

MHC Referral to Graduation - How It Works

1

KCMHC Referral Form Received

By Fax (865) 215-5720 OR Email at MHC@knoxcounty.org.

NOTE: Submitted Referral Forms must have a Diagnosis provided in field. Not sure what to list? Call a MHC Case Manager for guidance.

2

DA Initial Legal Assessment

Referral Form Forwarded to DA for Initial Legal Assessment

3

DA Referral Decision

If Denied:

KCMHC Referral Denied Admission Notice and Denied Referral Form are signed by DA Representative are emailed to: Defense Counsel, DA Office, and Criminal Court Clerk's Sessions or Criminal Judicial Assistants for the record.

If Approved for Assessment:

Court Case Manager (CCM) Assigned. CCM makes arrangements to conduct mental health assessment.

4

Participation Admission Plan (PAP)

- Court Case Manager (CCM) prepares and emails PAP to KCMHC Team, **and**
- PAP is added to next regularly scheduled Thursday KCMHC Team Staffing Agenda.

5

PAP Determination

DA may request additional information to be provided or additional conditions to be met before approving admission. If so, PAP rescheduled for next regularly scheduled Thursday KCMHC Team Staffing.

NOTE: If MHC Case Manager does not find applicant as an appropriate fit - admission may be declined, with best matched community referrals.

If Denied:

KCMHC Referral Denied Admission Notice emailed to: Defense Counsel, DA Office, and Criminal Court Clerk's Sessions or Criminal Judicial Assistants for the record.

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Approved Admission

- **KCSC Participation Order** signed at next scheduled court date. Criminal Court Clerk's Office emails copy to MHC@knoxcounty.org. KCMHC emails Signed Participation Order Emailed to Defense Counsel, DA Office, and Criminal Court Clerk's Sessions or Criminal Judicial Assistants for the record.
- **Transportation & Release Order**, if incarcerated.
- **KCMHC Docket** - Participant scheduled for next regularly scheduled Thursday KCMHC Docket after release.

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Phase 1 TRANSITION 8-10 weeks

- Court Attendance: Weekly
- Contact Case Manager a min. of 2x per week
- Random UDS
- Participant Feedback

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Phase 2 STABILITY 10-20 weeks

- Court Attendance: Weekly
- Contact Case Manager a min. of 2x per week
- Begin Applications for SSI/SSDI or schedule with Vocational Rehab
- Random UDS

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Phase 3 RESILIENCE 10-30 weeks

- Court Attendance: Every 2 weeks
- Contact Case Manager a min. of 2x per week
- Review Care Plan (amend as needed)
- Random UDS
- Participant Feedback

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Phase 4 GROWTH 16-24 weeks

- Court Attendance: Every 4 weeks
- Contact Case Manager a min. of 2x per month
- Review Care Plan
- Random UDS
- Participant Feedback

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Phase 5 SUCESS 8-20 weeks

- Court Attendance: Every 4 weeks
- Contact Case Manager a min. of 2x per month
- Review Care Plan
- Random UDS
- Participant Feedback

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GRADUATION

- GRADUATION!!!

