

# FAUG MEETING MINUTES

## YAMHILL COUNTY

February 20, 2019 1:00 p.m. to 5:00 p.m.

February 21, 2019 9:00 a.m. to 12:00 p.m.

### MEETING LOCATION:

Yamhill County Annex

615 E 6<sup>th</sup> St.

McMinnville, OR 97128

### DAY ONE:

#### Introductions/Welcome/Housekeeping (10 min)

#### Minute Review (10 Min) GROUP

Minutes from November meeting approved with no changes.

Christopher Swayzee was unavailable to take minutes for this meeting, so Andie Cortes took minutes.

#### Attendance (5 min)

Cody (Hood Co) is no longer working there. Justin Bendele from Deschutes Co will resume attendance for now.

#### County Updates:

Linn County has moved into their new building and have one or two positions open.

Varying counties have positions open.

Lincoln County has several new hires, they are moving into a new building, working on new processes in the office as well as updating their equipment such as new cars.

Deschutes County is in the process of moving, will no longer have a meeting room for an undetermined period.

Benton County is hiring a PO for pretrial.

#### Parole Board

Dylan Arthur

The Board continues to work on the SONL's.

Christina Herman has stepped down and there are now currently four Board members. There is not a plan to fill the position until after legislative session.

The Board was 1200 sanctions behind, but they are now caught up. They are still behind on the teletypes, about 400, but working on getting them caught up.

GC17 & GC18: Anyone released by 12/1/18 should have had the condition on their order. When an offender agrees to the modification and it is signed the conditions are in effect.

Issue: GC 17 and GC18 are already on the table, even if the offender has not consented to the modification. You will have to be diligent in verifying that the condition is on the order or that the offender has agreed.

At this time probation has not adopted these conditions so there is that variable to be aware of and it is a process to change them.

Issue: Continue to have issue with orders being different at each new release. CC Dillon if there are issues with new orders following warrant, so he can determine if there is a computer issue. Also, if they are asking for you to have the offender sign a consent to modify to put them back on.

Judy: From minutes about PB override. Still waiting to see if that is in process. The person who had been working on it is retiring so may have to move to someone else. Dillon will try and follow up as well as keep tabs on it.

Debra Zwicker can check on time calculations.

Patty Cress and Dillon will be doing a road show regarding changes. This will be a 4-5-hour training. March 18<sup>th</sup> Grants Pass, March 12<sup>th</sup>, Newport, March 19<sup>th</sup> Eugene, April 23 Pendleton, April 24<sup>th</sup> Baker, April 25<sup>th</sup> Bend, May 21<sup>st</sup> Hillsboro, May 22<sup>nd</sup> Salem, May 23<sup>rd</sup> Clackamas, May 24<sup>th</sup> Portland. This will allow an opportunity for Board updates, the GC changes and a Q& A session. DPPST will also be there for legal updates. Open to all PO's and DOC welcome.

Question: Following the offender signing the consent to modify adding GC 17 & 18, will the offender get a new order. Yes, an amended order will be created.

Issue: If an offender returns to prison and already has a PPS case, they then release on leave the Board has authority over that initial PPS case. You will have an order for the original PPS case. Still working out how this will be communicated. It will be similar to how we currently treat dual cases, ex: pps/probation you pick which one you wish to sanction. IF the offender absconds the preference is they get a warrant on both. Judy and Dillon are working on developing this process and Judy will send information out as they have a process. There currently is no policy, still working on the process. At this time, we are to continue as is and wait for further instruction.

POST NOTE: All PPS will begin together after incarceration is completed, including the period of Leave being completed. This includes previously running PPS as those will also restart with all PPS together after the incarceration sentence is complete.

## **COMPACT**

**Ruby McClorey**

Benton Co. has had issues with transfers being in the state without permission. They were advised that would be an automatic denial. Ruby did caution that we need to verify that they are not here on reporting instructions. EX: the offender is a resident of Oregon and allowed to return home and the RI request is in process. No other county reported this issue. Benton County reports this seems to be a consistent issue with California.

Question: Is there a time line cheat sheet for reporting instructions, transfers etc. Ruby will see if there is one, update and send out.

If and offender has been given approved reporting instructions, they have 120 days to get here for the transfer.

Email compact, Interstate mailbox if there are unusual situations. Oregon.Interstate@doc.state.or.us

It is a requirement for new users to complete the ICOTS training.

Lee: Prior conversation regarding PC hearing: refer to minutes prior. The issue is PC hearings needing completed for the sending state and how to provide that information through ICOTS. Currently most use the process of using a Word document or form and email to compact or add it to a CAR and send. If you send it in a CAR advise our compact office that you have done it.

Should be taken to OACCD to determine what process we should follow.

## **Transitional Leave**

STTL is currently in testing for Release Plans going into OMS. The packets that were previously emailed, will now be in OMS. This will be a future training, so we are aware of the process.

CMA testing postponed until August. There have been developers pulled off creating a delay.

## **SANCTION TRAINING:**

**Lee**

Counties are being reviewed for compliance. The things being reviewed are:

Auto reviews for PSC assessments, sanctions other than complete and treatment module is being reviewed for when it was last updated, how many assignments and the oldest assignment.

### **PSC:**

You can subset your caseload to determine who has a PSC that needs updated for various reasons.

From your caseload F17 subset. At the very bottom review changes only and will bring up anyone with an R code. There are three messages that you need to update the PSC

One being if the PSC is not completed within 60 days on new admits it will fall out of the funding pool.

The second message is based on a new risk level as there may be a change that increases or decreases the risk level.

The third message is there is an override that now matches the PSC score. OACCD would like for us to use the PSC score rather than the override if they are the same.

The review will be based on days they have had the R code on the offender. There is a report in management statistic: CCotto message review monitor. Review count the default is 10 days and which means it has been ignored for ten days.

This is a display report.

Question : Is it only new admissions that fall out of the funding pool or the other R reason codes as well.

#### **Sanctions in Any Other Status than Complete:**

Lee has a report of sanctions in other status than complete. The Board must act within 120 days on a sanction.

Lee's report you can sort report with the "sort by" filter. Use "expand selection" to resort the entire row. The report is going to show total days with a focus on 30 days or more. She has found several are in return status. FAUG reps have no authority other than send it back to the Board. We must contact Lee if it was a case that didn't need to be sent to the Board.

Shawna will email Dillon re: example of one that has been returned as the Board was wanting conviction before action was taken. It had been DEFR status then RETU the Board lifted hold but still in RETU status. Research will be done on how to handle these cases.

If a sanction is in RETU status if you enter 18 and it will show the Board note to identify why the sanction was returned.

If sanction is over 120 days old and it was Board status you need contact Malinda Boyer to determine how it should be resolved.

Lee won't put Board sanctions back in PEND status, you need to contact the sanction specialists (Malinda) to determine if needs done. Ex: wanting to add info to sanction report.

If there is a sanction in RETU status and there is a Board note they were not in Board status at the time, you can email Lee to complete and send the info to Lee, letting her know about the Board note. If you have more than one you can submit those to Lee in one email.

Supervisors could look and see what sanctions they have in their queue. Option 48 SRF officer Morrissey assignments

If an intervention was sent to the Board, we have the ability to complete if returned by the Board.

Lee is the only person that can work on sanctions for an inmate.

### **Treatment Program Module Review:**

You can subset to your county in the treatment module to review.

Lee prints lists from each county to see if there are active assignments and how many are assigned to that provider.

The FAUG manual gives step by step process to update, create or close a treatment module.

You cannot edit a treatment module name.

You must create the correct name. You then will move the assignments Shift F1 enter, then type 2 then enter the new correct code

Check expired programs before you create a new one as they may already be in there.

Service request 2892s to add type evaluation, we are asking it to be added to the menu.

Lee will review when a treatment module was last audited. 7/1/17-6/30/18 was the most recent review completed. If you don't make any change it will not reflect that you reviewed it. There is a disclaimer on the report that just because there isn't an audit, doesn't mean it wasn't checked.

### **DAY TWO:**

Follow up on treatment module review:

We are required to review every 6-12 months to verify treatment information is up to date.

One of the things to take note of are those that don't have any assignments may not be being used or a valid provider.

Judges wanted this information on the website as they often choose the provider at sentencing.

Question: Do we want to put in doctors that are providing medication but no treatment? Lee will ask about Denise and get back to the group.

### **DOC UPDATE**

**Lee/Judy**

#### **Warrants**

Continuous discussion with Board IT developer. Lee says that they believe we are making changes to a completed warrant and resubmitting, rather than creating a new warrant request. No one in the group was aware of this happening. Attempted to do so and DOC during the meeting and they system will not allow you to make changes.

There is also a concern that PO's are changing a warrant status from Issued or Comp to WTWT and it is creating issues.

Lee is going to check back with the IT Department.

Question: Is there ever a time where a PO should do it? Group to ask their PO's if there is ever a time a PO should do so or if they have ever done so. If anyone comes up with an example they are to email Lee.

### **Website**

DOC has a new website. However, they realized that that outside of Douglas and Linn county agencies could not access the U and P drive where information was held.

There are two ways to access the treatment providers under resources. If you select treatment providers, it looks the same as it did before. It does not appear that the EBP info shows, or if they have been updating that info. PO's cannot change.

We are needing to add FAUG info. It must be formatted for those who are vision impaired. Which means the format doesn't support photos, to include our manuals. They are still working on making it user friendly.

Lee will keep us posted.

### **Revisit from Compact:**

If the sending state requests a PC hearing, we need to complete the process.

It was also discovered that some counties were closing an ICOTS case to ABSC, when it was an offender that we supervised from another state. Once the case is closed in Compact due to a warrant being issued by the sending state, we no longer hold interest and the file should be closed as a discharge using the COMP code.

Judy will take issue to SOON about closing compacts from another state correctly.

### **Condition Descriptions**

Lee emailed the long description of the conditions, but also provided hard copies at meeting. She had asked if there were any changes, questions, concerns. Group feels it is good.

Lee will check with Jody if this needs to go to OACCD. They will take it to SOON and be sure they are good with it. If it is good, will be add to the conditions table.

Group agreed to modify the NONT condition to include electronics. Lee will make the correction.

Revised NOEA to add except employment purposes as approved by PO.

If we come to consensus and realize we need to make a change we can do so.

Group agreed to the list with revisions. This is not a public list just a means for support staff to be sure things are ok.

**Warrant issue:** If you send LC warrant to supervisor and they make changes NOT in text editor mode, it converts to a Board status. If you are in text editor, it does not change it. Currently unable to determine why this is happening.

Make your supervisor aware. If it happens Lee can set it back.

Discussed importance of entering the sanction given information in the sanction module. Some counties were not doing it. Denise sent out the list to OACCD, FAUG and SOON. As OISC needs the information to determine time served credits. As a reminder just because it was recommended doesn't mean that is what was given. This information impacts several areas. Also, the Override by judge or PB needs to be entered as well. For PB override this will need to continue to be done manually until the programming is working again.

## **Reports**

The report for sanctions in a status other than complete is sent quarterly. Put to the group if we want it more often or as is, group agreed to monthly.

Service request to add treatment type added

Service request 2893 at 14.9 to have the static 99R updated

Wanted SR2720 added WRNA for new doc sum code

## **SOON Update**

**JUDY**

Working on entering long description for county inmate codes. Wants to check with us on a few of the codes

The first one is directed to MULT as it is specific to them. It is regarding serving a sanction somewhere elsewhere than jail. EX: ISP-intensive service program that differs from standard. Agreed, it is an old code and will discontinue. POST NOTE: SOON asked we keep ISP; therefore it will remain.

Forest camp will be discontinued.

DETA which stands for detainer inclusive and will take to SOON

Judy went to OSP regarding their practice of deleting Oregon SIDs when an incoming compact offender either returns to their sending state or completes their supervision. OSP is working on a solution.

If you have offenders with missing SS numbers, they are working on fixing the problem.

A county having record lock delays in CIS, the stable module seems to have this issue. Paula is going to let Judy know when she experiences it, so they can trouble shoot it.

An idea came out of a FEE workgroup. Talking about possibility having a pending PV outcount. It would work differently than normal outcounts. It would still show on the normal caseload. It would be more like a flag than an outcount. Concerns with workload and cleanup if they don't unmark. Any thoughts can be sent to Judy.

A county requested if there is a way to show offender gender preference. DOC has a designator the institution uses. Community cannot enter data in the designator, but can view it. They will be happy to add information into this designator for community. Group in consensus that it can go to support staff.

Denise and Judy working on restitution. Compared what is in eCourts and in DOC and data warehouse is 30% off. Will take it to SOON to review and make recommendations and then bring it back to FAUG.

Hoping to replace Fee system, and it would work with importing the info from eCourts. Hoping to get a quote from the vendor in three weeks and will have answers so we can decide to move forward.

## **OACCD:**

- **API Discussion:** Counties have agreed to fund a Business Analyst Position with DOC to complete an analysis of what is necessary to build an API. The goal will be to take the system and create interface to simplify entry and consolidate green screen and OMS.
  - The Business Analyst will travel to counties to determine a needs analysis, which will assist in determining whether an API is appropriate or a CIS rewrite. A CIS rewrite will be extremely costly and a multi-biennium project. DOC has requested funding at approx. \$1.6M in the next biennium to assist with updating CIS. The Business Analyst will assist in identifying best option for update (API or CIS rewrite).
- **Public Safety Checklist:** Portland State University was contracted to look at the PSC tool. Analysis of PSC found it is still predicting very well, recommendations for scoring criteria were identified with suggestions to make PSC more equitable for gender, race, region, age, and other demographics. As a result, with the recommended data points, the cut off scores will need to be modified. OACCD will work on determining new cut-off scores. They are looking at calling the updated tool the PSC-R for 'public safety checklist revised'. Initial study results are showing positive across all demographics.
- **Criminal Justice Commission** has recently completed a study on the LS/CMI. OACCD is anticipating a report in June. The study looked at the following four questions:
  - How scores change over time;
  - How well the LS/CMI predicts recidivism in Oregon
  - How well individuals are matched based on risk levels or domain scores to different treatment outcomes; and
  - What populations are most successful across Oregon
- **Network Groups:** There have been some concerns expressed by Directors regarding the workings of the various Network groups. As a result, OACCD has asked that updated charters be provided (if not already updated within the last year or two) so they can be added to the new website.

Jodi had to leave before we could have group discussion but asked to let her know if the group needed clarification.

## **FAUG Positions**

## **Group**

The attendance position is open as Cody is no longer working as a PO in Hood County. Shawna will no longer be coming to FAUG, so her Chair position is open.

Both positions opened to nominations.

Gina Courson nominated for Chair.



Angela Beier nominated for Attendance.

The group elected Gina for Chair- unanimous

The group elected Angela for Attendance- unanimous.

## **Upcoming Meeting Locations**

May 2019 Josephine County

August 2019 Curry County

November 2019 Clackamas County

## **Roundtable**

Yamhill County- The Mental Health Network is asking for a way to document in the system (DOC) re: offenders diagnosis and medications. Suggestion of including identifiers such as offender's behaviors, etc. would be helpful. A suggestion of using F9 for remarks to include behaviors. Another suggestion is using the responsivity factor in the case plan.

Multnomah County\_-What are counties doing with offender mail? Suggested that offender be directed to DHS to update their address.