



# Regional Care Teams

## Meeting Guide

### Overview

The goal of the Regional Care Teams is to facilitate shared accountability to the health, safety, and well-being of system involved youth so that **all youth are thriving in their communities as they transition into adulthood**. Regional Care Teams work to strengthen cross-system, provider, and community involvement to inform local resource development and increase supports, resources and opportunities for youth through a local community-based continuum of care to decrease detention and incarceration.

### Purpose

The three purposes of the Meetings are to:

- Strengthen Relationships.
- Use *Proposal Based Decision Making* for Case Reviews.
- Identify and Address Systems Barriers. In this part of the meeting, the attention is redirected from individual youth and their needs/challenges to consideration of larger obstacles to support young people in community. This approach that recognizes that everyone is essential to ensuring that the youth feels belonging in their community and has the ability to thrive into adulthood.

**Resource Allocation and Development.** The meetings also help leverage and access a range of resources to be able to support the young person in this process. Additionally, as part of the work to identify and address system barriers, meetings can also be a place to brainstorm areas for resource development to address structural challenges and unmet needs.

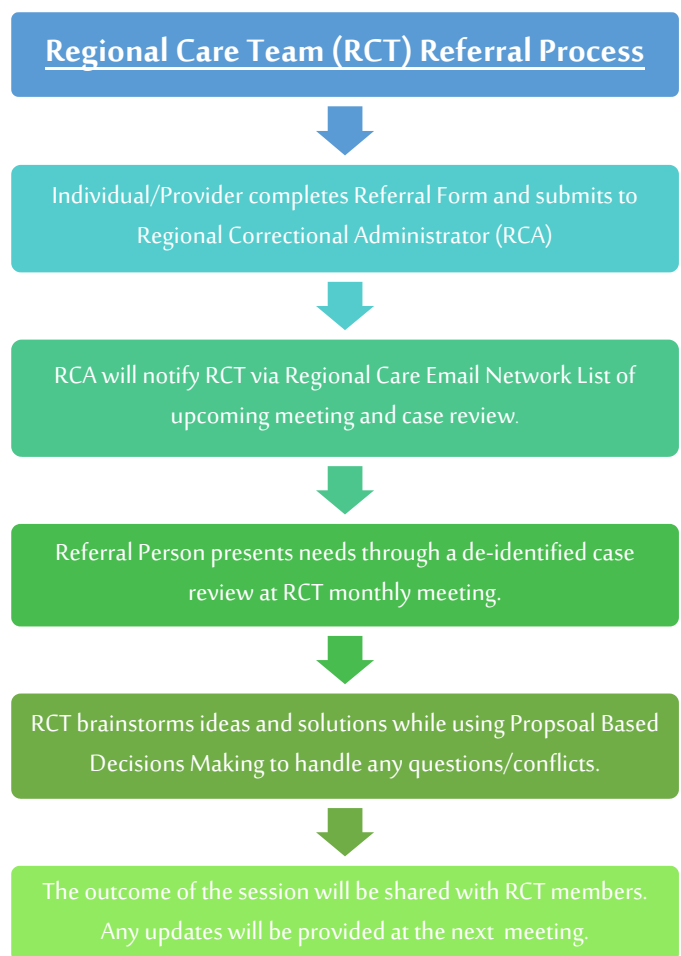
### Procedures

#### Referrals

Anyone within a system or community can refer a justice-involved youth to the care team for review, triage, and support. Referrals should be sent to the Regional Correctional Administrator for each region. They will work together to prepare the case for the monthly meeting.

#### Meeting Frequency

Meetings will occur once per month in each region on the same day, time and location to promote consistency. *For example, the meeting may be set for the 4th Thursday of the month at 10am.* In the beginning and especially during the Covid-19 pandemic, additional meetings may be called to meet an emergency need for a youth. However the goal is to anticipate and plan for needs so that the meetings can be held once per month. Experience shows that more than one meeting a month means that attendees might not choose to attend regularly, which leads to group division rather than cohesion.



## Department of Corrections Regions

**Region One:** Cumberland and York County

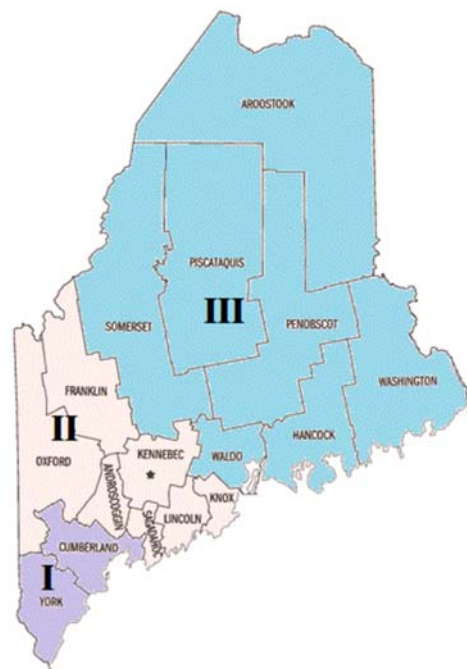
- Team: John Coyne (Regional Correctional Administrator) and Jill Ward (Facilitator)

**Region Two:** Androscoggin, Franklin, Kennebec, Knox, Lincoln, Oxford, and Sagadahoc

- Team: Sue Nee (Regional Correctional Administrator) and Mara Sanchez (Facilitator)

**Region Three:** Aroostook, Hancock, Penobscot, Piscataquis, Somerset, Waldo, and Washington

- Team: Galan William (Regional Correctional Administrator) and Erica King (Facilitator)



## Meeting Notice

Administrators for each region will use the Regional Care Email Network list to communicate to the group. Members will be invited to participate in a monthly Regional Care Team meeting based on the needs identified for the case on the agenda. The meeting will always include agency representatives, providers, and community stakeholders to support youth in community.

The Regional Correctional Administrator/Facilitator will send out an agenda at least three days before meeting and ensure that the youth and family has signed the confidentiality agreement prior to the meeting. After the meeting, they will send out the meeting notes, including who attended.

*All Maine youth deserve to experience belonging and to have the resources needed to thrive into adulthood in their chosen communities. This is achieved by being inclusive, holistic, decisive/responsive, opportunity-building, and transparent.*

## Confidentiality

The purpose of case consultations at Regional Care Teams is to brainstorm needs and resources with a variety of partners and perspectives. We do this with respect to confidentiality limits and with a strengths-based focus. In this part of the meeting, the attention is redirected from individual youth and their needs/challenges to consideration of larger obstacles to support young people in community. If you recognize the youth/family being discussed, please avoid disclosing any further identifying information and refrain from side conversations. If you have a release of information from the family, you can connect with the relevant provider(s) after the meeting. Our shared definition of confidentiality and deidentification is demonstrated by:

- Providing the minimum general information necessary about the situation.
- Refraining from sharing identifying information such as names, exact age, school, other family member's names, etc.
- Focusing on the larger obstacles the youth faces and away from identifying the individual youth.

## Agenda

### Welcome (Led by Regional Correctional Administrator):

- Start on Time.
- Welcome Everyone.
- Discuss any necessary housekeeping for the meeting including reviewing the confidentiality protocol and reviewing the agenda.

### Introductions (Led by Facilitator or Administrator):

- Names, preferred pronouns, and organizational affiliations.
- Additionally, participants should feel like they can share any good news that they want to share with the group. This is not meant for updates, but rather sets the expectation for a positive conversation and meaningful collaboration.
- Circulate sign-up sheet to ensure attendees are also part of the Regional Email Network.

### Read Opening Statement (Led by Facilitator):

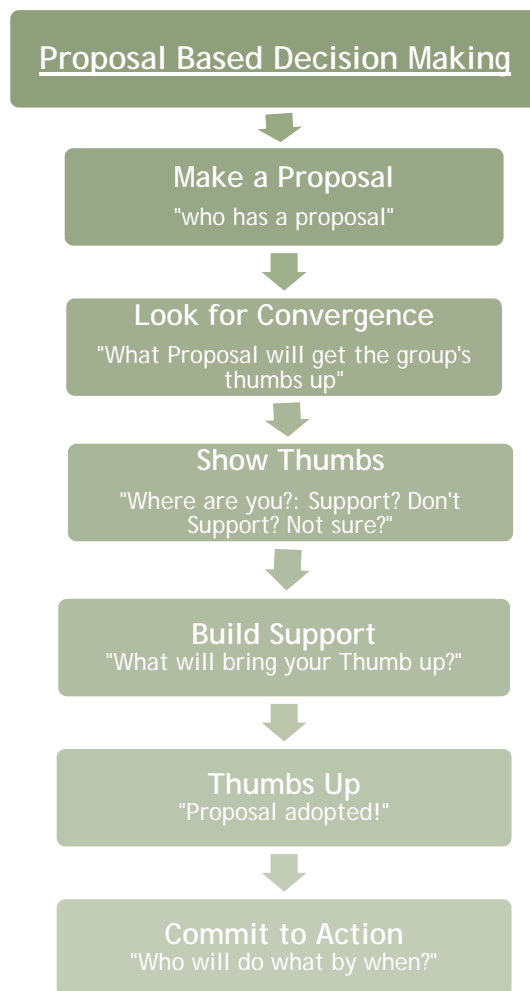
- The facilitator asks for a volunteer from the group to read the opening statement that is read at each and every of the meetings.

### Updates and Announcements (Led by Regional Correctional Administrator):

- Regional Correctional Administrator should follow up about the case review shared at the previous month's meeting. It should include any solutions and/or resources that have been learned throughout the month.
- Invite the group to share updates and announcements, including but not limited to resource update, upcoming events for children and families, and/or provider events/ trainings.

### Case Review (Led by Referral Person):

- The purpose of sharing cases is to brainstorm needs and resources with a variety of providers and perspectives in the room.
- This is done with a respect for confidentiality and with a strengths-based focus.
- State the confidentiality norm that is outlined above.
- The team will use the **Proposal Based Decision Making** model to handle questions, conflicts, and decisions.<sup>1</sup>
- Referral Person will:
  - Identify their relationship to the case.
  - Provide general information about the situation.
  - Identify the help they are hoping to get from the group.
  - Keep a strengths-based approach to the case.
- Attendees will:
  - Allow the presenter to finish their presentation before speaking.
  - Make proposals based on the *Proposal Based Decision Making* model.
  - If they recognize the youth being discussed, they will avoid disclosing identifying information.



<sup>1</sup> Jolie Bain Pillsbury, *Proposal Based Decision Making*,

<https://www.iatrainingsource.org/assets/VisionCouncil/Tools/Proposal%20Based%20Decision%20Making.pdf>

- Referral Person will wrap up the conversation with the actions steps that they are going to take and identify partners who will help with next steps.
  - The group will determine if there are any needs or ideas that came up from the discussion that should be shared with the larger email network.

Non-Case Review Agenda Items (Led by Facilitator):

- Prior the meeting, Invitees can ask to provide a brief resource presentation (no more than 15 minutes).
- This could be based on a conversation raised in previous meeting around recurring policy, practice, or administrative barriers or challenges.

Closing (Led by Regional Correctional Administrator):

- Identify the next steps that have been generated.
- End the meeting on time.