

PIF PLAN REVIEW AND APPROVAL
Internal Workflow
Updated September 3, 2021

- Chief juvenile probation officer (CJPO) submits completed PIF plan (along with procurement checklist) electronically to the Youth Court Services Bureau Chief (Tom Billteen) . CJPO is required to appropriately name the electronic PIF plan so it complies the format used by the CCRP staff to save plans to the shared drive. If the program was in operation the previous year, the electronic copy must be accompanied by the previous year's outcome measures report and supporting documentation, ie. recidivism report and program report. The electronic copies must be submitted to Tom at least one week prior to the Cost Containment Review Panel (CCRP) monthly meeting – which takes place the 3rd Thursday of each month. The copy must be signed by the CJPO and Youth Court Judge before it can be placed in the agenda for review.
- Upon receipt of an electronic PIF plan, Tom reviews the form for completeness. If form is incomplete, Tom contacts the CJPO with a request to complete and resubmit. Tom electronically files all completed PIF plans and outcome reports in the District's folder on the shared directory according to PIF plan year.
- If an RFP will be required, the OCA Contract Manger (Octavia Brewer) verifies that CJPO wants to proceed with submitting the PIF plan to the CCRP.
- Octavia records data in electronic spreadsheet (date received, district, name of program, amount) and saves the spreadsheet in a shared directory according to PIF plan year.
- Rachelle Morse electronically forwards submitted plans to CCRP members and alternates to review prior to the next scheduled meeting. compiles an agenda which is then submitted to Kevin Cook at the State Law Library for posting and public notification on the State's website.
- CCRP convenes to review plans, make recommendations to approve or deny plans, and submits recommendations to Beth McLaughlin. The CCRP is responsible for notifying a CJPO if his or her plan has been tabled pending receipt of further information.
- After consideration of CCRP recommendations, Beth electronically notifies the CCRP and each CJPO as to whether CJPO's plan has been approved or disapproved.
- Octavia prepares draft contract for approved plan and electronically submits it to CJPO for review and modification if needed. Octavia logs receipt of draft contract in PIF plan spreadsheet as well as PIF expenditure tracking spreadsheet.
- Octavia reviews contract and works with CJPO on any edits needed, then electronically submits contract to Cathy.

- Cathy checks contract to ensure that PIF plan has been approved and that the PIF funding is available for applicable district. She also revises draft contract as necessary, and forwards to Beth.
- Beth reviews contract and signs two copies and returns them to Kevin.
- Octavia prepares cover letter to CJPO outlining other documentation necessary to be obtained from contractor (insurance, license, worker's comp certificate, etc.) and sends cover letter with two copies of contract to CJPO.
- CJPO obtains signatures from contractor and returns one original contract and other required documentation to Octavia .
- Octavia maintains a tickler file to ensure that signed contract is returned within a reasonable time. If not returned within two weeks, Octavia requests update from CJPO on status of contract.
- Octavia files original contract.