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Location Effort Report  
Quarters 3 and 4, State Fiscal Year 2010  
(January -- June 2010)

The DHHS Office of Adult Mental Health Services (OAMHS) continued its efforts to maintain current, accurate addresses for *Bates v. DHHS Consent Decree* class members. Address information is entered into and tracked through the DHHS EIS (Enterprise Information System – electronic database).

During the 3<sup>rd</sup> and 4<sup>th</sup> quarters of FY10, Data Specialists within the Office of Adult Mental Health Services (OAMHS) have utilized the following sources for the purpose of locating class members for whom the OAMHS does not have a verified address:

- Department of Motor Vehicles
- MECMS
- APS Healthcare
- Riverview Psychiatric Center Admission and Discharge Data Sheets
- Census lists from participating Correctional Facilities
- Internet searches (White Pages, Google, Zaba Search, Infobell, etc)
- Newspaper obituaries
- Social Security Death Index

OAMHS received address information from the following sources that was used to update address information in EIS:

- US Postal Service (forwarding information)
- Demographic information and assessments in EIS from CDCs, CSWs, ICMs

As OAMHS can not verify addresses directly through Social Security (SS), the Data Specialists send all returned letters to the SS office in clean envelopes that then are forwarded to clients for whom SS has an address. The SS office returns a list noting those that they forwarded and anyone who may be deceased. OAMHS keeps the returned letters with the semi-annual Location Efforts Report. Newly unverified client names are sent for verification semi-annually and those that continue to be unverified are only sent annually at the request of the SS Administration.

In June, the Data Specialists sent a semi-annual mailing to all class members who are not in service (including class members living out of state) to inform them of the services that may be available to them in Maine, along with contact information for the Consent Decree Coordinators. 'Not in service' is defined as not receiving Community Support Services (Community Integration, Intensive Case Management, Community Rehabilitation Services and Assertive Community Treatment). All letters include a self-addressed, postage paid post card to be mailed back with address changes. If a letter is returned, it is re-sent if updated address information can be obtained through the aforementioned process.

Address information is entered into EIS on a continuous basis. Data Specialists keep documentation as to who received the semi-annually mailing both in state and out of state, the response (numbers of postcards returned, number of postcards requesting contact from a CDC, letters returned, etc.), as well as an annual list of all class

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members, including those who are deceased. Any returned contact with client comments is forwarded to the Consent Decree Coordinator in the area where the client resides or to the assigned Out of State coordinator.

On 10/16/09, the Department formally requested to amend the Stipulated Order of February 1997 to change quarterly mailings to class members to an annual mailing. Permission to move to a mailing twice a year for calendar 2010 was approved. If monitored unverified addresses remain at or below 15% during this year, mailings may occur annually. The percentage as of this report is 10.7% (451 of 4222 class members).

See table below for current data regarding class member numbers and location efforts.

<b>LOCATION EFFORT SUMMARY: Bates v. DHHS Consent Decree</b>									
<b>FISCAL YEAR AND QUARTER</b>	<b>FY08 Q3 JAN-MAR</b>	<b>FY08 Q4 APR-JUN</b>	<b>FY09 Q1 JUL-SEPT</b>	<b>FY09 Q2 OCT-DEC</b>	<b>FY09 Q3 JAN-MAR</b>	<b>FY09 Q4 APR-JUN</b>	<b>FY10 Q1 JUL-SEPT</b>	<b>FY10 Q2 OCT-DEC</b>	<b>FY10 Q3,Q4 JAN-JUN</b>
<b>TOTAL CLASS MEMBERS (NOT DECEASED)</b>	4130	4137	4152	4168	4184	4193	4199	4204	4222
<b>LETTERS SENT (CLIENTS NOT IN SERVICE OR IN JAIL OR HOSPITALS OR NO CONTACT)</b>	1758	1850	1883	1867	1768	1830	1784	1792	1909
<b>LETTERS RETURNED</b>	168	194	265	220	63	280	152	141	214
<b>LETTERS RESENT</b>	130	141	205	162	53	131	97	158	178
<b>CDC CARDS RETURNED</b>	81	144	157	138	116	24	106	93	101
<b>LETTERS SENT FOR SS VERIFICATION</b>	36	35	35	33	27	41	0	0	14
<b>UNVERIFIED</b>	422	437	467	455	458	424	472	467	451
<b>*RESIDING IN A TEMPORARY RESIDENCE*</b>								289	297
<b>VERIFIED IN STATE</b>	3108	3146	3121	3115	3099	3120	3052	2918	2931
<b>VERIFIED OUT OF STATE</b>	351	345	346	346	333	331	371	321	325
<b>NO CONTACT IN STATE</b>	102	111	115	116	126	135	140	149	151
<b>NO CONTACT OUT OF STATE</b>	39	44	45	47	52	54	55	57	60
<b>DECEASED</b>	1069	1085	1106	1129	1144	1160	1183	1211	1233
<b>*TEMPORARY RESIDENCE REFERS TO ANY FEDERAL, STATE, OR COUNTY CORRECTIONAL FACILITY , HOMELESS SHELTER, OR PSYCHIATRIC CENTER*</b>									