

**PROGRAM OPERATIONS
DIRECTIVE 25.0**

SUBJECT: Process for Extending Court Orders

ISSUED: 6-4-2020

PURPOSE:

Clarify the process for extending a court order for treatment.

DEFINITION:

1. The Court Liaison tracks all court orders and when the orders expire.
2. The first of the month the Court Liaison will send out an email notice to all case holders who have someone with an order expiring the following month and cc the Court Liaison's supervisor. **EXAMPLE:** June 1st Court Liaison would send out notice of all orders that will expire in the month of July.
3. Once the case holder receives notice of an order ready to expire, the case holder is expected to follow up with the prescriber regarding whether or not the order should be extended or let expire.
 - This could mean the prescriber will want a medication review to meet with the person and have a conversation and then make the determination or,
 - The prescriber wants the order extended and a medication review needs to be scheduled so the prescriber can complete the clinical cert. This must happen ASAP in order to get all the paperwork filed with the court.
 - The case holder should document in the EHC record the discussion regarding whether or not the order will be extended or not and rationale.
4. It is the responsibility of the case holder to notify the Court Liaison whether or not the order is to be extended. The Court Liaison should still be made aware if the order will expire.
5. If the order is to be extended, the Court Liaison will provide the clinical cert paperwork to the prescriber and the petitioning paper work to extend the order to the case holder. The Court Liaison can assist with any questions regarding completing the petition to extend the order paperwork.
6. Once the cert is completed and the petitioning paperwork, the case holder returns these documents to the Court Liaison who files the paperwork with the Probate Court.
7. The paperwork must be filed 14 days prior to the expiration date of the current order.
8. Once the paperwork is filed the court will send a packet to the Court Liaison with notice of the hearing and staff subpoena.
9. The Court Liaison will notify all staff involved the date of the hearing and provide them their subpoena.