



6. Financial Management

Navigational Path:

- LIDS Main Menu - Enter Option #6 - Financial Management

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VITA1 Rick EXTRAI X treme
LIDS LOCAL INMATE DATA SYSTEM (LIDS) V.02192010
2010-04-09 08.53.32
MAIN MENU
JAIL
1 SYSTEM MAINTENANCE
2 DOC MAINTENANCE
3 COMMITMENT MAINTENANCE
4 FORMS MAINTENANCE
5 INQUIRY
6 FINANCIAL MANAGEMENT
7 HISTORICAL INQUIRY (12/01/1996-06/30/2003)
8 RECONCILIATION TOOLS
X EXIT LIDS
GENERAL BROADCAST MESSAGES
BROADCAST MESSAGE READ COMPLETE - CONTINUE
OPTION _
48 :00.1 22/19
```

```
VITA1 Rick EXTRAI X treme
LMN3 LOCAL INMATE DATA SYSTEM (LIDS) V.03182010
2010-04-09 08.54.26
FINANCIAL MANAGEMENT
1. CREATE MONTHLY PRISONER STATUS FILE
2. CERTIFY MONTHLY PRISONER STATUS
3. APPROVE MONTHLY PRISONER STATUS
4. ADJUST MONTHLY PRISONER STATUS
5. CERTIFICATION/APPROVAL STATUS
6. GENERATE VOUCHERS
7. REVIEW VOUCHERS
8. RECORD PRE-LIDS ADJUSTMENTS
9. CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT AND POST ADJUSTMENT (PRISONER SSN REQUIRED)
MONTH __ YEAR __
PRISONER SSN: _____ COMMIT DATE: _____ COMMIT TIME: _____
VOUCHERS: FISCAL YEAR __ QUARTER _ STARTING NUMBER _____
JAIL NUMBER:
ENTER OPTION HERE => _
48 :00.1 24/34
```

Option'6' - Financial Management Continued

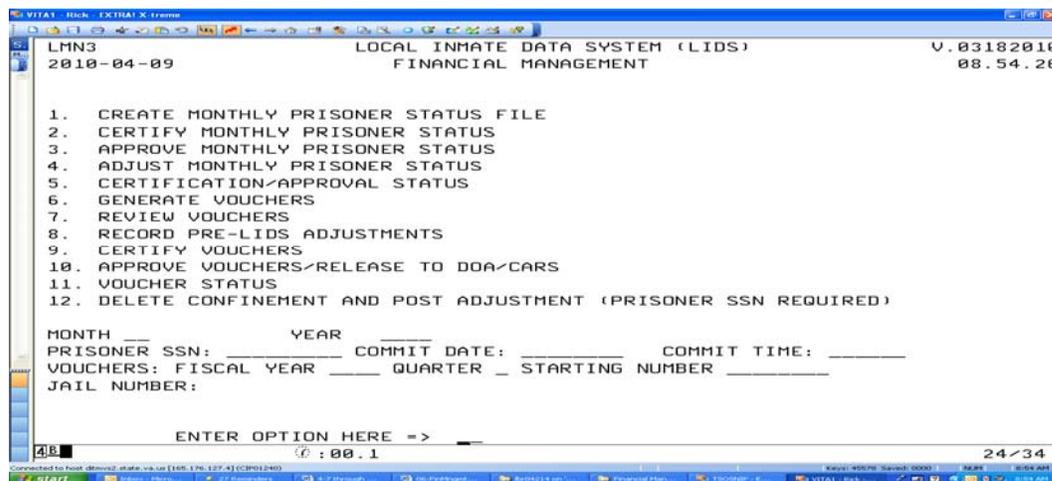
- Social Security Numbers and names found in the screen prints within this LIDS Users Guide have been dummied up to protect prisoners identification
- Option #6, Financial Management Menu provides the navigational path for those processes associated with prisoner payment of inmate per diems.
- Option #1, Create Monthly Prisoner File is used to create AND recreate the financial file
- Option #2, Certify Monthly Prisoner Status File
 - ✓ **Used to view current financial file prior to Certification**
 - Each time Option #2 is selected, choose Option #1 first to Create or Re-create File
 - **If** Option #1, Create Monthly Prisoner File is NOT selected prior to selecting Option #2, Certify Monthly Prisoner File, the file will not capture any updates since your last creation of the prisoner file
 - 1st time the monthly prisoner file is created, a message will appear that it's been created
 - 2nd time and thereafter, recreate the file to pull in all updates
 - ✓ **Used to Certify Monthly Prisoner Status File**
 - After Monthly Prisoner Status File has been created select Option #2, Certify Monthly Prisoner Status File
 - Enter Month and Year
 - Chief Jailer is the Certifier and should review financial data prior to Log-on ID# Certification
- Option #3 - Sheriff/Superintendent approves monthly submission by 10th working day
- Option #4 provides jail staff a means to make adjustments in LIDS concerning prisoner data that may effect the per diem payment
- Options#5,6,8,9,10 and 11 are used by the Compensation Board
- Option #7 provides a means to review quarterly voucher information
- Option #12 is used by the jail staff to delete confinements that require financial adjustments
 - ✓ Once the systems detects a deleted confinement, it also makes the financial adjustment
- Clear Screen - Returns to the Financial Management Menu

Option '6' - Financial Management Continued

Option #1 - Create Monthly Prisoner Status File

Navigational Path:

- LIDS Main Menu - Enter Option '6' - Financial Management
- Required Data Fields
 - ✓ Month and Year
- Financial Management Menu - Enter Option '1' Create Monthly Prisoner Status File



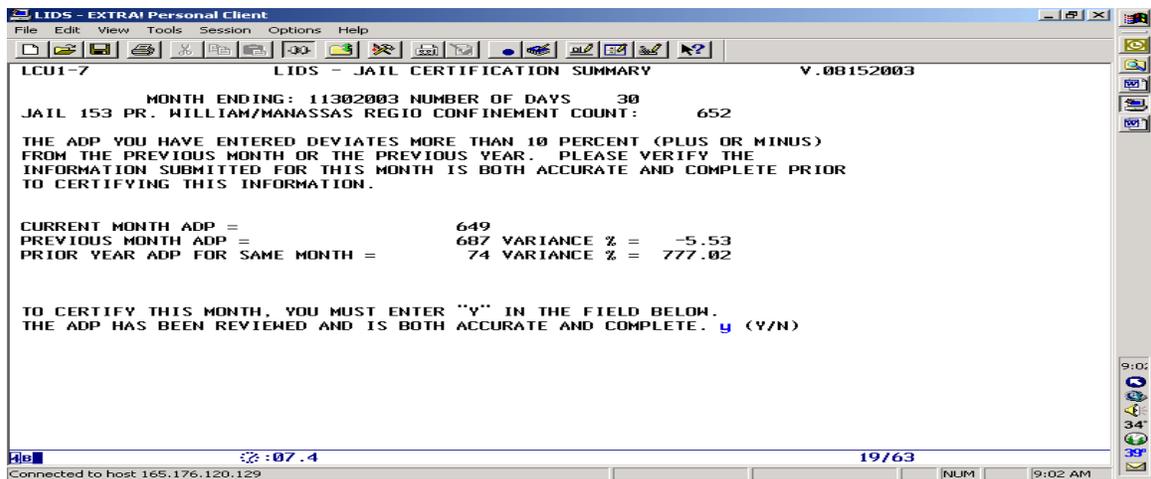
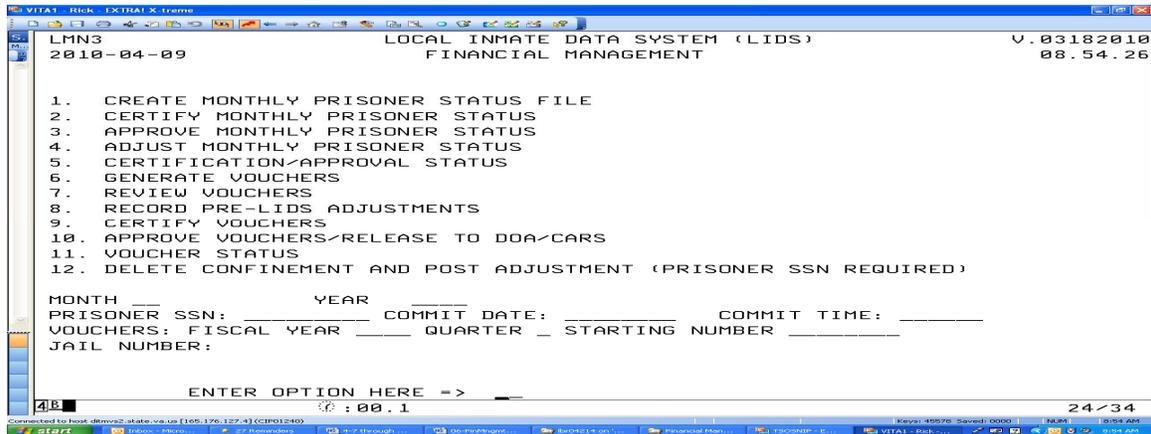
- **Option #1, Create Monthly Prisoner Status File** provides a means to create/update a payment record for each confinement for the month
- **Create monthly prisoner status file every time the monthly submission is viewed or an update/adjustment is made**
- When monthly financial file is created or re-created, this causes LIDS to pull **all** of the latest updates and adjustments for review
- Used to view your current financial file prior to Certification
- Used to re-create financial file **anytime during the month** to check anticipated payment figures
- **If** Option #1, Create Monthly Prisoner File, is not selected prior to selecting Option #2, Certify Monthly Prisoner Status File, the file will not capture any data updates since the last file was created
 - ✓ This file **must** be created for the Certification and Approval process by the **tenth (10th) working day of the month** for the previous month's activity

Option '6' - Financial Management Continued

Option #2 - Certify Monthly Prisoner Status

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Financial Management**
- **Required Data Fields**
 - ✓ Month and Year
- **Financial Management Menu - Enter Option '2' - Certify Monthly Prisoner Status**



- **If the LIDS system detects a plus or minus of 10 percent variance in your monthly ADP, you will be required to verify that the data is correct as reported prior to Certification**
 - ✓ **If you are unsure of the cause of the variance in ADP review compare ADP of the current month to that of the last few months. Then compare populations for specific payment categories from the current month to the last to determine if there was a particularly large spike in a certain population category**
 - ✓ **If 'Y' is entered in the field labeled 'ADP has been reviewed, and is accurate as listed', proceed to certify the file by the **tenth (10th) working day of the month** for the previous month's activity**
- **For additional information about Average Daily Population (ADP) please see the Quick Reference Guide of this LIDS Users Guide**

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status Continued

Jail Certification Summary

	COUNT	*DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	461	13,830	\$ 110,640.00
PAYMENTS (TOTAL DAYS) STATE----->	165	4,950	\$ 39,600.00
PAYMENTS (OUT OF STATE)----->	4	120	\$ 960.00
PAYMENTS ALTERNATIVE (HEM)----->	0	0	\$ 0.00
PAYMENTS ALTERNATIVE (HORK RELEASE)----->	0	0	\$ 0.00
PAYMENTS - STATE FELON DAYS----->	112	2,580	\$ 15,480.00
PAYMENTS - JAIL CONTRACT BED----->	1	30	\$ 420.00
NON-PAYMENT (FEDERAL)----->	3	90	\$ 2,207.70
NON-PAYMENT (ORDINANCE)----->	16	480	\$ 0.00
NON-PAYMENT (MILITARY)----->	0	0	\$ 0.00
NON-PAYMENT (HEM)----->	3	90	\$ 0.00
NON-PAYMENT (CONTRACT INMATES)----->	0	0	\$ 0.00
NON-PAYMENT (PRIVATE TRANSPORTS)----->	0	0	\$ 0.00
RECOVERIES----->			\$ 0.00
ADJUSTMENTS POSTED DURING THIS PERIOD->			\$ 0.00
TOTAL----->	765	22,170	\$ 164,892.30

CERT. PSMD: - MONTHLY ADP: 649 DOC RATED CAPACITY: 467
STARTING COMMITMENT DATE: -OR- STARTING WITH SSN:
SCREEN OPTION 2 (2=DET SUM; 3=REV/UPD; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)

- **Option #2, Certify Monthly Prisoner Status** provides a means to review, validate and certify the monthly Prisoner Status File
- **Be Sure** to Create/Re-create (Option #1) prior to selecting Option #2, Certify Monthly Prisoner File
- Once the certifier, who by Code is the Chief Jailer, certifies the monthly Prisoner Status file, the file is 'locked' and cannot be updated directly
 - ✓ To unlock your monthly Certification you must call the Compensation Board
- **Option #2, Certify Monthly Prisoner Status - Screen #1 Jail Certification Summary:**
 - ✓ Allows viewing of the payment status in commitment order by entering Starting Commitment Date
 - ✓ Allows viewing of the payment status on a specific prisoner by entering the SSN
 - ✓ Allows viewing of total days, dollar, Average Daily Population (ADP) and adjustments reported for the month
- This screen will display:
 - ✓ Payment Category
 - ✓ Count
 - Number of inmates paid in the category
 - ✓ Days
 - This refers to the number of Inmate Days in the category. Inmate days are calculated by **multiplying the number of inmates times the total number of days spent in jail.**
 - Ex: A jail held 10 inmates for 5 days, and 10 inmates for 10 days in the Local category. Therefore there is a total of 150 inmate days in this category.

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status, Continued

	COUNT	*DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	461	13,830	\$ 110,640.00
PAYMENTS (TOTAL DAYS) STATE----->	165	4,950	\$ 39,600.00
PAYMENTS (OUT OF STATE)----->	4	120	\$ 960.00
PAYMENTS ALTERNATIVE (HEM)----->	0	0	\$ 0.00
PAYMENTS ALTERNATIVE (WORK RELEASE)----->	0	0	\$ 0.00
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- **Payments (Total Days) Local = \$4 per inmate day OR**, if the inmate is housed and maintained in a jail farm not under the control of the sheriff, the rate shall be **\$18 per inmate day**:
 - ✓ Misdemeanor Offenders OR Felony Offenders OR Combination Misdemeanor and Felony Offenders captured in this category are Local Responsible (LD) Inmates
 - ✓ **If:**
 - Proper Committal papers
 - Arrested on a state warrant
 - Awaiting Trial/Pre Trial OR
 - Convicted but not sentenced/Post Trial OR
 - Convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies, Committed on or after January 1, 1995 ('A' Type Felon), is
 - Twelve (12) months or less OR
 - Convicted of one or more felony offenses and sum of consecutive effective sentences for felonies **and** misdemeanors, committed before January 1, 1995 ('B' Type Felon), is Two (2) years or less AND
 - Reason Confined Codes Used:
 - Juvenile Awaiting Trial (10, 11, 12, 13, 14, 16, 17, 18, 19)
 - Adult Awaiting Trial (10, 11, 12, 13, 14)
 - Adult sentenced on a felony and/or misdemeanor charges
 - No Charges pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
 - Has Charges Pending (50, 53, 56, 59, 62, 63, 87, 89)
 - Adult sentenced-miscellaneous (reason confined code 72)

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status Continued

- **Payments (Total Days) State = \$12 per diem**
 - ✓ Felony Offenders **OR** Combination Misdemeanor and Felony Offenders are captured in this category **If**:
 - Proper Committal papers
 - Arrested on a state warrant
 - Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies, **Committed on or after January 1, 1995 ('A' Type Felon)**, is:
 - More than twelve (12) months **OR**
 - Any person convicted of one (1) or more felony offenses and the sum of consecutive effective sentences for felonies and misdemeanors, **Committed before January 1, 1995 ('B' Type Felon)**, is:
 - More than (2) years **AND**
 - ✓ Reason Confined Codes Used:
 - Adult Sentenced-No Charges Pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76, 90)
 - Adult Sentenced, Has Charges Pending (50,53, 56, 59, 62, 63, 87, 89)
 - Adult Sentenced - Miscellaneous (70, 71)
- **Payments (Out of State) = \$4 per diem**: Held for out of state authority that **HAS** been arrested on a Virginia State warrant.
 - ✓ Offenders in this category are coded as a reason confine code 74
- **Payments Alternative (HEM) = \$4 per diem**: Offenders placed by the Sheriff/Superintendent to home/electronic incarceration programs.
 - ✓ Placed in an approved program
 - ✓ Offenders must be Local Responsible
 - ✓ Fully sentenced
 - ✓ Offenders in this category are coded as a reason confine code 80
- **Payments Alternative (Work Release) = \$4 per Diem**: Offenders assigned by the Sheriff/Superintendent to work release.
 - ✓ Placed in an approved program
 - ✓ Offenders must be Local Responsible
 - ✓ Fully sentenced
 - ✓ Offenders in this category are coded as a reason confine code 85

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status, Continued

- **Non-payment (Federal) = \$0 per diem:** The Compensation Board shall recover the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.
 - ✓ Offenders in this category are held for Federal Authority **OR** District of Columbia **AND**
 - Their Reason Confined Code is '73' Held for Federal Authority/District of Columbia
- **Non-payment (Ordinance) = \$0 per Diem:** Offenders in this category are arrested on a local or town warrant (pink).
 - ✓ Committal and local warrant reflect local offender
 - ✓ This includes ordinance violators that are either awaiting trial or sentenced (Offense Type 'O').
 - ✓ Offenders in this category can be either an adult awaiting trial (10) or an adult sentenced-no additional felony charges pending (20)
- **Non-payment (Military) = \$0 per Diem:** Offenders in this category are held for military authority and are NOT arrested on a state warrant.
 - ✓ Offenders in this category are coded as a reason confined code 75
- **Non-payment (HEM) = \$0 per Diem:** Offenders in this category are either State Responsible (SR) inmates, un-sentenced inmates, or the jail is NOT approved to participate in an alternative program or the court placed the offender in the program.
 - ✓ Offenders in this category are coded either reason confined code 80 or 85
- **Non-payment (Contract -Out of State) = \$0 per Diem:** Offenders in this category are out of state contract inmates who have NOT been arrested on a Virginia State warrant. The Sheriff/Jail Authority has entered into a contact agreement with another state to hold their prisoner. Recovery for this population is the same as that for Federal inmates.
 - ✓ Offenders in this category are coded as a reason confined code 78
- **Non-payment (Private Transport) = \$0 per Diem:** Offenders in this category are held for out of state holds and/or overnight transports.
 - ✓ These inmates have NOT been arrested on a Virginia State warrant.
 - ✓ The Sheriff/Jail Authority has agreed to hold an out of state inmate or overnight transport for another state.
 - ✓ Offenders in this category are coded as a reason confined code 79

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status Continued

- Recoveries: The total amounts taken from all recoverable categories.
- Monthly ADP:
 - ✓ Average Daily Population (ADP) is based on the average number of **BODIES** sitting in your jail.
- DOC Rated Capacity: A housing number assigned to each jail based on the Virginia Board of Corrections Square Feet Standards to physical plan housing space
- Adjustments Posted During this Period displays positive and negative adjustments posted during this payment period
 - ✓ For example: If the actual month is February, you would be certifying for January, therefore all adjustments entered in January would be displayed
- **The following are descriptions of all LIDS payment statuses.** If an incorrect payment status is reflected for an inmate an over/under payment may occur:
 - ✓ Pretrial Inmates
 - **'LD'**= \$4 Per Diem with committal papers
 - ✓ Post-Trial/Convicted/Sentenced Inmates with proper committal papers
 - **'LD'**, Local Responsible, = \$4 Per Diem
 - **'SD'**, State Responsible, = \$12 Per Diem
 - ✓ **'FO'**, Held for Other State - State Warrant, = \$4 Per Diem
 - ✓ **'HA'**, Jail Cadre - By Agreement or Request, = \$4 Per Diem
 - ✓ **'NH'**, Electronic Monitoring/Supervised Work Release Inmates, = \$4 Per Diem, **if they qualify**
 - ✓ **'CI'**, Contract Inmates - Out of State Inmates, = \$0 Per Diem (Compensation Board will Recover funding based on a the most recent Jail Cost Report)
 - ✓ **'FE'**, Held for Federal, = \$0 Per Diem (Compensation Board will Recover funding based on a the most recent Jail Cost Report)
 - ✓ **'MI'**, Held for Military, = \$0 Per Diem
 - ✓ **'OT'**, Ordinance Violation Only, = \$0 Per Diem
- For additional information and descriptions of inmate Payment Status, per diem amounts, and relevant authority, see the Quick Reference Guide or the Code of Virginia section of this LIDS Users Guide

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status Continued

Option #2 - Financial Detailed Summary

Navigational Path:

- LIDS Main Menu - Enter Option '6' - Financial Management
- Option '6' - Financial Management - Enter Option '2' - Certify Monthly Prisoner Status
- Screen Option '2' - Financial Detailed Summary

LIDS - EXTRA Personal Client

File Edit View Tools Session Options Help

LCU1-1 LIDS - JAIL CERTIFICATION SUMMARY V.08152003
 JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 11302003 DAYS 30 COUNT 652

	COUNT	*DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	461	13,830	\$ 110,640.00
PAYMENTS (TOTAL DAYS) STATE----->	165	4,950	\$ 39,600.00
PAYMENTS (OUT OF STATE)----->	4	120	\$ 960.00
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NON-PAYMENT (MILITARY)----->	0	0	\$ 0.00
NON-PAYMENT (HEM)----->	3	90	\$ 0.00
NON-PAYMENT (CONTRACT INMATES)----->	0	0	\$ 0.00
NON-PAYMENT (PRIVATE TRANSPORTS)----->	0	0	\$ 0.00
RECOVERIES----->			\$ 0.00
ADJUSTMENTS POSTED DURING THIS PERIOD-->			\$ 0.00
TOTAL----->	765	22,170	\$ 164,892.30

CERT. PSWD: _ MONTHLY ADP: 649 DOC RATED CAPACITY: 467
 STARTING COMMITMENT DATE: -OR- STARTING WITH SSN:
 SCREEN OPTION 2 (2=DET SUM; 3=REV/UPD; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)

4:00 :00.5 21/14
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LIDS - EXTRA Personal Client

File Edit View Tools Session Options Help

LCU1-2 LOCAL INMATE DATA SYSTEM (LIDS) V.08152003
 CERTIFICATION DETAIL SUMMARY
 MONTH OF NOVEMBER 2003 NUMBER OF DAYS 30
 JAIL 153 LOCATION PR. WILLIAM/MANASSAS REGIO CONFINEMENT COUNT 652

FLG	DATE	ADJMNT	SSN	NAME (LAST FIRST MI)	RS	CF	RL
=	10292003	240.00	915307348	MENDEZ-FERNANDEZ, JORG	10		
y	04232003	420.00	915307488	NAVARETTE-RAMOS, JOSE	20		
-	09132002	240.00	915307590	ESCOBAR, ABEL ESCOBAR	20		
-	10182003	240.00	915307787	RAMOS, RIGOBERTO ANTON	10		
y	10092003	240.00	915307974	LOPEZ, JOSE LUIS	10		
-	04252003	240.00	915308135	SANTOS-DIAZ, JOSE	10		
-	02062003	0.00	915308154	DEASE, DAMIEN ANGELO	73		
-	05202003	420.00	915308156	LEON-DELEON, ALEX ROCA	20		
-	08142003	240.00	915308247	LAMBERT, ANTOINE MARIO	50		
-	03272003	240.00	915308335	HERNANDEZ, FELINCIO	10		
-	04042003	240.00	915308372	CONTRERAS-SILVERIO, LU	39		
-	10142003	240.00	915308461	DIAZ, OLBIN	14		
-	10282003	0.00	915308625	MALDONADO-MORALES, LUI	10		
-	06062003	240.00	915308647	WILSON, BRIAN E	10		
-	06232003	240.00	915308717	BOCANERA, RODOLFO	10		
-	10212003	240.00	915308728	MARROGUIN-MERIDA, LUIS	10		

REVIEW ALL ON PAGE (Y/N) SCN OPTION 3 (N=NXT PGE P=PREV PGE 1=SUMM 3=REV/UPD)
 MORE DATA..ENTER "N" IN SCREEN OPTION TO CONTINUE

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Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status, Financial Detail Summary Continued

LCU1-2 LOCAL INMATE DATA SYSTEM (LIDS) V.08152003
 CERTIFICATION DETAIL SUMMARY
 MONTH OF NOVEMBER 2003 NUMBER OF DAYS 30
 JAIL 153 LOCATION PR. WILLIAM/MANASSAS REGIO CONFINEMENT COUNT 652
 COMMITMENT RELEASE ADJMT SSN NAME RS RS
 FLG DATE DATE DOLS (LAST FIRST MI) CF RL

FLG	DATE	DATE	DOLS	SSN	NAME	RS	RS	CF	RL
=	10292003		240.00	915307348	MENDEZ-FERNANDEZ, JORG	10			
y	04232003		420.00	915307488	NAVARETTE-RAMOS, JOSE	20			
-	09132002		240.00	915307590	ESCOBAR, ABEL ESCOBAR	20			
-	10182003		240.00	915307787	RAMOS, RIGOBERTO ANTON	10			
y	10092003		240.00	915307974	LOPEZ, JOSE LUIS	10			
-	04252003		240.00	915308135	SANTOS-DIAZ, JOSE	10			
-	02062003		0.00	915308154	DEASE, DAMIEN ANGELO	73			
-	05202003		420.00	915308156	LEON-DELEON, ALEX ROCA	20			
-	08142003		240.00	915308247	LAMBERT, ANTOINE MARIO	50			
-	03272003		240.00	915308335	HERNANDEZ, FELINCIO	10			
-	04042003		240.00	915308372	CONTRERAS-SILVERIO, LU	39			
-	10142003		240.00	915308461	DIAZ, OLBIN	14			
-	10282003		0.00	915308625	MALDONADO-MORALES, LUI	10			
-	06062003		240.00	915308647	WILSON, BRIAN E	10			
-	06232003		240.00	915308717	BOCANERA, RODOLFO	10			
-	10212003		240.00	915308728	MARROGUIN-MERIDA, LUIS	10			

REVIEW ALL ON PAGE (Y/N) SCN OPTION 3 (N=NXT PGE P=PREV PGE 1=SUMM 3=REV/UPD)
 MORE DATA..ENTER "N" IN SCREEN OPTION TO CONTINUE

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- **Procedure:**

- ✓ From the Financial Detail Summary screen select '2', Detailed Summary, to view the monthly summary
- ✓ Tab and enter 'Y' in the blank spaces to the left of the prisoner/prisoners to view selected inmates detailed information, and enter '3' by Option to view that prisoner's individual status **OR**
- ✓ Tab to the bottom of the page and place a 'Y' in the space 'Review all on Page __ (Y/N)' to view all the inmates listed on the screen and a '3' by 'Option' to review individual status of each prisoner on the page.
 - When selecting 'Y' all on page, only the inmates on that page may be viewed
- ✓ To view other inmates, move forward to the next page and repeat the same process of selecting 'Y' all on page
- ✓ To view the next page of inmates, select 'N' = Next Page
- ✓ To view the previous page of inmates, select 'P' = Previous Page
- ✓ Select Option '1' = Return to Jail Certification Summary **OR**

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status, Financial Detail Summary Continued

Option #3 - Prisoner Status Review

Navigational Path:

- LIDS Main Menu - Enter Option '6' - Financial Management
- Option '6' - Financial Management - Enter Option '2' - Certify Monthly Prisoner Status
- Option '2'- Financial Detail Summary
- Option '3' - Prisoner Status Review

LIDS - EXTRA! Personal Client

File Edit View Tools Session Options Help

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LIDS - EXTRA! Personal Client

File Edit View Tools Session Options Help

LCU1-2 LOCAL INMATE DATA SYSTEM (LIDS) V.08152003
 CERTIFICATION DETAIL SUMMARY
 MONTH OF NOVEMBER 2003 NUMBER OF DAYS 30
 JAIL 153 LOCATION PR. WILLIAM/MANASSAS REGIO CONFINEMENT COUNT 652

FLG	DATE	DATE	DOLS	SSN	NAME	RS	RS	CF	RL
=	10292003		240.00	915307348	MENDEZ-FERNANDEZ, JORG	10			
y	04232003		420.00	915307488	NAVARETTE-RAMOS, JOSE	20			
-	09132002		240.00	915307590	ESCOBAR, ABEL ESCOBAR	20			
-	10182003		240.00	915307787	RAMOS, RIGOBERTO ANTON	10			
y	10092003		240.00	915307974	LOPEZ, JOSE LUIS	10			
-	04252003		240.00	915308135	SANTOS-DIAZ, JOSE	10			
-	02062003		0.00	915308154	DEASE, DAMIEN ANGELO	73			
-	05202003		420.00	915308156	LEON-DELEON, ALEX ROCA	20			
-	08142003		240.00	915308247	LAMBERT, ANTOINE MARIO	50			
-	03272003		240.00	915308335	HERNANDEZ, FELINCIO	10			
-	04042003		240.00	915308372	CONTRERAS-SILVERIO, LU	39			
-	10142003		240.00	915308461	DIAZ, OLBIN	14			
-	10282003		0.00	915308625	MALDONADO-MORALES, LUI	10			
-	06062003		240.00	915308647	WILSON, BRIAN E	10			
-	06232003		240.00	915308717	BOCANERA, RODOLFO	10			
-	10212003		240.00	915308728	MARROGUIN-MERIDA, LUIS	10			

REVIEW ALL ON PAGE (Y/N) SCN OPTION 3 (N=NXT PGE P=PREV PGE 1=SUMM 3=REV/UPD)
 MORE DATA..ENTER "N" IN SCREEN OPTION TO CONTINUE

Connected to host 165.176.120.129 NUM 9:06 AM

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status, Financial Detail Summary, Prisoner Status Review Continued

```

LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
LCU1-3 LOCAL INMATE DATA SYSTEM (LIDS) V.08152003
PRISONER STATUS REVIEW/UPDATE
MONTH OF NOVEMBER 2003 NUMBER OF DAYS 30
JAIL 153 LOCATION PR. WILLIAM/MANASSAS REGIO CONFINEMENT COUNT 652
SSN: 915307488 NAME: NAVARETTE-RAMOS, JOSE ALB
COMMIT DT/TM 04232003 1703 REASON CONF: 20 COURT ORDER DATE:
RELEASE DT/TM REASON REL.: TR./JAIL BKLOG ST.DT
MOST SERIOUS OFFENSE CODE: OFFENSE DATE: 01010001 OFFEN TYPE: A
MOST RECENT SENT DATE 06192003 CUM.SENT.LGTH (Y): 002 (M) 000 (D) 000
BONUS START DATE: 09172003 PENDING CHARGES: F DOC COMP. ST:
TOTAL DAYS: 30 STATE DAYS: 30 BONUS DAYS: 61-90 00 91-120 00 OVER 120 00
DOLLARS: $240 $180 $ 0 $ 0 $ 0
UPD _ (Y/N)
*****
SSN: 915307974 NAME: LOPEZ, JOSE LUIS
COMMIT DT/TM 10092003 2020 REASON CONF: 10 COURT ORDER DATE:
RELEASE DT/TM REASON REL.: TR./JAIL BKLOG ST.DT
MOST SERIOUS OFFENSE CODE: OFFENSE DATE: 01010001 OFFEN TYPE: M
MOST RECENT SENT DATE CUM.SENT.LGTH (Y): 000 (M) 000 (D) 000
BONUS START DATE: PENDING CHARGES: M DOC COMP. ST:
TOTAL DAYS: 30 STATE DAYS: 00 BONUS DAYS: 61-90 00 91-120 00 OVER 120 00
DOLLARS: $240 $ 0 $ 0 $ 0 $ 0
NO MORE DATA... UPD _ (Y/N)
SCREEN OPTION = (N=NEXT PAGE 1=SUMMARY SCREEN 2=DETAIL SUMMARY)
:00.3 24/16
Connected to host 165.176.120.129 NUM 9:07 AM
  
```

- **Procedure**
 - ✓ After having entered 'Y' in the blank space to the left of a prisoners' name or entering 'Y' to Review All, from the Financial Detail Summary screen, select '3', Review
 - ✓ This screen provides a summary of all offenses and financial overview for the confinement of prisoner for that month
 - To view the next page of inmates, select 'N' = Next Page, this option may only be used if you entered 'Y' to Review All on the previous page
 - To return to the summary page, select Option '1' = Summary **OR**
 - To return to the detail summary page, select Option '2' Detail Summary
- This screen will display all pertinent information for a specific inmate, including:
 - ✓ Commit Date, Reason Confined, and Reason Released
 - ✓ Sentence Date and Length
 - ✓ Payment Status and Payment Amount

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status Continued

Option #4 - Jail Adjustment Summary

Navigational Path:

- LIDS Main Menu - Enter Option '6' - Financial Management
- Option '6' - Financial Management to Option '2' - Certify Monthly Prisoner Status
- Option '4' - Jail Adjustment Summary

LIDS - EXTRAI Personal Client

LIDS - JAIL CERTIFICATION SUMMARY V.08152003
 JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 11302003 DAYS 30 COUNT 652

	COUNT	*DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	461	13,830	\$ 110,640.00
PAYMENTS (TOTAL DAYS) STATE----->	165	4,950	\$ 39,600.00
PAYMENTS (OUT OF STATE)----->	4	120	\$ 960.00
PAYMENTS ALTERNATIVE (HEM)----->	0	0	\$ 0.00
PAYMENTS ALTERNATIVE (WORK RELEASE)----->	0	0	\$ 0.00
PAYMENTS - STATE FELON DAYS----->	112	2,580	\$ 15,480.00
PAYMENTS - JAIL CONTRACT BED----->	1	30	\$ 420.00
NON-PAYMENT (FEDERAL)----->	3	90	\$ 2,207.70-
NON-PAYMENT (ORDINANCE)----->	16	480	\$ 0.00
NON-PAYMENT (MILITARY)----->	0	0	\$ 0.00
NON-PAYMENT (HEM)----->	3	90	\$ 0.00
NON-PAYMENT (CONTRACT INMATES)----->	0	0	\$ 0.00
NON-PAYMENT (PRIVATE TRANSPORTS)----->	0	0	\$ 0.00
RECOVERIES----->			\$ 0.00
ADJUSTMENTS POSTED DURING THIS PERIOD-->			\$ 0.00
TOTAL----->	765	22,170	\$ 164,892.30

CERT. PSMD: - MONTHLY ADP: 649 DOC RATED CAPACITY: 467
 STARTING COMMITMENT DATE: -OR- STARTING WITH SSN:
 SCREEN OPTION 2 (2=DET SUM; 3=REV/UPD; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)

Connected to host 165.176.120.129 21/14 NUM 9:02 AM

LIDS - EXTRAI Personal Client

LIDS - JAIL ADJUSTMENT SUMMARY V.08152003
 JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 11302003 DAYS 30 COUNT 652

	COUNT	*DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	0	0	\$ 0
PAYMENTS (TOTAL DAYS) STATE----->	0	0	\$ 0
PAYMENTS (OUT OF STATE)----->	0	0	\$ 0
PAYMENTS ALTERNATIVE (HEM)----->	0	0	\$ 0
PAYMENTS ALTERNATIVE (WORK RELEASE)----->	0	0	\$ 0
PAYMENTS - STATE FELON DAYS----->	0	0	\$ 0
PAYMENTS - JAIL CONTRACT BED----->	0	0	\$ 0
BONUS DAYS OUT OF COMPLIANCE - 61-90-->	0	0	\$ 0
BONUS DAYS OUT OF COMPLIANCE - 91-120-->	0	0	\$ 0
BONUS DAYS OUT OF COMPLIANCE - OVER-120-->	0	0	\$ 0
NON-PAYMENT (FEDERAL)----->	0	0	\$ 0
NON-PAYMENT (ORDINANCE)----->	0	0	\$ 0
NON-PAYMENT (MILITARY)----->	0	0	\$ 0
NON-PAYMENT (HEM)----->	0	0	\$ 0
NON-PAYMENT (CONTRACT INMATES)----->	0	0	\$ 0
NON-PAYMENT (PRIVATE TRANSPORTS)----->	0	0	\$ 0
ADJUSTMENTS WITH NO FINANCIAL IMPACT-->	0	0	\$ 0
TOTAL----->	0	0	\$ 0

SCREEN OPTION 5 (1=CERT. SUMMARY; 2=DETAIL SUM; 3=REVIEW/UPD; 5=ADJ DETAILS)

Connected to host 165.176.120.129 23/17 NUM 9:08 AM

- Jail Adjustment Summary Screen reflects adjustments made by the locality for the selected month that impacts a prior month
- Procedure
 - ✓ To return to the summary page, select Option '1' Summary OR
 - ✓ To view the detail summary of an inmate, select Option '2' Detail Summary
 - ✓ To review the detail of prisoners where a 'Y' was placed select Option '3'
 - ✓ To view the detailed financial information for the monthly adjustment summary, select Option '5' Adjustment Details

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status Continued

Option #5 - Adjustment Detail

Navigational Path:

- LIDS Main Menu - Enter Option '6' - Financial Management
- Option '6' - Financial Management to Option '2' - Certify Monthly Prisoner Status
- Option '5' - Adjustment Detail

The screenshot displays the LIDS - EXTRA Personal Client application window. The main content area shows a 'JAIL CERTIFICATION SUMMARY' report for LCU1-1, JAIL 153 PR. WILLIAM/MANASSAS REGIO, ending on 11302003. The report includes a table with columns for COUNT, *DAYS*, and *DOLLARS*. Below the table, there are fields for CERT. PSWD, MONTHLY ADP, DOC RATED CAPACITY, STARTING COMMITMENT DATE, and SCREEN OPTION 2. The status bar at the bottom shows the user is connected to host 165.176.120.129, with a session time of :00.5 and a page number of 21/14. The system clock shows 9:02 AM.

	COUNT	*DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	461	13,830	\$ 110,640.00
PAYMENTS (TOTAL DAYS) STATE----->	165	4,950	\$ 39,600.00
PAYMENTS (OUT OF STATE)----->	4	120	\$ 960.00
PAYMENTS ALTERNATIVE (HEM)----->	0	0	\$ 0.00
PAYMENTS ALTERNATIVE (WORK RELEASE)----->	0	0	\$ 0.00
PAYMENTS - STATE FELON DAYS----->	112	2,580	\$ 15,480.00
PAYMENTS - JAIL CONTRACT BED----->	1	30	\$ 420.00
NON-PAYMENT (FEDERAL)----->	3	90	\$ 2,207.70
NON-PAYMENT (ORDINANCE)----->	16	480	\$ 0.00
NON-PAYMENT (MILITARY)----->	0	0	\$ 0.00
NON-PAYMENT (HEM)----->	3	90	\$ 0.00
NON-PAYMENT (CONTRACT INMATES)----->	0	0	\$ 0.00
NON-PAYMENT (PRIVATE TRANSPORTS)----->	0	0	\$ 0.00
RECOVERIES----->			\$ 0.00
ADJUSTMENTS POSTED DURING THIS PERIOD----->			\$ 0.00
TOTAL----->	765	22,170	\$ 164,892.30

CERT. PSWD: _ MONTHLY ADP: 649 DOC RATED CAPACITY: 467
STARTING COMMITMENT DATE: _____ -OR- STARTING WITH SSN: _____
SCREEN OPTION 2 (2=DET SUM; 3=REV/UPD; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status, Adjustment Detail Continued

LC12-5 LOCAL INMATE DATA SYSTEM (LIDS) V.02142008
 ADJUSTMENT DETAILS
 MONTH OF SEPTEMBER 2009 NUMBER OF DAYS 30
 JAIL 031 LOCATION B.R.R.J - CAMPBELL ADJUSTMENT COUNT 5
 P COMMIT RELEASE TOT/ST ADJMNT SSN NAME SUBMISSION
 S DATE DATE DAYS DOLS (LAST FIRST MI) DATE

P	COMMIT DATE	RELEASE DATE	TOT/ST DAYS	ADJMNT DOLS	SSN	NAME (LAST FIRST MI)	SUBMISSION DATE
-	05072009	09182009	00 00	0.00	226670589	VESLEY, JOSEPH	05312009
-	05072009	09182009	00 00	0.00	226670589	VESLEY, JOSEPH	06302009
-	05072009	09182009	00 00	0.00	226670589	VESLEY, JOSEPH	07312009
-	05072009	09182009	00 00	0.00	226670589	VESLEY, JOSEPH	08312009
-	07102009	09082009	00 00	0.00	227692815	YATES, TARREN P	07312009

SCREEN OPTION (N=NEXT PAGE /P=PREV PAGE /1=CERT SUMMARY /J=JAIL PAY STS=Y)
 NO MORE DATA...

- **Adjustment Detail** screen provides a list of all prisoners for whom adjustments were made for the report month selected, and the associated adjustment dollars
- **Procedure;**
 - ✓ To view the next page of inmates, select 'N' = Next page.
 - ✓ To view the previous page of inmates, select 'P' = Previous Page
 - ✓ To return to the summary page, select '1' = Summary OR
 - ✓ To view the Jail Payment status select 'J' = Jail Payment
- For additional information on Adjustments see the instructions for Option #4- Adjustment Monthly Prisoner Status, in this section of the LIDS Users Guide

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status, Option '5' Adjustment Detail Continued

Option 'J' - Jail Facility Payment Status

Navigational Path:

- LIDS Main Menu - Enter Option '6' - Financial Management
- Option '6' - Financial Management to Option '2' - Certify Monthly Prisoner Status
- Option '5' Adjustment Detail
- Option 'J' - Jail Facility Payment Status

JAIL	COMMIT DATE	RELEASE DATE	TOT/ST DAYS	ADJMT DOLS	SSN	NAME (LAST FIRST MI)	SUBMISSION DATE
05072009	09182009	09182009	00 00	0.00	226670589	VESLEY, JOSEPH	05312009
05072009	09182009	09182009	00 00	0.00	226670589	VESLEY, JOSEPH	06302009
05072009	09182009	09182009	00 00	0.00	226670589	VESLEY, JOSEPH	07312009
05072009	09182009	09182009	00 00	0.00	226670589	VESLEY, JOSEPH	08312009
07102009	09082009	09082009	00 00	0.00	227692815	YATES, TARRAN P	07312009

SCREEN OPTION (N=NEXT PAGE /P=PREV PAGE /1=CERT SUMMARY /J=JAIL PAY STS=Y)
NO MORE DATA...

	DAYS	*DOLLARS*	*DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL	0	\$ 0	10	\$ 80
PAYMENTS (TOTAL DAYS) STATE	0	\$ 0	0	\$ 0
PAYMENTS (OUT OF STATE)	0	\$ 0	0	\$ 0
PAYMENTS ALTERNATIVE (HEM)	0	\$ 0	0	\$ 0
PAYMENTS ALTERNATIVE (WORK RELEASE)	0	\$ 0	0	\$ 0
PAYMENTS - STATE FELON DAYS	0	\$ 0	0	\$ 0
PAYMENTS - JAIL CONTRACT BED	0	\$ 0	0	\$ 0
NON-PAYMENT (FEDERAL)	0	\$ 0	0	\$ 0
NON-PAYMENT (ORDINANCE)	0	\$ 0	0	\$ 0
NON-PAYMENT (MILITARY)	0	\$ 0	0	\$ 0
NON-PAYMENT (HEM)	0	\$ 0	0	\$ 0
CONTRACT (OUT OF STATE)	0	\$ 0	0	\$ 0
PRIVATE TRANSPORTS	0	\$ 0	0	\$ 0
ADJUSTMENTS POSTED THIS MONTH	0	\$ 0	0	\$ 0
TOTAL (INCLUDES ADJUSTMENTS)	10	\$ 80	10	\$ 80

SCREEN OPTION N (N=NEXT MONTH; P=PREVIOUS MONTH; R=PREVIOUS SCREEN)

- Jail Facility Payment Status screen reflects the categories in which an adjustment was made for a prisoner
- Procedure:
 - ✓ To view the month's adjustments, select 'N' = Next Page
 - ✓ To view the previous month's adjustments, select 'P' = Previous Page
 - ✓ To return to the Adjustment Details page, select 'R' = Summary

Option '6' - Financial Management Continued

Option '2' - Certify Monthly Prisoner Status Continued

Option #6 - Recovery Summary

Navigational Path:

- LIDS Main Menu - Enter Option '6' - Financial Management
- Option '6' - Financial Management to Option '2' - Certify Monthly Prisoner Status
- Option '6' - Recovery Summary

LIDS - EXTRAI Personal Client

LCUI-1 LIDS - JAIL CERTIFICATION SUMMARY V.08152003

JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 11302003 DAYS 30 COUNT 652

	COUNT	*DAYS*	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	461	13,830	\$ 110,640.00
PAYMENTS (TOTAL DAYS) STATE----->	165	4,950	\$ 39,600.00
PAYMENTS (OUT OF STATE)----->	4	120	\$ 960.00
PAYMENTS ALTERNATIVE (HEM)----->	0	0	\$ 0.00
PAYMENTS ALTERNATIVE (WORK RELEASE)----->	0	0	\$ 0.00
PAYMENTS - STATE FELON DAYS----->	112	2,580	\$ 15,480.00
PAYMENTS - JAIL CONTRACT BED----->	1	30	\$ 420.00
NON-PAYMENT (FEDERAL)----->	3	90	\$ 2,207.70-
NON-PAYMENT (ORDINANCE)----->	16	480	\$ 0.00
NON-PAYMENT (MILITARY)----->	0	0	\$ 0.00
NON-PAYMENT (HEM)----->	3	90	\$ 0.00
NON-PAYMENT (CONTRACT INMATES)----->	0	0	\$ 0.00
NON-PAYMENT (PRIVATE TRANSPORTS)----->	0	0	\$ 0.00
RECOVERIES----->			\$ 0.00
ADJUSTMENTS POSTED DURING THIS PERIOD----->			\$ 0.00
TOTAL----->	765	22,170	\$ 164,892.30

CERT. PSHD: - MONTHLY ADP: 649 DOC RATED CAPACITY: 467
 STARTING COMMITMENT DATE: -OR- STARTING WITH SSN:
 SCREEN OPTION 2 (2=DET SUM; 3=REV/UPD; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)

Connected to host: 165.176.120.129 21/14 9:02 AM

LIDS - EXTRAI Personal Client

LCUI-6 LIDS - RECOVERY SUMMARY V.08152003

JAIL 153 PR. WILLIAM/MANASSAS REGIO ENDING 11302003 DAYS 30 COUNT 652

	DOLLARS
FEDERAL PRISONER OVERHEAD RECOVERY---->	\$ 0.00
CONTRACT INMATE OVERHEAD RECOVERY---->	\$ 0.00
TOTAL----->	\$ 0.00

SCREEN OPTION = (1=CERT. SUMMARY)

Connected to host: 165.176.120.129 23/16 9:10 AM

- **Recovery Screen** reflects the financial impact to that month's payments as a result of Federal or Out-of-State Contract Prisoners confined in LIDS
 - ✓ Provides a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - ✓ To return to the summary page, select Option '1' = Summary
 - ✓ For additional information on Federal Overhead Recovery see the [Federal Overhead Recovery](#) section of the [Quick Reference Guide](#)

Option '6' - Financial Management Continued

Option #3 - Approve Monthly Prisoner Status

Navigational Path

- **LIDS Main Menu - Enter Option '6' - Financial Management**
- **Required Data Fields**
 - ✓ Month and Year
- **Financial Management Menu - Enter Option '3' - Approve Monthly Prisoner Status**

```
VITA1 - Rick - EXTRA X-treme
LIDS LOCAL INMATE DATA SYSTEM (LIDS) V.02192010
2010-04-09 08.53.32

MAIN MENU

JAIL

1 SYSTEM MAINTENANCE
2 DOC MAINTENANCE
3 COMMITMENT MAINTENANCE
4 FORMS MAINTENANCE
5 INQUIRY
6 FINANCIAL MANAGEMENT
7 HISTORICAL INQUIRY (12/01/1996-06/30/2003)
8 RECONCILIATION TOOLS

X EXIT LIDS
GENERAL BROADCAST MESSAGES

BROADCAST MESSAGE READ COMPLETE - CONTINUE
OPTION _

4B :00.1 22/19
```

```
VITA1 - Rick - EXTRA X-treme
LMN3 LOCAL INMATE DATA SYSTEM (LIDS) V.03182010
2010-04-09 08.54.26

1. CREATE MONTHLY PRISONER STATUS FILE
2. CERTIFY MONTHLY PRISONER STATUS
3. APPROVE MONTHLY PRISONER STATUS
4. ADJUST MONTHLY PRISONER STATUS
5. CERTIFICATION/APPROVAL STATUS
6. GENERATE VOUCHERS
7. REVIEW VOUCHERS
8. RECORD PRE-LIDS ADJUSTMENTS
9. CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT AND POST ADJUSTMENT (PRISONER SSN REQUIRED)

MONTH __ YEAR ____
PRISONER SSN: _____ COMMIT DATE: _____ COMMIT TIME: _____
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER _____
JAIL NUMBER:

ENTER OPTION HERE => _

4B :00.1 24/34
```

Option '6' - Financial Management Continued

Option '3' - Approve Monthly Prisoner Status Continued

DESCRIPTION	COUNT	*DAYS*	*DOLLARS*
LAPI-1 JAIL 137 CENTRAL VIRGINIA REGIONAL			
PAYMENTS (TOTAL DAYS) LOCAL	130	3,919	\$ 31,352.00
PAYMENTS (TOTAL DAYS) STATE	84	2,604	\$ 20,832.00
PAYMENTS (OUT OF STATE)	1	25	\$ 200.00
PAYMENTS ALTERNATIVE (HEM)	2	62	\$ 496.00
PAYMENTS ALTERNATIVE (WORK RELEASE)	0	0	\$ 0.00
PAYMENTS - STATE FELON DAYS	81	2,452	\$ 14,712.00
PAYMENTS - JAIL CONTRACT BED	1	31	\$ 434.00
NON-PAYMENT (FEDERAL)	176	5,426	\$ 0.00
NON-PAYMENT (ORDINANCE)	0	0	\$ 0.00
NON-PAYMENT (MILITARY)	0	0	\$ 0.00
NON-PAYMENT (HEM)	1	31	\$ 0.00
NON-PAYMENT (CONTRACT INMATES)	0	0	\$ 0.00
NON-PAYMENT (PRIVATE TRANSPORTS)	0	0	\$ 0.00
RECOVERIES			\$ 0.00
ADJUSTMENTS POSTED DURING THIS PERIOD			\$ 0.00
TOTAL	476	14,550	\$ 68,026.00

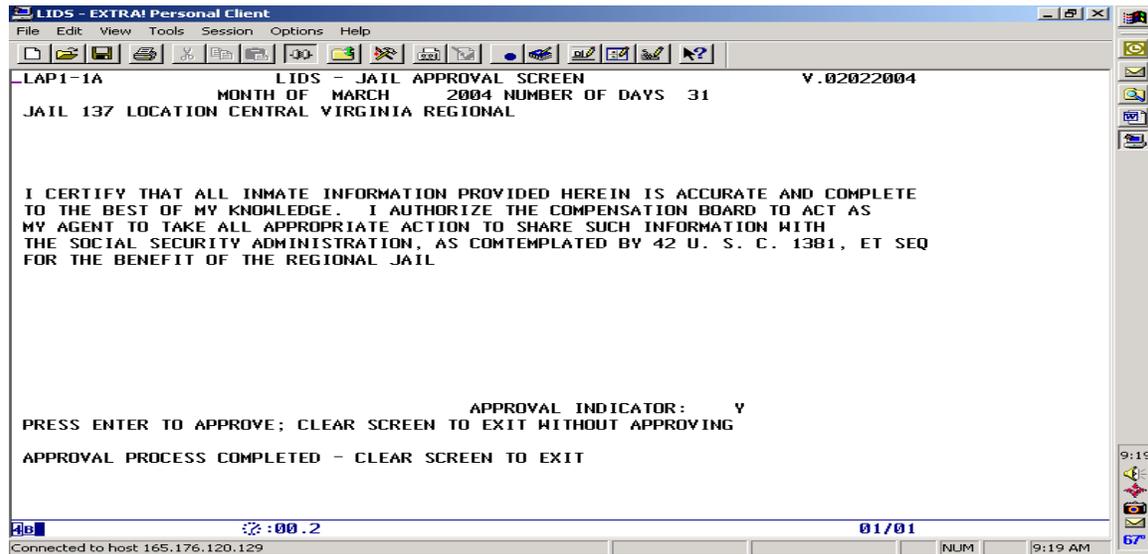
*****MONTHLY ADP: 386 DDC RATED CAPACITY: 242
 APPROVAL PASSWORD: - APPROVAL INDICATOR: Y < "Y" "N" "R"
 STARTING COMMITMENT DATE: -OR- STARTING WITH SSN:
 SCREEN OPTION (2=DET SUM; 3=REV/UPD; 4=ADJ SUM; 5=ADJ DETAIL; 6=RECOVERY SUM)

- **Option #3, Approve Monthly Prisoner Status** screen is for use by the Sheriff/Superintendent to review and approve anticipated monthly jail per diem payments after review and adjustments by the jail certifier. This is the last step in the monthly financial LIDS submissions to the Compensation Board for Payment
- Allows viewing of the payment status in commitment order by entering Starting Commitment Date
- Allows viewing the payment status on a specific prisoner (Enter Starting SSN)
- **Create/Recreate (Option #1) and Certify Monthly Prisoner File (Option #2) must be done prior to the Sheriff/Superintendent approving the monthly LIDS submission to the Compensation Board**
- For detailed information and descriptions of specific payment/recovery categories, per diem amounts, and relevant authority, see the [Certify Monthly Prisoner Status](#) page of the Financial Management section, the [Quick Reference Guide](#) or the [Code of Virginia](#) section of this LIDS Users Guide
- **Procedures:**
 - ✓ Sheriff or Superintendent is responsible for the approval process
 - ✓ If there are adjustment amounts, LIDS forces the Sheriff/Superintendent to view adjustments, Option #4, prior to approval
 - ✓ When ready to approve, enter Approval Password (Logon-ID)
 - ✓ Place a 'Y' in the Approval Indicator space indicating that 'YES', monthly LIDS submission is ready to be approved,
 - ✓ A message indicating that the monthly submission has been approved will be received **OR**
 - ✓ Enter 'N' - **No** - NOT ready to approve monthly submission
 - If the Sheriff/Superintendent views monthly submission and decides that he/she does **not** want to approve the submission, place an 'N' in the Approval Indicator space indicating that 'NO', the monthly submission is not ready to approve **OR**
 - ✓ Enter a 'R' - **Reject** -if a problem is detected with the monthly submission and approver would like to un-do the certification process so that jail personnel may make some changes/updates prior to the approval process
- Once the monthly submission has been approved all monthly records are locked.
- Any changes necessary after the Sheriff/Supt approves the report will be treated as an adjustment (See Next Section - Option '4' - Adjust Monthly Prisoner Status)

Option '6' - Financial Management Continued

Option '3' - Approve Monthly Prisoner Status Continued

- The following screen will be displayed after the Approval password and indicator have been entered
- Press Enter to complete Approval Process



Option '6' - Financial Management Continued

Option #4 - Adjust Monthly Prisoner Status

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Financial Management**
- **Required Data Fields**
 - ✓ SSN
 - ✓ Commit Date & Time
- **Financial Management Menu - Enter Option '4' - Adjust Monthly Prisoner Status**

```
VITA1 - Rick - EXTRA X-treme
LMN3 LOCAL INMATE DATA SYSTEM (LIDS) V.03182010
2010-04-09 FINANCIAL MANAGEMENT 08.54.26

1. CREATE MONTHLY PRISONER STATUS FILE
2. CERTIFY MONTHLY PRISONER STATUS
3. APPROVE MONTHLY PRISONER STATUS
4. ADJUST MONTHLY PRISONER STATUS
5. CERTIFICATION/APPROVAL STATUS
6. GENERATE VOUCHERS
7. REVIEW VOUCHERS
8. RECORD PRE-LIDS ADJUSTMENTS
9. CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT AND POST ADJUSTMENT (PRISONER SSN REQUIRED)

MONTH ___ YEAR ____
PRISONER SSN: _____ COMMIT DATE: _____ COMMIT TIME: _____
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER _____
JAIL NUMBER:

ENTER OPTION HERE =>
4B :00.1
```

- **Option #4, Adjust Monthly Prisoner Status** allows authorized users to make adjustments to prior report months
- Used to update Offense Information for those inmates confined in prior months
- Used to update Prisoner information from awaiting trial to sentenced
- Used to update/satisfy multiple offenses with a disposition code and disposition date, when needed
- Used if a new offense needs to be added after the report has already been certified
- Used if a message is received from LIDS indicating that a **Financial Adjustment needs to be made**
 - ✓ This type of message will be generated if information was updated *after* your approval
 - ✓ If NOT adjusted, the quarterly payment will be either underpaid or overpaid
 - ✓ Failure to enter an adjustment may result in an audit finding
 - ✓ Make a copy of the screen that indicates that a financial adjustment needs to be made, **OR** Note the Prisoner's SSN; Name; Commit Date; and Commit Time
 - ✓ Give the noted information or copy of the screen to the adjuster so that a Financial Adjustment

Option '6' - Financial Management Continued

Option '4' - Adjust Monthly Prisoner Status Continued

- Screen #1, Adjustment Summary - Financial screen BEFORE adjustment

LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help

LAJ1-A LOCAL INMATE DATA SYSTEM (LIDS) V.00072003
2003-12-23 JAIL FACILITY ADJUSTMENT POSTING
JAIL NUMBER: 013 ONLY HIGHLIGHTED FIELDS CAN BE CHANGED
SSN: 901310819 NAME: DOE, JOHN
COMMITMENT DATE: 08082003 TIME: 032000 UPDATE PRISONER DEMOGRAPHICS?: N
RELEASE DATE: _____ TIME: _____ RELEASE REASON: _____ TRANS TO JAIL: _____

A	REPORT	ADJUSTED	REA	O	SENTENCE	TOTAL	TOTAL	PAYMENT
J	DATE	DATE	CON	C	LENGTH	DAYS	DOLLARS	STATUS
					YR /MO /DA			
a	08312003	12232003	10	M	000/000/000	23	184.00	LD
_	09302003	12232003	10	M	000/000/000	30	240.00	LD

COMMENTS (REQUIRED): update offense from misd. to ord.
OPTION --> "N" = NEXT PAGE; "P" = PREVIOUS PAGE; "J" = JAIL PAYMENT STATUS
ENTER "A" IN ADJ/IND TO POST AN ADJUSTMENT

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- **Procedure:**
 - ✓ Top portion of the screen provides a means to update confinement information
 - ✓ Example: Current month is August 2010, and Prisoner was released on 5/24/2010
 - Enter Release date
 - Enter Release time
 - Enter Release reason
 - Enter 'A' at the far left of the earliest report date to Post an Adjustment
 - Entering an 'A' beside the earliest report month will ensure that adjustments are posted if necessary for all following months
 - For this example, if I place an 'A' beside the report month for July instead of June then the necessary adjustment for June will not be made and the jail will continue to have an outstanding overpayment for June.
 - Tab to comments and enter the reason the adjustment is being made
 - Press Enter and the system will display a posted date that reflects when the adjustment was posted
 - ✓ Bottom Portion of the screen provides a means to update offense information
 - ✓ Example: Sentencing information was not updated
 - Enter 'A' at the far left of the month the offender was sentenced
 - Tab to comments and enter the reason the adjustment is being made
 - Press Enter and the Offense screen or the Offense Pick List will appear

Option '6' - Financial Management Continued

Option '4' - Adjust Monthly Prisoner Status Continued

- Screen #4, Adjustment Posting screen AFTER the adjustment is completed

LIDS - EXTRA! Personal Client

File Edit View Tools Session Options Help

LAJ1-A LOCAL INMATE DATA SYSTEM (LIDS) V.00072003
 2003-12-23 JAIL FACILITY ADJUSTMENT POSTING
 JAIL NUMBER: 013 ONLY HIGHLIGHTED FIELDS CAN BE CHANGED
 SSN: 901310819 NAME: DOE, JOHN
 COMMITMENT DATE: 08082003 TIME: 032000 UPDATE PRISONER DEMOGRAPHICS?: N
 RELEASE DATE: _____ TIME: _____ RELEASE REASON: _____ TRANS TO JAIL: _____

A	REPORT	ADJUSTED	REA	O	SENTENCE	TOTAL	TOTAL	PAYMENT
J	DATE	DATE	CON	C	LENGTH	DAYS	DOLLARS	STATUS
					YR /MO /DA			
-	08312003	12232003	10	0	000/000/000	23	0.00	OR
-	09302003	12232003	10	0	000/000/000	30	0.00	OR

COMMENTS (REQUIRED): UPDATE OFFENSE FROM MISD. TO ORD.
 OPTION --> = "N" = NEXT PAGE; "P" = PREVIOUS PAGE; "J" = JAIL PAYMENT STATUS
 ENTER "A" IN ADJ/IND TO POST AN ADJUSTMENT
 ADJUSTMENTS COMPLETED

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- Not all offense updates are required to be made from the adjustment screen. Changes to offense information, reason confined codes, etc that do not create a need for a financial adjustment may be updated from the appropriate Commitment Maintenance Menu option.
- Adjustments will be effective in the payment month in which you post them.
 - ✓ Example: If an adjustment is posted in August, it will not be reflected in the per diem submission for the month of July, certified in August. It will be reflected in the per diem submission for the month of August, certified in September
- If additional information is needed concerning the input of Prisoner, Confinement or Offense data, refer to the Commitment Maintenance section of this LIDS Users Guide

Option '6' - Financial Management Continued

Option #4 - Adjust Monthly Prisoner Status Continued

- **Examples of possible adjustments made**
 - ✓ An offense is changed from a misdemeanor to an ordinance
 - Impact: Misdemeanors are a payable offense, ordinances are not, incorrect coding as one or the other could result in an over or underpayment
 - Procedure:
 - From the Offense pick list, place an 'X' beside the offense which should be changed
 - From the Offense Information Page update the Offense Type to be 'O', and the 8th position of the VCC to be 'O', and press Enter
 - ✓ Late sentencing information update
 - Impact: For an offender sentenced on a State Responsible (SR) offense the per diem rate will increase from \$4 to \$12 as of the sentence date of the offender's final sentencing event. Failure to enter timely sentencing information may result in additional per diems due not being paid
 - Procedure
 - From the Offense pick list, place an 'X' beside the offense or offenses which should be changed
 - From the Offense Information Page update sentencing information and press Enter
- If you would like to view confirmation that your adjustment was accepted and posted in that month's certification, you may do so by viewing prior month's adjustment detail in the Prior Month's Financials as Reported section of the Inquiry Menu, after the financial files have been certified and approved.
- For instructions on viewing the Prior Months Financials as Reported see the Inquiry Menu section of of this LIDS Users Guide

Option '6' - Financial Management Continued

Option #7 - Review Vouchers

Navigational Path:

- **LIDS Main Menu - Enter Option '6' - Financial Management**
- **Required Data Fields:**
 - ✓ Fiscal Year & Quarter
- **Financial Management Menu - Enter Option '7' - Review Vouchers**

```
VITA1 - Rick - EXTRA X-treme
LMN3 LOCAL INMATE DATA SYSTEM (LIDS) V.03182010
2010-04-09 FINANCIAL MANAGEMENT 08.54.26

1. CREATE MONTHLY PRISONER STATUS FILE
2. CERTIFY MONTHLY PRISONER STATUS
3. APPROVE MONTHLY PRISONER STATUS
4. ADJUST MONTHLY PRISONER STATUS
5. CERTIFICATION/APPROVAL STATUS
6. GENERATE VOUCHERS
7. REVIEW VOUCHERS
8. RECORD PRE-LIDS ADJUSTMENTS
9. CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT AND POST ADJUSTMENT (PRISONER SSN REQUIRED)

MONTH ____ YEAR ____
PRISONER SSN: _____ COMMIT DATE: _____ COMMIT TIME: _____
VOUCHERS: FISCAL YEAR ____ QUARTER ____ STARTING NUMBER _____
JAIL NUMBER: _____

ENTER OPTION HERE => 7
```

- **Option #7, Review Vouchers** allows local jail facilities to view the voucher created for **quarterly** per diem payments, which will reflect total days and dollars for each payment and recovery category
- Vouchers can be viewed back to the 3rd quarter of FY1997. (The first month jail facilities submitted Inmate Data to LIDS was report month - December 1996)
- **Procedure:**
 - ✓ Input:
 - Vouchers Fiscal Year
 - (Example: July 2010 through June 2011 = FY2011)
 - Quarter
 - 1st Quarter = March, April, May
 - 2nd Quarter = June, July, August
 - 3rd Quarter = September, October, November
 - 4th Quarter = December, January, February
 - ✓ The Voucher number will be assigned by CB so leave blank
 - ✓ Press Enter to view the requested quarterly voucher screens

Option '6' - Financial Management Continued

Option '7' Review Vouchers

LPS2-2 VOUCHERS V.01282003
 SCBOLMN3-R001-059-00005017 LIDS VOUCHER RECAP FOR 1-20
 V.12092003(7) FAIRFAX ADULT DETENTION CENT

	*****TOTAL*****		*****03/2002*****		*****04	
	DAYS	DOLLARS	DAYS	DOLLARS	DAYS	DOLLARS
TOTAL STATE DAYS (LOCAL)	71,927	575,416.00	23,318	186,544.00	22,462	
TOTAL STATE DAYS (STATE)	21,215	169,720.00	7,323	58,584.00	7,555	
TOTAL STATE DAYS (O. STATE)	2	16.00	1	8.00	0	
TOTAL ALTERNATIVE (HEM)	471	3,768.00	66	528.00	192	
TOTAL ALTERNATIVE (SWE)	0	0.00	0	0.00	0	
FELON	6,251	37,506.00	1,960	11,760.00	2,091	
OUT OF COMPLIANCE 61 - 90	0	0.00	0	0.00	0	
OUT OF COMPLIANCE 91 - 120	0	0.00	0	0.00	0	
OUT OF COMPLIANCE 121+	0	0.00	0	0.00	0	
JAIL CONTRACT BED	571	7,994.00	130	1,820.00	163	
CONTRACT DAYS RECOVERY	0	0.00	0	0.00	0	
FEDERAL DAYS RECOVERY	28	0.00	10	0.00	11	
FED OVERHEAD RECOVERY	0	-349.60	0	-128.49	0	
TOTAL DOLLARS		794,070.40		259,115.51		

03/2002 2002-04-11-09.10.07.988115 SCB0591 CHIEF JAILER

F2 F3 F4 F6 F10 F12
 DELETE EXIT PRINT LAST NEXT SCROLL
 REPORT PAGE SCREEN RIGHT

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- Screen Options
 - ✓ 'F10' = Scroll down to the next screen
 - ✓ 'F12' = Scroll right to see additional months paid

LPS2-2 VOUCHERS V.01282003
 IDS VOUCHER RECAP FOR 1-2003 PAGE 1
 IRFAX ADULT DETENTION CENTER RUN DATE 12/23/03 TIME 10:32:04

*****03/2002*****		*****04/2002*****		*****05/2002*****		*****ADJUSTMENTS*****	
AYS	DOLLARS	DAYS	DOLLARS	DAYS	DOLLARS	DAYS	DOLLARS
318	186,544.00	22,462	179,696.00	26,147	209,176.00	0	0.00
323	58,584.00	7,555	60,440.00	6,337	50,696.00	0	0.00
1	8.00	0	0.00	1	8.00	0	0.00
66	528.00	192	1,536.00	213	1,704.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
960	11,760.00	2,091	12,546.00	2,200	13,200.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
130	1,820.00	163	2,282.00	278	3,892.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
10	0.00	11	0.00	7	0.00	0	0.00
0	-128.49	0	-125.28	0	-95.83	0	0.00
0	259,115.51	0	256,374.72	0	278,580.17	0	0.00

LER

F2 F3 F4 F6 F10 F11
 DELETE EXIT PRINT LAST NEXT SCROLL
 REPORT PAGE SCREEN LEFT

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Option '6' - Financial Management Continued

Option #12 - Delete Confinement/Post Adjustment

Navigational Path:

- LIDS Main Menu - Enter Option '6' - Financial Management
- **Required Data Fields:**
 - ✓ Month & Year
 - ✓ SSN
 - ✓ Commit Date & Time
- Financial Management Menu - Enter Option '12' - Delete Confinement/Post Adjustment

```
VITAL1 - Rick - EXTRA X-treme
LMN3 LOCAL INMATE DATA SYSTEM (LIDS) V.03182010
2010-04-09 FINANCIAL MANAGEMENT 08.54.26

1. CREATE MONTHLY PRISONER STATUS FILE
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9. CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT AND POST ADJUSTMENT (PRISONER SSN REQUIRED)

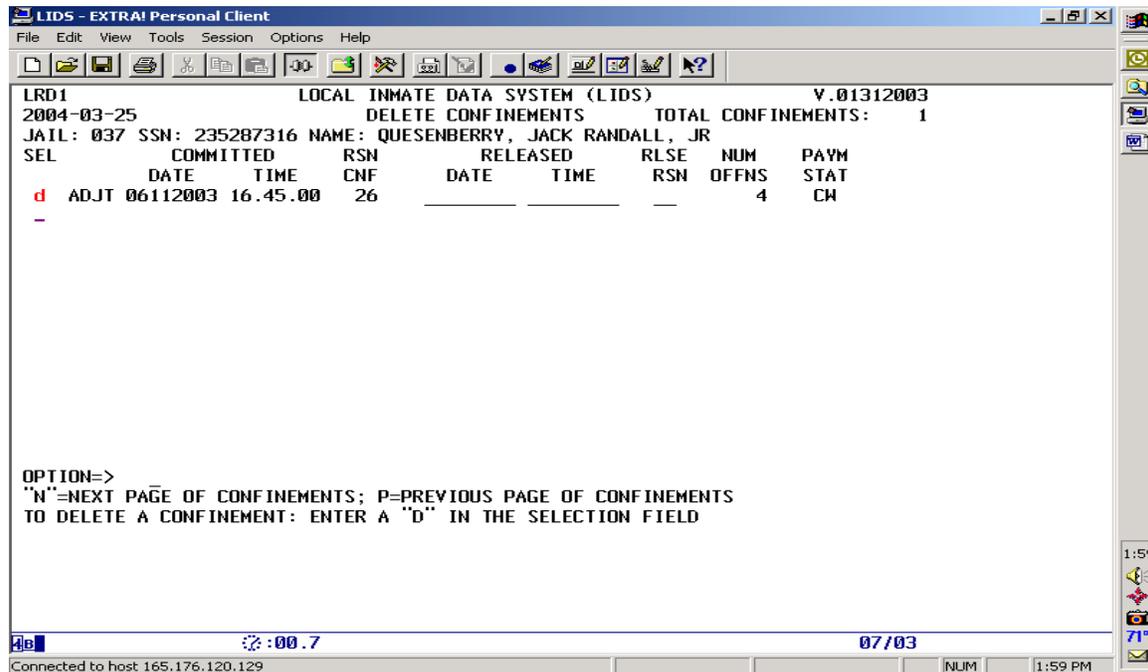
MONTH __ YEAR ____
PRISONER SSN: _____ COMMIT DATE: _____ COMMIT TIME: _____
VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER _____
JAIL NUMBER:

ENTER OPTION HERE => _
```

- **Option #12, Delete Confinement/Post Adjustment** allows a confinement entered in error for a **prior month** to be deleted where per diem payments have been made.
- Used to Delete a Confinement **after** the report month has been approved
- LIDS automatically posts an adjustment if the prisoner's confinement is deleted utilizing Option #12, Delete Confinement/Post Adjustment
- The delete confinement screen will allow the deletion of multiple confinements at one time

Option '6' - Financial Management Continued

Option '12' Delete Confinement/Post Adjustment



- **Procedure:**

- ✓ Once this option has been chosen the delete screen will be displayed with a pick list of all confinements for this inmate in your facility
- ✓ Enter ' D' Delete beside the confinements that need to be deleted, press Enter
- ✓ A message 'Do you want to delete this confinement?' will appear, giving one more chance make sure the confinement should be deleted
- ✓ **If** confinement should be deleted, press Enter again and a message that the confinement has been deleted will appear
 - LIDS is programmed to post the adjustment once the confinement is deleted
 - It is not necessary to post an adjustment using Option #4, Adjust Monthly Prisoner Status