1006.0 Rural Services Mental Health Court Policy

1006.1 Policy Approval Clearance Record

☒ Rural Services Policy ☐ Mental Health Policy ☐ Developmental Services Policy	This policy supersedes:	Number of pages in Policy: 16
Review by Representative from the Office of the Attorney General:	Date: MM/DD/YYYY	Date Policy Effective: MM/DD/YYYY
Rural Services Director Approval Signature: *Barbara Legier*	Date: 10/01/2011	Policy Lead: Kathryn Baughman

1006.2 Statement of Purpose

1006.2.1 **Policy Statement:** It is the policy of Rural Services to provide collaborative and coordinated services to individuals with mental health disorders who are enrolled with the Mental Health Court program.

1006.2.2 **Purpose:** To establish procedures for the Mental Health Court program and define the role and responsibilities of Rural Services staff assigned to this program as it relates to the referral, monitoring and linkage for coordination of care of the individuals enrolled in the Mental Health Court program.

1006.3 Authority

Section 1905 of the Social Security Act
Section 1915 of the Social Security Act
Division of Mental Health and Developmental Services (MHDS) Policy 4.037, Professional Behavior of Division Employees
MHDS Policy 4.043, Coordination of Services for Persons with Dual Diagnosis
MHDS Policy 4.072, Serving Consumers with Co-Occurring Mental Health and Substance Abuse Disorders

1006.4 Unique Definitions and Acronyms

1006.4.1 **Mental Health Court:** Mental Health Court is a jurisdictional program located in three areas of Nevada with program oversight by Southern Nevada Adult Mental Health Services (SNAMHS), Northern Nevada Adult Mental Health Services (NNAMHS) and Rural Services Administration (RS). This policy pertains to those services administered by RS and provided by Rural Clinics (RC) to eligible individuals with a mental health disorder and collaboratively served individuals (CSI) who are enrolled in the Rural Clinics Mental Health Court program.

1006.4.2 **Mental Health Court Qualified Mental Health Associate (QMHA):** Refers to the RS psychiatric caseworker/service coordinator assigned to the Mental Health Court program who meets criteria as a QMHA as defined in the most recent edition of the Medicaid Services Manual (MSM) Chapter 400 – Mental Health and Alcohol/Substance Abuse Services.

1006.4.3 **Mental Health Court Qualified Mental health Professional (QMHP):** Refers to the RS mental health clinician assigned to the Mental Health Court program who meets criteria as a QMHP as defined in the most recent edition of the MSM Chapter 400 – Mental Health and Alcohol/Substance Abuse Services.

1006.5 Procedures

1006.5.1 Mental Health Court Committee

A. The Mental Health Court Committee includes the designated Mental Health Court QMHP, the designated QMHA, at least one representative from the Mental Health Court, and, in the case of a CSI client, a designated QMRP. The Committee will:

1. Meet regularly and at least monthly to ensure coordination of care and program oversight;
2. Maintain a database of all individuals served by RS in the Mental Health Court program;
3. Assure the provision of collaborative and coordinated services based on informed consent and the individualized assessed needs of each eligible client;
4. Submit a written quarterly and annual status report of the identified outcome measures from the Mental Health Court Committee; and
5. Collaborate with Carson Mental Health Center in the compilation of an annual written report of each identified outcome measure.

1006.5.2 Program Oversight

A. The CPM I is primarily responsible to provide overall leadership and oversight for this program, shall participate in establishing outcome measures, and shall ensure receipt of written quarterly and annual reports from the Mental Health Court Committee.

B. The CPM I will review the quarterly and annual reports and provide oral reports on these findings to RS Administration at least quarterly.

C. The CPM I will assure designated staff participate in the meetings of the Mental Health Court Committee to ensure coordination of care and program oversight.

D. The CPM I will assure the provision of collaborative and coordinated services based on informed consent and the individualized needs of each eligible client.

1006.5.3 Referrals

A. Referrals will be submitted on the Mental Health Court Referral Form (Attachment 1006.7.1). Referrals are made on an on-going basis and as identified by the Mental Health Court representatives and as jointly approved by the attending Judge who oversees the Mental Health Court program and the coordinating Mental Health Court QMHP who has clinical oversight of the course of the mental health treatment.

B. The Mental Health Court QMHA facilitates the referral and intake process through linkage from the Mental Health Court to RS and provides case management assessment, care planning, referral/linkage and monitoring/follow-up.

C. The referral shall include a written Mental Health Court Release of information (Attachment 1006.7.2) based on informed consent specifying the program parameters and RS's ability to release verbal and/or written information per MHDS Policy 6.003, which is filed in the client's clinical chart.

1006.5.4 Services

A. All Mental Health Court clients who receive services from RS shall have an assigned Mental Health Court QMHA (psychiatric caseworker/service coordinator).

B. All targeted case management services provided by the Mental Health Court QMHA must be provided according to the most recent revision of the MSM, Chapters 100 and 2500, and be billed accordingly as targeted case management services.

C. All eligible rehabilitative mental health services are prior authorized by the Mental Health Court coordinating QMHP and must be provided by the Mental Health Court QMHA and/or other RC QMHAs according to the most recent revision of MSM Chapter 100 and 400 and be billed accordingly.

D. All individuals who receive services from RS shall also have an assigned Mental Health Court QMHP who coordinates and/or provides all mental health treatment services according to RS policy.

E. All enrolled Mental Health Court individuals shall have a written and individualized treatment plan/plan of care which shall be reviewed and updated at least every 90 days according to RS policy.

1006.5.5 Mental Health Court State Case Service Funds

A. All Mental Health Court State case service funds will be approved, administered and disbursed by Rural Services Administration.

B. The Mental Health Court Committee is responsible for the determination of need and request for the expenditure of State case service funds for Mental Health Court clients as follows:

1. Mental Health Court clients are individually assessed for basic needs and will be assisted only when no other resources/funds are available. This assessment is completed in Committee and recommendations made regarding individualized needs.

2. State case service funds are requested by the Mental Health Court Committee on the Mental Health Court Requisition Form (Attachment 1006.7.3) to RS.

3. RS designated staff review the request and generate the paperwork necessary to encumber funds for each individual.

4. The request for services is approved in accordance with RS signatory authority.

C. The Mental Health Court Requisition Forms for State case services funds are submitted to RS fiscal department for review and budgetary approval. The form shall include a specific description of the items needed.

D. Invoices for items or services authorized will be submitted in accordance with fiscal policy and procedures.

E. RC will ensure internal controls, policies and procedures for the management of funds designated to this program to ensure funds are spent in accordance with purpose. Program expenses are tracked via the MH Court Monitoring Form and are reconciled by the MH Court QMHA monthly and reviewed by the MH Court QMHP monthly against the agency Management Allocation Plan. The CPM I provides a quarterly report based on this data at the MARS business/fiscal meeting. This budget is monitored by the CPM II on a monthly basis to ensure appropriate spending.

1006.5.6 Mental Health Court Carson City Token System

A. The Mental Health Court program shall utilize the token reinforcement system to encourage desired behaviors of clients participating in the Mental Health Court program. (Attachment 1006.7.4)

B. Oversight of the token program shall be provided by the Mental Health Court QMHP and facilitated by the Mental Health Court QMHA. Tokens are round wooden disks purchased and provided by the Mental Health Court.

C. Tokens are non-transferable and shall:

1. Have no monetary value and shall be secured in a locked cabinet in the office of the Mental Health Court QMHA.
2. Have redeemable value only for selection of items provided by the Carson City Mental Health Court Committee and secured in the office of the Mental Health QMHA.
    - Items provided for the token program are funded by the Carson Mental Health Court Committee and are not the responsibility of Rural Services.
3. Be distributed:
    - By individuals approved by the Mental Health Court Committee.
    - As part of the client's individualized treatment plan which shall designate the targeted behaviors the tokens are to reinforce.
    - By the Mental Health Court QMHP/A based on clinical judgment.

1006.5.7 Timelines

Table 1006.1: Timelines for Mental Health Court Policy

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Review and approve referral from Mental Health Court	Within 7 business days of receipt of the documented referral.	Upon documented receipt of the written referral.	Mental Health Court QMHP	Approve or reject the referral.
Comprehensive mental health assessment (if not available or complete from the Mental Health Court)	Within 14 business days of the approval of the referral.	Upon approval of the referral.	Mental Health Court QMHP	Complete a comprehensive mental health biopsychosocial assessment which concludes with a 5-axial diagnosis and case formulation consistent with the goals and objectives of the mental health program.
Case Management Services	Upon determination of eligibility for case management services and usually within 14 business days from date of the referral.	Upon documented eligibility for case management services and completion of a case management assessment; within 14 business days from the receipt of the written referral.	Mental Health Court QMHA	Complete an individualized and comprehensive case management assessment.
Out-patient mental health and/or rehabilitative mental health services	Within 30 days of the completion of an individualized treatment plan developed jointly between the Mental Health Court QMHP and the client. The plan is to be updated every 90 days according to RS policy.	Within 7 days of the availability of the RC I/G PSR or I/G out-patient mental health services.	Mental Health Court QMHP	Referral and enrollment of the Mental Health Court client into the clinically appropriate and medically necessary rehabilitative and/or out-patient mental health service.

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Approved Mental Health Court State case service funds request	Within 7 business days from the date of the determination of the eligible need and verification that no other funds are available.	Upon determination of an eligible need and verification that no other funds are available.	Mental Health Court QMHA	Mental Health Court Requisition Form is submitted to RS fiscal department for review and budgetary approval.
Coordinate Care	On-going from initial date of referral and acceptance until program discharge	Initial date of referral and program acceptance until program discharge.	Mental Health Court QMHP and QMHA	Provision of coordinated care as prescribed by MSM Chapters 400 and 2500 and according to RS policy.
Discharge Planning	On-going from initial date of referral and program acceptance until program discharge.	Initial date of referral and program acceptance until program discharge.	Mental Health Court QMHP and QMHA	Provision of discharge planning as prescribed by MSM Chapters 400 and 2500 and according to RS policy.
Reconcile Mental Health Court Budget	Monthly	July 1	QMHA and QMHP	Mental Health Court Monitoring Form reconciled monthly against agency Management Allocation Plan and reviewed.
Quarterly Report	Quarterly	July 1	CPM I	Report reviewed at MARs/Fiscal
Budget Monitoring	Monthly	July 1	CPM II	Review for appropriate spending.

1006.5.8 Forms, Tools, Attachments

A. **Mental Health Court Referral Form** – provides all necessary information to enroll the client in the RC Mental Health Court program.

B. **Mental Health Release of Information Form** – is based on a client's informed consent to ensure collaborative and coordinated care.

1006.5.9 Documentation – All hard copy and electronic case file documentation must meet the standard documentation requirements per RS policies.

1006.5.10 Supervisory Responsibilities: Supervisors will provide in-service training to ensure all staff understands the requirements of this policy and its procedures. Supervisors will revisit this policy periodically, but no less than annually for recommendations for improvement or additions.

1006.6 Policy Cross Reference

1006.6.1 MHDS Policy 2.001, Client Rights

1006.6.2 MHDS Policy 4.006, Notification/Cooperation with Law Enforcement Agencies

1006.6.3 MHDS Policy 4.031, Treatment Plan and Treatment Team

1006.6.4 MHDS Policy 6.008, HIPAA Complaint Procedures

1006.6.5 MHDS Policy CRR-1, Consumer Rights

1006.6.6 MHDS Policy F.1-1, Medicaid Mental Health Rehabilitative Services Billing and Charting Documentation Requirements

1006.6.7 RS Policy 0000.0, Standard Definitions for Rural Services Policies

1006.6.8 RS Policy 209, Agency Employee Expectations

1006.6.9 RS Policy 428, Purchases and Payments

1006.6.10 RS Policy 432, Commercial Card Program Policy

1006.6.11 RS Policy 907, Admission, Continuing Service, and Discharge Criteria

1006.6.12 RS Policy 1009, Mental Health Services Medication Policy

1006.6.13 Rural Clinics Policy 3.1002, Client Urine, Drug or Alcohol Saliva Swab Screens

1006.7 Attachments

1006.7.1 RS1006A Mental Health Court Referral Form

1006.7.2 RS1006B Mental Health Court Release of Information

1006.7.3 RS1006C Mental Health Court Requisition Form

1006.7.4 RS1006D Mental Health Court Token Reinforcement System (TRS)

ATTACHMENT A

CARSON CITY MENTAL HEALTH COURT REFERRAL FORM

Carson City - Mental Health Court Referral Form

Client: **DOB:**

Home Phone: **Cell Phone:**

Current Criminal Charges:

GENERAL INFORMATION

Previously Received Mental Health Services? Yes ☐ No ☐

If yes, Where: **When:**

Presenting Problem:

Presenting DSM Symptoms:

Social/Family History (relevant history only)**:**

Trauma/Abuse History:

Psychiatric History:

Psychotropic Medications (current)**:**

Medical History/Problems:

Substance Use/Abuse (include relevant history)**:**

Legal History/Status (include relevant history)**:**

Current Education/Vocational/Occupational Status (include relevant history)**:**

MENTAL STATUS

Suicidal Ideations: None
Plan: No;
Intent: No;
Means: No
Notes:

Suicide Attempts/History:

Homicidal Ideations: None
Plan: No;
Intent: No;
Means: No
Notes:

Auditory Hallucinations No; Described as:

Visual Hallucinations: No; Described as:

Affect: Appropriate
Appearance: Well groomed
Eye Contact: Hesitant
Mood: Depressed and Anxious
Behavior: Agitated
Approach: Subdued Mistrust
Thought Content: No noted thought disorder
Memory: WNL
Orientation: X3

Insight: Fair Judgment: Good Speech: WNL; Language: Appropriate Other:
DIAGNOSTIC IMPRESSIONS:
AXIS I (include code and description)**:**
AXIS II: (Include code and description)**:**
AXIS III: (General Medical Conditions as reported by client)**:**
ALLERGIES:
AXIS IV: PSYCHOSOCIAL AND ENVIRONMENTAL PROBLEMS:
N/A Primary support group; Specify: **N/A** Related to the social environment; Specify: **N/A** Educational; Specify: **N/A** Occupational; Specify: **N/A** Housing; Specify: **N/A** Economic; Specify: **N/A** Access to health care; Specify: **N/A** Legal; Specify: **N/A** Other; Specify:
Axis V: GAF (current) =
OTHER Information:
Clinician:

ATTACHMENT B

MENTAL HEALTH COURT RELEASE OF INFORMATION

Division of Mental Health and Developmental Services
Authorization for the Release of Client Record Information

Agency (check one) **_X_**Rural Clinics ____NNAMHS (Northern Nevada Adult Mental Health Services)
____Lakes Crossing ____SNAMHS (Southern Nevada Adult Mental Health Services)

Name: _____Soc. Sec. #: _____ DOB: _____

INFORMATION TO BE RELEASED FROM AND TO (Name/Agency):
Rural Services: Rural Clinics-Carson Mental Health Center
1665 Old Hot Springs Road, Suite 150, Carson City, NV 89703

INFORMATION TO BE RELEASED TO AND FROM (Name/Agency):
Mental Health Court, Carson City Justice/Municipal Court
885 East Musser Street, Suite 2007, Carson City, NV 89701

PURPOSE OF RELEASE: **Coordination of Care and Services and Monitoring for the Successful Participation/Completion of the Carson City, Municipal Court, Mental Health Court Program.**

____ Written Disclosure ____Verbal Disclosure (Initial one or both disclosure types)

Dates of records requested (from/to): **Date of MH Court Program Referral/Admission: _____**

INFORMATION TO BE RELEASED (Individual must initial each item of information to be released):

____Psychological/Intake Assessment ____Psychiatric Evaluation ____CMHC Consultation Reports
____History & Physical Exam ____Medication Records ____HIV/AIDS Information
____Drug &/or Alcohol Abuse Info. ____Treatment Plans ____Participation/Attendance Report(s)
____Treatment Progress ____Legal Issues ____Discharge Summary
____On-going reciprocal information sharing for required program communication and compliance (including the release of information about the use/abuse of licit medication, illicit drugs and/or alcohol and the results of any drug and/or alcohol testing).
____Monthly, Quarterly and Annual Statistical Mental Health Court Reports relating to the above initialed information.
____Other (Specify):_____

INFORMATION FOR INFORMED CONSENT

The confidentiality of medical, psychiatric and substance abuse information must be provided in accordance with NRS 176A.250 and is protected by State and Federal Statutes, Rules and Regulations including Nevada Revised Statutes, Title 42 of the Code of Federal Regulations, and Title 45 Parts 160 and 164 of the Code of Federal Regulations. These Statutes, Rules and Regulations require that the client give informed consent prior to the release of any health/hospital records or information, except as specifically provided for within the Statutes, Rules and Regulations.

A consent to release information will be considered valid only when it states: (1) who will release the information; (2) who will receive the information; (3) the purpose for which the information will be used; (4) what specific information will be released; and (5) when the consent will expire. The consent must contain the client's or authorized representative's signature and the date of the signature. The authorized representative signing for the client must submit a copy of the legal document(s) granting this authority.

This Authorization for the Release of Medical Information waives any and all rights that the client now has or in the future may have to bring any legal action against the releasing person/facility for any damages caused directly or indirectly by the release of this information or other confidential information. Upon request, the client will be given a copy of the completed "Authorization for the Release of Client Information."

This authorization is effective immediately and is subject to revocation in writing at any time, except to the extent that action has already been taken in reliance thereon. Otherwise, the authorization expires **365** days from the date of signing (but no longer than 365 days) or upon case closure, whichever occurs first.

Date: _____ Date: _____

_____ _____
Signature of Parent/Guardian/Representative Signature of Client

_____ _____
Relationship to Patient Signature of Witness

ATTACHMENT C

MENTAL HEALTH COURT REQUISITION FORM

RURAL CLINICS
MENTAL HEALTH COURT REQUISITION

Requested By: _____ **Date:** _____

Supervisor's Approval: _____ **Date:** _____

Business Manager Approval: _____ **Date:** _____

Business Manager Denial: _____ **Date:** _____

Reason: _____

EMPLOYEE NAME	Item and Description	RC 3648 RRC 3167 BUDGET ACCOUNT

ATTACHMENT D

MENTAL HEALTH COURT TOKEN REINFORCEMENT SYSTEM (TRS)

Carson Mental Health Center (CMHC)
Procedures for Reinforcing Desired Behavior Using the
Token Reinforcement System (TRS) in the
Mental Health Court Program

These procedures establish the framework for the use and disbursement of tokens to the Carson Mental Health Court clients.

Overview:

Tokens have historically been used successfully to serve as a tool to help individuals with mental health disorders (many with a history of addictive behaviors) to learn the benefits of delayed gratification by reinforcing good behavior towards steps in achieving desired goals. The Token Reinforcement System has also been recently cited as wildly used and acceptable behavioral intervention in the most recent National Mental Health Court Conference held in Washington D.C. in May 2011. The tokens have no monetary value but are exchanged for tangible products in the Mental Health Court Store. All clients referred to the Carson Mental Health Program will be eligible for tokens.

The historic and statistically proven advantages of a token system* are:

1) A token is a tangible reminder of a good behavior;
2) The distribution of tokens reinforces the clients, and other clients who witness the public award of the token, of identified desired behaviors;
3) It provides the designated Mental Health Court Service Coordinator the ability to reward desired behavior thereby increasing involvement in the therapeutic process and positive interaction with the client;
4) The designated Mental Health Court Service Coordinator notifies the Mental Health Court Judge of the client's positive behaviors and the Judge acknowledges the achievement(s) in court further reinforcing desired outcomes; and
5) The client's ability to use the tokens to purchase items that are not readily available to them provides additional reinforcement of target behaviors.

Security and Monitoring:

Tokens are provided by the Carson City Mental Health Court and given directly to the designated Mental Health Court Service Coordinator. The tokens will be kept locked in the designated Mental Health Court Service Coordinator's office at all times except in the case of an approved Mental Health Court activity at which time the designated Mental Health Court Service Coordinator will have in possession tokens to distribute accordingly.

Distribution of Tokens:

Tokens will be distributed by approved members of the Mental Health Court Team which may include non-State of Nevada employees e.g., the Public Defender, MHC Coordinator and/or Alternative Sentencing and includes the designated Carson Mental Health Center Mental Health Court Service Coordinator. The tokens are distributed as part of the client's individualized treatment plan based on the established parameters of the cognitive-behavioral token reinforcement system. The client's treatment plan will designate the targeted behaviors the tokens are to reinforce. The designated Mental Health Court Service Coordinator will use clinical judgment to determine when to distribute the tokens. The token reinforcers will also be utilized as measurement of the client's progress towards treatment goals and objectives which will be staffed every 90 days with the prescribing clinician.

Tokens will be given out one per incidence of the targeted behavior and will be distributed one at a time on a random and spontaneous basis for such behaviors as:

- Good attendance in Group PSR (no unexcused absences);
- Active participation in the Group PSR to include completion of any homework assignment and extra effort (as measured in relationship to the group as a whole) in applying the skills learned;
- Attendance in Mental Health Court;
- Completion of court-ordered community service within specified time-frames;
- Acts of public service, community involvement or volunteerism; and/or
- Displays of empathetic regard for others (as this interpersonal skill is often times historically limited in this population.

The designated Mental Health Court Service Coordinator will identify at the time of distribution why the token is being given; thus providing additional reinforcement of the desired behavior.

Additional Information:

The "cash value" of the tokens is .25 and each item in the Mental Health Court Store is worth 4 tokens or $1.00 in value.

The tokens can be used to purchase any item in the store at the availability of the designated Mental Health Court Service Coordinator, Monday through Friday 8:00 am – 5:00 pm.

The tokens are distributed to and kept by the clients under an informal honor system which has proven successful over the past four years. The tokens, however, are none transferable.

*Information compiled through Internet research for facts and applicability.