



# The LIDS Commitment

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## SPECIAL POINTS OF INTEREST:

- **CCAP**
- **Anthem  
Contact In-  
formation**

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## CCAP LIDS Procedure Update

The Community Corrections Alternative Program (CCAP) is a DOC sponsored initiative that provides an alternative to incarceration for offenders convicted of non-violent crimes. The CCAP is intended to service only inmates who would otherwise have received a State Responsible (SR) sentence.

Due to the high volume of offenders diverted into this program they can spend weeks/months in jails waiting for a bed before actually being transferred to a CCAP facility. There are several scenarios for inmates with CCAP associated offenses.

Please confine your CCAP inmates as noted below.

### **Procedure: Inmates Waiting for a CCAP Transfer (No Active Sentence or Sentence Complete)**

These are inmates who have been fully adjudicated and found guilty and ordered to CCAP on a felony charge.

- Inmate should be confined RC48.
  - \* Effective Date should equal the Sentence Date.
- Sentence and Disposition.
  - \* If a suspended sentence length is given on the court disposition, enter it and it will place the inmate into a SR payment category.
  - \* If the disposition simply says 'CCAP', enter the sentence length as '0' and add a disposition of 'SE'. The disposition date should equal the sentence date. The 'SE' will trigger the SR payment.
  - \* Inmate should be released RR43.

*CCAP LIDS Procedure Update continued*

**Procedure: Inmate Serving Sentence Before Awaiting Transfer to CCAP**

These are inmates who have been given an active sentence in addition to their CCAP diversion

- Inmate should be confined RC20.
- VCC = Offense as Sentenced.
- The sentence length should equal the active sentence as well as any CCAP suspended sentence written on the disposition.
- If the sentence length is 1 year or greater there is no disposition needed. If it is less, you must enter an 'SE' disposition so that the payment category will equal SR.
  - \* **Note:** Even if the active sentence is less than one year inmates in this scenario are still considered SR because referral to CCAP comes with the assumption that the inmate would otherwise have received a SR sentence. Thereby the active sentence would have been in addition to the sentence they would have received if not for CCAP.
- Place a comment in the Comment field to note that this inmate will be sent to CCAP once the sentence is served. This will allay any confusion regarding why the inmate is being paid as a SR inmate.
- Once the inmate has finished serving their sentence and is held solely awaiting their CCAP transfer, confine them per the 'Inmates Waiting for a CCAP Transfer' procedure above.



**Procedure: CCAP Violator Sent Back to Jail**

These are inmates who violate the program and are sent back to jail for review by the court. These inmates should be treated the same as any other probation violator. They will return to jail on a PB-15 and/or court capias. **As long as the probation violation is outstanding the inmate is Local Responsible.**

- Inmate should be confined RC12
- VCC:
  - \* Offense for which they were sent to CCAP (sent length should equal suspended sentence), **and**
  - \* PRB-4850-F9
- If the inmate is reinstated to CCAP:
  - \* Dispose of the PRB charge with Disposition 'PR', **then**
  - \* Update the confinement to follow the procedure in the above 'Inmates Waiting for a CCAP Transfer'
    - ♦ The RC48 Effective Date will equal the date the probation violation was dismissed, sending the inmate back to CCAP.
- If the inmate is ordered to serve all or part of their sentence:
  - \* Dispose of the PRB charge with Disposition 'PR', **then**
  - \* Update the confinement to follow the procedure 'CCAP Violators Ordered to Serve Sentence' on the next page.

*CCAP LIDS Procedure Update continued*

### **Procedure: CCAP Violators Ordered to Serve Sentence**

This is for inmates who violate the CCAP program, return to jail and are ordered by the court to serve all or part of their suspended sentence.

- Inmate should be confined RC20.
- VCC = Offense for which the inmate was sent to CCAP.
- Sentence and Disposition.
  - \* The sentence length should equal the sanction amount.
- Inmate should be released RR43 if returned to CCAP once the sentence is served. Otherwise, RR39.

If you have any questions about confining CCAP inmates in LIDS please contact Kari Jackson at (804) 371-4299 or kari.jackson@scb.virginia.gov.

## LIDS Techs Enjoy More Seamless Logons



The “look”  
of proper  
access

compared to  
approximately one year  
ago.

LIDS users have taken  
more steps on their own  
to troubleshoot  
recurring issues.

rebooting (whenever there is an  
update, a problem, or suspected  
problem), and SWAP Portal  
(which is the access point  
“owned” by the state—not the  
Comp Board) password resets by  
VITA.

The majority of logon issues seem  
to be addressed by these steps.

LIDS Techs have consistently  
experienced fewer problems  
to simply access the system,

Best practices LIDS-CORIS users  
are evidencing are; clearing the  
cache of their Internet Explorer  
(the only supported browser),

## LIDS Advisory Committee Agenda

Since 1999, a LIDS Advisory Committee has existed to discuss questions of LIDS policy and procedures, as well as enhancements, modifications or development issues in LIDS brought forth by local users. The committee also addresses concerns or confusion experienced by the LIDS Technicians with DOC programs or policies.

The LIDS Advisory Committee is made up of jail representatives from every region, as well as DOC, the Virginia Criminal Sentencing Commission, and the Compensation Board (SCB).

As LIDS Technicians, we welcome your input and questions. If there is a question or concern you would like submitted for discussion at an upcoming LIDS Advisory Committee meeting you may do so from the ‘LIDS’ page of the Compensation Board website. Beneath the ‘LIDS Advisory Committee’ bullet, click on the dropdown box and choose ‘Send an Agenda Item to the CB’.

### ♦ LIDS Advisory Committee (LAC)

**Access to the  
LIDS-ICE  
system is  
restricted**

*Keep track of any  
inmates for whom  
there were late  
updates*

**Record CORIS  
IDs on Inmate  
Folders**

**5 Self-Audits  
Per Week**

## Request LIDS-ICE Access If Needed

In the last year additional security measures have been put in place to protect data in the LIDS-ICE Tracking System. Access to this database is now restricted. Having a logon to LIDS does not mean automatic access to the LIDS-ICE system.

To gain access, please email your request to the

Compensation Board's Security Officer, Melanie Morrison:

[melanie.morrison@scb.virginia.gov](mailto:melanie.morrison@scb.virginia.gov)

You may also reach Melanie by telephone at (804) 225-3336.

Melanie will then forward the CB Acceptable Use form to complete and return. Supervisory signature is required.

Users of the LIDS-ICE tracking system (just as users of LIDS-CORIS) are reminded to keep their credentials current by logging in at least once a month to avoid being de-provisioned.



## Adjustments

Adjustments should be reviewed during every monthly reconciliation. There should be an explanation of all adjustments in each jail's month-end file. An adjustment will be generated anytime an update is made to an inmate's LIDS record **after** the monthly financials which contain that record have been certified/approved. Expunged confinements will also appear on your adjustments. Rarely, a system issue will introduce an erroneous adjustment. This is the reason that reconciling adjustments is so important.

The LIDS Program Manager recommends keeping track of any inmates for whom late updates were entered during the month (late sentencing, release, etc.). This may require the cooperation of your records staff as well. Doing so allows you to easily check the adjustments for that month since you already have a list of who you expect to see. If you see an adjustment in your financials that you are unsure of please contact

Hank Foley at [hank.foley@scb.virginia.gov](mailto:hank.foley@scb.virginia.gov).

## CORIS IDs

CORIS IDs should be in, or on, every inmate folder. They may be printed from the booking sheet or handwritten. Either is acceptable.

Batch jails must also record the CORIS ID in the inmate's corresponding record in the jail's JMS.

Failure to do so increases the risk of creating duplicate confinements. For online jails, it is helpful, but not required, for the CORIS ID to be recorded in the inmate's JMS record.

**Self-Audit: Approximately  
5 per week recommended**

Self-audit of inmate folders should be conducted approximately five times per week. For jails not currently maintaining this standard operating procedure, implementation is recommended.

Contact the External Auditors for help or suggestions.

# Inmates Pre-Trial Longer Than 9 Months

Reviewing a list of inmates who have been held pretrial/pending longer than 9 months should be a part of every jail's procedures. A quarterly review is recommended.

Such a review gives jail personnel a way to see which inmates could possibly have missing sentencing updates in LIDS-CORIS.

The records staff and/or LIDS Technician could otherwise be unaware if a sentencing update had not been entered. Thus, LIDS would continue to reflect a pretrial status.

The perpetuation of this mistake could prevent the jail from receiving SR funds, skew forecasting numbers and/or result in an audit finding.

Conducting reviews of inmates who have been pretrial/pending greater than 9 months will help the LIDS Technicians find and adjust any mistakes in sentences/offense disposition. For batch jails it also helps you to determine any possible “update” issues in your batch upload, if there are offense updates in your local system that are not in LIDS.

If an inmate appears to be held in pretrial/pending status longer than 9 months it is recommended that you contact the court for confirmation of either a disposition or upcoming court date.

Instructions for running a report that will assist in this review are included in the Holding for Locality Guide. If you require additional assistance with this report you may contact Rosie Pudish at (804)225-3303 or

rose.pudish@scb.virginia.gov

## Monthly Reconciliation

# Audit Reminder

Monthly reconciliation of your JMS to LIDS should be done monthly, and kept in your month end folder.

It is IMPORTANT that you reconcile monthly, the auditors will be looking for this in your month end folders at audit. A simplified form is shown to the right. Your ending head count from one month should be your beginning head count for the next month. You should be using the Holding for Locality Reports in LIDS (not the monthly status) and following the instructions in the reconciliation guide. Let Rosie (rose.pudish@scb.virginia.gov) or Chris (christopher.demarchi@scb.virginia.gov) know if you need help, or don't have a copy of the reconciliation guide. They would be happy to help you. Differences need to be explained, and corrections made.

JAIL NAME _____	FIPS CODE _____		
MONTH _____			
PREPARED BY _____	DATE _____		
APPROVED BY _____	DATE _____		
	JAIL	LIDS	DIFFERENCE
BEGINNING HEADCOUNT _____			
PLUS:			
NEW COMMIT- _____			
LESS:			
NEW RELEASES _____			
ENDING HEAD- _____			
EXPLANATION(S) FOR DIFFERENCES:			
_____			
_____			
_____			
_____			

Example reconciliation form.

## “Do Not Use” Inmate Name=Red Flag

**“DONOTUSE” before an inmate name in LIDS**

All inmate information should reside under the same CORIS ID. However, occasionally multiple CORIS IDs are found for the same inmate.

If you discover that an inmate has more than one CORIS ID, please email CSTU’s Jennifer Marooney. Send your email to:

[jennifer.marooney@vadoc.virginia.gov](mailto:jennifer.marooney@vadoc.virginia.gov).

Jennifer will review all CORIS IDs and determine which is to be retained. Typically, the ID established first is retained, unless an excessive amount of data (jail confinements, probation data, pre-sentencing reports) exists on the latter ID.

CORIS IDs can not be merged. If the CORIS ID to be kept is not the one which currently houses your confinements, you will be asked to “move” your confinement from one CORIS ID to the other.

It is important to remember that this is a two-step process for the LIDS Technician. The first step is to add the confinement to the “good” CORIS ID (the one that has been deemed the one to be kept). The second step is to delete the confinement from the CORIS ID to be removed. If the confinement is not deleted from the “bad” CORIS ID, a duplicate payment will result.

Once a determination has been made as to which CORIS ID to retain, the inmate name on the CORIS ID that is to be removed will be updated to begin with “DONOTUSE”.

Whenever “DONOTUSE” is discovered as the beginning of an inmate name for a confinement, or an inmate name that begins with “DONOTUSE” appears on any monthly financial report, this is a red flag.

As part of monthly reconciliation, best practices include a check for the existence of inmates for whom a last name begins with “DONOTUSE” in the Monthly Financials Report or Holding for Locality Report.

Where found, “DONOTUSE” indicates a confinement was not moved to another CORIS ID, as requested, or that a confinement was added to another CORIS ID, but that there was a failure to delete that confinement from the old CORIS ID.

The only financial category in which a “DONOTUSE” last name should appear is Adjustments. This indicates that the confinement under a bad CORIS id has been deleted. A “DONOTUSE” name that appears in a payable category should be corrected before approving your monthly financials.

Questions or comments about the content of the LIDS Commitment are always welcome.

If you have any suggestions or requests about items you might like to see in future editions please email Hank Foley at [hank.foley@scb.virginia.gov](mailto:hank.foley@scb.virginia.gov).

## Sufficient LIDS Backup Staff

With staff changes of recent months, jails and LIDS Techs are reminded to maintain sufficient back-up personnel.

There should always be someone at the jail who can release an inmate during normal business hours.

Inmates transferred to another jail should be released in LIDS within 24 hours so that the receiving jail may commit them.

Find a list of jail contacts on the LIDS page of the Compensation Board website if you require release of an inmate.

## Issues with an Anthem Claim

Inmate claim denials from Anthem can be extremely frustrating. Oftentimes jail staff is not sure who to contact at Anthem for a resolution.

Please contact Anne Rice ([anne.rice@anthem.com](mailto:anne.rice@anthem.com)) regarding questions or concerns with payment of medical claims.

Please note that Margaret Mack is no longer in the jail division.



## RC50 Incompatible with RR49

In July, 2018 an email was sent to notify LIDS Technicians of the preferred procedure for releasing inmates referred to Pretrial Services. The SCB requested that whenever an inmate was released, whether to bond or otherwise, with a referral to Pretrial Services, that RR49 be used. Doing so helps us to better track the volume of inmates referred to Pretrial Services.

It has since come to our attention that there are instances in which an inmate can be in a Serving Sentence-Pending Charges category, satisfy their sentence and then bond on the pending charges with a referral to Pretrial Services. In this scenario an inmate's last Reason Confined code would generally be RC50. Unfortunately, when a user attempts to release an

inmate held as a RC50 with a RR49 the system displays an error message.

At this time there is no fix for this incompatibility in RC/RR. It would require a change request from our vendor. Until that time, any inmate held as RC50 who bonds would have to be released RR19.

## VCSC Deputy Director Joins the LAC

**Jody Fridley** has been a staff member of the Virginia Criminal Sentencing Commission for over twenty years and currently serves as the Deputy Director. The Commission is tasked with maintaining discretionary guidelines which emphasizes accountability of the offender and the criminal justice system to the citizens of the Commonwealth. As part of the team, he assists in the constant review and research of sentencing events across the state to ensure that Virginia's guidelines reflect current judicial sentencing patterns.

As the former Training Manager, he continues to assist in the design and development of continuing education training seminars for the Commission and has presented over 700 Continuing Legal Education (CLE) seminars to judges, attorneys and probation officers. One of Commission's training function includes several helpline options that provide live support for guidelines preparers.



**Jody is one of three staff members who answers sentencing guidelines questions by phone, text or email.**

Jody is involved with several other projects at the Commission. Some of the projects include the creation of the Virginia Crime Codes (VCCs), the automation of the sentencing guidelines process, development of data entry systems for data quality control, and legislative impacts.

Prior to working for the Commission, Jody was employed by the Department of Corrections in the Pre-Sentence Investigation Unit, the Post-Release Unit, and worked as a parole-hearing

officer. He also worked at Virginia Tech with a team that developed databases for policy makers on political violence around the world. Jody holds a Master of Arts degree in political science/public administration from Virginia Tech.

Jody Fridley, Deputy Director  
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**www.vcsc.virginia.gov**

**Mobile Web:** <http://mobile.vcsc.virginia.gov> or <http://bycell.co/cgac>

**Mobile Web Link:** Dial (804) 200-4941 on your mobile phone to receive a text msg. - click on link

**Mobile Web Link:** Text: VCSC to 56512 (msg. & data rates apply) - click on link