

Fee System Network Minutes

January 27, 2011

Hosted by Marion County

Present: Karen Foresee-Marion, Heidi Grieser-Marion, Stacey Harp-Marion, George Davis-Jackson, Tammy Sundin-Umatilla, Shannon Miller-Yamhill, Vicky Wood-Yamhill, Tonya Owens-Tillamook, Christy Elven-Washington, Beth Morgan-Wasco, Abby Natvig-Linn, Angie Brown-Josephine, Patty Gaskins-Douglas, Mary Hunt-DOC, Lee Cummings-DOC, Janice Meier-Benton, Janet Leep-Coos, Michelle Williamson-Multnomah, Dorothy Ellis-DOR, Nikki Bennett-DOR.

Introductions/Welcome: Jeff Wood, Commander of Marion County Community Corrections, welcomed the group.

Review Additions/Corrections to October Minutes: No additions/changes to October minutes.

Department of Revenue: Nikki is still working on setting up the ability to send assignments electronically. This would make setting up the accounts much quicker. Marion County has had issues with DOR receiving their assignments; they have no idea why it's happening.

Third party checks have been brought to the attention of the financing and banking department at DOR. They have determined that accepting third party checks is actually fraudulent because the check is not made out to them. As of right now, there are to be no more third party checks. Nikki will check again about accepting third party checks if the county endorses the check to DOR. **NOTE: Nikki did take this back for clarification and DOR will not accept any third party checks regardless of the endorsement.**

DOR/OAA has a new e-mail address: oaa.accounttech3@dor.state.or.us. Any questions about accounts can be sent to this e-mail address. Also, any adjustments to accounts can be sent through this e-mail. You will need to include: Offender name, Agency ID #, amount of adjustment, and, if applicable, the date the money was taken.

DOC Update – Mary Hunt: While running queries on the new SSN verification program, Development found over 9,000 possible duplicate offender records based on the SSN numbers. 7,217 SSN numbers were deleted from sealed records, which then left us with 2,210 possible duplicate records. The first clean up list consisted of approximately 200 duplicate offender records in which both records were last supervised at a single location. That leaves us with a little over 2,000 duplicates where the offender was supervised at two different locations. DOC will probably sort the next list by last county of supervision. Eventually we hope to have all the duplicates merged into one record. The SOON Reps have been reminded to work with their county Fee Rep to make sure the fee records are manually moved to whichever record remains after the merge/purge process. Although offenders have been known to use more than one SSN number, the number entered on the Offender Description screen in CIS should be unique to that offender. DOC now has someone verifying all SSN numbers entered on DOC inmates. Once a number has been verified, it cannot be changed by any other institution or county user.

DOC Update – Lee Cummins: Approved and finalized reports on the Suspected Security Threat Intelligence Reports System (SSTIRS) can be viewed by county staff that have user authority to DOC400. From your main CIS menu on DOC400, use menu navigation function F11-5-M for Open OMS County. This is the new Offender Management System on the DOC Intranet. County staff also have the ability to enter SSTIRS reports into the system. Arson, assault, bribery, contraband issues, and conflict information are some of the topics appropriate for entry into this system.

Texas Christian University (TCU) assessment tool is also available from F11-5-M Open OMS County. All offenders who have a treatment referral that has been designated as Measure 57 Treatment Funding Yes (M57Tx Y) must also have a TCU assessment.

Service Requests – Mary Hunt:

FSN #2469 – Electronic DOR Data Transfer – waiting in queue.

FSN #2470 – Electronic DOR Adjustment Memo Data Transfer – waiting in queue.

FSN #2472 – Create Detail Report for Caseload Collections Statistics Report – Third in line on list of small service requests and will be completed this year – we hope.

CC #2475 – Create Summary Report from 2 Detail Reports. Community Corrections is sponsoring this SR asking for a summary version of the Parole Officer Caseload and Total Office Caseload detail reports. This should also qualify as a small SR as soon as our other ones are completed.

New requests:

- 1) Add effective date field to the Bad Address Flag on the Mailing Address window and add Effective Date column to the Bad Address Report.
- 2) Update County Override Report to show override end date.
- 3) Replace audit stamps in Fee System with the new double audit stamp – shows UserID / date of original entry and UserID / date of last update.

Manual Update – Crickett Hanna: Manual is up to date as of this time.

Membership Update: Please contact Margaret Hill if you have any changes.

Fees by County – Janet Leep: This is posted on the DOC Community Corrections web site under Networking Groups. The current list was passed around for any updates. Please make your directors aware of the availability of this list.

Next Meeting: Consensus was to have the April meeting in Clatsop County (04/28/11); July meeting in Deschutes County (07/28/11), and October meeting in Linn County (10/27/11).

Round Table: Washington County will not allow offenders to Compact out if their supervision fees are not current.