INFORMATION TECHNOLOGY

SCOPE OF WORK

MHMR Alert System Replacement

Criminal Courts Administration

PROJECT ID: 23J0474

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Revision History

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0.0	Initial Draft	02/08/2024	Ruby Romero

1 AUTHORITY SIGNATURES

This section contains the signatures of key stakeholder(s), indicating that they agree with the presentation or proposal as it appears in the business case.

J. Greg Shugart (Apr 11, 2024 16:05 CDT) _____ 04/11/2024

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2 EXECUTIVE SUMMARY

This document presents the functional specifications for our upcoming MHMR System Replacement project. The primary objective of the MHMR Alert System Replacement is to develop a comprehensive and integrated software solution within the existing TechShare Suite that ensures Tarrant County's compliance with the Criminal Code of Procedures (CCP) 16.22. Article 16.22 of the CCP prescribes the procedures for early identification of individuals suspected of having a mental illness or intellectual disability.

The software will be designed to facilitate the efficient and effective management of mental health procedures within our criminal justice system. It will provide a streamlined process for mental health recommendations on assessments, reports, and notices, ensuring that all procedures align with the stipulations of CCP 16.22 and 17.032. The law requires magistrates to order a interview and 16.22 report regarding the individual if the magistrate has reasonable cause to believe the individual has a mental illness or is a person with an intellectual disability. Magistrates are also required to give notice of the report to several parties to ensure early identification and treatment.

This document provides a detailed breakdown of the functional requirements. It also outlines the assumptions and risks associated with the project. We believe that the MHMR System Replacement project will significantly enhance our ability to manage mental health procedures within the criminal justice system, ensuring full compliance with the law and improving outcomes for individuals within the system.

2.1 Background

Every county is mandated to issue 16.22 orders, reports, and notices. This requirement not only has the potential to save lives, but it also empowers professionals involved in the process to perform their duties effectively.

The 16.22 report enables Magistrate Judges to make informed bond decisions and facilitates early treatment for defendants. It alerts Sheriffs to defendants requiring special care and aids Pretrial Service Departments in linking defendants to services and specialized mental health caseloads if released. It supports Defense Attorneys in formulating a suitable defense and advocating for necessary treatment or services. It informs Prosecutors about the need for specialized pretrial bond conditions and potential Brady material in the defendant's records. Lastly, it notifies Trial Judges of the potential complexities, resources, and community supports required for effective justice administration in these cases. Moreover, it conserves county resources, prevents suicides, upholds constitutional rights, safeguards the community, and reduces system re-entry by replacing the revolving door with suitable treatment and services.

With the provision of timely and suitable services, most mental illnesses can be effectively treated, paving the way for recovery. This approach significantly reduces the potential for behaviors that could result in imprisonment. However, it's important to note that many current responses to mental illness, which predominantly involve incarceration, often hinder access to the necessary treatments and services that could facilitate recovery and deter criminal behavior.

3 PROJECT SCOPE

3.1 Project Objective

The goal of this initiative is to transition from the current MHMR Alerts internal web-application to a more integrated and user-friendly TechShare application. This could also involve the use of work queues within existing TechShare applications. The new system will manage lists of individuals who are suspected of having mental illnesses or intellectual disabilities.

It will handle the necessary forms and documentation for decisions regarding the issuance, denial, or non-requirement of an order for an interview and a 16.22 report. The management of the results from the 16.22 report will also be a part of its functionality.

Moreover, it will have the capability to generate automated notifications, complete forms, and send emails along with attachments to the relevant parties. This comprehensive approach aims to streamline processes and improve efficiency.

3.2 Included in Scope

a. **Solution Development:** The project aims to develop a comprehensive and user-friendly solution that will replace the existing Mental Health Alert internal application in Tarrant County. This new solution will be fully integrated, enhancing its functionality and usability.

b. **Data Migration:** The project will involve the extraction and migration of data from the previous 24 months from the existing Mental Health Alert application. This data will then be seamlessly integrated into the newly developed solution, ensuring continuity and accessibility of historical data.

4 Assumptions and Risks

4.1 Assumptions

a. The budget for the project will be officially approved.
b. The proposed solution will either be incorporated into the TechShare Magistration system or will be fully integrated with it.

4.2 Risks

a. No budget approval.

5 Definitions

5.1 Business Terminology

The following are some abbreviations and terminology that may be used throughout this document.

Term	Definition
ID	Intellectual Disability
MH	Mental Health
MHMR	My Health My Resources
SO	Sheriff's Office
SOR	Source of Record
TC	Tarrant County
TS	TechShare
TSC3	TechShare Court
TSJ	TechShare Jail
TSMP	TechShare Magistration
TSBD	TechShare Bond Desk
MHMR Alerts	My Health My Resources Alert System

6 Business Impact Analysis

6.1 Actors

Actors	Primary Responsibilities
County Clerk	Receives notification and a copy of the 16.22 order and report and files it in the individual's filed case and properly seals the documents.
Defense Counsel	Receives notification and a copy of the individual's 16.22 order and report, the denial of the order, or the notification that the 16.22 order and report were not required because one was conducted in the last 12 months.
District Clerk	Receives notification and a copy of the 16.22 order and report and files it in the individual's filed case and properly seals the documents.
District Judge(s)	Makes the determination to order, deny, or not require an interview and 16.22 report for capital murder offenses in Tarrant County.
Law Enforcement Agency (LEA)	Arrests the individual for a class B misdemeanor of higher offense.
LMHA (MHMR)	Local Mental Health Authority (My Health My Resources – MHMR)
Magistrate Clerk (District Clerk)	Receives notification and a copy of the 16.22 order and report and files it in the individual's unfiled case and properly seals the documents.
Magistrate Support Officer (MSO)	Compiles the individual's documentation from all sources makes it available for review by the magistrates/District Judges.
Magistrate(s)	Makes the determination to order, deny, or not require an interview and 16.22 report and receives 16.22 report results for Class B Misdemeanor and higher (except capital murder) offenses.
Prosecutor	Receives notification and a copy of the individual's 16.22 order and report, the denial of the order, or the notification that the 16.22 order and report were not required because one was conducted in the last 12 months.
Sheriff	Books in the individual in the Tarrant County Jail and identifies individuals suspected of a mental illness or intellectual disability. The SO also receives notification and attachment of order for interview and 16.22 report results.
Trial Court Judge	Receives notification and a copy of the individual's 16.22 order and report, the denial of the order, or the notification that the 16.22 order and report were not required because one was conducted in the last 12 months.

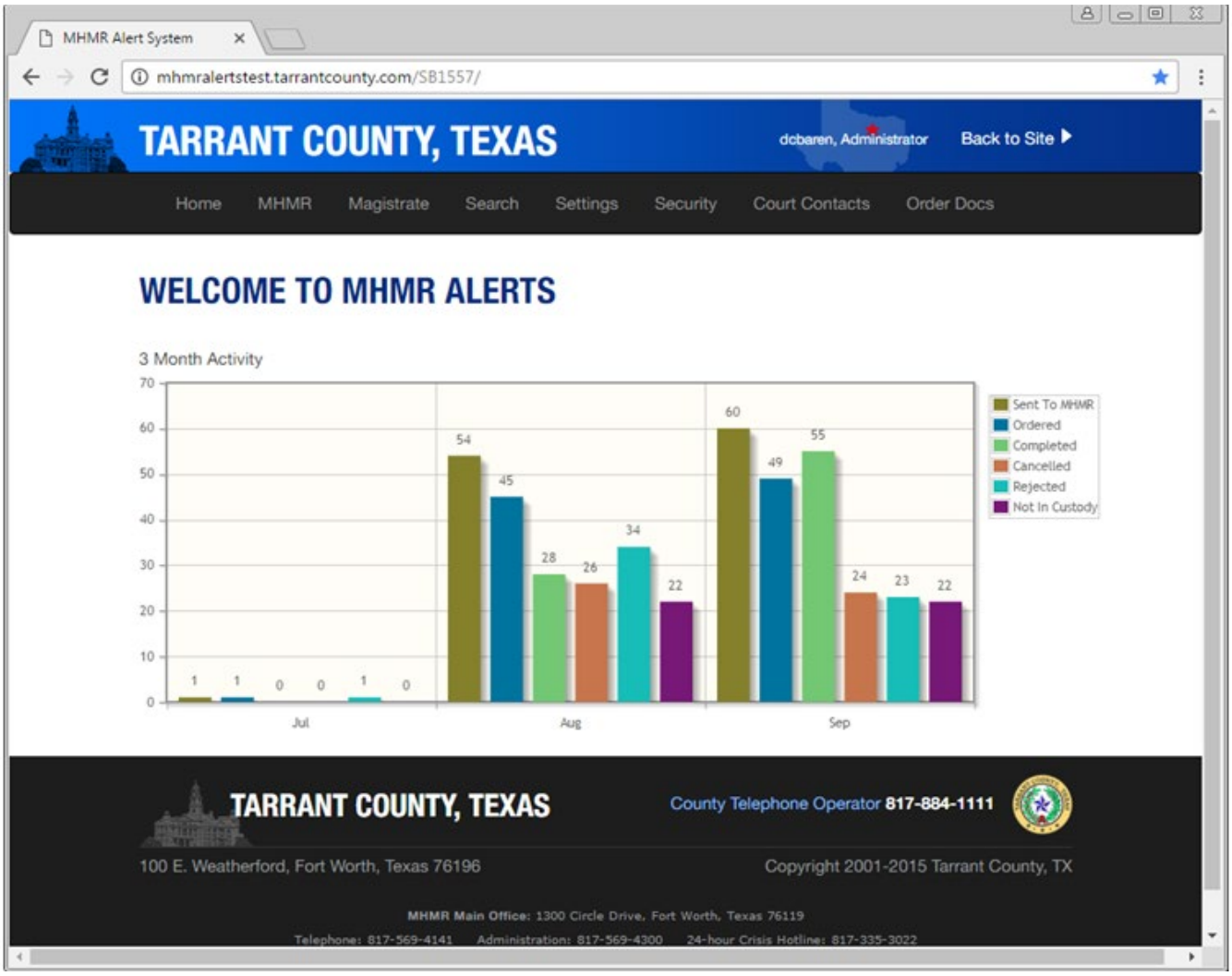
6.2 Systems

System	Description
MHMR Alerts Application	Current web-based application intended to process requests for defendant Mental Health evaluations in the Tarrant County Criminal Justice System.
TechShare Court	The case management system utilized to maintain the records for unfiled charges and filed case dispositions and schedule court hearings.
TechShare Jail	Source of record for arrest, booking and release information utilized in the Tarrant County Sheriff's Office.
TechShare Magistration	Used by magistrates and magistrate support officers in Tarrant County to conduct the magistration hearings, set bond amounts, bond conditions, within 48 hours of a person being arrested in Tarrant County.

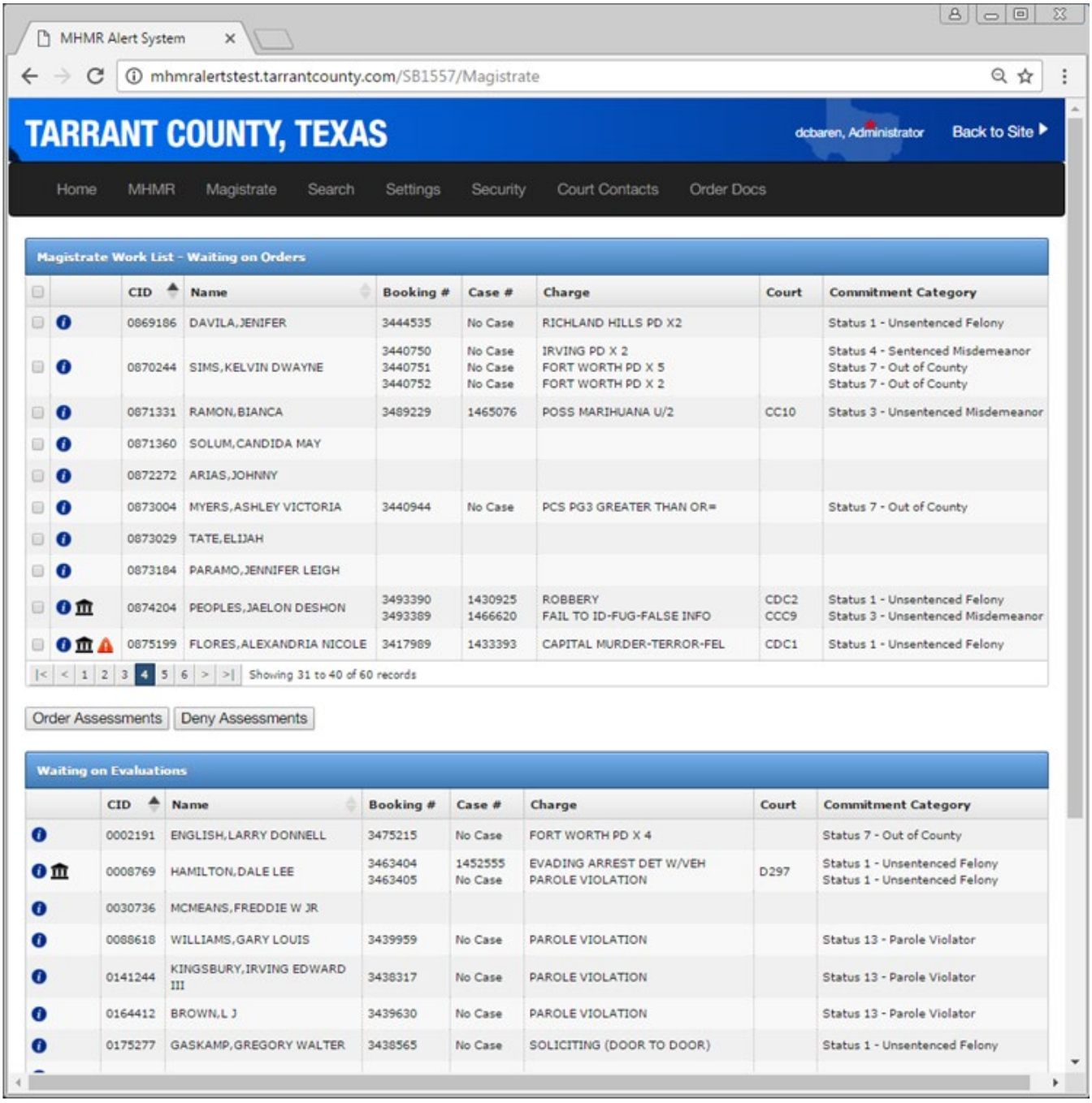
6.3 MHMR Alerts Sample Screens

The current application has work lists for each of the primary contributors for this process including Magistrates, District Judges, and MHMR staff.

6.3.1 Dashboard



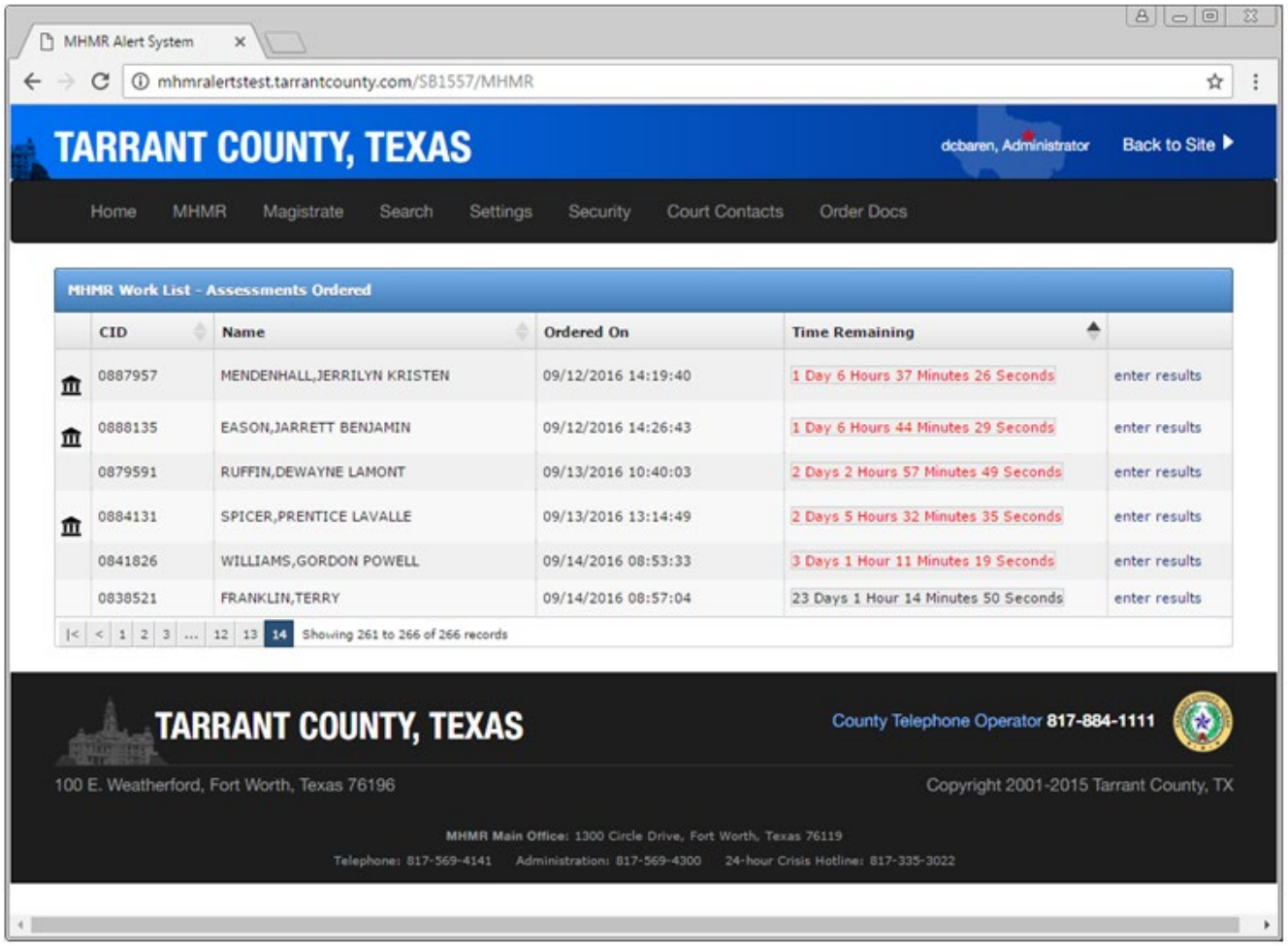
6.3.2 Magistrate Queue (Work List)



6.3.2.1 <u>Icon Legend:</u>

a. Blue circle: booking package provided by the Sheriff, which means that an officer or jail staff identified that the individual may have a mental illness or intellectual disability during jail intake.
b. Black courthouse building: Individual in custody.
c. Red triangle: Capital Murder Offense.
d. Black square with arrow (document): Attachments / documents.

6.3.3 MHMR Queue (Work List)



6.4 Current Documents/Forms

Listed under this section are the most common documents/forms required as part of the current process.

ID	Document	Created By
DOC1	Jail Screening Form	Booking Clerk (included in the Booking Packet)
DOC2	PC Affidavit	LEA (Arresting Agency)
DOC3	16.22 Order for class B misdemeanors or higher offenses	Magistrate
DOC4	16.22 Order for capital murder offenses	District Judge
DOC5	Collection of Information Form for Mental Illness and Intellectual Disability	MHMR
DOC6	16.22 Filled Out Interview and 16.22 Report	MHMR
DOC7	Assessment Results	MHMR

6.5 Current Notifications

6.5.1 Solution Notifications

Listed under this section are the most common solution/system notifications required as part of the current process.

ID	Status	Notifications	From	To
NOT1	NEW	Sheriff (Jail Staff) notification about an individual suspected of mental illness or intellectual disability. Display this status.	Jail Staff	Magistrate
NOT2	ORDERED	Magistrates can issue an order to MHMR for an assessment, resulting in the solution notification will display this status.	Magistrate	MHMR
NOT3	NOT ORDERED	Magistrates can decide not to issue the order for an assessment, resulting in the notification will display this status.	Magistrate	MHMR
NOT4	NOT REQUIRED	Magistrates will notify MHMR that an order is not required since an interview and report has been conducted within the last 12 months and the results from that report will be utilized, resulting in the notification will display this status.	Magistrate	MHMR
NOT5	REVIEW	MHMR is working on performing the interview and producing the results, the notification is tagged with this status.	MHMR	Magistrate
NOT6	COMPLETED	MHMR produces the report, the notification is displayed in this status.	MHMR	Magistrate
NOT7	CANCELLED	Magistrates can deny an order previously issued, meaning that processing of the notification stops and remains with this status.	Magistrate	MHMR
NOT8	REJECTED	If the individual is not eligible for 16.22 interview and report based on Business Rule (BR016), the notification will display in this status.	MHMR	Magistrate

6.5.2 Email Notifications

Listed under this section are the most common automated emails required as part of the current process.

ID	Notifications
EML01	Magistrates/District Judges receive emails from the Sheriff (Jail Staff) about an individual suspected of mental illness or intellectual disability (and attach the booking packet).
EML02	MHMR receives emails from the Magistrates with the order requesting an interview and 16.22 report.
EML03	MHMR receives emails from the Magistrates stating that the order an interview and 16.22 report is being denied.
EML04	MHMR receives emails from the Magistrates stating that the order an interview and 16.22 report is not required because one is on file within the last 12 months and attach the copy of the previous 16.22 report.
EML05	MHMR receives emails from the Magistrates stating that an order previously for an interview and 16.22 report is being cancelled.
EML06	MHMR receives emails from the Magistrates stating that the CID is no longer eligible for an interview and 16.22 report due to the eligibility criteria under Business Rule (BR16).
EML07	The magistrate receives emails from MHMR stating that the interview and 16.22 report have been completed (and attach the 16.22 report).
EML08	The magistrate sends a copy of the interview and 16.22 report to the assigned trial court (court coordinator and judge).
EML09	The magistrate sends a copy of the interview and 16.22 report to the prosecutor's office (County or District Attorney's Offices, or both).
EML10	The magistrate sends a copy of the interview and 16.22 report to defense Attorney.
EML11	The magistrate sends a copy of the interview and 16.22 report to Sheriff (Jail Staff).

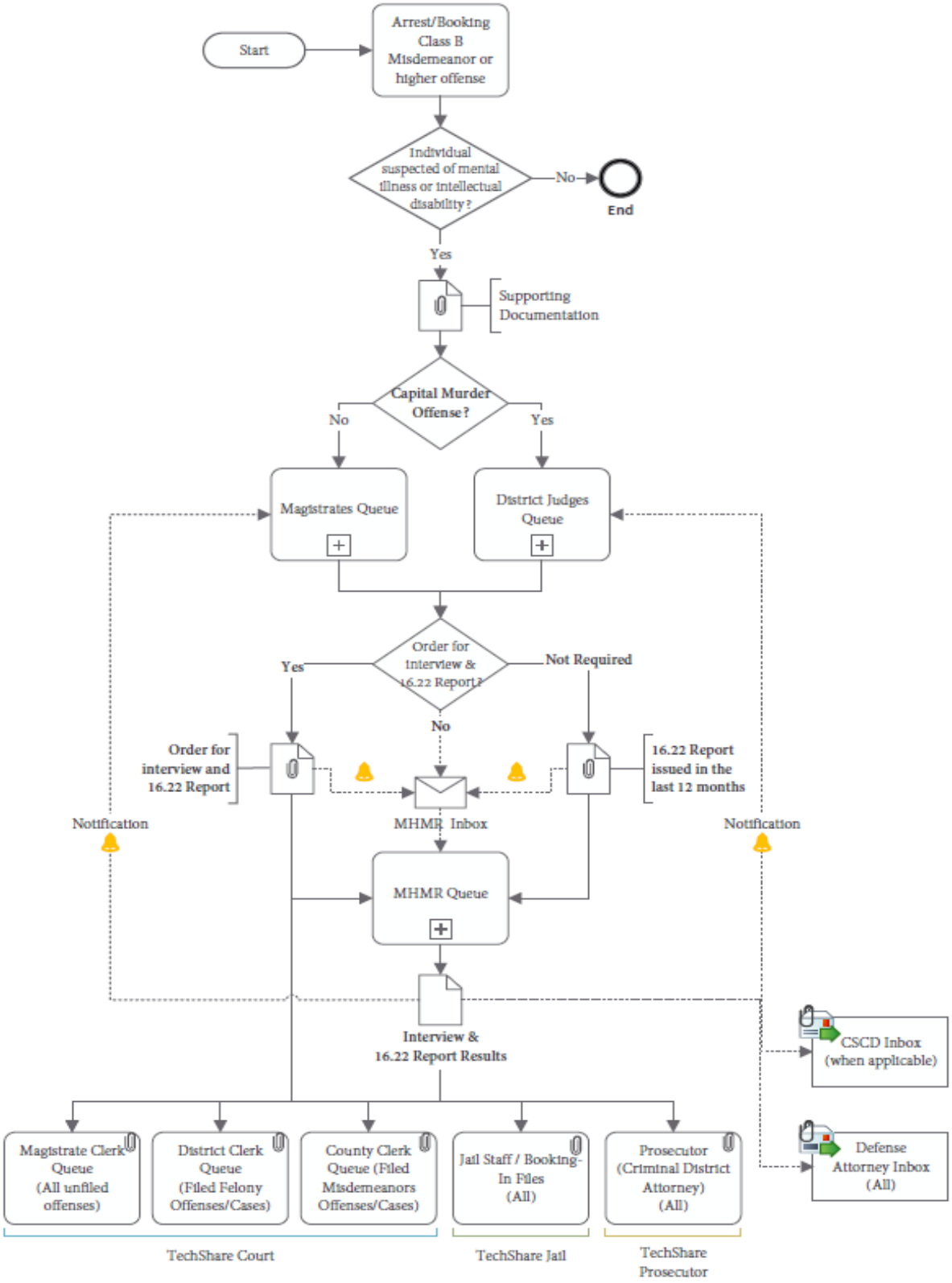
EML12	The magistrate sends a copy of the interview and 16.22 report to CSCD.
EML13	The magistrate sends a copy of the interview and 16.22 report to Bond Desk.
EML14	The magistrate sends a copy of the interview and 16.22 report to Magistrate Clerk (unfiled cases).
EML15	The magistrate sends a copy of the interview and 16.22 report to County Clerk (filed misdemeanor cases).
EML16	The magistrate sends a copy of the interview and 16.22 report to District Clerk (filed felony cases).

7 PROCESS WORKFLOW

7.1 Current Process Workflow

For the existing process workflow, please refer to Appendix B and a current system diagram under Appendix C.

7.2 Future Process Workflow



8 BUSINESS RULES

8.1 Business Rules

ID	Business Rule
BR001	Article 16.22 of the Texas Code of Criminal Procedure (CCP) requires early identification of individuals suspected of having a mental illness or intellectual disability who have been arrested and brought to the Tarrant County Jail for a Class B Misdemeanor or higher offense.
BR002	The law requires magistrates to order an interview and 16.22 report regarding the individual if the magistrate has reasonable cause to believe the individual has a mental illness or is a person with an intellectual disability.
BR003	In Tarrant County, for Class B misdemeanor and higher offenses, **except** for capital murder offenses, the **magistrate** makes the determination to: a. Order interview and report, b. Deny the interview and report, or c. Not require the interview or report if/when the last 16.22 report was conducted less than 12 months prior.
BR004	In Tarrant County, for all **capital murder** offenses, the **District Judges** make the determination to: a. Order interview and report, b. Deny the interview and report, or c. Not require the interview or report if/when the last 16.22 report was conducted less than 12 months prior.
BR005	The report is created from the interview process and includes information about whether the individual has a mental illness or is a person with an intellectual disability, whether there is evidence to support a belief that the individual may be competent, be incompetent, and recommended treatment options.
BR006	Magistrates/District Judges are required to give notice of the report to several parties to ensure early identification and treatment including: a. The trial courts. b. Prosecutor's Office (County or District Clerk Attorney's Office, or both) c. Defense Counsel d. Sheriff (or other person that is responsible for the individual's medical records while they are in custody) e. Personal Bond Office (i.e., the Bond Desk, the Magistrate Clerk, or both). f. The County Clerk or District Clerk for inclusion in the case file and recording; the clerk then uses the reports to report to the Office of Court Administration (OCA).
BR007	Identification of individual suspected of mental illness or an intellectual disability can come from any source of credible information including information from: a. Texas Commission on Jail Standards (TCJS) Jail Screening Form. b. TLETS CCQ (Texas Law Enforcement Telecommunications System, Continuity of Care Query). c. Witnesses / Witness Statements / Probable Cause Affidavit. d. Staff familiar with the individual from the Local Mental Health Authority (LMHA), Local Intellectual or Developmental Disability Authority (LIDDA), or other care providers. e. Individual's family members or friends. f. Medication brought into the jail with or for the defendant. g. Observations of Law Enforcement, Jail Staff, Magistrate Judge
BR008	The magistrate must be notified of any credible information <u>within 12 hours</u> of the discovery of that information by jail staff.
BR009	To make reasonable cause determination to issue an order, magistrates review the notification and any supporting documents, review the individual's charges and criminal history, meet with the individual, and communicates with the LMHA/LIDDA/LBHA/Mental Health Service Provider.
BR010	Magistrate/District Judge decides whether there is reasonable cause to believe the individual has a mental illness or intellectual disability.
BR011	The trial court uses and considers the results of the 16.22 report for the following purposes: a. Considering a mental health personal bond pursuant to CCP art. 17.032. CCP art. 16.22(c)(1).

	Note: that MH personal bond is required in certain circumstances under CCP art. 17.032(b) unless good cause shown otherwise. b. Resuming or initiating competency proceedings under CCP art. 46B. CCP art. 16.22(c)(2). c. Consideration of 16.22 report during penalty phase as a part of the pre-sentence investigation report, or in imposition of conditions of a community supervision program. CCP art. 16.22(c)(3). d. Referring the defendant to a specialty court or docket. CCP 16.22(c)(4). e. Release on bail and transfer of individual to a civil court for court-ordered outpatient mental health services (regardless of competency status) CCP art. 16.22(c)(5). f. Appointment of defense counsel. CCP art. 26.04. g. Specifically tailored bond conditions. (See page 29) CCP art. 17.032. h. Post-adjudication: If an individual is remanded to the custody of TDCJ then the 16.22 report must be included in the individual's pen packet. Any other mental health records, screening reports, or similar information must also be included.
BR012	The County Clerk and District Clerk counts the 16.22 report in their mandatory Judicial Counsel's Monthly Court Activity Report through OCA (see Texas Admin Code 171.2).
BR013	The 16.22 reports are strictly confidential, sealed records, and are never made part of the public record.
BR014	CCP Art. 16.22(a-4) allows MHMR or the service provider to conduct in-person interviews in the jail, also by telephone, or through a telemedicine medical service or telehealth service.
BR015	CCP Art. 16.22(a)(1)(B) there is an approved form for the service provider to use to conduct the 16.22 interview. The form is approved by the Texas Correctional Office on Offenders with Medical or Mental Impartments (TCOOMMI) under Health and Safety Code § 614.0032(c). The approved for is found under this link: https://texasjcmh.gov/media/u44cfigl/3-tcoommi-form.pdf **Note:** The LMHA or service provider may add more information than that which is contained in the approved form but may not exclude information.
BR016	Eligibility to conduct the 16.22 interview and report, the individual must be in custody: a. Have a valid County Identification Number (CID). b. CID must have at least one booking number. c. The booking number must not be a "Housing Booking" with a tracking code of "WKND" (i.e., weekenders). d. If cases have been filed against the individual, at least one filed case must be pending; active not disposed. e. CID must not have an immigration (INS) hold. f. CID must not have one or more of the following Commitment Statuses in TechShare Jail: ▪ Status 2 - Sentenced Felony ▪ Status 4 - Sentenced Misdemeanor ▪ Status 5 - Sentenced State Jail ▪ Status 7 - Out of Country ▪ Status 8 - Out of State ▪ Status 10 - Contempt of Court ▪ Status 13 - Parole Violator ▪ Status 14 - Bench Warrant NOTE: If CID has multiple bookings, if booking have both valid and invalid commitment statuses, the service provider can proceed with the 16.22 interview and report.
BR017	MHMR or the service provider has 96 hours to conduct the interview and 16.22 report for individuals in custody once the order has been issued and signed by the Magistrate or District Judge.
BR018	MHMR or the service provider has 30 calendar to conduct the interview and 16.22 report for individuals out of custody once the order has been issued and signed by the Magistrate or District Judge.
BR019	District Judges from the following District Courts can order the 16.22 interview and report for capital murder offenses: CDC1, CDC3, CDC3, CCDC4, D213, D297, D371, D372, D396, D432, and D485.

BR020	Magistrates can order the 16.22 interview and report for individuals assigned all any court on non-capital murder offenses: CCC1, CCC2, CCC3, CCC4, CCC5, CCC6, CCC7, CCC8, CCC9, CC10, CDC1, CDC3, CDC3, CCDC4, D213, D297, D371, D372, D396, D432, and D485.

9 REQUIREMENTS ANALYSIS

9.1 Functional Requirements (FR)

ID	Requirement Description
System Solution	
FR001	The solution must include a feature that provides a robust **Search** capability. This feature should allow users to look up individuals based on various criteria, enhancing the efficiency and effectiveness of referral management. The search criteria should include, but not be limited to, the following: a. **CID:** The unique identifier for the individual. b. **First, Middle, and Last Name:** The full name of the individual. c. **Status:** The status of the individual's referral. d. **Court:** The court handling the individual's case. e. **Date Range:** A specific range of dates relevant to the individual's referral. f. **Offense Type:** The type of offense committed by the individual, categorized as either a felony or a misdemeanor. The search feature should support complex queries, allowing users to combine multiple criteria for more refined results. It should also provide quick and accurate results, ensuring that users can find the information they need without unnecessary delay.
FR002	The solution must incorporate a **Time Tracking Feature** that adheres to the following criteria: a. **Accurate Time Tracking:** The feature must accurately track the duration from the moment an order is issued and signed by the Magistrate or District Judge, until MHMR completes an interview and the 16.22 report. b. **Task-Specific Countdown:** The feature should compute the remaining time for each task and prominently display it on the respective queues. c. **Task-Specific Timeframes:** The feature must adhere to the following timeframes: d. **Individuals in custody:** MHMR has 96 hours to conduct the interview and complete the 16.22 report. e. **Individuals out of custody:** MHMR has 30 days to conduct the interview and complete the 16.22 report. f. **Precision and Reliability**: The time tracking feature must be precise and reliable to ensure all stakeholders have a clear understanding of the timelines involved. g. **Configurable Settings:** The feature should support configurable settings to accommodate different timeframes for different tasks. h. **Alerts and Notifications:** The solution must provide alerts or notifications as deadlines approach, assisting in efficient workflow management and timely completion of tasks. This requirement ensures that the solution aids in efficient workflow management and timely completion of tasks, while providing clear visibility of task timelines to all stakeholders.
FR003	The **Search Results** interface must be designed to display the following columns: a. **CID:** A unique identifier for each record. b. **Name:** The name associated with each record. c. **Court:** The court involved in each case. d. **Notification Status:** The current status of the notification for each referral/order. e. **Notification Status Date and Time:** The date and time when the notification status was last updated.

	f. **Order Attachment:** An attachment containing the order details for each CID/referral. g. **16.22 Report Results Attachment:** An attachment containing the results of the 16.22 report for each CID/referral from MHMR. h. **Search Details:** an expandable link that when clicked displays the summary of the progress of the referral including Notification Information, Other Bookings/Case Information, MHMR Results Information and Recommended Treatment. This requirement ensures that users have access to comprehensive and relevant information for each case in the search results.
FR004	The solution must incorporate a feature that provides a link to the **Search Details** page from the Search Results and queues. On this page, a summary of the referral/CID information must be displayed. Additionally, the solution must support the functionality to export and print this summary in both Excel and PDF formats. Here's an example the summary from the current MHMR Alert System application: **SEARCH DETAILS** **JOHNSON,ARTHUR LEE / CID: 0462187** **Notification Information** ID: *2073* Ordered By: *megrant* Status: *Completed* Sent On: *6/22/2011 4:06:32 AM* Received On: *6/22/2011 4:06:33 AM* Processed On: *6/22/2011 4:10:48 AM* Ordered On: *6/22/2011 7:51:50 AM* Completed On: *6/22/2011 12:55:47 PM* **Other Booking/Case Information** Bookings at the time of the order: *2996848, 2996852* Cases notified at the time of the order: *1243876* Cases notified of the result: *1243876* **MHMR Result Information** ID: *1397* Result by: *bwarren* Result Date: *6/22/2011 12:55:30 PM* Result Entered by: *TARRANTCOUNTY\nce_bwarren* Procedure Used: *Evaluation by a Qualified Mental Health Professional* Diagnosis: *DEFERRED AT THIS TIME* Defendant was available: *yes* Mentally Ill: *yes* Mental Retardation: *no* Needs Incompentency exam: *no* **Recommended Treatment** Treatment Recommended: *yes* Detox: *yes* Pyschiatrist Eval Treatment: *yes* Med Mgmt Treatment: *no* Substance Abuse Treatment: *no* Other treatment: CoOccurring Disorder Treatment: *no* Anger Mgmt Treatment: *no* General Counseling: *no* Needs Incompentency exam: *no* Current Pending Cases Case Offense Court Severity No data available! This requirement ensures that users can easily access, export, and print critical referral/CID information as needed.
FR005	The solution must include a feature that allows for the configuration of various statuses to track the progress of a workflow. These statuses should reflect the following stages: a. **New:** This status is assigned when a CID is received from the jail staff.

	b. **Under Review:** This status indicates that the supporting documentation is currently being reviewed by the Magistrate or District Judge. c. **Issued:** This status is assigned when an order for an interview and a 16.22 report has been issued. d. **Denial:** This status is assigned when an order has not been issued and the request for the interview and 16.22 report has been determined unnecessary by the Magistrate/District Judge. e. **Not Required:** This status is assigned when an order is not required because a 16.22 report has been completed in the last 12 months. f. **In Progress:** This status indicates that MHMR is currently working on the interview and producing the 16.22 report. g. **Completed:** This status is assigned when MHMR has completed the interview and produced the 16.22 report. h. **Cancelled:** This status is assigned when a previously issued order was withdrawn or cancelled per the request of the Magistrate or District Judge. Each status should be easily configurable to allow for adjustments as the workflow evolves. The solution should also provide clear visibility of these statuses to relevant stakeholders for efficient tracking and management.
FR006	The solution must include a feature that allows for the configuration of various user roles, each with distinct permissions and access levels. These roles should include the following: a. **Administrator:** This role should have full access to all features and settings, including user management and system configuration. b. **District Judge:** This role should have access to review and approve documentation, issue orders, and view case progress. c. **Magistrate:** This role should have similar access as the District Judge but within their jurisdiction. d. **Court Coordinator:** This role should have access to schedule and manage court proceedings, and coordinate with other roles. e. **Magistrate Support Officer (MSO):** This role should have access to assist the Magistrate in reviewing documentation and managing cases. f. **MHMR Staff:** This role should have access to conduct interviews, produce reports, and update case progress. g. **View Only:** This role should have read-only access to view case progress and reports. Each role should be easily configurable to allow for adjustments as the system evolves. The solution should also provide clear visibility of these roles to relevant stakeholders for efficient tracking and management.
FR007	The solution must include a feature that provides configurable queues, also known as work lists, for Magistrates, District Judges and MHMR staff. These queues should contain comprehensive information about individuals suspected of having a mental illness or intellectual disability, as provided by the Jail Staff. The information in these queues should include, but not be limited to, the following: a. **CID:** The unique identifier for the individual. b. **Name:** The full name of the individual. c. **List of Booking Number(s):** All relevant booking numbers associated with the individual. d. **CID Custody Status:** The current custody status of the individual. e. **Case Number(s):** The case number(s), whether filed or unfiled, when available. f. **List of Offense(s):** A comprehensive list of offenses associated with the individual. g. **Capital Murder Offense Alert/Indicator:** An alert or indicator when one or more offenses associated with the CID are identified as capital murder offenses. h. **Court:** The court handling the individual's case, when available. i. **Commitment Category:** The category of commitment for the individual. j. **Attachments:** Any supporting documentation related to the individual's case.

	The solution should ensure that these queues are easily accessible and manageable by the Magistrates, District Judges and MHMR staff. It should also provide the ability to update the status of each individual (i.e., CID) in the queue as their case progresses.
FR008	The solution must include a feature that allows users to design and implement customizable web-based forms. This feature should support various form fields, validation rules, and user interactions. The solution must have the capability to generate comprehensive documents based on the data collected through these forms. The document generation process should be automated and support multiple formats for user convenience.
FR009	The solution shall be capable of delivering, through an integrated system, the Order (attachment) from the Magistrate/District Judge and the 16.22 Report Results from MHMR to the following stakeholders: a. **Magistrate Clerk:** The solution must deliver the Order and 16.22 Report to the Magistrate Queue for all unfiled offenses in TechShare Court. b. **District Clerk:** The solution must deliver the Order and 16.22 Report to the Clerk Queue for filed felony offenses in TechShare Court. c. **County Clerk:** The solution must deliver the Order and 16.22 Report to the Clerk Queue for filed misdemeanor offenses in TechShare Court. d. **Sheriff:** The solution must deliver the Order and 16.22 Report to the CID Book-In Files for all offenses in TechShare Jail. e. **Prosecutor:** The solution must deliver the Order and 16.22 Report to the Incident/Case Evidence for all offenses in TechShare Prosecutor. This requirement ensures that all relevant stakeholders receive the necessary documents in a timely and organized manner, facilitating efficient case management and legal proceedings.
FR010	The solution must have capable of generating an automated email to deliver the Order & 16.22 Report Results from MHMR to the following stakeholders: a. **Defense Counsel Email Inbox** b. **CSCD Email Inbox:** If the individual has been released on bond (not in custody).
Magistrate / Judge Queues	
FR011	The solution should provide an efficient and user-friendly interface that enables the Magistrate or District Judge to swiftly access the supporting documents related to the mental health or intellectual disability status of the individual under consideration as well as any previous reports completed in the last 12 months.
FR012	The proposed solution must incorporate a flexible feature that allows all Magistrates the ability to either issue, deny, or deem unnecessary an interview and 16.22 report for capital murder offenses. Currently, District Judges make the determination for these types of offenses only. This requirement is crucial to accommodate any potential changes in the procedural approach currently adopted by Tarrant County.
FR013	The solution should facilitate a swift and straightforward process for generating an ORDER that requests an interview and a 16.22 report. It should also accommodate electronic signatures and possess the capability to efficiently route or transmit the signed order to the relevant parties. Sample Order:

	CAUSE [NUMBER] STATE OF TEXAS § [COURT] § V. § § [NAME WITH CID] § TARRANT COUNTY, TEXAS **ORDER DETERMINING NO REASONABLE CAUSE** The Sheriff's Office has notified the Court of credible information that may establish reasonable cause to believe that the defendant has a mental illness or is a person with an intellectual disability. Tex. Code Crim. Proc. Ann. art. 16.22(a)(1). After a review of this information, the Court determines that there is no reasonable cause to believe that the defendant has a mental illness or is a person with an intellectual disability. Thus, the Court does not order an interview or the collection of additional information. _____ [name of adjudicatory official] [Presiding Judge or Criminal-Law Magistrate]
FR014	The solution should facilitate a swift and straightforward process for generating an order to NOT REQUIRE an interview and a 16.22 report. It should also accommodate electronic signatures and possess the capability to efficiently route or transmit the signed order to the relevant parties. Sample Order:

	CASE NO. < > **CID NO. < >** **THE STATE OF TEXAS § IN THE < > COURT** **§** **VS. § OF** **§** **< > § TARRANT COUNTY, TEXAS** **ORDER OF NO INTERVIEW OR COLLECTION OF OTHER INFORMATION REGARDING MENTAL ILLNESS OR INTELLECTUAL DISABILITY EXAMINATION** The Court has reviewed a notice provided by the Sheriff's Office under Texas Code of Criminal Procedure Article 16.22, which relates to the defendant's mental health or intellectual ability. Said notice asserts that reasonable cause may exist to believe that the defendant has a mental illness or is a person with an intellectual disability. The Court **ORDERS** no interview and collection of other information regarding mental illness or intellectual disability at this time because the defendant meets one of the exceptions contemplated by Article 16.22(a). Signed on the < > day of < >, <20___> _____ <Printed name of judge or magistrate signing order> JUDGE/MAGISTRATE PRESIDING
FR015	The solution should facilitate a swift and straightforward process for generating an order finding no reasonable cause (i.e., DENYING) an interview and a 16.22 report. It should also accommodate electronic signatures and possess the capability to efficiently route or transmit the signed order to the relevant parties. Sample Order:

	CAUSE [NUMBER] STATE OF TEXAS § [COURT] § V. § § [NAME WITH CID] § TARRANT COUNTY, TEXAS **ORDER DETERMINING NO REASONABLE CAUSE** The Sheriff's Office has notified the Court of credible information that may establish reasonable cause to believe that the defendant has a mental illness or is a person with an intellectual disability. Tex. Code Crim. Proc. Ann. art. 16.22(a)(1). After a review of this information, the Court determines that there is no reasonable cause to believe that the defendant has a mental illness or is a person with an intellectual disability. Thus, the Court does not order an interview or the collection of additional information. _____ [name of adjudicatory official] [Presiding Judge or Criminal-Law Magistrate]
FR016	The solution should enable Magistrates and District Judges to initiate the cancellation of previously issued orders. Upon such a request, the system must update to reflect the cancellation and dispatch notifications to all relevant parties.
MHMR Queue	
FR017	The solution must provide a **Case Assessment** web-based form/page for MHMR to enter the results from the interview and 16.22 report. Below is an example of the input fields we have available today:

	MHMR Alert System localhost:48036/MHMR/CreateOrder/3745 **CREATE ASSESSMENT** **GUNTER,JOHN UNDERWOOD / CID:0691029** ☑ Defendant was available for evaluation (if not only your name is required at the bottom of the form) ☐ Psychiatrist Evaluation ☐ Evaluation by a Qualified Mental Health Professional ☐ State M. H. M. R. (CARE) Database Does the defendant have a mental illness? No If yes, state diagnosis: Is the defendant a person with mental retardation? No Is there clinical evidence to support a belief that the defendant is incompetent to stand trial and should undergo a complete competency examination? No If yes, state clinical evidence: **Treatment Recommendations** ☐ A. No treatment recommended at this time ☐ B. Detoxification from Alcohol/Drugs ☐ C. Psychiatric Evaluation ☐ D.Medication Management ☐ E. Substance Abuse Treatment ☐ F. Co-occurring Disorder Treatment ☐ G. Anger Management ☐ H. General Counseling ☐ I. Life Skills Classes Other: Assessment By: tarrantcounty\dcbaren Date: 2/22/2015 Create Assessment Back to MHMR
FR018	The solution must incorporate a feature that enables users to authenticate documents using electronic signatures. This feature should be versatile, allowing users to create electronic signatures both directly on the platform and using an external signature pad. The electronic signature process should be secure, user-friendly, and comply with relevant legal standards. Furthermore, the solution should support the storage and management of these electronic signatures for future use.
FR019	The solution must include a feature that provides a comprehensive dashboard. This dashboard should display real-time status updates for each individual (i.e., CID) referred by the Jail Staff. The statuses should reflect the progress of each order, including those that are new, issued, denied, not required, cancelled, in progress, and completed.

	In addition, the dashboard is required to present a comparative analysis of the number of capital murder offenses against all other types of offenses. It should also differentiate and display the count of misdemeanor offenses in contrast to felony offenses. The dashboard should be user-friendly and intuitive, allowing users to easily navigate and understand the status of each individual case. It should also provide filtering and sorting capabilities to manage and prioritize the cases effectively. Furthermore, the dashboard should support customizable views to cater to the specific needs of different user roles. The solution should ensure that the data displayed on the dashboard is accurate and up to date, reflecting the real-time status of each individual case. It should also provide clear visibility of these statuses to relevant stakeholders for efficient tracking and management.

9.2 Data Requirements (DR) for the MHMR Solution

ID	Requirement Description	Data Source
DR001	Data stored in the current application for the last 24 months must be extracted, cleaned, and migrated into the new solution.	MHMR Alerts System

9.3 Technical Requirements (TR)

ID	Description
TR001	All production data should be hosted in a government cloud certified environment in compliance with the International Traffic in Arms Regulations (ITAR), the Federal Risk and Authorization Management Program (FedRAMP), the Federal Information Security Management Act (FISMA), Criminal Justice Information Services (CJIS), and the Health Insurance and Accountability Act (HIPAA).
TR002	The proposed solution must support the Role Based Access Control (RBAC).
TR003	The solution MUST be compatible with Tarrant County-preferred Internet browsers (Microsoft Edge, Chrome Enterprise, and/or Mozilla Firefox Extended Support Release) with minimal or no loss of functionality based on browser selected, when applicable.
TR004	The solution should be able to integrate with TechShare Jail, TechShare Court, and TechShare Magistration portal.
TR005	The MHMR application must support anytime, anywhere access to stored content. This includes strong encryption of data traffic while in transit and at rest, for sensitive data, when applicable.
TR006	The solution should support County user single sign-on (SSO) capability facilitated through a hosted government cloud-certified environment.
TR007	The solution must ensure that any data transmitted beyond the confines of the physically secure location is immediately safeguarded through encryption. Specifically, Criminal Justice Information (CJI) should be encrypted using a cryptographic module that complies with FIPS 140-2 standards and employs a symmetric cipher with a minimum key strength of 128 bits.
TR008	The solution must ensure that any data at rest (i.e., stored digitally) outside the confines of the physically secure location is safeguarded through encryption. Specifically, Criminal Justice Information (CJI) at rest should be encrypted either by adhering to the standards used for CJI in transit or by employing a symmetric cipher that complies with FIPS 197 certification (AES) and has a minimum key strength of 256 bits.
TR009	The storage of CJI should only be permitted in cloud environments (e.g., government or third-party/commercial datacenters, etc.) which reside within the physical boundaries of the U.S., U.S. territories, Indian Tribes, and Canada and legal authority of U.S. federal/state/territory agencies, Indian Tribe agencies, or the Royal Canadian Mounted Police (RCMP).

TR010	The solution must ensure that metadata derived from unencrypted Criminal Justice Information (CJI) is protected with the same level of security as CJI itself. Furthermore, this metadata must not be utilized for advertising or any other commercial activities by any cloud service provider or associated entity.
TR011	Cloud service providers must be able to demonstrate security assurances through recognized authorizations such as FedRAMP, StateRAMP, SOC Type 2, or equivalent certifications.
TR012	TechShare must provide onsite "train the trainer" and/or remote end-user training options.

9.4 Integrations Requirements (IR)

ID	Description
IR001	The solution must seamlessly integrate with the existing TechShare suite, including: a. TechShare Jail b. TechShare Court c. TechShare Magistration d. TechShare Prosecutors
IR002	The solution must facilitate bi-directional data exchange with the TechShare suite: **Outbound Data:** a. Orders generated by the solution shall be transmitted to the relevant TechShare application (Jail, Court, Magistration, or Prosecutors) in real-time or near real-time. b. 16.22 reports generated by the solution shall be transmitted to the appropriate TechShare application for storage and retrieval. **Inbound Data:** a. The solution shall be able to retrieve relevant data from the TechShare suite to support its functionalities.
IR003	The integration must be designed to handle the expected data volume and transaction frequency without compromising performance or system stability. The solution shall be scalable to accommodate future growth in data and user activity.
IR004	The solution vendor must provide comprehensive documentation for the integration process, including API specifications, data formats, and testing procedures. Ongoing support for integration troubleshooting and maintenance must be available.

9.5 Report Requirements (RR)

ID	Report Description
RR001	The solution should be capable of generating a comprehensive report that includes the number of referrals from the jail, the count of orders issued, denied, and not required, along with the status of each referral. This report should be customizable based on a specified date range.

9.6 Decommissioning / Archiving Requirements (DR)

ID	Report Description
DR001	The system should securely migrate the cleaned data to the designated target location, ensuring no loss or corruption of data during the process.
DR002	The system should have the capability to accurately identify and segregate data that is older than a 2-year threshold from the specified sources and archive it.

DR003	The system should securely archive the identified data, ensuring its integrity and accessibility for future audit and historical reference purposes. The archived data should be stored in a manner that allows for efficient retrieval when required.

10 ACCEPTANCE CRITERIA

Based on the stated requirements, the Acceptance Criteria is described below.

10.1 Search Capability

The solution must provide a robust search feature that allows users to look up individuals based on various criteria such as CID, name, status, court, date range, and offense type. The search feature should support complex queries and provide quick and accurate results.

10.2 Time Tracking Feature

The solution must incorporate a time tracking feature that accurately tracks the duration from the moment an order is issued until MHMR completes an interview and the 16.22 report. It should compute and display the remaining time for each task, adhere to specific timeframes for individuals in and out of custody, and provide alerts or notifications as deadlines approach. The feature should be precise, reliable, and support configurable settings.

10.3 Search Results Interface

The search results interface must display comprehensive and relevant information for each case, including CID, name, court, notification status, order attachment, 16.22 report results attachment, and search details.

10.4 Link to Search Details Page

The solution must provide a link to the Search Details page from the Search Results and queues, where a summary of the referral/CID information is displayed. The solution must also support the functionality to export and print this summary in both Excel and PDF formats.

10.5 Workflow Status Configuration

The solution must include a feature that allows for the configuration of various statuses to track the progress of a workflow. These statuses should include New, Under Review, Issued, Denial, Not Required, In Progress, Completed, and Cancelled. Each status should be easily configurable to allow for adjustments as the workflow evolves. The solution should provide clear visibility of these statuses to relevant stakeholders for efficient tracking and management.

10.6 User Role Configuration

The solution must include a feature that allows for the configuration of various user roles, each with distinct permissions and access levels. These roles should include Administrator, District Judge, Magistrate, Court Coordinator, Magistrate Support Officer (MSO), MHMR Staff, and View Only. Each role should be easily configurable to allow for adjustments as the system evolves. The solution should provide clear visibility of these roles to relevant stakeholders for efficient tracking and management.

10.7 Configurable Queues

The solution must include a feature that provides configurable queues, also known as work lists, for Magistrates, District Judges, and MHMR staff. These queues should contain comprehensive information about individuals suspected of having a mental illness or intellectual disability, as provided by the Jail Staff. The information in these queues should include CID, Name, List of Booking Number(s), CID Custody Status, Case Number(s), List of Offense(s), Capital Murder Offense Alert/Indicator, Court, Commitment Category, and Attachments. The solution should ensure that these queues are easily accessible and manageable.

10.8 User-Friendly Interface

The solution must provide an efficient and user-friendly interface that enables the Magistrate or District Judge to swiftly access the supporting documents related to the mental health or intellectual disability status of the individual under consideration. This includes any previous reports completed in the last 12 months. The interface should be intuitive, easy to navigate, and designed to minimize the time required to access necessary information.

10.9 Order Generation

The solution must facilitate a swift and straightforward process for generating an ORDER that requests an interview and a 16.22 report, an ORDER where there is no probable cause, and an ORDER where the interview and 16.22 report is not required because there is one on file completed in the last 12 months. The process should be designed to minimize the time and effort required to generate an order.

10.10 Electronic Signatures

The solution must accommodate electronic signatures, allowing the Magistrate or District Judge to sign orders digitally. The electronic signature feature should be secure, reliable, and easy to use. The solution must incorporate a feature that enables users to authenticate documents using electronic signatures. This feature should allow users to create electronic signatures both directly on the platform and using an external signature pad. The electronic signature process should be secure, user-friendly, and comply with relevant legal standards. Furthermore, the solution should support the storage and management of these electronic signatures for future use.

10.11 Order Transmission

The solution must possess the capability to efficiently route or transmit the signed order to the relevant parties. The transmission process should ensure that the order reaches the intended recipients promptly and securely.

10.12 Notice of 16.22 Report

The solution must facilitate the giving of notice of the report to several parties to ensure early identification and treatment.

10.13 Comprehensive Dashboard

The solution must include a feature that provides a comprehensive dashboard. This dashboard should display real-time status updates for each individual (i.e., CID) referred by the Jail Staff. The statuses should reflect the progress of each order, including those that are new, issued, denied, not required, cancelled, in progress, and completed.

10.14 Offense Analysis

The dashboard should present a comparative analysis of the number of capital murder offenses against all other types of offenses. It should also differentiate and display the count of misdemeanor offenses in contrast to felony offenses.

10.15 User-Friendly Interface

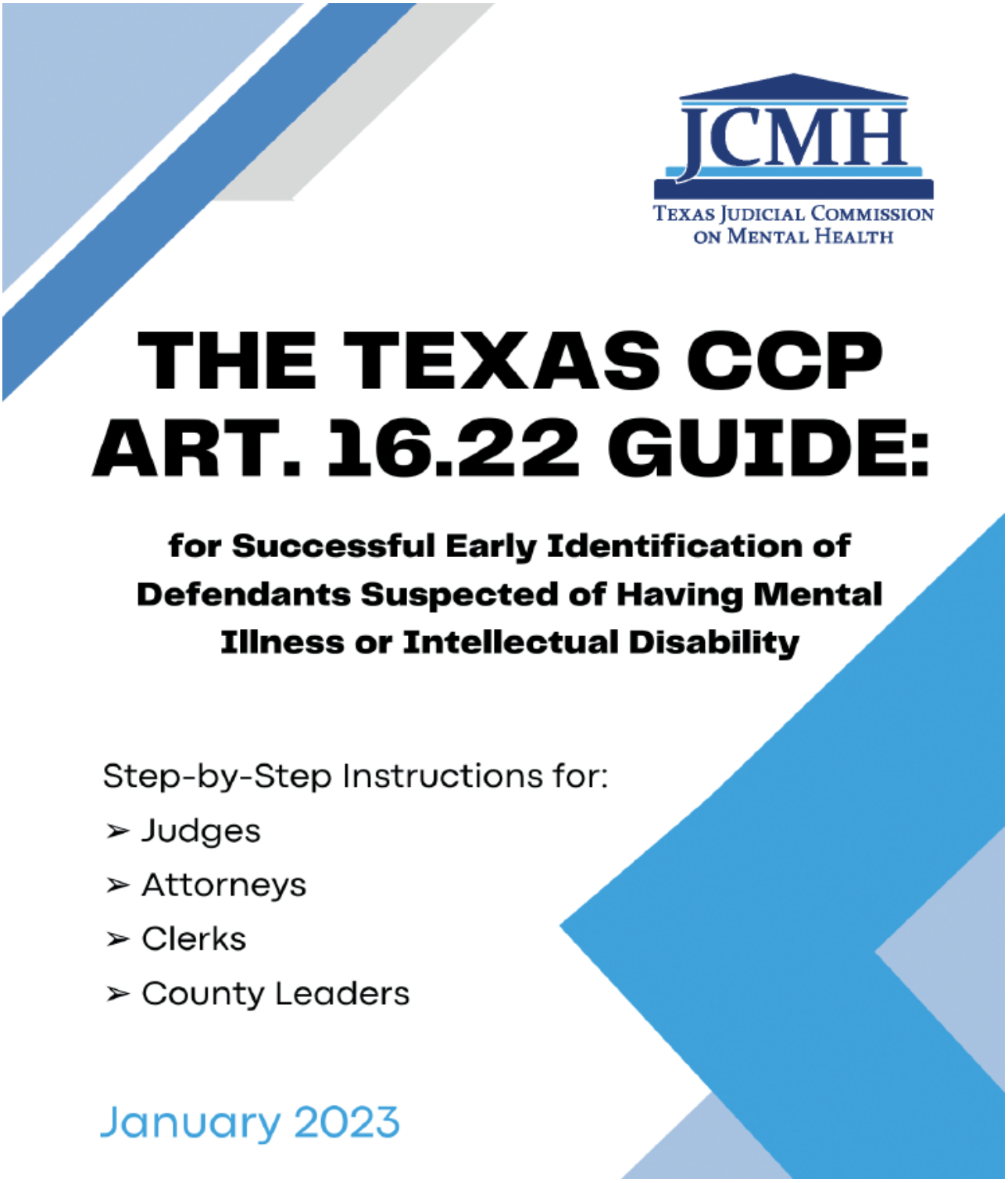
The dashboard should be user-friendly and intuitive, allowing users to easily navigate and understand the status of each individual case. It should provide filtering and sorting capabilities to manage and prioritize the cases effectively. Furthermore, the dashboard should support customizable views to cater to the specific needs of different user roles.

10.16 Real-Time Updates

The solution should ensure that the data displayed on the dashboard is accurate and up to date, reflecting the real-time status of each individual case. It should provide clear visibility of these statuses to relevant stakeholders for efficient tracking and management.

11 APPENDIX

11.1 A: The Texas CCP Art. 16.22 Guide



The Texas CCP 16.22 Guide

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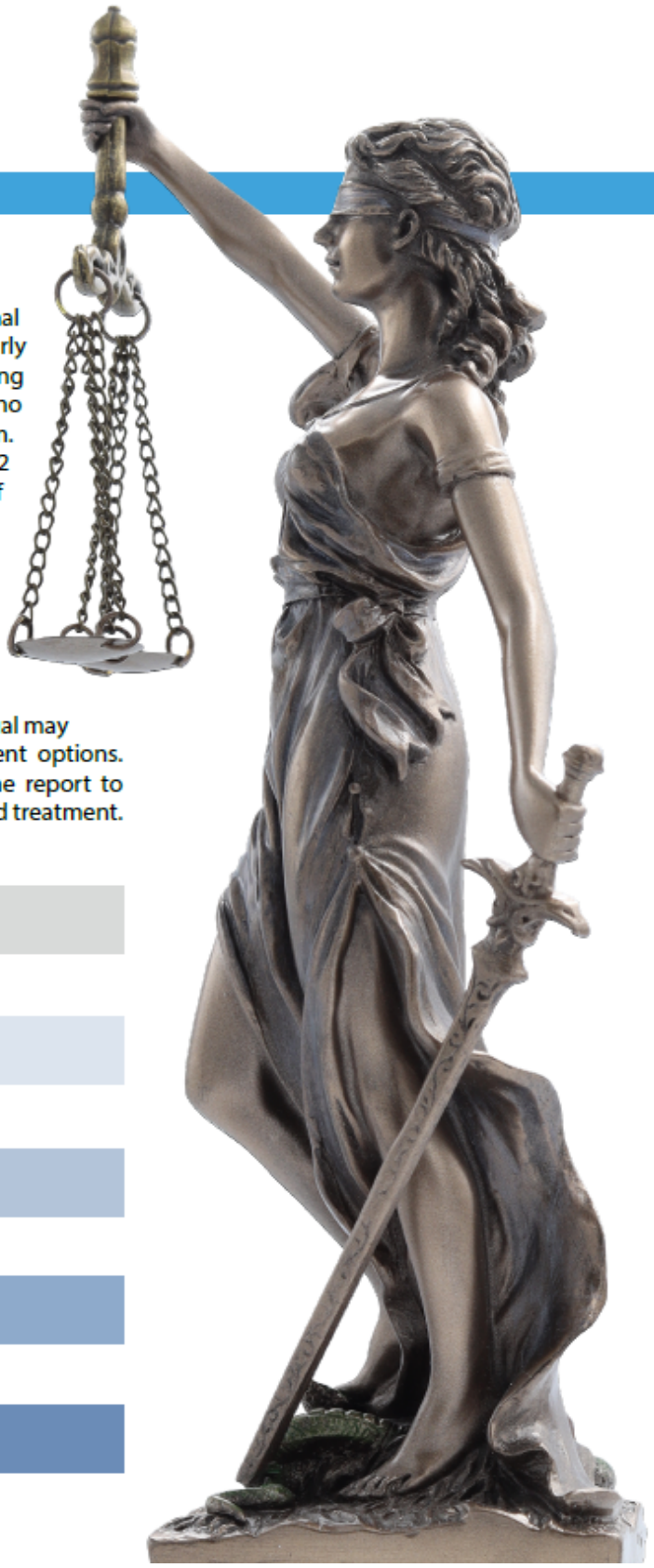
1. WHAT IS THE 16.22 REPORT?



Article 16.22 of the Texas Code of Criminal Procedure prescribes the procedures for early identification of individuals suspected of having a mental illness or intellectual disability who are involved in the criminal justice system. The law requires magistrates to order a 16.22 interview and report regarding the individual if the magistrate has reasonable cause to believe the individual has a mental illness or is a person with an intellectual disability. The report is created from the interview process and includes information about whether the individual has a mental illness or is a person with an intellectual disability, whether there is evidence to support a belief that the individual may be incompetent, and recommended treatment options. Magistrates are required to give notice of the report to several parties to ensure early identification and treatment.

Arrested (Class B or higher)

↓

Suspicion of MI or IDD

↓

16.22 Order

↓

16.22 Interview

↓

16.22 Report

2. WHY SHOULD EVERY COUNTY PROVIDE 16.22 ORDERS, REPORTS, AND NOTICE?

It can save lives. It helps the professionals involved do their jobs well. And it's the law.

Immediately, the 16.22 Report:

- Allows Magistrate Judges to make well-informed bond decisions and helps connect defendants to treatment before a defendant decompensates or possibly becomes incompetent;
- Notifies Sheriffs that this defendant may need special care;
- Helps Pretrial Service Departments create better connections to services and provides notice that, if released, the defendant may need to be included on a specialized mental health caseload;
- Assists Defense Attorneys in building the appropriate defense for the defendant and, if requested by the client, assists the defense in advocating for appropriate treatment or services;
- Provides Prosecutors notice that specialized pretrial bond conditions might be necessary, justice might look different in this case than in other cases, and that there maybe *Brady* material in this defendant's records; and
- Gives Trial Judges the notice that to effectively administer justice, the case may involve extra complexities, resources, and community supports.

Long-term, the 16.22 Process:

- Saves counties time and money;
- Prevents suicides;
- Protects constitutional rights;
- Protects the community; and
- Prevents people from reentering the system repeatedly, stopping the revolving door in exchange for appropriate treatment and services.

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With timely and appropriate services and support, most mental illnesses are treatable, and recovery is possible, thereby reducing the likelihood of behavior that may lead to incarceration. However, many responses to mental illness that rely on jails and prisons tend to block treatment and services that may lead to recovery and prevent crime.

Incarceration of persons with mental illness has been a growing problem for several years and shows no signs of abating. A 2002 report[1] warned of the growing population shift of persons with mental illness from psychiatric hospitals to prisons. Twenty years later, that trend continues to grow.

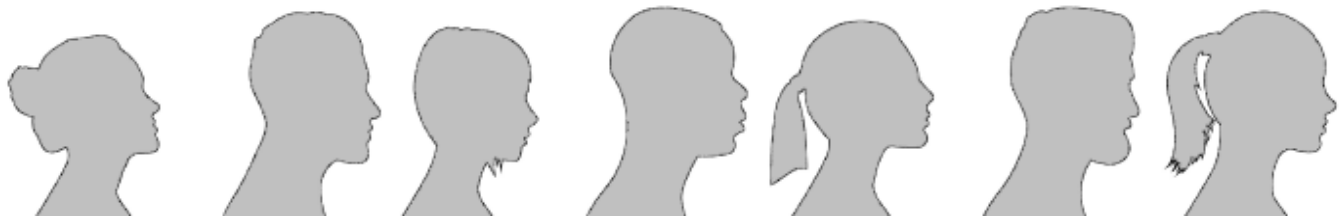
- Prisoners with mental illness are more likely to be placed in solitary confinement and commit suicide.[2]
- The cost of psychiatric services spent in correctional environments, combined with the increased rate of recidivism for those with mental illness who are not appropriately supported means that these societal, fiscal, and human expenditures must be made again and again with no measurable benefit.

If we are to be successful in reducing our reliance on our already overcrowded jails and prisons, we need Sheriffs and Jailers, Magistrates, Prosecutors, Defense Attorneys, Pretrial Services, Clerks, and Trial Court Judges and staff to address the needs of individuals with mental illness prior to their involvement with the criminal justice system or as early as possible. Doing so allows us to:

- Expedite the time it takes to reach a disposition in cases where mental illness has been identified as a factor in the alleged crime.
- Work effectively with defendants who have been identified as having a serious mental illness and link defendants to community resources. Case management review teams can help.
- Use the 16.22 report, or full assessment if needed, to determine appropriateness for diversion decisions, such as CCP art. 17.032 Mental Health bonds, pretrial services, and pre- or post-plea diversion programs, or mental health courts.
- Use the 16.22 report, or full assessment if appropriate, to identify an individual's needs for services and provide the best placement and treatment plan for providing support, services, and stability.

3. TIPS FOR EFFECTIVE USE OF ART. 16.22

1. Include the 16.22 Order (and Report, if available) with the notice of order of appointment to the defense attorneys.
2. Incorporate recommendations from the 16.22 Report into the bond conditions, particularly if the defendant is being released on a mental health personal bond under art. 17.032.
    a. Note: With notice and a hearing, the trial court can modify the defendant's bond conditions to include the 16.22 recommendations, even after general conditions are set—consider this idea especially when the magistrate setting the conditions of bond did not yet have access to the 16.22 report.
    b. See an example of 17.032 Mental Health Personal Bond conditions on page 29.



4. THE 16.22 PROCESS STEP-BY-STEP

STEP 1: ARRIVAL AT JAIL

- The defendant is arrested for Class B misdemeanor or higher and is brought to jail.

STEP 2: IDENTIFICATION OF INDIVIDUAL SUSPECTED OF MENTAL ILLNESS

Initial identification can come from any source of credible information, which may include:

- Information from:
  - Texas Commission on Jail Standards (TCJS) Jail Screening Form – mandatory for all jail intake (see page 20)
  - TLETS CCQ (*Texas Law Enforcement Telecommunications System, Continuity of Care Query*)
  - Witnesses / Witness Statements / Probable Cause Affidavit
  - Staff familiar with the individual from the Local Mental Health Authority (LMHA), Local Intellectual or Developmental Disability Authority (LIDDA), or other care providers
  - Defendant's family members or friends
  - Medication brought into the jail with or for the defendant
- Observations of:
  - Law Enforcement
  - Jail Staff*
  - Magistrate Judge

**Magistrate Judge must be notified of any credible information within 12 hours of the discovery of that information by jail staff.*

STEP 3: MAGISTRATE MAKES REASONABLE CAUSE DETERMINATION

1. Magistrate should:
   - Review the notification of credible information and any supporting documents
   - Review the defendant's charges and criminal history
   - Meet with the defendant
   - Communicate with the LMHA/LIDDA/LBHA/Mental Health Service Provider
2. Magistrate then decides whether there is reasonable cause to believe the defendant has a mental illness or IDD.

STEP 4: IF REASONABLE CAUSE IS FOUND

- If reasonable cause is found that an individual has a mental illness or IDD, then the magistrate shall order a qualified mental health professional to interview the individual and complete a 16.22 report.

STEP 4B: EXCEPTIONS TO ORDERING THE INTERVIEW AND REPORT

- If the defendant had a 16.22 interview and report done within the year prior to the arrest date, then Magistrate may, but does not have to, elect to use the previous report instead of ordering a new one.
- If the defendant is no longer in custody, then Magistrate may choose whether to order a 16.22 Interview and Report.

STEP 5: MAGISTRATE REVIEWS THE 16.22 REPORT

- Magistrate Receives Report: For a newly ordered report, the interview and report must be completed and received by the Magistrate within 96 hours of the order (or 30 days of the order if the defendant is out of custody).
- The Magistrate must review the 16.22 report.
  - » The Report must contain:
    1. A description of the procedures used in the interview and collection of information; and
    2. Expert's observations pertaining to:
       a. Whether the defendant has MI or IDD;
       b. Whether the defendant may be incompetent; and
       c. Any appropriate or recommended treatment or service.

STEP 6: DISTRIBUTION OF THE 16.22 REPORT

Whether the Magistrate elects to use a previous report or a new report,

- The Magistrate must send a copy of the 16.22 report to the following stakeholders:
  - » Trial Court
  - » Prosecutor's Office (County or District Attorney's Offices, or both)
  - » Defense Counsel
  - » Sheriff (or other person that is responsible for the defendant's medical records while they are in custody)
  - » Personal Bond Office/ Director of Pretrial Supervision Office.
- The Magistrate should send a copy of the report to:
  - » The County or District Clerk for inclusion in the case file and recording; the clerk then uses the reports to report to the Office of Court Administration (OCA).

STEP 7: TRIAL COURT USES & CONSIDERATIONS OF 16.22 REPORT

The Court can use the results of the 16.22 report for a variety of purposes, including:

- Considering a mental health personal bond pursuant to CCP art. 17.032. CCP art. 16.22(c)(1).
  - » *Note that MH personal bond is <u>required</u> in certain circumstances under CCP art. 17.032(b) unless good cause shown otherwise.*
- Resuming or initiating competency proceedings under CCP art. 46B. CCP art. 16.22(c)(2).
- Consideration of 16.22 report during penalty phase as a part of the pre-sentence investigation report, or in imposition of conditions of a community supervision program. CCP art. 16.22(c)(3).
- Referring the defendant to a specialty court or docket. CCP 16.22(c)(4).
- Release on bail and transfer of individual to a civil court for court-ordered outpatient mental health services (regardless of competency status) CCP art. 16.22(c)(5).
- Appointment of defense counsel. CCP art. 26.04.
- Specifically tailored bond conditions. (See page 29) CCP art. 17.032.

<u>Post-adjudication</u>: If an individual is remanded to the custody of TDCJ then the 16.22 report <u>must</u> be included in the individual's pen packet. Any other mental health records, screening reports, or similar information must also be included.

See JCMH Flow Chart showing CCP art. 16.22(c)(1-5) on page 33.

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COLLECTION OF 16.22 DATA BY OCA

To comply with a legislative mandate to record the number of written 16.22 reports, the magistrate should send the report to the clerk of the trial court for filing within the case file. The clerk should count this report in their mandatory Judicial Counsel's Monthly Court Activity Report through OCA. See Tex. Admin Code 171.2.

Collection of this data is **mandatory** and essential to the accurate assessment of the capacity of jails, magistrate courts, and trial courts to ensure required identification and treatment of individuals with mental illness or IDD. See page 15 showing OCA reporting requirements.

OTHER CLERK CONSIDERATIONS & REQUIREMENTS

- Upon receipt of a 16.22 report from a magistrate, the clerk of the trial court (county or district clerk) should file the report within the individual's case file (as soon as a file exists in the system).
  - Note: Some jurisdictions include a 16.22 Report in the individual's file, rather than the case file, so that it is maintained with the person, not a case that can be overlooked in the event of future cases.
- The clerk should ensure that the 16.22 report remains sealed and made available only to parties to the individual's case and with sufficient judicial order. Per statute, these parties include the Trial Court, Prosecutor, Defense Counsel, Sheriff or holder of medical records while defendant is in custody, and the Personal Bond Office or Pretrial Supervision Office.
- A written 16.22 report should never be made part of the public record.

5. FREQUENTLY ASKED QUESTIONS

CONFIDENTIALITY

Question: Is the 16.22 ORDER placed into the public record or made available to the public?

Answer: The 16.22 order is not considered exempt from public disclosure and may be filed in the public case file.

Question: Is the 16.22 REPORT placed into the public record or made available to the public?

Answer: No. The 16.22 report is strictly confidential and should remain out of the public record. It can be filed in the case file, so long as it is sealed and made available only to parties to the individual's case and with sufficient judicial order. Per statute, these parties include the Trial Court, Prosecutor, Defense Counsel, Sheriff/holder of medical records while defendant is in custody, and the Personal Bond Office/Director of Pretrial Supervision.

Question: As a judge/attorney/LMHA/pretrial bond office/jail, can I release the 16.22 report to another judge/attorney/LMHA/pretrial bond office/jail in a different county where the defendant has been arrested?

Answer: If the asking entity is requesting the report for the purposes of continuity of care of the defendant, then YES. Not only can you release the report, you MUST release the report. State law requires that specifically listed agencies share information (accept and disclose information) for purposes of continuity of care and services for special needs offenders. Texas Health and Safety Code § 614.017.

What is considered an agency? *See* Texas Health and Safety Code § 614.017(c)(1) for the complete list of agencies. The agencies most likely to deal with this provision regarding 16.22 include:

- **Jails** regulated by the Commission on Jail Standards;
- a **Judge** of this state with jurisdiction over juvenile or criminal cases;
- an **Attorney** who is appointed or retained to represent a special needs offender or a juvenile with a mental impairment;
- **Personal bond & pretrial** release offices;
- **CSCDs** - Community Supervision and Corrections Depts.;
- **JPDs** - Juvenile Probation Depts.;
- **TJJD** - Texas Juvenile Justice Dept.;
- **HHSC** - Health and Human Services Commission (this includes the LMHA);

What do I have to do? Specifically, an agency SHALL:

- **accept information** relating to a special needs offender or a juvenile with a mental impairment that is sent to the agency to **serve the purposes of continuity of care and services** regardless of whether other state law makes that information confidential; AND
- **disclose information** relating to a special needs offender or a juvenile with a mental impairment, including information about the offender's or juvenile's identity; needs; treatment; social, criminal, and vocational history; supervision status and compliance with conditions of supervision; and medical and mental health history, **if the disclosure serves the purposes of continuity of care and services.**

Tex. Health & Safety Code § 614.017(a).

Who is considered a Special Needs Offender? A person with mental impairments, physical disabilities, terminal illnesses, or other significant illnesses, or who are elderly. This applies to individuals for whom criminal charges are pending or, are in custody or any form of supervision after an adjudication.

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DESIGNATED RESPONSIBILITIES

Question: Who is responsible for notifying the Judge/Magistrate of individuals with a suspected mental illness or IDD?

Answer: The Sheriff or Municipal Jailers who have custody of the defendant have a duty under CCP art. 16.22(a)(1) to notify the magistrate within 12 hours of receiving credible information that may establish reasonable cause to believe that the defendant has MI or IDD. However, this responsibility does not fall on one specific individual. Identification and notification of individuals suspected to have a mental illness or IDD is the responsibility of law enforcement, jail staff, mental health workers, court staff and/or any other involved party. Additionally, any person who notices credible information of MI or IDD should report it to the magistrate. The magistrate may also make these observations on their own.

Question: What if the criminal case isn't filed yet, where do the completed 16.22 Order and Report go?

Answer: Different jurisdictions handle this situation differently. In some jurisdictions, the magistrate will retain the order and report until the criminal case has a file in the clerk's office. In other jurisdictions, the trial court (or their coordinator) holds on to these documents until the filing in the clerk's office. Lastly, in some jurisdictions, the county or district clerk will hold the order and report, or file the documents into their electronic filing system under the defendant's name, and potentially their jail booking, until the time when it can also be attached to the criminal case filing.

16.22 ORDER

Question: Is a 16.22 evaluation required if the judge/magistrate is notified of an individual who is suspected of having a mental illness or IDD?

Answer: Not necessarily. Upon receiving notification of credible information, the magistrate must then use that information (along with other information, as specified in step 3, on page 6) to determine whether they have reasonable cause to believe that the defendant is a person who has MI or IDD. Upon a positive determination of reasonable cause to believe the defendant has MI or is a person with IDD, then a judge/magistrate must order a 16.22 evaluation and report. Note, there are two exceptions to this mandate: 1) If the defendant is no longer in custody, the magistrate may, but is not required to, order a 16.22 interview; and 2) If the defendant had a previous 16.22 interview and report conducted within the past year and was determined to have MI or IDD, the magistrate may choose to rely on that report instead of ordering a new one. CCP art. 16.22(a)(2).

Question: Can a magistrate make his or her own determination that a 16.22 interview is needed?

Answer: Yes, a magistrate may make his or her own determination—no reasonable cause from the jailer is necessary. The determination of reasonable cause to believe that the Defendant has MI or is a person with IDD can arise from a jailer's notification or from the magistrate's own observations. These observations may include the magistrate's interactions with the defendant, review of the criminal history or probable cause affidavit, or communicating with the mental health service provider.

Question: Under art. 16.22(a)(2), ordering the interview is not required after release from jail, but does a magistrate have discretion to still order one after a defendant is released from jail?

Answer: Yes. If an individual is released from custody, ordering a 16.22 interview becomes discretionary for the judge. Note that the defendant being out of custody changes the timeline to 30 days for the service provider's return of the report.

Question:	**Is there a specific form that needs to be used to order the service provider to conduct the interview?**
Answer:	No. There is not a mandated order that must be used for the magistrate to order the service provider to conduct the interview. However, a sample form is available on page 21 of this book, or on the JCMH's online forms bank.
Question:	**What if the magistrate doesn't know which service provider contracts with the jail?**
Answer:	Ask the LMHA for your region. The service provider who conducts the interviews might be the LMHA, but it also might be another mental health provider in the area. You might also ask other judges, the court coordinators, or the commissioners court who must approve the contract. There may also be a jail liaison in your community that works within the LMHA, the jail system, and the court system. Sometimes, the courts also have a coordinator specifically assigned to handle questions and logistics pertaining to mental health cases within the community.
Question:	**If a defendant was just brought into my jail, how can I tell whether they had a previous 16.22 order/interview/report completed in the last year in a different county?**
Answer:	This situation gets complicated, as there is no statewide collection of this information. The TLETS/CCQ data exchange does not indicate if a 16.22 assessment has been completed locally or in another county over; it will only indicate a "yes" if the defendant's name matches that of the name in the LMHA's system. In some cases, the LMHA or local mental health service provider will know if a 16.22 assessment has been completed, assuming, they were the organization to complete the assessment. In all cases, a jail administrator in the previous jail(s) will know if a 16.22 assessment has been completed in their jail, as this should be in the defendant's hard/electronic file. If the judge desires this information, it seems most feasible that the judge/court administrator will need to first figure out where the individual has been in custody in the past year. This may involve investigation into the defendant's background through TCIC or asking the defendant about which jails they have been in recently. The judge/court administrator can consult with a staff person at other jails or someone in the magistrate and clerk's offices in the other counties to determine if an assessment had been completed. It may be appropriate to consult with the LMHA in those jurisdictions where the LMHA is the contracted provider of MH services and/or has staff housed in the jail and are thus, likely intimately involved in conducting these assessments and maintenance of records. Because this information is being used for the purpose of the defendant's continuity of care, this information should be exchanged. If a 16.22 report was completed, you (as the judge, jail, service provider, attorney, etc.) are entitled to a copy of it under Health and Safety Code § 614.017. *Refer to page 9 in this report for more information on this law.* Practically, it may be easier to order a 16.22 report in the new county rather than waiting for communication between multiple organizations.

16.22 INTERVIEW

Question: The service provider will not come to the detention center to conduct the interview of the defendant until a personal bond is placed on the Defendant. If that is the case, under what authority do we hold the defendant?

Answer: CCP art. 16.22(a-4) allows for the service provider to conduct in-person interviews in the jail, but also by telephone, or through a telemedicine medical service or telehealth service. These additional options might be one way for the LMHA to conduct the interview without entering the jail facility.

If they are waiting on a personal bond before conducting the interview, there is a possibility that the jail might hold the bond until the interview is complete, or that a release plan can be created with the MH Service Provider/Attorney/Jail/Judges where these items each occur in a certain order and the defendant is released from jail promptly upon completion of the interview.

The magistrate also has the authority to order that the defendant submit to an interview in jail or another place for up to 72 hours—although this provision is reserved for times when the defendant fails or refuses to submit to an interview under CCP art. 16.22(a)(4).

Question: Is there a specific form that the service provider needs to use to conduct the 16.22 interview?

Answer: Yes. Per 16.22(a)(1)(B), the form is approved by the Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI) under Health and Safety Code § 614.0032(c). This form is available on page 23, on TCOOMMI's website, and in the JCMH forms bank. ***Note that the service provider may add more information than that which is contained in the approved form but may not exclude information.*

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Question:	**What do you do when the service provider continually refuses to do the 16.22 interview or report or even go into the jail?**
Answer:	First, find out which organization is supposed to be conducting the 16.22 interviews—it could be the LMHA or it could be another entity that has the contract with the county. Communicate this problem first to leadership at the local mental health authority. If there are further questions, HHSC might be able to help.

The Health and Human Services Commission (HHSC) contracts with 39 LMHAs that provide mental health services in every county in Texas.[3] LMHAs are required by HHSC to provide mental health crisis response services if requested by a jail in the LMHA's specific geographic area for inmates who are experiencing a mental health crisis.[4]

Mental health crisis response services include:

- A crisis screening;
- A crisis assessment; and
- A recommendation about the level of care required to resolve the crisis situation.

In addition to mental health crisis response services, LMHAs are required to provide written reports with information about defendants suspected of having a mental illness or intellectual disability if ordered by the judiciary, i.e., 16.22 interviews and reports.

Jails do not pay for mental health crisis response services. HHSC provides funding to LMHAs for the purpose of providing mental health crisis response services, as specified above. However, jails may purchase additional services through contracts or memorandums of understanding with the LMHA in their jurisdiction.

Some jails currently contract with the LMHA in their area and pay for additional services, while jails without a contract with the LMHA in their area receive mental health crisis response services only and can receive other services through contracts with a provider outside of the LMHA. As a result of this local decision making, there is variation in the level of services jails receive from LMHAs.

If the entity contracted to provide the 16.22 service is not the LMHA, your local jurisdiction may need to find a new service provider with whom to contract your mental health services—at least until the issues are sorted out through the county, HHSC, and the LMHA.

All LMHAs have been advised by HHSC that if ordered by the judiciary, they need to conduct the 16.22 interview and report. According to art. 16.22(a-1), LMHAs will be reimbursed by the county.

As far as not coming to the jail, remember that the service providers may conduct the interview by telephone, or through a telemedicine medical service or telehealth service. These additional options might be one way to conduct the interview without entering the jail facility.

16.22 REPORT

Question: We receive a report that finds a mental illness and then includes a risk assessment re: suicidal ideation. Should we be receiving a more thorough report?

Answer: By statute, the 16.22 Report must contain:

1. A description of the procedures used in the interview and collection of information; and
2. Expert's observations pertaining to:
    a. Whether the defendant has MI or IDD;
    b. Whether the defendant may be incompetent; and
    c. Any appropriate or recommended treatment or service.

If you are not receiving the required items in your report, this is an issue. Make sure you or your office has formed a relationship with the individual providers who come into your jails, they may have overlooked these requirements. Occasionally, providers feel uncomfortable recommending appropriate treatments or services to a judge, even though this is statutorily required. If the problem goes beyond this issue, then communication with your local judges, local mental health authority higher level managers, HHSC, and possibly commissioners court may be required. You can also reach out to JCMH for technical assistance with these concerns.

Question: Who must receive a copy of the 16.22 report?

Answer: Under CCP art. 16.22(b-1), the magistrate is responsible for providing copies of the written report to the defense counsel; the prosecutor; the trial court; the sheriff, or other individual that is responsible for the defendant's medical records while they are in jail; and the personal bond office or director of pretrial supervision. It is additionally recommended, although not codified in statute, that the magistrate provide a copy of the report to the county or district clerk's office (the clerk of the trial court) so that it may be included in the case file and properly reported to the Office of Court Administration.

6. REPORTING TO OCA[5]

STATUTORY AUTHORITY DIRECTING CLERKS TO REPORT 16.22 REPORTS TO OCA

Statute	Summary	Statutory Language
Tex. Code Crim. Pro. art. 16.22(e)	Requires Texas Judicial Council to adopt rules that require the monthly reporting of the number of 16.22 reports to OCA.	The Texas Judicial Council shall adopt rules to require the reporting of the number of written reports provided to a court under Subsection (a)(1)(B). The rules must require submission of the reports to the Office of Court Administration of the Texas Judicial System on a monthly basis.
Tex. Admin Code § 171.1 citing Texas Gov't Code § 71.035	Authorizes the Texas Judicial Council to require clerks (and other judicial officials) to comply with reasonable requirements for reporting statistics pertaining to court business.	**Tex. Admin Code § 171.1** cites to **§ 71.035 of the Texas Gov't Code (a)** The council shall gather judicial statistics and other pertinent information from the several state judges and other court officials of this state. In addition, the council shall implement a monthly tracking system to ensure accountability for counties and courts which participate in the statewide integrated system for child support, medical support, and dental support enforcement established under Section 231.0011, Family Code. As a duty of office, the district clerks and county clerks serving the affected courts shall report monthly such information as may be required by the council, including, at a minimum, the time required to enforce cases from date of delinquency, from date of filing, and from date of service until date of disposition. Such information as is necessary to complete the report and not directly within the control of the district or county clerk, such as date of delinquency, shall be provided to the clerk by the child support registry or by the enforcement agency providing Title IV-D enforcement services in the court. The monthly report shall be transmitted to the Office of Court Administration of the Texas Judicial System no later than the 20th day of the month following the month reported, in such form as may be prescribed by the Office of Court Administration, which may include electronic data transfer. Copies of such reports shall be maintained in the office of the appropriate district or county clerk for a period of at least two years and shall be available to the public for inspection and reproduction. **(b)** The council may require a state justice, judge, clerk, or other court official, as an official duty, to comply with reasonable requirements for supplying statistics pertaining to the amount and character of the civil and criminal business transacted by the court or other information on the conduct, operation, or business of his court or the office of the clerk of his court that is within the scope of the functions of the council. If the official does not supply the information within a reasonable time after the request, he is presumed to have willfully refused the request. The council shall prescribe procedures, definitions of terms, and forms for supplying the statistics and other information.

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Tex. Admin Code § 171.2	**General Reporting Requirements** Clerks of each court shall submit a summary level court activity report each month to OCA.	District clerks, county clerks, justices of the peace, and municipal judges shall submit a summary-level court activity report and other required reports each month to the Office of Court Administration (OCA) using the methods required by this chapter. Unless specifically provided otherwise in this chapter, all reports are due no later than 20 days following the end of the month reported.
Texas Admin Code § 171.4	**District Court Reports** Statute describes the method of reporting.	§ 171.4 (a) Method. The district clerk of each county shall submit a district court activity report of the criminal, civil, family law and juvenile cases in the county's district courts… § 171.4(b)(1)(D)(ii) The clerk SHALL also report the number of reports provided to the court under art. 16.22(a)(1)(B) of the Code of Criminal Procedure (16.22 reports).
Texas Admin Code § 171.5	**Statutory County Reports** have the same method as District Courts	§ 171.5 (b)(1)(D)(ii) The clerk SHALL also report the number of 16.22 reports provided to the court under art. 16.22(a)(1)(B) of the Code of Criminal Procedure.
Texas Admin Code § 171.6	**Constitutional County Courts Reports** have the same method as District Courts	§ 171.6 (b)(1)(D) - Other Case Activity Reporting. The clerk SHALL also report the number of 16.22 reports provided to the court under art. 16.22(a)(1)(B) of the Code of Criminal Procedure.

LINKS TO OCA REPORTING FORMS & INSTRUCTIONS

Pertains to:	Links to Report Forms & Instructions (Scan QR Code)	16.22 Reporting – Location on Reporting Form
District Court Reports	FORM INSTRUCTIONS	16.22 Reporting found on Page 3, Line 24: Criminal Section – Additional Court Activity 24. MENTAL ILLNESS/INTELLECTUAL DISABILITY ASSESSMENTS
Statutory County Courts Report (County Courts at Law/Statutory Probate Courts):	FORM INSTRUCTIONS	16.22 Reporting found on Page 5, Line 4. Criminal Section – Additional Court Activity Line 4. MENTAL ILLNESS/INTELLECTUAL DISABILITY ASSESSMENTS
Constitutional County Court Report:	FORM INSTRUCTIONS	16.22 Reporting found on Page 3, Line 23: Criminal Section – Additional Court Activity 23. MENTAL ILLNESS/INTELLECTUAL DISABILITY ASSESSMENTS
Frequently Asked Questions		
Submit Court Reports and Run Data Queries		Can also Run Reports here and see what data has been collected from each county since 1992.

7. REFERENCES & RESOURCES

1. THE SENTENCING PROJECT, MENTALLY ILL OFFENDERS IN THE CRIMINAL JUSTICE SYSTEM: AN ANALYSIS AND PRESCRIPTION 3 (2002), http://perma.cc/4R6X-NFRE.
2. MILTON L. MACK, JR., CONFERENCE OF STATE COURT ADMINS., DECRIMINALIZATION OF MENTAL ILLNESS: FIXING A BROKEN SYSTEM 3, 9–10 (2017), https://cosca.ncsc.org/__data/assets/pdf_file/0018/23643/2016-2017-decriminalization-of-mental-illness-fixing-a-broken-system.pdf.
3. HEALTH AND HUMAN SERVICES COMMISSION, PERFORMANCE CONTRACT NOTEBOOK 43 (2022), https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/behavioral-health-provider/community-mh-contracts/performance-contract-notebook-program-attachment.pdf.
4. HEALTH AND HUMAN SERVICES COMMISSION, INFORMATION ITEM V, CRISIS SERVICES STANDARDS (2021), https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/behavioral-health-provider/community-mh-contracts/info-item-v.pdf.
5. *Reporting to OCA*, TEXAS JUDICIAL BRANCH, https://www.txcourts.gov/reporting-to-oca/ (last visited Jan. 12, 2023).

TEXAS JUDICIAL COMMISSION ON MENTAL HEALTH & TEXAS HEALTH AND HUMAN SERVICES COMMISSION, ELIMINATE THE WAIT: THE TEXAS TOOLKIT FOR RIGHTSIZING COMPETENCY RESTORATION SERVICES (1st ed. 2021), http://texasjcmh.gov/media/erwfq1mp/eliminate-the-wait-toolkit-1-19-22-final.pdf.

JUDICIAL COMMISSION ON MENTAL HEALTH, TEXAS MENTAL HEALTH AND INTELLECTUAL DISABILITIES LAW BENCH BOOK (3d Ed. 2021-2022), http://benchbook.texasjcmh.gov/.

8. SAMPLE FORMS

TEXAS COMMISSION ON JAIL STANDARDS SCREENING FORM FOR SUICIDE AND MEDICAL/MENTAL/ DEVELOPMENTAL IMPAIRMENTS..... 20

EXAMPLE: 16.22 ORDER FOR THE COLLECTION OF INFORMATION REGARDING MENTAL ILLNESS OR INTELLECTUAL DISABILITY..... 21

TCOOMMI COLLECTION OF INFORMATION FORM FOR MI & IDD..... 23

EXAMPLE: 16.22 REPORT FORM*..... 26

EXAMPLE: CCP ART. 17.032 MENTAL HEALTH PERSONAL BOND CONDITIONS..... 29

Find our forms online:

* The 16.22 Report form example found on page 26 is the printed version of an online form used by an LMHA in lieu of the TCOOMMI form. This form includes all the questions that are required by statute and included on the TCOOMMI form, but this example form was created in a different format to allow practitioners to use the LMHA's reporting technology to quickly complete their reports. This form asks additional questions—above and beyond what is required by law—that might be useful to stakeholders ultimately who receive the 16.22 report.

Screening Form for Suicide and Medical/Mental/Developmental Impairments

County:	Date and Time:		Name of Screening Officer:
Inmate's Name:	Gender:	DOB:	If female, pregnant? Yes ☐ No ☐ Unknown ☐
Serious injury/hospitalization in last 90 days? Yes ☐ No ☐ If yes, describe:			
Currently taking any prescription medications? Yes ☐ No ☐ If yes, what:			
Any disability/chronic illness (diabetes, hypertension, etc.) Yes ☐ No ☐ If yes, describe:			
Does inmate appear to be under the influence of alcohol or drugs? Yes ☐ No ☐ If yes, describe:			
Do you have a history of drug/alcohol abuse? If yes, note substance and when last used			
*Do you think you will have withdrawal symptoms from stopping the use of medications or other substances (including alcohol or drugs) while you are in jail? If yes, describe			
*Have you ever had a traumatic brain injury, concussion, or loss of consciousness? Yes ☐ No ☐ If yes, describe:			
***If yes, Notify Medical or Supervisor Immediately**			

Place inmate on suicide watch if Yes to 1a-1d or at any time jailer/supervisor believe it is warranted

	YES	NO	"Yes" Requires Comments
IF YES TO 1a, 1b,1c,or 1d BELOW, NOTIFY SUPERVISOR, MAGISTRATE, AND MENTAL HEALTH IMMEDIATELY			
Is the inmate unable to answer questions? If yes, note why, notify supervisor and place on suicide watch until form completed.			
1a. Does the arresting/transporting officer believe or has the officer received information that inmate may be at risk of suicide?			
1b. Are you thinking of killing or injuring yourself today? If so, how?			
1c. Have you ever attempted suicide? If so, when and how?			
1d. Are you feeling hopeless or have nothing to look forward to?			
IF YES to 2-12 BELOW, NOTIFY SUPERVISOR AND MAGISTRATE. Notify Mental Health when warranted			
2. Do you hear any noises or voices other people don't seem to hear?			
3. Do you currently believe that someone can control your mind or that other people can know your thoughts or read your mind?			
4. Prior to arrest, did you feel down, depressed, or have little interest or pleasure in doing things?			
5. Do you have nightmares, flashbacks or repeated thoughts or feelings related to PTSD or something terrible from your past?			
6. Are you worried someone might hurt or kill you? If female, ask if they fear someone close to them.			
7. Are you extremely worried you will lose your job, position, spouse, significant other, custody of your children due to arrest?			
8. Have you ever received services for emotional or mental health problems?			
9. Have you been in a hospital for emotional/mental health in the last year?			
10. If yes to 8 or 9, do you know your diagnosis? If no, put "Does not know" in comments.			
11. In school, were you ever told by teachers that you had difficulty learning?			
12. Have you lost / gained a lot of weight in the last few weeks without trying (at least 5lbs.)?			
IF YES TO 13-16 BELOW, NOTIFY SUPERVISOR, MAGISTRATE, AND MENTAL HEALTH IMMEDIATELY			
13. Does inmate show signs of depression (sadness, irritability, emotional flatness)?			
14. Does inmate display any unusual behavior, or act or talk strange (cannot focus attention, hearing or seeing things that are not there)?			
15. Is the inmate incoherent, disoriented or showing signs of mental illness?			
16. Inmate has visible signs of recent self-harm (cuts or ligature marks)?			
Additional Comments (Note CCQ Match here):			

Magistrate Notification Date and Time: Electronic or Written (Circle)	Mental Health Notification Date and Time:	Medical Notification Date and Time:
Supervisor Signature, Date and Time:		

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THE STATE OF TEXAS VS. _____

Service / Offense Report No.	Offense	City Jail

ORDER FOR THE COLLECTION OF INFORMATION REGARDING MENTAL ILLNESS OR INTELLECTUAL DISABILITY

On this day, the Court having determined, pursuant to article 16.22 of the Texas Code of Criminal Procedure, that there is reasonable cause to believe the Defendant, _____, has a mental illness or is a person with an intellectual disability;

IT IS HEREBY ORDERED that (the local LMHA) interview the Defendant pursuant to article 16.22 (a-4) if the Defendant has not previously been interviewed by a qualified mental health or intellectual and developmental disability expert on or after the date the Defendant was arrested for the offense for which the Defendant is in custody and otherwise collect information regarding whether the Defendant has a mental illness as defined by Section 571.003, Health and Safety Code, or is a person with intellectual disability as defined by Section 591.003, Health and Safety Code, including if applicable, information obtained from any previous assessment of the Defendant and information regarding any previously recommended treatment or service; and

IT IS FURTHER ORDERED that a written report of the interview described by the foregoing paragraph and the other information collected regarding the Defendant shall be provided to the _____ County magistrate on the form approved by the Texas Correctional Office on Offenders with Medical or Mental Impairments under Section 614.0032(c), Health and Safety Code not later than 96 hours after the time an order was issued for a Defendant held in custody or not later than the 30th day after the date an order was issued for a Defendant released from custody. The written report must include a description of the procedures used in the interview and collection of other information and the applicable expert's observations and findings pertaining to:

(1) whether the Defendant is a person who has a mental illness or is a person with an intellectual disability;
(2) whether there is clinical evidence to support a belief that the Defendant may be incompetent to stand trial and should undergo a complete competency examination under Subchapter B, Chapter 46B, of the Texas Code of Criminal Procedure; and
(3) any appropriate or recommended treatment or service.

It is so ordered this _____ day of _____202___.

_____
Magistrate [type name]

16.22 Order for the Collection of Information
REV 09/2021

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CERTIFICATION OF COMPLIANCE TO MAGISTRATE

I, _____ [LMHA, LIDDA, or other qualified mental illness or intellectual disability expert], certify that a written report as required by Texas Code of Criminal Procedure article 16.22(b) has been submitted to the Magistrate in compliance with the above stated Order for Interview with Written Report on this _____ day of _____, 202___.

_____

LMHA, LIDDA, or other qualified mental illness or intellectual disability expert

[Provider: Append this certification to your written report]

CERTIFICATION OF DELIVERY BY MAGISTRATE

I, _____, Justice of the Peace, Precinct ___ / Magistrate, certify that a copy of the report has been forwarded to the following individuals as required by Article 16.22(b) and (b)(1), Code of Criminal Procedure, on the following date(s):

( ) County Attorney	_____ day of _____, 202___
( ) District Attorney	_____ day of _____, 202___
( ) Attorney for the Defendant	_____ day of _____, 202___
( ) Trial Court	_____ day of _____, 202___
( ) County Sheriff	_____ day of _____, 202___
( ) Bond or PreTrial Supervision Office	_____ day of _____, 202___

SIGNED this _____ day of _____, 202___.

_____

Justice of the Peace / Magistrate

[Magistrate: Append this certification to the written report.]

16.22 Order for the Collection of Information
REV 09/2021

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COLLECTION OF INFORMATION FORM FOR MENTAL ILLNESS AND INTELLECTUAL DISABILITY

***AUTHORITY:** Texas Code of Criminal Procedure art. 16.22; Texas Health and Safety Code § 614.0032*
Approved by the Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI)

SECTION I: DEFENDANT INFORMATION

Defendant Name *(Last, First)*: _____ Offense: _____

Date of Birth: _____ CARE Identification # *(If available)*: _____ SID or CID # *(If available)*: _____

Last Four Digits of Social Security Number: _____

Current County or Municipality of Incarceration: _____ Date of Magistrate Order: _____

SECTION II: PREVIOUS HISTORY

Has the defendant been determined to have a mental illness or to be a person with an intellectual disability within the last year?

☐*Yes* ☐*No* ☐ *Unknown*

Date of Previous Written Report of Collected Information ***(if applicable)*:** _____

Previous Mental Health and/or Intellectual Disability Information ***(if available)*:**

_____

_____

_____

SECTION III: CURRENT INFORMATION

Most Recent Diagnosis(es) and Date(s) *(if available)*:

_____

At time of the collection of information or as indicated on the jail screening form for suicide and medical/mental/developmental impairments, is the defendant acutely decompensated, suicidal, or homicidal according to self-report?

☐*Yes- Circle Above* ☐*No* ☐ *Not Applicable- Reason*_____

Other relevant information pertaining to mental health and intellectual disability history and/or previous treatment or service recommendations:

_____

_____

_____

Observations and Findings Based on Information Collected:

☐Defendant is a person who has a mental illness. ☐Defendant is a person who has an intellectual disability.

☐There is clinical evidence to support the belief that the defendant may be incompetent to stand trial and should undergo a complete competency examination under Subchapter B, Chapter 46B, Code of Criminal Procedure.

☐Any appropriate or recommended treatment or service:

_____

_____

☐None of the above.

Procedures Used to Gather Information:

_____

SECTION IV: INFORMATION OF PROFESSIONAL SUBMITTING FORM

Name, Credentials & Organization of Person Submitting Form:_____ Date of Submission: _____

This form and the contents herein may only be shared in accordance with Texas Health and Safety Code § 614.017 and Texas Code of Criminal Procedure article 16.22(f). This form and its contents are otherwise confidential and not subject to disclosure under Chapter 552 of the Government Code.

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COLLECTION OF INFORMATION FORM FOR MENTAL ILLNESS AND INTELLECTUAL DISABILITY

***AUTHORITY:** Texas Code of Criminal Procedure art. 16.22; Texas Health and Safety Code § 614.0032*
Approved by the Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI)

INSTRUCTIONAL GUIDELINES

This form is not to be confused or supplemented by the "Screening Form for Suicide and Medical/Mental/Developmental Impairments" as required by the Texas Commission on Jail Standards

Section I: DEFENDANT INFORMATION

- **Defendant Name** should be filled out by last name followed by first name.
- **Offense** information should include arresting offense information.
- **Date of Birth** and **last four digits of social security number** are to be obtained to assist in validating identity.
- **CARE Identification #** – *If available*, this number should be complimentary to the CCQ match.
- **SID or CID Number** – *If available*, this number should include the State Identification Number (SID) or the County Identification (CID) Number.
- List the **Current County** or **Municipality** of the current incarceration.
- **Date of Magistrate Order** should be the date the magistrate signed the order which initiates the timeframes for completing the collection of information (not later than 96 hours for a defendant in custody; not later than 30 days for a defendant not in custody).

Section II: PREVIOUS HISTORY

- **Has the defendant been determined to have a mental illness or to be a person with an intellectual disability within the last year?**
  - ***If Yes*** – The Magistrate ***is not required*** to order the interview and collection of other information if the defendant ***in the year proceeding*** the defendant's applicable date of arrest has been determined to have a mental illness or to be a person with an intellectual disability by the service provider that contracts with the jail to provide mental health or intellectual and developmental disability services, local mental health authority, local intellectual and developmental disability authority, or another mental health or intellectual disability expert described.
  - ***If No*** – Further collection of information under this form will be necessary for applicable defendants.
  - ***If Unknown*** - Further collection of information under this form *may* be necessary for applicable defendants.
- **Previous Mental Health and/or Intellectual Disability Information and Date** - *If available*, collect information regarding whether the defendant has a mental illness as defined by Section 571.003, Health and Safety Code, or is a person with an intellectual disability as defined by Section 591.003, Health and Safety Code, including, if applicable, information obtained from any previous assessment of the defendant and information regarding any previously recommended treatment.
  Note: Include source of information. Examples are self-report, CARE or CCQ match, or clinical records available from local mental health authority of local intellectual developmental disability authority.

Section III: CURRENT INFORMATION

- **Most Recent Diagnosis(es) and Date(s)** - *If available*, include information here.
- **Is the client acutely (at time of written report of collected information or as indicated on the jail screening form for suicide and medical/mental/developmental impairments) decompensated, suicidal, or homicidal according to self-report?**
  - ***If Yes*** – select yes.
  - ***If No*** – select no.

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COLLECTION OF INFORMATION FORM FOR MENTAL ILLNESS AND INTELLECTUAL DISABILITY

***AUTHORITY:** Texas Code of Criminal Procedure art. 16.22; Texas Health and Safety Code § 614.0032*
Approved by the Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI)

- ***If Not Applicable*** – Indicate the reason why here.

Note: This information may be helpful to the magistrate or judge, as it will allow the magistrate or judge to know the severity of the defendant's mental health status for prioritization purposes.

- **Other relevant information pertaining to mental health history and/or previous treatment or service recommendations** – Note: Examples may include the following:
  - Previous competency examination results or outcome of examination results;
  - Parole, Probation or Pre-Trial Supervision status;
  - Military history is applicable to treatment history;
  - If this section is not applicable, indicate as such.
- **Observations and Findings Based on Information Collected**– Select option as appropriate.

  Note: **Any appropriate or recommended treatment or service** – Include whether the defendant warrants a competency examination, outpatient services, etc. Provide any recommendation for further assessment/evaluation by higher level clinical providers.
- **Procedures Used to Gather Information** – Include informational sources used to collect information. Examples may include: Sources of information such as, self-report, CARE or CCQ match, previous psychological evaluations, assessments or clinical records available from local mental health authority of local intellectual developmental disability authority. *An interview to prepare the written report of collected information for the purposes of this document may be gathered in the following ways: in person in the jail, by telephone, or through a telemedicine medical service or telehealth service.*

Section IV: *INFORMATION OF PROFESSIONAL SUBMITTING FORM*

- **Name, Credentials and Organization of Person Submitting Form** – Person completing the form along with his or her credentials, is to be listed here. Note: *This form is to be completed by the local mental health authority, local intellectual and developmental disability authority, or another qualified mental health or intellectual disability expert.*
- **Date of Submission** – Include the date the form is submitted to the Magistrate.

Note: Texas Code of Criminal Procedure art. 16.22(f) provides that this written report is confidential and not subject to disclosure under Chapter 552, Government Code, but may be used or disclosed as provided by article 16.22.

Additionally, Texas Health and Safety Code section 614.017 requires the exchange of information relating to a special needs offender or juvenile with a mental impairment between agencies to serve the purposes of continuity of care and services *regardless whether other state law makes that information confidential.* The term "agency" includes but is not limited to: A person with an agency relationship or contract with one of the following entities or individuals: Texas Department of Criminal Justice; Texas Commission on Jail Standards; community supervision and corrections departments and local juvenile probation departments; personal bond pretrial release offices established under Article 17.42, Code of Criminal Procedure; local jails regulated by the Texas Commission on Jail Standards; a municipal or county health department; hospital district; judge of this state with jurisdiction over juvenile or criminal cases; an attorney who is appointed or retained to represent a special needs offender, and/or the Health and Human Services Commission.

This form and the contents herein may only be shared in accordance with Texas Health and Safety Code § 614.017 and Texas Code of Criminal Procedure article 16.22(f). This form and its contents are otherwise confidential and not subject to disclosure under Chapter 552 of the Government Code.

Client Name:	Test, Test	DOB:	01/01/2001	ClientId:	4109940
Document Name:	Court Order Assessment			Effective Date:	02/06/2020

Bluebonnet Trails Community Services
Court Order Assessment

CARE ID: SID or CID: Current County:

Municipality of Incarceration:

Date of Magistrate Order:

Sex: SSN:

Address:

Parent/Guardian Name: Telephone #:

Referral Source: Telephone #:

Residence County: Marital Status:

Legal Status: Ethnicity:

Race: Living Arrangement:

Insurance Type:

Military Service: ○ Yes ○ No Branch: VA Services: ○ Yes ○ No

Risk Assessment

Current Suicidal Ideation:	○ **Yes**	○ **No**	Current Suicidal Plan:	○ **Yes**	○ **No**
Current Suicidal Intent:	○ **Yes**	○ **No**	Means to carry out suicide attempt :	○ **Yes**	○ **No**
Current Homicidal Ideation:	○ **Yes**	○ **No**	Current Homicidal Plan:	○ **Yes**	○ **No**
Current Homicidal Intent:	○ **Yes**	○ **No**	Means to carry out attempt:	○ **Yes**	○ **No**

If "Yes" to any of the above questions, Explain:

Refer to Psych: ○ **Yes** ○ **No** Refer to Medical: ○ **Yes** ○ **No**

Has the defendant been determined to have a mental illness or to be a person with an intellectual disability within the last year?

○ Yes ○ No

Date of Previous 16.22 Report (if applicable):

Current Status

PRESENTING PROBLEM:

Current Diagnosis from BBT or Community Provider:

☐ Bipolar D/O ☐ Schizophrenia ☐ Major Depression ☐ IDD or Related Condition ☐ Substance Use Disorder

☐ Unknown ☐ Other:

Symptoms:

Prior Criminal Justice History and Involvement

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Does client have any of the following criminal justice history or involvement?

Police involvement/frequent police contact:	○ Yes	○ No
Probation	○ Yes	○ No
Parole	○ Yes	○ No
Contact with mental health deputies	○ Yes	○ No
Contact with school-based police officers	○ Yes	○ No
Incarceration	○ Yes	○ No
Contact with court/county/state officials in a legal capacity	○ Yes	○ No

Prior Treatment History

Person in Treatment: ○ Yes ○ No If yes, where:

Actively Participating in Treatment: ○ Yes ○ No

Probation/ Parole: ○ Yes ○ No If Yes, Name of PO:

Criminal Charges Pending: ○ Yes ○ No Charges are:

Prior Hospitalizations: ○ Yes ○ No

Where: When: How many times last year?

History of Substance Abuse:

☐ Marijuana ☐ Cocaine ☐ Alcohol ☐ Meth ☐ Amphetamines ☐ Pills

☐ Crack ☐ Inhalants ☐ Heroin ☐ Hallucinogens ☐ PCP ☐ Ecstasy

☐ Other ☐ N/A

Last Use: Last Use Amount:

Assessment (consider all the data presented along with your interview conclusions):

Recommendation for Treatment or Crisis Intervention Plan (include Recommendations for Least Restrictive Treatment Setting):

DOES CLIENT MEET CRITERIA FOR DIVERSION: ○ Yes ○ No

If No, Why Not?

Observations and Findings Based on Information Collected:

☐ Defendant is a person who has a history of mental illness.

☐ Defendant is a person who has a history of an intellectual disability.

☐ There is clinical evidence to support the belief that the defendant may be incompetent to stand trial and should undergo a complete competency examination under Subchapter B, Chapter 46B, Code of Criminal Procedure.

☐ None of the above

Methods Used to Gather Information:

☐ Interview ☐ Review of Psychiatric Records ☐ CARE Dababase

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☐ Collateral Contact: (name, relationship)

☐ Bluebonnet Trails Community Services recommends immediate admission and treatment at a State Psychiatric Facility. If court proceedings are required to administer psychiatric care, Bluebonnet Trails would support such efforts.

Referred for State-Facility Hospitalization? ○ Yes ○ No If yes, where?

Name, Credentials & Organization of Person Submitting Form:

Date of Submission:

This form and the contents herein may only be shared in accordance with Texas Health and Safety Code § 614.01 Code of Criminal Procedure article 16.22(f). This form and its contents are otherwise confidential and not subje disclosure under Chapter 552 of the Government Co

Clinician: _____ **Date:** _____

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TERMS AND CONDITIONS OF BOND

Check all applicable conditions

☐ 1. Completely abstain from the use of alcohol or drugs while on bond

☐ 2. Report to the _____ District Community Supervision and Corrections Department within 24 hours of release as follows:

- Contact _____ at _____
- Continue to report as instructed by the CSCD
- Pay a bond supervision fee of $_____ per month

☐ 3. Submit to drug tests for the purpose of determining if you are using or are under the influence of alcohol, narcotic drugs, or any other controlled substance as directed by the Court, Magistrate, or the CSCD, and pay the cost of testing (_____ annually to the CSCD).

***Defendant will completely abstain from the use of alcohol and drugs while on bond**

☐ 4. Participate in ☐ an alcohol, ☐ a drug abuse, ☐ treatment, ☐ education program, ☐ MHMR services directed by the Court, Magistrate, or the CSCD

☐ Contact _____ (LMHA name and phone) within 72 hours of your release to participate in their outpatient treatment program.

☐ 5. Maintain or actively seek gainful employment

☐ 6. Do not communicate with the alleged victim of the offense or go near the residence, school, place of employment, or any other location frequented by the alleged victim. Do not violate any conditions of the Magistrate's Order for Emergency Protection

☐ 7. Must remain at all times within your home and/or within 100 feet of your home

☐ 8. Must have:

☐ SCRAMx (Secure Continuous Remote Alcohol Monitor) ankle bracelet under the supervision of the CSCD. MONITOR MUST BE INSTALLED BEFORE LEAVING THE JAIL.

☐ Ignition interlock device installed within 14 days of your release from jail.

☐ 9. Not be arrested or charged for a violation of any criminal law of the State of Texas or of the United States.

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☐ 10. Must comply with attached "Conditions of Bond for Defendants Accused of Any Sexual Crime Against a Child"

☐ 11. Prohibited from committing family violence or an assault on the alleged victim or an act in furtherance of an offense under Section 42.072 of the Penal Code

☐ 12. To be determined by the county of jurisdiction

☐ 13. Within 72 hours of your release from jail you must contact any Justice of the Peace Court or County Court of Law and inquire about your eligibility and/or application for an Occupational Driver's License.

☐ 14. Other:_____

_____

_____	_____
Defendant's Signature	**Date**
_____	_____
Judge's Signature	**Name/Title**

RIGHT THUMB PRINT

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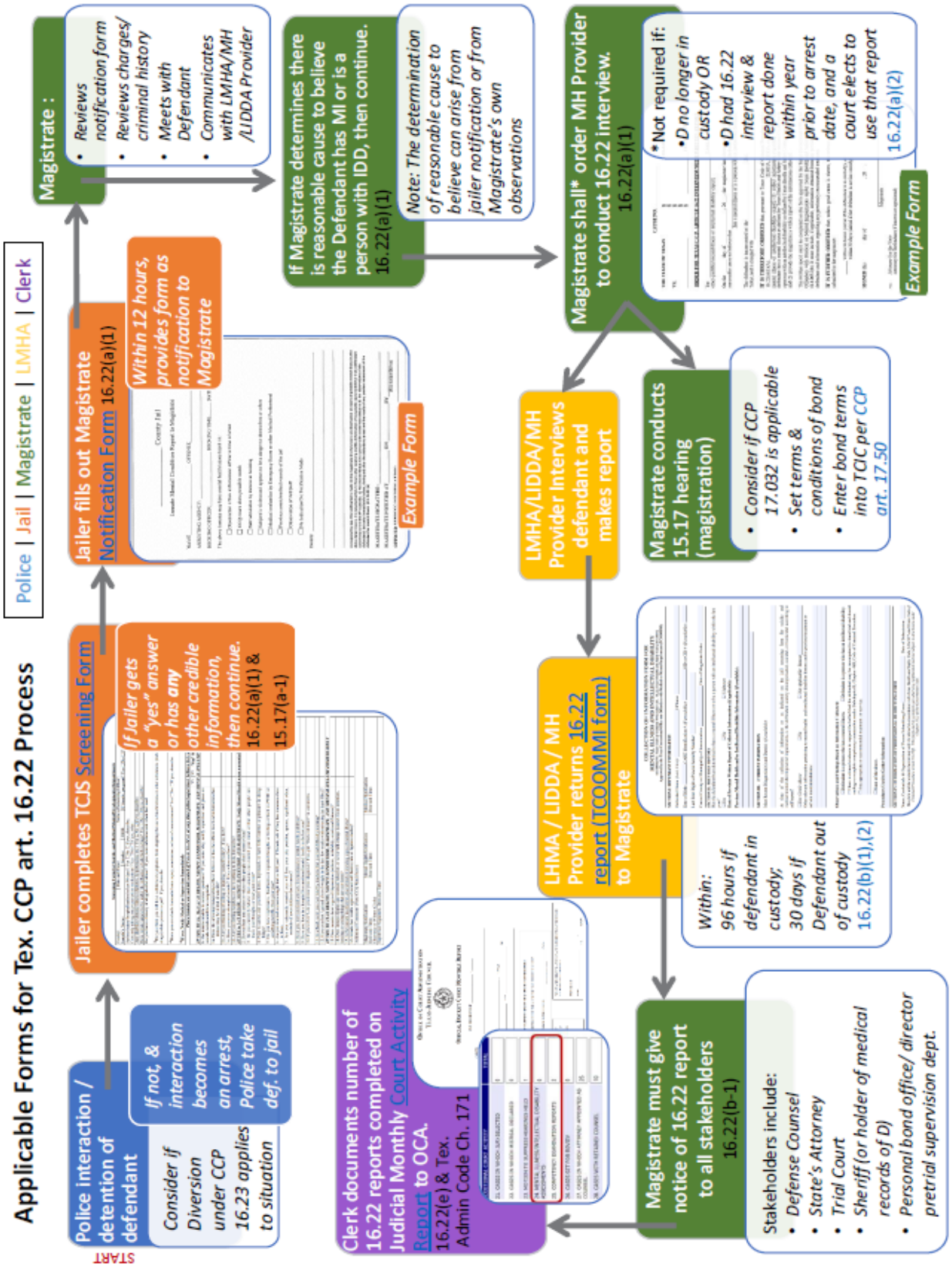
9. CHARTS

16.22 PROCESS WITH FORMS..... 32

WAYS A COURT CAN UTILIZE A 16.22 REPORT..... 33


Applicable Forms for Tex. CCP art. 16.22 Process
Police | Jail | Magistrate | LMHA | Clerk
START
Police interaction / detention of defendant
Consider if Diversion under CCP 16.23 applies to situation
If not, & interaction becomes an arrest, Police take def. to jail
Jailer completes TCJS Screening Form
If Jailer gets a "yes" answer or has any other credible information, then continue. 16.22(a)(1) & 15.17(a-1)
Jailer fills out Magistrate Notification Form 16.22(a)(1)
Within 12 hours, provides form as notification to Magistrate
Example Form
Magistrate :
Reviews notification form
Reviews charges/ criminal history
Meets with Defendant
Communicates with LMHA/MH /LIDDA Provider
If Magistrate determines there is reasonable cause to believe the Defendant has MI or is a person with IDD, then continue. 16.22(a)(1)
Note: The determination of reasonable cause to believe can arise from jailer notification or from Magistrate's own observations
Magistrate shall* order MH Provider to conduct 16.22 interview. 16.22(a)(1)
*Not required if:
•D no longer in custody OR
•D had 16.22 interview & report done within year prior to arrest date, and a court elects to use that report 16.22(a)(2)
Example Form
LMHA/LIDDA/MH Provider Interviews defendant and makes report
Magistrate conducts 15.17 hearing (magistration)
Consider if CCP 17.032 is applicable
Set terms & conditions of bond
Enter bond terms into TCIC per CCP art. 17.50
LHMA / LIDDA / MH Provider returns 16.22 report (TCOOMMI form) to Magistrate
Within: 96 hours if defendant in custody; 30 days if Defendant out of custody 16.22(b)(1),(2)
Clerk documents number of 16.22 reports completed on Judicial Monthly Court Activity Report to OCA. 16.22(e) & Tex. Admin Code Ch. 171
Magistrate must give notice of 16.22 report to all stakeholders 16.22(b-1)
Stakeholders include:
Defense Counsel
State's Attorney
Trial Court
Sheriff (or holder of medical records of D)
Personal bond office/ director pretrial supervision dept.

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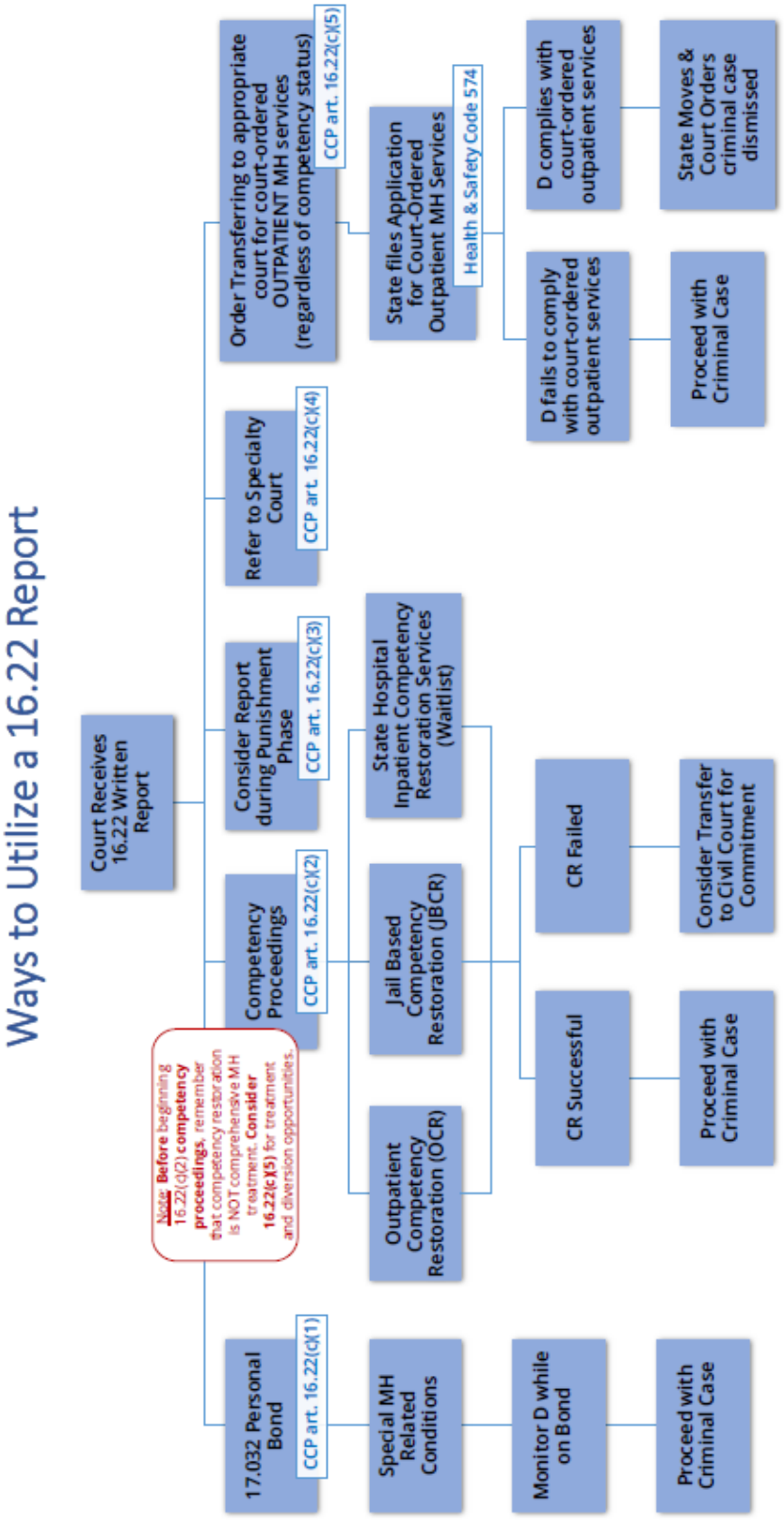
Ways to Utilize a 16.22 Report
Court Receives 16.22 Written Report
Note: Before beginning 16.22(d)(2) competency proceedings, remember that competency restoration is NOT comprehensive MH treatment. Consider 16.22(c)(5) for treatment and diversion opportunities.
17.032 Personal Bond
CCP art. 16.22(c)(1)
Special MH Related Conditions
Monitor D while on Bond
Proceed with Criminal Case
Competency Proceedings
CCP art. 16.22(c)(2)
Outpatient Competency Restoration (OCR)
Jail Based Competency Restoration (JBCR)
State Hospital Inpatient Competency Restoration Services (Waitlist)
CR Successful
Proceed with Criminal Case
CR Failed
Consider Transfer to Civil Court for Commitment
Consider Report during Punishment Phase
CCP art. 16.22(c)(3)
Refer to Specialty Court
CCP art. 16.22(c)(4)
Order Transferring to appropriate court for court-ordered OUTPATIENT MH services (regardless of competency status)
CCP art. 16.22(c)(5)
State files Application for Court-Ordered Outpatient MH Services
Health & Safety Code 574
D fails to comply with court-ordered outpatient services
Proceed with Criminal Case
D complies with court-ordered outpatient services
State Moves & Court Orders criminal case dismissed

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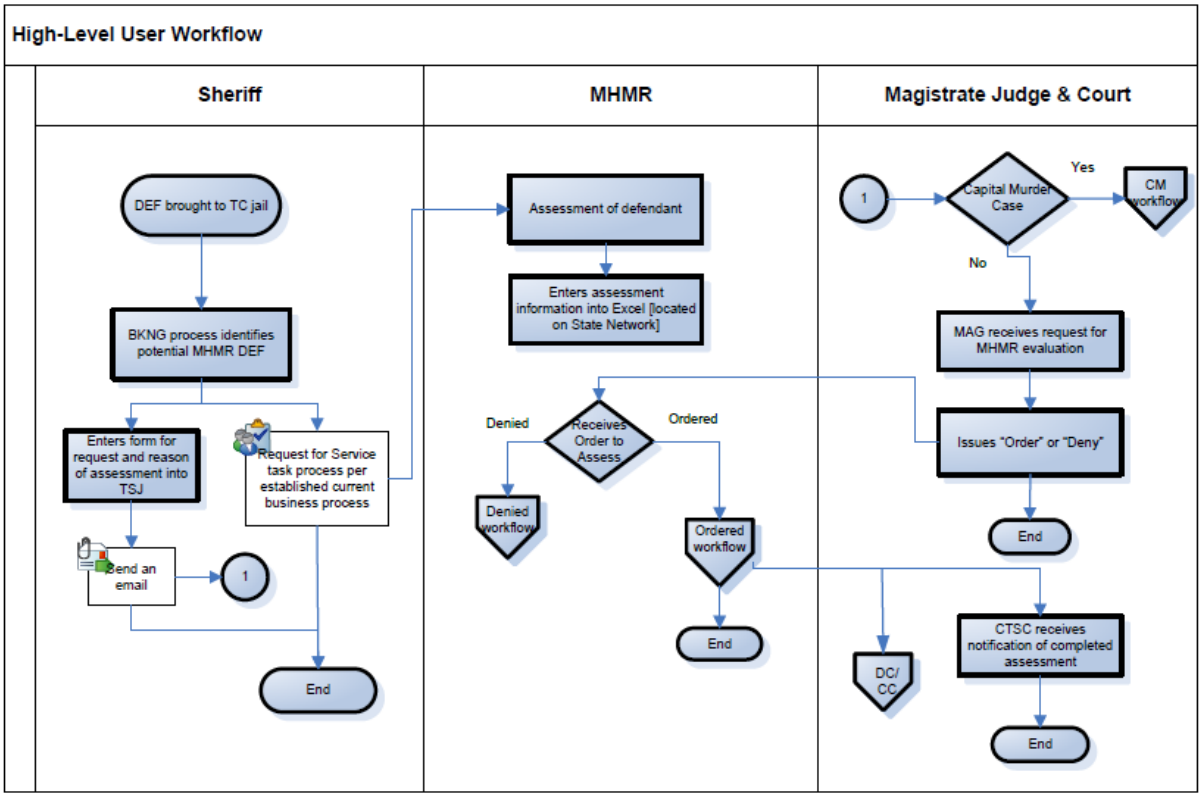
11.2 B: Current Process Workflow

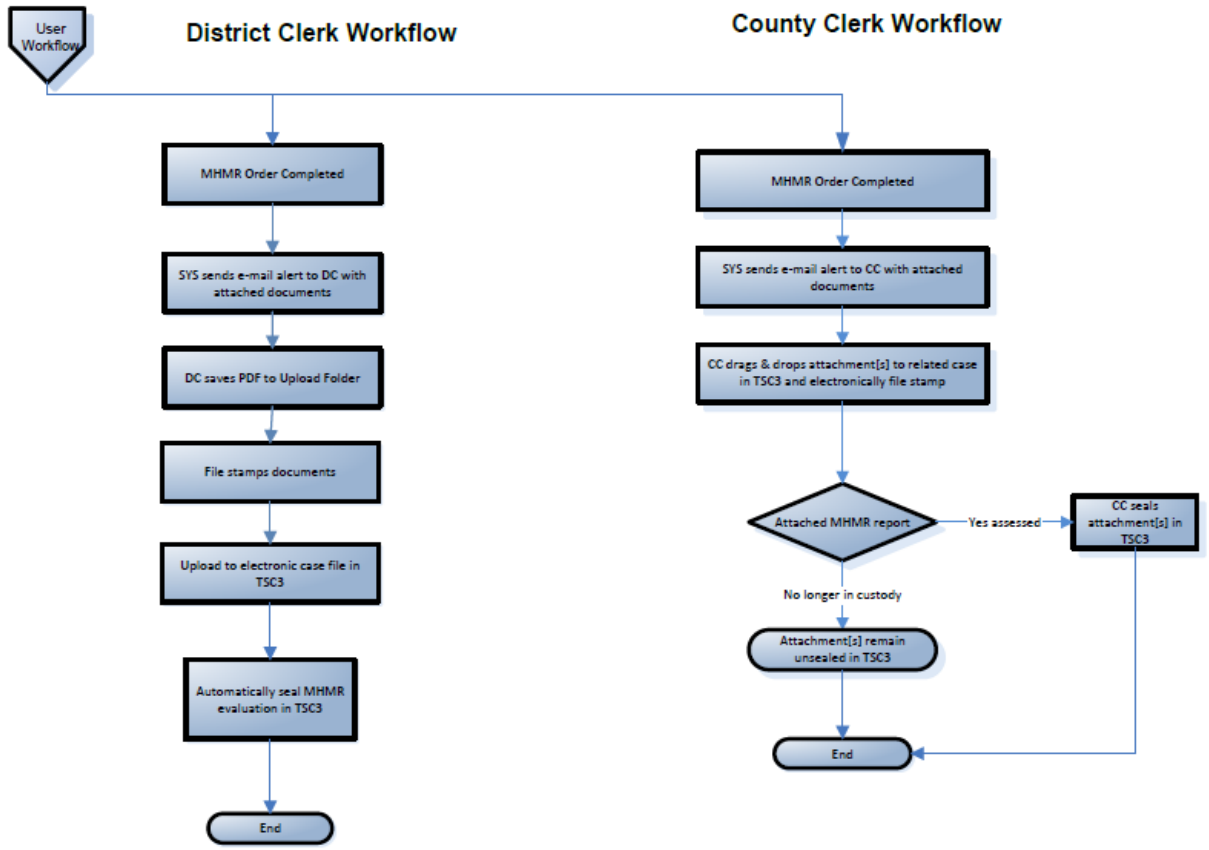
AS-IS Mental Health System Alerts Workflow

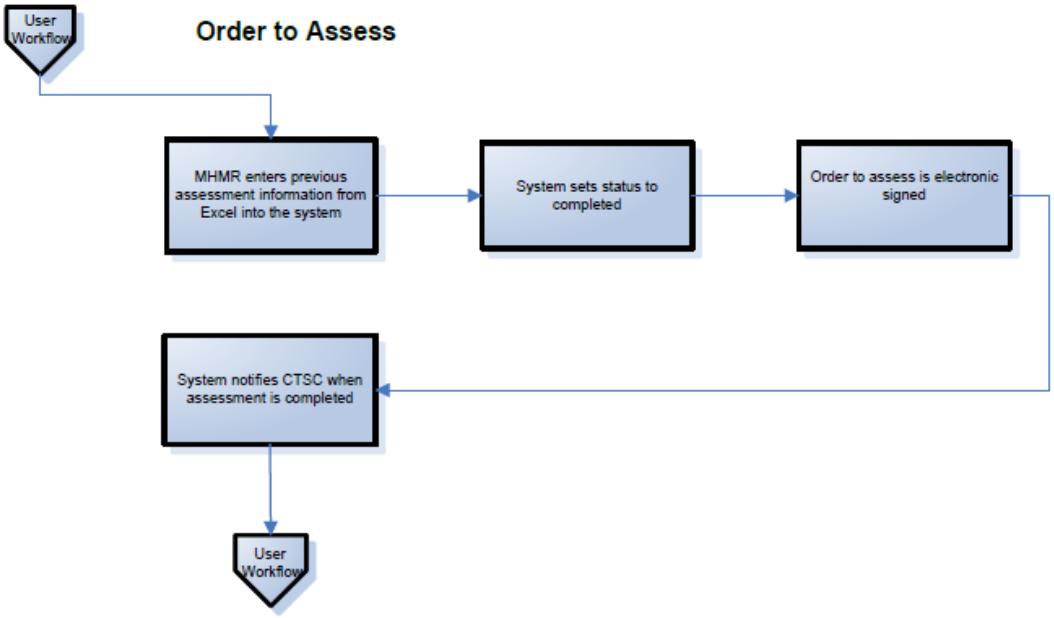
1. Mental Health information is entered during booking into TSJ [*Jail Standard procedure*]
2. Booking sends email to MHMR Inbox [*Jail Standard procedure*]

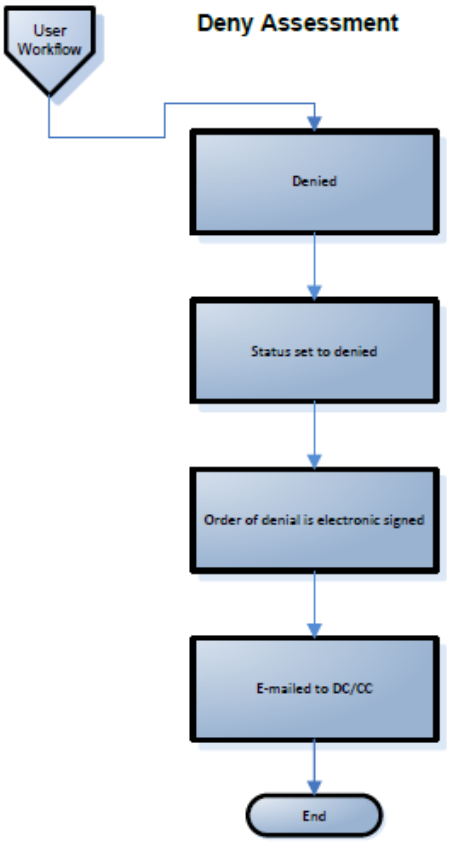
Utilizing the MHMR Alert System:

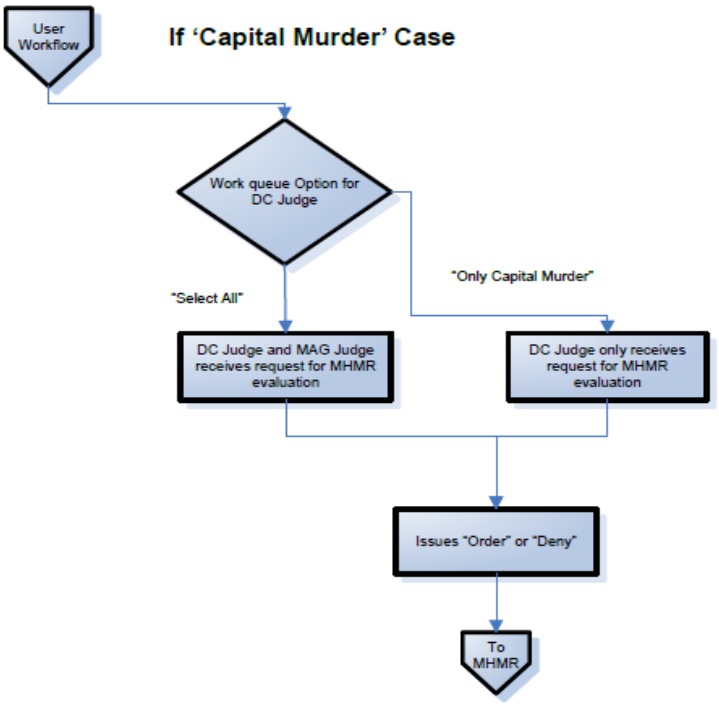
3. Email created by TSJ and then consumed and distributed by the system
4. Notification Created *(status = NEW)*
5. Notification populates Magistrates "Magistrate Work List – Waiting on Orders" view.
   a. District Judges option = Capital Murder Only [set by default by the system administrator]
      Only Defendants with Capital Murder Cases in their court will appear on work list
   b. District Judges option = All Cases [can be set by the system administrator]
      All Defendants with cases in their court will on work list
   c. Magistrates
      All Defendants are listed on the Magistrates work list
6. Magistrate Views Evaluation and Issues/Denies Order
   a. Order Denying Assessment – STOP *(status = DENIED)* (Notification can be searched but no longer appears on work lists)
      Order is
      i. Electronically signed
      ii. Emailed to District or County Clerks, Court(s) of Records (Order filed in TSC3 by clerks offices)
   b. Order to Assess - Notification moves to MHMR "Assessment Ordered" portion of work list *(status = ORDERED)*
      Order is
      i. Electronically signed
      ii. Emailed to Defense Attorney(s), Prosecutor(s), District or County Clerks, Court(s) of Records
7. On the MHMR Work List – Assessments Ordered view, assessments which have been ordered appear with their evaluation SLA timer. This displays the time to complete the evaluation to meet legal requirements.
8. MHMR enters Final Evaluation *(status = COMPLETED)* Evaluation is emailed to Defense Attorney(s), Prosecutor(s), District or County Clerks, Court(s) of Records that received the Order to assess and to participants on any new pending cases.




User Workflow
District Clerk Workflow
County Clerk Workflow
MHMR Order Completed
SYS sends e-mail alert to DC with attached documents
DC saves PDF to Upload Folder
File stamps documents
Upload to electronic case file in TSC3
Automatically seal MHMR evaluation in TSC3
End
MHMR Order Completed
SYS sends e-mail alert to CC with attached documents
CC drags & drops attachment[s] to related case in TSC3 and electronically file stamp
Attached MHMR report
Yes assessed
CC seals attachment[s] in TSC3
No longer in custody
Attachment[s] remain unsealed in TSC3
End


User Workflow
Order to Assess
MHMR enters previous assessment information from Excel into the system
System sets status to completed
Order to assess is electronic signed
System notifies CTSC when assessment is completed
User Workflow

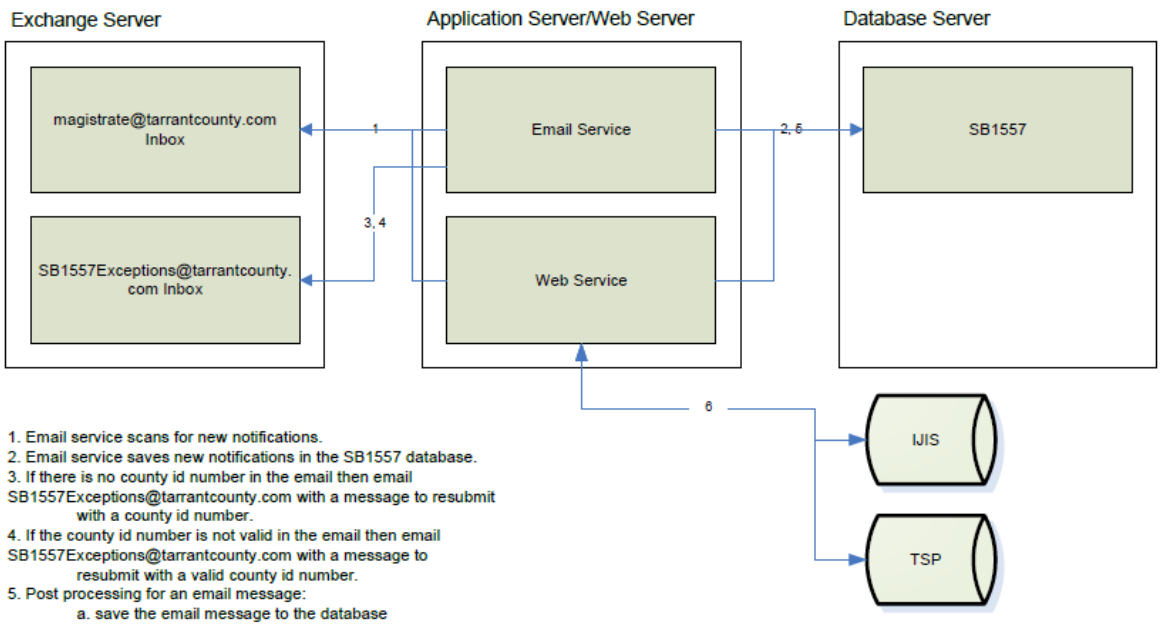

User Workflow
Deny Assessment
Denied
Status set to denied
Order of denial is electronic signed
E-mailed to DC/CC
End



Note: DC Judge has option to list all defendants with cases in their court in work queue list OR list capital murder only in work queue list

11.3 C: Current System Diagram

System diagram for the Mental Health Alert System



1. Email service scans for new notifications.
2. Email service saves new notifications in the SB1557 database.
3. If there is no county id number in the email then email SB1557Exceptions@tarrantcounty.com with a message to resubmit with a county id number.
4. If the county id number is not valid in the email then email SB1557Exceptions@tarrantcounty.com with a message to resubmit with a valid county id number.
5. Post processing for an email message:
   a. save the email message to the database
   b. delete the message from the inbox.
6. Retrieves email address for:
   a. defense attorney from IJIS
   b. prosecutor from TSP