

DHS: Conditional Release Petition Process **(Roles of MHI-SW, CR-CM and DHS Court Liaison)**

*A person placed in one of the Mental Health Institutes (under WSS 971.17) must petition the committing court for Conditional Release.

MHI SW: Send notification to the CR Service Provider and the DHS Court Liaison (via phone or email message) that the client has signed/sent the petition to the Court. This will ensure that the client is added to the Court Liaison's CR Petition tracking, and the Court Liaison can provide back-up and support to the MHI-SW in educating and directing the Court on the petition process and the statutory timeframe as needed.

*Under WSS 971.17(4)(c), the Court is to appoint an examiner within **20 days** of receiving the petition, and the examiner is to assess the person's appropriateness for placement in the community, and submit a report to the court within **30 days** of appointment.

DHS Court Liaison: Will track the petition to ensure statutory compliance, and provide additional follow-up with the Court on the process if needed. The Court Liaison will relay information regarding the status of the petition to the MHI-SW and the CR-CM.

*Form **CR-277** must be completed to appoint an independent (**non-DHS**) examiner. The DHS Court Liaison has a list of independent examiners around the state, who provide these types of examinations, and can provide the list as a resource/reference upon request.

DHS Court Liaison: Continue to track to ensure statutory compliance, and provide follow-up with the Court as needed.

*Under WSS 971.17(4)(d), the Court shall hear the petition within **30 days** after the report of the Court appointed examiner is filed with the Court, unless the petitioner waives this time limit.

DHS Court Liaison: Continue to track to ensure statutory compliance, and provide follow-up with the Court as needed.

*If the person's CR petition is granted, then form **CR-274** is completed by the Court, and a CR Plan is to be developed and submitted (by the DHS CR Provider) to the court within **60 days** (extensions can be granted).

DHS Court Liaison: Send notification to the MHI-SW and CR-CM (via phone or email message) that the CR Petition has been granted and a CR Plan has been ordered. CR-CM now assumes lead role in addressing questions or concerns with

the Court, as needed, and relaying petition status information to the MHI-SW and the Court Liaison. The Court Liaison can provide back-up and support to the CR-CM in educating and directing the Court on the petition process and the statutory timeframe as needed.

*Once this plan is approved, the person is placed on CR, and must meet all conditions as specified in the CR Plan. The Court shall complete a new **CR-275** (Order for Placement), attach the approved CR Plan to it, and distribute the paperwork as noted on the Order form.

CR-CM: Continue to track until all paperwork is received, and send notification (via phone or email message) to the MHI-SW and Court Liaison. The Court Liaison can provide back-up and support to the CR-CM in educating and directing the Court on the petition process and the statutory timeframe as needed.