

Instructions for Completing the Pen Packet Document Checklist (PPDC)

- Counties send the court documents (“pen packets”) sentencing inmates to the TDCJ to the State Ready section of Inmate Time Management
- State Ready reviews the pen packets to ensure required documents are provided and accurate
 - Required Documents are listed on the PPDC and Guidelines for Completing the PPDC
 - Important information for accuracy;
 - Inmate name
 - Identifying numbers; FBI, SID/DPS, Cause, TRN, TRS
 - TRN/TRS tracking numbers are required by Article 42.09, Section 8 of the Texas Code of Criminal Procedure
 - Imperative to check SAFPF, Prison, Health Care Needs to facilitate continuity of care as individuals pass from your custody to TDCJ
- The inmate’s State Ready record is created, which makes the inmate “state ready” for admission to TDCJ
- The Admissions section of Inmate Time Management schedules state ready inmates into TDCJ from county jails within 45 days of the inmate’s being state ready
- Utilize the current PPDC Form (Rev 07/2019)
- The PPDC and other admissions related forms are available at: https://www.tdcj.texas.gov/divisions/cid/supt_ops_class.html
- 86th Legislature SB 562 requires counties to provide any mental health records, screening reports, or similar information regarding the inmate’s mental health upon transfer to the TDCJ to include:
 - Reports prepared by a qualified mental health professional or any other social or psychological document used by the judge or jury to determine the defendant’s emotional or mental status;
 - Any evaluation prepared for the juvenile court before transferring the defendant to criminal court;
 - Copies of any mental health records to include but not limited to:
 - Psychological / psychiatric evaluation(s);
 - Hospitalization records and associated discharge records as a result of mental illness
 - Screening Form for Suicide and Medical/Mental/Developmental impairments
 - Crisis screenings and assessments performed by medical staff, contractors, and/or local mental health authority staff;
 - Competency restoration information to include inpatient, outpatient, or jail based; and
 - Records concerning mental health treatment and/or recent psychotropic medication administration logs
- Make sure all individuals that may be involved in the preparation of the pen packet have this information
- Direct questions to:

Inmate Time Management:

Manager II	Brittney Losack	936-437- 6387
Pen Packets	Brittney Losack	936-437- 6387
Admissions	Jacy Keefer	936-437-6236
Medical Health Services Liaison	Billie Allen	936-437-3589

TRN / TRS Numbers:

Manager II	Brittney Losack	936-437- 6387
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