

CENTRAL STATE HOSPITAL  
PROCEDURE

SUBJECT: **CODING AND TRACKING OF COURT ORDERS AND GEORGIA  
DEPARTMENT OF CORRECTIONS ADMISSIONS (COMMITMENT  
TYPES 244, 201, 204, 205, 206, 241, AND 243)**

ANNUAL REVIEW MONTH: December

RESPONSIBLE FOR REVIEW: PTFS Chief

LAST REVISION DATE: April 2008

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The objective of this procedure is to establish those measures necessary for correctly admitting, coding, monitoring, and providing up-to-date information to various personnel and describe necessary action that must be taken daily on each superior, state and juvenile court order, and Georgia Department of Corrections (GDC) admissions to Central State Hospital (CSH).

Participants: Psychiatric Treatment and  
Forensic (PTFS) Services Chief  
Admissions Office  
Management Department/Designee  
Service Chief/Clinical Director  
Facility Risk Management Director

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- PTFS Chief/Admission Office**
1. Receive court ordered or GDC client to CSH.
  2. Read court order and assign code type in accordance with Attachment #1, Task Guidelines For Court Orders And Georgia Department Of Corrections Admissions. Consult with Director of Legal and Special Services, or Judge, if the court order is unclear, or if questionable legality.
  3. Place original court order in client's record and forward one (1) copy to the legal status section of the Risk Management Department.
  4. Code all information into the Avatar System and word processing, giving task deadlines

in accordance with Attachment #1.

5. Coordinate monthly with service chiefs/clinical directors to confirm task completions or changes in status.
6. Forward a copy of all court orders to the Facility Risk Management Director.

**Service Chief/Clinical Director**

Ensure that necessary work-ups and other requirements are completed within the prescribed time limits as specified in Attachment #1.

**Director of Health Information Management Department/Designee**

Update Avatar/word processing and medical record.

**Facility Risk Management Director (Legal Status Section)**

1. Advise the PTFS Chief/Admissions Office and other pertinent personnel of any changes in rules, regulations, and laws governing clients admitted to the hospital by court orders.
2. Review all court orders for appropriateness and legality.
3. Update Avatar, and legal status resulting from any current commitment hearings.

**Approved:**

**This procedure has been approved by the CEO and CMO on 9/8/08.**

TASK GUIDELINES FOR COURT ORDERS AND  
GEORGIA DEPARTMENT OF CORRECTIONS ADMISSIONS

ADMISSION CODES

<u>Code</u>	<u>Explanation</u>
244	<p><u>Court Order - Special Plea of Incompetence</u></p> <p>See Section 290-4-3.02, Rules of Department of Human Resources (DHR), Division of Mental Health, Mental Retardation and Substance Abuse. (Attached)</p> <p>TASK: Conduct Forensic Staffing and send written report to the committing court within ninety (90) days. May retain additional nine (9) months, then must be admitted under 37-3 or 37-4.</p>
201	<p><u>Court Order - Not Guilty By Reason Of Insanity (NGRI)</u></p> <p>The committing court shall maintain jurisdiction over the client's release. The hospital may recommend release to the court when deemed appropriate, at any time after the 30-day hearing and yearly thereafter.</p> <p>The release process should be initiated when the client no longer meets the criteria for hospitalization. A person committed to the DHR pursuant to this section shall not be released from confinement unless and until the court which committed him/her shall find and determine that such person does not meet the criteria for civil commitment under Code Chapter 37-3 or 37-4 and orders the person's release.</p> <p>TASK: Evaluation within thirty (30) days of date of court order to determine if release should be recommended when client returns to court for hearing, and re-evaluation every additional 180 days (or 6 months) from the date of the last Comprehensive Review Meeting. <u>Under no circumstances will a client be released before the end of the hearing which is held after the thirty (30) day evaluation period.</u></p>

<u>Code</u>	<u>Explanation</u>
204	<p><u>Juvenile Court Order - Treatment</u></p>
205	<p><u>Juvenile Court Order - Evaluation</u></p> <p>See Admission Codes, Part III, Code Section 15-11-40 (a), (b), and (c). Subsection (a) provides for evaluation of a child where there is evidence that the child is either mentally retarded or mentally ill (Admission Code 205).</p>

Subsection (b) provides that upon professional certification of retardation or mental illness, the Juvenile Court may detain the child [this means detain at CSH if the child was sent under (a) above, for a period of ten (10) days during which time the court must commit the child to the DHR, Division of Mental Health (Admission Code 204)]. Subsection © provides that where retardation or mental illness is not found to be present in the child, the Juvenile Court will proceed as it normally would to adjudicate and dispose of the case.

Note: It is important that the child's treatment team be fully aware of the provisions of Code Section 15-11-40 and make every effort to keep abreast of the case. The commitment order may not be explicit; if not, it will be necessary that the treatment team seek clarification from the court as to the exact status of the child. For example which part of Code Section 15-11-40 is child committed under, (a), (b) or (c)?

TASK: 205 - Evaluation and report to committing court within forty (40) days.  
204 - See terms of Court Order.

206 Transfer In - Georgia Department of Corrections (GDC)

The period of hospitalization is indefinite and affects inmates of the GDC while serving sentence. The authority for admission is a Transfer Order issued by GDC: inmate may be male or female.

TASK: If the sentence expires while the client is in the hospital, an evaluation must be conducted (at least [15] days prior to expiration of sentence) to determine if the client meets the criteria for hospitalization (voluntary or civil commitment). If client meets the criteria for commitment, procedures for mental health or mental retardation commitment must be initiated.

241 Pre-Trial Examination

When any person who has criminal charges presently pending against him/her is sent to CSH for the purpose of evaluation, the attending physician must make a report at the earliest opportunity to the committing court as to the person's competency to stand trial and/or mental status at the time of the crime, if appropriate. In any event, the report must be made within forty-five (45) days after the person's admission to CSH.

TASK: Conduct Forensic Staffing and proceed as described above.

243 GDC Transfer - GBMI (Guilty but Mentally Ill)

Same as 206.

248 Guilty But Mentally Retarded (GBMR)

Same as 206 and 243.

Juvenile Court Orders  
(no time limits identified)

300 Study and Report

301 Competency (only)

302 Transfer evaluation from Juvenile Court to Superior Court

304 Re-Transfer from Superior Court to Juvenile Court

303 Study, report and competency

305 Competency/Responsibility

Enclosure: Chapter 290-4-3.02