

Fee System Network Minutes

July 28, 2011

Hosted by Deschutes County

Present: Patty Gaskins-Douglas, Janet Leep-Coos, Lee Cummings-DOC, Mary Hunt-DOC, Nicoli Taylor-Deschutes, Katie Raffety-Jefferson, Nola McLennan-Jefferson County, Margaret Hill-Crook, Nikki Bennett-DOR, Renee Royston-DOR, Steve Bouchard-DOR, Angie Brown-Josephine, Shannon Miller-Yamhill, Mary Michael-Grant, Crickett Hanna-Jackson, Cindy Lootens, Malheur.

Introduction/Welcome: Tanner Wark, Administration, welcomed the group.

Review Additions/Corrections to April Minutes: Cindy Lootens will send Janet Leep her handwritten notes from the April 28, 2011 FSN meeting. The recorded minutes had accidentally been erased. Janet had reconstructed them from memory and sent them to the group. A review of the minutes will then be approved.

Introductions were made.

DOC Update-Mary Hunt: Union and Wallowa Counties have split and are now separate. Lt. Beth Hulse is the new PO/Support contact person in Wallowa. Char McCarthy will be helping out and assisting with training.

Service Request-Mary Hunt and Lee Cummings:

SOON #2049 – WebLeds changes – Updates to the DOC and CC WebLEDS domain. Linn and Douglas Counties will receive the QPR changes first when DOC updates the DOC WebLEDS domain on Wednesday, August 3rd. On Thursday, August 4th, the changes will be done on the CC WebLEDS domain, if Linn and Douglas have no problems. Only the QPR Mask will change. SOON reps are aware of the changes. QPR screen will now have other fields available, such as fields from the EN Mask. Users can keep scrolling down the screen and enter all of the information options. When submitting the transaction, pauses will occur between screens (but won't be seen by users). Response will be EPR record was entered and the supplemental responses will still be separate. It will be much easier to set up the initial record. IT staff will determine (if no problems are encountered) if the changes will remain. Users can still use the EN Mask separately to enter additional information such as tattoos, etc.

Some counties are experiencing that the Mailbox number is not pulling in all the PO information when entering the QPR. They have to proceed with an additional step and enter an MPR for the Mailbox # to enter.

CIS programming was put into production yesterday – works with WebLeds and QPR – if any problems occur report them to the Help Desk.

Service Request – Lee Cummings:

Option 23/24 reports – Social Security numbers and information regarding victims needs to remain confidential for security reasons and is not to be released over the internet. That means the data cannot be sent to the field offices by e-mail any longer. When the new programming is completed, when you enter option 23/24 to generate a merge document, a box will appear on your screen asking where you would like it to be saved. At the FAUG meeting, August 17th and 18th, an IT person will provide instructions on the new process and implementation is planned for the following week.

Another risk assessment option, the URICA, will be available soon and is optional for the community corrections offices. The URICA defines stages of change the offender is in. This will also go through FAUG and should be out in 2-3 weeks. The URICA will be on the Offender Management System (OMS) like the ODARA.

Service Request #2490 – When completed this will define what authorities each user group has on the OMS. For example, the CCPPO group will have add/change authority to some programs and view authority to others. The CCSUPPORT group will also have defined authorities to OMS. The Security Threat Management (STM) and the TCU programs currently reside on the OMS. The URICA and LS/CMI will be moved to the OMS in the near future.

Static 99 service request 2498 – updating for sex offender PO's – change of age differential – as offender increases in age there will be less recidivism (based on his age and release from custody). Nothing in CIS to track it for us – may do an automated check list to determine offender's age at release date.

OACCD has asked for a replacement to the OCMS risk assessment tool. OCMS will be replaced with the Public Safety Checklist (PSC). The tool was developed by the Criminal Justice System (CJC) and resides on their system. In CIS almost everything is done by risk (low, medium, high). This will be a big program change and will impact all user groups. PSC will continue to reside on the CJC system, but the PO will be able to bring the offenders risk level over to CIS. PO's currently do risk assessments every 6 months – the PSC will be updated monthly at CJC. There will need to be a lot of analysis over the coming months and Lee will keep everyone informed on the progress.

Service Requests – Mary Hunt:

FSN #2472 – a change on the Detail Report for Caseload Statistics Report (it has been assigned). ITS programmers will create a document and send it to Mary for approval. She will discuss it with the group and if it's captured correctly, the change will be made.

The Discontinued Fee Report was not reflecting any credit balances. Mary advised that the Help Desk had entered a ticket last Monday and Development fixed the problem. (Mary gave each county present a copy of their report-she went back 2 months (information only). In many cases the defendant is discharged. There is a new line on the selection screen – defaults to N – change this to Y and print or display. A request can be made for your regular report or for the report with credit balances or discontinued fees.

This request will go into production on Monday. On the PO Account Reports, it does indicate the actual balance of debit or credit. This will be entered into the Manual (per Cricket)

Mary will send the group a list indicating the oldest record date for each county location indicating records with credit balances (month and year). Local Control cases will show on the county location reports when offenders are released. It will be up to each county as to what they want to do with this information.

Nikki Bennett – DOR:

Niki introduced Steve, Operations Manager for OAA and Renee, Programs manager for OAA. She advised that DOR would be returning accounts in order to be on a one year clock with the counties. Some accounts have been in their system over a year, so they will be returned to the counties as uncollectable. Notice was sent out regarding a fee rate increase (raised to 16% on some liabilities) which will begin October 1st. New service agreements will be sent out to the counties. Offsets will be 12% - Nikki will make up a cheat sheet showing the pay and fee amounts. Reports will be the same. Fee rates were discussed by the group. DOR is attempting to level out their fee structure (did a fee rate study). Garnishments will be 16%.

Janet Leep raised the issue of sending collections to a private collection agency and to DOR at the same time – this cannot be done. The group had questions regarding usage of a personal agency and what agency can access offenders out of state. DOR cannot collect outside of Oregon. Nikki explained the chronological order of who receives the money first when collected from the offenders.

Manual:

Crickett Hanna advised that the updated Manual is now on the website.

Membership:

Margaret Hill will separate Union and Wallowa counties on the updates directly. Janet Leep has a new email address of jleep@co.coos.or.us.

Round Table:

Patty Gaskins had a question regarding admittance dates and back billing on one of her offenders. It was determined that the history date was incorrect.

Crickett Hanna had a question regarding Drug Court, after the case expires-it cannot be extended. Staff would push the expiration out 3 months. Don't change the supervision fees, as offender is not being supervised until the official Court Order. The system will bill him when it realizes it hasn't billed.

Katie Rafferty from Jefferson County introduced herself, as this is her first Fee System meeting.

Michelle Williamson, Multnomah County, had sent in a question: Offender was assigned to one location and his accounts were showing another location where he'd never actually been supervised. On the supervision fee account, she was able to correct the location (which is allowable), but the main fee screen & All Fees window didn't update to her correction. Michelle turned it into the Help Desk for a ticket to Development. The offender was then transferred to another county, which changed all the open fee accounts to the new county location appropriately. The problem initially occurred when someone had changed the location code on the Movement/History screen only, and it didn't update the rest.

Be sure to check all the fee screens when a correction is made on the Movement/History screen and the location is updated. When a change is made in one program, the location has to be updated in the other programs. Look for discrepancies in case one screen differs from the other and report problems to the Help Desk for a ticket to Development.

Second problem: An offender was on compact status and he returned to Oregon, the SUPV account back-billed for the period of time (8 months) he was in the other state. The account should have only billed for 2 months. In this particular case the offender was brought back from the CMPO outcount status and transferred immediately to a new location. The entry was done for all the dates on the same day. Always watch to see if the system is back-billing, as sometimes the record becomes confused when multiple movements occur on the same date.

Lee Cummings had a request for sanction cleanup on an open custody cycle – to not allow closure of the body, if an open sanction exists. This will work like the treatment record – the body cannot be closed without first closing the open sanction. This request will still be awhile, as the programmer is working on the delete ability.

Mary Hunt advised that at the October meeting we can discuss putting in a service request for FSN to have Development rewrite the Fee System. We'll need to set up business parameters, and request analysis, but it's possible it would no longer be on CIS, but on OCMS with the LS/CMI and other programs. It would still work with the CIS data, but would hopefully be a better program based on account principles, which CIS is not. The new platform where OCMS resides looks like an internet application. We will talk about this at the next meeting and look for consensus.

Janet Leep advised that from Option 7 and 8-the Option 8 is really not needed for the Reconciliation Report. You can instead just enter an F10 to print the report. It doesn't need to be a 2 step process. Option 3 can balance the checks, wire and cash. She clears out Option 7 once a month. This will need changed in the Manual. Option 7 will say: Reconciliation Report – Mary can change this herself with our approval. She will send out the recommendation. There were no objections from the group to remove Option 8 and use F10 to "Print Report." Crickett will change the Manual. This will be a topic at the October meeting.

Please do not post payments to another county's fees. There was a county that had not admitted an offender yet and the fees posted to the sending county.

Janet Leep spoke about keyboard mapping. Angie Gustafson had emailed Janet regarding the enter key on the # pad – as it was the only one she could use when posting payments. It can look the same on the mapping, but still act differently.

Janet Leep spoke regarding Local Control cases that go to prison-the fee location does not change when offenders are sent to prison or local control. If a payment is collected at your county, it will not show on the local control location, as it now stays at the county location.

When offenders are released from prison, bring the supervision fee balance forward. The fees are your counties; unless it's DOR (this includes urine, treatment, supervision fees). Good idea to double check and see if fees were sent to DOR first-supply them with the expiration date and estimate of when it was sent to DOR.

Nikki Bennett advised to email the old supervision fees to aaa.accounttech3@dor.state.or.us.

Next meeting will be held in Linn County on October 27, 2011.

Meeting adjourned at 1:00 P.M.