Statewide Office Operations Network (SOON) Minutes
Thursday, April 14, 2011

Hosting Agency: Lane County Community Corrections
Meeting Location: John Serbu Youth Campus
2727 Martin Luther King Jr Blvd
Eugene, Oregon

Present: Diane Ballard, Jackson County; Angie Gustafson, Linn County; Mindie Everett , Multnomah County; Lee Cummins, DOC; Mary Hunt, DOC; Denise Sitler, DOC; Vicki Wood, Yamhill County; Judy Bell, Benton County; Nola McLennan, Jefferson County; Lynn Hair, Wasco County; Karen Spieler, Columbia County; Kerri Humbert, Douglas County; Marci Lail, Lane County; Sue Blanchard, Lane County; Annie Williamson, DOC-Compact; Mary Michael, Grant County; Robin Filbeck, Tillamook County; Carolyn Knox, Lincoln County; Nicole Rickart, Deschutes County; Jamie Cruz, Multnomah County; Lisa Gilbertson, Multnomah County; Laurel Howard, Multnomah County; Camille Preuitt, Multnomah County; Susie Schindler, Marion County; Michael Jackson, Marion County; Christy Elven, Washington County; Teresa Yurkovich, Josephine County; Karen Rhein, Multnomah County; Sharie Van Wells, OISC; Cathy Snider, OISC; Susan M. Taylor, Clackamas County

Introductions/Welcome:

Lane County Director, Joan Copperwheat, welcomed the group to Lane County.

Review/Additions/Corrections to Minutes:

Sharon Johnson questioned a section from the February minutes, Page 8, second paragraph, where Wasco County had a compact case with a five-year sentence to prison suspended and was entered as an “I” line. The minutes stated parole cases are always entered as an “I” line. However, this appeared to be a suspended sentence and in that case, it would be entered as probation.

Email Decisions
Christy asked what closure code would be appropriate to use for misdemeanor cases returned to the Court due to budget cuts. Her department sent letters to their Court which stated misdemeanor probations will no longer be supervised. Christy asked if the closure description of BNPB should be changed or modified to include this situation. Mary said there would be no problem with an update to the BNPB definition, although she said it would be better to have a signed letter or order from the Court. However, in Christy’s cases, as this is a one-time thing, consensus was this is a county-by-county decision. This information will be added to the manual.

OISC/INSTITUTION RECORDS - Cathy Snider/Sheila Lang

Cathy Snider announced OISC will no longer accept documents as generated, but only after the offender is discharged. There followed a discussion about document retention. Dianne Erickson and Tina Shippey will work on a list of documents and their retention period. Some of the names of documents on the list were for documents not generated at the county level.

Cathy said the first page of the documents sent must be the closing summary with the SID number. OISC has received documents out of order, no closing summary and no SID numbers. For those counties who have sent file material as generated, any file material previously sent does not have to be sent again.

Cathy is working in Salem on Monday and Tuesday and is not available by phone on either of those days.

Cathy is still receiving scanned set aside orders. She must have an original certified copy. Some offices stated their courts are not sending the certified, true copies to OISC but to them.

Further, if we receive a set aside or sealing order and the offender is not in CIS, do not send to OISC.

Photos can be sent and will be kept 75 years.

COMPACT/ICOTS Update – Annie Williamson

Annie announced the compact office passed the national audit.

There have been problems with progress reports going to the wrong PPOs as some offenders are assigned to one PPO in DOC and another in ICOTS. Please remember to change the PPO in ICOTS. However, the local compact coordinators for your office are being copied on the progress report requests.

Annie said if you email or call compact with questions, they should now return the call within 24 hours.

Warrants: If a compact offender absconds, a fully extraditable, no bail, nationwide warrant must be done.

As of March 1, 2011; some new rules have been implemented. Before a compact offender can be placed on abscond, there must be at least three identified valid attempts to locate the offender, i.e. phone call, home visit, employment visit, etc.

Also as of March 1, 2011; Supervision history must be included in all transfer

investigations. This can be in the form of chronos or a brief report.

The compact office has had offenders return who owe previous extradition fees, which have not been addressed by the PPO. Previous extradition information is available by a review of the chronos. Payment arrangements for large balances can be made on a one-on-one basis but it is very important to get these fees paid. Some offenders abscond and return three or four times and the extradition fees can be very expensive.

DOC – Mary Hunt/Lee Cummins

At the Board's request, development made a change to the access to parole board documents in CIS. Orders prior to 2007 have been archived. There is a note on the top of the screen to, "Contact BOPPS for documents prior to 2007."

Char McCarthy is available for clean up on 1145 cases. When Manette returns, she will send out the April clean up list. Contact Char directly, we do not have to go through the DOC Help Desk. We do not have to wait for the April list to come out to complete the clean up.

Char is also available for training in your County.

Char and Patty discovered if an offender is supposed to be admitted to LC status but is admitted to some other status by mistake, the system **will** process the admission. When you discover the error and use F18 to correct the status, it does not add the SB1145 line. In order to add the SB1145 line, go to the J screen (F11, 3, J) and add the missing county inmate movement. The date and time must match the LC admission date/time.

Mindie said their intake office has offenders coming out from LC status where the PPO admitted the offender to some other status or directly to POST without an LCMP movement. Mindie asked if an edit could be done to block that. Mary said Mindie should back out the admission and complete the LCMP process as an edit could not be done for this process.

Admission to LC without an LC admit (local release is accurate but the offender was admitted to Post without the LCMP movement): When the LC admission is missing on a new sentence, the PPSVSANC lines are usually missing too. Since some of the offenders on the list are from previous cycles, the super users are unable to add the PPSVSANC line if the status is discharged. When Char was working with Mary, neither of them could make the change. Mary is hesitant to ask for a program change as there is a valid reason why sentence information cannot be added to discharged offenders. Mary recommends we put in sentence notes or request SUN add the missing LC movement.

Char has been going through the old lists and records which had been fixed but the same offenders are still on the report. Mary did not find any problem with the record, so these have gone to Denise to work with research to determine why the names are still on the list.

Once the clean up lists are completed and the new lists show only the cases which should be there, there will a cut-off date. For now, we will have to continue to check the new lists against the old lists.

In June 2010, Mary sent a list of discharged offenders with UNSU offense closures. Programming has now been changed so as to not allow body closure if any offenses are closed to UNSU. Most of these offenses have been fixed but there are a few left. Contact Mary if you have questions.

Released but not admitted cases: Do not wait for the offender to report when he/she has been released from DOC, but admit these offenders to the PO caseload as soon as possible using the same date and time as the institution release date, not the date the offender reports. SOON's agreement is to process the admission no longer than one week after the physical release date. There are a few counties with names on these lists, but they do not come to the SOON meetings so Mary will contact them directly. There are also a few counties who cleaned up the old lists but now have names on the list from January and February. Mary will contact those counties as well.

Possible duplicate offenders based on SSN: Mary noticed several tickets going out on them and wants to thank everyone for working on their clean up lists. Mindie had two offenders with the same SSN and the wrong number had been verified on one offender. If you discover a SSN data entry error on a record that has been marked as SSN verified Y, please contact Carrie Shike by email: Carrie.A.Shike@doc.state.or.us or phone 503-302-1912.

Service Request Updates

Open sanctions: Lee discussed SR 2507 for FAUG. The problem has been the system will allow new sanctions to be created when there are open sanctions in the system. An edit will be done to not allow a record with an open sanction to be closed. There had been a discussion about picking a date and auto closing everything from that date back, but the automation committee decided they want the correct closure codes on the sanctions.

SR 2498: Static 99R is in progress, although the Board has to change their rule before it can be put into effect. The only difference from the existing Static 99 is the age range with point change. As the offender ages, they get more minus points. For the Board's purposes, anyone 6 and above on static 99 is considered board predatory status and there are currently several offenders with a score of

5. This new change could cause them to gain a point if they are now in an older age range. This will increase work for the Board as they will have to do a hearing and evaluation for each one. They will pick a date to implement it so everyone who has static 99 in the system will have an automated static 99R as of whatever date is chosen. After that, as a qualifying age change changes the score, the program will automatically change that and create another one and send an email to the PO.

Warrant system: FAUG is working with Lee and one of the programmers from CDC to fix the warrant system. The plan is to create a manual for the warrant system once this is completed.

Lee gave an update on the possibility of adding Corrections offenders to OOS. The thought was if the OOS system could be accessed using other search criteria, it would cut down on duplicate offenders. At the same time, Lee asked about the possibility of adding other search criteria to CIS. Since this would also involve the institutions, there is a chance later this year some additional analysis could be done in that regard, but it must first go to OACCD.

SOON SR 2497: No change. This is the request for a hard edit for the Post Prison BRD/LC status override feature.

(New) SR2511: OACCD edit to require entry of offender sex and race. SOON agreed the statistical reports look better when those fields are not blank. Unknown is an acceptable entry for race.

SR2512: SOON recommended an edit to require 4-digit caseload numbers. Mary did check to see if there were any active caseloads with the 4 characters plus a letter, i.e. 4250a, 4250b. Three counties have used that extra letter in the past, but they have all discontinued this practice. The caseload numbers with the letters will stay in the system historically but will not be allowed from now on.

SR2513: Edit to prevent an offense from being deleted if there are inoperative days attached.

Service request for OACCD: Edit to require outcome measure conditions be updated prior to discharge. It was asked how to update community service hours or restitution balances if no hours were completed or no payments were made. This service request is to ensure that the original hours or dollars ordered are entered in the Amount/Unit field if the condition is marked trackable Y. If no payments were made or hours completed, the $ paid or hours completed fields are left blank and the Balance field will remain the same as the Amount/Unit field. Mary had thought the edit would be during the admissions process but Vickie pointed out we would not necessarily have that information at admission. Mary will change it to have the edit either on the body, if you try to terminate, if the

information is blank or has a negative balance. The group thought it would be more helpful if it stopped the user at offense closure. If the offender still owes hours or dollars, we are to update the balance accordingly. The condition will show on the CIS condition tracking report even if it is marked Trackable N. If we do not mark it trackable, it does not show on the PO side or in CMIS. Group consensus was a recommendation to complete condition tracking at sentence closure. If restitution is ordered on multiple counts, the condition is added to all four counts but is tracked on the longest running count, so only the longest running or one count is marked trackable yes. The other three counts can be marked trackable no. Only offenses marked trackable yes will have to be updated on closure. If the P line is violated and it has restitution and is not updated, it will stop us to enter that. When the O line is added, the restitution balance will be added to SC7. Michael asked if that was something OISC would have to do when they VIOL a "P" line. Mary thought they might have to exclude VIOL as DOC does not have access to conditions. Mary will go through the rest of the offense terminations and see if there is anything else which would need to be excluded.

DOC – Denise Sitler

Sanction movement reports: There are problems with sanction movements when the system cannot determine the responsible location. If the location was left blank, Denise has contacted the County individually. The problem was originally determined to occur because the sanction movement was entered with no time or entered on the same day the offender was released from the institution, but the time entered was before the time of release.

The last two months' reports are showing sanction start dates prior to the institution release date. Denise understood the purpose of sanction movement tracking was to capture the servitude at the local location. Specifically, absconders who are arrested and brought to the institution, have a hearing, the board imposes a jail sanction, and release the offender to the local jail. If the date or time entered is incorrect, it will not be captured at all as the system does not know who it belongs to. The field should not enter the sanction until the offender is moved to their county location. The sanction movement will reflect the time served at the county location.

Denise will bring this to FAUG and Karen will have screen prints added to the SOON manual.

Denise handed out the "requests to extend supervision" documents which were sent to the Board but should have gone to Supervisory Authority. If we find missing offenders or offenders who should not be on the list, contact Denise with the names.

Mindi asked whether we could make changes to the “request to extend supervision” forms to add the information necessary to determine whether the offender is under local or Board jurisdiction. It also appears there is other information missing from these forms, including the responsible location. We may make changes and additions to this form.

Mary told the group the old discontinued code VARE has been changed to a permanent closure as there are a few old records in the system with that code. That code was replaced with RSNT.

OPEN AGENDA/OPS RELATED ISSUES

Mindi: What is the procedure now for offenders on an “IMMI” outcount who reach their ASR date? Are they left on IMMI status or moved to UNSU? Mary said the system **will** allow a move from one outcount to another. Lee said there was discussion at the automation committee meeting regarding this and she will follow up. Once the decision is known, the manual will be updated.

Karen announced Christy Elven has agreed to be the new co-chair and will start at the June meeting. We welcome Christy with our deepest gratitude for stepping up.

Karen has gone through the 2009 and 2010 minutes and completed the decision log. She will send this to Denise to post next week. This will be helpful to track when decisions and/or changes to decisions were made.

Angie asked whether the recent purge report should include bench, early and inactive probation. Denise said it should only include discharged offenders. It would be up to the county to decide whether to purge the file or not. Discussion ensued with regard to bench or early terminations which could come back on formal supervision and whether the files should be purged. This would be a county-by-county decision.

Sue Blanchard asked how other counties deal with offenders who do not report after sentencing. Most counties enter them right away and assign to a PO. Sue asked what to do with an offender who is in jail but lives in another county. Most counties wait until the offender is out of jail and reports in order to get a correct address.

Mindie said their intake office has had a plethora of intake cases with offenders living out of their county, where the other county states they no longer supervise low and limited cases. It was decided the general information pages would be updated with that information.

Angie had an old parole case from 1997 where the offender served his LC in

prison and then absconded from 1997 to 2010. The Board issued the parole order so there was a question on who had jurisdiction. Angie will check with the Board.

WebLEDS Update

They are still testing the changes that were made to the QPR. For some background, at DOC there is a DOC Web LEDS server and on that server are institution users and Linn and Douglas counties. The CC Web LEDS server has all the counties except Marion, Multnomah and Tillamook. When testing the QPR the first time, they tested on both DOC and CC WebLEDS. There now is a test environment within WebLEDS where they have the ability to test without interrupting service to either DOC Web LEDS or CC Web LEDS. Diane Kraft is testing on DOC WebLEDS. Once everything works properly there, it will work on the CC server as everything is exactly the same. There have only been a few problems where some things are not making it to LEDS correctly. Dave Wells is looking back at everything as it could be something very minor stopping it, such as a decimal point in the wrong place. All of the other changes requested by SOON have gone out. There were some initial problems with mailboxes. Counties on CC are able to look up any mailbox on that server. Mindie is getting everyone with LEDS access and it takes about ten minutes to load. When sending an EPR to another county, the PON/POD/POE fields can be cleared with an asterisk or you could adjust the PON and leave the rest blank. If there are problems with WebLEDS, send Mary examples. At this time, the QPR process will not pull PO info from the mailboxes. For now, when using QPR, enter the mailbox number in the screen without using the lookup feature. Use the MPR process to pull in the mailbox from the list. If there are problems with the PO information being pulled into the QPR, check with the LEDS Representative in your office. The LEDS Representative will have to ensure the information in the LEDS Administrative Menu table is correct and in the correct format.

There was a discussion about using the reason code (RSN) when running a CCH. It was asked if something could default in that field, but since other agencies use these masks, an appropriate code would have to be agreed on. Karen said this is not a required field at this time. Mary said if LEDS made it mandatory, then LEDS could work with WebLEDS to change it to a required field.

Sharon Johnson, Columbia County, had a problem adding to her Favorites in WebLEDS. Mary thought it was a keyboard issue since when Sharon worked at someone else's desk, it would work. Sharon contacted the LEDS Help Desk and got the following response from Nancy Saltos: When you hit the update icon, and it shows "update complete" and it does not show on your list, you have to do the following: On your Web browser go to tools, from the drop down box, go to internet options (on the bottom), then to the general tab (about halfway down), then to browsing history, click on settings, then the temporary internet files and

settings will open. Check “every time I visit the web page.” Then hit okay. If this does not work for you, e-mail Mary, explain what did work and what did not, and she will forward the information to Kevin.

EPR expiration lists and the EPRP lists should be coming out. Make sure the CMC field is correctly designated. The default shows sexually violent and predatory. The CMC field has to be modified to “01.” There is a cheat sheet available which Karen can send if you need it.

Local Control

In the February meeting, Karen Spieler questioned how to enter an offender from escape status back to local control. She was told there was some information in the OPS Manual, OPS 15 -SB1145 Data Entry, but she was unable to find the answer. She asked if the manual had been updated with this information. This was not discussed at the last manual meeting. Karen said when she added the inoperative time, the expiration date extended, so she had conflicting expiration dates. When she looked at the calculation sheets, it appeared he did not get credit for the time he was in treatment. Mary noticed Karen received a response from Bill Penney. Mary explained if the offender was on local control at the time of escape, then moved back to jail, and then moved to treatment, the SB1145 movement to treatment was not there nor was the SB1145 movement back to jail. Karen will call Mary if she needs help fixing the county inmate movements.

Other OPS Related Issues

Christy had an offender who had been a Board case, received a new local control sentence, then three days later the Board case expired. She did the override to Supervisory Authority. The offender then went on local PPS and has absconded. They cannot do the warrant because the system says it is not an LC case. Mary said when the PO originally tried to create the warrant; the offender was still in local control status. Mary said the Board or LC designator is only attached to post prison status. When Mary had checked it for the PO on 4/5/11, the offender was still in LC status.

Lee said the system originally was supposed to allow an escape warrant to be created if it is a local control offender who escaped, but this has not been working correctly. Lee said there will be a warrant work group and Mary will be in the work group.

Mary said Christy’s office attempted to get data from the CIS reports and were getting some strange numbers. Mary put in a ticket to Development, who did minor adjustments to three of the management statistics reports. The Supervision level by offense type report: The selection screen did not say supervision by offense type, or by location, but both of the selection screens said

the same thing. When the report printed it had the correct title, so Mary had them fix that screen. According to the CIS Reports Manual, both of the reports pull data from the same files, but the numbers were not the same. This cannot be fixed with a ticket, so Mary will put in a service request and those will be reviewed.

The demographic report is age at intake, then broken down by 15-25 through 66 and up. Mary ran reports for several counties but Washington County was the only one with 424 offenders with an unknown age. This could not be correct, since an offender cannot be admitted without a DOB. It was found, for some reason, one age group was being thrown out. On the last report Mary did for Washington County the numbers did not match exactly. All three of these reports will go back with service requests. Please let Mary know if you run these reports and have problems. Overall numbers seemed to be the most accurate.

Sue Blanchard had a problem with a kardex on an offender with so many offenses it caused the address to disappear from the kardex. Mary thought a decision may have been made by the group previously that it was more important to see offenses, even if the address disappears from the bottom. Mary will check with FAUG. Some counties have created their own kardex in Option 23/24. There was an additional kardex problem with an offender with probations and an LC. When the PPS conditions were entered, the probation conditions did not print. Mary said if you do F14 recalculate they will print. Always use F14 if something does not look right.

Christy asked if it would be appropriate to enter community service hours on a post prison case when an offender is sanctioned to CS hours. Mary said if this was a sanction, it would be tracked in the sanction module. If it is on the PPS order as a condition, it would be entered as a condition. Lee said a sanction can be jail, community service, breaking barriers, etc. In order to track it, put in the dates completed in the sanction movement module. Lee said if a PO modified a post prison order to add community service hours, then those hours would be tracked through condition tracking.

Nicole asked about entering the offense for sexual harassment. There is no code in our ORS table. Lee suggested she e-mail OISC and ask about the offense code.

USER GROUPS

SUN

SUN has not met since our last meeting.

FAUG

FAUG's next meeting is May 18 and 19 in Hood River.

SOSN

Lee suggested we contact Jennifer Landers and ask if SOSN want to continue to come to the meetings or would they prefer to send updates to the co-chair. Karen had been receiving the SOSN minutes but then they stopped. Denise is now the DOC liaison to SOSN so she may be able to bring us something back.

FSN

FSN met on April 28 in Astoria. Mary said FSN had received inquiries as to when the supervision account is created and starts billing. No SUPV fee account is created on admission to LC or IV. If an offender is admitted to a supervised status, the SUPV account is auto created but will not start billing until the offense has been entered. The fee system looks at the sentence begin date or compact begin date, which must match the admission date. It will continue to auto bill monthly until the offense reaches the max date. Karen thought this information should be added as a note in the admissions section of the manual.

Mary had a call regarding a record which back billed because the offender was admitted with their birth date. The date should be fixed on the movement history, but in order to fix the fee account, the start date must be changed and the balance adjusted. Correcting the movement history will not automatically fix the fee account.

MANUAL

The Manual committee met yesterday and have completed going through the manual. They will start over from the beginning at the next Manual meeting in August.

There had been a question about conditional discharge dismissals. The manual (OPS 8 Closing Records in CIS) states if you receive a dismissal order after the offense is closed to EXPI change the code to DISM but do not change the movement history screen. Mary questioned why we would change the date on the offense screen at all. Mary said if the system does not see the last offense closure date and body closure date as the same date, it will end up on a clean-up list. The second problem with changing the offense screen date would be if the offender ended up on a new cycle before the dismissal date. The decision was as follows:

If the case is still open when a dismissal order is received, close the sentence

line and body to DISM using the date of the dismissal order. If the case had already been closed to expire, do an F8 note only stating a dismissal order was received on (date).

In the last meeting, a question had been asked what to do when a PO allows the offender to have contact with a victim. Is the condition deleted? Consensus was to leave the condition in the court screen, make a note on the comment line of the condition, and update the EPR by removing the no contact condition or modifying the condition stating the PO has allowed contact on (date).

Next manual meeting is in August in Newport.

Please send Directory updates by email to Tina.

Mindi announced Multnomah County no longer has a DUII unit.

Next Meeting: Josephine County on June 9, 2011.