FAUG MINUTES – Deschutes County
May 17th & 18th
MEETING LOCATION:
63360 NW Britta St. BLDG #2
Bend, OR 97701
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DAY ONE: 1pm-5pm

Introductions/Welcome/Housekeeping   Deschutes County

This is a new conference room in Deschutes County and last meeting for FAUG due to the expense of the accommodations in the area.

Minute Review   Group

Michelle sent updates via email prior to meeting. Added Judy Bell to the roster.

Attendance   Charles Adler

Charles will update the roster. Requesting that name tags be resumed for the upcoming FAUG meetings. DOC volunteered to create new ones.

Marne Pringle (Clackamas); Traci Hubler (Clatsop); Brad Allen (Deschutes); Michelle Mooney (DOC); Andie Cortes (Douglas); Jack Walker (Jackson); Allen Bergstrom (Klamath); Rachel Frederick (Lake); Bonnie Timberlake (Linn); Theresa Plinski (Marion); Maria Randall (Multnomah); Charles Adler (Multnomah); Tina Potter (Gilliam, Wheeler); Randy Henderson (Polk); Rosanna Post (Umatilla); Pedro Castaneda (Yamhill); Corina Brown (DOC-STTL); Ruby McClorey (DOC-Compact)

County Updates   Group

Deschutes: new building open, hired new Supervisor, may fill a PPO position
Clackamas: Deputy Director position open, candidate in background
Linn: losing positions to retirements, unsure if they will be filled
Klamath: two new PPO hires
Multnomah: several openings
Umatilla: one upcoming retiring, three PPOs retired but likely not filling
Polk: recent PPO left, unsure about filling
Yamhill: one PPO recently through academy
Marion: two PPO openings and more PPOs possibly leaving
Clatsop: six current PPOs right now and one is in training
Jackson: three new PPOs hired and three in background
Douglas: two new Supervisors hired, two new PPOs hired and in training

Email Updates   Andie Cortes

In the November meeting it was approved to have FAUG authority over the static99 module. SOSN approved this in January and the service request is now in the que. This would be similar to the polygraph permissions, allowing FAUG to delete incomplete statics or statics entered in error.

Interstate Compact   Ruby McClorey

The Compact Coordinator Meeting next week will now take place at the following location: 2723 Fairfield Industrial Drive, Suite 200 in Salem.

There are specific rules for Interstate Compact Probable Cause Hearings and timelines regarding an arrest on a detainer. Umatilla is waiting for a police report on a specific case in question; Ruby will assist.

Linn County had a client come without Reporting Instructions, will send Ruby the information.

STTL   Corrine Brown

Please send Corrine questions/issues.

Request to ask that clients submit a UA prior to releasing from the institutions (STTL/AIP)?

Supervisors may not receive an auto-email when a PPO requests a warrant for an STTL client. There may be extra steps in OMS to ensure that the Supervisor gets notified. It will help if PPOs follow up with an email to alert Supervisors when warrants are submitted.

The help button in OMS is helpful and provides step-by-step processes.

Do not withdraw warrants, please work with Michelle if the warrants need to be modified/deleted.

Parole Board   Dylan Arthur-Absent

There has been an issue with the enhanced computer conditions and sanctioning for violations. Once this is fixed, there will be an email submitted. In the meantime, the Parole Board will not be able to find someone in violation for the enhanced computer condition.

OACCD   Jodi Merritt-Absent

OACCD decided to limit the network meetings in Deschutes area due to rising costs of lodging in the area.

SB 581 - Modifies applicability of earned reduction of supervision (EDIS) changes in House Bill 2172 (2021 session). Basically it allows the post-prison supervision cases that were eligible as of Jan. 1, 2022 to now be eligible retroactively - back to original EDIS implementation. This bill was signed by the Governor on May 8th.

Budget for the next biennium is still uncertain. With M110 and the remnants of COVID, the overall statewide population is down by over 1200 clients (as of April's forecast in comparison to the 21-23 legislatively approved budget).   Since our funding from the State is calculated based on the number of clients on supervision, this reduction is impactful. OACCD is working with our lobbyists and legislators to advocate for funding that will maintain current service levels. We will know our final budget numbers toward the end of June.

EDIS   Mark Patterson-Absent

Mark will be at next meeting to talk about EDIS.

There was a question about who is responsible for EDIS victim notification? It is the PPO's responsibility but may use DA/Victim Services Office to help locating victim. Unsure if this is dictated in OARS? If Victim requests court hearings, the PPO provides this information.

Employment Module

Employment Module is an outcome measure for OACCD. There are chrono rules regarding the percentages for employment. Prior recommendations and a good business practice is that the employment date should be updated monthly in order to keep it current. All funded cases need to be updated at least once a year. The date entered initially is the first date of employment and after that it is the date reviewed/still employed. This ensures that the data stays current and is accurately reported to the directors and the Legislature. Several questions on CMPO or low risk caseloads. Still required as t is considered a minimum data component for all cases and that is in part due to the fact that counties are funded to manage these cases.

Medical/HIPPA

Discussed concerns over mental health caseload using chronos to document diagnosis or medications. Decision, this is not to be entered as it violates privacy rights. FAUG agreed to adopt updated rules:

Medical Information: Regarding mental health and other medical information, statutes governing confidentiality of medical information restrict an offender's diagnosis and specific medication from being identified in a chrono. While compliance with medication may be a condition of post-prison or probation, the specific medication is not identified in the condition and as a result, listing an offender's medication is a violation of the offender's right to protection.

A detailed description of the offender's symptoms may be appropriate. This documentation may include a discussion of the current status of the symptoms and intervention strategies that aid in stabilizing or aggravating an offender's condition. Documentation should also include regular information of the effectiveness of prescribed medication and symptoms that may manifest should the offender be over medicated or not taking prescribed medication. In addition, any side effects of taking medication experienced by an offender may be noted.

Key Words

The Key Word field functions as a title for the chrono entry and helps in later searching for specific events. The statewide Field Automation Users Group (FAUG) recommends the following Key Words. Pressing F-1 with cursor on the Key Word field will display this list in CIS.

ARREST All arrests by any agency.
ASSOCIATES All friends, family, organizations
AUDIT Supervision audit of offender file
AUTHORIZATION All permissions given to offender, including travel permits, visits, etc.
CAUTION Any officer safety concern.
CONFIDENTIAL Private info from any source.
FILE REVIEW Case summary/status information.
MAP Directions to offender's physical address.
POLYGRAPH Directive &/or results of polygraph.
REPORT All violations or sanctions of offender.
SEARCH All searches of offender or property.

SB1510 Flags

Recently we have been made aware of an influx of sanctions where an HO goes to complete their report and save the sanction however are unable to due to an error message relating to the conditions.

What we believe is happening is that the PO is completing their report using the old conditions, forwards the report to the HO, and then goes in and changes the SB1510 flag to "N" (new) in anticipation that following the sanction the client will move to the new conditions. While I appreciate the attempt to be efficient, until that sanction has completed the process, the flag needs to remain as "O" (old), in order for everyone else who touches it to be able to save work and not receive an error message. Even though HOs don't enter conditions, the system still reads the case number and associated SB1510 flag and looks at the conditions entered by the

PO. When the conditions entered are "O" and the flag is "N", the system produces the error message. Once the sanction has been completed and an amended order issued, the flag can then be updated to "N".

The Parole Board has been returning SRFs requesting PPO changes conditions N or O but requesting this in error. Michelle has asked for examples of this happening. When SRFs are returned from the Parole Board. There should be an email which explains why the sanction was returned and the information is also noted in the SRF. Make sure that PPOs are aware of the process.

GPS, Day Reporting, EHLA
There is an issue with entering GPSM or DAYR in the sanction module with "0" units. A ticket was submitted to the helpdesk for analysis. In the meantime, when entering GPSM or DAYR please enter 0.10 units. If actual house arrest is involved please use ELHA and enter the appropriate amount of units.

Sanctions Not Completed Report
Reminder of FAUG duty to follow up on these reports. Each county might have a different process of how that is achieved but the FAUG rep is the one receiving the report monthly and needs to share it with your respective offices for cleanup. There is a pending Service Request to stop PPOs from creating a new sanction if prior SRFs are not completed.

Printing the Public Safety Checklist
The PSC print function may have discrepancies as the report function was never updated in 2015 when the PSC categories were updated. If you rely on a print for PSC score, the categories are incorrect. When the PSC was updated, the report attached was not corrected. Please use caution when relaying on the printed version. It contains the correct score however it does not give you the categories of Person Offense Conviction or Statutory Offense and lists the old Domestic Violence Category. A service request has been

DEFR-HO
Michelle can grant permissions to the appropriate hearings officer(s) assigned to each county. This permission will grant them the ability to change a local control sanction from HO to DEFR and back to HO when appropriate. It does not allow them to move sanctions to PEND or COMP and it will not let them touch Board sanctions. Since each county has their own process currently for tracking sanctions that have been deferred, Michelle will need assistance to share this with management teams to determine if they want your HOs to have this authority or not, or should this authority for your county be given to a supervisor who possibly tracks these now.

Service Requests
Michelle has asked for sanctions/warrants be prioritized for Community Corrections. IT is short-staffed so service requests take time.

Parole Board Documents
All Parole Board documents can be accessed in OMS, they are no longer available via DOC400.

Emails
Michelle has requested that FAUG members promptly respond to important emails.

        SOON   Judy Bell-Absent
Interstate Compact
Make sure that Transfer Requests are entered as IV status, not PA status, when the offender remains in the sending state while the investigation is completed in Oregon.

TSI for Local Control Sentences

SOON proposal sent out by Judy Bell on 5/10/23 regarding a change in practice and data entry regarding offenders who fail to TSI for Local Control sentences. Our current practice leaves offenders and their records in limbo, does not provide any notification to victims, and causes confusion and delay regarding warrants. No concerns or objections were noted and FAUG agreed with the proposal to move forward. Judy Bell will be talking to OACCD next about the proposal.

IRTs
Please use reality and reasonableness with IRTs. New rules have been sent. Reminder: sules/statutes can be loose enough that there is room for reality. When dealing with IRTs and new case transfers, you are not obligated to take homeless clients. However, if the reality is that the client will live in your area, it would be worth the looking into for acceptance of the transfer.

Supervision Fees in OMS
There is a section in OMS: Caseload/Case Plan for Supervision Fees. Recommending changing the name to indicate that it includes other fees?

       Deschutes County Tour   Brad Allen/Tanner
Tour of remodeled building!

DAY TWO: 9am-12pm

       Treatment Module Training   Michelle Mooney
During last round of CCRs there were many records noted where the person was entered into treatment and then went on abscond. The concern was once they were re-admitted it would look like they had been in treatment the entire time, even while on abscond status. When this occurs it does not accurately capture what transpired, creating inaccurate length of stay stats, inaccurate active assignments, and it portrays that the AOS was in treatment and on abscond at the same time. This is causing a negative impact on the treatment data which is used for a variety of reasons, including treatment participation which is an outcome measure.

FAUG has agreed to implement the change that once an AOS has been on abscond for 30 days (from the date of the warrant), the treatment assignment will be closed to UNSU. Even if the treatment provider never sends a closure notice. If the treatment provider sends a closure notice prior to 30 days, the record can be closed at that time. An AOS treatment assignment can be closed earlier or time of abscond if the county chooses to make that their practice instead of waiting the 30 days. Once the AOS is taken into custody and back on supervision, a new treatment assignment can be created, the old one should not be updated to remove the exit date/code. The treatment length listed in OMS is now correct to match what is entered in CIS. Previously it just stated years which was confusing if the duration of a program was only 90 days. It will now show days/months/years as entered in CIS Treatment Module.

Review of Treatment Module items in FAUG Manual.
1. FAUG representatives are required to review the treatment programs entered under their county at a minimum of once a year.
2. 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.
3. 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.
4. 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.
5. Please ensure you are accurately entering name assignments and correct programming

a. 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. To enter an EVAL only treatment type please refer to the EVAL section of manual.
6. Clarified Admin Closure: 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.
7. Michelle and Jeff are available for questions about the Treatment Module.

Nominations   Group

Chair: Allen Bergstrom will be the next FAUG Chair as he was previously the Co-Chair.
Co-Chair: Rosanna Post
Membership Coordinator: Andie Cortes
Secretary: Marne Pringle retains this position.
Manual Committee Chair: Charles Adler retains position.

Manual Revisions   Group

The Manual Committee meets monthly virtually and in-person the morning before the FAUG meetings. Meetings are open to all FAUG members and is a great opportunity to have input into the manuals FAUG maintains and learn something new. Currently we are working on the creation of a complete PO Manual.

Adopted FAUG Chrono Business Rules after workshopping the rules in the meeting. These rules will be attached to the PO Manual once it is completed. Discussed chrono entries in first or third person and the varies entries for O/Client/AIC/AOS, O/Client/AIC/AOS-there was not a rule created to guide either issue.

Remember, there is a help menu in OMS with links to several other manuals/instructions. Additionally, the OACCD website contains a link to manuals and other resources.

The Manual Committee meets virtually the 2nd Wednesday at 9am of every month. Ask Michelle if you need a link to attend. These meetings are open for anyone to attend.

Michelle has requested that FAUG members promptly respond to important emails.

Roundtable   Group

Umatilla: Can LSA orders be uploaded to OMS?
Linn: Can R codes to be created to notify clients who need an EDIS review? No, too many docket numbers.
Michelle: Charles is Manual Committee Chair. Historically Michelle is a liaison to FAUG but would like to reconsider the manual committee membership as she maintains/controls the manual document. Moving forward, can this position be a DOC staff member?
Clackamas: Emails and Decision Log will continue to be a FAUG agenda item.

NEXT FAUG MEETING
Umatilla in August.
Jackson in November.
Linn is back up.