CERTIFICATION CHECK LIST
INCLUDE WITH MONTHLY REPORT PACKAGE

- ❑ CREATE MONTHLY REPORT

- ❑ LIDS PRE-LOAD REPORT

- ❑ LIDS BATCH EDIT REPORT

- ❑ LIDS BATCH CONFINEMENT REPORT

- ❑ CORRECT ERRORS FROM ERROR REPORT

- ❑ CORRECT DUPLICATES FROM CONFINEMENT REPORT

- ❑ RECONCILE THE FOLLOWING; MAINTAIN WORKSHEETS WITH MONTH-END STATISTICS

    - ❑ HEAD COUNT

    - ❑ VASAVOR

    - ❑ EIP/WORK RELEASE

    - ❑ FEDERAL REPORT

    - ❑ HELD OUT OF STATE

    - ❑ WEEKENDERS

    - ❑ CONFINEMENTS IN HOSPITAL/RELEASE TO EMERGENCY HOSPITAL

- ❑ PRE-TRIAL STATISTICS

- ❑ INSURANCE REPORT

- ❑ CERTIFY MONTHLY REPORT

- ❑ PULL DETAILED SUMMARY OF ADJUSTMENTS

- ❑ APPROVE MONTHLY REPORT

- ❑ DISBURSE MONTHLY REPORT PACKAGE TO APPROPRIATE PERSONNEL.

VERIFIED BY: _____
                    (LIDS TECH)