SUBJECT: TREATMENT TEAM MEETINGS

PURPOSE: To establish minimum requirements for monthly Treatment Team Meetings. Treatment Team meetings shall be conducted monthly to ensure effective communication between all parties with an interest in the client’s supervision and treatment.

DEFINITIONS:

“Treatment Team” consists of the client’s Case Manager, the Treatment Provider and may include the community supervision officer/parole officer, if applicable. Other members such as facility staff, as approved by the Case Manager, may also be involved.

PROCEDURE:

I. Treatment Team

   A. Treatment Team Meetings may be conducted as often as necessary but shall be conducted at least (1) time per month for the Treatment Team to communicate about the client’s monthly progress.

   B. The Case Manager and Treatment Provider shall co-lead the Treatment Team Meeting. Information obtained during the Treatment Team Meeting shall be included in the client’s monthly progress report submitted by the Case Manager and the Treatment Provider.

II. Treatment Team Meetings

   A. The Treatment Team Meeting shall be conducted face-to-face unless otherwise approved by the Civil Commitment Manager (CCM).

   B. Treatment Team Meetings for clients residing at the Texas Civil Commitment Center (TCCC) shall be scheduled through the Unit Supervisor and CCM. The TCCC contractor shall submit a proposed schedule for the following month to the Unit Supervisor and CCM via email by the third (3rd) Monday of the month. The Unit Supervisor and CCM shall
review the schedule within three (3) working days to determine whether the schedule is approved. If approved, the CCM shall notify the TCCC contractor via email that the schedule has been approved. The Unit Supervisor shall provide the TCCC Case Managers with a copy of the approved schedule via email.

C. Any requested changes by the Treatment Provider, other than emergency situations, to the approved TCCC Treatment Team Meeting schedule shall be submitted to the CCM via email for review and approval at least five (5) working days prior to the scheduled meeting. A requested change due to an emergency situation shall be submitted to the CCM upon becoming aware of the emergency situation. The CCM shall update the Unit Supervisor of the schedule change and the Unit Supervisor shall update the TCCC Case Managers.

D. During the Treatment Team Meeting the client’s progress will be discussed with the Treatment Team. Discussion of the progress of the client shall include, but is not limited to:
   1. The client’s progress during the month;
   2. The client’s tier level;
   3. The client’s pending tasks and targets;
   4. The client’s interaction with other clients;
   5. Incident reports;
   6. Collateral contacts;
   7. Treatment assignments;
   8. Polygraph Reports;
   9. Plethysmograph Reports;
   10. Mental health;
   11. Any additional assessments taken by the client;
   12. Recommendations for client to improve; and
   13. Any other important information regarding the client for the month.

E. The Treatment Team shall discuss the client’s tier level during the Treatment Team Meeting and make any adjustment necessary to the client’s tier level. Any adjustments made to the client’s tier level shall be agreed upon within the Treatment Team in accordance with TCCO Policy 4.1 Tiered Programming and Movement Between Tiers. If a change is made to the client’s tier level, the Case Manager shall notify the Unit Supervisor via email the same business day. If there is no consensus regarding the client’s tier level, the Case Manager shall notify the Unit Supervisor and Civil Commitment Manager. The Unit Supervisor and Civil Commitment Manager shall schedule a meeting of the Treatment Team to reach an agreement.

F. The Case Manager shall document the Treatment Team Meeting within two (2) working days in the case management automated system. The Community-Based Treatment Provider shall document the Treatment Team Meeting in the case management automated system within two (2) calendar days or as required by the contract. A Treatment Provider
at the Texas Civil Commitment Center shall document the Treatment Team Meeting in the case management automated system within five (5) working days of the treatment team meeting. The Case Manager and Treatment Provider shall enter the Treatment Team meeting as a “Monthly Staffing” chronological entry.

E. The details of the Treatment Team Meeting shall be documented in the monthly clinical and supervision progress reports.

SIGNATURE ON FILE

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Marsha McLane
Executive Director