

PROGRAM DATA TRACKING FORM

SITE:

FACILITATOR:

GROUP NAME :

	Identification Number	Participant Name (Last, First)	Start Date	Termination Code	T1 (pre-test) Score	T2 (post-test) Score	Termination Date
	1234567890	Smith, Johnny Ray	7-01-03	50			01-28-04
1							
2							
3							
4							
5							
6							
7							
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20							

Instructions:

Group facilitators must complete this form upon starting a new group. The participant name must be the exact name as listed by the GDC. The identification number must be the assigned GDC/UNO number for inmates (Prisons and Transitional Centers) and the 9/10 Digit Otis probation number for probationers (Diversion Centers, Probation Detention Centers and Probation Offices). The start date must be entered as the first official day of class. The termination date for each participant must be the last date they attended class. The termination code should be an applicable code (refer to page two). For offenders terminating from MRT, choose either 50 (completed all 12 steps), 52 (completed at least step 7) or 51 (completed at least step 3). If the offender did not complete step 3, please list the applicable termination code.

The columns labeled T1 and T2 are for pre(T1) and post (T2) test scores. Test scores can only be entered when terminating the offender from a program.

The Operations Analyst/Designee or other staff member who makes OTIS data entries must be given a copy of this form to enter information into OTIS. Facilitators are to forward this form to the OA each time there is a change of offender class status. The OA or designee will enter the data and indicate date entered, initial and return the form to the group facilitator within 7 days of receipt.

RRS staff will review this form during QA and/or site visits.

Date Entered: _____ **OA Initials:** _____

OTIS/TOPS PROGRAM TERMINATION CODES					
00	Enrolled	Currently Enrolled	25	no-fault	no-fault Termination
10	Volwdraw	Voluntary Withdraw	26	Absences	Excessive Absences
11	SkedConf	Schedule Conflict	30	Death	Died while in Program
12	Medical	Medical Problems	40	Refused	Refused to Partic
13	CogDefct	Cognitive Deficit	41	Discipln	Disciplinary Term
14	Mntlhlth	Mental Health	42	BadWdraw	Bad Attitude Withdr
15	OutCourt	Call out to Court	43	Alc-Drug	Alcohol - Drug Use
16	DetlChng	Detail Changed	44	FailPerf	Failure to Perform
17	Transfer	Transfer from Facil	45	Abscond	Abscond from Superv
18	Released	Released from Confi	46	Arrested	Arrested for New Of
19	Criteria	Didn't Meet Criteria	47	Revoked	Prob/Parole Revoked
20	EmplConf	Employment Conflict	48	Failure	Failed Final Test
21	NoTransp	Lack of Transport	50	Success	Successful Completion
22	Judicial	Removed by Judge	51	SucMRT3	Completed MRT Step 3
23	ProbTran	Probation Transfer	52	SucMRT7	Completed MRT Step 7
24	ProbTerm	Probation Terminat	99	Oth-Unkn	Other or Unknown