



Bureau of Corrections

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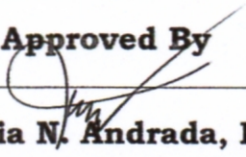
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01/05/2018

MONITORING RECOMMENDED REFORMATION PROGRAMS PROCEDURE

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REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	 Dr. Cynthia N. Andrada, RP, RGC

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1. PURPOSE

This section describes BuCor's procedure in monitoring the inmates' participation to the recommended reformation programs when transferred at the Medium Security.

2. SCOPE

This procedure covers the activities in monitoring the participation of inmates transferred at the Medium Security Camp as reported and evaluated statistically.

3. DEFINITION OF TERMS / ACRONYMS

ARPDMD	<ul style="list-style-type: none"> Assessment Rehabilitation Program Development and Monitoring Division
OBS	<ul style="list-style-type: none"> Official Booking Sheet Is a bound chronological record of all commitment into facility containing: name of inmate committed, reason for commitment and the authority therefor, sentence, date and hour of admission, date and hour of discharge or transfer.
MedSeCom	<ul style="list-style-type: none"> Medium Security Compound
Classification	<ul style="list-style-type: none"> A process that will assure deliberation of inmate security classification and reformation program
CMR	<ul style="list-style-type: none"> Case Management Record
Monitoring	<ul style="list-style-type: none"> Process of monitoring inmates participation in the rehabilitation programs as classified and recommended by the ARPDMD Case Coordination Section
IMF	<ul style="list-style-type: none"> Inmate Monitoring Form/ Individual Rehab Program Monitoring Data Form, the official authorized format for interview and data gathering of inmates' participation in rehabilitation programs.
Post Evaluation Report	<ul style="list-style-type: none"> Report submitted after monitoring activities conducted by the Monitoring Section
Monitoring Team	<ul style="list-style-type: none"> Composite team composed of key personnel from different sections of the ARPDMD, tasked to monitor inmate participation in Rehabilitation Program.



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4. DETAILS

Activity	Person Responsible	Details/Functions	References
<p>START</p> <p>Prepare and submit Matrix and Individual Monitoring Form to the Reformation Officers at MedSeCom</p>	Chief, Monitoring	<ul style="list-style-type: none"> The Chief, Monitoring notifies and submits list of PDLs to the MSC Superintendent The Chief, Monitoring gathers relevant data from the Case Management Record to produce the PDLs Monitoring Form (IMF) 	RATPLAN
<p>Request feedback from the reformation Officers of MedSeCom written in the PDL Individual Form after six months of Transfer</p>	Chief, Monitoring	<ul style="list-style-type: none"> The Chief, Monitoring request submission of PDLs Individual Form with written feedback 	
<p>Submit Evaluation Report of PDLs participation to the Recommended Reformation Programs to the Chief ARPDMD</p> <p>END</p>	Chief, Monitoring	<ul style="list-style-type: none"> The Chief, Monitoring gather filled up Inmate's Monitoring Form from the members of the Monitoring Team and submits a post evaluation report to Chief, ARPDMD 	