



## 8. Reconciliation Tools

### Navigational Path:

- LIDS Main Menu - Enter Option '8' - Reconciliation Tools

```
VITA1 Rick EXTRA X frame
LIDS LOCAL INMATE DATA SYSTEM (LIDS) V.10012008
2009-12-02 11.33.49
MAIN MENU
JAIL
1 SYSTEM MAINTENANCE
2 DOC MAINTENANCE
3 COMMITMENT MAINTENANCE
4 FORMS MAINTENANCE
5 INQUIRY
6 REIMBURSEMENT MAINTENANCE
7 HISTORICAL INQUIRY (12/01/1996-06/30/2003)
8 RECONCILIATION TOOLS
X EXIT LIDS
OPTION _
```

```
VITA1 Rick EXTRA X frame
LBI1 LOCAL INMATE DATA SYSTEM (LIDS) V.02132008
RECONCILIATION TOOLS MENU
JAIL
1. OVERALL HEAD COUNT FOR A SPECIFIC PERIOD
2. FINANCIAL COUNT BY PAYMENT CATEGORY
3. REPORT OF OUT-OF-STATE CONTRACT PRISONERS
JAIL NUMBER 139
STARTING COMMIT DATE 12012009 AND TIME 000000
ENDING COMMIT DATE 12312009 AND TIME 235959
MONTH AND YEAR
VIEWING SEQUENCE: A A-COMMITMENT DATE AND TIME
B-NAME(LAST, FIRST, MIDDLE)
OPTION 1
```

## Option '8' - Reconciliation Tools Continued

### Option #8 - Reconciliation Tools - Continued

- **Option '8', Reconciliation Tools** provides users with the tools needed to reconcile inmate population activity as well as to balance individual payment categories
- **Before viewing inmate data for a specific time period, the 'Create' your monthly file** must be created under the Financial Management option by selecting Option #1 - Create Monthly File in order to capture current inmate data files. Re-create each time you reconcile
- If you are viewing months that have already been certified it is not necessary to recreate
- It is recommended that a Headcount reconciliation be the first step in reconciling inmate data
  - ✓ Helps verify that prisoner information in LIDS is correct
  - ✓ Help prevent possible Audit Findings
  - ✓ Helps prevent possible over/under payments
- It is recommended that reconciliation be done *at least* twice a month
  - Set up internal procedures
- It is recommended that the monthly reconciliation be documented and maintained until audited by the CB
- Starting Commit Date/Time
  - ✓ Information will be pulled from the beginning date and time entered through the ending date and time entered
  - ✓ Date must be entered for Option #1 in MMDDYYYY format
  - ✓ Time must be entered for Option #1 in HHMMSS format
  - ✓ Starting time for a day would be entered as 000000
- Ending Commit Date/Time
  - ✓ This is the ending commit date/time used with Option #1
  - ✓ Ending time for a day would be entered as 235959, this ensures that all inmate activity for the day is captured.
- Month
  - ✓ This is the Month from 01 - 12
- Year
  - ✓ This is the Year
  - ✓ Must be entered for Option #2

## Option '8' - Reconciliation Tools Continued

### Option #1 - Overall Head Count For A Specific Period

#### Navigational Path:

- **LIDS Main Menu - enter Option '8' - Reconciliation Tools**
- **Required Data Fields**
  - ✓ Jail Number
  - ✓ Starting Commit Date and Time
  - ✓ Ending Commit Date and Time
- **Reconciliation Tools Menu - Enter Option '1' - Overall Head Count For A Specific Period**

```
VITA1 Rick EXTRA X frame
LOCAL INMATE DATA SYSTEM (LIDS) V.02132008
RECONCILIATION TOOLS MENU

JAIL

1. OVERALL HEAD COUNT FOR A SPECIFIC PERIOD
2. FINANCIAL COUNT BY PAYMENT CATEGORY
3. REPORT OF OUT-OF-STATE CONTRACT PRISONERS

JAIL NUMBER 139
STARTING COMMIT DATE 12012009 AND TIME 000000
ENDING COMMIT DATE 12312009 AND TIME 235959
MONTH _____ AND YEAR _____

VIEWING SEQUENCE: A A=COMMITMENT DATE AND TIME
                  B=NAME(LAST, FIRST, MIDDLE)

OPTION 1
```

```
VITA1 Rick EXTRA X frame
LJII-A LOCAL INMATE DATA SYSTEM (LIDS) 2010-01-15
V.02192008 RECONCILIATION - HEADCOUNT 14.52.56
JAIL 139 PAGE COUNTY JAIL
STARTING DATE/TIME 12012009 000000 ENDING DATE/TIME 12312009 240000

- BEGINNING HEADCOUNT (JAIL) 73
- BEGINNING HEADCOUNT (ALTERNATIVE PROGRAMS) 0
- TOTAL BEGINNING HEADCOUNT 73

- NEW COMMITMENTS (JAIL) 54
- NEW COMMITMENTS (ALTERNATIVE PROGRAMS) 0
- TOTAL NEW COMMITMENTS 54

- NEW RELEASES (JAIL) 60
- NEW RELEASES (ALTERNATIVE PROGRAMS) 0
- TOTAL NEW RELEASES 60

- ENDING HEADCOUNT (JAIL) 67
- ENDING HEADCOUNT (ALTERNATIVE PROGRAMS) 0
- TOTAL ENDING HEADCOUNT 67

OPTION 1 1 = SCREEN VIEW;
(FOR OPTION "1", ALSO ENTER "Y" TO THE LEFT OF THE CATEGORY FOR VIEWING)
```

- Option #1 - Should be used to balance the overall Inmate Head Count to the manual report and/or Jail Management System (JMS) headcount report

## Option '8' - Reconciliation Tools Continued

### Option #1 - Overall Head Count For A Specific Period - Continued

LPS2-2      ENDING COUNT (ALL) =      38      V.01282003  
 RECONCILIATION - HEADCOUNT FOR 02012004-000000 THRU 02292004-240000  
 JAIL 510 ALEXANDRIA DETENTION CENTER

SSN	LAST / FIRST NAME	COMMIT DT/TM	RELEASE DT/TM	PS RC	LOCAL ID
951096194	ADE SHAKU	12092003 020000	03032004 073000	FE/73	
951096073	ADEALA ADEDEJ	02292004 021900	03012004 124400	FE/73	
951096204	ALEMU KINDU	12032003 193200		FE/73	
951096227	ARAUJO-SERV OSCAR	11212003 170000		FE/73	
951096082	ARRIETA HER BERNAR	02202004 181800		FE/73	
951096099	BAUTISTA-GO NERY	02112004 223400		LD/10	
951096167	BROWN PAUL	12272003 234000		FE/73	
951096179	CANIAS-CAST JUAN	12232003 092100		LD/10	
951096229	CASTRO-NAVA CARLOS	11192003 211400		FE/73	
951096083	CIPRIANO YENCES	02192004 235600		FE/73	
951096098	DAVIDSON EARREN	02122004 234600		LD/10	
951096100	ESQUIVEL-HE HELMAN	02102004 160500	03052004 160100	FE/73	
951096124	GHALE DIL	01232004 212500		FE/73	
951096223	GONGORA EDDY	11262003 180000		FE/73	
951096119	GONZALEZ CARLOS	01282004 200000		FE/73	
951096111	GUI TERREZ ANA	02032004 175500		FE/73	

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 REPORT      SCREEN

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- **Option '1', Overall Head Count for a Specific Period** provides a view of the inmate population flow for a specific period
- Before viewing inmate data for a specific time period, access the Financial Management Menu and select Option #1 - Create Monthly File
  - ✓ Must be completed in order to capture current inmate data files
  - ✓ Repeat each time reconciliation is done
- It is recommended that a Headcount reconciliation be completed before a Financial reconciliation is performed
- To view all inmates for a specific category
  - ✓ Place a 'Y' to the left of the desired category
- **First**, compare your beginning and ending Headcount in LIDS to your local jail Headcount
- If your beginning Jail Headcount is different from LIDS, place a 'Y' to the left of the 'Beginning Headcount' population in LIDS to view specific detail so that you may compare inmate by inmate with your Jail Headcount
- If your ending Jail Headcount is different from LIDS place a 'Y' to the left of 'New Commits', 'New Releases', or 'Ending Headcount' to view specific detail. The discrepancy may be found in any one or more of these categories
- **Other LIDS Tools** that may be used to balance your Headcount activity from the **Reports Menu:**
  - ✓ Jail Roster
  - ✓ Jail Roster-Historic
  - ✓ Committed During the Period
  - ✓ Released During the Period

## **Option '8' - Reconciliation Tools Continued**

### **Option #1 - Overall Head Count For A Specific Period - Continued**

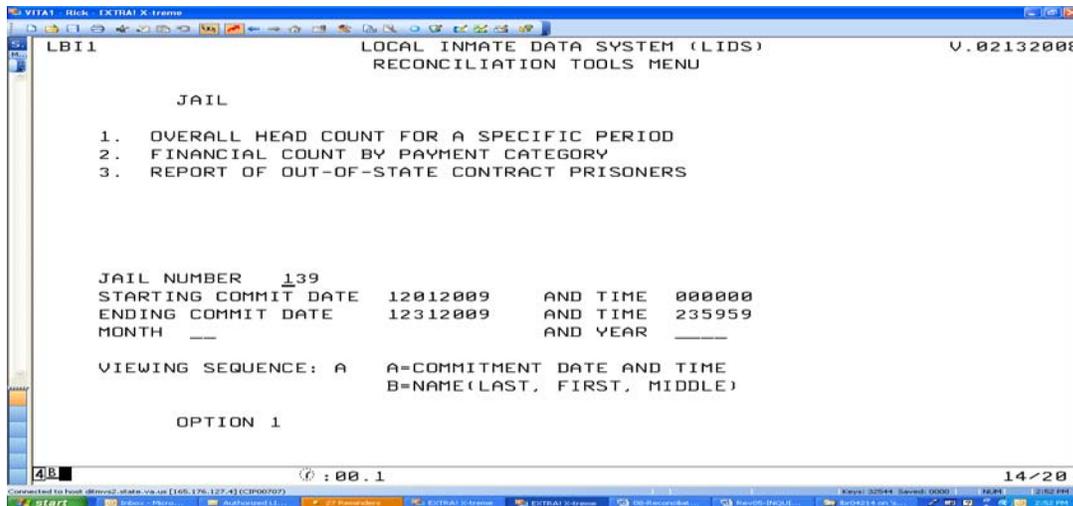
- After inmate activity discrepancies have been adjusted, either in the Jail Management System (JMS) or LIDS, the adjusted totals should be used to determine if the calculated Headcounts match
- When the basic Headcount is balanced, move on to reconciling the Financial picture for the same time period by selecting Option #2 - "Financial Count by Payment Category."

## Option '8' - Reconciliation Tools Continued

### Option #2 - Financial Count By Payment Category

#### Navigational Path:

- LIDS Main Menu - Enter Option '8' - Reconciliation Tools
- Required Data Fields
  - ✓ Jail Number
  - ✓ Financial Month and Year
- Reconciliation Tools - Enter Option '2' - Financial Count By Payment Category



- Option #2 - Should be used to balance the monthly financial count by payment category

	COUNT	*DAYS*	*DOLLARS*	*SELECT*
PAYMENTS (TOTAL DAYS) LOCAL----->	14	47	\$ 376.00	
PAYMENTS (TOTAL DAYS) STATE----->	1	31	\$ 248.00	--
PAYMENTS (OUT OF STATE)----->	0	0	\$ 0.00	--
PAYMENTS ALTERNATIVE (HEM)----->	0	0	\$ 0.00	--
PAYMENTS ALTERNATIVE (WORK RELEASE)----->	0	0	\$ 0.00	--
PAYMENTS - STATE FELON DAYS----->	1	31	\$ 186.00	--
PAYMENTS - JAIL CONTRACT BED----->	0	0	\$ 0.00	--
NON-PAYMENT (FEDERAL)----->	14	104	\$ 0.00	--
NON-PAYMENT (ORDINANCE)----->	22	21	\$ 0.00	U
NON-PAYMENT (MILITARY)----->	0	0	\$ 0.00	=
NON-PAYMENT (HEM)----->	0	0	\$ 0.00	--
CONTRACT (OUT OF STATE)----->	0	0	\$ 0.00	--
PRIVATE TRANSPORTS----->	0	0	\$ 0.00	--
FEDERAL PRISONER OVERHEAD RECOVERY----->			\$ 0.00	--
ADJUSTMENTS POSTED DURING THIS PERIOD-->			\$ 8.00	--
TOTAL----->	52	234	\$ 818.00	

MONTHLY ADP: 6      DOC RATED CAPACITY: 340

SCREEN OPTION 1 1 = REVIEW DETAILS (ENTER "Y" TO THE RIGHT OF DESIRED CATEGORY)

**NOTE: If you see that your Monthly ADP (Average Daily Population) is noticeably lower than your DOC Rated Capacity, there may be a problem. It might be that your inmate data did not upload into LIDS Correctly.**

## Option '8' - Reconciliation Tools Continued

### Option #2 - Financial Count By Payment Category Continued

LPS2-2 510 FINANCIAL CNT 10/2003 CNT DAY V.01282003

RECONCILIATION - FINANCIAL LIST (NON-PAYMENT ORDINANCE)

M/E 10312003 JAIL 510 ALEXANDRIA DETENTION CENTER

SSN	LAST / FIRST NAME	COMMIT DT/TM	RELEASE DT/TM	RC	RR	PS	DAYS
951096314	SANCHEZ JOSE	10062003 210000	10072003 092000	10	19	OR	1
951096309	BARRIOS JUAN	10092003 183500	10102003 194000	10	19	OR	1
951096307	DIAZ-BARRER SANDRA	10122003 235500	10132003 054500	10	19	OR	1
951096301	PEREZ JOSE	10132003 005000	10132003 104700	10	19	OR	1
951096294	LOPEZ JAIME	10182003 014500	10182003 083000	10	19	OR	1
951096289	ANDRADES JAVIER	10182003 183700	10192003 102000	10	19	OR	1
951096293	FLORES-GRAM MARCO	10182003 222600	10192003 091500	10	19	OR	1
951096288	SANCHES JORGE	10192003 000010	10192003 101000	10	19	OR	1
951096291	PAZ CALIX ALEX	10192003 020800	10192003 102000	10	19	OR	1
951096292	VELASQUEZ-T LORENZ	10192003 031200	10192003 091500	10	19	OR	1
951096287	ORTEGA ANTONI	10192003 172700	10202003 053000	10	19	OR	1
951096285	NIJERA-LOPE YILFID	10202003 101300	10212003 063000	20	39	OR	1
951096284	DIAZ GOMEZ LUIS	10202003 185500	10212003 042100	10	19	OR	1
951096279	LOPEZ JERALD	10212003 203200	10222003 124700	10	19	OR	1
951096279	LOPEZ JERALD	10242003 011500	10242003 091600	10	19	OR	1
951096276	GOMEZ MARYIN	10252003 025000	10252003 103000	10	19	OR	1

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DELETE EXIT PRINT NEXT  
REPORT SCREEN

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- **Option #2, Financial Count by Payment Category** is used to balance the financial records prior to submitting the monthly LIDS certification to the Compensation Board
- Balancing your Beginning/Ending Headcount does not ensure that the financial records in LIDS are correct, so being sure to reconcile specific payment categories is especially important
- Before viewing inmate data for a specific time period, access the Financial Management Menu and select Option #1 - Create Monthly File
- It is recommended that each monthly Financial Reconciliation be documented and retained until audited
- Jail population is defined by the following categories:
  - ✓ Local Responsible
  - ✓ State Responsible
  - ✓ Out of State Responsible
  - ✓ Federal
  - ✓ Ordinance
  - ✓ Military
- Alternative Program population is defined by the categories:
  - ✓ Alternative (HEM)
  - ✓ Alternative (Work Release) and
  - ✓ Non-payment (HEM)
- For additional information on inmate Payment Status see the [Jail Certification Summary](#) section of the [Financial Management Menu](#) or the [Quick Reference Guide](#) of this LIDS Users Guide

## Option '8' - Reconciliation Tools Continued

### Option #2 - Financial Count By Payment Category Continued

Category	COUNT	*DAYS*	*DOLLARS*	*SELECT*
JAIL 510 ALEXANDRIA DETENTION CENTE ENDING 10312003		DAYS 31		COUNT 51
PAYMENTS (TOTAL DAYS) LOCAL	14	47	\$ 376.00	-
PAYMENTS (TOTAL DAYS) STATE	1	31	\$ 248.00	-
PAYMENTS (OUT OF STATE)	0	0	\$ 0.00	-
PAYMENTS ALTERNATIVE (HEM)	0	0	\$ 0.00	-
PAYMENTS ALTERNATIVE (HORK RELEASE)	0	0	\$ 0.00	-
PAYMENTS - STATE FELON DAYS	1	31	\$ 186.00	-
PAYMENTS - JAIL CONTRACT BED	0	0	\$ 0.00	-
NON-PAYMENT (FEDERAL)	14	104	\$ 0.00	-
NON-PAYMENT (ORDINANCE)	22	21	\$ 0.00	Y
NON-PAYMENT (MILITARY)	0	0	\$ 0.00	-
NON-PAYMENT (HEM)	0	0	\$ 0.00	-
CONTRACT (OUT OF STATE)	0	0	\$ 0.00	-
PRIVATE TRANSPORTS	0	0	\$ 0.00	-
FEDERAL PRISONER OVERHEAD RECOVERY			\$ 0.00	-
ADJUSTMENTS POSTED DURING THIS PERIOD			\$ 8.00	-
<b>TOTAL</b>	<b>52</b>	<b>234</b>	<b>\$ 818.00</b>	

MONTHLY ADP: 6 DOC RATED CAPACITY: 340

SCREEN OPTION 1 1 = REVIEW DETAILS (ENTER "Y" TO THE RIGHT OF DESIRED CATEGORY)

- **First**, compare the LIDS count of each category to the Jail count for that same category
- If any discrepancies are discovered, compare the LIDS population for that category to your Jail population inmate by inmate
- **It is highly recommended** that if a Jail Management System (JMS) is used to submit prisoner records to LIDS monthly, the private vendor should be required to provide a means to capture the same reports in the JMS that LIDS provides
- **To Review the detail of each financial category:**
  - ✓ Tab to the far right column of the population you would like to view
  - ✓ Place a 'Y' in that column, then tab to the bottom of the screen
  - ✓ Enter '1' in the Options blank field, and press Enter
  - ✓ If you view and try to reconcile **during the month**, the financial reconciliation tool is a **projected picture**
  - ✓ If nothing changes in LIDS, it shows you what the financial picture will look like by the end of the month
- After the reason for any discrepancies have been discovered, make adjustments to LIDS or your Local Jail Management System as needed
- After any adjustments in LIDS have been made, be sure to access the **Financial Management Menu** and select Option #1 - Create Monthly File to re-create the monthly financials, ensuring that any adjustments posted are now reflected. Use these updated totals to confirm reconciliation
- **Other LIDS Tools** that may be used to balance your inmate activity from the Reports Menu:
  - ✓ Out-of-State Contract Prisoners
  - ✓ Held by Agreement
  - ✓ Monthly Billing Report - Fed Only
  - ✓ Jail Roster - historic
  - ✓ DOC Inmate Pre-Release Program
  - ✓ Possible Duplicate Confinements
  - ✓ Pre-Trial Reports
  - ✓ Data Integrity Errors
  - ✓ Possible Errors
  - ✓ Monthly Financial Detail
  - ✓ List by Reason Confined

## Option '8' - Reconciliation Tools Continued

### Option #2 - Financial Count By Payment Category Continued

- 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:
  - ✓ **'LD'**, Awaiting Trial/Pretrial Inmates = \$4 Per Diem with committal papers
  - ✓ **'LD'**, Post-Trial/Convicted Inmates = \$4 Per Diem with committal papers
  - ✓ 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, = \$8 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
- Maintain Data Reliability:
  - ✓ Perform weekly desk audits by selecting a number of files and checking those files to ensure that the data contained in the hard file agrees with both your Jail Management System (JMS) and LIDS
- The Compensation Board developed two forms that may be used to document the reconciliation of Headcount and Specific Category reconciliation process and show approval of the activity by the LIDS Technician's Supervisor. The forms are located in the [LIDS Forms](#) section of this LIDS Users Guide.

## Option '8' - Reconciliation Tools Continued

### Option #2 - Financial Count By Payment Category Continued

- **Balancing your Beginning and Ending Headcount does not mean that the financial records in LIDS are correct: Example:**

- ✓ Offender was confined in LIDS on 3/1/2010 with one misdemeanor charge and one felony charge.
- ✓ On 4/1/2010 Offender was convicted on the felony offense and sentenced to 14 months.
- ✓ On 4/1/2010 the misdemeanor charge was nolle prosequi. However, this information was not updated in LIDS.
- ✓ LIDS detected that the offender had a pending misdemeanor charge, causing his payment status to continue to reflect Local Responsible (LR), instead of State Responsible (SR) and the per diem to continue to be paid at \$4 instead of \$12.
- ✓ The error was not caught and corrected until July.

Received \$4 per day  
because of Pending Misdemeanor  
Charge

April 2010	\$ 48
May 2010	\$ 48
June 2010	\$ 48

\$8 per diem Revenue Shortfall - Did not  
update Sentencing information in LIDS

August 2009	\$ 96
May 2010	\$ 96
June 2010	\$ 96

Total Paid \$144

Total Shortfall \$288 WHY?:

- ✓ Jail staff forgot to update LIDS with sentencing information
- ✓ Revenue Shortfall from April through June = \$8 per diem in the amount of \$288
- ✓ Necessary Actions:
- ✓ Post adjustment using Option #6, Financial Management - Option #4, Adjust Monthly Prisoner Status to recover the revenue that was lost
- ✓ Set up Staff Reconciliation Procedures



