

Department of Mental Health
TRANSMITTAL LETTER

SUBJECT Reporting Unauthorized Leave for Forensic Consumers Receiving Community Services		
POLICY NUMBER DMH Policy 524.1	DATE DEC 12 2005	TL# 78

Purpose. To establish a process for notification of Saint Elizabeths Hospital (SEH) whenever a forensic consumer fails to report to a community program or Community Residential Facility (CRF) and his/her whereabouts are unknown.

Applicability. *Applies to core services agencies (CSAs) and Community Residential Facilities (CRFs) serving forensic consumers on court ordered conditional release from SEH.* Some of the SEH requirements/procedures are provided in the policy for clarification of the process.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate MHA offices.

Implementation Plans. A plan of action to implement or adhere to this policy must be developed by designated responsible staff. If materials and/or training are required to implement this policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible for following through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this policy if it is applicable or pertinent to their scope of work. *Implementation of all DMH policies shall begin as soon as possible. Full implementation of this policy shall be completed within sixty (60) days after the date of this policy.*

Policy Dissemination and Filing Instructions. Managers/supervisors of DMH and DMH contractors must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must ensure that this policy is filed in the **DMH** Policy and Procedures Manual, and contractors must ensure that this policy is maintained in accordance with their internal procedures.

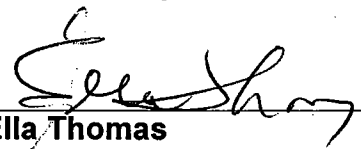
*If any CMHS or DMH policies are referenced in this policy, copies may be obtained from the DMH Policy Support Division by calling (202) 673-7757.

ACTION

REMOVE AND DESTROY

INSERT

DMH Policy 524.1



Ella Thomas
Interim Director, DMH


**DEPARTMENT OF
MENTAL HEALTH**
**Policy No.
524.1**
Date
DEC 12 2005
Page 1
**Supersedes
None**
**Subject: Reporting Unauthorized Leave for Forensic Consumers Receiving
Community Services**

1. **Purpose.** To establish a process for notification of Saint Elizabeths Hospital (SEH) whenever a forensic consumer fails to report to a community program or Community Residential Facility (CRF) and his/her whereabouts are unknown.
2. **Applicability.** *Applies to core services agencies (CSAs) and Community Residential Facilities (CRFs) serving forensic consumers on court ordered conditional release from SEH.* Some of the SEH requirements/procedures are provided in this policy for clarification of the process.
3. **Authority.** Mental Health Service Delivery Reform Act of 2001.
4. **Definition.**

Forensic consumer – a person committed to SEH by the criminal division of a local or federal court under D.C. Code §24-501, 24-502, 22-3501, or 18 U.D.C. §4241 et. seq. for treatment or evaluation.

5. **Background.** A forensic consumer residing in the community on conditional release may be placed on unauthorized leave from SEH once Forensic Services is notified by a CSA or CRF that the consumer is missing in violation of the consumer's court ordered conditions of release.

Once a forensic consumer is placed on unauthorized leave by SEH, the Forensic Services shall notify the SEH Security Section, United States Attorney's Office for the District of Columbia, United States Marshals Service, and the consumer's attorney; and depending on type of commitment, either the Superior Court of the District of Columbia or the United States District Court for the District of Columbia, so that a bench warrant for the consumer's arrest and return to SEH may be issued.

6. CSA/CRF Responsibilities.

6a. **Notify** the Outpatient Department, SEH Forensic Services, by phone at 202-645-4900, that the forensic consumer is missing in violation of the conditions of the consumer's court ordered conditional release.

- The CSA will be responsible for notifying Forensic Services whenever the consumer is missing as stated above, with the following exception:
- The CRF will be responsible for notifying Forensic Services if the consumer is missing from the CRF.
- The CSA/CRF should notify each other whenever either party determines that a consumer is missing.

6b. **Prepare** an Unusual Incident Report (DMH-1243) in accordance with DMH Policy 480.1 for major unusual incidents; and fax a copy to Forensic Services at 202-645-4995.

6c. **Document** the circumstances in the consumer's clinical record.

Approved by:

Ella Thomas
Interim Director, DMH


(Signature) 12/12/05
(Date)