



AI Cheat Sheet: Data Cleanup & Corrections

Please make the following corrections when working in Creator

- ALL CAPS – should be mixed case in most fields. Sometimes names are copied and pasted from a DOC site that displays names in all caps – change to mixed case. Parole notes in all caps is ok.
- Remove any middle initials in the First name field.
- BOP inmates – make sure their ID number is in the correct format #####-####.
- Missing or incorrect URL/Link name fields:
 - ⇒ For TX, FL, MI, KY, ID, NC, SC, and OH only, enter the link to the inmate's page.
 - ⇒ For all other states, link to the locator page.
- Correct any Sex fields that are set to unknown.
- Add leading zero(s) to Texas ID#s (should be 8 digits – i.e., 01966779).
- Fill in any missing Age fields where possible.
- Enter any blank offense fields for Texas state prisoners.
- Correct if *Offense* information is in the wrong field (sometimes you'll see their charge in one of the parole fields, or elsewhere. It should only be in the Offense field (just above Codes checkboxes).
- Codes – Codes were originally symbols (i.e., \$ for Indigent, DR for Death Row) that were entered in the *Notes for matching* field. Checkboxes replaced the symbols. If you see a code symbol in the *Notes for matching* field, check the appropriate Codes box and remove the symbol.
- Info in the *Notes for matching* field that should be in the *Confidential notes* field.
- *Notes for matching* field:
 - ⇒ Enter anything from the inmate's correspondence that could be useful for matching with an adopter, without identifying information or physical features (age, height, last name, etc.). Do not include their first name, age, or location, as we provide that above each bio when we send a match list. Do include interests, hobbies, religion, family history, etc. You don't need to copy the complete text of the letter.
 - ⇒ Do not include information written as a dating profile, we do not use that for matching.
 - ⇒ Enter in **first person** – i.e., *I like reading and working out* (NOT: *he likes, she says, he has...*).
 - ⇒ Use **proper grammar and spelling** (even if the inmate didn't).
 - ⇒ Change Xian to Christian
 - ⇒ Move any confidential information from *Notes for matching* field into *Confidential notes* field.