

FEE SYSTEM NETWORK MINUTES

April 26, 2012

Hosted by Clatsop Co.

Present: Judy Bell, Benton; Janet Leep, Coos; Abby Natvig, Linn; Karen Foresee, Marion; Vicki Wood, Yamhill; Christy Elven, Washington; Kerri Humbert, Douglas; Tonya Owens, Tillamook Co; Crickett Hanna, Jackson Co; Carol Harrod and Kimberly Losada, Clatsop Co; Cindy Looten, Malheur Co; Tammy Sundin, Umatilla Co; Lee Cummins and Mary Hunt, DOC.

Introductions/Welcome

Lt. Kristen Hanthorn welcomed our group to Astoria and thanked our group for all the work we do.

Review Additions/Corrections to January minutes:

No corrections or additions to minutes.

DOC Updates:

Information on the different software we use:

- CIS – covers all of the old COBOL programs, i.e. OPS for support staff, ISIS for PO's, and CMI for Institution staff.
- OMS- new web-based version of CIS includes CMA, TCU, URICA, etc. When the fee system is re-written it will also be part of the OMS. You can access OMS through DOC400 by using F11 option 5. To login to OMS you use the same login and password you use for DOC400. You can select different “roles” while in OMS to access different menus.
- CMA- case management application, accessed through OMS. The CMA is the new version of LS/CMI and case plan. New CMA will be available for use after 05/08/12 for community users; institutions will have access approximately 2 weeks later. The new CMA is the largest project of its type that our IT department has worked on to date. There will be validation rules built into the CMA that will tell you if information does not match up or if it has changed the information. The new case plan also includes a new action plan. There will be an auto chrono when an LS/CMI is done.
- PSC - There is a new rule being written to require the use of the PSC (Public Safety Checklist) and the Proxy for risk assessments. It will also require that all Medium and High offenders will have to have an LS/CMI and Case plan.

- OIS- offender information screen- provides more info than the public information screen in DOC400. The OIS offers more search options including the ability to search using partial name, DOB, county, etc. It will provide you with a photo of the offender if they have ever been in DOC custody. The OIS also gives you the ability to print reports on the offender you selected.

The IT newsletter had a comment about IT having the ability to turn reports that we run in DOC400 into PDF formatted reports. The group discussed this and decided that it would be helpful if they could make the report an Excel document instead so we can sort the data. Mary was going to contact Emmanuel to see if we can do that and request that he make the discontinued fee report available in this format.

JPAY has contacted DOC to present their services and try to get more counties to use the online payment service that they offer.

Anyone that can access menu CCFEE has the ability to change the printer, DOR, monthly fee amount, etc. for your county. If this is an issue, the permissions for that user will need to be changed so they cannot access that menu.

Service Requests:

- 2472 –Caseload Collection Statistics report – currently on hold and will be worked on again soon.
- 2469 and 2470- Electronic transfer to DOR – the changes we asked for to this service request were approved to be worked on under the current service request.
- 2531- Analysis for a replacement program for the fee system – on hold due to not having staff to perform the research on which software will work with OMS. *If you know of a web based accounting software that may work let Mary know.*

New Service Requests:

A request for a new fee type code of: COLL for outside collection Agencies. It will work similar to DOR account type so only the county that the account belongs to will be able to modify it and other counties will not be able to bring that balance forward to try and collect on it.

DOR – Nikki Bennett

Nikki was unable to attend the meeting. DOR wanted us to be reminded that accounts that they have not received a payment on in a year will be returned to your office.

Manual Update-Crickett Hanna

Manual was updated and sent to Manette to be updated on the web. There are a few more changes that need to be made to the manual. Those changes will be made and the manual will be sent to Manette again.

Membership-Margaret Hill

Membership directory will be updated and sent out/posted on the web. Any changes to your information need to be sent over to Margaret so it can be updated.

Roundtable:

Crickett, Jackson Co- DOR line with the wrong location code? The creating county should be able to change the responsible location on the DOR line. If you are unable to you will need to contact the helpdesk and ask for a ticket to Development, iSeries Team.

Also, please remember that you can only send supervision fees from a previous custody cycle or fees that are NOT supervision fees to DOR when you transfer someone to another county.

Kim, Clatsop Co- Is there a statute of limitations on fees? Each county has their own statute of limitations so you will need to make sure and check with your county treasurer. The state of Oregon does not have a statute of limitations that applies to fees.

Cindy, Malheur Co- Would other counties like to be contacted when an offender expires and they have an old balance? Yes everyone would like to be notified so they can try and send old accounts to DOR.

Judy, Benton Co- Why would the fee account balance not match the fee billing balance? The fee account was created with a beginning balance. Once the account is created you can no longer see the beginning balance so it is difficult to track down the difference in the account balance.

Why is the system not using the mailing address? The Y to update the address may not have been selected. Go back into the address and update it and that should fix it.

Christy, Washington Co – Washington County is still working on moving forward with online payments.

Abby, Linn Co – Why can we not run the discontinued fee report for our Local Control location LLIN? Submit a ticket to development to have them add the local control locations as valid locations for the report.

Janet, Coos Co – If a compact offender is not being billed properly verify the dates match for when the offender was admitted.

When you receive your sealing report you can run the discontinued fee report to find the new number that is assigned to the offender and still be able to send them to DOR

You can take payments on offenders that are currently inmates due to the fees now stay at your location.

Reminder for the group:

When you send someone to DOR you need to zero out the fee line that you sent to DOR. If the balance is left on the SUPV line or other fee line it looks like that amount is still owed and if another county starts supervising the offender they may try and collect on those fees. Also, if the offender is currently being supervised you need to make sure and close the DOR line after you create it so a payment isn't accidentally posted to that line by another county.

Meeting adjourned

Next meeting: July 26, 2012 Coos Co.