

MiScorecard Performance Summary

Business Unit: Civil Rights
Executive/Director Name: Agustin Arbulo
Reporting Period: Jul 2016

Green >=90% of target
Yellow >= 75% - 90% of target
Red <75% of target
 Date Approved: 8/19/2016

Metric ID	Metric	Status	Progress	Target	Current	Previous	Frequency	Metric Definition
Customer/Constituent								
C1	Average Number of Days from Contact Through Evaluation	Green		7.00	11.45	10.95	Monthly	Time spent from the initial contact date in evaluating the details of a customer concern to determine if Department can process a formal complaint
C2	Average Number of Days From Contact through Complaint Initiation	Green		21.00	22.48	16.81	Monthly	Time spent by the Intake Unit gathering specific facts, drafting formal complaint, obtaining notarized signatures to allow investigation to proceed
C4	Number of Fact-Finding and/or Resolution Conferences conducted during investigations	Green		40	69	60	Monthly	On-site visits and resolution conferences are critical tools that help ensure thr thoroughness of investigations
C5	Number of Service Animal Patches issued	Green		30	27	26	Monthly	
Financial								
F1	Mediation Resolution Rate	Red	=	60.00%	0.00%	0.00%	Quarterly	Percentage of cases, when parties agree to participate in mediation, reaching resolution
F2	Percentage of Cases Re-Opened Through Reconsideration Process	Green	=	<5%	0	0	Monthly	Claimants dissatisfied with the findings in their case can ask for reconsideration, a review of the facts of their claim
F3	Number of Cases Referred to Outside Mediators	Red	=	10	0	0	Monthly	Number of cases referred to private mediation centers, with whom the department contracts
F4	Number of Investigations Completed	Yellow		240	192	167	Monthly	Number of investigations closed, resolved or moved to conciliation
Internal Business Process								
I1	Average Number of Days from contact through conclusion of the investigation	Red		180	181.12	n/a	FY Annually	Time measured from the date of initial contact to the date of closure or date contact moved to the Conciliation Process
I3	Average Number of Days Required to Process Test Results for Reading portion of Sign Language Interpreters Certification Exam	Red		14.0	9.0	2.0	Monthly	MDCR's Division on Deaf and Hard of Hearing is responsible for coordinating all aspects of the credentialing process for state-certified Sign Language Interpreters
I4	Average Number of Days required to process test results for the Performance portion of the Sign Language Interpreters certification exam		=	90	2.4	2	Monthly	MDCR's Division on Deaf and Hard of Hearing is responsible for coordinating all aspects of the credentialing process for state-certified Sign Language Interpreters
Learning and Growth								
L1	Number of Persons Trained by Community Relations Team		=	100	n/a	n/a	Monthly	Total number of participants in MDCR trainings
L2	Number of Organizations Recruited to Participate in the Michigan Leadership Collaborative for Human and Civil Rights	Green	=	25	52 First Time Metric - No Data	52	CY Annually	As a new initiative, the department's initial goal is to recruit partner organizations across the state
L3	Percentage of Housing Investigators earning full certification from the National Fair Housing Training Academy	Green	=	50%	100%	100%	FY Annually	Investigators who specialize in housing discrimination complaints are eligible to receive training from a nationally-recognized organization which increases effectiveness of investigations and improves customer service
L4	Percentage of Employee Engagement Survey respondents reported as Champions	Red	=	60.0%	36.0%	36.0%	FY Annually	Percentage of current department employees identified in the Employee Engagement Survey as highly motivated, committed to the department's objectives and intending the stay.