**INVOLUNTARY COMMITMENT PROCESS**

1. After the process starts give a courtesy call to the Police Department 842-3324 (If the person LIVES in Winner city limits-only Winner) or the Sheriff’s Office 842-3600 (if person LIVES outside city limits-Tripp County only). In all other counties, the local Sheriff’s Office will transport. Tell them that they will be needed to transport a person to HSC.
2. If you need to detain a person on a 24-hour mental health hold, the chairman of the County Mental Illness board must sign the Detention Form SPBHS - 1first, then contact the local Sheriff or PD to pick the person up, but they will need the Detention Form first so make a copy. Apparently the sheriff’s office has the 24 hour hold form and will process that. IF YOU NEED IMMEDIATE HELP, contact the local police and ask for a Welfare Check while you get the Detention order signed. The police can arrest the person at that time if they have probable cause of danger to self or others.
3. Call the County Mental Illness Board chairman of the county you are committing in with a courtesy call, so you can get the papers to them to sign.

* Gregory, Tripp, and Todd County: **Amanda Work** (Office: 842-3373, Home 842-2540, Cell (304) 615-1753).
* Alternate for Gregory, Mellette, Tripp and Todd County: **Jack Gunvordahl** (office 775-2531 in Burke, Home in Burke 775-2743, Cell phone 830-2371)
* Alternate for Gregory, Todd and Tripp Counties: **Rachelle Norberg** Office (775-2531 in Burke, Cell 830-1255).
* Alternate for Gregory, Tripp and Todd County: **Amanda Work** (Office: 842-3373, Home 842-2540, Cell (304) 615-1753).
* **Thomas E. Lee** in Pierre (224-0461, Fax 224-1607)

Have someone complete the Petition (SPBHS – 4). You may have as many petitions as needed. HSC requests we don’t do the petition ourselves, if possible, unless we personally witnessed or heard the specific information indicating harm to self or others.

1. The person must be seen by a QMHP (or any local physician, M.D.) and they complete EXAMINATION FINDINGS of the “Certification of Qualified Mental Health Professional or Physician” Form (SPBHS – 5A and 5B). It is very helpful if you fill out as much information as possible on this form beforehand if you have any of the information from an open file or in speaking with the person or a relative.
2. Take the following to the Board Chairman: have them sign Forms 1-3 (Fill out as much as possible on these forms as it helps speed up the process).

* Order of Detention By Law Enforcement Form SPBHS – 1
* Emergency Warrant for Detention Form SPBHS – 2
* Emergency Order of Detention and Transport Form SPBHS – 3
* Petition(s) Form SPBHS – 4
* QMHP Form SPBHS – 5A, 5B

1. Check over the “Medical Clearance\General Guidelines” Form from HSC or if being sent to Avera, use the Avera Behavioral Health Checklist to see if anything further is needed (medical clearance, lab reports, etc.) and either fax it to them or have the hospital/jail do it. Remind client to take proof of insurance or Medicaid card with them.
2. Give HSC a courtesy call with any questions or concerns. (1-605-668-3193). They will usually ask some questions and will tell you if they want any further information like lab work etc.
3. Make three copies of all 5 forms. Keep one for our files and send two with the Sheriff’s Office or PD to Yankton. ORIGINALS need to be taken to the Clerk of Courts Office in the Court House (Winner -3rd floor for Tripp and Todd Counties, Burke – 2nd floor for Gregory County, Mellette–main floor) during business hours as soon as possible.
4. If sending a child on an involuntary basis, you must call HSC first and they will instruct you where to send them.
5. A person cannot be committed if they are not medically stable or are intoxicated.
6. Remember, Yankton (HSC) does not want any admissions after 8 p.m. unless it is a true emergency and the person cannot be placed anywhere else, like jail, overnight.
7. If the person is an open client, complete a note for the file, print and add to the Emergency Log and AND BILL, if possible. If not, just a note in the emergency log.