

SOON Meeting Minutes  
February 11, 2010  
Washington County

Present: Mindie Everett, Multnomah County; Christy Elven, Washington County; Sandee Norman, Multnomah County; Lisa Gilbertson, Multnomah County; Laurel Howard, Multnomah County; Tina Shippey, Coos County; Annie Williamson, Compact; Dawn Persels, Compact; Judy Morrison, DOC; Denise Sitler, DOC; Lee Cummins, FAST; Mary Hunt, FAST; Tonya Owens, Tillamook County; Patty Arrington, Umatilla/Morrow Counties; Candace Reynolds, Washington County; Janice Boatwright, Washington County; Lily Ho, Washington County; Susie Schindler, Marion County; Michael Jackson, Marion County; Deana Barry, Union/Wallowa Counties; Kimberly Losada, Clatsop County; Angie Gustafson, Linn County; Barb Stephens, Jefferson County; Shannon Miller, Yamhill County; Vicki Wood, Yamhill County; Mary Jenkins, DOC/OISC; Kyle Page, DOC/OISC; Teresa Yurkovich, Josephine County; Diane Ballard, Jackson County; Donna Hemman, Polk County; Karen Spieler, Columbia County; Margaret Hill, Crook County; Judy Bell, Benton County; Kim Rossotto, Douglas County; Kerri Humbert, Douglas County; Gwen Schuppert, Washington County; Ken Gies, Washington County; Tricia Shumway, Deschutes County; Karen Rhein, Multnomah County

**Introductions/Welcome**

John Hartner welcomed everybody to Washington County.

**Review/Additions/Corrections Minutes**

Tina Shippey – Passing around the directory. Please make sure to check closely that all changes are updated. Pay special attention to the information listed on the bottom of your pages.

**Karen** - Attendance has been updated. The December 2009 minutes will be revised and resent to the group.

**Measure 57/Compact Update Dawn Persels**

Compact office update - So far \$4125 in application fees have been collected. Dawn Persels and Denise Sitler have swapped positions for cross training purposes. On average the compact office has 15 RI's coming through the office a day. Thank you for your patience during this transition period. They are trying to find what will work best for their office on a SOON rep. Looks like Annie may be able to be our rep. She may only attend local meetings.

Chrono header – compact uses x for location. Wants to know if they can use CCOM instead. Will need to take to FAUG to get their ok.

ICOTS offender number – Dawn asks that we enter the number into the AS400 as a MSC number. This is a county by county decision. It may or may not be helpful to the field. Dawn will take this to FAUG.

### **Measure 57 supplemental funds-Denise Sitrer**

There was much discussion regarding Measure 57 treatment funds. Dawn handed out information on the Measure 57 funded treatment. We are legally required to document how the money was spent and the effectiveness of the program. To do this there is a new field in the treatment module. This field automatically defaults to no (N). This is the only way to track how the offices are using the M57 funds. A handout was sent around showing how different counties are utilizing the funds. There are a lot of different approaches on how to best utilize the funds. All but 6 counties applied for the funds. The data entry will be more of a PO function, so this just an update for the group. When the PO updates the treatment from N to Y a message will be sent to remind them that a TCU assessment needs to be completed. This is a standard form, but has not been sent out to the field yet. Vicki Wood will check to see if there is a Spanish version. The state may need to go back and enter paper TCU forms, but the state may hire a temp to enter older records for us. There is no ETA on when this will be up and running. Mary is working on a report for the MS57 treatment records. She will take the report to FAUG next week for review. Report will include: status, caseload, TX county, TX type, TX program, referral date, entry date, exit date, exit code.

Do not confuse this with the M57 field in the admissions process. That field has to do with the judgment, not treatment.

### **DOC UPDATE -Mary Hunt-**

Manette is out on maternity leave. Denise Taylor is updating the DOC website in her absence. Minutes need to go to Denise Taylor to be uploaded to website. Let Mary know if you see errors so that she can pass the information on. Denise will be adding a link to the SOON rep list to the DOC website. Mary will ask Denise to send an email when everything is updated.

### **Tickets**

Conditional Discharge C type offenses - Cannot enter a convicted date on C cases. Programming is now in to not allow a convicted date on D type diversion cases.

Report issues – An office was trying to run the Demographic report by status. Many of the statuses were not working. Testing has been done and it looks to be working now. The Zones report was creating a strange page break. That is now fixed as well.

### **Training Tutorial Questions from Char McCarthy and Judy Morrison:**

In the first screen of the admissions process can we get rid of F7 that brings the current date into the date field on the admission and release screens?

**Answer** - Institution uses F7 all the time. No we can't get rid of, but remind your staff not to use it, be sure you use date on court order not the date you enter the information.

**Cursor issue:** Char asked to have the cursor default to the offender line on several of the first screens in the processes. When Mary checked it did default to the first line. What Char was asking for was when you finish entering data on a client and hit F3 she wants the cursor to go back to the SID line.

*Answer* – When you first open the menu the cursor does default to the SID line, however when you already have an offender selected it will default to the first entry field. Not changing at this time, would require a work order that would affect everything system wide.

### **Movement history screen:**

Dave Wells is still working on it. The problem started when programming was put into place to allow the SUN reps to correct previous cycle data. Original problem was if screen looked right an F10 print did not. F10 print things would be duplicated. Dave fixed those problems and now everything is disappearing. Don't spend a lot of time backing out and reentering data. That makes it worse. The F5 or F18 seem to be working or try page up and down to refresh the screen to see if the data is correct. Issue is that data isn't displaying and printing correctly. If you come across a record that doesn't look right send an email to development to fix. Check F18 first to make sure the data is entered correctly, and just not displaying or printing correctly.

### **IT Shop update- Lee Cummins**

March and April the IT shop will be busy with the I-series machine upgrade. What that means to us is a huge upgrade and service requests and projects will be put on the back burner. Testers will be called upon to test the new system. IT will let us know when they are ready for testers.

### **CIS Replacement**

The IT governance committee has been discussing the potential Ncom replacement for CIS. There will be a demonstration coming up. DOC will be asking for some users to come take a look at the program. This process will be similar to the last time the state was looking at a CIS replacement. After that it will go on the server so some users will be able to go in and do some testing. Ncom is a web based program. Concern from the last time the state was looking at replacing CIS is the production data never works quite as well in a web based environment. At this point this is our best bet for a CIS replacement. Ncoms website is <http://www.ncoms.us/jml/>

### **Judy Morrison**

CC Train – The CCtrain tutorials are ready for our use. Check it out! If you see anything that you see that needs corrections email Judy or Char. It is set up to show each screen 15 seconds. You can page forward and backwards at your own pace. If you can think of any other training menus Char and Judy are still available to work on them. Bring any ideas forward. Judy will be available until April 1<sup>st</sup> and Char is available after that. Thank you to all the testers.

### **Service requests**

2049 –Webleds enhancement – In contracts division Mark Cadote approved the estimated costs for the changes. The request will go to Kevin Potter and DOC to work on after approvals. We may have to wait until after the I-series upgrade. We will be called on to test the enhancements as we get closer.

Supervision and distribution report OACCD asked for workload hours removed from the reports. The service request has not assigned yet. The information will just be disabled and hidden so that it can be available for a future workload study. Hours aren't accurate at this point as practices have changes since their creation.

### **OISC-Kyle Page**

#### **Question emailed from Sharon Johnson:**

Compact file material: Finding a lot of old compact material in discharged file. Appears to be compact packet material. Rule 70 states only compact closing letters. In the past Sharon has sent judgments, application, signed conditions and violations for the compact case. What exactly should we be sending?

*Answer* – The Rule 70 states the minimum to be sent in, however if you believe more should be sent into be archived please do so. Kyle also wants to make sure your office is following the 2 year rule for felony archiving and not relying on OISC to archive for us because his retention schedule is different than the county offices. Use your best judgment to send OISC everything they would need to have a complete compact case.

#### **Old files for released inmates:**

OISC is using different style files and recycling their old files. Contact Kyle if you would like them in your county. Kyle will bring some to the next SOON meeting for offices that want some. Karen Rhein from Multnomah County stated that they also have extra files and to call or email her if you would like some.

Kyle introduced Mary Jenkins. She may be attending in Kyle's place in the future. She is the file request contact.

#### **Sealed Records:**

Rule 70 says you will send your sealed documents to OISC attention Cathy Snider. Please make sure that you label envelopes clearly so that it is routed correctly. Can we send the file electronically or do we need to send paper?

*No* -Electronic documents are public information, so it would be best if the paper file is sent. Sealed records can be unsealed by the court. Per ORS 137.225 court may reopen a record. Do not need to keep your record locally...send them to OISC.

#### **Compact expungment:**

OISC needs a certified true copy to purge from our system. Contact Cathy Snider if you have questions.

**Question** – If an order to set aside has been received in my office for a case but Cathy has already purged from AS400, how do I know if there is a file in my county or possibly another county? Would it be possible to have Cathy email the SOON rep from the convicting county before she purges the name?

**Answer** – Kyle will take this idea back to Cathy.

Question - What about separate databases county offices use that have client info? Does that need to be purged as well?

**Answer** - yes, you would remove this information related to the request from all databases.

## **PAROLE BOARD**

### **LC PPS letter**

Michelle Mooney sent Mary Hunt an email. The parole board is receiving a lot of letters requesting to move LC PPS to inactive or extend supervision in error. Please make sure they are sent to your local authority and not the board. The board is returning letters being sent to them in error.

## **USER GROUPS**

### **SUN**

Mary Hunt asked that the county offices not to use the help desk form for things that are going to the super users to fix. Only the state offices have the help desk form. SUN users can't see the form and all the information on the ticket doesn't get transferred over to the PCM.

Still down one super user...looking for volunteers.

### **FAUG**

Meets next week in Douglas County.

### **SOSN**

Mike Albers asked if anybody is having problems with the NOD forms. Vi Beatty with OSP has advised the SOSN group that the NOD forms are only needed for predatory clients. Are people still getting requests for non-predatory clients? Contact Mike if you are being asked to send forms in for those clients. He will take it back to SOSN.

Mike advised the group that if an offender is designated SVDO they are not necessarily predatory.

Bill Sawyer is now the liaison for the SOSN group.

### **FSN**

#### **Service requests**

The bad address flag is being worked on now. There will be a field to mark if it is a bad address on the address screen. The field will default to N (no). When the field is

changed to Y (yes) the switch on the billing system will change so that the bill will not print. When a new address is entered the bad address flag will go back to N and the bills will resume printing.

**Fee Adjustment end date** - When the system reaches the end date the fee will change back to the county default. Also a report in the works so that you can report on all clients with a county override fee adjustment. Cannot change amount to zero at this point, but there is a service request in to have that option soon.

**DOR electronic data transfer** – FSN is asking for the DOR accounts to be transfer electronically. Mary is working on this with DOR

**Fee Report update**-FSN has a grid that shows what different counties charge. The grid is available on the DOC website.

## **MANUAL**

The group met yesterday. The two manuals were combined a year or so ago. The committee is now going back through each section and cleaning up and updating procedures. Updates are only being sent to SOON reps. Please be sure to share with the rest of your support staff and encourage them to look there for answers before emailing.

## **OACCD**

Met January in Clackamas County. Main focus was on election. The next meeting is in March in Yamhill County.

## **OPS RELATED ISSUES**

### **OPS manual**

EPR supplemental information MNU is not listed in the manual. One county tried to enter a fake id number in the MNU field, but it did not work. Not able to enter because it was not in the manual. The manual committee will look at this.

### **LC issues**

LC offender revoked consecutive to bench jail sentence. No data entry until bench jail sentence is done. Track to make sure you don't forget to enter upon completion of the revocation.

Margaret Hill from Crook County asked if a PPSVSANC line needs to be entered? Yes, if the PPS was revoked. Needs to be admitted to the LC location. The manual committee will clarify the difference between PPS Sanction and a revocation.

## **OTHER OPS RELATED ISSUES**

Karen Rhein received an email asking inactive probation code?

INPR is our recommended code. The OAR was written by a workgroup. The proposed rule went to the attorney general for double checking and comments. No timeframe at

this point when inactive pr will start. It will not start on the day the rule comes out; rather it will be effective a future date from the rule coming out. Shawn Miller will work on creating a list similar to our new LC PPS report.

Mary handed out a new cover letter for the LC PPS client report. Not sure when the updated letter will go into production. Clients under the OAR above will be marked as possibly excluded. Restitution and compact info will now be with the names instead of the cover letter.

Mindie Everett asked if it would be possible to change the expiration report so that certain outcounts would show. Mary says bring something to the next soon meeting for soon review and then a service request would be needed.

If you have a client that has a felony and misdemeanor probation. Felony reaches the date and we close the line to INPR we will not receive funding for the misdemeanor. The reports only have felony probations.

Annie- Reminder to close clients out to CMPO when they are accepted by the other state.

Vicki Wood – EPR issue –Vicki took to the automation meeting - create a PV pending record type and extend the date and put PV pending in the MISC field. Group consensus is to extend the EPR 60-90 days, but this is an office by office decision.

Donna Hemman – Is there a way for research to create a report of clients by discharge date so she can shred files at the 2 year mark? That can be done and there is a possibility that it can be generated periodically. Right now it would only show felony offenders.

Sue Blanchard email – Asked about a new FBI index system. Sue wants to know if DOC will use it. Nobody has heard of this before.

Diane Ballard - Reported issue of entering several offenses but only being allowed to enter 99 counts. Previous group consensus was to group type together and note it. Works for p lines, but not I lines. When adding O lines it only allowed 50 O lines. Programming only allows for so many sentences. Programming has been changed to allow more sentences.

Donna Hemman received email asking for help finding a place to put the Verbiage departure. Could it be added to a Notifier table? This question should go to FAUG.

**Kyle – SB1007 Rule -30% credit** – OISC is looking at starting a new batch of early releases, with some changes. OISC is still not done with the first batch of early release clients. Still pretty new, not sure what will happen. OISC has already processed 4500 inmates for review and early release.

## **OPEN AGENDA**

Karen Rhein – still need a co chair. Please contact Karen if you are interested.

**Post Note:** Diane Ballard, Jackson County and Teresa Yurkovich, Josephine County have volunteered to be Co-Chairs. Thank you to both of them.

Kyle Page – Staffing changes-We have hired two new technical program specialists. Denise Norby has retired will be here until June.

Vicki Smith – Is there a report to show open sanctions? Not sure if the AS400 reports will show all open sanctions. If the AS400 report does not work please contact Denise Sitler for a specific sanction report. Mary suggests that if it is helpful bring the report to SOON to see if anyone else would like it as well.

Barb Stephens – Sex Offender sentenced to 10 years probation but is in OYA custody. DA gave him 5 years in lieu of measure 11. Possibly create an OYA caseload. Can possibly create an EIP or EPR for these clients if already in custody?

Angie Gustafson - California probation closed to COMP. The client was revoked in California and is returning to Oregon as a parolee. SUN ticket needed.

LC ASR dates. Do they apply to amended orders? **Yes!**

When the new order comes out with the max date the new amended date is there too. Same amount of time as ABSC for the board. The local orders should mimic the board orders.

Mindie Everett – Multnomah County Mailroom for the Mead building. If you are sending documents for several different offices in the Mead building in one envelope, please do not mark the outside of the envelope with a specific office. Please use the generic Multnomah County SW address with no unit designation,(421 SW 5<sup>th</sup> Avenue, Portland),such as Intake (MTDC). This will help cut down on mail being misdirected.

**Next meeting:**

**Wasco/Sherman/Wheeler County  
The Dalles April 8<sup>th</sup>**