

# FAUG MEETING MINUTES

## Clackamas County

November 20<sup>th</sup>, 2019 – 1:00 p.m. to 5:00 p.m.

November 21<sup>st</sup>, 2019 – 9:00 a.m. to 12:00 p.m.

### MEETING LOCATION:

Clackamas County Public Safety Training Center

12700 SE 82<sup>nd</sup> Ave, Clackamas OR 97015

503 794 8023

### DAY ONE:

**Introductions/Welcome/Housekeeping**

**Clackamas County**

**Minute Review**

**Group**

The minutes from the August 2019 FAUG Meeting was approved with updates from Lee C. and with the following changes:

- On the last page – “LV” should be “ST”
- REGARDING SRFs IN ‘BRD’ STATUS: DEFR is only for a maximum of 120 days by law. If the case is not resolved by then and the sanction gets put in RETU status and the case reaches the expiration date - the case expires. The process the Board does is they lift (withdraw) their hold and put the sanction in return status. The sanction typically will be either a no action closure or an auto revoke closure. This pending sanction cannot and does not keep the offender on supervision. The only way the expiration date is stayed is by way of a warrant or S&D. Once that is lifted, the date is no longer stayed. The case continues and those that reach expiration - close to expire.

**Attendance**

**Angela Beier**

In attendance: Gina Courson (Marion); Christopher Swayzee (Washington); Charles Adler (Multnomah); Paula Fata (Multnomah); Angie Beier (Polk); Jodi Merritt (Polk/OACCD); Joe Swope (Lane); Allen Bergstrom (Klamath); Dylan Arthur (Parole Board); Bonnie Timberlake (Linn); Marne Pringle (Clackamas); Judy Bell (DOC); Lee Cummins (DOC); Tanya Barrineau (Clatsop); Robin Filbeck (Tillamook); Betti Spencer (Yamhill); Rosanna Post (Umatilla); McKenzie Davis (Coos); Keith Cokeley (Jackson); Crystal Bartell (Yamhill); Larry Evenson (Yamhill); Curran Deede (Benton); Adam Alexander (Parole Board); Ruby McClorey (Interstate Compact)

**County Updates**

**Group**

Updates from counties on their personnel changes (hiring/changes/etc.).

## **Parole Board**

**Dylan Arthur**

Adam will start attending FAUG Meetings with Susie. No significant updates. Focus is on the SONL currently. Adam is an Assessment Specialist with the SONL program. He also works on forms/computer tasks.

A question was raised about the new “intimate relationship” wording on a DV condition. The opinion is that the word “intimate” could be too broad. Therefore, the condition was revised to include “sexual or romantic”. This is still being reviewed to determine if there are more revisions needed. Reminder that the PPO imposing the restriction must be able to ultimately justify the imposition of the condition/restriction; especially if violating the client on that condition. It is being considered whether a modification of the current orders is needed. Meanwhile, the PPO can give the directive.

## **Transitional Leave**

**Tracey Coffman**

Tracey was unavailable, so Lee gave update. DOC is still working to allow PPOs to use the sanctions module in CIS to process sanctions. They are getting closer on accomplishing this. A Training Guide will be provided. The PPO or supervisor can send the sanction to STTL/AIP. The DOC Hearings Unit will not make recommendations but will make findings of facts (whether the offender should be sanctioned based on the behavior documented). It is likely that it will be after the beginning of the year before anything is done.

Re: STTL sanction process and the Sanction Report Form. Question asked if the section currently labeled as “Judge/PB Override” could be renamed “Court/PB/LV Ordered”. Discussion included: 1) the label “given” is a legal term and 2) it should be the Board/STTL that “gave” the sanction (as opposed to the PPO or Hearing Officer).

## **OACCD Update**

**Jodi Merritt**

Jay may begin filling in for OACCD when Jodi cannot. He took FAUG’s questions back to OACCD and it will be an agenda item tomorrow. They ran out of time at the last OACCD meeting. Lee updated the website for the FAUG Meeting Minutes (and other user groups’ minutes) to the OACCD website <http://www.oaccd.net/>

The Time Study POP package is being worked on getting into the short session with the legislature. It does not cover inflation, so OACCD are focusing on that. Expenses increased and the lack of inflation cost increase has hit some counties hard. It is hoped that in February, there will be something added to offset costs. See August 2019 FAUG Meeting Minutes for more information.

(contact standards combination that classifies as “significant”)

(tracking evals only for Victim Impact, MAT, open/closure in Tx Module – how to do that)

Treatment Module: Lee will send Jodi a draft of the updates to the business rules (see May 2019 FAUG Meeting Minutes for more information). She will take that info to OACCD and she will bring up the conversation.

The API position recruitments have not been successful. It has been requested that the money that has been set aside be used to have someone work on SRs for Community Corrections.

## **DOC Update**

**Lee/ Judy**

Significant Contacts – Lee said that if OACCD wants to define what constitutes a “significant contact” based on a certain combination of the “Place” and “Person” fields in CIS, this is available. This is being brought up to OACCD for consideration. See May 2019 and August 2019 Meeting Minutes for further information on this.

Suspend/Detains – The Board position is that a S/D will not stop a case from expiring simply because there is a suspend/detain in place

Lee wanted FAUG to confirm that they feel that Medication Assisted Treatment is not entered into the Tx Module unless there is a Tx component. FAUG agreed.

Jessica J (Wasco Co) discovered that an offender completed a Tx program in a previous custody cycle, but when she entered the Tx info, it put it in the current custody cycle. If users discover this, contact IT to open a ticket to have the Tx info entered on the correct custody cycle.

Sanctions in Other Than Complete Report – came out in first part of November. This is looking better already. Some of the reports have been sorted by type and some have been dealt with by Lee and Malinda. If anyone needs help on those older sanctions, Lee can assist.

If a sanction is returned (in RETU status), but the PPO did not get an auto-email, Lee needs to know. She will also check to see if the email should be sent to the assigned PPO or to the PPO who authored/sent the sanction.

Tina Shippey sent out a sanction issue to FAUG; wanting to know how to handle a situation. The offender refused to participate in the sanction process and demanded to be returned to Court. The Court dismissed the violation, but the offender spent 4 days in jail. The system would not allow an override without a number of sanctions and it would not allow DISM to be entered. She changed it to NOAC. FAUG agrees that NOAC is the most appropriate resolution to this situation.

OTTO change – The two review type notifications were being deleted after 4 days. FAUG agreed to remove the auto-delete function. Now, it is found that the notifications are not going away. The report can tell that the action was taken and can sort that out in the report.

It has been asked to treat it like an action type notification. Because of the lag to get a PSC score, the parameters have been changed to two days before the first “R” code shows up. FAUG agrees to leave it at 2 days. It is anticipated that this will go into production on 12/2/19.

OACCD Website: <http://oaccd.net> Some of the user-group’s minutes and charters have been uploaded. No FAUG Rep list, agendas have been uploaded yet. The retention of meeting minutes was thought initially to be two years, but it is suspected that the retention period might be forever.

ISIS Users Manual: Charles A. has been working on this.

## **SOON Update**

**Lee/ Judy**

Judy sent out an email about rejected fingerprints with OSP when trying to get the offender a SID number. It is ideal to have the original arresting agency do the prints. Bonnie T. found that OSP believed that prints submitted by Community Corrections were for incoming Compact cases. She let them know this is not the case. Any questions should be directed to Judy.

Judy has submitted a SR to try to fix the name search field (not currently giving accurate results). IT have been trying to work at finding why parts are wrong. One issue is that people who are entering a moniker are using special characters to try to get the moniker to take or to make it show up on top. This should not be done ... unless

SOON is looking for FAUG's decision regarding the outcount "PSRB" (Psychiatric Review Board). The description in CIS is vague. The question was asked if the outcount is used only during the time the offender is at OSH or during whole time they are under PSRB authority. There is no funding on cases on outcounts (exc. CMPO), so if the PPO is supervising the case, and if the case is on "PSRB" outcount, there is no funding for that case. FAUG feels that the Mental Health Supervision Network should weigh in on the definition of this outcount code. One factor is that the "PSRB" is being used both for cases under PSRB authority, as well as civil commitments that are in OSH for Aid/Assist issues. FAUG recommends that the issue go to the MH Supervision Network for their input and recommends that the outcount be used at the assigned PPO's request.

An issue raised by SOON regarding Misdemeanor cases not being supervised in that county. Question was asked by SOON as to whether to delete the record because it should not have been a formal probation in the first place when the case was ultimately converted to bench probation. SOON are recommending to consider conversion to bench because 1) they came in the door ... 2) there are chronos in the system with directives from the PPO ... 3) if there is any language in the Court Orders that shows conversion, or 4) if a warrant was issued. FAUG is split on the issue and feels that this issue should be decided by OACCD. FAUG defers to OACCD.

We will be moving from WEBLEDS and moving to LEDS2020. This will come about in March 2021.

## **DAY TWO:**

### **New OMS update/presentation**

**Larry Evenson**

Larry presented the CMA Enhancement Project training and the rollout plan; including:

- The Rollout plan
- The Powerpoint
  - Both are attached at the end of these minutes.

FAUG Reps will have CMA SuperUser access, as well as individual access. FAUG Reps have ability to delete BCP, if needed.

Some highlights:

The main caseload screen has a "snapshot" box (similar to Shift+F7 in CIS).

There is a 'DOCSUM' selection on each offender's menu.

The 'overdue' flag will appear if BCP hasn't been updated in over 6 months.

On the offender's main screen, assessment scores are shown (include: LS/CMI; ODARA; Static/Stable/Acute; SONL; etc.).

When working with the BCP screen, the use of the "Intervention" on this screen is NOT tied to any action (Intervention/Sanction) in the Sanction Module. This feature is likely to be used slightly differently between EPICS/non-EPICS counties.

On the Action Plan, the PO's calendar shows so that appointments can be made around existing items on the PO's current calendar.

On the Community Treatments screen, a new treatment record can be created and the treatment programs have more info showing than before.

A new "contact details" tab will allow adding new contact info (address/phone/etc.) into the system from this screen. There is a "homeless" button that will auto-fill "homeless" into the address (line 1) field and it will require a city/state/zip be entered to save the info.

Conditions/SUPV/REST/COMP are included. General Conditions are trying to be added.

### **Interstate Compact Update**

**Ruby McClury**

Compact encourages all to give them a call if there are questions about processes, rejections, reporting instructions, etc. It is best to use the general Interstate Compact email mailbox, as it is monitored by whoever is there; regardless of who might be out of the office that day.

### **Roundtable**

### **Group**

Multnomah County – New case transfers should ONLY be scheduled to report for Intake in Multnomah County two weeks out; on a Tuesday, Wednesday or Thursday, at 8:30am, 10:30am or 1:30pm.

Polk County – Angie will be sending the Directors the attendance sheets so they are aware who are attending the FAUG Meetings.

Lane County – In OMS, when the PO sends STTL Warrant Requests to supervisor, the supervisor is not getting the email. This should be reported to Tracey C.

Yamhill County – Individual printers and licenses to print from DOC. There have been issues. Bonnie will connect Yamhill Co with Linn Co IT to help set up.

Yamhill County – Mail merge documents are not all working correctly. How to protect the shared drive. Suggested that IT put restrictions on the drive to prevent other users from modifying the documents.

Lee/DOC – Got an email regarding technical interruptions (being kicked off of CIS for no apparent reason). It appears that only certain offices are affected. Some counties are experiencing regular (every 10-15 minutes) occurrences of being kicked out of CIS. Notify Lee if this is being noticed. She has been in contact with DOC IT about this, but it needs to be worked on further.

It is suspected that a "record lock" is causing some problems. Usually, an error message will come up that says that the record is already in use by another user.

#### **NEXT MEETING:**

February 19<sup>th</sup> & 20<sup>th</sup>, 2020 – Marion County

Tentative 2020 Schedule:

May 20<sup>th</sup> & 21<sup>st</sup> Deschutes County

August 19<sup>th</sup> & 20<sup>th</sup> Lincoln County

November 18<sup>th</sup> & 19<sup>th</sup> TBD