



P0001 - Program Service Day (PSD)

#	Description of Issue	Impact to Project	Response Action	Action Plan	Action Taken (Historical Action Log)	Assign To	Due Date
I-1	PERSONNEL: Lack of Farrell Staffing	High	Escalate	Issue raised to APRB	Establish and fill vacant positions - Identification of personnel gaps has been accomplished	Shannon Desmarais	
I-2	ACADEMY: No Academy available through June 30, 2009	High	Escalate	Issue raised to APRB	Schedule Academy - Academy was cancelled? - Tried to personnel issue above (I-1)		
I-3	HEALTH CARE: HQs team representative Jean Reyes is unavailable to commit to attend meetings	High	Escalate	Issue raised to APRB	Need representative that is able to represent Health Care Services - Health Care Services has been notified, need response - Jean Reyes will be attending more due to slowdown in training schedules		
I-8	IT: Need participation of IT to formulate baseline for compliance & QA issues	High	Escalate	Request for exemption for travel	Request for exemption of travel currently being requested - Schedule development in progress; however, testing needs to occur at pilot site (Preston). - Alternatives: Pilot at HG Stark for schedule portion and/or teleconference for information. - Travel exemption was approved by Mr. Warner on 2/11/09. - Travel funding has not yet been guaranteed (2/25/09) - On 3/4/09, a travel advance was approved by CALATERS for the IT staff to travel (3/5/09)	Eric Umeda	



P0003 - Behavior Treatment Program

#	Description of Issue	Impact to Project	Response Action	Action Plan	Action Taken (Historical Action Log)	Assign To	Due Date
I-1	IT: Need HQ team member from IT to develop IT/WIN for BTP	High	Escalate	Issue raised to APRB			
I-2	PERSONNEL: Need HQ team member from Personnel to review staffing levels for BTP program	High	Escalate	Issue raised to APRB	Current member is no longer available, need replacement to address BTP needs. No date has been issued as to the official authorization of staffing level.		
I-3	4/17/09 impact: Resource Contention re: Jim & Ken's availability			TBD			
I-4	4/16/09 impact: Staff not trained on the YASI. Supervisors need to know how to put in.			Need to confirm staff is trained.	YASI training were directed to caseworkers and parole agents initially, and a tentative training will be provided by ORBIS Partners, Inc. in the future. No date has been set at this time.		
I-5	x/2009 impact: IT - Need HQ team member from IT to develop IT/WIN for BTP			Issue raised to APRB		APRB	



#	Description of Risk	Probability of Risk	Impact of Risk	Response Action	Mitigation Strategy	Assign To	Due Date
R-1	DGS Legal needs to approve the contract before the end of the fiscal year in order for us to encumber FY 08/09 funds. They generally take no longer than 30 days, but may be pressed at the end of the fiscal year.	50%	Funds encumbered in next FY	Accept	Be prepared to use 2009-10 funds.	N/A	N/A
R-2							
R-3							
R-4							

