



Forensic Service Interview

1. Forensic Services (CFOP 155-18) Is there a designated Forensic Specialist, and other staff as required to fulfill the terms of the contract.
2. Forensic Services (CFOP 155-18) Does the provider monitor individuals with mental illnesses in jail at risk for commitment to the Department pursuant to Chapter 916, F.S. Advise the court evaluators and the attorneys of treatment alternatives for appropriate felony offenders including civil diversion and conditional release. Monitor the progress of individuals in jail and/or community-based competency programs?
3. Forensic Services (CFOP 155-18) Does the provider maintain close working relationships with local jail mental health personnel to coordinate services and address mental health issues involving the Department and local mental health and substance abuse providers and address any issues that may arise regarding jail medication formularies and the availability of medications to individuals while in jail?
4. Forensic Services (CFOP 155-18) Does the provider maintain close working relationships with the judicial assistants in the circuit, the Office of the Public Defender, the Office of the State Attorney and the Clerk of the Court's Office. Develop a system for early notification of orders appointing experts and orders of commitment.?
5. Forensic Services (CFOP 155-18) Does the provider attend all scheduled court hearings involving individuals with mental illnesses adjudicated or at risk of being adjudicated Incompetent to Proceed or Not Guilty by Reason of Insanity, including the determination of competency hearings?
6. Forensic Services (CFOP 155-18) Does the provider assist the judicial system by tracking each completed Incompetent to Proceed or Not Guilty By Reason of Insanity commitment packet through the Clerk's Office and on to the Forensic Admission Coordinator in the State Substance Abuse & Mental Health Program Office's Treatment Facilities Division and intervene as necessary to ensure the packet moves through the process in a timely manner?
7. Forensic Services (CFOP 155-18) Does the provider alert the Forensic Coordinator to any potential legal issues such as incorrect or improper orders to allow for appropriate and timely intervention by circuit legal staff?
8. Forensic Services (CFOP 155-18) Does the provider participate, upon request, in the state treatment facility's development of the psychosocial assessment and the recovery plan?
9. Forensic Services (CFOP 155-18) Does the forensic NSP provide the state treatment facility(s) recovery teams with all available community information required to assist with the individual's treatment?
10. Forensic Services (CFOP 155-18) Is there evidence in the chart that the NSP: Conducts a minimum of quarterly face-to-face meetings with individuals at the state forensic treatment facility(s) and civil step-down treatment facility(s). Provide the Forensic Coordinator with quarterly visit reports to include a minimum of the discharge status of each individual, identified barriers to discharge and plans for assisting the individual and the service/treatment team in



Forensic Service Interview

overcoming barriers to discharge. Record each visit by writing a note in the individual's treatment facility record/ward chart.

11. Forensic Services (CFOP 155-18) Does the provider assist the treatment facilities and appropriate court personnel in the development of conditional release plans, attend all conditional release hearings, and ensure continuity of care by assisting with the coordination of transportation of the individual from the jail or treatment facility to the placement identified in the conditional release order on the date prearranged with the placement site?

12. Forensic Services (CFOP 155-18) Does the provider track all individuals on conditional release and provide the Forensic Coordinator with an updated conditional release list quarterly and ensure the Forensic Coordinator receives a copy of the conditional release order and all subsequent orders of continuance, modification, revocation or termination?

13. Forensic Services (CFOP 155-18) When appropriate does the provider work with the circuit Forensic Coordinator to facilitate proposed out-of-circuit placements, coordinating with counterparts in the receiving circuit to ensure continuity of care?

14. Forensic Services (CFOP 155-18) For individuals found competent to proceed, does the provider:

- Coordinate with appropriate court personnel to secure, within thirty (30) days of the date of notification, a transportation date from the Sheriff's Department or contract transportation provider;
- Notify the State Mental Health Program Office of the pick-up transportation date for the individual within twenty-four (24) hours or the next business day; and
- Ensure that any special needs of the individual are known to local forensic staff (circuit and provider), and communicated to the local jail by the state treatment facility?

15. Forensic Services (CFOP 155-18) Upon return of a competent individual to jail and immediately after the first competency hearing date, does the provider ensure that a community Case Manager is assigned to facilitate follow-up services, if applicable?

16. Forensic Services (CFOP 155-18) If applicable, does the provider work closely with the state forensic and civil treatment facility(s), local mental health providers, crisis stabilization units (CSU) and the courts to ensure the appropriate and timely disposition of individuals not found competent within three or five years, as specified in s. 916.145, F.S.?

17. Forensic Services (CFOP 155-18) Is there documentation of a certification of attendance from the Florida Forensic Examiner Training or a Forensic Specialist training within one (1) year of employment for each forensic case manager?