



AI – Cheat Sheet: IDF Codes

Code	Description
!1: Release less than 1 year	Bio for person has been requested via email. Received bios are updated in record.
!2: Release less than 2 years	Person has submitted letter or survey as a dating profile. We respond by sending a postcard with referral to two reputable prison pen pal / dating sites.
*: Priority List	Personal contacts that Melissa corresponds with.
&: Medical Needs	AKA <i>Involuntary Commitment</i> . These people are involuntarily detained or committed to state psychiatric hospitals and civil commitment centers.
#:Needs Mail	Check if indicated by person in letter or survey.
%: Trumped up, wrong or added charges	Convicted of more severe crime than actually committed. Check only if indicated in letter or survey.
\$: Indigent, Needs Money	Person is under 18 years of age.
3x: Three Strikes	Release date within one year.
Abuse victim	Check if person is in Texas and has indicated they would like a Christian adopter.
Addiction History	Check if indicated by person in letter or survey (specify language if known in Notes for matching field.)
Adopter disappeared	Check if indicated by person in letter or survey, specify request in Confidential notes field.
AFF: Art From Prison	Check if person has submitted poetry that will be published on website.
AI Inside Lead	Participants in AI's STEP program or other university collaboration.
Caution Matching	Check if indicated by person in letter or survey.
Civil Commitment	Check if person has been researched and IDF updated with findings (court case, news article, etc.). Add these notes and/or links in Confidential notes only.
Claims innocence	For Admin use only.
DR: Death Row	Person has received a death sentence. Check only if confirmed.
Gave birth while incarcerated	Check if indicated by person in letter or survey.
GMU	Check if indicated by person in letter or survey (we return legal documents and send a post card).
IMT: Inmates Matter Too	Person was convicted under the age of 18.



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ISJ: Incarcerated Since Juvenile	Check if indicated by person in letter or survey (some adopters want to write to someone who never gets mail.)
JUV: Juvenile	Release date in two years or less.
Languages spoken (specify in notes)	Some states apply a mandatory life sentence for a third conviction, check if person indicated they received a 3rd strike.
LFP: Letter From Prison / Blog	Check if indicated by person in letter or survey.
LGBT	Check if person has submitted artwork that will be published on website for AI Art Gallery.
Loved one died while incarcerated	Check if person has sent in a photo printed on photo paper to be scanned and returned.
Melissa's List	These people assist AI with vetting adoption candidates and STEP (Student Education Program) program in their facility.
Mental Health issues	Inappropriate behavior or writing to AI or adopter.
Monologue	Letter is particularly moving or urgent; these are prioritized for quicker adoption.
N:Noteworthy/SCWC Candidate	Adopter stopped writing; change their status back to WL and prioritize for quicker adoption.
Needs Legal Help	Letter or survey indicates they are LGBT-friendly and would like same in adopter.
NR: Nonreligious or unorthodox/pagan	Check if indicated by person in letter or survey.
PFP: Poetry From Prison	Check if indicated by person in letter or survey.
Photo	Check if letter or survey could be considered as monologue performance in a theater class.
R: Special Request (add to notes)	Check if indicated by person in letter or survey.
Requested Bio	Defunct program, no longer used.
Researched	Check if indicated by person in letter or survey, indicate specific preference in Confidential notes.
ROM: Seeking Romance	Check if indicated by person in letter or survey.
RP: Religious Preference	Check if person has submitted writing to consider for publication on LFP Blog series.
Scan pending entry	Participant in George Mason University collaboration.
University	Check if indicated by person in letter or survey.