

LOCAL INMATE
DATA SYSTEM
(LIDS)

Newsletter

DECEMBER
2001

**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

- 1/16/02 - LIDS SUBMISSION DUE DATE
- 1/18/02 - 3RD QUARTER VOUCHERS
(Sept, Oct, Nov)



2002 BASIC LIDS TRAINING

The Compensation Board is offering Basic LIDS training from 8:30 a.m. - 5:00 p.m. To register for LIDS training, please contact Sue Kelly-Graham: skelly-graham@scb.state.va.us or (804) 786-0786 Ext. 208 or Alice Coe: acoe@scb.state.va.us or (804) 786-0786 Ext. 207. Monthly registration deadline is 5 working days prior to training date.

Training Dates

- January 16
- February 20
- March 20
- April 17
- May 15

Training will be held at the Department of General Services, 805 E. Broad Street, Basement level, Richmond, VA. Enter the building on the Eighth Street side (construction awning over sidewalk). Walk past snack bar (on left) and elevators are on the left. Take elevator to basement. Go to glass door that says Department of General Services to be admitted to the lab.

A photo I.D. is required in order to access the building. Also, in order to access LIDS, please bring your LIDS logon (user-id) and password.

NEW - LIDS ENHANCEMENT

Interface with Virginia State Police to report correctional status changes
& to verify State ID numbers

Staff Contacts:

User Issues

- **Alice Coe**, Customer Service, Mgr
acoe@scb.state.va.us ext. 207
- **Sue Kelly-Graham**, LIDS Technician
skelly-graham@scb.state.va.us ext. 220

Program Issues

- **Anne Wilmoth**, Information Tech. Mgr
awilmoth@scb.state.va.us ext. 222
- **Craig Giegerich**, Systems Engineer
cgiegerich@scb.state.va.us ext. 216
- **Melanie Morrison**, Systems Engineer
mmorrison@scb.state.va.us ext. 204

Policy/Audit Issues

- **Richard Lampman**, Policy/Planning, Mgr
rlampman@scb.state.va.us ext. 215
- **Oliver Bradshaw**, Audit Supervisor
obradshaw@scb.state.va.us ext. 203
- **Mark Wood**, External Auditor
mwood@scb.state.va.us ext. 228

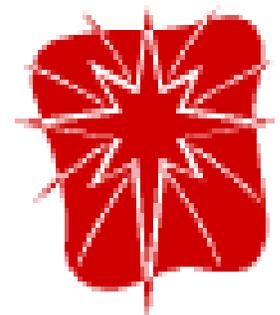
Security/Key Fob Issues

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



HAPPY HOLIDAYS

The Compensation Board
wishes
you and your family a
Happy, healthy, and safe
Holiday Season!





ATTENTION!

**SSA AUTOMATED CLEARING HOUSE
(ACH) VENDOR/MISCELLANOUS PAYMENT
ENROLLMENT FORM 3881**

The following facilities have not completed the QPID screen facsimile & Form 3881. 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
Rappahannock County Jail	VA0087
Lancaster County Jail	VA0091
Loudoun County Jail	VA0093
Danville City Jail Farm	VA0096
Hampton City Jail	VA0108
Amherst County Jail	VA0116
Augusta County Jail	VA0119
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.

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 - VCC CODES

The following has been added at the request of the localities:

Heading: MILITARY AND EMERGENCY (For Use by LIDS Only)
VCC: MIL 5361-M9
Penalty: None
Statute: Section 44-41.1
Subhead: *National Guard (Compensation Board)*
Description: FAIL TO REPORT FOR ANNUAL ACTIVE DUTY

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Heading: MILITARY AND EMERGENCY (For Use by LIDS Only)
VCC: MIL 5362-M9
Penalty: None
Statute: Section 44-41.1
Subhead: *National Guard (Compensation Board)*
Description: FAIL TO REPORT FOR SCHEDULED INACTIVE DUTY

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Heading: MILITARY & EMERGENCY
VCC: MIL 5363-M9
Penalty: 0 - 20 Days
Statute: Section 44-43
Subhead: *National Guard Courts – martial*
Description: NATIONAL GUARD GENERAL COURTS - MARTIAL

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Heading: MILITARY & EMERGENCY
VCC: MIL 5364-M9
Penalty: 0 - 10 Days
Statute: Section 44-44
Subhead: *National Guard Courts - martial*
Description: NATIONAL GUARD SPECIAL COURTS -MARTIAL

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Heading: MILITARY & EMERGENCY
VCC: MIL 5365-M9
Penalty: 0 - 2-1/2 Days
Statute: Section 44-45
Subhead: *National Guard Courts - martial*
Description: NATIONAL GUARD SPECIAL COURTS -MARTIAL

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[THE ABOVE VCC CODES MUST BE USED WITH COURT OF JURISDICTION OF 999](#)

The following VCC **expiration date of 6/30/96** has been removed:

Heading: FRAUD
VCC: FRD 2709-F9
Penalty: 1 Year - 20 Years
Statute: Section 18.2-200
Subhead: *Agriculture*
Description: FAIL TO DELIVER CROP, ETC., IN RETURN FOR ADVANCES > \$200

NEW - 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.

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 Check) 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 Check) 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 Check) 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 Check) 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 Check) 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).

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NEW - 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 Check) 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 Check) 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 Check) 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

FUTURE LIDS ENHANCEMENTS



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

Estimated Completion Date

- January 2002 DNA Medical Alert Flag on 1st screen switch with Prisoner Report listing only the verified bad SSN's
- January 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
- July 2002 Interface with Virginia State Police to report correctional status changes and to verify State ID numbers

REMINDER

OVERLAP PROBLEMS

Several LIDS Technicians/users have reported problems with overlaps because of the delay of another facility releasing inmates on LIDS. The main reason given for the delays have 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 overpayment 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 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.