DDAP
JAIL DIVERSION
ASSESSMENT
TRAINING
GUIDE

DMHAS Information Systems Division

December 2011
JAIL DIVERSION

OVERVIEW:

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

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

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

Forms:

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

- DDaP Admission Form – Abbreviated
- DDaP Jail Diversion Form

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

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

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

- In the DDaP Application on the Sidebar in the ‘Tools’ link under ‘Documentation’
ADDING A JAIL DIVERSION ASSESSMENT:

1. If adding the Jail Diversion Assessment immediately following a new admission, select the Assessments for New Admission link on the Admission Complete screen.

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

3. Select the CREATE button.

4. The JAIL DIVERSION ASSESSMENT screen will display.
5. If adding a Jail Diversion Assessment by CLIENT SEARCH, search on the client’s Last Name, SSN or Advanced (First Name, Last Name, DOB) and select Find Admissions in the CLIENT(S) FOUND grid, then select Details next to the ADMISSIONS FOUND FOR: client grid.

6. The Client Profile screen will display.
7. Select the Assessments tab in the Navigator Bar.

8. The Assessments screen will display with Jail Diversion listed in REQUIRED ASSESSMENTS.
9. Select Jail Diversion in the REQUIRED ASSESSMENTS drop list and select ‘CREATE’.

10. The JAIL DIVERSION ASSESSMENT screen will display.
11. Complete the **JAIL DIVERSION ASSESSMENT** data fields as noted below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNIT</strong></td>
<td>REQUIRED FIELD. Enter the name of the unit where the client received a jail diversion service, or select from the drop list.</td>
</tr>
<tr>
<td><strong>COURT</strong></td>
<td>REQUIRED FIELD. Enter the name of the court that handles the client’s case, or select from the drop list.</td>
</tr>
<tr>
<td><strong>REFERRAL SOURCE</strong></td>
<td>REQUIRED FIELD. Enter the entity that referred the client to the Jail Diversion program, or select from the drop list.</td>
</tr>
<tr>
<td><strong>CONSULTATION ONLY</strong></td>
<td>REQUIRED FIELD. Select ‘Yes’ or ‘No’ to indicate if this is a Consultation Only.</td>
</tr>
<tr>
<td><strong>EVALUATION DATE</strong></td>
<td>Required if the Consultation Only field is ‘No’. Enter the date the client was evaluated by JD staff in the correct MM/DD/YYYY date format.</td>
</tr>
<tr>
<td><strong>NAME OF EVALUATING CLINICIAN</strong></td>
<td>Enter the name of the evaluating clinician.</td>
</tr>
</tbody>
</table>
12. Complete the JAIL DIVERSION ASSESSMENT data fields as noted below:

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLINICAL NEED</strong></td>
<td>Required if there is a date in the Evaluation Date field. Select, from the drop list, the most appropriate level of care to meet client needs at the time of a jail diversion evaluation.</td>
</tr>
<tr>
<td><strong>HOUSING NEED</strong></td>
<td>Required if there is a date in the Evaluation Date field. Select, from the drop list, the most appropriate type of housing to meet client needs at the time of a jail diversion evaluation.</td>
</tr>
<tr>
<td><strong>JD CLIENT POPULATION</strong></td>
<td>Required if there is a date in the Evaluation Date field. Select ‘Yes’, ‘No’ or ‘Unknown’ to indicate whether or not the client is part of the JD target population.</td>
</tr>
<tr>
<td><strong>MOST SERIOUS CHARGE</strong></td>
<td>Required if there is a date in the Evaluation Date field. Select the most serious type of charge detailed in the jail diversion assessment.</td>
</tr>
</tbody>
</table>
13. Complete the **JAIL DIVERSION ASSESSMENT** data fields as noted below:

<table>
<thead>
<tr>
<th>SYMPTOMS AT EVALUATION</th>
<th>Select the symptoms exhibited by the client at the time of the jail diversion evaluation. (Select all that apply.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLEGED BEHAVIOR AT ARREST</td>
<td>Select the alleged behaviors exhibited by the client at the time of the arrest. (Select all that apply.)</td>
</tr>
<tr>
<td>ARRAIGNMENT DATE</td>
<td>Enter the date of the client’s arraignment.</td>
</tr>
<tr>
<td>NEXT COURT DATE</td>
<td>Enter the date that the client is next due in court.</td>
</tr>
</tbody>
</table>

- The Arraignment Date must be greater than the client’s date of birth.
- The Next Court Date must be greater than the client’s date of birth.
14. Complete the **JAIL DIVERSION ASSESSMENT** data fields as noted below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLIENT DIVERTED</strong></td>
<td>Required if the Consultation Only field value is ‘No’. Select ‘Yes’ or ‘No’ to indicate whether or not a client was diverted.</td>
</tr>
<tr>
<td><strong>DATE DIVERTED</strong></td>
<td>Required if the Client Diverted field value is ‘Yes’. Enter the date that the client was diverted from jail in the correct MM/DD/YYYY date format.</td>
</tr>
<tr>
<td><strong>SUPERVISION BY COURT SUPPORT SERVICE DIVISION</strong></td>
<td>Required if the Client Diverted field value is ‘Yes’. Select, from the drop list, the Court Support Service Division (CSSD) program that supervises the diverted client.</td>
</tr>
<tr>
<td><strong>FIRST COURT- ORDERED CLINICAL SERVICE</strong></td>
<td>Required if the Client Diverted field value is ‘Yes’. Select, from the drop list, the first clinical service the court ordered for a client after they are diverted.</td>
</tr>
</tbody>
</table>
15. Complete the **JAIL DIVERSION ASSESSMENT** data fields as noted below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDITIONAL COURT-ORDERED CLINICAL SERVICE</td>
<td>Select, from the drop list, any additional clinical service the court ordered for a client after they are diverted. (select one service only)</td>
</tr>
<tr>
<td></td>
<td><em>This field should not be populated if the Client First Service field is not populated.</em></td>
</tr>
<tr>
<td>REASON DIVERSION DENIED</td>
<td><strong>Required if the Client Diverted field value is ‘No’</strong>. Select, from the drop list, the primary reason a jail diversion was denied.</td>
</tr>
</tbody>
</table>

**CRIMINAL CHARGES**

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

1. Select the **ADD CHARGE** button.
2. The **Add New Charge** window will display.
3. Select the **Charge Type** (Felony, Misdemeanor or Other).
4. Select the **Charge** from the drop list.
5. Select the **SAVE** button.
6. Charges will display in the **CRIMINAL CHARGES** grid.
7. Select the delete **\(\times\)** icon to delete a charge.
8. Select the **ADD CHARGE** button to add more charges. (follow steps above)

![Add New Charge](image)

**COMMENTS**

Enter relevant comments about the client and their jail diversion. (Free Form Text)

17. Enter **Comments** if needed.
18. Complete the JAIL DIVERSION ASSESSMENT data fields as noted below:

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Required Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IS CLIENT READY TO BE DISCHARGED?</strong></td>
<td><strong>REQUIRED.</strong> Select ‘Yes’ or ‘No’ to indicate if the client is ready to be discharged.</td>
</tr>
</tbody>
</table>
| **WAS CLIENT DIVERTED?**                 | **Required if the Consultation Only field value is “No”.** Select ‘Yes’ or ‘No’ regarding whether or not a client was diverted on whichever of the following occurs first:  
  - The day that the charges for which the client was diverted were disposed by the court.  
  - The day that the client was discharged from the JD program. |
| **INCARCERATION STATUS**                 | **Required if the value in the Was Client Diverted field is ‘Yes’.** Select, from the drop list, the client’s incarceration status between the day of their jail diversion and the disposition of charges. |
| **DISPOSITION OF CHARGES**              | **Required if the value in the Was Client Diverted field is ‘Yes’.** Select, from the drop list, the outcome of the criminal charges for which the client’s jail diversion originally occurred. |

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

20. Select the SAVE & EXIT button to save the Jail Diversion data and return to the Assessments screen.
21. Select the CANCEL button to Cancel out of the screen and not save. (Note: Once a Jail Diversion Assessment has been added and saved, the CANCEL button will take you off the screen with the original Jail Diversion data saved.)

22. When the SAVE & EXIT button is selected, the assessment will be saved and the Assessments screen will display. The Jail Diversion Assessment will display in the ASSESSMENT HISTORY grid.

23. The Assessment Date in the ASSESSMENT HISTORY grid is the date the Jail Diversion Assessment was entered into DDaP.

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

25. Select the delete icon in the grid to delete the assessment.

26. Select the CLIENT MGT button to return to the Client Search.

27. Select the ROSTER MGT button to return to the Roster Search.

28. Select any of the tabs in the Navigator Bar to go to another screen to view or update client data.

29. The Jail Diversion Assessment now displays in the OPTIONAL ASSESSMENTS drop list.
DISCHARGING A CLIENT FROM A JAIL DIVERSION PROGRAM

1. Search for the client that is being discharged from the program and select Find Admissions.
2. Select the Details link for the Jail Diversion Admission.

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

4. The Assessment screen will display.

5. Select the open icon in the ASSESSMENT HISTORY grid to view or edit the assessment.
6. The Jail Diversion Assessment screen will display.

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

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

9. Select the Admission tab.

10. Select the 'Discharge' button.

11. The Client Profile screen will display.

12. Process the client discharge accordingly.