

PROGRAM OPERATIONS DIRECTIVE # 9.0

SUBJECT: AOT Time Allocation Process

ISSUED: 5-22-2017

PURPOSE: To issue time allocation direction for entry into ADP.

POPULATION: Individuals on an AOT Order (Kevin's Law)

**Process for Recording time in OASIS and Notification of an AOT Order
(Kevin's Law)**

Definitions

ADP: Employee Time Allocation

AOT/Kevin's Law: Alternative Outpatient Treatment Order

Court Liaison

- Will enter data on AOT, (Kevin's Law) in OASIS and record time in ADP 102560
- Notify Primary CIU Supervisor or Primary Caseholder by email that the individual is on a AOT, (Kevin's Law)

CIU Supervisor

Will notify intake worker of court status and record their time in ADP as 102560.

Intake worker

Will notify primary caseholder of status and record their time in ADP as 102560.

Primary Caseholder

Will notify all team members of direct operated staff who support this person to record their time in ADP under AOT 102560.

ALL Direct Operated Staff will record their time in ADP under 102560.

Court Liaison

Will make any changes, (end of order, extended) to AOT in OASIS: and notify primary caseholder of changes via email.