

**MONTANA DEPARTMENT OF CORRECTIONS ADMISSION AND DISCHARGE
REPORT (ADR) PROCESS AND OFFENDER MANAGEMENT INFORMATION
SYSTEM (OMIS) DATA ENTRY MATRIX**

NOTE: If move involves an offender in transit for multiple calendar days, two ADR forms and OMIS entries must be completed. The first entry will indicate the move from the sending facility/program to “In Transit,” and the second entry will indicate the move from “In Transit” into the receiving facility/program.

EXAMPLE: Offender leaves MASC on 5/1/13 bound for NEXUS, by way of the Silver Bow County Jail, and is delivered to NEXUS three days later on 5/4/13. MASC staff would fill out an ADR showing **MASC to In Transit** on 5/1/13. When the offender is delivered to NEXUS, NEXUS staff would notify MSP Records staff they received the offender. Records staff will fill out another ADR showing **In Transit to NEXUS** on 5/4/13. The OMIS entries will be made in compliance with this matrix. If the offender is going to depart and arrive on the same calendar day, only one ADR and OMIS entry are necessary.

MSP OR MWP INMATES

ADR is completed for the following	Who completes the ADR form	Who makes the OMIS entry	Who gets the ADR
All admissions and returns to MSP or MWP	MDIU for males. MWP staff for females	MDIU for males. MWP staff for females	MSP or MWP CPU dependent on gender of inmate
Unit to unit moves	MSP or MWP CPU	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Transfers <u>to</u> a contract facility	MSP or MWP CPU	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Transfers <u>to</u> court,	MSP or MWP CPU	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Transfers <u>from</u> a contract facility	MSP or MWP CPU	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Transfers <u>from</u> court,	MSP or MWP CPU	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Admissions to and releases from the Infirmary	MSP or MWP Infirmary	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Release to a pre-release center	IPPO at MSP, MWP, or secure care facility	Classification & Placement, MWP or secure care facility	MSP or MWP CPU dependent on gender of inmate
Releases to Connections Corrections, WATCH, Elkhorn, Passages (ASC, ADT & PRC) & Nexus	IPPO at MSP, MWP, or secure care facility	Classification & Placement, MWP or secure care facility	MSP or MWP CPU dependent on gender of inmate
Conditional Release (only if from a secure facility)	IPPO at MSP, MWP, or secure care facility	Classification & Placement, MWP or secure care facility	MSP or MWP CPU

Release to a 10-day furlough	IPPO at MSP, MWP, or secure care facility	Classification & Placement, MWP or secure care facility	MSP or MWP CPU dependent on gender of inmate
Releases to Bond	MSP or MWP Records staff	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Releases to discharge	MSP or MWP Records staff	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Releases to parole, including ISP	MSP or MWP Records staff	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Releases to Community Corrections	MSP or MWP Records staff	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Releases to Commutation of Sentence	MSP or MWP Records staff	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Releases to federal jurisdiction	MSP or MWP Records staff	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Releases to a new court order	MSP or MWP Records staff	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Releases to other state jurisdictions	MSP or MWP Records staff	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Releases to Discharge-Balance Suspended	MSP or MWP Records staff	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Releases to extended furlough only after BOPP approval	BOP	BOP	MSP or MWP CPU dependent on gender of inmate
Offender death	MSP or MWP	MSP or MWP CPU Command Post	MSP or MWP CPU dependent on gender of inmate
Escapes and escapee apprehensions	MSP or MWP	MSP or MWP CPU Command Post	MSP or MWP CPU dependent on gender of inmate
Admissions to and releases from hospital	MSP or MWP Command Post	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Moves into or out of PHC (CD or DD)	Sending unit or responsible staff at MSP or MWP	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Moves into & out of detention	Disciplinary Hearings Officer at MSP or MWP	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
Order to transport to other jurisdiction	MSP or MWP	MSP or MWP CPU	MSP or MWP CPU dependent on gender of inmate
CONTRACT SECURE FACILITIES			
Transfer to a contract facility <i>from</i> MSP	Classification & Placement staff	Classification & Placement staff	MSP or MWP CPU dependent on gender of inmate
Lateral transfer between two contract facilities	Contract Facility staff	Contract facility staff	Contract Facility staff

Releases to and returns from court	Contract facility staff	Contract facility staff	RECORDS
Releases to and returns from a funeral leave	Contract facility staff	Contract facility staff	RECORDS
Placement in and release from PHC	Contract facility staff	Contract facility staff	RECORDS
Placement in and release from detention	Contract facility staff	Contract facility staff	RECORDS
Releases to parole,	RECORDS	Contract facility staff	RECORDS
Releases to discharge & discharge balance suspended	Contract facility	Contract facility	RECORDS
Order to transport to other jurisdiction	Contract facility staff	Contract facility staff	MSP or MWP CPU dependent on gender of inmate
TSCTC			
All moves into and out of TSCTC	TSCTC staff	TSCTC staff	MSP or MWP CPU dependent on gender of inmate
START			
All intakes except probation, conditional release, & parole sanctions	START staff	START staff	MSP or MWP CPU dependent on gender of inmate
All discharges (including balance suspended)	Records staff	MSP CPU	MSP or MWP CPU dependent on gender of inmate
Release to a 10-day furlough	IPPO/Start Staff	MSP CPU	MSP CPU
Offender Death	IPPO/Start Staff	MSP CPU	MSP CPU
MASC			
All moves into MASC	MASC staff	MASC staff	MSP or MWP CPU dependent on gender of inmate
Moves to MSP	MDIU	ADMISSIONS	MSP or MWP CPU dependent on gender of inmate
Move to a community correction programs or facility	MASC staff	MSP Records staff	MSP or MWP CPU dependent on gender of inmate
COMMUNITY PRC, FACILITIES, & PROGRAMS	<i>Each community facility/program administrator will designate staff that must send an e-mail to designated staff confirming arrival/ departure of each offender admitted/released from their facility/program for all moves noted below.</i>		
Lateral moves to and from another community program	RECORDS	RECORDS	MSP or MWP CPU dependent on gender of inmate
Releases to and return from court	IPPO	CPU	MSP or MWP CPU dependent on gender of inmate
Discharges	RECORDS	CPU	MSP or MWP CPU dependent on

			gender of inmate
Discharges – balance suspended	RECORDS	CPU	MSP or MWP CPU dependent on gender of inmate
Paroles	RECORDS	CPU	MSP or MWP CPU dependent on gender of inmate
Direct commits	RECORDS	RECORDS	MSP or MWP CPU dependent on gender of inmate
Parole violations RECORDS	IPPO	RECORDS	MSP or MWP CPU dependent on gender of inmate
Releases to 10 day furloughs	IPPO	CPU	MSP or MWP CPU dependent on gender of inmate
Conditional Releases	IPPO	CPU	MSP or MWP CPU dependent on gender of inmate
PROBATION AND PAROLE			
Any offender received from START <u>initially</u>	Probation and Parole Officer	Probation and Parole Officer	MSP or MWP CPU dependent on gender of inmate
Any offender on conditional release <u>initially</u>	Probation and Parole Officer	Probation and Parole Officer	MSP or MWP CPU dependent on gender of inmate
Offender moves from Pre-Release Centers for conditional release <u>initially</u>	Probation and Parole Officer	Probation and Parole Officer	MSP or MWP CPU dependent on gender of inmate
ISP			
Offender release to conditional release	ISP Parole Officer	MSP or MWP CPU dependent on gender of inmate	MSP or MWP CPU dependent on gender of inmate
Offender death	NO ADR IS REQUIRED by Probation and Parole Officer if the inmate has never been incarcerated/If incarcerated on current sentence then there must be an ADR	Probation and Parole Officer	MSP or MWP CPU dependent on gender of inmate
Absconded	NO ADR IS REQUIRED by Probation and Parole Officer if the inmate has never been incarcerated/If incarcerated on current sentence then there must be an ADR	Probation and Parole Officer	MSP or MWP CPU dependent on gender of inmate