

**OFF-SITE CORRECTIVE ACTION PLAN ASSESSMENT**

of

Charlotte Correctional Institution  
Close Management Program

Documentation Received by CMA Staff

July 21, 2005

for the

Close Management Monitoring Survey  
Conducted November 16-19, 2004

**CMA Staff**

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## CAP Assessment of Charlotte Correctional Institution Close Management Program

### **Overview**

On November 16-19, 2004, the Correctional Medical Authority (CMA) concluded a close management monitoring survey of Charlotte Correctional Institution (CHARCI). The survey report, detailing the findings of the survey team, was distributed on December 09, 2004. On July 21, 2005, CMA staff received documentation for an off-site corrective action plan assessment of the survey, results of which are reported herein.

### **Summary**

Only one finding was identified during the November 2004 survey. Review of the off-site documentation received by the CMA indicated the corrective action plan is closed. The institution is commended for implementing corrective action and is encouraged to maintain the changes implemented.

### **CM-1: CORRECTED**

*CM-1: Phone privileges for CM-1 inmates were not sufficiently documented.*

Sufficient documentation was provided by the institution to demonstrate correction.

### **Background**

Instructions were given to the institution by CMA staff to ensure a random selection of DC6-229 forms in order to review documentation of phone privileges for CM 1 inmates. The DC6-229 forms were overnight mailed to the CMA and received on July 21, 2005.

Review of DC6-229's in 15 of the 16 randomly selected CM 1 cases indicated phone calls were offered, attempted, completed or refused each month during the past three months (May through July 2005). In one case, indicated documentation was not present for July 2005 (the DC6-229 did not document whether the call had been offered, attempted, completed or refused). Notably, two calls were documented in June 2005 for this inmate.

Notably, at the time of the survey there was no indication that phone calls were not being offered to CM 1 inmates; inmates interviewed indicated they were offered phone calls at the required intervals. However, at that time the documentation on the DC6-229 forms was insufficient to indicate whether calls had been offered, attempted, completed or refused.

This finding is considered corrected. The institution is encouraged to continue monitoring this effort to ensure continued compliance.