

Newsletter

APRIL

2004

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Phone Number:**



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**P. O. Box 710
Richmond, VA 23218-0710**

IMPORTANT DATE

5/9/04 - LIDS SUBMISSION DUE



**LIDS
CONFERENCE
SEPTEMBER 15-16, 2004**



Staff Contacts:

User Issues

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Security/Key Fob Issues

- **Anne Wilmoth** ext. 222
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- **Sue Kelly-Graham** ext. 220



We are pleased to announce that your 2004 LIDS Conference will be held at the Sheraton Park South Hotel in Richmond, Virginia on September 15 and 16, 2004.

Funding for the Conference has been approved to include LIDS Technicians and LIDS Advisory Committee members. If the LIDS Technician is unable to attend the Conference, a LIDS back-up may be designated to attend instead. Registration will be on the Compensation Board website at www.scb.virginia.gov by July 2004. Further developments and notifications will be posted in future LIDS Newsletters.

Attendance at the LIDS Conference will be counted as a regular 7-1/2 hour Basic LIDS training. Therefore, LIDS Technicians that are due to attend Basic LIDS training for re-certification between June 2004 and September 2004, based on the 24-month training requirement, will NOT be required to attend our normal Basic LIDS training in Richmond **if they attend the 2004 LIDS Conference.**

Please contact Sue Kelly-Graham at 804-786-0786 Ext. 220 (sue.kelly-graham@scb.virginia.gov) if you have questions.





UPDATED PROPOSED
BUDGET LANGUAGE CHANGES—Effective July 1, 2004
PER DIEM AMENDMENTS & PAYMENT CLARIFICATION

Per Diem Amendments

Background:

- Funding was reduced in FY03 and FY04 as part of budget reductions for Sheriffs' offices and Regional Jails. These reductions have remained as a base reduction in per diem funding for FY05 and FY06 of \$26 million over the biennium. The reductions have the same impact as cutting the \$8 and \$14 rates, which are already 17 years old and have not been increased since established in 1987. The per diem rate was established in the 1980's to cover the operational cost of housing, feeding & caring for the inmate (an array of costs to include electricity, water and sewer, heat, phones, food, kitchen supplies, medical services, bedding and clothing, etc.), exclusive of personnel costs.
- Local and Regional Jails are reimbursed quarterly by the Compensation Board for the cost of holding inmates in jails; the payment for the fourth quarter of FY04 (for inmates held in the months of December, 2003 and January and February, 2004) will be made in April. **Because of the \$13.3 million shortfall, the Compensation Board had estimated that only 19% of the funds due localities would be paid.** An amendment adding \$1.3 million to current year per diem funding has been approved by the 2004 General Assembly, however, these ***funds have not yet been appropriated. If the additional funding is appropriated and allotted by the Department of Planning and Budget,*** a total of approximately 27% of funds due localities will be paid. The Compensation Board anticipates processing two payments for the fourth quarter of FY04: the first payment to be made at the end of April will be based on current funds available, which are approximately 19% of funds due; a second payment will be made if additional funds, as approved by the General Assembly, are allotted for expenditure, and will be disbursed as a supplemental payment in June.

Senate Amendment 67 3s:

- Restores \$26 million over the biennium to the Compensation Board's budget for local per diem payments.
- If this \$26 million is not restored in the next biennium, localities will continue to receive less in per diem funding than required by §53.1-85 Code of Virginia and the rates established in the Appropriation Act, for housing jail inmates.

House Amendment 67 1h:

- Amendment 67 1h INCREASES the rate set out in the Appropriation Act for state responsible inmates from \$14 per day to \$18 per day, and REDUCES the rate for local responsible inmates from \$8 per day to \$6 per day, removing \$16 million from per diem payments over the biennium.
- Per diem funding is already reduced by \$26 million over the biennium as a result of the budget reductions in FY03/FY04.
- Total per diem funding required for the biennium, based upon the official forecast, is estimated at \$151,012,184. If the \$26 million budget reduction is not restored (as proposed by Senate amendment 67 3s) AND House amendment 67 1h at \$16 million is approved, the per diem shortfall will be \$42 million; only \$108,544,370, or 72% would be available.

As of this date (April 21) the General Assembly has not decided if either of the above amendments will be approved. The total amount of per diem funding available for FY05 will not be known until the General Assembly approves a budget for the next biennium.



REASON CONFINED CODE 82
Effective April 2004

Reason Confined Code

82

Description

SR INMATE COURT ORDERED TO JAIL

Inmate is ordered to serve all or a portion of State Responsible (SR) sentence in local or regional jail. Inmate is treated as Local Responsible Inmate during the Court Ordered to Jail portion of his SR sentence is being served.

Procedure:

Funding is \$8 per day during the time period that the inmate is court ordered to confinement in a local jail. Confine the court ordered inmate into LIDS utilizing Reason Confined Code '82', SR Inmate Court Ordered to Jail. Inmate is treated as a Local Responsible Inmate.

If the inmate completes the total court ordered sentence in jail then release the inmate from jail and LIDS utilizing Release Reason Code '39', Served Sentence.

If the inmate completes the portion of the sentence that was ordered to be served in jail and remaining sentence is to be served in DOC, call DOC for inmate intake. If DOC does not intake prisoner that day, release prisoner off LIDS utilizing Release Reason Code '23' Change in Status and re-book the inmate in as Reason Confined Code '20', Serving Sentence.

This is when the additional \$6 per diem kicks in for the State Responsible inmate being out of compliance with DOC. LIDS will provide the additional \$6 per diem funding starting from the date of sentencing + 90 days (91st day) when the confinement is changed to Reason Confined Code 20, Serving Sentence.



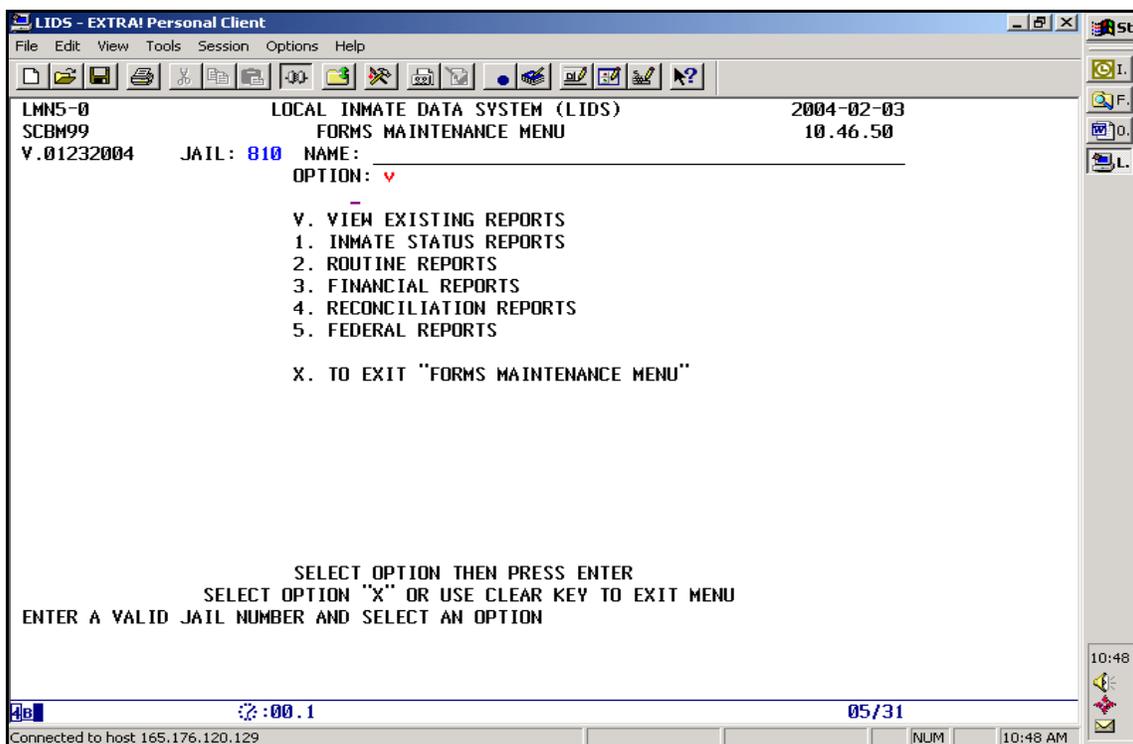
**NEW & IMPROVED
FORMS MAINTENANCE
Effective July 1, 2004**

The LIDS Advisory Committee (LAC) met in August and unanimously agreed that Forms Maintenance needed to be restructured to improve efficiency and become more user friendly. The LAC members recommended major changes to the Forms Maintenance Menu options and it is scheduled to be placed into production in LIDS before July 1, 2004. LIDS Newsletter will announce when the restructured Forms Maintenance is available for your use.

Option #4, Forms Maintenance Menu provides on-line query reports that are both viewable and downloadable files, or viewed **within each report option.** Reports are deleted after 5 days.

- The screen may prompt you to **download report or hit enter to continue and view your report ordered OR**
- The screen may prompt you to download report or back out and select Option 'V', View Existing Reports if the report is a small report that can be viewed **OR**
- The screen may prompt user to back out and select Option 'V', View Existing Reports the next day because large reports are run overnight.

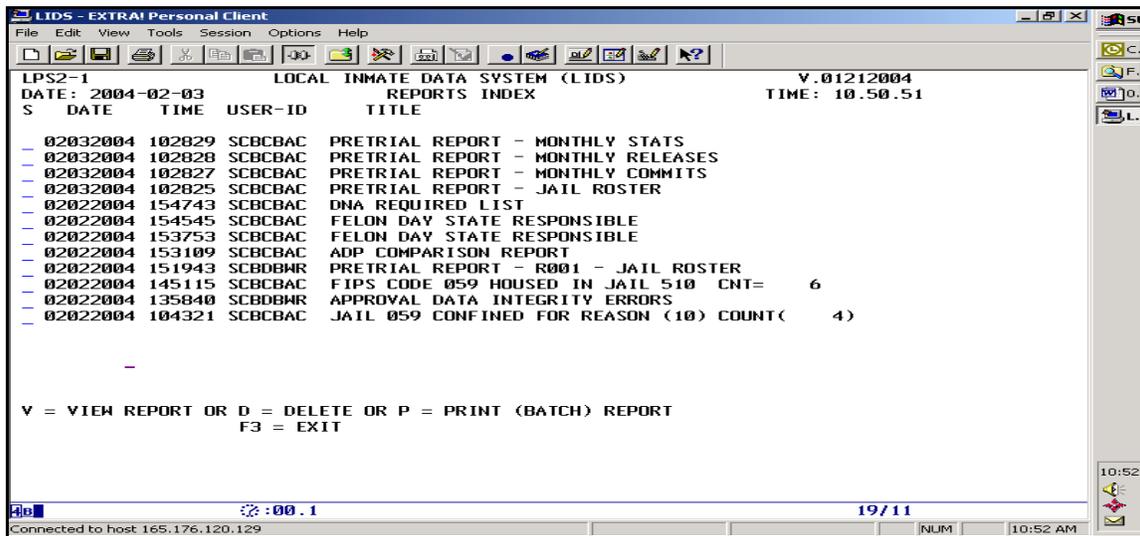
The following are screen prints of how the **NEW** Forms Maintenance Menu will appear:



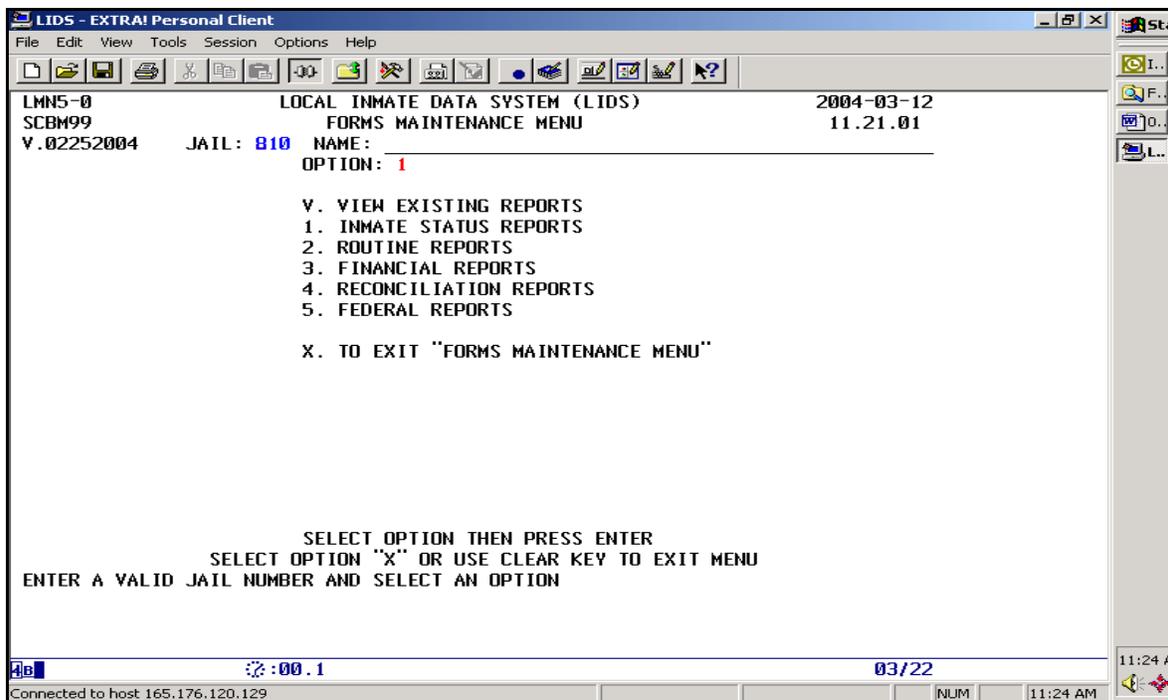
- **Press Enter to continue**

(Continued on Next Page)

- The next screen is displayed after requesting to **VIEW** reports, and displays requested reports that have not been deleted



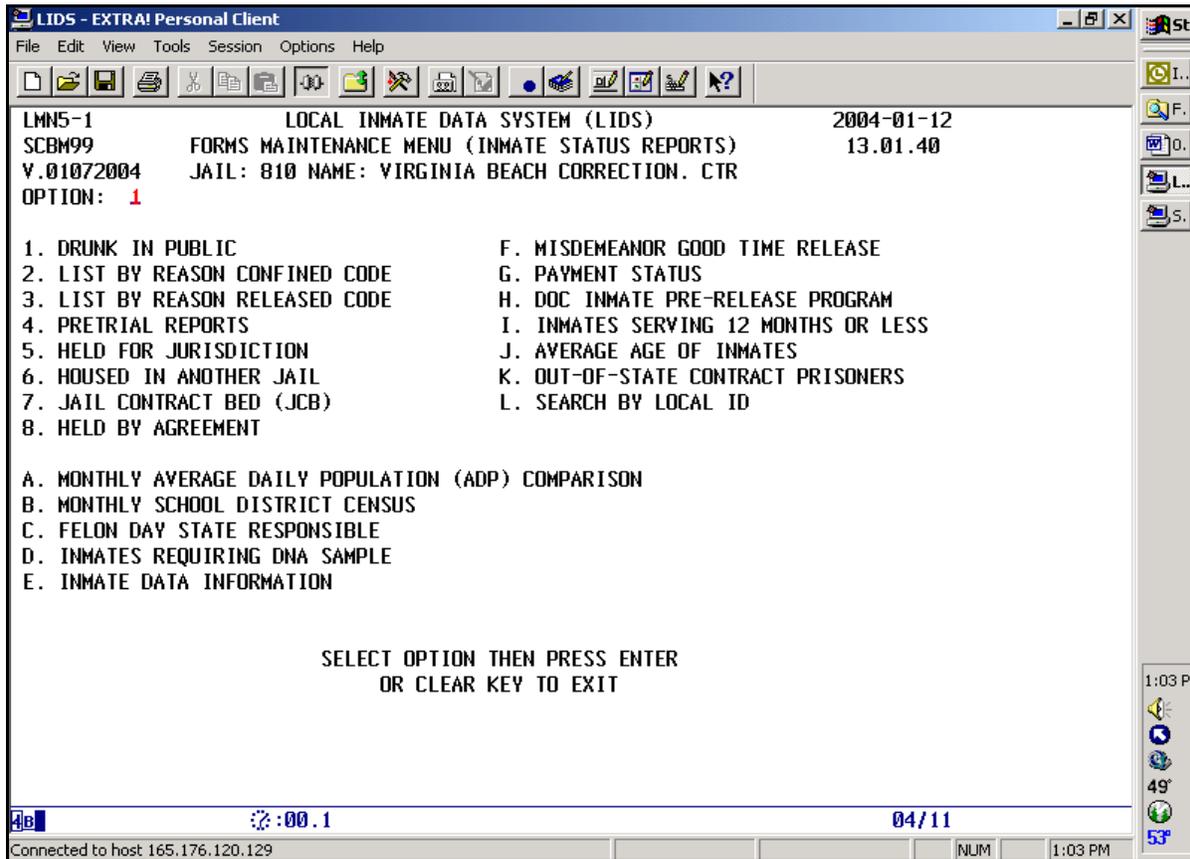
- LIDS Main Menu - Enter Option '4' – Forms Maintenance Menu**
- Enter Option #1– 5 to select desired Reports**



- Press Enter to continue**

(Continued on Next Page)

- The next screen print displays reports available in the Option #4 Forms Maintenance Menu, **Option #1 - INMATE STATUS REPORTS**

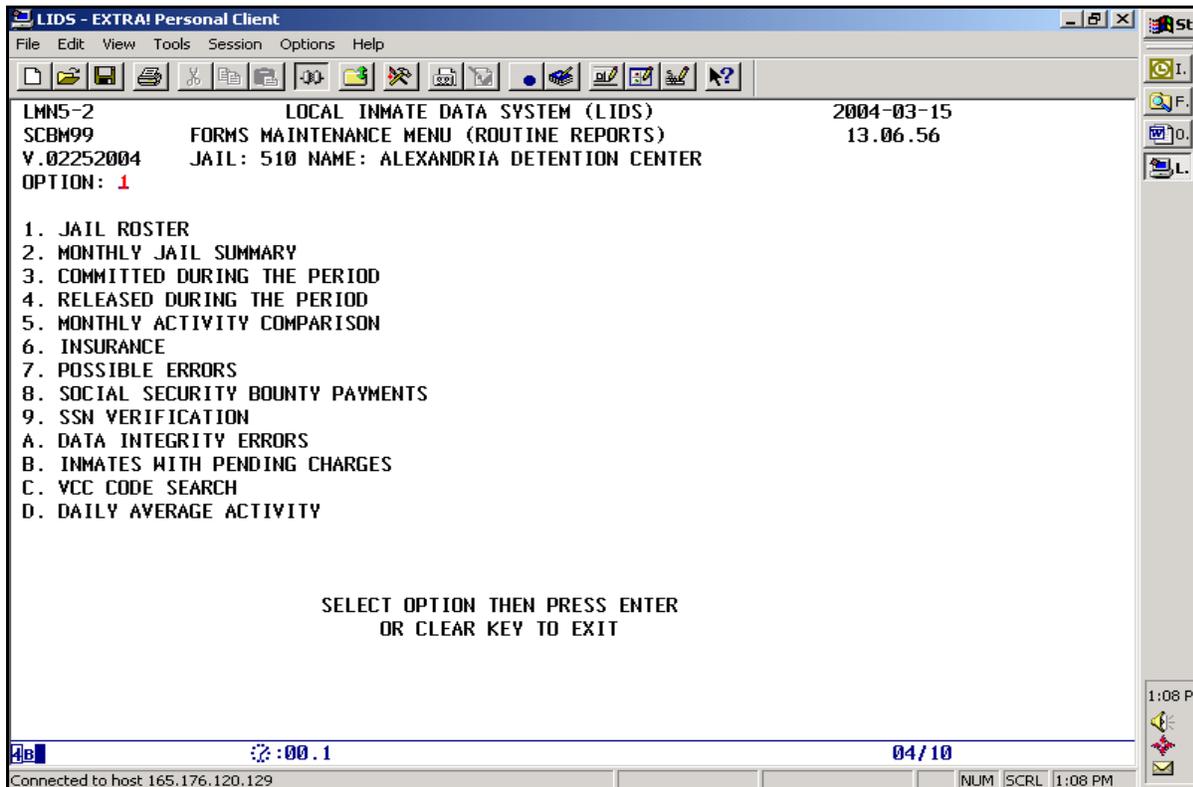


Option 4, Pretrial - Combined all Pretrial reports: Pretrial Jail Roster, Pretrial Commits, Pretrial Releases and Pretrial Monthly Status

Option C, Felon Day State Responsible - New Under Construction, will provide a means to collect inmate data on inmates that are State Responsible (SR)

Option G, Payment Status - New Under Construction, will capture payments by payment status codes

- The next screen print displays reports available in the Option 4, Forms Maintenance Menu, **Option #2 - ROUTINE REPORTS**

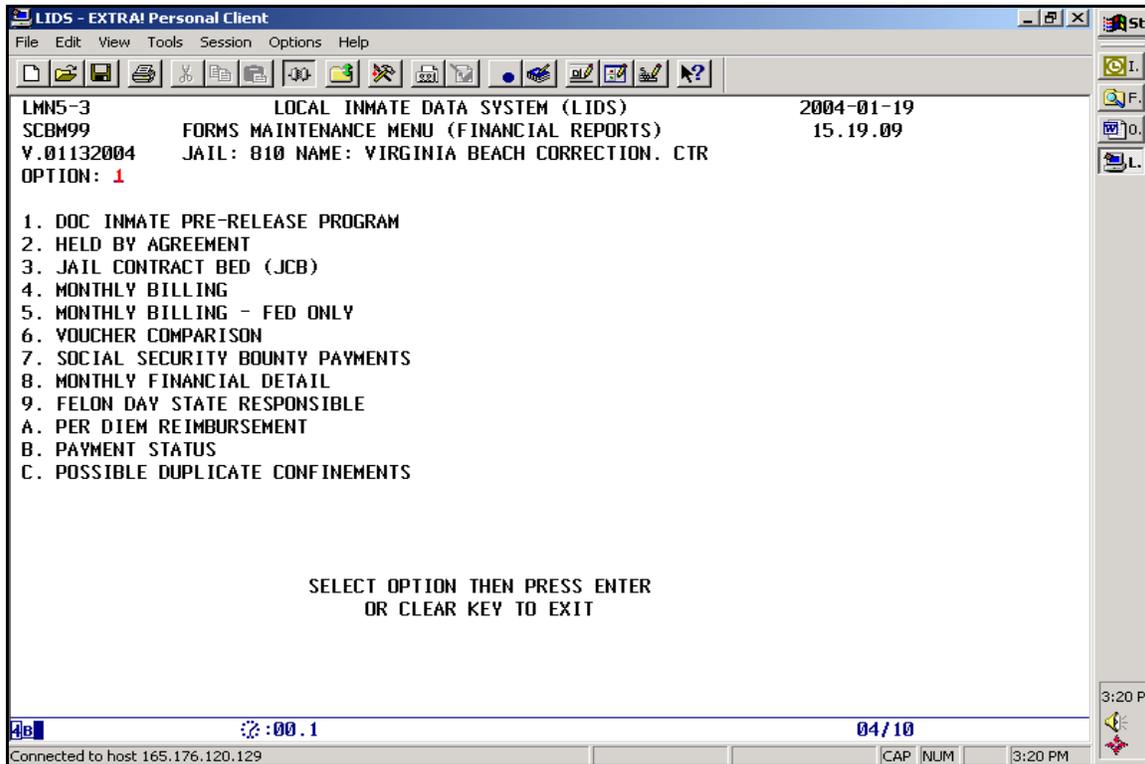


Option 1, Jail Roster - Combined all Jail Roster reports: Current, Historical and Jail Roster for Period

Option C, VCC Code Search - New Under Construction, will provide a means to collect inmate data by VCC codes

Option E, Time in Jail - New Under Construction, will provide a means to collect inmate data by time committed to jail

- The next screen print displays the reports available in the Option 4, Forms Maintenance Menu, then select **Option #3 - FINANCIAL REPORTS**



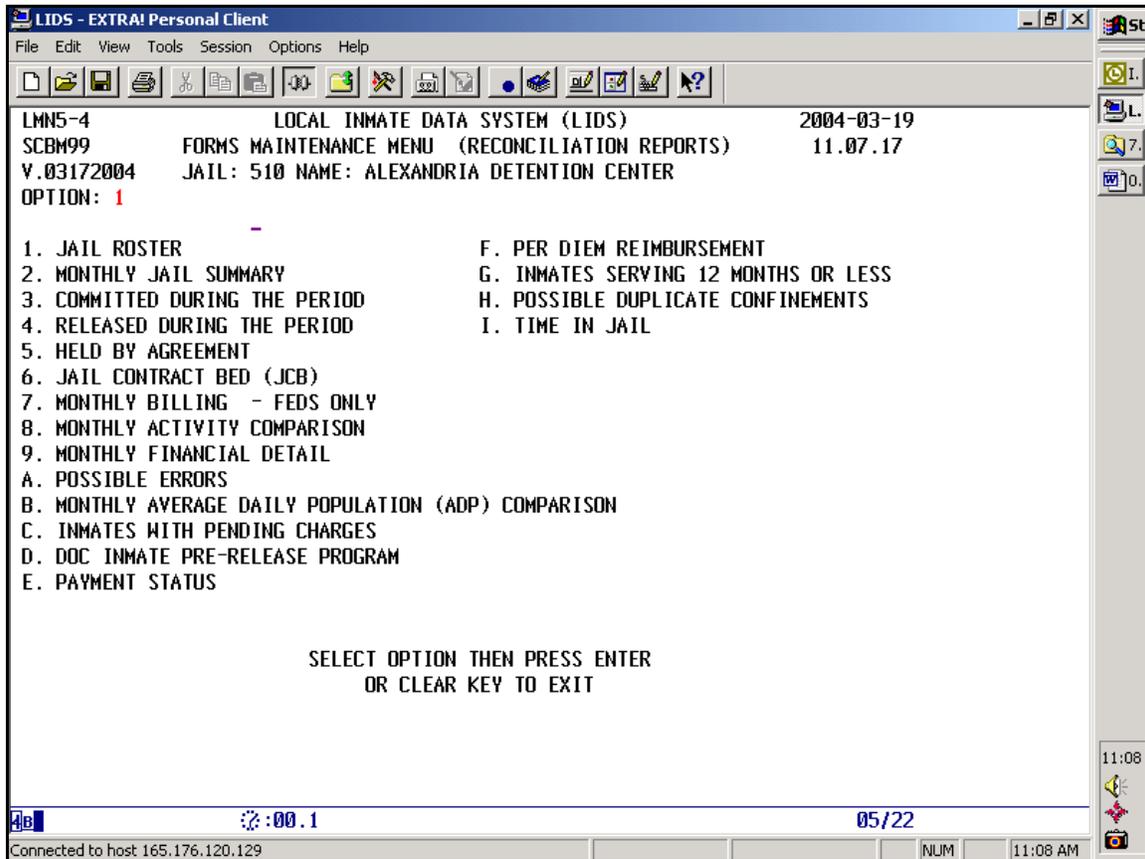
Option C, Felon Day State Responsible - New Under Construction, will also be available under Option 1, Inmate Status Reports (Option C)

Option A, Per Diem Reimbursement - New Under Construction, will provide a means to collect Per Diem Reimbursement data by quarter or by 'from and to' data time stamp

Option B, Payment Status - New Under Construction, will also be available under Option 1, Inmate Status Reports (Option G)

Option C, Possible Duplicate Confinements - Provides a means to check possible duplicate confinements utilized by Audit team

- The next screen print displays the reports available in the Option 4, Forms Maintenance Menu, then select **Option #4 - RECONCILIATION REPORTS**



Option 1, Jail Roster - Combined all Jail Roster reports, also located under Option 2, Routine Reports, Option 1

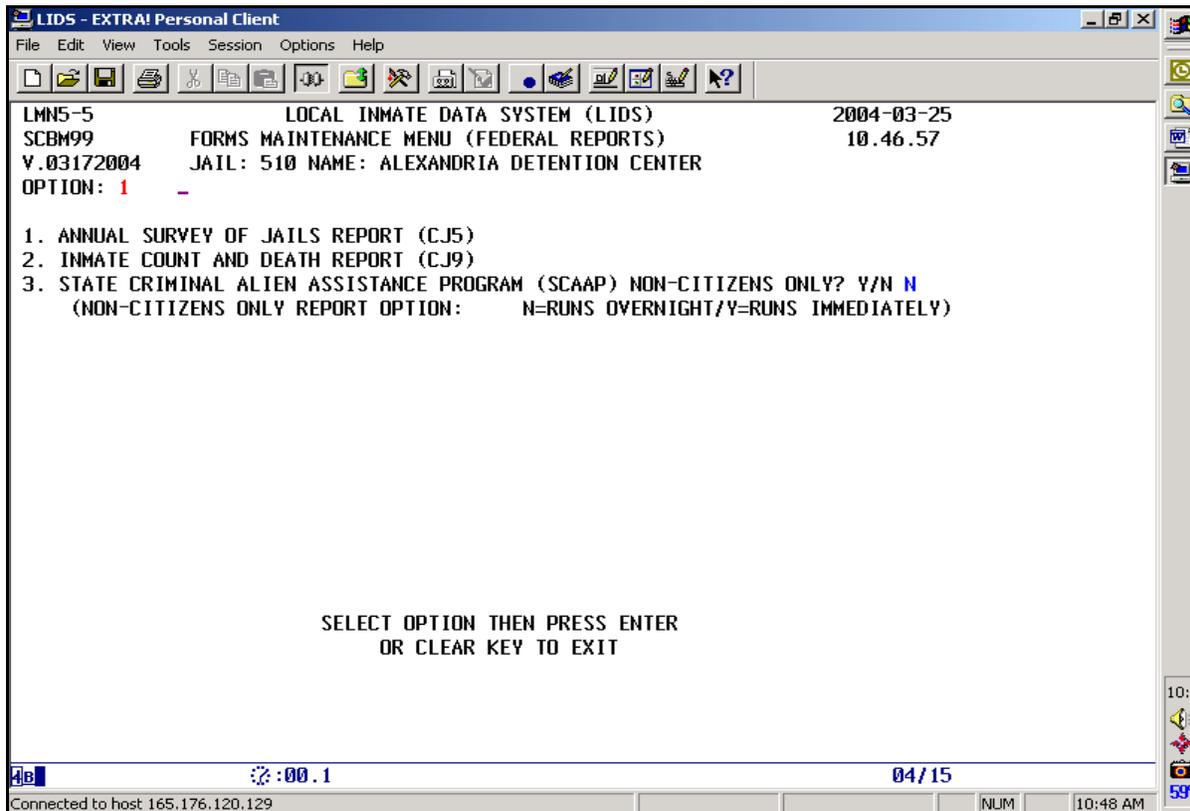
Option E, Payment Status - New Under Construction, will also be located under Option 2, Routine Reports, Option G

Option F, Per Diem Reimbursement - New Under Construction, will also be located under Option 3, Financial Reports, Option A

Option H, Possible Duplicate Confinements - also located under Option 3, Financial Reports, Option C

Option I, Time in Jail - New Under Construction, will also be located under Option 2, Routine Reports, Option E

- The next screen print displays the reports available in the Option 4, Forms Maintenance Menu, then select **Option #5 - FEDERAL REPORTS**



Grouped to capture Federal Inmate Reports



*****REMINDERS*****

**UPDATED
DISPOSITION CODE
Effective April 1, 2004**



'FI', Fined - Sentenced, **Disregard after Disposition Date**

To be found guilty, with a sentence of a fine imposed.



**UPDATED
REASON CONFINED CODE 81
Effective March 2004**

Reason Confined Code Description

81

ADDICTIONS CORRECTION TREATMENT (ACT)

INMATE **IS** SENTENCED TO A STATE RESPONSIBLE SENTENCE LENGTH, HOWEVER, THE COURT ORDER SPECIFICALLY FORBIDS TRANSPORT TO DOC AND INMATE WILL REMAIN IN THE LOCAL FACILITY **TO COMPLETE TREATMENT PROGRAM**. INMATE **IS** TREATED AS A LOCAL RESPONSIBLE INMATE.

CHANGING DATE OF BIRTH IN LIDS

Several LIDS users have inquired about changing Date of Birth (DOB) in LIDS. Once the DOB and Social Security Numbers (SSN's) are verified by the Social Security Administration and entered in LIDS, they cannot be changed in LIDS. When an incorrect DOB is discovered, LIDS users should send a written request to change the DOB or SSN to Anne Wilmoth (anne.wilmoth@scb.virginia.gov) or Craig Giegerich (craig.giegerich@scb.virginia.gov), who can correct in LIDS. Be sure to note your jail number, inmate name, SSN, Commit Date and Time.



**BACK BY POPULAR DEMAND —
DNA SAMPLE/DNA DRAWN DATE INFORMATION**

Several LIDS users expressed dismay when the **DNA SAMPLE** and **DNA DRAWN DATE** were removed from the Commitment Maintenance Prisoner Information Screen. The LIDS Advisory Committee agreed that the information is necessary and helpful to LIDS users. DNA Sample and DNA Drawn Date were added in **Inquiry** on the Prisoner Information screen. See screen print example below.



*****REMINDERS*****

**UPDATED
FEDERAL INMATES COMMITTED
TO JAIL ON A WRIT PROCEDURE**



A jail receives a Federal inmate booked into jail on a writ from **either** the General District Court **or Circuit Court** (which acts as a committal order and/or state warrant) to testify as a witness. If the inmate is not being held in jail on a state charge(s), use Reason Confined Code 13 - Held as a material witness (non-DOC) Not serving time on other charges. Jail should use their jurisdiction code (i.e., 520) and VCC PRI9909S9 - Held as a Material Witness. When the court releases the inmate (after he/she serves as a witness), we suggest that the Federal Authority be contacted immediately to pick up inmate - use Release Reason Code 51 - To Federal Authority. If Federal Authority does **NOT** pick up the inmate the day the court releases him/her and the inmate stays the night in jail, release the inmate utilizing Release Reason Code 23 - Confinement Change within facility OR Violated Program, and recommit the inmate using Reason Confined Code 73 - Held for Federal Authority/District of Columbia (Non-Payable—Non State Warrant) with a '888' - unspecified FIPS Code. When the inmate is released to the Federal Authority, use Release Reason Code 51 - To Federal Authority.



**2004 Session
HB235 STATE COMPENSATION BOARD PASSED**

HB235 was passed by the House and Senate, which will be forwarded to Governor Warner for approval. We anticipate that the Governor will sign the Bill. LIDS users should expect the following changes to go into effect July 1, 2004:

State Compensation Board. Requires the State Compensation Board to (i) maintain in the Local Inmate Data System (LIDS) specific data fields for an inmate's country of birth and country of citizenship, (ii) require all jail facilities that are subject to LIDS reporting to complete the additional fields for all inmates housed at such facilities, (iii) annually encourage all jail facilities subject to LIDS reporting to request compensation from the United States Department of Justice State Criminal Alien Assistance Program (SCAAP) for costs associated with incarcerating undocumented aliens; (iv) provide information to all jail facilities on the eligibility requirements to obtain such funds; and (v) monitor local jail participation in the SCAAP program.

Legislative information can be found via the Internet by copying following link in the URL: <http://www.scb.virginia.gov/> and click on General Assembly News at the right of the homepage, or <http://leg1.state.va.us/>, click on Bills and Resolutions, enter the Bill Number (i.e., HB235) in the "Enter A Bill Number" box and press Enter.

2004 BASIC LIDS TRAINING

The Compensation Board offers Basic LIDS training from 8:30 a.m.- 5:00 p.m. To register for LIDS training, please contact Sue Kelly-Graham: sue.kelly-graham@scb.virginia.gov or (804) 786-0786 Ext. 220 or Alice Coe: alice.coe@scb.virginia.gov or (804) 786-0786 Ext. 207. Monthly registration deadline is 5 working days prior to training date.

Training Dates

June 17

July 15

August 19

LOCATION:

Department of General Services - 805 E. Broad Street, Richmond, VA For further information about monthly Basic LIDS training, please access our website: <http://www.scb.virginia.gov> Click on LIDS, then click on LIDS Monthly Training Information.

In order to access LIDS, please bring your LIDS User-ID and password to training. If you need a LIDS User-ID, please contact Anne Wilmoth, IT Manager, (804) 786-0786 Ext. 222 or anne.wilmoth@scb.virginia.gov



REMINDERS

NEW & IMPROVED LIDS WEB PAGE

For your convenience, LIDS Advisory Committee (LAC) information has been added to the Compensation Board (CB) Website. Go to <http://www.scb.virginia.gov/>, click on the LIDS button, and click the dropdown arrow to access the following information:

1. **LAC Members** - LIDS Advisory Committee members - listed by region, member name, locality name, FIPS code, address, phone number, e-mail address, fax number, DOC Capacity and if they are a Batch or Online jail.
2. **LAC Meeting Agendas and Minutes** - Agendas and Minutes can be viewed by clicking on the desired option and date. Note: The meeting minutes are posted *after* approval of LAC members at the next LAC meeting (i.e., February 12, 2004 Minutes will be posted after the May 2004 LAC meeting).
3. **Contact a LAC Member** - LAC members can be contacted by e-mail. This feature lists members by region, facility name, and e-mail address. Click on the e-mail address of desired member to contact members via e-mail.
4. **Send an Agenda Item to the CB** - Select this feature and click on GO and a new message will automatically open and is addressed to Compensation Board LAC members Sue Kelly-Graham or Alice Coe.

