

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

MULTI-DISCIPLINARY TEAM (MDT)

Authority:

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Purpose:

To establish guidelines for Multi-Disciplinary Team (MDT) collaboration between Probation, Forensic Adolescent Services Team (FAST), Medical Services, Food Services, and Educational staff.

Definitions:

Multi-Disciplinary Team (MDT): A group of professionals who assess, evaluate, and develop treatment strategies for youth who have identified behavioral, medical, or special needs, to assist with their adjustment to detention.

Individualized Treatment Program (ITP): A written plan designed to meet the individual behavioral needs of the youth, change their behavior, teach needed skills, and create an environment in which they can achieve required behavioral competencies to the best of their abilities.

Individualized Treatment Watch (ITW): An immediate and critical level of observation based upon documented special needs of the youth in the ITP.

Forensic Adolescent Services Team (FAST): A team of mental health professionals assigned to provide mental health services to youth in the Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

Responsibilities:

I. Probation Corrections Officer (PCO):

- A. Complete an MDT referral (Attachment A) when youth are observed or assessed to have special needs, are not responding to established behavioral management practices, or after 48 hours of non-participation in unit programming.
- B. Review the MDT agenda weekly and identify youth listed for discussion.
- C. Complete an MDT-Detention Behavior Summary (DBS) (Attachment B) for youth until they are removed from the MDT agenda.
- D. Review the youth's CE file, weekly behavior summary, and other pertinent sources before attending the MDT meeting.
- E. Be prepared to discuss and answer questions about the youth by utilizing the MDT Structure Proposal (Attachment D). In the event the Caseload Counselor (CLC) is unable to attend the meeting, the outline shall be available to the designee.
- F. Shall meet with FAST and the unit/area Supervisor, as needed, to discuss the youth placed on the MDT agenda.
- G. Take notes in the MDT meeting and document points of discussion. Before leaving the meeting, staff shall verbalize what is written, for clarification.
- H. Review MDT entries in CE Events and implement interventions.

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II. Probation Corrections Supervisor I (PCSI):

- A. Ensure PCOs are provided time to prepare for and participate in the MDT process.
- B. Review CE entries weekly for youth in MDT assigned to their unit(s).
- C. Ensure staff implement interventions accordingly.
- D. Forward MDT referrals received from County Schools to FAST.
- E. Ensure DBS reports are complete and contain a recommendation.
- F. Review MDT minutes.
- G. Train PCOs/subordinates on the importance and the expectations of their involvement in the MDT meeting.
- H. Meet with FAST and the assigned CLC (as needed) to discuss each youth on the MDT agenda.
- I. Attend MDT meetings if youth in MDT are assigned to their unit and the meeting is held on their assigned shift. If not, at least one (1) PCSI shall attend the MDT meetings.
- J. Complete a weekly single-cell assessment for youth assigned to their unit. Document the recommendation in Special Instructions-Single Cell entry in CE.

III. Probation Corrections Supervisor II (PCSII)/ Watch Commander (WC):

- A. Forward MDT referrals received from County Schools to FAST.
- B. At least one (1) PCSII shall attend the MDT meeting.
- C. Review the MDT meeting agenda and provide coverage for staff attending the meeting.
- D. During the MDT meeting, ensure the ITP meeting is arranged with clinicians, schools, PCSI, PCSII, and the CLC within (4) business days of the MDT meeting. If medical or dietary issues exist, Food Services and/or Medical staff should be invited to the meeting.
- E. Review MDT minutes.
- F. Ensure staff adheres to this procedure.

IV. Designated Probation Officer (PO):

- A. Shall attend each MDT meeting. In the event they are unable to attend, notify their immediate supervisor. It is recommended the PO assigned to the youth's case attend the MDT meeting whenever possible.
- B. Review the agenda before the MDT meeting.
- C. Review each case, be prepared to discuss each youth, and obtain input from the assigned PO.
- D. Review the MDT minutes.

V. Supervising Probation Officer (SPO):

- A. Ensure the designated PO attends the MDT meetings. Select an alternate PO to attend the MDT meeting in the event the designated PO is unable to attend.
- B. Attend an MDT meeting at least once per calendar year.

VI. FAST Office Assistant:

- A. Prepare the MDT agenda.
- B. Distribute the MDT Agenda/Minutes (Attachment C) to all participating agencies, divisions, and units who have indirect/direct contact with youth referred for discussion.
- C. Take notes during MDT meetings, type the minutes, and forward them to the FAST Mental Health Clinic Supervisor for initial review.
- D. Follow-up with the Mental Health Clinic Supervisor to finalize the minutes with any received edits.
- E. Distribute the approved MDT minutes to the Chief Probation Officer, Assistant Chief Probation Officer, Deputy Chief Probation Officer (DCB), Facility Superintendent, Facility Division Director I, PCS II, PCS I, PCOs, Supervising Correctional Nurse I, Food Service

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Supervisor, MDT Probation Officer, assigned Probation Officer, School Principal, FAST Mental Health Clinic Supervisor, and the Psychiatrist.

F. Electronically archive the minutes.

VII. FAST Clinician:

- A. Attend the MDT meeting and facilitate, if needed.
- B. Be prepared to discuss assigned youth.
- C. Follow up on any behavioral health issues discussed during the meeting and document in the Electronic Health Record and CE.
- D. Document information, recommendations, and suggestions made at the MDT meeting in MDT Electronic Health Care Flag by the end of shift.

VIII. FAST Mental Health Clinic Supervisor and/or Clinical Therapist II:

- A. Ensure the agenda is distributed to the WC/Treatment PCSII to facilitate staff coverage.
- B. Facilitate or assign a facilitator for the MDT meeting each week.
- C. Review/revise the initial draft of the minutes.
- D. Email the facility Directors a draft of minutes for final review and input.
- E. Finalize the minutes and ensure distribution.
- F. Ensure minutes are electronically archived.
- G. Ensure clinicians follow up on mental health issues discussed at the meeting.
- H. Assign staff to work with PCOs/PCSI/Is to ensure development/revision/implementation of ITPs and/or ITWs.
- I. Ensure the information, recommendations, and suggestions made at MDT meetings are entered in the youth's CE file.

IX. Facility Psychiatrist:

- A. Attend and participate in the MDT meetings when available.

X. Supervising Correctional Nurse/Designee:

- A. Attend and participate in all MDT meetings.
- B. Review health records of youth on the MDT agenda before the meeting in preparation to present relevant information.
- C. Follow up on medical issues discussed during the MDT meeting and participate in the development and implementation of ITPs as indicated.
- D. Email the documentation of follow-up to FAST and any other relevant agencies.

XI. Food Services Supervisor/Designee:

- A. Attend and participate in all MDT meetings.
- B. Review all names on the MDT meeting agenda before the meeting to determine if any special dietary needs exist and present any relevant information.
- C. Follow up on any food services related issues discussed during the MDT meeting and participate in the development and implementation of ITPs where applicable.
- D. Email documentation of follow-up to FAST Mental Health Clinic Supervisor and any other relevant agencies.

XII. County Schools:

- A. Are encouraged to participate in the MDT process.
- B. Submit MDT referrals to the unit Supervisor (PCSI or PCSII).
- C. Follow up on any educational issues discussed during the MDT meeting and participate in the development and implementation of ITPs as indicated.

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XIII. Facility/Treatment Division Director/Designee:

- A. Attend MDT meetings when available.
- B. Review the MDT meeting minutes.

Guidelines:

- A. All information shared in MDT meetings shall remain confidential.
- B. Any staff member who observes or suspects the existence of behavioral issues/special needs may refer a youth to the MDT by submitting the MDT Referral form (Attachment A) to FAST. This includes all Probation, Department of Behavioral Health, Medical, and County Schools staff.
- C. Members of the MDT review and evaluate the status of youth on ITP, ITW, and Single Cell status each week.

Inspections:

Refer to Policy and Procedure Inspection Matrix.

Foundation:

Minimum Standards for Juvenile Facilities, Title 15, Section 1403 and 1437

References:

Procedure:

Confidentiality of Juvenile Court Records
Counseling and Casework Services
Individualized Treatment Program (ITP) for Behavior Management
Individual Treatment Watch (ITW)


Behavioral Health Procedure

2-1.40 Sending Faxes
14-1.10, 14-1.12, 14-1.20 Confidentiality
14-1.33 Internet Transmission
14-1.34, 14-1.35, 14-1.36 HIPPA

San Bernardino County Superintendent of Schools (SBCSS)

SBCSS Policy 5125 Parental Consent
Education Code 49076 Student Records
Education Code 56347 IEPs

Issued by:



Tracy Reece, Chief Probation Officer

Original Issue Date: February 14, 2006

Revised: February 1, 2007
Revised: May 11, 2011
Revised: February 27, 2015
Revised: August 4, 2015
Revised: September 7, 2018
Revised: October 28, 2021

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Attachments:

- A - MDT Referral Form
- B - MDT Detention Behavior Summary
- C - MDT Agenda/ Minutes
- D - MDT Structure Proposal



**SAN BERNARDINO COUNTY PROBATION DEPARTMENT
MULTI-DISCIPLINARY TEAM
REFERRAL FORM**

Date: _____ Unit: _____ Name: _____
 DOB: _____ DOE: _____ PIN: _____
 CLC: _____ PCSI: _____ P.O.: _____

Referred by: _____

PO visits/contacts (dates): _____

Date PO contacted: _____

PO input/feedback: _____

Detention Status: Select one

Next Court date: _____

Special Ed/SDC: Yes No

Medical Condition: Yes No Psychotropic Meds: Yes No

Description of Behavior (Why is the youth being referred?): Select one

Other: _____

Impact of behavior on self/peers/unit: _____

Date behavior began: _____

Date behavior last observed: _____

Frequency of behavior: Select one

Interventions at unit level/degree of success (What efforts have been made to change the behavior? Type/Dates): _____

Personal insights, discussion with youth or others: _____

Family Dynamics (Visits/phone calls/letters): _____

Observations and Recommendations (What do you think the issues are? What do you think will help the youth? What do you think needs to happen?): _____

Referred by _____ Signature _____ Date _____

PCSI Narrative (What is your recommendation to the MDT Committee? What are your observations? How have you attempted to engage the youth?): _____

PCSI Name _____ Signature _____ Date _____

**County of San Bernardino
Probation Department
Juvenile Detention and Assessment Center
Detention Behavior Summary**

DATE:
YOUTH'S NAME:
DOB:
COURT DATE:

P.O. :

COURT:

J#:

JNET#:
DOE:

FACILITY: **UNIT:** **C.L.C:**
CURRENT STATUS: Security Risk(S/R) Regular Program Single Cell MDT ITP ITW
 Administrative Separation

MECHANICAL RESTRAINT DETERMINATION LEVEL: Choose an item. **MECHANICAL RESTRAINT REASSESSMENT DATE:**

BEHAVIOR ON UNIT

ATTITUDE TOWARDS STAFF: EXCELLENT APPROPRIATE POOR

PEER INTERACTION: POSITIVE NEEDS IMPROVEMENT POOR

THE YOUTH EARNED _____ BEHAVIOR DOLLARS OF THE POSSIBLE _____ BEHAVIOR DOLLARS
AVAILABLE FOR THE WEEK

THE YOUTH FAILED TO EARN BEHAVIOR DOLLARS DUE TO _____

INCIDENTS:

YOUTH INVOLVED IN 10-88 INCIDENTS YES NO

COMMENTS:

YOUTH INVOLVED IN CODE RED INCIDENTS YES NO

COMMENTS:

OTHER INCIDENTS (CONTRABAND, CODE BLUE, CODE GREEN, ETC.) YES NO

COMMENTS:

CRIMINAL FILING REQUESTED AS A RESULT OF 10-88 AND/OR CODE RED YES NO

SCHOOL:

ACADEMIC WORK HABITS: EXCELLENT GOOD SATISFACTORY POOR

HAS YOUTH REFUSED TO ATTEND SCHOOL: YES NO

IF YES, HOW MANY DAYS OF SCHOOL HAS THE YOUTH MISSED DUE TO REFUSALS TO ATTEND: _____

SCHOOL BEHAVIOR: EXCELLENT GOOD SATISFACTORY POOR

THE YOUTH EARNED _____ BEHAVIOR DOLLARS OF THE POSSIBLE _____ BEHAVIOR DOLLARS
AVAILABLE FOR THE WEEK

SCHOOL SUSPENSIONS:

COMMENTS:

VISITATIONS AND PHONE CALLS:

RECEIVES VISITS YES NO WEEKLY MONTHLY NEVER
COMMENTS:

MAKES CALLS TO FAMILY YES NO DAILY WEEKLY NEVER

COMMUNITY CALLS COURT-ORDERED CALLS C.L.C OR SUPERVISOR APPROVED
COMMENTS:

PROBATION OFFICER VISITS/CONTACTS (DATES):

PROBATION OFFICER INPUT/FEEDBACK:

MDT N/A :

ARE GOALS REVIEWED WEEKLY AS REQUIRED? YES NO

ITP YES NO

OF ITP GOALS MET FOR THE WEEK (IF APPLICABLE)

OF BEHAVIOR DOLLARS EARNED THE PREVIOUS WEEK

THE YOUTH HAS **PROGRESSED** **REGRESSED** OVER THE COURSE OF THE WEEK.
COMMENTS:

RECOMMENDATIONS:

PCSI RECOMMENDATIONS: REMOVE REMAIN ON

PCSI JUSTIFICATION:

SUMMARY:

PREPARED BY: _____
PCO (PRINT AND SIGN) DATE

REVIEWED BY: _____
PCSI (PRINT AND SIGN) DATE

SAN BERNARDINO COUNTY PROBATION

MULTI-DISCIPLINARY TEAM MEETING

AGENDA MINUTES

DATE/TIME:

FACILITY/TREATMENT CENTER: SELECT...

YOUTH FOR DISCUSSION

UNIT:

1. YOUTH NAME:

DOB:

PIN:

CLC:

Therapist:

Psychiatrist:

Probation Officer:

Teacher:

Special Education:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	IEP:
ITP:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Single Cell:
		With ITW:	<input type="checkbox"/>

ACTION:

UNIT:

2. YOUTH NAME:

DOB:

PIN:

CLC:

Therapist:

Psychiatrist:

Probation Officer:

Teacher:

Special Education:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	IEP:
ITP:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Single Cell:
		With ITW:	<input type="checkbox"/>

ACTION:

Round Table:

Youth waiting for placement for 90+ days:

MDT POINTS OF DISCUSSION GUIDELINE

MDT Structure: Information that needs to be discussed at MDT meeting for each youth on the agenda.

Unit

Point status
Codes/restraints
Interactions with peers
Interactions with staff
Significant incidents
Recent change in behavior
Visits/Phone calls
PCSI Recommendation
Number of ITP goals met for the week if applicable

FAST

Significant issues/concerns
Assistance to unit staff on behavioral interventions when needed
Coping Skills

Psychiatry (when available)

How symptoms may impact behavior
Assistance to unit staff on managing behavior when needed
Benefits and side effects of meds

Medical

Psych meds, status of taking meds
Major medical concerns
PE restrictions or limitations

Schools

Behavior in classroom
IEP – Special education status
Academic level/functioning
Status towards graduation/ GED

Probation Officer

If placement order is made, what is the status of efforts to locate placement
Report on court status

ART/FOCUS

Report on youth enrolled and their participation
Advice to staff in helping youth use ART skills on living unit
Focus Goal

Dietary

Special concerns
Special diet