Sample eData Log-In Screen

➢ All eData users will log-in through this common authenticate application which is currently in the PRA review process. The log-in screens in this package are presented just to illustrate application tracking.

Online Services Availability
Monday - Friday: 5am - 1am ET
Saturday: 5am - 11pm ET
Sunday: 8am - 11:30pm ET

G2GSO Information

Welcome to Government to Government Services Online

Government to Government Services Online (G2GSO) is a suite of applications enabling governmental organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must be registered to use any service included in the G2GSO suite of applications.

Log in to G2GSO [Log In]

Government to Government Services

Birth and Death Reporting
A mechanism for state and jurisdiction bureaus of vital statistics to submit birth and death information to SSA.

Interim Assistance Reimbursement Reporting
A mechanism for state agencies that pay interim on-salary benefits to submit applicant information to SSA. The states require that applicants apply to SSA within 60 days of applying locally, and states must report IAR benefits authorization to SSA within 30 days.

Office of Child Support Reporting: FPLS, New Hire, and Quarterly Wage
A mechanism for registered federal agencies to submit information to the Office of Child Support Enforcement.

Sheltered Workshop
A mechanism for Sheltered Workshop employers to submit monthly earnings reports to SSA Field Offices for SSI recipients who work for them.

Pension Benefits Guaranty Corp Upload
A mechanism for the Pension Benefits Guaranty Corp (PBGC) to submit pension plan information to SSA.

Fugitive Felon Reporting
Fugitive Felon reporting provides a mechanism for law enforcement agencies to submit arrest warrant information to SSA. Outstanding felony warrants and parole/probation violation warrants may lead to the suspension of social security benefits.

Prisons Reporting
Prison reporting provides a mechanism for correctional institutions to submit inmate information to SSA. Legislation requires SSA to stop paying benefits while social security beneficiaries are confined for specific periods of time.

Black Lung Part B and C Reporting
A mechanism for the Department of Labor to submit Black Lung Part B and Part C information to SSA.

OIG FRATS Upload
A mechanism for the SSA Office of the Inspector General to upload law enforcement agency updates from the FO to the Fugitive Reporting and Tracking system (FRATS).

Have a question about G2GSO Services? Please contact G2GSO via email at [data masked]

File   Edit   View   Favorites   Tools   Help

Social Security Administration

Social Security Online
www.socialsecurity.gov

Home   Questions?   How to Contact Us   Search

eData Services Login
OMB# 0960-XXXX

Acknowledgement for Website Access

I understand that the Social Security Administration will validate the information I provide against the information in Social Security Administration's systems.

I certify that:

- I understand that I may be subject to penalties if I submit fraudulent information
- I agree that I am responsible for all actions taken with my User ID
- I am aware that any person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I am authorized to do business under this User ID.

By entering your User ID, Password and clicking on the "Login" button, you certify that you have read, understand and agree to the above statements.

User ID [   ]

Password [   ]

[Login] [Cancel]

Note - Password is case sensitive

- System will time-out after a half hour of inactivity

If you need assistance with **eData Services**, please contact **eData via email: UIT.Edata.mailbox@socialsecurity.gov**

Social Security Administration

SocialSecurityOnline
www.socialsecurity.gov

Home   Questions?   How to Contact Us   Search

eData Services Login

OmB #0960-XXXX

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User ID [_____]

Password [_____]

[Login] [Cancel]

Note - Password is case sensitive

- System will time-out after a half-hour of inactivity

If you need assistance with eData Services, please contact eData via email: UIT.Edata.mailbox@socialsecurity.gov.

Information about socialsecurity's Online Policies

The privacy of our customers has always been of utmost importance to the Social Security Administration. Our first regulation, published in 1937, was written and published to ensure your privacy. Our concern for your privacy is no different in the electronic age.

- Details of socialsecurity's Online Privacy Policy
- Details of socialsecurity's Online Security Policy
- The Privacy Act and The Freedom of Information Act
- Paperwork Reduction Statement

eData Application Home Page

➤ Please Note: This is a sample page that includes all eData services; however users will only have access to their authorized application.

John D. Smith
john.d.smith@ssa.gov
4105551234

[Log Out]

Change your password

Customer Support Search

Account Maintenance

Paperwork Reduction Act

Welcome to Government to Government Services Online

You have access to:

Birth Reporting
Black Lung Reporting
Death Reporting
Fugitive Felon Reporting
OIG Fugitive Reporting and Tracking System (FRATS) Reporting
Interim Assistance Reimbursement (IAR) Reporting
OCSE Reports (FPLS, New Hire & Quarterly Wage Data)
Pension Benefits Guaranty Corporation (PBGC)/ERISA Reporting
→**Prison Reporting**←

Data Exchange

Sheltered Workshop

Secure Messaging

For your security, please log out
and close all your Internet windows
when you are finished.

Link to the Prisoner Reporting PRA Statement in eData

Paperwork Reduction Act Statement - This information collections contained in this agreement meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to provide the information unless we display a valid Office of Management and Budget control number. The OMB control number for this collection is 0960-XXXX. We estimate that it will take about 1 hour to read the instructions, gather the facts, and provide the information.

If you have *comments on our time estimate please send them to: SSA, 6401 Security Blvd. Baltimore, MD 21235-0001. Send only comments relating to our time estimate to this address, not the completed form.*

eData Prison Reports Application Pages

Secure Services Online

John D. Smith
[Log Out]

OMB # 0960-YXXX

Send Prison Reports
Attach Files (Step 1 of 2)

Attach and upload files:

Please Note: DO NOT RENAME YOUR FILE OR ALTER THE PATH ONCE YOU HAVE SELECTED IT USING THE BROWSE BUTTON. Assure that the file you intend to send is named according to the prison file naming convention prior to hitting the BROWSE button.
File name should follow the format "PX/MMDDYYYY.PRS.RXXXX"
where XX = State Postal Abbreviation, MMDDYYYY = Month, Day, Year, XXXX = MD standard

A maximum of 6 files can be added and all files must total less than 200 MB!
Click here for prison report data format information.

	[Browse...]
	[Clear File 1]
File 2:	[Browse...]
	[Clear File 2]
	[Browse...]
	[Clear File 3]

[Add Another File]

[Cancel]   [Submit]

Secure Services Online

John Smith D
[Logout]

Prisoner Report Data Format

The new Prisoner Data Collection CD Beta Information:

This application is designed to work in a Windows environment and is entered for low-end users submitting files to SSA. A low-end user is defined as a facility that submits 100 or less records per month. The application was created using the Visual Basic 6 programming. This Prisoner Data Collection application provides the ability to enter, view, and correct prisoner data as it was done on the preformatted diskette. Once the data is entered, the application allows the user to create a file and copy it on diskette(s) or CD to be submitted to SSA using the legacy postal deliveries. The application also allows the user to create a file for the new e-Data electronic submission via the Internet. Note that the reporter must be a registered e-Data user to be able to submit a prisoner file via the Internet.
Prisoner Data Collector User Guide

Requesting the new Prisoner Data Collection CD:

If you would like more information on the new Prisoner Data Collection CD please refer to your Regional Prisoner Coordinator in your area.

Regional Prisoner Coordinators List:

You can view a list of the Regional Prisoner Coordinators using this link:
Regional Prisoner Coordinator List

To send data about inmates click here

Government to Government Services Online

John D. Smith

Log Out

Send Prison Reports
Confirmation (Step 2 of 2)

Your information has been submitted and will be processed.

Confirmation number   **77391**

Date and timestamp   **11-21-2006 at 09:49 EST**

You will be notified by email if there are any errors or problems that prevent us from processing your submission.

File Name	File Size
prison_R1234_113006.txt	207.0 KB
Total file size:	**798.0 KB**

[Send Another Report]   [Home]

Prisoner reporting Link:

Regional Prisoner Coordinators List

Prisoner Regional Prisoner Coordinators

REGION AND STATE SERVICE AREAS	RPC'S NAME, MAILING ADDRESS & INTERNET ADDRESS	RPC TELEPHONE NUMBER AND FAX NUMBER
Region I: **Boston** **Service Area: ME, CT, MA, NH, RI, VT)**	**Susan Glowik** *CPS - RSI Section* *JFK Federal Bldg. Room 1925* *Government Center* *Boston MA 02203* Susan.Glowik@ssa.gov FOs should use: ‖BOS CPS RSI SSI	(617) 565-2882 Fax (617) 565-9359
Region II: **New York** **Service Area: NY, NJ, PR, VI**	**Ed Conta** *Social Security Adm.* *RSI/SSI Branch* *26 Federal Plaza* *Room 4060* *New York NY 10278* Internet: Ed.Conta@ssa.gov	(212) 264-1461 Fax (212) 264-2071
Region III: **Philadelphia** **Service Area: DE, MD, PA, WV, VA, DC**	**Dianna Carver** *SSA, Program Support Team* *P.O. Box 8788* *Philadelphia, PA 19101* Internet: Dianna.Carver@ssa.gov	(215) 597- 2836 Fax (215) 597-2989
Region IV: **Atlanta** **Service Area: AL, FL, GA, KY, MS, NC, SC, TN**	**Pam Gillett** *SSA, RSI Program Team* *61 Forsyth St. SW* *Suite 22T64* *Atlanta GA 30303-8907* Internet: Pam.Gillett@ssa.gov	(404) 562-1318 Fax (404) 562-1325
Region V: **Chicago**	**Bork Maronn** *SSA-MOS-RSI Team*	(312) 575-4240 Fax (312) 575-4245

Service Area: IL, IN, MI, MN, OH, WI)	*P.O. Box 8280* *Chicago IL 60680-8280* Internet: Bork.Maronn@ssa.gov	
Region VI: **Dallas** **Service Area: AR, LA, NM, OK, TX**	**Ed Hromatka** *Center for Disability* *1301 Young St., Rm 670* *Dallas TX 75202-5433* **or** **Alternate: Sharon K. Ward** (same as above) Internet: Ed.Hromatka@ssa.gov, or Sharon.k.ward@ssa.gov	(214) 767-2169 Fax (214) 767-8267 (214) 767-4281 Fax (214) 767-3623
Region VII: **Kansas City** **Service Area: IA, KS, MO, NE**	**Gloria J. Kelly** *SSA, RSI Team Federal Office Bldg.* *Room 460* *601 E. 12th Street* *Kansas City, MO 64106* **Alternate: Brent Shumway** Internet: gloria.j.kelly@ssa.gov, or brent.shumway@ssa.gov	(816) 936-5656 Fax (816) 936-5951 (816) 936-5651 Fax (816) 936-5951
Region VIII: **Denver** **Service Area CO, MT, ND, SD, UT, WY**	**Brent Gilje** *SSA/CPS* *1961 Stout Street, Room 1052* *Denver, CO 80294-3538* **or** **Alternate: Sukey Austin** Internet : ^DEN RPC or ^DEN.RPC@ssa.gov	(303) 844-7394 Fax (303) 844-3281 (303) 844-7374
Region IX: **San Francisco** **Service Area: AZ, CA, HI, MP, NV, Guam, American Samoa**	**Alan Follett** *SSA, RSI Team* *Sixth Floor* *P.O. Box 4206* *Richmond, CA 94804* **Alternate: Gail Torres**	(510) 970-8245 Fax (510) 970-8101 (510) 970-8241 Fax (510) 970-8101

	Internet: Alan.Follett@ssa.gov, or Gail.Torres@ssa.gov	
Region X: **Seattle** **Service Area: AK, ID,** **OR, WA**	**Don Lawson** *SSA* *Suite 2900/Mailstop 303A* *701 Fifth Avenue* *Seattle, WA 98104-7075* Internet: Don.Lawson@ssa.gov **Alternate: Laurie Moore** Internet: Laurie.D.Moore@ssa.gov	(206) 615-2653 Fax (206) 615-2643 (206) 615-2667

Prisoner Data Collection Application User Guide

The *new* Prisoner Data Collection application is designed to work in a *Windows* environment. The application was created using the Visual Basic 6 programming language.

The Prisoner Data Collection application will be installed onto your computer from the supplied medium. Once installed, the application does *not* need to be re-installed to complete additional reports or enter additional information. The application will be accessible via the Start -> Programs -> Prisoner Data Collection menu in Windows, or you can place a shortcut icon on your computer screen.

The Prisoner Data Collection application provides the ability to enter, view, and correct prisoner data as it was done on the preformatted diskette. Once the data is entered, the application allows the user to create the file and copy it on diskette(s) or CD to be submitted to SSA using the legacy postal deliveries. The application also allows the user to create a file for the new e-Data electronic submission via the Internet. Note that the reporter must be a registered e-Data user to be able to submit a prisoner file via the Internet.

On-line help information can be accessed from any screen in the Prisoner Data Collection application. To start help, click on the "Help" menu in the top left corner of the screen during any point in processing the report.

Instructions for Install/Uninstall Application

To *install* the Prisoner Data Collection application:

1. Close all applications running on your computer.
2. If previous version of this application was installed on your computer you need to remove/uninstall it (see instruction for uninstall application).
3. Insert CD into CD drive.
4. Double-click the **My Computer** icon on the desktop. The screen "My Computer" should be displayed.
5. Select **CD Drive**. You can see files currently on the media.
6. Select file setup.exe
7. Then follow the instructions on the screen.
8. If the following message appears

PrisonerDataCollection Setup

⚠ C:\WINNT\system32\msvcrt.dll

An access violation occurred while copying the file.

| Abort | Retry | Ignore |
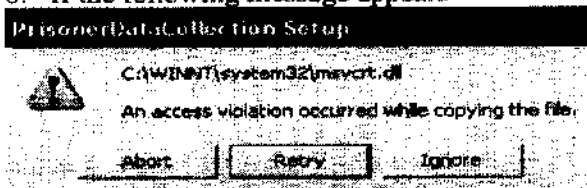
Select "**Ignore**" and "**Yes**" to the following message.

PrisonerDataCollection Setup

C:\WINNT\system32\msvcrt.dll

An access violation occurred while copying the file.

If you ignore a copy error, the file will not be copied. The application may not function properly as a result. Do you want to ignore this error?

| Yes | No |
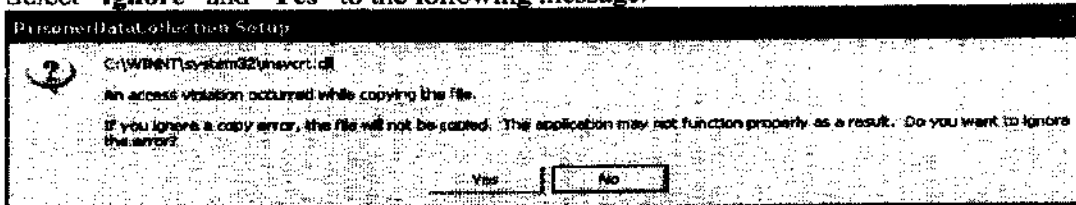
Note: If you receive any other message such as "The destination file in in use. Please ensure that all other applications are closed." select "Ignore" and "Yes" to continue installing the program

9. If you will install this program on a Windows 95/98 system, you will be required to install **DCOM98** properly first. This is a link to the website containing DCOM98.
   http://www.microsoft.com/downloads/details.aspx?familyid=08b1ae1b-7a1l-4ca8-b59d-0807f9bddao6&displaylang=en
10. The message: "Prisoner Data Collection Setup was installed successfully" will be displayed if the application installation was successful.

To create a **shortcut** (the icon on your desktop)

1. Select Start -> Programs -> PrisonerDataCollection ->PrisonerDataCollection

2. Right click on
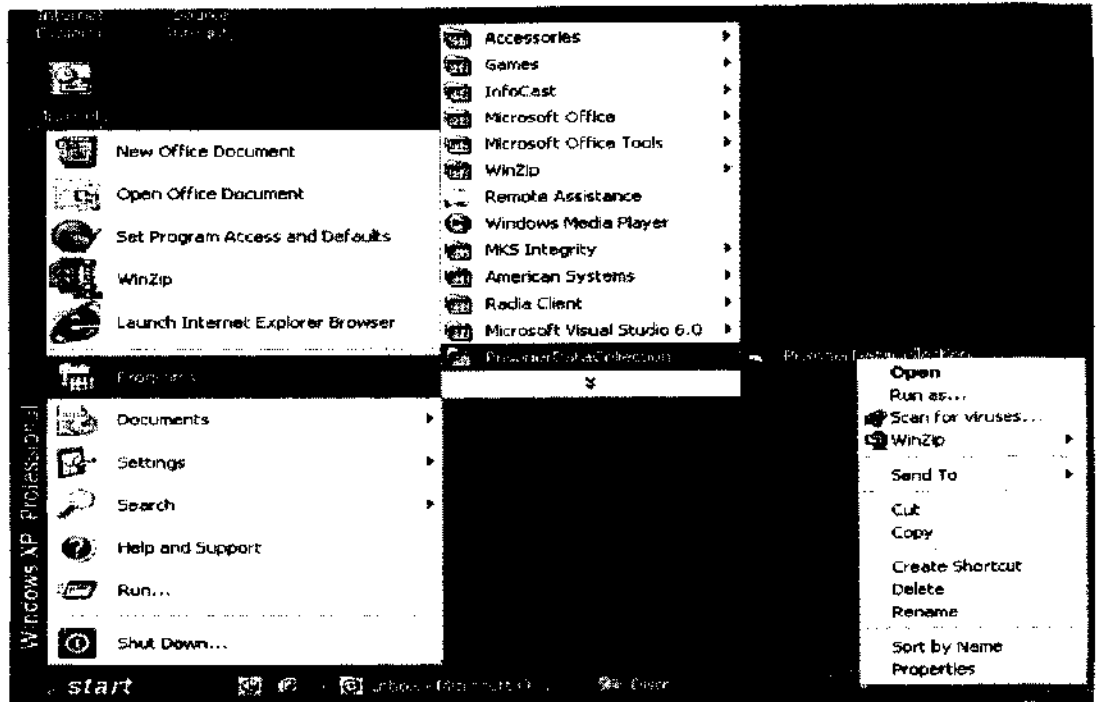
3. On the menu, click **Create Shortcut**.
4. Resize the window so you can see the desktop.
5. Drag the new **shortcut** to the desktop.

☑Notes

- If you encounter any problem in installing this application, contact your regional prisoner coordinator.
- To change the shortcut's properties, right-click the **shortcut**, and then click **Properties**.
- When you delete a **shortcut** to an item, the original item is not deleted. It still exists on your computer in its original location.

To *uninstall* application:

1. Select Start, Setting, Control Panel
2. On "Control Panel" screen select "Add or Remove Programs" option

---

3. On "Add or Remove Programs" screen select PrisonerDataCollection application and then button "Add/Remove"

Introduction

The Social Security Administration (SSA) is required by law to verify certain eligibility factors with outside sources to ensure that benefit payments are made only to eligible individuals and in the correct amount. Administration of jail, prisons, other correctional facilities, and certain mental health institutions help SSA by reporting data on confined or incarcerated individuals.

The Prisoner Data Collection application allows correctional officials to enter the name, and other pertinent information about prisoners and submit this information through the Internet or create a diskette/CD that contains data for any prisoners confined and/or convicted in the reporting month. SSA then suspends the benefits of any incarcerated individual, subject to verification of the confinement and to the applicable non-payment provision(s) of the law.

Minimum System Configuration

- International Business Machines (IBM) compatible;
- Pentium-class chip equivalent or higher;
- Minimum of 16 MB of RAM; and
- Windows 98 (or higher) environment.

Using Prisoner Data Collection Application with Assistive Devices

Section 508 of the Rehabilitation Act requires Federal agencies to make their electronic and information technology accessible to people with disabilities.

SSA recommends that people using assistive devices and keyboard-only users navigate the Prisoner Data Collection application using pull down menus rather than the command buttons.

Starting the Application

The installation process creates a folder for storing the Prisoner Data Collection application in the Windows Program Files. The user can create a shortcut and place a shortcut icon on the desktop.

To start the Prisoner Collection Data application:

- Click on the Start menu. Click on the Prisoner Data Collection application under Programs. The Welcome screen appears; **or**
- Click on the Prisoner Data Collection desktop icon. The Welcome screen appears.

Welcome Screen

The user is required to enter *start* and *end* dates for the reporting period in the format <mm/dd/yyyy> on the Welcome Screen. If the user attempts to save an invalid date or a blank date, an error message will appear.
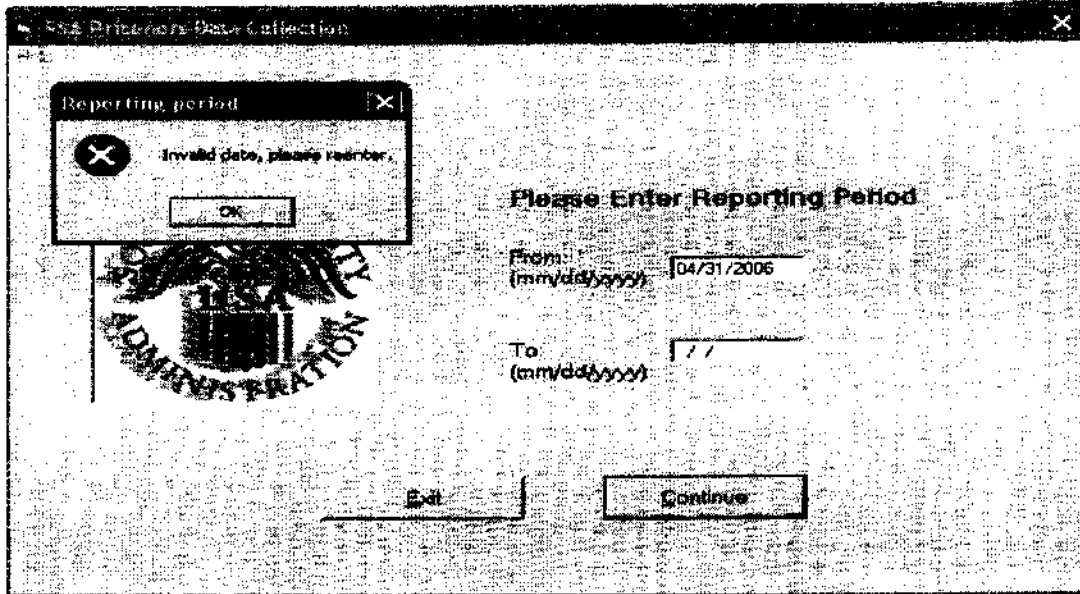
Note: The system creates a separate data collection for each month and year combination entered into the "From:" field. When attempting to access existing data, the user should verify that the entered time period matches that of the existing data.
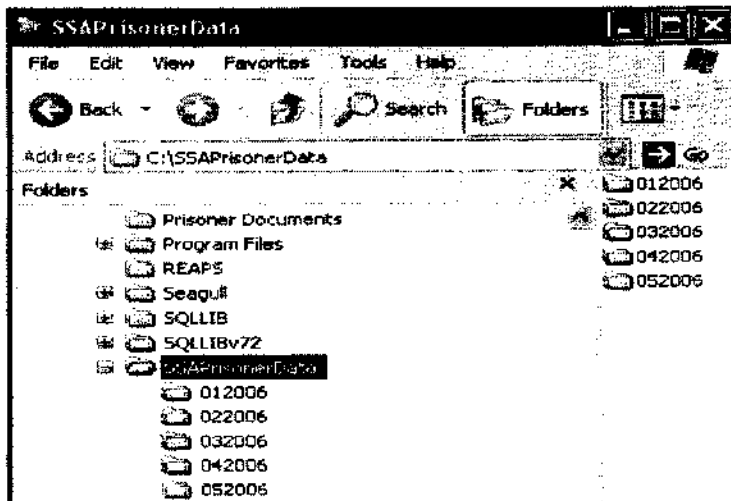
If the user clicks on the <Exit> button, a message will appear asking the user to verify the decision to exit the program. If the response is <Yes> the user will be allowed to exit the program.
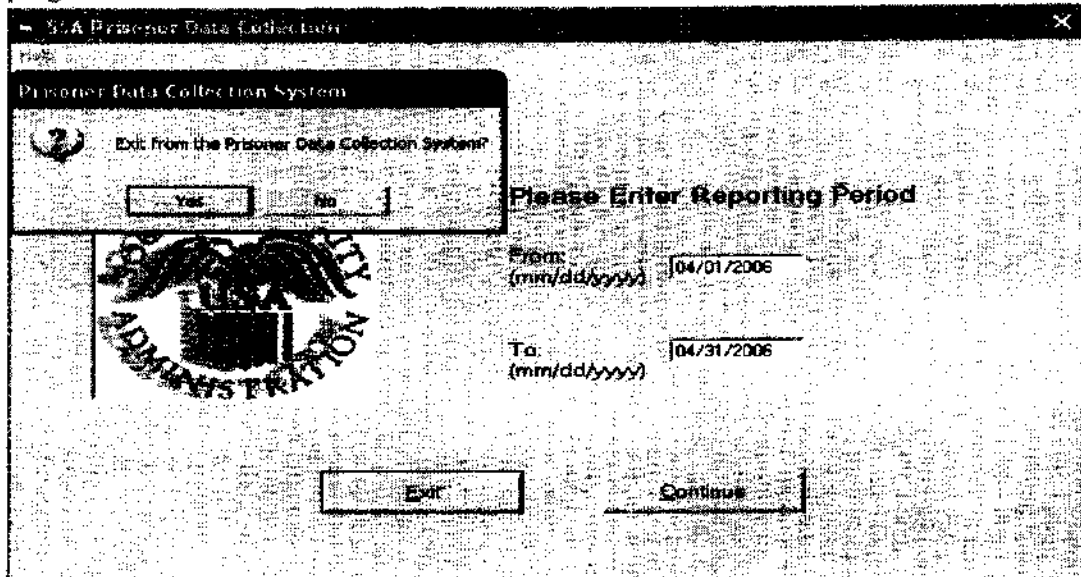
If the user clicks on the <Continue> button, the entered date will be validated and an error message will be shown if the date entered is invalid. Once a valid date is entered, the report period date will be saved, and the Main Menu screen will be displayed.

To access on-line help information, click on the <Help> menu in the top left corner of the screen.
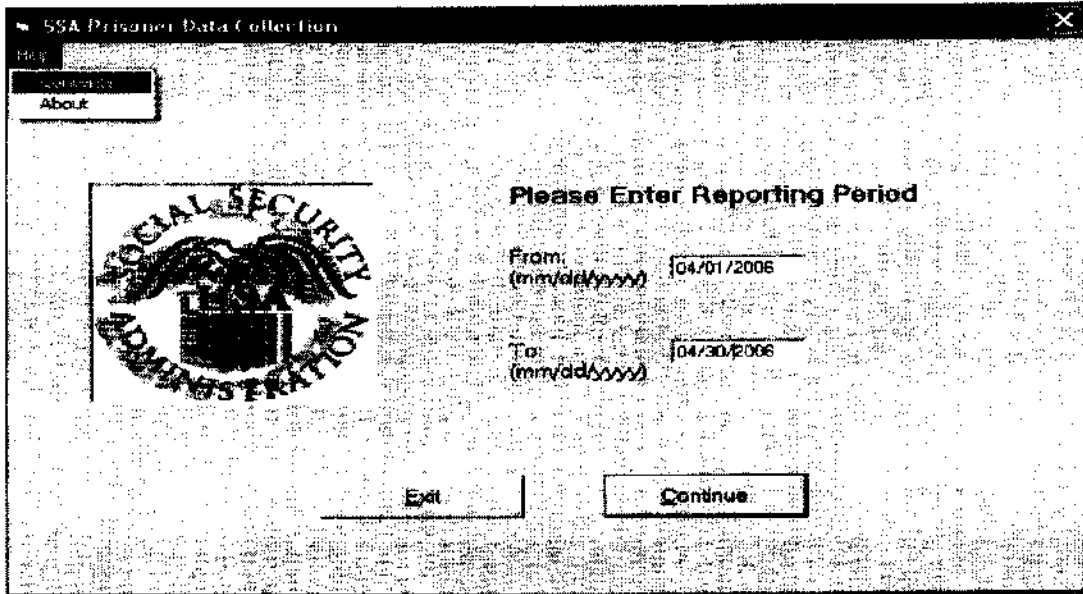
Main Menu Screen

The Main Menu provides access to all screens in the program.

Only two options will be available for the user ("Enter Reporter Information" and "Exit") before entering the Reporter Information.
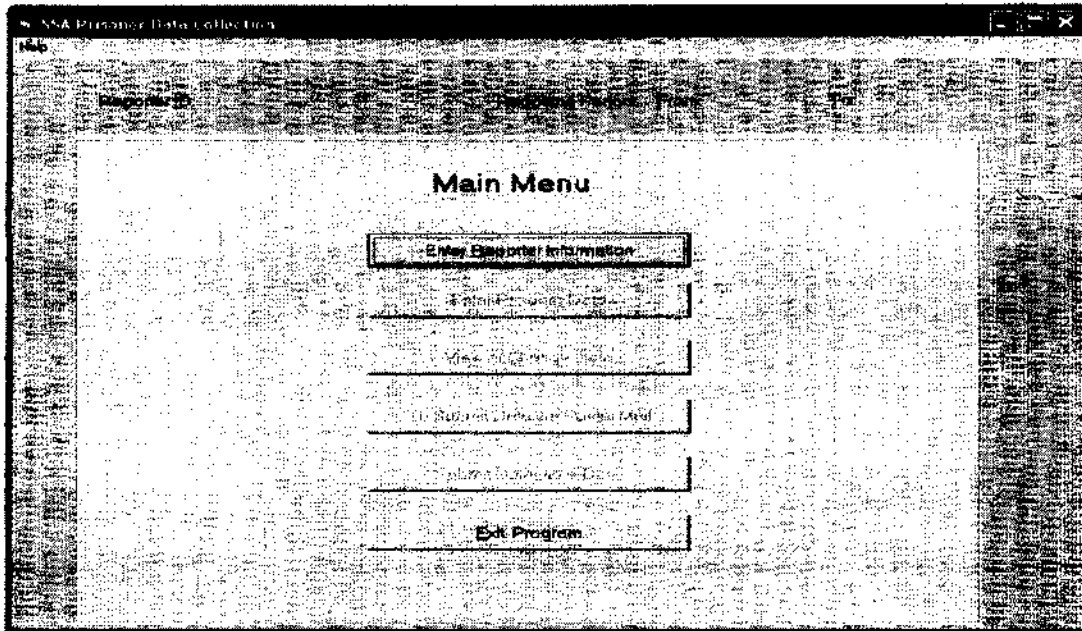
After the user enters the Reporter Information and saves it for the system other options in Main Menu are enabled:
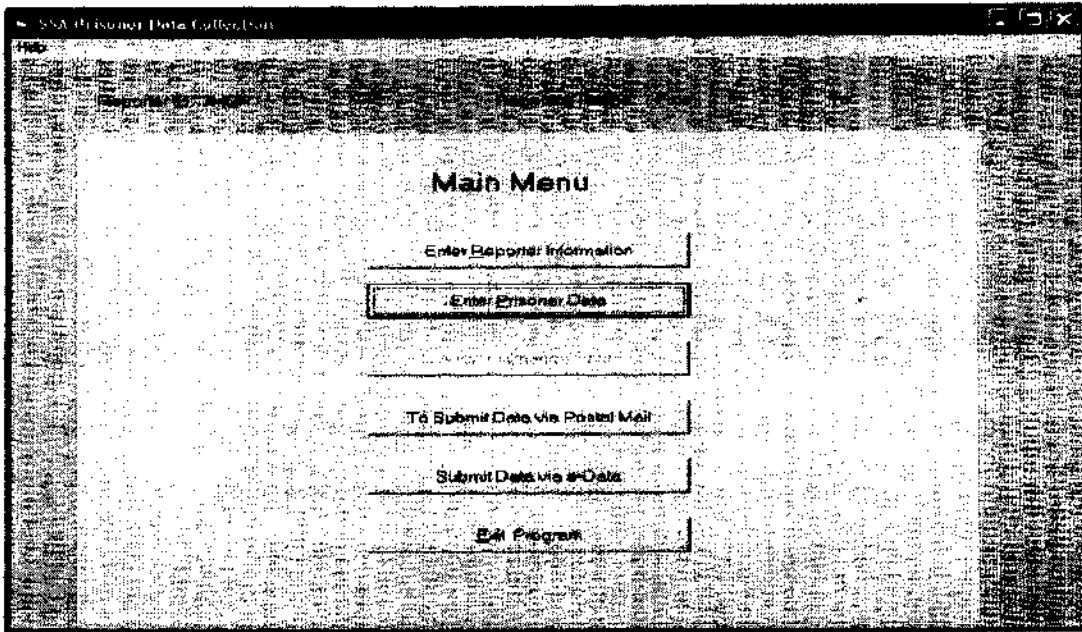
Note: The option "View or Change Data" becomes available as soon as the user enters at least one record in the system.

Reporter Information Screen

The Reporter Information screen is used to enter Reporter Id Code (RID), the State abbreviation and the Type of Report. Initially, the Type of Report field contains a default value, 'R'. Except for the initial census report (using 'C') the user should not change the value of the Type of Report unless directed to do so by SSA personnel.

All fields are required. If the user attempts to save data without entering information into any of the fields, an error message appears.
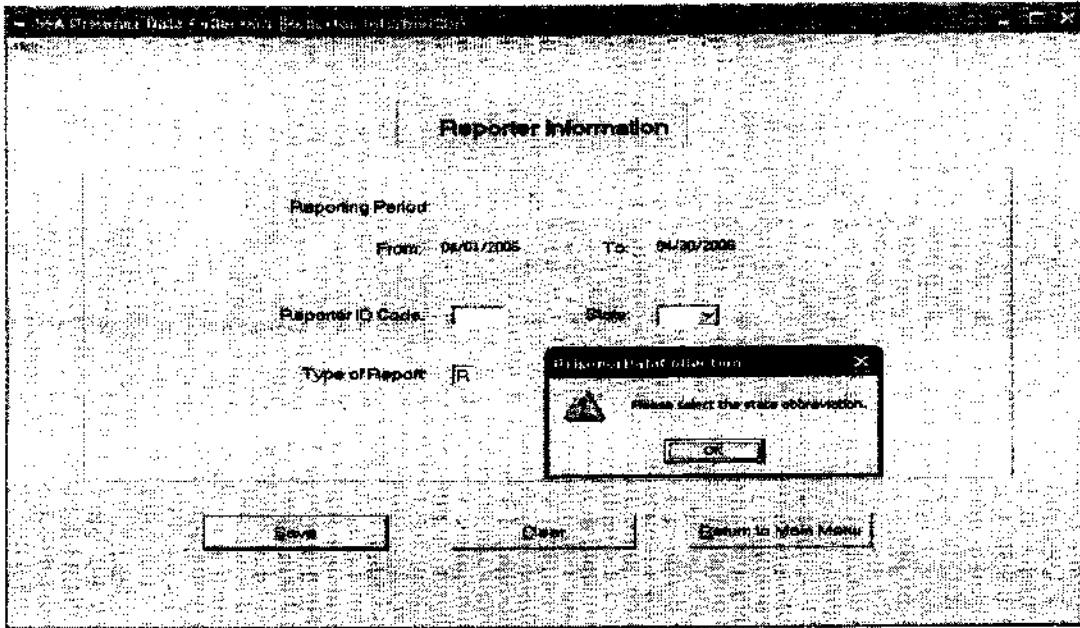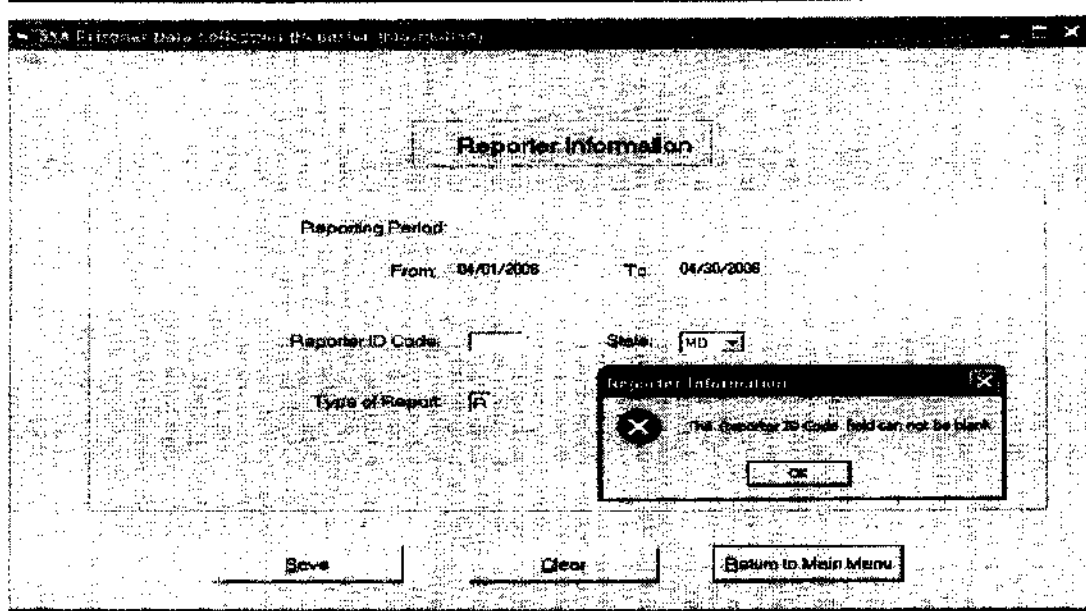
Once all these fields contain valid information, the user can either select the <Save> button to save the data, or click on the <Return to Main Menu> button to save the data and return to Main Menu.

If information on the screen was saved it will be stored and the user doesn't need to enter this information again for the particular reporting period unless the information is changing.

If the information on the screen was not previously saved a message asking about save changes will be displayed.
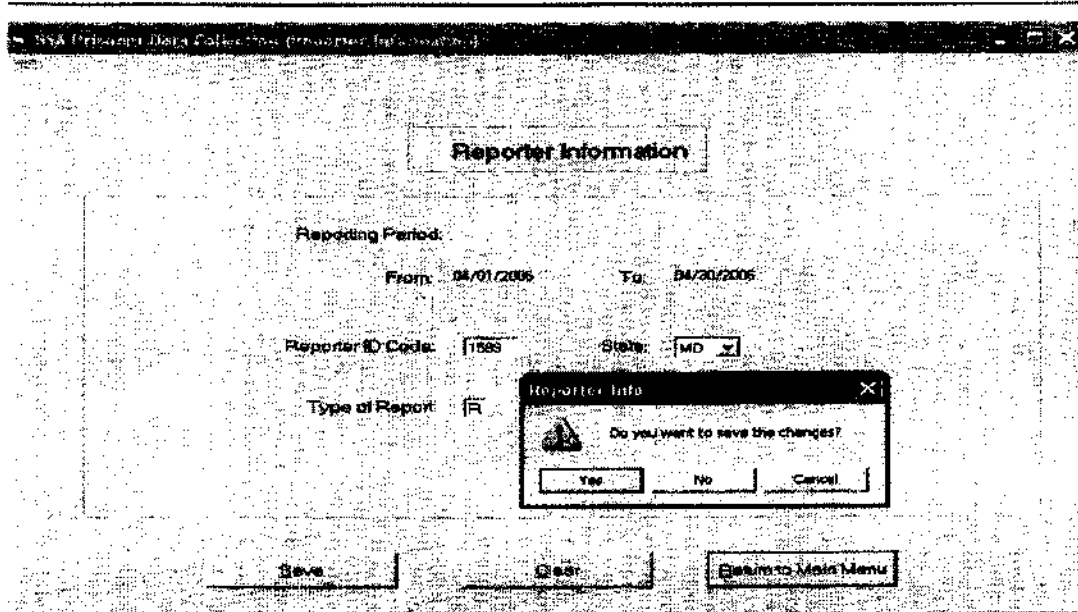
If the user responds "Yes", information from the screen will be saved and stored and the Main Menu screen appears. If the user selects "No", the program does not save any changes made on the screen and the Main Menu screen will be displayed.

The information from Reporter Id Code and State fields will be removed if the <Clear > button was selected.

Reporter Id Code

This field contains the 4-position code that SSA has assigned to the correctional facility. If you don't know your ID code, please call your regional coordinator or local SSA contact.

Type of report

This field identifies the type of report. This field should contain 'R' (for regular monthly reports), unless the file submitted is the *initial* total inmate inventory, then it should contain 'C' for census. The other codes ('P' and 'H') should only be used at the direction of SSA personnel.

To access on-line help information during any point in the processing of reports, click on the <Help> menu in the top left corner of the screen. Then click on the subject that you want to view.
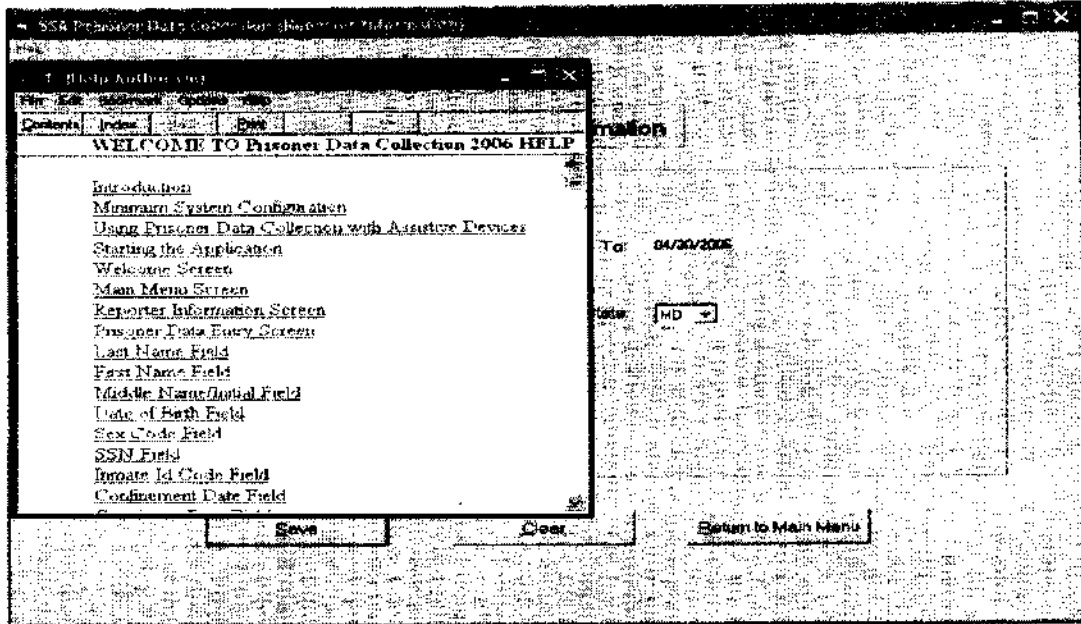
NOTE: There are some limitations when advancing through the Help screens using the *next* "*>>*" or *back* "*<<*" arrow keys. Not all topics appear in the path when using these keys. Please return to the Contents or Index tabs to select the individual Help screen topic.

Prisoner Data Entry Screen

The Prisoner Data Collection screen is used to enter prisoner data. If the user attempts to save (select the <Save> button) the record before all required fields are entered, an error message appears. When a new record is being added, all fields, except the Facility Id, are blank and the system is ready for data entry. The Facility ID will be repeated for each prisoner entered and only has to be keyed again if it is changing (More than one facility reported by the same reporter).

If some changes have been made on the screen and the user selects the <Return to Main menu> button, a message appears asking the user to verify if the user wants to save changes.
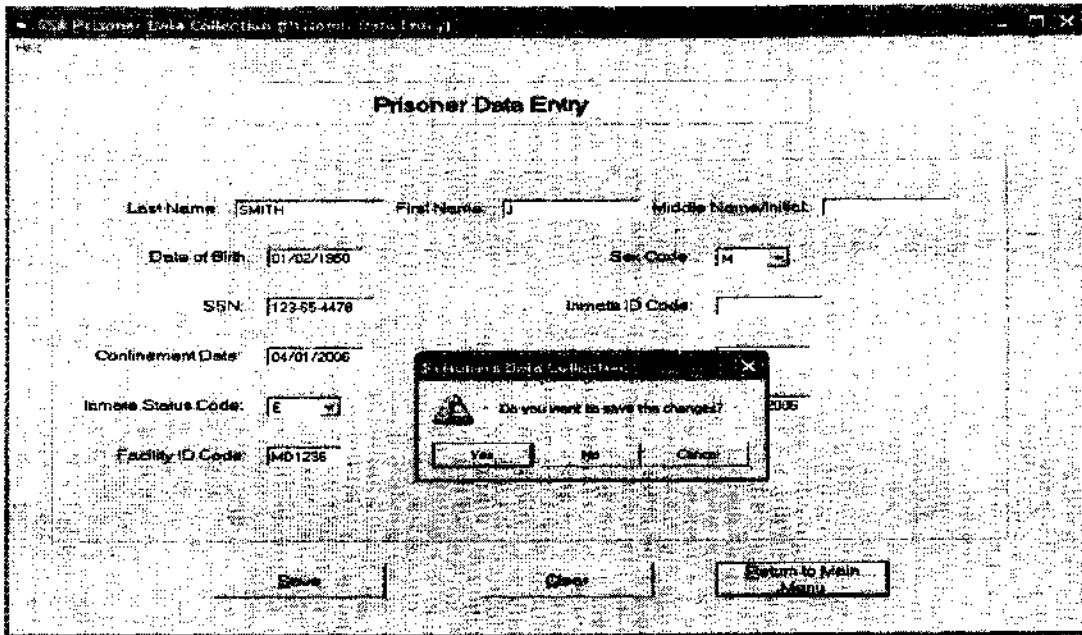
If the user's response is 'No', changes will not be saved and the Main Menu screen will be displayed.

To access on-line help information during any point in the processing of reports, click on the <Help> menu in the top left corner of the screen.

Last Name Field

This field identifies the prisoner's Last name which cannot be more than 13 characters.

This field is required.

If a character other than 'A-Z' or '0-9' has entered in this field, an error message appears.

The user may enter multiple last names. Only one space is allowed between last names.

Do not use special characters such as:

Apostrophes (')

Periods (.)

Parenthesis ()

Slashes (\ or /)

Quotes (")

Special Characters (~,!, @,#,$,%,^,&,*,<,>,-,_,+,(,),/,\.?)

Do not use suffixes such as:

Jr or Junior spelled out

Sr or Senior spelled out

I or First spelled out

II or Second spelled out

III or Third spelled out

IV or Fourth spelled out

First Name Field

This field identifies the prisoner's First name which cannot be more than 10 characters.

This field is required.

If a character other than 'A-Z' or '0-9' has been entered in this field, an error message appears.

The user may enter multiple first names. Only one space is allowed between first names.

For the purpose of this match do not submit nicknames (such as Bubba, Gypsy, Rambo or Buddy) or abbreviated names. When a person applies for a Social Security Card only those names established by birth records and/or court documents relating to name changes are acceptable. Also, do not submit gang names or street names.

Middle Name/Initial Field

This field identifies the prisoner's middle name or initial which cannot be more than seven (7) characters.

This field is optional.

If the middle name is unknown the user should leave this field entirely blank. If a character other than 'A-Z' or '0-9' has been entered in this field, an error message appears. No space between letters is permitted in this field. The user may not enter any of the following into the Middle Name/Initial field:

NMN; N.M.N.; NMI; N.M.I.; UKNOWN; UNK; UNK.; NONE

Date of Birth Field

This field identifies the prisoner's date of birth.

This field is not required but should be entered if known. This field is used to assist in the identification of individuals who submit incorrect Social Security numbers.

The date of birth cannot be on or after the current date.

Sex Code Field

This field identifies the prisoner's gender.

This field is required.

The user can select from the drop down list or enter one of the acceptable entries.

'M' for male, 'F' for female or 'U' for unknown

SSN Field

This field identifies the prisoner's Social Security number.

This field is required and has to have all 9 digits.

The error message appears if the user left this field blank or entered incomplete SSN. If the Social Security number is not known, enter all zeroes.

Inmate ID Code Field

This field identifies the internal inmate ID code established for the prisoner by the correctional facility. This field currently allows ten (10) characters consisting of alphas, numeric, or symbols, or any combination thereof.

This field is optional. Entering this code facilitates any verification contacts by the Social Security Administration with the institution. An error message appears if the user enters a space between letters in this field.

Confinement Date Field

This field identifies the date on which the prisoner was first confined.

This field is required.

Conviction Date Field

This field identifies the date on which the prisoner was

- Convicted of a criminal offense;
- Committed to institution at public expense by court order; or
- Returned to jail/prison because parole/probation was officially revoked.

This field is optional.

If the user entered an incomplete or invalid date in this field, an error message appears.

Note: For an individual confined due to a parole/probation violation, the Conviction Date field should be left blank if the parole/probation has not been officially revoked. The Conviction date for the original offense should be not entered.

Inmate Status Code Field

This field identifies the inmate status code.

This field is optional.

The user can select from the drop down list or enter one of the acceptable entries for the Inmate Status code or leave it blank if the Inmate Status code is unknown.

- **C** - Confined but not convicted. Individual is confined in the correctional institution, but is not convicted of a crime.
- **Y** - Convicted. Individual is convicted of a crime <felony or misdemeanor> and is confined to a correctional institution.
- **P** - Parole/Probation violator. Individual has violated parole/probation. An official decision was made to return the individual to confinement at a correctional institution.
- **E** - Escapee. Individual was in the custody of the correction institution but escaped from the institution.
- **1** - Not guilty by reason of insanity, guilty but insane, or found incompetent to stand trial. Individual is confined to a public institution as a result of a court order in connection with a criminal case.
- **X** - Sexually dangerous person. Individual who is confined to a public institution, by a court order, because the individual is sexually dangerous person as defined by State law. Upon completion of the sexually-related criminal sentence, the individual was immediately confined to the public institution.

J - Confined juvenile. Inmate is under age 18 and is in the custody of the juvenile authorities of a jurisdiction. The inmate was not tried as an adult for his/her crime.

A - Juvenile convicted as an adult. Inmate is under 18 years of age but was convicted of a crime as an adult.

Released Date Field

This field identifies the date the prisoner was actually released from custody, "to the street".

This field is optional.

Do not enter the date an inmate was transferred to another facility or a proposed future released date.

If the user entered an incomplete or invalid date in this field, an error message appears.

If the released date is later than the current date, an error message appears.

If the released date is not on or after the confinement date, an error message appears.

Facility ID Code Field

This field identifies the 6-position code that SSA has assigned to the correctional facility.

This field is required.

This field must be filled out in the format XX9999, where X is a letter (A through Z) and 9 is a number (0 through 9). If the Facility ID code does not match this format, an error message will be displayed.

The Facility ID Code must be entered for the first prisoner; it does not have to be entered again unless the facility code is changing (more than one facility reported by the same reporter).

Prisoner List Screen

The Prisoner List Screen is displayed after the View or Change Data option on the Main menu is selected. It is used to view existing prisoner records, edit existing prisoner records, add new records, or delete existing records.
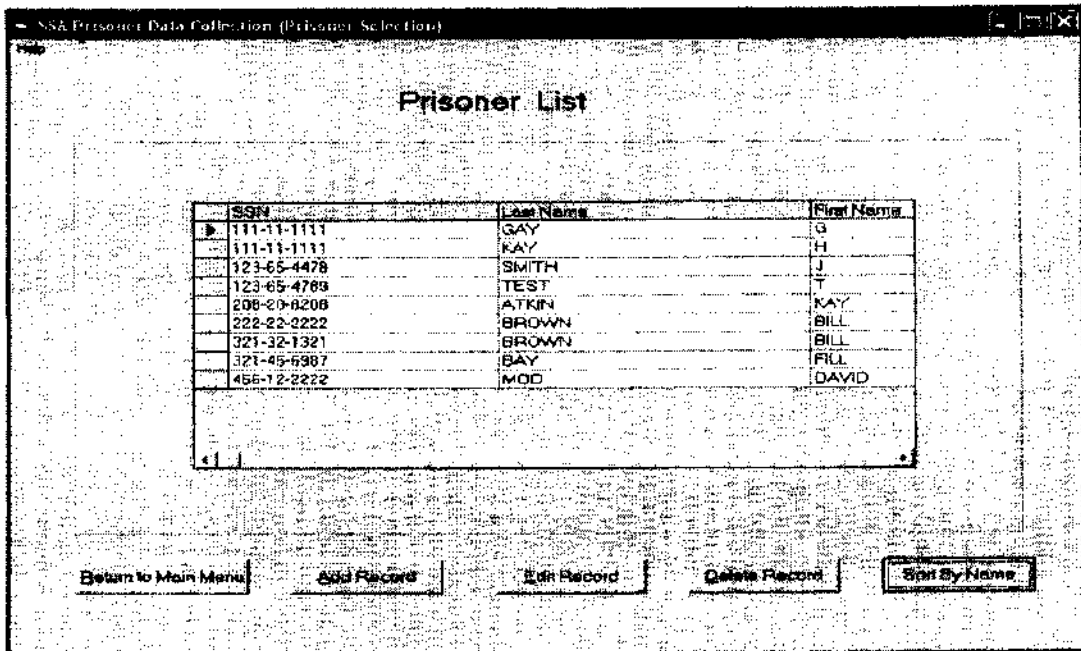
This screen can be used to add a *Released Date* if the individual is released after the initial entry on the screen, but before the report has been submitted to SSA.

By default, all records are sorted in the grid by Last Name:
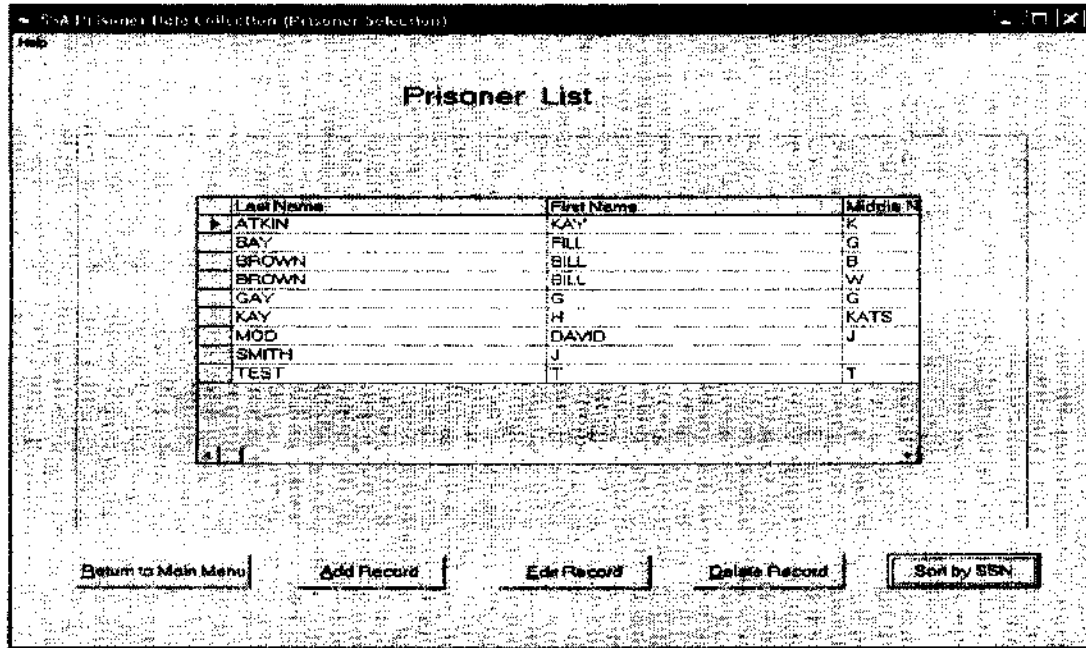
If the user selects the <Sort by SSN> button, records will be sorted in the grid by SSN:

To *edit* an existing record, the user should select the record in the grid and click on the <Edit Record> button.

The Prisoner Data entry screen for that particular record appears. To *add* a new record, the user should select the <Add Record> button to go to a blank Prisoner Data entry screen.

To *delete* an existing record, the user should select the record in the grid and select the <Delete Record> button.

If the user selects the <Exit> button, the Main Menu screen will be displayed.

To access on-line help information, click on the <Help> menu in the top left corner of the screen.

Submit Data via e-Data Option

If the user selects the <Submit data via e-Data> button from Main Menu the file with entered data will be created. For e-Data, the correct format for the file name is:

Pxx.mmddyyyy.PRS.Rxxxx

Where

- In Pxx, the xx would be the State abbreviation (e.g., IL, IN, MI, MN, OH, or WI)
- mmddyyyy would be the date that the file is renamed or sent (this is used to identify different files. If more than one file is sent on the same day, you must use different dates)
- Rxxxx is the same Reporter Identification Code (RID) assigned to you by the Social Security Administration that you use in the preparation of the report

If the file was created successfully, the message appears confirming that the file was created, showing the actual location for the created file, and asking about connection with SSA e-Data Web site.
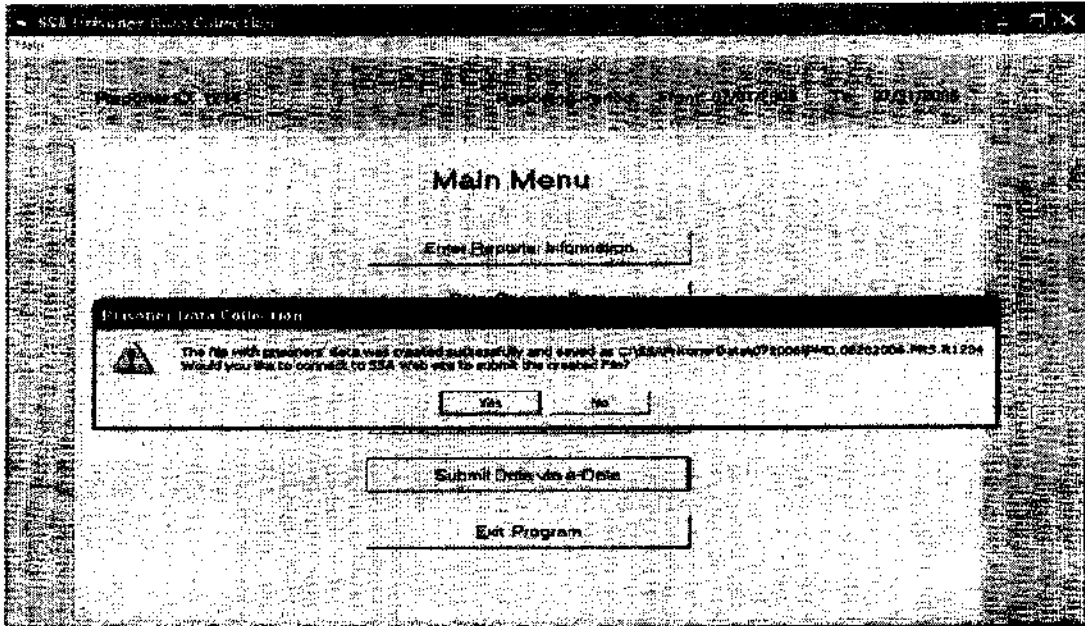
If the user selects 'Yes,' the user will be connected with the SSA e-Data Web site. Remember that only registered e-Data users can submit prisoner reports via e-Data. If no default browser exists or the Prisoner Data Collection application cannot find the e-Data

Website or the Website is not available at that moment, an error message with an explanation appears.

You can send the created file later. Prisoner data files will be located in a directory, **C:\SSAPrisonerData\<mmyyyy >**, where the "mm" and "yyyy" represent, respectively, the month and year specified as start date for reporting period.

To Submit Data via Postal Mail Menu Screen

If the user selects the <To Submit Data via Postal Mail> button in Main menu, the
Submit Data via Postal Mail Menu screen with a submenu appears:
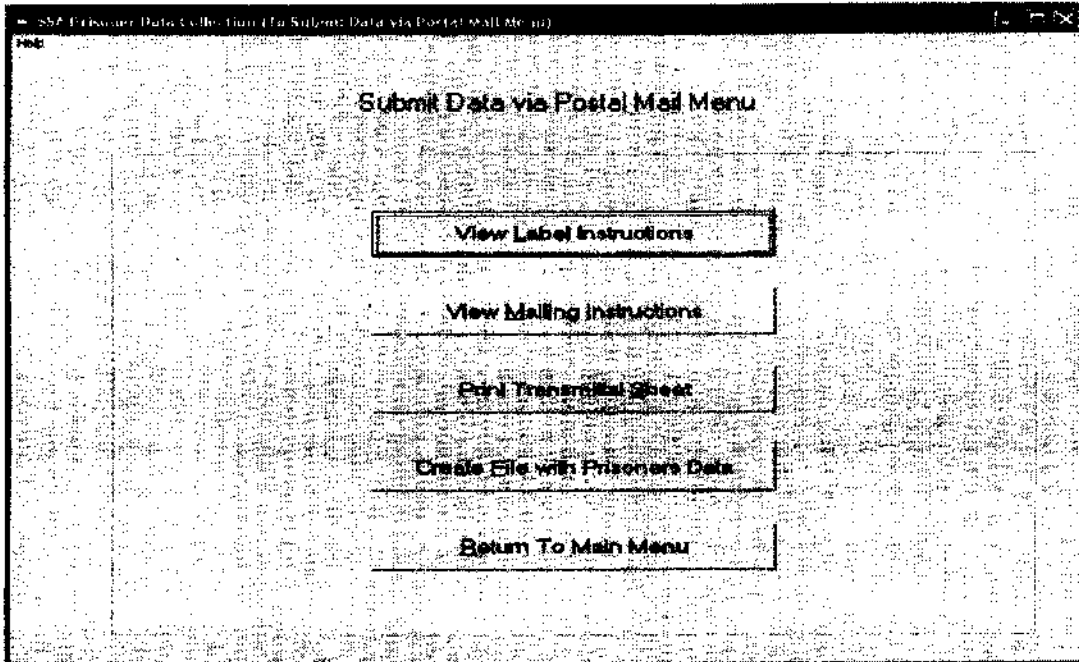
From this menu the user can:

- Get instructions to create a label for a diskette being submitted to SSA

- Get mailing instructions for sending the diskette/CD to SSA

- Create and print a diskette/CD transmittal sheet that must be submitted to SSA
  with the diskette/CD

- Create a file with prisoner data and copy it onto a diskette or CD

- Return to the Main Menu

To access on-line help information, click on the <Help> menu in the top left corner of the
screen.

Diskette/CD Label Instruction Screen

The Diskette/CD label instruction screen provides the user with the necessary information to create a label for the diskette/CD being submitted to SSA.
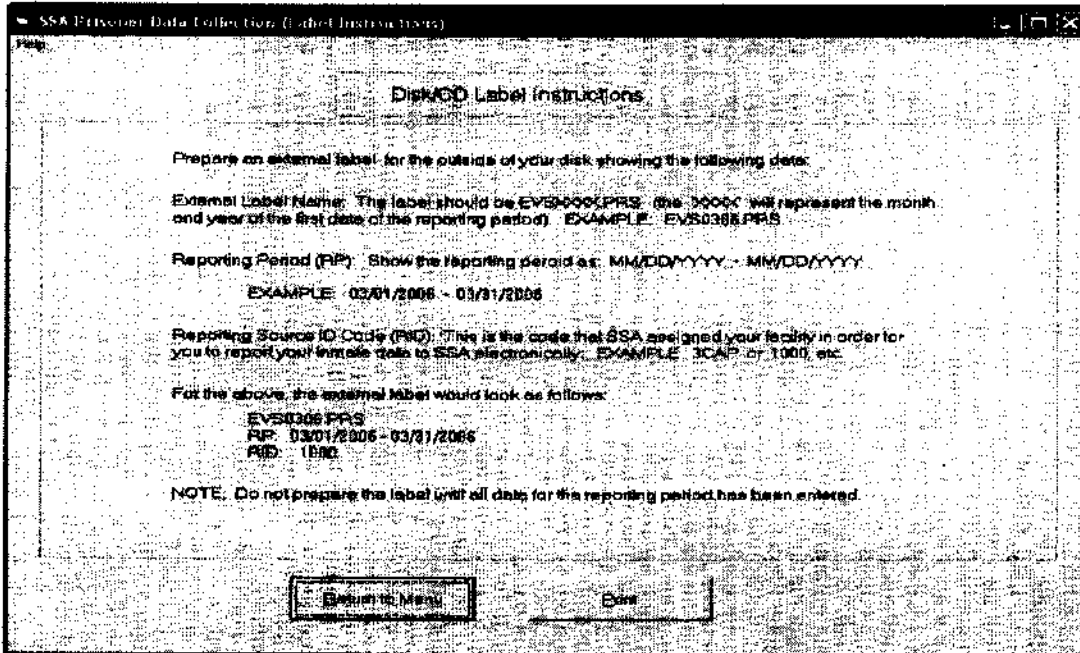

When finished viewing the instructions, the user can press the <Return to Menu> button to return to the "To Submit Data via Postal Mail" Menu.

To access on-line help information, click on the <Help> menu in the top left corner of the screen.

Diskette/CD Mailing Instruction Screen

The Diskette/CD Mailing Instruction screen provides the user with the necessary information to mail the diskette/CD to SSA. When finished viewing the instruction, the user should click on the <Return to Menu> button to return to the" To Submit Data via Mail" Menu.
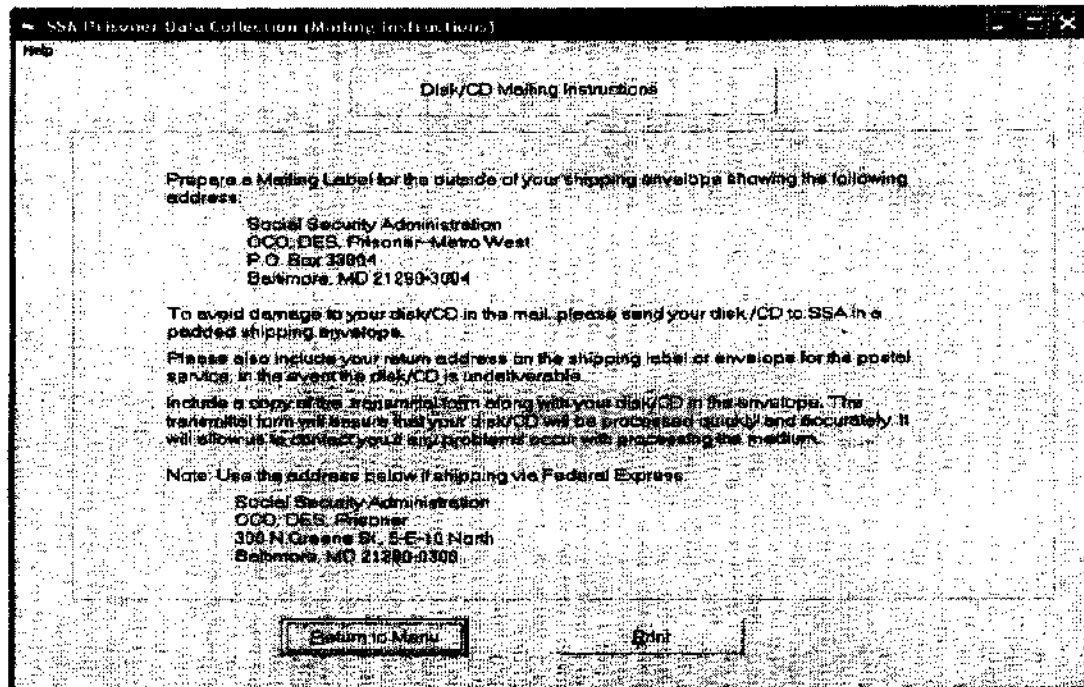
To access on-line help information, click on the <Help> menu in the top left corner of the screen.

Diskette/CD Transmittal Sheet Screen

The Diskette/CD Transmittal Sheet screen is used to enter pertinent information and print the diskette/CD Transmittal sheet which must be submitted to SSA with the diskette/CD. If the user attempts to save (select the <Save> button) the record before all required fields are entered, an error message appears.

If the user selects the <Save> button when all required fields are entered, all entered information will be saved. Also, the text file with this information will be created on **C:\SSAPrisonerData\<mmyyyy >\Transmittal Sheet**, where the "mm" and "yyyy" represent, respectively, the month and year specified as start date for reporting period. If for some reason you have a problem printing the transmittal using the <Print> button, you can open the Transmittal Sheet file using Windows Explorer and print it.

If changes have been made to the data on the screen and the user selects the <Return to Menu> button, a message appears asking the user to verify the saving of changes.
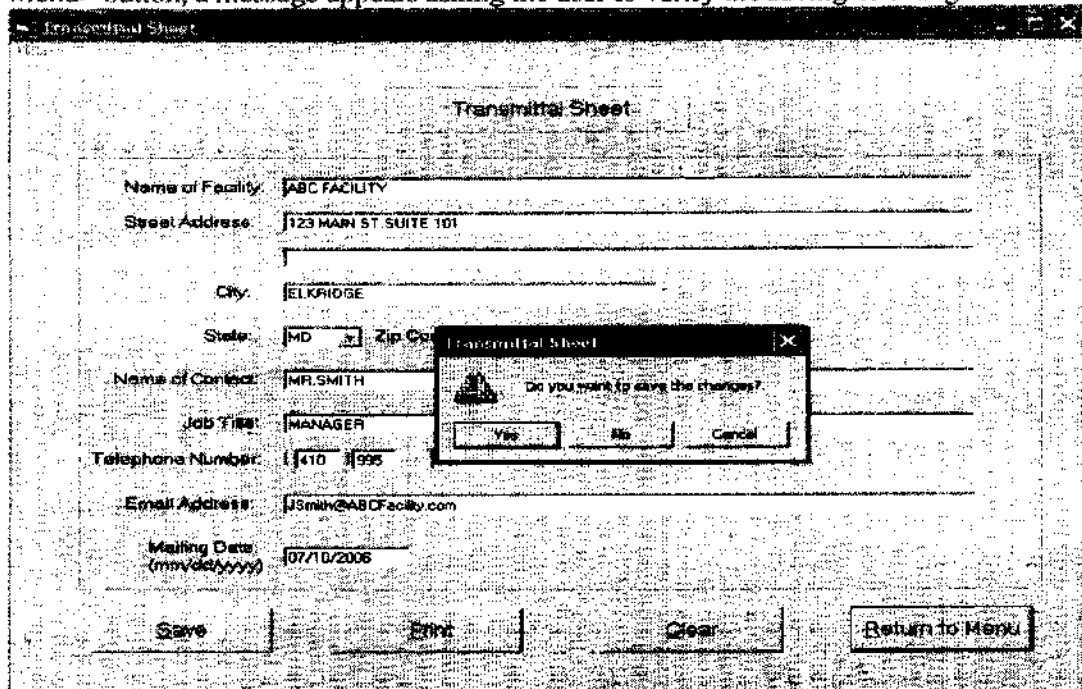
If the user responds with "Yes" all changes will be saved and the user returns to the Submit Data via Postal Mail menu.

If the <Clear> button is selected all fields on the screen become blank.

To access on-line help information, click on the <Help> menu in the top left corner of the screen.

Diskette/CD Transmittal Sheet Fields

Name of Facility – this field identifies the facility name. The field is required.

Street Address, Line1- this field identifies line 1 of the street address of the facility. This field is required

Street Address, Line2- this field identifies line 2 of the street address of the facility. This field is optional.

City - this field identifies the city in which the facility resides. This field is required.

State - this field identifies the state in which the facility resides. This field is required.

Zip code - this field identifies the zip code in which the facility resides. This field is required.

Name of Contact - this field identifies the name of person at the facility whom SSA can contact in case there are questions regarding the diskette/CD. This field is required.

Job Title - this field identifies the job title of the facility contact. This field is required.

Telephone Number - this field identifies the phone number at the facility contact. This field is required.

E-Mail Address - this field identifies the e-mail address of the facility contact. This field is optional.

Diskette/CD Mailing Date - this field identifies the date on which diskette/CD being mailed. This field is required.

To access on-line help information, click on the <Help> menu in the top left corner of the screen.

DISKETTE/CD TRANSMITTAL SHEET

Name of Facility:	ABC FACILITY
Street address:	123 MAIN ST. SUITE 101
City:	ELLICOT CITY
State:	MD **Zip Code:** 21055
Job Title:	MANAGER
Telephone Number:	(410)123-2222
Email Address:	JSmith@abcfacility.com
Mailing Date:	10/04/2006

Reporter Identification Code (RID): 0051

Type of report: R

Media Type: Diskette CD

Reporting Period: 07/01/2006 – 07/31/2006

Resubmission 1 2 3

(Circle appropriate choice only if this diskette/CD is a resubmission of diskette/CD returned to you because of errors)

Note: Instruction for resubmitting revised diskettes/CD are found in the SSA Enumeration Verification System User Package for Correction and Mental Health Institutions.

Mail your Diskette/CD to

> **Social Security Administration**
> **OCO, DES, Prisoner-Metro West**
> **P.O. Box 33004**
> **Baltimore, MD 21290-3004**

Create Diskette/CD with Prisoner Data File

If the user selects the <Create File with Prisoner Data> option on the Submit Data via Postal Mail menu the <Save As> Windows dialog with default file name and current folder on C: drive: should appear.
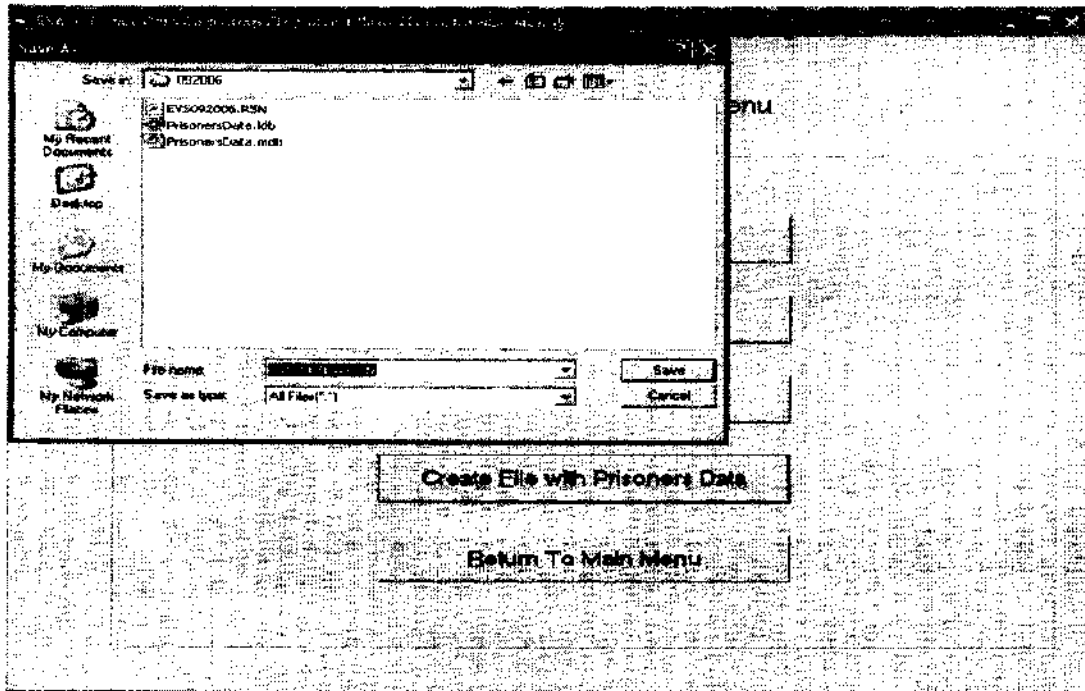
To save file on diskette change the drive (field "Save in:") to A and. select <Save>.
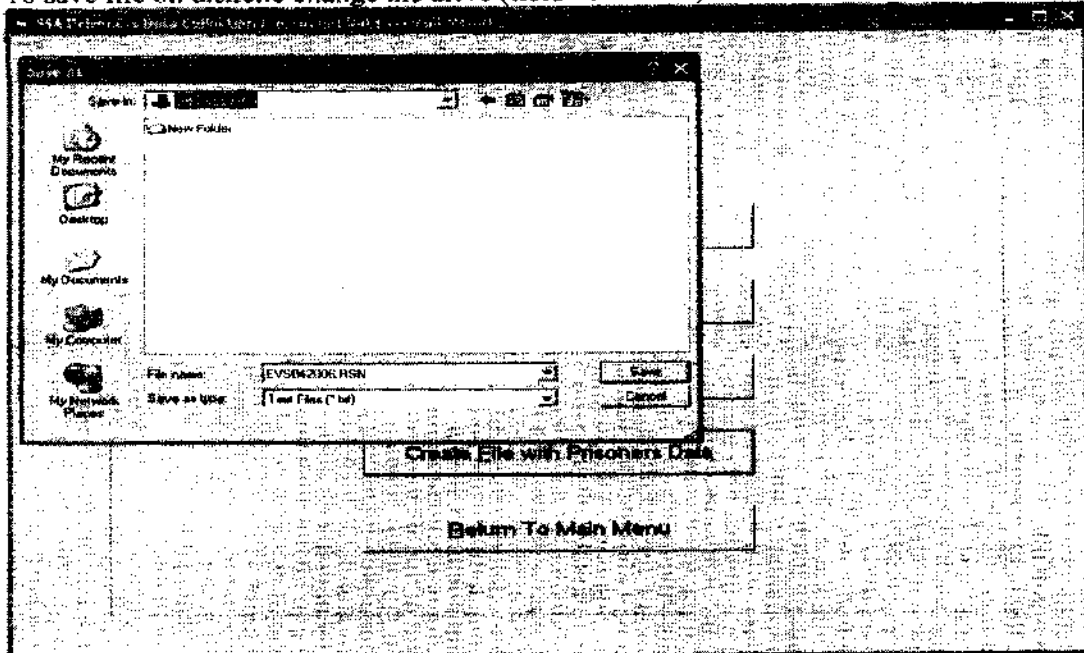

As soon as the file is saved on diskette the <Save As> Windows dialog disappears.

To create CD with this file

1. Save the file on hard drive in your computer. Just select <Save> on the <Save as>
Windows dialog on your screen. The file will be saved in

C:\SSAPrisonerData\<mmyyyy >\ EVSmmyyyy.PRS

2. Open Windows Explore

3. Open the SSAPrisonerData folder on your C: drive

4. **Copy** EVS mmyyyy.PRS file.

5. **Paste** the file on CD drive and make right click on CD drive.
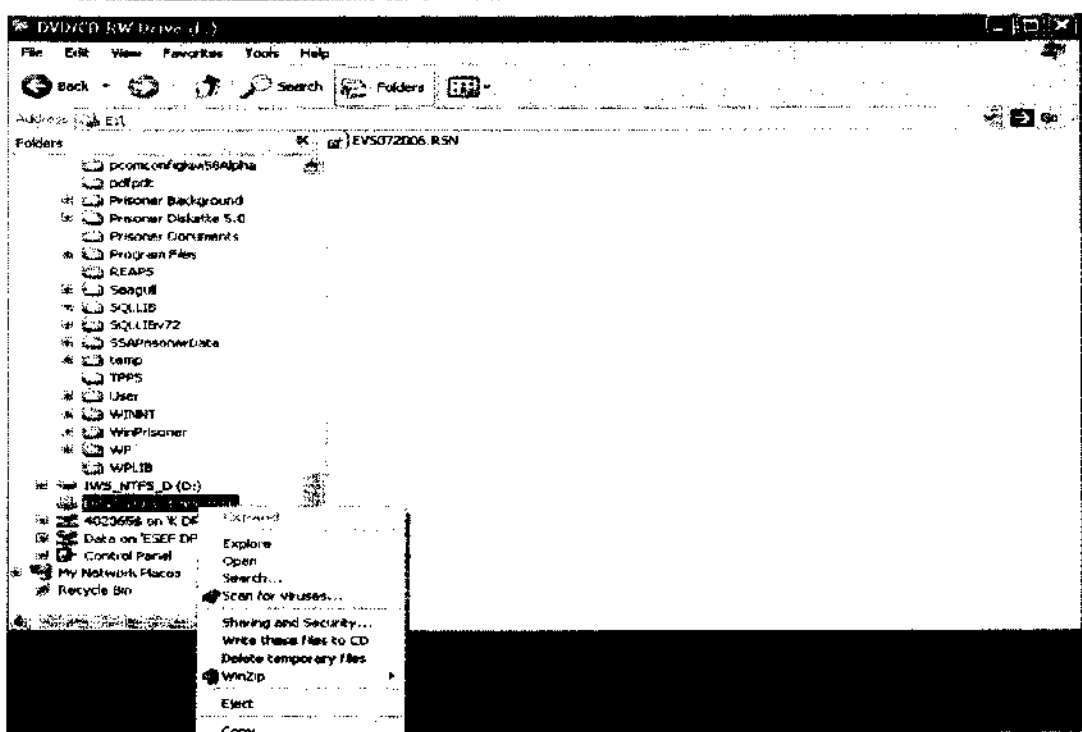
6. Select <Write these files to CD> from pull down menu and the first screen <CD Writing Wizard> appears.
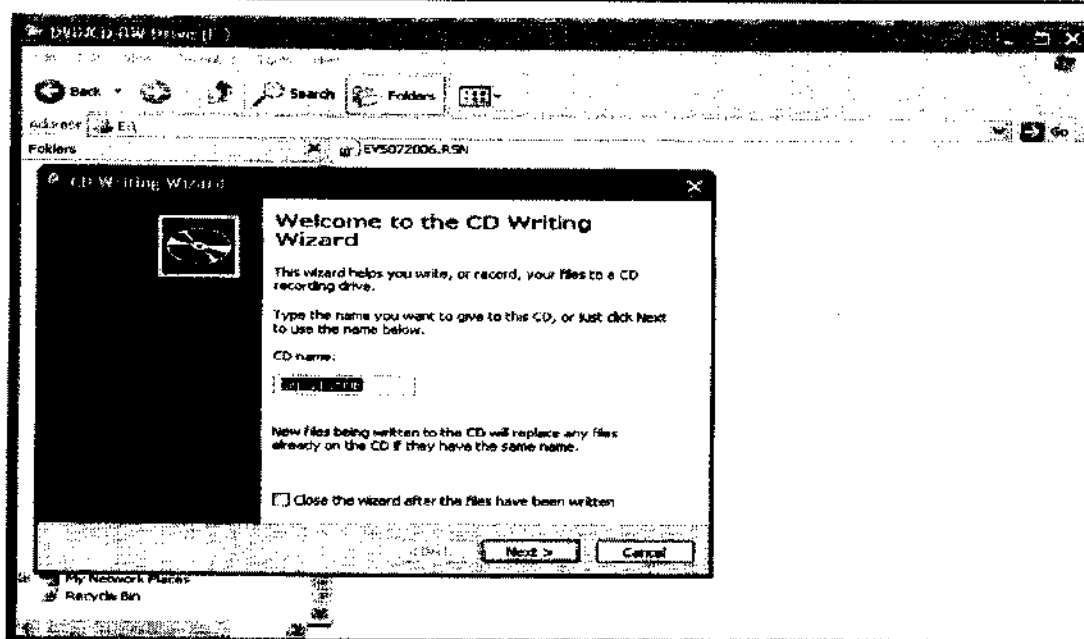
Click on <Next> and follow instructions for the next steps.

Exiting the Program

There are two options for exiting Prisoner Data Collection 2006 application:

- Click the <Exit Program> button located on the Main Menu Screen; or
- Click the standard Windows close button (the small 'x' in the upper right hand corner of the screen).