

 <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	06-08
	Effective Date	10/2009
	Revision Date	07/2017
Title: Special Needs Meeting		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 policies and procedures, consistent with applicable laws, for the multidisciplinary sharing of health 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 the 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.

Purpose:

The objective of this policy and procedure is to detail the manner in which the Juvenile Justice Institutions Mental Health Team (JJIMHT) 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, Juvenile Correctional Health Services, educational staff and youth supervision staff.

Details:

1. Special Needs Meeting: a weekly multidisciplinary staffing which focuses on persistently emotionally and/or behaviorally dysregulated youth, youth experiencing significant mental health and/or medical issues, and youth experiencing difficulty in the education program.
2. Referral Process: any facility staff and any ancillary agency within the YDF may refer a youth to the Special Needs Meeting.
 - A. Referrals are routed to the assigned Probation Officer (PO) via email with reason for the referral as designated by Probation Administration.
 - B. The PO will generate and distribute via email prior to the meeting, a list of youth referred and any follow-ups for previously discussed youth.

3. Meetings: meetings take place once per week on a day mutually agreed upon by the disciplines.
 - A. Meetings generally occur in the YDF Mental Health Suite and convene at 1:30pm.
 - B. Attendance includes: Probation Administration and/or supervisory staff, medical staff, mental health staff, education staff and youth supervision staff assigned to the youth's current living unit and having knowledge of the concerns.
 - I. When appropriate and authorized, persons relevant to the youth's care from the community may be asked to attend the meeting, such as Alta Regional Case Manager, contracted mental health provider.
 - C. Each discipline provides relevant information related to the reason for referral to the Special Needs Meeting and collaborate to formulate a plan to assist in problem-solving related to difficulties experienced by youth affecting program functioning, housing needs, educational needs, medical needs and mental health/behavioral barriers to uncomplicated program functioning and in an effort to prevent deterioration while in custody.
4. Action Plans: the assigned PO will generate plans which are then distributed to all disciplines, youth supervision staff, supervisory staff and Probation Administration.
 - A. The JJIMHT representative may document relevant clinical information provided in the meeting on a progress note within the youth's electronic mental health record.
 - B. Action plans are updated, reformulated and/or discontinued as appropriate.

Reference(s)/Attachment(s):

Sacramento County Probation Department Policy and Procedure-Special Needs

Related Policies:

BHS-CMH-YDF-02-03-Confidentiality

BHS-CMH-YDF-06-06-Psychiatric Hospitalization

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