

STATEWIDE OFFICE OPERATIONS NETWORK

Thursday, April 11th 2024

Hosting Agency: Tillamook County & Microsoft Teams

In Attendance: Katie Bateman, Benton County; Summer Smallwood, Benton County; Erin Drews, Clackamas County; Brooklyn Kuhn, Clackamas County; Lori Agalzoff, Clatsop County; Jeri Stebbins, Columbia County; Regan Duarte, Columbia County; Jenny Mahlum, Coos County; Linda Neasham, Crook County; Vicki Scott, Curry County; Elisa Turk, Deschutes, County; Kerri Humbert, Douglas County; Tina Potter, Gilliam/Wheeler County; Janice Clement, Grant County; Tabatha Flores, Hood River County; Bobby Lenhardt, Jackson County; Carol Knapp, Jackson County; Diane Ballard, Jackson County; Lori Dahmer, Jackson County; Marritt Moser, Jackson County; Terri Chandler, Jefferson County; Adam Hausen, Josephine County; Jessica Mata, Klamath County; Pam Mathes, Klamath County; Carolyn Knox, Lincoln County; Angie Gustafson, Linn County; Bev Mills, Linn County; Cindy Lootens, Malheur County; Kim Botello-Tiatenchi, Marion County; Peggy Lowery, Marion County; Susie Schindler, Marion County; Trish Hand, Marion County; Iryna, Wreccics, Morrow County; Christy Elven, Multnomah County; Rachel Polelle, Multnomah County; Sam Hittle, Polk County; Aubrey Capps, Tillamook County; Sahara Hendricks, Tillamook County; Hailey House, Umatilla County; Rachel Willingham, Umatilla County; Dana Tassie, Umatilla County; Kyle Hacker, Wallowa County; Tony Boyd, Wallowa County; Summer Bathke, Wasco/Sherman County; Amy Malensek, Washington County; Currie Reese, Washington County; Heather Lucas, Washington County; Sarat Fegurur, Washington County; Brenda Hopper, Yamhill County; Devon Mode, Yamhill County; Khris Nunnery, Compact; Ruby McClorey, Compact; Judy Bell, DOC; Michelle Mooney, DOC

Minutes Review: No edit recommendations.

- **Decision Log Items:**

OISC – Not Present

- **Judy:** OISC DL is correct, but they needed to white list the counties.
- **Will send list of questions to Susi Hodgins.**

Compact – Ruby McClory

- **Nothing to present**

Parole Board – Not Present

- Will send email to Susi Hodgins with a list of questions/issues for the board.

DOC – Judy Bell

- **Question from Denis Sitrer:** Who in your office enters SXOF Designators?
 - **Answer:** Mix of support staff and PO's.
- **Reminder:** In order to get a valid PSC, you must wait overnight after entering the offense to run it. A few counties are entering PSC's before the offense is entered. Please do not do this! If a Proxy is entered, the PSC will need to be done once it is available the next day.
 - If a PSC is not run within 60 days of entry, it will fall out of the funding pool.
- Failed TSI's. SOON recommended a practice change. Previously, the belief was that a warrant had to be in the system in order for us to move them to escape status. We thought all counties had to have the same practice to do this.
 - There is an ORS states if someone has been ordered to incarceration by the court and given a deferred start, and the person fails to do so as the court ordered, authority to arrest that person exists, even without the warrant. That statute ONLY applies to those who fail to turn themselves in and start their jail sentence.
 - This makes the data entry of moving them to escape legally sound.
 - We still must issue the warrant, because law enforcement will not know to arrest the person without an active warrant in LEDS.
- FAUG did not agree with SOON recommendation of auto-populating the ethnicity field if there is an H in the race field. This will not be put into practice.
- LOIS (Laboratory Online Information System) was supposed to go live in the beginning of April.
 - When this was brought to FAUG, it was requested that the CCH option for entering DNA, can we change it to LOIS.
 - Will contact LOIS to request log ins and send out that information when confirmed it is live.
- 6 Week training session is complete! Great attendance, thank you to all!
- We need to consider a data entry practice change on appeals.
 - Should we follow practice of OISC?
 - EDIS, EARL, or BNPB closures continue funding for your agency. When the court dismisses/vacates those after the closure, you shouldn't be eligible for any more funding.
 - Our current practice is following OISC and entering an F8 note when the dismissal/vacate happens after file closure.
 - Proposal: Look at all appeals that you have processed, and see if any have closed to one of the funding codes and see if it was dismissed/vacated before the max indeterminate date. Will revisit the topic next SOON.
 - If there is no update after a resentencing has been ordered, recommend contacting the court after six months and ask for an update.

- HB 4002: Has passed and was signed by the Governor.
 - 11 drug crimes are now “Drug Enforcement Misdemeanors” and are unclassified misdemeanors.
 - Law enforcement in the field have the option to offer a deflection program, which is an approved treatment program; 23 counties have this set up currently.
 - The other option is to cite to court and the person will be offered 12-month conditional discharge. If they pass, they are done. 3 months later, that is expunged automatically. Community Corrections has to provide a form to the court to verify successful completion. Michelle is creating the DOCSUM form for consistency and will provide to the counties.
 - If the person fails the conditional discharge, they will get 18 months’ probation. They will be eligible for EDIS during the probation period.
 - If probation fails, they will be sentenced to a term of incarceration and we will enter it as Local Control. There will be no PPS.
 - Codes for LC admission: JAIL, SCTX (Treatment while in jail), INTX, New Code OUTX (outpatient TX) must be monitored by the community corrections agency, COUR, and OUTC (in Jail in another state).
 - Should the AOS walk away from treatment, the PO must issue a warrant to stop the time.
 - **Question from the group:** What is the threshold for missed outpatient treatment appts that would determine a warrant? Judy will bring to the meeting to try and establish a standard. This may be a CBC decision.
 - Judy had asked Denise Sitler if an AOS was closed to EDIS and then that case is expunged, we just lost 6 months of funding. Denise is going to take that to Jeremiah for reconsideration.
 - **Request from the group:** Will there be a report that can be sent out from Denise that shows Drug Enforcement Misdemeanor crimes sentenced on/after 09/01/2024?
 - Judy will make a request. What else do we want to see on the report?
 - Crime commit date
 - Closure code
 - Status at closure
 - Last CL Supervised
- **Question from the group:** for the Local Control, will the AOS receive credit for time served, good time, or work time credits?
 - **Answer:** That will depend on the judgment and how it is written.
- **Alpha ORS SR:** Still in progress, and the goal is to be complete by the end of the year. Requesting a script to automatically change all of the 999 ORS to the correct new ORS.
- **EDIS SR:** Requested SR to correct the SG = N and Misdemeanor LC. EDIS programming does not account for any INOP time. Requesting an update to stop closure early.

- **Inchoate SR:** Conspiracy is not eligible for EDIS, but the way the system works it is currently not hard stopping an EDIS closure due to the way we enter the inchoate data. Requesting an update to programming.
- **PVPD:** At last SOON, encouraged to push up the chain for Director's to contact Jeremiah to push this through.
- **Fee SR:** In order to use the SSN or DL number for collections, you must have a written statement that the person signs that says I am voluntarily providing this information that could be used for collection purposes. If the person does not sign and agree to that, we cannot use that. Right now, if you enter SSN and DL in the descriptor screen, it automatically goes to the fee collections system. Currently, if the client does not sign, we cannot use that data.
- In the past, if you wanted continued funding for EDIS, EARL, or BNPB, you have to have the line closure and body closure entered. Denise informed us that the way we generate funding has changed. It is now generated from the line closure, not the body closure.
- Time calculations for EDIS: the reports sent out by Denise calculate differently than CIS, so you may see discrepancies when trying to close. It should only be a day or two.
- Remarks Screen: You can no longer edit others' remarks and it is sorted by recent date.
- When in the fee system/payment screen, you have an opportunity to make fee remarks with F9. If the remarks screen is full, it goes to the overflow which happens to be the Fee remarks. We may be overriding Fee remarks unknowingly.

DOC – Michelle Mooney

- **Update:** Working on the HB 4002 updates that are coming through that will impact the whole state. Will take to FAUG and the supervisor meetings.
- **Last SOON,** requested a new code for a generic attorney. FAUG proposed a new code, it is pending OACCD approval. New code once approved will be ATT.
- **Chronos:** For the purposes of chronos, **do not copy and paste** into OMS or CIS.
- Just finished SR request for STTL reports in OMS. This included archived documents. If there are any issues, notify Michelle immediately! There is a 30-day warranty, so we need to know of any issues as soon as possible.
- **PSC Override SR:** If you enter a PSC or Proxy Override, those can no longer be deleted unless it was entered on the wrong person. FAUG rep is the only one that can delete these.

OPS Related Issues:

- **LEDS 2020**
 - **From Judy Bell:** April 27th between 1800 – 2400 a number of systems will be taken offline (CIS, OMS) this will impact LEDS.
 - **Question from the Group:** They used to have AM Message templates, and they disappeared and they are unable to create new ones. Wondering if any one else has had any issues?
 - Recommended saving the AM messages as a draft rather than a template, to at least get around the issue until it is resolved.
 - Recommended reaching out to the help desk again.
 - Marion Co had that problem and they had to call the help desk. LEDS had changed their settings, and it had to be reset.

- **OPS Manual**
 - Met April 10th
 - Great work session, got a lot done
 - Going to meet again in June

- **Local Control**
 - **From Judy Bell:** Look out for this: Someone goes to LC, and then something is going on with the institution cases (commutation revoke, etc.) and the institution wants to move them to IBRO to track them. For these individuals that are actively serving the LC sentence in your local jail, do not allow them to move to IBRO, because that will stop your funding. OISC has agreed to not move them while they are actively serving the LC sentence. Once the AOS releases, they can move to IBRO. We will likely only see these with commutation revokes, but it could be other situations as well.
 - **Question from the group:** An AOS is serving a new LC sentence, and while serving got a PPS Revo. Will the AOS begin his PPS on the new sentence while still serving the Revo?
 - **Answer:** Yes. Since the REVO only applies to the PPS currently being served, it does not apply to the new LC sentence because that PPS has not yet begun.
 - **Question from the Group:** Their jail often emergency releases LC individuals. What is the appropriate way to POST the line?
 - **Answer from Judy:** PPS does not begin until the time has been fully served. LC does not have to be served in jail, so they have to stay on LC status and change the code (DAYR, ISP, NLHA, etc.

- **Other OPS Related Issues**
 - **None from the Group**
- **Email decisions**
 - **None from the Group**

User Groups:

- **SUN**
 - No updates
- **FAUG**
 - **No updates; will be meeting beginning of May**
- **FSN 3:20:00**
 - Met virtually; started a complete re-do of the fee manual
 - This will be a great training opportunity!
 - Next meeting will be in person in Lane County
- **OACCD**
 - Updated them on the findings of the TSI issue. Will discuss approval/denial next meeting and determine when they want that to be put into effect.
 - LSA Procedural manual is at OACCD for review.

Round Table:

Previously their county has held SO report by Name, City and Zip in CIS. Does anyone know why we need to retain this?

- **Answer from Group:** This is just informational, not something that we need to retain.
- If you look in the reports manual, it should give you a blurb about what the report tells you.

You can reach out to coroner's offices in other states to obtain death documentation.

From the admissions screen, putting a U for the ethnicities that we don't know. She tried to change one and it would not change.

- **Answer from Judy:** Change on the Descriptor screen

Question from the group: EDIS Quarterly. PO's are asking what are the quarterly reviews and when do we need to do them?

- Mark Patterson spoke about this in SOON previously. Quarterly reviews must be completed within the quarter, not exactly three months based off the date of sentencing. EDIS quarterly reviews are completed throughout the duration of supervision for eligible cases, to inform the AOS what they need to do to become eligible and work towards EDIS.

From Clackamas: Potential promotion to PO; will need new Co-Chair and General Information Page. Tentatively Sahara.

- **Post Note:** Erin Drews has been promoted to PO, and Sahara Hendricks has assumed Co-Chair/Minutes duties, as well as General Information Pages.

Meeting Adjourned. Thank you everyone!

Next Meeting:

June 13th 2024 – Clackamas

SOON Officers:

SOON Chair: Cassy Polen, Yamhill

SOON Co-Chair/Minutes: Sahara Hendricks, Tillamook

OPS Manual Chair: Cassy Polen, Yamhill

General Information Pages: Sahara Hendricks, Tillamook

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.**