

FAUG MEETING MINUTES

Lane County

August 19, 2015 – 1:00 p.m. to 5:00 p.m.
August 20, 2015 – 8:30 a.m. to 12:00 p.m.

MEETING LOCATION:

Siuslaw Valley Fire & Rescue Central Station
2625 Hwy 101
Florence, OR 97439

<http://www.svfr.org/>

541-997-3212

DAY ONE:

Introductions/Welcome/Housekeeping

Larry/Group

In attendance: Barry Hazel (Clatsop); Erin Larson (Coos); Dona Dotson (Curry); Justin Bendele (Deschutes); Andie Cortes (Douglas); Michael McManus (Grant); Charlene Rapley (Hood River); Michael Elkinton (Jackson); Denise Easterling (Jefferson); Danielle Dickerson (Josephine); Rachel Frederick (Lake); Larry Evenson (Lane); Joe Swope (Lane); Krista Lauer (Lincoln); Bonnie Timberlake (Linn); Gina Courson (Marion); Charles Adler (Multnomah); Mindie Everett (Multnomah); Paula Fata (Multnomah); Ashley Harmon (Multnomah); Angela Beier (Polk); Tina Potter (TriCounty); Christopher Swayzee (Washington); Heather Brown (Washington); Marcus Krieg (Yamhill); Lee Cummins (DOC-CC); Mary Hunt (DOC-CC); Mark Patterson (DOC-Compact)

Minute Review

Group

Minutes from May 2015 FAUG Meeting are approved.

Parole Board

Shawna Harnden

Shawna was unable to attend this meeting, but sent an email with the following info:

Just a quick recap from the Board.

We have hired Robyn Varner as the victims' specialist, to replace Debbie Wojciechowski who retired May 1, 2015 after almost 26 years. Robyn started with us August 4th, so she is currently very busy with training.

PBMIS user testing was conducted last week. We had some release counselors and POs come to assist with the testing. It went well. PBMIS will go live August 31st. This means that the old system will be absolutely gone. We will not have any access to it. It also means with the new system, all Board staff will be learning completely new processes on the Boards side of functionality which will result in our productivity to slow down quite a bit for a while. We ask for everyone's patience & understanding during this time. Also, if you see discrepancies with any data on the CIS that would've come from PBMIS in the past, or new data that doesn't appear correct please notify me immediately. As with any program development, there will be glitches, items we forgot about, things that aren't configured quite right & etc., we are expecting these things but I will not know what they are unless I'm notified.

HB 2320 passed with the amendments to HB2549 Sex Offender Notification Leveling system being included in this bill. This means the Board will be increasing our staff by 12 people.

- 2 - Board members (February 2016)
- 2 - Hearings Officers (handling sex offender notification pieces)
- 2 - (permanent) Administrative Spec 2: Assessment Specialists
- 3 - (limited duration) Administrative Spec 2: Assessment Specialists
- 1 - Administrative Spec 2: Hearings Specialist
- 1 - Operations & Policy Analyst
- 1 - Administrative Spec 1

Our goal is to start the recruitment process very soon with us attempting to have all 9 positions hired before start of new year. The 2 Board members will then be selected in February. If anyone is interested or wants more info on these positions, please let me know. It is my understanding that most of the positions (possibly all) will be posted as open competitive.

Our agency has a couple of generic email addresses & they have worked well. I mentioned at the last meeting we have a new generic email for the Orders Specialist. We are asking for the following: (below is from the email sent to all release counselors at the end of July, but we want the field to do the same)

* All correspondence related to release plans or PPS Orders should now be emailed to Orders.BOPPPS@doc.state.or.us<mailto:Orders.BOPPPS@doc.state.or.us>. This email address is now the primary address for our Orders Specialist, Debra Zwicker, but is also accessible by other staff for coverage purposes when she is unavailable.

* Please ensure your subject line identifies the type of email you are sending. Keep it simple and to the point when you can. Examples:

- * PPS Signed Orders – SID/OFFENDER NAME
- * Immediate Release – SID/OFFENDER NAME
- * PRD Change – SID/OFFENDER NAME
- * STTL Approval – SID/OFFENDER NAME

NOTE: This does not include the actual release packet itself. We are still unable to receive the plans electronically via CIS at this time.

I think that is it for this meeting. I'm sorry I am unable to attend. I am hoping to be back to work soon.

Thanks, Shawna

Compact

Mark Patterson

A Coordinator Meeting was held on 6/24/15. People surveyed responded well. A user group will be formed with Compact (Compact Coordinators will be on a DL list). They will meet two times a year.

Ruby and Manette were extended through the end of the year in their positions.

The National Meeting is scheduled for Oct 6/7 and will be held in Portland, OR. Some things to be discussed include:

- The “Misdemeanor Rule” – This will likely not pass. The Eastern states do not like that rule. They are concerned about Felonies that are pleaded down not being supervised.
- The “New Conviction Rule” – If an offender sent out gets a new conviction, a warrant goes out for the duration of the sentence they are serving on that new conviction. Warrants have been sitting out there for years; waiting for the offender to complete their sentence...then the sending state would retake the offender. This new rule would make it possible to hold a video-conference hearing. If the sending state’s sentence is outlived by the receiving state’s sentence, then the sending state would not have to retake.
- The “Discretionary Rule” – Compact is trying to strengthen this rule. Under this rule, the receiving state will have to give a good explanation as to why a discretionary case’s investigation is being rejected ... if the proposal has merit. Would no longer be able to simply reject without investigation.
- There are about 10 other rules that don’t have as much to do with day-to-day operations for PPOs. If anyone wants to have info on those, contact Mark and he will provide further info.

Mark reminded FAUG that if an offender from another state is here without permission, let him know. He will work on having the sending state get their offender back.

If interest in an offender’s case in a receiving state is closed, and the offender returns to the receiving state without permission, the case is no longer considered a Compact case. The sending state would have to go through their processes to obtain a warrant for that offender.

DOC Update

Lee/Mary

Lee attended the first day of the recent OACCD meeting. Jeff Hanson brought information about a study from Trauma and Informed Services. The study is about the stress of POs in the field. Information was sent to the Directors. Either the Director or Jeff can forward this info along, if anyone is interested.

WRNA (Women's Risk/Needs Assessment). OACCD discussed this tool. A service request for it has been placed in the queue. It is unknown when the SR will be worked on. If your county wants to use the WRNA, you may have to use the paper form. Jeff notified Lee during the meeting that from 9/16-9/18, the workgroup will meet to discuss processes for rollout for "Train the Trainer". Fifteen trainers will be selected.

LSA Manual: Denise Sitler is going to convene a workgroup to update the LSA Manual.

EDIS: The new EDIS bill passed. The changes will go into effect 1/1/16. Info will go out soon. It should also be discussed at the November FAUG Meeting.

Update on \$2M proposed for CIS replacement: The grant was not approved. The Policy Group are going to see if they have the means to move forward without that monetary support.

Conditions: General Condition #17 has been added and, so far, it has not created any problems in the system as of yet. ORS 137.540 did go into effect 6/10/15 with the new condition.

Conditions Workgroup: Still need to go through all special conditions. Lee will look at getting the first meeting set for around early-October. Lee is looking for suggestions for dates to meet. Meeting is 10/15 at 10:00 a.m. tentatively, at the Compact Office; possibly in the Dome Building.

SR2667 (to add long description to Conditions Table): This SR has not been worked on yet. Hopefully it will be worked on soon.

SRs: A few have gone into user testing, and a few are in production yet.

SR 2663 (issue with admitting offenders back from outcount – will wipe out the level from the caseload): This SR is being looked at. Meanwhile, a program was created to search for records with blank levels. The program will take the level from the last assessment and insert it. It runs 5am to 6pm daily (on the hour). If we feel that an hour is too long, this can be adjusted to even every 20 minutes. At the moment, FAUG feels that an hour is sufficient.

Helen looked to see if a caseload could be subset to find unassessed records. This can be done. When doing a subset (F17), typing "*UNA" in the "Risk Assessment" field will display anyone who is not currently assessed.

SR2696 (proposal to lock PSC changes at 60 days): The push was to lock down assessments so that adjustments don't delete history of supervision level (i.e. overriding from MED to HI and then deleting the override, which would no longer show that the case was supervised at HI). FAUG was asked whether locking the PSC and requiring new PSC to be run would be an issue. The group approved locking the PSC to overrides after 60 days.

Questions have been raised about the PSC and how it figures classification levels. This will be looked at to see if there truly are issues or if the calculations are correct.

Institution authored SR2687 (STTL) (automation). It scored high (perfect 21) with the SR Governance Committee. It rises to #1 in the queue. When implemented, it should put all STTL info into one place for users.

Internal SR82922 (allows user to delete the DNA-documenting auto-chrono, if done within 7 days): This has been implemented.

DOCSUM (Merge Codes) Service Request – went to SOSN. Jeff will have it discussed at next SOSN meeting. Angie will remind Jeff to address this SR at the next SOSN meeting. NOTE: After the meeting, it was learned that SOSN does not need a merge code, so they are being removed from the request.

Previously, FAUG asked Lee to look at Sanction Authorities to see if user could close their own Probation case's sanction (but only on Probation case) if the case is PPS/Board and Probation. It is possible, but would require a SR and analysis. Mary and Lee can still close them for now. Reminder that it depends upon current status, not the status the offender's record was in at the time the sanction was created. All PPS/BRD must be closed by Lee or Mary. All PPS/LC and Probation status records can be fixed by FAUG Rep. Lee asked FAUG if this is occurring enough to warrant analysis and a SR. Lee will get some clarification from Shawna if the Board wants to be informed of sanctions being done on a Probation case and not on an accompanying Board case.

Adding Text Msg for contact type: Lee sent a ticket to see if this would impact any reports. Developers said it would require a SR, as it would impact Significant Contact Reports, Monthly Contact Reports or Contact Statistics Reports. The MC and CS reports are not used very often and don't seem to work well. The SC reports are used more often and are more accurate – but it is based on the county's contact standards. FAUG agrees that the MC and CS reports can be not-updated and eventually abandoned. The Offender Audit Report is also affected by the Text Msg contact type. That report has not been updated since 2008 and has hard-coded programming. (NOTE: Email and ReachIn are not included in the programming). This report will be looked at being fixed. Suggestion made to change description of EM from "Email" to "Electronic Message". Lee will check to see if it is a Community Code (so that the Institution is not involved). FAUG agrees to author a SR to clean up the reports.

SOON Update

Lee/Mary

Some counties are confused about M57 (eligible/convicted) and M57 (Tx funding dollars). They are not tied together. Per counties' agreement with DOC, the county identifies which program to use and how the money will be used. Some counties thought that anybody who rec'd any monies must be identified as M57-convicted. Mary learned this was not correct. The programs are NOT connected in CIS/DOC400 and should not be confused as being the same. The only time that the M57 eligible/convicted flag should be used is when identified on the Court Orders. But, this data is mostly for DOC. Questions should go to Denise S. Periodic audits are done on applicable records.

EDIS workgroup meeting 8/31 to revamp/simplify the review process.

VINE: The company (APPRISS – which is based in KY) have discovered they got a lot of calls from victims who are confused by notifications based on movement. They have a program that checks our system and jail systems twice/day. What they are seeing is that an offender is arrested and they later get a notice that the offender was released...and then later, they are getting an abscond notice...because the data is not being entered sequentially. VINE cannot see the date of the warrant...only the audit stamp. Many years ago, OACCD tried to agree that 7 days would be the deadline, but it wound up being 30 days. A second ABSC notice is being removed to avoid confusion. NOTE: Karen Roddy, DOC Liaison to APPRISS/VINE will be at the 12/10/15 SOON Meeting in Clackamas Co.

Programming for departure data when offenses are being entered: This was discussed at SOON. If Optional Probation, there must be a grid score entered (hard edit exists). There are no edits for the Upward/Downward/Durational departures to require grid scores. This will go out for testing soon. TPD date has been removed and replaced with departure data. This will start to be seen on field sheets when this program goes live. A report will also be available to track departure cases.

Reminder: When putting tickets in to the Help Desk, please put your phone number on the signature line. This is very helpful to the Help Desk, as they need this info.

DAY TWO:

Roundtable

Group

Jackson Co – Duty Officer putting next office visit in chrono, but the date/time doesn't go to primary officer, it goes to the ToDo List of the person entering the chrono. Lee asked if this could be written into an email (with an example) and sent to her. She will look into this and get back.

Jackson Co – Appears to be a space limit

Jackson Co - Request to add timeline info to the flyovers on the LS/CMI. This would have to go to Case Mgmt Network.

Douglas Co – When doing a sanction on the Board case, the “override” section doesn’t appear to be populated when the Board overrides the sanction. The FAUG Rep used to be able to go into the sanction, move it to PEND and change it. Now, this is not available to FAUG Reps on Board cases. Lee asked this be sent to Shawna to verify that with the new system will auto-populate this field in the new PBMS rewrite, which will go live on 8/31/15.

Lincoln Co – Office Manager is trying to print reports from CMIS. There is an email address link to report problems. Can also check with local IT personnel to verify it is not a network issue first.

Clatsop Co – Request to increase the “time out” time in OMS. This will not be increased.

Deschutes Co – eCourts issue. Have other counties changed how to do warrants with the move to eCourts? General response is to follow what that county’s Court would want done.

Deschutes Co – Question about affidavits on warrant requests. There are varying requirements amongst the counties as to when an affidavit is required and what type of affidavit is required.

Multnomah Co – Some POs are requesting sanctions to be deleted. FAUG has agreed that this would only be appropriate if the sanction had been entered on the wrong offender. If the PO chose to seek a different way of addressing violation behavior, then the “Sanction Given” section can be put as “NOAC” (No Action) and the sanction can be completed from there.

Mary (DOC) – Reminder to not cut/paste from Word or email directly into DOC400. This is a huge problem for Development to deal with. Users should cut/paste from Word or an email into Notepad (and then to DOC400) or into OMS. This will strip the formatting problems from the text; thereby, preventing issues in DOC400.

Lee (DOC) – Reminder that the FAUG DL is a good resource for questions regarding automation issues.

Lee will send out a list of PPOs who hold FAUG authorities so that counties can review for accuracy.

Tentative meeting locations for 2016 – February (Linn Co) and May (Curry Co, with Deschutes Co as backup).

FAUG Rep Manual

Group

Lee (DOC) suggested that revisions to the manual be broken down into workgroups; who will work on their assigned sections and report back to the next FAUG Meeting. Charles Adler will note any revisions to the manual as approved by FAUG.

NEXT MEETING:
November 18th-19th
Multnomah County