

## Taunton CCIT Case Conference Protocol

The case conferencing process has been developed as a forum for problem solving through interagency collaboration, service coordination and service integration. It exists as a core function of the Taunton/Attleboro Community Crisis Intervention Team program that includes community based cross-training, case consultation and ongoing support for services that encourage the identification and development of appropriate alternatives to the use of the criminal justice system as a means of behavioral control.

The case conferencing and community training program has resulted in the growth of a network of community members sharing the common purpose of not only pre-arrest diversion for both the mentally and developmentally disabled, but the application of a joint effort to prevent further penetration into the criminal justice system. This occurs along the entire continuum of criminal justice involvement, from developing service plans that discourage anti-social behaviors, as well as supporting pre-arrest diversion, pre-trial support and problem solving. It also provides for coordinated planning for court based community supervision and comprehensive re-entry planning for those incarcerated.

Core Principles for Case Conferencing include:

- Individuals should not have to enter the criminal justice system solely in order to access mental health, substance abuse, or services for the developmentally disabled.
- Individuals with mental health, substance abuse, or needs related to developmental disability should be diverted into evidence-based treatment in a community setting when public safety allows.
- If full diversion is not possible, individuals should be placed in the least restrictive setting possible.
- Information collected as part of a pre-adjudicatory mental health/substance abuse screen or case conference will not be used in any way that might jeopardize legal interests.
- All services should respond to issues of gender, ethnicity, history of trauma, race, age, sexual orientation, socio-economic factors, and faith.
- Services for children should reflect the developmental realities of youth.
- Whenever possible, families and care givers should be partners in the development of treatment decisions and plans.
- Multiple systems bear responsibility for those with disabilities who are at risk of criminal just involvement. All responses should be collaborative and include joint participation of human services and criminal justice agencies.

#### Referrals:

1. Any agency or individual may refer a case for conference by contacting Kathy Lalor at Community Counseling of Bristol County (508 977-8138).
2. At the time of initial referral information will be collected as well as making arrangement for the completion of "Permission to Release Confidential Information".
3. If necessary, the case will be reviewed by the CCIT Core Committee prior to scheduling a case conference.

#### Schedule:

1. Case conferences will be held at the conclusion of monthly Adult CCIT and Youth CCIT meetings.
2. Emergency case conferences may be convened at any time at the discretion of Kathy Lalor or the CCIT Core Committee.

#### Process:

1. A person/agency will be designated for the presentation of the case and will provide any supporting information and documentation as needed.
2. An assessment of the problem and a plan will be developed and documented at the meeting. This case conference assessment and plan will be provided to all participants in a written form with complete identification of action steps and persons/agencies responsible.
3. All plans will specify a follow-up date for progress reporting and assessment.
4. All CCIT Core Committee meetings will contain an agenda item for Case Conference follow-up.
5. For pre-adjudicatory cases and those deemed to be at possible risk of probation violation, the client's attorney should be informed of the meeting and invited to attend. The client should be appropriately informed of this notification. Case conference attendees will be informed of any criminal risk factors such that the client is protected as necessary.

**Taunton/Attleboro CCIT Case Conference  
Permission to Release Confidential Information**

*This form is to be used in conjunction with the case conference process when any individual or agency, except for legal guardian or defense attorney, is aware or will be made aware of the client's identity. It permits use, disclosure, and redisclosure of confidential information for the purpose of coordinating care, delivering services, paying for services, and health care operations. This form complies with Massachusetts General Law and Regulations as they relate to confidentiality of medical and agency records, federal privacy regulations for alcohol and drug records (42 CFR Part 2), and federal law on the privacy of education records (FERPA; 20 USC 1232g) This form complies with provisions of federal HIPAA regulations for the release of information for the purposes of treatment or health care operations (45 CFR 164.5060).*

*Probation staff should utilize releases per local court policy.*

I hereby give permission to use and disclose health, mental health, alcohol and drug, and education records as described below:

1. The person whose information may be used or disclosed is:

Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_

2. The information to be used or disclosed includes:

Mental Health records

Alcohol/Drug records

School or Education records

Health records

Other: \_\_\_\_\_

3. This information may be disclosed by:

Any person or organization that possesses the information to be disclosed

The persons or organizations listed in **Attachment A**

Information may be disclosed by (cont'd):

\_\_The following persons or organizations:

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4. The purposes for which this information may be used and disclosed include:
- Evaluation of eligibility to participate in a program supported by local human services agencies, local education agencies, state agencies provided services to eligible individuals as well as programs supported by adult and juvenile courts and probation and state/county correctional facilities.
  - Delivery of services
  - Payment for services
  - Quality assurance

Note:

- All information disclosed, consistent with the purpose of the Case Conferencing program, and to the extent legally permissible, is to be utilized for diversion of the case from the criminal justice system. Exceptions to this would be the identification of a duty to protect others, statutory responsibilities as mandated reporters for the protection of children, disabled persons, and the elderly, as well as obligations for emergency involuntary treatment for mental illness or substance abuse.

This permission expires on \_\_\_\_\_(date) or one year from the date of the case conference.

Permission applies to information for the following time period:

\_\_\_\_\_ to \_\_\_\_\_ (dates)

I am the person whose records will be used or disclosed, I give permission as described in this document:

\_\_\_\_\_ (signed) date: \_\_\_\_\_

I am the personal representative of the person whose records will be used or disclosed. My relationship to that person is \_\_\_\_\_.  
I give permission to use and disclose this information as described in this document.

\_\_\_\_\_ (signed) date: \_\_\_\_\_



**Taunton/Attleboro CCIT  
Case Conference Report/Plan**

**Client (if name is released):** \_\_\_\_\_

**Agency/Person requesting conference:** \_\_\_\_\_

**Date of Conference:** \_\_\_\_\_

**Follow-up Date:** \_\_\_\_\_

**Summary:**

**Action Steps (with timelines, and person/agency responsibilities):**

