

Hello all and welcome to the last video of me talking with you about best practice standard. One organization and structure. This again is Megan Fitzgerald training coordinator at AOC and your current best practice guru.

Just a quick check in to say thank you to our funders and partners in this. Mission to teach you more about best practices. You may notice that I'm gearing up to get you excited for this section on communication and information sharing and cross training and interdisciplinary education. We've already in our previous videos made it through provision A through E now we will make it through F and G. After that there are some fun Videos that you'll be watching from our all sites meeting in 2021 if you missed that, and some animated films made by children and family futures. But unfortunately we have to get through some pretty dry information before we get there. So will try to just get just get her done as they say in my home state of Wisconsin. So without further ado, let's get started.

Since we are talking about communication and information sharing, the very first thing that we should discuss is reporting because we rely really heavily on reports being awkward end. And these reports are really important for making sure that everyone is able to come prepared for staffing. The first reports are those that are given from social workers treatment and mental health providers and or any other professionals that can give progress information to that FTC operational team. These reports are typically given to the FTC coordinator a few days before the court hearing is scheduled depending on whatever your court policy is and the MO you use for each of those providers. Then that same FTC coordinator will then take all of that information, coalesce it into a clear, efficient form that is focused, preferably, on problem solving for that case. The reports are given out and read by all team members prior to staffing. This makes sure that all of that staffing can go very quickly and share all of the information that the judicial officer needs in order to make decisions in the hearing. High number of FTC cases can be discussed and heard in a relatively short time if we are efficient and prepared.

Here I have a sample of a staffing report that was graciously provided to us from Island County family reunification court, so this is a report that's filled out individually for each of their cases for each date that they are meeting for a hearing. You can see it's really well laid out. It's fairly easy to fill this out in a PDF that you can edit or make it to a fillable form, and the FTC coordinator has this organized in such a way that you can scan through it really quickly. I've provided a copy of this on the website. Another thing their FTC coordinator does that's really, I think, very smart is if there are any really important changes that occurred since the last hearing, particularly safety concerns those are all highlighted, so it draws the eyes to the most important section. This is just one great example of a staffing report. Of course it will be different depending on the needs of your court team, but it just gives you something to start with if you are considering making a change I should also mention that all of these things that I've mentioned are best practice standards in regards to reporting on a regular basis to your team. It also is best practice standard to ensure that you're communicating regularly between those hearings, if there are any emergent needs, so, for instance, if a visit doesn't go well, if there is some sort of difficulty with their treatment program, then hopefully that coordinator will be facilitating communication between the team members as soon as that information is known so that the team can then make some decisions in a timely way for that case.

Right, our next big communication topic is confidentiality. Because there are so many different members of our team, it's really important to note that confidentiality requirements are upheld for each member of the team according to whatever the ethical mandates are for their profession. So a parent attorney may have specific confidentiality requirements for their client, that they have been told not to share. In order to keep with the ethical standards of their role, they must choose to do that. The same might be

true of a mental health provider that's holds held to very strict requirements regarding mental health information, and those requirements can be rescinded at any time. So it's important to note that there may be some cases where those requirements might change. If for some reason confidentiality is holding back a case, that's something that you'll have to discuss as a team to see how those changes might impact your participation or your client's participation in family treatment court. While family treatment court depends on honesty and sharing of information, respect for the confidentiality needs of our participants is equally important. MOUs should be used to detail whatever confidentiality requirements are necessary for those professionals, and those MOUs should be reviewed on a yearly basis to be sure that information sharing is up held to the standards that are required by those professionals. These MOUs are one way that professionals can educate other team members about the ethical requirements for their position on that team, as not everyone may be aware due to difference in disciplinary background. Understanding confidentiality can clarify the roles of members on the team as well. And of course, because this is a dependency case as well as being a part of the FTC parties to the case are still to be given any and all information they're legally entitled to. Information for non party members of the team is shared specifically based on the details of your courts consent forms. Which again you're reviewing on a regular basis in order to make sure that they are upholding the standards of confidentiality that is necessary for your FTC team.

You have seen this diagram before, I just wanted to note that when we're talking about the professionals on a team, I'm really talking about that local operational team that we have here for that family treatment court. So all of the Members that are meeting regularly for staffing and hearings as opposed to any of the policy and procedures team members or steering committee members. Those members probably would not have an MOU unless they're also part of the operational team. We therefore should not be giving any specific case information, including the names of case members, unless that's been expressed in writing through whatever consent forms that your FTC team has developed.

This family treatment court participant consent form is just a form that that participant will sign in order to allow the disclosure of confidential information during a pre court staffing. That consent form must identify each team member by name. And it must also specify an end date or a specific event that ends the consent. So the FTC, dismissal or graduation is typically what folks are using. If there is a visitor that attends the court. So for instance, someone from your steering committee, one of your FTC grant team. Any other visitors attend the court. They all must sign a nondisclosure forms to protect the confidentiality of that client. These are best practices but also they are also federal regulations concerning the disclosure of health information to outside parties. It also helps us to maintain trust with that client so that they know that we're not sharing information outside of the boundaries of our agreements.

Because our family treatment court team includes all social workers and treatment providers, we must consider our FTC then a treatment program according to our federal confidentiality laws. So this means that all of those consent forms and reporting processes that we've been talking about should be following HIPAA, or The Health Insurance Portability and Accountability Act, as well as the 42 code of federal regulations, or the CFR. These are both related to confidentiality of health information specifically. Luckily you have both health professionals and legal experts on your team, so it should be relatively straightforward for your team to interpret those regulations and make sure that you have a solid process in place.

Moving on from this idea of confidentiality to provision, G cross training, and interdisciplinary education. Drug court research has shown consistently that all members of a team are more effective if they're receiving ongoing training and technical assistance. An operational team generally requires training in roles and responsibilities of team members, in best practice standards, and in changes and updates to the operational structure of the local FTC. There should also be a comprehensive onboarding processes for new members. These are some things that, of course, your grant team is assisting you with (for instance these best practice standards videos) there should be a plan to refresh knowledge on a regular basis especially if a team has high turnover.

As an interdisciplinary team, all members can benefit from cross training in mutually beneficial topics such as justice, diversity, equity and inclusion training, which is also known as Jedi or Die topics. Things like the adoption and Safe Families Act and state child welfare standards. That new family time law that came into effect in Washington and plans of safe care. Topics like the Indian Child Welfare Act, tribal mandates and laws, local tribal cultural practices may be relevant. We might need some cross training in the child abuse prevention and Treatment Act. Those might be things that might be helpful for our team members less familiar with the laws, whereas some of our courts professionals, and staff might need cross training around substance use, trauma, mental health disorders, effective treatment approaches, all these different things that some of our team members are experts in, but not all of them are. And so learning a little bit about these different areas from each other can be highly effective in making sure that we're up to date on the most current practices and research in the field.

There are a few suggestions surrounding training. Many teams find Brown bag cross training opportunities developed by members of the team to be both cost effective and time effective opportunities for discussing the topics above.

New members basic training should involve reviewing policy and procedure, manuals, meet with each team member and observe a Precourt staffing and review hearing.

Finally, Each individual team member should consider mentoring or replacement. In case of illness and ensure a smooth trim and two insurance smooth transition if they receive a new transition. New position.

We of course also bring you regular training opportunities, but there's no replacement for regular meeting with your team. Doing some team building activities, and one of those being cross training so that you're valuing the expertise of your Members. As well as learning from each other.

So that brings us to the end of this presentation. We have made it from a through G. Check out the website for those last final provisions of best practice. One thanks.