FAUG MEETING MINUTES

Benton County

February 14ᵗʰ, 2017– 1:00 p.m. to 5:00 p.m.
February 15ᵗʰ, 2017 – 9:00 a.m. to 12:00 p.m.
<u>**MEETING LOCATION:**</u>
Benton County Fairgrounds
110 SW 53ʳᵈ St Corvallis, OR 97333

<u>**DAY ONE:**</u>

Introductions/Welcome/Housekeeping - Justin Carley

Minute Review - Group

Approved with following changes
Page 1 – Oregon Judicial Court Information Network
Spelling Corrections –

- Khris
- Colin

Attendance - Justin

Jay Scroggin (Multnomah County – OACCD); Tracey Coffman (STTL); Lee Cummins (DOC); Ruby McClorey (Compact); Judy Bell (DOC); Jeff Livingston (Marion); Marshall Morales (Parole Board); Angela Beier (Polk); Andie Cortes (Douglas); Shawna Harnden (Polk); Shawna Johnson (Benton); Larry Evenson (Yamhill); Joe Swope (Lane); Jeremy Prindle (Lincoln); Brad Allen (Deschutes); Christopher Swayzee (Washington); Marne Pringle (Clackamas); Bonnie Timberlake (Linn); Jared McLennan (Jackson); Denise Easterling (Jefferson); Allen Bergstrom (Klamath); Betti Spencer (Yamhill); Charles Adler (Multnomah); Paula Fata (Multnomah); Robin Filbeck (Tillamook);

County Updates - Group

- Multnomah County –
    - Some manager changes have been made, so if trying to contact a particular manager, there may have been a change.
    - If sending cases to Mult Co as new cases, the reporting days are changing to Tues/Wed, two weeks out, report by 1:30pm.

- Population from last biennium to this has gone down, so no hiring at this time.
- Klamath Co – Kiki has retired in January and will soon become their in-house Polygrapher.
- Jefferson Co – Have hired two new POs and one new staff.
- Jackson Co – Have just hired two new persons.
- Linn Co –
  - Are getting a new building (Albany Police Department building … summer/fall before move-in).
  - Are in second-round interviews for new position.
- Clackamas Co – Have one open position.
- Tillamook Co – Are hiring one new person.
- Deschutes Co – Are adding two new POs, two support staff and one specialist.
- Lincoln Co – Have hired two new POs, have two open and will be hiring a Director.
- Lane Co – Just closed interviews for hiring.
- Yamhill Co – Have one in background for hiring.
- Benton Co – They are fully staffed at the moment.
- Polk Co – Shawna just graduated academy.
- Parole Board – Will get new Exec Director. There is a new interim chair and a new Warrants Clerk.
- Marion Co – Will be in new building about June. Hiring is frozen at this time.
- Compact – On February 1, Manette Emra took a new position as a counselor on a 1 yr. job rotation with Santiam Correctional Institution. We have posted a 1 yr. job rotation for the vacated Compact Coordinator position and hope to have it filled by mid-March. Patience is appreciated.

Compact - Ruby McClorey

Enhancements in ICOTS – Some new enhancements have been added. See Pages 11-14.

The Privacy policy will be kept online.

Transitional Leave - Tracey Coffman

STTL are in the middle of automation. The Release Counselor portion has been completed and now they are working on the PO section. They need volunteers to help out. Volunteers do have to be FAUG Reps.

The 120 day STTL went into effect 1/1/18.

There is a new rule coming out for STTL that include minor changes, as well as the 120-day leave.

Parole Board - Marshall Morales

Parole Board IT are working on SONL module. It is currently in development, but still may be 6-12 months before production.

Some bugs are being worked on currently.

A couple of new things noticed by counties were raised:
- Some counties are getting emails asking whether the counties are looking into housing options for offenders that continually get warrants. This has not been received well by the supervising POs.
- Recently, POs have received a request from the Board … if someone absconds for over a year, Board wants PO to run new CCH to advise if new charges have occurred. This used to be something the Board did.   The Board wants this info in the violation report.

Service Request Review - Lee/Group

Handouts distributed with list of open service requests (SR) in the queue and the highlighted ones are community-submitted (SOON/FAUG/FVSN/etc.).   They are ranked by score; which designates importance.   DOC is down one COBOL Programmer, so only Emmanuel Olivarez; Diane Routt and Helen Kennedy remain. It was also noted that 80% of programmers' job is in Sequel. The institutions were underrepresented for a long time, but are now submitting a lot of requests.

The second list is the community corrections-sponsored lists. Highlighted items are CMA and/or FAUG items. These lists are attached at the end (see Page 15).

All on the list were reviewed.

SR2775– IT is more interested in rewriting, rather than fixing CIS problems. Components of this SR:

- Edit to prevent sanction creation when open sanction exists. This was discussed at Nov 2016 FAUG Meeting. An open sanction in DEFR/PEND/RETU/SUPV will not allow new sanction to be created. All others will allow for creation of new sanction.
- OTTO notification for open sanctions over 30 days.
- OTTO notification with warrant after 15 days and an action item after 30 days.
- In NOR screen, it was asked that a line be added to separate HO items from the standard NOR items.
- Authority issues – sanction sent to board in error cannot be retrieved. It will be sent back to user in RETU status. A new return code was proposed to indicate a sanction was returned as not a board case. This will allow authorities to be attached to it to allow FAUG Reps to close it; rather than having to contact Lee to close them.
- Edit asked to prevent sending Probation or PPS/LC to be sent to Board.   Can we look at sentence being sanctioned to determine where the sanction will go? The new code would help with this issue.
- Dual-offender cannot have Probation sanctions closed by FAUG when the offender has Board case, as well.
- New code for Post-Parole/LC (used for incoming compact cases).
- Various print issues and display/sort issues.

The PSC Manual is on the website and has info on OTTO for anyone who needs information/instruction on OTTO.

SR2776 – Request to fix functionality in OMS, as well as adding Warrants module in OMS.   NOTE: If SR2776 is chosen over SR2775, then SR2775 will not be done. A workgroup will be needed to discuss what is included.

CMA Requests:
CMA#1 – SR2668 – Requests fixes to CMA –
- Chronos entered from OMS, place/person/last attempted and last completed HV sections are not changed in CIS.
- From action plan in OMS, the next office visit date does not populate in CIS.
- From action plan in OMS, employment and employment percentage fields in CIS will not populate unless both changed.
- Add ability to update addresses in OMS.
- Add ability to track conditions (CSWK/REST/SUPV) under next report time section.
- Display SUPV balance in action plan on first line
- Remove block to allow PO to enter LS/CMI when offender status is in IM.
- Case plan/BCP subsection…the notes can be deleted with deletion of a Case Plan – need this to be prevented … and that only the author of a Case Plan or BCP can delete.
- In BCP, add temporary closure to dropdown window for status field.
- Add option to access LS/CMI manual.

CMA#2 – SR2669 – Requests fixs – OMS Behavior Change Plan section,
- change "Responsivity Concerns" to "Special Responsivity Concerns"
- Change section title Goal Detail to Rationale for Goal and remove old dropdown and add flyovers with examples
- Section changes from "Responsivity Concerns" to "Barriers to Achieving Goals"
- Title change "Strategies Action Steps" to "Action Steps"
- Under need, should have additional dropdown option of other and Stable/Acute domains
- Stage of Change – change flyover wording
- Goal dropdown menu to include more options and accompanying flyovers.

CMA#3 – SR2670 –
- At top of Case Plan screen in Demographic screen, add ACRS and PSC
- Add name/date of user entering intervention in action steps
- On BCP, add name/date user who created BCP
- Add Closeout Summary box
- Autofill Responsivity Concerns, Strengths
- On all items in BCP, disconnect other users ability to erase work from another user.
- Progress notes, other considerations, add ability to sort programs.

CMA#4 – SR2671 –
- Be able to access LS/CMI w/o having to sign on again
- Add ability to input email address directly.
- Under next report date, ability to populate Outlook Calendar from OMS appts.
- Ability to email PDF case plan and LS/CMI without saving first
- At top of Caseload list – under SID, show percentage of LS/CMIs done/current.

CMA#5 – SR2672 –
- Requests to put S99R, Stable & Acute to OMS.
- LS/CMI Protective Scores

CMA#6 – SR2673 – move ODARA assessment to OMS

CMA#7 – SR2674 – move Polygraph from DOC400 to OMS

CMA#8 – SR2675 – move Substance Abuse tracking screen to OMS

SR2666 – Treatment Module
- Program can be opened with referral date and closed with exit date after case closure (need exit date and closure code to prevent future cleanup).

SR2749 – Warrants

There are several issues with the Warrants system that are not working correctly:

1. An e-mail is not sent to the LSA when a warrant is electronically sent to them. Entered as IR111977 on March 21. Per Helen Kennedy and Diane Rout: Due to several factors, we are asking that this be moved to a service request: the email piece has never worked for the LSA UserID, the age of the program, the amount of work effort, plus where we all are with other SRs. If it were something I could fix in a matter of a few hours, I would tackle it. However, it is more labor intensive, and it sounds like there are other issues besides the email problem to address. I think that there should be thorough review of how the other notifications (Supervisor, Board, etc.) are/are not working, and how they should be working. Maybe putting the problems into a SR will get everything resolved, or the program/system entirely re-written we can hope? It might even be something that would work better inside OMS? It does appear that a chrono is generated when the LSA UserID is entered, so at least that part seems to be working.

I've been reviewing the program for the LSA warrants (PBM317I). The program was written in 2004, and was cloned from the other Warrant program (PBM316I). There have been no modifications since 2004.

It appears there was an attempt made to systematically send emails, but it was not fully coded there are chunks of logic missing, as well as duplications, and none of it follows through to generating an email to the LSA UserID. There might be hit-and-miss emails to the counselor/PO, but I've not tracked that completely.

Staff across the State have so many problems with this system, especially the LSA part, some don't use the module because of it, opting to use a word document instead, which is bad because they lose the history.

2. There is an issue when the supervisor approves a local warrant and then edits it. It changes the status from LSUP to SUP which makes it act like a Board warrant and then won't allow the supervisor to complete it. This requires a Super User to change for them.

3. Attachment for previous issues identified.

4. Additional issue of the Board returning a warrant, using REVI, because it was not a Board case. Now the warrant can only be sent back to the Board and not the LSA where it should have gone.

Once in REVI status, the PO sent it to the Supervisor, and in the Supervisor Review of Warrants screen he cannot see the Board note with option 7. Option 7 only shows as the warrant request text from the Supervisor review screen, not the Board Note as it should. Even on cases that have no Board note, it still shows the warrant request text when it should be blank.

Question asked whether can add function that when Board Case expires … and leaves only a LC or Probation case left open, that the case automatically goes back to community status.
SR2739 – Offender email addresses –

- NOTE: Programmers say that one thing cannot be fixed (w/o new SR), which is that the user cannot enter email and chrono at same time. Some users say that they can do this, however.
- Can add email changes without adding a stop date.
- When opening E1, it will auto close the last open E1 with the same date.
- Cursor now promts to time field.
- Defaults to E1 and current date when entering an email address
- P1 and P2 are smilar than E1 and E2
- *MA = That a mailing address exists.

SR2667 – Add Long Description to Conditions Table

SR2720 – Fix/Add new Merge Codes for DOCSUM (listed in previous FAUG minutes)

SR2606 – Launch DOCSUM Report from OMS Case Management

Offender Print screen – can choose option 10 to print on any custody cycle

New Misdemeanor drug offenses are eligible for EDIS.   That SR will go into production next week.

SR PSC required before outcount. Moving an offender to outcount without doing PSC first. Now, will be prevented from moving any offender to any outcount until a valid PSC exists.   There may be some instances, however, where custody/admit cycle (when admitting a CD to Probation … system will require it, even though the rules of PSC don't require it).

Denise wanted the outgoing compact cases to be moved to LOW in order to move to CMPO outcount (using Unavailable reason code).   To be presented at advisory board next week with rollout on 3/5/18.

DAY TWO:

DOC Update - Lee/Judy

Question at SOON about sanction reports w/ sanction movements reports. It has been suggested that these reports go to the SOON Reps. SOON was fine with it. FAUG was asked whether they object to adding SOON to the distribution list. FAUG approves.

There will be changes/upgrades to the operating system to DOC400. When this happens, the system has to be brought down. There will be a large window of down time … beginning on Friday, 4/13/18 from 3pm to Monday, 4/17/18 at 5am. A question was raised whether this may affect the IRR for the LS/CMI, which is scheduled to take place in April. Lee will verify the timing.

FAUG was asked whether Option-51 (Parole Board Orders) was working. No problems have been reported in testing/use.

Modification – when a user is doing a sanction and had completed an override to the PSC just before doing the sanction, it does not update the level until the following day. The sanctions module will not allow a manual change to the risk level, either. This has been fixed.

Reminder – Local Control Release Plans need to be completed. Open plans on offenders going to the institution causes problems for the Release Counselor. RCs have been trained to not change the existing plan, so as to not change history … but that has still happened on occasion. FAUG Reps are asked to remind their local offices to complete LC Release Plans.

Reminder – Sanctions – As FAUG Reps, we can put sanctions back to PEND where the offender is *currently* in community (PROB, PPS/LC) status. Those in Board or Inmate status need to be sent to Lee for closure, but the FAUG Rep needs to give info about the sanction (status at the time of the sanction). Dual-cases (Probation, plus Board) must also be sent to Lee.

Sanction deletions – discussion regarding the parameters of when and when not to delete a sanction.

Question raised as to whether sanctions must be closed before transferring cases to another county. This is not in any of the community corrections rules (statewide, or NW OR). This could affect new cases, as well. Denise Sitler is working on transfer rules now. FAUG asks Jay

Scroggin to take to OACCD to introduce to OACCD the topic … which may lead to OACCD asking FAUG to develop the parameters of the practice.   Meanwhile, the transfer requests will have checkboxes to remind POs to check that sanctions are closed, release plans are closed and non-attended treatment programs are closed. It was also recommended that a checkbox be added that there are no warrants out for the offender. It is recommended that FAUG Reps check with their Directors before changing the forms.

Interventions – OACCD approved that Interventions auto-close overnight and not be permitted to be sent anywhere electronically. However, it is not certain when the programming will be able to go into production.

SOON Update - Lee/Judy

Per Emmanuel – cannot get an additional phone number (beyond the current two) to be open without an additional SR.

A report was run of cases which expired one year or more prior. There were many very-old cases. The Victim notification issue was raised. Reminder that cases need to be closed as soon as the case terminates for whatever reason … there may be victim issues (and accompanying liability issues) attached. Community Corrections info sends to APRIS six times per day. Anything over 850 in a day will lock up their system. If this threshold has been hit, someone has to manually check that the info is correct.

SOON wants to know if we can remove SSN from Kardex. FAUG will report back to their offices to see if there are any reasons why that would be problematic. A SR will be entered for this.

SOON will have Grant Smith from FBI to attend next meeting (4/12/18) to present on violent person files in LEDS.   FAUG Reps are invited to attend that meeting to get info, if desired.

Manual Update - Charles/Group

A group gathered in Polk Co to review the processes detailed are accurate. All changes were noted. There are some changes to still be made, to include recent address and email address changes. It is hoped that this manual will be done by next FAUG meeting.

OACCD Update - Jay Scroggin

The Time Study is done. Three categories are completely done and some cleanup is still being done to finalize the remaining categories.   It is hoped that it will be done by March.

Legislative Short Session has started. This is to clean up recently-passed bills. A couple affect community corrections:

HB4149 – Asking that magistrates not be able to change prior bills.

Bill to make Strangulation a Felony. The ramifications would include possible prison population growth.   The struggle is how to keep the spirit of making it a Felony whilst still having funding for it. This also opens the discussion of adding funding to person-to-person Misdemeanors. There is also a change to add pressing on the victim's chest to the definition of Strangulation.

One bill being watched includes funding for law library books, which recently are not being used outside of prison setting (due to the info being available on internet).

Upcoming Meeting Locations - Group

No changes to dates/locations previously set.

Roundtable - Group

Andie (Douglas) – asked reason why time cannot be automatically entered into chronos. Decision had been made that too many users don't chrono in real-time, so they would have to "backdate" the time on each chrono. The decision to leave off auto-populating the time stands.

Charles (Multnomah) – Polygraph Exams – The only person who can change dates entered into the Polygraph module is Lee. Proposal was made to allow FAUG Reps to change the dates, if appropriate. Lee said that due diligence needs to be exercised before making changes to a Polygraph in the module. This should go back to SOSN to be sure they approve FAUG Reps making changes to the Polygraph. FAUG approves taking on duty. Paula will take this to the SOSN group. Lee gave the caveat that it may be a programming issue where it HAS to be at her level to make changes.

Betti (Yamhill) – is there a report for sanctions to capture the time served that pulls from the sanction itself (rather than from the movements). There is not one at this time. Lee

Brad (Deschutes) – entering HVs into DOC400.   When attempting a home visit, but it is not completed, the PO enters H and N, it is coming up as a completed HV. FAUG tested and found the system working as designed

Jeff (Marion) – Will the day calculation tool be fixed?   This has not been considered.
Judy (DOC) – The ONLY Misdemeanor drug charges that will be eligible for EDIS are the eight that are listed in HB2355.   The system will require a "crime date" (on/after 8/15/17) to be able to close.   Diversions and Conditional Discharges do not count.

<div align="center">
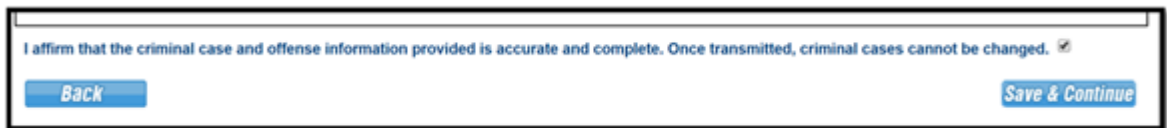
NEXT MEETING:
May 15th and 16th

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ICOTS Enhancements:

Effective as of 1/31/2018

1.) Require confirmation upon adding instant offense details - A new statement and check box was added to ensure users are cautious when entering criminal case details. Information entered on this screen defines the workflow for an ICOTS case and cannot be edited upon submission.

2.) New 'count' option for NCIC offense codes - When providing NCIC offense information, counts may be indicated rather than entering the same criminal code multiple times.

3.) New 'Reason for Rejection' summary - A new summary option has been added to the Transfer Request rejection screen. This information will also allow for future reporting capabilities for analysis of why a case is rejected.

The same information is also available in an announcement on the ICAOS Support site.

Effective as of 2/15/2018

1.) **New Electronic End User Agreement** – Beginning February 15, 2018 states will no longer be required to maintain paper end user agreements for ICOTS users. **All users** will acknowledge they have read and agree to the ICOTS privacy policy upon their initial login on or after February 15th and in doing so, an email is generated to the Compact Office email designated in ICOTS

2.) New attachment for Case Closure Notices – Attachment option added to the Case Closure Notice.

3.) New 'Invalid Reason for Closure' added to email notifications for Case Closure Responses. – Email notifications include the explanation when a sending state transmits a case closure notice response invalidating the closure.

From: **ICOTS Notification** <icots@globalnotifications.com>
Date: Mon, Jan 29, 2018 at 11:30 AM
Subject: A Case Closure Notice Response for <Offender Name> (<Offender ID>) has been denied
To: Compact Office <KYQA1@kalvar.net>

This email is a notification that response to a Case Closure Notice Response for <Offender Name> (<Offender ID>) (111111) has been submitted and that the request has been denied.

The following explanation has been provided: <Comments Text>

Please log into ICOTS for more information.

Offender Name: <Offender Name>
DOB: 06/03/1986
ICOTS Offender #: (<Offender ID>)
ICOTS Case #: 11111111
Supervision Type: Probation
Special Status: None
Offender Profile: https://icots.interstatecompact.org/ICOTS/offenders/111111111

Service Request List

SR - Feb2018.pdf