

COMPENSATION BOARD

LOCAL INMATE DATA SYSTEM



CONTACTS:

The Compensation Board PHONE number:

804-786-0786

The Compensation Board FAX number:

804-371-0235

Alice Coe, Manager, Customer Service
acoe@scb.state.va.us ext. 207

Angie Francis, Senior Fiscal Technician
afrancis@scb.state.va.us ext. 220

Anne Wilmoth, Information Tech. Mgr.
awilmoth@scb.state.va.us ext. 222

Melanie Morrison, Systems Engineer
mmorrison@scb.state.va.us ext. 204

Craig Giegerich, Systems Engineer
cgiegerich@scb.state.va.us ext. 216

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



◆ Jail Management Internal Control Guidelines for LIDS -

The LIDS '*Inmate File and Audit Performance Guidelines*' implemented July 1, 2000 require local users to take a more active role with the LIDS system than they have in the past.

The LIDS system performs two basic functions:

1. Standardize Database of Inmate Information
2. Calculates Monthly Per Diem Payments

Both functions require that adequate internal controls are functioning to ensure the accuracy of the data and payments. Each jail must establish written internal control procedures to ensure the accuracy of their data. The internal controls should include but not limited to the following:

- ◆ Written policy and procedures (SOP's) to assure that all LIDS related personnel are adequately trained.
- ◆ **Documented** testing of LIDS data to demonstrate that sufficient verification procedures have been conducted to enable the certifier to submit as accurate monthly request for payment. Typically, this should be accomplished at the supervisory level but due to the small staffs at some jails, the same individual may complete this.

Written policies and procedures should be maintained in a manual and available 24 hours a day to all jail staff.



(continued)

◆ Jail Management Internal Control Guidelines for LIDS -

The following tests are suggested but are not all inclusive:

- A.** Inmate source documentation test. Compare the following to LIDS records:
1. inmate data form
 2. commitment form, Federal notice of commitment, court order, and/or both
 3. records developed as a result of classification
 4. work record and program involvement
 5. continuance notices
 6. release records, Federal notice of release, and/or all transport notices to or from other detention facilities, including the Department of Corrections
- B.** Reconcile daily or weekly LIDS data with local inmate management systems and/or physical head counts. (Compare LIDS jail roster to the local jail roster line item by line item for the same period. The supervisor should review and sign the reconciliation document.)
- C.** Daily or weekly review of the LIDS error report to ensure that errors are being resolved in a reasonable amount of time.
- D.** Monthly review of LIDS invoice for accuracy before it is certified and approved.



(continued)

◆ Jail Management Internal Control Guidelines for LIDS -

Chapter 13 of the 07/01/200 LIDS Users Manual contains the Compensation Board's **LIDS Audit Guidelines** that should be incorporated into the internal control procedures of each jail to ensure the accuracy of the data and meet the Compensation Board's internal control requirements. These requirements are:

1. Security of LIDS assets
 - a. files storage in a secure area
 - b. access to the LIDS system is restricted
2. Testing of inmate activity for clerical errors
 - a. log of tested files maintained
 - b. action taken to correct errors found noted
3. Monthly reconciliation of commits, releases, and ending head count
 - a. use LIDS reconciliation documentation or locality-developed documentation
4. Comparison of jail roster to LIDS roster
 - a. keep copies of the rosters showing a line by line comparison
5. Daily or weekly review of error report.
 - a. document on the daily or weekly error action taken to resolve the error
6. Monthly review of reimbursement request by supervisory personnel
 - a. have preparer sign/date and supervisor sign/date

The **Report Performance Ratings** (page 13-252 of the Users Guide) require:

- ◆ Reconciliation of LIDS Activity
- ◆ Monthly Testing of Activity
- ◆ Documented Supervisory Review



(continued)

◆ Jail Management Internal Control Guidelines for LIDS -

It is not practical for the Compensation Board to design local internal control systems for each jail because of the diversity of jail size and activities. Therefore, broad guidelines have been established. Compensation Board auditors will check implantation of the above during each Compensation Board audit review.

In summary, the Compensation Board auditors will ask to review the following:

1. Overall jail LIDS related standard operating procedures.
2. Packet that shows the files tested during the week and month.
3. Daily or weekly batch error report correction work papers.
4. Copy of the certifier's financial screen initialed by the certifier.

◆ Held for Locality (required) –

During the training sessions conducted in June, it was suggested that if you are a **CITY** or **COUNTY** jail that this required field be defaulted to your own FIPS code. But if you are a **REGIONAL** jail, you **MUST** enter in the appropriate FIPS code in the held for locality field.

◆ LIDS Training in August –

Basic LIDS training in Roanoke will be August 1st (starting @ 1:30pm) finishing up August 2nd (starting @ 8:30am). Refresher training in Roanoke will be August 2nd (starting @ 1:30pm) and August 3rd (starting @ 8:30am). If you have any questions call Angie Francis at ext. 220.

LIDS NEWSLETTER

July 2000

Compensation Board



LOCAL INMATE DATA SYSTEM
(LIDS)
UPDATE



Local Inmate Data System (LIDS) Activity Calendar



August 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Session #1 (1:30-5:00) Basic @ Roanoke	2 Session #1 Basic continued (8:30-12:00) <hr/> Session #1 (1:30-5:00) Refresher @ Roanoke	3 Session #3 (8:30-12:00) Refresher @ Roanoke	4 Weekly Upload ↑	5
6	7	8	9	10	11 Weekly Upload ↑	12
13	14  Cert. / App. July LIDS Report (10th business day) *Data pulled for Tues. Report	15 *7/4 & 7/18 Tuesday Reports available on Website	16	17	18 Weekly Upload ↑	19
20	21	22	23	24	25 Weekly Upload ↑	26
27	28	29	30	31		

LIDS **Basic Training (8 hours) will be August 1 thru 2. LIDS **Refresher** Training (4 hours) will be August 2 and 3.