

# **Bartholomew County Youth Services Center Mental Health Screening, Assessment, and Treatment Policies & Procedures**

## **I. OVERVIEW OF SAT PILOT PROJECT**

The purpose of the Indiana Juvenile Mental Health Screening, Assessment and Treatment Pilot Project (SAT Pilot Project) is to ensure that youth are screened and appropriate mental health services are initiated in secure detention facilities. The Bartholomew County Youth Services Center (BCYSC) is operating as a pilot site for the SAT Pilot Project. Key considerations of the SAT Pilot Project include a patient-focused approach, limited disclosure of information related to the MAYSI-2 results, and appropriate responses to MAYSI-2 results using community collaborations. To reach the SAT Pilot Project's goals, the Massachusetts Youth Screening Instrument Version 2 (MAYSI-2) Screening Tool has been adopted.

The MAYSI-2 is a standardized self-report inventory designed to screen youths entering secure detention. Its purpose is to identify potential mental health or substance abuse issues that may need prompt attention. Answers contribute to six scales for girls and seven scales for boys. There is no "total" MAYSI-2 score. Scores on each scale are compared to cut-off-scores. Scores above a scale's cut-off, identifying a "Caution" or "Warning", indicate that the youth may require closer staff supervision, brief counseling, or referral for mental health services per facility policies and procedures. The MAYSI-2 is not intended to make psychiatric diagnoses, decisions about long-term placements, or rehabilitative decisions. In addition, the MAYSI-2 Screen shall not replace any current suicidal screening in place at the BCYSC.

## **II. SCREENING PROCESS FOR YOUTH IN DETENTION**

All youth admitted to detention at the BCYSC will be screened as soon as possible and not later than 24 hours after admission, unless the youth has been screened within the past fourteen (14) days, or unless the staff determines that it is inappropriate for medical or impairment reasons to screen a particular youth in the first twenty-four (24) hours. Optimally, the MAYSI-2 Screen will be done within 4-6 hours of admission.

All or part of the MAYSI-2 Screen will not be administered to any youth who specifically declines to be screened. Reasons for not administering the screen shall be documented and reported to the Site Coordinator as soon as is reasonable to do so using the Record of Youth Not Administered MAYSI-2 form.

The MAYSI-2 Screen and all other screens referred to below ask questions of a sensitive nature and therefore shall be administered in a setting that is conducive to obtaining this information. The MAYSI-2 Screen and all other related screens shall be administered in as private, quiet, and distraction-free environment as possible. For

this purpose the screens are not to be administered in a dayroom or any other area where other children and staff members are present, e.g. hearing, counseling, or intake rooms.

Only staff members who are trained by the Site Coordinator (or persons approved by the Site Coordinator as trainers) shall administer the MAYSI-2 Screen (and all other related screens). The staff member who administers the MAYSI-2 Screen shall be the staff member who scores the screen. Results of the MAYSI-2 will remain in a secure, password protected computer database. The results will also be printed and provided to the BCYSC nurse to become part of the resident's confidential medical file.

### ADMINISTRATION OF THE MAYSI-2

STEP ONE - The MAYSI-2 Screen shall be introduced to each child uniformly as follows:

"I would like to ask you some questions about who you are—your thoughts and feelings about things and about yourself. Your answers will help me know whether or not you have any special needs or require any services or help we should know about. You will be asked about 52 questions that require a **YES** or **NO** answer. The first 47 questions will be about whether or not this information has been true for you within the **PAST FEW MONTHS**. Questions 48 – 52 will be about whether or not this information has been true for you anytime in **YOUR ENTIRE LIFE**. I need for you to answer these questions as best you can. I will remain in the room with you while you answer these questions. If you do not understand the meaning of any word or question, please do not hesitate to tell me."

"Your answers to these questions will not be disclosed to anyone. However, I need for you to know if you disclose information that would indicate you have ever been a victim of any form of abuse, neglect, and/or rape that I must report this information to Child Protective Services and/or law enforcement. I encourage you to disclose this information so I will be able to help you."

STEP TWO – The staff member who administers the MAYSI-2 Screen shall review the scores.

Should the child NOT score within the mandatory minimum cut-off, a copy of the MAYSI-2 Screen and scoring sheet shall be placed in the resident's confidential medical file, and a copy shall be forwarded to the Site Coordinator and the BCYSC Assistant Director for purposes of review and data collection. This copy shall be destroyed once data collection is complete.

**NOTE:** Should the child score within the mandatory state minimum requirements for screening follow up, which is a Caution or Warning on the suicidal ideation scale or two or more Warnings on any combination of scales, the MAYSI-2 Second Screening Instrument shall be promptly administered. (Refer to the ADMINISTERING OF MAYSI-2 SECOND SCREENING INSTRUMENT procedure).

**NOTE:** Should the child answer in the affirmative to any question within questions 48-52, the Traumatic Event Follow-Up Summary shall be promptly completed. (Refer to the TRAUMATIC EVENT FOLLOW-UP SUMMARY procedure).

### ADMINISTRATION OF MAYSI-2 SECOND SCREENING INSTRUMENT

The following procedure shall apply when administering the MAYSI-2 Second Screening Instrument:

STEP ONE – The MAYSI-2 Second Screening Instrument shall be introduced to each child uniformly as follows:

“I wanted to speak further with you about some of your answers. I noticed that you answered **YES** to \_\_\_\_\_. Can you tell me more about that?”

STEP TWO – The staff member who administers the MAYSI-2 Second Screening Instrument shall do so by completing the MAYSI-2 Second Screening Form and the MAYSI-2 Second Screening Summary.

The MAYSI-2 Second Screening Form and the MAYSI-2 Second Screening Summary shall be completed by the same individual who administered the MAYSI-2 Screen.

STEP THREE – Should the results of the MAYSI-2 Second Screening Instrument validate the original areas of concern in the MAYSI-2 Screen; the staff member who administered the MAYSI-2 Second Screening Instrument shall pursue the necessary mental health services. (Refer to the PROCUREMENT OF MENTAL HEALTH SERVICES procedure).

**NOTE:** Should the child’s answer disclose concern relating to abuse, neglect, sexual abuse, or rape, the staff member who administered the MAYSI-2 Second Screening Instrument shall complete a report to Child Protective Services and/or law enforcement. (Refer to DISCLOSURE OF ABUSE/NEGLECT/RAPE procedure).

STEP FOUR – The staff member who administers the MAYSI-2 Second Screening Instrument shall forward the instrument along with the MAYSI-2 Second Screening Summary to the Site Coordinator and the BCYSC Assistant Director for purposes of review and data collection. This copy shall be destroyed once data collection is complete. A copy of the MAYSI-2 Second Screening Instrument along with the MAYSI-2 Second Screening Summary shall be placed in the resident’s confidential medical file.

### TRAUMATIC EVENT FOLLOW UP SUMMARY

Should a child to which the MAYSI-2 Screen was administered, answer in the affirmative to any of the questions 48-52, the Traumatic Event Follow Up Summary shall be promptly completed.

It shall be completed by the same individual who administered the MAYSI-2 Screen.

The following procedure shall apply when completing the Traumatic Event Follow-Up Summary:

STEP ONE – The Traumatic Event Follow Up Summary shall be introduced to each child uniformly as follows:

“I want to speak with you about some of your answers. I see that you answered **YES** to \_\_\_\_\_. Can you tell me a little bit more about your answer?”

STEP TWO – The staff member completing this summary shall make a careful determination, based on the information gathered, regarding the traumatic event questions. Should the information indicate that the child has been a victim of abuse, neglect, and/or rape, procurement of mental health services would be appropriate (Refer to PROCUREMENT OF MENTAL HEALTH SERVICES procedure). It will also be necessary to report the allegation(s) to Child Protective Services and/or law enforcement (Refer to DISCLOSURE OF ABUSE/NEGLECT/RAPE procedure).

STEP THREE – The staff member who completes the Traumatic Event Follow-Up Summary shall promptly forward the summary to the facility counselor and the BCYSC Director. A copy of the Traumatic Event Follow-Up Summary shall be placed in the resident’s confidential medical file.

### DISCLOSURE OF ABUSE/NEGLECT/RAPE

In the event a child discloses during the course of administration of the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary, that he/she has been a victim of abuse, neglect, and/or rape, as a mandated reporter in accordance with IC 31-33-5-1, staff must report this information.

The staff member who administered the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary shall be the reporting person.

The following procedure shall apply when reporting an allegation of abuse, neglect, and/or rape:

STEP ONE – The staff member who administered the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary shall inform the child that the alleged abuse, neglect, and/or rape needs to be reported. This shall be done uniformly as follows:

“You reported to me that \_\_\_\_\_. I am required by law to report this information to the appropriate authorities. What that means is that I will be contacting Child Protective Services and/or the police who may want to talk with you further about this.”

STEP TWO – The staff member shall attempt to gather the following information from the child:

1. Name of perpetrator(s)
2. Date(s) of incident(s)
3. Location of incident(s)
4. Location of perpetrator(s)

STEP THREE – The staff member who administered the MAYSI-2 Screen and MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary shall immediately make a report to Child Protective Services.

**NOTE:** Should the incident(s) involve a rape allegation, the staff member who administered the MAYSI-2 Screen and MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary shall also notify the appropriate law enforcement agency (where the alleged incident occurred) as well as the facility counselor, the BCYSC Director, and the youth’s probation officer or the juvenile probation supervisor.

STEP FOUR – The staff member who administered the MAYSI-2 Screen and MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary shall document the nature of the allegation, who he/she spoke with from Child Protective Services and/or law enforcement, what these individuals said, and when the BCYSC Director was notified using the BCYSC Documentation of Oral Report on Alleged Child Abuse/Neglect form.

STEP FIVE – The staff member who administered the MAYSI-2 Screen and MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary shall provide a copy of this documentation to the facility counselor, the BCYSC Director, the youth’s probation officer or the juvenile probation supervisor.

### **III. CUT-OFF CRITERIA AND PROCUREMENT OF MENTAL HEALTH SERVICES**

When the score on the MAYSI-2 Screen and/or the MAYSI-2 Second Screening Instrument indicates a caution or warning on the suicidal ideation scale or two or more warnings on any combination of scales, one or more of the following responses shall be implemented. If the need for mental health services is non-emergent, the staff member who administers the MAYSI-2 Screen shall initiate 1) therapeutic and/or security intervention, and/or 2) clinical consultation. If the need for mental health services is emergent, the BCYSC Director will make a referral for further evaluation/assessment.

When it is determined that mental health services shall be procured, the following procedure shall apply:

**STEP ONE** – The staff member who administered the MAYSI-2 Screen and/or the MAYSI-2 Second Screening Instrument shall inform the child that a mental health professional will be contacted (this may be the BCYSC counselor). This shall be done uniformly as follows:

“After going through your answers, I still have some concerns I feel should be addressed by a counselor. Do you have a counselor you are currently seeing that you would like for me to contact?” (If the answer is no) “I’m going to ask the Center’s counselor to speak with you. In the meantime, is there anything I can do for you?” (If the answer is no) “You may talk with staff anytime you want. Just let me, or any member of staff know.” (If the youth refuses to speak with any counselor) “If you change your mind about speaking with a counselor, I’ll be more than happy to call one for you.”

**NOTE:** It is important to keep in mind that there will also be occasions when a child’s scores cause concern but are not high enough to mandate the automatic procurement of mental health services. In these instances asking the youth if they wish to speak with either their own or the Center’s counselor is appropriate. This may be the only response necessary at this time.

**STEP TWO** – The staff member who administered the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument shall promptly notify the Center’s counselor that a child is in need of mental health services.

**NOTE:** If needed, refer to the BCYSC Suicide Prevention & Intervention Policy.

**STEP THREE** – If there is an emergent need for mental health services, the staff member who administered the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument shall attempt to contact a parent/guardian to make notification, to share information, and to request verbal consent to proceed with making appropriate referrals.

**NOTE:** In the event that the parent/guardian declines, the staff member shall inform the parent/guardian that the juvenile court has the right to proceed based on the best interest of the child. (Refer to Court Order for Procurement of Mental Health Services procedure).

**NOTE:** The staff member shall document using the BCYSC Incident Report the notification attempt including date and time, name and relationship of the individual contacted, and what the individual stated.

**STEP FOUR** – The staff member who administered the MAYSI-2 Screen and MAYSI-2 Second Screening Instrument shall promptly notify the BCYSC Director who will

make an appropriate referral for further evaluation/assessment. This referral shall be documented using the BCYSC Incident Report.

STEP FIVE – After the juvenile has been evaluated by a mental health professional, staff shall notify the juvenile’s probation officer regarding the referral and any follow up recommendations.

**NOTE:** Whenever possible, the juvenile’s family will be involved in all aspects of this process. If the family is not available or unable to participate, they will also be notified regarding the referral and any follow-up recommendations.

#### **IV. COURT ORDER FOR PROCUREMENT OF MENTAL HEALTH SERVICES**

##### NON-EMERGENT

In the event the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument indicate(s) that the procurement of mental health services is needed, the need is NOT emergent, and the parent/guardian declines to authorize this, a court order will need to be obtained for mental health services.

Keeping in mind that this procedure does not supersede the BCYSC Suicide Prevention & Intervention Policy, the following procedure shall apply when the procurement of mental health services must be accomplished by obtaining a court order:

STEP ONE – The staff member who administered the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary shall notify the youth’s probation officer or the juvenile probation supervisor of the need for a court order. This notification shall occur during normal business hours and as soon as possible.

STEP TWO – The staff member who administered the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary shall in all cases also notify the BCYSC Director.

STEP THREE – As soon as possible, the juvenile’s probation officer or the juvenile probation supervisor shall request a hearing before the Juvenile Referee for the purpose of obtaining a court order for the procurement of mental health services. While such hearing shall be held as timely as possible, the due process rights of the juvenile and his/her parent(s)/guardian(s) must be upheld.

STEP FOUR – At the conclusion of the hearing, the youth’s probation officer shall provide a copy of the court order to detention staff.

STEP FIVE – The assigned staff member that administered the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up

Summary, upon notification of an order authorizing procurement of mental health services, shall promptly implement the steps necessary to procure these services. (Refer to PROCUREMENT OF MENTAL HEALTH SERVICES procedure).

STEP SIX – The assigned staff member that administered the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary shall document that a court order was necessary to obtain the mental health services and which probation officer requested the order using the BCYSC Incident Report.

### EMERGENT

In the event the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument indicate that the procurement of mental health services is **emergent** and the parent/guardian declines to authorize this, it is incumbent upon the juvenile court to quickly act in the child's best interest. This may necessitate obtaining a court order for mental health services.

Keeping in mind that this procedure does not supersede the BCYSC Suicide Prevention & Intervention Policy, the following procedure shall apply when the procurement of mental health services must be accomplished by obtaining a court order:

STEP ONE – During business hours, the staff member who administered the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary shall notify the youth's probation officer of the need for a court order. In the event an **emergent** need for a court order arises after business hours, the staff member shall notify the BCYSC Director.

STEP TWO – The staff member who administered the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument or Traumatic Event Follow-Up Summary shall in all cases **immediately** notify the BCYSC Director.

STEP THREE – During business hours, the youth's probation officer shall **immediately** prepare an order for the court to procure the mental health services. If after business hours the BCYSC Director shall notify the Juvenile Referee to obtain a verbal order (pending the order being reduced to writing on the next business day) to procure the mental health services.

**NOTE:** In the event the Juvenile Referee cannot be contacted, the BCYSC Director shall notify the Judge.

STEP FOUR – During business hours, the youth's probation officer shall **immediately** provide a copy of the court order to detention staff. If after business hours, the BCYSC Director shall **immediately** notify detention staff of the verbal order.

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#### **IV. DISSEMINATION OF SUMMARY RESULTS**

If there are warnings and/or cautions indicating the need for a mental health assessment, the results of the MAYSI-2 Screen will be shared with the youth's parent(s)/guardian(s). For youth under age 18, the parent(s) or guardian(s) are the authorized individuals to exercise a youth's access to the results of the MAYSI-2 Screen. The results of the MAYSI-2 Screen shall NOT be shared with the youth without the consent of the youth's parent(s) or guardian(s).

Dissemination of MAYSI-2 Screen results will occur, as needed, based on obtaining consent from the youth's parent(s)/guardian(s), and according to the Business Associate Agreements (BAA) established with the youth's attorney, probation officer, prosecutor, mental health provider, the judge, and other participating service providers, and/or through a court order. Without a BAA, the results of a MAYSI-2 Screen may not be shared with the youth's attorney, probation, the prosecutor, and/or the judge without the consent of the youth's parent(s)/guardian(s). The Site Coordinator will provide the summary results to probation, the prosecutor, and the youth's attorney as soon as practical. However, the Juvenile Referee will not receive a copy of the summary until the disposition hearing, at which time the MAYSI-2 Screen results will be provided by probation.

Upon obtaining a summary from the mental health assessment, the Site Coordinator will disseminate this information according to the established limited disclosure guidelines to the identified parties on the signed consent, or according to the applicable BAA or court order.

#### **V. PROCEDURES TO MAINTAIN CONFIDENTIALITY OF MENTAL HEALTH RECORDS**

The Pilot Project protocols follow a medical records model, therefore the screening records, including the results of the MAYSI-2 will be maintained confidentially in the youth's medical record. In addition, all other mental health information and records will be maintained in the youth's medical record. These records are secured in the medical area separate from the youth's main file and only authorized personnel have access.

By signing the BAA, interested parties agree to comply with the guidelines outlined within the BAA.