

Guidance 7

State Mental Health Treatment Facility Admission and Discharge Processes

Contract Reference: *Sections A-1.1 and C-1.2.3*

Frequency: *Ongoing*

Due Date: *N/A*

I. Authority

Chapter 394, F.S.

Chapter 916, F.S.

Rule 65E-4.014, F.A.C.

Chapter 65E-5, F.A.C.

Chapter 65E-20, F.A.C.

Children and Families Operating Procedures (CFOP) 155-13, 16, 17, 19, 22, 38, 48, 64

II. Managing Entity Responsibilities

To comply with Chapter 394.4573, F.S., the Managing Entity shall subcontract with Network Service Providers to provide case management services for each civil resident of a State Mental Health Treatment Facility (SMHTF) whose home county is within the Managing Entity's geographic service area. These services may be provided by a community case manager, a Florida Assertive Community Treatment (FACT) team member, or another designated community Network Service Provider staff member.

To comply with CFOP 155-22, the Managing Entity shall subcontract with a Network Service Provider to provide Case Management services for each individual eligible for services under this contract and who, pursuant to Chapter 916, F.S., has been ordered by a Circuit Court within the Managing Entity's service area:

- A. For services related to an adjudication the individual is Incompetent to Proceed (ITP) to trial, or
- B. For services related to an adjudication the individual is Not Guilty by Reason of Insanity (NGI) due to mental illness.

The Managing Entity shall include subcontract requirements for the Network Service Providers to complete the following activities for individuals transferring into or out of SMHTFs. The Managing Entity shall monitor Network Service Providers adherence to these requirements. The Network Service Provider shall:

- A. Maintain an open case for the individual during the time he/she resides in a SMHTF,
- B. Participate in the development of a SMHTF recovery plan,
- C. Participate in monthly reviews of the recovery plan,
- D. Maintain at least monthly contact with SMHTF staff concerning the status of the individual,
- E. Maintain contact with the individual's family consistent with Chapter 394.9082(5)(r), F.S.,
- F. Share relevant information with the SMHTF staff,
- G. Locate housing and services in the community in collaboration with the SMHTF,

- H. Have a face-to-face contact with the individual in the community or jail within 2 business days of discharge from the SMHTF, and
- I. Maintain progress notes in the SMHTF medical record reflecting all meetings and communications with SMHTF staff, the resident, the family, or significant others.

The Managing Entity will ensure coordination between the Network Service Provider and the Social Security office occurs within five business days of discharge from the SMHTF for individuals who are discharged with benefits in pending status to ensure their benefits are activated.

The Managing Entity shall make every effort to see that the following priority individuals are eligible to receive Case Management services or Intensive Care Management services, as clinically indicated:

- A. Individuals who are awaiting admission to a SMHTF,
- B. Persons who are in a SMHTF regardless of admission date,
- C. Individuals who transfer from one Region to another Region where they had been receiving case management and other services,
- D. Individuals who are incarcerated or at risk of incarceration and/or institutionalization for mental health reasons,
- E. Individuals discharged from a SMHTF,
- F. Individuals who have had one or more admission to a crisis stabilization unit (CSU), short-term residential facility (SRT), inpatient psychiatric unit; or a mental health residential treatment facility (RTF),
- G. Persons who have resided in a SMHTF for at least 6 months in the last 36 months, and
- H. Persons who reside in the community and have had two or more admissions to a SMHTF in the last 36 months.

III. CONTINUITY OF CARE

A. Admission to a SMHTF

1. Civil SMHTF

The Managing Entity shall ensure Network Service Providers comply with Rule 65E-5.1301, F.A.C. The Managing Entity shall:

- a. Ensure the case manager, or other assigned community behavioral health staff members are assigned to each resident within 3 business days of admission to the SMHTF and that the contact information is provided to the identified staff at the SMHTF.
- b. Ensure all information required to assist with the individual's treatment is provided by the community case manager to the SMHTF.
- c. Have pre-admission calls with the Civil SMHTF for individuals on the waiting list for the purpose of and information sharing.
- d. Review the Civil Admission Waiting list at least monthly to look for opportunities to divert any individuals who could be served in a less restrictive environment than a SMHTF.
- e. Have calls with all Public Receiving Facilities, for anyone on the SMHTF waitlist over 60 days to discuss current need for treatment in a SMHTF and possible diversion to a placement in the community.

- f. Ensure all public Receiving Facilities receive at least annual training on available community resources.
- g. Ensure public Receiving Facilities provide notice via email to the SMHTF within 1 business day when an individual is diverted from admission to a SMHTF and no longer needs to be on the Civil Admission Waiting list.
- h. Report Civil Diversions monthly to the SAMH Region office.

2. Forensic SMHTF

The Managing Entity shall ensure subcontracted Network Service Providers:

- a. Ensure the Forensic Specialist or Forensic Case Manager exhausts all Post Commitment Diversion options established in CFOP 155-38, Procedures for Post Commitment Diversions of Individuals Adjudicated Incompetent to Proceed or Not Guilty by Reason of Insanity.
- b. Ensure the Forensic Specialist or Forensic Case Manager are assigned to each resident within 3 business days of admission to the SMHTF and contact information is provided to the identified staff at the SMHTF.
- c. Ensure all information required to assist with the individual's treatment is provided by the Forensic Specialist or Forensic Case Manager.

B. Discharge Planning Process while at SMHTF

1. Civil SMHTF

The Managing Entity shall ensure subcontracted Network Service Providers:

- a. Comply with the standards established in CFOP 155-17, Guidelines for Discharge of Residents from a State Civil Mental Health Facility to the Community and CFOP 155-16, Recovery Planning and Implementation in Mental Health Treatment Facilities,
- b. Work in collaboration with the SMHTF social services staff or discharge planner to identify independent living or supportive housing resources or to the identified level of care that best meets the treatment needs of the individual,
- c. Maintain at least monthly contact with the SMHTF social services staff, and
- d. Ensure services recommended by the Community Case Manager and SMHTF Recovery Team are available and accessible after the individual is discharged from a SMHTF.

2. Forensic SMHTF

The Managing Entity shall ensure subcontracted Network Service Providers:

- a. Comply with the standards established in CFOP 155-22, Leave of Absence and Discharge of Residents Committed to a State Mental Health Treatment Facility Pursuant to Chapter 916, F.S.
- b. Collaborate with the Forensic SMHTF facility staff to develop a recovery plan and ensure the Forensic Specialist or Forensic Case Manager locates housing and services for forensic residents who are actively seeking return to the community on conditional release or with aftercare conditions.
- c. Ensure a sufficient number of Network Service Providers are designated as Forensic Specialists or Forensic Case Managers.
- d. Ensure the Forensic Specialist or Forensic Case Manager will participate in all reviews of the recovery plan and visit individuals at the SMHTF at least quarterly; shall be actively involved in the discharge process; and shall collaborate with the SMHTF recovery teams in finding a living environment and identifying community services that will support the level of need.

- e. Assist the SMHTF and appropriate court personnel in the development of conditional release plans and comply with the Forensic Mental Health Service Model.
- f. Provide information to the Courts and the attorneys pertaining to the individual's treatment in the SMHTF, as requested.
- g. Ensure services recommended by the Forensic Specialist or Forensic Case Manager and SMHTF Recovery Team are available and accessible when resident is returned to the community by way of direct discharge from the SMHTF or release from Jail.