

FAUG MEETING MINUTES

Deschutes County

May 20, 2015 - 1:00 p.m. to 5:00 p.m.

May 21, 2015 - 8:30 a.m. to 12:00 p.m.

Meeting Location:

Deschutes County Adult Parole and Probation
Programs Building
63311 Jamison Rd
Bend, OR 97701

DAY ONE:

Introductions/Welcome/Housekeeping

Justin/Group

In attendance: Vicki Smith (Benton); Marne Pringle (Clackamas); Barry Hazel (Clatsop); Justin Hecht (Columbia); Erin Larson (Coos); Justin Bendele (Deschutes); Andie Cortes (Douglas); Roger Stampke (Harney); Michael Elkington (Jackson); Denise Easterling (Jefferson); Danielle Dickerson (Josephine); Allen Bergstrom (Klamath); Rachel Frederick (Lake); Joe Swope (Lane); Bonnie Timberlake (Linn); Gina Courson (Marion); Charles Adler (Multnomah); Wende Kirby (Multnomah); Angel Harp (Multnomah); Paula Fata (Multnomah); Angela Beier (Polk); Tina Potter (TriCounty); Christopher Swayzee (Washington); Marcus Krieg (Yamhill); Lee Cummins (DOC-CC); Mary Hunt (DOC-CC); Shawna Harnden (Parole Board); Mark Patterson (DOC-Compact); Tanner Wark (OACCD-Deschutes).

Elections

Elections are held, as Lily Morgan (Josephine) is no longer a FAUG Representative and therefore cannot fulfill the position in charge of membership. Additionally, Michael Elkington's (Jackson) term as Chair has concluded.

FAUG voted the following positions:

Chair – Angela Beier (Polk)

Co-Chair – Gina Courson (Marion)

Recorder - Christopher Swayzee (Washington)

Membership – Charles Adler (Multnomah)

Upcoming Meeting Locations

August 2015 – Lane Co (Florence) -- tentative

November 2015 – Linn Co

Minute Review

Group

Correction to Page 2/Parole Board/Paragraph 1/first sentence: Should read -- "If offender is on STTL, they are still under DOC and not under Parole Board's authority until PRD."

Correction to Page 2/Parole Board/Paragraph 2/second sentence: Should read – "Delmar 'Del' Grady is the new Specialist".

STTL**Chris Christy**

Regional meetings went well (6 regions). Data collection should be improved. This should result in better communication. Looking to set up auto chrono. SR is due in July. The beginning of the SR is with the Release Counselors' calculations. Updates to come. At the last meeting, an interim process was rolled out. The database will live in DOC400 at this point; to go across multiple systems (OMS, PBMS). This should eliminate mail-merge documents and instead, use a STTL-specific mask. A list of reports available is being compiled. Any suggestions can be sent to see if they can be added to the SR. The goal is to have all info/data, including history, in one location; minimizing cross-referencing. The hope is to have the system up/running fully in about a year. FAUG will be involved to be sure that it works and is understandable.

Current process for violation of STTL conditions...fill out Word/Mail-Merge doc., sign, have supervisor sign it, scan it and email to STTL. The goal is to have the form in the system and not a separate Word document.

Chris asked how STTL is working for the counties. No concerns were raised at this time.

OACCD**Tanner Wark/John Watson**

Tanner Wark reports no updates since last meeting.

Parole Board**Shawna Harnden**

Reminder: on STTL cases, the assigned PO must review the offender's Releasing Order with the offender, have the offender sign it and then send it to Parole Board at orders.boppps@doc.state.or.us

The Parole Board have received numerous questions recently about the ability to serve NOR on offenders who are arrested/incarcerated in another county. We are reminded that the assigned PO holds the responsibility to contact the county in which the offender is incarcerated to get NOR served.

Reactivation: If an offender is on Inactive status and the PO wants to reactivate the offender, this can be done in the Recommendation section of the Sanction Report Form (if the offender is being sanctioned at that time). No separate form/teletype is necessary. If the offender is not being sanctioned, but the PO wants the offender's supervision reactivated, the PO is to use the Extend Active Supervision form. The PO needs to specifically state it is a request to return the offender back on active supervision and provide substantiation to support the request. A request was made to see if the Parole Board could send out a list of offenders who they have classified as Inactive. Shawna will check into this.

Victim Specialist (Debbie Wojciechowski) has retired after 26 years of employment with the Parole Board. She will continue to work part-time. Shirley Didier, a temporary employee, is assisting her in the duties.

The go-live date for the new PBMS system is coming soon.

Compact

Ruby McClorey

Mark Patterson appeared on behalf of Interstate Compact.

The caseload division has been done. The division is as follows:

Woody – A-G

Ruby – H-O

Manette – P-Z

If anybody has general questions for the Interstate Compact Office, these should be sent to Oregon.interstate@doc.state.or.us. Anybody at Interstate Compact can access and answer these questions.

On June 24, 2015, a Compact Coordinator meeting will take place at DPSST. There will be small trainings within.

In October 2015, the National Meeting will be held in Portland – there will be voting on new rules taking place this year. Some rule proposals include:

- Eliminate all Misdemeanor cases, exc. SO cases, from requiring Compact transfers. Mark reports that it is looking like this one may not pass. However, if it does pass, Misdemeanor cases will not require Compact transfers, but could be done as Discretionary.
- Discretionary transfer requests which are denied should contain an explanation as to the reason for denial.

House Bill (HB2341), if passed, will provide for the Hearings Officer to add (as a condition) reimbursement for extraditions for offenders that have been extradited back to Oregon.

All activity on cases should be done through ICOTS (in the form of a Compact Action Request – CAR) to document the activity and allow everyone concerned to be able to see it. Mark requested that if a PO receives an email from another state's PO (outside of a CAR), to send it back and ask them to put it in the form of a CAR.

Merge Code Service Request

Angela Beier

FAUG has to put a Service Request in to add Mail-Merge Codes. All must be put into one SR. Angela prepared a handout with description/screenshots of different issues/requests (attached).

See attachment for explanation of issues identified/fixes recommended/new requests.

FAUG approved all proposals; however, those that pertain to Sex Offender-related cases will be submitted to Jeff Hansen to get SOSN input.

A proposal was made to expand OTTO reminders for other items. To avoid overuse of OTTO, a suggestion was made to limit expansion to LS/CMI and Stable assessments only, at the moment. Again, Jeff Hansen should take this to SOSN to see if they object/agree.

DOC Update and Soon Issues

Lee Cummins/Mary Hunt

Tx Module

Previously, a request was made to prevent the assigning of discharged offenders to Tx programs. This has been fixed and should no longer be possible.

A bug was found where an offender's custody cycle could be closed w/ Tx records still open. This should not happen. An edit was created to prevent that, but it was still happening. Diane Routt worked on it and found the bug. It has been fixed. Now, all Tx records must be closed to close out an offender's custody cycle. Some records have slipped through, however. Diane auto-closed (AUTO) those on 2/24/15. However, there were 290 of those records that could not be closed because the custody cycle did not match the Tx record. The question was asked if that would be an issue. If an issue arises, then contact Lee and the issue can be resolved on individual case-by-case basis. Otherwise, they will be left as-is. A few of them are for offenders who are currently in the institution who will eventually come out on PPS. Those records will have to be closed when closing out the PPS. Lee will send the list and counties can close the open Tx records.

Warrants

An issue was identified on Local Control warrants. Some had gone into SUPV status (a status for Board cases – as opposed to LSUP status for Local Control cases). One possibility was identified that may cause this ... when a warrant is approved and then edited afterward.

Conditions Workgroup

General Conditions were recently rearranged through HB3194. The condition "Submit to Risk Assessment" was inserted as condition #4 on Probation cases; putting the rest of the list out of order. And because the Board's conditions list never changed, the two lists would no longer match. Jeremiah Stromberg made an effort to change this back by inserting wording into different bills in the legislature. The wording would change this list back to its original order and add the new condition to the end (for Probation conditions list only ... the Parole Board's conditions list will not change). Most of the bills this wording was inserted into have died. However, SB377 (a bill addressing "Revenge Porn"), included the change wording and it appears this bill will pass. After the change is made to put the conditions list back in its original order, a group will be put together to work on the conditions and their descriptions. SOON have volunteered to help (Multnomah, Jackson, Josephine Co's SOON Reps will help).

Sanctions

The issue of deleting a Sanction (as opposed to using the NOAC code) was raised. See Feb 2015 Meeting Minutes for details on those discussions. This topic was addressed at this current meeting as this relates to PPS Sanctions. Shawna Harnden confirmed that old sanctions (over 120 days old) which were never submitted will not be reviewed by the Board and will be closed CLNA. However, this should not be happening ... all PPS Sanctions should be sent to the Board for review/approval. Shawna will be keeping track of this issue. If a sanction is desired to be handled as NOAC, this should be explained in the Sanction Report Form and sent to the Board. They will review and complete the case. An example of when this might happen would be if an offender has Probation and a PPS case and the PO will be taking action on the Probation case only. Cases which are appropriate for deletion should be deleted and the Board will not object.

Shawna asked FAUG Reps to remind their staff to not send (electronically in DOC400) to the Board any Probation Sanction Report Forms. The Board is interested in knowing what is happening on Probation cases that are running concurrently with PPS case. The PO can scan the Sanction Report Form and send it via email to the Board.

If action is being taken on the Probation case and not the PPS case, the sanction will have to be sent to Lee for closure (the edit in DOC400 will prevent the FAUG Rep from doing this themselves). Lee will check to see if it is possible to change the system -- if the Probation type is selected for sanction – and the program could be made to ignore the overall case type and allow the POs to complete the sanction themselves. She will report back to FAUG if this is possible.

Some people have discovered a way to complete Sanctions on Board cases on their own. They should not be permitted to do so. DO NOT DO THIS. They all should go to the Board. This is the reason the permissions were changed to disallow FAUG Reps to close Board-case sanctions.

Lee asked whether the sanction reports being sent out via email (i.e. sanctions without movements) were still desired/being used. Some counties still use the reports, so they will continue to be sent.

Mary advised that Sanction movement has to stop at the time a new incarceration sentence begins...even if the full sanction given is not yet served. An example would be if an offender is sanctioned to 30 days, but 10 days later, is incarcerated in DOC or LC.

PSC

A recent outage created an issue with incorrect (DOC Sentence Data and LEDS Arrest Data). This affected mostly Conditional Discharge cases; which then showed no score. That has been fixed.

Chronos

In the past, there have been issues identified about blank lines appearing on chronos . A possible cause; the use of macros, was identified. This issue has also been linked to cut/paste to/from warrants/sanctions. There is no fix other than contacting the Help Desk and asking Development to remove them. Reminder that Microsoft Word programming is not fully compatible with DOC400, but Notepad programming is. OMS has not presented a problem yet.

Diane Routt has worked on the issue of email notifications (on activity done on a POs caseload) not being sent to the assigned PO. Diane Routt found that a distribution list will hold all emails from DOC400 which failed to go out because the user's email profile not entered into the directory (either correctly or not at all). All prior notifications have been purged (prior to 2015) and cannot be recovered. A query was written to see how many emails did not go out (thus far in 2015). Kathy at Help Desk has volunteered to help. Hopefully, this will fix the notification failures. We should be keeping an eye on this situation to see how it progresses. It was recommended that users check their profile (on F11-2-E) to be sure it is accurate. Notify Mary and she will notify IT to correct.

Service Requests

The Community has 31 SRs out of 79 total SRs in the queue. They are scored to determine priority. When new SRs are submitted, they are scored and can sometimes bump existing SRs down the list. The SR Governance Committee meets every other month. They will likely start adding one point as SRs age to allow them to move up on the ranking; rather than being continually bumped to the bottom of the list.

On the scores report, the first SR which affects the Community side is ranked at #15

The current SRs in the queue which impact the Community side are as follows:

<u>Rank</u>	<u>SR#</u>	<u>Short Description</u>
15	2646	Release Plan Tracking
18	2662	WRNA Assessments for Female Offenders
19	2638	DV Deisgnator
20	2633	Tracking Departures & Optional Probation Sentence Data
21	2663	PSC – Fix Missing Level
25	2668	CMA Fixes #1
26	2669	CMA Fixes #2
27	2670	CMA Fixes #3
28	2671	CMA Fixes #4
29	2672	CMA Fixes #5
30	2673	CMA Fixes #6
31	2674	CMA Fixes #7
32	2675	CMA Fixes #8
39	2630	Multnomah CIS Extract
40	2683	Analysis For Adding Offender E-Mail Address to CIS
41	2686	Add TBD Flag & Date to Supv Conditions on OPS209I
42	2647	Multnomah Web Services Treatment Request
49	2667	Add Long Description to Conditions Table
53	2680	Add County Photos to OMS
55	2634	New Sanction Code & Fix Sanc Status Field
58	2579	New Static 99R Report Or Enhance Existing Report
59	2577	New Polygraph Report
60	2578	New Stable/Acute Report
61	2531	Request for Analysis For Fee System Replacement
63	2682	Edit to Prevent Doc Type Change on PMT Entry
65	2558	Request to Print 2 Fee Receipts on One Page
67	2517	Program Change to Allow Zero Fee Amt
70	2588	Expand DOC Image for Linn County
71	2551	New Fee Type Code COLL to Work Like DOR Code
73	2681	Change Cond Position to Seq# Field to Code
76	2606	Launch DOCSUM Report from OMS Case Management

DOC400 Replacement

Recently, \$2M has been requested in new budget to do analysis for new system to replace DOC400 (as a purchase of a new program and not a rewrite of the current system). Six to eight positions would be funded to do the analysis. It is estimated to cost \$10-\$20M to purchase a program and to then customize it to adapt it to Oregon business practices. This whole process will take years.

In February 2015 (see meeting minutes), FAUG agreed to sponsor a SR to create an edit to prevent records from being moved to an Outcount unless the PSC has been done. Mary has not yet had a chance to enter that SR.

In February 2015 (see meeting minutes), Donovan (Lane Co) reported that the address for some offenders was not updating correctly. This issue was raised to DOC. The programmers could not duplicate the problem. Mary could not duplicate the problem. Lane Co IT found the problem – they use Citrix – and they learned that the F (function) keys are set up differently on their server. This has been fixed.

The SR went into production end of March which will not allow community to close out an offender's custody cycle if the outcome measure condition data is missing (REST/COMP/CSWK/SC7). The major problem was that the original amounts were not being entered into the module by support staff and if the POs were entering payments/hours done, it was creating a negative balance.

SR 2686 was submitted to add flag of "TBD" (with a date) when a condition (such as restitution) is ordered "To Be Determined". So far, support staff have been manually checking OJIN to track the conditions ... and have been setting their own reminders ("tickler" systems) to check these conditions. This SR would help support staff in this.

SOON

SOON is starting to go through their manual to be sure it is accurate/updated and are using it as a refresher training during SOON Meetings.

DAY TWO:

County of Record

Trish Michaelson

Trish brought a presentation (attached) and policy (DOC Policy: 40.2.7) pertaining to determination of the county of record. See attachment for info

Conditional Waiver allows an offender to go to another county for first 6 months. If violates during that 6 months, the offender can be returned to the official county of residence.

If there are any questions/concerns about county of record, contact DOC; either the Release Counselor or Hank Harris/Patty Cress.

Roundtable

Group

Gina (Marion) – Asked if there is a place to do LS/CMI or URICA, but not on DOC400. Only paper copy is the only available option at the moment.

Charles (Multnomah) – Calendar in DOC400 is freezing. He asked if anybody has had the same problem. None noted. It might be a network problem. Can enter a ticket with Help Desk. Suggestion to check the keyboard of the user having the problem, as keyboard configuration could potentially cause issues.

Angie (Polk) – Levy passed...will now have patrol 24/7 in Polk Co (county areas)

Justin (Deschutes) – EDIS – asked how other counties are doing them. Other counties are invited to send their processes to Deschutes Co. Many counties are holding off until the proposed changes in the law (during current legislative session) is concluded.

Justine (Deschutes) – Text Msg code request for “place” code. A SR has been entered to change “Home” and “Work” to be able to be classified by the user. Just adding “Text” to the table would not need a SR, but a SR would be needed if reports attached to the new code were to be added. FAUG agreed to add the code, but Lee will check into whether a SR is needed.

Andie (Douglas) – Trackable conditions for jail days. If served/completed the days. The offender then got a 20 day jail sanction – do you open the original condition and add the days to it? It can be done that way. Jail is not an outcome measure, so unless the Director of a county specifically wants it tracked, it is not essential.

Danielle (Josephine) – Public Safety Levy did not pass.

Wende (Multnomah) – issue arose in Multnomah County regarding a Patterson Law case. This affects sentencing on Downward Departure cases if the case is later revoked. Wende will try to email details of the law.

At next FAUG Meeting, will start working on the FAUG Manual on 2nd day.

NEXT MEETING –
August 19-20, 2015
Lane County (Florence) – tentative

Attachment: PowerPoint presentation – County of Record