

# DOC Reports

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## AIC DEATHS IN PRIOR MONTH

**Report sent to:**

SOON

**Information sent with report:**

n/a

**How to use report:**

Use the report to locate any files in your county for AIC on the list and send necessary file material to OISC.

## ASSESSMENT IN 60 DAYS REPORT

**Report sent to:**

OACCD

**Information sent with report:**

N/A

**How to use report:**

There are three reports listing assessments that were not completed within 60 days of admission to supervision.

- Statewide Iscml wrna 60 not done: Complete assessments on AOS who indicate “Need” in the Assessment Required column; focusing priority on those that are Past Due. Those that indicate Not Required are on this list because counties may have a local policy of completing the assessment on some of these cases. This report is a subset of the Operational and Historical limiting it to just those who have no assessment after admission.
- Statewide Iscml wrna 60 operational: Operational: Same as above; this version provides a more comprehensive review of all admissions during the reported timeframe. All admissions from 2022 to date; when we started really tracking LSCMI and WRNA completions.
- Statewide Iscml wrna 60: Historical: None, informational only. Report lists all Admissions from 2019 forward

## CC REACH IN REPORT

**Report sent to:**

OACCD, SLN

**Information sent with report:**

FYI~

**How to use report:**

Lists Reach Ins completed by county for the previous month.

## COMMUNITY LIST CONTACT INFO

**Report sent to:**

OACCD, SLN

**Information sent with report:**

Here is your monthly list of clients with address/phone, etc., in spreadsheet format. This is provided as a courtesy and no action is needed.

**How to use report:**

This list is informational to provide contact information for counties AOS in an easy-to-use format.

## COUNTY BY COUNTY CLOSURES REPORT

**Report sent to:**

OACCD, SLN

**Information sent with report:**

FYI~

**How to use report:**

Two spreadsheets that list out detailed and summarized body closures for the previous month including body closure code. Used to give a snapshot or track trends on types of closures for each county.

## COUNTY BY COUNTY POPULATION REPORT

**Report sent to:**

OACCD, SLN

**Information sent with report:**

FYI~

**How to use report:**

Informational report used to track funded number of AOS supervised and population trends.

## COUNTY REVOCATION REPORT

**Report sent to:**

OACCD, SLN

**Information sent with report:**

FYI~

**How to use report:**

Informational reports that list all probation and post-prison revocations for the previous month. This is a running report that will include information from previous months. It would be good to keep the prior months report to note records already reviewed to avoid unnecessary review.

## DISCONTINUED RESTITUTION CONDITIONS MARKED AS TRACKABLE

### **Report sent to:**

SOON

### **Information sent with report:**

This is the report to help ensure you are moving restitution forward from probation to (leave if applicable) to PPS. If restitution is moving forward, your discontinued restitution conditions should be made non-trackable so they aren't counted double for the same offense.

### **How to use report:**

Use this report to update records and bring forward restitution onto open supervision lines when a case is under PPS supervision.

## EDIS CLOSURE REPORT

### **Report sent to:**

OACCD, SLN

### **Information sent with report:**

All cases closed to EDIS since implementation in June 2014

### **How to use report:**

Informational report to show how many offenses have been closed to EDIS broken down by county.

## EMPLOYMENT DATA

### **Report sent to:**

FAUG, SLN

### **Information sent with report:**

This report reflects those who either have no employment data or the employment data was updated more than a year ago. It only includes those who are on active supervision or CMPO status; all other outcounts are excluded. Having no employment data entered or data being more than a year old can have potential negative impacts on your county's Employment outcome measure.

If the Last Update column:

- Is Blank: This indicates no employment information has been entered. Please complete the employment information field even if its to indicate the person is not employed at this time.
- Has a Date: This indicates the employment information needs updating. Even if the employment status for the person has not changed, the employment information has to be reconfirmed by updating the employment field. As a reminder, just overwriting the Y/N or percentage does not update the employment information field; the date has to be changed to the current date.

### **How to use report:**

Used to identify and update records that have missing or outdated employment information.

## EXPIRING EPRS

### Report sent to:

SOON

### Information sent with report:

For staff that are new, a password is required to open this email. It is the same as previous months, however if you do not have it reach out.

This report can be used to help identify EPRs that are going to be purged from the system before their time. I suggest sorting for PVPs and TPL and pushing that EPR out to your county allowed max DOE.

If you share with the POs they can scan for people they have pending a PV (that aren't past the max date yet) and let you know so you can push the DOE to the max allowed by your county to keep the EPR from having to be recreated to PVP status the day after the max date.

You can also compare the report to CIS/DOC400 to confirm the end date match and was not extended but the EPR was not updated.

### How to use report:

Verify that EPRs match records in CIS. Update if needed.

## FUNDED MISDEMEANORS REPORT

### Sent to:

OACCD, SLN, SOON

### Information sent with report:

Attached is your report of funded misdemeanors. ***Friendly reminder that the second tab lists funded crimes that are missing the crime commit date. Entry of the crime commit date for all crimes is a critically important step of the data entry process, especially for the funded misdemeanors, and without it may lead to a funded body not being picked up in our snapshots.***

### How to use report:

The first tab shows records that are funded and what type of funded misdemeanor is currently open (person, DEM, PCS). This tab also shows if there is an open felony offense. A record might have multiple funded cases which would mean multiple columns being checked. This tab is informational.

The second tab shows funded misdemeanors that do not have the crime commit date entered into CIS and need updating.

## LEAVE RELEASE TO POST

### Sent to:

SOON – only sent to counties with needed updates

### Information sent with report:

Afternoon, the attached list of clients were released from DOC to leave; however, the next admission was directly to PO status rather than LV status; can you modify these records to reflect the missing admission to LV status before the PO status? Thanks!

**How to use report:**

This report lists AOS that were released to LV status by the institution but admitted to the county to a status other than Leave. If this is a recent admission the county can update the current status to LV themselves. If this is an older record a SUN ticket will need to be entered to correct the admission status.

## OFFENDER FILE PURGE REPORT

**Sent to:**

SOON

**Information sent with report:**

FYI~

**How to use report:**

Report lists discharged records that have reached the minimum required two year retention requirement. Counties can use this report to destroy their physical or electronic file.

## OISC DETAINERS

**Sent to:**

OACCD

**Information sent with report:**

Attached are the report(s) you requested to be sent to you via automated email from the Oregon Department of Corrections, Office of Research, Data & Decision Support.

Please direct any changes, questions or concerns regarding the distribution, missing reports or frequency of this report(s) to the DOC Data Mart team, email address [DLDOCDDataMartTeam@doc.oregon.gov](mailto:DLDOCDDataMartTeam@doc.oregon.gov).

Please direct questions or inquiries regarding the data of this report(s) to the DOC Data Request team, email address [DLResandEvalDataReq@doc.oregon.gov](mailto:DLResandEvalDataReq@doc.oregon.gov).

**How to use report:**

Informational report listing AICs with detainers. May be used to identify detainers to lift if desired.

## OUTCOUNTED CLIENTS

**Sent to:**

SOON, FAUG, SLN

**Information sent with report:**

The attached report, which used to only reflect those on USAP outcount status and was modified in January to now include all clients on outcount status in your county was modified again in February to add the person's

furthest out max date. If that furthest out date is a lifetime supervision case, the maximum date field is blank and the Lifetime Supervision column indicates Y. They may have other cases that have a max date but the max date of the body is what is being flagged in those columns. The other change was to collapse all county locations into one tab; prior the L locations were on their own tab. The January expansion to this report was in response to concerns raised by OACCD and SLN that we don't lose track of clients when they're moved to an outcount. For each county, the report is sorted by Caseload and then the Outcount type; but you can easily filter out any outcount reasons you don't want to see.

#### **How to use report:**

Review for admitting or closing records as needed.

- ABSC – verify that no court action has been taken and warrant is still valid.
- CMPO – verify that Oregon cases have not gone beyond their max date.
- ESCA – verify that warrant is still valid.
- IMMI – verify that cases have not gone beyond their max date and no warrant has been issued.
- INAC – verify AOS is still serving custody sentence in other state and Oregon cases have not gone beyond their max date.
- PSRB – verify that AOS is still under PSRB authority.
- PVPD – verify that warrant that was issued after max date is still valid or that post max date court action is still pending.
- REVP – verify that AOS is still in federal custody and that Oregon cases have not gone beyond their max date.
- UNSU – verify that Board cases have not gone beyond their max date.
- USAP – verify that successfully appealed case is still pending resentencing.

### NON-FUNDED POPULATIONS

#### **Report sent to:**

OACCD, SLN

#### **Information sent with report:**

Just a friendly reminder that if you have any Assault IVs or Menacing cases with a sentence begin date on/after 1/1/2022 on your county's tab, I would encourage you to have your staff ensure that the judgment doesn't indicate "Constituting Domestic Violence". If the judgement indicates this case did constitute domestic violence, then the data entry to ensure this is picked up as a funded misdemeanor is missing.

#### **How to use report:**

This is an informational report that lists open record with no open funded offenses. There is not necessarily any incorrect data, however, you may want to verify that cases are entered correctly to ensure funding is received when applicable. Pay extra attention to any Assa 4 or Menacing charges for correct ORS and Sex Abuse 3 cases to confirm the conviction date is entered.

### PSC PROXY OVERRIDES

#### **Report sent to:**

OACCD, SLN



**Information sent with report:**

FYI~.

**How to use report:**

Informational report. Report is a snapshot that shows the overrides for current AOS.

**PPS REVOCATIONS****Sent to:**

SOON

**Information sent with report:**

Here are the reports that indicate which offenders may have been given a PPS revocation sentence. Please use this report information as a starting point to review records for accurate and complete data entry. When a PPS revo sentence has been imposed, data entry includes: admission to LC status, entry of an offense line (PPSVSanc), and entry of INOP.

Please remember: You will use the Board Action Date aka Decision Date for the admission date and begin date of the offense line. You will enter the credit for time served in the offense. The CIS-generated max date should match the custody end date provided. If it is a Board-controlled client, the Board enters the INOP; but for LC-controlled clients, the field (you) enter the INOP.

**How to use report:**

Lists AOS currently on supervision that have a PPSV Sanc sentence. Verify that all data has been entered correctly. Names will stay on report while on supervision and fall off when discharged. Once verified that older records are correct those records would be informational in future reports.

**RESTITUTION TRACKED NO AMOUNT ENTERED****Report sent to:**

SOON

**Information sent with report:**

This is the report that is used to track your restitution TBD orders. Please remember once the court has ordered restitution (after it had earlier been labeled TBD), you'll go back in and add the amount ordered. If the court does not order restitution by the time it is due, please change the restitution condition to non-trackable and enter a comment to indicate you've confirmed no rest was ordered by \_\_\_\_ date.

**How to use report:**

Use this report to update Restitution to include amount ordered by the courts or update to show that no restitution was ordered on cases that are 90 days past sentencing.

**RSNT USAP AND PVPD SENTENCES WITH NO SUBSEQUENT SENTENCE****Report sent to:**

SOON

**Information sent with report:**

FYI~

**How to use report:**

Report lists offenses that have been closed to RSNT, USAP or PVPD. Use this report to update CIS if there has been court action.

**\*\*Reminder\*\*** If all cases have been closed are eligible to be closed to PVPD, close the body instead, and leave the offenses open.

## SANCTIONS REPORT

**Report sent to:**

FAUG, SOON

**Information sent with report:**

Attached please find one or more of the following Research generated lists for sanctioned offenders in your county. These lists are informational only. Currently DOC does NOT require counties to enter Sanction Movement data. However, many counties have expressed a continued desire to track the actual servitude of sanctions and can use these lists to do so.

1. Sanctions without a Sanction Movement: This is a list of offenders who have a sanction record in the Structured Sanctions module from 11/01/2024 through 5/28/2025 but do not have a corresponding record in the Sanction Movement Tracking module. The column labeled Given Sanction Units reflects the number of sanction units imposed in the SRF in the 'Sanction Given' unit field. If no data has been entered in the 'Sanction Given' unit field, the column will contain the word 'Missing'. Please note this information may be 'missing' because the sanction is still pending.

PLEASE NOTE: There may be valid reasons why the sanction does not have a movement. Some examples would be if the sanction was entered when the offender has absconded, if a sanction was recommended but an intervention given instead, and if the offender had not completed the sanction yet. You may wish to highlight offenders who do not require a sanction movement to compare with the next list so that you aren't checking the same offenders again and again.

2. W/W Sanction Movement Data: This is a list of offenders with records in the Sanction Movement Tracking module from 11/01/2024 through 5/28/2025.

PLEASE NOTE: This list is informational only. There is no data entry required. These lists are pulled from the previous 6 months period to the date of the report.

**How to use report:**

Informational report that can be used to verify sanction movement in your county.

**\*\*Note\*\*** Sanction movement is not required by DOC.

## SANCTION IN STATUS OTHER THAN COMPLETE

**Report sent to:**

FAUG, SLN

**Information sent with report:**

FYI~

**How to use report:**

Lists all open sanctions and how many days since the sanction was created. This will help clean up any sanctions that have been served, but not completed in the system.

## SENTENCES PAST EDIS REVIEW DATE

**Report sent to:**

OACCD, SLN

**Information sent with report:**

This is a list of sentences that are eligible for EDIS review and remain open past the review date.

**How to use report:**

Lists eligible offenses that have gone beyond their review date for EDIS and are still open. Helps to locate cases that might have been missed and are eligible for EDIS closure.

## SET TO SEAL

**Report sent to:**

SOON

**Information sent with report:**

Please see the attached set to be sealed XX/XX/XXXX.

**How to use report:**

Use as a reference to match orders received by the court and process set aside. Do not use this report to process set aside without a matching order from the court.

## STATEWIDE POPULATIONS BY COUNTY

**Report sent to:**

OACCD

**Information sent with report:**

FYI~

**How to use report:**

Informational report used to track population trends.

## STTL LEAVE EXPIRATIONS

**Report sent to:**

SOON

**Information sent with report:**

Attached are the report(s) you requested to be sent to you via automated email from the Oregon Department of Corrections, Office of Research, Data & Decision Support.

**How to use the report:**

Use to track STTL records that are currently on LV status. Also shows records that have gone beyond their STTL end date and need to be updated to PPS status.

**UNCLASSED COMMUNITY RISK REPORT****Report sent to:**

OACCD

**Information sent with report:**

The attached report lists those offenders who (1) meet the community caseload definition and (2) are more than 60 days past their admission date without a PSC or Proxy assessment. Once these offenders are more than 60 days past the admission date they fall out of the Community Caseload pool which affects statistical reports and funding. Please forward this report to the appropriate staff to complete the needed risk assessments on the listed offenders.

\*\*This may not be a complete list of all the offenders in your office(s) that require an assessment. Please remember to have officers scan their caseloads for the 'R' code and/or run the CC OTTO report (option 16 from the Management Statistics report menu).\*\*

**How to use the report:**

Use this report to complete missing risk assessments.

**UNKNOWN SENTENCE TYPE****Report sent to:**

SOON

**Information sent with report:**

This report is a list of clients that have no open sentences, but the body remains open; so our system cannot determine whether they're a felony or misdemeanor body. This also potentially has budget impacts for your county. The only outcount cases that should have no open sentences are the USAP cases; all others should have open cases regardless of their outcount status.

**How to use the report:**

Use this to track records that need offenses entered, discharges completed, or review outcounts to verify no updates are needed.

**1510 O LINE SENTENCE REPORT****Report sent to:**

SOON

**Information sent with report:**

Attached you will find the SB1510 report that lists those offenders with eligible sentences for the new general conditions from Phase II. This report will only capture new releases to PPS (Board or LSA) on or after 06/01/22, including those released to PPS from LV or a revocation. This report does not capture those released previously and supervised under the old conditions who have an eligible action.

This report may be used to identify individuals who need the SB1510 General Conditions flag entered. If you use this report please make sure to review supporting documents, files, and data to confirm the general conditions issued.

Additionally, this report will show those cases that have the \* at the end of the docket that needs to be removed.

This report is being provided as a courtesy to you, you are not required to do anything with it. Please share it with others in your office as needed. If you have any questions please let me know.

**How to use report:**

Enter flag on PPS cases if not already done. Review for AOS that have O and N flags. All open O lines should have the same flag. If there are both O and N, review the record and update flags so they all match. If there is a PPS order generated on or after 6/1/22 all flags on PPS cases should be N, regardless of PPS start date.