



AI Cheat Sheet: Inmate Data Form Fields

Important Notes:

- All fields in IDF correspond to a question on the Survey. Most are self-explanatory.
- Shaded rows appear in column II of IDF form.
- Enter in **mixed case**, NOT all caps (Exceptions: does not apply to Parole or Offense fields).
- Enter dates with format **mm-dd-yyyy** (with dashes).
- Do not abbreviate units of measurement (3 years, 100 miles).
- Information provided on websites varies depending on state and system. Required form fields marked with red asterisk below, all websites provide these. *AI requires that all known information is entered.*

Field	What to Enter:
*State of Confinement	Which state the person is housed in.
State of Conviction	For states that house out-of-state prisoners. Leave blank unless you are trained in one of those states.
*Facility System Type	Most commonly State, Federal, or County
*Facility	Enter facility name provided on the system website, even if it differs from survey or envelope.
Name (*First, Middle, *Last)	Enter in mixed case (not all caps). Do not enter nicknames in this field, use the name from the system website as mail will be rejected if it does not match. Enter nicknames in <i>Notes for matching</i> .
Location Confirmed/Updated	Enter the current date when the location is updated.
Record updated by	Enter your volunteer name here when you update a record.
*Status	Usually WL for new records. See status cheat sheet.
*URL / Link name	Link to the person's page or locator
*Sex	Male or Female (do not leave as default Unknown)
*Inmate ID	Paste to prevent typos
DOB	If only YOB is provided (i.e., 1989), calculate age (2022-1989 = 33, and enter 1/1/1989. If only age is provided If (i.e., 33) calculate YOB (2022-33) and enter 1/1/1989. Arizona is the only state DOC that does not provide any age data.
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.
Statement of Consent	Select toggle only if signature appears (Page 4 of survey): <input type="radio"/> I agree to participate
How long incarcerated?	Enter a date (year is enough) rather than xx years. If the inmate writes 5 years, subtract that number from the date the survey was completed. (2020-5 = 2015.)
Source	For survey question: "How did you hear about us?" <ul style="list-style-type: none"> • WOM= Word of mouth • IBP= Prisoner resource directory Inside Books Project



	<ul style="list-style-type: none"> • PARC= Prison Activist Resource Center Directory <p>If none of these apply, select “Other” and specify if known (see below).</p>
Specify Other/Source Ref	<p>Enter when specified:</p> <ul style="list-style-type: none"> • For WOM, if they include a name, “John Doe,” or “celly” or “family.” <p>Any other source not listed above (i.e., “Prison Literacy Project.”)</p>
Sentence	<p>The length of time the person is required to be imprisoned. Example: 10 years, Life, LWOP, Death.</p> <ul style="list-style-type: none"> • Check codes for <i>DR: Death Row</i>, and/or <i>ISJ: Incarcerated since Juvenile</i> when applicable.)
Expected/Projected Date of Release	Always use date on website when provided , even if it differs from what the inmate wrote on the survey.
Parole Eligibility Date	Website may show as <i>Earliest release date</i> , or <i>ERD</i> .
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... (questions in both columns)	Enter a number without the “%” sign. If they write fractions, please calculate the percentage and enter it in the field.
Offense	The crime(s) the prisoner was convicted of. Not all states provide this information. Always enter when provided. (All caps in this field is okay.)
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	<ul style="list-style-type: none"> • Enter anything from the inmate’s correspondence that could be useful for matching with an adopter, <i>without</i> identifying information or physical features (age, height, last name, eye color, etc.). • Enter in first person – i.e., <i>I like reading and working out</i> (NOT: <i>he likes, she says, he has...</i>). • Use proper grammar and spelling (even if the inmate didn’t). • Do include interests, hobbies, religion, family history, etc. • Do not include first name, age, or location, as we provide that above each bio when we send a match list. • Do not include information written as a dating profile, we do not use that for matching.
Date Survey entered	Enter date the survey data was entered.
Survey Entered by	Enter your volunteer name.