

Treatment Team Meeting-Secure Youth Treatment Facility

Effective Date:	2-23-24
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Issuing Authority: Chief Probation Officer	

641.1 PURPOSE:

To establish guidelines for Treatment Team Meetings (TTMs) in the Secure Youth Treatment Facility (SYTF) which reviews the youth's program progress and determines their rank.

641.2 DEFINITIONS:

Behavioral Health Team: A team of behavioral health professionals assigned to provide behavioral health services to youth within Treatment Facilities. The team consists of a Clinical Supervisor, Clinical Therapist I/II, Drug and Alcohol Counselor, and Social Worker.

Treatment Team: A team including Probation Officers, Probation Corrections Supervisors I/II, Probation Corrections Officers, the Behavioral Health Team, Medical Services, Educational Staff, and Parent/Guardian or person of support.

Treatment Team Meeting (TTM): A meeting held by the Treatment Team to review the youth's program progress and determine a youth's rank in the Secure Youth Treatment Facility.

641.3 GUIDELINES:

- A. Information shared in TTMs shall remain confidential.

641.4 RESPONSIBILITIES:

- I. Probation Corrections Officer (PCO)/Caseload Counselor (CLC):
 - A. Complete the Caseload Counselor sections of the Rehabilitation Plan within seven (7) days of arrival at the SYTF.
 1. Identify and document the areas of concern and services needed.
 - B. Review the TTM agenda weekly and identify assigned youth.
 - C. Meet with behavioral health staff and the unit/area supervisor to discuss youth on the TTM agenda as needed.
 - D. Complete the Treatment Team Review pursuant to the Treatment Team Meeting procedure.

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- E. Review the youth's Behavior Notes to ensure all documentation presented during the TTM is accurate and reflects the youth's behavior.
 - F. Attend the TTM and be prepared to discuss/answer questions about the youth.
 - G. If the CLC is unable to attend the TTM, the information shall be available to the alternate PCO attending the meeting.
 - H. Take notes during the TTM, document points of discussion, and verify/clarify information on areas of concern and implementation expectations.
- II. Probation Corrections Supervisor I (PCSI):
- A. Ensure the assigned CLC attends the TTM or select an alternate PCO when the assigned CLC is unable to attend.
 - B. Ensure PCOs are provided time to prepare and participate in the TTM process.
 - C. Review CE entries weekly for youth in TTMs assigned to their unit(s).
 - D. Twenty-four (24) hours before the meeting, ensure TTM reviews/documentation is completed and the ranking consideration contains a recommendation.
 - E. Meet with behavioral health staff and the assigned CLC to discuss youth on the TTM agenda as needed.
 - F. Review the TTM minutes.
 - G. At least one (1) supervisor shall attend the TTM; preferably the supervisor for the youth assigned to their unit.
 - H. Train PCOs/subordinates on the expectations of their participation in the TTM.
 - I. Ensure staff implement interventions accordingly.
- III. Probation Corrections Supervisor II (PCSII)/ Watch Commander (WC):
- A. At least one (1) PCSII shall attend the TTM.
 - B. Review the TTM agenda.
 - C. Ensure coverage is provided for staff attending the meeting when needed.
 - D. During the TTM, verify if medical or dietary issues exist. If so, request Medical Services to attend the meeting.
 - E. Review TTM minutes.
 - F. Ensure staff adheres to this procedure.
- IV. Designated Probation Officer (PO):
- A. Attend the TTM. It is recommended the assigned PO attend the TTM whenever possible. If unable to attend, notify their immediate supervisor.
 - B. Review the agenda before the TTM.
 - C. Review each case, obtain input from the assigned PO, and prepare to discuss each youth.

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- D. Review the TTM minutes.
- V. Supervising Probation Officer (SPO):
 - A. Ensure the designated PO attends the TTM or select an alternate PO to attend the TTM when the designated PO is unable to attend.
 - B. Attend TTMs as needed and/or at least once per calendar year.
- VI. Behavioral Health Office Assistant:
 - A. Prepare the TTM agenda.
 - B. Distribute the TTM Agenda/Minutes to all participating agencies, divisions, and units who have indirect/direct contact with youth referred for TTM.
 - C. Take notes during TTM, type the minutes, and forward them to the Behavioral Health Clinic Supervisor for initial review.
 - D. Follow-up with the Behavioral Health Clinic Supervisor to finalize the minutes with any received edits.
 - E. Distribute the approved TTM minutes to the Deputy Chief Probation Officer (SYTF), Facility Superintendent, Facility Division Directors, PCS II, PCS I, PCOs, Supervising Correctional Nurse I, Food Service Supervisor, designated TTM Probation Officer, assigned Probation Officer, School Principal, and Behavioral Health Clinic Supervisor.
 - F. Electronically archive the minutes.
- VII. Behavioral Health Clinic Supervisor/Behavioral Health Team:
 - A. Ensure the agenda is distributed to the WC/PCSII to arrange for staff coverage.
 - B. Facilitate or assign a facilitator to cover the TTM each week.
 - C. Review/revise the initial draft of the TTM minutes.
 - D. Email the facility Superintendent/Directors a draft of the 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 behavioral health issues discussed at the meeting.
 - H. Ensure the information, recommendations, and suggestions made during the TTM are updated in the youth's Rehabilitation Plan.
 - I. Document information, recommendations, and suggestions made during the TTM in the Electronic Health Care Flag by the end of the shift.
- VIII. Supervising Correctional Nurse/Designee:
 - A. Review health records of youth on the TTM agenda before the meeting to determine if there is a medical concern.
 - B. Attend TTMs when there is an identified medical concern.

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- C. Follow up on medical concerns discussed during the TTM.
- D. Participate in the development of the Treatment Action Plan as needed.
- IX. Principal for County Schools:
 - A. Ensure educational staff submits TTM student summaries to the designated PCSII and DBH staff.
- X. Facility Superintendent/Designee:
 - A. Attend TTMs when available.
 - B. Review the TTM minutes and ensure the process is managed appropriately.