

FAUG MINUTES – Clatsop County
November 8th & 9th
MEETING LOCATION:
Clatsop County Sheriff's Office
1190 SE 19th Street
Warrenton, OR 97146

DAY ONE:

Manual Meeting 9am-12pm

PPO Manual

Manual Committee

The committee met and continued to modify the manual. This committee will meet virtually each month and in-person from 9-12pm on the first day of quarterly FAUG meetings. All FAUG members are welcome to attend.

Regular Meeting 1pm-5pm

Introductions/Welcome/Housekeeping

Clatsop County

Minute Review

Group

Approved August 2023 minutes.

Attendance

Andie Cortes

Name tags will be created for future meetings.

In Person: Ryan Downing (Baker), Rebecca Monahan (Baker), Marne Pringle (Clackamas); Melanie Davis (Clatsop); Traci Hubler (Clatsop); Justin Bendele (Deschutes); Michelle Mooney (DOC); Judy Bell (DOC); Mark Patterson (DOC); Andie Cortes (Douglas); Tina Potter (Gilliam-Wheeler); Chelo Ramirez (Hood River); Kelsey Parsons (Jefferson); Joe Swope (Lane); Theresa Plinski (Marion); Iryno Wrecsics (Morrow); Gina Wilson (Morrow); Summer Bathke (Wasco); Kimberly Hulke (Wasco); Nathan Bregel (Washington).

Virtual: McKenzie Davis (Coos); Roger Stampke (Harney); Jack Walker (Jackson); Allen Bergstrom (Klamath); Kerri Huffman (Lincoln); Bonnie Timberlake (Linn); Gina Courson (Marion); Charles Adler (Multnomah); Maria Randall (Multnomah); Aubrey Capps (Tillamook); Ahnie Seaholm (Tillamook); Betti Spencer (Yamhill); Ruby McClorey (DOC-Compact); Jamie Tynan (OACCD).

County Updates

Group

Jackson: 5 PPO and Program Manager openings

Yamhill: will be short-staffed for a few months (staff on leave and down a position)

Morrow: hiring for Work Crew Supervisor, recent PPO new hire

Lane: cutting 4 positions, limiting caseloads to 45 clients

Clatsop: merging pretrial program

Washington: hiring an Assistant Director (Community Correction Center division) and a general PPO position

Marion: hiring for a Lieutenant position, recent PPO new hires

Hood River: currently working with 2 PPOs and a Director, lost Corrections Tech

Baker: moved office into treatment center building, fully staffed
Clackamas: new Deputy Director
Douglas: 2 recent PPO hires

Email Updates

Allen Bergstrom

Reviewed an email asking whether PPOs should be entering the information into the treatment program module if the client puts themselves into the program on their own (not referred) and what date to use? The consensus was that the information should be entered so it can be tracked and possibly integrated into the case plan. Yes, treatment enter date can also be referral date.

Interstate Compact

Mark Patterson

Mark attended the recent national meeting. The biggest emphasis right now is ensuring Interstate Compact warrants are nationwide.

EDIS TRAINING

Mark Patterson

There have been various stages of EDIS eligibility throughout the years. Starting January 1st, 2024, the new EDIS rules will be consolidated. The 2024 rules will include new crime restrictions and cases sentenced on/after August 1st, 2013.

The new EDIS rules include a notification requirement:

The supervising officer shall notify the AOS of their eligibility for earned discharge, and then at least quarterly, shall track and document their progress towards achieving earned discharge and share that document with the AOS.

- This includes Low Risk/Reduced Supervision, Unsupervised Status and outgoing compact cases. Notification can be completed via email, mail, or telephone, just remember to chrono the notification and include case numbers.
- A Progress Report form will be coming soon; counties are not obligated to use.
- Encourage PPOs to review everyone for EDIS as priority then ASR, Reduced Supervision, etc.
 - Remember, there are potential consequences for not paying restitution/compensatory fines after supervision.
- We will continue to receive reports for EDIS reviews. Please note, you may notice some discrepancy in the reports (day conversations may be 2-3 days).
 - Denise is working to help with capturing the in-opt time so reports are more accurate.
 - Do your own calculations to do a true eligibility (see Judy for calculation).
 - If any glitches (i.e. INAC subsets should not be included in the report) let Judy, Mark and Denise know.

The judgment can say no EDIS however there has been a court ruling that ultimately the judge cannot restrict. However some counties are honoring the judgement but if the client were to challenge they would most likely win.

FAUG proposed the following Key Words:

- EDIS Initial: Initial notification to AOS of EDIS program and potential eligibility
- EDIS Review: Initial eligibility review at halfway point
- EDIS Quarterly: Quarterly reviews documenting progress towards achieving EDIS and that the info was shared with AOS

STTL

Corrina Brown (email)

Please send death certificates to the STTL email for offense closure in DOC400. STTL/DOC closes any open I FLV lines and the county then closes any other offenses and the body.

Parole Board

Dylan Arthur

No information presented day one.

OACCD

Jamie Tynan

The agenda for the next OACCD meeting includes: strategic planning, legislative updates and new contact standards. Jamie will present the recommended Key Words to OACCD.

FAUG Chrono Business Rules

There were no significant changes to the rules, mainly cleaned-up structure, grammar and spelling. Once finalized, it will be added to the Contact Standards trainings next year. The document will be accessible in the PPO Manual.

DOC Update

Michelle Mooney

STTL Sanctions

If the sanction will not need to go to a Hearings Officer (client waives hearing and decision can be imposed locally), please remember to fill in the "Sanction Given" field. If a Hearings Officer will be completing the process, leave that field blank (for the HO to complete). The Sanction Given information needs to be entered (via PPO, Supervisor or HO) before the sanction is completed as the data is pulled from this field. Use FAIL, not REVO if the recommendation is to fail the STTL. If the PPO does not finish the sanction and the client is returned to DOC, the PPO can no longer edit. Please start the sanction immediately upon arrest. Make sure to also complete the Notice of Rights section before sending.

COVID Litigation Hold

Recently DOC IT has been making changes to various screens with the goal of preventing alteration or deletion of data that needs to be preserved in response to DOJ's request to preserve data for a COVID Litigation Hold. These changes prevent the deletion or modification of data and notes that contain references to COVID within the affected screens and sections. These changes will be rolled back once the COVID Litigation Hold is revoked by DOJ at some point in the future.

The updates have been made to the detainer screens, notifiers screens, release plan screens, warrants screens, and will soon be applied to chronos. The programming logic looks for the following key words when determining action:

COVID

COV-ID

COV-2
SARS
CORONA_ the _ is a blank
CORONA

If you receive an error message stating “Offender row related to possible litigation, option not available”, you will not be able to edit the information in the record, only add new information, and you will not be able to delete it. If you have a record that you need modified that is impacted by this please submit a an email to: dlitsmgt@doc.oregon.gov cc: PEREZ@doc.state.or.us and myself. Include the type of record, SID # and what needs to be done. Each request will be evaluated on a case by case basis.

PSC Override

There is currently a service request (in production) to remove the ability to delete overrides (PSC/PROXY). Instead of deleting the override a new PSC will need to be created. If there are counties who override to LOW when clients abscond, remember that a new PSC (and override if applicable) will need to be created once the client returns prior to the sanction process so the correct supervision level will be considered. Remember, ABSC outcounts are not pulled for contact standard reports. The best practices recommendation is to not override to ABSC unless your county has an internal reason for the override. There is an additional service request for FAUG Super Users to have the ability to delete an override if it is created in error.

New Chrono Place Code OV

OACCD didn't vote on the new code but agreed to move forward. The Office Visit (OV) code will be created in DOC400; there will be trainings on how/when to use this code in the upcoming trainings on Chrono Business Rules and Contact Standards training. It is recommended that when the programming is done, that the current default Place code “O” be removed in order for the DOC400 user to manually enter the appropriate code and not relay on the default.

We are in the process of analyzing the reports that utilize the Last Office Visit Date field in the Edit Offender Data screen. This date is automatically updated when an office visit, virtual visit, or telephone visit type chrono is entered. The reports below have been identified as the primary reports generated using that date field.

IN DOC400 (CC Reports menu, PO Special Reports, Option #1)
PPO Office Visits Due
In OMS (Parole Officer role, Reports-Community)
Office Visits 30 Days Past Due
Office Visits Due

1. How often are these reports used by staff in your office?
2. Are these reports sufficient as is or is there additional data/information you would like to see included in these reports to make them more useful?

3. DOC will be generating reports for the counties during the programming phase. How often would you like these specific reports sent out?

When the new OV code is implemented for use there will be a delay in the complete programming behind the scenes. This means that the Last Office Visit Date will not update properly and the associated reports will not be accurate.

Please let Michelle know. There reports will likely be created manually and sent on a monthly basis.

OMS Transient/Homeless Report:

Currently only addresses entered as Homeless or Transient are captured in this report. Request was made to add Unknown addresses as well. Group agreed that was fine. Unknowns and Homeless are both captured in this report.

- When the address is unknown (different than homeless): type unknown on the street address line, use your agency city, state, zip and county
- When the address is homeless: type homeless on the street address line
 - Use the city, state, zip, and county of where the person is regularly “staying” if known
 - Use your agency city, state, zip and county when it is not known where the person is regularly “staying”

Reports from Denise:

Please ensure your county is addressing the “Sanction in status other than complete” report.

General Condition Change for Probation:

There was a change (ORS) to the language in the General Conditions of Probation, will go into effect in January 2024. Make sure the printed conditions been updated to reflect the change.

Service Requests:

The STTL Reports is currently in the testing phase. Part of this SR was documents appeared to be removed after a period of time. Those documents were not going away, they were just being “hidden”. This is being updated to a folder for Current Documents and a folder for Archived/Historical.

Other pending Service Requests include: warrant fixes, pending sanctions and FAUG permissions.

- IT is still short-staffed.

PSC Print programming has been completed (October).

SOON Update/M57 Training (1/2 hr)

Judy Bell

DNA:

The Oregon State Police received a Dept. of Justice Opinion regarding DNA: if DNA is collected upon a felony conviction which is later reduced to a misdemeanor, no further action is required by Community Corrections. The OPS Manual will be updated to reflect this.

EDIS Programming:

The EDIS programming is ready for implementation on 01/02/2024 with the exception of INOP time. Commutations will calculate properly. Implementation was delayed and programming went live on 01/09/2024

Ethnicity/Race Data:

Judy Bell's email 11/03/2023-

“Due to components in HB1510, CJC is required to gather and report on data regarding, among other things, ethnicity and race as measured by the US Census Bureau of those under community supervision. Therefore, we have added an ethnicity field and modified the race field in CIS to allow tracking of these data points.”

Programming will go live on November 15, 2023, regarding the new ethnicity field and the race field now having a new option of “2 or more” races.

TSI FAIL proposal for LC with deferred jail time:

To create consistency and accountability, SOON is proposing that Local Control (all LSAs) consistently mirror the institution practice regarding TSI offenders in both warrant issuance and data entry.

Proposed practice:

Continue to close P line(s) to VIOL with date of revocation.

If offender does not TSI as directed, the following steps are taken:

- Check eCourt to confirm TSI date has not changed.
- Jail issues escape warrant (warrant titled “Order for Arrest and Return of Prisoner”) with 24-48 hours of failed TSI date
- Confirm warrant was issued
- Admit the person in CIS to LC status and add the L line, using the TSI date for admission date and sentence begin date
- Move the record to ESCA outcount with TSI date
- Update (or create) EPR with ESC record type
- Upon arrest, admit back from ESCA outcount, add INOP to L line

For this to work, we must see consistency in all 36 counties with the jails issuing “escape” warrants within 24-48 hours of the TSI date. If we continue to allow some counties’ courts to enter a variety of warrant types, the consistency piece will be lost, and the data cannot be relied on as accurate.

Fee Project:

The Fee Project has been discontinued. There is a Service Request for a restitution module in OMS.

Edits to Sentencing Judge:

FAUG voted to not allow modifications to the Sentencing Judge in DOC/400.

Measure 57:

Regarding the M57 Supplemental Funds all counties have to submit a renewal application for the funds.

Whether or not a treatment entry gets flagged as M57 Tx Y/N is dependent on (1) whether or not your county is receiving the M57 funds since some counties chose not to apply (2) is that specific client part of the program as designed and submitted by your county, and (3) is that treatment provider(s) identified in your county’s M57 Supplemental Fund Program application. Some counties are not serving all potential M57 Supplemental Fund clients, and even if they are, not all treatment programs are automatically part of that counties program. It is critical for data entry integrity that all those that should be captured are but also those that, while they clearly meet all criteria but are not part of that counties program as designed locally, do not get the flag turned on. Further parameters that must be met to qualify the treatment entry for M57 supplemental treatment funding dollars are shown below on the “Eligible Offender Pool” document. Please note “Drug Addicted” is based on TCUDS score.

Please speak with your Director first to confirm what your county’s program structure is and what treatment providers were identified in their application as part of their program. If you or your Directors have any other questions, please contact Denise Sitler.

SUPPLEMENTAL FUNDS FOR DRUG-ADDICTED OFFENDERS
ELIGIBLE OFFENDER POOL

- On Felony or Misdemeanor Probation (including Conditional Discharges), Parole, or PPS for any offense;
- Drug Addicted,
- Calculated Score of High/Medium on (1) the PSC or Proxy and/or (2) the LS/CMI at the time of entry into your Supplemental Fund Program, and

Adult Charge <u>OR</u> Conviction for one or more of the following: (past/present)	OR	Adult Conviction for one or more of the following: (past/present)
Theft 1, ORS 164.055		Theft 2, ORS 164.045
Aggravated Theft 1, ORS 164.057		Criminal Mischief 2, ORS 164.354
UUMV, ORS 164.135		Forgery 2, ORS 165.007
Burglary 2, ORS 164.215		Criminal Possession of a Forged Instrument 2, ORS 165.017
Burglary 1, ORS 164.225		Criminal Possession of a Forged Instrument 1, ORS 165.022

Criminal Mischief 1, ORS 164.365	Fraudulent Use of a Credit Card, ORS 165.055
Computer Crime, ORS 164.377	
Forgery 1, ORS 165.013	
ID Theft, ORS 165.800	
Aggravated ID Theft, ORS 165.803	
Possession of a Stolen Vehicle, ORS 819.300	
Trafficking in Stolen Vehicles, ORS 819.310	

NOTE: Per the 10/20/2011 Community Corrections Commission Mtg, a minimum of 80% of a county's offenders receiving services using these funds must meet all eligibility criterion listed above. No more than 20% may be on felony or misdemeanor supervision for any offense; drug addicted; and have a calculated score of High or Medium on the PSC/Proxy (OCMS) and/or LSCMI at time of entry into the Supplemental Funds for Drug-Addicted Offenders program.

DAY TWO: 9am-12pm

Polygraph Maintenance Training

Andie

Polygraph Training: Andi presented an overview of the FAUG rep responsibilities and powers as it relates to the polygraph module.

LC Warrants Withdrawn: Michelle Mooney presented on LC Warrants and the appropriate way to "lift" or "withdraw" a local control warrant once it had been issued. Asked the group to share with staff that if an LC Warrant is being withdrawn that they not change the warrant type, but only change the warrant status.

OMS Warrants Module: Michelle asked the group if they would support a new service request for an OMS Warrants Module. The current module in CIS is constantly having issues and it is unknown when the iSeries team will be able to work on those issues. Group agreed that they would like to submit a new request. Michelle asked for ideas on the functioning of the module, what they would like to see, ideas. Michelle will also take this topic to the Supervisor Leadership Network (SLN) meeting to discuss.

Sanction Report in OMS: Michelle is working on the STTL OMS Reports project, and they are evaluating the current sanction report in OMS. She would like to know how often the offices are

using the Sanction Report in OMS. Looking at modifying the report slightly to accommodate STTL sanctions. Not many seemed to know of the report or use it. She asked that they check with their offices and report back. If no objection will modifying report to remove the hearing date field.

Roundtable

Group

Other Programming: The group discussed other items they would like to see added to OMS. R code notices was the number one item. These notices do not show up in OMS, only in CIS when working on a caseload. The other request was for the DNA required field to show up in OMS.

Multnomah County advised they are currently on suspended travel for trainings unless it is certification related until they can get more staff hired. It is related to staffing issues in the office. This spurred discussion again if the OWL system could be purchased for Network Groups to use. This group had already asked OACCD and were told no, in part because of the cost and secondly due to who would be responsible for it. At the time OACCD was in support of moving primarily towards in person meetings so the Owl discussion was tabled. Jamie Tynan stated she supported in person as the virtual audio was awful and made it very difficult to follow any of the conversation. She did state that Multnomah County recently did an upgrade to Google rooms and may be able to donate an OWL to assist with virtual options. She will follow up with Michelle if it is approved. Michelle was volunteered as the “keeper” of the owl if it is approved.

Marion County had questions regarding the process of an expired probation case that has a pending PV. Judy verified that those cases are not moved to an abscond status. If a warrant is issued PRIOR to the expiration, that is when it is appropriate to move to abscond.

Judy Bell asking if we can discuss the 2024 schedule for FAUG meetings.

February- Douglas County

May: Deschutes will check and see if they are still banned from hosting, there was discussion that may no longer be the case. Klamath agreed to be back up if Deschutes cannot host.

August: Lane County, Jackson will be the backup if Lane County cannot host.

November: Marion County. Multnomah agreed to be backup if there is issue with Marion hosting.

Group discussion on training topics for the new year. Request to discuss reports; how to access them, what they mean and what their role would be with them. The example given was “Sanctions without Movements” and that that report shows sanctions that do not have “given” dates for the sanction. Identified this as a good report that can help clean them up even though that is not what the report purpose is.

February meeting topics will be:

EDIS follow up.

Contact standards/chrono’s

Reports Overview: Andie Cortes asked the group to email her the reports they are using and the purpose, she will gather the information, so we have that information to present to the group as part of the trainings as well. Michelle will work on compiling the DOC reports list.

Sanctions Not Complete Report: Talked about the Sanction not complete report that is sent out by Denise Sitler. Not consistent in how counties share that information with staff. Some counties it goes to their management, others directly share it with their staff. Some reps feel that it is hard to get staff to follow through because the message is not coming from their supervisor. Michelle Mooney will be presenting this at the January SLN meeting, in hopes that management will have a better understanding of the importance and assist in getting these cleaned up.

Michelle advised the group now that Jeff Hansen has retired, she can be the contact when there are issues in OMS, Static 99 and PSC as she was his back up prior. They are currently trying to fill his position.

Michelle asked that if folks are having issues with warrants to email them when it happens so she can assist with the issue and document it for the pending service request.

Next meeting February 21-22 Douglas County