

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:

Interdisciplinary Team Meetings

Chapter:

01 – General Topics

Effective Date:

2/28/2007

Revision Date:

Policy Number:

01-100-001

Executive Director

SCOPE:

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

INTRODUCTION:

An Interdisciplinary Team (IDT) meeting is initiated to address a significant issue or service need of an individual served by Keystone Community Resources (KCR) or Keystone Independent Living (KIL). The purpose of an IDT meeting is to develop a coordinated response to the service need among treatment team members.

DISCUSSION:

1. An IDT meeting involves representatives of three (3) of more of the following stakeholders:
 - The individual served
 - Family, guardian, representative payee, or other advocates for the individual
 - Supports Coordinator/Case managers
 - Funding agency designee(s)
 - Medical representative(s)
 - Residential representative(s)
 - Vocational/Day Program representative(s)
 - Clinical representative(s)
 - School-based representative(s)

2. An IDT meeting can be called by any of the above mentioned stakeholders. Interdisciplinary Team (IDT) Meeting Participation Form will be sent to all designated individuals, indicating: the date, time, location, and a clear statement of topic to be addressed.
3. The person calling the meeting either *chairs* or designates a chair for the meeting.
4. The chair will:
 - Identify who will take minutes
 - Circulate the Interdisciplinary Team (IDT) Meeting Invitation for participant to sign.
 - Restate the meeting topic.
 - Conduct the meeting.
 - Summarize meeting discussion and follow-up.
5. Meeting minutes will be typed on an Interdisciplinary Team (IDT) Meeting Minutes Form. Copies of the minutes will be distributed to stakeholders.
6. The original Interdisciplinary Team (IDT) Meeting Participation Form containing attendee's signatures will be attached to the Interdisciplinary Team (IDT) Meeting Minutes Form and placed in the individual's file.
7. An IDT meeting is required when the following occurs:

Action:	Person(s) Responsible:
• Pending admission	Dir. of Admissions
• Pending discharge	Director of Residential Services-where client resides.
• Change in residential placement	Director of Residential Services-where client resides.
• Change in vocational/day program placement	Director of Vocational Services
• Transition from school to work	School Liaison
• Retirement	Director of Vocational Services

8. Any Interdisciplinary Team member can call an IDT to address the following concerns:
 - Behavioral concerns
 - Medical concerns
 - Return to work following injury or illness
 - Family related issues
 - Funding concerns
 - Other service delivery issues

NOTES:

Included Forms: **Interdisciplinary Team (IDT) Meeting Participation Form**
Interdisciplinary Team (IDT) Meeting Minutes Form