FEE SYSTEM NETWORK MINUTES
January 26, 2012
Hosted by Dept. of Revenue - OAA

Present: Judy Bell, Benton; Janet Leep, Coos; Angie Brown, Josephine; Abby Natvig, Linn; Heidi Grieser and Stacey Harp, Marion; Vicki Wood and Shannon Miller, Yamhill; Christy Elven, Washington; Michelle Williamson, Multnomah; Patty Gaskins and Kerri Humbert, Douglas; Lee Cummins and Mary Hunt, DOC; Nikki Bennett, Steve Bouchard, and Dorothy Ellis, DOR.

Introductions/Welcome

Nikki Bennett welcomed the group to the Department of Revenue building.

Review Additions/Corrections to October minutes:

No corrections or additions to the minutes. It was announced that Abby Natvig (Linn County) volunteered for the secretary position. Although Abby will not be able to take minutes at the Jackson Co meeting in October due to not being able to attend that meeting.

DOC Updates:

A ticket was entered to get the DOCSUM code for negative balances corrected. The negative symbol needs to be in front of the number instead of behind the number. With the negative symbol in its current location (behind the number) the negative symbol is replacing the last number.

Transaction screen amount field was not long enough to show all numbers. The transaction screen has now been updated to show all numbers. Janet pointed out that the reports should be checked to make sure they do not have the same problem of not showing all of the numbers. Mary said another ticket will need to be entered to have the reports checked.

The responsible location field on the fee screen will now get updated even when you have backed out a movement. There is a program that will now run nightly to verify the locations match. If the location doesn't update right away wait until the next day to see if it updates on its own. If it does not update make a change to the account (i.e., change the print to N, exit the screen, then change the print back to Y) and that should force it to update the location.

CCFEE report Option 8 was removed from the menu after the October FSN meeting and then put back after it was found that some counties do use that option rather than using the print option in report Option 7. The fee manual is going to be updated to show how you can modify the print option on Option 7. Option 8 will remain in production.

PSC – Public Safety Checklist – they are moving forward with getting the new PSC into production. OACCD will be making some policy changes to keep the process moving forward. Sometime in the spring they will be doing more testing on the new system. FAUG reps will be the trainers for each office on how to use the new PSC.

CMA- rewrite of the LSCMI is being tested. They are working on resolving over 100 issues found in the new system. The projected release of the new system will be April or May. FAUG reps will be the trainers for each office on how to use the new CMA (i.e., push the buttons). OACCD will also be forming a group of trainers for each region to train the offices on the rules and case planning in the new CMA.

Warrant Issues- some counties were reporting that they were not able to request warrants. It appears to be related to the post-prison status not being correct. If someone is having issues requesting a warrant make sure that the status is correct either LC or BRD. If it does not match the offenses use the F14 on the work with offenses screen and the F21 on the movement history screen to get the status to update.

New Condition- the condition code DIAE has been added to the condition menu. It is similar to drug free zone, except it gives the PO the ability to detain an offender for being in the wrong geographic area.

TX logs- clean-up was performed on the treatment logs. Programs need to have the county code first then – program name. Example: LINN-BRIDGES

FAUG Manual- the FAUG rep manual should be getting updated and placed on the website.

OACCD- OACCD is trying to maintain a list of members in the user groups. If a representative for a user group changes make sure the list gets updated.

Name Changes- There has been some issues with the authorities for users not transferring when someone changes their last name. If an update to someone's name has been made please let Mary & Lee know so they can make sure their authority gets updated also.

<u>Service Requests:</u>

- 2472 – Emmanuel Olivares has started working on the changes to be made to the Caseload Collection Statistics report. He is adding the new option for summary or detail. SUM will work the same as it does now. Detail will be a list of the offenders that contributed to the amounts collected. Detail will not allow *ALL on the location line. It will have the option to either be printed or displayed on screen. It will allow *ALL on the fee type line. Also the report will change from having the number of billing offenders to having the number of offenders on the caseload.

- 2469- Electronic transfer to DOR – The following are suggestions that will be given to the programmers:

    - F16 will be used to go to the new screen that will store all of the DOR documents that have been created.
    - F6 will create a new document. Documents will hold in the first screen until you send it to DOR. While being held in the first screen you will have the option to change or send the document. Once you select to send the document to DOR it will get transferred to the DOC queue for transfer to DOR. All DOR documents from the entire state will be transferred to DOR once a week.
    - If the document is still waiting in the DOC queue the FSN rep will be able to recall and change or delete the document. You will only be able to recall or delete the document if it has not been sent to DOR. If it has been sent to DOR you will have to send an adjustment to DOR to change that account.
    - Delete should only be used if you created the document in error and the document must still be in pending/hold status.
    - An auto chrono will still be entered when you send an account to DOR, recall an account that is pending, or send an adjustment memo.
    - There will be 3 status codes for the documents:
      HOLD: created but not sent to DOR
      DOCQ: pending being sent to DOR
      DOR: sent to DOR
    - The different option selections for the documents were discussed, and many of them will be similar to option selections already available in the fee system.
      2 – Change
      5 – Display
      F6 – Create
      F10 – Print or Send / Print
      F14 – Delete – will only be available if the document is hold status
    - There will also be options for recall, send, and audit stamp. Recall and delete will have to be confirmed before the system will process them.

- 2470- Electronic adjustment memo transfer to DOR- the adjustment memo will have the same options as creating a DOR account. The adjustment will show in the history screen for the offender. The system will auto chrono when you create an adjustment, and recall or delete the adjustment. You will still be able to send an email to DOR to adjust or recall an account if you don't want to use the electronic adjustment memo.

- 2517- allow zero fee amount will be worked on after service requests 2514 and 2515

- 2514- add effective date to bad address field and to the bad address report

- 2515- add override end date to county override report

- 2530- Print statements for out counts – changes to Option 5 Fee Billing Statement be made to include the option to print statements for out counts. An example was included with the October FSN minutes.

- 2531- analysis for a replacement program for the fee system

New Service Requests:

- Create a report to see what is pending or sent to DOR. This service request will not be created until after we see how the new electronic DOR form works.

- Change how many auto chrono's the system creates when working with the new electronic forms for DOR. Will enter this service request once SR 2469 & 2470 are in the testing phase.

DOR – Nikki Bennett

Make sure and check your aging report monthly for incorrect ID#'s on offenders or ID#'s that have a different counties code attached to them.

A new report will be sent out with more detail on what DOR has collected or sent back to each office. This report will be sent out quarterly.

Counties that have separated from each other need to make sure and contact DOR to get a new program code to ensure the correct county is receiving the money for the offender accounts.

Manual Update-Crickett Hanna

Manual will be updated with current information.

Membership-Margaret Hill

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

Roundtable:

Patty – Is there a way to flag an offender's account so you know to not accept checks from them? Create a RTCF line for the offender for the fee and don't close it after they pay that line off.

Christy – Washington Co is still working on getting everything in order so they can take online and over the phone credit card payments.

Meeting adjourned

Next meeting: April 26, 2012 Clatsop Co.