

**LOCAL INMATE  
DATA SYSTEM  
(LIDS)**

# Newsletter

**DECEMBER**

**2003**

**Compensation Board's  
Phone Number:**



(804) 786-0786

**Compensation  
Board's  
Fax number:**



(804) 371-0235

**Compensation  
Board's  
Website address:**



<http://www.scb.virginia.gov>

**Compensation  
Board's Mailing  
address:**



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

## Staff Contacts:

### User Issues

- **Alice Coe**, Customer Service Mgr  
alice.coe@scb.virginia.gov ext. 207
- **Sue Kelly-Graham**, LIDS Technician  
sue.kelly-graham@scb.virginia.gov ext. 220

### Program Issues

- **Anne Wilmoth**, Information Tech. Mgr  
anne.wilmoth@scb.virginia.gov ext. 222
- **Craig Giegerich**, Systems Engineer  
craig.giegerich@scb.virginia.gov ext. 216
- **Melanie Morrison**, Systems Engineer  
melanie.morrison@scb.virginia.gov ext. 204

### Policy/Audit Issues

- **Richard Lampman**, Policy/Planning, Mgr  
richard.lampman@scb.virginia.gov ext. 215
- **Oliver Bradshaw**, Audit Supervisor  
oliver.bradshaw@scb.virginia.gov ext. 203
- **Mark Wood**, External Auditor  
mark.wood@scb.virginia.gov ext. 228

### Security/Key Fob Issues

- Anne Wilmoth ext. 222
- Melanie Morrison ext. 204
- Sue Kelly-Graham ext. 220



### DATES TO REMEMBER

**1/20/04 - LIDS SUBMISSION DUE**

**1/21/04 - 3RD QUARTER VOUCHER  
(Sept, Oct, Nov)**



### LIDS PASSWORD CHANGES

Effective December 7, 2003, VITA's Security Services Directorate informed the Compensation Board that the ACF2 6.5 security product and the CICS interface were upgraded to benefit users and to provide a higher level of security. The following changes and security enhancements include:

**New passwords will require at least one numeric character. These characters can be a suffix, prefix, or embedded in the password. You will encounter this feature the next time you are required to change your password.**

Also, if you will recall, effective April, 2002, the following are considered reserved words and cannot be used:

-- RESERVED WORD PREFIX LIST --

APPL	APR	ASDF	AUG	BASIC	CADAM	DEC
DEMO	FEB	FOCUS	GAME	IBM	JAN	JUL
JUN	LOG	MAR	MAY	NET	NEW	NOV
OCT	PASS	ROS	SEP	SIGN	SYS	TEST
TSO	VALID	VTAM	XXX	1234		



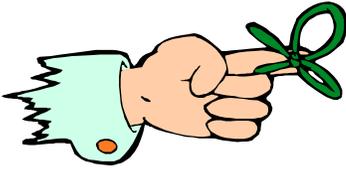
### DEPARTMENT OF CORRECTIONS JAIL CONTRACT BED (JCB) CONTACT

The Jail Contract Bed (JCB) contact at the Department of Corrections is as follows until further notice:

**Sally J. Good**  
**6900 Atmore Drive**  
**Richmond, VA 23225**  
**E-mail: [goodsj@vadoc.state.va.us](mailto:goodsj@vadoc.state.va.us) Telephone: 804-674-3131 ext. 1549**

### HAPPY HOLIDAYS

*The Compensation Board  
would like to wish  
you and your family a  
Happy, healthy, and safe  
Holiday Season!*



## REMINDERS

### RE-COMMIT NO NEW CHARGE CODE Release Reason 51—To Federal Authority

Cindy Angle of Montgomery County Jail suggested that LIDS be updated to allow a Re-Commit No Charges (Commitment Maintenance Menu, Option F) when **Release Reason 51 - To Federal Authority** is used. This has been added as a release reason for recommitting an inmate to jail with no new charges effective November 30, 2003.

Please add Release Reason 51 to Option 'F' - Re-Commit No New Charges list on Page 3-53 of the July 1, 2003 LIDS USERS GUIDE.

We appreciate any suggestions you may have in order to make LIDS more efficient.



### COMING SOON!!! FORMS MAINTENANCE GETS A NEW LOOK IN 2004!!

The LIDS Advisory Committee (LAC) met August 13, 2003 and committee members 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, which is scheduled to be placed into production in LIDS in 2004.

We need your assistance with testing, and in order to make testing easier, we have moved your production data for the last three months into CIDH. All "reports" should produce both viewable and downloadable versions. If problems occur during testing, please email Anne Wilmoth ([anne.wilmoth@scb.virginia.gov](mailto:anne.wilmoth@scb.virginia.gov)), Alice Coe ([alice.coe@scb.virginia.gov](mailto:alice.coe@scb.virginia.gov)), or Sue Kelly-Graham ([sue.kelly-graham@scb.virginia.gov](mailto:sue.kelly-graham@scb.virginia.gov)).

Thank you in advance for your assistance.

### 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](mailto:sue.kelly-graham@scb.virginia.gov) or (804) 786-0786 Ext. 220 or Alice Coe: [alice.coe@scb.virginia.gov](mailto:alice.coe@scb.virginia.gov) or (804) 786-0786 Ext. 207. Monthly registration deadline is 5 working days prior to training date.

#### Training Dates

<b>January 15</b>	<b>February 19</b>	<b>March 18</b>
<b>April 15</b>	<b>May 20</b>	<b>June 17</b>

#### LOCATION:

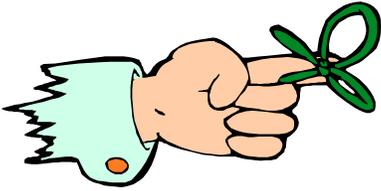
**Department of General Services - 805 E. Broad Street, Richmond, VA**

The computer lab is in the basement of the 8<sup>th</sup> Street office building.

**Enter the Ninth Street Office Building, 202 N. 9<sup>th</sup> Street, located at the corner of 9<sup>th</sup> & Grace Streets. Enter the building on the 9th street side. You will be asked to provide a picture ID and sign in as a visitor. Take the elevators to the 2<sup>nd</sup> floor. Turn left off of the elevator and follow the passageway to the 8<sup>th</sup> Street Office Building. At the end of the passageway, turn right and take the elevator to the basement.** To your right will be glass doors. Go through the glass door that says Department of General Services.

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](mailto:anne.wilmoth@scb.virginia.gov)

For further information about monthly Basic LIDS training, please access our website: <http://www.scb.virginia.gov>



## REMINDERS

### NEW DISPOSITION CODE (Revised version 10/29/03)

In order to prevent the rebooking of inmates when they have outstanding offenses and payment statuses change (payable to non-payable or vice versa), the new disposition code 'SC' - Sentence Completed - was added to LIDS October 2003. This disposition should be used **ONLY** to show that a charge is satisfied **when payment statuses change from payable to non-payable or vice versa to ensure proper payment.**

**If you choose NOT to utilize the 'SC' disposition code, you MUST rebook the inmate dropping the satisfied charge.**

**Example:** The offender has two charges — if the first charge is an ordinance charge and the second charge is a misdemeanor charge, then the payment status is payable. During the month, the misdemeanor charge becomes satisfied/completed and offender is no longer being held on the misdemeanor charge. If this is the case, LIDS will look to see if the disposition code 'SC' is furnished, and based on the disposition date, it would stop the \$8 per diem payment on the disposition date because the only outstanding charge the inmate is being held on is now the ordinance charge, which is a non-payable offense. Also, in this case, if you choose **NOT** to use the 'SC', then you **MUST** rebook the inmate dropping the satisfied charge.

Remember to update your copy of the FY04 LIDS USERS GUIDE  
Reference Codes, Page 10-190

### EFFECTIVE DECEMBER 1, 2003 OFFENSE DISPOSITION CODE 'SC' - SENTENCE COMPLETED UPDATED TO ALLOW FUTURE DISPOSITION DATE

Effective **December 1, 2003**, LIDS users were given the ability to enter a future date in the sentence disposition date field. This enables LIDS users to enter the date on which the inmate is expected to serving time on a specific charge along with the disposition code of 'SC' (Sentence Completed). This disposition will be considered a sentenced disposition until the disposition date is reached, at which point LIDS will disregard the charge. This change fixes a known deficiency with LIDS, and will prevent erroneous per diem payments from being made if it is a payable offense and if there are non-payable charges remaining or vice versa.

In order for this to work correctly, the time for each ordinance charge will have to be computed individually and each sentence completion date will have to be entered for each charge. If the individual becomes a state responsible inmate (i.e., sentence of one year or more), then this would not have an effect once he receives his sentence. This would also mean that during a confinement the reason confined could change multiple times. The confinement could start as a Reason Confined Code '10' and change to a Reason Confined Code '50' and then back to a '10' and so on, until the sentence has been satisfied.

Starting in January 2004 any person confined on both ordinance and either felony or misdemeanor charges will need to record the estimated charge release date on all offenses. The Compensation Board auditors will expect this field to be used to ensure that the localities are not collecting the \$8 per diem once an inmate has satisfied a payable offense and is being held on a non-payable offense. This change only effects inmates confined on both ordinance and either felony or misdemeanor charges.



## REMINDER



### OFFENDER POPULATION FORECASTS

Since the late 1980s, the Secretary of Public Safety (SPS) has annually overseen a process that forecasts the number of adult and juvenile offenders for whom either the Commonwealth or localities have responsibility. The forecasting process uses two committees to produce the official forecast: a Technical Advisory Committee that uses statistical methods to make projections, and a Policy

Advisory Committee that reviews the projections and selects a forecast for each population to recommend to the Secretary. The Policy Advisory Committee also considers the effects of any recent trend shifts, and newly adopted legislation on the forecast, making adjustments, as it deems appropriate. The Compensation Board has representatives on both committees. The LIDS is one of the primary data sources used to determine the adult offender populations.

The monthly average of the total confined population in local jail facilities for FY03 was 24,337 offenders. This represents a 7% increase over FY02. The local responsible (LR) population represents about 69% of the total jail population. The remaining populations are state responsible (SR) offenders housed in jails (23%), federal offenders (7%) and ordinance offenders (1%). The Compensation Board makes per diem payments based upon populations of local responsible (LR) and state responsible (SR) inmates held in local and regional jail facilities. The forecasting committee establishes projections for LR offender populations in jail facilities. Although the committee does not establish projections for SR offender populations housed in jail facilities, funding needs for per diems are determined based upon growth percentages forecast for SR populations in prison facilities.

Projections for the local responsible (LR) offender population have been aggregated based upon four offender sub-populations: unsentenced/awaiting trial; LR felons; misdemeanants; and sentenced awaiting trial on other charges. This is the third year that the forecast departs from tradition because it excludes ordinance violators for which per diems are not paid. Between FY02 and FY03 the local responsible population increased from 15,544 to 16,457 offenders, a growth of 913 or 5.9%. The LR jail offender population is expected to increase to 17,521 in FY04, a growth of 1,064 or 6.5%. From FY05 to FY09 the population is expected to grow to 21,855, a 4.5% average yearly increase. Beginning in FY01, LR offender populations are calculated based on average daily population (ADP) which is considered more accurate than the previously used Tuesday Report method. The complete forecast report is available on the SPS's website and can be accessed directly from this link: [http://www.publicsafety.virginia.gov/SecInfo/Publications/FY2004\\_OffenderPopForecast.pdf](http://www.publicsafety.virginia.gov/SecInfo/Publications/FY2004_OffenderPopForecast.pdf)

**LIDS Technicians in each jail are the cornerstones of the forecasting process. Without timely and accurate data, the inmate forecasting process would fail. Both the Commonwealth of VA and local governments count on the forecast to accurately determine the need to expend millions of dollars of taxpayers' money for inmate per diems, as well as capital cost to construct or expand jails & prisons.**

**The Compensation Board recognized the need to have someone in local and regional jails responsible for reporting inmate data, and, therefore, July 1, 2000, created and funded a LIDS Technician position in every jail. The role played by each LIDS Technician is critical to the ongoing success of the Commonwealth's inmate forecasting efforts.**

## UPDATED Reason Confined/Release Reason

The following is an updated spreadsheet provided to give you a crosswalk from Reason Confine Codes to usable Reason Release Codes within LIDS. The updated Reason Confined & Release Reasons are highlighted in **RED**. Please print the spreadsheet below and replace the spreadsheet on Pages 3-22 and 10-186 of the July 1, 2003 LIDS USERS GUIDE.

RC	A/J	10	16	18	19	20	21	22	23	25	30	32	33	34	35	36	37	38	39	40	41	42	43	44	45	47	48	49	50	51	52	53	55	56	57	58	59	60	62	70			
10	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y							Y	Y	Y	Y	Y	Y	Y	Y	Y		Y			Y	Y	Y			
11	J		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y								Y	Y			Y	Y	Y	Y	Y						Y	Y	Y		
12	J		Y	Y	Y	Y	Y		Y	Y	Y		Y		Y	Y	Y								Y		Y		Y	Y	Y	Y	Y							Y	Y	Y	
13	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y			Y	Y	Y	Y	Y	Y							Y	Y	Y	
16	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y			Y	Y	Y	Y	Y	Y							Y	Y	Y	
17	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y			Y	Y	Y	Y	Y	Y							Y	Y	Y	
18	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y			Y	Y	Y	Y	Y	Y							Y	Y	Y	
19	J		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y								Y			Y	Y	Y	Y	Y	Y							Y	Y	Y	
<b>Juvenile - Tried - Unsented</b>																																											
14	J		Y	Y	Y				Y	Y	Y				Y	Y	Y						Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y		
<b>Juvenile Sentenced as an Adult - no pending charges</b>																																											
39	J	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y		Y	Y	Y	Y	Y			Y	Y	Y	Y	Y	Y					Y	Y	Y		
<b>Juvenile Sentenced as an Adult - with pending charges</b>																																											
63	J		Y	Y	Y				Y	Y					Y	Y		Y	Y						Y				Y	Y	Y	Y	Y							Y	Y	Y	
<b>Adult Awaiting Trial</b>																																											
10	A		Y	Y	Y	Y	Y		Y	Y	Y				Y	Y	Y	Y							Y	Y	Y	Y	Y	Y	Y	Y	Y		Y			Y	Y	Y			
11	A		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y									Y	Y		Y	Y	Y	Y	Y	Y							Y	Y	Y	
12	A	Y	Y	Y	Y	Y	Y		Y	Y			Y		Y	Y									Y		Y		Y	Y	Y	Y	Y								Y	Y	Y
13	A		Y	Y	Y	Y	Y		Y	Y					Y	Y									Y			Y	Y	Y	Y	Y	Y								Y	Y	Y
<b>Adult - Tried - Unsented</b>																																											
14	A		Y	Y	Y				Y	Y	Y	Y	Y		Y	Y								Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y					Y	Y	Y	
<b>Adult - no pending charges</b>																																											
20	X	Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
23	X		Y	Y	Y				Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y	Y					Y	Y	Y	
26	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
29	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
35	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
36	X	Y	Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
37	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
42	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
48	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
76	X		Y	Y					Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
<b>Adult - Pending Charges</b>																																											
50	X		Y	Y	Y				Y	Y	Y		Y		Y	Y									Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
53	X		Y	Y	Y				Y	Y					Y	Y									Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
56	X		Y	Y	Y				Y	Y					Y	Y		Y		Y					Y		Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
59	X		Y	Y	Y				Y	Y					Y	Y		Y	Y						Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
62	X		Y	Y	Y				Y	Y			Y		Y	Y									Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
87	X		Y	Y	Y				Y	Y					Y	Y									Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
89	X		Y	Y	Y				Y	Y					Y	Y									Y	Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
<b>Adult - Miscellaneous</b>																																											
70	X	Y	Y	Y					Y	Y		Y	Y		Y	Y						Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
71	X		Y	Y					Y	Y			Y		Y	Y									Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
72	X		Y	Y					Y	Y					Y	Y		Y							Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
73	X		Y	Y			Y		Y	Y					Y	Y		Y	Y						Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
74	X		Y	Y	Y		Y		Y	Y					Y	Y									Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
75	X		Y	Y			Y		Y	Y					Y	Y									Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
78	X		Y	Y			Y		Y	Y					Y	Y									Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
79	X		Y	Y			Y		Y	Y					Y	Y									Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
80	X	Y	Y	Y					Y	Y		Y	Y		Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
85	X	Y	Y	Y					Y	Y		Y	Y		Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
90	X								Y	Y			Y												Y																		