

FAUG MEETING MINUTES

Yamhill County

February 18, 2015 - 1:00 p.m. to 5:00 p.m.

February 19, 2015 - 8:30 a.m. to 12:00 p.m.

Meeting Location:

Yamhill County Annex

615 E 6th St.

McMinnville, OR 97128

IN ATTENDANCE: Vicki Smith (Benton); Marne Pringle (Clackamas); Barry Hazel (Clatsop); Justin Hecht (Columbia); Justin Bendele (Deschutes); Andie Cortes (Douglas); Denise Easterling (Jefferson); Lily Morgan (Josephine); Allen Bergstrom (Klamath); Larry Evenson (Lane); Gina Courson (Marion); Charles Adler (Multnomah); Natalie Reyes (Multnomah); Angel Harp (Multnomah); Angela Beier (Polk); Tina Potter (TriCounty); Christopher Swayzee (Washington); Betti Spencer (Yamhill); Lee Cummins (DOC-CC); Mary Hunt (DOC-CC); Shawna Harnden (Parole Board); Mark Patterson (DOC-Compact)

DAY ONE

Introductions/Welcome/Housekeeping

Betti Spencer/Group

Minutes Review

Group

Request to have page numbers entered on the minutes review.

County of Release

Trish Michaelson

Postponed until May 2015 meeting.

OACCD

Tanner Wark/John Watson

(Lee C.) – OACCD talked about Structured Sanction Grid (DRAFT). The workgroup met and sent recommendations to the OACCD. It may be shared in offices. Check with your Director to know for sure. It is still in draft form.

OACCD talked about WRNA (Women’s Risk Needs Assessment). Group (community and institutions) met to discuss risk assessments for women...selected the WRNA. Service Request (SR) #2662 entered. Lee put it on the record that automated pieces have to go through FAUG, so she will bring it when it is ready.

Service Requests have begun for the LS/CMI. The first has been written, but not yet entered. They are being organized/grouped together. The first has most of the chrono pieces in it:

1. Attempted HV and completed HV not being entering into DOC400,
2. Action Plan – next report date does not populate the “to do” list or the next report date in DOC400.
3. The employment info is not updating and should be when both fields are changed.
4. The ability to update address needs to be added to action plan in OMS.
5. Need ability to update/track conditions in OMS.
6. Display supervision fee balance in action plan on 1st line.
7. Remove block and allow POs to enter LS/CMI when offender is in Inmate status (for reach-in purposes).
8. From case plan and behavior change plan, all notes can be deleted if someone deletes BCP button. Want to only have someone able to delete their own entries within 7 days.
9. In BCP, add temp closure in dropdown window.
10. Add option to add LS/CMI manual to the navigation bar in decision tree under Case Management (last bullet).

Parole Board

If offender is on STTL, they are still under DOC and not under Parole Board. POs need to sign orders with their offenders when they release to PPS and forward the signed order to the Board. Can be scanned/emailed (preferred) - send to orders.boppps@doc.state.or.us.

The Board has hired a new Receptionist/Expiration Specialist to replace Pat Zigler. Dell Grady is the new Specialist.

The board does not review interventions. Many are just sitting there. Shawna will send out the list/report of those. The list is not ready yet. The board wants a copy but not sent electronically in DOC400. Can scan and send to Malinda Boyer at the sanctions desk malinda.m.boyer@doc.state.or.us.

Update on PBMS system...same as last time. Warrants/sanctions module is completed and ready for testing. Parole Release Hearings module and victim notification module is being worked on. They are ready to start Orders of Supervision module. Angela Beier has had opportunity to check out the new system. This system development must be done by June 2015. This may take a couple of months to get through testing. The new system should go live about mid-summer (latter-July or first part of August, maybe Fall). The Board is trying to avoid double-entry in new/old systems.

At last meeting, topic was raised about the Decision Date field in DOC400. Shawna asked for thoughts of sanction being completed/voted and then the date is overridden by Board. Some POs have taken issue with the date being changed. FAUG agrees that the Board's decision date is THE final decision date and is agreeable to the Board overriding the date.

With Judge/PB Override Date field in the new system, if Board case, the Board completing the sanction will put the override date in the system automatically (and the PO will not have to reopen the sanction, update the field and then close the sanction). On Probation cases, the PO will still have to take the actions as they already do.

A complaint has been raised to the Board in the past about POs not being notified when a warrant was issued or if an Offender has been arrested on the warrant. With the new system, it could be auto-chrono'd, but POs want to be "actively" notified. One option is to email, but the email address could be invalid or that mailbox is not being checked or the case changed to different caseload, etc. Another option is that the action could trigger an OTTO notification, but POs are not using OTTO much. Shawna asked for recommendations on notifications. POs would get teletype. A recommendation was made that new PBMS would send email and auto-chrono. The Board cannot be responsible for change in the email addresses or changes of caseloads, etc.

A recommendation was made to put a check-box to indicate NOR was delivered and not have the statement entered in the screen. Shawna said that this would require a change in process and would have to be approved by the Board. Shawna will bring this suggestion to the Board.

Some housekeeping issues sent by Board to share with FAUG to share with their offices:

1. Please ask group to redact all SSN on police reports (victims' are redacted, but offenders' have not been done).
2. Please ask group to email Morrisey Hearing packages to paroleboardhearings@doc.state.or.us
3. Please include police reports (if available) to avoid follow up. For GC10 allegations, double hearsay issues are mitigated by presence of the report. This is also helpful for potential audience of Appellate Court.
4. If supervision level is other than what is on the report, please notate that on the report, including LS/CMI level.
5. Please leave some white space in between paragraphs...helps with readability. Please – no all-caps.

INTERSTATE COMPACT

Mark

They are training a new employee. There will be three Compact Coordinators in the office by mid-March. Ruby is now in the Lead position. She is trying to get back to calls/emails.

There have been log-in issues in ICOTS. The log-in issue has been that the program is saying that the user is logged in on another IP address. There has been an issue in figuring whether this is a local or national issue. This is being addressed.

Another issue is that the password questions are being skipped. If any issues arise, notify Mark and he will take them to national IT staff.

A rule-making session is being held in Portland. They are contemplating eliminating Misdemeanor cases (exc. Sex Offender cases) from Compact requirements. If that is approved, Misdemeanor cases can still be sent through as discretionary, if desired.

Current case distribution:

A-L = Woody

M-Z = Ruby

Manette will soon take on cases and the distribution will be revised.

Condition Codes

Group

At last meeting, the topic of adding conditions to the code table was getting out of control. Request to merge/delete unused/duplicated conditions. Currently, there are 94 valid, open conditions in the conditions table. Of those 94, 23 are also special conditions codes. Additionally, 12 are special Board conditions, 12 are STTL conditions, 9 are TL and 6 are TS codes (AIP cases). This was discussed at SOON. Question raised as to why we have general conditions in the table; duplicated as special conditions – and also listed. The GCs will not go away.

** Question raised to FAUG whether the GCs are also listed (duplicated as SCs) can have the SCs codes deleted. FAUG agrees that the duplicated SCs can be deleted and left to only the GCs.

** Suggested that a small combined FAUG/SOON workgroup. Allen (Klamath), Lily (Josephine), Andie (Douglas), Larry (Lane), Christopher (Washington), Angel (Multnomah), Tina (TriCounties - also part of SOON) and Shawna (Board) will participate in the workgroup. The changes are available for view in Oregonlaws.org.

It was brought up that ORS has recently been changed and that the GCs have changed. This will need to be investigated and sent to OACCD. Shawna will research as it pertains to Board.

NOTE: The Probation GCs (ORS 137.540) are differentiated in ORS from those of Parole/PPS (ORS 144.102 and ORS 144.270).

SC # 2667 was submitted to add a longer description to the table to help for clarification purposes.

DOC Update

Lee Cummins/Mary Hunt

DOC had issues with Tx module (talked about last meeting) (edit to assign offender to Tx when on discharge status, when offender referred to Tx and then completed the Tx Prgm, showing on Tx cleanup lists). This has been added into SR #2666.

Angie found cases which were discharged with open Tx referrals. A ticket has been made with the Help Desk. Angie will get the ticket number to Lee. Lee will find out who it is assigned to and see if a query can be run to see if others exist.

Sanction issues:

A problem discussed at last meeting (invalid (misspelled) codes). Lee has been unable to recreate the issue. There is a list of cases out there with this issue. This is a bug. Help Desk wants a SR, not a ticket.

One instance has found that a case marked as "not sanctionable" allowed the PO to sanction anyhow. That was sent as a ticket. Response was that it would be too much of an impact, so must be done as SR. This could be an individual record problem.

Both of these issues have been added to SR # 2634 (also includes the new "CONS" code – "County Not Sanctionable").

Issue of deleting sanctions not delivered v using "NOAC". Sanctions begun in error can be deleted. Sanctions that were not delivered for other reasons should be closed NOAC. Charles brought up issue where an Administrative Warrant was issued and when the offender was arrested, the PO began writing the Sanction...but the District Attorney took the case to the Probation Judge and the Judge ordered the case to return to Court. General consensus is that the intention was to sanction the offender; therefore, the Sanction should be updated to reflect "NOAC" and the Judicial override reflected. On cases which should not have had sanctions begun (and they were never served), those are considered "errors" and can be deleted. Final decision is that ultimately, it is up to each county to determine whether to vary from that practice.

PSC question: A past FAUG decision was to not lock the assessment. What is now happening is that POs are going into other POs' PSCs and overriding them. Suggestion by programmer was to lock the assessment after a certain timeframe (not yet determined) so that an override cannot be done on an old PSC. Overrides can be removed, but PSCs cannot be changed/overridden.

FAUG recommendation is to lock down the PSC after 60 days (during which time the LS/CMI should be done).

NOTE: The programmer originally wanted to make the PSC contingent upon location (county by county). This was not done. It is not looking to be done.

FYI: SR to fix the ABSC issue (offender absconds over 5 months and the level no longer shows). This SR (# 2663) should be assigned shortly. Meanwhile, do new PSC.

Release Plan Query: Lee will send out latest open Release Plan list. Lee has closed those that are Inmates, since FAUG reps cannot do those themselves. Reminder: Local Release Plans should be completed to prevent the Release Counselors from updating them for the upcoming release of the offenders (which changes RP history).

Release Plan changes that Hank Harris and Patty Kress talked about at last meeting has been entered (SR # 2645).

SOON Issues

Lee Cummins/Mary Hunt

Issue raised by Andie at last meeting raised at SOON. SOON needs to control outcome measure conditions. When going into conditions on community side (should go out next week – Mary will notify FAUG). POs will not be able to change trackable yes to trackable no.

Clackamas Co raised question at last meeting re: leave status being charged supv fees. The answer is yes, they are. It can be an office by office or PO by PO decision to waive them, but in DOC400, they will be billed. The account is built during the admission process. It will bill retroactively if

Lily had asked about creating an edit if an offender compacts directly or is held by ICE to prevent a Support Staff from moving case to outcount status w/o PSC from being done. It is possible to create a “soft edit”. FAUG will sponsor a SR with a Hard Edit to prevent case from being put on outcount until PSC/Proxy is done.

Update on question raised by Lily at last meeting re: case closure and closing summaries – it is a county-by-county decision whether to do in-house closing summaries on each case closure when other counties remain open. There does have to be a closing summary when the last felony (or Sex Offender Misd) case discharges...but some counties only have closing summaries being done when closing the case out completely. OISC needs all offenses (felonies and SO misdemeanors) printed. SOON state they have been doing that, already.

Donavan (Lane Co) – going through files to see about supv fees, updating addresses. Ran into program error when using address field from caseload. Can go to address screen (F15) or (F11, 4, X). There have been problems. Support staff there having similar issues. Tickets to Help Desk have been sent. IT Shop, programmers and Mary have not been able to duplicate the issue. This will be very difficult to fix, since it cannot yet be duplicated. Another support staff menu option was suggested and it worked with no issues. No other counties are reporting issues. The Citrix Server may be the issue within Lane Co; caused by using Shift+F keys.

Roundtable

Group

Angela – Polk Co – A Montana Parole Offender with open sanction and the case needed closure. Could not close it without Lee completing the sanction. This has to do with the status of the case. If Lee/Mary are not available, can ask Help Desk to put in a ticket; specifying i-Series team (CIS Team).

Shawna said that if there are issues or concerns, we can email her.

Charles – Multnomah Co – issue with expiration date not showing. Mary asked for example to be sent to try to troubleshoot the issue.

Betti – Yamhill Co – asked if anybody was putting the LS/CMI scores into the PV Reports. Suggestion to copy/paste the bar-graph photo from the LS/CMI into the report.

Andie – Douglas Co – if PO sends sanction for supervisor approval, the email going somewhere else. Lee said there is a problem with Board system where the caseload information is not captured correctly. Most of this has been fixed, but all of it hasn't been fixed. Suggestion to send example in ticket to Help Desk – iSeries Team. This may be completely resolved with new PBMS.

Marne – Clackamas Co – Can we add Scars/Marks/Tattoos to Docsum info. This would be a Service Request need. Angie will email FAUG to see if other codes are being requested to avoid multiple SRs.

Marne – Clackamas Co – Are others tracking out of state (Compact) treatment? No other counties indicate that they are tracking their out of state Compact cases' treatment.

Marne – Clackamas Co – If putting “V” (intervention) for “place” in the chrono, it kicks the user out. This would be a ticket to the Help Desk – iSeries Team.

Lily – Josephine Co – Issue with Local Control warrant requests switching to Board Warrant type. Something is happening in the “send” process. This is happening in Columbia and Josephine Counties only. Suggestion is to use option “15” rather than “10” to send the warrant requests.

Lily – Josephine Co – tried putting ticket with Help Desk when support staff activities were locking up their screens. Another county was also having an issue. She was told that they could not help her. The procedure has changed. She said that it is important to tell them to CC the request to the iSeries Team.

NEXT MEETING – Deschutes Co. May 20-21, 2015