

## ADMINISTRATIVE CASELOAD REVIEW FORM

Offender \_\_\_\_\_ DOC# \_\_\_\_\_ Date \_\_\_\_\_  
PPO/CCM \_\_\_\_\_ Auditor \_\_\_\_\_ District \_\_\_\_\_  
Date received in admin: \_\_\_\_\_

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ABSCONDER: Audit for previous one year or from beginning of sentence.

- Yes \_\_\_\_\_ No \_\_\_\_\_ 1. Have rap sheets been requested and warrants verified in the past 12 months?  
Yes \_\_\_\_\_ No \_\_\_\_\_ 2. Are case reports present/timely/accurate as required and are follow-up reports present?  
(If not required, check yes.)  
Yes \_\_\_\_\_ No \_\_\_\_\_ 3. Are chronological entries up to date and complete?
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INCARCERATED OFFENDERS: Audit for previous six months or from beginning of sentence.

- Yes \_\_\_\_\_ No \_\_\_\_\_ 1. Is a Notification of Release filed as required, reflecting the current release date, and  
advising the incarcerating facility to notify DOC upon offender's release?  
Yes \_\_\_\_\_ No \_\_\_\_\_ 2. If the offender is to be released within 90 days, has the county sheriff been notified to  
lodge a detainer?
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INTERSTATE OUT: Audit for previous year or from beginning of sentence.

- Yes \_\_\_\_\_ No \_\_\_\_\_ 1. Is the Interstate Compact acceptance from the receiving state in Section III?  
Yes \_\_\_\_\_ No \_\_\_\_\_ 2. Has a "Progress and Conduct Report" been requested and received from the receiving  
state within the past 12 months?  
Yes \_\_\_\_\_ No \_\_\_\_\_ 3. Are restitution and/or the PSI fee being paid per court documents? (Circle applicable  
fee. If not ordered, check yes.)  
Yes \_\_\_\_\_ No \_\_\_\_\_ 4. Are case reports present/timely/accurate as required and are follow-up reports present?  
(If not required, check yes.)  
Yes \_\_\_\_\_ No \_\_\_\_\_ 5. Has the case been reviewed for advance termination? If yes, has the receiving state  
been notified to close interest or that the offender is not eligible?  
Yes \_\_\_\_\_ No \_\_\_\_\_ 6. Have all inquiries by the receiving state or the offender been responded to and  
documented in the chronological entries?
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MAIL-IN/PHONE-IN REPORTING: Audit for previous year or from beginning of sentence.

- Yes \_\_\_\_\_ No \_\_\_\_\_ 1. Are written reports or phone-in reports in the file as required?  
Yes \_\_\_\_\_ No \_\_\_\_\_ 2. Have probation fees, court costs, fines, and restitution been paid as ordered? (If not  
ordered, check yes.)  
Yes \_\_\_\_\_ No \_\_\_\_\_ 3. Are case reports present/timely/accurate as required and are follow-up reports present?  
(If not required, check yes.)  
Yes \_\_\_\_\_ No \_\_\_\_\_ 4. Has case been reviewed for advance termination? (If not eligible, check yes.)
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INACTIVE PAROLE SUPERVISION

- Yes \_\_\_\_\_ No \_\_\_\_\_ 1. Have rap sheets been requested and warrants verified in the past 12 months?  
Yes \_\_\_\_\_ No \_\_\_\_\_ 2. Are chronological entries up to date and complete?  
Yes \_\_\_\_\_ No \_\_\_\_\_ 3. Has case been reactivated if necessary?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

PPO RESPONSE: \_\_\_\_\_  
\_\_\_\_\_

Date corrections due: \_\_\_\_\_ Date corrections received: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Officer: \_\_\_\_\_

(R11/14)