

Indiana Juvenile Mental Health Screening, Assessment and Treatment Pilot Project

Guidelines for Forming Local Advisory Boards

Introduction: The Pilot Project Counties have been asked to form a local advisory board to help ensure that partnerships are being made at the local level that will facilitate access to services, and encourage support for the pilot project among critical participants in- and outside the juvenile justice system. This board is cross-disciplinary in nature, and should be comprised of important local stakeholders. Below are recommendations regarding board objectives, organization and administration, and composition. The counties are asked to confirm to the Project Director by October 15, 2007, that their advisory board has been formed, who the chair is, how often it will meet, who will serve on it, and how it will be involved in the development of local protocols. The board should be in place and operating by the time the counties begin work on their own protocols in compliance with pilot project protocols.

Recommendations on Board Objectives:

- Participates in developing local protocols that comply with protocols adopted by the pilot project.
- Helps facilitate partnerships at the local level that leverage resources to support the detention center program and maximize access to care.
- Helps monitor progress of pilot program, reviewing prevalence data and follow up care.
- Makes recommendations regarding the diversion of appropriate youth from detention into community-based care.
- Solicits broad-based political support at the local and state level for the Pilot Project and supports efforts to have re-directed current resource allocations to meet local mental health needs.

Recommendations on Organization and Administration:

- The Juvenile Court Judge or the Detention Center Director should chair the Local Advisory Board. If someone else is designated, both the Juvenile Court Judge and the Detention Center Director should collaborate in the leadership oversight of the board.
- The Local Advisory Board should meet as frequently as necessary to carry out the objectives below, particularly over the next six months, prior to screening implementation. Once the pilot project is up and running, less frequent meetings may be sufficient. Regardless of the frequency of meetings, there should be a routine meeting structure for local meetings in order to maximize stakeholder participation.

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- The county representatives who serve on the State Advisory Board or its committees should participate on the Local Advisory Board.
- The Site Coordinator should be responsible for sending out meeting notices, and arranging logistics of meetings.
- Minutes of meetings should be kept and circulated in a timely manner.

Recommendation on Composition:

All key organizations, agencies or offices that are involved in the juvenile justice system, delivery of mental health services, or accessing funding at the local level should be represented. Additionally, referral sources of youth to detention, such as schools and law enforcement, should also be involved. Special care should be made to involve critical individuals/organizations from other counties that use the detention center.

Required:

- Juvenile Court Judge
- Detention Center Director
- Site Coordinator
- Probation
- Public Defender
- Prosecutor
- Community Mental Health Provider or Private Primary Mental Health Provider
- Office of Family and Children (DCS)
- School system (special education)
- Local System of Care (linkage) if available

Recommended:

- Division of Family Resources (DFR)
- Law Enforcement
- Local county government (Mayor's office, city-county council, etc.)
- State legislators (encourage to stay apprised if cannot participate)
- Neighboring County Representatives (feeder counties)
- Local Community Corrections

Other Suggestions:

- Local CASA office
- Local Bar Association