



## MRT Class Sign-In/Progress Report Instructions Page Two

1. Please note the confidentiality statement. Participants need to understand there will be sanctions for violating the statement and that any illegal activity voiced will be reported to the proper supervisor. Examples: step regression, disciplinary report, or dismissal.
2. This form has many purposes and contains a wealth of information. The first four columns are designated for the participant's use. It is their responsibility to sign in at the beginning of each class and note their GDC/UNO or 9/10 digit otis probation number and counselor or officer of record.
3. The final four columns are for the facilitator's use. When a participant completes all parts of a step, it will be indicated in the "Step Completed" column. If someone attempts a step but does not pass, enter the current completed step in this column. Also indicate if a participant is returned to a previous step. The Session Number column is to indicate the number of sessions the participant has attended.
4. The "Comment" column can be used for many purposes, whether to indicate a participants promise of presenting a step at the next session, to indicate levels of participation or lack of participation, attitude or any behavioral problems.
5. Discharge Codes

OTIS/TOPS PROGRAM TERMINATION CODES					
00	Enrolled	Currently Enrolled	25	NoFault	No-Fault Terminatn
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	Mnthlth	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

5. This form will be vital for probation and parole officers to document attendance in Scribe and FLOID and conduct follow up on absences and sanctions. Facilitators should also consult with the counselor of record.
6. At the bottom of the page, indicate who was absent and a short reason why. Such as, no show, arrived late and not allowed in, excused, short term jail period, what ever may apply to that particular situation.
7. This form will need to be maintained on site and in chronological order.