STATEWIDE OFFICE OPERATIONS NETWORK
Thursday, August 13, 2015

Hosting Agency: Deschutes County
Meeting Location: 63311 Jamison Road, Bend, OR 97701

In attendance: Jessica Jauken, Wasco County; Mary Hunt, DOC; Lee Cummins, DOC; Ruby McClorey, DOC- Compact; Pam Mathes, Klamath County; Diane Ballard, Jackson County; Bobby Lenhardt, Jackson County; Liliete Frank, Lake County; Patty Gaskins, Douglas County; Kerri Humbert, Douglas County; Mark Patterson, DOC- Compact; Jennifer Perkey, DOC; Michelle Axtell, DOC- OISC; Karimah Guion-Pledgure, Multnomah County; Ashley Harmon, Multnomah County; Marla Wiese, Multnomah County; Rachel Polelle, Multnomah County; Nicole Pauly, Multnomah County; Lisa Gilbertson, Multnomah County; Mindie Everett, Multnomah County; Margaret Hill, Crook County; Christy Elven, Washington County; Jeannie Olson-Shelby, Lane County; Tricia Shumway, Deschutes County; Nicoli R. Brower, Deschutes County; Deborah Saia, Deschutes County; Patty Cress, DOC-Release Services; Loudean Callahan, DOC-OISC; Cathleen Snider, DOC- OISC; Hank Harris, DOC- Release Services; Vicki Wood, Yamhill County; Denise Sitler, DOC; Tina Shippey, Coos County.

Welcome & Introductions: Director Ken Hales welcomed the group to Deschutes County.

Review Minutes: No one noted any changes that needed to be made.

OISC: Cathy Snider advised that even when an offender has a record expunged, there is a possibility that it may show up on a background check. This is because DOC sells CDs of offender information to various companies that do background checks, and those companies don't always purchase updated versions in a timely manner.

Tina and Mindie asked why PPS orders are on the 3-year list for OISC instead of the 75-year list. Cathy says that they keep the judgments for 75 years and that is sufficient.

Compact: Mark Patterson advised that Manette will continue as their third Compact Coordinator through the end of 2015.

At the last Compact meeting they discussed the possibility of discontinuing the practice of Compacting misdemeanors that aren't sex offenses, but it looks like that will not happen. They are trying to change the requirements for discretionary rejections so that the receiving state will need to provide more reasoning and explanation than is currently required.

Mark has received approval to form a Compact user group similar to SOON and FAUG. This new user group will focus on data entry in ICOTS.

Guest Speaker: Denise Sitler, DOC
Denise went over some differences between and changes to the reports that she sends out.

Earned Discharge Reviews- We will receive separately labeled reports for Probation cases and Local Control cases. Outcounts are included on these reports because each sentence will only show up once; even if an offender is on abscond on the date the report is run, it is still important for the PO to know when the case is up for review because the offender could be arrested at any time. EDIS reviews are done per sentence, not per person, so an offender with multiple convictions may appear on these reports multiple times.

The EDIS review process is currently being refined to simplify the process for POs. The directors are now receiving a monthly report that shows all sentences that were closed to EDIS.

Probation Inactive Reviews- The only offenders who are eligible for inactive probation are those who committed their crime prior to 6-30-2011, so we should not have very many offenders on this report anymore. The only ones that show up are those with dates that qualify, or those whose crime commit date has been left blank.

Treatment Transition Funds- These funds are to be used for DOC releases who completed certain intensive A/D or cognitive programs during their incarceration, to aid in a successful transition to the community during their first 6 months after release. We are sent a quarterly list of inmates who will be releasing to each county that are participating in the eligible programs. They will need to successfully complete the program to get the funding aid, and we can check up on that later by looking at the Institution Programs list. The eligible programs are:

CRCI – Turning Point or Non-AIP Cognitive Program
CCCF – Turning Point or LIFT
DRCI / DRCM – CEC Program
OSCI – Freedom and Recovery Program
PRCF – AIP Program
SCI – Turning Point

There are also 2 other programs that will be listed on the report, which are NOT treatment fund eligible. OACCD wanted these programs on the list for informational purposes, so they are marked with an * to differentiate.

We discussed this report and tried to determine the best way to filter inmates so that they will show up on the list for the correct county. At this point, Denise suggests that counties communicate with each other when they see someone on their list who is releasing elsewhere due to an accepted waiver. Denise suggested that maybe she could make a different monthly report which would show offenders who have released from prison in the past month who would be eligible for these funds. The group liked this idea, as it would accurately show who released to each county.

We reviewed the invoice form that is used to request reimbursement from this Fund. Denise will be adding a column that asks for the institution or program that the offender released from, so it is easier for her to verify eligibility.

Parole Board: Shawna Harnden was unable to attend, but she sent the following info by email and it was shared with the group:

We have hired Robyn Varner as the victims' specialist, to replace Debbie Wojciechowski who retired May 1, 2015 after almost 26 years. Robyn started with us August 4th, so she is currently very busy with training.

PBMIS user testing was conducted last week. We had some release counselors and POs come to assist with the testing. It went well. PBMIS will go live August 31st. [Note: The implementation of the new system has been delayed.] After the rollout, the old system will be absolutely gone. We will not have any access to it. It also means that with the new system, all Board staff will be learning completely new processes on the Board's side of functionality, which will result in our productivity slowing down quite a bit for a while. We ask for everyone's patience and understanding during this time. Also, if you see discrepancies with any data on the CIS that would've come from PBMIS in the past, or new data that doesn't appear correct please notify me immediately. As with any program development, there will be glitches, items we forgot about, things that aren't configured quite right & etc., we are expecting these things but I will not know what they are unless I'm notified.

HB 2320 passed with the amendments to HB2549 Sex Offender Notification Leveling system being included in this bill. This means the Board will be increasing our staff by 12 people.
2 - Board members (February 2016)
2 - Hearings Officers (handling sex offender notification pieces)
2 - (permanent) Administrative Spec 2: Assessment Specialists
3 - (limited duration) Administrative Spec 2: Assessment Specialists
1 - Administrative Spec 2: Hearings Specialist
1 - Operations & Policy Analyst
1 - Administrative Spec 1
Our goal is to start the recruitment process very soon, with us attempting to have all 10 positions hired before the end of this year. The 2 Board members will then be selected in February. If anyone is interested or wants more info on these positions, please let me know. It is my understanding that most of the positions (possibly all) will be posted as open competitive.

Our agency has a couple of generic email addresses & they have worked well. I mentioned at the last meeting that we have a new generic email for the Orders Specialist. We are asking for the following:

* All correspondence related to release plans or PPS Orders should now be emailed to Orders.BOPPPS@doc.state.or.us . This email address is now the primary address for our Orders Specialist, Debra Zwicker, but is also accessible by other staff for coverage purposes when she is unavailable.
* Please ensure your subject line identifies the type of email you are sending. Keep it simple and to the point when you can. Examples:
* PPS Signed Orders – SID/OFFENDER NAME
* STTL Approval – SID/OFFENDER NAME

Shawna said that she is hoping to be back to work soon but will definitely be back by 9/14/15.

Ashley asked how long it generally takes to get amended PPS orders from the Board. This varies, as it depends on their workload and availability.

Marla asked if POs should be notifying the Board when an offender on Board PPS gets deported. Tina said that she will email Shawna and find out.
Mindie asked if everyone changes the Judge's name to "Board" for offenders on Board PPS; it was determined that this is not a common practice and is not necessary.

Christy asked if we should be moving Board offenders on IMMI status to UNSU if they qualify; we discussed this briefly and someone said that yes, we should. However, we've been told in the past absolutely NOT to move them, because technically we do not know if they have earned that status and also, it's important to show they have been deported. UNSU would be an indicator that the offender is in the state. This might also affect VINE notifications and would present a notification that doesn't accurately reflect where/what's happening with the offender. We will ask for further clarification on this.

Guest Speakers: Hank Harris & Patty Cress, DOC Release Services
Hank and Patty talked about some issues regarding institution release planning.

We talked about the ongoing issue of PPS for "L" lines not showing up on Board PPS orders. Release counselors have now been told to use the list of Offenses and Sentences rather than the Facesheet when submitting PPS info to the Board, as the Facesheet only shows open offenses. [Note from Judy: The facesheet only shows institution sentences, regardless of whether they are open or closed. Local (L) lines will never show on a facesheet.] This has solved a big portion of the issue. It has also been determined that some of the problems have been due to missing data that the counties should have entered. We suggested that the best practice for us would be to review all lines when an offender goes to DOC and make sure that everything is accurate and up-to-date according to the information we have at that time.

If we do come across an issue where the PPS for an "L" line is missing from Board PPS orders, please email Theresa Shelley with a screenshot of the "Work with Offenses" screen before any changes are made. They need to know what the release counselor was looking at.

Hank does not like it when "L" Lines and previously opened LC PPS "O" lines remain open past their expiration dates while offenders are in DOC custody. He asked if there is a way to notify the counties (possibly through OTTO) when it's time to close the line. We did not have any suggestions as to how that might be possible, since these cases aren't on county caseloads while inmates are in DOC custody. Some counties like to close their "L" lines to POST during incarceration; Nicoli says that she keeps a spreadsheet listing the dates when each line will expire. Others prefer to leave the lines open so the offenses will show up on the Facesheet and get included in ICOTS if there is a Compact request. [Note from Judy: L lines never show on a Facesheet – I did a few tests when working with Hank and every single instance I looked at, the L line did not show on the Facesheet regardless of whether it was open or closed.] Hank would prefer that we do close the "L" lines as they expire. We are keeping this as a county-by-county decision.

DOC: Mary Hunt

Regarding EDIS closures, if we try to close a case to EDIS on the eligibility date, CIS won't allow it. Wait until the next business day to process the closure. The EDIS workgroup will reconvene soon to adjust the review process.

Mary talked about how VINE communicates with CIS to get information out to the victims. VINE does notifications of status changes, location changes (transfers), moves to outcounts, and admissions back to community supervision after an offender has been absconded. They also notify (based on jail information) when offenders are arrested and released. It is important that we enter our movements in a timely manner so the victims can be notified; we should stress to our POs that they need to get the files to us as soon as there is a warrant in LEDS. VINE sends the notification on the date that we enter it in CIS, so if the movement to abscond isn't processed, the victim will not be notified. There is currently no notification when a DOC inmate is put on Leave status; we think that the victims should be notified because the offender is out in the community. Mary will talk to VINE about it. VINE is based in Kentucky, but we think it would be helpful if the VINE liaison for DOC could come to a future SOON meeting.

Nicole Nash is now on maternity leave, so Jaime Ferguson will be filling in for that position.

Mary reminded everyone that if we are unable to close a case because of missing information on a trackable condition, we need to do some research and fill in the missing information. Do not just change the trackable field to "N", as we will lose important data.

Service requests: Mary had no new information to share in regards to the service requests discussed at the last meeting. SR2633 was submitted by OACCD, which will allow us to track departure data. Initial programming has been completed and Mary is testing it. The group would like to have someone from OISC come to a future meeting to teach us more about departure data.

Kerri asked, when an offender is sentenced directly to LC but the judgment specifies that the sanction status is PSSR (court rejects sanctioning), should we honor that sanction designation? Mary says no; once the case is local control, the sanction status should always be entered as SANC.

DOC: Lee Cummins
The issue with the general conditions has been resolved, and GC17 has been added to the condition table. The special condition workgroup can now move forward, and they will be meeting in the fall.

FAUG has asked for a "place" code for text messages. It has been discovered that it would impact the Significant Contact report and a couple of other seldom-used reports. Further research is needed.

The fix for offenders missing a PSC level after an abscond return is almost ready. It may go out as early as next week.

Regarding inter-county transfers & the PSC: It was determined that a county could override a PSC that was created when the offender was supervised in a previous county instead of creating a new assessment if required by OTTO. (Please see the PSC manual, the OTTO section, for requirements when a PSC must be done.) If a new assessment needs to be done, overriding a previous PSC will not count, and the offender will wind up on the list Denise sends out of offenders who have not been risked and are in jeopardy of falling out of the funded pool. There is a new fix being developed to make it so we

won't be able to change or override a PSC if it has been over 60 days since the PSC was done. A new PSC will need to be created, and then the PO can override that one if needed. This will keep a historical record of which levels the offender was supervised at.

Chapter review: We had planned on discussing Chapter 3 of the manual, but after it was reviewed at the manual committee meeting yesterday, it was decided that several updates were needed and it would be best to postpone our review of this chapter until the next meeting.

LEDS/WEBLEDS: Christy said that the offender files in her office were internally audited, and a PO was docked for having LEDS printouts 2-hole-punched in a file. She asked if there is a rule prohibiting this. Some counties shred CCHs right away, some of them keep them in the file for a maximum of 90 days, and some keep them in the file for as long as it is an active case. Vicki said that she is having her LEDS audit soon, and she will ask Dan if there is a defined procedure we should be following.

Ashley asked, if an offender is on STTL and an escape warrant is issued, should we change the EPR code to ABSC or cancel the EPR completely? We should change the code to ABSC; once the offender is arrested, cancel the EPR only if the offender is returned to DOC custody.

Mindie mentioned that Karen Rhein has been our LEDS contact for a long time, but since she isn't active in this group anymore we would like someone else to take over that responsibility. If anyone would like to volunteer to do this, contact Mindie.

OPS Manual: The committee met yesterday and went through chapter 7, which will be changing drastically. They will also be adding a watermark to all of the example forms in Chapter 24, as they are meant to be a guide for counties to create their own forms, not a set of mandatory forms that we all have to use.

The manual committee says that when a question is sent out to the SOON DL, we should do our best to respond with the manual section that addresses the issue at hand.

We talked about death closures and which date we should use. When it's a Board PPS case, we close the file as of the date on the closure form from the Board. It was asked which date we should use for probation cases, and whether we should include this in the manual. Some counties use the date of death, others use the date that the Court acknowledges the death. It was decided that each county can choose if they want to use the date of death or the date that they notify the court, but each county should be consistent.

Local Control: Christy had a question about INOP time. She had an offender on LC PPS who also had a probation out of Multnomah County. The offender absconded and was arrested in Multnomah, served 12 days there, and then was transferred to Marion County to serve remaining time. Christy uses the date an offender is fingerprinted at the jail to calculate INOP time, but Multnomah doesn't fingerprint for PVs and Marion does, so her date wasn't accurate. Decision is that we should use the date that the LC warrant was cleared to calculate INOP time.

OPS Related Issues: Jessica suggested that it would be nice to add a field to the chrono screen similar to the "Employed" or "Next Office Visit" field where we could enter in an offender's reporting schedule

(weekly on Mon, 1st Tues, etc) so we could easily see when they are supposed to report without looking through the last few months of chronos. Mary said that this would need to go through FAUG, but she doesn't think there is any available space on that screen, so it is unlikely to happen. A workaround would be to have the POs use the Key Word field when they chrono regarding reporting schedules, but they would need to consistently use the same phrase in the Key Word field.

Email Decisions: Nothing to discuss.

User Groups:

SUN: Judy is the newest SUN user. When communicating with SUN or the helpdesk, make sure you include your contact info, especially your phone number. Also, we can't send requests to the helpdesk that just say, "See attachment," with no other explanation. The helpdesk can't paste attachments into the CCSUN ticket, so be detailed in your email about what you need help with because that information will be pasted into the ticket. It is always helpful to include attachments with your ticket request and the Help Desk will forward them to CCSUN via email.

FAUG: They will meet August 19 & 20 in Florence.

SOSN: They met last month, and they have a training session coming up.

FSN: They met last month and discussed the new COLL fee type. They will meet in Bend in October.

OACCD: They met in Lincoln County on July 8th. They discussed EDIS, the LC workgroup, and the WRNA risk assessment. Steve Berger from Washington County is their new president.

Round Table: This was Jessica's last time taking the minutes; Ashley Harmon will be taking over.

Tina asked for volunteers to host SOON meetings in 2016. We had volunteers for 5 out of 6 months, and the schedule so far looks like this:

Feb – Lane
Apr – Multnomah
June – Josephine
Aug –
Oct – Deschutes
Dec – Yamhill

Lisa asked about the Expected Arrivals list: If the file doesn't arrive within a week of release, should we call the sending county? We all agree that is a good practice. The biggest reason to check the Arrivals list weekly is to make sure we admit all DOC releases in a timely manner.

Next meeting: October 8, 2015 in Jackson County.