

ADULT OUTPATIENT COMPETENCY RESTORATION REPORTING & PAYMENT GUIDELINES

1. CSBs are required to submit the *Adult Competency Restoration Services Report* and required collateral documentation to DBHDS, even if ineligible for reimbursement or if reimbursement is not being requested.
2. DBHDS will not pay the CSB if the Adult Competency Restoration Services Report is received more than 60 days following the conclusion of restoration services.
3. DBHDS will reimburse the CSB if the CSB is directly ordered by the Court to provide services to restore an adult's competency to stand trial pursuant to §19.2-169.2
4. DBHDS will only pay for those services not covered by the other payment source(s), such as state grant funding or insurance reimbursements. CSBs should only report those services to DBHDS for which they were **not** paid from another payment source.
5. DBHDS will pay **\$75/hour** for the following services. Below is a summary of allowable functions under the above services:
 - a) Restoration Assessment: This initial phase of the restoration process called assessment refers to the CSB's initial review and assessment of the individual's restoration needs. This may involve time spent reviewing collateral materials in preparation for initial meeting with the defendant (restoration order, competency evaluation, jail medical info, treatment records), the initial interview(s) with the defendant, and/or interviews with attorneys, initial evaluator, jail medical staff and/or other collateral contacts. Time spent creating a restoration case plan can also be included in this category.
 - b) Restoration Services: The allowable reporting activities in this category include the delivery of psycho-educational restoration services to improve the factual and rational understanding of the court process. Supervision time can be included as appropriate to the complexity of the case.
 - c) Restoration Case Management Services: The allowable reporting activities in this category include the arrangement of the outcome evaluation, correspondence to the presiding judge, the assigned Commonwealth Attorney and the defense attorney, completing release of information forms, staff travel to/from restoration sessions, time spent arranging for psychiatric services or psychological testing, and/or time spent completing restoration billing paperwork.
6. DBHDS will reimburse the CSB **up to \$700** for an outcome evaluation completed by a licensed clinical psychologist or psychiatrist who has the requisite forensic training and experience prescribed by the Code of Virginia. DBHDS will reimburse only if the outcome evaluation is not paid from another source. The CSB should indicate the actual costs incurred by the CSB for the evaluation, and DBHDS will reimburse the actual cost, up to \$700.
7. An outcome evaluation is **required** any time the CSB believes that restoration has been completed (regardless of outcome) and is submitting their final letter to the court. The CSB should not offer an opinion on the defendant's competency to the court unless supported by a qualified forensic evaluator. The only exceptions are when the individual is too symptomatic to proceed and the CSB must request a change to inpatient restoration, or when the court resolves/closes the case prior to the completion of restoration services. This should be noted on the required *Adult Outpatient Competency Restoration Report*.
8. DBHDS will pay the CSB regardless of the actual outcome of restoration services.

9. To receive payment, the CSB must provide the following documentation to DBHDS:
 - a) A copy of the court order designating the CSB to provide competency restoration services,
 - b) A copy of the outcome evaluation obtained at the conclusion of outpatient restoration services,
 - c) A completed and signed Adult Competency Restoration Services Report, and
 - d) A copy of the letter sent to the court explaining the disposition of the restoration order.

10. The Adult Competency Restoration Services Report and collateral documentation should be submitted electronically to Jessica Morriss at Jessica.morriss@dbhds.virginia.gov. Emailed documentation is preferred, but faxes will be accepted at 804-786-9621. If emailed, CSBs should ensure that appropriate encryptions are applied to all emails with sensitive or protected information, as required by their agency's policy and consistent with the law.

11. The Office of Forensic Services will confirm receipt of the packet via email. If eligible for payment, the Office of Forensic Services will then process the claim for payment on behalf of the CSB in WebGrants. Once the claim is processed, an email confirmation will be sent to the CSB's Outpatient Restoration Coordinator, Chief Financial Officer, and Executive Director. DBHDS Claims with the total payment amount and anticipated payment date. These services will be paid via one-time special payments, as opposed to the bi-monthly warrants.

12. All reimbursement requests are paid first-come-first served basis, and payments are contingent on the availability of funding.