The electronic business process for Intergovernmental Agreements

eIGA Front-End
User Handbook
February 2009

Product of the
Office of the Federal Detention Trustee
U.S. Department of Justice

INTRODUCTION

Purpose of eIGA

eIGA streamlines and automates current Intergovernmental Agreement (IGA) detention forms for ease-of-use and timely response. It establishes a baseline for negotiating fixed-rate IGAs. One of the most helpful features of eIGA is that it tracks the IGA life-cycle, from application to implementation and future assessments.

The newly designed Jail Operating Expense Information (JOEI) form has been added to assist in evaluating the requested price for housing Federal prisoners or detainees. The JOEI is considered "other than certified cost or pricing data" and is required to determine a fair and reasonable price.

Your Role

As participating facilities, your role is vital to the success of the eIGA process. Developed to streamline detention procurement, eIGA begins with your application. Easy-to-use forms have been provided that take the user step-by-step through the critical startup and negotiation phase. The new system relies on your assessment of facility basics and service offerings.

Using This Handbook

- This handbook was designed to introduce the eIGA application process. It is a quick-read that provides eIGA basics.
- Help text has been highlighted in burgundy boxes.
- In most cases, the screen captures have been dissected to highlight particular topics.
- Required fields are highlighted in red, calculated fields are boxed in gray.

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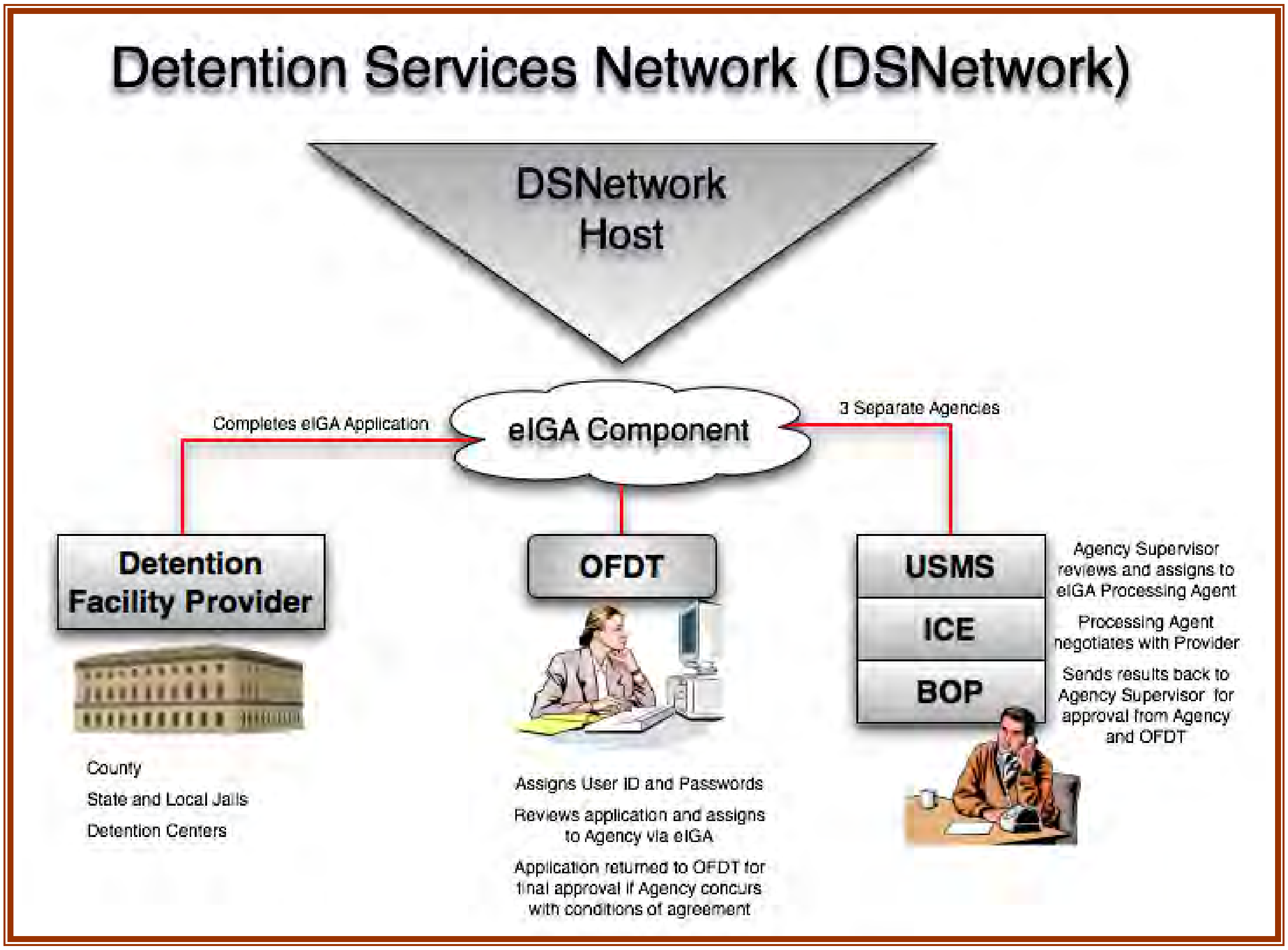


Figure 1. Detention Service Network (DSNetwork) Workflow

Logging Into eIGA & Requesting Temporary User ID/Password

This section provides guidance on logging into the eIGA welcome page and requesting a Temporary User ID and Password.

Step 1. Log onto **https://edes.usdoj.gov/iga/IgaMenu.aspx** to access the eIGA welcome page.

Step 2. Select the Request an Account option to display the account request form.

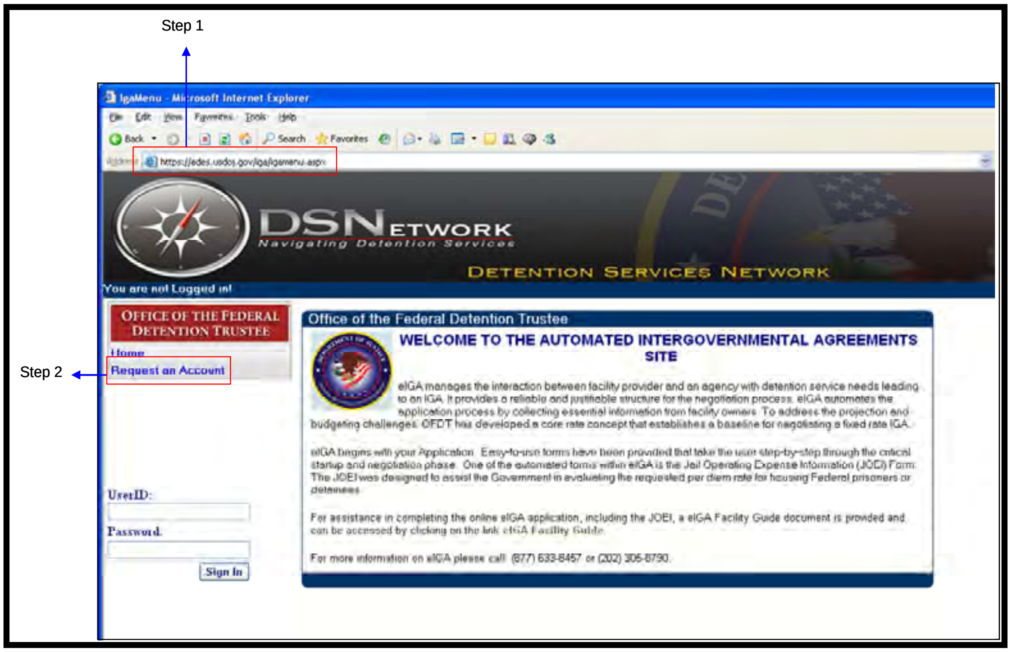


Figure 2. eIGA Welcome Screen

The data entry fields outlined in red are required and must be completed before submitting the application. All other fields are optional.

Step 3. Select **"Yes"** or **"No"** depending on whether or not you have an existing IGA.

Step 4. Enter the required data for all the fields in the **Facility Information** section.

Step 5. Enter the required data for all the fields in the **Requestor Contact Information** section.

Step 6. Click either **"Cancel"** or **"Submit"** after filling out all the required fields.

- If **"Cancel"** is clicked – all the entered data will be cleared out
- If **"Submit"** is clicked – your request will be forwarded to OFDT for approval

OFDT will email an approval or denial using the email address submitted in the request. If the request is granted, the email will contain a temporary User ID and Password.

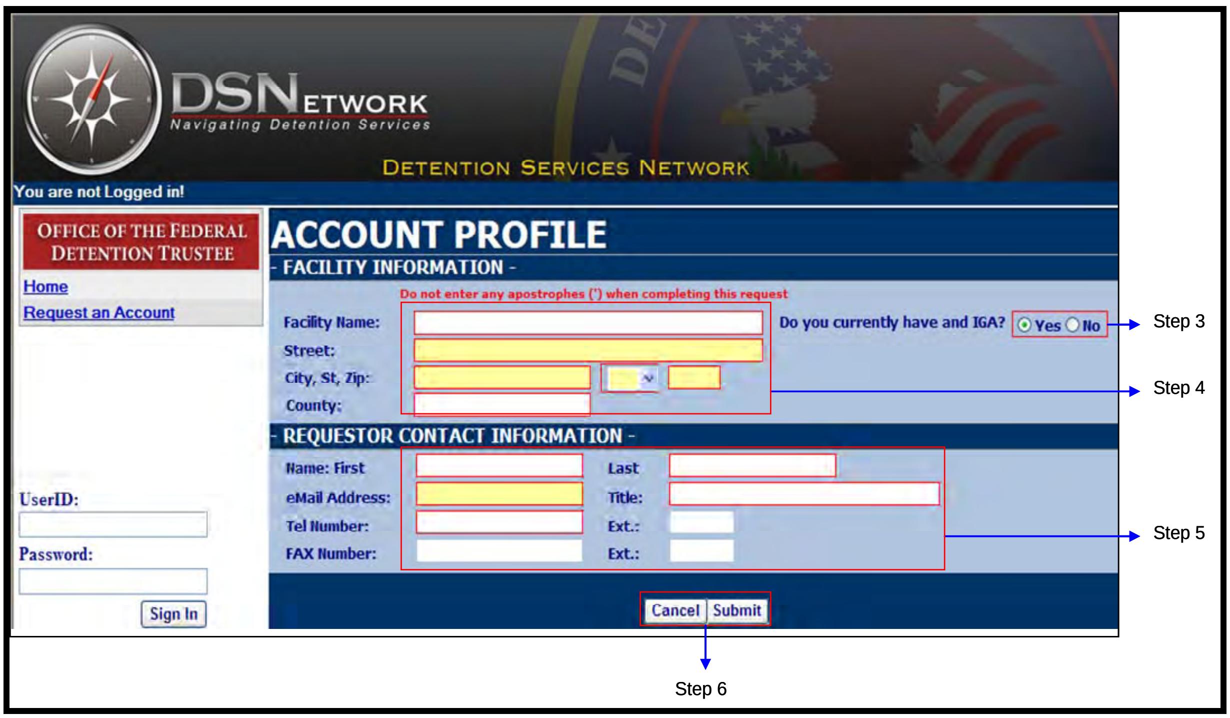


Figure 3. Account Request Form

Logging Into eIGA & Creating Unique Password

This section will provide users with guidance on customizing the User ID and Password.

Users will receive an acceptance email, which will contain a link back to the eIGA site.

Step 1. Enter the **User ID** and temporary **Password** provided in the OFDT email.

Step 2. Click the **"Sign In"** button.

Figure 4. User ID & Password

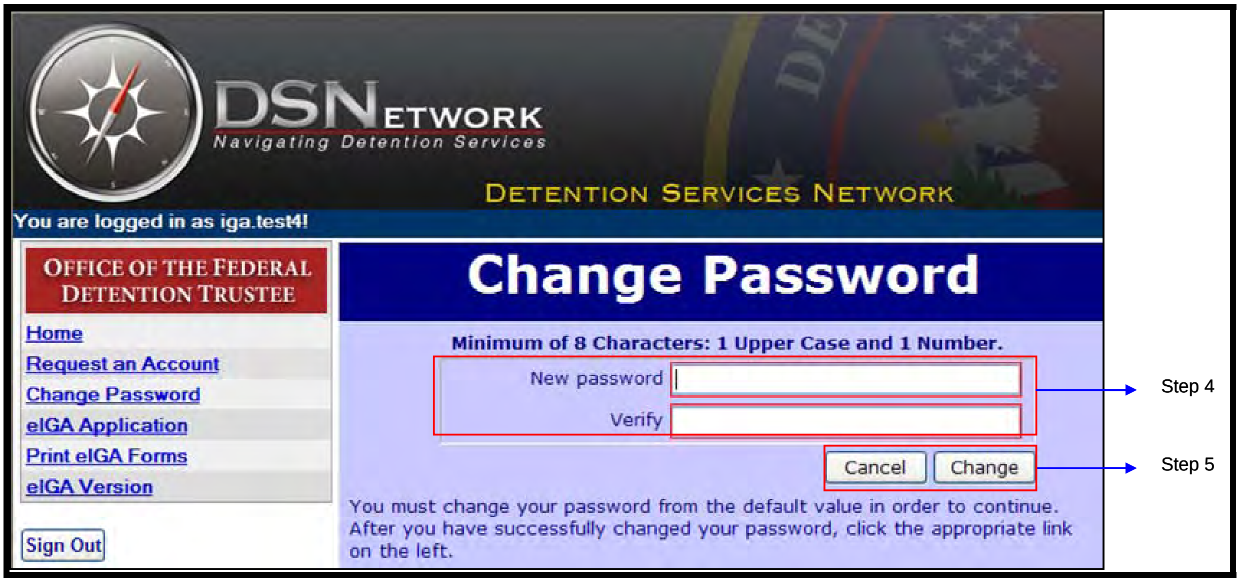
Step 3. Click on **"Change Password"** to display the password change screen

Figure 5. Change Password

Step 4. Enter a new password in the “New Password” field and re-enter that password in the “Verify” field.

Step 5. Click the **“Change”** button to execute password change and proceed to the My Facility Welcome page.

Upon clicking the **"Change"** button, the system will update your password and the IGA application will launch automatically. (If the application does not launch, click on the **"eIGA Application"** link.)



NOTE:

Create your password by using the following criteria:

- Must be at least 8 characters
- Must contain at least one upper-case letter
- Must contain at least one number

If the password was created successfully, the following message will display:

If not, the following error message will display:

Accessing the eIGA Application Form

Step 1. After logging in, click on the **"eIGA Application"** link located on the upper left corner to open the IGA Application.

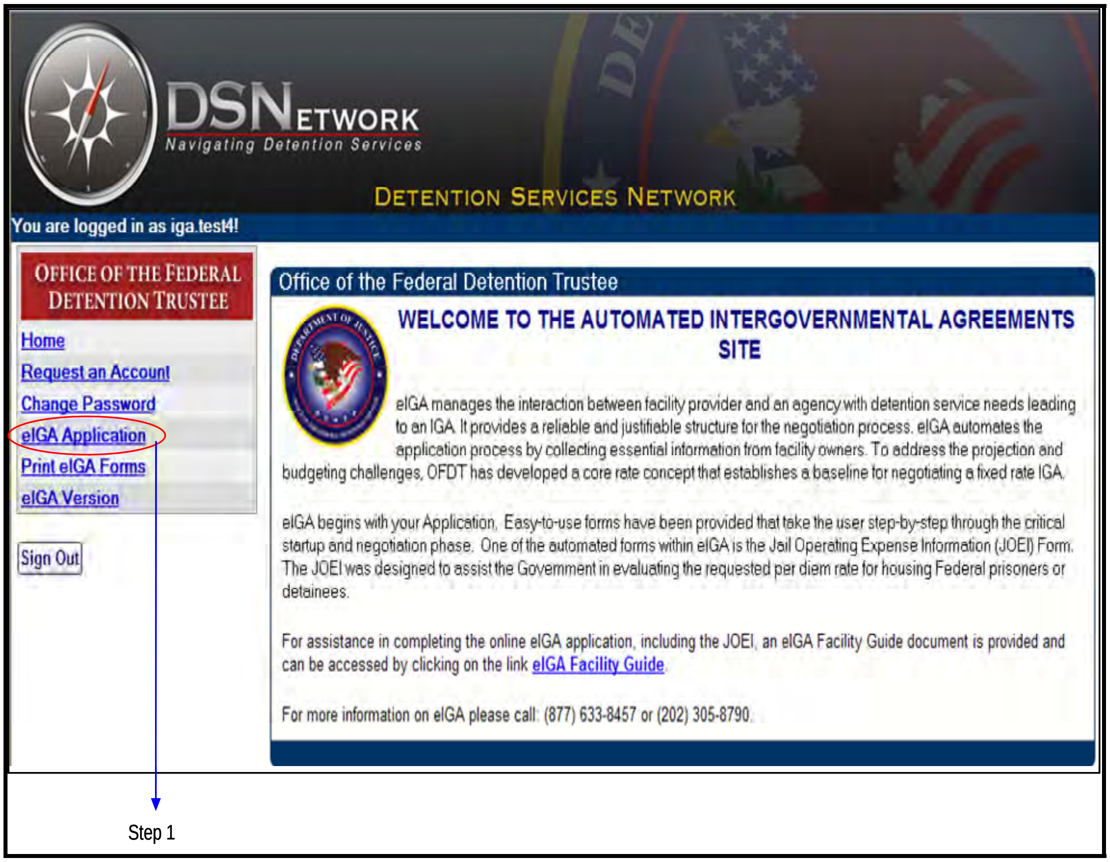


Figure 6. Opening the IGA Application

Federal Negotiations in Process

Step 1. Check either the **"Yes"** or **"No"** box depending on whether or not you are working with a Federal Agency.

If Yes is selected, Agency and Contact Information will be requested.

Step 2. After a successful login, click on the **"eIGA Application"** link to access the IGA Application screen.

Figure 7. Federal Negotiations In Progress

Step 3. Click on the **"HELP"** link to display the following detailed definitions of all the required information:

Figure 8. Help Menu

Facility Administrative Data

This section provides guidance on how to validate and update facility administrative data (e.g., TIN, DUNS, District, Facility Code, Facility Administrator, Authorized Representative, and contact information).

__Step 1__. Enter all the REQUIRED (in red boxes) information in this section.

__Step 2__. Check the **"Check if same as above"** box if the Facility Administrator and the Agreement Representative is the same individual.

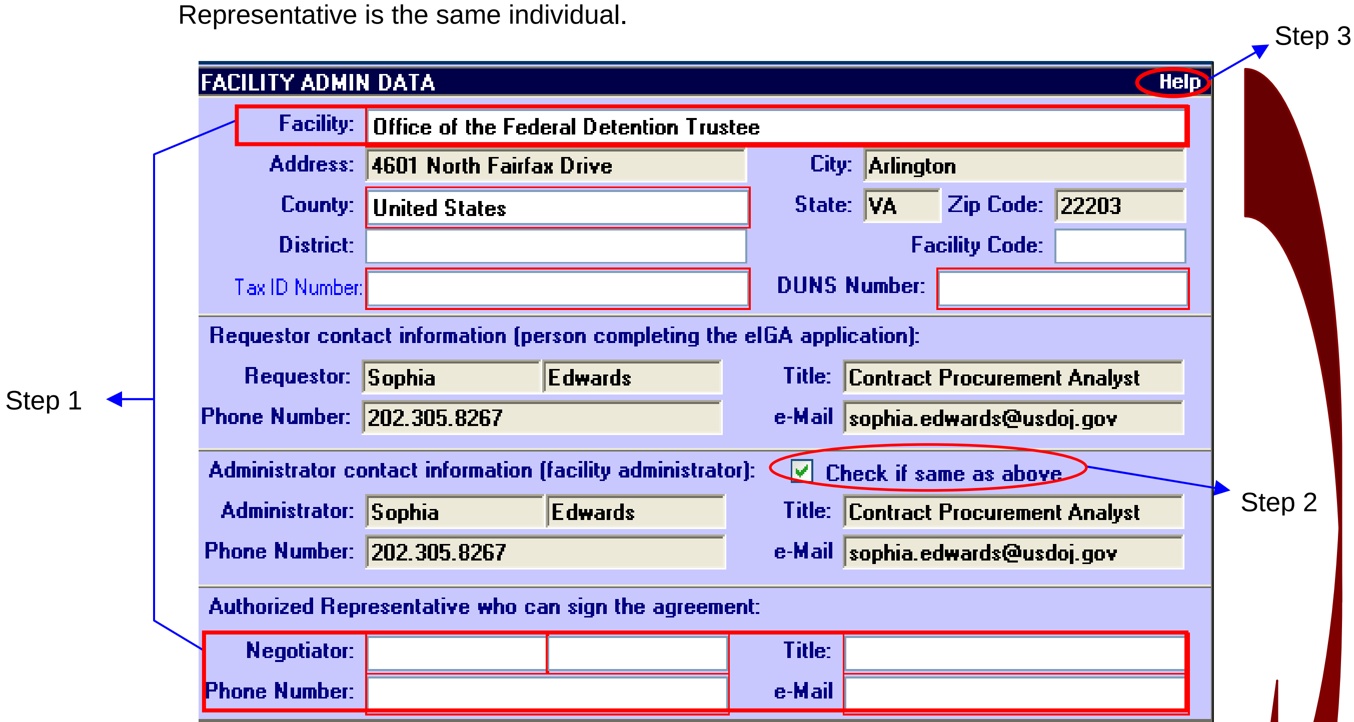
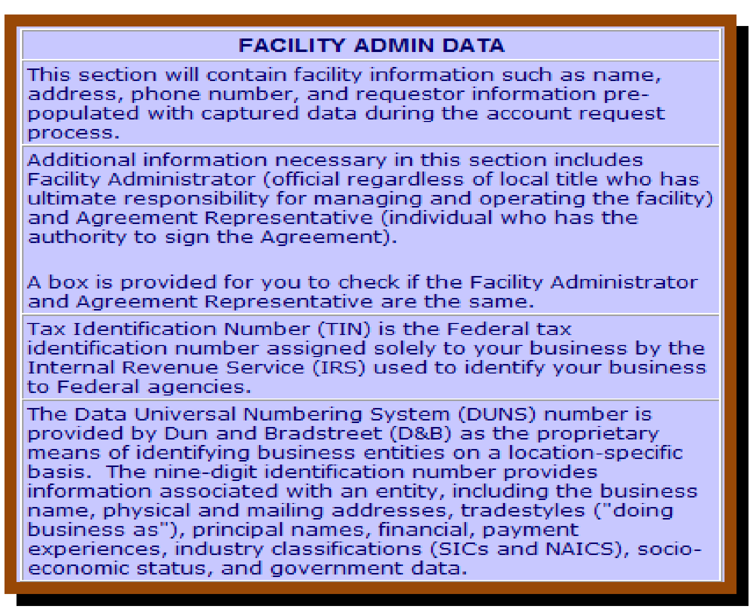


Figure 9. Entering the Facility Administration Data

__Step 3__. Click on the **"HELP"** link to display the following detailed definitions of all the required information:



FACILITY ADMIN DATA

This section will contain facility information such as name, address, phone number, and requestor information pre-populated with captured data during the account request process.

Additional information necessary in this section includes Facility Administrator (official regardless of local title who has ultimate responsibility for managing and operating the facility) and Agreement Representative (individual who has the authority to sign the Agreement).

A box is provided for you to check if the Facility Administrator and Agreement Representative are the same.

Tax Identification Number (TIN) is the Federal tax identification number assigned solely to your business by the Internal Revenue Service (IRS) used to identify your business to Federal agencies.

The Data Universal Numbering System (DUNS) number is provided by Dun and Bradstreet (D&B) as the proprietary means of identifying business entities on a location-specific basis. The nine-digit identification number provides information associated with an entity, including the business name, physical and mailing addresses, tradestyles ("doing business as"), principal names, financial, payment experiences, industry classifications (SICs and NAICS), socio-economic status, and government data.

Facility Jurisdiction

This section provides guidance on how to specify:

- The entity with legal authority over the facility.
- The jurisdiction name.
- The entity that operates the facility (if other than the facility owner).
- The facility operator and the operator's jurisdiction.

Step 1. Select the type of entity that has legal authority over the facility from the dropdown menu.

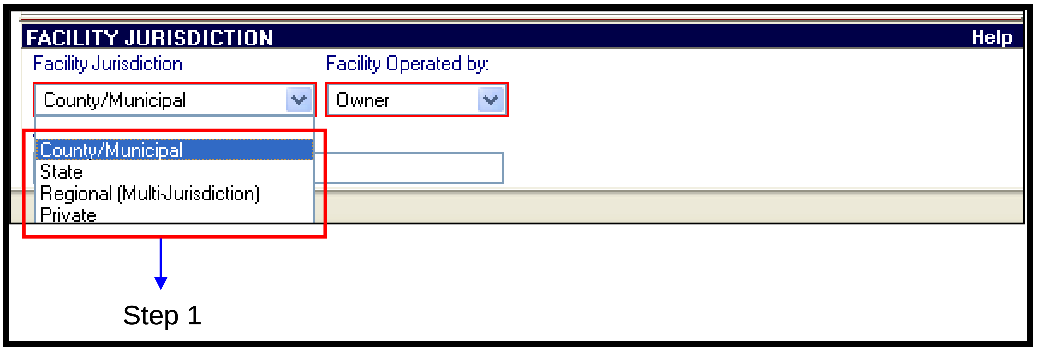


Figure 10. Selecting Facility Jurisdiction

Step 2. Enter the exact name of the entity with Jurisdiction over the facility.

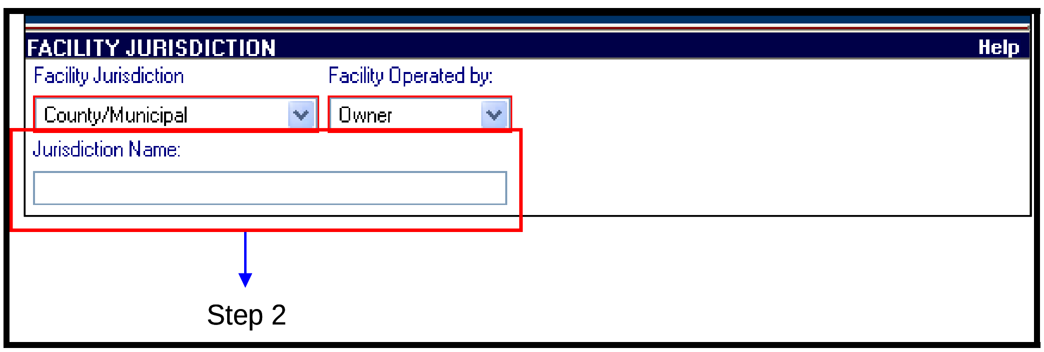


Figure 11. Entering Jurisdiction's Name

Step 3. Select the appropriate option from the dropdown menu to define the entity responsible for the day-to-day operation and management of the facility.

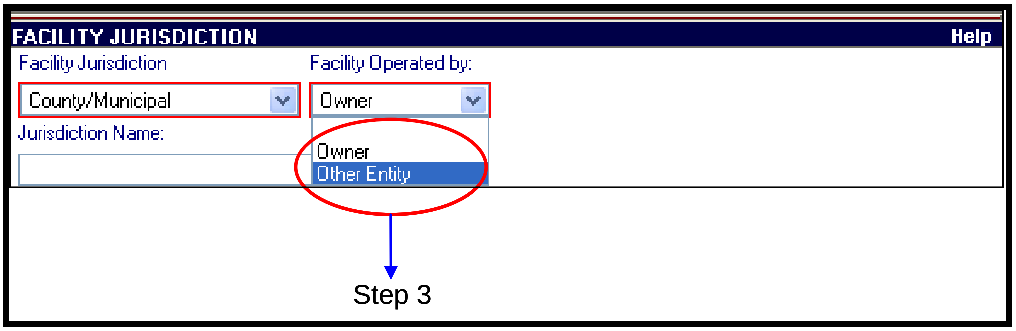


Figure 12. Selecting Facility Operator

Step 4. The data fields will expand if "Other Entity" is selected for the facility operator. Select the facility operator's jurisdiction ("Private" or "State") from the dropdown menu.

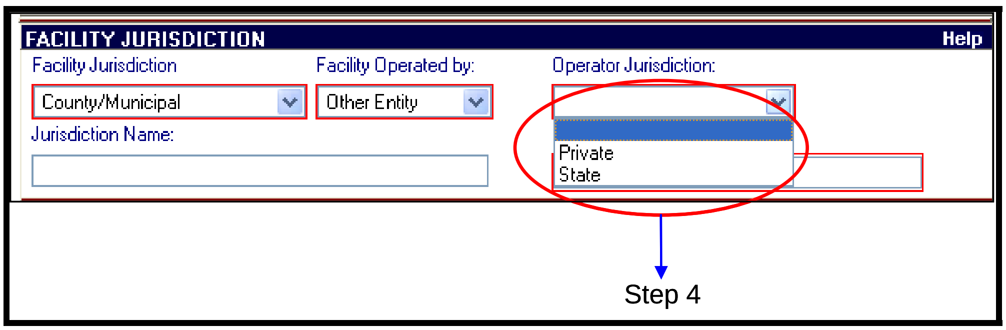


Figure 13. Selecting Operator's Jurisdiction

Step 5. Enter the facility operator's exact name.

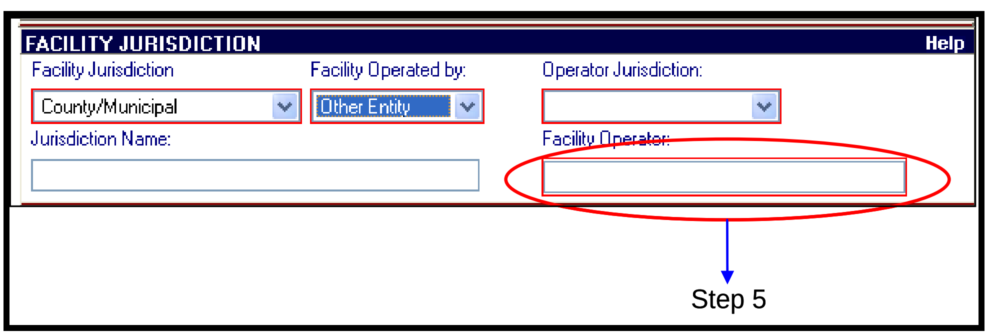


Figure 14. Entering Operator's Name

Establishing a Per-Diem Rate

This section provides guidance on establishing per diem rates.

Step 1. **Click** on the **"Help"** link to display instructions for establishing the per diem rate.

Step 1

PROCEDURES FOR ESTABLISHING A PER DIEM RATE Help

Click on "Help" for a description of the procedures used to establishing the per diem rate.

Figure 15. Establishing Per Diem Rate

HELP TEXT

GOVERNMMENT PROCEDURES FOR ESTABLISHING A PER-DIEM RATE

The Government will use various price analysis techniques and procedures to ensure the Per-Diem rate established by this agreement is considered fair and reasonable to both parties. Examples of such techniques include, but are not limited to, the following:

1. Comparison of the requested Per-Diem rate with the independent government estimate for services, otherwise known has the Core Rate.
2. Comparison with Per-Diem rates at other state or local facilities of similar size and economic conditions.
3. Comparison of previously proposed prices and previous Government and commercial contract prices with current proposed prices for the same or similar items.
4. Review and evaluation of the provided JOEI.

Figure 16. Government Procedures for Establishing Per Diem Rates

Total Capacity/Proposed Per-Diem

This section provides guidance on how to capture the facility's total capacity, current beds for federal use, average daily population, current per diem rate, and the year rates were established.

Step 1. Enter a value for the facility's Adult Male capacity (numeric value only).

Step 2. Enter a value for the facility's Adult Female capacity (numeric value only).

Step 3. Enter a value for the facility's Juvenile capacity (numeric value only).

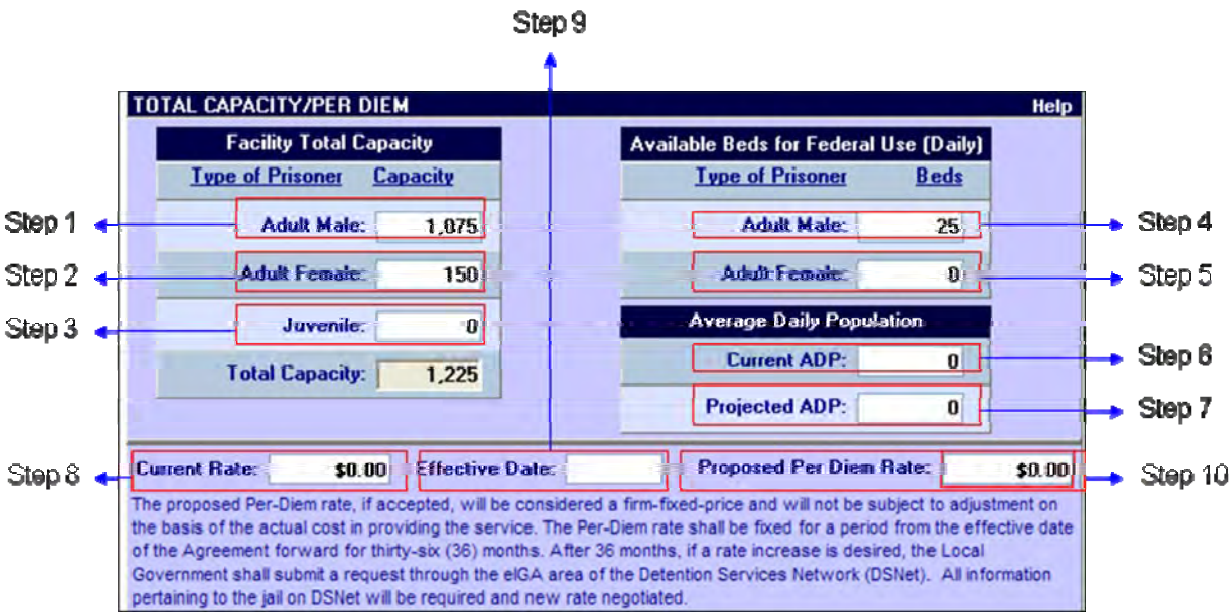


Figure 17. Entering Values for Capacity/Per Diem

The **"Total Capacity"** will auto-populate once the values have been entered for adult male, adult female, and juvenile.

Step 4. Enter a value for the number of beds available for Federal use to house Adult Males (numeric value only).

Step 5. Enter a value for the number of beds available for Federal use to house Adult Females (numeric value only).

Step 6. Enter a value for the current average daily population (ADP).

Step 7. Enter a value for the projected ADP.

Step 8. Enter the current per diem rate (if not pre-populated).

Step 9. Enter the effective year of the current rate (if not pre-populated).

Step 10. Enter the Per Diem Rate that is being proposed.

Other Jurisdiction Rate(s) Paid

This section provides guidance on entering information on rates paid by other jurisdictions housed at facilities and the year those rates were established.

Step 1. Click on the **"Edit"** button to open the display screen that will allow rate information to be entered.

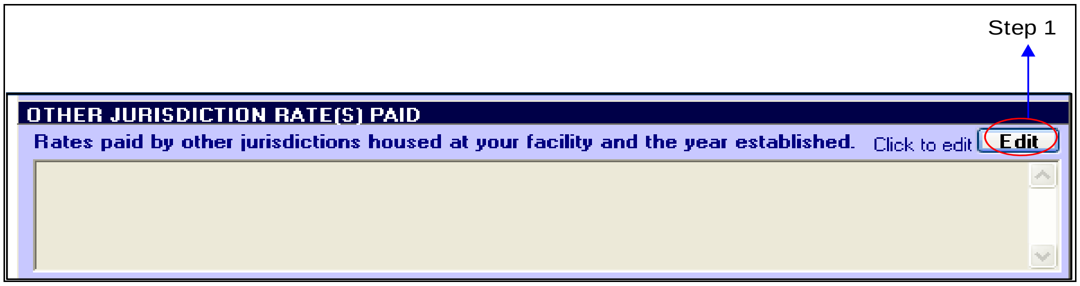


Figure 18. Other Jurisdiction Rates

Step 2. TO ADD: Click on the "**Add**" button on the upper right. A line is inserted that allows the user to enter the rate, type of jurisdiction, name of the jurisdiction, and the year established.

TO DELETE: Click on the "**Del**" button on the upper right corner. The rate by jurisdiction is deleted from the list.

Step 3. Enter the rate in dollar ($) amounts in this box.

Step 4. Click on the dropdown menu to pick the specific jurisdiction (State, Multi-Jurisdiction, and County/Municipal)

Step 5. Use this space to enter the specific name of the jurisdiction.

Step 6. Click on "Save" button to save the changes. The rates by jurisdiction screen disappear.

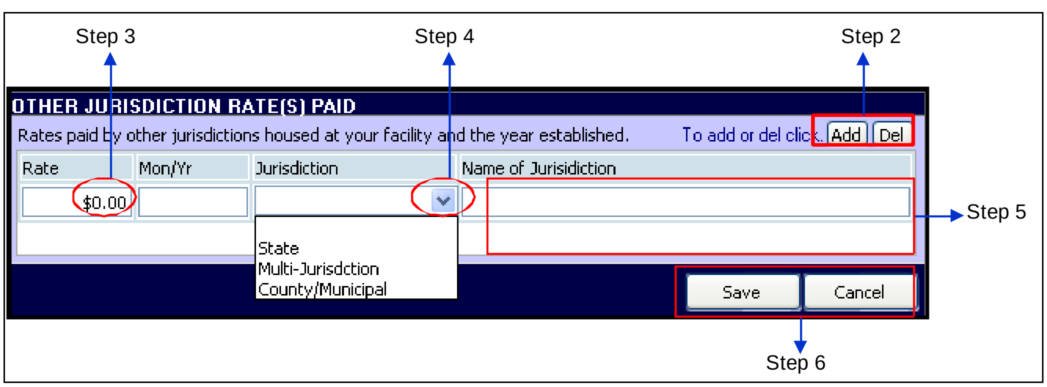


Figure 19. Making Edits to Jurisdiction Rates

Central Service Cost Allocation Plan (CSCAP)

This section provides guidance on entering Central Service Cost Allocation Plan (CSCAP) information for user facilities.

Step 1. **Select "Yes"** if your jurisdiction has an approved CSCAP.

Step 2. If **"Yes"** is selected, please **enter** what percentage of CSCAP is applied to Direct Expenses.

Step 3. **Select** the Federal Agency from the dropdown menu where your jurisdiction's CSCAP is on file.

Step 4. **Type in** the name of the Federal Agency if **"Other"** is the appropriate response. (The government reserves the right to request a copy of the CSCAP.)

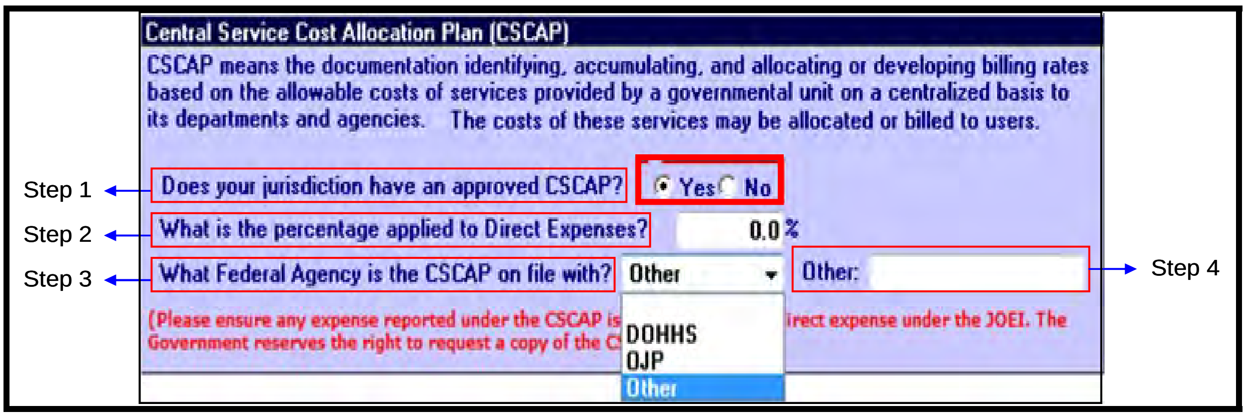


Figure 20. Central Service Cost Allocation Plan (CSCAP)

JOEI Guidelines

JAIL OPERATING EXPENSE INFORMATION (JOEI)

The JOEI was designed to assist the Government in evaluating the requested per diem rate for housing Federal prisoners or detainees. The JOEI is considered "other than certified cost or pricing data" and is required to determine a fair and reasonable price. Your expenses for completing the JOEI shall be based on actual and projected expense data for categories including Personnel, Care and Treatment and Other Operating Expenses. Guidelines for completing the JOEI are provided below:

GUIDELINES

REPORTED EXPENSES

In determining reasonableness of a given expense, consideration should be given to whether the expense is generally recognized as ordinary and necessary. If the expenses do not benefit federal prisoners, they cannot be claimed on the JOEI form. Your operating expenses must be computed on the basis of actual and projected expenses associated with the operation of the facility and that benefit federal prisoners during the most recent accounting period.

DEFINITIONS

For full definition and description proceed to the JOEI Summary page and click on the "Help" button for the section listed below.

PERSONNEL

- Personnel Benefits
- Consultants and Contract Services
- Other Direct Jail Operating Costs

CARE AND TREATMENT

- Food and Kitchen Supplies
- Medical and First Aid Supplies
- Bedding and Linen
- Recreation
- Educational Services

OTHER OPERATING EXPENSES

- Facility and Office Supplies
- Vehicle Operations
- Safety and Sanitation
- Insurance

REVENUES

- CAP Grant
- Inmate Telephone
- Commissary

JOEI Personnel Definitions

PERSONNEL

Full-time and part-time salaries for the following personnel:

- Jail management officials
- Administrative support personnel
- Detention officers and other uniformed personnel assigned to the detention facility
- Maintenance personnel
- Cooks and aides
- Training officers
- On-site medical personnel

Personnel Benefits

The following are types of personnel benefits:

- Retirement plan costs
- State and federal (FICA) payroll taxes (limited to a maximum of 7.65 percent)
- Life, health, and dental insurance plans
- Workman's compensation insurance
- Employee uniforms, including shoes

Consultants and Contract Services

Expenses for consultant and contract services may be used if they benefit federal prisoners. The following are examples of contract services:

- In-house medical, dental, and mental health care
- Laboratory and x-ray costs provided to federal prisoners if the federal government is not billed separately for these services
- Custodial and maintenance
- Legal services
- Nondenominational religious services

Accessing the JOEI Form

This section provides guidance on how to access the JOEI Form.

Step 1. Select “1” if this is an established, ongoing facility in which actual operating expenses can be reported for the most recent accounting period.

Step 2. Select “2” if this is a new or rebuilt facility in which no actual expenses have been established or can be reported.

Step 3. Click on the “JOEI Data” button to display the JOEI Personnel Expense form to enter expense information.

(This response only applies to initial IGA application requests.)

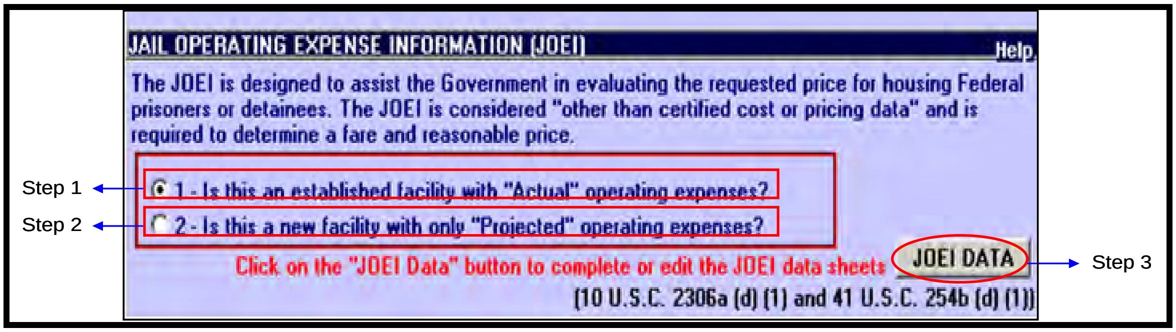


Figure 21. Accessing the JOEI Personnel Expense Form

JOEI Personnel Expense – *Actuals*

This section provides guidance for capturing actual staff positions, personnel salaries, benefits, and contracts/services.

Step 1. **“Position”** - Enter the position description for the staff category.

Step 2. **“No. Pos”** - Enter the number of positions for the position described.

Step 3. Verify that the **“Total Admin Positions”** line adds up to the total number of positions entered in the “No. Pos.” lines above.

Step 4. **“Full/Part”** –Select **“Full”** (for full-time) or **“Part”** (for part time) from the dropdown.

Step 5. **“Hr Rate”** – Enter the hourly rate if applicable.

- *Required* - If salary is to be calculated based on hourly rate.
- *Not Required* - if a “Salary” is to be entered.

☞ NOTE:

If the salary is to be calculated based on an hourly rate, verify that when the “Estmd Hrs” are entered, the salary is calculated using the following formula: ((“Hr Rate” x ”Estmd Hrs”) x ”No.Pos”) =”Salary”).

Step 6. **“OT Rate”** – Enter the overtime rate if applicable.

Step 7. **“Estmd Hrs”** – Enter the estimated hours worked for the position.

Step 8. **“Gov/Cont”** – Select either **“Gov”** (for government) or **“Cont”** (for contract) from the dropdown menu.

Step 9. **“Salary”** – Enter a salary if no hourly rate and estimated hours have been entered (this is not auto-calculated).

Step 10. **“Administration Salary Sub-Total”** – This field is auto-calculated and should total the all the entries entered in the “Salary” fields.

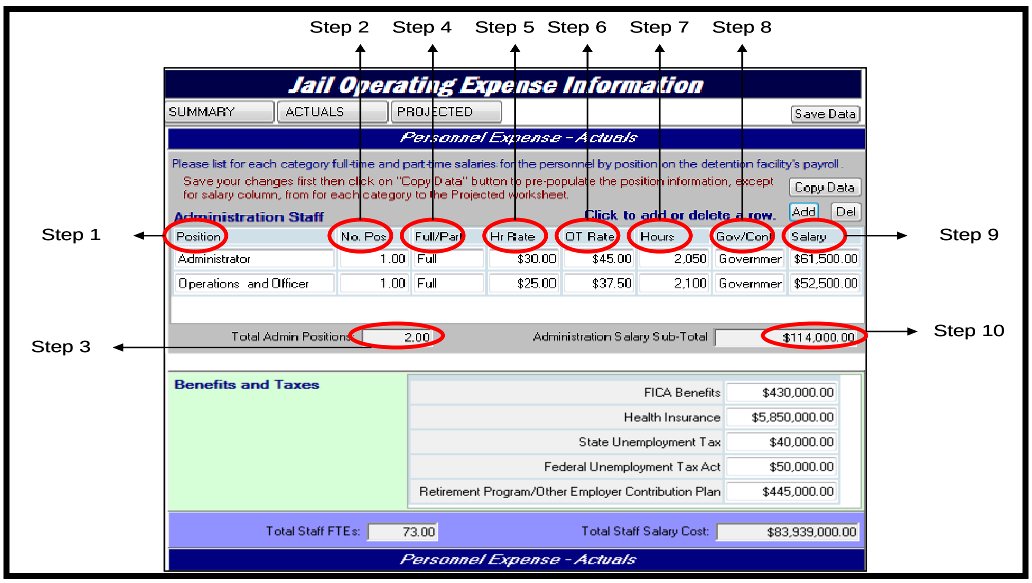


Figure 22. JOEI Actual Personnel Expense

Step 11. **"Benefits and Taxes"** – Enter the applicable values for the benefits or taxes.

Step 12. **"Total Staff Salary Cost"** – This field is not auto-calculated and should be equal to the sum of all the values entered for the staff category's salaries and benefits.

Step 13. **"Total Staff FTEs"** – This field is auto-calculated and should be equal to all the values entered for the staff category positions.

Step 14. Click the **"Save Data"** to save and submit the entered information.

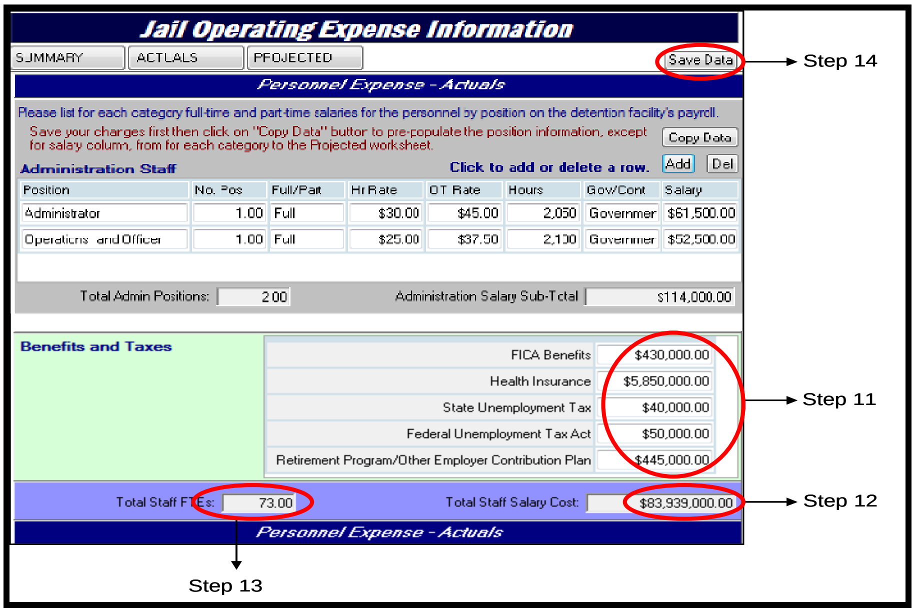


Figure 23. Benefits & Taxes Information

Step 15. **Click "Copy Data"** (optional) – This will copy all the information about each staff category from "Personnel Expense – Actuals" page into the "Personnel Expense – Projected" page (with the exception of the amounts entered for **"Salary"**).

Step 16. **Click** the **"PROJECTED"** button to access the "Personnel Expense – Projected" information page.

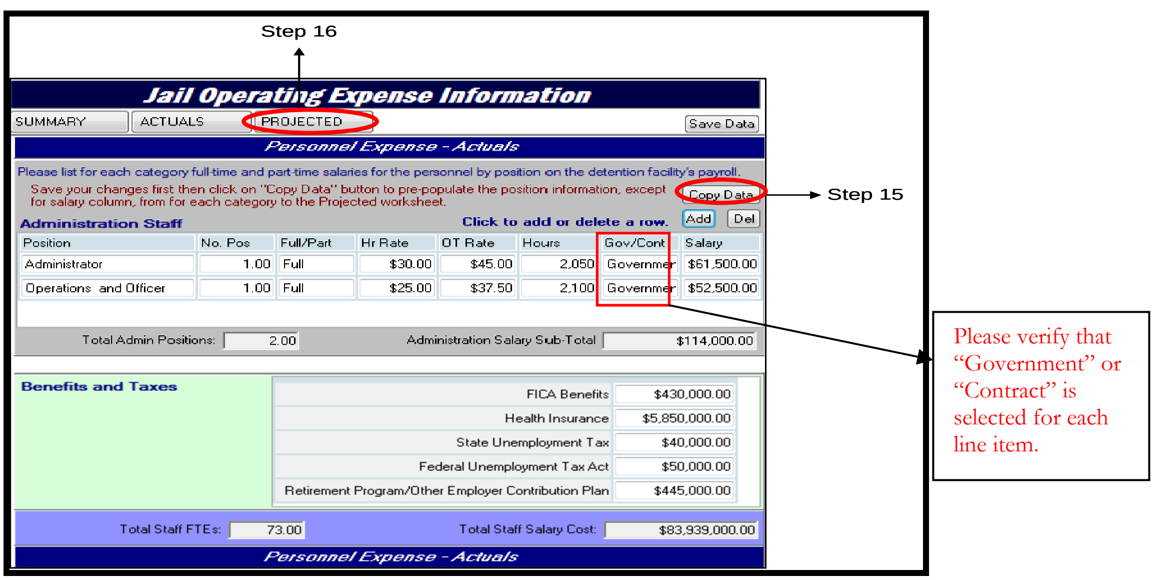


Figure 24. Opening "Projected" Expense Form

<u>JOEI Personnel Expense – *Projected*</u>

This section provides guidance for capturing actual staff positions, personnel salaries, benefits, and contracts/services.

If the **"Copy Data"** button was clicked on "Personnel Expense – Actuals" page, all the information should have been uploaded into the "Personnel Expense – Projected" page. Verify that all the entries are accurate (with the exception of the "Salary" field).

If all the data was correctly copied from the "Personnel Expense – Actuals" page, update the "Salary" fields and proceed to **Step 3**.

<u>Step 1</u>. "Benefits and Taxes" – Enter the applicable values for the benefits or taxes.

<u>Step 2</u>. "Total Staff Salary Cost" – This field is not auto-calculated and should be equal to the sum of all the values entered for the staff category's salaries and benefits.

<u>Step 3</u>. "Total Staff FTEs" – This field <u>is</u> auto-calculated and should be equal to all the values entered for the staff category positions.

<u>Step 4</u>. Click the **"Save Data"** to save and submit the entered information.

<u>Step 5</u>. Click the **"Summary"** button to proceed to the summary for the all the entered data.

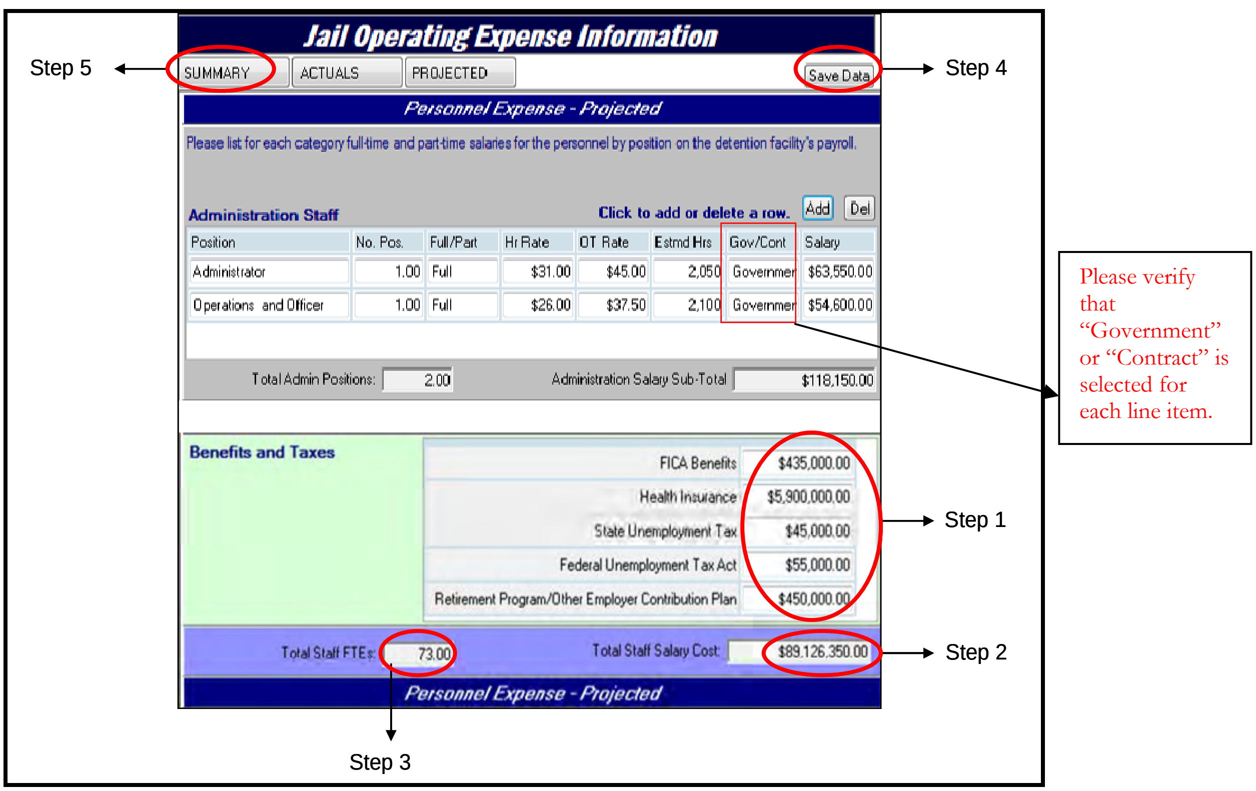


Figure 25. Benefits & Taxes Information

JOEI Summary Data Sheet

This section provides guidance on creating a summary data sheet that covers the personnel expenses of the four distinct expense categories: personnel, care and treatment, other operating expenses (facility, vehicles, etc.), and revenue streams.

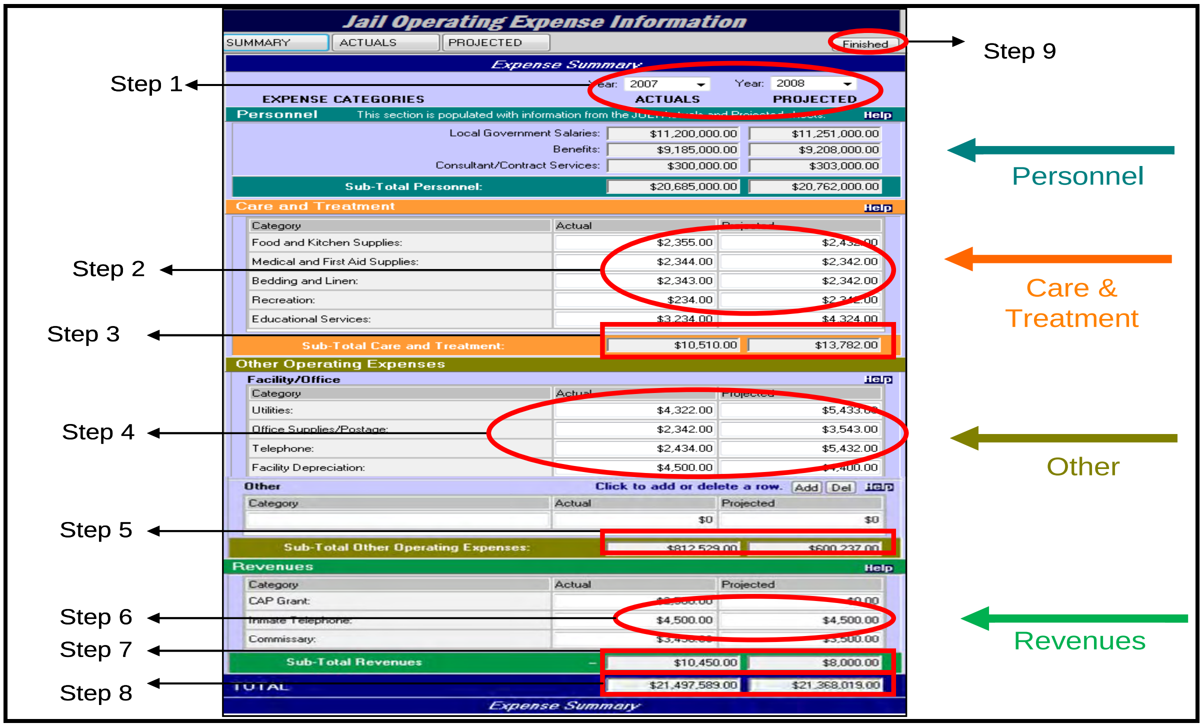


Figure 26. JOEI Summary Sheet

PERSONNEL

Step 1. **"Actual"** and **"Projected"** year – Select the year from the dropdown that applies for both actual and project data.

CARE & TREATMENT

Step 2. **"Care and Treatment"** – Enter the values for each category for both Actual and Projected - only numeric values are accepted.

Step 3. **"Sub-Total Care and Treatment"** – These fields are auto calculated. Verify that the total is the sum of all the values entered in each category.

CARE AND TREATMENT

- Food and kitchen supplies. Food preparation, serving, transporting, and cooking supplies. Utensils, equipment, thermostats, gloves, hair restraints, etc. Provisions such as food and beverages.
- Medical care supplies. Supplies necessary to conduct medical, dental and mental health screenings and appraisals. Systems to administer medication. Supplies to handle chronic and emergency conditions and outpatient and infirmary care.
- Bedding and linen. Includes towels, mattresses, pillows, drapes, etc.
- Recreation. Competitive, recreational and fitness activities, including intramural and individual sports, exercise classes, table games, billiards, watching television and movies, newspapers and magazines, and arts and crafts, etc.
- Educational Services. Academic, basic literacy and high school equivalency. Parenting programs, creative writing, history, career development, graphic arts, culinary arts, etc.
- Other. Inmate clothing, Toiletries.

Figure 27. Care & Treatment Categories

OTHER OPERATING EXPENSES (FACILITY/OFFICE)

Step 4. **"Other Operating Expenses"** – This section includes the following subsections (if applicable): *Facility/Office, Vehicle Operations, Safety and Sanitation, Insurance,* and *Other*. Enter values in each category under Actual and Projected for all applicable subsections.

Step 5. **"Sub-Total Other Operating Expenses"** – These fields are auto calculated. Verify that the total is the sum of all the values entered in each category.

FACILITY/OFFICE

- Utilities. Charges for heat, light, power, water, gas, electricity and other utility services exclusive of transportation and communication services.
- Office supplies. Pencils, paper, calendar pads, notebooks, unprinted envelopes, other office supplies, and property of little monetary value, such as desk trays, pen sets, and calendar stands.
- Postage. For official use of the United States mail, package delivery, and/or private carrier service.
- Telephone. Equipment and services including voice and data usage, facsimile, audio/video and data transmission terminal equipment and service.
- Facility Depreciation. A depreciation or use-allowance charge is allowed for all buildings utilized in the performance of the IGA. Without a formal building depreciation policy at the local level, a use-allowance not exeeding 2 percent of aquisition costs should be used to compute the allowable building use-allowance charge.

Figure 28. Facility/Office Categories

REVENUES

Step 6. **“Revenues”** – Enter values for each category under Actual and Projected (only numeric values are accepted).

Step 7. **“Sub-Total Other Operating Expenses”** – These fields are auto calculated. Verify that the total is the sum of all the values entered in each category.

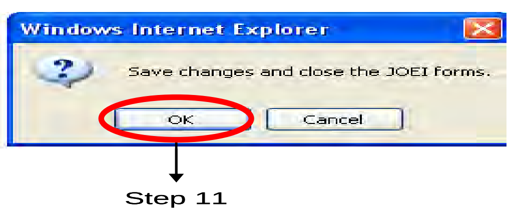
☞**NOTE:** This value is SUBTRACTED from the grand Total Operating Expenses.

Figure 29. Revenue Categories

Step 8. **“TOTAL”** – This is the sum of all the sub-totals from all the expense categories. The revenue sub-total will be subtracted from this total.

Step 9. Click on the **“Finished”** button at the top right corner of the JOEI form.

Step 10. A dialog screen will display confirming that the form and all changes have been saved. Click **“OK”** to close the JOEI forms and return to the main eIGA application.



Step 11. **Click** on the **“JOEI Data”** button on the main application form to confirm the data was committed and properly retrieved.

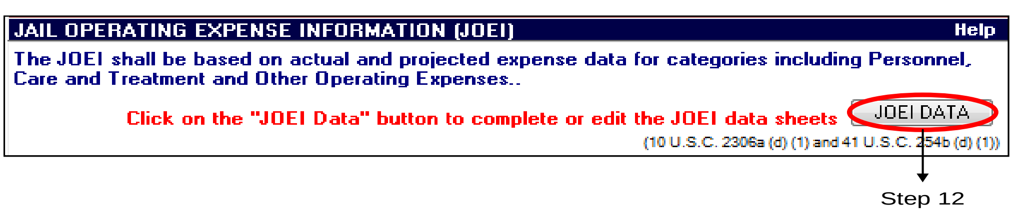


Figure 30. Confirming JOEI Data

Staffing

This section displays the staffing by category in read-only format. The fields in this section should be pre-populated with the information previously entered in the JOEI data sheets (Actuals & Projected). If the fields are blank, this indicates that the JOEI data sheets have not yet been completed.

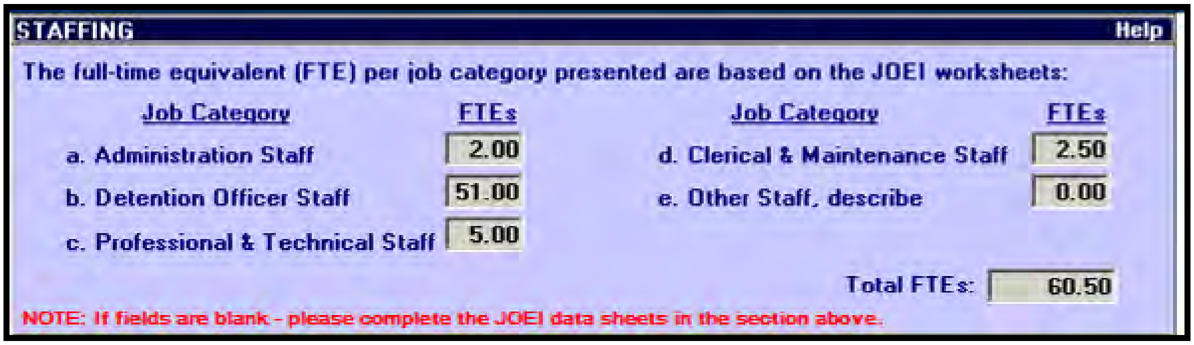


Figure 31. Staffing

Types of Services

This section provides guidance on how to specify the type of transportation facilities offered and whether or not the transport guard hourly rates are separate charges from the per diem rates.

Step 1. Check the applicable box for whether or not the facility offers Guard/Transportation services.

- If **"No"** is checked, you are done with this section of the form and may proceed to **Step 3**.
- If **"Yes"** is checked, additional checkboxes will display with options for specifying the types of transportation offered and distinguishing between the transport guard hourly rate and the per diem.

Step 2. Indicate the type of transportation offered by marking all the checkboxes that apply (e.g., Medical, Court, or Other).

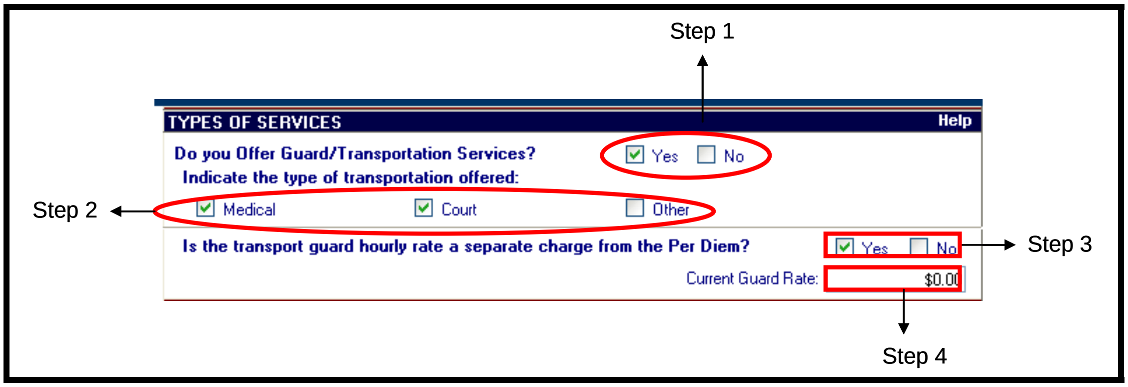


Figure 32. Selecting Types of Services

Step 3. Check the applicable box to indicate whether or not the transport guard hourly rate is a separate charge from the Per Diem.

- If **"No"** is checked, you are done.
- If **"Yes"** is checked, enter the current guard rate.

Step 4. Enter the Current Guard Rate (numeric values only).

Incidents Involving Prisoners

In this section, report applicable incidents involving prisoners and the number of occurrences over a 12-month period at a facility.

<u>Step 1</u>. Under "Nature of Incident," check all the boxes that apply.

<u>Step 2</u>. Enter the exact corresponding numbers for each box checked.

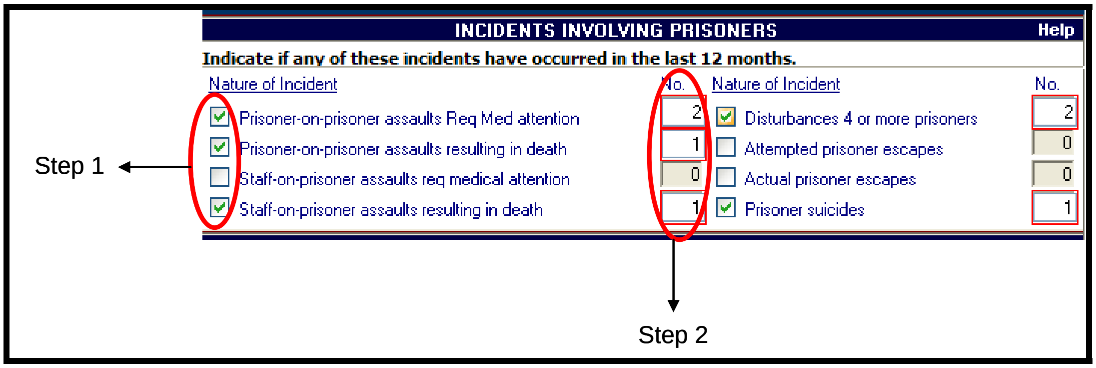


Figure 33. Reporting Prisoner Incidents

Judicial Oversight

This section provides guidance on how to indicate all applicable court orders or consent decrees and their dates.

Step 1. Check the applicable box to indicate if there are any court orders or Consent Decrees pursuant to facility.

- If **"No"** is checked, you are done with this section of the form.
- If **"Yes"** is checked, a new screen will display to enter dates for the applicable selection (**go to Step 2).**

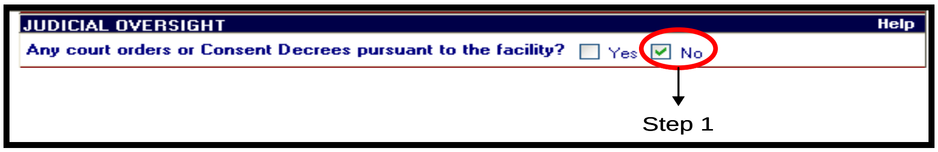


Figure 34. Selecting Court Order/Consent Decrees

Step 2. Click the "Yes" box if there are any applicable court orders or Consent Decrees.

Step 3. Click inside the applicable field to display the calendar.

Step 4. Use the calendar to select the exact date of the facility's court order or Consent Decree. The selected date(s) is displayed on fields selected.

Step 5. Click the **"Save"** button to save your entries or click the **"Cancel"** button to cancel the action and reset your entries.

- If the **"Cancel"** button was clicked, continue to the next section.
- If the **"Save"** button was clicked, proceed to Step 6.

Step 6. Click **"Edit"** to verify that data was correctly saved and to make changes to the entered information.

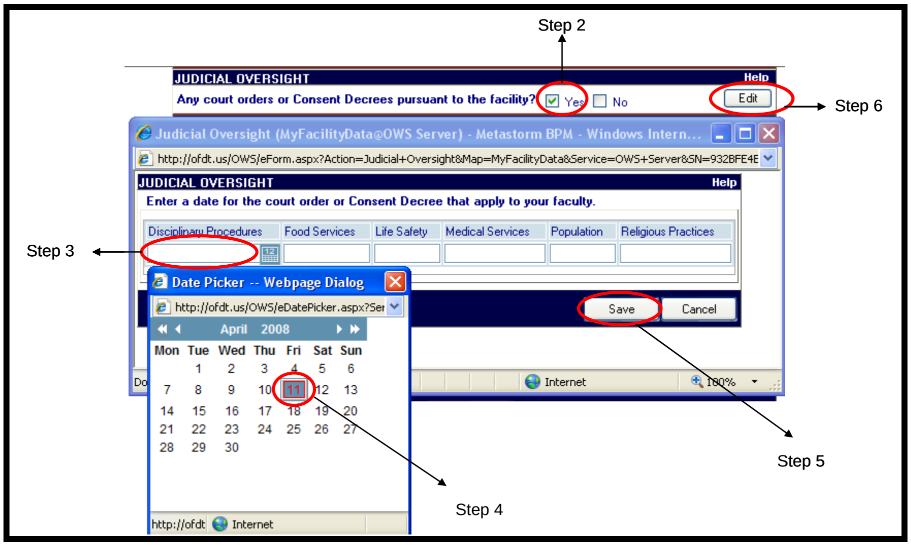


Figure 35. Judicial Oversight Information

Health Care Policies

This section provides guidance on specifying the healthcare services provided to inmates.

Step 1. **Click** the **"Define"** button to display the list of options for healthcare services provided to inmates.

Figure 36. Define Healthcare Services

Step 2. Select all the applicable healthcare services that are provided to inmates.

Step 3. -**Click** on the **"Save"** button to save all checked options and close the form.

-**Click "Cancel"** to close the form without saving any information.

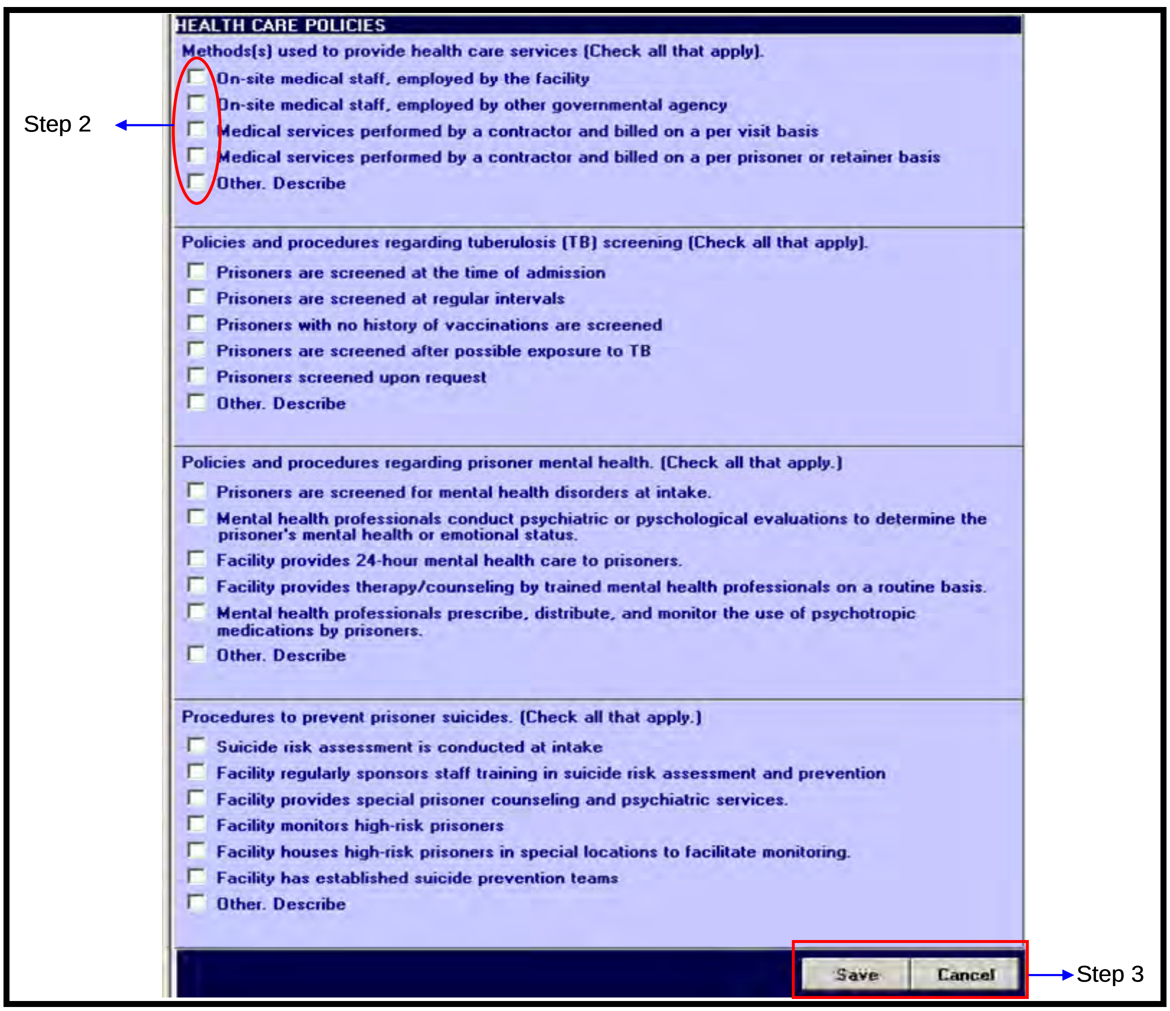


Figure 37. Choosing Specific Healthcare Services

Inspection Oversight

This section provides guidance on how to define an inspecting agency, the dates of inspection, and the inspection frequency.

Step 1. Click on the **"Define"** button to display the "Inspection Oversight" screen.

Step 2. Enter the applicable agency (e.g., USMS, BOP) in the **"Inspecting Agency"** field.

Step 3. Click on the date control in the right corner of the **"Inspection Date"** field to display a calendar.

Step 4. When the calendar displays, select the exact date on which the inspection was performed.

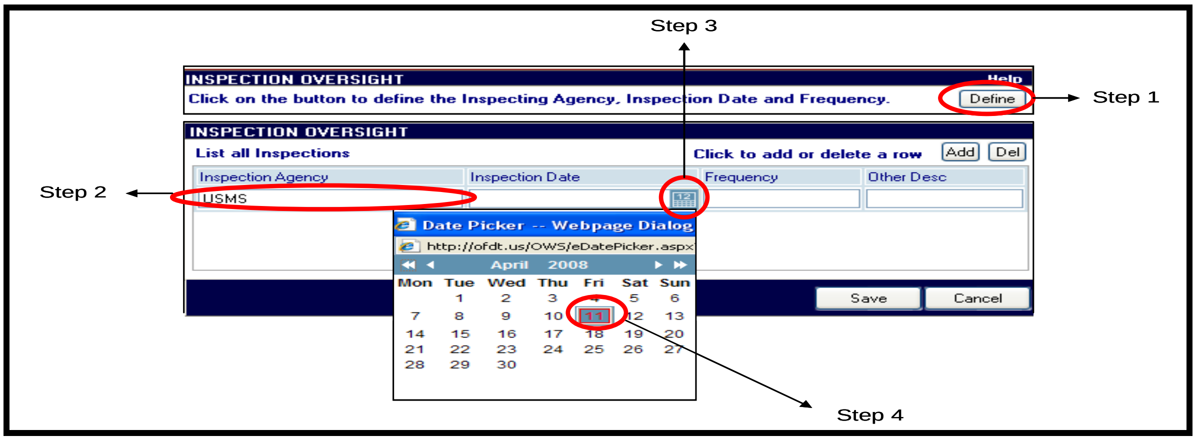


Figure 38. Entering Inspection Information

Step 5. Select the frequency (monthly, quarterly, annually, etc.) of inspections from the dropdown menu.

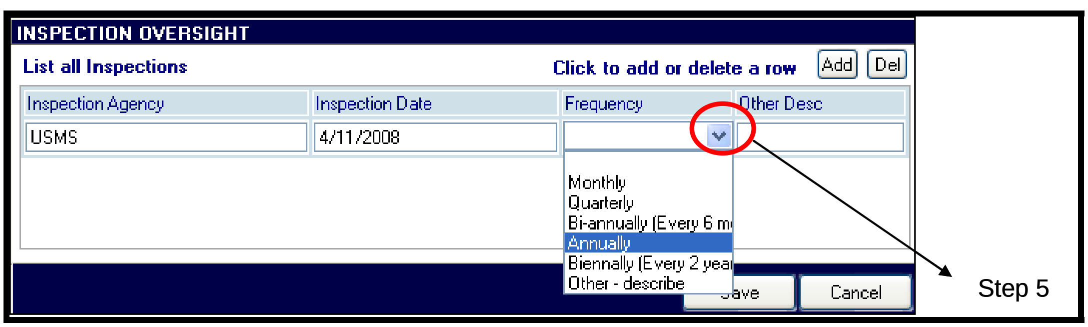


Figure 39. Selecting Inspection Frequency

<u>Step 6</u>. Click the **"Add"** or **"Delete"** buttons in the upper right corner to add or remove new rows if multiple inspecting agencies need to be listed.

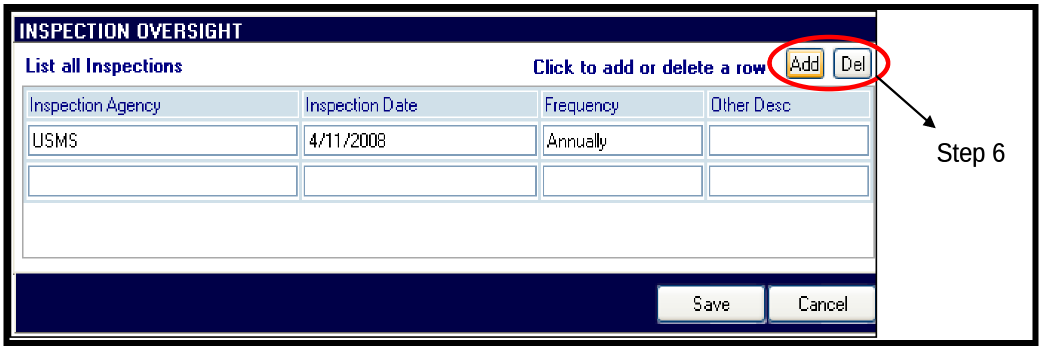


Figure 40. Adding or Deleting Rows

<u>Step 7</u>. Click the **"Save"** button to save your entries or click the **"Cancel"** button to cancel the action and clear out all entries.

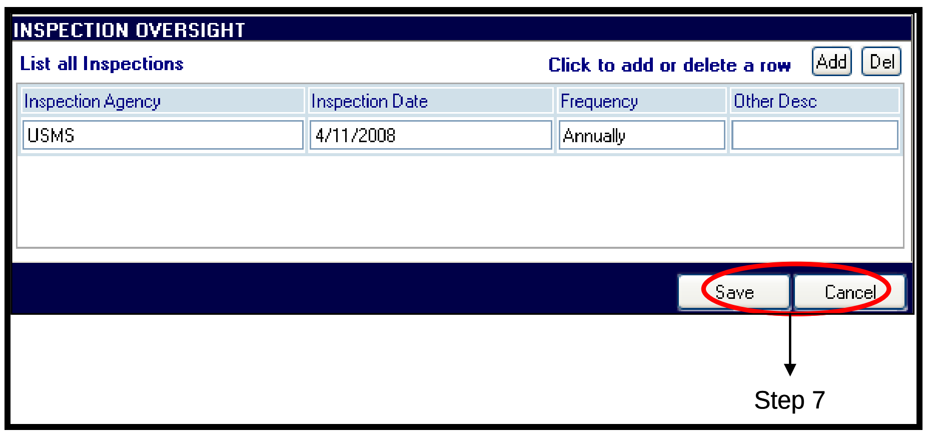


Figure 41. Saving or Canceling Entries

<u>Step 8</u>. After the entry has been saved, click on the **"Define"** button to confirm that all entered information was saved accurately.

Professional Accreditations

This section provides guidance on how to indicate whether or not professional accreditations have been awarded, to which agencies and on what dates.

Step 1. Check the applicable box to indicate whether or not professional accreditations were awarded.

- If **"No"** is checked, you are done and can continue to the next section.
- If **"Yes"** is checked, a screen will display to enter more information about the professional accreditations.

Step 2. Click on the dropdown menu in the **"Organization"** field to select the name of the accredited organization.

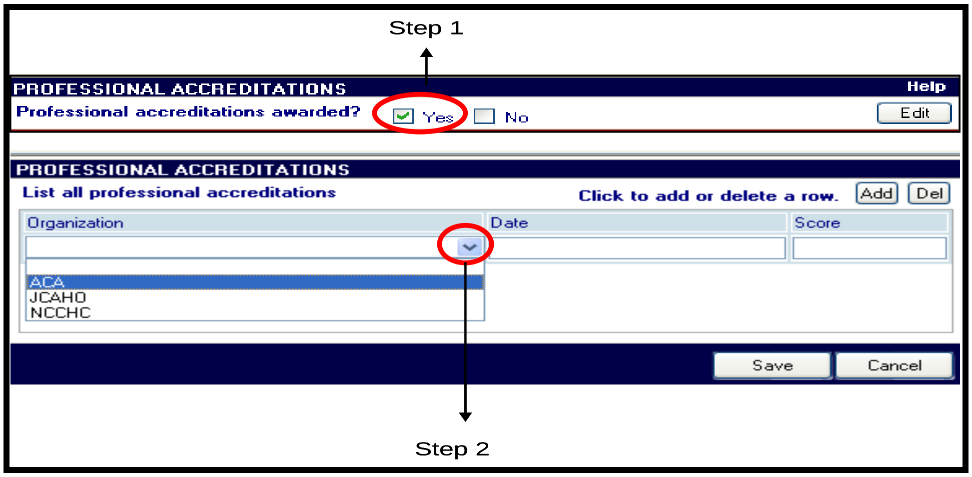


Figure 42. Selecting Accredited Organization

Step 3. Click on the date control to display calendar.

Step 4. Select the exact date on which the accreditation was awarded to the selected organization.

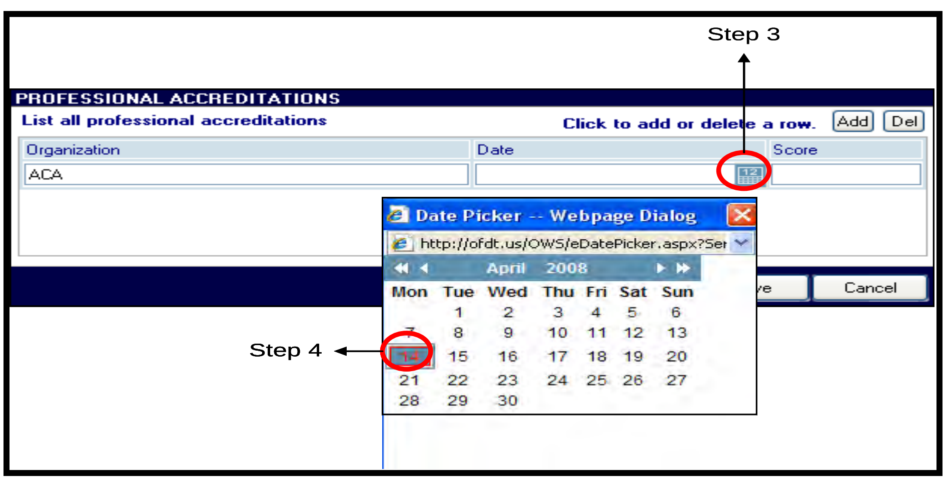


Figure 43. Selecting Organization Accreditation Date

<u>Step 5</u>. Enter a numeric value to indicate the accreditation **"Score"** of the awarded organization.

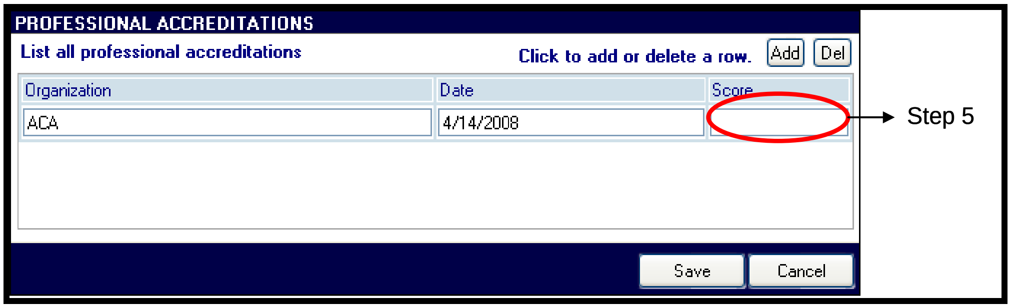


Figure 44. Entering Accreditation Score

<u>Step 6</u>. Click the **"Add"** or **"Delete"** buttons in the upper right corner to add or remove new rows if multiple organizations need to be listed.

<u>Step 7</u>. Click the **"Save"** button to save your entries or click the **"Cancel"** button to cancel the action and clear out all entries.

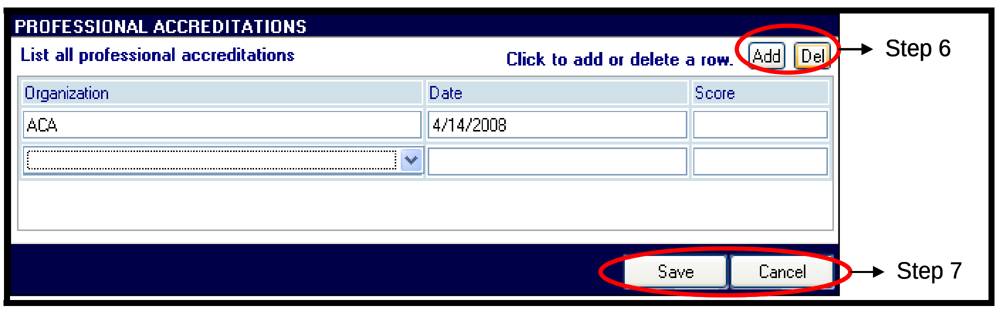


Figure 45. Adding New Rows / Saving Data

<u>Step 8</u>. After the entry has been saved, click the **"Edit"** button to confirm that all entered information was saved accurately.

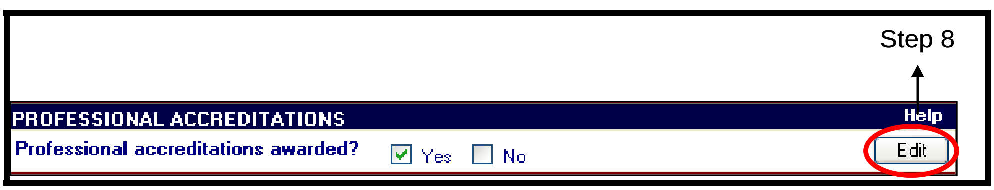


Figure 46. Confirming Entered Data

Remarks and Submission

In this section, users may use the Remarks text box to describe any issues not identifiable in this handbook.

Step 1. Please write specific details that may be helpful in the processing of this form.

Step 2. Click **"Save"** to save changes made to the system.

Step 3. Click **"Exit"** to exit out of the system without saving any changes.

Step 4. Click **"Submit IGA"** to submit the IGA application. Please make sure that you have saved all of your changes before submitting.

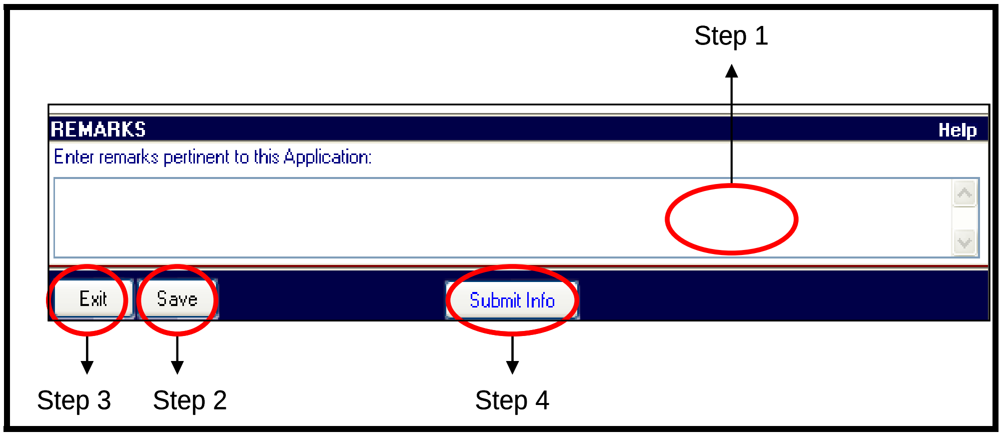


Figure 47. Remarks and Submitting Form

The following message will display once the IGA application has been successfully submitted:

☞ NOTE:

Users will be redirected to the eIGA Welcome Screen to print eIGA Forms.

Printing eIGA Forms

This section provides guidance for printing the eIGA forms after all information has been submitted and saved.

Step 1. **Click** on **"Print eIGA Forms"** to display the print option screen.

Figure 48. Print eIGA Forms

Step 2. To view and print the completed JOEI, **click** on the line where your specific facility name and JOEI data appears.

Step 3. **Click** on **"Print IGA Application"** to display the completed IGA Application in print preview mode.

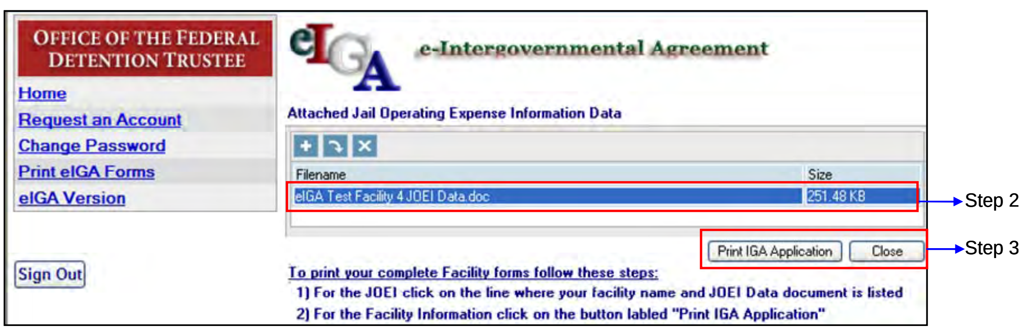
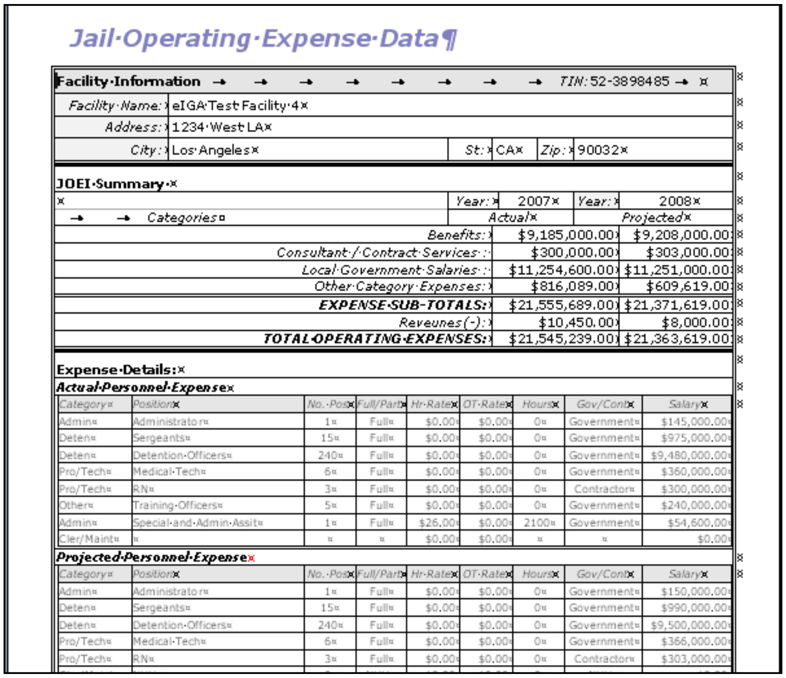


Figure 49. Printing JOEI or IGA Application



Jail Operating Expense Data

Facility Information				*TIN:* 52-3898485	
Facility Name:	eIGA Test Facility 4				
Address:	1234 West LA				
City:	Los Angeles	*St:*	CA	*Zip:*	90032

JOEI Summary

Categories	*Year:* 2007 *Actual*	*Year:* 2008 *Projected*
Benefits:	$9,185,000.00	$9,208,000.00
Consultant / Contract Services :	$300,000.00	$303,000.00
Local Government Salaries :	$11,254,600.00	$11,251,000.00
Other Category Expenses:	$816,089.00	$609,619.00
EXPENSE SUB-TOTALS:	$21,555,689.00	$21,371,619.00
Reveunes (-):	$10,450.00	$8,000.00
TOTAL OPERATING EXPENSES:	$21,545,239.00	$21,363,619.00

Expense Details:

Actual Personnel Expense

Category	Position	No. Pos	Full/Part	Hr Rate	OT Rate	Hours	Gov/Cont	Salary
Admin	Administrator	1	Full	$0.00	$0.00	0	Government	$145,000.00
Deten	Sergeants	15	Full	$0.00	$0.00	0	Government	$975,000.00
Deten	Detention Officers	240	Full	$0.00	$0.00	0	Government	$9,480,000.00
Pro/Tech	Medical Tech	6	Full	$0.00	$0.00	0	Government	$360,000.00
Pro/Tech	RN	3	Full	$0.00	$0.00	0	Contractor	$300,000.00
Other	Training Officers	5	Full	$0.00	$0.00	0	Government	$240,000.00
Admin	Special and Admin Assit	1	Full	$26.00	$0.00	2100	Government	$54,600.00
Cler/Maint				$0.00	$0.00			$0.00

Projected Personnel Expense

Category	Position	No. Pos	Full/Part	Hr Rate	OT Rate	Hours	Gov/Cont	Salary
Admin	Administrator	1	Full	$0.00	$0.00	0	Government	$150,000.00
Deten	Sergeants	15	Full	$0.00	$0.00	0	Government	$990,000.00
Deten	Detention Officers	240	Full	$0.00	$0.00	0	Government	$9,500,000.00
Pro/Tech	Medical Tech	6	Full	$0.00	$0.00	0	Government	$366,000.00
Pro/Tech	RN	3	Full	$0.00	$0.00	0	Contractor	$303,000.00

Figure 50. Print Preview of JOEI Data

Step 4. **Click** the **"Print"** button to print out a copy of the IGA Application.

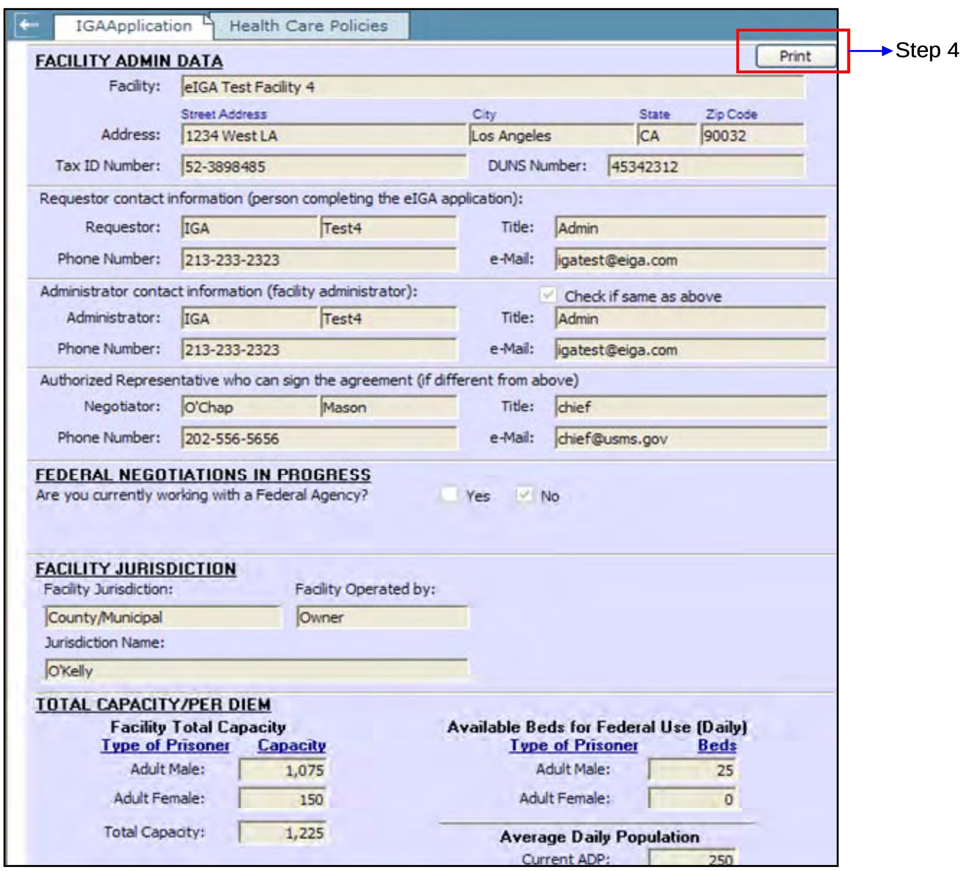


Figure 51. Print Preview of IGA Application