FAUG Meeting
November 17, 2010 - 1:00 p.m. to 5:00 p.m.
November 18, 2010 - 8:30 a.m. to 12:00 p.m.

Meeting Location:
Linn County
Linn County Parole and Probation
118 Second Ave. SE, Suite F
Albany, Oregon 97321

Day One:

Introductions/Welcome/Housekeeping   **John Middlesworth**

In Attendance: Susan Sowers (Benton), John Middlesworth (Clackamas), Traci Hubler (Clatsop), Josh Snyder (Columbia), Ken Yee (Collumbia), Tracy Herning (Coos), Chris Bell (Deschutes), Michael Elkinton (Jackson), Jeff Pickens (Jefferson), Lily Morgan (Josephine), Dru VanRiper (Lake), Larry Evenson (Lane), Mandy Jones (Lincoln), Bonnie Timberlake (Linn), Tracey Coffman (Malheur), Donovan Dumire (Marion), Charles Adler (Multnomah), Wende Kirby (Multnomah), Diana Manthe (Multnomah), Angel Harp (Multnomah), Angie Boyer (Polk), Dionne Justesen (Wasco), Christopher Swayzee (Washington), Betti Spencer (Yamhill), Lee Cummins and Mary Hunt (DOC), Ruby McClorey and Woody Fogleman (DOC-Compact)

New members Ken Yee (Columbia), Tracey Coffman (Malheur), and Woody Fogleman (ICOTS) - Welcome!

Minutes Review   **Group**
Minutes approved with minor revisions.

DOC Update   **Lee Cummins**
                                                          Mary Hunt

Service Requests
Ten service requests are open (none currently belong to FAUG). Currently in process, a small request to allow PSO's to enter contact for more than one person/group at one time.

There were a number of tickets on Sanctions. Trying to address multiple changes with the programming created a number of problems within the application. IT backed up to working on them individually. There are currently 5 tickets in progress.

Outstanding Service Request Tickets
One change currently being worked on is addressing a bug where closing a sanction created a pop-up asking for a docket number. In test data, this appears to be fixed. More testers need to test this change.

Another change that needs to be tested is the delete function. FAUG reps will be the only users able to remove them after 7 days. Completed sanctions will have to be returned to pending status before they can be deleted. FAUG reps will need to know which sanctions should/should not be deleted when they receive those requests. This discussion indicated that the business

process regarding deleting sanctions is not clear. There is consensus that any sanction entered on the wrong client is appropriate to delete.

Diana Manthe - Entering multiple sanctions, data entered will not be validated for field content after the first line.

Lily Morgan - On the main sanctions screen, it displays the section "recommended" instead of the sanction "given" if they are different.

Lily Morgan - Printing sanction report is still off. It is cutting off some of the characters. Chris Bell offered to test changing printers to see if it worked differently on a different printer.

New/Recurrent Issues – Not in Service Request Queue
Charles Adler – When you return the sanction to the PO, it lists it in the status as going to the Hearings Officer. Charles will create a ticket for this issue.

A recommendation is needed to take back to OACCD regarding Open/Unresolved Structured Sanction Reports. Lee suggested auto-closing discharged offenders. Discussion included encompassing previous custody cycles in the auto close process. This was supported. It was also suggested to look at auto-closing current custody cycle open/unresolved sanctions that are one year old or older. Excluding out-counts was discussed. Lee will ask that question to clarify. If they are excluded, FAUG recommends auto-closing those as well.

Lee asked if people could close sanctions opened by other counties. Determination was "YES" that is possible.

Lee asked about sanctions RETU (returned by the board). It was discussed that they may need to be corrected and sent back if it is a board case. If it is not a board case, it may need to be returned to Pending status so it can be closed. FAUG will need clarification from the board on whether or not they want to see all of the old ones.

Reach In Contact Report - A decision is needed on whether or not FAUG wants DOC to run a scheduled query that generates reports of everyone that has a RI from the location the report is being sent to (e.g. County). The consensus was that this decision is best placed with OACCD. FAUG Rep's indicated that PO's would probably not use it, but managers would most likely benefit from it. The county initially requesting this report indicated they had found another method to obtain this data.

TCU Authorities – When the TCU was brought online, staff were given the same authorities as their LS/CMI. A script was run to grab everyone from the CC PPO, CC Support and CC Manager groups to add the authority. Multnomah County is experiencing some challenges that IT is addressing. A service request has been generated to address how authorities are assigned. Jeff Hansen can currently give authorities to staff who need it.

OCMS Risk Assessment – A question arose regarding using IA vs. RA codes on absconds. It was determined that the IA code is the appropriate one to use. The rules indicate use of IA or RA is attached to admission. Lee will ask Mark Cadotte to send out the use of these codes to the directors and remind them about the use of these codes.

Treatment Provider Directory – Some of the subset fields were not working properly. That has been corrected. If any other users encounter that problem, they should report it.

Problem Resolution -- PO's had gone in on a location other than their own and created a 3-digit location for Multnomah County. This created a problem where release plans were not accessible. Edits have been put in place so that no one can create a caseload number for any location other than their own. PO's ability to create caseload numbers removed.

There have been a number of tickets from PO's when they are using a 5 Display or 8 Chrono History and it kicks them out. Copying from word processing software and pasting into chronos creates a problem because of hidden characters that DOC is not able to process. The solution is if the user wants to use a copy and paste, they need to copy it and then paste it into Notepad (Wordpad will not work). They can then highlight the text and go to Format Font – change it to Courier New – Regular – 10 and save it. Then it can be copied from that document and pasted into chronos.

LS-CMI Risk Assessment and Caseplan   **Diana Fitzpatrick**
                                                                                  Laura Buring
Directors have been meeting since July to work on the screen design for LS/CMI and Caseplan in OMS. The screens are not finalized, but are close to having all of the functionality. Presentation of mock-up screens was made to group. The LS/CMI assessment screen functions have been modified to reduce delays. The Caseplan has a number of new features, some of which auto-fill chronos. The Assessment Summary is a new feature that shows a list of the most recent version of all assessments completed for this offender.   Suggestions for these screens should be routed through Lily Morgan, Wende Kirby or Bonnie Timberlake.

ICOTS   **Ruby McClorey**
                                                                                  Woody Fogleman
A national ICOTS training is coming up in February. Announcements will come out with times/dates locations.

Mary Hunt brought a question from SOON to the FAUG group regarding closure of ICOTS cases where the offender "rejects" or changes their mind. The question was "Do we need a new closure code?" that would reflect that situation (e.g. Withdrawn). The consensus was that there is no need to create a code track this data.

Parole Board   **Michelle Mooney**
Please forward any Board issues directly to Michelle as she was unable to attend.

Sanction Small Workgroup   **Lee Cummins**
Testers
Charles Adler, Chris Bell, Donovan Dumire, Angie Boyer, Diana Manthe, Mandy Jones, Susan Sowers, Lily Morgan, John Middlesworth, Bonnie Timberlake, Tina Potter, Wende Kirby, Michael Elkinton, Jeff Brown, Tracey Coffman and Larry Evenson are designated testers.

Day Two:

SOON Issues	**Lee Cummins**
	Mary Hunt

As part of HB3508 and the new INPR, it was mandated that DOC complete an effectiveness study on how the INPR and UNSU cases are being recorded. There were four problems identified; 1) some offenders were moved to INPR too early (before the rules went into effect), 2) some offenders who were clearly ineligible were allowed to move to INPR,   3) some offenders who were local control PPS status were placed on INPR out-count rather than UNSU, and 4) conditional discharge cases were allowed to go to INPR (OAR does not allow that - offender must be convicted).

Substance Abuse Module	**Charles Adler**
	Angela Boyer

Angie and Charles identified drugs that can currently be tested for and compared it to the existing treatment module. There are seven more drugs that can be tested for than the current treatment module has available. Five more drugs can be added to the treatment module with a small service request. There was discussion about which drugs to include in that five. There was also discussion about recording "certified" results in the treatment module. It was suggested to add a comment indicating when results were certified. It was determined that the alcohol tests will all be recorded in the current method, reducing the total added to four. The four that will be added are BUP Buprophine, MTD Methadone, OXY Oxycodone, and PPX Propoxyphene. A fifth code of OTR Other is also going to be recommended to support tracking drugs not covered by the other categories.

STM Module	**Garry Russell**
	Michael Hill

Suspected Security Threat Intelligence Reports System (SSTIRS) information was presented. The database is part of OMS. Approved reports can be viewed by staff that have user access to DOC-400. It has a similar look and feel to the PREA report. All entries need to be reviewed and finalized. Arson, assault, bribery, contraband issues, and conflict information are some of the topics appropriate for entry in this system. The list of reviewers for each county was read. Reports allow attachments of PDF documents and images. An updated Power Point presentation will be sent out. Lee will let the group know if this will be posted with our manuals on the website.

Option 23/24	**Jared Cornman**
	Bill Ismay

DOC's Information Security Officer indicated that the current method of delivery (email) of the DOCSUM data is not in compliance with DAS data security rules and policies. The change proposed is that selecting Option 23/24 opens a dialogue box that asks the user if they want to save the file. The file will be saved directly to the user's desktop instead of coming to them in an e-mail. The format will remain the same as the current format.

FAUG Meeting 11/17/2010 – 11/18/2010 hosted by Linn County

Roundtable   **Group**

Mandy Jones - Question about sanction movements. She asked if their county should be recording sanction movements. The consensus was "yes".

Bonnie Timberlake - Noticed one of the offenders on her list that needs a TCU is on UNSU status. It was discussed that this could only be coming up on her list if the M57 code was entered as "Y" in the treatment module. The CIS M57 funding report is currently broken and that problem is being addressed. Mary will send out an e-mail when it is working properly.

Angel Harp & Charles Adler - Setup for the next FAUG meeting. Charles will send out hotel information. Angel will take care of the food. The location will be the North Parole & Probation Office in Portland.

Wende Kirby -- When a treatment provider gets expired; please make sure that there are no active offenders with that provider open. This creates extra work. A service request will be made by Wende to stop people from being able to expire a treatment program if there are open assignments to that provider.

Donovan Dumire - "Copy and Paste" is a tool he uses frequently. When writing a warrant, copying information from a sanction into the warrant requires an extra step of pasting it into a Word document to reformat. Donovan asked if the margins could be set to the same spacing eliminating the need for the extra step. Lee is going to look into that.

Betti Spencer - Their local control person is having problems when she is putting in a Y where it says "is waiver required?" other information on the screen goes away. Mandy Jones indicated that their local control PO had mentioned something like that. When that happens, it is recommended to take a screen capture and send that to the DOC Helpdesk.

Susan Sowers – Regarding M57 reports, she had questions about who is looking at these reports and; are the various reports connected to one another? Lee suggested contacting Denise Sitler to clarify that question. It was suggested that her response get forwarded to John or Angel to be included with the minutes.

Lily Morgan - The last few times she went into the public information institution screens, the staff member phone numbers were missing. When she enters F11 2 E, the number was there, but it no longer shows on the screen. Lee agreed to take a look at it.

Joshua Snyder - PO's are no longer receiving e-mail notification when a PO from another county enters a chrono on their client. Lily noted that she was aware that if someone is added as a secondary to a caseload, that will stop the generation of e-mail's from that person when chronos were added. It was determined that this is the way it is programmed. The discussion included that this creates a problem for people when they are not getting these notifications.

Joshua Snyder – Question regarding open Work Crew sanctions that were not completed when a new sanction was imposed, what do they do with the earlier one? There was discussion about how recording that is impacted by the "days" requirement in the community service module. If they completed any part of it, a start date and end date should be entered to document that. If

the offender does not complete any hours, there is no sanction movement. Community Service completed on the new sanction should be recorded on that sanction, not the old one.

Angela Boyer - Indicated that the discussion about TCU's brought up a concern for her that they are not working on these at this time. It was discussed that any county receiving money for that program should be tracking that data. The directors are the contact person for this process. She also suggested that we do a 2-hour FAUG rep training for new FAUG reps. The group agreed that would be a good idea, but that it would be on the agenda as the second day activity.

Michael Elkinton - Noted that the starting place of the cursor in the DOC chrono header is currently on location. He asked that it start on time or date rather than location. When the time is skipped, it throws the chronos out of order. Lee indicated that a formal recommendation has to be put forward and sent through the proper channels to get that approval. The recommendation is for it to start at date; then go to time.

Dru VanRiper - Correction to the August minutes that was recorded.

Dan Langfield - Brought up more information regarding the cutting and pasting issues between screens.

NEXT MEETING
February 16 & 17 - Multnomah County

Future meeting sites for 2011:
May 18-19 – Hood River County
Aug 17-18 – Deschutes County
Nov 16-17 – Lane County

DECISIONS/RECOMMENDATIONS MADE THIS MEETING: **Group**

ICOTS - New Closure Code: Mary Hunt brought a question from SOON to the FAUG group regarding closure of cases where the offender "rejects" or changes their mind. The question was "Do we need a new closure code?" that would reflect that instance (e.g. Withdrawn). The consensus was that there is no need to create a code track this data.

Open/Unresolved Structured Sanction Reports: FAUG recommendation to OACCD is to auto-close all of these on discharged offenders and previous custody cycles. If the out-counts are excluded in this query, FAUG recommends auto-closing open/unresolved sanctions on active offenders that are one year old or older.

Reach In Contact Report: Determination of whether or not to distribute this report will be made by OACC.

Substance Abuse Module: The recommendation was made that five codes will be added to the treatment module for recording drug testing results; BUP (Buprophine), MTD (Methadone), OXY (Oxycodone), PPX (Propoxyphene), and OTR Other (drugs not covered by the other categories).

FAUG Rep: FAUG rep training will be added to the agenda for the next meeting.

Cursor Starting Point in DOC - The recommendation is for the cursor to start at date; then go to time.

Tabled Business: E-mail notification from outside counties is not occurring when Offenders are added as a secondary. This is working as coded. FAUG needs to determine if the coding should remain as is or make a recommendation for changing it.