OPS CHAPTER 18 – Condition Tracking

18.1   INTRODUCTION

The Condition Tracking Module came about as a result of the Community Corrections System Goals for 2003-2005. The goals were developed by the Oregon Association of Community Corrections Directors, in conjunction with the Department of Corrections. Of the five goals, one is 'Provide Reparation to Victims'. The indicators of reaching this goal are restitution/compensatory fines collected, and community service hours provided. County directors agreed to report out the percentage of dollars ordered that are paid at case closure toward restitution and compensatory fines, and percentage of hours ordered that are completed at case closure for community service hours. At a minimum, this data is to be entered into CIS at case closure. However, the module has been designed to allow entry of payments and/or hours/days at any time.

As a result of the new requirements, ISSD Development staff has completed programming to facilitate the tracking of the following conditions: Restitution (REST); Special Condition 7 (SC7); Compensatory Fine (CMPF); Community Service Work (CSWK). Programming also gives the county offices the ability to track other 'trackable' conditions if they so choose.   Condition Tracking affects cases that close on or after July 1, 2003.

'Trackable' conditions refer to those conditions where money, hours or days are owed to the court. All other monetary conditions that are paid directly to the Community Corrections office are entered and tracked in the Supervision Fee Module. Currently, 'trackable' conditions in CIS are as follows;

AEVF	ALCOHOL EVAL	$	JAIL	JAIL	D
ATFE	ATTORNEY FEE	$	JLFE	JAIL FEES	$
CMPF	COMPENS FINE	$	LEML	LAW ENFORCEM	$
COFO	COURT ORDERD	$	REST	RESTITUTION	$
CSFE	COMM SER FEE	$	UNAS	UNITARY FEE	$
CSWK	COMMUNITY SE	H	VICT	VICTIM PENAL	$
DMVF	DMV/INTOXICA	$	WKCR	WORK CREW	D
DVFE	DV ASSES FEE	$	WKRE	WORK RELEASE	D
ELHA	EMON/HS ARRS	D	GC01	PAY BRD FEES	$
FINE	FINE	$	SC7	RESTITUTION	$
FORE	FOREST PROJE	D			

$=Dollars; H=Hours; D=Days

This manual is designed to walk you through tracking conditions and entering payments in the Conditions Tracking Module. Again, the conditions that must be tracked currently are REST, SC7, CMPF and CSWK, with minimum entry at case closure.

The condition must also be marked as trackable to be able to make the payment entry. Restitution/compensatory balance can be gotten from PO, checking Court Order or running OJIN financial information. If OJIN amount ordered is different from Court Order amount, call Judge's JA to get correct amount of restitution/compensatory fine owing. For PPS cases, track only one count, pick longest running case. You can still add condition to other counts, but be sure to mark them as non-trackable.

IMPORTANT INFORMATION:

DO NOT DELETE conditions on cases that close on or after July 1, 2003 or the new Condition Tracking Module will not work. Option 4=Delete should ONLY be used if a condition was entered in error, or on cases that closed prior to July 1, 2003. Cases that closed prior to July 1, 2003 can also be changed to trackable, per you county policy. Trackable conditions will be moved automatically to an Expired Conditions table when a Termination Date and Code is entered on the offense.

18.2   FREQUENTLY ASKED QUESTIONS:

Q: What should I do if I mistakenly delete a condition?
A: You will need to manually re-enter the deleted condition. Once you use the 4=Delete option, the condition is gone.

Q: What should I do if I mistakenly terminate the wrong offense?
A: Simply remove the Termination Date and Code. The offense line will be active again, and the conditions will also return to the active W/W Conditions screen.

Q: What should I do if I mistakenly "complete" a condition?
A: Use Option 2=Change on the condition in question, and remove the Completed date.

Q: Do counties need to track payment of Compensatory Fines, or just Restitution?
A: Per the Community Corrections System Goals for 2003-2005, collection of both Restitution and Compensatory Fines will be reported. Because tracking of both ordered amounts are required, the new Compensatory Fine (CMPF) code has been added to the conditions table in CIS.

Q: When does the information have to be entered into the Conditions Tracking Module?
A: At the minimum level, all information pertaining to REST, SC7, CMPF, and CSWK must be entered at the time of case closure. However, entry of amounts ordered may be entered during the admission process, and payments may be entered at any time during the course of supervision. Per your county policy, you may also enter data at sentence closure rather than body closure.

Q: Who does the entry?
A: This will be a county-by-county decision. Some offices may want support staff to enter the amounts ordered, and PO's to enter payments. Other offices may have PO's be responsible for all entry, or support staff may be responsible for all entry. Others have chosen to assign this task to another entity. Check with your Director or supervisor for your office policy.
Special Note: The Amount/Units order can only be entered when the condition has been accessed from the W/W Offense Screen. It is a "display" only field on the Conditions Payment screen (where a PPO would normally enter a payment). This may impact the decision as to what staff sets up the initial condition tracking information.

Q: What does it mean if the "Balance" shows a negative amount after entry of a payment?
A: There are a few reasons why this might occur. Either the Amount/Units order has not been entered correctly or hasn't been entered at all, or the payment amounts have been entered incorrectly, or the offender has overpaid (not very likely!). Make sure the Amount/Units have been entered correctly, and/or check with the Court Records Office to see if you've duplicated a payment entry. If there is a discrepancy between what the Court shows as having been paid and what CIS is showing, go with the Court's figures. They are the ones who have physically taken the money and are responsible for an accurate accounting.

Q: What happens if an hourly condition is converted to dollars, or vice versa?
A: If, for example, the offender completes 50 of his 100 ordered community service hours, and the Judge gives him the option to pay off the rest, entry for CSWK would be changed from the original 100 hours to 50 hours, with 50 hours completed. The new money portion would not be tracked. **In this case, we are only concerned with the percentage of <u>hours</u> completed.** If full hours ordered are converted before any hours have been completed, change original amount to zero with balance of zero and change 'Trackable' to N, with a note on the condition as to what happened.

Q: What if the Judge or Board waives the originally ordered REST, SC7, CMPF, or CSWK?
A: If you receive an amended order from the Court or Board waiving all or part of the REST, SC7, CMPF, or CSWK, you will need to change the information in the Conditions Tracking Module to reflect the new amounts per the amended order. The same would be true if the Judge or Board amends the original order by increasing the amount of REST, SC7, CMPF, or CSWK.

Q: What happens if I close the offender record and the entry of dollars paid or hours completed were not made?
A: The Conditions Tracking Module allows entry of data even after the record has been closed. (Refer to Page 12 for instructions)

Q: What if the system does not allow me to make changes to a condition?

A: This should only happen if you are trying to make changes to the condition while in the 'payment' screen. The 'payment' option should only be used for entering payment information. Any changes to the condition itself, must be made using Option 2=Change.

18.3 HOW TO ACCESS THE CONDITIONS TRACKING MODULE

18.3.1 Support Staff:

➢ Continue to access conditions as you always have in the past. For example, from your main menu, select any option that will take you to the W/W Offenses screen (such as Option 5-CC Court Order Process).
➢ Enter the SID or Block # of the offender you are working on.
➢ Enter Option 8=Conditions on the appropriate docket selection line.
➢ Enter Option 2=Change on the condition you are tracking.
➢ Enter Condition text (if necessary), Amount/Unit (from Court Order), and Monthly amount (if ordered). The condition will already indicate the appropriate symbol for dollars, hours or days. Enter to save data and enter again to return to W/W Conditions screen.
➢ From this point on, use Option 8=Payment Entry to record all dollars paid or hours/days completed. Note: Option 8 will not work unless the condition has been marked "Y" for trackable.

18.3.2 Parole/Probation Officers:

➢ Continue to access conditions as you always have in the past. For example, from your main menu, select the W/W Caseloads option.
➢ From the W/W Offenders Summary screen, enter Option 12=Conditions tracking on the appropriate offender. OR
➢ From the W/W Offenders Summary screen, enter Option 2=Change on the appropriate offender, then F11-4-G for Supervision Conditions.
➢ Place your cursor on the appropriate condition and press enter for the payment entry screen. Note: The screen will not open unless the condition has been marked "Y" for trackable.

18.4 STEPS FOR DATA ENTRY

The following entries can be made at any time, but at a minimum, will be done at time of file closure. Community Corrections System Goals for 2003-2005 includes "Provide Reparation to Victims". All offices should track REST, SC7, CMPF, and CSWK. Tracking of any other condition is optional.

18.4.1   FROM THE W/W OFFENSES SCREEN:

1 – Go to your W/W Offenses Screen, enter the SID # of the offender you will be working with, press enter. Put an 8=Conditions on the option line beside the appropriate offense line and press enter.
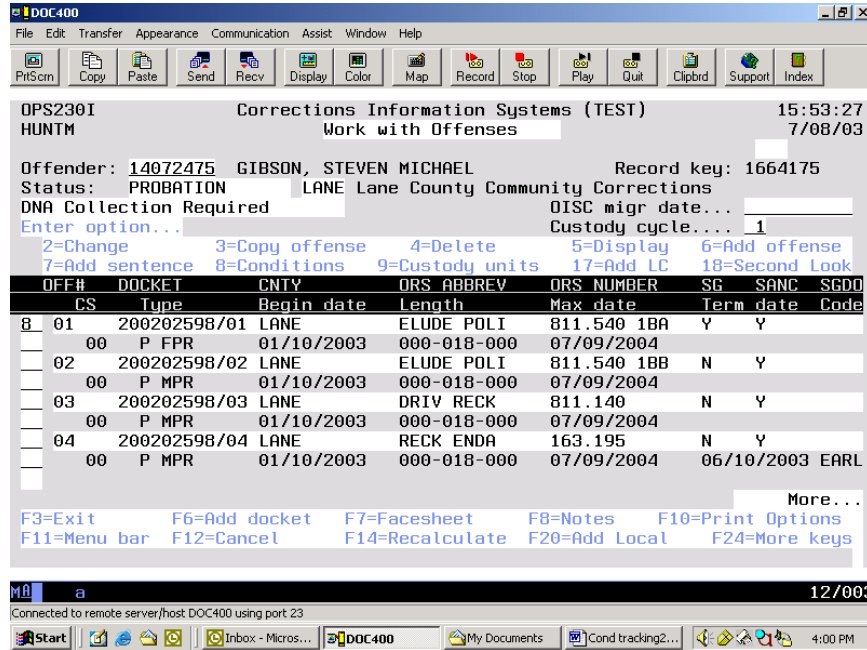

2 – This will take you to the W/W Conditions screen. Tab down to the trackable condition you are working with and put a 2=Change on the option line, press enter.
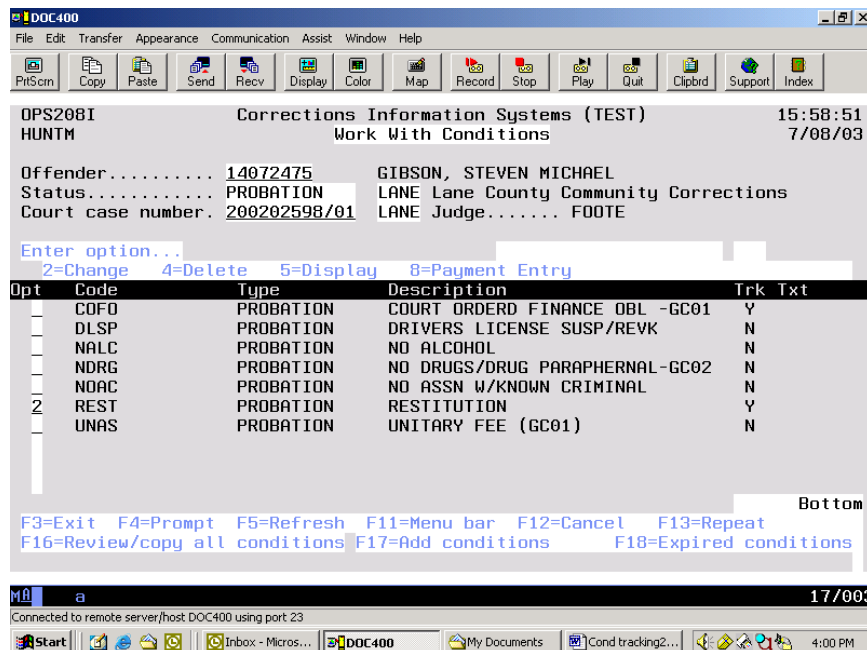
3 – This will take you to the Offender Condition Screen where you may enter the following information:

➢ Condition Text: Enter if applicable
➢ Trackable: Can be changed to either 'Y' or 'N' (If changed to 'N', only 'Completed date' will appear beyond the Trackable field)
➢ Expiration date: Auto fills from the Max date
➢ Start date: Auto fills from the Begin date. (If dates are incorrect, F12 and make necessary changes to the offense record)
➢ Amount/Unit: Total number of dollars, hours, or days ordered.
➢ Completed date: Will auto fill when offense is terminated. (Can be entered manually if completed prior to termination of offense)
➢ Monthly amount: Court ordered monthly obligation.
➢ Last Payment Activity: Auto fills when payment is entered.
➢ Balance: System calculates based on Amount/Unit ordered and payments made.
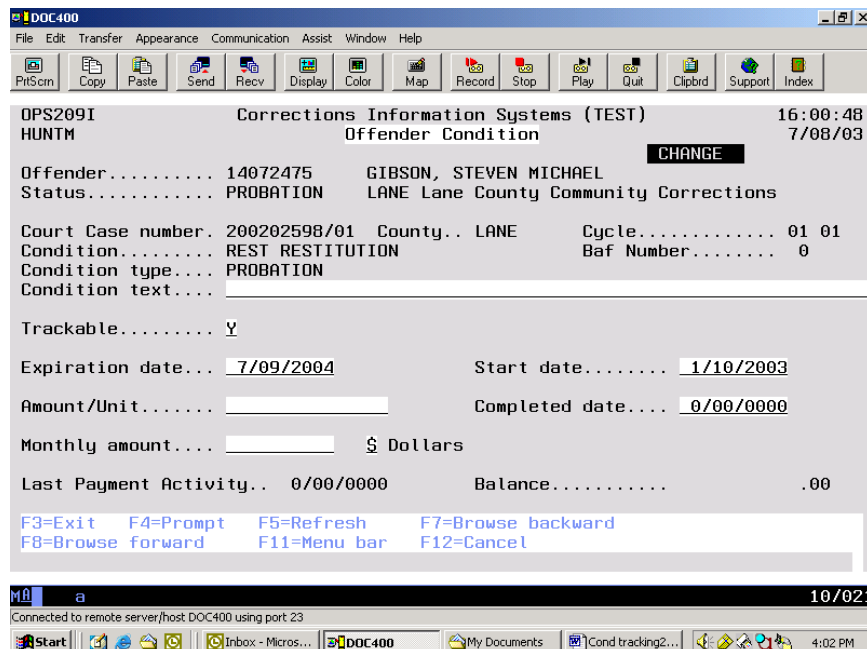
SPECIAL NOTE: Outcome Measure conditions REST, SC7, CMPF, and CSWK should **NEVER** be changed to Trackable N, unless on of the following occurs:
➢ Multiple counts and you are only tracking the condition on one count;
➢ Multiple dockets (Parole/Post Prison Orders) and you are only tracking condition on one count;
➢ Court ordered condition, but no amount ordered;
➢ When Court or Board converts entire amount ordered prior to completion of any portion of the condition (see FAQ's above).
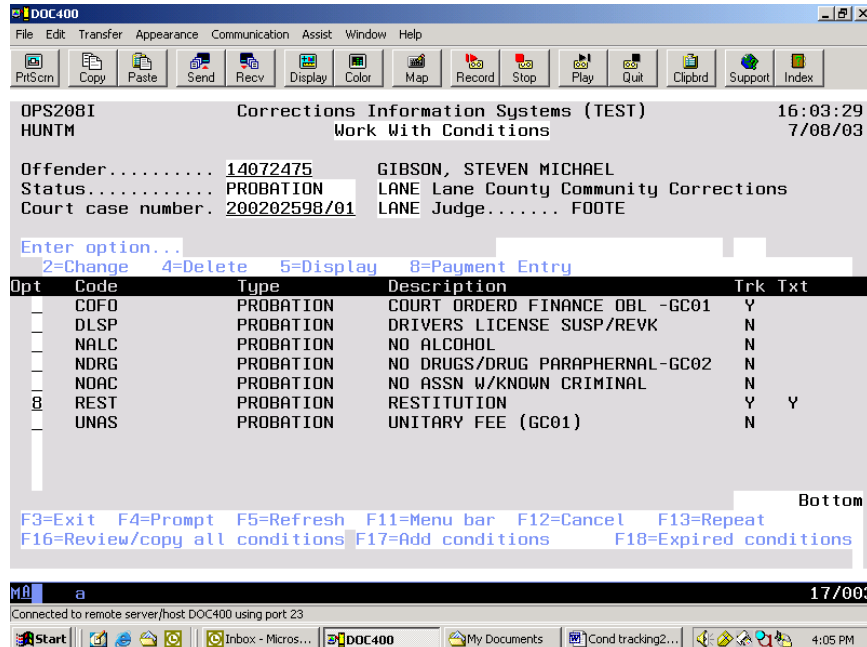
4 – After entry of data, the "Balance" will automatically calculate the amount still due.
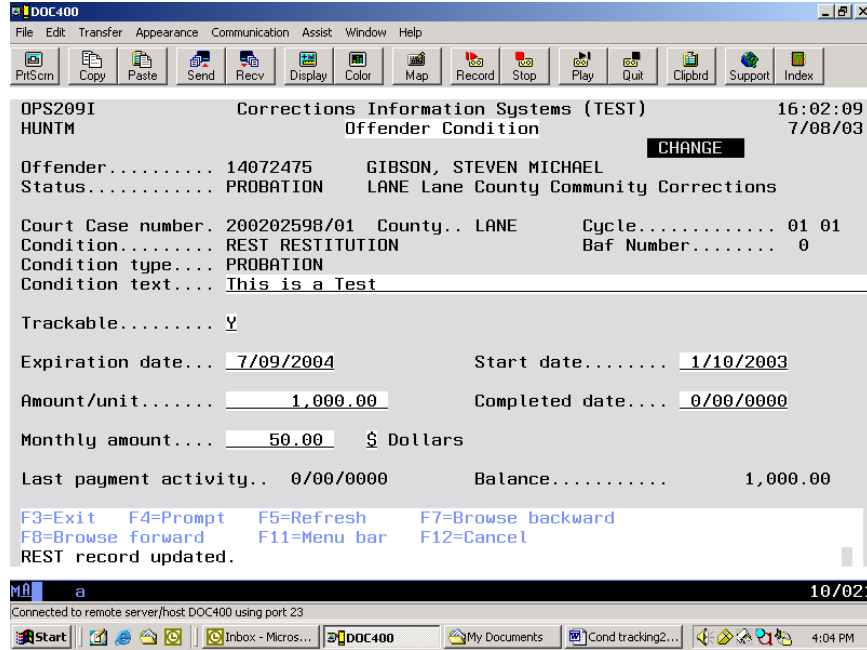

5 – Enter again to return to W/W Conditions screen.

6 – Now that condition tracking has been set up, you are ready to enter payments. Use Option 8=Payment Entry on the condition for which you have received payment.
Press enter.

7 – The Conditions pop-up window will appear. Your cursor should default to the "Amount this month" field of the Condition window. Type in the amount of the payment and press enter. You will get the message 'Condition Record Updated'.
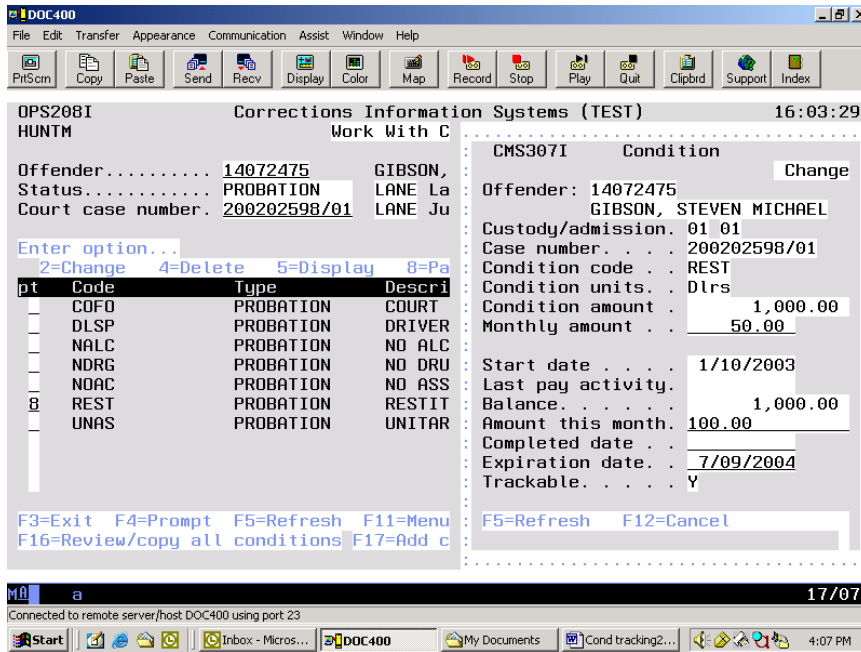
NOTE: If you make a mistake in the amount you entered, **do not** retype the amount on the 'Amount This Month' field again. This field adds all amounts you enter on the line to the amount already entered. You will need to enter the error amount with the negative sign at the end to subtract that amount from the balance. You will need to be very careful in the amount you type on in this field.

8 – The payment amount will be recorded and the Balance automatically recalculates the amount still owing. The "Last pay activity" field will also show the date the payment was entered into the system. Enter again to return to the W/W Conditions screen.
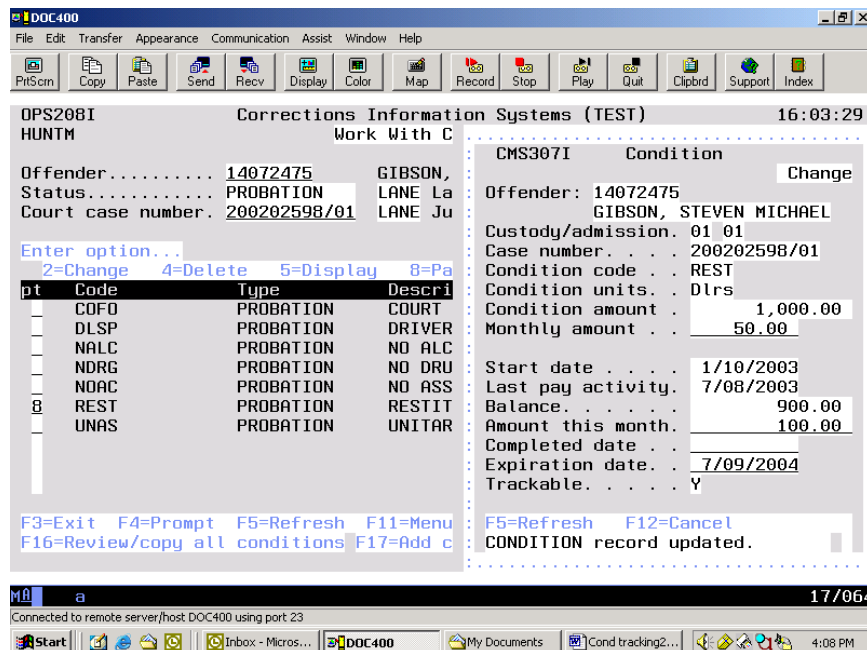
9 – If a payment needs to be entered after the offense has been terminated, the condition will not show on the W/W Conditions screen. From the W/W Conditions screen, use F18=Expired conditions and follow steps #6 through #8 above.

NOTE: The only difference will be that you are now on the W/W Expired Conditions screen instead of the original W/W Conditions screen. (See examples on next page.)
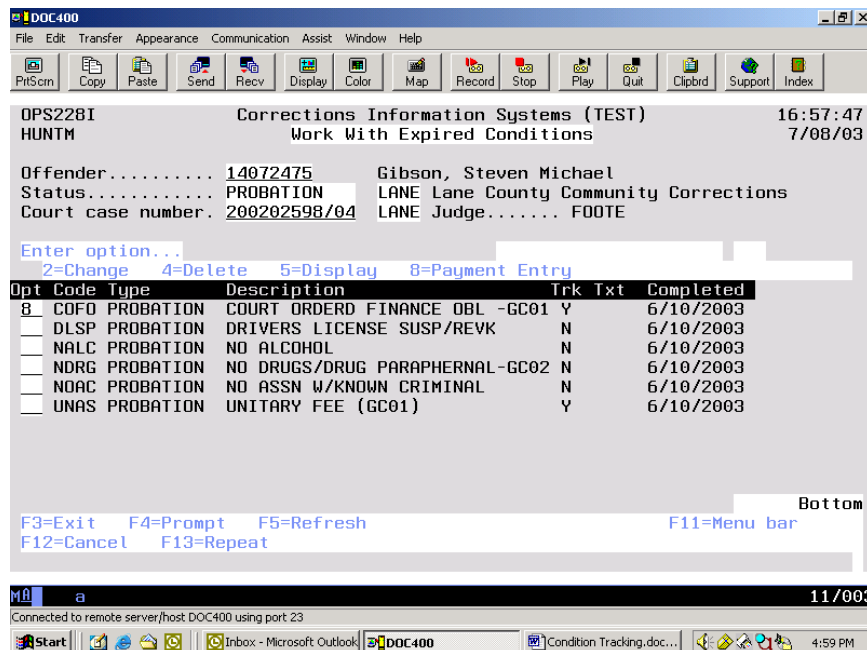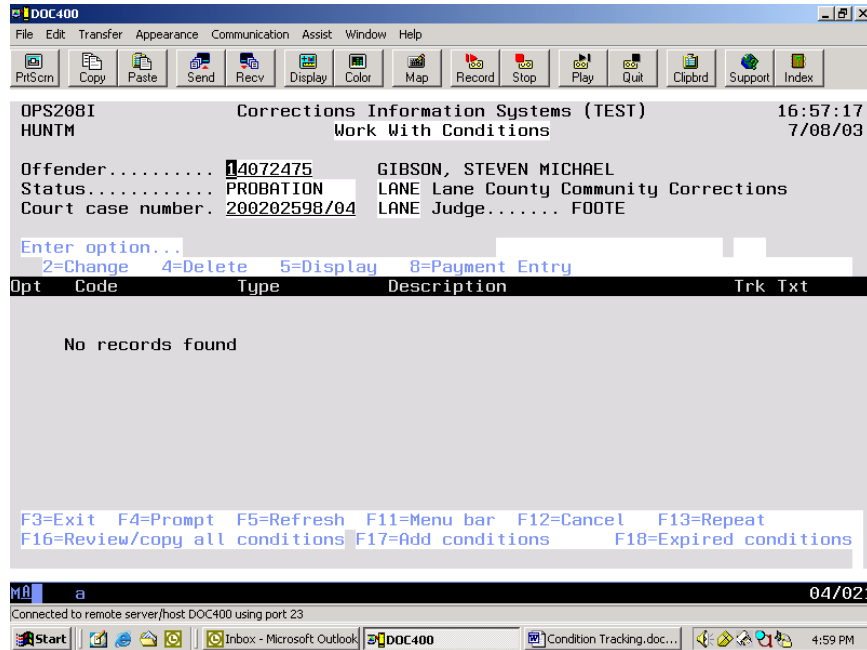
18.4.2   FROM W/W OFFENDERS SUMMARY SCREEN:

1 – From the W/W Offenders Summary screen, use Option 12=Condition tracking on the appropriate offender and press enter. This opens the Conditions window. Place your cursor next to (or on) the Court case and Condition you need to work with and press enter.
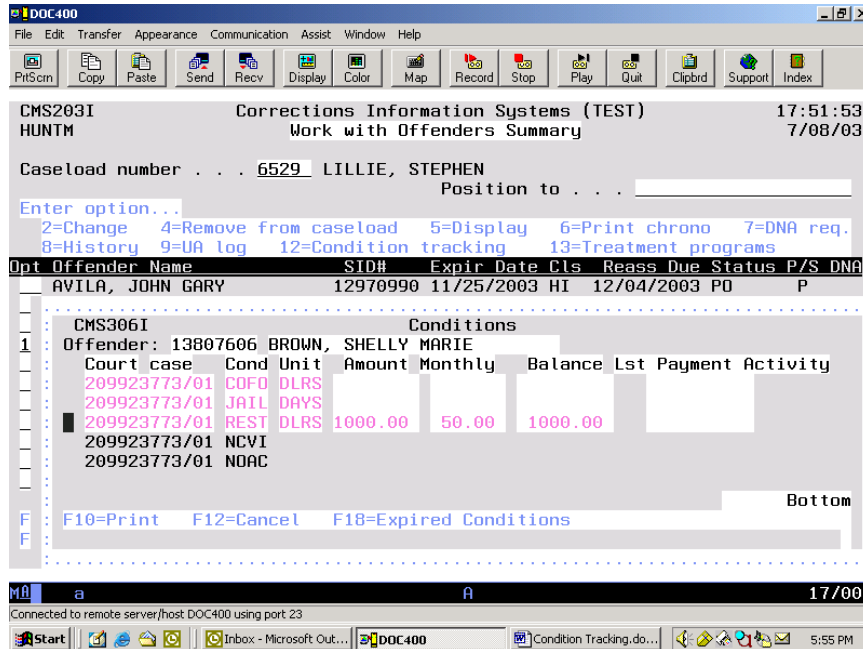

NOTE: This will only work if the condition has been marked as "trackable". If it has not been marked "trackable", you'll need to make that change by accessing the Conditions table from the W/W Offenses screen. Talk to your support staff if you need assistance in changing the "trackable" flag.

2 – After accessing the Condition window, type in the payment amount into the "Amount this month" field and press enter.
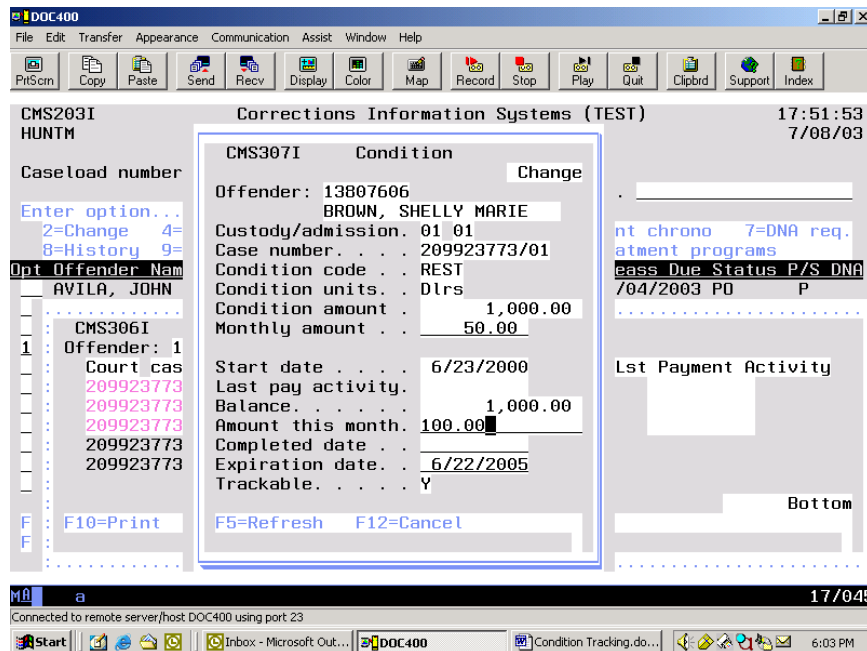
3 – The "Balance" will automatically recalculate the amount still owing, and the "Last pay activity" field will show the date you entered the payment. You can also change the "Monthly amount" from this screen, if necessary. The "Completed date" can be manually entered, but it is not necessary. This field will auto fill when the offense is terminated. The "Expiration date" should not be changed here as it auto fills from the Max Date on the offense line. If this date is incorrect, it should be changed from the W/W Offenses screen. Your support staff can assist you in correcting this information.
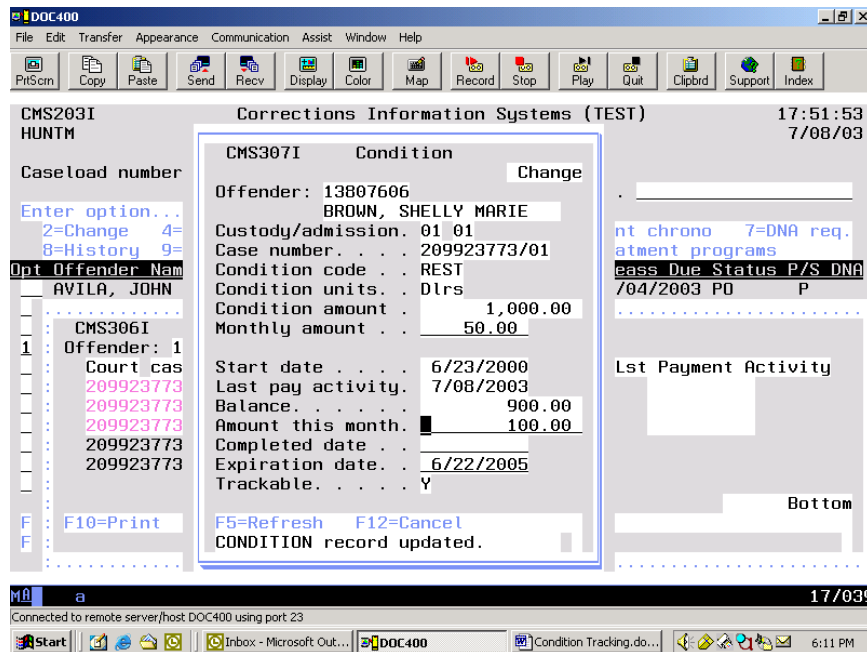

SPECIAL NOTE: If the condition is completed prior to the offense expiring, you may manually enter the 'Completed date' field with the date of completion. This will remove the condition from the Edit Offender Data screen, but it will still show on the Kardex. **NEVER** change 'Trackable Y' to 'N' on Outcome Measure conditions REST, SC7, CMPF, and CSWK. CMIS is unable to report on the Outcome Measure data if the Trackable field has been changed to N.

4 – Pressing enter again will return you to the main Conditions screen. You can either select another condition, or return to the W/W Offenders Summary screen by pressing enter again or using F12=Cancel.

5 – If you need to enter a payment to a discharged offender record, you must first add the offender back to your caseload as a secondary. Then use Option 12=Condition Tracking.
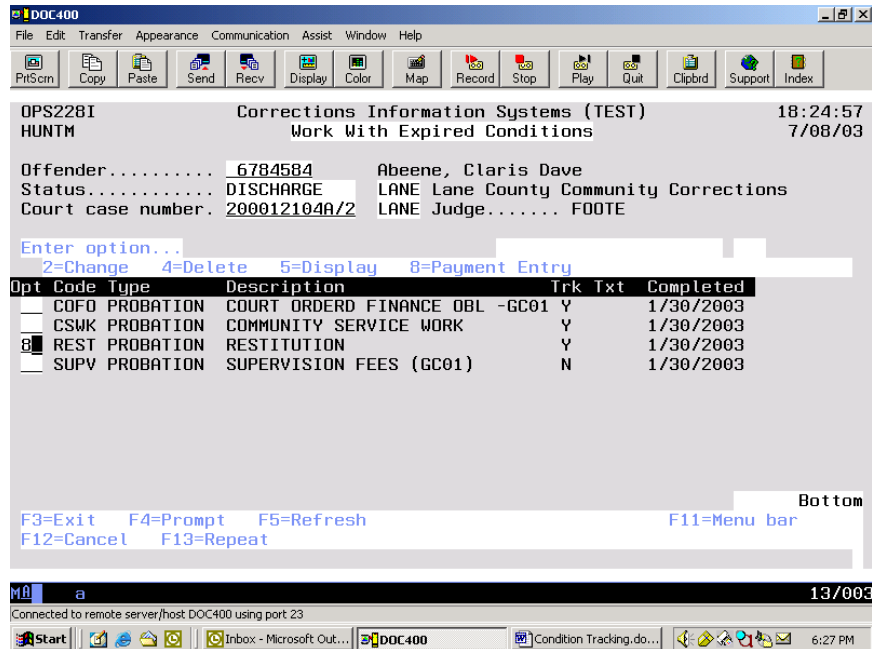The main Conditions screen will show "No conditions records found". .
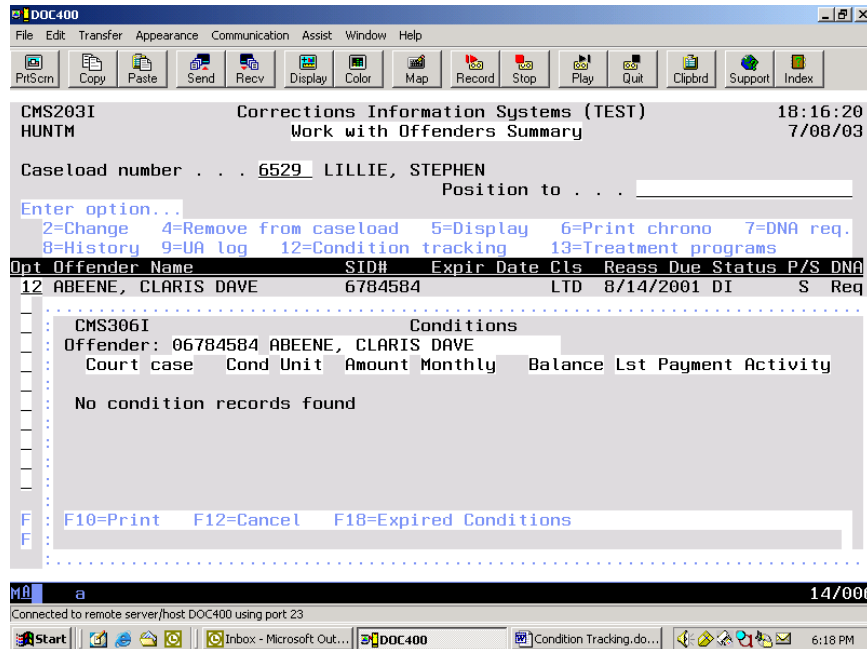
6 – Use F18=Expired Conditions to open the Docket Number Select window. Place you cursor next to (or on) the appropriate docket number and press enter.
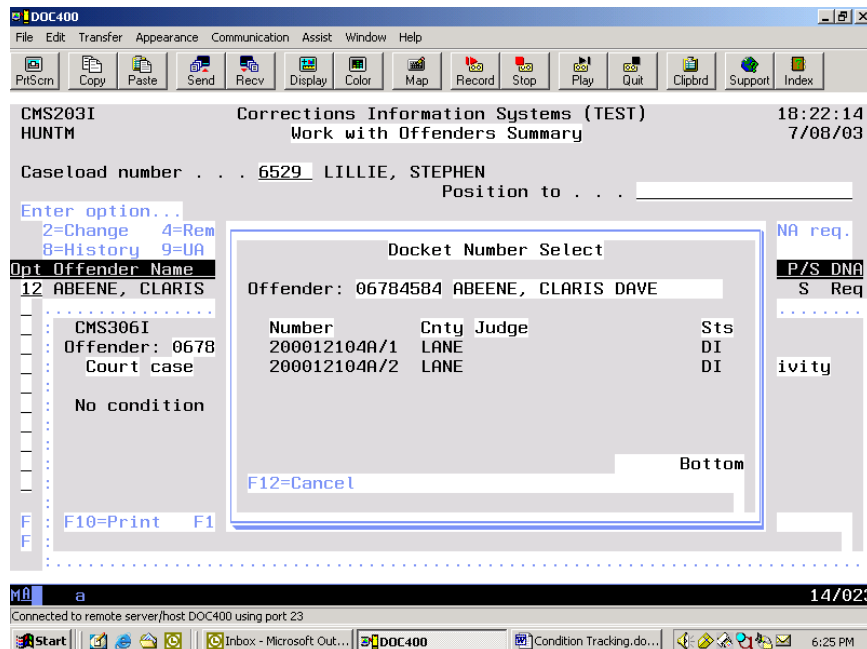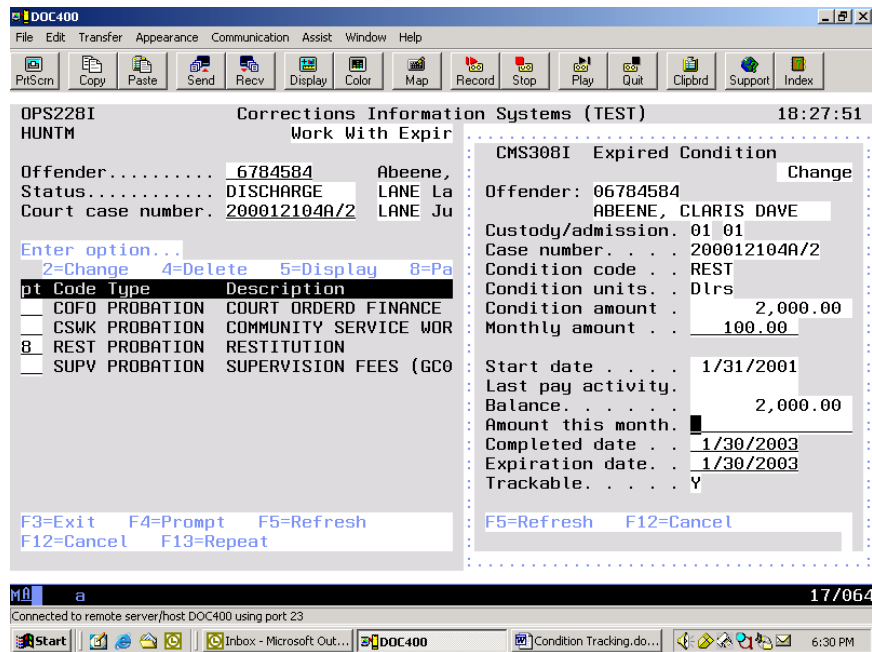

7 – You are now in the W/W Expired Conditions screen. Use Option 8=Payment Entry and press enter.

8 – From the Expired Condition window, complete your payment entry by following steps #2 through #4 above.

9 – Once your payment has been entered, enter again or F12 to return to the W/W Offenders Summary screen. If no other entries are needed on this record, you may remove it from your secondary caseload.

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