

Mental Health Reporting

Presented by Amanda Hughes
Administrative Office of the Courts
Sept 2023 State Court Clerk's Conference

Reporting History

1. Legislation passed in 2009 that required Tennessee courts to report certain data on people ordered committed to a mental institution or "adjudicate a person as a mental defective" to the FBI and the Tennessee Department of Safety.
2. Attorney General Opinion No. 20-17, October 23, 2020 clarified that "Tenn. Code Ann. § 33-3-115(a) reporting requirements for court clerks apply when a Tennessee court orders the appointment of a conservator for a person who is in need of supervision, protection, and assistance due to mental illness or other mental incapacity."

The Data is Reported in the AOC's Mental Health Monitoring System (MHMS)
Where it is then Reported to two Agencies.

Tennessee Department
of Safety and Homeland
Security Handgun Unit



Information is used to revoke
a gun permit if the individual
has one.

FBI National Instant Criminal
Background Check System
(NICS)
Criminal Justice Information
System



Information is used for the
purchase of a firearm.

Information to be Collected and Reported

- ❑ The **Department of Safety** requires the information below:
 - ❑ Name and any Alias Names of individual involuntarily committed
 - ❑ Case or Docket Number
 - ❑ Date of commitment or adjudication as mental defective
 - ❑ Name of Private or state hospital or treatment facility
 - ❑ DOB
 - ❑ Sex

- ❑ At a minimum the **FBI** must have:
 - ❑ Name and any Alias Names of individual involuntarily committed
 - ❑ DOB
 - ❑ Race
 - ❑ Sex
 - ❑ SSN (if known)
 - ❑ Any other identifying information such as Case Number must be added and is helpful for identification.

Types of Mental Health Cases to Report

Civil Judicial Hospitalizations

Conservatorship Mental Incompetency

Criminal Commitments

ALL COMMITMENTS MUST BE REPORTED
WITHIN 3 DAYS OF RECEIVING AN
ORDER OR ADJUDICATION.

Civil Judicial Hospitalizations

1. Must be **Involuntary** Committal.
2. Must be **Ordered to stay AFTER** the Probable Cause Hearing (this is true if hearing is waived or not, basically if judge signs order for them to stay). If an individual goes in involuntarily but leaves prior to hearing or case is dismissed, they would **NOT** be reported.

Conservatorship Mental Incompetency

1. Attorney General Opinion No. 20-17, October 23, 2020 clarified that conservatorships are to be reported.
2. Only Conservatorship for Mental Incapacity to be reported.
3. No Physical or Medical Incapacity reported.
4. Currently only reported through our MHMS system except for a limited number of TnCIS counties and Davidson County Probate. Will be added for all other TnCIS counties as time allows.

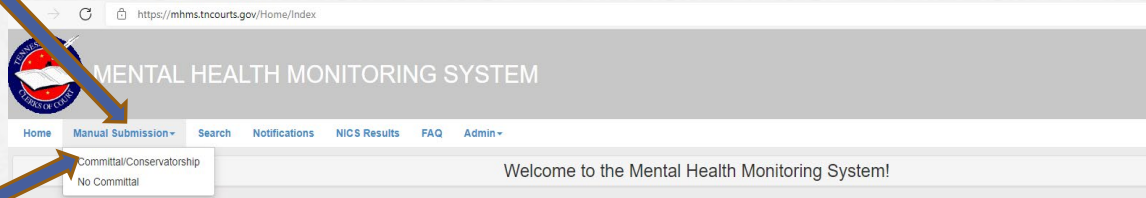
Criminal Commitments

1. Any order for commitment after evaluation from a mental health facility.
2. Not guilty by reason of insanity.
3. Dismissed-incapable to stand trial.
4. Order for In-Patient or Out-Patient Treatment to determine defendant's ability to stand trial.

Mental Health Monitoring System (MHMS)

<https://mhms.tncourts.gov>

Adding a Civil Record into MHMS



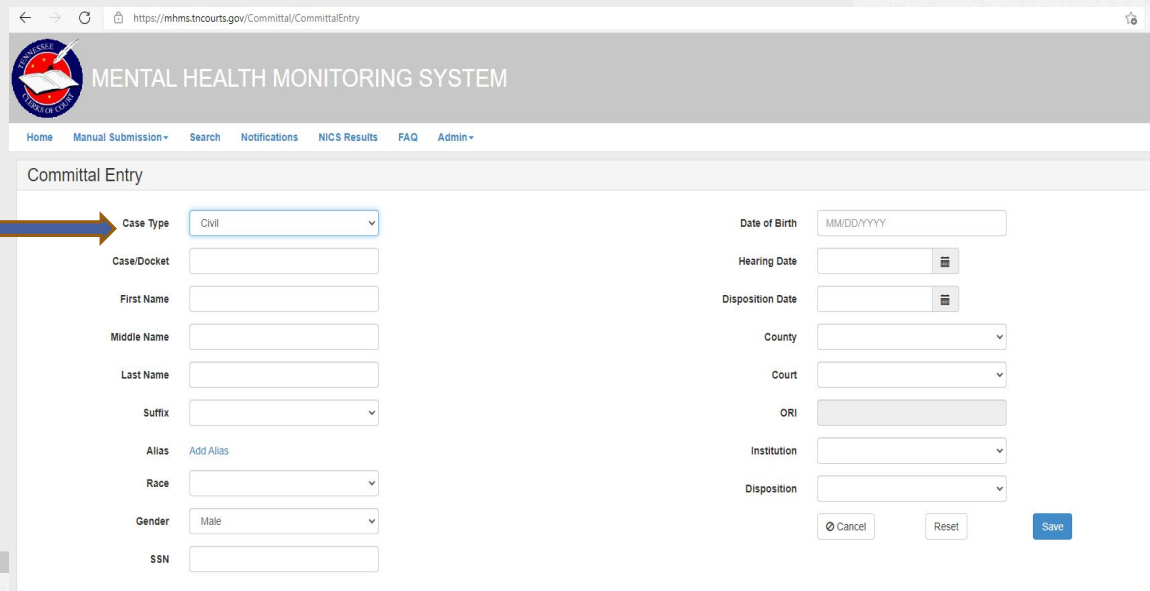
https://mhms.tncourts.gov/Home/Index

MENTAL HEALTH MONITORING SYSTEM

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Committal/Conservatorship
No Committal

Welcome to the Mental Health Monitoring System!



https://mhms.tncourts.gov/Committal/CommittalEntry

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Committal Entry

Case Type	Civil	Date of Birth	MM/DD/YYYY
Case/Docket		Hearing Date	
First Name		Disposition Date	
Middle Name		County	
Last Name		Court	
Suffix		ORI	
Alias	Add Alias	Institution	
Race		Disposition	
Gender	Male		
SSN			

Cancel Reset Save

Adding a Mental Incapacity Conservatorship Record into MHMS

https://mhms.tncourts.gov/Home/Index



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Committal/Conservatorship
No Committal

Welcome to the Mental Health Monitoring System!

https://mhms.tncourts.gov/Committal/CommittalEntry



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Committal Entry

Case Type Civil

Case/Docket

First Name

Middle Name

Last Name

Suffix

Alias Add Alias

Race

Gender Male

SSN

Date of Birth MM/DD/YYYY

Hearing Date

Disposition Date

County

Court

ORI

Institution

Disposition

Cancel

Reset

Save

Adding a Criminal Record into MHMS

https://mhms.tncourts.gov/Home/Index



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Committal/Conservatorship
No Committal

Welcome to the Mental Health Monitoring System!

Committal Entry - MHMS

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Committal Entry

Case Type Criminal

Case/Docket

First Name

Middle Name

Last Name

Suffix

Alias Add Alias

Race

Gender Male

SSN

Date of Birth MM/DD/YYYY

Commitment Prior to Disposition

Hearing Date

Disposition Date

County

Court

ORI

Institution

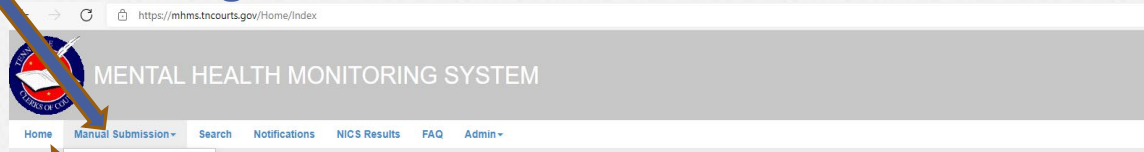
Disposition

Cancel

Reset

Save

Adding a Criminal Record into MHMS Prior to Disposition



Committal/Conservatorship
No Committal

Welcome to the Mental Health Monitoring System!

Committal Entry - MHMS

https://mhms.tncourts.gov/Committal/CommittalEntry

MENTAL HEALTH MONITORING SYSTEM

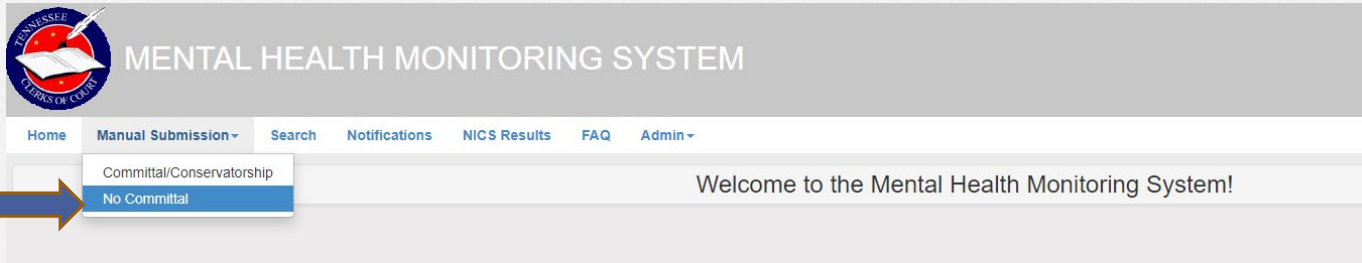
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Committal Entry

Case Type	Criminal	Date of Birth	MM/DD/YYYY
Case/Docket		Commitment Prior to Disposition	<input checked="" type="checkbox"/> Commitment Date
First Name		Hearing Date	
Middle Name		Disposition Date	
Last Name		County	
Suffix		Court	
Alias	Add Alias	ORI	
Race		Institution	
Gender	Male	Disposition	
SSN			

Cancel Reset Save

If No Committals, Must go into MHMS and Enter No Committal

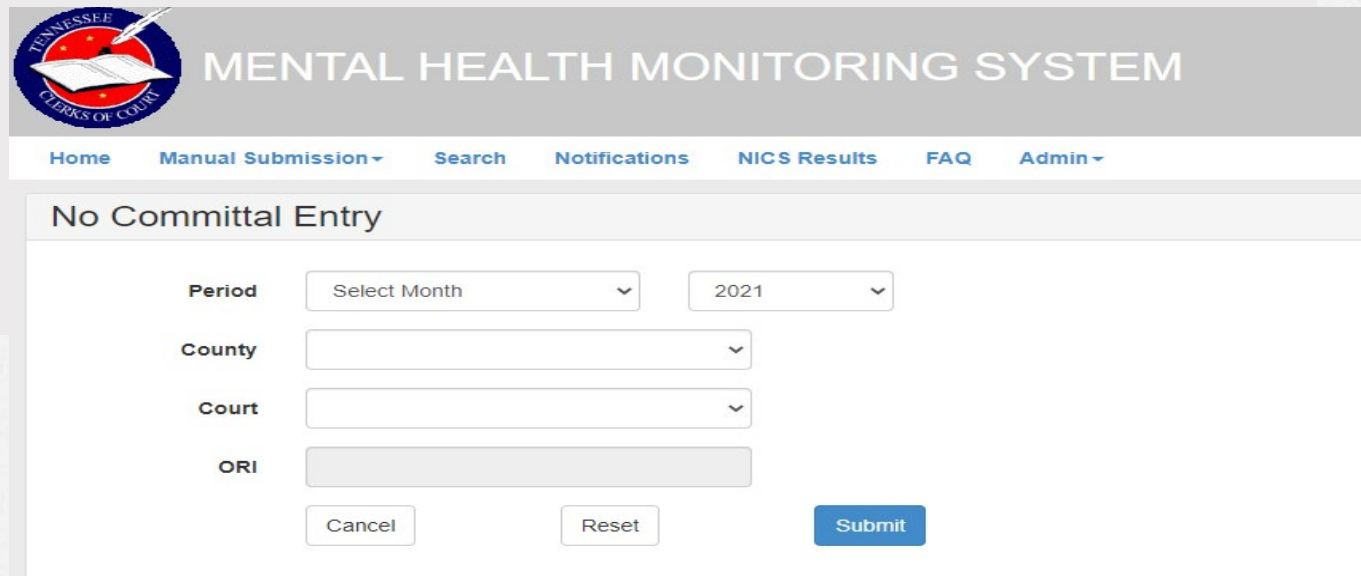


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Committal/Conservatorship
No Committal

Welcome to the Mental Health Monitoring System!



 MENTAL HEALTH MONITORING SYSTEM

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No Committal Entry

Period 2021

County

Court

ORI

Searching Records in MHMS



MENTAL HEALTH MONITORING SYSTEM



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Search

Search by:

Case Type All Civil Criminal

County

Court Type

Court Name

ORI

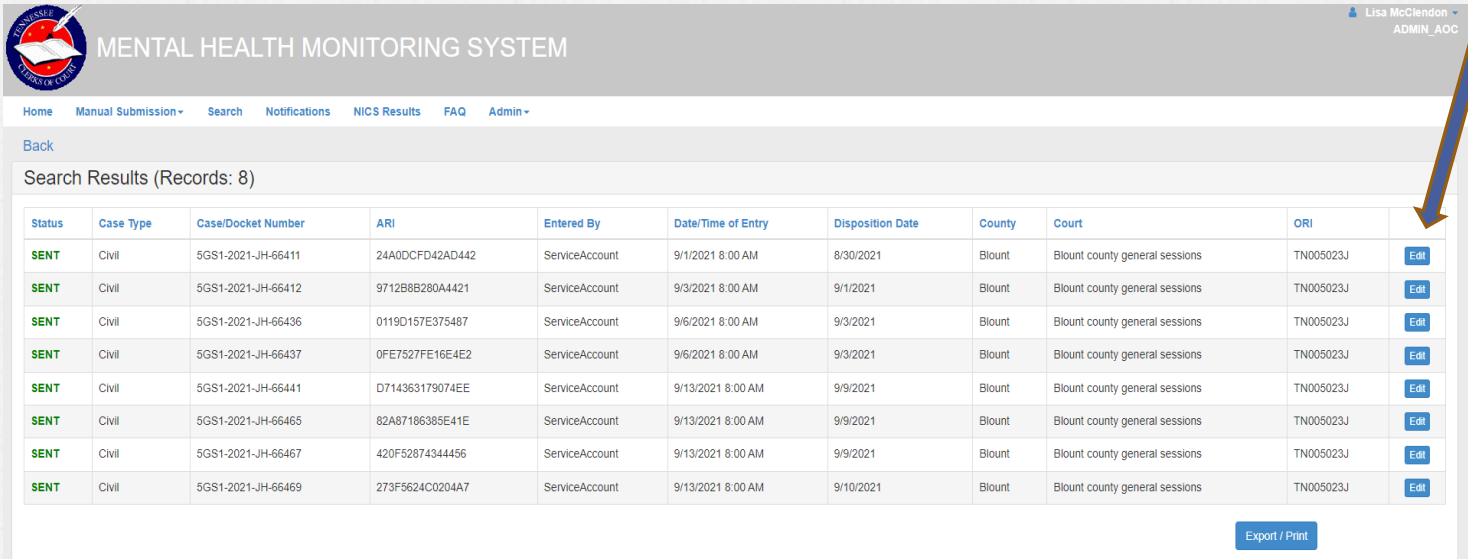
Date(s) of Entry


Or Search by:

Case Number

Case Name

Editing Records from Search Results in MHMS



 **MENTAL HEALTH MONITORING SYSTEM** Lisa McClendon
ADMIN_AOC

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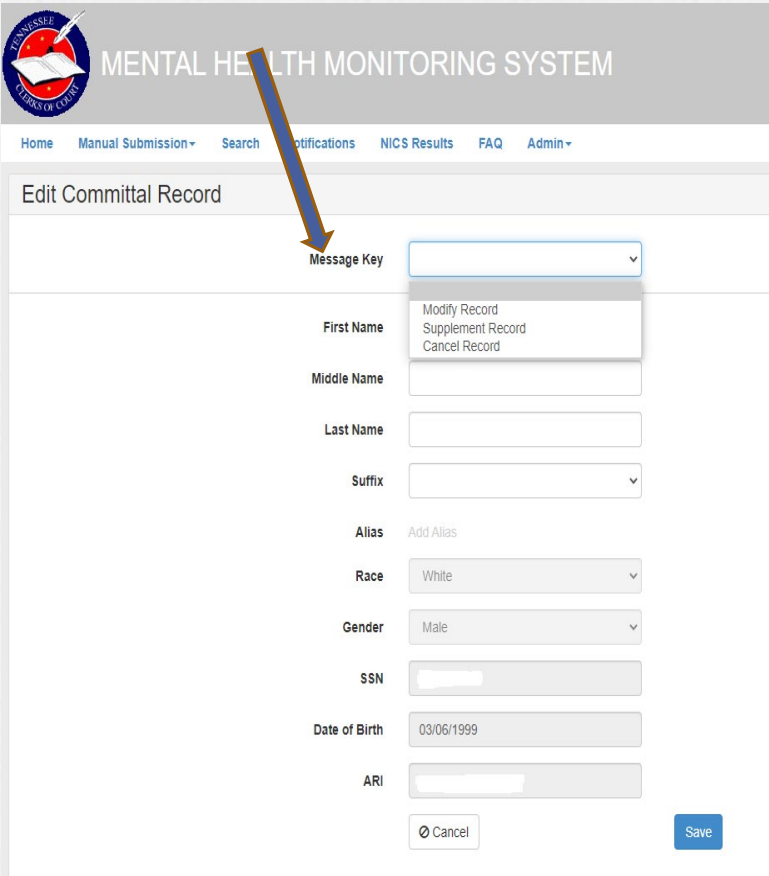
[Back](#)

Search Results (Records: 8)

Status	Case Type	Case/Docket Number	ARI	Entered By	Date/Time of Entry	Disposition Date	County	Court	ORI	
SENT	Civil	5GS1-2021-JH-66411	24A0DCFD42AD442	ServiceAccount	9/1/2021 8:00 AM	8/30/2021	Blount	Blount county general sessions	TN005023J	Edit
SENT	Civil	5GS1-2021-JH-66412	9712B8B280A4421	ServiceAccount	9/3/2021 8:00 AM	9/1/2021	Blount	Blount county general sessions	TN005023J	Edit
SENT	Civil	5GS1-2021-JH-66436	0119D157E375487	ServiceAccount	9/6/2021 8:00 AM	9/3/2021	Blount	Blount county general sessions	TN005023J	Edit
SENT	Civil	5GS1-2021-JH-66437	0FE7527FE16E4E2	ServiceAccount	9/6/2021 8:00 AM	9/3/2021	Blount	Blount county general sessions	TN005023J	Edit
SENT	Civil	5GS1-2021-JH-66441	D714363179074EE	ServiceAccount	9/13/2021 8:00 AM	9/9/2021	Blount	Blount county general sessions	TN005023J	Edit
SENT	Civil	5GS1-2021-JH-66465	82A87186385E41E	ServiceAccount	9/13/2021 8:00 AM	9/9/2021	Blount	Blount county general sessions	TN005023J	Edit
SENT	Civil	5GS1-2021-JH-66467	420F52874344456	ServiceAccount	9/13/2021 8:00 AM	9/9/2021	Blount	Blount county general sessions	TN005023J	Edit
SENT	Civil	5GS1-2021-JH-66469	273F5624C0204A7	ServiceAccount	9/13/2021 8:00 AM	9/10/2021	Blount	Blount county general sessions	TN005023J	Edit

[Export / Print](#)

Message Key is Required when Editing Records in MHMS



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Edit Committal Record

Message Key

- Modify Record
- Supplement Record
- Cancel Record

First Name

Middle Name

Last Name

Suffix

Alias

Race

Gender

SSN

Date of Birth

ARI

Modify Record is for you to make changes to what you previously entered and this record gets resent to NICS.

Supplement Record is for you to add additional information you may have for a record you previously entered and this record gets resent to NICS with the additional information.

Cancel Record is for you to cancel a record that was previously entered. This record will be sent to NICS and will be removed from their system.

If you cancel a record that is in a pending status, the record will be deleted from the Mental Health Monitory System and not sent to NICS because it is pending.

AUDIT CONCERNS

- o Reporting ON TIME. Please try to get your submissions for each month in as soon as possible.
- o ADDING ALL INFORMATION AVAILABLE - If you have in your file additional information (AKA, Middle Name, DOB and SSN, etc.)
- o DO NOT REPORT TRANSPORT ONLY - An individual should NOT be reported until after a probable cause hearing determines an involuntary stay is needed

Questions? Feedback

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and Court Clerk Liaison

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Lisa McClendon - Application Support Manager and
Court Clerk Liaison - (December 1, 2023)

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