

**STATEWIDE OFFICE OPERATIONS NETWORK**  
**Thursday, April 11, 2013**

**Hosting Agency:** Benton County Community Corrections  
**Meeting Location:** 4077 SW Research Way  
Corvallis, OR 97333

**In attendance:** Judy Bell, Benton County; Christy Elven, Washington County; Diane Ballard, Jackson County; Teresa Yurkovich, Josephine County; Ofelia McMenemy, Clackamas County; Toni Puckett, Clackamas County; Carolyn Knox, Lincoln County; Tina Shippey, Coos County; Chelo Ramirez, Hood River County; Shannon Miller, Yamhill County; Vicki Wood, Yamhill County; Karen Spieler, Columbia County; Cathleen Snider, OISC; Ruby McClorey, Compact; Dawn Persels, Compact; Lee Cummins, Community Corrections; Mary Hunt, Community Corrections; Kevin Kohberger, OISC; Dianne Erickson, OISC; Lisa Gilbertson, Multnomah; Marla Weise, Multnomah County; Kari Garcia, Multnomah County; Mindie Everett, Multnomah County; Michael Jackson, Multnomah County; Susie Schindler, Marion County; Donna Hemman, Polk County; Angel Pairan, Polk County; Melinda Garcia, Jefferson County; Lili Frank, Lake County; Tonya Owens, Tillamook County; Angie Gustafson, Linn County; Patty Gaskins, Douglas County; Shawna Harnden, Parole Board.

**Introductions/Welcome:** The group introduced themselves, and Judy welcomed everyone to Benton County.

**Review/Additions/Corrections to the Minutes:** nothing.

**Email Decisions:** Mary brought up Judy's email about how to designate a DOC400 User as support staff, PO, management, etc. in the DOC400 so that when you look at a chrono you can see what type of employee entered it. Here's how to do it: F11, 2, E, which takes you to work with address and phone. Do a 2 on the line corresponding with the DOC400 user you want to change and look toward the bottom of that screen. You can do an F4 to prompt available choices, such as SS for support staff, etc.

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SYS1011      Corrections Information Systems      13:13:10
BELLJU              Maintain Work Phone      4/15/13
                                     CHANGE
User ID..... BELLJU      Bell, Judy NMN
AS400 location..... DOC400
User location..... BENT
Phone number..... 541)766-6222
Email Address..... Judy.Bell@co.benton.or.us
User Type..... SS Support Staff      Code, F4=Prompt
Note: If user name, AS400 location or user location is not correct, call
the ISU Help Desk at 1-866-531-9600 to modify information.
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You might want to check the users for your county and put designators for them. This is not mandatory, but is nice to see the information when looking at a chrono. This information might be in the manual and it might not. Diane had provided the manual reference for the PSI maintenance/entry piece. Diane will add this to her chapter. Also you can update phone numbers there. It's good to keep that current and remember to update when people move desks and change phone numbers, etc. County Corrections users don't have the authority to change email addresses, but can change phone numbers and designators. If an email address needs to be added or changed, contact the DOC Help Desk via phone or email and ask for a ticket to the Email Administrators.

Michael brought up the PSI email. He asked if counties are scanning and saving into their archives, as well as sending to OISC, what about Sealings? Should we be looking for PSIs to seal/set aside as well? Yes - Dianne says those PSIs need to be sealed. Mary asked if the PSI gets sent in the beginning with the judgment. Group members answered that we don't send anything in the beginning anymore; it's all sent at the end. Some counties send the PSI in the beginning, but that's all. To clarify - yes, community agencies do need to destroy PSIs when there is a sealing order. Please make sure it's been sent to OISC before eliminating it from your office.

While on the subject of PSIs, Lee would like to update the group regarding her survey questions about PSIs. Entering the Facesheet information is how intake and the institution know a PSI is out there. They said it was very difficult to find it. Almost everybody is entering the Facesheet. So they started thinking about the methods, and realized sometimes people are only entering the Facesheet to get the PSI number. It would be really helpful to also have the date and minimum sentence information. That way when people are doing the next one, they know they need to order the last one (or ones) done. It would be nice to have a directory of them. This may be a drive mapping issue to upload the text. It would be nice for the whole document to be in there so others could look them up. There was a method that was developed in the 90s for uploading. When things changed with the program, things got kind of stuck. TSAs are for support for DOC IT. Maybe if they can fix things, we can get them uploaded completely. Lee will have a conversation next week to look for a fix. Approx. 300-500 PSIs a year, statewide, are done. There was a big PSI project, including several people/departments. They met for months to discuss particulars, and then there was no money so the project died out. Later it came back on a small scale and kept going back and forth between being a service request – project - service request – project. Funding issues made it disappear again.

Dawn from Compact sends monthly emails regarding interstate compact updates and asked the group if they have any value, are they too long, is anyone reading them? Group says yes, they're helpful and funny. Dawn will keep them coming.

**OISC/Institution Records:** Cathy has nothing today.

Dianne – introduced Kevin Kohberger, new Technical Program Specialist (TPS). He does second checking of calculations on new inmates, correspondence - inmate and

technical, with DOJ, etc. some training to train PTAs, as well as Super User stuff – changing codes, etc. Kevin was a PTA who started in 2009.

Karen in Columbia County decided not to keep PSIs anymore and will be sending all the hard copies to OISC. Someone asked why you would send them now when they were sent when they were done. Because there is no guarantee they were ever sent – they are really old.

**Parole Board:** Shawna reports things are pretty much the same status. Order specialist Abbie Firestone is still with DOC on an extension. Debra Zwicker is still there taking care of the orders. They have an open recruitment for a hearings officer. If you know someone interested, please contact Shawna or Jay.

Mary asked Shawna to remind the group to wait for a discharge order (Certificate of Expiration) before closing a board-controlled offender. Shawna encouraged people to email Pat Zeigler to find out why one hasn't been issued if you believe their term of supervision should have ended. If the last action was a warrant and the offender got arrested, but a sanction wasn't given to the board, the board sees the status as "warrant." That doesn't mean there is a warrant in LEDS – but it does mean they can't close. Toni asked how long she should wait before calling Pat. Shawna replied only a day or two. Please email or call if you haven't gotten it, you don't have to wait long. They'll have an answer right away. Bring it to their attention, and they'll look at it.

Marla asked about a case where the offender went directly to the institution at sentencing, came out on AIP, got 36 months PPS, but no O line was ever opened. The institution closed the AIP line, but then nine months later Marla got a judgment from the Court that says no post-prison supervision is ordered and then received an expiration sheet from board. No O line was ever opened. What does she do about that? The board doesn't enter the O line, so they can't repair the record. Marla does have a PPS order, but nine months later also has a court order. Email the information to Shawna – she'll look at it. The record probably needs to have the O line there for historical purposes, and then close as of the date of court order to vacate or whatever language the court order uses. Marla should also send those to Kevin and he can look at it, too, since there's an I line. The offender was on post status, but no O line is there and now Marla is not sure if it was ever entered or someone deleted it. On the Parole Board side since they had done an order they had to provide the EXPI notice.

Susie Schindler asked does anyone enter O lines at the board. Shawna answered no; no one at the board enters in the DOC400 at all. Annie is a limited duration, temp hire – on the warrants desk. They have a different system. Do they enter the INOP time to the O line? No, they work in their system and it transfers ("mirrors") into the DOC400 and applies to appropriate O line. Who does the INOP time? On PPS cases it's the board; on old matrix cases (Parole) is OISC, and community corrections agencies do local control INOP. What if they need to contact someone regarding lines with INOP attached? Contact Shawna. Send them to her, she'll either fix it or find the right person

to help. Also, in general, you can send any questions about the appropriate contact person for a specific task to Shawna – she'll either help or find the right person for you.

Susie had another case – the offender was revoked on several case numbers, and on one of the cases the judge changed his mind. The offender had already done institution time and then the judge rescinded revocation and wants to continue probation. She is trying to track down the old court order. Should she send it to OISC to look at? What about the institution time? Dianne answered yes; send to OISC to look at. They can adjust release date if needed, etc. Kevin will look at it.

Angie asked how close to the expiration date does the record in DOC400 really need to be. She gave an example of a board order that says 44 months, she puts in 44 months, but the expiration date is eight days off the board order's expiration date. Is that being off okay? The board needs to use round numbers (like 44 months), but the community corrections agencies should enter a length of supervision to make the end date match the board order. When it comes to INOP time or other issues like that, ask about it if it's wrong. If it doesn't match, contact the Parole Board records specialist and they can look at it and figure out where the problem was. Angie talked about specific examples. Shawna suggested Angie email the offender information to Shawna, and she'll look at those. Overall – yes, the board order date should match the DOC400 expiration date exactly.

Donna asked for clarification that according to the board an offender expires 12:01 a.m. the day of expiration, not 11:59 p.m. Yes, that's right – 12:01 a.m. is the expiration.

Shawna explained the board does lots of weird stuff regarding calculations, etc., for example one day credit is even if arrested and released same day – that counts as a day.

Lili from Lake County had a scenario she wondered about. The client was convicted of murder (count 1) and sentenced to life, and count 2 was three months incarceration and PPS. She asked to confirm that the 3 months gets entered as an L line, and then if he is ever released, both PPS will start at the same time. Someone said yes, otherwise the L line can just be there, or you can post it out on the actual post date of that sentence (but not enter the O line), or leave it and do nothing with it until and if he gets released. Judy talked about that 3-month sentence actually being local control, even if it was to be served concurrently in prison. If the offender went to your local jail before going to the institution, typically the county would admit the offender into their L location and enter the L line. If the institution picked him up and admitted him before you had a chance to do that, you need to put in a ticket to have a SUN user enter the local movement.

Regarding warrant requests Shawna stated all requests should go to the general warrant email (paroleboardwarrants@doc.state.or.us). Dawn asked about emails coming from Annie and Malinda, because she sees both. Shawna explained that using that general email means everyone can get in there. Yes, it is still both Malinda and Annie doing warrants. Dawn boasted how they are great about getting warrants

entered right away. She told a story of a woman who had kidnapped her children and Dawn requested the warrant as she was getting on the plane with her kids and by the time the plane landed at her destination the warrant had already been issued and law enforcement was there waiting to arrest her. Big thanks to them! Shawna told the group that typically over 400 warrants are issued each month, and that doesn't include everything else they do. All of a sudden recently warrants have tripled.

### **Compact/ICOTS:**

Ruby – CIS vs. ICOTS. Char came in to help with clean up lists. Please remember that assigned user in CIS should match the assigned user in ICOTS. In ICOTS, only the user assigned to an offender can do anything with the record of that offender. Anyone can view information, but any Violations, NOA's, CARs, closures, etc., need to be done by the assigned user. Ruby also reminded the group to keep up with supervision end dates. If they are changed in DOC400, you must update ICOTS, too. They had a case where the offender was supervised past his expiration date. DOC400 said 2014, but ICOTS said 2012. Char is helping clean all this up and identify problems.

If you are contacted and asked to do something with a record and you can't do what Char's asking please just call and compact will go over the case with you to determine what needs to be done. Diane at Jackson County had one like that. Ruby asked Diane to send it to her and she'll look at it.

Ruby also discussed people trying to do a closure to bench. You can't close a compact case to bench; it doesn't make the supervision obligation go away. The preferred method is to terminate the case. The phrase "Waiving any and all general conditions" must be in the judgment to close out and end Compact obligations. These cases should be terminated because closing to bench may cause complications in an attempt to end Compact. Ruby handed out a list of compactable misdemeanors (attached to these minutes in PDF format).

And finally, Ruby reminded everyone (and asked to remind your coworkers) – if you are calling with questions, please open ICOTS first and look at the record as you may get the answer you were looking for located in the record. Compact requires the *ICOTS Offender* number located in the record when you are calling so it saves time if you have already looked up the offender in ICOTS anyway.

Dawn – Dawn Persels, Deputy Compact Administrator advised of the ongoing changes and challenges in California, all of which have deeply impacted the California Compact Office. As a result of CA's move to Local Jurisdiction, which could be compared to our Local Control, there is ongoing statewide layoffs of Parole Agents and there has been a 75% reduction in the Compact Office. The CA Compact Commissioner left that role last year, and the position has remained unfilled. The current DCA is working in an 'acting' capacity, when previously there had been 3 permanent DCA positions. In addition, the

Acting is scheduled to leave the office on 4/25/13 due to the layoff process. Both Nevada and Arizona have filed complaints against California due to their noncompliance, and those complaints are being reviewed at the national level by the ICAOS Executive Committee. Dawn will continue to monitor those outstanding issues we have with California, and may soon be requesting assistance on those cases that need immediate attention (i.e. - cases that need warrants). Of particular concern to her are any cases wherein a nationwide warrant is mandated, however not obtained. She thanks everyone for their patience.

Post Note: Since SOON, California has announced the appointment of a Compact Commissioner and a new Deputy Compact Administrator. In addition, there is discussion to keep the current Acting DCA, moving him to a permanent DCA position. California is working with the national office in addressing their noncompliance. Other staff layoffs will continue to occur, but moving the Acting DCA into a permanent position will assist with the transition and training of the new staff, both at office, DCA, and Commissioner level.

Dawn thanked Ruby for being the SOON rep and being here.

No questions for compact.

### CC Updates:

Mary – There was a question at the last meeting regarding SIS and PRISM on the offender description screen. Lee and Mary contacted research to find out about it and asked OISC if anyone was using that – no. Mary passed around the form that originally went out to the counties that the offenders sign during intake process (attached to these minutes in PDF format). It is not mandated for the offender to do this or for your county to ask them to fill it out. This is utilized regularly in the institutions. The form is regarding employment and tracks employment information/wages. It can be a helpful transition planning tool. Mary could not get definitive clarification as to whether or not it is optional for community corrections to present this form. If you do present the form to the client and enter the information, it is very helpful in the long run.

If your county presents this form, enter the information on this screen in the admission process:

OPS211I	Corrections Information Systems	8:50:35
BELLJU	Offender Description	5/02/13
		<a href="#">CHANGE</a>

On this line, marking Y for yes and the date the offender signed, or N for no if the offender chooses not to opt-in and complete the form and the date presented:

SIS Permission/Date.	PRISM Permission/Date. _ _ _ _ _
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Mindie asked who it helps. Research analysts reach out to various institutions. Research can show offenders are underpaid, underutilized, etc. It sends information to the employment department, law enforcement, etc. Community Corrections isn't receiving this data. It's kind of an advocacy tool, rather than release planning or offender specific.

Also from last month, Mary has information regarding the issue with WebLEDS and the RTP code for escape. Mary expressed many thanks to Michael for working with John Garlick and Kevin Potter to get this going. The RTP code for escape wasn't working. John Garlick fixed it on his side and now it works. It is still not a non-purgeable code. Do we want escape to work like abscond? The group definitively answered: YES, we'd like it to be a non-purging record type.

Kari asked if the FLC (Felony Local Control) record type could be non-purgeable also. In her county the person modifying the EPR puts the local control release date as the DOE, but when she doesn't get the file to bring in for up to a week later the record is gone and she must rebuild the EPR from scratch. Making this non-purgeable would save a lot of time and work. Members of the group discussed the way their counties handle that, including: enter the DOE as the date the PPS term will expire, or enter the FLC DOE as 10 days past date the offender will be released to allow time to change the EPR to FPO with the PPS expiration as the DOE. Making the FLC RTP non-purgeable is up to the group consensus. The group does not want that to be a non-purgeable code, but agree that one of the two methods is the appropriate way to handle the DOE for FLC record types.

Lee – PSC updates: there are still continuing issues. The OACCD risk assessment (ORA) workgroup is meeting again next week. They will continue to work issues through the group. They have reached resolution on some things, but most issues are still pending some little modifications. They are working on the rules for OTTO, the program that reminds POs when PSCs should be done. They are still seeing offenders falling out of the funding pool who haven't had a PSC done within that 60-day required period. This issue will continue to go through FAUG. They have also seen many instances of a PO who has gone through the trouble of doing an LS/CMI, but didn't do the PSC. They will keep reminding counties of the need for those PSC scores to be done within the funding window.

OTTO – just went over the service request. There is one last policy piece to get clarification on before the program goes into effect. It will be nice to have a program to alert when a PSC needs to be done, because we might not need to do a PSC for every status change. And they may not need to be done every six months. A new custody cycle and institution/local release needs them for sure. Also, they still have all old OCMS scores that have LS/CMIs done but not PSCs. They are still wondering if we need new PSCs on those. The group hasn't decided yet. It's been past six months since the PSC tool has been implemented, so really all those old OCMS scores should be up for renewal by now. Once OTTO is finished, they will send it out for testing before it goes live.

Sanction cleanup: Remember to remind POs to complete all sanctions as they're happening. Regarding FAUG rep authorities for sanctions - those authorities work based on the offender's current status. Board post-prison, parole, or post-parole cannot be completed by community agencies. If you find old ones that have been created while the offender was on a local status (probation or LC-PPS) and we can confirm that, those can go to Lee to be un-completed or un-CLNAed. The ones that used to go to Shawna that need to be deleted (sanction created while board control but later needs deleted) should go to Lee; she can delete those. She needs that request in writing. Please make sure it really, really should be deleted before sending the request.

Lee is sending out a plea for help. There are release plan issues: people are creating local control release plans and not "completing" them. If the offender later goes to the institution, a plan can't be created if an open plan is in there. A clean up list will be sent out. One caveat to that requirement – if the status of the offender is inmate, you cannot complete those. Any other status can be completed. Will send list to FAUG and SOON. Judy asked if by "complete" that is similar to "completing" sanctions. Yes, there is an option number (13) to enter onto the release plan line that will "complete" those local plans:

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PBM212I      Corrections Information Systems      9:24:01
BELLJU      Work with Offender Release Plan(s)      5/02/13

Offender . . [redacted]
Current Sts.      Loca.
Enter option...      Release Date.. _____
  2=Change  5=Display  6=Send plan    10=Print      * 13=Complete LC
  14=Chrono hist  15=Undo Auto  16=Chrono entry  18=Brd Note  21=Caseload
  
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Mary mentioned if an offender was a board case and they get a new local sentence based on a revocation, do a release plan and "send" that to the board so they can add that sentence to the PPS order. However, the send function on local release plans does not work same way the DOC's send function does. It doesn't send it electronically in the system to the board, nor does it send a notification. That's why you notify the board by email or fax. Scan the release packet and email to Debra or fax to Debra. A secondary piece to mention is that you can't send a release plan on an offender on post status. The offender has to be on local control (LC) status or institution (IN) status to send in DOC400. You must do this "send" process, but remember that you're not really "sending it," you are just doing the *process* of "sending." You need to do this *process* of "sending" to "complete" the release plan; furthermore, doing so 'finalizes' it in the system and allows the board to pull it into their system.

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PBM212I      Corrections Information Systems      9:24:01
BELLJU      Work with Offender Release Plan(s)      5/02/13

Offender . . [redacted]
Current Sts.      Loca.
Enter option...      Release Date.. _____
  2=Change  5=Display *6=Send plan    10=Print      13=Complete LC
  14=Chrono hist  15=Undo Auto  16=Chrono entry  18=Brd Note  21=Caseload
  
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The Automation Committee met on Tuesday and was not well attended. They hadn't met for over a year. What the Committee means to SOON: Vicki Wood attends as the SOON rep and they meet with reps from OACCD, the Board, OISC, and IT members regarding common data issues. It used to address policy concerns and questions. There were other processes going around the Automation Committee. Mary and Lee are conduits of service requests for all Community Corrections User Groups. Requests would go to Mary and Lee; they prioritize and organize those requests, and bring them to the Automation Committee. There were concerns about some things, for example changes to the LS/CMI, that weren't going through FAUG. They will be talking to the OACCD Executive Committee next week about these issues. Regarding SOON and FSN, Mary is the liaison for the Automation Committee. Other groups have their own liaison. They are trying to make sure there aren't a lot of holes that issues fall through.

### **Service Request Updates:**

SR #2559 – This is for an edit to not allow you to close a sentence with an open sanction attached. The idea became non-feasible. It created too many issues for the institutions. There have been lots of changes to sanctions lately. They decided to put in a soft edit so when you go in to create a new sanction if there are any open sanctions, when a new sanction is going to be created you get a message warning that an active sanction exists. Someone said they couldn't close sanctions attached to a closed sentence. Helen couldn't find that problem. If anyone runs into the problem, where the only reason preventing you from closing a sanction is that there is a closed sentence – don't reopen the sentence to complete the sanction – send it to Mary first so they can look at it and take care of it.

SR #2536 – This request went into production last Tuesday. It's the E code for earned misdemeanor treatment during the course of probation. When working on this request, Sheila Lang asked Mary what kind of felony offenses would the court put to misdemeanor upfront, at completion, or earned? Mary couldn't remember exactly so she ran a report for FMP and MFP cases and found a large variety. Mary's response to Sheila was that it was the judge's discretion, used often when they want to maintain control because they're not using sentencing guidelines; so when the offender violates, the court and the judge keep control.

SR #2513 – This is an edit so that you won't be able to delete an offense if INOP days are attached. There were ghost INOP days in the system that weren't attached to any sentences. Someone asked if you can't delete the whole docket or just the sentence line? Mary answered the sentence. Someone mentioned if you delete the whole docket line, you'd be deleting the sentence line, too. Mary will look into that. INOP days are attached to a docket. POST NOTE: The edit will stop you from deleting an 'O' sentence line or the entire docket if Inop days are attached.

SR #2560 – This edit would not allow a sentence closure if outcome measure conditions were not completed. This also caused issues for OISC, etc. When putting in an offense

and conditions, if you do any of the four outcome measure conditions and leave them as trackable with no amount entered, it will stop you. You can make it non-trackable to bypass the edit. Then you can go back in later and change it to trackable and enter the amount. This request hasn't been assigned yet, so if more changes are needed, the group can still request those. The four outcome measure conditions are restitution, SC7, compensatory fine, and community service.

### **Open Agenda/OPS Related Issues:**

**LEDS/WebLEDS:** nothing.

**OPS Manual:** met yesterday. Went over and finished the glossary. Tina has stepped down and Michael will be the new chair of the Manual Committee. The next meeting will be in August. When you get a notice that a new chapter has been sent out – please take the opportunity to read the new chapter because they have new, good information, and remember to share it with your staff.

Mary says thank you for the Chapter 7 modifications (leave vs. post status) because we put in new information that Mary thought is important and helpful to everyone. That new language is found in section 7.7 - please read it, there is good and important information here. Please remember to move from leave status to post status as soon as possible. Many people were struggling because they had not received a PPS order yet. The directions now explain how to add an O line without the order and change the status. It is okay to enter that O line without the order. The information you need to enter the O line is there (and instructions are now in the manual) and you can add the conditions later and modify anything that might need changing.

Shawna asked about the process. People are finishing their leave, but the board hasn't created the order because they haven't been notified the leave has ended. Maybe send something to the order specialist. Tina talked about a report that can be run for people coming off transitional leave. To run this report, go to menu choice #23 (CC Reports Menu), then #4 (Total Office Reports), then #15 (Transitional Leave Report). You can add parameters like the date range, etc. Some counties run the report weekly, some run for a whole month.

Dawn mentioned that Char was going to go through the manual and look for all compact references, make any needed suggestions. She should now send those to Michael.

**Local Control:** Marla asked about Clackamas County and their local control orders – why is SC7 on every single order even when there is no restitution? Toni will go back to her office with that question and see what's happening there. Someone mentioned that you can make it non-trackable if there really is no restitution and put a note that no restitution was ordered. Making it non-trackable means it will not show up on the reports in CMIS. Someone stated that if the offender owes restitution on the court order, then use that condition on the local control PPS order; but if it's not been ordered

it should not be there. On board cases POs can recommend that restitution be added to the PPS order if they know it's still owed.

Marla – her records tech decided that when restitution is listed on a board order, they will add all the dollar amounts together and put that total on the longest running case. Mary said if you want to do it that way (as long as all the cases are Board cases), that's okay. But keeping restitution separate on each count is okay, too and probably more technically correct and you still only have to 'track' the longest running case.

Christy – Wanted to seek clarification on proper data entry for the scenario she sent by email: The offender was revoked to local control and given eight days to be served on weekends. What is the proper way to do the data entry? He will be done April 20, and he violated March 6. Should she start the L line on April 13 and post out on April 20? Various solutions were presented by the group, but in the end the group decided that Christy should admit the offender to LC status with WASH location and STND housing on the date of the judgment and on the first day he goes to jail transfer him (TRAN code) to LWSH with JAIL housing type and open the L Line with that date (the first day he goes into jail). Then transfer him (TRAN) to WASH location using STND for housing type when he is released from the weekend jail time. When he goes back into jail on the following weekend, transfer back into jail using TRAN with LWSH location and JAIL housing type and keep repeating that process of transferring back and forth from LWSH (and JAIL) to WASH (and STND) until he is sentence-served. At that time close the L line to POST (when he is sentence-served) on the actual date of his last weekend jail release and release/transfer the record using LCMP to WASH. Admit and open the O line. Christy will open one L line for the eight-day sentence and ignore the max date showing in CIS and use F8 notes to explain the situation.

**Other OPS:** Mindie uses a different system for mail merge and is having trouble with the mailing addresses. When they have a home address but not a different mailing address, on her mail merge it comes up blank. The mailing address screen should never be blank. Lee suggests put in a ticket to help desk and send good, specific examples.

Mary reminded the group to put tickets in when these weird things happen. Note what screen you're on, give specific examples, and always remember to F3 back to the first screen of a process to change offenders otherwise linkage errors occur and data may not update. Don't switch offenders in the middle of a process or through windows. In the upper left corner of each screen it tells the name of the screen (ex: OPS230I, etc.) and attach screen prints when you can – they're very helpful.

Mindie asked about making a certain screen within a process their own menu number to avoid the mistake of changing offenders without going back to the first screen or doing it through windows. On the support staff menu could we have a menu option for the address screen since when we look over the returned mail and make address changes, it's hard to remember to F3 back every time. Yes, Mary suggests everyone make notes about what we need as we're going through our daily jobs and bring that information to

the next SOON meeting. We can look at the options and see what could be eliminated from the support staff menu and what we might want to add new. Mary and Lee have access to do that. We can change our menus since they're ours.

Judy asked about something that came up in the manual meeting: is there a difference between Expungement and Sealing? Dianne explained that it is actually different. But the language has been changed to not use that (Expunge) phrase any more. "Sealings" are what we actually do now. Expungement used to mean to destroy – but they don't destroy any more and if they get an expungement order they use the language from the ORS for sealings, which actually sets aside the documents and seals them.

**Tabled Discussions:** nothing.

### **User Groups:**

**SUN** – This group hasn't had a meeting for a while. Eventually the current remedy ticket system is going away. Client access express thing is being upgraded in May or June. IT was asking about the different programs in CIS to determine if they will be compatible with the upgrade. They asked about PCM (program to send tickets to super user). When they replace the current remedy system, it will go out. Once it's all stable, they're going to let the Super Users into that new system and get rid of PCM altogether. This may or may not really come true. If it does, it will be much easier in the future to put in a ticket. Mary will keep us updated.

**FAUG** – Meets next May 15<sup>th</sup> and 16<sup>th</sup> in Jefferson County.

**SOSN** – Mary checked with Jeff Hanson and learned nothing is new. Their next meeting is May 3, where they will discuss the mockup of reports for Stable, Static, and the polygraph module.

**FSN** – Meets this month on the 25<sup>th</sup> in Multnomah County.

**OACCD** – Meets May 8<sup>th</sup> and 9<sup>th</sup> in Salem.

**Roundtable:** Toni from Clackamas would like to host again. Yamhill will concede to Clackamas for December. Judy will send an email to let the group know of the schedule change.

Ruby thanked the group (and their offices) for using the general compact mailbox. They've noticed it's being used and they appreciate it.

Lili Frank had a question regarding extradition fees: she has an offender who is contesting the fees. She can't find any written documentation where it says they have to pay. Dawn says it's in the Federal Compact rule. Lili's office is now printing the rules and making them sign stating they've reviewed the whole thing. Shawna says PPS general condition #5 says payment of fees is required. Lili asked if that condition can be

inserted in the application form? Dawn answered: No, it's a national form and can't be changed. Dawn suggests that Lili give the defense attorney her contact information and Dawn can steer him toward the proper OAR outlining the requirement of those extradition fees.

Next meeting is scheduled for June 13 in Tillamook County.

*Meeting adjourned.*