# FAUG MINUTES

**May 17, 2011 - 1:00 p.m. to 5:00 p.m.**
**May 18, 2010 - 9:00 a.m. to 12:00 p.m.**

## Hood River County

Administration Building – 601 State Street
Hood River OR  97031
541-386-3970

**Day One:**

**Welcome**                                    **John Middlesworth /Dionne Justesen / Ed Powell**

In attendance:  Susan Sowers (Benton), John Middlesworth (Clackamas),  Ken Yee (Columbia), Chris Bell (Deschutes), Andie Cortes (Douglas), Tina Potter (Gilliam/Sherman/Wheeler), Ed Powell (Hood River), Michael Elkinton (Jackson), Lily Morgan (Josephine), Dan Langfield (Klamath), Larry Evenson (Lane), Bonnie Timberlake (Linn), Tracey Coffman (Malheur), Gina Courson (Marion), Charles Adler (Multnomah), Angela Boyer (Polk), Jeffrey Brown (Umatilla) Chris Kipper (Wasco), Chris Swayzee (Washington), Betti Spencer (Yamhill), Lee Cummins & Mary Hunt (DOC-FAST), Ruby McClorey (DOC-Compact)

**Day One:**

Introductions/Welcome/Housekeeping        John Middlesworth / Ed Powell/ Dionne Justesen

Minute Review                                                Group
Edits – page 4 New Code & Audit Stamp
Adopted as amended

**DOC Update**                                                **Lee Cummins**

**1)** Open treatment records passed around to check for what records need to be cleaned up. This is for EXPIRED programs only.  Try to find exit date based on chronos.  If you cannot find the exit date, you can use the supervision expiration date (discharge date) as closure date.  Try to determine if program completed or not based on chrono entry.  If you cannot, then use ADMN closure code.
Small lists need to be updated by FAUG reps.

** You cannot close a person's treatment record if the treatment program is listed as expired. You must change Program expired to "N" before you can close those assigned to program.

** Group requests all offenders with DI status be closed as AUTO.  This would have to go through the automation committee. Treatment closure codes do impact county outcome measures.  The larger list will be taken back to Mark Cadotte to see about AUTO closure.  Then

re-print list of active offenders and print sorted by current offender location.  Lee reported that Mark Cadotte approved the auto closure for the treatment records. **\*\* Lee spoke with Mark who gave approval to AUTO close DI's.**

**2**) 5 total tickets related to Sanction Module – working on one at a time.

Sanction program change requests:
Limit deleting sanctions to FAUG past the original 7 days.  Delete by FAUG reps of PEND sanctions for all non-Board sanctions.  Chris is testing for us.  New screen updates will be created for double-checking any decision made.

Auto close was approved for closing items from previous custody cycles. SR #2507 Cases will not be completed until all service requests are done.

Mary brought question sent by Benton County - related to OCMS level in sanction.  Override to LTD, did new re-assessment and risk was HI.  Then created a sanction and the risk showed as LTD.  Group could not determine why the error was occurring.  The sanction should be pulling the current risk level into the sanction.

3) Warrants—At the warrants meeting a few bugs were found.  They are: when a warrant is created you have to scroll up to see the new line, withdrawn status it should be removed from the PO and SUPV views, error message if option 13 on local control warrant on probationer is used does not make sense, system lets user go to next screen if attempt to create incorrect type of warrant is made—should be on first screen for the error message, asked if the capacity to be able to request a warrant using another users id necessary—if the userid is changed when enter is pressed the system returns the userid to the current user, withdraw warrant requires contacting the board if it has been sent—user must call the board to have it returned, are counties using the probation warrant section, the sentence structure must be correct in order to create the right type of warrant—support staff must go to w/w offenses screen and do the F14 recalculate.

**ICOTS**                                                                                        **Ruby McClorey**
The ICAOS.org (help) web-site has been redone and now helps step by step to get any user through ICOTS issues.  Ruby will send website to FAUG.  There is also a help-ticket process there. There is a problem with Compact Action Requests and Replies having issues.  Ruby is submitting a trouble-ticket on this one.

Question from Wasco County – progress report due when offender supervised in other state. System designed to send copy of notification to sending and receiving states.  Group requests message be updated to indicate it's an FYI or something.

**DOC Update     (Cont)**                                                            **Lee Cummins**
4) Last meeting institution requested additional codes for Substance Abuse module.
Some in group would like the page to automatically page down by hitting tab.  This will affect all of CIS so do not recommend any changes.  Question about whether can change order of drugs

to be main ones tested for over alphabetical.  This would require approval at institution level and group agreed to not proceed.

Trouble-ticket will be sent so when page down is hit, the cursor should go to the next entry and not into the middle of the screen.

5) Question about docsum code for negative balances.  FSN was concerned this might affect balances in CIS.  Determined to only affect docsum code and so no issue exists.

6) Request for cursor to start at date field and institution said no.  Group requests issue be taken back to Mark to explain and re-request.  Chair John will prepare a statement.

** Chris told short cut in the chrono screen for changing your defaults (Shift F10) Only saves while in that one W/W Offender session.

**Officer Nominations / Elections**                                                **Group**
  **Chair – Lily Morgan (Josephine)**
  **Co-Chair – Mike Elkinton (Jackson)**
  **Recorder – Angel Harp (Multnomah)**
  **Membership – Chris Bell (Deschutes)**

**Schedule for Next Year:**
- **August '11 – Deschutes**
- **November '11 – Josephine (or Jackson)**
- **February '12 – Lane**
- **May '12 – Umatilla**

**Day Two:**

**DOC Update     (Cont)**                                                **Mary**
Service Requests—In the Queue, not being worked on yet.
Small SR #2507 takes two weeks.  Static 99 to Static 99-R is currently on hold due to institutional needs.

One SR per OACCD: edit requiring the entry of sex and race at initial admission in CIS.

Edits on caseload definition file:  Even though users only had display (5) access, the system was allowing change (2) capabilities.

Any issues regarding flags on bad addresses?  One request has been to add an effective date when bad address was flagged.

From OACCD – asked for edits that will require data entry for all outcome measure conditions (restitution, compensatory fines, Sc7-Restitution, and Community Service) Group discussed when to document completion of conditions.  Outcome measures are counted only when the

person closes, not the individual cases.  However, OACCD and SOON request document outcomes conditions as each case/sentence closes, not the body.

Review admissions/closures report (Management Statistics Reports) – column for positive, negative, neutral, early, total closures.  Column for admits.  Has not been updated in a long time.  For closures will require offender status to be out of community for closure to show.  Admits want columns separated for transfers in and out as well as another column for outcounts.  Mary is looking for feedback on any other suggestions to improve this report.

Susan asked about any reports that track movement of offenders within an office (from caseload to caseload).  Tracking offender movement.

This led to discussion about caseload numbers and time studies.  Time in not being used to assign caseloads.  Lee encouraged group to discuss with their director's what director's needs and goals are.

**DOC Update     (Cont)                                                      Lee**
Treatment update.  Programmer updated and closed all treatment records where offender status is DI.  7000 records were closed.  Requested new query be run.

**DOC Update     (Cont)                                                    Mary**
Last thing from OACCD – asked if FAUG could be asked regarding OOS (Public Internet site).  Directors did not want community corrections offenders to display so public would have to call offices for information.  OOS working well for DOC.  Ginger Martin brought issue back to OACCD to see if community corrections should be added to OOS.  OOS is live/current data from CIS.  OACCD open to CC info be added with some exclusions.  They are creating work group to determine exclusions.  One thought was to exclude Compact offenders but this was thrown out when determined ICOTS is open to public.  One thought is to exclude Conditional Discharge / Felony Diversions as they are not officially convictions.  IF group would like any other exclusion be included, please contact your director.

**Automation Sub-Committee                                         Charles Adler**
No report

**Roundtable                                                               Group**
Bonnie – from Chris with Deschutes.  Changing Home Contact with Victim to count as a successful home visit.  It counts if you add "X" collateral but not if you use "V" victim (which is also a collateral.  Group thought all persons except "O" Offender or "N" No contact should count as Collateral. (We were able to distinct the difference between a field contact with victim and a contact with victim at offender's home).  Mary will look to see how the report is viewing and then take to directors at automation sub-committee.

Request for override comments be posted with the auto-chrono. – Tabled until August meeting for group to discuss with their offices.

Angie – Can we add a docsum code for Next Assessment Due – this will require a service code. Lee suggests a workgroup be formed to look at all the codes.  Will discuss in August.  Dan, Chris and Angie to be on sub-committee ☺

Gina – Is there a way to track community service hours served?  Yes in condition tracking.

Dan – Is it possible to add Copy in Stable Assessment?  This should go through SOSN.

OSCMS risk assessment overrides.  Comment box does not always pop up.

On Probation Violation report, Klamath is adding LS/CMI scores and stage of change level.  Can this be added I docsum codes?  Will be addressed in August on docsum code sub-committee.

Chris (Washington)– from 1145 officer: Release Plan created and sent to Board, also required to fax and mail to Board as the Board is unable to print from CIS even though the Board can view. Lee thought this was a notification issue between the two systems.  Suggest sending this to Michelle Mooney with Parole Board.

Charles – When Notice of Rights served, some Pos will put their own name as Hearings Officer. Charles wants this process updated and simplified.  Mary suggests Charles bring this up at the automation committee.

Chris (Wasco) – Only support staff can add victim names to system. Both DV and S.O. request PO be given this option.  Request ability for victim address/info to be updated by the PO instead of always sending to Board.  (Board is statutorily required to notify).   Group recommend that PO not have the authority to create a victim but be allowed to edit info after.  Support is the only group to add the victim name so EPR can be amended. Ed will ask at FESN next month.  Will let Lee know for automation committee (the following week).  Then will bring back to FAUG in August.

Betti – under Person codes, can we add Defense Attorney?   Group not supporting addition, want this to fall under "X" collateral.

Can OJIN be added under < F11>-5 codes?

WebLeds – OMMP queries – can PO's get access?  Discussion said this was done state wide so no one has access to run in WebLeds anymore.

Ken – Why getting inactive supervision review lists not excluding Compact?  Will ask Denise Sitler.

**NEXT MEETING –**
Deschutes County – August 17 & 18, 2011

**DECISIONS MADE SUMMARY**

Question about whether can change order of drugs to be main ones tested for over alphabetical.  This would require approval at institution level and group agreed to not proceed.

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