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Location Effort Report
Quarters 1 and 2, State Fiscal Year 2011
(July -- December 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 1st and 2nd quarters of FY11, 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 December, 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

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 for this report is 10.8% (459 of 4244) class members.

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

FISCAL YEAR AND QUARTER	FY08 Q4 APR-JUN	FY09 Q1 JUL-SEPT	FY09 Q2 OCT-DEC	FY09 Q3 JAN-MAR	FY09 Q4 APR-JUN	FY10 Q1 JUL-SEPT	FY10 Q2 OCT-DEC	FY10 Q3,Q4 JAN-JUN	FY11 Q1,Q2 JUL-DEC
TOTAL CLASS MEMBERS (NOT DECEASED)	4137	4152	4168	4184	4193	4199	4204	4222	4244
LETTERS SENT (CLIENTS NOT IN SERVICE OR IN JAIL OR HOSPITALS OR NO CONTACT)	1850	1883	1867	1768	1830	1784	1792	1909	1931
LETTERS RETURNED	194	265	220	63	280	152	141	214	237
LETTERS RESENT	141	205	162	53	131	97	158	178	152
CDC CARDS RETURNED	144	157	138	116	24	106	93	101	99
LETTERS SENT FOR SS VERIFICATION	35	35	33	27	41	0	0	14	10
UNVERIFIED	437	467	455	458	424	472	467	451	459
RESIDING IN A TEMPORARY RESIDENCE							289	297	334
VERIFIED IN STATE	3146	3121	3115	3099	3120	3052	2918	2931	2909
VERIFIED OUT OF STATE	345	346	346	333	331	371	321	325	326
NO CONTACT IN STATE	111	115	116	126	135	140	149	151	156
NO CONTACT OUT OF STATE	44	45	47	52	54	55	57	60	60
DECEASED	1085	1106	1129	1144	1160	1183	1211	1233	1250
TEMPORARY RESIDENCE REFERS TO ANY FEDERAL, STATE, OR COUNTY CORRECTIONAL FACILITY , HOMELESS SHELTER, OR PSYCHIATRIC CENTER									