

MARYLAND COMMISSION ON CORRECTIONAL STANDARDS  
STANDARDS AUDIT WORKSHEET-PHDMA

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AGENCY: \_\_\_\_\_ DATE (S): \_\_\_\_\_

**.01 STANDARDS: MANAGEMENT OF MONITORED INDIVIDUALS**

\_\_\_\_A. ORIENTATION OF A MONITORED INDIVIDUAL

- \_\_\_\_(1) Equipment use and care
- \_\_\_\_(2) Expectations for others at the approved location
- \_\_\_\_(3) Rules and regulations of the monitoring agency
- \_\_\_\_(4) Internal complaint process
- \_\_\_\_(5) Access to case records by the monitored individual, attorneys, and the court
- \_\_\_\_(6) Emergency situations
- \_\_\_\_(7) A change in the monitored individual's schedule
- \_\_\_\_(8) The process for the termination of monitoring
- \_\_\_\_(9) Acknowledgement by the monitored individual of escape provisions

**See** case records/orientation schedules and documents, orientation materials, interviews of staff

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\_\_\_\_B. INTAKE/ENROLLMENT OF A MONITORED INDIVIDUAL

- \_\_\_\_(1) Verification of a legal document noting the conditions and stipulations ordered by the court **See** court order
- \_\_\_\_(2) A system of identification of the monitored individual
- \_\_\_\_(3) Collection of personal data pertaining to the monitored individual - **See** intake records
- \_\_\_\_(4) Approval by the leaseholder or owner of the approved location - **See** written approval provided by the leaseholder/owner of the residence
- \_\_\_\_(5) Approval by the owner of the required telephone service - **See** copy of the residence telephone bill and written approval by the person leasing the telephone service
- \_\_\_\_(6) Verification of the monitored individual's approved residence - **See** documentation verifying monitored individual's residence

**.01 STANDARDS: MANAGEMENT OF MONITORED INDIVIDUALS (Cont'd.)**

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**B. INTAKE/ENROLLMENT OF A MONITORED INDIVIDUAL (Cont'd.)**

- \_\_\_(7) Notification to the court that the monitored individual is enrolled in the monitoring agency's program, specifying the type of electronic monitoring to be used - **See** records of notification to the court
  
  - \_\_\_(8) Installation of appropriate electronic monitoring equipment on the monitored individual or at the monitored individual's approved residence, or both, if required - **See** records of equipment issuance and installation
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**\_\_\_ C. SCHEDULING OF A MONITORED INDIVIDUAL**

- \_\_\_(1) Initial schedule - **See** the initial schedule signed and dated by the monitored individual and the staff member who prepared it
  
- \_\_\_(2) Modification of the schedule to allow for court-approved activities - **See** electronic monitoring schedules with required signatures and dates
  
- \_\_\_(3) Temporary court-approved changes, initialed by the monitor making the change - **See** documented changes to electronic monitoring schedules with required court documentation
  
- \_\_\_(4) Review of the schedule with the monitored individual at least monthly, signed and dated by the individual and the monitor

**See required monthly schedule**

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**\_\_\_ D. FEE ESTABLISHMENT**

**See** recording of fee payments received

**See** receipts for monitoring services provided

**See** documentation for monitored individuals who are in arrears and legal action taken against them

**.01 STANDARDS: MANAGEMENT OF MONITORED INDIVIDUALS (Cont'd.)**

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\_\_\_ E. MONITORING

- \_\_\_(1) Enough monitors on duty so that the number of individuals being monitored does not pose a threat to public safety, but not less than one monitor on duty and one on call and available 24 hours a day, 7 days a week - **See** roster of monitors and a schedule of work hours.
- \_\_\_(2) Drug or alcohol testing, or both, of a monitored individual as ordered by the court - **See** drug and alcohol testing of monitored individuals so ordered.
- \_\_\_(3) In-person contact by a monitor as ordered by the court, but not less than monthly - **See** records of in-person contact (e.g., required monthly schedule review).
- \_\_\_(4) Circumstances for a monitor's visit to the monitored individual's approved residence - **See** records of visits to the monitored individual's approved residence.
- \_\_\_(5) Verification of the monitored individual's attendance at, and status of, employment or a court-ordered activity, or both - **See** records of attendance at court-approved activities and work.
- \_\_\_(6) Reporting of escape immediately to local law enforcement, and next day to the court, state's attorney and probation agent (if applicable) - **See** letters/documentation of notification.

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\_\_\_ F. VERIFICATION OF WORK AND OTHER COMMUNITY ACTIVITIES

- \_\_\_(1) Documentation verifying participation in court-ordered scheduled activities, provided not less than every other week, and
- \_\_\_(2) Documentation verifying participation in court-ordered unscheduled activities provided as soon as possible, but not later than the next working day

**See** written records verifying scheduled activities and accounting for unscheduled activities (e.g., records of site visits, telephone contacts, pay stubs or appropriate correspondence)

**.01 STANDARDS: MANAGEMENT OF MONITORED INDIVIDUALS (Cont'd.)**

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\_\_\_ G. TRANSPORTING A MONITORED INDIVIDUAL

**See** personnel roster; records of vehicle and employee licensure; observation; staff interviews

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\_\_\_ H. PROGRAM RELEASE OF A MONITORED INDIVIDUAL

- \_\_\_(1) Verification of identity
- \_\_\_(2) Authorization to discharge the monitored individual
- \_\_\_(3) Notification to the court and to affected agencies and individuals as required by law or ordered by the court (e.g., the court, the Division of Parole and Probation, local law enforcement agencies, victims, etc.)

**See** case records; review of authenticated release records and **observations**

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\_\_\_ I. ABSENCE OR ABSCONDING OF A MONITORED INDIVIDUAL

- \_\_\_(1) Documented action when a monitored individual is unaccounted for, absent or whereabouts unknown for less than 2 hours,
- \_\_\_(2) Documented action when a monitored individual is unaccounted for, absent or whereabouts unknown for more than 2 hours but less than 24, and
- \_\_\_(3) Documented action when a monitored individual is unaccounted for, absent or whereabouts unknown for twenty-four hours or more to include written notification to the appropriate authority as required by law

**See** electronic monitoring reports, electronic files, if necessary, monthly reports to MCCS, incident reports, letters to the Division of Parole and Probation, letters to the court, court documents, case files generally.

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**.02 STANDARDS: CONTINGENCY PLANS**

\_\_\_A. EMERGENCY AT THE MONITORED INDIVIDUAL'S RESIDENCE

- \_\_\_(1) Power outage – Documented response with back-up power; resume monitoring; notify court of interruption;
- \_\_\_(2) Loss of telephone service – Documented response with back-up power; resume monitoring; notify court of interruption;
- \_\_\_(3) Fire – Documented response; resume monitoring; notify court of interruption;
- \_\_\_(4) Flood – Documented response; resume monitoring; notify court of interruption;
- \_\_\_(5) Malfunction of equipment – Documented response; resume monitoring; notify court of interruption;
- \_\_\_(6) Other emergencies – Documented response; resume monitoring; notify court of interruption;

**See** emergency plans in agency's written policies and procedures; **See** incident reports and notifications to affected court or agency

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\_\_\_B. CONTINGENCY PLANS FOR THE MONITORING AGENCY

- \_\_\_(1) Power outage or loss of telephone service
- \_\_\_(2) The death, serious illness, incapacitation, or the personal emergency of a monitor
- \_\_\_(3) A financial emergency
- \_\_\_(4) Movement of monitoring equipment or the transfer of monitoring services if the monitoring agency's office becomes unusable
- \_\_\_(5) Prompt notification to a governmental agency responsible for supervising the monitored individual
- \_\_\_(6) Prompt notification to the court that ordered the monitoring

**See** incident reports, records of any such occurrence, court notifications if applicable, staff interviews

**See** acknowledgement of awareness and training

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**.03 STANDARDS: RIGHTS OF MONITORED INDIVIDUALS**

\_\_\_\_A. NONDISCRIMINATION

**See** complaints, observation

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\_\_\_\_B. ACCOMMODATIONS FOR A DISABLED INDIVIDUAL

**See** complaints, observation

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\_\_\_\_C. ORIENTATION

**See** handbook/orientation materials, written acknowledgement of monitored individuals

**See** staff awareness and training records of staff (**See Audit Team Leader**)

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\_\_\_\_D. MONITORED INDIVIDUAL EXERTING CONTROL

**See** interviews of staff, observation

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\_\_\_\_E. PROGRAM PARTICIPATION

**See** court documents

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\_\_\_\_F. RIGHT TO DUE PROCESS

**See** records providing access by a monitored individual to his/her records if he/she is referred back to the court the

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**.04 STANDARDS: RECORDS FOR MONITORED INDIVIDUALS**

\_\_\_\_A. UNAUTHORIZED ACCESS

**See** interviews of staff; observations that a monitored individual does not have unauthorized access to files, computer records and computer records of the monitoring agency.

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\_\_\_\_B. CONFIDENTIALITY OF CASE RECORDS

- \_\_\_\_ (1) Identification of an individual authorized to approve access
- \_\_\_\_ (2) Designation of materials subject to disclosure and restriction in accordance with applicable statutes and regulations
- \_\_\_\_ (3) A form used by a monitored individual for consenting to the release of information, **See form containing**, name of the monitored individual, the monitoring agency, the person requesting the information, designation of the information to be disclosed, rationale for disclosure, the signatures and dates of the monitored individual, a witness and expiration date
- \_\_\_\_ (4) A record of access decisions

**See** case records, interviews of staff, records of provision/denial, orientation materials

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\_\_\_\_C. CASE RECORDS

- \_\_\_\_ (1) Secure storage in a manner that prevents unauthorized access by a monitored individual
- \_\_\_\_ (2) Specification of file content and order
- \_\_\_\_ (3) A signature and date on documents and entries
- \_\_\_\_ (4) Daily backup of, and date and author's identity on, electronic documents, and
- \_\_\_\_ (5) Establishment of a records retention schedule with documentation of dispositions

**See** case files, review of computer files, staff interviews, observation

**.04 STANDARDS: RECORDS FOR MONITORED INDIVIDUALS (Cont'd.)**

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**\_\_\_ D. RECORDS OF FEE PAYMENTS**

**See** written policy and procedure, case record review, financial records and receipts, schedule fee payment method.

**See** receipts that include, at a minimum, the monitored individual's name, the amount paid, the date of the payment, the dates covered by the payment and the signature of the monitor. A receipt should be issued to the monitored individual.

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**\_\_\_ E. ELECTRONIC RECORDS**

The monitoring agency shall ensure that electronic or paper records of the monitoring of a monitored individual are available:

- \_\_\_(1) To an appropriate authority as soon as possible, but in not more than 2 working days,
- \_\_\_(2) For at least 3 years after the monitored individual completes the monitoring program or until the next audit by the Maryland Commission on Correctional Standards, whichever is later.

**See** documentation of requests and proper actions taken; observation

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**\_\_\_ F. RECORDS RETENTION**

The monitoring agency shall retain monitored individuals' case records for not less than 3 years after the completion of the monitoring services.

**Review** records retention schedule; observation

**See** closed files with court order, documentation accounting for the individual's activities when not electronically monitored, enrollment information, termination documents, schedule for and records of the transfer or destruction of case information designated as no longer having relevance or importance

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**.05 GENERAL ADMINISTRATION**

\_\_\_\_A. OFFICE SECURITY

**See** records of reports of any unusual activity in or around the private home detention office to the local police authorities, if any

**See** documentation of specification of persons authorized access to the office and office keys

**See** documentation of any breach of office security that results in the loss or destruction of the license certificate reported in writing to the Secretary, via the MCCA, within 5 working days of the incident

Observation

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\_\_\_\_B. UPDATES OF TELEPHONE AND PAGER NUMBERS

**See** records of changes in telephone and/or pager numbers used during business and nonbusiness hours reported to the Secretary, via the MCCA, within 5 working days from the date of the change.

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\_\_\_\_C. ELECTRONIC MONITORING EQUIPMENT

\_\_\_\_ (1) Secure storage, making equipment inaccessible to a monitored individual. Observation

\_\_\_\_ (2) Visual inspection of equipment worn by the monitored individual to determine its condition not less than once per month – **See** monthly inspection records of equipment in use

\_\_\_\_ (3) A master listing and inventory – **See** up-to-date listing and inventory of all equipment

\_\_\_\_ (4) Availability of at least one complete backup unit for every 25 units in use – **See** inventory of backup equipment

\_\_\_\_ (5) Responses to system malfunctions - **See** work orders for equipment service or repairs

**.05 GENERAL ADMINISTRATION (Cont'd.)**

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- \_\_\_(6) Restricted password access to authorized staff of base station hardware - **See** written designation of persons authorized access
  
  - \_\_\_(7) Maintenance and cleaning of equipment – **See** equipment/maintenance records and **observe** equipment
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\_\_\_D. CONTRACTS

- \_\_\_ Agreement with a contractor for monitoring services including provisions for compliance with these standards

**See** contractual agreement

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\_\_\_E. AGENCY RELATIONSHIP WITH MONITORED INDIVIDUALS

- \_\_\_(1) A monitoring agency or employee may not associate with a monitored individual except in a professional relationship that will support the goals of the program
  
- \_\_\_(2) A monitoring agency or employee may not enter into another business relationship with a monitored individual or monitored individual's family during the monitoring
  
- \_\_\_(3) A monitoring agency or employee may not employ a monitored individual or member of the monitored individual's family for at least 1 year after the termination of the monitoring
  
- \_\_\_(4) A monitoring agency licensee or employee may not engage in criminal conduct or violate these standards,
  
- \_\_\_(5) A monitoring agency employee shall maintain confidentiality of records and information regarding a monitored individual

Observation; interviews with staff

**.05 GENERAL ADMINISTRATION (Cont'd.)**

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\_\_\_ F. OFFICIAL PUBLICATIONS/ANNUAL REVIEW

**See** schedules for routine annual review of all publications (i.e., anniversary date of implementation, annually on calendar or fiscal year basis, etc.); review documentation including the date of review, the signature/initials of the person(s) performing the task and outcome (i.e., retain, modify, rescind, etc.); staff interviews.

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\_\_\_ G. MONTHLY REPORTS TO THE SECRETARY

Monthly reports are to be submitted on or before the fifteenth day of each month to the Secretary of Public Safety and Correctional Standards, via the Maryland Commission on Correctional Services, which includes provisions for:

- \_\_\_ (1) The number of monitored individuals being monitored on the first and last days of the month and categorized by the type of monitoring equipment used
- \_\_\_ (2) The number of monitored individuals for whom monitoring was initiated during the month and categorized by the type of monitoring equipment used
- \_\_\_ (3) The number of monitored individuals for whom monitoring was terminated during the month and categorized by the type of monitoring equipment used
- \_\_\_ (4) The number of monitored individuals cited for violating the court order or program rules requiring monitoring
- \_\_\_ (5) The number of monitored individuals removed from monitoring for one or more violations and categorized by the type of monitoring equipment used
- \_\_\_ (6) The number of instances in which a monitored individual was unaccounted for, absent from an approved location, or whose location was unknown within the following time frames:
  - \_\_\_ (a) Less than two hours
  - \_\_\_ (b) More than two hours, but less than 24
  - \_\_\_ (c) Twenty-four hours or more to include written notification to the appropriate authority as required by law – **See** documentation of notification to appropriate authorities

**.05 GENERAL ADMINISTRATION (Cont'd.)**

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\_\_\_\_(7) Records of immediate notification to the local law enforcement agency, and next working day notification to the court that ordered home detention, the State's Attorney and the supervising probation agent, if applicable, when a monitored individual is determined to have escaped.

**See** copies of monthly reports with any errors corrected in writing within five working days from the date the company knows or should know of an error in the report

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\_\_\_\_H. TAX AND CORPORATE RECORDS

**Review** of current corporate and tax records

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\_\_\_\_I. INSURANCE

**Review** of current general liability insurance for a minimum of \$100,000, including expiration date, if any.

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\_\_\_\_J. BOND

**See** certificate of bond for a minimum of \$2500

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\_\_\_\_K. STAFF TRAINING (**See Audit Team Leader**)

**See** training records; written acknowledgment by staff; staff interviews