

AI Training Guide – Data Entry Part II – Survey Entry

This guide includes the following:

- A. Data Entry Part II – Entering Survey Data
 1. Survey Pages and IDF Fields
- B. Wrap it up
 1. Notify Volunteer Coordinator that your tasks are completed
 2. Log hours

Notes:

- The screenshots in this training guide are taken from the *Training Module*, where you will practice. Once you are certified and working in *AI Data*, everything will look the same except the colors are slightly different.
- Contact your volunteer coordinator with any questions.

A. Data Entry Part II – Entering Survey Data

- Refer to [Data Entry Part I – SR Entry](#) for login instructions and review.
- Enter Survey Data in the *Inmate Data* Section.
- Before entering, remember to search first in the IDR, second (in a separate tab) in the appropriate agency website to confirm a) that the person is still in custody, and b) where he or she is housed.

When entering survey data, there are four possibilities:

If:	Do this:
The person is already in the IDR, and is still in custody:	<ol style="list-style-type: none"> 1. Open and edit the record, adding any missing fields provided on the survey. 2. Update the record.
The person is already in the IDR, but is no longer in custody:	<ol style="list-style-type: none"> 1. Enter any missing data from the survey into the IDF. 2. Change the person's status appropriately: Released; Paroled; -: No longer in system; Deceased. 3. Update the record
The person is not in the IDR, and is still in custody:	<ol style="list-style-type: none"> 1. Add a new record for the person. Enter ALL required and known fields from the survey and the agency website. 2. Save the record.
The person is not in the IDR, and is no longer in custody:	<ol style="list-style-type: none"> 1. Local volunteers: group the survey in the box with an index card labeled "Not in Custody," and move to the next Survey. 2. Remote volunteers: Move scanned item to folder marked "Not in Custody."


1. Survey Pages and IDF Fields

There are a number of fields in the IDF that can only be filled in when we get their survey. These are fields that no agency website provides, for example: *Did you have a public defender?*

The AI Survey is 4 pages (2 pages front and back).

Page 1:

- Contains all the IDF required fields
- Personal Info & Confidentiality



AI Survey

Adopt an Inmate
 PO Box 1543
 Veneta, OR 97487
info@adoptaninmate.org

if this is a duplicate survey, please discard or pass on to someone who might be interested

Personal Info & Confidentiality

Name & Inmate #: _____	Date: _____
State & Facility: _____ (Please notify re: address changes)	DOB: _____

1. How did you hear about us? _____ Are you a veteran? Y / N Branch? _____
2. Are you interested in being adopted _____

Information provided is used for research purposes and may be published on the Adopt an Inmate website and/or provided to legislators and media sources. If your comments are published, please indicate your privacy preferences: First and Last name, location ("John Smith, TDCJ")

First name, location ("John in TDCJ") I prefer to remain anonymous ("A prisoner in Texas")

3. How long have you been incarcerated? _____
4. Did you have a paid attorney? Y / N Were you provided with a public defender? Y / N
5. Did your case go to trial? Y / N Did you accept a plea deal? Y / N
6. Were you satisfied with your legal representation? Y / N
7. What is your sentence? _____ Expected date of release? _____
8. Do you feel your sentence is just? Y / N Please explain: _____

9. Were you married when you were incarcerated? Y / N Are you currently married? Y / N
10. Do you have children? Y / N If Y, please provide # and ages of each: _____
11. If you have minor children, who is caring for them? _____
12. Have family & friends stayed in contact during your incarceration? Y / N _____
13. Were you employed before you were incarcerated? Y / N _____
14. Were you attending school before you were incarcerated? Y / N _____
15. How far are you located from your home city? How far are you from your closest family? _____
16. How many times have you been moved to a different facility? _____
17. Which facilities have you been housed? _____
18. Have you spent any time in Solitary or Ad/Seg? Y / N # of times, & how long? _____
Reason? _____
19. Do you feel your time in jail/prison has benefited you? Y / N Please explain: _____

20. Have you made friends on the inside that you will keep after you or they are released? Y / N
21. Do you find that inmates are supportive of each other? _____
22. Estimate the percentage of inmates in your dorm/building are indigent? _____
23. Estimate the percentage of inmates in your dorm/building with no family support _____
24. Do you have a job? Y / N If yes, what is it? _____ Wage? _____

1

Notes about IDF fields for Survey Page 1

1. How did you hear about us? _____ Are you a veteran? Y / N Branch? _____

The screenshot shows a form section with a 'Source' label pointing to a group of checkboxes: WOM, IBP, PARC, and Other. Below these is a text box labeled 'Specify Other/Source Ref:'. To the right is a 'Vet?' checkbox and a dropdown menu currently showing 'Unknown'. The dropdown menu is open, listing options: Yes (Unknown), Army, Navy, Air Force, Marines, and Unknown (highlighted).

- WOM (Word of Mouth) – use this if they heard about us from another person. If name is provided enter in Specify Other text box.
- IBP – Inside Book Project
- PARC – Parc Prison Resource Directory
- Other – check if applicable and enter detail in field below:
- Specify Other / Source Ref:

If the individual has moved to a different facility, update these fields accordingly. If the facility is not in the dropdown for the selected *State* and *Facility System Type*, choose “Facility not in database,” and enter the facility name in the confidential notes field so that we can add the facility to the dropdown.

The screenshot shows three dropdown menus: 'State of Confinement *' with 'North Carolina', 'Facility System Type' with 'State', and 'Facility (Current or last known) *' with 'Anson CI'. Each dropdown has a close button (x) and a dropdown arrow.

Any time you update a record, enter the current date in this field:


The screenshot shows a date field labeled 'Location Confirmed/Updated' with the date '01-28-2022' and a calendar icon.

22. and 23. Estimate percentage [...]: These are text fields in the IDR, you can use text, numbers, and the % symbol.

The screenshot shows two text input fields: 'Est. % indigent' and 'Est. % no family support'.

Review *Data Entry Part I – SR Entry* for all required fields (State of Confinement, Facility, First and Last name, Status, Inmate ID), URL / Link name, DOB, Parole information, Codes.

- Information about the individual's institution.



Inmate / Adoptee Survey

Adopt an Inmate
PO Box 1543
Veneta, OR 97487
info@adoptaninmate.org

Tell us about your institution

25. Is the cost of phone calls a hardship for your friends and family? _____

26. Would you make more calls if the cost were cheaper? _____

27. Estimate percentage of inmates in your dorm/building that make phone calls _____

28. How often do you get visitors: _____ Contact Behind glass

29. Does the visitation procedure make it difficult for family to visit? _____

30. What would enable you to receive more frequent visits? _____

31. Estimate percentage of inmates in your dorm/building that receive visits _____

32. Please list and describe any educational opportunities offered _____

33. Please list and describe any rehabilitation programs offered _____

34. Please list any educational, rehabilitation, or programming you have completed, or plan to complete _____

35. Were you ordered to pay any restitution? Y / N If Y, amount: _____

36. If yes, please describe: _____

37. Please indicate issues you would like to see addressed in your facility (use extra sheet if needed)

Guards Trustees Food Commissary/Canteen Phone Mail / Books Visitation

Transfers Grievance process Access to reading material Access to legal resources

Medical care Safety/Security issues Gangs Substance Abuse Parole / Probation

Contraband – presence of: drugs, alcohol, cell phones Educational Opportunities

Rehabilitation & Treatment programs

Condition of facility – circle: bathrooms / showers / dayroom / dorms / yard / other _____

If you have family or friends that would like to receive our quarterly newsletter for adopters and advocates of inmates, please provide their **email address(es) if known:**

38. Name & contact info: _____

39. How are you related to the above? _____

****For other inmates who may want get on our waiting list, please ask them to send a survey request with SASE ****

Adopt an Inmate
PO Box 1543
Veneta, OR 97487


We do not have the resources to respond in writing to your completed survey – please know that as soon as we receive it you will be added to our waiting list. Please update us with any change in status or address.

2

Enter all known fields in IDF as entered on survey.

37. Please indicate issues you would like to see addressed in your facility: Check all applicable boxes.

- Informed consent / signature



Inmate / Adoptee Survey

Adopt an Inmate
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Informed Consent Form for Adopt an Inmate Studies

AI is asking you to take part in a research study. This form will give you information about this study. Please read this form carefully and ask any questions (by phone or mail) you may have before agreeing to take part in the study.

Project: Perceptions in Prison / Contact Person: Melissa Schmitt 971-236-7897

What the study is about: The purpose of this study is to gather data about U.S. prisons and prisoners, and how people in prison view their experiences.

What we will ask you to do: If you agree to be in this study, we will ask you to: Complete the written survey on the back of this form about your perceptions of how you've been treated in the courts and in confinement. The survey questions usually take about 20 to 30 minutes to complete.

Risks and benefits: There are no direct benefits to taking part in this study other than that people on the outside will have a better understanding about how people on the inside view their treatment. Indirect benefits include contribution to science, which we hope will improve upon past studies by including a broader number of participants, and data collected directly from prisoners. We do not expect any risks for taking part in this study. Some questions may ask for sensitive information. However, your answers will be confidential. Your answers are being collected and entered in our database and will be stored on in a secure environment. Despite these measures, there is always the risk that an outside person could view your answers.

Confidentiality: Data are stored on password protected computers. Any paper surveys will be kept in locked rooms. Any online data will be password protected. Only people authorized by *Adopt an Inmate* will be able to view your answers. The data may be viewed by students, trainees, volunteers, and professional researchers. In any sort of report we make public, we will not include any information that will reasonably allow someone to identify you. We may keep your data for future research.

You or someone you authorize may freely release information about yourself or your involvement in this study.

Data from this study may be shared with other researchers. Before we share any data, we will remove or code any personal information that could identify you to ensure that, as far as we know, no one will be able to identify you from the data we share. However, we cannot guarantee that your personal data will be anonymous.

Taking part is voluntary: Taking part in this study is completely voluntary. Unless you feel uncomfortable answering a question, please answer every question. It is better to answer than to leave it blank (even if you are unsure). If you decide not to take part or not to complete the study, it will not affect your current or future relationship with Adopt an Inmate. If you decide to take part, you are free to stop at any time or to skip any question.

If you have questions: Please submit any questions you have now, either via phone (we are unable to accept collect calls), USPS mail, or electronic messaging if it is available in your institution. If you have questions later, or wish to withdraw your participation, you may contact us in the same ways.

Statement of Consent: I have read the above information and have received answers to any questions I asked.

I agree to participate in this study (please sign below)

I do not agree to participate in this study. **Signature:** _____

4

Corresponding IDR Field (Column 1, below Privacy field). Leave blank if no answer or signature is present. **Note:** Older surveys don't have the informed consent and signature page.

Statement of Consent I agree to participate

I do not agree to participate

Once all data from the Survey is entered into the Inmate Data Form, click the Submit button (if adding a new record) or Update (if updating an existing record) at the bottom of the form to save it.

Submit

Update

- Don't forget to enter Mail Log data (Refer to Data Entry Part I – SR Entry)

B. Wrap it up

1. Notify your Volunteer Coordinator that your tasks are completed.
2. [Log your hours!](#)