

# Mental Health Reporting

Presented by Amanda Hughes  
Administrative Office of the Courts  
Fall 2021 Clerks of Court 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 can 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 2 TnCIS counties. Will be added for all other TnCIS counties in the near future.



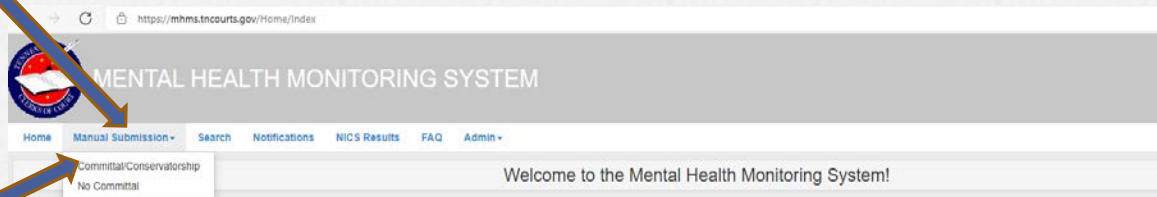
## Criminal Commitments

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



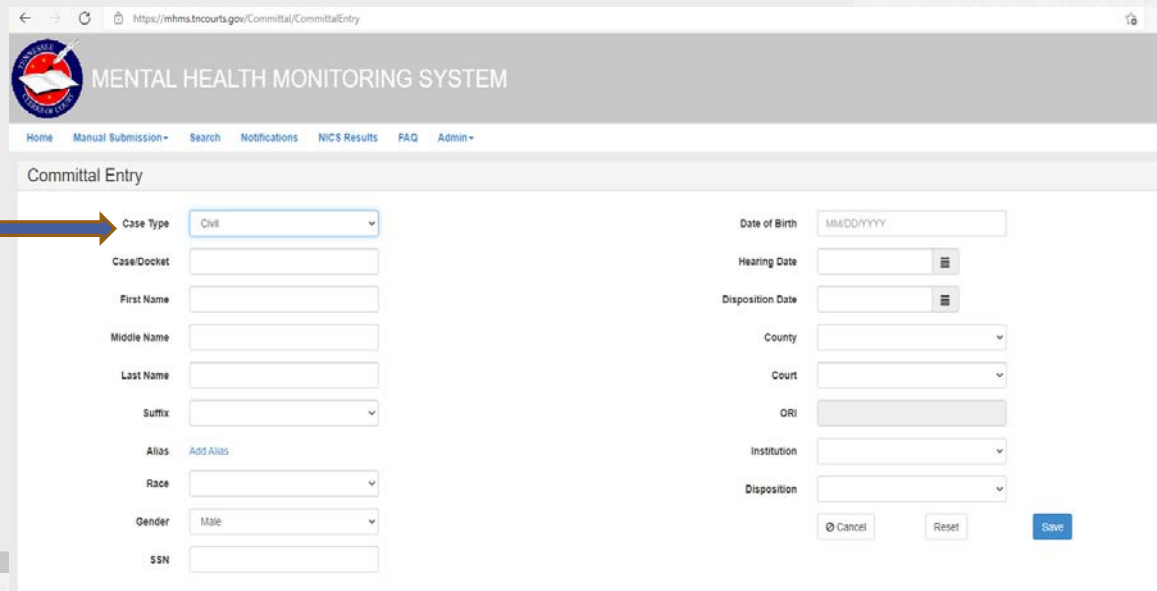
https://mhms.tncourts.gov/Home/Index

**MENTAL HEALTH MONITORING SYSTEM**

Home Manual Submission Search Notifications NICS Results FAQ Admin

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](#)

Race:

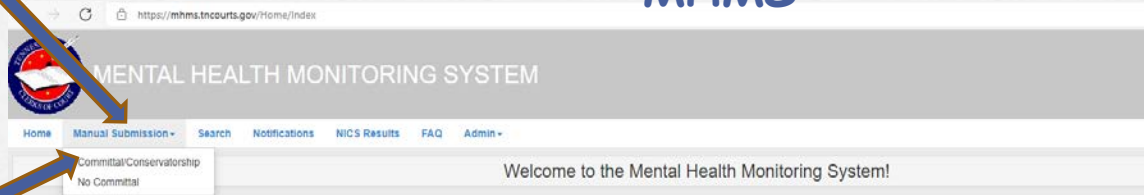
Institution:

Gender: Male

Disposition:

SSN:

# Adding a Mental Incapacity Conservatorship Record into MHMS



A screenshot of the "Committal Entry" form in the MHMS. The URL is <https://mhms.tncourts.gov/Committal/CommittalEntry>. The form includes the Tennessee State Seal logo and the text "MENTAL HEALTH MONITORING SYSTEM". A navigation menu is present at the top. The form fields are as follows:

- Case Type:** A dropdown menu with "Civil" selected. A blue arrow points to this field.
- Case/Docket:** A text input field.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Last Name:** A text input field.
- Suffix:** A dropdown menu.
- Alias:** A text input field with a link "Add Alias".
- Race:** A dropdown menu.
- Gender:** A dropdown menu with "Male" selected.
- SSN:** A text input field.
- Date of Birth:** A text input field with the format "MM/DD/YYYY".
- Hearing Date:** A date picker field.
- Disposition Date:** A date picker field.
- County:** A dropdown menu.
- Court:** A dropdown menu.
- ORI:** A text input field.
- Institution:** A dropdown menu.
- Disposition:** A dropdown menu.

At the bottom right of the form are three buttons: "Cancel", "Reset", and "Save". A copyright notice at the bottom left reads "© 2021 - Administrative Office of the Courts".

# Adding a Criminal 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!

Committal Entry - MHMS

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



## MENTAL HEALTH MONITORING SYSTEM

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### Committal Entry

Case Type

Case/Docket

First Name

Middle Name

Last Name

Suffix

Alias [Add Alias](#)

Race

Gender

SSN

Date of Birth

Commitment Prior to Disposition

Hearing Date

Disposition Date

County

Court

ORI

Institution

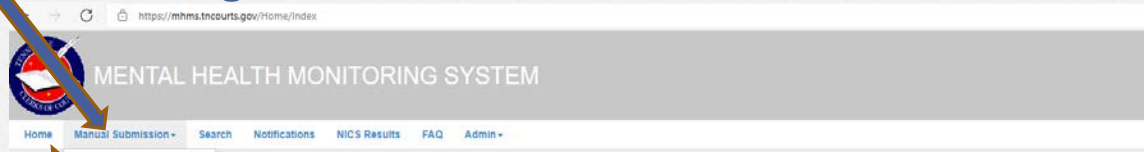
Disposition

Cancel

Reset

Save

# Adding a Criminal Record into MHMS Prior to Disposition



Welcome to the Mental Health Monitoring System!

The screenshot shows the 'Committal Entry' form. The 'Case Type' dropdown is set to 'Criminal'. The 'Date of Birth' field is empty with a placeholder 'MMDD/YYYY'. The 'Commitment Prior to Disposition' checkbox is checked, and the 'Commitment Date' field is empty. The 'Disposition' dropdown is empty. A blue arrow points to the 'Case Type' dropdown, and two blue arrows point to the 'Date of Birth' and 'Commitment Date' fields.

**Committal Entry**

Case Type: Criminal

Case/Docket: [Empty]

First Name: [Empty]

Middle Name: [Empty]

Last Name: [Empty]

Suffix: [Empty]

Alias: Add Alias

Race: [Empty]

Gender: Male

SSN: [Empty]

Date of Birth: MMDD/YYYY

Commitment Prior to Disposition:  Commitment Date: [Empty]

Hearing Date: [Empty]

Disposition Date: [Empty]

County: [Empty]

Court: [Empty]

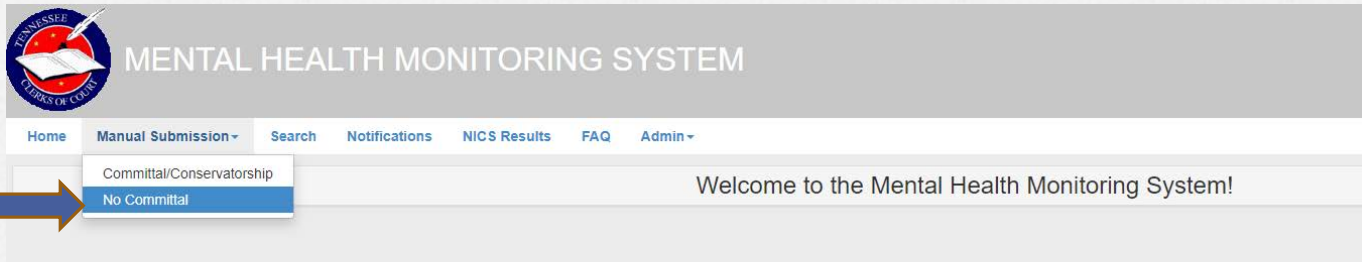
ORI: [Empty]


Institution: [Empty]

Disposition: [Empty]

Cancel Reset Save

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

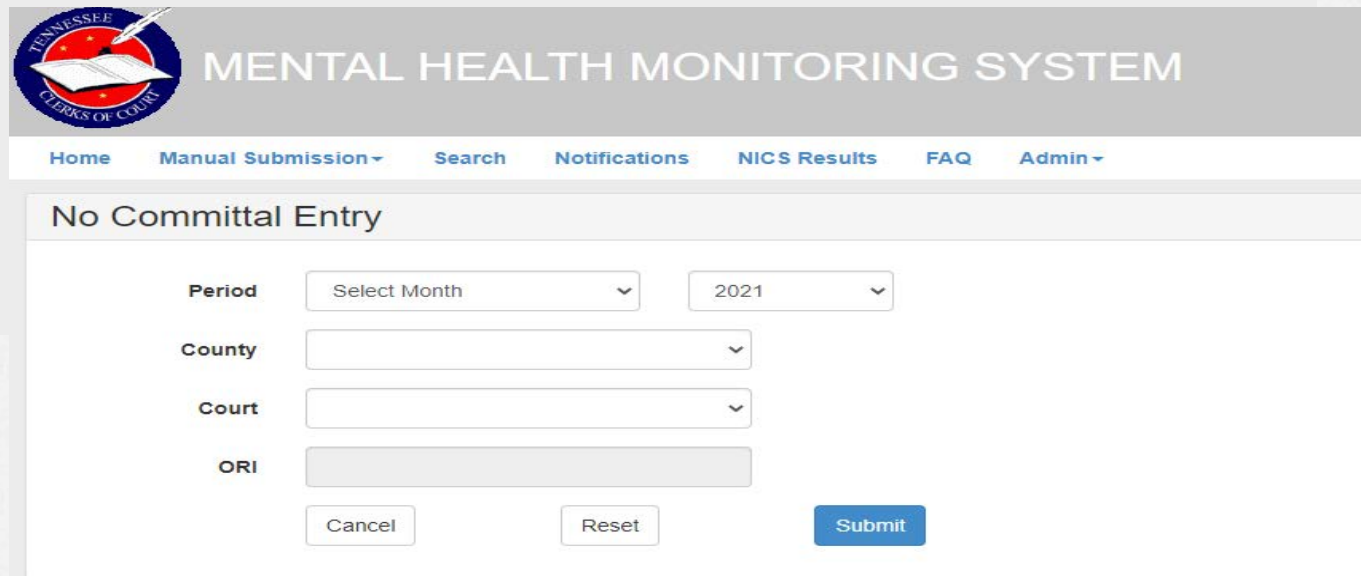



 MENTAL HEALTH MONITORING SYSTEM

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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



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

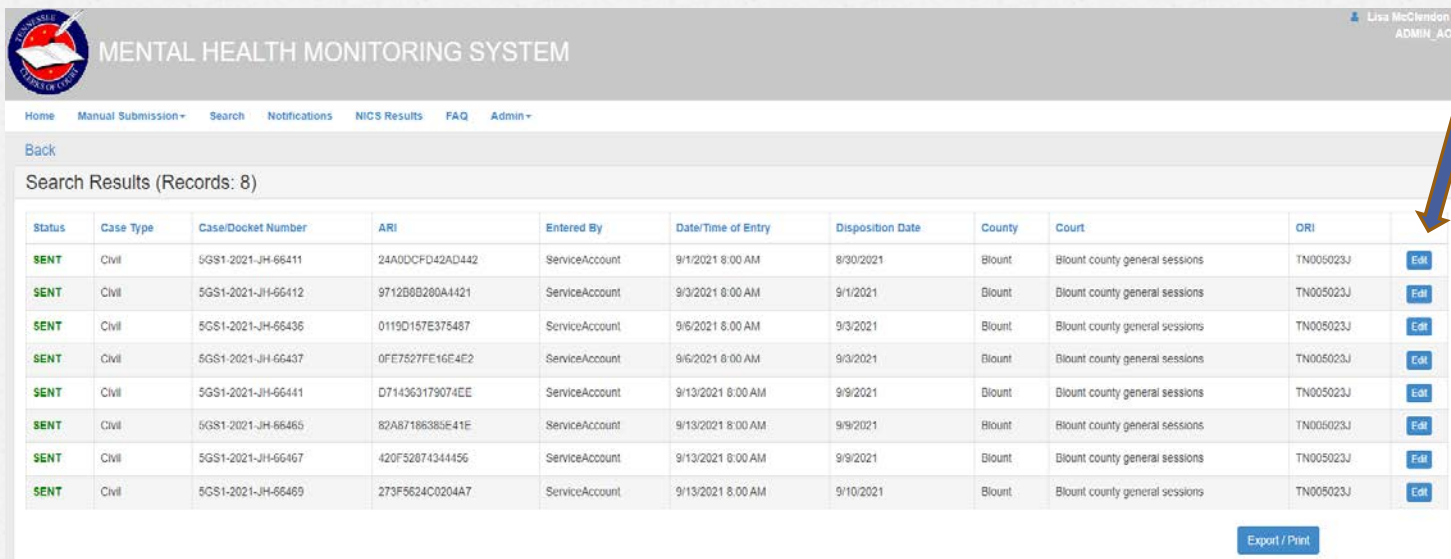
Or Search by:

Case Number

Case Name



# Editing Records from Search Results in MHMS



**MENTAL HEALTH MONITORING SYSTEM**

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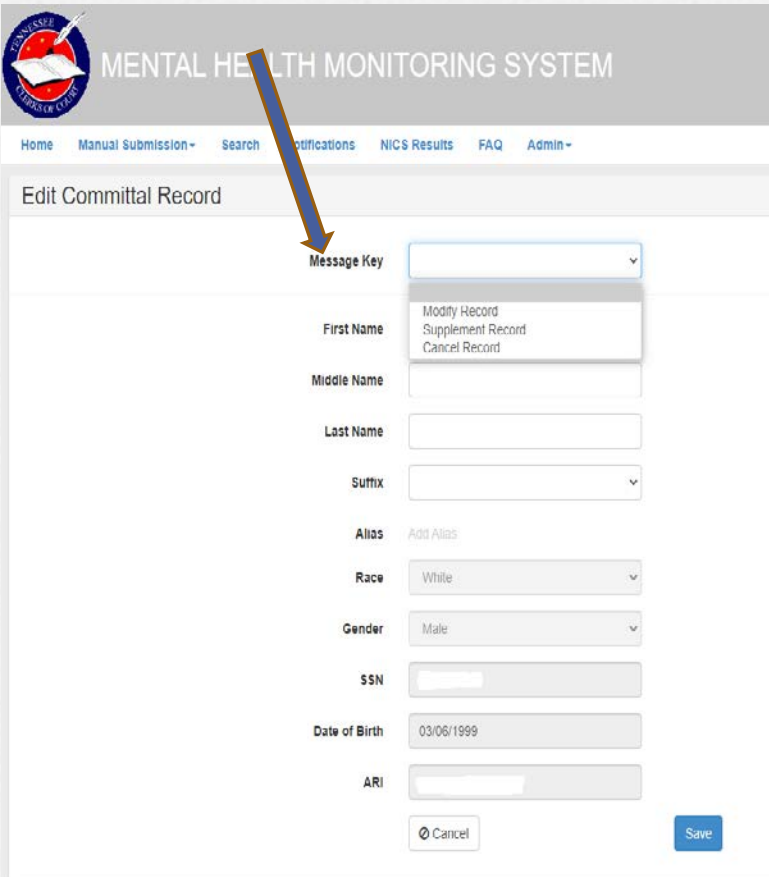
Back

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	9712B0B280A4421	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	9/5/2021 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



**MENTAL HEALTH MONITORING SYSTEM**

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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 Monitoring System and not sent to NICS because it is pending.

# Questions? Feedback

Amanda Hughes - Application Support Manager and  
Court Clerk Liaison

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