

STATEWIDE OFFICE OPERATIONS NETWORK
Thursday, February 10th 2021

Hosting Agency:
TEAMS Meeting

In Attendance:

Erin Drews, Clackamas County; Lori Agalzoff, Clatsop County; Jenny Mahlum, Coos County; Jeri Stebbins, Columbia County; Karen Spieler, Columbia County; Vicki Scott, Curry County; Tricia Shumway, Deschutes County; Tina Potter, Gilliam-Wheeler County; Tammy Hughes – Hood River; Bobby Lenhardt, Jackson County; Terri Chandler, Jefferson County; Adam Hausen, Josephine County; Pam Mathes, Klamath County; Sara Truelove; Lane County; Angie Gustafson, Linn County; Trish Hand, Marion County; Christy Elven, Multnomah County; Ana Escalante, Umatilla County; Jessica Jauken, Wasco and Sherman Counties; Brenda Hopper, Yamhill County; Devon Mode, Yamhill County; Judy Bell, DOC; Michelle Mooney, DOC; Trish McClellan, OISC, Ruby McClure, Compact; Labecca Springstead, LEDS

OISC – Trish

- **From Judy Bell:** When submitting an email to the TPS DL, include a brief mention of any sense of urgency or lack of urgency. It will help them to prioritize their work and assist as best they can.
- **From Judy Bell:** Back when creating the appeal chapter, we as a group came to a decision regarding when someone is resentenced, but they're resentenced under a different crime, we said that we will add a second docket line, close the first to VACA, and add a second under the new ORS. Judy learned that OISC doesn't do it that way. They just change the ORS on the original case and add an F8 note. **Question:** Do we want to change our practice to mirror OISC or keep it as we had originally decided? **Answer:** Group likes historical data that research can pull. Wants to keep practice as is. Wait and see, our concerns will be brought to OISC to see what their response is.
- **Question from the group:** Where would OISC like the date of closure for early closures? Did they want it in the narrative below or change the actual expiration date in the top auto-populated part? **Answer: Typing/Writing in the comment section will suffice. You don't need to change the auto-populated date.**

Compact –Ruby McClorey

- **February 2022 Compact Message from Mark:** New Definition of “Resident” effective April 1st 2022. Changes to 1 year prior to the supervision start date or the sentence date. No longer based on the commission of the crime.
- **No questions from the group**

Parole Board – Not Present

- **From Judy Bell:** Changes will be coming regarding revoked commutations. What is the PPS data entry going to look like? The Governor is changing things, and Judy has written up a clean explanation and Dylan is going to run it by DOJ to get a legal opinion. Once received, he will message out to all CC to let us know what the new changes look like and Judy will follow up with data entry instructions.

DOC – Judy Bell

- **Reminder:** Keep an eye out for LC or BRD status on PPS cases. If it is missing/not listed, it can cause problems within the modules. Go to Number 6 Support Menu – CC Support Data Entry/Update. F11 → 3 → C to Work with Offenses. Shift-F2 (F14) Sentence Recalculation. Then go to Movement History/Maintenance and enter F21 to Auto-Cycle/Summary Maintenance.
- **Reminder:** Run Expected Arrivals at least weekly! Admit in a timely manner. Transfers must be admitted within 2 weeks
- **IRT’s:** Transfer date is the date of acceptance, not the date of request.
- **Reminder:** In OMS, Release Planning, if you want to look at the 99 caseloads, we can re-name them County by County. Ex. Release Plan – CLAC. We have control to go into CIS and make that change, which will funnel into OMS.
 - In CIS Option 18 – go to your 99 caseload and change name (If not available, reach out to your FAUG rep and see if they can change it).
- **Reminder:** When a sealing occurs, no need to delete any F8 notes.
- **Reminder:** All DOC has new email addresses. All extensions are now @doc.oregon.gov.
- **REMINDER: YOU MUST ENTER ABSCOND MOVEMENTS!** Even if it’s after the fact, we need to capture that abscond movement. A few big factors include national studies and research, PSC score, concepts of risk, tied to VINE with Victim notification, our legislation works with our research department and pulls information and suggest new bills/legislation. We have 30 days to enter the abscond movement after the warrant is issued. DOES NOT mean that you *should* wait 30 days, only that you have that amount of time to do the data entry.
- If there is INOP or sanctions on an O line, we cannot delete the O line. Judy Bell has access; email requests to delete O lines to her directly.
- Resentenced due to appeal, two O lines. Close first to RSNT, new O line due to new sentence. **Question:** If there is INOP attached to the original O line, do we add INOP to the new O line? If the new PPS runs with the same original O line

- date, we should also apply the INOP. It depends on the new Judgment, and how it is resentenced. If started new, don't enter.
- **Manual:** Decision Log is a living document that is produced off of the minutes. When this group makes Data Entry Process changes, we put it in the Decision Log. In the Manual Committee group, they discussed how things change. What might have been accurate back in 2019, might not be the same. Judy thought it might be good to go back and look at the Decision Log. We should review the decision log to verify any changes, add end dates of changes, etc. Will schedule into CCR Workgroup.
 - **Update:** We are replacing VINE with a better program. New program is something that DOC will own, whereas we lease Vine. We will have a lot more control over the Victim notification program. More easily used. Think about – the DOC victim impact person will provide a document that shows all of the current scripts so we can review and request any changes. We can provide recommendations to provide to OACCD. Hopeful for Summer/Fall rollout timeframe.
 - **Update:** DOC is having conversations with OHA Vital Statistics department. We are going to be getting a full blown list comparison of all of our absconders to all of their death index. We will get this within appx two months. After that, in about a year, our ITs will work together where we get a quarterly report that matches our absconders to their death index.
 - **Enter SSN's into CIS in the descriptor screen!**
 - **Only individuals that died in Oregon**
 - EDIS Updates HB 2172 brings many changes to the EDIS program. Programming for this should be ready by the time the earliest new offenses will be eligible July 1, 2022.
 - **Ethnicity field mandatory** SB1510 makes certain reporting requirements mandatory for CJC, which means we must create an opportunity to pull the data from CIS. We will add an ethnicity field in the descriptors screen (and a couple other places) and alter the race table slightly to accommodate this mandatory reporting requirement.
 - **Merge/Purge:** Almost Done! All merge/purge requests or straight purge requests will continue to go directly to Judy.
 - **Redwood:** Get back to it this summer, hopefully. I have negotiated the completion of this SR, which was promised to occur this summer, as a trade for the PVPD outcount and sentence closure code because that PVPD SR is critical for supervision. I'm hoping both SRs will get done this summer, but if I can only have one, I'll prioritize the PVPD code one.

DOC – Michelle Mooney

- **Abscond warrant movements:** Trying to fix issues within warrants module. Highly encouraging PO's to use the warrants modules so that offenders abscond history is maintained in one place for quick review and historical record keeping.
- **Legislative Concept 94:** Senate Bill 1510 that would possibly change the general conditions of supervision for probation. The bill has an emergency clause and would become effective on passing. We are monitoring.
- Treatment EVAL type will be presented at the next FAUG meeting for approval. Once approved implementation dates will be shared in email
- **SR3050:** TV/VV Codes into OMS to align with DOC400. Testing is complete; will be moved into production soon. Notice will be sent out once it is live.
- **SR2893:** Stable Acute – In testing, almost done. Hopeful within another month will be moved into production.
- **SR3051** – Allows FAUG reps to make changes in polygraph module. In effect now, any questions direct to your FAUG rep.
- **CIS Tools Project:** No updates currently; looking at different phases. Might be awhile before any updates.

OPS Related Issues:

- **LEDS 2020**
 - QPR v. EPR – many like QPR, so keeping
 - **Wish List Items:**
 - Table for when MBX Auto-populates – Lost Feature
 - Still a potential
 - Make ESC/PVP non-purging like ABS – Judy will look at OAR's for any limitations
 - Clear up DOE confusion. EXP-MOD we want DOE-MOD to make it clear. On the MPR mask, remove the SO registry expiration
 - Rearrange the fields to make things easier to find/logical sequence. – Will send to DCI, likely all just configuration. He will let Judy know if something can't be done, or can be done with a modification to our request.
 - Conditions: SC1 and SC4 (Showing as SSC1 & SSC4) Fixed now.
 - OTH1, OTH2, etc. will submit as a Bug fix. Will display as entered versus all displayed as other.
 - Recording
 - Running QLW by Mailbox return names and SIDs along with LNU's. This will be a large programming request, not easy to change. Mike is looking into it.
 - Add Parole box with MBX.

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- Clearing MIS of all records to a MBX; Large project, he will look into.
- Favorites:
 - Reorder / Rename favorites: Mike is aware of this request.
- Phone Extensions: Will submit as a Bug Fix.

- **LEDS 20/20**
 - **Provided Smart Keys Demo**
- **OPS Manual**
 - No Items
- **Local Control**
 - Judy held LC training last week. Very well attended!
- **Other OPS Related Issues**
 - No Items
- **Email decisions**
 - Ensure that the body closure code and longest running offense closure code name/date match. Exception being for USAP/RSNT cases.

User Groups:

- **SUN**
 - CC Judy Bell on SUN Tickets!!! The ticketing system is having issues, so ticket might be lost. When you CC Judy, she will track it to ensure it gets assigned to SUN.
- **FAUG**
 - No items
- **SOSN**
 - No items
- **FSN**
 - Met January 27th, meet again in April. Lost their Chair to Multnomah. Kayla Pugh (?) New Chair. Co-Chair is still available. Aubrey Capps Secretary. Co-Secretary Cassy Polk. Cindy in Linn membership.
- **OACCD**
 - Meet again March in Hood River. Deschutes in May. Umatilla in July.
- **SOON**
 - Next meeting virtual April 14th 2022 via Microsoft Teams

Round Table:

- Judy Bell: Reminder that we all have a very important job, and we are highly valued. We are part of a network, and be nice to each other! Thank you for doing this job and taking the effort to learn it!

Meeting Adjourned. Thank you everyone!

Next Meeting:
April 14th 2022 – Virtual
Microsoft Teams

SOON Officers:

SOON Chair: Sara Truelove, Lane

SOON Co-Chair/Minutes: Erin Drews, Clackamas

OPS Manual Chair: Jessica Jauken, Sherman

General Information Pages: Erin Drews, Clackamas

CC Directory/SOON Rep List: Pam Mathes, Klamath County

The mission of the Statewide Office Operations Network (SOON) is to:

- Promote uniformity, standardization and data integrity in community corrections field office operations and automated offender tracking;
- Define on-going support training needs;
- Recommend community corrections field office policy and procedure changes; and
- Address other corrections-related support issues.

SOON accomplishes this mission by increasing knowledge and awareness of the most up-to-date methods, sharing resource information and expertise, and promoting statewide support staff participation.