

FAUG MEETING MINUTES

Deschutes County

August 17th 1:00 p.m.-5:00 p.m.

August 18th 9:00 a.m.-12:00 noon

MEETING LOCATION:

Deschutes County Adult Parole & Probation
Programs Building
63311 Jamison Road
Bend, OR 97701

DAY ONE:

Introductions/Welcome/Housekeeping

Justin Bendele

Attendance

Charles Adler

In attendance: Shawna Johnson (Benton); Marne Pringle (Clackamas); Erin Larson (Coos); Rich Vigil (Crook); Justin Bendele (Deschutes); Mike McManus (Grant); Roger Stampke (Harney); Michael Elkinton (Jackson); Denise Easterling (Jefferson); Danielle Dickerson (Josephine); Allen Bergstrom (Klamath); Rachel Frederick (Lake); Larry Evenson (Lane); Krista Lauer (Lincoln); Charles Adler (Multnomah); Paula Fata (Multnomah); Angela Beier (Polk); Tina Potter (Tri-County); Erik Knight (Union); Lena Watson (Wasco); Christopher Swayzee (Washington); Marcus Krieg (Yamhill); Lee Cummins (DOC); Mary Hunt (DOC); Shawna Harnden (Parole Board); Jaime Ferguson (Parole Board); Ruby McLorey (Compact); Jay Scroggin (Multnomah – OACCD); Denise Sitler (DOC); Tracey Coffman (DOC).

Minute Review

Group

Minutes from May 2016 Meeting are approved as written.

Parole Board

Shawna Harnden

In May the Board's Morrissey Hearings Officer, Fay Stetz-Waters, and the Warrants Specialist, Teresa Edwards left for new opportunities. Both positions have since been filled through the normal recruitment process. Our new Morrissey Hearings Officer is Edward (Ed) Hall and our new Warrants Specialist is Keiko McKenzie.

Jaime Ferguson was hired to fill the Supervising Executive Assistant position that was previously held by Shawna Harnden.

Our receptionist, Del Grady, is currently on a job rotation with DOC. Several staff are assisting in covering those tasks. The expiration process has been moved temporarily to

Rachael Hunter. If you have any questions regarding an expiration, you can either contact Rachael (Rachael.E.Hunter@doc.state.or.us or 503-945-0931) or you can contact Jaime Ferguson, the Board's new Supervising Executive Assistant and she will provide further assistance.

Our Records Specialist, Kathleen Wilson, is out on maternity leave. Tosha Walsh was hired to maintain coverage in the records office.

Shawna sent out a new roster (attached – see page 10).

Compact

Ruby McClorey

Mark is going to be at the Cleveland in September. There will be an Emergency vote on a Rule Amendment regarding violation reports. It will, if passed, changing the current violation process from 3 significant violations to a build up to one report. The receiving state needs to supervise the offender as they would their own and to the best of their abilities ... and not violate on small violations and then ask the offender to be retaken.

An ICOTS email DL is being instituted and will be used to send out monthly updates to all ICOTS users as opposed to just the Compact Coordinators. Please still use our general interstate box which will continue to be used for gathering info and Mark will send out updates to the new DL of all the ICOTS users.

Reminder that there is a Compact Coordinator Meeting on September 29, 2016 – everyone welcome; they just need to register. It will be held in the Admin Bldg in Salem from 9a to 3p.

Mary Hunt said that there are a lot of questions that are sent to her that are really ICOTS-related and she is forwarding them to Ruby. Conversely, Ruby is getting questions that are really CIS-related and she is forwarding them to Mary.

If an Oregon conviction on Bench Probation is ICOTS-eligible and is being managed by Probation/Parole Office, they are not to be entered into CIS.

A question was raised about fingerprint cards for incoming Compact cases. Ruby said this is more of a P/P issue and not a Compact Office issue. Angie will see if she can get a Rep from the OSP to come to our next meeting.

Data Warehouse

Denise Sitrler

The way to get into the Data Warehouse (DW) has a new step, now that it's in SAS. There is a website to go to first.

Info is taken out of DOC400 and put in the DW and this is where the (6-7) outcome measure reporting is done. Other reports can be run from the info in the DW. Historical trends can be reviewed from the info in the DW.

Inside the DW, there are several charts available in the menu. The Offender Demographics, Community Outcomes and Case Management are the most commonly-used charts. Reports can be tailored to the user's preferences (on what info is to be displayed in the report).

There is a 4-month lag on data available. The Community Offender List is the only real-time report available.

The Community Caseload demographic data defaults to the funded cases active and CMPO cases (Community Caseload – YES). If you choose Community Caseload – NO, it will include Misdemeanors, as well as Felons past their MAX date.

In the Offender Demographics chart, the info can be broken down by supervision type/gender/race/employment/age/county/crime type/etc. Sex Offenders are flagged if they have ever been (even in the past and not currently) supervised for a sex offense ... but may not be what the user wants. Denise is going to propose this to be looked at.

Outcome Measure data: These only pertain to those offenders in the funding pool (no Misdemeanors or those Felons that are past their MAX date. Some of the data only shows data for HI/MED population and those on LOW are not reflected. EDIS closures are now calculated in the Positive Case Closures. The treatment data can be adversely affected by those cases that don't need treatment or have completed treatment; making this part of the report not ideal. If you have a treatment entry into the module, but no entry date, it is not captured in the data as 'participating in treatment' ... and this info can be seen in the Aging Report. The Data Exceptions Report can be viewed as a 'clean-up' list.

LS/CMI Reports (Case Management). These reports haven't been reviewed recently. Some of this information would be best retrieved out of OMS and not the DW.

Denise will send out a link to the manual for the reports. The manual was created in 2007, but there have been no changes in the system since that time, so the manual is still valid.

PSC

Denise Sitler

Offenders coming off of ABSC whose old assessment was from OCMS ... were not captured on OTTO. These offenders should be reassessed when coming back off of ABSC.

Denise sent out a list of offenders whose supervision levels were stripped out of the W/W Caseload screen (when coming off of ABSC for over 6 months). Lee has spoken with Programming about this issue. A potential fix may be a program that looks at the previous risk assessment and inserts that level. Denise found that this was not working as it should...so it was taken out of production. Therefore, there will be blank levels on your caseload. This issue will be ongoing ... unless/until there is a good fix. This is sitting in the queue.

Use of Proxy v PSC. Reminder that the PSC is not available until 6a the following morning. A PSC being run the same day the sentencing data was entered might show 'no PSC' ... and some people are then running Proxy, thinking there was no PSC available.

Budget-building Snapshots are coming up, so Denise will send out clean-up lists as the Snapshot days (10/1, 11/1, 12/1) approach. Reps will not have a lot of time to get the info updated, as Denise will send the lists only a few days prior to the Snapshot days so that the counties can include as many offenders as possible for the budget-building process. Therefore, Reps are asked to clean up their lists ASAP.

MISC

Rule revisions are being considered on the following topics:

- Community Corrections Programs
- Structured Intermediate Sanctions
- SO Special Provisions
- Active/Inactive Probation
- Transfers

Feedback for suggested changes will be solicited.

FAUG Rep Manual finalization

Group

The DOC400 User Guide ("flipchart") is on the website. The topic will be put on the upcoming agendas for updates. The PSC and Proxy info needs to be added. The Policy Override Definitions need to be added.

DAY TWO:

DOC Update

Lee/Mary

An issue has been found regarding LC Warrants that have been sent to a supervisor for approval, and the supervisor has made changes before approving it. When this happens, it changes the status from LCOM to COMM and you are not able to complete it. This has been submitted as part of the warrants service request, #2749.

In 2007, meetings were held to discuss reworking the sanction module. We can enter a service request for this; however, there are so many service requests in the queue (which includes other divisions of DOC). It may not score higher than the other SRs currently waiting to be worked on. Proposal was to have some Reps spend some time to go over the info on the modules to put together a SR that has an appropriate score (which would likely score higher than many other SRs in the queue, based on needs and risk/liability). Larry, Charles, Angie and Lee will meet to discuss this.

We have been asked to look at our SRs, because the new IT Manager wants to make sure that they are all necessary. We did this and determined we need to keep all our current requests. Another thought was to combine some SRs that are in the same program or system, and a list of those (mostly from FVSN and SOON) were forwarded to the SRGC chair. Only items that are absolutely necessary should be entered as SRs.

Lee said that she cannot enter WRNA into the code table as an override for the PSC/Proxy. It is hard-coded and not in a table, which will require a programmer to add. Therefore, this cannot be done at the moment, but could be added when the request to automate the WRNA is worked on.

SOON Update

Lee/Mary

At last FAUG Meeting, Lily asked if it is all right for support staff to enter chronos on an offender's record. Mary checked in the OPS Manual to see if this is prohibited. There is one section in the manual regarding entering offender notes, but nothing prohibiting the entry of chronos by support staff. By entering notes, the PO would be sent an email and can then decide if they want to add the note to the chronos. Some offices want this to happen, but others don't object to direct entry into chronos. It is an office-by-office issue and not a statewide decision. SOON was reminded of this at their last meeting. If support staff are going to do chronos, they need to be trained or reminded of what constitutes a "Significant Contact", since the program defaults to "Y".

The Manual Committee reviews sections of the OPS Manual at each meeting, and there is a section on closing cases to EDIS. SOON questioned whether the report DOC send to POs (with cases possibly eligible for EDIS closure) should show each count individually or the docket number (the system will allow either way). Mary took this to Denise Sitler, who said that, for the reports, only the longest-running case should show on the report. SOON thought both the docket and count were listed on this report, but Denise said it should only be the docket number. Uncertain if the report is pulling the first count that is eligible or if it is waiting until it is the longest-running count that is available. Mary asks if someone who finds an example of how the report is run on their next report to send it to her and Denise so they can check it out further. Tina Shippey will work with Mary on this issue.

POST NOTE: Mary and Tina Shippey discussed the above issue. Tina said the EDIS Review Report only displays the docket number (no count numbers). When a docket has multiple counts, the case appears on the report when the longest running case is eligible for review, so the report is working correctly. Mary will let SOON know and they can make corrections to their OPS Manual if necessary.

Lee pointed out that SOON and FVSN review a section of their manual at each meeting. She asked if FAUG want to do the same. Angie said that the manual will be reviewed at the end of each meeting. Lee said the “flipchart” is the only thing that POs have so should this be more of a manual? Angie suggests that it stay more as a guide, but with reference to fuller documents.

STTL

Tracey Coffman

STTL have hired a Business Analyst to determine which platform to build their program on. Tracey said the hope is that it will just be put on OMS so there won't be yet another program to interface. The program will be rolled out in pieces.

Right now, they are updating the STTL Designator to match the STTL Rule. They are working on the Sanction Module for STTL-use. Since there is not a “STTL” location, this is causing problems. Tracey will send out info as progress is made.

The STTL Manual is being created and will likely be available on the secured website for PO/DOC use.

OACCD Update

Jay Scroggin

The requests from the last meeting were approved. Lee said she needs a formal request to add the codes mentioned...because, if the codes are not entered, the reports cannot be pulled properly.

OACCD approved a change that when No Action is taken on a sanction, it will not count in the number.

Criminal Justice Commission has a new database for demographics.

Another time study will be done in late-2017/early-2018. It will be more robust than the last one that was done. It will be similar to the 2002/03 time study. Multnomah County will do their own time study. It is still in the development stages at the moment.

OACCD approved deletion of sanctions... however... some counties want it to be approved by a supervisor and others don't. It will be a county-by-county decision.

WRNA

Marne Pringle

The WRNA is currently on GovSpace until it is automated in OMS. A training is required to get sponsored on GovSpace (required for access to GovSpace). The WRNA is a case-planning tool. The case-planning is being done in OMS. The expectations (regarding time limits on getting WRNA and reassessing) match that of the LS/CMI.

How it works: The user will download the community template, complete the WRNA, transfer all the info onto the template and then upload it.

The first 6 questions are introductory questions to assess attitude. The remaining questions are read verbatim and are yes/no questions. Points are calculated automatically. After the interview, the offender is given a survey, which is tallied on the tool.

Instead of a HI/MED/LOW in domain category, a “treatment need” is determined. It’s either a treatment need or not. It will also guide the user on how to case-plan. It will also give strengths (marked as “strengths present”). There is an overall level assessed for supervision level. Because the PSC/Proxy cannot be overridden at this time with WRNA designation, users will use “Policy” as the override reason.

The WRNA will calculate the supervision levels as Low/Moderate/Medium/High. It is county-by-county as to assigning a level of supervision for the Moderate level (either as a Low or Medium).

The WRNA can help with identifying need for trauma-informed treatment. An issue was discovered in some counties ... which don’t have those resources available in their county; presenting an issue of how to deliver treatment based on WRNA outcomes.

Marne will ask Jeff to set the next training dates and then advise POs when it will be.

Roundtable

Group

Christopher (Washington) – There have been 3 cases that were added to a PO’s caseload as a Primary, but are not showing up in OMS as a Primary on their caseload. Nobody else has seen this happen.

Mike (Jackson) – They have noticed that the “Zone” section in the field HV list is gone. Mary said that at the last meeting, a question was whether zones are being used ... and the response Diane Routt was told it was OK to remove from the demographic report, but was supposed to be listed on the HV list. Mary will check with Diane about this.

Lena (Wasco) – Is it possible to add to the W/W Caseload screen something to indicate whether ROIs are on-file (similar to DNA). It would require a SR. The group feels more

info is needed before a decision could be made ... however; the group is mostly in favor of it ...just needs more research. Jay Scroggin will bring this back to OACCD to inquire as to other counties' practices.

Allen (Klamath) – Klamath (and Lane) are using PTO (as opposed to FTO) to train the trainees. This model uses problem-based learning for trainees (coaching). Jay Scroggin said that it appears that PTO may be the way that future training will be.

Allen (Klamath) – Problem sending to Distribution Lists. Lee said that it used to be that a county's IT Dept would contact DOC IT to get the lists. However, various counties' firewalls will prevent those emails from coming/going as a security measure. DOC is looking into options to fix this. One option is ListServe, which a demo is going to be given.

Allen (Klamath) – Anything scanned into eCourts should be on pleading paper w/ 2" top spacing and 1" bottom spacing. The Oregon Uniform Trial Rule dictates how the forms have to be formatted. Is anybody else having to adjust their forms to fit these margins? It was raised a while back by Josephine Co, but was later resolved and so it was dropped. Allen has to work on their forms, anyhow, and is willing to share.

Shawna (Parole Board) – Reminder on Revocations – the county has to submit a new release plan 30-45 days prior to revocation end date. It is the county's responsibility. Hopefully, in the future, the Board will be in a position to send out reminders to POs to do this. Send orders to orders.boppps@doc.state.or.us

Shawna (Parole Board) – Email was sent out from Director Carney re: Morrissey extradition process. Now, the offender comes into CCIC and is processed through the movement screen and the offender is sent back to the local county's jail. The in-custody date is the date the offender is processed into CCIC (no credit for time served in another state). Be sure to add somewhere in the report it was an extradition offender. This makes sure that the proper dates are being used for custody time and also prompts the Board to add the extradition condition (to repay the costs of extradition). To find out the date of in-custody, an email/teletype is sent and it is also found in the movement screen. There are still discussions on what sanctions are being recommended/imposed. Mary said that in the movement screen, CCIC will use CNPO as the release code (moving the case off of ABSC), the support staff will pick it up and print off new Kardex. The extradition condition is enforceable by the PO, but any uncollected fees (to ultimately be paid to the Governor's Officer) will be sent to DOR for collection.

Tracey (DOC – STTL) – Ask staff to have the field investigations done w/in 45 days of receipt. The STTL process is on hold until the approval is received, so it is very important to have that done ASAP.

Danielle (Josephine) – A Sobering Center has opened up that allows for 24-hr lockdown for intoxicated offenders. What sanction code to use? This issue should be sent to jail inspectors. If it meets the criteria of jail, then can use jail. If not, perhaps, Secure Tx.

Upcoming meetings:

November 16-17, 2016 – Josephine Co.

February 15-16, 2017 – Lane Co.

May 17-18, 2017 – Klamath Co. (Coos Co. as backup)

NEXT MEETING:

November 16th-17th

Josephine County

Oregon Board of Parole & Post-Prison Supervision

Dome: 2575 Center Street NE, Suite 100
Salem, OR 97301

Annex: 198 Commercial Street SE, Suite 205
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Chairperson:	Michael Wu
Vice-Chairperson:	Christine Herrman
Board Members:	Sid Thompson
	Patty Cress
	<i>(vacant)</i>
Executive Director:	Brenda Carney

Supervising Exec Assistant: Jaime Ferguson

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