

 <p style="text-align: center;"><b>County of Sacramento</b>  <b>Department of Health Services</b>  <b>Division of Behavioral Health Services</b>  <b>Policy and Procedure</b></p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
	Policy Number	06-10
	Effective Date	02/2009
	Revision Date	07/2017
Title: Institutional Assessment and Plans		Functional Area: Clinical Care
Approved By:		
Matthew Quinley, LCSW Health Program Manager		Christopher Eldridge, LMFT Mental Health Program Coordinator

**Background/Context:**

Title 15, Section 1355 requires the Youth Detention Facility (YDF) administrator develop and implement written policies and procedures for assessment and case planning. A case plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission. The assessment is based on information collected during the admission process with periodic review, which includes the youth’s risk factors, needs and strengths including, but not limited to, identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of known history of trauma and family strength and needs. Probation maintains an automated, electronic system within which assigned Probation staff creates templates for the Institutional Assessment and Case Plan.

**Definitions:**

YDF Case Plan/Case Plan: alternative terms for the Institutional Assessment and Plan.

**Purpose:**

The objective of this policy and procedure is to delineate the manner in which the Juvenile Justice Institutions Mental Health Team (JJIMHT) employ to ensure relevant information appropriate to completion of an assessment and plan is provided to Probation.

**Details:**

1. Notice of Case Plans Created for Completion
  - A. JJIMHT clinical staff receive email notification that a Case Plan template has been created and requires completion.
  - B. The JJIMHT Program Coordinator, or his/her designee, ensures the youth for whom Case Plan templates have been created are placed on the Pending Case Plans List maintained on the shared “w” drive.
  - C. The JJIMHT Program Coordinator, or his/her designee, will place the due date for the Case Plan on the Pending Case Plans List by accessing the YDF Case Plans Due Date Report (generated by Probation and emailed to JJIMHT clinical staff daily).

2. Completion of Case Plans
  - A. Each day, the assigned Clinician of the Day will review the Pending Case Plans List and complete the mental health portion of the electronic plans for those due within the next 3 days.
  - B. The JJIMHT Program Coordinator will monitor the Pending Case Plans List to ensure timely completion of Case Plans and prompt JJIMHT clinicians as necessary.
  - C. The completed mental health portion of the Case Plan is electronically accessible to Probation staff for completion of the entire Case Plan.
  - D. The information provided shall be appropriate to treatment planning, program needs, protection of the minor or others, management of the facility, maintenance of security, and preservation of safety and order.
3. Review of In-Progress and Completed Case Plans
  - A. JJIMHT clinicians may access all in-progress and completed Case Plans via the Probation Intranet.

**Related Policies:**

BHS-CMH-YDF-02-03-Confidentiality

BHS-CMH-YDF-08-09-Release of Protected Health Information

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