

DDAP JAIL DIVERSION ASSESSMENT TRAINING GUIDE

DMHAS Information Systems Division



December 2011

JAIL DIVERSION

OVERVIEW:

Jail diversion is a general process by which a defendant is allowed to remain in the community instead of being detained in jail on a bond. If the court decides to divert the client, the JD staff refers the client to behavioral health services, provides support to improve compliance with treatment, and provides regular reports to the court about compliance. For clients who are not diverted and are jailed, JD staff forward clinical information to the jail and monitor the case if there is a chance for later release.

A client is considered admitted to a Jail Diversion program when they undergo a Jail Diversion evaluation, and must be discharged from the Jail Diversion program when the JD staff is no longer involved with the client's case. A client may also be admitted to DDaP if JD staff are consulted but do not do an evaluation. **Note:** *A Jail Diversion assessment can only be associated with a Jail Diversion program.*

Jail Diversion data can only be entered into DDaP through the front end.

Forms:

The following forms are used when admitting a client to a **Jail Diversion Program**:

- DDaP Admission Form – Abbreviated
- DDaP Jail Diversion Form

These forms are located on the **DMHAS / EQMI website** under [DDaP User Documentation and Forms](http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334736) found at the following link: <http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334736>

Refer to the **DDaP Training Guide**, for instructions on admitting a new client, admitting an existing client, entering and updating Services and Assessments and Discharging clients.

The **DDaP Training Guide** can be found at the following location:

- In the DDaP Application on the Sidebar in the '**Tools**' link under '**Documentation**'

ADDING A JAIL DIVERSION ASSESSMENT:

1. If adding the **Jail Diversion Assessment** immediately following a new admission, select the [Assessments for New Admission](#) link on the **Admission Complete** screen.

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STATE OF CONNECTICUT DMHAS Data Performance System

Client → Admission → Diagnosis → Periodic Assessment → Co-Occurring Screening → Admission Complete

A new admission has been created for Test Jail Diversion in the 'Jail Diversion 309-341' program.

Proceed To: [Assessments For New Admission](#)
[Services For New Admission](#)
[Diagnoses For New Admission](#)
[Client Info For New Admission](#)
[Create Another Admission For Test Jail Diversion](#)

Select [Assessments for New Admission](#)

2. Select **Jail Diversion** from the **REQUIRED ASSESSMENTS** drop list.

3. Select the **CREATE** button.

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Client Profile Admission Diagnosis Services **Assessments**

REQUIRED ASSESSMENTS

Assessments: -- Select One --
-- Select One --
Jail Diversion

OPTIONAL ASSESSMENTS

Assessments: -- Select One --

ASSESSMENT HISTORY

Select 'Jail Diversion' and select the CREATE button

4. The **JAIL DIVERSION ASSESSMENT** screen will display.

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Client Profile Admission Diagnosis Services **Assessments**

UNIT

Unit
-- Select One --
Always Required

Court

-- Select One --
Always Required

OR

- If adding a **Jail Diversion Assessment** by **CLIENT SEARCH**, search on the client's **Last Name**, **SSN** or **Advanced** (First Name, Last Name, DOB) and select [Find Admissions](#) in the **CLIENT(S) FOUND** grid, then select [Details](#) next to the **ADMISSIONS FOUND FOR:** client grid.

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Client Management Roster Management File Management

CLIENT SEARCH

Provider: Bridges
Search By: Last Name SSN Last Name: Jail

CLIENT(S) FOUND

Last Name	First Name	SSN	DOB	
Jail Diversion	Test	988888833	06/18/1984	✓ Create New Admission

ADMISSION(S) FOUND FOR: [Jail Diversion] SORTED BY ADMIT DT

Program(s): ALL

Provider	Program	Status	Admit Dt	Discharge Dt	
Bridges	Jail Diversion 309-341	Open	09/01/2010		Details Discharge

- The **Client Profile** screen will display.
- Select the **Assessments** tab in the Navigator Bar.

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Client Profile Admission Diagnosis Services **Assessments**

DEMOGRAPHICS

First Name: Test Mid Initial: Last Name: Jail Diversion Suffix: [v]
 SSN: SSN Unavailable Reason: SSN is Unknown Religion: Other [v]
 DOB: 06/18/1984 DOB Unavailable Reason: Marital Status: Divorced/Annulled [v]
 Ethnicity: Non-Hispanic [v] Primary Language: English [v] Second Lang: [v]
 Veteran Status: No Military Start Date: Military End Date:
 Gender: Male Provider Client ID:
 Race: White/Caucasian

ADDRESS

Address 1: Street
 Address 2:
 City: Manchester State: Connecticut Zip: 06040

INSURANCE

Insurance	Type	Policy Number	Start Date	End Date
	Other private insurance			

- The Assessments screen will display with **Jail Diversion** listed in **REQUIRED ASSESSMENTS**.
- Select **Jail Diversion** in the **REQUIRED ASSESSMENTS** drop list and select 'CREATE'.

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Client Profile Admission Diagnosis Services **Assessments**

REQUIRED ASSESSMENTS

Assessments: [--- Select One ---] CREATE
 [--- Select One ---]
 Jail Diversion

OPTIONAL ASSESSMENTS

Assessments: [--- Select One ---] CREATE

ASSESSMENT HISTORY

- The **JAIL DIVERSION ASSESSMENT** screen will display.

UNIT

11. Complete the **JAIL DIVERSION ASSESSMENT** data fields as noted below:

UNIT	REQUIRED FIELD. Enter the name of the unit where the client received a jail diversion service, or select from the drop list.
COURT	REQUIRED FIELD. Enter the name of the court that handles the client's case, or select from the drop list.
REFERRAL SOURCE	REQUIRED FIELD. Enter the entity that referred the client to the Jail Diversion program, or select from the drop list.
CONSULTATION ONLY	REQUIRED FIELD. Select 'Yes' or 'No' to indicate if this is a Consultation Only.
EVALUATION DATE	Required if the Consultation Only field is 'No'. Enter the date the client was evaluated by JD staff in the correct MM/DD/YYYY date format.
NAME OF EVALUATING CLINICIAN	Enter the name of the evaluating clinician.

UNIT (cont)



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DMHAS Data Performance System

Tools ▾ [Home](#)

Client Profile
Admission
Diagnosis
Services
Assessments

Test Jail Diversion ▾
SSN: 988888833
Provider: Bridges

Bookmarks
UNIT
BEHAVIOR
DIVERTED
CHARGES
COMMENTS
DISCHARGE

Version
Test 2.2

Clinical Need
Based only on clinical need (not the court's requirements), what level of care would you recommend for the client if he/she was released on the same date as your evaluation?
-- Select One --
[Conditionally Required](#)

Housing Need
Based only on clinical need (not the court's requirements), what type of housing would you recommend for this client if he/she was released on the same date as your evaluation? If you recommended Inpatient or Residential in the field above then indicate the recommended housing at the time of discharge from Inpatient or Residential.
-- Select One --
[Conditionally Required](#)

JD Client Population
Serious mental illness, significant impairment and possible hospitalization if not treated, and no private insurance.
 Yes No Unknown
[Conditionally Required](#)

Most Serious Charge
 Felony Misdemeanor Other Charge Type
[Conditionally Required](#)

12. Complete the **JAIL DIVERSION ASSESSMENT** data fields as noted below:

CLINICAL NEED	<i>Required if there is a date in the Evaluation Date field.</i> Select, from the drop list, the most appropriate level of care to meet client needs at the time of a jail diversion evaluation.
HOUSING NEED	<i>Required if there is a date in the Evaluation Date field.</i> Select, from the drop list, the most appropriate type of housing to meet client needs at the time of a jail diversion evaluation.
JD CLIENT POPULATION	<i>Required if there is a date in the Evaluation Date field.</i> Select 'Yes', 'No' or 'Unknown' to indicate whether or not the client is part of the JD target population.
MOST SERIOUS CHARGE	<i>Required if there is a date in the Evaluation Date field.</i> Select the most serious type of charge detailed in the jail diversion assessment.

SYMPTOMS / BEHAVIOR

The screenshot shows the DMHAS Data Performance System interface. At the top, it displays the CT.gov logo, the Department of Mental Health and Addiction Services, and the dmhas logo. The main header is "DMHAS Data Performance System". Below this, there are navigation tabs: Client Profile, Admission, Diagnosis, Services, and Assessments (which is currently selected). The left sidebar contains a "Tools" menu with a "Home" link, and a "Test Jail Diversion" section with fields for SSN (988888833) and Provider (Bridges). Below that are "Bookmarks" for UNIT, BEHAVIOR, DIVERTED, CHARGES, COMMENTS, and DISCHARGE, and a "Version" section showing "Test 2.2".

The main content area is titled "SYMPTOMS/BEHAVIOR" and contains the following sections:

- Symptoms at Evaluation:** A list of checkboxes for symptoms: None, Anxiety/Panic, Danger to self/others, gravely disabled, Depression, Psychosis (Hallucinations, delusions, bizarre affect or behavior, disorganized thinking), Substance Abuse, and Other.
- Alleged Behavior at Arrest:** A list of checkboxes for behaviors: None, Assault or threat of assault, Damage to property, Possession/use of a gun or knife, Substance use, Suicide threat or attempt, Unable to obtain, and Other.
- Arraignment Date:** A date input field with a calendar icon.
- Next Court Date:** A date input field with a calendar icon.

13. Complete the **JAIL DIVERSION ASSESSMENT** data fields as noted below:

SYMPTOMS AT EVALUATION	Select the symptoms exhibited by the client at the time of the jail diversion evaluation. (Select all that apply.)
ALLEGED BEHAVIOR AT ARREST	Select the alleged behaviors exhibited by the client at the time of the arrest. (Select all that apply.)
ARRAIGNMENT DATE	Enter the date of the client's arraignment.  The Arraignment Date must be greater than the client's date of birth.
NEXT COURT DATE	Enter the date that the client is next due in court.  The Next Court Date must be greater than the client's date of birth.

DIVERTED

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DMHAS Data Performance System

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Tools Home

Client Profile Admission Diagnosis Services Assessments

DIVERTED

Client Diverted
Client released pretrial or at sentencing from custody and JD had any involvement in legal disposition.
 Yes No
 Conditionally Required

Date Diverted

 Conditionally Required

Supervision By Court Support Service Div
 Select, from the drop list, the Court Support Service Division (CSSD) program that supervises the diverted client.
 -- Select One --
 Conditionally Required

First Court-Ordered Clinical Service
 Select from the drop list, the first clinical service the court ordered for a client after they are diverted.
 -- Select One --
 Conditionally Required

14. Complete the **JAIL DIVERSION ASSESSMENT** data fields as noted below:

CLIENT DIVERTED	Required if the Consultation Only field value is 'No'. Select 'Yes' or 'No' to indicate whether or not a client was diverted.
DATE DIVERTED	Required if the Client Diverted field value is 'Yes'. Enter the date that the client was diverted from jail in the correct MM/DD/YYYY date format.
SUPERVISION BY COURT SUPPORT SERVICE DIVISION	Required if the Client Diverted field value is 'Yes'. Select, from the drop list, the Court Support Service Division (CSSD) program that supervises the diverted client.
FIRST COURT- ORDERED CLINICAL SERVICE	Required if the Client Diverted field value is 'Yes'. Select, from the drop list, the first clinical service the court ordered for a client after they are diverted.

DIVERTED (cont)

15. Complete the **JAIL DIVERSION ASSESSMENT** data fields as noted below:

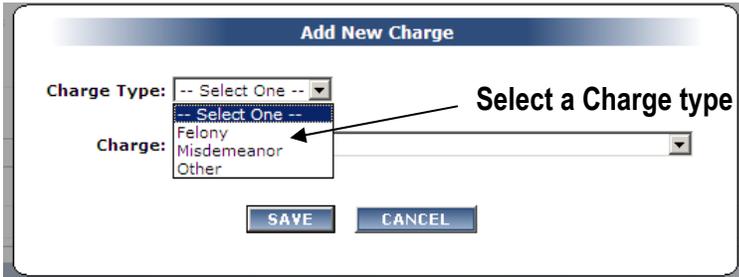
<p>ADDITIONAL COURT-ORDERED CLINICAL SERVICE</p>	<p>Select, from the drop list, any additional clinical service the court ordered for a client after they are diverted. (select one service only)</p>  <p><i>This field should not be populated if the Client First Service field is not populated.</i></p>
<p>REASON DIVERSION DENIED</p>	<p>Required if the Client Diverted field value is 'No'. Select, from the drop list, the primary reason a jail diversion was denied.</p>

CRIMINAL CHARGES

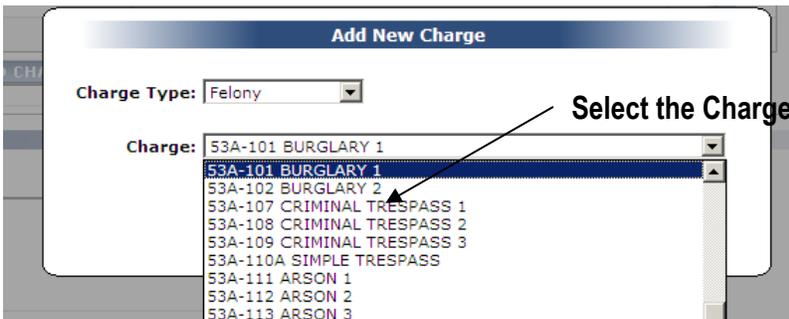
<p>CRIMINAL CHARGES</p>	<p>Select the criminal charges.</p>  <p><i>One client can have many Criminal Charges, each of which is associated with one Charge Type.</i></p>
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16. Follow steps 1 – 8 below to add **Criminal Charges**:

1. Select the **ADD CHARGE** button.
2. The **Add New Charge** window will display.
3. Select the **Charge Type** (Felony, Misdemeanor or Other).



4. Select the **Charge** from the drop list.



5. Select the **SAVE** button.
6. Charges will display in the **CRIMINAL CHARGES** grid
7. Select the delete  icon to delete a charge.
8. Select the **ADD CHARGE** button to add more charges. (follow steps above)



COMMENTS



COMMENTS	Enter relevant comments about the client and their jail diversion. (Free Form Text)
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17. Enter **Comments** if needed.

DISCHARGE

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DMHAS Data Performance System

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Client Profile | Admission | Diagnosis | Services | **Assessments**

DISCHARGE

Is Client Ready to be Discharged?
 Yes No
 Always Required

Was Client Diverted?
 Yes No
 Conditionally Required

If YES, complete the next 2 fields.
 If NO, do not complete the next 2 fields.
 Answer the two fields below as of
 1) The day that the charges for which the client was diverted were disposed by the court
 Or
 2) The day that the client was discharged from the JD Program
 Whichever comes first

Incarceration Status
 Was client incarcerated in jail or prison, not police or court lock-up, at any time between the day of diversion and the day of disposition of charges.
 -- Select One --
 Conditionally Required

Disposition of Charges
 What was the most serious outcome for the criminal charges for which the diversion originally occurred?
 -- Select One --
 Conditionally Required

SAVE SAVE & EXIT CANCEL

Jail Diversion Assessment

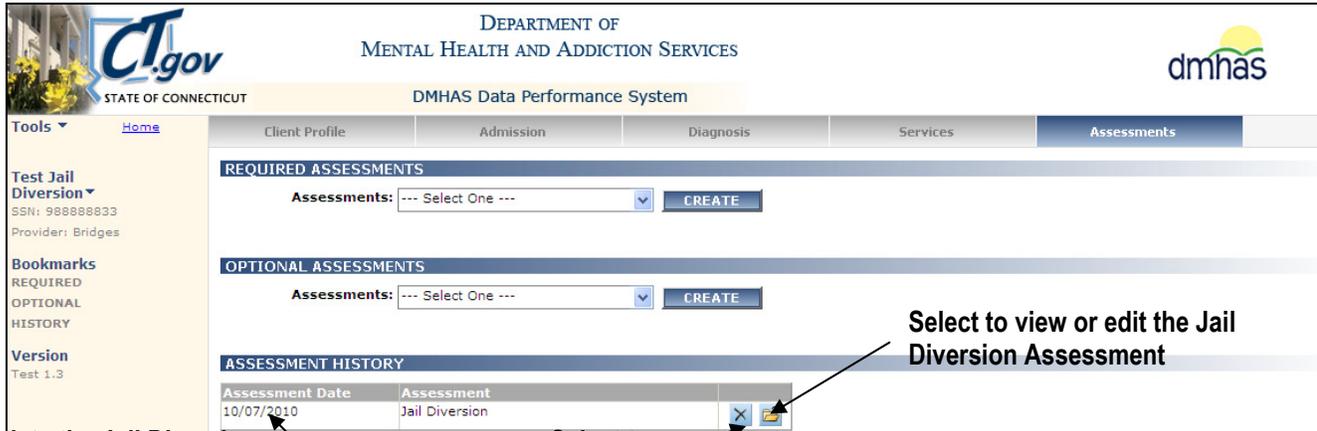
18. Complete the **JAIL DIVERSION ASSESSMENT** data fields as noted below:

IS CLIENT READY TO BE DISCHARGED?	REQUIRED. Select 'Yes' or 'No' to indicate if the client is ready to be discharged.
WAS CLIENT DIVERTED?	Required if the Consultation Only field value is "No". Select 'Yes' or 'No' regarding whether or not a client was diverted on whichever of the following occurs first: <ul style="list-style-type: none"> The day that the charges for which the client was diverted were disposed by the court. The day that the client was discharged from the JD program.
INCARCERATION STATUS	Required if the value in the Was Client Diverted field is 'Yes'. Select, from the drop list, the client's incarceration status between the day of their jail diversion and the disposition of charges.
DISPOSITION OF CHARGES	Required if the value in the Was Client Diverted field is 'Yes'. Select, from the drop list, the outcome of the criminal charges for which the client's jail diversion originally occurred.

19. Select the **SAVE** button to save the Jail Diversion Assessment.

20. Select the **SAVE & EXIT** button to save the Jail Diversion data and return to the Assessments screen.

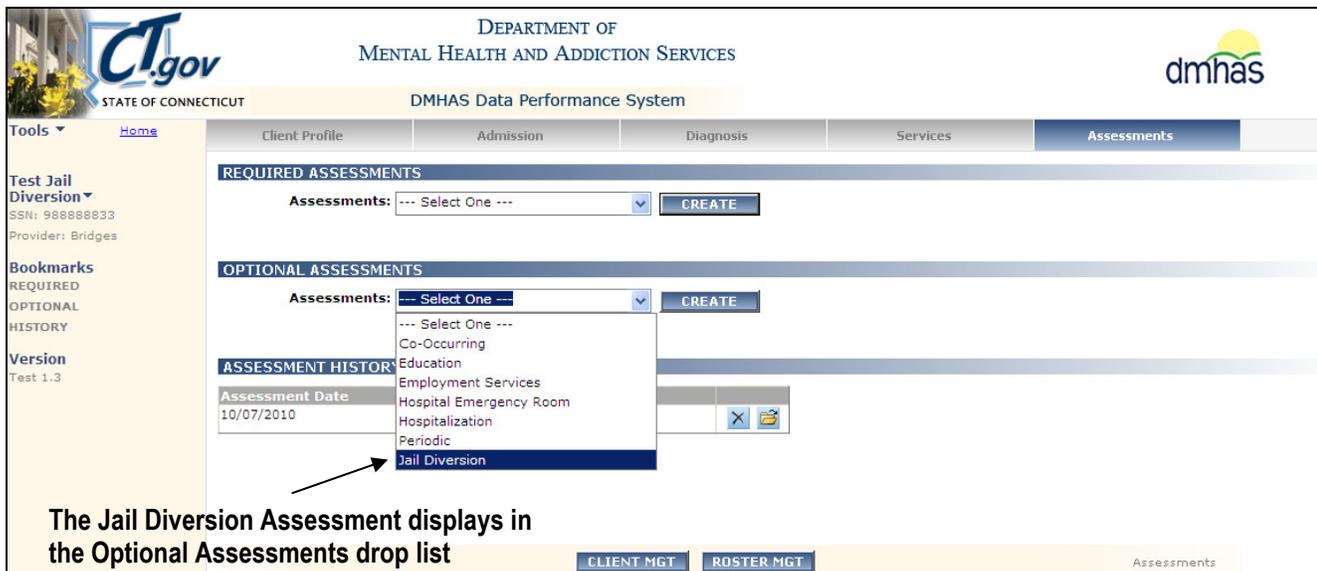
21. Select the **CANCEL** button to Cancel out of the screen and not save. (**Note:** Once a Jail Diversion Assessment has been added and saved, the **CANCEL** button will take you off the screen with the original Jail Diversion data saved.)
22. When the **SAVE & EXIT** button is selected, the assessment will be saved and the **Assessments** screen will display. The **Jail Diversion Assessment** will display in the **ASSESSMENT HISTORY** grid.
23. The **Assessment Date** in the **ASSESSMENT HISTORY** grid is the date the **Jail Diversion Assessment** was entered into DDaP.



The date the Jail Diversion Assessment was entered in DDaP.

Select to delete

24. Select the open  icon in the **ASSESSMENT HISTORY** grid to view or edit the assessment.
25. Select the delete  icon in the grid to delete the assessment.
26. Select the **CLIENT MGT** button to return to the **Client Search**.
27. Select the **ROSTER MGT** button to return to the **Roster Search**.
28. Select any of the tabs in the Navigator Bar to go to another screen to view or update client data.
29. The **Jail Diversion Assessment** now displays in the **OPTIONAL ASSESSMENTS** drop list.



The Jail Diversion Assessment displays in the Optional Assessments drop list

DISCHARGING A CLIENT FROM A JAIL DIVERSION PROGRAM

1. Search for the client that is being discharged from the program and select [Find Admissions](#).
2. Select the [Details](#) link for the **Jail Diversion** Admission.

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Client Management | Roster Management | File Management

CLIENT SEARCH
Provider: Bridges
Search By: Last Name SSN Last Name: Jail

CLIENT(S) FOUND

Last Name	First Name	SSN	DOB	
Jail Diversion	Test	988888833	06/18/1984	✓ Create New Admission

ADMISSION(S) FOUND FOR: ... SORTED BY ADMIT DT

Program(s): ALL

Provider	Program	Status	Admit Dt	Discharge Dt	
Bridges	Jail Diversion 309-341	Open	09/01/2010		Details Discharge

3. The **Client Profile** screen will display. Select the **Assessments** tab.

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Client Profile | Admission | Diagnosis | Services | **Assessments**

DEMOGRAPHICS
First Name: Test Mid Initial: Last Name: Jail Diversion Suffix:
SSN: SSN Unavailable Reason: SSN is Unknown Religion: Other

4. The **Assessment** screen will display.

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Client Profile | Admission | Diagnosis | Services | **Assessments**

REQUIRED ASSESSMENTS
Assessments: --- Select One --- CREATE

OPTIONAL ASSESSMENTS
Assessments: --- Select One --- CREATE

ASSESSMENT HISTORY

Assessment Date	Assessment	
10/07/2010	Jail Diversion	📁

5. Select the open  icon in the **ASSESSMENT HISTORY** grid to view or edit the assessment.

6. The Jail Diversion Assessment screen will display.

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Tools Home

Client Profile Admission Diagnosis Services Assessments

Test Jail Diversion
SSN: 988888833
Provider: Bridges

Bookmarks
UNIT
BEHAVIOR
DIVERTED
CHARGES
COMMENTS
DISCHARGE

UNIT

Unit
Bridges Court Diversion
Always Required

Court
GA 22-JD Milford
Always Required

7. Make any necessary updates to the Jail Diversion Assessment.

8. Once all updates have been completed, select the **SAVE & EXIT** button to save the Jail Diversion Assessment data and return to the Assessments screen.

9. Select the Admission tab.

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Tools Home

Client Profile Admission Diagnosis Services Assessments

Test Jail Diversion
SSN: 988888833
Provider: Bridges

Version
Test 2.2

ADMISSION INFORMATION

Program: Jail Diversion 309-341 Admission Date: 01/01/2011

Primary Referral Source: Court Order Date of First Service Request: 01/01/2011

Tobacco Use: Yes No Unknown

Pregnancy Status: Yes No Unknown

CLIENT MGT ROSTER MGT DISCHARGE EDIT

Admission

10. Select the 'Discharge' button.

11. The Client Profile screen will display.

12. Process the client discharge accordingly.