

HENNEPIN COUNTY

MINNESOTA

Contracted Provider Process for Adult Mental Health Targeted Case Management (AMH-TCM) for People on Court Order, a.k.a. Involuntary Participants

Involuntary transfers/referrals from Hennepin County Civil Court Intake to a provider

1. Hennepin County support staff will open an SSIS WG and upload case documents to ECF:
 - a. ICA dispatch form
 - b. PSP report
 - c. Petition
 - d. Examiner's statement
 - e. Notice and order for custody exam and hearing
 - f. Any court orders
 - g. Diagnostic assessment
2. Hennepin County support staff will email the new provider with the SSIS WG# and documents listed above
3. The provider **must** reply within 24 hours to the email stating they have received the transfer, and include the new case manager's name, email address and phone number

Involuntary transfers from Hennepin County case management (a.k.a. "operated") to a provider

1. Hennepin case management staff will send transfer forms/documents directly to the new provider, including:
 - a. Petition
 - b. Exhibit A
 - c. PSP report
 - d. Any court orders
 - e. Due dates of any upcoming reports to court
 - f. Transfer summary
 - g. Functional assessment
 - h. Most recent diagnostic assessment (no more than 3 years old)
 - i. ICSP
2. When the provider accepts the transfer from Hennepin, the new provider will send an email to:
 - a. Hennepin County operated case manager & HSPH.OS.BH@hennepin.us
 - b. Subject line: "Civil commitment transfer from Hennepin to [provider]"
 - c. Body of email: [Provider] has accepted the transfer of [person name] effective on [date of intake at provider]. All documents have been received.
3. HSPH.OS.BH@hennepin.us will reply with confirmation and the new SSIS WG# for the new provider.
4. Complete an [Uncompensated Care request \(Service Authorization for HennPay\) \(hennepin.us\)](#) if needed.

Involuntary transfer requests between contracted providers (including ACT)

1. When both providers have agreed on a transfer, the current provider will send transfer forms/documents to the new provider, including:
 - a. Petition
 - b. Exhibit A
 - c. PSP report
 - d. Any court orders
 - e. Due dates of any upcoming reports to court
 - f. Transfer summary
 - g. Functional assessment
 - h. Most recent diagnostic assessment (no more than 3 years old)
 - i. ICSP
2. When the provider accepts the transfer from Hennepin, the new provider will send an email to:
 - a. HSPH.OS.BH@hennepin.us
 - b. Subject line: "Civil commitment transfer from [provider] to [provider]"
 - c. Body of email: [Provider] has accepted the transfer of [person name] effective on [date of intake at provider]. All documents have been received.
3. HSPH.OS.BH@hennepin.us will reply with confirmation and the new SSIS WG# for the new provider.
4. Complete an [Uncompensated Care request \(Service Authorization for HennPay\) \(hennepin.us\)](#) if needed.

Involuntary transfers into Hennepin County from another county

1. Email Jodi Pritchard (jodi.pritchard@hennepin.us) to review the County of Financial Responsibility (CFR), include the following information:
 - a. Name, date of birth and address of the person to be transferred
 - b. When the person moved to Hennepin County
 - c. Person's living situation (apartment, group home etc)
 - d. Person's address
2. If the transfer is approved, use the [Behavioral Health Intake Opening \(hennepin.us\)](#) form to submit the person's info
3. Under the Diagnosis info tab, and Name of primary diagnosis, type the word Transfer and then the name of primary diagnosis, as below

The screenshot shows the 'Behavioral Health Intake Opening' form with the 'Diagnosis info' tab selected. The form includes the following fields and options:

- Navigation tabs: Intake, Person info, **Diagnosis info**, Eligibility info
- Radio buttons: Diagnostic assessment, Examiner's statement, Reasonable efforts letter
- Date of diagnosis (required): 04/01/2024
- Name of primary diagnosis (required): Transfer - SPMI (highlighted with a red box)
- ICD 10 code (required):
- Buttons: Back, Next, Submit

4. Complete an [Uncompensated Care request \(Service Authorization for HennPay\) \(hennepin.us\)](#) if needed.

Mentally Ill and Dangerous (MI/D) Petitions and Commitments

The statutory requirements for Mentally Ill and Dangerous to the Public (MI/D) commitments under § 253B.18 and legal processes differ from those that govern Mentally Ill and/or Chemically Dependent commitment types through the District Court. For the purpose of protecting the person's legal rights, it is Hennepin County's policy that all people committed as Mentally Ill and Dangerous are transferred to and managed by the Hennepin County Forensic Case Management Team. Hennepin County's Forensic Case Management Team is specialized in providing case management to individuals who are ordered to indeterminate commitments as Mentally Ill and Dangerous. The Forensic Team is trained to concentrate on the laws and mandates specific to this commitment type.

When a person has a petition for commitment as Mentally Ill and Dangerous

The Forensic Case Management Team - Social Work Unit Supervisor must be notified for all people committed as MI/D. Supervisor: Brenda Bramel (brenda.bramel@hennepin.us)

1. Initial petition - Email the Forensic team supervisor and include:
 - a. Person's name, DOB and court date
 - b. Petition information
2. After the Initial Hearing – Email the Forensic team supervisor with the hearing outcome
3. If a client is committed as MI/D at the initial hearing, the provider must consult the Forensic team supervisor to determine the timing of transfer to the Forensic team.
 - a. Consultation must happen at the point of initial support for the MI/D commitment when the client is on the Warrant.
 - b. This is for the purpose of protecting the person's legal rights and for Hennepin County to help the provider to prepare the individual for the commitment and treatment process.
 - c. At the .18 finalization hearing, if the person is determined to remain in MI/D status, transfer the case to Hennepin County

Case transfer for a person Committed as Mentally Ill and Dangerous

1. All persons ordered to *indeterminate* commitment as Mentally Ill and Dangerous must transfer to the Hennepin County Forensic Case Management Team.
2. Provider notifies the Hennepin County Forensic Supervisor that the person has been supported or finalized for an MI/D commitment.
3. The provider will send the following to the Forensic team supervisor:
 - a. Transfer documents
 - b. Forward the Mentally Ill and Dangerous Commitment Order
 - c. Transfer Summary; including legal and housing history
 - d. Most recent Diagnosis and ICD 10 Code
 - e. Any documentation of the incident leading up to the MI/D commitment
 - f. Guardianship information (if any)
4. The SSIS WG assigned to the contracted provider will be closed by HSPH.OS.BH@hennepin.us.