Complete these summary charts to help create a re-entry plan for the IP.   
Click [here](#faq) for instructions on what to include. 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.

|  |  |  |  |
| --- | --- | --- | --- |
| [Outside Contacts](#contacts) | | | |
| Name | Relationship | Date of most recent visit, if any | Notes |
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| [Re-Entry Plan](#plan) | |
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**R****e-entry Plan FAQs**

**What is a re-entry plan?**

A re-entry plan might be created when the IP is up for parole. It is simply a description of outside support and plans for the future. If there is no re-entry plan in the file, find facts that might be of use in creating one.

**Who are outside contacts?**

The most important factor in successful re-entry is community support. If the IP has identified a support network, or has visits or other contact with family members, friends, clergy, etc., include them here. There is a section called “Social Data” that may be helpful, and you can also perform keyword searches. In the notes section, include any information about the social contact that might be helpful to show that they are a support for the IP. E.g. note if they are in regular contact.

**What should be included in the re-entry plan?**

If there is a formal re-entry plan in the C-file, include the details here. If there is not, consider including what you have learned about the IP from reviewing their file. E.g.: Are they in recovery? Have they developed job skills or attained new education levels? Are they involved in prison community programs (arts activities, support groups, etc.). Include items here that would be useful to the IP’s successful re-entry. Add a citation for each sentence.

**Keyword Searches**

Relative

Associate

Visitor

Social Data

Family

Mother

Father

Sister

Brother

Daughter

Son

Sibling(s)

Child(ren)

Re-entry