

Field Automation Users Group (FAUG) Charter – August 24, 2005 Rev. August 20, 2010

Purpose/Overview:

The Field Automation Users Group (FAUG) is a crucial support tool to incorporate statewide policies and procedures that efficiently and reliably addresses the changing needs of field users. This group provides flexible training and user support at the local level, sets standards and ensures the consistency and usefulness of offender information that is available statewide. FAUG provides continuous improvement of field automation through communication between county Community Corrections agencies and the Oregon Department of Corrections.

FAUG accomplishes this mission by increasing our knowledge of and implementing the policies and procedures created, sharing information and expertise, and promoting statewide support and staff participation. Committee members share perspectives and valuable information from their counties. The sharing of information among committee members allows the members to get a clear picture of the statewide database system. When voting or prioritizing FAUG needs, committee members consider what is best for the department and not individual needs.

Scope of Authority:

By meeting quarterly FAUG meetings allow for analysis and solution of problems/issues concerning the statewide database, policies and procedures. To implement major policy changes, these proposed policy changes would be presented to the Automation Committee via the FAUG Chairperson or DOC Liaison Team representative for OACCD approval. All FAUG members are the point of contact for their respective county staff. The director/designee will appoint FAUG Representatives:

- There will be a FAUG delegate represented by each county or tri-counties;
- They are able to make decisions; and
- They are the point of contact for DOC, outside agencies and other FAUG members.

Roles and Responsibilities:

- Responsible for system maintenance within their counties
- Maintains/creates document templates
- Maintains/updates the Treatment Module in CIS
- Responsible for returning SRF's to pending status in the Sanction Module in CIS
- Responsible for appropriate deletion of Case Plans in the DOC LS/CMI database.
- Develop long-range plans for development of service requests/projects to meet agency needs to further enhance use of CIS and the tracking of offenders
- Prioritize service requests and projects with DOC
- Create a list of DOC testers that test pilot service requests prior to implementation into CIS
- Provide training and information within respective counties as well as other county offices
- Create, update and maintain system manuals
- Maintain and update FAUG's participation on the DOC website to include a quarterly meeting schedule and current officer/member contact information

Membership/Officers:

- The chair and officers are elected to two year terms by the membership. These elections occur in May. The officers consist of a Chairperson, Co-Chairperson and Membership Coordinator. These are volunteer positions which are nominated by another group member, seconded for approval by another group member then a group vote is taken for majority rule.
- Chair This position is responsible for planning and distribution of each quarterly agenda, directing the meetings through the agenda, reviewing prior meeting minutes for approval and present issues/questions. If issues arise needing OACCD approval, the Chair will forward these to the Automation Committee for further approval along with DOC team members.
- Co-Chair This position is responsible for the same duties as the Chair and will serve as the Chair at meeting/committees in the Chair's absence. The Co-Chair position will be rotated to the Chair position after the two year term. The vacant Co-Chair position will then be put for nomination to the membership.
- FAUG Manual Committee Chair. This position is responsible for creation, maintenance and updating the FAUG Charter, the FAUG Representatives Manual and the ISIS User's Guide. This position will be appointed by the Chair and/or Co-Chair. The person holding this position will as necessary appoint members for aid in their duties.
- Membership Coordinator. This position is responsible for tracking attendance at each meeting, along with updating/distributing the membership contact list to members, the DOC website.

- Secretary. This position is responsible for taking of the meeting minutes and distribution to the Chair and Co-Chair for approval before being sent to the membership and placement on the website.
- All members not able to attend meeting may submit their issues/concerns or questions to either the Chair, Co-Chair, or DOC Liaison Team on their behalf via e-mail or telephone. The responses to these issues/concerns/questions will be contained in the minutes.

Meetings:

- Meets quarterly (4 times per year) on the third Wednesday and Thursday of the Month. The meetings are held in different counties throughout the State to promote participation from all members.
- These meetings provide a forum for analysis of problems and formulation of solutions to issues that have a significant impact on field operations and the integrity of the Corrections Information System (CIS) database.
- This provides opportunity for value given to networking.
- Attendance at quarterly meetings is for membership, prospective members, and invited guests as well as members of OACCD.
- Minutes are recorded at each meeting by the Secretary/Designee and distributed to the FAUG Chair and Co-Chair via e-mail for approval, then sent to the membership and posted on the DOC website.