

STATEWIDE OFFICE OPERATIONS NETWORK

Thursday, October 13th 2022

Hosting Agency: TEAMS Meeting

In Attendance:

Lori Agalzoff, Clatsop County; Kaelee Dearmore, Clatsop County; Jeri Stebbins, Columbia County; Jenny Mahlum, Coos County; Elize Smith, Crook County; Vicki Scott, Curry County; Tricia Shumway, Deschutes County; Kerri Humbert, Douglas County; Robbi Murray, Harney County; Tami Hughes, Hood River County; Bobby Lenhardt, Jackson County; Terri Chandler, Jefferson County; Adam Hausen, Josephine County; Pam Mathes, Klamath County; Susana Moaliitele, Lane County; Carolyn Knox, Lincoln County; Angie Gustafson, Linn County; Susie Schindler, Marion County; Christy Elven, Multnomah County; Emma Bouchet, Multnomah County; John Courtney, Multnomah County; Marla Wiese, Multnomah County; Sam Hittle, Polk County; Aubrey Capps, Tillamook County; Summer Bathke, Wasco/Sherman County; Heather Lucas, Washington County; Brenda Hopper, Yamhill County; Cassy Polen, Yamhill County; Devon Mode, Yamhill County; Judy Bell, DOC; Ruby McClorey, DOC; Michelle Mooney, DOC; Trish McLellan, OISC

OISC – Trish McClellan

- OISC has been receiving orders on motions to amend convictions for marijuana usages from OJD to reduce them. They do not have the counties of convictions listed, and is wondering who these should go to in order to enter into CIS.
 - **Group Consensus:** Please send to the supervising county SOON rep for data entry.
- **Question from the group:** In the past we have always used the 75 year and 3 year pages when scanning to OISC, is this still helpful?
 - **Answer:** The 3 year is helpful, the 75 year is not necessary.
- **Note from Judy Bell:** If you get an order reducing Felony to Misdemeanor, fully review prior to changing any data. If it was a felony that went into Local Control, we will not change the ORS, we just make an F8 note. We want the historical data to reflect a felony revoked to LC, not a misdemeanor. If it is past expiration, read the order and make a determination if we change the offense line or just make an F8 note.

EDIS

- **Question from the group:** There was a conversation about the form being used to submit to the board that is already in existence being ok to use. However, the first bullet states that it is not to be used for board cases, and recommends a revision of this bullet.
 - **Note from Judy Bell:** There is a revised closure form; emailed to group.
- **Clarification from the group:** Only the closure notice is sent to the board, not the review. The same as with the courts, only the final closure notice is submitted to the court, board/LSA, and OISC; the review form is an internal document reviewed by supervisors and above.

Compact – Ruby McClorey

- The Annual Business meeting for compact was held in New York; Mark Patterson was given an Executive Director’s award from the commission. Congratulations Mark!
- A documentary (The Road Home) was made at the Annual Business meeting, and Mark will be sending it out to directors. It is also located on the Compact website.
- Compact meeting is coming up on March 20, and there will be more information sent out.
- For any EDIS or STTL questions, contact Mark directly via email:
 - Mark.G.PATTERSON@doc.oregon.gov
- **No questions from the group.** If any questions arise, email Ruby directly and she will respond.
 - Ruby.E.MCCLOREY@doc.oregon.gov

Parole Board – Not present

DOC – Judy Bell

- **Back on Track:**
 - With 30,000 AOS’s on abscond status, the goal of this program is to try to reduce those numbers by encouraging these AOS’s to get back on track with supervision. They will not be given jail sanctions, but could be receiving other types of sanctions or interventions.
 - 15 counties are participating. (Washington, Multnomah, Klamath, Baker, Lincoln, Deschutes, Linn, Douglas, Jackson, Curry, Lane, Clatsop, Coos, Jefferson, and Lake)
 - The board will be adding INOP time to AOS’s who are returning to supervision from abscond due to back on track. The LSA in the individual counties are the ones who can decide if they want to add INOP time or not.
 - Has been speaking with the DOC Victim Coordinator about this, and she is aware of the counties that are participating and when the start date is. (Starts October 17 2022 and runs for two weeks.)

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- If your county is participating, please send an email to Saydyie if you are going to process 10 or more returns at one time.
- **Question from the group:** How is the AOS on abscond being notified of this program?
 - **Answer:** Flyers that counties produced (DOC provided base flyer for counties to alter), word of mouth, network agencies, other advertising your county wants to do, etc.
- **Question from the group:** How were the 15 counties determined?
 - **Answer:** They volunteered. This started as a Parole Board program, but as this program grew, it was suggested that this be available for probation and LC cases. The district attorney's office of some counties were willing to participate, and some were not.
- **Question from the group:** Can the AOS turn themselves in to any jail in Oregon or do they have to go to one of the 15 participating counties?
 - **Answer:** They are supposed to go back to their county of supervision; but there has been some conversations regarding how that will be dealt with if they turn themselves in to a different county.

- **New issue regarding a problem from the automated emails and notifications coming from DOC systems to counties; i.e., DOC400 sending board order, chrono notification, print to PDF, OMS, etc.**
 - If you are a county experiencing this problem, Judy had sent out an email asking SOON reps to contact their IT departments and request that they white list the two email addresses provided in order to receive those emails. If your county's Cyber Security is more in depth, these notifications could be going to a SPAM folder, or be blocked. This may solve the problem. If this does not change anything, every time you have an issue with this type of problem, you should put in a help desk ticket.
 - We have learned that there are things DOC needs to do on their side to make these emails more secure in order for them to reach everyone.
 - The project for this fix is scheduled to begin in approximately two months and could take approximately two months to complete.
 - **Question from the group:** Can every end user submit a ticket or do they want it to come from the IT department?
 - **Answer:** Yes, every end user can and should submit a ticket every time they don't receive what is needed so that DOC IT can gain a clear understanding of the magnitude of the problem.

- **SR New Felony = Misdemeanor code**
 - When a felony is revoked and reduced to misdemeanor, there is no code that is a good fit for this scenario. The codes to reduce a felony to misd after supervision has begun are currently C and E, which are "positive"

- closures. However, the body closure will be a “negative” closure, since it is revoked.
- Do we want a new code to reflect that at PV hearing, probation was reduced to misdemeanor and revoked and will no longer be under supervision at all? **Note:** This does not apply to resentencing after appeal. Please refer to the OPS manual for various data entry possibilities for resentenced after appeal.
 - **Question:** Is anyone opposed to creating a new code for this instance?
 - No objections stated.
 - New code recommendation: R for Reduced during PV.
 - **Question from group:** Is it possible that even without a PV the courts could decide to reduce to a misdemeanor?
 - **Answer:** If there was no negative reason, we could still use the E code. If they were on abscond, and was reduced at a PV, this new code would apply.
 - Until new code is implemented, group consensus was to use the E code, close to CRTR, then add F8 note explaining.
 - **Question from Judy:** Would we want this to change to MFP, and reserve FMP only for the onset?
 - **Group consensus:** Yes, have this new code change to MFP.
 - Judy will submit a SR to create new Felony = Misdemeanor code of R.
- **SR: ORS 999**
 - Substitute 999 ORS list is changing. All 475B ORS are going away, and they are creating a new subsection 475C.
 - New ORS equivalents are being created to reflect the new alpha ORS. We cannot remove the old ones, because they will be in effect for the old convictions.
 - The service request to accommodate the alpha-character ORSs is in the works, but in the meantime, we will revise the 999 list to accommodate the ORS changes.
 - As soon as all of the new 999 equivalents are entered into CIS, a new list will be sent out.
 - **Question:** Do we want Judy Bell to enter the cleanup or do the counties want to do them?
 - **Group consensus:** Ok with Judy doing the cleanup.
 - **Question:** Once new list is sent out, do we want Judy to leave the old ORS and the new ORS so we can see what changes were made, or do we want only the updated new ORS list?
 - **Group Consensus:** Leave the old ORS and new ORS in one list so we can see the changes made.

- **CCR's:**
 - Review of county data is based on language of county performance requirements in IGAs.
 - The CCR/OPS manual workgroup started about a year ago is meant to ensure that the manual has all instructions for the data entry that we will be held to, regarding the pieces Judy reviews.
 - One thing that was not reviewed the first time, that is now being reviewed, is EPRs.
 - One item of review is personal descriptors, as adding all descriptive supplementals (additional DOBs, aliases, etc.) is mandatory. POST NOTE: Judy decided to limit EPR review to a minimal amount of information since this is not a LEDS audit. An email went out describing what would be looked at.
 - **Question from Judy:** What do you think is fair for review? Conditions in the EPR is county-by-county policy, and is not mandatory for entry. However, if the court or the board/LSA has not ordered a condition, it should not be in LEDS. Is this fair to review?
 - **Group consensus:** Agreed that if conditions are in LEDS that were not ordered they should not be in the EPR. Judy will seek clarification for through case planning, can more conditions be imposed than what shows on the judgment or board order. POST NOTE: What types of conditions and how they are enforced through a case plan is a legal issue that is not appropriate for Judy to determine. Your Director and/or county counsel should help you determine what conditions are appropriate/acceptable to enforce through case planning. Conditions will not be considered at all during EPR review as part of CCRs.
 - **Record type:** FLC if the AOS is serving LC time in a Local Control facility.
 - **Question:** Can we extend the DOE a little on the FLC records, to make sure they do not purge before modifying to PPS?
 - **Group consensus:** Yes, that is acceptable.
 - **Question:** Extending the DOE for leave cases also applies, correct?
 - **Group Consensus:** Yes, that is also acceptable.
 - **Question:** When a probation is revoked to LC, do we retain probation conditions in EPR while they are in FLC status?
 - **Answer:** Technically, there are no conditions while on FLC status; conditions are only imposed when PPS starts. However, that will add additional work, to remove then re-add the same conditions. And conditions will not be reviewed as part of the ERP review under CCRs.
 - **Group Consensus:** County-by-county decision whether to allow or remove conditions in EPR while on FLC status.

- **OCA:** The SID (with leading zeros if necessary) must be used in this field when creating an EPR. DO NOT use any other number in this field.
- **SC9:** If new general conditions apply, SC9 must be entered in DOC400 as SC9A and SC9B.
- **Question from the group:** Will it count against us if there is no EPR because the client still has a Block Number and has been on supervision for a long time?
 - **Answer:** It will be annotated that the EPR is missing, and all supervised clients are required to have an EPR.
- **Data Entry when commuted sentence is revoked:**
 - Appx 30 AOS whose commutation was revoked.
 - It appears the orders desk at the board is not always completing the correct formula to calculate the PPS when commutation is revoked. No CTS, no removal of abscond time, etc. on some clients who need these calculations; therefore, please double check these yourself.
 - The AOS will get credit for time they spent on regular PPS. They do not get credit for any time on abscond during regular PPS.
 - Formula to determine the new max date is starting with the re-release date, add length of PPS, add amount spent on abscond, and subtract any PPS time already served.
 - If the start date and end date are the exact amount of PPS ordered and credits are due, it is likely not correct. This will be the clue to look a little further to ensure calculation is correct.
 - To see if someone is a returned commutation, look for O lines that are closed to VIOL. Also reference the INOP screen. There should be a note stating “Governor Commutation Revoke” or some similar language
 - Contact Kim Coons kim.coons@paroleboard.oregon.gov at the board to correct PPS Orders. Include case numbers of the lines needing correcting, as their system is different from ours.
 - **Question from the group:** When support staff created a list of Parolees for the next week, should we be checking all releases in CIS to see if they were revoked commutations that are being rereleased?
 - **Answer:** Each office is different in practice, but any review that can take place and double checking the commuted rerelease data entry is correct is very beneficial.
 - Judy will send out list of commutation revokes that have rereleased to the county of supervision.
- **SR – EDIS:** Went into production last week. For any questions or issues with programming, feel free to email Judy Bell.
- **SR – Ethnicity:** On hold for now because of the way it affects the institution.
- **SR – Alpha character in the ORS: Service plan** approved today and is in the early stages of programming.

DOC – Michelle Mooney

- **Reminder:** Phase II for Parole Board conditions is in effect. For any issues, please let Michelle know.
- **Reminder:** Remove all asterisks, as that was only temporary fix to identify when new conditions applied.

OPS Related Issues:

- **LEDS 2020**
 - None from the group.
- **OPS Manual**
 - Met October 12th.
 - Still recruiting for Manual Committee Members! If you are interested, please contact Cassy Polen.
- **Local Control**
 - **Question from the group:** Regarding PPSVSanc: Generally, a TTY is received that provides the PPS Revo information. In this case, the TTY was not received.
 - **Comment from Judy Bell:** You can ask the board to resend the TTY, as they are required to provide it. To get a copy of the TTY, contact Savannah Kyriss Savannah.I.Kyriss@paroleboard.oregon.gov.
- **Other OPS Related Issues**
 - **Question from the group:** GCa is trackable. Should we enter COFO in its place so it will not be trackable?
 - **Comment from Judy:** COFO is also trackable, so it would not matter which one was entered.
 - **Group Consensus:** County-by-county decision for how it is entered.
- **Email decisions**
 - Nothing from the group.

User Groups:

- **SUN**
 - New SUN member! Terri Chandler from Jefferson County.
- **FAUG**
 - Revamping the manual, which is almost done.
 - Will then work on the CIS user manual.

- **FSN**
 - Meeting this month virtually. Work on the new fee system continues .
- **OACCD**
 - Has been working on the BOT project.
- **SOSN**
 - Nothing from the group.

Round Table:

Multnomah County – Christy Elven: When sending IRT files to other counties, ensure there is a hard copy of the receiving county accepting the case. **Group consensus:** This will be brought to FAUG to discuss, and will see if a statewide standard form can be agreed upon.

Judy Bell: Reminder to be very careful when selecting the ORS during new case entry. ORS change, and they change the crime category. Also a common error is when the crime is an attempt to commit, many are selecting “conspiracy”. The attempt ORS needs to be entered. If you are confused and need help, do not hesitate to contact Judy for clarification.

- **Question from the group:** If it’s not listed on the UCJ, is E-Courts a good resource to verify?
 - **Response:** Yes, it is a resource. Also, email the court and the DA and ask them to put the ORS on the UCJ. We do not want to make assumptions or guesses. Request that the court provide an amended judgment listing the correct ORS. If they decline to provide an amended order, do your best by looking at other documents and the narrative in eCourt. Again – contact Judy Bell for assistance.

Meeting Adjourned. Thank you everyone!

Next Meeting:

December 8th 2022 – Microsoft TEAMS

SOON Officers:

SOON Chair: Cassy Polen, Yamhill

SOON Co-Chair/Minutes: Erin Drews, Clackamas

OPS Manual Chair: Cassie 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:

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- **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.**