

STATEWIDE OFFICE OPERATIONS NETWORK
Thursday, August 11th 2016

Hosting Agency:

Josephine County Community Corrections

Meeting Location:

Josephine County Community Corrections
510 NW 4th St
Grants Pass, OR 97526

In attendance:

Ashley Harmon, Multnomah County; Judy Bell, Benton County; Shawna Harnden, Parole Board; Jaime Ferguson, Parole Board; Amy Bailey, DOC/OISC; Jennifer Jorgensen, DOC/OISC; Terri Chandler, Jefferson County; Nikky Lee, Josephine County; Mindie Everett, Multnomah County; Samantha Jackson, Marion County; Mark Patterson, DOC/Compact; Lee Cummins, DOC; Ruby McClorey, DOC/Compact; Tracey Coffman, DOC/STTL; Mary Hunt, DOC; Vicki Wood, Yamhill County; Tricia Shumway, Deschutes County; Pam Mathes, Klamath County; Stefanie Hawkins, Jackson County; Bobby Lenhardt, Jackson County; Laurette Harger-Landon, Jackson County; Angie Gustafson, Linn County; Robin Filbeck, Tillamook County; Kaycee Josi, Tillamook County.

Welcome & Introductions:

Director Nate Gairan welcomed the group to Josephine County.

Review October minutes:

Ashley noticed that June's review minutes sections says "Review Octobers minutes", and should say review April's minutes. Ashley will update.

Judy reminded the group to send the minutes to DLCCBALLC email distribution list so all clerical receive the minutes, not just SOON reps.

OISC

Amy Bailey:

Amy introduced Jennifer Jorgensen. Jennifer is the new Sealing Coordinator at OISC, filling Cathy Snider's position.

OISC is responsible for public information requests for paroled offenders. If they are still on supervision with your county is it best to send the request to the PO or you as SOON reps.?

Judy: Send requests to the PO. If you don't get an answer from them, then contact the SOON rep. The group agreed, the PO should be contacted first.

Judy, for Cathy- Put the closing summary on top!

Trisha asked if OISC wanted unsigned documents on immigration offenders. Amy: Yes, that's okay.

Mindie asked if merged cases should receive "L" or "I" lines when the cases they are merged to are revoked. Amy isn't sure; she will make sure the manager over the TPS group gets an answer to us soon.

Compact

Mark Patterson:

Reminder, please use the interstate compact email address. If you send emails directly to staff, you may not get a prompt response due to vacation or sick leave.

Mark thanked the group for assisting in reminding POs to submit their progress reports. They have seen an uptick in numbers already. Mark asked the group if there are any changes needed in the reminder email. Group: no changes needed.

Every other year is a rule making year for interstate compact. This is a non rule year; however they decided to do an emergency vote on the violation rule. They're trying to remove the three significant violations and move the rule to a more behavior-based standpoint, similar to how your POs currently handle violations for Oregon offenders. Shawna: Is it up to the other state to decide when the behavior is significant enough to send offenders back, or do we still have some pushback? Mark: We still have some push back. There must be a pattern of behavior. If we don't feel that the violation report is reasonable, we can send it back. Ruby: We don't get a lot of these cases anymore because now on Reporting Instructions (RIs) offenders can be sent back right away. Mark flies to Cleveland on September 11th for the national meeting where this vote will take place. If you have any comments or concerns, please let him know before then.

There seems to be some confusion regarding the issuance of warrants. If an offender has absconded, or has a new felony conviction, we must issue a warrant regardless of how close they are to their expiration date. Mark works with the Parole Board on some PPS cases that have very little time left on supervision, but otherwise POs must issue warrants.

Judy sent this scenario to the SOON distribution list recently. Scenario: An offender compacted to Utah, absconded, Utah closed their interest and her county requested a nationwide warrant once they received the closure notice. Judy asked the group which dates she should use to do the movements in CIS. She received several different responses. From conversations with Ruby and Mark she found that there are only a few dates in ICOTS that we need to reflect in CIS. Mary, Ruby and the group discussed this scenario and decided on movement codes and dates. The offender should be returned from CMPO as of the closure notice, closed to abscond the date the warrant is active, and returned from abscond once picked up and their feet hit Oregon soil. Ashley asked if this applies to probationers as well. Are probation warrants cleared when the offender enters Oregon or when they are arrested, regardless of state? The group discussed and was unable to come to a consensus. This discussion was tabled. Judy will ask her court when they return warrants on probationers, and asks that we ask our courts as well.

There is a Compact Coordinators meeting on Sept 29th in Salem. Compact Coordinators can bring anyone they like. There are 70 seats at the meeting space. If you'd like more information, email Mark.

There is a new District Compact Administrator in Washington State. The new Washington DCA was previously a PO in Virginia, has compact experience and is very reasonable to work with.

Parole Board

Jaime Ferguson:

The Board is committed to improving communication with their partners. She has asked staff to have responses to us within 24 hours. If you are having problems reaching the Board or getting a response, please contact her directly by phone or email. Please pass this on to your staff.

Shawna Harnden:

We hired Ed Hall as a new Morrissey Hearing Officer. Del Grady is still on a job rotation with DOC. They're unsure how long his rotation will be so the reception position has been left vacant, but covered by staff members for the time being. Kathleen is out on maternity leave and Tosha Walsh is covering for her position (records).

She's hoping the group has seen less PBMIS errors. She's reviewed many errors and is working with IT to resolve some glitches. Judy: If you find discrepancies that you believe are PBMIS glitches, don't make changes on your own. Please check INOP time, length of sentence, release date etc. to find where the problem is then loop Shawna in. If you can't find the problem, give her a call and she can help you research. She may need to reach out to you at times as well. She can't always see everything you can in CIS. When you email her or anyone at the Board, please include your contact information and the offender's name and SID in the body of the email or subject line.

FYI: All revocations completed between September 2015 (PBMIS go live date) through March or April of this year had one additional day added to them in CIS. Example- Offender receives a 90 day revocation but CIS reflects 91 revoke units. If you know of, or find these incorrect revocations, let Shawna know as soon as possible. The faster they are identified the easier they are to fix.

Shawna is working solely on PBMIS issues and modules through the end of the year. Her response time will not be within 24 hours. She still has over 500 emails to review. If you have an urgent matter, including offenders discharging soon, call her. If she doesn't answer, leave her a voicemail and she will get back to you promptly. Please continue being patient with PBMIS issues.

Many of the discrepancies she's seeing are on STTL cases. The PPS orders for these cases were generated several weeks/months ago prior, but are just now coming out to the community. Another top discrepancy she's seeing is the PPS length being off by one day. They thought the error was due to leap year but it's not. IT is hesitant to dive into CIS to research the logic. Not only would it be very difficult, it could open the door for more, possibly larger issues.

If you're not getting auto emails from the Board, or you're getting auto emails you shouldn't be, please let her know. They just found that when an offender's location in CIS is CCIC, the auto emails were going to Multnomah County instead of the last county of supervision. They're not sure why exactly, but they are working on it. Mindie: Who are they going to in Multnomah County? Shawna: She'll check her email and let her know. Judy: What emails should we be getting and looking out for? Shawna: Amended orders, PPS order, expiration orders etc.

Mary: Another place to check when researching discrepancies is on the offense in CIS. On older PPS cases there used to be two INOP entry fields on the offense, one for the Board and one for the Community. Sometimes, when the sentence length isn't matching the PPS order, it's because the Community entered INOP time in the Board field. The Board INOP field can no longer be modified by the Community, so this isn't an issue on newer cases.

Ashley: Is everyone having issues with Board orders not showing up in the Board order option in CIS? Judy: Only the first order can be found there anymore. We used to get all orders. Shawna: She was not aware of this, but thinks she knows why and IT is working on it.

Manual Chapter 8 Review

Robin:

In June Robin reviewed and updated all of Chapter 8. She sent it to the manual committee for review and feedback as well. She presented the updates and gave an overview of the chapter to the group.

Highlighted conversations and updates:

8.1- Abscond/Warrants

- FTR designator (fail to report) on the closure screen. This was created for directors who wanted to know if the offenders just decided to not show up, or if they truly absconded.

8.2 – Permanent File Closures for Probation and PPS

- A note was added explaining when new cycles start. Reminder: Board PPS cases expire at 12:01am. LC and Probations case expiration time is up to the county of supervision.
- There was a discussion regarding when a new cycle begins on offenders who have all active cases revoked, all of which are misdemeanor, and receive new felony prison conviction(s) on the same day. Due to transport time their "I" line is entered in CIS a few days after conviction. Ashley was told by OISC staff that the cycle is determined by the conviction date and that there must be one day between the permanent closure of active cases in CIS and the new conviction. Judy and Vicki remember discussing this scenario with Dianne Erickson at several SOON meeting. They were told that the new cycle is determined by the date of the "I" line, not the conviction date. Amy thought the cycle was determined by the conviction date, but will connect with Dianne Erickson to get a firm answer.

8.3 – Probation Revocations to Prison (More than 12 months)

- A note regarding trackable conditions was added to this section: *NOTE: It is mandatory that the trackable conditions Restitution (SC7)/Compensatory Fine and Community Service have the amount ordered entered. It is recommended that this amount be updated by payments to reflect the balance due before closing any offender to VIOL. The county of conviction is responsible for this data entry. Refer to the Conditions Tracking Manual for instructions on how to update these amounts.*

8.4 Parole/Post-Prison Revocations to Prison (More than 12 months)

- Judy: This title can be a little misleading. The PPS revocations (PPSVSANC) can only be revoked for up to 180 days. This scenario speaks to a felony probation being revoked to Prison. Judy will email Robin suggestions for a new title.
- Vicki: The second sentence should be moved to 8.6 – Parole/Post-Prison Revocation to Jail. The group agreed.

8.5 Felony Probation Revocations to Jail (12 months or less)(Local Control)

- Lee: The title is a little confusing using the word Jail. Jail could be misinterpreted as jail time one receives as a condition of supervision. The group decided LSA (Local Supervising Authority) is more appropriate.

8.7 Unsupervised for Parole Board and Local Control cases.

- Oregon offenders compacted out do not qualify for UNSU status.
- The group discussed adding a note to refer to chapter 7 for line closures. The note will be added.

8.9 Earned Discharge of Probation and LC PPS Cases

- Mindie asked if EDIS was per case # or per count #. Mary will get clarification on this. Judy: This section says crimes committed before the 8/1/13 date are not eligible, she thought the crime had to be convicted by that date, not committed. Mary: It depends on how the OAR reads. Lee reviewed the OAR and found that it is incorrect in the manual and should be updated. Robin will update.

8.11 REVP (Offender revoked to Federal Prison)

- A link to the federal prison website was added. This website provides a release date on anyone who is sentenced to Federal prison. It won't give you the sentenced date, but it's a good place to start.
- Mindie: Can we remove the word revoke from the title? These offenders are not revoked, they are sentenced. Judy: We could replace the word "revoke" with "sentenced." Robin will update this section and Mary will update the description in CIS as well, removing the verbiage "Oregon sentence revoked to federal prison."

8.12 Conditional Discharge or Drug Court Revoked.

- Chapter 7 has what to do with a conditional discharge if it gets convicted.

8.13 Domestic Violence Diversion Revoked & Given Formal Probation

- Vickie: We don't just have DV diversions, we have other kinds too. Can we remove Domestic Violence from the title? The group agreed. Robin will update this section.

8.14 Psychiatric Security Review Board -

- Judy: When is it okay to close an offender to PSRB? PSRB commit and civil commit?
Judy: If we are allowed to use it for civil commitment then we should update the long description of PSRB. Mary believes we are allowed to use the code for both scenarios. The group discussed this at length and went over the pros and cons of putting civil commit cases on an out count status when POs still need to monitor them at some level. The conversation was tabled. Mary will bring this to Denise Sitler to discuss possible funding issues.

8.15 Immigration Cases

- IAQ transaction in LEDS will give you the date offenders are deported. (Use the deportation date to move to out count status)
- Mindie: Can we add the warrant scenario to this section? Scenario: Offender is deported, after deportation the Judge issues a warrant. The warrant status trumps the IMMI status. The group agreed this should be added.

8.18 Sentence Closure Codes

- Judy: SAPP code is listed as an institution only. Couldn't this be used by the community too? Mary: No, if the offender is out on community supervision pending an appeal the case would remain open.
- Judy: VIOL code should be stated because the institution uses that code too. Robin will update.

Mary: CDPR- Condition of probation code. OISC uses this code on offenses when offenders have jail sentences that run consecutive to prison sentences. They close probation lines to CDPR, then add a J line (jail) and close the J line to expire when jail sentence is complete. When the offender comes back to community corrections, the probation line should be reopened, removing the CDPR. Amy: Opening the probation line is in the OISC manual and they should be doing it, not community corrections. Judy recommends adding this to odd scenarios. Mary handed out a clean-up list for these cases.

Amy: CCPR=Concurrent Probation is used when an inmate's incarceration sentence has been vacated, they are sent back to Court for resentencing, and they only have valid probation sentences.

DOC

Mary:

Mary asked the group if they received the cleanup list emails Denise Sitler sent to SOON on 7/12/16. The first list is for an abscond cleanup. It shows abscond offenders in CIS with releases, but no admission in their housing movement. The second list is for expiration cleanup. It was sent to both FAUG and SOON and shows offenders who have reached their max date but are still open in CIS. Please make sure someone in your office is assigned to process these cleanup lists.

Tina Shippey asked Mary if SOON was still sending the annual attendance record and thank you card to OACCD? Judy: No, we will start again.

Robin Corrigan, Executive Administrative Assistant for Jeremiah Stromberg, asks if there is anything SOON would like to change or add to their webpage. Mary handed out copies of what the webpage looks like now. If you have recommendations, please bring them back to SOON in October. The group will come to a consensus and send all recommendations to Robin through Judy. Mindie recommended getting the Community Correction (CC) directory. Judy: The CC directory and the cheat sheets we spoke about at the May SOON meeting are on the list of things to add to the webpage. A question was asked as to where to find the Board contact

information. The CC directory and the Board's website were mentioned. A link to the Board website will be added to the SOON webpage.

Judy: Christy Elven was wondering if a service request is needed to add an error message in CIS that listed all of the reasons a case is unable to be permanently closed, such as open sanctions, open treatment record, condition with a negative balance or no Amount/Unit entered, etc., instead of having only one message at a time. It would be nice to correct all errors first time. Mary believes there is a plus sign next to the error message when there are multiple reasons a case is being held open. If you put your cursor on the error message and page down, you can read all messages. Mary has also submitted a service request for Denise Sitler that will prevent you from moving offenders to out counts if there is not a current PSC. If the plus sign on Christy's request isn't working, let Mary know and she will add it to Denise's service request.

Lee:

Denise Sitler discovered that there were a lot of OARs (Oregon Administrative Rules) that haven't been updated in quite some time. She pulled together a work group to review some of them. The group is going through and updating both language and process when appropriate. Their recommendations will go to OACCD for approval. The PSI rules and Transfer rules are ones that affect this group most often. Lee will make sure the recommendations are sent to SOON for review. Stay tuned.

Lee asked the group if anyone is still doing PSIs? There were a handful of counties who do a few (3-4) per month. Pam is still able to upload to CIS.

Back in February of 2015, PSCs (Public Safety Checklist) were automatically run in CIS for all active cases that had old OCMS risk assessments. Lee hoped OTTO would catch abscond cases needing PSCs as they returned. Unfortunately it did not. Please keep an eye out for cases where the last risk assessment is OCMS, a new PSC score needs to be done. Reminder, you must wait one day from the time the offense data is entered in CIS before running the PSC. It takes one day to capture the new offense data and populate a PSC score. The PSC should always be used if it is equal to or greater than the Proxy, even if offenders have significant out of state arrests.

Denise sent an email to FAUG and SOON regarding CIS stripping the level (high, medium, low) when offenders return from being on abscond status for more than six months. The programming causing this was designed to help ensure POs re-scored OCMS when offenders returned from long periods of absconding. Now that we use the PSC, this is no longer necessary. The PSC only needs updating when a level change occurs. IT was unable to remove the OCMS programming, so they built a smaller program that captured the prior PSC level and inserted it back as offenders returned from abscond. They thought this was a good solution, until Denise discovered that some cases were showing up on various audit lists. It seems that OTTO wasn't picking up level changes on these cases. They took the new programming out of

production on July 12th. You may start receiving questions again from your POs regarding missing levels. The only fix is to run a new PSC. This will probably become a service request.

FAUG wants to use WARNA as an override for the PSC. We are not able to do this yet because we have no way of validating a tool that isn't automated. There is a service request.

Mary: Lilly Morgan sent an email to SOON yesterday 8/8/16 regarding the probation abscond time OAR. Please ignore this email for now. Mary recommended that Lilly contact Denise Sitler and speak to her DA to get a more detailed legal interpretation.

STTL

Tracey Coffman:

They are in the process of testing the STTL jail sanctions module with a few POs. They have run into a few glitches, including authority levels. Lee: Sanction authorities need to be addressed somehow in order for this to work smoothly. When offenders move from STTL to post no one, except Mary and Lee, is able to update the jail sanction created while on STTL status. Judy: Will the completion of STTL jail sanctions fall to the community like probation sanctions do? Lee: Yes, for now. They'd like to create a location for STTL eventually, so they can close their own sanctions, like the Board can. Judy: In Benton County support staff completes all sanctions as part of their processing, as STTL becomes automated, and if problems arise, one recommendation could be to get support involved in some of these processes. Lee: It's not meant to be a process quite yet. It is the automation of the paper process. The offender does not need to complete the entire jail length for the sanction to be closed in CIS.

Tracy is also working on process documents for STTL. She finished the release counselor section and the current structured sanction section. She needs to finish up the PO section and add OISC. The processes will be placed on the DOC website so everyone can access them. For DOC folks they will be placed on the U drive. She will begin reviewing the LSA manual as well.

They've submitted service requests for STTL that are geared towards helping release counselors determine eligibility. Overall automation is moving forward. They've recently hired a business analyst/manager. You should see pieces of automation rolling out soon.

LEDS/WebLEDS

Judy: Mindie and Jeannie have made multiple attempts to get answers from LEDS regarding cleanup lists. Judy recently tried, and got a contact person to call for answers. Mindie: We're trying to get a list of all records that have sex offender registration attached to their EPR. Judy: We'd also like a list of how many expired EPRs are still floating out there from the time when they weren't automatically dropping off. Judy will let us know if she gets any traction on these requests.

Mindie shared the QCD LEDS query code with the group. This query shows all conditions and text fields listed in CIS. Vicki: Does it show the completed conditions? Mindie: She doesn't believe it does, but will double check.

OPS Manual Committee

Mindie:

The manual committee met yesterday. They reviewed and gave feedback on the new **How to Read a Court Order** chapter that Judy wrote. This chapter is awesome and provides a lot of needed information to the manual. This chapter will be available soon.

There have been lots of changes with manual committee members. We've lost several folks recently. If you're interested please let Mindie know. OPS Chapter 6 is available if someone is interested in joining the manual committee, but can't commit to the meetings. It can be done remotely.

Ashley just realized that in OPS chapter 2 there is a note that says it's okay to put IDs in the Drivers License (DL) field. She doesn't know when this note was added, but has been training staff to enter only DLs. She asked the group if anyone knows the history behind the note. Judy adds IDs that are issued by the DMV. Someone mentioned having problems with EPRs when adding permit numbers to that field. Judy mentioned that the note could have been added because when someone gets an Oregon DL the number remains the same as their Oregon ID. Tracy: As a PO I would be confused if an ID was in the DL field. I would assume the ID should be in the other numbers section. She never looks at the expiration year. Mindie asked why we still enter the expiration year. After the initial entry it doesn't get tracked or updated. Mary: We could take this to FAUG and ask how the POs use this field. Mindie asked Mary to also mention the expiration date issue.

It was brought to Mary's attention by Lilly, in Josephine County, that her support staff believes they're not allowed to enter chronos, and can only do offender notes. Nikki says she enters chronos all the time. Judy doesn't believe it says anywhere in the manual that support cannot enter chronos. Mary: It is a county by county decision if support staff enters chronos, but you do have the ability to enter chronos.

Local Control

Judy brought up an issue where Local Control time calculations are incorrect in some county jails when offenders serve their time on weekends only. Jails are giving community corrections incorrect calculations that are resulting in offenders staying on the standard LC location until they have finished their sentence, which could be months doing weekends only. The manual says to admit the offender to jail on the Saturday the sentence begins, and move back and forth between the "L" location and the Community Corrections office until the sentence is served. The group discussed this scenario and agreed that more training is needed. Mary will connect with Denis Sitler because there could be funding issues associated with this scenario.

Other OPS related issues

Judy: If data is done incorrectly and you back out and then re-enter the movement, instead of fixing the movement, does that affect counting recidivism? Mary & Lee, no they pull data at a moment in time snapshot, not an accumulation of data.

User Groups:

- **SUN-** Mary: She's seeing a lot of SUN emails without contact numbers. Please make sure you include your contact information. They will send your email back to you if you do not include this. Mindie: In the body please say who you are talking about. Mary: Please include the offender's name and SID.
- **FAUG**
- **SOSN**
- **FSN**
- **OACCD**

Round Table:

Shawna: Reminders

- If you do not get a response from someone at the board, please contact Jaime.
- The Board needs PPS revocation sentence release plans 30 to 45 days prior to release.
- Please do not expire PPS cases on offenders who are arrested out of state and are being extradited back, even if you receive a PPS expiration certificate in error. INOP time will be applied when they return to Oregon.

Mindie: North office has closed. Don't send anything to the Columbia office address.

Samantha: Marion Counties reporting instructions have changed. They are asking for counties to call for reporting instructions.

Tracy: If you could encourage your POs to get the STTL release investigations completed before 45 days.

Mary: She will be spending time in Harney County training new support staff. Ashley is in the process of becoming a CCSUN rep.

Angie: Who is creating the DV designator in your offices? Some support do, others do not.

Meeting adjourned. ~ Next meeting: October 13th 2016 in Deschutes County.