

Project Title & Client

Data Collection Analysis – Corrections [SC-JUS01-3542]

Government of the Northwest Territories

Department of Justice

Project Administration

Deliverable: Project Definition (This Document)

This document serves to provide an updated and shared understanding of the project purpose, scope, deliverables, and timelines between the Triage Metrix Associates, the contractor for this project, and the Government of the Northwest Territories Department of Justice, the client for this project.

Deliverable: Project Timelines (Attachment)

Revised project timelines are provided as an attachment to this document.

Notwithstanding the specified contract end date, these timelines serve as guidance only unless otherwise specified, and are subject to change.

Meeting Schedules (Included in Timelines)

Project meetings will be scheduled approximately once per month throughout the project. Tentative dates are included in the project timeline.

Project Purpose

The project purpose is taken directly from the original Request for Proposals (RFP) document:

- Determine the drivers contributing to the **decline in in-custody inmates in NWT Correctional Facilities since 2018-2019.**
- The consultant will perform data collection, analysis and forecasting with respect to inmate counts within the Northwest Territories correctional facilities and to identify the causes and contributors of lower inmate counts.

For clarity, these items are more related to a statement of overall scope rather than the purpose of a project. From the project startup meeting it was clarified by the client the main purpose of the project outputs will be used to:

- provide a baseline understanding of existing data sources, inventory, and summary statistics
- to inform policy discussions
- but are not intended on their own to be used directly to determine facility capacity.

Scope

The scope is taken directly from the original RFP document and guides the specific project deliverables:

1. Data collection and analysis of inmate count trends over the last (five) 5 years
2. An analysis of changes to Canadian Laws and Legislation over the last 5 years and impacts on incarceration rates in the NWT
3. Data collection and analysis of alternatives to custody i.e., Specialized Courts and Diversions to custody over the last five (5) years
4. Provide forecasting for inmate counts over the next 5-10 years, distinguishing between sentenced and remanded offenders with data/analysis/information collected
5. Provide recommendations on how to improve GNWT data collection (Courts, Corrections monitor for trends and forecast.

Deliverable: Data Catalogue

The Data Catalogue provides a listing of data sources (existing or novel data sets) identified as relevant to the scope of the project. Elements include:

- description of the data set and dimensions (number of records and fields)
- data ownership and custodians
- location, access, and permissions of the data source
- data dictionary (where applicable) including variable name, description, units
- data quality summary (completeness, timeliness, accuracy, validity)

Deliverable: Engagement Summary

The Engagement Summary provides a listing of data / knowledge holders to support the understanding of the organizations and individuals who gather, store, and utilize data related to the scope of the project.

- The names*, titles, and organization of the data holder.
- The types of data / knowledge they manage, own, or oversee as these relate to the scope of the project.
- The primary uses of their data and knowledge as it relates to the scope of the project.
- A summary of the perceived data needs to support future activities related to the scope of the project.
- A summary of the data/knowledge holder's expertise and input relating to the purpose and scope of the project
- Summary of other relevant discussions, inputs, and comments from the data / knowledge holders.

*Identifiable details of individual knowledge holders are not included in the final reports for confidentiality purposes.

Deliverable: Data Set Collections

Data sets related to the scope of the project will be compiled or created:

- Extraction or exports from existing data systems or sources including databases, spreadsheets, or other formats.
- Creation of novel data sets by entering or abstracting information using whole or part of the data sources (i.e. representative sampling) to create necessary data sets to achieve project objectives.
- Novel data sets will include a description of the compilation process and / or code sets utilized to generate or extract from other systems. .
- Novel data sets will be provided in CSV or other formats. Larger sets or sets with relational linkages may be provided in other formats

Deliverable: Data Models & Analytics

Summary and descriptive statistics of data sets extracted, compiled, or created for the scope of this project will be produced.

From RFP: *The consultant will perform data collection, analysis and forecasting with respect to inmate counts within the Northwest Territories correctional facilities and to identify the causes and contributors of lower inmate counts.*

- Forecast models for the next 5-10 years for inmate counts, distinguishing between sentenced and remanded offenders will be produced.
 - Forecast models will be produced. The description of the variables included in the forecast model, model development and selection, discussion of model choice and comparison with other modeling for inmate counts available in literature
 - Model performance based on past data (goodness of fit) will be included in the report discussion. A description of the code techniques and code packages used to generate forecast will be included in the technical description of the model, and a plain-language explanation will be included in the final report.

Deliverable: Final Reporting

A final report will be produced in plain-language that will include an executive summary, the project description, methodology, items in the scope of the project, and technical appendices related to the forecast models developed.

A presentation deck that aligns with the final report will be provided.

The final format and layout of the report (i.e. graphic standards requirement) will be discussed with the client. Printed copies of any materials are the responsibility of the client. The final report will also be provided in Microsoft Word format to the client.