does not include items such as an individual file, procedural directive, records or figures routinely available to the public or under the Public Information Act.

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- (2) “Executive Director” means the Executive Director of GPS.
- (3) “Managing for Results (MFR)” means a planning, performance measurement, and budgeting process under State Finance and Procurement Article, §§3-1001 — 1002, Annotated Code of Maryland.
- (4) “Statistics” means the mathematics of the collection, organization, and interpretation of numerical data.

.05 Responsibility.

- A. The Executive Director reports to the Deputy Secretary — Administration and oversees the administrative and operational management of GPS.
- B. GPS is organized into three units, with the Director of each unit reporting to the Executive Director:
 - (1) Grants and Special Projects;
 - (2) Policy and Regulations; and
 - (3) Research and Statistics.
- C. Grants and Special Projects duties include:
 - (1) Coordinating grant activity for the Department by:
 - (a) Identifying grant funding opportunities;
 - (b) Facilitating the grant application process Department-wide;
 - (c) Working with grant project managers to help ensure compliance with grant award reporting requirements; and
 - (d) Managing requests from external organizations for grant application Letters of Support.
 - (2) Coordinating the Department’s planning and performance measurement initiatives and serving as liaison between the Department and the Governor’s Office of Performance Improvement; and
 - (3) Managing special projects assigned by the Secretary or Deputy Secretary — Administration.
- D. Policy and Regulations duties include:
 - (1) Establishing and maintaining a centralized process for researching and developing Secretary’s, and Executive directives;
 - (2) Researching, developing, processing, and promulgating new or amended Department and unit Code of Maryland Regulations (COMAR);
 - (3) Coordinating scheduled reviews and updates of Secretary’s and Executive directives and unit policy and procedure documents and regulations;

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- (4) Posting and maintaining Secretary's, Executive, unit, and facility policy and procedure documents on the Department's intranet (SafetyNet);
- (5) Advising the Secretary on policy, procedure, and regulations research, development, and analysis;
- (6) Coordinating responses to surveys brought to the attention of the Secretary related to corrections policy and procedure research, development and analysis; and
- (7) Developing and distributing survey instruments; and receiving, analyzing and reporting the results of Department-initiated surveys.

E. Research and Statistics duties include:

- (1) Providing appropriate, accurate, and timely statistics and related data management reports for the Department, individual Department functional units, and other users, which includes providing current data for purposes of web posting of statistical documents available for public access;
- (2) Supporting the establishment of Offender Case Management System (OCMS) data controls, such as information dissemination protocols and quality controls;
- (3) Administering and facilitating the Department's primary performance measurement programs, for example, Performance Based Measures System (PBMS) and Managing For Results (MFR);
- (4) Supporting the development of the Department's performance measures capacity to measure performance including program evaluation;
- (5) Coordinating activities related to the Departmental Research Committee;
- (6) Developing internal research and statistical capabilities to support evaluations of internal programs and services, identify and project trends, and advise management on request; and
- (7) Authorizing the release of Department or unit related data and statistics to an individual, public or private organization, or government agency outside of the Department.

.06 Attachments.

There is no attachment to this directive.

.07 History.

This directive replaces Executive Directive OSPS.010.0012 dated June 30, 2015 and supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

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S Fiscal Office