

**Collaborative Protocol**

**Between Magellan Health Services and Maricopa County Adult Probation Department (MCAPD)**

Effective 2/1/2010

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**Roles and Responsibilities in the Coordination Between  
Maricopa County Regional Behavioral Health Authority (RBHA) and Maricopa County Adult Probation Department (MCAPD)  
For the Delivery of Behavioral Health Services to the Serious Mentally III and the General Mental Health/Substance Abuse Population**

The Maricopa County Regional Behavioral Health Authority (RBHA) will work with Maricopa County Adult Probation Department (MCAPD) in coordinating the delivery of behavioral health services to persons served by both organizations, provide mechanisms for resolving problems, develop standardized information sharing processes, address the resources each contributes to the care and support of persons mutually served, arrange for co-location of services, if applicable, and identify and address joint training needs.

The Maricopa Adult Probation Department and the Maricopa County Regional Behavioral Health Authority work in partnership on behalf of persons for whom Adult Probation has involvement. Specialized Adult Probation Officers connect seriously mentally ill (SMT) probationers with psychiatric treatment and services while providing opportunities for successful completion of probation through close supervision, timely case management, education, training, advocacy, and collaboration with the mental health community. The Probation Officer has the responsibility of monitoring the probationer's/behavioral health recipient's compliance with conditions of probation and addressing the probationer's/behavioral health recipient's social, emotional, and mental health needs. Collaboration among the probationer/behavioral health recipient, family, Maricopa County RBHA and the Maricopa County Adult Probation Department is important to ensure all parties work together to assess the probationer's/behavioral health recipient's strengths and needs, monitor progress, and provide appropriate services. The Probation Officer will be consulted as part of the assessment and service planning process in order to ensure the goals are consistent with court ordered mandates.

**A. Screening**

<b>Maricopa County Regional Behavioral Health Authority (RBHA) Responsibilities</b>	<b>Maricopa County Adult Probation (MCAPD) Responsibilities</b>
	<p>MCAPD initiates an assessment process for all probationers.</p> <ol style="list-style-type: none"><li>1. MCAPD staff will conduct a baseline assessment using the Offender Screening Tool (OST) which includes a mental health risk category.</li><li>2. If it is determined that the probationer falls into a mental health risk category (OST score of 50% or higher) or Drug/Alcohol risk of 60% or higher, or at any time during supervision it appears a probationer is in need of treatment, the Supervising Probation Officer shall develop a Case Management Plan to include additional screenings for mental health services and<ul style="list-style-type: none"><li>- Meet with probationer</li><li>- Obtain Consent to Release Protected Health Information (PHI) allowing the RBHA/PNO to provide information to MCAPD.</li><li>- Along with the defendant, call the Maricopa County RBHA Customer Service Line (1-800-564-5465) to obtain probationer's current RBHA enrollment status.*</li></ul></li></ol> <p>* If probationer is in custody, then MCAPD staff will</p>

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Maricopa County Regional Behavioral Health Authority (RBHA) Responsibilities	Maricopa County Adult Probation (MCAPD) Responsibilities
	<ul style="list-style-type: none"> <li>▪ call 1-800-564-5465 and ask for an SMI evaluation for probationer. (probationer can also ask Correctional Health Services (CHS) to call for him/her or the probationer can call the newly established local number collect @: (602) 225-0359.)</li> <li>▪ When calling, identify as MCAPD staff and provide the probationer's jail location and booking # and other requested identifying information.</li> <li>▪ If the probationer is already enrolled with the Maricopa County RBHA SMI program, then the supervising officer will be warm transferred to the PNO Clinic.               <ul style="list-style-type: none"> <li>- RBHA enrollment status</li> <li>- SMI status</li> <li>- Case Manager Name</li> <li>- Case Manager Contact Information</li> </ul> </li> </ul>
<p><u>Behavioral Health Recipient is enrolled with Maricopa County RBHA</u></p> <ol style="list-style-type: none"> <li>1. If the Maricopa County RBHA Customer Service Line receives a call from MCAPD asking for information about a Behavioral Health Recipient. If the BHR is not on the line with the probation officer, then the Customer Service Representative will request the consent to release Protected Health Information (PHI) be faxed before providing information about the person's enrollment status.</li> <li>2. The Maricopa County RBHA Customer Service Representative will check and ensure that the Consent to Release PHI is valid.</li> <li>3. The Maricopa County RBHA Customer Service Representative shall verify Title XIX/XXI eligibility and RBHA involvement. The Maricopa County RBHA representative will provide the MCAPD the following*:           <ul style="list-style-type: none"> <li>- Enrollment Status</li> <li>- Program indicator</li> <li>- Case Manager and/or Clinical Liaison</li> <li>- Provider/Agency Contact Information</li> </ul> <p>*per administrative order 2005-055A these four pieces of information can be shared with probation for an SMI enrolled (or previously SMI enrolled) person without a Consent to Release PHI</p> </li> <li>4. The Maricopa County RBHA Customer Service Representative shall enter a note into Integrated Product including the Supervising</li> </ol>	<p><u>Probationer is enrolled with Maricopa County RBHA</u></p> <ol style="list-style-type: none"> <li>1. If it is determined in the call with the person to the RBHA customer service line that the probationer is enrolled with the Maricopa County RBHA, then the Supervising Probation Officer will obtain the following information*:           <ul style="list-style-type: none"> <li>- Enrollment Status</li> <li>- Program Indicator</li> <li>- SMI Case Manager and/or GMH/SA Clinical Single Point of Contact</li> <li>- Provider/Agency Information</li> </ul> <p>*per administrative order 2005-055A these four pieces of information can be shared with probation for an SMI enrolled (or previously SMI enrolled) person without a Consent to Release PHI</p> </li> <li>2. If the Supervising Probation Officer knows the clinical site where the probationer is receiving services, the officer can bypass customer service and communicate directly with the clinical team.</li> </ol>

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<p>Probation Officer's name and phone number</p> <p>5. When it is determined by the Maricopa County RBHA treatment team that a consumer is involved with the MCAPD, the Case Manager will request a Consent to Release PHI from the BHR for the purpose of coordination of care.</p>	
<p><u>Behavioral Health Recipient (BHR) is not enrolled with Maricopa County RBHA</u></p> <p>1. If the person is in the community, the Maricopa County RBHA Customer Service Line will schedule an SMI evaluation within 7 days at a PNO Clinic.</p> <p>2. If the person is in Maricopa County Jail, the Maricopa County RBHA Customer Service Line will schedule a jail SMI evaluation within 7 days.</p> <p>3. If the person is an inmate at the Arizona Department of Corrections, SMI evaluation will be scheduled within the prison within 3 months of release if not previously SMI. (within 4 months of release from prison if previously SMI)</p>	<p><u>Probationer is not enrolled with Maricopa County RBHA</u></p> <p>1. If it is determined that the probationer is not enrolled with the Maricopa County RBHA, the Supervising Probation Officer on the call with the probationer will request an SMI evaluation be scheduled.</p> <p>2. The Supervising Probation Officer will facilitate the assessment process:</p> <ul style="list-style-type: none"> <li>- Accompany probationer to assessment (optional).</li> <li>- Encourage family member(s) to accompany the probationer.</li> <li>- Prior to the scheduled assessment, the Supervising Probation Officer will provide a Designated Representative Form and all available supporting documentation (such as: pre-sentence report –excluding criminal history and conditions of probation) to the Maricopa County RBHA Eligibility Department.</li> </ul> <p style="margin-left: 40px;">Fax to: 1 888 656 2659 Magellan Health Services Evaluation and Eligibility Department In the subject line state "Information to Assist with Determination" Include the probationer's name, DOB, and last 4 digits of the social security number.</p> <p>The Supervising Probation Officer will provide the probationer via written directive of the date, time, and location of the evaluation.</p>
<p><u>Evaluation Process</u></p> <p>1. The Maricopa County RBHA Determination Department determines a consumer's SMI eligibility</p> <p>2. If there is insufficient information to make a determination due to co-occurring substance abuse, the consumer may be referred to the Extended Evaluation Program (if released within 30 days) or the determination may be pended for up to 20 days in order to obtain records from past treatment providers. In either case, the consumer must consent to a waiver of the timelines. During the Extended Evaluation Program, a Clinical Point of</p>	

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<b>Maricopa County Regional Behavioral Health Authority (RBHA) Responsibilities</b>	<b>Maricopa County Adult Probation (MCAPD) Responsibilities</b>
<p>Contact will be assigned to the person through the Maricopa County RBHA Evaluation Department and will be available to coordinate interim services with the Supervising Probation Officer.</p> <p>3. If the consumer is:</p> <ul style="list-style-type: none"> <li>a. <b><u>SMI or TXIX on Court Ordered Treatment</u></b> the consumer is assigned to a Provider Network Organization (PNO) Clinic.</li> <li>b. <b><u>Non-SMI Title XIX</u></b> the BHR will be assigned to a GMH/SA provider.</li> <li>c. <b><u>Non-SMI IV Drug User</u></b> the BHR will be assigned to a GMH/SA provider if SAPT grant funding is available.</li> <li>d. <b><u>Non-SMI Pregnancy and Addiction</u></b> the BHR will be assigned to a GMH/SA provider Pregnancy and Addiction Team if SAPT grant funding is available.</li> <li>e. <b><u>Non-SMI Non- Title XIX</u></b> the BHR is provided with a list of agencies that provide mental health and/or substance abuse services on a sliding fee scale.</li> </ul> <p>5. The Maricopa County RBHA sends a determination letter to notify the consumer of the following status:</p> <ul style="list-style-type: none"> <li>a. BHR is SMI – DCC/PNO information is provided <u>or</u></li> <li>b. BHR not SMI – Appeal information is provided.             <ul style="list-style-type: none"> <li>- BHR is Title XIX GMH/SA – Contact information for the assigned Provider Agency is listed.</li> <li>- BHR is not TXIX – Sliding Fee Provider information is provided.</li> </ul> </li> </ul> <p>This letter can be sent to the Designated Representative instead of the BHR when:</p> <ul style="list-style-type: none"> <li>- The Maricopa County RBHA has the Designated Representative form containing the name and mailing address of the Supervising Probation Officer.</li> <li>- There is a signed Consent to Release PHI to the MCAPD.</li> </ul>	

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**B. Intake and Assessment**

Maricopa County RBHA Responsibilities	Maricopa County Adult Probation (MCAPD) Responsibilities
<p>1. At the time of intake/assessment, a core assessment is completed. This assessment is the same for both SMI and GMH/SA populations.</p> <p>2. The Arizona Department of Health Services/Division of Behavioral Health Services' Comprehensive Assessment Process (and related forms) shall be used. This process includes gathering information and completing of: :</p> <ul style="list-style-type: none"> <li>• <b>Core Assessment</b> The core assessment includes: Presenting Concerns. Behavioral Health and Medical Questionnaire. Criminal Justice. Substance Related Disorders, Abuse/Sexual Risk Behavior. Risk Assessment. Mental Status Exam, Clinical Formulation and Diagnoses. Next Steps/Interim Service Plan</li> <li>• <b>Addenda</b> The addenda include; Living Environment. Family Community Involvement. Education at Vocational Training. Employment, Developmental History. Criminal Justice (for people with legal involvement only), Problem Gambling Screen. Seriously Mentally Ill Determination (for people who request SMI determination or have an SMI qualifying diagnosis and a GAF score 50 or lower).</li> </ul> <p>3. If it is identified that MCAPD is involved, the Maricopa County RBHA shall make every effort to obtain a Consent to Release PHI from the BHR for the purpose of coordination of care.</p>	

**C. Crisis Services All Adult Populations**

Maricopa County Regional Behavioral Health Authority (RBHA) Responsibilities	Maricopa County Adult Probation (MCAPD) Responsibilities
<p><u>Crisis Services/Response (All Populations)</u></p> <p>The Maricopa County Crisis Line will.</p> <ol style="list-style-type: none"> <li>1. Answer the call and forward call to the Supervisor queue.</li> <li>2. The Supervisor will ask a series of questions to triage the crisis situation.</li> <li>3. Obtain individual's personal information from the Supervising Probation Officer.                             <ul style="list-style-type: none"> <li>- Name, Date of Birth and Social Security Number</li> </ul> </li> <li>4. If the individual is currently case managed by a PNO Clinic.</li> </ol>	<p><u>Crisis Services/Response (All Populations)</u></p> <p>Probationer may exhibit behaviors that are consistent with a psychiatric or substance abuse emergency including, but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Behavior that, as a result of a mental disorder or substance abuse, constitutes a danger of inflicting serious physical harm upon oneself or others.</li> <li>▪ Behavior in which a person, as a result of a mental disorder or substance abuse is likely to lead to serious physical harm or serious illness because he/she is unable to provide for basic physical needs.</li> </ul>

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<ul style="list-style-type: none"> <li>- The Supervising Probation Officer will be warm transferred to the assigned site and connected to the Clinical team prior to releasing the call.</li> </ul> <p>6. If the individual is not enrolled at a DCC or it is not during DCC office hours, the Crisis Supervisor will:</p> <ul style="list-style-type: none"> <li>- Ask a series of risk assessment questions to the individual to further assess the risk level.</li> </ul> <p>7. If a mobile team is requested and there are none available the Crisis Supervisor will:</p> <ul style="list-style-type: none"> <li>- Assist the Supervising Probation Officer with the direction of appropriate services; or</li> <li>- Telephone conference the UPC or PRC West or Community Bridges to alert them that the individual will be brought to one of the Urgent Psychiatric Centers to be fully assessed.</li> </ul> <p>8. Continue to assist the Supervising Probation Officer until the crisis situation has been resolved.</p>	<p>If the probationer is exhibiting behaviors consistent with criteria above the Supervising Probation Officer will contact the Maricopa County Crisis Line 1-800-631-1314 or 602.222.9444. (The Supervising Probation Officer can call the probationers Direct Care Clinic if during business hours)</p> <ul style="list-style-type: none"> <li>▪ Identify yourself as the Supervising Probation Officer, provide your location, and call back phone number in case the call is disconnected.</li> <li>▪ Crisis Supervisor will ask to speak to the person in crisis.</li> <li>▪ If the Supervising Probation Officer wants information regarding the final disposition of the probationer after the crisis situation is resolved, then a Consent to Release PHI will need to be faxed to the Maricopa County Crisis Line at 602.279.6429</li> </ul>
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**D. Treatment (SMI)**

<b>Maricopa County RBHA Responsibilities</b>	<b>Maricopa County Adult Probation (MCAPD) Responsibilities</b>
<p>1. Direct Care Clinic (DCC) Case Manager will request a Consent to Release PHI from the BHR in order for the Supervising Probation Officer to receive pertinent treatment information from the DCC. The Case Manager will make a note in the consumer's At Risk Crisis Plan (ARCP) indicating that there is a release of information for Maricopa County Adult Probation.</p> <p>2. If the consumer is enrolled with Magellan SMI program, a Functional Assessment and Individual Service Plan (ISP) and At Risk Crisis Plan (ARCP) shall include notation of the Supervising Probation Officer's name and contact information.</p> <p>3. Once a Consent to Release PHI is obtained, the DCC Case Manager shall interview the Supervising Probation Officer in order to gather input during the development of the ISP and should ask the Officer to review and sign the completed ISP. Terms of probation as well as any recommendations from the Supervising Probation Officer will be included in the Functional Assessment and ISP. Copies of the Core</p>	<p>1. When it is determined that the probationer is scheduled for a site appointment to develop the Individual Service Plan or Core Assessment and after securing a Consent to Release information from MCAPD to the RBHA and DCC, the Supervising Probation Officer will provide the Maricopa County RBHA/DCC with any collateral information relevant to the probationer's psychiatric states including any available self-reported hospitalizations, medications, prior psychiatric interventions and any other pertinent supporting documentation (pre-sentence report excluding criminal history and psychological evaluation. conditions of probation).</p> <p>2. The Supervising Probation Officer will provide input to the clinical team into the Individual Service Plan (ISP) and become an integral part of treatment planning.</p> <p>3. The Supervising Probation Officer will be informed of any changes in the treatment plan including medication changes so that compliance with medication and interventions can be monitored by the Court.</p>

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<b>Maricopa County RBHA Responsibilities</b>	<b>Maricopa County Adult Probation (MCAPD) Responsibilities</b>
<p>Assessment, Functional Assessment, and ISP shall be provided to the Supervising Probation Officer once the Consent to Release PHI has been obtained.</p> <p>4. The ISP and Functional Assessment will be reviewed at least once every year. The Case Manager will contact the Supervising Probation Officer for input whenever the ISP and Functional Assessments are reviewed.</p> <p>5. The ISP and Functional Assessment will also be reviewed when there is any change in service or significant event (such as psychiatric hospital admission or booking into jail). The Case Manager will involve the Supervising Probation Officer in the discharge/release planning process.</p> <p>6. A copy of current medication sheet will be provided to the Supervising Probation Officer. Any changes in medication regimen will be provided to the Supervising Probation Officer.</p>	<p>4. The Supervising Probation Officer is encouraged to attend (in person or by teleconference) staffings, appointments with the Case Manager, and appointments with the psychiatrist in order to better coordinate care.</p>

**E. Treatment (GMH/SA)**

<b>Maricopa County RBHA Responsibilities</b>	<b>Maricopa County Adult Probation (MCAPD) Responsibilities</b>
<p>1. Maricopa County RBHA contracted GMH/SA provider will request a Consent to Release PHI from the BHR in order for the Supervising Probation Officer to receive pertinent treatment information from the GMH/SA provider</p> <p>2. The GMH/SA Clinical Point of Contact will invite the Supervising Probation Officer into the service planning process.</p> <p>3. A copy of the current medication sheet will be provide to the Supervising probation officer.</p> <p>4. The GMH/SA Clinical Point of Contact will inform the Supervising Probation Officer of any changes in the treatment plan including medication changes so that compliance with medication and interventions can be monitored by the Court.</p>	<p>1. When it is determined that the probationer is scheduled for an assessment or ISP development, the assigned Supervising Probation Officer shall make arrangements to provide available reports and share information with the Maricopa County RBHA that would benefit the coordination of care.</p> <p>2. After securing a release of information, the Supervising Probation Officer will provide the Maricopa County RBHA with any collateral information relevant to the probationer's psychiatric status including any available psychological evaluations, self-reported hospitalizations, medications, prior psychiatric interventions and any other pertinent supporting documentation (pre-sentence report-excluding criminal history, and conditions of probation...)</p> <p>3. The Supervising Probation Officer will provide input to the clinical team as part of the service planning process.</p>

**F. Morten Apartments**

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<p>Morten Apartments is subsidized housing for SMI consumers who are currently supervised through Maricopa County Adult Probation SMI Unit. Outpatient services such as counseling, medication monitoring, and independent Living Skills Instruction are offered by PSA Behavioral Health whose offices are within walking distance of Morten Apartments. All residents at Morten Apartments are made aware that they can receive services from the same clinical team at the Choices Heatherbrae site.</p> <p><b>Property Location:</b> 2110 W. Morten Ave. Phoenix, AZ 85021</p> <p><b>Target Population:</b> Priority Population as defined by Arnold v. Sam - Currently Supervised by MCAPD (exceptions may be made on a case by case basis regarding priority population status with written approval from DBHS).</p> <p><b>Capacity:</b> Males and Females</p> <p><b>Program Model:</b> Apartment model (6-2br. 1ba units)</p> <p><b>Program Expectations:</b> All referred consumers must display specific proficiencies in order to increase their Independent living skills to facilitate their recovery. They must also meet or have the capacity to meet the following criteria.</p> <ol style="list-style-type: none"> <li>1. Able to self-administer medications with minimal prompting or monitoring (leading to taking medications independently)</li> <li>2. Able to participate in meaningful community/daily activities (volunteer or paid work, social/recreational activities, educational or other routine activities) with minimal prompting.</li> <li>3. Prepare a meal and maintain health and safety standards within their home with minimal prompting from provider.</li> <li>4. Have the capacity to care for their own personal hygiene (i.e. showering, laundry, brushing teeth, combing hair, etc.) with minimal prompts</li> <li>5. Have the capacity to budget own funds with minimal instruction or have a representative payee.</li> <li>6. Able to communicate appropriately to a service provider and peers, as well as the capability to develop other personal relationships.</li> <li>7. Consumer must agree to adhere to his or her conditional release (if applicable) and all terms of probation.</li> <li>8. Agree to pay 30% of income towards rent, damage claims and other</li> </ol>	<p>All probationers residing at the Morten Apartments will be supervised by designated Supervising Probation Officer(s) in the SMI unit</p>

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<p>housing related costs in a timely manner.</p> <p>9. Must agree to actively address co-occurring disorders and medical treatment as identified in the consumers ISP, if applicable.</p> <p>10. Have the capacity to understand and follow the Arizona Residential Landlord/Tenant ACT, HB2003 housing program regulations, house rules, or other regulations.</p>	
<p><b>Steps for Placement:</b></p> <p>1. Maricopa County RBHA Director of Housing will notify the BHR's current clinical team as well as the clinical coordinator from the Choices Heatherbrae site who follows consumers at Morten of the referral made by MCAPD.</p> <p>2. Maricopa County RBHA Director of Housing requests from the current clinical team information required for the referral packet and asks that it be faxed to RBHA Housing department within 2 business days.</p> <p>3. The RBHA Housing Department staff will review the packet for completeness and then make a referral to PSA for Morten Intake.</p> <p>4. The current clinical team will coordinate the Morten intake with the supervising probation officer. If the BHR would like to transfer to the Heatherbrae site, the Heatherbrae case manager will attend the intake along with the supervising probation officer and current CM.</p> <p>5. During the intake, expectations of the program are again reviewed with the consumer and a date for transfer to the Heatherbrae site (if BHS chooses this option) is scheduled.</p> <p>6. If there is not a current opening at Morten, the BHR is placed onto the wait list.</p>	<p><b>Steps for Placement:</b></p> <p>1. Probationer is identified by the Supervising Probation Officer in the SMI unit as a candidate for Morten Apartments. The probationer must meet all criteria including currently supervised through MCAPD.</p> <p>2. The Supervising Probation Officer and Case Manager will discuss with the probationer the Morten program description and rules.</p> <p>3. The Supervising Probation Officer will review the "Expectations while living at Morten Apartments" with the probationer and including both signatures and date signed.</p> <p>4. The Supervising Probation Officer will complete the "Referral Form".</p> <p>5. The Supervising Probation Officer will send the Expectations and Referral form to the MCAPD officer assigned within the unit to supervise all probationers residing at Morten</p> <p>6. The Probation Officer who supervises all probationers residing at Morten will fax the Referral form and Expectations form to the Maricopa County RBHA Director of Housing for processing at 1 (866) 891-3693.</p>

**G. Comprehensive Mental Health Court (SMI)**

Maricopa County RBHA Responsibilities	Maricopa County Adult Probation (MCAPD) Responsibilities
<p>The Maricopa County RBHA will support the Maricopa County Superior Court Comprehensive Mental Health Court (CMHC) for SMI Probationers by providing a Court Liaison who will fulfill the following</p>	<p>The Supervising Probation Officer will make a determination that a probationer needs to be brought back before the court for non-compliance (formal petition to revoke probation or • request for a</p>

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<b>Maricopa County RBHA Responsibilities</b>	<b>Maricopa County Adult Probation (MCAPD) Responsibilities</b>
<p>duties:</p> <ol style="list-style-type: none"> <li>1. Attend all SMI Probation Unit and Probation Violation Proceedings and Status Review Hearings Revocation Proceedings</li> <li>2. Ensure status reports are completed by the Maricopa County RBHA PNOs and submitted prior to the hearings. .</li> <li>3. Ensure a member of the clinical team is in attendance at all CMHC-PV hearings and is prepared with a plan that has been coordinated with MCAPD.</li> <li>4. Follow-up to ensure that all commitments made by the PNO teams in CMHC-PV staffing are carried out.</li> <li>5. Participate as part of CMHC Team.</li> <li>6. Identify any service gaps and instruct PNO to add person to the UNMET Needs list when indicated.</li> <li>7. Report any ongoing system barriers or concerns to the Director of Court Advocacy for further action.</li> </ol>	<p>status conference/review hearing).</p> <ol style="list-style-type: none"> <li>1. Shall submit formal probation violation reports on all Petitions to Revoke.</li> <li>2. Must be available by phone the date of the probation violation hearing or have a coverage person fully briefed on the case.</li> <li>3. Shall attend all Status/Review Hearings and Revocation Proceedings (unless a coverage person has been briefed and can present the case in court).</li> <li>4. Shall communicate with the Maricopa County RBHA Team about supervision strategies, discharge plans upon release of custody, or conclusion of review hearing.</li> <li>5. Shall reinforce contract with written directives to comply with Mental Health Court Contract and consequences of noncompliance.</li> </ol>

**H. Jail Discharge Planning (SMI enrolled)**

<b>Maricopa County RBHA Responsibilities</b>	<b>Maricopa County Adult Probation (MCAPD) Responsibilities</b>
<p>The Maricopa County RBHA will support BHRs who are supervised through the MCAPD and are in jail by providing a Court Liaison who will perform the following duties:</p> <ol style="list-style-type: none"> <li>1. Attend weekly telephonic staffings at Lower Buckeye Jail (LBJ) psychiatric unit.</li> <li>2. Notify identified Clinical Teams of staffing dates and times</li> <li>3. Work with PNO teams to ensure that all SMI enrolled consumers supervised by MCAPD (housed in Lower Buckeye Jail (LBJ) psych, General Population, or RTC have release plans in place.</li> <li>4. Act as primary liaison between the Maricopa County RBHA and Correctional Health Services, Maricopa County Sheriff's Office, and MCAPD staff in matters of coordination of care and jail release planning for probationers.</li> <li>5. Ensure sites have contact numbers for CHS staff.</li> <li>6. Notify Director of Court Advocacy and Jail Diversion any issues involving barriers to appropriate discharges for SMI enrolled BHRs in jail.</li> <li>7. Work with Maricopa County Adult Probation Custody Management Unit to identify persons who are newly sentenced to probation and</li> </ol>	

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in jail SMI enrolled or may need an SMI jail evaluation that.	
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**I. People Civilly Committed (SMI/GMH TXIX/SA TXIX)**

<b>Maricopa County RBHA Responsibilities</b>	<b>Maricopa County Adult Probation (MCAPD) Responsibilities</b>
<ol style="list-style-type: none"> <li>1. If a BHR is under Court Ordered Treatment (COT) with the Maricopa County RBHA as DTS/DTO/PAD/GD and is also supervised through MCAPD, then the PNO clinical team will coordinate a discharge plan with the inpatient team and the Supervising Probation Officer. If any of the parties disagree as to a plan for community placement and treatment, the matter shall be brought to the attention of the Desert Vista CMHC.</li> <li>2. Prior to submitting the Desert Vista CMHC Status Reports, the PNO Case Manager will seek input from the Supervising Probation Officer.</li> </ol>	<p>The Supervising Probation Officer shall participate:</p> <ol style="list-style-type: none"> <li>1. In all staffings at Desert Vista related to Discharge Planning and any decisions related to the care of the probationer.</li> <li>2. In all status reports ordered by the court. (The probation officer can request a copy of the status report that was filed with the court.)</li> </ol>

**J. Garfield Probation Service Center**

<b>Maricopa County RBHA Responsibilities</b>	<b>Maricopa County Adult Probation (MCAPD) Responsibilities</b>
<p><b><u>Jail Discharge Planning</u></b></p> <p>Maricopa County RBHA Court Liaison will be available to consult with the Garfield Management Team on all discharges to Garfield and ensure continuity of care for SMI or GMH/SA Behavioral Health Recipients entering Garfield.</p> <p><b><u>Medication Monitoring</u></b></p> <p>Maricopa County RBHA provides medication monitoring twice a day/7 days a week through a contracted service provider for RBHA enrolled SMI or GMH/SA persons residing at Garfield. .</p>	<p>The Garfield Probation Service Center is owned and operated by the Maricopa County Adult Probation Department and is used for short term emergency housing.</p> <p><b>Address:</b> 1022 E. Garfield. Phoenix AZ 85006</p> <p><b>Capacity:</b> 8 Beds (SMI), 26 Beds (emergency - SMI or non-SMI)</p> <p><b>Purpose:</b> Short term transitional housing.</p> <p><b>Goal:</b> Save jail days by releasing probationers from jail early to short term transitional placement. The Garfield Probation Service Center has 24hr 7 day/week surveillance &amp; monitoring. Staff at Garfield coordinate screening and early release of incarcerated inmates on felony probation, and transition them into transitional housing at the Garfield Probation Service Center.</p> <ol style="list-style-type: none"> <li>1. SMI Unit Officers, Custody Management Unit, Mental Health Court Team, Maricopa County PNO clinical teams can refer probationers to Garfield. All probationers are accepted or rejected by the Garfield Management Staff.</li> <li>2. All SMI early releases will be coordinated with the Mental Health Court for Orders of Discharge.</li> <li>3. SMI probationers who are incarcerated may be eligible for early release to Garfield.</li> <li>4. Probationer cannot have history of violence, sex offenses, arson, or</li> </ol>

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Maricopa County RBHA Responsibilities	Maricopa County Adult Probation (MCAPD) Responsibilities
	<p>weapons offenses.</p> <p>5. E5. Probationer must have independent living skills and be stable enough to live in a cooperative living environment.</p> <p>6. All residents must be assessed and provided medication prescriptions <u>prior</u> to entry into Garfield.</p> <p>7. Medication monitoring/administration, twice daily, seven days per week, is conducted by behavioral health staff contracted through the Maricopa County RBHA.</p> <p>8. Community Service can be completed on the property.</p> <p>9. Garfield offers <b>transitional housing</b> for three to six months. Discharge planning in coordination with the PNO clinical teams or GMH/SA providers must be conducted on a regular basis.</p>

**K. Pre-Trial**

Maricopa County RBHA Responsibilities	Maricopa County Adult Probation (MCAPD) Responsibilities
<ol style="list-style-type: none"> <li>1. The RBHA will make available to Pre-Trial services information regarding SMI enrollment status via a web-based application per administrative order 2005-055A.</li> <li>2. The RBHA Court Liaison will notify the PNO Care of SMI enrolled persons who are booked into and released from jail.</li> <li>3. The RBHA Court Liaison will fax a copy of any Release Conditions provided by Pre-Trial Services to the PNO Clinic Clinical Director.</li> <li>4. The PNO Clinic Clinical Director will ensure that the Clinical Team is aware of the release conditions and has a plan to assist the BHR in following those conditions and attending the next court date.</li> </ol>	<ol style="list-style-type: none"> <li>1. MCAPD Pre-Trial Services will access the RBHA web-based application to identify any SMI enrolled (or previously SMI enrolled) persons during the initial interview.</li> <li>2. If the defendant is not SMI enrolled, but the Pre-Trial Services officer has reason to believe that the person is in need of mental health services, the Pre-Trial Services officer will refer the person for an SMI evaluation (see Section A).</li> <li>3. If the defendant is SMI enrolled:                         <ol style="list-style-type: none"> <li>a. MCAPD Pre-Trial Services will ask the defendant to sign consent to Release PHI so that the RBHA/PNO can coordinate with MCAPD.</li> <li>b. MCAPD Pre-Trial Services will place a RBHA stamp on the Initial Appearance paperwork in order to inform the judicial officer that the defendant is SMI enrolled.</li> <li>c. MCAPD Pre-Trial Services will fax to the RBHA Court Liaison a copy of release conditions (which include the next hearing date, time, location) for all persons who are SMI enrolled.</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>1. If the SMI enrolled BHR is referred to the RCC-01 calendar, the RBHA Court Liaison will:</li> </ol>	<ol style="list-style-type: none"> <li>1. Pre-Trial Services will obtain a Consent to Release Protected Health</li> </ol>

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Maricopa County RBHA Responsibilities	Maricopa County Adult Probation (MCAPD) Responsibilities
<ul style="list-style-type: none"> <li>- Notify the PNO Clinic Clinical Director of the date and time of the hearing.</li> <li>- Coordinate with Pre-Trial Services to be sure that Consent to Release Protected Health Information (PHI) is completed so that the PNO Clinic Clinical Team can include the PSA officer in the ISP process.</li> <li>- Coordinate with PSA and the PNO Clinical Team to ensure that a plan is available to present at the hearing.</li> </ul>	<p>Information (PHI) from the defendant who is enrolled in the SMI program so that they can participate in the ISP process for the</p> <p>2. Pre-Trial Services will contact the Magellan Court Liaison if there is any difficulty in coordination of care for the defendant.</p>

**L. Re-Entry for persons from Az Dept of Corrections assigned to MCAPD Sex Offender Unit**

Maricopa County RBHA Responsibilities	Maricopa County Adult Probation (MCAPD) Responsibilities
<ol style="list-style-type: none"> <li>1. Customer Service Associate (CSA) receives a call from the ADC release planner who states that a sexual offender is being released to Maricopa County.</li> <li>2. CSA researches the case to see if the person is Previously SMI or not and if Pre-SMI and closed less than a year, refers the release planner to the DCC Clinical Director to be re-opened.</li> <li>3. If person is not Pre-SMI or SMI closed more than one year, then CSA completes ADC referral to Evaluations Department and submits form by e-mail to Magellan Court Liaison.</li> <li>4. Evaluator is dispatched for Prison Eval.</li> <li>5. If person is determined SMI he/she is assigned to a DCC site.             <ul style="list-style-type: none"> <li>- DCC CM works with ADC release planner to coordinate a release Plan</li> <li>- DCC CM arranges for person to have an appointment with the DCC Behavioral Health medical Professional within 3 days or release from ADC.</li> </ul> </li> <li>6. If person is determined Not SMI, then AHCCCS is verified and person is assigned to a GMH/SA provider.             <ul style="list-style-type: none"> <li>- ADC Release planner is notified of the GMH/SA provider assignment and coordinates an intake appointment to occur within 3 days of release and for a BMHP appointment to occur within 30 days of release.</li> </ul> </li> <li>7. The Magellan Court Liaison will begin tracking after notification from the CSA. The Court Liaison will check weekly to be sure that the process is moving and will follow the person until his/her first appointment with the BMHP.</li> </ol>	<ol style="list-style-type: none"> <li>1. Defendants with Sex Offender Terms of probation will be assigned to a special Sex Offender Unit within MCAPD.</li> <li>2. Defendants with Sex Offender Terms of probation who have significant mental health issues or development disability will be assigned to an SMI officer within the MCAPD sex offender unit.</li> <li>3. The Supervising Probation Officer of the Sex Offender Unit will coordinate care with the RBHA, PNO, and providers as outlined in sections C, D, E, H, and I above. (referrals for evaluation for those in custody at Az Dept of Corrections will be made by the ADC release planner)</li> <li>4. If the Supervising Probation Officer experiences any difficulty with coordination of a release for a defendant leaving ADC, he/she will contact the Magellan Court Liaison for assistance.</li> <li>5. If the defendant is not in ADC, then, the Supervising Probation Officer will follow section A to refer to the RBHA for services.</li> </ol>

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Maricopa County RBHA Responsibilities	Maricopa County Adult Probation (MCAPD) Responsibilities
8. Magellan will host quarterly meetings with MCAPD Sex Offender Unit and ADC in order to ensure continued coordination of release Planning.	

**M. Drug Court**

Maricopa County RBHA Responsibilities	Maricopa County Adult Probation (MCAPD) Responsibilities
<ol style="list-style-type: none"> <li>1. The RBHA will make available a Court Liaison to coordinate care for persons who are involved in Drug Court and are enrolled with a RBHA contracted provider for behavioral health or substance abuse services.</li> <li>2. The RBHA will make services through the Methamphetamine Centers for Excellence MATRIX program available to the MCAPD defendants involved in the Drug Court.</li> <li>3. All individuals who are referred to Community Bridges for the Standard Outpatient Treatment program complete a full behavioral health assessment prior to being admitted to the program to further assess the individual's substance use and treatment histories, medical and behavioral health concerns, ancillary needs, and diagnosis. During this assessment, individuals also develop treatment and crisis plans and are oriented to the program in which they are enrolling.</li> <li>4. Community Bridges will provide updates to the Supervising Probation Officer regarding the person's progress in the MATRIX program.</li> </ol>	<ol style="list-style-type: none"> <li>1. In order to be eligible for Drug Court, individuals must be guilty of use or possession of drugs/drug paraphernalia, with no other charges, not be on active supervised probation, no have used dangerous weapons at the time of the offense, demonstrate no previous serious violent behavior, have no more than one prior felony conviction, and have no current methadone involvement</li> <li>2. Individuals are referred to Community Bridges' OP programming through the Maricopa County Drug Court after completing a pre-screening with program personnel.</li> <li>3. Individuals are assessed by Drug Court Program personnel using the Adult Substance Use Survey (ASUS) and those who are found to meet the criteria are subsequently referred to Community Bridges for Standard Outpatient Treatment.</li> </ol>

*Barbara Broderick*  
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 MCAPD Authorized Signature

*1-26-10*  
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 Date

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 Magellan Authorized Signature

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