

DEPARTMENT OF DEVELOPMENTAL SERVICES

FORENSIC SERVICES FORENSIC NOTIFICATION FORM Purpose & Procedures

REV/ 1-08

Purpose

Occasionally people with mental retardation who are served by DDS become involved with the Criminal Justice System, as well as individuals who are assumed to have mental retardation by other agencies. These individuals become known to DDS by case managers, DMHAS Court Diagnostic Clinics, DOC Correctional Facilities, Social Workers in the Criminal Justice System and DMHAS Jail Diversion staff located in Superior Courts.

To facilitate the flow of information from these agencies, DDS Forensic Services has developed a notification system that has been implemented in each region. This notification system is facilitated by Case Management, Regional Forensic Liaison's, the DDS Forensic Coordinator and the Division of Legal and Governmental Affairs. It is the goal of this notification system to achieve the following outcomes:

- To provide DDS Regions and Central Office with the appropriate information involving DDS clients who become involved in the Criminal Justice System, as well as the probate court.
- To provide assistance and interventions for case managers and regional staff when interacting with the Criminal Justice System during emergencies relating to requests or demands from courts and other agencies.
- To provide forensic services and fiscal staff, the needed data for future fiscal placement needs, research and development based on information pertaining to trends, are documented through the collection of data from forensic cases.
- To provide consistent and accurate information that is required to facilitate the Forensic Review Process.
- To facilitate outside inquiries relating to DDS clients or assumed DDS clients during criminal justice proceedings, and to provide timely responses relating to those inquiries which could affect the departments role or perceived role in court.

Procedures

- Case managers complete the **Forensic Notification Form** when a person on their caseload becomes involved with the criminal justice system, as well as all proceedings relating to the case thereafter. A record review must be conducted to determine if the individual is, or has been civilly committed to DDS by the Probate Court as a result of an application for an involuntary placement. In the event that the individual is committed to DDS, copies of the commitment paperwork must be submitted with the **Forensic Notification Form**.
- After completing and signing the **Forensic Notification Form**, case managers will forward a copy of the completed form to their supervisor. That supervisor will review the information, date and sign the form and retain a copy for their records. The case manager will also forward a copy of the completed form to the Regional Forensic Liaison.
- The Regional Forensic Liaison will review the information provided on the form. The Liaison will choose a response based on the information and provide instructions or comments on how to proceed with the case. The Liaison will sign the form, forward the completed form, with instructions to the case manager, supervisor and any other regional staff needing to be informed of the case activity. Finally, the Regional Liaison will fax the form to the DDS Forensic Coordinator and include any request for interventions that are needed.
- Occasionally situations happen much faster than the notification process could possibly facilitate. When these situations present themselves, a telephone call to the Regional Forensic Liaison, the DDS Forensic Coordinator or any staff from the Division of Legal and Governmental Affairs at Central Office can start the process with instructions and assistance to provide support, and assistance to help stabilize the situation ASAP. This assistance can be in the form of calls to court staff, or court visits if possible to communicate with staff from the court, or any other agency that created the situation. The Forensic Notification Form can be processed using the above protocol. **In the event of a situation of this kind, a list of phone contacts is included with this Purpose & Procedure outline, and a protocol for who should be called first when attempting to make contact.**

DDS Forensic Contacts

Regional Forensic Liaisons

Michael Hanley, Ph.D. DDS South Region. 860-859-5457
James Covino, Ph.D. DDS North Region. 860-263-2459
Vincent Franco, Ph.D. DDS West Region. 203-806-8774

**Central Office Division of Legal and Governmental Affairs Division/ Forensic
Services contact information.**

Gino DeMaio, Statewide Forensic Coordinator
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Donna Patrick, Administrative Assistant
Office, 860-418-6085
Fax, 860-418-6009
E-mail, donna.patrick@ct.gov

*Donna Patrick should be notified prior to attempting to contact either: Jim Welsh or
M.J. McCarthy

Attorney James Welsh, Attorney M.J. McCarthy, Assistant Director
860-418-6059 860-418-6170