

## PROCEDURE

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<b>Series:</b>	<b>Operating Procedures</b>	<b>COA: FSP1-10 CFOP:</b>
<b>Procedure Name:</b>	Family Systems Trauma Team	
<b>Procedure Number:</b>	OP BC1050	
<b>Reviewed Date:</b>	04/17/2023	
<b>Revision #/Date:</b>	N/A	
<b>Effective Date:</b>	02/06/2023	
<b>Applicable to:</b>	Brevard C.A.R.E.S. Staff	

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**SUBJECT:** Brevard C.A.R.E.S. Procedure for families served by the Family Systems Trauma Team

**PURPOSE:** To outline Brevard C.A.R.E.S procedure for youth and families served by the Family Systems Trauma Team. To outline the protocols and steps to be taken by the Brevard C.A.R.E.S staff to ensure the proper application of this procedure and that Brevard C.A.R.E.S., meets its commitment to care for families. Brevard C.A.R.E.S. staff will ensure clear, ongoing communication and understanding, that all contacts with clients, service providers, and other involved parties be documented in the client’s file.

**PROCEDURE:**

**General Description of Youth to be Served.**

Brevard C.A.R.E.S. coordinates and administers the Family System Trauma (FST) Model intervention to youth ages nine to eighteen (18) in the juvenile justice system and/or crossover youth in both child welfare and juvenile justice systems, along with their families. Youth participating in these services shall be exhibiting SED and/or oppositional or conduct behavior disorders. PTSD or other co-occurring mental illness may be considered for participating youth. Eligible youth include any youth ages nine to eighteen (18) in both the child welfare and juvenile justice systems referred by the Department, the Delinquency Judge, DCF, or community providers, residing in Circuit 18. Youth falling outside of this criterion may be served on a case-by-case basis, upon approval of the Chief Probation Officer of the circuit where the youth reside. Any youth may be re-referred to complete the program if deemed appropriate.

**FST Services Provided:**

Brevard C.A.R.E.S staff complete the FST digital advanced training course. The FST digital advanced training course is divided into twelve (12) Modules based on FST Techniques. Each learning module has three lessons with a video and worksheet. Videos can be downloaded along with transcripts and audio. The training course consists of the following two step training process:

Step 1 - FST Advanced Training Online Course – Brevard CARES staff shall complete weekly office hours with an FST Consultant, as a personal family trauma coach. Provider staff shall complete the 12 FST techniques using video training modules and real case examples. Each staff shall complete the resource worksheet, receive a copy of the book: Treating the Traumatized

Child, and shall receive continuing education credits immediately upon completion of each technique.

Step 2 - FST Certification Continued – After the completion of step 1, Provider staff shall continue to meet with FST Consultant a minimum of twice per month virtually. Provider staff shall receive Attrition Training, Family Workbooks, and an Annual Report.

### **Clinical Services Supervision**

The Director of Clinical Services shall provide documented weekly face-to-face clinical supervision for a minimum of one hour to all non-licensed counselors.

### **Required Trainings for FST Staff**

- Suicide Prevention.
- Procedures for immediate staff response to a suicide attempt or intentional self-inflicted injury.
- Procedures for immediate response to potential intoxication/withdrawal, suicide behaviors, suicide statements, or other active crises including supervision of the youth, emergency contact phone #'s (9-1-1, Mobile Response team, poison control, the licensed mental health professional who supervises non-licensed therapists, etc.).
- Procedures for referring youths to mental health or substance abuse care providers, or emergency facilities and procedures for ensuring suicidal youth are referred to a licensed mental health professional for an assessment of suicide risk.
- Follow-up procedures for youth and families after a crisis. This can include the Safety Planning activities within the FST Model.

### **Monthly Youth Progress Reports**

Brevard C.A.R.E.S. submits a monthly progress report for each youth admitted to FST that details the services provided over the past thirty (30) calendar days, the types of services provided to the youth and his/her family, the number of days the youth and his/her family received services, the youth's progress in meeting the treatment goals, case management services provided, including any referrals made for outside services, and a summary of the youth's efforts during FST model services. This report is uploaded in the document library in the Juvenile Justice Information System (JJIS) under "Provider Services Documents" in appropriate folders.

### **Individual and Family FST Model Services**

Brevard C.A.R.E.S. delivers FST services in an individual and family setting, in the youth's home or at C.A.R.E.S. depending on the youth and family's preference. FST Model services consist of up to five phases including, the following:

- a. The FST Stress Chart.
- b. The FST Seed/Tree Diagram.
- c. The FST Goals of Treatment.
- d. The FST Playbook.
- e. The FST Playbook Tweaked.
- f. Dress Rehearsals and Troubleshooting; and,
- g. Relapse Prevention.

### **Youth Child Behavioral Check List (CBCL) Pretest and Posttest**

Brevard C.A.R.E.S. administers the CBCL pretest and posttest before and after services to the youth, respectively. A copy of the completed tests is kept in the youths file in a secure location. The tests are utilized as part of the data collection process to determine both short-term and long-term results of the FST model.

### **Case Management**

Brevard C.A.R.E.S. also provides case management services each month, for each youth. Case Management services include meeting twice monthly with youth and families served, coordinating, referring, and linking youth and family to appropriate treatment services, monitoring youth progress and documenting in the record, collaborating with treatment team, and attending multidisciplinary staffing to support positive youth and family development. Community referrals and linkages are provided as needed to ensure family stabilization which includes mentoring, support, substance abuse treatment services, suicide prevention, crisis management and advocacy to caregivers. All services are monitored to ensure youth and family are actively engaged and participating. Case Management services strive to ensure a well-coordinated continuum of resources and support that includes linkages to community programs, and natural supports throughout Brevard County.

### **Record Keeping**

All service tasks currently in progress or successfully completed are documented. Brevard C.A.R.E.S. also documents completion of training requirements, number of hours earned, for all FST staff. Brevard C.A.R.E.S. maintains a case file for each youth served that contains documentation of the youth's referral in FST Model Services. Data is collected and maintained in such a way as to permit data integrity verification against the Juvenile Justice Information System, invoices, and submitted reports.

Pursuant to section 985.04, F.S., all information obtained regarding youth in the care of the Department is confidential. Brevard CARES shall comply fully with all security procedures of the State and the Department in the performance of its duties under any contract with the Department. Brevard CARES shall not divulge to third parties any confidential information obtained by Brevard CARES or its agents, distributors, resellers, subcontractor, officers, or employees in the course of performing Contract work, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the State or Department. Brevard CARES shall not be required to keep any confidential information or material that is publicly available through no fault of its own, material that Brevard CARES developed independently without relying on the State's or Department's confidential information, or material that is otherwise obtainable under State law as a public record. Brevard CARES shall take appropriate steps to ensure its personnel, agents, and subcontractors protect confidentiality.

Brevard CARES shall comply with all requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulation applicable to entities covered under HIPAA, issued by the Department of Health and Human Services, entitled "Standards for



Privacy of Individually Identifiable Health Information" (45 CFR parts 160 and 164, effective November 20, 2014), if applicable under this Contract.

### **Service Tasks Limits**

All FST Model Services are provided in a manner consistent with applicable federal and state laws, rules, and regulations. All youth and family participants are afforded the opportunity to participate in all service activities of interest in which the youth and family are eligible to participate.

### **Juvenile Justice Information System (JJIS)**

At least one individual at Brevard C.A.R.E.S. is trained and enters information into the JJIS database and the Department's Learning Management System to ensure all data requirements are maintained. Brevard C.A.R.E.S. has designated staff trained in JJIS Probation Resource Booking to ensure youth admission, discharge, and the uploading of documents (progress notes, progress reports and case management notes) into the JJIS Documents Library, maintained in JJIS. The Department of Juvenile Justice (DJJ) Data Integrity Officer (DIO) facilitates the JJIS training. JJIS Access and Data reporting requirements are based on DJJ's capability to provide access and utilization of JJIS to Brevard C.A.R.E.S.

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. ScarPELLI".

PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Brevard Family Partnership / Family of Agencies

APPROVAL DATE: 4/26/23