

Behavioral Health Services (BHS) – Contractor Information Notice

To:	BHS Children, Youth and Families (CYF) Contracted Service Providers
From:	Behavioral Health Services
Date:	May 11, 2021
Title	Juvenile Justice Psychological Evaluations: Requests for Records

This memo serves as a notice to inform CYF contracted service providers of a new process regarding the release of the County Client Roster Report to facilitate evaluations for the Juvenile Court.

Background

Behavioral Health Services (BHS) works closely with the Juvenile Court and Probation to support best care for youth connected to the justice system. The mission of the Juvenile Justice System is rehabilitation. With this goal in mind, the Juvenile Court regularly orders psychological evaluations for youth to help determine what services they might need, or to evaluate their competency.

The Treatment and Evaluation Resource Management (TERM) network is a specialized panel of providers managed by Optum Public Sector San Diego through a contract with the County of San Diego Health and Human Services Agency (HHSA) Behavioral Health Services. Psychological evaluations ordered by the Juvenile Court are assigned to TERM psychologists. A minute order is used by the Juvenile Court to initiate a request for a psychological evaluation and TERM psychologists have 10 days to complete their report and assessment for the Court. The minute order from the Juvenile Court includes the following language:

PY190: All records, including but not limited to medical, education, special education, probation, child welfare, mental health, regional center, and court records regarding the youth, shall be made available upon request to the evaluator assigned to the case. Use of these records is for the sole purpose of preparing the court-ordered evaluation and report. The records shall not be used for any other purpose.

New Process to Release County Client Roster Report

BHS has recently worked with the Juvenile Court and County of San Diego Health Information Management Services (HIMS) to ensure that TERM psychologists receive a copy of the Client Roster Report, or “tracking log,” a document that lists some, but not all, of the youth’s care episodes in the County System of Care. Should TERM evaluators need to request health records from a BHS contractor, they are advised to contact the program directly with a copy of the minute order. It is not the County of San Diego HIMS practice to release behavioral health records from contracted providers for these types of evaluations.

The Public Defender also regularly orders psychological evaluations. If a psychologist is retained by the Public Defender, a records release will be completed using the County of San Diego BHS Release of Information form. BHS has worked to ensure psychologists retained by the Public Defender have access to the County Client Roster Report upon presentation of a signed Release of Information form.

If your teams have questions about these requests, please contact your COR.

For More Information:

- Contact your Contracting Officer’s Representative (COR)