



Arizona Department of Corrections, Rehabilitation and Reentry

2024 FINANCIAL SERVICES STRATEGIC INITIATIVES

Mission

Our mission is to enhance public safety across Arizona through modern, effective correctional practices and meaningful engagements.

Vision

Reimagining Corrections

Principles

- Always deliver a perfect effort
- Transform power and control mentality into respect, rapport, and engagement
- Modernize correctional practices and develop staff for meaningful performance
- Be responsive, communicate effectively, and responsibly serve the public and population
- Develop solutions that promote systemic wellness and deliver positive, effective outcomes
- Center our work on transparency, accountability, and humanity

Goal 1: Build a Meaningful Organizational Culture & Promote the Development of Team

1.1 Rebuild Communication and Support

1.1.1 Complete prison complex Employee Time Entry (ETE) training of trainers and supervisors by the end of FY 2024.

- A. Provide Quick Reference Guides (QRG's) and Reference Materials to ETE champions at each complex as an extension of the support provided by the FSD Payroll Unit
- B. Improve ETE accuracy, Reduce Errors, Enhance Reporting
- C. Plan, Do, Check, Act (PDCA) to monitor performance and make adjustments

1.2 Improve Inmate Work Contract Partner Accountability

1.2.1 Resolve outstanding inmate labor contract invoices FY 2023 and prior by February 29, 2024

- A. Collaborate with prison complex staff to resolve invoice issues and ensure timely reimburse
- B. Create invoice template to accompany relevant supporting documentation

- C. Develop standard work with sustainability plan to mitigate unpaid invoices
- D. PDCA to monitor performance and make adjustments

1.3 Build Rapport and establish Communities of Practice

1.3.1 Facilitate two Business and Finance Staff Meetings (BAM) by end of FY 2024

- A. Share relevant financial updates and provide networking opportunities with FSD SME's
- B. Create a community of practice to share ideas, process improvements, and environment to collaborate on problem solving

Goal 2: Create and Implement Optimal Population Management & Progression Strategies

Goal 3: Deploy Quality Service Delivery & Continuity of Care in Complexes & Communities

Goal 4: Achieve Modernization & Sustainability of Practices & Resources

4.1 Reimagining Financial Reporting

4.1.1 Convert 10% of the Financial Services Division reports into Business Intelligence reporting by the end of the fiscal year.

- A. Improve Financial Transparency by reporting in a format that is consumable to non-financial staff – data visualization & stories
- B. Identify and prioritize reports
- C. Deliver financial reports within specific timeframes
- D. Allow for swift and certain course changes from a data driven perspective
- E. Reinforce Accountability with the utilization of our funds

4.2 Sustaining Financial Accountability

4.2.1 Timely and accurate invoice payment

- A. High level process map for payment processing for non-financial team members
- B. Invoices paid within 5 days of receipt by the Accounts Payable Team
- C. Improves Financial Reporting and Budget Forecasting
- D. Plan, Do, Check, Act (PDCA) to monitor performance and make adjustments