

# FAUG MEETING MINUTES

## Deschutes County

May 16<sup>th</sup>, 2017– 1:00 p.m. to 5:00 p.m.

May 17<sup>th</sup>, 2017 – 9:00 a.m. to 12:00 p.m.

### MEETING LOCATION:

Adult Parole & Probation Programs Building  
63311 Jamison St NE Bend, OR 97703

### DAY ONE:

**Introductions/Welcome/Housekeeping**

**Tanner Wark**

**Minute Review**

**Group**

Pg 3 – Should be COBOL ... not Cobalt.

It was also noted that 80% of programmers' job is in Sequel.

The meeting minutes are approved with the above changes.

**Attendance**

**Justin**

Shawna Johnson (Benton); Marne Pringle (Clackamas); McKenzie Davis (Coos); Dona Dotson (Curry); Justin Bendele (Deschutes); Brad Allen (Deschutes); Andie Cortes (Douglas); Roger Stampke (Harney); Cody Kunigel (Hood River); Jared McLennan (Jackson); Denise Easterling (Jefferson); Danielle Dickerson (Josephine); Rachel Frederick (Lake); Joe Swope (Lane); Bonnie Timberlake (Linn); Charles Adler (Multnomah); Angela Beier (Polk); Tina Potter (Tri-Counties); Jessica Jauken (Wasco); Christopher Swayzee (Washington); Larry Evenson (Yamhill); Betti Spencer (Yamhill); Lee Cummins (DOC-CC); Judy Bell (DOC-CC); Tracey Coffman (DOC-STTL); Jay Scroggin (OACCD); Meredith Allen (DOC- Release Counselor);

**County Updates**

**Group**

Deschutes Co – Possibility that the current building may not be available for meetings in the future.

Deer Ridge – At capacity. Pop at 900+.

Wasco Co – Has new clerical staff. Opening a 2<sup>nd</sup> transitional house with Bridges to Change.

Jackson Co – Just hired 3 new POs and had recently hired 4.

HR Co – Hired peer mentor.

Multnomah Co – Truls Neal is new Director. Erica Pruitt is Deputy Director.

Coos Co – Fully staffed.

Linn Co – Had prospective employee took another job ...leaves an opening. Will do a walk-through of the new building in June. Will be next to the jail.

Clackamas Co – Openings for a PPO I and II.

Lane Co – may be currently hiring.

Douglas Co – Some potential PPOs in background. May hire PO Techs soon.

Lake Co – has 3<sup>rd</sup> PO ready to go to the academy.

Washington Co – Two PPOs in hiring process. May be hiring a third. Veterans' Court will be starting soon.

Polk Co – Started group intake process (not previously done before). WRNA and Case Planning is now being done in OMS.

Benton Co – Participating in CJ study reviewing aspects of the Court, custody, release, steps until getting to Probation. Recommendations will be made from this study. Based on small jail size.

Yamhill Co – Started own DT/Firearms in-house. Switched from 40 to .9mil. Jail is starting a Medicated Assisted Treatment program (suboxone).

Multnomah Co – The following units are moving offices.

- Gresham office is moving to the address for the East Office (1415 B SE 122<sup>nd</sup> Ave Portland). They will keep same MTGR, ORI, Caseload numbers
- FSU and Women's caseloads moving from Mead Bldg down town to the Gresham Office. (495 NE Beech. Gresham)
- Programs unit – was at Mead Bldg (MTDZ) is moving to the East Complex (Managed by Brian Smith)
- DV Unit – will move to Mead Bldg (421 SW 5<sup>th</sup> Ave Portland)

Other changes:

- The shelter at the Mead is now a permanent shelter. (men only)
- The shelter at east campus is now a permanent shelter (couples only)

**Compact**

**Ruby McClorey**

Ruby was unable to make it to the meeting.

## **Transitional Leave**

**Tracey Coffman**

In middle of automation and that is moving along well. Also doing testing on RC side, as well as some of the PO stuff. All releases will be available on OMS after automation is complete. Hoping to get Warrants/Sanctions modules moved to OMS as part of the automation process. The SRs are already in, but it hoped that it can be expedited as part of this process. The decision as to which shop in development will work on this has not been made yet. Because Warrant/Sanctions modules are already up in PBMIS, it might facilitate the building of those modules in OMS.

Question raised whether an inmate released on STTL who has violations can successfully completed STTL. Yes, it is possible.

## **Parole Board**

**Marshall Morales**

Marshall was unable to come to the meeting.

The Board has a new Director – Dylan Arthur.

Lee Cummins ask the group about issues sending sanctions and the related automated messages. Sanctions in RETU status should prompt an auto email message. The group appears to be getting those messages.

Lee said there was discussion about the email from Patty Cress (special conditions v PO directives). There is a piece in that would have the SC10 would be made into a GC with it labeled as GC17 (to match Probation). There is not a GC15 or 16. This was temporarily adopted at this point. It should go permanent in about six months.

## **Release Plan Training**

**Meredith Allen**

See info (PowerPoint ... click on page 10) for the training materials.

Other info:

The Board is requesting the Release Plans to be sent to the Board 60 days prior to release.

The Board can send a plan back to the RC or PPO to add conditions recommendations.

It is requested that if the Release Plan is with the County for investigation (before sending to the Board), the PPO either accept ('A') or deny ('X') the plan/address.

The 'Notable Issues' section may contain recommendations to the Board for conditions on PPS (i.e. DV Package, etc.). The PPO may also make recommendations to the Board. The person (RC/PPO) who makes such recommendations should include their name and location so the Board can contact that person in case of questions.

There is a new rule/law regarding inmate accounts. DOC has ability to take 5% of every dollar in. Part of that amount goes toward restitution (if any) and the other part goes to an account to go to the inmate upon release (similar to a re-entry savings account).

There is ability to include up to four addresses to propose for release. PPO can press F6 to view the additional addresses.

Question whether Release Counselors are looking at prior addresses when working with the inmates on the Release Plans. They generally do, however, it is possible that some RCs do not know how to do this. Meredith will take this back as a training point.

Question whether the Release Counselor is able to see a new/pending charge and try to resolve (i.e. get a cite-to-appear) so that it does not affect the STTL eligibility. Yes, the RCs should be doing this.

### **DOC Update**

**Lee/Judy**

Probation GCs changed recently (GC17) added “and follow reasonable recommendations resulting from the assessment.” This was signed 4/13/18 and applies only to offenders sentenced on/after that date. This bill allows the PPO to direct an offender to do (for example) a cognitive program, as long as the assessment (i.e. LS/CMI) exists and calls for the program as part of the recommendation. (ORS 137.540, SB1543)

There were some email discussions regarding adding LCA Suspend/Detain hold mask in LEDS. If a LC offender was in custody on a new charge and the LCA wanted to put a detainer. There was no way to put a S/D hold in LEDS ... there was no mask. There is one, however, for a Board S/D. This change has been made and went out with the enhancement on 4/12/18.

There was a list handed out. There was a question from a programmer on Option23/24. The list is of everyone who has used Option23. The programmers want to discontinue Option23. FAUG Reps are asked to have anyone in their offices change to Option24 so that 23 can be discontinued. **FAUG approves the removal of Option23.**

Central Office has had to conduct County Community Corrections reviews. It had to do with looking at the counties' biennial plans. By rule, this must be done and it used to be annually. Now it is every other year. The new process will be piloted in Linn, Douglas, Lake, Umatilla and Marion Counties. One of the areas being looked at in this review is 'participation in user groups'. There are many areas that are reviewed. This is akin to a “CPC” for the counties. This can be used to spotlight areas for future training.

There has been discussion about FAUG Reps maintaining the Polygraph module. Paula Fata took it to SOSN. They approve. Lee has yet to determine whether FAUG Reps have the authority to maintain the Polygraph module.

A trouble ticket went in because a PPO did not receive notification that a PPO in another location entered a chrono on their case. It was learned that the person had entered the chrono into OMS. This appears to have been an oversight in OMS programming. Lee has asked to have the CMA Service Request #2668 add this fix. She is awaiting a response.

### **SOON Update**

**Lee/Judy**

The reason the request was made to remove the SSN from the Kardex was due to Multnomah County rule that anything with confidential info on it cannot leave a secured area. This cannot be possible due to business practices and their multiple locations. FAUG sees valid reasons why the SSN should stay on Kardex.

If a county supervises an offender and s/he picks up a LC sentence in another county. The LCA puts info into the Release Plan about staying in that county ... but the PO in the supervising county doesn't get any input or notice. It is requested that contact with the supervising county be made to let them know.

SOON is getting another Service Request done. It is hoped that it will roll out next week.

Multnomah County has a request. Their intake office is investigating the IRTs and when they approve, some sending PPOs are immediately the file to the investigating PPO ... but the intake PPO is not the PPO that will supervise the case. Therefore, it is requested that PPOs wait to send the case until the response is received. That response will have the information of the supervising PPO.

Leave sanctions in DOC on STTL cases still exist. They need to be deleted. The CSWK cases are ok to delete but the jail sanctions have to be run by Tracey Coffman. NO LEAVE STATUS CASES SHOULD HAVE SANCTIONS IN DOC400.

### **DAY TWO:**

#### **FAUG Duties Training**

**Lee**

Some notes:

Under Scope Of Authority...need update to the section that references sending items to the Automation Committee, as we do not do that any longer.

Have the ability to delete a Case Plan in OMS if it was done on the wrong offender. This (and if an accidental duplicate was created) are the only reasons for deleting a Case Plan.

Changes to the Community Corrections Coordinators: It is no longer Mary Hunt ... is now Judy Bell

## Treatment Module:

**It is the FAUG Reps' responsibility to maintain the information for the treatment programs, but it is the PPO's responsibility to ensure that the assignments are managed correctly.**

All providers will be reviewed a minimum of 6-12 months. This information is captured by other parts of the system (done in response to SB267). This duty for FAUG Reps is mandated by law.

The system will show as default only the current providers. To activate an expired Tx Provider, change the setting (subset) to either 'ALL' or 'EXP'. Then go to that provider and change the "expired – Y" to 'N'.

When reviewing a Tx Provider, there will be a notification 'ACTIVE TX ASSIGNMENTS' in red that will indicate that active referrals to that provider exist.

Criteria – There are criteria for entering a provider into the module ... both whether the provider should be entered in the first place and how to enter them (the naming convention).

A question was raised: Can a FAUG Rep in one county enter a provider into the module when that provider is in another county (but that other county does not use or recognize that provider)? The business rules for the Treatment Module state that the county where the provider is physically located must be the one that enters/maintain the program in the module. A suggestion was made to include comments in the comments section, and it appears that the comments in the module show up on the Oregon.gov website. There are some legal issues that the Directors will have to consider. **Jay will take the question to OACCD for a decision** (Can a county enter a program into the module for another county if that county (where the provider is located) won't do so?)

To change an offender from one program to another, go to that offender's assignment in the program and put a '2' and then select the new program (can use 'F4' to search).

If a provider is entered incorrectly, it will need to be expired and the correctly-named program entered.

If a program is changing names, the assignments under the previous name must be closed out (as an ADMIN closure) and then assigned to the (newly-named) program.

Naming Convention – Use the 4-letter county code first, then a 'dash' (with no spaces) and then a name. Using other formats will result in the program not being listed in the proper alphabetical order.

Web-based providers: if the offender has to go to a particular location to participate in a web-based program (i.e. Virtual group sessions from that location), then that program

will be entered by and in the county where the physical location is. If it is a truly web-based program (the offender accesses the treatment program from home by internet), then the location is 'WEB'.

For out-of-state programs, use 'OOS-(state code)(space)(program name)'

### Sanction Duties:

Authorities all key on the offender's current status ... not what status the offender was in at the time the sanction was done.

FAUG Reps can move completed sanctions back to PEND status ... or can complete open sanctions ... for cases in Probation and PPS/LC status. If they are in PPS/BRD, POSTPAROLE or PAROLE status (or are on an Institution caseload), they must be sent to Lee to change the status of those cases. (NOTE: If the status is POSTPRISON (without any /LC or /BRD), take that back to support staff to correct. Otherwise, the program will think it is a Board case, even if it is not ... and will not allow the FAUG Rep to make any changes).

If a Board returns a sanction and uses a RETU code, send it back to the Board or send back to Lee.

The emails that are sent out regarding Sanctions without Movements are FYI only and do not require action.

The emails from Denise Sitler that are Sanctions in Other Than Complete Status lists are very important and should be addressed (NOTE: This is being reviewed to see if sanctions are being completed). This list will have 'Status' and 'Sanction Given' info added to the report. Denise has noticed that a lot of sanctions have nothing in the 'Sanction Given' field

More info will be provided in the August meeting.

### **Manual Update**

**Charles/Group**

The CIS Users Guide has been updated. He will send that out to the group. Any proposed changes will be reviewed in August.

### **OACCD Update**

**Jay Scroggin**

Update regarding IRTs and the sending PPOs cleaning up treatment record before sending the IRT. The Directors are OK with the practice and training that the Treatment Module should be cleaned (all but current referrals completed/closed)... and to add a

check box to the IRT indicating that it has been done ... but they are not OK with that being used as a reason for denial of an IRT.

Two Senate Bills passed last year ... regarding Certificate of Good Standing and Community Service Exchange Programs. The Certificate of Good Standing is a way a Justice-involved person ... when their done with supervision ... can apply for a CGS from the court where they are residing. This certificate will go into NCIC for background check purposes). Community Service Exchange Programs are for PPS cases – if an offender owes fines/fees (but not COMP/REST), the county has to have a Community Service Exchange Program so the offender can work off the amount owed ... done via Court waiver. They are starting to inquire on where counties are in this process.

### **Upcoming Meeting Locations**

### **Group**

August – Lane Co (Florence)

### **Roundtable**

### **Group**

Washington – Question: How long does the ‘R’ stay if nothing is done? It does not go away.

Washington – Question: The report on the Action Review Messages has Count (Days) numbers that seem to be very inaccurate. Denise is aware of this and it is being worked on.

Washington – Having issues when entering a chrono and adding a phone number and new appt ... when hitting ‘Enter’, it gives an error message that says it is locked by someone else. Doing an F5 (refresh) will delete the whole chrono. But by copying/pasting the chrono and appt date, it will work. The phone cannot be done that way. This is a known issue and PPOs can enter the sanction in Text Editor and save it there and it won’t delete.

Douglas – Question: Can counties use DEFR status for their local cases? Only the Board can use that DEFR status at this time. Any changes to this would require a Service Request to fix. The question was raised to the group whether other counties would need to use DEFR status on their local cases. **FAUG Reps are asked to inquire in their counties whether this is something that would be needed. Will bring this back in August.**

DOC – Incoming Compact ... when they are printed to get an OR SID, it is showing as an arrest. A request to Oregon State Police is being made to address this issue.

Yamhill – A LC Condition that was completed can still be sanctioned upon. It was reminded that conditions should not be deleted. If the Court orders the condition deleted, it should be expired. It needs to be reported if it still



Yamhill – Condition-tracking for REST. Can access to REST info in eCourts be fixed. There are talks about having the program upgraded for Oregon (it is a Texas-based program) so that we have the access needed.

Yamhill – Interventions are not being completed overnight as designed. The SR has not completed yet.

Yamhill – Tried to print a CLNA sanction, but cannot. Betti asked to send an example to the Help Desk to get a ticket.

Deschutes – There is an issue noted that a person trying to delete a chrono that they entered is receiving an error message that someone else authored a chrono and therefore, the chrono can only be appended, not deleted. This would require a trouble ticket. It is also necessary to find out whether the authors are entering the chronos in OMS or CIS.

Multnomah – The Reporting days for new cases (for Intake) are 2 weeks out on Tues/Wed, between 8:30am and 1:00pm. Intake office closed between 12p and 1pm for lunch Intake classes 9am, 11am 1:30pm and 4pm, starting 5/28/18.

Multnomah – Intake is moving floors and will be closed for new-case assignments on June 14, 15 and 18, 2018.

NEXT MEETING:  
August 15<sup>th</sup> and 16<sup>th</sup>  
**Lane County**

# WHAT ARE PAROLE OFFICERS SUPPOSED TO DO WITH RELEASE PLANS?

Oregon Department of Corrections  
M. Allen, Release Counselor

