

FAUG AGENDA – Marion County-Salem

November 13th & 14th

MEETING LOCATION:

Marion County Public Safety Building
3610 Aumsville Hwy SE
Salem, OR 97317

DAY ONE:

Manual Meeting 9am-12pm

PPO Manual

Manual Committee

Regular Meeting 1pm-5pm

Introductions/Welcome/Housekeeping
Marne Pringle (Clackamas); Melanie Davis (Clatsop); McKenzie Davis (Coos); Jennifer Mahlum (Coos); Freddy Vidal (Douglas); Chelo Ramirez (Hood River); Nick Reiten (Jackson); Allen Bergstrom (Klamath); Bonnie Timberlake (Linn); Theresa Plinski (Marion); Pedro Castaneda (Yamhill); Betti Spencer (Yamhill); Lonnie Nettles (OACCD); Michelle Mooney (DOC-CC); Dylan Arthur (Parole Board); Mark Patterson (ICOTS/STTL)

Marion County

Minute Review
Look for the golden egg.

Group

Attendance
We have name tags! Thank you, Mark. Please remember to bring your individual name tag to the meetings.

Andie Cortes

County Updates
Klamath: interviewing for a PPO position
Clackamas: 3 PPOs graduated academy
Marion: 4 PPOs graduated academy
Linn: 2 PPOs in background
Douglas: 2 PPOs started last week, 1 open PPO position
Multnomah: 3-5 graduated academy, new Director hired, several openings (17 vacancies)
Yamhill: Operations Specialist position open, PPO internal position open
Jackson: filling Deputy Director position, hiring 2 PPOs
Clatsop: one PPO in background
Parole Board: HO position closed

Group

Email Updates

Allen Bergstrom

1. How are other counties are tracking and completing their EDIS quarterly reviews?
 - a. Linn Co: utilizes the lists and documents each month to refer.
 - b. Marion: enters EDIS as line item each month and noting whether they are eligible or not followed by documenting EDIS QUARTERLY every time the AOS reports.
 - c. Coos: enters a chrono each month
 - d. Jackson: clerical staff maintains record of all EDIS due and distributes to the agency
 - e. Clatsop: Sgt maintains a record
 - f. Mark Patterson: using the program Recidiviz will be helpful once it is available

Interstate Compact

Mark/Ruby

There was one Emergency Rule change modifying terminology to: Supervised Individual.

This next year Mark anticipates several rule changes, including Domestic Violence cases and Violation processes.

If an AOS lives out of the state, the case needs to be submitted via Interstate Compact (not providing travel permits each month). AOS cannot be in the receiving state during the transfer investigation.

Please contact the Oregon Interstate Compact Office if any SOs come to Oregon without an Interstate Compact.

ICOTS will occasionally send an email about a warrant; it is ok to disregard these messages. If there is an issue with a warrant, Mark will contact the PPO.

Is it PPO's responsibility to advise the Sheriff's Office to ensure the warrant is located to prepare for extradition.

Contact Nicole Townsend for all extradition fee questions:

Nicole.Townsend@oregon.gov

Nicole.TOWNSEND@state.or.us

Make sure to include Name and SID#.

EDIS

Mark Patterson

EDIS tracking: Recidiviz Dashboard. This program will help with EDIS, several counties are piloting. With Recidiviz, there will no longer be a need for spreadsheets. You can also set the program to snooze a AOS's EDIS eligibility for specific amount of time.

The Delivery and Manufacturing drug crimes are not being reviewed for the enhancement ORS 475.925. In the last few weeks, the Parole Board has received EDIS closure forms that were granting EDIS and upon review fell under these enhancements and the EDIS closure has been denied and returned. Please make sure Delivery and Manufacturing drug crimes are reviewed before issuing an EDIS discharge.

Mark's helpful tips to determine if ORS 475.925 applies:

If the crime category level is at 9 or 10 for a felony Delivery or Manufacturing drug crime it will be restricted by ORS 475.925 (1) or (2). A service request was just completed for the DOC 400 to catch these crime categories for Delivery and Manufacturing and should no longer show up on your EDIS eligible review reports, however we still advise to double check before granting EDIS.

Please also review for the Aggravated Theft and Burglary I enhancements on the probation cases. Mark will be sending a Crime Restriction List and Eligible Misdemeanor Guide.

If you have any questions or need any help to review a case for eligibility, please contact Mark Patterson.

Each agency can set their expectation of "current on an approved payment plan". The intent of the rule is to show that the AOS is compliant with their case plan, including on the restitution/compensatory payment plan.

It would be helpful to create a contact list for each county to request restitution information.

STTL

Corrina Brown

If an STTL AOS is in violation, please send an email to STTL: ShortTermTransLeave@doc.oregon.gov as soon as possible. The NOR needs to be completed within 5 days, provide as much information as possible (do not need police report). Make sure to send all SRFs electronically and email the NOR document.

Please make Corrina aware and send sanction and NOR within 5 days. STTL will determine whether to approve sanctions or FAIL the AOS. They do not need police report with sanction, do not wait to send sanction, provide as much information as possible. All SRFs need to be electronically sent to STTL immediately (if body moves to PPS or prison, it affects the ability to finish the SRF process as it remains unresolved).

The maximum AIP custody sanction is 3 days jail.

FSAPP

There are 5 counties currently participating in the Family Sentencing Alternative Pilot Program. It is sunseting in July, 2025. This program is being submitted to legislation and will hopefully become permanent. If continued and funding added, additional counties may be able to participate.

Parole Board

Dylan Arthur

The Supervision Network is recommending utilizing only one form for EDIS (vs Parole Board specific). The AOS needs to be advised of the alleged violations (including Notice of Pending Action).

The Parole Board Road Show concluded totaling 18 stops, 28 counties were represented and 377 attendees. Dylan is welcoming feedback about what information to include in future roadshows.

The Hearings Officer needs to make the determination when an AOS is refusing to participate in the sanction process, not the PPO. There will be an email with more guidelines about the hearing/sanction process.

The Parole Board is working on a secured site/intranet for Community Corrections including their forms and resources.

OACCD

Lonnie Nettles

There is a workgroup looking at the Men's Risk Needs Assessment (MRNA) as having a gender-specific assessment may be more beneficial.

Multnomah County is one of the participating counties of the Deflection Program, dedicating caseloads to this. The AOS cannot already be on supervision, a standalone possession (drugs) case only. John McVay is the Manager of this program.

Some of the Maintenance DPSST Certification requirements are changing.

It is important to have in-person Network/Charter meetings and attendance at these meetings. If the meetings are scheduled for hybrid/virtual, please turn on camera and not be assigned to other duties. There are limitations on the virtual options including equipment, sound, Wi-Fi connections and barriers to being part of the conversation. Please continue to advocate for in-person attendance.

The OACCD Strategic Plan covered 8 goals—1) Executive Director 2) Psychological Safety 3) Sustainable Funding 4) Public Education 5) Collaborative Approach w/ CJS Partners 6) Collaborative Approach with Behavioral Health Partners 7) Key Performance Measures 8) Case Management System

DOC and SOON Updates

Michelle Mooney

Chronos:

DOC continues to review chronos for the contact standards project. Please utilize guidelines (Chrono Code Quick Reference Guide and Chrono Place and Person Code Definitions). Entering PO for “person” should only be used if communicating with another PPO or Supervisor, it is not intended to describe the writer. Tracy Coffman has sent out several guidelines and quick view sheets on proper chrono coding. Please remind your agencies that programming has not updated OV/HV to reflect the new measurable contacts in the DOC400 system. Continue chrono'ing correctly as the information is still captured in the background and in the reports pulled. Do not enter a code and change it (i.e. enter OV and modify chrono to O). Correcting an error is fine, but do not enter an incorrect code to get the system to update a field. Question: how to code group supervision meetings? If the group is small, focused on supervision related interventions, or intake functions, and is facilitated by a PO, it should be coded as a measurable Office Visit. Just ensure that the chrono is clear that it is supervision related to help differentiate between treatment groups and supervision groups (EPICS, working on case plan goals, met with PO, etc.). Groups run as inhouse treatment or not supervision related should be coded as O/O.

PSC/PROXY:

PSC Overrides by Policy need to be reflective of a written county policy. When entering an override by policy a comment to describe which policy needs to be added. If overriding the PSC/Proxy by reason of Assessment, the override needs to match the assessment risk level and need to be updated annually when the assessment is updated

There have been issues with overrides being deleted and/or updated. This over writes the table and historical information is not stored. A service request has been entered to remove the permissions so that overrides cannot be updated or deleted except by the FAUG rep.

Changes Include:

- Updating PSC/Proxy: Once a PSC/Proxy is entered, only the FAUG Rep will have the ability to make corrections to it. If a Proxy is entered and the score needs corrected, the PO/staff person should email their FAUG Rep noting what correction needs to be made. The FAUG Rep will make the change.
- Updating Overrides: Once an override is entered, only the FAUG Rep will have the ability to make corrections to it. FAUG Reps *should only* make changes to an override if the override level or the override reason were entered incorrectly. If an override is entered and needs corrected, the PO/staff person should email their FAUG Rep noting what correction needs to be made. The FAUG Rep will make the change. Changes should not be made to update the override level or override reason based on changing circumstances. If circumstances changed, a new PSC should be entered with a new override if necessary. If the override is entered on the wrong person or in error, the FAUG Rep can delete it.
- For any override updated or deleted, the FAUG Rep shall enter a chrono to note the update/deletion and reason.

Sanctions:

Please continue to review the Sanction Not Completed Report from Denise to ensure that the sanctions in your county are updated. Questions-can a soft stop be programmed prior DOC movement if SRF is other than complete? Will review and add to existing service request.

Treatment Module:

There is a committee looking at an overhaul of the treatment module. As a FAUG Rep, the expectation is to audit the module once a year. This includes ensuring all of the information for each program is correct (include OOS and WEB for your county). When reviewing, it is recommended to print a list of the programs to ensure there are not any duplicates. An audit also includes reviewing all active assignments.

Outcounts:

Please ensure all cases are move to appropriate Outcounts (ABSC, INAC, etc) in a timely manner. Remember to move Compact AOSs on an off ABSC.

DOC Addresses:

The Address Supervision Report is distributed monthly, please continue to make sure the information is accurate and that clients have an address on file

There is an issue with the zip code in DOC if the number begins with a 0. DOC is working on it. When saved, it will display as only having 4 numbers but the information is saved correctly.

EDIS:

Programming for EDIS updates and HB4002 changes has been started. This will also include programming of sex abuse 2 NEW, for probation cases as EDIS eligible.

- Funded misdemeanors, ASSA IV Fel. ORS 163.160 treated as an FMP. Programing in effect to add this to funded misdemeanor lists.
- ASSA IV Fel. Attempt ORS 163.160 (3X) treated as an A misdemeanor will be funded as well.

Substance Abuse Tracking:

Programming for the Drug UA Changes will be live soon. This service request updates the Redwood data extracts to include Fentanyl & Synthetic Cannabinoids and updates DOC400/CIS screen changes to allow more than the current maximum of 13 test results.

To include additional test results the primary Substance Abuse Tracking Screen was re-organized to add SYNCH and moved PCP to the second screen. Further, if a drug not listed on the primary screen returns a positive result, a >> will now appear at the end of the test results row to indicate additional positive results not shown.

DAY TWO: 9am-12pm

Training-DOC400 Basics (F6) Marne
Clackamas County provides a 2-week Academy for new hires and interns. We created a curriculum for DOC400 (see attachment).

The FAUG group discussed various ways a DOC400 basic training could be presented to new DOC400 users. Suggestions included: email updates, tips and tricks training, one page information,

providing training hours, regional, virtual, hosting trainings with scheduled FAUG meetings, updates after recent CCRs/Audits, sharing Alan's Power Point from Klamath Co.

OCMN is process driven and FAUG is system driven. FAUG is a super-user of OMS and DOC400. Function Training at the next FAUG meeting?

Manual Revisions Group
The PPO Manual is about 75% updated. Michelle will be sending it out for FAUG to review soon hopefully. Please dedicate time for this.

Roundtable Group
FAUG meetings to now start at 8am on the second day.

Next meeting February 19-20 Coos
May 21-22: Douglas
Aug 20-21: Hood River
Nov 12-13: Linn

DOC Instructions

Objective #1: Logging into Department of Corrections (DOC)
(call: 866-531-9600 for assistance)

- Using USER name
- Entering PASSWORD
- Creating Software Token Code
- Entering PASSCODE
- Logging out of DOC

Objective #2: Understanding the Offender Information Screen

- Locating an offender using SID
 - Prompt Key (F4)
- Identifiers
 - PPO name/caseload
 - Significance of caseload number
 - Court Case
 - County of Conviction
 - Crime
 - Class
 - Type of Supervision
 - Beginning/End date
 - Descriptors
- Locating Parole/Probation Officer Information
- Trouble Shooting/frozen screen
- Exiting from screens (ESC vs F3/F12)
- Confidentiality (via phone, fax, email)
 - Can't give out LEDS report
 - Can't give out specific info if someone is in or out of compliance
 - Can't give out address/phone info
 - Can't give out any info except for
 - What they are on supervision for
 - When they started supervision, when supervision ends
 - Who their PO is
 - Will be shown public information screen

(Practice using DOC Tasks for Offender Information Screen)

Objective #3: Working with Caseloads/Display

- Reading chronos
 - Paging through history of chronos
- Displaying Offender data page
 - Telephone numbers
 - Employment module
 - Next office visit

- F11 Menu
 - Displaying address
 - Looking up descriptors/scars/tattoos
 - Supervision fees
 - Treatment options (opt 13)
 - Offenses/court orders
 - UA screen
 - Structured Sanctions (violation history)
 - DNA
 - Risk Assessments
- Ghost Clients/Outcounts
(Practice using DOC Tasks for Work With Caseload Display)

Objective #4: Working with Caseloads/Edit

- HIPPA/Medication/diagnosis restrictions
- Voicemails
 - Date
 - Time
 - Place
 - Person
 - Content of message
 - Remember to include phone numbers (even if it is already listed)!
- Mail
 - Date
 - Time
 - Place
 - Person
 - Content of message
 - Monthly Report?
 - Any changes to existing information?
 - Treatment Module/any changes to the treatment program?
- If the screen is “locked by another user” you won’t be able to save.
 - Push F5/Refresh key

(Practice using DOC Tasks for Work with Caseload Edit)

DOC Tasks for OFFENDER INFO SCREEN

*Assign AOSs for each #:

AOS #1:

1. What PPO supervised AOS?
2. What caseload number is AOS on?
3. When did AOS supervision start?
4. What type(s) of supervision is AOS accountable for?
5. How many cases is AOS being supervised on?
6. What was AOS's PPO's phone number?
7. What county supervises AOS?
8. What county AOS's PPO from?

AOS #2

9. What caseload number is AOS on?
10. When did AOS's probation begin?
 - a. What are AOS's court case numbers?
11. What county supervises AOS?
12. What court (county) sentenced AOS to supervision?

AOS #3

13. Why is AOS still on a caseload even though the maximum custody date has expired?
14. What "type" of supervision is AOS on?
15. How long has AOS been on supervision?
16. What PPO supervises AOS?
17. What caseload number is AOS on?

AOS #4

18. How many cases is AOS being supervised on?
19. What is AOS's PPO's phone number?
20. When did AOS first start supervision?
21. What county supervised AOS?

AOS #5

22. What is AOS's PPO's email?
23. What is AOS's PPO's phone number?
24. What county is AOS's PPO from?
25. What caseload number is AOS on?

AOS #6

26. When did AOS's probation begin?
 - a. What is AOS's court case number?

DOC Tasks for WORK WITH CASELOADS Display

AOS #1

1. What is AOS's phone number?
2. When was AOS's last office visit?
3. What is AOS's address?
4. When was AOS's last home visit?
5. Is AOS employed?
 - a. Is if full time?

AOS #2

6. When is AOS's next appointment with PPO?
7. What was AOS's first reported home phone number?
8. Where was AOS's last listed address?
9. How many structured sanctions has AOS had?

AOS #3

10. AOS is currently in a treatment program, what is it called?
 - a. What is the phone number to the program?
11. When did AOS last give a positive UA for methamphetamine?
 - a. What was the date of their very first UA?
12. What is AOS's FBI number?
13. List AOS's tattoos.
14. What is AOS on supervision for (name of crime)?
 - a. What type of supervision is it?
 - b. Does AOS have a "no alcohol" condition?

AOS #4

15. What is AOS's Oregon driver's license number?
16. Are there any AOSs on caseload # (***) that expire in 2025?
 - a. If so, list their names:
17. How many different probation cases is AOS being supervised on?

AOS #5

18. AOS has a "no contact victim" condition. Who is the victim?
19. When was AOS's DNA collected?
20. What is AOS's risk level?
21. When was AOS's last completed home visit?
22. When was AOS's last office visit?
23. Where was AOS living prior to the current address?

DOC Tasks for WORK WITH CASELOADS Edit
(using training environment, assign different caseloads and AOS)

1. You referred AOS to complete a substance abuse evaluation last Tuesday at 3pm. Chrono this and update the treatment module.
2. Today at 8am you took AOS's DNA. Chrono this and update the DNA program.
3. AOS reported from jail Thursday at 9:45am. You met with her and gave her an appointment with her PO of: next Tuesday at 3pm. Chrono this and change the next report date.
4. AOS is on the UA program. He came to the office last Wednesday at 12pm and submitted the UA at 1pm. It was tested for cocaine, opiates, THC and meth; all were negative. Chrono this and update the substance abuse tracking program.
5. AOS was directed by his PO to submit to a UA yesterday. He let the front desk know at 1:30pm that he was ready and submitted the UA at 1:34pm. The UA was tested for cocaine, meth, opiates and THC. The UA was positive for methamphetamine. He admitted to you that he used meth two days ago and signed the admission form. You let the PO know and she met with him after the UA. Chrono this and update the substance abuse tracking program.
6. You assigned your AOS to the UA program "Yellow 2" Monday at 3pm, chrono this.
7. Whoops. You meant to assign him to "Red 2". Change the chrono entry that you created.
8. AOS was scheduled to report for his UA yesterday but by 6:59pm did not report, chrono this.
9. Last Friday at 8am you took AOS's DNA. Chrono this and update the DNA program.
10. Two days ago your AOS reported for a UA at 1:30pm. He submitted the UA at 1:40pm and it was negative for meth and thc. It was positive for opiates but he presented a valid prescription for hydrocodone. The UA was sent to the lab. Chrono this and update the substance abuse tracking program.
11. An AOS reported from jail yesterday at 2pm. You referred him to complete a substance abuse evaluation and gave him an appointment to see his PO on next Thursday at 8am. Chrono this and update the treatment program and change the next report date.
12. You meant to make the chrono for a different AOS, not AOS #12. Delete the chrono you created for #12 and chrono for the correct AOS.