

# FAUG AGENDA

## DOC Host @ DPSST

November 16, 2011 - 1:00 p.m. to 5:00 p.m.

November 17, 2011 - 9:00 a.m. to 12:00 p.m.

### Meeting Location:

DPSST – 4190 Aumsville Highway  
Salem, OR 97317  
(503)378-2100

### Day One:

Introductions/Welcome/Housekeeping

Lily/Group

In attendance: Susan Sowers (Benton), Kelly Kuklenski (Clackamas), Traci Hubler(Clatsop), Kristen Hanthorn (Clatsop), Justin Hecht (Clatsop), Ken Yee (Columbia), Tracy Herning (Coos), Rich Vigil (Crook), Vicki Fisher (Curry), Chris Bell (Deschutes), Andie Cortes(Douglas), Allen Boice (Douglas), John Bergmann (Douglas), Tina Potter (Gillam-Sherman-Wheeler), Roger Stampke (Harney), Ed Powell (Hood River), Michael Elkinton (Jackson), Lily Morgan (Josephine), Lisa Moore (Klamath), Larry Evenson (Lane), Mandy Gautney (Lincoln), Bonnie Timberlake (Linn), Donovan Dumire (Linn), Tracy Coffman (Malheur) Gina Courson (Marion), Charles Adler (Multnomah), Wende Kirby (Multnomah), Angela Boyer (Polk), Wayne McCollum (Tillamook), Glenda McDaniel (Union), Chris Carey (Wasco), Chris Swayzee (Washington), Lee Cummins & Mary Hunt (DOC-FAST), Ted Mitchell, Mark Harris, Larua Medcalf, Jennifer Bjerke (DOC-IT), Denise Sitler (DOC-CCB), Dawn Persels (DOC-Compact), Jeff Hanson (DOC-TRAN), Darryl Hecht (DOC)

Several presentations from DOC / topics as follows:

Case Management Automation Presentation

Laura Medcalf-DOC

- The newly improved LS/CMI System was demoed.
- Can be used by institutions and community (same case plan can be used).
- One more testing phase in January.
- FAUG reps will be trained in new system to teach their office.
- A part of the Offender Management Screen along with other programs.
- Browser based system like current LSCMI.
- Will default to POs case load and current offenders.
- Can look at other caseloads and select a location.
- Will subset case load list to location (caseloads for that location).
- Search feature for every offender.
- Can print caseload list like we do now.
- Status column has been added and you can sort by.
- Quick link with letters to take you each part.
- Subset by supervision level, overdue etc.
- Click reset subsets and it will take it back to default.
- Low/It'd will be green since they will not be due.
- Due will now be blue
- A quick link will take to LSCMI.
- Photo will be an institution photo, community may be able to upload in the future
- Shows prior LSCMIs.

- If none has been done a default one will be shown.
- Drop down list of prior assessments.
- Demographic data will be shown.
- No help text is there now, but will be.
- Can save progress along the way so data is not lost.
- Use retiree for those on SSI or disability, help text will be added for assistance.
- Comments after each section and a save after each section.
- Each section is now on the same page.
- Comments will show on the case plan if done after each section.
- As you answering certain Qs it will force answer other Qs and it will show an orange border to show you that it lock that question.
- Go back to original Qs to change lock out.
- Validation works backwards as well.
- Click "the-add" in comments to make another comment, but click save to keep original comment.
- After hitting process a message box appear if you missed Qs and it will inform you if process was successful.
- Don't have to save prior to processing.
- Double check that the test processed.
- Fly over the orange button to go to other sections of the test.
- The header topic will be green with a check mark if all Qs are answered.
- After processing a graph will be generated towards offender needs.
- Protective factors will be scored out as well.
- New copy button will bring the old test forward for a new interview, must enter new date and can adjust any Qs that need changing.
- Checklist is similar is LSCMI.
- Checklist is info for case plan.
- System will auto open a case plan if a LSCMI is done.
- PDF files will be available for case plans to print.
- Button for chrono history and will bring them up without having to go to AS400.
- By default it will show any current programs they are in; display all will show and prior treatments.
- Editing treatment will now work both ways (AS400and this program).
- Hit the pencil to edit.
- Check mark saves and X will delete.
- There will be double verify for deletion of treatment records.
- Chrono note at the bottom can be entered and it will send AS400.
- New Behavior Change Plan shows what PO is currently working on with the offender.
- Stage of change for each domain instead of overall.
- There are preexisting goals for each need.
- There are generic strategies that can be selected or manually entered.
- Can delete a prior Behavior Change Plan.
- Shows pending fields if you have to leave the program
- Can change priority order of plans.
- This is a Live document.
- Can save the PDF of the case plan to send to treatment provider.
- Score graph may be on the offender print out.
- Action plan brings BCP progress over.
- Can enter next reporting date on the case plan.
- Will create chrono as significant contact after an Action Plan is processed.
- Action items what you want them to do right now.
- Print AP will create PDF to print for the offender.
- **Once you print the AP it sets it and cannot be changed (will have to do a new one)**
- **Save progress does not lock it.**
- Header info and chrono notes will go to AS400, but not Action Items.
- There will be a training period for this program and training will occur before each county gets the program.

- Summary screen is view only.
- It will default to the community assessments, but can set to see all assessments.
- Plus button will show the highest need
- Summary is just a snap shot and cannot add from here.

#### URICA Presentation

Jeff Hanson-DOC

- Stage of Change Assessment Tool.
- Developed 20 years ago.
- Was originally designed for medical field (i.e. stop smoking).
- No requirement for tool to be used by DOC.
- Based on stages of change.
- This tool will help identify the stage of change the client is currently in.
- The tool is specific to one domain.
- Can't do more than one domain at a time.
- Not live yet.
- Demo of program was given.
- Counts as a responsivity assessment.
- 

#### TCU-DS

Jeff Hanson-DOC

- Measure 57 Required Assessment Tool
- Problem with assessment is that it doesn't tell level of service for client.
- Do this assessment as part of LSCMI.
- This can be used as a screening tool
- Self-administering of this tool isn't the best idea
- First nine questions score the test.
- Studies have shown that female offenders didn't lie on the test.
- Good way to track grant offenders.
- 

#### M-57 Audits

Denise Sitler-DOC

- Informed that audits on M57 clients in some counties had been done.
- Some counties were flagging the wrong curriculum.
- Some counties were entering the wrong treatment program.
- Definition of ADMIN treatment closure was given.
- ADMIN as a closer will not reflect on closure report.
- Active in treatment at end of supervision should be closed as SUCC.
- ADMINN should not be used that often.
- Another issue the audit showed was that counties are not identifying the right offenders.
- Only turn on the M57 flag once the offender starts treatment.
- Flagging programs that have nothing to do with M57 have been a problem, only Cog or A&D fit those criteria.
- Treatment module training was given.

#### Compact Update

Dawn Persels-DOC

- Apologized for not responding to emails.
- Informed that the compact office is having low staff levels.
- The pending execution may be affecting compact office.

#### Public Safety Checklist (PSC) Presentation

Lee Cummins-DOC

- New Risk Management Tool replacing OCMS.
- Has not been programmed yet into AS400.
- New column has been added to show which tool was used for assessment.

- Only OR criminal history is pulled into the PSC.
- PSC is based upon felony data.
- JJIS is not included in the PSC or out of state criminal history.
- More accurate than OCMS. PSC is 78% accurate to predict recidivism.
- This is a static assessment.
- Score ranges are not set in stone yet
- Risktool.ocjc.state.or.us/psc/

## Day Two:

### Parole Board Issues

Michelle Mooney-Parole Board

- Informed of new members of the parole board.
- Darcey Barker has resigned from the parole board (is now working for DOC).
- There was a discussion about board's special conditions.
- Directed special conditions can be added to EPR.
- Special conditions can be added based upon past convictions and does not have to wait for LSCMI to be completed.
- Parole Board will support any violations of GC13.
- Uncommon residence should have some sort of explanation (i.e. keep away from a known drug house).
- Board does not want to read a book just how you directed the offender (i.e. dated action plan).
- PO can't write that the offender should have known without presenting an actions plan.
- New No contacts conditions and DAAP requirement can be added as a directive and a violation would be of GC 13.
- IF PO reaches the word limit of the sanctions; write report as normal and state see attachments at the end. Send rest of report in word
- Not important to put the offenders history to the board for sanctions under 60

### DOC Update

Lee Cummins-DOC

- Sanctions never sent to the Board were discussed.
- DO NOT EVER delete the sanction.
- Don't delete sanction if it is at the Supervisor
- Cannot close cycle if there are any open sanctions.

### Automation Sub-Committee

Mary Hunt-DOC

- Board is discussing sanctions on how old they can be to close.
- Old sanction at the local level can be closed.
- If PO enters them as the HO the sanctions goes to HO status, but no one will ever notice it.
- Leave Hearings officer info blank if no hearing is requested, for electronic NOR.
- Remember to enter in the body of the sanction that the offender waived his right to a hearing.
- Close out any sanctions and treatment prior to IRT.
- Look at emails from parole board on return sanctions.
- All board cases need to be sent to the board.
- Abscond and Inactive cases' treatment records need to be closed.
- Misdemeanors info may be counted soon.
- Help desk fix tickets were discussed
- Second line of sanction code will take anything for a code; will be addressed.
- Printed hearings report dates have not been fixed yet.
- Immediately contact the help desk with any problems and don't leave the screen you are on.
- Going to have to wait until CMA and PSC goes live before tickets will be address.
- Issues with sanctions saving edits discussed.
- Screen print errors with AS400 and call the help desk.

- Open treatment records for counties were passes out.
- Char McCarthy with available to help.
- Max Williams is leaving.
- Institution request to increase docket character numbers. Possible solution would be to shorten the judge spaces. Group approved.
- PSC: deletion of older overrides. Group decided that old overrides will be locked when a new assessment is created.
- If option 10 is entered on a new assessment allow deletion of over rides.
- Double delete function will not be entered for overrides.
- New assessments will not be locked and left open.
- All comments will be kept together and will use existing.
- Everybody may be asking for reports regarding the PSC.
- What reports do the directors generated from the PSC that we do not currently have.

#### Roundtable

#### Group

Lily brought several items sent from other FAUG members prior to meeting:

- Coos Co: UA Log: request to enter 0 instead of being blank for creatine level. Group denied request
- Deschutes Co: add location code for ICOATS will not but added but enter note and use key word
- Deschutes Co: DOC 400 reports committee again interest? Item shelved until issue is brought up again
- Hood River Co: DV designator will be taken back to FVSN to create a ticket
- Lane Co: next meeting time and location. 4th week of February (22<sup>nd</sup> and 23<sup>rd</sup>) in Lane County
- Lily: Could be a special FAUG meeting for when the new LSCMI comes out possibly in March
- If less jail time is served than time recommend can be changed in the movement screen, but the units stay the same
- Spell check issue. Would not let selected word correct. Groups suggest using spell check to find word and exit to fix manually. Lee suggested print screen and call the help desk.
- Sublist for when sex offender assessments are due will have to be requested to SOSN
- FAUG will be requesting a liaison with OACCD
- Service Request: Print function for TCU: no objection and request will be made.

**NOTE DATE CHANGE:  
NEXT MEETING – Lane County  
February 22-23, 2012**