

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Institution Reporting Requirements	PAGE <u> 1 </u> OF <u> 4 </u>
	NUMBER: 01-COM-06
RULE/CODE REFERENCE:	SUPERSEDES: 01-COM-06 dated 09/24/12
RELATED ACA STANDARDS: 4-4018; 4-4105	EFFECTIVE DATE: November 6, 2013
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

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

III. APPLICABILITY

This policy applies to all institution staff employed by or under contract with the Department of Rehabilitation and Correction and to the Operation Support Center 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 Ohio Department of Rehabilitation and Correction 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 (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 Ohio Department of Rehabilitation and Correction to ensure adequate communication from the institutions to Operation Support Center 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. 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 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 that institution staff are required to submit to other the Operation Support Center 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 Operation Support Center shall require institutions to submit additional routine reports without discussion with and approval of the Office of Prisons. 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. Operation Support Center 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 Office of Prisons for consideration.
3. Each institution is required to submit the following reports to the specific Operation Support Center area in the timeframe specified.

Report Area	Frequency	Method and/or Area of Submission
ACA Outcome Measures	Collected Monthly, Submitted Quarterly	Bureau of Internal Audits and Standards Compliance
Academic and Career-Technical Programming	Monthly	Ohio Central School System
Community Service Monthly report	Monthly	DOTS Portal

Contract Monitoring Report	Monthly	Email to BOMHS Administrative Assistant
Energy Audit	Annually	Energy Audits Annual Review DRC 1142/ DRC 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
Medical Health Care Occurrence Investigation Report QA Confidential	As stated in DRC Policy 67-MNH-17	Chief of Bureau of Behavioral Health (DRC5280)
Library Monthly Report	Monthly	DRC4389 sent to Operation Support Center Library Administrator
Mail Room Report	Monthly	Maintained at the Institution (DRC2316)
Medical Services	Monthly	Medical Information System
Mental Health Services	Monthly	Mental Health Monthly Report
Nutrition/Food Service Weekly Meeting Report	Weekly	Electronically to Dietary Operation Manager
Psychiatric Nursing Report	Monthly	Email to Director of Psychiatric Services
Quarterly "Back to Basics" Monitoring Report	Quarterly	Northeast Operation Manager
Quarterly CQI Reports	Quarterly	Medical Services
Population Statistics	Monthly	Bureau of Research
Recovery Services	Monthly	DOTS Portal
Recovery Services - Quality Assurance Worksheets	Monthly/Quarterly	Chief, Bureau of Health Services
Religious Services Report	Quarterly	Religious Services Administrator
Return to Work Partnership Program Worksite Team	Monthly	Legal
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	DRC Energy Conservation Coordinator

Related Department Forms:

Investigator Monthly Caseload Report	DRC1449
Return to Work Partnership Program Monthly Report	DRC1890
Inspector Activity Report	DRC2733
Library Monthly Report	DRC4389
Medical Health Care Occurrence Investigation Report QA Confidential	DRC5280
Quarterly "Back to Basics" Monitoring Report	DRC2695