

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
	Policy Number	06-09
	Effective Date	10/2009
	Revision Date	07/2017
Title: Response and Recommendations to Probation	Functional Area: Clinical Care	
Approved By:		
Matthew Quinley, LCSW Health Program Manager	Christopher Eldridge, LMFT Mental Health Program Coordinator	

Background/Context:

Title 15, Section 1407 requires the Youth Detention Facility (YDF) health administrator, in cooperation with the facility administrator, shall establish policy and procedures, consistent with applicable laws, for the multidisciplinary sharing of information. These policies and procedures shall address the provision for providing information to The Court, youth supervision staff and to Probation. Information in the youth’s case file shall be shared with the health care staff when relevant. The nature and extent of information shared shall be appropriate to treatment planning, program needs, protection of the youth or others, management of the facility, maintenance of security, and preservation of safety and order.

Definitions:

Avatar: The Division of Behavioral Health electronic mental health record in which JJIMHT members document information.

YDF Triage Note Report: Electronic report located within Avatar which JJIMHT members generate hard copy forms provided to Probation and Juvenile Correctional Health Services for coordination of care.

Avatar Number: The Division of Behavioral Health generated identification number unique to an individual and used within the electronic mental health record.

X-Reference Number: Probation generated identification number unique to an individual youth and used as identification within the facility.

Purpose:

The objective of this policy and procedure is to outline the method(s) the Juvenile Justice Institutions Mental Health Team (JJIMHT) will utilize to ensure relevant information appropriate to treatment planning, program needs, protection of youth or others, management of the facility, maintenance of security, and preservation of safety and order is provided to Probation and Juvenile Correctional Health Services.

Details:

1. Responses to Mental Health Referrals
 - A. JJIMHT clinicians provide the Supervising Probation Officer (SPO) and Juvenile Correctional Health Services with written responses for each completed mental health referral received from various referral sources and/or generated by JJIMHT members.
 - B. The written responses are generated via the YDF Triage Note Report. The responses are completed and distributed as soon as possible following the JJIMHT clinician's contact with the youth.
 - C. The written responses will include identifying data (name, Avatar number, X-reference number, date of birth, living unit), reason for referral, relevant stressors, relevant history, current psychiatric symptoms and relevant interventions to manage and/or address the reason for referral.
 - D. To maintain the youth's confidentiality, diagnostic and specific mental health information is intentionally redacted from the written responses provided to the SPO.
2. Recommendations to Probation
 - A. JJIMHT clinicians make recommendations to the SPO to assist Probation staff in understanding and managing youth experiencing difficulties in the facility, and employing interventions to stabilize youth and prevent psychiatric deterioration in the facility setting.
 - B. Recommendations to the SPO must be specific with regard to suicidality and interventions for suicidal youth, such as, increase or decrease in risk status, place in camera room or increased supervision intervals.
 - C. JJIMHT clinicians will consult with the SPO when making recommendations for interventions affecting housing, bedding, eating utensils, clothing, and use of a suicide prevention gown and/or suicide prevention blanket, staffing ratios and in the event of a youth meeting criteria for an involuntary psychiatric hospitalization needing transportation to an appropriate facility.
3. Routing of Response and Recommendations to Mental Health Referrals
 - A. JJIMHT clinicians will complete all clinical documentation in the electronic mental health record (EHR). Any collateral information relevant to the referral provided in hard copy form shall be scanned into the appropriate section of the EHR.
 - B. The JJIMHT clinician will provide the SPO with a "Probation View" copy of the response and recommendation in absence of the SPO the form is placed face-down on the SPO's desk located in the Intake/Booking area of the facility.
 - I. The JJIMHT clinician may provide verbal collaboration to assist the SPO in understanding the recommendation(s) and in any high risk or complicated matter whenever possible.
 - II. Following review of the response and recommendation(s), the SPO will provide Probation staff with information and/or directives, and the form will be routed to the youth's living unit for placement in the Probation record.

- C. The JJIMHT clinician will provide Juvenile Correctional Health Services with a “Mental Health View” of the response and recommendation(s) by placing the form face-down in the Medical Clinic box located in the Intake/Booking area of the facility. Juvenile Correctional Health Services staff will scan the form into the youth’s electronic medical record.

Related Policies:

BHS-CMH-YDF-02-03-Confidentiality

BHS-CMH-YDF-06-01-Mental Health Services Protocol

BHS-CMH-YDF-06-02-Suicide Prevention Program

BHS-CMH-YDF-06-03-Suicide Risk Classification

BHS-CMH-YDF-08-04-Documentation Guidelines

BHS-CMH-YDF-08-05-Client Right to Amend Health Information

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

Contact Information:

Christopher Eldridge, LMFT, Mental Health Program Coordinator, (916)876-9339,
eldridgec@saccounty.net