

Oklahoma Department of Human Services

Office of Planning, Research, and Statistics



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

A Spanish version of the "Request for Action" form. It includes sections for document standards, distribution options (internet, email, etc.), printing instructions, and multiple paper options. The form is tilted and partially obscured by other elements.An English version of the "Request for Action" form. It includes a header with the Oklahoma Department of Human Services logo and a "Request for Action" title. The form contains sections for form or appendix number, explanation, general information, and keywords. It also features a table for contact person and date, and a section for keywords. The form is tilted and partially obscured by other elements.

OPRS – Your Fact Finding Team: Finding Answers Through Collaboration

The Office of Planning, Research, and Statistics promotes the Oklahoma Department of Human Services mission.

OPRS

- Provides technical assistance in designing, developing and implementing strategic planning for OKDHS;
- Conducts data-driven research and statistical analysis of OKDHS programs and services;
- Offers consultation, technical assistance and analytical support to OKDHS executive team and outside agencies who share the OKDHS mission and values; and
- Communicates and disseminates information regarding agency research, programs and services to improve the Department's overall performance.

GRANTS

OPRS can provide grant assistance including technical writing, program planning and design, consultation, writing and evaluation.

STRATEGIC PLANNING

A Strategic Plan creates a long-term context for management. The vision, mission, goals, and performance measures in an agency's strategic plan drive the type and quality of work achieved within an agency. Strategic planning is outward looking – customer focused. The primary concern is to reaffirm and reshape an agency in a way so that it best contributes to the lives of Oklahomans. OPRS prepares the OKDHS strategic plan every two years to support the Agency in meeting its overall mission.

RESEARCH

The research team has expert knowledge on a wide variety of subjects. Each member has a specialty and area of expertise. They collaborate to accomplish project requirements. Their expertise is routinely requested to shed light on some of the critical issues facing human service agencies today. The research team has performed research for each major service area within OKDHS, as well as provided research support for other state agencies.

SPANISH SERVICES

OPRS is the official clearinghouse for all Spanish translation for the agency. The Spanish translator is available to translate any document needed, whether it is a form, publication, flyer, policy, Web page, manual, poster, pamphlet, or other document. OPRS is also available to serve as a phone or onsite interpreter for meetings, hearings, and other requests.

FORMS AND APPENDICES

The forms specialist provides support and guidance in developing OKDHS forms and appendices. The current versions of forms and appendices are maintained on the InfoNet and on the Internet when requested.

AGENCY STATISTICS

To assist in making data-driven decisions, OPRS collaborates with other divisions to provide information to OKDHS staff, the legislature, governor, state and local agencies, non-profit organizations, libraries, colleges and the general public. Keeping accurate and timely information is critical to the success of OKDHS programs. Most of the reports created, including the OKDHS annual report and the monthly statistical bulletin, are published regularly on our Internet Web site. These reports provide an overview of every program area in OKDHS, as well as a detailed snapshot of our services broken out by geographic area.

KEY INDICATORS

The Agency's key indicators are evaluated by the Director and his key staff each quarter. This ensures that the Agency measures its progress in meeting strategic goals and objectives, gathering and analyzing performance data, making improvements in the organization and successfully translating strategy into action. Key indicators promote accountability across the Agency.

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