

**LOCAL INMATE
DATA SYSTEM
(LIDS)**

Newsletter

**JANUARY
2002**

Compensation Board's



Phone Number:

(804) 786-0786

Compensation Board's



Fax number:

(804) 371-0235

Compensation Board's



Website address:

www.cns.state.va.us/compboard

Compensation Board's



Mailing address:

P. O. Box 710
Richmond, VA 23218-0710

DATES TO REMEMBER

- 2/14/02 - LIDS SUBMISSION DUE DATE



HELPFUL HINT!

Staff Contacts:

User Issues

- **Alice Coe**, Customer Service, Mgr
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- **Sue Kelly-Graham**, LIDS Technician
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Program Issues

- **Anne Wilmoth**, Information Tech. Mgr
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- **Craig Giegerich**, Systems Engineer
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- **Melanie Morrison**, Systems Engineer
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Policy/Audit Issues

- **Richard Lampman**, Policy/Planning, Mgr
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- **Oliver Bradshaw**, Audit Supervisor
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- **Mark Wood**, External Auditor
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Security/Key Fob Issues

- Anne Wilmoth ext. 222
- Melanie Morrison ext. 204
- Sue Kelly-Graham ext. 220



To quickly find a VCC by Statute on the Compensation Board web page (www.cns.state.va.us/compboard) using Internet Explorer, follow the steps below:

- Click on LIDS Information
- Scroll down to the bottom of the page
- Click on VCC by Statute
- Select 'Edit' from the toolbar
- Click on 'Find (on This Page)'. This will bring up a little dialog box for you to enter your search (example: Statute 16.1) It will take you to the top of Statute 16.1.
- Click on the Statute Number 16.1
- Once found, click on 'Edit' at the top of the screen and select the 'Find (on This Page)' option and input 16.1-241 and it will take you directly to Statute 16.1-241.





REMI NDER
SSA AUTOMATED CLEARING HOUSE
(ACH) VENDOR/ MISCELLANOUS PAYMENT
ENROLLMENT FORM 3881
UPDATED LIST

The following is an updated list of facilities that have not completed the QPID screen facsimile & Form 3881 as of January 14, 2002. The information on the QPID facsimile is needed to establish the necessary information on Social Security Administration systems to effectuate incentive payments. The Form 3881, signed and returned to SSA authorizes SSA to send the incentive payments to an account identified by the facility:

Rockbridge Reg. Jail	VA0065
Martinsville City Jail Farm	VA0067
Middle Peninsula Reg. Jail	VA0069
Newport News City Jail Farm	VA0073
Petersburg City Jail	VA0079
VA Beach City Jail	VA0084
Lancaster County Jail	VA0091
Loudoun County Jail	VA0093
Danville City Jail Farm	VA0096
Hampton City Jail	VA0108
Pamunkey Regional Jail	VA0147
Hampton Roads Regional Jail	VA0149
New River Valley Regional Jail	VA0150
Peumansend Creek Regional Jail	VA0151
Southside Regional Jail	VA0153

Please have your Treasurer/Finance Officer complete the QPID screen facsimile & Form 3881, which are located on the Compensation Board Website: cns.state.va.us/compboard.

If you are NOT interested in receiving bounty payments, please contact Sue Kelly-Graham via E-mail: skelly-graham@scb.state.va.us as soon as possible

NOTE: BOUNTY PAYMENTS GO DIRECTLY TO THE TREASURER OF YOUR LOCALITY. YOU MAY CHECK WITH YOUR TREASURER TO SEE WHERE THE FUNDS ARE GOING.

Upon completion of the forms, send to:

SSA
Attn: Bill Tannery
P. O. Box 8788
Philadelphia, PA 19101

If you have any questions concerning the completion of the forms or any issue regarding Reporting of Prisoners to Social Security Administration, please call Bill Tannery - (215) 597-4700

NEW

SOCI AL SECURITY BOUNTY PAYMENTS

The [Social Security Bounty Payments report](#) can either be viewed on-line or downloaded. You have the option to view the details of who the bounties were received on or just the summary of the amount and payment dates. The report will go back to June 1998 through December 2001.

The Social Security Bounty Payments can be found in LIDS under Forms Maintenance, Option 'Y'. See Screen # 1 and # 2 below.

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SCREEN # 1

LMN5-A	LOCAL INMATE DATA SYSTEM (LIDS)	2002-01-09
SCBM99	FORMS MAINTENANCE	10.37.25
	JAIL: 001	V.12072001

OPTION: **Y**

- | | |
|---------------------------------------|---------------------------------------|
| A. VIEW EXISTING REPORTS | B. OFFLINE REPORTS, QUERIES AND FILES |
| C. DRUNK IN PUBLIC | D. OUT-OF-STATE CONTRACT PRISONERS |
| E. CURRENT JAIL ROSTERS | F. MONTHLY JAIL SUMMARY |
| G. COMMITTED DURING PERIOD | H. LIST BY REASON RELEASED |
| I. RELEASED DURING PERIOD | J. HELD BY AGREEMENT |
| K. PRETRIAL REPORT | L. PRETRIAL RELEASE |
| M. HELD FOR JURISDICTION | N. HOUSED IN ANOTHER JAIL |
| O. JAIL CONTRACT BED LIST | P. LIST BY REASON CONFINED |
| Q. MONTHLY BILLING REPORT - FEDS ONLY | R. MONTHLY BILLING REPORT |
| S. VOUCHER COMPARISON | T. MONTH ACTIVITY COMPARISON |
| U. MONTHLY SCHOOL DISTRICT CENSUS | V. PRE-TRIAL CONFINEMENTS |
| W. PRE-TRIAL RELEASES | X. SEARCH BY LOCAL ID |

Y. SOCIAL SECURITY BOUNTY PAYMENTS

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SCREEN # 2

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2002-01-09
	FORMS MAINTENANCE	10.41.28
	JAIL # 001	V.12072001
	REPORT/FILE: SSNA BOUNTY PAYMENTS	

DETAIL OR SUMMARY _ ENTER D OR S
BEGIN MONTH AND YEAR: __ __ __ END MONTH AND YEAR: __ __ __

REMINDER
DATA INTEGRITY ERROR REPORT

The purpose of the Data Integrity Report is to list those confinements that appear to have data problems or inconsistencies that affect the quality of LIDS information. These errors should be corrected **as soon as possible** using either the Commitment Maintenance or Reimbursement Maintenance areas of LIDS.

Option 'K' , Data Integrity Validation in Commitment Maintenance is now available for your use.

How to Correct Errors Listed on the Report

Age Greater than 75 at Commit - If the inmate was really over age 75 at time of commitment, please access the Commitment Maintenance, option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth, or the Approximate Age needs to be changed: access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use option '2' (Update Prisoner Information).

Age Greater than 75 at Offense Date – If the inmates was really over age 75 at the time the crime was committed, please access the Commitment Maintenance, option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth or the Approximate Age needs to be changed: access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use option '2' (Update Prisoner Information). If the Offense Date was recorded in error and this is causing the error: access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use option '4' (Adjust Monthly Prisoner Status).

Age Less than 10 at Commit – If the inmate was really was under the age of 10 at the time of commitment, please access the Commitment Maintenance, option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth, or the Approximate Age needs to be changed: access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use option '2' (Update Prisoner Information).

Age Less than 10 Offense Date – If the inmates was really under the age of 10 at the time the crime was committed, please access the Commitment Maintenance, option 'K' (Data Integrity Validation) and flag the error as okay as reported. If the Date of Birth or the Approximate Age needs to be changed: access the Commitment Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use option '2' (Update Prisoner Information). If the Offense Date was recorded in error and this is causing the error: access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use option '4' (Adjust Monthly Prisoner Status).

Arrest Date is Less Than Offense Date – To correct the Arrest Date, access the Commitment Maintenance Menu, specifying the inmate's SSN, Commit Date and Commit Time and use option '4' (Update Offense Information). If the Offense Date was recorded in error and this is causing the error: access the Reimbursement Maintenance Menu, specify the inmate's SSN, Commit Date and Commit Time and use option '4' (Adjust Monthly Prisoner Status).

Birth Date or (Approximate Age and Date Approximate Age Recorded) are Required – To record the birth date or the Approximate Age, access the Commitment Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '2' (Update Prisoner Information).

Confined Longer than 5 Years – If the inmate has really been confined to jail for more than 5 years, please access the Commitment Maintenance, option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the commit date/time or the release date/time, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '4' (Adjust Monthly Prisoner Status).

Conviction Date Before Offense Date – To correct either the Conviction or Offense Date, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '4' (Adjust Monthly Prisoner Status).

REMINDER

DATA INTEGRITY ERROR REPORT- Continued

Offense Date More than 30 Years Before Commit – If the offense date is more than 30 years prior to the commit date, please access the Commitment Maintenance, option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct the Offense Date or the Commitment Date, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '4' (Adjust Monthly Prisoner Status).

Offense Date More than 30 Years Before Conviction Date – To correct either the Offense or Conviction Date, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '4' (Adjust Monthly Prisoner Status).

Offense Date More than 30 Years before Sentence Date – If the offense date is more than 30 years prior to the Sentence Date please access the Commitment Maintenance, option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the Offense or Sentence Date, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '4' (Adjust Monthly Prisoner Status).

Race Code is Invalid - To correct the Race Code, access the Commitment Maintenance Menu specifying the inmate's SSN, Commit Date and Time and use option '2' (Update Prisoner Information).

Release and Commit Are the Same – The release date and time should be different than the commit date and time. This error means the date as well as the time in HH:MM:SS format are the same. If the commit and release information are the same please access the Commitment Maintenance, option 'K' (Data Integrity Validation) and flag the error as okay as reported. To correct either the Commit Date/Time or the Release Date/Time, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '4' (Adjust Monthly Prisoner Status).

Release is Before Commit – To correct either the Commit Date/Time or the Release Date/Time, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '4' (Adjust Monthly Prisoner Status).

Release Reason is Required – To record or correct the release reason, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '4' (Adjust Monthly Prisoner Status).

Release Reasons Requires Release Date and Time – To record the Release Date/Time or to correct the Release Reason, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '4' (Adjust Monthly Prisoner Status).

Released Before LIDS Started – To correct this error the confinement must be deleted. To delete the confinement, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '12' (Delete Confinement/Post Adjustment). Note – As the confinement pre-dates LIDS, no adjustment will be posted.

Sentence Date Before Conviction Date – To correct either the Sentence or Conviction Date, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '4' (Adjust Monthly Prisoner Status).

Sentence Date Before Offense Date – To correct either the Sentence or Offense Date, access the Reimbursement Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '4' (Adjust Monthly Prisoner Status).

Sex Code Must be F or M – To correct the Sex Code, access the Commitment Maintenance Menu, specifying the inmate's SSN, Commit Date and Time and use option '2' (Update Prisoner Information).

REMINDER

DATA INTEGRITY ERROR REPORT

SCREEN # 1

LMN5-A LOCAL INMATE DATA SYSTEM (LIDS) 2002-01-17
SCBM99 FORMS MAINTENANCE 11.26.44
JAIL: 001 V.01142002

OPTION: **B**

- A. VIEW EXISTING REPORTS
- C. DRUNK IN PUBLIC
- E. CURRENT JAIL ROSTERS
- G. COMMITTED DURING PERIOD
- I. RELEASED DURING PERIOD
- K. PRETRIAL REPORT
- M. HELD FOR JURISDICTION
- O. JAIL CONTRACT BED LIST
- Q. MONTHLY BILLING REPORT - FEDS ONLY
- S. VOUCHER COMPARISON
- U. MONTHLY SCHOOL DISTRICT CENSUS
- W. PRE-TRIAL RELEASES
- Y. SOCIAL SECURITY BOUNTY PAYMENTS
- B. OFFLINE REPORTS, QUERIES AND FILES**
- D. OUT-OF-STATE CONTRACT PRISONERS
- F. MONTHLY JAIL SUMMARY
- H. LIST BY REASON RELEASED
- J. HELD BY AGREEMENT
- L. PRETRIAL RELEASE
- N. HOUSED IN ANOTHER JAIL
- P. LIST BY REASON CONFINED
- R. MONTHLY BILLING REPORT
- T. MONTH ACTIVITY COMPARISON
- V. PRE-TRIAL CONFINEMENTS
- X. SEARCH BY LOCAL ID

SELECT OPTION THEN PRESS ENTER
OR CLEAR KEY TO EXIT

SCREEN # 2

LMN5-B LOCAL INMATE DATA SYSTEM (LIDS) 2002-01-17
SCBM99 FORMS MAINTENANCE 11.30.17
JAIL # 001 V.01142002

OPTION: **O**

- A. CURRENT JAIL ROSTER FILE
- C. RELEASES FOR PERIOD FILE
- E. INSURANCE REPORT AND FILE
- G. OUT OF COMPLIANCE FILE
- I. INMATES THAT REQUIRE A DNA SAMPLE
- K. MONTHLY ADP COMPARISON
- M. INMATE DATA INFORMATION REPORT
- O. DATA INTEGRITY ERROR REPORT**
- B. CONFINEMENTS FOR PERIOD FILE
- D. MONTHLY FINANCIAL DETAIL FILE
- F. POSSIBLE ERRORS REPORT
- H. HISTORIC JAIL ROSTER
- J. JAIL ROSTER FOR PERIOD
- L. SSN VERIFICATION RESULTS
- N. CURRENTLY AVAILABLE DOWNLOAD FILES

REMI NDER

DATA I NTEGRITY ERROR REPORT

SCREEN # 3

LMN5-C LOCAL INMATE DATA SYSTEM (LIDS) 2002-01-17
FORMS MAINTENANCE 11.32.53
JAIL # 001 V.01142002
REPORT/FILE: DATA INTEGRITY ERRORS
PERIOD BEGIN DATE (MMDDYYYY): 01012002 PERIOD END DATE (MMDDYYYY): 01172002

REQUESTS COVERING MORE THAN 1 MONTH WILL BE RUN OVERNIGHT

SCREEN # 4

LMN5-M LOCAL INMATE DATA SYSTEM (LIDS) V.01142002
SCBM99M

DATA INTEGRITY ERRORS

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR PRINTING ON YOUR SYSTEM.

THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO SEE WHEN IT HAS COMPLETED.
FILE SCB.PROD.J001.BSCANR00.RTF WILL BE CREATED FOR YOU.
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

PRESS ENTER TO CONTINUE

SCREEN # 5

LPS2-1 LOCAL INMATE DATA SYSTEM (LIDS) V.06212001
DATE: 2002-01-17 **REPORTS INDEX** TIME: 11.43.04
S DATE TIME USER-ID TITLE JAIL: 001

V 01092002 180130 SCB0000 APPROVAL DATA INTEGRITY ERRORS
_ 01172002 080207 SCB0000 BATCH EDIT CONFINEMENT REPORT
_ 01172002 113505 SCB0000 REQUESTED DATA INTEGRITY ERRORS

V = VIEW REPORT OR D = DELETE OR P = PRINT (BATCH) REPORT
ENTER = NEXT JAIL F3 = EXIT



REMI NDER

FUTURE LIDS ENHANCEMENTS

You will be notified at a later date when the following LIDS enhancements will be placed into production:

Estimated Completion Date

- March 2002 DNA Medical Alert Flag on 1st screen switch with Prisoner Report listing only the verified bad SSN's
- March 2002 Add Duplication Query Report to Forms Maintenance menu
- July 2002 Update Transfer Status Screen to reflect DOC Intake/Out of Compliance
- July 2002 Capability to view all reports in Forms Maintenance, Option A (View Existing Reports) that can be downloaded from Option B (Offline Reports, Queries & Files)
- July 2002 Help button for years sentenced (special years, i.e. life, death)
- July 2002 New DNA table to allow entry separately using SID, OTN or the Document Control Number for Juveniles
- July 2002 Report by Age Report, Forms Maintenance



REMI NDER!

OVERLAP PROBLEMS

Several LIDS Technicians/users have reported overlap problems because of the delay of another facility releasing inmates on LIDS. The main reason given for the delays has been that the LIDS Technician/user was out of the office, on vacation, or the facility had no additional staff experienced to release the inmate on LIDS.

Prompt attention to overlaps is *imperative* due to loss of revenue in one facility and the over-payment in another facility. This is an audit issue.

The LIDS Advisory Committee recommended that in these type of cases each LIDS Technician should cross train a staff member on LIDS. LIDS Technicians are responsible for training other staff members. However, if it is necessary for the staff members to attend Compensation Board training, additional staff will not be reimbursed by the Compensation Board for travel expenses. Contact Sue Kelly-Graham (skelly-graham@scb.state.va.us) or Alice Coe (acoe@scb.state.va.us) if monthly Basic LIDS training is required. Each facility's cooperation is appreciated.

For your use and convenience, please see the Overlap Form on the following page.

The Overlap form shown on Page 13 of this Newsletter was electronically mailed to all LIDS Technicians November, 2001. Please E-mail Sue Kelly-Graham at skelly-graham@scb.state.va.us if you did NOT receive the form.



LOCAL INMATE DATA SYSTEM (LIDS) OVERLAP FORM

Please review your LIDS entries and inmate files to determine action needed to resolve the overlapping LIDS entries. It is imperative that action be taken to resolve these overlapping confinements to allow us to approve our monthly submission. Please enter the following information and return this email:

Date: _____

TO Locality: _____

Fips Code: _____

Phone #: _____

FROM Locality: _____

Fips Code: _____

Phone #: _____

(EXAMPLE) (EXAMPLE) (EXAMPLE) (EXAMPLE)

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO
907000001	Joseph A. Doe	08-01-1999	091500	08-02-1999	123500	250

COMMENTS: Sorry for the delay. Our computer systems were down. Feel free to contact me with any questions.

Fill in the following information:

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO

COMMENTS:

Fill in the following information:

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO

COMMENTS:

Fill in the following information:

SSN	NAME	COMMIT DATE	COMMIT TIME	RELEASE DATE	RELEASE TIME	TRANSFER TO

COMMENTS: