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REASON CONFINED HISTORY

The 'CR History' button from the Confinement Details screen is a new feature in LIDS-CORIS that eliminates the need for manual adjustments. Previously, if an inmate's confinement was updated after the month in which the adjudication event occurred, the LIDS Technician would be required to make a manual adjustment. In LIDS-CORIS, once the offense/confinement has been updated and the CR History has been updated with the effective date, the system will recognize whether or not an adjustment is required. If so, the adjustment will be generated automatically and reflected in the monthly payment details report for the month in which the change was made.

Example: An offender is booked into my jail as pre-trial with two local charges on 7/1. On 7/3 the offender is sentenced on one charge. On 7/10 he is sentenced on the second charge. All data for this offender would be recorded within the same confinement record and my 'CR History' screen would show as below.

In This Edition:

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Sending Corrections to DOC

A screenshot of the LIDS-CORIS web application. The main window shows the 'CR History' dialog box for an offender named Potter, Harry J. The dialog box contains a table with the following data:

Confined Reason *	Effective Start Date *	Conversion
10 - Not Serving Time on Other Charges (Pre-Trial)	7/1/2013	<input type="checkbox"/>
50 - Serving Sentence - Pending Charges	7/3/2013	<input type="checkbox"/>
20 - Serving Sentence	7/10/2013	<input type="checkbox"/>

The background shows the main application interface with various tabs and a sidebar menu. The status bar at the bottom indicates 'Offender Confinement record has been successfully saved.'

RE-COMMIT WITH NO NEW CHARGES

Below are the instructions for recommitting inmates to LIDS-CORIS with no new charges. This would be time effective for commitments in which an offender is serving weekends/non-consecutive days, or is transferred to another jail briefly before returning to your facility.

- ◆ Search the offender, bring them into context, and click on '**Jail Confinements**' from the LIDS left navigation menu.

The screenshot displays the CORIS - Jail Confinements web application. The browser window title is "CORIS - Jail Confinements - Windows Internet Explorer provided by VA IT Infrastructure Partnership". The address bar shows the URL: <https://sslvpn-1.vita.virginia.gov/CSCO+10756767633A2F2F697665747661766E7062657666686E672E7062692E697665747661766E2E746269+/+Coris/Virginia/Con>. The application header includes "CORIS UAT-2013_PR2 | v6.2.1.0 | AP2" and "Welcome Wilmoth, Anne". The left sidebar contains a navigation menu with options like "Offender Search", "Offender Pages", "Address/Phone", "Alert/Concern", "Alias", "Appointments", "Case Plan", "Criminal History", "Demographics", "Employment History", "Environmental Summary", "Home Page", "Investigations", "Keep Separates", "Medical Health Code Status", "Mental Health Information", "Military Record", "Notes", "Physical Appearance", "Physical Health Information", "Substance Abuse Information", "Contacts", and "Offender Reports". The main content area is titled "Confinement Details" and contains fields for "Commit Date" (7/13/2013), "Release Date", "Jail", "Local Jail Id", "Current Location", "Holding For", and "Comments". There are also sections for "Confined Reason", "Release Reason", "Transfer to Jail", "Latest Payment Category", "Insurance" (Group and Number), and "Detainers" (a list of counties including Accomack, Albemarle, Alexandria, Alleghany, Amelia, Amherst, Appomattox, Arlington, ATF, and Augusta). Buttons for "Delete", "Add", "Save", and "Cancel" are at the bottom right of the form area.

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- ◆ Enter the commitment information needed on the 'Confinement Details' tab, then click the 'Offenses' tab.

Commit Date/Time	Release Date/Time	Jail	Confined Reason	Release Reason
07/11/2013 09:00 AM	07/12/2013 09:00 AM	Piedmont Regional Jail	10 - Not Serving Time on Other Charges (Pre-Tri...	19 - To Bond
05/20/2013 09:00 AM	06/20/2013 09:00 AM	Page County Jail	20 - Serving Sentence	16 - Time Served
05/15/2013 09:00 AM	05/17/2013 09:00 AM	Franklin County Jail	10 - Not Serving Time on Other Charges (Pre-Tri...	19 - To Bond
05/02/2013 09:00 AM	05/05/2013 09:00 AM	Page County Jail	10 - Not Serving Time on Other Charges (Pre-Tri...	19 - To Bond

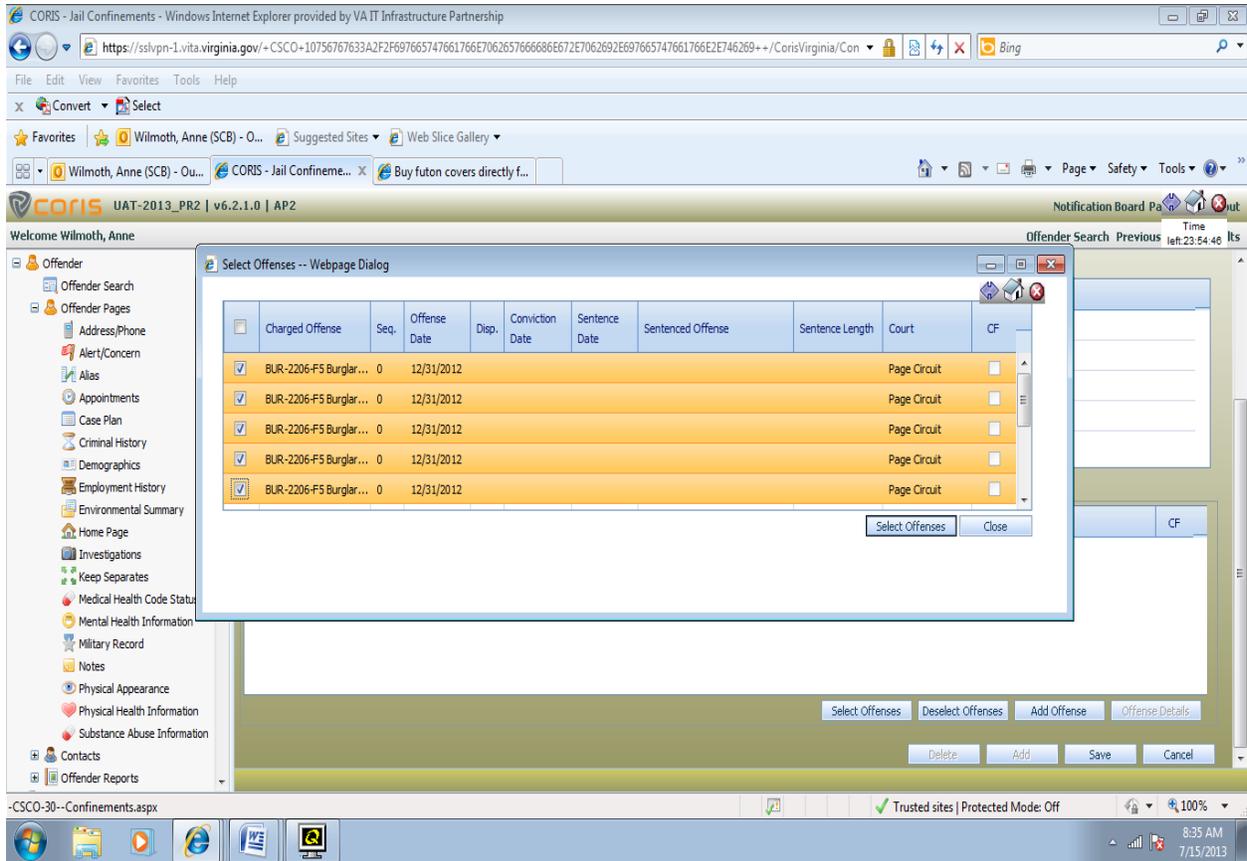
Charged Offense	Seq.	Offense Date	Disp.	Conviction Date	Sentence Date	Sentenced Offense	Sentence Length	Court	CF
No records to display.									

- ◆ Click on 'Select Offenses'

Charged Offense	Seq.	Offense Date	Disp.	Conviction Date	Sentence Date	Sentenced Offense	Sentence Length	Court	CF
BUR-2206-F5 Burgla...	0	12/31/2012						Page Circuit	<input type="checkbox"/>
BUR-2206-F5 Burgla...	0	12/31/2012						Page Circuit	<input type="checkbox"/>
BUR-2206-F5 Burgla...	0	12/31/2012						Page Circuit	<input type="checkbox"/>
BUR-2206-F5 Burgla...	0	12/31/2012						Page Circuit	<input type="checkbox"/>
BUR-2206-F5 Burgla...	0	12/31/2012						Page Circuit	<input type="checkbox"/>

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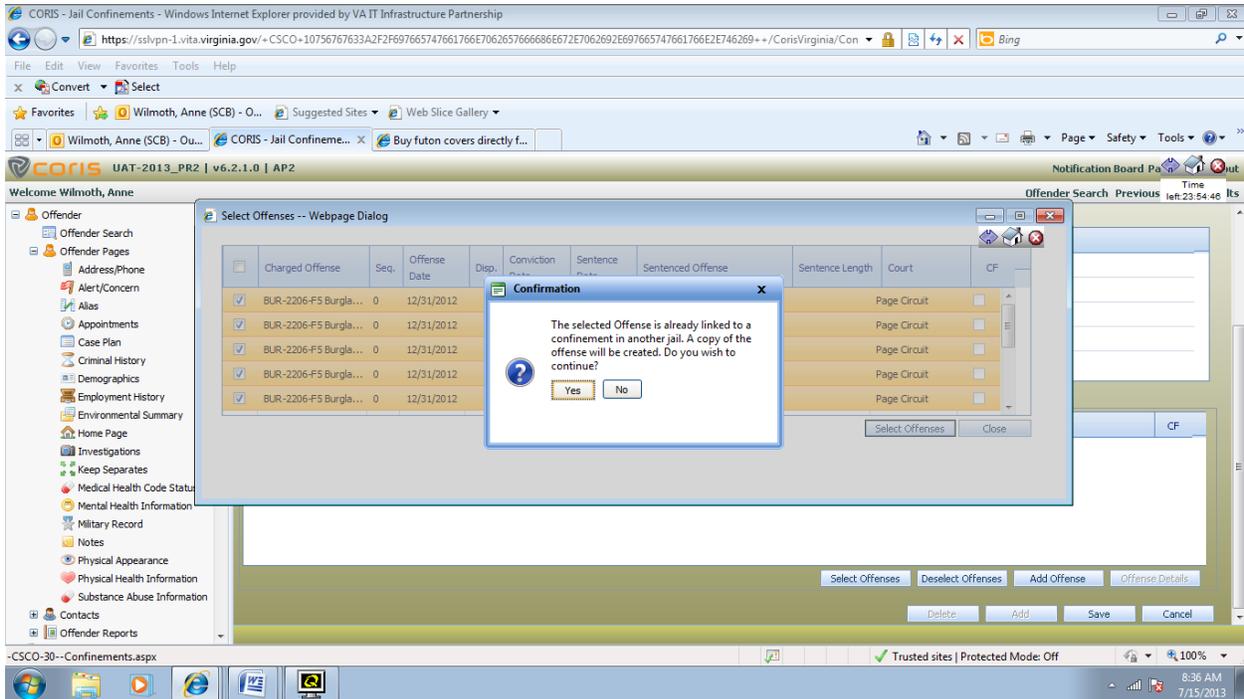
◆ A pop-up of all of the inmate's offenses will be displayed. Select the desired offenses by clicking on the box to the left of the VCC. To select ALL offenses click on the box in the heading area (to the left of 'charged offense'.



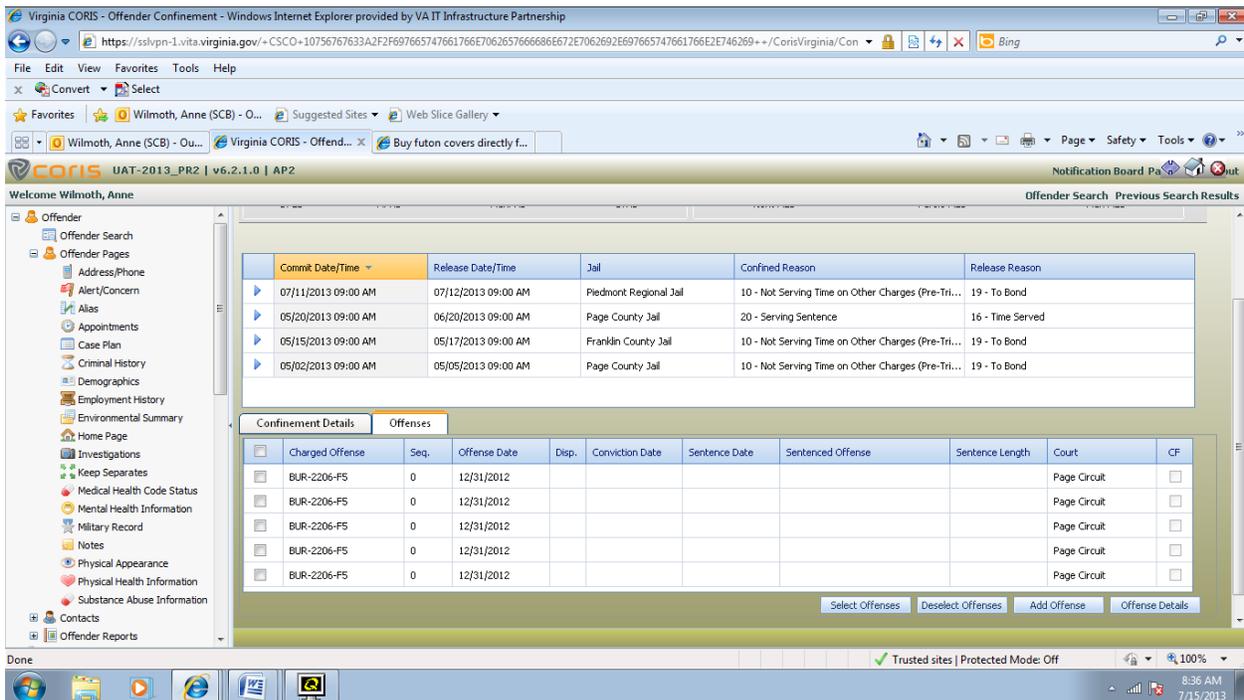
◆ After clicking on the desired offenses to be pulled into the confinement you are recording, click 'Select Offenses'.

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◆ If you are pulling forward an offense that was last associated with another jail, you will receive the below message, click 'yes' if you wish to proceed and 'no' if you do not.



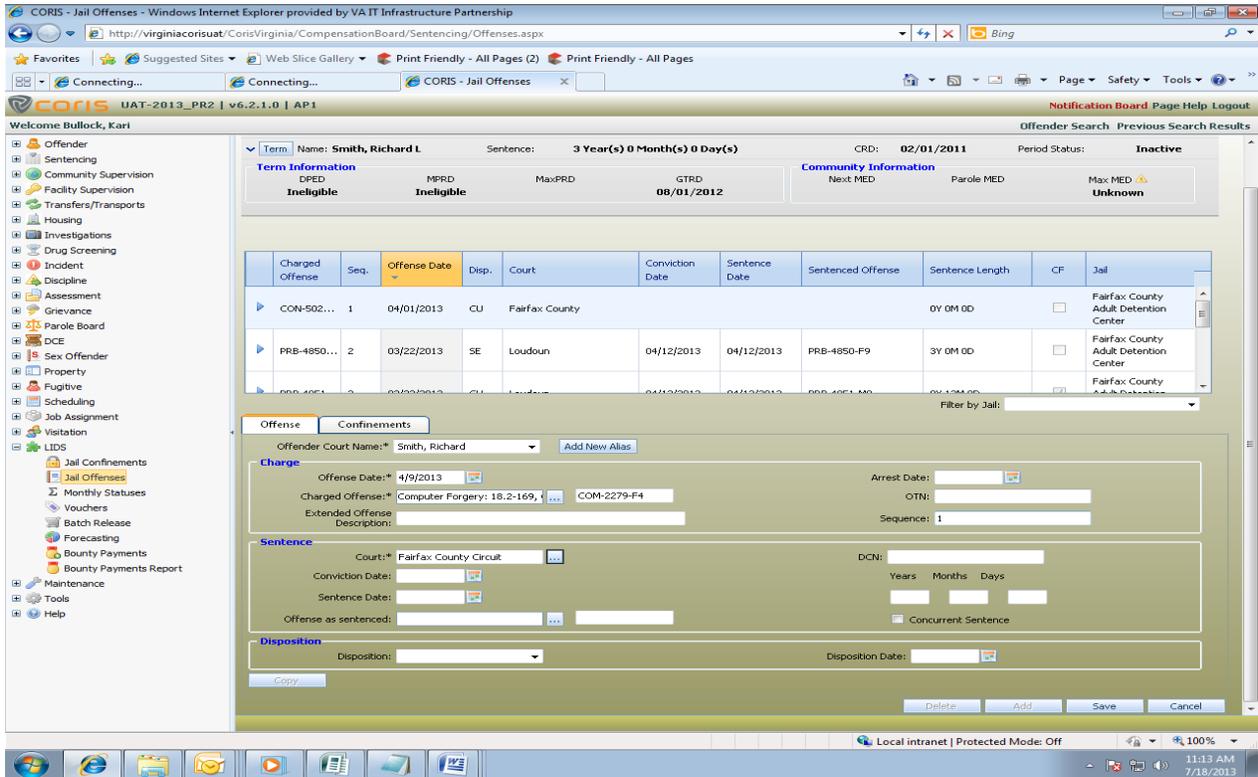
◆ Click on 'Save' to save the commitment and offenses. Remember, if you do not click 'Save' the commitment will not be saved.



COPYING A CHARGE

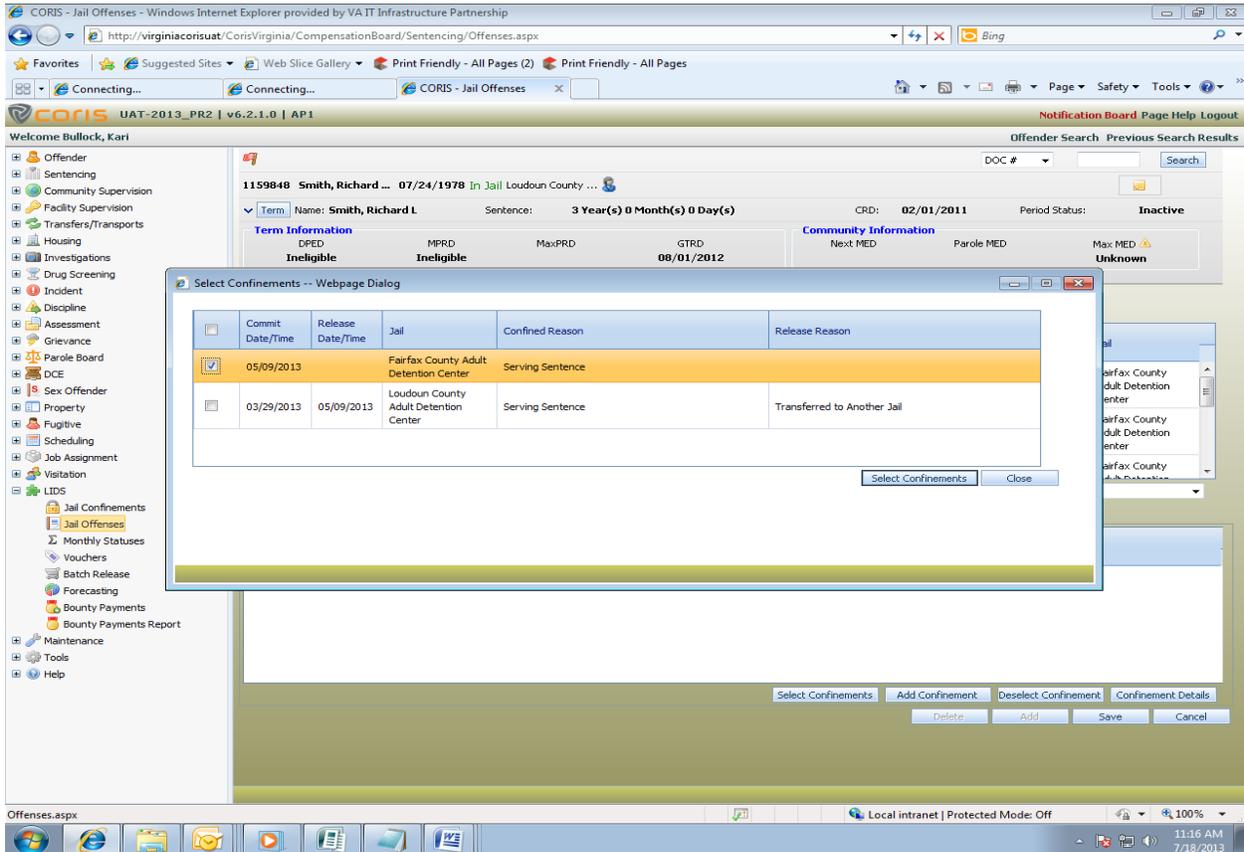
When an offender has multiple counts of the same offense LIDS-CORIS offers the capability to make copies of an offense.

- ◆ Once an offender is in context click on the 'Jail Offenses' option from the Left Navigation screen.
- ◆ Enter the first offense. Be sure to enter a sequence number.



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- ◆ Click on the Confinement tab and then click 'Select Confinements' to link the offense to an available confinement. Once the offense has been added and linked to a confinement click 'Save'.
- ◆ You must link the offense to a confinement and save before you can copy a charge. The copy function will not work if there is no valid confinement attached.



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◆ Come back into the Offense tab, so that the Offense grid is displayed on the upper half of the screen. Click on the blue arrow to the left of the Offense you wish to copy and it will be displayed in the lower half of the screen. Be sure to add a sequence number, click 'Copy' and 'Save'. Once you have saved, the copy of the charge will be displayed in the Offense Grid. To make multiple copies of the same charge repeat the above procedure.

The screenshot shows the CORIS web application interface. At the top, the browser address bar displays the URL: `http://virginiacorisuat/CorisVirginia/CompensationBoard/Sentencing/Offenses.aspx`. The application header includes the text "Welcome Bullock, Kari" and "Notification Board Page Help Logout".

The main content area is divided into several sections:

- Term Information:** Name: **Smith, Richard L**, Sentence: **3 Year(s) 0 Month(s) 0 Day(s)**, CRD: **02/01/2011**, Period Status: **Inactive**.
- Community Information:** Next MED, Parole MED, Max MED: **Unknown**.
- Offense Grid:** A table with columns: Charged Offense, Seq., Offense Date, Disp., Court, Conviction Date, Sentence Date, Sentenced Offense, Sentence Length, CF, Jail. Two rows are visible:

Charged Offense	Seq.	Offense Date	Disp.	Court	Conviction Date	Sentence Date	Sentenced Offense	Sentence Length	CF	Jail
PRB-4851...	3	03/22/2013	GU	Loudoun	04/12/2013	04/12/2013	PRB-4851-M9	0Y 12M 0D	<input checked="" type="checkbox"/>	Fairfax County Adult Detention Center
COM-227...	0	03/04/2013		Fairfax County Circuit					<input type="checkbox"/>	Loudoun County Adult Detention Center
- Offense Form:** A detailed form for editing an offense. The "Charge" section includes:
 - Offense Date: 03/04/2013
 - Charged Offense: Computer Forgery: 18.2-169, ...
 - Extended Offense Description: COM-2279-F4
 - Sequence: 2
- Sentence Section:**
 - Court: Fairfax County Circuit
 - Conviction Date: [empty]
 - Sentence Date: [empty]
 - Offense as sentenced: [empty]
 - DCIN: [empty]
 - Concurrent Sentence:
- Disposition Section:**
 - Disposition: [empty]
 - Disposition Date: [empty]

At the bottom of the form are buttons for "Copy", "Delete", "Add", "Save", and "Cancel". The system tray at the bottom right shows the date and time: 11:20 AM 7/18/2013.

SENDING CORRECTIONS TO DOC

Based upon the offender responsibility status (Jail, DOC, P&P) you may not have authority to update an offender's demographic information, even if they are currently held in your facility. Incorrect SSN, FBI, SID etc for an offender who is not classified as being under your jail's responsibility, will need to be forwarded to DOC. Notification of any duplicate offenders found will also need to be sent to DOC. These notifications should be sent to virginiacoris@vadoc.virginia.gov. Below is an example of the format of a notification sent to DOC.

I am from Middle River Regional Jail.

After receiving my Match report from our conversion I have discovered and verified several SSN errors.

ID 1234567 – Grimm, Wilhelm

We have his last name now as Roughgarden but it is the same person. We have confirmed that your system has the last digit of the SSN incorrect.

We will be sending it in correctly but I was not sure if the system was set up to change it or not.

Your incorrect number is XXX-XX-1423, the correct number is XXX-XX-1422

ID 89101112 – White, Snow– SSN XXX-XX-3502

We have confirmed that this SSN belongs to our inmate Pan, Peter.

But I have not been able to verify what her number actually is.

ID 1314151– Beauregard, Violet – SSN 224-xx-xxxx

We have confirmed that this SSN belongs to our inmate Salt, Veruca.

The SSN for Ms. Beauregard should be 225-xx-xxxx (225 instead of 224).

Updates & Reminders

- ◆ An inmate may only have one confinement reason per day. If a confinement reason changes more than once on a particular day, use the event that occurred last as the reason confined.
- ◆ You may not generate a monthly financial status until the prior month has been approved. This logic is a requirement for the system to be able to automatically generate adjustments when confinements are updated/added late.
- ◆ Password resets are managed by VITA. To have your LIDS-CORIS password reset please contact the VITA help desk at 1-866-637-8482. If your password is active and you would like to reset it you may do so from <https://password.vita.virginia.gov/vita/nph-psf.exe>.
- ◆ The LIDS Reconciliation database has been added to the Compensation Board website to assist you with your monthly financial reconciliations. The database and its instructions may be found from the LIDS page of the Compensation Board website, www.scb.virginia.gov.