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# The LIDS Gazette



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## LIDS QUARTERLY TRAINING SCHEDULE

In the interest of making LIDS Training more informative and tailored to the specific needs of LIDS users, the Compensation Board has restructured its LIDS Training format. LIDS Training has now been separated into four distinct types (as detailed on page 2) and will now be conducted quarterly. Basic Training will be offered twice a quarter, once for batch users and once for online users. Forms Maintenance and Audit Preparation trainings will be offered in alternate quarters, and both will be half-day sessions. Audit Preparation training will be offered **only** to LIDS Techs and Supervisors. Attendance of any of the above listed trainings will satisfy the biennial training requirement of LIDS Technicians.

April 16th– Basic Training (Batch Users)

May 21st– Basic Training (Online Users)

June 18th– Audit Preparation Training

## 2009 LIDS CONFERENCE

Budget permitting, the Compensation Board will be holding the LIDS Conference in July 2009. We would appreciate your input and suggestions regarding topics, speakers etc. for this year's conference. Please email Kari Bullock with any ideas or suggestions you may have.

Please stay tuned to the LIDS Gazette for further updates concerning the 2009 LIDS Conference.

LIDS  
Certification & Approval Due  
Date 3/12/2009

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# UPDATED LIDS TRAINING FORMAT

Monthly LIDS trainings will now be separated into four distinct class types:

Basic Training-(Batch Jails)

- Updating an Inmate's Status
- Releasing an Inmate
- Batch Uploads
- Correction of Pending Errors
- Monthly Certification & Reconciliation
- DNA Tracking System
- LIDS-ICE Request Tracking System

Basic Training-(Online Jails)

- Commitment
- Updating an Inmate's Status
- Releasing an Inmate
- Monthly Certification & Reconciliation
- DNA Tracking System
- LIDS-ICE Request Tracking System

Forms Maintenance & Inquiry

- Clarification on running reports
- Instruction on which reports/forms are most helpful.
- Browsing inmate data
- Browsing financial history data.

Audit Preparation

- Ensuring integrity of inmate data
- Maintaining appropriate backup documentation.
- Ensuring accuracy of financial reporting.
- Ensuring separation of duties.
- Ensuring security of data.



## REVISED CROSSWALK

Please note that the following codes have been added to the LIDS Reason Confined/Reason Released Crosswalk on the previous page.

### Reasons Confined

#### **Juvenile Un-Sentenced**

- ◆ 37-Held in a Local Hospital or Emergency Treatment Facility

#### **Adult Un-Sentenced**

- ◆ 46-Work Release Pre-Trial

#### **Adult Sentenced No Pending Charges**

- ◆ 27-Jail Contract Bed
- ◆ 28-Jail Contract Bed Work Release

#### **Adult Miscellaneous**

- ◆ 37-Held in a Local Hospital or Emergency Treatment Facility

### Reason Released

- ◆ 65-Federal Detainer Removed by ICE

Questions or Comments about the content of the LIDS Gazette are always welcome. If you have such please call or email Kari Bullock. For suggestions or requests about what you may like to be addressed in future editions of the LIDS Gazette please email Kari Bullock.

### Reminder

Please be sure to only submit batch uploads to LIDS **once** a day. Submitting the same batch job repeatedly adds no value and increases our computer services bill. Also, please remember that many reports are now running overnight.



## AUDITOR'S

## CORNER

Please observe the following reminders from the Audit Staff:

- ◆ Be sure to reconcile Federal Billing against LIDS to ensure that LIDS accurately reflects your Federal Inmate count.

- ◆ Release Reason 51-To Federal Authority, should only be used if an inmate is being released into the custody of a federal agency. Do not use this code to release a federal inmate on which the detainer has been removed.

- ◆ Please be sure to distinguish between JCB and non-JCB work release inmates. Reason Confined 28 should only be used for JCB Work Release Inmates. Non-JCB work release inmates should be confined using Reason Confined Code 26.

- ◆ When reconciling monthly head counts please be sure to run the LIDS report through the last day of the month, not through the date on which the report is run.

### Inmate Court Appearance

Please ensure that an inmate is only released from LIDS for a court appearance if the inmate will be held overnight by another jail. If the inmate is transferred to another facility for the purpose of a court appearance and will be returning back to your jail after court, the inmate should not be released in LIDS.

