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Performance Improvement Plan and Progress Report
MARCH 31, 2010
Radioactive Materials Program
Arkansas Department of Health

Recommendation	Task	Milestones	Assigned To	Anticipated Completion Date	Status	Actual Completion Date
I. State take additional actions, such as increasing salary and/or benefits, to stabilize staffing and ensure successful program implementation.	A. Evaluate improvements in the HP salary structure.	1. Develop and implement Training Plan Pay Grid for HP within established State Pay Plan based on professional training.	Mallory/Smith	July 31, 2010	Training Plan Pay Grid approved by the Legislative Personnel Committee on March 18, 2010.	March 18,2010
	B. Consider and evaluate other Staff retention mechanisms.	1. Evaluate and approve other benefits to improve Staff retention focusing on flexible work hours. a. 10 hour work days b. Flex Fridays	Thompson/Bevill/Mallory	As needed or requested by HP Staff.	One HP has requested approval for a Flex Friday work schedule.	
	C. Prepare legislation to increase RAM Program Fees for 2011 Arkansas General Assembly.	1. Prepare and research RAM Fee increases for Department and Legislative approval.	Thompson/Bevill	11/01/2010	On-going	

	D. Identify staff shortages and obtain adequate staffing.	1. Conduct hiring interviews and complete hiring for 100% of vacant positions	Thompson/Bevill	5/31/2010	One vacancy as of March 31, 2010. Anticipate filling the vacancy in April 2010.	
	E. Work environmental assessment to improve Staff morale.	1. Branch Chief will meet with RAM staff at least quarterly to discuss program issues and status reports.	Mallory	Initiated April 2010	April 15, 2010	On-going
II. State update existing procedures and develop new procedures, if necessary, to memorialize the policies and practices of the Agreement State Program and to serve as a knowledge management tool.	A. Evaluate, and revise, current RAM Program policies and procedures, as necessary.	1. Review and revise,, as necessary, all current RAM policies and procedures within 18 months of last IMPEP review date.	Thompson/RAM staff	Initiated on 11/23/2009	On-going- 4 procedures have been revised and under review by staff	
	B. Develop and implement new RAM procedures, as necessary.	1. Develop new RAM Program procedures within 18 months of last IMPEP review date.	Thompson/RAM Staff	Initiated on 11/23/2009	On-going – 4 new procedures are currently being written.	
	C. Implement and train RAM staff on all revised and new procedures.	1. Implement all revised and new procedures. Provide training to RAM staff on procedures.	Thompson	Initiated on 11/23/2009		

	D. Bi-weekly Staff meeting	1. Conduct staff meeting for exchange of information related to inspections, licensing, technical information, consistency of findings, incidents, investigations, allegations and Staff training course presentations.	Thompson/RAM Staff	On-going	On-going	On-going
	E. Department Desk References	1. ADH Administration requires Desk References for each position. This reference contains information related to each position that identifies job tasks and responsibilities.	Bevill/Thompson/RAM Staff	Completed	Completed	Completed 12-31-2008
III. State develops and implements an action plan to reduce the licensing renewal backlog.	A. Revise and improve RAM Program licensing procedures to streamline the licensing process.	1. Extend license expiration dates on licenses with excellent compliance history and minimal license changes. This is a temporary procedure pending reduction of the licensing backlog.	Thompson/RAM Staff	Initiated on 03/15/2010	Draft Criteria for extensions and procedure established on March 15, 2010. Six licenses have been extended.	On-going
	B. Issue at least 40 renewals during the IMPEP review period	1. Review and issue 40 renewal backlog licenses within 18 months of the IMPEP review date. Emphasis will be on the older renewal applications.	Thompson/RAM Staff	Initiated on 11/01/2009	On-going—11renewals have been issued as of 03/31/2010.	
	C. Training and guidance for RAM Staff.	1. RAM staff will receive licensing training and guidance at least bi-weekly during RAM Staff meetings.	Thompson	On-going biweekly meetings	On-going during bi-weekly staff meetings.	On-going

IV. State develops and implements a license termination procedure to ensure consistent and acceptable quality information requests and documentation.	A. Revise and implement license termination procedure.	1. Evaluate, revise and implement RAM Program License Termination Procedure RAM-01.6. Procedure to include checklist to ensure consistency.	Thompson/RAM Staff	Initiated on 11/23/2009	Procedure revised and implemented, including checklist, with effective date of 12/23/2009.	Completed 12/23/2009
	B. Implement procedure and Train Staff	1. Implement the License Termination Procedure and provide training to RAM Staff.	Thompson	Initiated on 11/23/2009	Training provided to Staff on 01/11/2010. This procedure has been used 4 times since implementation.	Completed 01/11/2010