

**LAKE COUNTY JUVENILE CENTER
INTAKE DEPARTMENT
STANDARD OPERATING PROCEDURE/PROTOCOL
ADMINISTERING OF THE MAYSI-2**

All children referred to the Lake County Juvenile Center shall be administered the MAYSI-2 Screen at the time of the Intake Probation Department Risk Assessment, unless the juvenile has been administered the screen within the last 14 days. The MAYSI-2 shall be done upon admission, within four (4) to six (6) hours being optimal, but within 24 hours if a child is medically, or otherwise, impaired. The MAYSI-2 Screen asks questions of a sensitive nature and therefore shall be administered in a setting which is conducive to obtaining this information. The MAYSI-2 Screen shall be administered in a private setting which shall be quiet and free from distractions. For this purpose it is not to be administered in a dayroom or any other area where other children and staff members are present.

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. The staff member who administers the MAYSI-2 Screen shall be the staff member who scores the screen.

Keeping in mind that this procedure supplements, but does not supersede the Juvenile Detention Center Suicide Watch procedure; the following procedure shall apply when conducting the MAYSI-2 Screen:

STEP ONE - The “MAYSI-2 Screen” shall be administered at time of admission as part of the admission process unless circumstances prevent this, i.e. juvenile is intoxicated or otherwise impaired. **NOTE:** Should the “MAYSI-2 Screen” not be administered within twenty-four (24) hours, the “RECORD OF YOUTH NOT ADMINISTERED MAYSI-2” form shall be completed and submitted to the Psychological Department.

STEP TWO – The “MAYSI-2 Screen” shall be introduced to each child uniformly as follows:

“These are questions about things that sometimes happen to people. Your answers will aid me in ensuring that you get help you may need. For these questions, answer YES or NO as to whether this has been true for you within the PAST FEW MONTHS. However, when you get to questions 48 – 52 answer YES or NO as to whether that question has been true for you anytime in YOUR ENTIRE LIFE. Please answer these questions as well as you can.”

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“If you have any questions regarding the meaning of a question, please do not hesitate to ask me. Understand that your answers will not be held against you in deciding whether or not you committed your current charges. It is also important that you understand that 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 to Child Protective Service and/or the police. I encourage you to still disclose this so I will be able to help you.”

STEP THREE – 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 forwarded to the therapist with the Intake Probation Department Risk Assessment. The MAYSI-2 forms shall be maintained by the therapist as mental health records for that child, in accordance with HIPAA and I.C. 16-39-2-2.

NOTE: Should the child answer in the affirmative to any question within questions #48 through #52, the Intake Probation Department Risk Assessment shall be completed, and the proper notifications and CPS referrals are to be made.

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. The Juvenile Justice Complex psychologist may, with notice to Intake, set a more protective level of cut-off as needed.

ADMINISTERING OF MAYSI-2 SECOND SCREENING INSTRUMENT

Should a child to whom the MAYSI – 2 Screen was administered, score in the caution or warning areas on the suicidal ideation scale or warning in any two or more warnings on any combination of scales, the MAYSI-2 Second Screening Instrument shall be administered.

The MAYSI-2 Second Screening Instrument shall be administered by the same individual who administered the MAYSI-2 Screen.

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It shall be administered in a setting which is conducive to obtaining sensitive information which means a private setting, quiet and free from distractions. For this purpose it is not to be administered in a dayroom or any other area where other children and staff members are present.

Only staff members who are trained by the Site Coordinator (or persons approved by the Site Coordinator as trainers) shall administer the 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 _____.”

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”.

STEP THREE – Should “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 complete the Intake Probation Department Risk Assessment, page the on-call therapist, and make a referral to the Psychological Department for a mental health evaluation/assessment, or any suicide, or other, precautions. The MAYSI-2 forms shall be maintained by the therapist as mental health records for that child, in accordance with HIPAA and I.C. 16-39-2-2. The fact that the MAYSI-2 generated a referral to the Psychological Department is to be documented in Detention Hearing text, Detention Notes and Preliminary Inquiry. Prior to the Detention Hearing, the child’s parent or guardian will be given the opportunity to sign the state-approved consent for referral and release of information-refusal to do so shall be noted in court. Should the child’s answers 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.

**LAKE COUNTY JUVENILE CENTER
PSYCHOLOGICAL DEPARTMENT
STANDARD OPERATING PROCEDURE/PROTOCOL
MAYSI-2 TEST RESULTS**

The following procedure shall not supercede existing standards, policy or procedure regarding mental health services or suicide watch notification with regard to detained residents. MAYSI-2 test results shall serve to supplement current practices of the Psychological Department, with the safety and best interests of the child being the foremost priority. The MAYSI-2 forms shall be maintained by the therapist as mental health records for that child, in accordance with HIPAA and I.C. 16-39-2-2. Separate copies of forms for residents above cutoff, or youth not administered the MAYSI-2 shall be maintained on behalf of the Site Coordinator for research purposes.

The following procedure shall cover the possible outcomes of a Detention Hearing, as well as residents detained at other hearings.

Children Detained At Hearing Children who are detained by court order who have scored higher than the mandatory cutoff shall be provided any mental health evaluation/assessment, services or testing as directed by the staff psychologist, and within existing policy and standards. Workload of staff therapists may require that testing and/or treatment be referred out to the Community Mental Health Centers, or other providers. These referrals shall be made on a rotating basis to agencies able to test on-site in a timely manner.

Children Released Without Court Supervision/Jurisdiction When children are released with no further court involvement, the parent/guardian shall be advised verbally and in writing of the MAYSI-2 results, in addition to any other notifications made to the parent in the child's best interest. Verbal notification shall be made by a staff therapist whenever possible, or by an Intake Officer when necessary. Written notification shall be on a form approved by the staff psychologist, which shall include information on the availability of staff therapists to answer any questions. A current list of mental health referral agencies shall be provided.

Children Released With Court Supervision/Jurisdiction The above notifications to the parent/guardian regarding MAYSI-2 results shall apply, as modified by order of the court. The assigned probation officer shall be aware of the MAYSI-2 result from the Preliminary Inquiry and can consult with Psychological Department staff as needed.

Children Released To Other Agencies In addition to notification to parents (when possible), treatment homes and/or DCS caseworkers shall receive the same written and verbal notifications provided to parents.