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# The LIDS Gazette



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## MIS/ORD COMBINATION SENTENCE

The Compensation Board pays per diems for committals to jail for those inmates arrested on state warrants. A misdemeanor charge is issued on a state warrant and therefore any inmate confined on a misdemeanor offense would be considered Local Responsible, and the confinement payable. An ordinance charge is issued on a local warrant and therefore a confinement based solely on ordinance charge/s would be considered non-payable. Due to the potential for a change in payment status confinements with a combination of misdemeanor and ordinance charges are an important population to reconcile. Up until the day an offender finishes serving sentence on all misdemeanor offenses the confinement is payable. Once all misdemeanor time has been served and only ordinance time remains, the confinement becomes non-payable. To avoid overpayment one of the following steps must be taken:

When entering sentencing information for a misdemeanor offense, disposition code should be 'SC'-Sentence Complete and disposition date the date upon which offender will have completed the misdemeanor sentence. Disposition dates occurring in the future may be entered.

**Or**

Before monthly per diems are certified book the inmate out as '23'-Change in Confinement within Facility as of the date the misdemeanor sentence has been served and re-book the inmate with only the ordinance charge/s.

If any overpayments are found the inmate must be booked out with '23', re-booked with only the ordinance charge/s, and an adjustment posted in LIDS.

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## BATCH JOB & REPORTS

During the first few days of the month there is an increase in the amount of processing time on the LIDS mainframe, therefore the running of batch jobs may take a bit longer than expected. Compensation Board staff has noticed numerous jails running multiple batch jobs, which incurs unnecessary VITA charges. Once you have submitted your LIDS batch job, please be sure not to resubmit your job until you have downloaded the output from the first run. Additionally, please do not submit any jobs after 10 p.m.

Reconciliation Reports and Jail Rosters should not be submitted more than once a week. Remember that some reconciliation data may be accessed from the 'Reconciliation Menu' without the necessity of running reports. If you require several months of the same report do not submit the report over and over, as the dataset will be deleted. If you require more than one month of data please contact Kari Bullock or Anne Wilmoth.

You may review reports generated from the reports index, accessed from the Forms Maintenance Menu. Choose Option V-View Existing Reports. This screen will display all recently run reports. Some reports may be viewed in their entirety upon this screen by placing a 'V' on the blank beside the report. Others must be downloaded, placing a 'P' on the blank beside the report will display the file name to be used to download the report. As all reports, with the exception of batch reports, now run after hours your report may not be reflected on this menu until the following morning. If you are not able to access the report from this screen on the day after running it please notify Compensation Board staff.



## PROCESS ONLY

Process only inmates are those for which there is no committal order and who only enter the jail for processing purposes. Process only inmates come in two types. 'Front end' process only inmates are those that enter the jail for finger prints or pre-trial paperwork. 'Back-end' process only inmates are those that are brought to the jail after final adjudication, but are not being committed to jail, their only purpose in returning to the jail being to finalize paperwork. For example, if an inmate is bonded out of jail, then later sentenced to Time Served, returning to the jail only for paperwork purposes, this does not qualify as an active confinement. This inmate should not be committed in LIDS. During recent audits numerous examples have arisen of what should have been 'back end' process only inmates being confined in LIDS. It is important to remember that both 'front end' and 'back end' process only inmates should be entered into your jail management system with a Reason Confined of 'PO'-Process Only, so that these records will be skipped during your batch uploads to LIDS. Process Only inmates that are discovered to have been committed in LIDS will result in an audit finding and recuperation of per diems paid as a result of the commitment. For any questions regarding whether an inmate should be considered 'process only' please contact Kari Bullock.