

2008 Innovations Awards Program APPLICATION

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ID # (assigned by CSG): 08-S-12FL

Please provide the following information, adding space as necessary:

State: Florida

- Assign Program Category (applicant): Government Operations/Administration

1. Program Name : Land Administration Access Database
2. Administering Agency: Florida Department of Corrections
3. Contact Person (Name and Title): Regina Balding, Senior Management Analyst Supervisor
4. Address: 2601 Blair Stone Road, Tallahassee, Florida 32399
5. Telephone Number: (850) 410-4105
6. FAX Number: (850) 921-6902
7. E-mail Address: balding.regina@mail.dc.state.fl.us
8. Web site Address: <http://www.dc.state.fl.us>
9. Please provide a two-sentence description of the program.

An Access Database was created to enable the Land Administration Section to oversee the leases of Institutions from the Trustees of the Internal Improvement Trust Fund. This program helps manage and track all the leases, easement, deeds, sub-leases, and agreements between the Trustees, the Department of Corrections, and third parties.

10. How long has this program been operational (month and year)?
The Access Tracking System for the Land Administration Section has been operational for about 1½ years; fully operational since August 2007; for the Leasing Section, since October 2007; for the Utilities Section, projected to be fully operational by April 1, 2008. (See No. 13 below for related information.)
11. Why was the program created? What problem[s] or issue[s] was it designed to address?
The program was created to provide a database to track multiple issues and concerns at each of Corrections 95 Institutions under lease from the Trustees. The leases and terms, amendments, sub-leases, easements, land management plans, areas of concern and problems with the property are now in a central location and not just in hard copy files. Prior to this program, all information was stored in the paper files for each individual Institution or on cumbersome Excel spreadsheets.
12. Describe the specific activities and operations of the program in chronological order.
The hard files were organized.
A need was determined for a central computerized database to store information about each institution.
Mr. Allen learned the Access Database System.
Mr. Allen created the database.
Changes to the database continue to happen. Improvements are made and more information is put into the system.

13. Why is the program a new and creative approach or method?
This program uses a database no one had ever thought to introduce. Prior to this, any tracking systems were done with Excel spreadsheets. A comprehensive database was needed, Mr. Allen, a retired forester, taught himself the Access program and created this database. Since that time he has created two more tracking systems, one for the Leasing Section and one for the Utilities Section.
14. What were the program's start-up costs?
No cost; the Department of Corrections (OIT) already had the Access program
15. What are the program's annual operational costs?
If applicable, any costs that OIT may incur from the manufacturer to use the Access program
16. How is the program funded?
Unknown; probably through budget appropriation for the OIT office.
17. Did this program require the passage of legislation, executive order or regulations?
No.
18. What equipment, technology and software are used to operate and administer this program?
Access software, Dell PC
19. To the best of your knowledge, did this program originate in your state? If YES, please indicate the innovator's name, present address, telephone number and e-mail address.
Not sure about other states or other Florida State Agencies; however, DC has never had a tracking system database for Land, Leasing or Utilities. All three were started by:
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20. Are you aware of similar programs in other states? If YES, which ones and how does this program differ?
No
21. Has the program been fully implemented? If NO, what actions remain to be taken?
Yes. The program has been implemented for Land, Leasing and Utilities; revisions and improvements have been made to customize the system to each Section's needs.
22. Briefly evaluate (pro and con) the program's effectiveness in addressing the defined problem[s] or issue[s]. Provide tangible examples.
The program has been very successful in enabling the Land Administration Section to track information concerning the Institutions. Prior to this database the only way to track lease expiration dates was through Excel spreadsheets. The same can be said for Land Use Plans and their due dates. Now the information is quickly at hand in an easy to use format, with reports that can be created using multiple pieces of information. Also, concerns and problems at the Institutions can be tracked and notes made by the person working on the problems for others to see. The same comments apply to the Leasing and Utility Sections.
This biggest advantage of having this database is the availability of the information when requested by personnel outside the Section. No longer do requests take hours or even days to find the information, the database has the information stored on hand.
23. How has the program grown and/or changed since its inception?
Multiple tabs of information have been added over time. Within the last month a new tab was added to track surveys, acreage, and management agreements. The data has been input and now this information is readily available when requested.

24. What limitations or obstacles might other states expect to encounter if they attempt to adopt this program?

Learning the Access program; would be beneficial to have formal training so that all functions of the program could be utilized.

The user of the system would need to learn the differences of functions (and benefits) between using the Access program for generating reports than using MSWord or Excel, the more commonly used programs.

It is time consuming up front to enter all the information; but once in place, it's just a matter of entering new information as it occurs.