



**TEXAS**  
Health and Human  
Services

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## **Form P, Forensic Admission Referral and Coordination**

### **Processes, Roles & Responsibilities for Regional Hospitals Serving Non-Maximum Security Forensic Patients**

#### **HHSC Clearinghouse Waitlist Coordination**

HHSC maintains the "Clearinghouse" system for persons committed to inpatient services as incompetent to stand trial (IST) and who do not require a maximum-security environment. Code of Criminal Procedure (CCP) Chapter 46B IST commitment admissions are coordinated on a first-come, first-served basis through the use of the Clearinghouse system.

#### **Court Responsibilities:**

1. The court of jurisdiction, or its designee, forwards the commitment order to the Clearinghouse staff via email at [forensicadmissions@hhsc.state.tx.us](mailto:forensicadmissions@hhsc.state.tx.us) or via fax at 940-553-2504 or 940-553-2506. It is recommended to the court that this occur within one business day of signing the commitment order.
2. The documentation that is required to be forwarded by the court, according to CCP Article (Art.) 46B.076, includes the following:
  - The order of commitment,
  - Reports of experts,
  - Psychiatric, psychological, medical (as indicated) or social work reports that relate to the mental and physical condition of the defendant,
  - Documents provided by the defense attorney or the prosecuting attorney relating to current or past mental condition,
  - Indictment or information and any supporting documents used to establish probable cause in the case,
  - Criminal history record,
  - The addresses of the defense attorney and the prosecutor, and
  - The court shall order the transcript of medical testimony, which should be forwarded to the proper hospital.

#### **HHSC Clearinghouse Coordinator Responsibilities:**

1. Clearinghouse staff collects basic demographic information on the proposed patient from the referring jurisdiction and, within one business day, enters the person into the admission queue.
2. Upon receiving the required documentation from the court, the Clearinghouse staff will make a determination within one business day regarding the receiving hospital (Maximum Security Unit (MSU), non-MSU, transitional) based on the

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commitment type, charged offense and diagnosis. Clearinghouse staff then send an email to the court of jurisdiction acknowledging receipt of the commitment packet and providing notification that the individual is being placed on either the clearinghouse or MSU waitlist, based on the commitment type and charged offense.

3. For non-MSU commitments, upon receiving notification of bed availability from the Hospital, the HHSC Clearinghouse Coordinators will email the commitment packet to the assigned Hospital for the longest waiting cases or cases that have been approved to expedite for review for placement at the Hospital from the non-MSU Clearinghouse waitlist that meet criteria for admission to the Hospital based on gender, commitment type, known treatment needs, and are from the Hospital's designated service area, or any other clinical information and programming needs.

HHSC Clearinghouse Coordinators will provide the Hospital with the commitment packets, which at minimum include order of commitment, offense report, indictment/information page, and trial competency evaluation (TCE).

4. HHSC Clearinghouse Coordinators will also provide contact information for the committing county transport and medical staff for counties the Hospital has not previously worked with.

### **Hospital Responsibilities:**

1. When a non-MSU Hospital has identified that forensic beds will be coming available to accept admissions, the Hospital Director of Admissions or designee will notify the Clearinghouse Coordinators via email to the forensic mailbox ([forensicadmissions@hhsc.state.tx.us](mailto:forensicadmissions@hhsc.state.tx.us)) the number of beds, gender, IDD, and/or other details necessary for determining appropriate program placement. To the extent possible, this notification is to be made prior to when a patient discharges so that forensic admissions may be scheduled timely, and to reduce the amount of time forensic beds are not occupied.
2. The Hospital staff will coordinate with the committing county to receive additional medical and jail information, including COVID or other relevant testing information, as needed, and make arrangements with the county for transport.
3. The Hospital Director of Admissions or designee will forward admission dates to the forensic mailbox ([forensicadmissions@hhsc.state.tx.us](mailto:forensicadmissions@hhsc.state.tx.us)).
4. The Hospital Director of Admissions or designee shall submit all noteworthy information such as medical issues, not in custody, refusal of testing, medical hospitalization, etc., to the forensic mailbox ([forensicadmissions@hhsc.state.tx.us](mailto:forensicadmissions@hhsc.state.tx.us)).
5. The Hospital is responsible for all admission and discharge processes,

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screenings, examinations and other requirements per federal and state law and regulations, and state administrative rules for patients receiving mental health services.