

Case Number:	WSP 22-750
Name of Investigator:	Michele Wood, Former Associate Superintendent Jessica Perva, Health Services Investigator 3
Assigned by:	Dr. Zainab Ghazal, Administrator, Health Services, Command C
Date Opened:	February 16, 2022. Reassigned on July 24, 2022.
Date Investigation Closed:	January ,2023.
Referral to Local Law Enforcement:	N/A
Name of Accused:	Donicio Marichalar, Correctional Mental Health Counselor 2 (CMCH2)
Name(s) of Choose an item.	N/A
Origin of Investigation:	This investigation originated when CMHC2 Marichalar failed to submit a leave slip. Upon further review, it was found that leave slips were missing for additional days, which lead to the discovery of the allegations below.
Allegations:	<ol style="list-style-type: none"> 1. It is alleged that between approximately January 2021 through February 15, 2022, on multiple occasions CMHC2 Donicio Marichalar, was absent from the workplace and failed to provide a leave request upon your return to work. 2. It is alleged that from approximately January 2021 through May 2022, CMHC2 Donicio Marichalar, failed to complete and submit your payroll timecards.
List of Persons Interviewed	Wayne Crowell, Mailroom Sergeant (Sgt.) - Witness Darren Chlipala, Health Service Manager (HSM) - Witness Dr. Eric Rainey-Gibson Psychologist 4 - Witness Donicio Marichalar Correctional Mental Health Counselor 2 (CMCH2) - Accused Jean Hardcastle Agnacy Payroll Officer (APO) – Subject matter expert
List of Persons not Interviewed	Sgt. Derek Dugger. No longer employed as of October 18, 2021.
Witness Summary	<p>Darren Chlipala, Health Service Manager (HSM3) was interviewed on March 3, 2022, as a Witness. (Attachment 7)</p> <p>Wayne Crowell, Mailroom Sergeant (Sgt.) was interviewed on March 3, 2022, as a Witness. (Attachment 5)</p>

	<p>Dr. Eric Rainey-Gibson Psychologist 4 was interviewed on March 7, 2022, as a Witness. (Attachment 4)</p> <p>Donicio Marichalar Correctional Mental Health Counselor 2 (CMHC2) was interviewed on March 9, 2022, April 14, 2022, and September 16, 2022, as the Accused. (Attachment 6, 14, 22)</p> <p>Jean Hardcastle Agency Payroll Officer (APO) was interviewed on October 14, 2022, as the payroll subject matter expert.</p>
Timeline	<ul style="list-style-type: none"> • March 29, 2021, CMHC2 Marichalar temporarily assigned to the WSP mailroom. • February 3, 2022, Dr. Rainey-Gibson requests information of days missed by CMHC2 Marichalar from Sgt. Crowell. • February 14, 2022, determination made to assign Just Cause investigation. • February 15 – March 25, 2022, CMHC2 Marichalar was on home assignment. (Attachment 19) • June 24, 2022, investigation reassigned. (Attachment 20)
Information/Evidence Related to Allegations	<p><u>Health Services Manager 3 (HSM3) Darren Chlipala was interviewed as a Witness on March 3, 2022. (Attachment 7)</u></p> <p>HSM3 Chlipala was interviewed as he had compiled a list of days that CMHC2 Marichalar called in sick or late.</p> <p>HSM3 Chlipala explained that the logs he submitted were from the Outpatient Clinic which is where Health Services staff are required to call into if they are going to be late or out sick. The yellow highlighted lines indicate the staff call-ins.</p> <p>When asked how supervisors know their staff have completed leave slips, he stated that supervisors are responsible for their direct reports, but it is the responsibility of the employee to make sure they complete their leave slips. The Washington State Penitentiary (WSP) does not have a tracking mechanism for ensuring leave slips are completed. He went on to say that there is also nothing in place to track the hours a person misses when they call in late. CMHC2 Marichalar does not work in the same building as his supervisors, so it is unknown the number of hours he misses or if he comes to work. (Attachments 7 & 11).</p> <p><u>Wayne Crowell, Mailroom Sgt, was interviewed as a Witness on March 3, 2022. (Attachment 5)</u></p> <p>Sgt. Crowell was interviewed as CMHC2 Marichalar's supervisor during his reassignment to the mailroom pending an investigation.</p> <p>When asked how CMHC2 Marichalar notified him when he would not be to work Sgt. Crowell explained, CMHC2 Marichalar did not always notify him that he was going to be absent. The list of dates that CMHC2</p>

Marichalar was gone is based on the days he did not pick up his tools. Sgt. Crowell said he did not know he was supposed to track CMHC2 Marichalar absences, because CMHC2 Marichalar was already working in the Mailroom when Sgt. Crowell was awarded the bid for the Mailroom job, November 6, 2021.

According to Sgt. Crowell, CMHC2 Marichalar called in for a variety of reasons; he had COVID; his family had COVID and sometimes the call-ins were weather related. Sgt. Crowell was unsure as to who CMHC2 Marichalar was supposed to turn his leave slips into. **(Attachment 5).**

Dr. Eric Rainey-Gibson, Psychologist 4, was interviewed on March 7, 2022. (Attachment 4)

Dr. Rainey-Gibson was interviewed as CMHC2 Marichalar supervisor prior to CMHC2 Marichalar reassignment to the Mailroom.

Dr. Rainey-Gibson stated he had no idea why CMHC2 Marichalar was absent. CMHC2 Marichalar did not call him directly but called the Outpatient Clinic instead. According to Dr. Rainey-Gibson, CMHC2 Marichalar stopped calling in sometime last October 2021.

Dr. Rainey-Gibson admitted that there is no tracking mechanism to track how much time someone misses when they call in sick or to verify if they come in later in the day. CMHC2 Marichalar was supposed to email Dr. Rainey-Gibson each day when he came into work and when he left but he didn't.

According to Dr. Rainey-Gibson he did not know when CMHC2 Marichalar was at work and when he wasn't. He stated he had no contact with CMHC2 Marichalar after March of last year, after CMHC2 Marichalar was assigned to the Mailroom.

When asked if he had anything else to add, Dr. Rainey-Gibson said this is not new behavior for CMHC2 Marichalar. During a review of staff leave usage conducted in 2020 he noticed that there were times CMHC2 Marichalar called in but did not complete leave slips. Dr. Rainey Gibson worked with HR and Payroll to get CMHC2 Marichalar caught up on his leave slips. In mid-2020 Dr. Rainey-Gibson issued a Letter of Concern to CMHC2 Marichalar regarding his attendance issues.

CMHC2 Donicio Marichalar was interviewed as the Accused on March 9, 2022. (Attachment 6)

CMHC2 Marichalar stated he missed a lot of time due to COVID and was not aware of the amount of time lost. He acknowledged it is his responsibility to complete leave slips and found it surprising that he did not turn in slips.

CMHC2 Marichalar said he did not believe he had to complete timecards once he was reassigned to the Mailroom.

He also added that he was told to call in to the Mailroom Sgt. if he was not going to be to work and for his leave. **(Attachment 6)**

CMHC2 Donicio Marichalar was interviewed again on April 14, 2022. (Attachment 18)

CMHC2 Marichalar was interviewed again to clarify some of his original answers and seek clarification of his understanding of the process for submitting leave requests as well as his understanding of the consequences for not submitting leave requests.

On two occasions he was waiting to talk to the Mailroom Sgt. on how to fill out leave slips for Covid and how to file for L&I for Covid.

CMHC2 Marichalar states, he knows he has been completing leave slips, that he would be stupid for not turning them in. At the end of the interview, he said he was flabbergasted that he did not complete the leave slips.

CMHC2 Marichalar acknowledged he is responsible for turning in leave slips for time missed. He also acknowledged that failing to turn in leave slips makes it look like he is stealing from the state. He still could not provide an explanation as why he did not turn in leave slips. CMHC2 Marichalar stated he has been completing leave slips but could offer no explanation as to why they were not showing in the system.

CMHC2 Marichalar said, he was told by HSM1 Crystal Abdulwahid to stop calling into the Outpatient Clinic but instead call the Mailroom Sgt. However, during HSM1 Abdulwahid's interview she, couldn't recall the conversation. HSM1 Abdulwahid said, she would have redirected him to his letter which stated he needed to notify the Mailroom Sgt.

(Attachment 17)

CMHC2 Marichalar stated he has not been turning in timecards since he was reassigned to the Mailroom. He has not received any notices from the timecard system for timecards not submitted. **(Attachment 18)**

CMHC2 Donicio Marichalar was interviewed again on September 15, 2022. (Attachment 21)

Allegation 1:

Prior to my interview with CMHC2 Marichalar, I discovered all additional dates had been accounted for, except the week of January 25-28, 2021, and February 19, 2021. Upon further review January 25-28, 2021, had been noted on CMHC2 Marichalar's approved timecard as "screened out". **(Attachment 16 pg. 5)** I asked CMHC2 Marichalar why he failed to submit a leave request for the 32 hours of absence that week. CMHC2

Marichalar explained that he'd been screened out several times between 2021 and 2022 for none of which he submitted an HRMS leave slip. CMHC2 Marichalar said, *"When I returned after having COVID, I was never asked to submit a leave slip or claim those hours. It was my understanding when you get COVID and are screened out the screener and/or contract nurse who would contact me would then relay that information to HR and/or my supervisor and the time I was out would be accounted for."* I was able to contact WSP Mapping and gather all the dates CMHC2 Marichalar was screen out between January 2021 and August 2022. **(Attachment 20)** On February 19, 2021, CMHC2 Marichalar noted on his approved timecard 1.5 hours of leave, HRMS shows not leave slip for that date. **(Attachment 16 pg.6)** I asked CMHC2 Marichalar if he could account for that date and the missing leave slip? CMHC2 Marichalar said, *"I don't recall. This was 20 months ago."*

Mapped out dates:
January 22-29, 2021
February 1-4, 2022
February 8-9, 2022

Allegation 2:

When I asked why he failed to submit timecards between March 16, 2021 – September 15, 2022, CMHC2 Marichalar said, *"I don't know"* *"During my reassignment I wasn't submitting timecards just leave slips."* CMHC2 Marichalar was reassigned to the mailroom on March 29, 2021. **(Attachment 3)** I asked CMHC2 Marichalar if he received the auto-generated timecard reminders? CMHC2 Marichalar said, *"No."* CMHC2 Marichalar explained, recently he had been searching for his outlook deleted folder and found several unopened timecard reminders emails. CMHC2 Marichalar couldn't recall seeing these email reminders in his inbox.

Investigators note allegation 1:

Between October 2021 - February 15, 2022, CMHC2 Marichalar was absent 30, eight hour shifts for a total of 240 hours.

- The dates for those shifts are as follows; 11/5/21, 11/15/21, 11/17/21, 11/24/21, 11/30/21, 12/02/21, 12/03/21, 12/09/21, 12/14/21, 12/20/21, 12/23/21, 1/3/22, 1/5/22, 1/6/22, 1/7/22, 1/10/22, 1/12/22, **1/19/22, 1/21/22, 1/24/22, 1/25/22, 1/26/22, 1/27/22, 1/28/22, 2/1/22, 2/2/22, 2/3/22, 2/4/22**, and **2/7/22**. He was also late for work on **1/31/22** and 2/11/22 for a total of 8.3 hours. Bolded dates are confirmed mapped out dates.

(Attachment 8 & 21)

The dollar amount of missed days is \$8,987.52.

(Attachment 13) No leave slips were submitted for the time missed as

outlined above. **(Attachment 9)** Per CMHC2 Marichalar letter assigning him to the mailroom dated March 26, 2021, any scheduled or unscheduled leave was to be authorized by Dr. Rainey-Gibson. The Mailroom Sgt. was also to be notified of any leave. **(Attachment 3)**

During this investigation, it was discovered that there are at least 7 additional days CMHC2 Marichalar was absent and for which he did not turn in leave slips. The following additional dates prepared by Dr. Rainey-Gibson. **(Attachment 11)** The dates are as follows; 1/5/21, 1/14/21, 1/20/21, 1/21/21, 2/17/21, 2/19/21, and 2/22/21. During my review I discovered the only non-accounted for time that shows both on the timecard and on the supervisors, note was 2/19/2021 for an uncounted time of 1.5 hours. The additional dates have corresponding leave slips and approved timecards reflecting the leave in question.

- 1/5/2021 was approved in HRMS and on approved timecard. **(Attachment 10 pg.3)**
- 1/14/2021 Dr. Rainey-Gibson indicates that CMHC2 Marichalar was late however, no leave was submitted for this date and Dr. Rainey-Gibson approved the timecard in TCS with no leave noted for 01/14/2021. **(Attachment 10 pg.4)**
- 1/20/2021 & 1/21/2021 is on the approved timecard and have all been submitted in HRMS. **(Attachment 10 pg. 5&6)**
- 1/25/2021-1/28/2021 timecard shows 32 hours of leave. No HRMS leave request was submitted (Timecard says screened out).
- 2/17/2021 This date is on the handwritten note as late. However, Dr. Rainey-Gibson Approved a timecard that indicated no leave was used on this date and no leave has been submitted in HRMS. **(Attachment 10 pg.7)**
- 2/19/2021 1.5 hours of leave on approved timecard no HRMS submissions. when I asked CMHC2 Marichalar if he could account for this date he replied, "I don't know that was 20 months ago". **(Attachment 10 pg.8)**
- 2/22/2021 This date was on the handwritten note from Dr. Rainey-Gibson. However, no leave reflection on approved timecard and no leave request in HRMS. **(Attachment 10 pg.9)**

Investigators note allegation 2:

CMHC2 Marichalar could provide no justification for failing to submit timecards for the following pay periods.

3/16/2021- No timecard submission

4/1/2021 – No timecard submission

4/16/2021 – No timecard submission

5/1/2021 – No timecard submission

5/16/2021 – No timecard submission

	<p> 6/1/2021 – No timecard submission 6/16/2021 – No timecard submission 7/1/2021 – No timecard submission 7/16/2021 – No timecard submission 8/1/2021 – No timecard submission 8/16/2021 – No timecard submission 9/1/2021 – No timecard submission 9/16/2021 – No timecard submission 10/1/2021 – No timecard submission 10/16/2021 – No timecard submission 11/1/2021 – No timecard submission 11/16/2021 – No timecard submission 12/1/2021 – No timecard submission 12/16/2021 – No timecard submission 1/1/2022 – No timecard submission 1/16/2022 – No timecard submission 2/1/2022 – No timecard submission 2/16/2022 – No timecard submission 3/1/2022 – No timecard submission 4/16/2022 – No timecard submission 5/1/2022 – No timecard submission </p> <p> <u>Jean Hardcastle Agency Payroll officer was interviewed on October 14, 2022. (Attachment 25)</u> </p> <p> APO Hardcastle was asked by the Appointing Authority and Human Recourses to determine if a particular set of dates had HRMS leave slips submission. APO Hardcastle audited CMHC2 Marichalar leave and created an excel spreadsheet. (Attachment 26) APO Hardcastle explained that several of the dates provided had been affected by paid leave accrual dates and possible overpayment to CMHC2 Marichalar. APO Hardcastle explained the accrual process <i>“If leave is taken prior to the 16th of the month that’s when things can become an issue. Accrual is earned when you have 80 hours in pay status. So, if paid leave turns into leave without pay it could push his accrual out further and further.”</i> APO Hardcastle requested a separate meeting with the Appointing Authority to discuss the overpayment and calculate the exact amount owed. </p>
Report of Retaliation:	No retaliation reported.
Attachments:	<ol style="list-style-type: none"> 1. Investigation assignment letters 2. Investigation extension approval 3. CMHC2 Marichalar temporary assignment letter March 26, 2021 4. Dr. Eric Rainey-Gibson interview packet and related emails 5. Sgt. Wayne Crowell interview packet 6. CMHC2 Marichalar interview packet 7. HSM3 Darren Chlipala interview packet 8. Email thread reflecting work hours missed by CMHC2 Marichalar 9. Report of Leave requests for CMHC2 Marichalar March 2021-October 2021

	<ul style="list-style-type: none"> 10. Email thread and log of additional hours of work missed by CMHC2 Marichalar with no leave requests 11. Dates CMHC2 Marichalar was not at work by Dr. Rainey-Gibson 12. Date Sgt. Crowell was assigned to Mailroom email 13. Email confirming CMHC2 Marichalar did not fill out timecards and CMHC2 Marichalar salary 14. CMHC2 Marichalar PDP for 3/1/19 through 3/1/2020 15. CMHC2 Marichalar PDP for 3/1/20 through 3/1/2021 16. Timecards 17. Email regarding directions for reporting absences 18. CMHC2 Marichalar second interview packet 19. Home assignement 20. WSP/DOTS mapping dates 21. CMHC2 Marichalar third interview packet 22. HRMS leave slips 23. Late timecard reminder email 24. Time Card System Employee User Guide 25. APO Jean Hardcastle interview packet 26. Leave audit spreadsheet
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The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14.

Case: WSP22-750
Revision date: 9-26-2022



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41123 • Olympia, Washington 98504-1123
FAX (360) 586-9060

To: Jessica Perva, Investigator 3
From: Dr. Zainab Ghazal, Health Services Administrator - Command C
Date: June 24, 2022
Case Number: 22-750

REVISED
Zainab Ghazal

Investigation assignment I am designating you as the fact finder to conduct a full and fair investigation into allegations of employee misconduct.

Allegations It is alleged:

- It is alleged that between approximately January 2021 through February 15, 2022, on multiple occasions Donicio Marichalar, was absent from the workplace and failed to provide a leave request upon your return to work.
- It is alleged that from approximately January 2021 through May 2022, Donicio Marichalar, failed to complete and submit your payroll timecards.

Timeframes It is my expectation that you treat this investigation as a top priority and submit a draft report by July 14, 2022. Should you need additional time to complete the investigation, contact Lisa Morrow, Human Resource Consultant 2 (HRC2).

Submitting the draft Once you have a draft report prepared, send it along with supporting documentation to HRC2 Lisa Morrow for review before finalization.

If you need assistance If you have any questions about the investigation process, feel free to contact HRC2 Lisa Morrow at (509) 956-5147 or via E-mail.

"Working Together for SAFE Communities"

Attachment 1 Pg 1 of 4

Marichalar, Donicio
June 17, 2022

Attachments Attached please find the following documents:
Investigation Report Template
Interview Acknowledgement Form
Interview Summary Template
Supporting Documentation

cc: Lisa Morrow, Human Resource Consultant 2
Investigation File

Attachment 1 pg 2 of 4



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41123 • Olympia, Washington 98504-1123
FAX (360) 586-9060

To: Michele Wood, Associate Superintendent

From: Ronna Cole, Health Services Administrator – Command C

Ronna Cole

Date: February 16, 2022

Case Number: 22-750

Investigation assignment I am designating you as the fact finder to conduct a full and fair investigation into allegations of employee misconduct.

Allegations It is alleged:

- It is alleged that between approximately October 2021 through February 15, 2022, on multiple occasions, Correctional Mental Health Counselor 2 (CMHC2) Donicio Marichalar, was absent from the workplace and failed to provide a leave request upon your return to work.
- It is alleged that from approximately October 2021 through February 2022, Correctional Mental Health Counselor 2 (CMHC2) Donicio Marichalar, failed to complete and submit your payroll timecards.

Timeframes It is my expectation that you treat this investigation as a top priority and submit a draft report by March 2, 2022. Should you need additional time to complete the investigation, contact Lisa Morrow, Human Resource Consultant 2 (HRC2).

Submitting the draft Once you have a draft report prepared, send it along with supporting documentation to HRC2 Lisa Morrow for review before finalization.

If you need assistance If you have any questions about the investigation process, feel free to contact HRC2 Lisa Morrow at (509) 956-5147 or via E-mail.

“Working Together for SAFE Communities”

Attachment #: 1
Page 4 of 4
3 4

Attachments Attached please find the following documents:
Investigation Report Template
Interview Acknowledgement Form
Interview Summary Template
Supporting Documentation

cc: Lisa Morrow, Human Resource Consultant 2
Investigation File

Wood, Michele I. (DOC)

From: Morrow, Lisa M. (DOC)
Sent: Tuesday, March 1, 2022 10:57 AM
To: Cole, Ronna J. (DOC)
Cc: Ghazal, Zainab A. (DOC); Wood, Michele I. (DOC)
Subject: RE: Call

Yes,
My apologies. Michele Wood asked to get a one week extension on the investigation for Donicio Marichalar that she is currently conducting. I will let her know that it is approved.

Michele,
Your new due date is now March 8, 2022. Please let me know if you need anything else.

Thank you,

Lisa Morrow
Human Resources Consultant
DOC Health Services – East Division
Cell: (509) 956-5147
Email: Immorrow@doc1.wa.gov

From: Cole, Ronna J. (DOC) <rjcole@DOC1.WA.GOV>
Sent: Tuesday, March 1, 2022 10:51 AM
To: Morrow, Lisa M. (DOC) <Immorrow@DOC1.WA.GOV>
Cc: Ghazal, Zainab A. (DOC) <zainab.ghazal@doc1.wa.gov>; Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>
Subject: FW: Call

Approved for the extension.

From: Ghazal, Zainab A. (DOC) <zainab.ghazal@doc1.wa.gov>
Sent: Monday, February 28, 2022 3:57 PM
To: Cole, Ronna J. (DOC) <rjcole@DOC1.WA.GOV>
Subject: FW: Call

Not sure what this extension is about? I am guessing an investigation.....but want to be sure.

Zainab Ghazal
Health Services Administrator
WA State Department of Corrections
(O)360-725-8271 (Cell) 360-688-6099
zainab.ghazal@doc1.wa.gov

This message is intended for the sole use of the individual and entity to whom it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the addressee, nor authorized to receive for the addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone the message or any information contained in the message. If you have received this message in error, please immediately notify the sender at zainab.ghazal@doc1.wa.gov and delete the message. Thank you.

From: Morrow, Lisa M. (DOC) <lmorrow@DOC1.WA.GOV>

Sent: Monday, February 28, 2022 3:53 PM

To: Baez, Richard (DOC) <richard.baez@DOC1.WA.GOV>; Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>

Cc: Ghazal, Zainab A. (DOC) <zainab.ghazal@doc1.wa.gov>; Cole, Ronna J. (DOC) <ricole@DOC1.WA.GOV>; Rainey-Gibson, Eric J. (DOC) <ejraineygibson@DOC1.WA.GOV>; Abdulwahid, Crystal (DOC) <crystal.abdulwahid@doc1.wa.gov>

Subject: RE: Call

Thank you!!

Lisa Morrow

Human Resources Consultant

DOC Health Services – East Division

Cell: (509) 956-5147

Email: lmorrow@doc1.wa.gov

From: Baez, Richard (DOC) <richard.baez@DOC1.WA.GOV>

Sent: Monday, February 28, 2022 3:52 PM

To: Morrow, Lisa M. (DOC) <lmorrow@DOC1.WA.GOV>; Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>

Cc: Ghazal, Zainab A. (DOC) <zainab.ghazal@doc1.wa.gov>; Cole, Ronna J. (DOC) <ricole@DOC1.WA.GOV>; Rainey-Gibson, Eric J. (DOC) <ejraineygibson@DOC1.WA.GOV>; Abdulwahid, Crystal (DOC) <crystal.abdulwahid@doc1.wa.gov>

Subject: RE: Call

FYI - I am not his supervisor

So I am cc'ing Dr Rainey-Gibson and Crystal Abdulwahid – who are.....

thanks

Richard

From: Morrow, Lisa M. (DOC) <lmorrow@DOC1.WA.GOV>

Sent: Monday, February 28, 2022 3:50 PM

To: Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>

Cc: Ghazal, Zainab A. (DOC) <zainab.ghazal@doc1.wa.gov>; Cole, Ronna J. (DOC) <ricole@DOC1.WA.GOV>; Baez, Richard (DOC) <richard.baez@DOC1.WA.GOV>

Subject: RE: Call

Michele,

Donicio's home email address is:

[8]

Phone Number:

[6]

I am cc'ing his supervisor Dr. Baez as well as the appointing authorities so that they can see your request for a 1 week extension.

Ronna & Dr. Ghazal,

Do you approve of the extension?

Thank you,

Lisa Morrow

Human Resources Consultant
DOC Health Services – East Division
Cell: (509) 956-5147
Email: Immorrow@doc1.wa.gov

From: Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>
Sent: Monday, February 28, 2022 3:36 PM
To: Morrow, Lisa M. (DOC) <Immorrow@DOC1.WA.GOV>
Subject: RE: Call

Hi Lisa,
I just now finished moving into my new office.

Can you please provide me with contact information for Donicio and his supervisor? I am going to attempt to do this over the phone but I need an email address for both as well so I can send the interview document and their interview summary.

Looks like I will need a one week extension just in case.

Thank you

Michele

PS my new office number is 360-794-2630

From: Morrow, Lisa M. (DOC) <Immorrow@DOC1.WA.GOV>
Sent: Thursday, February 24, 2022 11:46 AM
To: Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>
Subject: Call

Michele,
Are you available for a call today? Teams or via phone? Please let me know.

Thank you,

Lisa Morrow
Human Resources Consultant
DOC Health Services – East Division
Cell: (509) 956-5147
Email: Immorrow@doc1.wa.gov



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
PO BOX 41100 • Olympia, Washington 98504-1100

March 26, 2021

**PERSONAL SERVICE
CONFIDENTIAL**

Donicio Marichalar

[5]

Donicio:

This letter is to serve as your notice for a temporary assignment change effective March 29, 2021. Under the provision of Article 8.4 of the Collective Bargaining Agreement between the State of Washington Department of Corrections and the Teamsters Local 117, hereinafter referred to as the CBA, you are being reassigned to the Washington State Penitentiary Mailroom. Your hours of work will be 7:45 am– 4:15 pm Monday through Friday, with Saturday and Sundays and holidays off. While working in this post, you will be reporting to Sergeant Derek Dugger who will provide guidance and direction concerning your duties. You will have full pay and entitlements until further notice.

If you need to take any scheduled or unscheduled leave, you must receive authorization through Psychologist 4 Eric Rainey-Gibson as well as notifying Sergeant Dugger. This reassignment is effective until further notice as listed above. This is not a disciplinary action nor a presumption that misconduct has occurred.

This action is being taken as an operational necessity pending an investigation into allegations of performance concerns. This reassignment is being taken as a precautionary step in order to facilitate the investigation.

CBA Article 8.3 Work Assignment states:

“An employee accused of misconduct will not be removed from his/her existing work assignment unless there is a safety/security concern, including security issues due to any allegation that involves a conflict between staff.”

Marichalar, Donicio
Page 2

Upon completion of the investigation and resolution of the allegations brought forward, a decision will be made concerning your assignment.

If you have any questions regarding your status or the expectations indicated above, please contact Anna Steinhoff, Human Resource Consultant, at (509) 540-4946.

The Employee Assistance Program (EAP) helps state employees with personal or work-related problems that may be affecting performance. It does so by offering high-quality professional and confidential services that access, identify, and resolve employees' personal problems affecting job performance. You may wish to contact EAP at 1-877-313-4455.

Sincerely,



Ronna J. Cole, Administrator-Command A
Health Services Division

RJC:as

Enclosure

cc: Eric Rainey-Gibson, Psychologist 4
Investigation File



INTERVIEW ACKNOWLEDGMENT

Case ID number: WSP-22-750 Date of interview: 3-7-22
Interviewee: Eric Rainey-Gibson, Ph.D. Title: Psychologist 4 Appointing Authority: Zainab Ghazal
(Include title or DOC # and housing assignment, as applicable)

As an interviewee, I have been informed of the circumstances under which the Department of Corrections releases information. By signing this form, I acknowledge that I have been informed that the information I provide, including my identity, may be subject to release by the Department pursuant to applicable collective bargaining agreements, RCW 42.56 (Public Records Act), court order, subpoena, and/or other legal authority.

The Department prohibits retaliation against any person because of their involvement in the reporting or investigation of a complaint. The Department will treat retaliation as a separate offense subject to investigation, discipline, and/or corrective action. Any concerns regarding retaliation are to be reported to the Appointing Authority.

Individual who is under the Department's jurisdiction

☒ I understand that this is an active and ongoing investigation. In order to protect the integrity of the investigation, I understand that discussion of any related information is to be limited only to persons who have a need to know.

Employee/Contract Staff/Volunteer (select one box only)

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OR:

☐ I have been advised that this interview is for internal administrative purposes. I understand that I am not being compelled to answer questions related to conduct that might be criminal. I understand that refusing to cooperate with the investigation will not result in me being disciplined for insubordination.

Other (members of the public)

☐ My participation/attendance in this interview is voluntary. I have been advised that a witness of my choosing can accompany me during the interview at my request. Based on this information, I consent to participate in this interview.

Eric Rainey-Gibson, Ph.D.
Interviewee signature

3-7-22 Eric Rainey-Gibson, Ph.D.
Date Psychologist 4

Michele Wood
Investigator name

Michele Wood
Signature

3/2/2022
Date

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INTERVIEW SUMMARY

Case Number: WSP 22-750
Interviewee Name: Eric Rainey-Gibson, Psychologist 4
Investigator Name: Michele Wood
Interview Date: 3/7/2022
Interview Location: Teams Meeting

1. Do you know why Donicio was missing so much time from work?

I have no idea why he was gone. He never called me directly. He would call into the Outpatient clinic, but he stopped calling in sometime last year in October.

2. When he called in late how did you verify if he came in later that day?

I don't know if he came in or not. He was supposed to email me when he came in each day and when he left but he did not. This was pre-re-assignment.

3. How did you know if he was at work or not?

I did not know if he was here or not as he did not let me know. He was to contact the OPC otherwise I had no contact from him. I have not had any contact with him since March of last year which is when he was reassigned to the mail room.

4. Do you have anything else to add?

This is not new behavior for him. In January of 2020 I took over the Residential Treatment Unit which is where Donicio worked. I looked at leave usage for staff and noticed that there were times he had called in and not submitted leave slips going back to 2019. I worked with HR and Payroll to get him to submit leave slips and get caught up. In mid-2020 I issued a letter of concern to him regarding his attendance issues and whereabouts when he was inside the facility.

I attest the above statements are true and accurate to the best of my knowledge.

Interviewee Signature:  Date: 3-7-22

Eric Rainey-Gibson, Ph.D.
Psychologist 4

Wood, Michele I. (DOC)

From: Rainey-Gibson, Eric J. (DOC)
Sent: Friday, March 11, 2022 11:08 AM
To: Wood, Michele I. (DOC)
Subject: RE: Question

He was supposed to send his leave through the same process, so yes. After about October he never submitted any further leave, but I also never received any information from the mailroom that he wasn't showing up. Hence the huge amount of missed days. As far as time cards. He stopped submitting those awhile ago despite my email request to continue to do so.

From: Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>
Sent: Friday, March 11, 2022 11:02 AM
To: Rainey-Gibson, Eric J. (DOC) <ejraineygibson@DOC1.WA.GOV>
Subject: Question

Hi Eric,

After Donicio was reassigned to the mailroom were you still receiving and approving his leave requests and time cards?

Thanks,

Michele

Michele Wood
Associate Superintendent
Office: 360-794-2630
Cell: 435-754-4559

Wood, Michele I. (DOC)

From: Rainey-Gibson, Eric J. (DOC)
Sent: Friday, March 11, 2022 11:24 AM
To: Wood, Michele I. (DOC)
Subject: FW: serial Covid testing/ time card

Here is one. I never received any response from him on this.

From: Rainey-Gibson, Eric J. (DOC)
Sent: Thursday, June 3, 2021 9:51 AM
To: Marichalar, Donicio (DOC) <dmarchalar@DOC1.WA.GOV>
Subject: serial Covid testing/ time card

Hi Donicio, I was informed you still needed to complete the testing for this week. They are offering it between 1130 and 1430. Thanks.

I have also not received any Time card submissions for the past month and a half. I believe you still need to do this unless you have been told otherwise, not sure.



INTERVIEW ACKNOWLEDGMENT

Case ID number: WSP 22-750

Date of interview: 3-3-22

Interviewee: Wayne Cowell Title: Sergeant
(Include title or DOC # and housing assignment, as applicable)

Appointing Authority: Zainab Ghazal

As an interviewee, I have been informed of the circumstances under which the Department of Corrections releases information. By signing this form, I acknowledge that I have been informed that the information I provide, including my identity, may be subject to release by the Department pursuant to applicable collective bargaining agreements, RCW 42.56 (Public Records Act), court order, subpoena, and/or other legal authority.

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Individual who is under the Department's jurisdiction

- ☒ I understand that this is an active and ongoing investigation. In order to protect the integrity of the investigation, I understand that discussion of any related information is to be limited only to persons who have a need to know.

Employee/Contract Staff/Volunteer (select one box only)

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OR:

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Other (members of the public)

- ☐ My participation/attendance in this interview is voluntary. I have been advised that a witness of my choosing can accompany me during the interview at my request. Based on this information, I consent to participate in this interview.

Wayne Cowell
Interviewee signature
Michele Wood
Investigator name

3-3-22
Date
Michele Wood
Signature

3/3/22
Date

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DOC 03-484 (Rev. 6/18/19)

Page 1 of 1

DOC 490.860, DOC 850.010
Data classification category 1

Attachment #: 5

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INTERVIEW SUMMARY

Case Number: 22-750
Interviewee Name: Sgt. Wayne Crowell
Investigator Name: Michele Wood
Interview Date: 3/3/2022
Interview Location: Telephone interview

1. How did Dónicio notify you on the days he did not come to work?

He did not always notify me of when he was going to be absent. I based the list of dates of his absences on the days he did not pick up his tools. I did not know I was supposed to track his absences. Donicio was already working in the mailroom when I got the bid for the Sgt.s position.

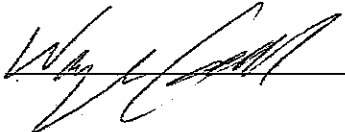
2. Did he indicate to you why he was absent from work?

He told me several things, he had Covid, his family had Covid and some of the call ins were weather related.

3. Do you know who he was supposed to turn his leave slips into?

I am not sure who he supposed to give those to.

I attest the above statements are true and accurate to the best of my knowledge.

Interviewee Signature: 

Date: 3-3-22



maelchaler

INTERVIEW ACKNOWLEDGMENT

Case ID number: WSP 22- 750

Date of interview: 3/9/2022

Interviewee: Danilo Marichito Title: Custodian
(Include title or DOC # and housing assignment, as applicable)

Appointing Authority: Zainab Ghazal

As an interviewee, I have been informed of the circumstances under which the Department of Corrections releases information. By signing this form, I acknowledge that I have been informed that the information I provide, including my identity, may be subject to release by the Department pursuant to applicable collective bargaining agreements, RCW 42.56 (Public Records Act), court order, subpoena, and/or other legal authority.

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Individual who is under the Department's jurisdiction

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Employee/Contract Staff/Volunteer (select one box only)

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OR:

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Other (members of the public)

- ☐ My participation/attendance in this interview is voluntary. I have been advised that a witness of my choosing can accompany me during the interview at my request. Based on this information, I consent to participate in this interview.

[Signature]

Interviewee signature

3/9/2022

Date

Michelle Wood

Investigator name

Michelle Wood

Signature

3/9/2022

Date

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INTERVIEW SUMMARY

Case Number: WSP 22-750
Interviewee Name: Donicio Marichalar
Investigator Name: Michele Wood
Interview Date: 3/9/2022
Interview Location: Pasco Best Western Hotel Vinyard Room377d0d50

1. Why did you not turn in leave requests for the days you were not at work from October of 2021 through February 15th of 2022? According to the records from the mail room Sgt. you missed 30 days during the time frames mentioned.

A lot of the time I missed was due to Covid. I don't know why I did not turn in leave slips. I know it is my responsibility to complete leave slips. I was not aware of the amount of time I lost. I find it surprising that I did not turn in slips.

2. Do you remember completing timecards and submitting them during the time frame of October of 2021 through February of 2022?

Prior to going to the mailroom, if I was going to be out, I would call the Outpatient Clinic but then when I went to the mailroom, I was told to call the mailroom Sgt. as he is my point of contact. I was told to through him for my leave. I was under the impression that once I started working in the mailroom, I did not have to do timecards.

3. Do you have anything else to add?
No.

I attest the above statements are true and accurate to the best of my knowledge.

Interviewee Signature:

D. G. L. G.

Date:

3/22/2022



INTERVIEW ACKNOWLEDGMENT

Case ID number: WSP 22-750 Date of interview: 3/3/2022
Interviewee: Darren Chlipala Title: Health Service Mgr Appointing Authority: Zqinab Ghazal
(Include title or DOC # and housing assignment, as applicable)

As an interviewee, I have been informed of the circumstances under which the Department of Corrections releases information. By signing this form, I acknowledge that I have been informed that the information I provide, including my identity, may be subject to release by the Department pursuant to applicable collective bargaining agreements, RCW 42.56 (Public Records Act), court order, subpoena, and/or other legal authority.

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Individual who is under the Department's jurisdiction

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Employee/Contract Staff/Volunteer (select one box only)

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OR:

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Other (members of the public)

- ☒ My participation/attendance in this interview is voluntary. I have been advised that a witness of my choosing can accompany me during the interview at my request. Based on this information, I consent to participate in this interview.

Interviewee signature

Michelle Wood

Investigator name

Date

3/3/2022
Michelle Wood

Signature

Date

3/3/22

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INTERVIEW SUMMARY

Case Number: 22-750
Interviewee Name: HSM3 Darren Chlipala
Investigator Name: Michele Wood
Interview Date: 3/3/2022
Interview Location: Teams Interview

1. Can you explain the call-in logs you provided and what the yellow highlights means?

When staff call in to say they will be late or out sick they call the outpatient clinic who puts the information on the log. The yellow highlight indicates the person is a staff member. CIS means the called in sick.

2. How do supervisors ensure their staff complete leave slips?

Supervisors are responsible for their direct reports; however, it is the responsibility of the employee to make sure they complete leave slips for time missed. WSP does not have a tracking mechanism for ensuring leave slips are completed.

3. On the handwritten log it shows some people call in late. How do you track the number of hours a person misses that day and how do you know if they show up for work?

We don't have a mechanism for tracking how many hours they miss if they call in late. Donicio does not go through the building his supervisor works in, so we don't know amount of hours he misses or if he comes to work.

4. Who is his supervisor?

Eric Rainey-Gibson.

5. Do you have anything else to add?

I think Donicio will honestly answer your questions.

I attest the above statements are true and accurate to the best of my knowledge.

Interviewee Signature: _____


Darren Chlipala
Health Services Manager 3

Date: 3/3/2022

Wood, Michele I. (DOC)

From: Cole, Ronna J. (DOC)
Sent: Monday, February 14, 2022 12:57 PM
To: Jones, Lindsey K. (DOC); Morrow, Lisa M. (DOC)
Cc: DOC DL WSP HS HR
Subject: RE: Donicio - Investigation

Follow Up Flag: Follow up
Flag Status: Flagged

Paused

From: Jones, Lindsey K. (DOC) <lkjones1@DOC1.WA.GOV>
Sent: Monday, February 14, 2022 10:57 AM
To: Cole, Ronna J. (DOC) <rjcole@DOC1.WA.GOV>; Morrow, Lisa M. (DOC) <Immorrow@DOC1.WA.GOV>
Cc: DOC DL WSP HS HR <docdlwspshshr@DOC1.WA.GOV>
Subject: FW: Donicio - Investigation

Ronna - Please pause on inputting any leave for him. We need to assign out the investigation and go through the just cause process. Let's chat about this sometime this week so we're on the same page.

Lisa - Please draft the allegations for Donicio's leave investigation and get it to Ronna for approval.

Thanks!

From: Cole, Ronna J. (DOC) <rjcole@DOC1.WA.GOV>
Sent: Friday, February 11, 2022 10:04 AM
To: Morrow, Lisa M. (DOC) <Immorrow@DOC1.WA.GOV>
Cc: Jones, Lindsey K. (DOC) <lkjones1@DOC1.WA.GOV>
Subject: FW: Donicio

I am working with an HQ person to get his leave submitted.

From: Chlipala, Darren M. (DOC) <dmchlipala@DOC1.WA.GOV>
Sent: Friday, February 11, 2022 9:48 AM
To: DOC DL WSP HS HR <docdlwspshshr@DOC1.WA.GOV>; Cole, Ronna J. (DOC) <rjcole@DOC1.WA.GOV>
Subject: FW: Donicio

HSM3

This is what we got from the current Mail Rm Sgt. I will go through our internal database for when people call out today.

From: Crowell, Wayne V. (DOC) <wvcrowell@DOC1.WA.GOV>
Sent: Friday, February 11, 2022 9:43 AM
To: Rainey-Gibson, Eric J. (DOC) <ejraineygibson@DOC1.WA.GOV>; Chlipala, Darren M. (DOC)

<dmchlipala@DOC1.WA.GOV>

Subject: FW: Donicio

30 - 8 hours shift

After some further digging this is what I found. Here are a list of date that he was not here.

11/05/21, 11/15/21, 11/17/21, 11/24/21, 11/30/21, 12/02/21, 12/03/21, 12/09/21, 12/14/21, 12/20/21, 12/23/21
01/03/22, 01/05/22, 01/06/22, 01/07/22, 01/10/22, 01/12/22, 01/19/22, 01/21/22, 01/24/21, 01/25/22, 01/26/22,
01/27/22, 01/28/22, 02/01/22, 02/02/21, 02/03/22, 02/04/22, 02/07/22, 02/08/22.

On 01/31/22 He was here from 1300 until around 1500

He is here today 02/11/22. Showed up around 0930

From: Crowell, Wayne V. (DOC)

Sent: Friday, February 11, 2022 9:19 AM

To: Rainey-Gibson, Eric J. (DOC) <ejraineygibson@DOC1.WA.GOV>; Chlipala, Darren M. (DOC)

<dmchlipala@DOC1.WA.GOV>

Subject: RE: Donicio

I have been out since 02/01/22 and today is my first day back. I am not sure of the dates, but prior to me being out, Donicio has been absent multiple days during December and January. My staff told me that he was gone all last week and only worked 2 days this week.

From: Rainey-Gibson, Eric J. (DOC)

Sent: Thursday, February 3, 2022 12:12 PM

To: Crowell, Wayne V. (DOC) <wvcrowell@DOC1.WA.GOV>

Cc: Chlipala, Darren M. (DOC) <dmchlipala@DOC1.WA.GOV>

Subject: Donicio

Hi Wayne, I was informed you were out today but when you get this could you let me know any days that Donicio has missed? Any information on this would be much appreciated. Thanks

rpt05_IndividualReportESS

From:

3/1/21

To:

2/10/22

Total Occurences

12

Total Hours

126.0

StartDate	EndDate	Hours	AbsenceType	AbsenceName	LeaveStatus	Operation	BaseSystem
MARICHALAR, DONICIO		776382					
3/15/2021	3/15/2021	6.0	9048	Sick Leave	POSTED	INS	
3/16/2021	3/17/2021	16.0	9006	Vac Lv in lieu of Sick	POSTED	INS	
3/30/2021	3/30/2021	8.0	9006	Vac Lv in lieu of Sick	POSTED	INS	
5/19/2021	5/20/2021	16.0	9003	Vacation Leave	POSTED	INS	
6/1/2021	6/1/2021	8.0	9047	Personal Holiday Shift	POSTED	INS	
7/20/2021	7/20/2021	8.0	9003	Vacation Leave	POSTED	INS	
7/21/2021	7/23/2021	24.0	9048	Sick Leave	POSTED	INS	
8/16/2021	8/16/2021	8.0	9006	Vac Lv in lieu of Sick	POSTED	INS	
9/20/2021	9/20/2021	8.0	9006	Vac Lv in lieu of Sick	POSTED	INS	
9/22/2021	9/22/2021	8.0	9003	Vacation Leave	POSTED	INS	
9/27/2021	9/27/2021	8.0	9048	Sick Leave	POSTED	INS	
10/18/2021	10/18/2021	8.0	9006	Vac Lv in lieu of Sick	POSTED	INS	
Total MARICHALAR, DONICIO		126.0					

Attachment #: 9
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Wood, Michele I. (DOC)

From: Aguilar, Daniel (DOC)
Sent: Friday, March 4, 2022 10:53 AM
To: Wood, Michele I. (DOC)
Subject: RE: Marichalar, Donicio

Hi Michele,

01/02/21 8Hrs Sick leave
01/19/21-01/21/21 24 HRS Vacation in lieu of sick
02/10/21 8 hrs sick leave
02/12/21 1 hr Inclement weather
02/26/21 8 hrs Sick leave

Current leave as of 02/28/22
Sick 64.5 Hours
Vacation 111.6
Personal holiday 1 day

Thanks,

Dan Aguilar

Local Payroll Liaison (Timekeeping)
Fiscal Analyst 1
Washington State Penitentiary
1313 N. 13th Ave.
Walla Walla, WA 99362
(509)526-6523
(509)629-6394

From: Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>
Sent: Friday, March 4, 2022 10:45 AM
To: Aguilar, Daniel (DOC) <daniel.aguilar@DOC1.WA.GOV>
Subject: Marichalar, Donicio

Hi Daniel,

I have been assigned an investigation regarding the above employee. I have an individual report regarding his leave submittal from 3/1/21 through 2/10/22 but I also need a report for any leave he may have submitted from 1/1/21 through 2/28/21. Also can you please tell me his leave balances?

Thanks for your help with this.

Please call if you have any questions and you can also reach out to Lisa Morrow if you need confirmation of this investigation.

Michele Wood
Associate Superintendent
Office: 360-794-2630
Cell: 435-754-4559

WSP Daily Clinic Log

Medical DO (509) 386-0542

Approved
- 8 hr leave slip

Response Nurses:

ECRN /B911

C9

On-Call Provider (509) 540-4495

Mental Health DO (509) 386-4195

Coleman, Bill 509-301-2279

NOC

AM

PM

DATE: Tuesday

JANUARY

5

2021

TIME		INMATE INFORMATION			ENCOUNTER DETAILS		ASSESSED AT				
IN	OUT	DOCH	INMATE NAME	UNIT	COMPLAINT	TREATMENT	OPC	ECC	SCC	UNIT	PH CALL
0320					Roy Sherman CIS/Non Covid		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0335					Doncio Marichalar CIS for today	No Leave Slip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0630					J. Slater CIS, non-covid		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0645					J. Long will be late		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0650					J. Knittel will be late		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0710					A. Munoz CIS, non-covid		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1025		754230	Hawkins		Releasing	Temp & sx check, Rx Issued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1035		660472	Davis		Releasing	Temp & sx check, Rx Issued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0900		257867	MacFarlane		Wound on hlp	seen by Oliver.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1000		750465	Barragan		punched wall, swollen bruised hand	seen by Oliver.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1055					J. Lavigne CIS for PM IMUN, non-covid	Jackie to cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1200		422565	Soderberg		Releasing	Temp & sx check, refused release Rx	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0800		369177	Morfin		Clear Over: F/U Right Ear Pain. Unit 6	Seen by provider. Orders Initiated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0815		716596	Washington	U6	Clear Over: Pill line nurse reports R eye swollen and red on eye lids	Seen by provider. Orders Initiated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0850		857920	Lagdaan	U6	Clear Over: Dressing Change	Dressing changes stopped. Wound is healed shut.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0900		856181	Pellum	U6	Clear Over: F/U downtown trip for Abdominal Pain	Seen by provider. Orders recieved. Consult done.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0930		832019	Miles	U6	Clear Over: F/U after fell on stairs last week; bck pain	Seen by provider: Orders Initiated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1230		873095	Bainard	U6	Clear Over: Kite triage by provider. Painful lump behind left ear	Seen by provider. I&D done. Dressing to site. Cx obtained. Meds Initiated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0615	1615		Jill Brown		Facility need	Amanda Edwards aware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2148					M. Frame CIS for MR 1/6/20 Non-Covid		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2130		840581	Warren, Jermell	DELTA	Medical emergency for groin/abdominal/chest pain.	medically assessed, provider notified, new orders received, to be further evaluated in the morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		424515	Boring	IPU	To PSMC for foreign body Ingestion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Page 3 of 9

Attachment #: 10

Page 3 of 9

WSP Daily Clinic Log

Medical DO (509) 386-0542

Response Nurses:

EC RN /B911

C91

On-Call Provider (509) 540-4495

Mental Health DO (509) 386-4195

NOC

AM

Josifek

PM

DATE: Thursday

JANUARY

14

2021

TIME		INMATE INFORMATION			ENCOUNTER DETAILS		ASSESSED AT				
IN	OUT	DOC#	INMATE NAME	UNIT	COMPLAINT	TREATMENT	OPC	ECC	SCC	UNIT	PH CALL
0000					Pandemic checks done		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0600					Clarisa Fierros CIS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0635					Charles Batte CIS	Not covid related	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0700					Dr. Page will be late		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0715					Jason Knittle CIS	Non-Covid Related	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0735					Denicio Running Late	No Leave slip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0755					DeLeon Running Late		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0830		781779	Cothren	U10	Clear Over: Follow up: Lab review	Seen by provider.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0840		408516	Lauricella	U10	Clear Over: F/U Increased Angina/Kite Triage	Seen by provider. New orders received. MARINO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0845		864449	Giboney	U10	Clear Over: Sick Call; "Throat Swells whne sleeping"	Seen by proivder. Labs drawn. Orders received	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0930		833164	Welsh	U8	Clear Over: Ear Lavage	Been using debrox x1 month R/T quarantine. Ear lavage completed w/o problem.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0900		283135	Ainardi	RAINIER	clear over f/u chest pain	seen by R. Oliver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1030		406822	Rios, Saul	RAINIER	clear over f/u chest pain	seen by R. Oliver Zio Patch placed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1230		875725	Brown, C.	U8	Clear Over: Sick Call: Right ankle injury	Seen by proivder. Crutches issued. Orders received. MARINO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1400					T. Nee leaving early.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1430					S. Vance CIS for tomorrow. Non-COVID related.	Amanda aware.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1715					K. Garcia called unable to do COVID checks tomorrow.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Medical DO (509) 386-0542

Approved
leave 24 hrs
19-21 Resp

Response Nurses:

EC RN /8911

C91

On-Call Provider (509) 540-4495

Mental Health DO (509) 386-4195

NOC

Gar

AM

PM

DATE: Wednesday

JANUARY

20

2021

[illegible]

Attachment #:

WSP Daily Clinic Log

Medical DO (509) 386-0542

Response Nurses:

EC RN /B911

C91

NOC

Gar

On-Call Provider (509) 540-4495

Mental Health DO (509) 386-4195

AM

Josifek

Cha

PM

DATE: Thursday

JANUARY

21

2021

TIME		INMATE INFORMATION			ENCOUNTER DETAILS		ASSESSED AT				
IN	OUT	DOC#	INMATE NAME	UNIT	COMPLAINT	TREATMENT	OPC	ECC	SCC	UNIT	PH CALL
0300		365647	Herrera	IMUS	Declared medical emergency d/t HA	Out to unit to assess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0550					Barb Garner CIS/non Covid		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0750					Donicio Marichalar called in--not Covid related	No leave slip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0835					Carleen Grimes CIS - not Covid related		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0845					Celeste Lopez CIS - Not COVID related	*Late Entry*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0830		717469	Serrano		Clear Over: Sick Call from Unit 8: Back Pain	Seen by provider. Pt to go to PSMMC ER by state car. To OPC for staging. MARINO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1000		914697	Dechant	GOLF	Cleared over for portacath flush	flush done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1100					J. Lavigne CIS-not COVID related	Transferred to Amanda Edwards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0745		779626	Tiff		Clear Over: Sick Call from Unit 8: Knee Pain	Seen by provider. L&I paperwork completed. Orders initiated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0745		350224	Kairez		Clear Over: Sick Call from Unit 8: Fluid Filled Bumps on Head	Seen by provider. Orders initiated. MARINO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0800		864861	Vann		Medical Emergency: Rash on face with facial swelling	Seen by provider. Wound culture done. Meds initiated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0830		359673	Ramirez		Clear Over: Sick Call from Unit 8: BP Issues/recent fall	Seen by provider. Orders initiated. MARINO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1200		835626	Caseneda	ECHO	Cleared over for labs, rule out rabdo	patient admitted to IPU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1145		367323	Mitchell	U10	Clear Over: Wound Check right groin	Seen by RN and provider. More drainage. Wound Cx obtained and antibiotics initiated. MARINO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1210		800634	McMath	U10	Clear Over: Kite triage--"needs dressing supplies". Recent chain intake	Seen by provider and RN. HSR's updated. Dressing supplies provided. MARINO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1430		275919	Burkey	ADAMS	Pre-check before outside appointment.	Afebrile 97.9 PO. No s/s of COVID.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1550		275919	Burkey		returned from downtown appt.	afebrile 96.9 scan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1945					J. Brannan left early	approved by T. Melton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2000					S. Hussey CIS for Sun., Mon., & Tues. 3rd shift. Non-Covid related.	per T. Melton.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2100					P. Josifek leaving early.	approved by T. Melton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment #: _____

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WSP Daily Clinic Log

Medical DO (509) 386-0542

Response Nurses:

EC RN /B911

C91

Melton, Tom (509) 540-1216

NOC

On-Call Provider (509) 540-4495

Mental Health DO (509) 386-4195

AM

Josifek

Nob

PAC - JE Phillips (509) 520-4396

PM

DATE: Friday February 19 2021

TIME		INMATE INFORMATION			ENCOUNTER DETAILS		ASSESSED AT				
IN	OUT	DOC#	INMATE NAME	UNIT	COMPLAINT	TREATMENT	OPC	ECC	SCC	UNIT	PH CALL
0245		328407	Whitmarsh, Brian	U10	RLQ Abdominal pain	Assessed. Sent to SMMC ER via noncode ambulance for further eval.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04:15					M. Dempster-Summers CIS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0610			Whitmarsh, Brian	PSMMC ER	Returned from SMMC	CT clear. Medically stable to return to unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0700					C Nobbs to leave at 1200	Approved by R Sherman RN3					
0715					R. Ongers CIS Non covid		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0725					Denico is running late due to the weather	No Leave Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0810		314039	Wallace	U10	Medical Emergency: Call from Industries; large draining lump on forehead	See by RN. Provider contacted by phone. Orders received and noted. Wound cx done and meds initiated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0905		944686	Bryan	U6	Supply Pick-Up: Wedge	Wedge issued; DME signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0910		912327	Dampier	U6	Supply Pick-Up: Wedge	Wedge issued; DME signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0910		967327	Irvine	U6	Supply Pick-Up: Wedge	Wedge issued; DME signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0915		310309	Bunting	U6	Supply Pick-Up: Wedge	Wedge issued; DME signed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0915		369862	Burns	U6	Supply Pick-Up: Wedge	Wedge issued; DME signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0915		710618	Tardiff	U6	Supply Pick-Up: Wedge	Wedge issued; DME signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0959		842062	Francis	U10	Pre-Release Rapid Antigen test	NEGATIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1031					sam CIS for third shift A/R 2/19/21	transferred call to clarissa. D. Moss to cover of VOT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1047					Janelle Lavigne CIS non covid		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1430		346384	Smith, Daniel	CCJ	CCJ intake from Nez Perce.	Intersystem intake done, COVID test done, No s/s COVID, afebrile, PPD done.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1525		346384	Smith, Daniel	IMUN	Checked SAW re: medications. (he states he is on lisinopril and prilosec). Only medication SAW 11/2020 (hydrocodone)	Called and left message with Nez Perce County Jail medical to inquire about any medications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1705		388101	McPhillips	IMUN	C/O dizziness and headache 3 days post altercation w/ reported LOC during altercation	Assessed by RN. On-call provider called; orders received & initiated. Sick Call next Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2015					P. Josifek leaving	T. Melton aware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2110					C. Nobbs CIS non covid	C. Grimes to cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WSP Daily Clinic Log

Medical DO (509) 386-0542

Response Nurses:

EC RN /B911

C91

On-Call Provider (509) 540-4495

Mental Health DO (509) 386-4195

NOC

AM

PM

DATE: Monday February 22 2021

TIME		INMATE INFORMATION			ENCOUNTER DETAILS		ASSESSED AT				
IN	OUT	DOC#	INMATE NAME	UNIT	COMPLAINT	TREATMENT	OPC	ECC	SCC	UNIT	PH CALL
2315		334978	Kim	ECHO	Covid check		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0350					Traci Munns CIS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0740					D. Marichalar will be late	No Leave Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0925		381407	Hyndman	U10	Leaving for Work Release	Afebrile, No S/S, Medications given- No rapid antigen test due to going to work release per A. Scott	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0950					D. Thompson CIS for PM IPU, non-covid		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0900		422674	Bryant, Nathaniel	VICTOR	clear over abcess	I&D, Rocephin inj	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1051		423220	Alfaro	GOLF	Assaulted his cellie. Small scrapes to knuckles, Sprayed with OC	TX TO IMUS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1100	1200	421159	Ventura-Bautista	GOLF	Assault: abrasions, swelling and burns to face/scalp	Cold water rinse, pain Rx, silvadene, x-ray, admitted to IPU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0905		late entry			T. Munns CIS for Tuesday	Y. Ibarra to cover lab. Yesenia aware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1230		421657	Mendoza-Preciado		Releasing	Temp & sx check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1600		759483	Ledezma		Releasing	Temp 97.7, no s/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1700	1720	839691	Crafton-Jones	VICTOR	Went down to PSMC at 1130 for SOB. Returned to WSP at 1700	Felling much better. VSS O2 sat 98% on RA. Exacerbation of CHF. Sent back to Victor per Marino	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1700		404708	Schallock	GOLF	Altercation with Swain in Golf East Side dayroom	Slight redness and swelling Left Eyebrow. Denies any further need for medical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1700		885365	Swain	GOLF	Altercation with Schallock in Golf East Side dayroom	Right Knuckle redness. OC'd. Medically cleared	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1850		752880	Pierce, Scott	VICTOR	Altercation in Victor dayroom, neck and back pain, nausea and vomiting, changes to sensation	Medically assessed by A-911 RN, on-call medical provider T. Marino notified, new orders: transfer lights & sirens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1850		377312	Herrin, Keiley	VICTOR	Altercation in Victor dayroom, only complaint of chronic shoulder pain.	Medically assessed by A-911 RN, medically cleared for custody determined housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1940		743780	Valenzuela	IMUN	Intrasytem Intake from MCC	Afebrile, No S/S, Covid tested	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2100					Jen Meyers will be in around 8ish		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Attachment #: _____

Page ____ of ____

Donicio Marrichalar January 2, 2021 - February 14, 2022

Prepared by

Dr. Rainey Gibson

1/5/21 CIS
1/14/21 LATE
1/20/21 CIS
1/21/21 CIS
2/10/21 LATE - CIS
2/12/21 LATE
2/17/21 LATE
2/22/21 LATE
2/19/21 LATE
2/26/21 CIS

Wood, Michele I. (DOC)

From: Morrow, Lisa M. (DOC)
Sent: Monday, March 14, 2022 5:39 PM
To: Wood, Michele I. (DOC)
Subject: RE: Bid question

11/6/2021

Lisa Morrow
Human Resources Consultant
DOC Health Services – East Division
Cell: (509) 956-5147
Email: lmorrow@doc1.wa.gov

From: Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>
Sent: Monday, March 14, 2022 1:58 PM
To: Morrow, Lisa M. (DOC) <lmorrow@DOC1.WA.GOV>
Subject: Bid question

Hi Lisa,

Sorry to bug you again but I am trying to find out when Sgt. Wayne Crowell was awarded the bid to the mailroom. This is for my investigation on CMCH 2 Marichalar.

Thanks for any help you can provide.

Michele Wood
Associate Superintendent
Office: 360-794-2630
Cell: 435-754-4559

Wood, Michele I. (DOC)

From: Aguilar, Daniel (DOC)
Sent: Wednesday, April 6, 2022 4:05 PM
To: Wood, Michele I. (DOC)
Subject: RE: Time Card question

Hi Michele,

He was a salaried employee and his annual salary was \$74,604

Thanks,
Dan

From: Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>
Sent: Wednesday, April 6, 2022 3:49 PM
To: Aguilar, Daniel (DOC) <daniel.aguilar@DOC1.WA.GOV>
Subject: RE: Time Card question

Hi Dan,
Can you provide me with Mr. Marichalar's hourly wage as a CMHC2?

I have to provide a dollar amount regarding the time he has missed and not completed leave slips.

Thank you.

From: Aguilar, Daniel (DOC) <daniel.aguilar@DOC1.WA.GOV>
Sent: Tuesday, March 15, 2022 10:03 AM
To: Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>
Subject: RE: Time Card question

Hi Michele,

He did not fill out any time cards during that period.

Thanks,

Dan Aguilar

Local Payroll Liaison (Timekeeping)
Fiscal Analyst 1
Washington State Penitentiary
1313 N. 13th Ave.
Walla Walla, WA 99362
(509)526-6523
(509)629-6394

From: Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>
Sent: Monday, March 14, 2022 2:04 PM
To: Aguilar, Daniel (DOC) <daniel.aguilar@DOC1.WA.GOV>
Subject: Time Card question

This question is in regards to my investigation of CHMC 2 Marichalar.

Can you send me a report that shows how many time cards he failed to fill out from October 1 of 2021 to February 15?

Michele Wood
Associate Superintendent
Office: 360-794-2630
Cell: 435-754-4559



RECEIVED

APR 16 2020

WSP HUMAN RESOURCES

PERFORMANCE AND DEVELOPMENT
PLAN (PDP) EVALUATION

Performance Period

From: 3-1-19

To: 3-1-20

Purpose of Plan and Review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Trial Service <input type="checkbox"/> Probationary <input type="checkbox"/> Transitional <input type="checkbox"/> Other (specify)			
Employee Last Name Marichalar	Employee First Name Donicio	Employee Middle Name (Initial)	Employee ID Number 00776382
Position Class Title Correctional Mental Health Counselor 2	Working Title CMHC2	Position Number (Object Abbrev.) 2167	
Employer (Business Area) WA Department of Corrections	Division (ORG Unit) WSP Health Services/RTU	Evaluator's Name Eric Rainey-Gibson, Ph.D./Psych 4	

Part 4: Interim Reviews (Optional)

Part 4 is an optional section that may be used during the course of the performance period to adjust performance expectations if circumstances change, and/or to document interim feedback sessions.

Part 5: Performance Feedback

Provide a narrative assessment of the employee's performance in relation to the Key Results and Competencies Expected that were outlined in Part 1. The assessment must be based on performance observed or verified.

Key Results Assessment

To what degree did the employee accomplish the expected results and how well were they done?

Mr. Marichalar has been working in the Residential Treatment Units of the Washington State Penitentiary as a Correctional Mental Health Counselor 2 since 8-26-2015. He has been under the supervision of Dr. Zeisler for the majority of this time. As of January of this year this supervisor took over clinical oversight responsibilities for a number of staff in the Residential Treatment Unit at WSP. Upon review of the supervisory file it was noted that no current Performance and Development Plan had been put into place and two Supervisory Conference forms were in the file. As such this supervisor can only speak to largely the last month of the evaluation period with the first supervisory session occurring on January, 29, 2020. I will comment on the notes of the two supervisory conferences noted by Dr. Zeisler but will be unable to articulate Key Results and/or Competencies Assessment beyond my initial observations from the past month.

In the supervisory conference of 1-29-20 the following was stated, "Met for individual Supervision. This Supervisor has taken a position in the Residential Treatment Unit and now provides clinical oversight to the supervisee. This meeting established a number of expectations and this supervisor discussed his supervisory assumptions and plan for ongoing supervision. It was discussed that supervision would be occurring weekly and this supervisor discussed expectations regarding communication and also stated that the Position Description will be updated to reflect the new form that it should be on. Mr. Marichalar discussed a number of aspects of the RTU functioning and further stated that he has established his caseload and assigned himself as the primary therapist in OMNI for his caseload."

The position description was updated and signed on 1-31-20 by Mr. Marichalar. The position description outlines the general activities and tasks that are the responsibility of the CMHC2. The following duties and tasks as described in the Position Description along with estimated time allocation are as follows:

40% Duty: With close supervision and at the direction of the Supervising Psychologist, manage and provide mental health counseling to an assigned caseload in the Residential Treatment Unit.

Tasks include: With close supervision and at the direction of the Supervising Psychologist, provide mental health treatment through individual sessions. Observes, interviews, gathers, and evaluates patients on an assigned caseload. Assists in the development of individualized treatment and behavior plans (ie. IBMP's). Documents every interaction with the patient in the medical record and OMNI per policy. Review MHA/MHU's, treatment plans and other clinical documentation with Supervisor. Assists with transition and re-entry services needed in collaboration with the Psychiatric Social Worker. Actively participates in Multi-Disciplinary Team meetings and assists in coordinating case presentations to committees.

40% Duty: Facilitate psychoeducation and skill building groups.

Tasks include: Facilitate psychoeducation and skill building groups as assigned.

15% Duty: Provides crisis intervention services when needed.

Tasks include: Assesses risk/screens crisis and refers to primary therapist, Supervising Psychologist for disposition of emergency.

5% Duty: Other duties as assigned.

The supervisory note completed by Dr. Zeisler on 4-26-19 and signed by Mr. Marichalar was following up on concerns regarding submitting leave appropriately and accurately. The note states, "We reviewed the policy of submitting leave within next business day as well as ensuring late hours are tracked and submitted as well." We discussed that the information will be included in the upcoming PD (Performance Development Evaluation). We will include the plan to address this in that he will call OPC and will send an e-mail to submit leave slip".

The supervisory note of 9-11-20 largely was a review of some cases but did highlight Mr. Marichalar's ability to build rapport with a patient and create a space for them to be able to discuss and share important information.

This supervisor met with Mr. Marichalar on at least 4 formal supervision sessions during largely the last month of the review period. A number of cases were reviewed as this supervisor was getting to understand Mr. Marichalar's caseload and clinical approach. The supervisory conference on 2-5-20 reviewed progress on the S-2 and above report which was discussed previously and introduced as part of the accountability process for work completion. Data from the supervision session indicated that Mr. Marichalar currently has a caseload of 16 individuals in the RTU in which he is assigned as the primary therapist. He had no individuals in segregation and 1 individual in the HSB. Of the 16 individuals according to the S-2 report each had an MHU that was completed. Not all had been completed by Mr. Marichalar but none were outdated. Treatment plans however were at 44% which includes 9 past due treatment plans. This is far below expectations which is set at an ongoing rate of 90% but also the policy expectation of 100% for all patients. The number of completed treatment plans and mental health updates from the previous week was 0 and 0 respectively. In the 32 hours that were worked that week the patient face to face contact was noted at 10% or 3.3 hours. The expectation is that 50% of the work hours completed is spent in face to face clinical contact. No groups were conducted during the week. While this was one weeks data observed at this time, it is clear that improvement is needed in a number of ways.

Two further supervisory sessions were conducted in which a number of cases were discussed and feedback provided regarding the care provided. It was further noted in those meetings that the time card system was not being used. It was communicated to Mr. Marichalar to begin using the time-card system which he stated he would do.

Mr. Marichalar did fill in, in a last minute situation for the telepsychiatry process, aiding in the process for the psychiatrist to meet with patients in the COA. This was very much appreciated and worked well.

Key Competencies Assessment

How well (or how frequently) did the employee demonstrate the knowledge, skills, abilities and behaviors expected?

Due to the limited amount of supervisory contact to this point this supervisor cannot speak to the Key Competencies to an adequate degree. From the brief data that has been observed so far it is clear that Mr. Marichalar has some specific deficits in paperwork completion and completing an adequate amount of face to face contact with patients. Treatment plans have not been completed and 10% patient contact is woefully inadequate. It remains to be seen if this is indicative of the overall productivity. It appears that the week sampled is not necessarily an outlier, which could be concerning. Further assessment of Mr. Marichalar's knowledge, skills and abilities will be conducted over the next review period. A Performance and Development Plan will be completed for the coming review period which will address a number of these inadequacies cited above.

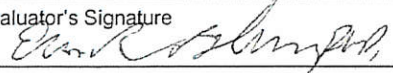
Other Relevant Information (Optional)

N/A


Emergency Contact Information Current ☒ Yes ☐ No

Comments and Signatures

This report is based on my best judgment.

Date 4-7-20	Evaluator's Signature 	Eric Rainey-Gibson, Ph.D. Psychologist 4
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This report has been discussed with me.

Comments	Date 4/7/20	Employee's Signature 
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I have reviewed this report and in my judgment, the process has been properly followed. In addition, the following comments are offered concerning the employee's performance.

Comments	Date 4/15/20	Reviewer's Signature 
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NOTE: Once the performance evaluation is completed and signed by all parties, the supervisor provides the employee a copy, maintains a copy of the PDP Expectations form in the supervisory file, the original will be forwarded to Human Resources to be placed in the employee's personnel file.



PERFORMANCE AND DEVELOPMENT PLAN (PDP) EVALUATION

MAR 23 2021

Performance Period

From: 3-1-20

To: 3-1-21

WSP HUMAN RESOURCES

Purpose of Plan and Review <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Trial Service <input type="checkbox"/> Probationary <input type="checkbox"/> Transitional <input type="checkbox"/> Other (specify)			
Employee Last Name Marichalar	Employee First Name Donicio	Employee Middle Name (Initial)	Employee ID Number 00776382
Position Class Title Correctional Mental Health Counselor 2	Working Title CMHC2	Position Number (Object Abbrev.) 2167	
Employer (Business Area) WA Department of Corrections	Division (ORG Unit) WSP Health Services/RTU	Evaluator's Name Eric Rainey-Gibson, Ph.D./Psych 4	

Part 4: Interim Reviews (Optional)

Part 4 is an optional section that may be used during the course of the performance period to adjust performance expectations if circumstances change, and/or to document interim feedback sessions.

N/A

Part 5: Performance Feedback

Provide a narrative assessment of the employee's performance in relation to the Key Results and Competencies Expected that were outlined in Part 1. The assessment must be based on performance observed or verified.

Key Results Assessment

To what degree did the employee accomplish the expected results and how well were they done?

Mr. Marichalar has been working in the Residential Treatment Units of the Washington State Penitentiary as a Correctional Mental Health Counselor 2 since 8-26-2015. This supervisor has been the primary supervisor for the duration of the current review period. Supervision is scheduled weekly. Over the course of the review period 21 formal supervisory sessions occurred. This supervisor was also available throughout the work week by e-mail and phone as needed. Mr. Marichalar also participates in a weekly treatment team meeting with the Chief Psychiatrist, Chief Psychologist, Unit Psychiatrist and this supervisor. He also participates in a weekly CMHC2 meeting with this supervisor.

While I will speak to some of the Key Results and Key Competencies below this first section denotes a timeline over the past year, as the context is important regarding the Covid-19 pandemic, and how this effected all institutions and at times has effected our provision of mental health services. However, despite these complications the following timeline also serves to establish some serious concerns regarding Mr. Marichalar's ability to provide appropriate and effective care for his patients. I will detail these concerns throughout, hence the length of this document. Six main issues are prevalent throughout. 1. Poor timeliness and completion of documentation. 2. Frequent and consistent attendance issues affecting clinical care. 3. Plagiarism. 4. Ineffective gathering of clinical observations to provide effective documentation. 5. Poor follow-through in completing documentation. 6. The extent to which extensive supervision is needed to follow through on completion of documentation and meeting basic quality standards.

Timeline/Summary of Performance

On 4-7-20 in individual supervision the Performance and Development Plan was reviewed for the coming year. The emphasis in the PDP also focused on documentation as this had been an identified concern from the previous evaluation. A chart was reviewed during this supervisory session which highlighted the point of missing documentation, as the chart contained no Mental Health Update and no current Treatment Plan. The expectations for documentation were made clear and the clinical practice parameters were also reviewed and provided to Mr. Marichalar, which also highlight the clinical skill of documentation.

On 4-14-20 in supervision the Suicide Risk Assessment (SRA) process was reviewed. Mr. Marichalar had not completed an SRA as was required for a discharge of a patient from the COA. This process was reviewed, as Mr. Marichalar states he has had the Suicide Risk Assessment training but had not completed an SRA before. Expectations were discussed regarding the Suicide Risk Assessment process regarding patients admitted to the COA.

Supervisory conference form dated 6-2-20 states the following, "Met with Donicio for weekly individual supervision. Discussed a number of cases and current progress regarding these individuals. Donicio stated he has worked through a

barrier with a current patient that did not want to work with him but was able to persist and continue to build some trust with the individual. Discussed concerns with Donicio with what appeared to be two no call no shows to attendance at work on Thursday, May 28 and Friday, May 29. The HSM1 placed a call on Friday to his home with no response. Donicio stated that he did call in and this never got placed on the log. He clarified with the on-call nurse and that nurse did then place his name on the log for being out. The supervisor did however discuss concerns regarding absences and how this may be affecting patient care. Donicio had been out through no fault of his own due to the Covid-19 regulations. He has however missed numerous days on top of that and the concern for patient care and reliability of attendance is a potential issue. It was agreed upon that Donicio would from here on out e-mail this supervisor upon arrival to the facility as well as any exiting of the facility during the day and then e-mail this supervisor upon leaving for the day. Accountability and reliability to staff's whereabouts during the course of the day is a Core Competency for DOC workers. Donicio stated he understood these concerns and would send e-mails as discussed."

"A further concern discussed today was in regards to documentation. The supervisor recently reviewed a chart for a patient releasing from the facility that Donicio had been following for quite some time. This supervisor identified a clear pattern of missing progress notes, missing treatment plans and missing documentation related to COA placement and discharges. The seriousness of this lack of documentation was discussed. This supervisor inquired as to whether there is more documentation that is missing from other charts. Donicio stated there could be some missing but he was not at all sure. This supervisor stated that he would be reviewing further charts regarding documentation. It was clearly stated today that documentation for encounters is a clinically expected job function directly related to ethical patient care. Donicio stated that he understood this expectation. This supervisor will continue to review charts regarding compliant documentation."

The following Letter of Concern was provided to Mr. Marichalar on 6-10-20.

"You are receiving this letter of concern due to the information that came up during a further chart review regarding documentation. On 6-2-20 a Supervisory Conference was held to discuss identified deficient documentation in regards to progress notes, treatment plans, COA follow-up and Mental Health Updates in a patient on your caseload. As discussed in that conference this supervisor stated a further review of charts would be conducted. Upon a review of numerous charts from individuals you have seen, according to OMNI and the current caseload roster, it was determined that a serious pattern of deficient documentation was uncovered. As an example, a current patient of yours over the past year was, according to OMNI, seen by yourself on at least 19 occasions. There were two notes in the chart for two of these encounters. The patient has been on your caseload for at least the past two years and one treatment plan was in the chart which was dated 7-3-18. Since that time there would be an expectation of 8 more treatment plans in the chart. There were none. The last MHU was completed on 7-2-18 and there would be an expectation of one further MHU documented in the chart. There is no current MHU. It was further observed that the patient had been placed in the Close Observation Area (COA) at least on 3 occasions over the past two years and no notes indicating any type of follow-up with the patient on the COA. Further chart reviews identify similar patterns of missing documentation and missing encounters for what would be expected clinical follow-up for individuals placed on the Close Observation Area. Based on the current chart the note completion rate is 10%. This does not however take into account documentation that should be in the chart but is not and there is no corresponding encounter. The concerns regarding the above patterns reflect more than just missing documentation, as interventions one would expect to happen for patients, especially when placed on a restrictive unit such as the COA, are non-existent. 10 other charts were reviewed all with missing documentation. Policy and the standard of practice is that 100% of all clinical encounters are appropriately documented. This lack of documentation is concerning in terms of the legal, ethical and treatment implications deficient documentation represents. Three major competency and performance concerns result from the above:

1. Documentation - Missing and deficient documentation for encounters.
2. Expected Clinical follow-up - Missing clinical encounters for expected patient care follow-up.
3. Expected Treatment - Missing evaluations and treatment plans that can guide effective care.

These are specific job competencies that are set in the Performance and Development Plan.

As a result of the above findings, as well as standard clinical and performance expectations, it is the expectation that all clinical encounters be documented in the medical record in a timely manner. It is the expectation that patients are followed-up upon according to best clinical practices, policy and protocol procedures. All notes that are incomplete need to be completed and reconciled with the outstanding encounters. You will present a plan to this supervisor by 6-16-20 on how you will go about identifying missing documentation and getting all of your documentation completed and reconciled. Once this plan is in place notes completed will also need to be indicated as late entries in the medical record, when they are completed, along with the date in which it should have been completed. Likewise, by 6-16-20, a plan will also need to be developed to ensure that going forward clinical care and appropriate documentation is occurring. This will also be documented in the Performance and Development Plan.

On this same date 6-10-20 as the Letter of Concern was discussed, attendance was also discussed. The following was noted, "It had been agreed upon that Donicio would e-mail this supervisor upon his arrival and when he left the facility

during the day and also when he left for the day at the end of the day. Donicio did not send an e-mail last week 6-3, 6-4, or 6-5 in the morning and so his arrival time to the facility was unknown. This expectation regarding arrival time and reporting this to this supervisor was re-iterated and agreed upon."

On 6-16-20 the following was discussed following up on the Letter of Concern, "As established in the last supervisory meeting a plan was to be developed by today regarding documentation deficits and plans for identifying the scope of the deficit, plans to make up the deficit, and strategies to maintain compliance with documentation expectations. Donicio outlined a plan to help with maintaining his current documentation expectations. He has established a routine for submitting encounters as well as Chronos. The chronos have been consistent and have been helpful in identifying missed work. He will continue to input these. It was further discussed to focus on completion of daily notes by the end of the day and email this supervisor upon their completion. Documentation will then also be submitted to medical records daily."

"Further discussion focused on identifying the scope of missed documentation. Donicio provided an example of how he has identified a number of his missing notes. He will work on collecting these for each of his cases and encounters he has input. He will bring his progress to the next supervisory meeting next week and continued discussion will involve how to continue to make progress in making up this deficit while maintaining his current workload. Upon identifying the full scope of missed documentation a corrective action plan will be put into place to make up the deficit and identify when progress is being made."

6-23-21 Supervisory Conference Note states, "Donicio has communicated throughout the week with this supervisor regarding his attendance at work and whereabouts reflecting good accountability. He has communicated by email regarding completion of current progress notes. He has developed some strategies to work more efficiently in completing these notes which seems to be helping at this point. We will continue to gauge progress on missing documentation identification of progress, attendance and completion of current documentation." Positive feedback on progress was provided.

Supervisor note dated 6-30-21 identifies progress in note completion although some further missing documentation was also identified. Positive feedback was provided regarding progress on accountability and completion of documentation.

Supervisory conference note dated 7-21-20 states, "Individual supervision. Met with Donicio who has just returned from having been screened out of the facility due to possible Covid-19. Reviewed the plan to identify all missing notes that was discussed in the previous supervision and had been due previously. We have set a new date for next week to have this list finalized so that progress can be measured with regards to completing the missing documentation it was agreed to set next week as the deadline for completing the list of incomplete documentation. Treatment plans were discussed. Current treatment plan completion is insufficient. Only 2 of 16 treatment plans are currently in compliance. Progress on completing treatment plans was discussed and Donicio understands the seriousness of getting these completed and will work on these. Progress will be monitored from week to week on completion of treatment plans. Reviewed timecard system and getting these completed. Donicio has submitted his timecards. Reviewed attendance issues. Donicio has been informing this supervisor upon his arrival and departures from the institution. He has been submitting leave when he is arriving late. He has been calling the OPC when arriving late so this can be logged."

Supervisory Conference note dated 7-28-20 states, "Individual supervision. Met with Donicio for individual supervision. Donicio states he is continuing to compile his list of incomplete documentation but did not have the finalized list as of today as was discussed last week. Donicio stated he needed to reconcile some of the encounters with the Chronos. He will bring the finalized list next week to supervision. Reviewed treatment plans. No progress on treatment plans. 14 treatment plans continue to be out of compliance and incomplete. We will continue to monitor progress weekly on completed treatment plans." Provided positive feedback for progress on attendance and completion of daily notes.

On 8-4-20 the same items were reviewed with no progress noted, same as the 7-28-20 conference.

On 8-5-20 the following update progress e-mail was sent, "Progress update/Feedback:

"The following review is a part of our ongoing Corrective Action Plan as discussed in weekly Supervision. I wanted to follow-up by e-mail with some notes of improvement as well as some further areas of work. I reviewed 13 patient medical records and encounters from these patients between 6-10-20 and 8-5-20. For these patients this was a total of 59 encounters. Of these 59, 49 had notes for a note completion rate of 83%. This is an improvement from the initial estimate of note completion at 10%. This however is still not clinically acceptable as the expectation is 100% note completion. It is an improvement, however. I have listed the individuals and the dates of missing notes below. These need to be completed by the end of the week. This may not encompass all missing notes from 6-10-20 to the present as I did not review every chart.

During the time period of 6-10-20 to 8-5-20 you were on site for 24 work days and averaged over this period of time about 4.25 encounters per day. However, across all patients you saw over this period which equates to 102 encounters, this averages to about a 17% patient contact rate. Obviously, we are currently in a modified treatment format due to Covid-19, however, the patient contact rate expectation normally is 50%. This will be an area to improve upon.

Treatment plans continue to not be completed. Currently, no patient on your caseload has a current treatment plan.

Treatment plans are an essential part of establishing progress and identifying treatment direction. These will continue to be discussed in supervision regarding progress.

As we discussed on Tuesday during supervision it was stated that you would have a finalized list of documentation. This has not been completed. This list was agreed upon as part of the corrective action plan to get outstanding notes completed and gauge progress on this completion. This list needs to be to me by the end of business on 8-7-20.

Some further notes for encounters and documentation. Please do not use the following encounters: Medication Follow-Up and Brief Therapy <3. The first is a medical/psychiatric encounter and is only used by those individuals. If you are sitting in on Tele-psychiatry appointments you would code this as case management and write a brief note for the medical record. The Brief Therapy <3 code is largely for outpatient. Since all of your patients are in the RTU this code would not be applicable as it is assumed they would be receiving much more therapy than 3 sessions. Please let me know if you have questions on this or any of the above. Thanks"

An extensive Treatment Process/Documentation Process e-mail was also sent on 8-5-20 to help in completing documentation.

Supervisory Conference dated 8-11-20 identifies progress in the completion of the notes outstanding stated in the 8-5-20 e-mail and Donicio was provided with positive feedback regarding this completion, however it was still noted that no progress on treatment plans had been made with 16 treatment plans outstanding. 4 Mental Health Updates were also now overdue.

Supervisory Conference dated 8-18-20 no further progress on treatment plans or Mental health updates. It was also noted that no full list of incomplete documentation had been provided as of yet, as was discussed back in the June Letter of Concern.

Supervisory Conference dated 9-1-20 Donicio completed an MHU for a patient needing to transfer. Feedback and corrections were suggested.

Supervisory Conference dated the week of 9-14-20 stated that Donicio completed all his notes for his current patient list, 16 patients. Donicio had also completed two treatment plans. Positive feedback was provided regarding this progress. It was however noted that he continues to need to reconcile this list with the OMNI report regarding patients no longer on his caseload that have missing documentation.

Supervisory Conference dated 9-29-20 states that Donicio completed his outstanding notes for his current caseload which was some good progress and was provided positive feedback regarding this. He also completed 6 treatment plans. Good accomplishment, however, it was also noted that now 7 Mental Health Updates are overdue. Also discussed was the missing documentation for patients not on his caseload.

Supervisory Note dated 9-30-20 States Donicio completed 7 more treatment plans which is a great accomplishment.

Supervisory Note dated 10-6-20 states Donicio is at 100% for completion of treatment plans. This is a great accomplishment. He will need to work on Mental Health Updates as these are deficient and an MHU for an individual he would like to refer out of the RTU.

Supervisory Note dated 10-13-20 states Donicio continuing to work on MHU as discussed in previous week. While this note describes the positive progress that Donicio had made to this point such as completing deficient notes for his caseload and completing treatment plans he continued to not provide a list of other outstanding notes and Mental Health Updates continued to not be completed.

An e-mail was received by this Supervisor from one of Donicio's colleagues and this was shared with Donicio that stated the following, "I just wanted to share that Donicio has really stepped up lately such as last week when a bunch of us were out and he helped cover guys on our caseloads in the COA and RTU. As things have become more difficult again this fall, he has been someone we can rely on."

Between approximately November to January 12th Supervision was affected by Temporary Layoffs, Mr. Marichalar being out on leave, this supervisor being out due to Covid-19 screening and Temporary Layoffs and Mr. Marichalar helping with Quarantine checks due to the outbreak status the facility was in. Mr. Marichalar's caseload along with other's in the RTU were largely on crisis management status and peers would check in on his patients when he was helping with quarantine checks. The next supervisory session was January 12th. In this session the following was documented, "Met with Donicio for individual supervision. Donicio is largely back into the RTU full-time and will be helping out with the medical quarantine work as needed on the weekends. He has filled a great need with these quarantine checks while balancing the needs of his caseload. He has kept up with the ongoing progress notes for his sessions with patients and has also kept the supervisor aware as to his attendance and presence at the facility which has been consistent. Followed up from one of the previous supervisory conferences dated 8-18-20 which was largely prior to the increase in Covid cases throughout the facility. It was discussed at that time that a Master List of incomplete notes needed to be compiled to denote full completion of progress notes. This was to be compiled from January until June 2020. By 9-29-20 Donicio had completed many of these notes with his current caseload. The note in September stated good progress and that he needed to complete the list as to denote completion of all incomplete notes since some patients were not on his caseload. He will get back to completing this list. He had prioritized treatment plans which he completed to 100% by the last quarter. November and December were spent in a considerable amount of time with quarantine checks as well as 2 stints of temporary layoffs. All these barriers precluded being able to get these completed. We discussed monitoring progress on these over the next weeks to get these completed."

"The supervisory session also discussed an issue of plagiarism that was discovered upon reviewing a mental health update that Donicio had given to this supervisor to review. Much of this document was copied from a previous mental health update. The supervisor clearly discussed the concerns with this, provided a directive to not engage in plagiarism and

discussed the proper method to construct and complete a mental health update. This supervisor discussed offering to help if concerns arise in getting these documents completed. Donicio understood the directive, stated understanding the seriousness of the issues and stated he would refrain from this activity. He asked some clarifying questions regarding mental health update completion and was provided further support and direction in response to these documents. Donicio had worked on a further addition of the initial mental health update which was much improved and accurate. The supervisor provided further feedback and support in these improvements. Further instruction was provided to complete the document appropriately and accurately. Donicio stated he understood and would do so."

1-12-21 to 2-1-21 Donicio had been out due to Covid Screen out. Supervision resumed on 2-1-21.

Supervisory Conference date 2-9-21 identified most treatment plans continued to be overdue. It was discussed that Donicio needed to complete One MHU and One treatment plan every week. No fully completed treatment plans or MHU's were completed by the end of the review period. As of 2-28-21 of the 15 patients on Donicio's caseload, 9 have overdue Mental Health Updates and 12 have overdue treatment plans. Most of these were not completed at the last quarter as well due to the Covid issues at the facility so the majority of these treatment plans are now 6 months overdue. Mr. Marichalar has completed approximately 2-3 Mental Health Updates over the year and largely only about two treatment plans in the last 5 months. Even given the extensive absences due to Covid-19 and the effect of the pandemic on the institution the lack of documentation completed is a serious deficit and is an indication of the lack of ability to maintain even the lowest standard of care for his patients. It should further be noted that despite the effect of the pandemic on the functioning of the institution, in some ways this exacerbates some of the concerns noted above, as throughout most of the year no mental health groups have been provided and sessions are kept relatively brief and limited. This would provide much more on site work time to complete documentation, since the added time to conduct groups and other clinical services has been minimized. Despite this Mr. Marichalar has not been able to keep up with the minimums that are required for appropriate patient care.

Mr. Marichalar currently works in the Residential Treatment Units of WSP.

Key Results

1. Continued implementation of the Offender Health Care plan. Utilization of the Consult process in setting up and prioritizing transfers and discharges of patients from the RTU. This will be evidenced by initiating and submitting consults in OMNI as appropriate.

Mr. Marichalar completed one Mental Health Update and consult for a patient to transfer to the other side of the state to receive services at MCC-SOU. With feedback and revision to the document he was able to complete this task. He then presented the patient on the CRC. The patient was accepted to the other facility.

2. Continued work towards improving mental status examination expertise and assessment of patient clinical needs. This will be evidenced by formulating diagnostic conclusions and treatment recommendations as written in MHA/U's and treatment plans. MHU/A's will be completed according to policy which states, "within 14 days of admission to an RTU, When there is a significant change in mental status that results in providing increased treatment and at least every 12 months from the original DOC 13-376 Mental Health Appraisal or most recent DOC 13-476 Mental Health Update." These MHU/A's will be given to the Supervising Psychologist for review and signature prior to placement in the chart. Once reviewed and signed they will be uploaded by the CMHC2 to sharepoint and placed in the medical record. Treatment plans will be completed according to policy which states, "There will be a treatment plan documented on DOC 13-379 Mental Health Treatment Plan for all offenders with a PULHES "S" code of 2 or higher." These will be, "initiated at the beginning of routine mental health services, including case management, and must be updated: At least every 90 days for residential services or if there is a change in the course of treatment." The date on the MHA/U's and Treatment plans should reflect the day in which face to face contact has occurred in the completion of these documents. Encounters will be entered the same day as the clinical contact in OMNI. Documentation will be completed the same day as the clinical contact or at a maximum, by the end of the next business day.

Mental Health Updates and Treatment Plans are not compliant with policy. At the end of the review period of the 15 person caseload 9 of these patients have overdue mental health updates and 12 have overdue treatment plans. Many of the Mental Health Updates that are not overdue were completed by other practitioners. The extent to which supervision is needed to revise these documents and provide feedback and structure to get them completed is excessive and beyond what would be indicated for the minimum standards for the expected productivity of the position.

3. Continued Case management skills and arranging preventive care proactively.

Mr. Marichalar largely provides case management services to his patients. Without updated and current treatment plans it is difficult to maintain or provide preventive or proactive care.

4. Continued work in completion of Suicide Risk Assessments, Mental Health Appraisals and Updates, Treatment Plans, Involuntary Antipsychotic Hearing reports and other related mental health documentation according to established DOC policies. Continued development of specific job competencies. This will also be evidenced by progress on the S-2 and above OMNI report. It will also be evidenced by completion of patient contact hours and meeting the Position Description patient contact expectations. It is expected that individual psychotherapy, group psychotherapy and case management interventions are provided as appropriate and as established by the Treatment Plan.

While the patient contact expectation has been modified due to the Covid-19 pandemic the patients in the Residential Treatment Unit are a high risk population and need continued follow-up and care. Mr. Marichalar has been meeting with his

patients to this supervisor's knowledge, however, as mentioned above the minimum job expectations for documentation are not being met.

5. Continued utilization of established protocols such as the Primary therapist protocol, S-code change protocol, Transfer Summary Protocol etc. This will also be evidenced by clinically appropriate follow through with assigned cases as indicated when patients transition from a living unit to the COA and/or Segregation and then return or are assessed for alternative levels of care.

Mr. Marichalar has not needed to utilize the transfer summary protocol or s-code change protocol to any great extent.

6. It is expected that all clinical work be documented in a 13-538 Mental Health Encounter Report or other appropriate document (MHU, Treatment Plan etc.). Documentation will be completed the same day as the clinical contact or at a maximum, by the end of the next business day.

Mr. Marichalar made progress over the performance period in documenting his daily progress notes and this has been detailed in the above timeline. While this is laudable, this is a small fraction of the overall documentation that is needed to maintain the standard of care for patients in the RTU. Mr. Marichalar has not completed his documentation for Mental Health Updates and Treatment Plans which is the majority of critical documentation.

The following general performance objectives are also identified in the PDP. While the Covid-19 pandemic has effected the face to face patient contact all the other aspects have been addressed above.

Primary Therapist Performance Expectations

Patient contact hours and policy expectations regarding clinical documentation.

It should first be noted that the following is one aspect of the performance measures we will be looking at and is not exhaustive regarding the interventions and documentation that may be required in any individual case.

Policy requires completion of mental health appraisals/updates and treatment plans for every patient. Based upon job description expectation performance measures each clinician will be expected to demonstrate an ongoing 90% completion rate of mental health appraisals/updates and treatment plans for individuals on their caseload. This will be determined by the S-2 and above MHA/treatment planning report in OMNI.

Each clinician is also expected to have completed 50% of their work week in face to face clinical contact as measured by OMNI encounters. Paperwork completed in the absence of the patient is not included in the time encountered for an appointment.

Evaluation for meeting the performance criteria will be routinely reviewed during individual supervision and reviewing the respective OMNI encounters and reports such as the S-2 and above MHA/ treatment planning report.

Clinicians not meeting the expectations as stated above will meet with their respective supervisor and come up with a plan on how to meet the expectations, which will be documented as a modification or addition to the current Performance and Development Plan.

The CMHC2 will be expected to provide emergency coverage in the unit according to the process established within the unit regarding the emergent phone. It is expected that this phone is answered immediately and consistently when the emergency shift is held.

Key Competencies Assessment

How well (or how frequently) did the employee demonstrate the knowledge, skills, abilities and behaviors expected?

The specific job competencies are listed on the handout entitled Clinical Practice Parameters-Correctional Mental Health Counselor 2. This is provided to the CMHC2 with definitions of the following skills: Problem Identification, History Taking, Mental Status Examination, Problem Formulation, Treatment Planning and Follow-up, Documentation, Case Management, Seeks Consultation Appropriately, Appropriate Application of Guidelines, Clinical Knowledge Base, Interest in Improving Skills, Patient Oriented Care, Patient Satisfaction, Professionalism, Professional Ethics, Patient Education and Observed Clinical Skills. The CMHC2 is further more required to have a working knowledge of the Offender Health Care Plan in general and Mental Health Care specifically. This also involves appropriate application of DOC Policies. In the supervisory conference dated 4-7-20 the clinical practice parameters were reviewed with Mr. Marichalar and he was presented with a copy of the parameters and defining characteristics.

These will be rated according to the following anchor points:

1 Deficient - Frequently or consistently performs below expectations in exhibiting clinical skills and/or professional standards of practice.

2 Needs Improvement - Repeatedly performs below expectations for full competence in clinical skills and/or professional standards of practice.

3 Satisfactory - Consistently meets expectations in exhibiting clinical skills and professional standards of practice.

4 Good - Often exceeds expectations in exhibiting clinical skills and professional standards

5 Excellent - Exhibits exceptional clinical skills and professional practice

Problem Identification, History Taking, Mental Status Examination - 1 From the documentation that has been completed by Mr. Marichalar it is clear that he is unable to complete these clinical skills and be able to articulate this in the written form.

As was discussed above, two issues are of concern, the completion of the document itself, which has not consistently

occurred and then once the document is reviewed it often needs extensive feedback and revision to be fully completed. The larger issue is the documents are not completed in the first place.

Problem Formulation - 1 With the documents that have been reviewed it is this supervisor's assessment that Mr. Marichalar does not have the capability to identify the problems his patients are presenting with.

Treatment Planning and Follow-up - 1 Treatment Plans are not consistently completed and when they have been, they require extensive feedback and revision. Since treatment plans are not consistent the follow-up is not following any formulated plan.

Documentation - 1 Mr. Marichalar does not complete his documentation in a timely manner. While again it was noted that improvement was made in documenting his daily encounters, the main documents in the form of treatment plans and mental health updates are not completed. This comprises the bulk of the documentation requirements.

Case Management - 1 Mr. Marichalar cannot provide effective case management when the documents reflecting and guiding this work are not completed. As discussed above these documents that would direct effective case management are largely not completed.

Seeks Consultation Appropriately - 1 Mr. Marichalar has not sought this supervisor out for help regarding the completion of his documentation despite numerous reminders to do so. The consultation largely occurs in the supervisory hour and the follow-up for task completion is initiated by this supervisor.

Appropriate Application of Guidelines - 1 Mr. Marichalar has not followed guidelines regarding appropriate documentation, subsequently the clinical care that is being provided is not to a competent level.

Clinical Knowledge Base - 1 This supervisor has seen no indication that Mr. Marichalar has taken any steps to improve his clinical knowledge base.

Interest in Improving Skills - 1 This supervisor has seen no indication that Mr. Marichalar is interested in improving his skills.

Patient Oriented Care, Patient Satisfaction - 2 This supervisor is of the opinion that Mr. Marichalar has good intentions in providing services to his patients, although lacks the requisite knowledge and skills to maintain competent care.

Professionalism - 2 Mr. Marichalar has made some improvements along this parameter and is keeping this supervisor apprised of his whereabouts, however, continued excessive absences do impact his ability to provide consistent professional care.

Professional Ethics - 2 Mr. Marichalar needs improvement in this area, although it is somewhat difficult to fully assess as the clinical descriptions of the care he is providing often are limited.

Patient Education - 2 Mr. Marichalar needs improvement in providing patient education. Again clinical descriptions of what he is providing during sessions are limited at this time.

Observed Clinical Skills - N/A

Core Competencies for all staff:

Safety -3 , Treats Others with Respect -3 , Dependability -2 , Accountability -1 , Judgement and Problem Solving -2

Communication -2 , Relationship Building -3 , Ethics and Integrity -2 , Embracing Diversity and Cultural Differences -3

Overall Summary

The six main areas of concern discussed above include the following: 1. Poor timeliness and completion of documentation. 2. Frequent and consistent attendance issues affecting clinical care. 3. Plagiarism. 4. Ineffective gathering of clinical observations to provide effective documentation. 5. Poor follow-through in completing documentation. 6. The extent to which extensive supervision is needed to follow through on completion of documentation and meeting basic quality standards.

It is this supervisor's assessment that Mr. Marichalar, despite extensive feedback, structure and accountability processes is currently unable to meet the minimum competencies of the position of CMHC2. For all of the above concerns the amount of supervisory feedback, monitoring and oversight that would be needed to ensure appropriate completion of work and appropriate care being provided by patients is above what is currently established in the supervisory process which is already extensive. Mr. Marichalar has not provided evidence that he takes ownership of these clinical responsibilities and if it were not for the oversight process many of these deficiencies would continue uncorrected. This supervisor identified concerns at the last evaluation and set the new years Performance and Development Plan specifically to highlight the importance of these issues and the seriousness of the deficits. Over the course of the year more deficiencies were uncovered and a structured plan of coaching, encouragement and accountability was established. While some minimal progress was attained during the year, at the end of the year the major aspects of the Performance Objectives were not met.

It is recommended that Mr. Marichalar's performance be reviewed by further Clinical leadership. It should be noted that ratings of clinical parameters of 1 are followed by the following description on the Clinical Oversight form, "A rating at this level may require immediate intervention/training or temporary restriction from performing a specific task or tasks independently until performance improves. If restriction is necessary the Health Care Manager, appropriate clinical lead, Facility Medical Director, Clinical Director, Chief Medical Officer, and Appointing Authority will be notified." As well as,

"Requires extraordinary time and very close attention by Clinical Monitor". Mr. Marichalar has been provided with extensive feedback and training throughout the year with minimal improvement.

Other Relevant Information (Optional)

N/A

Emergency Contact Information Current

☒ Yes ☐ No

Comments and Signatures

This report is based on my best judgment.

Date

3-23-21

Evaluator's Signature

Eric Rainey-Gibson, Ph.D.

Eric Rainey-Gibson, Ph.D.

Psychologist 4

This report has been discussed with me.

Comments

Date

3/23/21

Employee's Signature

[Signature]

I have reviewed this report and in my judgment, the process has been properly followed. In addition, the following comments are offered concerning the employee's performance.

Comments

Date

3/23/21

Reviewer's Signature

Amr W. Abdulwahid

NOTE: Once the performance evaluation is completed and signed by all parties, the supervisor provides the employee a copy, maintains a copy of the PDP Expectations form in the supervisory file, and the original will be forwarded to Human Resources to be placed in the employee's personnel file.

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[DOC](#)
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Time Card Menu

Time Card Search:

Employee Time Card

Search/View

Personnel No.:

marichalar

Pay Period Start Date:

01/01/2021

Pay Period End Date:

03/31/2022

Supervisor Name:

Raimey-Gibson, Eric J.

Time Card Status:

☒ All
☐ Non-Completed

☒ Not Started
☒ In Work
☒ Pending Approval
☒ Approved
☒ Reflected
☒ Revised

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Supervisor Name	Employee Name	Personnel Number	Pay Period Start Date	Time Card Status	Version	Action Date	Total Period Overtime Hours	Total Pay Period Regular Paid Hours	Total Unpaid Leave Hours	Approver Name
Raimey-Gibson, Eric J.	Marichalar, Donicio	776382	01/01/2022	Not Started	0	01/01/2022	0.0	0.0	0.0	
Raimey-Gibson, Eric J.	Marichalar, Donicio	776382	01/16/2022	Not Started	0	01/16/2022	0.0	0.0	0.0	
Raimey-Gibson, Eric J.	Marichalar, Donicio	776382	02/01/2022	Not Started	0	02/01/2022	0.0	0.0	0.0	
Raimey-Gibson, Eric J.	Marichalar, Donicio	776382	02/16/2022	Not Started	0	02/16/2022	0.0	0.0	0.0	
Raimey-Gibson, Eric J.	Marichalar, Donicio	776382	03/01/2022	Not Started	0	03/01/2022	0.0	0.0	0.0	
Raimey-Gibson, Eric J.	Marichalar, Donicio	776382	03/16/2022	Not Started	0	03/16/2022	0.0	0.0	0.0	

1 2

Attachment 16

Wood, Michele I. (DOC)

From: Boothman, Jennifer T. (DOC)
Sent: Thursday, April 21, 2022 10:45 AM
To: Wood, Michele I. (DOC)
Subject: RE: Time card Marichalar, Donicio 776382

Hi Michele 😊

Timecards were submitted from Jan 2021-March 2021 then nothing was submitted from April 2021 – Dec 2021.
I attached images for details if needed.

Please let me know if you would like any further dates researched 😊

Jenn

Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	02/16/2021	Approved	1	03/05/2021	0.0	72.0	0.0
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	03/01/2021	Approved	1	03/22/2021	0.0	88.0	0.0
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	03/16/2021	In Work	0	03/25/2021	0.0	64.0	0.0
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	04/01/2021	Not Started	0	04/01/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	04/16/2021	Not Started	0	04/16/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	05/01/2021	Not Started	0	05/01/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	05/16/2021	Not Started	0	05/16/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	06/01/2021	Not Started	0	06/01/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	06/16/2021	Not Started	0	06/16/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	07/01/2021	Not Started	0	07/01/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	07/16/2021	Not Started	0	07/16/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	08/01/2021	Not Started	0	08/01/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	08/16/2021	Not Started	0	08/16/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	09/01/2021	Not Started	0	09/01/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	09/16/2021	Not Started	0	09/16/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	10/01/2021	Not Started	0	10/01/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	10/16/2021	Not Started	0	10/16/2021	0.0	0.0	0.0 ✓

<u>Supervisor Name</u>	<u>Employee Name</u>	<u>Personnel Number</u>	<u>Pay Period Start Date</u>	<u>Time Card Status</u>	<u>Version</u>	<u>Action Date</u>	<u>Total Period Overtime Hours</u>	<u>Total Pay Period Regular Paid Hours</u>	<u>Total Unpaid Leave Hour</u>
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	11/01/2021	Not Started	0	11/01/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	11/16/2021	Not Started	0	11/16/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	12/01/2021	Not Started	0	12/01/2021	0.0	0.0	0.0 ✓
Rainey-Gibson, Eric J.	Marichalar, Donicio	776382	12/16/2021	Not Started	0	12/16/2021	0.0	0.0	0.0 ✓

Jennifer Beethman

Local Payroll Liaison (Timekeeping) Alfa Split M-Q
Desk - 509.526.6495

From: Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>
Sent: Wednesday, April 20, 2022 9:08 AM
To: Aguilar, Daniel (DOC) <daniel.aguilar@DOC1.WA.GOV>
Subject: Time card

Good morning Dan,

Can you please confirm that Donicio Marichalar was completing time cards up until October of 2021?

Michele Wood
Associate Superintendent
Office: 360-794-2630
Cell: 425-754-4559

bson, Eric J.	Donicio	776382	03/16/2021	In Work	0	03/23/2021	0.0	64.0	0.0
iney- bson, Eric J.	Marichalar, Donicio	776382	04/01/2021	Not Started	0	04/01/2021	0.0	0.0	0.0
iney- bson, Eric J.	Marichalar, Donicio	776382	04/16/2021	Not Started	0	04/16/2021	0.0	0.0	0.0
iney- bson, Eric J.	Marichalar, Donicio	776382	05/01/2021	Not Started	0	05/01/2021	0.0	0.0	0.0
iney- bson, Eric J.	Marichalar, Donicio	776382	05/16/2021	Not Started	0	05/16/2021	0.0	0.0	0.0
iney- bson, Eric J.	Marichalar, Donicio	776382	06/01/2021	Not Started	0	06/01/2021	0.0	0.0	0.0
iney- bson, Eric J.	Marichalar, Donicio	776382	06/16/2021	Not Started	0	06/16/2021	0.0	0.0	0.0
iney- bson, Eric J.	Marichalar, Donicio	776382	07/01/2021	Not Started	0	07/01/2021	0.0	0.0	0.0
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iney- bson, Eric J.	Marichalar, Donicio	776382	08/16/2021	Not Started	0	08/16/2021	0.0	0.0	0.0
iney- bson, Eric J.	Marichalar, Donicio	776382	09/01/2021	Not Started	0	09/01/2021	0.0	0.0	0.0
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iney- bson, Eric J.	Marichalar, Donicio	776382	12/16/2021	Not Started	0	12/16/2021	0.0	0.0	0.0

<u>Supervisor Name</u>	<u>Employee Name</u>	<u>Personnel Number</u>	<u>Pay Period Start Date</u>	<u>Time Card Status</u>	<u>Version</u>	<u>Action Date</u>	<u>Total Period Overtime Hours</u>	<u>Total Pay Period Regular Paid Hours</u>	<u>Total Unpaid Leave Hours</u>	<u>Approver Name</u>
Galler, Cameo S.	Marichalar, Donicio	776382	<u>02/16/2022</u>	In Work	0	07/21/2022	0.0	72.0	0.0	Galler, Cameo S.
Galler, Cameo S.	Marichalar, Donicio	776382	<u>03/01/2022</u>	In Work	0	07/21/2022	0.0	88.0	0.0	Galler, Cameo S.
Galler, Cameo S.	Marichalar, Donicio	776382	<u>03/16/2022</u>	Approved	1	04/01/2022	5.0	96.0	0.0	Galler, Cameo S.
Galler, Cameo S.	Marichalar, Donicio	776382	<u>04/01/2022</u>	Rejected	1	04/15/2022	0.0	88.0	0.0	Galler, Cameo S.
Galler, Cameo S.	Marichalar, Donicio	776382	<u>04/01/2022</u>	Approved	2	04/18/2022	0.0	88.0	0.0	Galler, Cameo S.
Galler, Cameo S.	Marichalar, Donicio	776382	<u>04/16/2022</u>	In Work	0	05/11/2022	0.0	16.0	0.0	Galler, Cameo S.
Galler, Cameo S.	Marichalar, Donicio	776382	<u>05/01/2022</u>	In Work	0	05/12/2022	1.5	72.0	0.0	Galler, Cameo S.
Galler, Cameo S.	Marichalar, Donicio	776382	<u>05/16/2022</u>	Rejected	1	06/01/2022	0.0	96.0	0.0	Galler, Cameo S.
Galler, Cameo S.	Marichalar, Donicio	776382	<u>05/16/2022</u>	Approved	2	06/01/2022	0.0	96.0	0.0	Galler, Cameo S.

Time Card Menu

Employee Time Card

Search/View

Employee: Marichalar, Donicio
Employee Email: dmarichalar@DOC1.WA.GOV
Personnel No: 00776382
Location: HS - WSP
Position Code: 2167
Position Title: CORR M/H CNSLR 2

Pay Period: 01/16/2021 - 1/31/2021
Type of Schedule: 5-8s: M-F, 8 hpd
Time Card Status: Approved
Union Affiliation: Teamsters
Employee Sub Group: 06 - M-OT Ellg>40hrs/wk

Show/Hide Time Tenths Chart

Day	Work Schedule	Regular Hours	Overtime Hours	Paid Leave/Holidays	Unpaid Leave	Daily/Weekly Total Hours Reported
Sunday	1/10/2021					
Monday	1/11/2021	8.0	8.0			8.0
Tuesday	1/12/2021	8.0	8.0			8.0
Wednesday	1/13/2021	8.0	8.0			8.0
Thursday	1/14/2021	8.0	8.0			8.0
Friday	1/15/2021	8.0	8.0			8.0
Saturday	1/16/2021					
Weekly Total:		40.0	40.0			40.0
Sunday	1/17/2021					
Monday	1/18/2021	8.0		8.0		8.0
Tuesday	1/19/2021	8.0		8.0		8.0
Wednesday	1/20/2021	8.0		8.0		8.0
Thursday	1/21/2021	8.0		8.0		8.0
Friday	1/22/2021	8.0		8.0		8.0
Saturday	1/23/2021					
Weekly Total:		40.0		40.0		40.0
Sunday	1/24/2021					
Monday	1/25/2021	8.0		8.0		8.0
Tuesday	1/26/2021	8.0		8.0		8.0
Wednesday	1/27/2021	8.0		8.0		8.0
Thursday	1/28/2021	8.0		8.0		8.0
Friday	1/29/2021	8.0	8.0			8.0
Saturday	1/30/2021					
Weekly Total:		40.0	8.0	32.0		40.0
Sunday	1/31/2021					
Monday	2/1/2021	8.0	8.0			8.0
Tuesday	2/2/2021	8.0	8.0			8.0
Wednesday	2/3/2021	8.0	8.0			8.0
Thursday	2/4/2021	8.0	8.0			8.0
Friday	2/5/2021	8.0	8.0	5.0		13.0
Saturday	2/6/2021					
Weekly Total:		40.0	40.0	5.0		45.0
Pay Period Total Hours Reported:		8.0		72.0		80.0

☐ Overtime Form Submitted

Employee Comments:

01/18 Holiday
01/19 CIS SL
01/20 CIS Vac/SL
01/21 CIS Vac/SL

Approver:

Rainey-Gibson, Eric J.

Approver Comments:

All Time Card information is subject to public disclosure, including the employee and approver comments.

Attachment 1/6

Pg 5

8hr. called
out sick.

32hrs

Time Card Menu

Employee Time Card

Search/View

Employee: Marichalar, Doncio
Employee Email: dmarichalar@DOC1.WA.GOV
Personnel No: 00776382
Location: HS - WSP
Position Code: 2167
Position Title: CORR M/H CNSLR 2

Pay Period: 02/16/2021 - 2/28/2021
Type of Schedule: 5-8s; M-F, 8 hpd
Time Card Status: Approved
Union Affiliation: Teamsters
Employee Sub Group: 06 - M-OT Ellg>40hrs/wk

Show/Hide Time Tenths Chart

Day		Work Schedule	Regular Hours	Overtime Hours	Paid Leave/Holidays	Unpaid Leave	Daily/Weekly Total Hours Reported
Sunday	2/14/2021						
Monday	2/15/2021	8.0			8.0		8.0
Tuesday	2/16/2021	8.0	8.0				8.0
Wednesday	2/17/2021	8.0	8.0				8.0
Thursday	2/18/2021	8.0	8.0				8.0
Friday	2/19/2021	8.0	6.5	1.5			8.0
Saturday	2/20/2021						
Weekly Total:		40.0	30.5		9.5		40.0
Sunday	2/21/2021						
Monday	2/22/2021	8.0	8.0				8.0
Tuesday	2/23/2021	8.0	8.0				8.0
Wednesday	2/24/2021	8.0	8.0				8.0
Thursday	2/25/2021	8.0	8.0				8.0
Friday	2/26/2021	8.0			8.0		8.0
Saturday	2/27/2021						
Weekly Total:		40.0	32.0		8.0		40.0
Sunday	2/28/2021						
Monday	3/1/2021	8.0	8.0				8.0
Tuesday	3/2/2021	8.0	8.0				8.0
Wednesday	3/3/2021	8.0	8.0				8.0
Thursday	3/4/2021	8.0	8.0				8.0
Friday	3/5/2021	8.0	8.0				8.0
Saturday	3/6/2021						
Weekly Total:		40.0	40.0				40.0
Pay Period Total Hours Reported:			62.5		9.5		72.0

☐ Overtime Form Submitted

Employee Comments:

02/26=CIS

Approver:

Ralney-Gibson, Eric J.

Approver Comments:

All Time Card Information is subject to public disclosure, including the employee and approver comments.

No leave
request in
HIMS.

Attachment 16 Pg 6

Wood, Michele I. (DOC)

From: Abdulwahid, Crystal (DOC)
Sent: Wednesday, April 20, 2022 12:55 PM
To: Wood, Michele I. (DOC)
Subject: RE: Question

Frankly, I don't fully remember, but had this question been presented to me at the time. I would have redirected him to his letter, which I believe that he needed to notify the mailroom Sgt.

ca

Crystal Abdulwahid, MS LMHC

Health Services Manager 2, Mental Health
Washington State Penitentiary
(509) 526-6436

From: Wood, Michele I. (DOC) <miwood@DOC1.WA.GOV>
Sent: Wednesday, April 20, 2022 12:09 PM
To: Abdulwahid, Crystal (DOC) <crystal.abdulwahid@doc1.wa.gov>
Subject: Question

Hi Crystal,

This question is in regards to the investigation I am completing on Donicio Marichalar.

After he was assigned to the mailroom last year, did you tell him to not call in to the Out Patient clinic but to call the Mailroom Sgt. instead?

Thanks.

Michele Wood
Associate Superintendent
Office: 360-794-2630
Cell: 425-754-4559



INTERVIEW ACKNOWLEDGMENT

Case ID number: WSP 22-750

Date of interview: 04/14/2022

Interviewee: Marichalar, Donicio
assigned, as of March 25 demoted to OA3 Medical Records.
(Include title or DOC number and housing assignment, as applicable)

Title: CMHC2 when investigation was

Appointing Authority: _____

As an interviewee, I have been informed of the circumstances under which the Department of Corrections releases information. By signing this form, I acknowledge that I have been informed that the information I provide, including my identity, may be subject to release by the Department pursuant to applicable collective bargaining agreements, RCW 42.56 (Public Records Act), court order, subpoena, and/or other legal authority.

The Department prohibits retaliation against any person because of their involvement in the reporting or investigation of a complaint. The Department will treat retaliation as a separate offense subject to investigation, discipline, and/or corrective action. Any concerns regarding retaliation are to be reported to the Appointing Authority.

Individual who is under the Department's jurisdiction

☒ I understand that this is an active and ongoing investigation. In order to protect the integrity of the investigation, I understand that discussion of any related information is to be limited only to persons who have a need to know.

Employee/Contract Staff/Volunteer (select one box only)

☐ I have been advised this interview is for internal administrative purposes only. I understand that refusing to cooperate with the investigation may result in me being disciplined for insubordination, up to and including termination of employment/volunteer service or the termination of my contract. I acknowledge that I am required to fully and honestly answer all relevant and material questions. If criminal charges are pending or may be filed against me related to the conduct being investigated, I understand that statements I make in this investigation cannot be used against me in a criminal proceeding pursuant to Garrity v. New Jersey.

I understand that information related to allegations/incidents of sexual misconduct will only be disclosed to staff when necessary for related treatment, investigation, and other security and management decisions. Breaches of confidentiality may be subject to corrective/disciplinary action.

I have been further advised that this is an active and ongoing investigation and that I may not discuss it with anyone in the workplace except the Appointing Authority or a Human Resources employee, union representative, legal counsel, or person with whom I have a legally privileged relationship. I also have been advised that I am to refrain from discussing the issues in this investigation with anyone who may be a witness, to avoid jeopardizing the integrity of the investigation.

OR:

☐ I have been advised that this interview is for internal administrative purposes. I understand that I am not being compelled to answer questions related to conduct that might be criminal. I understand that refusing to cooperate with the investigation will not result in me being disciplined for insubordination.

Other (members of the public)

☐ My participation/attendance in this interview is voluntary. I have been advised that a witness of my choosing can accompany me during the interview at my request. Based on this information, I consent to participate in this interview.

[Signature]
Interviewee signature

04/14/2022
Date

Michele Wood
Investigator name

[Signature]
Signature

4/14/2022
Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Final Investigation Report

Attachment #: 18

INTERVIEW SUMMARY

Case Number: WSP 22750
Interviewee Name: Donicio Marichalar, Correctional Mental Health Counselor 2
Investigator Name: Michele Wood, Associate Superintendent
Interview Date: 4/14/2022
Interview Location: Telephonic

1. It appears that you stopped filling out timecards and leave slips about the same time the mailroom Sgt. left state service, October 18th, 2021. Is that the reason you stopped completing leave slips and timecards?

No, there is no link to the Sgt. leaving. I was out with Covid, and I was waiting to talk to the Sgt. about filling out slips for time missed and L&I claims due to Covid.

I had been out again in February due to Covid just before I was assigned to home, and I did not get the chance to complete leave slip and file for L&I.

I know I have been completing leave slips, I would be completely stupid for not turning them in.

2. How much time did you miss due to Covid?

A week and a half to two weeks.

3. Who did you notify in the mailroom when you weren't going to be at work?

I would call one of the employees in the mailroom and let them know I wasn't going to be in.

4. Your letter you received assigning you to the mailroom states that you were to notify Dr. Rainey -Gibson for any scheduled or unscheduled leave as well as the mailroom Sgt.. Why didn't you contact Dr. Rainey-Gibson?

The first time I called in after being assigned to the mailroom I called into the Outpatient clinic like was used to so my call in could be looked. Then I was told by Crystal Abdulwahid, Health Services Manager 1, not to call into the Outpatient clinic anymore but to call the mailroom Sgt. instead.

After the mailroom Sgt. left I would call one of the staff in the mailroom when I was not going to be in.

5. You know that it is your responsibility to complete leave slips when you return from unscheduled leave, correct?

Yes.

6. Why did you stop completing timecards?

I stopped completing timecards when I moved out to the mailroom.

7. According to payroll staff you were filling them out until October of 2021. Do you remember getting any email reminders to complete your timecard?

No.

8. When you fail to complete leave slips but continue to get paid it makes it look like you are stealing from the state. Would you agree with that?

Yes.

9. Was there something going on during the time frame we are talking about that might have prevented you from completing your timecards and leave slips?

No.

10. Do you have anything else to add?

No, just that I am flabbergasted that I did not complete those leave slips.

I attest the above statements are true and accurate to the best of my knowledge.

Interviewee Signature: 

Date: 4/25/2022


Perva, Jessica L. (DOC)

From: Morrow, Lisa M. (DOC)
Sent: Wednesday, September 21, 2022 3:47 PM
To: Perva, Jessica L. (DOC)
Cc: Jones, Lindsey K. (DOC)
Subject: RE: Donicio

It appears that he was on home assignment from 2/15/2022 – 3/24/2022.

Pers.No. **776382**
Name **MARICHALAR DONICIO JOSEPH**
PersArea **3124** Health Services EEGroup **0** Permanent
PSubarea **00TA** Institutions EESubgroup **06** M-OT Elig>40hrs/wk Status Active
Start **02/15/2022** to **03/24/2022** Chng **02/15/2022** **20099207**

Personnel action

Action Type **Leave of Absence - Active** 
Reason for Action **04** Home Assignment

Status

Employment **Active** 

Organizational assignment

Position **70046500** CORR M/H CNSLR 2
Personnel area **3124** Health Services
Employee group **0** Permanent
Employee subgroup **06** M-OT Elig>40hrs/wk

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action	
02/15/2022	U8	Leave of Absence - Active	04	Home Assignment	

Lisa Morrow
Human Resources Consultant
DOC Health Services – East Division
Cell: (509) 956-5147
Email: lmorrow@doc1.wa.gov

Attachment 19

From: Perva, Jessica L. (DOC) <jlperva@DOC1.WA.GOV>
Sent: Monday, September 19, 2022 10:14 AM
To: Morrow, Lisa M. (DOC) <lmorrow@DOC1.WA.GOV>
Subject: Donicio

Hi Lisa,

Can you tell me when and for how long Donicio was on home assignment.

Thank you.

*Jessica Perva – Investigator 3
360-725-8905 (desk)
360-789-0327 (cell)
Health Services Division
Washington State Department of Corrections*

Name	IndividualType	IDNumber	ScreeningDate	Facility	DeploymentFacility	LastDateAtWorksite	EligibleReturnDate	CaseStatus
Marichalar, Donicio	DOC Employee	00776382	02/08/2022	WSP		02/07/2022	02/09/2022	Closed
Marichalar, Donicio	DOC Employee	00776382	02/01/2022	WSP		01/31/2022	02/04/2022	Closed
Marichalar, Donicio	DOC Employee	00776382	01/22/2021	WSP		01/15/2021	01/29/2021	Closed
Marichalar, Donicio	DOC Employee	00776382	07/07/2020	WSP		07/06/2020	07/20/2020	Closed
Marichalar, Donicio	DOC Employee	00776382	06/23/2020	WSP		06/23/2020	06/26/2020	Closed
Marichalar, Donicio	DOC Employee	00776382	04/21/2020	WSP			05/13/2020	Closed
Marichalar, Donicio	DOC Employee	00776382	03/19/2020	WSP			04/03/2020	Closed

Perva, Jessica L. (DOC)

From: Window, David A. (DOC)
Sent: Monday, September 26, 2022 11:41 AM
To: Perva, Jessica L. (DOC)
Subject: RE: Dates



DOTS_Search_Re...

This in the information from DOTs, WSP's sheets are the same as DOT's.

Katrina Suckow would be a point of contact to figure out the leave process for Medical during this time line, however, she was not in her current position until earlier this year.

Let me know if you need anything else.

Window

From: Perva, Jessica L. (DOC) <jlperva@DOC1.WA.GOV>
Sent: Monday, September 26, 2022 11:08 AM
To: Window, David A. (DOC) <dawindow@DOC1.WA.GOV>
Subject: Dates

Hello David,

I'm looking for any dates between January 2021 and August 2022 that Donicio Marichalar was mapped out and the duration he was mapped out.

Additionally, do you know who I could contact for questions regarding the leave submission protocol in 2021 for screened out staff?

Thank you for your quick response.

Jessica Perva – Investigator 3
360-725-8905 (desk)
360-789-0327 (cell)
Health Services Division
Washington State Department of Corrections

INTERVIEW ACKNOWLEDGMENT

Case ID number: 22-750 _____ Date of interview: 9/16/2022 _____

Interviewee: Donicio Marichalar _ Title: OA3

Appointing Authority:

(Include title or DOC # and housing assignment, as applicable)

As an interviewee, I have been informed of the circumstances under which the Department of Corrections releases information. By signing this form, I acknowledge that I have been informed that the information I provide, including my identity, may be subject to release by the Department pursuant to applicable collective bargaining agreements, RCW 42.56 (Public Records Act), court order, subpoena, and/or other legal authority.

The Department prohibits retaliation against any person because of their involvement in the reporting or investigation of a complaint. The Department will treat retaliation as a separate offense subject to administrative investigation, discipline, and/or corrective action. Any concerns regarding retaliation are to be reported to the Appointing Authority.

Individual who is under the Department's jurisdiction

- ☐ I understand that this is an active and ongoing investigation. In order to protect the integrity of the investigation, I understand that discussion of any related information is to be limited only to persons who have a need to know.

Employee/Contract Staff/Volunteer

- ☐ I have been advised this interview is for internal administrative purposes only. I understand that refusing to cooperate with the investigation may result in me being disciplined for insubordination, up to and including termination of employment/volunteer service or the termination of my contract. I acknowledge that I am required to fully and honestly answer all relevant and material questions.

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I understand that information related to allegations/incidents of sexual misconduct will only be disclosed to staff when necessary for related treatment, investigation, and other security and management decisions. Breaches of confidentiality may be subject to corrective/disciplinary action.


Interview of accused (If required, check appropriate box)

- ☒ I understand that I am being compelled to answer questions related to conduct that might be criminal. I understand that refusing to cooperate with the investigation may result in me being disciplined for insubordination, up to and including termination of employment/volunteer service or the termination of my contract. I acknowledge that I am required to fully and honestly answer all relevant and material questions. If criminal charges are pending, or may be filed against me related to the conduct being investigated, I understand that statements I make in this investigation cannot be used against me in a criminal proceeding pursuant to Garrity v. New Jersey.

Attachment 21

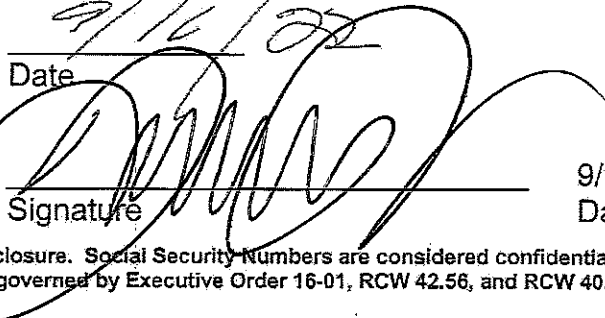
Other (members of the public)

☐ My participation/attendance in this interview is voluntary. I have been advised that a witness of my choosing can accompany me during the interview at my request. Based on this information, I consent to participate in this interview.


Interviewee signature

9/16/22
Date

Jessica Perva
Investigator name


Signature

9/16/2022
Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

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-INTERVIEW SUMMARY

Case Number: 22-750

Interviewee Name: Donicio Marichalar, Office Assistant 3

Investigator Name: Jessica Perva, Investigator 3

Interview Date: 9/15/2022

Interview Location: Teams

Have you reviewed the interview acknowledgement form? Yes

Do you have any questions about it? No

How long have you worked for the department? October 2013

If I must be referred to by anything other than your name, what should I referred to you as?
He/Him

What position do you currently hold? Office Assistant 3, prior to that Correctional Mental Health Counselor.

How would you describe your knowledge for submitting leave requests? Since being reassigned to medical records I go to the Myportal site. There I would request and submit my leave; my supervisor would then approve or denied the request. If I were to call in sick, I would submit my leave request when upon my returned to work.

Who's your current supervisor? Cameo Galler. As of March 28, 2022

Was the process different for submitting leave requests prior to your reassignment? No. During my reassignment, I wasn't submitting timecards just leave slips.

Has the leave process has always been the same? Yes. However, from 2013-2018 we didn't fill out timecards in the BAR Units, Dr. Zeisler was the supervisor at that time. That changed when Eric Rainey-Gibson became my supervisor in the BAR units on 01-01-2019

What about the timecard process? I would go to the timecard app fill in the hours worked and leave hours. Typically, Cami sends her staff to include myself weekly reminders 1-2 days prior to the pay period ending.

A: I would go to the timecard app fill in the hours worked and leave hours. Typically, Cami sends her staff to include myself weekly reminders 1-2 days prior to the pay period ending.

When did that start? Ever since she became my supervisor (*March 28, 2022*) That's just something she does for the unit.

How long has Cameo Galler been your supervisor? Ever since I was reassigned on March 29, 2021.

Allegation 1:

It is alleged that between approximately January 2021 through February 15, 2022, on multiple occasions Donicio Marichalar, was absent from the workplace and failed to provide a leave request upon your return to work.

The following dates were discovered during your last investigation.

1/25/2021-1/28/2021

- **Timecard shows 32 hours of leave. No HRMS leave request was submitted (Timecard says screened out)**

What is the leave process when your “screened” out COVID leave? Between 2019 and 2020 when I worked in the BAR units my supervisor would fill out my timecard. When I returned after having COVID, I was never asked to submit a leave slip or claim those hours. It was my understanding when you get covid and are screened out the screener and/or contract nurse who would contact me would then relay that information to HR and/or my supervisor and the time I was out would be accounted for.

Who submitted your leave during those times? I didn't submit leave when I was screened out. It was my understanding my supervisor and the ICP had been handling that. I was screen out 6 times maybe more and was never asked to submit for any leave. I can recall the ICP sending out emails on the qualification process and how to contact the nurse consultant. However, I don't recall receiving any information regarding the leave process with the exception of the screening questions and how many days an employee may be screen out and the information was changing on a weekly basis, due to it was something no one experience before. Any other non-covid related absences I would follow the process and submit a leave slip.

2/19/2021

- **1.5 hours of leave on approved timecard, but nothing was ever submitted in HRMS**

What can you tell me about this? I don't recall. This was 20 months ago.

Prior to being reassigned how did you request leave? Leave slips have always been submitted in the “Myportal” HRMS system.

When did you get reassigned? March 29, 2021.

A: March 28, 2022

Where was your reassignment? Mailroom. March 27, 2020, I was reassigned from the BAR Units to the Mailroom. February 15th, 2022, I was reassigned from the Mailroom to Home Assignment. March 28, 2022, I was reassigned from Home Assignment to Medical records.

During your reassignment how did you request leave? I would say yes for a week or two. There was an incident when I called in sick to the OPC and when I returned, I received a call from Crystal the HSM3 informing me until further notice I would need to report my leave/absences to the mailroom Sargent not

the OPC. The process for submitting leave didn't change, the only change was my point of contact for absences.

After you called the Mailroom Sgt. Did you still fill out a leave slip? Yes, I believe I have.

Who would approve your leave requests? Dr. Rainey-Gibson.

How many supervisors have you had since your employment with DOC? 7 supervisors (5 MH supervisors, 1 Mailroom Sgt and 1 medical records).

Has the leave request process ever differed? No.

To clarify, you know the HRMS leave process and the timecard submission process. Yes

Allegation 2:

It is alleged that from approximately January 2021 through May 2022, Donicio Marichalar, failed to complete and submit your payroll timecards.

Walk me through this. I believe this was during my reassignment to the mailroom.

Who approves your timecard? Dr. Rainey-Gibson from March 2019-March 25, 2022. Cameo Galler from March 28, 2022-present time.

On 3/1/2021 records show you sign a PDP outlining the concerns surrounding your timecard submissions. Can you explain why you continued to not submit your timecards? Honestly, I don't know. I thought I was. March 27, 2021, I was reassigned to the Mail room.

Records show in 2021 between 3/16/2021-9/15/2021 you have no timecard submissions. Why is that? I don't know. Like I said from 2013 to 2020 when I was in the BAR units, I wasn't required to submit timecards. Additionally, during my home assignment February 15, 2022-March 25, 2022, I was told by Lisa Morrow and Darren Chlipala that I didn't need to submit timecards. I need to look at my home assignment dates.

When you were not on home assignment can you think of any reason why you didn't submit your timecard? I don't know.

The 2013-2020 timeframe you mentioned, who was submitting your timecard if you were not? I don't know. That brings up a good question.

Your reassignment began on March 29,2022. Up to that point you had been submitting your timecards regularly. Why did that change after your reassignment? I don't know.

Records show this year for the following pay periods had no timecard submissions 2/16/2022, 3/1/2022, 4/16/2022, 5/1/2022. Why? From 02/15/2022-03/25/2022 I was on Home Assignment. I don't know why the 5/1-5/15 was not submitted. I will contact my current supervisor to resolve this.

Per the DOC Timecard System Employee User Guide, the timecard system automatically sends an email reminder to the employee and the employees' supervisor 4 business days after the end of the pay period. Then notices weekly will be sent until acted upon.

Did you receive email reminders? Recently I had been searching my email deleted folder for another issue and I came across recent unread reminder emails regarding my timecard it appeared they had been sent at 3am. I was unaware I had received any reminders until recently. I know Dr. Rainey-Gibson would get email reminders because he would say "Hey I got another email, please submit your timecard" but I didn't know Cameo received them. Galler would be receiving the email reminders only after I was reassigned to medical records, which was March 28, 2022.

Do you know how the reminder emails ended up in your deleted folder? No.

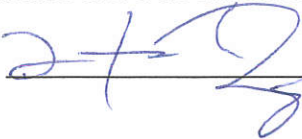
During your reassignment did you have a workstation with a computer and email access? Yes.

During your reassignment did Cameo or the Mailroom Sgt. Send you timecard email reminders?
No, Galler was not assigned as my supervisor until March 28, 2022.

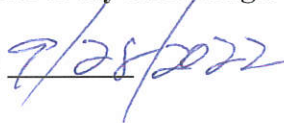
Do you have anything else you'd like to add? I would like to check into these dates and timecards.

I attest the above statements are true and accurate to the best of my knowledge.

Interviewee Signature:



Date:



Vac Lv in lieu of Sick	09/20/2021	Approved	RAINEY-GIBSON ERIC J.	8 Hours
Vac Lv in lieu of Sick	08/16/2021	Approved	RAINEY-GIBSON ERIC J.	8 Hours
Sick Leave	07/21/2021 – 07/23/2021	Approved	RAINEY-GIBSON ERIC J.	24 Hours
Vacation Leave	07/20/2021	Approved	RAINEY-GIBSON ERIC J.	8 Hours
Personal Holiday Shift	06/01/2021	Approved	RAINEY-GIBSON ERIC J.	1 Days
Vacation Leave	05/19/2021 – 05/20/2021	Approved	RAINEY-GIBSON ERIC J.	16 Hours
Vac Lv in lieu of Sick	03/30/2021	Approved	RAINEY-GIBSON ERIC J.	8 Hours
Inconvenient Weather U	03/19/2021	Rejected	RAINEY-GIBSON ERIC J.	
Vac Lv in lieu of Sick	03/16/2021 – 03/17/2021	Approved	RAINEY-GIBSON ERIC J.	16 Hours
Sick Leave	03/15/2021	Approved	RAINEY-GIBSON ERIC J.	8 Hours
Sick Leave	02/26/2021	Approved	RAINEY-GIBSON ERIC J.	8 Hours
Inconvenient Weather U	02/12/2021	Approved	RAINEY-GIBSON ERIC J.	
Sick Leave	02/10/2021	Approved	RAINEY-GIBSON ERIC J.	8 Hours
Vac Lv in lieu of Sick	01/19/2021 – 01/21/2021	Approved	RAINEY-GIBSON ERIC J.	24 Hours
Sick Leave	01/05/2021	Approved	RAINEY-GIBSON ERIC J.	8 Hours

Attachment 22

Vacation Leave	05/26/2022	Rejected	GALLER CAMEO SAM LACY	
Vac Lv in lieu of Sick	05/26/2022	Approved	GALLER CAMEO SAM LACY	8 Hours
Vac Lv in lieu of Sick	05/23/2022 - 05/24/2022	Approved	GALLER CAMEO SAM LACY	16 Hours
Vac Lv in lieu of Sick	05/16/2022 - 05/20/2022	Approved	GALLER CAMEO SAM LACY	40 Hours
Sick Leave	05/09/2022	Approved	GALLER CAMEO SAM LACY	8 Hours
Vac Lv in lieu of Sick	05/05/2022 - 05/06/2022	Approved	GALLER CAMEO SAM LACY	16 Hours
Vac Lv in lieu of Sick	05/02/2022 - 05/03/2022	Approved	GALLER CAMEO SAM LACY	16 Hours
Sick Leave	04/29/2022	Approved	GALLER CAMEO SAM LACY	8 Hours
Sick Leave	04/27/2022	Approved	GALLER CAMEO SAM LACY	8 Hours
Sick Leave	04/20/2022 - 04/21/2022	Approved	GALLER CAMEO SAM LACY	16 Hours
Vacation Leave	04/19/2022	Approved	GALLER CAMEO SAM LACY	1.6 Hours
Sick Leave	04/11/2022 - 04/12/2022	Approved	GALLER CAMEO SAM LACY	16 Hours
Vac Lv in lieu of Sick	10/18/2021	Approved	RAINEY-GIBSON ERIC J.	8 Hours
Sick Leave	09/27/2021	Approved	RAINEY-GIBSON ERIC J.	8 Hours
Vacation Leave	09/22/2021	Approved	RAINEY-GIBSON ERIC J.	8 Hours

22 Hancock

22 Forwarded

Leave Type	Validity	Status	Approver	Quota Used
Vacation Leave	07/21/2022	Approved	GALLER CAMEO SAM LACY	1 Hours
Vacation Leave	07/20/2022	Approved	GALLER CAMEO SAM LACY	8 Hours
Sick Leave	07/19/2022	Approved	GALLER CAMEO SAM LACY	8 Hours
Vacation Leave	07/14/2022	Approved	GALLER CAMEO SAM LACY	4.5 Hours
Vac Lv in lieu of Sick	07/11/2022	Approved	GALLER CAMEO SAM LACY	8 Hours
Vacation Leave	06/27/2022	Approved	GALLER CAMEO SAM LACY	3 Hours
Personal Holiday Shift	06/17/2022	Approved	GALLER CAMEO SAM LACY	1 Days
Vacation Leave	06/13/2022	Approved	GALLER CAMEO SAM LACY	3.5 Hours
Vacation Leave	06/09/2022	Approved	GALLER CAMEO SAM LACY	2 Hours
Vacation Leave	06/08/2022	Approved	GALLER CAMEO SAM LACY	8 Hours
Vac Lv in lieu of Sick	06/06/2022	Approved	GALLER CAMEO SAM LACY	8 Hours
Vacation Leave	06/03/2022	Approved	GALLER CAMEO SAM LACY	1 Hours
Vacation Leave	05/27/2022	Approved	GALLER CAMEO SAM LACY	8 Hours
Vacation Leave	05/26/2022	Approved	GALLER CAMEO SAM LACY	0.5 Hours

Perva, Jessica L. (DOC)

From: DOC HQ Payroll Help Desk
Sent: Wednesday, September 14, 2022 6:14 AM
Subject: Reminder of Payroll Cutoff: Submit non-custody payroll documents by 9/15/2022 End of Day

Hello Everyone!

This is a friendly reminder that:

The payroll team is processing the pay period 9/1/22-9/15/22.

Please submit all approved overtime, leave, timecards, or other payroll documents for processing by end of day, 9/15/2022, or as soon as possible.

Please make sure your staff have turned in all Hourly or Health Services Timecards and any necessary Leave Slips or Overtime Slips. Also, take a moment to review and approve any leave requests pending in MyPortal for 9/1/22-9/15/22.

Helpful Links Below

Is an employee out and has not yet submitted leave or is unable to do so?

Have you received notification that an employee will be out on extended leave?

Do you have a question but aren't sure who to ask?

Find contacts for your local timekeepers or payroll processors here: Directory Updated as of 7/9/21.
For emergencies during cutoff call 360-407-5700 or email payroll as soon as possible.

How Can We Help? Let us know if you have any suggestions or feedback.

Thank you for all you do!

Attachment 23

Perva, Jessica L. (DOC)

From: Henderson, Tami M. (DOC)
Sent: Thursday, September 15, 2022 11:39 AM
To: Perva, Jessica L. (DOC)
Subject: RE: timecards
Attachments: Reminder of Payroll Cutoff: Submit non-custody payroll documents by 9/15/2022 End of Day

We do not have a log. I attached a sample email that is sent to all staff by payroll at the end of each pay period.



Thank you,

Tami Henderson

Tami Henderson
Asst. Agency Payroll Officer/Operations
DOC SW Region HQ
Hours: Mon-Fri 6:30 to 15:00
Phone 360-995-2189
MS: 41145

CONFIDENTIALITY NOTICE:

This message (including any attachments) may contain confidential, proprietary, privileged and/or private information. The information is intended to be for the use of the individual or entity designated above. If you are not the intended recipient of this message, please notify the sender immediately, and delete the message and any attachments. Any disclosure, reproduction, distribution or other use of this message or any attachments by an individual or entity other than the intended recipient is prohibited.

From: Perva, Jessica L. (DOC) <jlperva@DOC1.WA.GOV>
Sent: Thursday, September 15, 2022 11:36 AM
To: Henderson, Tami M. (DOC) <tmhenderson@DOC1.WA.GOV>
Subject: FW: timecards

Hi Tami,

Attachment 73

I was wondering if you can help me. I'm conducting an investigation involving timecards and I'd like to know if there's a log kept of email reminders sent to staff?

Thank you

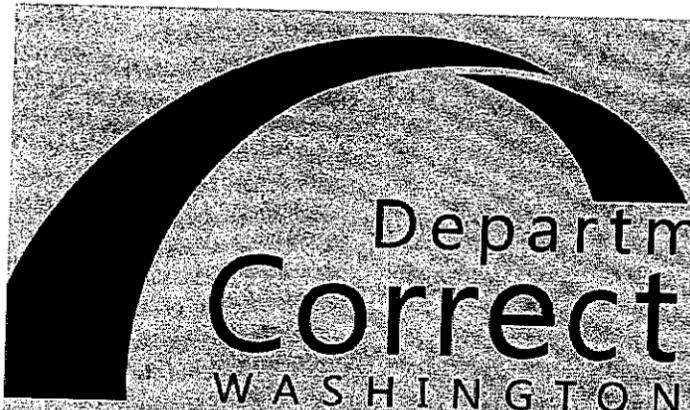
From: Perva, Jessica L. (DOC)
Sent: Thursday, September 15, 2022 11:33 AM
To: Hardcastle, Jean O. (DOC) <johardcastle@DOC1.WA.GOV>
Subject: timecards

Hi Jean,

Is there a log kept of timecard email reminders sent to staff?

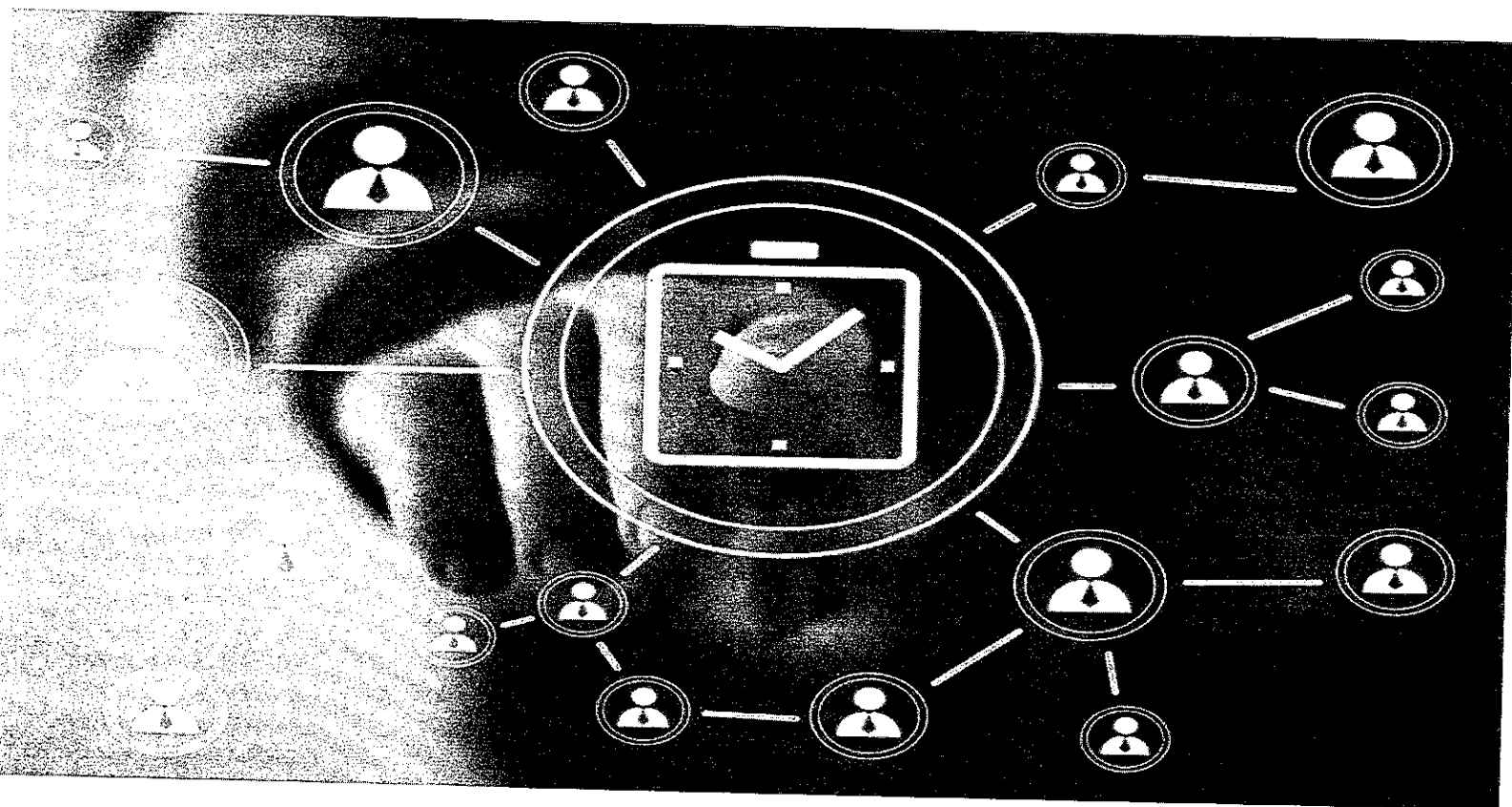
*Jessica Perva – Investigator 3
360-725-8905 (desk)
360-789-0327 (cell)
Health Services Division
Washington State Department of Corrections*

Attachment
23



Department of
Corrections
WASHINGTON STATE

Time Card System Employee User Guide



Business Reporting and Distribution

Email: brad@doc1.wa.gov

Application: <http://timecard/>

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Time Card System

Executive Summary

We are required by the Federal Government to report the hours worked to ensure we are meeting the Fair Labor Standards Act (FLSA). FLSA requires records be kept on total hours worked each day and each workweek for employees that are in overtime eligible positions.*

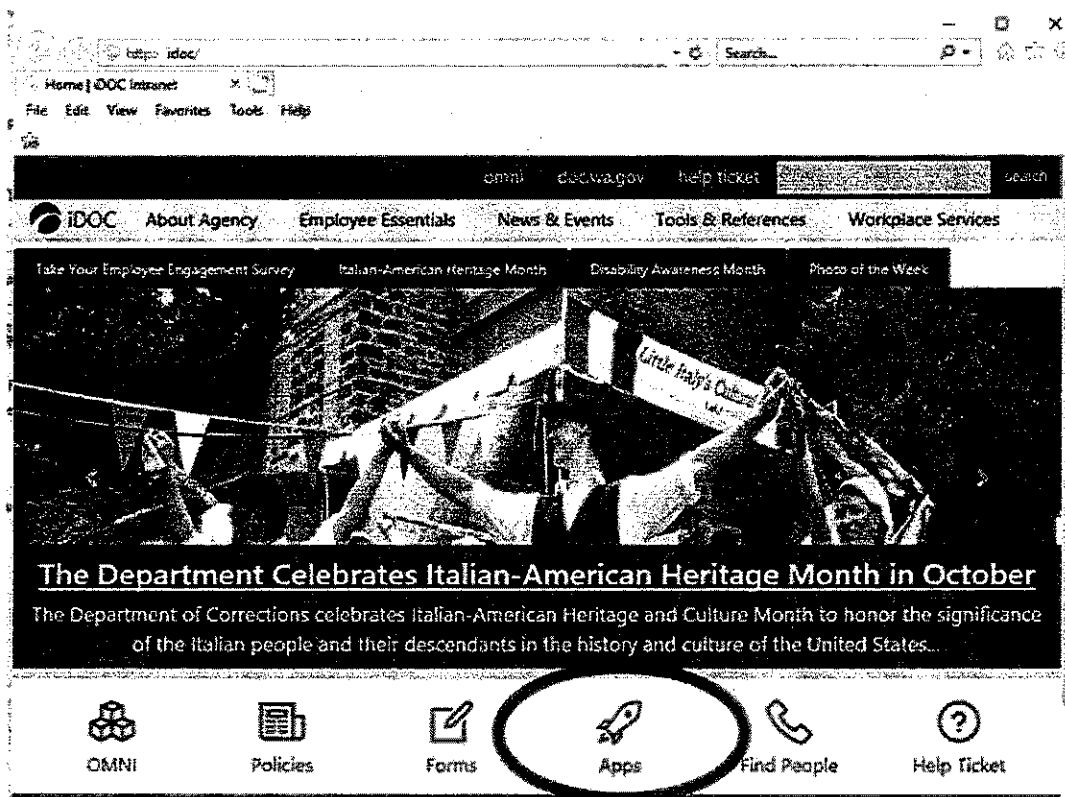
*This is in addition to submittal of any leave requests through MyPortal and/or overtime slips through MS Outlook.

Access Time Card System

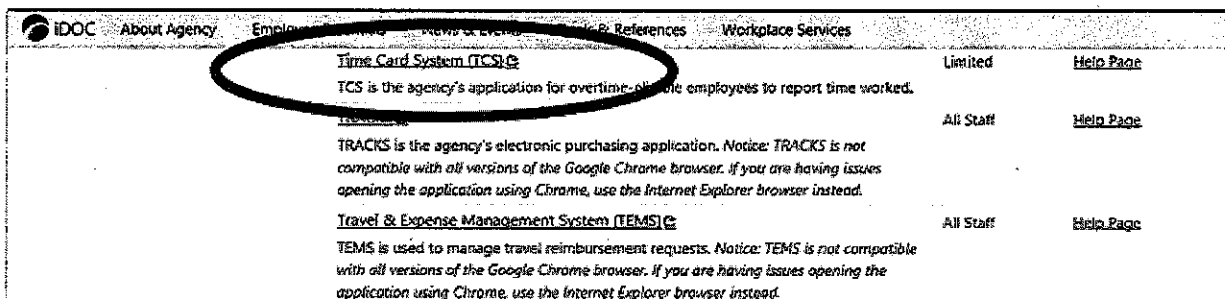
3

Access TCS through iDOC Homepage

1. Click the link to access iDOC homepage → <http://idoc/>
2. Select **APPS** to get to Applications Portal



3. Select Time Card System (TCS) to launch the application




Access Time Card System


4

Access TCS through TCS Help page

1. Select **Help Page** to view User Guides Information

	About Agency	Employee Essentials	News & Events	Tools & References	Workplace Services	
Time Card System (TCS)						Help Page
TCS is the agency's application for overtime-eligible employees to report time worked.						
TRACKS						Help Page
TRACKS is the agency's electronic purchasing application. <i>Notice: TRACKS is not compatible with all versions of the Google Chrome browser. If you are having issues opening the application using Chrome, use the Internet Explorer browser instead.</i>						
Travel & Expense Management System (TEMS)						Help Page
TEMS is used to manage travel reimbursement requests. <i>Notice: TEMS is not compatible with all versions of the Google Chrome browser. If you are having issues opening the application using Chrome, use the Internet Explorer browser instead.</i>						

2. Select **Launch Time Card System** to access application

 [About Agency](#) [Employee Essentials](#) [News & Events](#) [Tools & References](#) [Workplace Services](#)

Home > Tools & References > Applications Portal

Tools & References

Accessibility & Design

Apps & Technology

> Applications Portal

> IT Help Articles & Resources

> System Alerts & Outages

Directories

Documents

Facilities & Offices

Report Something

Time Card System (TCS) Help

- [About](#)
- [Resources](#)

About

The Time Card System allows for fast, easy submission to report time worked by agency employees.

Additional system features include:

- Allows for daily recording
- Requires one timecard per pay period
- Automates notifications to employees and supervisors
- Auto-fills select fields with HRMS data

Resources

- [Approvers User Guide](#)
- [Employee User Guide](#)
- [Frequently Asked Questions](#)
- [Recording Holiday or Designated Holiday](#)
- [Supervisor User Guide](#)
- [User Tips](#)

Application Link

- [Launch Time Card System](#)

Contact: brad@doc1.wa.gov

Access Time Card System

5

Access TCS through Outlook e-mail notification

1. Click on the Pay Period hyperlink

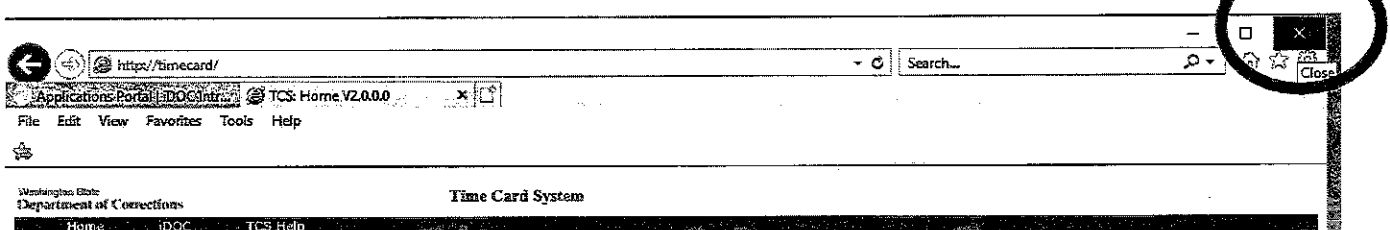
From: TimeCardSystem@doc1.wa.gov [mailto:TimeCardSystem@doc1.wa.gov]
Sent: Friday, September 6, 2019 4:05 AM
To: Nyhammer, Yvy H. (DOC) <yhnyhammer@DOC1.WA.GOV>
Subject: \$TCSS Not Completed: Nyhammer, Yvy H. 08/16/2019 - 08/31/2019

Personnel Number: #####
Employee Name: Nyhammer, Yvy H.
Supervisor Name: Pacheco, Alissa M.

Pay Period
08/16/2019 - 08/31/2019 Not Completed

Exit Time Card System

1. Click on the X in the upper right hand corner



Manage Timecard

6

Access Timecard

1. Access TCS application
2. Click **View** to access timecard under Employee Tasks Pending

Employee Tasks Pending:

	Employee Name	Pay Period Start	Status	Total Pay Period Overtime Hours	Overtime Form Submitted
View	Nyhammer, Yvy H.	10/01/2019	In Work	0.0	No
View	Nyhammer, Yvy H.	09/16/2019	In Work	0.0	No

Or,

Click Employee Timecard

Washington State
Department of Corrections

Time Card System

[Home](#)

[iDOC](#)

[TCS Help](#)

Time Card Menu

[Employee Time Card](#)

[Search/View](#)

Employee Tasks Pending:

	Employee Name	Pay Period Start	Status	Total Pay Period Overtime Hours	Overt
--	---------------	------------------	--------	---------------------------------	-------

3. The default will be the current pay period, use the drop down menu to select the "Pay Period" desired

Employee: Nyhammer, Yvy H.
Employee Email: yhnyhammer@doc1.wa.gov
Personnel No:
Location: AOD - BUSINESS SERVICES
Position Code:
Position Title:
[Show/Hide Time Tenths Chart](#)

Pay Period: 10/16/2019 - 10/31/2019
Type of Schedule: 05/16/2019
Time Card Status: 09/01/2019
Union Affiliation: 08/16/2019
Employee Sub Group: 08/01/2019
07/16/2019
07/01/2019
06/16/2019
06/01/2019
05/16/2019

Contact: brad@doc1.wa.gov

Manage Timecard

7

Complete Timecard

1. Input appropriate **Regular Hours**, **Overtime**, **Paid Leave/Holidays**, and **Unpaid Leave** during the pay period

Day		Work Schedule	Regular Hours	Overtime	Paid Leave/Holidays	Unpaid Leave	Daily/Weekly Total Hours Reported
Sunday	9/29/2019						
Monday	9/30/2019	8.5	5.5		3.0		8.5
Tuesday	10/1/2019	8.5			8.5		8.5
Wednesday	10/2/2019	8.5	8.5				8.5
Thursday	10/3/2019	8.5	8.5				8.5
Friday	10/4/2019	6.0	6.0				6.0
Saturday	10/5/2019						
Weekly Total:			28.5		11.5		40.0

- ❖ If you need assistance with rounding minutes, click on **Show/Hide Time Tenths Chart** hyperlink to expand the view

[Show/Hide Time Tenths Chart](#)

Minutes	Tenths	Minutes	Tenths	Minutes	Tenths	Minutes	Tenths	Minutes	Tenths
1-6	.1	13-18	.3	25-30	.5	37-42	.7	49-54	.9
7-12	.2	19-24	.4	31-36	.6	43-48	.8	55-60	1.0 Hour

- ❖ **Schedule in TCS does not match HRMS:** If there's a discrepancy with your **Work Schedule** on the timecard, record time as your actual hours worked in the regular hours column and input a comment in the employee comments below the timecard

Manage Timecard

8

Sunday	10/6/2019					
Monday	10/7/2019	8.5	8.0			8.5
Tuesday	10/8/2019	8.5	8.0			8.5
Wednesday	10/9/2019	8.5	8.0			8.5
Thursday	10/10/2019	8.5	8.0			8.5
Friday	10/11/2019	6.0	8.0			6.0
Saturday	10/12/2019					
Weekly Total:			36.0	4.0		40.0
Sunday	10/13/2019					
Monday	10/14/2019	8.5	8.0			8.5
Tuesday	10/15/2019	8.5	8.0			8.5
Wednesday	10/16/2019	8.5				
Thursday	10/17/2019	8.5				
Friday	10/18/2019	6.0				
Saturday	10/19/2019					
Weekly Total:			17.0			17.0
Pay Period Total Hours Reported:			76.0	12.5		88.5

☐ Overtime Form Submitted

Employee Comments:

New work schedule started 10/06/2019 for 5-8s M-F

- If you plan to return to your timecard for adjustments or add additional information, click on **Save**

Approver:

Pacheco, Alissa M. ▼

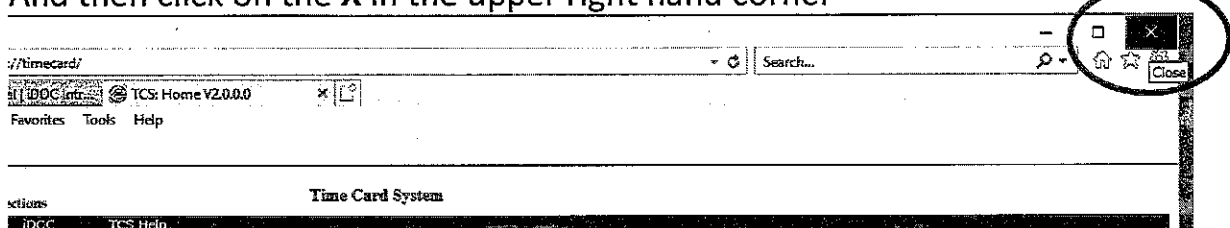
Delete

Save

Save, Certify Hours and Submit for Approval

All Time Card information is subject to public disclosure, including the employee and approver comments.

- And then click on the X in the upper right hand corner



Manage Timecard

9

Submit Timecard

1. Review **Approver**, if approver is not the your current supervisor then use the drop down menu to select the correct supervisor

Approver:

Pacheco, Alissa M.



Saturday	11/2/2019					
Olson, John D.						
Oltmann, Denise M.						
Oman, Bryce D.						
Opulencia, Myisha L.		22.0		1.0		23.0
Omsbey, David W.						
Orosco, Javier E.						
Orthmann, Ronald J.						
Ortiz, Emma J.						
Ortiz, Mauro V.						
Osburn, Brendan A.						
Osburn, Laura L.						
Ostrem, Joseph A.						
Otto, Daniel J.						
Otto, Eric T.						
Overaa, Bryan J.						
Owens, Paul J.						
Pacheco, Alissa M.						
Padilla, John T.						
Page, Andrew W.						
Palmer, James T.						
Paulino, Terry R.						
Parker, James H.						
Parks, James J.						
Parnell, Andrew J.						
Parris, Keith G.						
Partida, Mauro						
Pasqualone, Tabitha D.						

Approval

public disclosure, including the employee and approver comments.

Manage Timecard

10

4. To submit for approval, click on **Save, Certify Hours and Submit for Approval** (only one time)

***Do not hit the **Save** button after you hit **Save, Certify Hours and Submit for Approval** as this will cause the timecard to be saved back in to "in work" status

Approver:
Pacheco, Alissa M. ▼

Delete

Save

Save, Certify Hours and Submit for Approval

All Time Card information is subject to public disclosure, including the employee and approver comments.

5. Click on **OK**, when the warning sign appears

Message from webpage

WARNING!

You are saving and submitting your document for approval.

Press OK to proceed.
Press Cancel to return to screen.

OK Cancel

6. Review **Time Card Status** to ensure timecard is "Pending Approval"

Pay Period: 10/01/2019 - 10/31/2019

Type of Scheduler: 8.5a/6-M-T 8.5.F 6

Time Card Status: Pending Approval

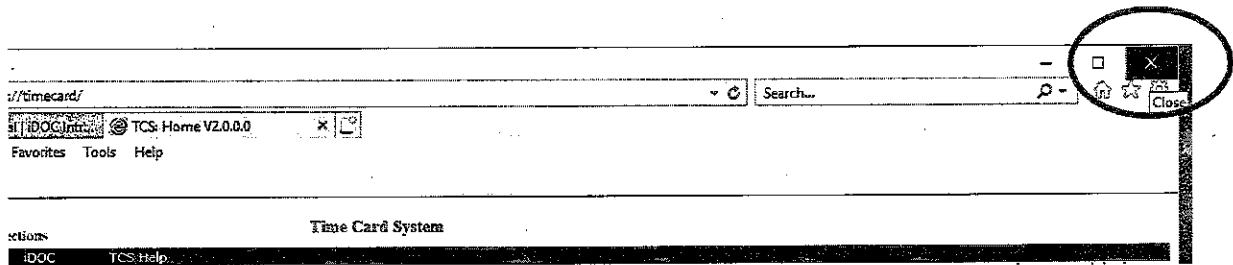
Union Affiliation: Teamsters

Employee Sub Group: 06 - M-OT Elig>40hrs/wk

Manage Timecard

11

7. Click on the X in the upper right hand corner



Overtime Hours Reported

12

- ❖ If any overtime was reported, complete and submit an Overtime Request/Approval DOC Form 03-022 <http://insidedoc/Forms/Standard/03-022.docx> to your Supervisor
- ❖ Overtime hours should be recorded on the actual day the hours are worked. Your regular hours worked will be recorded in the **Regular Hours** column, and any hours in excess of your daily schedule will be recorded in the **Overtime** column

Pay Period: 10/01/2019 - 10/15/2019
Type of Schedule: 5-8s: Th-M, 8 hpd
Time Card Status: Approved
Union Affiliation: Teamsters
Employee Sub Group: 04 - M-OT Elig>Daily Sche

Day		Work Schedule	Regular Hours	Overtime	Paid Leave/ Holidays	Unpaid Leave	Daily/Weekly Total Hours Reported
Sunday	9/29/2019	8.0	8.0				8.0
Monday	9/30/2019	8.0	8.0				8.0
Tuesday	10/1/2019						
Wednesday	10/2/2019						
Thursday	10/3/2019	8.0	8.0				8.0
Friday	10/4/2019	8.0	8.0	7.5			15.5
Saturday	10/5/2019	8.0	8.0	7.5			15.5
Weekly Totals:			40.0	15.0			55.0

Paid/Unpaid Leave Hours Reported

13

If any leave was recorded, submit your leave one of the following ways:

- ❖ Complete and submit a Leave Request via Outlook to your supervisor. DOC Form 03407 located at <http://insidedoc/forms/Standard/03-407.docx>
- ❖ Submit leave through MyPortal
<https://myportal.wa.gov/>

Day		Work Schedule	Regular Hours	Overtime	Paid Leave/ Holidays	Unpaid Leave	Daily/Weekly Total Hours Reported
Sunday	9/29/2019						
Monday	9/30/2019	8.5	5.5		3.0		8.5
Tuesday	10/1/2019	8.5			8.5		8.5
Wednesday	10/2/2019	8.5	8.5				8.5
Thursday	10/3/2019	8.5				8.5	8.5
Friday	10/4/2019	6.0	6.0				6.0
Saturday	10/5/2019						
Weekly Total:			28.5		11.5		40.0

Paid Holidays

Full-time employees are entitled to ten paid holidays, and one personal holiday if the employee is scheduled to be, or has been, continuously employed by the State of Washington for at least four months (WAC 357-31-005). The following days are designated as holidays:

1. The first day of January (New Year's Day)
2. The third Monday of January (Martin Luther King, Jr.'s birthday)
3. The third Monday of February (Presidents' Day)
4. The last Monday of May (Memorial Day)
5. The fourth day of July (Independence Day)
6. The first Monday in September (Labor Day)
7. The eleventh day of November (Veterans Day)
8. The fourth Thursday in November (Thanksgiving Day)
9. The Friday immediately following the fourth Thursday in November (Native American Heritage Day)
10. The twenty-fifth day of December (Christmas Day)

Personal Holiday

Employees are entitled to one paid personal holiday per calendar year in addition to those specified in WAC 357-31-005 if the employee is scheduled to be, or has been, continuously employed by the state of Washington for at least four months. An employee who is scheduled to work less than six continuous months over a period covering two calendar years only receives one personal holiday during this period (WAC 357-31-055).

Contact Payroll: <http://idoc/tools/staff.htm#payroll>

Paid Holidays: <http://idoc/employees/compensation/holidays.htm>

Did not work on holiday and scheduled work day

15

Scenario I

You did not work on the holiday and it fell on a scheduled work day

Below is an example on how it would be reported in Time Card System (TCS) for the holiday (09/02/2019 Labor Day). Your normal scheduled hours would be reported in the "Paid Leave/Holidays" column on the day of the holiday. The employee did not work on the holiday but was entitled to holiday pay.

Day		Work Schedule	Hours Worked	Overtime	Paid Leave/ Holidays	Unpaid Leave	Daily/Weekly Total Hours Reported
Sunday	9/1/2019						
Monday	9/2/2019	8.0			8.0		8.0
Tuesday	9/3/2019	8.0	8.0				8.0
Wednesday	9/4/2019	8.0	8.0				8.0
Thursday	9/5/2019	8.0	8.0				8.0
Friday	9/6/2019	8.0	8.0				8.0
Saturday	9/7/2019						
Weekly Totals			32.0		8.0		40.0

Holiday fell on scheduled day off

16

Scenario 2

The holiday fell on your normal day off.

Below is how it would be reported in Time Card System (TCS) for the holiday (9/2/2019 Labor Day) when you have to designate a different day as your holiday. This was designated as a different day because the holiday fell on the employee's normal day off. Your normal scheduled hours would be reported in the "Paid Leave/Holidays" column on the day that was designated as the holiday.

Day		Work Schedule	Regular Hours	Overtime	Paid Leave/ Holidays	Unpaid Leave	Daily/Weekly Total Hours Reported
Sunday	9/1/2019						
Monday	9/2/2019						
Tuesday	9/3/2019	10.0			10.0		10.0
Wednesday	9/4/2019	10.0	10.0				10.0
Thursday	9/5/2019	10.0	10.0				10.0
Friday	9/6/2019	10.0	10.0				10.0
Saturday	9/7/2019						
Weekly Totals:			30.0		10.0		40.0

Worked on Holiday

Scenario 3

You had to work on the holiday.

Below is how it would be reported in Time Card System (TCS) for the holiday (9/2/2019 Labor Day) when you had to work on the holiday. Your normal scheduled hours would be reported in the "Paid Leave/Holidays" column on the day that was the holiday and then the hours you worked that day would be in the "Overtime" column.

Day		Work Schedule	Regular Hours	Overtime	Paid Leave/ Holidays	Unpaid Leave	Daily/Weekly Total Hours Reported
Sunday	9/1/2019						
Monday	9/2/2019	8.5		8.5	8.5		17.0
Tuesday	9/3/2019	8.5	8.5				8.5
Wednesday	9/4/2019	8.5	8.5				8.5
Thursday	9/5/2019	8.5	8.5				8.5
Friday	9/6/2019	6.0	6.0				6.0
Saturday	9/7/2019						
Weekly Total:			31.5	8.5	8.5		48.5

Worked on Designated Holiday

18

Scenario 4

You had to work on your designated holiday.

Below is how it would be reported in Time Card System (TCS) for the designated holiday (9/3/2019 for Labor Day) when you had to work on the designated day. Your normal scheduled hours would be reported in the "Paid Leave/Holidays" column on the day that was the designated as the holiday and then the hours you worked that day would be in the "Overtime" column.

Day		Work Schedule	Regular Hours	Overtime	Paid Leave/ Holidays	Unpaid Leave	Daily/Weekly Total Hours Reported
Sunday	9/1/2019						
Monday	9/2/2019						
Tuesday	9/3/2019	10.0		10.0	10.0		20.0
Wednesday	9/4/2019	10.0	10.0				10.0
Thursday	9/5/2019	10.0	10.0				10.0
Friday	9/6/2019	10.0	10.0				10.0
Saturday	9/7/2019						
Weekly Total:			30.0	10.0	10.0		50.0

Search for Prior Pay Period Timecards

19

1. Click **Search/View**
2. Click **Time Card Search**

Washington State
Department of Corrections

Time Card System

Home Inside DOC

Time Card Menu

Employee Time Card

Search/View Time Card Search

Scheduled vs Reported Hours Daily

Scheduled vs Reported Hours Weekly

Non-completed Time Cards

3. To narrow down search, Enter and select specific criteria or a combination of criteria

- **Employee Name:**
 - Last name, First name
- **Personnel No.:**
 - Employee Personnel Number must be a 4 to 8 digit number
- **Pay Period Start Date:**
 - Field required
- **Pay Period End Date:**
 - Field required
- **Supervisor Name:**

Time Card Search:

Employee Name: Nyhammer, Vvy

Personnel No.:

*Pay Period Start Date: 08/01/2019

*Pay Period End Date: 10/15/2019

Supervisor Name: Pacheco, Alissa M.

Time Card Status:

☒ All

☐ Non-Completed

☒ Not Started

☒ In Work

☒ Pending Approval

☒ Approved

☒ Rejected

☒ Revised

Search for Prior Pay Period Timecards

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- Select /or unselect the timecard statuses you would like to view /or not view

Time Card Search:

Employee Name: Personnel No.: *Pay Period Start Date: *Pay Period End Date:

Supervisor Name: Time Card Status:

☐ All
☒ Non-Completed

☒ Not Started
☒ In Work
☒ Pending Approval
☐ Approved
☒ Rejected
☐ Revised

- Select **Search** to view requested timecard

Time Card Search:

Employee Name: Personnel No.: *Pay Period Start Date: *Pay Period End Date:

Supervisor Name: Time Card Status:

☐ All
☒ Non-Completed

☒ Not Started
☒ In Work
☒ Pending Approval
☐ Approved
☒ Rejected
☐ Revised

Supervisor Name	Employee Name	Personnel Number	Pay Period Start Date	Time Card Status	Version	Action Date	Total Period Overtime Hours	Total Pay Period Regular Paid Hours	Total Unpaid Leave Hours	Approver Name
Pacheco, Alissa M.	Nyhammer, Vvy H.		09/16/2019	In Work	0	10/29/2019	0.0	88.5	0.0	Pacheco, Alissa M.
Pacheco, Alissa M.	Nyhammer, Vvy H.		10/01/2019	In Work	0	10/29/2019	0.0	88.5	0.0	Pacheco, Alissa M.

Revise an Approved or Rejected Timecard

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1. Access Time Card System Application
2. Click Employee Time Card

Washington State Department of Corrections Time Card System

Home IDOC TCS Help

Time Card Menu

Employee Time Card

Search/View

Employee Tasks Pending:

Employee Name	Pay Period Start	Status	Total Pay Period Overtime Hours	Overt
---------------	------------------	--------	---------------------------------	-------

3. The default will be the current pay period, use the drop down menu to select the Pay Period you want to revise and resubmit for approval

Employee: Nyhammer, Yvy H.
Employee Email: yvnyhammer@doc1.wa.gov
Personnel No: [REDACTED]
Location: AOD - BUSINESS SERVICES
Position Codes: [REDACTED]
Position Title: [REDACTED]
[Show/Hide Time Tenths Chart](#)

Pay Period: 10/15/2019 - 10/31/2019
Type of Schedule: [REDACTED]
Time Card Status: [REDACTED]
Union Affiliation: [REDACTED]
Employee Sub Group: [REDACTED] rs/wk

4. Select the correct Pay Period that needs correcting

***During this process you will see a message in red that reads "An approved timecard already exists for this pay period". This is automatically created when you are resubmitting an approved timecard to show this timecard pay period has been modified.

An Approved Timecard already exists for this payperiod.

Employee: Nyhammer, Yvy H.
Employee Email: yvnyhammer@doc1.wa.gov
Personnel No: [REDACTED]
Location: AOD - BUSINESS SERVICES
Position Codes: [REDACTED]
Position Title: FISCAL ANALYST 3
[Show/Hide Time Tenths Chart](#)

Pay Period: 09/01/2019 - 9/15/2019
Type of Schedule: 4-8.5s/64M-T 8.5.F 6
Time Card Status: Approved
Union Affiliation: Teamsters
Employee Sub Group: 06 - M-OT Elig>40hrs/wk

Revise an Approved or Rejected Timecard

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5. Click Save

☐ Overtime Form Submitted

Employee Comments:

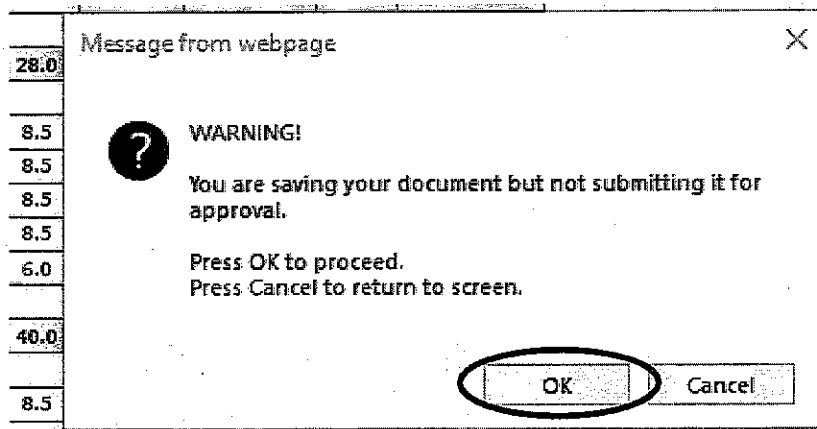
Approver:

Pacheco, Alissa M. ▼

Save

Save, Certify Hours and Submit for Approval

6. Click on OK, when the warning message appears



7. Review Time Card Status for "In Work"

Pay Period: 09/01/2019 - 9/15/2019
Type of Schedule: 8.5-8.5/6-N-T 8.5,F 6
Time Card Status: In Work
Union Affiliation: Teamsters
Employee Sub Groups: 06 - M-OT Elig>40hrs/wk

Revise an Approved or Rejected Timecard

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8. Make corrections to timecard

9. Click on **Save**

Approver:
Pacheco, Alissa M. ▼

Delete

Save

Save, Certify Hours and Submit for Approval

All Time Card information is subject to public disclosure, including the employee and approver comments.

10. Click on **Save, Certify Hours and Submit for Approval** (only one time)

***Multiple clicks will cause timecard to be save back in to "in work" status

Approver:
Pacheco, Alissa M. ▼

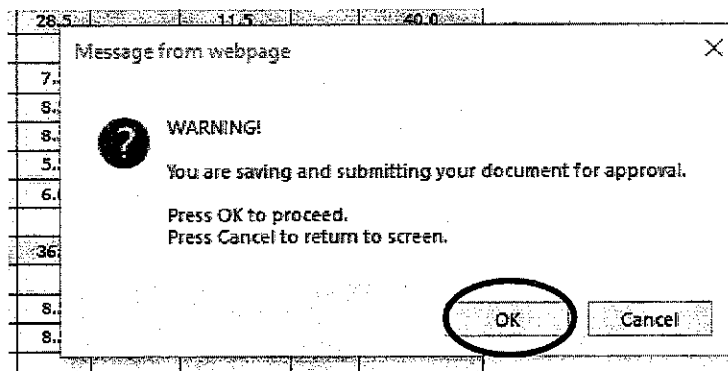
Delete

Save

Save, Certify Hours and Submit for Approval

All Time Card information is subject to public disclosure, including the employee and approver comments.

11. Click on **OK**, when the warning message appears



Revise an Approved or Rejected Timecard

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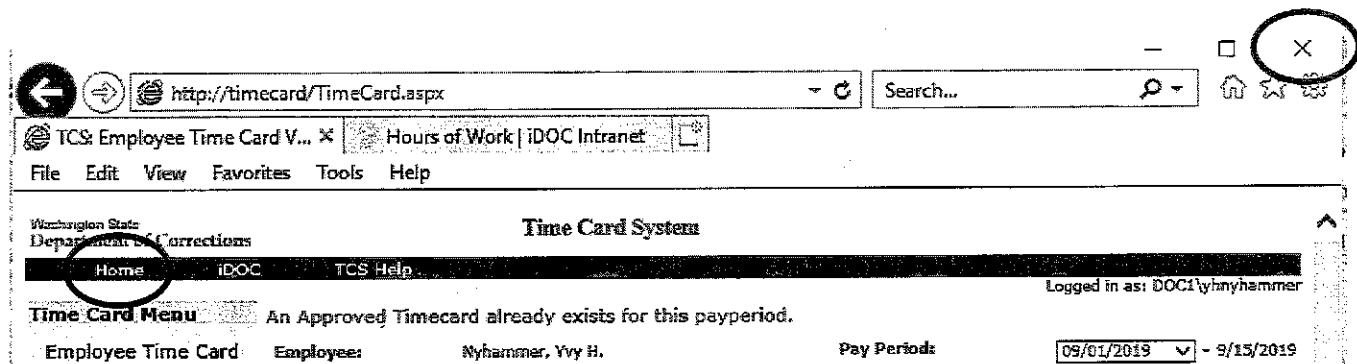
12. Review **Time Card Status** to ensure timecard is "Pending Approval"

Pay Period: 10/01/2019 - 10/31/2019
Type of Schedule: 4-8 5-6-M-T-R-F-S
Time Card Status: Pending Approval
Union Affiliation: Teamsters
Employee Sub Group: 06 - M-OT Elig>40hrs/wk

13. Click **Home** to return back to the Time Card System Homepage

Or

Click on the X in the upper right hand corner



E-mail Notifications

Event-driven notifications

Employee submits a timecard for approval

- If sent to supervisor, the supervisor and employee receive an e-mail
- If sent to someone other than supervisor, the selected approver, the employee's supervisor, and the employee receive an e-mail

Supervisor approves (or rejects) timecard

- Email goes to employee notifying them of the approval or rejection

Time-driven notifications

If no approved timecard exists for the pay period (Non-Completed status timecard)

- A 'not completed' e-mail is sent 4 business days after the end of a pay period to the employee and the employee's supervisor.
 - If the supervisor's position is vacant, an e-mail is sent to the supervisor's supervisor
- Notices sent weekly thereafter until acted upon

If a timecard is submitted for approval (timecard is in "Pending Approval" status)

- 2 business days without action – e-mail sent to supervisor (or approver)
- 5 business days without action – e-mail sent to supervisor (or approver)
- 10 business days without action – e-mail sent to supervisor's supervisor (or approver)
- Notices sent weekly thereafter until acted upon

INTERVIEW ACKNOWLEDGMENT

Case ID number: 22-750_____ Date of interview: 10/14/2022_____

Interviewee: Jean Hardcastle____ Title: Agency Payroll Officer Appointing Authority: Jeannie Miller
(Include title or DOC # and housing assignment, as applicable)

As an interviewee, I have been informed of the circumstances under which the Department of Corrections releases information. By signing this form, I acknowledge that I have been informed that the information I provide, including my identity, may be subject to release by the Department pursuant to applicable collective bargaining agreements, RCW 42.56 (Public Records Act), court order, subpoena, and/or other legal authority.

The Department prohibits retaliation against any person because of their involvement in the reporting or investigation of a complaint. The Department will treat retaliation as a separate offense subject to administrative investigation, discipline, and/or corrective action. Any concerns regarding retaliation are to be reported to the Appointing Authority.

Individual who is under the Department's jurisdiction

- ☐ I understand that this is an active and ongoing investigation. In order to protect the integrity of the investigation, I understand that discussion of any related information is to be limited only to persons who have a need to know.

Employee/Contract Staff/Volunteer

- ☒ I have been advised this interview is for internal administrative purposes only. I understand that refusing to cooperate with the investigation may result in me being disciplined for insubordination, up to and including termination of employment/volunteer service or the termination of my contract. I acknowledge that I am required to fully and honestly answer all relevant and material questions.

I have been further advised that this is an active and ongoing investigation and that I may not discuss it with anyone in the workplace except the Appointing Authority or a Human Resources employee, union representative, legal counsel, or person with whom I have a legally privileged relationship. I also have been advised that I am to refrain from discussing the issues in this investigation with anyone who may be a witness, to avoid jeopardizing the integrity of the investigation.

I understand that information related to allegations/incidents of sexual misconduct will only be disclosed to staff when necessary for related treatment, investigation, and other security and management decisions. Breaches of confidentiality may be subject to corrective/disciplinary action.

Interview of accused (If required, check appropriate box)

- ☐ I understand that I am being compelled to answer questions related to conduct that might be criminal. I understand that refusing to cooperate with the investigation may result in me being disciplined for insubordination, up to and including termination of employment/volunteer service or the termination of my contract. I acknowledge that I am required to fully and honestly answer all relevant and material questions. If criminal charges are pending, or may be filed against me related to the conduct being investigated, I understand that statements I make in this investigation cannot be used against me in a criminal proceeding pursuant to Garrity v. New Jersey.

Other (members of the public)

- ☐ My participation/attendance in this interview is voluntary. I have been advised that a witness of my choosing can accompany me during the interview at my request. Based on this information, I consent to participate in this interview.

Jean Hardcastle

10/14/2022

Interviewee signature

Date

Jessica Perva

Investigator name

Jessica Perva

Signature

10/14/2022

Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

Distribution: **ORIGINAL** - Final Investigation Report

INTERVIEW SUMMARY

Case Number: 22-750

Interviewee Name: Jean Hardcastle, Agency Payroll Officer

Investigator Name: Jessica Perva, Investigator 3

Interview Date: 10/14/2022

Interview Location: Teams

Have you reviewed the interview acknowledgement form? Yes

Do you have any questions about it? No

How long have you worked for the department? 19 years

What position do you hold? Agency payroll officer.

How did you become involved in the audit for Donicio Marichalar? I was asked to determine if a particular set of dates had HRMS leave submission. I decided to put the spreadsheet together because the number of discrepancies with Donicio's leave.

Can you walk me through your spreadsheet? The dates within spreadsheet is what was provided to me by HRC Lisa Morrow as well as the dates discovered in HRMS. There's a second tab within the spreadsheet that has screenshots of what was in TCS. I discovered that some timecards had been approved some had only been created and some hadn't been started. I added notes on each of the dates I noticed had discrepancies.

They ultimately had wanted to know the effect on pay. However, I couldn't provide the exact number as some of the leave will have a pay consequence because Donicio seemingly used more leave than what was available to him. There were still decisions to be made on the leave that was approved on the timecard yet wasn't submitted in HRMS. I can't provide an amount until I get answers on each date that was provided.

What answers are you looking for? Whether or not he will be charged that leave or not. If you need a monetary value, I can provide that I just need solid answers for each day.

Can you walk me through the accrual process? Yes. Part of the issue with this is if Donicio goes below 80 hours of pay status in a month, then he won't get his accrual. So, staff do not receive accrual until they have 80 hours of pay status let's say the system right now doesn't know Donicio has leave without pay so, he got his accrual on the 16th and uses it on the 17th. But we found out he used two days of leave without pay prior to the 15th so that's going to bump his accrual out to the 18th and now he's leave without pay on the 17th so that bumps his accrual to the 19th. This has a chronological effect of when he gets his accrual. So, until I have answers on the dates, I can't give anything solid without knowing very specifically what is happening with the reported dates.

If leave is taken prior to the 16th of the month that's when things can become an issue. Accrual is earned when you have 80 hours in pay status. So, if paid leave turns into leave without pay it could push his accrual out further and further.

Does the accrual time affect the final number? Absolutely. I really should say it depends on the circumstance outline above.

Is there anything you'd like to add? I'm assuming that the AA will require Donicio to submit leave for some of these dates however any that do become leave without pay will be an over payment. We will then have to send an over payment letter unless the AA wanted to go a different route. Once the final number's been decided we will follow the over payment process unless directed otherwise.

Would the repayment be out of pocket? Yes, because he was paid the time already that he didn't have.

I attest the above statements are true and accurate to the best of my knowledge.

Interviewee Signature: _____  _____ **Date:** 10/18/2022

From: [Hardcastle, Jean O. \(DOC\)](#)
To: [Perva, Jessica L. \(DOC\)](#); [Morrow, Lisa M. \(DOC\)](#); [Ghazal, Zainab A. \(DOC\)](#)
Subject: FW: Marichalar
Date: Tuesday, January 24, 2023 4:44:45 PM
Attachments: [Leave Changes Log - 776382.xlsx](#)
[Marichalar Leave Audit 2021 - May 2022.xlsx](#)
Importance: High

Please see Julia's notes below. As of right now the gross overpayment is a total of \$8,987.52. That overpayment has been offset in the system and nothing has been collected. We will await further instruction regrading collection.

Thank you for being so patient. November though the first pay period in February is our absolute busiest time of year.

Thank you and please let us know if you have any additional questions.

Jean Hardcastle

Department of Corrections – Agency Payroll Officer
Phone (360) 890-0304
Fax (360) 586-6006
Mail Stop 41145

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From: Little, Julia L. (DOC) <julia.little@doc1.wa.gov>
Sent: Tuesday, January 24, 2023 4:34 PM
To: Hardcastle, Jean O. (DOC) <johardcastle@DOC1.WA.GOV>
Cc: Henderson, Alysha M. (DOC) <alysha.henderson@DOC1.WA.GOV>
Subject: RE: Marichalar

Hi Jean,

Got everything keyed and have the overpayment amount. The overpayment is a total of \$8,987.52.

I have attached a spreadsheet of the changes I made and also attached your original leave tracking spreadsheet where I added my notes to your notes.

I have keyed all of the 3231 offsets until we have further instruction on how to proceed from here. Let me know if you need any additional information.

Thank you!

Best Regards,

JULIA LITTLE

WA Department of Corrections

Fiscal Analyst 4 – Payroll Supervisor & Overpayment Lead

Hours: 8:00am – 4:30pm Mon. – Fri.

Office phone: (360) 485-1459

MS: 41145

From: Hardcastle, Jean O. (DOC) <johardcastle@DOC1.WA.GOV>

Sent: Friday, January 20, 2023 4:54 PM

To: Little, Julia L. (DOC) <julia.little@doc1.wa.gov>

Subject: Marichalar

I will come see you and go over it with you.

Jean Hardcastle

Department of Corrections – Agency Payroll Officer

Phone (360) 890-0304

Fax (360) 586-6006

Mail Stop 41145

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