Statewide Office Operations Network Minutes
Thursday June 9, 2011, 9:00 am – 3:00 pm

Hosting Agency: Josephine County
Meeting Location: Marie Hill Conference Room
510 NW 4th Street
Grants Pass, Oregon

Present: Christy Elven, Washington County; Teresa Yurkovich, Josephine County; Lisa Gilbertson, Multnomah County; Judy Bell, Benton County; Jamie Cruz, Multnomah County; Laurel Howard, Multnomah County; Rita Everett, Multnomah County; Mindie Everett, Multnomah County; Mary Hunt, DOC; Lee Cummins, DOC; Denise Bosch, Douglas County; Tina Shippey, Coos County; Angie Gustafson, Linn County; Nicole Rickart, Deschutes County; Bobby Lenhardt, Jackson County; Diane Ballard, Jackson County; Shannon Miller, Yamhill County; Vicki Wood, Yamhill County; Cathy Snider, OISC; Sheila Lang, OISC

Introductions/Welcome:

Josephine County Director, Abe Huntley, welcomed the group to Josephine County and wanted to thank us for the data we keep track of. That it is very helpful and important to the Directors at budget time. Abe gave us a history of the department and Josephine County.

Introductions were made.

Review/Additions/Corrections to Minutes:

Tina Shippey – Addition to minutes on Page 9 – 2nd paragraph regarding CMC field having to be modified. You can also find this information in the OPS Manual, Section 5.
Mary Hunt – Page 3 – Last line – the word "or" needs to be changed to "and".
Mindie Everett- Page 9 – Local Control – There was discussion regarding when we have board cases that have expired and still have local control that we override so that local control was the authority. She went back to work and asked her co-workers how many of these they are receiving and whether or not they need some type of trigger and how they are tracking these. She received a response back from Bill Penny who stated that's not really the process. He stated that we shouldn't always do the override unless we really need it. It does state in OPS 4.2.1 that the decision to petition the Board for jurisdiction is at the discretion of the local supervisory authority.

Email Decisions:

Judy Bell wanted to give us an update about her e-mail question regarding what to put into LEDS when transferring cases. She stated the majority of responses were clearing PON, POD, and POO and putting the new county information in the miscellaneous field. Christy stated that we should wait on any changes till the dust settles. There are still some issues with LEDS that are being worked out. Mary stated she would have an update under WebLEDS updates. Mary stated that you should not put the new county's office name in the PON field. The system is not supposed to accept these. Judy stated

that she was doing it that way and it was accepting them. The PON field was specifically created for the PO's name. You can enter the office's main phone number in the POD, POE, or POO fields.
POST NOTE: If you are changing from a PO with three phone numbers to one or two numbers, you need to put an * in the appropriate phone number that the new PO doesn't have. Even though you change the mailbox it is not removing that third phone number.

OISC/INSTITUTION RECORDS:

Cathy Snider talked about photographs. Somebody sent an e-mail asking why OISC is not accepting photos. They do accept them – it is up to us if we want to send them. They will be kept for 75 years. Secondly, she has been receiving the DOR collections letters and that is something they do not want. She is deleting them. Dianne Erickson wants to thank us for all of our work we do. **Reminder: Please put the closing summary on the top.** She had a couple this week that were right in the middle of the packet. She is going to keep track of the offices that are sending them and contact them to find out why this is happening.

Sheila Lang mentioned that they were going to have some new institution locations in the DOC400 by the end of this month. Intake and Minimums will have their own location codes. Not sure what the codes will be as of yet. Mary stated when they put the codes in the DOC400 they will have to bring down the computers. She believes it will happen on June 25th. Notices will be sent out.

PAROLE BOARD:

Somebody asked if the special conditions we received recently are the ones we should be using now. Yes, they went into effect on June 1st. Basically, the PO's will have the authority to add conditions without going thru the Board. A discussion was had regarding how the different counties are handling this. Mary will send out the memo to SOON that was sent out as a lot of us didn't receive the e-mail.

COMPACT/ ICOTS Update:

Annie wasn't able to attend.

Judy Bell asked what do when the Judges don't follow the compact rules. Do we notify the courts? Consensus was no. When the compact rules first went into effect everyone was notified of the new process. So even though the judge told the defendant he could leave – he can't.

DOC – Mary Hunt/Lee Cummins:

FYI – At the last OACCD meeting they talked about adding community corrections offender data to the Oregon Offenders Search (OOS) which is available to the public. Overall, the Directors were in favor of it but had a few questions about whether conditional discharges or felony diversions should be excluded because they're not convictions. They asked that it be taken to FAUG and it was. Overall, FAUG approved it but had the same kinds of questions. They wanted to know if this is going to cause

more phone calls. Mary and Lee didn't think that it would. There will not be an announcement that more information is available. The last step is that they will take it back to OACCD's automation steering committee and it will be finalized one way or another.
Judy Bell asked if it was okay to just search by SID# when opening a new case.. Mary stated no – they could have Block #s; different names (especially females and Hispanics). So you need to do a name search by all of their names including hyphenated names. A new list will be coming out in the future with over 2,000 duplicate names that will need to be cleaned up.

WebLEDS Update:

The last testing was done Tuesday and Tina Shippey was one of the testers. The testing was done on the new QPR mask that will allow you to enter initial data and the supplemental data all on one mask. It still goes across the LEDS lines as separate entries as the initial record has to be created before LEDS can accept the supplemental information. However, on our side we are seeing it all on one screen. Tina stated what she tested was a QPR mask with an EN mask attached to it. She did have to manually type in the PO information but that should be fixed once it goes on line. She had a variety of Aka's, date of births, social security numbers and conditions. You still could only put up to 9 at a time to one entry. But she had enough of a variety that she was able to input several different things. You send it as you usually do and then you will get a response on each thing requested. In other words you get a response with the Aka's, one with the Dob's and so forth. However, on the conditions with text, you get a response for each condition. You do get a lot of responses, but when she came out it was all there. Vicki Wood asked why it was different – why we just didn't get one response. Mary stated according to John Garlick even though we only use one mask, behind the scenes it has to be done individually. Also, you can enter up to nine in each section. Not a total of nine. Mary will verify this with John Garlick. (Mary will update minutes with John's response) Tina said it just took seconds to do and the responses all came up at one time. The next step will be implementation. Initially they thought that all the different servers would have to be updated at one time. They have three different servers in Salem, one in Multnomah County, Tillamook County and Marion County. They have to figure out how to get them to work all at one time. They are working with WebLEDS and LEDS to see if they can temporarily have LEDS recognize both the old QPR and the new QPR. The majority of us would have immediate access. But Multnomah, Tillamook and Marion would have to wait until the upgrade is completed locally.
POST NOTE: Verification from LEDS – Because each supplemental field is being sent to LEDS separately, you can enter up to nine in each session.

SR2511 – This is the edit request that will make the sex and race field mandatory when you are entering offender records. Mary had stated that the only choice on sex was male or female and the race field had an unknown code that was valid. It will not let you leave it blank anymore – so if you really don't know the race, use the unknown code. Then somebody told her that there are more than two options in the sex field. There is no F4 prompt on the description screen. However, the codes are Male, Female, Other and All. Mary is going to ask that the F4 table be included. In the OPS Manual in Odd Scenarios (Chapter 14) it states that corporations should be male. Lee checked and the only choices

were Male and Female. Mary will check with research on this and get back to us. As of right now, the Manual will remain as it is.

SR for OACCD – Requesting outcome measure conditions be updated prior to discharge. Everyone was in approval on making the edit attached to the sentence. However, Mary was reminded by SOON that it is not always closed by us. Sometimes it is closed by the institution to viol or rescind and we don't want to stop the institution from doing their job because they wouldn't have the information to complete or update a condition that was attached to that probation or post. She was running the termination codes and found it was a little bit more complicated than she first thought. She's back at the drawing board and is looking for volunteers to work with her via phone or email to brainstorm on this issue. Christy asked if we are finding a lot of conditions where the data is not being put in at all. Mary said she noticed that instead of putting the original amount in the amount unit field, its being put in the monthly amount field or on the text line. Sometimes it's even left blank because we have not received the amount from the courts. If the amount that is being entered is zero, and the PO starts registering payments and the balance is negative, that data gets thrown into an error report. So when that offender has completed everything, we aren't getting credit for it. The Director's were concerned because they were getting yellow and red lights from CMIS. The biggest problem is that we don't receive the restitution/compensatory amount with the original judgment and we have to clean it up at closing. The prior recommendation was when you are entering the condition you only want to change it to Trackable N when there are multiple counts with the same restitution. Mary liked the idea that nothing would be put in until the dollar amount is received with a soft edit reminding you to put the dollar amount in but letting you continue if you do not have it. It would slow people down and remind them that an amount must be entered if available. Mary stated there still would be a problem at closing if no amount was entered. There was discussion on this and we thought maybe a soft edit at closing to remind us of restitution and that it needs to be checked on. Lee stated maybe Mary should take our suggestions back to OACCD stating this is what we came up with and would that be sufficient.

Lee wanted to let us know that the SR2498 regarding Static 99R has been put on hold because IT has been working on some problems. There has been a problem with deciding how and what the age/points would be for different issues.

Lee reminded everyone to use the F14 (recalculate) every time you make a change. The recalculate button changes a lot of things so make sure you use it.

Regarding the sanction cleanup list – they are still waiting for an edit to be done before we do the cleanup. The edit they have requested is to not allow us to close the body if there is an open sanction. IT should have time in July to complete this edit.

Char is still working on the last of the local control lists. Denise Sitler is going to look at using more correct dates on the reports. Those lists are set to be re-run in July and hopefully they will be new with all the old ones excluded. If you are unsure on any cases and don't know what to do you are always welcome to contact Char McCarthy.

Mary is also putting in a request for an edit to not use CRTR as a termination code if the case is a felony. There have been some recent cases where CRTR has been used, so this will prevent it.

IMMI/UNSU issue – It was asked at the Automation Committee meeting whether the Board cared about which code we closed (UNSU/IMM) offender to. Most of the conversation was that IMMI was the more important status and that it was the base status. But then someone came up with the idea of maybe seeing if the Board could change their rule to exclude IMMI cases going to UNSU. The Board has a business meeting in about two weeks and this will be brought up then. In the meantime, Mark Cadotte says we can make a suggestion that you close the cases to IMMI and not worry about UNSU at the moment. However, if your Director wants to change from one out count to another, that would be okay.

Lee wanted us to know about an interesting clean up on treatment records. At the FAUG meeting they discussed the fact that they had been receiving queries on open assignments attached to expired treatment programs. They have been going inside the records and cleaning them up. What they found is if you go inside an expired record and clean up one treatment record, you cannot re-expire it again until all the records have been cleaned up. In looking at the list a lot of the offenders were discharged, so why should you go in to clean up records on discharged offenders. FAUG wanted to know why these cases couldn't just be auto closed. Lee contacted Mark Cadotte and he said that wouldn't be a problem. The programmer proceeded to close 7,000 cases. But they only had 2,000+ records left of the 4,000 records that they originally had so what happened. What happened is that the programmer didn't auto close just the expired programs. FAUG was excited because it also closed out the discharged offenders with open programs. So they got about a 5,000 case record gimmee. So if you see any cases with an auto closure date of 5/19/11 and the probation officer knows that the date is wrong you can do the F2 auto stamp and see that this was done during the cleanup.

Mary and Lee now have notebooks and they can get to their desktops and DOC400. So if we ever need any training, or have any other issue, we can put it up on a screen and take care of it.

OPEN AGENDA/OPS RELATED ISSUES:

LEDS/WebLEDS:

No more than what was discussed earlier.

OPS Manual:

Tina stated we always send the updates out to everyone, but now we are also going to start highlighting these updates at SOON meetings. Tina would like to encourage everyone that when they receive the updates that you look at what the change is. Also, if one of your co-workers is having a problem, encourage them to look in the Manual first.

Local Control:

Christy has an offender that has been on abscond status since 1986. He has three felony offenses. He had a telephonic PV in April, 2011. The judge revoked his probation, gave him credit for time served and 2 years pps. However, he was convicted before LC and Sentencing Guidelines started and therefore should be a board matrix person. She's trying to figure out the data entry. The Institution doesn't think it should be an "I" line and doesn't think they should have anything to do with it because the sentence is under 12 months. Per Lee the case would be local control because the revocation happened after local control began. There was some discussion because the DOC400 would not let Christy enter it because the sentence was prior to local control. Lee thought there was something in the Local Control Manual under odd scenarios that addressed this. Christy will also contact Bill Penny about this and get back to us with the answer.

Other OPS Related Issues:

Mindie had a probation officer come up to her stating they saw on the internet that Social Security was no longer going to block a person's social security if they had an active warrant. This is how we get back a lot of our old time absconders. Mindie hasn't been able to verify this but just wanted to make us aware of this.

Tabled Discussion/Decisions:

None

USER GROUPS:

SUN:

Nothing new and they have not met recently but have been very busy. Mary will be scheduling another meeting fairly soon depending on schedules. Mary has been invited by the Help Desk to work with them. They are very open and want the information but not enough time has been allotted. Therefore, she will be working at the Help Desk for one week (June 20th). She'll be there to answer questions as they occur. She's not going to answer the phones or the e-mails. If you are having any problems with the Help Desk, let Mary know and she'll address the problem. Diane asked what would be the time frame when you make a request of the Help Desk. Generally, if you get something back stating it has been assigned a PCM number, that means it has been entered and it should have been sent on to a SUN user. If you don't receive anything within a day from the Help Desk re-contact them. You should give it a week for the SUN user to respond.

FAUG :

FAUG met in Hood River in May and for the most part discussed treatment and sanctions. Next meeting will be August 17th and 18th in Bend.

SOSN:

Denise Sitleer did agree to be the liaison. However, her duties may be changing and we may have to re-look at that.

FSN MANUAL:

Nothing.

OPS Manual:

We are meeting the Wednesday before the next SOON meeting.

OACCD:

Met on May 10th and 11th. Mainly they discussed budget.

Next Meeting: August 11th in Lincoln County