Process for entering inmate release data and audit of inmate records
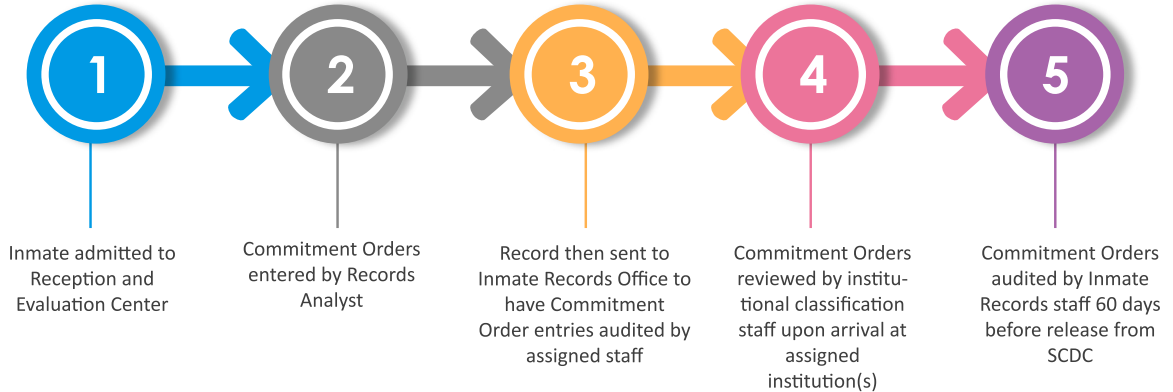
Included in the Department of Corrections' (SCDC) December 18, 2019 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following question in LOC's December 2, 2019, letter to the Department of Corrections: "12. Please provide two flow charts, one which shows each of the items below: (a) SCDC's process for entering data related to inmate release dates prior to the LOC study process; and (b) SCDC's process for entering and auditing data related to inmate release dates as of November 2019."

In addition to providing the information in this document, SCDC provided the following response:
- Please see attached Timeline Inmate Record Audit.

Included in SCDC's December 18, 2019 letter to LOC

Entering Data related to Inmate Release Dates prior to LOC study

1 — Inmate admitted to Reception and Evaluation Center

2 — Commitment Orders entered by Records Analyst

3 — Record then sent to Inmate Records Office to have Commitment Order entries audited by assigned staff

4 — Commitment Orders reviewed by institutional classification staff upon arrival at assigned institution(s)

5 — Commitment Orders audited by Inmate Records staff 60 days before release from SCDC

TIMELINE

Inmate Record Audit Implementation

Inmate records audit of R&E entries.
Ongoing

March 15th
Release Audit (implemented that two auditors were required rather than one)

Ongoing

September 3
Double Blind Entry/ Quality Control Check implemented

Ongoing

December 1st
SCDC and SCPPPS partnering in researching data relevant to probation revocation orders

August 2019

October 2019

March 2019

September 2019

December 2019

August 1- September 15
Statewide Conviction Audit (every inmate record is to be audited)

October 3
Probation Revocation Audit
Ongoing

SCDC