

Form Q, Notification and Transfer of Forensic Patients Requiring Extended Mental Health Treatment

This document outlines the process for notification and transfer of forensic patients served at “contracted hospitals” to other hospitals within the HHSC State Hospital System for extended mental health treatment pursuant to *Texas Code of Criminal Procedures*, Article 46B.102. This document also provides minimum timeframes for the notification and transfer process.

If a “contracted hospital” is recommending to a court that a patient on a 46B.073 commitment will require an extended mental health commitment (TX Code Crim Proc, Art.46B.102):

- At least two (2) weeks prior to court hearing or as soon as the treatment team determines extended mental health treatment is needed, the “contracted hospital” shall notify the State Hospital System Continuity of Services Manager (COSM) of the intent to recommend extended mental health treatment.
 - For the initial notification to the COSM, the “contracted hospital” shall provide the COSM with the following information:
 - Patient’s Name
 - Date of Birth
 - Social Security Number
 - County of Residence
 - County of Commitment
 - Charges associated with initial 46B.073 commitment
 - Initial Commitment Expiration Date
 - Expected Court Date
 - Current Diagnosis(es)
 - Veteran Status (if known)
- Upon receipt of the initial notification, the COSM will notify the appropriate state hospital of the pending extended commitment transfer.
- Within 3 days of receipt of the initial notification, the COSM will coordinate with the receiving hospital to establish a date for transfer and admission that is after the expected court date.
- Once a date for transfer and admission is established, the COSM will notify the “contracted hospital” of the date and will provide the contact information for the staff at the receiving hospital who will be coordinating the transfer with the “contracted hospital”.
- The “contracted hospital” shall notify the COSM and the contact at the receiving hospital once the extended commitment order has been issued so that the transfer and admission date can be confirmed.
- The “contracted hospital” will provide the receiving hospital with a packet of clinical and court-related information and documentation that includes, but is not limited to:

- Initial court commitment orders and competency evaluation reports
 - Report/letter to the court related to the recommendation for extended mental health treatment
 - Face sheet
 - Recent clinical documentation which should, at minimum, include psychiatric evaluation, psychiatrist notes, physician notes, nursing notes, psychosocial assessments, social work notes, and any other relevant documentation.
- Once the commitment order has been issued and the transfer and admission date has been confirmed, the “contracted hospital” will coordinate the transition of care with the receiving hospital by helping coordinate and participating in recovery team care transition meetings and, prior to the patient’s transfer, coordinating physician and nursing handoffs.
 - If the “contracted hospital” is unable to provide transportation to the receiving hospital, the receiving hospital will coordinate with the “contracted hospital” on transportation arrangements.
 - The COSM will ensure that the patient is admitted to the receiving hospital in a timely manner, following the issuance of the extended commitment order, and will provide ongoing monitoring of the admission timeframes for individuals transferring from the “contracted hospital”.