

SIX-MONTH REPORT TO COURT REVIEWING CONDITIONAL RELEASE OF INSANITY ACQUITTEES: INSTRUCTIONS FOR COMPLETING THE FORM

GENERAL GUIDANCE:

- The report should be completed and submitted every 6 months after the acquittee is placed on conditional release.
- The 6-month report to the court does NOT substitute for the monthly report.
- The reporting form is available online for your convenience:
<http://dbhds.virginia.gov/professionals-and-service-providers/forensic-services>
- Report is submitted to the NGRI judge of jurisdiction. If there are two or more courts of jurisdiction, one report can be addressed to all judges or separate reports can be submitted to each NGRI judge of jurisdiction. Defense and prosecuting attorneys and DBHDS should be copied on the report.
- Read the currently approved conditional release plan carefully – all conditions on the report should match the current CRP conditions. A court order or letter from the NGRI judge of jurisdiction is required before modifications of the conditions should be noted on the report. The only exception is if the CRP specifically gives the CSB authority to discontinue a service. Note these two distinctions appropriately in the comment section.
- Do not use local names of programs or acronyms, but instead describe the program type (i.e., clubhouse, detox program, adult home, etc.) so that non-CSB readers can understand.
- Be specific and add narrative in the comments section whenever possible, but especially if there are problems noted.

SPECIFIC INSTRUCTIONS FOR THE FORM:

1. TO – Complete the name(s) of the NGRI judge(s) of jurisdiction and their address (es).
2. DATE – Complete the date that the report is written in the top right of the page.
3. RE– Complete the full name of the acquittee, the court case number and the date of the conditional release order (and specify release date if different from order date).
4. CONDITIONS OF RELEASE – Complete all the general and special conditions of release in this section.
 - A. GENERAL CONDITIONS OF RELEASE - Read the currently approved conditional release plan and write/type all general conditions in detail and by their number on the left side column.

If you condense the wording of the general condition on the report, ensure that your version of the condition still represents the Court's intent and that it can be appropriately answered by the choices – “never”, “sometimes” or “always”.

Check off “never”, “sometimes”, or “always” to describe the acquittee's compliance with each general condition of their release.

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Write/type in comments as needed to describe the acquittee's compliance with each general condition of their release.

- B. SPECIAL CONDITIONS OF RELEASE – Read the currently approved conditional release plan and list all special conditions in detail and by their number on the left side column.

If you condense the wording of the special condition on the report, ensure that your version of the condition still represents the Court's intent and that it can be appropriately answered by the choices – “never”, “sometimes” or “always”.

Check off “never”, “sometimes”, or “always” to describe the acquittee's compliance with each special condition of their release.

Write/type in comments to describe variations in the acquittee's compliance with each special condition of their release.

5. OTHER COMMENTS ON ACQUITTEE'S PROGRESS AND ADJUSTMENT IN THE COMMUNITY – This is the opportunity to complete more information about the acquittee's progress, lack of compliance, or maintenance of effort with the conditional release plan. It also provides space to remark on other factors that influence the acquittee's overall adjustment in the community.
6. CSB RECOMMENDATION TO THE COURT – This section is very important and delineates the four recommendations that can be made to the court. The case manager can make only one recommendation to the court. It may be helpful to discuss your report and recommendation with your supervisor and/or NGRI Coordinator before submitting to the court. In most cases, it is appropriate to share your recommendation with the acquittee.
7. IF MAKING A REQUEST PROVIDE SPECIFICS OF THE REQUESTS AND RATIONALE - Complete any details concerning a request of the court. A request would be required anytime you have made the recommendation of “modify the current conditional release order”, “revoke conditional release”, or “remove conditions of release”.
8. SIGNATURE – The case manager should sign their name. It is also recommended to add the credentials of case manager, i.e., LPC, MSW, BS, RN, etc. It is also recommended that the NGRI Coordinator (if not the same as the case manager) co-signs the report.
9. NAME – The case manager should print/type their name.
10. ADDRESS – Print/type the name of the CSB and the mailing address of the case manager.
11. PHONE AND FAX NUMBERS – Print/type the phone number and the fax where the case manager can be reached.

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12.CC - The acquittee's attorney, the attorney for the commonwealth and the Forensic Office of DBHDS should receive a copy of this report every 6 months. If there is more than one NGRI judge of jurisdiction, send to all defense and commonwealth attorneys involved.

OTHER INSTRUCTIONS:

- Either fax **or** mail the Six Month Report to Court Reviewing the Conditional Release of Insanity Acquittee. Do not send the report by both mail and fax. The original should be sent to the judge, with copies to the Commonwealth's Attorney, Defense Attorney, and DBHDS Forensic Office:

Mailing address:

Sarah Shrum
Forensic Mental Health Consultant
Department of Behavioral Health and Developmental Services - Forensic Office
P.O. Box 1797
Richmond, Virginia 23218-1797

Fax number:

Sarah Shrum
Fax number – 804-786-9621

QUESTIONS OR CONSULTATION? Call Sarah Shrum at 804-786-9084