FAUG AGENDA

Lane County

February 22, 2012 - 1:00 p.m. to 5:00 p.m.
February 23, 2012 - 9:00 a.m. to 12:00 p.m.

Meeting Location:
Eugene Emergency Service Center
1705 W. 2nd Ave, Eugene OR 97401

Day One:

Introductions/Welcome/Housekeeping — Lily/Group

Minute Review — Group

No questions/corrections to minutes proposed. Minutes accepted.

Officer Selection - RECORDER — Lily

Christopher Swayzee (Washington County) volunteered to serve as Recorder for FAUG Meetings. In his absence, the function shall revert to historical practices where the host of the meeting serves as Recorder for that meeting.

Compact Updates — Ruby McRorey

Ruby does not have anything to bring to the group, but is here for the group…to answer questions.

DOC Update — Lee Cummins

MISC.
If a FAUG Rep changes their name, advise Lee so that the "authorities" can be moved to the new name.

LS/CMI
LS/CMI training "train the trainers" (available to designated "trainers", including non-FAUG Reps) will be likely held at special FAUG Meeting (not May 2012) Meeting. Training will be on the caseplan, as well as the LS/CMI. This meeting will be not long before April. Production goal is March 19, 2012. This will not be the "go-live" date. Wende (Multnomah County) is writing the manual with Char McCarthy. Help text is condensed, as compared to the full text in the manual. A goal is to get Director buy-in to utilizing the caseplan on the LS/CMI. This is expected to be a significant change to the current plan. Discussions to be held at OACCD. To be a "certified trainer" will involve a week-

long training, starting February 27, 2012. Jeff Hansen (DOC) can train certified trainers. Multnomah Co will have 7 certified trainers.

Public Safety Checklist is going to follow similar timelines for production as LS/CMI (March 2012). A few process items are still being worked out (i.e. can the risk be overridden downward off the LS/CMI).

<u>Treatment Module</u>
Follow-up to last meeting regarding Tx Module. Reminder that we are responsible for updating the Tx Module in our counties. A description of business rules was passed out. There are still issues with improper naming of Tx Agencies…especially with out of state programs. We need to follow the agreed-upon protocol (four-letter county code, followed by a dash (-) and then a name for the Tx Program (no spaces…as spaces affect the alphabetical order of the Tx program listings, making them harder to find)(Out Of State "OOS" records will utilize spaces, however…see below).

If you want to move a client from one Tx provider to another, select option 12 on the Tx Program (to see the assignments), select option 2 on the desired client to change, then make the change. If misspelled the program name, it will need to be expired out to delete (best way to do this is to copy, make the appropriate change and delete the bad record). The F-4 search option is available. Reminder that if there are active Tx assignments, the program cannot be closed.

The FAUG Manual on the DOC Website (manual was blessed by OACCD) dictates how the program should be entered and what criteria a program must meet in order to be entered.

Service Area should be where the program serves clients. It should usually match the Program-ID. Each county should create/update their own, even if neighboring counties utilize their program. If a program has offices in multiple counties, each county should have a program entered for their own county.

Regarding out-of-state providers, the Program-ID should use the "OOS", followed by the dash and the state code, then space, then name with no numbers/special characters. Service Area is the county creating and primarily utilizing the program.

Service Area field can take "garbage" entries (e.g. ORWA) when the provider record is created…therefore, caution should be taken when creating a record.

FAUG Reps should research first before creating a program record. Include in your research the expired programs. It may already exist in AS400.

Question: Who is updating/monitoring the OOS programs? Likely they are not routinely checked and updated. Should be the county using the program (designated by the Service Area). If a county enters the record/provider, they "own" it until it is no longer an open provider. A subset of Service Area can be searched to see which counties have created program records in the OOS listings.

Question: Should we create a Tx record for one single client in another state (not usually the OR-bordering states)? Agreement was that this practice is acceptable, but each county should be on top of these records and close them out (expire them) when the client is no longer in Tx there. It can be reopened if needed.

Lily volunteered to look at the OOS records and do some corrections and expirations in order to get the names conformant to the naming conventions. Renaming should be done on ALL needing corrections. Closures should not include border state (ID/WA/CA/NV) records. She will expire those that extra dashes, with no assignments and not of a border state. Tina will review the Washington State records (e.g. OOS-WA xxxx). She will change the Service Areas to match the county that created the record. This is going to change the Audit Stamp to Lily or Tina, so they may consult w/ creating county prior to expiring. Charles is going to update the manual.

All old Tx cleanup is done in the Tx Module.

<u>POLYGRAPH DATABASE</u>
Polygraph Database exists…not widely known – utilizing option 33 on a client's record (W/W Caseloads). Entering the results will create an auto-chrono.

Automation Sub-Committee — Lee Cummins

Reports Committee — Wende

Question: Should a "Reports Committee" be resurrected? Is a committee necessary? Historically, a Reports Committee existed, but was abandoned in anticipation of changes. These are reports used by upper management for statistics and budget purposes. There is a lot of information put in AS400. We should be able to extract it for our benefit. These reports can be helpful to individual PO's to audit caseloads, as well. Some of the reports are defunct. She would like to integrate the LS/CMI info into the reports. The Reports Committee would review the reports to see if they are functional and to create desired reports. The prior Reports Committee was comprised of Directors, PO's and Support Staff. Any changes to a report would be made via Service Requests. Keep in mind that SR's are not moving quickly due to lack of Programmers at DOC.

The Reports use info from a number of different programs (CMIS, OMS, etc). Not all people use these systems. A question exists whether FAUG is the appropriate group to create a committee from; due to this.

Perhaps, a query to the Directors across the state would be in order to find out which reports are being utilized. Some of the reports more commonly used have been updated already. Can there be a way to indicate (e.g. with an asterisk) that a report has been updated. Also needed is a list of which reports aren't working. It appears that most PO's don't use the reports…and without anybody reporting problems, it can only be assumed the reports are working…but, realistically, many aren't.

It is recognized that Mult. Co. may use more reports than many of the lesser-populated counties.

Contact standards from individual counties determine how contacts are counted. The information on contacts can drive a report for PO's regarding contacts due (keeping in mind the timeframes involved). Directors are permitted to drive the way that contacts are counted (i.e. office/home/treatment/ collateral). Lee can check to see if this information can be disseminated to FAUG Reps. Only Directors can request changes. Changes will come along when the Public Safety Checklist rolls out.

CHRONO FACE PAGE

Question: Can we rename the phone fields? Perhaps rename them to be "Phone 1" and "Phone 2", instead of "HmPh" and "WrkPh" fields. Recommendation made to keep the "WrkPh" field so the PO knows that they are calling a work phone number. A request was made to fix a glitch in the phone history, but Mary wants to see what we are going to do with this request before she makes any changes or corrections.

Question: Can we add a space for email address? In Mult. Co., Offenders can do MR's via internet, so email addresses would be helpful. Maybe it could be placed in the "address2" field…if people aren't using them. Some Offenders have inappropriate email addresses. Do we want those displayed? Is there enough room?

Recommendation made to review the space available to see what space we really have available before any changes are suggested. Mary advised that there is not enough room to *add* any fields, but if it were agreed that something could be taken out, then perhaps we could add something. However, an assessment can be done to see if anything can be taken out.

**** FAUG Reps should check with their offices to see what information should be changed/deleted/ added.**

MISCELLANEOUS

MISC

ROI issue raised by Angela. Is there somewhere to reflect the ROI's on file (e.g. ROI Module)? Might be similar to the Polygraph Module. Chris Bell had expressed in prior email that PO's would have to keep up on the module, so it isn't a good idea. Should it just fall back on "good rules"? The possibility exists to create a module…but all counties would want to be using it (to make it worth the Programmers' while to even create it). In the case plan, when scoring the LS/CMI, if there is a signed release, it can be put in the notes of any domain. Resolved.

Day Two:

SOON Issues	Mary Hunt
Roundtable	Group
Parole Board Updates	Jay Scroggin
ROI Module	Angie Boyer
Chrono Face Page Updates – Email	Wende

Treatment Program Entry Training Lee

Schedule for Next Year: Lily

- May 16-17, 2012 – Lincoln Co.
- August 15-16, 2012 – Umatilla Co.
- November 14-15, 2012 – Polk Co.
- February 20-21, 2013 – Tillamook Co.
- May 15-16, 2013 – Josephine Co.

NEXT MEETING – May 16/17, 2012