



ASSOCIATION OF COMMUNITY CORRECTIONS DIRECTORS

Oregon Case Management Network (OCMN) Charter

Purpose/Overview:

The Oregon Case Management Network (OCMN) serves two main purposes for the community corrections in our state. First, to act as a body of trainers and subject matter experts in the field related to case management. In this role, members of OCMN provide training and guidance on matters of risk assessment and case planning. Secondly, the network serves as a guiding body for the identification of evidence based/informed practices and the support of these practices. In this capacity, the network is responsible for managing statewide quality assurance practices (inter-rater reliability testing, case plan audits) related to risk assessment and case management.

OCMN is a resource for informed recommendations and input to community corrections agencies, DOC, community mental health partners and the Legislature on policy and practice issues related to risk assessment and case management of convicted offenders.

OCMN is comprised of community corrections and DOC staff throughout the state of Oregon who recognize the value in effective assessment of risk and strive to improve the quality of case management practices.

Scope of Authority:

Through quarterly meetings and established sub-groups, OCMN acts to make recommendations on practices related to risk assessment and case management. OCMN conveys these recommendations to an appointed Oregon Association of Community Corrections Directors (OACCD) Liaison who will present the OCMN recommendation to OACCD for approval.

Members of OCMN are expected to act as regional experts in risk assessment and case planning, and as representatives of their agency on OCMN.

Roles and Responsibilities:

- Interpret research and data into effective practice guidelines related to risk assessment.
- Provide initial user training in risk assessment tools used in Oregon
- Provide ongoing supportive and advanced training in risk assessment tools used in Oregon.
- Interpret research and data into effective practice guidelines related to case management.
- Provide initial user training in case planning practices.
- Provide ongoing supportive and advanced training in case planning practices.
- Identify emerging evidence-based practices and provide them as a resource throughout the state.



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- Measure the efficacy of risk assessment tools in Oregon, through the use of annual inter-rater reliability testing.
- Monitor the fidelity of case planning in Oregon through interpretation and analysis of case plan audits.

Membership:

- Membership will generally be limited to persons whose employing agency is engaged in the service of community supervision in the State of Oregon. Membership is also open to employees of the Department of Corrections, Department of Public Safety Standards and Training, Oregon Board of Parole and Post-Prison Supervision, Oregon Youth Authority, and Oregon State Hospital whose job duties the assessment or case management of convicted offenders and/or training in the use of risk assessment or case management models.
- Members may attend meetings in person or via electronic means.
- A member in good standing will be any member who has attended at least two of the four prior meetings.
- Only members in good standing may vote on OCMN matters.
- Notwithstanding the qualification of good standing to vote, no agency may have more than four voting members participate in any official OCMN poll. Agencies with more than four members in good standing must identify which member will submit votes on behalf of the agency. Should an agency not designate voters, the OCMN chairperson shall identify votes using an impartial means, such as a coin toss.
- At all times members will strive to collaborate and innovate towards a more just, effective, and efficient criminal justice system for the state.

Officers:

- OCMN is led by an elected chairperson and co-chair. Elections are held annually during the Summer Quarter meeting. Each term is one year in length. The chair's term expires, the co-chair assumes the role of the chair. Elections occur each summer to appoint a new co-chair. The chairperson of OCMN may not be the member acting as the liaison to OACCD.
- In the event that a chairperson resigns from their position prior to the end of their term, the co-chair assumes the role of chairperson pro tem and a vote will be called at the next quarterly meeting to elect a co-chairperson to serve out the remainder of the term.
- Minutes will be taken at each meeting by a secretary appointed by the chairperson. The chairperson may set the length of service for a secretary at their discretion, not to exceed one year.
- As needed, the chairperson may call for the formation of short-duration subgroups to accomplish specific goals or review specific problems. These subgroups will be led by an OCMN member as appointed by the chairperson.



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- In the event that the chairperson is not available for a meeting, the co-chairperson or OACCD liaison may initiate a meeting – but no vote may be taken during a meeting lacking the presence of the chairperson.
- It is the responsibility of the chairperson to see minutes are posted publicly in an appropriate manner.

Meetings:

- Meetings will be held on a quarterly scheduled, as set by the OCMN chairperson.
- Meetings dates may be adjusted from the quarterly schedule as deemed appropriate to accommodate network business.
- Meetings will provide an opportunity to discuss statewide training needs and requests and assign network resources to resolve these challenges.
- Meetings will allocate time to review any concerns on fidelity related to either training on or application of risk assessment tools or case management practices.
- Meetings will provide an opportunity for members to learn of, review, and critique research and innovative or emerging practices.
- Members are the primary audience of all meetings, attendance for non-members is restricted to those persons invited to attend by any member in good standing who has notified the OCMN chairperson of the invitation. The OCMN chairperson reserves the right to deny attendance and may make invitations without consultation of the group.
- Minutes will be taken at all meetings, as noted above under “Officers.”
- Meeting location will be set by the OCMN chairperson. Location selection should be made with the goal of siting meetings in different regions of the state, with consideration given to meeting space availability, membership composition, and travel concerns.