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FAUG Minutes
February 16, 2011 - 1:00 p.m. to 5:00 p.m.
February 17, 2010 - 9:00 a.m. to 12:00 p.m.
<u>Multnomah County</u>

<u>Meeting Location:</u>
Department of Community Justice
North Office
2205 NE Columbia Boulevard
Portland OR 97211
503-988-3393

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Day One:

Introductions/Welcome/Housekeeping   **John Middlesworth**

Introduction   **Carl Goodman**

In Attendance: Susan Sowers (Benton), John Middlesworth (Clackamas), Traci Hubler (Clatsop), Ken Yee (Columbia), Andie Cortes (Douglas), Michael Elkinton (Jackson), Lily Morgan (Josephine), Dan Langfield (Klamath), Dru VanRiper (Lake), Larry Evenson (Lane), Mandy Gautney (Lincoln), Bonnie Timberlake (Linn), Tracey Coffman (Malheur), Gina Courson (Marion), Charles Adler (Multnomah), Wende Kirby (Multnomah), Brian Holt (Multnomah), Diana Manthe (Multnomah), Angel Harp (Multnomah), Angie Boyer (Polk), Chris Kipper (Wasco), Chris Swayzee (Washington), Betti Spencer (Yamhill), Denise Sitler (DOC-CCB), Lee Cummins and Mary Hunt (DOC-FAST), Michelle Mooney and Marshall Morales (Parole Board).

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

ICOTS   **Dawn Persels**

The Compact office is undergoing an audit. They are looking for feedback on recent training to help them develop future training sessions. A question came up about the "Report By" date. It was determined that, since the date was required, comments can be added to clarify actual expectations. Supervision of ICOTS … notifications go to the person listed in ICOTS, not in CIS. ICAOS Rule Amendments (in effect 3/1/11) were handed out and discussed. When these come into effect, it impacts all current cases on compact.

Parole Board   **Michelle Mooney**
                                                                            Marshall Morales
The Inactive/Active Offenders group has gotten much larger following a clean-up process. The Board is going to start shredding requests that do not have substantiation. The violations also have to have been in a reasonable time frame (current – definition is going to be worked on). Illegible signatures create another problem. The Board would appreciate it if the name was typed or printed so they can read it. Melinda Wilson is the contact person to e-mail them to. The "Consent to Modify" form was handed out. The Board needs the entire package on the form in order to process them (clear substantiation, spell out what you want added/removed,

clear signature). The sanctions clean-up list resulted in the Board getting a lot of requests that were difficult to clarify, in some cases, because of the length of time since it was created. The Board is creating a code to close them as an "unapproved" sanction. The Board discovered that there are a number of offenders listed as deceased in the local system, but they did not get that information. The Board would like to be notified when the offenders die so they can close their case. They would like the closing summary and some information (obituary, etc.) to support the information.

M57   **Denise Sitler**

After applying and identifying the services they would provide, counties that had their plans approved by DOC received funding for M57 offenders. A handout was given indicating which counties are receiving funds for these M57 offenders and listing the program(s) they identified. Eventually, follow-up will occur with these counties to see if they are using the funds as they were applied for.

30-Day Short-Term Transitional Leave Program   **Denise Sitler**

DOC has implemented an expansion of the 30-day Short Term Transitional Leave Plan. A handout was given out including a description of the process and the forms completed by the inmate and local control.

Research Request Regarding UA's   **Denise Sitler**

Questions were brought up after a report was generated to facilitate future automation of UA reports. The initial research report indicated a number of blanks in the UA module. It was determined that individuals are most likely entering that the UA was taken and waiting to enter the results when they come back. Sometimes, the results are not being entered. Sometimes a duplicate record is being created when the results come back.

Data Integrity   **Denise Sitler**

Research requests have resulted in a number of clean-up lists. There are concerns about the frequency of data problems creating a lack of confidence in the data. Directors are receiving communication regarding the importance of providing adequate time for staff to complete clean-up when lists are sent out.

DOC Update   **Lee Cummins**
                                                                 Mary Hunt

New /Recurrent Issues – Not in Service Queue

Treatment Record

The treatment record clean-up currently in process is down to 2,398 records. The LSCMI has been fixed to require a treatment code and exit date both get entered when closing a treatment record. These need to be completed. A report showing what is still open will be run in April. It was brought up that programs offenders are enrolled in from the institution show up in the LSCMI when they are not exited out of the programs. The PO's cannot close them. Lee agreed to take this issue to a meeting with institution staff.

Sanction Module

There was discussion about the request to allow FAUG Rep's to delete completed sanctions. It was determined that there is no reason to do that. FAUG Rep's can change it to "Pending" status then they can delete it.

Lee is asking for an edit on sanctions that would require closing sanctions before the "body" can be closed. This would prevent some of the errors that are causing clean-up requirements. They're going to run an auto-close program on a number of the open sanctions…

Warrants

Clean up on the warrants module is occurring. Lee had a question about completion of warrants that were withdrawn or probation warrants. The group response indicated that most counties do not use probation warrants. Some people were aware of the "withdrawn" code, others were not. The supervisor's lists are still including withdrawn warrants. The group consensus was that there was a bug in how the system is processing those.

Substance Abuse

The new drug types that FAUG voted on have been entered. An updated substance abuse module "cheat sheet" needs to be created. A request came from the institution side to add a code for Ecstasy. Charles indicated that the Methamphetamine test included Ecstasy. Other people indicated that they were told it goes under Amphetamine. A third resource was cited by John that indicated they are different. Discussion resulted in a decision to revisit the topic.

Day Two:

DOC Update   Lee Cummins
                                                                 Mary Hunt

Early Discussion

F-11, 2, E to look up numbers - Discussion regarding institution phone numbers and PO phone numbers.

E-Mail Notifications   Group

Mail merge issue on Option 23/24

IT has confirmed that the mail merge process related to Option 23/24 does work in Office 2007. The instructions that Chris Bell in Deschutes County provided for office 2010 and it worked for 2007 as well. The instructions were: Go into "Mailings" on the main toolbar, select "finish and merge", then use "edit individual documents" which has worked for both office 2007 and 2010. Lilly had to use the "mailings" tab and play with this option to make it work.

New Added code:

A new predatory type code was added in the new Predatory Sex Offender module. This was an institution requested designed to designate that an offender had been added to the web page.

New Business:

The business Analysis just started for the URICA. The analysis is starting with institution staff and Wende asked to include community staff to the group developing the business requirements process. Wende volunteered to participate to the group developing the business requirements process for the automated URICA.

Audit Stamp

A behind-the-scenes audit stamp has been added that the user won't see which will allow FAUG Rep's to find out who created the record.

Outstanding Service Request Tickets

There are 10 Community Requests in the queue.

A Web LEDS enhancement is in progress. A message has been sent out indicating that the site is in use again. Mary Hunt will be participating in meetings to help resolve on-going issues and developing enhancements.

The #1 request is Static 99.

SOSN wants to be able to have several places that can be indicated when they notify (instead of just 1).

SOON Issues   **Mary Hunt**

There are a few requests regarding fee systems small reports.

One request is a SOON request to override the Board status. It was discussed that when a board case expires, but local control is still working with the offender, the PO cannot create a warrant, etc. There is a conflict with the status being Board and the case being open to Local Control. Lee explained that in this situation, jurisdiction remains with the board until it is officially changed. PO's have to petition the board to have them return jurisdiction.

A number of these are being addressed as "Small Service Requests" because they are small time consumption projects.

Offender Residency under HB2448 information was sent out by Mary. The mandate is that DOC is able to provide residential addresses on all incarcerated individuals. They cannot use institution names. The purpose is to allow accurate counts of populations based on the best information available for the offender's last known address. This will not have an impact on the release planning process.

SOON is working on making changes to a management report that shows admission and release information (Report #9 Admissions/Closures under Management Reports).

FAUG Rep Training   **Angela Boyer/Group**

Reviewed the FAUG Rep training manual and discussed the roles/responsibilities of a FAUG Rep. There was discussion about updating the treatment module including closing defunct programs/services. Lee mentioned that judges expect that information to be there and to be accurate. The agreed upon naming conventions are not being used consistently. The addresses used for the treatment program were discussed. How a county codes treatment programs with multiple locations became a topic of discussion. A question came up asking if the existing rules reflect current judicial expectations or intent for what that "address" means. There was discussion about using comments to clarify treatment program location when the provider's contact address is different than the location for service provision.

The address in the treatment module was discussed at length. A decision was made that the address in the provider record should reflect the physical location where treatment is delivered. Comments can be used to clarify a provider's main or referral address if it is different from the service provision location. It was suggested that the process for updating current providers to reflect this standard should go into the FAUG manual. Charles volunteered to create these instructions and update the manual with them.

Sanction Reporting Form processes were discussed, including the "return to pending" status process.

Service requests and LS/CMI Authorities were discussed.

NEXT MEETING
May 18 & 19 in Hood River County

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

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

Treatment Module: A decision was made that the address in the provider record should reflect the physical location where treatment is delivered. Comments can be used to clarify a provider's main or referral address if it is different from the service provision location.

Tabled Business: N/A

Roundtable   **Group**

Angela Boyer – Are we going to have the ability to have the LSCMI automatically update … (answer "No").

Address entry problem – when entering a new physical address and it asks if it should update the mailing address, when an N is entered – the system is changing it to a Y and updating the mailing address anyway. This is a bug that needs to go to the HelpDesk with screen shots.

Sanction Reporting Form – a glitch where it took part of a line and triple-entered it. A Helpdesk ticket was entered. It was not clear if this is a known bug, but fixes in the Sanctions module are being addressed at this time through the Sanction Workgroup.

Lily Morgan – She created a merge document to see when people have paid. Two of her people who had negative balances because they had overpaid came up with positive balances. That is being looked at.

Supervision fee payments are strongly being enforced. Steps, including using sanctions for non-payment, are being taken to address this. Lilly asked if there was a better way to repeat this process rather than entering a sanction each time.

Betti Spencer – Has anyone had difficulty with the LSCMI cutting off on the printout? Some people are unable to print at all. Hers has mixed results with how it prints. There was discussion about printer drivers impacting this. Also, internet browsers can impact this. It was also suggested that she try a different print process (using the print preview button) than the one she is currently using.

Ken Yee – There was a question about the INPR's and how the names are getting pulled. They are getting repeated requests for offenders they had already responded to extend the active supervision. It was suggested that they contact the Board to see if the actually received it.

It's also possible that the Board did not get their records updated before the query had been run. It was also pointed out that this list is by "case" rather than "body".

Gina Courson – In trying to view a sub-set of her caseload looking at restitution, she does not get probation cases. She asked if there was a way to pull them in. It was suggested that she pull a restitution report instead. She is having some trouble with that getting the parameters correct. There was discussion of how to filter the report to get her a better list.

Diana Manthe – One PO has periodically gotten a future date entered. That is not supposed to happen. Testing shows that an edit is in place that is not supposed to let that happen. It was suggested to send those to the HelpDesk.