

CCIT Case Conference Protocol

The CCIT's Case Conference Committee (CCC) has evolved as a forum for collective problem solving and interagency collaboration in response to an increasing number of challenging individuals and seemingly intractable situations in our community. It is a means of facilitating interagency communication, joint treatment plan development and implementation. The conferencing group endorses the philosophy that *It's not a matter of whose problem it is – it's the community's problem and everyone has a stake in finding a solution.*

The CCC has been guided by the same principles as the nationally acclaimed, Sequential Intercept Model (SIM), the most widely accepted template for jail diversion programs in the country. The SIM has been empirically shown to provide meaningful alternatives to the traditional use of CJS as a means of behavioral control. There are less repeat police calls, less CJS congestion, and fewer potentially harmful and costly incarcerations

The primary goal of SIM is to prevent MI and ID individuals from entering or penetrating deeper into the Criminal Justice System (CJS). Like SIM, CCC endeavors to intercept at all points of CJS entry (i.e., police contact/pre-arrest, pre-arraignment, post booking, post-conviction, and community re-entry). A most distinguishing feature of the CCC is its' strong emphasis placed on early detection/identification, prevention *and* continuing stabilization of the disabled individual. The earlier the identification the better, since each subsequent step into the CJS carries increasing perils and possible injustice.

Most cases are presented on a pre-arrest, initial contact basis, heightening the probability of successful diversion and referral to treatment and support services. Diversion is often mistakenly thought of as (only) a process to channel out of an inappropriate system but it is even more important to guide the disabled individual to the most appropriate and efficacious treatment/support system.

The CCC is interconnected with CCIT's community based, cross-training program with its strong emphasis on networking and partnering. The community training program has helped create and sustain a network of community members sharing the same goal of early identification, prevention, helping disabled individuals receive the right treatment that they deserve.

Core Principles for Case Conferencing include:

- Individuals should not have to enter the Criminal Justice System solely to access MH, or SA, treatment and support services.
- The majority of disabled individuals have the right to receive evidence-based treatment (programs) in community settings, when public safety allows.
- Information collected as part of a pre-adjudicatory mental health/substance abuse screening or conferencing is for the sole purpose of..... and will not be used in any way that might jeopardize legal interests.

- Whenever possible the individual along with family members 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 justice involvement. All responses should be collaborative and include joint participation of human services and CJS agencies.

Schedule:

1. Case conferences will be held at the conclusion of monthly Adult CCIT and Youth CCIT meetings respectively
2. Meetings are held at the most convenient location for members finding it difficult to get away from their primary job responsibilities. Every effort is made to keep the atmosphere non-threatening, congenial and inviting.
3. Emergency case conferences may be convened at any time at the discretion of Kathy Lalor or the CCIT Core Committee.

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) or by email klalor@comcounseling.org
2. The caller is asked to give a brief description of the presenting problem to help determine which (if any) ancillary players should be at the table. Local provider agencies, clinicians, and police/court collaterals may be invited on a case specific basis. When appropriate, family, friends and the individual him or herself, may be asked to attend the meeting.
3. At the time of initial referral, information will be collected and arrangements made for the completion of "Permission to Release Confidential Information".
4. If necessary (i.e. sensitive situations), the case will be reviewed by the CCIT Core Committee prior to scheduling a case conference.

Process:

1. A person/agency will be designated to present the case as well as provide supporting information and documentation as needed. A confidential, short intake form has been prepared for members to read. This includes a statement of the problem; a brief chronology of relevant events; the individual's current legal status, living situation and availability supports. It is also important to know of any past interventions and outcomes.
2. The presenter gives a brief synopsis of the current problem case. Committee members ask questions to help gain a better understanding of the problem as a constellation of individual, environmental, and systemic factors. In the ensuing conversation, the conferencing group formulates a list of possible steps towards a

resolution, evaluating each step in terms of its perceived effectiveness and realistic implementation.

3. By the end of the meeting, the conferencing group has assessed the problem and formulated a strategic plan addressing the presenting problem and, hopefully, its underlining causes. An objective manager is assigned to initiate and monitor each individual step, in conjunction with other team members. While the CCIT is committed to joint decision making and action, it is recognized that one individual and/or agency should take the lead, with others assisting under his or her direction.
4. This case conference assessment and plan will be disseminated within a few days to all participants. It will be in written form delineating key objectives, action steps to be taken, and person(s) responsible.
5. All plans will specify a follow-up date for progress reporting and assessment if requested. All monthly meetings will contain an agenda item for CC follow-up.

Emergency Response Protocol (ERP)

Emergency situations requiring immediate attention occasionally come up between normally scheduled meetings. When this happens, it may be necessary to expedite interagency communications and action, prior to the next scheduled CCIT meeting. A lead person will contact the appropriate conferencing group member(s) to get their input and assistance. The case will be debriefed fully at the next scheduled CCIT including which ERP interventions have taken place, the degree of resolution, and further recommendations for maintenance and stabilization.

**Taunton 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 re-disclosure 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:

The following persons or organizations:

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? Insurance
 - 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: _____

Attachment A

List of all organizations and persons to be represented at the Case Conference to be held on _____ (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):

