



**TRUMBULL COUNTY
OUTPATIENT CIVIL COMMITMENT
PROVIDER EXPECTATIONS**

Outpatient civil commitment (OPC) is Court-Ordered treatment (including medication) for individuals who need ongoing behavioral health care to prevent relapse, rehospitalization, and/or dangerous behavior and who have difficulty following through with community-based treatment. Candidates for OPC usually have been non-compliant with prescribed medication and have multiple inpatient psychiatric hospitalizations. Typically, violation of the court-ordered conditions can result in the individual being called into court for a status hearing or having to be hospitalized for further treatment.

Studies and data prove that OPC is effective in reducing the incidence and duration of hospitalization, homelessness, arrests and incarcerations, victimization, and violent episodes. OPC also increases treatment compliance and promotes long-term voluntary compliance, while reducing caregiver stress.

Provider Expectations:

- I. Providers will be requested to accept commitments of individuals and shall attend the commitment hearings of those individuals
- II. Per the Trumbull County Probate Court, it is Ordered that the hospital system file a discharge plan with the Court prior to the individual's discharge.
- III. Per the Trumbull County Probate Court, it is Ordered that the designated agency complete a face-to-face meeting with the individual within 3 court days of hospital discharge and complete the Status Report Update. The provider will forward the completed Status Report Update to the Trumbull County Mental Health and Recovery Board to file with the Trumbull County Probate Court.
- IV. Per the Trumbull County Probate Court, it is Ordered that within 30 days of the individual's hospital discharge, the provider, with active involvement of the individual (and guardian, if applicable), will have completed the Individual Service Plan (ISP)/Treatment Plan. The provider will forward the completed and signed ISP to the Trumbull County Mental Health and Recovery Board to file with the Trumbull County Probate Court.
- V. The provider is expected to monitor the individual as closely as is clinically indicated by the treatment team.
- VI. Per the Trumbull County Probate Court, it is Ordered that the provider complete an Outpatient Civil Commitment Status Report Update every 30 days, beginning 30 days after the civil commitment hearing date. The Status Report will document the individual's progress and compliance with the ISP. The Status Report Update is to be forwarded to the Trumbull County Mental Health and Recovery Board to file with the Trumbull County Probate Court.
- VII. Per the Trumbull County Probate Court, when an individual is civilly committed for two years, it is Ordered that the provider complete an Outpatient Civil Commitment Status Report Update every 90 days, beginning 90 days after the civil commitment hearing date. The Status Report will document the individual's progress and compliance with the ISP. The Status Report Update is to be forwarded to the Trumbull County Mental Health and Recovery Board to file with the Trumbull County Probate Court.
- VIII. Whenever the individual (or guardian) is not adhering to the ISP or if clinical monitoring of the individual reveals early indications of a deterioration of mental status, the provider may request the Trumbull County Mental

Health and Recovery Board, via the Board Attorney, file a motion for a Status Hearing of the Individual with the Probate Court.

- IX. If clinical monitoring of the individual reveals substantial deterioration of mental status and the individual meets clinical criteria for hospitalization, a Motion to Transfer is to be filed with the Trumbull County Probate Court by the Trumbull County Mental Health and Recovery Board Attorney requesting that the individual be transferred to a more restrictive setting.
- X. When ongoing clinical monitoring of the individual reveals that the individual is adhering and responding to treatment and a continuation of the outpatient civil commitment is not clinically indicated, the provider is to complete the Civil Commitment Termination Review form and forward the document to the Trumbull County Mental Health and Recovery Board to file with the Trumbull County Probate Court.
- XI. If the provider/treatment team determines that the individual meets clinical criteria to continue outpatient commitment, the provider is to contact the Trumbull County Mental Health and Recovery Board and the Board Attorney. The filing of the motion with the Probate Court for continuation of OPC needs to be completed three weeks prior to the OPC expiration date.

Paperwork Expectations:

- I. Face-to-Face evaluation within 3 days of hospital discharge:
 - A) Within three (3) days of the individual's hospital discharge, the provider will meet face-to-face with the client and complete the Status Report Update, which is to be forwarded to Trumbull County Mental Health and Recovery Board Attorney to file with the Trumbull County Probate Court. The plan should be sent one of two ways:
 - 1) placed on secure web portal; provider to notify Board designee (Ilona Roth-Cohn) of location, or
 - 2) faxed to Board designee at 330-675-2772 c/o Ilona Roth-Cohn
- II. Individual Service Plan (ISP)
 - A) The ISP will clearly delineate the expectations of the individual and how the individual will be monitored to ensure cooperation with the plan. If the individual has a guardian, his/her contact information should be included. The plan shall comply with all ORC statutes and regulations and may include, but should not be limited to, specific requirements such as:
 - 1) Taking medications as prescribed
 - 2) Participating in individual and/or group therapy
 - 3) Attending scheduled appointments with physician
 - 4) Attending scheduled appointments with case manager/therapist
 - B) Within 30 days of the individual's hospital discharge, the ISP is to be completed and signed by the provider and individual (and guardian, if applicable) and forwarded to Trumbull County Mental Health and Recovery Board for the Board Attorney to file with the Trumbull County Probate Court. The ISP should be sent one of two ways:
 - 1) placed on secure web portal; provider to notify Board designee (Ilona Roth-Cohn) of location, or
 - 2) faxed to Board designee at 330-675-2772 c/o Ilona Roth-Cohn
- III. Outpatient Civil Commitment Status Report Update
 - A) Status Report Update for individuals on 90 Day OPC
 - 1) Every 30 days after the civil commitment hearing, a Status Report Update documenting the individual's compliance with the ISP is to be completed and signed by the provider.
 - 2) Provider is to forward the Status Report Update to the Trumbull County Mental Health and Recovery Board to file with the Trumbull County Probate Court. The Status Report Update should be sent one of two ways:
 - a) placed on secure web portal; provider to notify Board designee (Ilona Roth-Cohn) of location, or

b) faxed to Board designee at 330-675-2772 c/o Ilona Roth-Cohn

B) Status Report Update for individuals on 2 Year OPC

- 1) Quarterly from the date of the civil commitment hearing, the Status Report Update documenting the individual's compliance with the ISP is to be completed and signed by the provider.
- 2) Provider is to forward the Status Report Update to the Trumbull County Mental Health and Recovery Board to file with the Trumbull County Probate Court. The Status Report Update should be sent one of two ways:
 - a) placed on secure web portal; provider to notify Board designee (Ilona Roth-Cohn) of location, or
 - b) faxed to Board designee at 330-675-2772 c/o Ilona Roth-Cohn

IV. Civil Commitment Termination Review (CCTR) – termination of OPC

- A) If the outpatient civil commitment is no longer clinically indicated, the provider is to complete the Civil Commitment Termination Review 2 weeks prior to the individual's OPC expiration date.
- B) Provider is to forward the Civil Commitment Termination Review to Trumbull County Mental Health and Recovery Board to file with the Trumbull County Probate Court. The CCTR should be sent one of two ways:
 - 1) placed on secure web portal; provider to notify Board designee (Ilona Roth-Cohn) of location, or
 - 2) faxed to Board designee at 330-675-2772 c/o Ilona Roth-Cohn

V. Civil Commitment Termination Review (CCTR) – continuation of OPC

- A) If the individual meets clinical criteria for the continuation of outpatient commitment, the provider is to forward the completed CCTR to the Trumbull County Mental Health and Recovery Board for the Board Attorney to file an application for continued commitment with the Trumbull County Probate Court. The following documentation is to be provided to the Board Attorney **at least** three (3) weeks prior to the expiration date of the OPC:
 - 1) Treating Physician Report
 - 2) Initial ISP and any updates
 - 3) Diagnostic Assessment and any updates that may have occurred
 - 4) Risk Assessment
 - 5) Medication Record
 - 6) Last 3 or 4 physician notes
 - 7) Community Crisis Plan
 - 8) If any hospitalizations have occurred in the interim, the Health & Physical report
- B) The provider is to forward the same information to the individual's identified attorney as is submitted to the Board Attorney.

