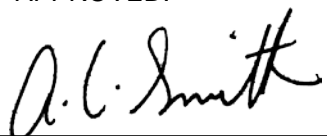




SUBJECT: <b>Institution Reporting Requirements</b>	PAGE <u> 1 </u> OF <u> 4 </u>
	NUMBER: <b>01-COM-06</b>
RULE/CODE REFERENCE:	SUPERSEDES: 01-COM-06 dated 11/15/17
RELATED ACA STANDARDS: 4018, 4105; 5-ACI-1A-18, 5-ACI-1F-11	EFFECTIVE DATE: <b>January 6, 2020</b>
	APPROVED: 

**I. AUTHORITY**

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

**II. PURPOSE**

The purpose of this policy is to regulate the routine reports that institutions are required to submit to the Operation Support Center (OSC).

**III. APPLICABILITY**

This policy applies to all institution staff employed by or under contract with the Ohio Department of Rehabilitation and Correction (ODRC) and to the OSC staff who monitor activities within the institutions.

**IV. DEFINITIONS**

**Departmental Offender Tracking System (DOTS Portal)** - The web-based information platform which serves as the primary information system for information on all offenders under ODRC supervision. The system contains information regarding the offender from reception to final release under supervision. This system is updated throughout each day. Access to DOTS Portal is restricted to essential users only.

**Routine Report** - For the purposes of this policy, a routine report is one that is submitted on a regular, periodic basis (e.g., weekly, monthly, quarterly, and annually, etc.) to provide information on the operation of a department or institution.

**V. POLICY**

It is the policy of the ODRC to ensure adequate communication from the institutions to the OSC for the purpose of decision making and monitoring of institution activities.

**VI. PROCEDURES**

**A. Weekly Status Reports**

1. Each institution shall complete the Weekly Status Report in DOTS Portal. The type of information gathered in the Weekly Status Report shall be determined by the Office of Prisons (OOP). Information in the report generally includes, but is not limited to, institution operational issues and an assessment of the institution climate.
2. The managing officer/designee is responsible for completing the electronic Weekly Status Report by 4:45 p.m. each Monday. For weeks containing a Monday holiday, the Weekly Status Report shall be submitted by noon on Tuesday.

**B. Reporting Requirements for Other Operation Support Center Areas**

1. This policy shall govern the routine reports institution staff are required to submit to the OSC divisions, offices, or bureaus. These reports are in writing and include major developments in each department or administrative unit, major incidents, population data, assessments of staff and inmate morale, and major problems and plans for solving them. No area of OSC shall require institutions to submit additional routine reports without discussion with and approval of the OOP. The purpose of this review shall be to determine if the information requested is already being gathered in another form or can be accessed in another manner.
2. OSC administrators shall work to eliminate redundant reporting requirements and should not require paper reporting of items that are reported in an electronic reporting system. Institution staff is encouraged to report redundant and/or inefficient reporting requirements to the OOP for consideration.
3. Each institution is required to submit the following reports to the specific OSC area in the timeframe specified.

<b>Report Area</b>	<b>Frequency</b>	<b>Method and/or Area of Submission</b>
ACA Annual Report	Annually on the anniversary of the accreditation date	Bureau of Operational Compliance
ACA Outcome Measures	Collected Monthly, Submitted Quarterly	Bureau of Operational Compliance
Academic and Career-Technical Programming	Monthly	Ohio Central School System
Community Service Monthly report	Monthly	DOTS Portal
Medical Contract Monitoring Monthly Acquisitions and Contract Compliance Report	Monthly	Email to Regional Nurse Administrator, Dental Director, Dietary Operations Manager

Sustainability Audit	Annually	Energy Audits Annual Review DRC 1142/ODRC Energy Conservation Coordinator
Food Service Reports	Monthly	Food Service Administrators
Inspector's Monthly Report	Monthly	Electronic Forms (DRC2733E) to Chief Inspector's Office/DOTS Portal
Institution Monthly Statistics	Monthly	Bureau of Research
Institutional Investigator's Report and Caseload	Monthly	Regional Director, Chief Inspector's Office, Bureau of Research (DRC1449E)
Investigator Monthly Caseload	Monthly	DRC1449E sent to Office of Prisons
Library Monthly Report	Monthly	DRC4389 sent to OSC Library Administrator
Mail Room Report	Monthly	Maintained at the Institution (DRC2316)
MAT Program Participant Log	Monthly	Email to OCHC MAT coordinator, OCHC medicaid manager, HCA
Medical Services	Monthly	Medical Information System
Mental Health Services	Monthly	Mental Health Monthly Report
Menu Substitution Report (DRC5274)	Weekly	Electronically to Dietary Operation Manager
PREA Outcome Measures	Monthly	Bureau of Operational Compliance
Quarterly "Back to Basics" Monitoring Report	Quarterly	Designated Security Administrator
Quarterly CQI Reports	Quarterly	Medical Services
Population Statistics	Monthly	Bureau of Research
Recovery Services	Monthly	DOTS Portal
Recovery Services - Quality Assurance Worksheets	Monthly/Quarterly	Bureau of Correctional Recovery Services
Religious Services Report	Quarterly	Religious Services Administrator
Security Control Summary	Monthly	Office of Prisons
Sex Offender Report	Monthly	Email to Director of Sex Offender Services
SPART Report	Monthly	DOTS Portal
SSI Report	Monthly	Email to Benefit Linkage Coordinator
Victim Coordinator Quarterly Report	Quarterly	Office of Victim Services
Waste Audit	Annually	ODRC Energy Conservation Coordinator

**Related Department Forms:**

Investigator Monthly Caseload Report	DRC1449
Victim Coordinator Quarterly Report	DRC2610
Quarterly "Back to Basics" Monitoring Report	DRC2695
Inspector Activity Report	DRC2733
Library Monthly Report	DRC4389