Thank You to Clatsop County for hosting our April 2014 meeting.

Attendees:
Judy Bell, Benton County; Kimberly Losada, Carol Harrod, Clatsop County; Janet Leep, Coos County; Mary Hunt, DOC; Lee Cummins, DOC, Kerri Humbert, Douglas County; Teri Chandler, Jefferson County; Angie Brown, Josephine County; Pam Mathes, Klamath County; Lili Frank, Lake County; Angela Hoak, Lincoln County; Cindy Lottens, Malheur County; Heidi Grieser Marion County; Michelle Williamson, Multnomah County; Vicki Wood, Yamhill County; Lena Watson, Wasco County; Christy Elven, Washington County.

Review/ Additions/Corrections to January Minutes:
None

Race Code Update
Mary is working with the policy group on adding a new race code to the table for Hawaiian, and Pacific Highlander. The code will be “P.” CIS will then match LEDS, NCIC, ICOTS, and OJIN. They wanted to add the code 2 to the table for those with two or more races; however this will not work with our system without adding extra fields for race. This is up for further discussion.

HB3194 UPDATE
The EDIS code edits and programming are finally done and testing is finished. Works went into production just waiting for the Attorney General’s office to approve the process for reviewing these cases. The code will be added to the table for sentence and body closure. They are working on a list for those going to EDIS that will show the earned discharge retraction and restoration of time needed for the process.
**DOR Update:**
No update at this time.
If you are having password reset problems contact Dave at DOR and he can help you reset it.

**DOC Updates**
SOON has a cleanup list they are working on to clean up the old caseload numbers that are no longer active. All caseload numbers must be active, four digits and have a primary person assigned to them.

There is also a cleanup list that will be going out to the SOON Reps that will reflect the cases that never had there O lines added. At this time there are two reports one for the active cycle and one for all. They are trying to figure out how to merge these two reports.

OACCD directors would like a report to capture those offenses that are missing the SANC code in the Sanction field. Remember to always put a code in this field it should either be SANC to sanction or PSSR for no sanctioning.

OACCD has also requested a cleanup list to track dispositional departures up or down. Mary will be working on this service request for OACCD and SOON.

**PSC Update: Lee Cummins**
The new changes to the PSC, including the new cut off scores and the generation of a new assessment on all active cases (no out counts) went into effect 2/25/14.
A query of all offenders whose risk level changed, or whose previous assessment included an override was sent out to OACCD, FAUG and SOON. This was because cases may need to be reassigned in some counties who supervise based on level, and because the generation of the new PSC did not include the override from the previous assessment which may need to be re-added. The auto-generation of a new PSC caused a few problems that had to be addressed: 1.) The program
generated new PSC assessments on offenders who were appropriately assessed with the Proxy previously. The new PSC assessment was removed on all cases previously assessed by the Proxy with the Reason Codes of BOTH, JUVE, and OOS, approximately 987 unless staff had already entered an override on it. The new auto-generated PSC remains on cases using the Reason Code NPSC (No PSC Available), as there is one now. 2.) Cases that were overridden down using the LSCMI. Programming also went in to effect on 2/25/14 that won’t allow the use of the LS/CMI as an override if it is over a year old when done in the Community, or two years if done in the institution. There were a few of the auto-generated new PSC assessments that wouldn’t allow the override back to Low based on being too old, even though it wasn’t when it was originally done. The new generated PSC was also removed on those cases if staff had not already made any changes to it.

**OTTO:** The new program that alerts staff when a new assessment needs to be done went into production 2/26/14. The program puts an ‘R’ code on the offender in the caseload screen if an assessment needs to be done when there is: A.) A change in Level; B.) Admitted to a new Custody Cycle; C.) Admitted from DOC or LC; D.) A change in risk level that matches an override level; E.) If a Proxy is done based on NPSC. When admitted to a new custody cycle or admitted from DOC or LC, OTTO will use a Review type message that will populate the R code in the caseload once the offender has been admitted to supervision. This will stay on the caseload (unless it is manually deleted) for 4 days. At 30 days OTTO will use an Action type message which will appear daily until the assessment is done. Failing to do an assessment within 60 days will remove the offender from the Community Caseload used for funding.

One of the issues with OTTO is the Old cases risked by OCMS that are on an out count. Staff needs to make sure a new assessment is done when they come back on supervision because OTTO may not notify that a new assessment is needed if the PSC level is the same as the level from the previous OCMS assessment.

I have updated the Public Safety Checklist Manual. It includes the original pieces from September 2012, but I have added the updates that have occurred in 2013 and 2014. I also included the Policy type override use document approved by OACCD, the new cut off scores, and a piece on Other Changes of Note that explain some of the changes in the formula and the offender populations that are included. There is a piece on the PSC variables, which explains what is included in
the calculation. And last, but not least, there are automation manuals included for the PSC, Proxy, Overrides, and OTTO. This was sent out to OACCD, FAUG, and SOON distribution lists, and soon will also be available on the Oregon.GOV/DOC website under Community Corrections/County Community Corrections Links/Networking Groups and then User Group and Other Miscellaneous Manuals.

OACCD is going to use the policy as a cut off point for scores. A score fewer than 25 will be a Low, 25.1-42.9 is a Medium, and 42 and up will be High. This will likely result in shifting more cases into the Medium, and Low categories.

**Service Requests:**
We are asking SOON to go forward with this service request to have a field to check when a case is a Downward Departure, we will also ask for a corresponding report. They will also be asked to add some edits to the EDIS so that you cannot put Conditional Discharge and Parole Board cases on EDIS.

FSN 2576 - Remove auto billing auto stamp. This one is finished and put in production March 10, 2014.
FSN 2530- Fee billing statement for out counts.
FSN 2551- New fee type-COLL for collections.
FSN 2517- 0 fee amount- Could we have Sitler continue to send us a sorted discontinue fee report until this is available.
FSN 2558- print 2 receipts on 1 page.
FSN 2575- We will be asking to enhance the discontinued fee report that will sort alphabetically by offender, fee type, or discontinued date.

At this time they are working on three requests from Mary; The Total Office Caseload Report, and Parole Officer Caseload reports.
New Service Requests
Janet Leep requests that we add a change to the fee transaction screen that will prevent the system from changing the doc type when making a correction on the fee screen. Use code OPM to correct payments that need to be adjusted within the same day.
Second she requests that we add a max expiration date to the fee transaction screen so that we can see the expiration date when posting a payment. We would also like for it to print on the receipt.
To options requests on where to add:
  1. Move down one line and insert under the Sid #.
  2. Insert after County location

Sanction Authority
PO’s would like a report on all sanction movements.

Manual Update
Janet Leep: The updated Manuel should be uploaded to the Web soon.

Memberships
Heidi Grieser has updated the list and added Nikki’s new email address. Mary will also be adding Nikki’s new address to the DL list.

Bankruptcy questions:
When you receive bankruptcy notices, you need to stop the paper billing until the bankruptcy is over, however you can continue to accrue fees in the fee system as long as they are not being sent to the client. When you receive notice the bankruptcy is over you can at that time send billings out once again.
General information regarding bankruptcy: taken from the Fee Manuel pg. 70

Federal bankruptcy cases are only heard in federal bankruptcy courts, not State.

Anything that is accrued up to the moment of filing is generally dischargeable; however, new charges accrued are not discharged or stayed and can be billed for.

If you violate the discharge injunction, you will be subject to all repercussions as if you violated a court order.

The case can end with either a Notice of Discharge or Dismissal.

Fees that are not ordered by the court may be discharged and could include UA’s, breaking barriers, polygraphs, etc. Generally, if it is not ordered by the court, it could be discharged and questioned.

Discharge of case should be 60 days after the meeting of creditors – total time is generally 120 days from start to finish.

How are Counties supposed to handle an ongoing / accruing supervision fee? We can only collect on fees which are accrued AFTER the client files bankruptcy. If it is a Chapter 7, but not a Chapter 13. If you are not sure which chapter your client filed under, it was suggested to wait until after a decision has been made before you start the collection process again. It was also suggested that a new account could be opened for fees accruing AFTER the client has filed, which you could send statements for and leave the old account with a balance, but with an end date.

Be careful not to actively pursue the old debt if you have notice of bankruptcy.
If you have any questions regarding a bankruptcy proceeding calls 1-800-726-2227.

**Round Table:**
Multnomah County has just added a new automated payment system by phone for clients to make payments, it is threw Bank America, she will let us know how it works out.

There are several systems payments systems being used throughout the state at this time they are Point n Pay, Lynx to Gov, and BOFA.

**2014 FSN Meetings**
July 24, 2014- Coos County
October- Josephine County