

## Program Attendance Record

Each facility head or designee will ensure program participation, ancillary activities, and support groups are recorded electronically through the ODOC online program participation application by the fifth working day of every month. Education programs will report program attendance in accordance with [OP-090107](#) entitled "Education." Vocational training programs conducted by Career Technology and Education will report through the Department of Career and Technology Education. All other program participation will be reported in the manner detailed in this document.

Utilizing the online program participation application, the reporting designee will enter the ODOC number of the participant, the program/activity, and the date the participant began the program. Upon completion or termination of the program, the reporting designee will record the termination date and cause for termination.

The facility head, designee, or other appropriate staff is responsible for appointing and maintaining a designee to record program participation. To request a new or additional login, the facility head or designee must submit the request to Program Services via email to [emily.hysmith@doc.ok.gov](mailto:emily.hysmith@doc.ok.gov). The request should include the name, email address, and location of the designated appointee. The subject line should read "Login Request."

Facility staff that provides program activity to the designated reporter will include the following information:

- Facility
- Program
- The inmate's DOC number, last name, first name
- Date the inmate started the program
- Termination Date and Cause of Termination (where applicable)