

LOCAL INMATE
DATA SYSTEM
(LIDS)

Newsletter

MAY
2001

LIDS ENHANCEMENT TRAINING

This years LIDS Enhancement Training is being offered in **June, 2001** to local Users. If you plan to attend the LIDS Enhancement Training in June, please **register yourself on the Compensation Board's website (www.cns.state.va.us/compboard)** by selecting the '**LIDS Information**' button. Then select the '**LIDS Enhancement Training**' button. **Complete the form** and then **click on the button to register** for the date and time you wish to attend training.



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:

- **REASON RELEASE CODE** NEW
"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'
- **DNA Drawn Date:** New Re- REMINDER quired 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



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

Staff Contacts:

User Issues

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

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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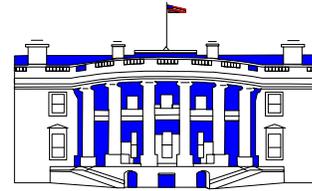
Security Issues

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



DATE TO REMEMBER

- 6/14/01 - 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.

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. 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.

REMINDER: CHARGE STANDARDIZATION PROJECT

'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.

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REMINDERS!

- In addition to the [LIDS Users Guide](#), the Compensation Board has developed an [Audit Guide](#). Both the Audit Guide and the LIDS Users Guide will be available on the Compensation Board's website prior to 06/01/2001.
- 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.

MOVING ON AND UP...



We regret to inform you that Mark Wood, Compensation Board External Auditor, submitted his resignation effective April 25, 2001 to accept a promotion at the Virginia Department of Business Assistance. We wish Mark much success in his new position — he will be *greatly* missed.

The Compensation Board plans to fill the vacant External Auditor position by the end of June, 2001.

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