



Veteran Re-entry Search Service Report

The **Veteran Re-entry Search Service Report** allows you to gather the information needed to create a file for the VRSS – a program which helps agencies identify the individuals in their facility who have a record of military service. This report is now available in iSOMS, but having it in the proper form requires a small amount of modification to the CSV file. This guide explains where to find the report, how to download, and how to edit the CSV file in Excel so that it is in the proper form.

- Corrections
 - » Administrative
 - » Booking
 - » Intake / Booking Records
 - » Pre Booking Records
 - » Jail Reporting

1

Veteran Re-entry Search Service Report

Navigate to **CORRECTIONS → BOOKING → JAIL REPORTING**

2

Click **Monthly Reports**, then click on **Veteran Re-entry Search Service**

Daily Reports Monthly Reports

INMATE EDUCATION REPORT SOCIAL SECURITY EXPORT/REPORT

ASSIGNED PROPERTY DESTROYED LIST REPORT VETERAN RE-ENTRY SEARCH SERVICE

Continued on the next page

≡ YOUR AGENCY

Jail Reporting: VRSS Report

Report Style
VRSS List

Intake Dates From: Intake Dates Through:

Current Population Only(ignore date range)

Report Format:

PDF Excel XML SQL

VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**

Report Format:

PDF Excel XML SQL

VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**

Now you can see the **VRSS Report** screen. This report is usually for the current population, so you typically don't need to change anything with the dates. However, if you do need to change the date range, make sure to uncheck the box. It will be intake dates during the date range if you change it.

3

Change the report format to **Excel**, and then click **Download**. This will save a CSV file to your computer.

You must edit this file in Excel or another program, or it will not be in the right format to submit online.

Continued on the next page

Preview of PDF

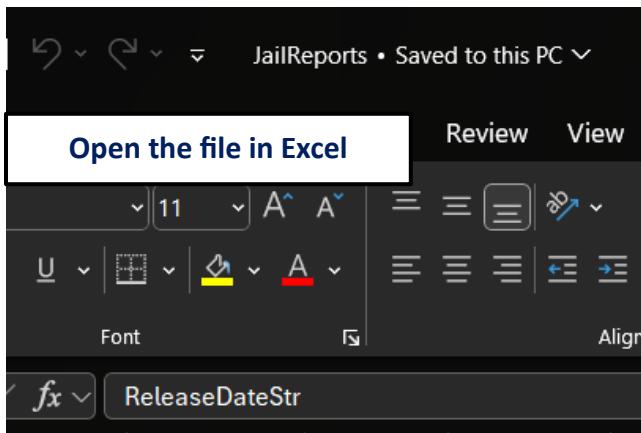
You will use the Excel file to submit, however.



Your Agency
Veterans Re-Entry Search Service List
Current Population

Page 1 of 14

Last	First	Middle	Suffix	SSN	Dob	Gender	Booking#	Cell	Facility	Zip	State	Paroled	Release
ABBOTT	DARREN	LYNN		000-00-0000	01/01/1965	M	2015120002	B11	YOUR AGENCY	37803	TN		
ABBOTT	DARREN	LYNN		412-21-7018	07/20/1973	M	2020090001		YOUR AGENCY	37803	TN		
ADAMS	JAMES	WILLIAM		447-94-9772	09/27/1967	M	20120008	D	YOUR AGENCY	37803	TN		
ADAMS	RONNIE	TRACY	JR	000-00-0000	09/09/1973	M	2006005397	D414A	YOUR AGENCY	37803	TN		
ADKISSON	LARRY	MATTHEW		409-37-7984	12/22/1964	M	2006006130	D116B	YOUR AGENCY	37803	TN		
ALEXANDER	JONATHON	MICHAEL		240-53-7541	05/19/1981	M	2006005913	M1	YOUR AGENCY	37803	TN		
ALFORD	DANIEL	LYNN		415-23-7954	07/19/1975	M	2006004878	B3	YOUR AGENCY	37803	TN		
ALSUP	SHERMOND	ARMEZ		409-17-9399	11/27/1971	M	2006006028	C113B	YOUR AGENCY	37803	TN		
APODACA	PHILLIP	ARTHUR		600-26-1149	04/07/1970	M	2006004646	D325A	YOUR AGENCY	37803	TN		
BAILEY	JESSE	RONDALE		415-25-2749	03/13/1992	M	2006006291	C221A	YOUR AGENCY	37803	TN		
BAILEY	RICHARD	DARYL		408-96-5996	01/22/1953	M	2006005765	D618A	YOUR AGENCY	37803	TN		
BARNARD II	MICHAEL	DANIEL		414-39-3985	02/13/1981	M	2006007180	C5FL	YOUR AGENCY	37803	TN		
BARNWELL	JIMMY	LYNN		409-19-0066	12/19/1970	M	2006000182	C4D	YOUR AGENCY	37803	TN		
BAUMANN	KATHRYN	EDWARDS		239-35-2247	03/02/1970	F	2006007153	C113A	YOUR AGENCY	37803	TN		
BEAL	TIMOTHY	DARRELL		414-08-2147	05/05/1958	M	2006006253	C4K	YOUR AGENCY	37803	TN		
BELL	CHRISTOPHE			414-25-7556	08/01/1975	M	2006007228	C5E	YOUR AGENCY	37803	TN		



4

iSOMS requires certain fields that are unnecessary in the submitted file.
(We cannot remove them due to software and format constraints.)

In order to prepare the file, open the downloaded CSV file in Excel, and delete columns **O** [oscar] to **Y** [yancy]. Now the file is ready to be used for VRSS.

Scroll to the right and select the O through Y columns (click O, hold shift, and click Y)

ReleaseDate																
N	O	P	Q	R	S	T	U	V	W	X	Y	BookingId	Race	JacketNumber		
ReleaseDateStr	ReleaseDate	DateOfBirth	EstimatedReleaseDate	EstimatedReleaseDateStr	BuildingCode	PodCode	BunkNumber	Cell								
	1/1/1965 0:00		12/18/2015 10:01	12/18/2015 10:01			2	B-B11-Bunk: 2				50 A		5306		
	7/20/1973 0:00		9/26/2020 0:00	09/26/2020 00:00								49586 W		5306		
	9/27/1967 0:00		2/21/2025 17:00	02/21/2025 17:00	DELTA 1	D	54	DELTA 1-D-D-Bunk: 54				196 W		336110		
	9/9/1973 0:00		8/24/2023 5:40	08/24/2023 05:40	DELTA 1	D		DELTA 1-D-D414A				227 B		96109		
	12/22/1964 0:00				DELTA 1	D		DELTA 1-D-D116B				304 W		47808		

Now delete the columns by hitting the DELETE key or right-clicking and pressing delete.

The file is now ready to save and submit.

Race/Jacket/Full Cell Location are at the end of the file. This info shouldn't be included in the uploaded file, but they are available here for your convenience.

Example Outputs:

PDF of Report



DREW'S AGENCY Veterans Re-Entry Search Service List Current Population

Page 1 of 1

Last	First	Middle	Suffix	SSN	Dob	Gender	Jacket#	Cell	Facility	Zip	State	Paroled	Release	
BLIZZARD	PHILIP	R	JR	654-61-2316	08/29/1979	M	428732	ABK	DREW'S AGENCY	37803	TN			
BUNNY	BUGS			123-45-6789	05/11/1991	M	1	B1	DREW'S AGENCY	37803	TN			
JABAAY	AMY	JO		311-02-5645	01/05/1978	F	51168		DREW'S AGENCY	37803	TN			
SMITH	AARON			444-33-3999	04/07/1965	M	46108	B1	DREW'S AGENCY	37803	TN			
SMITH	ALFRED	LEE		414-02-3858	03/21/1955	M	0		DREW'S AGENCY	37803	TN			
SMITH	MATHEW	JAMES		531-98-6491	03/03/1984	M	0		DREW'S AGENCY	37803	TN			
Count:	6													

Excel Sheet (CSV File for submission **before being edited)**

LastName	FirstName	MiddleName	PostName	SSN	DateOfBirth	Gender	JacketNumber	CellCode	FacilityName	FacilityZip	FacilityState
BLIZZARD	PHILIP	R	JR	654-61-23	08/29/197 M		428732	ABK	DREW'S A	37803	TN
BUNNY	BUGS			123-45-67	05/11/199 M		1	B1	DREW'S A	37803	TN
JABAAY	AMY	JO		311-02-56	01/05/197 F		51188		DREW'S A	37803	TN
SMITH	AARON			444-33-39	04/07/196 M		46108	B1	DREW'S A	37803	TN
SMITH	ALFRED	LEE		414-02-38	03/21/195 M		0		DREW'S A	37803	TN
SMITH	MATHEW	JAMES		531-98-64	03/03/198 M		0		DREW'S A	37803	TN

ParoleDate	ReleaseDate	ReleaseDate	DateOfBirth	Estimated	Estimated	Building	PodCode	BunkNum	Cell	BookingId	Race	BookingNumber
			8/29/1979 0:00				A		A-ABK	49577	W	20240400002
			5/11/1991 0:00			BRAVO	B		BRAVO-B-	49576	I	20240400001
			1/5/1976 0:00							49587	W	20241200002
			4/7/1965 0:00			BRAVO	B		BRAVO-B-	49578	W	20240600001
			3/21/1955 0:00							49586	B	20241200001
			3/3/1984 0:00							49579	W	20240800001

Excel Sheet (CSV File for submission **after being edited)**

LastName	FirstName	MiddleName	PostName	SSN	DateOfBirth	Gender	JacketNumber	CellCode	FacilityName	FacilityZip	FacilityState
BLIZZARD	PHILIP	R	JR	654-61-23	08/29/197 M		428732	ABK	DREW'S A	37803	TN
BUNNY	BUGS			123-45-67	05/11/199 M		1	B1	DREW'S A	37803	TN
JABAAY	AMY	JO		311-02-56	01/05/197 F		51188		DREW'S A	37803	TN
SMITH	AARON			444-33-39	04/07/196 M		46108	B1	DREW'S A	37803	TN
SMITH	ALFRED	LEE		414-02-38	03/21/195 M		0		DREW'S A	37803	TN
SMITH	MATHEW	JAMES		531-98-64	03/03/198 M		0		DREW'S A	37803	TN

ParoleDate	ReleaseDate

For further information on the VRSS, please see:

Department of Veterans Affairs, Veterans Re-Entry Search Service (VRSS) User Guide.

Your agency may need an iSOMS update to reflect these changes.

Contact our office at (888) 644-5786 if you have questions.