Complete this summary chart of all IPP in reverse chronological order. For each individual IPP, complete a [narrative report.](#DetailChart)

Click [here](#RVRFAQ) for instructions on finding In-Prison Programming in the C-File, and for what should go into the [summary chart](#SummaryChart) and into the [narrative](#Narrative) report. Remember: Add the IP name to the [header](#IPname), your name to the [footer](#username), and always add a citation to the Bates-numbered page for EVERY fact you include.

| In-Prison Programming Timeline | | | | | | | |
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| # | Completion Date  (or year if date not available) | Program Name | Type  (Education/Skills/  Self- Improvement/  Re-entry) | Status (Completed/  In Progress/ Waiting List) | Certificate in file? | Cite |
| [1](#Detail1) |  |  |  |  |  |  |
| [2](#Detail2) |  |  |  |  |  |  |
| [3](#Detail3) |  |  |  |  |  |  |
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| [5](#Detail5) |  |  |  |  |  |  |
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| [17](#Detail17) |  |  |  |  |  |  |
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| [20](#Detail20) |  |  |  |  |  |  |

| In-Prison Programming Detail | | | | | | | |
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| In-Prison Programming Detail | | | | | | | | | |
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| In-Prison Programming Detail | | | | | | | | | |
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| In-Prison Programming Detail | | | | | | | | | |
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| In-Prison Programming Detail | | | | | | | | | |
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| In-Prison Programming Detail | | | | | | | | | |
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| In-Prison Programming Detail | | | | | | | | | |
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| In-Prison Programming Detail | | | | | | | | | |
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| Narrative report of IPP | | | | | | | | |

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| Narrative report of IPP | | | | | | | | |

| In-Prison Programming Detail | | | | | | | | | |
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| In-Prison Programming Detail | | | | | | | | | |
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| In-Prison Programming Detail | | | | | | | | | |
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| Narrative report of IPP | | | | | | | | |

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| Narrative report of IPP | | | | | | | | |

| In-Prison Programming Detail | | | | | | | | | |
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| Narrative report of IPP | | | | | | | | |

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| Narrative report of IPP | | | | | | | | |

**FAQ for In-Prison Programming Detail (IPP)**

1. **What is IPP?**

In-Prison Programming is any kind of self-improvement program in which the IP participates. This includes GED and college programs, technical skills training, personal development such as anger management and substance abuse programs, and re-entry preparation. Participation in these programs is an important criterion for eligibility for AB2942.

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1. **How do I find them?**
   1. **IPP reports can be found in either ERMS or SOMS or both.**
      1. In SOMS, there should be a bookmarked section called “Jobs/Programs/Education.”
         1. Within that is an “Inmate Assignment History” that should provide a complete summary, but some more information may be in ERMS.
         2. If there is an “Education Progress Record” in SOMS, it will contain additional information on IPP.
         3. If there is a “Certificates/Diplomas Awarded” section in SOMS, it will contain additional information on IPP.
      2. Details of the IPP will likely be in ERMS. You will need to search for Keywords.
   2. **Keyword searches**
      1. “Jobs/Programs/Education”
      2. “Education Progress Record”
      3. “Certificates/Diplomas Awarded”
      4. “Laudatory Chronos”
      5. “General Chronos” (you will need to look at general chronos and select only the IPP information)
      6. “Work Supervisor Reports”
      7. “Education Progress Reports”
      8. “Certificate”
      9. “Diploma”
      10. “Module”
      11. “AA”
      12. “NA”
      13. “Laudatory”
      14. “Module”

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1. **What should be in the summary chart?**
   1. “Completion Date” should be available in the SOMS summary of “Jobs/Programs/Education” section of SOMS.
   2. “Program Name” should be available in the SOMS summary of “Jobs/Programs/Education” section of SOMS.
   3. “Type”: classify the program based on your judgment of what it is. E.g. “Anger Management” would be personal improvement; “Going Home” is a re-entry preparation program.
   4. “Status” is whether the program is in progress or completed. Because of budget issues, many programs are oversubscribed. We want to highlight that the IP is doing everything possible to improve his chances for successful re-entry, so you should note programs even if the client is on the waiting list.
   5. “Certificate in file”: some programs will present a certificate at the end

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1. **What should be in the narrative report?**
   1. For each IPP, provide a detailed description of the program, length of program, positive notes from supervisors and instructions, any special clearance required for participation.
   2. Because the details are going to be spread throughout the report, make sure to add a citation for EVERY fact, just as you would in a motion.
   3. If the IP was unable to complete a program, note why. For example, programs may have been suspended because of a lockdown.
   4. If the IP is on the waiting list for a program, note that. It will help show that they are trying to take advantage of opportunities.

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