AI Cheat Sheet: Survey

Important Notes:

- Enter in **first person** - Ex: **I like** to laugh, joke and play. **I have** … (NOT: he likes, he says.)
- Enter in **mixed case**, NOT all caps.
- Use proper grammar and spelling (even if the inmate didn't).
- Write all units of measurement (years, miles, hours) in lower case and spelled out.
- Please use care to ensure the entire contents of the Survey are entered into the Inmate Data Form.

Field	What to Enter:
Name	People often put nicknames in this field, use the name from the system website as mail will be rejected if it does not match.
Location Confirmed/Updated	Enter the current date whenever the location is updated.
Offense	The crime(s) the prisoner was convicted of. Not all states provide this information. Always enter when provided.
Sentence	The length of time the person is required to be imprisoned. Examples: 10 years, Life, LWOP, Death.
Expected/Projected Date of Release	**Always use date on website when provided**, even if it differs from what the inmate wrote on the survey.
Facility	Enter facility name provided on the system website, *even if it differs from survey or envelope.*
Source	For survey question: "How did you hear about us?" WOM= Word of mouth IBP= Prisoner resource directory Inside Books Project PARC= Prison Activist Resource Center Directory If none of these apply, select "Other" and specify if known.
Privacy	Select from the dropdown if provided: First name and Last name, Location = Fname, Lname in Facility First name, location = First name in State If they want to remain anonymous = A prisoner in State.
How long incarcerated?	Enter a date (year is enough) rather than xx years. If the inmate writes the number of years, you can subtract the listed number of years from the date the survey was completed. This way the information is easy to track in the future. Note: remember to always write dates with format **mm-dd-yyyy** (with dashes).
Which facilities have you been housed?	If needed, you can find the proper Facility name by opening the Facilities Report in Creator.

Estimate the percentage…	Enter a number without the "%" sign. If they write fractions, please calculate the percentage and enter it in the field.
Confidential Notes	Information that we don't want/need to share with potential adopters, or additional information about the individual that doesn't belong in any other field.
Notes for Matching	This field **very** important as it is used to identify compatible adopter(s). Include anything in the inmate's survey that might help to match them. Use proper grammar and spelling (even if the inmate didn't). Enter in first person (I and me, not he or she). Do not include identifying information such as last name, or physical features such as height or eye color. Information about interests, hobbies, religion, etc. are particularly helpful.
Date Survey entered	Enter the date the survey was entered.
Survey Entered by	Enter your name in this field.
Page 3 of Survey	If there is additional information that would be useful for matching, please include in the *Notes for Matching* field.
Page 4 of Survey – Statement of Consent *(not included on older surveys)*	Select toggle only if signature is present: ◯ I agree to participate