

**Supplement To
Technical Report No. 25**

**SCRMS
STATE CORRECTIONS
RESOURCE MANAGEMENT SYSTEMS**

**VOLUME 2
SCRMS Data Element Dictionary**

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SCRMS Data Element Dictionary

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FOREWORD

This volume is one of three that constitute the SCRMS Report, a definitive work developed by SEARCH Group, Inc. under grants from the Systems Development Division, Law Enforcement Assistance Administration, U.S. Department of Justice.

The three volumes, their purposes, and their interrelationships are described below:

1. **THE SCRMS APPROACH.** This is an overview describing the evolution of the SCRMS concept, a detailed explanation of the seven SCRMS systems, a suggested strategy for their implementation and some thoughts regarding the future of SCRMS. *Volume I is prerequisite reading to the other volumes in this series.*
2. **THE SCRMS DATA ELEMENT DICTIONARY.** This volume contains descriptions and definitions of data elements included in each of the seven SCRMS systems. The data elements are to be used in establishing a SCRMS data base. This volume should be considered as a resource workbook for the guidance of persons involved in the implementation of any or all of the SCRMS systems.
3. **CORRECTIONS RESOURCE MANAGEMENT: A REFERENCE TO EXISTING SYSTEMS.** This volume identifies and briefly describes various resource management systems now operational in corrections agencies. Although their development preceded the SCRMS model, the systems are categorized under the SCRMS identifiers for easy reference.

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PREFACE

The State Corrections Resource Management Systems (SCRMS) documented in this report and expanded upon in companion volumes are the products of an evolutionary process. Several years have passed since OBSCIS, the Offender-Based State Corrections Information System, was initiated by SGI. However, it was during the OBSCIS implementation years that OBSCIS state developers began to realize that a state's information needs went far beyond offender-based data. As system implementors became conversant with their corrections procedures, they became more farsighted in the application of information technology and the idea of a comprehensive management information system became imperative. The potential for supporting a vast array of administrative functions was recognized; no longer did it seem impractical or impossible. With funding support from the Systems Development Division, Law Enforcement Assistance Administration, the effort to develop a model comprehensive management resource system for corrections began in earnest.

SGI emulated an earlier OBSCIS approach by bringing together a number of corrections practitioners to serve in an advisory capacity. Responsibilities of this group included interacting with staff, making contributions and recommendations regarding model composition, and suggesting alternatives. The active involvement of those individuals listed on the following page not only has enhanced the quality of the SCRMS model but has made SCRMS a practical and useful development for corrections. Their thoughtfulness and devotion of time during many group exchanges and extended telephone sessions reflect their commitment to the corrections profession and is a credit to the agencies they represent.

Throughout the SCRMS model building exercise, SGI has made a conscious effort to coordinate these activities with work being done in the OBSCIS states. Mr. Van Mitchell of SGI provided assistance in this regard and was involved in developing Volume 3 of the SCRMS series.

Finally, the reader should note that all seven SCRMS model systems form a package, but that few states will find all seven systems necessary for their needs. A careful initial review of all seven, however, will assist states in determining which models are within their scope of priorities. We encourage such study and are eager to hear the suggestions and comments of implementors as they review the seven SCRMS systems.

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INTRODUCTION

This volume is designed as a companion to SCRMS Volume 1 and provides definitions for all the data elements used in SCRMS. The first seven sections are data element dictionaries for each of the seven SCRMS systems. The last section is a composite SCRMS 'Data Element Index'.

Each data element dictionary contains an alphabetical listing of system data elements with their respective definitions. Following each definition, one or more code letters appear in parentheses to identify the application(s) which the data

element supports. The dictionaries are designed as stand-alone reference documents at the system level, each containing definitions for all of the data elements utilized in that particular SCRMS system.

The last section of this volume, the DATA ELEMENT INDEX, presents a composite list for all the data elements appearing in any of the SCRMS Model systems. The data elements are listed in alphabetical order, and each element is cross-referenced to the system or systems in which it appears.

I. PERSONNEL MANAGEMENT SYSTEM

- A. Personnel Staffing Application**
- B. Payroll and Personnel Costs Application**
- C. Employee Records Application**
- D. Applicants for Employment Application**
- E. Employee Training Application**

Action Code

The indicator for a particular administrative action taken with regard to an individual employee. Examples are commendation, promotion, pay raise, disciplinary action, dismissal, etc. State-specific action/reason codes. (C)

Action Code Date

The effective date of a particular administrative action taken with regard to an individual employee. (C)

Allocated Position

An authorized agency/facility/unit staff position. Standard agency-specific position type-codes. (A, C, D, E)

Allocated Position Civil Service Classification

The civil service grade classification assigned for a particular authorized agency/facility/unit staff position. (C, D, E)

Allocated Position Number

The identifier code for a particular authorized staff position. (A, B, C, D, E)

Anniversary Date

The date on which an individual first achieved his or her current state civil service grade classification. (C)

Applicant Address

The home street or mailing address of an individual applicant for employment. (D)

Applicant Name

The full legal name of an individual applicant for employment. (D)

Applicant Telephone Number

The telephone number at which an individual applicant for employment may be contacted as necessary, home or office number. (D)

Application Date

The date on which an individual application for employment is filed. (D)

Application Number

The identifier code for an individual application for employment filed with the state corrections agency or facility personnel unit. (D)

Benefit Category

A specified type of employee benefit or other personnel-related employer cost, other than salary/wages and paid leave time. Examples of categories are: employer contributions to individual retirement/pension plans, costs for individual health/medical, dental, and life insurance coverage, employer payments to social security, state unemployment insurance, etc. (B)

Benefit Cost Rate

The dollar cost to the employer per pay period, for a specified type of benefit for an individual. (B)

Benefits Earned

The total dollar amount of the type of benefit earned by an individual during a particular pay period, for cumulative types of benefits. (B)

Birth Date

The birth date of an individual. (C, D)

Budgeted Pay Rate

The standard authorized remuneration rate for a particular type of authorized staff position, as provided for in the current agency budget. (A, D)

Career Plan Orientation

Code to indicate whether an individual employee has developed a long-term employment goals plan with the corrections agency, in consultation with the agency or facility personnel unit. (C)

Certificate

The identifier code for a certificate possessed by a candidate, verifying particular training or skills, and accepted by the state or agency as satisfying a qualifications requirement for a particular corrections staff position or positions. (D, E)

Citizenship

Code to indicate whether an individual is or is not a citizen of the United States. Or, as needed, codes for particular country of citizenship, utilizing NCIC (as in OBSCIS) or other standard country codes. (C, D)

Civil Service Entry Date

The date on which an individual first began employment in any state civil service position. (C)

Compensatory Hour Cost Rate

The dollar cost per hour of special recreational leave for an individual. For persons on hourly wage, equal to the regular pay rate. For salaried persons, pro rata from the yearly/monthly salary. (B)

Criminal Record Status

Code to indicate whether an individual has ever been the subject of an arrest and/or has ever been convicted of a crime. (C, D)

Current Military Status

Code to indicate whether an individual is on active reserve status with a branch of the U.S. Military, National Guard, or state militia. (C, D)

Date of Employment

The date on which an individual began employment with the state corrections agency, or with a facility or unit, depending upon the scope of the file. (C)

Date(s) Compensatory Time Expended

The date(s) on which special paid recreational leave hours were used by an individual during a pay period. (B)

Date(s) Sick Leave Expended

The date(s) on which paid medical leave hours were used by an individual during a pay period. (B)

Date(s) Vacation Expended

The date(s) on which regular paid vacation leave hours were used by an individual during a pay period. (B)

Date Vacant

The date on which an allocated staff position or inmate industry job became vacant or will become vacant. That is, the first day on which the position ceased to be filled by the last person holding it, or the day on which the position will become vacant through departure or reassignment of the person currently holding it. (A, D)

Deposit Account Number

The identifier number for a savings or checking account into which individual earnings are placed by direct deposit, in lieu of direct payment to the individual. (B)

Deposit Amount

The total dollar amount of an individual's earnings during a pay period which are deposited directly into a specific deposit account. (B)

Deposit Institution

The name or identifier code for the banking or other institution in which an individual deposit account is maintained. (B)

Earned Compensatory Hours

The total number of paid recreational leave hours credited to an individual for overtime hours worked during a pay period, in lieu of direct money payment. (B)

Earned Sick Leave Hours

The total number of paid medical leave hours credited to an individual who has worked during a pay period. (B)

Earned Vacation Hours

The total number of paid vacation leave hours earned by an individual for regular work performed during a pay period. (B)

Education

Code to indicate the highest level of education attained by an individual. Standard state-specific civil service codes. (C, D, E)

Employee Address

An individual employee's home or mailing address. (C)

Employee Name

The full legal name of an individual state corrections employee, as recorded in the employee master record. (A, B, C, E)

Employee Number

The individual identifier code for a state corrections employee. This code is used as the basic identifying information for all records pertaining to an individual employee. (A, B, C, E)

Employee Position

The authorized state corrections staff position currently filled by an individual. Standard agency-specific position type codes. (A, C, E)

Employee Position Number

The identifier code for the staff position filled by an individual employee. (A, B, C, E)

Employee Telephone Number

The telephone number at which an individual employee can be contacted when not at work, usually but not necessarily the home telephone number. (C)

Employment Status Indicator

Code to indicate whether an individual is a regular full-time, regular part-time, or temporary employee. (A, C, E)

Ethnicity

Code for the ethnic/race identification of an individual. The U.S. Office of Management and Budget has published standards for race/ethnicity categories. These provide for a minimum set of distinctions among four race categories: American Indian or Alaskan Native, Asian or Pacific Islander, Black, and White, and two ethnicity categories: Hispanic and Non-Hispanic. Individual states may require further distinctions or additional categories, e.g., separate groups within the category "Asian or Pacific Islander," or an ethnicity category "French Origin," etc. (A, C, D)

Examination Date

The date on which an individual candidate for a corrections staff position took a required qualifying examination. (D, E)

Examination Score

The score achieved by an individual candidate for a corrections staff position on a required qualifying examination. Standard grade codes, state-specific or according to the type of examination (number/grade, pass/fail, etc.). (D, E)

Expended Compensatory Hours

The total number of special paid recreational leave hours actually used by an individual during a pay period. (B)

Expended Sick Leave Hours

The total number of paid medical leave hours actually used by an individual during a pay period. (B)

Expended Vacation Hours

The total number of regular paid vacation leave hours actually used by an individual during a pay period. (B)

Handicap

Code(s) to indicate a physical, mental, or emotional handicap of an individual which could affect eligibility for employment, promotion, or reassignment. (C, D, E)

Individual Civil Service Classification

The state civil service grade classification currently held by an individual. (A, C, D, E)

Institution

An individual correctional facility administered by the state corrections agency. (A, B, C, D, E)

Language Skill

Code(s) to indicate a language other than English which is known by an individual. Individual language codes and proficiency codes for speech, comprehension, and writing ability. (C, D, E)

Military History

Individual military history (if any) in-

cluding branch of service, highest rank attained, years (months) of service, discharge category, selective service status, etc. (C, D)

Next Review Date

The date on which an individual employee is next eligible for regular periodic review and consideration for promotion or pay increase. (C)

Overtime Category

The remuneration scale or type category for overtime hours worked by an individual during a pay period. Examples of categories would be "time and a half", "double time", "paid leave compensation". (B)

Overtime Hours Worked

The total number of hours worked by an individual during a pay period for which remuneration will be at a pay rate higher than the individual regular pay rate, or for which compensation will be by credit with special paid recreational leave time (compensatory hours). (B)

Pay Period Beginning Date

The first day of a pay period. That is, the first day for which payment will be made on a specified date for work performed. (B)

Pay Period Ending Date

The last day of a pay period. That is, the last day for which payment will be made on a specified date for work performed. (B)

Pay Rate

An individual's regular earning rate. The rate consists of a dollar amount (e.g., \$1, \$2,000) and a qualifying time value (e.g., hour, year). (A, B, C)

Payroll Deduction Amount

The total dollar amount of a deduction in a specified deduction category from the earnings of an individual during a particular pay period. (B)

Payroll Deduction Category

A standard individual payroll deduction category: federal income tax withholding, state income tax withholding,

social security, state disability, individual retirement contribution, etc. (B)

Position Pay Range

The range of permissible remuneration rates for a staff position, as established by civil service regulations, union contract, etc. The range is usually established as a series of graded pay steps, with an absolute dollar amount or uniform percentage interval between steps. (A)

Position Qualification Code(s)

Code(s) to indicate the qualifications requirements for an allocated staff position. Individual codes would indicate examination and training requirements, special skills requirements, education requirements, civil service classification requirements, etc. (A, D, E)

Practical Training/Practical Experience

Indicator for a particular type of practical job experience or on-the-job training required of candidates to fill a specific corrections staff position or positions. (D, E)

Previous Employer Address

The street or mailing address of the place of business of an individual's last employer prior to employment by the state corrections agency, facility or unit. (C)

Previous Employer Name

The name of the last employer of an individual prior to employment by the state corrections agency, facility or unit. (C)

Program

A general corrections program administered by the state corrections agency, e.g., reception and diagnosis, institutions, community corrections, releasing authorities, etc. (A, B, C, D, E)

Qualifying Examination

Indicator for a specific qualifying written or oral examination offered by the state or agency and required for candidates to fill a corrections staff position or positions. (D, E)

Regular Hours Worked

The total number of hours worked by an individual during a pay period for which remuneration will be at the individual regular pay rate. (B)

Schedule Beginning Date

The beginning date of application of a work schedule for an individual. (A)

Scheduled Hours

The total number of hours an individual is scheduled to work during a pay period. (A, B)

Security Clearance Code

Indicator for the security clearance level assigned to an individual. State or corrections agency specific codes. (C)

Sex

The gender of an individual; male or female. (A, C, D,)

Sick Leave Hour Cost Rate

The dollar cost per hour of paid medical leave for an individual. For persons on hourly wage, equal to the regular pay rate. For salaried persons, pro rata from the yearly/monthly salary. (B)

Social Security Number

The identifier code for an individual's Social Security account, as assigned by the Social Security Administration of the Department of Health, Education, and Welfare. This is the number printed on the Social Security card issued to the individual. (B, C, D)

Special Skill(s)

Code(s) to indicate a particular skill possessed by an individual, which relates to qualifications for corrections staff positions. (C, D, E)

Spouse Name

The full legal name of the husband or wife of an individual employee, including maiden name if applicable. (C)

Training Hours Completed/Current Experience

The total practical training or experience time possessed by an individual candidate. The element consists of a time amount and a qualifying time value (hours, months, years). (D, E)

Training Program

Indicator for a special training program offered by the state or agency and required for candidates to fill a specific corrections staff position or positions. (D, E)

Training Program Completion Date

The date on which an individual job candidate successfully completed a specified training program offered by the state or agency. (D, E)

Unit

An individual operations unit within a facility: cellblock, food service, prison industry, etc. (A, B, C, D, E)

Vacant Position Indicator

Code to indicate whether an allocated staff position or inmate industry job is currently filled or vacant. (A, D,)

Vacation Hour Cost Rate

The dollar cost per hour of regular paid vacation leave for an individual. For persons on hourly wage, equal to the regular pay rate. For salaried persons, pro rata from the yearly/monthly salary. (B)

Veterans Preference Code

Code to indicate whether an individual was hired by the state corrections agency under the provisions of a state program or state civil service regulation authorizing a hiring preference for veterans of U.S. military service. (C)

Withholding Allowances Claimed

The total number of allowances claimed

by an individual for income tax withholding purposes. (B)

Work Schedule

The regular pattern of scheduled work and off time for an individual. The pattern may be fixed or variable with

regard to days of the week and to time shift. The pattern description should include as appropriate the sequence of on and off days, the time shift assignment or sequence of time shift assignments, and specific days of the week to be worked when schedules are fixed to the week. (A)

II. BUDGET CONTROL SYSTEM

A. Master Budget Application

B. Accounts Payable Application

Account Name

The standard report name for an individual expenditure account. (B)

Account Number

The identifier code for an account. Accounts may be distinguished at any level of detail, according to the structure of a given state or agency's record-keeping system. (A, B)

Activity

A specified authorized budgetary expenditure purpose, e.g., personnel, inmate employment, inmate health and welfare, etc. (A, B)

Budget Allotment Category

A state corrections agency budget allotment category or budget line authorizing expenditure of funds by a program, facility, or unit for a specified purpose. (A, B)

Document Reference Number(s)

The identifier number(s) of the original document(s) relating to a specified transaction: purchase order, invoice, voucher, etc. (B)

Encumbrance Adjustment Amount

The total dollar amount of a transaction disencumbering funds and thus increasing the balance of funds available for expenditure. Funds are encumbered in the amount of an anticipated debt. When the actual amount of the debt is less than that anticipated, remaining encumbered funds are disencumbered, to make them available to cover new debts incurred. (A, B)

Encumbrance Adjustment Date

The date of a transaction making an encumbrance adjustment and increasing funds available. (B)

Encumbrance Amount

The total dollar amount of monies earmarked for payment of a liability. Encumbered funds are not yet spent, that

is, they have not yet actually been disbursed. They have, however, been set aside to cover anticipated payment of an existing liability, and are not available to cover any new liability. (A, B)

Encumbrance Date

The date of a transaction encumbering funds to cover an existing liability. (B)

Expenditure Adjustment Amount

The total dollar amount of a transaction returning to available funds those recorded as expended, thus increasing the balance of funds available for expenditure. An expenditure adjustment may be made to rectify an incorrect expenditure record or to record a vendor refund for overpayment on an invoice or for defective goods returned after payment of an invoice, etc. (A, B)

Expenditure Adjustment Date

The date of a transaction making an expenditure adjustment and increasing funds available. (B)

Expenditure Amount

The total dollar amount of monies disbursed in an individual transaction to acquit a liability. (A, B)

Expenditure Date

The date of a transaction disbursing funds in payment of a liability. (B)

Fiscal Year Beginning Date

The first day of the current government accounting year for an individual state. (A, B)

Fiscal Year Ending Date

The last day of the current government accounting year for an individual state. (A, B)

Institution

An individual correctional facility administered by the state corrections agency. (A, B)

Line Item

A specific budgetary authorized expenditure purpose. (A, B)

Program

A general corrections program administered by the state corrections agency, e.g., reception and diagnosis, institutions, community corrections, releasing authorities, etc. (A, B)

Purchase Source Code

Indicator to characterize the type of outside concern involved in business dealings reflected in an expenditure or other transaction record, e.g., small business, local vendor, etc. (B)

Record Entry Date

The date on which information is entered in a data element field. (B)

Transaction Descriptor

A brief general description of a particular transaction, including such information as the purpose of the trans

action and the parties involved. (B)

Transfer Amount

The total dollar amount of monies deducted from the total amount of authorized funds in one budget allotment category and added to the total amount of authorized funds in another. (A, B)

Transfer Date

The date of a transaction deducting funds from the total allotment in a budget category and adding the funds to the allotment for a different one. (B)

Unit

An individual operations unit within a facility: cellblock, food service, prison industry, etc. (A, B)

Yearly Allotment Amount

The total amount of funds authorized in a budget line during a particular fiscal year. (A, B)

III. MAINTENANCE SYSTEM

- A. Maintenance Tracking and Scheduling Application**
- B. Maintenance Vendor Control Application**
- C. Maintenance Inventory Control Application**
- D. Vehicle Maintenance Application**

Actual Contract Performance Date(s)

The date(s) on which contract stipulations are performed, whether for provision of goods or services. (A, B)

Actual Work Date(s)

The date(s) on which services requested in a specified work order are performed. (A, B, D)

Contract Beginning Date

The first day on which an individual service contract is in effect. (B)

Contract Cancellation Date

The effective date of cancellation of a vendor contract. (B)

Contract Cancellation Reason

The reason for cancellation of a vendor contract without completion of services stipulated and/or prior to the contract ending date. Reasons for cancellation may include: failure to provide stipulated goods or services, failure to provide timely goods or services, provision of unacceptable goods or services, etc. (B)

Contract Ending Date

The last day on which an individual service contract is in effect. (B)

Contract Number

The identifier code for a service contract between an individual vendor and an individual facility unit. The contract may be for specific services or goods, or for supply of goods or services as requested over a period of time. (A, B)

Current Record Period Beginning Date

The earliest date for which inventory transaction records are available in the inventory current records file. (C)

Date Issued

The date of a transaction removing goods from inventory stores. (C)

Date of First Business

The date on which an individual vendor and an individual facility unit first enter into an agreement to do business. For service vendors or vendors supplying goods on long-term contract, the beginning date of the first contract. For vendors supplying goods on request, the date of the first purchase order issued. (B)

Date of First Placement on Bidder List

The date on which a vendor is first listed as generally authorized to do business with state government agencies. (B)

Date Received

The date on which a shipment of an individual stock item is received into inventory stores. (B, C)

Expended Labor Hours

The total number of hours of labor of a specified classification actually expended to perform a maintenance or repair job. (A, B, D)

Geographical Area Served

The geographic area within which a vendor normally operates, or within which goods or services will be provided without added transportation charges. (B)

Institution

An individual correctional facility administered by the state corrections agency. (A, B, C, D)

Inventory Beginning Balance

The total units of an individual inventory stock item on hand as of the beginning date of the current records period. A beginning balance should be entered at the time an automated records system begins to operate. The record may be updated as old records are later removed to inactive files. (C)

Inventory Physical Count Date

The date on which a physical count is taken of goods on hand. (C)

Inventory Physical Count Quantity

The total units of an individual inventory stock item on hand, as determined by direct physical count of goods on hand. (C)

Invoice Amount

The total dollar amount listed on an invoice as payable in return for goods or services provided. (B)

Invoice Number

The identifier code for a single invoice. An invoice is a written record of goods provided by a supplier and payment due, specifying type of goods, amount of goods, and cost price. Invoices are usually prepared on standard forms pre-encoded with sequential identifier numbers. (B)

Invoice Quantity

The total units of an individual stock item listed as supplied on a particular invoice. (B)

Labor Classification

The identifier code for a specific type of skilled or unskilled labor, e.g., plumbing, carpentry, automotive mechanic, electrician, etc. (A, B, D)

Labor Hour Cost

The cost price per hour of labor, by classification. (A, B, D)

Labor Hours Job Estimate

The total number of hours of labor of a specific classification needed to perform a contract service, as estimated by the supplier before the work is performed. (B)

Maintenance/Repair Category

A specific type of maintenance or repair work performed, including installation. (A, B, D)

Maintenance/Repair Classification

The reason for work performed: regular maintenance, emergency repair, special project, or installation. (A, B, D)

Non-Expendable Indicator

Code to indicate whether a stock item is a non-expendable or an expendable good. Non-expendable goods are those having a long-term useful life and issued from inventory for use with expectation of return and reissue as needed. These items are usually maintained in inventory records whether on issue and in use, or on hand in stores and available for issue. Expendable goods are single use items, considered permanently disposed of when issued from inventory for use and maintained in inventory records only until issuance. (C)

Odometer Reading

The total mileage registered on a vehicle odometer on the date the vehicle is presented for repair or maintenance work. (D)

Product/Service Descriptor

The indicator or description of a general type of goods or services furnished by an individual vendor. (B)

Program

A general corrections program administered by the state corrections agency, e.g., reception and diagnosis, institutions, community corrections, releasing authorities, etc. (A, B, C, D)

Purchase Order Cancellation Date

The effective date of cancellation of an open purchase order. As of the date of cancellation, no more goods can be accepted against the purchase order. (B)

Purchase Order Cancellation Reason

The reason for cancellation of a purchase order without receipt of acceptable goods in the total quantities specified on the purchase order. Typical

reasons for cancellation include: late delivery/non-delivery of goods, receipt of defective goods refused, unit price changes. (B)

Purchase Order Date

The date on which a particular purchase order is written by a party requesting goods. (B,)

Purchase Order Number

The identifier code for a single purchase order. A purchase order is a written request that a specified supplier furnish specified amounts of specified goods at specified prices. Purchase orders are usually prepared on standard forms pre-encoded with sequential identifier numbers. (B, C)

Purchase Source Code

Indicator to characterize the type of outside concern involved in business dealings reflected in an expenditure or other transaction record, e.g., small business, local vendor, etc. (B)

Qualified Bidder Indicator

Code to indicate whether a vendor has been placed on a list of recognized concerns generally authorized to do business with government agencies in the state. (B)

Quality Code

The level of quality of goods or services received from a vendor in a given shipment or contract job. (B)

Quantity Issued

The total units of an individual inventory stock item removed from inventory stores in a single transaction. (C)

Quantity Ordered

The total units of an individual stock item requested from a supplier, as listed on a single purchase order. (C)

Quantity Received

The total units of an individual stock item received from a supplier in a single shipment. (B, C)

Reorder Point

The minimum total units of an individual inventory stock item on hand in inventory stores, determined to indicate that a new purchase order must be written for replacement goods. The reorder point for a stock item is usually calculated somewhat higher than the operating level, to ensure uninterrupted availability of the item in all eventualities. (C)

Reorder Quantity

The minimum total replacement units of an individual inventory stock item to be requested in a single order, as determined by such factors as issue rate, average lead time, and established practice regarding frequency of ordering. (C)

Repair Service Location

The location where a vehicle repair or maintenance service is performed, other than a corrections agency maintenance unit. (D)

Scheduled Contract Performance Date(s)

The date(s) on which contract stipulations are to be performed, whether delivery of goods or performance of service work, by prior agreement between the supplier and the receiver of the goods or services. (A, B)

Scheduled Frequency of Maintenance

The regular time interval between maintenance jobs, for work to be performed periodically. (A)

Scheduled Lead Time

The anticipated elapsed time between the date of a purchase order requesting delivery of a quantity of an individual stock item and the date of receipt of goods into inventory stores. (B, C)

Scheduled Work Date(s)

The date(s) on which specified work is to be performed, as determined by advance agreement. (A, B, D)

Special Project Number

The identifier number for work performed as a special plant maintenance or upgrade project, as opposed to routine maintenance and emergency repairs. An individual code number for each separate project. (A)

Stock Item Expended Quantity

The total units of a stock item used in performing a maintenance or repair job. (A, B, D)

Stock Item Group

A general category of goods into which a series of individual stock items is classified. (B, C)

Stock Item Job Estimate

The total units of a stock item needed to perform a service, as estimated by the supplier before the work is performed. (B)

Stock Item Name

The name/description of a type of goods treated as a distinctive item for inventory control or other recordkeeping purposes. (A, B, C, D)

Stock Item Number

The identifier code for a type of goods treated as a distinctive item for inventory control or other recordkeeping purposes. (A, B, C, D)

Stock Item Serial Number

The manufacturer's identifier code for an individual unit of a specific product. (A, C)

Unit

An individual operations unit within a facility: cellblock, food service, prison industry, etc. (A, B, C, D)

Unit Price

The cost price per count unit of an individual stock item. (A, B, C, D)

Unit Specification

The standard count unit for an individual stock item. The unit may vary according to the type of goods. Typical

units are: piece, pair, dozen, gross, pound, gallon. (A, B, C, D)

Vehicle Assignment Location Code

The corrections unit to which a particular vehicle is assigned. (D)

Vehicle Identification Number

The identifier code for a vehicle. The manufacturer serial number or the state/agency vehicle fleet code number. (D)

Vehicle License Number

The vehicle license plate number. (D)

Vehicle Make

The vehicle manufacturer name. (D)

Vehicle Model

The vehicle manufacturer's model name and model year. (D)

Vendor Address

The mailing/shipping address of a vendor's place of business. (B)

Vendor Name

The name of an outside concern with which a facility unit does business. (B)

Vendor Number

The identifier code for an outside concern with which a facility unit does business. The vendor may be a supplier of either goods or services. Each concern with which a unit does business should have a unique vendor number. (B)

Warranty Period

The time period during which maintenance or repairs on a particular item are covered by manufacturer warranty. The warranty period for an individual unit of an item normally begins as of the date of purchase or the date of installation. (A, C, D)

Work Order Number

The identifier code for an individual work order authorizing performance of specific maintenance or repair work. (A, B, D)

IV. INVENTORY CONTROL SYSTEM

A. Master Inventory Control Application

B. Vendor Control Application

Actual Contract Performance Date(s)

The date(s) on which contract stipulations are performed, whether for provision of goods or services. (B)

Contract Beginning Date

The first day on which an individual service contract is in effect. (B)

Contract Cancellation Date

The effective date of cancellation of a vendor contract. (B)

Contract Cancellation Reason

The reason for cancellation of a vendor contract without completion of services stipulated and/or prior to the contract ending date. Reasons for cancellation may include: failure to provide stipulated goods or services, failure to provide timely goods or services, provision of unacceptable goods or services, etc. (B)

Contract Ending Date

The last day on which an individual service contract is in effect. (B)

Contract Number

The identifier code for a service contract between an individual vendor and an individual facility unit. The contract may be for specific services or goods, or for supply of goods or services as requested over a period of time. (B)

Current Record Period Beginning Date

The earliest date for which inventory transaction records are available in the inventory current records file. (A)

Date Issued

The date of a transaction removing goods from inventory stores. (A)

Date of First Business

The date on which an individual vendor and an individual facility unit first enter into an agreement to do business. For service vendors or vendors supplying goods on long-term contract, the beginning date of the first contract.

For vendors supplying goods on request, the date of the first purchase order issued. (B)

Date of First Placement on Bidder List

The date on which a given vendor is first listed as generally authorized to do business with state government agencies. (B)

Date Received

The date on which a shipment of an individual inventory stock item is received into inventory stores. (A, B)

Expiration Date

The last date on which specific units of an individual inventory stock item may be issued from inventory stores for use. Expiration date is most often concerned with short-term perishable items such as food, but can relate to non-food items as well. (A)

Geographical Area Served

The geographic area within which a vendor normally operates, or within which goods or services will be provided without added transportation charges. (B)

Institution

An individual correctional facility administered by the state corrections agency. (A, B)

Inventory Beginning Balance

The total units of an individual inventory stock item on hand as of the beginning date of the current records period. A beginning balance should be entered at the time an automated records system begins to operate. The record may be updated as old records are later removed to inactive files. (A)

Inventory Physical Count Date

The date on which a physical count is taken of goods on hand. (A)

Inventory Physical Count Quantity

The total units of an individual inven-

tory stock item on hand, as determined by direct physical count of goods on hand. (A)

Invoice Amount

The total dollar amount listed on an invoice as payable in return for goods or services provided. (B)

Invoice Number

The identifier code for a single invoice. An invoice is a written record of goods provided by a supplier and payment due, specifying type of goods, amount of goods, and cost price. Invoices are usually prepared on standard forms pre-encoded with sequential identifier numbers. (B)

Invoice Quantity

The total units of an individual inventory stock item listed as supplied on a particular invoice. (B)

Non-Expendable Indicator

Code to indicate whether a stock item is a non-expendable or an expendable good. Non-expendable goods are those having a long-term useful life and issued from inventory for use with expectation of return and reissue as needed. These items are usually maintained in inventory records whether on issue and in use or on hand in stores and available for issue. Expendable goods are single use items, considered permanently disposed of when issued from inventory for use and maintained in inventory records only until issuance. (A)

Product/Service Descriptor

The indicator or description of a general type of goods or services furnished by an individual vendor. (B)

Program

A general corrections program administered by the state corrections agency, e.g., reception and diagnosis, institutions, community corrections, releasing authorities, etc. (A, B)

Purchase Order Cancellation Date

The effective date of cancellation of an open purchase order. As of the date of cancellation, no more goods can be accepted against the purchase order. (B)

Purchase Order Cancellation Reason

The reason for cancellation of a purchase order without receipt of acceptable goods in the total quantities specified on the purchase order. Typical reasons for cancellation include: late delivery/non-delivery of goods, receipt of defective goods refused, unit price changes. (B)

Purchase Order Date

The date on which a purchase order is written by the party requesting goods. (A, B)

Purchase Order Number

The identifier code for a single purchase order. A purchase order is a written request that a specified supplier furnish specified amounts of specified goods at specified prices. Purchase orders are usually prepared on standard forms pre-encoded with sequential identifier numbers. (A, B)

Purchase Source Code

Indicator to characterize the type of outside concern involved in business dealings reflected in an expenditure or other transaction record, e.g., small business, local vendor, etc. (B)

Qualified Bidder Indicator

Code to indicate whether a vendor has been placed on a list of recognized concerns generally authorized to do business with government agencies in the state. (B)

Quality Code

The level of quality of goods or services received from a vendor in a given shipment or contract job. (B)

Quantity Issued

The total units of an individual inven-

tory stock item removed from inventory stores in a single transaction. (A)

Quantity Ordered

The total units of an individual inventory stock item requested from a supplier, as listed on a single purchase order. (A, B)

Quantity Received

The total units of an individual inventory stock item received from a supplier in a single shipment. (A, B)

Receiving Location

An individual corrections program, facility, or unit administered by the state corrections agency which is receiving goods on transfer. (A)

Reorder Point

The minimum total units of an individual inventory stock item on hand in inventory stores, determined to indicate that a new purchase order must be written for replacement goods. The reorder point for a stock item is usually calculated somewhat higher than the operating level, to ensure uninterrupted availability of the item in all eventualities. (A)

Reorder Quantity

The minimum total replacement units of an individual inventory stock item to be requested in a single order, as determined by such factors as issue rate, average lead time, and established practice regarding frequency of ordering. (A)

Scheduled Contract Performance Date(s)

The date(s) on which contract stipulations are to be performed, whether delivery of goods or performance of service work, by prior agreement between the supplier and the receiver of the goods or services. (B)

Scheduled Lead Time

The anticipated elapsed time between the date of a purchase order requesting delivery of a quantity of an individual inventory stock item and the date of receipt of goods into inventory stores. (B)

Stock Item Group

A general category of goods into which a series of individual stock items is classified. (A, B)

Stock Item Name

The name/description of a type of goods treated as a distinctive item for inventory control or other recordkeeping purposes. (A, B)

Stock Item Number

The identifier code for a type of goods treated as a distinctive item for inventory control or other recordkeeping purposes. (A, B)

Stock Item Serial Number

The manufacturer's identifier code for an individual unit of a particular product. (A)

Supplying Location

An individual correctional program, facility or unit administered by the state corrections agency which is issuing goods on transfer. (A)

Transfer Voucher Number

The identifier code for a voucher recording the movement of goods on transfer from the inventory stores of one corrections program, facility or unit to the inventory stores of another. A transfer voucher specifies the goods being transferred, by type and amount, and the unit costs. (A)

Unit

An individual operations unit within a facility: cellblock, food service, prison industry, etc. (A, B)

Unit Price

The cost price per count unit of an individual inventory stock item. (A, B)

Unit Specification

The standard count unit for an individual inventory stock item. The unit may vary according to the type of goods. Typical units are: piece, pair, dozen, gross, pound, gallon. (A, B)

Vendor Address

The mailing/shipping address of a vendor's place of business. (B)

Vendor Name

The name of an outside concern with which a facility unit does business. (B)

Vendor Number

The identifier code for an outside concern with which a facility unit does business. The vendor may be a supplier

of either goods or services. Each concern with which a unit does business should have a unique vendor number. (B)

Warranty Period

The time period during which maintenance or repairs on a particular item are covered by manufacturer warranty. The warranty period for an individual unit of an item normally begins as of the date of purchase or the date of installation. (A)

V. FOOD SERVICES SYSTEM

- A. Food Services Master Application**
- B. Food Supply Forecasting Application**
- C. Food Inventory Control Application**
- D. Food Services Vendor Control Application**

Actual Contract Performance Date(s)

The date(s) on which contract stipulations are performed, whether for provision of goods or services. (D)

Anticipated Institution Population

The projected average daily inmate population of a facility for a specified schedule period. (B)

Cash Receipts

The total dollar amount of payments received from guests or staff for meals served on a given day. (A)

Contract Beginning Date

The first day on which an individual service contract is in effect. (D)

Contract Cancellation Date

The effective date of cancellation of a vendor contract. (D)

Contract Cancellation Reason

The reason for cancellation of a vendor contract without completion of services stipulated and/or prior to the contract ending date. Reasons for cancellation may include: failure to provide stipulated goods or services, failure to provide timely goods or services, provision of unacceptable goods or services, etc. (D)

Contract Ending Date

The last day on which an individual service contract is in effect. (D)

Contract Number

The identifier code for a service contract between an individual vendor and an individual facility unit. The contract may be for specific services or goods, or for supply of goods or services as requested over a period of time. (D)

Conversion Factor

The ratio of the nutritional standard quantity of a food group to the raw (as purchased) quantity. The conversion factor assumes that daily nutritional allowances are based on quantities of

prepared foods and that a given raw (purchase) quantity of a food will yield a somewhat different quantity after the food is prepared. The conversion factor will differ according to the type of food. (A, B)

Current Record Period Beginning Date

The earliest date for which inventory transaction records are available in the inventory current records file. (C)

Date Issued

The date of a transaction removing goods from inventory stores. (C)

Date of First Business

The date on which an individual vendor and an individual facility unit first enter into an agreement to do business. For service vendors or vendors supplying goods on long-term contract, the beginning date of the first contract. For vendors supplying goods on request, the date of the first purchase order issued. (D)

Date of First Placement on Bidder List

The date on which a given vendor is first listed as generally authorized to do business with state government agencies. (D)

Date Received

The date on which a shipment of an individual inventory stock item is received into inventory stores. (C, D)

Expiration Date

The last date on which specific units of an individual inventory stock item may be issued from inventory stores for use. Expiration date is most often concerned with short-term perishable items such as food, but can relate to non-food items as well. (C)

Food Group

A standard general nutritional category of foods: meats, dairy products, grain products, green vegetables, etc. (A, B, C, D)

Geographical Area Served

The geographic area within which a vendor normally operates, or within which goods or services will be provided without added transportation charges. (D)

Individual Standard Ration Quantity

The standard daily allowance of a particular food group to feed one person for one day, as established by the state or agency, and expressed in prepared weight of food. (A, B)

Institution

An individual correctional facility administered by the state corrections agency. (A, B, C, D)

Institution Population

The actual total number of inmates housed in a facility on a specific day. (A)

Inventory Beginning Balance

The total units of an individual inventory stock item on hand in inventory stores as of the beginning date of the current records period. A beginning balance should be entered at the time an automated records system begins to operate. The record may be updated as old records are later removed to inactive files. (C)

Inventory Physical Count Date

The date on which a physical count is taken of goods on hand in inventory stores. (C)

Inventory Physical Count Quantity

The total units of an individual inventory stock item on hand in inventory stores, as determined by direct physical count of goods on hand. (C)

Invoice Amount

The total dollar amount listed on an invoice as payable in return for goods or services provided. (D)

Invoice Number

The identifier code for a single invoice. An invoice is a written record of goods provided by a supplier and payment due, specifying type of goods, amount of goods, and cost price. Invoices are usually prepared on standard forms pre-encoded with sequential identifier numbers. (D)

Invoice Quantity

The total units of an individual inventory stock item listed as supplied on a particular invoice. (D)

Meal Recipient

A category of persons to whom meals are served, considered as a distinct group for food service planning and recordkeeping purposes: e.g., inmates, staff, paying and non-paying guests. (A)

Menu Plan

A planned sequence of daily Model Menus to be served during an entire schedule period. (B)

Model Menu

A one-day menu for all meals to be served, specifying food items and portion sizes, designed to provide overall the Individual Standard Ration Quantity for each food group. (B)

Number of Meals Served

The total number of meals of specified diet and meal type served to specific recipient groups on a given day. (A)

Product/Service Descriptor

The indicator or description of a general type of goods or services furnished by an individual vendor. (D)

Program

A general corrections program administered by the state corrections agency, e.g., reception and diagnosis, institutions, community corrections, releasing authorities, etc. (A, B, C, D)

Purchase Order Cancellation Date

The effective date of cancellation of an

open purchase order. As of the date of cancellation, no more goods can be accepted against the purchase order. (D)

Purchase Order Cancellation Reason

The reason for cancellation of a purchase order without receipt of acceptable goods in the total quantities specified on the purchase order. Typical reasons for cancellation include: late delivery/non-delivery of goods, receipt of defective goods refused, unit price changes. (D)

Purchase Order Date

The date on which a purchase order is written by the party requesting goods. (C, D)

Purchase Order Number

The identifier code for a single purchase order. A purchase order is a written request that a specified supplier furnish specified amounts of specified goods at specified prices. Purchase orders are usually prepared on standard forms pre-encoded with sequential identifier numbers. (C, D)

Purchase Source Code

Indicator to characterize the type of outside concern involved in business dealings reflected in an expenditure or other transaction record, e.g., small business, local vendor, etc. (D)

Qualified Bidder Indicator

Code to indicate whether a vendor has been placed on a list of recognized concerns generally authorized to do business with government agencies in the state. (D)

Quality Code

The level of quality of goods or services received from a vendor in a given shipment or contract job. (D)

Quantity Issued

The total units of an individual inventory stock item removed from inventory stores in a single transaction. (C)

Quantity Ordered

The total units of an individual inventory stock item requested from a supplier, as listed on a single purchase order. (C, D)

Quantity Received

The total units of an individual inventory stock item received from a supplier in a single shipment. (C, D)

Receiving Location

An individual corrections program, facility, or unit administered by the state corrections agency which is receiving goods on transfer. (C)

Reorder Point

The minimum total units of an individual inventory stock item on hand in inventory stores, determined to indicate that a new purchase order must be written for replacement goods. The reorder point for a stock item is usually calculated somewhat higher than the operating level, to ensure uninterrupted availability of the item in all eventualities. (C)

Reorder Quantity

The minimum total replacement units of an individual inventory stock item to be requested in a single order, as determined by such factors as issue rate, average lead time, and established practice regarding frequency of ordering. (C)

Scheduled Contract Performance Date(s)

The date(s) on which contract stipulations are to be performed, whether delivery of goods or performance of service work, by prior agreement between the supplier and the receiver of the goods or services. (D)

Scheduled Lead Time

The anticipated elapsed time between the date of a purchase order requesting delivery of a quantity of an individual inventory stock item and the date of receipt of goods into inventory stores. (C, D)

Schedule Period Beginning Date

The first day of the time period for which a food need/supply forecast is to be prepared. (B)

Schedule Period Ending Date

The last day of the time period for which a food need/supply forecast is to be prepared. (B)

Stock Item Expended Quantity

The total units of a stock item used to prepare meals, or to prepare a particular meal, in a facility on a given day. (A)

Stock Item Group

A general category of goods into which a series of individual stock items is classified. (A, C, D)

Stock Item Name

The name/description of a type of goods treated as a distinctive item for inventory control or other recordkeeping purposes. (A, B, C, D)

Stock Item Number

The identifier code for a type of goods treated as a distinctive item for inventory control or other recordkeeping purposes. (A, B, C, D)

Supplying Location

An individual correctional program, facility or unit administered by the state corrections agency which is issuing goods on transfer. (C)

Transfer Voucher Number

The identifier code for a voucher recording the movement of goods on transfer from the inventory stores of one corrections program, facility or unit to the inventory stores of another. A transfer voucher specifies the goods

being transferred, by type and amount, and the unit costs. (C)

Type of Diet

Indicator for the standard institution diet or for a special medical or religious diet. (A)

Type of Meal Served

A standard meal category, according to agency or institution practice: breakfast, lunch, dinner, etc. (A)

Unit

An individual operations unit within a facility: cellblock, food service, prison industry, etc. (A, B, C, D)

Unit Price

The cost price per count unit of an individual inventory stock item. (A, C, D)

Unit Specification

The standard count unit for an individual inventory stock item. The unit may vary according to the type of goods. Typical units are: piece, pair, dozen, gross, pound, gallon. (A, B, C, D)

Vendor Address

The mailing/shipping address of a vendor's place of business. (D)

Vendor Name

The name of an outside concern with which a facility unit does business. (D)

Vendor Number

The identifier code for an outside concern with which a facility unit does business. The vendor may be a supplier of either goods or services. Each concern with which a unit does business should have a unique vendor number. (D)

VI. PRISON INDUSTRY SYSTEM

- A. Industry Master Application**
- B. Operations Control Application**
- C. Inmate Payroll and Staffing Application**
- D. Inventory Control Application**
- E. Vendor Control Application**
- F. Accounts Payable and Receivable Application**
- G. Manufacturing Overhead Application**

Account Number

The identifier code for an account. Accounts may be distinguished at any level of detail, according to the structure of a given state or agency's record-keeping system. (A, F, G)

Actual Contract Performance Date(s)

The date(s) on which contract stipulations are performed, whether for provision of goods or services. (E)

Actual Work Date(s)

The date(s) on which services requested in a specified work order are performed. (A, E)

Batch Code

The identifier code for an individual manufacturing production unit. Batch codes may be assigned according to a standard production quantity (e.g., 100 or 1,000 units) produced at more or less the same time, or according to the beginning date of production. (B, D)

Benefit Category

A specified type of individual benefit or other personnel-related employer cost, other than salary/wages and paid leave time. Examples of categories are: employer contributions to individual retirement/pension plans, costs for individual health/medical, dental, and life insurance coverage, employer payments to social security, state unemployment insurance, etc. (C)

Benefit Cost Rate

The dollar cost to the employer per pay period, for a specified type of benefit for an individual. (C)

Benefits Earned

The total dollar amount of the type of benefit earned by an individual during a particular pay period, for cumulative types of benefits. (C)

Budgeted Pay Rate

The standard authorized remuneration rate for a particular type of authorized

staff position, as provided for in the current agency budget. (A, C)

Contract Beginning Date

The first day on which an individual service contract is in effect. (A, E)

Contract Cancellation Date

The effective date of cancellation of a vendor contract. (E)

Contract Cancellation Reason

The reason for cancellation of a vendor contract without completion of services stipulated and/or prior to the contract ending date. Reasons for cancellation may include: failure to provide stipulated goods or services, failure to provide timely goods or services, provision of unacceptable goods or services, etc. (E)

Contract Ending Date

The last day on which an individual service contract is in effect. (A, E)

Contract Number

The identifier code for a service contract between an individual vendor or customer and an individual facility unit. The contract may be for specific services or goods, or for supply of goods or services as requested over a period of time. (A, E, F, G)

Current Record Period Beginning Date

The earliest date for which inventory transaction records are available in the inventory current records file. (D)

Customer Name

The full name of an individual prison industry customer. (A, F)

Customer Number

The identifier code for an individual prison industry customer. This number is distinct from the customer account number, since a single customer may have different accounts for purchases of different prison industry products or services, or may have accounts with

more than one prison industry. (A, F)

Date Issued

The date of a transaction removing goods from inventory stores. (A, D)

Date of First Business

The date on which an individual vendor and an individual facility unit first enter into an agreement to do business. For service vendors or vendors supplying goods on long-term contract, the beginning date of the first contract. For vendors supplying goods on request, the date of the first purchase order issued. (E)

Date of First Placement on Bidder List

The date on which a vendor is first listed as generally authorized to do business with state government agencies. (E)

Date Produced

The date on which a quantity of an individual prison industry product is placed in on hand product inventory stores. (B, D)

Date Received

The date on which a shipment of an individual inventory stock item is received into inventory stores. (D, E)

Date(s) Sick Leave Expended

The date(s) on which paid medical leave hours are used by an individual during a pay period. (C)

Date(s) Vacation Expended

The date(s) on which regular paid vacation leave hours are used by an individual during a pay period. (C)

Date Vacant

The date on which an allocated staff position or inmate industry job became vacant or will become vacant. That is, the first day on which the position ceased to be filled by the last individual holding it, or the day on which the position will become vacant through departure or reassignment of the individual currently holding it. (C)

Deposit Account Number

The identifier number for a savings or checking account into which individual earnings are placed by direct deposit, in lieu of direct payment to the individual. (C)

Deposit Amount

The total dollar amount of an individual's earnings during a pay period which are deposited directly into a specific deposit account. (C)

Deposit Institution

The name or identifier code for the banking or other institution in which an individual deposit account is maintained. (C)

Earned Sick Leave Hours

The total number of paid medical leave hours credited to an individual who has worked during a pay period. (C)

Earned Vacation Hours

The total number of paid vacation leave hours earned by an individual for regular work performed during a pay period. (C)

Employee Number

Individual identifier code for a state corrections employee. This code is used as the basic identifying information for all records pertaining to an individual employee. (B, G)

Encumbrance Adjustment Amount

The total dollar amount of a transaction disencumbering funds and thus increasing the balance of funds available for expenditure. Funds are encumbered in the amount of an anticipated debt. When the actual amount of the debt is less than that anticipated, remaining encumbered funds are disencumbered, to make them available to cover new debts incurred. (F)

Encumbrance Adjustment Date

The date of a transaction making an encumbrance adjustment and increasing funds available. (F)

Encumbrance Amount

The total dollar amount of monies earmarked for payment of a liability. Encumbered funds are not yet spent, that is, they have not yet actually been disbursed. They have, however, been set aside to cover anticipated payment of an existing liability, and are not available to cover any new liability. (F)

Encumbrance Date

The date of a transaction encumbering funds to cover an existing liability. (F)

Expended Labor Hours

The total number of hours of labor of a specified classification actually expended to perform a service job. (A, E)

Expended Sick Leave Hours

The total number of paid medical leave hours actually used by an individual during a pay period. (C)

Expended Vacation Hours

The total number of regular paid vacation leave hours actually used by an individual during a pay period. (C)

Expenditure Adjustment Amount

The total dollar amount of a transaction returning to available funds those recorded as expended, thus increasing the balance of funds available for expenditure. An expenditure adjustment may be made to rectify an incorrect expenditure record or to record a vendor refund for overpayment on an invoice or for defective goods returned after payment of an invoice, etc. (F)

Expenditure Adjustment Date

The date of a transaction making an expenditure adjustment and increasing funds available. (F)

Expenditure Amount

The total dollar amount of monies disbursed in an individual transaction to acquit a particular liability. (F)

Expenditure Date

The date of a transaction disbursing

funds in payment of a liability. (F)

Expiration Date

The last date on which specific units of an individual inventory stock item may be issued from inventory stores for use. Expiration date is most often concerned with short-term perishable items such as food, but can relate to non-food items as well. (D)

Geographical Area Served

The geographic area within which a vendor normally operates, or within which goods or services will be provided without added transportation charges. (E)

Industry Product/Service Name

The name of a specific production or service function performed by a prison industry unit. (A, B, C, D, E, F, G)

Industry Product/Service Number

The identifier code for a specific production or service function performed by a prison industry unit. (A, B, C, D, E, F, G)

Inmate Account Number

The identifier code for the individual payroll account for an inmate. (C)

Inmate Job/Grade Classification

The specific type of job held by an individual inmate in a prison industry unit. (C)

Inmate Name

The name of an individual inmate as recorded in the inmate master record. (C)

Inmate Number

The identifier code for an individual inmate, as assigned by the state corrections agency and recorded in the inmate master record. (B, C, G)

Inmate Position Number

The identifier code for a specific prison industry inmate job. (C)

Institution

An individual correctional facility administered by the state corrections agency. (A, B, C, D, E, F, G)

Inventory Beginning Balance

The total units of an individual inventory stock item on hand as of the beginning date of the current records period. A beginning balance should be entered at the time an automated records system begins to operate. The record may be updated as old records are later removed to inactive files. (D)

Inventory Physical Count Date

The date on which a physical count is taken of goods on hand. (D)

Inventory Physical Count Quantity

The total units of an individual inventory stock item on hand, as determined by direct physical count of goods on hand. (D)

Invoice Amount

The total dollar amount listed on an invoice as payable in return for goods or services provided. (E, F)

Invoice Date

The date on which a particular invoice is prepared. (F)

Invoice Number

The identifier code for a single invoice. An invoice is a written record of goods or services provided by a supplier and payment due, specifying type and amount of goods or services, and cost price. Invoices are usually prepared on standard forms pre-encoded with sequential identifier numbers. (E, F, G)

Invoice Quantity

The total units of an individual inventory stock item listed as supplied on a particular invoice. (E)

Labor Classification

The identifier code for a specific type of skilled or unskilled labor, e.g., plumbing, carpentry, automotive,

mechanic, electrician, etc. (A, E)

Labor Hour Cost

The cost price per hour of labor, by classification. (A, E)

Labor Hours Job Estimate

The total number of hours of labor of a specific classification needed to perform a contract service, as estimated by the supplier before the work is performed. (E)

Overtime Category

The remuneration scale or type category for overtime hours worked by an individual during a pay period. Examples of categories would be "time and a half", "double time", "paid leave compensation". (C)

Overtime Hours Worked

The total number of hours worked by an individual during a pay period for which remuneration will be at a pay rate higher than the individual regular pay rate, or for which compensation will be by credit with special paid recreational leave time (compensatory hours). (C)

Payment Receipt Date

The date on which remittance is received in payment of a particular invoice. (F)

Pay Period Beginning Date

The first day of a pay period. That is, the first day for which payment will be made on a specified date for work performed. (C)

Pay Period Ending Date

The last day of a pay period. That is, the last day for which payment will be made on a specified date for work performed. (C)

Pay Rate

An individual's earning rate. The rate consists of a dollar amount (e.g., \$1, \$2,000) and a qualifying time value (e.g., hour, year). (C)

Payroll Deduction Amount

The total dollar amount of a deduction in a specified deduction category from the earnings of an individual during a particular pay period. (C)

Payroll Deduction Category

A standard individual payroll deduction category: federal income tax withholding, state income tax withholding, social security, state disability, individual retirement contribution, etc. (C)

Production Beginning Date

The date on which work is begun on production of a specified batch of a prison industry product. (B)

Product Name

The name/description of a type of prison industry manufactured goods which is treated as a distinctive item for inventory and production control purposes. The stock item name for a prison industry product. (A, B, D)

Product Number

The identifier code for a type of prison industry manufactured goods which is treated as a distinctive item for inventory and production control purposes. The stock item number for a prison industry product. (A, B, D)

Product/Service Descriptor

The indicator or description of a general type of goods or services furnished by an individual vendor. (E)

Program

A general corrections program administered by the state corrections agency, e.g., reception and diagnosis, institutions, community corrections, releasing authorities, etc. (A, B, C, D, E, F, G)

Purchase Order Cancellation Date

The effective date of cancellation of an open purchase order. As of the date of cancellation, no more goods can be accepted against the purchase order. (E)

Purchase Order Cancellation Reason

The reason for cancellation of a purchase order without receipt of acceptable goods in the total quantities specified on the purchase order. Typical reasons for cancellation include: late delivery/non-delivery of goods, receipt of defective goods refused, unit price changes. (E)

Purchase Order Date

The date on which a purchase order is written by the party requesting goods. (A, D, E, F)

Purchase Order Number

The identifier code for a single purchase order. A purchase order is a written request that a specified supplier furnish specified amounts of specified goods at specified prices. Purchase orders are usually prepared on standard forms pre-encoded with sequential identifier numbers. (A, D, E, F, G)

Purchase Source Code

Indicator to characterize the type of outside concern involved in business dealings reflected in an expenditure or other transaction record, e.g., small business, local vendor, etc. (E)

Qualified Bidder Indicator

Code to indicate whether a vendor has been placed on the list of recognized concerns generally authorized to do business with government agencies in the state. (E)

Quality Code

The level of quality of goods or services received from a vendor in a given shipment or contract job. (E)

Quantity Issued

The total units of an individual inventory stock item removed from inventory stores in a single transaction. (A, D)

Quantity Ordered

The total units of an individual inventory stock item requested from a sup-

plier, as listed on a single purchase order and/or sales order. (A, D, E)

Quantity Produced

The total units of an individual prison industry product for which manufacture is completed, and which are placed in on hand product inventory stores in a single transaction. (B, D)

Quantity Produced Defective

The total quantity of a prison industry production batch found upon inspection to be defective and unsaleable and therefore not added to finished product inventory. (B)

Quantity Received

The total units of an individual inventory stock item received from a supplier in a single shipment. (D, E)

Receiving Location

An individual corrections program, facility, or unit administered by the state corrections agency which is receiving goods on transfer. (D)

Record Entry Date

The date on which information is entered in a data element field. (F)

Regular Hours Worked

The total number of hours worked by an individual during a pay period for which remuneration will be at the individual regular pay rate. (C)

Reorder Point

The minimum total units of an individual inventory stock item on hand in inventory stores, determined to indicate that a new purchase order must be written for replacement goods. The reorder point for a stock item is usually calculated somewhat higher than the operating level, to ensure uninterrupted availability of the item in all eventualities. (D)

Reorder Quantity

The minimum total replacement units

of an individual inventory stock item to be requested in a single order, as determined by such factors as issue rate, average lead time, and established practice regarding frequency of ordering. (D)

Sales Order Date

The date on which a request for goods is received and the sales order written. (A, F)

Sales Order Number

The identifier code for a single supplier sales order. A sales order may be prepared by a supplier of goods upon receipt of a request for goods from a purchaser. The sales order records a request from a specified customer for specified amounts of specified goods at specified prices. Sales orders are usually prepared on standard forms pre-encoded with sequential identifier numbers. (A, F)

Sales Receipts

The total dollar amount received from a purchaser of goods or services in payment of an invoice issued by the supplier of goods or services. (F)

Schedule Beginning Date

The beginning date of application of a work schedule for an individual. (C)

Scheduled Batch Quantity

The total number of units of a prison industry product scheduled for production in a particular run, and to which an identifying batch code is assigned. (B)

Scheduled Contract Performance Date(s)

The date(s) on which contract stipulations are to be performed, by prior agreement between the supplier and the receiver of goods or services. (A, E)

Scheduled Hours

The total number of hours an individual is scheduled to work during a pay period. (C)

Scheduled Lead Time

The anticipated elapsed time between the date of a purchase order requesting delivery of a quantity of an individual inventory stock item and the date of receipt of goods into inventory stores. (A, D, E)

Scheduled Work Date(s)

The date(s) on which specified work is to be performed, as determined by advance agreement. (A, E)

Sick Leave Hour Cost Rate

The dollar cost per hour of paid medical leave for an individual. For persons on hourly wage, equal to the regular pay rate. For salaried persons, pro rata from yearly/monthly salary. (C)

Social Security Number

The identifier code for an individual's Social Security account, as assigned by the Social Security Administration of the Department of Health, Education, and Welfare. This is the number printed on the Social Security card issued to the individual. (C)

Stock Item Expended Quantity

The total units of a stock item used in performing a service job. (A, E)

Stock Item Group

The general category of goods into which a series of individual stock items is classified. (D, E)

Stock Item Job Estimate

The total units of a stock item needed to perform a specified service, as estimated by the supplier before the work is performed. (E)

Stock Item Name

The name/descriptor of a type of goods treated as a distinctive item for inventory control or other recordkeeping purposes. (A, D, E)

Stock Item Number

The identifier code for a type of goods treated as a distinctive item for inven-

tory control or other recordkeeping purposes. (A, B, D, E, G)

Supplying Location

An individual correctional program, facility or unit administered by the state corrections agency which is issuing goods on transfer. (D)

Transaction Descriptor

A brief general description of an accounting transaction, including such information as the purpose of the transaction and the parties involved. (F)

Transfer Voucher Number

The identifier code for a voucher recording the movement of goods on transfer from the inventory stores of one corrections program, facility or unit to the inventory stores of another. A transfer voucher specifies the goods being transferred, by type and amount, and the unit costs. (D)

Unit

An individual operations unit within a facility: cellblock, food service, prison industry, etc. (A, B, C, D, E, F, G)

Unit Price

The cost price per count unit of an individual stock item. For goods purchased by a corrections agency/facility, the cost price to the agency or facility. For goods manufactured and sold by a prison industry, the cost price to the customer. (A, B, D, E)

Unit Specification

The standard count unit for an individual stock item. The unit may vary according to the type of goods. Typical units are: piece, pair, dozen, gross, pound, gallon. (A, B, D, E)

Vacant Position Indicator

Code to indicate whether an allocated staff position or inmate industry job is currently filled or vacant. (C)

Vacation Hour Cost Rate

The dollar cost per hour of regular paid

vacation leave for an individual. For persons on hourly wage, equal to regular pay rate. For salaried persons, pro rata from yearly/monthly salary. (C)

Vendor Address

The mailing/shipping address of a vendor's place of business. (E)

Vendor Name

The name of an outside concern with which a facility unit does business. (E, F)

Vendor Number

The identifier code for an outside concern with which a facility unit does business. The vendor may be a supplier of either goods or services. Each concern with which a unit does business should have a unique vendor number. (E, F)

Withholding Allowances Claimed

The total number of allowances claimed by an individual for income tax with

holding purposes. (C)

Work Category

A type of service to be performed by a prison industry unit, as specified in a work order. (A, E)

Work Order Date

The date on which a work order is prepared. (A,)

Work Order Number

The identifier code for an individual work order requesting performance of specific service work. (A, E, F, G)

Work Schedule

The regular pattern of scheduled work and off time for an individual. The pattern may be fixed or variable with regard to days of the week and to time shift. The pattern description should include as appropriate the sequence of on and off days, the time shift assignment or sequence of time shift assignments, and specific days of the week to be worked when schedules are fixed to the week. (C)

VII. INMATE TRANSPORTATION SYSTEM

A. Transportation Master Application

Arrival Date

The date on which an inmate is actually delivered at the arrival point. (A)

Arrival Point-Other Location

The location other than a facility operated by the state corrections agency to which an inmate is to be transported: a local detention or correctional facility, a medical or rehabilitation facility not operated by the state corrections agency, etc. (A)

Arrival Point-State Corrections Facility

A facility operated by the state corrections agency to which an inmate is to be transported. (A)

Arrival Time

The time of day at which an inmate is actually delivered at the arrival point. (A)

Cancellation Reason

The reason why a request for inmate transport has been cancelled without completion of transport by the state corrections agency transportation unit: inmate transfer cancelled, other transportation arranged, etc. (A)

Date Removed From Service

The date on which a particular transportation vehicle is to be removed from service for maintenance/repair work, or is to be retired from service. (A)

Date Returned To Service

The date on which a particular transportation vehicle is again available for inmate transportation, following a period out of service. (A)

Departure Date

The date on which an inmate actually leaves the departure point. (A)

Departure Point-Other Location

The location other than a facility operated by the state corrections agency from which an inmate is to be transported: a local detention or correctional facility, a correctional

facility in another state, a medical or rehabilitation facility not operated by the state corrections agency, etc. (A)

Departure Point-State Corrections Facility

A facility operated by the state corrections agency from which an inmate is to be transported. (A)

Departure Time

The time of day at which an inmate actually leaves the departure point. (A)

Employee Name

The full legal name of an individual state corrections employee, as recorded in the employee master record. (A)

Employee Number

The individual identifier code for a state corrections employee. This code is used as the basic identifying information for all records pertaining to an individual employee. (A)

Employee Position

The authorized state corrections staff position currently filled by an individual. (A)

Inmate Name

The name of an individual inmate as recorded in the inmate master record. (A)

Inmate Number

The identifier code number for an individual inmate, as assigned by the state corrections agency and recorded in the inmate master record. (A)

Reason for Transportation

The purpose of inmate transportation: commitment to state corrections agency jurisdiction, assignment following classification, institution reassignment, medical release, work release, etc. (A)

Scheduled Date of Transportation

The anticipated date of inmate transportation. (A)

Scheduled Time of Transportation

The anticipated hour (minutes) of commencement of inmate transportation. Departure time. (A)

Security Status

The level of physical security required during transport of an inmate. (A)

Sex

The gender of an individual; male or female. (A)

Transportation Vehicle Capacity

The total number of persons in addition to the vehicle operator that a transportation vehicle is designed to carry. The vehicle passenger seating capacity. (A)

Transportation Vehicle Color

The transportation vehicle exterior body color. (A)

Transportation Vehicle License Number

The transportation vehicle license plate number. (A)

Transportation Vehicle Make

The transportation vehicle manufacturer name. (A)

Transportation Vehicle Model

The transportation vehicle manufacturer's model name and model year. (A)

Transportation Vehicle Number

The identifier code for the vehicle in which an inmate is transported. The manufacturer serial number or the state/agency vehicle fleet code number. (A)

Unusual Incident Code

Indicator for an incident occurring during transportation, affecting completion of transport according to schedule: vehicle malfunction, weather, detours, route changes, etc. (A)

DATA ELEMENT INDEX

The following list presents, in alphabetical order, all the data elements appearing in the seven SCRMS systems. The columns to the right of the data elements list identify the specific SCRMS system(s) in which each element is utilized.

The systems are indicated by roman numerals in the column headings. They are:

- I. PERSONNEL MANAGEMENT
- II. BUDGET CONTROL
- III. MAINTENANCE
- IV. INVENTORY CONTROL
- V. FOOD SERVICES
- VI. PRISON INDUSTRY
- VII. INMATE TRANSPORTATION

Data Element Name

SCRMS System Utilization

	I	II	III	IV	V	VI	VII
Account Name		X					
Account Number		X				X	
Action Code	X						
Action Code Date	X						
Activity		X					
Actual Contract Performance Date(s)			X	X		X	
Actual Work Date(s)			X			X	
Allocated Position	X						
Allocated Position Civil Service Classification	X						
Allocated Position Number	X						
Anniversary Date	X						
Anticipated Institution Population					X		
Applicant Address	X						
Applicant Name	X						
Applicant Telephone Number	X						
Application Date	X						
Application Number	X						
Arrival Date							X
Arrival Point-Other Location							X
Arrival Point-State Corrections Facility							X
Arrival Time							X
Batch Code						X	
Benefit Category	X					X	
Benefit Cost Rate	X					X	
Benefits Earned	X					X	
Birth Date	X						
Budget Allotment Category		X					
Budgeted Pay Rate	X					X	
Cancellation Reason							X
Career Plan Orientation	X						
Cash Receipts					X		
Certificate	X						
Citizenship	X						
Civil Service Entry Date	X						
Compensatory Hour Cost Rate	X						
Contract Beginning Date			X	X	X	X	
Contract Cancellation Date			X	X	X	X	
Contract Cancellation Reason			X	X	X	X	
Contract Ending Date			X	X	X	X	
Contract Number			X	X	X	X	
Conversion Factor					X		
Criminal Record Status	X						
Current Military Status	X						
Current Record Period Beginning Date			X	X	X	X	

Data Element Name

SCRMS System Utilization

	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>
Customer Name						X	
Customer Number						X	
Date Issued			X	X	X	X	
Date of Employment	X						
Date of First Business			X	X	X	X	
Date of First Placement on Bidder List			X	X	X	X	
Date Produced						X	
Date Received			X	X	X	X	
Date Removed from Service							X
Date Returned to Service							X
Date(s) Compensatory Time Expended	X						
Date(s) Sick Leave Expended	X					X	
Date(s) Vacation Expended	X					X	
Date Vacant	X					X	
Departure Date							X
Departure Point - Other Location							X
Departure Point - State Corrections Facility							X
Departure Time							X
Deposit Account Number	X					X	
Deposit Amount	X					X	
Deposit Institution	X					X	
Document Reference Number(s)		X					
Earned Compensatory Hours	X						
Earned Sick Leave Hours	X					X	
Earned Vacation Hours	X					X	
Education	X						
Employee Address	X						
Employee Name	X						X
Employee Number	X					X	X
Employee Position	X						X
Employee Position Number	X						
Employee Telephone Number	X						
Employment Status Indicator	X						
Encumbrance Adjustment Amount		X				X	
Encumbrance Adjustment Date		X				X	
Encumbrance Amount		X				X	
Encumbrance Date		X				X	
Ethnicity	X						
Examination Date	X						
Examination Score	X						
Expended Compensatory Hours	X						
Expended Labor Hours			X			X	
Expended Sick Leave Hours	X					X	
Expended Vacation Hours	X					X	
Expenditure Adjustment Amount		X				X	
Expenditure Adjustment Date		X				X	
Expenditure Amount		X				X	
Expenditure Date		X				X	

Data Element Name

SCRMS System Utilization

	I	II	III	IV	V	VI	VII
Expiration Date				X	X	X	
Fiscal Year Beginning Date		X					
Fiscal Year Ending Date		X					
Food Group					X		
Geographical Area Served			X	X	X	X	
Handicap	X						
Individual Civil Service Classification	X						
Individual Standard Ration Quantity					X		
Industry Product/Service Name							X
Industry product/Service Number							X
Inmate Account Number							X
Inmate Job/Grade Classification							X
Inmate Name							X
Inmate Number							X
Inmate Position Number							X
Institution	X	X	X	X	X	X	
Institution Population					X		
Inventory Beginning Balance			X	X	X	X	
Inventory Physical Count Date			X	X	X	X	
Inventory Physical County Quantity			X	X	X	X	
Invoice Amount			X	X	X	X	
Invoice Date							X
Invoice Number			X	X	X	X	
Invoice Quantity			X	X	X	X	
Labor Classification			X				X
Labor Hour Cost			X				X
Labor Hours Job Estimate			X				X
Language Skill	X						
Line Item		X					
Maintenance/Repair Category			X				
Maintenance/Repair Classification			X				
Meal Recipient						X	
Menu Plan						X	
Military History	X						
Model Menu						X	
Next Review Date	X						
Non-Expendable Indicator			X	X			
Number of Meals Served					X		
Odometer Reading			X				
Overtime Category	X						X
Overtime Hours Worked	X						X
Payment Receipt Date							X
Pay Period Beginning Date	X						X
Pay Period Ending Date	X						X
Pay Rate	X						X
Payroll Deduction Amount	X						X

Data Element Name

SCRMS System Utilization

	I	II	III	IV	V	VI	VII
Payroll Deduction Category	X					X	
Position Pay Range	X						
Position Qualification Code(s)	X						
Practical Training/Practical Experience	X						
Previous Employer Address	X						
Previous Employer Name	X						
Production Beginning Date							X
Product Name							X
Product Number							X
Product/Service Descriptor			X	X	X	X	
Program	X	X	X	X	X	X	
Purchase Order Cancellation Date			X	X	X	X	
Purchase Order Cancellation Reason			X	X	X	X	
Purchase Order Date			X	X	X	X	
Purchase Order Number			X	X	X	X	
Purchase Source Code		X	X	X	X	X	
Qualified Bidder Indicator			X	X	X	X	
Qualifying Examination	X						
Quality Code			X	X	X	X	
Quantity Issued			X	X	X	X	
Quantity Ordered			X	X	X	X	
Quantity Produced							X
Quantity Produced Defective							X
Quantity Received			X	X	X	X	
Reason for Transportation							X
Receiving Location				X	X	X	
Record Entry Date		X				X	
Regular Hours Worked	X					X	
Reorder Point			X	X	X	X	
Reorder Quantity			X	X	X	X	
Repair Service Location			X				
Sales Order Date							X
Sales Order Number							X
Sales Receipts							X
Schedule Beginning Date	X						X
Scheduled Batch Quantity							X
Scheduled Contract Performance Date(s)			X	X		X	
Scheduled Date of Transportation							X
Scheduled Frequency of Maintenance			X				
Scheduled Hours	X					X	
Scheduled Lead Time			X	X	X	X	
Scheduled Time of Transportation							X
Scheduled Work Date(s)			X			X	
Schedule Period Beginning Date					X		
Schedule Period Ending Date					X		
Security Clearance Code	X						
Security Status							X
Sex	X						X

Data Element Name

SCRMS System Utilization

	I	II	III	IV	V	VI	VII
Sick Leave Hour Cost Rate	X					X	
Social Security Number	X					X	
Special Project Number			X				
Special Skill(s)	X						
Spouse Name	X						
Stock Item Expended Quantity			X		X	X	
Stock Item Group			X	X	X	X	
Stock Item Job Estimate			X			X	
Stock Item Name			X	X	X	X	
Stock Item Number			X	X	X	X	
Stock Item Serial Number			X	X			
Supplying Location				X	X	X	
Training Hours Completed/Current Experience	X						
Training Program	X						
Training Program Completion Date	X						
Transaction Descriptor		X				X	
Transfer Amount		X					
Transfer Date		X					
Transfer Voucher Number				X	X	X	
Transportation Vehicle Capacity							X
Transportation Vehicle Color							X
Transportation Vehicle License Number							X
Transportation Vehicle Make							X
Transportation Vehicle Model							X
Transportation Vehicle Number							X
Type of Diet					X		
Type of Meal Served					X		
Unit	X	X	X	X	X	X	
Unit Price			X	X	X	X	
Unit Specification			X	X	X	X	
Unusual Incident Code							X
Vacant Position Indicator	X					X	
Vacation Hour Cost Rate	X					X	
Vehicle Assignment Location Code			X				
Vehicle Identification Number			X				
Vehicle License Number			X				
Vehicle Make			X				
Vehicle Model			X				
Vendor Address			X	X	X	X	
Vendor Name			X	X	X	X	
Vendor Number			X	X	X	X	
Veterans Preference Code	X						
Warranty Period			X	X			
Withholding Allowances Claimed	X					X	
Work Category						X	
Work Order Date						X	
Work Order Number			X			X	
Work Schedule	X					X	
Yearly Allotment Amount		X					

END