

January 2012

Volume 4, Issue 3

# The LIDS Gazette



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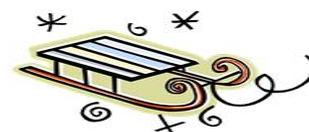


## LIDS MONTHLY RECONCILIATIONS

LIDS provides several different ways to reconcile populations prior to monthly submissions. The Reconciliation Tools menu allows you to check beginning and ending headcounts, new commits and releases, as well as the rosters of individual subpopulations. Additionally, there are a host of reports that may be run to assist in reconciling specific populations. No matter which resources you may choose to help you reconcile, it is important to remember that you must reconcile thoroughly. It is not enough to simply check the beginning and ending headcounts. There are a number of subpopulations within those headcounts that affect the payment if not reconciled properly. Simply reconciling the beginning and ending headcounts will not tell you if you have a federal inmate erroneously coded as a local inmate or if you have an inmate who should be state responsible but whose sentence was not updated timely and is in the local responsible category. Documented reconciliation procedures should be kept on file so that the accuracy of LIDS per diem certification need not suffer in the event of the absence of the LIDS Technician.

## VCC 'S' TO 'O' SUBSTITUTION

In each Virginia Crime Code the 8th character signifies the penalty category of the offense, ('F' for Felony, 'M' for Misdemeanor, 'O' for Ordinance, or 'S' or 'J' for Undetermined). LIDS has long allowed the substitution of 'M' penalty code with 'O' penalty code in the use of state crime codes as ordinance violations. Jails may now substitute an 'S' penalty code with 'O' when needed.



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## INMATES CONFINED IN A LOCAL HOSPITAL ONE NIGHT

The current procedure for inmates transferred from the jail to receive treatment in a local hospital overnight is to release the offender in LIDS and then re-confine with Reason Confined (RC) 37 To Local Hospital. Effective January 1st it is no longer necessary to release and rebook inmates who are only admitted to a local hospital for **one night**, returning to the jail the following day.

Inmates with a hospital stay of **more** than one night will still need to be released from LIDS with Reason Released (RR) 45— Emergency Medical and/or Local Hospital, and rebooked with the RC37. Once they return from the hospital they will be released with RR23 and rebooked with the appropriate confinement code for their conviction status.

### LIDS Training

The following are upcoming LIDS training sessions. We will not be conducting LIDS Basic Training sessions this year due to the redevelopment of LIDS in a web-based format.

April 19th—Audit Prep Training

July 19th—Audit Prep Training

All training sessions will be held at the Hanover County Sheriff's office from 9am to 3:30pm. To register for training please call or email Kari Bullock at (804) 371-4299 or kari.bullock@scb.virginia.gov.

## Updates & Reminders

- ◆ Please be sure to clear up any overlaps within 24 hours of receiving notification from the overlapping jail. Absence of the LIDS Technician is **not** a valid reason to not release an inmate. Please be sure that Records personnel knows who to contact to release an inmate in the event of the absence of the LIDS Technician.
- ◆ When a disposition code of 'SC'-Sentence Complete is used LIDS will disregard the charge as of disposition date entered, so the disposition date should always be the day **after** the offender will have completed their sentence. If not, the jail may not be paid for the appropriate number of days. Ex: Jane Smith is held on one misdemeanor and one ordinance. She was sentenced on the misdemeanor charge first and the jail has calculated the misdemeanor sentence would be served as of 1/10/2011, so the Disposition Date entered should be 1/11/2011. If the disposition date is entered as 1/10/2011 no payment will be made for that date.