

STATEWIDE OFFICE OPERATIONS NETWORK

Thursday, October 14, 2010

9:00 - 3:00

Hosting Agency: Deschutes County Parole & Probation

Meeting Location: Programs Building

63311 NW Jamison Avenue

Bend, Oregon 97701

Present: Mindie Everett, Multnomah County; Michael Jackson, Marion County; Angie Gustafson, Linn County; Judy Bell, Benton County; Pam Mathes, Klamath/Lake Counties; Kathy Foltyn, Klamath/Lake Counties; Shannon Miller, Yamhill County; Vicki Wood, Yamhill County; Mary Hunt, DOC; Lee Cummins, DOC; Christy Elven, Washington County; Margaret Hill, Crook; Tina Shippey, Coos County; Nicole Rickart, Deschutes County; Tina Potter, Gilliam/Sherman/Wheeler Counties; Olga Chapman, Deschutes County; Mary Michael, Grant County; Sheila Lang, OISC; Cathy Snider, OISC; Patty Arrington, Umatilla County; Kim Rossotto, Douglas County; Kerri Humbert, Douglas County; Sue Blanchard, Lane County; Carolyn Knox, Lincoln County; Frances Murrey, Malheur County; Diane Ballard, Jackson County; Teresa Yurkovich, Josephine County; Karen Rhein, Multnomah County

Introductions/Welcome

Debbie Feffer welcomed the group and introduced Director, Ken Hales who also welcomed us to Deschutes County.

Review/Additions/Corrections to Minutes

There were no additions or corrections to the minutes.

Email Decisions

PPSVSANC - Judy Bell - Judy did get an answer and indicated that she needed a teletype or board action form to get her answer.

Merging Records - F14 - Lynn Hair- Lynn was not present at the meeting.

DOC - Mary Hunt/Lee Cummins

CC UPDATE

Lee Cummins - SOSN polygraph module went out and it is a very simple module. It went out to SOSN and OACCD and asked them to forward to anybody who needs to know. It's on PO menu via the caseload. So if you have authority go to the offender record with a 2 and do F11 4M. Or if you are using the options on the screen you can put a 33 in front of the offender's name and it'll bring it up.

TCU (Texas Christian University) - is a drug screen which is attached to Measure 57 supplemental funding that is for drug addicted offenders that counties applied for. Programming will go out either Tuesday or Wednesday of next week. If you have marked an offender M57 yes in the treatment module, you have to create a T-peg. Lee will be putting together a small manual about this. There will be nine yes or no questions. Reports for M57 cases are now available and can be run. They will show TCU yes or no. The report will show if the TCU has been done or it still needs to be done. If offices have been doing these on paper, all of them need to be input in the computer. All nine questions have to be answered. However, there are an additional five questions if the Probation Officer or Director wants them answered. TCU screen will probably go out to the community at the end of the month. Jeff Hanson is available for training in offices if it is requested.

STM (Security Threat Management) - We have now gotten all of the reviewers/finalizes from the different community offices and those people have been entered into the system as reviewers/finalizers. Now they are working on modifying the initial institution manuals. There will be training about how the buttons work and what should be entered. Also, likely there will be training at the next FAUG meeting in November.

A representative from IT will be at FAUG also as they are having problems with doc sum codes and merge documents. Apparently during the audit there were concerns about victim information and social security numbers going out via our internet.

They are working on a lot of sanction issues. Dave Wells is working on the problems but nothing seems to be working right. In fact it crashed the testing system. So Dave is going to work on the problems one by one. The first one will be removing the ability to delete sanctions after 7 days. After 7 days only the FAUG rep will have the ability to delete sanctions with the exception of Board sanctions. FAUG reps will also be able to delete Local sanctions. If we run across things that

aren't working right send to Lee so she can share it at FAUG. They are trying to clean up as much as possible to get it operating better.

Local Clean Up Lists - Char is still available to help clean these up. If you would like her help, let Lee know.

Mary Hunt - Local Clean Up List - A couple of things she noticed while working on these lists. On the local control CRTR Discharges Since 1/1/97, she noticed the offense might have been changed to the correct closure code but if it was the last offense closed, the movement history wasn't changed. It was still showing CRTR. Remember any change you make on an offense screen you must also check the movement screen to make sure it was changed. Release to local where there's no LC admit, please be sure that you contact OISC to make sure they verify before it is changed. The fixing of these isn't difficult it's the research that goes into this work.

Mary sent out a step by step document from Char on how to fix the changes on SB 1145 movements. Remember F21 is the last thing you need to do if you make any changes. Please remember on any movements, always enter a time. If no time is entered, and another movement is input, it will not know where to go and may duplicate a time/date. If you're not seeing something, go back and check the times.

Denise Sitler - Denise will be sending out a clean-up list of Inactive Probation cases that shouldn't have been put on inactive status. Some of the issues are data entry and some not. Some offenders were moved to inactive status too early. Some offenders who were clearly ineligible (sanction within 6 months prior to inactive date) were allowed to move to inactive. Offenders who were LC/PPS were placed on INPR status rather than UNSU. Conditional Discharge cases were allowed to go to INPR; OAR doesn't allow for that as the offender must be "convicted".

Per Tina Shippey Curry County has not been getting any DOC emails and haven't been in quite awhile. The problem is with Curry County and they are trying to have the problem corrected. Just a reminder if you don't receive any emails from DOC, you need to check on it.

Denise Sitler has been looking at the Sanctions w/o Sanction Movement reports. Some had no location attached to them and was sent to FAUG. Some had a sanction movement done before offender was admitted. Sanction movements had sanc revo and revo is not a valid sanction movement. It is valid for creating the sanction request form but it's not a movement. If revo goes thru then that means

a new sentence, new LC admit or DOC admit depending on length of time (PPSV). Revo is the recommendation and the action is PPSV sanction.

The last one came about with the state auditors. What they found was that there were a lot of offenders that were released to leave but never admitted to leave. They just went straight to PPS. The problem is it's a fairly long list but it is not correct. So they are trying to correct the query. She found that on the sentence (O line) had a begin date that was prior to the release to post on the O or I line. Clean up list being prepared and it will go to Super Users to be corrected once the bugs have been worked out.

Multnomah County had a problem with probation officers from other counties creating weird caseload numbers on their caseload definition table. These were three digit caseloads and they would show up at the top of the regular caseloads. If you pull up your caseloads and there is a three digit caseload you will not see the release plans. The release plans cannot come to the 99 caseload because if there is a three digit caseload it will use that number and adds a 99. The only way you can find a release plan is if you know they are coming out and you can use the offender's name or SID to find it. Probation officers don't have authority to create they can look only. They can only create for your own location. The problem came up again when Clackamas County wasn't receiving any release plans. Mary called the PO to see what he was doing when this happened. Mary made up a test Lane county case and went in on Clackamas County case and did a step by step exactly as the PO had done and sure enough it made a three digit caseload. A new caseload was created. It has been fixed now.

Mary brought up a list of release plans that didn't have a caseload assigned to them. She then went in and got an audit stamp and it was assigned to a person in the Dome Building. She found out that it came from Home for Good on the third floor. Hank Harris is working on it. When Home for Good gets a kite from inmate who wants something they would create a release plan so they can put their notes in. Hank is working on what they need and how they can get it on the release plan. They didn't realize that no one was able to see it, including the institutions.

In the minutes last month we talked about overriding on offense if it says PPS Board and you want to get it to say LC. But we had a couple of problems where the change was from LC to Board. When you go to override screen there are two choices are LC and Board. The problem is that we are not to change to Board. She put a ticket in to have it corrected so we are not able to change back to Board.

Service Request Update

SR#2049 Webleds enhancement is now in production. It has been in contracts for 4 ½ mos. Kevin Potter has started work on it. Leds is open to making the changes on their side.

SR#2481: Checks programs to make sure INPR works the way it is supposed to. The program is ready for testing. There are about 17 programs that need to be tested.

SR#2474: It will remove workload hours from four reports. It is being finished and needs testing. Second part was to add for the POs the codes for reach in (RI) and the place institution.

They are working on a contact statistic's report where you can choose one chrono person type. There are up to 5 different reports that you will be able to access. This report is almost ready also.

Testing new fee reports for the new override feature and the print statement report has been changed to also include bad address column.

OISC/INSTITUTION RECORDS - Cathy Snider

They have the following changes:

Diane Erickson is the new Information Manager. Christine Popoff is the new Administrator. Kyle Page is the new Institution Manager. Theresa Arendell is the new Prison Term Analyst Manager.

Remember to put SID# in upper right hand corner whenever you send something to OISC. If you scan, the first page should be the Closing Summary. SID# doesn't have to be on every page if you scan.

Retention guidelines have not been approved as of yet and may not be signed for another 9 months.

Make sure copies are legible that you send to OISC. If you can't read it, neither can OISC. Conditional Discharges do not have to go to OISC. However, if your county does send it, it is okay. So basically it's a county by county issue.

PAROLE BOARD - Michelle Mooney

Michelle sent out a cleanup list for deceased people. Tina asked that Michelle put what's required for deceased people in her part of the manual section.

COMPACT/ICOTS Update - Annie Williamson

Annie was not present so Tina Shippey gave an update of the Compact meeting held in Salem on Wednesday. Nicole Kellogg and Fran Lushenko spoke on the extradition process. Nicole only deals with Parole Board cases. Oregon has to pay for extradition costs. If somebody is extradited back to Oregon and then wants to go back to the state they were living in, they must pay the extradition charges. Nicole's budget depends on the stats that **she is able to produce in an around extraditable warrants that are issued.** She needs to know when we close cases to a nationwide extraditable warrant. Send Fran an email when they are nationwide extraditable warrants for her stats. She needs the name, date of warrant, SID and date of warrant. To date they have collected \$40,572.25. Sixteen people have been returned non shuttle back to Oregon. Currently there is \$14,650.00 in the fund and there are 87 people pending return from other states.

They did a lot of talking about violation reports versus progress reports. Another thing that needed to be brought back to SOON was the closing of Compact Transfer In cases. This is the cases which are transferred to us and determining the date when we can actually close their case. Compact staff will be reducing the number of chronos they enter and will no longer chrono the closure date. When support staff receives the case closure notice with sending state's approval they can close the case. Clients that we send out to other states can be closed immediately upon expiration date.

OPEN AGENDA/OPS RELATED ISSUES

LEDS/WebLEDS - Karen Rhein received an email from John Garlick the new PVP code has been added. If you're not on the DOC 400 webleds server you may not get it because your county IT has to load it. The code will not expire and will not show up on an expiration list. We agreed that offices would **not** leave cases with the status modified utilizing the new code longer than 90 days. After 90 days we are responsible for modifying or removing the EPR from LEDS. Karen will check with LEDS to see if they can do a cleanup list. We will no longer need to extend the DOE.

OPS Manual - No questions. Tina Shippey stated that people have commented that the manual is too big. She has pulled the chapters on modifications, opening and closing offender files and put them into a smaller binder for training purposes.

Local Control - Nothing

Other OPS Related Issues - If we get two judgment orders with different names which one stays. Keep the original name and others secondary.

Sue Blanchard wanted to know when offenders are being put in the DOC after sentencing. There are a lot of different forms and ways that this is being done throughout the state. It's a county by county decision. There was a lengthy discussion about what to do with offenders that are directed to another county and the order has not been entered in the system yet and it has been over a month. Who is liable? A decision on this matter needs to come from the Directors (OACCD).

Tabled Discussion/Decisions - None

Reminder - We need to set up our meeting schedule for next year so start thinking about whether your county would like to host a meeting. E-mail Karen if your county is interested.

Also, we are in need of a Co-Chair beginning February 2011. Teresa and Diane will continue to share the minutes so we would like someone to facilitate only. E-mail Karen if you are interested in co-chairing.

USER GROUPS

SUN - Mary Hunt stated that they have a new super user - Susie Schnidler from Marion Co. She's going thru SUPER User training right now. Mary's been going thru the manual and has made a few changes. When sending tickets to the Help Desk, there have been some problems with the PCM system not sending tickets to the Super Users. Users are asking for tickets and help desk is sending them back telling the user they need to check with Mary Hunt or Soon reps. The problem has been fixed and you shouldn't get those notes anymore. If you still receive a note like this, contact Mary. If you need a ticket, please put CCSUN or OISCSUN on the ticket.

FAUG - Lee - The directors met on August 18th and 19th in Lane County. They talked a lot about sanction issues. The next meeting will be in November in Linn

County. They have also decided that they would do something a little different on their page of the network. They will be putting old minutes in archive section and they are starting a decision log. Decisions will go on bottom of minutes and then put in their decision log. They are concerned with the CMA workgroup that is redeveloping LSCMI. It will come out on OMS (Offender Management System) system. They are totally rewriting the LSCMI. FAUG does not have much representation across the state. Not enough POs involved and want more representation.

SOSN - New chair is from Lincoln County. We would like to have them report to us with anything they would like us to know about.

FSN - Meets in a couple of weeks in Josephine County on October 28, 2010.

MANUAL- Went through minutes and added things to manual. It was suggested that we have an extra meeting in December. PSI instructions need to be input in the manual. It's on the list to be added. At a minimum the face sheet needs to be entered in the PSI module in DOC400. That way the institutions can find out if a PSI was completed or not. The committee will find instructions that are available and start a new section in the manual.

OACCD - Meet next month in Lane County.

Decision Log:

SB 1145 movement history changes: Remember F21 is the last thing you need to do if you make any changes. Please remember on any movements, always enter a time.

Compact Transfer In case Closures: When support staff receives the case closure notice with sending state's approval they may close the case. Clients that we send out to other states may be closed immediately upon expiration date.

LEDS - EPR/PVP Code: We agreed that offices would **not** leave cases with the status modified utilizing the new code longer than 90 days. After 90 days we are responsible for modifying or removing the EPR from LEDS.

Meeting Schedule: E-mail Karen if your county is interested in hosting a meeting in 2011.

PSI's entered into DOC400: At a minimum the face sheet needs to be entered into the PSI module in DOC400. That way the institutions can find out if a PSI was completed or not. A new section will be added to the Manual.

Next Meeting: Yamhill County on December 9th