

**REQUIREMENTS FOR ALL MULTI-DISCIPLINARY
AND SCREENING COMMITTEE PRESENTATIONS**

1. The common intake form must be filled out in its entirety.
2. This packet **must** include a letter from the child’s current therapist updating the child’s status. It is recommended, if you are requesting a placement, that you include other pertinent information such as a social history, probation report, psychologicals and school information. If these do not already exist, we do not want you to create them just for the presentation. It is not the Team’s desire to create more paperwork but this information will usually be in the file if the child is at a stage where placement outside the home is needed. Brad Welch will review the information you have compiled if you give the packet to him in advance or discuss with you what type of information would be helpful to your presentation.
3. The attached form should be filled out for a presentation to the Multi-Disciplinary Team or Screening Committee
4. The Multi-Disciplinary Team meets on the first Thursday of every month at noon. This meeting usually takes place at the Geauga County Board of Mental Health and Recovery Services offices. A case should be presented to the Multi-Disciplinary Team if you seek treatment recommendations for residential placement or for therapeutic foster care. Any case can be presented including those difficult cases for which you may just want some direction or suggestions.
5. The Screening Committee meets every Monday at 11:00 a.m. at the Geauga County Board of Mental Health and Recovery Services offices. The Screening Committee also serves as the Emergency Multi-Disciplinary Team. The Screening Committee is the entry point for all Council-funded programs, which include Bridges and the Therapeutic Youth Center. The purpose of the Emergency Multi-Disciplinary Team is to accommodate those cases that need to be presented before the first of the month, i.e. a child in need of an emergency placement.
6. Because, by definition, all children presented for acceptance into Council-funded programs or for case funding have multiple needs, it is likely that a treatment team is already working together on behalf of the child.

Please list all current treatment team members.

Please encourage the parents and all treatment team members to participate in the planning and presentation of the case.

7. If there are dissenting opinions on the treatment team as to the best course of action, the people holding those opinions should participate in the case presentation. (NOTE: There is nothing wrong with presenting Plan A and Plan B and asking the Multi-Disciplinary Team or Screening Committee to decide and/or give input.)
8. Please bring **7 packets** of materials to the Screening Committee and **10 packets** to the Multi-Disciplinary Team.
9. A lead case manager needs to be identified for each case. The lead case manager is the person who will assume primary responsibility for insuring that services are coordinated and delivered. The lead case manager will follow the Notice Requirements (ORC2151.55-2151.554) for all out-of-county foster home placements. Please contact your agency’s representative to the Multi-Disciplinary Team for these requirements.

The following components **are necessary** for any Treatment Team meeting to go forward. The presenter or LCM from an agency is responsible for the following notifications:

- Was family invited to the meeting? **Yes No**
- Was family reminded they could bring a support person? **Yes No**
(If family wants to bring attorney, **24-hour notice** is required.)
- Was appropriate school official notified of meeting? **Yes No**
- Did presenter/LCM notify appropriate staff and involved agencies? **Yes No**

Lead Case Manager _____