

## **Field Automation Users Group (FAUG) Representatives Manual**

*Contributing to an effective partnership between the Oregon Department of Corrections and the county community corrections agencies by providing a statewide information system and reliably addressing the changing needs of field system users.*

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## **Field Automation Users Group (FAUG)**

### **Purpose/Overview**

The Field Automation Users Group (FAUG) is a crucial support tool to incorporate statewide policies and procedures that efficiently and reliably addresses the changing needs of field users. This group provides flexible training and user support at the local level, sets standards, and ensures the consistency and usefulness of AOS information that is available statewide. FAUG provides continuous improvement of field automation through communication between county Community Corrections agencies and the Oregon Department of Corrections.

FAUG accomplishes this mission by increasing our knowledge of and implementing the policies and procedures created, sharing information and expertise, and promoting statewide support and staff participation. Committee members share perspectives and valuable information from their counties. The sharing of information among committee members allows the members to get a clear picture of the statewide database system. When voting or prioritizing FAUG needs, committee members consider what is best for all users and not individual needs.

### **Roles and Responsibilities of FAUG Representatives**

- Responsible for analyzing identified issues, proposed changes, or concerns and providing recommended solutions to OACCD
- Point of contact for DOC, outside agencies and other FAUG members
- Responsible for system maintenance within their counties
- Responsible for maintaining and updating the Treatment Module in CIS
- Responsible for returning structured sanctions to pending status in the Sanction Module in CIS
- Responsible for appropriate deletion of case plans in the DOC LS/CMI database
- Responsible for updating polygraph records to correct test date, type, and results, and deleting records entered on the wrong person or in error
- Develop long-range plans for development of service requests/projects to meet agency needs to further enhance use of CIS, OMS and the tracking of adults on supervision (AOS)
- Prioritize service requests and projects with DOC
- Participate in user testing for service requests or provide a list of other users from respective county that can participate. Provide training and information within respective counties as well as other county offices
- Creates and maintains document templates
- Create, update, and maintain system manuals

## Definitions

1. **Adult in Custody (AIC):** Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision status.
2. **Adult on Supervision (AOS):** Any person under the supervision of a local community corrections agency who is on probation, parole, or post-prison supervision status.
3. **Corrections Information System (CIS):** Primary system for maintaining AIC/AOS data. Also known as DOC400, and AS400.
4. **DOC Community Corrections Coordinator:** Department of Corrections Community Corrections Division Coordinators who provide training and support to the local community corrections offices with things such as data entry, training, or technical support with CIS and OMS.
5. **Oregon Association of Community Corrections Directors (OACCD):** OACCD Membership consists of the Director of each County Parole and Probation office in the State of Oregon who meet bi-monthly.
6. **OACCD Charter Groups:** Fee Supervision Network (FSN), Statewide Office Operations Network (SOON), Family Violence Supervision Network (FVSN), Sex Offender Supervision Network, and Field Automated User Group (FAUG).
7. **Offender Management System (OMS):** Web based data system that interacts with CIS for AOS release planning, case management, and risk screening tools.

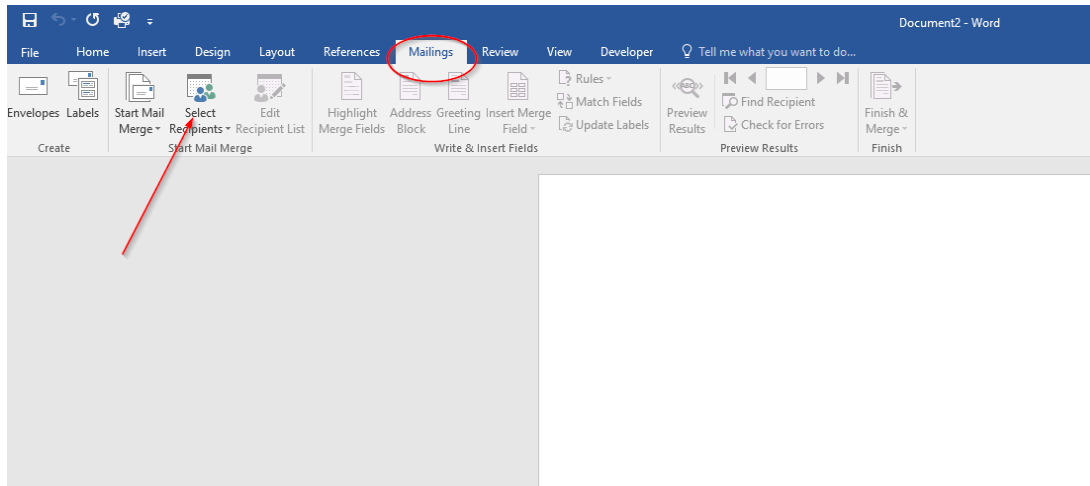
## Document Templates

FAUG representatives are responsible for creating and maintaining templates and merge documents for their offices. They will ensure that the most recent process for accomplishing these duties will be shared with their offices.

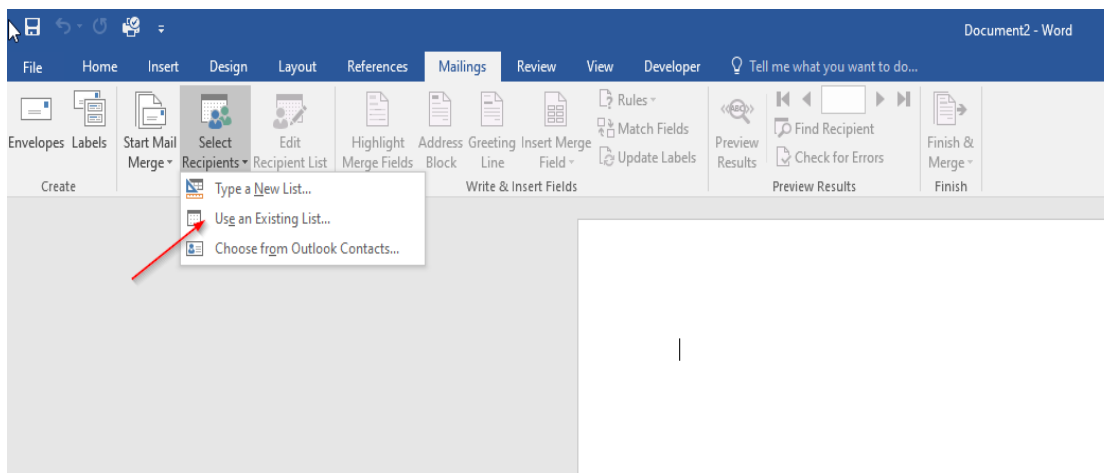
## Create Templates

Starting with a blank document or letterhead document.

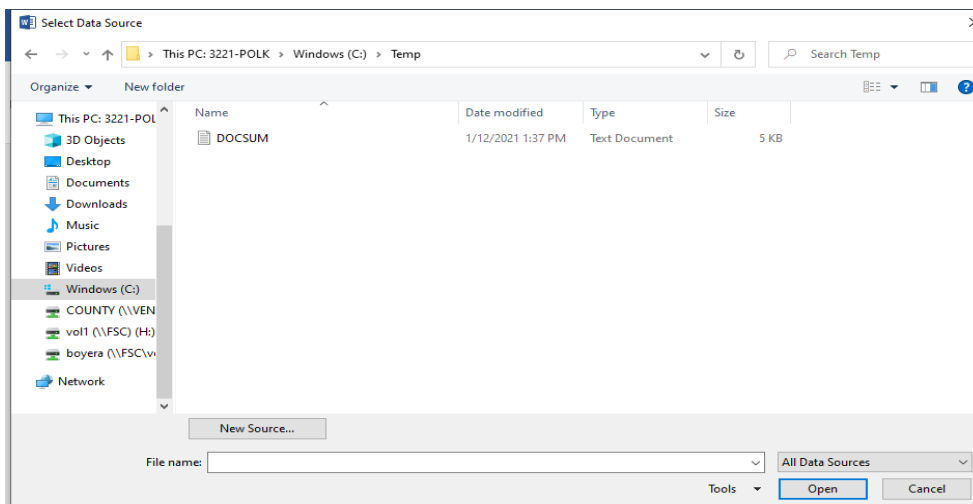
1. Open Word document (either blank or letterhead) and attach the data source
  - a. Mailings Tab
  - b. Select Recipients



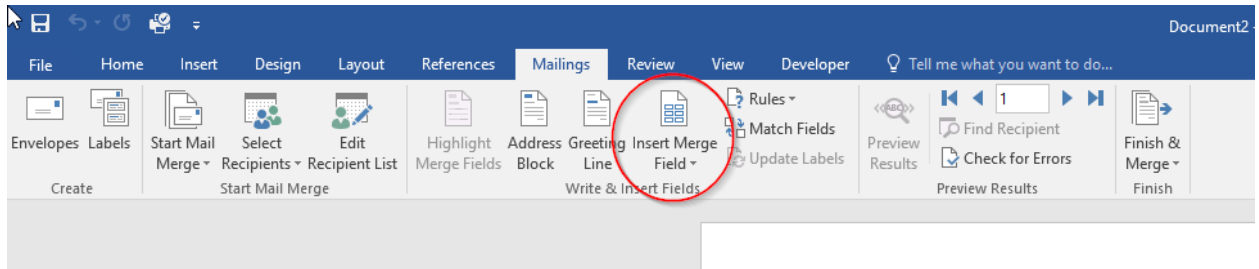
## 2. Use existing list



## 3. Select the docsum.txt file (wherever your agency saves it)



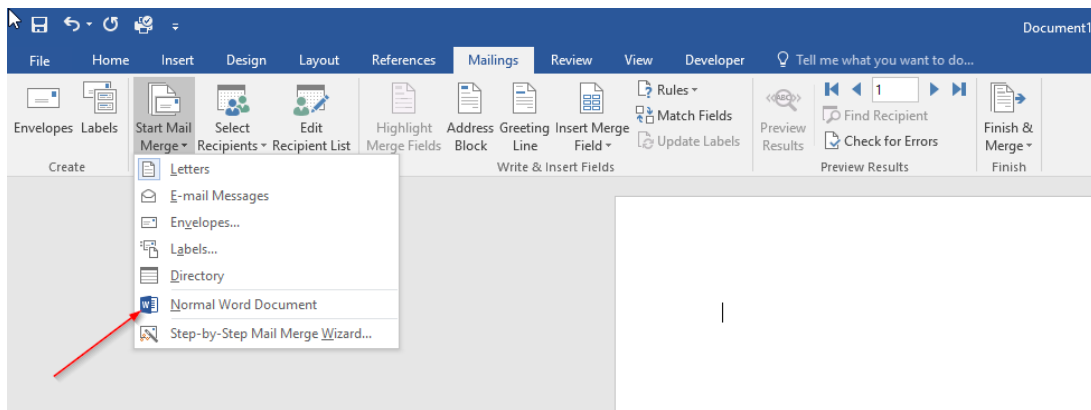
4. Insert Merge Field will now be available



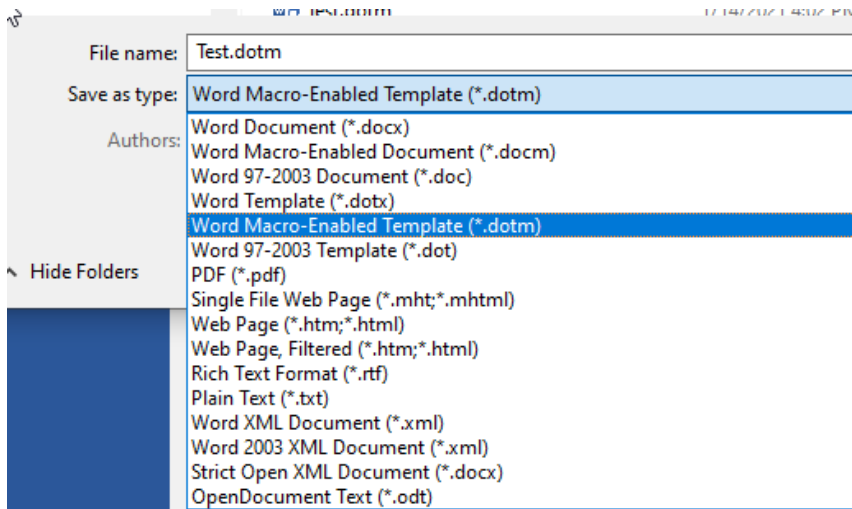
5. Insert your fields into Document. The complete list of merge fields can be located on pages 10.

6. Once your document template is complete with all your merge fields

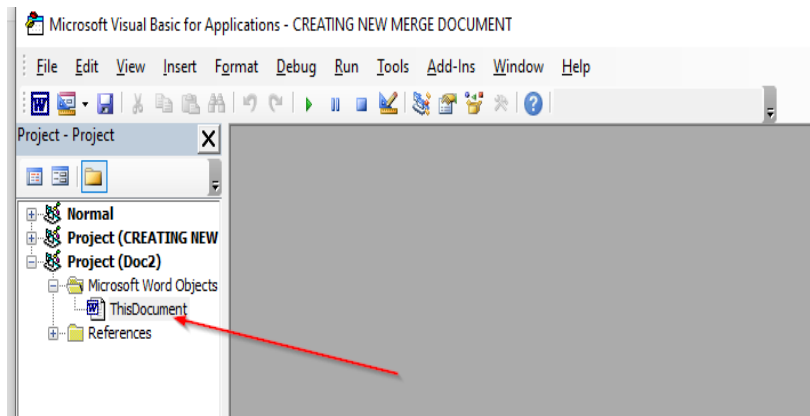
- a. Select Start Mail Merge
- b. Select Normal Word Document



7. Save file as a Macro Enabled Template



8. Press Alt + F11 to open VBA script field



9. Copy and Paste the following code into the blank window for “ThisDocument”. The second line of script (highlighted below) is the pathway to where your docsum.txt file lives. You will need to update this line with the correct folder pathway.

```
Private Sub Document_New()

DocSumPath = "c:\temp\DOCSUM.TXT"

ActiveDocument.MailMerge.OpenDataSource (DocSumPath)

ActiveDocument.ActiveWindow.View.ShowFieldCodes = False

With ActiveDocument.MailMerge

.ViewMailMergeFieldCodes = False

.DataSource.ActiveRecord = wdNextRecord
```

```
End With

End Sub

Function MyDocuments() As String

Dim objFSO As Object

Dim objShell As Object

Dim objFolder As Object

Dim objFolderItem As Object

Const MY_DOCUMENTS = &H5&

Set objFSO = CreateObject("Scripting.FileSystemObject")

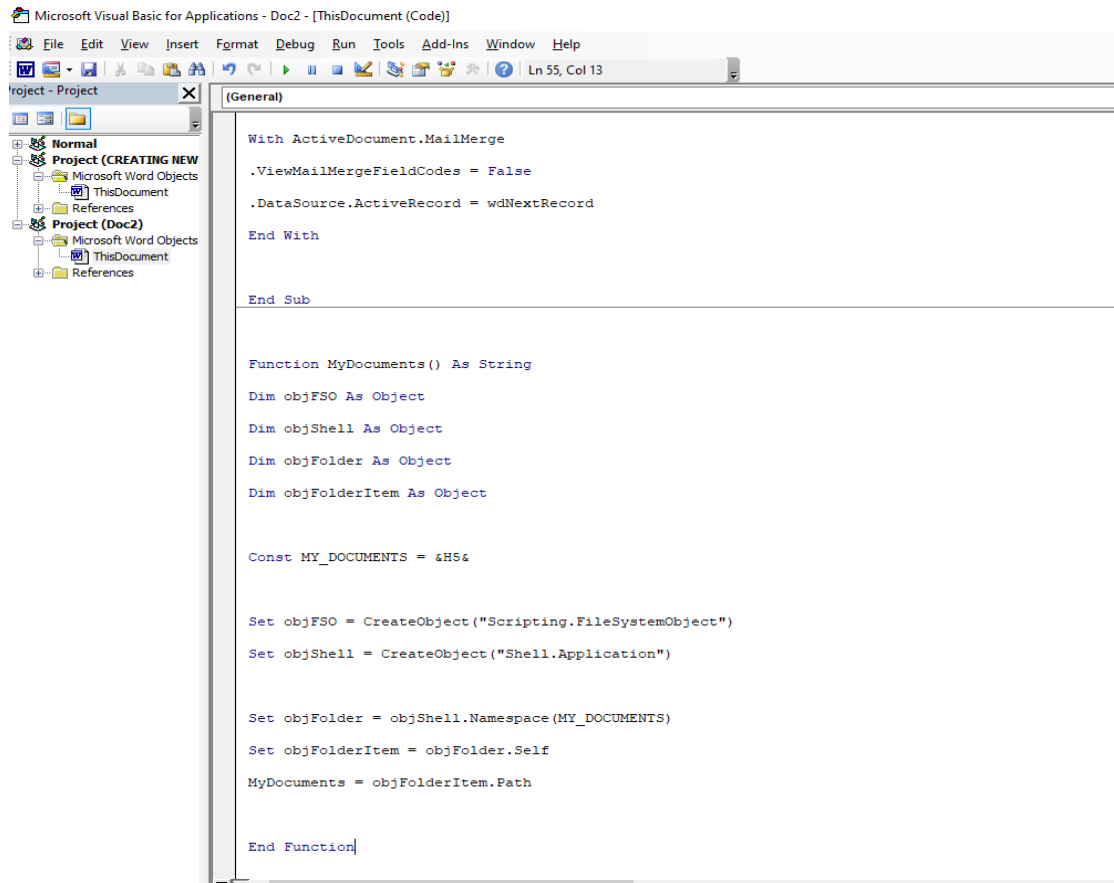
Set objShell = CreateObject("Shell.Application")

Set objFolder = objShell.Namespace(MY_DOCUMENTS)

Set objFolderItem = objFolder.Self

MyDocuments = objFolderItem.Path

End Function
```



10. Click Save icon and close script
11. Save the document and close
12. The document is now available for users to use.

## DOCSUM Codes

Caseload Number	Sentencing Judges	Comm Service Balance
PO name	Case Docket No	Crt Ord Fin Obl Tot
Responsible Location	DEF ATTY NAME	Crt Ord Fin Balance
ID Number	DA NAME	Crt Ord FINE Obl Tot
Name Title	DA Case No	Crt Ord FINE Balance
Last Name	Sentence Type	Crt Ord REST Obl Tot
First Name	Sent Begin Dates	Crt Ord REST Balance
Middle Name	Sent Expi Dates	Restitution Amount
Name LFM LC	Sent Length	Victim Name
Name FML LC	Cond Codes	Victim Address
Birthdate	Cond Description	Treatment ID
Current Age	Current Status	Refer Date
Sex	Inst Risk Assess	Date of Entry
Race	Comm Supervision Lvl	Exit Date
Race Description	Risk Assess Total	Exit Code
Height	Sex Assess Total	SCAR MARK OR TATTOO
Weight	Sex Assess Level/Last Updated by	LSCMI SCORE
Hair Color	Stat 99 Tot	LSCMI HISTORY
Eye Color	Stat 99 Lvl/Last Updated by	LSCMI EDUCATION
Social Security No	Pred Sex Off	LSCMI FAMILY
Drivers License No	Admission Date	LSCMI RECREATION
FBI Number	Cell Number	LSCMI ASSOCIATES
Home Phone	Proj Inst Rele Date	LSCMI DRUG
Work Phone	Parole Release Date	LSCMI ATTITUDE
Cell Phone	Max Sentence Date	LSCMI ANTISOCIAL
Home Address Line 1	Inst ReleDt	PO Email Address
Home Address Line 2	Max Incarceration Dt	WRNA Total Score
Home City	SG Earned Time Date	WRNA Adult Abuse
Home State	Minimum Date	WRNA Antisocial Friends
Home Zip Code	Classification Date	WRNA Child Abuse
Mail Address Line 1	History Risk	WRNA Criminal History
Mail Address Line 2	Last Office Visit	WRNA Educational Needs
Mail City	Last Monthly Report	WRNA Employment Financial
Mail State	Next Office Visit Dt	WRNA Mental Illness
Mail Zip Code	Next Office Visit Tm	WRNA Physical Abuse
Mail City State Zip	Tent Parole Disch Dt	WRNA PTSD
Last Home Attempted	Supv Fee Monthly Amt	WRNA Sexual Abuse
Last Home Completed	Supv Fee Balance	WRNA Substance Abuse Current
Crimes Offenses	Total Fee Balance	WRNA Substance Abuse History
Grid Score	Last Supv Paid Date	Record Key
Counties of Convictn	Comm Service Total	

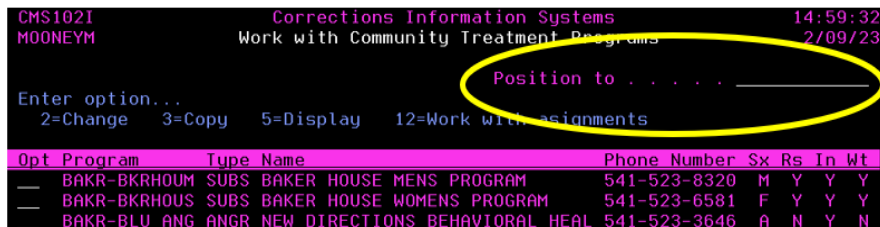
## Treatment Module

### FAUG Treatment Module Business Rules

FAUG in agreement with OACCD has adopted the FAUG Treatment Module Business Rules. The purpose of these rules is to document the agreed upon format and support responsibilities by FAUG representatives in maintaining the list of treatment programs within each County. The following instructions contains those business rules along with instructions to perform the tasks. The Treatment Module Business Rules are attached to the PO Manual for full review.

### Treatment Program Search and Entry

1. Only FAUG representatives or other designated county representatives can update the directory of programs.
2. Each FAUG representative is to enter program information if the program is physically located in their county, even when used by another County.
3. The directory must be searched to ensure the program is not already listed prior to entering a new program, including sub-setting to search for expired programs.
  - a. To access the Treatment programs window: from the CCPPO menu, select option #3 W/W Treatment Programs. If your main menu defaults to CCSUPPORT, from the selection line type Menu (space) CCPPO and enter. This will take you to the CCPPO menu.
  - b. Once in the W/W Treatment Programs window, there are two ways to search for a treatment program.
    - i. Option 1: From the Position to field (upper right-hand corner) enter the program name. You can enter a partial name or service area to search, you do not need to enter the entire program name. Example: enter UMAT and it will direct you to that section of the programs list.



```
CMS102I                      Corrections Information Systems          14:59:32
MOONEYM                      Work with Community Treatment Programs      2/09/23

Enter option...
2=Change  3=Copy   5=Display  12=Work with assignments

Position to . . . . .
```

Opt	Program	Type	Name	Phone Number	Sx	Rs	In	Wt
—	BAKR-BKRHOUM	SUBS	BAKER HOUSE MENS PROGRAM	541-523-8320	M	Y	Y	Y
—	BAKR-BKRHOUS	SUBS	BAKER HOUSE WOMENS PROGRAM	541-523-6581	F	Y	Y	Y
—	BAKR-BLU	ANG	ANGR NEW DIRECTIONS BEHAVIORAL HEAL	541-523-3646	A	N	Y	N

- ii. Option 2: Use option F17=subset to set the search criteria.

```

CMS102I                      Corrections Information Systems          9:59:03
MOONEYM                      Community Treatment Program Subset Selection 8/03/22

Type choices, press Enter.

Program type . . . . . *ALL          *ALL, type
Service area . . . . . *ALL          *ALL, code
Take indigent . . . . . *ALL          *ALL, *YES, *NO
Sexes treated . . . . . *ALL          *ALL, M, F
Residential program . . *ALL          *ALL, *YES, *NO
Waiting list . . . . . *ALL          *ALL, *YES, *NO
Available date. . . . . 99/99/9999   Latest to include
Program status. . . . . *CUR          *ALL, *CUR, *EXP

F4=Prompt    F5=Refresh
F12=Cancel

MA  A          MW          06/029

```

- c. If the program does not exist, you may enter the new program. From the W/W Treatment Program window use option F6=Create and follow the established rules below for entering a new program.
4. When adding a new program, the Program ID (12 character spaces total) always begins with the four letter County code, then a dash (-) , and then an abbreviation of the program name (see diagram below). To enter an EVAL only treatment type please refer to the EVAL section below.
  - a. Be sure there are no spaces in front of or following the dash as that will affect how the programs are displayed alphabetically.
  - b. Use caution when entering the Program ID, once you save it, it cannot be changed. Programs entered incorrectly will have to be expired and a new entry made.
5. All fields on the Community Treatment Program entry screen are to be completed.
6. Comments should include information such as: level of service, accommodations for children, fees, etc.
7. The average duration of the program is required so that reports can be generated, or subsets used that list AOSs with no exit date but that are past the average duration of the program.

### Diagram:

The screenshot shows a program entry form titled "Corrections Information Systems" and "Community Treatment Program". The form includes fields for Program ID, Program type, Program name, Contact name, Phone number, Site address, City State Zip, Service area, Comments, Takes indigent Y/N, Waiting list, Residential program, and Ave program length. A "DISPLAY" button is visible. Callout boxes provide instructions: "Program ID - Must begin with County Code, a dash and then a provider abbreviation. NO spaces!", "All Programs must have the four-letter Treatment Type code entered. F4 to see the list.", and "This is required and can be entered as days, weeks or months using D or W or M." The form also includes a footer with function key definitions: F3=Exit, F5=Refresh, F7=Browse backward, F8=Browse forward, F11=Menu bar, and F12=Cancel.

Program ID - Must begin with County Code, a dash and then a provider abbreviation. NO spaces!

All Programs must have the four-letter Treatment Type code entered. F4 to see the list.

This is required and can be entered as days, weeks or months using D or W or M.

Corrections Information Systems  
Community Treatment Program

13:24:36  
7/28/03

DISPLAY

Program ID..... MULT-ASAP

Program type..... SUBS Substance Abuse Treatment

Program name..... ASAP TREATMENT SERVICES, INC

Contact name..... SAM SWAIN, DIRECTOR

Phone number..... 503-224-0075

Site address..... 2130 SW 5TH - SUITE 100

City State Zip..... PORTLAND OR 972010000

Service area..... MULT Multnomah

Comments..... OUTPATIENT; DUII LEVEL II; ODL; TITLE I; MGT; FREE CHILD CARE

Takes indigent Y/N.. N Sexes treated..... A

Waiting list..... Y Date available.....

Residential program.. N Ave program length.. 3 M Months

Program expired.....

F3=Exit F5=Refresh F7=Browse backward F8=Browse forward  
F11=Menu bar F12=Cancel

8. Programs are to be entered in the county of the program's address. The same program is not to be entered under each county that uses it, except as detailed in #10 and #11 below.
9. The service area field must match the Program ID, i.e. if the Program ID is BAKR-BLU, then the service area must be BAKR.
10. If the program has two or more separate physical locations in more than one county where treatment is delivered, the program is to be entered under each county.
11. If the program serves a county but does not have a permanent address in that county the program is to be listed only under the county where their physical address is.
12. Any FAUG representative may enter an Out-of-State provider but must use, OOS- plus the two-letter state code and then a space before entering an abbreviation of the program name (OOS-WA XXXX) in the Program ID field.
13. Web based programs that don't have a physical address can be added by any FAUG representative starting with WEB- then an abbreviation of the provider's name. An example would be if the AOS takes on-line treatment classes from home.
14. If the AOS must report to a physical address to do an evaluation, assessment, or the on-line treatment, the program should be entered following the above steps in the appropriate county.

15. Private programs are defined as obscure programs that are not contracted by a community corrections agency and do not routinely offer services to corrections clients; i.e. a private doctor or provider who is billing a client's insurance company, or a client's employer provides coverage for treatment. These are not entered as treatment programs.

## **Treatment Program Entry Criteria**

The following four criteria were approved for entries of programs into the treatment module. Three out of the four must be met for entry.

1. **Program offers the AOS a skill to make a pro-social change and reduce an identified need.**  
One of the main uses of the Treatment Module is to effect AOS change especially in an identified need area on a valid assessment tool. The current program types meet these criteria. Education and jobs programs may not be regarded as traditional treatment but aid in reduction of two criminogenic needs.
2. **Program staff are certified in the field in which they are providing service.**  
Program Staff having a certification in the field is important to ensure the outcomes of the treatment and ensure the use of Evidence Based Practices (EBP) in the treatment program. Alcohol & Drug counselors are certified as are Mental Health counselors; even Education programs have staff with teaching certificates. If PPOs teach some classes in the program, the program must qualify under the other three criteria to be entered.
3. **Program is used while the AOS is on community supervision.**  
The outcome measures tied to the entries in the Treatment Module are based on community supervision. Some areas have programs that the AOS are sent to while on Local Control status or another status. The issue is that we do not have legal control over these AOSs and should not be entering the programs we send them to in the module. If there are programs that are used both for AOS on community supervision and while on Local Control status, they should only be entered when used while on community supervision.
4. **Program is not used as a punishment.**  
Jail is a punishment and a sanction. Community Service while perhaps teaching a skill or responsibility to an AOS is restorative justice and is seen as reparations to the community for the crime they committed. Community Service is not to be entered into the module as a program.

## **Treatment Program Closure**

1. If a program dissolves, is absorbed by another program or was entered incorrectly, the program must be expired. Programs are never deleted. The FAUG representative is responsible for moving any active assignments from the program prior to expiring it.
  - a. To move assignments from the program, from the W/W Treatment Programs Window (CCPPO Menu, option#3), find the name of the program and then enter 12=Work with assignments on the line in front of the program name which will bring up a list of all the AOS assigned to that program.
  - b. Enter a 2=Change before each AOS which will bring up the Treatment Program screen. Tab to the Treatment ID and enter the name of the program you are moving the AOS to, if you know it, or F4 for the list of programs to choose from. Select the program and hit enter to save it and return to the list of assigned AOS.

```

CMS1301      Corrections Information Systems (UAT)      12:21:52
MOONEYM      Work with Treatment Program Assignments    8/03/22

Treatment program . . HOOD-AA/NA

Enter option...
  2=Change

Op Offender      Change      (Active)
2 CUMMINGS,      Exit Date  Code
  MORTON, C
  BARRAGAN,

Treatment Program
Offender:
Treatment ID: HOOD-AA/NA M57Tx: N Y/N
Refer date Entry Date Exit Date/code I
  4/26/2012
More...
F4=Prompt F5=Refresh F7=Dsp Treatment
F12=Cancel
F3=Exit
F12=Cancel
Function key
  
```

- c. For active assignments where the person has moved to AIC status, the FAUG rep will perform cleanup to close the treatment record.
    - i. Add the AIC to your caseload as secondary.
    - ii. Close the treatment record to the appropriate closure code.
    - iii. Then remove the AIC from your caseload.
2. A program is never deleted from the directory but can be expired once all the active assignments have been moved.
  - a. To expire a program, enter 2=Change on the line of the program, press enter, and tab down to the Program expired field and enter a Y and enter to save.

- b. To un-expire the program, enter an N and enter to save.

## **Treatment Program Audits**

FAUG representatives are required to review the treatment programs entered under their county at a minimum of once a year.

1. From the CCPPO Menu, option #3 W/W Treatment Programs, F17 to subset by your county.
2. Enter 2=change to enter the program record. Verify all the information is accurate (program name, duration, type, etc.,).
3. Once the record is verified as accurate, enter a note in the comments section (date, initials, etc.,) then save the record. This will create a new audit stamp to show that the record was audited.
4. Next print the active assignments list to distribute to assigned POs for verification of active status. For AOS who have transferred to another county, check with the FAUG rep of the county where body is supervised, copy to the assigned PO, if known.
5. Perform each step above for every program in your county. Update all information as appropriate and close the programs that are no longer in use. Note: Programs that have not been used in a year or more should be considered as not in use.
6. For EVAL type programs, print the active assignments list to distribute to assigned POs for verification of EVAL status.

## **Treatment Evaluation Only**

To distinguish between an evaluation where no treatment is recommended, which inflates treatment data, and treatment as recommended, the OACCD approved the addition of a new treatment type EVAL.

1. EVAL will look like other treatment types, i.e. SUBS, ANGR, but will clearly show as an evaluation only, and can be pulled out from regular treatment attendance. OACCD approved that each county will identify/add one EVAL treatment provider per type, per County; Substance abuse eval, Anger Management eval, etc. Example below using Multnomah as the County:
  - Mult-EVAL AG - Anger Management Evaluation
  - Mult-EVAL SX - Sex AOS Evaluation

- Mult-EVAL DV - Domestic Violence Evaluation
  - Mult-EVAL MH - Mental Health Evaluation
  - Mult-EVAL SB - Substance Use Evaluation
2. When utilizing an EVAL code **where the evaluator IS NOT the same as the treatment provider**, a note entry would need to be included to identify where (what agency) the client obtained the evaluation from.
  3. When the evaluation is completed use the following closure codes:
    - **MXBN for Max Benefit:** Used when the client has not met the requirements for the program to successfully complete but has obtained all the information they can from the program, and it is no longer appropriate for them to attend. When using EVAL code, MXBN means TX was not recommended. Administrative closure.
    - **ADMN Administrative:** Used when it was not the client's non-compliant performance or behavior in treatment that caused termination. Examples might include death of the client, the client moves out of the County or State, treatment program closes, etc. Meant to reflect that the client would not be held responsible for not completing the treatment requirements nor would the provider. This may also include an approved transfer to another treatment provider. Neutral closure.
    - **SUCC Successful:** Used when the client completed evaluation and/or all the requirements established by the provider. Not intended to reflect how well the client performed in treatment just that the requirement/condition was met. This requires confirmation of the successful completion by the treatment provider. Successful closure.
    - **UNSU Unsuccessful:** Used when the client did not complete all of the requirements established by the treatment provider, to include engagement in treatment or completion of the evaluation. Not intended to reflect how well the client performed while in treatment just that the requirement/condition was NOT met. Unsuccessful closure.
    - **EXPI Expired:** Used when the client has long-term treatment needs that exceed the amount of supervision. The client was in compliance with treatment at the end of the supervision term but will likely remain in treatment after supervision has ended. Successful closure.

## Entering the EVAL Treatment

1. From CCPPO Menu, option #3 W/W Treatment Programs
2. Following the above search instructions, subset to your county and confirm which EVAL types have been entered prior to entering a new one.

3. F6=Create to enter a new program.
4. Program ID: When adding a new program, the Program ID (12 character spaces total) always begins with the four letter County code, then a dash (-) , and then EVAL as the type and then a space and a two letter code of type of evaluation.
5. The name is the general evaluation type. Enter all other fields, and in the comments, note Evaluations Only.
6. The only time the EVAL type will be entered with specific program information is if the program doing the evaluation is the only one that will provide that service in your county.

```

CMS102I                      Corrections Information Systems                      9:02:39
CUMMINSL                     Work with Community Treatment Programs              6/16/21

                                Position to . . . . .
Enter option...
  2=Change  3=Copy  4=Delete  5=Display  12=Work with assignments

Opt Program      Type Name                                     Phone Number Sx Rs In Wt
---
MULT-EVAL AG EVAL EMPOWERMENT CLINIC ANGER MGMT 503-676-3710 A N Y N
MULT-EVAL DV EVAL EMPOWERMENT CLINIC SUB ABUSE 503-676-3710 A N Y N
MULT-EVAL MH EVAL EMPOWERMENT CLINIC SUB ABUSE 503-676-3710 A N Y N
MULT-EVAL SB EVAL EMPOWERMENT CLINIC SUB ABUSE 503-676-3710 A N Y N
MULT-EVAL SX EVAL EMPOWERMENT CLINIC SUB ABUSE 503-676-3710 A N Y N
MULT-FOCUS DV FOCUS CIRCLE 503-930-8799 A N Y N
MULT-FREE SUBS FREEDOM HOUSE MINISTRIES 503-347-9966 M Y Y N
MULT-GENESIS SUBS GENESIS 503-535-1151 A N Y N
MULT-GIFT COGN GIFT 503-988-4999 A N Y N
MULT-GRSHMAN ANGR GRESHAM URGENT CARE 503-666-5050 A N Y N
MULT-GRSHMDV DV GRESHAM INTIMATE VIOL. PRGRM 503-465-6656 A N Y N
MULT-HARBOR SUBS HARBOR LIGHT, SALVATION ARMY 503-235-4192 M Y Y N

More...

F3=Exit    F5=Refresh  F6=Create  F10=Print  F11=Menu bar
F12=Cancel F13=Repeat   F17=Subset

```

## Sanctions

### Setting Sanctions to Pending or Completed Status

A user who creates a sanction can edit or delete the sanction within 7 days of the creation date. After that, sanction authorities are based on the AOS status first, and then the sanction status.

### Board Status Sanctions

1. Sanctions for AOS whose status is Parole (PA), PostParole/BRD (PS), or PostPrison/BRD can only be completed by the Board. The PO can delete the sanction if it has not been sent forward (supervisor or Board) and it is within the initial 7 days.
2. Once the sanction is sent to the supervisor or the Board, the sanction cannot be returned to pending or deleted by the FAUG rep. Sanctions that have been sent to the supervisor or the Board can only be changed back to PEND or deleted by the DOC Community Corrections Coordinator.
3. Sanctions returned by the Board (RETU sanction status) can only be resent to the Board once the action requested has been completed.

### **Community Status Sanctions**

1. Sanctions created for an AOS with a Community status (Post Prison/LC, Prob/Cond-DI (CD), Probation (PR), Prob Divr (DV) or PostParole/LC), that is sent to the Board in error and returned (RETU), can only be set back to PEND by the DOC Community Corrections Coordinator. Once the sanction is set back to PEND the PO and FAUG rep can edit, complete, or delete the sanction.
2. If the sanction was created while the AOS **was** in a Community status (Post Prison/LC, Prob/Cond-DI (CD), Probation (PR), Prob Divr (DV) or PostParole/LC), but now *is* on one of the Board statuses and the Board returns it, neither the PO or the FAUG rep can complete it or delete it, and the FAUG rep cannot set it to PEND. To complete the sanction, send an email to the DOC Community Corrections Coordinator.
3. AOS currently in a Board status with a probation case, and a sanction is created only on the probation case, the sanction cannot be completed by the PO or FAUG rep. Send an email to your DOC Community Corrections Coordinator to assist with completion or returning the sanction to PEND status. Note: The Board does not require you to send sanctions on a probation case to them in CIS.
4. Sanctions for AOS whose status is Post Prison/LC, Prob/Cond-DI (CD), Probation (PR), Prob Divr (DV), or Local Control (LC) can be completed by the PO or FAUG rep, and the FAUG rep can return these to PEND status or delete if necessary.
5. Sanctions on an incoming compact whose status is Parole (PA) can be completed by the PO or FAUG rep. These do not get sent to the Board unless the Board has authority over other cases.

### **Changing the Sanction Status**

1. From the CCPPO Menu, option #7 W/W Structured Sanctions

2. Enter the SID # for the AOS and hit enter
3. Type 23 on the option line in front the appropriate sanction and enter.

```

CMS250I                      Corrections Information Systems          9:06:15
MOONEYM                      Work with Structured Sanctions        2/06/23

Offender . . . . . ABB      BERT ALAN
Current Status. Probation(A )ln County Community
Enter option...      Select status . *ALL
2=Chg 3=Copy 4=Delete 5=Display 6=Print rpt 9=View H0 process 10=Snd Supv
15=Supv Apv 16=Sts to COMP 17=Supv note 18=Brd/LV note 20=Sanction report
Opt Sanctioned Typ Status Primary Violation. Court Case and Sanction Caseload
23 2/18/2011 S COMP GC12 NO WEAPONS LINC 098/02 WKCR 6907
   12/05/2010 S COMP GC02 NO CONT SUBS LINC 098/02 JAIL 6907

Bottom
F3=Exit F4=Prompt F5=Refresh F6=Create interv F7=Create sanction
F9=Retrieve F10=Print F11=Menu bar F12=Cancel F13=Repeat F23=More Opt

```

4. The Community Corrections – Reset SRF screen will appear. Tab to the sanction status line and hit F4 to prompt the options. Scroll down to PEND and press enter. A screen will pop up asking you to confirm the change. Enter Y for yes and hit enter again. This will return you to the prior screen, hit enter to return to the sanction screen. The sanction status should now show as PEND.

```

CMS268I                      Corrections Information Systems (UAT)    9:08:12
MOONEYM                      Community Corrections - Reset SRF    2/06/23
                                CHANGE
Offender.....
Location..... LINC
Sanction date..... 2/18/2011
Sanction status.... PEND

: CMS268DCHG
: Press Enter to confirm Status Change yes or no:
: Enter change: N Y or N
:
: Reminder: You should not change the Status of any
: sanction that has been acted on by the Board or a
: Hearings Officer unless approved by them.
:
: Sanction Current Status: COMP
:
F3=Exit F4=Pro
F12=Cancel

```

## Deletion of Sanctions

1. FAUG Reps can delete sanctions in the following scenarios:
  - a. A sanction is prepared on the wrong AOS,
  - b. A duplicate sanction is accidentally prepared,
  - c. A sanction is prepared, but subsequently it is determined that not enough evidence exists to support the allegation of violation behavior, or
  - d. A sanction is created but the AOS is not detained, and the sanction is never served
2. After deleting the sanction enter a chrono to document the reason why the sanction was deleted.
3. Sanctions should not be deleted if the person has been detained and notice of rights have been served.
4. For the following scenarios the sanction should **not** be deleted:
  - a. An AOS is sent to prison on new charges *prior* to the sanction and NOR being served after being held in custody.

Recommendation: Put NOAC in the 'Sanction Given' section, add the reason for the NOAC in the body of the report, and then set the sanction to complete. If the AOS status has already been updated to AIC, contact the Community Corrections Coordinator to assist with closing the sanction.

- b. A sanction is served on the AOS, but the AOS refuses the sanction and requests a hearing with the court, or the court denies the sanction and sets a Probation Violation Hearing.

Recommendation: Put NOAC in the 'Sanction Given' section and once the hearing has been held enter the Court Ordered sanction/sentence in the 'Judge Override' section and set the sanction to complete.

5. Other notes/recommendations regarding sanctions:
  - Anytime a sanction is completed with NOAC as the sanction given, there should be a justification entered into the body of the sanction to support it.

## Decision Date on Sanctions

1. When the PO has the authority to impose sanction, the decision date will be the date the AOS accepts the sanction, and it is officially imposed.
2. When an AOS accepts a sanction, but supervisor approval is required, the decision date will be the date the supervisor approves the sanction and completes it.
3. When the supervisor approves the sanction prior to the AOS accepting it, the decision date would be the date that the AOS accepts the sanction, and the PO officially imposes it.
4. When it is a local post-prison revocation case and the AOS has a hearing in front of the hearings officer, the decision date will be the date that the LSA approves the decision of the hearings officer.
5. If a PO has the authority to impose a sanction and the AOS does not accept it, it will then go before the hearings officer and the decision date would be the date that the hearings officer approved the sanction.
6. If a sanction is sent to the board or the judge and it gets overridden, the decision date would be the date that the final authority imposes the sanction, either the court or the board.

***Ultimately, the decision date is the very final date when the sanction is officially approved; no matter how many people or steps that it has to go through in the review process; and fully completed.***

## **Sanctions in Status Other Than Complete Report**

This report is emailed to the FAUG representatives at the beginning of every month and contains a list of all sanctions that have not been set to complete. FAUG representatives are required to review the report and work with their offices to clean up the outstanding sanctions.

1. When the spreadsheet is opened, it can be sorted by county and will include the following information: County, Caseload, SID, Client, Current Status, PPS Supervisory Authority, Sanction Date, Sanction Action, Days Since Sanction created.
2. It is recommended to sort the report by Days Since Sanction to work on the sanctions that have been pending the longest.
3. Sanction Status Codes and Actions to take:
  - a. **RETU:** These are the sanctions that have been returned by the Board to the PO. When the Board returns a sanction they will include a Board note, which you can view on the main sanction screen by using Option 18 = Brd note. This will tell you if the Board needs additional information or if the sanction was returned because it was not under the

Board's authority. If it was returned due to needing more information, enter the requested information and resend it to the Board. If the note says the client wasn't under the Board's authority at the time of the sanction, you will need to email the Community Corrections Coordinator to assist in completing the sanction. If the client's Current Status is not a Board status, she can set it back to PEND for you to complete. If the client's Current Status is a Board status, she will complete the sanction.

- b. **PEND:** These are the sanctions that were created and have not been forwarded onto the next step. Review the Current Status to determine who the sanction should be sent to. In cases where the Current Status column is PostPrison/BRD and the Sanction Action column is PEND means it hasn't been sent to the Board yet. These need to be sent to the Board as soon as possible. All the sanctions where the Current Status is Probation can be completed by the PO if the sanction was created on a probation case. They may require FAUG Rep assistance if over a year old. POs should complete these sanctions as soon as the process is complete. Sanctions where the Current Status is PostPrison/LC, and the Sanction Action is PEND can be completed by the PO if it's within their authority per the structured sanction rule and your office policy (doesn't have to go to the Supervisor for approval or the HO for a hearing) or forwarded to the appropriate person who can complete it.
- c. **SUPV:** These are the sanctions that have been sent to the Supervisor for approval. The Supervisor must go into the sanction and approve it, then complete it if appropriate or forward it.
- d. **HO:** These are the sanctions that have been sent to the HO and are waiting for the HO to finish their process and forward the sanction to the Board or LSA or complete it depending on your office policy.
- e. **DEFR:** These are the sanctions that have a pending hearing, and the decision has been deferred, usually due to new pending criminal matters. Sanctions in DEFR status and the Days Since Sanction is 120 days or longer, you should ask for an update on.
- f. **AIP/STTL:** These are sanctions created for a client while on AIP or STTL transitional leave that have not been completed. Email the Community Corrections Coordinator to assist in coordinating the completion of these sanctions with the appropriate DOC Division.
- g. **BRD:** These sanctions have been forwarded to the Board and are waiting for review. These ones are usually completed within a few days and there is nothing to do.
- h. **VOTE:** These sanctions have been sent forward and are waiting on a Board Member to vote it. These ones are usually completed within a few days and there is nothing to do.
- i. **PBVC:** These are sanctions that the Board has voted on and are waiting to be finalized by the Revocation Specialist. These ones are usually completed within a few days and

there is nothing to do.

## Polygraph Maintenance

FAUG representatives have the authority to correct or delete polygraph records entered by their office.

### Change a Record

The FAUG representative can change the test type, test date, and the test result.

1. From the Work with AOSs Summary screen (from CCPPO menu, #2 W/W Caseloads), enter 33=Polygraph on the option line next to the appropriate AOS.

CMS203I Corrections Information Systems (UAT) 12:29:41  
MOONEYM Work with Offenders Summary 9/26/22

Caseload number . . . 6508 Position to . . .

Enter option...  
24=DOCSUM 25=Audit Report 26=Revenue report  
30=Static 99 31=Stable/Acute report 32=ODARA 33=Polygraph

Opt	Offender Name	SID#	Expir Date	CLS	Tool	R	Status	C	DN#
23	ADAMS,		7/01/2022		LSCMI		CD		
—	ALLEN,		5/03/22		PSC		PR		
—	BAILEY,		6/07/22		PSC		PR		
—	BAKER,		6/03/22		WRNA		CD		
—	BENNETT		5/26/22		PSC		PR		
—	CASTANE		8/07/22		LSCMI		PR		
—	COLE, W		2/28/22		PSC		PR		
—	DEGRAZI		5/10/22		PSC		CD		
—	ELLINGS		11/15/22		LSCMI		PR		
—	GAGNER,				PSC		DI		
—	GOODMAN		4/27/22		PSC		P0		

More...  
F3=Exit F4=Prompt F5=Refresh F6=Add offender F10=Print F11=Menu bar  
F12=Cancel F13=Repeat F17=Subset F19=Summary F23=More options

2. This will open the W/W Polygraph History Screen. Enter a 2=Change next to the appropriate record and hit enter.

Enter option... Position to Date.  
2=Change 4=Delete 5=Display 8=Notes  
10=Print A=Audit stamp

Opt	Test date	Type	Result	First note line
2	1/20/2022	FD	INCL	

3. Edit the record as needed and then hit enter to save changes.

```

Test date. . . . . 1/20/2022
Test type. . . . . FD      Full Disclosure
Test result. . . . . INCL   Inconclusive
Notes. . . . . N          F8 to add/change

```

## Delete a Record

FAUG reps may only delete records when the record was entered on the wrong person, entered in error, or is a duplicate record.

1. From the Work with AOSs Summary screen (from CCPPO menu, #2 W/W Caseloads), enter 33=Polygraph on the option line next to the appropriate AOS.
2. From the W/W Polygraph History Screen, enter a 4=Delete next to the record to be removed, then enter.

```

Enter option...                               Position to Date
  2=Change      4=Delete      5=Display      8=Notes
 10=Print      A=Audit stamp
Opt  Test date  Type  Result  First note line
_4   1/20/2022  M     TRU     TEST NOTED

```

3. Press enter again to confirm the deletion of the record or F12 to cancel.

```

status: Probation                               Polk County Community Correc
Press Enter to confirm your choices for Delete.
Press F12=Cancel to return to change your choices.
Test date  Type  Result  First note line
1/20/2022  M     TRU

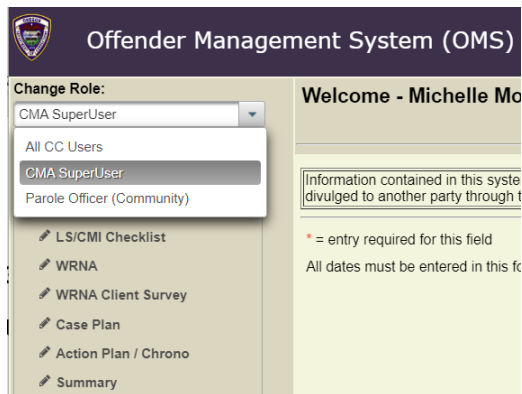
```

## OMS Authorities

FAUG reps have the authority to delete case plans and LS/CMI and WRNA assessments when appropriate. Plans and assessments should only be deleted when entered on the wrong person, or entered in error/duplicate, or when the assessment was started previously and never completed.

If you are not certain you should be deleting a plan or assessment, contact the Community Corrections Coordinator prior to acting.

To delete in OMS first change your role to CMA SuperUser



## Case Plans

In the Case Plan screen, the FAUG rep can delete closed plans for their county users if the plan was entered on the wrong AOS, a duplicate plan was entered in error, or if the incorrect plan was entered. Old plans entered by another county or by an institution cannot be deleted, those should be closed.

1. From your main menu, click on Case Plan and enter the SID number of the AOS.
2. If you do not know the SID number, you may click on Caseload and search by name or caseload. Once you find the AOS, click on the dropdown arrow next to their name and select Case Plan.

**Change Role:**  
CMA SuperUser

**Case Management**

- Case Management
  - Caseload**
  - LS/CMI Assessment
  - LS/CMI Checklist
  - WRNA
  - WRNA Client Survey
  - Case Plan
  - Action Plan / Chrono
  - Summary
  - Comment Search
  - Upcoming Assessments
  - BCP Feedback Experience
  - Reports - Institution
  - Reports - Community
  - Upload Mugshot (CC only)
- CMA Admin Reports
- CMA Reviewer
- CMA Support
- Intensive Management Unit
- Misconduct
- Release Planning
- SSTIR
- TCUDS Screener
- Unusual Incident Report
- URICA Assessment

**Caseload**

☒ Institution ☐ Community ☐ Both

Location: All locations in list Caseload: (Select caseload)

Filter by SID: 9999966 Find Print Caseload List: PDF Excel

Filter by Name: Filter Reset Filters / Refresh Caseload

ACRS Levels: All Supv Levels: All Assessment Lev

Custody Levels: All WHALE Levels: All MH Lev

Status: **Overdue (Contact Standard)** Overdue (Assessment) Overdue (Both) New

Hover over the column headers below for more information

Showing 1-1 out of 1

Offender Name	SID	Cell	ERD	PRD	ACRS	Supv
Testing, Snoopy Doggie	9999966	COUR	No Parole	No Parole	0.01	

Testing, Snoopy Doggie

- LSCMI
- Checklist
- WRNA Assessment
- WRNA Client Survey
- Case Plan
- Action Plan
- Chrono
- Caseload Summary
- DOCSUM
- Public Information

Application is NOT pointing to

- Once the AOS is identified, from the Case Plan window, click on the case plan that needs to be deleted by clicking on the blue Need link.

Save Progress

**Case Plan Sections**

BCP Action Plan Community Treatments Case Notes Narratives

Chrono Contact Details Supervision STM Plan Info and Misconducts DOCSUM

Behavior Change Plans (BCP) are the core of an Offender's case plan. Those that are 'Active' represent the Criminal Counselor/Parole Officer and Offender are currently working to improve.

**Behavior Change Plans**

New Behavior Change Plan

Existing Behavior Change Plans

Filter listing by: ☒ Active ☒ Inactive ☒ Successful ☒ Unsuccessful ☒ Release ☒ Erroneous ☒ Auto Close ☒ Deleted

Select All Reset Filters

Status	Need	Priority	Created By	Created Date	Last Updated By	Last Updated
Active	<b>Substance Use</b>			3/11/2022		10/3/2022

- At the bottom of the Need, you will see the buttons to Save Progress and Delete BCP. Click on Delete BCP (If you do not see this button, ensure that you are in CMA SuperUser Role).
- A drop-down menu will appear, click on the reason for the deletion.

The screenshot shows a web form titled "Behavior Change Plan 1". At the top, there are two dropdown menus: "Need:" set to "Substance Use" and "Stage of Change:" set to "Contemplative". Below these is a text area for "Problem Statement:" with a placeholder text: "A problem statement is a professional description of why the crim been selected to target for behavior change." Further down are fields for "S.M.A.R.T Goal:", "Barriers to Achieving Goal(s):", and "Strengths/Assets:". At the bottom are two buttons: "Save Progress" and "Delete BCP". A modal dialog box titled "Delete Reason" is open in the center. It contains the text "Please select the reason why you are deleting this BCP:" followed by a dropdown menu. The dropdown menu is open, showing four options: "(select)", "(select)", "Created on wrong offender", "Active/Inactive Need already exists", and "Need no longer applicable".

6. Once selected, click on Delete.

This screenshot is a closer view of the "Delete Reason" dialog box. The dropdown menu now shows "Created on wrong offender" as the selected option. Below the dropdown are two buttons: "Delete" and "Cancel". The background form is partially visible but out of focus.

7. The record will be deleted, and you will see a message at the top of the screen confirming that.

## LS/CMI and WRNA Assessments

The FAUG rep should only delete assessments that were entered on the incorrect person, or when the assessment was started but never completed. Plans entered by another county or by an institution should not be deleted. If you need assistance with assessments done by another county or institution, contact the Community Corrections Coordinator.

1. From your main menu, click on LS/CMI or WRNA and enter the SID number of the AOS.

2. If you do not know the SID number, you may click on Caseload and search by name or caseload. Once you find the AOS, click on the dropdown arrow next to their name and select the assessment type.
3. From the LS/CMI window: Click on the Prior Assessments drop-down to select the assessment and then click delete. A pop-up window will appear and ask you to confirm the action, hit OK to enter.

**Photo Not Available**

<b>Location:</b> LANE	<b>PSC:</b> 44 (H)
<b>DOB:</b> 8/4/1979	<b>S/S:</b> N/A
<b>Age:</b> 43	<b>SONL:</b> N/A
<b>Gender:</b> F	<b>ODARA:</b>
<b>Expire:</b> 10/29/2023	<b>Caseload:</b> 6501

**Selected Assessment Type:** LSCMI  
**Selected Assessment By:** Swope, Joe J  
**Selected Assessment Location:** LANE

**Review Messages:** - No Messages -

**Prior Assessments:** 7/18/2022 - Processed

**Process Status:** Processed  
**Assessed By:** Swope, Joe J  
**\* Interview Date:** 7/18/2022

**New (Blank)** **New (Copy)** **Delete**

**You cannot make changes to this assessment because:**  
 - the assessment is processed.

4. From the WRNA window: Click on the Prior Assessments drop-down to select the assessment and then click delete. A pop-up window will appear and ask you to confirm the action, hit OK to enter.

**Gender:** F  
**Expire:** 1/9/2023  
**ODARA:**  
**Caseload:** 6501

Predictive Strength	Actual Score	Cutoff to Score as a Strength
Educational Strength	0	3+
Family Support	3	4+
Self-Efficacy Scale	33	24+

**WRNA Score:** Moderate (21)

**Selected Assessment Type:** WRNA  
**Selected Assessment By:** Swope, Joe J  
**Selected Assessment Location:** LANE

**Review Messages:** - No Messages -

**Print Blank WRNA Forms**

Blank Institutional, Blank Pre-Release, Blank Community, Blank Institutional (Spanish), Blank Pre-Release (Spanish), Blank Community (Spanish), Scoring Aid Institutional, Scoring Aid Pre-Release, Scoring Aid Community

**WRNA Selection - Offender:**

**New Assessment** **Delete** **Prior Assessments:** 8/4/2021 - Interviewer: [Name] - FINALIZED (8/4/2021) - Community

**You cannot make changes to this assessment because:**  
 - the assessment is finalized.

## Community Corrections Service Request Process

Community Corrections developed User Groups for automated issues in CIS amongst PO's (FAUG), support staff (SOON), Supervision Fee staff (FSN), PO's who specialize in sex AOS supervision (SOSN) and PO's who specialize in family violence (FVSN). The charters for these groups were eventually taken over by the Oregon Association of Community Corrections Directors (OACCD). These groups are comprised of representatives from each county office and are responsible for taking information back to their offices as well as bringing back county by county practices that impact automation. They are also attended by representatives from other DOC and state offices such as DOC Community Corrections, DOC Offender Information and Sentence Calculation, Interstate Compact and the Parole Board who may share some of the same automated screens. They meet on a regularly scheduled basis and are routinely used for business analysis on new programming, developing work-a-rounds for issues they don't want to use IT resources for, and authorizing service requests for system enhancements as business requirements change. In some cases, they also have additional authority to make data changes for their locations.

There are major benefits in having groups like these:

- Staff buy-in.
- Business needs drive automation – staff that does the jobs helps design the automation.
- Networking between the groups on common issues and enhancements.
- Training – new applications and enhancements go back to the groups.
- Testing – the groups that authored the requests test the automation.

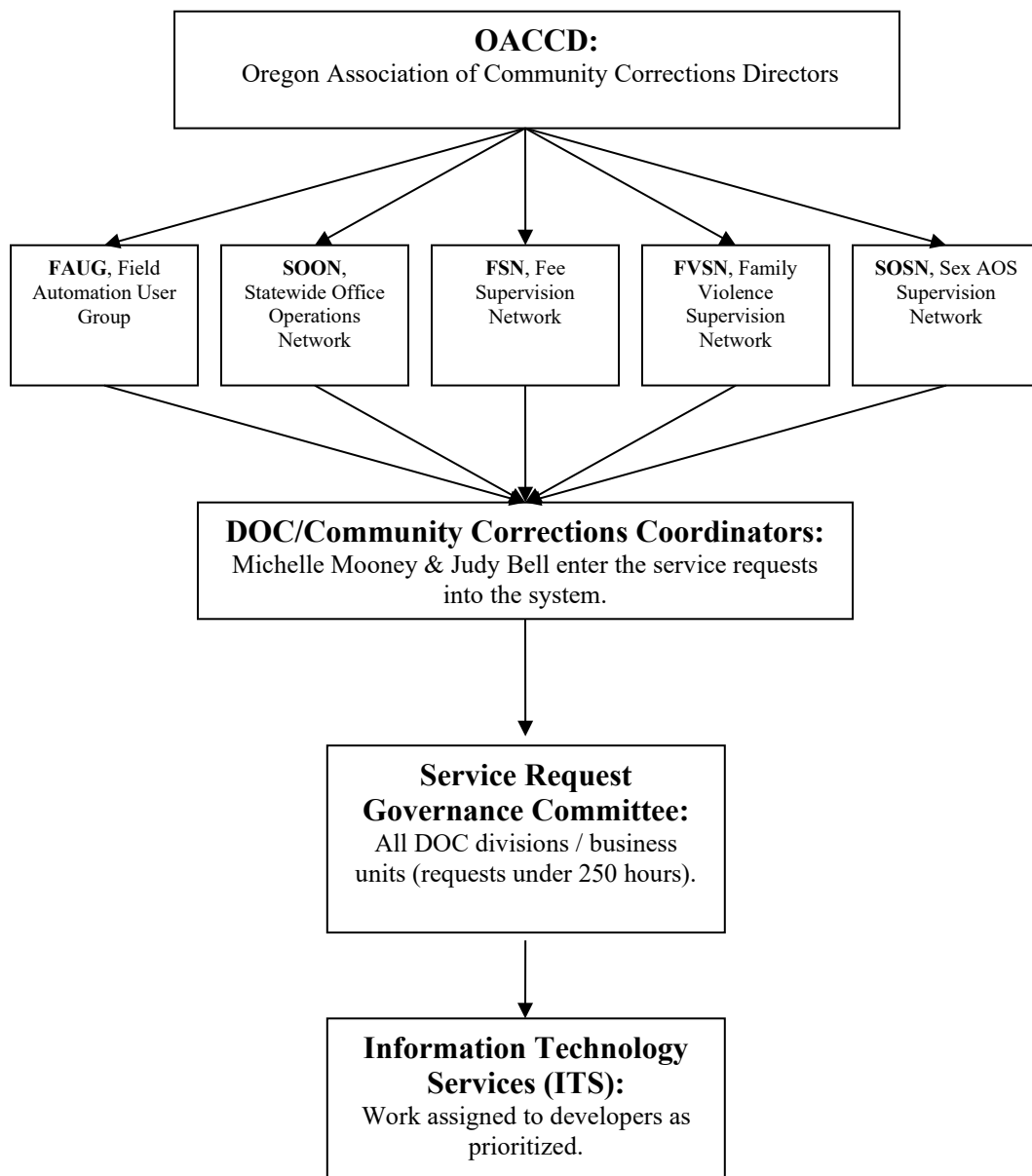
As requests for services are authored by the groups, they work with their DOC Community Corrections Coordinator to write up the service request (SR). The groups vote to prioritize their own SR's within their own queues and/or make recommendations to the other groups on common requests.

Once the requests have been prioritized within the groups and entered by the Community Corrections Coordinator into the automated Service Request system, they are taken to the Service Request Governance Committee for overall prioritization between all DOC Divisions/Business Units. Current scoring criteria as set by the Service Request Governance Committee is:

1. Required for compliance with Federal or State law, Administrative Rule (OAR), or DOC policy
2. Required to fix a critical data integrity problem

3. Enables DOC to significantly work more effectively or efficiently? (Reduction in FTE, quality, quantity, cost savings)
4. Do workarounds exist
5. Impacts a Strategic Initiative
6. Addresses safety issue
7. Miscellaneous other factors

Each point is scored as: 0-NA; 1-small impact; 2-medium impact; 3-large impact.



## Resources

DOC Help Desk: 866-531-9600 or [HELPDESK@doc.state.or.us](mailto:HELPDESK@doc.state.or.us)

[OACCD Web Page](#) of Charter Group Links (includes SOON, FVSN, FSN, OCMN, and FAUG):

[CIS Menu Navigation Manual](#)