

FAUG AGENDA
August 18, 2010 - 1:00 p.m. to 5:00 p.m.
August 19, 2010 - 9:00 a.m. to 12:00 p.m.
Lane County

Meeting Location:
Eugene Emergency Service Center
1705 W. 2nd Ave
Eugene OR 97401

Day One:

Introductions/Welcomes/Housekeeping

Steve Fitzgerald/Group

In Attendance: Susan Sowers (Benton), Josh Snyder (Columbia), Tina Shippey (Coos), Vicki Fisher (Curry), Chris Bell (Deschutes), Andie Cortes (Douglas), Ed Powell (Hood River), Lily Morgan (Josephine), Dru VanRiper (Lake), Larry Evenson (Lane), Bonnie Timberlake (Linn), Angel Harp (Multnomah), Angie Boyer (Polk), Glenda McDaniel (Union), Dionne Justesen (Wasco), Lee Cummins, Mary Hunt, & Denise Sitler (DOC)

New members from Union, Hood River, Wasco, and Multnomah Counties. Welcome!!

Minute Review

Group

Nothing to update.

ICOTS

Ruby McClorey

Ruby unable to attend and has no updates from Compact at this time.

Parole Board

Michelle Mooney

Please forward any Board issues directly to Michelle as she was unable to attend.

DOC Updates

Lee Cummins/Mary Hunt

Sanction Movements

Denise Sitler

Sanction Movement Reports sent out monthly. Offenders without county locations exist when they are in admit pending status and the sanction movement is created. If in admit pending status, wait to enter the sanction movement until admitted. Specifically, make sure the start date and time be after the admit date/time. **We need to make sure to enter a time even if not the exact time (generic time is fine) but don't leave the time blank.** Denise Sitler verified the movements go from the Sanction Given entry not the sanction recommended list.

REVO is not a valid code to use in the Sanction Movement screen. Only enter the Revoked sanctions when overridden to Jail sanction.

Lee is hoping to put together a small sanction workgroup

Bonnie brought up issue with Sanction. Sanction given section that is typed JAIL is now printing JAI –Jail (in printed version). This needs to be a ticket to development.
Tina says ALL codes under sanctions given are being shorted to 3 letters.

Tina has another issue re sanctions. When the decision date is entered, the sanction screen auto-fills the name of the person entering the decision date in the DAYR section below. It also is asking for a custody code. Should also be sent in for a ticket for development.

***** sanction small work group to be decided at NOV meeting.***

At a previous meeting FAUG requested the lock-out restrictions to increase from 120 days to 365 days. The Automation Committee said to have no limit of days. FAUG also requested the delete sanctions function be removed. Question to FAUG – should we continue to allow the author to delete for 7 days and after that, FAUG only. If at the Board, cannot delete.

Further discussion regarding the need to lock the sanctions to protect integrity of future. FAUG feels there should still be a lock out time frame but agree a longer time is needed to allow for hearings to occur. The problem exists with the Counties that create sanctions to use as their warrant requests. Lee will take this to Sept automation committee with our recommendations.

DOC Updates (continued)

Lee Cummins

- In the next release of LS/CMI, under the help tab in the LS/CMI application, there will be an LS/CMI scoring manual. The DOC Reentry Wiki (oregonreentry.wikidot.com) will have links to DOC manuals. Release of this is anticipated around the end of August or early September. There will be two manuals for LS/CMI – instructions and scoring.
- Request came from Douglas County re DA and Defense Attorney docsum codes. These codes were created and are working well.
- Programming fix, in release plans where the waiver is selected and entering a county code, this used to allow free text instead of entering current codes from verified tables. There will be an edit added to limit entry to the verified table.
- Updates to DOC website. Denise worked on updating the web sites. The FAUG manuals and CIS user guide are available on our site. There is also a specific Manual link at the bottom of the pages that takes you to all network group manuals.
- Interstate Compact web site now has an updated Frequently Asked Questions section.
- Group requests previous minutes be available on the website and a “decisions log” be added. Bonnie, Chris, and others will look through old minutes to come up with list of previous decisions (what was asked, outcome from group, and when). For future decisions, Chris will edit minutes and put a summary of decisions made each meeting to add to end of minutes. **Other user groups may be interested in doing this as well.**
(GROUP HAD TOUR OF DOC WEBSITE (www.Oregon.gov/doc))

- The SOON reps are who update the phone contacts for employees (Statewide Community Corrections Telephone Directory). If you have updates, forward it to your SOON rep.

REPORTS

Mary Hunt

Parole Officer Data Sheet – is one of the CIS reports under Total office caseload reports (report created in 1991, last updated in 2003). Recently problems have been found. Supervision begin date column is bringing in wrong dates (has been fixed). Question for group – why showing all offenses (even terminated and all custody cycles)? This was originally designed to be a field sheet. Can it only show the open offenses? Group asks that it be a subset for current (but available for all). Should it show abbreviated condition code? Group says NO; since a line is used for each condition (will not shorten report to use abbreviated code). Conditions should only be active conditions! Should it list only one phone number? No, should list all phone numbers. What does “F” mean? PPS. County and Case numbers are not listed on this report, group doesn’t want this changed.

There may not be enough space to add columns to report. What is the “HR” column? No one knows. “+” means past the max date. We will get rid of the “FND” column. The report needs to be changed and we may need a service request to do these changes.

- Request to add a section in CIS to enter an email address for people.

Another Report issue:

Expiration report under Total Office Reports. SOON discovered with the new INPR (Inactive Probation) we may have issue when offense is closed to UNSU not showing up. This has been assigned to a programmer to fix the expiration report so that if sentence is closed to any out-count, it will show on the report. If staff tries to do a final person closure and individual cases are listed as INPR and UNSU, an error message will come up saying change these to closed.

Question from Susan - One case that was Conditional Discharge did not come up on the expiration list. Request it be forwarded to Mary to check individual case.

PROGRAMMING ISSUE

Mary Hunt

Possible problem with treatment program that allows you to do a referral date and exit date but no entry date. Group thinks this is correct as someone can be referred and never start treatment. If no start date is listed, but the record is closed, it still shows as “referred”. Chris will put in a ticket request

Issue re auto chrono regarding treatment module. DECISION by group is to change the auto chrono person/place from Note/Note to Note/TX.

TCU (Texas Christian University – Measure 57 assessment) testing second round of testing going on this week. If everything works right, will send forward in the process. DECISION TO MAKE – two roles: Screener (entry level) and Administrator (edit and change outside 7 day window). Will FAUG be the administrator? YES Will add to LS/CMI authority.

Polygraph module is in testing phase. Will walk through program with IT on Monday. (accessed via F11-4 menu or option 33 in main screen).

STM (Security Threat Management) System – the main person with the knowledge of when to use this and why, took another job. Looking for someone to come to FAUG with the benefits of use of STM. There are reviewer/finalizer roles picked by directors of each county. The reviewer looks at the info and whether it should be disclosed to all the DOC users (Public view in-house DOC). Reviewer approves the posts.

LS/CMI work groups. Two groups (one from automation group and other from IT) have been looking at ways to improve LS/CMI. Yesterday, both groups met. These groups are comprised of both community and institution

Day Two:

Setting future meeting sites for 2011:

Feb 16-17 – Multnomah County

May 18-19 – Hood River County

Aug 17-18 – Deschutes County

Nov 16-17 – Lane County

SOON Issues

Mary Hunt

Regarding Second-Look offenders, had issue with offender incarcerated at OYA then went to Court again for his Second Look Hearing. He was released by the Judge and allowed to Compact to California. The Field never received a judgment order. Do we want Christy Carter-Thornton to come and give a presentation on Second Look and OYA issues? Group said YES, we would like to hear about this at the next FAUG meeting in Linn County.

Substance Abuse Module

Charles Adler

Request for a new look at Substance Abuse Module. The instant tests provided by Redwood Toxicology test for drugs beyond what is listed in ISIS. Can we add categories of drugs to the Substance Abuse Module?

Requests to be researched – what drugs are tested for, how many categories can they be limited to, and can IT add categories?

Redwood Toxicology provides two lists of drugs screened:

Amphetamine (AMP), Barbiturates (BAR), Benzodiazepines (BZO), Buprenorphine (BUP), Cocaine Metabolite (COC), Fentanyl, Marijuana (THC), Methadone (MTD), Methamphetamine (M-AMP - includes Ecstasy/MDMA), Opiates (OPI), Oxycodone (OXY), Phencyclidine (PCP), Propoxyphene (PPX) and Tricyclic Antidepressants (TCA).

Amphetamine, Methamphetamine, Barbiturates, Benzodiazepines, Buprenorphine, Cocaine Metabolite (Benzoylecgonine), Ethanol, Methadone, Methadone Metabolite, Methaqualone, Options (morphine and codeine), Oxycodone, Phencyclidine, Propoxyphene, THC (cannabinoids).

Angela and Charles have offered to follow up with this analysis.

FAUG Manuals**Charles Adler**

Angel with Multnomah County offers to take minutes as our new Secretary. We do summary minutes versus verbatim. Minutes and agendas get posted on the DOC User group web site after review by the Chair and Co-Chair.

Group reviewed the Charter and Manual. Group discussed minor updates and approved the changes for posting and approval. Group also agrees that updates can be done without bringing to the whole group unless it is a procedural change. (Charles will email updates).

Automation Sub-Committee**Lee Cummins**

No meeting held and next meeting is Sept 14, 2010.

Roundtable**Group**

Bonnie – what is ORAT?

Susan – New PO assigned releases. New acronym, field investigation, Reach in for person.

Angela – Does anyone have an intake form that follows the order of LS/CMI. Bonnie & Charles will email their lists out.

Vicki – Curry County just got Office 2010. They are having Mail Merge issues. Lily will follow up with Vicki regarding this.

Dru – Their mail merge in Lake County has not been working for over a year. Andy Wilson is helping but no solutions in sight at this time.

Andie – Release plan issue with sending Release Plan to the Board when there is both PPS/Board and PPS/LC (Listed as BRD/LC) and the computer saying Community does not have the authority. Angie states only way around this is to print the plan and fax it to the Board.

Charles – The missing decimal point in sanctions has been fixed. Secondary lines of sanctions, can use intervention codes or free form anything. This has been sent into helpdesk to check the Validation processes.

Angel – Multnomah is piloting google mail. Option 24 (mail merge) is not working with Google.

Lee –Revisit concern re CMA workgroup (LS/CMI) on September 3rd. No representatives from FAUG will be there. Does FAUG want Lee to send an email of concern to Cindy Booth and Jeff Hanson?. Group requests this be addressed.

Mary –Reminder. Two issues as FAUG rep, remind PO's in sanction module that if a sanction is put to COMP status, the FAUG rep can reset this to PEND. Staff need to be reminded to come to the FAUG rep to do this, not to send in a helpdesk ticket. 2) also tickets are sent in to have chronos deleted. Per OACCD, chronos cannot be deleted past the 7 days. Two exceptions: when info entered in will create a security threat to victim or PO, or HIPPA related. These chronos can be modified but not deleted. These requests must come from the supervisor or director, not

the PO. Request must be specific as to why... If this is not the case, the Append feature is to be used.

Tina – Who should enter chronos versus notes? Should be in the chrono business rules. Charles will email to her. Note was meant for info entered by those not the primary PO.

NEXT MEETING – November 17 and 18 Linn County

DECISIONS MADE THIS MEETING:

Group

Sanction Lock: It has been proposed that there be no lock out time period on Sanctions, but FAUG concluded we need a lock due to integrity since these documents often involve offender custody.

Parole Officer Data Sheet Report: An old report that POs feel can still be of use in the field, but needs changes.

Treatment Module Auto Chrono: Group decided to request the person place code of the auto chrono to Note/TX (it was Note/Note) to more accurately reflect where the information is generated.

TCU Assessment Automation: There will be two roles, Screener and Administrator. It was decided FAUG authorities will include TCU/DS administration and will be added to the LS/CMI authority.