

**LOCAL INMATE
DATA SYSTEM
(LIDS)**

Newsletter

**MARCH
2004**

**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



IMPORTANT DATE

4/9/04 - LIDS SUBMISSION DUE



**REASON CONFINED CODE 81
Effective March 2004**



Reason Confined Code

Description

81

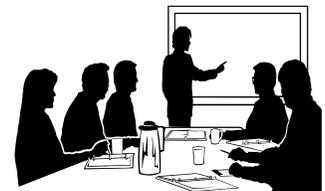
ADDICTIONS CORRECTION TREATMENT (ACT)

INMATE COULD BE SENTENCED TO A STATE RESPONSIBLE SENTENCE LENGTH, HOWEVER, THE COURT ORDER SPECIFICALLY FORBIDS TRANSPORT TO DOC AND INMATE WILL REMAIN IN THE LOCAL FACILITY. INMATE SHOULD BE TREATED AS A LOCAL RESPONSIBLE INMATE.



ATTENTION!!!

**LIDS CONFERENCE
SEPTEMBER 2004**



A 2004 LIDS Conference is in the planning stages to be held some time in September 2004. LIDS Technicians and LIDS Advisory Committee members were sent a LIDS Conference Questionnaire in February 2004 requesting suggestions for the Conference.

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 performed on the Compensation Board website. 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 recertification 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.



***** ATTENTION! *****
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.

***** ATTENTION! *****
**FEDERAL INMATES COMMITTED
TO JAIL ON A WRIT PROCEDURE**

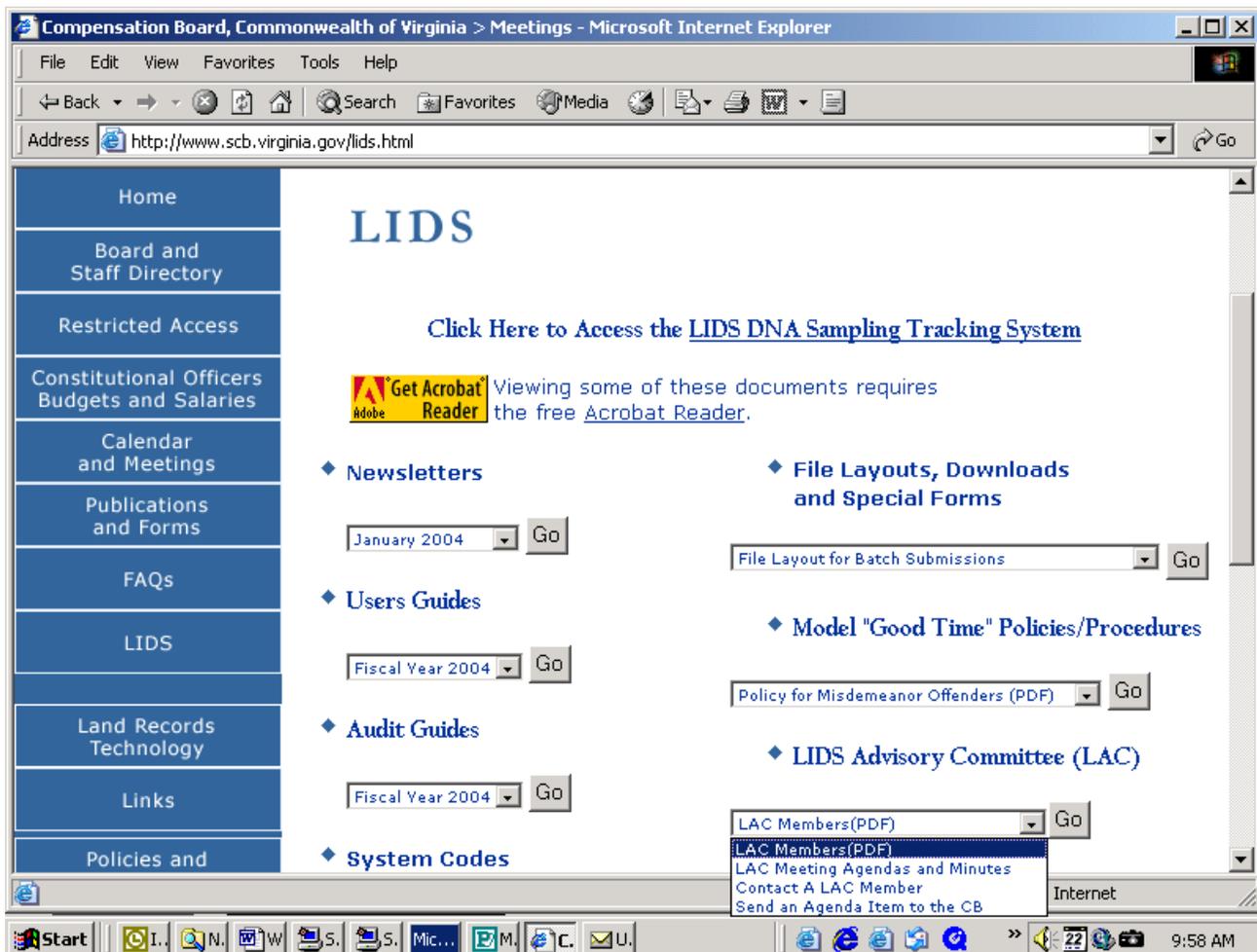
A jail receives a Federal inmate booked into jail on a writ from the General District Court (which acts as a committal order and/or state warrant) to testify as a witness. If the inmate is not being held in jail on a state charge(s), use Reason Confined Code 13 - Held as a material witness (non-DOC) 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.



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.



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. However, an amendment to current year funding has been approved by the General Assembly that will allow for payment of approximately 27% of funds due.

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.

Notification will be posted in future Newsletters when further action is taken by the General Assembly.



**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.



*****ATTENTION!***
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.

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LPI1 LOCAL INMATE DATA SYSTEM (LIDS) V.04082002
2004-02-20 *** PRISONER INFO INQUIRY ****
JAIL 069 PRISONER ID SSN 985988882 SID _
LAST FIRST MIDDLE SUFFIX
NAME BOBO SHERIFF K
LAST CONFINED DATE 04142002 TIME 060800 LAST RELEASE DATE 04142002 TIME 183300
LAST REASON CONFINED 10 LAST REASON RELEASE 19
MOST RECENT PAYMENT STATUS LD
DATE OF BIRTH 06231962 APPROX AGE DATE APPROX AGE RECORDED
RACE W SEX M HEIGHT WEIGHT HAIR COLOR BRO EYE COLOR BLU
COUNTRY OF BIRTH COUNTRY OF CITIZENSHIP IMMIGRATION ID NUMBER
SCARS MARKS AND TATTOOS _____
_____
MEDICAL ALERT FLAG DNA SAMPLE _ DNA DRAWN DATE _____
MEDICAL ALERT COMMENTS
_____
INVENTORY OF POSSESSIONS
_____
OPTION _
ENTER A "R" IN THE OPTION FIELD TO RETURN TO THE BROWSE OR PREVIOUS MENU
CLEAR SCREEN TO RETURN TO PREVIOUS MENU
PRISONER INFORMATION
  
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REMINDERS

VCC CODES

Heading: AGRICULTURE, HORTICULTURE & FOOD
VCC: AGR-3565-M1
Penalty: 0-12 Months
Statute: Section 3.1-1023
Subhead: Endangered Plant or Insect
Description: Possession of endangered or threatened plant or insect

Heading: AGRICULTURE, HORTICULTURE & FOOD
VCC: AGR-3566-M1
Penalty: 0-12 Months
Statute: Section 3.1-1026(A)
Subhead: Endangered Plant or Insect
Description: Buy any threatened plant or insect without a license

Heading: AGRICULTURE, HORTICULTURE & FOOD
VCC: AGR-3567-M1
Penalty: 0-12 Months
Statute: Section 3.1-1026(B)
Subhead: Endangered Plant or Insect
Description: Fail to maintain purchase records— threatened plant/insects

Heading: AGRICULTURE, HORTICULTURE & FOOD
VCC: AGR-3568-M1
Penalty: 0-12 Months
Statute: Section 3.1-1027
Subhead: Endangered Plant or Insect
Description: Harvest ginseng out of season

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

April 15

May 20

June 17

July 15

August 19

LOCATION:

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

The computer lab is in the basement of the 8th Street office building.

Enter the Ninth Street Office Building, 202 N. 9th Street, located at the corner of 9th & 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 2nd floor. Turn left off of the elevator and follow the passageway to the 8th 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

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.

		Release Reason																																																																					
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	46	47	48	49	50	51	52	53	55	56	57	58	59	60	62	70																														
<u>Juvenile Awaiting Trial</u>																																																																							
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	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	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	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	Y																			
16	J		Y	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	Y																			
18	J		Y	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	Y																			
<u>Juvenile - Tried - Unsented</u>																																																																							
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	Y																			
<u>Juvenile Sentenced as an Adult - no pending charges</u>																																																																							
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	Y																			
<u>Juvenile Sentenced as an Adult - with pending charges</u>																																																																							
63	J		Y	Y	Y				Y	Y	Y				Y	Y		Y	Y							Y					Y	Y	Y	Y	Y	Y															Y	Y	Y																		
<u>Adult Awaiting Trial</u>																																																																							
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											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																		
12	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																	
13	A		Y	Y	Y	Y	Y		Y	Y					Y	Y										Y				Y	Y	Y	Y	Y	Y	Y	Y															Y	Y	Y																	
<u>Adult - Tried - Unsented</u>																																																																							
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	Y																	
<u>Adult - no pending charges</u>																																																																							
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	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																	
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	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	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	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	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	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	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	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y															
<u>Adult - Pending Charges</u>																																																																							
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	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	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	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	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	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	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	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y											
<u>Adult - Miscellaneous</u>																																																																							
70	X	Y	Y	Y					Y	Y		Y	Y		Y	Y																																								Y	Y	Y													
71	X		Y	Y					Y	Y		Y			Y	Y																																								Y	Y	Y													
72	X		Y	Y					Y	Y					Y	Y																																									Y	Y	Y												
73	X		Y	Y		Y			Y	Y					Y	Y																																								Y	Y	Y													
74	X		Y	Y	Y	Y			Y	Y					Y	Y																																								Y	Y	Y													
75	X		Y	Y		Y			Y	Y					Y	Y																																								Y	Y	Y													
78	X		Y	Y		Y			Y	Y																																																													

LIDS & SNIP SECURITY CHANGES

In order to serve our customers more efficiently, we have made some changes to our security procedures. In addition to calling your LIDS & SNIP technicians to reset your SCB user-id, the personnel listed below may also be contacted to reset your SCB user-id. Additionally, we will continue to provide 24x7 support by calling pager 804.256-7589.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Ext 222 - Anne Wilmoth (8-4:45) Ext 201 or main line - Cindy Waddell (8:15 - 5) Ext 205 - Kathryn Monday (9-5:45)	Ext 218 - Diana Haver (7:30-3) Ext 222 - Anne Wilmoth (8-4:45) Ext 201 or main line - Cindy Waddell (8:15 - 5) Ext 205 - Kathryn Monday (9-5:45) Ext 204 - Melanie Morrison (9:30-3)	Ext 218 - Diana Haver (7:30-2) Ext 222 - Anne Wilmoth (8-4:45) Ext 201 or main line - Cindy Waddell (8:15 - 5) Ext 205 - Kathryn Monday (9-5:45) Ext 204 - Melanie Morrison (9:30-3)	Ext 218 - Diana Haver (7:30-3) Ext 222 - Anne Wilmoth (8-4:45) Ext 201 or main line - Cindy Waddell (8:15 - 5) Ext 205 - Kathryn Monday (9-5:45) Ext 204 - Melanie Morrison (9:30-3)	Ext 222 - Anne Wilmoth (8-4:45) Ext 201 or main line - Cindy Waddell (8:15 - 5) Ext 205 - Kathryn Monday (9-5:45) Ext 204 - Melanie Morrison (9:30-3)	Ext 222 - Anne Wilmoth (8-4:45) Ext 201 or main line - Cindy Waddell (8:15 - 5) Ext 205 - Kathryn Monday (9-5:45) Ext 204 - Melanie Morrison (9:30-3)	Anne 804.256.7589
On-site coverage 8-5:45	On-site coverage 7:30-5:45	On-site coverage 7:30-5:45	On-site coverage 7:30-5:45	On-site coverage 8-5:45		