

# FAUG AGENDA

February 21, 2007 1:00 pm to 5:00 pm

February 22, 2007 9:00 am to 12 noon

*Columbia County Community Corrections*

*Justice Facility*

*901 Port Avenue*

*St. Helens, Oregon*

**In Attendance:** Michael Guenther (Josephine); Bonnie Ward (Umatilla/Morrow); Stephanie Lang (Yamhill); Ashley Handley (Wasco); Karen Gross (Columbia); Roscoe Fertick (Tillamook); Lee Cummins (DOC); Mary Hunt (DOC); Angela Boyer (Polk); Bonnie Timberlake (Linn); Dennis Shannon (Curry); Michael Elkinton (Jackson); Susan Sowers (Benton); Joe Simich (Washington); Katie Muirden (Hood River); Tina Potter (Gilliam/Sherman/Wheeler); Jeff Minden (Columbia); Donovan Dumire (Marion); Tina Shippey (Coos); Jared **Cornman** (DOC); Bill Ismay (DOC); Peggy Barber (Board of Parole and Post-Prison Supervision); Shawn Miller (Board of Parole and Post-Prison Supervision); Michelle Mooney (Board of Parole and Post-Prison Supervision); Gina **Raney** (OISC); Charles Adler (Multnomah)

## **Introductions/Welcome/Housekeeping**

Group/Karen

Welcome by Brenda Carney (Walt Pesterfield out of town)

## **Minute Review**

Group

There are no changes to the minutes from the November meeting in Josephine County.

## **Membership**

Katie

To be discussed in Umatilla County

## **CIS Rewrite Project Presentation**

Bill Ismay/Roscoe

All CIS applications are going to be replaced from Cobol to Java, from green screen to Web based. It will focus on replacing existing functionality. The business and end users will be involved throughout the process (design, testing, training). The new system will integrate with the existing CIS database, and will be implemented in multiple phases for multiple biennia (about 5 years).

Phase I is currently in progress, which will establish the technical architecture, establish the project methodologies and processes, and will implement the Offender Information Module for display only by Summer 2007. Roscoe formed a committee consisting of Donovan, Bonnie T., Stephanie and Angela who will assist in testing.

## **Compact**

Denise

Unable to attend

## **FAST Update**

Lee/Mary

- Data Warehouse: **An e-mail was sent** out to the Directors that **an arrest risk score model from Georgia is now available on the Data Warehouse**. It's purpose is to assist officers in determining which cases need the most attention based on **days of continuous employment, months in treatment, residence changes, and positive UAs**. This is being promoted as a "pilot" program, **and is available for you to run for your county**.
- Using the "find" feature **in chronos**, when the user put "UA" in the find string, it found all words with "ua" in them in that order. It has now been refined to look for capital "UA" as **it's** written in the "find" request.
- Peg wants to know if the treatment module should be updated more frequently than every 3 months. FAUG recommends the programs be updated to the web site on a monthly basis.
- The email address that is now available from **User E-Mail Address and Phone Number screen**, F11-2-E, is not changeable from the field. We can correct the phone number, but the email address needs to be changed via a ticket through the Help Desk.

- Service Requests: the number of service requests has gone up **because** there are **Non-CIS types of Community requests that have** been added to the Community Corrections queue (Compact database, LSCMI). **The Service Request Committee is now working on prioritizing all requests across all the DOC divisions and business units.**
  - SR1664 is the only one from FAUG that is currently not being actively worked on. In review, this request would add a field in the Offender Description Screen for Oregon Health Plan number. The 2<sup>nd</sup> part of this request to add a coded user type to the chrono header (SS=Support Staff, CT=Corrections Technician, SU=Supervisor, VO=Volunteer, TX=Treatment). Lee will check with Diana to see if they are looking at revamping the profile system. Otherwise, this Service Request will be placed on hold, but won't be removed from the list.
  - SR1821 DOCSUM Codes is now in production. Chris Bell worked with Joyce on this. Lists were handed out which included the old codes and the new codes, as well as the text to each of the codes. If we find that one of these codes doesn't work out correctly, please notify Chris Bell of Deschutes County.
  - SR1877 UA Module AutoChrono changes is nearly completed. Donovan will get together with Joyce and they will finish it up shortly.

### **Automation Subcommittee**

Lee/Mary

Met January 31<sup>st</sup>. This group prioritizes the Service Requests.

- There has been a data exchange project with Multnomah County (SPIN), and they demo'd a little bit about how it works. There were some cool features on chrono searches which would be nice to be included in the CIS re-write. It would be a good idea to have Multnomah Co demo this for the FAUG group somewhere down the road.
- There are a few instances where an offender is returned to OYA authority (Multnomah County had 3) and SOON wanted to know if there was a way to subset those offenders. There is not going to be any additional programming with this.
- WebLEDS project is complete, but there are still **LEDS Rep maintenance** issues going on with it.
- DPSST connection has now been made with AS400.

### **SOON Issues**

Lee/Mary

SOON is putting together a "wish list" to the creator of WebLEDS. One of their wishes is that the default on wants requests be made from INV to a request that would notify Corrections. FAUG feels the field would rather be notified and can then choose to delete it, than to miss one.

### **Programming changes to the sanction reporting form** Gina Raney (OISC)

Gina has received quite a few phone calls and emails on what the "decision date" is. This is the date the decision was made that a sanction will occur. It is not necessarily the date the sanction occurs, and not necessarily the date the Notice of Rights is given. If there is a Judge or a Hearings Officer or Supervisor that gives a different sanction the date that person made the decision is the new "decision date". This makes a difference on credit for time the offender serves in custody when sentence calculations are being done. Gina will email the definition of this to go along with the minutes.

### **Parole Board**

Shawn Miller

The Parole Board has it's own "CIS" called "PBMIS". FAUG was given a demonstration of what their PBMIS looks like, which is quite different from what the field sees in CIS. Sanctions may be returned from the Parole Board b/c the Notice of Rights information was not entered. On smaller sanctions where hearing waived and sanction accepted but 10-day wait is retained, the date PO met with offender should be stated in the text. This will be the 10 day start. Sanctions for over 30 days must have supervisor or HO approval. The Board is also returning more sanctions unless they have adequate substantiation. Text for all sanctions should include language stating that notice of rights was given and when. There are examples of what the text should stay. If we are already filling in the NOR form, why do we need to add the text saying the same thing? The Board wants us to do this as a form of "checks and balances".

Version #1:

On **(List date and offender's name here)** waived **his/her** right to a Morrissey Hearing and waived the 10-day waiting period available to submit information before the Parole Board's final decision. **(Offender's name)** signed and acknowledged the directive to report to their supervising officer within 24 hours of their release from custody.

**(Offender's name)** acknowledged violating the following conditions **(List the applicable general and/or special conditions.)**

Version #2

On **(List date and offender's name here)** waived **his/her** right to a Morrissey Hearing and reserved the 10-day waiting period available to submit information before the Parole Board's final decision. **(Offender's name)** signed and acknowledged the directive to report to their supervising officer within 24 hours of their release from custody.

**(Offender's name)** acknowledged violating the following conditions **(List the applicable general and/or special conditions.)**

### **Old Business**

Bonnie/Group

There may be a statewide version of the 7-county transfer rule. However, this is an OACCD issue, not a FAUG issue. Joe will ask about this. This would be an addendum to the current OAR.

Tina Potter will bring her IRT form to the next FAUG meeting, as SOON had requested we look at using this. It helps with tracking the Community Service balances, Restitution balances, and Compensatory Fine balances.

### **Update on Subcommittees**

- Flip Chart

Bonnie W.

Bonnie reports the Flip Chart has been completed. There is a question about the suggested list of key words, and whether or not users are using that list as recommended. FAUG will keep this list as a recommendation, but will not limit what people use the "Key Word" field for. Ashley, Stephanie, and Tina volunteer to go over the final draft of the flip chart to make sure there are no further changes needed. If anyone has any screen prints they'd like added to the flip chart, let Judy Morrison know.

- FAUG Rep Manual

Josephine County Michael Guenther has an old manual and will get together with Angela at the Umatilla County meeting to go over the FAUG Rep Manual.

- PO Manual

It was suggested that a PO Manual be created as well. This would have to be a "living document" as there are constantly changes and updates. Multnomah County already has a lot of the business rules and policies written down, we will ask them when they get here tomorrow if this is something they could help with. This could be put on hold until after the Flip Chart and FAUG Rep Manuals are completed. There's an updated Field Training Manual on Compact Disc that DPPST recently sent it out to supervisors. Joe Simich will help out with this. We need to get Board input into this as well. Bonnie suggests that the FAUG Reps bring in any form of a PO Manual they may have to the next FAUG meeting in Pendleton. At that time, we'll get the FAUG Rep manual committee and the PO Manual committee going.

### **Miscellaneous Issues:**

Group

### **Roundtable**

Group

- Roscoe says Tillamook Co has a form TPU for Tillamook Pick Up which would indicate to any law enforcement agency who ran the offender's name that the PO wanted that person picked up on a detainer that is at the jail. Kevin Potter could create a form for each county who requested, if desired. Roscoe suggests we take a look at what they have and see if it's something other agencies would be interested in. Yamhill County does something similar, except they do an "AM" message to their dispatch indicating there is a detainer at their jail for the offender.

- Mary and Lee brought up that each county has pages of pending sanctions that have not been completed. These lists were distributed to the Directors, but it's not clear on what needs to be done with this list. This list can be accessed by changing your menu to "CCHO" and choose W/W Hearing Officer Assignments by Location. A workgroup will be assembled to work on this issue and come up with clear definitions and process. Katie, Donovan, Wende Hickman, Shawn Miller, Bonnie W., Michelle Mooney, Gina Rainey, Lee Cummins, Mary Hunt, Jim Stewart, Bonnie T., Joe Simich, and Bill Penny/Pat Schreiner, to be led by Charles Adler.
- Donovan asks about adding treatment programs to the treatment module. If there is only one or a few offenders in a treatment program, do we bother entering the program into the module? If there are not many clients, it can't really be assessed accurately. Marion County is eventually going to discontinue any programs which are not evidence-based. It was suggested that the program be expired when the offender is completed with that treatment program. Multnomah County created a "Private Provider". Marion County can enter the "Private Provider" programs which will meet the needs of both Marion and the supervising county, and the text will reflect the program is not an Evidence-Based Program and may be used for out-of-county offenders. Charles will expand the description of this in the manual.
- Katie had a PO run a W/W To Do List, and there are offenders that are not supervised by that PO showing up on there. This happened b/c the PO had scheduled the offender for the supervising officer. It automatically shows up on the user's To Do list as it's tied to the User ID. The PO can go in and change the PO's (User) name on it and it will then be added to the correct PO's To Do List.
- Katie had an issue with her merge documents not pulling in the most recent DOCSUM.txt data. Users need to be careful where they are saving their DOCSUM.txt data, as occasionally we accidentally save it to a different folder. However, the issue is that when Katie saves the document onto her desktop, she may have saved it with the option of bringing in new data each time the document is opened. Charles suggests Katie go back and re-save the master documents, and make sure it isn't programmed to bring in new data.
- Katie has a problem with the new Compact merge forms. She re-mapped the forms to pull the DOCSUM.txt codes from the correct location, but they still try and pull from a different location. Donovan experienced a similar problem, and had his technical support fix it for him. It may be related to the version of Word that's being used (she's using Word 2003). Karen suggests that it may be a problem between the email program and Word. She will delete all of the Compact forms she has, and will have Bonnie re-send them to her again. If this doesn't work, she'll contact her local IS for assistance.
- Michael reports that when ½ unit of work crew is given as sanctioned, it comes up as "5" instead of ".5". It is suggested he enter "0.5" to give it a number in front of the decimal point.
- Guenther also reports that the email that comes with the DOCSUM.txt has a spelling error in it. Mary suggests Guenther call the Help Desk and see if this can be changed.
- Bonnie had an incident where a PO did a risk reassessment, but the assessment doesn't show on the W/W Risk Assessments list. They hit "refresh" and it still didn't show up. Charles reports they've had that happen in Multnomah County as well. These issues were sent to the Help Desk to be sent to Development. Mary says if a user has too many things opened on one offender, it causes a hiccup in the system. Once the user closed out the other tasks being done on that offender, it picks up the newest work.
- Bonnie T. will be scanning the handouts we received at the FAUG meeting, and send them to Bonnie W. Bonnie W. will be attaching those to the minutes when she sends them out, and when they get sent to the website.
- Ashley asks if polygraphers are supposed to be entered in the tx module. Some counties use it for tracking, other counties don't consider it tx so they don't enter them. Charles will look into what their current practice is, and will get back to Ashley on it. Katie suggest they be entered, and the program type be "polygraph". This will be addressed at the next meeting as Old Business.
- Charles reports there is still a "chrono gremlin" out there, and there is now a "secondary caseload gremlin" out there. There is a PO who doesn't carry a primary caseload, they're all secondary offenders. However, there have been offenders added to her caseload as secondary who the PO

- hasn't added. It is suggested she make sure and secure her sessions before leaving her computer. The audit stamp should indicate which user added the offender.
- Charles brings up an error in supervision fees. There is a letter that is being sent out, and the offender has a negative balance. However, it prints the numerical amount without the negative sign, so it looks like the offender has a positive balance. This needs to be turned into the Help Desk.
  - Bonnie W. reports that Denise has informed her that beginning March 1, Compact will begin rejecting the old Compact forms (Transfer Investigation Request, Reporting Instructions, and Reply forms). FAUG reps should go through and delete the old forms from their office's systems, and make sure users don't have an old version saved on their computers which they use. The revise date is January 4, 2006. But the revision date on top may not have been changed.
  - Bonnie W. created an Outlook distribution list which she wants to edit. It says she's not authorized to do this, even though she created the contact list. Bonnie needs to send this in to the Help Desk for a ticket.
  - Joe mentions Washington County is starting up a couple of different courts in their county. One is a Mental Health case, the other is an Early Case Resolution Court, which starts March 7. He'll be sending an email out, as it may affect other counties are supervising Washington County cases. It is intended to reduce trials as well as formal hearings on probation violations. Initially, they're only going to be doing this with new cases. They'll eventually be hearing Probation Violations in this manner as well. The PO will be able to view chronos from laptops in Court for reference. Judge Knapp is going to be doing this.
  - Peggy says the Board has created a new form they want the field to use to extend active supervision. Basically, they just want more substantiation. Peggy will email the new form to Bonnie who will then distribute it to the FAUG reps.
  - Peggy reminds us that cases that are supervised on Compact are not eligible for "inactive" supervision.
  - Bonnie asked what happened to FAUG reps being able to edit LSCMI stuff. This is a request into the programmers.

**NEXT MEETING – MAY 23-24 @ UMATILLA COUNTY – PENDLETON, OR  
Blue Mountain Community College**