**MHDP IMPLEMENTATION CHECKLIST**

**Participation of Partners**

[ ] The jail is on board and understands what, where, when, why and how

[ ] The DA is on board and understands what, where, when, why and how

[ ] The PD is on board and understands what, where, when, why and how

[ ] The MH/psychiatric providers are on board and understand what, where, when, why and how

[ ] The court is on board and understands what, where, when, why and how

[ ] If applicable, pre-trial services is on board and understands what, where, when, why and how

[ ] Other: is on board and understands what, where, when, why and how

[ ] All program partners are in contact with and know how to reach each other

**InterAgency Agreements, Forms, Etc.**

[ ] DA, Judicial and other necessary parties have an executed InterAgency Agreement and have reviewed it

[ ] Program partners have a copy of the CCJJ Model and Statute

[ ] DA received first payment of $50K

[ ] Program partners have the MHDP Funding Guidelines updated 1.9.19

[ ] Program partners have the Reporting Requirements and Cover Sheet

[ ] Program partners have the Quarterly Report Forms 1 and 2 updated 1.9.19

[ ] Program partners have allocated responsibility for collecting, maintaining and reporting each piece of data

[ ] Program partners have the FY19 and FY20 MHDP Expenditure Codes

[ ] Chief Judge policies are in place

[ ] Program Partners have a process to document problems, ideas, changes, unmet funding/personnel needs, etc.

[ ] Program Partners have a copy of the optional Participant Feedback Survey

[ ] Program Partners know the reporting deadlines

[ ] Program Partners know deadlines for invoices and expense reimbursement requests, esp. at end of fiscal year (6/30)

**MH Screen**

[ ] Program partners have agreed on MHDP messaging to arrestees before (before screen/assessment)

[ ] Program partners reviewed CCJMHS-A, CMHS, Brief Jail MH Screens and instructions

[ ] Program partners selected a screen acceptable to jail personnel

[ ] Jail personnel know what to do when arrestees screen + (e.g., how to obtain a MH Assessment) or negative

[ ] DA, Court or Pre-Trial has a plan for administration of the MH Screen for out of custodies (if served by the pilot)

**MH/Psychiatric Treatment**

[ ] Contracts are in place with providers

[ ] Providers have SCAO background check forms

[ ] SCAO completed background reviews and informed provider of results

[ ] All program partners have made contact with providers and established a plan for communication

[ ] Non-prescribing providers have a plan for handling/referring psychiatric needs of participants

[ ] Providers are prepared to submit to DA (or CJS, 20th) one monthly invoice separated by client, service, date, cost

[ ] DA’s Office (or CJS I the 20th) is prepared to review provider invoices to confirm that recipients of services are/were MHDP candidates/participants referred to provider for such services during diversion period

**Program Consideration**

[ ] Program partners have release(s) of information that allow needed information sharing, including data collection

[ ] Program partners have a plan for determining MHDP eligibility and minimizing unnecessary assessments (e.g., those with ineligible charges, unwilling to participate, etc.)

[ ] Program partners have a Diversion Agreement form

[ ] Program partners have a “warm handoff” plan to maximize engagement

[ ] Program partners have a plan for dealing with participants who fail to initiate treatment

[ ] Program partners have a plan for dealing with participants charged with jailable offenses during diversion term

[ ] Program partners have a plan for informing court of successful diversion/ dismissal of charges (except in 20th JD)

[ ] Program partners have a plan for regularly updates/discussion (progress, needs, questions, changes, successes, etc.)

**SCAO**

[ ] We would like SCAO to schedule standing calls for our program partners or pilot leaders

[ ] We would like SCAO to schedule [ ] standing calls [ ] half/full-day meeting with other pilots

[ ] We would like SCAO to provide quarterly post-MHDP recidivism information

[ ] We would like an online discussion/information sharing forum among pilots

[ ] Other: