

# FAUG Meeting Minutes - Marion County

February 19<sup>th</sup>, 2020 – 1:00 p.m. to 5:00 p.m.

February 20<sup>th</sup>, 2020 – 9:00 a.m. to 12:00 p.m.

## **MEETING LOCATION:**

Marion County Public Safety Building

3610 Aumsville Hwy SE

Salem, OR 97317

## **DAY ONE:**

**Introductions/Welcome/Housekeeping**

**Marion County**

**Attendance**

**Angela Beier**

In attendance: Curran Deede (Benton); Marne Pringle (Clackamas); Tanya Barrineau (Clatsop); Brad Allen (Deschutes); Andie Cortes (Douglas); Mike McManus (Grant); Keith Cokeley (Jackson); Denise Easterling (Jefferson); Danielle Dickerson (Josephine); Allen Bergstrom (Klamath); Joe Swope (Lane); Reynaldo Ayala (Lincoln); Bonnie Timberlake (Linn); Paula Fata (Multnomah); Angela Beier (Polk); Tina Potter (Tri-County); Rosanna Post (Umatilla); Omar Silva (Umatilla); Shandie Johnson (Wasco); Jessica Jauken (Wasco); Lee Cummins (DOC-CC); Judy Bell (DOC-CC); Tracey Coffman (DOC-STTL); Colin Rauenzahn (DOC-STTL); Dylan Arthur (Parole Board); Ruby McClorey (DOC-Compact); Jodi Merritt (OACCD).

**Minute Review**

**Group**

The minutes from November 2019 meeting are approved as submitted.

**County Updates**

**Group**

Marion - Recruiting vacancies for Deputy. Vacancies are listed.

Deschutes – No longer has an available conference room, so cannot hold meetings there (NOTE: Next FAUG Meeting scheduled in May 2020).

Jackson – Are hiring for four positions.

Tri-County – Now fully staffed.

Benton – Are hiring one position.

Lincoln – Recently hired three new PPOs (now fully staffed).

Josephine – Hiring two positions. Breaking ground this summer to build 15 additional offices and a conference/training room and hiring about five positions in the next year.

Yamhill – Hired Keith Stewart, starts Monday.

Douglas – Working on budget and hope to hire more.

Polk – Remodeling new facility, as they have outgrown the current configuration. Cannot hold meetings there until remodel is done.

**Parole Board**

**Dylan Arthur**

Patty Cress and Greta Lowery have been reconfirmed for four more years.

The Board have been relocated from the Dome to a new location off of Salem Parkway (now, the SONL office and Board offices are all in one place). Hope to have an open-house beginning of summer.

Release Process – Mission to provide services to Adult-In-Custody (“AIC”; formerly “Inmate”); assists in creating a seamless transition and provides AICs an opportunity for self-improvement, community contact and reach-ins.

Six months prior to release, the AIC will attend a Pre-Release Class done by the Release Counselor (including at South Fork and Mill Creek). Topics include:

- Release Counselor duties
- county of release
- proposed release address
- county waivers
- what the investigating PO be looking at whilst conducting the investigations (animals, others living at residence, etc.)
- Interstate Compact
- transportation (private ride or public transportation – NOTE: Public transportation not available to Coos or Curry counties at the moment)
- detainers
- personal funds
- strategies for success

Some institutions also offer Roads to Success (transition classes) about six months to release. An assessment will be done and they will be offered a choice of modules they can attend, including:

- employment
- housing
- understanding basic money management
- obtaining credit and loans
- working with your PO
- your family and your release

Road to Success is available in all four institutions in Salem, as well as Deer Ridge, Powder River, Snake River, Columbia River and Coffee Creek.

Some institutions have volunteers come in to conduct transition classes. Santiam has had PPOs come in and talk in the “working with your PO” modules. If any PPOs are interested in doing this, they can reach out.

Ideally, AICs would be transferred to the county closest to release and preferably one that has ‘Road to Success’.

At six months prior to release, Behavioral Health Services meet with all individuals designated with MH2, MH3, DD2 and DD3 and are completing a Release Plan Referral Form. This gives basic overview of individual’s current symptoms, what they look like if they decompensate, if they’ve signed ROI, diagnosis, medications prescribed, if they need follow-up in the community, etc. This should be done at six months prior to release. Those with less time remaining are priority. It will be uploaded to OMS. This should be with the release packet. If the Counselor is reaching out to the professionals for info, it will be reflected in the chronos. PPOs can check if they this is not included to see if the Counselor is waiting on info from the professionals. They can also email Shawn with questions. This is also how individuals are referred for the Social Security Pre-Release Process to the Reentry Benefits Coordinator. Those individuals who are severely mentally ill will have this submitted for them.

At 4-6 months prior to release, the Release Counselor will do their initial meeting with the AIC, running LEDS, OJIN/eCourts, check disciplinary history, MH/DD status and Release Plan Referral form. They will compile that into the release packet. This interview includes gathering addresses and often convincing the AIC that they are working on the Release Plan, as well as the STTL release. Some AICs believe that the address is for the STTL only or that if they put "subsidy", they can give an address at a later time. The Counselor will try to refocus the AIC in this interview. Employment is discussed. Discussions about the AIC's criminal history and thought processes are focused on. The discussion also includes 'notables'. PPOs should try to reach out if they have questions about the 'notables'. The plan is uploaded to OMS and notification should go to the Community and the Parole Board to advise. Let Shawn know if there are changes to the emails that the notice should be sent to. Any AIC who wishes to transfer via Interstate Compact must do so at least 120 days prior. An AIC cannot apply for STTL and Interstate Compact, as the processes are too time-intensive. Any denial of STTL or Interstate Compact will not result in trying the other form of release. This is reviewed on a case-by-case basis. Interstate Compact will not cost the AIC if applied for during custody, but will cost if the AIC is already out in the community. Sex Offender Registration requirements are explained. The State Police are notified of convicted sex offenders pending release and the State Fire Marshall is advised of any convicted arsonists pending release. Any cases of individuals with severe mental health issues or medical issues will involve a Mental Health Case Manager or Medical Case Manager. They work with the highest-needs individuals (including working with foster/care homes to find placement). They work with Aging and Disability Services. The goal is to have a full plan in place prior to release.

At 75 days or less to release, the Release Counselor may reach out if they have not received a response to the field investigation and may advise the AIC as to the result of the field investigation (acceptance/denial). Reasons for denial are important ... the individual will ask the Release Counselor why and this will help them in the process. Reach-ins can be arranged during this time (by the PPO and/or Release Counselor). DOC has the ability to do a release-date adjustment if the date of release falls on a weekend or holiday ... can move it up as much as 3 days. If the release date falls on Friday, cannot change it, however.

At about 1-2 weeks prior to release, the RC will meet with AIC to sign PPS conditions, review Inmate Trust Account and see if they are eligible for the \$25 Gate Money. This will become less common with the Transitional Savings Accounts becoming more common. Five percent of their monthly earnings are put into this account and not able to be spent on such things as canteen. The money goes onto Oregon Trail Card. Detainers are verified at this point. A Release Counselor can assist the AIC in reaching out to the county to see if they can resolve the detainer or present the AIC with a cite-to-appear. The Reentry Benefits Coordinator tries to meet with every individual to complete Oregon Health Plan application; using the One System. It is submitted on the date of release (as application submission cannot be done during incarceration). The OHP "welcome packet" is usually received one-two weeks later. Once PPS/STTL conditions are signed, they are uploaded into OMS.

An Offender Information and Sentence Calculation Unit does all the sentence calculations two-week prior to release. If they discover that there needs to be a change to the release date, it is done there. However, at that point, the Release Plan is locked at the Parole Board ... so the Release Counselor should be requesting that the Board send it back, update the changes and sending it back to the Board and Community.

Due to fact that SONL Level 3-designated individuals are not eligible for STTL ... and some individuals were released and had to be brought back when it was learnt that they did not qualify ... it is now set that individuals convicted of sex offenses cannot be released until the SONL is completed.

The Release Plan is the primary way that DOC communicates with Community Corrections and the Parole Board. Behavior info is included to assist in case-planning. Because subsidy beds are limited, Release

Counselors are trying harder to push for the individual to rebuild relationships with family to open up options for housing upon release. If a condition has been omitted/overlooked, it should be addressed in the investigation time so that it can be included prior to release. Post-release requests for conditions changes must be sent to the Board. Be sure to substantiate any recommendations for changes to conditions and initial it (with your county name) so that it is clear who is making the recommendation.

For STTL cases, both the address approvals and STTL approvals must be accepted in OMS (as opposed to CIS). It will stay in “pending” until both are approved. Acceptances done in OMS will auto-chrono.

This process should start 120 days prior to release. Special circumstances have happened which result in less time to process. DOC is required to submit the Release Plan to the Parole Board at 60 days prior to release. PPOs should respond within 45 days of receiving the plan. There is a 10-day requirement prior to STTL. There are a lot of processes going on and delays adversely affect the STTL plan.

Reports and Notifications are still not yet rolled-out but are still being worked on.

### **OACCD Update**

**Jodi Merritt**

### **Interstate Compact Update**

**Ruby McClorey**

Does not have anything new yet. New rules will be implemented April 1, 2020. Question about the trainings being sent out the trainings that are being sent out. They are just PowerPoint presentations for information. There may be ways to get credit for the trainings or at least to show that the person has taken them. Douglas County has a spreadsheet and asking their PPOs to notify when they’ve done the training so that it can be tracked who has/hasn’t completed them.

## **DAY TWO:**

### **Transitional Leave**

**Tracey Coffman**

To request a warrant in OMS – the user will have (in their ‘role’) a “Release Planning” option. The user can then select “STTL Warrants” by offender and enter SID or click binoculars to search. General info and a list of warrants previously requested will show up (exc. old “paper warrant requests”, which were not uploaded into the system). There is a “New STTL Warrant Request” button that will bring up a new request. It is primarily geared toward an abscond situation, but can be used for other situations, as well. The system requires that the user enter the date of last attempted field contact at the known place of residence. This may not be available on offenders who do not show up upon release ... just use the date the offender released from the institution on those cases. Use the freeform field to substantiate how it is determined that the offender has absconded and to allege the actual violations, a separate area is available with all general conditions. The substantiations can then be added in. NOTE: If using the form for other than an abscond situation, the system requires that something be added into the abscond substantiation field. Just put “See below” and then substantiate allegations in the appropriate fields. The limit in the fields is 2000 characters. There is an option of selecting supervisor and notifying them (if that is the user’s local office practice). This is not required, as not all counties require this action. Send it in by clicking “Forward to Coordinator”. There is an issue with emails (for notifications of action taken). It is uncertain if there are spam-filter issues, so the user may want to follow up with their supervisor to be sure they got it. Warrants should be entered into LEDS within about an hour after the warrant is approved. The offender will go onto ‘escape’ status in the system. Emails will be sent upon apprehension. NOTE: AIP warrants are not to be requested in this new system function. This is for STTL warrants only.

Any questions on the OMS roll-out should be sent to Tracey and Larry Evenson.

Some topics that are requested to be addressed/added which will not be at this time include:

- warrants
- sanctions
- risk assessments
- mail-merging on multiple offenders
- showing 'R' codes
- cannot suspend jobs (e.g. pressing keyboard "escape" button when using CIS to go into a different job ... leaving the prior job suspended)
- adding offenders as secondary to a caseload
- cannot view different cycles/descriptors/inmate visitor list
- DNA collection
- cannot look at or make chronos on outcounts (you can do it if searching for the offender's record by SID only)
- communication between OMS and the user's Outlook calendar (NOTE: not all counties use the Outlook calendar, so this request will not be accommodated) (ALSO NOTE: the calendar in OMS is ONLY for the caseload number that the offender is on ... and does not reflect all appointments on the user's other caseloads (if they carry multiple caseloads). The user must check their own (i.e. Outlook) calendar to ensure they have no previously-scheduled appointments at the time being set for the new appointment.)
- cannot make notes in the treatment module
- restitution information

Some issues with OMS noted:

- An issue was noted regarding action plans' future reporting date (a workaround was discovered by a user, but it is confusing and lengthy).
- An issue was noted about offenders coming out of the institution immediately showing that an LS/CMI is very overdue. At the very least, it should show "New". This may be due to practices within the institution on who gets an LS/CMI and when they are done. Tracey will ask Lisa Hull for more info.
- When entering a contact on a different date (i.e. entering a home visit done the day before), the date is not reflected correctly. This was previously fixed, but a new OMS version was rolled out and this may have "undone" the previous fix. There was also a fix that addressed an issue with Malheur Co (SRCI and Malheur County P/P) entries (not addressing the time-zone difference). This new fix may also have affected the date fix. Tracey will investigate this further.
- Douglas County is reported that OMS is locking up (requiring using "Task Manager" to 'end task' – close out the OMS application). Tracey said there was something address where the entry of a chrono may cause a system crash. However, Andie is reporting that it is not always tied to the entry of a chrono (it was noted it was done during the creation of an action plan). This would be a Help-Desk ticket for open-systems to check for connectivity issues (if it is only a Douglas County issue).
- Multnomah County noted a concern where a user wants to update an address that was a prior address for the offender. The picks the address and saves it, but it is not showing in CIS and is not showing on the Home Visit List.
- Send any issues on functionality that should be working but isn't to Tracey right away so that they can be worked on ASAP.

NOTE: At this time, OMS has not been updated to supplant CIS and it may be a while before it is. It is geared toward creating/updating BCPs.

**HB3146** – Replaces the term ‘Inmate’ with ‘Adult in Custody’. This will impact our written material, rules, etc. A workgroup was convened to address this. Institution programs all start with “IN” for ‘Inmate’. The term ‘Offender’ has not been changed. Nothing will change that addresses someone who is not in custody at this time. One area that is not yet clear is the STTL cases, for the individuals are not ‘in custody’, but are still ‘inmates’.

**CIS Tools Project** – There is a meeting coming up in the next few weeks. They will be requesting info on different vendors that can do the software that will allow CIS, OMS, etc. look like an internet-type system that will allow users to press buttons, etc. and the program will (behind the scenes) do the work. What has been talked about is making it where the user does not have to sign on to all of these different programs to do their work. This is in the early stages and more info is to come. Various groups will be involved (including FAUG) to ensure our interests are represented.

**Sanction Judge/PB Field** - There were previous changes to have the Parole Board’s values automatically entered into the Judge/PB field. This resulted in codes appearing, such as ‘CPPS’. It was learnt that these were the Voting/Sanction Clerks’ values (‘CPPS’ = Continued Post Prison Supervision, etc.). This has been fixed but initially did not go back to correct those records already affected. Now, those have been corrected and there should be no ‘CPPS’, etc. in that field. If users see that, let Lee know and these can be fixed.

**CIS User’s Guide** – Several recent requests for an updated CIS User’s Guide. Lee will work with Charles Adler to update that. There may be a need for testers to make sure the manual correctly reflects the steps indicated.

**Treatment Module** – When entering treatment providers, please don’t use ‘\*ALL’ for the area. Just use your county (where the provider provides service).

**UA Results:** Judy had previously polled to find out if PPOs would like to have UA results (from Redwood) put into CIS. Everyone responded that they would. Therefore, this was added onto an Institution Service Request. The SR was split and is now open/in-progress. The SR is written to continue with auto-chrononing of UA results entered. A question was raised about positive results being added, would it auto-chrono the level. Judy can see if the auto-chrono can include any level offered in a positive result on a comment line. Judy said that she got an overwhelming response from the input received that any current methods of receiving notification of results should continue.

Question asked about other responses (i.e. sample leaked, etc.). Judy reminded group that the system defaults to SUBM (submission of sample), but there are other options (including: for if a sample leaked, offender made an admission, sample was dilute, etc.). The user only needs to press F4 on the SUBM to see other options available.

**PSRB Outcount definition:** Previously a recommendation from SOON regarding the outcount definition was brought to FAUG. FAUG discussed it and made a recommendation. The recommendation was submitted to the Mental Health Network. After a lengthy discussion, they came up with a definition to present to OACCD and approved to update the system with the definition, as it is believed it will be approved by OACCD. The definition is: “may be used when the person has been sentenced under the jurisdiction of the Psychiatric Security Review Board and is housed in a secure, lock-down facility; either OSH or community. The PPO does

have the discretion to return the person from the outcount if they are actively supervising the person, regardless of housing.”

**Name change:** This issue was raised by DOC in an effort to humanize/normalize offenders; to allow a name-change to happen. Previously, when an offender is first entered into the system, that Court-name is used from that point forward within that custody cycle. The policy will be changed to allow name-changes to happen. SOON have agreed with a lot of it; however, they do not want it to apply to Probation cases. This is because when the PPOs do the ‘option 24’ reports, it draws the Court name from the system and if that does not match the record for the Judgment, the Court will reject it. Their recommendation is to only allow on Probation cases if the person petitions the Court to have their name changed on that docket number. That is going to Exec Team.

Question asked: If an offender has both a Probation and a PPS case, how will this work? Will the Probation case override the PPS case? Judy said that it will be the first conviction and who has the record at the time of the legal name change. If the Probation case started the custody cycle, the proper documentation would be needed to effect the name change.

NOTE: At this time, Community Corrections is NOT following OISC’s practice regarding name changes following legal name changes. This is due to concerns regarding victim notification. If a victim is registered on VINE to receive notifications on a particular offender under their previous name, they will not get notified of the name change and would get notified of activity under the new name. This may confuse victims and create a situation where victim safety could be compromised. When this victim notification piece is addressed, Community Corrections can follow OISC’s practice. OISC has implemented their practice.

**Print screen:** Someone had asked could we add ‘print Kardex’ to an info window in the caseload screen. Lee looked into it and said that there is room to add it. There are two spots available. It was raised that using F11, 4, C ... then F10 will do this. The original request would be “F11, 4, (i.e. K)” to print a Kardex. FAUG agreed to have this added. Lee is able to add it to the table.

**Fee system:** Work continues on the new Fee System. This would allow for restitution to be tracked automatically; pulled right from eCourts.

### **November meeting location**

### **Group**

May 2020: Deschutes County have said they cannot host in May. Request for volunteers was made. Marion County offered. Lincoln County will look into moving from August to May.

August 2020: Currently scheduled for Lincoln County, but there appear to be some possible issues with that due to hotel accommodations (tourist season). Klamath offered for August.

November 2020: This conflicts with OACCD, so they cannot attend if FAUG is same week. Lane County will look into hosting.

### **Roundtable**

### **Group**

Multnomah Co. – Why does the outcount code not have a DOCSUM code (i.e. “outcount type”)? There is a Service Request in the queue that this request can be added to (SR 2720). No objections. Lee will include this

request (adding “outcount reason code”). Lee said that SR 2720 includes request to add WRNA, PO email address, Overall LS/CMI Score and Level, Risk Assess Total. She asked if there were any other codes desired. Question about LS/CMIs not showing up – It has been noticed that some done prior to a new conviction are not showing as valid, even if they were done within the last year. The assessment will show in the list of completed LS/CMIs, but it will not show up as an assessment that exists in the dropdown (when trying to select it whilst creating a Case Plan). One thought was that it has to do with the case plan type being selected. This appears to be a glitch. A screenshot will be sent to Larry Evenson to investigate this further. It has been discovered that by switching the gender from M to F and then back has helped. This is a workaround, though. Encouraged that workarounds should not be used and instead, all glitches and issues reported to the liaison so that it can be fixed.

Issue – A person in an office who does not have their own caseload, but chronos on other PPOs caseloads is finding that if they make a mistake in the chrono made, and try to correct/delete it, it will say that they cannot ... that the chrono was created by another user. This user is the author but is not being recognized as the author of the chrono and therefore, not able to make corrections. Nobody else has seen this problem in their offices. Lee suspects it is a glitch on this particular record and recommends that all steps taken be sent to Lee/Judy so they can send it on to IT in a ticket ... and the developer can track down each step to find the glitch. Judy recommends that they also include the “role” of the user trying to make the correction. NOTE: If the user type and location do not show up in the chronos don’t show up in chronos, email Judy. Keep in mind that this info will not show in auto-chronos.

Multnomah Co. – Some people have issues getting Stables entered into the module due to each item requiring a narrative box to come up after hitting ‘F4’. There is significant lag sometimes, causing a Stable to take a very long time to get entered. The print function is also an issue. This issue is common with other users around the state. Email the Help-Desk email and ask for a ticket to Development to be created. There is a new Programmer who has 30 years of experience with AS400 who may be able to figure out the issue quickly.

Douglas Co. – Can FAUG Reps have authorities to delete Polygraphs in the module? This has been taken to SOSN in the past and they did not have any objections to FAUG Reps having this authority. Lee will check to see if this can be done or if there is another reason that it cannot.

Polk Co – It is noticed that when a STTL Release Plan is denied, and marked in OMS as ‘denied’, it still shows as ‘pending’ on the list and in “Field” status. It makes it look like there is still work to be done on it. It seems the user would still have to go back into CIS and send the plan back to institution to get it off of our list. Tracey will review the record in question, but said that Release Plans should continue to show whilst the offender is on leave, as they are not officially released from custody yet. It was noticed that by changing the default view to ‘Field’, it will show incomplete plans only.

NEXT MEETING:  
May 20<sup>th</sup> & 21<sup>st</sup> Marion County

Tentative 2020 Schedule:  
August 19<sup>th</sup> & 20<sup>th</sup> Klamath County  
November 18<sup>th</sup> & 19<sup>th</sup> TBD