

# FAUG MEETING MINUTES

## Hood River County

November 15<sup>th</sup>, 2017– 1:00 p.m. to 5:00 p.m.  
November 16<sup>th</sup>, 2017 – 9:00 a.m. to 12:00 p.m.

### MEETING LOCATION:

Hood River County Courthouse  
309 State St. Hood River OR 97031

### DAY ONE:

#### **Introductions/Welcome/Housekeeping**

**Jamie Hepner**

#### **Minute Review**

**Group**

Minutes were reviewed and changes made, include:

- Shawna's email indicated that INOP time would be added prior to an offender being arrested on a warrant. This is not possible. INOP time will be added upon arrest.
- Pg6 – (eCourt profiles) mentions that Shawna was going to contact Oregon Judicial Court Information Network for all of the counties. This cannot be done ... each county must contact the Oregon Judicial Court Information Network themselves.
- Pg7 – (SS Numbers) – This was the belief at the time, but the Counties are not subject to SB1067 ... only state agencies.
- Jay Scroggin requested removing the dollar figure on incoming compact cases, as this may vary (in order to avoid confusion).

#### **Attendance**

**Justin**

Marne Pringle (Clackamas); Christopher Swayzee (Washington); Larry Evenson (Yamhill); Paula Fata (Multnomah); Joe Swope (Lane); Jay Scroggin (Multnomah/OACCD); Lee Cummins (DOC); Mary Hunt (DOC); Judy Bell (DOC); Ruby McClorey (Compact); Angela Beier (Polk); Tracey Coffman (DOC-STTL); Andie Cortes (Douglas); Jeremy Prindle (Lincoln); Cody Kunigel (Hood River); Shawna Johnson (Benton); Jeff Livingston (Marion); Brad Allen (Deschutes); Rachel Frederick (Lake); Mike Elkinton (Jackson); Tanya Barrineau (Clatsop); Jessica Jauken (Wasco); Jared McLennan (Jackson);

#### **Compact**

**Ruby McClorey**

Mark recently (October) attended the annual business meeting. There were no new rule proposals; only wording changes.

Khris Nunnery is now working with Compact. She is working with Reporting Instructions.

Mark has joined in on a Victim workgroup surrounding Victim Notification.

There is some Compact training that is available on the website.

New standards are in effect for offender photos – offender must be recognizable in the photo, the photo must be in full color (no pixilation), the photo must be in portrait orientation (height greater than width).

### **Transitional Leave**

**Tracey Coffman**

Michelle Mooney (Admin Specialist) has been promoted to Rules Coordinator. Colin R. from OISC will be joining STTL soon.

Reminder – In January, STTL will be 120 days, rather than 90. This affects offenders convicted 1/1/18 and after.

Reminder: If an offender is on ABSC on STTL and is arrested, please submit a new violation report; do not rely on the old one. Added info about what the offender was up to during ABSC time is important.

### **Word Merge**

**Angela Beier**

There are multiple ways to create/save mail-merge documents for Windows10. Angela has the code and can email it out (with instructions).

## **DAY TWO:**

### **DOC Update**

**Lee/Mary/Judy**

The programmers have been asked to make some fixes to the phone/email fields that POs have found with the recent updates. They include:

- Email field – There was not enough real estate available to add all of the elements ... therefore the 'E1', 'E2' elements are on a separate field. They added a (F-4 =W/W) and made it a tab stop location for the user. The user MUST press F4 to get to the screen to enter an email address ... no data entry can be made on the first screen. This fix should be pushed out soon.
- Currently, if the user tries to correct something in an existing email address, it will require the user to close (stop) the first one and then create a new one. This is being worked on to fix ... so that the user can make corrections.
- Phone – currently, if the user creates a new phone number, it will not put a stop date on the prior number ... but if user goes into the F4 screen, it will.
- When adding addresses, they soon must include a city/state/zip (for collections purposes). This change will be released around the end of November.

- DOCSUM not working w/ new phone designations, but this is being worked on in a Service Request.
  - Requests from FAUG
  - History is currently going into descending order. Move to ascending order.
  - Auto-close the old number when creating a new number.
  - Asterisk (Addresses)

Reminder: Users who create Local Control Release Plans need to close them (don't delete them). There is a view 'by location' with a list of plans that are currently open in that location. View options also include 'by caseload' and 'by offender'. The 'by offender' view shows all plans for that offender, but the 'by caseload' and 'by location' only show currently open plans. Jay Scroggin will bring this to OACCD for Roundtable to ask the Directors to take this back to their counties. Any plans on the list for offenders in Inmate status will need to be sent to Lee for completion.

Warrants that have been withdrawn (WTWT status) will stay on view of warrants forever. This has been requested to be removed from that view (Warrants Service Request).

Lee did add PO email to the DOCSUM Code Request. Lee asked if FAUG wants the offender's email address also added. FAUG decided that this is not needed at this time.

Lee added ECRT to the 'Person' table. The OJIN code was not changed ... only discontinued. This preserves history. No issues have been reported.

Question from Multnomah Co to Lee: Email was changed to EM in 2015. The question was to have a separate code. FAUG still maintains that all forms of Electronic Messages will stay with 'EM' and do not approve splitting it into separate codes.

FAUG's open Service Requests:

- SR2697 – Edit to require PSC to close to outcount – In progress.
- SR2775 – Sanctions Fixes/Enhancements – Ranked #10 in overall SR queue
- SR2776 – Sanctions/Warrants programs to go into OMS – Ranked #11 – NOTE: a FAUG Workgroup will need to be convened when this begins to be worked on.
- CMA fixes via Supervision Network (8 total) – Ranked #16-#23.
- SR2666 Treatment Module fixes – Ranked #40 – This was added in Jan 2015
- SR2749 Warrants program fixes – Ranked #41 – Cannot be done in ticket form.
- SR2667 – add long descriptions to conditions table – Ranked #48
- SR2680 – add county photos to OMS – Ranked #53
- SR2720 – DOCSUM codes – Ranked #60 – They include:
  - Community Supervision Level (to indicate which tool was used)
  - Risk Assess Total (to indicate which tool was used)
  - Scars/Marks/Tattoos
  - Overall LS/CMI Level/Score
  - Domain scores

- PO email address
- SR2606 – launch DOCSUM from OMS - Ranked #78

Emergency network maintenance – drastically affects Community Corrections – the fix is to take all systems down (CIS, OMS, WebLEDS, etc). IT are trying to schedule this for 11/21/17 from 11a to 3p. Due to limitations on IT (primarily the failing appliance), cannot postpone any longer. Lee will still push for a time that is outside the business hours, if possible. IT have committed to the work being done on 11/21/17, but are working with DOC to see what other times that day the work could be done. FAUG Reps should let their own counties' IT Department know that the hardware/appliance is in a failing state and that when fixed, there might be changes needed in connectivity to the server.

### **SOON Update**

**Lee/Mary/Judy**

SR#2697 – Add edit to prevent closure to outcount w/o PSC score. This was requested by Denise Sitler in Aug 2015 to prevent budget shortfalls. Lee/Judy have met with the programmer on this SR and it is being worked on. Testing hasn't yet begun on it yet.

The DNA database is regularly being compared between State Police and DOC. If a DNA sample is a bad sample, OSP will contact the SOON Rep to notify that the collection data needs to be backed out of CIS. NOTE: Mary handles the discharged offender records. This will create a R/REQ for the DNA collection. Reminder to FAUG to communicate with staff that this could occur. A question was raised about whether a chrono would be entered by whomever is backing out the DNA collection data to notify the PO that this is what happened so that the PO is aware as to why DNA is showing as required again. This will prevent the PO from reentering the original DNA date back into CIS.

CIS Backup maintenance schedule was discussed (currently Sundays 12:15am to 4:30am). There are concerns with this schedule (available info to POs for after-hours calls). Other options were considered. Lee will work w/ Development Manager to see what changes can be made.

### **OACCD Update**

**Jay Scroggin**

Jay will take the following requests from FAUG:

- Permission for system auto-close Interventions overnight.
- Each county have a FAUG Rep and that the Rep participate in FAUG Meetings.

Shawna Harnden brought up regarding POs requesting warrants on both PPS and Probation ... If sanctioned on Probation only – the PO needs to send a lift request or to complete the sanction as 'NOAC'. This might be better for the Board to take to OACCD.

Update: The Time Study is done, except for some lingering cases. The feedback from Denise/Larry at DOC is that the POs' entries/corrections have resulted in the best data. This participation was greatly appreciated.

### **Upcoming Meeting Locations**

### **Group**

February 14-15, 2018 – Benton County  
May 16-17, 2018 – Deschutes County  
August 15-16, 2018 – Lane County (Florence)  
November 14-15, 2018 – Douglas County

### **Roundtable**

### **Group**

Lane County – Any new rules about all counties accepting DV Misdemeanors. The rule is that if your county already supervises them, you must accept them for transfer.

Clatsop County – SCRAM – Sanction screen in CIS don't indicate how custody units apply (i.e. – day-for-day) ... how do other counties do it? Under OARs, if you are not restricting offender movement, you do not use custody units. Recommendation to use Intervention or do PO-directive or add to Case Plan.

Marion County – Assessments are drastically changing from time PSC is entered to time of assignment. Reminder that the system needs to update overnight (after entering the conviction into CIS) to run the PSC.

Multnomah County – The Courts are putting new Misdemeanor PSC cases on Conditional Discharge. Question was raised as to ability to add restitution condition to CDs. It was thought that this cannot happen on CDs. Mary doesn't believe there is any restriction to adding any conditions to CDs. Judy asked that the example be sent to her to review further.

Multnomah County – Any updates on FAUG Manual? This will be put on the agenda for the next meeting.

Multnomah County – Day Reporting Centers Counselors are chronoing themselves as the Treatment Provider in the Place field. Are any other counties doing that? Because they do MRT/T4C, it is OK to use this code in the Place field.

Yamhill County – Phone number field – Is it possible to enter more than two in the history. If the user uses the F4 screen, they can enter more than two numbers. Only one of each type (Home, Work, Message, Cell) can be active at a time. Any additional numbers of each type will have a stop date.

NEXT MEETING:  
February 14<sup>th</sup>/15<sup>th</sup>  
Benton County