

APPENDIX H

Adult Probation Service Information

1. Referral/ Intake- Contractor shall accept an eligible probationer only upon referral by the Program Coordinator or designee. Referrals shall request specific types of evaluations/services that the contractor is contracted and qualified to provide. Referrals will include basic information, and the psychiatrist/psychologist conducting the evaluation will immediately contact the referring officer for collateral information. This conversation shall include the specifics of the case, potential safety issues, specific questions the referring Probation Officer may have, collateral information, and the date the evaluation is due. Referrals that have a Court date and deadline associated, should take priority unless Otherwise specified. If possible, we request the Court ordered evaluations be faxed or emailed to the referring Probation Officer seven (7) working days prior to the Court date.
2. Accessibility – Describe public transportation to your facility, handicap accessibility, and whether there is reception staff who speaks Spanish or another language:
3. Referral and Community Linkages – Indicate if and when you would make referrals to other appropriate services:
4. Reports- Referrals that have a Court date associated with them should take priority, unless otherwise specified. If for some reason beyond your control, you are unable to complete the evaluation on time, advance communication with the referring Probation Officer is essential. You may be asked to provide a draft or a verbal report to the Court.
5. Notifications- Contractor shall notify the referring Probation Officer or their supervisor for any of the following reasons, behaviors or activities involving the client:
 - Immediate danger to self or others
 - Threats, intimidation, or bribes
 - No show/reschedules
 - Acting out behavior/non-participation
 - Admission of new crimes against persons

MONITORING AND EVALUATION:

Contractor(s) shall provide the Court all access to the program, program records, and Administrative records needed to assure the provision and quality of the services provided. Each evaluation is reviewed for timeliness, organization, content, required elements, methodology, diagnosis, clear and concise language, and professional recommendations. The Court may monitor the policy and procedures, processes, and confidential files at least once during the contract period. Contractor(s) are expected to remain in good professional standing, abiding by all requirements therein.