**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: