

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Programs	
SUBJECT: Intake/Termination Form Entered in 14 Days	
DRC CBCF STANDARD: General Specific #12	
ACA STANDARD: N/A	PAGE <u>1</u> OF <u>1</u> PAGES

I. POLICY

Intake/Termination Forms shall be completed and entered into the MIS within fourteen (14) days, unless a written waiver is granted from the Bureau of Community Sanctions.

II. PROCEDURES

CCIS Intake forms completed by the Intake Department will be entered into the database by the Information Systems Coordinator or designee within 14 days.

CCIS termination forms will be completed by the Case Manager and will be entered into the database by the Information Systems Coordinator or designee within 14 days. Reassessment data from the resident's most recent LSI-R will also be entered within 14 days.