

# STATEWIDE OFFICE OPERATIONS NETWORK

## Thursday, February 9<sup>th</sup> 2023

**Hosting Agency:** Microsoft TEAMS Meeting

**In Attendance:** Katie Bateman, Benton County; Summer Smallwood, Benton County; Erin Drews, Clackamas County; Paula McDonald, Clackamas County; Kaelee Dearnmore, Clatsop County; Lori Agalzoff, Clatsop County; Jeri Stebbins, Columbia County; Jenny Mahlum, Coos County; Linda Neasham, Crook County; Vicki Scott, Curry County; Tricia Shumway, Deschutes County; Kerri Humbert, Douglas County; Tina Potter, Gilliam/Wheeler County; Janice Clement, Grant County; Robbi Murray, Harney County; Bobby Lenhardt, Jackson County; Adam Hausen, Josephine County; Pam Mathes, Klamath County; Susana Moaliitele, Lane County; Carolyn Knox, Lincoln County; Cindy Lootens, Malheur County; Katie Morgan, Malheur County; Trish Hand, Marion County; Christy Elven, Multnomah County; Rachel Polelle, Multnomah County; Sam Hittle, Polk County; Aubrey Capps, Tillamook County; Sahara Hendricks, Tillamook County; Heather Lucas, Washington County; Marcia Russell, Washington County; Cassy Polen, Yamhill County; Devon Mode, Yamhill County; Ruby McClorey, Compact; Judy Bell, DOC; Michelle Mooney, DOC;

**Minutes Review:** No edit recommendations.

- **Decision Log Item:** No items identified.

### **OISC – Not present**

- From Judy Bell: Post-Conviction Relief for PPS. They are meeting today and we may be seeing a new process with I lines in regards to appeals.
- POST NOTE: no changes will occur. Appeal data entry remains the same.
- From Cassy – Requested treatment records from OISC because in the past, they were scanned to OISC.
- Question from Ruby McClorey: Sometimes Ruby receives emails that are OISC related, and she is requesting the OISC Email.
  - **Answer:** OPS Manual, Chapter 21 for the specific contact information, as it depends on the content of the email
- Link to SOON page, which will provide a link to the OPS Manual:  
<https://oaccd.net/charters-minutes/#1621543909097-107c3ac4-2d22>

### **Compact – Ruby McClorey**

- **Question from the group:** If there is a compact case that the sending state approved early termination, is the closure code on our end EARL?
  - **Answer:** It depends, if they're closing early because the court is closing early, then yes we can. There could be a mistake on the Compact paperwork for the expiration date, in which case it would be EXPI.

### **Parole Board – Not present**

- **Email from Susi Hodgin:** Following up on the EPRP: the hope is to have the field changed to be a free form line or an alternative. Will be meeting with Judy Bell next week to collaborate further.
- Hired Admin Specialist II to assist with Juvenile Hearings and Victim Specialist positions.
- Conducting the first interviews for the Hearings Officer position. There may be an opportunity for a second Warrants position, otherwise the board is fully staffed!
- Mentioned we are in full swing of legislative session and staying busy with that.
- **No questions from the group**

### **DOC – Judy Bell**

- **Addresses:** It is really important for addresses to be correct in CIS; this was very noticeable throughout a variety of CCR review sections. Here are some reasons why it is so important to create a statewide standard of consistency for addresses:
  - Effects Billing and Statements
  - Effects DOR Collection Assignments
  - Current system relies on the physical address, but will retrieve mailing if different
  - Effects our own agency knowledge – Duty Officer, LE in field, etc.
  - CCR Review: IRT Compliance, OAR Compliance, outcount Compliance
  - **Proposal Points SOON has agreed on (will also take to FAUG for their approval/agreement):**
    - County Field needs to match the AOS’s address, which may or may not be where the AOS is supervised.
    - Homeless, Transient, or Unknown: Use your agency’s City, State, Zip Code, and county.
    - **Do not** use jail or DOC as an address. You can use the “comment” line to enter jail, but do not put that on the primary address line.
      - **Question from the group:** Does this also apply to inpatient treatment addresses?
        - **Answer:** Yes. That is a temporary address, unless you are going to IRT them for the longer programs. Do we make a caveat of a specific time or more?
        - **Group Consensus:** Do not change the address line, but can add treatment facility on comment line.
    - Update the address screen timely, not just entering in the chronos.
    - Reminder: You can edit the address if you make a mistake, do not create a new address to fix it.

- **Tentative Go Live for new OMS Servers March 1<sup>st</sup> 2023.** There will be some downtime, but an announcement will come from IT. Check in with your IT, if your county uses IP authorization or IT white-listing, let them know that a change is coming. If your IT has questions regarding the new IP address for white-listing, please have them contact:
  - Thomas Hatley: [Thomas.G.HATLEY@doc.oregon.gov](mailto:Thomas.G.HATLEY@doc.oregon.gov)
  - Mark Harris: [Hank.J.HARRIS@doc.oregon.gov](mailto:Hank.J.HARRIS@doc.oregon.gov)
  - Joshua Villwock: [Joshua.D.VILLWOCK@doc.oregon.gov](mailto:Joshua.D.VILLWOCK@doc.oregon.gov)
- **OMS Change:** In order to be compliant with cyber security requirements, OMS will soon have an automatic log off after 30 minutes of inactivity.
- **Chrono reminders (will also go to FAUG):**
  - Do not copy and paste into chronos from anywhere.
  - **Should not be copying emails into chronos.** Summarize the important points and if you feel it necessary, you can print the email and put it in the file.
  - **Chronos need to be succinct.**
  - **Reminder:** No PII goes into Chronos. No SSN, FBI numbers, etc.
  - **Reminder:** Do not enter any medical diagnosis into chronos, including COVID-19.
  - **Reminder:** Only enter facts and observations into Chronos, not your opinion.
- **For release packets and release plans:** When pushed from CIS to the county, anyone who is a primary on their county's 99 caseload, will get an email that a release plan is available. When emailing the release plan packet, there is a specific email distribution list that it is emailed to.
  - Judy verified email contact list for each county with the SOON rep.
- **Service Requests**
  - A long time ago, it was requested to get the amended board orders into CIS to retrieve using SS menu #48. PBMIS programmer realized that if we are going to do that, it will take a lot of work on board and CIS programmer side. The board programmer asked as an alternative, could we load them into OMS instead of CIS? This was agreed upon, since support staff has access. We will be able to access the initial order and any amended orders, plus we will also have access to BAFs, warrants, and certificates of expiration.
    - Should go live within a few weeks.
    - Once live, everything that is in the PBMIS system should show up in OMS, but this still needs to be confirmed. Documents only go back to approximately 2015.
    - POST NOTE: confirmed historical documents back to 2015 will be available.
    - New document retention is approximately 25 years, but this may change upon rule review.

- If you do not have Parole Officer (Community) role assigned in OMS, email Michelle Mooney and Cc Judy Bell to request.
- **Question from the group:** Will we still be able to receive them how we have historically?
  - **Answer:** Judy believes so.
  - **POST NOTE:** confirmed no changes to current practice of email notifications will occur.
- **Comment from group:** If we do not receive emails for amended orders from the board moving forward, we will need something to trigger us to retrieve them. This might be a problem if we do not get a notification of some sort for those.
  - **Response from Judy:** Will take note and clarify if this will change any board practice.
  - **POST NOTE:** not a concern as it's confirmed no changes to current email notifications will occur.
- **Alpha Character ORS** – this service request is in progress; it is very large and will take some time to complete.
  - Continue to use the most recent 999 list Judy emailed out.
- **Ethnicity Field**
  - This service request is still in progress.

#### **DOC – Michelle Mooney**

- SR for an Audit Stamp on the SB1510 General Condition field was submitted.
- SB 1510 Report being sent out: Captures Phase II (PPS) eligible new releases to leave or PPS. Does not capture PPS cases previously released that have an eligible action that moves them to new conditions. The report is provided as a courtesy only to assist counties in identifying potential new cases that need the general conditions flag entered. Counties are not required to do enter or verify flags based on the report.
  - Counties can use the report to remove any \* left on dockets
  - One area noted was that there were a few people on the report that had the SB1510 general condition flag entered inconsistently. All GC flags need to be the same for every case per person. Either all O or all N, there should not be a combination of the two since conditions apply to the body for PPS cases
- Reminder that a person previously supervised under the old general conditions does not move to the new general conditions following an abscond until after they have received a sanction. Several cases have been getting the SB1510 GC flag entered as “N” at the abscond arrest prior to the sanction and the Board is having to return a lot of sanctions. This reminder will also be taken to FAUG.

#### **OPS Related Issues:**

- **LEDS 2020**
  - No updates

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- **OPS Manual**
  - No updates
- **Local Control**
  - **Training next Tuesday, Feb 14**
  - **LSA manual is coming along**
  - When someone is on probation that is revoked to LC, and they have a TSI date, do we want to consider the thought of a potential outcount?
  - Group recommendation to FAUG and OACCD: Mirror OISC practice and admit to the L location and put them to ESCA. Proposed steps:
    - Admit to L location on the date they were ordered to TSI
    - Caseload: CBC decision
    - Post Admission Status: LC
    - LC supv status code: OUTC.
    - Move to outcount ESCA on the date of the warrant
    - Do not open L line until they start the L sentence
- **Other OPS Related Issues**
  - No updates
- **Email decisions**
  - No updates

**User Groups:**

- **SUN**
  - CC Judy Bell on all tickets sent to help desk!! Please remember all tickets for CCSUN go to the helpdesk – do not send directly to the CCSUN DL.
- **FAUG**
  - Meets next week, will discuss items above.
- **FSN**
  - Met Virtually in January; will meet in person in Clatsop in April. Tillamook in July. 2 virtuals and 2 persons per year
- **OACCD**
  - No updates

**Round Table:**

**Lincoln County**

- Still recruiting for an Office Manager! This is open until filled.

**Multnomah County:**

- Portland Police Reports have been an issue for a long time. There is a new Manager of the records division, and they are working on the backlog of requests.

**Deschutes County:**

- A CCH was attached to a calendar invite via email. Wanted to confirm that this would be a violation?
  - Group Consensus: Yes, that would not be appropriate.

**Meeting Adjourned. Thank you everyone!**

Next Meeting:

April 13<sup>th</sup> 2023 – Marion County

**SOON Officers:**

**SOON Chair:** Cassy Polen, Yamhill

**SOON Co-Chair/Minutes:** Erin Drews, Clackamas

**OPS Manual Chair:** Cassy Polen, Yamhill

**General Information Pages:** Erin Drews, Clackamas

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

**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.**