**Outpatient Community Probate Hearings - Tip Sheet**

**Outpatient Community Probate (OCP)** is an involuntary treatment status ordered by a Probate Court. When a client is placed on OCP status, they will have periodic court hearings through Probate Court to determine if they should remain on OCP.

**Options to determine the date of OCP periodic court hearings**:

1. View the Probate Court web site at <http://www.probatect.org> - Records Search, Mental Health, enter

 client’s name and submit. Check docketing for the most current next full hearing date.

2. Contact the Probate Court at 513-946-3591.

3. Call Central Connection Probate Services at 513-558-9503 or 513-558-3425. Your agency will receive

 a hearing notification 30 days prior to the hearing date. This can be obtained from Central Connection

 Probate Services.

**Required \*documents for hearings**: A 30-day notification letter will provide notice of the documents required for the Probate Court hearings. All documents need to contain current clinical information (within 30 days) or a client's history with the date indicated. All documents must be **typed**, signed by the appropriate parties, including the client, and faxed to Central Connection Probate Services (513-558-0512) at least five business days prior to the hearing.

Documents needed for the hearing are available at: <http://www.mentalhealthaccesspoint.org/forms/probate/outpatient/>

1. Physician's Evaluation (MD, psychiatrist, licensed clinical psychologist, PMHCNS or PMHNP)

2. Case Manager's Report

3. Treatment Plan – Agencies can submit their own current treatment plan – must include required

 elements (see below)

4. Request for Continuance

5. Application for Voluntary Treatment

6. Request for Dismissal

\*\*\* Treatment plans will include:

|  |  |
| --- | --- |
| • “Legal” listed as a presenting problem  | • Probate Court listed as a collateral contact  |
| • Discharge from OCP as a stated objective  | • A signature line for the client  |

If a client is stabilized and adhering to his/her Outpatient Treatment Plan, the client can be offered the option of voluntary treatment. The *Application for Voluntary Treatment* may be signed by the treating outpatient prescriber (options listed above) and the client at any time during the client's treatment and submitted to Central Connection Probate Services.

Even if a patient missed one or more appointments or cannot be found, a report must be submitted. There is a provision in the *Case Manager Report* that addresses clients that are non-compliant with their services.

A *Request for Continuance* is only appropriate when a client is currently incarcerated in jail/prison, a client is newly placed on OCP, or a situation arises that is not addressed by other documentation.

\*If documents are not submitted correctly to Central Connection within established time frames, responsible parties are subject to being subpoenaed to court.