

LOCAL INMATE
DATA SYSTEM
(LIDS)

Newsletter

JUNE
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:**



**202 N. Ninth Street
P. O. Box 710
Richmond, VA 23218-0710**

BASIC LIDS TRAINING

The Compensation Board is offering **Basic LIDS** training at the Department of General Services, 805 E. Broad Street, Basement level, Richmond, VA. Enter the building on the Broad Street side (construction awning over sidewalk on Broad St.) As you enter the lobby, elevators are immediately on the left. Take elevator to basement. Go to glass door that says Department of General Services to be admitted to the lab.



Training dates:

July 18

October 17

August 15

November 21

September 19

December 19

NOTICE!

LIDS will be down on Sunday, July 1, 2001 until 4:00 pm for software upgrades.

REMINDER: SECURID TRAINING

As mentioned in the April LIDS Newsletter, the changes are only for those offices using the dial-up toll free connection provided by the Compensation Board.

Effective July 1, 2001, those offices who use the dial-up toll-free connection provided by the Compensation Board will be required to access SNIP using the SecurID key fob.



If the first username entered in your logon procedures is 'compbd', you will be assigned a security product, SecurID key fob to access the Compensation Board's Website home page. If you do not enter 'compbd' as the first entry of your logon procedures, you are not using the toll free dial-up connection and this change does **not** affect your office at this time.

In order to assist with the deployment of the SecurID key fobs to a large number of offices, we have started training users. Please check with your Sheriff or Regional Jail Superintendent to determine the date, location and time you have been scheduled for the new access training.

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 Issues

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

07/01/2001 LIDS ENHANCEMENTS

- Enhancements listed below came from LIDS users or from the LIDS Advisory Committee and go into effect 07/01/2001:

NEW



- **REASON RELEASE CODE**

“23” Confinement change within facility, violated program

- **VCC**

Effective 7/1/01 you will have the ability to substitute the eighth (8th) position of the VCC with an ‘O’ to denote Ordinance. The 8th character can be replaced if it is ‘M’, ‘J’, ‘I’, or ‘S’

REMINDER

- **DNA Drawn Date:** New Required Data field to provide the date that DNA sampling was drawn
- **DNA:** Data field to record “yes” if DNA has been drawn
- **Conviction Date:** New Required Data Field to provide the conviction date needed for DNA sampling
- **Offense Tracking Number:** See Charge Standardization Project information, Page 3.
- **New Forms Maintenance Reports:** Commits vs. Releases, Average Daily Population (ADP), and Quarterly Voucher comparisons
- **New Inquiry Options:** Ability to view quarterly vouchers and insurance number inquiry
- **Certification Message:** Attached to the monthly certification screen will be a screen containing a comparison of the previous month’s LIDS data to the current month’s LIDS data

REMINDER: CHARGE STANDARDIZATION

‘Charge Standardization Project’ is underway. Offenses will be tracked by an offense tracking number. This project is scheduled to be piloted in January 2002. The July 1, 2001, LIDS Batch File Layout will change to include this 15-character offense tracking number. This number will be on all forms. Magistrate and Court forms will include the 15-character offense tracking number. It will also include who originated the charge. Plans are for the Compensation Board to pull VCC information and statute information from the Magistrate System.

REMINDER!

- July 1, 2001, **LIDS Batch File Layout** is available on the Compensation Board’s website under LIDS information, (www.cns.state.va.us/compboard.) Please advise your program vendors to visit our website for the July 1 updates & to make & test the changes **prior to July 1**. The penalty for not doing so will result in having to do on-line updates.

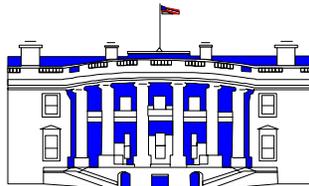
DATE TO REMEMBER

- 8/14/01 - LIDS SUBMISSION DUE DATE

NEW LIDS AUDIT GUIDELINES

A new document entitled LIDS Audit Guide was distributed and discussed at the Sheriffs' Spring Conference. Copies have also been mailed to all jail facilities. The guide contains three important sections: 1) We discuss good business practices for you to implement in your jail. Implementing some or all of these practices should make your next LIDS audit go a lot faster and easier. 2) The Guide shows you exactly what the Compensation Board auditors will look at when they come on-site to conduct an audit. 3) Audit ratings have been changed to emphasize performance and the guide includes a new rating matrix.

The effective date of these new guidelines is **May 1, 2001**. Please be aware that this new audit guide replaces ALL previous communication regarding LIDS audits. Direct any questions you have about the LIDS audit program to Richard A Lampman, Manager of Policy and Planning, (804) 786-0786 x215 or rlampman@scb.state.va.us.



HOUSE JOINT RESOLUTION NUMBER 687

In the 2001 session of the General Assembly, House Joint Resolution No. 687 was passed directing the Virginia State Crime Commission to study the organization of any inconsistencies in Title 18.2 of the Code of Virginia, including the level and extent of penalties set forth therein and the reasoning thereof. In conducting its study, the Commission is to review the proportionality of the criminal penalties throughout the Code of Virginia, make recommendations for necessary amendments, and decide whether to recommend that Title 18.2 should be rewritten at this time.

The Crime Commission's work is to be completed by **October 2002**. If, in the course of your work, you have noticed things about Virginia's criminal code that are problematic, inconsistent, or perplexing, now is the time to bring them to the attention of the Commission so that they may be considered within the proper context.

Send to: Virginia State Crime Commission, General
Assembly Building, 910 Capitol Street, Suite 915
Richmond, VA 23219.

HOW TO AVOID PROBLEMS WITH SOFTWARE UPGRADES

- **Read your mail to ensure you are up to date with LIDS Enhancements throughout the year**
 - Compensation Board (CB) memorandums, emails & fax nets
 - LIDS Broadcast
 - LIDS Newsletters
 - LIDS Newsletter is displayed around June 1 each year on the CB website
- **SecurID—effective 7/1/01**
- **Ensure that your software vendor has the current file layout for LIDS**
 - File layouts are available on the CB website
 - no later than April 1
 - Test any software changes prior to July 1
- **LIDS has a user-testing region 'CIDH'**
 - All users having access to production in LIDS also have access to the test region in LIDS
- **Attend LIDS training**
 - Annual LIDS refresher training will be held during June
 - CB has set aside the 3rd Wednesday of each month for Basic LIDS training
 - Turnover in LIDS technician positions
- **LIDS will only be brought down for software upgrades at scheduled times**
 - There will be no deviation from the schedule as it relates to shutdown time
- **Report problems to the Compensation Board**
 - Alice Coe @ (804) 786-0786 ext. 206
 - Sue Kelly-Graham @ (804) 786-0786 ext. 220
 - Anne Wilmoth @ (804) 786-0786 ext. 222